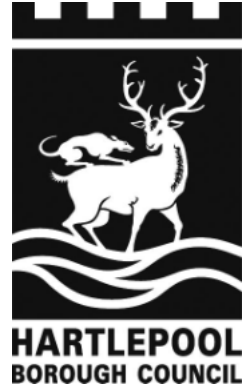


CABINET AGENDA



Monday 20 February 2012

at 9.15 am

**in Committee Room B,
Civic Centre, Hartlepool**

MEMBERS: CABINET:

The Mayor, Stuart Drummond

Councillors Brash, Hall, Hargreaves, Hill, Jackson, Payne, Simmons and H Thompson.

1. APOLOGIES FOR ABSENCE

2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

3. MINUTES

To receive the Record of Decision in respect of the meeting held on 6 February 2012
(previously circulated)

4. BUDGET AND POLICY FRAMEWORK

4.1 Community Infrastructure Levy – *Director of Regeneration and Neighbourhoods*

5. KEY DECISIONS

5.1 Voluntary & Community Sector Strategy – *Assistant Director (Neighbourhood Services)*

6. OTHER ITEMS REQUIRING DECISION

No Items

7. ITEMS FOR DISCUSSION/INFORMATION

- 7.1 Quarter 3 – Council Overview of Performance and Risk 2011/12 – *Corporate Management Team*

8. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS

- 8.1 Referral response – Delivery of Support to Members and to the Council, Executive, Non Executive and Scrutiny Functions - *Scrutiny Co-ordinating Committee*

EXEMPT ITEMS

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) Act 1985

9. EXEMPT KEY DECISIONS

No Items

10. EXEMPT OTHER ITEMS REQUIRING DECISION

No Items

11. EXEMPT ITEMS FOR DISCUSSION / INFORMATION

- 11.1 Durham Tees Valley Airport (para 3) – *Director of Regeneration and Neighbourhoods*

CABINET REPORT

20th February 2012



Report of: Director of Regeneration and Neighbourhoods
Department

Subject: **COMMUNITY INFRASTRUCTURE LEVY**

SUMMARY

1. PURPOSE OF REPORT

This report gives some background information to explain what the Community Infrastructure Levy (CIL) is and what the implications of CIL are, if implemented in Hartlepool. However, to inform whether CIL could be implemented in Hartlepool, work needs to be undertaken to test the viability of certain types of development and to ascertain whether they could sustain a levy being charged on them. This report seeks Cabinet approval to waive Contract Procedure Rules and appoint consultants to undertake viability testing on a range of types of development. The results of this work will then be reported back to Cabinet with a recommendation as to whether CIL can be implemented in Hartlepool.

2. SUMMARY OF CONTENTS

The report explains the purpose of the CIL, looks at the possible positive and negative implications of implementing CIL including the types of infrastructure which can be funded, looks at the processes involved and outlines the work which needs to be undertaken now to inform on the viability of implementing CIL within Hartlepool.

3. RELEVANCE TO CABINET

The report contains issues which relate to several Portfolios and also has financial implications in terms of short term expenditure.

4. TYPE OF DECISION

Non Key Decision

5. DECISION MAKING ROUTE

Cabinet 20th February 2012.

6. DECISION REQUIRED

Cabinet is asked to:

- i) To waive Contract Procedure Rules and approve the appointment of external consultants to undertake viability testing on a range of development types to illustrate whether it is viable to implement a CIL in Hartlepool.

Report of: Director of Regeneration and Neighbourhoods

Subject: **COMMUNITY INFRASTRUCTURE LEVY**

1. PURPOSE OF REPORT

1.1 This report gives some background information to explain what the Community Infrastructure Levy (CIL) is and what the implications of CIL are, if implemented, in Hartlepool. However, to inform whether CIL could be implemented in Hartlepool, work needs to be undertaken to test the viability of certain types of development and to ascertain whether they could sustain a levy being charged on them. This report seeks Cabinet approval to waive Contract Procedure Rules and to appoint consultants to undertake viability testing on a range of types of development. The results of this work will then be reported back to Cabinet with a recommendation as to whether CIL can be implemented in Hartlepool.

2. BACKGROUND

2.1 The Community Infrastructure Levy (CIL) is a new planning related developer contribution scheme where developers are charged a levy to raise money to pay for infrastructure. The Community Infrastructure Regulations 2010 updated the definition of what is classed as infrastructure within the 2008 Planning Act.

The list of infrastructure now includes:

- roads and other transport facilities
- flood defences
- schools and other educational facilities
- medical facilities
- sporting and recreational facilities
- open spaces

2.2 The main reason for introducing a CIL is that it would provide a means of securing developer contributions from all qualifying developments to ensure funds are available to cover the cost of new infrastructure, required to enable development. If CIL is adopted by the Council, developers will be liable to pay a compulsory levy which is charged on a scale of rates based on viability testing. The aim is to raise funds to pay for infrastructure but to also ensure development viability is not compromised.

3. NEED FOR VIABILITY TESTING

- 3.1 External consultants need to be appointed to carry out an initial assessment of viability for all types of development (residential, industrial, retail etc) in the different geographical areas of the Borough. The viability testing will illustrate which types of new development would be able to sustain a levy and which would not.
- 3.2 If it is shown that there are certain types of development which could sustain the levy then it would be appropriate to look to implement CIL. It is inevitable that a levy rate will put some development at risk, however the aim should be to strike a balance between setting a rate that does not put at risk overall development but also provides enough funds to enable key infrastructure projects to be built.
- 3.3 For residential developments, viability analysis will need to consider whether there are any areas in the Borough where it is not viable to charge CIL or whether a charge is levied on all residential developments. The Council needs to consider the fine line between bringing forward development and making it unviable by charging CIL. Redcar & Cleveland in their draft charging schedule are only making the charge in high value residential areas and have mapped these areas within an appendix to the work.
- 3.4 Viability analysis will also need to be carried out on non-residential development. Within the work that Redcar & Cleveland have carried out this analysis concluded that the majority of non-residential development is not viable and unable to support a CIL charge. The only types that were found to be viable were retail developments, in particular convenience retail and also commercial and industrial developments in South Tees. Viability testing is necessary on non-residential development to ascertain which types of development are able to sustain the levy within Hartlepool.

4. NEXT STEPS

- 4.1 If, following this viability testing, it is shown that there is scope to charge the CIL levy on particular types of development; Cabinet approval would be sought to proceed with the development of a CIL charging schedule. The development of the charging schedule would enable the Council to illustrate the likely levels of CIL contributions which would be raised through the developments within the Core Strategy period which could be used to fund the infrastructure needs of the Borough. Those infrastructure needs are highlighted in the Local Infrastructure Plan (LIP) which was recently adopted. Further work will be needed to help prioritise the strategic infrastructure needs identified in the LIP and work will need undertaking internally to cost those improvements.

- 4.2 It is likely that it will take approximately one year from the time the viability work is completed to implement CIL. A more detailed timetable will be set out in the next report to Cabinet should it appear viable to implement CIL.

5. FINANCIAL CONSIDERATIONS

- 5.1 There are costs associated with the appointment of external consultants to undertake the viability testing. These costs would be met through departmental budgets. It is proposed that consultants who were previously used in 2010 to undertake viability testing in relation to affordable housing provision would be approached to undertake this piece of work as by using these consultants financial savings will be able to be made due to their knowledge of the town and previous background work which could be carried across into this study. This approach will also help to accelerate the production of this piece of work. The work is not expected to exceed £15,000.

6. LEGAL AND PROCUREMENT CONSIDERATIONS

- 6.1 The Contract Procedure Rules (Part A Section 1 (ii)) allow such an exception on grounds that this extension relates to a contract with a professional person for the execution of works and the provision of services in which the professional knowledge and skill of the person is of primary importance and where the contract is for the provision of services to children and vulnerable people. In this case the skills and knowledge of the consultant are essential for the Council's purposes.

7. DECISION REQUIRED

- 7.1 Cabinet is asked to:
- i) To waive Contract Procedure Rules and approve the appointment of external consultants to undertake viability testing on a range of development types to illustrate whether it is viable to implement a CIL in Hartlepool.

8. CONTACT OFFICER

- 8.1 Damien Wilson
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CABINET REPORT

20th February 2012



Report of: Assistant Director (Neighbourhood Services)

Subject: VOLUNTARY & COMMUNITY SECTOR STRATEGY

SUMMARY

1. PURPOSE OF REPORT

The purpose of this report is to seek Cabinet's approval to the attached to agree the Draft Voluntary and Community Sector Strategy as a consultation document.

2. SUMMARY OF CONTENTS

The report outlines the background to the strategy and the process that has been undertaken to develop the draft strategy. The report also outlines the proposed consultation framework and governance arrangements for the strategy.

3. RELEVANCE TO CABINET

The report outlines proposals which will affect how the Council works with and supports the Voluntary and Community Sector within the Borough.

4. TYPE OF DECISION

Key Decision (tests i & ii apply). Forward Plan reference numbers:

- RN 96/11 – Hartlepool Voluntary & Community Sector Strategy and Compact

5. DECISION MAKING ROUTE

Cabinet 20th February 2012

6. DECISION(S) REQUIRED

Cabinet is requested to agree the draft Voluntary and Community Sector Strategy and supporting documents as consultation documents.

Report of: Assistant Director (Neighbourhood Services)

Subject: VOLUNTARY & COMMUNITY SECTOR STRATEGY

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek Cabinet's approval to the attached to agree the Draft Voluntary and Community Sector Strategy as a consultation document.

2. BACKGROUND

- 2.1 Cabinet agreed on 21st November 2011 that there should be a fundamental review of the Voluntary Sector Strategy (VSS) and Compact, which would bring the Strategy and Compact together into one document. The aim is that the development of one document will ensure clarity at the local level and set out the clear undertakings for the Local Authority and its public sector partners and the Voluntary and Community Sector (VCS) to improve and strengthen working relationships.
- 2.2 A development group, chaired by the Portfolio Holder for Housing and Transition has met three times to oversee the development of the strategy. The group has representation from the VCS, elected members and HBC Officers representing all departments.

3. VOLUNTARY AND COMMUNITY SECTOR STRATEGY

- 3.1 The draft Voluntary and Community Sector Strategy is attached as **Appendix 3**. The strategy reflects the challenges that face the VCS and the public sector and sets out a clear vision, aims, objectives and undertakings to ensure that the strategy provides a clear guide to how the Council, its partners and the VCS will work together to aid the development, success and sustainability of the VCS's work in the Borough.

- 3.2 The Strategy has three main objectives:

- Have a say
- Take part and deliver
- Strengthen and develop

Under each objective there is a list of shared, public sector partners and VCS undertakings, these are key to the strategy and set out what each sector agrees to do in order to, develop and strengthen the working relationships between the two sectors. These undertakings build on the Hartlepool Compact and the

recently updated National Compact. Dispute resolution is also covered within the strategy and proposed governance arrangements are attached as **Appendix 1**, Combined these will ensure that there is a clear process in place for non – compliance.

- 3.3 A commissioning and procurement section has been included in the strategy, this acknowledges the Cabinet's wishes to move towards a commissioning approach when working with the VCS and the implications that this may have, for example some VCS groups, particularly smaller organizations, may not have the capacity, skills, training or resources to take part in commissioning processes. The undertakings and the action plan that is developed following the implementation of the strategy will ensure that the VCS are supported.

4. CONSULTATION

- 4.1 There will be a 12 week consultation period on the Voluntary and Community Sector Strategy, a variety of consultation methods will be used over this period to ensure that there is optimum opportunity for inclusion and participation. **Appendix 2** sets out the consultation framework.
- 4.2 The fundamental aim of the consultation process is to ensure that the content of the strategy reflects the needs of all partners, and the 'undertakings' set out a clear way of working which the VCS and public sector partners will sign up and commit to. Feedback from the consultation process will inform the contents of the 'action plan, which will embed the strategy into everyday practice.

5. RECOMMENDATIONS

- 5.1 Cabinet is requested to agree the draft Voluntary and Community Sector Strategy and supporting documents as consultation documents.

6. REASONS FOR RECOMMENDATIONS

- 6.1 The recommendation will enable the strategy to be consulted upon and developed into a final version ready for implementation in May 2012.

7. BACKGROUND PAPERS

Item 5.1 from Cabinet on 21st November 2011.
Minutes from Cabinet on 21st November 2011.
Item 6.1 from Cabinet on 6th February 2012.
Minutes from Cabinet on 6th February 2012.

8. CONTACT OFFICER

Denise Ogden
Assistant Director (Neighbourhood Services)
Tel: 01429 523201
Email: denise.ogden@hartlepool.gov.uk

Governance Proposal - Draft

Set out below are the suggested Governance arrangements for the Voluntary & Community Sector Strategy once the document has been developed and approved.

1) **Establish a Voluntary & Community Sector Strategy Steering Group.** This is in keeping with guidance from Compact Voice*.

2) **Membership** of the Steering Group to include:

- Representation from the VCS Infrastructure organisation
- Elected representation from the Voluntary and Community Sector, including representation from smaller VCS organisations for example; black and minority ethnic, refugee and faith groups.
- Representation from Public Sector Partners.

