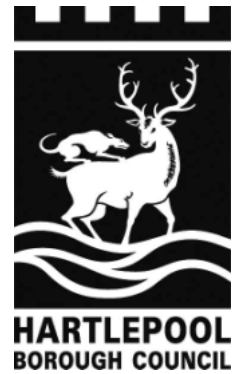


# **SCRUTINY CO-ORDINATING COMMITTEE AGENDA**



**27 January 2012**

**at 2.00 p.m.**

**in the Council Chamber, Civic Centre, Hartlepool**

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

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

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

**1. APOLOGIES FOR ABSENCE**

**2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**

**3. MINUTES**

3.1 To confirm the minutes of the meeting held on 13<sup>th</sup> December 2012 (*to follow*)

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

No Items

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

5.1 Unisex Toilets – Dyke House School: Councillor Call For Action - *Scrutiny Manager*

## 6. FORWARD PLAN

No Items

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

- 7.1 Medium Term Financial Strategy (MtfS) 2012/2013 to 2014/2015 – Further Consideration of Consultation Proposals – *Scrutiny Manager*
- 7.2 Medium Term Financial Strategy (MtfS) 2012/2013 to 2014/2015 – Budget Consultations: Feedback from the Overview and Scrutiny Committees – *Chairs of the Overview and Scrutiny Committees*

## 8. CONSIDERATION OF FINANCIAL MONITORING/CORPORATE REPORTS

- 8.1 Proposals For Inclusion In Chief Executive's Departmental Plan 2012/13 And Regeneration and Neighbourhoods Departmental Plan 2012/13 (Organisational Development Theme) – *Assistant Chief Executive, Chief Solicitor, Chief Finance Officer, Chief Workforce and Customer Services Officer and Director of Regeneration and Neighbourhoods Department*

## 9. ITEMS FOR DISCUSSION

- 9.1 Scrutiny Co-ordinating Committee Referral - Low Cost Travel to Young People through Concessionary Fare Schemes – Scrutiny Manager
- 9.2 Referral of Decision: Delivery of Support to Members and to the Council, Executive, Non Executive and Scrutiny Functions – *Constitution/General Purposes Working Group - (to follow)*
- 9.3 Hartlepool Public Health Transition Plan - Assistant Director of Health Improvement
- 9.4 Use of Agency Workers Report – *Chief Customer and Workforce Services Officer*
- 9.5 Scrutiny Forum's Progress Reports:-
  - a) Adult & Community Services Scrutiny Forum - Chair of the Adult & Community Services Scrutiny Forum
  - b) Children's Services Scrutiny Forum - Chair of the Children's Services Scrutiny Forum
  - c) Health Scrutiny Forum - Chair of the Health Scrutiny Forum
  - d) Neighbourhood Services Scrutiny Forum - Chair of the Neighbourhood Services Scrutiny Forum
  - e) Regeneration & Planning Services Scrutiny Forum - Chair of the Regeneration & Planning Services Scrutiny Forum
  - f) Scrutiny Co-ordinating Committee - Chair of the Scrutiny Co-ordinating Committee

## 10. CALL-IN REQUESTS

No Items

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

**ITEMS FOR INFORMATION**

- i) Date of Next Meeting Friday 17 February 2012, commencing at 10.00 am in the Council Chamber, Civic Centre, Hartlepool.**

## SCRUTINY CO-ORDINATING COMMITTEE

27 January 2012



**Report of:** Scrutiny Manager

**Subject:** UNISEX TOILETS – DYKE HOUSE SCHOOL:  
COUNCILLOR CALL FOR ACTION (CCfA)

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### 1. PURPOSE OF REPORT

- 1.1 To inform Members of the Scrutiny Co-ordinating Committee of a recent Councillor Call for Action (Ward Member referral) to the Overview and Scrutiny Function.

### 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 Councillor Call for Action against the following criteria:-
- (i) Clear evidence that reasonable attempts have been made to resolve the issue with relevant partners/council departments;
  - (ii) Affects a group of people living within the Hartlepool area;
  - (iii) Relates to a service, event or issue in which the Council has direct responsibility for, significant influence over or has the capacity to act as public champion;
  - (iv) Not be an issue which overview and scrutiny has considered during the last 12 months;
  - (v) Not relate to an ongoing service complaint or petition (including the ability to exclude any matter which is vexatious, discriminatory or not reasonable); and
  - (vi) Not relate to matters dealt with by another Council committee, unless the issue deals with procedure and policy related issues.
- 2.2 As indicated, the Constitution clearly states that consideration of CCfA's (i.e. referrals from Ward Councillors) is discretionary and should the Scrutiny Co-ordinating Committee decide not to examine a particular Councillor Call for Action (referral), the decision must be assessed against the prescribed Selection Criteria (as detailed in Section 2.1 above) and reported back to the Ward Councillor.

- 2.3 A Councillor referral / CCfA was received on the 16 January 2012 and a copy of the required form is attached as **Appendix A** for the Committees consideration.

### **3. RECOMMENDATION**

- 3.1 That the Scrutiny Co-ordinating Committee considers the appropriateness of undertaking a scrutiny enquiry into this matter and if appropriate considers the re-direction the issue for further consideration to the relevant Scrutiny Forum.

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

### **BACKGROUND PAPERS**

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

- (a) Hartlepool Borough Council's Constitution

PLEASE RETURN TO DEMOCRATIC SERVICES

**SCRUTINY REFERRAL PRO-FORMA - ISSUES NOT IN THE FORWARD PLAN**Name of Scrutiny Forum Member making referral CUR RAY WELLSSubject UNISEX TOILETS - DYKE HOUSE SCHOOL**Reason for Referral to Scrutiny**

UNISEX TOILETS AFFECT PUPILS OF THE SCHOOL  
 LIVING WITHIN THE HARTLEPOOL AREA.  
 HARTLEPOOL BOROUGH COUNCIL HAS A DIRECT  
 RESPONSIBILITY FOR THE MENTAL WELL-  
 BEING OF PUPILS.  
 THIS SUBJECT IS NOT BEING DEALT WITH BY AN  
 ONGOING PETITION

**Member recommendations for further scrutiny**

DECISION MAKERS CALLED TO EXPLAIN  
 THOUGHT PROCESS BEHIND DECISION TO  
 HAVE UNISEX TOILETS.

**What do you see as the benefit of scrutiny involvement?**

TO OFFER WIDER DISCUSSIONS REGARDING  
 THE CONTINUED USE OF UNISEX TOILETS  
 WITHIN THE SCHOOL.

Scrutiny Forum to consider issue CHILDREN'S SERVICES SCRUTINY FORUMMember Signature Date: 16.1.12

# SCRUTINY CO-ORDINATING COMMITTEE

27 January 2012



**Report of:** Scrutiny Manager

**Subject:** MEDIUM TERM FINANCIAL STRATEGY  
(MTFS) 2012/2013 TO 2014/2015 – FURTHER  
CONSIDERATION OF CONSULTATION  
PROPOSALS

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## 1. PURPOSE OF REPORT

- 1.1 To consider further the proposals for the Chief Executive's Department and formulate an overall response to the Executives proposals for submission to Cabinet, including the views and comments expressed by each of the Standing Forums in relation to the departmental service areas within their remit.

## 2. BACKGROUND INFORMATION

- 2.1 In accordance with the requirements of the Council's Constitution the Executive is required to consult on the draft Budget and Policy Framework for the coming year.
- 2.2 The initial consultation was successfully achieved through consideration of the initial budget proposals on a departmental basis across each of the Scrutiny Forums. These comments were fed back into Scrutiny Co-ordinating Committee on 2 December 2011. Following detailed discussions of these, Scrutiny Co-ordinating Committee agreed Scrutiny's response to Cabinet, which was fed back to Cabinet on 19 December 2011. Cabinet response to these issues is detailed in **Appendix 1**.
- 2.3 Following consideration of Scrutiny's response to the initial budget proposals the Executive finalised / agreed its budget proposals at the meeting of Cabinet on 19 December 2011.
- 2.4 The Scrutiny Co-ordinating Committee, at its meeting on the 13 January 2012, considered a detailed report in relation to the Executive's finalised / agreed budget proposals. The Committee provided detailed responses to a number of questions put forward by Cabinet and these will be incorporated in the response to be

submitted to Cabinet on the 6 February 2012. There were, however, a number of issues which time prevented the formulation of a response to, and some additional information requested in relation to the impact of proposed savings. It was agreed that these issues, as detailed below, would be discussed further to enable completion of the Scrutiny budget response and that to assist in this additional information would be provided in relation to the staffing implications of the proposals being made.

**Appendix 2** - The Revised Outturn;

**Appendix 3** - Proposed pressures;

**Appendix 4** - Revised corporate planning assumptions;

**Appendix 5\*** - Proposed Savings (Chief Executives Department Business Transformation (BT) Programme Budget Reductions);

**Appendix 6** - Review of Reserves; and

**Appendix 7** - Staffing implications of budget proposals (across the authority) – To be circulated under separate cover prior to the meeting.

\*Please note that this now summarises the savings on a project basis to reflect the detailed reports submitted to Cabinet and specific Scrutiny Forums on individual projects.

- 2.5 In addition, each of the Scrutiny Forums again took the opportunity to comment on each of the Authority's Departmental budget proposals. The Forums meet on the following dates to consider these proposals and details of their views / comments are outlined in the report at item 7.1 on today's agenda:

- (a) Neighbourhood Services Scrutiny Forum - 18 January 2012;
- (b) Children's Services Scrutiny Forum - 17 January 2012;
- (c) Adult & Community Services & Health Scrutiny Forum - 16 January 2012 (members of the Health Scrutiny Forum invited to attend this meeting); and
- (d) Regeneration and Planning Services Scrutiny Forum - 19 January 2012.

- 2.6 Following the Forums' consideration of the Executive's Medium Term Financial Strategy (MTFS) 2012/2013 to 2014/2015 proposals, the Scrutiny Co-ordinating Committee will at today's meeting will determine its formal response to presented to the Cabinet on 6 February 2012.

### 3. **RECOMMENDATION**

- 3.1 That the Scrutiny Co-ordinating Committee:-

- i) Notes this report; and



- ii) Formulates a response in relation to the following, for inclusion in the overall Scrutiny response to the Executive's Medium Term Financial Strategy (MTFS) 2012/2013 To 2014/2015 proposals:-
  - a) The Chief Executive Department's Budget and Policy Framework proposals **(as detailed in Appendix 4)**; and
  - b) The Proposed pressures, Revised Planning Assumptions and Review of Reserves **(as detailed in Appendices 2, 3 and 5)**.
- iii) That the comments and views expressed in relation to ii) above and those already expressed by the Scrutiny Co-ordinating Committee at its meeting on the 13 January 2012 be incorporated, with the views expressed by each of the standing Scrutiny Forums, into the Scrutiny budget consultation response for consideration by Cabinet on the 6 February 2012.

#### 4. BACKGROUND PAPERS

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

- (i) Report to Cabinet by the Chief Finance Officer - 19 December 2012 entitled 'Medium Term Financial Strategy (MTFS) 2012/2013 to 2014/2015'.
- (ii) Report to Cabinet from the Scrutiny Co-ordinating Committee - 19 December 2011 entitled 'Formal Response to the Executive's Medium Term Financial Strategy (MTFS) 2012/2013 to 2014/2015 – Initial Budget Consultations'.
- (iii) Report of the Chief Financial Officer entitled 'Medium Term Financial Strategy (MtfS) 2012/2013 To 2014/2015 – Consultation Proposals' presented to the Scrutiny Co-ordinating Committee held on 13 January 2012.
- (iv) Report to Cabinet from the Children's Services and Health Scrutiny Forums - 19 December 2011 entitled Early Intervention Strategy – Scrutiny Response '.
- (v) Report to Cabinet from Director of Child and Adult Services - 19 December 2011 entitled 'Early Intervention Strategy'.

#### 5. CONTACT OFFICER

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

**SUMMARY OF SCRUTINY FEEDBACK ON BUDGET PROPOSALS AND CABINET RESPONSE**

<b>Scrutiny Comments on Cabinet Proposal</b>	<b>Cabinet Response to Scrutiny</b>
<b>Children's Services Scrutiny Forum 1 November</b>	
<b><u>BT Programmes</u></b>	
<p><u>Social Care Commissioning – Looked After Children Nurse</u></p> <p>The Forum reaffirmed their views expressed in the report considered by Cabinet on 5<sup>th</sup> December 2011 in relation to this area. Members emphasised the need for the Looked After Children Nurse position to be retained once the PCT ceased to exist. Members reiterated the importance of this being relayed to new Clinical Commissioning Group and endorsed by Health and Wellbeing Board.</p>	<p>Comments noted and this will be taken forward with Clinical Commissioning Group.</p>
<p><u>Review of Divisional Management Structure</u></p> <p>The Forum reaffirmed their views expressed in the report considered by Cabinet on 5<sup>th</sup> December 2011 in relation to this area, where it was suggested that the option of a secondment from the third sector to undertake the Head of Service role for youth offending be explored.</p>	<p>Comments noted, this option will be explored as part of consideration of long term service delivery model for youth offending service.</p>
<p><u>Reduction in Youth Support Commissioning</u></p> <p>Members did not support this reduction and reaffirmed their views expressed in the report considered by Cabinet on 5<sup>th</sup> December 2011 in relation to this area. Members emphasised the need to advise all service providers that the service would not be withdrawn on 1<sup>st</sup> April 2012 and would continue for up to 6 months until a new contract was introduced/awarded.</p>	<p>This message is being communicated to existing providers and tenders for services will be progressed subject to Cabinet approval of the Early Intervention Grant Strategy on 19/12/11.</p> <p>Existing providers will be eligible to submitted tenders. Transitional funding will be provided where appropriate.</p>

<p><b><u>Pressures</u></b> <b><u>School Catering</u></b></p> <p>Members, as Corporate Parents could not agree to a pressure of this magnitude until the position was clear with regards to what is happening with the Learning Disability and Health Improvement Grant and whether this money could be used to fulfil this pressure. Members also requested that clarification be sought from schools on whether the Healthy Eating Grant would be used to subsidise school meals or it would be used for another purpose.</p>	<p>Cabinet would comment that the £140,000 pressure is a known issue arising from the Dedicated Schools Grant subsidy not continuing. Pressure has been included to protect this service.</p> <p>The Learning Disability and Health Improvement Grant relates solely to adults and is a ring fenced transfer of resource from the PCT for named individuals with a learning disability who were previously resettled from long stay institutions and now live in the community in Hartlepool.</p> <p>With regard to the Healthy Eating Grant this issue will be referred to the School Forum in January for consideration and decision. Officers will attend this meeting to outline the Councils case.</p>
<p><b><u>Reserves to be reviewed</u></b> <b><u>City Learning Centre</u></b></p> <p>With regard to the long term use of the building, it was suggested that the possibility of soft market testing be pursued. Concerns were raised by Members regarding the costs incurred in funding redundancy costs for a facility that was not Council owned given the current budgetary situation and a query was raised regarding the Council's legal position in terms of funding such costs. The decision to be followed by meaningful consultation.</p>	<p>Cabinet will consider the proposal to use this reserve to meet any one-off costs which arise in relation to Brierton Sports Centre. Cabinet does not consider it prudent to use the reserve to meet the ongoing Brierton pressure which needs to be included in the revenue budget.</p> <p>In relation to any uncommitted reserve Cabinet would suggest that this is specifically retained for any essential works which may arise at Mill House.</p> <p>The legal position is that all staff currently employed at the CLC are Council employees. This dates back to the start of the CLCs in the 1990s so if schools no longer wish to allocate a budget share to sustain the provision, the Council would not be in</p>

	a position to fund it and staff would need to be made redundant
<b>Regeneration and Planning Services Scrutiny Forum Comments 3 November 2011</b>	
<u>Restructure of Economic Development</u> Members raised concerns regarding the loss of 3 posts in the restructure of Economic Development, due to the cessation of Government Grants. Members felt that this would reduce the ability of the department to respond quickly to opportunities to secure grant funding when required.  The department is also a resource used by Community Partners in particular who are seeking a statutory/community response to need, this work will be diminished by the reduction proposed and therefore will have the potential to weaken the towns overall economy and will impact disproportionately in deprived neighbourhoods.	The comment is noted in respect of the delivery of the service and the issues raised
<b>Adult and Community Services Scrutiny Forum 8 November 2011</b>	
<b><u>Reserves to be Reviewed</u></b>	
In relation to the Mill House reserve of 146K, Members suggested that 100k of this be used to support the 100k pressure created by Brierton Sports Centre. Members were of the opinion that the Sports Centre needs to be retained and income generation maximised.  Members were also of the view that any unwanted reserves be transferred back into the general fund.	There are a number of opportunities and risks involved with both sites.  Funding may be required to contribute to any re-development opportunity at Mill House – including the refurbishment/renewal of the Indoor Bowls Club which is supported by the Portfolio Holder. Funding of developer/consultants for Mill House site also needs to be considered.  There are also risks in operating costs of the transferred Brierton Sports Centre. There is an emerging issue that Dyke House School may have a claim for deficit in running the centre.  The Centre also needs an

	operating/maintenance budget to be set and funded.
<b>Neighbourhood Services Scrutiny Forum Comments 9 November 2011</b>	
<u>Housing Services</u> Members raised concerned regarding the impact of the savings on the capacity to deliver private sector housing services going forward. Members were concerned that the good work which had been carried out to date being lost.	The comment is noted
<u>Income Generation</u> Members expressed a view that income generation activities must never impact detrimentally on the delivery of core services.	Cabinet note comment and will ensure income generation is based on a robust business case and does not impact on the delivery of core services.
<u>Land Acquisition</u> Members felt that the Council should only acquire land to realise income in the future where the acquisition did not place the authority in a position of financial risk.	Cabinet agreed with comment and would comment that any land purchases will be based on robust business cases and either included in the budget proposals referred to Council in February 2011, or separate reports to Council.
<b>Scrutiny Co-ordinating Committee (14 October 2011 and 2 December 2011)</b>	
<u>Relocation of Staff</u> - Members expressed concern regarding the cost associated with the, short term relocation of staff to various council offices, including the transfer of the Registrars' Team to the Civic and relocation of Unison into the Registrar's Office. Members felt that this should be avoided where at all possible and that there needed to be better planning and co-ordination of moves to keep costs to a minimum.	Incidents of this nature have been minimised via accommodation /rationalisation Planning. There may still be some occasional "double moves" to satisfy logistical/timing requirements but it is expected that this will be minimal in the future.
<u>Concessionary Bus Passes</u> - Members queried the indicated cost of replacing concessionary passes for buses. Whilst it was noted that individuals were charged for replacement passes, it was ascertained that this did not cover the full issue cost. In light of this, Members felt that this issue needed	During 2012-13 a mass renewal of Concessionary bus passes is due. This is because the scheme was first introduced 5 years ago when there was a mass issue of the initial passes. Proposals are being looked at to eventually equalise distribution over five years, but this cannot be

further examination in terms of the frequency of pass replacement and the potential for an extension to the lifespan of passes.	done at once because of the DfT's strict 5 year limit on pass life. Implicit in moving over to a date of birth and equalised system will be issuing cards with expiry dates of less than 5 years in order to distribute renewals over a 5 year period. The best we can maybe achieve next year is to get half the bill delayed until the following financial year – but all passes will have to be replaced.
<u>Low Cost Travel to Young People through an Extended Concessionary Fare Scheme</u> - It was suggested that, as part of the budget consultation proposals, the provision of low cost travel to young people through a concessionary fare scheme (with those on school meals receiving full support and sliding levels of support to others - dependant on the level of household income) should be explored as part of the Council's commitment to eradicating child poverty. The potential of such a scheme was to be explored by the Neighbourhood Services Scrutiny Forum, on the 30 January 2011, with the aim of providing greater detail to Cabinet as part of the second round of the budget consultation process.	<p>The ITU is working with young people through the Transport Champion Forum in order to explore opportunities to provide cost effective transport to young people. It is anticipated that the Yellow Bus Strategy will be the most appropriate way forward as most Public Operators will require additional financial support in order to provide a reduce rate fare.</p> <p>Further consideration will be given to pupil welfare schemes in order to ensure maximum opportunity</p>
<u>Impact of Successful Job Evaluation Appeals</u> - Members expressed concern regarding the impact of successful job evaluation appeals on the Chief Executives Departmental budget. The committee welcomed clarification that any budgetary implications would be dealt with corporately and that, as and when appeals were heard and upheld, funding would be released by the Portfolio Holder.	Comment noted.
<u>Freezing the Council Tax Base Rate for 2012/13</u> - Members expressed concern regarding the potential long term implications of taking the governments grant and freezing the Council Tax base rate for 2012/13. It was indicted that four other tees	Comment note and Cabinet share concerns arising from the Governments proposal to pay a 1 year Council Tax freeze grant for 2012/13 and impact in 2013/14.

