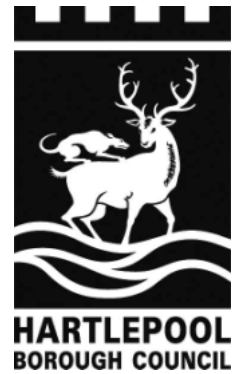


SCRUTINY CO-ORDINATING COMMITTEE AGENDA



2 December 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, A Marshall, Preece, Richardson, Rogan, Shaw, Shields, Thomas, Wells and Wilcox.

Resident Representatives: Maureen Braithwaite, Evelyn Leck and John Maxwell.

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 11 November 2011 *(to follow)*
- 3.2 To confirm the minutes of the meeting held on 25 November 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

- 5.1 Referral from Cabinet – Delivery of Support to Members and to the Council, Executive, Non Executive and Scrutiny Functions - *Scrutiny Manager*

6. FORWARD PLAN

No items

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

Medium Term Financial Strategy (MTFS) 2012/13 TO 2014/15 - Initial Consultation Proposals:-

- 7.1 Medium Term Financial Strategy (MtfS) 2012/2013 to 2014/2015 Chief Executive's Department: Budget and Policy Framework Initial Consultation Proposals – *Scrutiny Manager*
- 7.2 Medium Term Financial Strategy (MtfS) 2012/2013 to 2014/2015 – Initial Budget Consultations: Feedback from the Overview and Scrutiny Committees – *Chairs of the Overview and Scrutiny Committees*

8. CONSIDERATION OF FINANCIAL MONITORING/CORPORATE REPORTS

- 8.1 Quarter 2 – Council Overview of Performance and Risk 2011/12 – *Corporate Management Team*
- 8.2 Hartlepool Partnership Plan Quarter 2 (2011/12) Summary of Performance – *Assistant Chief Executive*

9. ITEMS FOR DISCUSSION

10. CALL-IN REQUESTS

11. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

ITEMS FOR INFORMATION

- i) **Date of Next Meeting Friday 13 January 2012 commencing at 2.00 pm in the Council Chamber, Civic Centre.**

SCRUTINY CO-ORDINATING COMMITTEE

2 December 2011



Report of: Scrutiny Manager

Subject: REFERRAL FROM CABINET – DELIVERY OF SUPPORT TO MEMBERS AND TO THE COUNCIL, EXECUTIVE, NON EXECUTIVE AND SCRUTINY FUNCTIONS

1. PURPOSE OF REPORT

- 1.1 To inform Members of the Scrutiny Co-ordinating Committee of the scrutiny topic referral from the Cabinet meeting held on 7 November 2011 to the Overview and Scrutiny Function.

2. BACKGROUND INFORMATION

- 2.1 As outlined within the Authority's Constitution, the Scrutiny Co-ordinating Committee has a mandatory obligation to consider referrals from Council, Cabinet and individual Cabinet Members within the timescale prescribed. (dependent upon origin of referral)
- 2.2 The Cabinet on the 7 November 2011 received a report (attached at **Appendix A**) in relation to the delivery of support to members and to the council, executive, non executive and scrutiny functions. In discussing the report, Cabinet Members agreed that the following Cabinet recommendations be forwarded to scrutiny for its views, with a report to be brought back to Cabinet:-
- (i) That the constitution be reviewed annually through the Monitoring officer and that the Constitution Committee be abolished, following the 2012 elections.
 - (ii) That the functions of the Standards Committee be extended to include monitoring attendance of Members at induction and training sessions.
 - (iii) That the General Purposes (Appeals and Staffing) become a standalone committee with a fixed membership.

- (iv) That the remaining General Purposes Committee functions be combined with the functions of the Audit Committee to form one expanded “Operations Committee”, with exclusively backbench membership.
- (v) That the Contract Scrutiny Committee be abolished and the functions relating to contracts/tenders be undertaken by the executive.
- (vi) That the number of Scrutiny forums be reduced from six to four through the merging of neighbourhood services and regeneration and planning forums and Health to be combined with Adult Services to reflect the council’s new public health role.

2.3 A full copy of the relevant minute is attached at **Appendix B**.

2.4 The timetable prescribed by Cabinet requires that Scrutiny completed consideration of the referral before Christmas. This will require a report back to Cabinet at its meeting on the 19 December 2011. On this basis, the Members are asked to consider:-

- i) How they wish to proceed with consideration of the referral to enable the submission of a report back to Cabinet within the prescribed timescale;
- ii) Subject to (i) above, formulate a view in relation to the recommendations referred to Scrutiny (as detailed in Section 2.2) for inclusion in the report back to Cabinet.

2.5 In order to assist the Committee, and answer any questions Members may have, invitations have been extended to the Assistant Chief Executive and appropriate Cabinet Member(s) to attend today’s meeting.

3. RECOMMENDATIONS

3.1 It is recommended that the Scrutiny Co-ordinating Committee:-

- (a) Formally receives the referral;
- (b) Considers how it wishes to proceed with consideration of the referral within the prescribed timescale;
- (c) Considers the formulation of a view in relation to the recommendations referred to Scrutiny (as detailed in Section 2.2) for inclusion in the report back to Cabinet.
- (d) Seeks clarification, where required, on any relevant issues from the Assistant Chief Executive and appropriate Cabinet Members(s) present at today’s meeting.

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

BACKGROUND PAPERS

The following background paper was used in the preparation of this report:-

- (i) Hartlepool Borough Council's Constitution
- (ii) Agenda and Minutes - Cabinet - 7 November 2011

CABINET REPORT

7 November 2011



Report of: Assistant Chief Executive

Subject: DELIVERY OF SUPPORT TO MEMBERS AND TO THE COUNCIL, EXECUTIVE, NON EXECUTIVE AND SCRUTINY FUNCTIONS.

SUMMARY

1. PURPOSE OF REPORT

To consider options and potential changes to the delivery of support to Members and to the Council, Executive, Non Executive and Scrutiny functions.

2. SUMMARY OF CONTENTS

The report sets out a number of options and potential changes in respect of the delivery of support to Members and to the Council, Executive, Non Executive and Scrutiny functions. The options and changes reflect the budget deficits that the Council is continuing to face, the consequent reduced officer base to support the identified functions and the cessation or scaling down of a number of services and activities. The report reflects a reduction in the Council size to 33 Councillors, in 2012, as a result of Electoral review recommendations. The outcomes of a range of consultation research to inform the 2011 budget process are also recognised.

The report details a number of arrangements and practices which have been categorised into those areas which are considered appropriate for immediate review, those that could be agreed for implementation for Municipal Year 2012-13 as well as other areas that could be considered.

3. RELEVANCE TO CABINET

The options and potential changes arising from the review impact upon Executive functions.

4. TYPE OF DECISION

Non-Key

5. DECISION MAKING ROUTE

Cabinet

6. DECISION(S) REQUIRED

Cabinet is recommended to consider and determine their decisions in respect of the following NB for clarity in decision making the portfolio holder view in respect of a number of the recommendations has been incorporated for Cabinets consideration:

- (i) That Members' Seminars be deleted from the council diary and replaced with ad hoc briefing / training sessions, to be organized following identification of issues by Members/Officers and be held immediately in advance of meetings of full Council.
- (ii) That the introduction of Task and Finish Groups be monitored to ensure it is resourceable.
- (iii) Cabinet to give consideration to the constitution being reviewed annually and consideration to be given to the abolition of the Constitution Committee as a significant number of authorities review the constitution through the Monitoring officer, as indicated through the modular constitution.
 - Portfolio holder view
That the constitution is reviewed (and any amendments therein made) once a year. That the constitution committee remains in place to make recommendations to the annual council.
- (iv) For Cabinet to identify preferred mechanism for managing the number of meetings which are held.
- (v) A 'freeze' to be introduced in respect of attendance at conferences where conference costs are incurred. In exceptional circumstances that attendance at conference is justified, the Member attending the Conference is required to feedback to all Members of the Council in either written or verbal form.
- (vi) That consideration be given to extending the functions of the Standards Committee to include monitoring attendance of Members at induction and training sessions.
- (vii) Consideration to be given to the potential of options outlined in 3.1.1 (v) in the main report and the reconfiguration of the committees identified, including the potential for their merging. This will also need consideration in terms of best practice, legal and constitutional matters.
 - Portfolio holder view
 - i. That the General Purposes (Appeals and Staffing) be a stand alone committee with a fixed membership.
 - ii. That the remaining GP functions be rolled into the functions of the Audit Committee and the Contract Scrutiny Committee to form one expanded "Operations Committee", with exclusively backbench membership.

- (viii) Consideration be given to the composition of the General Purposes (Appeals and Staffing) Committee being a fixed membership rather than being selected from a rota.
 - Portfolio holder view
As above.
- (ix) consideration is given to the review of Members accommodation
- (x) Members to consider the options for the number and configuration of Scrutiny Forums and identify potential preferred options.
 - Portfolio holder view
 - i. That the number of Scrutiny forums be reduced from 6 to 4 through the merging of neighbourhood services and regeneration and planning and Health to be rolled back into adult services to reflect the council's new public health role.
 - ii. That the 2 SRA savings be allocated to scrutiny to assist its work.
- (xi) It is not recommended that all current committees be maintained with reduced membership with Cabinet to identify any preferred options to be considered.
- (xii) The mayor to consider the potential options for the size of the Cabinet and any associated savings
- (xiii) That consideration be given to improving access to Members' ICT and an ICT 'offer' be worked up that significantly reduces costs and then becomes a pre-requisite of holding office from 2012 onwards
- (xiv) That the practice of producing summary sheets for reports cease and appendices are not printed but available electronically.

Report of: Assistant Chief Executive

Subject: DELIVERY OF SUPPORT TO MEMBERS AND TO THE COUNCIL, EXECUTIVE, NON EXECUTIVE AND SCRUTINY FUNCTIONS.

1. PURPOSE OF REPORT

- 1.1 To consider options and potential changes to the delivery of support to Members and to the Council, Executive, Non Executive and Scrutiny functions.

2. BACKGROUND

- 2.1 The report sets out a number of options and potential changes in respect of the delivery of support to Members and to the Council, Executive, Non Executive and Scrutiny functions. The options and changes reflect the budget deficits that the Council is continuing to face, the consequent reduced officer base to support the identified functions and the cessation or scaling down of a number of services and activities. The report reflects a reduction in the Council size to 33 Councillors, in 2012, as a result of Electoral review recommendations. The outcomes of a range of consultation research to inform the 2011/12 budget process are also recognised.
- 2.2 The report is set out against a background of the agreed budget for 2011/12 and the deficits faced over the next 3 years. As Members are aware detailed analysis of the figures in the CSR demonstrates the actual DCLG cut is not evenly spread over this period and is actually “front loaded” over the first 2 years. The Business Transformation Programme and the contribution it can make to the Medium Term Financial Strategy (MTFS) has been revisited in the light of the new financial position the authority faces. The MTFS indicates that even after reflecting the Business Transformation Programme, increasing the savings delivered by this programme (from £1.3m to £2.9M for 2011/12) and a range of other measures the Council still faces a budget deficit for 2012/13 of £6.6m and a cumulative figure of over £14m over the next 3 years. As part of the budget process for 2011/12 there has been a reduction in the staffing resource in respect of the democratic support functions (the reduction of one post in democratic services and the reallocation of current workloads), the reduction in Member Support resources and in administration teams in departments supporting the production of reports. There has been no commensurate reduction in the actual workload and essentially we have the same or increased requirements to support with fewer resources. This position, the further budget reductions that are required and the reduction in the number of

members means that this position requires review and will not be sustainable in the medium term.

- 2.3 A draft of this report has been offered for consideration to the political groups. The Portfolio Holder for Performance (as was) has attended a number of meetings in respect of this.
- 2.4 The report covers a number of areas of potential change and Cabinet are, as part of their consideration of the options and questions posed, asked to identify their preferred or proposed solutions.
- 2.5 The changes to the size of the Council will require a review of the Constitution and this process has commenced through a Constitution working group. The issues raised in this report, Cabinet considerations and any decisions of Cabinet will need to form part of these considerations.

3. AREAS FOR CONSIDERATION

- 3.1 Consideration has been given to the delivery of support to Members, Council, Executive, non executive and Scrutiny functions. The outcomes of these considerations are set out in the report in terms of the following potential categories:-

- Immediate review – areas that are appropriate to review immediately due to the nature of the recommendations.
- To be agreed for implementation for Municipal Year 2012-13

The areas comprising each of the four categories are set out below:-

3.1.1 Immediate Review

(i) Members' Seminars

Members' Seminars have formed part of the briefing arrangements for the authority for some considerable period of time. They are scheduled monthly and are held twice for each seminar. Over the last year there have been a number of members seminars organised. For those Members who don't attend a seminar a summary of the content is sent to members for their information.

It is recognised that it is important to ensure that members are informed of new and developing areas and major programmes that the authority is either involved in or undertaking on its own behalf. However, statistics relating to attendance at Seminars indicate that the current mechanism does not appear to be working and attendance is generally very low. There is no direct and accountable saving in respect of this change but it will release some capacity from officers currently supporting or involved in these seminars. It is important to note that the Planning Code of Practice,

Licensing Policy calls for Member training and these regulatory areas of competency to be given priority.

Recommendation - That Members' Seminars be deleted from the council diary and replaced with ad hoc briefing / training sessions, to be organized following identification of issues by Members/Officers and be held immediately in advance of meetings of full council.

(ii) Constitution Review

The Model Constitution acknowledged that Local authorities may wish to adopt procedural rules for when they wish to propose to Council that the constitution is changed. Following consideration of the legitimacy of the Constitution Working Group, it has been agreed recently that the operation of the Constitution Working Group no longer continue. The Constitution Committee will continue and have Task and Finish Groups arranged on an ad hoc basis to enable particular issues to be considered on a time-specific basis. These Task and Finish Groups would then report to the Committee for any further action required. A significant number of authorities review the constitution through the Monitoring Officer, as indicated through the Modular Constitution

It is noted that of those Authorities who have replied to a benchmarking survey, the majority review their Constitution annually. Annual review is an option to be considered. During the previous Municipal Year, there were 19 reports considered at Constitution Working Group and Constitution Committee meetings covering 5 topics agreed as part of the annual work programme for 2009/10 and an additional 8 items of Any Other Business also considered.

Recommendation – That the introduction of Task and Finish Groups be monitored to ensure it is resourceable. Cabinet to give consideration to the constitution being reviewed annually and consideration to be given to the abolition of the Constitution Committee as a significant number of authorities review the constitution through the Monitoring officer, as indicated through the modular constitution.

(iii) Scheduled Meetings

At the start of each municipal year a meetings calendar is organised by the Democratic Services Team which covers all of the committees encompassed by the Constitution. As an example in 2008/09 Municipal Year 450 meetings were held of which 305 were scheduled. Almost 50% were, therefore, not scheduled meetings. Whilst it could be argued that the additional meetings are required, this is a high proportion of unplanned meetings which has a significant impact on planning of work, impact on the Democratic Services Team in terms of arrangements and servicing but also on other officers (particularly in respect of report writing and attendance at these meetings but

also on a slightly less significant scale in terms of printing costs). The number of unscheduled meetings varies across different categories of meetings. In terms of scrutiny, which tends to be the area with most additional meetings, there were 104 meetings serviced and 56 of those were additional meetings (a 117% increase in meetings over those scheduled).

NB – since May of this year there have been 222 meetings in total (of which 145 were scheduled and 77 unscheduled, an increase of 35%)

Whilst recognising that elected Members retain the right to agree as many meetings as they consider necessary, the number of unscheduled meetings has to be balanced by a recognition that there are less resources to support the democratic function. A reduction in the number of meetings overall may result in identifiable efficiencies.

Recommendation – To identify preferred mechanism for managing the number of meetings which are held.

(iv) Attendance at Conferences

If a Member is interested in attending a conference, approval is required from Mayor and Chief Executive. At a time when resources are tight, the value of attending conferences, where conference fees are involved, has to be questioned as it is with officers and the possibility of 'freezing' attendances has to be considered. In the exceptional event that a conference is approved, a Member attending a conference or seminar should be required to either give a five minute oral presentation or present a written report to Council to demonstrate the value of attendance at the Conference – this is procedure which was previously introduced by Council in 2005.

Recommendation – A 'freeze' to be introduced in respect of attendance at conferences where conference costs are incurred. In exceptional circumstances that attendance at conference is justified, the Member attending the Conference is required to feedback to all Members of the Council in either written or verbal form.

(v) Standards Committee/ Contract Scrutiny Committee / General Purposes / Audit Committee

The functions of the Standards Committee includes 'advising, training or arranging to train the mayor, councillors, co-opted members and governor representatives on matters relating to the Members' Code of Conduct. It is proposed that consideration be given to extending the functions of the Committee to include monitoring attendance of Members.

Contract Scrutiny Committee has recently changed remit and function following consideration by Constitution Committee and Constitution Working group. The functions of this Committee now encompass a range of functions which are included in the constitution. Recognition needs to be given to the

work of the Committee. However, whilst not significant in terms of time and resource is, along with the range of other areas covered in this note, part of an overall picture. We are the only Council in the Tees Valley which has this Committee. If this is to be progressed it will need to be investigated in more detail, including legal advice.

In addition consideration could be given to the potential for a number of currently existing Committee arrangements to assess the extent to which their functions may be potentially combined to increase efficiency and provide a clear a focused role. Included in this could be the potential to combine the roles of Audit Committee and Contract Scrutiny Committee ie., Audit and Governance approach.

In terms of GP (Appeals and Staffing) Committee, a lot of time is spent organising these meetings and convening those meetings from a rota of Members it would be potentially beneficial to giving consideration to a fixed membership of this Committee and to meetings being scheduled monthly in the Democratic Services diary.

Recommendations

- That consideration be given to extending the functions of the Standards Committee to include monitoring attendance of Members at induction and training sessions.
- Consideration to be given to the potential of options outlined above and the reconfiguration of the committees identified, including the potential for their merging and a change in remit. This will also need consideration in terms of best practice, legal and constitutional matters.
- Consideration be given to the composition of the General Purposes (Appeals and Staffing) Committee being a fixed membership rather than being selected from a rota.

vi) Reports/Minutes/Decision Records for Members

The reports, minutes and decision records that are provided to members are generally comprehensive and detailed and provide both information relating to the decision required and contextual information. There is an inherent resource requirement in reports of this nature and they are effective in providing sufficient information (in most cases) for members to make the decisions required – although the decisions are not always taken. An assessment suggests 29 full time equivalents (FTEs) supporting this process. One area which could easily be reduced relates to summary sheets which accompany executive reports. This system has been in place a number of years (pre 2002) and was initially intended for the benefit of those Members who did not receive actual reports – they received just the summary sheet to give them a flavour of what the report was about. There are, however, no Members who only receive the summary sheet and their use is therefore questionable.

Recommendation – That the practice of producing summary sheets for reports cease and that appendices are made available electronically.

3.1.2 To be agreed for implementation for Municipal Year 2012 - 13**(i) Scrutiny Forums**

Under Section 21 of the Local Government Act 2000, Authorities operating executive arrangements must appoint one or more overview and scrutiny committees. In assessing future overview and scrutiny arrangements consideration needs to be given to the number of members required to effectively fulfill the scrutiny function. There is no statutory requirement for every non executive member to be involved in overview and scrutiny meetings.

On the basis of the financing of the authority and the number of Members attending Scrutiny Forums, there is merit in considering reducing the number of scrutiny forums to coincide with the change in departmental organisation and reducing budgets overall of the Council. In addition, reports have been submitted to Members on the White Paper 'Equity and Excellence: Liberating the NHS' which includes the health scrutiny and referral function where guidance is currently unclear on how this should be taken forward.

There are a number of options available in respect of scrutiny forums:

- To maintain the current 6 forums (including SCC)
- To realign them to the departments and merge i) Children's and Adult and Community Services and ii) Neighbourhood Services and Regeneration and Planning (thereby reducing the number to 4)
- As above and add incorporate Health scrutiny into either one of the above or SCC (reducing the number further to 3)
- Amalgamate functions of the Neighbourhood Services Scrutiny Forum and Regeneration and Planning Services Scrutiny Forum and maintain other 5 Forums (including Scrutiny Co-ordinating Committee)
- As above and combine the Health and Adult Services forums to reflect the role of the local authority in public health
- Or other permutations from the above

There are a number of issues to consider in such a proposal. If the budget of the authority, as expected, is to reduce significantly then there should be a commensurate reduction in the scale of scrutiny to ensure there is an effective balance with the shape and size of the authority and the balance of resources is maintained in respect of delivery and scrutiny. To date through the current budget exercises there has been no direct impact on the scrutiny support function (although there has been a limited reallocation of tasks).

The detailed financial implications of this have not been fully quantified, but there would be a potential reduction required in SRA's for scrutiny chairs, as well as reductions in democratic services (already achieved) and scrutiny functions. NB it should be noted that such a reduction in staffing resources cannot be achieved without the cooperation of members.

Recommendation – members to consider the options for the number and configuration of Scrutiny Forums and identify potential preferred options.

ii) Size of Committees

Any consideration of the options included here should be considered in conjunction with the considerations above in respect of the number of scrutiny forums (and potentially in respect of Cabinet as well).

In the light of the reduction of the number of elected members there is the option to consider a commensurate and proportionate reduction in the size of all committees, essentially reducing the membership by approximately one third across all committees. Essentially this would provide for a proportionate reduction in membership but would not necessarily result in any reduction in the number of meetings, staffing resources required to support and service these or SRA's.

Recommendation- it is not recommended that all current committees be maintained with reduced membership and Cabinet are requested to identify any preferred options to be considered.

iii) Cabinet

The Constitution states that the Executive will consist of the Mayor and at least 2 but may not exceed 10 Councillors appointed to the Executive by the Mayor. The Mayor's first Cabinet comprised 6 Members. Cabinet currently consists of 9 elected members and this has been increased by 2 from the previous municipal year when it was 7. In the same way as consideration is being given to other areas of operation and whether they can be more efficient and effective and yet still deliver the required results then the make up and number of Cabinet members should be given consideration. The reduction of the size of the Cabinet (dependant on whether the Cabinet member is also a group leader) by 1 reduces the costs by £5.7K.

Recommendation - The mayor to consider the potential options for the size of the Cabinet and any associated savings

iv) Members ICT

At the meeting of the Constitution Committee held on 9th October 2009 and again at the meeting on 11 June 2010, Members discussed issues associated with the provision of Members ICT NB this was also highlighted as part of the Telephony call in. Discussion took place regarding the increasing reliance of Members on ICT and current ICT contract arrangements.

Democratic Services Team have worked with Officers, press and resident representatives to encourage receipt of agendas and supporting documentation electronically. This has resulted in a number of efficiencies. The one area where progress has not been made over years relates to Members receiving papers electronically which is preventing additional efficiencies and changes of working practices including printing multiple copies of diary. There would also no longer be need for papers to be delivered by courier.

Recommendation – That consideration be given to improving access to Members' ICT and an ICT 'offer' be worked up that significantly reduces costs and then becomes a pre-requisite of holding office from 2012 onwards.

v) Accommodation

Members' accommodation is an area which could also be considered. There have been a number of changes over the last 4 – 5 years in respect of rationalising this accommodation and it would be appropriate to reconsider the current allocations, the use of these, improvements where appropriate and whether there are appropriate alternatives which could be considered. These could be considered in a similar manner to those changes which are occurring in the broader accommodation strategy and space use.

Recommendation – consideration is given to the review of Members accommodation

3.0 Conclusion

There are a wide range of possible changes to the delivery of support to Members in terms of executive and non executive functions. As a consequence, a number of arrangements and practices have been categorised into those areas appropriate for immediate review, those which require a phased approach, those that should be reviewed in 2012 in conjunction with the implementation of the Electoral Review recommendations as well as other areas that could be considered.

4.0 RECOMMENDATIONS

Cabinet is recommended to consider and determine their decisions in respect of the following NB for clarity in decision making the portfolio holder

view in respect of a number of the recommendations has been incorporated for Cabinets consideration:

- (i) That Members' Seminars be deleted from the council diary and replaced with ad hoc briefing / training sessions, to be organized following identification of issues by Members/Officers and be held immediately in advance of meetings of full Council.
- (ii) That the introduction of Task and Finish Groups be monitored to ensure it is resourceable.
- (iii) Cabinet to give consideration to the constitution being reviewed annually and consideration to be given to the abolition of the Constitution Committee as a significant number of authorities review the constitution through the Monitoring officer, as indicated through the modular constitution.
 - Portfolio holder view
That the constitution is reviewed (and any amendments therein made) once a year. That the constitution committee remains in place to make recommendations to the annual council.
- (iv) For Cabinet to identify preferred mechanism for managing the number of meetings which are held.
- (v) A 'freeze' to be introduced in respect of attendance at conferences where conference costs are incurred. . In exceptional circumstances that attendance at conference is justified, the Member attending the Conference is required to feedback to all Members of the Council in either written or verbal form.
- (vi) That consideration be given to extending the functions of the Standards Committee to include monitoring attendance of Members at induction and training sessions.
- (vii) Consideration to be given to the potential of options outlined in 3.1.1 (v) in the main report and the reconfiguration of the committees identified, including the potential for their merging. This will also need consideration in terms of best practice, legal and constitutional matters.
 - Portfolio holder view
 - i. That the General Purposes (Appeals and Staffing) be a stand alone committee with a fixed membership.
 - ii. That the remaining GP functions be rolled into the functions of the Audit Committee and the Contract Scrutiny Committee to form one expanded "Operations Committee", with exclusively backbench membership.
- (viii) Consideration be given to the composition of the General Purposes (Appeals and Staffing) Committee being a fixed membership rather than being selected from a rota.
 - Portfolio holder view
As above.
- (ix) consideration is given to the review of Members accommodation
- (x) Members to consider the options for the number and configuration of Scrutiny Forums and identify potential preferred options.
 - Portfolio holder view

That the number of Scrutiny forums be reduced from 6 to 4 through the merging of neighbourhood services and regeneration and planning and Health to be rolled back into adult services to reflect the council's new public health role.

That the 2 SRA savings be allocated to scrutiny to assist its work.

- (xi) It is not recommended that all current committees be maintained with reduced membership with Cabinet to identify any preferred options to be considered.
- (xii) The mayor to consider the potential options for the size of the Cabinet and any associated savings
- (xiii) That consideration be given to improving access to Members' ICT and an ICT 'offer' be worked up that significantly reduces costs and then becomes a pre-requisite of holding office from 2012 onwards
- (xiv) That the practice of producing summary sheets for reports cease and appendices are made available electronically.

5.0 REASONS FOR RECOMMENDATIONS

The recommendations reflect the budget deficits that the Council is continuing to face, the consequent reduced officer base to support the identified functions and the cessation or scaling down of a number of services and activities. The report reflects a reduction in the Council size to 33 Councillors, in 2012, as a result of Electoral review recommendations. The outcomes of a range of consultation research to inform the 2011 budget process are also recognised.

6.0 BACKGROUND PAPERS

There are no background papers to this report

7.0 CONTACT OFFICER

Andrew Atkin

CABINET

MINUTES AND DECISION RECORD

7 NOVEMBER 2011

EXTRACT

The meeting commenced at 9.15 am in the Civic Centre, Hartlepool

Present:

The Mayor, Stuart Drummond - In the Chair

Councillors: Jonathan Brash (Housing and Transition Portfolio Holder)
Robbie Payne (Deputy Mayor) (Finance and Procurement Portfolio Holder),
Gerard Hall (Adult and Public Health Services Portfolio Holder).
Peter Jackson (Regeneration and Economic Development and Skills Portfolio Holder),
Chris Simmons (Children's Services Portfolio Holder),
Hilary Thompson (Performance Portfolio Holder),

Officers: Nicola Bailey, Acting Chief Executive
Andrew Atkin, Assistant Chief Executive,
Chris Little, Chief Finance Officer
Alyson Caman, Head of Legal Services
Dave Stubbs, Director of Regeneration and Neighbourhoods
Damien Wilson, Assistant Director, Regeneration and Planning
Graham Frankland, Assistant Director, Resources
Caroline O'Neill, Assistant Director, Performance and Achievement
Zoe Westley, Head of Social and Education Inclusion
Alastair Rae, Public Relations Manager
David Cosgrove, Democratic Services Team

148. Delivery of Support to Members and to the Council, Executive, Non Executive and Scrutiny Functions (Assistant Chief Executive)

Type of decision

Non-key.

Purpose of report

To consider options and potential changes to the delivery of support to Members and to the Council, Executive, Non Executive and Scrutiny functions.

Issue(s) for consideration by Cabinet

The Housing and Transition Portfolio Holder reported on a number of options and potential changes in respect of the delivery of support to Members and to the Council, Executive, Non Executive and Scrutiny functions. The options and changes reflect the budget deficits that the Council is continuing to face, the consequent reduced officer base to support the identified functions and the cessation or scaling down of a number of services and activities. The report reflected a reduction in the Council size to 33 Councillors in 2012 as a result of Electoral review recommendations. The outcomes of a range of consultation research to inform the 2011/12 budget process were also recognised.

The report set a series of areas for consideration and made recommendations in relation to each, which the portfolio holder had also commented upon, which included for immediate consideration; Members' Seminars, Constitution Review, Scheduled Meetings, Attendance at Conferences, Standards Committee / Contract Scrutiny Committee / General Purposes Committee / Audit Committee, and Reports / Minutes / decision Records for members. Further recommendations to be agreed for implementation for the 2012/13 Municipal Year included; Scrutiny Forums, sizes of Committees, Cabinet, Members' ICT and Members' Accommodation.

Cabinet's discussions centred around the main sections and recommendations within the report as follows: -

Members' Seminars

It was considered that Members Seminars could be stopped immediately as attendance was generally very poor. If it was essential to brief members on issues, seminars could be carried out immediately before Council meetings.

Constitution Review

The Mayor commented that Hartlepool was one of a very limited number of authorities that undertook the review of the constitution in this way and considered that, following the 2012 elections, reviews were only needed once each year and should be undertaken by the Monitoring Officer. This view was supported by Cabinet. The Mayor was concerned that there had been constitution changes that had not been implemented in accordance with the appropriate procedures. Cabinet agreed that this matter should be referred to Scrutiny for comments.

Scheduled Meetings

There was great concern at the number of additional meetings called during the year and the impact these additional meetings had. The Mayor and other Cabinet Members were particularly concerned at the number of

additional Task and Finish Groups that were being established and that little appeared to have come from these to the executive. The Mayor stated that Members needed to be aware of the number of additional meetings and the lack of capacity to deal with them. Cabinet was also concerned that the majority of the additional Task and Finish and Working Groups were closed meetings.

It was considered that there needed to be closer adherence to the agreed diary. There was a brief discussion on mechanisms to limit the number of additional meetings but it was considered that they would have little effect. Cabinet considered that this was an issue that needed to be considered by Scrutiny.

Attendance at Conferences

It was agreed that the recommendations on conferences could be supported and implemented immediately without need for referral to scrutiny.

Standards Committee/ Contract Scrutiny Committee / General Purposes / Audit Committee

Cabinet considered that the issues relating to contracts were statutory ones that fell within the executive's remit. The Contracts Scrutiny Committee should therefore be deleted and the responsibility for opening tenders transferred to the executive. In all other authorities this duty was undertaken by executive members and processes could be established to do so in Hartlepool with tenders being delegated to either one specific Cabinet Member or to the relevant Portfolio Holder. There would also be a subsequent SRA saving. Scrutiny should be invited to comment on this proposal.

It was agreed that Appeals and Staffing would work better with a set membership and as a separate body. Standards Committee's role should be increased to include monitoring Members attendances. All other matters should be moved to a single 'Operations' Committee. Scrutiny should also be invited to comment on these proposals.

Reports/Minutes/Decision Records for Members

It was agreed that the use of Summary sheets to reports should be ended as soon as practical. Cabinet discussed the issue of all appendices being made available in electronic form only and it was agreed that there should be copies available in the Members Library and on request, as well as electronically.

The Mayor indicated that it would be helpful to make decision making more responsive but was advised that there was legislation through the Access to Information rules which protected public access and transparency to decision making.

Scrutiny Forums

The Mayor commented that there were only four Scrutiny Committees/Forums when the Council adopted the new structure in 2002 and considered that that had worked well. The numbers on the committees/forums should also reduce proportionally with the reduction in the size of Council. There was national recognition for the scrutiny operation of Hertfordshire County Council which only had one scrutiny committee that transacted all its business in one day. The Mayor suggested that consideration should be given to reducing the numbers to three committees/forums.