3) **Terms of Reference** for the Membership of the Steering Group to include:

- Purpose of the Groups - Aim and Objectives of group
- Role of Group & Responsibilities
 - Communication & awareness raising of the Voluntary & Community Sector Strategy
 - Review and Monitor the Action Plan
 - Report to Strategic Leadership Board
 - Ensure undertakings are embedded
 - Dispute Resolution
- Membership
- Chairing and support arrangements
- Declaration of Interest
- Accountability
- Meetings – at least 4 times a year, more frequently as required
- Co-ordination

4) **Dispute Resolution** process

Step 1: Resolve at the local level with the Voluntary & Community Sector Strategy Steering Group acting as or appointing an appropriate intermediary. Follow process set out in **Dispute Resolution Flow chart**. NB. This process was approved as part of the governance arrangements for the Hartlepool Compact and has been updated to reflect revised governance arrangements.

Step 2: If unable to resolve at the local level, signpost to Local Ombudsman and Compact Advocacy.

Record all allegations of non-compliance to the undertakings of the Voluntary & Community Sector Strategy and analyse causes.

* Compact Voice are the of the voluntary sector on the Compact, they support the voluntary sector through sharing best practice, providing information and recourses and offering practical help and guidance, see www.compactvoice.org.uk for more information.

Cabinet – 20th February 2012

Voluntary and Community Sector Strategy
Draft Consultation Proposal

Consultation process, wide-ranging consultation methods to be used including:

Week 1 - 4	<p>Launch consultation:</p> <ul style="list-style-type: none"> • Initial press release • Information to be sent to all VCS groups in Hartlepool and all existing Compact signatories. • Publicity inc. newsletters / websites (public sector partners and VCS organisations) / HBC Facebook page. • Public Online Consultation draft document to be publicised though the Council's Consultation page on HBC website. Survey via Survey Monkey (8 week time scale).
Week 5 - 7	<ul style="list-style-type: none"> • Analysis of comments received to date. • Event including a range of discussion/focus groups (6 people max) to discuss the contents and feedback of the Voluntary and Community Strategy and proposed governance arrangements.
Week 8	Consultation on first draft to close following 8 week online consultation.
Week 8 - 9	Final document to be produced in light of comments.
Week 10 - 12	Public Online Consultation on 2 nd draft document to be publicised though the Council's Consultation page on HBC website. Survey via Survey Monkey (2 week time scale) for final comments.
Week 12	<p>Consultation Closes</p> <ul style="list-style-type: none"> • Final strategy to be developed.

Hartlepool Voluntary and Community Sector Strategy

DRAFT FOR CONSULTATION



2012 - 2017



Foreword

In Hartlepool, there is a strong tradition of the public, private and community and voluntary sectors working in partnership to improve the environment and economic and social wellbeing of the borough. It is our ambition and our duty to build on these existing strong traditions despite the difficulties facing both the voluntary and the public sector.

The Voluntary & Community Sector (VCS) Strategy is a key document outlining how the local authority and its public sector partners will work in partnership to aid the development and success of the Voluntary and Community Sector over the next five years.

The overall aim of the strategy will be to improve service delivery for the residents of the borough by engendering strong partnership working across both the voluntary and public sector. We would welcome your thoughts and comments with regard to the contents of the strategy and governance arrangements.

I would like to urge all organisations and groups across Hartlepool to take part in this consultation process to ensure that this strategy will enable a sound basis on which we can work in partnership and are equipped to take on the challenges ahead.

The deadline for comments on the first draft is XXX 2012. The strategy will be revised taking into account your views, with commitment to implementation in May 2012.

Thank you in anticipation.



Councillor Jonathan Brash

To take part in the consultation, please visit: (insert survey monkey link).



Introduction

Our Shared Vision

There will be a strong and prosperous Voluntary & Community Sector in Hartlepool that will contribute towards the strategic direction of the borough, playing an important role in shaping and delivering good public services and strengthening communities and neighbourhoods by promoting inclusion and involvement.

Hartlepool has a large and vibrant Voluntary and Community Sector (VCS), with a wide breadth of knowledge, specialisms and understanding enabling the delivery and provision of a range of services to residents, contributing towards improving quality of life and creating cohesive communities.

Whilst Hartlepool Borough Council has had a Voluntary Sector Strategy as well as a Compact (in partnership with public sector partners) servicing the borough for a number of years, it is recognised that in light of governmental changes and revisions to the National Compact it is now the right time to bring these two documents together to create a Voluntary and Community Sector Strategy that supports a strong and prosperous VCS that is recognised by everybody.

Changes recently introduced by central Government and the global economic downturn, have and will continue to have, significant implications for both the public and the voluntary sector. Substantial cuts across all public sector services and reductions in funding to voluntary sector organisations will challenge the way we deliver services in the future.

Other emerging factors which have resulted in the need to review the way we work, are the Localism Act and the Government's Big Society concept. *'The Localism Act outlines the Government's priority to refocus power to communities by breaking down barriers that have prevented local councils and VCS organisations from getting things done'* (Department for Communities and Local Government 2011). The Coalition Government indicates that it is crucial that the VCS have an effective role in taking the Big Society concept forward at a local level.

It is important therefore that this strategy provides a clear guide to how the Council, its partners and the VCS will work together to aid the development, success and sustainability of the VCS's work in the borough.

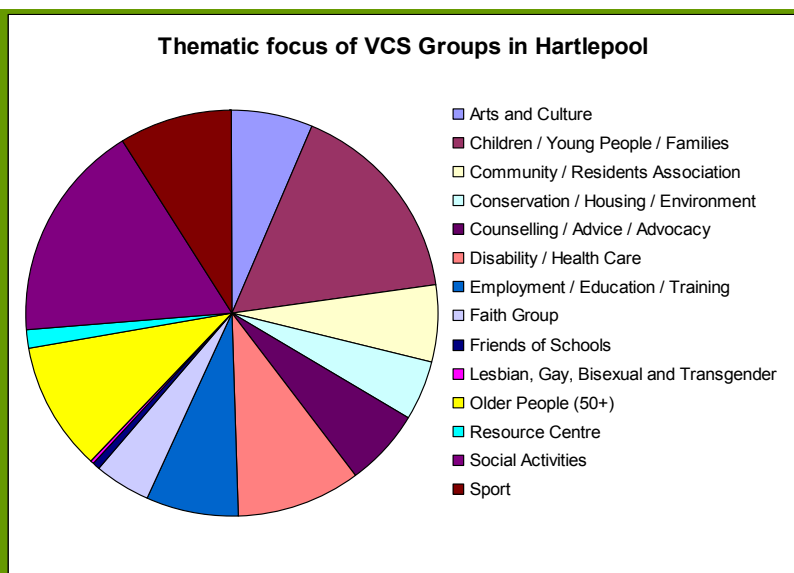
The strategy and the actions we take forward will provide a robust framework, which incorporates the principles of the Compact providing support and clear guidance on areas such as commissioning and procurement arrangements. This will enable all partners to respond to the current challenges in order to deliver and develop services that are a direct response to local needs.

The strategy will work to promote and encourage collaborative working to enable good communication between all partners. Building on and developing the capacity, skills and knowledge within the sectors to ensure that services are delivered effectively with enhanced work prospects for individual volunteers, and guarantees that all partners will have an equal voice.



The Voluntary Community Sector (VCS) in Hartlepool

There are over 500 VCS organisations and groups operating in Hartlepool, who provide a variety of different services to local people. The VCS groups are diverse in nature, ranging from larger organisations providing a multitude of services for example Credit Unions and benefits advice, to smaller volunteer led groups such as support groups and residents associations and also including support and guidance to individual volunteers. These groups have different focuses as outlined in the diagram below:



Source: Hartlepool Voluntary Development Agency Voluntary Group Database

Other areas of VCS work that is recognised by and complementary to statutory provision in Hartlepool include:

- *Community engagement and participation, increasing social capital and community cohesion, helping to build stronger communities through volunteer activity.*
- *Providing a range of voluntary opportunities for local residents to get involved in their neighbourhood, developing skills as well as social expertise.*
- *Securing external funding to bring additional services to the borough.*
- *Providing additional services at the local level, which are designed to the specialist requirements of the service user.*
- *Tackling inequalities.*
- *Shaping service provision in the borough.*

Until recently, the VCS were supported, and represented by Hartlepool Community Network. Their primary role included building strong links between the VCS, residents and other sectors and ensured good public involvement and levels of engagement in local decision-making structures. Now that this specific provision for the sector is no longer available, all sectors need to be mindful of this potential gap in support .

It is clearly recognised that the VCS makes a significant contribution towards delivering added value to services in the borough. Whilst it is widely acknowledged that 2012 to 2017 will be an extremely difficult period for Hartlepool Borough Council, we are strongly committed to supporting the VCS to continue to be a strong, prosperous and independent sector with whom we can work in partnership.



Aims and Objectives

OUR AIM

The aims of this strategy will focus on:

- Supporting the VCS in difficult financial times.
- Providing clear commissioning and friendly procurement processes.
- Assisting with funding either directly or indirectly.
- Encouraging collaborative working across the VCS.
- Strengthening partnership arrangements and ensuring good communication across both sectors.

OUR OBJECTIVES

The objectives of this strategy are intrinsically linked with the Compact principles, which are:

Objective 1 – Have a Say

To ensure that voluntary and community sector organisations are able to comment on and influence public sector strategies and service delivery plans, in order to develop more reliable and robust policies and strategies that better reflect the community's needs and wishes.

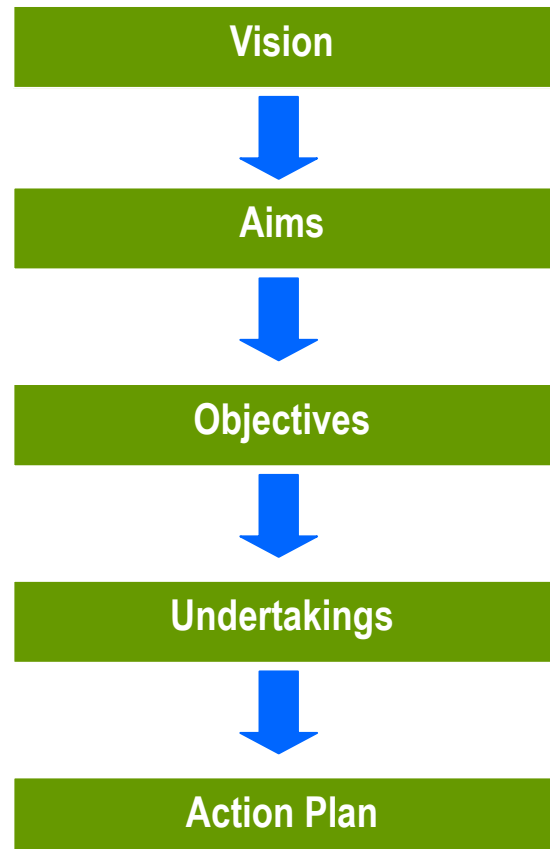
Objective 2 – Take Part and Deliver

To improve the relationship between public sector partners and the VCS within Hartlepool in managing and using resources to achieve a strong and prosperous VCS that contributes to the delivery of good public services within the town.

Objective 3 – Strengthen and Develop

To ensure a strong and diverse VCS that promotes inclusion across the town as well as a clearer understanding of community groups within the sector as a whole. The VCS is able to get involved, grow and develop, strengthening the local communities that they serve.

These aims and objectives form the basis of the undertakings agreed by all sectors to take this strategy forward; these will also form the framework for the action plan.



Undertakings

The undertakings outline 'what' both the voluntary and public sector agree to do. These will help to build on, develop and strengthen the working relationships between the two sectors.

These undertakings form the Compact, and build on the previous Hartlepool Compact taking into account the recent Government changes to the renewed National Compact, which highlights the need to *“Move towards tightly focused outcomes and practical commitments, increasing transparency and accountability in relation to implementation and partnership working”* (The Compact, Office for Civil Society 2010).

The undertakings will need to be embedded via a range of mechanisms such as:

- Robust and meaningful action plan with efficient and effective outcomes
- Sound governance arrangements
- Effective promotion and implementation

“Move towards tightly focused outcomes and practical commitments, increasing transparency and accountability in relation to implementation and partnership working”.



Objective 1 : Have a say

Ensure that voluntary and community sector organisations are able to comment on and influence public sector strategies and service delivery plans, in order to develop more reliable and robust policies and strategies that better reflect the community's needs and wishes.

SHARED UNDERTAKINGS:

- Have an active role in the development of policy and strategies that affect the people of Hartlepool.
- Promote opportunities for others to get involved in consultation on developing policy and strategies.
- Ensure that all communications are clear, purposeful and effective.

UNDERTAKINGS OF PUBLIC SECTOR PARTNERS:

- Ensure documents use simple, clear language and are made available in a variety of formats, including different languages if requested, to meet the needs of residents.
- Build early consultation into plans for statutory policy and strategy development, allowing 8 weeks for consultation, where practicable.
- Recognise and remain sensitive to the constraints upon, and resource implications for voluntary and community organisations, and use a variety of consultation methods and levels, in order to be as inclusive as possible.
- Clearly set out the purpose, scope and timeframe of each consultation and provide background information and contact details for additional information.
- Use existing networks and forums for consultation, where possible share resources and coordinate consultation activity.
- Give early notice of forthcoming consultations, where possible, allowing enough time for VCS groups to get involved.
- Ensure clear and constructive feedback processes, which will set out the reasons for decisions made or why a specific approach was adopted.