<p>valley authorities had indicated that they were minded not to accept the government grant, and raise their council tax levels between 3 and 3.5%, however, it was emphasised that in Hartlepool this would be a very difficult decision to justify to residents. Despite this, the Committee was of the view that given the potential long term implications of taking the grant, extensive work / communications should be undertaken to raise residents understanding of the issue (with clear practical examples of the impact of the implications).</p> <p>Concern was also expressed regarding the 2 year freeze in local government pay and the recent announcement of a 1% maximum increase after that. It was estimated that by end of the 4 year period, take home pay of local government employees will have dropped by at least 15%.</p>	<p>Cabinet have explored other ways of protecting local residents from paying higher Council Tax in 2012/13, whilst still protecting the Council Tax income base for future years. Unfortunately this is not possible under existing regulations.</p> <p>Therefore, Cabinet will be seeking views on whether to increase, or freeze Council Tax, before making a recommendation to Cabinet in February.</p>
<p><u>Re-employment of Redundant Staff</u> – Members were concerned regarding the practical implications and effects on morale of the re-employment of revenues and benefits staff recently made redundant in order to address the backlog in work. Members highlighted the negative impact this had on staff that were ‘at risk’ and felt that the possibility of utilising staff from the redundancy pool should be explored. They also felt strongly that extensive work must be undertaken in terms of future staffing reductions in this or any other service area, to ensure that this situation does not occur again.</p>	<p>This comment is noted in terms of the changes which the authority will face over the next few years and will build on the successful redeployment policies and practices currently in place</p>
<p><u>Capital Receipts</u> - In terms of capital receipts, Members considered the land and properties included in the appendices provided and discussed in detail:</p> <p>- Park Towers. It was confirmed that the benefits of coming out of the</p>	<p>Future use of Park Towers will be considered as both the Housing</p>

<p>lease had been considered, however, it was a five year lease with a rent that could potentially be held static or renegotiated. As such it was not viable to leave the lease at this time and dispose of the property.</p> <p>- Brierton Sports Centre. Members felt that this is a major area of concern and that work needed to be undertaken with Catcote in terms of a potential 'master plan' / business case that would provide a solution for the use of the whole site, including the potential for Springwell to also come on to the site (also bringing a replacement for the current Brierton). This would special needs support on site, also hydrotherapy, and the potential for training and enterprise support arrangements on rest of the land and disabled housing.</p> <p>- Members welcomed indications that a 'master plan' was being developed and looked forward to receiving details of it in due course, as part of a bigger jigsaw in terms of the management of Hartlepool's land / building assets and capital receipts. Members were supportive of this and the need for a wider strategic vision for the future.</p> <p>An early discussion with members about the Brierton Sports Centre and the potential for clawback and future usage to be instigated a.s.a.p. via Full Council.</p> <p>- Some of the properties on the schedule of property sales, could take some time to dispose of and could be earning rental income if leased out over the next 5/10 years. Members are aware that there is some interest in some of them, potentially to make into flats,</p>	<p>Service and accommodation strategy is reviewed over time.</p> <p>A range of options will be considered in the master planning of the Brierton Site and this will include the suggestions from SCC.</p> <p>The master plan for the site will integrate with the wider asset management plan for the town.</p> <p>Opportunities to utilise empty Council properties will be considered together with the purchase, refurbishment and management of empty homes. The latter will be part of the Council's Acquisition/Development Strategy</p>
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apartments etc and to meet the needs particularly of younger people for their own homes. Members welcomed indications that this was being looked into with the aim of generating an income stream.	
<u>Council Tax funding arrangements</u> - In considering the implications of government changes to Council Tax funding arrangements, Members questioned if under the current economic climate the favourable arrangement in relation to war widows could be sustained. Members felt that this needed to be re-evaluated.	Comment noted and this issue will need to be taken into account when further details of the changes to the Council Tax Benefit regime are known and the Council develops its own local Council Tax Benefit scheme, with 10% less Government funding.
<u>Car Park Income</u> - In relation to corporate budget pressures, the Committee reiterated previous year's concerns regarding the level of car park income. Whilst Members were advised that this year's shortfall would be offset in the same way as other risks (i.e. equal pay and equal value) they remained concerned regarding its continued implications.	The pressure included in the 2012/13 budget proposals for car parking income should address this issue.
<u>New Homes Bonus</u> - Members queried how much the new homes bonus would equate to over the next 5 years and were advised that it would depend on what happens locally and nationally. Members felt that the Council should be considering involvement in the delivery of mortgage, and procurement of houses, and supported the work being undertaken to explore the viability of this.	Comment noted. The New Homes Bonus has been built into the Medium Term Financial Strategy and is part of the overall financial strategy.  The updated MTFS report (referred to Cabinet on 19.12.11) identified proposals for investing in housing.
<u>Member's allowances</u> - In relation to Members allowances, Members suggested that the Independent Remuneration Panel should meet earlier to enable the outcome of discussions to be incorporated in to the budget process.	Comments Noted
<u>Favourable Outturns</u> - In terms of the outturn information, Members requested that the potential for a change to the constitution to allow favourable outturns to be placed in the General Fund, with the	The budget proposals include detailed proposal for allocating the 2012/13 underspend to support the medium term financial position of the Council. These details will be reported to Council in February 2011.

<p>responsibility for their allocation to be given to Council be explored. The issue was referred to the Constitution Committee for consideration.</p>	<p>The final outturn often involves Cabinet effectively noting actions to approve carrying forward monies at the year end to meet commitments falling due in the following year, either as a result of expenditure slippage or external funders paying money in advance, which the Council holds to benefit Hartlepool.</p>
<p><u>White Goods Project</u> - Members supported the inclusion of the necessary budgetary allocation to enable the scheme to be implemented.</p>	<p>The latest MTFS includes this proposal.</p> <p>The target audience for the scheme would be those who are more likely to be affected by financial exclusion; these individuals and families could be in private rented accommodation or be owner occupiers. Priority customers were defined as households on low income and/or in receipt of benefits, single parents, over 60s, young adults, people with disabilities and additional learning needs, people who are homeless and refugees and asylum seekers.</p> <p>The initial focus for exploration following the Scrutiny Co-ordinating Committee's investigation into Child Poverty and Financial Inclusion was for the provision of household white goods/furniture to families, but when working up the Business Case it became apparent that it would be necessary to broaden the customer base in order for the scheme to be sustainable in the long-term. It was also noted that there may be additional demand on the scheme from people who would have not used a service of this kind in the past who are facing financial difficulties, as a result of the current economic climate, for example, people who have been made redundant.</p> <p>Whilst the scheme was presented as a town wide initiative, as mentioned above, the focus will be to assist</p>

	those who are affected by financial exclusion; not everyone would be eligible and qualify as a priority
<u>Security Arrangements</u> - Members supported the inclusion of the necessary budgetary allocation to enable the reinstatement of the security presence in the Civic Centre.	The latest MTFS includes this proposals

**APPENDIX 2****ADDITIONAL CORPORATE ISSUES IDENTIFIED SINCE 10 OCTOBER 2011**

	2011/12 Saving/ (cost)  £'000	Comment on forecast outturn
<u>Local issues</u>		
Forecast Departmental Underspend	181	Since the start of the current year Departments have, as a result of the continuing need to make significant ongoing budget reductions over the next 3 years, continued to manage expenditure robustly to maximise financial flexibility and to assist the achievement of the budget reductions which will be required next year (2012/13). This includes keeping posts vacant to either enable permanent savings to be made, or to enable staff to be redeployed and avoiding other expenditure where this can be achieved without an adverse impact on services in the current year. These measures are anticipated to provide a one-off underspend against departmental budgets in the current year of £0.181m.
Additional Income Shortfalls	(154)	An assessment of forecast income shortfalls for the shopping centre, car parking and land charges income has also been completed. In total these shortfalls are anticipated to be £0.728m in the current year, which is £0.154m more than the reserves set aside to manage this shortfall. The 2012/13 budget forecasts include a pressure of £0.668m to address these issues on a permanent basis.
Additional Advance 2012/13 Savings	180	The position on the achievement of savings in advance of next year has also been reviewed and in the current year these savings total £1.08m. This is slightly higher than the initial estimate reported on 10th October 2011 of £0.9m and reflects the ongoing effective planning, management and delivery of the programme designed to achieve savings next year.
IT Contract payments	150	Prudent accruals for outstanding contract variances had been made in previous years accounts on the assumption that these amounts would be needed. Following the agreement of outstanding issues there is a one-off benefit of £150,000.
Pensions/Designated Authority costs	50	The outturn reflects a minor reduction in the employers overall pension contribution and small reduction in designated authority costs. Both will continue into 2012/13 and future years.
Energy Savings	150	Energy price increases in the current year are less than anticipated owing to the proactive energy procurement strategy pursued by NEPO to buy the 2011/12 energy requirement in advance of need. This is not expected to be sustainable as current energy prices already exceed the prices paid in 2011/12 and further increases are expected in 2012/13.
Discretionary Rate Relief	50	Applicants for discretionary rate relief from businesses is less than expected and this trend is expected to continue
Benefit Subsidy Income	200	The current benefit subsidy regime is expected to provide a one-off benefit in 2011/12. This is not sustainable as the Government have already indicated that when Council Tax Benefit is localised there will be a 10% grant cut. It is anticipated that this will be preceded in 2012/13 with cut in the benefit subsidy regime.
Church Square Loan Repayment	39	Following the deferral of this project there will be a one-off saving in the 2011/12 loan repayment costs. This could become a permanent saving if Members determine to permanently delete the Prudential Borrowing budget of £390,000 from the capital programme.
Provision for Mayoral Referendum	(70)	One off costs of holding a referendum.
<u>National Issues</u>		
April 2011 pay award saving	500	The base budget for 2011/12 included a significantly reduced provision for a cost of living pay award in April 2011 which assumed the national agreement of a flat rate increase for public sector employees earning less than £21,000 of £250. It is now expected that this arrangement will not apply to local authority staff. It is the case there will be a one-off saving in 2011/12 and a continuing saving from 2012/13. This issues continues to be a risk and it would be prudent to maintain this provision until the national position is clearer.
Total All Issues	1,276	

**SCHEDULE OF 2012/13 BUDGET PRESSURES - Corporate items**

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

**7.1**  
**Appendix 4**

2012/13 Revised Planning Assumption

The following table summarised the additional changes in planning assumptions detailed section 5.17 of the MTFS report referred to Cabinet on 19 December.

	2012/13 <b>With</b> ICT/Revenues and Benefits saving  £'000	2012/13 <b>Without</b> ICT/Revenues and Benefits saving  £'000
Deficit still to be bridged	1,399	1,399
ICT/Revenues and Benefits Year 1 contract saving	(330)	0
April 2011 pay award saving	(500)	(500)
Increase in Council Tax income - Removal of 50% exemption for empty properties, net of actual Tax Base being lower than MTFS forecast	(210)	(210)
Designated Authority	(50)	(50)
National Insurance Saving	(50)	(50)
Car Allowance	(20)	(20)
New Home Bonus (01.12.11)	(210)	(210)
Net Deficit	29	359

**SCHEDULE OF BT PROGRAMME BUDGET REDUCTIONS**

Dept	Projects (Title)	Target savings (£K)	Scrutiny Forum	Date reported to Cabinet
CEX	Customer & Support Services	£146,000	Scrutiny Co-ordinating Committee	5th December
CEX	Benefits, Council Tax and Transactional Shared Services	£203,000	Scrutiny Co-ordinating Committee	19th December
CEX	Corporate Strategy	£220,000	Scrutiny Co-ordinating Committee	5th December
CEX	Training Support Provision	£27,000	Scrutiny Co-ordinating Committee	
CEX	Joint HR Services with Darlington	£50,000	Scrutiny Co-ordinating Committee	30th August
	<b>Total Target Savings</b>	<b>£646,000</b>		

## HARTLEPOOL BOROUGH COUNCIL - RESERVE BALANCES AS AT 31 MARCH 2011

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

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



Created 2010/11 as per Outturn Strategy £'000	Department	Reserve	Actual Balance 31/03/2011 £'000	Reason for/purpose of the Reserve	Total Value of Reserve to be released for One-off Strategic costs £'000	Value of Reserve to be retained £'000	Reason for retention of reserve
£000			£000		£000	£000	
0	Corporate	Interest Equalisation	400	Reserve created to protect the Council from higher interest rates or replacement loans in the event of LOBO being called. Whilst, short-term interest rates are currently historically low there is an increasing risk that interest rates will begin to increase, particularly longer rates, when the economy begins to come out of recession.	400	0	N/A
0	Corporate	Business Transformation Set Up Costs	262	Funds set aside for Implementation costs of Business Transformation Programme.	0	262	Earmarked to fund office moves programme / property rationalisation and ICT/Revenues and benefits contract costs.
0	Corporate	Income Tax & VAT Partial Exempt Res	250	Created to manage potential income tax and VAT partial exemption risks .	250	0	N/A
0	Corporate	Carbon Reduction	196	Reserve created to cover Carbon Reduction commitments in future years.	0	196	Fully committed to cover Carbon Reduction Commitment costs in 2011/12 and 2012/13.
0	Corporate	Area Based Grant	142	ABG carried forward from 2008/09.	72	70	Committed to support Healthy Eating Co-ordinator post in 2011/12 and 2012/13.
0	Corporate	Emergency Planning	116	This reserve is held on behalf of the 4 districts under the joint arrangement, to meet potential additional costs arising under revised Civil Defence arrangements implemented from 1st April 2005.	0	116	Reserve held on behalf of 4 authorities for Emergency Planning and only a proportion belongs to Hartlepool.
0	Corporate	Bank Income	114	Created during 2008/09 Closure.	114	0	N/A
0	Corporate	Corporate Funding Reserve	84	Corporate ICT reserve. No longer required.	84	0	N/A
0	Corporate	Budget Consultation	60	Created to fund budget consultation arrangements.	60	0	N/A
0	Corporate	Core Strategy Inquiry	55	To fund one-off costs of core strategy enquiry.	0	55	Committed to fund enquiry costs in 2011/12.
0	Corporate	Strategic Procurement Review Reserve	50	To fund the strategic review of corporate procurement practices and strategy in order to assess efficiency and effectiveness and develop new strategies for the future.	50	0	N/A
0	Corporate	Civic Chain Reserve	46	Replacement of Mayoral chain.	0	46	Committed as part of 2011/12 budget and allocated to keep 3 community centres open for up to 9 months.
0	Corporate	NDC Fund	45	Reserve created in 2007/08 to support future expenditure on New Deal for Communities Project.	0	45	Reserve established from NDC underspend and will be transferred to the NDC Trust in 2011/2012.
0	Corporate	Maritime Av Remedial	38	Originally for road maintenance responsibilities within the Marina inherited from TDC. Reserve reallocated to meet the costs of providing flower beds within Marina as part of Tall Ships visit.	38	0	N/A

Created 2010/11 as per Outturn Strategy £'000	Department	Reserve	Actual Balance 31/03/2011 £'000	Reason for/purpose of the Reserve	Total Value of Reserve to be released for One-off Strategic costs £'000	Value of Reserve to be retained £'000	Reason for retention of reserve
£000			£000		£000	£000	
0	Corporate	Early Capital Equalisation	33	Created to fund repayment costs of capitalising revenue expenditure as part of budget strategy.	33	0	N/A
0	Corporate	Cash finder Savings	16	Savings arising from PWC study.	16	0	N/A
0	Corporate	Cabinet Projects	4	This reserve is to be used to fund one-off Cabinet Initiatives.	4	0	N/A
0	Corporate	Income Equalisation Reserve	1	Residual balance not needed.	1	0	N/A
0	Corporate	Salary Sacrifice	1	This reserve was created to offset potential pension liabilities in future years.	0	1	Cabinet agreed to earmark NI savings to offset potential pension liabilities in 2013/14.
0	Corporate	Cemeteries Legacies	0		0	0	N/A
1,268			14,651		3,116	11,535	