Cabinet Members indicated that it had been suggested that the 'Regeneration' and 'Neighbourhoods' Forums could be combined comfortably. 'Health' could recombine with the 'Adults' forum as previously, particularly in light of the changes in legislation and the work the new Health and Wellbeing Board would be responsible for. It was suggested that this board would be an additional check and balance on the NHS, which would allow Scrutiny to devote more time to the Council's new Public Health Function. The statutory powers, currently discharged by Health Scrutiny, would be retained within the scrutiny function.

Cabinet considered the suggestion that any Special Responsibility Allowance (SRA) savings should go back to Scrutiny. Cabinet suggested that as this was an exercise in reducing the overall budget of Members Support, the savings should be made as a contribution to the overall process.

Cabinet considered that Scrutiny was well aware of issues the Council would face from May 2012 and referred this element to Scrutiny for its deliberation.

Size of Committees

Members agreed that the change in the overall size of Council should as a minimum be reflected in the size of committees, forums and other groups after May 2012. Concerns were expressed about the membership of some of the Licensing Committee sub committees and their capacity to cope with a reduced overall membership and that this would have to be looked at specifically in the round.

Cabinet

The Mayor noted that the Constitution (and legislation) allowed a Cabinet of between two and ten members including himself. With a reduced council of 33 members the Mayor considered that based on current numbers a Cabinet of up to seven would reflect that change but the issue would need to be judged sensibly.

Members ICT

Members did not feel it was appropriate to set a 'pre-requisite standard' in relation to members' use of ICT. Cabinet was of the view that the current systems were cumbersome and frequently prone to problems and Members would gravitate to a system that could be shown to be easy to operate and reliable. The Assistant Chief Executive requested that should any member have issues with the authorities ICT systems or equipment, they should report them to him so that they could be addressed.

Accommodation

Cabinet considered that further discussions were required on accommodation and that all Members should have the right to input on this issue. Members commented that the accommodation was essentially what Members were given as opposed to an assessment of need.

The Mayor also added that a review of the Council's Outside Bodies should be undertaken to review exactly what bodies the Council did need to be part of. Reducing the numbers on bodies should also be a part of the review.

At the conclusion of the debate, Cabinet indicated that in order to complete the review appropriately, Scrutiny's views on the issues referred should be requested to be reported to Cabinet before Christmas.

Decision

1. That the following Cabinet recommendations be forwarded to scrutiny for its view with a report coming back to Cabinet prior to Christmas 2011.
 - (i) That the constitution be reviewed annually through the Monitoring officer and that the Constitution Committee be abolished, following the 2012 elections.
 - (ii) That the functions of the Standards Committee be extended to include monitoring attendance of Members at induction and training sessions.
 - (iii) That the General Purposes (Appeals and Staffing) become a standalone committee with a fixed membership.
 - (iv) That the remaining General Purposes Committee functions be combined with the functions of the Audit Committee to form one expanded "Operations Committee", with exclusively backbench membership.
 - (v) That the Contract Scrutiny Committee be abolished and the functions relating to contracts/tenders be undertaken by the executive.

- (vi) That the number of Scrutiny forums be reduced from six to four through the merging of neighbourhood services and regeneration and planning forums and Health to be combined with Adult Services to reflect the council's new public health role.
2. That the following Cabinet recommendations be implemented forthwith;
- (i) That Members' Seminars be deleted from the council diary and replaced with ad hoc briefing / training sessions, to be organized following identification of issues by Members/Officers and be held immediately in advance of meetings of full Council.
 - (ii) That the introduction of Task and Finish / Working Groups be monitored to ensure they are resourceable.
 - (iii) That task and finish groups be conducted in public, except where the information being discussed is exempt under the Local Government (Access to Information) (Variation) Order 2006.
 - (iv) That Committee / Forum / Group Chairs be made advised of their responsibility in ensuring that only those additional meetings that are unavoidable are called in light of the additional workload the number of additional meetings over and above the agreed Council Diary are creating.
 - (v) That a 'freeze' to be introduced in respect of attendance at conferences where conference costs are incurred. In exceptional circumstances that attendance at conference is justified, the Member attending the Conference is required to feedback to all Members of the Council in both written and verbal form.
 - (vi) That a review of Members accommodation be undertaken involving all Councillors based on the principle of need.
 - (vii) That further consideration be given to improving Members' ICT with the aim of reducing costs and simplifying its use and that all Councillors be encouraged to utilise the systems available to them.
 - (viii) That the practice of producing summary sheets for reports cease as soon as practicable and that appendices to reports are not customarily printed but available electronically, on request and in the Members Library.
3. That the following Cabinet recommendations be approved for implementation for the 2012/13 Municipal Year.
- (i) That the size of all committees / forums established / reappointed after May 2012 reflect the reduction in the overall size of Council.

- (ii) The Mayor to consider the potential options for the size of the Cabinet and any associated savings in line with the parameters set out in legislation and the Constitution.

The meeting concluded at 12.15 p.m.

P J DEVLIN

CHIEF SOLICITOR

PUBLICATION DATE: 14 NOVEMBER 2011

SCRUTINY CO-ORDINATING COMMITTEE

2 December 2011



Report of: Scrutiny Manager

Subject: CHIEF EXECUTIVES DEPARTMENT: MEDIUM
TERM FINANCIAL STRATEGY (MTFS) 2012/2013
TO 2014/2015 – INITIAL CONSULTATION
PROPOSALS 2012/13

1. PURPOSE OF REPORT

- 1.1 To provide the opportunity, as part of the consultation process in relation to the development of the Council's Medium Term Financial Strategy (MTF) for 2012/13 to 2014/15, for the Scrutiny Co-ordinating Committee to consider initial proposals in relation to the Chief Executives Department.

2. BACKGROUND INFORMATION

- 2.1 As a starting point for the 2012/13 budget process, Cabinet on the 10 October 2011 considered a detailed report in relation to the development of the Council's Medium Term Financial Strategy (MTF) for 2012/13 to 2014/15 and approved details of the consultation process and timetable for consideration of the Executives proposals. In addition to this, it was also brought to the Cabinet's attention that, over and above dealing with core budget issues, the Local Authority will also have to deal with:

- A number of one-off strategic financial issues, around redundancy/early retirement costs, housing market renewal, land remediation costs and capital investment requirements; and
- The impact of Government Proposals for changing Business Rates and Council Tax funding arrangements; and
- Changes to Grant regimes.

- 2.2 Details of Cabinet's initial views on the pressures identified were expressed at the Cabinet meeting of 10 October 2011 and are attached as **Appendix A**. At their meeting on 10 October 2011 Cabinet were informed of the announcement made by the Government (which was made after the Cabinet report was issued) that they would be pay an additional grant in 2012/13 to

authorities which again freeze Council Tax for 2012/13. Unlike the current arrangement this grant will only be paid for one year and for most authorities will equate to 2.5% of Council Tax income, 3% for Police and Fire Authorities. Cabinet were advised that if the Council determines to freeze Council Tax for 2012/13 there will be no net impact on the 2012/13 financial position. However, the deficit in 2013/14 will increase by around £1m owing to the reduction the Council Tax base.

- 2.3 Overview and Scrutiny involvement in the consultation process commenced at the Scrutiny Co-ordinating Committee meeting on the 14 October 2011, at which consideration was given to the report received by Cabinet on the 10 October 2011. The Committee looked in detail at the report and discussed at length the one-off strategic financial issues facing the Council and the impact of potential changes to Business Rate and Council Tax funding arrangements. At this meeting it was agreed that, as in previous years, each of the Standing Scrutiny Forums would consider the budget proposals covering the service areas within their remit.
- 2.4 Each of the Standing Scrutiny Forums met in the week commencing the 1 November 2011, resulting in the collection of a number of comments / observations for consideration by the Scrutiny Co-ordinating Committee at today's meeting, in its finalisation of a formal response to be presented to Cabinet on 19 December 2011. Details of these comments / observations are outlined in Item 7.2 on today's agenda.
- 2.5 In accordance with the agreed process, the Scrutiny Co-ordinating Committee is today being asked to look in detail at the initial proposals put forward in relation to the Chief Executive's Department and, in addition to this, a number of corporate areas / issues. Details of these initial proposals (and corporate areas / issues) are contained within the following appendices:-

Appendix B - Business Transformation (BT) Programme Savings Targets;
Appendix C - Budget Pressures (*Corporate*);
Appendix D - Budget Pressures which it is not recommended to fund (*including procurement*);
Appendix E - Schedule of Changes in Planning Assumptions;
Appendix F - Schedule of Property Land Sales 2011/12 – 2014/15;
Appendix G - Reserves (*Corporate - including Furniture Solutions reserve and Chief Executives Dept.*); and
Appendix H - Outturns.
Appendix I – Other issues (Security arrangements in the Civic Centre)

- 2.5 To assist Members of this Committee, in the consideration of the initial proposals, arrangements have been made for the Assistant Chief Executive and Director of Regeneration and Neighbourhoods to be in attendance. Invitations have also been extended to the relevant Portfolio Holder(s) (attendance subject to availability).

3. RECOMMENDATIONS

3.1 It is recommended that the Scrutiny Co-ordinating Committee:-

- a) As part of the Budget and Policy Framework initial consultation proposals for 2012/2013, consider the (BT) Programme Targets, pressures, Schedule of Changes in Planning Assumptions, Schedule of Property Land Sales, reserves and grants; and
- b) Formulates any comments and observations to enable a formal response to be presented to the Cabinet on 19 December 2011.

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BACKGROUND PAPERS

Background papers used in the preparation of this report:-

- (i) Reports / Minutes from Cabinet 10 October 2011
- (ii) Report of the Chief Financial Officer entitled 'Medium Term Financial Strategy (MtfS) 2012/2013 To 2014/2015 – Initial Consultation Proposals' presented to the Scrutiny Co-ordinating Committee held on 14 October 2011.
- (iii) Minutes of the Scrutiny Co-ordinating Committee held on 14 October 2011.

111. Medium Term Financial Strategy (MTFS) 2012/13 to 2014/15 (*Corporate Management Team*)

Type of decision

Budget and Policy Framework

Purpose of report

The purpose of the report is to update the MTFS and to enable Cabinet to commence the budget process for 2012/13.

Issue(s) for consideration by Cabinet

The Chief Financial Officer indicated that previous budget reports had advised Cabinet that the Government had provided detailed Local Government Grant allocations for only two years (2011/12 and 2012/13). For the second half of the spending review period (2013/14 and 2014/15) the Government had only provided details of the headline national cuts in Local Government funding. The consultation document published in July 2011 outlining the Government's proposals to re-localise Business Rates confirmed the headline cuts in Local Government funding for 2013/14 and 2014/15. Details of the cuts in individual councils funding for these years would not be known until after the Government had completed a review of the current funding system for councils.

For planning purpose the MTFS assumed that in 2013/14 and 2014/15 Hartlepool's grant would decrease in line with the National Grant cuts. As indicated previously this was likely to be an optimistic assumption and actual grant cuts were anticipated to be higher than the national cuts, for two reasons. Firstly, experience of the grant cuts in 2011/12 and 2012/13 indicated that local funding cuts were likely to be higher than the national average. Secondly, an assumption that the Government's review of the current funding system would have an adverse impact on areas with greater dependency on Government Grants and a lower proportion of expenditure funded from Council Tax, such as Hartlepool.

At this stage insufficient information was available to assess the potential impact of these changes. The position would need to be reviewed when more information was provided by the Government. In the meantime the known grant cut for 2012/13 and existing planning assumptions for 2013/14 and 2014/15 meant the Council would need to make further budget cuts before the start of 2014/15 (i.e. by March 2014) and in February 2011 these were estimated to total £14.7m.

The Chief Financial Officer stated that the forecast budget deficits also reflected the following planning assumptions:

- Council Tax is increased by 2.5% per year for 2012/13 to 2014/15.
- The national public sector pay freeze applies to Local Government employees in 2011/12 and from 2012/13 cost of living pay awards do not exceed the provision included in the MTFS.

- Demographic and unavoidable cost pressures do not exceed the headroom provision of £1m per year included in the MTFS.
- Non-pay inflation pressures over the period of the MTFS do not exceed 2.5% per year.

The review of the MTFS needed to address the key financial issues and risks affecting the Council and the linkages between the following areas;

- The core revenue budget
- Funding of redundancy/early retirement costs and other decommissioning costs of reducing the core revenue budget
- Housing Market Renewal Exit strategy
- Capital receipts and potential capital investment
- Review of Reserves and financial risks

These issues needed to be considered as an overall strategic framework for developing a coherent financial strategy and short and medium term plans to address these.

The Chief Financial Officer reminded Cabinet that the existing planning assumptions indicated that the Council needed to make further budget cuts of £14.7m before the start of 2014/15 (this is on top of the £10m cuts implemented for the current year). As a result of the Government's decision to front load grant cuts the Council needed to make £6.6m of these additional cuts before the start of 2012/13 and this would be very challenging. If these cuts are not made in 2012/13 this would mean that cuts of £9.5m needed to be made in 2013/14. This situation needs to be avoided as the higher level of cuts in 2013/14 would be extremely challenging to manage and would significantly increase the financial risk the Council needs to manage. The remainder of the report therefore assumed that the Council would address the annual budget deficits by implementing permanent reductions in the budget over the next three years. This position is summarised below:

	2012/13 £'M	2013/14 £'M	2014/15 £'M
Gross Cumulative Deficit	7.8	11.7	18.2
Indicative Annual Council Tax increases of 2.5%	(1.2)	(2.2)	(3.5)
Gross Cumulative Deficit net indicative Council Tax increases	6.6	9.5	14.7
Ongoing cuts implemented in previous years	0	(6.6)	(9.5)
Annual deficit	6.6	2.9	5.2

The Chief Financial Officer outlined the revised budget pressures that the council faced from 2012/12 to 2014/15. For 2012/13 pressures total £1.711m, as detailed in Appendix B to the report. This was more than the £1m headroom included in the 2012/13 budget forecasts for potential pressures and therefore increased the budget gap as it was recommended these were funded. A number of other potential pressures had been identified, as detailed in Appendix C to the report and it was currently recommended that these items should not be funded.

For 2012/13 the revised planning assumptions provide a net benefit of £0.544m, which partly offsets the additional pressures identified above. When account was taken of the increased pressures and the benefits of the revised planning assumptions the revised deficit for 2012/13 is £6.767m, compared to the original forecast of £6.6m. Assuming the planned departmental budget cuts of £5.387m were achieved the Council still needed to bridge a gap for 2012/13 of £1.38m.

The revised deficits for 2013/14 and 2014/15 assume that each year's budget would be balanced on an annual basis by making permanent cuts in expenditure. The 2012/13 pressures and revised planning assumptions marginally increase the overall deficit which needed to be addressed before the start of 2014/15 from £14.7m to £15.083m. The impact on annual deficits is summarised below:

	Original Deficits £'m	Revised Deficits £'m
2012/13	6.600	6.767
2013/14	2.900	3.118
2014/15	5.200	5.198
Total	14.700	15.083

The Chief Financial Officer moved on to outlining the strategy that would be required to manage the budget position of the council. The MTFS assumed that the 2012/13 budget was balanced on a sustainable basis through a combination of departmental cuts and project savings. The Council would then still face significant deficits in 2013/14 and 2014/15. There would not be a single approach to addressing these deficits and a range of measures would be required. Some proposals would have much longer lead in times running over more than one financial year. Some decisions would need to be taken by Cabinet and Council outside the traditional budget cycle to ensure financial benefits could be achieved within the required timescales.

Addressing future deficits would require the Council to adopt a range of measures including reassessing priorities and new ways of working. Details of these issues would be the subject of separate reports as more detailed proposals and issues for consideration were worked up to enable Cabinet to determine their agreed way forward.

In addition to managing cuts in the General Fund revenue budget the Council would also need to manage the following strategic financial issues:

- Redundancy and early retirement costs;
- Housing Market Renewal costs;
- Land Remediation costs;
- Capital investment requirements;

Given the scale of the budget deficits over the next three years of £15.083m reductions in the size of staffing establishments and staff would be

unavoidable. The Council would continue to seek to minimise compulsory redundancies wherever possible.

The Government had now recognised that the complete withdrawal of HMR funding has left a number of councils with a difficult position to manage. In response the Government have decided to provide some transitional funding to assist councils to manage the position. The Government have stated that this funding was only designed to achieve a 'managed exit' not to complete schemes. Transitional funding is subject to a regional bidding process and Hartlepool's bid has been included in the Tees Valley submission. Nationally the Government are providing £30m and it is understood that bids significantly exceed this amount. If the bid was not successful the Council's funding shortfall will increase by £2m.

Officers from the Council and the Environment Agency have recently completed investigation of land contamination at the former Leathers chemical site. This investigation indicates some remediation works are needed to make this site safe, although there is no risk to public health. It is estimated these works will cost £1m. These costs are not eligible for Government funding and will need to be funded from the Council's own resources.

In previous years the Council has used Prudential Borrowing to provide an annual budget for a 'Council Capital Projects'. The repayment costs of using Prudential Borrowing had then been included as a budget pressure. Given the size of the budget deficits over the next few years this approach is less appropriate and an alternative strategy was needed to avoid an ongoing budget pressure. It was therefore suggested that a one-off 'Council Capital Projects' budget of £1m is established on a contingency basis from one-off resources.

The one-off Strategic Financial issues were in addition to the General Fund budget deficit and had a total value of £14m, which consisted of one-off revenue and capital items as summarised below:

	Revenue Costs £'m	Capital Costs £'m	Total Costs £'m
Redundancy/ Early Retirements costs	7.5	0.0	7.5
Housing Market Renewal	0.0	4.5	4.5
Land Remediation costs	0.0	1.0	1.0
Capital Investment Requirements	0.0	1.0	1.0
Total	7.5	6.5	14.0

As detailed in the following table the estimated one-off costs exceed available resources by £4.47m. The forecasts in the table assumed that costs would be phased over the next three years. For financial planning purposes redundancy and early retirement costs were expected to follow the annual budget deficits, although in practice there will be some variation

between years.

Summary one-off commitments and proposed funding

	2012/13 £'000	2013/14 £'000	2014/15 £'000	Total £'000
<u>Expenditure Commitments</u>				
<u>Revenue</u>				
Redundancy and Early Retirement costs	3,300	1,500	2,700	7,500
<u>Capital</u>				
Housing Market Renewal	1,400	2,700	400	4,500
Land Remediation costs	1,000	0	0	1,000
Council Capital Fund	1,000	0	0	1,000
Total forecast expenditure commitments	6,700	4,200	3,100	14,000
<u>Less Available Funding</u>				
<u>Revenue</u>				
Review of reserves	(2,250)	(1,100)	(2,700)	(6,050)
2011/12 Forecast Outturn	(1,650)	(330)	0	(1,980)
	(3,900)	(1,430)	(2,700)	(8,030)
<u>Capital</u>				
Capital Receipts already achieved	(1,500)	0	0	(1,500)
Total available funding	(5,400)	(1,430)	(2,700)	(9,530)
Unfunded forecast expenditure commitments	1,300	2,770	400	4,470

At this stage bridging the estimated residual gap would be wholly reliant on achieving capital receipts over the next three years. Achieving the required capital receipts would be based on the asset sales identified in Appendix E to the report. These proposals should begin to generate capital receipts in the current year and phasing in future years should ensure further capital receipts are achieved to fund the annual commitments

The Chief Financial Officer indicated that a review of the reserves and risks had been undertaken as an integral part of the process. At the 31st March 2011 the Council had total reserves of £39.023m. This included reserves held in trust for schools which could not be spent by the Council and capital reserves earmarked to fund capital expenditure commitments re-phased into 2011/12. When account is taken of these amounts and an amount that needed to be included back into the reserves to reflect the Transitional Grant that was used to meet redundancy costs, the net reserves available for review was £25.379m. Appendix F to the report provided an explanation of the risk individual reserves.

The review of reserves was based on a detailed re-assessment of the risks individual reserves were originally earmarked for. This re-assessment of risk identified which reserves need to be maintained, those that could be

scaled back and those that were no longer needed. In total the re-assessment of risks had identified £6.044m of reserves which could be released to partly fund the forecast one-off strategic costs.

The Council needed to retain reserves with a total value of £19.335m at 31st March 2011 to manage specific risks and to fund existing commitments. This included reserves allocated to manage Equal Pay/Equal Value claims, demand led risks relating to Looked After Children and older people, the Insurance Fund and the uncommitted General Fund Balance – which needed to be maintained to address emergency situations and would need to be repaid if used on a temporary basis.

The Chief Financial Officer reported that work is ongoing to estimate the first forecast outturns for the current year and details would be reported to a future Cabinet meeting. These initial outturns will be based on the financial position for the first sixth months of the financial year. At this stage a number of issues were beginning to emerge and initial outturns have been prepared. It is anticipated that these issues could provide a one-off net benefit in the current year of £1.980m, as detailed in Appendix G to the report.

The Chief Financial Officer highlighted the potential impact of Government proposals for changing Business Rates and Council Tax benefit funding arrangements. The existing MTFS forecasts take no account of these proposed changes as details had only recently been issued by the Government. These changes would have a fundamental impact on the system for funding local authorities and the financial positions of individual councils. Reports later on the agenda set out the significant implications of these two arrangements.

The Government introduced changes to a number of grant regimes from April 2011 covering the transfer of specific grants into the main Formula Grant and the introduction of the Early Intervention Grant, funded from existing grants. These arrangements were accompanied by reductions in the level of grants received by the Council. A separate report would be submitted to Cabinet detailing the draft Early Intervention Strategy and priority commissioning intentions. A second report would be submitted in November covering the outcome of consultation and restructures within services.

The Chief Financial Officer indicated that the report identified the key financial risks which would affect the Council. Internally these cover a range of issues and the report outlines proposals for managing and funding these risks, which cover:

- Implementing significant sustainable budget reductions in each of the next three years;
- Managing significant one-off costs, including redundancy/early retirement costs and HMR commitments;
- Continuing demand lead and demographic pressures.

External financial risks also arose from the Government's proposals to re-localise Business Rates and to transfer responsibility for Council Tax Benefits to councils. These proposals were fundamental changes in the system for funding local authorities and would have a significant impact for 2013/14 and future years. The exact impact would not be known until the Government issue final proposals.

There were also potential external financial risks from other organisations seeking to maximise income, as part of their strategy for managing cuts in expenditure, which could pass costs on to councils. Non-financial risks were equally significant and would also need to be managed. These included the capacity of the organisation to manage the budget position over the next few years and the unavoidable budget reductions. This also includes capacity to set up new ways of working, such as trust and partnership working with other councils. Also, the capacity of the organisation to manage legislative changes, such as implementing a local Council Tax Benefit system and responding to other Government initiatives.

In concluding, the Chief Financial Officer stated that the financial challenges facing the public sector and councils were greater now than anything which had existed in the past 50 years. In recommending the initial questions to be put forward for consultation, the Chief Financial Officer also highlighted that government had announced in the past few days that there would be a Council Tax freeze for 2012/13. The grant for this was, however, only for one year, unlike the grant the government had given councils for the council tax freeze in 2010/11 which would be paid over the four years of the government. In light of this the question arose as to whether the authority took the grant for the council tax freeze or raised council tax by the 2.5% initially as projected in the MTFS. If the grant was taken, the Chief Financial Officer stressed that savings would need to be made in 2013/14 to replace the income not being generated from the forecast council tax rise.

Cabinet questioned what level of deficit gap would there be if the council tax increase was not approved and the grant taken. The Chief Financial Officer stated that the deficit gap would increase by a further £1m in 2013/14.

Cabinet commented that the capital receipts strategy would need to be developed and managed in the next few years to bring the additional income the authority needed. There were, however, risks to this, particularly in buying strategic land/property for future disposal. It may, however, be one way to bring additional income into the council.

The additional pressure on concessionary fares was also highlighted by Cabinet as a concern. The Director of Regeneration and Neighbourhoods commented that government had set the increase in this grant above inflation to cover the increasing fuel costs but the grant simply wasn't high enough to cover the costs which were increasing mainly due to out of town travel.

Cabinet was aware of the issues surrounding Equality Impact Assessments

that had also been included in the report and questioned if these were all completed. The Chief Customer and Workforce Services Officer all the assessments had been completed.

There was concern at some of the properties that were/would incur costs for the authority in the next financial year. The rent increase for the offices in Park Towers was seen as unsustainable when the council had property of its own that could be utilised instead. The Director commented that a contribution towards the rent at Park Towers had been achieved from Housing Hartlepool.

The Brierton Sports Centre was a major concern and it was suggested that a partner organisation could be brought on board as soon as possible. Officers stated that this and other options were already being explored.

Concern was also voiced at the pressure on the Healthy Eating Grant which was considered to be short sighted in light of the national campaigns against child and adult obesity. The Director commented that the duty and allocations on this were being passed back to the schools though it was up to them how they spent the money. The wider issue of service buy-back from the schools was a major issue that could have significant implications should certain services reach a 'tipping point' through schools not buying them back from the authority. Most schools did understand the value they received from council services and at times came back to the authority after testing private sector provision.

The Mayor indicated that the report contained proposals that were appropriate at this point in time. Further work would continue on developing the MTFs and any ideas that could come forward for saving money would be welcomed. Through the consultation, while timescales were tight, as many people and groups should be consulted as possible. The Council was at the point where it was going to cut significant sections of service to the public and make lots of staff redundant. The public doesn't always accept the excuse that these cuts are due to the governments decisions and we need to explain to them why we were cutting some services while protecting others; not everyone understands the things the Council did in their community and what it had to spend on them.

There was a view in Cabinet that whatever consultation was undertaken, the backlash would be against the Council. Some groups had no intention of doing anything other than criticising the council so it had to be questioned as to what value there actually was in the consultation.

In promoting the consultation it was suggested that utilising case studies may assist in giving more understandable information to the public in particular.

Decision

1. That the report be noted.

2. That the issues/questions set out below, be approved for consultation –
 - Do you support the proposals to fund the pressures detailed in Appendix B?
 - Do you support the proposal not to fund the issues detailed in Appendix C?
 - Do you support the proposed strategy to partly fund one-off strategic costs of £14m detailed in paragraph 4.31 by earmarking funding of £9.6m from a combination of:
 - (i) Review of Reserves £6.050m;
 - (ii) Forecast 2011/12 Outturn £1.980m as detailed in Appendix G;
 - (iii) Capital Receipts already received £1.500m
 - Do you support the proposal to fund the residual one-off strategic costs of £4.47m from planned capital receipts to be achieved over the next three years as detailed in Appendix E?
 - Are there any proposals you wish Cabinet to include in the final budget report to Council in February 2012 on the use of the saving from the establishment of a temporary post of 'Acting Chief Executive' and associated backfilling arrangements (minimum net savings of £70,400 as detailed in paragraph 5.24)? For example should this funding be allocated towards the one-off costs referred to above?
 - Do you have any comments on the Governments proposal to re-localise Business Rates (paragraph 6.5)?
 - Do you have any comments on the Governments proposal to transfers responsibility for Council Tax Benefits to councils (paragraph 6.12)? Note detailed consultation on this issue and the design of a local Council Tax Benefit scheme will be undertaken if the Government implement this change and provide further details of how this will operate.
 - Should the Council look to increasing Council Tax by 2.5% as originally anticipated under the MTFS or take the government's one-year grant to maintain a council tax freeze accepting the consequent savings that would be required in 2013/14.
3. That the Corporate Management Team and Chief Customer and Workforce Services Officer be authorised to proceed with formal redundancy consultations on the basis of the proposals set out in this report. The outcome of consultations to be incorporated into further reports presented to Cabinet;
4. Cabinet notes that a without prejudice voluntary redundancy sweep will be undertaken to determine the level of employee interest and whether there is scope for this to help manage the position for 2012/13;
5. That the development of a capital receipts disposal strategy be approved, including the purchase of land for resale within the next three years where there is a robust business case and this does not increase financial risk to the authority, based on the proposed land sales detailed in Appendix E to the report and officers be authorised to progress these sales, subject to the Finance and Procurement Portfolio

Holder approving individual land sales.

Dept	Project name (Title)	Target savings (£K)	Project scope (Description)	Final decision point * (Cabinet)
CEX - Corp Strat	Divisional restructure and review of service provision	£220,000	Review of divisional structures and provision of services including democratic and scrutiny services and all other aspects of the divisions responsibilities	Cabinet
CEX - CWS	Joint HR Services with Darlington	£50,000	Shared Head of HR - potential development of sharing other HR/Payroll services.	Cabinet
CEX - CWS	Benefits Data and Quality Control	£44,000	Reduction in level of Benefits Data and Quality Control checks.	Cabinet
CEX - CWS	Discretionary Rate Relief Framework Review	£20,000	Review local qualifying criteria for discretionary business rate support.	Cabinet
CEX - CWS	Council Tax Class A exemption removal - Income	£20,000	Inspections of properties awarded a 12 month council tax exemption to validate continuing entitlement. This will result in removal of exemptions. Initiative to be formally piloted / modelled 2011/12.	Cabinet
CEX - CWS	Bailiff Car Parking Enforcement - Income	£30,000	HBC Internal Bailiffs are to pilot collection / enforcement of unpaid car parking notices. Initial business case forecasts unbudgeted minimum surplus of £30k pa.	Pilot 2011/12 already approved
CEX - CWS	Extended Customer & Support Services Review	£146,000	Hartlepool Connect, Support Services, Registrars.	Cabinet
CEX - CWS	BT Transactional Services	£50,000	Capture savings from original and new transactional processes.	Cabinet
CEX - Finance	Review of Divisional Structure	£19,000	Review of Divisional Structure	Cabinet
CEX - CWS	Penalty Charges - Income	£20,000	Following annual Single Person Discount entitlement review, impose Statutory Penalty £70 for those individuals that have not notified the council that their status had changed Will also act as a deterrent measure.	Cabinet
CEX - CWS	Training support provision	£27,000	Develop/deliver e-learning provision only.	Cabinet

SCHEDULE OF 2012/13 BUDGET PRESSURES - Corporate items

Budget Area	Value of Pressure £'000	Description of Pressure	Comment
Income Shortfalls:-		Adverse income trends have now continued for over 2 years for these areas and now need to be recognised as permanent budget pressures.	
- Car Park Income	392		
- Shopping Centre	146		
-Land Charges	130		
	668		

SCHEDULE OF 2012/13 BUDGET PRESSURES WHICH IT IS RECOMMENDED ARE NOT FUNDED - Regeneration and Neighbourhoods Department

Budget Area	Value of Capital Pressure £'000	Value of Revenue Pressure £'000	Description of Pressure	Comment
Procurement	0	30	Potential loss of funding through NEPO rebates as a result of revised funding model for Local Authorities.	A high risk because of current highly aspirational targets from NEPO
	0	30		

SCHEDULE OF CHANGES IN PLANNING ASSUMPTIONS 2012/13 to 2014/15

Factors reducing the forecast budget deficit

i) External Audit Fees reduction

The Audit Commission announced reductions in current fees after the 2011/12 budget was set. For planning purposes it is assumed that these reductions will be sustainable. There is a risk that when responsibility for appointing External Auditors transfers to individual authorities these reductions may not be sustainable. This position will need to be kept under review.

ii) Insurance Renewal saving

A tendering exercise for the renewal of external insurance has recently been completed with Redcar and Cleveland Council. It had not been expected that this would produce a saving owing to the national and international position of the insurance market and trends towards higher premiums. It had been hoped that the Council's claims record would result in premiums being frozen at the 2010/11 for 3 years. Owing to the particularly competitive premiums submitted for Public Liability Insurance a 30% reduction in overall external premiums has been achieved. Assuming there is not an adverse change in the Council's claims experience this saving should be sustainable for 3 years. There is also an option to extend the contract for a further 2 years, if both parties agree.

iii) New Homes Bonus

Since the 2011/12 budget was set the Government have provided details of how the new Homes Bonus will work. This benefit can now be built into the MTFS. As indicated previously there is a risk that if more funding is needed for the New Homes Bonus at a national level as a result of higher than expected housing growth this additional funding will be top sliced from the main revenue grant for Local Authorities. This situation would lead to higher core grant cuts as it would be driven by higher levels of house building in the South East than other areas of the country.

New Homes Bonus is paid for 6 years and funding will peak in 2016/17, before falling back on an annual basis over the next 6 years. This assumes there are no future changes in the scheme, which cannot be guaranteed. However, for the period of the current MTFS the anticipated income is expected to be sustainable. The position will need to be reviewed on an annual basis as part of the budget process.

- iv) Members Allowances
Assuming there are no changes in the Basic Allowance and the value and / or number of Special Responsibility Allowances when the number of Councillors reduces from 47 to 33 there will be saving in the total cost of allowances.

