

# **CABINET**

## **MINUTES AND DECISION RECORD**

**3 DECEMBER 2012**

The meeting commenced at 9.30 am in the Civic Centre, Hartlepool

### **Present:**

The Mayor, Stuart Drummond - In the Chair

Councillors: Cath Hill (Children's and Community Services Portfolio Holder)  
John Lauderdale (Adults and Public Health Services Portfolio Holder)  
Paul Thompson (Finance and Corporate Services Portfolio Holder)

Officers: Dave Stubbs, Chief Executive  
Andrew Atkin, Assistant Chief Executive,  
Peter Devlin, Chief Solicitor  
Damien Wilson, Assistant Director, Regeneration and Planning  
Denise Ogden, Assistant Director, Neighbourhood Services  
Jill Harrison, Assistant Director, Adult Social Care  
Sally Robinson, Assistant Director, Prevention, Safeguarding and Specialist Services  
John Mennear, Assistant Director, Community Services  
Louise Wallace, Director of Public Health  
Chris Hart, Drug and Alcohol Manager  
Karen Kelly, Principal Housing Strategy Officer  
Alistair Rae, Public Relations Manager  
David Cosgrove, Democratic Services Team

### **111. Apologies for Absence**

None.

### **112. Declarations of interest by Members**

The Mayor, Stuart Drummond and Councillor Lauderdale declared personal interests in Minute No. 118.

### **113. Minutes of the meeting held on 19 November 2012**

Confirmed.

## **114. Choice Based Lettings Policy Review 2012** *(Director of Regeneration and Neighbourhoods)*

### **Type of decision**

Key Decision (test (ii)). Forward Plan Reference No. RN 22/12.

### **Purpose of report**

Cabinet is asked to approve amendments to the Tees Valley Choice Based Letting (CBL) policy.

### **Issue(s) for consideration by Cabinet**

The Assistant Director, Regeneration and Planning reported that in November 2011, the Government published its Housing Strategy for England. This contained policies and initiatives already in place because of the Localism Act 2011. One of the principles set out in the Strategy was the reform to make better use of social housing.

A range of measures contained in the Localism Act 2011 made changes to the way people access social housing. This included flexible/shorter tenancies; changes to homelessness and the ending of 'open' waiting lists.

In response to the new freedoms in the Localism Act 2011 which allow Councils to better manage their waiting lists, promote mobility for existing social tenants and tailor allocation priorities to meet local needs and circumstances and in response to the allocation guidance issued in June, a review of the Tees Valley Common Allocation Policy had been undertaken.

The report went on to set out the results of the consultation exercise, highlighting the feedback in relation to questions set out in the consultation and the proposed policy amendments flowing from the responses. The Assistant Director outlined the issues raised through the consultation responses and the potential implications of the policy for Hartlepool. Full details of the responses were set out in an appendix to the report. It was noted that the proposed amendments to the Common Allocation Policy were approved by Housing Hartlepool's Board on 13th November.

Cabinet discussed several elements of the consultation and the potential affects of the amended policy for Hartlepool residents. In relation to the prioritisation of applicants for properties there was concern that those seeking a move into the town from another area could be given priority over a Hartlepool applicant for a property. It was indicated that this should not cause significant problems as the numbers were not particularly high. Cabinet asked that the numbers be monitored and reported quarterly.

There was also concern at the policy to favour those in work over the unemployed. It was indicated that this was a government proposal to incentivise the unemployed to gain employment. Cabinet Members expressed their opposition to the proposal and indicated that they would wish to amend the local policy to remove this proposal.

Cabinet also expressed its opposition to the one offer policy and indicated that they would amend the local policy to retain the current three-offer policy. Cabinet also discussed the potential affects of the new policy on families that were approved as Foster carers or Adoptive parents. There was concern that these families may seek a move to a larger property in order to be approved as potential foster carers or adoptive parents but could be penalised through the 'bedroom tax' until a placement was made. Cabinet sought details of the average 'delay' between approval and placement and indicated that it would wish to see, should the policy allow, the inclusion of temporary payments within the Discretionary Payments Policy to cover such situations.