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

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

Created 2010/11 as per Outturn Strategy £'000	Department	Reserve	Actual Balance 31/03/2011 £'000	Reason for/purpose of the Reserve	Total Value of Reserve to be released for One-off Strategic costs £'000	Value of Reserve to be retained £'000	Reason for retention of reserve
£000			£000		£000	£000	
50	Chief Execs	Finance R & B - Specific Grant Reduction	50	Created to reduce the impact of Department of Work and Pensions specific grant reduction.	50	0	N/A
0	Chief Execs	Finance - IT Developments R&B	41	Created to fund IT development costs to cope with new DWP Security requirements and further Kirona scripting changes.	20	21	£21k needed to fund scripting requirements for DWP.
0	Chief Execs	Finance - Audit Section	35	Created to enable department to manage budget over more than one year.	35	0	N/A
0	Chief Execs	Registrars	35	Created for improvements to the Registrars building.	25	10	£10k needed to fund remainder of office moves (secure file storage) and replacement of statutory IT system.
33	Chief Execs	Corporate Strategy - Joint Working	33	Created to enable department to manage budget over more than one year.	33	0	N/A
20	Chief Execs	Corporate Strategy - Performance Management	30	Created to enable department to manage budget over more than one year.	15	15	On review a portion of this can be released as the expected costs of managing this change have reduced.
30	Chief Execs	Contact Centre	30	Created to fund software integrations including Corporate Workflow and upgrade Queue Management System.	15	15	£15k needed to fund software integrations including corporate workflow and Queue Management System.
13	Chief Execs	Corporate Strategy - Enhancing Council Profile	28	Created to fund temporary costs in development and establishing arrangements for enhancing and maintaining the Councils profile including social networking, public relations and other associated elements.	13	15	It is unclear at the moment if there will be any development costs to address the Cabinet decision to progress social media. This work is ongoing and there may be technical changes required to websites etc. This is to avoid having to call on departmental contributions to fund this.
0	Chief Execs	Support to Members	27	Created to enable department to manage budget over more than one year.	27	0	N/A
0	Chief Execs	Finance -Accommodation	26	Created to support future years accommodation costs.	26	0	N/A
24	Chief Execs	Legal Registration and Members	24	Created to fund temporary additional staffing within the Legal Section. Also, additional costs in postage for the renewal of Personal Identifiers for Electoral Registration which must be completed every five years.	0	24	Needed to fund temporary additional staffing within the Legal Section. Also, additional costs in postage for the renewal of Personal Identifiers for Electoral Registration which must be completed every five years.
0	Chief Execs	Finance - Accountancy Section	24	Created to enable department to manage budget over more than one year.	24	0	N/A
0	Chief Execs	Corporate Strategy - Working from Home Surplus	23	Created to manage the costs of homeworking key fobs between financial years.	10	13	Use is variable and costs vary from year to year, this allows the costs to be managed and also deals with balancing costs in respect of blackberry server environment. £10k could be released after an assessment of cost and use over the last 2 years.
0	Chief Execs	Finance R & B - Contact Centre/Benefits e-form	20	Created to fund costs of e-form development.	20	0	N/A

Created 2010/11 as per Outturn Strategy £'000	Department	Reserve	Actual Balance 31/03/2011 £'000	Reason for/purpose of the Reserve	Total Value of Reserve to be released for One-off Strategic costs £'000	Value of Reserve to be retained £'000	Reason for retention of reserve
£000			£000		£000	£000	
20	Chief Execs	Finance R & B - Atlas Project	20	Created to fund the additional funding required to match DWP Atlas grant received to complete project.	0	20	Needed in 2011/12 for HBC costs of DWP project.
0	Chief Execs	People Framework Development	18	Created to enable department to manage budget over more than one year.	0	18	Needed to fund new and on-going staff requirements in response to changes in the organisation e.g. developing competency standards, building and sharing capacity, Management Academy etc.
1	Chief Execs	Corporate Strategy - Corporate Consultation	16	Created to enable department to manage budget over more than one year.	0	16	This has specifically been carried through to enable the changes required as a result of budget consultation reductions last year to be managed in this year.
0	Chief Execs	Finance R & B - Internal Bailiff Development	16	Created to fund costs associated with Internal Bailiff Development.	0	16	Fully committed for Bailiff pilot scheme.
15	Chief Execs	Registrars	15	Created for redecoration of new marriage/ceremonies room at the Borough Hall and some software integrations/upgrades.	0	15	Needed for redecoration of new marriage/ceremonies room at the Borough Hall and some software integrations/upgrades.
15	Chief Execs	Finance R & B - Council Tax Rebate Development	15	Created for funding towards Council Tax Rebate Scheme Software Development.	0	15	Fund ICT costs associated with new Council Tax Rebate Scheme arising from new Welfare Reform Bill - requirement irrespective of procurement exercise.
10	Chief Execs	Finance R & B - Zipporah Corporate Booking System	10	Created to fund Development work linked to Zipporah Corporate Booking System.	0	10	Committed in 2011-12 to ensure integration to payment system as part of corporate booking system.
10	Chief Execs	Finance R & B - Software Projects	10	Created for funding towards BACS and DD's Software Project Developments.	0	10	Committed in 2011/12 and 2012/13 as part of modernisation and efficiency improvements to payments of creditors and receipts processing routines.
0	Chief Execs	Finance R & B - Intercept Software	6	Created to fund costs of Intercept Software.	6	0	N/A
5	Chief Execs	Finance R & B - Payment Card Industry	5	Created to fund Payment Card Industry security review.	0	5	Banking Industry requirement, will be committed 2011/12 as per Internal Audit report.
5	Chief Execs	Finance R & B - Integration Import	5	Created for funding toward ICT Integration Import for Department of Work and Pension deductions from DWP Welfare Benefits to Council Tax System.	0	5	Development costs needed in 2011/12 irrespective of Benefits procurement outcome and work completed in August 2011.
0	Chief Execs	Finance R & B - FSM System	4	Created to fund costs of FSM System.	0	4	Committed for on-going support & maintenance costs of FSM system.
0	Chief Execs	Resource Investment - HR	3	Created to enable department to manage budget over more than one year.	0	3	£3k committed for Safer Recruitment file checks.
0	Chief Execs	Finance R & B - New Scanner	3	Created to fund costs of a new scanner.	3	0	N/A
0	Chief Execs	Chairman's Charity Reserve	1	Chairman's Charity Fund Reserve.	0	1	N/A
0	Chief Execs	HR Service Improvement	1	Created to enable department to manage budget over more than one year.	1	0	N/A
0	Chief Execs	Mayors Charity Fund Reserve	1	Mayor's Charity Fund Reserve.	0	1	N/A
406			1,395		548	847	

**HARTLEPOOL BOROUGH COUNCIL - RESERVE BALANCES AS AT 31 MARCH 2011**

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

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

**INFORMATION REQUESTED BY THE SCRUTINY CO-ORDINATING COMMITTEE ON THE 13 JANUARY 2012**

Please find attached information requested by the Scrutiny Co-ordinating Committee in order to clarify the staffing implications of this year's budget proposals.

In fulfilling the request from Members, the attached document amalgamates information that has during the course of the year been presented to Cabinet, and respective Scrutiny Forums / Committee, in consideration of proposed budget saving for individual service areas, culminating in the identification of savings amounting to £5,376.00. This information has also previously been provided in its entirety to the Council Working Group.

Dept	Project (Title)	Date reported to Cabinet	Savings agreed and to be defunded	Staffing Implications	Deletion of Vacant Posts	Potential Numbers of Redundancies
C&A	Education Services & Out of School Activities	5th December	£128,000	2 vacant posts deleted.	1 - Trainee Education Psychologist 1 - Outreach Youth Worker.	0
C&A	Children's Social Care & Safeguarding	5th December	£408,000	1 vacant post deleted and 2 posts redundant.	1 - Head of Youth Offending Service	1 - Review & Development Officer. 1 - Youth Offending Prevention/Intervention Worker.
C&A	Support Services	5th December	£115,000	1 post redundant.		1 - Senior Manager (Development)
C&A	Transport	5th December	£160,000	Nil	0	0
C&A	Community Pool Grants	21st November	£49,000	Nil	0	0
C&A	Community Services Review	5th December	£298,000	5 posts redundant.		1 - Strategic Management post reduction through amalgamation of the Library and Cultural Services function. 4 posts - from the Cultural Services team.
C&A	Adult Social Care	5th December	£1,600,000	1 vacant post deleted. 3 posts voluntary redundant.	1 - Community Development Worker post in disability day services.	3 voluntary redundancies from the mental health / learning disability employment support service.
	<b>Total C &amp; A</b>		<b>£2,758,000</b>			

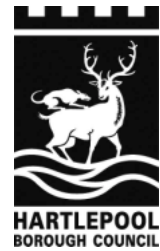


Dept	Project (Title)	Date reported to Cabinet	Savings agreed and to be defunded	Staffing Implications	Deletion of Vacant Posts	Potential Numbers of Redundancies
R&N	Asset Management	19th December	£277,000	Nil	0	0
R&N	Property	7th November	£220,000	1 vacant post deleted, 1 post voluntary redundant and 3 posts redundant.	1 - Strategic Project Manager post	2 Combined Technical team posts, 1 Clerk of Works post (Voluntary Redundancy) Construction Design Management and Project Management team, 1 Support Officer post.
R&N	Traffic	7th November	£524,000	1 vacant post deleted, 4 posts voluntary redundant and 3 posts redundant.	1 - Gulley Sidesman	1 Comp Red. Public Transport Co-ordinator, 1 Comp Red. Senior Technician, 1 Vol Red. RASWA Inspector, 1 Vol Red Asset Management Officer, 1 Vol Red. Road Safety Officer, 1 Vol Red. School Crossing Patrol Supervisor, 1 Comp Red. Courier Passenger Transport post.
R&N	Management of Housing/Public Protection	24th October	£584,000	10 posts redundant.		4 - Housing Services posts, 1 - Tier 4 Manager in Planning Services/Urban Policy 5 - Economic Development posts - Caretaker & Receptionist at Enterprise Centre, ILM Project Officer, Project Co-ordinator and Finance & Admin Officer (expiry of fixed-term contracts excluded from list).
R&N	Neighbourhood Management/Facilities	26th September	£90,000	1 post voluntary redundant.		1 - Neighbourhood Manager post to be redeployed into Facilities Managers post (voluntary redundancy).
R&N	Waste Management	10th October	£90,000	Nil	0	0
R&N	Parks & Recreation	24th October	£45,000	1 vacant post deleted.	1 - Grounds Maintenance Post	0

R&N	Community Safety		£50,000	Nil	0	0
<b>Dept</b>	<b>Project (Title)</b>	<b>Date reported to Cabinet</b>	<b>Savings agreed and to be defunded</b>	<b>Staffing Implications</b>	<b>Deletion of Vacant Posts</b>	<b>Potential Numbers of Redundancies</b>
R&N	Management Savings (achieved in previous financial year)		£75,000	Nil	0	0
	<b>Total R &amp; N</b>		<b>£1,955,000</b>			
CEX	Customer & Support Services	5th December	£148,000	2 vacant posts deleted and 1 post redundant.	1 - Team Leader post, 1 - Support Services post	1 - Customer & Support Services Manager post.
CEX	Benefits, Council Tax and Transactional Shared Services	19th December	£209,000	2 vacant posts deleted and 2 post redundant.	2 - Housing, Council Tax Benefits quality control checking posts	2 posts - Transactional Shared Services Team.
CEX	Corporate Strategy	5th December	£220,000	2 vacant posts deleted and 3 posts redundant.	1 - Corporate ICT Post, 1 - Partnership Officer post.	1 - Scrutiny Support Officer post, 1 - Performance & Partnership Manager post & 1 - Corporate ICT Post.
CEX	Training Support Provision		£27,000	Nil	0	0
CEX	Joint HR Services with Darlington	30th August	£50,000	Nil	0	0
CEX	Legal Services		£9,000			
	<b>Total CEX</b>		<b>£663,000</b>			
	<b>Total Target Savings</b>	<b>Total Savings Achieved</b>	<b>£5,376,000</b>			

## SCRUTINY CO-ORDINATING COMMITTEE

27 January 2012



**Report of:** Chairs of the Overview and Scrutiny Committees

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

### 1. PURPOSE OF THE REPORT

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

### 2. BACKGROUND INFORMATION

- 2.1 At a meeting of the Scrutiny Co-ordinating Committee held on 14 October 2011, consideration was given to the Executive's Initial Budget and Policy Framework Consultation Proposals for 2012/13.
- 2.2 At this meeting it was agreed that the initial consultation proposals were to be considered on a service provision basis by the appropriate Scrutiny Forum. With any comments/observations being fed back to this meeting of the Scrutiny Co-ordinating Committee to assist in the formulation of this Committee's formal response, to be presented to the Cabinet on 19 December 2011. This process was successfully completed and following consideration of Scrutiny's response to the initial budget proposals the Executive finalised / agreed its budget proposals on 19 December 2011. These proposals are now being consulted upon as part of the second round of the budget consultation process and as part of this process it was agreed that the process for consideration of proposals on a service provision basis, by the appropriate Scrutiny Forum, would be repeated and fed back to the Scrutiny Co-ordinating Committee.
- 2.3 As such, collective feedback from the four Scrutiny Forums will be reported back to the Scrutiny Co-ordinating Committee for consideration and inclusion in the budget consultation response. Given that the Forums were to meet between the 16 and 19 January 2012, details of the responses were unavailable for inclusion in this report at the time of print. Details will,

however, be provided under separate cover prior to today's Scrutiny Co-ordinating Committee meeting.

#### **4. RECOMMENDATION**

- 4.1 It is recommended that Members consider the feedback from the Authority's Overview and Scrutiny Committees' at this meeting, to assist in the formulation of this Committee's formal response, to be presented to the Cabinet on 6 February 2012.

**Contact:-** Joan Stevens – Scrutiny Manager  
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Hartlepool Borough Council  
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Email: joan.stevens@hartlepool.gov.uk

#### **BACKGROUND PAPERS**

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

- (i) Report of the Chief Financial Officer entitled 'Medium Term Financial Strategy (MtfS) 2012/2013 To 2014/2015 – Initial Consultation Proposals' presented to the Scrutiny Co-ordinating Committee held on 14 October 2011.
- (ii) Report of the Chief Financial Officer entitled 'Medium Term Financial Strategy (MtfS) 2012/2013 To 2014/2015 – Consultation Proposals' presented to the Scrutiny Co-ordinating Committee held on 13 January 2012.
- (iii) Minutes of the Scrutiny Co-ordinating Committee held on 14 October 2011.
- (iv) Minutes of the Children's Services Scrutiny Forum held on 1 November 2011 and 17 January 2012.
- (v) Minutes of the Neighbourhood Services Scrutiny Forum held on 9 November 2011 and 18 January 2012;
- (vi) Minutes of the Adult and Community Services and Health Scrutiny Forum held on 8 November 2011 and 16 January 2012.
- (vii) Minutes of the Regeneration and Planning Services Scrutiny Forum held on 3 November 2011 and 19 January 2012.

## Medium Term Financial Strategy (MTFS) 2012/2013 to 2014/2015 – Budget Consultations: Feedback from the Overview and Scrutiny Committees

### Adult and Community Services Scrutiny Forum – 16 January 2012

Members supported the finalised budget proposals, but reaffirmed their comments/views expressed at the initial budget consultation meeting on 8 November 2011 and hoped that these would be taken forward.

### Children's Services Scrutiny Forum – 17 January 2012

Members supported the finalised budget proposals and in relation to the School Catering Pressure, Members were pleased to hear that this pressure had now been resolved at a recent meeting of the Schools Forum and therefore would no longer be a pressure to the Authority.

### Neighbourhood Services Scrutiny Forum – 18 January 2012

Following detailed discussions of the finalised budget proposals and the impact of these on and services staffing numbers, Members agreed with the proposals.

However, Members again raised concerns that the unavoidable need for savings would leave services very stretched and commented that the need for further cuts in future years would inevitably have a negative impact on the services provided to the people of the town.

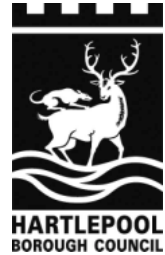
Members noted that job losses had been kept to an absolute minimum in this area, despite the very large amount of savings required and commended staff within the Regeneration and Neighbourhoods Directorate for continuing to deliver excellent services despite the impact of savings.

### Regeneration and Planning Services Scrutiny Forum – 19 January 2012

Members supported the finalised budget proposals, but were concerned that the public were not aware of the enormity of the cuts that were coming over the next two years and how these would affect the ability of the Council to provide the current level of services. Members suggested that additional publicity was carried out to forewarn of the impact of future budget cuts.

## **SCRUTINY COORDINATING COMMITTEE**

Date: 27 January 2012



**Report of:** Assistant Chief Executive, Chief Solicitor, Chief Finance Officer, Chief Workforce and Customer Services Officer and Director of Regeneration and Neighbourhoods Department

**Subject:** PROPOSALS FOR INCLUSION IN CHIEF EXECUTIVE'S DEPARTMENTAL PLAN 2012/13 AND REGENERATION AND NEIGHBOURHOODS DEPARTMENTAL PLAN 2012/13 (ORGANISATIONAL DEVELOPMENT THEME)

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### **1. PURPOSE OF REPORT**

- 1.1 To provide the opportunity for the Scrutiny Coordinating Committee to consider the proposals for inclusion in the 2012/13 Chief Executive's Departmental Plan, and the Organisational Development section of the Regeneration and Neighbourhoods Departmental Plan 2012/13.

### **2. BACKGROUND**

- 2.1 For 2012/13 a review of the Outcome Framework has been undertaken to ensure that it still accurately reflects the key outcomes that the Council and Partners have identified as being important for the future of town. A revised outcome framework, to be implemented from April 2012, was reported to Scrutiny Coordinating Committee on 11 November 2011 and Cabinet on 19 December 2011.
- 2.2 As in previous years detailed proposals are being considered by each of the Scrutiny Forums in January/February. A report will be prepared for Scrutiny Coordinating Committee on 17 February 2012 detailing the comments/observations of each of the Scrutiny Forums to inform a response to Cabinet.
- 2.3 Departmental Plans are working documents and as such there are still a small number of areas where further information is still to be provided. This information will be included in the version of the Plans that are to be

considered by Scrutiny Coordinating Committee and by Cabinet in March 2012.

### 3. PROPOSALS

- 3.1 The Assistant Chief Executive will deliver a short presentation at the meeting detailing the key challenges that the Chief Executive's department faces over the next year, and beyond, and setting out proposals for how these will be addressed. The presentation will also include a small number of actions that have been proposed for inclusion in the Regeneration and Neighbourhoods Departmental Plan 2012/13 that fall under the remit of Scrutiny Coordinating Committee.
- 3.2 The focus of the presentation will be on the actions that have been identified by officers from across the Council that set out in detail how the outcomes will be delivered in 2012/13. Scrutiny Coordinating Committee will be given the opportunity to comment on the proposals throughout the presentation.
- 3.3 In addition to the actions included in the presentation, officers from across the Council have also been identifying the Performance Indicators (PIs) that will be monitored throughout the year to measure progress and these, together with the actions are included in the proposed Chief Executive's Departmental Plan, attached at **Appendix A**, and the proposed Regeneration and Neighbourhoods Departmental Plan (Organisational Development theme only), attached at **Appendix B**.
- 3.4 As in 2011/12, only Key Performance Indicators will include future targets, and other indicators will be included for monitoring purposes only. For those indicators where targets have been proposed it may be necessary for the targets to be revised based on final year outturns for 2011/12 and/or final budget decisions. Any changes to proposed targets will be included in future proposals to Scrutiny Coordinating Committee and Cabinet.