Factors increasing the Budget Deficit

- v) Increase in pressures
Pressures identified exceed the headroom included in the MTFS. Further details are provided in Appendix B.
- vi) Land Tax Allowance Scheme termination
The Government have announced that this scheme will terminate in 2013/14. The income generated by the Council from this scheme will not be sustainable and needs to be built into the MTFS.
- vii) Benefit Subsidy Income reduction
The existing MTFS forecast includes an annual benefit of £0.3m from the existing Benefit Subsidy system. This has been used to support the overall budget and protect front line services. The introduction of the 'Universal Credit' and the transfer of Council Tax Benefits to councils mean that this income will not be sustainable. This needs to be built into the MTFS from 2013/14.
- viii) Reduction in Formula Grant – Academies Programme
In 2011/12 the Government top-sliced funding transferring into the Formula Grant to fund the national academy programme. The Government have recently issued consultation proposals to make a further top slicing of the Formula Grant in 2012/13. The Council's response to the consultation has suggested that this approach is unfair as it does not take account of the number of new academies in an area. Therefore, it was suggested funding should only be taken from those authorities with new academies and this should be based on a fixed amount per academy. As it is unlikely the Government will change the consultation proposals provision for this funding loss needs to be made in the budget forecasts.

Factors will no net impact on the MTFS

- viii) Salary Turnover Savings and Pay Awards
The base budget assumes that there will be staff turnover and therefore the Council does not budget for 100% of salary costs. As budgets are reduced and there are less employment opportunities in other councils and the wider economy this position is not sustainable. This risk was recognised on a temporary basis when the 2011/12 budget was set and is being managed through the Strategic Risk Reserve in 2011/12. A permanent solution is needed to significantly reduce this risk for 2013/14 and to hopefully remove it entirely by 2014/15. The

base figure is £1.3m and it is proposed to reduce this to £0.65m for 2012/13.

This reduction will be offset by reducing the provision included in the base budget for cost of living pay awards, which it is expected will be lower than previously anticipated. This proposal will reduce the ongoing provision to a marginal level which will be sufficient to cover the payment of the flat rate increase of £250 for employees earning less than £21,000. The MTFS for 2013/14 assumes there will be increased pressure for a cost of living pay award from April 2013 as pay levels will have been constrained for a number of years at a time of relatively high inflation. At this stage the provision for April 2013 is at a prudent level, albeit still very significantly below current inflation levels. In the event that the whole of this provision is not needed it would be prudent to make a further reduction in the salary turnover allowance as part of the 2013/14 budget process.

SUMMARY OF CHANGES IN PLANNING ASSUMPTIONS 2012/13 AND 2014/15

	2012/13 £'M	2013/14 £'M	2014/15 £'M
Gross Cumulative Deficit	7.780	11.680	18.230
Indicative Annual Council Tax increases of 2.5%	(1.180)	(2.180)	(3.530)
Gross Cumulative Deficit net indicative Council Tax increases	6.600	9.500	14.700
<u>Increase in Budget Pressures</u>			
Budget Pressures identified	1.711	1.711	1.711
less Headroom for pressure	(1.000)	(1.000)	(1.000)
Net additional to budget	0.711	0.711	0.711
<u>Changes in planning assumptions</u>			
External Audit Fees reduction	(0.090)	(0.090)	(0.090)
Insurance Renewal saving	(0.110)	(0.110)	(0.110)
New Homes Bonus			
- Year 1 Payment	(0.278)	(0.278)	(0.278)
- Year 2 Payment	(0.280)	(0.280)	(0.280)
- Year 3 Payment	0.000	(0.280)	(0.280)
Members allowances saving	(0.066)	(0.068)	(0.070)
Landfill Allowance Trading Scheme termination	0.000	0.200	0.200
Benefit Subsidy income reduction	0.000	0.300	0.300
Reduction in Formula Grant - Academies Programme	0.280	0.280	0.280
Total cost/(reduction) of changes in Planning assumptions	(0.544)	(0.326)	(0.328)
Revised Cumulative Deficit	6.767	9.885	15.083
2012/13 Departmental Savings targets	(5.387)	0.000	0.000
Ongoing savings achieved in previous years (assumes annual budgets balanced on a sustainable basis)	0.000	(6.767)	(9.885)
Revised Net Annual Deficits	1.380	3.118	5.198

Schedule of Property Land Sales 2011/12 - 2014/15

Forecast Capital Receipts 2011/12 - £1m

Jacksons Landing (for planning purposes currently assuming no net cost/capital receipt)
65 Jutland Road
Land at Former Throston Grange (Clavering Rd)
Eamont Garden Garages
Land at Wells Street
Municipal Buildings
Jesmond Road Primary School
Easy Skips Site

Forecast Capital Receipts 2012/13 - £3m

Briarfields Paddock
Tanfield Road Sale / Focus Site Purchase
Foggy Furze Library
Staby House Bowling Green
85 Station Lane
Somersby Family Resource Centre
Brooklyn Day Centre
Morrison Hall - Headland
Market Hotel

Forecast Capital Receipts 2013/14 - £ nil

Forecast Capital Receipts 2014/15 - £1m

Henry Smiths

HARTLEPOOL BOROUGH COUNCIL - RESERVE BALANCES AS AT 31 MARCH 2011
RESERVES TO BE REVIEWED (NOT COMMITTED NOR HELD IN TRUST)

Created 2010/11 as per Outturn Strategy £'000	Department	Reserve	Actual Balance 31/03/2011 £'000	Reason for/purpose of the Reserve	Total Value of Reserve to be released for Redundancy Costs £'000	Value of Reserve to be retained £'000	Reason for retention of reserve
£000			£000		£000	£000	
0	Corporate	Insurance Fund	5,028	The Insurance Fund has been established to provide for all payments that fall within the policy excess claims. Most policies provided by the Council are subject to an excess. For motor vehicle own damage, the excess is £1,000. However, the excess is £100,000 for the Property/Combined Liability policy on each claim. The All Risks policy covers those items considered to be of value and at greatest risk of theft or damage. The Council's experience whilst operating with these excesses has been favourable. Nevertheless, the Council's total exposure in any one year has substantially increased and is currently £4.75m. The net value of this reserve consists of the Insurance Fund balances less amounts advanced to departments to fund service improvements. These amounts will be repaid over a number of years to ensure resources are available to meet insurance claims that will become payable.	1,400	3,628	Insurance tenders have recently been received and a comprehensive review of the Insurance Fund has been completed. This review indicated that £1.4m can be released from this reserve. The remaining balance needs to be maintained to meet known claims already received.
394	Corporate	General Fund	3,856	This reserve is held to manage emergency expenditure and any use would need to be repaid to maintain the value of this reserve.	394	3,462	Reserve which can be released consists of £89,000 transfer into this reserve from 2010/11 outturn and £305,000 unused Transitional Grant transferred to the reserve. The remaining balance equates to 3.8% of the net General Fund budget and needs to be maintained to manage unforeseen risks.
874	Corporate	Strategic Risk Reserve	3,252	This reserve has been set up to help fund risks highlighted in the Cabinet report of 8.2.10.	0	3,252	This reserve covers risk of Equal Pay/Equal Value claims, 2011/12 Salary Turnover shortfall and income shortfall for Land Charges, Car Parking and Shopping Centre Income and therefore cannot be released as these costs would then have to be met by making in year savings.
0	Corporate	Incinerator	600	Created to fund one-off costs arising from the temporary closure of the incinerator.	200	400	Commitment has reduced from estimated costs identified in February 2011.
0	Corporate	Interest Equalisation	400	Reserve created to protect the Council from higher interest rates or replacement loans in the event of LOBO being called. Whilst, short-term interest rates are currently historically low there is an increasing risk that interest rates will begin to increase, particularly longer rates, when the economy begins to come out of recession.	400	0	N/A

Created 2010/11 as per Outturn Strategy £'000	Department	Reserve	Actual Balance 31/03/2011 £'000	Reason for/purpose of the Reserve	Total Value of Reserve to be released for Redundancy Costs £'000	Value of Reserve to be retained £'000	Reason for retention of reserve
£000			£000		£000	£000	
0	Corporate	Business Transformation Set Up Costs	262	Funds set aside for Implementation costs of Business Transformation Programme.	0	262	Earmarked to fund office moves programme / property rationalisation and ICT/Revenues and benefits contract costs.
0	Corporate	Income Tax & VAT Partial Exempt Res	250	Created to manage potential income tax and VAT partial exemption risks .	250	0	N/A
0	Corporate	Carbon Reduction	196	Reserve created to cover Carbon Reduction commitments in future years.	0	196	Fully committed to cover Carbon Reduction Commitment costs in 2011/12 and 2012/13.
0	Corporate	Area Based Grant	142	ABG carried forward from 2008/09.	72	70	Committed to support Healthy Eating Co-ordinator post in 2011/12 and 2012/13.
0	Corporate	Emergency Planning	116	This reserve is held on behalf of the 4 districts under the joint arrangement, to meet potential additional costs arising under revised Civil Defence arrangements implemented from 1st April 2005.	0	116	Reserve held on behalf of 4 authorities for Emergency Planning and only a proportion belongs to Hartlepool.
0	Corporate	Bank Income	114	Created during 2008/09 Closure.	114	0	N/A
0	Corporate	Corporate Funding Reserve	84	Corporate ICT reserve. No longer required.	84	0	N/A
0	Corporate	Budget Consultation	60	Created to fund budget consultation arrangements.	60	0	N/A
0	Corporate	Core Strategy Inquiry	55	To fund one-off costs of core strategy enquiry.	0	55	Committed to fund enquiry costs in 2011/12.
0	Corporate	Strategic Procurement Review Reserve	50	To fund the strategic review of corporate procurement practices and strategy in order to assess efficiency and effectiveness and develop new strategies for the future.	50	0	N/A
0	Corporate	Civic Chain Reserve	46	Replacement of Mayoral chain.	0	46	Committed as part of 2011/12 budget and allocated to keep 3 community centres open for up to 9 months.
0	Corporate	NDC Fund	45	Reserve created in 2007/08 to support future expenditure on New Deal for Communities Project.	0	45	Reserve established from NDC underspend and will be transferred to the NDC Trust in 2011/2012.
0	Corporate	Maritime Av Remedial	38	Originally for road maintenance responsibilities within the Marina inherited from TDC. Reserve reallocated to meet the costs of providing flower beds within Marina as part of Tall Ships visit.	38	0	N/A
0	Corporate	Early Capital Equalisation	33	Created to fund repayment costs of capitalising revenue expenditure as part of budget strategy.	33	0	N/A
0	Corporate	Cash finder Savings	16	Savings arising from PWC study.	16	0	N/A
0	Corporate	Cabinet Projects	4	This reserve is to be used to fund one-off Cabinet Initiatives.	4	0	N/A
0	Corporate	Income Equalisation Reserve	1	Residual balance not needed.	1	0	N/A
0	Corporate	Salary Sacrifice	1	This reserve was created to offset potential pension liabilities in future years.	0	1	Cabinet agreed to earmark NI savings to offset potential pension liabilities in 2013/14.
0	Corporate	Cemeteries Legacies	0		0	0	N/A
1,268			14,651		3,116	11,535	

HARTLEPOOL BOROUGH COUNCIL - RESERVE BALANCES AS AT 31 MARCH 2011

RESERVES TO BE REVIEWED (NOT COMMITTED NOR HELD IN TRUST)

Created 2010/11 as per Outturn Strategy £'000	Department	Reserve	Actual Balance 31/03/2011 £'000	Reason for/purpose of the Reserve	Total Value of Reserve to be released for Redundancy Costs £'000	Value of Reserve to be retained £'000	Reason for retention of reserve
£000			£000		£000	£000	
0	Chief Execs	Chief Executive's Department Ring Fenced Grants	196	Created from ring-fenced grant and to be carried forward to fund specific 2011/12 expenditure commitments.	0	196	Ring Fenced Grants carried forward e.g. PCT Health and Wellbeing Grant.
12	Chief Execs	Corporate Strategy - Divisional Restructure	113	Created to facilitate the changes required to deliver the savings for the 2012/13 budget round in respect of staffing structures and the required changes. All to be released, this has been set aside to cover redundancy costs for likely restructure to deliver budget savings for 12/13.	113	0	N/A
0	Chief Execs	Financial Inclusion	150	Created to fund the Financial Inclusion Programme.	56	94	£44,000 committed 2011/12 to fund Financial Inclusion Development Manager post and £50,000 to pump prime Financial Inclusion Initiatives e.g. Furniture Scheme, Bank of Hartlepool etc.
68	Chief Execs	Corporate Strategy - ICT System Development	84	Created to fund temporary development resources for enhancements of current ICT systems such as e-bookings and EDRMS and costs attributable to the rationalisation of systems to achieve savings from the provision of ICT.	24	60	A portion can be released after a review of potential costs. There will be costs to realising some of the potential savings which may be driven out from the base contract but the risk is minimised if we do go out for re-procurement early hence the reduction.
0	Chief Execs	Finance R & B	64	Created to fund cost of IT equipment / services.	19	45	Needed to fund ongoing costs of ICT developments / enhancements, costs of homeworkers.
0	Chief Execs	Finance - IT Investment	62	Created to fund a number of IT projects integral to the Corporate IT changes across the Authority.	0	62	To be used in 2011/12 as contributions towards HR/Payroll Investment.
0	Chief Execs	Contact Centre	51	Created to enable department to manage budget over more than one year.	13	38	£38k committed for call recording.
25	Chief Execs	Corporate Strategy - ICT Contract Review	50	Created to fund potential costs in relation to the re-procurement and or change of arrangements in respect of the Councils current ICT arrangements.	0	50	It may be possible to release this reserve in approximately October dependant on either progress on the outsourcing as most costs will be identified by this stage or there will be a requirement to look to re-let the contract in 2013 if there is not a decision, this is to avoid a corporate call on resources to deliver this. The budget (or part of it) will be required as the contract will need re-letting.
50	Chief Execs	Finance - Accountancy Section	50	Created to fund temporary appointments to cover maternity leaves during 2011-12.	0	50	Needed to fund temporary appointments to cover maternity leaves during 2011-12.
50	Chief Execs	Finance R & B - Specific Grant Reduction	50	Created to reduce the impact of Department of Work and Pensions specific grant reduction.	50	0	N/A

Created 2010/11 as per Outturn Strategy £'000	Department	Reserve	Actual Balance 31/03/2011 £'000	Reason for/purpose of the Reserve	Total Value of Reserve to be released for Redundancy Costs £'000	Value of Reserve to be retained £'000	Reason for retention of reserve
£000			£000		£000	£000	
0	Chief Execs	Finance - IT Developments R&B	41	Created to fund IT development costs to cope with new DWP Security requirements and further Kirona scripting changes.	20	21	£21k needed to fund scripting requirements for DWP.
0	Chief Execs	Finance - Audit Section	35	Created to enable department to manage budget over more than one year.	35	0	N/A
0	Chief Execs	Registrars	35	Created for improvements to the Registrars building.	25	10	£10k needed to fund remainder of office moves (secure file storage) and replacement of statutory IT system.
33	Chief Execs	Corporate Strategy - Joint Working	33	Created to enable department to manage budget over more than one year.	33	0	N/A
20	Chief Execs	Corporate Strategy - Performance Management	30	Created to enable department to manage budget over more than one year.	15	15	On review a portion of this can be released as the expected costs of managing this change have reduced.
30	Chief Execs	Contact Centre	30	Created to fund software integrations including Corporate Workflow and upgrade Queue Management System.	15	15	£15k needed to fund software integrations including corporate workflow and Queue Management System.
13	Chief Execs	Corporate Strategy - Enhancing Council Profile	28	Created to fund temporary costs in development and establishing arrangements for enhancing and maintaining the Councils profile including social networking, public relations and other associated elements.	13	15	It is unclear at the moment if there will be any development costs to address the Cabinet decision to progress social media. This work is ongoing and there may be technical changes required to websites etc. This is to avoid having to call on departmental contributions to fund this.
0	Chief Execs	Support to Members	27	Created to enable department to manage budget over more than one year.	27	0	N/A
0	Chief Execs	Finance -Accommodation	26	Created to support future years accommodation costs.	26	0	N/A
24	Chief Execs	Legal Registration and Members	24	Created to fund temporary additional staffing within the Legal Section. Also, additional costs in postage for the renewal of Personal Identifiers for Electoral Registration which must be completed every five years.	0	24	Needed to fund temporary additional staffing within the Legal Section. Also, additional costs in postage for the renewal of Personal Identifiers for Electoral Registration which must be completed every five years.
0	Chief Execs	Finance - Accountancy Section	24	Created to enable department to manage budget over more than one year.	24	0	N/A
0	Chief Execs	Corporate Strategy - Working from Home Surplus	23	Created to manage the costs of homeworking key fobs between financial years.	10	13	Use is variable and costs vary from year to year, this allows the costs to be managed and also deals with balancing costs in respect of blackberry server environment. £10k could be released after an assessment of cost and use over the last 2 years.
0	Chief Execs	Finance R & B - Contact Centre/Benefits e-form	20	Created to fund costs of e-form development.	20	0	N/A
20	Chief Execs	Finance R & B - Atlas Project	20	Created to fund the additional funding required to match DWP Atlas grant received to complete project.	0	20	Needed in 2011/12 for HBC costs of DWP project.
0	Chief Execs	People Framework Development	18	Created to enable department to manage budget over more than one year.	0	18	Needed to fund new and on-going staff requirements in response to changes in the organisation e.g. developing competency standards, building and sharing capacity, Management Academy etc.

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£000			£000		£000	£000	
1	Chief Execs	Corporate Strategy - Corporate Consultation	16	Created to enable department to manage budget over more than one year.	0	16	This has specifically been carried through to enable the changes required as a result of budget consultation reductions last year to be managed in this year.
0	Chief Execs	Finance R & B - Internal Bailiff Development	16	Created to fund costs associated with Internal Bailiff Development.	0	16	Fully committed for Bailiff pilot scheme.
15	Chief Execs	Registrars	15	Created for redecoration of new marriage/ceremonies room at the Borough Hall and some software integrations/upgrades.	0	15	Needed for redecoration of new marriage/ceremonies room at the Borough Hall and some software integrations/upgrades.
15	Chief Execs	Finance R & B - Council Tax Rebate Development	15	Created for funding towards Council Tax Rebate Scheme Software Development.	0	15	Fund ICT costs associated with new Council Tax Rebate Scheme arising from new Welfare Reform Bill - requirement irrespective of procurement exercise.
10	Chief Execs	Finance R & B - Zipporah Corporate Booking System	10	Created to fund Development work linked to Zipporah Corporate Booking System.	0	10	Committed in 2011-12 to ensure integration to payment system as part of corporate booking system.
10	Chief Execs	Finance R & B - Software Projects	10	Created for funding towards BACS and DD's Software Project Developments.	0	10	Committed in 2011/12 and 2012/13 as part of modernisation and efficiency improvements to payments of creditors and receipts processing routines.
0	Chief Execs	Finance R & B - Intercept Software	6	Created to fund costs of Intercept Software.	6	0	N/A
5	Chief Execs	Finance R & B - Payment Card Industry	5	Created to fund Payment Card Industry security review.	0	5	Banking Industry requirement, will be committed 2011/12 as per Internal Audit report.
5	Chief Execs	Finance R & B - Integration Import	5	Created for funding toward ICT Integration Import for Department of Work and Pension deductions from DWP Welfare Benefits to Council Tax System.	0	5	Development costs needed in 2011/12 irrespective of Benefits procurement outcome and work completed in August 2011.
0	Chief Execs	Finance R & B - FSM System	4	Created to fund costs of FSM System.	0	4	Committed for on-going support & maintenance costs of FSM system.
0	Chief Execs	Resource Investment - HR	3	Created to enable department to manage budget over more than one year.	0	3	£3k committed for Safer Recruitment file checks.
0	Chief Execs	Finance R & B - New Scanner	3	Created to fund costs of a new scanner.	3	0	N/A
0	Chief Execs	Chairman's Charity Reserve	1	Chairman's Charity Fund Reserve.	0	1	N/A
0	Chief Execs	HR Service Improvement	1	Created to enable department to manage budget over more than one year.	1	0	N/A
0	Chief Execs	Mayors Charity Fund Reserve	1	Mayor's Charity Fund Reserve.	0	1	N/A
406			1,395		548	847	

HARTLEPOOL BOROUGH COUNCIL - RESERVE BALANCES AS AT 31 MARCH 2011

RESERVES TO BE REVIEWED (NOT COMMITTED NOR HELD IN TRUST)

Created 2010/11 as per Outturn Strategy £'000	Department	Reserve	Actual Balance 31/03/2011 £'000	Reason for/purpose of the Reserve	Total Value of Reserve to be released for Redundancy Costs £'000	Value of Reserve to be retained £'000	Reason for retention of reserve
£000			£000		£000	£000	
0	Regeneration & Neighbourhoods	Furniture Project	50	To implement the findings of the Scrutiny review into reduction of child poverty and increasing access to affordable credit.	0	50	To pilot a scheme to be approved by Members.
0			50		0	50	

INITIAL FORECAST 2011/12 OUTTURNS

	Cost/(saving) £'M
<p><u>Centralised Estimates</u></p> <p>Forecast outturn reflects impact of current interest rate structures and continuation of existing Treasury Management Strategy of netting down investments and borrowings. This strategy is not sustainable as reserves will be used up and interest rates will increase. In the current year this strategy is providing a lower net cost and reducing investment counter party risk.</p>	(1.350)
<p><u>Advance 2012/13 BTP 2 Savings</u></p> <p>The BTP 2 programme is planned to deliver total savings of £5.3m towards the £6.6m budget deficit for 2012/13. Owing to the complexity and long lead times for a number of BTP 2 initiatives implementation of some projects has commenced in the current year. This is necessary to ensure the full year savings will be achieved from 1st April 2012. The achievement of these savings is essential if the Council is to set a balanced budget for 2012/13 and has confidence that proposed saving will be achieved and are sustainable.</p> <p>There will be a part year benefit in the current year from implementing these savings earlier. Assuming other areas of the overall 2011/12 budget are on target at the year end these savings will be available as a one-off benefit.</p>	(0.900)
<p><u>Insurance Renewal Saving (part year)</u></p> <p>A tendering exercise for the renewal of external insurance has recently been completed with Redcar and Cleveland Council. It had not been expected that this would produce a saving owing to the national and international position of the insurance market and trends towards higher premiums. It had been hoped that the Council's claims record would result in premiums being frozen at the 2010/11 level for 3 years. Owing to the particularly competitive premiums submitted for Public Liability insurance a 30% reduction in overall external premiums has been achieved. Assuming there is not an adverse change in the Council's claims experience this saving should be sustainable for 3 years. There is also an option to extend the contract for a further 2 years, if both parties agree.</p>	(0.080)
<p><u>New Homes Bonus</u></p> <p>Since the 2011/12 budget was set the Government have provided details of how the New Homes Bonus will work and details of the year 1 allocations.</p>	(0.270)
<p><u>External Audit Fees</u></p> <p>The Audit Commission announced reductions in current fees after the 2011/12 budget was set. For planning purposes it is assumed that these reductions will be sustainable. There is a risk that when responsibility for appointing External Auditors transfers to individual authorities that these reductions may not be sustainable. This position will need to be kept under review.</p>	(0.090)
<p><u>Income Shortfall - Building Control and Development Control</u></p> <p>The level of income in the current year is being affected by the continued weakness in the economy and a total shortfall of up to £0.25m is currently expected for these areas. This shortfall will need covering in 2011/12. Further work is needed to assess the ongoing position in 2012/13 and the scope for reducing costs. For planning purposes it would be prudent to earmark £0.25m from the current years outturn to cover these trends continuing into 2012/13. Hopefully, the economy will begin to recover before 2013/14 and avoid this becoming a permanent pressure.</p>	0.500

INITIAL FORECAST 2011/12 OUTTURNS

	Cost/(saving) £'M
<p><u>School Meals shortfall</u></p> <p>A total subsidy of £0.14m is needed for this service. It had been hoped to fund this amount from the retained element of the Dedicated Schools Grant (DSG) in 2011/12. However, owing to pressure on this budget it is only possible to make a £70k contribution. Therefore, the remaining cost needs to be funded from the Council's own resources in the current year. As pressure on the DSG will increase in 2012/13 a permanent solution for funding the £0.14m subsidy will need to be developed. This issue is currently being reviewed and details will be reported to a future Cabinet meeting.</p>	0.070
<p><u>Casual Workers Statutory Holiday Pay</u></p> <p>Working time regulations require employers to pay casual workers holiday pay and arrangements have been implemented to comply with these requirements on an ongoing basis. Where these costs arise they will be funded from departmental base budgets. There is a significant risk that the Council will be required to fund holiday back pay claims to 01.10.07 and an assessment of these costs has been made. It would therefore be prudent to set money aside for costs as part of the 2011/12 outturn strategy.</p>	0.080
<p><u>Concessionary Fare</u></p> <p>This pressure covers the tri-annual cost of replacing Concessionary Fare passes. As no provision is included within the base budget for this cost provision needs to be made within the 2011/12 outturn to avoid this being a pressure in 2012/13.</p>	0.060
Net Forecast Outturn	(1.980)

CABINET

MINUTES AND DECISION RECORD

24 OCTOBER 2011

EXTRACT

The meeting commenced at 9.15 am in the Civic Centre, Hartlepool

Present:

The Mayor, Stuart Drummond - In the Chair

Councillors: Robbie Payne (Deputy Mayor) (Finance and Procurement Portfolio Holder),
Gerard Hall (Adult and Public Health Services Portfolio Holder).
Peter Jackson (Regeneration and Economic Development and Skills Portfolio Holder),
Chris Simmons (Children's Services Portfolio Holder),
Hilary Thompson (Performance Portfolio Holder),

Also Present: Stephen Catchpole, Managing Director, Tees Valley Unlimited.

Officers: Nicola Bailey, Acting Chief Executive
Peter Devlin, Chief Solicitor
Joanne Machers, Chief Customer and Workforce Services Officer
Dave Stubbs, Director of Regeneration and Neighbourhoods
Denise Ogden, Assistant Director, Neighbourhood Services
Graham Frankland, Assistant Director, Resources
Sally Robinson, Assistant Director, Prevention, Safeguarding and Specialist Services
Julian Heward, Public Relations Officer
David Cosgrove, Democratic Services Team

124. Apologies for Absence

Councillors Jonathan Brash (Housing and Transition Portfolio Holder), Pam Hargreaves (Transport and Neighbourhoods Portfolio Holder) and Cath Hill (Culture, Leisure and Tourism Portfolio Holder).

125. Declarations of interest by Members

Councillor H Thompson declared a personal interest in Minute 132.
Councillor Simmons declared a personal interest in Minute 136.

135. Security Arrangements (*Chief Customer and Workforce Services Officer*)

Type of decision

Non-key.

Purpose of report

To request Cabinet consideration of a review undertaken of security arrangements in the Civic Centre which provide protection for staff, Elected Members, visitors and the public and seek a decision regarding the options identified.

Issue(s) for consideration by Cabinet

The Performance Portfolio Holder reported on the outcomes of a recent review of security arrangements in the council's building, providing options for Cabinet to consider. The Council delivered a range of different services from a number of different buildings. All buildings were subject to a regular health and safety inspection depending on the assessment of risk. Those buildings that were open to the public to access services are assessed accordingly. The Council's budget and transformation programme had resulted in some buildings closing; the functions of some building changing and some services were being delivered from new locations.

The report outlined the results of the assessments of the Civic Centre primarily but also the other buildings from which the council operated. In relation to the Civic Centre, the Portfolio Holder highlighted that Members had recently requested increased security during larger council and public meetings and the provision of cctv in the Council Chamber. The additional costs of this provision would need to be considered against other budget pressures.

One of the options included within the report was for the maintenance of the security presence in the Contact Centre. This had been estimated at £19,000 and the Chief Customer and Workforce Services Officer indicated that currently the provision was being provided by savings elsewhere in the department, such as vacant posts. Members were concerned at the costs estimate and were informed that the estimate had been provided under the current contract and agreed by the contract manager.

Cabinet supported the retention of the current security provision, option 4 in the report, but agreed that it would need to be considered against the other budget pressures as part of the budget process.

Decision

That option 4 'Reinstate the Security Presence' as detailed in the report, at an estimated costs of £19,000, be supported by Cabinet for inclusion in the budget pressures to be considered later in the budgetary process.

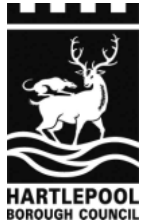
P J DEVLIN

CHIEF SOLICITOR

PUBLICATION DATE: 31 OCTOBER 2011

CABINET REPORT

24 October 2011



Report of: Chief Customer and Workforce Services Officer

Subject: SECURITY ARRANGEMENTS

SUMMARY

1. PURPOSE OF REPORT

To request Cabinet consideration of a review undertaken of security arrangements in the Civic Centre which provide protection for staff, Elected Members, visitors and the public and seek a decision regarding the options identified.

2. SUMMARY OF CONTENTS

The report sets out the background to the Council's health and safety responsibilities as an employer and service provider, specific security arrangements in key buildings open to the public and identifies options for Members to consider in light of risk assessments that have been undertaken.

3. RELEVANCE TO CABINET

Arrangements for the health, safety and wellbeing of staff, Elected Members and visitors on this scale is an Executive function and there are potential budget pressures which may need to be addressed.

4. TYPE OF DECISION

Non-key

5. DECISION MAKING ROUTE

Cabinet

6. DECISION(S) REQUIRED

That Cabinet

- considers the review of security arrangements in the Civic Centre as set out in the report and appendices and
- determines which option, if any, they wish to be implemented and identify the necessary resources required.

CABINET REPORT

24 October 2011



Report of: Chief Customer and Workforce Services Officer

Subject: SECURITY ARRANGEMENTS

SUMMARY

1. PURPOSE OF REPORT

- 1.1 To request Cabinet consideration of a review undertaken of security arrangements in the Civic Centre which provide protection for staff, Elected Members, visitors and the public and seek a decision regarding the options identified.

2. BACKGROUND

- 2.1 The health, safety and wellbeing of Council employees, service users and those who work with the Council to provide services is a legal responsibility of the Council and key individuals within the organisation. As the organisation makes changes to the design, nature and delivery of services it provides through employees or with partners it is required to review the impact on the health, safety and wellbeing of those who might be at risk as a result.
- 2.2 Where the risk to anybody is significant then the Council must record this and put in appropriate control measures to reduce this risk so far is reasonably practicable and then bring the findings of the assessment to the attention of the employees who are exposed to this risk.
- 2.3 The Council delivers a range of different services from a number of different buildings. All building are subject to a regular health and safety inspection depending on the assessment of risk. Those buildings that are open to the public to access services are assessed accordingly. The Council's budget and transformation programme has resulted in some buildings closing, the functions of some building changing and some services being delivered from new locations. Additionally, the resources that are available corporately to deliver services are reducing at a time when there may be greater demand for services.

- 2.4 This dynamic environment requires the Council to keep under constant review the impact on arrangements it has in place for protecting the health, safety and wellbeing of employees, Elected Members, the public and others. This report sets out the outcomes of a recent review of security arrangements in the council's building, provides options for Cabinet to consider and determine next steps.

3. CIVIC CENTRE

- 3.1 All entrances and exits to the Civic Centre building, other than the public entrance from the Concourse, are controlled by an electronic door access system which has recently been upgraded. The administration and control of access cards is managed by the Facilities Management Team in the Regeneration & Neighbourhoods Department. Generally the security of the building is considered good.
- 3.2 The main security risk in the Civic Centre is within Hartlepool Connect. Hartlepool Connect was established in 2007 as the Council's first point of contact for all personal visitors, the different Civic Centre reception areas were significantly refurbished. The new concept and design was intended to be welcoming to all visitors and flexible enough to meet various needs and demands, hence the layout and type of furnishings. Arrangements for avoiding, defusing or responding to violent or aggressive service users was intended to be by means of a security presence.
- 3.3 A security guard has been provided to the Civic Centre for a substantial period of time. Unfortunately limited records have been maintained of the incidents to which a Security Guard has responded. Equally it is not possible to quantify how many incidents may have been averted by the presence of a Security Guard.
- 3.4 As part of the Facilities Management SDO review the funding and provision of a Security Guard was identified as a cost saving which was accepted by Council as part of the 2011/12 budget and funding was duly withdrawn. A Security Guard continues to be deployed however following concerns raised by Trade Union representatives, the Joint Chairs of the Local joint Consultative Committee (LJCC) and individual members of staff. This cannot be sustained permanently without the appropriate budget being allocated.
- 3.5 More recently Elected Members have requested that a risk assessment be undertaken in respect of Council meetings where a large public audience is expected and there are contentious items on the agenda, that an evacuation plan be compiled and shared with Members, that there be an increased security presence and that a security camera be installed in the Council Chamber.
- 3.6 A risk assessment was duly prepared on the issue of public meetings and the necessary control measures implemented, albeit on a temporary basis (Appendix 3).

