

# FINANCE AND POLICY COMMITTEE AGENDA



Friday 31 January 2014

at 9.30 am

in the Council Chamber,  
Civic Centre, Hartlepool.

MEMBERS: FINANCE AND POLICY COMMITTEE

Councillors C Akers-Belcher, Cook, Dawkins, Jackson, James, A Lilley, Martin-Wells, Payne, Richardson, Simmons and Thompson

**1. APOLOGIES FOR ABSENCE**

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

**3. MINUTES**

None.

**4. BUDGET AND POLICY FRAMEWORK ITEMS**

- 4.1 Medium Term Financial Strategy (MTFS) 2014/15 to 2016/17 - *Corporate Management Team*
- 4.2 Reviewing the Sustainable Community Strategy for Hartlepool – *Assistant Chief Executive*

**5. KEY DECISIONS**

- 5.1 Safer Hartlepool Partnerships Draft Community Safety Plan 2014-17 – *Director of Regeneration and Neighbourhoods*
- 5.2 Polling District and Polling Place Review – *Chief Solicitor*
- 5.3 Disposal of Surplus Assets - Strategic Housing Land Allocation Assessment – Council Owned Sites – *Director of Regeneration and Neighbourhoods*



## **6. OTHER ITEMS REQUIRING DECISION**

- 6.1 Future Delivery of the Council's Supernumerary Apprenticeship Programme – *Assistant Chief Executive and Director of Regeneration and Neighbourhoods*
- 6.2 Council Tax Base 2014/15 – *Chief Finance Officer*
- 6.3 Digital First – *Assistant Chief Executive*
- 6.4 Advice and Guidance Project – *Assistant Director (Resources)*
- 6.5 Council Communications and Public Relations – *Director of Regeneration and Neighbourhoods and Assistant Chief Executive*
- 6.6 Chief Executive's Department Structure – *Chief Executive*
- 6.7 Victoria Buildings – Lease Renewal – *Director of Regeneration and Neighbourhoods*
- 6.8 Property Strategy – *Director of Regeneration and Neighbourhoods*
- 6.9 Proposals for Inclusion in Council Plan 2014/15 - *Chief Executives and Public Health Departmental Management Teams*

## **7. ITEMS FOR INFORMATION**

- 7.1 Smoking – Cessation and Tobacco Control – *Director of Public Health*
- 7.2 Financial Assistance Provided to Businesses – *Assistant Director (Regeneration)*
- 7.3 Update on recent changes to the Council's Procurement Related Practices – *Director of Regeneration and Neighbourhoods*
- 7.4 Corporate Procurement Quarterly Report on Contracts – *Director of Regeneration and Neighbourhoods*

## **8. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT**

### **ITEMS FOR INFORMATION**

Date of next meeting – 14 February at 9.30 am in the Civic Centre, Hartlepool.



# FINANCE AND POLICY COMMITTEE

31 January 2014



**Report of:** Corporate Management Team

**Subject:** MEDIUM TERM FINANCIAL STRATEGY (MTFS)  
2014/15 to 2016/17

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

Budget and Policy Framework decision.

## 2. PURPOSE OF REPORT

2.1 The purpose of this report is to:-

- i) Update the MTFS to reflect the impact of the 2014/15 Local Government Finance Settlement and local decisions reached by Members over the past few months; and
- ii) To enable Members to finalise the detailed 2014/15 budget proposals and recommendations to be referred to Council on 6<sup>th</sup> February 2014.

2.2 The report was prepared before the Government confirmed the 2014/15 Local Government Finance Settlement which was subject to consultation over the period 19<sup>th</sup> December 2013 to 15<sup>th</sup> January 2014. It is not anticipated that there will be any significant change in the provisional grant announced by the Government in December 2013.

## 3. BACKGROUND

3.1 This is the final budget report which will be submitted to this Committee during the current financial year to enable Members to approve the final 2014/15 budget proposals to be referred to full Council in February 2014. Previous reports were considered on 31<sup>st</sup> May 2013, 2<sup>nd</sup> August 2013, 19<sup>th</sup> December 2013 and 3<sup>rd</sup> January 2014 and outlined the scale of the budget deficits facing the Council over the next three years.

3.2 The previous reports enabled this Committee to consider detailed savings proposals for 2014/15 and refer these proposals to individual Policy Committees for detailed consideration. Feedback from individual Policy Committees was reported to the Committee on 29<sup>th</sup> November 2013 and is

summarised in Appendix A. In broad terms the Policy Committees have expressed concerns regarding the budget cuts the Council will be required to make over the next few years as a result of continuing Government funding reductions and in the circumstances reluctantly support the 2014/15 savings proposals.

3.3 The previous MTFS reports provided a comprehensive assessment of the financial challenges and risks facing the Council over the 3 years commencing 2014/15. These issues are covered in detail in this report and in summary the Council is facing the most challenging financial position since becoming a Unitary Authority in 1996, which reflects:

- The impact of additional cuts in the core General Fund grant in 2014/15 and 2015/16 (including mainstreaming of funding for Council Tax Support) recently announced by the Government. By 2015/16 the Council's core General Fund grant will be **£30.6m** lower than in 2010/11 - a cash reduction of **39%**.
- The abolition from 1<sup>st</sup> April 2013 of the national Council Tax Benefit system and the transfer of financial responsibility for Council Tax Support to individual Councils, with a 10% national funding cut (13% for Hartlepool when account is taken of actual caseloads);
- The implementation of the Business Rates Retention system from 1<sup>st</sup> April 2013, which has transferred significant financial risks to individual Councils owing to the impact of the 'safety net' system. This risk is particularly significant for Hartlepool owing to the impact of the business rates paid by the Power Station, which contributes **17%** of the total Business Rates collected by the Council.
- Individual Councils face potential costs relating to 50% of back-dated Business Rates appeals;
- The impact of cuts in specific grants, including a cut in the Early Intervention Grant of **£1.512m** - a reduction of **25%**.

#### 4. One-off resources, including 2013/14 Outturn and Review of Reserves

##### 4.1 One-off resources

4.2 The previous MTFS reports (May 2013 and August 2013) identified one-off resources of £2.64m, as summarised below:

|                                  | £'000 |
|----------------------------------|-------|
| 2012/13 Uncommitted outturn      | 680   |
| Uncommitted Equal Pay Provision  | 860   |
| Initial 2013/14 Forecast Outturn | 1,100 |
| Total one-off resources          | 2,640 |

- 4.3 The early identification of these one-off resources enabled Members to consider and approve proposals for the use of these resources which address financial risks, underpinned the development of the Local Council Tax Support Scheme, support the MTFS and address highways maintenance priorities, as summarised below and detailed in Appendix B:

|  | £'000 |
|--|-------|
| Business Rates risk                          | 900   |
| Support for Local Council Tax Support scheme | 860   |
| Support for MTFS 2014/15 to 2016/17          | 680   |
| Highways Maintenance Programme               | 200   |
| Total one-off resources                      | 2,640 |

#### 4.4 2013/14 Outturn and Review of Reserves

- 4.5 As detailed in the previous paragraphs the earlier MTFS reports highlighted the robust action taken by the Corporate Management Team to manage the 2013/14 revenue budget to achieve underspends through a combination of:
- Holding posts vacant, which will help reduce the number of compulsory redundancies in 2014/15;
  - Achieving planned 2014/15 savings earlier;
  - Careful management of budgets to avoid expenditure where this does not have an adverse impact on services;
  - Savings in interest costs as a result of current interest rate structures.
- 4.6 As a result of these actions a significant managed underspend will be achieved in the current year. There will also be a one-off financial benefit arising from the review of reserves and the risks reserves are held to manage. Details of this review were reported to this Committee on 19<sup>th</sup> September 2013 and are reflected in Appendix D. Section 16 of this report provides further information on the robustness of the budget forecasts which is underpinned by the strategy for using reserves to manage financial risks.
- 4.7 There are a number of unavoidable one-off financial commitments which will need to be funded from the outturn resources/reserves review, which have previously been reported in the detailed Financial Management reports, or in the case of one off capital costs associated with the Registration Service accommodation reported separately to the Committee on 19<sup>th</sup> December 2013. After reflecting these commitments the latest forecast is an uncommitted 2013/14 under spend of £0.729m and £1.160m, as summarised in Appendix C. The range reflects the impact of seasonal and demand led budgets where actual expenditure over the last three months of the financial year remains uncertain.
- 4.8 As a minimum the lower forecast 2013/14 uncommitted under spend of £0.729m should be available to support the MTFS over the period 2014/15 and 2016/17. Therefore, this is the planning assumption recommended and used later in the report. In the event that the higher outturn is achieved details will be reported to a future meeting, alongside details of progress in

achieving the necessary 2015/16 budget reductions which will be significantly more difficult and risky to achieve.

- 4.9 There is a separate report on the agenda regarding ‘Financial Assistance Provided to Businesses’ which advises Members that a surplus of £130,000 has been generated on the Future Jobs Fund scheme which concluded in 2011/12. This scheme successfully delivered all of the necessary outputs and it has now been confirmed that, after the cut off date of 30<sup>th</sup> November 2013, this funding can be retained by the Council. Although the grant conditions do not require this funding to be used to support other Economic Development schemes, it is considered appropriate to do so and this would reinforce the Council’s commitment to supporting future employment schemes. This funding was not reflected in the forecast General Fund outturns previously reported to Members as the position was uncertain until the cut off date was passed and the separate report had been complete. The proposed recommendation is to use the surplus of £130,000 to provide one off funding required to meet the current demand on business grants for a further two years.

## 5. Core Revenue Support Grant and linkages to Education Service Grant

- 5.1 The August 2013 MTFS report provided details of work which had been completed to assess the impact of changes in the Council’s core Revenue Support Grant and linkages to the Education Services Grant (ESG), previously known as the Local Authority Central Services Education Grant (LACSEG). This work also reviewed those areas funded from the ESG grant.
- 5.2 In terms of the grant changes and linkages to the core grant allocation these are better for 2013/14 and 2014/15 than initially assessed when the current years budget was prepared. At that time the Government indicated the ESG would be top sliced from the Revenue Support Grant and for planning purposes this reduction was reflected in the MTFS. Following clarification of the initial funding announcements by the Government it is now clear this planning assumption was too pessimistic and the Council will receive higher funding in 2013/14 and 2014/15 than anticipated. **These changes retain funding which it was anticipated would be top sliced from the Core Revenue Grant allocation and do not impact on the funding available for schools from the Dedicated Schools Grant, which is a separate ring fenced grant.** The level of the additional funding retained by the Council in these years will depend on the number, timing and type of schools (i.e. primary or secondary) which convert to academies in 2013/14 and 2014/15. For planning purposes conversion rates of 50%, 75% and 100% have been used to assess the potential financial impact to the Council.
- 5.3 In addition, the Council also benefitted from the **refund of Core Revenue Support Grant** deducted in 2011/12 and 2012/13 by the Government to transfer funding from Local Authorities to academies. These arrangements meant Hartlepool lost funding even though it had no academies in these years. These resources had previously been earmarked to mitigate the

anticipated impact of the ESG reductions in 2013/14 and future years. The actual amount refunded for 2012/13 is slightly higher than the provisional allocations provided by the Government. These changes return funding top sliced from previous Revenue Support Grant allocations **and do not impact on the funding available for schools from the Dedicated Schools Grant.**

- 5.4 In total these proposals provide a **one-off benefit** of between £2.72m and £3.6m **as the Council's core Revenue Grant will not be cut to the extent forecast in February 2013.** The range of this one-off benefit reflects the forecast rate for schools converting to academies.

|                          | Academy conversion rate 2014/15 – <b>50%</b> | Academy conversion rate 2014/15 – <b>75%</b> | Academy conversion rate 2014/15 – <b>100%</b> |
|--------------------------|--|--|---|
| Forecast one-off funding | 3,600  | 3,160  | 2,720   |

- 5.5 The changes to the ESG mean that if all schools convert to academies the Council will receive a residual ESG of £0.214m per year, based on current Government proposals. This amount is provided to fund the statutory functions remaining with Councils, which includes the Director of Education and associated direct support costs, prosecutions for non-attendance, child employment enforcement, maintenance and development of local school funding formula and Standing Advisory Council for Religious Education. The residual grant allocation may not be sufficient to cover the costs which remain with the Council. Therefore, whilst the Council will receive a one-off benefit in 2013/14 and 2014/15, the linkages between these changes and the Revenue Support Grant mean there may be additional budget pressure in 2015/16 and future years which is not reflected in the MTFS. Further work will be carried out in 2014/15 to assess this risk.

- 5.6 In terms of a strategy for using these one-off resources this Committee previously approved the recommendation that the Council only commits the lower forecast of £2.72m until the actual position is more certain and the funding has been received by the Council. Members previously indicated they wished to allocate this amount as follows:

- £2.32m to support the revenue budget over the period of the 2014/15 to 2016/17 MTFS; and
- £0.4m to support Regeneration Priorities and this issue is covered later in the report.

## 6. Autumn Statement

- 6.1 The Chancellor made his Autumn Statement on 5<sup>th</sup> December 2013 and the key issues impacting on Councils are summarised below.

- Local Government funding – the Chancellor announced that Local Government has been protected from new further departmental funding

cuts of £2 billion in 2014/15 and 2015/16. The Chancellor also stated this is to encourage Councils to take up the Council Tax freeze offer.

The Chancellors statement needs to be considered in the context of the 'Local Government Finance Settlement 2014/15 and 2015/16' issued in December 2013 which provided details of significant grant cuts for the next two years. These grant cuts are higher than announced in the June 2013 Spending Review, particularly for 2015/16 and are reflected in the figures included in this report;

- The proposed £300 million national top slice of the New Homes Bonus towards the 'Growth Fund' will not be implemented. However, this funding will now come from other decentralised funds.
- The 3.2% Retail Prices Inflation increase in Business Rates will be reduced to 2%;
- There will be a range of measures to reduce the burden of business rates, including a £1,000 discount for all retail, pubs cafes (excluding banks and betting offices) with rateable values below £50,000 for two years, the continuation of Small Business Rate Relief for two years and 12 monthly instalment arrangements.
- There will be a consultation on reforms to the business rates appeals process and a commitment to clear 95% of the September 2013 backlog of appeals before July 2015.
- There will be an additional £40 million in 2014/15 and 2015/16 for Discretionary Housing Payments;
- There will be funding of £450 million in 2014/15 and £635 million in 2015/16 to fund free school meals for all infant school children from September 2014 and disadvantaged college students.

## 7. Provisional Local Government Finance Settlement Announcement 2014/15 and 2015/16

- 7.1 The previous MTFS report advised Members that the Government's June 2013 Spending Review indicated that Local Government funding cuts for 2014/15 and 2015/16 would be higher than previously indicated by the Government. However, the position at that stage was complicated as there were a number of other factors within the Spending Review which needed to be taken into account in assessing the impact on the budget forecasts for 2014/15 and 2015/16. This included the statement in the Spending Review that **'the Government will consult on the local government finance settlement for 2015/16 in the normal way, recognising that some local authorities are more dependent on central government funding than others'**.



7.2 The Secretary of State for Communities and Local Government presented details of the 2014/15 provisional Local Government Finance Settlement to Parliament on 18<sup>th</sup> December 2013. Councils had until 15<sup>th</sup> January 2014 to submit responses on the provisional Local Government Finance Settlement. It is anticipated that the final Local Government Finance Settlement will be issued at the end of January 2014. Owing to the timescale for responding to the Provisional 2014/15 Local Government Finance Settlement consultation a response was agreed with the Leader of Councillor.

7.3 The Settlement Announcement covers two financial years, 2014/15 and 2015/16. However, the figures for 2015/16 will be subject to formal consultation next year. There is a potential risk that these figures may change, which is what happened with the previous years' grant allocation announced in December 2012. The key issues covered by the Settlement Announcement are covered in the following paragraphs.

#### 7.4 Core Revenue Grant cuts 2014/15 and 2015/16

7.5 The actual grant cuts are slightly different to the forecasts in the December MTFS report as summarised below. The table also shows the cumulative grant cuts from the 2010/11 baseline, which highlights the significant impact on Hartlepool:

|                                       | 2014/15<br>£'000 | 2014/15<br>Percentage<br>cut | 2015/16<br>£'000 | 2015/16<br>Percentage<br>cut |
|---------------------------------------|------------------|------------------------------|------------------|------------------------------|
| Actual Grant cut                      | 5,984            | 9.6%                         | 8,213            | 14.6%                        |
| Forecast Grant cut                    | 5,992            | 9.6%                         | 8,127            | 14.4%                        |
| Increase/(decrease)in<br>grant cut    | (8)              |                              | 86               |                              |
|                                       |                  |                              |                  |                              |
| Cumulative Grant cut<br>since 2010/11 | £22.365m         | 28%                          | £30.578m         | 39%                          |

7.6 The Government use 'Spending Power' as the basis for showing funding reductions. 'Spending Power' includes the Core Revenue Grant and other significant funding streams, including the ring fenced Public Health Grant. The inclusion of these other funding streams in 'Spending Power' reduces the headline funding cut and for the Council and shows a reduction of 4.4% for 2014/15. **However, the key issue for the Council is the level of the Core Revenue Grant cut included in the 'Spending Power' calculation as this is what is driving the budget cuts required over the next 3 years, which is 9.6% for 2014/15.** The following table highlights the key issues in relation to the make-up of the Spending Power cut.

| Description of Funding                      | 2013/14<br>£'000 | 2014/15<br>£'000 | Increase/<br>(decrease)<br>£'000 | Increase/<br>(decrease)<br>Percent |
|---|------------------|------------------|----------------------------------|------------------------------------|
| Core Revenue Grant                          | 62,571           | 56,587           | (5,984)                          | (9.6%)                             |
| Council Tax income                          | 30,788           | 31,102           | 314                              | 1.0%                               |
| Public Health Grant                         | 8,255            | 8,486            | 231                              | 2.8%                               |
| Better Care Funding *                       | 1,794            | 2,297            | 503                              | 28.0%                              |
| Housing Benefit Admin Grant                 | 1,065            | 983              | (82)                             | (7.7%)                             |
| New Homes Bonus                             | 1,188            | 1,332            | 144                              | 12.1%                              |
| Other Grants#                               | 1,217            | 955              | (262)                            | (21.5%)                            |
| Indicative 2014/15 Council Tax Freeze Grant | 0                | 412              | 412                              | n/a                                |
| Total Spending Power                        | 106,878          | 102,154          | (4,724)                          | (4.4%)                             |
|   |                  |                  |                                  |                                    |

\* The 2014/15 'Better Care Fund' includes £1.794m of existing grant which is used to fund continuing Adult Social care expenditure commitments. At this stage it is unclear what commitments need to be funded from the additional 2014/15 grant and details will be reported as soon as possible. For planning purposes it is not anticipated that this will benefit the General Fund budget in 2014/15. However, there may be some limited scope to enable existing Adult Care services that contribute to the Better Care Fund priorities to be funded from this grant subject to the detailed grant conditions.

# This includes Local Welfare Support funding of £0.645m for 2013/14 and £0.635m for 2014/15. This funding is being removed after 2014/15 and further details are provided in paragraph 7.14.

7.7 Using Department for Communities and Local Government (DCLG) information the following table provides details of the Spending Power and Core Revenue percentage cuts for 2014/15 for England and the 12 North East Councils. It should be noted that using the DCLG figures there is a slightly higher cut in Core Revenue Grant for Hartlepool than indicated in the previous table i.e. 10.2% compared to 9.6%. This is owing to the different treatment of the 2013/14 Council Tax freeze grant within the DCLG figures. The 9.6% figure is the correct figure. Notwithstanding, this minor technical difference the table below highlights that Core Revenue Grant cuts are significantly higher than Spending Power cuts.

It is also worth noting that Core Revenue Grant cuts continue to have a disproportionate impact on Councils which are more dependent on grant funding as these cuts result in higher cash reductions and therefore greater cuts in services.

#### Summary of 2014/15 Spending Power and Core Revenue Grant cuts

| Local Authority      | Spending Power Cut 2014/15 | Core Revenue Grant cut 2014/15 |
|----------------------|----------------------------|--------------------------------|
| England              | 2.9%                       | 9.8%                           |
| Middlesbrough        | 5.3%                       | 10.5%                          |
| Stockton-on-Tees     | 3.3%                       | 10.4%                          |
| Redcar and Cleveland | 4.0%                       | 10.3%                          |
| Hartlepool           | 4.4%                       | 10.2%                          |
| Durham               | 3.7%                       | 10.1%                          |
| Newcastle upon Tyne  | 4.6%                       | 10.0%                          |
| Darlington           | 3.5%                       | 9.9%                           |
| South Tyneside       | 4.7%                       | 9.8%                           |
| Gateshead            | 4.3%                       | 9.8%                           |
| North Tyneside       | 3.6%                       | 9.7%                           |
| Sunderland           | 4.7%                       | 9.7%                           |
| Northumberland       | 2.9%                       | 9.6%                           |

For 2015/16 Hartlepool's Spending Power cut is 4.7%, compared to the average for England of 1.8%. Similarly, in 2015/16 the Councils Core Revenue Grant cut is 14.4% compared to the average for England of 14%.

## 7.8 Funding for Local Council Tax Support (LCTS) Schemes

7.9 Previous reports have highlighted the additional financial risk to Councils arising from the abolition of the national Council Tax Benefit scheme in April 2013 and its replacement with LCTS schemes, with a national 10% funding cut and a requirement to protect low income pensioners. The additional financial risks for Councils from managing LCTS schemes were highlighted in a recent National Audit Office report published on 13<sup>th</sup> December 2013 which stated:

- *“Local authorities now bear the financial risk of providing support, potentially contributing further to the overall pressures on their financial sustainability. The impact of this will vary widely depending on local authorities’ financial situation and local factors, and the impact of other funding and welfare changes. The Department must satisfy itself that local authorities can manage the cumulative impact of funding changes, so that it can make informed decisions about future funding”.*

- 7.10 The Government has confirmed that from 2014/15 a separate funding allocation will no longer be provided for LCTS schemes and this funding has been included in the Core Revenue Grant for 2014/15. The previous MTFS highlighted the implications of this change and the difficult policy decision individual Councils must now make on the use of the Core Revenue Grant. This is choice between supporting services and providing LCTS support to low income households.
- 7.11 Following consideration of the 2014/15 LCTS scheme by the Finance and Policy Committee on 29<sup>th</sup> November 2013, Members determined to consult on a 2014/15 LCTS cut of 12%. This will still provide more support than the other 4 Tees Valley Councils which implemented cuts of 20% in 2013/14. The Council has only been able to limit the LCTS cuts in 2013/14 and 2014/15 as a result of forward planning and the allocation of one-off monies to phase in the reduction in LCTS. A final report on the 2014/15 LCTS scheme, incorporating the results of the consultation was submitted on 24<sup>th</sup> January 2014 to enable Members to approve the final proposals to be referred to full Council on 30<sup>th</sup> January 2014.
- 7.12 With regard to the 2015/16 LCTS scheme the Finance and Policy Committee agreed to share the grant cut across the General Fund and the LCTS scheme, which will reduce the 2015/16 General Fund budget cuts by approximately **£1.4m**. This decision will require a LCTS cut of 20% in 2015/16. This is two years earlier than previously anticipated and reflects the higher grant cuts implemented in 2014/15 and 2015/16 than previously announced by the Government.
- 7.13 Members were advised that significantly higher cuts in LCTS support are also likely to be required in 2016/17 and future years as Councils will find it increasingly difficult to balance supporting LCTS schemes and General Fund services if grant cuts continue.
- 7.14 Council Tax referendum threshold and Council Tax freeze grant**
- 7.15 The Local Government Minister has made the following written statement in relation to the Council Tax freeze grant and referendum threshold.

*Local Government Minister Statement*

*“From April 2014, funding for 2011 to 2012 and 2013 to 2014 freezes is now in the main local government settlement total for future years. I can also announce that the Secretary of State has agreed with the Chancellor that the funding for the next 2 freeze years will also be built into the spending review baseline. We hope this will give maximum possible certainty for councils that the extra funding for freezing Council Tax will remain available, and there will not be a ‘cliff edge’ effect from the freeze grant disappearing in due course. We have done our part – we now expect councils to do theirs in helping hard-working people with the cost of living.*

*We will announce the Council Tax referendum threshold principles separately in the New Year. We are particularly open to representations suggesting that some lower threshold be applied to all or some categories of authorities, given the strong need to protect taxpayers wherever possible from unreasonable increases in bills, and given next year's elections on 22 May across the country allow for referendums to be held at minimal cost. We should trust the people.*

*The final referendum principles will then be subject to the approval of the House of Commons. In addition, subject to approval by Parliament of the Local Audit and Accountability Bill, which is currently before Parliament, the principles will include levies and will therefore be based on the level of Band D Council Tax. This will mean the principle will relate to the actual increase which appears on people's bills – again reducing costs for taxpayers”.*

- 7.16 As Members have previously indicated they wish to freeze the 2014/15 Council Tax, the above statement will not have an impact on the 2014/15 budget.
- 7.17 In relation to the Local Government Minister's comments that the previous Council Tax freeze grants have been built into the spending review baseline this is reflected in the grant allocations detailed earlier in the report. Clearly, if this had not been done the Council would have received a higher grant cut. Whilst, the position avoids an even higher grant cut it would be preferable if the previous freeze grants had continued as separate grant allocations outside the Core Revenue Grant, as this would provide greater transparency in future years grant allocations.
- 7.18 New Homes Bonus (NHB)**
- 7.19 In response to concerns expressed by the Local Government Association and individual Local Authorities, including Hartlepool, the Government has determined not to top slice NHB allocated to Councils outside London to fund Local Enterprise Partnerships. However, other decentralised funding will be cut to provide this funding and it is not yet known if this will impact on Councils. Within London £70 million of NHB resources will be given to the capital's local enterprise panel.
- 7.20 Owing to the uncertainty over the 2014/15 NHB allocation a prudent estimate was included in the MTFS forecasts. The actual allocation is £1.332m, which is £0.144m higher than forecast.
- 7.21 As indicated in the previous MTFS the 2014/15 NHB allocation of £1.332m needs to be seen in the context of a permanent Core Revenue grant cut since the NHB was introduced in 2011/12 of £22.365m.
- 7.22 Funding to compensate Councils for the 2% Business Rates cap**
- 7.23 The Autumn Statement (5<sup>th</sup> December 2013) announced that the small business rates multiplier would be capped at 2%, rather than increased by

the September 2013 Retail Price Index of 3.2%. As this change will impact on the business rates retained by Councils the Government has determined to provide a specific grant to compensate Councils. The Settlement announcement states this grant will be paid in 2014/15 and 2015/16 and the Council will receive £0.269m in each year. This additional grant is reflected in the updated forecasts detailed in section 8. For planning purposes it is assumed, although not guaranteed, the grant will continue in 2016/17 to provide permanent compensation for the ongoing income reduction.

## 7.24 Local Welfare Support

7.25 The Department for Works and Pensions (DWP) issued the following statement in January 2014:-

- *“Community care grants and crisis loans were poorly targeted and failing to help those most in need, so in April last year we transferred the funding to local authorities so they could deliver new local support as part of their existing services. This was on a non ring-fenced basis. From 2015, local authorities will be able to continue to offer support from within their General Fund. Local councils are the best judge of needs and priorities within their areas, so it is right for them to choose how much funding to allocate to local welfare provision services and how to provide such support”*

7.26 The comment in the above statement that ‘local authorities will be able to continue to offer support from within their General Fund’ goes against the new ‘doctrine funding principle’ as it fails to recognise the existing commitments transferred from the DWP, increasing pressures and funding cuts on the General Fund budget from 2015.

7.27 The decision by the DWP means the 2014/15 funding allocation of £0.635m will be the final funding the Government provides to the Council for this new responsibility.

7.28 As reported previously the Council has managed this new responsibility significantly more effectively than DWP and targeted financial support where it is needed. This approach enabled the Council to use uncommitted funding of £346,000 to provide one-off support for those households affected by the under occupancy change to Housing Benefit (also known as the ‘bedroom tax’). This policy provided 16 weeks support to households. Funding of £4,000 was also provided for the Food Bank. At the time this strategy was approved Members were advised of the continuing financial risks of managing this new responsibility and a contingency was allocated to manage this risk. Members were advised that a further report would be submitted when the overall outturn position was more certain.

7.29 In view of the recent DWP announcement withdrawing this funding after 2014/15 an earlier review of the 2013/14 outturn position has been completed, including the impact of higher potential demand over the Christmas/early New Year period. This review indicates the final uncommitted outturn is anticipated to be slightly higher than previously

anticipated as there has not been a significant increase in applications for support over the level previously experienced in the first five months of the financial year. One of the factors which it is believed underpins this position is the decision to provide local help with the bedroom tax changes. The outturn assessment also reflects an initial assessment of an announcement by the DWP on 10<sup>th</sup> January 2014 of an error they had made implementing these changes. This will provide one-off Government funding in 2013/14 in the order of £15,000, which will reduce the cost of local bedroom tax support provided. This amount is reflected in the outturn forecast, although the final amount will depend on the detailed Government regulations.

7.30 In view of the DWP decision to withdraw the Local Welfare Support funding after 2014/15 and the significant budget deficits facing the Council in 2015/16 and 2016/17 (detailed in section 8) a strategy needs to be developed for using the available funding £0.78m i.e. forecast 2013/14 uncommitted outturn of £0.145m and 2014/15 allocation of £0.635m. This strategy will need to reflect the proposal detailed in the Advice and Guidance report elsewhere on the agenda as part of the existing funding is allocated to fund staff administering Local Welfare Support and Discretionary Housing Payments which it is recommended transfer to the Advice and Guidance Hub.

7.31 Therefore, in order to avoid a budget pressure over the period of the current MTFS, which will increase the budget cuts which need to be made and to provide a sound basis for the commencement of the Advice and Guidance Hub it is recommended the available funding is used over the period of the MTFS. Based on experience in 2013/14 this strategy should enable existing Local Welfare Support to continue for the next three years, as summarised below:

|                                  | 2014/15<br>£'000 | 2015/16<br>£'000 | 2016/17<br>£'000 | Total<br>£'000 |
|----------------------------------|------------------|------------------|------------------|----------------|
| Staffing resources *             | 80               | 80               | 80               | 240            |
| Financial support to individuals | 180              | 180              | 180              | 540            |
|                                  | 260              | 260              | 260              | 780            |

\* Staffing costs reflect support of both Local Welfare Support and Discretionary Housing Payments.

7.32 The recommended strategy does not provide sustainable funding beyond the current MTFS and a permanent solution will need to be developed when the MTFS is rolled forward to include 2017/18.

## 8. Impact of Local Government Finance Settlement 2014/15 and 2015/16 on the MTFS

8.1 After reflecting the 2014/15 grant announcement there is a gross budget deficit for 2014/15 of **£9.117m** (which is broadly in line with the forecast reported in December 2013 of £9.125m). This figure includes unavoidable budget pressures of £0.97m (marginally less than the initial assessment included in the February 2013 forecasts of £1m) as detailed in Appendix E.

The key pressures cover an income shortfall on the Shopping Centre of £0.424m and cost pressures for Looked after Children of £0.4m. In previous years both these issues have been managed from one-off resources, but now need to be addressed on a permanent basis within the 2014/15 base budget.

- 8.2 It should be noted that an additional four social workers will be required to address capacity issues in Children's Social Care and in 2014/15 this pressure will be funded from existing departmental reserves. This strategy will provide time to assess ongoing staffing and workload levels in this area.
- 8.3 As part of the strategy for addressing the forecast deficit a detailed assessment of the initial planning assumptions for 2013/14 had been undertaken to reflect changing circumstances and a range of budget reductions were reported in previous MTFS reports. Some of these factors arise from current economic conditions and whilst it is possible to take a permanent saving in 2014/15 the position may change in the medium term, which may increase a future years' budget deficit. Conversely, if these 'contingency' budgets are maintained the Council will underspend, which will mean that permanent cuts are made earlier than necessary. Balancing these issues is not easy and the key issue for Members to recognise is the potential financial risk in future years. These issues can still be taken into account to reduce the 2014/15 budget deficit and total £1.797m as detailed in Appendix F and as summarised overleaf:

Changes in Planning Assumptions Reported 19<sup>th</sup> December 2013

|   | <b>Decrease/<br/>(increase) in budget<br/>deficit £'000</b> |
|---|---|
| Reduce budget provision for April 2014 Pay award  | 600   |
| Gas and Electric Budgets                          | 150   |
| Job Evaluation budget                             | 150   |
| Insurance Premium saving                          | 60  |
| General Fund Public Health Contribution           | 40  |
| Members Allowances (1)                            | 0   |
| Accommodation budgets                             | 170   |
| Employers' Pension Contribution saving            | 250   |
| Terms and Conditions Review (2)                   | 0   |
| Senior Management Structure Review                | 330   |
| Reduction in 2012/13 & 2013/14 budget pressures   | 223   |
| Reduction in provision for 14/15 budget pressures | 30  |
| Reduction in External Audit Fees                  | 19  |
| Increase in IT procurement saving                 | 25  |
| Deletion of forecast collaboration saving (3)     | (250)   |
| <b>Net decrease in budget deficit</b>             | <b>1,797</b>  |



- (1) The revised planning assumptions for 2014/15 exclude the Members Allowances savings of £0.131m which Council has determined will be earmarked to substantially fund the costs of introducing a 'Hartlepool Living Wage' of £0.155m. The 2013/14 Members Allowances part year saving will be carried forward to fund the residual Hartlepool Living Wage cost in 2014/15. It is anticipated that from 2015/16 this shortfall will be a first call on savings achieved from the Terms and Conditions Review.
- (2) This area is more challenging than anticipated and changes will take longer to agree and implement than initially envisaged. Therefore, it is anticipated these savings will not be achieved until 2015/16.
- (3) The forecast collaboration savings initially anticipated for 2014/15 will not be achieved and this reflects the impact of other savings proposals for 2014/15, including the Senior Management Structure Review savings. The Council will continue in a range of service areas to explore the potential benefits from working collaboratively with others. The opportunities in these areas will be considered as part of the overall budget strategy and will be determined on there being a benefit to the Council from being part of such arrangement. The exploration of such opportunities will include detailed consideration around the Better Care Fund, but will not be limited to this.

8.4 In addition, the budget deficit can also be reduced on a permanent basis as a result of Public Health funding changes and the full year ICT savings. There will also be a temporary benefit from the use of one-off resources in 2014/15, although this defers this element of the budget deficit until 2015/16.

#### 8.5 **Changes in Local Planning assumptions reported 3<sup>rd</sup> January 2014**

8.6 There are a number of additional factors which can now be reflected in the MTFS forecasts following the recent completion of detailed external and internal tasks, which could not have been reflected in the December MTFS report.

8.7 **External Factor** – notification has been received that the Pension Fund triennial valuation has been completed. This sets the employers pension contributions for 2014/15 to 2016/17. Hartlepool's contribution will reduce by 2%, compared to 1% for the other Tees Valley Councils. Individual Councils Pension rates reflect a variety of factors, with one of the main items being the age profile of the workforce.

This change will provide a permanent budget saving. On the downside Pension contributions become payable on overtime payments from April 2014. In overall terms the estimated net benefit is **£0.56m** (this is also net of the pension savings already built into the MTFS from the 2014/15 departmental pay budget savings).

There is a potential future risk of increased Pension costs when the Council completes the implementation of 'auto enrolment' in October 2017. This risk will only materialise if those employees who have currently opted out of the pension scheme remain in after 'auto enrolment' is implemented and this could have an annual cost of £0.3m. This is probably a low risk as individual employees will have had their own reasons for opting out of the pension scheme. A period of 3 successive pay freezes, followed by a 1% pay increase in April 2013 and an expectation of further pay restraint over the next few years will not change this position.

- 8.8 **Internal Factors – permanent issue.** There is a separate report on the agenda to set the 2014/15 Council Tax. This is a complex calculation involving the assessment of Council Tax discounts (the main one being the number of single person discounts), the assessment of Council Tax exemptions (e.g. disabled exemptions) and an assessment of in-year Council Tax collection rates. Assuming Members approve a 12% cut in the Local Council Tax Support scheme this will increase Council Tax income by **£0.15m**, which can be reflected in the budget. It will be challenging to collect this additional income within the financial year. If a 12% Local Council Tax Support scheme is not approved this income will not be achieved.
- 8.9 **Internal Factor – one off issue.** An assessment of the forecast Collection Fund outturn for 2013/14 needs to be completed before the 2014/15 budget is set. The Collection Fund accounts for all Council Tax income (for the Council, Cleveland Fire Authority and Cleveland Police) and Business Rate income which in total amounts to approximately £60 million in 2013/14. An initial outturn estimate was prepared earlier in the year and a surplus of £0.11m built into the MTFS for 2014/15. A further review has recently been completed and the year end surplus is forecast to be £0.26m. This provides an additional one off resource to support the 2014/15 budget of **£0.15m**.
- 8.10 In summary the above factors, provide the following benefits to support the 2014/15 budget:

|   | £'000        |
|---|--------------|
| Permanent benefits                          |              |
| - Pension saving                            | 560          |
| - Increased income from Council Tax base    | 150          |
| - New Homes Bonus                           | 144          |
| - Business Rate cap compensation grant      | 269          |
| <b>Total Permanent benefits</b>             | <b>1,123</b> |
| One off benefits – Collection Fund          | 150          |
| <b>Total Permanent and one-off benefits</b> | <b>1,273</b> |

- 8.11 In summary after reflecting the actual 2014/15 grant cut and the measures detailed in the previous paragraphs the gross budget deficit for 2014/15 can largely be eliminated from a combination of these measures and the implementation of budget cuts of £4.376m. However, there remains a residual gap of £0.671m which it is recommended is funded from one-off resources. The use of one-off resource is significantly lower than the

amount recommended in the December MTFs report and affects the additional planning assumption changes detailed in paragraph 8.10. The position for 2014/15 is summarised below:

#### Budget Deficit 2014/15

|   | £'000        |
|---|--------------|
| <b>Gross Budget deficit 2014/15</b>                         | <b>9,117</b> |
| Changes in Planning assumption (paragraph 8.3)              | (1,797)      |
| Public Health Funding                                       | (500)        |
| Full Year ICT saving (includes rental income)               | (500)        |
| <b>Sub Total</b>  | <b>6,320</b> |
| Additional changes in Planning Assumptions (paragraph 8.10) | (1,273)      |
| Planned savings   | (4,376)      |
| <b>Sub Total</b>  | <b>671</b>   |
| <b>Use of one-off funding</b>                               | <b>(671)</b> |
| <b>Net budget deficit 2014/15</b>                           | <b>0</b>     |

- 8.12 As reported previously detailed savings proposals had been developed by the Corporate Management Team and provide total savings of **£4.376m** if all items are implemented as detailed in Appendices G to J as follows:

- Appendix G – Chief Executives Department
- Appendix H – Child and Adult Services Department
- Appendix I – Regeneration and Neighbourhoods' Department
- Appendix J – Public Health (General Fund)

These proposals have been considered by individual Policy Committees and feedback on these proposals is summarised in Appendix A.

- 8.13 Within the Chief Executive's Department savings proposals, additional savings have been identified to offset the higher actual cut in the Housing Benefit Administration Grant of 10%, a reduction of £88,000, compared to a forecast cut of £64,000.
- 8.14 The proposed savings also include a full year saving of £0.125m from reviewing School Transport arrangements and these proposals were subject to consultation. The results of the consultation was reported to the Children's Services Committee on 23<sup>rd</sup> January 2014 to enable these issues to be considered before a final decision on this proposed saving can be made. As the papers for this meeting needed to be finalised before the Children's Services Committee meeting an update report will be provided if the Children's Services Committee recommend any changes to this saving proposal, for example to phase over more than one financial year, as this will impact on the overall budget strategy.
- 8.15 The recommended savings include proposals in relation to the 'Community Pool Programme' allocation to reduce the budget and changes to the categories supported. These proposals were considered at the

extraordinary Council on 19<sup>th</sup> November 2013 and Council requested that this Committee consider the following proposal:

- 'It was proposed, therefore, that in considering the 2014/15 budget proposals, the Finance and Policy Committee reconsider the Community Pool Programme Allocation 2014/15 and look to finding at least 50% of the current year's contribution to support Category 3 of the Community Pool funding "Capacity and resource building in the Voluntary and Community" to support the work undertaken by HVDA with voluntary and community groups in Hartlepool with the suggestion that any under spend in the Member Ward budgets in 2013/14 contribute to the funding'.

Having reconsidered the above issues on 19<sup>th</sup> December 2013 this Committee determined that the following recommendations are included in the Budget proposals to be submitted to Council on 6<sup>th</sup> February 2014:

- i) That option 3 is approved and that any unallocated Ward Member budget funds be carried forward and put in a reserve to continue Ward Member budgets for future years.

Based on the forecast Ward Member budget outturn for 2013/14 it is anticipated £100,000 will be uncommitted and then carried forward to 2015/16, although the final outturn will depend on the value of schemes approved before the year end.

- ii) That in response to the recommendation of Council at their Extraordinary meeting on 19<sup>th</sup> November 2013, a proportion of unspent Ward Member budget 2013/14 funds should not be allocated to support Hartlepool Voluntary Development Agency (HVDA) for the provision of Capacity and Resource Building in the VCS from 2014/15. Individual Ward Councillors' had already made commitments to allocate £14,500 to HVDA and should other Councillors' wish to do the same that was for them to decide individually as agreed at the Extraordinary meeting of Council.
- iii) That Ward Member funding be reduced in 2014/15 to fund the Environmental Apprenticeship Scheme, as recommended by the Regeneration Services Committee on 26<sup>th</sup> September 2013.

This proposal commits £34,000 and is reflected in recommendation (v).

- iv) That Finance and Policy Committee having reconsidered the Community Pool Funding Programme allocation for 2014/15, as previously determined by Finance and Policy Committee on 18<sup>th</sup> October 2013, in line with the proposal agreed by Council at their extraordinary meeting on 19<sup>th</sup> November 2013, indicates that no variation to that decision be made.

- v) That the 2014/15 total Ward Member budget be set at £132,000 and funded from the overall corporate outturn as detailed in Appendix C. This will provide a budget of £4,000 for each Member, which is a reduction of 20% on the 2013/14 budget of £165,000.
- 8.16 Details of the Library Service Review were considered by the Regeneration Service Committee on the 5<sup>th</sup> December 2013 and the Committee approved the implementation of option 1, which achieves a £25,000 saving, namely:
- The cessation of the Community Outreach Service element delivered by the Mobile Library vehicle from April 2014 and the disposal of the current vehicle;
  - Implementation of alternative service delivery model, including the purchase of a much smaller vehicle and associated staff restructure to provide improved Community Outreach Services.
- 8.17 The proposed savings from Adult Services includes a saving of £188,000 linked to revising the Contribution Policy for non residential services and generating increased income. The consultation outcome was reported to Adult Services Committee on 6 January 2014 and the Committee reconfirmed that this saving should be included in the final budget proposals to be submitted to Council.
- 8.18 There will be a temporary employers' pension contribution saving in 2014/15 in relation to the Chief Executive's post of £30,000. As this is only a temporary saving it is not recommended that this amount is used to support the 2014/15 budget. Members have indicated that they wish to use this saving to increase the number of apprenticeships by 2 and to allocate these places to children looked after/care leavers.
- 8.19 As reported in December the 2014/15 strategy assumed the use of £1.952m of one-off resources. The strategy did not include the additional resources summarised in paragraph 8.10 of **£1.273m**. In line with the multi-year approach to managing the impact of continuing Government grant cuts it is recommended that these resources are used to continue this strategy. In 2014/15 this enables the use of planned one-off resources needed to balance the budget to be reduced by this amount. The unused one-off resources can then be carried forward to support the 2015/16 and 2016/17 budgets, **which will be the most difficult financial years so far faced by the Council**. It is recommended that the one-off resources of £1.281m are used on a phased basis over the next two years to avoid deferring an unmanageable deficit until 2016/17, with £0.743m allocated to support the 2015/16 budget and £0.538m to support the 2016/17 budget.
- 8.20 In 2015/16 the budget position will also benefit from the permanent changes continuing from 2014/15 which total £1.123m (as detailed in paragraph 8.10). Therefore, in 2015/16 these measures, plus the one-off resources carried from the 2013/14 outturn reduce the 2015/16 budget gap from

£7.818m to £6.030m, a reduction of **£1.788m** (net of the additional 2015/16 grant cut).

- 8.21 In 2016/17 there is a marginal increase in the budget gap of **£0.197m**, owing to the impact of using a higher level of one-off resources in the previous year. Over the period of the MTFS there is a reduction in the budget gap of **£1.591m**.
- 8.22 In summary the benefits of this strategy are:
- A reduction in the budget deficit over the period of the MTFS of **£1.591m**;
  - A reduction in the 2015/16 budget deficit of **£1.788m**.
- 8.23 On the downside the strategy defers an additional deficit of **£0.197m** until 2016/17, which increases the total forecast deficit in this year to **£8.797m**.
- 8.24 The table overleaf summarises the impact of the above strategy. The forecast used for 2015/16 is the worst case planning assumption reported in the previous MTFS report. This planning assumption is now considered to be the appropriate starting point for 2015/16 following the assessment of the most recent information issued by the Government on the new Better Care Fund. As detailed earlier in the report it is unclear what commitments need to be funded from this additional grant and details will be reported as soon as possible. For planning purposes it is not anticipated that this will benefit the General Fund budget in 2014/15. However, there may be some limited scope to enable existing Adult Care services that contribute to the Better Care priorities to be funded from this grant subject to the detailed grant conditions.

Table 2 - Revised Forecast Deficits 2014/15 to 2016/17

(table shows worst case deficits, which for 2015/16 is based on a 10% grant cut)

|  | 2014/15 | 2015/16 | 2016/17 | 2015/16<br>and<br>2016/17<br>Total |
|--|---------|---------|---------|------------------------------------|
|  | £'000   | £'000   | £'000   | £'000                              |
| Net budget deficit (as detailed in table 1)  | 0       | 7,818   | 8,600   | 16,418                             |
| Impact 2014/15 Settlement announcement – Increase/(decrease) in <u>forecast</u> Core grant cut | (8)     | 78      | 70      |                                    |
| Initial 2015/16 permanent savings continuing in 2016/17 and future years                       | 0       | 0       | 7,818   |                                    |
| Revised 2015/16 permanent savings continuing in 2016/17 and future years                       | 0       | 0       | (6,030) |                                    |

|  |       |       |       |        |
|--|-------|-------|-------|--------|
| Permanent Pension Saving               | (560) | (560) | (560) |        |
| Permanent increase in Council Tax base | (150) | (150) | (150) |        |
| Additional 2014/15 New Homes Bonus     | (144) | (144) | (144) |        |
| Business Rate Cap - compensation grant | (269) | (269) | (269) |        |
| Collection Fund Surplus (one –off)     | (150) | 0     | 0     |        |
| Re-phased use of one-off resources     | 1,281 | (743) | (538) |        |
| Savings to identified                  | 0     | 6,030 | 8,797 | 14,827 |

|  |         |     |         |
|--|---------|-----|---------|
| Increase/(decrease) in 2015/16 and 2016/17 deficit | (1,788) | 197 | (1,591) |
|--|---------|-----|---------|

- 8.25 The above table shows the 2016/17 budget deficit based on a 10% grant cut, which is the current worst case planning forecast. The December MTFS report also indicated a best case planning forecast based on a 7.5% grant cut, which would reduce the 2016/17 deficit to **£7.6m**.

## 9. Risk assessment of proposed 2014/15 savings

- 9.1 The detailed savings reports include a risk assessment section detailing financial and non financial risks of achieving the proposed savings. In terms of financial risk a corporate assessment of the achievability and sustainability of savings has also been completed based on analysing savings between reductions in pay budgets, non pay budgets and income generation, as summarised below:

|                                      | Pay savings<br>£'000 | Non pay budget savings<br>£'000 | Increased income<br>£'000 | Total Saving<br>£'000 |
|--------------------------------------|----------------------|---------------------------------|---------------------------|-----------------------|
| Chief Executive's Department         | 259                  | 138                             | 60                        | 457                   |
| Child and Adult Services             | 712                  | 1,004                           | 238                       | 1,954                 |
| Regeneration & Neighbourhoods        | 919                  | 763                             | 180                       | 1,862                 |
| Public Health (General Fund budgets) | 0                    | 0                               | 103                       | 103                   |
| Total                                | 1,890                | 1,905                           | 581                       | 4,376                 |
| Savings as percentage of total       | 43%                  | 44%                             | 13%                       | 100%                  |

- 9.2 The above table indicates that 43% of the overall savings will be achieved by reducing pay budgets. Further analysis of the proposed pay savings has identified that £0.468m (25%) of the overall saving in this area will be

achieved by deleting vacant posts. This position reflects management action taken to hold posts vacant where possible to reduce the need for compulsory redundancies as part of the 2014/15 budget. This action is not sustainable over the period of the MTFS and in future years the number of compulsory redundancies will increase as it will become increasingly difficult to make budget cuts.

- 9.3 With regard to the 2014/15 pay savings which cannot be achieved by deleting vacant posts the Corporate Management Team will continue to manage vacancies during the remainder of the year to provide redeployment opportunities for staff at risk of redundancies where this is possible.

## 10. Council Tax 2014/15 and 2015/16

- 10.1 As part of the June 2013 Spending Review the Government indicated that for 2014/15 and 2015/16 Council Tax referendum thresholds will be set at 2% and a 1% grant will be paid to Authorities that freeze Council Tax. At that time it was not clear what period the Council Tax freeze grant will be paid for. Therefore, based on experience in previous years, it was assumed for planning purposes that the 2014/15 and 2015/16 freeze grant will be paid for 2 financial years. The continued national pressure for Council Tax restraint whilst helpful for households is an additional financial challenge for Councils at a time of continuing significant grant cuts and further reduces the resource base and financial sustainability of Councils in future years.

- 10.2 On the basis previous Governments' announcements the Committee considered the following two options and Members determined to recommend freezing Council Tax for 2014/15 and 2015/16, subject to the 2015/16 position being reviewed as part of the 2015/16 budget process.

- Option 1 - increase Council Tax by 1.99% in 2014/15 and 2015/16, which is just below the referendum threshold of 2%, set in previous years;
- Option 2 – Freeze Council Tax in 2014/15 and 2015/16.

- 10.3 Members previous decision to freeze Council Tax in the next two years is reflected in the budget forecasts detailed in this report.

- 10.4 As detailed in section 7 the December 2013 Local Government Settlement announcement confirmed the 1% freeze grant. On 15<sup>th</sup> January 2014 the Department for Communities and Local Government wrote to Councils stating - *"Ministers have agreed that the funding for 2014/15 (including 2015/16) freeze grant should be built into the spending review baseline. This gives as much certainty as possible at this stage that the extra funding for freezing Council Tax will remain available"*. The Councils also benefit slightly from the Government's decision to calculate the Council Tax freeze grant based on the gross Council Tax base before the adjustment for the LCTS. For Hartlepool the 2014/15 Council Tax freeze grant is £0.4m, which is amount the Council would raise with a 1.3% increase on the net Council

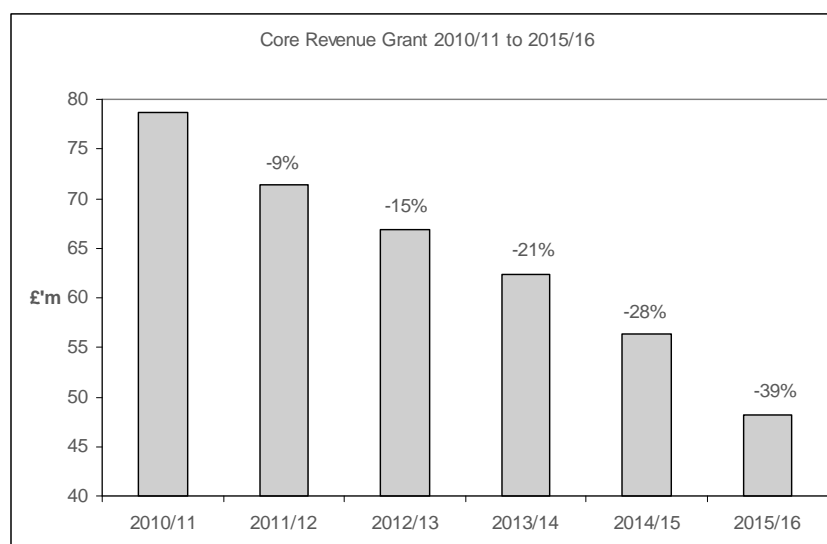


Tax base after reflecting the LCTS adjustment. If the Council Tax freeze grant was based on the net Council Tax base the grant would be £0.3m.

- 10.5 At the time this report was prepared details of referendum thresholds for 2014/15 had not been issued by the Government. It is expected these will be set lower than the 2% initially indicated by the Government and which applied in previous years.
- 10.6 In 2013/14 the Government removed the statutory requirement to produce an explanatory Council Tax leaflet. In 2013/14 the Council determined to produce a leaflet as this provides an opportunity to explain the financial position of the Council, including the impact of grant cuts and the decisions which have been made in relation to budget cuts. It is recommended that a leaflet is prepared for 2014/15 and Members note the cost of approximately £1,800 can be funded from existing budgets.

## 11. Update of 2015/16 and 2016/17 budget forecasts

- 11.1 The December 2014 Local Government Funding announcement provided a two year settlement for 2014/15 and 2015/16. Grant figures for 2016/17 will not be known until after the General Election in 2015. If the current Government is re-elected it is anticipated Local Government will continue to face continuing grant cuts and if previous patterns continue Councils more dependent on Government grant will continue to face disproportionate grant cuts.
- 11.2 If an alternative Government is elected it is anticipated that there will continue to be public sector cuts and Local Government is still likely to suffer continuing cuts as the sector is a lower priority for national politicians than Education and Health. At best under a change of Government the most that Councils which are most dependant on Government grant can hope for is a change in the distribution of grants after 2016/17, reflecting local circumstances such as deprivation and ability to fund services locally from Council Tax. However, any potential changes will be from a much lower base as a result of the cuts built into the system over the five years covering 2011/12 to 2015/16.
- 11.3 In relation to the Council's 2014/15 and 2015/16 Core Revenue Grant (including mainstreamed Council Tax Support Funding) the December announcement confirmed significant grant cuts in these years. As a result by 2015/16 grant funding will be **£48.097m**, compared to **£78.683m** in 2010/11, a cut of **£30.578m** – which equates to a **39%** cut, which is unprecedented. The following graph details the annual Core Revenue Grant allocations since 2010/11 and shows the cumulative percentage grant cut.



11.4 The 2015/16 grant cut is higher than forecast on the basis of information provided by the Government in the June 2013 Spending Review. Nationally the 2015/16 Core Review Grant cut is £1 billion higher than indicated in the June 2013 Spending Review, which equates to a cut of 15%.

11.5 **Funding for Local Council Tax Support (LCTS) Schemes 2014/15 and future years**

11.6 The December 2013 announcement also confirmed that from 2014/15 the funding to support Local Council Tax Support (LCTS) schemes has been included in the Core Revenue Grant for 2014/15 and future years. From a Local Authority perspective the continuation of a separate LCTS grant would have ensured transparency for the unprecedented shift in financial responsibility of a major Welfare Benefit from Central Government to Local Government

11.7 As a result of this change individual Councils must now make an extremely difficult policy decision on the use of the overall Core Revenue Grant between supporting the LCTS scheme and spending on General Fund services. This is a more difficult decision for Councils, including Hartlepool, with higher levels of deprivation, higher demand for services, a population with greater dependency on LCTS support and facing continued disproportionate Core Revenue Grant cuts. This means that Councils face having to implement LCTS cuts significantly above 20% over the next few years. Cuts in LCTS greater than 20% will need careful assessment, both in terms of:

- the impact on low income working age adults; and
- the Council's financial position as even if cuts above 20% are approved it will be extremely difficult to collect this increased income and the General Fund budget will face increased costs in collecting this income and from making provision for increasing debts which cannot be collected.