### 4. NEXT STEPS

- 4.1 The Child and Adults Departmental Plan and the remainder of the Regeneration and Neighbourhoods Departmental Plan will be discussed at the relevant Scrutiny Forums between 26 January and 2 February. Comments and observations from those Scrutiny Forums will be added to those received at today's meeting and included in the overall presentation to the meeting of the Scrutiny Coordinating Committee on 17 February 2012.
- 4.2 All three Departmental Plans will then be considered, alongside the Council's Corporate Plan, by Scrutiny Coordinating Committee on 9 March 2012 before being formally agreed by Cabinet at its meeting on 19 March 2012.
- 4.3 Progress towards achieving the actions and targets included in the Departmental Plans will be monitored throughout 2012/13 by officers across the Council and progress reported quarterly to Cabinet and Scrutiny Coordinating Committee.

## **5. RECOMMENDATIONS**

5.1 It is recommended that Scrutiny Coordinating Committee: -

- considers the proposed outcome templates (Appendix A) for inclusion in the 2012/13 Chief Executive's Departmental Plan;
- considers the proposed outcome templates (Appendix B) for inclusion in the 2012/13 Regeneration and Neighbourhoods Departmental Plan; and
- formulates any comments and observations to be included in the overall presentation to the meeting of the Scrutiny Coordinating Committee on 17 February 2012.

**Contact Officer:** - Andrew Atkin  
Assistant Chief Executive  
Tel: 01429 523040  
E-mail: Andrew.Atkin@Hartlepool.gov.uk



## Proposals for inclusion in Chief Executive's Departmental Action Plan 2012/13

## SECTION 1 OUTCOME DETAILS

<b>Theme</b>	Jobs and the Economy	<b>Outcome</b>	4. People have greater access to financial information, advice and support particularly those currently excluded.	<b>Hartlepool Partnership Outcome?</b>	Yes
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## SECTION 2 ACTIONS

Action	Corporate Plan	Due Date	Assignee
Support Big Lottery Financial Inclusion bid submission	Yes	Jun 2012	John Morton
Develop referral channels for adults to access financial advice services	Yes	Mar 2013	John Morton
Deliver Money Matters engagement programme	Yes	Mar 2013	John Morton

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Corporate Plan	Collection Period	Current Target 2012/13	Future Targets	
							13/14	14/15
CEDFI P025	Number of Credit Union Current Accounts / Saving Accounts opened by adults	John Morton	Targeted		Financial Year	200	300	400
CEDFI P026	Number of Credit Union savings accounts opened by school age / college age individuals	John Morton	Targeted		Financial Year	100	150	200
CEDFI P027	Number of successful applications for Council Tax reductions	John Morton	Targeted		Financial Year	88	100	130

## SECTION 1 OUTCOME DETAILS

## 8.1 APPENDIX A

<b>Theme</b>	Organisational Development	<b>Outcome</b>	27. Improve the efficiency and effectiveness of the organisation	<b>Hartlepool Partnership Outcome?</b>	No
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SECTION 2 ACTIONS			
Action	Corporate Plan	Due Date	Assignee
Implement and monitor revised corporate compliance framework for ordering and debtor income processes		Dec 2012	Kevin Shears
Review and update Medium Term Financial Strategy (MTFS)	Yes	Mar 2013	Chris Little
Determine and implement a revised programme to deliver the savings required in light of MTFS and budget settlement for 2012/13 and 2013/14 incorporating options for service delivery including collaboration.	Yes	Mar 2013	Andrew Atkin / Chris Little
Review of Corporate ICT Strategy to ensure it continues to support Corporate Objectives including opportunities to use ICT to generate efficiency savings across the Authority	Yes	Mar 2013	Joan Chapman
Delivery of key projects identified in ICT Strategy	Yes	Mar 2013	Joan Chapman
Review efficiency and effectiveness of Chief Executive's Dept Customer & Support Services function		Mar 2013	Christine Armstrong

SECTION 3 PERFORMANCE INDICATORS & TARGETS								
Code	Indicator	Assignee	Targeted or Monitor	Corporate Plan	Collection Period	Current Target (2012/13)	Future Targets	
							13/14	14/15
CEDFI P001	Percentage of Invoices paid in 30 days	Kevin Shears	Targeted		Financial Year	94%	95%	96%
CEDCS P042	Actual savings from efficiency and savings Programme (Outcome 26)	Andrew Atkin / Chris Little	Targeted	Yes	Financial Year	£6.6m	£3.2m (initial planning assumptions)	£5.2m (initial planning assumptions)
ICT PI 4	Percentage of ICT incidents resolved within agreed service levels	John Bulman	Targeted		Financial Year	96%	96%	96%
ICT SI 3	Unavailability of ICT services to users	John Bulman	Targeted		Financial Year	4.25%	4.25%	4.25%

## 8.1 APPENDIX A

### SECTION 3 PERFORMANCE INDICATORS & TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Corporate Plan	Collection Period	Current Target (2012/13)	Future Targets	
							13/14	14/15
CEDC S P017	Number of website hits – unique visitors	Paul Diaz	Targeted		Financial Year	325,000	+ 5%	+ 5%
CEDC S P018	Number of online transactions	Paul Diaz	Targeted		Financial Year	6,500	+ 5%	+ 5%
CEDFI P002	Percentage of Council Tax collected	Roy Horseman	Targeted	Yes	Financial Year	97%	97%	97%
CEDFI P003	Percentage of non-domestic rating collected	Roy Horseman	Targeted	Yes	Financial Year	98.4%	98.4%	98.4%

## 8.1 APPENDIX A

### SECTION 1 OUTCOME DETAILS

Theme	Organisational Development	Outcome	28. Deliver effective customer focused services, meeting need of diverse groups and maintaining customer satisfaction	Hartlepool Partnership Outcome?	No
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### SECTION 2 ACTIONS

Action	Corporate Plan	Due Date	Assignee
Continue to Model Impacts of Dept for Work and Pension changes to Housing Benefits system	Yes	Mar 2013	John Morton
Develop framework for new Local Council Tax Rebate Scheme	Yes	Feb 2013	John Morton
Implement Engagement Strategy to notify claimants and stakeholders on changes to benefits support		Mar 2013	John Morton
Ensure that the Council has procedures in place to meet the requirements of the Equality Act 2010 by co-ordinating activities across departments to meet the items included in the Equality & Diversity Action Plan	Yes	Mar 2013	Christine Armstrong
Implement Customer Service and Channel Strategy Action Plan	Yes	Mar 2013	Christine Armstrong
Implement Registration & Nationality Service Delivery Plan		Mar 2013	Christine Armstrong
Coordinate corporate complaints process and responses to Local Government Ombudsman complaints		Mar 2013	Peter Turner
Seek opportunities to develop cost effective consultation mechanisms and generate income for the Council		Mar 2013	Peter Turner
Complete Viewpoint surveys – rounds 38 and 39 and identify alternative approach to the delivery of the Household Survey / Place Survey.		Mar 2013	Peter Turner / Catherine Frank

### SECTION 3 PERFORMANCE INDICATORS & TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Corporate Plan	Collection Period	Current Target (2012/13)	Future Targets	
							2013/14	2014/15
CEDFI P004	Average time to process new Housing Benefit/Council Tax Benefit claims	Julie Pullman	Targeted	Yes	Financial Year	20 days	20 days	20 days
CEDFI P005	Average time to process Housing Benefit/Council Tax Benefit changes of circumstances	Julie Pullman	Targeted	Yes	Financial Year	9 days	9 days	9 days
	Average wait for telephone calls to be answered	Julie Howard	Targeted		Financial Year	30 secs	30 secs	30 secs

## 8.1 APPENDIX A

### SECTION 3 PERFORMANCE INDICATORS & TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Corporate Plan	Collection Period	Current Target (2012/13)	Future Targets	
							2013/14	2014/15
	Average wait for fact to face visitors without appointment	Julie Howard	Targeted		Financial Year	8 mins	8 mins	8 mins
	% emails responded to the same day	Julie Howard	Targeted		Financial Year	90%	90%	90%
	% customer enquiries dealt with a 1 <sup>st</sup> point of contact (across 3 primary channels)	Julie Howard	Targeted		Financial Year	80%	80%	80%
	% customers satisfied with Hartlepool Connect services	Julie Howard	Targeted		Financial Year	85%	85%	85%
CEDCS PO04	Council formal complaints - percentage dealt with within deadlines (Comps 2)	Peter Turner	Targeted		Financial Year	80%	80%	80%
CEDCS PO02	Satisfaction with complaint handling (BVPI 4 – measured via Viewpoint every three years)	Peter Turner	Monitor		Every 3 years	Not Required		
CEDCS PO03	Number of formal complaints received by the Council	Peter Turner	Monitor		Financial Year	Not Required		
CEDCS P043a	LGO Complaints – LGO Investigative team decisions – total number investigated	Peter Turner	Monitor		Financial Year	Not Required		
CEDCS P043b	LGO Complaints – LGO Investigative team decisions – total maladministration or local settlement	Peter Turner	Monitor		Financial Year	Not Required		
CEDCS PO16	Percentage of residents agreeing that HBC regularly asks local people about views and opinions	Peter Turner	Monitor		Every 3 years	Not Required		
CEDCS P001	Percentage of citizens satisfied with the overall service provided by the local authority	Peter Turner	Monitor		Every 2 years	Not Required		

## 8.1 APPENDIX A

### SECTION 1 OUTCOME DETAILS

Theme	Organisational Development	Outcome	29. Maintain effective governance arrangements for core business and key partnerships	Hartlepool Partnership Outcome?	No
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### SECTION 2 ACTIONS

Action	Corporate Plan	Due Date	Assignee
Ensure lawfulness and fairness of decisions	Yes	Mar 2013	Peter Devlin
Promote and maintain high standards of conduct by Members and co-opted members.	Yes	Mar 2013	Peter Devlin
Maintain and promote whistle blowing policy		Mar 2013	Peter Devlin
Implement statutory acts of compliance with regards to new and emerging legislation.		Mar 2013	Peter Devlin
Provide full opinion on Governance arrangements to Audit Committee		May 2013	Noel Adamson
Review governance arrangements for the Hartlepool Partnership including Strategic Partners Group and Theme Groups	Yes	Mar 2013	Catherine Frank
Ensure continuation of robust and relevant governance arrangements in relation to ICT arrangements		Mar 2013	Joan Chapman

### SECTION 3 PERFORMANCE INDICATORS & TARGETS

There are no Performance Indicators considered appropriate

## 8.1 APPENDIX A

### SECTION 1 OUTCOME DETAILS

<b>Theme</b>	Organisational Development	<b>Outcome</b>	30. Maintain effective Performance, Finance and Risk Management Arrangements	<b>Hartlepool Partnership Outcome?</b>	No
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### SECTION 2 ACTIONS

Action	Corporate Plan	Due Date	Assignee
Implement reclassification and valuation of highways assets		Dec 2012	Chris Little
Produce statement of accounts	Yes	Jun 2013	Chris Little
Review 2012/13 service planning approach and make recommendations to improve service planning for 2013/14	Yes	Oct 2012	Peter Turner
Agree and implement service planning framework for 2013/14		May 2013	Peter Turner
Coordinate regular performance, finance and risk reporting for 2012/13 to the Hartlepool Partnership to ensure accountability of partners and that component bodies make well informed decisions.		Mar 2013	Catherine Frank
Coordinate quarterly performance and risk reporting for 2012/13 to ensure well informed decision making and accountability of Executive and senior managers		Mar 2013	Peter Turner

### SECTION 3 PERFORMANCE INDICATORS & TARGETS

**There are no Performance Indicators considered appropriate**

## 8.1 APPENDIX A

### SECTION 1 OUTCOME DETAILS

<b>Theme</b>	Organisational Development	<b>Outcome</b>	31. Maintain the profile and reputation of the Council	<b>Hartlepool Partnership Outcome?</b>	No
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### SECTION 2 ACTIONS

Action	Corporate Plan	Due Date	Assignee
Implement the Corporate Communications Strategy Action Plan	Yes	Mar 2013	Alastair Rae
Plan for the additional responsibility of communicating key health messages in light of LA responsibilities for public health		Mar 2013	Alastair Rae
Progress use of social media as a means of communication between council and public through the Social Media Group		Mar 2013	Andrew Atkin
Secure contracts to deliver necessary income generation targets.		Mar 2013	Alastair Rae

### SECTION 3 PERFORMANCE INDICATORS & TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Corporate Plan	Collection Period	Current Target (2012/13)	Future Targets	
							2013/14	2014/15
CEDCS P026	Percentage of residents feeling they are fairly well or very well informed	Alastair Rae	Monitor		Every 2 years		Not Required	
CEDCS P027	Percentage of residents who read some or most of Hartbeat	Alastair Rae	Monitor		Every 2 years		Not Required	
CEDCS P028	Percentage of residents who are fairly satisfied or very satisfied with Hartbeat	Alastair Rae	Monitor		Every 2 years		Not Required	
CEDCS PO16	Percentage of residents agreeing that HBC regularly asks local people about views and opinions	Peter Turner	Monitor		Every 3 years		Not Required	
CEDCS P001	Percentage of citizens satisfied with the overall service provided by the local authority	Peter Turner	Monitor		Every 2 years		Not Required	



## 8.1 APPENDIX A

SECTION 1 OUTCOME DETAILS				
Theme	Organisational Development	Outcome	32. Deliver effective Member and Workforce arrangements, maximising the efficiency of the Council's Democratic function	Hartlepool Partnership Outcome? No

SECTION 2 ACTIONS			
Action	Corporate Plan	Due Date	Assignee
Implement ResourceLink corporate workforce development and recruitment modules		Mar 2013	Kevin Shears
Support of the development and updating of the constitution		Mar 2013	Peter Devlin
Provide legal advice and support to officers and members		Mar 2013	Peter Devlin
Continue to support developing the Skills of the Workforce		Mar 2013	Joanne Machers
Continue to Promote Healthy Working	Yes	Mar 2013	Stuart Langston
Continue to support how employees are recognised, engaged and rewarded	Yes	Mar 2013	Joanne Machers
Continue to apply and develop the Single Status Agreement and other equality in employment arrangements	Yes	Mar 2013	Wally Stagg
Support of Council's Executive, Non Executive and Scrutiny Processes		Mar 2013	Amanda Whitaker
Support of the Development and Updating of the Constitution		Mar 2013	Amanda Whitaker
Support of School Admission and Exclusion Appeal Hearings		Mar 2013	Amanda Whitaker
Support and Process Petitions received in accordance with Petition Scheme		Mar 2013	Amanda Whitaker
Maintain and develop the Overview and Scrutiny function		Mar 2013	Joan Stevens
Compile and deliver the Scrutiny Work Programme for 2012/13	Yes	Mar 2013	Joan Stevens
Monitor recommendations made across all Overview and Scrutiny Committees and report progress to Scrutiny Coordinating Committee – July 2012 and Jan 2013		Mar 2013	Joan Stevens
Prepare and deliver the Overview and Scrutiny Annual Report (2012/13		Mar 2013	Joan Stevens

## 8.1 APPENDIX A

### SECTION 3 PERFORMANCE INDICATORS & TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Corporate Plan	Collection Period	Current Target (2012/13)	Future Targets	
							2013/14	2014/15
CEDCS P012	Percentage of draft Minutes of Non executive meetings produced within 10 days of the meeting	Amanda Whitaker	Targeted		Financial Year	98%	98%	98%
CEDCS P013	Percentage of draft Minutes of Executive meetings produced within 3 days of the meeting	Amanda Whitaker	Targeted		Financial Year	98%	98%	98%
CEDCS Feeder 01	Number of Non Executive Meetings requiring minutes	Amanda Whitaker	Monitor		Financial Year	Not Required		
CEDCS Feeder 03	Number of Executive meetings requiring minutes	Amanda Whitaker	Monitor		Financial Year	Not Required		
CEDCS P014	Percentage of Minutes of Executive meetings published within 4 days of the meeting	Amanda Whitaker	Monitor		Financial Year	Not Required		

## 8.1 APPENDIX B

### Proposals for inclusion in Regeneration and Neighbourhood Services Departmental Action Plan 2012/13

SECTION 1 OUTCOME DETAILS					
<b>Theme</b>	Organisational Development	<b>Outcome</b>	27. Improve the efficiency and effectiveness of the organisation	<b>Hartlepool Partnership Outcome?</b>	No

SECTION 2 ACTIONS			
Action	Corporate Plan	Due Date	Assignee
Agree the Council's Capital Funding Team programme to inform the 2013/14 budget process.		January 2013	Dale Clarke
Review the Council's Asset Management Plan		March 2013	Dale Clarke
Review the Council's Commissioning and Procurement Strategy		March 2013	David Hart
Assess the impact of the e-quotation procurement system to ensure the aims are being met and compliance achieved.		March 2013	David Hart

SECTION 3 PERFORMANCE INDICATORS & TARGETS								
Code	Indicator	Assignee	Targeted or Monitor	Corporate Plan	Collection Period	Current Target (2012/13)	Future Targets	
							13/14	14/15
RND P072	Achieve the Capital Receipts Target	Dale Clarke	Targeted		Financial Year	£1.5m	To be set	To be set

# SCRUTINY CO-ORDINATING COMMITTEE

27 January 2012



**Report of:** Scrutiny Manager

**Subject:** SCRUTINY CO-ORDINATING REFERRAL OF LOW  
COST TRAVEL TO YOUNG PEOPLE THROUGH  
CONCESSIONARY FARE SCHEMES

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## 1. PURPOSE OF THE REPORT

- 1.1 To update Members on the outcome of the Neighbourhood Services Scrutiny Forums exploration of the Scrutiny Co-ordinating Committee referral in relation to the provision of low cost travel to young people through concessionary fares schemes.

## 2. BACKGROUND INFORMATION

- 2.1 At its meeting of 14 October 2011, during consideration of the initial consultation proposals for the Medium Term Financial Strategy (MTFS) 2012/13 to 2014/15, Scrutiny Co-ordinating Committee referred the consideration of the provision of low cost travel to young people through a concessionary fare scheme, to the Neighbourhood Services Scrutiny Forum to consider as part of its budget consultation process.
- 2.2 It was suggested by Scrutiny Co-ordinating Committee that, as part of the Council's commitment to eradicating child poverty, those on free school meals should receive full support, with sliding levels of support to others, dependant on the level of household income. Scrutiny Co-ordinating Committee suggested that negotiations be undertaken with Stagecoach regarding the potential for such a scheme, and with schools regarding the potential use of a portion of the funding allocated for pupils in receipt of free school meals.
- 2.3 The potential of such a scheme was explored by the Neighbourhood Services Scrutiny Forum at its meeting on the 18 January 2012. Given that the outcome of this meeting was not known at the time of production of this report, details of the Forum's views and recommendations will be circulated under separate cover prior to today's meeting for presentation by the Chair of the Neighbourhood Services Scrutiny Forum.

## **7. RECOMMENDATION**

- 7.1 That the report be noted and receive the views / recommendations expressed by the Neighbourhood Services Scrutiny Forum in response to the Scrutiny Co-ordinating Committee referral, for consideration as part of the budget consultation process.