3.7 The potential impact of withdrawing the budget for a security guard on the operational requirements of others using the Contact Centre and the wider Civic Centre building however has been subject to further review in light of the current and future context by the Health, Safety and Wellbeing Manager who has prepared a risk assessment attached as Appendix 1. The assessment identifies:

- the risks associated within Hartlepool Connect;
- the duties currently undertaken by a Security Guard which would need to be reallocated and;
- the potential areas of concern that more “safety by design” will be required to ensure safety of staff.

A summary of the various options is also attached as Appendix 2.

3.8 There is no perfect solution to the problem of violence and aggression as it can be a completely random event triggered by a wide range of factors. For example, the recent alterations to the Central Library, which was primarily aimed to improve the entrance, has seen a significant drop in the number of incidents being reported to the Health & Safety Team through the submission of Safety Incident Reporting Forms (SIRFs). This demonstrates that by ensuring an appropriate atmosphere and environment, stress and aggression can be reduced to the benefit of both staff and visitors. This is particularly important in the Civic Centre where Hartlepool Connect deals with over 170,000 visitors per annum on behalf of all three Council departments and Elected Members.

3.9 The situation at the Civic Centre is more complex to assess than the Library as there have been some serious incidents culminating in access to the building being refused to some people: these exclusions are enforced by the Security Guard on duty. This means that some incidents in the Civic Centre are foreseeable and demonstrate that the control measures which have been put in place have hitherto proved to be acceptable i.e. the provision of a security guard has ensured excluded people do not gain access and have been prevented from causing disruption should they attempt entry. Any changes to the control measures therefore need to be justifiable to ensure that there is not a significant escalation of risk.

3.10 It is very difficult to quantify increased risk however the Contact Centre is a dynamic service. It is the main access point to a wide range of Council services. More services will migrate to the Civic Centre from other less suitable locations e.g. Bryan Hanson House, Church Street, etc. Other services bring with them additional risks e.g. car parking fines and complaints. Pressures on staffing budgets generally across all departments may increase waiting times for visitors. The mix of people waiting can also increase the risk of incident.

4. OTHER BUILDINGS

4.1 Bevan House

There are other buildings where there are risks to staff from the public most notably Bevan House which handles approximately 8500 visits per year. The reception area is more enclosed and service users are there for a narrow range of service support from dedicated staff. This contributes to controlling the risk of incidents arising. When incidents do occur staff are generally already in a place of relative safety until assistance arrives.

4.2 Bryan Hanson House

There have been concerns raised in the past regarding the reception area particularly the low part of the counter (designed to assist disabled customers) which could be a point of people climbing over. Staff can retreat to a secure office and the reception is covered by CCTV. The risk of aggression has been reduced as those customers who are most likely to be more aggressive (e.g. those responding to parking fines) are dealt with via the contact centre the situation in this building has improved.

4.3 Church Street

Customers at Church Street tend to be limited to those who need a specific service or are there to attend a meeting so the likelihood of them being aggressive is very low. In addition the door is secure and the reception area enclosed so control is quite strong so the risk of an incident occurring is quite low

5. FINANCIAL IMPLICATIONS

- 5.1 The financial implications of the four options which have been identified for Cabinet consideration are shown in column four of the table in Appendix 3 and are summarised in the table below.

Summary of options and costs

Additional Requirements	Financial implications
Option 1. Remove security No alterations	Savings of approx £17 000 achieved. Training cost for staff with responder role (assuming staff accept responsibility). Re-evaluation of staff with responder roles (assuming staff accept responsibility). Insurance implications if claims increase.
Option 2. Remove security No alterations Increased staff presence	Savings of approx £17 000 achieved. Training cost for staff with responder role (assuming staff accept responsibility). Re-evaluation of staff with responder roles (assuming staff accept responsibility). Insurance implications if claims increase Training costs for enhanced customer care skills. If HC resources were reallocated to front of house duties there would be no additional cost however telephone/email performance would deteriorate.

Option 3: Physically alter the layout of the contact centre to improve safety using “safety by design principles”.	Estimated capital expenditure circa £50,000
Option 4: Reinstate the security presence	Estimated £19 000 per annum

5.2 If any of the options are implemented this will result in unbudgeted costs which will increase the savings that need to be made for 2012/13.

6. RECOMMENDATION

6.1 That Cabinet

- considers the review of security arrangements in the Civic Centre as set out in the report and appendices and
- determines which option, if any, they wish to be implemented and identify the necessary resources required.

RISK ASSESSMENT – Civic Centre Reception (following concerns regarding removal of security guard)

Location Main Reception, Civic Centre **Assessors** Stuart Langston **Date** May 2011

Task Visitors and staff **Checked by Service Manager** Joanne Machers **Review Date**

Ref No

Background

This risk assessment has been prepared in response to a decision to remove the security guard from the Civic Centre reception. It is estimated that the current footfall into the contact centre is 100 000 per annum and a separate 70 000 per annum to the cash desk giving an estimated 170 000 people using this area. This gives a significant number of people using the services of this area. As these are predominantly members of the public it is impossible to predict the behaviour as there have been incidents of verbal abuse, threats of violence and drug use in the public toilets. The very nature of the services provided by the council means that some of the most challenging and vulnerable people in the town visit the Civic Centre. This has been compounded by the relocation of the Registrars service so young children and bereaved family members are using the contact centre and as such may be much less inclined to put up with verbal abuse, swearing etc in the public area. This means that there is a very real risk that situation may be exacerbated by members of public having a go to tackle any antisocial behaviour in the contact centre. In addition there are some particularly high risk activities such as people coming into pay fines, try and recover their vehicle (removed for traffic offences) or obtain their money such as when the council has appointeeship responsibilities. In addition from time to time certain individuals are sent letters referring their entry to the Civic Centre. If the security guard is removed there would be no mechanism for preventing entry other by the use of existing staff who are not trained or appointed for this role.

Hazard	Who is particularly at risk	Existing Control Measures	Residual Risk Hi/M/Lo	If High or Med, further action required to reduce risk to acceptable level
Reception Enquiries, Meetings and Interviews - Abuse, violence and aggression	All staff & visitors	<ul style="list-style-type: none"> Violence and aggression training undertaken by majority of staff. Provision of guidance notes to all staff on safe use of interview rooms. Security Pendants available to all staff using interview rooms. 	M	<ul style="list-style-type: none"> If Security guard removed then the following additional security measures to be implemented. All places of greeting and or interview are to have a suitable fixed barrier between the customer and the service provider (council employee). The council

Hazard	Who is particularly at risk	Existing Control Measures	Residual Risk Hi/M/Lo	If High or Med, further action required to reduce risk to acceptable level
		<ul style="list-style-type: none"> • Health and safety guidance notes issued to all contact centre staff. • Two interviewers conduct interviews where there is a high risk requirement. • CCTV recording to enable possible identification of abusive customers as well as to act a deterrent. 		<p>employee should be able to back away from the customer if necessary to a place of relative safety. The information point may need to be redesigned or relocated.</p> <ul style="list-style-type: none"> • A thorough review will be required as to which service users are seen at the contact centre as it may be necessary to place glass screens across the desks to make it more difficult to cross the desk or drag someone over it. • The security pendant arrangement will need to be reviewed as there will no suitable response. Certain staff will need to be trained in how to tackle certain situations and they must be available for example via a rota to deal with an activation of the Council's emergency procedures via the activation of the pendant. • Revised CCTV monitoring arrangements will be required with staff training and liaison with the police. • Communication will need to be undertaken with the police regarding what response the council can expect in an emergency e.g. activation of the alarm and any potential times this response may take. • This police information will also be required for when people are damaging furniture. • Additional bells/beacons will be required to ensure staff do not enter a hazardous zone in the event of an incident as they may inadvertently allow the perpetrator into the building. • As the doors stay open in the event of a fire alarm new arrangements are required to ensure they are monitored by a fire warden

Hazard	Who is particularly at risk	Existing Control Measures	Residual Risk Hi/M/Lo	If High or Med, further action required to reduce risk to acceptable level
				<p>to avoid unauthorised re-entry in the event of a bell activation.</p> <ul style="list-style-type: none"> It is expected that damage to seating and other physical items such as the toilets etc will increase. As furniture becomes damaged it is proposed to alter to more low risk equipment possible secured to the floor, vandalism restricted material etc. The situation will need to be monitored via recorded daily checks to determine the extent of any vandalism prior to any review taking place. New arrangements will be required to allow access into the building for public/ meetings as the security guard undertakes key holder duties. The door will also need to be re secured at the end of the working day Arrangements required for escorting to event/meeting e.g. in civic Suite
Threats to the public using the Contact Centre/Cash Desk		<ul style="list-style-type: none"> Security Guard oversees the use of the contact Centre any verbal abuse, behaviour which could cause disturbance is challenged. Know trouble makers observed and if necessary challenged. 	M	<ul style="list-style-type: none"> If no security guard present there is no arrangement in place to challenge any trouble makers hanging about. This of particular concern as some members of the public use the cash desk to cash cheques, staff use to collect petty cash, floats etc. they could therefore be observed, followed and robbed. This may be very difficult whilst staff are busy with customers. Arrangements to be developed so that staff are trained to observe suspect behaviour. Advice to staff about collecting cash. Communication will need to be undertaken with the police regarding what response the council can expect in the event of any suspicion.

Hazard	Who is particularly at risk	Existing Control Measures	Residual Risk Hi/M/Lo	If High or Med, further action required to reduce risk to acceptable level
Injury to staff working within the public area. - Staff being struck with liquids or objects.	All staff & Visitors	<ul style="list-style-type: none"> Reception counter prevents access to the rear of reception to members of the public. Moveable objects within the reception area to be kept to a minimum. Security presence available in main reception to discourage people from becoming violent or aggressive. Staff aware of exit arrangements should objects be used in aggressive behaviour. 	M	<ul style="list-style-type: none"> Equipment should be secured within the reception area to prevent throwing where possible Staff training in dealing with acts of violence and aggression. If security guard removed the layout and design of the contact centre will need to be reviewed to minimise the threat of injury. Some examples for consideration are considered above.
Goods deliveries - Access by unauthorised personnel - Obstruction of access ways	All staff & visitors	<ul style="list-style-type: none"> Security Guard oversees that internal security door not left unattended or open for long periods of time Receptionist informs relevant member of staff as soon as goods have been delivered. 	M	<ul style="list-style-type: none"> If the security guard is removed then new arrangements will need to be put in place. Signs to be displayed throughout building reminding staff not to obstruct emergency exit doors/access ways and to store equipment safely in a suitable location. Staff to be reminded to deal with deliveries immediately. No unauthorised access. All staff to ensure they challenge people and report if they are ignored or receive abuse.
Out of Hours Working - Lack of assistance for accident/incident - Doors have been left open.	All staff & visitors	<ul style="list-style-type: none"> After hours to be signed after 6.00 pm and on departure. 	M	<ul style="list-style-type: none"> Reminder to staff of requirement to sign "out of hours" book. New arrangements required to allow access into the building for public meetings. The door will need to be re secured following arrival. Arrangements required for escorting to event/meeting
Bomb threats/terrorism	All staff & visitors	<ul style="list-style-type: none"> Corporate <u>Bomb Incident Procedure</u> in place. ID badges for visitors to building. Staff have received training on bomb threats mainly related to postal issues. Bomb Wardens have been trained on the implications of bombs. 	L	Refresher training to be provided

Hazard	Who is particularly at risk	Existing Control Measures	Residual Risk Hi/M/Lo	If High or Med, further action required to reduce risk to acceptable level
Electrical equipment - Shocks	All staff & visitors	<ul style="list-style-type: none"> • Annual appliance testing of portable electric equipment and five yearly checks on static equipment. • Visual checks of electronic equipment. 	L	Annual Inspection undertaken
Entering the building - Slips, trips & falls	All staff & visitors	<ul style="list-style-type: none"> • Elimination of loose, trailing wires/cables. • Wet cleaning of floors carried out after normal working hours. Signage used to warn that floor is wet. Arrangements for any spillages to be immediately cleaned up. • Arrangements for gritting and clearance of snow, drying of floor and suitable matting at entrances. • All slips, trips or falls reported on Safety Incident report forms. 	H	<ul style="list-style-type: none"> • Reminder to staff to complete Safety Incident report forms
Fire	All staff & visitors	<ul style="list-style-type: none"> • Good fire detection and regular alarm testing and maintenance. • Annual inspection carried out by the Fire Authority and Wellbeing team. • Good evacuation procedure, fire signs to current requirements. • Strict controls on smoking. • Security guard monitors for any potential arson. • Hartlepool Connect fire procedures in place. 	M	<p>If no security guard in place it may be difficult to challenge or prevent people smoking in the contact centre.</p> <p>It will also be difficult to detect any arson.</p> <p>Arrangements will be required to monitor the area regularly and challenge any issues. Staff undertaking these tasks should be suitable and trained for this task.</p>

Appendix 2

Options regarding security arrangements at the Contact Centre

Option 1. Remove security and make no alterations			
Additional Requirements	Pro	Con	Financial implications
<p>Civic Attendant or similar will need to be reallocated to open/secure doors as appropriate.</p> <p>Civic Attendant or similar will need to escort public/guest to meeting rooms in the Civic Suite and escort out at the end of meeting. (This will also be required for out of hours.)</p> <p>Staff would need to be identified, trained to respond to “panic” alarms in the Contact Centre.</p> <p>Where there a significant complaint a “face to face” response required by an officer from the service department.</p>	<p>No expenditure required and the saving for the security guard remains</p>	<p>There is a foreseeable risk of injury to staff working in the contact centre.</p> <p>Other staff would need to respond to an incident as it may take the police up to an hour to respond.</p> <p>Hartlepool Connect staff may refuse additional duties as responder to incidents.</p> <p>Officers in service departments may refuse additional duties as responder to incidents.</p> <p>Staff who respond to incidents will be a higher risk of verbal or physical assault, giving rise to insurance and health and safety implications.</p> <p>There is a significant risk that the Contact Centre would become run down as there is less of an immediate and physical deterrent to take care of chairs, toilets etc.</p> <p>Members of the public including children are in the vicinity and may be injured or witness violent or aggressive behaviour.</p> <p>There is a chance that a situation may be exacerbated by “have a go heroes”.</p>	<p>Savings of approx £17 000 achieved.</p> <p>Training cost for staff with responder role.</p> <p>Re-evaluation of staff with responder roles.</p> <p>Insurance implications if claims increase.</p>

Option 2. Remove security no alterations increased staff presence			
Additional Requirements	Pro	Con	Financial implications
<p>Civic Attendant or similar will need to be reallocated to open/secure doors as appropriate.</p> <p>Civic Attendant or similar will need to escort public/guest to meeting rooms in the Civic Suite and escort out at the end of meeting. (This will also be required for out of hours.)</p> <p>Staff would need to be identified, trained to respond to "panic" alarms in the Contact Centre.</p> <p>Where there a significant complaint a "face to face" response required by an officer from the service department.</p> <p>Regular 'floor walking' by staff with enhanced customer care skills to calm situations and encourage good behaviour.</p>	<p>Some of the savings from the security contract can still be achieved, staff presence much more approachable than a "security presence".</p>	<p>There is a foreseeable risk of injury to staff working in the contact centre.</p> <p>Other staff would need to respond to an incident as it may take the police up to an hour to respond.</p> <p>Hartlepool Connect staff may refuse additional duties as responder to incidents.</p> <p>Officers in service departments may refuse additional duties as responder to incidents.</p> <p>Staff who respond to incidents will be a higher risk of verbal or physical assault, giving rise to insurance and health and safety implications.</p> <p>There is a risk that the Contact Centre would become run down as there is less of an immediate and physical deterrent to take care of chairs, toilets etc.</p> <p>Additional costs from increase HC staff presence.</p> <p>Staff are put at risk as they will first point of challenge.</p> <p>Members of the public including children are in the vicinity and may be injured or witness violent or aggressive behaviour.</p> <p>There is a chance that a situation may be exacerbated by "have a go heroes".</p>	<p>Savings of approx £17 000 achieved.</p> <p>Training cost for staff with responder role.</p> <p>Re-evaluation of staff with responder roles.</p> <p>Insurance implications if claims increase</p> <p>Training costs for enhanced customer care skills.</p> <p>If HC resources were reallocated to front of house duties there would be no additional cost however telephone/email performance would deteriorate.</p>

Option 3: Physically alter the layout of the contact centre to improve safety using “safety by design principles”.			
Additional Requirements	Pro	Con	Financial Implications
<p>Civic Attendant or similar will need to be reallocated to open/secure doors as appropriate.</p> <p>Civic Attendant or similar will need to escort public/guest to meeting rooms in the Civic Suite and escort out at the end of meeting. (This will also be required for out of hours.)</p> <p>Significant alterations to the Contact Centre to improve barriers between staff and service users and allow for staff to retreat to a place of safety.</p> <p>Where there a significant complaint a “face to face” response required by an officer from the service department</p>	<p>Reduced risk of an incident resulting in injury (an individual is less likely to be pulled across a desk.)</p> <p>The member of staff can retreat to a place of safety this would leave the Contact Centre sterile.</p>	<p>Initial capital expenditure for alterations required.</p> <p>This goes against the original concept of an open welcoming contact centre as oppose to a “bank” approach and which exists for the Cash Office service desks.</p> <p>This would not solve issue of people leaping over barrier before staff retreat.</p> <p>Members of the public including children are in the vicinity and may be injured or witness violent or aggressive behaviour.</p> <p>There is a chance that a situation may be exacerbated by “have a go heroes”.</p>	<p>Estimated capital expenditure circa £50000</p>

Option 4: Reinstate the security presence			
Additional Requirements	Pro	Con	Financial implications
<p>Provide clear instructions as to the duties and responsibilities regarding the role.</p> <p>Record and monitor all customer activity within certain parameters.</p> <p>Report and monitor Employee Protection Register.</p> <p>Regular incident response exercises.</p>	<p>Staff are trained and experienced in safety procedures.</p> <p>Staff have confidence in arrangements and perceptions/fear of verbal or physical assault is minimal.</p> <p>Response to threatened assaults or serious incidents dealt with quickly.</p>	<p>Loss of the saving already identified as part of a SDO.</p> <p>Day to day management/monitoring of security guard required.</p>	<p>Estimated £19 000 per annum</p>

General Risk Assessment Form

Health, Safety and Wellbeing Team

Version: 01

Location	[Various Locations Across Hartlepool]	Assessor	[Stuart Langston]	Issue Date:	[22 8 11]
Task	[Public Meetings]	Checked by Manager	[Joanne Machers]	Ref no:	[]

Where use of PPE is required, specify the type. PPE is to be used as a last resort - steps should first be taken to prevent or reduce risk at source by use of engineering controls and systems of work.

What are the hazards? What could happen? Please list	Who is particularly at risk	Existing control measures	Risk (after precautions have been taken) High/Medium/Low	Further action required to reduce risk to an acceptable level
[Violence and Aggression]	[Elected Members/ Committee Support Staff Public]	[Most public meetings are held in the Civic Centre, which is relatively secure in that access is controlled. The car park for the elected representatives is secure. Separate entry/exit available for members to the public to minimise attack in heat of the moment. At present there is security (SIA qualified) on the Contact Centre to control entrance.]	[Medium]	[Ensure arrangements in place to control access to the venue to ensure that it does not exceed capacity. Disabled area set to ensure safe evacuation. Meetings should be rated, high, medium and low depending on risk of disturbance. If High, e.g. High media interest such as TV present, contentious issue discussed - venue to be secure, additional security measure required such as metal detection, bag searches, and additional security. Contingency plans for evacuation of members etc Medium risk - additional security presence and contingency plans for evacuation of members etc Low risk – normal arrangements in place e.g. consideration of venue for access and security, potential

General Risk Assessment Form

Health, Safety and Wellbeing Team

Version: 01

What are the hazards? What could happen? Please list	Who is particularly at risk	Existing control measures	Risk (after precautions have been taken) High/Medium/Low	Further action required to reduce risk to an acceptable level
				support if an event occurs. Consideration needs to be given to the ballot or ticket entry to the meeting to ensure fair access when capacity of venue is reached. (this needs to be considered by legal) Preparation of guidance note for the organisers of public meetings. Briefing to members of the importance of advising committee clerks/legal or chair of meeting if subject matter is contentious or they (or their constituents are planning a protest) to ensure police support/agreement to avoid the protest being hijacked for nefarious purposes.]
[Fire]	[Elected Members/ Committee Support Staff/Public]	[The Chair of the relevant committee or committee clerk is expected to read out the fire evacuation procedure and use of any hearing aid devices etc. at the start of the meeting. The committee clerk would also assist disabled to leave the building. Council Buildings Staff are expected to have received fire awareness training. The buildings have regular fire safety checks by the location managers or officers from the health, safety and wellbeing team. Fire fighting equipment is inspected annually by a competent contractor as is smoke detection, fire alarms, emergency lighting as appropriate.]	[Medium]	[Where meetings are held in none council buildings confirmation is required regarding the capacity of the venue, fire detection, emergency lighting and fire fighting equipment arrangements. Checklist to be created to assist organisers to obtain the relevant information and select the venue]

**General Risk Assessment Form**

Health, Safety and Wellbeing Team

Version: 01

What are the hazards? What could happen? Please list	Who is particularly at risk	Existing control measures	Risk (after precautions have been taken) High/Medium/Low	Further action required to reduce risk to an acceptable level
Slips, Trips and Falls	Elected Members/ Committee Support Staff/Public	Venues provided by the council are regularly inspected for safety standards. Computer presentation equipment displays etc are positioned to allow for safe movement of people. This minimises trailing cables etc. Venues chosen are normally used by the public on a routine basis so regular checks are main of walkways etc.	Medium	Arrangement to be put in place for inspecting access to a venue etc during periods of bad weather e.g. snow, ice, localised flooding etc. It may be necessary to arrange for area to be gritted etc or (where practical) relocate meeting or adjourn the meeting to a later date. Meeting organiser to discuss with venue manager any specific requirements prior to the meeting.
Electrocution	Elected Members/ Committee Support Staff//Public	Visual check of cables and equipment prior to use. Equipment provided by the council is generally portable appliance tested on an annual basis. The fixed electrical installation where practicable is inspected by a competent person every 5 years	Low	Where the equipment and venue is not controlled then a visual check of the condition of the portable electrical equipment should be undertaken prior to the use.

Review of Assessment					
Review Date	Are the risks controlled so far as is reasonably practicable?	Is this Assessment still valid?	Date for next review	Assessor/ Reviewer (Name and signature)	Checked by Manager (Name and signature)

General Risk Assessment Form

Health, Safety and Wellbeing Team

Version: 01

Please note that each assessment should be reviewed as a minimum annually or sooner if a change to the working, new legislation or industry practice occurs. Each assessment can be reviewed a maximum of three times before requiring replacement. The Health, Safety and Wellbeing Team are to be contacted for assistance if you require any help with the initial assessment.

General Risk Assessment Form

Health, Safety and Wellbeing Team

Version: 01

RISK RATINGS MATRIX

Likelihood Ratings	Severity Ratings
Unlikely (Low)	Slight Injury i.e. cuts, bruises
Possible (Medium)	Serious Injury i.e. fracture, deep laceration
Certain (High)	Major Injury i.e. fatality, loss of limb

Likelihood	Severity		
	Slight	Serious	Major
Low	L	M	M
Medium	M	M	H
High	M	H	H

SCRUTINY CO-ORDINATING COMMITTEE

2 December 2011



Report of: Chairs of the Overview and Scrutiny Committees

Subject: MEDIUM TERM FINANCIAL STRATEGY (MTFS)
2012/2013 TO 2014/2015 – INITIAL BUDGET
CONSULTATIONS: FEEDBACK FROM THE
OVERVIEW AND SCRUTINY COMMITTEES

1. PURPOSE OF THE REPORT

- 1.1 To feedback the collective responses of the four standing Scrutiny Forums (with the views of the Health Scrutiny Forum included in the Adult and Community Services Scrutiny Forum response), following their recent consideration of the Executive's Budget and Policy Framework Initial Proposals for 2012/13.

2. BACKGROUND INFORMATION

- 2.1 At a meeting of the Scrutiny Co-ordinating Committee held on 14 October 2011, consideration was given to the Executive's Initial Budget and Policy Framework Consultation Proposals for 2012/13.
- 2.2 At this meeting it was agreed that the initial consultation proposals were to be considered on a service provision basis by the appropriate Scrutiny Forum. With any comments/observations being fed back to this meeting of the Scrutiny Co-ordinating Committee to assist in the formulation of this Committee's formal response, to be presented to the Cabinet on 19 December 2011.
- 2.3 As such, the remainder of this report outlines the collective feedback of the four Scrutiny Forums, with the exception to the Scrutiny Co-ordinating Committee's which will be reported verbally at this meeting, to enable the formal response to be compiled

3. FEEDBACK FROM THE OVERVIEW AND SCRUTINY COMMITTEES TO THE EXECUTIVE'S INITIAL BUDGET AND POLICY FRAMEWORK PROPOSALS FOR 2012/13

- 3.1 Members of the four standing Scrutiny Forums considered in detail the budgetary pressures, grant terminations and priorities as part of the Executive's Budget and Policy Framework initial proposals for 2012/13.
- 3.2 As such outlined below are the individual responses of the four standing Scrutiny Forums:-

Children's Services Scrutiny Forum (1 November 2011):-

3.3 BT Programmes:-

i) Social Care Commissioning – Looked After Children Nurse

The Forum reaffirmed their views expressed in the report considered by Cabinet on 5th December 2011 in relation to this area. Members emphasised the need for the Looked After Children Nurse position to be retained once the PCT ceased to exist. Members reiterated the importance of this being relayed to new Clinical Commissioning Group and endorsed by the Health and Wellbeing Board.

ii) Review of Divisional Management Structure

The Forum reaffirmed their views expressed in the report considered by Cabinet on 5th December 2011 in relation to this area, where it was suggested that the option of a secondment from the third sector to undertake the Head of Service role for youth offending be explored.

iii) Reduction in Youth Support Commissioning

Members did not support this reduction and reaffirmed their views expressed in the report considered by Cabinet on 5th December 2011 in relation to this area. Members emphasised the need to advise all service providers that the service would not be withdrawn on 1st April 2012 and would continue for up to 6 months until a new contract was introduced/awarded.

3.4 Pressures:-

i) School Catering

Members, as Corporate Parents could not agree to a pressure of this magnitude until the position was clear with regards to what is happening with the Learning Disability and Health Improvement Grant and whether this money could be used to fulfil this pressure. Members also requested that clarification be sought from schools on whether the Healthy Eating Grant would be used to subsidise school meals or it would be used for another purpose.

3.5 Reserves to be reviewed:-

i) City Learning Centre

With regard to the long term use of the building, it was suggested that the possibility of soft market testing be pursued. Concerns were raised by Members regarding the costs incurred in funding redundancy costs for a facility that was not Council owned given the current budgetary situation and a query was raised regarding the Council's legal position in terms of funding such costs.

Regeneration and Planning Services Scrutiny Forum (3 November 2011):-

3.6 Restructure of Economic Development

Members raised concerns regarding the loss of 3 posts in the restructure of Economic Development, due to the cessation of Government Grants. Members felt that this would reduce the ability of the department to respond quickly to opportunities to secure grant funding when required.

Adult and Community Services Scrutiny Forum (8 November 2011):-

3.7 Reserves to be reviewed

In relation to the Mill House reserve of 146K, Members suggested that 100k of this be used to support the 100k pressure created by Brierton Sports Centre, it was acknowledged that the 100k would only address this issue for one year. However, Members were of the opinion that the Sports Centre needs to be retained and income generation maximised.

Members were also of the view that any unused reserves be transferred back into the General Fund.

Neighbourhood Services Scrutiny Forum (9 November 2011):-

3.8 The Forum expressed concerns at the extent of the cuts on the Department's budget and was mindful that this could make it very difficult for the directorate to continue their delivery of high quality services. Other comments made were as follows:-

- i) Housing Services - Members raised concerned regarding the impact of the savings on the capacity to deliver private sector housing services going forward, specifically selective licensing. Members felt that there had been a significant improvement in private rented sector housing in the last 6-12 months as a result of selective licensing, which was at risk of being lost.
- ii) Income Generation - Members welcomed the fact that officers were looking at income generation, but expressed a view that income generation activities must never impact on the delivery of core services.
- iii) Land Acquisition - Members welcomed that a strategic view on land acquisition was being taken, but felt that the Council should only acquire

land to realise income in the future where the acquisition did not place the authority in a position of financial risk.

4. RECOMMENDATION

- 4.1 It is recommended that Members consider the feedback from the Authority's Overview and Scrutiny Committees' in conjunction with the verbal feedback of the Scrutiny Co-ordinating Committee to be provided at this meeting, to assist in the formulation of this Committee's formal response, to be presented to the Cabinet on 19 December 2011.

Contact :- Joan Stevens – Scrutiny Manager
Chief Executive's Department – Corporate Strategy
Hartlepool Borough Council
Tel: 01429 284142
Email: joan.stevens@hartlepool.gov.uk

BACKGROUND PAPERS

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

- (i) Report of the Chief Financial Officer entitled 'Medium Term Financial Strategy (MtfS) 2012/2013 To 2014/2015 – Initial Consultation Proposals' presented to the Scrutiny Co-ordinating Committee held on 14 October 2011.
- (ii) Minutes of the Scrutiny Co-ordinating Committee held on 14 October 2011.
- (iii) Minutes of the Children's Services Scrutiny Forum held on 1 November 2011.
- (iv) Minutes of the Neighbourhood Services Scrutiny Forum held on 9 November 2011;
- (v) Minutes of the Adult and Community Services and Health Scrutiny Forum held on 8 November 2011.
- (vi) Minutes of the Regeneration and Planning Services Scrutiny Forum held on 3 November 2011.

SCRUTINY CO-ORDINATING COMMITTEE

2 December 2011



Report of: Corporate Management Team

Subject: QUARTER 2 – COUNCIL OVERVIEW OF
PERFORMANCE AND RISK 2011/12

1. PURPOSE OF REPORT

- 1.1 To provide details of progress made against the Council's suite of 2011/12 Departmental Plans, for the period ending 30 September 2011.

2. CONSIDERATION OF ISSUES

- 2.1 A separate report has not been prepared for your Committee as a comprehensive report was submitted to Cabinet on 21st November 2011 (**Appendix 1**). This report sets out the key issues to bring to your attention.
- 2.2 In line with previous monitoring reports, the attached report provides an overall picture of performance and risk against the approved 2011/12 suite of Departmental Plans.

3. RECOMMENDATIONS

- 3.1 Members consider the report.

Report of: Corporate Management Team

Subject: QUARTER 2 – COUNCIL OVERVIEW OF PERFORMANCE AND RISK 2011/12

1 PURPOSE OF REPORT

- 1.1 To inform Cabinet of the progress made against the Council's 2011/12 Corporate and Departmental Plans, for the period ending 30 September 2011.

2 BACKGROUND

- 2.1 The Corporate Plan was agreed by Council on 14 April 2011 and the three Departmental Plans were agreed by Cabinet on 8 April 2011.
- 2.2 All of the plans contain an action plan setting out how the Council proposed to deliver the Council's priority outcomes. Key Performance Indicators are also included which can then be used to monitor progress throughout the year or at the year end. Departmental Plans also contained a section listing the Risks that could prevent the Department from delivering the priority outcomes.
- 2.3 The Council's Performance Management System (Covalent) is used to collect and analyse progress against the actions, performance indicators and risks detailed in the Corporate Plan and the three Departmental Plans. The information in the system was used to prepare this report.
- 2.4 The structure of the report is:

Paragraphs	Content
3.1- 3.11	Council overview of performance and risk
4.1 – 4.6	Child and Adult Service Departmental Plan
5.1 – 5.11	Regeneration and Neighbourhoods Departmental Plan
6.1 – 6.9	Chief Executives Department
7.1	Recommendations

3 PERFORMANCE AND RISK MANAGEMENT

Council Overview of Performance and Risk

- 3.1 In total the three departmental plans, include 169 actions, 164 performance indicators to deliver and measure improvements across key priority areas (outcomes) identified in the Community Strategy and Council Corporate Plan.
- 3.2 Of the 164 indicators 51 have targets set and can be monitored on a quarterly basis so only these indicators are included in this report. The remaining indicators have targets which can only be assessed after the year end or have no target and are for monitoring purposes only.
- 3.3 Officers have assessed progress against these indicators and the actions included in the plans, making judgements based on progress to the 30 September 2011. Progress is categorised as: -

PI Target achieved or Action Completed
PI On track to achieve target or Action to be completed
PI /Action Progress acceptable
PI /Action Intervention Required
PI Target not achieved or Action not Completed

- 3.4 The Corporate Plan addresses the key priorities and issues facing the Council, and includes an action plan that draws the key actions and performance indicators from the Council's three Departmental Plans. The Corporate Plan 2011/12 action plan includes 59 actions and 25 performance indicators.
- 3.5 Charts 1 and 2 below summarises officers' assessments of the Corporate Plan actions and indicators that have targets **and** are measurable throughout the year. As at 30 September 2011, the position was a positive one, with: -
- 54 actions (92%) have already been completed or assessed as being on target to be achieved by their scheduled completion date
 - 18 indicators (72%) have already achieved their year end target or been assessed as being on track to do so
 - 2 actions (3%) and 4 PIs (16%) have been assessed as having made acceptable progress
 - The remaining 3 actions (5%) and 3 PIs (12%) have been assessed as requiring intervention or no longer being possible to complete (1 action). Further information relating

to these actions and indicators can be found later in the report – see 5.3, 5.4, 6.3 and 6.5.