UNDERTAKINGS OF VCS:

- Promote and respond to Public Sector Partners consultations where appropriate.
- Seek the views of service users, clients, beneficiaries, members, volunteers, and trustees when participating in consultations and be clear about whose views are being put forward.
- Identify existing networks and forums for consultation and promote to Public Sector Partners.
- Be clear about the constraints and resource implications of consultation on VCS groups.
- Share the outcome of consultations with service users, clients, beneficiaries, members, volunteers, and trustees whose views have been put forward.



Objective 2: Take Part and Deliver

To improve the relationship between public sector partners and the VCS within Hartlepool in managing and using resources to achieve a strong and prosperous VCS that contributes to the delivery of good public services within the town.

SHARED UNDERTAKINGS:

- Be clear of the expectations of each party when developing funding agreements.
- Respect and be accountable to the law and in the case of charities, comply with the appropriate guidance from the Charity Commission including “Good Governance, A Code for the Voluntary and Community Sector”.
- Acknowledge the variety of roles that individuals have and be open and transparent of individual positions when discussing funding decisions.
- Work together to ensure services are joined up and avoid duplication.

UNDERTAKINGS OF PUBLIC SECTOR PARTNERS:

- Have open, transparent and timely commissioning processes ensuring that the same information and guidance is available and applies to all potential providers ensuring a level playing field for VCS groups.
- Recognise that VCS tenders will include appropriate and relevant overheads, including the costs associated with training and volunteer involvement.
- Where possible, give at least 3 months notice, when reducing or ending funding or other support to VCS groups, notice periods will be set out in contract terms and conditions.
- Engage VCS groups and service users as early as possible before making a decision on the future of a service; any knock-on effect on assets used to provide the service; and the wider impact on the local community.

- Ensure that funding is paid in line with agreed targets and the schedule in the contract.
- Seek to provide a diversity of funding support that recognises the different needs of the VCS.
- Ensure transparency by providing a clear rationale for all funding decisions.
- Work to support and develop VCS Groups who are encountering problems delivering commissioned services before considering withdrawing funding.
- Recognise the independence of VCS groups to deliver their mission, including their right to campaign, regardless of any relationship, financial or otherwise, which may exist.
- Ensure greater transparency by making data and information more accessible, helping VCS groups to challenge existing provision of services.
- Where appropriate, look to make advance payments to ‘kick start’ projects.



Objective 2: Take Part and Deliver

To improve the relationship between public sector partners and the VCS within Hartlepool in managing and using resources to achieve a strong and prosperous VCS that contributes to the delivery of good public services within the town.

UNDERTAKINGS OF VCS:

- Ensure robust governance arrangements are in place so that organisations can best manage any risk associated with service delivery and financing models.
- Give funders early notice of significant changes in circumstances and any concerns about delivery.
- Recognise that Public Sector Partners are accountable bodies with strict priorities and funding constraints placed upon them, with a requirement to balance competing needs when allocating resources.
- Be open and transparent about reporting, recognising the benefits of monitoring service delivery and responding to the requirements of funding providers.
- Be able to demonstrate that the services delivered are of a high quality and meet the needs of users.
- Take up opportunities which are aimed at supporting organisations to commission for services.
- Have a clear understanding of the organisation's financial structure and what they are trying to achieve.
- Ensure effective business planning processes and be able to demonstrate that services provide value for money.
- Work together as a sector to make the best use of resources available, developing consortia approaches as appropriate.
- Prepare for the end of funding and plan to reduce any potential negative impact on service users and the organisation.
- Adhere to the requirements of funding bodies in relation to the delivery of services, financial practices and other statutory obligations, legislation and regulations.
- Commit to the development of skills, capacity and expertise to effectively compete for public service contracts.



Objective 3: Strengthen and Develop

To ensure a strong and diverse VCS that promotes inclusion across the town as well as a clearer understanding of community groups within the sector as a whole. The VCS is able to get involved, grow and develop, strengthening the local communities that they serve.

SHARED UNDERTAKINGS:

- Ensure that staff, volunteers and contacts receive training and awareness as to specific needs and respond to particular sectors of Hartlepool's diverse community.
- Encourage and support volunteering by ensuring that volunteering is the result of a free choice by the volunteer, open to everyone and publicly recognised.
- Ensure that no group experiences marginalisation, isolation, disadvantage, exclusion or discrimination.
- Named contacts will be identified to deal with issues raised by minority groups, and act as a conduit to access relevant officers, services and support.
- Understand the respective roles, cultures and constraints of others to enable good collaborative working.
- Take practical action to eliminate unlawful discrimination, advance equality and to ensure a voice for under-represented and disadvantaged groups.
- Ensure that diverse community groups are properly represented.
- Ensure that they do not discriminate against any voluntary or community group on the basis of faith, race, disability, age or sexual orientation (lesbian, gay and bisexual) and gender (transgender), and will respect the voluntary nature of their work.
- Support existing diverse community groups and develop others so that people from diverse communities can raise concerns.
- Acknowledge that organisations representing specific disadvantaged or under-represented group(s) can help promote social and community cohesion and should have equal access to support.

UNDERTAKINGS OF PUBLIC SECTOR PARTNERS:

- Support the development of voluntary and community groups and related infrastructure organisations, recognising their local knowledge, expertise and perspective.
- Promote and monitor policies and services that eradicate discriminatory practice, implementing equality and diversity policies, and setting objectives and targets as appropriate.
- Encourage involvement and networking between the VCS, diverse people, and small community groups, thereby increasing skills and knowledge.
- Work with VCS groups that represent, support or provide services to people specifically protected by legislation and other under-represented and disadvantaged groups. Understand the specific needs of these groups by actively seeking the views of service users and clients.
- Build skills and capacity in the VCS to enable agencies to compete for contracts.
- Encourage VCS groups to engage in development opportunities.



Objective 3: Strengthen and Develop

To ensure a strong and diverse VCS that promotes inclusion across the town as well as a clearer understanding of community groups within the sector as a whole. The VCS is able to get involved, grow and develop, strengthening the local communities that they serve.

UNDERTAKINGS OF VCS:

- Representatives will be selected or elected through an open and transparent recruitment process and representatives will be accountable to the VCS.
- Take advantage of training and capacity building opportunities on representation to ensure that groups know how to get their voice heard.
- Recognise the benefits of networking amongst the VCS.



Commissioning & Procurement

COMMISSIONING

Commissioning can be defined as the agreed formal arrangements set up to deliver a service to meet specific needs and objectives. The shift towards a total commissioning approach will bring about real changes to the way that the VCS are funded in Hartlepool.

In turn this presents challenges to the VCS, as some groups and organisations, especially smaller groups may not have the skills, capacity, resources or expertise to tender for contracts in the same way as larger and commercial organisations.

The National Programme for Third Sector Commissioning outlines eight key principles, which are:

- Understanding the needs of users and other communities by ensuring that, alongside other consultees, you engage with the third sector organisations, as advocates, to access their specialist knowledge;
- Consulting potential provider organisations, including those from the third sector and local experts, well in advance of commissioning new services, working with them to set priority outcomes for that service;
- Putting outcomes for users at the heart of the strategic planning process;
- Mapping the fullest practical range of providers with a view to understanding the contribution they could make to delivering those outcomes;
- Considering investing in the capacity of the provider base, particularly those working with hard-to-reach groups;
- Ensuring contracting processes are transparent and fair, facilitating the involvement of the broadest range of suppliers, including considering sub-contracting and consortia building, where appropriate;
- Ensuring long-term contracts and risk sharing, wherever appropriate, as ways of achieving efficiency and effectiveness; and
- Seeking feedback from service users, communities and providers in order to review the effectiveness of the commissioning process in meeting local needs.

'If embedded, these could yield efficiency gains and community benefits, through smarter, more effective and innovative commissioning, and optimal involvement of the third sector in public service design, improvement and delivery.'
(National Audit Office)

The undertakings under Objective 1, 2 and 3 of this strategy will be the mechanism for ensuring that these key principles form the future working relationship between all partners and help to inform the commissioning process across all departments of the Council.

PROCUREMENT

The Council has a Sustainable Procurement Strategy (2011 - 2014) which sets out to:

- Support the delivery of cost-effective high quality services which underpin the Council's corporate priorities, through a strategic and systematic approach to procurement and business development.

This strategy sets out key principles underpinning procurement activities, with particular relevance to the VCS, which will:

- Enhance our commissioning and procurement relationship to the VCS.
- Support the VCS in understanding and implementing any legislative changes in EU and UK Procurement Regulations.

Information on the Council's Sustainable Procurement Strategy, Asset Transfer Policy and Consortium Models will be available on the Hartlepool Borough Council website, www.hartlepool.gov.uk.



Taking the Strategy Forward

How the undertakings are taken forward will be key to the successful implementation of the strategy. Ensuring that the processes and documentation is in place to action this. The strategy will be driven forward by a Voluntary & Community Sector Strategy Steering Group; this will include a cross section of partners from the Voluntary Sector, Public Sector and Local Authority.

This group will oversee the implementation of the strategy and the key responsibilities of the group are:

- *Communication and awareness raising of the strategy.*
- *Review and monitor the Action Plan.*
- *Report to Strategic Partners Group.*
- *Ensure that the undertakings are embedded.*
- *Oversee the Dispute Resolution Procedure.*
- *Ensure that there are linkages across the authority to other strategic aims.*
- *Ensure that there is a consistent approach across all departments within the Council towards the VCS e.g. contract management, commissioning and procurement.*

The dispute resolution procedure attached as Appendix 1 is in keeping with The Compact Accountability and Transparency Guide from the Office for Civil Society.



Taking the Strategy Forward

ACTION PLAN

The action plan will be a separate document to allow for annual updates. It will focus on the key priorities for the strategy which will be guided by the 3 key objectives, and reflect the needs and priorities required by all partners to deliver effective outcomes.

MONITORING THE STRATEGY

The implementation of the strategy will be monitored by the following mechanisms:

- A cross-departmental and organisational Voluntary & Community Sector Strategy Steering Group taking forward and monitoring compliance with the strategy.
- An annual review of the action plan, to reflect the developments and current priorities, this will include self-assessment forms for both the public and voluntary sector partners.
- Progress will be reported on annually and feedback will be provided to all partners.

The intended period of this strategy is 5 years; therefore, a complete review of the strategy is expected in 2017.

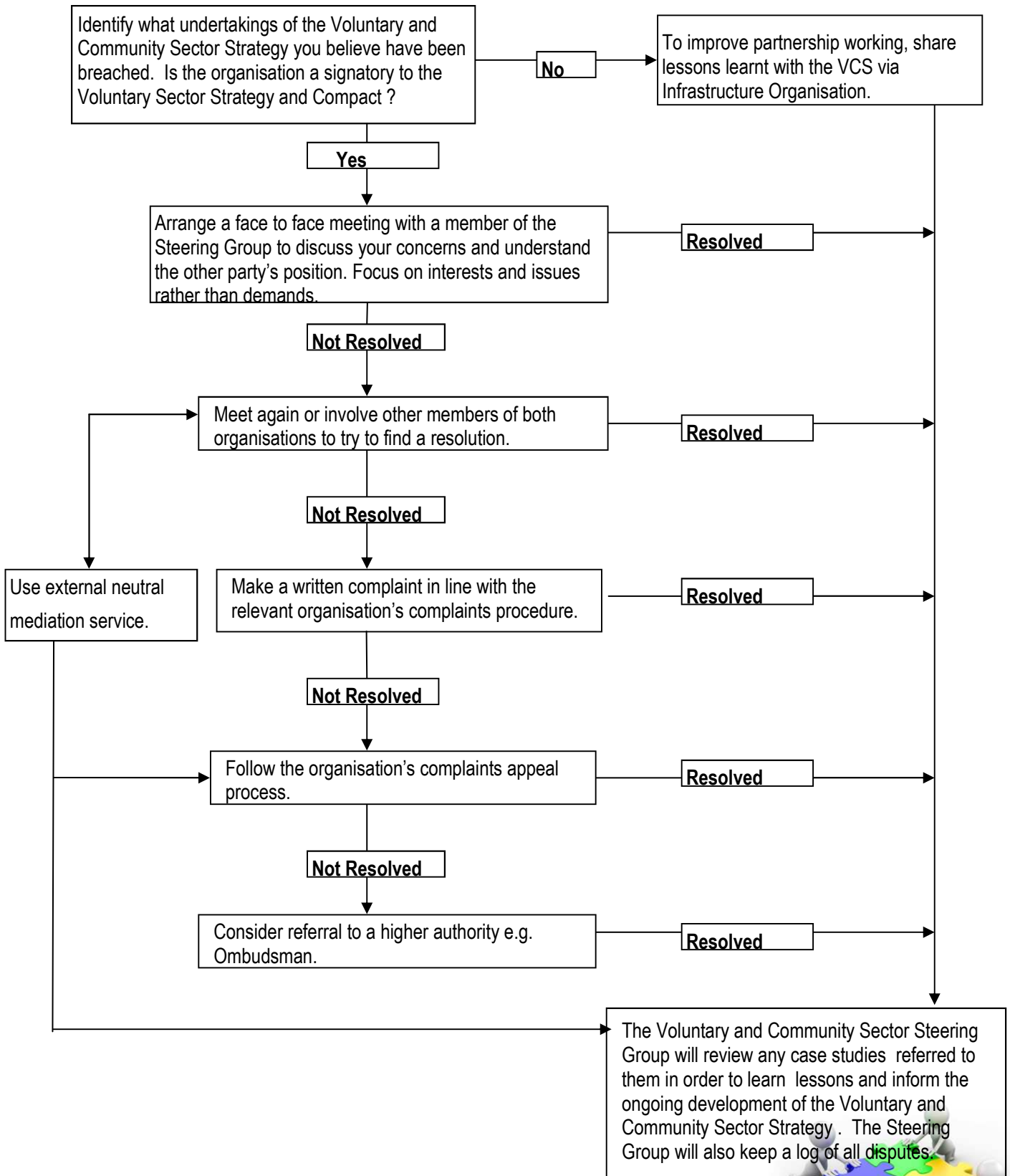
If you would like further information on this strategy please contact the Karen Oliver, Neighbourhood Manager on 01429 523680.



