

SCRUTINY CO-ORDINATING COMMITTEE AGENDA



Friday 30th June 2006

at 2.00 pm

in Committee Room "B"

MEMBERS: SCRUTINY CO-ORDINATING COMMITTEE:

Councillors S Allison, Barker, Clouth, R Cook, Coward, Fleet, Gibbon, Hall, James, A Marshall, J Marshall, Preece, Shaw, Wallace, Wistow and Wright

Resident Representatives:

Evelyn Leck, Linda Shields and Joan Smith

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 2nd June 2006 *(to follow)*

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

No Items

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

No Items

6. FORWARD PLAN

6.1 The Executive's Forward Plan – *Scrutiny Manager*

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

No items

8. CONSIDERATION OF FINANCIAL MONITORING/CORPORATE REPORTS

No Items

9. ITEMS FOR DISCUSSION

9.1 Role of the Scrutiny Co-ordinating Committee (*Scrutiny Manager*)

9.2 Scrutiny Forums – Draft Work Programmes 2006/07 (*Individual Scrutiny Forums’ Chairs*)

- (a) Adult and Community Services and Health Scrutiny Forum
- (b) Children’s Services Scrutiny Forum
- (c) Neighbourhood Services Scrutiny Forum
- (d) Regeneration and Planning Services Scrutiny Forum

9.3 Determining the Scrutiny Co-ordinating Committee Work Programme – Draft 2006/07 (*Scrutiny Manager*)

9.4 Procedure for the Decision Making Route for Final Reports (*Scrutiny Manager*)

9.5 Proposed Selection Criteria Dealing with Non-mandatory Scrutiny Referrals from the Authority’s Regulatory Panel and Other Committees (*Scrutiny Manager*)

10. CALL-IN REQUESTS

11. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

ITEMS FOR INFORMATION

- i) **Date of Next Meeting Friday 4th August 2006, commencing at 2.00 pm in Committee Room “B”**

SCRUTINY CO-ORDINATING COMMITTEE

MINUTES

2 June 2006

Present:

Councillor: Marjorie James (In the Chair)

Councillors: Caroline Barker, Rob Cook, Mary Fleet, Steve Gibbon, Gerard Hall, Ann Marshall, John Marshall, Arthur Preece, Jane Shaw, Steve Wallace, Gerald Wistow and Edna Wright.

Resident Reps: Evelyn Leck, Joan Smith and Linda Shields.

Officers: Paul Walker, Chief Executive
Charlotte Burnham, Scrutiny Manager
David Cosgrove, Principal Democratic Services Officer

1. Apologies for Absence

Councillors Steve Allison, Harry Clouth and John Coward.

2. Declarations of interest by Members

None.

3. Minutes of the meeting held on 19 May 2006

Confirmed.

4. Responses from The Council, The Executive or Committees of The Council to Reports of the Scrutiny Coordinating Committee

No items.

5. Consideration of request for scrutiny reviews from Council, Executive Members and Non Executive members

No items.

6. Forward Plan

No items.

7. Consideration of Progress Reports / Budget and Policy Framework documents

No items.

8. Consideration of Financial Monitoring/ Corporate Reports

No items.

9. Second and Third Tier Officers Salary and Grading Review – Scrutiny Referral *(Chief Executive and Scrutiny Manager)*

The report provided the Scrutiny Coordinating Committee with an advanced copy of the report to be presented to Cabinet outlining the Employers' Organisation Salary and Grading Structure recommendations together with the financial implications of its implementation. This was to enable the Committee to formulate its conclusions and subsequent recommendations for consideration by Cabinet on 19 June 2006.

The Chief Executive highlighted the financial costs set out in section 4 of the Cabinet report and drew Members attention to the proposed funding of the additional salary costs and in particular the proposal for an amount of £40,000 to be set aside from Central Estimate Underspends to assist in those areas where the additional costs associated with the review could not be met.

In the debate on the detailed contents of the report, Members raised the following issues, which were addressed by the Chief Executive:

- The Management of salary budgets through the annual target of 2.5% saving on salaries by each department through the management of vacancies.
- The cost of not filling vacancies, particularly those senior posts where consultants/agency staff were being employed in the interim.
- Job Evaluation.
- The need for a three-yearly review of salaries for second and third tier posts.
- How the Council compared with other authorities in terms of the costs of these salaries in percentage terms against the whole staffing budget.

- The use of agency staff in other areas of the Council, including at the lower grades, and the issues surrounding their use, payments and the potential to fill such posts on a permanent basis.
- The public relations problem the Council had in relation to this review and the costs involved.

Members discussed each of the five recommendations included in the report and voted on each individually. Members agreed that the agreement of the Committee's final report to Cabinet be delegated to the Chair in light of the tight timescales.

Recommendations

1. That after giving full consideration to the financial implications of the Employers Organisation recommendations for the proposed salary levels for second and third tier officers, the final report to be submitted to Cabinet at its meeting on 19 June 2006 should indicate this Committee's support for those recommendations and include the comments raised by Members at this meeting.
2. That the Chair of Scrutiny Co-ordinating Committee be given delegated authority to approve the finalised content of the Final Report of this Committee, due to the tight deadline for its submission to Cabinet on 19 June 2006.
3. That the Chief Executive be requested to research how the Council compared with other authorities in terms of the costs of these salaries in percentage terms against the whole staffing budget in order to inform the consideration of the report by Cabinet and for future reviews.

10. Declaration of interest

Councillor Wistow declared a private and prejudicial interest during consideration of the previous item.

11. Outcomes and Proposed Action Plan from the Joint Cabinet / Scrutiny Event *(Scrutiny Manager)*

The Scrutiny Manager reported that at the launch of the Scrutiny Training and Development Programme for 2005/06 held on the evening of 21 September 2005, Non Executive Members were provided with the opportunity to evaluate their own Overview and Scrutiny practice within the Authority. From this very successful event and based on discussions with Members and key officers it was found that there were a number of potential mechanisms either in place, or that could be put in place, to address the outcomes arising from the Joint Cabinet/Scrutiny Event, relating to the strategic leadership/decision making process and the role of the Community Councillor. These were detailed in an Action Plan set out in the report which the Scrutiny Manager sought the Committees approval to.

There were a number of specific issues in the action plan that had already been put in place / commenced or required the Committees input, these were: -

- (a) Members Induction Process and (b) Members Seminars/Activities - these had commenced and dates arranged for newly elected Councillors.
- (c) Elected Members and their Developing Role Workshops – two had been arranged on Wednesday 21 June at 10.00am and Tuesday 27 June at 6.00pm
- (d) Support to Elected Members to be Strengthened – this was being reviewed by Corporate Management Team.
- (e) (i) Quarterly Joint Cabinet and Scrutiny Members Sessions – Clarification was sought as the frequency of these sessions; was quarterly too frequent?

Members made the following comments: -

- All Members would wish to see the reinstatement of the separate Members Services Office at the earliest opportunity.
- Joint Cabinet/Scrutiny Members Sessions should initially be held quarterly for a year and then potentially reduce to biannually.
- Should Vice-Chairs be involved in the regular meetings between the Chair of Scrutiny Coordinating Committee, the four Scrutiny Forum Chairs and Officers?
- Members welcomed the strengthening of support to elected members and considered that the provision of regular up-to-date information was key to their community role.
- Members were concerned that they were finding out about matters in the press they felt they should have been informed of in advance. The speed of communication needed to be increased.
- Members' seminars should be repeated with a second event at a time more suitable to those Councillors who work.

Recommendations

That the proposed Action Plan be endorsed subject to the inclusion of Members comments in relation to:

Joint Cabinet/Scrutiny Members Sessions initially being held quarterly.

The reinstatement of a separate Members Services Office.

That Members seminars/training events be held at alternative times to allow those members who work to attend.

That Vice-Chairs should not be involved in the regular meetings between the Chair of Scrutiny Coordinating Committee, the four Scrutiny Forum Chairs and appropriate Officers.

12. Progress on the Audit of the Voluntary/ Community Sector for the Community Pool Scrutiny Referral (Scrutiny Manager)

The meeting of the Committee on 10 February 2006, Members were informed of the receipt of a referral from the Grants Committee on 10 January 2006. The referral requested that the Scrutiny function undertake an examination of the withdrawal of European Development Funding and the impact it would have across the voluntary sector in Hartlepool during 2006/07 with no prescribed timescale for its completion. This Committee agreed that the referral would be re-directed to the appropriate Scrutiny Forum and would be undertaken as the first Work Programme item for the 2006/07 Municipal Year. In addition to this, Members requested that an audit of the voluntary/community sector be carried out prior to June 2006, so that a baseline of information is available for the enquiry. A timetable for the audit was submitted in the report which would bring the analysis of a survey to be circulated to around eighty organisations based or working in the town in late July / early August. It was acknowledged that the original timetable had had to slip to allow for the extension of the audit.

Members considered this to be an extremely important investigation and commented that the funding for voluntary groups was a wider issue than just the Council's own community pool. Serious consideration need to be given by all involved as to how to maximise the use of the monies available. Ideas such as the rationalisation and sharing of premises were one particular way forward that some groups would need to consider. The Chair also referred to the review of the overall Community Strategy being undertaken by the Local Strategic Partnership.

Members agreed that this was an extremely vital piece of work and one that needed to take account of the vital support that voluntary agencies provided to the people of Hartlepool while not avoiding the very difficult and urgent issues now faced by those agencies.

Recommendations

That the timetable for the undertaking of the audit of the voluntary sector, to inform the actual Scrutiny Referral be noted.

13. Call-in Requests

None.

14. Any Other Business

With the Chair's permission, Councillor Wistow raised the two following issues with the Committee.

The Reconfiguration of the Primary Care Trust

Councillor Wistow requested the Scrutiny Coordinating Committee's approval to the reopening of the recent Adult and Community Services and Health Scrutiny Forum's investigation to take into account the recently announced reconfiguration of the PCT.

The reopening of the investigation was supported by the Committee.

Prof. Ara Darzi's Proposals for Primary Health Care

Councillor Wistow reported that the joint review undertaken by the four Tees Valley authorities and North Yorkshire County Council was now in the process of agreeing its final report. One of the recommendations of the report was inconsistent with the agreed view of this Council and was effectively a 'watering down' of Prof. Darzi's original proposals. Councillor Wistow sought the committee's view as to how he and the other representatives from the Council at that meeting should proceed.

The Chair considered that Hartlepool's position was very clear and there was a Council resolution to that effect. Essentially the representatives from Hartlepool would need to defend that position. It was acknowledged that the arguments put forward in support of the recommendations in the report should be heard but all Members were of the view that if Prof. Darzi's recommendations were not implemented in full, then the position of Hartlepool University Hospital could be severely undermined.

The Committee considered it was appropriate for the Council's representatives to attend the meeting and hear the views put forward in relation to the recommendations in the report but that the view of this Council, as set out in the resolution agreed unanimously by Members, should be maintained.

MARJORIE JAMES

CHAIR

SCRUTINY CO-ORDINATING COMMITTEE

30 June 2006



Report of: Scrutiny Manager

Subject: SCRUTINY TOPIC REFERRAL FROM THE
PERFORMANCE MANAGEMENT PORTFOLIO –
'PARISH COUNCIL ELECTION RECHARGES'

1. PURPOSE OF REPORT

- 1.1 To inform Members of the Scrutiny Co-ordinating Committee of the recent scrutiny topic referral from the Authority's Performance Management Portfolio 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.
- 2.2 As such at a meeting of the Performance Management Portfolio on 26 June 2006, consideration was given to a report of the Chief Solicitor in relation to whether the costs of the Headland Parish by-elections should be recovered from the Parish Council.
- 2.3 At this meeting, it was subsequently agreed that the Scrutiny Co-ordinating Committee be asked to examine whether the costs of Parish by-elections should be recovered from the Parish Council (Minute 1 refers) with particular reference to:-
- (a) How much the Borough Council charges?;
 - (b) If the Borough Council doesn't charge, where the funding comes from?
 - (c) What would be an acceptable number of Parish Council elections in a year? and
 - (d) If the Scrutiny Co-ordinating Committee considers charges should go to Parish Councils, how those costs are staggered?

3. RECOMMENDATION

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee considers the appropriateness of undertaking a scrutiny enquiry into this matter and re-directs this issue to the relevant Scrutiny Forum if appropriate.

Contact Officer:- Charlotte Burnham – Scrutiny Manager
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 523 087
Email: charlotte.burnham@hartlepool.gov.uk

BACKGROUND PAPERS

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

- (i) Report of the Chief Solicitor entitled 'Parish Council Election Recharges' presented to the Performance Management Portfolio on 26 June 2006.
- (ii) Decision Record of the Performance Management Portfolio Meeting held on 26 June 2006.