- 11.8 Essentially this is a choice between protecting low income working age households in receipt of LCTS support (many in low paid employment) and the level of cuts in services. **There is no impact on low income pensioners eligible for LCTS support as they continue to be fully protected from these funding changes.**
- 11.9 For planning purposes both the 2014/15 MTFS and 2014/15 LCTS are based on the planning assumption of allocating £9.6m of the Core Revenue Grant to fund the LCTS. This is the same level of grant funding allocated to the 2013/14 LCTS scheme. This planning assumption underpinned the Committee's decision to consult on a LCTS cut of 12% for 2014/15, compared to the 8.5% LCTS cut in 2013/14. An LCTS cut of 12% in 2014/15 will still provide more support to low income working age households than the other 4 Tees Valley Councils which it is anticipated will retain LCTS cuts of 20% in 2014/15 i.e. the level implemented in 2013/14.
- 11.10 The sustainability of allocating £9.6m of the available Core Revenue Grant towards the LCTS scheme in 2015/16 has been reviewed to provide a basis for developing the 2015/16 MTFS (including the level of service cuts which will be required) and developing/consulting on the 2015/16 LCTS. Two options have been examined:
- Option 1 - Continue to allocate £9.6m of the Core Revenue Grant to the LCTS scheme in 2015/16
  - Option 2 – Reduce the share of the Core Revenue Grant allocated to the LCTS scheme by 14.4% (i.e. the percentage cut in the Core Revenue Grant) in 2015/16
- 11.11 Members previously approved the recommendation that **Option 2 for the 2015/16 LCTS scheme** is adopted as the planning assumption, which will reduce the service cuts which will need to be made in 2015/16 by **£1.4m**. Adopting this option will provide a basis for the Corporate Management Team to develop a savings plan for 2015/16. A final decision on the 2015/16 LCTS scheme will then be made in January 2015.
- 11.12 Under both options a further review of the LCTS scheme will need to be undertaken for **2016/17**. This will become an increasingly difficult decision and will need to balance the competing priorities of:
- Implementing a sustainable LCTS scheme, both in terms of the impact on individual households and the collectability of increased income from these households on the resources available to fund services;
  - Avoiding an additional financial burden on the General Fund from supporting the LCTS either by bearing the whole of the overall Core Revenue Grant cut and / or funding a budget pressures to limit the LCTS cut.

The impact of these issues will need careful assessment for 2016/17 and will be subject to future reports. In broad terms for 2016/17 the financial

decision facing Members will be between making additional budget cuts of £1.3m to maintain a 20% LCTS scheme in 2016/17, or avoiding these additional cuts and implementing LCTS cuts significantly greater than 20%.

### 11.13 2015/16 and 2016/17 General Fund Budget

11.14 The budget forecasts for 2015/16 have been updated to reflect the impact of:

- the grant cuts announced by the Government for 2015/16;
- the local decision Members make in relation to the amount of the Core Revenue Grant allocated toward the 2015/16 LCTS scheme;
- the review of a range of local planning assumptions to identify potential reductions in the 2015/16;
- the impact of the strategy recommended earlier in the report (summarised in table 2 at paragraph 8.24 for using the additional changes in planning assumptions to reduce the 2015/16 budget deficit;
- the forecasts for 2015/16 and future years include no provision for additional budget pressures, which will increase the forecast deficits if pressures arise;
- It was also reported in the August and December 2013 MTFS reports that a budget pressure of around £0.5m per year in relation to services for older people is currently not reflected in the General Fund budget forecasts. It is anticipated that from 2015/16 that there may be some support from the Better Care Fund to offset this pressure, but this is subject to the Better Care Fund being used to fund investment in services that transform health and social care and reduce hospital activity. A specific reserve has previously been earmarked to temporarily manage increased in-year demand from an aging population above the level forecast in the base budget in 2014/15. Whilst this strategy may mitigate an additional unfunded budget pressure to a degree over the period of the MTFS this is an increasing risk due to increasing demographic pressures.

11.15 As detailed in section 8 the Council faces significant budget deficits in 2015/16 and 2016/17. The 2015/16 budget deficit of approximately **£6m** equates to cuts of between around **6%** of the overall net General Fund budget. In practice, it will not be possible to cut all budgets by this level owing to the nature of the service, which will mean that other areas need to make higher cuts. The Corporate Management Team has commenced the process of looking at the budget position for 2015/16. As part of this process consideration is being given to the extent to which cuts can continue to be made universally across the budget, with consideration needing to be given to prioritising cuts where they need to be made, assessing the impact, the statutory basis for services and the nature of some services. The objective of this initial work is to assess the real extent of the cuts which will be needed in 2015/16. Further work needs to be completed over the next few

months to refine this initial analysis and to build in Members priorities and details will be reported to a future meeting after the 2014/15 budget has been approved. This will then enable work to commence on developing a detailed strategy to address the 2015/16 budget deficit. It will be essential that this work commences in the early part of 2014/15 to provide the necessary lead in time to make these additional cuts, which will inevitably be more difficult to achieve.

- 11.16 In relation to 2016/17 the forecast deficit is based on a forecast grant cut of 10%, which reflects an assessment of information in the June 2013 Spending Review. On this basis the Council faces a deficit in 2016/17 of **£8.8m**. If the grant cut in this year reduced to 7.5% there would still be a budget deficit of **£7.6m**.
- 11.17 It should be noted that at this stage it is not possible to assess the impact of the Care Bill, which is expected to be implemented in 2015, on the MTFS. However, this is likely to have a significant financial impact for Local Authorities. The proposed changes include increased rights for carers to access support rather than just an assessment (as is currently the case). The draft eligibility criteria also remove the requirement for a carer to provide 'regular and substantial care' in order to access an assessment meaning that a far greater number of carers will be eligible to have their needs assessed, and those needs met. It is also anticipated that the implementation of Care Accounts and the Dilnot 'care costs cap' will create a significant amount of new work in relation to financial assessments, working with people who currently fund their own care and support and the introduction of deferred payments for the costs of care at home. As the Bill is not yet finalised, it is not possible to quantify the additional pressure that will be created locally. Nationally it has been estimated that the costs of introducing a capped cost funding scheme for care and support will cost up to £2.05 billion due to the additional assessments, care management and reviews required. It is also estimated that the cost of implementing the new eligibility criteria for carers is likely to be around £1.75 million (Personal Social Services Research Unit). Members will be updated as more information becomes available.

## 12. Ward Members Budgets

- 12.1 A separate report on this issue was considered by the Finance and Policy Committee on 19<sup>th</sup> December 2013, including the issues referred from the Extraordinary Council on 19<sup>th</sup> November 2013 and the following proposals were approved:

- i) That option 3 is approved and that any unallocated Ward Member budget funds be carried forward and put in a reserve to continue Ward Member budgets for future years.

To note that based on the forecast Ward Member budget outturn for 2013/14 it is anticipated £100,000 will be uncommitted and then carried forward to 2014/15, although the final outturn will depend on the value of schemes approved before the year end.

- ii) That in response to the recommendation of Council at their Extraordinary meeting on 19<sup>th</sup> November 2013, a proportion of unspent Ward Member budget 2013/14 funds should not be allocated to support Hartlepool Voluntary Development Agency (HVDA) for the provision of Capacity and Resource Building in the VCS from 2014/15. Individual Ward Councillors had already made commitments to allocate £14,500 to HVDA and should other Councillors wish to do the same that was for them to decide individually as agreed at the Extraordinary meeting of Council.
- iii) That Ward Member funding be reduced in 2014/15 to fund the Environmental Apprenticeship Scheme of £34,000, as recommended by the Regeneration Services Committee on 26<sup>th</sup> September 2013.

This proposal commits £34,000 from the 2013/14 overall Corporate outturn as detailed in Appendix C and is reflected in recommendation (v) below.

- iv) That Finance and Policy Committee having reconsidered the Community Pool Funding Programme allocation for 2014/15, as previously determined by Finance and Policy Committee on 18 October 2013, in line with the proposal agreed by Council at their extraordinary meeting on 19<sup>th</sup> November, indicates that no variation to that decision be made.
- v) That the 2014/15 total Ward Member budget be set at £132,000 and funded from the overall corporate outturn as detailed in Appendix C. This will provide a budget of £4,000 for each Member, which is a reduction of 20% on the 2013/14 budget of £165,000.

### 13. Early Intervention Grant (EIG)

- 13.1 The Government reduced EIG funding in 2013/14. The 2013/14 MTFS had earmarked one-off resources from previous years EIG managed outturns to temporarily offset the EIG grant cut in 2013/14. The strategy was designed to provide a longer lead time for managing the **£1.512m i.e. 25%** cut in the EIG grant.
- 13.2 A comprehensive report was considered by the Committee on 18 October 2013 outlining proposals to address the impact of the grant cut and these proposals are summarised at Appendix K. Members had previously requested additional information on a number of the proposed savings, which has been provided and is summarised within Appendix K.

### 14. Public Health

- 14.1 From 1 April 2013 Local Authorities became responsible for managing Public Health and received a ring fenced grant to pay for these services. As reported previously the Council received a better than expected initial grant

allocation for 2013/14 and 2014/15. However, there is a risk that in future years this grant allocation will be reduced significantly through the Government's 'pace of change' agenda which will seek to equalise Public Health funding.

- 14.2 In 2013/14 the majority of the available ring fenced Public Health grant is committed to fund existing priorities and contractual commitments.
- 14.3 An assessment has also been completed to identify those existing Council services which contribute towards delivering the Public Health agenda and should therefore now be funded from the Public Health Grant, rather than the General Fund budget. In total this has identified costs of £0.5m which should be funded from the Public Health Grant from 1 April 2013.
- 14.4 In 2013/14 it is recommended this saving is earmarked to manage in-year Public Health risks in the first year of operating these services, or set aside to manage ongoing financial risk in this area.
- 14.5 In relation to the position for 2014/15 it is recommended that the eligible costs currently funded by the General Fund are charged to the Public Health Grant. The resulting reduction in General Fund costs of £0.5m has therefore reduced the 2014/15 budget deficit. It needs to be recognised that beyond 2014/15 this approach is not without risk as Public Health funding allocations may be cut, which would then increase the budget deficit in 2015/16.
- 14.6 The Public Health 2014/15 budget will reflect the continuation of commitments and priorities from the current year. In addition, the financial strategy for managing this grant will avoid longer term financial commitments which may not be affordable if the Public Health Grant reduces significantly in 2015/16.

## **15. Capital Programme 2014/15**

- 15.1 There are two elements to the capital programme, namely schemes funded from specific Government capital allocations and locally funded schemes.

### **15.2 Schemes funded from Specific Government capital allocations**

- 15.3 Details of specific 2014/15 capital grant allocations for the Local Transport Plan and Adult Social Care have recently been provided by the Government. The funding allocation for the 2014/15 Schools Capital Programme has not been provided and an estimate of the 2014/15 allocation has been made. These details are summarised below and it is recommended that detailed proposals for using these resources will be reported to the relevant Policy Committees for approval.

| 2013/14<br>Capital<br>Grant<br>£'000 |                           | 2014/15<br>Capital<br>Grant<br>£'000 |
|--------------------------------------|---------------------------|--------------------------------------|
| 1,351                                | Local Transport Plan      | 1,556                                |
| 269                                  | Adult Social Services     | 275                                  |
| 1,144                                | Schools Capital Programme | 950                                  |

#### 15.4 Locally funded schemes

- 15.5 These schemes contribute to the continued development and/or well being of the town and are generally based on self funding business cases for specific projects which will be funded using Prudential Borrowing. Details of individual proposals are provided in the following paragraphs.

#### 15.6 Schemes funded from the Council Capital Fund

- 15.7 As part of the recommended 2014/15 General Fund budget proposals a revenue budget pressures of £50,000 has been included which will support capital expenditure of £0.6m.
- 15.8 In addition, as detailed early in the report (paragraph 5.6) a one-off resource of £0.4m has been identified for Regeneration projects. This increases the available resources for capital projects to £1m.
- 15.9 In terms of the Council's overall asset base and the level of required investment this amount is insignificant. It is therefore essential that these resources are targeted to address the highest capital expenditure priorities. Detailed priorities have therefore been identified using a detailed scoring system and are detailed in Appendix L. It is recommended that Members approve these proposals.
- 15.10 It should be noted that £0.185m of 2013/14 Council Capital Fund allocated for potential works to the Indoor Bowls Club will be carried forward as uncommitted at the year end. Any decision on the use of these resources will be subject to a separate report to the Finance and Policy Committee and subsequent referral to full Council for approval. These resources will be held as uncommitted until the detailed master planning for the Mill House site has been completed.
- #### 15.11 Schemes funded from forecast capital receipts
- 15.12 As detailed in the report submitted to the Finance and Policy Committee on 18<sup>th</sup> October 2013 it is anticipated that there will be temporary capital receipts shortfalls in 2013/14 and 2014/15. This position reflects the timing of capital expenditure commitments funded from capital receipts and is not unexpected. Therefore, to address these forecast temporary capital receipts shortfalls the Council will need to use temporary Prudential Borrowing in 2013/14 and 2014/15. Accordingly, full Council approval will be needed for a



temporary increase in the 2013/14 Prudential Borrowing limit of £2.095m, pending the repayment of this amount in 2014/15 from forecast capital receipts.

The temporary Prudential Borrowing requirement reflects the phasing of capital expenditure commitments and capital receipts. As the Council cannot avoid incurring the capital expenditure funded from forecast capital receipts previous reports have highlighted the financial impact if the necessary capital receipts are not achieved from having to fund this expenditure on a permanent basis from prudential borrowing. The latest assessment of this risk is detailed in section 16.

### **15.13 Street Lamp Replacement scheme**

- 15.14 The detailed business case for this scheme was reported to the Neighbourhood Services Committee on 14<sup>th</sup> October 2013. The business case requires a capital investment of £4.98m to replace all existing street lights with LED's (Light Emitting Diodes), which are more cost effective to run and will also reduce the Council's CO2 emissions. The major financial risk relates to the equipment costs which make up 75% (£3.6m) of the overall scheme cost. This risk will be managed through the procurement process and if this cost exceeds £3.6m plus 5% a further report will be submitted before the scheme progresses.

In financial terms the capital investment will be funded from Prudential Borrowing and the annual loan repayment costs funded from the forecast energy saving. It is anticipated that after reflecting the annual loan repayment costs there will be a minimum saving to the 2015/16 General Fund budget of £40,000.

The business case report also identified the need to replace street lighting columns between 30 and 40 years old. This issue is subject to a separate business case being developed and reported to Members; although this will not impact on the minimum saving from replacing the existing lighting units with LED's and may provide a further ongoing saving from reduced maintenance costs.

### **15.15 Brierton Development**

- 15.16 As part of the overall Brierton Development a number of options have been examined in relation to the provision of car parking facilities. Members have determined that the preferred solution is to provide car parking bays at Macaulay Road at a cost of £145,000. This requirement was not included in the original Brierton Development as there was insufficient funding available at the time. However, following the success in securing grant funding towards the 3G pitch and the sale of the land at the former EDC site, this cost can now be funded from the forecast Brierton land sales. There still remains a risk around the achievement of the capital receipt from the Brierton land. However, the approval of funding of £145,000 does not significantly increase the financial risk being managed by the Council.

**15.17 Social Housing Development**

- 15.18 The Council is currently implementing a scheme to develop 100 low rent social houses using a combination of Homes and Community Agency (HCA) capital grant and Prudential Borrowing, repaid from the rental income. The business case for this scheme indicated the development was only viable as a result of the HCA grant, as rental income is not sufficient to fund borrowing costs associated with acquiring and refurbishing individual properties.
- 15.19 The business case also indicated that if the average cost of acquiring and refurbishing individual properties was £55,000 that the current scheme would provide a subsidy to extend the existing scheme. The existing scheme is progressing well and 75 properties have been purchased and refurbished at an average cost of £54,000. It is anticipated the remaining properties will also come in on budget. On this basis a further phase of this scheme can be completed.
- 15.20 The number of additional properties will depend on the final outturn for the current scheme and the estimated cost of acquiring and refurbishing additional properties. Further work is needed to assess these costs, although it is currently anticipated that it may be possible to provide an additional 35 to 40 properties. If Members support the proposed extension of this scheme a detailed business case will be prepared and reported to this Committee and then full Council for approval.
- 15.21 The business case will outline a strategy to achieve value for money from the available Prudential Borrowing through the appropriate mix of buying and refurbishing run down properties, or the purchase of 'ready to let' properties not requiring renovation. The business case will also link into wider regeneration objectives, including the Housing Market Renewal project where this is appropriate.

**15.22 Centre for Independent Living**

- 15.23 At the Finance and Policy Committee on 19<sup>th</sup> December 2013 Members supported in principle the development of a new centre for Independent Living at Burbank Street and approved the preparation of a detailed business case to determine the financial viability and preferred option for financing the development.
- 15.24 It had been hoped to complete this work in time to include in the budget proposals to be referred to full Council in February 2014. However, this has not been possible owing to the work involved in developing the business case and other significant additional commitments in developing the 'Better Care Fund' strategy submission within the very limited time frame imposed by the Government. Work is progressing on developing the business case for the Burbank development and will be reported separately to Finance and Policy Committee and then full Council.

**15.25 Operational Equipment replacement**

15.26 These schemes will be funded from Prudential Borrowing and the loan repayment costs repaid from existing revenue budgets, including Trading Accounts. These schemes cover the following issues:

- Vehicles Replacement Programme – 2014/15 capital expenditure £1,115,000  
This expenditure relates to the replacement of operational vehicles as detailed in Appendix L, table 5.
- Replacement of Wheelie Bins – 2014/15 capital expenditure of £60,000  
This expenditure covers the replacement of existing wheelies bins.

**16. Robustness of Budget forecasts – Chief Finance Officer's Professional Advice**

- 16.1 As indicated in previous years the Local Government Act 2003 introduced a statutory requirement on an Authority's Chief Finance Officer (CFO) to advise Members on the robustness of the budget forecasts and the adequacy of the proposed level of reserves. If Members ignore this advice, the Act requires the Authority to record this position. This later provision is designed to recognise the statutory responsibilities of the CFO and in practice is not a situation that I would expect to arise for this Authority.
- 16.2 In response to the continuing financial challenges facing councils CIPFA (Chartered Institute of Public Finance and Accountancy) issued guidance reminding Chief Finance Officers and their authorities of the statutory responsibilities when setting budgets. This advice reinforces statutory requirements and provides practical guidance to help Chief Finance Officers discharge their responsibilities.
- 16.3 The Chief Finance Officer can advise Members that in his professional opinion the budget proposals for 2014/15 are robust and this advice is based on the following factors being in place:
- The overall strategic approach being adopted to develop and implement a robust multi-year approach to managing the Council's financial position. This includes the approach to achieving in-year managed budget underspends in the current year and the review of reserves to identify resources to fund additional one-off expenditure commitments over the next few years. This approach provides a sound financial basis for managing ongoing annual grant cuts and will help avoid even higher budget cuts in future years when one-off unavoidable expenditure commitments need to be funded.
  - The assumption that Members will approve the proposals for bridging the 2014/15 budget deficit detailed in the report. The proposed savings are the key issue affecting the robustness of the proposed budget. If Members do not approve these proposals the budget forecasts will not

be robust as overall expenditure will inevitably exceed available resources;

- The assessment by the Corporate Management Team of the achievability and sustainability of proposed budget reductions for 2014/15. The assessment of the proposed savings reflects the process adopted for identifying, managing and implementing these measures. This includes action taken in the current year to implement proposals earlier to ensure a full year saving is achieved in 2014/15. It also reflects a risk assessment of proposed savings based on an assessment of the level of pay, non-pay savings and increased income savings. In relation to the level of pay savings achieved for 2014/15 this reflects management action taken to hold posts vacant where possible to reduce the need for compulsory redundancies. This action is not sustainable over the period of the MTFS and in future years the number of compulsory redundancies will increase as it will not be possible to hold posts vacant;
- The detailed work undertaken by individual Directors (and their senior managers) in conjunction with my staff regarding the preparation of detailed budget forecasts, including income forecasts;
- Prudent provision for potential pay awards for April 2014;
- A prudent provision for inflation on non pay budgets and income budgets during 2014/2015;
- The identification of specific pressures and inclusion of these commitments within the overall budget requirement;
- A prudent view of the net costs of the Authority's overall cash flow, including the repayment of Prudential Borrowing;
- The comprehensive review of reserves and risks, which has enabled some resources to be released towards managing additional risks and support of the 2014/15 budget detailed in section 4;
- An assessment of financial risks and the measure to mitigate these risks as detailed in Appendix M;
- An assessment of the key financial assumptions underpinning the 2014/15 budget as detailed in Appendix N;
- Previous reports identified a number of significant financial risks over the period of the MTFS and indicated that there may need to be flexibility around the timing of funding for individual risks. These risks remain and strategies adopted for managing these issues also underpin the Chief Finance Officers advice on the robustness of the budget. These issues cover the following:

**i) Redundancy and Early Retirement costs**

This risk reflects the scale of the budget deficits over the MTFS period and the impact these cuts will have on staffing levels. For the 2014/15 budget it has been possible to minimise the numbers of potential compulsory redundancies through careful management of vacancies, which will reduce redundancy and early retirement costs for this year. However, this is not sustainable and given the scale of budget cuts which will be required over the period of the MTFS there will be significant redundancy and early retirement costs in future years. Therefore, the existing provision for redundancy and early retirement costs is still the level recommended by the Chief Finance Officer and the Corporate Management Team.

There is a risk that changes to the Local Government Pension Scheme to be implemented from 1<sup>st</sup> April 2014 may increase the cost of granting Early Retirement in future years. The position will need to be assessed once the detailed regulations have been issued by the Government and the Pension Fund has provided guidance on the impact.

**ii) Capital Receipts target of £6.5m (includes £2m for Brierton Developments)**

These resources are allocated to fund capital schemes which have already commenced, including £4.5m to fund the completion of Housing Market Renewal (HMR) schemes. Previous reports have advised Members that achieving these targets will be challenging in the current climate and will need careful management. A comprehensive review of these issues was reported on 18<sup>th</sup> October 2013 and the position will continue to be managed carefully and regular updates reported to Members.

The latest review indicated that there has been no change in the overall forecast HMR expenditure commitments. However, this expenditure will be incurred later than previously forecast, which is beneficial in financial terms.

Similarly, the position on capital receipts has been reviewed and whilst it is anticipated the necessary capital receipts target will be achieved, the land sales will take longer to achieve than previously anticipated. This therefore, increases the risk that there may be a potential shortfall in the level of capital receipts actually achieved which will need to be funded from Prudential Borrowing.

The latest update report indicated that there will be a temporary funding shortfall in 2013/14 owing to the phasing of capital receipts. This shortfall will need to be funded from temporary Prudential Borrowing, which it is anticipated will be repaid in 2014/15 when capital receipts are achieved, as summarised below:-

Forecast Phasing of capital expenditure and capital receipts

|  | 2013/14<br>£'m | 2014/15<br>£'m | 2015/16<br>£'m | Total<br>£'m |
|--|----------------|----------------|----------------|--------------|
| Forecast capital expenditure commitments   | 4.256          | 0.920          | 1.130          | 6.306        |
| Less Capital Receipts:   |                |                |                |              |
| - Received 2012/13 (net of £0.11m used in 2012/13 for HMR costs)   | (0.376)        |                |                | (0.376)      |
| - Received 2013/14   | (0.922)        |                |                | (0.922)      |
| - Forecast 2013/14   | (0.863)        |                |                | (0.863)      |
| - Forecast 2014/15   | 0              | (3.285)        |                | (3.285)      |
| 2014/15 Capital Receipts carried forward to 2015/16  |                | 0.270          | (0.270)        | 0            |
| <b>(Forecast funding shortfall to be funded from temporary Prudential Borrowing)/Repayment of Prudential borrowing</b> | <b>(2.095)</b> | <b>2.095</b>   | <b>0</b>       | <b>0</b>     |
| Shortfall in funding   | 0              | 0              | 0.860          | 0.860        |

The above table also anticipates that there will be a shortfall in funding in 2015/16 which will need to be managed pending the achievement of further capital receipts. There is a potential risk that the 2015/16 shortfall in the capital receipts increases from £860,000 to £2,655,000 if planned capital receipts are not achieved by 2015/16, which would need to be funded by Prudential Borrowing. There would then be an unbudgeted revenue costs from the use of Prudential Borrowing.

At this stage this is not an issue for the 2014/15 budget. However, progress in achieving the overall capital receipts target will need to be closely monitored to ensure this does not become an issue for 2015/16. The following table highlights the unbudgeted 2015/16 revenue pressures for the potential capital receipts shortfalls in this year:

| Capital Receipts Shortfall   | £860,000 | £2,655,000 |
|--|----------|------------|
| Unbudgeted Revenue Pressure 2015/16 (based on forecast interest rates) | £70,000  | £215,000   |

As the actual position on the phasing of capital expenditure and the phasing of capital receipts becomes more certain in 2014/15 and 2015/16 it may be necessary to earmark revenue resources to temporarily fund the forecast Prudential Borrowing costs, pending the delayed achievement of capital receipts. This strategy would avoid an unbudgeted revenue pressure in 2015/16 which will be the most challenging financial year the Council has faced as a Unitary Authority. It is therefore essential that the planned capital receipts targets are achieved.

In assessing the overall financial risks relating to the achievement of the capital receipts target I have relied upon information provided by

professional officers on the value of forecast capital receipts from specific land sales. On this basis the plans are robust, although the financial risks of achieving additional capital receipts in the current economic environment will need to be carefully managed.

### **iii) Jacksons Landing Development**

The redevelopment of this site is a key issue for the Council and the continued viability and development of the Marina. The opportunity to purchase this site using a 2 year interest free 'Growing Places' loan provided the Council with an opportunity to secure the redevelopment of this site without incurring interest costs. The Growing Places loan is scheduled for repayment in November 2015. Officers are currently working on the development of a detailed master plan for this site.

The report approving the purchase of Jacksons Landing highlighted the existing capital receipts risk being managed by the Council (as detailed in (ii) above) and the potential medium term financial risk to the Council if this site is not developed, or an onward sale completed before the Growing Places loan needs to be repaid in August 2015. In this situation the Council would need to take out an alternative loan to repay the Growing Places loan and this would result in an unbudgeted revenue budget pressure in 2015/16 of around £25,000 for the part year and a full year cost of £50,000 from 2016/17, based on forecast interest rates.

In view of the combined impact of the capital risks relating to the achievement of the £6.5m capital receipts target and Jacksons Landing it was previously recommended that resources are set aside to manage these risks and the following resources have been identified for this purpose:

- Right to Buy income of £191,000;
- One-off Government Grant refund in relation to the New Homes Bonus adjustment £211,000;
- Uncommitted 'Major Regeneration Reserve' of £100,000; and
- Unused Prudential borrowing approval (repayment costs covered within the existing revenue budget) for 'Major Regeneration Projects' of £393,000.

At the Committee meeting in August, Members approved the above proposals and noted that the position will be reviewed on a regular basis to determine if/when these resources can be un-earmarked and made available for other priorities determined by Members. The trigger points for this review will be progress in achieving the capital receipts target and progress on the Jacksons Landing project.

#### **iv) Business Rate Retention**

The key risk relates to the safety net arrangements and thresholds for managing in-year reductions in business rates collected by individual councils. Under these arrangements the Council only receives Government support for **annual** shortfalls above **£1.9m** from 2014/15 (£1.7m in 2013/14), and is required to fund shortfalls below this amount from its own resources. This is a particular risk for Hartlepool owing to the impact of the Power Station on income if there is an in-year shut down, as the Power Station accounts for **17%** of the Council's retained business rates. The potential impact of this risk and the recommended strategy for managing this position is detailed in paragraph 4.3. This position will be reviewed regularly and update reports presented to Members.

#### **v) Local Council Tax Support (LCTS) Scheme**

The Council will continue to face potential additional costs from increased in-year demand if more working age people become eligible for support under the Local Council Tax Support scheme than anticipated when the budget is set.

There is also a risk that collection rates for the LCTS scheme may be less than the planning assumption built into the budget forecasts. For 2013/14 this has not been an issue and this reflects the support provided by the Council limiting the LCTS cut to 8.5%. As the level of cuts in LCTS increases in future years it will become increasingly difficult to collect Council Tax from low income working age households, particularly when the weekly Council Tax payment exceeds the maximum attachment to benefit limit of £3.60 per week. For example, a 20% LCTS scheme will require most working age households to pay between £4.32 and £5.04 per week.

#### **vi) Local Land Charges**

The August MTFS report identified an emerging additional corporate risk in relation to a national legal challenge against 374 authorities in England and Wales in respect of search fees paid to Local Authorities for property searches carried out in Local Land Charges departments. If successful these claims could potentially result in local authorities having to make refunds dating back to 2005. Negotiations are currently ongoing at a national level regarding these claims with the objective of settling the claims without court proceedings if possible. In addition to this, discussions are taking place with Central Government regarding the awarding of further New Burdens funding to cover potential claims for refunds. Central Government have not agreed to make any further contribution at present, but have agreed to consider re-opening the New Burdens process if Authorities can provide compelling evidence to show that a further grant should be made. Submissions are being drafted by external solicitors on behalf of all Authorities. At this stage, it is not clear



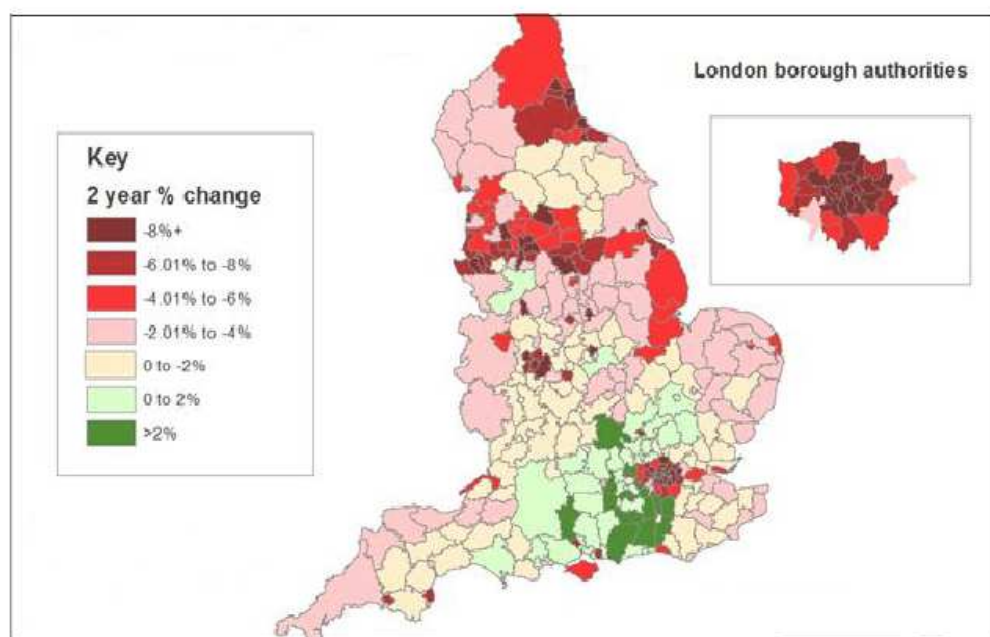
whether any New Burdens grant will be made at all. If Local Authorities are required to make refunds they will be significant across the Country.

## **17. Equality Impact Assessments**

- 17.1** Members are aware from previous MTFS reports that in making financial decisions the Council is required to demonstrate that those decisions are made in a fair, transparent and accountable way, considering the needs and the rights of different members of the community. This is achieved through assessing the impact that changes to policies, procedures and practices could have on different equality groups. The Equality & Human Rights Commission has published a guide for decisions-makers which has been used by Officers assessing the impact of individual savings proposals.
- 17.2** Equality Impact Assessments (EIA) have therefore been undertaken and reviewed by Officers for each proposed saving and details reported to individual Committees within the savings reports to enable Members to satisfy themselves that they are able to consider fully the proposed changes and the likely impact at the point of making decisions.
- 17.3** Each EIA has been independently reviewed and subject to internal challenge together with an overall central assessment to determine the cumulative impact on each individual “protected characteristic” to identify where specific consultation requirements are needed. Each EIA has sought to identify whether:
- there is no major change to the service if the proposal is implemented;
  - adjustments or changes should be made to the proposal;
  - the proposal should continue even though there may be an impact, or;
  - the proposal should be stopped or removed.
- 17.4** Although the greatest overall potential impact is in relation to Age and Disability strands it has been assessed that there is no requirement to arrange further corporate consultation in relation to the budget proposals. The EIAs specify actions that will be undertaken to ensure impact is minimised and arrangements are in place to ensure those actions are regularly monitored, reviewed and updated if any adverse impact is identified during monitoring.
- ## **18. Consultation Feedback**
- 18.1** Budget consultation meetings have been held with the Trade Unions and Business Sector in October 2013 and January 2014. Minutes from the October meetings were included in the December MTFS report and minutes from the January 2014 meetings are attached at Appendix O.

## 19. CONCLUSION

- 19.1 The Council has had to manage significant funding cuts over the last three years both in relation to specific funding regimes and the General Fund Budget. The cuts in specific funding regimes have had to be managed by reducing spending to the level of the reduced grant, or where the grant has been removed completely the service has been stopped. This position reflects the pressure on the General Fund Budget which cannot afford to replace this funding owing to the impact of Government funding cuts.
- 19.2 The cuts to the General Fund Budget up to 2013/14 have been achieved without the level of compulsory redundancies, or the adverse impact on services, which would have been expected with this level of grant cut. However, this should not be interpreted as understating the scale of the challenges the Council has addressed, but reflects the proactive approach adopted to managing this position.
- 19.3 This position has been repeated across the Country as all Councils have a legal responsibility to set a balanced budget. It has been recognised that Councils have been at the forefront of the Government's deficit reduction plan – although not out of choice. **However, despite the cuts in funding managed by Councils over the last few years, Local Government faces further significant funding cuts in 2014/15 and 2015/16.** These additional grant cuts will increasingly result in more difficult decisions for individual Councils and visible service cuts to the public.
- 19.4 There is a danger that the Council's ability to manage the grant cuts imposed up to 2013/14 undermines the scale of the financial challenges facing the Council in 2014/15 and the following two years from continuing grant cuts. It is therefore essential that Members recognise that 2014/15 is a watershed year and will require the Council to begin making even more difficult decisions than has been the case over the last three years.
- 19.5 The Provisional Local Government Settlement was issued on 19<sup>th</sup> December 2013 and provides details of the Core Revenue grant cuts for 2014/15 and 2015/16. The Government continues to present these funding cuts as reductions in 'spending power', which reduces the headline percentage reduction. However, 'spending power' cuts still have a disproportionate impact on Councils more dependent on Government grant in recognition of the needs of the local community and the ability to raise funding locally. The following heat map (produced by Newcastle City Council) shows the combined changes in 'spending power' for 2014/15 and 2015/16 across England (a colour copy of the heat map will be provided at the Committee meeting to better highlight the regional differences).



- 19.6 In terms of the impact of the Government funding announcement for the next two years **the key issue for the Council is the actual Core Revenue grant cuts for 2014/15 and 2015/16, which are significant and confirm the planning assumptions the Council has been working to as summarised in the following table:-**

|                                       | 2014/15<br>£'000 | 2014/15<br>Percentage<br>cut | 2015/16<br>£'000 | 2015/16<br>Percentage<br>cut |
|---------------------------------------|------------------|------------------------------|------------------|------------------------------|
| Actual Grant cut                      | <b>5,984</b>     | 9.6%                         | <b>8,213</b>     | 14.6%                        |
| Forecast Grant cut                    | <b>5,992</b>     | 9.6%                         | <b>8,127</b>     | 14.4%                        |
| Increase/(decrease)in<br>grant cut    | <b>(8)</b>       |                              | <b>86</b>        |                              |
| Cumulative Grant cut<br>since 2010/11 | <b>£22.365m</b>  | 28%                          | <b>£30.578m</b>  | 39%                          |

- 19.7 The Core Revenue Grant cuts continue to have a disproportionate impact on Councils which are more dependent on grant funding as these cuts result in higher cash reductions and therefore greater cuts in services.
- 19.8 The continuing Core Revenue grant cuts mean that the budget cuts identified for 2014/15 need to be implemented to avoid deferring an unmanageable budget deficit until 2015/16. In 2015/16 the Council faces the most difficult year so far.

- 19.9 The report provides an update on a range of planning assumption changes identified since the December MTFS report was prepared, which include the results of the recently announced triennial pension fund valuation and local calculations recently completed in relation to the Council Tax base and the Collection Fund. Whilst, the Council Tax base and Collection Fund provide additional resources to support the 2014/15 budget, these calculations could have produced a budget pressure, particularly the Collection Fund.
- 19.10 The Chief Finance Officer and the Corporate Management Team have considered the impact of the changes in planning assumptions and officers' professional advice is to use these resources to continue the multi-year approach to managing the financial challenges facing the Council over the next 3 years. This approach is designed to provide a sound financial strategy for managing continuing cuts in Government funding, which by 2015/16 will result in grant funding being **£30.5m (39%)** lower than it was in 2010/11. Further grant cuts are anticipated in 2016/17.
- 19.11 The strategy recommended by the Chief Finance Officer and Corporate Management Team is designed to:
- Provide a longer lead time to implement the more difficult budget cuts which will be required in 2015/16 and 2016/17;
  - Balance the level of cuts (as far as is practical) between 2015/16 and 2016/17 to ensure there continues to be sufficient management capacity to ensure planned savings, many requiring complex service redesign, are implemented on time. Any delays in achieving planned savings will have an adverse impact on the Council's financial position and require replacement in-year cuts to be implemented, which would be more difficult to achieve and have an adverse impact on services.
- 19.12 The recommended strategy provides additional support for the 2015/16 and 2016/17 budgets from a combination of the permanent planning assumption changes and the additional one-off resources which can be carried forward. These measures reduce the budget cuts which will need to be implemented in **2015/16 to £6.030m**, a reduction of £1.788m. Achieving this level of budget cuts will be extremely challenging. Detailed proposals will be identified early in the new financial year to enable Members to develop a savings programme and ensure there is an adequate lead time to implement these cuts.
- 19.13 It needs to be recognised that the proposed strategy for 2014/15 and 2015/16 will defer an additional budget deficit of £0.197m until 2016/17 and require savings in **2016/17 of up to £8.797m**, based on current forecasts. However, the strategy does reduce the total forecast budget cuts in 2015/16 and 2016/17 from **£16.4m to £14.8m**, a reduction of **£1.6m**.
- 19.14 From 2015/16 budget decisions required to address grant cuts will be increasingly more difficult to explain to the public. This will be particularly the case in the context of how Council Tax is spent, as the services which will

need to be prioritised are not universally used by all residents and cover the social care services that many people do not realise the Council provides. This is not just an issue for Hartlepool, although it particularly affects those Councils suffering disproportionate grant cuts. This is anticipated to require increasing numbers of compulsory redundancies as the measures implemented in previous years to delete vacant posts and restructure management roles cannot continue in the same manner to provide the mitigation which has been achieved in previous years.

- 19.15 As a result of the Government's decision to mainstream funding for LCTS schemes one of the most difficult policy choices facing individual Councils is how to allocate the available (and reducing) Core Revenue Grant. Essentially this is a choice between protecting low income working age households in receipt of LCTS support (many in low paid employment) and the level of cuts in services. **There is no impact on low income pensioners eligible for LCTS support as they continue to be fully protected from these funding changes.**
- 19.16 For Hartlepool the LCTS funding changes underpin the recommended 2014/15 LCTS cut of 12%. In 2015/16 the impact of higher cuts in the Core Revenue Grant mean that Members will need to decide whether to protect the funding allocated towards the LCTS in 2015/16, or to share the funding cut across the LCTS and the General Fund budget. The Corporate Management Team recommended the grant cut is shared as this reduces the budget cuts in 2015/16 by **£1.4m**, which will be the most difficult budget to set so far. At the Finance and Policy Committee on 19<sup>th</sup> December 2013 Members supported this option and this is the planning assumption used in this report. Members have recognised that this will require a 20% LCTS cut in 2015/16.
- 19.17 Over the last few years the Council has adopted a multi-year approach to managing the various financial challenges the Council faces. This approach has been designed to protect services as far as possible and to avoid exposing the Council to unnecessary financial risk, which could result in the need to make in-year budget cuts. Given the increasing financial challenges and risks facing the Council it is essential this approach continues and the proposals detailed in this report are designed to continue this approach as far as is possible in the current financial climate. The report therefore recommends a strategy which allocates additional one-off resources to address risks, support the General Fund Budget over the next three years and provide additional LCTS support. Therefore, protecting the medium term financial position and services.

## 20. RECOMMENDATIONS

- 20.1 At the time this report was prepared the final Local Government Finance Settlement for 2014/15 had not been issued by the Government. It is not anticipated that there will be any significant changes to the provisional grant allocations issued before Christmas. In the event of any minor change in the final grant for 2014/15 is recommended this is addressed by increasing, or decreasing the use of one-off resources.
- 20.2 For Members convenience the detailed recommendations are provided in the following paragraphs on the basis of the individual sections in this report which require recommendations
- 20.3 **2013/14 Outturn Issues, including Review of Reserves (details in section 4 and 5)**
- 20.4 Approve the allocation of the available one-off funding of £2.640m (which includes £0.680m from the 2012/13 Uncommitted Outturn, £0.860m Uncommitted Equal Pay Provision and £1.1m from the 2013/14 forecast General Fund Outturn, ) to support the following issues, which for completeness includes £0.2m to support the Highways Maintenance Programme which was approved by Council on 25<sup>th</sup> July 2013:

| <b>Items to be approved by Finance and Policy Committee 31.01.14 and referred to Council 06.02.14</b> |         |
|---|---------|
| - Business Rates risks  | £0.900m |
| - Support of Local Council Tax Support scheme   | £0.860m |
| - Support of MTFS 2014/15 to 2016/17  | £0.680m |
| <b>Item approved by Council 25.07.13</b>  |         |
| - Support for Highways Maintenance Programme  | £0.200m |
|   | £2.640m |

- 20.5 Approve the forecast General Fund Outturn and one-off commitments detailed in Appendix C, which includes £0.729m to support the 2014/15 to 2016/17 MTFS;
- 20.6 Note that the higher forecast General Fund Outturn detailed in Appendix C cannot be relied upon when setting the 2014/15 budget and if this higher outturn is achieved a strategy for using the uncommitted outturn will be developed as part of the 2015/16 budget proposals for approval by Members.
- 20.7 Approve the allocation of the one-off surplus of £130,000 achieved on the Future Jobs Fund scheme as detailed in paragraph 4.9 to support the current level of demand for Business Grants in 2014/15 and 2015/16.
- 20.8 Approve the allocation of the one-off funding arising from Core Revenue grant changes lined to the Education Services Grant of £2.720m to support Regeneration Priorities £0.4m (as detailed in recommendation 20.41) and the core revenue budget £2.320m as follows:

- 2014/15 - £0.32m
- 2015/16 - £1.0m
- 2016/17 - £1.0m

20.9 Note that the forecast one-off funding of £2.720m which will be received in 2013/14 and 2014/15.

20.10 To note that assuming Members approve the above recommendations, **which underpin the financial strategy recommended in this report and are reflected in the budget deficits detailed in this report**, these resources will be held in a '2014/15 to 2015/16 MTFS Budget Support Fund Reserve'. For completeness the table includes one-off resources approved in the 2013/14 MTFS to show the total value of one-off funding being used over the next three years to support the revenue budget:

Summary of contributions to 2014/15 to 2016/17 MTFS Budget Support Fund

|   | £'000 |
|---|-------|
| <b>Items recommended as part 2014/15 MTFS</b>                 |       |
| (a) 2012/13 Uncommitted outturn – paragraph 20.4              | 680   |
| (b) 2013/14 Forecast Outturn – paragraph 20.5                 | 729   |
| (b) Core Revenue Grant changes linked to ESG – paragraph 20.8 | 2,320 |
| <b>Previously approved as part 2013/14 MTFS</b>               |       |
| (a) Delayed Collaboration savings reserve                     | 133   |
| (b) 2013/14 Budget Support Fund                               | 200   |
|   | 4,062 |

Summary of planned use of 2014/15 to 2015/16 MTFS Budget Support Fund

|   | £'000 |
|---|-------|
| Support of 2014/15 Budget               | 671   |
| Support of 2015/16 Budget               | 1,743 |
| Support of 2016/17 Budget               | 1,648 |
| Total budget support 2014/15 to 2016/17 | 4,062 |

**20.11 Funding for Local Council Tax Support (LCTS) Scheme and Local Welfare Support (details in section 7.8 and 7.24 respectively)**

20.12 Note the Government's decision that from 2014/15 the specific grant to support for Local Council Tax Support schemes will be included in the Core Revenue Grant. This change will require individual Council's to determine

how the Core Revenue Grant is allocated between support for the LCTS scheme and General Fund Services.

- 20.13 As a result of this change it is recommended that for 2014/15 the amount of grant allocated towards the MTFS is maintained at the same level as 2013/14, which underpins the recommended 2014/15 LCTS scheme to be referred to Council on 30<sup>th</sup> January 2014.
- 20.14 For 2015/16 it is recommended that the 2015/16 grant cut is shared across the General Fund budget and the LCTS scheme, which will reduce the 2015/16 General Fund budget cuts by approximately **£1.4m**. The forecasts in this report assume Members will confirm this proposal.
- 20.15 Note the Government's decision to withdraw the Local Welfare Support funding from 2015/16.
- 20.16 Approve the allocation of the available Local Welfare Support funding of £0.78m (i.e. forecast 2013/14 uncommitted outturn of £0.145m and 2014/15 grant allocation of £0.635m) to provide the following annual allocations over the period of the MTFS. To note this strategy does not provide a permanent funding solution and the position for 2017/18 will need to be reviewed when the MTFS is rolled forward to include this year.

|                               | 2014/15<br>£'000 | 2015/16<br>£'000 | 2016/17<br>£'000 | Total<br>£'000 |
|-------------------------------|------------------|------------------|------------------|----------------|
| Staffing resources *          | 80               | 80               | 80               | 240            |
| Grants/support to individuals | 180              | 180              | 180              | 540            |
|                               | 260              | 260              | 260              | 780            |

**20.17 General Fund Revenue Budget 2014/15 to 2016/17 (details in section 8)**

**20.18 2014/15 Issues**

- 20.19 Note the actual grant cut for 2014/15 of **£5.984m**, which is a reduction of **9.4%**.
- 20.20 Approve the budget pressures detailed in Appendix E.
- 20.21 Approve the following package of measures to fund the 2014/15 gross budget deficit of £9.117m:



|   |              |
|---|--------------|
|   | £'000        |
| <b>Gross Budget deficit 2014/15</b>                         | <b>9,117</b> |
| Changes in Planning assumption (paragraph 8.3)              | (1,797)      |
| Public Health Funding                                       | (500)        |
| Full Year ICT saving (includes potential rental income)     | (500)        |
| <b>Sub Total</b>  | <b>6,320</b> |
| Additional changes in Planning Assumptions (paragraph 8.10) | (1,273)      |
| Planned savings   | (4,376)      |
| <b>Sub Total</b>  | <b>671</b>   |
| <b>Use of one-off funding</b>                               | <b>(671)</b> |
| <b>Net budget deficit 2014/15</b>                           | <b>0</b>     |

20.22 To note the use of one-off funding of £0.671m defers part of the budget deficit to 2015/16, which provides a longer lead time and is reflected in the 2015/16 forecast deficit.

20.23 Confirm that having reconsidered on 19<sup>th</sup> December 2013 the issues referred from the extraordinary Council on 19<sup>th</sup> November 2013 that the following recommendations are included in the Budget proposals to be submitted to Council on 6<sup>th</sup> February 2014:

- vi) That option 3 is approved and that any unallocated Ward Member budget funds be carried forward and put in a reserve to continue Ward Member budgets for future years.

To note that based on the forecast Ward Member budget outturn for 2013/14 it is anticipated £100,000 will be uncommitted and then carried forward to 2014/15, although the final outturn will depend on the value of schemes approved before the year end.

- vii) That in response to the recommendation of Council at their Extraordinary meeting on 19<sup>th</sup> November 2013, a proportion of unspent Ward Member budget 2013/14 funds should not be allocated to support Hartlepool Voluntary Development Agency (HVDA) for the provision of Capacity and Resource Building in the VCS from 2014/15. Individual Ward Councillors had already made commitments to allocate £14,500 to HVDA and should other Councillors wish to do the same that was for them to decide individually as agreed at the Extraordinary meeting of Council.

- viii) That Ward Member funding be reduced in 2014/15 to fund the Environmental Apprenticeship Scheme of £34,000, as recommended by the Regeneration Services Committee on 26<sup>th</sup> September 2013.

This proposal commits £34,000 from the 2013/14 overall Corporate outturn as detailed in Appendix C and is reflected in recommendation (v) below.

- ix) That Finance and Policy Committee having reconsidered the Community Pool Funding Programme allocation for 2014/15, as previously determined by Finance and Policy Committee on 18 October 2013, in line with the proposal agreed by Council at their extraordinary meeting on 19<sup>th</sup> November, indicates that no variation to that decision be made.
  - x) That the 2014/15 total Ward Member budget be set at £132,000 and funded from the overall corporate outturn as detailed in Appendix C. This will provide a budget of £4,000 for each Member, which is a reduction of 20% on the 2013/14 budget of £165,000.
- 20.24 Approve the proposal to earmark the temporary employers' pension contribution saving in 2014/15 in relation to the Chief Executive's post of £30,000 to increase the number of apprenticeships by 2 and to allocate these places to young people who have chosen to stay in care or care leavers.
- 20.25 Note that in line with the Government funding conditions for the Better Care Fund the detailed strategy for using these resources will be approved by the Health and Well Being Board and details will be reported to a future meeting of the Finance and Policy Committee and to note that the 2014/15 'Better Care Fund' includes £1.794m of existing grant which is used to fund continuing Adult Social care expenditure commitments. At this stage it is unclear what commitments need to be funded from the additional 2014/15 grant of £0.503m. For planning purposes, it is not anticipated that this will benefit the General Fund budget in 2014/15. However, there may be some limited scope to enable existing Adult Care services that contribute to the Better Care Fund priorities to be funded from this grant subject to the detailed grant conditions and details will be reported to a future Finance and Policy Committee.
- 20.26 **Council Tax 2014/15 and 2015/16 (details in section 10)**
- 20.27 Approve a Council Tax freeze for 2014/15
- 20.28 To note that on 15<sup>th</sup> January 2014 the Department for Communities and Local Government wrote to Councils stating - *"Ministers have agreed that the funding for 2014/15 (including 2015/16) freeze grant should be built into the spending review baseline. This gives as much certainty as possible at this stage that the extra funding for freezing Council Tax will remain available"*.
- 20.29 Approve an indicative Council Tax freeze for 2015/16, and to note that the final decision will be made in February 2015 and the Government will bring forward proposals for a 2014/15 Council Tax freeze scheme in due course.
- 20.30 Approve the production of an explanatory Council Tax leaflet for 2014/15 to provide information on the Councils' financial position and note the cost of approximately £1,800 can be funded from existing budgets.

**20.31 2015/16 and 2016/17 Issues (details in section 11)**

20.32 Note the actual Core Revenue grant cuts for 2015/16 of **£8.213m**, which is a reduction of **14.6%** and anticipated further cuts in 2016/17.

20.33 Note that after reflecting the strategy detailed in this report the Council will need to make cuts of **£6.030m in 2015/16** and forecast cuts in **2016/17 of £8.797m**.

**20.34 Early Intervention Grant (EIG) (details in section 13)**

20.35 Approve the proposed savings detailed in Appendix K which are required to address the Government EIG grant cut of £1.512m - a 25% cut;

**20.36 Public Health (details in section 14)**

20.37 Approve the allocation of the forecast 2013/14 Public Health saving of £0.5m as an earmarked reserve to manage in-year Public Health risks in the first year of operating these services. In the event these monies are not needed in 2013/14 it is recommended that they are set aside to manage ongoing financial risk in this area.

20.38 To note that the use of Public Health funding of £0.5m in 2014/15 and future years to fund eligible General Fund expenditure is only sustainable whilst the existing grant continues and there is a potential risk that this grant is reduced in future years.

**20.39 Capital Programme 2014/15 (details in section 15)**

The following recommendations will be implemented once approved by the Finance and Policy Committee on 31<sup>st</sup> January 2014 and Council on 6<sup>th</sup> February 2014 unless otherwise stated as requiring a further report.

20.40 Note the detailed ring fenced Government Capital allocations for 2014/15, as detailed in the following table and delegate authority to the relevant Policy Committee to approve detailed proposals for using these ring fenced funds.

| 2013/14<br>Capital Grant<br>£'000 |                            | 2014/15<br>Capital Grant<br>£'000 |
|-----------------------------------|----------------------------|-----------------------------------|
| 1,351                             | Local Transport Plan       | 1,556                             |
| 269                               | Adult Social Services      | 275                               |
| 1,144                             | Schools Capital Programme* | 950                               |

\* estimate pending notification of actual allocation.

- 20.41 Approve the proposals for using the 2014/15 Council Capital Fund of £1.0m (funded from £0.6m of Prudential Borrowing and £0.4m of one-off resources) as detailed in Appendix L to fund:
- Regeneration schemes of £0.45m and delegate authority to the Finance and Policy Committee to approve detailed proposals for using these resources; and
  - Property Schemes of £0.55m and delegate authority to the Finance and Policy Committee to approve virement between individual schemes if necessary once final costings are known.
- 20.42 Note that £0.185m of 2013/14 Council Capital Fund allocated for potential works to the Indoor Bowls Club will be carried forward as uncommitted at the year end. Any decision on the use of these resources will be subject to a separate report to the Finance and Policy Committee and subsequent referral to full Council for approval. These resources will be held as uncommitted until the detailed master planning for the Mill House site has been completed.
- 20.43 Note the inclusion of £2.095m with the 2013/14 Prudential Borrowing to temporary fund previously approved capital expenditure on HMR pending the completion of land sales in 2014/15 and the receipt of capital income.
- 20.44 Approve the Street Lamp Replacement scheme at a capital cost of £4.98m which will be funded from Prudential Borrowing and from 2015/16 achieve a minimum General Fund budget saving of £40,000 (net of annual loan repayment costs). To note that the major financial risk relates to the equipment costs which make up 75% (£3.6m) of the overall scheme cost. This risk will be managed through the procurement process and if this cost exceeds £3.6m plus 5% a further report will be submitted before the scheme progresses.
- 20.45 Approve the provision of car parking facilities at Macaulay Road at a capital cost of £0.145m to be funded from forecast capital receipts.
- 20.46 Approve the proposal to develop a detailed business case to extend the Social Housing development project, which it is envisaged will provide an additional 35 to 40 properties. If Members support this proposal the detailed business case will be submitted to a future Finance and Policy Committee and then referred to Council. The business case will outline a strategy to achieve value for money from the available Prudential Borrowing through the appropriate mix of buying and refurbishing run down properties, or the purchase of 'ready to let' properties not requiring renovation. The business case will also be linked into wider regeneration objectives, including the Housing Market Renewal project where this is appropriate.
- 20.47 Approve the proposal to build an Independent Living Centre at Burbank Street and note that a detailed business case on the recommended option

for achieving this development will be reported to a future Finance and Policy Committee and Council for final approval.

20.48 Approve the capital budget for the replacement of the following Operation Equipment

- Vehicles Replacement Programme – 2014/15 capital expenditure £1,115,000
- Replacement of Wheelie Bins – 2014/15 capital expenditure of £60,000

20.49 **Robustness of Budget forecasts (details in section 16)**

20.50 Note the detailed advice provided by the Chief Finance Officer in section 16 and the following specific recommendations underpinning this advice.

20.51 Approve the strategy for managing capital receipts risks, including the Jacksons Landing project, detailed in paragraph 16.3 (iii) and the earmarking of the following resources to manage this risk:

- Right to Buy income of £191,000;
- One-off Government Grant refund in relation to the New Homes Bonus adjustment £211,000;
- Uncommitted 'Major Regeneration Reserve' of £100,000; and
- Unused Prudential borrowing approval (repayment costs covered within the existing revenue budget) for 'Major Regeneration Projects' of £393,000.

20.52 Approve that the earmarking of the above resources is reviewed on a regular basis to determine if/when these resources can be un-earmarked and made available for other priorities determined by Members. It is recommended that the trigger points for this review will be progress in achieving the capital receipts target and progress on the Jacksons Landing project.

## 21 REASONS FOR RECOMMENDATIONS

21.1 To enable the Finance and Policy Committee to approve 2014/15 Budget and Policy Framework proposals, which provide a robust financial basis for 2014/15 and future years, to be referred to Council in February to enable the 2014/15 Budget and Council Tax to be set.

## **22. BACKGROUND PAPERS**

- 22.1 Medium Term Financial Strategy 2014/15 to 2016/17 reports – Finance and Policy Committee 31<sup>st</sup> May 2013, 2<sup>nd</sup> August 2013, 19<sup>th</sup> December 2013 and 3<sup>rd</sup> January 2014. Review of Reserves report - Finance and Policy Committee 19<sup>th</sup> September 2013.

## **23 CONTACT OFFICER**

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**DETAILS OF FEEDBACK FROM INDIVIDUAL POLICY COMMITTEES ON  
2014/15 PROPOSED SAVINGS AND BUDGET PRESSURES**

**1      Adult Services Committee (4 November 2013)**

**1.1      Adult Services**

1.2      The Adult Services Committee reluctantly agreed to the savings proposals relating to Adult Services. The Committee considered that there were no other alternative options and emphasised the need to try and maintain front line services as far as possible.