In concluding the debate the Mayor indicated that Cabinet would wish to see the local policy amended to reflect Members wishes that there should be up to three offers made to applicants, there should be no preference given to those in work, and there should be an amendment to the local discretionary payment policy to facilitate potential foster carers/adoptive parents moving to larger homes.

### **Decision**

1. That the proposed amendments to the Common Allocation Policy as reported be approved, subject to amendments to the 'local' policy to reflect Cabinet's views in relation to three offers being made to applicants, no preference being given to those in work over the unemployed and that officers explore the flexibility within the Discretionary Payments Policy with regard to facilitating potential foster carers and adoptive parents moving to larger homes prior to placements being made.
2. That the comments made concerning consultation questions 3, 6, 9 and 10 as set out in the report be noted.
3. That the Impact Assessment that had been carried out on the policy amendments as set out in Appendix 3 to the report be noted.

## **115. Review of Waste Management Services** *(Director of Regeneration and Neighbourhoods)*

### **Type of decision**

Key Decision (test (i)/(ii)) Forward Plan Reference No. RN26/12

### **Purpose of report**

To confirm changes to the domestic household waste collection service in Hartlepool, which provide savings that contribute to the Council's overall financial strategy for 2013/14.

The proposals in the report identify the savings to be made, the risks associated with these and the considerations which have been taken into

account in developing them.

### **Issue(s) for consideration by Cabinet**

The Assistant Director, Neighbourhood Services reported that in October 2011, Cabinet gave approval for the Waste and Environmental Services section to carry out a review of the domestic household waste collection service in Hartlepool. The overall savings target for 2013/14 was set at £400,000.

A recent inspection by the Health and Safety Executive criticised the current scheme because of the level of manual handling required. Furthermore, a shift in public support for recycling services has meant the current scheme was in need of updating. A public consultation exercise carried out in the autumn of 2011 showed there was strong support in Hartlepool for a kerbside recycling service that made participation easier and encouraged residents to recycle more.

A soft market testing exercise carried out in 2011 confirmed the likelihood of significant financial savings being achieved by consolidating the two currently separate dry recycling elements of the kerbside collection service, and delivering the one service through an external service provider. Accordingly, a contract tender had been prepared in the summer of 2012, which took account of the required changes. The tender attracted the interest of twelve external service providers and of these twelve, seven were invited to tender (ITT). Four tenders were returned by the closing date of 5th October 2012. Following the subsequent evaluation process, the contract was awarded to the successful bidder after it was confirmed the savings target of £400,000 could be achieved by externalizing the service in this way.

In order to achieve the target savings of £400,000 for 2013/14, it was proposed that the following changes to the domestic household waste collection service were introduced concurrently on the 1st April 2013.

The present dual stream service carried out partly by the in-house team and partly by an external contractor, would be consolidated into one. This would be delivered by an external service provider. The contract would run for a period of seven years, commencing 1st April 2013, and would end on March 31st 2020. This would coincide with the end of the present residual waste disposal contract with SITA. As part of the new arrangements, households would be provided with a single 240 litre wheeled bin in which all dry recyclable wastes would be co-mingled and presented, with the exception of glass materials. Glass would be presented separately in the blue box already provided.

The Council had used Routesmart software funded by the Regional Improvement and Efficiency Partnership to investigate the use of route optimisation technology and minimise the number of miles travelled on each collection round. By implementing the recommendations of the route optimisation project, it is anticipated that the Council would reduce its

carbon footprint and also achieve savings on fuel costs.

A four day working week, Tuesday to Friday, would bring a range of benefits, including a reduced requirement for Bank Holiday 'catch up' i.e. weekend working. The number of Bank Holiday's where a service is required would effectively be reduced by half, needing only to cover Good Friday, Christmas and New Year. This alone would present a significant reduction in overtime payments and extra payments to the waste disposal site at Haverton Hill (SITA) for opening on a weekend. Downtime that results from the four-day working week could be used for vehicle maintenance; thus reducing the need for hire vehicles at approx £250 a day.

Consideration as part of the review had been given to suspending the green waste service. Such a move would be unpopular with residents and would have implications for staff involved in delivering the service. However, it was now apparent that the required savings target of £400,000 for 2013/14 had essentially been achieved through other aspects of the review and in particular the dry recycling collection service. It was therefore not necessary at this time to suspend the green waste service during the winter months.