SCRUTINY CO-ORDINATING COMMITTEE

30 June 2006



Report of: Scrutiny Manager

Subject: THE EXECUTIVE'S FORWARD PLAN

1. PURPOSE OF REPORT

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

2. BACKGROUND INFORMATION

- 2.1 As you are aware, the SCC has delegated powers to manage the work of Scrutiny, as it thinks fit, and if appropriate can exercise or delegate to individual Scrutiny Forums.
- 2.2 One of the main duties of the SCC is to hold the Executive to account by considering the forthcoming decisions of the Executive and to decide whether value can be added to the decision by the Scrutiny process in advance of the decision being made.
- 2.3 This would not negate Non-Executive Members ability to call-in a decision after it has been made.
- 2.4 As such, the most recent copy of the Executive's Forward Plan is attached as **Appendix 1** for the SCC's information.

3. RECOMMENDATION

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

Contact Officer:- Charlotte Burnham – Scrutiny Manager
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BACKGROUND PAPERS

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



HARTLEPOOL

BOROUGH COUNCIL

FORWARD PLAN

JULY 2006 – OCTOBER 2006

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1. **INTRODUCTION**

- 1.1 The law requires the executive of the local authority to publish in advance, a programme of its work in the coming four months including information about key decisions that it expects to make. It is updated monthly.
- 1.2 The executive means the Mayor and those Councillors the Mayor has appointed to the Cabinet.
- 1.3 Key decisions are those which significantly modify the agreed annual budget of the Council or its main framework of policies, those which initiate new spending proposals in excess of £100,000 and those which can be judged to have a significant impact on communities within the town. A full definition is contained in Article 13 of the Council's Constitution.
- 1.4 Key decisions may be made by the Mayor, the Cabinet as a whole, individual Cabinet members or nominated officers. The approach to decision making is set out in the scheme of delegation which is agreed by the Mayor and set out in full in Part 3 of the Council's Constitution.

2. **FORMAT OF THE FORWARD PLAN**

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

Part 1	Chief Executive's Department	CE
Part 2	Adult & Community Services Department	ACS
Part 3	Children's Services Department	CS
Part 4	Neighbourhood Services Department	NS
Part 5	Regeneration and Planning Department	RP

- 2.2 Each section includes information on the development of the main policy framework and the budget of the Council where any of this work is expected to be undertaken during the period in question.
- 2.3 It sets out in as much detail as is known at the time of its preparation, the programme of key decisions. This includes information about the nature of the decision, who will make the decisions, who will be consulted and by what means and the way in which any interested party can make representations to the decision-maker.

3. DECISIONS MADE IN PRIVATE

- 3.1 Most key decisions will be made in public at a specified date and time.
- 3.2 A small number of key decisions, for reasons of commercial or personal confidentiality, will be made in private and the public will be excluded from any sessions while such decisions are made. Notice will still be given about the intention to make such decisions, but wherever possible the Forward Plan will show that the decision will be made in private session.
- 3.3 Some sessions will include decisions made in public and decisions made in private. In such cases the public decisions will be made at the beginning of the meeting to minimise inconvenience to members of the public and the press.

4. URGENT DECISIONS

- 4.1 Although every effort will be made to include all key decisions in the Forward Programme, it is inevitable for a range of reasons that some decisions will need to be taken at short notice so as to prevent their inclusion in the Forward Plan. In such cases a minimum of 5 days public notice will be given before the decision is taken.
- 4.2 In rare cases it may be necessary to take a key decision without being able to give 5 days notice. The Executive is only able to do this with the agreement of the Chair of the Scrutiny Co-ordinating Committee or the Chairman or Vice-Chairman of the local authority. (Scrutiny committees have the role of overseeing the work of the Executive.)

5. PUBLICATION AND IMPLEMENTATION OF EXECUTIVE DECISIONS

- 5.1 All decisions which have been notified in the Forward Plan and any other key decisions made by the Executive, will be recorded and published as soon as reasonably practicable after the decision is taken.
- 5.2 The Council's constitution provides that key decisions will not be implemented until a period of 3 days has elapsed after the decision has been published. This allows for the exceptional cases when a scrutiny committee may 'call in' a decision of the Executive to consider whether it should be reviewed before it is implemented. 'Call in' may arise exceptionally when a Scrutiny Committee believes that the Executive has failed to make a decision in accordance with the principles set out in the Council's constitution (Article 13); or that the decision falls outside the Council's Policy Framework; or is not wholly in accordance within the Council's budget.

6. DETAILS OF DECISION MAKERS

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

7. TIMETABLE OF KEY DECISIONS

- 7.1 The timetable as expected at the time of preparation of the forward plan is set out in Appendix 2. Confirmation of the timing in respect of individual decisions can be obtained from the relevant contact officer closer to the time of the relevant meeting. Agenda papers are available for inspection at the Civic Centre 5 days before the relevant meeting.

PART ONE – CHIEF EXECUTIVE’S DEPARTMENT

A. BUDGET AND POLICY FRAMEWORK

1. Budget

None

2. Corporate (Best Value Performance Plan) 2006/07

None

B SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: CE19/06 - 2005/06 Final Financial Position

Nature of the decision

To consider the final outturn position for 2005/06 and the development of a funding strategy for highways.

Who will make the decision?

Cabinet will make recommendations to Council on the proposals it wishes Council to consider approving.

Timing of the decision

Cabinet will determine the proposals it wishes to refer to Council in July. Council will then consider these proposals in August.

Who will be consulted and how?

There will be no direct consultation.

Information to be considered by the decision makers

A report will be presented detailing the final outturn position for 2005/06 and the options for development of a funding strategy for highways

How to make representation

Representations should be made to Chris Little, Assistant Chief Financial Officer, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone 01429 523101, e-mail: chris.little@hartlepool.go.uk

Further information

Further information can be sought by contacting Chris Little, as above.

PART TWO – ADULT AND COMMUNITY SERVICES DEPARTMENT

A. BUDGET AND POLICY FRAMEWORK

None

B. SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: SS31/06 Fees for Adult Education Courses

Nature of the decision

The level of fees for Adult Education Courses in 2006-2007

Who will make the decision?

The decision will be made by the Portfolio Holder for Adult Services and Public Health

Timing of the decision

To be determined, but expected to be in July 2006.

Who will be consulted and how?

The Learning and Skills Council, the Adult Providers Group through discussion at regular meetings.

Proposed means of consultation

Through discussion at regular meetings.

Information to be considered by the decision makers

A report will be presented indicating the current levels of fees, changes in Learning and Skills Council requirements and options for a new fee structure.

How to make representation

Representations should be made to Maggie Heaps, Adult Education Co-ordinator at Hartlepool Adult Education, Golden Flatts, Seaton Lane, Hartlepool TS25 1HN so that they are received no later than 30th April 2006. Telephone 01429 292340 e-mail maggie.heaps@hartlepool.gov.uk

Further information

Further information on this matter can be sought from Maggie Heaps at the above address

DECISION REFERENCE: SS36/06 Adult Education Three year Development plan

Nature of the decision

To endorse the submission of the update of the Adult Education three year development plan to the Learning and Skills Council

Who will make the decision?

The decision will be made by the Portfolio Holder for Adult Services and Public Health

Timing of the decision

The decision is expected to be made in July 2006

Who will be consulted and how?

- i) Other providers by consultation at the Adult Providers Group
- ii) Local Community and Voluntary sector organisation through the Community Network.
- iii) Other Council departments through individual meetings.
- iv) Learning and Skills Council through review meetings.

Information to be considered by the decision makers

The Hartlepool Adult Education Three Year Development Plan update forms the basis of an agreement between Hartlepool Borough Council and The Learning and Skills Council in relation to the delivery of vocational and non vocational training. This agreement will secure the funding from the LSC for the academic year 2006-2007.

How to make representations

Representations can be made to Maggie Heaps Adult Education Co-ordinator
Golden Flatts, Seaton Lane, Hartlepool. Tel 01429 292340 or via e-mail
Maggie.Heaps@hartlepool.gov.uk

Further information

Further information on this matter can be sought from Maggie Heaps as above.

DECISION REFERENCE: SS37/06 Submission of Annual Library Plan

Nature of the decision

To consider the draft Annual Plan for consultation

Who will make the decision?

The decision will be made by Cabinet

Timing of the decision

The decision is to be made on July 3rd 2006.

Who will be consulted and how?

Members of the public, Members of the Council and stakeholders in the Library Service will be consulted.

Proposed means of consultation

Neighbourhood forum meetings, distribution of plan with invitation to comment.

Distribution of the plan and consultation at Neighbourhood Forum Meetings will take place in August 2006.

Information to be considered by the decision makers

The Annual Library Plan, as part of the Budget and Policy framework of the Council, describes the proposed aims and objectives of the town's Library service and the actions required for delivery.

How to make representation

Representations should be made to Graham Jarritt, Borough Librarian, Central Library, 124 York Road. TS26 9DE. Tel: (01429) 272905 (internal 3612), email: graham.jarritt@hartlepool.gov.uk

Further information

Further information on this matter can be sought from Graham Jarritt at the above address

PART THREE – CHILDREN’S SERVICES DEPARTMENT

A. BUDGET AND POLICY FRAMEWORK

Children and Young People’s Plan

Following a launch event on 7th September 2005, work began on Hartlepool’s first Children and Young People’s Plan. Producing a draft Children and Young People’s Plan, for consideration by elected members, involved co-operation between the Borough Council, in its capacity as Children’s Services Authority, and a number of strategic partners. These partners are identified by the Children Act 2004. Subsequent Regulations identify a number of bodies with whom the Authority must consult before the plan is agreed by Council.

A first draft of the Plan was produced in November 2005 and was subject to public consultation between mid-November and mid-December. This consultation involved meetings of reference groups, Neighbourhood Forum meetings, parent focus groups and a drop-in event. One particular feature was the involvement of young people.

A second draft of the Plan was produced in January 2006. Cabinet met on 24th January and approved the second draft for scrutiny and consultation. Children’s Services Scrutiny Forum considered the draft initially on 7th February and again on 7th March, following a second round of consultation.

A third draft was produced in March 2006 and was approved by Cabinet before being submitted to and approved by full Council on 13th April 2006.

Copies of the plan and a summary version are available from Ann Breward (tel. 01429 284337). A group of young people have been commissioned to produce a child-friendly version of the plan.

B. SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: ED27/06 RCCO CAPITAL WORK PROGRAMME 2006/2007

Nature of the decision

To approve the Capital Work Programme 2006/2007 for projects funded via the department's Revenue Contribution towards Capital Outlay (RCCO).

Who will make the decision?

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

Timing of the decision

The decision is expected to be made on 25th July 2006.

Who will be consulted and how?

- a) Headteacher and Diocesan representatives on the Asset Management Plan Working Group;
- b) Individual schools on specific proposals for building work.

Information to be considered by the decision-makers

RCCO Capital Work Programme 2006/2007 including background report and provisional list of schemes.

How to make representations

Representations should be made to Alan Kell, Asset Manager, Children's Services Department, Level 4, Civic Centre, Hartlepool, TS24 8AY. Telephone (01429) 523051, e-mail alan.kell@hartlepool.gov.uk

Further information

Further information on this matter can be sought from Alan Kell as above.

PART FOUR - NEIGHBOURHOOD SERVICES DEPARTMENT

A. BUDGET AND POLICY FRAMEWORK

1. FOOD LAW ENFORCEMENT SERVICE PLAN

Work has commenced on the draft 2006/07 Plan, which will be considered by Cabinet in July 2006, prior to referring to the Scrutiny Co-ordinating Committee.

B. SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: NS86/06 CORPORATE ASSET MANAGEMENT PLAN AND CAPITAL STRATEGY

Nature of the decision

To consider the integrated 2006 document.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in July 2006.

Who will be consulted and how?

Corporate Asset Management Group.

Information to be considered by the decision makers

Background will be provided on the purpose of the Corporate Asset Management Plan and Capital Strategy, their role in managing the Council's Assets and their significance in the Comprehensive Performance Assessment. Progress since last year's documents were prepared will be highlighted and future developments will be presented.

How to make representation

Representations should be made to Graham Frankland, Head of Procurement & Property Services, Neighbourhood Services Department, Leadbitter Buildings, Stockton Street, Hartlepool. Tel 01429 523211. E Mail graham.frankland@hartlepool.gov.uk.

Further information

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

DECISION REFERENCE: NS88/06 SUPPORTING PEOPLE STRATEGY

Nature of the decision

The approval of the Supporting People Strategy.

Who will make the decision?