Appendix 1: Dispute Resolution

Voluntary & Community Sector Strategy

Dispute Resolution Flow chart - What to do when things go wrong





**Hartlepool Voluntary and Community Sector Strategy
2012 - 2017**



CABINET REPORT

20 February 2012



Report of: Corporate Management Team

Subject: QUARTER 3 – COUNCIL OVERVIEW OF PERFORMANCE AND RISK 2011/12

SUMMARY

1. PURPOSE OF REPORT

To inform Cabinet of the progress made against the Council's 2011/12 Corporate and Departmental Plans, for the period ending 31 December 2011.

2. SUMMARY OF CONTENTS

The report describes progress made against the actions, performance indicators included in the Corporate Plan and three departmental plans for 2011/12 and risks included in the Council's risk register.

3. RELEVANCE TO CABINET

Cabinet and the individual Portfolio Holders have overall responsibility for the monitoring of the Corporate Plan and three departmental plans.

4. TYPE OF DECISION

Non key.

5. DECISION MAKING ROUTE

Cabinet 20 February 2012.

6. DECISION(S) REQUIRED

Cabinet is asked to note the current position with regard to performance.

Report of: Corporate Management Team

Subject: QUARTER 3 – COUNCIL OVERVIEW OF PERFORMANCE AND RISK 2011/12

1 PURPOSE OF REPORT

- 1.1 To inform Cabinet of the progress made against the Council's 2011/12 Corporate and Departmental Plans, for the period ending 31 December 2011.

2 BACKGROUND

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

Paragraphs	Content
3.1 - 3.10	Council overview of performance and risk
4.1 – 4.7	Child and Adult Service Departmental Plan
5.1 – 5.11	Regeneration and Neighbourhoods Departmental Plan
6.1 – 6.7	Chief Executives Department
7.1	Recommendations

3 PERFORMANCE AND RISK MANAGEMENT

Council Overview of Performance and Risk

- 3.1 In total the three departmental plans, include 169 actions, 164 performance indicators to deliver and measure improvements across key priority areas (outcomes) identified in the Community Strategy and Council Corporate Plan.
- 3.2 Of the 164 indicators, 51 have targets set and can be monitored on a quarterly basis so only these indicators, plus 12 annual indicators with outturn data available, are included in this report. The remaining indicators have targets which can only be assessed after the year end or have no target and are for monitoring purposes only.
- 3.3 Officers have assessed progress against these indicators and the actions included in the plans, making judgements based on progress to the 31 December 2011. Progress is categorised as: -

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

- 3.4 The Corporate Plan addresses the key priorities and issues facing the Council, and includes an action plan that draws the key actions and performance indicators from the Council's three Departmental Plans. The Corporate Plan 2011/12 action plan includes 59 actions and 32 performance indicators.
- 3.5 Charts 1 and 2 below summarises officers' assessments of the Corporate Plan actions and indicators that have targets **and** are measurable throughout the year, including annually collected indicators with 2011/12 outturns available. As at 31 December 2011, the position was a positive one, with: -
- 55 actions (93%) have already been completed or assessed as being on target to be achieved by their scheduled completion date
 - 19 indicators (59%) have already achieved their year end target or been assessed as being on track to do so
 - 1 action (2%) and 7 PIs (22%) have been assessed as having made acceptable progress
 - The remaining 3 actions (5%) and 6 PIs (19%) have been assessed as requiring intervention, having not achieved target or no longer being possible to complete (1 action).

Further information relating to these actions and indicators can be found later in the report – see 4.4, 5.3, 5.4 and 5.6.

Chart 1: Corporate Plan Overall Action Progress – to 31 December 2011

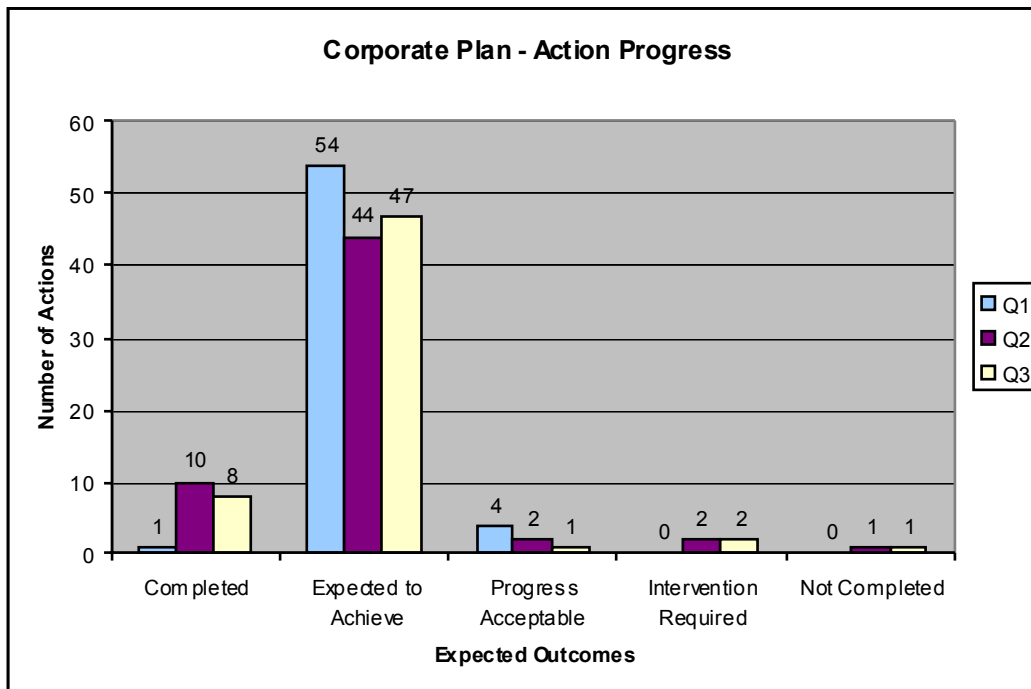
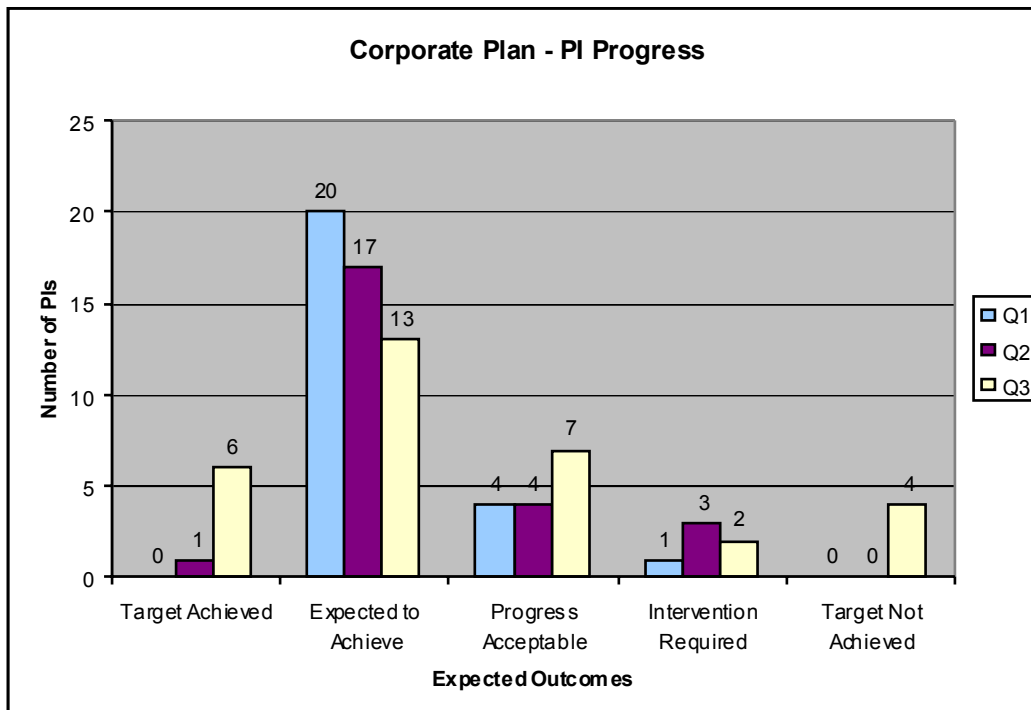


Chart 2: Corporate Plan Overall PI Progress – to 31 December 2011

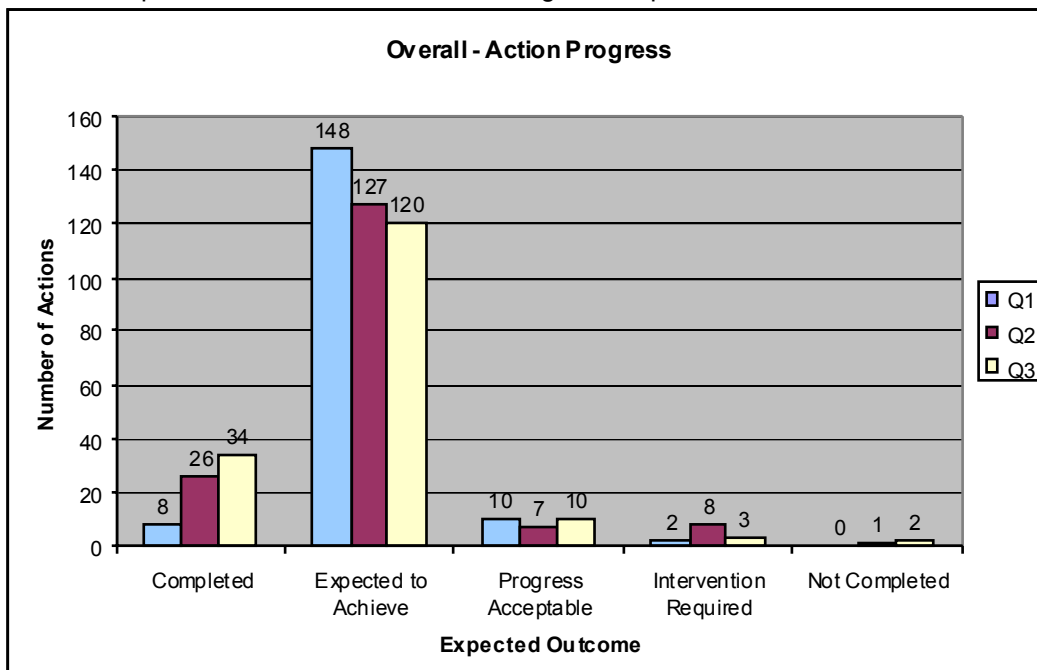


3.6 As previously stated (in paras 3.1 and 3.2) the three departmental plans include 169 actions and 64 performance indicators that can be monitored on a quarterly basis or already have 2011/12 outturns available. Progress is illustrated in Charts 3 and 4.

- Across all 3 Departmental Plans progress is good,
- Over 91% of actions have already been completed or are expected to be achieved; and
- Over 73% of PIs either having already reached their targets or are expected to do so.

3.7 Of the 169 actions, 6% (10 actions) have been assessed as having made acceptable progress (an increase from 7 actions in quarter 2), with the remaining 5 actions (3%) having been assessed as requiring intervention or marked as no longer being possible to complete – down from 9 actions in quarter 2. More details on these 5 actions are included later in the report, in the relevant departmental plan sections.