To ensure that residents are aware of the future changes, an intense and comprehensive communication campaign would be carried out from December 2012 up until the full implementation on the 1st April 2013. This would include direct drop leafleting, use of social media, presentations at public meetings, and drop-in sessions, website, press releases/media, Hartbeat and vehicle advertising.

All staff affected by these proposals had been consulted throughout the process and would continue to be kept informed via informal and formal briefings sessions. Trade Unions had also been consulted, and would continue to be informed, on all aspects of the proposed changes.

The Mayor questioned the level of increase in the landfill tax and the costs to the authority. The Assistant Director indicated that the government had a policy of increasing the tax by £8/tonne of landfill waste every year until 2020. Currently the tax cost the authority around £100,000 each year. Experience in other authorities had shown that the new bin should increase the amount of recycling by at least 10%. The authority currently recycled around 45% of all waste, making it one of the top three authorities in the region for recycling. The majority of the remaining waste went to the Energy from Waste plant. While some residual waste went to landfill, the Assistant Director indicated that the authority had a target of only 5% of waste going to landfill.

The Mayor indicated that the changes would affect every household in the town both through the issuing of the new bin and the changes to collection days following the introduction of the four-day week. In light of this it was essential that the authority communicated the changes clearly to residents

to ensure a smooth transition. The Assistant Director assured Cabinet that there would be extensive communication through general publicity and targeted resident and other groups.

The Mayor also indicated that the Secretary of State for Communities and Local Government had recently allocated one-off capital monies to local authorities to reintroduce weekly waste collections. The Assistant Director stated the Secretary of State was considering a potential change in legislation which would force Local authorities to provide a weekly collection service. The funding recently allocated had resulted in one local authority in the country returning to weekly collections after moving to fortnightly rotating collections.

### **Decision**

Cabinet agreed that the following changes, which allow for a more efficient and cost effective waste management service in Hartlepool should be introduced concurrently on the 1st April 2013:

1. That the Council consolidates its two currently separate dry recycling elements of the kerbside collection service, and delivers the service via one external service provider. In doing so, it was proposed that the Council provided residents with a 240 litre wheeled bin for co-mingled dry recyclable waste, to accompany the 55 litre blue box already in service; this would be used for glass materials.
2. That the changes to collection rounds be introduced under the route optimisation programme as detailed in section 4.4 of the report.
3. That a four-day working week, Tuesday to Friday inclusive, be introduced as detailed in section 4.5 of the report.
4. That the required savings target of £400,000 for 2013/14 be achieved through consolidating the dry recycling elements the kerbside collection service. It was therefore not necessary at this time to suspend the green waste collection service during the winter months and accordingly no changes are proposed. However, this element of service would be a consideration in any future financial planning/strategic exercise.

## **116. Hartlepool Playing Pitch Strategy** (*Director of Child and Adult Services*)

### **Type of decision**

Key Decision (test (ii)) Forward Plan Reference No. CAS 133/12.

### **Purpose of report**

This report highlights the key findings and recommendations of the Hartlepool Playing Pitch Strategy. It is primarily concerned with voluntary participation by adults and young people and the adequacy of provision for

key pitch sports specifically, football, cricket, rugby union, rugby league, and hockey and also evaluates the availability for tennis and bowls.

The report presented the key findings arising from extensive survey work and consultation, highlighting areas of both concern and opportunity and sets out a vision and strategy for the future delivery of sports pitches across the Borough.

### **Issue(s) for consideration by Cabinet**

The Assistant Director, Community Services reported that since the development of the 2004 Playing Pitch Strategy and the 2008 PPG17 Open Spaces study, the popularity of different sports had changed and the nature of pitch sports continues to evolve as new forms of each game were introduced to drive participation increases. The 2004 Strategy also enabled the generation of investment into facilities in Hartlepool (for example Grayfields Pavilion) and also enhanced the role of schools in meeting community needs.

The priorities set out in the new Strategy had been established through the preparation of a full evidence base including extensive consultation and analysis. This had been produced in line with “Towards a Level Playing Field, A Manual for Production of Playing Pitch Strategies” (Sport England 2001). The aspirations of the strategy were aligned to the Sport and Physical Activity Strategy, to sustain and raise participation levels in physical activity across the Borough. It was intended that the findings of this strategy would help ensure that the quantity, quality of playing pitches and accessibility to pitches meets the needs of the local population, now and into the future, thus maximizing the opportunity for participation.