The Cabinet will make the decision.

Timing of the decision

The decision is expected to be made in August 2006.

Who will be consulted and how?

- Housing Partnership
- Health & Social Care Strategy Group (and sub-groups)
- Other stakeholders, including a consultation 'event' with users of the SP service

Information to be considered by the decision makers

The Supporting People Strategy will set out how Supporting People will be managed over the next 5 years.

How to make representation

Representations should be made to Penny Garner-Carpenter, Strategic Housing Manager, Civic Centre, Hartlepool TS24 8AY. Tel: 01429 284117. Email: penny.garner-carpenter@hartlepool.gov.uk

Further information

Further information can be obtained from Penny Garner-Carpenter, as above.

DECISION REFERENCE: NS89/06 SUB-REGIONAL HOUSING STRATEGY

Nature of the decision

The approval of the Sub-Regional Housing Strategy.

Who will make the decision?

The Cabinet will make the decision.

Timing of the decision

The decision is expected to be made in October 2006.

Who will be consulted and how?

Consultation 'events' have been held with a range of 'stakeholders' and the draft Strategy has been forwarded to all interested parties for comments.

Information to be considered by the decision makers

The Strategy has been produced to align with the Regional Housing Strategy and sets out the housing issues facing the sub-region.

How to make representation

Representations should be made to Penny Garner-Carpenter, Strategic Housing Manager, Civic Centre, Hartlepool TS24 8AY. Tel: 01429 284117. Email: penny.garner-carpenter@hartlepool.gov.uk

Further information

Further information can be obtained from Penny Garner-Carpenter, as above.

DECISION REFERENCE: NS90/06 HOMELESSNESS STRATEGY UPDATE

Nature of the decision

The approval of the Homelessness Strategy Update.

Who will make the decision?

The Regeneration, Liveability and Housing Portfolio Holder will make the decision.

Timing of the decision

The decision is expected to be made in July 2006.

Who will be consulted and how?

- Housing Partnership
- Homelessness Strategy Group

Information to be considered by the decision makers

The Homelessness Act 2002 required all Local Housing Authorities to produce and publish a five year Homelessness Strategy in 2003. They aimed to create a step change in the way many Local Housing Authorities (LHAs) approach the issue of homelessness and for LHAs to take a more comprehensive approach, promoting prevention over traditional responses, and taking an overview of future needs. Recent Government guidance recommends that 'plans for a comprehensive review of the Strategy should be brought forward to ensure that any identified weaknesses are addressed before 2008'. To comply with this, our strategy is currently being updated. Additionally, a summary of the scale and nature of homelessness in Hartlepool will be produced on an annual basis. The whole strategy will then be reviewed in 3-4 years time. An integral part of Hartlepool's Homelessness Strategy is the Action Plan which is continually updated and developed to achieve the aims of the Strategy, which are to:

- Prevent homelessness – by ensuring that people have access to good quality advice and assistance.
- Reduce the potential for homelessness – through inter-agency working and complimentary strategies.
- Alleviate the effects of homelessness – by providing good quality services for those people who do become homeless.

One of the key tasks currently identified within our Action Plan is to develop a 'Spend to Save' budget, following Government guidance, to assist in the work of homeless prevention and avoid the significant costs associated with responding to homelessness once it has happened.

How to make representation

Representations should be made to Penny Garner-Carpenter, Strategic Housing Manager, Civic Centre, Hartlepool TS24 8AY. Tel: 01429 284117. Email: penny.garner-carpenter@hartlepool.gov.uk

Further information

Further information can be obtained from Penny Garner-Carpenter, as above.

DECISION REFERENCE: NS91/06 HOUSING RENEWAL STRATEGY UPDATE

Nature of the decision

The approval of the Housing Renewal Strategy Update.

Who will make the decision?

The Regeneration, Liveability and Housing Portfolio Holder will make the decision.

Timing of the decision

The decision is expected to be made in July 2006.

Who will be consulted and how?

- Housing Partnership
- Regeneration Partners

Information to be considered by the decision makers

This is an update to the Housing Renewal Strategy produced in 2004 and following changes to the Renewal Policy (after successful bidding for funding) and funding of housing capital schemes.

How to make representation

Representations should be made to Penny Garner-Carpenter, Strategic Housing Manager, Civic Centre, Hartlepool TS24 8AY. Tel: 01429 284117. Email: penny.garner-carpenter@hartlepool.gov.uk

Further information

Further information can be obtained from Penny Garner-Carpenter, as above.

DECISION REFERENCE: NS 95/06 TEES VALLEY AND SOUTH DURHAM NHS LIFT.

Nature of the decision

To consider the relevant land transactions on the Town Centre NHS LIFT site.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in July 2006.

Who will be consulted and how?

NHS LIFT Company and Hartlepool PCT.

Information to be considered by the decision makers

Background will be provided on the Town Centre NHS LIFT development, including the provision of services on the site by the PCT. Potential options for the land transactions between the Council and the PCT and/or LIFT company and the relevant timescales.

How to make representation

Representations should be made to Graham Frankland, Head of Property Services, Neighbourhood Services Department, Leadbitter Buildings, Stockton Street, Hartlepool. Tel 01429 523211. E Mail graham.frankland@hartlepool.gov.uk

Further information

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

DECISION REFERENCE: NS97/06 BRIARFIELDS HOUSE, LODGE AND ASSOCIATED LAND (NEXT PHASE)

Nature of the decision

To consider the potential use, marketing and sale of Briarfields House, Lodge and associated land.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in July 2006.

Who will be consulted and how?

- Tenys Ambulance Services
- Briarfield Allotments representatives
- Central Neighbourhood Consultative Forum
- Corporate Asset Management Group
- Local Residents

Information to be considered by the decision makers

Outline of service needs and planning considerations, liabilities and potential future use and value of assets, including the outcome of consultation exercises.

How to make representation

Representations should be made to Graham Frankland, Head of Procurement & Property Services, Neighbourhood Services Department, Leadbitter Buildings, Stockton Street, Hartlepool. Tel 01429 523211. E Mail graham.frankland@hartlepool.gov.uk

Further information

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

DECISION REFERENCE: NS98/06 LICENSING POLICY UNDER GAMBLING ACT 2005

Nature of the decision

To approve a Licensing Policy detailing the principles proposed in exercising new functions under the Gambling Act 2005.

Who will make the decision?

The Council will make the decision, following considerations by both Cabinet and members of the Licensing Committee.

Timing of the decision

The decision is expected to be made in October 2006.

Who will be consulted and how?

- Members of the public and trade via public events, workshops, HBC website and 'Hartbeat'.
- Licensing Committee will also consider the matter prior to Council.

Information to be considered by the decision makers

The Licensing Act 2005 becomes law in April 2005 and is expected to take full effect in January 2007. The Act consolidates outdated legislation that controls gambling such as bingo, lotteries, slot machines, sports betting and casinos. Licences will be required for gambling operators, premises and certain personnel responsible for overseeing gambling activities. However, unlike the Licensing Act 2003, requirements for alcohol sales, local authorities will only be responsible for issuing premises licences. Licence applications may be made to the Council after February 2007. Implementation of the Act will have training and resource implications. Local Authorities are required to publish a licensing policy detailing the principles it proposes to apply when exercising its functions under the Act. The policy, which must be reviewed every three years, must be approved by full Council. Guidance on policy statements has not yet been issued by the Government, but authorities will be obliged to draft their policy, undertake consultation and publish by 31 January 2007. The Licensing Committee considered a report on this matter in April 2006 and a further report will be considered following publication of any guidance.

How to make representation

Representation should be made to Ralph Harrison, Head of Public Protection & Housing, Level 3, Civic Centre, Hartlepool TS24 8AY. Telephone: (01429) 523312. Email: ralph.harrison@hartlepool.gov.uk

Further information

Further information can be obtained from Sylvia Pinkney, Consumer Services Manager, Level 3, Civic Centre, Hartlepool TS24 8AY. Telephone: (01429) 523315. Email: sylvia.pinkney@hartlepool.gov.uk

DECISION REFERENCE: NS99/06 HIGHWAY MAINTENANCE STRATEGY

Nature of the decision

To consider proposals for a medium term strategy for highway maintenance.

Who will make the decision?

The decision will be made by Cabinet, with possible referral to Council.

Timing of the decision

The decision will be made in August 2006.

Who will be consulted and how?

There will be no direct consultation at this stage in the actual preparation of the strategy.

Information to be considered by the decision makers

Details of how various levels of investment and funding in highway maintenance can be used to form a medium term maintenance strategy that will enable significant inroads into the maintenance backlog and contribute to the long-term investment programme. Cabinet will need to consider proposals as part of the development of the Highways Asset Management Plan and the 2007/08 budget and policy framework proposals.

How to make representation

Representations should be made to Mike Blair, Acting Transportation and Traffic Manager, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone: 01429 523252. Email: mike.blair@hartlepool.gov.uk.

Further information

Further information can be obtained from Mike Blair as above.

DECISION REFERENCE: NS100/06 MIDDLETON GRANGE SHOPPING CENTRE MULTI STOREY CAR PARK

Nature of the decision

To consider further phases of maintenance requirements of the Multi Storey Car Park.

Who will make the decision?

The decision will be made by Cabinet, with possible referral to Council.

Timing of the decision

The decision is expected to be made in July 2006.

Who will be consulted and how?

Full Council
Shopping Centre Owners

Information to be considered by the decision makers

Background will be provided on essential maintenance works and funding requirements together with an option appraisal in relation to further phases of work.

How to make representation

Representations should be made to Graham Frankland, Head of Property Services, Neighbourhood Services Department, Leadbitter Buildings, Stockton Street, Hartlepool. Tel 01429 523211. E Mail graham.frankland@hartlepool.gov.uk

Further information

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

DECISION REFERENCE: NS 101/06 SHORELINE MANAGEMENT PLAN II

Nature of the decision

To examine the complete SMP II document and consider whether to adopt the outcomes of the strategy document as they affect the Hartlepool coastline. Under Defra guidelines, SMP plans are updated and amended every five years.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in October 2006.

Who will be consulted and how?

Consultation will be extensive:

- All Members
- Public Town wide
- All Statutory Consultees
- All interested Organisations and parties

Information to be considered by the decision makers

Background will be provided in respect of the SMP II and how it would affect Hartlepool. The SMP II will be a large document that looks at the overall strategic management of the coastal processes over the next hundred years and covers the area from the river Tyne in the north to the Humber estuary in the south. There will be a need to focus in on those parts of the document that only affects the Hartlepool coastline.

How to make representation

Representations should be made to Alastair Smith, Head of Technical Services, Neighbourhood Services Department, Bryan Hanson House, Hanson Square, Hartlepool. Tel: 01429 523802. Email: alastair.smith@hartlepool.gov.uk

Further information

Further information can be obtained from Alan Coulson, Engineering Manager, Neighbourhood Services Department, Bryan Hanson House, Hanson Square, Hartlepool. Tel: 01429 523242. Email: alan.coulson@hartlepool.gov.uk or Dave Thompson, Principal Engineer, Neighbourhood Services Department, Bryan Hanson House, Hanson Square, Hartlepool. Tel: 01429 523245. Email: dave.thompson@hartlepool.gov.uk

PART FIVE - REGENERATION AND PLANNING SERVICES **DEPARTMENT**

A. BUDGET AND POLICY FRAMEWORK

1. THE PLANS AND STRATEGIES WHICH TOGETHER COMPRISE **THE DEVELOPMENT PLAN**

The Regional Spatial Strategy (RSS) for the North East is currently under preparation. A Public Examination was held between 7th March and 7th April, 2006, and the Examination Panel's report is expected to be published by August 2006. Any proposed modifications which the Secretary of State wishes to make will subsequently be published, and there will be with a 12 week further period of consultation on these changes during Autumn/Winter 2006. It is anticipated that the RSS will be formally adopted in the spring of 2007.

The Hartlepool Local Plan review has now been completed, the new plan being adopted by Council on the 13th April

With the enactment of the Planning and Compulsory Purchase Act, a new development plan system has come into force. There are still two tiers of development plan, but in due course the Regional Spatial Strategy will replace the structure plan and development plan documents contained within a local development framework will replace the local plan. However, the new local plan will be saved for a period of at least three years after adoption.

The local development framework will comprise a 'portfolio' of local development documents which will provide the framework for delivering the spatial planning strategy for the borough. Local development documents will comprise:

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

- Supplementary planning documents

The other documents within the local development framework which must be prepared but which do not form part of the development plan are:

- Statement of Community Involvement (SCI) setting out how and when the Council will consult on planning policies and planning applications;
- Local Development Scheme (LDS) setting out a rolling programme for the preparation of local development documents, and
- Annual Monitoring Report (AMR) assessing the implementation of the Local Development Scheme and the extent to which current planning policies are being implemented.