Chart 1: Corporate Plan Overall Action Progress – to 30 September 2011

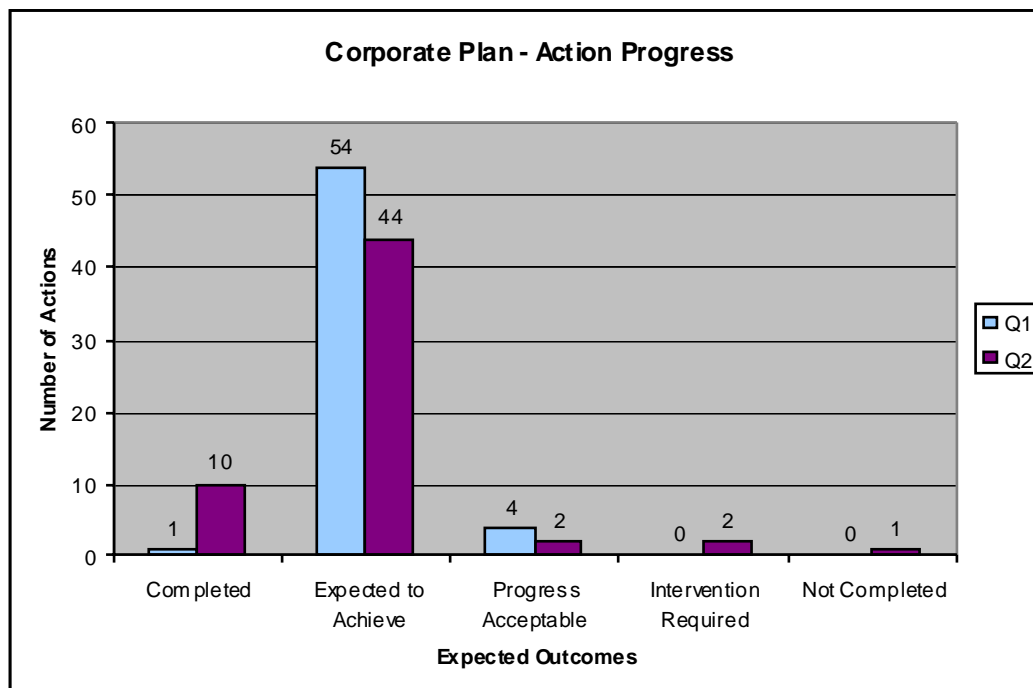
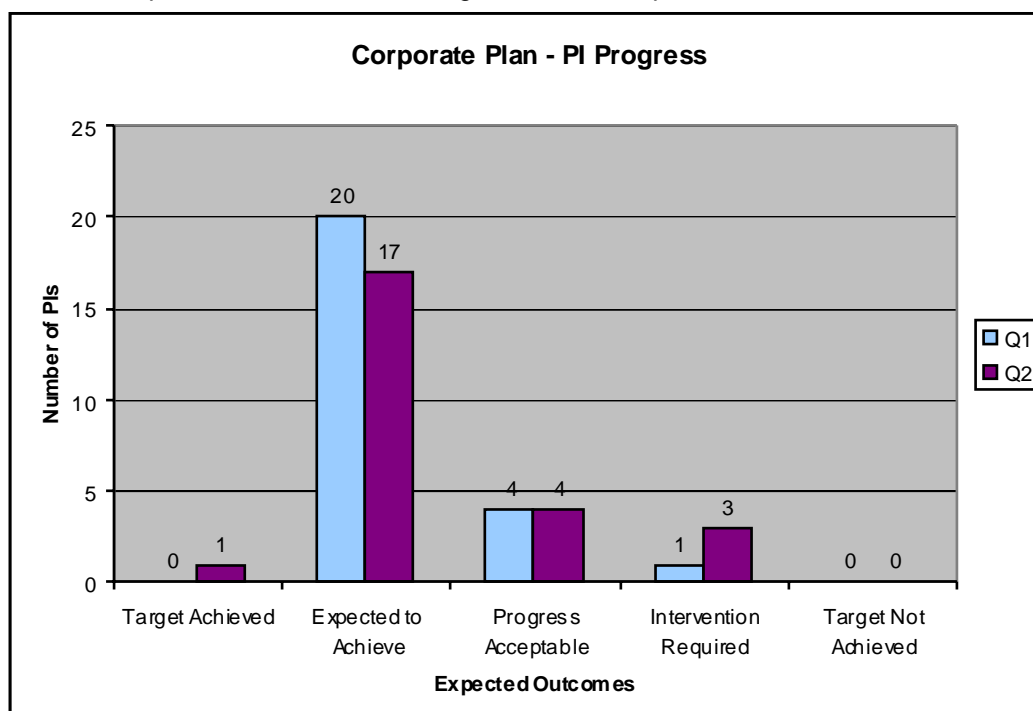


Chart 2: Corporate Plan Overall PI Progress – to 30 September 2011

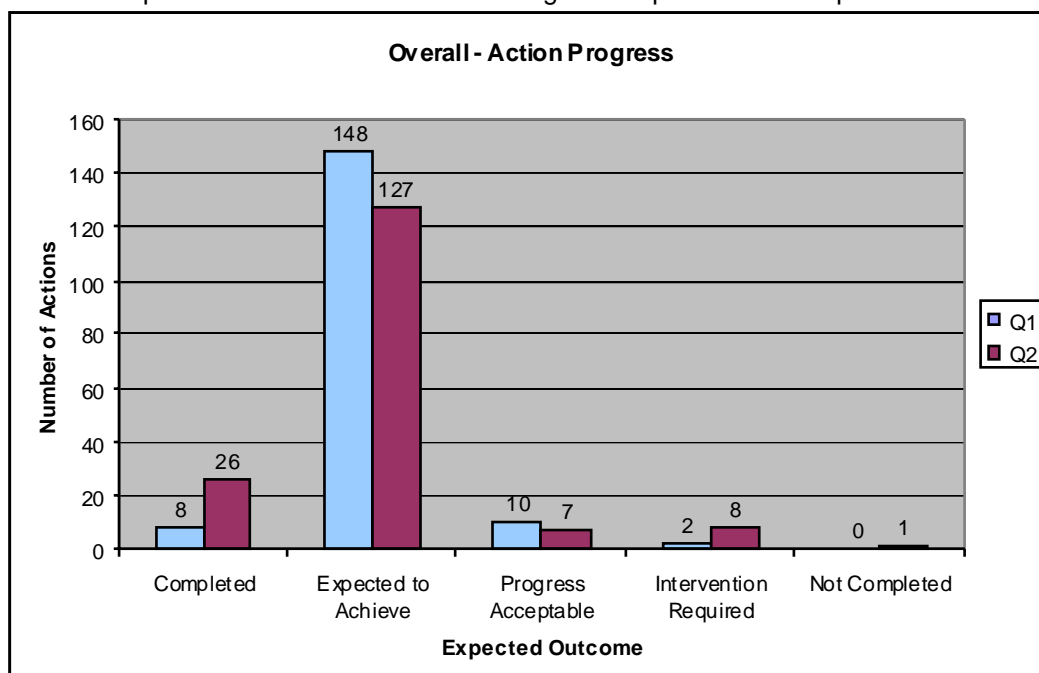


3.6 As previously stated (in para 3.2) the three departmental plans include 169 actions and 51 performance indicators that can be monitored on a quarterly basis. Progress is illustrated in Charts 3 and 4.

- Across all 3 Departmental Plans progress is good,
- Over 90% of actions have already been completed or are expected to be achieved; and
- 80% of PIs either having already reached their targets or are expected to do so.

3.8 Of the 169 actions 4% (7 actions) have been assessed as having made acceptable progress (down from 10 actions in quarter 1), with the remaining 9 actions (5%) having been assessed as requiring intervention or marked as no longer being possible to complete.. This is an increase from 2 actions in quarter 1, and there is more detail later in the report, in the relevant departmental plan sections.

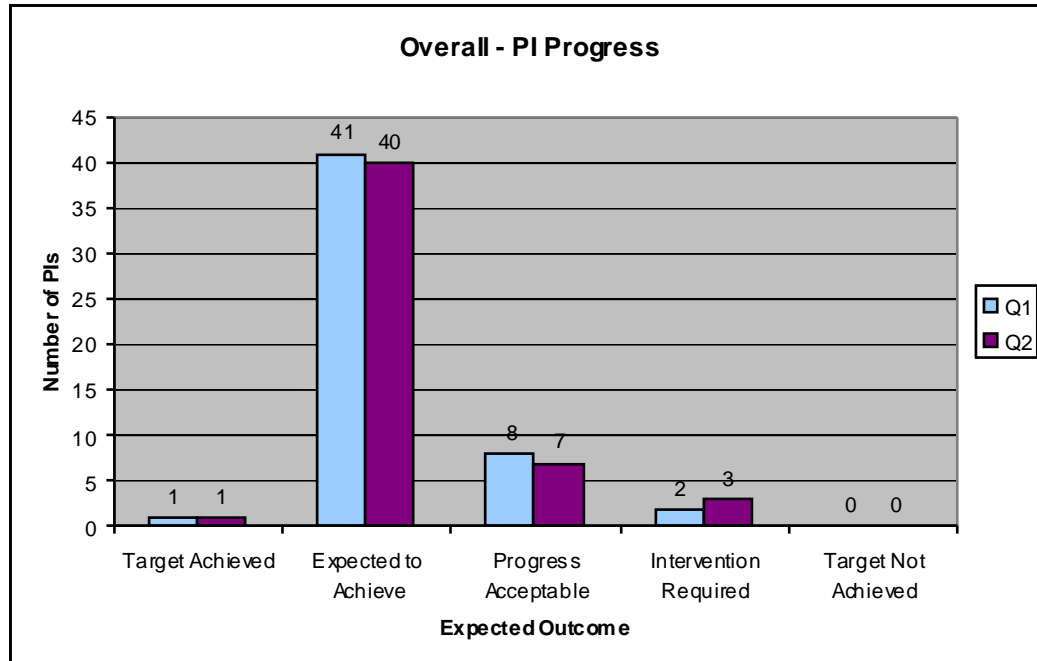
Chart 3: Department Plans Overall Action Progress for period to 30 Sept 2011



3.9 Chart 3, above, also shows that the number of actions completed has increased from 8 at the end of quarter 1 to 26 at the end of quarter 2. This has contributed to the fall in those actions expected to be completed on time from 148 to 127 over the same period.

3.10 Chart 4, detailing the progress made for PIs shows that 48 indicators (94%) have been assessed as having already achieved target, being on track to do so or having made acceptable progress. The remaining 3 indicators have been flagged as requiring intervention. As with the actions, these indicators are shown later in the report.

Chart 4: Department Plans Overall PI Progress for period to 30 Sept 2011



- 3.11 There were 87 risks identified across the Council. These are now being managed in accordance with the Council's Risk Management Framework agreed by Performance Portfolio Holder on 23 March 2011. This splits risks into Actively Managed Risks: those where additional control measures are being pursued or need highlighting and monitoring through senior managers and elected member and Accepted Risks: those risks that have been identified by departments as under control. Accepted risks continue to be monitored by individual departments to ensure the risk is kept at an acceptable level. Sections 4.5, 5.10 and 6.8 of this report provide an update about progress on all Actively Managed Risks.

DEPARTMENTAL PERFORMANCE MONITORING

4 Child and Adult Service Department Plan 2011/12

- 4.1 The Child and Adult Departmental Plan contributes to 11 outcomes, spread across 6 themes:

- Jobs and the Economy
- Lifelong Learning and Skills
- Health and Wellbeing
- Community Safety

- Culture and Leisure and Community Learning
- Strengthening Communities

Following the recent reorganisation of the Council's Cabinet the work of the department cuts across the remit of 5 Portfolio Holders:

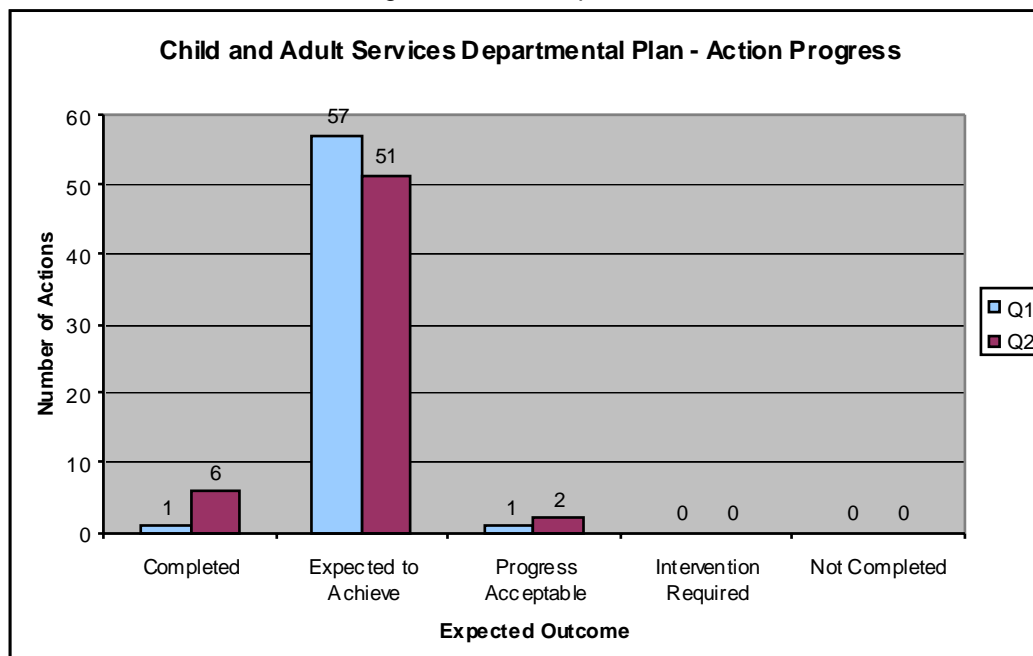
- Adult and Public Health
- Children's Services
- Culture, Leisure and Tourism
- Community Safety and Planning
- Regeneration and Economic Development

Included in the departmental plans were 59 actions and 87 performance indicators spread across the 6 outcomes, together with 17 risks from the Council's Risk Registers.

Actions

- 4.2 As can be seen in the chart below, overall progress is good with 57 actions (97%) already having been completed or assessed as being on target to be achieved by their scheduled completion date – a small drop from 58 actions in quarter 1. The remaining two actions (3%) have been assessed as having made acceptable progress.

Chart 5: CAD Overall Action Progress – to 30 September 2011.

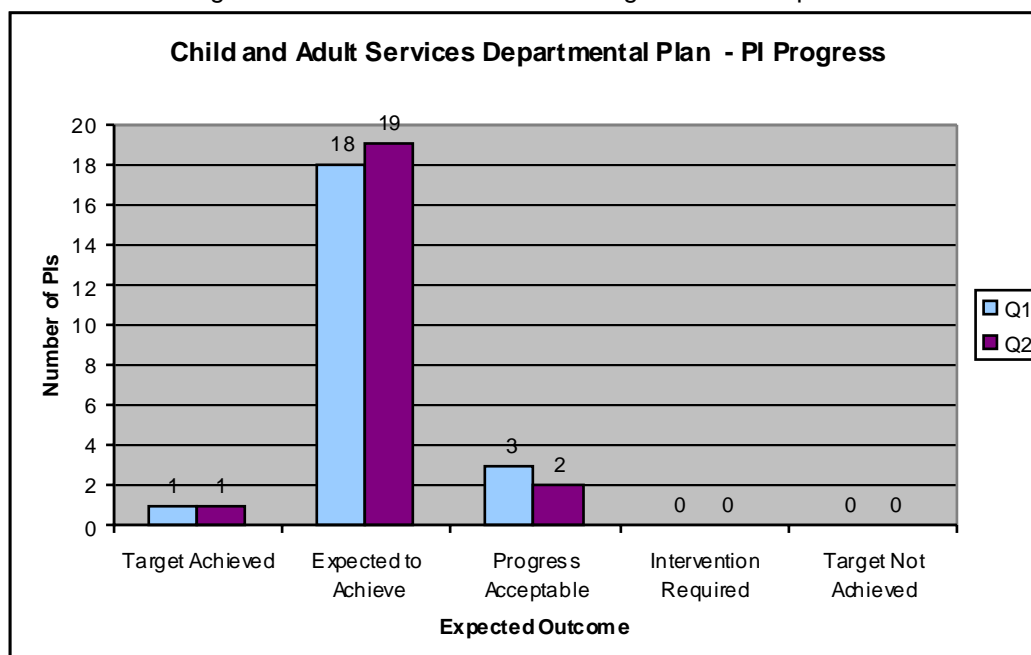


Performance Indicators

- 4.3 Chart 6, below, summarises officers' assessments of the 22 Performance Indicators that have targets **and** are measurable throughout the year. As at 30 September 2011, the position was a

positive one, with all indicators either having already achieved year end target, having been assessed as being expected to achieve year end target or having had made acceptable progress.

Chart 6: CAD Targeted Performance Indicators - Progress to 30 September 2011.



A further 65 indicators have targets which can only be assessed at the year end or are for monitoring purposes only.

Summary of Performance by Portfolio

4.4 The table below provides a summary of progress against actions and performance indicators by portfolio.

Table 1: CAD Overall Action Progress – to 30 September 2011.

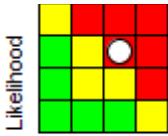
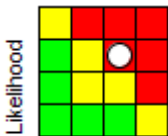
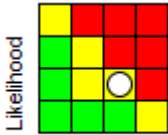

Portfolio	Completed	Expected to Achieve	Progress Acceptable	Intervention Required	Not Completed
Adult & Public Health	0	15	2	0	0
Children's Services	3	20	0	0	0
Culture, Leisure and Tourism	1	7	0	0	0
Regeneration and Economic Development	0	3	0	0	0
Community Safety and Planning	2	6	0	0	0
Total	6	51	2	0	0

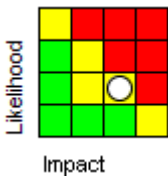
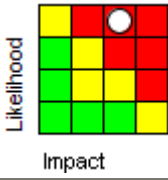
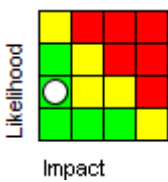
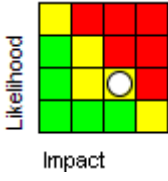
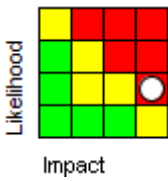
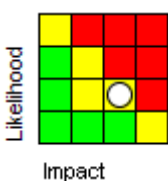
Table 2: Performance Indicator progress to 30 September 2011

Portfolio	Completed	Expected to Achieve	Progress Acceptable	Intervention Required	Not Completed
Adult & Public Health	0	14	1	0	0
Children's Services	0	2	1	0	0
Culture, Leisure and Tourism	1	3	0	0	0
Regeneration and Economic Development	0	0	0	0	0
Community Safety and Planning	0	0	0	0	0
Total	1	19	2	0	0

Risk Registers

4.5 There are 7 risks on the Accepted Risk Register within the Child and Adult Department and a further 10 on the Actively Managed Risk. The table below provides a summary of the position of the risks on the Actively Managed Risk Registers along with details as to what action is being taken with regards to these risks.

Code	Title	Current Risk Rating	Latest Note
CAD R001	Services issues as a result of insufficient budget allocation or changes in national funding/grants (Actively Managed)	 Likelihood Impact	2011/12 cuts will add to risk, even though balanced as carefully as possible
CAD R002	Increased demand on services due to demographic pressures and current economic climate (Actively Managed)	 Likelihood Impact	Economic position is expected to add to demand for care etc, and reduce ability to pay for services
CAD R003	Failure to provide statutory services to safeguard children & vulnerable adults and protect their well-being. (Actively Managed)	 Likelihood Impact	No change to risk score. Government response to Munro Report of Child Protection has been published with majority of recommendations accepted. Service has robust management oversight and quality assurance arrangements in place to monitor effectiveness of child protection services and this is reported at a strategic level by the Safeguarding Children Board.
CAD R004	An increase in the number of schools falling below Performance Achievement Standard (Actively Managed)	 Likelihood Impact	2011 results not yet available.

Code	Title	Current Risk Rating	Latest Note
CAD R005	Failure to meet the statutory duties and requirements vested within the Child and Adult Services department (Actively Managed)		No change to risks status - internal controls being maintained.
CAD R006	Alcohol investment by does enable the provision of sufficient services to meet the increased level of need (e.g. PCT for clinical and treatment interventions, Offender programmes such as Alcohol Treatment Requirements (Actively Managed)		Total Place exercise across all organisations planned for Q3/Q4 to analyse and determine business case for alcohol investment. Discussions with transition GP Consortia re commissioning intentions ongoing.
CAD R007	Adverse publicity and community tension (e.g. in regard to reintegration of drug users/offenders back into community, drug related deaths, establishing community services/Pharmacist) (Actively Managed)		Annual programme of campaigns and activity in place to inform community and offer opportunity to alleviate tensions between substance misuse client group and community. Regular press releases and radio interviews held to advise on positive case studies and change to recovery focus in treatment. Further engagement of families in treatment regimes and service users group volunteering and undertaking community projects to address prejudice.
CAD R008	Damage / Disruption due to violence to staff, health & safety incidents or poor working conditions (Actively Managed)		Violence to staff procedure and guidance has been reviewed corporately and are with the trade unions for approval. Training is ongoing via the H&S wellbeing team. The VAS group meet on a monthly basis to review EPR entries. All teams have procedures in place for out of office and out of hours working, the lone working policy currently being reviewed by out of office H&S meeting.
CAD R009	Failure to plan future needs and be able to respond to market pressures. (Actively Managed)		No change to risk score. There are current pressures in relation to the provision of residential care for young people. Feasibility study is being undertaken on sub regional basis to consider joint commissioning of provision of services to looked after children with residential care highlighted as a priority. Likelihood commissioning will be progressed on Tees wide basis early in new year. Continued reduced reliance on independent foster care due to success of in house provision of having sufficient capacity to meet demand. Recent adoption training group has been completed which will generate increase in pool of prospective adopters to meet demands anticipated within system. Of concern is recent increase in number of children looked after in last 3 months. This is due largely to number of sibling groups entering care. Development of services for children on the edge of care has taken place with the aim of reducing the overall number of children looked after over the coming year.
CAD R011	Failure to work in effective partnerships with NHS, including risk of cost shunting. (Actively Managed)		Issues have arisen recently in relation to Continuing Healthcare funding and a perception that the PCT are reviewing high cost cases and attempting to pass costs to LA. Situation is monitored through panels and issues have been raised with senior management within the PCT. No adverse impact on budgets

Code	Title	Current Risk Rating	Latest Note
			overall at this stage.

4.6 For the period up to 30 September 2011 the Child and Adult Services Department have identified a number of achievements and issues including: -

- The national flu vaccination campaign is underway with people over 65 years and in at risk groups being invited to be vaccinated.
- Promotion of emotional well-being in children and young people via implementation of the Targeted Mental Health in Schools Strategy has been completed successfully. A comprehensive training plan has been delivered with good engagement from schools. There is evidence of schools growing in confidence and competence regarding emotional well-being and thinking/acting differently as a result. Evaluations have shown positive results.
- The Youth Crime Action Plan restorative element is fully embedded within the Youth Offending Service team and is linked to all orders and preventative work. This also includes Young people on Anti Social Behaviour contracts.
- Analysis of un-validated Key Stage 4 data for 2011 results shows that no Hartlepool secondary schools are below the floor standard for the percentage of pupils achieving 5 or more A*-C grades at GCSE or equivalent including English and mathematics.
- HYPED, the commissioned service providing substance misuse services for young people is reporting that young people are responding well to the new pathway into service and their presence in schools and with other partners is making access easier. The current trend is that more young people are contacting the service and that these young people are coming through an increasing number of referrers.
- Hartlepool won NE Tourism Event of the year with the Tall Ships Races 2010 in the NE Tourism Awards in October.
- Green flag achieved for Summerhill and Ward Jackson Park for 2011
- Quest Accreditation achieved for Mill House Leisure Centre and a separate achievement for the Headland Leisure Centre.
- Learning Outside the Classroom (LOTG) gold standard achieved for Carlton Outdoor education centre.
- Outdoor Activities have achieved the AALA licence for 2011/12
- VACAS accreditation for museums service awarded. MATRIX standard for information provision awarded to

library. QUEST accreditation awarded for sports development.

- Approximately 3000 visitors attended the Olympic Legacy event in July.
- New programmes have been developed to allow residents access to Skills training and qualifications

5 Regeneration and Neighbourhoods Department Plan 2011/12

5.1 The Regeneration and Neighbourhoods Departmental Plan contributes to 20 outcomes, spread across 8 themes:

- Jobs and the Economy
- Lifelong Learning and Skills
- Health and Wellbeing
- Community Safety
- Environment
- Housing
- Strengthening Communities
- Organisational Development

Following the recent reorganisation of the Council's Cabinet the work of the department cuts across the remit of 8 Portfolio Holders:

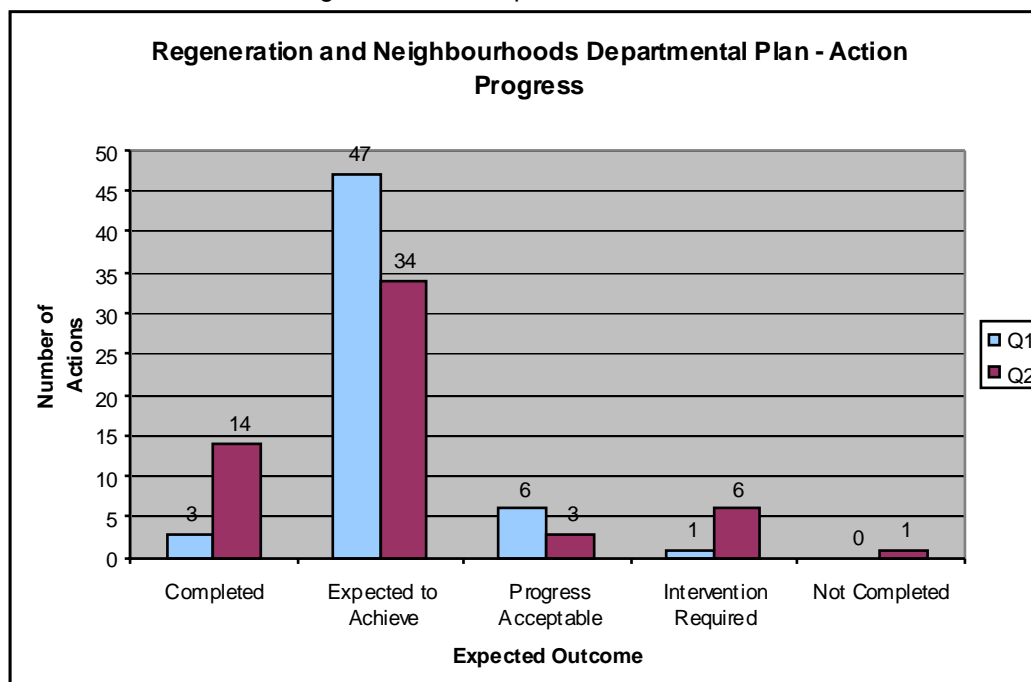
- Regeneration and Economic Development Portfolio
- Finance and Procurement Portfolio
- Community Safety and Planning Portfolio
- Culture, Leisure and Tourism Portfolio
- Adult and Public Health Portfolio
- Transport and Neighbourhoods Portfolio
- Housing and Transition Portfolio
- Children's Services

Included in the departmental plans were 58 actions and 43 performance indicators spread across the 20 outcomes, together with 36 risks from the Council's Risk Registers.

Actions

5.2 As can be seen in the chart below, overall progress is good with 51 actions (88%) have already been completed, being assessed as being on target to be achieved by their scheduled target date, or having made acceptable progress – although this is down from 56 actions in quarter 1. The remaining 7 indicators (12%) have been flagged up as requiring intervention or not being achieved – an increase from 1 action at the end of quarter 1.

Chart 7: Overall Action Progress – to 30 September 2011.



- 5.3 The 6 actions that were flagged as requiring intervention are described below in more detail. All 6 of the actions have proposed new dates and Cabinet is asked to agree to the revised completion dates.

Outcome: Hartlepool has increased levels of investment and is globally competitive			
Ref	Action	Due Date	Note
RND11/12-JE06	Deliver a new marketing plan for economic development to promote Hartlepool as a place to work, live and visit	31-Jul-2011	NEW DATE CHANGE REQUEST - From July 2011 to March 2012 due to changes in activity within Economic Development, reviewing of website & social media activity. New developments for marketing activity (Enterprise Zones) and the development of the Economic Regeneration Strategy have led to a delay in the development of the marketing plan.
RND11/12-JE07	Redesign destinationhartlepool.com in line with the future of the regional destination management system	30-Sep-2011	NEW DATE CHANGE REQUEST - From September 2011 to February 2012 The website is being developed in partnership with Middlesbrough Council. Consultation with Councillor Portfolio Holders has led to

			an additional stage of work on this project which will align the destinationhartlepool and investinhartlepool together and also to increase the range of information on the website. This development and integration should be completed by Feb 2012.
Outcome: Hartlepool has reduced crime and repeat victimisation			
Ref	Action	Due Date	Note
RND11/12-CS02	Produce in conjunction with partners, an action plan which will aim to deliver a multi agency response to tackling domestic abuse	30-Jun-2011	DATE CHANGE REQUEST - From 30.06.11 to 31.01.12 as the Domestic Violence Forum has not met for sometime due to staffing issues.
Outcome: Offending and re-offending has reduced			
Ref	Action	Due Date	Note
RND11/12-CS06	Explore opportunities for restorative justice with adult offenders	31-Jul-2011	DATE CHANGE REQUEST - From 31.07.11 to 19.03.12. Project is over running due to staffing changes within the division.
RND11/12-CS07	For Prolific & Priority Offenders (PPO) & High Crime Causers (HCO), re-introduce the design out crime team by working with Probation Trust	31-Jul-2011	DATE CHANGE REQUEST - From 31.07.11 to 31.03.12 as the outcome of the funding bid will not be known until December 2011, if unsuccessful we will need to identify further funding.
Outcome: Vulnerable people have improved access to accommodation which meets their need			
Ref	Action	Due Date	Note
RND11/12-HO05	Implement further changes to Common Allocations Policy approved from review	31-Aug-2011	DATE CHANGE REQUEST - From 31.08.11 to 31.03.12 Delays in assessing impact of social housing reform legislation which came into force after consultation on Policy review was completed, final approval for implementation going to HBC Cabinet in November but this also needs to be completed by all partners in the sub region therefore final completion date put back to end of March 2012.