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

## **BACKGROUND PAPERS**

Scrutiny Co-ordinating Committee - Minutes – 14 October 2012

## **SCRUTINY CO-ORDINATING COMMITTEE**

27 January 2012



**Report of:** Neighbourhood Services Scrutiny Forum

**Subject:** REPORT – REFERRAL OF LOW COST TRAVEL TO  
YOUNG PEOPLE THROUGH CONCESSIONARY  
FARE SCHEMES

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### **1. PURPOSE OF REPORT**

- 1.1 To report the outcome of the Neighbourhood Services Scrutiny Forum's consideration of the referral of low cost travel to young people through concessionary fare schemes to Scrutiny Co-ordinating Committee.

### **2. BACKGROUND INFORMATION**

- 2.1 At its meeting of 14 October 2011, during consideration of the initial consultation proposals for the Medium Term Financial Strategy (MTFS) 2012/13 to 2014/15, Scrutiny Co-ordinating Committee referred the consideration of the provision of low cost travel to young people through a concessionary fare scheme, to the Neighbourhood Services Scrutiny Forum to consider as part of its budget consultation process.
- 2.2 It was suggested by Scrutiny Co-ordinating Committee that, as part of the Council's commitment to eradicating child poverty, those on free school meals should receive full support, with sliding levels of support to others, dependant on the level of household income. Scrutiny Co-ordinating Committee suggested that negotiations be undertaken with Stagecoach regarding the potential for such a scheme, and with schools regarding the potential use of a portion of the funding allocated for pupils in receipt of free school meals.
- 2.3 The potential of such a scheme was explored by the Neighbourhood Services Scrutiny Forum at its meeting of 18 January 2012, details of the Forum's views and recommendations are contained within this report and will be presented at today's meeting by the Chair of the Neighbourhood Services Scrutiny Forum.

### 3. ISSUES CONSIDERED BY THE NEIGHBOURHOOD SERVICES SCRUTINY FORUM

- 3.1 During the meeting of the Neighbourhood Services Scrutiny Forum on 18 January 2012, Members considered a report and presentation by the Assistant Director (Transport and Engineering) and the Integrated Transport Unit Manager, which detailed the costs associated with providing the proposed concessionary scheme, discussions held with local transport providers in relation to the scheme, current transport provision for young people (in relation to home to school transport) and also other transport issues currently under review.

#### CURRENT SCHOOL TRANSPORT PROVISION

- 3.2 Members were advised that Hartlepool Borough Council currently provide free transport for a significant number of young people, which is administered under statutory mainstream guidance. Currently pupils attending schools who fall into the following groups are receiving free transport:-
- Secondary pupils who live more than 3 miles away from their chosen school
  - Primary pupils who live more than 2 miles away from their chosen school
  - Secondary pupils attending schools on grounds of faith (non-statutory)
  - Pupils attending special primary and secondary schools within the borough (Distance does not apply)
  - Pupils attending special primary and secondary schools outside the borough
  - Secondary pupils eligible to free transport on low income who live within 2 miles
- 3.3 In addition turnaround (rechargeable works) are provided and transport for swimming lessons is provided through a service level agreement with schools.

#### RESULTS OF NEGOTIATIONS WITH TRANSPORT PROVIDERS AND LOCAL SCHOOLS

- 3.4 Members heard that the negotiations with transport providers in relation to the proposed scheme confirmed that the current ticketing options could not be transferred to alternative groups of young people. Stagecoach confirmed that the Uni-rider rate would **not be** available to pupils under the age of 16 as there is a need to show a student union card as pre qualification to the discounted travel permit. Ticketing schemes currently charge:

- Uni Rider £235pa or £100 per term
- In Town Mega Rider £362 pa or £120 per term
- Network Mega Rider(out of town) £526pa or £175 per term
- Cool Rider (child in town pass) £190 pa or £64 per term

3.5 The Integrated Transport Unit (ITU) would estimate that approximately 500 - 1000 pupils would be eligible under alternative criteria. If we apply the criteria, costs would calculate to **£95,000 pa for 500 pupils'** and **£190,000 pa for 1000 pupils** (Cool Rider Pass).

3.6 In addition, Members were made aware by the Assistant Director of Transport and Engineering that due to reduction in buses, eligible children may not live in an area where they could use the tickets, as the bus service was not provided. The Integrated Transport Unit Manager also confirmed that the majority of Children who would qualify would probably live within 2 miles of their school.

### ISSUES TO BE CONSIDERED

3.7 Members considered that additional schemes linked to free transport under the low income criteria or Free Schools Meals would not benefit additional pupils. Currently all those eligible for free transport have been identified and already receive support through the existing statutory process. Hartlepool currently supports **175 pupils** at a cost of **82k pa**. It is predicted that this expenditure will increase to an estimated cost of **101k** during 2012/13.

3.8 The Integrated Transport Unit has formed a Transport Champion Group made up of representatives from **all** local forums representing transport related issues. The aim of the group is to support the development, consultation and publication of transport matters across Hartlepool.

3.9 The ongoing Integrated Transport Travel Club initiative provides flexible, demand responsive service across a varied geographical area. This initiative needs further consideration in line with the young people's survey (as detailed in 3.12).

3.10 Members also heard that the ITU were offering to go in to schools to review their transport arrangements and source lower cost alternatives where possible. In some schools this had helped to transform the availability of field trips and extra curriculum activities as the amounts saved had enabled the school to use the money in other areas of transport such as breakfast clubs and alternative field trips.

### TRANSPORT ISSUES CURRENTLY UNDER REVIEW

3.11 Members were advised that a number of transport items are currently, or have been, considered by several groups and committees within the Council.



- 3.12 As part of the Overview and Scrutiny Work Programme for 2011/12, in relation to the budget setting process, the Children's Services Scrutiny Forum considered a presentation in relation to Home to School Transport on the 19 July 2011 and additional information on the 6 September 2011, the following comments / suggestions were made by the Children's Services Scrutiny Forum in relation to Home to School Transport:-
- (a) Members supported the initial consultation proposals;
  - (b) Members raised concerns at the level of transport costs associated with children and young people with special needs, as this equates to 50%, which is higher than the national average. If the level of escort assistance was to be reduced and the independence of young people increased, Members requested that this was carried out in an appropriate manner with all the appropriate reviews and safeguards put in place;
  - (c) Members highlighted the need for parents to have plenty of notice of any changes to the home to school transport services; and
  - (d) Members raised concerns over the reduction of the denominational transport service and requested that alternative proposals be explored for the children / young people accessing this service.
- 3.13 In addition, as part of the 2011/12 work programme the young people co-opted on the Children's Services Scrutiny Forum are investigating the issue of young people's access to transport. This report is due to be present to the Children's Services Scrutiny Forum by the end of March 2012, after which it will be presented to Cabinet.
- 3.14 The issue of proposed budget savings in relation to denominational transport was discussed at the Cabinet meeting of 5 December 2011, at which Cabinet received a detailed report in relation to this topic and, in considering the proposals put forward, was asked to take into consideration the Children's Services Scrutiny Forum's comments / suggestions. The ITU are currently administering the agreed consultation relating to the removal of free (non statutory) denominational transport.
- 3.15 Members heard that the Transport Champions Group is currently progressing the details of a proposed travel club and the Yellow Bus Scheme. In addition, a select number of young people including representatives from the Young Peoples Parliament are engaged in a survey of provision across HBC as a whole. The outcome will ensure further consideration is given to support extended provision.
- 3.16 The ITU will investigate further funding opportunities through a review of existing transport expenditure within schools. This will provide the opportunity to explore additional charging policies for provision. The ongoing consultation exercise relating to denominational transport will provide a platform for review.

## **4. CONCLUSION**

### **4.1 The Neighbourhood Services Scrutiny Forum concluded that:-**

- (i) Whilst the Forum supports the principle of the provision of concessionary bus passes to young people, given the current budget situation the Council finds itself in, the Forum could not support the introduction of such a scheme at the present time;
- (ii) The Transport Team should continue to explore the options for the travel club, the yellow bus strategy and any other strategies aimed at reducing the impact transport issues have on people's lives within Hartlepool;
- (iii) The Transport Team continues to explore all possible funding avenues in relation to bus transport;
- (iv) Discussions between schools, service providers and the Council continue to explore all possible options available going forward, to benefit all service users;
- (v) The Forum endorses that further work is undertaken by the Transport Team to encourage partners to participate in any such concessionary schemes that may arise in the future; and
- (vi) That an update on the progress of areas identified for further work is presented to the Neighbourhood Services Scrutiny Forum in 6 months.

## **5. RECOMMENDATION**

- 5.1 That Scrutiny Co-ordinating Committee note and agree the views of the Neighbourhood Services Scrutiny Forum.

**COUNCILLOR STEPHEN THOMAS  
CHAIR OF THE NEIGHBOURHOOD SERVICES SCRUTINY FORUM**

**Contact Officer:-** Elaine Hind – Scrutiny Support Officer  
Chief Executive's Department – Corporate Strategy  
Hartlepool Borough Council

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e-mail: [elaine.hind@hartlepool.gov.uk](mailto:elaine.hind@hartlepool.gov.uk)

## **BACKGROUND PAPERS**

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

- (i) Presentation of the Assistant Director of Transport and Engineering entitled 'Scrutiny Co-ordinating Committee Referral of Low Cost Travel to Young People through Concessionary Fare Schemes' presented to the Neighbourhood Services Scrutiny Forum' on 18 January 2012.

- (ii) Report of the Assistant Director of Transport and Engineering entitled 'Scrutiny Co-ordinating Committee Referral of Low Cost Travel to Young People through Concessionary Fare Schemes' presented to the Neighbourhood Services Scrutiny Forum on 18 January 2012.

**SCRUTINY CO-ORDINATING COMMITTEE****27 January 2012****Report of:** Constitution/General Purposes Working Group**Subject:** REFERRAL OF DECISION: DELIVERY OF SUPPORT TO MEMBERS AND TO THE COUNCIL, EXECUTIVE, NON EXECUTIVE AND SCRUTINY FUNCTIONS

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**1. Background**

On 25 November 2011, Scrutiny Co-ordinating Committee met to consider the Call-In of the decision taken by Cabinet on 7 November 2011 in relation to the 'Delivery of Support to Members and to the Council, Executive, Non Executive and Scrutiny Functions'. Cabinet had at the same meeting referred a number of issues in relation to this decision to Scrutiny with a clear timetable for response. In relation to this referral, Cabinet at its meeting on 5 December 2011, considered and approved an extension to the proposed timetable and extended the referral to include all elements of the original decision, as detailed below. As part of the process, the decisions (as detailed below) were referred to the Constitution/General Purposes Working Group for further consideration, the outcome of which was to be fed back to the Scrutiny Co-ordinating Committee for consideration in the formulation of its response to the Cabinet referral.

*1 (i) – That the constitution be reviewed annually through the Monitoring Officer and that the Constitution Committee be abolished, following the 2012 elections.*

*1 (ii) – That the functions of the Standards Committee be extended to include monitoring of attendance of Members at induction and training sessions.*

*1 (iii) – That the General Purposes (Appeals and Staffing) Committee become a stand alone committee with a fixed membership.*

*1 (iv) – That the remaining General Purposes Committee functions be combined with the functions of Audit Committee to form one expanded "Operations Committee" with exclusively backbench membership.*

*1 (v) – That the Contract Scrutiny Committee be abolished and the functions relating to contracts/tenders be undertaken by the executive*

*1 (vi) – That the number of Scrutiny Forums be reduced from six to four through the merging of neighbourhood services and regeneration and*

*planning forums and health to be combined with Adult Services to reflect the Council's new public health role*

*2 (i) – That Members' Seminars be deleted from the council diary and replaced with ad hoc briefing/training sessions, to be organised following identification of issues by Members/Officers and be held immediately in advance of meetings of full Council.*

*2 (ii) – That the introduction of Task and Finish/Working Groups be monitored to ensure they are resourceable*

*2 (iii) – That Task and Finish Groups be conducted in public, except where the information being discussed is exempt under the Local Government (Access to Information) (Variation) Order 2006.*

*3 (i) – That the size of all committees/forums established/reappointed after May 2012 reflect the reduction in the overall size of Council.*

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

## **2. Issues for Consideration**

This Working Group considered the referral at length at meetings held on 25 November, 1 December, 14 December, 21 December 2011 and 13 January 2012. Issues arising from those considerations were also considered at Council Working Group on 23 January 2012. The following provides a summary of Members views and detailed recommendations.

*1 (i) – That the constitution be reviewed annually through the Monitoring Officer and that the Constitution Committee be abolished, following the 2012 elections.*

Members had several concerns with the proposal to allocate the responsibility of reviewing the Constitution to one officer due to the importance and volume of work involved. There were also a number of concerns expressed by Members at the lack of engagement with the Mayor at Constitution Committee, as his involvement and engagement in the discussions is considered by the Working Group to be pivotal to an effective process. In considering the number of amendments to the Constitution proposed by the Committee and unanimously approved by Council in the past, it was suggested that the Constitution Committee continue to function as it currently operated, with Working Groups of the Committee scheduled to consider specific issues as and when required.

*1 (ii) – That the functions of the Standards Committee be extended to include monitoring of attendance of Members at induction and training sessions.*

In relation to the monitoring of Member attendance at induction and training sessions, it was noted that Members' attendances were already recorded, audited and published on an annual basis and any additional monitoring would be a further drain on resources.

*1 (iii) – That the General Purposes (Appeals and Staffing) Committee become a stand alone committee with a fixed membership.*

A system had been developed to operate the General Purposes (Appeals and Staffing) Committee from within the membership of General Purposes Committee. This system had been operating for some time and had proved an efficient and effective use of Member and officer time, especially in view of the increasing workload of the General Purposes (Appeals and Staffing) Committee. As a result of this, Members were keen to see the General Purposes (Appeals and Staffing) Committee continue to operate this way.

Members were aware that there were ongoing discussions taking place in relation to the involvement of Executive Members on General Purposes (Appeals and Staffing) Committee and noted that this would be subject to further consideration.

*1 (iv) – That the remaining General Purposes Committee functions be combined with the functions of Audit Committee to form one expanded "Operations Committee" with exclusively backbench membership.*

It was suggested by Members that Audit Committee continue to operate as it does now with the additional responsibility of monitoring contracts on a sample basis to examine the process undertaken to allocate specific contracts and monitor the subsequent contract arrangements along with procurement policy issues. In addition, a further function to undertake an overview and governance role could be undertaken by the Committee to examine the decision making prior to letting contracts. Members considered that further discussions on the audit, monitoring and governance arrangements of the Council should be undertaken, taking into account the possible inclusion within the Constitution/General Purposes/Audit Committee functions.

In relation to General Purposes Committee, Members considered that the General Purposes Committee should continue to function as currently. However, discussions on the number of Members appointed to the Committee highlighted the difficulties that may be faced convening General Purposes (Appeals and Staffing) Committee should a smaller membership of the main Committee be agreed. In order to facilitate the convening of General Purposes (Appeals and Staffing) Committees and acknowledging that there may be a need to hold meetings concurrently, Members suggested that the General Purposes Committee remain at a membership of 9 Members.

*1 (v) – That the Contract Scrutiny Committee be abolished and the functions relating to contracts/tenders be undertaken by the executive*

Members were inclined to agree that Contract Scrutiny Committee be abolished and the functions relating to the opening and recording of contracts/tenders be undertaken by the Executive in conjunction with the appropriate officer(s), providing they had no previous involvement in any decisions that may affect the contract.

In addition, a further function to undertake an overview and governance role could be undertaken by the Audit Committee relating to contracts.

Following discussions at Council Working Group Members agreed that Contract Scrutiny Committee should be abolished and the functions of opening tenders be undertaken by a sub-committee of Members from within the membership of Audit Committee. The governance and monitoring arrangements relating to the issuing of contracts along with monitoring the subsequent procurement policy issues to also be the responsibility of Audit Committee. This was subject to further discussion relating to the audit and governance arrangements of the Council.

*1 (vi) – That the number of Scrutiny Forums be reduced from six to four through the merging of Neighbourhood Services and Regeneration and Planning Forums and Health to be combined with Adult Services to reflect the Council's new public health role*

To enable the Working Group to have a clear view on how many non-executive Members would be available to participate in back bench responsibilities, clarification had been sought from the Mayor on the number of Executive Members to be appointed post May 2012 elections. However, the Mayor had indicated that he would be unable to make that decision until after the elections had been held. As a result Members based their considerations around the highest possible number of Executive Members being appointed to the Cabinet which resulted in 25 Members being available to participate in back bench responsibilities.

In addition to the current responsibilities of Overview and Scrutiny, the forthcoming election of the Police and Crime Commissioner in November 2012 would result in an additional responsibility being placed with overview and scrutiny. In view of this additional responsibility and the need to consider the budget proposals as well as full work programmes, Members did not feel able to reduce the number of Scrutiny Forums. However, there was an acknowledgement that in view of the reduction in Members from 47 to 33 after the May 2012 elections, the number of Members able to participate in each scrutiny forum should be reduced to 5/6 Members per Forum subject to the requirements of proportionality.

In relation to Regeneration and Planning Services Scrutiny Forum, Members considered that this should remain a stand alone Forum in view of the need to

scrutinise and hold to account the Department leading on increasing the focus and importance placed on reducing the level of deprivation in the town through increasing job opportunities, inviting organisations to start businesses, supporting businesses and generating small business in the town.

Members also considered that the Neighbourhood Services Scrutiny Forum should remain a stand alone Forum in view of the need to continually scrutinise front facing services in line with increasing demands on neighbourhood delivery including refuse collection and street lighting responsibilities.

In view of the additional responsibilities being placed on the Council through the statutory functions of the Health and Well Being Board and additional responsibility for public health, Members considered that a Health Scrutiny Forum should not be merged with any other Scrutiny Forum. This would result in the Adult and Community Services Scrutiny Forum remaining a stand alone forum.

*2 (i) – That Members' Seminars be deleted from the council diary and replaced with ad hoc briefing/training sessions, to be organised following identification of issues by Members/Officers and be held immediately in advance of meetings of full Council.*

Whilst Members supported the removal of Members' Seminars from the Council diary, it was considered that the scheduling of the ad hoc briefing/training sessions needed further discussion. It was highlighted that immediately in advance of full Council meetings was not practical as the political groups already met immediately prior to Council. In addition to this, extra meetings on the same day as Council and Group meetings was likely to cause problems for Members who had work, carer or other commitments.

*2 (ii) – That the introduction of Task and Finish/Working Groups be monitored to ensure they are resourceable*

Any additional Task and Finish/Working Groups were already scheduled around the Council, Member and Officer diaries to ensure they were resourceable and further monitoring of this would put a further strain on officer resources.

*2 (iii) – That Task and Finish Groups be conducted in public, except where the information being discussed is exempt under the Local Government (Access to Information) (Variation) Order 2006.*

It was considered that to conduct Task and Finish Group in public would involve more officer time through the production and publication of agenda documentation. It was therefore not considered a saving of resources. Further current arrangements enabled a full and frank debate to be undertaken on what were very difficult issues. In addition, as Task and Finish Groups were not subject to Access to Information Rules, they could be held at



short notice. Issues discussed by Task and Finish Group which subsequently required decisions were subject to reports referred to meetings held in accordance with Access to Information Rules.