A draft Statement of Community Involvement (SCI) was agreed by Cabinet in July 2005 and a period of public consultation held between July and October 2005. Consideration of comments received and suggested amendments to the draft were reported to Cabinet on 9th December and Council on 15th December with the final SCI document being submitted to the Secretary of State in January 2006. This has been followed by a further period of public participation ending on 17th March 2006. An independent planning inspector will consider any representations received in the context of his/her assessment of the soundness of the SCI. The inspector's recommendations are binding on the Council. The Council will then be asked to adopt the SCI currently programmed for December 2006.

The first Local Development Scheme was approved by Cabinet on 21st February 2005 and came into effect on 15th April 2005. The Scheme is being updated to take the following into account:

- deletion of references to the Local Plan, given that it has now been adopted;
- the need to amend the timetable for the preparation of the Planning Obligations supplementary planning document;
- the need to set out a timetable for the preparation of joint minerals and waste development plan documents.

Cabinet on the 12th April endorsed the principle of the Tees Valley Joint Strategy Committee taking responsibility for the initial preparation of Joint Minerals and Waste Development Plan Documents on behalf of the Borough Council and the other four Tees Valley authorities.

Cabinet on 15th May approved revisions to the Local Development Scheme, for consultation with the Planning Inspectorate and, subject to their acceptance, submission to the Secretary of State.

The first Annual Monitoring Report (AMR), as submitted by Government Office for the North East in December 2005, was endorsed by Cabinet in January 2006.

Cabinet agreement to the second AMR relating to the period 2005-2006 will be sought in November 2006.

The Community Strategy

Part 1 of the Local Government Act 2000 places on principal local authorities a duty to prepare “community strategies” for promoting or improving the economic, social and environmental well-being of their areas, and contributing to the achievement of sustainable development in the UK.

Government guidance issued in December 2000 stated that Community Strategies should meet four objectives. They must:

- Allow local communities (based upon geography and/or interest to articulate their aspirations, needs and priorities;
- Co-ordinate the actions of the council, and of the public, private, voluntary and community organisations that operate locally;
- Focus and shape existing and future activity of those organisations so that they effectively meet community needs and aspirations; and
- Contribute to the achievement of sustainable development both locally and more widely, with local goals and priorities relating, where appropriate, to regional, national and even global aims.

It also stated that a Community Strategy must have four key components:

- A long-term vision for the area focusing on the outcomes that are to be achieved;
- An action plan identifying shorter-term priorities and activities that will contribute to the achievement of long-term outcomes;
- A shared commitment to implement the action plan and proposals for doing so;
- Arrangements for monitoring the implementation plan, for periodically reviewing the Community Strategy and for reporting progress to local communities.

The Hartlepool Partnership, the town’s Local Strategic Partnership, and the Council agreed a draft Community Strategy in April 2001 and adopted a final version in April 2002.

Hartlepool’s Community Strategy set out a timetable for review in five years. In line with this agreement, the Community Strategy Review 2006 was launched on 5th May and a new Community Strategy will be in place by the end of March 2007.

In December 2005 Government launched a consultation paper on the role of Local Strategic Partnerships and Sustainable Community Strategies. In it the Government set out its commitment to reshaping Community Strategies as Sustainable Community Strategies. This builds on recommendations from the Egan Review – Skills for Sustainable Communities, ODPM, 2004 to re-emphasise the need for local leaders to take a more cross-disciplinary and integrated approach to social, economic and environmental issues. The paper establishes the components of a Sustainable Community Strategy as:

- Active, Inclusive and safe
- Well-run
- Environmentally sensitive
- Well designed and built
- Well connected
- Thriving,
- Well served and
- Fair for everyone

Following the central government reorganisation in May 2006 and the creation of the Department for Communities and Local Government the timetable for publication of the response to the consultation exercise is unclear. It is unlikely that further policy guidance on Community Strategies will be published in advance of the Local Government white paper scheduled for Autumn 2006.

Review 2006

The timetable and structure for the Community Strategy Review 2006 was agreed by the Regeneration & Liveability Portfolio Holder and the Hartlepool Partnership in April 2006:

	Timetable	Task
Phase 1	5 th May 06 –July	Review current Strategy and prepare a new Strategy
Phase 2	Sept – December 2006	Consultation on the 1 st draft
Phase 3	Jan-March 2007	Agreement of final Strategy

A Members' seminar is arranged for 4th July and Scrutiny arrangements will be finalised early in the new municipal year. The 1st draft will be reported to Cabinet in September 2006 and the final version reported in March 2007

THE ANNUAL YOUTH JUSTICE PLAN

The Annual Youth Justice Plan must be submitted to the Youth Justice Board by 30th April 2007. A draft plan will be prepared in early 2007 and reported to Cabinet. Consultation with statutory and other partner organisations, as well as referral to Scrutiny will be carried out during February and March 2007. Cabinet will consider the finalised Plan, which will have incorporated consultation comments. Final approval of the Plan will be sought from Council during April 2007.

B SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: RP88/05 STRENGTHENING COMMUNITIES BEST VALUE REVIEW

Nature of the decision

To consider the conclusions arising from a Best Value Review of Strengthening Communities which is being undertaken as part of the Council's Best Value Review Program. The review has considered the arrangements within the Council aimed at delivering the parts of this theme within the Community Strategy and Corporate Plan (Best Value Performance Plan) that the authority is responsible for. It focuses specifically upon what the council needs to do to improve and makes high level recommendations in areas such as the Compact between the Council and the Voluntary and Community Sector and support for the VCS. Other priorities include empowering communities and community planning within the context of the emerging "neighbourhood agenda".

Who will make the decision?

The decision will be made by Cabinet, with input from the Scrutiny Coordinating Committee.

Timing of the decision

The decision is expected to be made in August 2006.

Who will be consulted and how?

Members, officers, residents and partners have been invited to participate in the review. Primary engagement in the process has been through a network of sounding boards that have met at key stages throughout the review, including representation from the Neighbourhood Consultative Forums.

Information to be considered by the decision makers:

- Hartlepool Community Strategy
- Corporate Plan (Best Value Performance Plan)
- Hartlepool Partnership Performance Management Framework

Reference copies are available in the members' room; further copies are available from the Community Strategy Division.

How to make representation

Geoff Thompson, Head of Regeneration, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone 01429 523597, email geoff.thompson@hartlepool.gov.uk

Further information

Further information can be obtained from Geoff Thompson as above.

DECISION REFERENCE: RP89/05 DEVELOPMENT AT HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Nature of the decision

Cabinet are requested to consider further details of the HCFE expansion and development plans, including the potential proposed land take at the Council owned, Albert Street Car Park, design issues, funding sources and project timetable. The report will also provide details of the most recent HCFE Property Strategy, due to be completed June 2006, which will shape the College's future development options.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in August 2006, or following the completion of the HCFE Property Strategy.

Who will be consulted and how?

Officers have been working closely with Hartlepool College of Further Education (HCFE) and other partner organisations including University of Teesside and the Learning and Skills Council.

Information to be considered by the decision makers

The report will expand on information presented in two previous reports to Cabinet on the 04/04/05 and 22/07/05, and also extracts from the Town Centre Strategy, in order to progress the development of the College scheme.

How to make representation

Representations can be made in writing to Peter Scott, Director of Regeneration and Planning Services, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone 01429 523401, email peter.scott@hartlepool.gov.uk

Further information

Further information can be obtained from Peter Scott as above.

DECISION REFERENCE: RP104/06 HOUSING MARKET RENEWAL PROGRAMME 2006-8

Nature of the decision

To confirm the scope of the housing market renewal programme 2006-8.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in July 2006.

Who will be consulted and how?

Housing Market Renewal interventions currently being progressed in central Hartlepool have been developed through successive rounds of community consultations, and this engagement process remains ongoing.

Members will be aware of several previous reports relating to the various aspects of the programme as it has developed so far, including reports relating to the development of these schemes to date, planning applications relating to new housing proposals and the use of compulsory powers to progress redevelopment,

In summary, proposed housing clearance and redevelopment activity is currently being progressed in 3 blocks within west and north central Hartlepool where housing market failure was identified to have been most acute, ie in the Mildred/Slater Street area, the Mayfair/Gordon Street area (with NDC, Hartlepool Revival, and Yuill Homes), and in the Moore Street/Marston Gardens area (with Housing Hartlepool and George Wimpey). Ultimately this activity will see the clearance of around 600 primarily older terraced dwellings, and their replacement with a mix of around 330 modern family homes for sale, rent and shared ownership built to high standards of construction and environmental sustainability.

Additional consultation has recently been undertaken in other parts of central Hartlepool (the primary focus for housing market renewal interventions), including Belle Vue and other parts of North Central Hartlepool (predominantly Dyke House ward).

Information to be considered by the decision makers

Cabinet will consider future phases of housing market renewal work in view of funding resource availability, the outcome of recent community consultations activity, programme development issues, and financial and risk management considerations.

How to make representation

Representations can be made in writing to Peter Scott, Director of Regeneration and Planning Services, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone 01429 523401, email peter.scott@hartlepool.gov.uk

Further information

Further information can be obtained from Mark Dutton, Housing & Regeneration Coordinator, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. tel 01429 284308, mark.dutton@hartlepool.gov.uk.

APPENDIX 1

DETAILS OF DECISION MAKERS

THE CABINET

Many decisions will be taken collectively by the Cabinet.

- The Mayor, Stuart Drummond
- Councillor Cath Hill
- Councillor Ray Waller
- Councillor Pamela Hargreaves
- Councillor Vic Tumilty
- Councillor Robbie Payne
- Councillor Peter Jackson

EXECUTIVE MEMBERS

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

Regeneration, Liveability and Housing	-	The Mayor, Stuart Drummond
Without Portfolio	-	Councillor Cath Hill, Deputy Mayor
Adult and Public Health Portfolio	-	Councillor Ray Waller
Children's Services Portfolio	-	Councillor Pamela Hargreaves
Culture, Leisure and Transportation Portfolio	-	Councillor Victor Tumilty
Finance Portfolio	-	Councillor Robbie Payne
Performance Management Portfolio	-	Councillor Peter Jackson

APPENDIX 2

TIMETABLE OF KEY DECISIONS

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

1. DECISIONS EXPECTED TO BE MADE IN JULY 2006

1.1 3 JULY 2006

SS37/06 (pg 11)	SUBMISSION OF ANNUAL LIBRARY PLAN	CABINET
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1.2 25 JULY 2006

ED27/06 (pg 13)	RCCO CAPITAL WORK PROGRAMME 2006/2007	PORTFOLIO HOLDER
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1.3 DATE NOT YET DETERMINED

CE19/06 (pg7)	2005/06 FINAL FINANCIAL POSITION	CABINET
NS86/06 (pg 15)	CORPORATE ASSET MANAGEMENT PLAN AND CAPITAL STRATEGY	CABINET
NS90/06 (pg 18)	HOMELESSNESS STRATEGY UPDATE	PORTFOLIO HOLDER
NS91/06 (pg 20)	HOUSING RENEWAL STRATEGY UPDATE	PORTFOLIO HOLDER
NS95/06 (pg 21)	TEES VALLEY AND SOUTH DURHAM NHS LIFT	CABINET
NS97/06 (pg 22)	BRIARFIELDS HOUSE, LODGE AND ASSOCIATED LAND (NEXT PHASE)	CABINET
NS100/06 (pg 26)	MIDDLETON GRANGE SHOPPING CENTRE MULTI STOREY CAR PARK	CABINET
RP104/06 (pg 36)	HOUSING MARKET RENEWAL PROGRAMME 2006-08	CABINET
SS31/06 (pg 9)	FEES FOR ADULT EDUCATION COURSES	PORTFOLIO HOLDER
SS36/06 (pg10)	ADULT EDUCATION THREE YEAR DEVELOPMENT PLAN	PORTFOLIO HOLDER

2. DECISIONS EXPECTED TO BE MADE IN AUGUST 2006

2.1 DATE NOT YET DETERMINED

NS88/06 (pg 16)	SUPPORTING PEOPLE STRATEGY	CABINET
NS99/06 (pg 25)	HIGHWAY MAINTENANCE STRATEGY	CABINET
RP88/05 (pg 33)	STRENGTHENING COMMUNITIES BEST VALUE REVIEW	CABINET
RP89/05 (pg 35)	DEVELOPMENT AT HARTLEPOOL COLLEGE OF FURTHER EDUCATION	CABINET

3. DECISIONS EXPECTED TO BE MADE IN SEPTEMBER 2006

3.1 NONE

4. DECISIONS EXPECTED TO BE MADE IN OCTOBER 2006

4.1 DATE NOT YET DETERMINED

NS89/06 (pg 17)	SUB REGIONAL HOUSING STRATEGY	CABINET
NS98/06 (pg 23)	LICENSING POLICY UNDER THE GAMBLING ACT 2005	CABINET
NS101/06 (pg 27)	SHORELINE MANAGEMENT PLAN II	CABINET

SCRUTINY CO-ORDINATING COMMITTEE

30 June 2006



Report of: Scrutiny Manager

Subject: THE ROLE OF THE SCRUTINY CO-ORDINATING COMMITTEE

1. PURPOSE OF REPORT

- 1.1 To give an overview of the role of the Scrutiny Co-ordinating Committee.