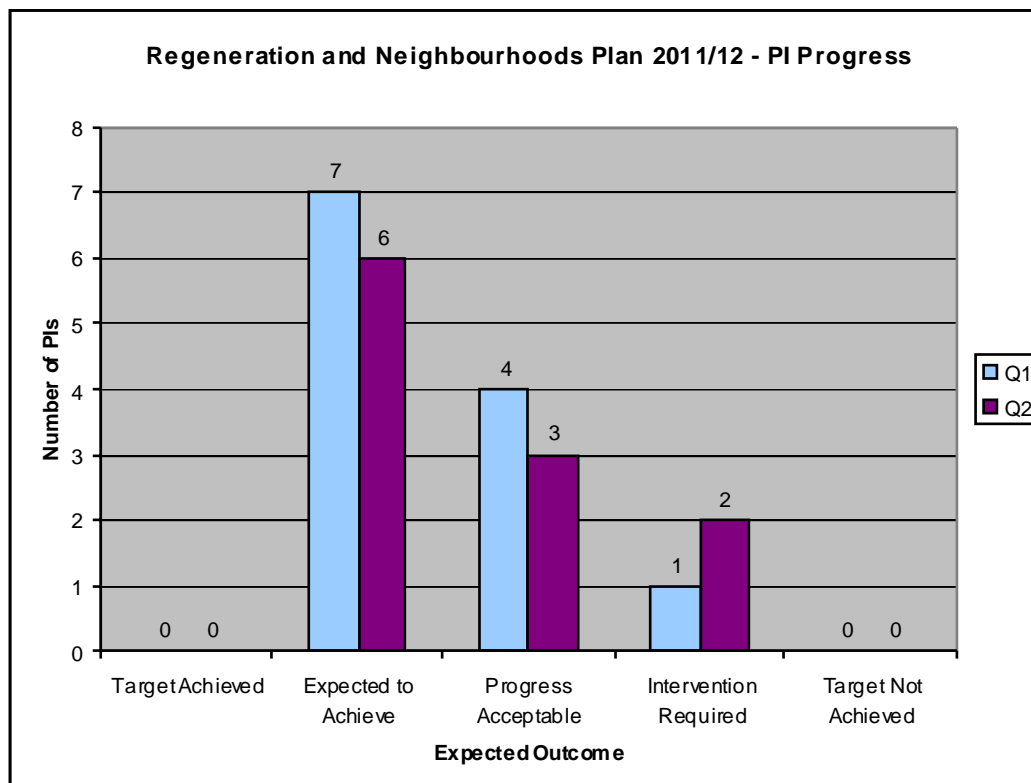
- 5.4 The remaining action was flagged up as ‘not completed’ and further information is provided below. Cabinet is asked to agree that this action is removed from the Departmental Plan and not included in future reports.

Outcome: People have greater access to employment and skills opportunities			
Ref	Action	Due Date	Note
RND11/12-JE08	Achieve sub contracting arrangements under the Department for Work and Pensions (DWP) Work Programme with Prime providers	30-Sep-2011	Due to the terms and conditions of the contract, Cabinet determined that the potential financial risks were too high for the Council to bear and therefore the Council has not entered into contractual arrangements to deliver the DWP Work Programme as a Prime Provider subcontractor.

Performance Indicators

- 5.5 Chart 8, below, summarises officers’ assessments of the 11 Performance Indicators that have targets **and** are measurable throughout the year. It can be seen that, as at 30 September 2011, the position was a positive one, with 9 indicators (82%) either having been assessed as being expected to achieve year end target or having had made acceptable progress – down from 11 indicators at the end of quarter 1. The remaining 2 indicators (an increase from one indicator in quarter 1) have been flagged up as requiring intervention, and further information is provided below.

Chart 8: Targeted Performance Indicators - Progress to 30 September 2011.



5.6 The two indicators that have been assessed as requiring intervention are detailed below: -

Outcome: Be Healthy – children enjoy good physical, social and emotional health and live a healthy lifestyle				
Ref	Indicator	Q2 Outturn	Year End Target	Note
NI 52a	Percentage uptake up of school meals - Primary Schools	56.9%	61.0%	Take up of school meals in September 2011 has stayed steady in some schools and increased in others but at this time there is still a concern in relation to take up.
NI 52b	Percentage take up of school meals - Secondary Schools	44.9%	53.0%	Take up of school meals in September 2011 has increased in secondary schools with the new intake, but at this time there is still a concern in relation to take up as the trend normally shows a down turn towards the end of the next quarter. (LB 18/10/11)

5.7 There is one indicator, shown below, that is no longer collected and has therefore been removed from the Departmental Plan and from the analysis shown in this report.

Ref	Indicator	Reason for Deletion
RPD P035	Number of Criminal damage crimes in Hartlepool	The Safer Hartlepool Crime and Disorder Strategy has decided to focus on Criminal Damage to dwelling, so this indicator has been removed from the Departmental Plan.

5.8 A further 32 indicators have targets which can only be assessed at the year end or are for monitoring purposes only.

Summary of Performance by Portfolio

5.9 The tables below summarise progress against actions and performance indicators by portfolio.

Table 3: RND Overall Action Progress – to 30 September 2011.

Portfolio	Completed	Expected to Achieve	Progress Acceptable	Intervention Required	Not Completed
Regeneration & Economic Dev.	4	12	0	2	1
Finance and Procurement	3	2	0	0	0
Community Safety & Planning	1	5	2	3	0
Culture, Leisure and Tourism	1	3	0	0	0
Adult and Public Health	0	1	0	0	0
Transport and Neighbourhoods	1	10	1	0	0
Housing and Transition	4	1	0	1	0
Children's Services	0	0	0	0	0
Total	14	34	3	6	1

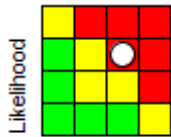
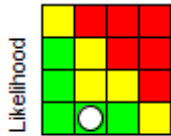
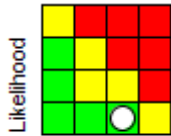
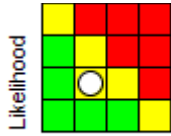
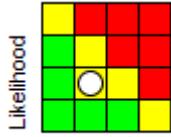
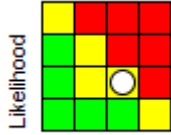

Table 4: Performance Indicator progress to 30 September 2011

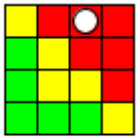
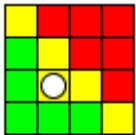
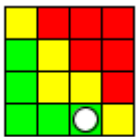
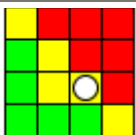
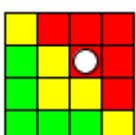
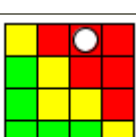
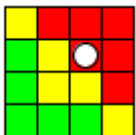
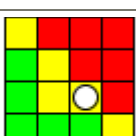
Portfolio	Completed	Expected to Achieve	Progress Acceptable	Intervention Required	Not Completed
Regeneration & Economic Dev.	No performance indicators to be monitored on a quarterly basis				
Finance and Procurement	No performance indicators to be monitored on a quarterly basis				
Community Safety & Planning	0	0	2	0	0
Culture, Leisure and Tourism	0	0	1	0	0
Adult and Public Health					
Transport and Neighbourhoods	0	4	0	0	0
Housing and Transition	0	2	0	0	0
Children's Services	0	0	0	2	0
Total	0	6	3	2	0

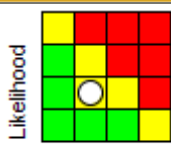
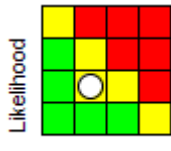
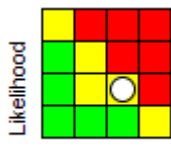
8.1 11.12.02 - Quarter 2 Council Over view of Perf and Risk

Risk Registers

5.10 There are 18 risks on the Accepted Risk Register within the Regeneration and Neighbourhoods Department and a further 18 on the Actively Managed Risk. The table below provides a summary of the position of the risks on the Actively Managed Risk Registers along with details as to what action is being taken with regards to these risks.

Code	Title	Current Risk Rating	Latest Note
RND R015	Failure to secure funding for delivery of empty homes strategy (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	Funding has been identified by the pilot project; this will start to produce outputs in quarters 3 and 4.
RND R051	Failure to comply with DDA legislation in Council buildings (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	No change SCRAPT funding bid for 2011/2012 to address shortcomings % pass rate will increase substantially
RND R052	Council liability for RTA related accidents resulting from employees driving whilst on council business (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	Currently being monitored through installed system and included within the vehicle maintenance scheduling.
RND R053	Failure to effectively implement selective licensing (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	A review has been undertaken using internal audit and the action plan is now being robustly implemented.
RND R054	Failure to maintain highway infrastructure to acceptable standard resulting in additional cost implications through insurance claims (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	No change at present.
RND R055	Failure to provide an effective transport infrastructure for disabled people (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	The Dial a Ride Service discontinued in April 2010 however a programme of dropped crossings and low floor bus infrastructure installation will continue throughout the year.
RND R056	Failure of service providers to focus resources on neighbourhood renewal areas (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	Cabinet have recommended a change from Focusing on 10% disadvantaged communities to 5% - NAPs may merge and will be co-terminus to Ward Boundaries. Development of Ward Plans Option progressing. Performance Management Framework to be developed.

Code	Title	Current Risk Rating	Latest Note
RND R057	Reduction in funding for Housing Investment (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	Some funding announcements have been made regarding Capital programmes but they are 50% less than what was bid for. Other announcements are awaited.
RND R058	Continued support of partners in partnership activities (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	Regeneration Team continue to review/update/develop NAP's and work with partners to agree priorities. Officers continue to engage with partners at local and Tees Valley level through existing partnerships. Recent success in securing Enterprise Zone status
RND R059	Failure to provide a 'sound' Planning Policy Framework leading to a lack of clear planning guidance (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	Existing Controls remain in place. Working towards Core Strategy adoption in 2012
RND R060	Failure to deliver current regeneration programmes (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	Continue to engage with TV partners in ensuring Hartlepool's priorities are recognised. Looking to identify funding including HBC resources to help deliver key priorities.
RND R061	Inability to meet very high levels of local housing needs including affordable housing (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	This risk remains high particularly in view of the recession and the numbers of people on the housing waiting list. Funding for affordable housing provision has significantly reduced within this financial year and this will impact on delivery in following years. Work is ongoing to facilitate the development of new affordable homes with Registered Providers and developers through Section 106.
RND R062	Effective delivery of housing market renewal affected by external decisions and funding (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	The outcome of the transition fund bid is still awaited.
RND R063	Lack of resources to maintain building stock (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	Reduced capital programme for 2011/2012 will have an impact upon building stock and place additional pressure on Centralised budgets. 2012/2013 there is unlikely to be a CCFT budget, we may have a capital receipt budget to draw upon.
RND R064	Failure in asset management planning to make best use of assets in terms of acquisition, disposal and occupation (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	Controls and programmes in place executing and monitoring progress. Contingency arrangements agreed with Finance re Capital receipts.

Code	Title	Current Risk Rating	Latest Note
RND R079	Failure to meet the statutory requirements of the Regeneration and Neighbourhoods department (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	Ongoing monitoring of the requirements of potential legislative changes.
RND R080	Failure to monitor and maintain Council owned trees (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	An inspection programme of highways trees is in place, prioritising high traffic area. Where issues are identified remedial action is being taken to address the identified issue.
RND R081	Failure to provide sound planning advice / enforcement in relation to waste sites in the borough (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	Waste sites are complex planning issues, whilst advice is given in good faith, We do not have specialist planning officers who deal with these as their main element of work. Where necessary we do use consultants or Counsel on particular contentious planning issues, as an example Niramax. Monthly meetings to discuss problem sites occur and multi agency visits carried out, group working well albeit some issues can be protracted.

5.11 For the period up to 30 September 2011 the Regeneration and Neighbourhoods Department have identified a number of achievements and issues including: -

- The environment agency have completed the bathing water sampling for the 2011 season, the results show that all three beaches are compliant with the higher guideline standard.
- The Green Flag award for 2011 has been awarded to both Ward Jackson Park and Summerhill, along with Seaton beach achieving the Quality Coast award.
- A review has taken place of the Dyke House / Stranton and Grange Neighbourhood Action Plan (NAP). This was completed in August 2011 and was ratified by the Dyke House / Stranton / Grange NAP Group, Portfolio Holder and Hartlepool Partnership.
- The latest figures released, for the year 2009, show that Hartlepool has seen an impressive 14% reduction in CO2 emissions throughout the Local Authority area since 2005. This is encouraging, and shows that Hartlepool is progressing well against the EU target of a 20% by 2020.
- The Council has explored initiatives with Hartlepool College of Further Education to respond to emerging offshore wind opportunities, and the College are now offering a range of additional courses to their existing technical programmes.
- A protocol for joint working between Anti Social Behaviour Unit and Youth Offending Services (YOS) in relation to those

young people causing anti social behaviour has been developed. A three strikes policy has been operational since May 2011 and there is also now a protocol in place to refer young people found drinking to restorative practice overseen by the YOS team

- Evidence to extend selective licensing to other areas has been evaluated and a report presented to Cabinet in September. At this meeting Cabinet agreed to postpone extending selective licensing into further areas of Hartlepool until issues identified within the existing scheme have been resolved.
- Further good progress continues to be made in bringing homes in the private sector occupied by vulnerable households up to the decent homes standard. So far this year 25 homes have been made decent through grants / loans and enforcement.

6 Chief Executive's Department Performance Overview 2011/12

6.1 The Chief Executive's Departmental Plan contributes to 7 outcomes, spread across 2 themes:

- Jobs and the Economy
- Organisational Development

The work of the department cuts across the remit of 2 Portfolio Holders:

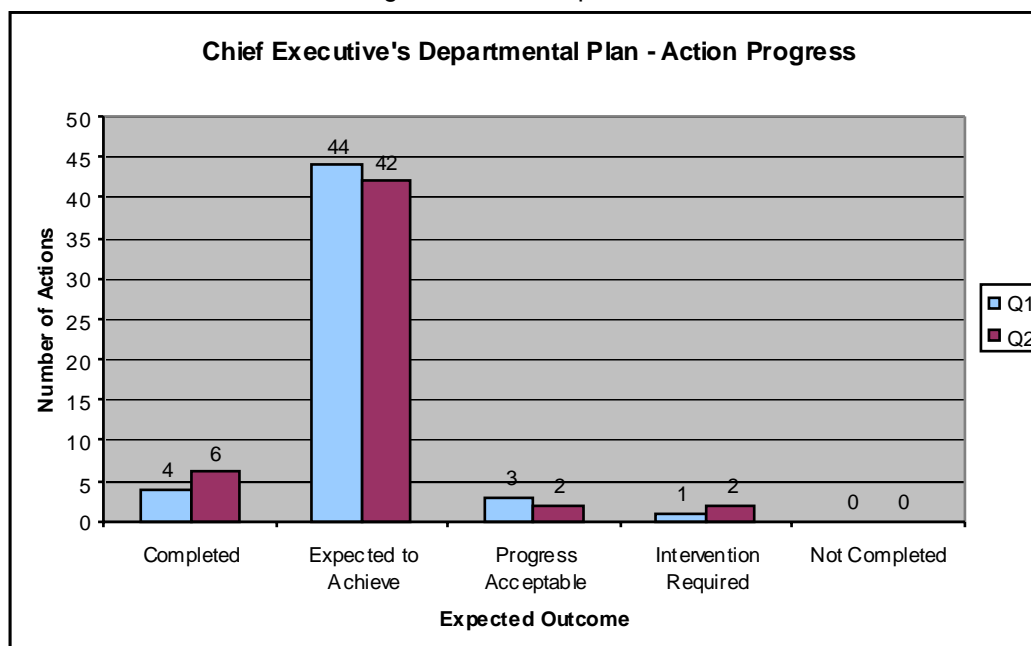
- Finance and Procurement
- Performance

Included in the departmental plan were 52 actions and 33 performance indicators spread across the 7 outcomes, together with 11 risks from the Council's Risk Registers.

Actions

6.2 As can be seen in the chart below, overall progress across the department shows that 6 actions (12%) have already been completed and a further 42 (81%) have been assessed as being on target to be achieved by their scheduled completion date, which when combined is the same total as at the end of quarter 1. A further 2 actions (4%) (down from 3 in quarter 1) have made acceptable progress, with the remaining 2 actions (4%) (up from 1 in quarter 1) flagged up as requiring intervention and further information for these 2 actions is provided below.

Chart 9: CED Overall Action Progress – to 30 September 2011.



- 6.3 Two actions have been flagged up as requiring intervention (as at 30 September) and these are shown below in more detail. One of the actions has a proposed new date and Cabinet is asked to agree to the new completion date: -

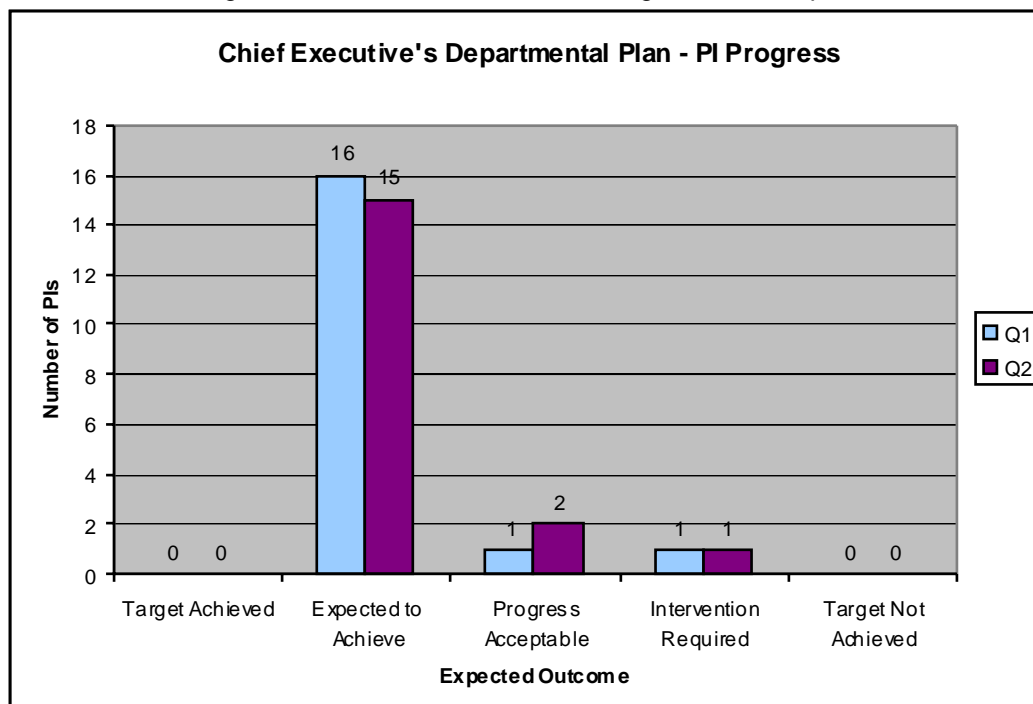
Outcome: Maintain effective Performance, Finance and Risk Management Arrangements			
Ref	Action	Due Date	Note
CED11/12-OD026	Develop and agree revised Performance and Risk Management Framework for the Council taking account of Coalition Government policy	31-Jul-2011	DATE CHANGE REQUEST - From 31.07.11 to 31.03.12 Revised and streamlined performance and risk arrangements are in operation for 2011/12. Arrangements will be kept under review as lessons are learnt and further information on Government developments is made available transparency guidance and single list of information requirements. Best Value guidance was published by Government in September 2011 and this is now being considered. Revised arrangements will also be driven by outcome of budget plans for 2012/13. Completion date for this action is to be extended until 31/3/2012.

Outcome: Deliver effective Member and Workforce arrangements, maximising the efficiency of the Council's Democratic function			
Ref	Action	Due Date	Note
CED11/12-OD036	Agree revised Member arrangements following discussions with Members	31-May-2011	As at the end of September the report had not been considered by Cabinet. (Latest Update is that report was considered by Cabinet on 7 November 2011)

Performance Indicators

6.4 Chart 10, below, summarises officers' assessments of the 18 Performance Indicators that have targets **and** are measurable throughout the year. It can be seen that, as at 30 September 2011, the position was a positive one, with 17 of the 18 indicators either having been assessed as being expected to achieve year end target or having had made acceptable progress – the same figure as quarter 1. The remaining indicator has been flagged up as requiring intervention, and further information is provided below.

Chart 10: CED Targeted Performance Indicators - Progress to 30 September 2011.



6.5 One indicator has been assessed as requiring intervention and this is detailed below: -

Ref	Indicator	Q1 Outturn	Year End Target	Note
CEDFI P004	Average time to process new Housing Benefit/Council Tax Benefit claims	31.88 days	20 days	Performance has been impacted by the implementation of Free School Meals Administration and by the DWP Atlas Project. An Improvement Plan has been developed and is being implemented and has seen a reduction from 35.4 days in quarter 1. Further changes are being introduced in Quarter 3 covering first point of contact handling of new claims and obtaining supporting evidence to further improve speed of claim processing.

6.6 A further 15 indicators have targets which can only be assessed at the year end or are for monitoring purposes only.

Summary of Performance by Portfolio

6.7 The tables below summarise progress against actions and performance indicators by portfolio.

Table 5: CED Overall Action Progress – to 30 September 2011.

Portfolio	Completed	Expected to Achieve	Progress Acceptable	Intervention Required	Not Completed
Finance and Procurement	2	7*	1*	0	0
Performance	4	36*	2*	2	0
Total	6	42*	2*	2	0

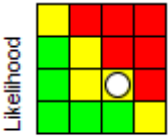
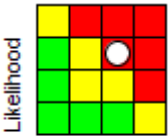

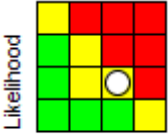

*Note totals include 2 actions that are reported in both Portfolios (1 Expected to Achieve and 1 Progress Acceptable)

Table 6: Performance Indicator progress to 30 September 2011

Portfolio	Target Achieved	Expected to Achieve	Progress Acceptable	Intervention Required	Target Not Achieved
Finance and Procurement	0	1	0	0	0
Performance	0	14	2	1	0
Total	0	15	2	1	0

Risk Registers

6.8 There are 5 risks on the Accepted Risk Register within the Regeneration and Neighbourhoods Department and a further 29 on the Actively Managed Risk. The table below provides a summary of the position of the risks on the Actively Managed Risk Registers along with details as to what action is being taken with regards to these risks.

Code	Title	Current Risk Rating	Latest Note
CED R059	Failure to integrate equality into all aspects of the Council's work leading to non compliance with legislation and Council aims (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	Reviewed in light of Equality Act 2010 and action plan in progress. Working in close liaison with NE Regional Employees Organisation Equalities Officer group.
CED R088	Future and Current Equal Pay Claims including settlement of, or adverse findings in ET of existing equal pay claims (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	Legal Services continue to present arguments to remedies proposals and vigorously defend outstanding claims including the 223 recent claims presented by the trade unions on behalf of their members
CED R089	Experiencing failure or lack of access to Critical ICT systems (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	The system arrangements are under review through service / contract meetings to ensure that adequate arrangements are in place.
CED R090	Failure to meet the statutory requirements of the Chief Executive's department (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	There is ongoing monitoring of the requirements of the potential legislative changes in respect of the Localism Bill, Open Public Services White Paper and finance and welfare reform consultations through Chief Executive's department management team in conjunction with responses to white papers and consultation documents through Cabinet and update reports as appropriate.
CED R091	Failure to have corporately adequate arrangements in place to manage and deliver the budget strategy and the BT programme (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	The programme is being actively managed as part of the overall Budget process. Schedules are established for the reporting and decision making in line with the overall budget timetable. A number of 2012/13 savings have been achieved early and the part year savings in 2011/12 has been in the 2012/13 MTFS.

6.9 For the period up to 30 September 2011 the Chief Executive's Department have identified a number of achievements and issues including: -

- A Positive Living Finance event was held at Belle Vue Centre and a Benefits and Credit Union event has been held at the Masefield Centre.
- 84 special Council Tax reductions have been awarded since April 2011 with a value of £38,000
- The Corporate Complaints Procedure has been revised and is available on the Council's Website
- The Council's use of Survey Monkey as a Consultation Tool is expanding
- Since April there have been 123 Adult and 54 Junior Credit Union Saving Accounts opened.

7 RECOMMENDATION

7.1 Cabinet is asked to: -

- note the current position with regard to performance.
- agree the proposed date changes to the actions included in para. 5.3 and para. 6.3
- agree to the removal of action RND11/12- JE08 as detailed in para. 5.4

8. CONTACT OFFICER

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Tel: 01429 523648

SCRUTINY CO-ORDINATING COMMITTEE

2nd December 2011



Report of: Assistant Chief Executive

Subject: HARTLEPOOL PARTNERSHIP PLAN
QUARTER 2 (2011/12) SUMMARY OF
PERFORMANCE

1. PURPOSE OF REPORT

- 1.1 To update Scrutiny Co-ordinating Committee (SCC) on performance against the Hartlepool Partnership Plan for 2011/12 at the end of quarter 2, September 2011.

2. CONSIDERATION OF ISSUES

- 2.1 A detailed report outlining overall progress at the end of quarter 2 was submitted to Cabinet on 21st November 2011 and is included as appendix A. The Cabinet report sets out the key issues to bring to your attention. Appendix 1, as outlined the in the report, provides further detail on each outcome.

3. RECOMMENDATIONS

- 3.1 Members are asked to consider the report.

Report of: Assistant Chief Executive

Subject: HARTLEPOOL PARTNERSHIP PLAN
QUARTER 2 (2011/12) SUMMARY OF
PERFORMANCE

1. PURPOSE OF REPORT

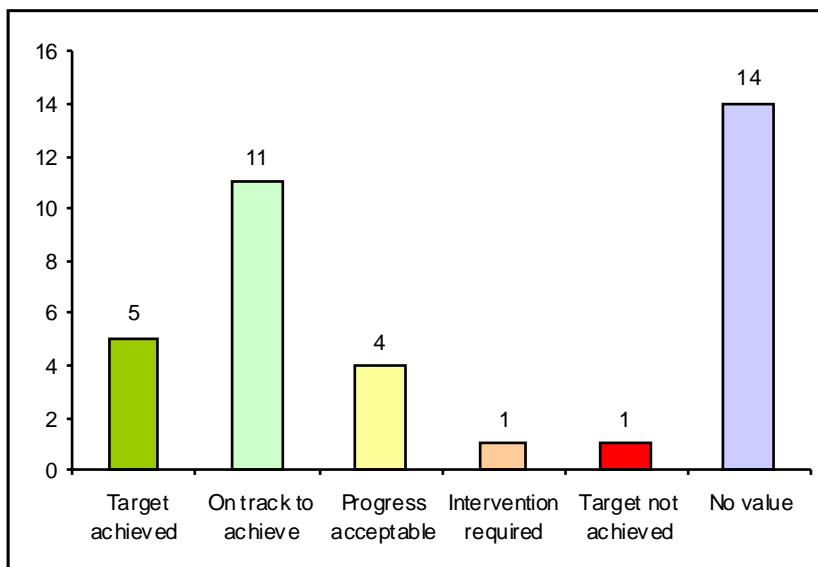
- 1.1 To update Cabinet on performance against the Hartlepool Partnership Plan for 2011/12 at the end of quarter 2, September 2011.

2. BACKGROUND

- 2.1 The Hartlepool Partnership Plan was agreed by Cabinet on 8th April 2011 and by the Hartlepool Partnership Board on 8th July 2011. The Plan includes 24 outcomes, structured around the eight Community Strategy Themes. A number of Performance Indicators (PIs) and actions are identified for each outcome. For 2011/12 there are 2 types of PI, targeted and monitored.

3. QUARTER 2 OVERALL PERFORMANCE 2011/12

- 3.1 At the end of September 2011 good progress is being made in delivering the outcomes of the Hartlepool Partnership Plan. For 2011/12 there are 41 PIs with targets set. A number of targets have been achieved or are on track to achieve. This report is based on quarter 2 return information from the end of September 2011. The following graph and table set out overall performance on targeted PIs at the end of quarter 2, please note that a number of PIs are reported annually and they therefore have been identified as having no value at this current point in time or on track to achieve:



Graph 1: Quarter 2 - Overall Performance

Theme						No Value	Total
Jobs and The Economy	0	3	0	0	0	2	5
Lifelong Learning and Skills	2	0	0	0	1	3	6
Health and Wellbeing	0	6	2	1	0	6	15
Community Safety	0	0	1	0	0	1	2
Environment	0	0	1	0	0	1	2
Housing	0	2	0	0	0	0	2
Culture and Leisure	2	0	0	0	0	1	3
Strengthening Communities	1	3	0	1	0	1	6
Overall	5	14	4	2	1	15	41

Table 1: Quarter 2 - Overall Performance

Key:

	Target achieved
	On track to achieve target
	Progress acceptable
	Intervention Required
	Target not achieved

- 3.2 Further detail on progress for each outcome is provided in the quarter 2 update report included as appendix 1.
- 3.3 Earlier on today's agenda Cabinet considered the report 'Quarter 2 – Council Overview of Performance and Risk 2011/12'. This report outlined a number of requests for date changes to actions for Cabinet approval (paragraphs 5.3 and 6.3). As the Hartlepool Partnership Plan is aligned with the Departmental and Corporate Plans a number of those actions are also included within this action plan and if Cabinet has approved those date changes this plan will also be updated. In addition, the following requests for removal of a PI and action within outcome 15 'Hartlepool has an improved natural and built environment' have been received and Cabinet is requested to agree they are removed and not included in future reports:

Outcome: Hartlepool has an improved natural and built environment		
Ref	Performance Indicator	Note
RND P054	Percentage of population that have basic (300m 2-20ha) criteria met	Due to capacity issues this will not be assessed this year. Consideration will be given to reviewing for 2012/13.

Outcome: Hartlepool has an improved natural and built environment			
Ref	Action	Due Date	Note
HPP11/12 - EN01	Undertake an audit of current provision of Accessible Natural Greenspace on ANGSt (as part of Hartlepool Gi strategy)	31-Mar-2012	Due to capacity issues there is no resource available to undertake this audit this year. Consideration will be given to undertaking the audit in 2012/13.

4. RECOMMENDATIONS

4.1 Cabinet is asked to: -

- note the current position with regard to performance on the Hartlepool Partnership Plan 2011/12;
- agree the removal of PI RND P054 and action HPP11/12 - EN01 as outlined in paragraph 3.3.

5. BACKGROUND PAPERS

- 5.1 The Hartlepool Partnership Plan 2011/12 is available at www.hartlepoolpartnership.co.uk

6. CONTACT OFFICER

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HARTLEPOOL PARTNERSHIP PLAN 2011-12

Quarter 2 Performance Update

(April - September 2011)

Performance & Partnerships Team

Civic Centre

Victoria Road

Hartlepool TS24 8AY

Website: www.hartlepoolpartnership.co.uk

Email: hartlepoolpartnership@hartlepool.gov.uk

Telephone: 01429 284147

Outcome 1: Hartlepool has increased levels of investment and is globally competitive

Code	Indicator	Assigned To	Current Value	Last Update	Latest Note
NI 166	Median earnings of employees in the area	Antony Steinberg	£453.50	2011/12	No further data is available at present, level remains at £435.50.
NI 171	New business registration rate - the proportion of new business registration per 10,000 resident population (aged 16+)	Antony Steinberg		2011/12	New data still not released.

Actions for Improvement

Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note
HPP11/12 - JE01	Fully develop the 20,000 sq. ft. extension to the UK Steel Enterprise (UKSE) Innovation Centre at Queens Meadow Business Park	Simon Hamilton; Antony Steinberg	31-Mar-2012	 Action on Track	New Centre now over 40% let which is well ahead of business plan target letting rate.
RND11/12- JE01	Investigate and pursue funding opportunities to deliver Innovation Skills Quarter Gateway Scheme	Rob Smith	31-Mar-2012	 Action on Track	A public consultation on a potential first phase of works, involving improvements to Church Square has recently been completed. The consultation involved a wide range of activities including exhibitions, drop-in sessions with officers, presentations and an online questionnaire. The results will be presented to the Regeneration,


					Economic Development and Skills Portfolio Holder on the 14th October 2011. Council will then make a decision whether to approve Cabinets request to vire the £390,000 uncommitted balance of the Capital Major Regeneration Projects budget for the scheme.
RND11/12-JE02	Support PD Ports in the delivery of offshore wind facilities at Victoria Harbour by encouraging inward investment and job creation	Antony Steinberg	31-Mar-2012	 Action on Track	Gamesa has announced that Hartlepool and Dundee have been short listed as a major offshore wind manufacturing centre, decision likely to be in around 6 months time. The Port Estate has been granted enhanced capital allowance Enterprise Zone Status which will improve our competitiveness.





Outcome 2: People have greater access to employment and skills opportunities



Performance Indicators – Targeted							
Code	Indicator	Assigned To	Target 2011/12	Current Value	Last Update	Expected Outcome	Latest Note
NI 117	Percentage of 16 to 18 year olds who are not in education, employment or training (NEET)	James Sinclair	6.9%	6.8%	2010/11		Longer term changes to legislation and opportunities for young people already make the likelihood of achieving the 2011/12 NEET target unlikely. Changes include the introduction of Foundation Learning, changes to the funding of young people remaining in education (EMA), the raising the participation age agenda (RPA) and reductions in the staffing levels of the IYSS. In addition, the change in reporting legislation from educational establishment to residency and extending the target age range from 16-18 to 16-19. Hartlepool has always benefited from young people attending local provision who reside in other areas of Tees Valley & Durham. The current NEET figure is approx 9.2% against an aspirational target of 8%. NEET reduction weeks are planned for Nov, Dec & Jan to ensure the best efforts to progress young people are made. Personal advisors will also be allocated a specific caseload of NEET Young People who are deemed vulnerable, with a view to supporting with any barriers to progression.