The Working Group noted that the Chief Solicitor had confirmed that neither Working Groups or Task and Finish Groups were subject to the Access to Information Rules.

*2 (iv) – That Committee/Forum/Group Chairs be advised of their responsibility in ensuring that only those additional meetings that are unavoidable are called in light of the additional workload the number of additional meetings over and above the agreed Council diary are creating*

Members were fully aware of the additional workload that extra meetings incurred both for officers and Members. Therefore additional meetings were only called as and when necessary and no further action on this recommendation was required.

*2 (v) – That a ‘freeze’ to be introduced in respect of attendance at conferences where conference costs are incurred. In exceptional circumstances that attendance at conference is justified, the Member attending the Conference is required to feedback to all Members of the Council in both written and verbal form*

Members considered that a distinction was required to enable Members to attend conferences and meetings when appointed to that organisation as a Council representative with the necessary resources being made available, as opposed to requests from Members to attend ad hoc conferences. To enable further clarity, Members were fully supportive of an approved list of conferences being re-established.

Members were fully supportive of a review of the outside bodies that the Council appoint to on an annual basis and considered that the reintroduction of approved conference list should be considered in conjunction with the outside body list, and reiterated the importance of Member input/engagement with outside bodies who were in receipt of financial support via the Council.

Members highlighted that previous practice had required that Members submit a verbal report to Full Council in relation to their attendance at Conferences / Seminars. Members expressed concern that this process had proven to be ineffective and time consuming, and drew attention to the effectiveness of informal mechanism already in place for Members to feedback their attendances via appropriate scrutiny forums. On this basis, Members were of the view that an informal reporting mechanism, as implemented through Scrutiny, would be the preferred option and that the re-introduction of a formal written/verbal process at full Council was not supported.

*2 (vi) – That a review of Members' accommodation be undertaken involving all Councillors based on the principle of need*

Members did not consider the current accommodation provided to be adequate or suitable and welcomed the review of accommodation. It was suggested that Members should be located within the civic suite area. One option would be to relocate the Members' Executive and Non-Executive collective space into the Civic Suite. This would enable a significant section of office space on Level 2 of the Civic Centre to be freed up for use by officers which should help with the rationalisation of Council buildings.

In relation to the remaining offices used by Members such as group offices and scrutiny offices, further discussion would be required should the future use of these rooms be questioned.

*2 (vii) – That further consideration be given to improving Members' ICT with the aim of reducing costs and simplifying its use and that all Councillors be encouraged to utilise the systems available to them*

Members were disappointed with the current level of ICT support given to Members and supported this recommendation and looked forward to an effective solution being identified. It was suggested that alternative ICT arrangements for Members should be explored.

*2 (viii) – That the practice of producing summary sheets for reports cease as soon as practicable and that appendices to reports are not customarily printed but available electronically, on request and in the Members' Library*

Members supported this recommendation.

*3 (i) – That the size of all committees/forums established/reappointed after May 2012 reflect the reduction in the overall size of Council.*

Members did not support the above recommendation as to implement a pro rata reduction in committees/forums in line with the reduction of Elected Members was unworkable. Members considered that the membership of each committee/forum should be looked at individually to ensure the most appropriate level of membership was in place.

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

As the Mayor had been unable to provide an indication of the number of Executive Members to be appointed to Cabinet post May 2012 elections, Members had based their considerations of the political structure and referral of Cabinet recommendations on 25 Members being available to participate in back bench committees and forums.

### 3. **Recommendations**

**That the following views be considered by the Scrutiny Co-ordinating Committee in the formulation of its response to the Cabinet referral, in line with the agreed timescale:-**

**1 (i) – That the Constitution be reviewed annually through the Monitoring Officer and that the Constitution Committee be abolished, following the 2012 elections.**

That the operation of the Constitution Committee continue to operate as it was subject to further discussion around the audit and governance arrangements of the Council, with Working Groups scheduled as and when required.

**1 (ii) – That the functions of the Standards Committee be extended to include monitoring attendance of Members at induction and training sessions**

Members noted that Members' attendances were already recorded, audited and published on an annual basis and any additional monitoring would be a further drain on resources.

**1 (iii) – That the General Purposes (Appeals and Staffing) Committee become a stand alone committee with a fixed membership.**

That the General Purposes (Appeals and Staffing) Committee continue to operate as currently with membership from the General Purposes Committee.

**1 (iv) – That the remaining General Purposes Committee functions to combined with the functions of the Audit Committee to form one expanded "Operations Committee" with exclusively backbench membership.**

That General Purposes Committee continue to function as currently with no in the membership numbers. However, it was recommended that the operation of this Committee be subject to further discussion relating to the audit and governance arrangements of the Council.

**1 (v) – That the Contract Scrutiny Committee be abolished and the functions relating to the contracts/tenders be undertaken by the Executive.**

That Contract Scrutiny Committee be abolished and the functions of opening tenders be undertaken by a sub-committee of Members from within the membership of Audit Committee. The governance and monitoring arrangements relating to the issuing of contracts and the subsequent procurement policy arrangements also be the responsibility of Audit Committee. This was subject to further discussion relating to the audit and governance arrangements of the Council.

**1 (vi) – That the number of Scrutiny Forums be reduced from six to four through the merging of Neighbourhood Services and Regeneration and Planning Services Scrutiny Forums and Health Scrutiny Forum to be combined with Adult and Community Services Scrutiny Forum to reflect the Council's new public health role.**

The continuation of the five Scrutiny Forums as they currently stand, with a reduced membership of 5/6 Members appointed to each Scrutiny Forum depending on the requirements of proportionality. In addition to this, the Chair, Vice Chair and one other Member from the Scrutiny Forums be appointed to the Scrutiny Co-ordinating Committee to enable the full participation of back bench and cross party Members with the Chair appointed by Council resulting in a membership of SCC16.

**2 (i) – That Members' Seminars be deleted from the council diary and replaced with ad hoc briefing/training sessions, to be organised following identification of issues by Members/Officers and be held immediately in advance of meetings of full Council.**

Whilst Members supported the removal of diaried Members' Seminars, the scheduling of the ad hoc briefing/training sessions needed further discussion.

**2 (ii) – That the introduction of Task and Finish/Working Groups be monitored to ensure they are resourceable**

Any additional Task and Finish/Working Groups were already scheduled around the Council Annual Diary, Members and Officers diaries to ensure they were resourceable and further monitoring of this would put a further strain on officer resources.

**2 (iii) – That task and finish groups be conducted in public, except where the information being discussed is exempt under the Local Government (Access to Information) (Variation) Order 2006.**

Advice had been received that Task and Finish Groups were not subject to Access to Information Provision Rules.

**2 (iv) – That Committee/Forum/Group Chairs be advised of their responsibility in ensuring that only those additional meetings that are unavoidable are called in light of the additional workload the number of additional meetings over and above the agreed Council diary are creating**

Members were fully aware of the additional workload that extra meetings incurred both for officers and Members. Therefore additional meetings were only called as and when necessary.

**2 (v) – That a ‘freeze’ to be introduced in respect of attendance at conferences where conference costs are incurred. In exceptional circumstances that attendance at conference is justified, the Member attending the Conference is required to feedback to all Members of the Council in both written and verbal form**

Members referred to the differentiation between conferences Members were invited to attend as appointed Council representatives as opposed to specific individual requests from Members to attend ad hoc conferences. In view of this, Members suggested that an approved list of conferences be created to take into account conferences of the organisations that Council appoint Members to as Council representatives.

Members were fully supportive of a review of the outside bodies that the Council appoint to on an annual basis and considered that the reintroduction of approved conference list should be considered in conjunction with the outside body list.

The introduction of an informal mechanism, as implemented through Scrutiny, for the reporting of attendance at Conferences / Seminars would be the preferred option and that in the re-introduction of a formal written / verbal process for reports to full Council was not supported.

It was considered that any freeze on conference attendances apply to both officers as well as Members.

**2 (vi) – That a review of Members’ accommodation be undertaken involving all Councillors based on the principle of need**

A review of Members’ accommodation was supported and suggestions were made for the relocation of non Executive and Executive Members collective space to within the Civic Suite.

**2 (vii) – That further consideration be given to improving Members’ ICT with the aim of reducing costs and simplifying its use and that all Councillors be encouraged to utilise the systems available to them**

Members supported this recommendation and looked forward to an effective solution being identified.

**2 (viii) – That the practice of producing summary sheets for reports cease as soon as practicable and that appendices to reports are not customarily printed but available electronically, on request and in the Members’ Library**

Members supported this recommendation.

**3 (i) – That the size of all committees/forums established/reappointed after May 2012 reflect the reduction in the overall size of Council**

Members considered that a pro rata reduction in committees/forums in line with the reduction in Elected Members was unworkable and that each individual committee/forum should be examined separately and on their own merits and required functions.

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

As the Mayor was unable to give an indication of the number of Executive Members likely to be appointed to Cabinet post May 2012 elections, Members has based their consideration of the political structure on 25 Members available to participate in back bench committees.

**BACKGROUND PAPERS:**

Constitution, Part 3 – Roles and Responsibilities

Cabinet Decision Record – 7 November 2011

Scrutiny Co-ordinating Committee Minutes – 25 November 2011

Constitution/General Purposes Working Group minutes – 1 December, 14

December, 21 December 2011 and 13 January 2012

Council Working Group minutes – 23 January 2012-01-24

## **SCRUTINY CO-ORDINATING COMMITTEE**

27 January 2012



**Report of:** Assistant Director of Health Improvement

**Subject:** HARTLEPOOL PUBLIC HEALTH TRANSITION PLAN

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### **1. INTRODUCTION**

- 1.1 There will be a requirement for the statutory responsibilities for Public Health to be transferred from NHS Hartlepool to Hartlepool Borough Council by April 2013.

### **2. BACKGROUND INFORMATION**

- 2.1 The publication of 'Healthy People, Healthy Lives: Our Strategy for Public Health in England 2010' (Department of Health). Proposed radical reform of how Public Health is to be delivered in England.
- 2.2 In order to ensure the smooth transition of the responsibility for Public Health from NHS Hartlepool to Hartlepool Borough Council, there is a need to develop a Public Health Transition Plan for Hartlepool.

### **3. NEXT STEPS**

- 3.1 A report on the Draft Hartlepool Public Health Transition Plan is to be presented to Cabinet on 23 January 2012.
- 3.2 The Draft Hartlepool Public Health Transition Plan will need to be submitted to the Regional Director of Public Health by 27 January 2012.
- 3.3 A report on the final version of the Hartlepool Public Health Transition Plan is to be presented to Cabinet on 5 March 2012.
- 3.4 The final version of the Hartlepool Public Health Transition Plan will need to be submitted to:-
- (i) the Regional Director of Public Health by 16 March 2012; and
  - (ii) the Department of Health by 5 April 2012.

#### 4. RECOMMENDATIONS

4.1 That Members choose one of the following options:-

- (i) To consider the development of the Hartlepool Public Health Transition Plan at a future meeting of Scrutiny Co-ordinating Committee before its final approval by Cabinet on 5 March 2012; or
- (ii) Members may feel it more appropriate to refer the issue for consideration by the Health Scrutiny Forum, with a request for progress reports back to this Committee on the Hartlepool Public Health Transition Plan before its final approval by Cabinet on 5 March 2012.

**Contact Officers:-** Louise Wallace – Assistant Director of Health Improvement  
Child and Adult Services  
Hartlepool Borough Council  
Tel: 01429 284030  
Email: Louise.wallace@hartlepool.gov.uk

#### BACKGROUND PAPERS

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

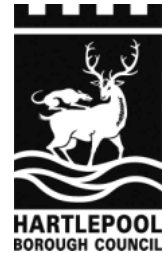
- (i) Department of Health (2010), *Healthy Lives, Healthy People: Our Strategy for Public Health in England*, Available from [http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_121941](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_121941)



Item 9.4 – The report has been removed as a result of inaccuracies contained within the information.

## SCRUTINY CO-ORDINATING COMMITTEE

27 January 2012



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

**Subject:** ADULT AND COMMUNITY SERVICES SCRUTINY FORUM – PROGRESS REPORT

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### 1. PURPOSE OF REPORT

- 1.1 To inform the Scrutiny Co-ordinating Committee of the progress made to date by the Adult and Community Services Scrutiny Forum.

### 2. PROGRESS OF THE SCRUTINY FORUM

- 2.1 Since the last progress report from this Forum, which was presented to the Scrutiny Co-ordinating Committee on 23 September 2011, the Adult and Community Services Scrutiny Forum has undertaken the following work:-
- 2.2 The Executive's Budget and Policy Framework Consultation Proposals for 2012/13 to 2014/15: At the meeting of the Scrutiny Co-ordinating Committee held on 23 September 2011 it was agreed that, as in previous years, consideration of the budget proposals would be split to enable each standing Scrutiny Forum to look in detail at the service areas that fall within their remit.
- 2.3 The Adult and Community Services Scrutiny Forum considered the initial budget proposals on 8 November 2011. The comments/observations of the Forum were fed back to the Scrutiny Co-ordinating Committee on 2 December 2011, for inclusion in the formal Scrutiny response to Cabinet. The Scrutiny Co-ordinating Committee's formal response was received by Cabinet on the 19 December 2011 and the comments/observations expressed were taken into consideration during the finalisation of its Budget and Policy Framework Proposals for 2012/13.
- 2.4 Cabinet's finalised budget proposals were submitted to the Scrutiny Co-ordinating Committee on the 13 January 2012, with the process for consideration of proposals by individual Forums to be repeated in January 2012. As part of this process, on the 16 January 2012 the Adult and Community Services Scrutiny Forum considered the finalised budget proposals relating to the Adult and Community Services areas of service

provision within the Child and Adult Services Department. The Forum reported its views back to the Scrutiny Co-ordinating Committee on 27 January 2012, to enable the submission of a formal Scrutiny response to Cabinet on 6 February 2012.

- 2.5 Consideration of Budget Items: Throughout this Municipal Year the Adult and Community Services Scrutiny Forum has considered budget items in relation to Cultural and Community Services Efficiencies and Adult Social Care Savings (including Working Together for Change). The comments / observations of the Forum were fed back to Cabinet on 5 December 2011.
- 2.6 Proposals for Inclusion in the Child and Adult Services Departmental Plan 2012/13: The Adult and Community Services Scrutiny Forum on 1 February 2012 will consider proposals for inclusion in the 2012/13 Child and Adult Services Departmental Plan. The Forum will report its views back to the Scrutiny Co-ordinating Committee on the 17 February 2012 which will subsequently be considered by Cabinet in March 2012.
- 2.7 Investigation into Early Intervention and Reablement Services: The Forum at its meeting on the 12 September 2011 continued its investigation into Early Intervention and Reablement Services. During the meeting the Forum received evidence from officers from the Child and Adult Services Department and partner organisations involved in the delivery of early intervention and reablement services.
- 2.8 The Forum at its meeting of 16 January 2012 received evidence from the Professor of Social Policy at York University. The Professor provided details of the research carried out by York University and how the research might influence the delivery of reablement services in Hartlepool in the future.
- 2.9 The Forum is on track to complete this investigation by the 19 March 2012 in order for the Final Report to be submitted to the Scrutiny Co-ordinating Committee on 13 April 2012, for submission to Cabinet in May 2012.
- 2.10 Six Monthly Monitoring of Agreed Adult and Community Services Scrutiny Forum's Recommendations: The Adult and Community Services Scrutiny Forum are due to consider an update on the progress made against the recommendations resulting from scrutiny inquiries undertaken by the Adult and Community Services Scrutiny Forum since the 2005/06 Municipal year at its meeting of 20 February 2012.
- 2.11 Forward Plan: The Adult and Community Services Scrutiny Forum, at each of its meetings, continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Forum's last progress report, in September 2011, no specific items have been identified.

**3. RECOMMENDATION**

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee notes the progress of the Adult and Community Services Scrutiny Forum.

**COUNCILLOR JANE SHAW  
CHAIR OF THE ADULT AND COMMUNITY SERVICES SCRUTINY FORUM**

**BACKGROUND PAPERS**

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

## SCRUTINY CO-ORDINATING COMMITTEE

27 January 2012



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

**Subject:** CHILDREN'S SERVICES SCRUTINY FORUM –  
PROGRESS REPORT

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### 1. PURPOSE OF REPORT

- 1.1 To inform the Scrutiny Co-ordinating Committee of the progress made to date by the Children's Services Scrutiny Forum.

### 2. PROGRESS OF THE SCRUTINY FORUM

- 2.1 Since the last progress report from this Forum was presented to the Scrutiny Co-ordinating Committee on 23 September 2011, the Children's Services Scrutiny Forum has undertaken the following work:-
- 2.2 The Executive's Budget and Policy Framework Consultation Proposals for 2012/13 to 2014/15: At the meeting of the Scrutiny Co-ordinating Committee held on 23 September 2011 it was agreed that, as in previous years, consideration of the budget proposals would be split to enable each standing Scrutiny Forum to look in detail at the service areas that fall within their remit.
- 2.3 The Children's Services Scrutiny Forum considered the initial budget proposals on 1 November 2011. The comments/observations of the Forum were fed back to the Scrutiny Co-ordinating Committee on 2 December 2011, for inclusion in the formal Scrutiny response to Cabinet. The Scrutiny Co-ordinating Committee's formal response was received by Cabinet on the 19 December 2011 and the comments/observations expressed were taken into consideration during the finalisation of its Budget and Policy Framework Proposals for 2012/13.
- 2.4 Cabinet's finalised budget proposals were submitted to the Scrutiny Co-ordinating Committee on the 13 January 2012, with the process for

consideration of proposals by individual Forums to be repeated in January 2012. As part of this process, on the 17 January 2012 the Children's Services Scrutiny Forum considered the finalised budget proposals relating to the Children's Services areas of service provision within the Child and Adult Services Department. The Forum reported its views back to the Scrutiny Co-ordinating Committee on 27 January 2012, to enable the submission of a formal Scrutiny response to Cabinet on 6 February 2012.