2. BACKGROUND INFORMATION

- 2.1 The approach to overview and scrutiny which has been developed for the new constitutional arrangements was informed by the Council's experience of scrutiny during the experimental period (May 1999 to April 2002), guidance from central government and the experience of other authorities. Many aspects of the Council's approach to scrutiny during the experimental period worked successfully, however the three scrutiny forums very much worked independently of one another.
- 2.2 The experience of other authorities of scrutiny demonstrated that they had benefited from the establishment of a body responsible for co-ordinating the scrutiny process. Given the increase in importance of a scrutiny role under the new arrangements and the increase in the workload of the scrutiny function, the Constitution Working Group felt that it would be valuable to create a co-ordinating body for scrutiny from the 2002/3 municipal onwards. This report sets out the key roles of the Scrutiny Co-ordinating Committee and Members may wish to discuss in more detail issues relating to these at the meeting.

3. MEMBERSHIP OF THE SCRUTINY CO-ORDINATING COMMITTEE

- 3.1 The membership of the Co-ordinating Committee reflects both the Council's political make-up and the four standing Scrutiny Forums (which are equally represented on the committee). Each Scrutiny

Forum Chair and Vice-Chair will serve on the Committee and will be supported by two members from their forum.

- 3.2 This approach enables the Co-ordinating Committee to draw on the experience of a variety of Members, represent a cross section of political views and equally represent each of the four standing forums.

4. FUNCTIONS AND REMIT OF THE CO-ORDINATING COMMITTEE

- 4.1 The Co-ordinating Committee has a two-fold role, firstly it co-ordinates Scrutiny activity and manages the overall Scrutiny Work Programme and secondly it considers the Authority's corporate and financial issues as outlined below in more detail:

Approval of the Annual Overview and Scrutiny Work Programme.

- 4.2 The Co-ordinating Committee is responsible for agreeing the overall scrutiny work programme and the work programme of individual scrutiny forums. It will work with the four forums to decide an annual overview and scrutiny work programme, including the programme of any ad-hoc forum that it appoints, to ensure there is efficient use of the forums and that the potential for duplication of effort is minimised.

Development of the Budget and the Plans and Strategies that make up the Policy Framework

- 4.3 The Co-ordinating Committee has an important role in the development of the annual revenue and capital budgets and also in various plans and strategies, which make up the Policy Framework, which are currently under review.
- 4.4 Once the Cabinet has agreed a draft budget or a draft plan/strategy, overview and scrutiny must have the opportunity to discuss the draft for at least six weeks. The draft budget and each plan or strategy will, in the first instance, be referred to the Scrutiny Co-ordinating Committee and it will be for the Committee to determine the extent to which the budget or the plan or strategy, is discussed and by which scrutiny body. The Committee may decide that it wishes to examine a particular document itself, request one of the standing forums to do so or create an ad hoc forum to do so.

Mediating in disputes between Scrutiny Forums

- 4.5 Where an issue falls within the remit of more than one scrutiny forum it is the responsibility of the Co-ordinating Committee to determine which forum should examine an issue and also to resolve any other issues or disputes between the forums.

Requests for items to be considered by Overview and Scrutiny

- 4.6 The Co-ordinating Committee will receive all requests from the Mayor, Cabinet, Council, other Council committees and individual Members, for issues to be discussed by overview and scrutiny. For all such requests the Constitution requires the body or Members making it, to set out the reasons for referring the issue and the objectives of the overview and scrutiny process. In the case of referrals from the Executive, Council or other Council Committees any statutory requirements that the referring body is working within or towards, and timescales for reporting back to the referring body, must also be identified in the referral. In the case of an individual member referral, a notice, which is available from the Democratic Services Team, must be completed.
- 4.7 When the Co-ordinating Committee receives any requests for items to be discussed or examined it can either:
- (a) consider the item itself (this is likely to take place when the issue is cross-cutting or timescales and work programmes will not allow the appropriate forum to deal with the referral); or
 - (b) require one of the four standing overview and scrutiny forums to consider the issues; or
 - (c) create an ad-hoc overview of the scrutiny forum to examine the issue.
- 4.8 Where the Co-ordinating Committee receives a referral from Council, the Cabinet or a Cabinet Member relating to the budget and policy framework or an item which will be the subject of a key decision, then it must be considered. Other types of referral and referrals from other bodies / Cabinet Members can be examined at the discretion of the Co-ordinating Committee. However a decision not to examine any referral must be justified and reported to Council and the referring body or Cabinet Member.

Managing the reporting arrangements for Overview and Scrutiny

- 4.9 The Co-ordinating Committee has responsibility to ensure that this is managed effectively, particularly in relation to reports to the Executive. It can determine the priority of forum reports, if the volume is such that it creates difficulty for the management of executive business or jeopardises the efficient running of Council business generally. It is expected that there will be regular liaison with the Executive to ensure that the referral and reporting arrangements run efficiently. In addition the creation of an Officer Liaison Group (in the last municipal year) was intended to ensure that there was a direct line of accountability between scrutiny and chief officers. This should help to ensure that recommendations coming from scrutiny are fed into the relevant

Council departments efficiently. Furthermore by providing a co-ordinated link between officers and scrutiny, monitoring the impact of scrutiny reports will be simplified. However, due to the vacant scrutiny manager post for much of last municipal year the development of this group was effectively stalled.

Power to Call-In Decisions

- 4.10 Members of the Co-ordinating Committee have the power to “call-in” decisions of the Executive, for further consideration by the Co-ordinating Committee. This can result in the decision being referred back to the Executive for review.
- 4.11 Twelve Executive decisions may be called in per municipal year. The following have the right to call-in:
 - (a) Each of the forum chairs, provided that they have the support of at least two Members of the Scrutiny Co-ordinating Committee, and
 - (b) Five Members of the Council (excluding Members of the Executive)

and provided that the Members exercising the call-in represent at least two political groups.
- 4.12 When calling-in a decision the Members must identify the reasons for the call-in and the reasons why they believe the decision was not taken in accordance with the principles of decision-making set out in the constitution. Notification of the wish to call-in a decision must be given to the proper officer not later than 3 clear working days after the publication of the decision. (After which the decision becomes effective i.e. on the fourth clear working day).
- 4.13 Once the decision has been called in the Co-ordinating Committee will meet to discuss the reasons for the call-in and it may either:
 - (a) determine that it is content with the decision; or
 - (b) require the Executive to reconsider the decision.
- 4.14 If the Executive is required to reconsider the decision it can either reaffirm the decision or modify it. However the outcome of the Executive’s deliberations must be reported back to the Co-ordinating Committee.

5. SCHEDULE OF COMMITTEE DATES FOR 2006/07

- 5.1 Detailed below, for Members information, are the scheduled dates for meetings of the Scrutiny Co-ordinating Committee in 2006/07. Please note that all scheduled meetings will commence at 2.00pm, in Committee Room B, with the capacity for additional meetings to be arranged where required to accommodate the needs of individual inquiries.

Friday 4 August 2006;
Friday 15 September 2006;
Friday 20 October 2006;
Friday 24 November 2006;
Friday 5 January 2007;
Friday 9 February 2007;
Friday 16 March 2007; and
Friday 20 April 2007

6. CONCLUSIONS

- 6.1 It should be clear to Members that the Scrutiny Co-ordinating Committee has an important role, both in the development and the management of the scrutiny function and to consider corporate/financial issues relating to the Authority. No specific action is required as a result of this report, however Members may have questions about the role of the Committee.

SCRUTINY CO-ORDINATING COMMITTEE

30 June 2006



Report of: Chair of the Adult and Community Services and Health Scrutiny Forum

Subject: DRAFT WORK PROGRAMME 2006/07

1. PURPOSE OF REPORT

- 1.1 To seek approval from the Scrutiny Coordinating Committee on the proposed Draft Work Programme of the Adult and Community Services and Health Scrutiny Forum for the 2006/07 Municipal Year.

2. BACKGROUND

- 2.1 At a meeting of the Adult and Community Services and Health Scrutiny Forum held on 13 June 2006, consideration was given to a wide range of information, extracted from various sources to assist in the formulation of the Forum's Draft Work Programme for the forthcoming year.
- 2.2 Prior to that meeting, myself and the Scrutiny Support Officer also met with the Director for Adult and Community Services, and the Assistant Director for Community Services, together with the Cabinet Member for Adult and Community Services and Public Health to receive their views in relation to suitable topics for inclusion into the Forum's Draft Work Programme. In addition, the Forum received information from the Director of Public Health and Hartlepool Primary Care PPI Forum and sought views from the various Health Trusts.
- 2.3 The Forum has therefore considered a wide range of suitable topics for inclusion into the Forum's Draft Work Programme. **Table 1** overleaf details the Forum's suggested Draft Annual Work Programme for 2006/07 together with appropriate timescales to be considered by the Scrutiny Coordinating Committee.
- 2.4 As the Forum with responsibility for Health Scrutiny, this Forum is also required to produce a rolling three year health scrutiny work programme following consultation with relevant stakeholders. **Table 2** overleaf

summarises the issues that the Forum wishes to scrutinise in later years as part of the three year rolling work programme.

Table 1 – Adult and Community Services and Health Scrutiny Forum's Draft Work Programme 2006/07

TOPIC	DATE
Social Prescribing Objective – To review access to non-medical interventions for people with longer term or complex health and social care needs that will assist them in maintaining their independence and to lead as fulfilling a life as possible.	July 2006 to January 2007
Development in PCT Services Objective - To consider the shift in services out of the hospital and into the community in keeping with the White Paper on care outside of hospitals.	To be determined

Table 2 – Adult and Community Services and Health Scrutiny Forum's Rolling Three Year Work Programme 2006 – 2009

TOPIC	DATE
Primecare/ Urgent Care	To be determined
Eligibility Criteria	To be determined
Adult Learning	To be determined
Smoking	To be determined

- 2.5 In addition to the above, the Forum have also acknowledged that throughout the 2006/07 Municipal Year it may be necessary to respond on an ad hoc basis to emerging issues which would be considered appropriate for a review to be undertaken.

3. RECOMMENDATION

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee approves the content of the Draft Work Programme of the Adult and Community Services and Health Scrutiny Forum for the 2006/07 Municipal Year, as outlined in Table 1 and the rolling work programme for a further two years in Table 2.

**COUNCILLOR GERALD WISTOW
CHAIR OF THE ADULT AND COMMUNITY SERVICES AND HEALTH
SCRUTINY FORUM**

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BACKGROUND PAPER

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

- i) Briefing Note of the Scrutiny Support Officer entitled 'Determining the Forum's Work Programme' to the Adult and Community Services and Health Scrutiny Forum held on 13 June 2006.

SCRUTINY CO-ORDINATING COMMITTEE

30 June 2006



Report of: Chair of the Children's Services Scrutiny Forum

Subject: DRAFT WORK PROGRAMME 2006/07

1. PURPOSE OF REPORT

- 1.1 To seek approval from the Scrutiny Co-ordinating Committee on the proposed Draft Work Programme of the Children's Services Scrutiny Forum for the 2006/07 Municipal Year.

2. BACKGROUND INFORMATION

- 2.1 At a meeting of the Children's Services Scrutiny Forum held on 12 June 2006, consideration was given to a wide range of information, extracted from various sources to assist in the formulation of the Forum's Draft Work Programme for the forthcoming year.
- 2.2 Prior to that meeting, myself and the Scrutiny Manager and Scrutiny Support Officer also met with the Director of Children's Services together with the Cabinet Member for Children's Services, to receive their views in relation to suitable topics for inclusion into the Forum's Draft Work Programme.
- 2.3 The Forum has therefore considered a wide range of suitable topics for inclusion into the Forum's Draft Work Programme. **Table 1** overleaf details the Forum's suggested Draft Work Programme together with appropriate timescales to be considered by the Scrutiny Co-ordinating Committee.