Performance Indicators – Monitored					
Code	Indicator	Assigned To	Current Value	Last Update	Latest Note
NI 151	Overall Employment rate (proportion of people of working age population who are in employment)	Antony Steinberg	61.6%	Q2 2011/12	The employment rate rose slightly from 60.3% in 2009 to 61.6% in 2010 , the GB rate over the same period reduced from 70.7% to 70.3%
NI 152	The percentage of Working age people who are claiming out of work benefits	Antony Steinberg; Patrick Wilson	24.2%	Q2 2011/12	From November 2010 to February 2011 out of work benefits rose from 24.1% to 24.2%, mirroring trends in worklessness indicators.
NI 153	The percentage of working age people claiming out of work benefits in the worst performing neighbourhoods	Antony Steinberg	35.1%	Q2 2011/12	Slight increase in benefit take up of 0.9% which is in line with associated trends in employment rate and unemployment.
NI 171	New business registration rate - the proportion of new business registration per 10,000 resident population (aged 16+)	Antony Steinberg		2011/12	New data still not released.
RPD P045	Employment Rate (16-24) - proportion of 16 to 24 year olds who are in employment (LAA H9)	Antony Steinberg	44.5	Q2 2011/12	Youth employment rate continues to be below north east and GB levels and remains a key concern.
RPD P052	Unemployment rate (Hartlepool) - The proportion of economically active people who are unemployed (LAA JE5)	Antony Steinberg	7.3	Q2 2011/12	From July 2011 to September 2011 there has been an increase in unemployment from 7.1% to 7.3% mirroring trends on key comparators.
RPD P054	Youth Unemployment rate (Hartlepool) The proportion of economically active 18 to 24 year olds	Patrick Wilson	33.8	Q2 2011/12	Youth unemployment remains a major concern and has increased from 29.9% in May 2011 to 33.8% in August 2011. It is important to note that in recent

	who are unemployed (LAA JE7) [A]				months, there have been changes on how youth unemployment rates are now reported. From now on, NOMIS will show the percentage of claimants as a proportion of the resident population of the same age (18-24 years). Previously it showed claimants as a percentage of all claimants. Although the overall number of young people unemployed will remain the same, through the new reporting mechanism, the youth unemployment percentage rate is currently at 17.4% as of September 2011.
RPD P055	Youth Unemployment rate (Neighbourhood Renewal narrowing the gap) The proportion of economically active 18 to 24 year olds who are unemployed (LAA JE8) [A]	Patrick Wilson	34.8	Q2 2011/12	Youth unemployment has shown a significant increase from 31.8% to 34.8% although the increase is lower than the overall Hartlepool increase during the same time period. Please note that the NRS figures are based on the superceded calculation now applied to larger areas where the youth unemployment figure is based on the number of young people unemployed as a percentage of the number of young people residing in the town.

Actions for Improvement					
Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note
CAD11/ 12- JE01	Reduce the level of young people who are Not in Employment, Education or Training (NEET) by implementing NEET Strategy.	James Sinclair	31-Mar-2012	 Action on Track	The Integrated Youth Support Service (IYSS) is now at the key reporting period for the year (November 11 to January 12). Despite the changes outlined below the current NEET figure remains positive. Quarter 2 percentage of young people NEET is 6.5% and

					given that we await further information relating to actual College intake the figure is positive and compares favourably with recent years. The team will continue to work within the tried and tested plan to manage any issues that may occur.
CAD11/12-JE04	Ensure all young people have the appropriate skills and qualifications to equip them for further and higher education and for the world of work so that they are well prepared to gain employment.	Tom Argument	31-Mar-2012	 Action on Track	The local authority is working in partnership with schools and Economic Development to develop an appropriate strategy to prepare young people for the world of work and access to higher education. However, the Wolf review suggests that work experience should no longer be a statutory entitlement at Key Stage 4 and should be developed Post 16 as part of higher quality internships. The local authority 11-19 team will explore how this can be implemented over the coming months.
HPP11/12-JE02	To implement and develop the Job Centre Plus Offer including 'Get Britain Working' Measures	Peter Clark	31-Mar-2012	 Action on Track	Employer Engagement team at Hartlepool Jobcentre Plus are working with employers and key stakeholders to maximise job opportunities for claimants to support their progression into work before reaching WP status. GBW measures are being delivered and are on target.
HPP11/12-JE03	To develop the new localised 'Work Programme'	Peter Clark	31-Mar-2012	 Action on Track	WP provision in place
HPP11/12-JE04	To increase the number of Work Clubs across Hartlepool	Peter Clark	31-Mar-2012	 Action Progress acceptable	No additional Work Clubs have been opened since last report

RND11/ 12- JE09	Develop 3 employment and training initiatives in partnership with key stakeholder for residents which meet the demands of the local labour markets and the business community	Diane Martin	31-Mar-2012	 Action on Track	Continuing to develop the project proposals. The Work Programme sub contract arrangement with Avanta was declined after reports to Cabinet due to the risk element to the Council. The Flexible Support Fund bid put forward by Hartlepool on behalf of the five LA's is progressing through the National DWP team, and although flexibilities were supposed to be with the District Manager of JCP there seems to be areas out of control of the District. ESF Families progressing - four Primes have asked HBC to be the Lead Provider if they are successful - decision 21st Oct 2011 - deliver commences Dec 11. Innovation Fund - ongoing with talks with stakeholders held and now in a position to come up with a model project for potential Investment by primes/social investors. Late Autumn applications - with decision spring summer 12. All will target most vulnerable groups.
RND11/ 12- JE11	Continue to implement Targeted Recruitment & Training clauses and section 106 agreements, set targets and monitor beneficiaries of regeneration initiatives	Diane Martin	31-Mar-2012	 Action on Track	TRT workflow demonstrated to key dept leads and to the Asst Director of Resources for comment. Workflow tool appears to suit need and would provide greater efficiency between depts in approaching TRT opportunities. Further developments need to be shared with Managers and Asst Directors on taking this work forward as part of an income generation strategy for the Council to support employment, training and skills development

					in Hartlepool.
RND11/ 12- JE12	Continue the delivery of the Worksmart programme to support local businesses with 10 seminars	Mick Emerson	31-Mar-2012	 Action on Track	Further 4 seminars completed and new University Accredited course commenced


Outcome 3: Fewer children in Hartlepool experience the effects of poverty

Performance Indicators – Targeted

Code	Indicator	Assigned To	Target 2011/12	Current Value	Last Update	Expected Outcome	Latest Note
CSD 116	Proportion of children in poverty - the gap between Hartlepool and the North East region	Danielle Swainston	-4.8%	-4.8%	2009/10		It is extremely unlikely in the current climate that there will be any major reductions in the child poverty rate and the target has been revised to aim to maintain the gap between Hartlepool and the North East Region. This has been agreed with Government NE.

Actions for Improvement

Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note
CAD11/12-JE05	Implement the Child Poverty Strategy and Action Plan	Danielle Swainston	31-Mar-2012	▶ Action On track	Child Poverty plan written - progress reviewed by steering group
CAD11/12-JE06	Enhance working between local services to ensure child poverty is central to organisational planning and commissioning of services	Danielle Swainston	31-Mar-2012	▶ Action On track	Child Poverty plan written - being implemented by partners. Reduction of Child Poverty also key aim in Early Intervention Strategy
HPP11/12 - JE05	Implement Family Intervention Projects with focus on Child Poverty issues	Lynne Beeston	31-Mar-2012	▶ Action On track	The team around the household pilot is now operational and 8 families have been identified and interventions have been started. Each of the targeted families have profiles that include living in poverty or behaviours that lead them to being impoverished.

					Operational links have been made across partners and a multi agency approach is being pursued. The steering group is meeting regularly and is made up of Officers at a senior level in each of their organisations.
HPP11/12 - JE06	Implement Peoples Millions project - debt advice programme	Val Evens	31-Mar-2012	 Action On track	The focus of this project is budgetary advice Delivery started in January 2011 and ends Dec 2011, unless further funding can be found to continue. The project has been externally evaluated and is proving to provide value for money. Clients have saved over £300,000 per year, by changing their spending habits, the service is over-subscribed, to date 230 new clients have accessed the service of which 55% were referred too and received specialist debt advice.





Outcome 4: People have greater access to financial information, advice and support particularly those currently excluded



Performance Indicators – Targeted

Code	Indicator	Assigned To	Target 2011/12	Current Value	Last Update	Expected Outcome	Latest Note
CEDFI P026	Number of Credit Union savings accounts opened by school age / college age individuals	John Morton	100	54	2011/12	PI On track to achieve target	From April to date there have been 123 adult accounts and 54 juniors
CEDFI P027	Number of successful applications for Council Tax reductions	John Morton	100	84	2011/12	PI On track to achieve target	84 reductions awarded from 1.4.11 with the monetary value of £37,986
CEDFI P029	Number of Credit Union Savings Accounts opened by Adults	John Morton	150	123	2011/12	PI On track to achieve target	From April to date there have been 123 adult accounts and 54 juniors

Actions for Improvement

Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note
CED11/12-JE001	Deliver Money Matters engagement programme in prioritised neighbourhoods	Carol Jones	31-Mar-2012	▶ Action On track	Positive living Finance event held @ Belle Vue Centre, Benefits and Credit Union event held @ Masefield Centre. Further future Money Matters roadshow scheduled for delivery at Civic Centre.
CED11/12-JE002	Develop financial capability / awareness amongst Hartlepool College students	Carol Jones	31-Mar-2012	▶ Action On track	Moneyskills event agreed with College and will be delivered 18 Oct.
CED11/	Support the development of	Carol Jones	31-Mar-	▶ Action	Working with Credit Union and Tilly Bailey Irvine on

12-JE003	outreach services via the Children's Centre Network to engage with children and their extended families		2012	On track	partnership developments via childrens centres.
CED11/12-JE004	Promote availability of special council tax reductions and discretionary housing benefit hardship payments	Margaret Wrigglesworth	31-Mar-2012	 Action On track	84 reductions awarded since April 2011 with a value of £38,000
HPP11/12 - JE07	Develop financial capability amongst College Sector students	Wendy Morris	31-Mar-2012	 Action On track	Following last year's successful display and information stand during National Student Money week, a display stand by Carol Jones (HFIP Development Officer) and colleagues of Hartlepool Financial Inclusion Partnership at Hartlepool College of Further Education to coincide with National Student Money Week is scheduled to take place from 12-16 March 2012 to promote financial support services in Hartlepool.
HPP11/12 - JE08	Develop referral channels from DWP to West View Advice and Resource Centre on financial awareness and budgeting support	Peter Clark	31-Mar-2012	 Action Intervention required	Owing to reorganisation within External Relations Team, Carole Parker, JCP Specialist Support Manager will take responsibility for this task from 18 October 2011.
HPP11/12 - JE09	Implement Money Matters Roadshow events programme	Carol Jones	31-Mar-2012	 Action Progress acceptable	The HFIP Action Plan which will include details of future FIN promotional work via Money Matters Roadshows and other events has not yet been approved by the Executive Group for this financial year. However a series of Anti Loan Shark sessions have been organised by partners to provide advice, information and access to support for victims of illegal and other predatory lenders. It is anticipated that the Action Plan will be approved in the next quarter

HPP11/ 12 - JE10	Support the development and sustainability of Hartlepool Credit Union as a provide of financial products to support the transition into work	Anne Mcgrath	31-Mar-2012	 Action On track	Current membership - Adults 1702/Junior 1505. Growth fund loans this quarter 46. Loyalty loans this quarter 22. We support and engage with users of Children's Centre's throughout the town and continue working via Hartlepool Financial Inclusion Partnership, West View Advice & resource centre, HVDA, Five Lamps and Connected Care. A draft business plan has been produced and submitted to the FSA and all Board members for comments. New Initiatives are being developed in partnership with Durham County Credit Union & Five Lamps CDFI to take the credit union into the Prison service Durham, Frankland & Kirklevington to provide assistance & support to the financially excluded.
HPP11/ 12 - JE11	Develop DWP referrals to Hartlepool Credit Union to raise awareness of the third sector as opposed to door step lenders and loan sharks	Peter Clark	31-Mar-2012	 Action Intervention required	Owing to reorganisation within External Relations Team, Carole Parker, JCP Specialist Support Manager will take responsibility for this task from 18 October 2011.

Outcome 5: To promote opportunities for all children and young people to meet their potential by accessing good quality teaching and curriculum provision which fully meets their needs and enables them to participate in and enjoy their learning.

Performance Indicators – Targeted							
Code	Indicator	Assigned To	Target 2011/12	Current Value	Last Update	Expected Outcome	Latest Note
NI 72	Percentage of children achieving at least 78 points across the Early Years Foundation Stage with at least 6 in each of the scales in Personal Social and Emotional Development and Communication, Language and Literacy	Lynne Pawley; Danielle Swainston	53.5%	62.5%	2011/12	PI Target achieved	<ul style="list-style-type: none"> Targeted approach implemented to support schools, settings and childminders in embedding EYFS. Bespoke training available to schools and settings through targeted approach. STEPS assessment continuing to be supported in schools Outdoor project in place to improve EYFS outcomes. Introduction of Quality Assurance “Quest for Quality” partnership for childminders. Outcome focused Children’s Centres activities including parenting programmes from pregnancy to 5. Introduction of RAG process for FNE providers (C.O 5/5/11)
NI 92	Percentage gap between the lowest achieving 20% of children in the Early Years Foundation Stage Profile and all children	Danielle Swainston	34.1%	28.2%	2011/12	PI Target achieved	<ul style="list-style-type: none"> Targeted approach implemented to support schools, settings and childminders. Implement and monitor PNS CLLD programme. Educational Psychology team carrying out area SENCO role, supporting all EYs settings to identify childrens needs early. Small Steps team supporting children with additional needs. Outcome focussed Children’s Centre activities

							<p>targeting children with additional needs.</p> <ul style="list-style-type: none"> · Family Support Workers working with families and identified needs · Speech and language pilot taking place in South of town – early identification with family support package. <p>(C.O. 5/5/11)</p>
NI 75	Percentage of pupils achieving 5 or more A*- C grades at GCSE or equivalent including English and Maths	Caroline O'Neill	57.1%	49.6%	2010/11	PI Target not achieved	<p>(C.O 5/5/11) The LA failed to meet the 2010 target as a result of the very disappointing performance of 1 secondary school in particular which missed its own target, agreed by governors, by in excess of 8%. This inevitably had a very negative impact on the LA as a whole.</p> <p>Swift action has been taken to address this underperformance with a new SIP and HT being appointed to the school.</p> <p>Although the LA target of 51.7% was narrowly missed there continues to be an upward trend in relation to the % of pupils achieving 5 or more A*-C grades at GCS.E</p> <ul style="list-style-type: none"> · Support the secondary school subject groups, including the English and mathematics collaborative group, to promote school to school support to raise standards of attainment · Introduce the Wakefield Data Tracking system to support schools to provide targeted interventions for pupils who are not meeting their expected level of progress · Review the curriculum in all secondary schools to ensure all young people have access to the

							English baccalaureate if appropriate. · English Martyrs School's early entry GCSE programme has demonstrated improved performance at Key stage 4 in English compared to 2009-10
NI 73	Percentage of pupils achieving level 4 or above in both English and Maths at Key Stage 2	Lynne Pawley	82.0%		2010/11		<ul style="list-style-type: none"> · Deliver Specific Support Programme to 4 targeted schools (includes elements of PNS ISP (Intensifying Support Programme). · Provision of a range of bespoke CPD opportunities including APP, Assessment for Learning moderation classroom management, lesson planning, differentiation and tracking. · Support schools with identification and support for underperforming groups. Conduct full data analysis. · Conduct full school reviews of teaching & learning in 2 schools causing the LA concern. · Provide additional support to lower performing schools through bespoke support to Middle leaders, senior leaders and classroom teachers. · Implement and monitor 1-1 tuition across all primary schools. · Continue to support CLLD across the LA on the Every Child Counts programme. · College evidence of support needed from School Improvement Partners · Support Governing Bodies on bespoke monitoring and evaluating self review CPD. (C.O. 5/5/11)
NI 93	Percentage of pupils progressing by 2 levels in	Lynne Pawley	94.0%		2010/11		No Hartlepool schools sat KS2 tests - Teacher assessment data added to documents section

	English between Key Stage 1 and Key Stage 2						<ul style="list-style-type: none"> · Deliver Specific Support Programme to 4 targeted schools (includes elements of PNS ISP (Intensifying Support Programme). · Provision of a range of bespoke CPD opportunities including APP, Assessment for Learning moderation classroom management, lesson planning, differentiation and tracking. · Support schools with identification and support for underperforming groups. Conduct full data analysis. · Conduct full school reviews of teaching & learning in 2 schools causing the LA concern. · Provide additional support to lower performing schools through bespoke support to Middle leaders, senior leaders and classroom teachers. · Implement and monitor 1-1 tuition across all primary schools. · Continue to support CLLD across the LA on the Every Child Counts programme. · College evidence of support needed from School Improvement Partners · Support Governing Bodies on bespoke monitoring and evaluating self review CPD. · Support identified schools through literacy consultant support. (C.O. 5/5/11)
NI 94	Percentage of pupils progressing by 2 levels in Maths between Key Stage 1 and Key Stage 2	Lynne Pawley	92.0%		2010/11		<p>No schools in Hartlepool sat KS2 tests - data based on Teacher assessments added to the documents section</p> <p>(c.O.5/5/11)</p>

						<ul style="list-style-type: none"> · Deliver Specific Support Programme to 4 targeted schools (includes elements of PNS ISP (Intensifying Support Programme)). · Provision of a range of bespoke CPD opportunities including APP, Assessment for Learning moderation classroom management, lesson planning, differentiation and tracking. · Support schools with identification and support for underperforming groups. Conduct full data analysis. · Conduct full school reviews of teaching & learning in 2 schools causing the LA concern. · Provide additional support to lower performing schools through bespoke support to Middle leaders, senior leaders and classroom teachers. · Implement and monitor 1-1 tuition across all primary schools. · Continue to support CLLD across the LA on the Every Child Counts programme. · College evidence of support needed from School Improvement Partners · Support Governing Bodies on bespoke monitoring and evaluating self review CPD. · Support identified schools through numeracy consultant support.
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Performance Indicators – Monitored					
Code	Indicator	Assigned To	Current Value	Last Update	Latest Note
CSD P041	Percentage of pupils achieving 5 or more A*-C grades at GCSE or equivalent	Caroline O'Neill			

Actions for Improvement					
Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note
CAD11/12-LL01	Analyse Early Years Foundation Stage Profile (EYFSP) data and challenge schools with anomalies. Provide support and Continuous Professional Development (CPD) to identified schools. Monitor impact through Foundation Stage Profile software.	Lynne Pawley	30-Sep-2011	✔ Action Completed	All schools with anomalies challenged and assessments updated. Overall EYFSP results rose from 2010.
RND11/12-LL01	Through Hartlepool skills partnership, produce new skills strategy and action plan	Antony Steinberg	31-Dec-2011	▶ Action On track	Draft strategy out for internal consultation prior to wider external consultation.

Outcome 6: Provision of high quality learning and skills opportunities that drive economic competitiveness, widen participation and build social justice.

Performance Indicators – Monitored

Code	Indicator	Assigned To	Current Value	Last Update	Latest Note
ACS P053	Number of learners participating in Adult Education Programmes (LAA LLS23)	Diane Goodwin; Craig Taylor	780	Q2 2011/12	This is the number of people participating in Adult Education Programmes currently in the academic year 2011/12. Due to reporting by academic year, we have made a manual note to state that we are on track to achieve the target.

Actions for Improvement

Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note
RND11/12-LL02	Explore initiatives with Hartlepool College of Further Education to respond to emerging offshore wind opportunities	Diane Martin	30-Sep-2011	✅ Action Completed	Ongoing dialogue and meetings at all levels. The Lep are taking the lead role in establishing Inward Investment opportunities and through DORs and HEDs the main Offshore partnership is taking shape. Econ Dev discussing joint initiatives at sub regional level through the TVU Employment & Skills Group, trying to link funding bids for training, worklessness to the emerging opportunities. HCFE are offering a range of additional courses to their existing technical programmes and the need for entry level programmes needs continuing dialogue with HCFE.
RND11/12-LL04	Continue to develop and implement education – Business links to encourage entrepreneurship and	Mick Emerson	30-Nov-2011	▶ Action On track	Preparations underway for Enterprise Week 2011

	highlight future career opportunities by organising Enterprise week				
HPP11/12 - LL01	Produce a skills action plan as part of the Economic Regeneration Strategy	Diane Martin	31-Mar-2012	▶ Action On track	ERS cinsultation complete and draft strategy from 1st Sept waiting feedback. Once accepted the Action plan will fall out of the strategy and overseeing delivery of the actions will be part of the newly established Economic Regeneration Forum with owners of the actions identified.
HPP11/12 - LL02	Gather from partnership members information on qualitative and quantatative data that can be shared to enable monitoring of Hartlepool qualifications and achievements	Diane Martin	31-Mar-2012	▶ Action On track	Ongoing - SFA have established what info can be shared and supplied. Issue with DWP Work Programme Prime Providers and data sharing - despite continuous dialogue between the Primes and the LA's and through the NEAC the Primes have been issued with contractual statement from DWP saying they can not share info on performance until after the initial evaluation is carried out in July 12. this embargo means we can not obtain imformation on the impact of the delivery in our localities and if it is making a difference in the most deprived wards in hartlepool. The feelings and thoughts of the LA@s has been taken forward through the LEPs and through the North East Association of Councils.
CAD11/12-LL04	Ensure access to high quality learning opportunities that increase the skills and qualification of local residents via implementing the Adult Education Service Plan	Maggie Heaps	31-Jul-2012	▶ Action On track	New programmes have been developed to allow residents access to Skills training and qualifications



Outcome 7: Improve health by reducing inequalities and improving access to services.

Performance Indicators – Targeted

Code	Indicator	Assigned To	Target 2011/12	Current Value	Last Update	Expected Outcome	Latest Note
NI 39	Rate of Hospital Admissions per 100,000 for Alcohol Related Harm	Louise Wallace	TBC	1258	August 2011	PI Intervention required	The rate of hospital admissions for alcohol related harm for August YTD is 1258 per 100k population (1149 admissions / 91300 population), for Hartlepool PCT.
NI 123	Stopping smoking - rate of self-reported 4-week smoking quitters per 100,000 population aged 16 or over	Alison Barber; Carole Johnson	1406	790	August 2011	PI On track to achieve target	The number of quitters as at end of August 2011 (YTD) is 579 which equates to a rate of 789.905 per 100k population (16+). 1379 people have set a quit date (YTD). August YTD target is 493 quitters and a rate of 672.578 per 100k population (16+). The year end target for 11/12 for number of quitters is 1406 and the year end target rate is 1918.145 per 100k population (16+).
NI 123 (NRA)	Stopping smoking (Neighbourhood Renewal Area narrowing the gap indicator) - number of 4 week quitters	Alison Barber; Carole Johnson	TBC	293	2011/12	PI On track to achieve target	For the first quarter of 11/12 there was a total of 367 4-week quitters Town wide - 293 of these were from the NRA

Performance Indicators – Monitored					
Code	Indicator	Assigned To	Current Value	Last Update	Latest Note
NI 120a	All-age all cause mortality rate - Females (directly age standardised mortality rate per 100,000 population)	Alison Barber; Louise Wallace	538	2010/11	Progress is heading in the right direction with this indicator although the causes of early mortality are still very complex. Implementation of the smoking ban and smoking cessation initiatives and the cardiovascular disease primary prevention programme are all contributing to improve life expectancy and the reduction in the heart attack rate.
NI 121	Mortality rate from all circulatory diseases at ages under 75 (directly standardised rates per 100,000 population aged under 75)	Alison Barber; Louise Wallace	78.33	2009/10	Impact of CVD primary prevention programme and smoking ban likely reasons for the good progress in this area.
NI 122	Mortality rate from all cancers at ages under 75 (directly standardised rates per 100,000 population aged under 75)	Louise Wallace			Data will be available at a later date.
NI 120b	All-age all cause mortality rate - Males (directly age standardised mortality rate per 100,000 population)	Alison Barber; Louise Wallace	791	2010/11	Progress slower for males than females on this indicator. Implementation of the smoking ban and smoking cessation initiatives and the cardiovascular disease primary prevention programme are all contributing to improve life expectancy and the reduction in the heart attack rate.



Actions for Improvement					
Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note
CAD11/12-HW02	Ensure coordination of mental health activity across the town	Geraldine Martin	31-Mar-2012	▶ Action On track	Creative Support is now delivering "Choices for Life" across the town. A MH replacement for the LIT has not yet been developed.
CAD11/12-HW03	Ensure implementation of the Cardiovascular Primary Prevention programme across all practices in Hartlepool	Louise Wallace	31-Mar-2012	▶ Action On track	This programme continues to be rolled out across all practices. This programme is now being linked to the early detection and awareness raising of cancer symptoms amongst at risk patients.
CAD11/12-HW04	Implement the Healthy Places, Healthy Lives early detection of cancer programme across Hartlepool	Louise Wallace	31-Mar-2012	▶ Action On track	The Early Detection and Awareness Raising of Cancer Signs and Symptoms Programme is well underway. The results of the cancer awareness measure showed an increase in knowledge regarding signs and symptoms amongst the general population. This is being backed up by the 'Be Clear on Cancer Campaign'. The Health Scrutiny Investigation into cancer is also underway and the public health team are providing evidence as part of this. The Assistant Director for Health Improvement has also briefed the Cabinet about the cancer awareness programme and there has been positive media coverage on the importance of cancer screening programmes. The public health team has also participated in an educational session with local GPs on the 'Be Clear on Cancer Campaign'.
CAD11/12-HW05	Ensure all eligible people particularly in high risk groups take up the opportunity to be vaccinated	Louise Wallace	31-Mar-2012	▶ Action On track	The national flu vaccination campaign is underway with people over 65 years and in at risk groups being invited to be vaccinated. This is being led by


	especially in relation to flu				the Tees Public Health Team and each of the GP practices is expected to provide assurance that they are promoting the uptake of flu vaccination amongst their patients and can meet demand. The Assistant Director of Health Improvement has briefed the local Clinical Commissioning Consortia regarding childhood vaccination uptake and has urged that this is promoted to ensure a 95% herd immunity in the local population, particularly in relation to the MMR vaccine.
CAD11/12-HW07	Refresh the Public Health Strategy in the light of the Health White Paper	Louise Wallace	31-Mar-2012	 Action On track	The refresh of the Joint Strategic Needs Assessment (JSNA) is underway. The process for refreshing JSNA has been presented to Corporate Management Team, Cabinet and the Shadow Health and Well Being Board who will take responsibility for ensuring the JSNA is produced and used to inform the planning and commissioning of services. This in turn will inform the development of the Health and Well Being Strategy.
CAD11/12-HW09	Influence the commissioning of effective evidence based Stop Smoking Services and work collaboratively through the Smoke Free alliance to reduce illicit tobacco across the town	Louise Wallace	31-Mar-2012	 Action On track	The Stop Smoking Services continue to perform well. The Tobacco Alliance continues to do excellent work regarding the impact of illicit tobacco sales. FRESH continue to deliver hard hitting campaigns regarding smoking impact including 'Take 7 Steps and Every Breath you Take'.

Outcome 8: Be healthy – children enjoy good physical and emotional health and live a healthy lifestyle.

Performance Indicators – Targeted							
Code	Indicator	Assigned To	Target 2011/12	Current Value	Last Update	Expected Outcome	Latest Note
LAA HW P001	Percentage of women smoking during pregnancy	Deborah Gibbin; Carole Johnson	20	23.84	2011/12	PI Progress acceptable	Target for the year was achieved
NI 56(ix)	The percentage of children in Year 6 who are obese	Louise Wallace	TBC	22.1%	2010/11		22.1 figure relates to Sept 2009 to August 2010. This is down from 25.6% in 2007/8 and 22.8% in 2008/9. Information last updated nationally at March 2011.
NI 112	The change in the rate of under 18 conceptions per 1,000 girls aged 15-17, as compared with the 1998 rate	Alison Barber; Deborah Gibbin; Sheila O'Connor	-55%	-24.2%	2010/11		The second quarter of the 2010 under 18 conception data was released by the Office for National Statistics (ONS) on August 22nd. The rate of under-18 conceptions was 53.2 per 1000 girls aged 15-17 – <u>17.65% lower</u> than the rate of 64.6 for second quarter 2009. For under-18 conceptions, the rolling quarterly average continues to fall and is at its lowest since quarterly data collection began.
LAA HC20	Under 18 conception rates (NRA) (per 1,000 females aged 15-17)	Deborah Gibbin	44	85.9	2009/10		The second quarter of the 2010 under 18 conception data was released by the Office for National Statistics (ONS) on August 22nd. The rate of under-18 conceptions was 53.2 per 1000 girls aged 15-17 – <u>17.65% lower</u> than the rate of 64.6 for second quarter 2009. For under-18 conceptions, the rolling quarterly average

							continues to fall and is at its lowest since quarterly data collection began.
NI 55(iv)	The percentage of children in Reception who are obese	Louise Wallace	TBC	9.1%	2010/11		A multi-agency group - Healthy Weight, Healthy Lives - has been re-established to look at the whole issue of being a healthy weight for both children and adults. One of the agenda items will be to look at the results of the child measurement programme and see how the proposed pathway was used by the school nursing service and what changes, if any need to be implemented. A healthy weight strategy is currently being developed which will guide future work for all of the population. The local authority has achieved funding through British Heart Foundation for the next 3 years to look at coronary heart disease prevention with children and young people. One of the key strands will be healthy eating targeting children and their parents.'

Actions for Improvement					
Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note
CAD11/12-HW11	Implement Breast Feeding Strategy	Louise Wallace	31-Mar-2012	 Action On track	The Breastfeeding Co-ordinator continues to make good progress to implement the Hartlepool Breastfeeding Strategy with a particular focus on training frontline staff.
CAD11/12-	Implement Smoking in Pregnancy Action Plan	Carole Johnson	31-Mar-2012	 Action On track	The draft action plan has been agreed by all relevant partners and is being implemented and

HW14					monitored through the North of Tees Smoking in Pregnancy Steering Group
CAD11/ 12- HW16	Implement Teenage Pregnancy Strategy and action plan	Louise Wallace	31-Mar-2012	 Action On track	Progress remains good in this area. The Teenage Pregnancy Service is fully participating in plans to create a risk and resilience model when working with vulnerable people recognising the contribution of excessive alcohol use, other substances etc potentially leading to the unintended consequence of teenage pregnancy. The service is working with the early intervention review that is ongoing for provision post 2012.

Outcome 9: Children & young people are safe.

Performance Indicators – Targeted

Code	Indicator	Assigned To	Target 2011/12	Current Value	Last Update	Expected Outcome	Latest Note
NI 62	Percentage of children looked after at 31 March with three or more placements during the year	Jane Young	10.0%	5.4%	2010/11		There has been a further reduction this year. The mechanisms to identify placements that appear to be under stress are well established and specific input from experienced staff has led to children and young people remaining in placement. The matching process has also contributed to the higher levels of positive outcome.
CSD P035	Children who became the subject of a Child Protection plan, or who were registered per 10,000 population under 18	Sally Robinson	36	47.9	2010/11		From 2010 there has been a significant increase in the number of children subject to a child protection plan which peaked in 2011. This may be due in part to the impact of the death of Baby Peter on child protection services. The last six months have seen a reduction in the numbers of children subject to a child protection plan, however, ensuring the safety and well being of children is the highest priority and child protection services continue to respond to a number of issues locally which impact upon the well being of children, most notably, neglect, domestic abuse and substance misuse. The Local Safeguarding Children Board has these issues as its priority outcomes and leads the strategic work to tackle the root cause of these issues.

Performance Indicators – Monitored					
Code	Indicator	Assigned To	Current Value	Last Update	Latest Note
NI 43	Young people within the Youth Justice System receiving a conviction in court who are sentenced to custody	Sally Robinson	3.8%	2011/12	Currently completing quarter 2 statutory return. Data will not be available until November 2011.