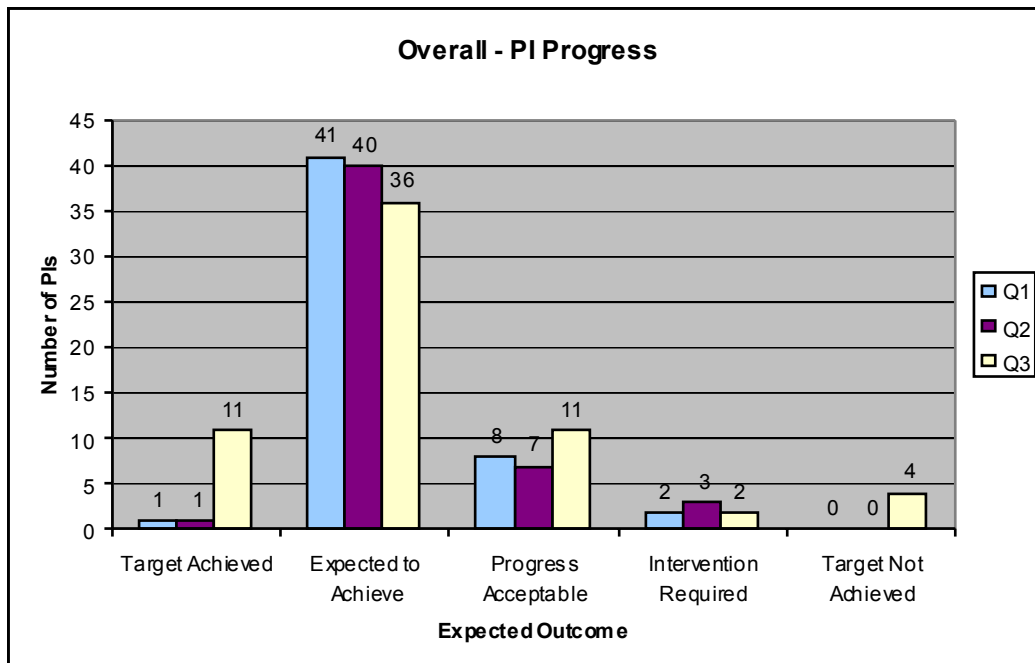
Chart 3: Department Plans Overall Action Progress for period to 31 Dec 2011



3.8 Chart 3, above, also shows that the number of actions completed has increased from 26 at the end of quarter 2 to 34 at the end of quarter 3. This has contributed to the fall in those actions expected to be completed on time from 127 to 120 over the same period.

3.9 Chart 4, detailing the progress made for PIs shows that 58 indicators (91%) have been assessed as having already achieved target, being on track to do so or having made acceptable progress. The remaining 6 indicators have been flagged as requiring intervention or having not achieved target. As with the actions, these indicators are shown later in the report.

Chart 4: Department Plans Overall PI Progress for period to 31 December 2011



3.10 There were 87 risks identified across the Council. These are now being managed in accordance with the Council's Risk Management Framework agreed by Performance Portfolio Holder on 23 March 2011. This splits risks into Actively Managed Risks: those where additional control measures are being pursued or need highlighting and monitoring through senior managers and elected member and Accepted Risks: those risks that have been identified by departments as under control. Accepted risks continue to be monitored by individual departments to ensure the risk is kept at an acceptable level. Sections 4.6, 5.9 and 6.6 of this report provide an update about progress on all Actively Managed Risks.

DEPARTMENTAL PERFORMANCE MONITORING

4 Child and Adult Service Department Plan 2011/12

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

- Jobs and the Economy
- Lifelong Learning and Skills
- Health and Wellbeing
- Community Safety
- Culture and Leisure and Community Learning
- Strengthening Communities

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

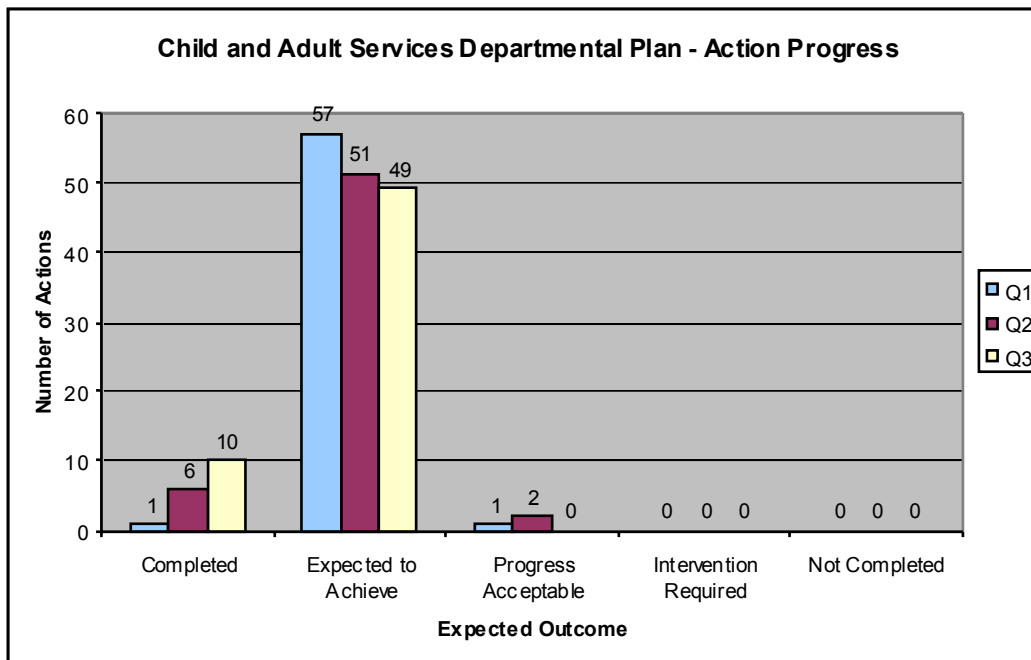
- Adult and Public Health
- Children’s Services
- Culture, Leisure and Tourism
- Community Safety and Planning
- Regeneration and Economic Development

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

Actions

4.2 As can be seen in the chart below, overall progress is good with all 59 actions already having been completed or assessed as being on target to be achieved by their scheduled completion date.

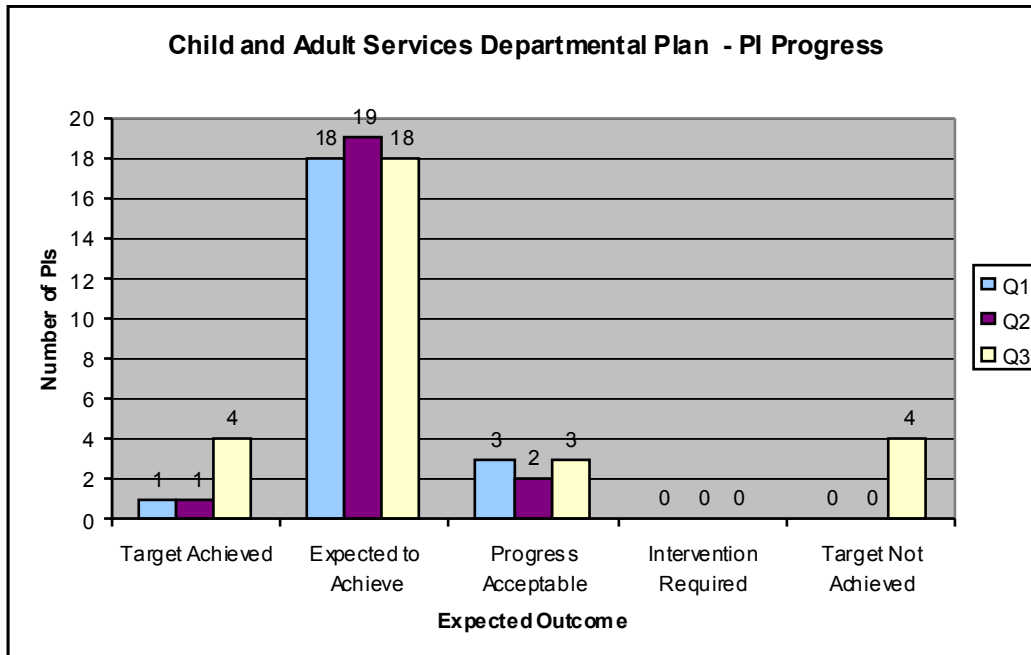
Chart 5: CAD Overall Action Progress – to 31 December 2011.



Performance Indicators

4.3 Chart 6, below, summarises officers’ assessments of the 22 Performance Indicators that have targets **and** are measurable throughout the year, and the 7 annual indicators with outturns available. As at 31 December 2011, the position was a positive one, with 25 indicators (86%) either having already achieved year end target, having been assessed as being expected to achieve year end target or having had made acceptable progress. The remaining 4 indicators (14%) are all annual indicators that have not achieved their target.

Chart 6: CAD Targeted Performance Indicators - Progress to 31 December 2011.



A further 58 indicators have targets which can only be assessed at the year end or are for monitoring purposes only.

4.4 The four indicators that have not achieved target are shown in more detail below: -

Outcome: 05 To promote opportunities for all children and young people to reach their full potential by accessing good quality teaching and curriculum provision which fully meets their needs and enables them to participate in and enjoy their learning				
Ref	Indicator	2011/12 Outturn	Year End Target	Note
NI 73	Percentage of pupils achieving level 4 or above in both English and Maths at Key Stage 2	77.0%	82.0%	In 2011, 77% was achieved against a target of 82%. Although the target was not met the results for 2011 had improved against tests taken in 2009, Hartlepool was above the national average figure of 74% (data taken from DfE performance tables)
NI 75	Percentage of pupils achieving 5 or more A*- C grades at GCSE or equivalent including English and Maths	56.1%	57.1%	In 2011 56.4% was achieved against a target of 57.1%. Although the target was not met the year on year value continues to improve. Hartlepool's 56.4% can be compared to the national figure of 58.9%

Outcome: 05 To promote opportunities for all children and young people to reach their full potential by accessing good quality teaching and curriculum provision which fully meets their needs and enables them to participate in and enjoy their learning				
Ref	Indicator	2011/12 Outturn	Year End Target	Note
NI 93	Percentage of pupils progressing by 2 levels in English between Key Stage 1 and Key Stage 2	88.0%	94.0%	In 2011, 88% was achieved against an unrealistic target of 94%. Although the target was not met the results for 2011 had improved significantly against tests taken in 2009, Hartlepool was substantially above the national average figure of 84% (data taken from DfE performance tables)
NI 94	Percentage of pupils progressing by 2 levels in Maths between Key Stage 1 and Key Stage 2	85.0%	92.0%	In 2011, 85% was achieved against an unrealistic target of 92%. Although the target was not met Hartlepool was higher than the national average figure of 83% (data taken from DfE performance tables)

Summary of Performance by Portfolio

4.5 The tables below provide a summary of progress against actions and performance indicators by portfolio.

Table 1: CAD Overall Action Progress – to 31 December 2011.

Portfolio	Completed	Expected to Achieve	Progress Acceptable	Intervention Required	Not Completed
Adult & Public Health	3	14	0	0	0
Children's Services	3	20	0	0	0
Culture, Leisure and Tourism	1	7	0	0	0
Regeneration and Economic Development	0	3	0	0	0
Community Safety and Planning	3	5	0	0	0
Total	10	49	0	0	0

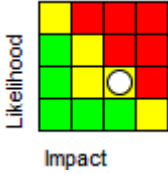
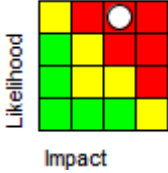
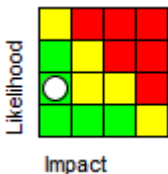
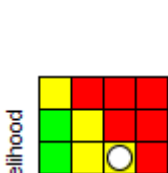

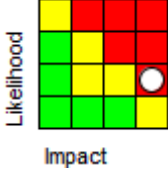
Table 2: CAD Performance Indicator progress to 31 December 2011

Portfolio	Completed	Expected to Achieve	Progress Acceptable	Intervention Required	Not Completed
Adult & Public Health	0	13	2	0	0
Children's Services	2	2	1	0	4
Culture, Leisure and Tourism	2	3	0	0	0
Regeneration and Economic Development	0	0	0	0	0
Community Safety and Planning	0	0	0	0	0
Total	4	18	3	0	4

Risk Registers

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

Code	Title	Current Risk Matrix	Latest Note
CAD R001	Service issue as a result of insufficient budget allocation or changes in national funding/grants (Actively Managed)		2012/13 savings for adult social care have been identified and approved through the Service Review process, and are expected to be achieved with minimal impact on frontline services. Exit strategies are in place for short term funding, and non recurrent funding from health will assist with management of in year pressures.
CAD R002	Increased demand on services due to demographic pressures and current economic climate (Actively Managed)		Despite demographic pressures relating to an ageing population and increasing prevalence of dementia, investment in rehabilitation and preventative services is supporting effective demand management, although increasing complexity of cases is creating pressure within operational teams. There is potential for this risk to become more likely if short term health funding is not maintained.
CAD R003	Failure to provide statutory services to safeguard children & vulnerable adults and protect their well-being. (Actively Managed)		No change to risk score. Service continues to implement previously detailed management and quality assurance arrangements to manage risk.
CAD R004	An increase in the number of schools falling below Performance Achievement Standard (Actively Managed)		3 primary schools are currently below the DfE floor standard - 2011. All schools receiving LA support, including LA reviewers to provide a baseline on standards and quality of Teaching & Learning.