Table 1 – Children’s Services Scrutiny Forum’s Draft Work Programme 2006/07

TOPIC	DATE
Bridging the Gap – Boys Achievement Overall aim: Examination of achievement level, including national and regional practices, with a view to identifying ways of improving performance levels.	July 2006 to December 2006
Provision of Sex and Health Education Overall aim: To review and suggest ways of improving current practice.	January 2007 to April 2007

- 2.4 In addition to the above, the Forum have also acknowledged that throughout the 2006/07 Municipal Year it may be necessary to respond on an ad hoc basis to emerging issues which would be considered appropriate for a review to be undertaken.

3. RECOMMENDATION

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee approves the content of the Draft Work Programme of the Children’s Services Scrutiny Forum for the 2006/07 Municipal Year, as outlined in Table 1.

**COUNCILLOR JANE SHAW
CHAIR OF CHILDREN’S SERVICES SCRUTINY FORUM**

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BACKGROUND PAPERS

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

- i) Briefing Note of the Scrutiny Support Officer entitled ‘Determining the Forum’s Work Programme 2006/07’ to the Children’s Services Scrutiny Forum held on 12 June 2006.

SCRUTINY COORDINATING COMMITTEE

30 June 2006



Report of: Chair of the Neighbourhood Services Scrutiny Forum

Subject: DRAFT WORK PROGRAMME 2006/07

1. PURPOSE OF REPORT

- 1.1 To seek approval from the Scrutiny Coordinating Committee on the proposed Draft Work Programme of the Neighbourhood Services Scrutiny Forum for the 2006/07 Municipal Year.

2. BACKGROUND INFORMATION

- 2.1 At a meeting of the Neighbourhood Services Scrutiny Forum held on 13 June 2006, consideration was given to a wide range of information, extracted from various sources to assist in the formulation of the Forum's Draft Work Programme for the forthcoming year.
- 2.2 Prior to that meeting, myself and the Scrutiny Manager and Scrutiny Support Officer also met with the Head of Procurement and Property Services and Head of Environmental Management together with the Cabinet Members for Regeneration, Liveability and Housing, Culture, Leisure and Transportation and Adult and Public Health, to receive their views in relation to suitable topics for inclusion into the Forum's Draft Work Programme.
- 2.3 The Forum has therefore considered a wide range of suitable topics for inclusion into the Forum's Draft Work Programme. **Table 1** overleaf details the Forum's suggested Draft Work Programme together with appropriate timescales to be considered by the Scrutiny Coordinating Committee.

Table 1 – Neighbourhood Services Scrutiny Forum's Draft Work Programme 2006/07

TOPIC	DATE
<p>Public Conveniences (Referral from Cabinet – 12 April 2006, to be completed within the prescribed timescale of September 2006)</p> <p>Overall aim:-</p> <ul style="list-style-type: none"> i) Express a view on the options and proposals outlined in the report. ii) Look at where public conveniences are needed across the town to enable Cabinet to make an informed decision. iii) Identify the estimated cost of replacing all public conveniences with new facilities along with the cost of bringing existing conveniences up to an acceptable standard to enable a comparison to be made by Cabinet; in time for the 2007/08 budget setting process. 	July 2006 to September 2006
<p>Registered Social Landlords</p> <p>Overall aim: To examine the performance and operation of private sector rented accommodation with reference to landlord accreditation and including the wider links with registered social landlords, local communities and other relevant agencies.</p>	September 2006 to April 2007

- 2.4 In addition to the above, the Forum have also acknowledged that throughout the 2006/07 Municipal Year it may be necessary to respond on an ad hoc basis to emerging issues which would be considered appropriate for a review to be undertaken.

3. RECOMMENDATION

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee approves the content of the Draft Work Programme of the Neighbourhood Services Scrutiny Forum for the 2006/07 Municipal Year, as outlined in Table 1.

**COUNCILLOR GERA RD HALL
CHAIR OF NEIGHBOURHOOD SERVICES SCRUTINY FORUM**

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BACKGROUND PAPERS

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

- i) Briefing Note of the Scrutiny Support Officer entitled 'Determining the Forum's Work Programme 2006/07' to the Neighbourhood Services Scrutiny Forum held on 13 June 2006.

SCRUTINY CO-ORDINATING COMMITTEE

30 June 2006



Report of: Chair of the Regeneration and Planning Services
Scrutiny Forum

Subject: DRAFT WORK PROGRAMME 2006/07

1. PURPOSE OF REPORT

- 1.1 To seek approval from the Scrutiny Co-ordinating Committee on the proposed Draft Work Programme of the Regeneration and Planning Services Scrutiny Forum for the 2006/07 Municipal Year.

2. BACKGROUND INFORMATION

- 2.1 At a meeting of the Regeneration and Planning Services Scrutiny Forum held on 16 June 2006, consideration was given to a wide range of information, extracted from various sources to assist in the formulation of the Forum's Draft Work Programme for the forthcoming year.
- 2.2 Prior to that meeting, myself and the Scrutiny Support Officer also met with the Director of Regeneration and Planning, together with the Cabinet Member for Regeneration, Liveability and Housing, to receive their views in relation to suitable topics for inclusion into the Forum's Draft Work Programme.
- 2.3 The Forum has therefore considered a wide range of suitable topics for inclusion into the Forum's Draft Work Programme. **Table 1** overleaf details the Forum's suggested Draft Work Programme together with appropriate timescales to be considered by the Scrutiny Co-ordinating Committee.

Table 1 – Regeneration and Planning Services Scrutiny Forum's Draft Work Programme 2006/07

TOPIC	DATE
Railway Approaches An investigation to explore the condition of the main railway approaches into the town, what image/impression do these create of the town and how may these be improved.	July 2006 - December 2006
Youth Unemployment An investigation exploring what strategies are in place to tackle youth employment in the town.	January 2007 - April 2007

- 2.4 In addition to the above, the Forum have also acknowledged that throughout the 2006/07 Municipal Year it may be necessary to respond on an ad hoc basis to emerging issues which would be considered appropriate for a review to be undertaken.

3. RECOMMENDATION

- 3.1 It is recommended that the Scrutiny Coordinating Committee approves the content of the Draft Work Programme of the Regeneration and Planning Services Scrutiny Forum for the 2006/07 Municipal Year, as outlined in Table 1.

COUNCILLOR STEPHEN WALLACE CHAIR OF REGENERATION AND PLANNING SERVICES SCRUTINY FORUM

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BACKGROUND PAPERS

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

- i) Briefing Note of the Scrutiny Support Officer entitled 'Determining the Forum's Work Programme' to the Regeneration and Planning Services Scrutiny Forum held on 16 June 2006.

SCRUTINY CO-ORDINATING COMMITTEE

30 June 2006



Report of: Scrutiny Manager

Subject: DETERMINING THE SCRUTINY CO-ORDINATING COMMITTEE'S WORK PROGRAMME FOR 2006/07

1. PURPOSE OF REPORT

- 1.1 To provide the Members of the Scrutiny Co-ordinating Committee with a range of information, extracted from various sources to assist in the consideration of suitable topics for inclusion into the Committee's Work Programme for the 2006/07 Municipal Year.

2. BACKGROUND INFORMATION

- 2.1 The role of Scrutiny Co-ordinating Committee is twofold in that it carries out a co-ordinating role of the four standing Scrutiny forums together with the scrutiny element focussing on the budget, various plans and strategies that make up the policy framework.
- 2.2 As such there is a need to develop a Work Programme for the 2006/07 Municipal Year, together with a timeframe for each review, for endorsement by Members of this Committee at this meeting. Detailed terms of reference can be developed at the start of each review.
- 2.3 As such the Assistant Chief Executive, the Chief Finance Officer, and the Chief Personnel Officer; Cabinet Members for Finance and for Performance Management, the Elected Mayor, Local Public Service Agreement (PSA2), Corporate Performance Plan (BVPP) and the View point Surveys have been the foundation sources for this report to enable the Forum to compile its Work Programme.
- 2.4 However, it should be appreciated that some of the areas detailed below are continually evolving and further details will emerge throughout the year.
- 2.5 In addition to establishing the Committee's Work Programme, Members may consider it appropriate to receive illustrations from service departments in relation to impending legislation and to respond on an ad hoc basis to

emerging issues which would be considered appropriate for an investigation or review to be undertaken.

TOPIC	Chief Officer, Elected Mayor and Cabinet Member	Member(s)	Carried Forward from 2005/06 Work Programme	Viewpoint Survey January 2005 to February 2006
Rossmere Pool (Mayor's referral of 3 February 2005 with no prescribed timescale)		X	X	
HR Strategy (Referral from Cabinet Member of 28 November 2005 – to be concluded within prescribed timescale of August 2006) (To be involved in the development of the HR Strategy prior to consultation on its content) NB - Working Group of this Committee already established and on target for completion			X	
Committee on Radioactive Waste Management (CORWM) (Referral from Council on 13 April 2006) (To make recommendations to Council on the Authority's position that would be fed into any CORWM consultation on implementation issues and/or any Government consultation on this Authority's response to CORWM's recommended options)			X	
Withdrawal of European Regional Development Funding to Voluntary Sector (Grants Committee Referral of 10 January 2006 with no prescribed timescale) (To examine the withdrawal of European Regional Development Funding and the impact it would have across the voluntary sector within Hartlepool during 2006/07) NB – Referral to be re-directed to the Adult and Community Services and Health Scrutiny Forum			X	

TOPIC	Chief Officer, Elected Mayor and Cabinet Member	Member(s)	Carried Forward from 2005/06 Work Programme	Viewpoint Survey January 2005 to February 2006
Community Strategy Review (Phase 1 September/October 2006 and Phase 2 January 2007) (To involve this Committee in Phases 1 and 2 of the review, prior to the production of the revised strategy in March 2007)	X			
CPA 2006 (To establish a small Working Group consisting of Members of this Committee to be involved in the key stages running up to the Inspection including comments being sought on the Draft Self-Assessment)	X			
The Use of Agency Staff within the Council (To review the Council's approach to the long- term use of agency workers)		X		
Service Improvements (To consider how the Council's services are being improved in conjunction with the Efficiency Strategy)		X		
Hartbeat (Issues relating to what it features, what people like and dislike about it and its advertisements)				X
Hartlepool Borough Council as Employer (Issues relating to public perceptions as HBC as an employer such as equal opportunities, health and safety, levels of pay etc)				X

- 2.6 In addition, Scrutiny Co-ordinating Committee has a role in over-seeing the general policies of the Council relating to the efficient use of resources. Consequently, the table below provides the dates of key budgetary and performance management reports that will go to Cabinet, for Members information, which will also be considered by Scrutiny thereafter.

Report	Estimated Date
Corporate Plan (BVPP)	February 2007 and May 2007
Authority's Annual Audit Letter (TBC in light of CPA for 2006)	January 2007
Revenue and Capital Outturn 2005/06	August 2006
Budget and performance management monitoring Report – Quarter 1	August 2006
Budget and performance management monitoring Report – Quarter 2	November 2006
Budget and performance management monitoring Report – Quarter 3	February 2007
Initial Budget Consultation Report	September 2006
Draft Budget and Policy Framework Report	December 2006

- 2.7 Having considered the above information together with individual Members' identified topics for inclusion into the Work Programme, the Committee may wish to discuss various aspects contained within the Corporate Performance Plan 2006/07 to raise potential areas for consideration. They could range from areas already identified as suitable for development through commitments or areas where the specific performance is below the targeted level. For this purpose, **Appendices A and B** detail the relevant Sections of the Corporate Performance Plan for the Committee's consideration as outlined overleaf:-

Appendix A – Council's Priority Contributions to Community Strategy Themes 'Organisational Development and Strengthening Communities';

Appendix B - Performance Indicator Table: Organisational Development and Strengthening Communities Themes; and

Appendix C – Local Public Service Agreement Targets and Results which fall into the remit of the Scrutiny Co-ordinating Committee

- 2.8 The Committee may also wish to apply a degree of emphasis on a particular source for example, would the Committee consider issues which are clearly raised as a concern by the public to carry more weight than those considered important by the service provider? In practice the Committee will need to apply a considered opinion from all sources against the individual subject area.

- 2.9 Once the Committee has identified Scrutiny topics, anticipated time frames need to be applied. It is suggested to the Committee that a standard template for applying time allocations should be treated with caution as when scoping a subject a number of complexities may arise, therefore the anticipated duration should be allocated to the subjects on an individual basis.
- 2.10 **The Committee is also advised to be cautious in setting an overly ambitious Work Programme for which it may be unable to deliver given its dual role.**
- 2.11 In addition to the above, the Committee may also consider establishing some small Sub-Groups, known as Working Groups to look at sharp focused areas of supplementary aspects of the main topic being scrutinised.