Actions for Improvement					
Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note
CAD11/12-HW18	Embed the Youth Crime Action Plan process	Jacquie Gofton	31-Mar-2012	▶ Action On track	Triage has moved forward at speed and is now utilised as a Pre Reprimand Disposal (PRD), referrals are regular and lines of communication with the Police are excellent. We have also expanded Triage into 3 different stages: Triage 1 – PRD, Triage 2 – Prevention Team Support offered at the end of each Court Order, Triage 3 – Intense targeting and monitoring of all known high crime causers (Deter Young Offender, DYO) The restorative element is fully embedded within the YOS team and is linked to all orders and preventative work this also includes Young people on ASB contracts
CAD11/12-HW21	Implement the strategic priorities from the Looked After Children strategy	Jane Young	31-Mar-2012	▶ Action On track	The Looked After Strategy implementation is being progressed through the Multi-agency Looked After Partnership (MALAP).

CAD11/ 12- HW22	Develop the work of the Local Safeguarding Children Board via implementing local work plan.	Jim Murdoch	31-Mar- 2012	 Action On track	The Task groups taking forward the Board's Business plan have reported that they are all on target to complete their work in the given timescale.
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Outcome 10: Vulnerable adults are supported and safeguarded and people are able to maintain maximum independence while exercising choice and control about how their outcomes are achieved.

Performance Indicators – Targeted							
Code	Indicator	Assigned To	Target 2011/12	Current Value	Last Update	Expected Outcome	Latest Note
NI 130	Percentage of adults and carers (aged 16+ but caring for an adult) receiving self-directed support	Jill Harrison	65.0	82.5	Q2 2011/12	PI On track to achieve target	Performance is currently exceeding year end target - this is made up of 1625 clients currently in receipt of a personal budget (out of a cohort of 1969 clients who could possibly receive a Personal Budget), giving a half year figure of 82.5% - which is above the year end target of 65%.
NI 135	Carers receiving needs assessment or review and a specific carer's service, or advice and information as a percentage of all people receiving a community based service	Steve Thomas	23.0%	16.2%	Q2 2011/12	PI On track to achieve target	Performance is in line with year end target of 23% - the first 6 months figure of 16.2% is made up of 719 people getting carers assessment, advice etc.
NI 136	Number of people supported to live independently through social services (all adults) per 100,000 population	Jill Harrison	4700.00	5377.00	Q2 2011/12	PI On track to achieve target	On target to reach year end figure of 4700. This is a snapshot figure at the end of each month, and is currently well over the target figure.
ACS P051	Access to equipment and telecare: users with telecare equipment (LAA HC37b)	Steve Thomas	725	753	Q2 2011/12	PI On track to achieve target	This figure is ahead of the year end target of 725, which is very good half year performance.
NI 132	Percentage of adults	Kath	85.0%	80.4%	Q2	PI	Performance has dipped under the level of the

	where time from first contact to completion of assessment is less than or equal to four weeks	Millican			2011/12	Progress acceptable	year end target of 85% up to the end of September- data for the first 6 months of the year (646 assessments completed in time out of 803) gives a figure of 80.4%. This reduction has mainly been caused by a reduced level of assessments being completed within 28 days during August and September (only 70% in Aug and 65% in Sep).
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Actions for Improvement					
Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note
CAD11/12-HW24	Work with strategic partners to further develop reablement services ensuring that funding is used effectively to meet the needs of all client groups (including people with dementia and disabilities) and to prevent hospital admissions.	Phil Hornsby; John Lovatt	31-Mar-2012	🟡 Action Progress acceptable	Work with strategic partners continues through a Teeswide Strategic Steering Group for Reablement and at a local level, a presentation was given to GPs and clinicians at a recent lunch and learn event.
CAD11/12-HW25	Maximise use of preventative approaches such as assistive technology to support people to maintain their independence.	Phil Hornsby; John Lovatt	31-Mar-2012	🟡 Action Progress acceptable	Contractual issues delaying implementation of low level support services but increased use of assistive technology progressing well.
CAD11/12-HW26	Increase the number of people accessing personal budgets through focused work	Geraldine Martin; Sarah Ward	31-Mar-2012	🟢 Action On track	Hartlepool has been successful, along with Darlington, in bidding to become a Pathfinder to explore new ways of supporting children with special educational needs and disabilities, which will include the development of personal budgets. Work is continuing to develop personal budgets for

					carers.
CAD11/ 12- HW27	Develop a Centre for Independent Living to bring together services for people with disabilities and support people to retain their independence.	Neil Harrison	31-Mar-2012	 Action On track	The CIL is now receiving income from its meeting and training rooms, and plans to invest in improving its information advice and guidance service. 2 Modern apprenticeships are now supporting the CIL.





Outcome 11: Hartlepool has reduced crime and repeat victimisation.

Performance Indicators – Targeted

Code	Indicator	Assigned To	Target 2011/12	Current Value	Last Update	Expected Outcome	Latest Note
RPD P028a	Number of reported crimes in Hartlepool (one year only)	Sally Forth	7,120	3,130	Q2 2011/12	PI Progress acceptable	Figures only to end of August to date.

Performance Indicators - Monitored

Code	Indicator	Assigned To	Current Value	Last Update	Latest Note
RPD P031a	Number of incidents of local violence (assault with injury and assault without injury) (one year only)	Sally Forth	459	Q2 2011/12	Figure to end august at this time.
RND P046	Percentage of unsuccessful (broken) cases due to victim witness issues	Sally Forth		2011/12	Information has been requested from the police. I will continue to chase.
RND P047	Percentage of successful domestic violence prosecutions	Sally Forth		2011/12	Data has been requested from the police. Will continue to chase.
NI 32	Repeat incidents of domestic violence	Sally Forth		Q2 2011/12	This information has been requested from the Police and again chased wk/commencing 10/10/11.

Actions for Improvement					
Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note
RND11/1 2-CS02	Produce in conjunction with partners, an action plan which will aim to deliver a multi agency response to tackling domestic abuse	Sally Forth	30-Jun-2011	 Action Intervention required	DATE CHANGE REQUEST - From 30.06.11 to 31.01.12 as the Domestic Violence Forum has not met for sometime due to staffing issues.
HPP11/1 2 - CS02	Analyse hate crime data, including hot spot analysis	Sally Forth	30-Sep-2011	 Action Completed	Data was collated for the Silver Prevent group meeting of 6th October 2011.
HPP11/1 2 - CS01	Develop a repeat victim protocol	Sally Forth	31-Jan-2012	 Action Progress acceptable	Discussions have taken place involving the police, Victim Support, Housing Hartlepool and the ASBU on taking this forward. An outline process has been agreed and will commence once the new in post Police Problem Solving co-ordinator has received the relevant training.
RND11/1 2-CS01	Assist partners to implement national guidance locally under tackling organised crime groups in Hartlepool	Sally Forth	31-Mar-2012	 Action Progress acceptable	New Organised crime strategy was published by the Home Office on 29th July, and a report outlining its key elements with implications for the Safer Hartlepool Partnership was taken to the SHP executive meeting in September 2011.

Outcome 12: There is reduced harm caused by drugs and alcohol misuse.



Performance Indicators - Targeted



Code	Indicator	Assigned To	Target 2011/12	Current Value	Last Update	Expected Outcome	Latest Note
NI 30	Reduction in the reoffending rate of prolific and other priority offenders in Hartlepool in relation to reduction nationally (Ratio)	Chris Catchpole; Chris Hart; Leanne Henderson; Gemma Sparrow	TBC		Q4 2010/11		Iquanta indicated that for quarter four there were 195 offences committed against the predicted 236. There was a 28% reduction in offending against the baseline. Target achieved.

Performance Indicators – Monitored

Code	Indicator	Assigned To	Current Value	Last Update	Latest Note
NI 40	Change in number of drug users recorded as being in effective treatment compared to 2007/08 baseline	Chris Hart	721	Q1 2011/12	The National Treatment Agency who validate the data are engaged in the review of targets and future outcome measures this may add to the current 3 month time-lapse for providing data on numbers into effective treatment (i.e. 12 weeks in treatment). Change to measure that now relates to 'Percentage growth in successful completions since 2010/11' = Total 15% (Opiates 31% and non opiate - 7%) this exceeds the national performance of 4% (Opiate 8% and non opiate 1%)
ACS P082	Number of alcohol users successfully completing treatment and recovering from	Sharon Robson			The numbers of alcohol users successfully completing treatment and recovering from their dependency is difficult to comment on at this stage. The information will be gained through NEPHO & NTA and their information is 3-




	their dependence				months behind. The total number is also only done as a yearly figure therefore data would not be ratified until 2012.
ACS P083	Number of alcohol related violent crimes	Sally Forth			This PI needs further discussion between partners as to the precise data to be collected.

Actions for Improvement					
Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note
CAD11/12-CS04	Deliver comprehensive education and prevention campaigns re substance misuse	Sharon Robson	30-Jun-2011	 Action On track	<p>In the last quarter the campaign timetable has delivered 3 promotional campaigns around substance misuse. 1. In July a Minimum Pricing Campaign began to education members of the public around the pricing of alcohol and the impact a minimum price per unit could have on the health of individuals & families and the NHS and associated organisations. The results are ongoing and further updates will be given in the next report. 2. In July the Needle Exchange took the lead on the promotion of Harm Minimisation to coincide with World Hepatitis Day. 3. In September NACRO took the lead along with The Albert Centre in delivering various activities for young people for Fresher's Week at the College of Further Education. All three campaigns were successful and succeeded in delivering educational messages out around Substance Misuse.</p> <p>The Training Programme is still only in draft format but progress is being made and updates will be given as soon as the training from this programme commences to deliver.</p>
CAD11/12-	Establish criminal justice alcohol programmes for	Gemma Sparrow	30-Sep-2011	 Action On	The first cohort for Alcohol Structured Intervention ended on 16.09.11. Performance data is being evaluated by the

CS03	offenders			track	Criminal Justice Integrated Team Data Manager. The results will be reported in the next quarterly update. The second cohort will begin on 17.10.11. Learning from the first cohort will be incorporated to improve the effectiveness of the intervention.
CAD11/12-CS01	Integrate drug and alcohol treatment and recovery programmes in line with new Drug Strategy	Chris Hart	31-Dec-2011	 Action On track	Common case files and integrated processes implemented within drug services. Limited progress with joint files in alcohol services systems, compounded by different locations for service delivery. Specifications for services 2012/13 require drug and alcohol single access and case management delivery. Increased recovery programmes and support now available and being expanded. Whole system/Total place exercise underway for future alcohol investment.
HPP11/12-CS03	Deliver 2011/12 Alcohol Harm Reduction Strategy Action Plan	Chris Hart	31-Mar-2012	 Action On track	Strategy and 2011/12 annual plans approved and being implemented. Strategy Group monitoring activity and due to receive detailed Q1 report which is green with no exceptions or issues to report.

Outcome 13: Communities have improved confidence and feel more cohesive and safe.



Performance Indicators – Monitored					
Code	Indicator	Assigned To	Current Value	Last Update	Latest Note
RPD P034	Number of Deliberate fires (Hartlepool)	Sally Forth; Steve Patton		Q2 2011/12	Information was requested week commencing 10/10/11 from Fire Brigade. Unfortunately their systems are down. Data will be updated once available.

Actions for Improvement					
Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note
RND11/ 12- CS05	Agree and publish agreed minimum standards for dealing with anti-social behaviour across partners	Sally Forth	30-Nov-2011	 Action Progress acceptable	The revised policies and procedures along with the minimum standards are to be discussed at the SHP executive meeting of November 2011.
RND11/ 12- CS03	Ensure the development of the PREVENT agenda as guided by the local Silver group against an accurate and updated action plan	Sally Forth	31-Mar-2012	 Action On track	A draft action plan was considered by the Silver group at its meeting on 4th October 2011. This along with revised terms of reference are to be developed at a separate meeting in October 2011.
RND11/ 12- CS04	Implement year one of new anti-social behaviour strategy action plan	Nicholas Stone	31-Mar-2012	 Action On track	<u>Issue 1 - Develop mediation capability in Hartlepool</u> 2 mediation training courses have occurred with a 3rd course to be arranged before Dec end 2011. (date to be confirmed) As a result a total of 13 personnel have received mediation

					training. The ASBU Complaint Procedure has been updated to ensure mediation is now considered for all complaints received by the Unit.
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Outcome 14: Offending and re-offending has reduced.

No Performance Indicators identified for this Outcome.

Actions for Improvement					
Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note
RND11/12-CS06	Explore opportunities for restorative justice with adult offenders	Sally Forth	31-Jul-2011	 Action Intervention required	DATE CHANGE REQUEST - From 31.07.11 to 19.03.12. Project is over running due to staffing changes within the division.
RND11/12-CS07	For Prolific & Priority Offenders (PPO) & High Crime Causers (HCO), re-introduce the design out crime team by working with Probation Trust	Sally Forth	31-Jul-2011	 Action Intervention required	DATE CHANGE REQUEST - From 31.07.11 to 31.03.12 as the outcome of the funding bid will not be known until December 2011, if unsuccessful we will need to identify further funding.

Outcome 15 Hartlepool has an improved natural and built environment


Performance Indicators - Targeted

Code	Indicator	Assigned To	Target 2011/12	Current Value	Last Update	Expected Outcome	Latest Note
LAA Env P001	Number of Volunteer days spent working on nature conservation	Ian Bond	725	300	Q2 2011/12	PI Progress acceptable	The total for Q2 2011/12 is higher than usual due principally to the contribution of the Wild Green Spaces project, which commenced in the middle of Q1. Another significant factor was the contribution made by INCA volunteers doing the Seal Monitoring on Greatham Creek. The seal monitoring takes place mainly in Q2 therefore this element will not be contributing in Q3 & Q4. The figures are missing any volunteer numbers from East Durham & Houghall students however their activity is minimal in Q2 due to term times but may well increase significantly over other quarters.

Performance Indicators - Monitored

Code	Indicator	Assigned To	Current Value	Last Update	Latest Note
NI 197	Improved Local Biodiversity – proportion of Local Sites where positive conservation management has been or is being implemented	Ian Bond	35%	2010/11	The performance for this indicator was verified by the Tees Valley Local Sites Partnership at its meeting on 22nd March 2011. A copy of the minutes of that meeting, confirming this has been uploaded.


RND P054	Percentage of population that have basic (300m 2-20ha) criteria met	Ian Bond			It is proposed to delete this indicator
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Actions for Improvement					
Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note
HPP11/12 - EN01	Undertake an audit of current provision of Accessible Natural Greenspace on ANGSt (as part of Hartlepool Gi strategy)	Ingo Schüder	31-Mar-2012		It is proposed to delete this Action
RND11/12-EN02	Continue the preparation of the Local Development Framework including publication of the Core Strategy and development of Supplementary Planning Document's/Development Plan Document's in accordance with Local Development Scheme	Derek Gouldburn	31-Mar-2012	 Action On track	Following informal briefings to Cabinet, consultation feedback from the 2nd Preferred Options stage were reported formally to Cabinet in September. Cabinet discussed issues relating to key sites and policies and provided feedback to officers regarding these. The Publication Document is now being prepared and will be presented to Cabinet for endorsement and consultation in January. Preparation of SPDs for the Town Centre, Seaton Carew and Planning Obligations are progressing although priority is being given to delivering the Core Strategy

Outcome 16: Quality local environments where public and community open spaces are clean, green and safe.

Performance Indicators - Targeted							
Code	Indicator	Assigned To	Target 2010/11	Current Value	Last Update	Expected Outcome	Latest Note
NI 192	Percentage of household waste sent for reuse, recycling and composting	Craig Thelwell	45.00%	47.90%	Q2 2011/12	PI On track to achieve target	The continuation of the trial on the waste from the transfer station and the introduction of carpet recycling has seen an increase in the percentage recycled in comparison to this quarter last year.

Performance Indicators - Monitored					
Code	Indicator	Assigned To	Current Value	Last Update	Latest Note
RND P050	Percentage of streets that fall below acceptable level of cleanliness	David Frame		2011/12	New in-house monitoring system now in place, to take place twice per annum. First tranche completed and results presently being collated for analysis.

Actions for Improvement						
Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note	
RND11/12-EN04	Achieve green Flag Award for Ward Jackson Park, Summerhill and Quality Coast award for Seaton beach	Chris Wenlock	31-Mar-2012	 Action Completed	Green Flag awarded to Ward Jackson Park and Summerhill 2011. Quality Coast Award achieved for Seaton 2011.	

Outcome 17: Provide a sustainable, safe, efficient, effective and accessible transport system .

Performance Indicators – Monitored

Code	Indicator	Assigned To	Current Value	Last Update	Latest Note
NI 48	The percentage change in number of children killed or seriously injured during the calendar year compared to the average of the previous 3 years	Mark Reed		2011/12	Figures recorded on a yearly basis so nothing can be inputted at this stage, however figures to date show that there may be a slight increase for NI48.
NI 47	The percentage change in the number of people killed or seriously injured in road traffic accidents during the calendar year compared to the average of the previous 3 years	Mark Reed		2011/12	Figures are recorded on a yearly basis so nothing can be inputted at this stage, however, figures to date show that there may be a slight increase for PI47.

Actions for Improvement


Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note
RND11/12-EN05	Deliver the Local Transport Plan (LTP)	Mike Blair	31-Mar-2012	 Action On track	Highway Structural Maintenance works complete. Other projects at various stages of delivery.

Outcome 18: Hartlepool is prepared for the impacts of climate change and takes action to mitigate the effects

Performance Indicators – Monitored

Code	Indicator	Assigned To	Current Value	Last Update	Latest Note
NI 186	Percentage per capita reduction in CO2 emissions in the LA area	Paul Hurwood	14.0	Q2 2011/12	2009 figures released, and show that Hartlepool has seen an impressive 14% reduction since 2005. This is encouraging, and shows that Hartlepool is progressing well against the EU target of a 20% by 2020.

Actions for Improvement

Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note
RND11/12-EN09	Develop and submit Covenant of Mayors, Sustainable Energy Action Plan (SEAP) and develop the borough-wide action plan to reflect the SEAP	Paul Hurwood	31-Mar-2012	 Action On track	Discussions held with EU regarding precisely what amendments must be made to SEAP. Deadline for amendments is end Feb 2012. Work continues to promote carbon reduction, including activities/communications through the CAN-DO group, which is increasingly looking to promote carbon reduction to the wider community. One other Northeast local authority is already considering withdrawing from Covenant, and it is anticipated that others may follow. An update regarding this will be added as and when further information is available. Borough wide carbon reduction figure currently at a very promising 14% reduction since 2005. Covenant of Mayors target is 21% by 2020. Various promotions, backed by the Council's Carbon Action Now - Departmental Officers (CAN-DO) Group, such as the forthcoming Energy Saving Week (24-28 October) are influencing change.

RND11/12-EN10	Establish Service Level Agreement's with all schools to deliver Eco-schools/Green Flag programme.	Helen Beaman	31-Mar-2012	 Action On track	There are now a total of 14 Hartlepool schools which have signed up to one or more of the Green schools packages offered by the Waste and Environmental Services Team
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Outcome 19: Hartlepool has a more balanced housing provision


Performance Indicators - Targeted

Code	Indicator	Assigned To	Target 2011/12	Current Value	Last Update	Expected Outcome	Latest Note
NI 155	Number of affordable homes delivered (gross)	Amy Waller	80	64	Q2 2011/12	PI On track to achieve target	A further 58 affordable homes were completed during quarter 2
LAA H P001	Number of private dwellings empty for over 6 months and brought back into use	Amy Waller	58	27	Q2 2011/12	PI On track to achieve target	27 empty dwellings brought back into use so far this year through enforcement and advice.

Performance Indicators - Monitored

Code	Indicator	Assigned To	Current Value	Last Update	Latest Note
RPD P042	The proportion of vulnerable households occupying homes in the private sector, which meet decent homes standard.	Joanne Burnley		2011/12	15 homes made decent through enforcement and grants/loans so far this year.

Actions for Improvement

Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note
RND11/12-HO01	Research & develop local policies, procedures & protocols, to bring	Nigel Johnson	31-Oct-2011	 Action	Research and development of the relevant policies and procedures has




	empty homes back into use.			Completed	been completed ready for implementation.
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Outcome 20 The quality of existing housing has been improved

Performance Indicators - Monitored

Code	Indicator	Assigned To	Current Value	Last Update	Latest Note
RPD P042	The proportion of vulnerable households occupying homes in the private sector, which meet decent homes standard.	Joanne Burnley		2011/12	15 homes made decent through enforcement and grants/loans so far this year.

Actions for Improvement

Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note
RND11/12-HO03	Evaluate evidence to extend selective licensing to other areas, consult residents and landlords and make recommendations to Cabinet	Lynda Igoe	30-Sep-2011	 Action Completed	At their meeting in September Cabinet agreed to postpone extending selective licensing into further areas of Hartlepool until issues identified within the existing scheme have been resolved.
HPP11/12 - HO01	Continue ongoing programme of insulation upgrades, boilers, doors and windows	Kenny Taylor	31-Mar-2012	 Action On track	On Track with planned programme work.
RND11/12-HO02	Encourage improvements to private sector homes to meet & exceed 'decent homes standard'	Nigel Johnson	31-Mar-2012	 Action On track	The Council is encouraging improvements to private sector homes through a menu of options which includes advice and assistance and enforcement when necessary. The empty homes pilot scheme is underway and loans for




					improvement works continue to be issued through the Regional Loans Fund.
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Outcome 21 Vulnerable people have improved access to accommodation which meets their need

Performance Indicators - Monitored

Code	Indicator	Assigned To	Current Value	Last Update	Latest Note
RND P051	Number of households where homelessness has been prevented through Local Authority action	Lynda Igoe	4.59	Q2 2011/12	During Q1 82 households were prevented from being homeless, which 2.2 per thousand households in the town


Actions for Improvement

Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note
RND11/12-HO05	Implement further changes to Common Allocations Policy approved from review	Lynda Igoe	31-Aug-2011	 Action Intervention required	New Date change request - Delays in assessing impact of social housing reform legislation which came into force after consultation on Policy review was completed, final approval for implementation going to HBC Cabinet in November but this also needs to be completed by all partners in the sub region therefore final completion date put forward to end of March 2012.
HPP11/12 - HO02	Continue to carry out adaptations to enable vulnerable people to remain living independently in their own home	Kenny Taylor	31-Mar-2012	 Action On track	Tees Valley Region awarded extra 200k to adaptations budget. Utilising Customer Profile to liaise with disabled customers re extra adaptation requirements.
RND11/12-	Continue to monitor tenancy failure to	Lynda Igoe	31-Mar-		Monitoring returns with tenancy failure

HO04	all social housing providers		2012	Action Completed	information are now being received from all social housing providers
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Outcome 22: People enjoy equal access to leisure, culture, sport, libraries and community learning which enrich their lives, improve the places where they live, and strengthen communities.



Performance Indicators - Targeted							
Code	Indicator	Assigned To	Target 2010/11	Current Value	Last Update	Expected Outcome	Latest Note
NI 9	Percentage of adult population who have used a public library in last year	Graham Jarritt; Chris Rogers; Kay Tranter	44.0%	47.4%	2011/12	PI Target achieved	Target achieved
LAA CL P001	Number of people from vulnerable groups engaged in culture, leisure activities and sport	Leigh Keeble	1,112	5,907	2011/12	PI Target achieved	2736 from Rob Ryan/275 from Zoe Rickleton - Qtr 2 2011/12
NI 10	Percentage of adult population who have attended a museum or gallery in last year	David Worthington	54.9%		2010/11		NE-SEC data shows participation rates in the North East are 53.4%. National average 34.5%. Individual data for specific performance of individual museums and galleries is still not available.

Actions for Improvement					
Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note
CAD11/12-	Work closely with key partners and groups to deliver programmes of	Pat Usher	31-Mar-	 Action On	<u>Recreation Development</u> An estimated 3000 people attended the July

CL03	activity to meet the sport and physical activity needs of the Hartlepool community increasing participation by 1%		2012	track	<p>celebratory event which was a massive success.</p> <p>The Sailing Club- despite a a short window to advertise the open day had 36 people enrol on the course.</p> <p>Planning permission has been granted for the BMX track at Summerhill however the outcome of the BIFFA bid will not be known until November 2011.</p> <p>Footie Tots session sees between 12 and 19 children attend each week</p> <p>Street League started on the 30th September with approx 90 young people attending.</p> <p>Work undertaken to promote Halloween event at Headland Sports Hall through text messaging system, council sales board, HBC email, posters and flyers and press release.</p> <p>38 people are now signed up to the text messaging system.</p> <p><u>Sport and Physical Activity Development</u></p> <p>Pilot in Queen's Meadow has been running for 7 weeks and has shown some excellent changes in participation and also mobility, memory and coordination. Week one there were very few residents taking part and the ability of participants was very restricted. A programme of exercises was developed for two groups. One group was the Dementia unit and the other was the residential care</p>
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					<p>only. Participation has increased week by week and at last weeks session all participants except 2 were taking part in the session. Range of movement has increased for some residents, hand pattern coordination has shown significant improvement and residents have remembered the activities before us instructing them therefore it has supported memory function. A full summary report will be produced and it is hoped this programme can be rolled out.</p> <p>Walk about in Hartlepool Calendar has been produced and has 73 walks available for people to participate in during the next quarter. This does not include closed walks ran by MIND, Incontrollable and other services.</p> <p>Curling started on 2/9/11, engaging around 40 adults on a weekly basis. There has been a fee introduced to support and sustain this long term and discussions are being had with the Headland to continue this.</p> <p>Small Sided Football League is being promoted but the up take hasn't been very good so far. This has been flagged with HUCSF and they are hoping to host some taster sessions to generate interest. Alice House sessions as part of the Together Programme have been excellent, the hospice have fed back that the sessions are having a positive impact upon their service users and this has resulted in a further two sessions being scheduled for different clients at different times of the week.</p>
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				<p>Nordic Walking has had an excellent response and what was originally one session has developed into three sessions with a waiting list that would accommodate a further session.</p> <p><u>Leisure Facilities:</u> <u>Mill House Leisure Centre</u></p> <p>Summer Activity Programme took place Additional Junior Swimming Lessons Additional Junior Fitness Inductions which included free induction / Active Card Super pass Promotion – Free Upgrade</p> <p>Swimming Club – Two Early Morning Swimming Sessions and Two additional evenings taken up.</p> <p>Durham County Football Association booked the main hall to start a “Disability Football League”</p> <p>Promotion of Ladies Only Fitness Session took place</p> <p>Promotion of Adult Swimming Lessons took place</p> <p>Promotion of the Fitness Suite / memberships took place which include free swims.</p> <p><u>Headland Sports Hall</u></p> <p>Summer Activity Programme took place Heat Basketball Camp to place during the holidays Additional Junior Fitness Inductions which included</p>
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					free induction / Active Card Super pass Promotion – Free Upgrade
CAD11/ 12- CL04	Target and support the Voluntary Sector through the provision of grant funding and development of initiatives and to raise standards	John Mennear	31- Mar- 2012	 Action On track	The Community Pool review is now being considered as part of the review of the Voluntary sector strategy and the Compact which will go to Cabinet in late 2011. Meanwhile the second half year tranche of funding has been released via Grants Committee to the 2011/12 recipient groups.
CAD11/ 12- CL06	Deliver Renaissance Programme to improve access to Museum Services and develop new audiences	David Worthington	31- Mar- 2012	 Action On track	Renaissance programme on track, potential for transformation funding in 2012/13 now confirmed by ACE.



Outcome 23: Local people have a greater voice and influence over local decision making and the delivery of services

Performance Indicators - Targeted

Code	Indicator	Assigned To	Target 2011/12	Current Value	Last Update	Expected Outcome	Latest Note
RND P052	Number of Community/Voluntary sector groups and organisations supported/signposted/assisted	Fiona Stanforth	TBC	32	Q2 2011/12	PI On track to achieve target	The information has been collected from the Neighbourhood Development Officers and Community Regeneration Team for Quarter 2, 32 groups / organisations have been supported / signposted or assisted. Target is yet to be set.

Actions for Improvement

Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note
RND11/12-SC02	Complete update of Neighbourhood Action Plan for North Hartlepool and commence consultation on updating another (priority area to be determined)	Tracy Rowe	31-Mar-2012	 Action Progress acceptable	North Hartlepool Issues Paper complete. The HBC Review of Community Involvement and Engagement is now complete, however, the future delivery model of NAP's is yet to be determined. The development of Action Plan update therefore on hold.
RND11/12-SC03	Prepare the 2012/13 Compact Action Plan with partners	Fiona Stanforth	31-Mar-2012	 Action On	Under review. A way forward is currently being discussed, expected November

				track	2011.
RND11/12-SC05	Produce local improvement plan for empowering communities in line with the Big Society & localism agenda	Denise Ogden	31-Mar-2012	 Action On track	Neighbourhood Management Strategy Action Plan currently being prepared to reflect Community Involvement and Engagement review, Ward boundaries and NM Review together with Localism Bill duty once in place.
RND11/12-SC06	Implement the action plan in relation to the Neighbourhood Management empowerment agenda	Clare Clark	31-Mar-2012	 Action On track	Implementation of the action plan is well underway and a report to the Portfolio Holder is planned for December. The report will highlight progress against current actions, any gaps that need to be addressed, and a proposed new action plan for implementation that will reflect the recent review into local community engagement mechanisms together with changes in national policy relating to the empowerment of communities.





Outcome 24: Make a positive contribution – people are involved with the community and society.

Performance Indicators – Targeted							
Code	Indicator	Assigned To	Target 2011/12	Current Value	Last Update	Expected Outcome	Latest Note
HP P003	Number of new businesses (retail outlets, restaurants, cafes and hotels) meeting the minimum Fairtrade Foundation requirements	Peter Spires	10	4	2011/12	PI Intervention required	No other businesses or community groups contacted due to lack of resources. This needs addressing possibly with some backing from HBC. Breakdown of outturn is 3 shops and 1 cafe.
NI 111	Number of first time entrants to the Youth Justice System aged 10-17 per 100,000 population (aged 10-17)	Sally Robinson	1000	202	Q1 2011/12	PI On track to achieve target	Currently completing the quarter 2 statutory return. Data for quarter 2 will not be available until November 2011.
HP P002	Percentage of businesses (retail outlets, restaurants, cafes and hotels) participating in the Fairtrade Town scheme meeting the minimum Fairtrade Foundation requirements	Peter Spires	100.00	100.00	2011/12	PI On track to achieve target	This is approximately twice the number of premises required by the Fairtrade Foundation under the present rules, but the new rules are more stringent and some premises will drop out of this list. Note that list is made up of 36 shops and 15 catering establishments.
LAA SC P005	Percentage of young people with learning disabilities participating in their Section 140 assessments	Sally Robinson	100	100	2010/11	PI Target achieved	Quarter 4 (2010/2011) All current Year 11's with a Statement of SEN (and also young people identified by their respective SENCO) who intend to access local post 16 provision in Year 12 have actively participated in Section

							140 assessments. Work is underway to explore ways in which the assessment can be brought in line with other assessments and ways in which the plans derived from the assessment can be produced in formats that are more suitable to the young person's learning needs.
HP P004	Number of schools participating in the Fairtrade School Status programme	Peter Spires	3	5	2011/12	PI Target achieved	There are five schools active in our Fairtrade Schools sub group. One (fens) is already a Fairtrade school and at least two of the others are registered for the scheme. More active support from HBC would help.

Performance Indicators – Monitored					
Code	Indicator	Assigned To	Current Value	Last Update	Latest Note
HP P001	Number of people who volunteer	Keith Bayley		2011/12	The HVDA Survey will be sent to groups in October 2011 with the findings analysed by December 2011

Actions for Improvement					
Code	Action	Assigned To	Due Date	Expected Outcome	Latest Note
CAD11/12-SC03	Improve the level of young people's participation in positive activities via implementing the relevant action plan integration and targeted plan.	Mark Smith	31-Mar-2012	 Action On track	Quarter 2: Data is unavailable at this stage following the upgrade to a new Management Information System. It is anticipated that reporting functions will be rectified by November and the supply of

					data relating to the participation of local young people in positive activities will be updated accordingly.
HPP11/12 - SC01	To seek funding to continue supporting volunteering in Hartlepool	Keith Bayley	31-Mar-2012	 Action On track	Some funding has been secured to maintain the work of the volunteer centre for 2011/12.
HPP11/12 - SC02	To ensure that the VCS groups benefit from funding and procurement opportunities	Keith Bayley	31-Mar-2012	 Action On track	HVDA continues to promote funding opportunities and encourage groups to register for procurement opportunities
HPP11/12 - SC03	To refresh the VCS Strategy	Keith Bayley	31-Mar-2012	 Action On track	The strategy has been delivered by the voluntary sector implementation group and a process report and revised action plan will be presented to the Councils Cabinet in November 2011.
HPP11/12 - SC04	Review the renewal approach taking account of new guidelines in respect of minimum 'product lines' issue by the Fairtrade Foundation	Martin Green	31-Mar-2012	 Action On track	We are progressing a renewal application based partly on the old/partly on the new guidelines. This is expected to be submitted before Christmas