Code	Title	Current Risk Matrix	Latest Note
CAD R005	Failure to meet the statutory duties and requirements vested within the Child and Adult Services department (Actively Managed)		No change to risk status - internal controls being maintained.
CAD R006	Alcohol investment does not enable the provision of sufficient services to meet the increased level of need. (Actively Managed)		Total Place exercise across all organisations planned for Q3/Q4 to analyse and determine business case for alcohol investment. Discussions with transition GP Consortia re commissioning intentions ongoing.
CAD R007	Adverse publicity and community tension (e.g. in regard to reintegration of drug users,/offenders back into community, drug related deaths, establishing community services/Pharmacist) (Actively Managed)		Ongoing programme of campaigns and positive press articles. Targeted work in communities
CAD R008	Damage / Disruption due to violence to staff, health & safety incidents or poor working conditions (Actively Managed)		Violence to staff procedures and guidance have been reviewed corporately and are with the trade unions for approval. Training is ongoing via the H&S wellbeing team. The VAS group meet on a monthly basis to review EPR entries. All teams have procedures in place for out of office and out of hours working, the lone working policy currently being reviewed by out of office H&S meeting.
CAD R009	Failure to plan future needs and be able to respond to market pressures. (Actively Managed)		Pressure on placement is being managed through the commissioned placement panel. Tees valley Children's Commissioners Group under direction of Directors of Children's Services is developing sub regional arrangements to increase sufficiency in relation to placements for children.
CAD R011	Failure to work in effective partnerships with NHS, including risk of cost shunting. (Actively Managed)		While effective partnership working continues in relation to issues such as reablement and early intervention, and good relationships are being built and maintained in some areas, issues in relation to Continuing Health Care funding are escalating in both children's services and adult services and beginning to have an adverse impact on budgets.

4.7 For the period up to 31 December 2011 the Child and Adult Services Department have identified a number of achievements and issues including: -

- The percentage of 17 year olds in learning is 90.63%. This continues to represent good progress towards full participation following the national withdrawal of an automatic entitlement to Education Maintenance Allowance for young people wishing to stay on in learning

- The mid year review of the substance misuse service by the National Treatment Agency was extremely positive. The pathway continues to be effective and will be duplicated when the service is recommissioned. The Tender document for the service has been published and the commissioning process is well on the way. The screening tool has been tested and is in the final stages before implementation
- Increased pool opening times during school holidays allowing greater swimming usage. Increased availability / times / days for Hartlepool Swimming Club
- Have agreed with Hartlepool Mail to be involved in the '2012 race for Fitness Campaign' which means Sport and Recreation will have at least one article a week in the public domain leading up to the Olympics. This will increase public awareness of the amount of opportunities available
- Unfortunately the negative publicity of increasing student fees has had an impact on young people from the North East progressing to higher education. Applicants from this area have dropped more than any other area across the country. Previously the applications from young people who live in families with lower income were very high from the North East and in particular Hartlepool, which had seen a rise in applications over the last 5 years. Data on applications will not be available until September 2012
- The Centre for Independent Living has been operational since April 2011 and has brought together a range of user led organisations and a trusted assessor facility. Meeting and training rooms are well used and are generating income. Further capital investment has been agreed to replace windows and refurbish the remainder of the building and to replace the kitchen, allowing for further development of catering opportunities.
- The Cardiovascular Primary Prevention programme continues to be delivered in all Hartlepool practices. There were issues relating to the recording of data in some practices, however, the primary care engagement nurse has been working with individual practices to resolve this. In addition, the engagement nurse is planning to undertake checks in the community to ensure we reach local people and consequently reduce inequalities.
- Online membership form agreed with CICT. Implementation requirements identified and being progressed. Terms and conditions to be agreed.
- New athletes have signed up to the Olympic Legacy programme including Amy Campbell (ice hockey player) and Jasmin Langley (Hartlepool Wadokai). The aim is to complete the photography element of the project by March at the latest and host a launch event in Middleton Grange shopping centre
- The Alcohol Structured Intervention (ASI) is now working with the 3rd cohort of offenders. Referral pathways are clear,

staff in the criminal justice system are referring into the project without prompt and communication about offenders subject to the intervention is free flowing between ASI workers and other professionals working with the offender. There has been a review of the impact of ASI on the first cohort (completed by the Criminal Justice Integrated Team data manager, this review highlighted that there was a 63% completion rate and all offenders completing the programme had reduced their AUDIT score (indicating reduced levels of problematic alcohol use).

- To date campaigns have been held around: National Depression Week, Mental Health Action Week, Carer's Week, International Day Against Drug Abuse and Illicit Trafficking, Minimum Pricing Campaign, World Hepatitis Day & Fresher's Week. Specifically in the last quarter the following campaigns have taken place and have been a huge success. World Mental Health Day – Oct 2011, Substance Misuse Week to include Alcohol Awareness Week & National Tackling Drugs Week – Nov 2011, World Aids Day – Dec 2011, Christmas Staying Safe Ham Reduction Campaign – Dec 2011 and The 'It Could Be You' Campaign Recovery & Moving on from Substance Misuse Treatment that will continue from the Christmas events into Jan & Feb 2012.

5 Regeneration and Neighbourhoods Department Plan 2011/12

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

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

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

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

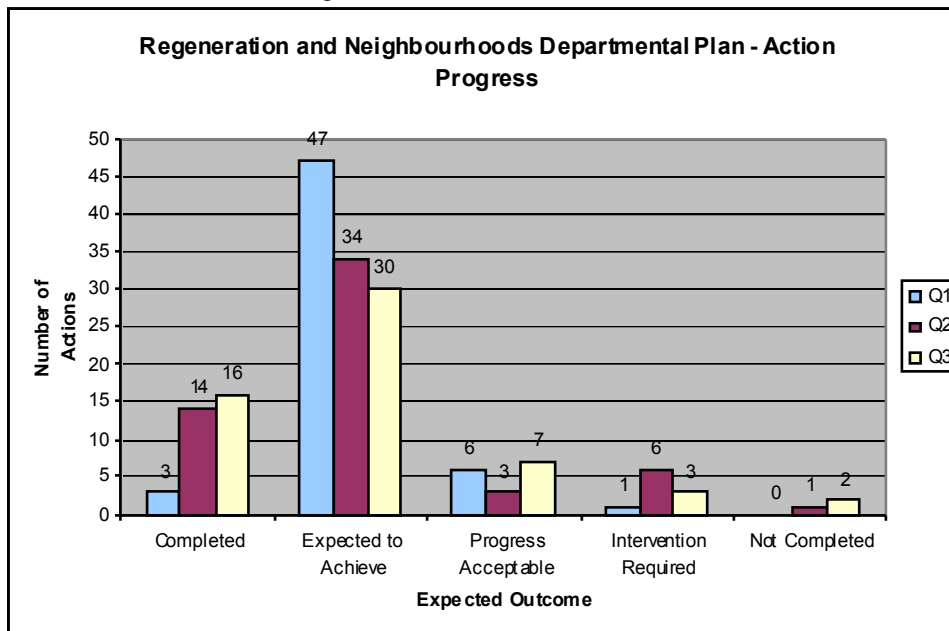
- Children’s Services

Included in the departmental plans were 58 actions and 43 performance indicators spread across the 20 outcomes, together with 33 risks from the Council’s Risk Registers.

Actions

5.2 As can be seen in the chart below, overall progress is good with 53 actions (91%) have already been completed, being assessed as being on target to be achieved by their scheduled target date, or having made acceptable progress – an increase from 51 actions in quarter 2. The remaining 5 indicators (9%) have been flagged up as requiring intervention or not being achieved – down from 7 actions at the end of quarter 2.

Chart 7: Overall Action Progress – to 31 December 2011.



5.3 The 3 actions that were flagged as requiring intervention are described below in more detail. All actions have a proposed new date and Cabinet is asked to agree to the revised completion dates.

Outcome: 05 To promote opportunities for all children and young people to reach their full potential by accessing good quality teaching and curriculum provision which fully meets their needs and enables them to participate in and enjoy their learning			
Ref	Action	Due Date	Note
RND11/12-LL01	Through Hartlepool skills partnership, produce new skills strategy and action plan	31-Dec-2011	DATE CHANGE REQUEST The new skills strategy and action plan is being incorporated into the Economic Development Strategy, with a target completion of February 2012 (see JE14 - below).

Outcome: 25 Hartlepool is at the forefront of economic policy making at the national, regional and sub-regional levels			
Ref	Action	Due Date	Note
RND11/12-JE14	Produce a new Hartlepool economic regeneration strategy	31-Oct-2011	DATE CHANGE REQUEST It has not been possible to produce the new Economic Development Strategy as planned due to the need for further consultation work with partners. With the creation of a new Economic Regeneration Forum it is intended to dovetail this strategy with the Forum and include it in the inaugural meeting. It is expected that this additional work will have been completed by the end of February and the action therefore concluded. It is requested that approval be given to revise the due date for this action to 29th February 2012.
Outcome: 26 Key public buildings and spaces are improved to reflect Hartlepool's economic ambition			
Ref	Action	Due Date	Note
RND11/12-JE18	Implement 5 targeted environmental improvements to key sites within the Southern Business Zone undertaken by Environmental Task Force	30-Nov-2011	DATE CHANGE REQUEST from 30 November 2011 to 31 March 2012 - Reason: Delays in getting applications in from businesses for approval.

- 5.4 There are two actions remaining that were flagged up as 'not completed'. One of these was reported to Cabinet on 21 November 2011 and it was agreed that no further updates would be provided. The remaining action that can no longer be completed is detailed below, and Cabinet is asked to agree that this action is removed from the Departmental Plan and not included in future reports.

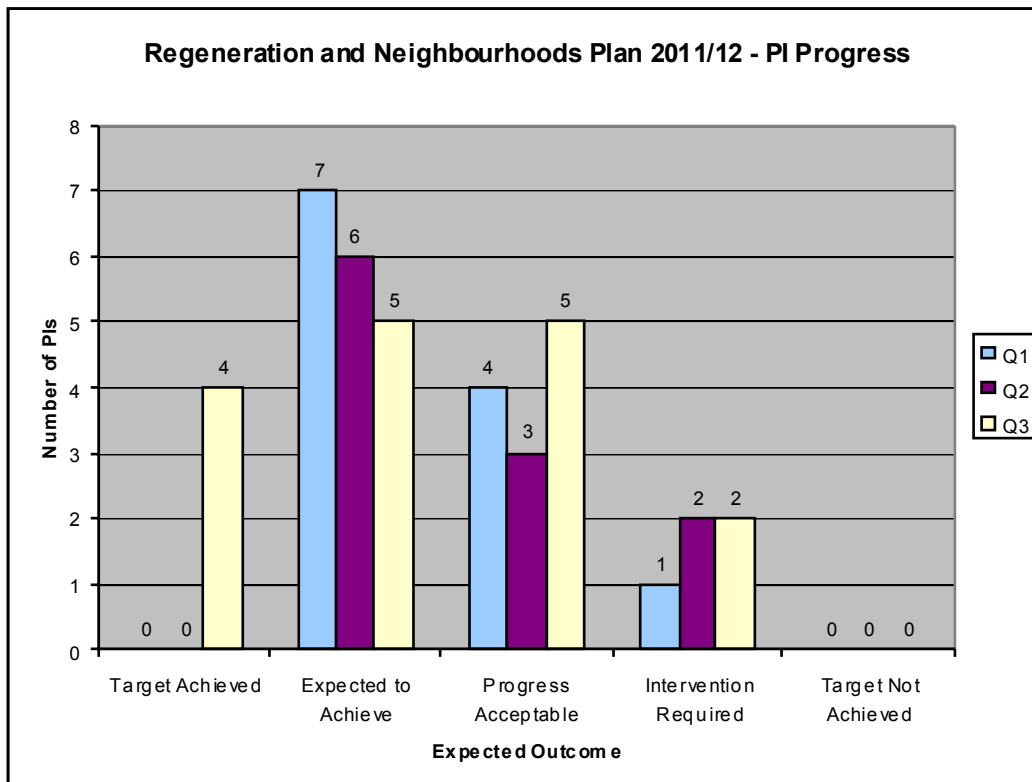
Outcome: 23 Local people have a greater voice and influence over local decision making and the delivery of services			
Ref	Action	Due Date	Note
RND11/12-SC03	Prepare the 2012/13 Compact Action Plan with partners	31-Mar-2012	It has been agreed at Cabinet on the 21st November 2011 that the Compact and the Voluntary Sector Strategies are combined. This combined strategy is currently being produced with an expected

			completion date of May 2012. Once complete an associated Action Plan will be developed. A revised Action for the completion of these strategies has been incorporated into the Regeneration & Neighbourhoods Draft Departmental Plan for 2012/13.
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Performance Indicators

5.5 Chart 8, below, summarises officers' assessments of the 11 Performance Indicators that have targets **and** are measurable throughout the year, and the 5 annual indicators with outturn data available. It can be seen that, as at 31 December 2011, the position was a positive one, with 14 indicators (88%) having already achieved target, been assessed as being expected to achieve year end target or having had made acceptable progress – up from 82% of indicators at the end of quarter 2. The remaining 2 indicators have been flagged up as requiring intervention, and further information is provided below.

Chart 8: Targeted Performance Indicators - Progress to 31 December 2011.



5.6 The 2 indicators that have been assessed as requiring intervention are detailed below: -

Outcome: 08 Be Healthy – children enjoy good physical, social and emotional health and live a healthy lifestyle				
Ref	Indicator	Q3 Outturn	Year End Target	Note
NI 52a	Percentage uptake up of school meals - Primary Schools	57.4%	61.0%	Take up is currently showing an increase and hopefully this upward trend will continue in the next quarter. Although this take up has increased this is mostly due to the increase in free school meals rather than paid pupils.
Outcome: 18 Hartlepool is prepared for the impacts of climate change and takes action to mitigate the effects				
Ref	Indicator	2011/12 Outturn	Year End Target	Note
NI 185	Percentage CO2 reduction from local authority operations	-0.4%	7.0%	Work continues to reduce the Council's CO2 emissions with various projects including the installation of voltage optimisation units in Council buildings. Consideration is being given to funding options for energy saving projects from the Salix energy efficiency loan schemes. Despite the progress made to date and future potential schemes the Council is not going to achieve its aspirational target of a 35% reduction over a 5 year period, due in part to the removal of the Building Schools for the Future Programme, which was to have made significant contribution to the reductions.