3. RECOMMENDATION

- 3.1 The Scrutiny Co-ordinating Committee is requested to consider the wide range of information detailed within this report to assist in the determination of its 2006/07 Work Programme (along with memberships of any Working Groups where appropriate), to be approved alongside the four standing Scrutiny Forums Work Programmes at this meeting.

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BACKGROUND PAPERS

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

- (i) Corporate Performance Plan for 2006/07
- (ii) Hartlepool's Community Strategy
- (iii) View point Surveys: January 2005 to February 2006

Organisational Development

Community Strategy / Council Priority	To develop and enhance the effectiveness and efficiency of the Council through: <ul style="list-style-type: none"> ▪ improved management and governance ▪ improved access to and understanding of the public ▪ improved understanding, skills, competencies and contribution of Elected Members and Staff ▪ the innovative implementation of key efficiency drivers and ▪ the effective management, governance and development of financial arrangements
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Key achievements in 2005/06

a) To be inserted

Organisational Development					
Improved management and governance					
Corporate Plan Objective: Development of Service Planning and Performance Management Arrangements (CO90)					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD1	Complete updated 2007/8 Corporate Plan/Local Area Agreement	Feb 07	Peter Turner		
OD2	Quarterly reporting to Cabinet on Corporate Plan/LAA and budget position	Quarterly from Aug 06	Peter Turner		
OD3	Propose improvements to service planning process for 2007/8	Oct 06	Peter Turner		
OD4	Manage achievement of continuous improvement 2006/7	Mar 07	Peter Turner		

Corporate Plan Objective: Prepare for Comprehensive Performance Assessment (CO91)					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD5	Co-ordinate completion self assessments	Oct 06	Andrew Atkin	CPA 1 - 4	
OD6	Management of on-site element and reporting	Feb 07	Andrew Atkin	CPA 1 – 4	
Corporate Plan Objective: Ensure robust risk management arrangements are in place (CO92)					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD7	Maintain register of strategic risks	Quarterly from Apr 06	Peter Turner		
OD8	Embed awareness and use of risk management across Council	Jul 06 and ongoing	Peter Turner		
OD9	BC plans in place and exercised for all departments and corporate issues such as flu pandemic	Sep 06 and ongoing	Dave Stubbs		
OD10	Maintenance of Risk Management principles	Quarterly from Jul 06	Paul Hamilton		
OD11	Implementation of anti money laundering arrangements	Dec 06	Tony Brown		
Corporate Plan Objective: Develop and implement information security plans (CO93)					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans

OD12	Complete development and roll-out of information security plans	Dec 06	Joan Chapman		
OD13	Achieve ISO 17799 compliance	April 2006 and ongoing	Joan Chapman		
Corporate Plan Objective: Scrutiny work programme 2006/07 (CO94)					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD14	Compilation of Scrutiny Work Programme	Jul 06	Charlotte Burnham		
OD15	Accommodate referrals, policy framework documents and emerging issues throughout the municipal year	May 06 and ongoing	Charlotte Burnham		
OD16	To deliver the content of the Scrutiny Work Programme 06/07 to prescribed timescales	Jul 06 and ongoing	Charlotte Burnham		
Corporate Plan Objective: Development of the overview and scrutiny process (CO95)					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD17	Raising the profile of scrutiny	May 06 and ongoing	Charlotte Burnham		
OD18	Develop Community Engagement	Dec 06	Charlotte Burnham		
Corporate Plan Objective: Improve effectiveness of scrutiny (CO96)					

Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD19	Review operational arrangements around scrutiny	May 06 and ongoing	Charlotte Burnham		
OD20	Further develop links between Executive and Scrutiny	May 06 and ongoing	Charlotte Burnham		
OD21	Evaluate the work / add value to the O&S arrangements in Hartlepool	Apr 07	Charlotte Burnham		
Corporate Plan Objective: Development of Statement on Internal Control and Governance Arrangements (CO97)					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD22	Coordinate SIC Work Programme	Jun 06	Noel Adamson		
OD23	Complete Governance Framework Plan	Jun 06	Noel Adamson		
Corporate Plan Objective: Restructuring the Authority (CO98)					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD24	Implement the Way Forward Programme and associated milestones	Dec 06	Rachel Wood		
Corporate Plan Objective: Ensure arrangements in place to deal with new and existing legislation (CO99)					

Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD25	Implement new legislation	Mar 07	Tony Brown		
Corporate Plan Objective: Develop ethical arrangements (CO100)					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD26	Development, agreement and implementation of the ethical framework	Dec 06	Tony Brown		
OD27	Revision of the Members Code of Conduct	Mar 07	Tony Brown		
OD28	Introduction of the Officer's Code of Conduct	Mar 07	Tony Brown		
Improved access to and understanding of the public					
Corporate Plan Objective: Develop the Contact Centre to increase the range of services provided (CO101)					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD40	Accommodation changes completed	Jul 07	Christine Armstrong		
OD41	Programme of service integration on-going	From Jun 06	Christine Armstrong		
OD42	Coordinate Financial Management and Financial Efficiencies for the Contact Centre	Mar 07	John Morton		
OD43	Communication strategy implemented	From Jun 06	Christine Armstrong		
OD44	Partner organisation engaged	From Aug 06	Christine Armstrong		
OD45	Determine Customer Standards Framework	Nov 06	John Morton		

Corporate Plan Objective: Implement the Communications Strategy (COI 02)					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD46	Review communications with Councillors	Sep 06	Alastair Rae		
OD47	Raise the profile of Hartlepool regionally, nationally and internationally	Mar 07	Alastair Rae		
OD48	Review and report on the impact of the Communications Strategy	Mar 07	Alastair Rae		
OD49	Review Council's current advertising procedures	From Oct 06	Alastair Rae		
Corporate Plan Objective: Implement communication plan relating to key issues (COI 03)					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD50	Contact Centre – during accommodation changes, roll out programme, evaluation stages, launch of contact centre and new partnering arrangements	Apr 06 and ongoing	Christine Armstrong		
Corporate Plan Objective: Co-ordinate, provide and promote high quality consultation activity within the Council (COI 04)					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD51	Manage the Citizens Panel - Viewpoint	Mar 07	Lisa Anderson		
OD52	Plan programme of BVPI Surveys	Apr 07	Liz Crookston		
OD53	Manage Employee Survey	Apr 06 and ongoing	Wally Stagg		

Corporate Plan Objective: Implement, co-ordinate and monitor the Council's Complaints Strategy (CO105)					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD54	Implement Complaints Strategy	Apr 06 and ongoing	Liz Crookston		
Corporate Plan Objective: Implement Customer Services Strategy (CO106)					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD55	Implement Customer Services Strategy	Mar 07	Christine Armstrong		
Improved understanding, skills, competencies and contributions of elected members and staff					
Corporate Plan Objective: Implement Elected Member Development Strategy (CO107)					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD60	Implement Member Development Strategy and Programme	Jun 06	Julie Wilson		
OD61	Secure external accreditation for the strategy and programme	Dec 06	Julie Wilson		
OD62	Evaluate Member Development Strategy	May 06	Julie Wilson		
Corporate Plan Objective: Enhance work force development arrangements (CO108)					

Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD63	Review workforce development plan	Dec 06	Rachel Wood		
OD64	Develop knowledge and skills of officers in workforce planning	Mar 07	Rachel Wood		
OD65	Integrate workforce plans into 2007/08 service plans	Mar 07	Rachel Wood		
Corporate Plan Objective: Enhance Equality and Diversity arrangements and mainstream into all council activities (CO109)					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD66	Publish Annual Race and Diversity Report	Jun 06	Julie Wilson		
OD67	Implement Diversity Steering Group Action Plan	May 06 and ongoing	Julie Wilson		
Corporate Plan Objective: Implement Single Status arrangements (CO110)					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD68	Arrange equal pay claim risks	Jun 06 and ongoing	Wally Stagg		
OD69	Complete job evaluation	Dec 06	Wally Stagg		
OD70	Undertake an Equal Pay Audit	Aug 06	Wally Stagg		
OD71	Implement revised pay and grading structure	Mar 07	Joanne Machers		

OD72	Harmonise terms and conditions	Oct 06	Joanne Machers		
The innovative implementation of key efficiency drivers					
Corporate Plan Objective: Develop and Implement Efficiency Strategy (CO111)					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD80	Ensure development of integrated Efficiency Strategy linked to BPR programme, Gershon accountabilities, CPA Use of Resources and other strategies	Jun 06	Mike Ward		
OD81	Manage the Council's Asset base via an integrated Capital and Asset Strategy.	Jun 06 and ongoing	Graham Frankland		Asset Management Plan
Corporate Plan Objective: Implement the Business Process Re-engineering programme (CO112)					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD82	Determine prioritised BPR work programme	Apr 06	Graham Frankland		ICT Strategy Efficiency Strategy
OD83	Ensure effective development and management of BPR programme	Mar 07	Mike Ward		ICT Strategy Efficiency Strategy
OD84	Develop awareness of BPR across the Council	Mar 07	Graham Frankland		ICT Strategy Efficiency Strategy

OD85	Monitor the implementation of changes to operational / administrative arrangements and delivery of efficiency improvements	Mar 07	Mike Ward		ICT Strategy Efficiency Strategy
Corporate Plan Objective: Implement 5 year Procurement Plan (CO113)					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD86	Complete spend analysis in key areas	Jul 06	Graham Frankland		Efficiency Strategy
OD87	Review on / off contract spend	Dec 06	Graham Frankland		Efficiency Strategy
OD88	E-procurement implementation (via FMS)	Oct 06	Graham Frankland		Efficiency Strategy
OD89	Review procurement strategy	Mar 07	Graham Frankland		Efficiency Strategy
Corporate Plan Objective: Delivery of the ICT strategy to support corporate objectives (CO114)					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD90	Review ICT Strategy	Nov 06	Joan Chapman		
OD91	Implement phased programme to modernise infrastructure	Mar 07	Joan Chapman		
OD92	Implement phased desktop standardisation programme	Mar 07	Joan Chapman		
OD93	Implement portfolio of key projects	Mar 07	Joan Chapman		
The effective management, governance and development of financial arrangements					

Corporate Plan Objective: Develop Strategic Financial Plans (CO115)					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
OD100	Development of robust Strategic Planning Framework	Sep 06	Mike Ward		
OD101	Determine Strategy for bridging 2007/8 forecast budget gap.	Sep 06	Mike Ward		

Strengthening Communities

Community Strategy / Council Priority	Empower individuals, groups and communities and increase the involvement of citizens in all decisions that affect their lives.
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Key achievements in 2005/06

To be inserted

Strengthening Communities					
Corporate Plan Objective: To empower local people to have a greater voice and influence over local decision making and the delivery of services. Increase opportunities for everyone to participate in consultation, especially hard to reach groups and young people and enable people and communities to make a positive contribution. Enhance partnership and consultative structures and community involvement					
Ref:	Action	Milestone	Responsible Officer	Associated PIs	Links to Other Plans
SC5	Develop the "Talking with Communities" consultation initiative	Apr 06 and ongoing	Wally Stagg		LAA Outcomes 31 + 32
Corporate Plan Objective: Improve quality of life for most disadvantaged neighbourhoods and ensure service providers are more responsive					
SC10	Increase financial resources within family environments to provide improved lifestyle opportunities	May 06 and ongoing	Paula Bass	LAA 34.2 LAA 34.4 LAA 34.6	LAA Outcome 34

PERFORMANCE INDICATORS - APPENDIX B

Every council is required by the Office of the Deputy Prime Minister to collect and publish a range of Best Value performance indicators. In addition to these Government indicators, services in Hartlepool Borough Council have also set 'Local indicators' These statutory and non-statutory Best value indicators are set out in the pages that follow.

The tables provide detailed performance presented against the overall performance of the council and each of the Community Strategy themes and aims. While organisational development is not one of the Community Strategy themes, it is a Council priority and as a result is listed below.

?	Organisational Development
?	Strengthening Communities

BVPIs are set by the government and information for these must be included in the plan. Some of the BVPIs are have additional uses these include:-

?	Comprehensive Performance Assessment (CPA) The means by which the Audit Commission assesses the Council's overall performance	?	Public Service Agreement (PSA) Agreement between local and central government to improve performance across a range of indicators based upon national and local priority
?	Performance Assessment Framework (PAF) Indicators set by the government for Social Services service areas	?	Quality of Life (QoL) These indicators cover the issues that effect how people feel about life in the local area.