The report set out the key findings and issues in relation to pitches for football, cricket, rugby, hockey, tennis and bowls. The Playing Pitch Strategy and the specific strategy recommendations as outlined in the Action plan were proposed to be adopted by the Council and the Playing Pitch Strategy be supported within the emerging Local Plan. The Draft Playing Pitch Strategy and the Playing Pitch, Tennis and Bowls Assessment were available in the members’ library and on-line.

The final draft of the strategy documentation had been circulated to all relevant partners for comment including Sport England, all National Governing Bodies for Sport and League Secretaries as well as Ward Members. Responses have been received from England Hockey; Sport England; Football Association; and Hartlepool and District Bowls Association. The feedback had been positive and supportive, and where any minor discrepancies had been pointed out, these would be addressed into the approved Strategy document.

Cabinet welcomed the new strategy document.

### **Decision**

That the Playing Pitch Strategy be adopted to assist in determining planning

applications, formulate policies within the Local Plan and deliver corporate objectives.

## **117. Youth Justice Peer Review** (*Assistant Director of Children's Services*)

### **Type of decision**

Non-key.

### **Purpose of report**

The purpose of the report was to provide Cabinet with information relating to the findings and identified actions generated by the recent Youth Justice Peer Review.

### **Issue(s) for consideration by Cabinet**

The Assistant Director, Prevention, Safeguarding and Specialist Services reported that as part of the new approach to youth justice oversight and devolving accountability to local authorities, the Youth Justice Board in partnership with the Local Government Association has developed a Youth Justice Peer Review programme. The primary purpose of a Youth Justice Peer Review is to help a Youth Offending Service and its partners identify their strengths and to highlight areas for potential improvement in the current provision of youth justice services. Youth Justice Peer Reviews were designed to be supportive yet challenging; they were not an inspection.

The Youth Justice peer review found that the Hartlepool Youth Offending Service and broader partnership had a strong commitment to the care and needs of children and young people. The team noted that the service was well-resourced in terms of the knowledge, skills and experience of the people who worked within it and stakeholders and staff had a firm determination to take the Service forward on a continuing journey of improvement.

The Youth Justice Peer Review highlighted that there were several areas for “quick win” improvement which could make a significant impact on Service delivery and performance, alongside some broader scope for improvement that the service would need to seek to address in the longer term.

To enable the Hartlepool Youth Offending Service to build upon the findings of the review an Action Plan had been developed to establish the key actions necessary and the key officers responsible for addressing the areas for improvement highlighted by the review team. The Action Plan proposed that the Youth Offending Service, with support from the services Strategic Management Board, focused upon the areas for improvement highlighted by the peer review.

The Chief Executive commented that the Assistant Director, Prevention,



Safeguarding and Specialist Services had led the improvements in the service since its transfer and should be congratulated for the positive peer review. The Mayor commented that the strategic direction of the service was now on track though Members did wish to keep a watching brief.

### **Decision**

1. That the findings of the recent Youth Justice Peer Review be noted and the Action Plan be approved to enable the service to bring about further improvements in service delivery, quality and performance.
2. That a further report be presented to Cabinet in March 2013 detailing progress against the action plan.

## **118. Civic Lottery Fund 2012/2013 Grant Applications Second Round** *(Director of Child and Adult Services)*

### **Type of decision**

Non-key.

### **Purpose of report**

The purpose of the report was to advise and seek approval for the second round of Civic Lottery Fund Grant applications in the 2012/2013 financial year.

### **Issue(s) for consideration by Cabinet**

The Assistant Director, Community Services reported that the current criteria for eligibility and distribution from the Civic Lottery Grant Fund required the applications to be considered three times a year, in order that an overall view of applications can be obtained. One third of the balance available would be distributed at each of the three meetings. Therefore, the amount available for distribution at this meeting, Round 2, would be £4,641 plus the balance remaining from the previous funding round of £2,461 making the total available for distribution £7,102.