- 2.5 Consideration of Budget Items: Throughout this Municipal Year the Children's Services Scrutiny Forum has considered budget items in relation to Home to School Transport; Play Opportunities Pool; Youth Service Headland Futures; Prevention Safeguarding and Specialist Services (including CAMHS, Reduce the Number of Looked After Children, Children's Social Care Commissioning, Review of Allowances and Review of Youth Offending Service Admin and Support Services). The comments / observations of the Forum were fed back to Cabinet on 5 December 2011.
- 2.6 Six Monthly Monitoring of Agreed Children's Services Scrutiny Forum's Recommendations: The Forum at their meeting of 17 January 2012 was delighted to receive an update on the progress made against the recommendations resulting from scrutiny inquiries undertaken by the Children's Services Scrutiny Forum since the 2005/06 Municipal Year. Members noted that 79% of recommendations were completed, 1% assigned, 8% in progress, 8% cancelled and 4% overdue.
- 2.7 Investigation into 'Young People's Access to Transport': The young people's representatives, at the meeting of 1 November 2011, as part of the current investigation into Young People's Access to Transport provided Members with a verbal update on progress to date which included:-
- (a) A questionnaire had been developed and circulated across the town to assist with information gathering in terms of the impact of withdrawal of certain bus routes, which transport services were required, popular routes, how often young people required transport as well as the types of youth organisations young people attended;
  - (b) Upon receipt of feedback from the questionnaires, it was intended that focus groups would be held to explore the issues raised;
  - (c) Current bus timetables had been examined and would be looked at in further detail. It was noted that bus timetables available on the internet were not up to date; and
  - (d) The Young People had arranged to attend a transport meeting on 23 November, feedback from which would be provided at a future meeting of the Forum.
- 2.8 'The Provision of Support and Services to Looked After Children': The Children's Services Scrutiny Forum started their investigation into 'The Provision of Support and Services to Looked After Children' at the meeting

of 18 October 2011, where Members agreed the scope of their investigation and received a setting the scene presentation and verbal evidence from the Portfolio Holder for Children's Services.

- 2.9 The Forum at its meeting of 23 November 2011, split into small groups to gather views from looked after children, foster carers, partner organisations and officers from the Child and Adult Services Department including social workers on how looked after children / young people are supported across all aspects of their lives. The groups discussed their views and experiences in relation to the support and services available for looked after children.
- 2.10 As part of this investigation, Members of the Forum attended a site visit to The Star Centre, a former children's home located on Flint Walk and also visited an independent providers residential home in Hartlepool and a Council run children's home in Stockton.
- 2.11 The Forum at its meeting of 17 January 2012 considered the feedback from the group exercises held on 23 November 2011; the site visit to the Star Centre and also received evidence from the Head of Children and Families Social Care at South Tyneside Council.
- 2.12 At the meeting scheduled for 31 January 2012 Members are due to consider feedback from the site visits to an independent providers residential home in Hartlepool and a Council run children's home in Stockton and also receive a presentation from Looked After Children.
- 2.13 Throughout the investigation, Members have raised concerns about the future of Catcote School and have indicated that they wish to be involved in the future planning of the site.
- 2.14 The Forum is on track to complete its investigation by 27 March 2012 and present it to the Scrutiny Co-ordinating Committee in April 2012 and Cabinet in May 2012.
- 2.15 Primary School Councils' Forum: First Annual Conference: Representatives from the Primary School Council attended the Children's Services Scrutiny Forum on 17 January 2012 to inform the Forum of the findings of their first Annual Conference, which focused on how safe children feel in Hartlepool and what they would like to see to make the town safer.
- 2.16 Proposals for Inclusion in the 2012/13 Child and Adult Services Departmental Plan: The Children's Services Scrutiny Forum on the 31 January 2012 will consider the proposals for inclusion in the 2012/13 Child and Adult Services Departmental Plan. The Forum will report its views back to the Scrutiny Co-ordinating Committee on the 17 February 2012 which will subsequently be considered by Cabinet in March 2012.
- 2.17 Membership of the Children's Services Scrutiny Forum: The Roman Catholic Diocese has nominated a new representative for the Roman

Catholic co-opted position on the Forum. The nomination is due to go to Full Council for Approval in February 2012.

- 2.18 A nomination was received for the co-opted position of primary school governor. Sacha Paul Bedding, Chair of Governors of the Federated Governing Body of St Peter's Elwick and Hart Primary School was approved by Full Council to this position.
- 2.19 No nominations to date have been received for a representative from the Church of England diocese; or for School Council representatives.
- 2.20 Forward Plan: The Children's Services Scrutiny Forum, at each of its meetings, continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Forum's last progress report, in September 2011, Members have requested additional information in relation to School Admission Arrangements.
- 2.21 In addition to this, at the meeting of the Health Scrutiny Forum held on 6 October 2011, Members identified an issue with the 'Early Intervention Strategy' and a joint meeting was held with the Children's Services Scrutiny Forum (to which Members of the Adult and Community Services Scrutiny Forum were invited) on 3 November 2011. Details of the recommendations made by Members at the joint meeting were presented to the Cabinet meeting of 19 December 2011.

### **3. RECOMMENDATION**

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee notes the progress of the Children's Services Scrutiny Forum.

**COUNCILLOR CHRISTOPHER AKERS-BELCHER  
CHAIR OF CHILDREN'S SERVICES SCRUTINY FORUM**

### **BACKGROUND PAPERS**

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



## SCRUTINY CO-ORDINATING COMMITTEE

27 January 2012



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

**Subject:** HEALTH SCRUTINY FORUM – PROGRESS REPORT

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### 1. PURPOSE OF REPORT

- 1.1 To inform the Scrutiny Co-ordinating Committee of the progress made to date by the Health Scrutiny Forum, since the last progress report to this Committee on 23 September 2011.

### 2. PROGRESS OF THE SCRUTINY FORUM

- 2.1 Since the last progress report to this Committee on 23 September 2011, the Health Scrutiny Forum has undertaken the following work:-

2.2 Connected Care:

The Forum met on 6 October 2011, where the Portfolio Holder for Adult's and Public Health presented Members with Cabinet's response to the recommendations made by the Forum following their investigation into 'Connected Care'.

- 2.3 Members were pleased to hear that all of the recommendations identified by the Forum had been accepted by Cabinet and the Forum will continue to monitor progress in respect to the actions over the coming year.

2.4 Cancer Awareness and Early Diagnosis:

The Forum formally began gathering evidence in relation to their investigation into 'Cancer Awareness and Early Diagnosis' at their meeting of 6 October 2011, where Members were delighted to hear from our MP for Hartlepool along with the Portfolio Holder for Adult's and Public Health.

- 2.5 In addition to the evidence from the MP and Portfolio Holder, Members at their meeting of 6 October 2011 also received detailed baseline evidence on

cancer in Hartlepool from the Speciality Registrar in Public Health, with supporting setting the scene evidence from the Assistant Director for Health Improvement and colleagues from NHS Tees.

- 2.6 The Clinical Director for Health Improvement along with colleagues from NHS Tees were present at the Health Scrutiny Forum meeting on 17 November, to provide detailed information of the delivery of Cancer Screening Services and why certain cancers were not part of a screening process. Further evidence will be sought from North Tees and Hartlepool NHS Trust (NTHFT) as well as evidence on smoking cessation services in the Town.
- 2.7 The Forum is on track to complete its investigation by the 5 April 2012 so that its Final Report can be submitted to the Scrutiny Co-ordinating Committee meeting of 13 April 2012, before submission to Cabinet, as planned.
- 2.8 North Tees & Hartlepool NHS Foundation Trust's Governors:  
Following a request for details to be provided in relation to Governors at NTHFT, Members at their meeting of 6 October 2011 received an extract from NTHFT's Annual Report which detailed who the Governors were; a copy of the Information Pack for Governors; and extracts from Anthem magazine which detailed examples of the work that Governors undertook as part of their role.
- 2.9 'Our £40m Challenge':  
Following the announcement of £40million savings over the next three years required from the NTHFT budget, the Chairman and Assistant Chief Executive from NTHFT were present at the Forum meeting of 17 November 2011. Members were concerned about the level of savings required and how this might impact on the services provided by NTHFT, however, reassurances were given that any changes affecting service delivery would be consulted with Members of the Health Scrutiny Forum. Members of the Forum will continue dialogue with NTHFT as details become clearer about how the savings will be made.
- 2.10 Visit to Minister of State for Health:  
When the Forum met on 17 November 2011, I provided an update in terms of the visit to the Minister of State for Health that was undertaken by myself, the Chairman and other Members of the Council. Despite a number of concerns about the A&E Closure at the University Hospital of Hartlepool and other issues relating to health provision in Hartlepool being raised during the visit, the Minister reiterated that the matter was a local one and as such the changes should be lead by the clinicians at NTHFT, with both clinicians and Councillors being responsible in taking the message forward.

2.11 Forward Plan:

The Health Scrutiny Forum, at each of its meetings, continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. At the meeting of the Forum held on 6 October 2011, Members identified an issue with the 'Early Intervention Strategy' and a joint meeting was held with the Children's Services Scrutiny Forum (to which Members of the Adult & Community Services Scrutiny Forum were invited) on 3 November 2011. Details of the recommendations made by Members at the joint meeting were presented to the Cabinet meeting of 19 December 2011.

**3. RECOMMENDATION**

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee notes the progress of the Health Scrutiny Forum.

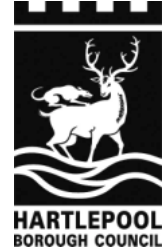
**COUNCILLOR STEPHEN AKERS-BELCHER  
CHAIR OF HEALTH SCRUTINY FORUM**

**BACKGROUND PAPERS**

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

## SCRUTINY CO-ORDINATING COMMITTEE

27 January 2012



**Report of:** Chair of the Neighbourhood Services Scrutiny Forum

**Subject:** NEIGHBOURHOOD SERVICES SCRUTINY FORUM  
– PROGRESS REPORT

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### 1. PURPOSE OF REPORT

- 1.1 To inform the Scrutiny Co-ordinating Committee of the progress made to date by the Neighbourhood Services Scrutiny Forum.

### 2. PROGRESS OF THE SCRUTINY FORUM

- 2.1 Since the last progress report from this Forum was presented to the Scrutiny Co-ordinating Committee on 23 September 2011, the Neighbourhood Services Scrutiny Forum has undertaken the following work:-
- 2.2 Regeneration and Neighbourhoods Department: Medium Term Financial Strategy (MTF) 2012/13 to 2014/15: The Scrutiny Co-ordinating Committee at its meeting of 23 September 2011 agreed that, as in previous years, consideration of the budget proposals would be split to enable each standing Scrutiny Forum to look in detail at the service areas that fall within their remit. The Neighbourhood Services Scrutiny Forum met on 9 November 2011 to consider initial budget proposals in relation to the neighbourhood services areas of the Regeneration and Neighbourhoods Department. Members views on these initial proposals were discussed and agreed by the Scrutiny Co-ordinating Committee on 2 December 2011 and were subsequently considered by Cabinet on 19 December 2011 in the formulation of its budget proposals.
- 2.3 Cabinet's finalised budget proposals were submitted to the Scrutiny Co-ordinating Committee on the 13 January 2012, with the process for consideration of proposals by individual Forums to be repeated in January 2011. As part of this process, at the meeting of the Neighbourhood Services

Scrutiny Forum of 18 January 2012, Members considered the response from Cabinet to these proposals. Further views of the Neighbourhood Services Scrutiny Forum are due to be discussed by Scrutiny Co-ordinating Committee at today's meeting and will be considered by Cabinet on 6 February 2012.

- 2.4 Proposals for Inclusion in the 2012/13 Regeneration and Neighbourhoods Departmental Plan: The Neighbourhood Services Scrutiny Forum is due to consider the proposals for inclusion in the 2012/13 Regeneration and Neighbourhoods Departmental Plan at the meeting of 30 January 2012. The Forum will report its views back to the Scrutiny Co-ordinating Committee on the 17 February 2012, which will subsequently be considered by Cabinet in March 2012.
- 2.5 '20's Plenty – Traffic Calming Measures': The Portfolio Holder for Transport and Neighbourhoods, at the Portfolio meeting on 6 October 2011, considered the recommendations made by the Forum that were not considered by Cabinet on 15 August 2011.
- 2.6 The Portfolio holder noted the updated action plan submitted and agreed that where requests for 20mph speed limits were received a local public consultation would be carried out prior to implementation and detailed proposals be brought back to portfolio if there is wider public support. The Forum accepted this additional recommendation.
- 2.7 The Portfolio Holder agreed that 20mph limits around schools should be widened and that the press office continues to promote 20's plenty.
- 2.8 'Private Sector Housing Schemes': The Neighbourhood Services Scrutiny Forum has continued their investigation into 'Private Sector Housing Schemes'. At the meeting of the Forum on 26 October 2011, Members considered evidence from Middlesbrough, Durham and Stockton Councils in relation to the work they undertake with Private Sector Landlords and tenants and the schemes they operate. The Forum also considered evidence from the Neighbourhood Services Team in relation to their work in this area.
- 2.9 At the meeting of 9 November 2011, the Portfolio Holder for Housing and Performance shared his views with the Forum; Members also received evidence from the Health Improvement Team regarding the links between housing conditions and ill health.
- 2.10 In addition to this, Members have also discussed the feedback received from two Focus Groups held for tenants, Landlords and members of the public who live in areas where there is a high proportion of private rented property. Members have also received and discussed the results of questionnaires issued in relation to the issue.

- 2.10 The Forum is on track to complete its investigation by the 8 March 2012 so that the Final Report can be submitted to the Scrutiny Co-ordinating Committee on 13 April 2012, for submission to Cabinet in April 2012.
- 2.11 Referrals from Scrutiny Co-ordinating Committee: The Neighbourhood Services Scrutiny Forum, at each of its meetings, considers requests for scrutiny reviews referred via Scrutiny Co-ordinating Committee. Since the Forum's last progress report, in September 2011, an item relating to the potential to subsidise bus passes for young people in Hartlepool has been referred from Scrutiny Co-ordinating Committee to the Neighbourhood Services Scrutiny Forum. The Forum is due to consider the referral on 18 January 2012 and a verbal update on the outcome will be presented to Scrutiny Co-ordinating Committee at today's meeting.
- 2.12 Six Monthly Monitoring of Agreed Neighbourhood Services Scrutiny Forum's Recommendations: The Neighbourhood Services Scrutiny Forum are due to consider an update on the progress made against the recommendations resulting from scrutiny inquiries undertaken by the Neighbourhood Services Scrutiny Forum since the 2005/06 Municipal year at its meeting of 29 February 2012.
- 2.13 Forward Plan: The Neighbourhood Services Scrutiny Forum, at each of its meetings, continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Forum's last progress report, in September 2011, no specific items have been identified.

### **3. RECOMMENDATION**

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee notes the progress of the Neighbourhood Services Scrutiny Forum.

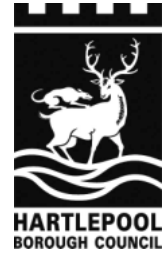
**COUNCILLOR STEPHEN THOMAS  
CHAIR OF NEIGHBOURHOOD SERVICES SCRUTINY FORUM**

### **BACKGROUND PAPERS**

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

## SCRUTINY CO-ORDINATING COMMITTEE

27 January 2012



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

**Subject:** REGENERATION AND PLANNING SERVICES  
SCRUTINY FORUM - PROGRESS REPORT

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### 1. PURPOSE OF THE REPORT

- 1.1 To inform the Scrutiny Co-ordinating Committee of the progress made to date by the Regeneration and Planning Services Scrutiny Forum, since the last progress report to this Committee.

### 2. PROGRESS OF THE FORUM

- 2.1 Since the last progress report from this Forum, which was presented to the Scrutiny Co-ordinating Committee on 23 September 2011, the Regeneration and Planning Services Scrutiny Forum has undertaken the following work:-
- 2.2 Regeneration and Neighbourhoods Department: Medium Term Financial Strategy (MTF) 2012/13 to 2014/15: The Scrutiny Co-ordinating Committee at its meeting of 23 September 2011 agreed that, as in previous years, consideration of the budget proposals would be split to enable each standing Scrutiny Forum to look in detail at the service areas that fall within their remit. The Regeneration and Planning Services Scrutiny Forum met on 3 November 2011 to consider initial budget proposals in relation to the regeneration and planning services areas of the Regeneration and Neighbourhoods Department. Members views on these initial proposals were discussed and agreed by the Scrutiny Co-ordinating Committee on 2 December 2011 and were subsequently considered by Cabinet on 19 December 2011 in the formulation of its budget proposals.
- 2.3 Cabinet's finalised budget proposals were submitted to the Scrutiny Co-ordinating Committee on the 13 January 2012, with the process for consideration of proposals by individual Forums to be repeated in January 2011. As part of this process, at the meeting of the Regeneration and Planning Services Scrutiny Forum held on the 19 January 2012, Members considered the response from Cabinet to these proposals. Further views of the Neighbourhood Services Scrutiny Forum are due to be discussed by

Scrutiny Co-ordinating Committee at today's meeting and will be considered by Cabinet on 6 February 2012.

- 2.4 Proposals for Inclusion in Regeneration and Neighbourhoods Departmental Plan 2011/12: The Regeneration and Planning Services Scrutiny Forum are due to consider proposals for inclusion in the 2012/13 Regeneration and Neighbourhoods Departmental Plan at their meeting of 2 February 2012. The Forum's views on these proposals will be reported to the Scrutiny Co-ordinating Committee on the 17 February 2012 and are due to be considered by Cabinet in March 2012.
- 2.5 Employment and Training Services for Young People Aged 19-25: The Regeneration and Planning Services Scrutiny Forum has continued their investigation into 'Employment and Training Services for Young People Aged 19-25'. At the meeting of the Forum on 29 September 2011, Members considered evidence from Jobcentre Plus in relation to services provided to this age group, links with other organisations and any new work programmes that may be emerging. Members also heard from officers from the Integrated Youth Support Service in relation to the Connexions Service.
- 2.6 At the meeting of the Forum on 8 December 2011, Members were very interested to receive evidence from Avanta, a prime provider of the DWP work programme for the long term unemployed. The Forum also held a group discussion with representatives of local service providers and employers to determine what was working well in relation the services provided and potential areas for improvement going forward. In addition, Members also discussed the feedback received from questionnaires distributed to local employers, service providers and young people.
- 2.7 The Regeneration and Planning Services Scrutiny Forum Members had determined that a focus group should be set up to investigate the 'Social Return on Investment' of the Connexions Service for 19 -25 year olds. This group met on 17 October 2011 to consider who the stakeholders for the service where and how to involve them in the process. The focus group met again on 16 December 2011 to receive feedback from questionnaires and site visits undertaken and to determine the financial values to be associated with service. The focus group is on track to complete its SROI analysis by the end of January so that the final report can be submitted to the Regeneration and Planning Services Scrutiny Forum on 2 February 2012 for inclusion in the Forums Final Report.
- 2.8 The Forum is on track to complete its investigation into 'Employment and Training Opportunities for Young People Aged 19-25' by the 22 February 2012 so that the Final Report can be submitted to the Scrutiny Co-ordinating Committee on 9 March 2012, for submission to Cabinet in April 2012.
- 2.9 Referrals from Scrutiny Co-ordinating Committee: The Regeneration and Planning Services Scrutiny Forum at each of its meetings considers requests for scrutiny reviews referred via Scrutiny Co-ordinating Committee. Since the



Forum's last progress report, in September 2011, no specific items have been raised.