1.3      Members expressed great concern at the scale of the cuts and the longer term implications that the cuts will have on services, staff and the community. Members also expressed concern at the potential implications of further cuts in 2015/16 and beyond.

**1.4      Children's Services Committee (5 November 2013)**

**1.5      Education**

1.6      The Children's Services Committee reluctantly supported the savings proposals relating to Education, however, in relation to the saving proposed for discretionary transport, a separate report will be presented to the Committee in January for Members consideration / decision on this saving.

1.7      The Committee made the following comments on the savings proposals:-

Educational Psychology – Members highlighted that the saving proposed for the Educational Psychology Service was on a balance of risk with the risk being whether the schools will buy the service. Members were reassured by the Assistant Director that the service can generate sufficient income and a business plan is in place.

Data Management Service – The Committee questioned whether the Local Authority could offer all the services schools require in relation to data management rather than schools purchasing services from this Local Authority and another. The Assistant Director confirmed that this would be explored.

**1.8      Children's Services**

1.9      The Children's Services Committee reluctantly supported the savings proposals relating to Children's Services.

**1.10 Finance and Policy Committee** (8 November 2013)

- 1.11 The Finance and Policy Committee acknowledged the difficult financial position facing the Council in 2014/15 and the increasing challenges to be faced in coming years. The Committee went on to look in detail at the following saving programme areas for 2014/15:

- The Chief Executives Department; and
- The Resources Division of Regeneration and Neighbourhoods.

**1.12 THE CHIEF EXECUTIVES DEPARTMENT**

The Committee reluctantly supported the £457,000 of savings identified and noted that this exceeded the £338,000 savings target initially identified. During the course of discussions, the following comments were made.

**Chief Solicitor's Division**

- 1.13 Staffing Savings - The Committee was made aware of a letter submitted by UNISON expressing concerns regarding the impact of proposed 'staffing savings' within the Chief Solicitors Division. Concern was expressed that the impact of the new governance arrangements was not yet fully known and it was suggested that this saving could be met from the additional savings identified over and above the original £338,000 target.
- 1.14 In response to the issues raised, the Committee noted that the additional savings had been identified as part of an approach to protecting front line services and as such formed part of the Council's overall savings requirements. It was, however, agreed that the concerns raised would be discussed further with UNISON in the interim period between the Finance and Policy Committee meetings on the 8 November and the 29 November 2013.

**Assistant Chief Executive's Division**

- 1.15 Changes to Management Arrangements - In relation to proposed changes to management arrangements within the division, the Committee sought clarification as to the proposal for the retention of one post for 6 months of the 2014/15 financial year, to enable the full implementation of national changes.
- 1.16 Members welcomed confirmation that funding for the post would cease in April 2014 and that funding would be provided from 'one off' reserves to enable the post to continue for 6 months to enable the completion of the required work. Members were assured that the one-off monies, and any redundancy payments, would be paid up to the point when the post was no longer required (i.e. at the end of the 6 month period).
- 1.17 Absorption of Lost Schools Income – Members noted the intention in 2014/15 to absorb the lost schools income within the context of the savings



proposals and expressed concern that this was unsustainable in the longer term, placing pressure on other service areas. The Committee welcomed clarification that this was a one off proposal for 2014/15 to maintain the availability of services that can be sold to schools, leaving charges at their current rates to encourage schools not to change providers. Members were also assured that any future loss would be met by reductions in resources from those areas of the division delivering services to schools, with no impact on other service areas.

#### **1.18 THE RESOURCES DIVISION OF REGENERATION AND NEIGHBOURHOODS**

- 1.19 The Finance and Policy Committee reluctantly agreed to the savings proposals relating to the Resources Division of Regeneration and Neighbourhoods and Adult Services, with no specific issues raised.

#### **Neighbourhood Services Committee (11 November 2013)**

- 1.20 The Neighbourhood Services Committee acknowledged the difficult financial position facing the Council in 2014/15 and went on to look in detail at the following saving programme areas for 2014/15:

- Neighbourhood Management Section of the Regeneration and Neighbourhoods Department; and
- Neighbourhoods Division of the Regeneration and Neighbourhoods Department.

#### **1.21 NEIGHBOURHOOD MANAGEMENT SECTION OF THE REGENERATION AND NEIGHBOURHOODS DEPARTMENT**

- 1.22 The Committee highlighted the exceptional nature of the Councils workforce and reluctantly supported the savings identified for 2014/15. During the course of discussion the following issues were raised.

- 1.23 Engagement - Members drew particular attention to the effectiveness of the interface between themselves and the Neighbourhood Managers and requested that the Neighbourhood Management Team be specifically thanked for all their hard work.
- 1.24 Loss of Police Funding - Members reiterated their concerns regarding the financial challenge facing the Council and attention was drawn to the impact of the loss of police funding. Members noted that further discussions would be needed in relation to the impact of this funding reduction and it was agreed by the Committee that the most appropriate course of action would be for a further report to be presented to the Finance and Policy Committee. Officers were asked to ensure that Members of the Neighbourhood Services Committee are invited to participate in discussions at this meeting and are provided with a copy of the report.

**1.25 NEIGHBOURHOODS DIVISION OF THE REGENERATION AND NEIGHBOURHOODS DEPARTMENT**

- 1.26 The Committee reluctantly supported the savings identified for 2014/15 and during the course of discussion the following issues were raised.
- 1.27 Parks and Countryside (Grounds Maintenance / Cemeteries and Crematoria) – Members sought reassurance that the savings proposals would not result in an increase in cremation fees and if there would be a reduction in staff numbers. The Committee was advised that the intention was not to increase cremation fees as part of the savings programme for 2014/15, however, given the financial challenge facing the Council an increase in fees would be need to be considered as part of any future savings proposals. It was also noted that a reduction in staff numbers would be achieved through natural wastage.
- 1.28 Members sought clarity in relation to the need to balance savings in this division against the existing subsidy provided by income generation and fee charges. The Committee was advised that the trading accounts are reliant on income generation and fees, on this basis, there are risks in achieving income generation targets in an area where there is significant competition. It was emphasised that levels set for income generation against trading accounts are now at their maximum and should not be increased.
- 1.29 In relation to horticultural activities, Members queried the potential for residents to take over responsibility for the maintenance of areas of land and in particular what the position would be in terms of insurance. The Committee was advised that expressions of interest to work in partnership with the Council to take over such maintenance would be welcomed with insurance not expected to be a real issue. However, experience has shown that such arrangements were not always sustainable in the longer term.
- 1.30 School Crossing Patrol - Members sought clarification as to the provision of school crossing patrols at lunch time and were advised that as part of the proposals all lunch time provision would be removed. Members noted this element of the savings proposals and requested that where schools allow children to leave the premises at lunch time, they be asked to ensure that parents are made aware of the absence of a crossing patrol and the need to make their own appropriate arrangements.
- 1.31 It was highlighted that should schools wish to continue the provision of school crossing patrols outside their gates at lunch time, the option exists to either 'buy back' the Councils services or provide their own warden.
- 1.32 Regeneration Services Committee (12 November 2013)**
- 1.33 The Regeneration Services Committee acknowledged the difficult financial position facing the Council in 2014/15 and went on to look in detail at the following saving programme areas for 2014/15:

- Regeneration Services Division of the Regeneration and Neighbourhoods Department; and
- Community Services Division of the Regeneration and Neighbourhoods Department.

**1.34 REGENERATION SERVICES DIVISION OF THE REGENERATION AND NEIGHBOURHOODS DEPARTMENT**

1.35 The Committee reluctantly supported the savings identified for 2014/15 and during the course of discussion the following issues were raised.

1.36 Economic Regeneration - Members queried the position in relation to the TVU and were advised that the savings proposal included a reduction in the Councils overall contribution to the body, circa £16,000 which related to a reduction in rent, however, given the financial challenges facing the Council, further consideration would need to be given to a potential of a reduction in the Councils contribution to the TVU in future years. A report exploring this position will be presented to Members in due course and officers were asked to ensure that as part of this report details be included of funding levels and changes from the inception of the TVU to present day.

**1.37 COMMUNITY SERVICES DIVISION OF THE REGENERATION AND NEIGHBOURHOODS DEPARTMENT**

1.38 The Committee reluctantly supported the savings identified for 2014/15 and during the course of discussion the following issues were raised.

1.39 Members drew attention to a report recently deferred by the Finance and Policy Committee in relation to communication and public relations and highlighted the need to take into consideration the potential for the combination of marketing / promotion activities in to one expanded communication and public relations team. This may provide the opportunity to transfer staff to take up any new positions that may be created within the expanded team.

1.40 The Finance and Policy Committee is asked to note the views / comments expressed by the Policy Committees in the development of finalised savings proposals.

**SCHEDULE OF ONE-OFF STRATEGIC PRIORITIES AND RISKS**

|   | £'000 |
|---|-------|
| <p><u>Business Rates risks</u></p> <p>The key risk relates to the level of the 'safety net' trigger point which will increase to £1.9m in 2014/15 (£1.7m in 2013/14) and the impact of unplanned closures at the Power Station. In 5 of the last 7 years there have been unplanned shutdowns and over time this risk will increase. It is therefore not a case of 'if', but 'when' this financial risk will arise. A reserve of £1m has previously been set aside to manage this risk, but this will only provide funding for an unplanned closure of around 5 months. Given the history of closures over the last seven years it is recommended that a higher risk reserve is needed.</p> <p>In addition to this ongoing risk there is also a risk in relation to the potential cost of successful back-dated rateable value appeals by the Power Station. Given the increase in the rateable value in 2010 it is expected there is a high probability this appeal will be successful. At this stage it is not possible to quantify this risk or the level of Government funding which will be provided towards funding this one-off cost. A further report will be submitted on this risk early in the new year.</p> <p>A recent meeting with the Council's allocated Valuation Office liaison officer confirms the outcome of this appeal will not be known in the near future and a decision will not be made for a number of years, owing to the number of outstanding appeals at a national level and the particular complexity of this appeal. This position increases uncertainty and potentially increases financial risk to the Council that Government funding does not cover the full cost of the back dated element of a successful appeal. Of more financial significance to the Council the delay in this appeal means there is uncertainty over the level of Business Rates retained by the Council, as a successful appeal will result in a reduction in Business Rates paid by the Power Station. At this stage this potential income loss cannot be quantified. However, the longer this appeal remains outstanding the greater the financial risk to the Council if the appeal is successful. The Valuation Office has provided the following information which puts the Rateable Value of the Power Station and the financial risk to the Council into context:</p> <ul style="list-style-type: none"> <li>• Hartlepool Power station has the 4<sup>th</sup> highest gross rateable value of all Power Stations in England;</li> <li>• Hartlepool Power station has the 13<sup>th</sup> highest gross rateable value in England.</li> </ul> <p>The meeting with the Valuation Office also highlighted an additional risk in relation to national appeals lodged by the major supermarkets against increased Rateable Values. Locally this may be a significant issue as 3 supermarkets account for 11% of the total Business Rates income retained by the Council. This position further underlines the financial risk which has transferred to individual Councils as a result of the re-localisation of Business Rates.</p> <p>In view of the above significant financial risks it was previously recommended to increase the Business Rate risk reserve to £1.9m. In relation to the impact of unplanned Power Station closures it is hoped that this reserve will be sufficient to cover any income shortfall below the 'safety net limit' for the period of the current MTFS, which will hopefully avoid the need to make additional in-year budget cuts over the next few years, although this cannot be guaranteed. In the unlikely event that the whole of the reserve is not committed over the period of the MTFS any unused resources will need to be carried forward to manage this ongoing risk, which will increase as the Power Station ages. It needs to be recognised that it will become increasingly difficult to set aside resources in future years to manage this increasing risk owing to the impact of ongoing significant grant cuts.</p> <p>The risks in relation to the Business Rates have been highlighted in a written submission and a meeting with Brandon Lewis, Parliamentary Under-Secretary of State. In response the Minister has subsequently stated that the safety net arrangements 'will provide support for authorities who experience a significant decline in business rates income, for example as a result of unplanned outage at large power stations'. From the Council's perspective this statement does not alter the fundamental financial risk facing the Council in relation to the power station and underpins the recommended strategy of earmarking resources to manage this risk.</p> | 900   |

## 4.1 APPENDIX B

|   |              |
|---|--------------|
| <u>Support of Local Council Tax Support scheme</u><br><br>As previously reported the availability of this funding and the Leader's proposals to use the residual Family Poverty Reserve (£0.15m) to support the LCTS in 2014/15 enables the Council to phase cuts in Council Tax support over a slightly longer period.<br><br>If this funding had not been available a 20% cut in support would not have had been avoided in 2013/14 or 2014/15.   | 860          |
| <u>Support of 2014/15 Revenue budget</u><br><br>This funding will reduce the cuts which need to be implemented in 2014/15 and provide a longer lead time to identify permanent budget cuts.   | 680          |
| <u>Support for Highways Maintenance Programme</u><br><br>The Leader of the Council asked officers to examine the implications of enhancing the existing 5 year planned highways maintenance programme. Allocating £0.2m towards this programme will enable some year 2 schemes to be brought forward. It should be noted that significant funding would be required to address highways conditions issues which have arisen over a number of years. In the current financial climate this will not be possible without an adverse impact on other services. | 200          |
| <b>Total Commitments</b>  | <b>2,640</b> |

| Budget        | Description of Expenditure                     | Projected<br>Outturn Adverse/<br>(Favourable)<br>Worst Case | Projected<br>Outturn Adverse/<br>(Favourable)<br>Best Case | Comments  |
|---------------|--|---|--|---|
| £'000         |  | £'000   | £'000  |   |
| 31,482        | Adult Committee                                | (546)   | (569)  | Underspends predominantly owing to staffing costs and management of contracted services mainly resulting from early achievement of 2014/15 planned savings. These are partly offset by demographic pressures for services.  |
| 21,290        | Child Committee                                | 393   | 190  | Overspend predominantly relates to Children and Families pressures arising from increases in the numbers of looked after children. The range reflects the highly unpredictable and differing care needs within this area. The majority of the increase in outturn projection reflects new children's placements projected to the end of the financial year.   |
| <b>52,772</b> | <b>Total Child &amp; Adult</b>                 | <b>(153)</b>  | <b>(379)</b>   |   |
| 1,985         | Finance & Policy Committee                     | 10  | (20)   | Favourable variance on central departmental budgets £90k which is mainly owing to general fund salary underspends, Functions Catering upto £160k deficit, Building Maintenance deficit £50k , favourable variance on Logistics £80k and £50k School Catering favourable variance.   |
| 4,042         | Regeneration Committee                         | (470)   | (490)  | Favourable variance of £150k relates to the planned contribution to the Major Repairs Reserve on Social Housing (see Table 1). Also included is a £240k surplus on the 'Going Forward' project following successful completion of outcomes. Surplus is to be used to create a reserve to extend existing economic development schemes to March '16. Adverse variance of £90k on Cultural Services relates to a shortfall in income at the Maritime Experience. Building Control and Development Control are projecting an adverse variance on income of between £100k and £240k but this will be covered by the existing income risk reserve.   |
| 17,617        | Neighbourhoods Committee                       | (180)   | (230)  | Waste (recycling income and falling tonnages) £20k favourable, Concessionary Fares renegotiation £200k favourable, Car Parking £250k Adverse resulting from an increase in rates, service charge and maintenance costs. Surplus expected on Engineering Services and Coastal Defence budget £290k . A reserve of £100k will be created to support future Coastal Protection works on the Headland. Adverse variance on Grounds Maintenance £150k relating to additional works required in the Summer and a reduction in Trading Income. Favourable variance on Home to School Transport £30k. Community safety external funding of £50k to be rephased to 14/15 to support ongoing projects (included in contribution to reserves see Table 1). |
| <b>23,644</b> | <b>Total Regeneration &amp; Neighbourhoods</b> | <b>(640)</b>  | <b>(740)</b>   |   |
| 4,807         | Finance & Policy Committee                     | (860)   | (860)  | £350k Housing Benefit Subsidy, £70k Advanced 14/15 savings, £340k staffing vacancies, incremental drift, maternity leaves, £110k additional court costs awarded after an increase in court summons during year  |
| <b>4,807</b>  | <b>Total Chief Executive</b>                   | <b>(860)</b>  | <b>(860)</b>   |   |
| 1,514         | Finance & Policy Committee                     | 57  | 37   | The adverse variance relates to a potential shortfall on licensing income (£15-£35k) and sport and recreation income (£22k) as previously reported.   |
| (165)         | Regeneration Committee                         | 110   | 110  | The increase in adverse variance relates to more accurate expectations following further information on licensing income.<br><br>As previously reported the adverse variance relates to a projected income shortfall on Market income.  |
| <b>1,349</b>  | <b>Total Public Health</b>                     | <b>167</b>  | <b>147</b>   |   |
| <b>82,572</b> | <b>Sub-Total Departmental Budgets</b>          | <b>(1,486)</b>  | <b>(1,832)</b>   |   |

| Budget  | Description of Expenditure   | Projected<br>Outturn Adverse/<br>(Favourable)<br>Worst Case | Projected<br>Outturn Adverse/<br>(Favourable)<br>Best Case | Comments   |
|---------|--|---|--|--|
| £'000   |  | £'000   | £'000  |  |
| 82,572  | <b>Sub-Total Brought Forward</b>   | (1,486)   | (1,832)  |  |
| (1,188) | Additional New Homes Bonus Grant   | (211)   | (211)  | Councils received a one-off New Homes Bonus Grant to distribute monies held back by DCLG. This amount is earmarked towards the strategy for funding ongoing capital risks.   |
| 3,058   | Property Running Costs   | 0   | (135)  | This reflects demand led and seasonal budget fluctuations.   |
| 9,406   | Corporate Budgets  | (3,491)   | (3,491)  | This underspend mainly consists of reduced capital financing costs and lower employee pensions costs. These items have been included as permanent savings in the 2014/15 MTFS. In addition, a contribution from Core Revenue Grant changes linked to the Education Services Grant has been included in the contribution to reserve in Table 1.   |
| 11,276  | <b>Total Corporate</b>   | (3,702)   | (3,837)  |  |
| 0       | <b>Reserve Review</b>  | (631)   | (631)  | On 19th September Finance and Policy Committee agreed to release £0.631m as a result of the review of reserves. It was also agreed that an additional £5,000 per Member would be allocated to Ward Member Budgets totalling £0.165m. This contribution is shown as a one off commitment below.   |
| 93,848  | <b>Sub-Total Corporate &amp; Departmental</b>  | (5,819)   | (6,300)  |  |
|         | <b><u>Commitments to be funded from forecast underspend</u></b>                          |   |  |  |
|         | Commitments agreed MTFS 31.05.13   | 1,100   | 1,100  | This amount is set aside to manage the Power Station Business Rates risk £0.9m. Highways £0.200m   |
|         | Proposed income risk reserve ( Hartlepool Maritime Experience/ Building Control 2014/15) | 200   | 200  | In the current year 2013/14 these adverse income trends have been covered within the forecast Departmental outturns detailed above. As these underspends cannot be relied upon in 2014/15 it is recommended that a reserve is established from the 2013/14 overall outturn to offset these shortfall in 2014/15. In the event these trends continue beyond 2014/15 a permanent strategy for addressing these shortfalls will need to be developed as part of the 2015/16 budget. |
|         | Contribution towards Capital Risk Strategy   | 211   | 211  | As reported in the MTFS update on 02.08.13 the one-off New Homes Bonus grant is earmarked towards the strategy for funding ongoing capital risks.  |
|         | Local Plan Reserve   | 250   | 250  | This reserve will cover estimated costs over the period 2014/15 and 2015/16. Actual costs against this provision will be managed carefully. If the full provision is not needed the details will be reported to Members to enable a strategy for using any uncommitted resources as part of the 2015/16 budget process.  |
|         | Creation of Departmental Reserves/Members Ward Budgets                                   | 3,329   | 3,379  | Details are provided in Table 1.   |
| 93,848  | <b>Net uncommitted forecast outturn</b>  | (729)   | (1,160)  |  |

**SUMMARY OF RESERVES NOT COMMITTED OR HELD IN TRUST**

| Reserve  | Revised Balance as at 1st April 2013 | Reason for/purpose of the Reserve   | Planned Use of Reserve - £000 |         |         |         |                               | Estimated Balance at 31/03/17 |
|--|--------------------------------------|---|-------------------------------|---------|---------|---------|-------------------------------|-------------------------------|
|  |                                      |   | 2013/14                       | 2014/15 | 2015/16 | 2016/17 | Total Planned Use of Reserves |                               |
| Finance - IT Investment  | 62                                   | Created to fund a number of IT projects.  | (34)                          | (28)    | 0       | 0       | (62)                          | 0                             |
| Corporate Strategy - ICT System Development  | 55                                   | Created to fund temporary development resources for enhancements of current ICT systems such as e-bookings and EDRMS and costs attributable to the rationalisation of systems to achieve savings from the provision of ICT. | 0                             | (55)    | 0       | 0       | (55)                          | 0                             |
| People Framework Development   | 18                                   | Provision for the implementation of the Workforce Strategy.   | 0                             | (18)    | 0       | 0       | (18)                          | 0                             |
| Contact Centre   | 15                                   | Identified for staff training to ensure that they meet the revised essential criteria for posts.  | (15)                          | 0       | 0       | 0       | (15)                          | 0                             |
| Registrars   | 15                                   | To be used for redecoration of marriage room and replacement software for certificate production/online certificate requests and contribution to corporate booking system   | (5)                           | (10)    | 0       | 0       | (15)                          | 0                             |
| Corporate Strategy - Working from Home Surplus                                     | 13                                   | Created to manage the costs of home working key fobs between financial years  | 0                             | (13)    | 0       | 0       | (13)                          | 0                             |
| Corporate Strategy - Performance Management  | 13                                   | To support related costs for performance management e.g. covalent charges.  | 0                             | (6)     | (7)     | 0       | (13)                          | 0                             |
| Hartlepool Partnership   | 10                                   | To support the Household Survey costs due in 2013/14.   | (10)                          | 0       | 0       | 0       | (10)                          | 0                             |
| Corporate Strategy - Enhancing Council Profile                                     | 4                                    | Created to fund temporary costs in development and establishing arrangements for enhancing and maintaining the Councils profile including social networking, public relations and other associated elements.                | 0                             | (4)     | 0       | 0       | (4)                           | 0                             |
| Corporate Strategy - Corporate Consultation  | 8                                    | To support the viewpoint panel, online survey system costs .  | 0                             | (8)     | 0       | 0       | (8)                           | 0                             |
| Demographic Pressures in Adult Social Care - SRR (previously Older People Reserve) | 421                                  | Reserve created from ringfenced grant. To be used as a contingency to fund demographic pressures on Older People services in future years.  | 0                             | (100)   | (160)   | (161)   | (421)                         | 0                             |
| Carers Funding from one-off PCT funds  | 120                                  | Reserve created from one off funding received from PCT close to financial year end to deliver priorities for carers support.  | (40)                          | (40)    | (40)    | 0       | (120)                         | 0                             |
| C&F Local Safeguarding Board (Partnership)   | 29                                   | Ring-Fenced Reserve - This is Partnership Funding with other bodies so not all HBC funding; relates to underspends carried forward to support the work of the Board over the next few years.                                | 10                            | 0       | (20)    | (19)    | (29)                          | 0                             |
| Think Family   | 123                                  | 2010/11 balance of grant funding to be carried forward to assist future service delivery.   | (91)                          | 0       | (32)    | 0       | (123)                         | 0                             |
| C & F Care Matters   | 155                                  | Former grant funding set aside to contribute to various schemes including Blakelock Gardens and the Children's Home.  | (50)                          | 0       | (50)    | (55)    | (155)                         | 0                             |



## 4.1 APPENDIX D (1)

| Reserve  | Revised<br>Balance as<br>at 1st April<br>2013 | Reason for/purpose of the Reserve   | Planned Use of Reserve - £000 |         |         |         |  |                                     |
|--|---|---|-------------------------------|---------|---------|---------|--|-------------------------------------|
|  |   |   | 2013/14                       | 2014/15 | 2015/16 | 2016/17 | Total<br>Planned<br>Use of<br>Reserves | Estimated<br>Balance at<br>31/03/17 |
| Child Poverty Local Duties   | 8   | Allocation to fund targeted family work.  | (8)                           | 0       | 0       | 0       | (8)                                    | 0                                   |
| C&F Looked After Children  | 738   | Contribution to the Safeguarding and Specialist Services for the development of Looked After Children in this volatile area; Contingency budget to fund pressures   | (140)                         | (420)   | (178)   | 0       | (738)                                  | 0                                   |
| C&F Donations  | 7   | This Reserve has been created from the various grants and donations received to the LA to pay for various items and equipment for vulnerable children and children looked after.  | 0                             | 0       | (7)     | 0       | (7)                                    | 0                                   |
| Children's Social Care & Early Intervention (previously known as Early Intervention Grant Reserve) | 1,527   | Reserve created from underspend against previous years Early Intervention Grant to support longer term funding changes for Early Intervention Services and Children's Social Care; usage to be determined based on future need and impact of budget reductions but will be utilised over the period of the MTFs | (849)                         | (175)   | (250)   | (253)   | (1,527)                                | 0                                   |
| Adoption Reform  | 0   | Balance of un-ringfenced Grant Funding provided by the DfE in 2013/14 to increase the number of adopters and to enhance the adoption process; to be used in future years to continue the process undertaken during 2013/14  | 170                           | (149)   | (21)    | 0       | 0                                      | 0                                   |
| Youth Offending  | 227   | Ring-Fenced as YOS is a Partnership Budget. Created from planned underspend in previous years to fund YOS initiatives. Discussions are currently on-going with the Partnership Board to determine how these reserves will be used over the next few years to support the service over the period of the MTFs.   | (29)                          | 0       | (100)   | (98)    | (227)                                  | 0                                   |
| School Attainment  | 200   | Created to assist Secondary Schools in improving examination performance requires matched funding from Schools  | 0                             | (200)   | 0       | 0       | (200)                                  | 0                                   |
| Educational Psychologists  | 150   | Reserve created to ensure sustainability of service in future years as schools convert to Academy   | 50                            | (10)    | (95)    | (95)    | (150)                                  | 0                                   |
| Workforce Development  | 25  | This is income received from schools and other LAs towards the Newly Qualified Teacher Development Programme  | (25)                          | 0       | 0       | 0       | (25)                                   | 0                                   |
| School Improvement   | 20  | Reserve created to enhance and develop school improvement.  | 50                            | (70)    | 0       | 0       | (20)                                   | 0                                   |
| Public Health (previously Drug Action Team)  | 588   | Reserve created from slippage around placements for individuals and specific scheme commitments.  | (70)                          | 0       | (518)   | 0       | (588)                                  | 0                                   |
| Mill House   | 101   | The reserve arose from a rates rebate following a review of the leisure centre rateable values in 2006/07.  | (101)                         | 0       | 0       | 0       | (101)                                  | 0                                   |
| Selective Licensing  | 177   | Income generated from fees required to fund the scheme over a 5 year period.  | (93)                          | (84)    | 0       | 0       | (177)                                  | 0                                   |
| Social Housing New Build   | 161   | Ring-fenced reserve created from rental income which represents a contribution to the Major Repairs Fund. This funding is set aside to fund repairs over the lifetime of the housing stock. Expenditure will commence in 2016/17 in line with the detailed business case.                                       | 150                           | 0       | 0       | (150)   | 0                                      | 161                                 |
| Engineering Consultancy Reserve  | 100   | Reserve created to manage Trading Activities over more than one year. This is earmarked to manage potential income shortfalls in future years or potential bad debts in this area.  | 0                             | 0       | (100)   | 0       | (100)                                  | 0                                   |

## 4.1 APPENDIX D (1)

| Reserve                                | Revised Balance as at 1st April 2013 | Reason for/purpose of the Reserve  | Planned Use of Reserve - £000 |         |         |         |                               |                               |
|--|--------------------------------------|--|-------------------------------|---------|---------|---------|-------------------------------|-------------------------------|
|  |                                      |  | 2013/14                       | 2014/15 | 2015/16 | 2016/17 | Total Planned Use of Reserves | Estimated Balance at 31/03/17 |
| Fleet Reserve                          | 100                                  | Reserve needed to fund future repairs and maintenance costs over the whole life of the fleet so that annual charges to clients can remain static over the lifetime of the vehicle.   | (40)                          | (40)    | (20)    | 0       | (100)                         | 0                             |
| Winter Maintenance                     | 50                                   | Funding to cover additional costs incurred during a bad Winter. Ongoing revenue budget is sufficient to cover normal weather conditions and this reserve provides a contingency for additional works which may be required.                | (50)                          | 0       | 0       | 0       | (50)                          | 0                             |
| Passenger Transport Reserve            | 45                                   | Reserve created to manage the risk of income shortfalls in future years in a developing trading area of private hire.  | 0                             | (45)    | 0       | 0       | (45)                          | 0                             |
| Plant Replacement Reserve              | 40                                   | Reserve created to fund the costs associated with Plant Equipment over more than one year e.g. repairs and maintenance or replacement costs.   | 0                             | (40)    | 0       | 0       | (40)                          | 0                             |
| Archaeology Projects                   | 22                                   | Reserve to be used for specific archaeology projects over more than one year.  | 0                             | (22)    | 0       | 0       | (22)                          | 0                             |
| Archaeology - Monograph Series         | 1                                    | Creation of reserve to ensure completion of project and ensure no loss of external funding for the overall project.  | 0                             | (1)     | 0       | 0       | (1)                           | 0                             |
| Tall Ships Reserve                     | 87                                   | This reserve has been set aside to support the residual costs of the Tall Ships event.   | (87)                          | 0       | 0       | 0       | (87)                          | 0                             |
| Seaton CC 'Management'                 | 108                                  | Balance carried forward from previous years and represents surplus's generated by the Community Centre over years. This funding is expected to be used to support the cost of a community resource in Seaton.                              | 0                             | 0       | (108)   | 0       | (108)                         | 0                             |
| Bikeability - Childhood Injuries       | 25                                   | Grant Awarded to contribute towards projects which are underway in 13/14   | (25)                          | 0       | 0       | 0       | (25)                          | 0                             |
| Health & Safety Training               | 20                                   | Legislative requirements for operational staff to be trained to HSE set standards.   | 0                             | (20)    | 0       | 0       | (20)                          | 0                             |
| Community Grants Pool                  | 17                                   | Reserve created year on year from the underspend on the Community Grants Pool budget as this expenditure is 'ring-fenced' by Members for contributing towards the community.   | 10                            | (27)    | 0       | 0       | (17)                          | 0                             |
| Speed Cameras                          | 16                                   | Relates to the funding ring fenced for the Tees Valley Camera Partnership.   | (16)                          | 0       | 0       | 0       | (16)                          | 0                             |
| Business Grants                        | 0                                    | Reserve created from a surplus on the Future Jobs Fund project to be used to support Business Grants in 2014/15 & 2015/16.   | 130                           | (65)    | (65)    | 0       | 0                             | 0                             |
| Economic Regeneration Schemes          | 0                                    | Surplus generated on the Going Forward Project which is to be used to support other projects designed to reduce youth unemployment in Hartlepool and the Tees Valley sub-region, including contract extensions for staff until March 2016. | 240                           | (100)   | (140)   | 0       | 0                             | 0                             |
| Right to Challenge                     | 9                                    | Funding allocated late in 12/13 to fund the costs associated with the additional legislative requirements. Work ongoing in 13/14.  | (9)                           | 0       | 0       | 0       | (9)                           | 0                             |
| Right to Bid                           | 5                                    | Funding allocated late in 12/13 to fund the costs associated with the additional legislative requirements. Work ongoing in 13/14.  | (5)                           | 0       | 0       | 0       | (5)                           | 0                             |
| Strategic One Off Costs - Redundancies | 8,461                                | This reserve has been created to fund the estimated costs of redundancy /early retirement over the period of the MTFs and reflects experience of these costs over the last 4 financial years.  | (2,400)                       | (3,300) | (2,761) | 0       | (8,461)                       | 0                             |

#### 4.1 APPENDIX D (1)

| Reserve  | Revised Balance as at 1st April 2013 | Reason for/purpose of the Reserve  | Planned Use of Reserve - £000 |         |         |         |                               |                               |
|--|--------------------------------------|--|-------------------------------|---------|---------|---------|-------------------------------|-------------------------------|
|  |                                      |  | 2013/14                       | 2014/15 | 2015/16 | 2016/17 | Total Planned Use of Reserves | Estimated Balance at 31/03/17 |
| Strategic One Off Costs - Council Capital Fund   | 650                                  | This reserve is earmarked to fund Corporate Capital Fund commitments in 2013-14.   | (582)                         | (68)    | 0       | 0       | (650)                         | 0                             |
| Strategic One Off Costs - Housing Market Renewal | 291                                  | This reserves covers the commitments in relation to Housing Market Renewal.  | (291)                         | 0       | 0       | 0       | (291)                         | 0                             |
| General Fund                                     | 5,946                                | This balance includes funding allocated to fund specific risks approved as part of the development of the 2014/15 MTFS and these amounts will be transferred to individual reserves during the current year, as part of the formal budget setting process. These issues cover funding allocated to manage the Business Rate risks (£0.9m), support for the 2014/15 budget (£0.680m) and to manage capital risks (£0.191m). When account is taken of these commitments the net uncommitted General Fund reserve is £4.175m. | (1,731)                       | 0       | 0       | 0       | (1,731)                       | 4,215                         |
| Insurance Fund                                   | 3,932                                | The Insurance Fund has been established to provide for all payments that fall within the policy excess claims. Most policies provided by the Council are subject to an excess. Phasing of claims on the Fund is difficult to predict and latest assessment of outstanding claims indicates the Fund will be fully committed over the period of the MTFS. For planning purposes the Fund is shown as phased on an equal basis over the period 2013/14 to 2016/17.   | (1,000)                       | (1,000) | (1,000) | (932)   | (3,932)                       | 0                             |
| Strategic Risk Reserve                           | 2,177                                | The risk reserve was set up to cover one-off equal pay costs which are subject to ongoing litigation. It is currently not possible to forecast the phasing of this reserve and the position will continue to be monitored closely.   | 0                             | 0       | 0       | 0       | 0                             | 2,177                         |
| Local Council Tax Support Scheme Reserve         | 1,197                                | This reserve will be used to support the cuts in Council Tax Benefits. Of the remaining balance Council approved in January 2013 to earmark £0520m to mange LCTS financial risks particularly the impact of higher than anticipated grant cuts, and Finance and Policy Committee on the 24th January 2014 agreed to earmark £0.267m to either delay the forecast 20% reduction in 2015/16 or help alleviate the LCTS General Fund pressure in 2016/17.   | 850                           | 0       | (1,100) | (153)   | (403)                         | 794                           |

## 4.1 APPENDIX D (1)

| Reserve  | Revised Balance as at 1st April 2013 | Reason for/purpose of the Reserve   | Planned Use of Reserve - £000 |         |         |         |                               |                               |
|--|--------------------------------------|---|-------------------------------|---------|---------|---------|-------------------------------|-------------------------------|
|  |                                      |   | 2013/14                       | 2014/15 | 2015/16 | 2016/17 | Total Planned Use of Reserves | Estimated Balance at 31/03/17 |
| Business Rates Risk Reserve                    | 1,000                                | This reserve is earmarked to manage in-year shortfalls in Business Rates and this is the amount set aside at the 31 <sup>st</sup> March 2013. As detailed in the recent MTFS an additional contribution to this reserve of £0.9m will be made in the current year and this will provide a total reserve of £1.9m to manage this risk. This is the level of the 'safety net' level for Hartlepool in 2014/15 and the Council is required to manage shortfall up to this level from its own resources. Business Rates shortfalls are a significant risk for the Council owing to the impact of the Power Station which contributes 17% of the annual Business Rates income. It is anticipated, based on previous experience over the last 7 years that shut downs at the Power Station will result in a reduction in the Business Rates received by the Council. It is difficult to predict which financial years this reserve will be used in, therefore for planning purposes it is assumed the reserve will be phased equally over the years 2014/15 to 2016/17. | 900                           | (633)   | (633)   | (634)   | (1,000)                       | 0                             |
| Support 12/13 Loss of Council Tax Freeze Grant | 727                                  | This reserve was created to mitigate the loss of the 2012/13 Council Tax Freeze Grant.  | (348)                         | (379)   | 0       | 0       | (727)                         | 0                             |
| Support for Local Council Tax Support Scheme   | 0                                    | This reserve was created to manage the LCTS financial risks, particularly the impact of higher than forecast anticipated future grant cuts  | 860                           | (440)   | (153)   | (267)   | 0                             | 0                             |
| Living Wage                                    | 0                                    | This reserve was created from savings in Members Allowances to cover the cost of implementing the Living Wage as approved by Finance & Policy Committee 23rd August 2013  | 49                            | (49)    | 0       | 0       | 0                             | 0                             |
| Supporting Family Poverty                      | 309                                  | This Reserve was created to support Family Poverty Initiatives in the town. Members agreed this funding could be used to support the Local Council Tax Support Scheme.  | (160)                         | (149)   | 0       | 0       | (309)                         | 0                             |
| Pension actuarial reserve                      | 232                                  | This reserve was created to manage pension costs over 3 year period of the current actuarial valuation, which cover the period up to 2014/15.   | 0                             | 0       | 0       | 0       | 0                             | 232                           |
| ICT Reserve                                    | 200                                  | Created to fund one off costs relating to the new ICT contract  | (200)                         | 0       | 0       | 0       | (200)                         | 0                             |
| Members Ward Issues                            | 194                                  | Used to fund ward issues for Members  | 43                            | (132)   | (105)   | 0       | (194)                         | 0                             |
| Environmental Apprenticeship Scheme            | 0                                    | Recommended by the Regeneration Services Committee on the 26/9/13. the reserve has been created to continue this initiative.  | 34                            | (34)    | 0       | 0       | 0                             | 0                             |
| Carbon Reduction                               | 165                                  | The Carbon Reduction Commitment is a mandatory scheme aimed at improving energy efficiency and cutting emissions in large public and private sector organisations. This reserve is set aside to fund the payment of Carbon Allowances in 2013/14 and 2014/15  | (165)                         | 0       | 0       | 0       | (165)                         | 0                             |
| Business Transformation Set Up Costs           | 165                                  | Funds set aside for Implementation costs of Business Transformation Programme and will now be used to fund costs associated with the 3 borough collaboration project which aims to deliver ongoing savings of £2.297m (£1.597m People and £0.700m Corporate) as reported to Cabinet in the MTFS on 04.10.12.  | (69)                          | (96)    | 0       | 0       | (165)                         | 0                             |

#### 4.1 APPENDIX D (1)

| Reserve   | Revised Balance as at 1st April 2013 | Reason for/purpose of the Reserve   | Planned Use of Reserve - £000 |                |                |                |                               |                               |
|---|--------------------------------------|---|-------------------------------|----------------|----------------|----------------|-------------------------------|-------------------------------|
|   |                                      |   | 2013/14                       | 2014/15        | 2015/16        | 2016/17        | Total Planned Use of Reserves | Estimated Balance at 31/03/17 |
| Hartlepool Maritime Experience /Building Control Income Shortfall | 140                                  | This reserve was created to cover income shortfalls owing to the weakness in the economy.   | 60                            | (200)          | 0              | 0              | (140)                         | 0                             |
| Property Reserve  | 107                                  | This reserve was approved as part of the 2013/14 MTFS.  | (107)                         |                |                | 0              | (107)                         | 0                             |
| ICT Contract  | 75                                   | This Reserve is to cover the costs of implementing the new ICT contract   | (75)                          | 0              | 0              | 0              | (75)                          | 0                             |
| Works in Default Empty Homes                                      | 50                                   | This reserve was created to fund works in Default Empty Homes.  | (28)                          | (22)           | 0              | 0              | (50)                          | 0                             |
| Training for Staff on Redeployment Register                       | 49                                   | This reserve was originally allocated to train staff on the redeployment register. The Finance and Policy Committee has now recommended that amount is earmarked to provide funding for Modern Apprentices.   | 0                             | (49)           | 0              | 0              | (49)                          | 0                             |
| Concessionary Fare  | 38                                   | This reserve covers the tri-annual cost of replacing concessionary fares passes.  | (38)                          | 0              | 0              | 0              | (38)                          | 0                             |
| Vodafone  | 37                                   | This reserve was created to support a one off strategic review/ development of the Councils stores/ purchasing System for use with Services Direct.   | 0                             | (37)           | 0              | 0              | (37)                          | 0                             |
| Seaton Carew Community Centre                                     | 5                                    | This reserve was created to provide time to keep the Community Centre open for a temporary period until alternative provision as part of the overall Masterplan for Seaton Carew. The full amount was not needed as costs have been funded from the overall departmental outturn.   | (5)                           | 0              | 0              | 0              | (5)                           | 0                             |
| Public Enquiry  | 20                                   | This money is fully committed to fund the Public Enquiry.   | (20)                          | 0              | 0              | 0              | (20)                          | 0                             |
| Salary Sacrifice  | 28                                   | This reserve was created to capture NI and Pension Savings generated by the Salary Sacrifice for Cars scheme to fund future pensions liabilities  | 35                            | 0              | 0              | 0              | 35                            | 63                            |
| NDC Fund  | 8                                    | Reserve established from NDC under spend and will be transferred to the NDC Trust.  | 0                             | (8)            | 0              | 0              | (8)                           | 0                             |
| Local Plan Reserve  | 0                                    | This reserve will cover estimated costs over the period 2014/15 to 2015/16.   | 250                           | (125)          | (125)          | 0              | 0                             | 0                             |
| Capital Risk Strategy   | 99                                   | This reserve is fully committed towards the strategy for funding ongoing capital risks, as detailed in the MTFS report recommendation 20.51. For planning purposes this reserve is not shown as committed as it is dependant on the Jackson Landing Development progressing as planned. This reserve will be subject to regular review. | 402                           | 0              | 0              | 0              | 402                           | 501                           |
| <b>GRAND TOTAL</b>  | <b>31,937</b>                        |   | <b>(4,718)</b>                | <b>(8,471)</b> | <b>(7,788)</b> | <b>(2,817)</b> | <b>(23,794)</b>               | <b>8,143</b>                  |

**SUMMARY OF RESERVES COMMITTED OR HELD IN TRUST**

| Reserve  | Revised Balance as at 1st April 2013 | Reason for/purpose of the Reserve   | Planned Use of Reserve - £000 |          |          |          |                               |                               |
|--|--------------------------------------|---|-------------------------------|----------|----------|----------|-------------------------------|-------------------------------|
|  |                                      |   | 2013/14                       | 2014/15  | 2015/16  | 2016/17  | Total Planned Use of Reserves | Estimated Balance at 31/03/17 |
| Schools  | 5,608                                | Ring-fenced Schools Funding. Underspend against individual school budgets are carried forward at year end to enable individual schools to manage their budgets over more than one financial year. Schools will be determining phased usage as part of the 2014/15 budget setting. | 0                             | 0        | 0        | 0        | 0                             | 5,608                         |
| Extended Schools - Other Funding School Balances | 420                                  | This Reserve consists of the balances of schools funding which is outside main budget share e.g. NCSL. Planned usage will be determined as part of the 2014/15 budget setting.  | 0                             | 0        | 0        | 0        | 0                             | 420                           |
| <b>TOTAL SCHOOL BALANCES</b>                     | <b>6,028</b>                         |   | <b>0</b>                      | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>                      | <b>6,028</b>                  |

|   |     |   |      |      |       |       |       |   |
|---|-----|---|------|------|-------|-------|-------|---|
| Financial Inclusion   | 38  | Created to fund the Financial Inclusion Programme.  | 0    | (38) | 0     | 0     | (38)  | 0 |
| Finance R & B   | 20  | Created to fund IT development costs to cope with new DWP Security requirements   | (10) | (10) | 0     | 0     | (20)  | 0 |
| Finance R & B - Atlas Project   | 20  | Created to fund the additional funding required to match DWP Atlas grant received to complete project.  | 0    | (20) | 0     | 0     | (20)  | 0 |
| Finance R & B - Developments R & B  | 16  | Created to fund IT development costs and security with Local Council Tax Support Scheme..   | 0    | (16) | 0     | 0     | (16)  | 0 |
| Finance R & B - Corporate Booking System  | 10  | Created to fund development work linked to Corporate Booking System.  | 0    | (10) | 0     | 0     | (10)  | 0 |
| Finance R & B - Software Projects   | 10  | Created for funding towards BACS and DD's Software project developments.  | 0    | (10) | 0     | 0     | (10)  | 0 |
| Finance R & B - FSM System  | 4   | Created to fund costs of FSM System   | (1)  | (1)  | (1)   | (1)   | (4)   | 0 |
| Finance R & B - Welfare Reforms Grant   | 0   | Created to fund the implementation of Welfare Reforms.  | 32   | (32) | 0     | 0     | 0     | 0 |
| Strategic Ring Fenced Grant   | 237 | The reserve relates to ringfenced grants received in respect of Housing Benefit and Council Tax reforms, this is due to be spent in 2013/14 and 2014/15. The Health and Wellbeing reserve is planned to be spent over future years up to 2016/17.   | (75) | (66) | (48)  | (48)  | (237) | 0 |
| Emergency Planning  | 212 | Reserve held on behalf of 4 authorities for Emergency Planning and only a proportion belongs to Hartlepool.   | 0    | (30) | (91)  | (91)  | (212) | 0 |
| Supporting People   | 27  | Reserve created from grant underspend to be used to fund transition arrangements  | 0    | (27) | 0     | 0     | (27)  | 0 |
| Social Care Reform  | 6   | Reserve created from specific grant received in 10/11. To be used to fund project slippage.   | 0    | (6)  | 0     | 0     | (6)   | 0 |
| Supporting Social Care - NHS Funding (previously known as 'Reablement Funding') & including Stroke Clubs, Autism and Blind Welfare Reserves | 355 | CCG income which was originally to fund redundancy costs linked to time limited funding for reablement which has now been extended. Potentially required to fund HBC contribution to the Tees wide Safeguarding Adults Board and additional Social Work capacity in 2014/15 and beyond. Contingency to support demographic pressures within Adult Services over the period of the MTFS. | 0    | (9)  | (159) | (187) | (355) | 0 |

## 4.1 APPENDIX D (2)

| Reserve   | Revised Balance as at 1st April 2013 | Reason for/purpose of the Reserve  | Planned Use of Reserve - £000 |         |         |         |                               |                               |
|---|--------------------------------------|--|-------------------------------|---------|---------|---------|-------------------------------|-------------------------------|
|   |                                      |  | 2013/14                       | 2014/15 | 2015/16 | 2016/17 | Total Planned Use of Reserves | Estimated Balance at 31/03/17 |
| Winter Pressures - DoH Funding                              | 271                                  | Specific grant funding received to support Home Care budgets in the winter months.   | (110)                         | (110)   | (51)    | 0       | (271)                         | 0                             |
| PCT One Funding   | 616                                  | Specific grant funding received from PCT to be used over next three years to enable continued provision of support for carers which has been reduced as part of 14/15 savings.   | 0                             | (200)   | (200)   | (216)   | (616)                         | 0                             |
| Carers into Employment - PCT Funding                        | 60                                   | Reserve created from one-off funding received from the PCT to deliver priorities around vulnerable people.   | (30)                          | (30)    | 0       | 0       | (60)                          | 0                             |
| Hearing Loss Strategy - PCT Funding                         | 64                                   | Reserve created from one-off funding received from the PCT to deliver priorities around Hearing Loss Strategy.   | (15)                          | 0       | (25)    | (24)    | (64)                          | 0                             |
| Breast Feeding Promotion                                    | 18                                   | PCT Grant Income received in 11/12 to support Breast Feeding promotion activities over the period of the MTFS.   | 0                             | 0       | 0       | (18)    | (18)                          | 0                             |
| Parenting Support   | 25                                   | PCT Grant Income received in 12/13 to provide support to parenting programmes over the period of the MTFS.   | 0                             | 0       | (12)    | (13)    | (25)                          | 0                             |
| Young Peoples Substance Misuse                              | 50                                   | PCT Grant funding to provide on-going support for Young People's Substance Misuse services over the period of the MTFS.  | 0                             | 0       | 0       | (50)    | (50)                          | 0                             |
| Accident Prevention   | 148                                  | Reserve created from funding received in 2012/13 to support initiatives aimed at reducing injury from preventable accidents.   | (48)                          | (100)   | 0       | 0       | (148)                         | 0                             |
| NDC Ready for Baby/Learning Activities                      | 4                                    | NDC Grant Funding received to support Early Years activities   | 0                             | 0       | (4)     | 0       | (4)                           | 0                             |
| Dedicated Schools Grant - LA underspend from previous years | 1,874                                | The Dedicated Schools Grant (DSG) is a ring-fenced grant for use on 'schools' budgets only. The balance arises from under spends on the local authority elements of DSG, specifically Home and Hospital Teaching, PRU and salary abatements.   | (600)                         | (304)   | (970)   | 0       | (1,874)                       | 0                             |
| Extended Schools - Out of School Care Balances              | 172                                  | Ring-fenced Reserve as Schools Funding. This Reserve consists of the balances of schools 'Out of School Clubs' e.g. Breakfast Clubs and former NOF-funded schemes  | 0                             | 0       | (86)    | (86)    | (172)                         | 0                             |
| Community Facilities in Schools - Schools Funding           | 73                                   | This is the net surpluses/deficits from various School's Community Facilities 'rolled forward' into the next financial year. To enable Community Facilities within Schools to manage their budgets over more than one financial year.  | 0                             | 0       | (36)    | (37)    | (73)                          | 0                             |
| Transitional Support Fund                                   | 54                                   | Ring-fenced Reserve (DSG) - In previous years the Schools Forum have allocated revenue funding towards a Transitional Support Fund which is to fund (requiring Schools Forum approval) unforeseen emergency budget issues in schools and/or those under extreme measures. No revenue budget exists for this and the forum are happy with the level of reserve available should the need arise. | (54)                          | 0       | 0       | 0       | (54)                          | 0                             |
| Ring Fenced Grant Funding                                   | 0                                    | Going Forward grant funding for schools to be allocated in 14/15   | 18                            | (18)    | 0       | 0       | 0                             | 0                             |
| PCT General Health Grant Schools                            | 13                                   | Ringfenced grant funding to support health related school activities   | 0                             | (13)    | 0       | 0       | (13)                          | 0                             |
| Sport and Recreation  | 63                                   | Reserve created for specific PCT approved schemes. Additional year specific funding received in 2013/14 and expected 2014/15. Reserve usage deferred to 2015/16.   | 0                             | 0       | (63)    | 0       | (63)                          | 0                             |
| Public Health - General Reserve                             | 259                                  | Reserve created for the continuation of existing schemes agreed by the former PCT.   | (259)                         | 0       | 0       | 0       | (259)                         | 0                             |

## 4.1 APPENDIX D (2)

|  |                                      |  | Planned Use of Reserve - £000 |         |         |         |                               |                               |
|--|--------------------------------------|--|-------------------------------|---------|---------|---------|-------------------------------|-------------------------------|
| Reserve                                  | Revised Balance as at 1st April 2013 | Reason for/purpose of the Reserve  | 2013/14                       | 2014/15 | 2015/16 | 2016/17 | Total Planned Use of Reserves | Estimated Balance at 31/03/17 |
| Public Health - British Heart Foundation | 20                                   | Reserve created for the continuation of BHF scheme.  | (20)                          | 0       | 0       | 0       | (20)                          | 0                             |
| Regeneration & Planning - Grants         | 10                                   | Funding earmarked to match fund other Grant Funded Schemes in 2013/14.   | (10)                          | 0       | 0       | 0       | (10)                          | 0                             |
| Community Safety Grants                  | 39                                   | Specific Community Safety Grant funding carried forward. This funding is administered and controlled by the Safer Hartlepool Partnership and is earmarked to fund current projects over years.                             | 50                            | (89)    | 0       | 0       | (39)                          | 0                             |
| Neighbourhood Management - Grants        | 39                                   | Specific grant funding allocated to fund Neighbourhood Management projects which are underway.   | (35)                          | (4)     | 0       | 0       | (39)                          | 0                             |
| Connect To Work Grant                    | 23                                   | Ring fenced grant earmarked for the Connect to Work programme which is over more than one year. (Supporting C & A priorities).   | (23)                          | 0       | 0       | 0       | (23)                          | 0                             |
| High Street Innovation Fund              | 94                                   | Specific funding carried forward to fund the project over years  | (94)                          | 0       | 0       | 0       | (94)                          | 0                             |
| Regeneration & Planning                  | 25                                   | Funding earmarked to support Regeneration schemes including Jobsmart Test Centre, Training etc.  | (25)                          | 0       | 0       | 0       | (25)                          | 0                             |
| Digital City                             | 30                                   | To cover Hartlepool's contribution towards the operation of the Digital City Business Initiative for three years. This will assist in the development of a sub regional sustainable specialist business support programme. | 0                             | (30)    | 0       | 0       | (30)                          | 0                             |
| Public Health Housing Grants             | 81                                   | Public Health Grant awarded in 11/12 & 12/13 to invest in improvements to housing to increase the quality of homes in the town.  | (81)                          | 0       | 0       | 0       | (81)                          | 0                             |
| Seaside Grant                            | 200                                  | Funding set aside to fund expenditure commitments on a Capital Project   | (37)                          | (163)   | 0       | 0       | (200)                         | 0                             |
| Coastal Protection                       | 0                                    | Reserve created in 2013/14 to provide match funding to support a future coastal defence scheme on the Headland.  | 100                           | (100)   |         |         | 0                             | 0                             |
| Baden Street Furniture Project           | 28                                   | Funding set aside to implement the project approved by Members   | (28)                          | 0       | 0       | 0       | (28)                          | 0                             |
|  | 44                                   | To implement the findings of the scrutiny review into reduction of child poverty and increasing access to affordable credit.   | (25)                          | (19)    | 0       | 0       | (44)                          | 0                             |
| CADCAM                                   | 38                                   | Reserve to cover CADCAM liability which exists until 14/15.  | (38)                          | 0       | 0       | 0       | (38)                          | 0                             |
| Adult Education                          | 264                                  | This reserve is fully committed to fund the running costs of the Adult Education accommodation.  | (90)                          | (120)   | (54)    | 0       | (264)                         | 0                             |
| TOTAL RINGFENCED FUNDING                 | 5,654                                |  | (1,508)                       | (1,575) | (1,800) | (771)   | (5,654)                       | 0                             |
|  |                                      |  |                               |         |         |         |                               |                               |
| Capital Funding Reserve                  | 3,829                                | This reserve is fully committed to fund rephased capital expenditure   | (3,829)                       | 0       | 0       | 0       | (3,829)                       | 0                             |
| Capital Grants Unapplied                 | 361                                  | Capital grants received which are used to fund the Council's capital programme   | (361)                         | 0       |         | 0       | (361)                         | 0                             |
| TOTAL CAPITAL RESERVES                   | 4,190                                |  | (4,190)                       | 0       | 0       | 0       | (4,190)                       | 0                             |
|  |                                      |  |                               |         |         |         |                               |                               |
| Budget Support fund 2013/14              | 850                                  | This reserve is fully committed to supporting the 2013/14 budget   | (850)                         | 0       | 0       | 0       | (850)                         | 0                             |
| 2013/14 Income Shortfalls Reserve        | 500                                  | This reserve is fully committed to supporting the 2013/14 budget.  | (500)                         | 0       | 0       | 0       | (500)                         | 0                             |



## 4.1 APPENDIX D (2)

|                                   |   |   | Planned Use of Reserve - £000 |         |         |         |  |                                     |
|-----------------------------------|---|---|-------------------------------|---------|---------|---------|--|-------------------------------------|
| Reserve                           | Revised<br>Balance as<br>at 1st April<br>2013 | Reason for/purpose of the Reserve   | 2013/14                       | 2014/15 | 2015/16 | 2016/17 | Total<br>Planned<br>Use of<br>Reserves | Estimated<br>Balance at<br>31/03/17 |
| Delayed 13/14 Savings Reserve     | 367   | This reserve is fully committed to support the 2013/14 budget.  | (367)                         | 0       | 0       | 0       | (367)                                  | 0                                   |
| Budget Support Fund               | 1,481   | This reserve is fully committed to support the budget over the period 2013/14 to 2016/17.   | 2,581                         | (671)   | (1,743) | (1,648) | (1,481)                                | 0                                   |
| TOTAL BUDGET SUPPORT              | 3,198   |   | 864                           | (671)   | (1,743) | (1,648) | (3,198)                                | 0                                   |
|                                   |   |   |                               |         |         |         |  |                                     |
| George Pyman Fund                 | 2   | Donation received to be allocated in accordance with the agreed terms   | 0                             | 0       | 0       | 0       | 0                                      | 2                                   |
| Museums Acquisition Fund          | 71  | To fund the purchase of museum exhibits over years.   | 0                             | 0       | (21)    | (50)    | (71)                                   | 0                                   |
| Civic Lottery                     | 427   | This reserve consists of the proceeds of the civic lottery and donations received. Interest earned each year is currently used to fund grants and donations to local organisations. | 0                             | 0       | 0       | 0       | 0                                      | 427                                 |
| TOTAL LOTTERY AND MUSEUM RESERVES | 500   |   | 0                             | 0       | (21)    | (50)    | (71)                                   | 429                                 |
|                                   |   |   |                               |         |         |         |  |                                     |
| GRAND TOTAL                       | 19,570  |   | (4,834)                       | (2,246) | (3,564) | (2,469) | (13,113)                               | 6,457                               |