An increased number of applications to the Civic Lottery had been received for Round 2 after an advertisement for the fund was placed in the Hartlepool Mail. Officers had considered each application and had made recommendations in relation to the allocation of funding, details of which could be found in Appendix 2 to the report. The total sum sought in Round 2 from this allocation was £12,182.

There were five applications in this round from groups who had not received funding previously from the Civic Lottery.

<b>App. No.</b>	<b>Organisation</b>	<b>Reason for Application</b>	<b>Total Cost</b>	<b>Sum Sought</b>
3556	Hartlepool Gymnastic Club	Training courses for Coaches	£1,995	£1,995

3557	Dyke House Juniors under 11's FC	Assistance with Football strips, footballs, pitch and league fees	£1,088	£600
3559	Dyke House under 10's FC	Assistance with transport, league and affiliation fees	Information not provided	£300
3571	Teesside Twirlers	Room hire and travel to competitions in the UK.	£2,700	£2,000
3574	4 <sup>th</sup> Hartlepool Boys Brigade	Upgrading of equipment and facilities	£1,319.85	£1,000
3577	Karen Liddle School of Dance	Assistance with students travel costs in London for a performance at Sadlers Wells Theatre	£1,372	£1,372

Applications for consideration – second and subsequent requests: -

<b>App. No.</b>	<b>Organisation</b>	<b>Reason for Application</b>	<b>Total Cost</b>	<b>Sum Sought</b>
3558	Hartlepool Bowling Club (Ladies Section) 3 previous grants	Running costs and social event for 80 <sup>th</sup> anniversary	£260	£260
3560	Hartlepool Fisherman's Friend's Football Club 1 previous grant	Assistance with pitch and league fees	£458	£200
3561	Hart Sequence Dance Club 2 previous grants	Assistance with hall rental	£1,009	£500
3562	Hartlepool Rovers FC 6 previous grants	Assistance with pitch, league fees, new balls and new nets	£655	£655
3563	Dyke House Warriors 1 previous grant	Assistance with pitch fees	£1,676	£200

3572	Lion Hillcarter FC 5 previous grants	Pitch, league, referees fees and travel costs	Information not provided	£500
3573	Hartlepool Rovers Quoit FC 6 previous grants	Running costs for football team	£1,500	£300
3575	Golden Flatts FC 1 previous grant	Pitch and referees fees.	Information not provided	£300
3576	Greatham FC 5 previous grants	League and referees fees, hire of sports hall.	Information not provided	£500
3581	The Princess Royal Restoration Association 1 previous grant	Berthing fees and insurance costs	£1,527.44	£1,500

The specific criteria for the Civic Lottery Fund relating to funding for team activities stated that grants of up to £200 per team or up to £300 per group may be awarded as a contribution towards running costs which were likely to include pitch and league fees and transport.

Copies of all the application forms were available in the Members' Library.

The Assistant Director reported that should Members approve the recommendations amounting to £5,588 there would be a balance of £1,514 from Round 2 to roll forward to Round 3.

Cabinet discussed the specifics of a particular application which related to a business rather than the usual voluntary group or association that applied for grant assistance. Members discussed the application at some length and were advised by the Assistant Director that the scheme did not preclude such applications and the application submitted met the currently approved criteria.

### Decision

1. That those organisations as recommended above and detailed in Appendix 2 be approved in the amounts set out.
2. That any uncommitted balance from the Round 2 allocation be carried forward to Round 3 of the Civic Lottery grant fund for 2012/13.

## 119. Quarter 2 - Council Overview of Performance and Risk 2012/13 *(Corporate Management Team)*

### Type of decision

Non-key.

### Purpose of report

To inform Cabinet of the progress made against the Council's 2012/13 Corporate and Departmental Plans, for the period ending 30 September 2012.

**Issue(s) for consideration by Cabinet**

The Assistant Chief Executive reported that Corporate Plan was agreed by Council on 12 April 2012 and the three Departmental Plans were agreed by Cabinet on 19 March 2012. All of the plans contain an action plan setting out how the Council proposes to deliver the Council's priority outcomes. Key Performance Indicators were also included which could then be used to monitor progress throughout the year and at year end. Departmental Plans also contained a section listing the Risks that could prevent the department from delivering the priority outcomes. The Council's Performance Management System (Covalent) was used to collect and analyse progress against the actions, performance indicators and risks detailed in the Corporate Plan and the three Departmental Plans.