5.7 A further 27 indicators have targets which can only be assessed at the year end or are for monitoring purposes only.

Summary of Performance by Portfolio

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

Table 3: RND Overall Action Progress – to 31 December 2011.

Portfolio	Completed	Expected to Achieve	Progress Acceptable	Intervention Required	Not Completed
Regeneration & Economic Dev.	8	7	0	3	1
Finance and Procurement	2	3	0	0	0
Community Safety & Planning	1	5	5	0	0
Culture, Leisure and Tourism	1	2	1	0	0
Adult and Public Health	0	1	0	0	0
Transport and Neighbourhoods	1	9	1	0	1
Housing and Transition	3	3	0	0	0
Children's Services	0	0	0	0	0
Total	16	30	7	3	2







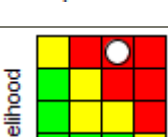
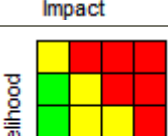
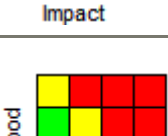
Table 4: Performance Indicator progress to 31 December 2011

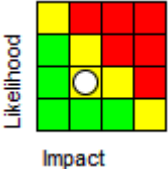
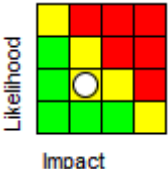
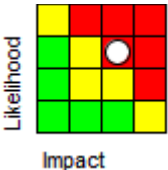
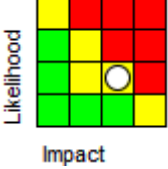
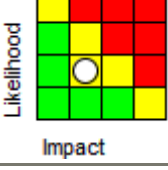
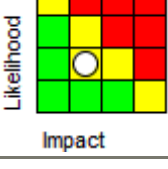
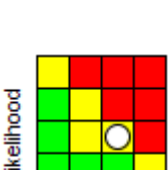
Portfolio	Completed	Expected to Achieve	Progress Acceptable	Intervention Required	Not Completed
Regeneration & Economic Dev.	No performance indicators to be monitored on a quarterly basis				
Finance and Procurement	No performance indicators to be monitored on a quarterly basis				
Community Safety & Planning	0	0	2	0	0
Culture, Leisure and Tourism	1	0	1	0	0
Adult and Public Health	No performance indicators to be monitored on a quarterly basis				
Transport and Neighbourhoods	2	4	1	1	0
Housing and Transition	1	1	0	0	0
Children's Services	0	0	1	1	0
Total	4	5	5	2	0

Risk Registers

5.9 There are 16 risks on the Accepted Risk Register within the Regeneration and Neighbourhoods Department and a further 17 on the Actively Managed Risk. The table below provides a summary of the position of the risks on the Actively Managed Risk Registers along with details as to what action is being taken with regards to these risks.

Code	Title	Current Risk Matrix	Latest Note
RND R015	Failure to secure funding for delivery of empty homes strategy (Actively Managed)	<p>Likelihood</p> <p>Impact</p>	Housing Hartlepool has been allocated funding for empty homes in Dec 2011, Central Government have also announced further funding opportunities for funding so the risk of not being able to achieve

Code	Title	Current Risk Matrix	Latest Note
			improvements in this area has decreased.
RND R051	Failure to comply with DDA legislation in Council buildings (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	Awaiting Capital bid for 2012/2013
RND R052	Council liability for RTA related accidents resulting from employees driving whilst on council business (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	Review being administered in line with corporate driving licence checks.
RND R053	Failure to effectively implement selective licensing (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	This process is being actively managed by fortnightly action plan meetings and reviews
RND R054	Failure to maintain highway infrastructure to acceptable standard resulting in additional cost implications through insurance claims (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	No change at present.
RND R055	Failure to provide an effective transport infrastructure for disabled people (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	Although the service discontinued in April 2010 a programme of dropped crossings and low-floor bus infrastructure installation continues.
RND R056	Failure of service providers to focus resources on neighbourhood renewal areas (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	The Council has a Neighbourhood Management and Engagement Strategy which brings in all partners who work together to address the Neighbourhood Renewal Areas. We also have Neighbourhood Action Forums which discuss these issues at a local level.
RND R057	Reduction in funding for Housing Investment (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	Funding announcements have been made and Hartlepool have been awarded funding for the next 3 years via Registered Providers Housing Hartlepool and Endeavour HA, plus Developers Dunelm.
RND R059	Failure to provide a 'sound' Planning Policy Framework leading to a lack of clear planning guidance (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	draft Core Strategy Publication document has been produced and will be reported to Cabinet in January. On track to achieve adoption on Core Strategy in autumn 2012. Meanwhile Local Plan 'saved policies' remain in place.
RND R060	Failure to deliver current regeneration programmes (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	Significant reduction in availability external public grant aid has required the Council to look at alternative methods of delivering regeneration. The establishment of a partnership with a private developer will help deliver regeneration schemes at Seaton Carew. Regeneration of town centre is being

Code	Title	Current Risk Matrix	Latest Note
			affected by lack of available funding for investment in major public realm improvements, but potential funding is being explored for town centre business incubation units and a granted programme to support improvement to business premises is in place. Completion of the Economic Regeneration Strategy will help focus future priorities.
RND R061	Inability to meet very high levels of local housing needs including affordable housing (Actively Managed)		Risk has decreased due to the numbers of allocation being made to Band 4 waiting list applicants over the last 2 years and the number of units of affordable housing provided in the past 3 years and due to be provided in the next 3 years
RND R062	Effective delivery of housing market renewal affected by external decisions and funding (Actively Managed)		HBC have been successful in getting an allocation of funding from DCLG for HMR T for to complete Carr/Hopps Area, this needs match funding from HBC, report going to Council Feb 2012 and Cabinet March 2012
RND R063	Lack of resources to maintain building stock (Actively Managed)		Capital bid made for 2012/2013. likelihood is an overall reduction in funding and only on a contingency basis.
RND R064	Failure in asset management planning to make best use of assets in terms of acquisition, disposal and occupation (Actively Managed)		Implementation of the key strategy documents through the Council's Corporate Funding Team provides a dynamic process driving the performance & rationalisation of the Council's portfolio.
RND R079	Failure to meet the statutory requirements of the Regeneration and Neighbourhoods department (Actively Managed)		Ongoing monitoring of the requirements of potential legislative changes.
RND R080	Failure to monitor and maintain Council owned trees (Actively Managed)		An inspection programme of highways trees is in place, prioritising high traffic area. Where issues are identified remedial action is being taken to address the identified issue.
RND R081	Failure to provide sound planning advice / enforcement in relation to waste sites in the borough (Actively Managed)		Waste sites are complex planning issues, whilst advice is given in good faith, we do not have specialist planning officers who deal with these as their main element of work. Where necessary we do use consultants or Counsel on particular contentious planning issues, as an example Niramax. Monthly meetings to discuss problem sites occur and multi agency visits carried out, group working well albeit some issues can be protracted.

5.10 During the third quarter it was decided to deactivate a number of risks – 2 on the accepted risk register and 1 for the actively managed risk register. The table below details these risks with an explanation as to why they are no longer required.

Code	Title	Reason for deactivation
RND R058	Continued support of partners in partnership activities (Actively Managed)	Much of the Council is now involved in partnership working or collaboration of some sort and the approach is firmly embedded in working practices. It is therefore felt that no specific risk in this regard needs to be highlighted.
RND R074	Inability to meet public demand for conservation area grants	This was a risk set up some years ago at the time new council funding was being given for conservation grants when it was recognised that the money identified would never be enough to satisfy all of the demands. However in the current climate it is felt that conservation grants no longer need to be singled out as a risk.
RND R082	Failure to determine planning applications without regard to the development plan and / or material planning considerations	The stated risk that applications are somehow determined without full regard to the development plan or that fundamental considerations are neglected is so low as to not be retained as a formal risk.

5.11 For the period up to 31 December 2011 the Regeneration and Neighbourhoods Department have identified a number of achievements and issues including: -

- Sustainable waste management practices and operations continue to be reviewed and developed with the team being able to exploit the current market for plastic and cardboard collected from the kerbside, bringing in considerable income to the Council
- Due to the withdrawal of Government funding to deliver an Eco-schools/Green flag programme to schools, the Council was left with no choice but to levy a charge for the continuation of the initiative, through the introduction of Service Level Agreements. Many schools have been reluctant to sign up to an SLA for the delivery of this programme, although we have successfully signed up 18 schools.
- Work continues to reduce the Council's CO2 emissions with various projects including the installation of voltage optimisations units in Council buildings. Consideration is being given to funding options for energy saving projects from the Salix energy efficiency loan schemes. Despite the progress made to date and future potential schemes the Council is not going to achieve its aspirational target of a 35% reduction over a 5 year period, due in part to the removal of the Building Schools for the Future programme, which was to have made a significant contribution to the reductions.
- Worksmart programme continues to be delivered to local businesses with 10 seminars delivered over the year on issues such as employment legislation
- A design and feasibility study for the former Crown House site has been completed with a report to be presented to the Regeneration Economic Development and Skills Portfolio in February 2012
- Enterprise week has been held during the last quarter incorporating Education – Business Link and highlighting future career opportunities

- The new skills strategy and action plan is being incorporated the Economic Development Strategy, with a target completion of February 2012
- Various programmes of work continue to be implemented to protect the health and well-being of people in Hartlepool. Complaints have been raised with both the Council and the Local Government Ombudsman in connection with the former Steetley site which have all been found to have been satisfactorily addressed by the Council
- We have been undertaking a pilot of the e-quotation system to assess its suitability and effectiveness prior to launch. A wide number of areas from across the Council have taken part in the pilot and this has been invaluable in assessing the impact the system will have and also informing us as to the best method of roll-out. Roll-out is currently being planned with a target implementation date of 1st April 2012
- Draft standards for dealing with Anti-Social Behaviour have now been drafted and are awaiting approval, which is dependant on the outcome of consultation currently being undertaken with partners in connection with the ASBU complaints procedure.

6 Chief Executive's Department Performance Overview 2011/12

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

- Jobs and the Economy
- Organisational Development

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

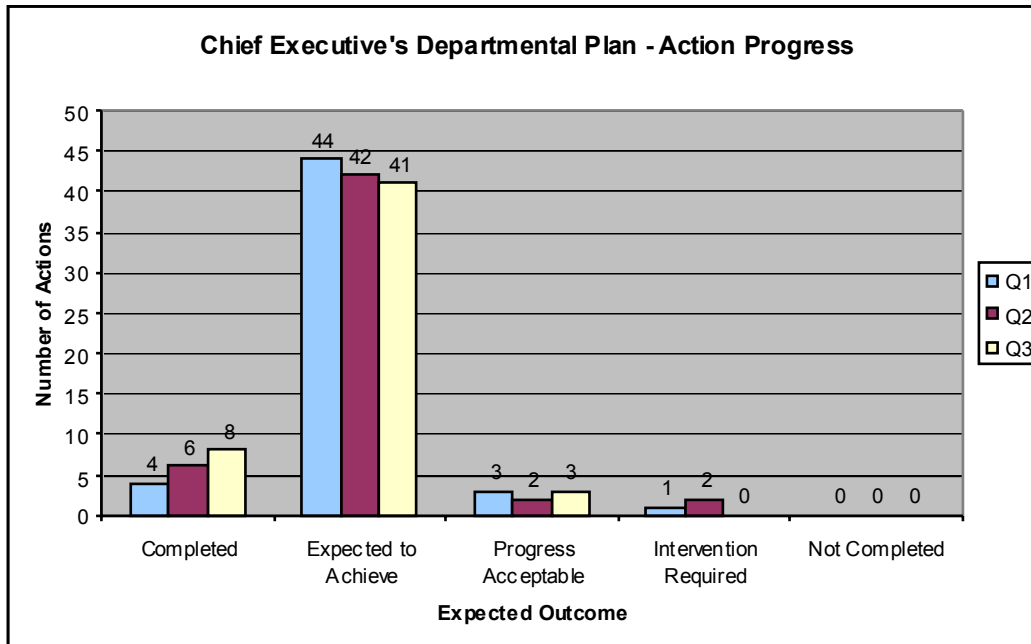
- Finance and Procurement
- Performance

Included in the departmental plan were 52 actions and 33 performance indicators spread across the 7 outcomes, together with 34 risks from the Council's Risk Registers.

Actions

6.2 As can be seen in the chart below, overall progress across the department shows that 8 actions (15%) have already been completed and a further 41 (79%) have been assessed as being on target to be achieved by their scheduled completion date, which when combined is an slight increase (1 action) as at the end of quarter 2. The remaining 3 actions (6%) (up from 2 in quarter 2) have made acceptable progress.