**SCHEDULE OF 2014/15 PRESSURES**

| Description of pressure  | Value of Budget pressure £'000 |
|--|--------------------------------|
| <b><u>Corporate Issues</u></b><br><b><u>Council Capital Fund</u></b><br>The pressure would support Prudential Borrowing of approximately £0.6m in 2014/15 (actual value of capital spending depends on specific schemes approved which will have different operational lives). Detailed proposals for using part of this funding will be reported to a future Finance and Policy Committee.  | 50                             |
| Income pressure - these issues relate the 2.5% inflation increase included in the MTFS forecast which is cannot be achieved for areas previously identified as shortfalls in the 2012/13 budget and addressed as budget pressures covering   |                                |
| <b><u>a) Shopping Centre income inflation</u></b><br>Income depends on occupancy of shop units and it is not expected that the Council's share of rental income will increase in the current economic climate<br>Shopping Centre ongoing income shortfall - 2013/14 addressed from reserve, but for 2014/15 need permanent solution.   | 24<br>400                      |
| <b><u>b) Car Parking income inflation</u></b><br>Car Parking - owing to the current economic climate it is not recommend that an increase in car parking charges is implemented in 2014/15. Furthermore, owing to the practicalities of setting an increase which generates increases in multiples of 5p a higher percentage increase than the 2.5% inflation increase in the MTFS would be required.  | 37                             |
| <b><u>Child and Adult Services</u></b><br><b><u>Looked After Children</u></b><br>Pressure of placements for looked after children remains, this has been funded from a specific reserve which will have been fully committed by the end of 2013/14. The pressure largely relates to placements for adolescents and those requiring specialist placements. In last year the implementation of the edge of care service has been successful in reducing the number of adolescents who become looked after by around 40%. This has ensured that during 2012/13 the number of looked after children has not increased. Nevertheless, there remains a high number of children looked after, the costs of which exceed the budget by approximately £400k. The service is opening a children's home which will reduce the need for residential placements from the independent sector, budget will need to be transferred to meet the costs of providing a Children's Home. | 400                            |
| <b><u>Regeneration and Neighbourhood Services</u></b><br><b><u>Landfill Tax</u></b><br>Increase in Land Fill Tax.  | 29                             |
| <b><u>Car Parking Business Rates</u></b><br>The increase in rates payable follows a review of the rateable value for Car Parks which takes into account income generated and the new Interchange parking facility.   | 30                             |
| <b>Total Pressure Identified</b>   | <b>970</b>                     |

**Revised Planning Assumptions**

|  | £'000 |
|--|-------|
| <u>Reduce budget provision for April 2014 Pay award from 2.5% to 1%</u><br><br>Assessment based on Government Policy of public sector pay restraint. If the actual pay award is higher than 1% then additional savings would need to be made.  | 600   |
| <u>Gas and Electric Budgets</u><br><br>Actual costs for the last few years have been less than forecast; therefore a saving can be taken. However, if international economic conditions improve this could increase demand for energy and drive up costs in future years.  | 150   |
| <u>Job Evaluation budget</u><br><br>This budget has been retained to fund outstanding job evaluation issues to ensure all areas could be funded at the top of the grade, including the impact of career graded posts in Children's Services and to lesser extend Adult Services and Regeneration and Neighbourhood services.   | 150   |
| <u>Insurance Premium saving</u><br><br>Savings is sustainable for 2014/15. However, if claims history deteriorates this would increase future premiums and lead to a budget pressure in future years.  | 60    |
| <u>General Fund Public Health Contribution</u><br><br>The base budget provided a 50% contribution towards the costs of the shared Director of Public Health post. For 2013/14 and future years it is assumed the whole of this cost can be funded from the Public Health Grant.  | 40    |
| <u>Members Allowances</u><br><br>In line with the recent Council resolution the revised planning assumptions excludes the Members Allowances savings which will be set aside in a ring fenced living wage reserve until such a time as the Council has consulted on the merits of introducing a 'Living Wage' in Hartlepool.   | 0     |
| <u>Accommodation budgets</u><br><br>Savings from the rationalisation of office accommodation will be taken as a corporate saving to reduce the gross budget gap.   | 170   |
| <u>Employers' Pension Contribution saving (provisional estimate)</u><br><br>Work on implementing 'Pensions Auto-enrolment' has identified that significant numbers of employees have opted out of the pension scheme, but we generally continue to budget for the employers' pension contribution. In previous years this contributed to the achievement of departmental salary turnover targets. As these targets have been removed from the 2013/14 budget the employers' pension contribution savings can be taken as a corporate benefit | 250   |

|  |              |
|--|--------------|
| (when it is quantified) and the ongoing risk of maintaining this savings also managed corporately.   |              |
| <u>Terms and Conditions Review (provisional estimate)</u><br><br>This area is more challenging than anticipated and changes will take longer to agree and implement than initially envisaged. Therefore, it is anticipated these savings will not be achieved until 2015/16.   | 0            |
| <u>Structure Review (provisional estimate)</u><br><br>A comprehensive report was considered and approved by Cabinet (18 <sup>th</sup> March 2013) and full Council (11 <sup>th</sup> April 2013) setting out further reductions in respect of the Chief Officer Structure. These proposals provide an on going saving from 2014/15 and an in-year saving in 2013/14.   | 330          |
| <u>Reduction in 2012/13 and 2013/14 budget pressures</u><br><br>Full details were reported to the Finance and Policy Committee on 2 <sup>nd</sup> August 2013 and the reduction reflects a review of previously approved pressures. The key reductions reflect lower commitments in relation to Concessionary Fares following successful contract negotiations and lower vehicle fuel prices.  | 223          |
| <u>Reduction in provision for 2014/15 budget pressures</u><br><br>An initial provision for unavoidable 2014/15 pressures of £1m was included in the MTFS forecast. As detailed in Appendix C pressures identified total £0.970m.   | 30           |
| <u>Reduction in External Audit Fees</u>  | 19           |
| <u>Increase of forecast IT procurement saving</u><br><br>Additional saving in 2014/15 above the previously set savings target for this area £700,000.  | 25           |
| <u>Deletion of forecast collaboration saving</u><br><br>Previous reports indicated that achieving these savings would be extremely challenging and this risk was recognised when the 2012/13 budget was approved. At that stage the MTFS forecast assumed that the full year saving of £250,000 would be achieved in 2014/15. This proposed saving is now not achievable and alternative proposals have been developed, including the Senior Management Structure savings. | (250)        |
| <b>Total budget reductions</b>   | <b>1,797</b> |

| Division / Area     | Savings        | Brief description of change   | Risk |
|---------------------|----------------|---|------|
|                     | 14/15<br>£'000 |   |      |
| Revenues & Benefits | 29             | Deletion of vacant Band 9 Fraud Investigator post and changes in working arrangements to ensure remaining staffing resources can deal with workload,  | G    |
| Revenues & Benefits | 5              | Formalise existing Rostering arrangements for Cashiers to reflect flexi working arrangements agreed with staff.   | G    |
| Revenues & Benefits | 10             | Deletion of budget provision used to fund External Credit Check Services pilot arrangement which will not provide the initially anticipated benefits as the Financial Industry will not share the level of information necessary to make this work.   | G    |
| Revenues & Benefits | 5              | Printing/ Mailing budget saving arising from Contract Renegotiation.  | G    |
| Revenues & Benefits | 60             | <p>Increase in Summons Costs chargeable on non-payment of Council Tax from £70 to £80, with effective from 01.04.14.</p> <p>These costs have remained frozen since 01.04.11 and are now in the lower quartile of Local Authority charges.</p> <p>Implementation of these changes will need to be managed carefully for all Council Tax payers to avoid increasing financial hardship. However, these charges need to reflect the higher costs of recovering Council Tax from those households who 'won't' pay without the Council actively pursuing recovery and those who 'can't' pay owing to their financial circumstances and may be eligible for support under the Local Council Tax Support scheme, but have not claimed.</p> <p>This will need particularly carefully management for households in receipt of Local Council Tax Support.</p> | A    |
| Revenues & Benefits | 10             | Savings in equipment purchase/ repair/maintenance budget arising from the outsourcing of specialist bulk mailing requirements in relation to Council Tax and Business Rates. These arrangements enable staff resources to be concentrated on core activity and managed the increased workload of managing around 8,500 additional Council Tax accounts following the implementation of the Local Council Tax Support scheme in April 2013.  | G    |
| Shared Services     | 40             | This saving will be achieved from the reassessment of requirements for the Payroll/HR system and the subsequent renegotiation of the contract.  | G    |
| Shared Services     | 39             | Reduction in external Insurance premiums following Contract Negotiation.  | G    |
| Shared Services     | 10             | Deletion of 0.4 FTE vacancies within Shared Services and changes in existing working practises to mitigate the impact on the delivery of services.  | A    |
| Shared Services     | 5              | Postage savings from increased electronic remittance/correspondence with suppliers and increased transfer from cheque payments to BACS payments.  | G    |

| Division / Area   | Savings        | Brief description of change  | Risk |
|---|----------------|--|------|
|   | 14/15<br>£'000 |  |      |
| Corporate Finance   | 24             | Revision of staffing arrangements following approval of a request for earlier retirement and the deletion of the post and realignment of duties within section. This is an additional saving from the proposals detailed in the December 2013 MTFS report and has been made to offset the increased Housing Benefit Admin. grant cut.  |      |
| Less allocated to offset Housing Benefit Admin. Grant cut | (88)           | Part of the saving identified need to be allocated to offset the cut in the 2014/15 Housing Benefit Administration Grant. Provisionally this grant cut was estimated to be £64,000, a cut of 5%. The actual grant cut was confirmed as £88,000 and additional savings have been identified within the Finance Division to offset the higher cut and avoid a General Fund Budget pressure.  | N/A  |
| E learning and translation services                       | 15             | Reprocurement of e learning provider and translation services in conjunction with some limited changes in respect of the corporate training budget. A number of services have been reprocured and the changes in costs of this reprocurement are reflected in the savings.   | G    |
| Overtime and other related staffing Budgets               | 30             | Not filling temporary posts and savings as a result of the change in rota arrangements in the contact centre including a review of the costs of apprenticeships given historic profile of the age of apprentices taken on by the service   | G    |
| General running costs                                     | 48             | In bringing together the Corporate Strategy and Workforce Services divisions as part of the overall restructure the opportunity has been taken to revisit the running costs of the division and identify those areas where there has been a minor though ongoing under spend across the functions. This review has provided the opportunity to re base the budgets in line with this historic spend and identify a reduction in the running and support costs  | G    |
| Management and Staffing costs                             | 91             | <p>This saving is a combination of changes in the former Corporate Strategy and Workforce Services divisions that relate to staffing.</p> <p>The post of Strategy and Performance Officer Band 12 has been held vacant since the post holder left in line with an approach to minimise compulsory redundancies. The post will be deleted and reconsideration given to both the reprioritisation and cessation of some areas of none critical work. In addition to the cessation of some potential elements of work the scaling back and or alternative delivery of some elements fop work will be further considered.</p> <p>Further revisions to the staffing and management arrangements in the division will deliver the additional savings required. These changes will require a revision in the operating arrangements in the division and the management of a range of potential risks in relation to the ongoing delivery of services. These risks can be managed.</p> | A    |

| Division / Area | Savings        | Brief description of change | Risk |
|-----------------|----------------|-----------------------------|------|
|                 | 14/15<br>£'000 |                             |      |

|                                |            |   |   |
|--------------------------------|------------|---|---|
| Democratic and members support | 69         | Revised proposals for the delivery of support across the democratic and members support functions in the new governance arrangements. Includes member's services, scrutiny and Democratic services including the deletion of currently vacant posts and some running costs. | A |
| Legal Services                 | 25         | Revision of staffing arrangements following a deletion of a vacant post (following retirement) and realignment of duties within section.  | A |
| External subscriptions         | 30         | Savings on a range of corporate subscriptions paid from the Chief Executives Departmental budget can be achieved as organisations respond to pressure on Council's budgets.   | G |
| <b>Total for Department</b>    | <b>457</b> |   |   |

| Division / Area | Savings        | Brief description of change | Risk |
|-----------------|----------------|-----------------------------|------|
|                 | 14/15<br>£'000 |                             |      |

|   |            |   |   |
|---|------------|---|---|
| <b>Education</b>                                    |            |   |   |
| Services to 11-19 Cohort                            | 122        | Reconfiguration of staffing arrangements and changes in how services are delivered to this cohort   | A |
| Educational Psychology                              | 50         | Reduction in LA contribution  | A |
| Resources and Support Services                      | 150        | Review and reconfiguration of delivery of business support across department  | A |
| Performance and Achievement                         | 40         | Reconfiguration of staffing arrangements and changes in how services are delivered.   | A |
| <b>Total</b>  | <b>362</b> |   |   |
| <b>Adults Social Care</b>                           |            |   |   |
| Adult Social Care – Carers Services                 | 200        | NHS funding has been secured to support and maintain services for carers. This will enable a saving to be achieved with no impact on services for three years.  | G |
| Adult Social Care – Contributions Policy            | 188        | Review of Contributions Policy to increase the amount that people contribute to the cost of their care and support, subject to means testing.   | A |
| Adult Social Care – OP Day Services                 | 100        | Re-commission day services for older people to achieve savings against current spend.   | A |
| Adult Social Care – Housing Related Support         | 165        | Further review of all housing related support contracts (including extra care) to achieve savings against current spend.  | A |
| Adult Social Care – Low Level Services              | 150        | Cease commissioning of low level services when the current contract ends (March 2014).  | A |
| Adult Social Care - OT                              | 108        | Reconfiguration of Occupational Therapy services linked to developments around mobile working.  | A |
| Adult Social Care – Review of Management Structures | 171        | Reconfiguration of adult social care management structures and support to HSAB.   | A |
| Adult Social Care – Disability Services             | 143        | Review of costs within day services (admin, accommodation etc), review of high cost residential placements and implementation of Tees-wide arrangements for advocacy and for specialist care and support. | A |
| Adult Social Care – MH Day Services                 | 50         | Cease commissioning of day opportunity support for people with mental health needs when the current contract ends in September 2014. Full year saving to be achieved in 2015/16.                          | A |



| Division / Area                           | Savings        | Brief description of change   | Risk |
|---|----------------|---|------|
|   | 14/15<br>£'000 |   |      |
| Adult Social Care – Workforce Development | 50             | Reduce adult social care workforce development budget and focus on essential training only (i.e. Safeguarding and Best Interest Assessment).  | A    |
| <b>TOTAL</b>                              | <b>1,325</b>   |   |      |
| <b>Children's Services</b>                |                |   |      |
| Workforce development                     | 50             | Reduction of central training budget and consolidating various sections budgets for supporting workforce development and focusing on priority requirements.   | G    |
| Divisional management team                | 117            | Reconfiguration of divisional management structures.  | A    |
| Resource team                             | 30             | Remove funding from the non-pay budget which has underspent in recent years due to prudent financial management and creative practice involving low cost activities.  | G    |
| Resource team                             | 30             | Delete vacant post likely to arise during 2013/14 due to worker qualifying and taking up SW post  | G    |
| Youth Service                             | 40             | The saving has been achieved through the review of the Early Intervention Strategy and savings proposals linked to reductions in Early Intervention funding.  | A    |
| <b>TOTAL</b>                              | <b>267</b>     | Note – proposals for savings are not made in YOS and EIG (at more significant level) due to cuts expected in these service areas. £1.5m to be removed from EIG, revised funding formula expected in YOS which will require cuts to be made separately, notice of budget cuts always received very late. |      |
| <b>DEPARTMENTAL TOTAL</b>                 | <b>1,954</b>   |   |      |

| Division / Area  | Savings          | Brief description of change   | Risk |
|--|------------------|---|------|
|  | 14/15<br>£'000's |   |      |
| Neighbourhoods Division                                      | 25               | School Crossing Patrol Services – removal of staff from controlled crossing points on low level usage sites.  | A    |
| Neighbourhoods Division                                      | 50               | Reduction of horticultural features: - consisting of the removal of high maintenance plots and replacing (where applicable) with lower maintenance alternatives e.g. annual bedding schemes, ornamental features. | A    |
| Neighbourhoods Division                                      | 80               | Reconfiguration of staffing restructures in this area.  | G    |
| Neighbourhoods Division                                      | 50               | Additional income generation from Health partnership (Integrated Transport Unit)  | A    |
| Neighbourhoods Division                                      | 50               | Additional income from external fees (Engineering Design and Management) -  | A    |
| Neighbourhoods Division                                      | 220              | Waste Management reconfiguration of service (to be achieved from recycling changes and reduced waste disposal costs)  | G    |
| Neighbourhood Management / Community Safety                  | 200              | Review of existing Neighbourhood Management Model.  | A    |
| Community Pool   | 220              | Review Community Pool criteria and priorities   | A    |
| Economic Regeneration & Planning & building control          | 110              | Management restructure and re-alignment of services and of reduction in core funding contribution to Tees Valley Unlimited.   | G    |
| Property and Facilities Management                           | 82               | Review and centralisation of teams and functions within the re-configured department and across the Council.  | G    |
| Estates and Asset Management                                 | 125              | Running costs of Bryan Hanson House   | R    |
| Building Design and Management and FM (Building Maintenance) | 80               | Review construction related teams and functions for 14 / 15. Further reconfiguration and service delivery options for 15 / 16 including income generation opportunities.  | A/R  |
| Facilities Management (Building Cleaning)                    | 30               | Revise specifications and reduce budget for 14 / 15. Further reconfiguration and service delivery options for 15 / 16.  | A/R  |
| Facilities Management (Function Catering)                    | 25               | Rationalise outlets and reduce overheads, undertaking options appraisal for future delivery of services.  | A/R  |
| Security Services  | 35               | Review provision of security services and re-tender relevant elements.  |      |
| Departmental non-pay budget                                  | 20               | Review non-pay management account budgets   | G    |

| Division / Area  | Savings          | Brief description of change  | Risk |
|--|------------------|--|------|
|  | 14/15<br>£'000's |  |      |
| R&N Budget / Inflation   | 50               | Do not take inflation increase on non-pay budgets.   | G    |
| Support Services   | 100              | Review structures and service provision across re-configured department, including review of non pay budgets.  | A    |
| Owton Manor CC   | 5                | New tenant for 1 <sup>st</sup> floor offices   | G    |
| Library Service  | 68               | Review of Library Service to include consideration of changes to the Mobile Library and branch network to safeguard services where possible. Services and usages are being finalised but seek to safeguard community based facilities within outlying residential estates with few alternative services. A statutory consultation process is required. Housebound and community homes provision would be retained. Savings will also be achieved through a review of the People's Network Library ICT contract and more efficient use of book stock. | R    |
| Removal of post (E&CM) (currently vacant with part acting up in place) | 30               | Acting up arrangements confirmed leading to a saving of the balance of funding for a former section head post.   | G    |
| Museums, Libraries, Arts and Events                                    | 82               | Revision of staffing arrangements across a range of services, including reviewing management posts and closer integration of specialist posts across these areas.  | A    |
| Performance and Achievement *  | 125              | Review school transport including denominational transport provision and consideration of alternative service delivery arrangements.   | R    |
| <b>TOTAL</b>   | <b>1,862</b>     |  |      |

\* A report will be presented to the Children's Services Committee on 23<sup>rd</sup> January 2014 to finalise the recommendation to be referred to the Finance and Policy Committee in relation to this saving. At this stage the saving of £125,000 is included in the overall savings figure in this report.

| Division / Area                        | Savings        | Brief description of change  | Risk |
|--|----------------|--|------|
|  | 14/15<br>£'000 |  |      |
| Increased income in Sport & Recreation | 72             | Increased income generated due to increased patronage, developing Brierton site and capital investment into MHLC pool, leading to reduced costs and greater public programming. This relies in part on the investment from reserves of the 'boom' which has a 2 year pay back. | A    |
| Carlton OEC                            | 31             | Removal of remaining subsidy to centre – this will meet the objective of Carlton being self financing from 2014/15.<br>No change to terms & conditions to users.<br>Prospects currently on track.  | A    |
| <b>DEPARTMENTAL TOTAL</b>              | <b>103</b>     |  |      |

**APPENDIX K****SUMMARY OF PROPOSED EARLY INTERVENTION GRANT SAVINGS  
REPORTED TO FINANCE AND POLICY COMMITTEE 18.10.13**

| <b>Service</b>  | <b>Proposed Savings<br/>£'000</b> | <b>Staffing Implications</b>  |
|---|-----------------------------------|---|
| Reduce Marketing budget                                 | 30                                |   |
| Early Years Foundation Stage Quality Improvement        | 50                                | 1.2 post  |
| Reduce Childcare budget                                 | 37                                |   |
| Short Breaks  | 69                                |   |
| Small Steps School Assistant                            | 23                                | 1 post  |
| Remove Band 13 Principal Practitioner post              | 47                                | 1 post  |
| Reduction in Children's Centre operating costs          | 88                                |   |
| Rationalisation of staffing group                       | 162                               | 1 post  |
| Reduce family budgets                                   | 10                                |   |
| Remove Healthy Eating Early Years settings post         | 34                                | 1 post  |
| Reduce staffing in Rainbow Cafe                         | 20                                | 1 post  |
| Renegotiating IT system fees and reducing central costs | 28                                |   |
| Income generation of participation team                 | 30                                |   |
| Closure of Brinkburn and Jutland Road Youth Clubs       | 103                               | 14 staff 3.6 FTE's  |
| Reduction in sessional hours                            | 95                                | All youth centre workers will have 30 minute reduction in working time. |
| Reduction of 1 Youth Work Manager post                  | 41                                | 1 post  |
| Remove YCAP element of the grant                        | 170                               | Further work required re delivered in house or commissioned             |
| Reduce Youth Opportunities Fund                         | 80                                |   |
| Cease funding additional Speech and Language Services   | 120                               |   |
| Transfer substance misuse service to Public Health      | 122                               |   |
| Reduce mentoring and activities contract value by 10%   | 48                                |   |
| Transfer parenting service in house                     | 105                               | TUPE will apply   |
| <b>Total Proposed Savings</b>                           | <b>1,512</b>                      |   |

**Summary of additional information provided in response to Members question at the Finance and Policy Committee on 18<sup>th</sup> October 2013**

Members requested further information in relation to three matters:

- a) the changes to youth service provision at Jutland Road, with the current provider of services, to extending the age range of services to match the statutory age range imposed on the Council;
- b) the changes to the Young People's Inspections in light of the comments made by the young people's representatives in relation to the charges made for their inspections; and
- c) that the 50% reduction in services provided through Families First be reconsidered.

Officers are looking at the options available in relation to (a) outlined above taking into consideration commissioning and staffing requirements. In relation to (b), the impact of revised charges will be monitored by the Youth Support Service and Young Inspectors to evaluate the impact of this upon the service. With regard to (c), the 50% reduction in the Toy Library service delivered by Families First has been reviewed by officers and the parent led forum and the budget commitments amended to reduce the level of reduction.

Finance and Policy Committee deferred a decision regarding the reduction in the marketing budget pending the receipt of further information. This information was circulated to Members of the Committee following the meeting and Committee is requested to agree the proposals outlined in the original report, i.e. that this allocated budget be cut from £67,500 to £37,500 providing a saving of £30,000. It is considered that the remaining allocated amount will be sufficient to enable the service to continue to meet its statutory requirement.

**FORECAST CAPITAL RESOURCES AND EXPENDITURE COMMITMENTS 2014/15 TO 2016/17**

**TABLE 2 - ALLOTMENT CAPITAL WORKS PROGRAMME**

| Allotment Site | Works Required                       | 2014/15<br>£000 | 2015/16<br>£000 | Total |
|----------------|--------------------------------------|-----------------|-----------------|-------|
| Briarfields    | Track replacement                    | 0               | 0               | 0     |
| Brierton       | Drainage works                       | 0               | 0               | 0     |
|                | Perimeter fence installation         | 0               | 0               | 0     |
| Burn Valley    | Security Fencing                     | 0               | 31              | 31    |
| Catcote        | Drainage works                       | 0               | 0               | 0     |
|                | Water supply replacement             | 0               | 0               | 0     |
| Chester Road   | Perimeter fence replacement          | 0               | 0               | 0     |
|                | Water supply replacement             | 0               | 0               | 0     |
| Haswell Avenue | Security fencing                     | 17              | 0               | 17    |
| Nicolson Field | Security improvements                | 125             | 25              | 150   |
| Station Lane   | Track replacement                    | 0               | 0               | 0     |
| Stranton       | Create central car park and barriers | 40              | 0               | 40    |
|                | Drainage works                       |                 | 35              | 35    |
| Thompson Grove | Replacement perimeter fence          | 0               | 0               | 0     |
| Thornhill      | Improvement to internal tracks       | 0               | 0               | 0     |
|                | Water supply replacement             | 0               | 0               | 0     |
| Throston       | Water supply replacement             | 0               | 0               | 0     |
| Grand Total    |                                      | 182             | 91              | 273   |

The above works will be financed by Departmental Prudential Borrowing with repayment being funded from the additional income arising from allotment rent income increases as approved by the Portfolio holder for Culture & Leisure on 12th January, 2012. This scheme is therefore budget neutral with no impact on the General Fund.

**2014/15 FINANCIAL RISK MANAGEMENT**Risk Rating

A simplified version of the Risk Assessment criteria used in the Council's Risk Management Strategy has been used to rank budget risks. This assessment rates risk using the convention of green/amber/red, as defined below, although different levels of risk within each category have not been defined. The risk assessment helps inform the Council's budget monitoring process as it identifies areas that need to be monitored more closely than other budgets. These procedures help ensure that departments can manage budgets and services within the overall departmental resource allocation and the Councils overall financial management framework, which enable departments to establish reserves for significant risks and to carry forward under and over spends between financial years.

The value of expenditure/income on individual areas, together with the percentage of the authority's net budget, are shown in the table below to highlight the potential impact on the Council's overall financial position.

Green - these are unlikely events which would have a low financial impact.

Amber - these are possible events which would have a noticeable financial impact.

Red - these are almost certain to occur and would have a very significant impact. Provision would need to be made for such events in the budgets.

CORPORATE RISKS

| Financial Risk  | Risk Rating | 2014/15 Base Budget<br>£'000 | Budget as %age<br>net budget | Description of Risk and Summary of Risk Management Arrangements   |
|---|-------------|------------------------------|------------------------------|---|
| Pay   | Amber       | 48,346                       | 55%                          | The MTFS includes provision for a 1% pay award from 1st April 2014. There is likely to be downward pressure on this area, owing to the impact of the recession.   |
| Higher costs of borrowing and/ or lower investment returns  | Green       | 5,713                        | 7%                           | <p>This budget covers annual principal repayments and net interest on the Councils borrowings and investments. Interest payable on Council's borrowings or interest earned on investments could be higher or lower than forecast.</p> <p>The Treasury Management Strategy details how these risks will be managed and establishes an appropriate framework of controls for managing these risks. This strategy is based upon the CFO's assessment of future interest rates, which is itself supported by the detailed interest rate forecasts and market intelligence provided by the Council's Treasury Management Advisors.</p> <p>There is still a risk that LOBO loans maybe recalled. However, as interest rates on these loans are now higher then prevailing market rates this risk has reduced in the short term. In the medium term this risk will increase as interest rates rise and this may be affected by the increase in PWLB rates.</p> <p>The unprecedented low levels of interest rates have resulted in a significant reduction in investment income this change has not had a significant impact on the MTFS as the MTFS takes a prudent approach and only includes investment income on an annual basis.</p> |
| Planned Maintenance Budget  | Amber       | 205                          | 0.2%                         | <p>Much of the Council's building stock is in poor condition and the Corporate Risk Register identifies this as a "red" risk. From 2002/03 the Council provided 2.5% real term growth for this budget to start addressing these issues. It was recognised that this would not be sufficient and at some point significant resources would need to be allocated to address these issues.</p> <p>The Revenue Budget Strategy includes £0.6m provision to support Prudential Borrowing and £0.4m revenue monies to fund £1m of capital priorities.</p>   |
| Schools Buy-Back Income   | Amber       | 768                          | 0.9%                         | Buy back income underpins a range of services provided by the Council. This income budget is reliant on the Schools continuing to buy back the services. This excludes the services provided by Neighbourhood Services trading operations.  |
| Education Services Grant  | Red         | 1,750                        | 2.0%                         | In 2013/14 the DfE have replaced the funding LA's received through the Revenue Support Grant for education services with a separate grant called the Education Services Grant. The grant is distributed between LA's and Academies pro-rata to the number of pupils for whom each is responsible. As schools in Hartlepool convert to Academy status in the future then the funding for education services received by the LA will reduce which could impact on service delivery.   |
| Failure to comply with relevant local authority financial legislation/regulations, NI and taxation regulations. | Amber       | N/A                          | N/A                          | The Council will take appropriate steps to ensure it keeps up to date with changing legislation and regulations. There is nothing to indicate that the Council faces any specific material risk in these areas.   |





CHILD & ADULT SERVICES

| Financial Risk   | Risk Rating | 2014/15 Base Budget £'000 | Budget as %age net budget | Description of Risk and Summary of Risk Management Arrangements   |
|--|-------------|---------------------------|---------------------------|---|
| Increased Demand for Looked After Children Placements                    | Red         | 6,122                     | 7.0%                      | There is a national trend of increasing numbers and increased costs for the placement of children with foster parents or in residential establishments. This particular area is highly volatile and subject to unexpected increases in the numbers of children.   |
| Home to School Transport Costs   | Amber       | 1,388                     | 1.6%                      | The Department's home to school transport contracts are regularly reviewed to ensure competitive prices and best value. Provision of transport is determined by the HTS Transport policy but costs are directly influenced by the needs of pupils which vary from term to term. The highest area of spending relates to the requirement to transport special needs pupils which is demand led, invariably requires escorts and is difficult to control other than to ensure all individual arrangements are procured as economically as possible by the Integrated Transport Unit (ITU).  |
| Dedicated Schools Grant - High Needs Block                               | Amber       | 9,300                     | 10.6%                     | in 2013/14 changes to DSG funding regime were implemented. Schools now have to fund the first £6k of costs from their own budget and post-16 funding for all high needs students aged 0-25 years. There is a risk that insufficient funding exists to meet the needs of all high needs pupils.  |
| Dedicated Schools Grant - De-Delegated Services                          | Amber       | 595                       | 0.7%                      | There are a number of services provided by the LA which are funded from centrally retained DSG. From 2013/14 the DfE have introduced new funding arrangements which result in LA's having to delegate this funding into school budgets and then requesting approval from Schools Forum to de-delegate these budgets back to the LA for all non-Academy schools. Academy schools retain this funding although they would have the opportunity to 'buy-back' these services from the LA. As schools in Hartlepool convert to Academy status in the future then there is the potential for funding to be reduced which could impact on service delivery.   |
| Demographic changes in Older People                                      | Red         | 9,892                     | 11.3%                     | <p>Increasing number of elderly people, high percentage of chronic health problems and market pressures on price. The individual nature of contribution towards social care provision is such that the financial circumstances of each individual can differ substantially. The level of the value of people's assets and savings can differ significantly and demographic changes can impact on levels of contribution. Increased pressure on intermediate care services and ensuring discharge from hospital is not delayed. Older people needs becoming more complex due to increased life expectancy</p> <p>Due to the implementation of 'Putting People First' and Better Care Fund LAs now directed to reconfigure services to include focus on prevention, universal services and early intervention. Ongoing risk in relation to Continuing Health Care (S256) disputes. Provision in medium term financial plans to minimise impact of increases generated from Independent sector.</p>  |
| Demographic changes in Working Age Adults                                | Red         | 7,723                     | 8.8%                      | <p>Increasing numbers of people with learning disabilities surviving into adulthood with increasingly complex needs. High numbers of frail elderly carers requiring increased levels of support and increasing levels of early on-set dementia and old-age; expectations of improved quality of life; long-term effect of closure of long-stay hospitals.</p> <p>The individual nature of contribution towards social care provision is such that the financial circumstances of each individual can differ substantially. The level of the value of people's assets and savings can differ significantly and demographic changes can impact on levels of contribution.</p> <p>Investment in medium term identified along with development of alternatives to residential care e.g. supported living. Increased number of people coming</p> <p>Increasing numbers of people with physical disabilities surviving into adulthood and old age; expectations of improved quality of life; increased choice and control.</p> <p>Investment in medium term identified along with development of alternatives to traditional methods of service delivery.</p> |
| Non-achievement of income targets - CCG (previously PCT) specific Income | Amber       | 3,286                     | 3.7%                      | CCG (Clinical Commissioning Group) income is received to contribute to cover the costs of packages for individuals with social care needs, to contribute to specific services and most recently to invest in Social Care services that lead to a long term health benefit.  |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  | <p>Risks exist for joint packages whereby an individuals circumstances can change and the level at which the CCG are liable to contribute can decrease. Investment priorities can change year on year for CCG's and investment can reduce for certain services. Recent funding received is temporary in nature and therefore use to cover existing services can lead to a long term budget pressure.</p> |
|--|--|--|--|--|

REGENERATION & NEIGHBOURHOODS

| Financial Risk   | Risk Rating | 2014/15 Base Budget £'000 | Budget as %age net budget | Description of Risk and Summary of Risk Management Arrangements   |
|--|-------------|---------------------------|---------------------------|---|
| Car Parking  | Amber       | 1,480                     | 1.7%                      | Budget forecasts are based on revised charges and actual income achieved in previous years. There is a risk that the planned level of income may not be achieved as car parking income is falling nationally. This risk has diminished after the car parking income budget was reduced by using £392k of permanent funding in 2012/13.  |
| Fee Income - Planning & Building Control               | Amber       | 460                       | 0.5%                      | The fee income target must be achieved to fund part of the department's expenditure budget. This income cannot be controlled or easily estimated. Achieving the target depends on sufficient numbers/size of applications being received, national economic conditions such as interest rates being sufficiently favourable to encourage development and, in the case of Building Control, the section being able to successfully compete with the private sector. A specific reserve has been earmarked to address an anticipated shortfall in this income in 2013/14. |
| Highways Maintenance                                   | Amber       | 1,500                     | 1.7%                      | A lack of major investment from Central Government is leading to a deterioration in the network. This is a national position and funding is needed to raise conditions generally. Maintenance budgets are under pressure as a result and the position will be closely monitored each month. Conditions surveys will be used to support the Highways Five Year Maintenance Programme and Capital and Revenue budgets will be applied accordingly.  |
| Non-achievement of income targets - Community Services | Amber       | 1,522                     | 1.7%                      | The nature of Cultural Services budgets are such that the majority of income is generated through admissions/usage of the services on offer. If this usage falls below targets then income will be reduced. Budget Forecasts are based on revised charges and trends from previous years. The actual position against budget will be monitored closely throughout the year.   |
| Trading Accounts                                       | Amber       | 29,450                    | 33.6%                     | The department has a wide range of trading operations which generate income by charging clients both internal and external to the Council. This includes services such as school catering, highways, building maintenance, garage, passenger transport as well as professional fees which funds the salaries of staff in property and engineering related services. This income is not certain and depends on local and national economic conditions and can be volatile in response to reductions in client budgets and the Councils capital programme.                |

PUBLIC HEALTH

| Financial Risk  | Risk Rating | 2014/15 Base Budget £'000 | Budget as %age net budget | Description of Risk and Summary of Risk Management Arrangements  |
|---|-------------|---------------------------|---------------------------|--|
| Non-achievement of income targets - Markets and Licensing         | Amber       | 438                       | 0.5%                      | Budget forecasts are based on historical charges with inflation applied. There is an expectation that this level of income may not be achieved particularly the income in relation to Markets. A report has been presented to Committee highlighting this issue and the position will continue to be monitored throughout the year.  |
| Non-achievement of income targets - Sport, Leisure and Recreation | Amber       | 1,529                     | 1.7%                      | The nature of Sport, Leisure and Recreation budgets are such that the majority of income is generated through admissions/usage of the services on offer. If this usage falls below targets then income will be reduced. Budget Forecasts are based on revised charges and trends from previous years which indicate the budget should be achievable. Position will be monitored closely throughout the year. |

**SUMMARY OF KEY FINANCIAL ASSUMPTIONS UNDERPINNING THE BUDGET**

| <b>Budget Assumption</b>   | <b>Financial Standing and Management</b>   |
|--|--|
| The treatment of inflation and interest rates  | <p>The proposed resource allocations for 2014/15 include 2.5% for anticipated general inflation on non pay expenditure and 1% for pay expenditure. In addition, where it is anticipated that costs will increase by more than inflation these issues have been specifically reflected in the pressures included within the budget requirement.</p> <p>Interest exposure is managed through the Treasury Management Strategy.</p>   |
| The treatment of demand led pressures  | Individual Policy Chairs and Directors are responsible for managing services within the limit of resource allocations and departmental Risk and Strategic Change Provisions. If these resources are inadequate the Council's Managed Under/Overspends Policy provides flexibility to manage the change over more than one financial year.  |
| The treatment of planned efficiency savings/productivity gains   | All Directors have a responsibility to deliver services within the approved resource allocations. Where departmental efficiencies are planned it is the individual Directors responsibility to ensure they are implemented. Any under achievement would be dealt with on a temporary basis through the managed overspend rules until a permanent efficiency is achieved. The main areas of efficiencies in 2014/15 are departmental savings. Work undertaken during 2013/14 to deliver these savings in advance makes the 2014/15 budget position more robust and sustainable. |
| The availability of other funding to deal with major contingencies and the adequacy of provisions      | <p>The Council's approved Managed Underspend and Strategic Risk and Change initiatives are well understood and provide departments with financial flexibility to manage services more effectively. These arrangements help to avoid calls on the Council's corporate reserves.</p> <p>The Council's insurance arrangements are a balance between external insurance premiums and internal self insurance. The value of the Council's insurance fund has been assessed and is adequate to meet known reserves on outstanding claims.</p>  |
| The strength of financial reporting arrangements and the Authority's track record of budget monitoring | The Council's financial reporting arrangements include the identification of forecast outturns for both revenue and capital areas. These arrangements ensure problems are identified and corrective action taken before the year end, either at departmental or corporate level. These arrangements have worked well and have enabled the Council to strengthen the Balance Sheet over the last few years.   |
| Equal Pay / Equal Value Claims   | <p>The Council has completed the detailed evaluation of all jobs and developed a new pay and grading structure, which was implemented with effect from 1<sup>st</sup> April 2007. The Council has completed Job Evaluation Appeals.</p> <p>The Council is also facing the risk of Equal Value Pay Claims. Accordingly, the Council has set up a Single Risk Reserve to fund such risks.</p>  |

**BUDGET CONSULTATION MEETING WITH TRADE UNION  
REPRESENTATIVES - Minutes of Meeting held on 09 January  
2014**

**Present:** ***Hartlepool Borough Council Officers***  
Councillor Christopher Akers-Belcher, Leader of the Council  
Dave Stubbs, Chief Executive  
Chris Little, Chief Finance Officer  
Andrew Atkin, Assistant Chief Executive  
Denise Ogden, Director of Regeneration and Neighbourhoods  
Louise Wallace, Assistant Director, Health Improvement

***Trade Union Representatives***

Edwin Jeffries  
Malcolm Sullivan  
Debbie Kenny

**Apologies:**

Councillor Chris Simmons  
Councillor Robbie Payne  
Councillor Carl Richardson  
Councillor Peter Jackson  
Gill Alexander, Director (Child & Adult Services)  
John Mennear, Assistant Director, Community Services  
Lesley Hamilton  
Steve Williams

*Sam Durham, PA to CEMT (Minutes)*

|   |                     |
|---|---------------------|
| <b>1.</b>   | <b>Presentation</b> |
| <p>Councillor Christopher Akers-Belcher welcomed the group and provided a brief update on Local Council Tax Support (LCTS) scheme and the recommended Council Tax Freeze for 2014/15.</p> <p>Chris Little reported on Hartlepool's financial position for 2014/15 – 2016/17 and provided a brief summary of the MTFS Savings reports submitted to Finance &amp; Policy Committee 19<sup>th</sup> December 2013 and 3<sup>rd</sup> January 2014 highlighting the following;</p> <ul style="list-style-type: none"> <li>• 2014/15 Budget Strategy</li> <li>• 2014/15 Local Government Finance Settlement</li> <li>• Changes to Local Planning Assumptions</li> <li>• Summary of budget changes</li> </ul> |                     |

| Comments Made  | Response   |
|--|--|
| Trade Unions queried potential removal of crisis loans and cost to the Council if agreed?  | DS explained that the cost to the Council would be roughly £600K.<br><br>CAB advised that the Council have another year to review options and look at reallocation of resources. |
| Trade Unions appreciate the ongoing savings work carried out by CMT/ DMT.<br><br>Concern was raised regarding Council Tax baseline and the impact of freezing Council Tax. | CL explained that the Government has stated the freeze grant for 2014/15 will go into the grant funding baseline.  |
| Councillor CAB thanked Trade Union Members for attending the presentation and the opportunity to discuss the future budget challenges facing the Council.                  |  |

## APPENDIX O

**BUDGET CONSULTATION MEETING WITH TRADE UNION  
REPRESENTATIVES - Minutes of Meeting held on 15 January  
2014**

**Minutes of Meeting held on 15 January 2014  
at 4pm in the Leader's Office, Level 2, Civic Centre**

**Present:**        ***Hartlepool Borough Council Officers***  
                      Councillor Peter Jackson  
                      Councillor Chris Simmons  
                      Dave Stubbs, Chief Executive  
                      Denise Ogden, Director of Regeneration and Neighbourhoods  
                      Chris Little, Chief Finance Officer  
                      Andrew Atkin, Assistant Chief Executive  
                      Louise Wallace, Director of Public Health

***Business Representatives***

Peter Olson  
 Adrian Liddell  
 Brian Beaumont  
 Thomas Chacko

**Apologies:**

Councillor Christopher Akers-Belcher  
 Councillor Robbie Payne  
 Councillor Carl Richardson  
 Gill Alexander, Director Child and Adult Services  
 Pam Hargreaves, Business Sector Representative

**Minutes:** *Emma Armstrong, PA to CEMT (Minutes)*

**DS gave apologies on behalf of the Leader and other members detailed above.**

|  |                     |
|--|---------------------|
| <b>1.</b>  | <b>Presentation</b> |
| <p>DS welcomed the group and provided a brief update on Local Council Tax Support (LCTS) scheme and the recommended Council Tax Freeze for 2014/15.</p> <p>CL reported on Hartlepool's financial position for 2014/15 – 2016/17 and provided a brief summary of reports submitted to Cabinet highlighting the following areas;</p> <ul style="list-style-type: none"> <li>• <i>Provisional of Local Government Finance Settlement</i></li> <li>• <i>Impact on Hartlepool</i></li> <li>• <i>Business Rate localisation</i></li> <li>• <i>Localisation of Council Tax Support</i></li> </ul> <p>DS noted that DO will be taking a report to Finance &amp; Policy Committee to highlight a report which sets out some potential help for small businesses, in 2014/15 and</p> |                     |



2015/16 to continue the current level of support.

DS commended the work of officers and CL in the accuracy of the budget for last year.

This will be increasingly difficult as time goes on.

| Comments Made   | Response   |
|---|--|
| It was asked if there was a recruitment freeze currently in force?  | DS explained that there is a process to follow if posts need to be filled, which includes employees at risk of redundancy. Numerous posts of leavers have been deleted from the structure.   |
| It was queried if new businesses rate free period affects HBC.  | CL confirmed this does affect the income received by the Council.  |
| What is the Council's wage profile?   | 45% of employees are over 48 years old.  |
| Will changes to the infrastructure proposals for the coming year including Jacksons Landing work? Also, are there changes planned for Wynyard and the linked changes? | DS stated he was highly confident that these will work and at the very least the site could be sold for housing.<br>This needs to link in to the visionary plan for that area and the growth for the town going forward. This plan will include improvements and developments at Wynyard.              |
| Has the rejection of the Local Plan affected housing in HBC?  | At present this hasn't affected housing plans much.  |
| Has the change in the Council's system / leadership affected things?  | DS – the current committee system works. This has made it more open and allows Councillors and the Public to raise views and be inclusive.   |
| 2015/16 looks to be bad for budgeting purposes, could HBC save any surplus funds now to help plug these gaps. Is any collaboration taking place?                      | DS – Yes, Tripartite working is taking place with Redcar, Darlington, but the authorities have slimmed down so combining is no longer viable. Various steps are being taken now to try and reduce the deficit for 2015/16, which includes setting aside one-off resources to help manage the position. |
| Are there more efficient ways of working?   | Yes, HBC are currently working with trade unions to change employees terms and conditions, this may assist in more efficient ways of working. In addition changes have been made over the last few years to change working arrangements.   |

BB thanked all for a frank and open discussion once again.

# FINANCE AND POLICY COMMITTEE

31 January 2014



**Report of:** Corporate Management Team

**Subject:** MEDIUM TERM FINANCIAL STRATEGY (MTFS)  
2014/15 to 2016/17 – **SUPPLEMENTARY REPORT**

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

Budget and Policy Framework decision.

## 2. PURPOSE OF REPORT

2.1 The purpose of this report is to:-

- i) Inform Members of the recommendations made by the Children's Service Committee on 23<sup>rd</sup> January 2014 in relation to the proposed 2014/15 Discretionary School Transport saving of £125,000; and
- ii) To enable Members to determine if they wish to reflect the recommendations of the Children's Service Committee in the detailed 2014/15 budget recommendations to be referred to Council on 6<sup>th</sup> February 2014.

## 3. BACKGROUND

3.1 The detailed savings proposals included in the main MTFS report (issued with the agenda papers for this meeting) indicated that the proposed savings for 2014/15 include a full year saving of £125,000 from reviewing Discretionary School Transport arrangements and these proposals were subject to consultation. The results of the consultation were reported to the Children's Services Committee on 23<sup>rd</sup> January 2014 to enable these issues to be considered before a final decision on this proposed saving could be made. The main MTFS report also indicated that an update report would be provided after the Children's Services Committee considered this issue if this impacted on the recommended savings proposals. This report provides an update on this proposed saving.

**4. ISSUES CONSIDERED BY THE CHILDREN'S SERVICE'S COMMITTEE  
ON 23<sup>rd</sup> JANUARY 2014**

4.1 A detailed report, attached at Appendix A, was considered by the Children's Services Committee which covered the following issues:

- Background, including the position in North East Authorities in relation to this service;
- Current Home to School Transport Policy;
- Total Number of Pupils Affected;
- Consultation Response;
- Options;
- Recommendations;
- Financial Considerations.

4.2 The Children's Service Committee made the following recommendations:

- i) That Members approve Option 4, the phased removal of Local Authority funded discretionary home to school transport from 2015, subject to a 50% contribution from the schools towards the Councils estimated 2014 savings shortfall of £19,000.
- ii) That the Local Authority and the Schools develop an appropriate transport offer for Local Authority funded low income family places and parental and/or school funded additional places.
- iii) That Finance and Policy Committee approval is sought to fund the savings shortfall in 2014/15 of £125,000.

4.3 The next section considers the financial impact of the above recommendations on the MTFs and enables this Committee to determine the final proposals to be included in the detailed budget proposals to be referred to full Council on 6<sup>th</sup> February 2014.

## 5. FINANCIAL IMPACT OF APPROVING RECOMMENDATION MADE BY THE CHILDREN'S SERVICES COMMITTEE

- 5.1 The main MTFS report recommended a strategy for using the additional resources identified in the 3<sup>rd</sup> January MTFS report to help manage the budget position over the period of the MTFS. This strategy reduces the budgets cuts required in 2015/16 and is designed to provide a longer lead time to address the impact of significant additional grant cuts in future years. The impact of this recommended strategy is summarised in the table below:

Extract from main MTFS report -Table 2 (paragraph 8.24) - Revised Forecast Deficits 2014/15 to 2015/16

|  | 2014/15 | 2015/16 | 2016/17 | 2015/16 and 2016/17 Total |
|--|---------|---------|---------|---------------------------|
|  | £'000   | £'000   | £'000   | £'000                     |
| Budget deficit (2014/15 assumes all savings proposals implemented. 2015/16 and 2016/17 before benefits of additional planning assumption changes reported on 3 <sup>rd</sup> January 2014 had been identified) | 0       | 7,818   | 8,600   | 16,418                    |
| Revised Budget deficits (after additional planning assumption changes reported on 3 <sup>rd</sup> January 2014 have been reflected)  | 0       | 6,030   | 8,797   | 14,827                    |
| Increase/(decrease) in 2015/16 and 2016/17 deficit   |         | (1,788) | 197     | (1,591)                   |

The above table shows the 2016/17 budget deficit based on a 10% grant cut, which is the current worst case planning forecast. The December MTFS report also indicated a best case planning forecast based on a 7.5% grant cut, which would reduce the 2016/17 deficit to **£7.6m**.

- 5.2 If the recommendation made by the Children's Service Committee is approved the planned 2014/15 saving of £125,000 will not be achieved and this saving will be phased over 5 financial years as summarised below:

|                     | 2015/16 | 2016/17 | 2017/18 | 2018/19  | 2019/20  |
|---------------------|---------|---------|---------|----------|----------|
| Total Annual Saving | £19,000 | £45,000 | £73,000 | £104,000 | £125,000 |

- 5.3 As detailed in the report to the Children's Services Committee the Chief Finance Officer and Corporate Management Team would advise that at this stage of the budget process it is too late to identify and implement an alternative saving if Members approve the recommendation of the Children's Services Committee not to implement the proposed 2014/15 Discretionary School Transport saving.

- 5.4 The Chief Finance Officer and Corporate Management Team therefore recommend that the resulting 2014/15 budget shortfall is funded from the additional resources identified in the 3<sup>rd</sup> January 2014 MTFS report. This proposal does not provide a permanent solution and will therefore increase the total budget gap for 2015/16 and 2016/17 by £80,000 (i.e. the difference between the full year Discretionary School Transport saving of £125,000 and the phased saving which will be achieved from 2016/17 of £45,000).
- 5.5 The major impact of the recommended strategy for 2014/15 is an increase in the 2015/16 budget deficit of £222,000, which reflects:
- the removal of the planned 2014/15 saving; and
  - the reduction of one-off resources available to support the 2015/16 budget owing to the higher use of these resources in 2014/15.
- 5.6 The adverse impact on the 2015/16 budget deficit highlights the importance of achieving planned savings in each year of the MTFS as any delay in achieving planned savings uses the limited one-off resources earlier, which means that in future years additional cuts need to be made to offset both the lost savings from earlier years and the earlier use of one-off resources.
- 5.7 The impact of the strategy recommended by the Chief Finance Officer and Corporate Management Team for managing the removal of the Discretionary School Transport from the 2014/15 savings proposals on the MTFS is summarised in the table below:

Revised Forecast Deficits 2014/15 to 2016/17

|   | 2014/<br>15 | 2015<br>/16 | 2016/<br>17 | 15/16<br>and<br>16/17<br>Total |
|---|-------------|-------------|-------------|--------------------------------|
|   | £'000       | £'000       | £'000       | £'000                          |
| Savings to be identified (reported 03.01.14)                | 0           | 6,030       | 8,797       | 14,827                         |
| Initial 2015/16 permanent savings continuing in 2016/17     |             |             | 6,030       |                                |
| Revise 2015/16 permanent savings continuing in 2016/17      |             |             | (6,252)     |                                |
| Deletion Discretionary School Transport saving              | 125         | 125         | 125         |                                |
| Phasing Discretionary School Transport saving               | 0           | (19)        | (45)        |                                |
| Contribution from schools towards 2015/16 savings shortfall | 0           | (9)         | 0           |                                |
| Re-phased use of one-off resources                          | (125)       | 134         |             |                                |
| Savings to identified                                       | 0           | 6,252       | 8,655       | 14,907                         |

|  |     |       |    |
|--|-----|-------|----|
| Increase/(decrease) in 2015/16 and 2016/17 deficit report 03.01.14 | 222 | (142) | 80 |
|--|-----|-------|----|

## 6. CONCLUSION

- 6.1 Members need to consider the recommendations referred from the Children's Service Committee in relation to the proposed 2014/15 Discretionary School Transport savings, which if approved will remove this saving from the 2014/15 budget proposals.
- 6.2 As detailed in the previous section if Members approve this proposal the Chief Finance Officer and the Corporate Management Team recommend that in 2014/15 the removal of this saving is funded from an increase in the use of one off resources allocated to support the 2014/15. This proposal will increase the budget deficit in 2015/16, as detailed in paragraph 5.7.

## 7. RECOMMENDATIONS

- 7.1 It is recommended that Members either:
- i) Confirm the implementation of the 2014/15 Discretionary School Transport saving of £125,000, as detailed in the main MTFS report; or
  - ii) Approve the recommendations of the Children's Services Committee not to implement the 2014/15 Discretionary School Transport saving of £125,000; and
  - iii) If recommendation (ii) is approved the Chief Finance Officer and the Corporate Management Team recommend the removal of this saving in 2014/15 is funded by increasing the use of one-off resources in 2014/15, which will require the amendment of recommendation 20.21 detailed in the main MTFS report as follows:

| Reported<br>in main<br>MTFS<br>report<br>£'000 |  |   | <b><u>Revised<br/>proposal</u></b><br><br><b>£'000</b> |
|--|--|---|--|
| 9,117  |  | <b>Gross Budget deficit 2014/15</b>                         | <b>9,117</b>   |
| (1,797)  |  | Changes in Planning assumption (paragraph 8.3)              | <b>(1,797)</b>   |
| (500)  |  | Public Health Funding                                       | <b>(500)</b>   |
| (500)  |  | Full Year ICT saving (includes potential rental income)     | <b>(500)</b>   |
| 6,320  |  | <b>Sub Total</b>  | <b>6,320</b>   |
| (1,273)  |  | Additional changes in Planning Assumptions (paragraph 8.10) | <b>(1,273)</b>   |
| (4,376)  |  | Planned savings   | <b>(4,251)</b>   |
| 671  |  | <b>Sub Total</b>  | <b>796</b>   |
| (671)  |  | <b>Use of one-off funding</b>                               | <b>(796)</b>   |
| 0  |  | <b>Net budget deficit 2014/15</b>                           | <b>0</b>   |

- iv) To note if recommendation (ii) is approved this increases the budget deficit in 2015/16 from £6.030m to £6.252m as detailed in paragraph 5.7.

## **8. REASONS FOR RECOMMENDATIONS**

- 8.1 To enable the Finance and Policy Committee to consider the recommendations referred from the Children's Services Committee.

## **9. BACKGROUND PAPERS**

- 9.1 Medium Term Financial Strategy 2014/15 to 2016/17 reports – Finance and Policy Committee 31<sup>st</sup> May 2013, 2<sup>nd</sup> August 2013, 19<sup>th</sup> December 2013, 3<sup>rd</sup> January 2014 and 31<sup>st</sup> January 2014. Review of Reserves report - Finance and Policy Committee 19<sup>th</sup> September 2013.

## **10. CONTACT OFFICER**

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[Chris.little@hartlepool.gov.uk](mailto:Chris.little@hartlepool.gov.uk)

# CHILDREN'S SERVICES COMMITTEE

23 January 2014



**Report of:** Director of Child and Adult Services

**Subject:** DISCRETIONARY SCHOOL TRANSPORT:  
SAVINGS OPTIONS

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

Budget and Policy Framework.

## 2. PURPOSE OF REPORT

- 2.1 To consider the proposed efficiency savings in relation to discretionary school transport following the consultation carried out by the Local Authority between November 2013 and January 2014 with The English Martyrs School and Sixth Form College and St. Teresa's RC Primary School.