ORGANISATIONAL DEVELOPMENT			
Corporate Plan Objective: Prepare for Comprehensive Performance Assessment (CO91)			
Ref	Definition	Outturn 2005/06	Target 2006/07
CPA 1	CPA Use of Resources – Internal Control	2 out of 4	3 out of 4
CPA 2	CPA Use of Resources – Overall Score	3 out of 4	3 out of 4
CPA 3	CPA Overall Category	4 stars	4 stars
CPA 4	CPA Direction of Travel judgement	Improving Well	Improving Well

In 5-10 years time: -

Hartlepool Borough Council will be recognised locally, regionally and national as providing strong community leadership and delivering local and national priorities in partnership with others

Strengthening Communities

Community Strategy / Council Priority	Empower individuals, groups and communities and increase the involvement of citizens in all decisions that affect their lives.
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Strengthening Communities					
Corporate Plan Objective: Improve quality of life for most disadvantaged neighbourhoods and ensure service providers are more responsive					
Corporate Plan Ref	Ref	Definition	Outturn 2005/06	Target 2006/07	LAA Target 2008/09
SC9	LAA 34.2	Number of Council Tax Disabled Reliefs (performance expected with reward)	177 (Feb 05)	n/a	268
SC9	LAA 34.4	Number of Council Tax Carer Reductions (performance expected with reward)	32 (Feb 05)	n/a	34
SC9	LAA 34.6	Number of Council Tax Severely Mentally Impaired Reductions (performance expected with reward)	83 (Feb 05)	n/a	112

In 5-10 years time: -

The Community Strategy will have become embedded in the management processes of partner organisations through further co-ordination and implementation.

The public's access to information will be improved through ICT and other means.

The local population's satisfaction with their area will have increased.

There will be increased voluntary and community engagement, especially amongst those at risk of social exclusion.

There will be a cohesive community with the capacity to be effectively involved in local decision making.
Young people will be actively engaged in local decision making facilitated by a vibrant and inclusive Youth Forum.

APPENDIX C

**EXTRACT OF LOCAL PUBLIC SERVICE AGREEMENT 2:
PERFORMANCE REWARD GRANT ALLOCATION WHICH FALLS UNDER
THE REMIT OF THE SCRUTINY CO-ORDINATING COMMITTEE**

Tgt	Outcome	Indicator	%age	Amount	Org.
6	Increasing financial resources within family environments to provide improved lifestyle opportunities	Number of Council Tax Disabled Reliefs	20	£30,657	CE/F
		Number of Council Tax Carer Reductions	60	£91,973	CE/F
		Number of Severely Mentally Impaired (SMI) Reductions	20	£30,657	CE/F

SCRUTINY CO-ORDINATING COMMITTEE

30 June 2006



Report of: Scrutiny Manager

Subject: PROCEDURE FOR THE DECISION MAKING ROUTE
FOR SCRUTINY FINAL REPORTS

1. PURPOSE OF THE REPORT

- 1.1 To seek endorsement from Members of the Scrutiny Co-ordinating Committee with regard to the implementation of a procedure to be used for co-ordinating the Cabinet and other Committees' responses to Scrutiny Final Reports and recommendations.

2. BACKGROUND INFORMATION

- 2.1 Provision is currently made within the Authority's Constitution in dealing with the Cabinet and other Committees formal responses to Scrutiny Final Reports (Part 4, page 146 of the Overview and Scrutiny Procedure Rules refers).
- 2.2 The current procedure essentially deals with the 'reporting back' to the relevant Scrutiny Forum the Cabinet and other Committees' formal response. In order to further develop the current procedure, this refined procedure will enable the relevant Scrutiny Forum to monitor/follow through the recommendations on implementation demonstrating the 'added value' outcomes of the Scrutiny investigation.

3. PROPOSED SCRUTINY FINAL REPORTS PROCEDURE

- 3.1 The proposed process contains a number of stages:
- (a) Where a Scrutiny Forum has completed and produced a Final Report on an issue it has been examining and it has been approved by the Scrutiny Co-ordinating Committee, it would then be forwarded to the Authority's Cabinet or other Committees for consideration;
 - (b) Should the Final Report not be approved, the relevant Cabinet Member and Director/Chief Officer would formally report this back to the relevant Scrutiny Forum;

- (c) Should the Final Report be approved, the service area produces an 'action plan' which identifies all relevant actions recommended by the Scrutiny Forum along with relevant timescales for the implementation of recommendations. An appropriate officer is then assigned to each recommendation to ensure the action is carried out;
- (d) The service area in conjunction with the relevant Cabinet Member would formally feedback to the relevant Scrutiny Forum on the recommendations contained within the Scrutiny Final Report together with service area response known as the 'action plan' (displayed in a table format) within 12 weeks of the Authority's Cabinet/other Committees initially considering the report;
- (e) The Final part of the process would be to monitoring the approved recommendations. Hence an appropriate IT system would then be developed by the Scrutiny Support Team which would track the progress of scrutiny reports and recommendations to ensure that all timescales are met. However, in the short-term, a progress report would be required, as part of one of the recommendations ie in 6 months time from considering the Final Report; and
- (f) The whole process above would be co-ordinated by Scrutiny Support Team.

3.2 For ease, **Appendix A** summaries the above-mentioned process in chart format.

4. RECOMMENDATIONS

- 4.1 It is recommended that the Scrutiny Co-ordinating Committee endorses the refined decision making route procedure for responses to Scrutiny Final Reports, to strengthen the current provision outlined in Authority's Constitution.

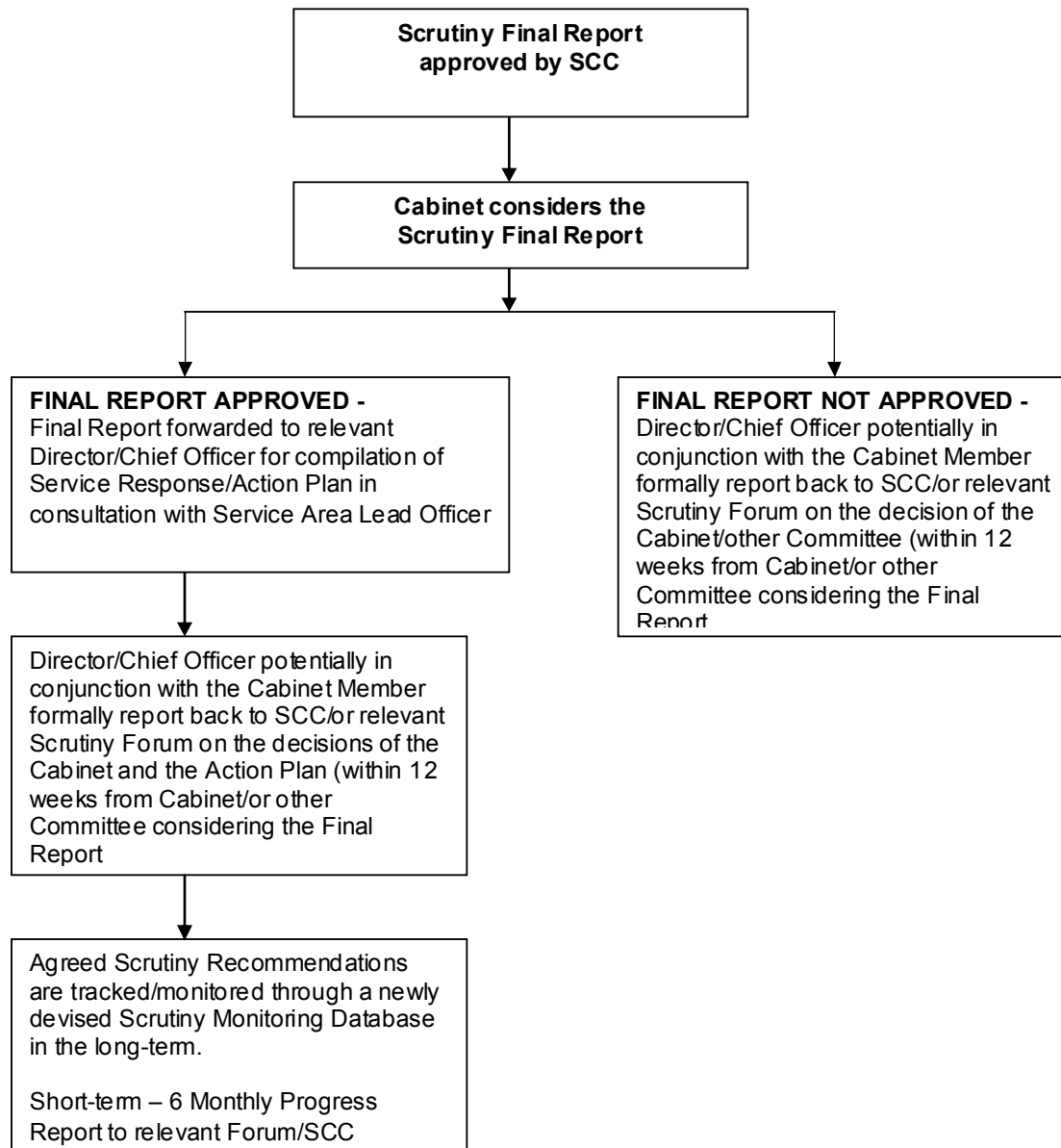
April 2006

Contact:- Charlotte Burnham – Scrutiny Manager
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BACKGROUND PAPERS

There were no background papers referred to in the preparation of this report.

APPENDIX A

**SUGGESTED PROCEDURE FOR THE DECISION MAKING ROUTE
FOR SCRUTINY FINAL REPORTS**

SCRUTINY CO-ORDINATING COMMITTEE

30 June 2006



Report of: Scrutiny Manager

Subject: PROPOSED SELECTION CRITERIA – DEALING WITH NON-MANDATORY SCRUTINY TOPIC REFERRALS FROM THE AUTHORITY'S REGULATORY PANELS AND OTHER COMMITTEE

1. PURPOSE OF THE REPORT

- 1.1 To seek approval from Members of the Scrutiny Co-ordinating Committee with regard to the implementation of a selection criteria to be used when considering the appropriateness of undertaking a scrutiny investigation following receipt of a non-mandatory referral from the Authority's regulatory panels and other committees.

2. BACKGROUND INFORMATION

- 2.1 As outlined within the Authority's Constitution, the Scrutiny Co-ordinating Committee has the discretion to consider the appropriateness of undertaking a scrutiny investigation following a referral from the Authority's regulatory panels and other committees, in addition to those referrals, which this Committee have a mandatory obligation to further examine.
- 2.2 The Constitution clearly states that should the Scrutiny Co-ordinating Committee decide not to examine a particular 'referral', the decision must be justified and reported to Council and the referring body.
- 2.3 The Scrutiny process within Hartlepool welcomes both mandatory and non-mandatory 'referrals' from the Authority's Council, Cabinet, regulatory panels and other committees. However, non-mandatory referrals are currently considered by the Scrutiny Co-ordinating Committee on a case by case basis without any selection criteria.

3. PROPOSED SELECTION CRITERIA

- 3.1 As we continue to raise the profile of Overview and Scrutiny in Hartlepool through various mechanisms, it is suggested that a selection criteria is devised and implemented to assist Members in determining the appropriateness of undertaking non-mandatory 'referrals', which in time could be extended to receiving suggestions worthy of scrutiny from members of the public.
- 3.2 The selection criteria would also assist this Committee in ensuring the referral was an area worthy of review and would also assist in the management and delivery of the yearly Overview and Scrutiny Work Programme in particular the on-going capacity and workload constraints of the four standing Scrutiny Forums.
- 3.3 In terms of the process, this Committee would assess the suggested non-mandatory scrutiny topic referral against the proposed selection criteria as outlined below :-
 - (i) Affects a group of people living within the Hartlepool area;
 - (ii) Relates to a service, event or issue in which the Council has direct responsibility for or significant influence over;
 - (iii) Not be an issue which overview and scrutiny has considered during the last 12 months;
 - (iv) Not relate to a service complaint; and
 - (v) Not relate to matters dealt with by another Council committee, unless the issue deals with procedure and policy related issues.

4. RECOMMENDATIONS

- 4.1 It is recommended that the Scrutiny Co-ordinating Committee:-
 - (a) approves the proposed selection criteria outlined above, to be used to assess the appropriateness of undertaking future non-mandatory scrutiny topic 'referrals' received from the Authority's regulatory panels and other committees; and
 - (b) notes that following the approval of the proposed selection criteria by this Committee, endorsement will then be sought from the Authority's Cabinet and Constitution Committee prior to its implementation.

April 2006

Contact:- Charlotte Burnham – Scrutiny Manager
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BACKGROUND PAPERS

There were no background papers referred to in the preparation of this report.