- 2.10 Six Monthly Monitoring of Agreed Regeneration and Planning Services Scrutiny Forum's Recommendations: The Regeneration and Planning Services Scrutiny Forum are due to receive an update on the progress made against the recommendations resulting from scrutiny inquiries undertaken by the Regeneration and Planning Services Scrutiny Forum since the 2005/06 Municipal year at its meeting of 2 February 2012.
- 2.11 Forward Plan: The Regeneration and Planning Services Scrutiny Forum at each of its meetings, continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Forum's last progress report, in September 2011, no specific items have been raised.

### **3. RECOMMENDATION**

It is recommended that the Scrutiny Co-ordinating Committee notes the progress of the Regeneration and Planning Services Scrutiny Forum.

**COUNCILLOR TREVOR ROGAN  
CHAIR OF REGENERATION AND PLANNING SERVICES SCRUTINY FORUM**

### **BACKGROUND PAPERS**

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

## SCRUTINY CO-ORDINATING COMMITTEE

27 January 2012



**Report of:** Chair of the Scrutiny Co-ordinating Committee

**Subject:** SCRUTINY CO-ORDINATING COMMITTEE –  
PROGRESS REPORT

### 1. PURPOSE OF REPORT

- 1.1 To inform the Members of the Scrutiny Co-ordinating Committee of the progress made by this Committee, since my last progress report on 23 September 2011.

### 2. PROGRESS OF THE SCRUTINY CO-ORDINATING COMMITTEE

- 2.1 Medium Term Financial Strategy (MTF) 2012/13 to 2014/15: The Scrutiny Co-ordinating Committee at its meeting of 23 September 2011 agreed that, as in previous years, consideration of the budget proposals would be split to enable each standing Scrutiny Forum to look in detail at the service areas that fall within their remit. The Scrutiny Co-ordinating met on 10 October 2011 to consider initial budget proposals (with specific reference to the proposals for the Chief Executives Department. Members views on these initial proposals (including feedback from each of the standing Scrutiny Forums) were discussed and agreed by the Scrutiny Co-ordinating Committee on 2 December 2011 and were subsequently considered by Cabinet on 19 December 2011 in the formulation of its finalised budget proposals.
- 2.2 Cabinet's finalised budget proposals were submitted to the Scrutiny Co-ordinating Committee on the 13 January 2012, with the process for consideration of proposals by individual Forums to be repeated in January 2011. The Scrutiny Co-ordinating Committee at today's meeting finalise its budget response for consideration by Cabinet on 6 February 2012.
- 2.3 Proposals for Business Rates Retention – The Scrutiny Co-ordinating Committee at its meeting on the 14 October 2011, received a detailed report in relation to this issue and highlighted concerns in relation to the effect the proposals for business rates collection would have on the authority should local business close and unemployment increase be included within the response to the consultation. These views have been fed back to Cabinet as part of the budget consultation process.
- 2.4 Localising Support for Council Tax in England – Government Consultation Proposals - The Scrutiny Co-ordinating Committee at its meeting on the 14 October 2011, received a detailed report in relation to this issue and

supported the submission of a letter from the Mayor challenging the proposals and endorsed its contents. The Committee also agreed that:

- As and when required, a Working Group of Scrutiny Co-ordinating Committee be established to examine the different impacts of localised support for council tax benefit.
- The Working Group comprises six members: 1 liberal democrat, 1 conservative and 4 labour member.
- Benefits Advice Workers and Revenues and Benefits Managers are invited to contribute.
- A selection of anonymous family scenarios is provided for the Working Group to examine the different impacts of localised support for council tax.

- 2.5 Six Monthly Monitoring of Agreed Scrutiny Forum's Recommendations: The Scrutiny Co-ordinating Committee was pleased to receive the scrutiny recommendations monitoring report at its meeting of 23 September 2011. Members noted the high number of recommendations achieved and is eagerly anticipating the next monitoring report which will be considered at the Scrutiny Co-ordinating Committee meeting on the 9 March 2012.
- 2.6 Forward Plan – November 2011 to February 2012 – The Scrutiny Co-ordinating Committee, at its meeting on the 11 November 2011, considered the identification of possible issues from the Council's Forward Plan for inclusion within its Work Programme. Whilst no specific items were identified, the Committee raised a number of questions, the answers to which have since been circulated by the relevant officers.
- 2.7 Workforce Services Working Group - Update – The Scrutiny Co-ordinating Committee, at its meeting on the 11 November 2011, confirmed that there was at the current time for the group to meet and indicated that the membership of the group would be reconsidered at a time when it was considered appropriate.
- 2.8 Dedicated Overview and Scrutiny Budget – Funding Request - The Scrutiny Co-ordinating Committee has since the last progress report received one request for funding from the 2011/12 dedicated overview and scrutiny budget. This related to £110.00 to cover the costs of a venue, refreshments and printing / postage in the promotion and provision of two tenant focus groups, as part of the investigation into private sector housing schemes. These Focus Groups were held on the 4 and 12 October 2011.
- 2.9 Acclaim Street Petition Review And Hold forth Road Petition Reviews – Under the Councils Petition Scheme, the Scrutiny Co-ordinating Committee at its meeting on the 17 October 2011 considered two petition reviews in relation to the Acclaim Street and Hold forth Road petitions, both of which were received and considered by the Regeneration and Neighbourhood Services Department. Following detailed consideration of the review request, the Committee agreed that the petition had been dealt with adequately and no further action be taken.

- 2.10 Review of Community Pool Grant – Consultation Proposals - The Scrutiny Co-ordinating Committee, at its meeting on the 2 September 2011, took part in the first stage of the consultation process for the review of the Community Pool Grants process. Following consideration of the information provided, the Committee supported in principle the outline draft recommendations for the future development of the grant and the view expressed by this Committee were considered by Cabinet in the formulation of its finalised proposals.
- 2.11 The Scrutiny Co-ordinating Committee, at its meeting on the 11 November 2011, considered Cabinet's final proposals for the future use of the Community Pool. The report was noted and Members comments forwarded to Cabinet for consideration on the 21 November 2011, at which time the review was concluded.
- 2.12 The Council Museum and Art Gallery Collection Working Group – The Scrutiny Co-ordinating Committee. At its meeting on the 2 September 2011, approved the creation of the above Working Group. The aim of the group being to 'better understand the nature of the Museum and Art Gallery collections held within the possession of the Council', aiding in the exploration of potential options for the future of the collection (taking in to consideration the legal status, ethical considerations and challenging budget situation that the Authority faces).
- 2.13 The membership of the Working Group was agreed as Councillors James, Preece, Loynes, Wilcox, Griffin and Fleet. A final meeting of the Working Group is to be held in due course with a final report to be presented back to the Scrutiny Co-ordinating Committee on the 17 February 2012.
- 2.14 Consideration of 2012/13 Budget Items – Penalty Charges (Income) – The Scrutiny Co-ordinating Committee at its meeting on the 25 July 2011, considered proposals for income generation through the introduction of penalty charges. The Committee endorsed the proposed introduction of penalty charges and its views / comments were to be taken into consideration during consideration of the proposals by the Performance Portfolio Holder.
- 2.15 Consideration of 2012/13 Budget Items – Review of Service Provision and Potential Divisional Restructure in Corporate Strategy – The Scrutiny Co-ordinating Committee at its meeting on the 11 November 2011, considered proposals for the review of service provision and potential divisional restructure in corporate strategy. The Committee noted the report and highlighted a number of proposals for/suggestions in relation to the generation of the required savings which were fed back to Cabinet on the 5 December 2011. Cabinet at its meeting on the 5 December went on to approve the savings proposed within the report in order to meet the target of £220,000 for the corporate strategy division.
- 2.16 Consideration of 2012/13 Budget Items – Extended Customer and Support Services – The Scrutiny Co-ordinating Committee at its meeting on the 11 November 2011, considered proposals for the provision of savings for 2012/13 from the Customer and Support Services Section of Chief Executive's

Department . The Committee noted the report and highlighted a number of proposals for/suggestions in relation to the proposals which were fed back to Cabinet on the 5 December 2011. Cabinet at its meeting on the 5 December went on to approve the savings proposed within the report.

2.17 Consideration of 2012/13 Budget Items – Bailiff Car Parking Enforcement – Income Generation – The Scrutiny Co-ordinating Committee at its meeting on the 11 November 2011, considered proposals for income generation through Bailiff Car Parking Enforcement. The Committee:-

- (i) Supported the use of local authority bailiffs in principle to recoup unpaid parking fines.
- (ii) Did not support the use of external bailiff companies if internal bailiffs did not have the capacity to undertake this work.
- (iii) Felt that if this scheme be extended, a full and meaningful business case be submitted to the Scrutiny Co-ordinating Committee as detailed above.

2.18 The Committee's views and suggestions were fed back to Cabinet on the 19 December 2011. Cabinet at its meeting on the 19 December went on to approve the savings proposed within the report.

2.19 Consideration of 2012/13 Budget Items – Council Tax Class A Exemption Removal – Income Generation – The Scrutiny Co-ordinating Committee at its meeting on the 23 September 2011, considered proposals for income generation through the removal of the Council Tax Class A Exemption. The Committee noted the report and highlighted a number of proposals for/suggestions in relation to the proposal which were fed back to Cabinet on the 19 December 2011. Cabinet at its meeting on the 19 December went on to approve the savings proposed within the report.

2.20 Call-In's:-

- i) Temporary Cover Arrangements – Child and Adult Services Department – Update - The Call-in request had been dealt with and enacted and was subsequently withdrawn at the Scrutiny Co-ordinating Committee meeting on the 11 November 2011.
- ii) Delivery of Support to Members and to the Council, Executive, Non-Executive and Scrutiny Functions - This Call-in was accepted, and given full consideration, by the Committee on the 25 November 2011, resulting in a recommendation to Cabinet that:
  - A number of the decisions made by Cabinet be referred to Council for further consideration taking into account Members' comments.
  - A number of decisions be referred to Council Working Group for further consideration taking into account Members' comments.
  - A number of decisions be referred to Constitution/General Purposes Working Group for further consideration taking into account Members' comments.

- The Chair of Scrutiny Co-ordinating Committee to invite the Assistant Director, Resources to a meeting with the Chair of Council, Cabinet Members and the Leaders of political groups to discuss a number of issues.
- An outline timetable be devised and, subject to the approval of the Scrutiny Co-ordinating Committee on 2 December 2011, included in the referral response (requesting an extension to the referral deadline) to be forwarded to Cabinet on 5 December 2011.

The amended timetable and the referral of all recommendations to the Constitution/General Purposes Working Group and Council Working Group, was approved by Cabinet on the 5 December 2011. A further report on the outcome of work undertaken by each of these groups in relation to the referral will be considered at today's meeting. Following this a formal Scrutiny response to referral will be presented to Cabinet on the 6 February 2012.

- iii) Strategy for Bridging the Budget Deficit 2012/13 ICT, Revenues and Benefits Services - This Call-in was accepted on the 13 January 2012. In order to give full and complete consideration to the Call-in, the meeting was adjourned and reconvened on the 20 January 2012. As the outcome of the meeting on the 20 January 2012 was not known at the time of production of this report, a verbal update will be provided at today's meeting.

## 2.21 Referrals:-

- i) Low Cost Travel to Young People Through Concessionary Fare Schemes (Referral from the Scrutiny Co-ordinating Committee to the Neighbourhood Services Scrutiny Forum) – At its meeting of 14 October 2011, during consideration of the initial consultation proposals for the Medium Term Financial Strategy (MTFS) 2012/13 to 2014/15, Scrutiny Co-ordinating Committee referred the consideration of the provision of low cost travel to young people through a concessionary fare scheme, to the Neighbourhood Services Scrutiny Forum to consider as part of its budget consultation process.

The referral was considered by the Neighbourhood Services Scrutiny Forum at its meeting on the 18 January 2012 and a report on the outcome of the Forums exploration of the issue will be presented to today's meeting.

- ii) Delivery of Support to Members and to the Council, Executive, Non Executive and Scrutiny Functions (Referral from Cabinet) – At its meeting on the 7 November 2012 Cabinet agreed that the following Cabinet recommendations be forwarded to scrutiny for its views, with a report to be brought back to Cabinet:-

- (i) That the constitution be reviewed annually through the Monitoring officer and that the Constitution Committee be abolished, following the 2012 elections.
- (ii) That the functions of the Standards Committee be extended to include monitoring attendance of Members at induction and training sessions.
- (iii) That the General Purposes (Appeals and Staffing) become a standalone committee with a fixed membership.
- (iv) That the remaining General Purposes Committee functions be combined with the functions of the Audit Committee to form one expanded "Operations Committee", with exclusively backbench membership.
- (v) That the Contract Scrutiny Committee be abolished and the functions relating to contracts/tenders be undertaken by the executive.
- (vi) That the number of Scrutiny forums be reduced from six to four through the merging of neighbourhood services and regeneration and planning forums and Health to be combined with Adult Services to reflect the council's new public health role.

The Scrutiny Co-ordinating Committee received the referral at its meeting on the 2 December 2011 and it was agreed that:-

- (i) The referral from Cabinet of the decisions taken on 7 November 2011 was received.
- (ii) The outcome of the discussions at the Scrutiny Co-ordinating Committee on 25 November 2011 were approved for inclusion in the report to Cabinet as follows:
  - (a) A delay in the deadline for consideration of the referral be requested.
  - (b) The amended process be agreed.
  - (c) The proposed timetable for consideration of the referral be agreed as suggested.

The amended timetable and the referral of all recommendations to the Constitution/General Purposes Working Group and Council Working Group, was approved by Cabinet on the 5 December 2011. A further report on the outcome of work undertaken by each of these groups in relation to the referral will be considered at today's meeting. Following this a formal Scrutiny response to referral will be presented to Cabinet on the 6 February 2012.

2.22 Furniture Solutions - Council Assisted Scheme for the Provision of Household White Goods/Furniture – As part of the Scrutiny Co-ordinating Committee's investigation into Child Poverty and Financial Inclusion, reference was made to the potential benefits of the scheme in the generation of a revenue income

stream from the provision of furniture and white goods mainly but not exclusively to families in receipt of benefits and those setting up home for the first time. The Scrutiny Co-ordinating Committee has met on multiple occasions to explore the introduction of such a scheme (23 July 2010, 15 October, 7 April 2011 and 19 August 2011). A report on the issue was considered by Cabinet on the 10 October 2011, at which point it was decided to include the consideration this issue within the budget consultation proposals.

2.23 Informal Meetings of the Scrutiny Chairs – I am pleased to report that informal meetings with the Scrutiny Chairs continue to be held on a regular basis (11 November 2011 and 13 January 2012). To ensure openness and transparency is maintained, I am pleased to inform Members that the following issues were discussed during the course of these meetings:-

- i) Update on the Face to Face Advice and Guidance Investigation
- ii) How to deal with pink papers at Scrutiny meetings
- iii) North East Joint Scrutiny Member/Officer Network – Verbal Update from meeting on the 21 October 2011 (*Chair of the Scrutiny Co-ordinating Committee*)
- iv) Local Government Association - Ageing Well, the Health Reforms in Scrutiny Programme – Verbal Update (*Chair of the Adult and Community Services Scrutiny Forum*)
- v) Feedback in relation to budget process so far:-
  - i) Formal Budget Meetings
  - ii) Chairs Budget Briefing
- vi) The Future Structure of the Scrutiny Function (*Chair of the Scrutiny Co-ordinating Committee*)

The next informal meeting of the Scrutiny Chairs will be held on the 9 March 2012.

#### 4. RECOMMENDATION

- 4.1 It is recommended that the Scrutiny Co-ordinating Committee notes the content of this report.

**COUNCILLOR MARJORIE JAMES  
CHAIR OF THE SCRUTINY CO-ORDINATING COMMITTEE**

#### BACKGROUND PAPERS

No background papers were used in the preparation of this report



## SCRUTINY CO-ORDINATING COMMITTEE

27 January 2012



Report of: Scrutiny Manager

Subject: REQUEST FOR FUNDING TO SUPPORT THE ADULT AND COMMUNITY SERVICES SCRUTINY FORUM'S CURRENT SCRUTINY INVESTIGATION

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### 1. PURPOSE OF REPORT

- 1.1 To seek approval from the Scrutiny Co-ordinating Committee for a request for funding for the Adult and Community Services Scrutiny Forum, from within the Overview and Scrutiny Function's dedicated scrutiny budget.

### 2. FUNDING PROPOSAL

- 2.1 In line with Council procedures, the agreed pro-forma has been completed and is attached as **Appendix A**. The purpose of the completed pro-forma is to assist this Committee in determining whether retrospective approval should be given to fund the additional support requested by the Adult and Community Services Scrutiny Forum, as part of their current investigation.

### 3. THE COUNCIL'S FINANCIAL PROCEDURE RULES

- 3.1 The Financial Procedure Rules are those rules that the Council must have to govern its financial affairs. These rules are required by law to ensure that large sums of public money are spent properly and wisely.
- 3.2 The Financial Procedure Rules together with Standing Orders apply to all parts of the Council, to Elected Members and employees and form an integral part of the Council's Constitution.
- 3.3 Consequently, whilst this Committee is requested to make a decision on the merits of the request for funding, the Committee must also adhere to the Council's Financial Procedure Rules.

#### **4. RECOMMENDATIONS**

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

- (a) determines whether the proposal is justified on the basis of information provided in **Appendix A**; and
- (b) agrees in principal that any funding allocated, is in accordance with the Council's Financial Procedure Rules.

**Contact:-**

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#### **BACKGROUND PAPERS**

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

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

<p><b>Title of the Overview and Scrutiny Committee:</b></p> <p>Adult and Community Services Scrutiny Forum</p>
<p><b>Title of the scrutiny process for which funding is requested:</b></p> <p>Investigation into Early Intervention and Reablement Services</p>
<p><b>To clearly identify the purpose for which additional support is required:</b></p> <p>Travelling expenses for the Professor of Social Policy from York University who participated in the Adult and Community Services Scrutiny Forum meeting held on 16 January 2012.</p>
<p><b>To outline indicative costs to be incurred as a result of the additional support:</b></p> <p>£43.35</p>
<p><b>To outline any associated timescale implications:</b></p> <p>n/a</p>
<p><b>To outline the 'added value' that may be achieved by utilising the additional support as part of the undertaking of the Scrutiny Investigation:</b></p> <p>The Social Policy Research Unit at York University researched home care reablement services and produced a report on the longer term impacts. The Professor of Social Policy agreed to share the findings with the Forum and identify areas of practice which could be further developed.</p>
<p><b>To outline any requirements / processes to be adhered to in accordance with the Council's Financial Procedure Rules / Standing Orders:</b></p> <p>N/A</p>
<p><b>To outline the possible disadvantages of not utilising the additional support during the undertaking of the Scrutiny Investigation:</b></p> <p>Unable to gather the views of the Social Policy Research Unit at York University.</p>
<p><b>To outline any possible alternative means of additional support outside of this proposal:</b></p> <p>None identified.</p>