## 3. BACKGROUND

- 3.1 Hartlepool Borough Council, in common with all Councils, continues to face unprecedented financial pressures as a result of decreased grant from central government. It was reported to Finance and Policy Committee on 3<sup>rd</sup> January 2014 that the Government have confirmed the grant cuts for 2014/15 and 2015/16 and as a result the Council will need to make cuts of £19.2m over the next three years. This is in addition to significant savings the Council has had to deliver over the past three years.
- 3.2 As a consequence of this, Hartlepool Borough Council needs to continue to keep under review all areas of non statutory expenditure. Transport to faith schools is one of those areas. The current cost of denominational home to school transport to the Council is over £130,000 annually which covers free transport to The English Martyrs School and Sixth Form College and St. Teresa's RC Primary School
- 3.3 As a result of the previous statutory consultation carried out in relation to discretionary school transport, as part of the 2012/13 budget preparation the Council acknowledged that it is valued by the parents and schools who benefit from the provision. The Council has therefore protected the service in previous budget rounds. However, Hartlepool Borough Council is now one of the few Authorities in the North East to have retained the provision



(see **Appendix 4**). Given the continued financial pressures facing the Council there is now a requirement to re-consider options in relation to the continuation of this provision in the future.

- 3.4 At the Children's Services Committee meeting of 5<sup>th</sup> November 2013, the Assistant Director, Education presented a report which included the proposals for delivery of savings of £487,000 in the Education Service as part of the 2014/15 budget process. Details of how the savings target would be achieved were detailed in the report. The report highlighted that a review of the Discretionary Transport Plan, with a potential annual saving of over £130,000, was underway, subject to a consultation process with the Governing Bodies of The English Martyrs School and Sixth Form College and St. Teresa's RC Primary School. Following the consultation, a separate report would be submitted to a future meeting of the Committee with further detail. That consultation has now been undertaken and the Children's Services Committee can now formally consider the options contained in this report. An Equality Impact Assessment has been completed and is attached at **Appendix 5**.

#### **4. CURRENT HOME TO SCHOOL TRANSPORT POLICY**

- 4.1 The current home to school transport policy reflects both a statutory duty to provide free transport for children from low-income families and a discretionary rule to provide free transport on grounds of religion and belief.
- 4.2 The denominational discretionary rule allows the Council to provide free transport to secondary and primary faith schools. In practice, however, this only happens with English Martyrs School and Sixth Form College and St. Teresa's RC Primary School pupils, and not to other secondary or primary mainstream school children. Schools such as Dyke House purchase provision from the Integrated Transport Unit, in order to access pupils from the Seaton area to Dyke House School.
- 4.3 The current arrangement, whilst being popular, is a discretionary provision and the Council is not under a statutory duty to maintain such an arrangement. The arrangements are expensive to provide and it could be argued by other schools that they provide an inequality in the approach to free school transport.
- 4.4 The statutory duty upon the Council to safeguard school transport for low income families will be maintained as those pupils are unaffected by any decision concerning denominational transport.
- 4.5 Previous consultation responses have indicated that parents would be interested in the Council continuing to provide transport on a concessionary basis in order to continue attending their preferred school rather than look to move to an alternative school.

**5. TOTAL NUMBER OF PUPILS AFFECTED**

- 5.1 The following table represents the total number of pupils who currently receive free transport on grounds of religion and belief (2013):

| Primary             | Rec | YR1 | YR2 | YR3  | YR4  | YR5 | YR6 | Total      |
|---------------------|-----|-----|-----|------|------|-----|-----|------------|
| St. Teresa's        | 2   | 7   | 5   | 4    | 7    | 1   | 9   | 35         |
|                     |     |     |     |      |      |     |     |            |
| Secondary           | YR7 | YR8 | YR9 | YR10 | YR11 |     |     | Total      |
| English Martyrs     | 68  | 75  | 67  | 63   | 67   |     |     | 340        |
|                     |     |     |     |      |      |     |     |            |
| <b>Total Number</b> |     |     |     |      |      |     |     | <b>375</b> |

**6. CONSULTATION RESPONSE**

- 6.1 Statutory consultation on the future of discretionary school transport was undertaken with the Governing Bodies of The English Martyrs School and Sixth Form College and St. Teresa's RC Primary School over a 30 day period between 18<sup>th</sup> November 2013 and 9<sup>th</sup> January 2014. The consultation document is attached to this report as **Appendix 1**. The response to the consultation by the Governing Bodies is included as **Appendix 2**, with Local Authority Officer comments attached as **Appendix 3**.
- 6.2 The consultation response indicates that the provision of free discretionary school transport to the two schools is highly valued by the school communities and parents that benefit from it.
- 6.3 The consultation response raised issues around parental choice, attendance, pupil achievement, safe walking routes to school, increased traffic congestion and the future of Roman Catholic school partnerships in Hartlepool. **Appendix 3** details the Local Authority's response to these issues.
- 6.4 The schools were particularly concerned about parents that have already applied to the schools for 2014 entry on the understanding that free discretionary school transport would be provided and the impact there would be on the school population of a rapid removal of the current arrangements.
- 6.5 The consultation response also recognises the financial pressures facing the Council and accepts that there is a need to further explore a different service model for discretionary school transport involving parental contributions that enables the Council to achieve savings in this area of non- statutory responsibility.
- 6.6 The consultation response suggests that the schools would wish to work with the Local Authority to manage a phased removal of Local Authority financial

support for discretionary school transport over a five year period, beginning September 2015' and replacing it with parental and / or school contributions.

- 6.7 Given that the Local Authority remains committed to its statutory responsibility to provide school transport for pupils from low income families, and given the responses to the consultation process, it is suggested that a 'mixed economy' of phasing out Local Authority financial support and replacing it with parental and / or school financial contributions, whilst maintaining the service for low income families, is the most acceptable way to progress this issue.
- 6.8 Initial business modelling suggests that this model of delivery is feasible, however future work will need to be undertaken to develop the detailed business case that enables the two schools to take financial responsibility for school transport whilst continuing to use the expertise of the Local Authority in providing the service on a commercial basis. In addition, the schools will need to carry out a 'market testing' exercise to establish the number of parents wishing to utilise the service on a fee paying basis.

## 7. OPTIONS

- 7.1 The actual split of costs between discretionary transport and low-income transport is approximately 89% discretionary transport and 11% low-income transport. All options below are for discretionary transport only and include the continuation of low-income transport.
- 7.2 **Option 1:** Continue arrangements as they currently exist, providing free transport to denominational schools.
- 7.3 **Option 2:** Remove free transport to denominational schools for all pupils commencing in September 2014.
- 7.4 **Option 3:** Starting in September 2014, cease free discretionary transport for all new pupils. Existing pupils who already receive discretionary school transport would continue so to do until they move/leave school or change address. This would achieve a saving of £19,000 in 2014-15.
- 7.5 **Option 4:** Starting in September 2015, cease free discretionary transport for all new pupils. Existing pupils who already receive discretionary school transport would continue so to do until they move/leave school or change address. Work will commence on developing a detailed business case undertaking market testing for a mixed economy model. By adopting Option 4, however, the twelve month delay in phasing out discretionary transport means that the potential saving of £19,000 detailed in Option 3 is lost. It is, therefore, suggested that the school be requested to make a voluntary contribution of £9,500 (ie, 50%) towards the Council's saving target.

## **8. RECOMMENDATIONS**

- 8.1 It is recommended that members approve Option 4, the phased removal of Local Authority funded discretionary home to school transport from 2015, subject to a 50% contribution from the schools towards the Councils estimated 2014 savings shortfall of £19,000.
- 8.2 It is recommended that the Local Authority and the Schools develop an appropriate transport offer for Local Authority funded low income family places and parental and/or school funded additional places.
- 8.4 It is recommended that Finance and Policy Committee approval is sought to fund the savings shortfall in 2014/15 of £125,000 as detailed in paragraph 11.3 below.

## **9. REASONS FOR RECOMMENDATIONS**

- 9.1 To enable the Children's Services Committee to finalise the proposals to be recommended to the Finance and Policy Committee as part of the Medium Term Financial Strategy.

## **10. RISK**

- 10.1 The consultation response submitted by the two schools detail a number of risks that were felt needed to be brought to the attention of the Local Authority. The Local Authority's response to these is detailed in **Appendix 3**.
- 10.2 In particular, the Local Authority will support the two schools in developing safer walking routes to school should any changes be made to the current discretionary transport provision.
- 10.3 The Local Authority is aware of the current congestion traffic issues in the busy Catcote Road area and will investigate further how best it can mitigate the risks detailed in the response.

## **11. LEGAL IMPLICATIONS**

- 11.1 Local Authority duties in relation to Home to School transportation set out in Section 508A and Section 508B of the Education Act 1996.

## **12. FINANCIAL IMPLICATIONS**

- 12.1 The Medium Term Financial Strategy reports considered by the Finance and Policy Committee over the past few months, including the report to the Finance and Policy Committee on 3<sup>rd</sup> January 2014, anticipates balancing

the 2014/15 budget by achieving total planned savings of £4.3i Appendix A a saving of £125,000 in relation to discretionary school transport.

- 12.2 Based on the consultation responses it is now recommended that this saving is not implemented in 2014/15. At this very late stage in the budget process it is not possible to indentify alternative savings as final budget proposals will be considered by the Finance and Policy Committee on 31<sup>st</sup> January 2014 and then referred to full Council on the 6<sup>th</sup> February 2014. It is therefore recommended that the Finance and Policy Committee notes this position and reflects the deletion of this saving from the 2014/15 proposals.
- 12.3 The Chief Finance Officer and Corporate Management Team submitted an MTFS update report to the Finance and Policy Committee on 3<sup>rd</sup> January 2014, which advised Members of positive changes in a number of planning assumptions which would assist manage the budget cuts over the period 2014/15 to 2016/17. Assuming the Finance and Policy Committee approve the recommendation not to implement the discretionary school transport saving, or require an alternative saving to be identified, the Chief Finance Officer and Corporate Management Team will recommend that the resulting budget shortfall, net of the contribution from the schools referred to in paragraph 8.1, in 2014/15 is funded from the additional resources indentified in the 3<sup>rd</sup> January 2014 report. This proposal does not provide a permanent solution and will therefore increase the budget gaps in 2015/16 and 2016/17. In addition, the proposal reduces the uncommitted one-off resources which can be carried forward from 2014/15 to support the 2015/16 and 2016/17 budget.

### **13. BACKGROUND PAPERS**

- Cabinet Report – 5<sup>th</sup> December 2011
- Council Decision – 23<sup>rd</sup> February 2012
- Cabinet Report – 2<sup>nd</sup> April 2012
- Cabinet Report – 19<sup>th</sup> November 2012

### **14. CONTACT OFFICER:**

Dean Jackson  
Assistant Director (Education)  
Child & Adult Services Department  
Email: [dean.jackson@hartlepool.gov.uk](mailto:dean.jackson@hartlepool.gov.uk)  
Tel: 01429 523736

Appendix 1

CLASSIFICATION - UNCLASSIFIED

**Gill Alexander, Director**  
*Child and Adult Services*  
Civic Centre  
Hartlepool  
TS24 8AY

Contact Officer: Dean Jackson  
Email: [dean.jackson@hartlepool.gov.uk](mailto:dean.jackson@hartlepool.gov.uk)

Tel: 01429 523736  
Fax: 01429 523908  
[www.hartlepool.gov.uk](http://www.hartlepool.gov.uk)  
DX 60669 Hartlepool - 1

Our Ref: DJ/JO/L/16  
Your Ref:



When telephoning, please ask for:  
**Dean Jackson**  
Direct Line: (01429) 523736

21 November 2013

Mr M Lee  
The English Martyrs School and Sixth Form College  
Catcote Road  
Hartlepool  
TS25 4HA

Dear Colleague

**BUDGET PROPOSALS: CONSULTATION ON FREE SCHOOL TRANSPORT TO  
DENOMINATIONAL SCHOOLS**

Hartlepool Borough Council is proposing changes to the provision of free transport to faith schools. I am seeking your views on the Council's reasons for change and any alternative options you would like the Council to consider.

1. Reasons for considering change:

Hartlepool Borough Council, in common with all Councils, is facing unprecedented financial pressures as a result of decreased grant from central government. It was reported to Finance and Policy Committee on 2 August 2013 that over the next 3 years it was forecast Council will need to make cuts of £16.2m which equate to 18% of the existing General Fund budget whilst also having to maintain essential services. This is in addition to significant savings the Council has had to deliver over the past three years.

As a consequence of this, Hartlepool Borough Council needs to keep under review all areas of non statutory expenditure. Transport to faith schools is one of those areas. The current annual cost of denominational home to school transport to the Council is £133,000 which covers free transport to The English Martyrs School and Sixth Form College and St Teresa's RC Primary School

The Council has consulted on this area of expenditure in the past and recognises that it is valued by the parents and schools who benefit from the provision. As a result the Council has sought to protect the service in previous budget rounds. Hartlepool Borough Council is now one of the few authorities in the North East to have retained the provision. However, given the continued financial pressures facing the Council there is now a requirement to review options in relation to the continuation of this provision in the future.

Appendix 1

2. Proposal

As part of the budget setting process for 2014/15 the Council will consider ceasing the provision of free denominational transport from September 2014 which under current legislation, is considered to be a non-statutory provision.

Free transport would be maintained for pupils who qualify because their families are on low incomes.

3. Consultation

We recognise from previous surveys and consultation that the service is highly valued by the schools and parents affected by this proposal. We also recognise that there are examples elsewhere of alternative service models and charging options that have been developed in partnership with schools, parents and local authorities to deliver home to school transport for parents who require it. The Council would be willing to work with the affected school communities to support the development of any alternative service options that would also enable the Council to secure the required efficiency savings.

This consultation is, therefore, seeking the views of the affected school communities via their Governing Bodies and Diocesan Authorities on the Council's reasons for change and inviting views on any alternative service models or charging options that would mitigate the impact of the changes.

The Council will consider the proposal to cease denominational transport from September 2014 as part of the budget setting process for 2014/15.

We are seeking your views on the reasons for change and any alternative options you would ask the Council to consider that would deliver the required efficiencies.

The consultation period will run from 18 November 2013 to 9 January 2014

Written responses should be submitted to:

Paul Robson  
Integrated Transport Manager  
Hartlepool Borough Council  
Level 4  
Civic Centre  
Hartlepool  
TS24 8AY.

Yours sincerely



**DEAN JACKSON**, Assistant Director (Education)

Children's Services Committee – 23 January 2014



## The English Martyrs School and Sixth Form College

Catcote Road, Hartlepool TS25 4HA  
Tel: 01429 273790 - Fax: 01429 273998  
Headteacher M Lee BA (Hons)  
Deputy Headteacher P McMahon BEd  
Deputy Headteacher J Linden BEd (Hons)



MLLF

2<sup>nd</sup> December 2013

Mr D Jackson  
Assistant Director of Education  
Hartlepool Borough Council  
Civic Centre  
Victoria Road  
Hartlepool

Dear Dean

Thank you for our letter regarding the revised Consultation on Free School Transport which we received on 20 November 2013. As you know this issue has been debated within Hartlepool over the last three years. We have been very unhappy about the unsatisfactory way this issue has been handled in the past and we hope that lessons have been learned from that.

Whilst we accept that some local authorities have decided to phase out denominational transport we would like to point out that several local authorities have decided to retain it and have done so for a variety of reasons. We feel that there are many reasons why Hartlepool should continue to provide denominational transport:

- Parents who make a choice of schools on the basis of faith should not be prevented from exercising that choice as a result of financial considerations.
- The removal of free transport will result in a fall in attendance at schools, already an issue of concern in Hartlepool.
- Falling attendance will inevitably lead to lower achievement.
- There will be an increase in the number of students taking a dangerous walking route to school.
- There will be increased traffic congestion on dangerous and busy roads. The Hartlepool Mail of 20<sup>th</sup> November 2013, for example, included a report on the dangers at the junction of Catcote Road and Callendar Road which is used by St Teresa's and English Martyrs' students. This can only be made worse by an increase in students making their own way to school or travelling by car.
- There will be a destabilisation of the close relationship which exists between ourselves and our partner schools, making the primary/secondary transition less effective.



Website: [www.ems.hartlepool.sch.uk](http://www.ems.hartlepool.sch.uk) • E-mail: [admin@ems.hartlepool.sch.uk](mailto:admin@ems.hartlepool.sch.uk)



## Appendix 2

It is accepted that these are difficult times for local councils but recent spending decisions by the Council, much publicised in the local press, lead us to regard this as a question of priorities. We feel that getting students safely, and on time, to the school of their choice ought to be one of the first priorities of a local authority.


The Governors of The English Martyrs School and Sixth Form College and St Teresa's RC Primary School are willing to discuss any options but wish the following points to be noted:

- Your letter suggests a change to come into effect in September 2014. Since parents have already made their applications for school places this deadline is completely unrealistic and unacceptable.
- A change of this nature must be introduced on a phased approach. It would be unacceptable to change the travel arrangements for students mid-way through their education.
- Some local authorities have decided to run a service with parents making a contribution. It may be that we can find a way forward with this approach.
- We would like more information on how much the Council expects to save. The email of the 21<sup>st</sup> October 2013 which went to all schools (and was apparently withdrawn) referred to a cost of £137,000 while your letter of the 18<sup>th</sup> November 2013 refers to costs of £133,000. Your letter states that "free transport would be maintained for pupils who qualify because their families are on low incomes". We welcome this re-affirmation of your commitment to the statutory responsibility of the authority but cannot see how the Council would achieve savings since buses are clearly going to have to run for these students.

We would welcome the opportunity to discuss all options, and request that you clarify the points raised above so that we can have a basis for such discussions. We would, of course, need to involve parents in any consideration of changes to the current provision.

With every good wish

Yours sincerely



Michael Lee  
Headteacher  
The English Martyrs School and Sixth Form College



Mary Frain  
Headteacher  
St Teresa's RC Primary School

## Local Authority Response to Discretionary Transport Consultation Response

| CONSULTATION RESPONSE  | LOCAL AUTHORITY RESPONSE  |
|--|---|
| Parents who make a choice of schools on the basis of faith should not be prevented from exercising that choice as a result of financial considerations.  | The LA acknowledges that the national rationale is to enhance choice of schools for parents but this has to be set alongside an equitable approach that ensures that all families, and especially low-income families, have a choice of school. There is currently an inequality in the system that favours families of the Roman Catholic faith which needs to be more closely aligned to the choices available to all families who make a choice of school on the basis of faith. |
| The removal of free transport will result in a fall in attendance at schools, already an issue of concern in Hartlepool.   | The LA is not aware of any evidence of this happening elsewhere where free transport is removed. Attendance, generally, is an issue of concern in Hartlepool, as it is across all local authorities nationally. The LA believes that it has effective measures in place for ensuring that pupils attend school regularly. In addition, schools that attract high levels of parental support tend to have good levels of both attendance and achievement.                            |
| Falling attendance will inevitably lead to lower achievement.  | See response above.   |
| There will be an increase in the number of students taking a dangerous walking route to school.  | The Local Authority will work closely with the schools affected to ensure that safe walking routes to school are established. The Local Authority has good expertise in working with schools where there are transport and road safety issues.  |
| There will be increased traffic congestion on dangerous and busy roads. The Hartlepool Mail of 20 <sup>th</sup> November 2013, for example, included a report on the dangers at the junction of Catcote Road and Callendar Road which is used by ST Theresa's and English Martyrs' students. This can only be made worse by an increase in students making their own way to school or travelling by car. | The Local Authority is aware of this situation and will investigate further how best it can mitigate the risks described of busy roads and congestion.  |

|  |   |
|--|---|
| There will be a destabilisation of the close relationship which exists between ourselves and our partner schools, making the primary / secondary transition less effective.  | Evidence from other Local Authorities where discretionary transport has been removed indicates that partner and transition arrangements between RC primary and secondary schools have been sustained.   |
| We feel that getting students safely, and on time, to the school of their choice ought to be one of the first priorities of a local authority.   | Paragraph 1 of the consultation letter issued by the Local Authority explains the 'unprecedented financial pressures' that the LA is facing. As a consequence, all options in areas of non-statutory expenditure ('priorities') are being reviewed.   |
| Since parents have already made their applications for school places, this deadline (September 2014) is completely unrealistic and unacceptable.   | The LA admissions guidance ( <b><i>Education in Hartlepool, September 2014, pg 38 – Transport to a school because of your religion or belief</i></b> ) states that ' <i>...the above statement relating to religion and belief is currently under review and may be subject to change.</i> ' Notwithstanding that, however, the Council may wish to consider phasing in the removal of discretionary transport from September 2015. |
| A change of this nature must be introduced on a phased approach.   | See response above.   |
| Some local authorities have decided to run a service with parents making a contribution. It may be that we can find a way forward with this approach.  | The Local Authority welcomes this comment on introducing a parental contribution.   |
| We would like more information on how much the Council expects to save. We welcome this re-affirmation of your commitment to the statutory responsibility of the authority but cannot see how the Council would achieve savings since buses are clearly going to have to run for these students ( <i>of families on low incomes</i> ). | As pupil numbers overall vary each year and, within that group, the number of low-income pupils also varies, it is estimated that the Council could potentially save between £131,907 and £165,219 each year if discretionary transport was completely removed. A phased approach would offer lower year-on-year savings. The LA would be happy to share this information with the schools.   |

## Appendix 4

**OTHER LOCAL AUTHORITY DECISIONS**

A summary is shown below outlining where each Authority mentioned is at the moment with regard to the funding of denominational transport.

| <b>Local Authority</b> | <b>Remove</b>                             | <b>Sustain</b>                               | <b>When</b> |
|------------------------|---|--|-------------|
| Redcar & Cleveland     | Full withdrawal                           |  | 2012        |
| Stockton               |   | Currently under review                       |             |
| Middlesbrough          | phasing out                               | N/A  | 2013        |
| Darlington             | phasing out                               | N/A  | 2013        |
| North Yorkshire        | phasing out                               | N/A  | 2012        |
| Durham                 | phasing out                               | N/A  | 2012        |
| Newcastle              | Reduced provision to nearest faith school |  | 2014        |
| Sunderland             | Full withdrawal                           | N/A  | 2014        |
| North Tyneside         |   | To be sustained at present                   |             |
| South Tyneside         |   | To be sustained at present                   |             |
| Gateshead              |   | Currently under review. Out for consultation |             |
| Northumberland         |   | Currently under review                       |             |

## Appendix 5

## Impact Assessment Form

| Department  | Division   | Section                  | Owner/Officer |
|---|--|--------------------------|---------------|
| Child and Adult Services                                | Children's Services  | Planning and Development | Dean Jackson  |
| Function/Service  | Review of denominational transport provision and possible cessation of concession other than 'eligible' children   |                          |               |
| Information Available                                   | <p>The policy change proposed would result in the removal of current discretionary transport provision in relation to St Teresa's Primary school and English Martyrs Secondary School both Faith based establishments.</p> <p>Currently, children baptised into a relevant Faith and attending their nearest appropriate Voluntary Aided Church school are entitled to receive free home to school travel support. Where the distance travelled exceeds 2 miles (primary) and 3 mile (secondary), pupils will be provided with home to school transport if they attend the nearest approved school of their parents' practising faith. The eligibility for school transport again relates to the statutory walking distances. This service is provided even though there may be other, nearer schools.</p> <p>The Council is only required by law to provide the current free home to school travel support to Faith schools for those children from low income families who satisfy the distance criteria above. Hartlepool does not attract Government funding for primary age pupils as schools are situated in close proximity which restricts the low income criteria being met. We do however attract funding in relation to secondary pupils. It is important to note that this provision will continue as a statutory Low Income duty. However, like many other Local Authorities, the Council has for many years offered discretionary provision to all children attending Faith schools eligible under the distance criteria.</p> <p>The Council intends to remove the discretionary concession and only provide home to school travel to denominational schools for statutory 'eligible' children. .</p> <p>Primary:<br/>At the present time, 36 children receive free home to school travel support on buses. The removal of the discretionary provision will impact on 35 children.</p> <p>Secondary:<br/>At the present time, 387 children receive free home to school travel support on buses. The removal of the discretionary provision will impact on 340 children</p> |                          |               |
| Relevance   | Age  |                          | J             |
| Identify which strands are relevant to the area you are | Disability   |                          |               |
|   | Gender Re-assignment   |                          |               |
|   |  |                          |               |
|   |  |                          |               |

|   |  |              |   |
|---|--|--------------|---|
| reviewing or changing   | Race   |              | Appendix 5                              |
|   | Religion   |              |   |
|   | Sex  |              |   |
|   | Sexual Orientation   |              |   |
|   | Marriage & Civil Partnership   |              |   |
|   | Pregnancy & Maternity  |              |   |
|   |  |              |   |
|   |  |              |   |
|   |  |              |   |
| Information Gaps  | Opinions of children, young people.  |              |   |
| What is the Impact  | The Equality Act 2010, Schedule 3, Part 2 provides an exemption to discrimination on the grounds of religion or belief in relation to transport to and from school.  |              |   |
|   | <p>The Local Authority remains under a general duty to have regard to the wish of a parent for their child to be provided with education at a particular establishment on the grounds of the parents' religion or belief. Other than the statutory duty towards secondary school pupils who are from low income families, there is no duty to provide free transport to denominational schools for children generally.</p> <p>Primary:<br/>As previously outlined, 36 children attend St Teresa's Primary School receive free home to school travel support. The removal of the discretionary provision will impact on 35 children who currently attend the school and future attendees.</p> <p>Secondary:<br/>As previously outlined, 347 children attend English Martyrs Secondary School receive free home to school travel support. The removal of the discretionary provision will impact on 340 children who currently attend the school and future attendees.</p> |              |   |
| Aim 1: Eliminate unlawful discrimination, harassment, victimisation, and any other conduct prohibited by the act. |  |              |   |
| N/A   |  |              |   |
| Aim 2: Advance Equality of opportunity, between people who share protected characteristics and those who don't.   |  |              |   |
| N/A   |  |              |   |
| Aim 3: Foster good relations between people who share a protected characteristic and those who do not share it.   |  |              |   |
| N/A   |  |              |   |
| Addressing the impact   | 1. No Major Change   |              |   |
|   | 2. Adjust/Change   |              |   |
|   | 3. Continue as is  |              |   |
|   | 4. Stop/Remove   |              |   |
| Action identified   | Responsible Officer  | By When      | How will this be evaluated?             |
| Consultation carried out with   | Dean Jackson/Paul Robson   | January 2014 | Both Primary and Secondary schools have |

|  |  |          |  |
|--|--|----------|--|
| appropriate schools,                     |  |          | <p>been consulted</p> <p>Schools have been asked whether they think free travel should be stopped and if parents or the school are prepared to pay travel costs themselves.</p> <p>The results will be included in a report to Committee and will also impact on future provision.</p> |
|  |  |          |  |
|  |  |          |  |
| Date sent to Equality Rep for publishing |  | 00/00/00 |  |

# FINANCE AND POLICY COMMITTEE

31<sup>st</sup> January 2014



**Report of:** Assistant Chief Executive

**Subject:** REVIEWING THE SUSTAINABLE COMMUNITY STRATEGY FOR HARTLEPOOL

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Budget and Policy Framework.

## 2. PURPOSE OF REPORT

2.1 To present the Committee with the Final draft of the new Sustainable Community Strategy (appendix 1).

## 3. BACKGROUND

3.1 The Council has a statutory duty to prepare a Sustainable Community Strategy (SCS) for the Borough. The previous SCS was adopted 5 years ago in 2008 and therefore needs to be reviewed to ensure that it remains relevant, reflects local circumstances and responds to national changes.

3.2 Three options for reviewing the SCS were presented to Finance and Policy Committee on the 31<sup>st</sup> May 2013. The Committee agreed with the recommendation for Option 3 '*A change in approach with a downsized Community Strategy focussing on other key strategies to provide the detail.*'

3.3 A first draft for consultation was agreed by Finance and Policy Committee on the 26<sup>th</sup> July 2013 with a subsequent consultation period which ran for 8 weeks in accordance with the agreed procedure set out in the Councils Constitution.

3.4 The second draft of the Strategy was agreed by Finance and Policy Committee on the 29<sup>th</sup> of November 2013 which took on board the comments made during the eight week consultation period.



#### **4. NEXT STEPS**

- 4.1 This final draft is presented following a final two week consultation on the document during which time no additional comments or queries on the strategy were submitted.
- 4.2 As set out in the Councils constitution this final draft of the strategy must be agreed by Full Council should the Finance and Policy Committee agree the final version.

#### **5. LEGAL CONSIDERATIONS**

- 5.1 The Council has a statutory duty to have a Sustainable Community Strategy.

#### **6. RECOMMENDATIONS**

- 6.1 Finance and Policy Committee is requested to:
- Agree this final draft Sustainable Community Strategy as set out in appendix 1.
  - Agree that the Strategy be moved to Council for final agreement.

#### **7. REASONS FOR RECOMMENDATIONS**

- 7.1 The Council has a statutory duty to have a Sustainable Community Strategy and the current Community Strategy was last reviewed in 2008. It is therefore timely to review and update. As the Strategy is within the Budget & Policy Framework for the Council the process for the development and approval of the Strategy is set out within the Constitution.

#### **8. BACKGROUND PAPERS**

- 8.1 Hartlepool's Ambition, Community Strategy & Neighbourhood Renewal Strategy, 2008-2020.

Report to Finance and Policy Committee 31<sup>st</sup> May 2013, Reviewing the Sustainable Community Strategy for Hartlepool.

Report to Finance and Policy Committee 26<sup>th</sup> July 2013, Reviewing the Sustainable Community Strategy for Hartlepool.

Report to Finance and Policy Committee 29<sup>th</sup> November 2013, Reviewing the Sustainable Community Strategy for Hartlepool.

## 9. CONTACT OFFICER

Andrew Atkin, Assistant Chief Executive  
Chief Executives Department – Corporate Strategy  
Hartlepool Borough Council  
(01429) 523003  
[Andrew.atkin@hartlepool.gov.uk](mailto:Andrew.atkin@hartlepool.gov.uk)

Richard Starrs, Strategy and Performance Officer,  
Chief Executives Department – Corporate Strategy  
Hartlepool Borough Council  
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# **Hartlepool's Ambition**

## **The Sustainable Community Strategy for Hartlepool**

**2014 – 2020**

## **Foreword**

In 2008 the Hartlepool Partnership launched the Sustainable Community Strategy which set out the future vision for the Borough in 2020. Since then we have made a lot of progress to turn that vision into reality; crime has fallen, people are living longer, primary and secondary educational attainment is improving and there has been significant investment in the Borough's housing stock, business areas and environment. However, a number of challenges have presented themselves since 2008 globally, nationally and locally with huge financial, economic and demographic challenges now facing us. We know that areas such as unemployment, health inequalities and poverty remain serious issues and we want to ensure that we continue to focus on areas where we can have the biggest impact. We will endeavour to continue to improve the lives of people who live and work in Hartlepool and the physical infrastructure so that people want to live and work here and businesses want to invest.

In spite of the impact of national decisions locally this Sustainable Community Strategy reiterates our commitment to our long term ambition for Hartlepool. We have reshaped our partnership to meet the challenges ahead and focus our efforts on what really matters. This document sets out our priorities for the next five years and how we will continue to work together to meet our aspirations for the community of Hartlepool.

**Councillor Christopher Akers-Belcher**

**Leader of Hartlepool Borough Council and Chair of the Hartlepool Strategic Partners Group**

## What do we want to achieve?

This Sustainable Community Strategy sets out our long-term ambition for the economic, social and environmental wellbeing of Hartlepool. It builds upon the ambition and aspirations set out in 2008 and sets out our priorities for the next 5 years.

Our long-term ambition, as agreed in 2008, remains relevant today:

*Hartlepool will be an ambitious, healthy, respectful, inclusive, thriving and outward-looking community, in an attractive and safe environment, where everyone is able to realise their potential.*

We also remain committed to making improvements across the 8 themes of:

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

We have agreed a number of key strategies and plans that set out the detail of how we will achieve our long-term ambition. These are reviewed more frequently than the Sustainable Community Strategy and provide an accurate and timely picture of how we aim to deliver against our long-term ambition:

- Child Poverty Strategy
- Children and Young People's Plan
- Community Safety Plan
- Council Plan
- Economic Regeneration Strategy
- Hartlepool Voluntary and Community Sector Strategy
- Health and Wellbeing Strategy
- Housing Strategy
- Local Transport Plan
- Tees Valley Joint Waste Management Strategy
- The plans and strategies which together comprise the Development Plan
- Vision for Adult Social Care in Hartlepool
- Youth Justice Strategic Plan

We regularly monitor the progress made against each of these plans and we use this to assess whether we are on track to achieve our long-term ambition.

## What are our priorities for the next 5 years?

We have identified a number of key priorities for Hartlepool which will be our main focus for improvement over the next 5 years. This does not mean that we will stop making progress against the other themes we have identified as that will continue through the strategies and plans that we already have in place. Our priorities for the next 5 years are:

### **Increased business and jobs**

- Regenerate key sites and attract investment.
- Improve business infrastructure.
- Support business growth.
- Develop an enterprising culture.
- Develop a competitive workforce.

### **Reduced poverty**

- Ensure that children that live in poverty are safe.
- Increase the parental employment rate.
- Improve skills levels in parents and children.
- Support families to maximise their entitlements.
- Prevent those at risk from falling into poverty.
- Where it is evident that a family is experiencing poverty take action to mitigate its effect.

### **Healthier people**

- People live longer healthier lives.
- Strengthen ill health prevention.
- Protect the health of the population.
- Improve early detection of illness.
- Adults with health and social care needs are supported to maintain maximum independence.
- Vulnerable adults are safeguarded and supported while having choice and control about how their outcomes are achieved.

### **Better housing**

- Delivering new homes, contributing to sustainable communities.
- Improving existing homes, supporting sustainable communities.
- Meeting the specific housing needs, this includes homeless households, older people, people with disabilities, and the black and minority ethnic community.

### **Safer stronger neighbourhoods**

- Reduce crime and repeat victimisation.
- Create confident, strong, and safe communities.
- Reduce offending and re-offending.
- Reduce the harm caused by drug and alcohol misuse.

### **Giving every child the best start in life**

- Deliver effective early intervention services for children, young people and families.
- Ensure all children can live safely.
- Provide effective support for looked after children.
- Deliver new approaches for children and young people with special educational needs and disabilities.
- Ensure schools provide the highest quality education for all children.

## How will we know if we are on track to achieve our ambition?

Alongside our priorities we have identified some key measures of success that we will monitor to see if we are on track to achieving our ambition. Through the various parts of the Hartlepool Partnership we will closely manage our performance to ensure success.

### Increased business and jobs

#### What we are going to do:

- Deliver the Economic Regeneration Strategy 2011-2021.
- Deliver the Seaton Carew Master Plan.
- Development of the Enterprise Zone initiative.
- Development of the Innovation and Skills Quarter.
- Attract economic investment to key employment sites such as the port area at Hartlepool Docks and Southern Business Zone.
- Secure investment in key development sites such as Jackson's Landing and Mill House area.
- Commission the Retail Revival Strategy.
- Deliver the Hartlepool Youth Investment Project.
- Boost the visitor economy
- Continue to support pre and new start up business.

#### How we will measure success:

- Number of new jobs created.
- Number of new businesses on Enterprise Zones.
- Level of investment in key regeneration sites.
- New business registrations.
- Number of new business start ups
- Level of self-employment.
- Level of overall employment.
- Value of visitor economy

### Healthier people

#### What we are going to do:

- Prevention and early detection of cancer.
- Promote the healthy heart check programme.
- Focus on prevention and effective treatment of respiratory disease.
- Increase participation in sports and physical activity
- Reduce smoking prevalence.
- Reduce alcohol related harm.
- Promote healthy weight healthy lives.
- Focus on the prevention and effective treatment of sexual transmitted infections.
- Reduce the harm caused by drugs and alcohol.
- Support people to live independently in their own homes
- Support carers to maintain their caring role
- Continue to promote independence and facilitate recovery for people with mental health needs
- Implement the National Dementia Strategy in Hartlepool.
- Safeguard vulnerable adults,

#### How we will measure success:

- Male and female life expectancy.
- Under 75 mortality from cancer and Cardio Vascular Disease.
- Participation in moderate intensity sports
- Participation in moderate intensity active recreation
- Teenage pregnancy rate.
- Rate of sexually transmitted infections.
- Smoking prevalence.
- Childhood obesity rates and modelled adult obesity estimates.

- Breast feeding initiation rate and breastfeeding rate at 6-8 weeks.
- Proportion of substance misusers going into effective treatment and proportion who successfully complete treatment and represent back into treatment within 6 months.
- Rate of alcohol related harm admissions to hospital.
- Percentage of Social Care clients receiving Self Directed Support
- Carers receiving needs assessment or review and a specific carer's service, or advice and information
- People supported to live independently through social services (all adults, per 100,000 population)
- Delayed Transfers of Care
- Adults with learning disabilities in settled accommodation
- Adults in contact with secondary mental health services in employment
- Access to equipment and telecare: users with telecare equipment
- % of people who received intermediate care or reablement package on discharge from hospital who remain at home 91 days after discharge

## 4.2

## APPENDIX 1

### Safer stronger neighbourhoods

#### **What we are going to do:**

- Tackle acquisitive crime - domestic burglary and theft.
- Tackle domestic violence and abuse.
- Support victims and reduce the risk of victimisation.
- Address substance misuse through a combination of prevention, control and treatment services.
- Protect and support vulnerable victims and communities including victims of hate crime.
- Improve public reassurance and fear of crime by actively communicating, engaging and working with local communities.
- Continue to address anti-social behaviour at a neighbourhood level through effective multi-agency working.
- Tackle offending and re-offending behaviour through a combination of prevention, diversion and enforcement activity underpinned by a strong multiagency approach.

#### **How we will measure success:**

- Overall crime rate per 1,000 population.
- Number of repeat incidents of domestic violence/abuse.
- Perception of people using or dealing drugs in the community.
- Perceptions of anti-social behaviour.
- Perceptions of drunk or rowdy behaviour as a problem.
- Anti-social behaviour incident rate per 1,000 population.
- Deliberate fires per 1,000 population.
- Hate incidents/crimes per 1,000 population.
- Reoffending rate for young offenders.
- First time entrants into the youth justice system .
- Reoffending rate of Prolific and Priority Offenders.
- Number of troubled families engaged and results claimed.



## **Reduced poverty**

### **What we are going to do:**

- Encourage schools to use their pupil premium to target interventions with disadvantaged children that improve their attainment and increase their rates of progress in English and mathematics.
- First Contact and Support Hub to offer information, advice and guidance to support families to maximise their income.
- Implement universal pathway plus in disadvantages hotspots to ensure that families are supported at the earliest opportunity.
- Link Think Families/Think Communities customers onto employment initiatives such as the Work Programme.
- Develop the Family Wise project to engage and support long term unemployed parents to move closer to the labour market.
- Develop the Going Forward Together project to engage and support young people who are at risk of becoming 'Not in Education, Employment or Training' (NEET) in the long term.

### **How we will measure success:**

- Number of children in poverty.
- Proportion of children living in workless households.
- Gap between the 20% lowest performing children and the rest at age 5.
- Number of families needing crisis support.
- Employment Rate.
- Youth Employment Rate.
- Number of Adults on Working Age Benefits.
- Level of participation of young people (16-18) in further learning.

## **4.2**

## **APPENDIX 1**

## **Giving every child the best start in life**

### **What we are going to do:**

- Ensure effective and efficient safeguarding procedures are in place and are followed to protect all children and young people.
- Review and strengthen the Early Intervention Strategy.
- Ensure children and young people are supported at the earliest opportunity to help prevent them entering into care.
- Ensure all looked after children are supported effectively as they grow into adults through access to appropriate placements, high quality education and healthy lifestyles.
- Deliver the Special Educational Needs Pathfinder.
- Work with all schools to improve educational attainment through practical support and guidance.

### **How we will measure success:**

- Number of common assessments completed.
- Number of Children in Need.
- Number of children subject to a Child Protection Plan.
- Number of children re-referred to social care.
- Number of Looked After Children and percentage of Looked After Children placed for adoption within 12 months of the decision that they should be placed for adoption.
- Number of accidental injuries to children.
- School absences and school exclusions.
- Gap between the 20% lowest performing children and the rest aged 5 years old.
- Gap between children eligible for Free School Meals and the rest at Key Stage 2 and Key Stage 4.
- Number of children achieving 5 A\*-C GCSEs including English and Maths.
- All schools to have an Ofsted judgement of Good or Outstanding.

## **Better housing**

### **What we are going to do:**

- Provision of new build affordable accommodation across the town and the provision of new homes on regeneration sites.
- Improvement of housing conditions, reductions of empty homes and good management across tenures.
- Address the impact of welfare reform on tenancy sustainability across tenures and on demand for the rented sector.
- Meet the specific housing needs of vulnerable groups across communities.

### **How we will measure success:**

- Affordable homes delivered (gross).
- Number of new homes built on regeneration schemes.
- Number of properties where identified Housing Health and Safety Rating System (HHSRS) Category 1 and actionable Category 2

## **4.2**

### **APPENDIX 1**

hazards are dealt with through formal or informal enforcement action.

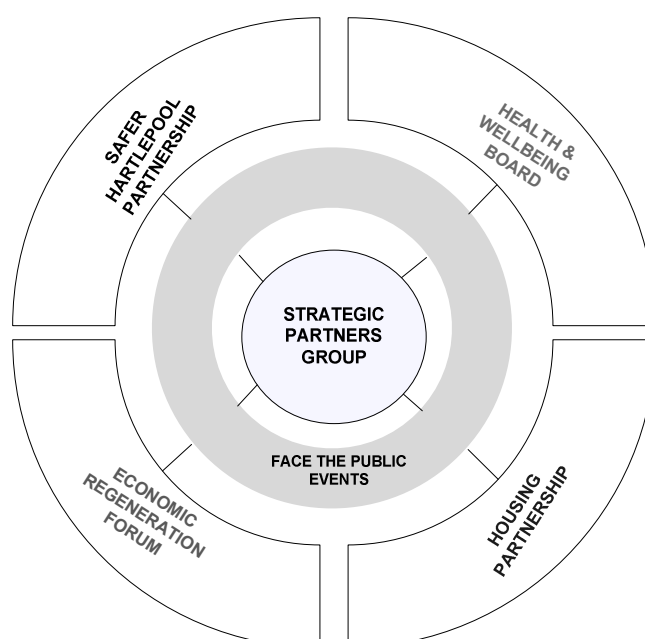
- Numbers of properties improved through the grants or loans schemes
- Number of long term (over 6 months) empty homes brought back into use.
- Number of households where homelessness has been prevented through local authority action.
- Average waiting time for a disabled facilities grant to be completed.
- Percentage of applicants on the Choice Based Letting (CBL) Housing register indicating they are from a minority ethnic origin.

## How we will work together to achieve our ambition?

Only through working together in partnership will we be able to achieve our ambition for Hartlepool. Our collective effort is needed to ensure that we can deliver against our priorities and make real change happen.

Through decisions taken nationally there is less public money available to help us achieve our ambition. This means that we will need to think differently about how we deliver and use new approaches to create lasting change within the Borough. We will need to work even closer as partners, sharing and pooling our resources, financial, physical and human, to make sure we use them to best effect. We will also need to build on our relationships with local voluntary and community groups and businesses as well as forging new relationships with those who can help us to achieve our ambition.

In Hartlepool we already have in place a number of formal partnership arrangements and these will continue to develop so that we are best placed to take advantage of opportunities as they arise. The Hartlepool Partnership is the banner under which all of the partnerships in Hartlepool come together: There are also a number of sub groups operating below the partnerships shown below. One of these is the Children's Strategic Partnership which feeds into the Health and Wellbeing Board.



Together these partnerships will be responsible for ensuring that we make progress on our priorities over the next 5 years and achieve our long-term ambition.

## **Our principles**

In delivering the Sustainable Community Strategy vision, we will strive to apply the following principles:

### **Effective decision making and communication**

Communicating openly and honestly with the community in Hartlepool and being publicly accountable for our decisions. Decision-making will be rigorous and transparent and decisions will be based upon the best information available at the time.

### **Effective partnership working**

Working together as equals to deliver sustainable communities within Hartlepool, having a clear understanding of shared decision-making, risks, responsibilities and accountabilities.

Increasing efficiency and achieving value for money through improved procurement, financial reporting and management. Delivering high quality local services and making the most of the resources available including people, money, property, data and information.

### **Acting with integrity**

Acting with honesty, selflessness, objectivity and trust, declaring interests and dealing with truth and completeness.

### **Ensure widest possible involvement and inclusion**

All parts of the community regardless of where they live, or their gender, race, ethnicity, disability, religion, sexual orientation, family and other circumstances, language, national or social origins, age or any other status, are encouraged to be involved at all stages in the development, delivery and monitoring of this strategy.

### **Demonstrating leadership and influence**

Leading by example with enthusiasm in delivering the strategy by applying these principles and using influence to encourage other partners and providers locally, regionally and nationally to do the same.

### **Effective performance management**

Actively managing the delivery of the strategy by providing clear, robust and reliable information for monitoring purposes, establishing clear lines of accountability, managing risk, reporting by exception, and, when performance is not on track, taking action to address this.

### **Developing skills and knowledge**

Developing our own capacity and skills to improve performance, whilst providing opportunities for the community to improve their skills, capacity and life chances.

### **Contributing to sustainable development**

Considering economic, social and environmental goals equally and in an integrated way ensuring the long term and global aspects of strategy and decision making are considered.

# FINANCE AND POLICY COMMITTEE

31 January 2014



**Report of:** Director of Regeneration and Neighbourhoods

**Subject:** SAFER HARTLEPOOL PARTNERSHIP'S  
DRAFT COMMUNITY SAFETY PLAN 2014-17

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Key Decision. RN 24/13 test (ii) applies.

## 2. PURPOSE OF REPORT

2.1 To present and seek comments from the Finance and Policy Committee on the first draft of the Community Safety Plan 2014-17 (formerly known as the Community Safety Strategy).

## 3. BACKGROUND

3.1 The Crime and Disorder Act 1998 established a statutory duty for the Local Authorities, Police, Fire Brigades, Clinical Commissioning Groups and Probation Trusts to work together to address local crime and disorder, substance misuse and re-offending issues. Collectively these five bodies are known as Responsible Authorities and make up the Safer Hartlepool Partnership.

3.2 In accordance with the Crime and Disorder Act 1998 and the Crime and Disorder Regulations 2007, the Safer Hartlepool Partnership is required to produce a three year Community Safety Plan to set out how it intends to tackle crime and disorder, substance misuse and re-offending in Hartlepool.

3.3 The current Hartlepool Community Safety Plan which was developed during 2010/11 will come to an end in March 2014.

## 4. DRAFT COMMUNITY SAFETY PLAN 2014-17

4.1 To inform the development and subsequent annual refresh of the Community Safety Plan, the Safer Hartlepool Partnership has a statutory

responsibility to undertake an annual strategic assessment to understand the community safety issues that are affecting the local community and identify the key priorities for the forthcoming year.

- 4.2 Undertaken in October 2013, the Safer Hartlepool Partnership strategic assessment, executive summary attached **Appendix 1**, includes the analysis of a wide range of local crime, anti-social behaviour, substance misuse and offending data combined with the results of community consultation, including the Councils Household Survey and Safer Hartlepool Partnership “Face the Public” event.
- 4.3 The first draft of the proposed Community Safety Plan 2014-17 is attached as **Appendix 2**.
- 4.4 Based on the findings from the strategic assessment and public consultation the plan sets out the Partnership’s four strategic objectives 2014-17.

| Strategic Objectives 2014 -17                     |   |
|---|---|
| Reduce crime and repeat victimisation             | Create confident, cohesive and safe communities |
| Reduce the harm caused by drug and alcohol misuse | Reduce offending and re-offending               |

- 4.5 During 2014-15 the Partnership will focus on Creating Confident, cohesive, and safe communities and the following six priorities.

| Annual Priorities 2014-15 |                       |
|---------------------------|-----------------------|
| Domestic violence & abuse | Anti-social behaviour |
| Acquisitive crime         | Hate crime            |
| Substance misuse          | Re-offending          |

- 4.6 Responsibility for delivery against the annual priorities has been allocated to themed ‘Task Groups’ of the Safer Hartlepool Partnership, where performance will be monitored on a quarterly basis.

## 5. NEXT STEPS

- 5.1 The draft plan is being consulted upon in accordance with the Voluntary and Community Sector Strategy undertakings (this contains the former consultation codes of the Hartlepool Compact). The results of the consultation on the first draft of the Community Safety Plan 2014 -17 will be considered and used to inform the production of the second draft which will be presented to the Safer Hartlepool Partnership in March 2014, before being considered by full Council for adoption in April 2014.

## **6. LEGAL CONSIDERATIONS**

- 6.1 In accordance with the Crime and Disorder Act 1998 and the Crime and Disorder Regulations 2007, the Safer Hartlepool Partnership is required to produce a three year Community Safety Plan to set out how it intends to tackle crime and disorder, substance misuse and re-offending in Hartlepool.

## **7. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 7.1 The strategic assessment and consultation process, with an annual refresh, will ensure that the needs of all sections of the community area considered when formulating and implementing the Community Safety Plan 2014-17.

## **8. SECTION 17**

- 8.1 Failure to develop a Community Safety Plan would prevent the Local Authority from fulfilling its statutory responsibilities around reducing crime and disorder, substance misuse, and re-offending.

## **9. RECOMMENDATIONS**

- 9.1 Finance and Policy Committee is requested to note and comment on the draft Community Safety Plan 2014-17.

## **10. REASONS FOR RECOMMENDATIONS**

- 10.1 As a Responsible Authority, the Local Authority has a statutory duty to develop a three year strategy aimed at reducing crime and disorder, substance misuse, and re-offending behaviour.

## **11. BACKGROUND PAPERS**

- 11.1 Safer Hartlepool Partnership Plan 2011  
[http://www.saferhartlepool.co.uk/downloads/file/65/safer\\_hartlepool\\_partnership\\_plan-year\\_3-2011-2014](http://www.saferhartlepool.co.uk/downloads/file/65/safer_hartlepool_partnership_plan-year_3-2011-2014)

Report to Safer Hartlepool Partnership 5<sup>th</sup> July 2013 – Community Safety Strategy 2014-17 [http://www.hartlepool.gov.uk/egov\\_downloads/05.07.13 -  
\\_Safer\\_Hartlepool\\_Partnership\\_Agenda.pdf](http://www.hartlepool.gov.uk/egov_downloads/05.07.13_-_Safer_Hartlepool_Partnership_Agenda.pdf)

Report to Safer Hartlepool Partnership 13<sup>th</sup> December 2013 - Safer Hartlepool Partnership Strategic Assessment  
[http://www.hartlepool.gov.uk/egov\\_downloads/13.12.13 -  
\\_Safer\\_Hartlepool\\_Partnership\\_Agenda.pdf](http://www.hartlepool.gov.uk/egov_downloads/13.12.13_-_Safer_Hartlepool_Partnership_Agenda.pdf)

## 12. CONTACT OFFICERS

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# FINANCE AND POLICY COMMITTEE

31 January 2014



**Report of:** Chief Solicitor

**Subject:** POLLING DISTRICT & POLLING PLACE REVIEW

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

Key Decision (test i) Forward Plan Reference No. CE63/13.

## 2. PURPOSE OF REPORT

- 2.1 To consider and review proposals for alternative polling districts and polling places to be used at future elections.

## 3. BACKGROUND

- 3.1 The Electoral Registration and Administration Act 2013 introduced a change in timing of compulsory reviews of UK Parliamentary polling districts and polling places. A compulsory review must take place within a period of sixteen months beginning with 1<sup>st</sup> October, 2013 and the same period, beginning with 1<sup>st</sup> October of every fifth year after that. This does not prohibit the Council, from carrying out a review 'of some or all' of the polling districts or places at other times.
- 3.2 Previous compulsory reviews have been undertaken in 2007 and 2011, with the next full review planned for after the 2014 combined European Parliamentary & Local Government elections to meet with the legislative requirement date for the completion of a compulsory review by 31st January 2015.
- 3.3 Interim reviews have taken place in 2009, 2010 and 2012 following the 'all-out' elections.
- 3.4 The aim of the review is to ensure that all electors have such reasonable facilities for voting as are practicable.

#### 4. PROPOSALS

- 4.1 Currently the authority has 62 polling districts which are served by 57 polling stations. Attached at **Appendix A** is a table detailing the existing polling districts and places.
- 4.2 As part of the review, the unavailability of some polling stations has been identified and alternative venues investigated. In addition, comments received from elected members, polling station staff and the electorate were considered, taking into account issues such as accessibility and car parking facilities. Attached at **Appendix B** are details of the affected polling districts, together with the existing and proposed polling places, where required.
- 4.3 In the Fens & Rossmere Ward, concern was raised with elected members by constituents, predominantly from the Truro Drive area, regarding the distance and accessibility of the polling station for electors in the CB Polling District, following the change in their polling station due to the new warding arrangement introduced as part of the Further Electoral Review conducted through the Local Government Boundary Commission for England. The Ward configuration has been reviewed and Polling Districts CB & CC have been adjusted.
- 4.4 As part of the review, the redevelopment of the Mowbray Public House was highlighted (Polling District CA). Currently the configuration of the development is not known and every effort will be made to secure a suitable premise within the redevelopment for polling station purposes. However, if this is not possible, the Landlord has indicated that the location of a portable unit in the car park would be permitted.
- 4.5 Attached at **Appendix C** is the existing Fens & Rossmere map. **Appendix D** illustrates the proposed revised Fens & Rossmere polling district arrangement.
- 4.6 In the Foggy Furze Ward, the Church Hall at St Cuthberts is no longer fit for purpose. An approach was made to use the Nursery at St Cuthberts Primary School, with the Headteacher being receptive to the use of the facility on polling day. The relocation of this polling place is less than 100 metres and therefore will have very little impact on the electorate. **Appendix E** shows a map of the Foggy Furze Ward.
- 4.7 In the Jesmond Ward, the polling station used for many years at Lime Crescent Flats is no longer available. The use of the Conservatory/Kitchen at Chatham Road SureStart Centre has been identified and is available as a potential replacement.
- 4.8 To allow easy accessibility for the electorate in the surrounding roads, it is proposed to reconfigure polling districts GC & GD. Attached at **Appendix F** is the existing Jesmond Ward map. **Appendix G** illustrates the proposed Jesmond polling district arrangement.

- 4.9 Following changes to polling districts and polling places, there is a requirement to publish the revised details. If possible, any changes will need to be implemented prior to the publication of the revised register on 17th February 2014 (usually 1st December but deferred due to the introduction of Individual Electoral Registration). Public notice is usually displayed at the Civic Centre and also published on the Council's website.

## 5. EQUALITY & DIVERSITY CONSIDERATIONS

- 5.1 An Access audit has been undertaken at all proposed locations to ensure that building units are accessible.

## 6. RECOMMENDATIONS

- 6.1 That Members consider:
- (a) the revised polling district arrangement in Fens & Rossmere as detailed in **Appendix D**;
  - (b) the proposed change in polling place in Foggy Furze;
  - (c) the position in regard to the Polling Station in Fens & Rossmere – Polling District CA and the reconfiguration of Polling Districts CB & CC.

## 7. REASONS FOR RECOMMENDATIONS

- 7.1 To ensure Members are aware of the changes and to ensure that the electorate are provided with reasonable facilities for voting as are practicable.

## 8. BACKGROUND PAPERS

- 8.1 The Electoral Registration and Administration Act 2013.