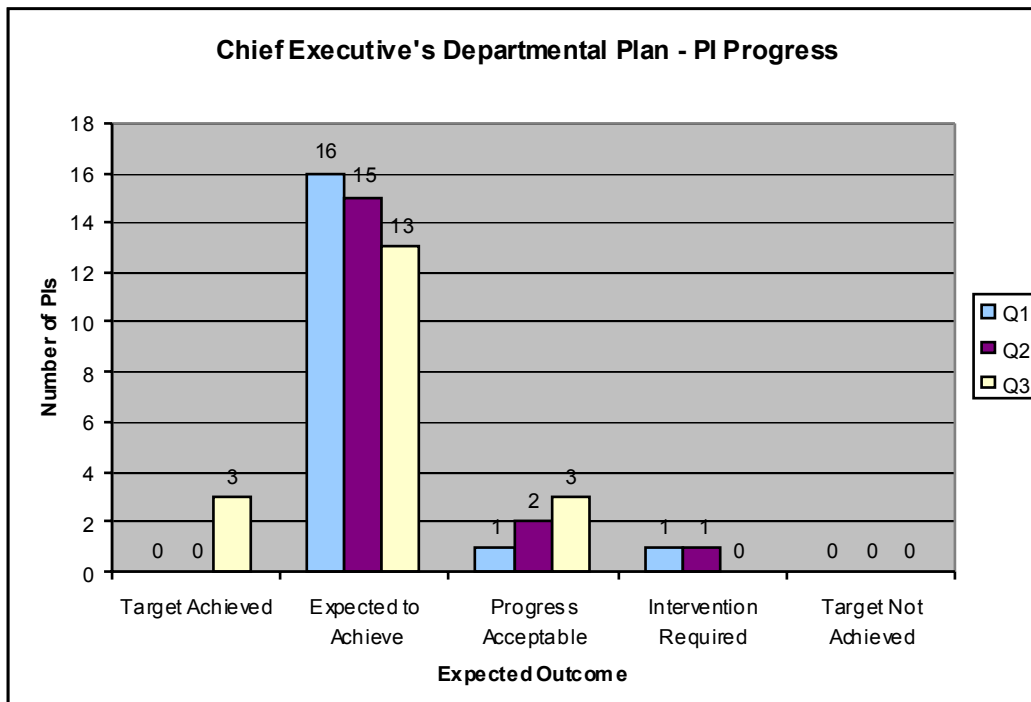
Chart 9: CED Overall Action Progress – to 31 December 2011.



Performance Indicators

6.3 Chart 10, below, summarises officers' assessments of the 18 Performance Indicators that have targets **and** are measurable throughout the year, plus 1 annual indicator with outturn information available. It can be seen that, as at 31 December 2011, the position was a positive one, with all 19 indicators either having achieved target, been assessed as being expected to achieve year end target or having had made acceptable progress.

Chart 10: CED Targeted Performance Indicators - Progress to 31 December 2011.



6.4 A further 14 indicators have targets which can only be assessed at the year end or are for monitoring purposes only.

Summary of Performance by Portfolio

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

Table 5: CED Overall Action Progress – to 31 December 2011.

Portfolio	Completed	Expected to Achieve	Progress Acceptable	Intervention Required	Not Completed
Finance and Procurement	2	7*	1*	0	0
Performance	6	35*	3*	0	0
Total	8	41*	3	0	0

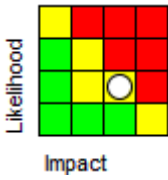
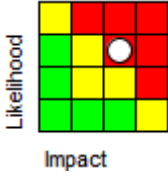
*Note totals include 2 actions that are reported in both Portfolios (1 Expected to Achieve and 1 Progress Acceptable)

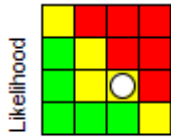
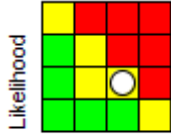

Table 6: Performance Indicator progress to 31 December 2011

Portfolio	Target Achieved	Expected to Achieve	Progress Acceptable	Intervention Required	Target Not Achieved
Finance and Procurement	0	1	0	0	0
Performance	3	12	3	0	0
Total	3	13	3	0	0

Risk Registers

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

Code	Title	Current Risk Matrix	Latest Note
CED R059	Failure to integrate equality into all aspects of the Council's work leading to non compliance with legislation and Council aims (Actively Managed)		Reviewed in light of Equality Act 2010 and action plan in progress. Working in close liaison with NE Regional Employees Organisation Equalities Officer group. Workforce data published as requested.
CED R088	Future and Current Equal Pay Claims including settlement of, or adverse findings in ET of existing equal pay claims (Actively Managed)		Legal Services continue to respond to arguments to remedies proposals and vigorously defend outstanding claims including 223 claims presented by the trade unions on behalf of their members

Code	Title	Current Risk Matrix	Latest Note
CED R089	Experiencing failure or lack of access to Critical ICT systems (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	The system arrangements are under review through service / contract meetings to ensure that adequate arrangements are in place.
CED R090	Failure to meet the statutory requirements of the Chief Executive's department (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	There is ongoing monitoring of the requirements of the potential legislative changes in respect of the Localism Bill, Open Public Services White Paper and finance and welfare reform consultations through Chief Executive's department management team in conjunction with responses to white papers and consultation documents through Cabinet and update reports as appropriate.
CED R091	Failure to have corporately adequate arrangements in place to manage and deliver the budget strategy and the BT programme (Actively Managed)	 <p>Likelihood</p> <p>Impact</p>	The programme and all the component elements have been completed and reported to cabinet and the savings levels required achieved

6.7 For the period up to 31 December 2011 the Chief Executive's Department have identified a number of achievements and issues including: -

- Illegal Money Lending Workshops successfully piloted at Civic Centre. Potential for further rollout at local priority community level Money skills event delivered and discussions ongoing with College regarding future activity programme
- Collection of National Non Domestic Rates is 1.65% up on same period in 2010/11. Target for full year is 97.8% and this is on target to be achieved.
- Housing/Council Tax Benefit performance was impacted in quarter 1 by the implementation of Free School Meals Administration and by the DWP Atlas Project. An improvement plan has been implemented and processing performance is improving month by month. New claims currently being processed in 13.9 days and changes in circumstances currently taking an average of 7.3 days.

7 RECOMMENDATION

7.1 Cabinet is asked to: -

- note the current position with regard to performance.
- agree the proposed date changes to the actions included in para. 5.3.
- agree to the removal of action RND11/12- SC03 as detailed in para. 5.4.

- agree to the removal of risks RND R058, RND R074 and RND R082 as detailed in para. 5.10.

8. CONTACT OFFICER

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Tel: 0142 284073

<p>CABINET</p> <p>20 February 2012</p>
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Report of: Scrutiny Co-ordinating Committee

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

SUMMARY

1. PURPOSE OF REPORT

1.1 To outline the Scrutiny Co-ordinating Committee’s formal response to the referral from Cabinet, on the 7 November 2011, in relation to issues around the delivery of support to Members and to Council, Executive, Non Executive and Scrutiny functions.

2. SUMMARY OF CONTENTS

2.1 The report outlines the Scrutiny Co-ordinating Committee’s formal response to the referral from Cabinet on the 7 November 2011 in relation to issues around the delivery of support to Members and to Council, Executive, Non Executive and Scrutiny functions.

3. RELEVANCE TO CABINET

3.1 To assist Cabinet in its decision making process in relation to the delivery of support to Members and to Council, Executive, Non Executive and Scrutiny functions.

4. TYPE OF DECISION

4.1 Non key decision.

5. DECISION MAKING ROUTE

5.1 The decision making route is as follows:

- Cabinet on 7 November 2011;
- Scrutiny Co-ordinating Committee on 2 December 2011;
- Cabinet on 5 December 2011;
- Scrutiny Co-ordinating Committee on 27 January 2012; and
- Cabinet on 6 February 2012.

6. DECISION(S) REQUIRED

6.1 To receive the views expressed by the Scrutiny Co-ordinating Committee in response to the referral from Cabinet on the 7 November 2011.

Report of: Scrutiny Co-ordinating Committee

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

1 PURPOSE OF THE REPORT

- 1.1 To report the Scrutiny Co-ordinating Committee's views in relation to the referral from Cabinet on the 7 November 2011 to Overview and Scrutiny.

2 BACKGROUND INFORMATION

- 2.1 Cabinet, at its meeting held on the 7 November 2011, received a report in relation to the 'Delivery of Support to Members and to the Council, Executive, Non Executive and Scrutiny Functions'. In considering the report, Cabinet split its recommendations into three, these being:
- i) Those referred to Scrutiny for consideration, with a report back to Cabinet required before Christmas 2011;
 - ii) Those for implementation forthwith; and
 - iii) Those for implementation for the 2012/13 Municipal Year.
- 2.2 The Scrutiny Co-ordinating Committee gave initial consideration to the Cabinet referral at its meetings on the 2 December 2011, resulting in the submission of a report to Cabinet, on the 5 December 2011, outlining concerns regarding the duplication of work already being undertaken by the Constitution / General Purposes Committee's Task and Finish Group and the Council Working Group. The report also highlighted concerns regarding the impossible deadline for completion of the call-in, and outlined a proposal for an extended timeframe, which would enable the co-ordination of activities by the Constitution / General Purposes Committee's Task and Finish Group and the Council Working Group to feed into the formulation of a formal Scrutiny response to the referral.
- 2.3 In addition to the Cabinet referral, the Scrutiny Co-ordinating Committee also, at its meeting on the 25 November 2011, considered the outcome of a call-in in relation to the same Cabinet decision. The Call-in relating specifically to those elements which had not been referred to Scrutiny. Both reports in relation to the referral and Call-in were considered by Cabinet on the 5 December 2011, resulting in the decision that:

- The process and timetable for the referral be amended to enable effective consideration of the issues raised as suggested by the Scrutiny Co-ordinating Committee, with a final report to be submitted to Cabinet on 6 February 2011; and
- The referral be expanded to include all elements of the decision taken by Cabinet on the 7 November 2011.

2.4 In line with this decision, the contents of the referral were considered by the Constitution / General Purposes Committee's Working Group and the Council Working Group on the following dates:

- Constitution / General Purposes Committee's Working Group (25 November 2011, 1 December 2011, 14 December 2011, 21 December 2011 and 13 January 2012); and
- Council Working Group (23 January 2012).

2.5 The views and comments formulated by both Working Groups were reported to the Scrutiny Co-ordinating Committee, at its meeting on the 27 January 2012 (a copy of the report attached at **Appendix A**), and went on to be considered by the Committee in the formulation of its response to the Cabinet referral.

2.6 The Scrutiny Co-ordinating Committee, at its meeting on the 27 January 2012, fully supported the views expressed by the Constitution / General Purposes Committee's Working Group, and Council Working Group, as the basis for its response to the Cabinet referral. On this basis, the Scrutiny Co-ordinating Committee's response to the Cabinet referral is as follows:-

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

Scrutiny Co-ordinating Committee response - That the Constitution Committee continues to operate as it is, 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

Scrutiny Co-ordinating Committee response - It was noted that Members' attendances are already recorded, audited and published on an annual basis and any additional monitoring would be a further drain on resources. On this basis, the recommendation was not supported.

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

Scrutiny Co-ordinating Committee response - That the General Purposes (Appeals and Staffing) Committee continue to operate as it currently does, with membership identified from the General Purposes Committee. On this basis, the recommendation was not supported.

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.

Scrutiny Co-ordinating Committee response - That General Purposes Committee continue to function as it currently does with no reduction in membership numbers. However, it was recommended that further discussion relating to the governance arrangements of the Council be undertaken by members in the forthcoming municipal year.

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

Scrutiny Co-ordinating Committee response - That Contract Scrutiny Committee be abolished and the functions of opening tenders be undertaken by a sub-committee of 1 or 2 Members from within the membership of the Audit Committee. The governance and monitoring arrangements relating to the issuing of contracts and the subsequent procurement policy arrangements also be the responsibility of the Audit Committee.

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.

Scrutiny Co-ordinating Committee response - 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 16 members on SCC.

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.

Scrutiny Co-ordinating Committee response - 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

Scrutiny Co-ordinating Committee response - Additional Task and Finish/Working Groups are already scheduled around the Council Annual Diary, Members and Officers diaries to ensure they are resourceable. Additional 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.

Scrutiny Co-ordinating Committee response - Advice had been received that Task and Finish Groups are not subject to Access to Information Provision Rules and are therefore private meetings of members and officers.

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

Scrutiny Co-ordinating Committee response - Members were fully aware of the additional workload that extra meetings incurred both for officers and Members. Therefore additional meetings are 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

Scrutiny Co-ordinating Committee response - 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

Scrutiny Co-ordinating Committee response - 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

Scrutiny Co-ordinating Committee response - 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

Scrutiny Co-ordinating Committee response - 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

Scrutiny Co-ordinating Committee response - 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

Scrutiny Co-ordinating Committee response - 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 had based their consideration of the political structure on 25 Members being available to participate in back bench committees.

3 RECOMMENDATION

3.1 That Cabinet:-

- i) Receive the Scrutiny Co-ordinating Committee's formal response to the referral from Cabinet on the 7 November 2011 (extended on the 5 December 2011), as outlined in Section 2.6 above; and
- ii) Consider the Scrutiny Co-ordinating Committee's response to the referral in its reconsideration / reaffirmation of the decision(s) taken on the 7 November 2011, in relation to the delivery of support to Members and to Council, Executive, Non Executive and Scrutiny functions.

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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

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.

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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.

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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

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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