Officers had assessed the indicators and actions included in the plans, making judgements based on progress to the 30 September 2012. The report summarised the performance across the three departments in relation to the individual; actions and key performance indicators.

**Decision**

1. That the current position with regard to performance across the three council departments be noted.
2. That the following proposed date changes as detailed in paragraph 6.4 of the report be approved –  
HS 1B3 change to 31 March 2013  
ERS 11/14 – A03 change to 30 November 2012.

**120. The 2012 Local Account** (*Assistant Director, Child and Adult Services*)

**Type of decision**

Non-key.

**Purpose of report**

To inform Cabinet of the Local Account for Hartlepool Borough Council; and to seek approval for this Local Account to be published as a key mechanism for reporting back to citizens on performance in Adult Social Care.

The Local Account would become a key accountability mechanism to the public, a means of engaging with citizens and consumers of our services around priorities and outcomes and a useful tool to inform self-improvement activity at a local level.

**Issue(s) for consideration by Cabinet**

The Assistant Director, Adult Social Care reported that with the abolition of

the Annual Performance Assessment, the publication of a single data set for local government and the development of an outcomes framework for adult social care, the Local Account was a key mechanism for councils to find a meaningful way of reporting back to citizens and consumers about performance. The Local Account was also a practical expression of sector self-regulation and improvement.

The 2012 Local Account was Hartlepool Borough Council's first annual Local Account. The report set out a summary of the main issues, challenges and performance set out in the full Local Account report. The Local Account contains forewords written by Councillor John Lauderdale, Portfolio Holder for Adults Services and Public Health and Margaret Wrenn, Chair of Hartlepool Local Involvement Network (LINK).

The Mayor welcomed the report and requested that an update on the low level support services commissioned from Who Cares (NE) be submitted to Cabinet in the new year.

### **Decision**

That the contents of the 2012 Local Account be noted and endorsed for publication.

## **121. Alcohol Update** *(Director of Public Health)*

### **Type of decision**

Non-key.

### **Purpose of report**

This report provided detail on alcohol activity associated with Hartlepool Alcohol Harm Reduction Strategy to be presented to Council 6th December as requested at the Council meeting on 18th October 2012.

### **Issue(s) for consideration by Cabinet**

The Director of Public Health provided an update report on the implementation of the Alcohol Harm Reduction Strategy for 2011-2016 which was approved through Safer Hartlepool Partnership and Cabinet on 21 March 2011. The report outlined the work of the Alcohol Strategy Group, established within Safer Hartlepool Partnership, particularly in relation to minimum pricing for alcohol.

The Director highlighted that the public health budget contained a ring-fenced element which offered some protection short term for substance misuse. The external Department of Health allocation for drugs was being maximised with services commissioned to respond to all substances with alcohol a priority. The appointment of the Police Crime Commissioner included the transfer of resources from the Early Intervention Grant, YOS, Community Safety and the Home Office Drug Intervention Programme grant and as yet there was no confirmation of his proposals.

Members expressed their frustration in relation to alcohol licensing and the frequency that the Magistrates Courts regularly allowed extended licences that Members had refused. Cabinet questioned what joint work was being undertaken with the Magistrates in working towards the aims of the strategy in reducing the harm from excessive alcohol consumption in the town. Officers indicated that work had been undertaken with the Magistrates on number of occasions in the past. However, the Magistrates had indicated a desire to be seen as fully independent in such decision-making. The Chief Solicitor indicated that there had been new advice issued to the Magistrates but that the Council could write to the magistrates national body and the Lord Chancellor and Secretary of State for Justice making the case in relation to the levels of Police expenditure and harm caused through excessive alcohol consumption. This proposal was supported by Cabinet.

**Decision**

1. That the report be noted.
2. That a letter be forwarded to the Lord Chancellor and Secretary of State for Justice and the Magistrates Association seeking their support in tackling the harm caused through excessive alcohol consumption through closer working in relation to the control of late night licensing.

The meeting concluded at 11.15 a.m.

**P J DEVLIN**

**CHIEF SOLICITOR**

**PUBLICATION DATE: 7 DECEMBER 2012**