## 9. CONTACT OFFICER

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## EXISTING POLLING DISTRICTS AND PLACES 2013

## APPENDIX A

| POLLING DISTRICT                   | POLLING PLACE   |
|------------------------------------|---|
| <b>BURN VALLEY WARD</b>            |   |
| AA                                 | Eldon Grove Bowling Club, Eldon Grove                                       |
| AB                                 | St Matthews Community Centre, Elwick Road                                   |
| AC                                 | Walmsley Hall, Osborne Road/Stanhope Avenue                                 |
| AD                                 | Main Hall Stranton Primary School, Southburn Terrace, Hartlepool            |
| AE                                 | Epilepsy Outlook, 104 Oxford Road, Hartlepool                               |
| <b>DE BRUCE WARD</b>               |   |
| BA                                 | Barnard Grove Primary School, Infant entrance from King Oswy Drive          |
| BB                                 | Northern Lights Academy, King Oswy Drive                                    |
| BC                                 | Main Hall, West View Community Centre, Miers Avenue                         |
| BD                                 | St Thomas Mores Parish Centre, Rear of the Presbytery, Easington Road       |
| <b>FENS &amp; ROSSMERE WARD</b>    |   |
| CA                                 | The Mowbray, Mowbray Road   |
| CB & CF                            | Heron Room, Fens Primary School, Mowbray Road                               |
| CC                                 | St Teresa`s Church Hall, Braemar Road, Hartlepool                           |
| CD                                 | Rossmere/Ardrossan Community Building, Rossmere Way                         |
| CE                                 | Room 1, Rossmere Centre, Rossmere Way                                       |
| <b>FOGGY FURZE HARD</b>            |   |
| DA                                 | Browning Avenue Baptist Church, Browning Avenue                             |
| DB                                 | Kingsley Children`s Centre, Taybrooke Avenue                                |
| DC                                 | Stranton Garden Nursery, Tanfield Road, Hartlepool                          |
| DD                                 | St Cuthberts Church Hall, Stratford Road                                    |
| DE                                 | Creche, Belle Vue Community Sports & Youth Centre, Kendal Road              |
| <b>HART WARD</b>                   |   |
| EA                                 | Hart Village Hall, Front Street   |
| EB                                 | St Marks Community Centre, Clavering Road, Hartlepool                       |
| EC                                 | Communal Lounge, Bamburgh Court, Bamburgh Road                              |
| ED & EF                            | The Entrance Hartfields Retirement Village, Hartfields Manor                |
| EE                                 | Portable Unit, Merlin Way/Lapwing Road                                      |
| <b>HEADLAND &amp; HARBOUR WARD</b> |   |
| FA                                 | Phoenix Centre, Hindpool Close  |
| FB                                 | The Childrens Centre St Helens Primary School, Durham Street, Hartlepool    |
| FC                                 | Headland Branch Library, Borough Hall, Middlegate                           |
| FD                                 | Marketing Suite, Jomast, 1 Maritime Close, Hartlepool                       |
| FE                                 | Burbank Community Centre, Burbank Street entrance                           |
| GA                                 | Throston Grange Branch Library, Glamorgan Grove, Hartlepool                 |
| <b>JESMOND WARD</b>                |   |
| GB                                 | Throston Youth Project (Boys Welfare), Wiltshire Way                        |
| GC                                 | Foundation Stage, Jesmond Gardens Primary School, Jesmond Gardens           |
| GD                                 | Communal Lounge, Lime Crescent Flats, Lime Crescent                         |
| GE                                 | The Annexe, Wharton Terrace, Hartlepool                                     |
| <b>MANOR HOUSE WARD</b>            |   |
| HA                                 | Community Room, Grange Primary School, Owton Manor Lane                     |
| HB                                 | Dining Room, Owton Manor Primary School, Eskdale Road                       |
| HC                                 | Training Room, Owton Manor Community Centre, Wynyard Road                   |
| HD                                 | St Columba Centre, Dryden Road  |
| HE                                 | Community Room Masefield Centre, Masefield Road                             |
| HF                                 | Owton Manor Baptist Church, Catcote Road, Hartlepool                        |
| <b>RURAL WEST WARD</b>             |   |
| IA                                 | Bowls Pavilion, Ward Jackson Park, The Parade                               |
| IB                                 | Hartlepool Cricket Club, Park Drive   |
| IC                                 | School House High Tunstall College of Science, Elwick Road                  |
| ID & II                            | Dalton Piercy Village Hall, Dalton Piercy                                   |
| IE                                 | Elwick Women`s Institute Hall, The Green                                    |
| IF                                 | Lounge 3 Wynyard Woods Grange, Wynyard Woods                                |
| IG/IH/IJ                           | Greatham Community Centre, Front Street                                     |
| <b>SEATON WARD</b>                 |   |
| JA                                 | Conservatory, The Schooner, Warrior Drive                                   |
| JB                                 | Seaton Carew Branch Library, Station Lane                                   |
| JC                                 | Seaton Carew Sports & Social Club (Cricket Club), Elizabeth Way, Hartlepool |
| JD                                 | Main Hall, Jutland Road Community Centre, Jutland Road                      |
| JE                                 | Golden Flatts Community Resource Centre, Seaton Lane, Hartlepool            |
| <b>VICTORIA WARD</b>               |   |
| KA                                 | St Luke`s Church Hall, Tunstall Avenue, Hartlepool                          |
| KB                                 | Portable Unit Hartlepool Supporters Club Car Park, Sandringham Road         |
| KC                                 | Entrance Foyer, Mill House Leisure Centre, Raby Road                        |
| KD                                 | Lynnfield Community & Learning Centre, Entrance from Elcho Street           |
| KE                                 | Central Library, York Road  |

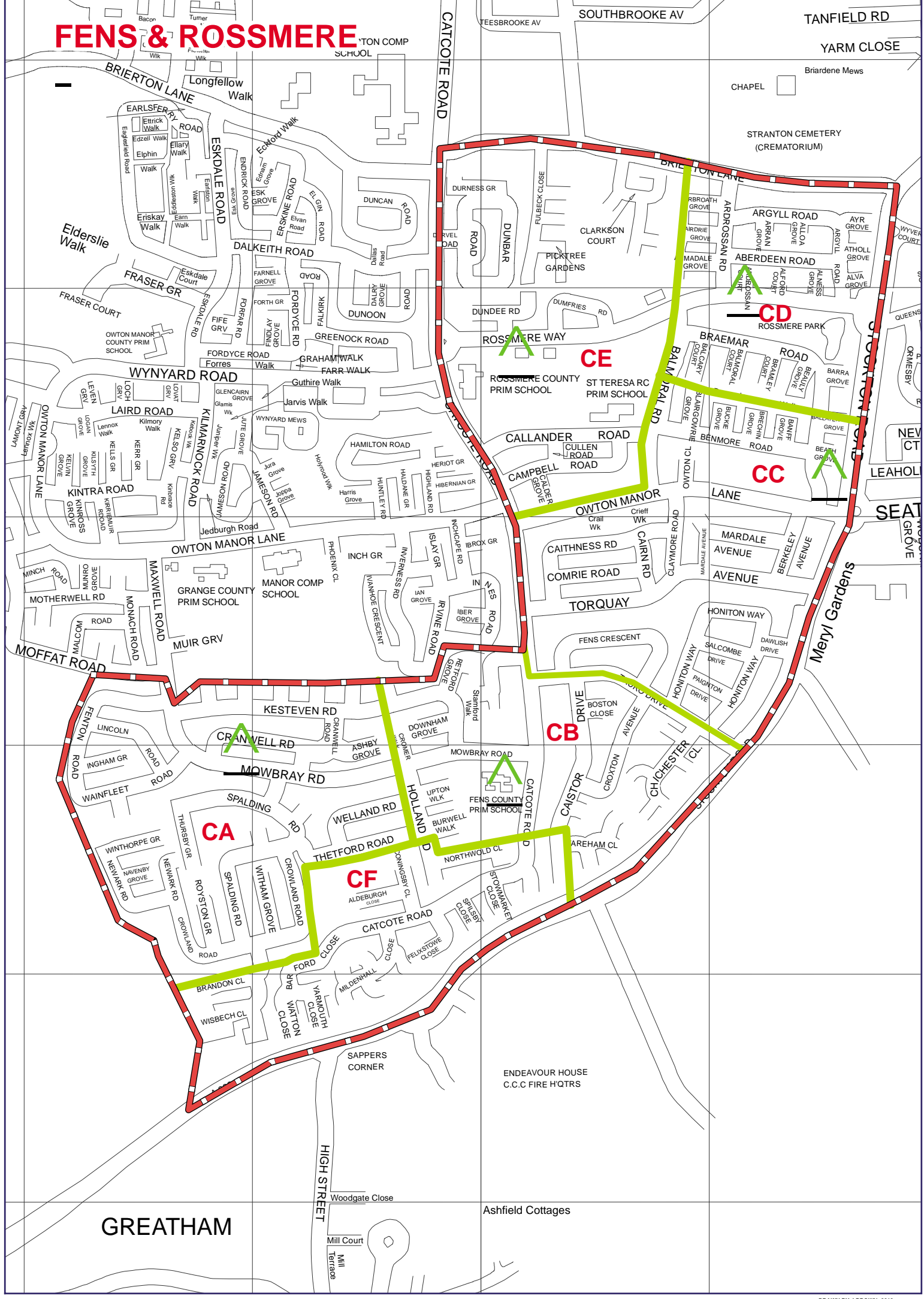
**AFFECTED AND PROPOSED POLLING DISTRICTS & PLACES**

| <b>POLLING DISTRICT</b>         | <b>ELECTORATE (APPROX)</b> | <b>EXISTING POLLING PLACE</b>             | <b>PROPOSED POLLING PLACE</b>         | <b>COMMENT</b>  |
|---------------------------------|----------------------------|---|---------------------------------------|---|
| <b>FENS &amp; ROSSMERE WARD</b> |                            |   |                                       |   |
| CA                              | 1806                       | The Mowbray Public House                  | Polling District CA                   | Landlord has agreed to the use of car park to site a portable unit in the absence of a suitable building being available in the Polling District  |
| CB                              | 1482                       | Fens Primary School                       | No Change                             | Increase in eligible electorate – facilities at polling station suitable<br><br>NB. Polling District CF (889 electors approx) also votes at this Polling Station (total 2371 electors approx) |
| CC                              | 1104                       | St Teresa's Church Hall                   | No Change                             | Reduction in eligible electorate due to reconfiguration of polling districts CB/CC  |
| <b>FOGGY FURZE WARD</b>         |                            |   |                                       |   |
| DD                              | 2052                       | St Cuthbert's Church Hall                 | Nursery, St Cuthbert's Primary School | <ul style="list-style-type: none"> <li>• Church Hall no longer available</li> <li>• Nursery offers suitable accommodation</li> </ul>  |
| <b>JESMOND WARD</b>             |                            |   |                                       |   |
| GC                              | 710                        | Jesmond Gardens School – Foundation Stage | No Change                             | Reduction in eligible electorate due to reconfiguration of polling districts GC/GD  |

**5.2**  
**APPENDIX B**

|    |      |                     |                                  |   |
|----|------|---------------------|----------------------------------|---|
| GD | 1802 | Lime Crescent Flats | Chatham House – SureStart Centre | <ul style="list-style-type: none"> <li>• Lime Crescent no longer available.</li> <li>• Chatham House offers suitable accommodation</li> </ul> |
|----|------|---------------------|----------------------------------|---|

# FENS & ROSSMERE

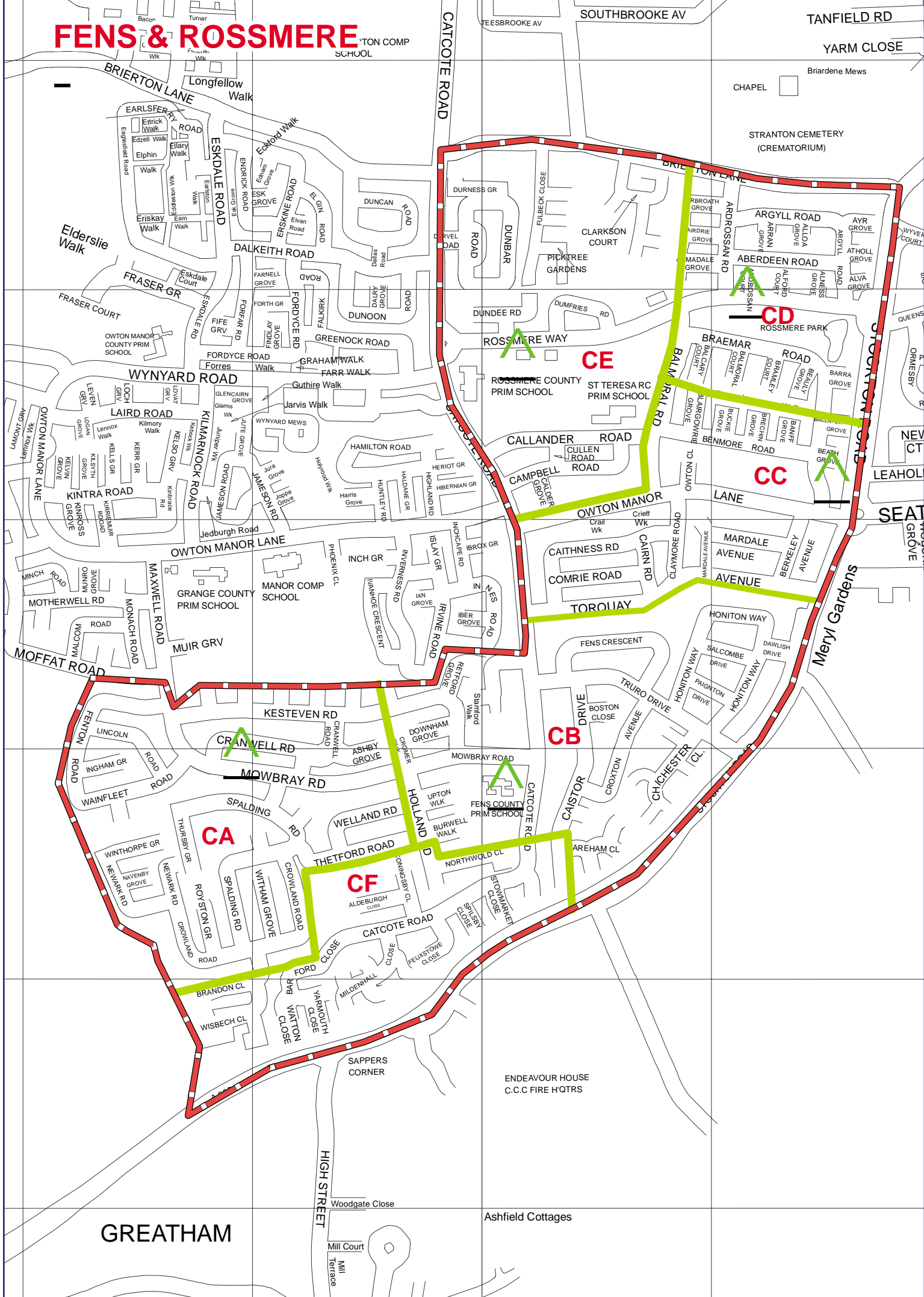


GREATHAM

Ashfield Cottages



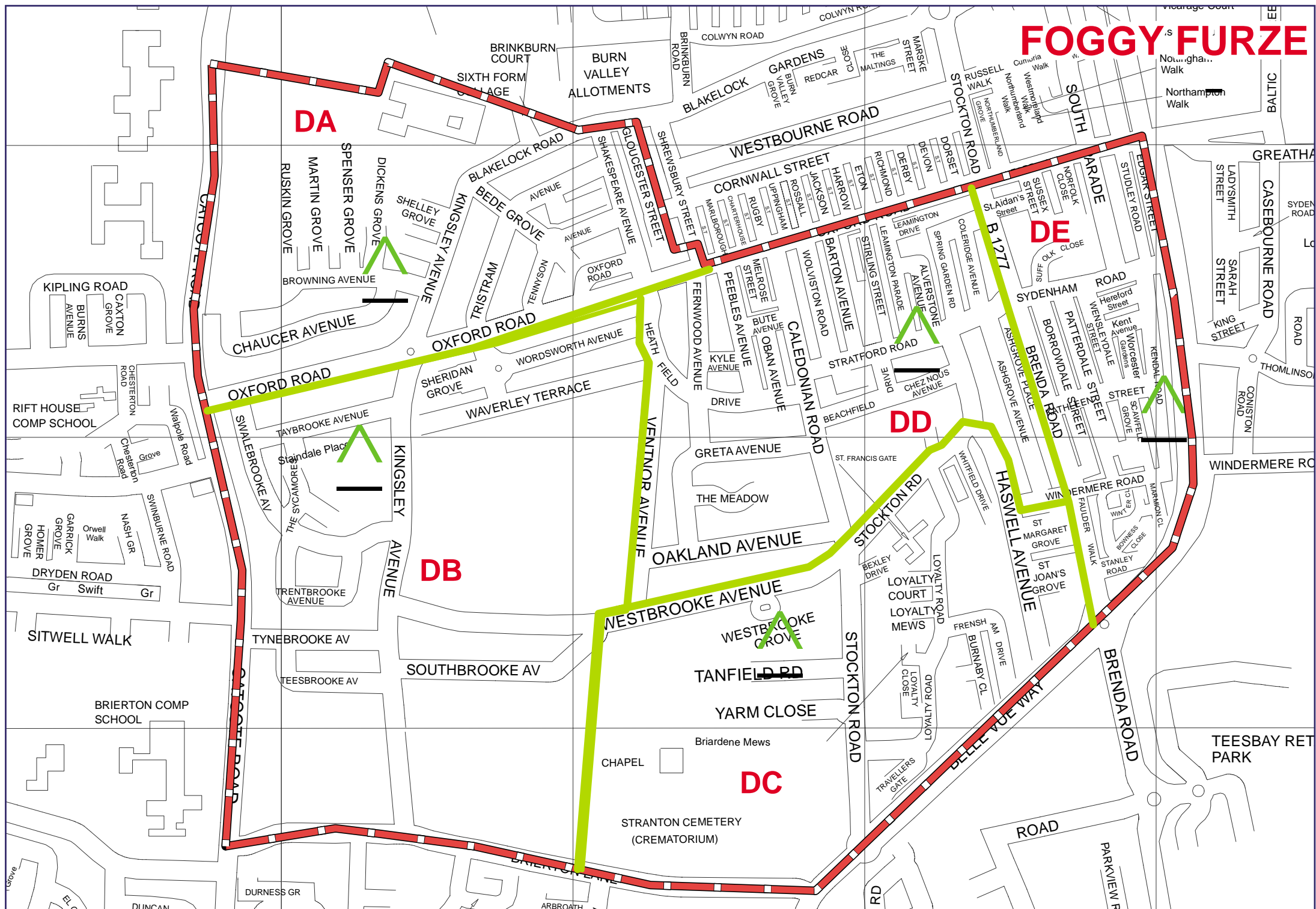
# FENS & ROSSMERE



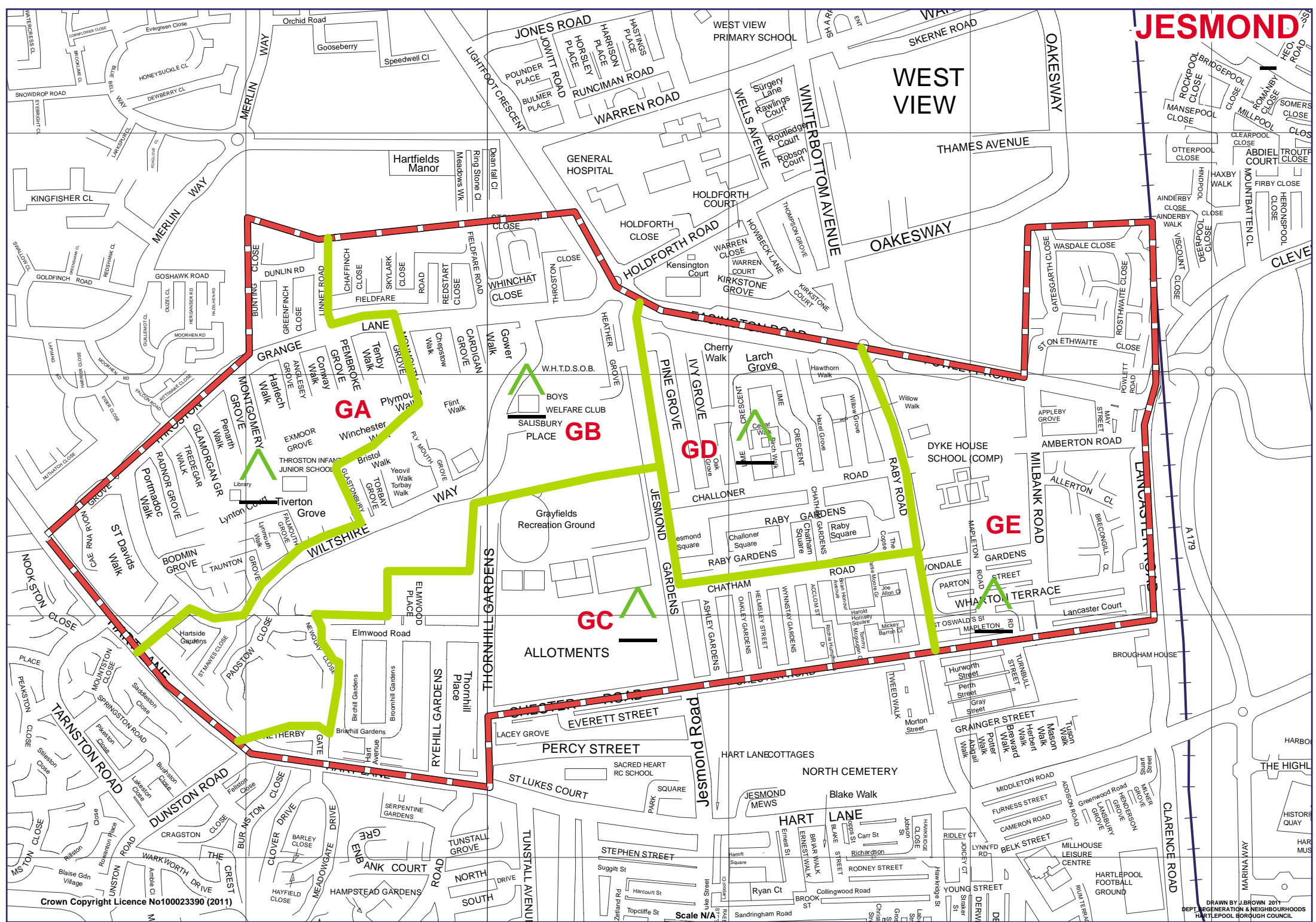
GREATHAM



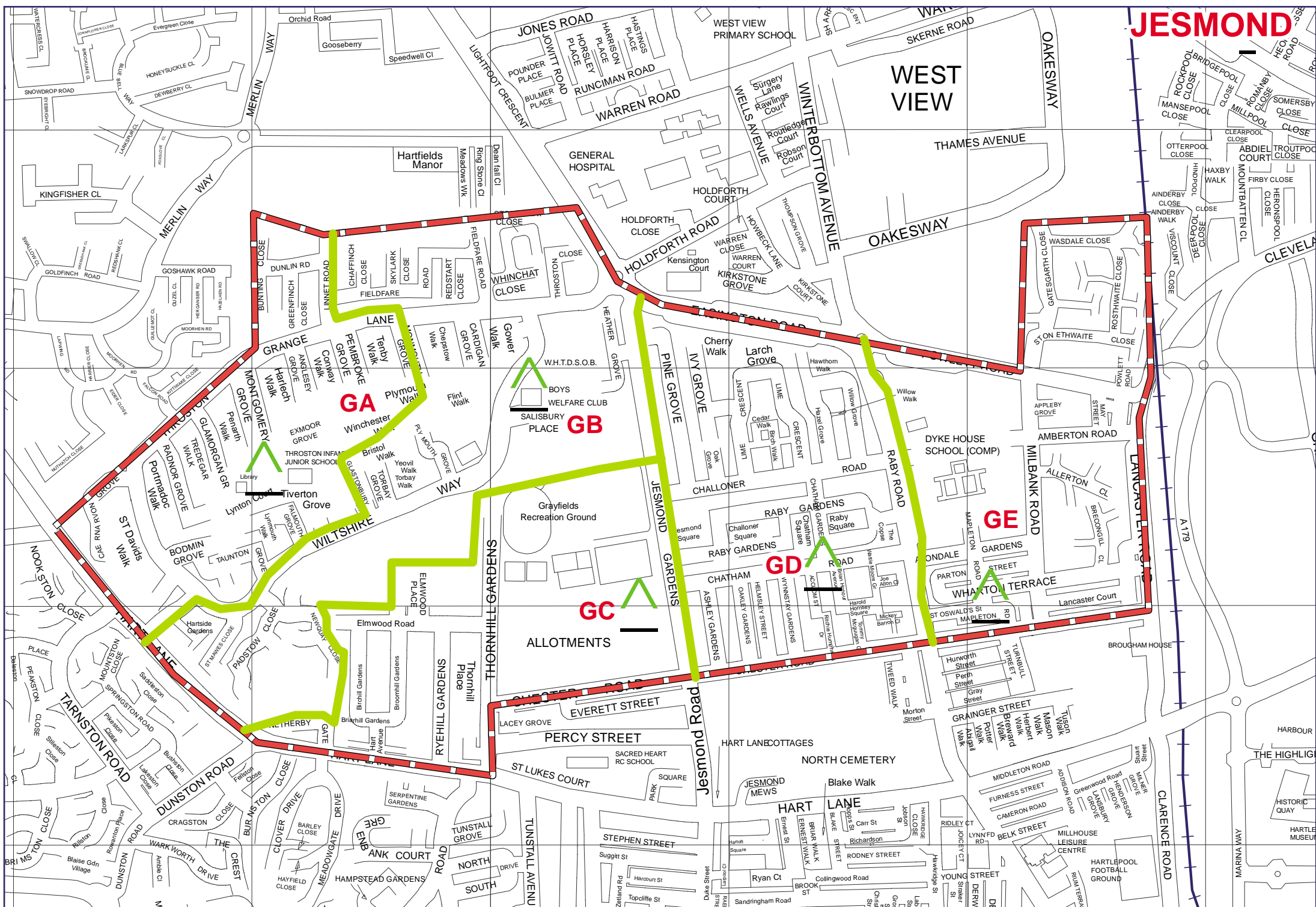
# FOGGY FURZE



# JESMOND







# FINANCE AND POLICY COMMITTEE

31<sup>st</sup> January 2014



**Report of:** Director of Regeneration and Neighbourhoods

**Subject:** DISPOSAL OF SURPLUS ASSETS - STRATEGIC HOUSING LAND ALLOCATION ASSESSMENT – COUNCIL OWNED SITES

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Key Decision (test (i) and (ii)) Forward Plan Reference No. RN 13/09.

## 2. PURPOSE OF REPORT

2.1 To seek approval to include a number of Council owned sites for consideration as part of the Strategic Housing Land Allocation Assessment (SHLAA)

2.2 To outline the justification of the selection of the sites proposed having regard to the overall Council asset portfolio.

2.3 To seek approval for the sites identified to be submitted for consideration that they will be made available for development within the plan period should they be deemed suitable for residential development.

## 3. BACKGROUND

3.1 Following the decision by Council on October 17<sup>th</sup> 2013 to withdraw the submitted Local Plan, officers have commenced work on a new Local Plan in particular in relation to the Strategic Housing Land Allocation Assessment (SHLAA).

3.2 The SHLAA requires the Local Planning Authority to demonstrate the availability of sufficient available land for residential development to satisfy the predicted demand for housing within the plan period of 15 years.

3.3 As part of the process to identify suitable land private and public owners are requested to submit sites that are capable of supporting significant numbers of houses and that these sites will be made available if included in the allocation within the plan period.

- 3.4 As a significant landowner the Council's Estates Manager has been requested to submit proposals that will then be considered in conjunction with all other submissions. The Local Planning Authority will then review all sites and select the most appropriate based on planning criteria.
- 3.5 As the SHLAA requires assessment of sites in excess of 0.4ha (1 acre) the Estates Manager has in conjunction with the Planning Policy officers reviewed the whole estate and selected sites which are considered appropriate to be considered in the SHLAA process which will consider the planning merits and constraints. Although the Council owns a significant number of other smaller sites that may have residential development potential, these will still be considered within the newly adopted local plan as 'windfall sites' but it is not appropriate to include these for consideration as part of the SHLAA.
- 3.6 The schedule of proposed sites for inclusion is at **APPENDIX 1**. The most significant sites include land at Coronation Drive, Hart Smallholdings, land at Masefield Rd/Gulliver Rd, Lynn St Depot and Jacksons Landing. There are a number of sites which have already been identified for or are in the process of disposal and development, including the site of the Education Development Centre together with Seaton Lane sites and Briarfields Field and Former Ambulance Station. A number of sites currently used as public open space have been included for consideration in the SHLAA process.
- 3.7 **APPENDIX 2** lists all the Council's property and land assets which have been reviewed in order to compile the proposals list. As part of the review process there are a number of general reasons why sites have not been put forward. These include the following:
- Properties/sites are in use for a continuing Council service and are unlikely to be released or have limited redevelopment potential. E.g. central administration buildings. Civic Centre, schools, Sure start centre's, Central Library).
  - Sites that have already been developed for housing including housing association estates, empty property scheme homes and caretakers' houses.
  - Properties/sites will not be available within the Plan period due to being leased out, particularly in the case of long leases (e.g. Law Courts, Trincomalee Wharf, Eldon Grove Tennis Club, Academy Schools).
  - Where land & property does not belong to the Council having being leased in (e.g. Hartfields Manor, Unit C Cromwell St).
  - The property is revenue producing, this includes investment assets such as the Shopping Centre and Bryan Hanson House and pay and display car parks.
  - Sites/ properties are subject to a national planning designation such as Grade II listing or Site of Special Scientific Interest.
  - Sites are subject to continuing local planning considerations such as key green space or local green wedge, or located within an industrial area
  - Land is physically unsuitable to build on (beach and sea front).

- Sites are too small to consider for the SHLAA i.e. less than 0.4ha – some remaining sites may have development potential but only for small numbers of residential units which can be considered as separate planning applications outside of the SHLAA process.
- The shape of the site or its location make it unsuitable for development
- There are private or statutory restrictions on sale or development of the land (e.g. Ward Jackson Park, allotment sites).
- The land is used for playing fields; the development of such sites would impact on the Playing Pitch Strategy and would be resisted by Sport England as a statutory consultee unless replacement facilities were provided. In the case of school playing fields, consent from the Secretary of State for Education is required.
- In some cases, sale and development of the site is already progressing; this includes various sites at Seaton Carew for major residential development and regeneration of the sea front.

Frequently there is a combination of factors in relation to a site. The schedule at **APPENDIX 2** states the main consideration for each property.

#### **4. PROPOSALS**

- 4.1 It is proposed to put forward for inclusion in the SHLAA the sites listed in the schedule at **APPENDIX 1** and to exclude those in the schedule at **APPENDIX 2**. The sites being put forward are being submitted on the basis that they are available during the plan period and maybe suitable for residential development and therefore should be considered in the SHLAA process.

#### **5. FINANCIAL CONSIDERATIONS**

- 5.1 Inclusion of Council owned sites in the SHLAA may in the medium term result in significant capital receipts from the sale of land for development but no assessment of the amount likely to be received can be made at present.

#### **6. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 6.1 There are no equality or diversity considerations in relation to this matter.

#### **7. ASSET MANAGEMENT CONSIDERATIONS**

- 7.1 The inclusion of Council owned sites within an adopted Local Plan as residential development sites will in due course enable their sale and development. In some instances this will entail the re-location of services.

#### **8. SECTION 17 OF THE CRIME AND DISORDER ACT 1998 CONSIDERATIONS**

8.1 There are no Section 17 considerations in relation to this matter.

## 9. OPTIONS

9.1 The following options should be considered:

1. Approve the Schedule of Sites to be included (**APPENDIX 1**) in its entirety and note the Schedule of sites not considered suitable.
2. Approve the Schedule of Sites to be included (**APPENDIX 1**) but exclude some sites and or include additional sites.
3. Adjourn the decision for further information or discussion.

## 10. RECOMMENDATIONS

10.1 Option 1 is recommended.

## 11. REASONS FOR RECOMMENDATIONS

11.1 The schedules of suitable and unsuitable sites have been compiled on the basis of a review of the entire estate and consultation with Planning Policy officers, taking into account site location, size, layout, current use, general planning considerations, tenure and other relevant matters. The final SHLAA will be subject to further review during preparation of the draft Local Plan.

## 12. BACKGROUND PAPERS

12.1 There are no background papers in relation to this report.

## 13. CONTACT OFFICER

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Tel: 01429 523301

| Sites considered suitable for inclusion in the SHLAA |  |                         |                    |          |  |
|--|--|-------------------------|--------------------|----------|--|
| UPRN   | Location   | Ward                    | Current Use        | Hectares | Notes  |
| <u>488</u>   | Hartlepool Day Services, Warren Road                       | De Bruce Ward           | Care Accommodation | 0.98     |  |
| <u>196</u>   | Parks & Countryside Depot (Former Focus Unit), Lynn Street | Headland & Harbour Ward | Depot              | 0.56     |  |
| <u>92</u>  | Lynn Street Depot  | Headland & Harbour Ward | Depot              | 2.09     |  |
| <u>118</u>   | Land at West View Road (Rear of No 238 - 294)              | De Bruce Ward           | Development Site   | 1.31     |  |
| <u>140</u>   | Land at Vincent Street (East of No's 1 - 19)               | Headland & Harbour Ward | Development Site   | 1.31     |  |
| <u>497</u>   | Briarfields Field & Former Ambulance Station, Elwick Road  | Rural West              | Development Site   | 1.38     |  |
| <u>312</u>   | Land at Brenda Road (Slag Banks) - South                   | Seaton Ward             | Development Site   | 1.54     |  |
| 2039   | Central Housing Regeneration Area (Carr/ Hopp Street Area) | Victoria Ward           | Development Site   | 1.93     | Suitable and will be available in the 15 year period |
| <u>312</u>   | Land at Brenda Road (Slag Banks) - North                   | Seaton Ward             | Development Site   | 3.34     |  |
| <u>2232</u>  | Golden Meadows Housing Estate, Land West of                | Seaton Ward             | Grazing Land       | 0.67     | Sale progressing                                     |
| <u>2233</u>  | Golden Meadows Housing Estate, Land East of                | Seaton Ward             | Grazing land       | 0.83     | Sale progressing                                     |
| <u>65</u>  | Sir William Gray House, Clarence Road                      | Victoria Ward           | Offices            | 0.51     |  |
| <u>1909</u>  | Masefield Centre   | Manor House Ward        | Offices            | 0.69     |  |
| 869  | Land at Argyll Road (Between No's 8 - 26)                  | Fens & Rossmere Ward    | Public Open Space  | 0.42     |  |
| <u>1083</u>  | Land at Saltaire Terrace (East of No's 31 - 38)            | Rural West              | Public Open Space  | 0.51     |  |



|             |  |                            |                           |              |                                    |
|-------------|--|----------------------------|---------------------------|--------------|------------------------------------|
| <u>247</u>  | Land at Eaglesfield Road/<br>Eskdale Road                      | Manor House Ward           | Public Open Space         | 0.52         |                                    |
| <u>168</u>  | Land at Marlowe Road, North<br>of Homer Grove                  | Manor House Ward           | Public Open Space         | 0.52         |                                    |
| <u>1575</u> | Land at Clavering Road (East<br>of No's 34 - 54 Talland Close) | Hart Ward                  | Public Open Space         | 0.54         | Not protected by the Local<br>Plan |
| <u>699</u>  | Land at Raby Road (near Mill<br>House Leisure Centre)          | Victoria Ward              | Public Open Space         | 0.77         |                                    |
| <u>187</u>  | Land at Bruntoft Avenue<br>(North of No's 13 - 81)             | De Bruce Ward              | Public Open Space         | 1.31         |                                    |
| <u>175</u>  | Land at Macrae Road/<br>Monkton Road                           | Manor House Ward           | Public Open Space         | 1.32         |                                    |
| <u>139</u>  | Land at Old Cemetery Road                                      | Headland & Harbour<br>Ward | Public Open Space         | 2.92         |                                    |
| <u>337</u>  | Land at Masefield Road/<br>Gulliver Road                       | Manor House Ward           | Public Open Space         | 6.58         |                                    |
| <u>126</u>  | Land at Coronation Drive<br>(East)                             | Seaton Ward                | Public Open Space         | 20.87        |                                    |
| <u>460</u>  | Brinkburn Centre, Land at                                      | Foggy Furze Ward           | Recreation Ground         | 2.26         |                                    |
| <u>338</u>  | Land at Clarence Road (North<br>of Victoria Football Ground)   | Victoria Ward              | SALE<br>PROGRESSING       | 0.43         |                                    |
| <u>700</u>  | Former Fairground Site,<br>Seaton Carew                        | Seaton Ward                | SALE<br>PROGRESSING       | 0.49         |                                    |
| <u>437</u>  | St. Begas RC Primary School<br>Field (Sure Start)              | Headland & Harbour<br>Ward | School - Playing<br>Field | 0.67         |                                    |
| <u>369</u>  | Hart Smallholdings - Mr<br>Britton                             | Hart Ward                  | Smallholding              | 10.75        |                                    |
| <u>374</u>  | Hart Smallholdings - Mrs<br>Watson                             | Hart Ward                  | Smallholding              | 18.26        |                                    |
| <u>2273</u> | Jacksons Landing   | Headland & Harbour<br>Ward | Surplus                   | 2.02         |                                    |
| <u>529</u>  | Claxton Quarry (Former Civic<br>Amenity Site)                  | Rural West                 | Surplus                   | 6.66         |                                    |
|             |  |                            | <b>TOTAL Hectares</b>     | <b>94.96</b> |                                    |

## 5.3 APPENDIX 2

| Schedule of sites not considered suitable for inclusion in SHLAA |   |                         |          |  |       |                 |
|--|---|-------------------------|----------|--|-------|-----------------|
| UPRN   | Location                                | Ward                    | Hectares | Reason for Not Including                           | Notes | Current use     |
| 1885   | Victoria Buildings, Tower Street        | Headland & Harbour Ward | 0.03     | Leased in Fully developed site                     |       | Adult education |
| 0270   | Haswell Avenue Allotments               | Foggy Furze Ward        | 0.80     | Allotments - disposal restrictions likely to apply |       | Allotments      |
| 0272   | Briarfields Allotments, Elwick Road     | Rural West              | 0.99     | Allotments - disposal restrictions likely to apply |       | Allotments      |
| 0273   | Burn Valley Allotments                  | Burn Valley Ward        | 3.57     | Allotments - disposal restrictions likely to apply |       | Allotments      |
| 0274   | Rossmere Allotments, Brierton Lane      | Fens & Rossmere Ward    | 2.71     | Allotments - disposal restrictions likely to apply |       | Allotments      |
| 0275   | Chester Road Allotments                 | Jesmond Ward            | 6.29     | Allotments - disposal restrictions likely to apply |       | Allotments      |
| 0277   | Nicholson Field Allotments              | De Bruce Ward           | 4.68     | Allotments - disposal restrictions likely to apply |       | Allotments      |
| 0278   | Waverley Terrace Allotments             | Foggy Furze Ward        | 1.25     | Allotments - disposal restrictions likely to apply |       | Allotments      |
| 0279   | Stranton Allotments, Brierton Lane      | Foggy Furze Ward        | 8.02     | Allotments - disposal restrictions likely to apply |       | Allotments      |
| 0280   | Station Lane Allotments                 | Seaton Ward             | 1.15     | Allotments - disposal restrictions likely to apply |       | Allotments      |
| 0283   | Thornhill Allotments, Thornhill Gardens | Jesmond Ward            | 4.00     | Allotments - disposal restrictions likely to apply |       | Allotments      |
| 0284   | Woodcroft Allotments, Near Bolton Grove | Seaton Ward             | 0.96     | Allotments - disposal restrictions likely to apply |       | Allotments      |
| 0285   | Greatham Allotments, Station Road       | Rural West              | 0.13     | Allotments - disposal restrictions likely to apply |       | Allotments      |
| 1092   | Throston Allotments, Off Wiltshire Way  | Jesmond Ward            | 3.00     | Allotments - disposal restrictions likely to apply |       | Allotments      |
| 0545   | Olive Street Allotment                  | Headland & Harbour Ward | 0.03     | Allotments - disposal restrictions likely to apply |       | Allotments      |

## 5.3 APPENDIX 2

|      |  |                         |        |  |                             |                                 |
|------|--|-------------------------|--------|--|-----------------------------|---------------------------------|
| 0341 | Summerhill Allotments  | Manor House Ward        | 1.82   | Allotments - disposal restrictions likely to apply |                             | Allotments                      |
| 0066 | Hartlepool Art Gallery & Information Centre                  | Headland & Harbour Ward | 0.20   | Fully developed site                               | Listed Building             | Art gallery, box office and TIC |
| 0310 | Foreshore Lease  | N/A                     | 310.66 | Beach  | Leased in beach areas       | Beach                           |
| 2102 | Beach at Central Estate                                      | Headland & Harbour Ward | 7.28   | Site is too small/ layout restricts development    | Beach                       | Beach                           |
| 0422 | West Park Primary School - Borehole                          | Rural West              | 0.03   | Borehole site                                      |                             | Borehole                        |
| 0052 | Ward Jackson Park - Bowls Green                              | Rural West              | 0.50   | Part of Ward Jackson Park - cannot be sold         |                             | Bowls Green                     |
| 0053 | Burn Valley Gardens Bowls Green (East)                       | Burn Valley Ward        | 0.33   | Part of park                                       |                             | Bowls Green                     |
| 0053 | Burn Valley Gardens Bowls Green (West)                       | Burn Valley Ward        | 0.42   | Part of park                                       |                             | Bowls Green                     |
| 0558 | Friar Terrace Bowls Green                                    | Headland & Harbour Ward | 0.29   | public amenity in use                              |                             | Bowls Green                     |
| 1773 | Town Moor Bowls Green  | Headland & Harbour Ward | 0.29   | public amenity in use                              |                             | Bowls Green                     |
| 1916 | Grayfields - Bowls Greens (West)                             | Jesmond Ward            | 0.29   | public amenity in use                              |                             | Bowls Green                     |
| 1916 | Grayfields - Bowls Green (East)                              | Jesmond Ward            | 0.25   | public amenity in use                              |                             | Bowls Green                     |
| 0052 | Ward Jackson Park - Bowls Green Pavillion                    | Rural West              | 0.01   | Part of Ward Jackson Park - cannot be sold         | Part of Ward Jackson Park   | Bowls Green                     |
| 0052 | Ward Jackson Park - Public Toilets                           | Rural West              | 0.00   | Part of Ward Jackson Park - cannot be sold         | Part of Ward Jackson Park   | Bowls Green                     |
| 0617 | Land at Greatham Creek Bridge                                | Seaton Ward             | 0.14   | Infrastructure, leased in                          | Leased in for bridge        | bridge overfly                  |
| 2081 | Land at Hartlepool Interchange                               | Headland & Harbour Ward | 0.02   | Site is too small/ layout restricts development    |                             | Bus Station                     |
| 0669 | Seaton Carew Bus Station                                     | Seaton Ward             | 1.37   | Listed building                                    | Listed building             | Bus station and clock tower     |
| 0081 | Hartlepool Enterprise Centre                                 | Jesmond Ward            | 0.47   | Fully developed site                               |                             | Business incubation             |
| 0052 | Ward Jackson Park - Place in the Park                        | Rural West              | 0.14   | Part of Ward Jackson Park - cannot be sold         | Investment Asset Leased out | Cafe                            |
| 2282 | Inspirations Coffee House                                    | Foggy Furze Ward        | 0.42   | Fully developed site                               |                             | Cafe                            |
| 0505 | Hartlepool Maritime Experience (HME) - Cafe & Function Rooms | Headland & Harbour Ward | 0.04   | Fully developed site                               |                             | Cafe                            |

## 5.3 APPENDIX 2

|      |  |                         |      |  |  |                          |
|------|--|-------------------------|------|--|--|--------------------------|
| 0077 | Lauder Street Car Park                         | Victoria Ward           | 0.09 | Site is too small/ layout restricts development                      |  | Car Park                 |
| 0138 | Archer Street Car Park                         | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development                      |  | Car Park                 |
| 0293 | Owton Manor Lane Shops Car Park                | Fens & Rossmere Ward    | 0.09 | Site is too small/ layout restricts development                      |  | Car Park                 |
| 0295 | King Oswy Drive Shops Car Park                 | De Bruce Ward           | 0.03 | Site is too small/ layout restricts development                      |  | Car Park                 |
| 0296 | Victoria Road, North Car Park                  | Victoria Ward           | 0.07 | Site is too small/ layout restricts development                      |  | Car Park                 |
| 0298 | Church Street Car Park (North of No's 67 - 80) | Headland & Harbour Ward | 0.10 | Site is too small/ layout restricts development                      |  | Car Park                 |
| 0301 | Albert Street Car Park                         | Headland & Harbour Ward | 0.04 | Site is too small/ layout restricts development                      |  | Car Park                 |
| 0535 | Land at Wesley Square                          | Victoria Ward           | 0.08 | Site is too small/ layout restricts development                      |  | Car Park                 |
| 0538 | Ashburn Street/ Charles Street Car Park        | Seaton Ward             | 0.03 | Site is too small/ layout restricts development                      |  | Car Park                 |
| 0546 | Andrew Street Car Park                         | Headland & Harbour Ward | 0.05 | Site is too small/ layout restricts development                      |  | Car Park                 |
| 0886 | Davison Drive Car Park                         | De Bruce Ward           | 0.07 | Site is too small/ layout restricts development                      |  | Car Park                 |
| 1112 | York Road Car Park (East of No's 90 - 120)     | Victoria Ward           | 0.06 | Site is too small/ layout restricts development                      |  | Car Park                 |
| 1771 | Murray Street Car Park (Ground Lease)          | Victoria Ward           | 0.04 | Site is too small/ layout restricts development                      |  | Car Park                 |
| 1776 | Gainford Street Car Park                       | Burn Valley Ward        | 0.05 | Site is too small/ layout restricts development                      |  | Car Park                 |
| 1920 | Brierton Lane Car Park                         | Manor House Ward        | 0.05 | Site is too small/ layout restricts development                      |  | Car Park                 |
| 1936 | Newburn Bridge Car Park                        | Headland & Harbour Ward | 0.09 | Site is too small/ layout restricts development                      |  | Car Park                 |
| 2043 | Throston Grange Car Park (South)               | Jesmond Ward            | 0.03 | Site is too small/ layout restricts development                      |  | Car Park                 |
| 2056 | Warren Road Car Park                           | De Bruce Ward           | 0.06 | Site is too small/ layout restricts development                      |  | Car Park                 |
| 2107 | Land at Russell Street (West of 129 Northgate) | Headland & Harbour Ward | 0.02 | Site is too small/ layout restricts development                      |  | Car Park                 |
| 0505 | Hartlepool Maritime Experience (HME) Car Park  | Headland & Harbour Ward | 1.84 | Car park for HME, may have potential for non residential development |  | Car park for HME         |
| 0964 | Headland Sports Hall Car Park, Union Street    | Headland & Harbour Ward | 0.10 | Car park for sports hall, small site                                 |  | Car park for sports hall |
| 0473 | Star Centre                                    | Jesmond Ward            | 0.09 | Fully developed site   |  | Care Accomodation        |
| 2050 | St Columbas Parish Centre, 19 Dryden Road      | Manor House Ward        | 0.00 | Leased in building, small site                                       |  | Care Accomodation        |

## 5.3 APPENDIX 2

|      |   |                         |       |   |   |                               |
|------|---|-------------------------|-------|---|---|-------------------------------|
| 2064 | The Ladysmith, Unit 1   | Headland & Harbour Ward | 0.07  | Fully developed site in industrial estate       | Leased in   | Care Accomodation             |
| 2065 | Hartfields Manor, Apartment 109                                 | Hart Ward               | 0.00  | Fully developed site                            | Flat  | Care Accomodation             |
| 0396 | Brougham Primary School - Caretakers Property                   | Victoria Ward           | 0.10  | Site is too small/ layout restricts development | Already housing use                                   | Caretakers Property           |
| 0400 | Fens Primary School Caretakers Property                         | Fens & Rossmere Ward    | 0.03  | Site is too small/ layout restricts development | Already housing use                                   | Caretakers Property           |
| 0409 | Lynnfield Primary School Caretakers Property                    | Victoria Ward           | 0.10  | Site is too small/ layout restricts development | Already housing use                                   | Caretakers Property           |
| 0411 | Owton Manor Primary School Caretakers Property                  | Manor House Ward        | 0.04  | Site is too small/ layout restricts development | Already housing use                                   | Caretakers Property           |
| 0416 | Stranton Primary School Cartakers Property                      | Burn Valley Ward        | 0.04  | Site is too small/ layout restricts development | Already housing use                                   | Caretakers Property           |
| 0425 | Grange Primary School Caretakers Property                       | Manor House Ward        | 0.05  | Site is too small/ layout restricts development | Already housing use                                   | Caretakers Property           |
| 0427 | Eldon Grove Primary School Caretakers Property                  | Burn Valley Ward        | 0.07  | Site is too small/ layout restricts development | Already housing use                                   | Caretakers Property           |
| 0441 | Former Brierton School Site - Caretakers Property               | Manor House Ward        | 0.06  | Site is too small/ layout restricts development | Already housing use                                   | Caretakers Property           |
| 0659 | St. Teresa's RC School Caretakers Property                      | Fens & Rossmere Ward    | 0.05  | Site is too small/ layout restricts development | Already housing use                                   | Caretakers Property           |
| 0045 | Stranton Cemetery   | Foggy Furze Ward        | 18.01 | Operational cemetery                            |   | Cemetery                      |
| 0046 | West View Cemetery  | De Bruce Ward           | 7.34  | Operational cemetery                            |   | Cemetery                      |
| 0047 | Spion Kop Cemetery, Old Cemetery Road                           | Headland & Harbour Ward | 2.91  | Cemetery  |   | Cemetery                      |
| 0348 | North Cemetery, Raby Road                                       | Victoria Ward           | 12.71 | Cemetery  |   | Cemetery                      |
| 0493 | Hartlepool Centre for Independent Living (CIL)                  | Headland & Harbour Ward | 0.14  | Site is too small/ layout restricts development | May be redeveloped for supported living accommodation | Centre for Independent Living |
| 0493 | Hartlepool Centre for Independent Living (CIL) - Developed Land | Headland & Harbour Ward | 0.16  | Site is too small/ layout restricts development | May be redeveloped for supported living accommodation | Centre for Independent Living |
| 2208 | Stockton Road, No 302   | Fens & Rossmere Ward    | 0.12  | Childrens Home, fully developed site            |   | Childrens Home                |
| 0377 | Wharton Annexe  | Jesmond Ward            | 0.04  | Fully developed site , leased out               |   | Community Building            |

## 5.3 APPENDIX 2

|      |  |                         |      |   |  |                     |
|------|--|-------------------------|------|---|--|---------------------|
| 0494 | Rockhaven, 36 Victoria Road                                | Victoria Ward           | 0.03 | Fully developed site , leased out               |  | Community Building  |
| 2040 | Cromwell Street Business Park, Unit C                      | Headland & Harbour Ward | 0.03 | Fully developed site in industrial estate       | Leased in  | Community Building  |
| 2206 | Space to Learn, King Oswy Drive                            | De Bruce Ward           | 0.10 | Fully developed site leased in                  | Leased in until July 2015                        | Community Building  |
| 38   | Throston Grange Community Centre                           | Jesmond Ward            | 0.08 | Site below size limit for SHLAA                 | Potential for development, leased out at present | Community Building  |
| 0040 | West View Community Centre                                 | De Bruce Ward           | 0.12 | Fully developed site , leased out               |  | Community Centre    |
| 0380 | Owton Manor Community Centre                               | Manor House Ward        | 0.24 | Fully developed site                            |  | Community Centre    |
| 0474 | Manor Residents Community Resource Centre                  | Manor House Ward        | 0.10 | Fully developed site                            | Leased out                                       | Community Centre    |
| 0023 | Burbank Street Community Centre                            | Headland & Harbour Ward | 0.02 | Site is too small/ layout restricts development |  | Community Centre    |
| 0042 | Jutland Road Community Centre                              | Seaton Ward             | 0.10 | Leased out                                      | Community Asset Transfer                         | Community Centre    |
| 1927 | Power Station (Countryside Wardens, Sponsorship Agreement) | Seaton Ward             | 0.05 | Not HBC owned                                   |  | Countryside Rangers |
| 2281 | Stranton Cemetery Chapel & Crematorium                     | Foggy Furze Ward        | 0.05 | Fully developed - crematorium and chapel        |  | Crematorium         |
| 2025 | Hartfields Manor, The Day Centre                           | Hart Ward               | 0.05 | Operational Asset leased in and sublet          |  | Day Centre          |
| 0465 | Land at Burbank Street (Former Bridge Community Centre)    | Headland & Harbour Ward | 0.29 | Already progressing                             | Now sold   | Development Site    |
| 0147 | Land at Flaxton Street                                     | Burn Valley Ward        | 0.00 | Site is too small/ layout restricts development |  | Development Site    |
| 0467 | Land at Rossmere Way (former Learner Pool)                 | Fens & Rossmere Ward    | 0.06 | Site is too small/ layout restricts development |  | Development Site    |
| 0656 | Land at Eamont Gardens (Former Garage Site)                | Burn Valley Ward        | 0.08 | Site is too small/ layout restricts development |  | Development Site    |
| 0785 | Land at Surtees Street/ George Street                      | Headland & Harbour Ward | 0.08 | Site is too small/ layout restricts development |  | Development Site    |
| 1571 | Land at Brierton Lane (former Caretakers House)            | Manor House Ward        | 0.00 | Site is too small/ layout restricts development |  | Development Site    |
| 133  | Land at Seaton Lane (South)                                | Seaton Ward             | 0.26 | Site below size limit for SHLAA                 | Potential for small scale development            | Development Site    |
| 101  | Land at Millpool Close/ Brunel Close                       | Headland &              | 0.25 | Site below size limit for SHLAA                 | Potential for                                    | Development Site    |

## 5.3 APPENDIX 2

|      |   |                         |      |                                 |                                       |                             |
|------|---|-------------------------|------|---------------------------------|---------------------------------------|-----------------------------|
|      |   | Harbour Ward            |      |                                 | small scale development               |                             |
| 117  | Land at Huckelhoven Way/ Reed Street                      | Headland & Harbour Ward | 0.15 | Site below size limit for SHLAA | Potential for small scale development | Development Site            |
| 364  | Land at Shields Terrace (North East of No 20) (Custodian) | Headland & Harbour Ward | 0.15 | Site below size limit for SHLAA | Potential for small scale development | Development Site            |
| 2207 | Land at Browning Avenue (East of 1-7 Spenser Grove)       | Foggy Furze Ward        | 0.11 | Site below size limit for SHLAA | Potential for small scale development | Development Site            |
| 723  | Land at West View Road (East of No 108)                   | Headland & Harbour Ward | 0.11 | Site below size limit for SHLAA | Potential for small scale development | Development Site            |
| 28   | Land at Burbank Street (East of No's 120 - 122)           | Headland & Harbour Ward | 0.04 | Site below size limit for SHLAA | Potential for development             | Development Site            |
| 0687 | Land at Winterbottom Avenue (Doctors Surgery)             | De Bruce Ward           | 0.19 | Fully developed site            | Let on long lease                     | Doctors surgery             |
| 1113 | Community Drugs Team Centre                               | Headland & Harbour Ward | 0.15 | Fully developed site            |                                       | Drugs Rehabilitation Centre |
| 0076 | Northgate, No 72  | Headland & Harbour Ward | 0.01 | Listed building                 |                                       | Dwelling                    |
| 0523 | Carlton Outdoor Education Centre - Bungalow               | N/A                     | 0.01 | Not in Borough                  |                                       | Dwelling                    |
| 2202 | Johnson Street, No 15                                     | Victoria Ward           | 0.01 | Already housing use             |                                       | Dwelling                    |
| 2203 | Mapleton Road, No 22                                      | Jesmond Ward            | 0.00 | Already housing use             |                                       | Dwelling                    |
| 2204 | Derwent Street, No 86                                     | Burn Valley Ward        | 0.01 | Already housing use             |                                       | Dwelling                    |
| 2205 | Uppingham Street, No 9                                    | Burn Valley Ward        | 0.00 | Already housing use             |                                       | Dwelling                    |
| 2210 | Kimberley Street, No 22                                   | Burn Valley Ward        | 0.01 | Already housing use             |                                       | Dwelling                    |
| 2211 | Raeburn Street, No 6                                      | Victoria Ward           | 0.00 | Already housing use             |                                       | Dwelling                    |
| 2212 | Mapleton Road, No 34                                      | Jesmond Ward            | 0.01 | Already housing use             |                                       | Dwelling                    |
| 2213 | Dent Street, No 37  | Victoria Ward           | 0.00 | Already housing use             |                                       | Dwelling                    |
| 2214 | Dorset Street, No 11                                      | Burn Valley Ward        | 0.01 | Already housing use             |                                       | Dwelling                    |
| 2216 | Tankerville Street, No 6                                  | Victoria Ward           | 0.01 | Already housing use             |                                       | Dwelling                    |
| 2217 | St Oswalds Street, No 25                                  | Jesmond Ward            | 0.01 | Already housing use             |                                       | Dwelling                    |
| 2218 | West View Road, No 219                                    | Headland & Harbour Ward | 0.02 | Already housing use             |                                       | Dwelling                    |

## 5.3 APPENDIX 2

|      |                          |                         |      |                     |  |          |
|------|--------------------------|-------------------------|------|---------------------|--|----------|
| 2219 | Laurel Gardens, No 50    | Manor House Ward        | 0.00 | Already housing use |  | Dwelling |
| 2220 | Patterdale Street, No 36 | Foggy Furze Ward        | 0.01 | Already housing use |  | Dwelling |
| 2221 | Patterdale Street No 38  | Foggy Furze Ward        | 0.01 | Already housing use |  | Dwelling |
| 2222 | Rydal Street, No 45      | Burn Valley Ward        | 0.01 | Already housing use |  | Dwelling |
| 2223 | Cundal Road, No 9        | Victoria Ward           | 0.01 | Already housing use |  | Dwelling |
| 2224 | Raby Gardens , 78        | Jesmond Ward            | 0.02 | Already housing use |  | Dwelling |
| 2225 | Baden Street, No 31      | Burn Valley Ward        | 0.01 | Already housing use |  | Dwelling |
| 2226 | Throston Street, No 9    | Headland & Harbour Ward | 0.01 | Already housing use |  | Dwelling |
| 2227 | Stephen Street, No 10    | Victoria Ward           | 0.00 | Already housing use |  | Dwelling |
| 2228 | Rydal Street, No 18      | Burn Valley Ward        | 0.00 | Already housing use |  | Dwelling |
| 2230 | Furness Street, No 24    | Victoria Ward           | 0.01 | Already housing use |  | Dwelling |
| 2234 | Parton Street, No 47     | Jesmond Ward            | 0.01 | Already housing use |  | Dwelling |
| 2236 | Windermere Road, No 9    | Foggy Furze Ward        | 0.01 | Already housing use |  | Dwelling |
| 2237 | Windermere Road, No 11   | Foggy Furze Ward        | 0.01 | Already housing use |  | Dwelling |
| 2239 | Baden Street, No 29      | Burn Valley Ward        | 0.01 | Already housing use |  | Dwelling |
| 2240 | Baden Street, No 43      | Burn Valley Ward        | 0.00 | Already housing use |  | Dwelling |
| 2241 | Stephen Street, No 46    | Victoria Ward           | 0.00 | Already housing use |  | Dwelling |
| 2242 | Baden Street, No 2       | Burn Valley Ward        | 0.01 | Already housing use |  | Dwelling |
| 2243 | Furness Street, No 7     | Victoria Ward           | 0.01 | Already housing use |  | Dwelling |
| 2244 | Dent Street, No 29       | Victoria Ward           | 0.00 | Already housing use |  | Dwelling |
| 2245 | Derby Street, No 1a      | Burn Valley Ward        | 0.00 | Already housing use |  | Dwelling |
| 2246 | Borrowdale Street, No 19 | Foggy Furze Ward        | 0.01 | Already housing use |  | Dwelling |
| 2247 | Cobden Street, No 24     | Victoria Ward           | 0.01 | Already housing use |  | Dwelling |
| 2248 | Sherriff Street, No 122  | Victoria Ward           | 0.01 | Already housing use |  | Dwelling |
| 2250 | Borrowdale Street, No 12 | Foggy Furze Ward        | 0.01 | Already housing use |  | Dwelling |
| 2251 | Borrowdale Street, No 27 | Foggy Furze Ward        | 0.01 | Already housing use |  | Dwelling |
| 2252 | Alma Street, No 187      | Victoria Ward           | 0.01 | Already housing use |  | Dwelling |
| 2253 | Stephen Street, No 9     | Victoria Ward           | 0.00 | Already housing use |  | Dwelling |
| 2254 | Alma Street, No 183      | Victoria Ward           | 0.01 | Already housing use |  | Dwelling |
| 2255 | Grasmere Street, No 30   | Burn Valley Ward        | 0.01 | Already housing use |  | Dwelling |
| 2256 | Dent Street, No 35       | Victoria Ward           | 0.00 | Already housing use |  | Dwelling |
| 2257 | Errol Street, No 3       | Victoria Ward           | 0.01 | Already housing use |  | Dwelling |
| 2258 | Uppingham Street, No 27  | Burn Valley Ward        | 0.00 | Already housing use |  | Dwelling |



## 5.3 APPENDIX 2

|      |   |                  |      |                     |                   |           |
|------|---|------------------|------|---------------------|-------------------|-----------|
| 2259 | Baden Street, No 18                         | Burn Valley Ward | 0.00 | Already housing use |                   | Dwelling  |
| 2260 | Dorset Street, No 32                        | Burn Valley Ward | 0.01 | Already housing use |                   | Dwelling  |
| 2261 | Everett Street, No 59                       | Victoria Ward    | 0.00 | Already housing use |                   | Dwelling  |
| 2262 | Duke Street, No 53                          | Victoria Ward    | 0.00 | Already housing use |                   | Dwelling  |
| 2265 | Uppingham Street, No 26                     | Burn Valley Ward | 0.00 | Already housing use |                   | Dwelling  |
| 2266 | Baden Street, No 13                         | Burn Valley Ward | 0.01 | Already housing use |                   | Dwelling  |
| 2267 | Sherriff Street, No 134                     | Victoria Ward    | 0.01 | Already housing use |                   | Dwelling  |
| 2268 | Borrowdale Street, No 23                    | Foggy Furze Ward | 0.01 | Already housing use |                   | Dwelling  |
| 2269 | Baden Street, No 20                         | Burn Valley Ward | 0.00 | Already housing use |                   | Dwelling  |
| 2270 | Stephen Street, No 48                       | Victoria Ward    | 0.01 | Already housing use |                   | Dwelling  |
| 2271 | Kimberley Street, No 35                     | Burn Valley Ward | 0.01 | Already housing use |                   | Dwelling  |
| 2272 | St Oswalds Street, No 17                    | Jesmond Ward     | 0.01 | Already housing use |                   | Dwelling  |
| 2274 | Stephen Street, No 3                        | Victoria Ward    | 0.00 | Already housing use |                   | Dwelling  |
| 2275 | Dent Street, No 17                          | Victoria Ward    | 0.00 | Already housing use |                   | Dwelling  |
| 2277 | Charterhouse Street, No 32                  |                  | 0.00 | Already housing use |                   | Dwelling  |
| 2278 | Northampton Walk, No 5                      | Burn Valley Ward | 0.01 | Already housing use |                   | Dwelling  |
| 2279 | Devon Street, No 24                         | Burn Valley Ward | 0.00 | Already housing use |                   | Dwelling  |
| 2280 | Devon Street, No 26                         | Burn Valley Ward | 0.00 | Already housing use |                   | Dwelling  |
| 2283 | Stephen Street, No 55                       | Victoria Ward    | 0.01 | Already housing use |                   | Dwelling  |
| 2284 | Derwent Street, No 18                       | Victoria Ward    | 0.00 | Already housing use |                   | Dwelling  |
| 2286 | West View Cemetery Lodge                    | De Bruce Ward    | 0.07 | Already housing use |                   | Dwelling  |
| 0447 | High Tunstall College of Science            | Rural West       | 0.91 | In use for school   | Foundation School | Education |
| 0396 | Brougham Primary School (Sure Start)        | Victoria Ward    | 0.25 | In use for school   |                   | Education |
| 0396 | Brougham Primary School - Developed Land    | Victoria Ward    | 0.51 | In use for school   |                   | Education |
| 0396 | Brougham Primary School - Undeveloped Land  | Victoria Ward    | 1.47 | In use for school   |                   | Education |
| 0398 | Clavering Primary School                    | Hart Ward        | 0.19 | In use for school   |                   | Education |
| 0398 | Clavering Primary School - Developed Land   | Hart Ward        | 0.41 | In use for school   |                   | Education |
| 0398 | Clavering Primary School - Undeveloped Land | Hart Ward        | 1.53 | In use for school   |                   | Education |
| 0400 | Fens Primary School                         | Fens & Rossmere  | 0.21 | In use for school   |                   | Education |

## 5.3 APPENDIX 2

|      |   | Ward                 |      |                   |                |           |
|------|---|----------------------|------|-------------------|----------------|-----------|
| 0400 | Fens Primary School - Developed Land              | Fens & Rossmere Ward | 0.36 | In use for school |                | Education |
| 0400 | Fens Primary School - Undeveloped Land            | Fens & Rossmere Ward | 1.98 | In use for school |                | Education |
| 0402 | Golden Flatts Primary School Caretakers Property  | Seaton Ward          | 0.30 | In use for school |                | Education |
| 0402 | Golden Flatts Primary School                      | Seaton Ward          | 0.25 | In use for school |                | Education |
| 0402 | Golden Flatts Primary School - Developed Land     | Seaton Ward          | 0.60 | In use for school |                | Education |
| 0402 | Golden Flatts Primary School - Undeveloped Land   | Seaton Ward          | 2.26 | In use for school |                | Education |
| 0404 | Hart Primary School - Developed Land              | Hart Ward            | 0.78 | In use for school |                | Education |
| 0404 | Hart Primary School - Undeveloped Land            | Hart Ward            | 0.27 | In use for school |                | Education |
| 0405 | Jesmond Gardens Primary School                    | Jesmond Ward         | 0.23 | In use for school |                | Education |
| 0405 | Jesmond Gardens Primary School - Developed Land   | Jesmond Ward         | 0.77 | In use for school |                | Education |
| 0405 | Jesmond Gardens Primary School - Undeveloped Land | Jesmond Ward         | 0.91 | In use for school |                | Education |
| 0407 | Kingsley Primary School Caretakers Property       | Foggy Furze Ward     | 0.11 | In use for school |                | Education |
| 0407 | Kingsley Primary School (Sure Start)              | Foggy Furze Ward     | 0.25 | In use for school |                | Education |
| 0407 | Kingsley Primary School - Developed Land          | Foggy Furze Ward     | 0.36 | In use for school |                | Education |
| 0407 | Kingsley Primary School - Undeveloped Land        | Foggy Furze Ward     | 1.79 | In use for school |                | Education |
| 0409 | Lynnfield Primary School (Sure Start)             | Victoria Ward        | 0.30 | In use for school |                | Education |
| 0409 | Lynnfield Primary School - Developed Land         | Victoria Ward        | 0.51 | In use for school |                | Education |
| 0409 | Lynnfield Primary School - Undeveloped Land       | Victoria Ward        | 1.42 | In use for school |                | Education |
| 0411 | Owton Manor Primary School                        | Manor House Ward     | 0.28 | Academy School    | Academy School | Education |
| 0411 | Owton Manor Primary School - Developed Land       | Manor House Ward     | 0.43 | Academy School    | Academy School | Education |

## 5.3 APPENDIX 2

|      |  |                         |      |                   |                |           |
|------|--|-------------------------|------|-------------------|----------------|-----------|
| 0411 | Owton Manor Primary School - Undeveloped Land      | Manor House Ward        | 1.67 | Academy School    | Academy School | Education |
| 0413 | Rift House Primary School (Sure Start)             | Manor House Ward        | 0.19 | In use for school |                | Education |
| 0413 | Rift House Primary School - Developed Land         | Manor House Ward        | 0.26 | In use for school |                | Education |
| 0413 | Rift House Primary School - Undeveloped Land       | Manor House Ward        | 0.95 | In use for school |                | Education |
| 0414 | Rossmere Primary School Caretakers Property        | Fens & Rossmere Ward    | 0.18 | In use for school |                | Education |
| 0414 | Rossmere Primary School                            | Fens & Rossmere Ward    | 0.29 | In use for school |                | Education |
| 0414 | Rossmere Primary School - Developed Land           | Fens & Rossmere Ward    | 0.77 | In use for school |                | Education |
| 0414 | Rossmere Primary School - Undeveloped Land         | Fens & Rossmere Ward    | 1.75 | In use for school |                | Education |
| 0416 | Stranton Primary School (Sure Start)               | Burn Valley Ward        | 0.36 | Academy School    | Academy School | Education |
| 0416 | Stranton Primary School - Developed Areas          | Burn Valley Ward        | 0.61 | Academy School    | Academy School | Education |
| 0416 | Stranton Primary School - Undeveloped Areas        | Burn Valley Ward        | 1.40 | Academy School    | Academy School | Education |
| 0418 | Throston Grange Primary School Caretakers Property | Jesmond Ward            | 0.13 | In use for school |                | Education |
| 0418 | Throston Grange Primary School (Sure Start)        | Jesmond Ward            | 0.21 | In use for school |                | Education |
| 0418 | Throston Grange Primary School - Developed Land    | Jesmond Ward            | 0.45 | In use for school |                | Education |
| 0418 | Throston Grange Primary School - Undeveloped Land  | Jesmond Ward            | 1.66 | In use for school |                | Education |
| 0420 | Ward Jackson Primary School Field                  | Headland & Harbour Ward | 0.49 | In use for school |                | Education |
| 0422 | West Park Primary School Caretakers Property       | Rural West              | 0.15 | In use for school |                | Education |
| 0422 | West Park Primary School - Developed Land          | Rural West              | 0.31 | In use for school |                | Education |
| 0422 | West Park Primary School                           | Rural West              | 0.17 | In use for school |                | Education |

## 5.3 APPENDIX 2

|      |  |                         |      |                   |                |           |
|------|--|-------------------------|------|-------------------|----------------|-----------|
| 0422 | West Park Primary School - Undeveloped Land                | Rural West              | 2.29 | In use for school |                | Education |
| 0424 | West View Primary School (Sure Start)                      | De Bruce Ward           | 0.34 | In use for school |                | Education |
| 0424 | West View Primary School - Developed Land                  | De Bruce Ward           | 0.83 | In use for school |                | Education |
| 0424 | West View Primary School - Undeveloped Land                | De Bruce Ward           | 2.20 | In use for school |                | Education |
| 0425 | Grange Primary School                                      | Manor House Ward        | 0.30 | In use for school |                | Education |
| 0425 | Grange Primary School - Developed Land                     | Manor House Ward        | 0.74 | In use for school |                | Education |
| 0425 | Grange Primary School - Undeveloped Land                   | Manor House Ward        | 1.31 | In use for school |                | Education |
| 0427 | Eldon Grove Primary School                                 | Burn Valley Ward        | 0.25 | Academy School    | Academy School | Education |
| 0427 | Eldon Grove Primary School - Developed Land                | Burn Valley Ward        | 0.54 | Academy School    | Academy School | Education |
| 0427 | Eldon Grove Primary School - Undeveloped Land              | Burn Valley Ward        | 1.08 | Academy School    | Academy School | Education |
| 0430 | St. Helen's Primary School (Sure Start)                    | Headland & Harbour Ward | 0.24 | In use for school |                | Education |
| 0430 | St. Helen's Primary School - Developed Land                | Headland & Harbour Ward | 0.58 | In use for school |                | Education |
| 0430 | St. Helen's Primary School - Undeveloped Land              | Headland & Harbour Ward | 1.24 | In use for school |                | Education |
| 0431 | Holy Trinity Church of England Aided Primary School Field  | Seaton Ward             | 0.64 | In use for school |                | Education |
| 0432 | St Peter/Es Elwick Primary School Field                    | Rural West              | 0.20 | In use for school |                | Education |
| 0434 | St. John Vianney RC Primary School Field (Sure Start)      | De Bruce Ward           | 0.51 | In use for school |                | Education |
| 0435 | St. Aidans Church of England Memorial Primary School Field | Foggy Furze Ward        | 1.85 | In use for school |                | Education |
| 0436 | St. Josephs RC Primary School Field                        | Headland & Harbour Ward | 0.51 | In use for school |                | Education |
| 0438 | Greatham Church of England Primary School Field            | Rural West              | 0.44 | In use for school |                | Education |

## 5.3 APPENDIX 2

|      |   |                      |       |                   |                        |           |
|------|---|----------------------|-------|-------------------|------------------------|-----------|
| 0440 | St. Cuthberts RC Primary School Field                             | Foggy Furze Ward     | 0.52  | In use for school |                        | Education |
| 0445 | English Martyrs RC School & Sixth Form College Field              | Manor House Ward     | 6.93  | In use for school | Will be Academy School | Education |
| 0446 | St. Hild's Church of England School Playing Field                 | De Bruce Ward        | 5.76  | In use for school |                        | Education |
| 0447 | High Tunstall College of Science - Undeveloped Land               | Rural West           | 11.29 | In use for school | Foundation School      | Education |
| 0447 | High Tunstall College of Science - Developed Land                 | Rural West           | 1.38  | In use for school | Foundation School      | Education |
| 0451 | Catcote School Business and Enterprise College                    | Manor House Ward     | 0.32  | Academy School    |                        | Education |
| 0451 | Catcote School Business and Enterprise College - Developed Land   | Manor House Ward     | 0.69  | Academy School    |                        | Education |
| 0451 | Catcote School Business and Enterprise College - Undeveloped Land | Manor House Ward     | 2.05  | Academy School    |                        | Education |
| 0454 | Springwell School Learning Difficulties - Developed Land          | Jesmond Ward         | 0.28  | In use for school |                        | Education |
| 0454 | Springwell School Learning Difficulties                           | Jesmond Ward         | 0.16  | In use for school |                        | Education |
| 0454 | Springwell School Learning Difficulties - Undeveloped Land        | Jesmond Ward         | 0.61  | In use for school |                        | Education |
| 0513 | Barnard Grove Primary School                                      | De Bruce Ward        | 0.23  | In use for school |                        | Education |
| 0513 | Barnard Grove Primary School - Developed Land                     | De Bruce Ward        | 0.41  | In use for school |                        | Education |
| 0513 | Barnard Grove Primary School - Undeveloped Land                   | De Bruce Ward        | 3.04  | In use for school |                        | Education |
| 0659 | St. Teresa's RC School Field, Callander Road                      | Fens & Rossmere Ward | 0.82  | In use for school |                        | Education |
| 0513 | Barnard Grove Primary School Caretakers Property                  | De Bruce Ward        | 0.04  | In use for school |                        | Education |
| 0523 | Carlton Outdoor Education Centre - Original Buildings             | N/A                  | 0.05  | Not in Borough    |                        | Education |
| 0523 | Carlton Outdoor Education Centre - Classroom Building             | N/A                  | 0.02  | Not in Borough    |                        | Education |

## 5.3 APPENDIX 2

|      |   |                         |      |   |                                 |                         |
|------|---|-------------------------|------|---|---------------------------------|-------------------------|
| 0523 | Carlton Outdoor Education Centre - Modern Dormitory Building    | N/A                     | 0.04 | Not in Borough  |                                 | Education               |
| 0570 | Sacred Hearts RC School Playing Field                           | Victoria Ward           | 0.04 | In use for school                                     |                                 | Education               |
| 2006 | St. Aidans Church of England Memorial Primary School Playground | Foggy Furze Ward        | 0.05 | In use for school                                     |                                 | Education               |
| 0393 | Seaton Carew Nursery School                                     | Seaton Ward             | 0.02 | In use for school                                     | Proposed sale for redevelopment | Education               |
| 0404 | Hart Primary School   | Hart Ward               | 0.07 | In use for school                                     |                                 | Education               |
| 0393 | Seaton Carew Nursery School - Developed Land                    | Seaton Ward             | 0.02 | In use for school                                     |                                 | Education               |
| 0393 | Seaton Carew Nursery School - Undeveloped Land                  | Seaton Ward             | 0.10 | In use for school                                     |                                 | Education               |
| 0476 | Charlotte Grange EPH, Flaxton Street (Ground Lease)             | Burn Valley Ward        | 0.68 | Fully developed site                                  | Leased out                      | Elderly Persons Home    |
| 0477 | Gardener House EPH, Brierton Lane (Ground Lease)                | Manor House Ward        | 0.48 | Fully developed site                                  | Leased out                      | Elderly Persons Home    |
| 0484 | Exmoor Grove Residential Home/ Day Care Centre                  | Jesmond Ward            | 0.23 | Fully developed site                                  | Leased out                      | Elderly Persons Home    |
| 0707 | Land at Ferry Road (Ground Lease)                               | Headland & Harbour Ward | 0.18 | Leased in and sublet to Cabin owners                  |                                 | Fishing cabins          |
| 0055 | King George V Recreation Ground - 5-a-Side Football Pitch       | De Bruce Ward           | 0.02 | Site is too small/ layout restricts development       | Disposal restrictions           | Football Pitch - Tarmac |
| 0064 | Mill House Leisure Centre, Raby Road - 5-a-Side Football Pitch  | Victoria Ward           | 0.09 | Site is too small/ layout restricts development       |                                 | Football Pitch - Tarmac |
| 0286 | Middlegate Car Park, Headland                                   | Headland & Harbour Ward | 0.12 | Site is too small/ layout restricts development       |                                 | Free public car park    |
| 0287 | Seaton Carew Coach/ Car Park                                    | Seaton Ward             | 1.25 | Part already progressing                              |                                 | Free public car park    |
| 0288 | Rocket House Car Park, The Front, Seaton Carew                  | Seaton Ward             | 0.23 | To be developed as part of Seaton Regeneration scheme |                                 | Free public car park    |
| 1552 | Ward Jackson Park Car Park                                      | Rural West              | 0.41 | Car park required for visitors to Ward Jackson Park   |                                 | Free public car park    |
| 1937 | Coronation Drive Car Park                                       | Seaton Ward             | 0.11 | Site is too small/ layout restricts development       |                                 | Free public car park    |
| 0217 | Land at Montgomery Grove (Garage Forecourt)                     | Jesmond Ward            | 0.00 | Site is too small/ layout restricts development       |                                 | Garage Forecourt        |

## 5.3 APPENDIX 2

|      |  |                         |      |   |  |                  |
|------|--|-------------------------|------|---|--|------------------|
| 2019 | Vane Street Garages Forecourt                                      | Headland & Harbour Ward | 0.08 | Site is too small/ layout restricts development   |  | Garage Forecourt |
| 2099 | Land at Dodsworth Walk (West of No 24) (Garage Forecourt)          | Hart Ward               | 0.02 | Site is too small/ layout restricts development   |  | Garage Forecourt |
| 2100 | Land at Fulthorpe Avenue (Garage Forecourt)                        | De Bruce Ward           | 0.03 | Site is too small/ layout restricts development   |  | Garage Forecourt |
| 2101 | Land at Whitour Road (Garage Forecourt)                            | De Bruce Ward           | 0.02 | Site is too small/ layout restricts development   |  | Garage Forecourt |
| 2111 | Land at Friar Street (Garage Forecourts)                           | Headland & Harbour Ward | 0.03 | Site is too small/ layout restricts development   |  | Garage Forecourt |
| 2119 | Land at Montgomery Grove (Garage Forecourt)                        | Jesmond Ward            | 0.03 | Site is too small/ layout restricts development   |  | Garage Forecourt |
| 2134 | Land at Queensway (Garage Forecourt)                               | Rural West              | 0.01 | Site is too small/ layout restricts development   |  | Garage Forecourt |
| 2147 | Land at Fairy Cove Walk Garages (Garage Forecourt)                 | Headland & Harbour Ward | 0.02 | Site is too small/ layout restricts development   |  | Garage Forecourt |
| 2179 | Land at Montague Street (Garage Forecourt)                         | Headland & Harbour Ward | 0.03 | Site is too small/ layout restricts development   |  | Garage Forecourt |
| 2185 | Land at Cardigan Grove (North of 10 Gower Walk) (Garage Forecourt) | Jesmond Ward            | 0.01 | Site is too small/ layout restricts development   |  | Garage Forecourt |
| 0526 | Land at Londonderry St (Ground Leases for Garages)                 | Headland & Harbour Ward | 0.00 | Site is too small/ layout restricts development   |  | Garages          |
| 1335 | Dumfries Road Garage Site  | Fens & Rossmere Ward    | 0.15 | Site is too small/ layout restricts development   |  | Garages          |
| 2019 | Vane Street Garages  | Headland & Harbour Ward | 0.00 | Site is too small/ layout restricts development   |  | Garages          |
| 2062 | Garage North of 44 Hill View, Greatham                             | Rural West              | 0.00 | Site is too small/ layout restricts development   |  | Garages          |
| 2181 | Garage at Sinclair Road  | Manor House Ward        | 0.00 | Site is too small/ layout restricts development   |  | Garages          |
| 0067 | Garden Centre & Amenity Block                                      | Foggy Furze Ward        | 0.47 | Operational asset - trading - currently undergoing rebuild of shop and amenity building |  | Garden centre    |
| 2063 | Land at Hill View, Greatham  | Rural West              | 0.05 | Site is too small/ layout restricts development   |  | Garden land      |
| 2106 | Land at Clavering Road (East of No's 13-22)                        | Hart Ward               | 0.01 | Site is too small/ layout restricts development   |  | Garden Land      |
| 2195 | Land at Clifford Close   | De Bruce Ward           | 0.01 | Site is too small/ layout restricts development   |  | Garden Land      |

## 5.3 APPENDIX 2

|      |  |                         |       |   |  |               |
|------|--|-------------------------|-------|---|--|---------------|
| 2197 | Land at Bruce Crescent (North of No 26)            | De Bruce Ward           | 0.01  | Site is too small/ layout restricts development             |  | Garden Land   |
| 0192 | Gas Governor - Catcote Road                        | Fens & Rossmere Ward    | 0.01  | Site is too small/ layout restricts development             | Leased out   | Gas Governors |
| 0714 | Gas Governor - Station Lane                        | Seaton Ward             | 0.02  | Site is too small/ layout restricts development             | Leased out   | Gas Governors |
| 0965 | Gas Governor - Wiltshire Way                       | Jesmond Ward            | 0.00  | Site is too small/ layout restricts development             | Leased out   | Gas Governors |
| 1180 | Gas Governor - Coniscliffe Road                    | Rural West              | 0.00  | Site is too small/ layout restricts development             | Leased out   | Gas Governors |
| 1563 | Gas Governor - Leighton Terrace                    | Hart Ward               | 0.02  | Site is too small/ layout restricts development             | Leased out   | Gas Governors |
| 1651 | Gas Governor - West View Road                      | Headland & Harbour Ward | 0.01  | Site is too small/ layout restricts development             | Leased out   | Gas Governors |
| 1718 | Gas Governor - Thornhill Gardens                   | Jesmond Ward            | 0.00  | Site is too small/ layout restricts development             | Leased out   | Gas Governors |
| 1768 | Gas Governor - Brierton School                     | Manor House Ward        | 0.00  | Site is too small/ layout restricts development             | Leased out   | Gas Governors |
| 0124 | Land at Seaton Snook, Seaton Carew                 | Seaton Ward             | 69.42 | Site of Special Scientific Interest                         | Let on lease and managed for wildlife                | Grazing       |
| 0503 | Land at Zinc Works Road                            | Seaton Ward             | 18.20 | Contamination   | Adjoins power station. Freehold not owned by Council | Grazing       |
| 2263 | Land at Brenda Road (Grazing Area)                 | Seaton Ward             | 2.92  | Too close to industry                                       | Too close to industry                                | Grazing Land  |
| 0103 | Land at Golden Flatts (Housing - Golden Meadows)   | Seaton Ward             | 22.89 | Part already progressing and remainder to close to industry |  | Grazing Land  |
| 0120 | Land at Brenda Road (West)                         | Seaton Ward             | 17.56 | Too Close to industry. Proposed wind turbine                |  | Grazing Land  |
| 0132 | Land at Brenda Road (East)                         | Seaton Ward             | 2.71  | Too Close to industry                                       |  | Grazing Land  |
| 0594 | West View Road, No's 135, 147 & 149 (Ground Lease) | Headland & Harbour Ward | 0.03  | Site is too small/ layout restricts development             |  | Ground Lease  |
| 0689 | Land at Clarence Road (Ground Lease)               | Victoria Ward           | 0.09  | Site is too small/ layout restricts development             |  | Ground Lease  |
| 1658 | Land at Croft Terrace (Ground Leases for Garages)  | Headland & Harbour Ward | 0.06  | Site is too small/ layout restricts development             |  | Ground Lease  |
| 1659 | Land at Queen Street (Ground Leases for Garages)   | Headland & Harbour Ward | 0.00  | Site is too small/ layout restricts development             |  | Ground Lease  |
| 1741 | Land at Marine Drive Nos 39-62 (Ground Lease)      | Headland & Harbour Ward | 0.09  | Site is too small/ layout restricts development             |  | Ground Lease  |



## 5.3 APPENDIX 2

|      |   |                         |      |   |  |              |
|------|---|-------------------------|------|---|--|--------------|
| 1919 | Grayfields - Bowls Greens Pavilion (Ground Lease)             | Jesmond Ward            | 0.01 | Site is too small/ layout restricts development |  | Ground Lease |
| 0112 | Land at Seaton Station (West)                                 | Seaton Ward             | 0.04 | Site is too small/ layout restricts development |  | Hardstanding |
| 0116 | Land at Stockton Road (Rear of 47 - 115) - Hardstanding       | Burn Valley Ward        | 0.03 | Site is too small/ layout restricts development |  | Hardstanding |
| 0130 | Land at Graham Street   | Headland & Harbour Ward | 0.02 | Site is too small/ layout restricts development |  | Hardstanding |
| 0131 | Land at Warren Street/ Cobb Walk                              | Headland & Harbour Ward | 0.05 | Site is too small/ layout restricts development |  | Hardstanding |
| 0233 | Land at Eaglesfield Rd (East of Nos 50-58)                    | Manor House Ward        | 0.09 | Site is too small/ layout restricts development |  | Hardstanding |
| 0238 | Land at Eaglesfield Road/ Elphin Walk                         | Manor House Ward        | 0.05 | Site is too small/ layout restricts development |  | Hardstanding |
| 0242 | Land at Eskdale Road/ Eddleston Walk                          | Manor House Ward        | 0.06 | Site is too small/ layout restricts development |  | Hardstanding |
| 0262 | Land at Sinclair Road/ Macaulay Road - Hardstanding           | Manor House Ward        | 0.05 | Site is too small/ layout restricts development |  | Hardstanding |
| 0266 | Land at Sinclair Road/ Cowper Grove - Hardstanding            | Manor House Ward        | 0.03 | Site is too small/ layout restricts development |  | Hardstanding |
| 0267 | Land at Sinclair Road (North of No 21) - Hardstanding         | Manor House Ward        | 0.03 | Site is too small/ layout restricts development |  | Hardstanding |
| 0268 | Land at Sinclair Road/ Marlowe Road - Hardstanding            | Manor House Ward        | 0.04 | Site is too small/ layout restricts development |  | Hardstanding |
| 0269 | Land at Wilder Grove/ Masefield Road                          | Manor House Ward        | 0.14 | Site is too small/ layout restricts development |  | Hardstanding |
| 0534 | Land at Thirsk Grove (South of No 2)                          | Seaton Ward             | 0.01 | Site is too small/ layout restricts development |  | Hardstanding |
| 0539 | Land at Holy Trinity Church, Crawford Street                  | Seaton Ward             | 0.19 | Site is too small/ layout restricts development |  | Hardstanding |
| 0841 | Land at Burke Place (West of No's 2 - 8) - Hardstanding       | Headland & Harbour Ward | 0.00 | Site is too small/ layout restricts development |  | Hardstanding |
| 0874 | Land at Ormesby Road - Hardstanding                           | Seaton Ward             | 0.02 | Site is too small/ layout restricts development |  | Hardstanding |
| 1091 | Land at Henrietta Street (West of No's 2 - 12) - Hardstanding | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |  | Hardstanding |
| 1179 | Land at Maritime Avenue, Slipway                              | Headland & Harbour Ward | 0.07 | Site is too small/ layout restricts development |  | Hardstanding |

## 5.3 APPENDIX 2

|      |   |                         |      |   |  |              |
|------|---|-------------------------|------|---|--|--------------|
| 1203 | Land at Masefield Road (South of No 103) - Hardstanding     | Manor House Ward        | 0.07 | Site is too small/ layout restricts development |  | Hardstanding |
| 1276 | Land at Kilmory Walk/ Laird Road                            | Manor House Ward        | 0.13 | Site is too small/ layout restricts development |  | Hardstanding |
| 1277 | Land at Glamis Walk/ Kilmarnock Road                        | Manor House Ward        | 0.25 | Site is too small/ layout restricts development |  | Hardstanding |
| 1342 | Land at Cobb Walk (South of No's 13 - 14)                   | Headland & Harbour Ward | 0.05 | Site is too small/ layout restricts development |  | Hardstanding |
| 1366 | Land at Jameson Road (West of No 65) - Hardstanding         | Manor House Ward        | 0.02 | Site is too small/ layout restricts development |  | Hardstanding |
| 1393 | Land at Motherwell Road (East of No's 36 - 50)              | Manor House Ward        | 0.01 | Site is too small/ layout restricts development |  | Hardstanding |
| 1413 | Land at Gulliver Road (North of No 10)(Garage Forecourt)    | Manor House Ward        | 0.01 | Site is too small/ layout restricts development |  | Hardstanding |
| 1414 | Land at Gulliver Road (East of No's 20 - 28) - Hardstanding | Manor House Ward        | 0.02 | Site is too small/ layout restricts development |  | Hardstanding |
| 1415 | Land at Gulliver Road (Between No's 28 - 30)                | Manor House Ward        | 0.01 | Site is too small/ layout restricts development |  | Hardstanding |
| 1419 | Land at Bacon Walk (West of No's 5 - 9)                     | Manor House Ward        | 0.04 | Site is too small/ layout restricts development |  | Hardstanding |
| 1420 | Land at Blackmore Walk (East of No's 6 - 10)                | Manor House Ward        | 0.11 | Site is too small/ layout restricts development |  | Hardstanding |
| 1781 | Land at Chaucer Avenue, West of No's 41 - 47, Hardstanding  | Foggy Furze Ward        | 0.04 | Site is too small/ layout restricts development |  | Hardstanding |
| 1938 | Land at Motherwell Road (East of No 69) - Hardstanding      | Manor House Ward        | 0.01 | Site is too small/ layout restricts development |  | Hardstanding |
| 2017 | Land at Fletcher Walk/ Turner Walk                          | Manor House Ward        | 0.35 | Site is too small/ layout restricts development |  | Hardstanding |
| 2020 | Land at Newhaven Court - Parking Area                       | Headland & Harbour Ward | 0.06 | Site is too small/ layout restricts development |  | Hardstanding |
| 2042 | Throston Grange Lane Car Park (South of No 268)             | Jesmond Ward            | 0.04 | Site is too small/ layout restricts development |  | Hardstanding |
| 2048 | Land at Wells Street  | Headland & Harbour Ward | 0.00 | Site is too small/ layout restricts development | Garage that was formerly on this site was demolished | Hardstanding |
| 2070 | Land at Burbank Court                                       | Headland & Harbour Ward | 0.02 | Site is too small/ layout restricts development |  | Hardstanding |

## 5.3 APPENDIX 2

|      |   |                         |      |   |                             |              |
|------|---|-------------------------|------|---|-----------------------------|--------------|
| 2088 | Land at Corporation Road Garages (Garage Forecourt) | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |                             | Hardstanding |
| 2108 | Land at Throston Street (East of No 5)              | Headland & Harbour Ward | 0.02 | Site is too small/ layout restricts development |                             | Hardstanding |
| 2115 | Land at Swinburne House                             | Manor House Ward        | 0.05 | Site is too small/ layout restricts development |                             | Hardstanding |
| 2133 | Land at Burbank Street (East of No 148)             | Headland & Harbour Ward | 0.02 | Site is too small/ layout restricts development |                             | Hardstanding |
| 2192 | Land at Brierton Lane (West of No 248)              | Manor House Ward        | 0.02 | Site is too small/ layout restricts development |                             | Hardstanding |
| 0519 | Kilwick Street, No 11                               | Burn Valley Ward        | 0.01 | Site is too small/ layout restricts development |                             | House        |
| 0106 | Land at Bamburgh Road (Ground Lease)                | Hart Ward               | 1.04 | Already housing use                             | Housing association estate  | Housing      |
| 0510 | Land at Ellett Court, West View (Ground Lease)      | De Bruce Ward           | 0.53 | Already housing use                             | Housing association estate  | Housing      |
| 0511 | Land at Wells Avenue (Ground Lease)                 | De Bruce Ward           | 1.10 | Already housing use                             | Housing association estate  | Housing      |
| 0512 | Land at Allerton Close (Ground Lease)               | Jesmond Ward            | 1.54 | Already housing use                             | Housing association estate  | Housing      |
| 0532 | Land at Glamis Walk Nos 1 - 24 (Ground Lease)       | Manor House Ward        | 0.28 | Already housing use                             | Housing association estate  | Housing      |
| 0533 | Land at Norfolk & Suffolk Close (Ground Lease)      | Foggy Furze Ward        | 1.72 | Already housing use                             | Housing association estate  | Housing      |
| 0122 | Gladys Worthy Close Housing Development             | Manor House Ward        | 0.58 | Already housing use                             | Housing Development         | Housing      |
| 0197 | Empire Square Housing Development                   | Headland & Harbour Ward | 0.76 | Already housing use                             | Housing Development         | Housing      |
| 2231 | Golden Meadows Housing Estate                       | Seaton Ward             | 0.75 | Already housing use                             | Housing Development         | Housing      |
| 0033 | Blakelock Gardens No 63                             | Burn Valley Ward        | 0.07 | Already housing use                             | Fully developed for housing | Housing      |
| 0114 | Land at Wynyard Road (Ground Lease)                 | Manor House Ward        | 0.34 | Let on long lease, fully developed              |                             | Housing      |

## 5.3 APPENDIX 2

|      |   |                         |      |   |                          |                          |
|------|---|-------------------------|------|---|--------------------------|--------------------------|
| 0070 | Indoor Bowls Centre, Raby Road                                  | Victoria Ward           | 0.29 | Investment asset - let to Indoor Bowls Club     |                          | Indoor Bowls Centre      |
| 0536 | Land at Tofts Road West   | Seaton Ward             | 0.41 | Leased out industrial site                      | Leased out               | Industrial               |
| 0079 | Newburn Bridge Industrial Estate                                | Headland & Harbour Ward | 0.76 | Industrial Investment Asset Leased out          |                          | Industrial               |
| 0081 | Hartlepool Enterprise Centre - Unit 47                          | Jesmond Ward            | 0.01 | Fully developed site                            | Economic development use | Industrial Unit/ Offices |
| 0084 | Park View Industrial Estate, Unit BT97/ 8A                      | Seaton Ward             | 0.05 | Industrial Investment Asset Leased out          |                          | Industrial Unit/ Offices |
| 2009 | Land at Victoria Place (Rear of)                                | Headland & Harbour Ward | 0.02 | Site is too small/ layout restricts development |                          | Infrastructure           |
| 2011 | Land at Princess Street   | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |                          | Infrastructure           |
| 2084 | Land at Hope Street (West of Bryan Hanson House)                | Headland & Harbour Ward | 0.00 | Site is too small/ layout restricts development |                          | Infrastructure           |
| 2093 | Land at Brunel Close (East of No's 24-30)                       | Headland & Harbour Ward | 0.02 | Site is too small/ layout restricts development |                          | Infrastructure           |
| 2097 | Land at King Oswy Drive (North West of St John Vianneys School) | De Bruce Ward           | 0.02 | Site is too small/ layout restricts development |                          | Infrastructure           |
| 2121 | Land at Iber Grove (South West of No 11)                        | Manor House Ward        | 0.00 | Site is too small/ layout restricts development |                          | Infrastructure           |
| 2132 | Land at Tower Street (West of The Studio)                       | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |                          | Infrastructure           |
| 2136 | Land at Faulder Walk (West of No's 1-10)                        | Foggy Furze Ward        | 0.02 | Site is too small/ layout restricts development |                          | Infrastructure           |
| 2138 | Land at Burn Road (North of Vicarage Court)                     | Burn Valley Ward        | 0.00 | Site is too small/ layout restricts development |                          | Infrastructure           |
| 2154 | Land at Station Lane (West of No 41)                            | Seaton Ward             | 0.00 | Site is too small/ layout restricts development |                          | Infrastructure           |
| 2161 | Land at Innes Road (West of 322 Catcote Road)                   | Manor House Ward        | 0.01 | Site is too small/ layout restricts development |                          | Infrastructure           |
| 2171 | Land at Lealholm Road   | Seaton Ward             | 0.02 | Site is too small/ layout restricts development |                          | Infrastructure           |
| 2180 | Land at Dowson Road (various paths)                             | De Bruce Ward           | 0.00 | Site is too small/ layout restricts development |                          | Infrastructure           |
| 2182 | Land at Lindsay Road (West of No 4)                             | Manor House Ward        | 0.00 | Site is too small/ layout restricts development |                          | Infrastructure           |
| 2183 | Land at Marton Street (East of 2 Tweed Walk)                    | Victoria Ward           | 0.00 | Site is too small/ layout restricts development |                          | Infrastructure           |
| 2187 | Land at Wilder Grove  | Manor House Ward        | 0.00 | Site is too small/ layout restricts development |                          | Infrastructure           |

## 5.3 APPENDIX 2

|      |  |                         |      |   |  |  |
|------|--|-------------------------|------|---|--|--|
| 2188 | Land at Penarth Walk (North of 148 Flint Walk)                 | Jesmond Ward            | 0.00 | Site is too small/ layout restricts development           |  | Infrastructure                             |
| 2191 | Land at Montague Street  | Headland & Harbour Ward | 0.00 | Site is too small/ layout restricts development           |  | Infrastructure                             |
| 2196 | Land at West View Road (West of No 340)                        | De Bruce Ward           | 0.00 | Site is too small/ layout restricts development           |  | Infrastructure                             |
| 2016 | Hartlepool Combined Law Courts                                 | Victoria Ward           | 0.23 | Let on long lease for law courts                          |  | Law courts                                 |
| 0381 | Seaton Carew Library   | Seaton Ward             | 0.13 | In use as library, site too small                         |  | Library                                    |
| 0385 | Hartlepool Central Library                                     | Victoria Ward           | 0.25 | In use as library, site too small                         |  | Library                                    |
| 0380 | Owton Manor Branch Library                                     | Manor House Ward        | 0.02 | In use as library, site too small                         |  | Library                                    |
| 0382 | Throston Grange Branch Library                                 | Jesmond Ward            | 0.08 | In use as library, site too small                         |  | Library                                    |
| 0383 | West View Library, Miers Avenue                                | De Bruce Ward           | 0.05 | Leased out, site too small                                | Community asset transfer               | Library                                    |
| 0789 | Land at Highlight, Marina (East of Jackson's Landing)          | Headland & Harbour Ward | 0.03 | Site is too small/ layout restricts development           |  | Memorials & Monuments                      |
| 0071 | Heugh Battery, Moor Terrace                                    | Headland & Harbour Ward | 0.48 | Let on long lease for museum                              |  | Museum                                     |
| 0505 | Hartlepool Maritime Experience (HME) - Museum of Hartlepool    | Headland & Harbour Ward | 0.19 | In use as Museum of Hartlepool                            |  | Museum                                     |
| 0505 | Hartlepool Maritime Experience (HME)                           | Headland & Harbour Ward | 0.57 | In use as HME   |  | Museum                                     |
| 0170 | Family Wood, Catcote Road (West)                               | Rural West              | 0.63 | Nature Reserve  |  | Nature Reserve                             |
| 0340 | Family Wood, Catcote Road (East)                               | Burn Valley Ward        | 2.86 | Nature Reserve  |  | Nature Reserve                             |
| 2167 | Hart Warren Local Nature Reserve                               | De Bruce Ward           | 4.47 | Nature Reserve  | Nature Reserve on sea front, no access | Nature Reserve                             |
| 0441 | Former Brierton School Site - Lower School Developed Areas     | Manor House Ward        | 0.38 | Being converted to new EDC and PRU and part Sports Centre | Part let to Catcote Futures            | New EDC , PRU, Part let to Catcote Futures |
| 0052 | Ward Jackson Park - Park Keepers Office & Store                | Rural West              | 0.00 | Site is too small/ layout restricts development           |  | Office and store                           |
| 0502 | Bryan Hanson House   | Headland & Harbour Ward | 0.46 | Investment Asset Leased out                               | Let to Northgate                       | Offices                                    |
| 0505 | Hartlepool Maritime Experience (HME) - Trincomalee Trust Areas | Headland & Harbour Ward | 0.18 | Part of HME site  |  | Offices                                    |
| 0023 | Burbank Street Community Centre - First Floor Offices          | Headland & Harbour Ward | 0.02 | Site is too small/ layout restricts development           | Upper floor                            | Offices                                    |

## 5.3 APPENDIX 2

|      |   |                         |      |   |  |   |
|------|---|-------------------------|------|---|--|---|
| 0068 | Borough Hall - Parish Council Rooms                             | Headland & Harbour Ward | 0.01 | Part of Borough Hall                    | Listed Building                            | Offices                                     |
| 0076 | Carnegie Building   | Headland & Harbour Ward | 0.04 | Listed Building                         |  | Offices                                     |
| 0078 | Rocket House, The Front   | Seaton Ward             | 0.01 | See Rocket House Car park               |  | Offices                                     |
| 0085 | Church Street, 8 & 9  | Headland & Harbour Ward | 0.02 | Fully developed site                    |  | Offices                                     |
| 0336 | Middleton Grange Shopping Centre - Unit 24                      | Victoria Ward           | 0.03 | Fully developed site, upper floors only | Held on long lease, administrative offices | Offices                                     |
| 0366 | Aneurin Bevan House   | Victoria Ward           | 0.08 | Fully developed site                    | Held on long lease, administrative offices | Offices                                     |
| 0380 | Owton Manor Branch Library - First Floor Offices                | Manor House Ward        | 0.03 | Fully developed site, upper floor only  |  | Offices                                     |
| 0387 | The Willows, Raby Road  | Victoria Ward           | 0.06 | Site is too small                       | Site will be sold when declared surplus    | Offices                                     |
| 1117 | The Link, 6 & 8 Lealholm Road                                   | Seaton Ward             | 0.05 | Fully developed site                    |  | Offices                                     |
| 1311 | York Road, No 173   | Burn Valley Ward        | 0.02 | Leased in, notice to quit given         |  | Offices                                     |
| 2044 | Divisional Police Station, Avenue Road (Asbo Unit)              | Victoria Ward           | 0.01 | Not HBC owned                           | Lease in                                   | Offices                                     |
| 2047 | Park Tower  | Burn Valley Ward        | 0.05 | Leased in, notice to quit given         | Lease in                                   | Offices                                     |
| 2249 | Aurora Court  | N/A                     | 0.05 | Not in Borough                          |  | Offices                                     |
| 0087 | Civic Centre  | Victoria Ward           | 0.40 | Central administrative offices          |  | Offices                                     |
| 0068 | Borough Hall, Middlegate  | Headland & Harbour Ward | 0.22 | Listed Building                         |  | Offices, library and theatre/function rooms |
| 0391 | Education Development Centre (EDC) - Undeveloped Land           | Seaton Ward             | 0.38 | Already progressing                     |  | Offices, Pupil Referral Unit                |
| 0391 | Education Development Centre (EDC)                              | Seaton Ward             | 0.18 | Already progressing                     |  | Offices, Pupil Referral Unit                |
| 0391 | Education Development Centre (EDC) - Developed Land & Buildings | Seaton Ward             | 0.19 | Already progressing                     |  | Offices, Pupil Referral Unit                |
| 0523 | Carlton Outdoor Education Centre - Developed Areas              | N/A                     | 0.18 | Not in Borough                          |  | Outdoor education                           |

## 5.3 APPENDIX 2

|      |  |                         |       |   |  |  |
|------|--|-------------------------|-------|---|--|--|
| 0523 | Carlton Outdoor Education Centre - Area 2            | N/A                     | 0.69  | Not in Borough                                  |  | Outdoor education                        |
| 0523 | Carlton Outdoor Education Centre - Undeveloped Areas | N/A                     | 0.48  | Not in Borough                                  |  | Outdoor education                        |
| 0048 | Rossmere Park, Rossmere Way                          | Fens & Rossmere Ward    | 4.29  | Public park                                     |  | Park                                     |
| 0051 | Seaton Carew Park                                    | Seaton Ward             | 3.08  | Public park                                     |  | Park                                     |
| 0052 | Ward Jackson Park                                    | Rural West              | 6.18  | Public park, could not be sold                  |  | Park                                     |
| 0053 | Burn Valley Gardens                                  | Burn Valley Ward        | 9.54  | Public park                                     |  | Park                                     |
| 0054 | Central Park, Old Cemetery Road                      | Headland & Harbour Ward | 11.13 | Public park with playing fields                 | Part to be sold to facilitate redevelopment of former Britmag site | Park                                     |
| 0311 | Croft Gardens, High Street, Headland                 | Headland & Harbour Ward | 0.33  | Current use restricts development potential     |  | Park                                     |
| 0516 | Redheugh Gardens, Radcliffe Terrace                  | Headland & Harbour Ward | 0.22  | Current use restricts development potential     | Community asset  | Park                                     |
| 0692 | Headland Town Square, High Street                    | Headland & Harbour Ward | 0.41  | Current use restricts development potential     | Park   | park                                     |
| 0049 | Serpentine Gardens                                   | Rural West              | 0.44  | Site is too small/ layout restricts development |  | Park                                     |
| 0171 | Summerhill   | Manor House Ward        | 41.88 | In use as activity centre and park              |  | Park and activity centre                 |
| 0062 | Land at The Cliff, Seaton Carew                      | Seaton Ward             | 39.18 | Part beach, part sea front grassed areas        | Not suitable for development                                       | Part beach, part sea front grassed areas |
| 1156 | Land at Tofts Farm East                              | Seaton Ward             | 0.36  | In industrial estate                            | Part used as bus turning road, on industrial estate                | Part bus turning road, part disused      |
| 1159 | Piazza, Maritime Avenue                              | Headland & Harbour Ward | 1.22  | let on long lease.                              |  | Part piazza part disused                 |
| 0053 | Burn Valley Gardens Bowls Greens Pavilion(West)      | Burn Valley Ward        | 0.01  | Site is too small/ layout restricts development | Part of park   | Pavilion                                 |
| 0055 | King George V Recreation Ground - Pavilion           | De Bruce Ward           | 0.03  | Site is too small/ layout restricts development | Disposal restrictions  | Pavilion                                 |
| 0056 | Rift House Recreation Ground Pavilions               | Foggy Furze Ward        | 0.05  | Site is too small/ layout restricts development | Let on lease to Hartlepool College of FE                           | Pavilion                                 |

## 5.3 APPENDIX 2

|      |  |                         |       |   |  |                            |
|------|--|-------------------------|-------|---|--|----------------------------|
| 0057 | Grayfields Recreation Ground - Pavillion                     | Jesmond Ward            | 0.07  | Site is too small/ layout restricts development |  | Pavilion                   |
| 0060 | Rossmere Recreation Ground Pavillion                         | Fens & Rossmere Ward    | 0.01  | Site is too small/ layout restricts development |  | Pavilion                   |
| 0051 | Seaton Carew Park - Bowls Green                              | Seaton Ward             | 0.24  | Site is too small/ layout restricts development | Part of park   | Pavillion                  |
| 0558 | Friar Terrace Bowls Green Pavilion                           | Headland & Harbour Ward | 0.01  | Site is too small/ layout restricts development |  | Pavillion                  |
| 1773 | Town Moor Bowls Green Pavilion                               | Headland & Harbour Ward | 0.03  | Site is too small/ layout restricts development |  | Pavillion                  |
| 0051 | Seaton Carew Park - Playbuilder                              | Seaton Ward             | 0.16  | Site is too small/ layout restricts development |  | Playground                 |
| 0290 | Land at Coronation Drive (Playbuilder)                       | Seaton Ward             | 11.01 | Sea Front playground area                       | Recent provision of playground equipment in major scheme | Playground                 |
| 0310 | Foreshore Lease - Paddling Pool Play Area                    | Headland & Harbour Ward | 0.28  | Leased in                                       | Not suitable for development                             | Playground                 |
| 0429 | Land at King Oswy Drive (Playground)                         | De Bruce Ward           | 0.99  | Playground use                                  |  | Playground                 |
| 0542 | Land at Queensland Road (Playground)                         | Seaton Ward             | 0.66  | Playground use                                  |  | playground                 |
| 1781 | Land at Chaucer Avenue, West of No's 41 - 47 (Play Builder)  | Foggy Furze Ward        | 0.53  | Playground use                                  |  | Playground                 |
| 2199 | Middleton Road Playground (South of Brougham School)         | Victoria Ward           | 0.38  | Playground use                                  |  | playground                 |
| 0055 | King George V Recreation Ground - Playground                 | De Bruce Ward           | 0.06  | Playground use                                  | Disposal restrictions                                    | Playground                 |
| 0058 | Town Moor Recreation Ground - Playground                     | Headland & Harbour Ward | 0.94  | Playground use                                  |  | Playground                 |
| 1093 | Greatham Outdoor Activity Area (Playground)                  | Rural West              | 0.05  | Playground use                                  |  | Playground                 |
| 0712 | Land at Hart Road (Play Area)                                | Hart Ward               | 4.25  | Playground use                                  |  | playground/park            |
| 0441 | Former Brierton School Site - Lower School Undeveloped Areas | Manor House Ward        | 0.83  | In use and being further developed for sport    | Current planning application                             | Playing Fields             |
| 1915 | Grayfields - WHTDSOBRUFC Lease                               | Jesmond Ward            | 4.18  | Leased out                                      |  | Playing Fields             |
| 0334 | Victoria Football Ground                                     | Victoria Ward           | 2.62  | Leased out                                      | Investment asset let on long                             | Professional Football Club |



## 5.3 APPENDIX 2

|      |   |                         |      |   | lease                                      |                   |
|------|---|-------------------------|------|---|--|-------------------|
| 0058 | Town Moor Recreation Ground - Promenade             | Headland & Harbour Ward | 2.25 | Site is too small/ layout restricts development | Part of Town Moor                          | Promenade         |
| 0112 | Land at Seaton Station (West)                       | Seaton Ward             | 3.92 | Local Plan GN3e railway verge                   | Public open space adjoining railway        | Public Open Space |
| 0116 | Land at Stockton Road (Rear of 47 - 115)            | Burn Valley Ward        | 0.18 | Site is too small/ layout restricts development |  | Public Open Space |
| 0129 | Land at Manners Street                              | Headland & Harbour Ward | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 0130 | Land at Graham Street                               | Headland & Harbour Ward | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 0136 | Land at Freville/ Burbank Street                    | Headland & Harbour Ward | 0.30 | Site is too small/ layout restricts development |  | Public Open Space |
| 0141 | Land at Braemar Road (East of No 1A)                | Fens & Rossmere Ward    | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 0143 | Land at Oakland Avenue                              | Foggy Furze Ward        | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 0144 | Land at Greta Avenue                                | Foggy Furze Ward        | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 0145 | Land at Elwick Road/ Wansbeck Gardens               | Burn Valley Ward        | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0150 | Land at Sheriff/ Grosvenor Street                   | Victoria Ward           | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0152 | Land at Hart Lane/ Blake Street                     | Victoria Ward           | 0.23 | Site is too small/ layout restricts development |  | Public Open Space |
| 0155 | Land at Middleton Road (South of No's 1 - 58)       | Victoria Ward           | 0.42 | Local Plan GN3e highway verge.                  | Site cannot be developed due to size       | Public Open Space |
| 0159 | Land at Lancaster Road/ Viscount Close              | Headland & Harbour Ward | 1.47 | Local Plan GN3a key green space                 | Site is irregularly shaped for development | Public Open Space |
| 0160 | Land at Lancaster Road (South)                      | Headland & Harbour Ward | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 0161 | Land at Oakesway Industrial Estate (East)           | De Bruce Ward           | 0.17 | Site is too small/ layout restricts development |  | Public Open Space |
| 0166 | Land at Hill View, Greatham (North of No's 35 - 44) | Rural West              | 0.34 | Site is too small/ layout restricts development |  | Public Open Space |
| 0169 | Land at Catcote/ Macaulay Road                      | Manor House Ward        | 1.64 | Local Plan Rec3d neighbourhood park             |  | Public Open Space |
| 0184 | Land at Clifton Avenue/ Eltringham Road             | Burn Valley Ward        | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |

## 5.3 APPENDIX 2

|      |  |                      |      |  |  |                   |
|------|--|----------------------|------|--|--|-------------------|
| 0185 | Land at Park Drive                                 | Rural West           | 0.12 | Site is too small/ layout restricts development                |  | Public Open Space |
| 0188 | Land at Greatham Beck, Fens Estate                 | Fens & Rossmere Ward | 1.58 | Local Plan WL5 local nature reserve and Rec8d quiet recreation |  | Public Open Space |
| 0189 | Land at The Spinney, West Park                     | Rural West           | 0.15 | Site is too small/ layout restricts development                |  | Public Open Space |
| 0198 | Land at Tenby Walk                                 | Jesmond Ward         | 0.05 | Site is too small/ layout restricts development                |  | Public Open Space |
| 0199 | Land at Chepstow Walk (West of No 35)              | Jesmond Ward         | 0.06 | Site is too small/ layout restricts development                |  | Public Open Space |
| 0200 | Land at Conway Walk (South of No's 1 - 6)          | Jesmond Ward         | 0.06 | Site is too small/ layout restricts development                |  | Public Open Space |
| 0210 | Land at Conway Walk (East of No 25-30)             | Jesmond Ward         | 0.34 | Site is too small/ layout restricts development                |  | Public Open Space |
| 0222 | Land at Radnor Grove/ Portmadoc Walk (North of 18) | Jesmond Ward         | 0.03 | Site is too small/ layout restricts development                |  | Public Open Space |
| 0224 | Land at Portmadoc Walk (Between 12 - 13 & 18 - 19) | Jesmond Ward         | 0.11 | Site is too small/ layout restricts development                |  | Public Open Space |
| 0230 | Land at Wiltshire Way/ Bodmin Grove                | Jesmond Ward         | 0.12 | Site is too small/ layout restricts development                |  | Public Open Space |
| 0231 | Land at Bodmin Grove (East of No 17)               | Jesmond Ward         | 0.05 | Site is too small/ layout restricts development                |  | Public Open Space |
| 0232 | Land at Exmoor Grove (South of Exmoor Day Centre)  | Jesmond Ward         | 0.03 | Site is too small/ layout restricts development                |  | Public Open Space |
| 0233 | Land at Eaglesfield Road (East of Nos 50-58)       | Manor House Ward     | 0.11 | Site is too small/ layout restricts development                |  | Public Open Space |
| 0238 | Land at Eaglesfield Road/ Elphin Walk              | Manor House Ward     | 0.05 | Site is too small/ layout restricts development                |  | Public Open Space |
| 0242 | Land at Eskdale Road/ Eddleston Walk               | Manor House Ward     | 0.09 | Site is too small/ layout restricts development                |  | Public Open Space |
| 0247 | Land at Eaglesfield Road/ Eskdale Road             | Manor House Ward     | 0.52 | Site is too small/ layout restricts development                |  | Public Open Space |
| 0248 | Land at Eriskay Walk (South of No's 3 - 6)         | Manor House Ward     | 0.08 | Site is too small/ layout restricts development                |  | Public Open Space |
| 0249 | Land at Eriskay Walk (West of No 38)               | Manor House Ward     | 0.03 | Site is too small/ layout restricts development                |  | Public Open Space |
| 0254 | Land at Brierton Lane (North of No's 214 - 220)    | Manor House Ward     | 0.03 | Site is too small/ layout restricts development                |  | Public Open Space |
| 0259 | Land at Brierton Lane (East of Esha Ness Court)    | Manor House Ward     | 0.07 | Site is too small/ layout restricts development                |  | Public Open Space |
| 0260 | Land at Brierton Lane (North of No's               | Manor House Ward     | 0.03 | Site is too small/ layout restricts development                |  | Public Open Space |

## 5.3 APPENDIX 2

|      |  |                         |      |   |   |                   |
|------|--|-------------------------|------|---|---|-------------------|
|      | 222 - 228)                                   |                         |      |   |   |                   |
| 0261 | Land at Macaulay Road (North of No 187)      | Manor House Ward        | 0.04 | Site is too small/ layout restricts development           |   | Public Open Space |
| 0262 | Land at Sinclair Road/ Macaulay Road         | Manor House Ward        | 0.03 | Site is too small/ layout restricts development           |   | Public Open Space |
| 0263 | Land at Sinclair Road/ Conrad Walk           | Manor House Ward        | 0.07 | Site is too small/ layout restricts development           |   | Public Open Space |
| 0266 | Land at Sinclair Road/ Cowper Grove          | Manor House Ward        | 0.04 | Site is too small/ layout restricts development           |   | Public Open Space |
| 0267 | Land at Sinclair Road (North of No 21)       | Manor House Ward        | 0.03 | Site is too small/ layout restricts development           |   | Public Open Space |
| 0268 | Land at Sinclair Road/ Marlowe Road          | Manor House Ward        | 0.02 | Site is too small/ layout restricts development           |   | Public Open Space |
| 0276 | Land at Old Boys Field, Near Mansepool Close | Headland & Harbour Ward | 1.32 | Local Plan GN3a key green space and Rec8 quiet recreation |   | Public Open Space |
| 0507 | Land at Raby Road/ Museum Road               | Victoria Ward           | 0.04 | Site is too small/ layout restricts development           |   | Public Open Space |
| 0508 | Land at Manor Close, Elwick (Ground Lease)   | Rural West              | 0.01 | Site is too small/ layout restricts development           |   | Public Open Space |
| 0518 | Land at Warrior Drive                        | Seaton Ward             | 6.37 | Local Plan GN3h key green space                           | Also contains the Stell main river and pond | Public Open Space |
| 0531 | Land at St Cuthbert Street (West of No 19)   | Headland & Harbour Ward | 0.07 | Site is too small/ layout restricts development           |   | Public Open Space |
| 0542 | Land at Queensland Road                      | Seaton Ward             | 0.35 | Site is too small/ layout restricts development           |   | Public Open Space |
| 0543 | Land at Belle Vue Way/ Travellers Gate       | Foggy Furze Ward        | 0.00 | Site is too small/ layout restricts development           |   | Public Open Space |
| 0547 | Land at Spalding Road/ Thursby Grove         | Fens & Rossmere Ward    | 0.99 | Site is too small/ layout restricts development           |   | Public Open Space |
| 0550 | Land at Newark Road/ Winthorpe Grove         | Fens & Rossmere Ward    | 0.05 | Site is too small/ layout restricts development           |   | Public Open Space |
| 0553 | Land at Spalding Road (Between No 37 - 43)   | Fens & Rossmere Ward    | 0.04 | Site is too small/ layout restricts development           |   | Public Open Space |
| 0554 | Land at Spalding Road (Between No 101 & 103) | Fens & Rossmere Ward    | 0.03 | Site is too small/ layout restricts development           |   | Public Open Space |
| 0557 | Stranton Garth, Stranton                     | Burn Valley Ward        | 0.17 | Site is too small/ layout restricts development           |   | Public Open Space |
| 0559 | Land at Thetford Road (West of No 45)        | Fens & Rossmere Ward    | 0.02 | Site is too small/ layout restricts development           |   | Public Open Space |
| 0560 | Land at Heathfield Drive (opposite No 20-26) | Foggy Furze Ward        | 0.04 | Site is too small/ layout restricts development           |   | Public Open Space |
| 0561 | Land at Elwick Road/ Blaise Garden           | Rural West              | 0.14 | Site is too small/ layout restricts development           |   | Public Open Space |

## 5.3 APPENDIX 2

|      | Village  |                  |      |   |  |                   |
|------|--|------------------|------|---|--|-------------------|
| 0562 | Land at Blaise Garden Village (North West of No 7) | Rural West       | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 0564 | Land at Warrior Drive/ Ark Royal Close             | Seaton Ward      | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0565 | Land at Warrior Drive/ Ark Royal Close             | Seaton Ward      | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 0566 | Land at Warrior Drive/ Brigandine Close            | Seaton Ward      | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 0568 | Land at Brigandine Close (North of Gillpark Grove) | Seaton Ward      | 0.08 | Site is too small/ layout restricts development |  | Public Open Space |
| 0569 | Land at Parton Street/ Wharton Terrace             | Jesmond Ward     | 0.08 | Site is too small/ layout restricts development |  | Public Open Space |
| 0571 | Land at Queen Street/ Endeavour Close              | Seaton Ward      | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 0572 | Land at Queen Street/ Endeavour Close              | Seaton Ward      | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 0573 | Land at Elliott Street (North of No 45)            | Victoria Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0574 | Land at Elliott Street (East of 31)                | Victoria Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0575 | Land at Elliott Street (West of No 27)             | Victoria Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0576 | Land at Elliott Street (East of 19)                | Victoria Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0578 | Land at Riverston Close (South West of No's 4 & 5) | Rural West       | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 0579 | Land at Elliott Street (East of No 11)             | Victoria Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0580 | Land at Stockton Road/ Travellers Gate             | Foggy Furze Ward | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 0581 | Land at Barbara Mann Court (West of No 40)         | Victoria Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0582 | Land at Barbara Mann Court (South of No 41)        | Victoria Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0583 | Land at Barbara Mann Court (Between No 42 - 45)    | Victoria Ward    | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 0584 | Land at Barbara Mann Court (South of No 46)        | Victoria Ward    | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 0585 | Land at Barbara Mann Court (South of No 8)         | Victoria Ward    | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 0586 | Land at Barbara Mann Court                         | Victoria Ward    | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |

## 5.3 APPENDIX 2

|      |   |                         |      |   |  |                   |
|------|---|-------------------------|------|---|--|-------------------|
|      | (Between No 8 & 9)                                |                         |      |   |  |                   |
| 0587 | Land at Barbara Mann Court (South of No 10)       | Victoria Ward           | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 0588 | Land at Barbara Mann Court (South of No 16)       | Victoria Ward           | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 0589 | Land at Raby Gardens (East of No 19)              | Jesmond Ward            | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0591 | Land at Loyalty Road (North West of Nursing Home) | Foggy Furze Ward        | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0592 | Land at Loyalty Road (East of No 47)              | Foggy Furze Ward        | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 0593 | Land at Loyalty Road (North East of Nursing Home) | Foggy Furze Ward        | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0596 | Land at Warrior Drive/ Courageous Close           | Seaton Ward             | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 0598 | Land at Courageous Close (Between No's 10 - 17)   | Seaton Ward             | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 0600 | Land at Dauntless Close (East of No 1)            | Seaton Ward             | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0601 | Land at Dauntless Close (East of No 3)            | Seaton Ward             | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0602 | Land at Courageous Close (East of No 32)          | Seaton Ward             | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0603 | Land at Courageous Close (West of No 31)          | Seaton Ward             | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 0604 | Land at Hart Lane (Adjacent to Deer Park)         | Rural West              | 0.23 | Site is too small/ layout restricts development |  | Public Open Space |
| 0605 | Land at Tarnston Road                             | Rural West              | 0.09 | Site is too small/ layout restricts development |  | Public Open Space |
| 0606 | Land at Springston Road (South West of No 49)     | Rural West              | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0608 | Land at Springston Road (East of No 32)           | Rural West              | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0610 | Land at Mountston Close (East of No 27)           | Rural West              | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0613 | Land at Telford Close (East of No's 19 - 22)      | Headland & Harbour Ward | 0.09 | Site is too small/ layout restricts development |  | Public Open Space |
| 0614 | Land at Cleveland Road                            | Headland & Harbour Ward | 0.31 | Site is too small/ layout restricts development |  | Public Open Space |

## 5.3 APPENDIX 2

|      |  |                         |      |   |                                 |                   |
|------|--|-------------------------|------|---|---------------------------------|-------------------|
| 0615 | Land at West View Road                                 | Headland & Harbour Ward | 0.35 | Site is too small/ layout restricts development |                                 | Public Open Space |
| 0616 | Land at Cleveland Road/ West View Road                 | Headland & Harbour Ward | 0.23 | Site is too small/ layout restricts development |                                 | Public Open Space |
| 0618 | Land at Wisbech Close (South of No 45)                 | Fens & Rossmere Ward    | 0.01 | Site is too small/ layout restricts development |                                 | Public Open Space |
| 0619 | Land at Stockton Road/ Wisbech Close                   | Fens & Rossmere Ward    | 0.98 | Site is too small/ layout restricts development |                                 | Public Open Space |
| 0620 | Land at Wisbech Close/ Barford Close                   | Fens & Rossmere Ward    | 0.04 | Site is too small/ layout restricts development |                                 | Public Open Space |
| 0622 | Land at Barford Close (North East of No 17)            | Fens & Rossmere Ward    | 0.06 | Site is too small/ layout restricts development |                                 | Public Open Space |
| 0623 | Land at Barford Close (East of No 17)                  | Fens & Rossmere Ward    | 0.05 | Site is too small/ layout restricts development |                                 | Public Open Space |
| 0624 | Land at Catcote Road (West of No 19)                   | Fens & Rossmere Ward    | 0.02 | Site is too small/ layout restricts development |                                 | Public Open Space |
| 0629 | Land at Stockton Road (Truro Drive - Mildenhall Close) | Fens & Rossmere Ward    | 2.15 | Site is too small/ layout restricts development | Landscape buffer to Fens Estate | Public Open Space |
| 0630 | Land at Barford Close/ Mildenhall Close                | Fens & Rossmere Ward    | 0.02 | Site is too small/ layout restricts development |                                 | Public Open Space |
| 0631 | Land at Mildenhall Close (North of No 20)              | Fens & Rossmere Ward    | 0.01 | Site is too small/ layout restricts development |                                 | Public Open Space |
| 0632 | Land at Mildenhall Close (Between No 1 - 5)            | Fens & Rossmere Ward    | 0.07 | Site is too small/ layout restricts development |                                 | Public Open Space |
| 0633 | Land at Catcote Road (West of No 455)                  | Fens & Rossmere Ward    | 0.05 | Site is too small/ layout restricts development |                                 | Public Open Space |
| 0634 | Land at Stowmarket Close/ Catcote Road                 | Fens & Rossmere Ward    | 0.01 | Site is too small/ layout restricts development |                                 | Public Open Space |
| 0636 | Land at Catcote Road/ Spilsby Close                    | Fens & Rossmere Ward    | 0.02 | Site is too small/ layout restricts development |                                 | Public Open Space |
| 0638 | Land at Catcote Road/ Holland Road                     | Fens & Rossmere Ward    | 0.04 | Site is too small/ layout restricts development |                                 | Public Open Space |
| 0640 | Land at Catcote Road/ Northwold Close (South of No 20) | Fens & Rossmere Ward    | 0.01 | Site is too small/ layout restricts development |                                 | Public Open Space |
| 0641 | Land at Catcote Road/ Felixstowe Close                 | Fens & Rossmere Ward    | 0.01 | Site is too small/ layout restricts development |                                 | Public Open Space |

## 5.3 APPENDIX 2

|      |  |                         |      |   |  |                   |
|------|--|-------------------------|------|---|--|-------------------|
| 0642 | Land at Catcote Road/ Holland Road (South of No 42)    | Fens & Rossmere Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0643 | Land at Catcote Road/ Conningsby Close                 | Fens & Rossmere Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0644 | Land at Aldeburgh Close (North of No 16)               | Fens & Rossmere Ward    | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 0645 | Land at Conningsby Close (North of No 18)              | Fens & Rossmere Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0646 | Land at Catcote Road/ Felixstowe Close (North of No 2) | Fens & Rossmere Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0648 | Land at Holland Road (South of No 16)                  | Fens & Rossmere Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0652 | Land at Fareham Close (North of No 1)                  | Fens & Rossmere Ward    | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 0653 | Land at Chichester Close (Between No 36 - 44)          | Fens & Rossmere Ward    | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 0654 | Land at Stockton Road                                  | Fens & Rossmere Ward    | 0.99 | Site is too small/ layout restricts development |  | Public Open Space |
| 0662 | Land at Bath Terrace, Headland                         | Headland & Harbour Ward | 0.29 | Site is too small/ layout restricts development |  | Public Open Space |
| 0663 | Land at Elizabeth Way (East of No 79)                  | Seaton Ward             | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 0664 | Land at Castleton Road (North of No 84)                | Seaton Ward             | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 0665 | Land at Castleton Road (North of No 106)               | Seaton Ward             | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 0667 | Land at South End, Seaton Carew                        | Seaton Ward             | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 0668 | Land at Station Lane (Between No 85 - 87)              | Seaton Ward             | 0.08 | Site is too small/ layout restricts development |  | Public Open Space |
| 0676 | Land at Wainwright Walk (Between No's 14 - 20)         | Seaton Ward             | 0.10 | Site is too small/ layout restricts development |  | Public Open Space |
| 0677 | Land at Wainwright Walk (Between No's 3 - 10)          | Seaton Ward             | 0.08 | Site is too small/ layout restricts development |  | Public Open Space |
| 0678 | Land at Wainwright Close (East of No 11)               | Seaton Ward             | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0683 | Land at Elizabeth Way (West of No 81)                  | Seaton Ward             | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |

## 5.3 APPENDIX 2

|      |   |                         |      |   |  |                   |
|------|---|-------------------------|------|---|--|-------------------|
| 0684 | Land at Castleton Road (North of No 90)                 | Seaton Ward             | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 0693 | Land at High Street, Headland (rear of No 107)          | Headland & Harbour Ward | 0.11 | Site is too small/ layout restricts development |  | Public Open Space |
| 0694 | Land at High Street, Headland (Town Wall Nos 37-44)     | Headland & Harbour Ward | 0.16 | Site is too small/ layout restricts development |  | Public Open Space |
| 0696 | Land at St Cuthbert Street (West of No 42)              | Headland & Harbour Ward | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 0701 | Land at Elizabeth Way (South of)                        | Seaton Ward             | 0.10 | Site is too small/ layout restricts development |  | Public Open Space |
| 0702 | Land at Warrior Drive/ Forester Close                   | Seaton Ward             | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 0703 | Land at Warrior Drive/ Forester Close                   | Seaton Ward             | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 0706 | Land at Pine Grove (North of No 88)                     | Jesmond Ward            | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0708 | Land at Wiltshire Way (North of the Allotments)         | Jesmond Ward            | 1.73 | Local Plan GN3 key green space                  |  | Public Open Space |
| 0715 | Land at Milbank Road/ Allerton Close                    | Jesmond Ward            | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 0716 | Land at Allerton Close (Rear of No's 8 - 14)            | Jesmond Ward            | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 0717 | Land at Milbank Road (North of 52 Milbank Road)         | Jesmond Ward            | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0718 | Land at Allerton Close (South of Substation)            | Jesmond Ward            | 0.11 | Site is too small/ layout restricts development |  | Public Open Space |
| 0719 | Land at Brecongill Close (North of No's 38 - 40)        | Jesmond Ward            | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 0720 | Land at Allerton Close/ Brecongill Close                | Jesmond Ward            | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 0725 | Land at Bilsdale Road (East of No 2)                    | Seaton Ward             | 0.10 | Site is too small/ layout restricts development |  | Public Open Space |
| 0726 | Land at Mainsforth Terrace/ Burn Road                   | Headland & Harbour Ward | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 0728 | Land at Belle Vue Way (North East of Social Club)       | Foggy Furze Ward        | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0729 | Land at Studley Road (East of No's 1 - 16)              | Foggy Furze Ward        | 0.37 | Site is too small/ layout restricts development |  | Public Open Space |
| 0730 | Land at Oxford Street/ Belle Vue Way                    | Headland & Harbour Ward | 0.14 | Site is too small/ layout restricts development |  | Public Open Space |
| 0737 | Land at William Street/ Newhaven Court (North of No 32) | Headland & Harbour Ward | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 0748 | Land at Moreland Street                                 | Headland &              | 0.12 | Site is too small/ layout restricts development |  | Public Open Space |



## 5.3 APPENDIX 2

|      |   | Harbour Ward            |      |   |  |                   |
|------|---|-------------------------|------|---|--|-------------------|
| 0749 | Land at Newhaven Court (Between No's 23 - 31)             | Headland & Harbour Ward | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 0750 | Land at Huckelhoven Way/ Warwick Place                    | Headland & Harbour Ward | 0.28 | Site is too small/ layout restricts development |  | Public Open Space |
| 0756 | Land at Burbank Street (West of 11 Spurn Walk)            | Headland & Harbour Ward | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 0766 | Land at Hucklehoven Way/ Fastnet Grove (North of No 3)    | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0767 | Land at Hucklehoven Way/ Fastnet Grove (East of No 6)     | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0776 | Land at Whitby/ Freville Street                           | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0778 | Land at Warwick Place/ Musgrave Walk (West of No 3)       | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0779 | Land at Warwick Place (North West of Ward Jackson School) | Headland & Harbour Ward | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 0780 | Land at William Street/ Newhaven Court (North of No 34)   | Headland & Harbour Ward | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 0781 | Land at Stuart Street (West of the Raglan Quoit Club)     | Victoria Ward           | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 0782 | Land at the Highlight, Marina (West of Blockbuster)       | Headland & Harbour Ward | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 0783 | Land at Marina Way/ Middleton Road                        | Headland & Harbour Ward | 0.11 | Site is too small/ layout restricts development |  | Public Open Space |
| 0784 | Land at Front Street, Hart                                | Hart Ward               | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 0786 | Land at George Street (Former Substation)                 | Headland & Harbour Ward | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 0790 | Land at Cleveland Road/ Arch Court                        | Headland & Harbour Ward | 0.58 | Local Plan GN3e highway verge                   | Thin verge which could not accommodate housing | Public Open Space |
| 0826 | Land at Firby Close (West of No's 13 - 23)                | Headland & Harbour Ward | 0.13 | Site is too small/ layout restricts development |  | Public Open Space |
| 0827 | Land at Cleveland Road (South Side)                       | Headland & Harbour Ward | 0.31 | Site is too small/ layout restricts development |  | Public Open Space |

## 5.3 APPENDIX 2

|      |  |                         |      |   |  |                   |
|------|--|-------------------------|------|---|--|-------------------|
| 0835 | Land at Arch Court (Between No's 1 - 26)               | Headland & Harbour Ward | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 0837 | Land at Croft Terrace (South of the Harbour of Refuge) | Headland & Harbour Ward | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 0838 | Land at Sea View Terrace (North of No's 1 - 36)        | Headland & Harbour Ward | 0.07 | Site is too small/ layout restricts development |  | Public Open Space |
| 0840 | Land at Burke Place (South of No's 29 - 39)            | Headland & Harbour Ward | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 0841 | Land at Burke Place (West of No's 2 - 8)               | Headland & Harbour Ward | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 0846 | Land at Bridgepool Close (North of No's 1 - 11)        | Headland & Harbour Ward | 0.10 | Site is too small/ layout restricts development |  | Public Open Space |
| 0850 | Land at Bridgepool Close (North of No's 19 - 23)       | Headland & Harbour Ward | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 0863 | Land at Haven Walk (West of No's 1- 5)                 | Headland & Harbour Ward | 0.09 | Site is too small/ layout restricts development |  | Public Open Space |
| 0870 | Land at Argl Road (East of No's 46 - 80)               | Fens & Rossmere Ward    | 0.11 | Site is too small/ layout restricts development |  | Public Open Space |
| 0872 | Land at Bonnyrigg Walk/ Brechin Grove                  | Fens & Rossmere Ward    | 0.18 | Site is too small/ layout restricts development |  | Public Open Space |
| 0873 | Land at Beauhy Grove (North of No 1)                   | Fens & Rossmere Ward    | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 0874 | Land at Ormesby Road                                   | Seaton Ward             | 0.07 | Site is too small/ layout restricts development |  | Public Open Space |
| 0879 | Land at Queensland Road (North of No's 2 - 4)          | Seaton Ward             | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 0880 | Land at Stockton Road/ Ballater Grove                  | Fens & Rossmere Ward    | 0.23 | Site is too small/ layout restricts development |  | Public Open Space |
| 0881 | Land at Ormesby Road (North of No's 58 - 70)           | Seaton Ward             | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 0882 | Land at Pickering Grove (South of No 13)               | Seaton Ward             | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 0887 | Land at Selby Grove (South of No 8)                    | Seaton Ward             | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 0888 | Land at Stockton Road (East of No's 238 - 274)         | Fens & Rossmere Ward    | 0.40 | Site is too small/ layout restricts development |  | Public Open Space |
| 0889 | Land at Ayr Grove/ Argyll Road                         | Fens & Rossmere Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0890 | Land at Ayr Grove (West of No 2)                       | Fens & Rossmere         | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |

## 5.3 APPENDIX 2

|      |  | Ward             |      |   |  |                   |
|------|--|------------------|------|---|--|-------------------|
| 0895 | Land at Usworth Road                                 | Seaton Ward      | 0.30 | Site is too small/ layout restricts development |  | Public Open Space |
| 0896 | Land at Belle Vue Way/ Regency Drive (North of No 1) | Seaton Ward      | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 0897 | Land at Loyalty Road (East of No 38)                 | Foggy Furze Ward | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 0898 | Land at Loyalty Road (East of No 39)                 | Foggy Furze Ward | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 0899 | Land at Belle Vue Way/ Haswell Avenue                | Foggy Furze Ward | 0.35 | Site is too small/ layout restricts development |  | Public Open Space |
| 0901 | Land at Belle Vue Way / Brenda Road                  | Seaton Ward      | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 0902 | Land at Brenda Road (East of No 153)                 | Foggy Furze Ward | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 0905 | Land at Belle Vue Way/ Kendal Road                   | Foggy Furze Ward | 0.47 | Local Plan GN3e highway verge                   | Thin verge which could not accommodate housing | Public Open Space |
| 0906 | Land at Loyalty Road (East of No 30)                 | Foggy Furze Ward | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 0907 | Land at Oxford Street/ Northumberland Grove          | Burn Valley Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0908 | Land at Northumberland Walk (South of No 1)          | Burn Valley Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0912 | Land at Northumberland Walk (West of No's 3 - 12)    | Burn Valley Ward | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 0923 | Land at Waldon Street (South of PCT Site)            | Burn Valley Ward | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 0927 | Land at Waldon Street (East of No's 27 - 47)         | Burn Valley Ward | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 0934 | Land at Ernest Walk (South of No 7)                  | Victoria Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0935 | Land at Ernest Walk (South of No 11)                 | Victoria Ward    | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 0936 | Land at Ernest Walk (East of No 9)                   | Victoria Ward    | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 0937 | Land at Briar Walk (South of No's 13 - 15)           | Victoria Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0938 | Land at Briar Walk (South of No's 18 - 20)           | Victoria Ward    | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 0940 | Land at Collingwood Walk (East of No 64)             | Victoria Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 0941 | Land at Sheriff Street (South of No's                | Victoria Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |

## 5.3 APPENDIX 2

|      |  |                         |      |   |   |                   |
|------|--|-------------------------|------|---|---|-------------------|
|      | 84 - 92)   |                         |      |   |   |                   |
| 0942 | Land at Tankerville Street (North of No 40)                | Victoria Ward           | 0.02 | Site is too small/ layout restricts development |   | Public Open Space |
| 0945 | Land at Milton Road (East of No 57)                        | Victoria Ward           | 0.00 | Site is too small/ layout restricts development |   | Public Open Space |
| 0946 | Land at Tankerville Street (West of No 36)                 | Victoria Ward           | 0.00 | Site is too small/ layout restricts development |   | Public Open Space |
| 0947 | Land at Oxford Road (South of No's 158 - 184)              | Foggy Furze Ward        | 0.19 | Site is too small/ layout restricts development |   | Public Open Space |
| 0951 | Land at Muirfield Walk (West of No's 1 - 16)               | Hart Ward               | 0.41 | Local Plan GN3h key green space                 | Irregular shape and land levels makes housing difficult | Public Open Space |
| 0952 | Land at Westwood Way (West of 14 Ashwood Close)            | Hart Ward               | 0.01 | Site is too small/ layout restricts development |   | Public Open Space |
| 0953 | Land at Westwood Way (South of 61 Ashwood Close)           | Hart Ward               | 0.00 | Site is too small/ layout restricts development |   | Public Open Space |
| 0954 | Land at Westwood Way (West of 56 Ashwood Close)            | Hart Ward               | 0.00 | Site is too small/ layout restricts development |   | Public Open Space |
| 0955 | Land at Westwood Way (West of 53 Ashwood Close)            | Hart Ward               | 0.00 | Site is too small/ layout restricts development |   | Public Open Space |
| 0956 | Land at Westwood Way (East of No's 57 - 61 Pinewood Close) | Hart Ward               | 0.04 | Site is too small/ layout restricts development |   | Public Open Space |
| 0957 | Land at Westwood Way (East of No's 54 - 56 Pinewood Close) | Hart Ward               | 0.01 | Site is too small/ layout restricts development |   | Public Open Space |
| 0960 | Land at Raby Road (East of No's 45 - 55)                   | Victoria Ward           | 0.02 | Site is too small/ layout restricts development |   | Public Open Space |
| 0961 | Land at Raby Road (East of No's 29 - 39)                   | Victoria Ward           | 0.02 | Site is too small/ layout restricts development |   | Public Open Space |
| 0962 | Land at Raby Road (East of No's 25 - 27)                   | Victoria Ward           | 0.02 | Site is too small/ layout restricts development |   | Public Open Space |
| 0963 | Land at Station Lane/ Elizabeth Way                        | Seaton Ward             | 0.01 | Site is too small/ layout restricts development |   | Public Open Space |
| 0969 | Land at Usworth Road (South of Stagecoach Bus Depot)       | Seaton Ward             | 0.15 | Site is too small/ layout restricts development |   | Public Open Space |
| 0975 | Land at Cleveland Road/ Lancaster Road                     | Headland & Harbour Ward | 0.15 | Site is too small/ layout restricts development |   | Public Open Space |

## 5.3 APPENDIX 2

|      |  |                         |      |   |   |                   |
|------|--|-------------------------|------|---|---|-------------------|
|      |  |                         |      |   | Thin verge<br>which could not<br>accommodate<br>housing |                   |
| 0976 | Land at Studley Road/ Oxford Street                    | Burn Valley Ward        | 0.42 | Local Plan GN3e highway verge                   |   | Public Open Space |
| 0977 | Land at Studley Road (East of No's 20 - 36)            | Burn Valley Ward        | 0.31 | Site is too small/ layout restricts development |   | Public Open Space |
| 0979 | Land at Northumberland Grove (North West of No 13)     | Burn Valley Ward        | 0.06 | Site is too small/ layout restricts development |   | Public Open Space |
| 0980 | Land at Burn Road (South of Comet)                     | Burn Valley Ward        | 0.02 | Site is too small/ layout restricts development |   | Public Open Space |
| 0982 | Land at Burn Road (South of McDonalds)                 | Headland & Harbour Ward | 0.03 | Site is too small/ layout restricts development |   | Public Open Space |
| 0983 | Land at John Howe Gardens (West of No's 2 - 52)        | De Bruce Ward           | 0.24 | Site is too small/ layout restricts development |   | Public Open Space |
| 0984 | Land at John Howe Gardens (East of No's 29 - 62)       | De Bruce Ward           | 0.22 | Site is too small/ layout restricts development |   | Public Open Space |
| 0985 | Land at Greenlea, Elwick (North of No 4)               | Rural West              | 0.07 | Site is too small/ layout restricts development |   | Public Open Space |
| 0986 | Land at The Walk, Elwick (South of No's 1 - 14)        | Rural West              | 0.05 | Site is too small/ layout restricts development |   | Public Open Space |
| 0987 | Land at The Walk, Elwick (South West of No 15)         | Rural West              | 0.03 | Site is too small/ layout restricts development |   | Public Open Space |
| 0988 | Land at Wiltshire Way (West of 1 Salisbury Place)      | Jesmond Ward            | 0.03 | Site is too small/ layout restricts development |   | Public Open Space |
| 0989 | Land at Wiltshire Way (West of 20 Salisbury Place)     | Jesmond Ward            | 0.01 | Site is too small/ layout restricts development |   | Public Open Space |
| 0990 | Land at Salisbury Place (South of No 20)               | Jesmond Ward            | 0.01 | Site is too small/ layout restricts development |   | Public Open Space |
| 0991 | Land at Salisbury Place (South West of No 20)          | Jesmond Ward            | 0.02 | Site is too small/ layout restricts development |   | Public Open Space |
| 0992 | Land at Gleneagles Road (South of No 22)               | Hart Ward               | 0.01 | Site is too small/ layout restricts development |   | Public Open Space |
| 0994 | Land at Dunston Road (North of 10 - 12 Cragston Close) | Rural West              | 0.14 | Site is too small/ layout restricts development |   | Public Open Space |
| 0995 | Land at Burnston Close (North West of No 33)           | Rural West              | 0.03 | Site is too small/ layout restricts development |   | Public Open Space |
| 0996 | Land at Hart Lane/ Dunston Road                        | Rural West              | 0.42 | Local Plan GN3e highway verge                   | Thin verge<br>which could not                           | Public Open Space |

## 5.3 APPENDIX 2

|      |  |                         |      |   | accommodate housing |                   |
|------|--|-------------------------|------|---|---------------------|-------------------|
| 0997 | Land at Burnston Close (South of No 27)                      | Rural West              | 0.03 | Site is too small/ layout restricts development |                     | Public Open Space |
| 0998 | Land at Hart Lane (South of No's 118 - 134)                  | Jesmond Ward            | 0.04 | Site is too small/ layout restricts development |                     | Public Open Space |
| 0999 | Land at Hart Lane (South of No's 102 - 116)                  | Jesmond Ward            | 0.07 | Site is too small/ layout restricts development |                     | Public Open Space |
| 1000 | Land at Hart Lane/ Nookston Close                            | Rural West              | 0.15 | Site is too small/ layout restricts development |                     | Public Open Space |
| 1001 | Land at Jacques Court (East of No 1)                         | Headland & Harbour Ward | 0.00 | Site is too small/ layout restricts development |                     | Public Open Space |
| 1004 | Land at Gleneagles Road (West of No's 13 - 22)               | Hart Ward               | 0.10 | Site is too small/ layout restricts development |                     | Public Open Space |
| 1005 | Land at Wentworth Grove (South of No 1)                      | Hart Ward               | 0.01 | Site is too small/ layout restricts development |                     | Public Open Space |
| 1006 | Land at Wentworth Grove (North of No 7)                      | Hart Ward               | 0.02 | Site is too small/ layout restricts development |                     | Public Open Space |
| 1007 | Land at Sandwich Grove (West of No's 10 - 17)                | Hart Ward               | 0.06 | Site is too small/ layout restricts development |                     | Public Open Space |
| 1008 | Land at Wentworth Grove (North of No 49)                     | Hart Ward               | 0.05 | Site is too small/ layout restricts development |                     | Public Open Space |
| 1009 | Land at Clavering Road/ Rafton Drive                         | Hart Ward               | 1.35 | Local Plan GN3h key green space                 |                     | Public Open Space |
| 1012 | Land at West View Road (West of No 185)                      | Headland & Harbour Ward | 0.03 | Site is too small/ layout restricts development |                     | Public Open Space |
| 1059 | Land at Catcote Road (North of No 463)                       | Fens & Rossmere Ward    | 0.01 | Site is too small/ layout restricts development |                     | Public Open Space |
| 1084 | Land at Middleton Road (North of No's 3 - 61 Furness Street) | Victoria Ward           | 0.25 | Site is too small/ layout restricts development |                     | Public Open Space |
| 1090 | Land at Frederic Street, West of No 17                       | Headland & Harbour Ward | 0.08 | Site is too small/ layout restricts development |                     | Public Open Space |
| 1091 | Land at Henrietta Street (West of No's 2 - 12)               | Headland & Harbour Ward | 0.06 | Site is too small/ layout restricts development |                     | Public Open Space |
| 1095 | Land at Voltigeur Drive, Hart Village (East of No 21)        | Hart Ward               | 0.04 | Site is too small/ layout restricts development |                     | Public Open Space |
| 1096 | Land at Voltigeur Drive, Hart Village (South of No 1)        | Hart Ward               | 0.01 | Site is too small/ layout restricts development |                     | Public Open Space |

## 5.3 APPENDIX 2

|      |   |                      |      |   |  |                   |
|------|---|----------------------|------|---|--|-------------------|
| 1097 | Land at Voltigeur Drive, Hart Village (East of Raby Cottage)  | Hart Ward            | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1098 | Land at Voltigeur Drive, Hart Village (West of Milbank Close) | Hart Ward            | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1100 | Land at Front Street, Hart Village (South of Milbank Close)   | Hart Ward            | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 1101 | Land at Millbank Close, Hart Village (South of No 22)         | Hart Ward            | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1102 | Land at Formby Close (East of No's 1 - 20)                    | Hart Ward            | 0.18 | Site is too small/ layout restricts development |  | Public Open Space |
| 1103 | Land at Formby Close (South of No's 38 - 42)                  | Hart Ward            | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 1104 | Land at Turnberry Grove (South of No 10)                      | Hart Ward            | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 1105 | Land at Powlett Road (East of No's 1 - 5)                     | Jesmond Ward         | 0.09 | Site is too small/ layout restricts development |  | Public Open Space |
| 1106 | Land at Powlett Road (North East of No 7)                     | Jesmond Ward         | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 1107 | Land at Powlett Road (South West of 2 Stonethwaite Close)     | De Bruce Ward        | 0.08 | Site is too small/ layout restricts development |  | Public Open Space |
| 1108 | Land at Stonethwaite Close (Far West of No 1)                 | De Bruce Ward        | 0.12 | Site is too small/ layout restricts development |  | Public Open Space |
| 1109 | Land at Stonethwaite Close (West of No 1)                     | De Bruce Ward        | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1118 | Land at Crawford Street (South of No 42)                      | Seaton Ward          | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1134 | Land at Cromer Walk (West of No's 1 - 19)                     | Fens & Rossmere Ward | 0.14 | Site is too small/ layout restricts development |  | Public Open Space |
| 1135 | Land at Stamford Walk (North East of No's 2 - 32)             | Fens & Rossmere Ward | 0.32 | Site is too small/ layout restricts development |  | Public Open Space |
| 1136 | Land at Cranwell Road (North of No 55)                        | Fens & Rossmere Ward | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 1138 | Land at Aldeburgh Close (North West of No 16)                 | Fens & Rossmere Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1151 | Land at Brierton Lane Shops                                   | Manor House Ward     | 0.07 | Site is too small/ layout restricts development |  | Public Open Space |
| 1157 | Land at Milton Road (West of No 156)                          | Victoria Ward        | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |

## 5.3 APPENDIX 2

|      |   |                  |      |   |  |                   |
|------|---|------------------|------|---|--|-------------------|
| 1165 | Land at The Grove, Greatham (Between No's 5 - 32) | Rural West       | 0.20 | Site is too small/ layout restricts development |  | Public Open Space |
| 1166 | Land at The Grove, Greatham (South of No 43)      | Rural West       | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1170 | Land at West View Road (West of No 152)           | De Bruce Ward    | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1171 | Land at West View Road (South of No 172)          | De Bruce Ward    | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1173 | Land at West View Road (West of No 182)           | De Bruce Ward    | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1175 | Land at West View Road (East of No 216)           | De Bruce Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1182 | Land at Breward Walk (North of No 1)              | Victoria Ward    | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1183 | Land at Mason Walk (East of No 11)                | Victoria Ward    | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 1184 | Land at Mason Walk (East of No 10)                | Victoria Ward    | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 1188 | Land at Hart Lane/ Nightingale Close              | Hart Ward        | 0.95 | Local Plan GN3e highway verge                   | Thin landscape strip which could not accommodate housing | Public Open Space |
| 1199 | Land at Throston Close (West of No's 1 - 12)      | Jesmond Ward     | 0.17 | Site is too small/ layout restricts development |  | Public Open Space |
| 1200 | Land at Stonechat Close (North of No 18)          | Jesmond Ward     | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1201 | Land at Fieldfare Road (North of No 12)           | Jesmond Ward     | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1203 | Land at Masefield Road (South of No 103)          | Manor House Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1205 | Land at Manor Close, Elwick (West of No 15)       | Rural West       | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1206 | Land at Manor Close, Elwick (East of No 21)       | Rural West       | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1212 | Land at Wharton Terrace (East of No 75)           | Jesmond Ward     | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1213 | Land at Wharton Terrace (West of No 77)           | Jesmond Ward     | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1218 | Land at Easington Road/                           | De Bruce Ward    | 0.07 | Site is too small/ layout restricts development |  | Public Open Space |



## 5.3 APPENDIX 2

|      |   |                  |      |   |  |                   |
|------|---|------------------|------|---|--|-------------------|
|      | Winterbottom Avenue                                   |                  |      |   |  |                   |
| 1219 | Land at Kirkstone Grove (East of No 2)                | De Bruce Ward    | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1223 | Land at Westwood Way (East of No 42 Torcross Close)   | Hart Ward        | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 1224 | Land at Westwood Way (East of No 1 Torcross Close)    | Hart Ward        | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 1246 | Land at Merlin Way (West of No 2)                     | Hart Ward        | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1247 | Land at Merlin Way (North West of No 6)               | Hart Ward        | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1248 | Land at Guillemot Close (East of No 1)                | Hart Ward        | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1275 | Land at Lennox Walk/ Owton Manor Lane                 | Manor House Ward | 2.98 | Local Plan GN2 green wedge                      | Owton Manor Green Wedge                  | Public Open Space |
| 1276 | Land at Kilmory Walk/ Laird Road                      | Manor House Ward | 1.99 | Site is too small/ layout restricts development |  | Public Open Space |
| 1277 | Land at Glamis Walk/ Kilmarnock Road                  | Manor House Ward | 4.47 | Local Plan GN2 green wedge                      | Owton Manor Green Wedge                  | Public Open Space |
| 1289 | Land at Throston Grange Lane (East of No's 220 - 268) | Jesmond Ward     | 0.23 | Site is too small/ layout restricts development |  | Public Open Space |
| 1309 | Land at Elderslie Walk (South of No's 1 - 23)         | Manor House Ward | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 1317 | Land at Ednam Grove (North of No's 3 - 6)             | Manor House Ward | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1318 | Land at Eckford Walk (East of No's 2 - 8)             | Manor House Ward | 0.08 | Site is too small/ layout restricts development |  | Public Open Space |
| 1319 | Land at Erskine Road (West of No 25)                  | Manor House Ward | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 1320 | Land at Esk Grove (North of No's 17 - 20)             | Manor House Ward | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 1321 | Land at Duncan Road (East of No's 27 - 29)            | Manor House Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1322 | Land at Catcote Road (South of No's 202)              | Manor House Ward | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 1333 | Land at Tremaine Close (South of No 16)               | Hart Ward        | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 1334 | Land at Hart Road/ Brough Court                       | Hart Ward        | 1.04 | Local Plan GN3e highway verge                   | Thin highway verge strip which could not | Public Open Space |

## 5.3 APPENDIX 2

|      |  |                         |      |  | accommodate housing  |                   |
|------|--|-------------------------|------|--|--|-------------------|
| 1336 | Land at Dundee Road (North of No 31)                 | Fens & Rossmere Ward    | 0.03 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1337 | Land at Dunbar Road (West of No's 74 - 112)          | Fens & Rossmere Ward    | 0.10 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1338 | Land at Lindsay Road (North of No's 41 - 79)         | Manor House Ward        | 0.31 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1339 | Land at Frederic Street (West of No 36)              | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1340 | Land at Wells Avenue/ Holdforth Road                 | De Bruce Ward           | 0.05 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1341 | Land at Kintra Road/ Kinross Grove                   | Manor House Ward        | 0.11 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1344 | Land at Owton Manor Lane (West of No 142)            | Manor House Ward        | 0.01 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1345 | Land at Harris Grove (West of No 7)                  | Manor House Ward        | 0.02 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1346 | Land at Ian Grove (Adjacent to No's 1 - 12)          | Manor House Ward        | 0.07 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1347 | Land at Owton Manor Lane (North of 75 - 125)         | Fens & Rossmere Ward    | 0.44 | Thin landscaping strip which could not accommodate housing | Thin landscaping strip which could not accommodate housing | Public Open Space |
| 1348 | Land at Catcote Road (South of No 230)               | Manor House Ward        | 0.02 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1350 | Land at Duncan Road (North of No's 4 - 18)           | Manor House Ward        | 0.03 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1351 | Land at Duncan Road (South of No's 32 - 58)          | Manor House Ward        | 0.05 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1352 | Land at Duncan Road (North of No 68)                 | Manor House Ward        | 0.00 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1353 | Land at Fife Grove (South of No 8)                   | Manor House Ward        | 0.06 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1354 | Land at Farnell Grove (Between No's 1 - 12)          | Manor House Ward        | 0.06 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1357 | Land at Burn Road, (South of Waste Recycling Centre) | Headland & Harbour Ward | 0.05 | Site is too small/ layout restricts development            |  | Public Open Space |

## 5.3 APPENDIX 2

|      |   |                      |      |   |  |                   |
|------|---|----------------------|------|---|--|-------------------|
| 1358 | Land at Farnell Grove (Between No's 1 - 16)           | Manor House Ward     | 0.12 | Site is too small/ layout restricts development |  | Public Open Space |
| 1359 | Land at Catcote Road (South West of No 250)           | Manor House Ward     | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1360 | Land at Lindsay Road (East of No's 35 - 45)           | Manor House Ward     | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1361 | Land at Leven Grove (Between No's 1 - 12)             | Manor House Ward     | 0.07 | Site is too small/ layout restricts development |  | Public Open Space |
| 1362 | Land at Wynyard Road/ Loch Grove (North West of No 7) | Manor House Ward     | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1363 | Land at Lovat Grove/ Wynyard Road                     | Manor House Ward     | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1364 | Land at Glencairn Grove (Between No's 15 - 16)        | Manor House Ward     | 0.28 | Site is too small/ layout restricts development |  | Public Open Space |
| 1365 | Land at Juniper Walk (South of No 1)                  | Manor House Ward     | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1366 | Land at Jameson Road (West of No 65)                  | Manor House Ward     | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1367 | Land at Jameson Road (East of No 32)                  | Manor House Ward     | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1368 | Land at Jura Grove (South of No 5)                    | Manor House Ward     | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1369 | Land at Kinbrace Road (West of No 25)                 | Manor House Ward     | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 1370 | Land at Kells Grove (East of No's 1 - 4)              | Manor House Ward     | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1371 | Land at Kerr Grove (West of No 12)                    | Manor House Ward     | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 1372 | Land at Kintra Road (North of No's 38 - 44)           | Manor House Ward     | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1373 | Land at Owton Manor Lane (South of No's 243 - 249)    | Manor House Ward     | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1391 | Land at Owton Manor Lane (East of No 199)             | Manor House Ward     | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1393 | Land at Motherwell Road (East of No's 36 - 50)        | Manor House Ward     | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1395 | Land at Moffat Road (West of No 59)                   | Manor House Ward     | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1397 | Land at Braemer Road (Adjacent to Balmoral Court)     | Fens & Rossmere Ward | 0.32 | Site is too small/ layout restricts development |  | Public Open Space |
| 1398 | Land at Blairgowrie Grove (North East of No 9)        | Fens & Rossmere Ward | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |

## 5.3 APPENDIX 2

|      |  |                         |      |   |  |                   |
|------|--|-------------------------|------|---|--|-------------------|
| 1399 | Land at Moffat Road (East of No 44)                  | Manor House Ward        | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1399 | Land at Moffat Road (East of No 44)                  | Manor House Ward        | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1401 | Land at Benmore Road (East of No 48)                 | Fens & Rossmere Ward    | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1402 | Land at Elderslie Walk (North of No's 1 - 23)        | Manor House Ward        | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1404 | Land at Earn Walk (East of No 13)                    | Manor House Ward        | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1405 | Land at Eskdale Road (East of No's 8 - 48)           | Manor House Ward        | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 1407 | Land at Eddleston Walk (North of No 1)               | Manor House Ward        | 0.07 | Site is too small/ layout restricts development |  | Public Open Space |
| 1408 | Land at Cowper Grove (South of No 1)                 | Manor House Ward        | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1409 | Land at Lewis Grove (East of No's 1 - 7)             | Manor House Ward        | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1410 | Land at Lewis Grove (South of No's 9 - 19)           | Manor House Ward        | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1412 | Land at Gulliver Road (South of No 7)                | Manor House Ward        | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1414 | Land at Gulliver Road (East of No's 20 - 28)         | Manor House Ward        | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 1416 | Land at Gulliver Road (North of No 58)               | Manor House Ward        | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1417 | Land at Doyle Walk (West of No 9)                    | Manor House Ward        | 0.07 | Site is too small/ layout restricts development |  | Public Open Space |
| 1418 | Land at Carroll Walk (East of No's 6 - 9)            | Manor House Ward        | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 1421 | Land at Harvey Walk (Adjacent to No's 10 - 13)       | Manor House Ward        | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 1424 | Land at Brierton Lane (West of No 256)               | Manor House Ward        | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1425 | Land at Frederic Street, North West of No 47         | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1426 | Land at Browning Avenue (South West of No's 33 - 39) | Foggy Furze Ward        | 0.12 | Site is too small/ layout restricts development |  | Public Open Space |
| 1427 | Land at Chaucer Avenue (South of No's 32 - 38)       | Foggy Furze Ward        | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1429 | Land at Chaucer Avenue (East of No 2)                | Foggy Furze Ward        | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |

## 5.3 APPENDIX 2

|      |  |                         |      |   |  |                   |
|------|--|-------------------------|------|---|--|-------------------|
| 1430 | Land at Shelley Grove (West of No's 1 - 9)               | Foggy Furze Ward        | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 1431 | Land at Darwin Grove (East of No's 14 - 20)              | Manor House Ward        | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1432 | Land at Darwin Grove (South of No 11)                    | Manor House Ward        | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1433 | Land at Galsworthy Road (South of No 16)                 | Manor House Ward        | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1434 | Land at The Drive, Greatham (North West of 53 Queensway) | Rural West              | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1436 | Land at Macrae Road (East of No's 26 - 32)               | Manor House Ward        | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1438 | Land at Moffat Road (East of No 61)                      | Manor House Ward        | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1440 | Land at Earleston Walk (South of No 5)                   | Manor House Ward        | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1441 | Land at Ellary Walk (South of No 13)                     | Manor House Ward        | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1467 | Land at Sinclair Road (West of No 59)                    | Manor House Ward        | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1468 | Land at Masefield Road (North of No's 53 - 59)           | Manor House Ward        | 0.10 | Site is too small/ layout restricts development |  | Public Open Space |
| 1471 | Land at Walpole Road (North East of No 19)               | Manor House Ward        | 0.07 | Site is too small/ layout restricts development |  | Public Open Space |
| 1472 | Land at Marlowe Road/ Chesterton Road                    | Manor House Ward        | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1473 | Land at Kipling Road (South of No 26)                    | Manor House Ward        | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1474 | Land at Darwin Grove (fronting No 2 - 12)                | Manor House Ward        | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 1543 | Land at Relton Way (North of No 46)                      | Rural West              | 0.08 | Site is too small/ layout restricts development |  | Public Open Space |
| 1544 | Land at Relton Way (South of No's 16 - 30)               | Rural West              | 0.14 | Site is too small/ layout restricts development |  | Public Open Space |
| 1557 | Land at High Street, Greatham (South of No 1)            | Rural West              | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1559 | Land at Newhaven Court (North of No 19)                  | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1572 | Land at Clavering Road (South West of No 102)            | Hart Ward               | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1573 | Land at Birkdale Close (North of No 6)                   | Hart Ward               | 0.08 | Site is too small/ layout restricts development |  | Public Open Space |

## 5.3 APPENDIX 2

|      |  |                  |      |   |  |                   |
|------|--|------------------|------|---|--|-------------------|
| 1574 | Land at Hart Lane/ Newquay Close (Land between)    | Jesmond Ward     | 0.81 | Local Plan GN3e highway verge                   | Thin highway verge strip which could not accommodate housing | Public Open Space |
| 1576 | Land at Powlett Road (North of No 12)              | Jesmond Ward     | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 1586 | Land at Swinburne Road (South of No's 1 - 7)       | Manor House Ward | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1588 | Land at Tweed Walk (West of No 32)                 | Victoria Ward    | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1589 | Land at Tweed Walk (West of No 24)                 | Victoria Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1590 | Land at Challoner Square (East of No's 15 - 16)    | Jesmond Ward     | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 1591 | Land at Raby Square (East of No's 6 - 9)           | Jesmond Ward     | 0.09 | Site is too small/ layout restricts development |  | Public Open Space |
| 1592 | Land at Owton Manor Lane (South of No's 120 - 130) | Manor House Ward | 0.09 | Site is too small/ layout restricts development |  | Public Open Space |
| 1593 | Land at Pinero Grove (Adjacent to No's 13 - 35)    | Manor House Ward | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 1594 | Land at Scott Grove (Adjacent to No's 2 - 10)      | Manor House Ward | 0.07 | Site is too small/ layout restricts development |  | Public Open Space |
| 1596 | Land at Macaulay Road (East of No's 93 - 103)      | Manor House Ward | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1597 | Land at Macaulay Road (West of No's 105 - 115)     | Manor House Ward | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1600 | Land at Briar Walk (North of No's 9 - 10)          | Victoria Ward    | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1601 | Land at Ernest Walk (North of No's 77 - 79)        | Victoria Ward    | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1602 | Land at Ernest Walk (South of No 3)                | Victoria Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1603 | Land at Blake Walk (South of No 5)                 | Victoria Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1604 | Land at King Oswy Drive (North West of No 134)     | De Bruce Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1606 | Land at Ridlington Way (West of No's 17 - 33)      | De Bruce Ward    | 0.08 | Site is too small/ layout restricts development |  | Public Open Space |
| 1607 | Land at Hirdman Grove                              | De Bruce Ward    | 0.10 | Site is too small/ layout restricts development |  | Public Open Space |
| 1608 | Land at Hirdman Grove (North of No                 | De Bruce Ward    | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |

## 5.3 APPENDIX 2

|      |   |               |      |   |  |                   |
|------|---|---------------|------|---|--|-------------------|
|      | 8)  |               |      |   |  |                   |
| 1609 | Land at Ridlington Way (South of No's 68 - 82)  | De Bruce Ward | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 1610 | Land at Ridlington Way (South of No's 46 - 52)  | De Bruce Ward | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1612 | Land at King Oswy Drive (South East of No 136)  | De Bruce Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1613 | Land at Clavering Road (East of No 45)          | Hart Ward     | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1614 | Land at Bellasis Grove (South East of No 13)    | Hart Ward     | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1615 | Land at Spearman Walk (South East of No 25)     | Hart Ward     | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1616 | Land at Baker Close (South West No 1)           | Hart Ward     | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1617 | Land at Baker Close (Adjacent to No's 1 - 12)   | Hart Ward     | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1618 | Land at Clavering Road (South of No 20)         | Hart Ward     | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1619 | Land at West View Road (East of No 334)         | De Bruce Ward | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1620 | Land at Bruntoft Avenue (South of No 101)       | De Bruce Ward | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1621 | Land at Bruntoft Avenue (South of No's 23 - 25) | De Bruce Ward | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 1622 | Land at Bruntoft Avenue (East of No's 38 - 44)  | De Bruce Ward | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1623 | Land at Miller Crescent (West of No 34)         | De Bruce Ward | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 1628 | Land at Briar Walk (South of No 1 - 3)          | Victoria Ward | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1629 | Land at Lamberd Road (North of No's 46 - 54)    | De Bruce Ward | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1630 | Land at West View Road (West of No 416)         | De Bruce Ward | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1632 | Land at Ridlington Way (West of No's 2 - 12)    | De Bruce Ward | 0.09 | Site is too small/ layout restricts development |  | Public Open Space |
| 1633 | Land at King Oswy Drive (West of No 93)         | De Bruce Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |

## 5.3 APPENDIX 2

|      |  |                         |      |   |  |                   |
|------|--|-------------------------|------|---|--|-------------------|
| 1634 | Land at Nicholson Way (Rear of Shops)                | De Bruce Ward           | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 1635 | Land at Speeding Drive (West of No 1)                | De Bruce Ward           | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1636 | Land at Snowdon Grove (West of No's 13 - 15)         | De Bruce Ward           | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1637 | Land at Speeding Drive (Rear of No 5)                | De Bruce Ward           | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1638 | Land at Speeding Drive (North of No 7)               | De Bruce Ward           | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1639 | Land at Merriman Green (East of No's 9 - 21)         | De Bruce Ward           | 0.12 | Site is too small/ layout restricts development |  | Public Open Space |
| 1640 | Land at Miller Crescent (North of No 63)             | De Bruce Ward           | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 1641 | Land at Dorchester Drive (East of No 2)              | De Bruce Ward           | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1642 | Land at Miller Crescent (North of No's 79 & 87)      | De Bruce Ward           | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1643 | Land at Miller Crescent (South East of No's 71 - 77) | De Bruce Ward           | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1645 | Land at Kildale Grove (East of No 2)                 | Seaton Ward             | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1648 | Land at Gibb Square                                  | Headland & Harbour Ward | 0.11 | Site is too small/ layout restricts development |  | Public Open Space |
| 1649 | Land at Northgate (West of No 22)                    | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1653 | Land at Priory Court (Near Durham Street)            | Headland & Harbour Ward | 0.10 | Site is too small/ layout restricts development |  | Public Open Space |
| 1654 | Land at Lumley Square                                | Headland & Harbour Ward | 0.07 | Site is too small/ layout restricts development |  | Public Open Space |
| 1656 | Land at Friar Street (East of No's 15 - 23)          | Headland & Harbour Ward | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1657 | Land at Prissick Street (rear of No 2)               | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1660 | Land at Hazelwood Rise (North of No 8)               | Headland & Harbour Ward | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1669 | Land at Bruce Crescent (Between No 154 & 176)        | De Bruce Ward           | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |



## 5.3 APPENDIX 2

|      |   |                         |      |   |  |                   |
|------|---|-------------------------|------|---|--|-------------------|
| 1700 | Land at Bruce Crescent (South West of No 150)                 | De Bruce Ward           | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1701 | Land at Bruce Crescent (South East of No 126)                 | De Bruce Ward           | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1703 | Land at Arbroath Grove (South of No 21)                       | Fens & Rossmere Ward    | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1704 | Land at Arbroath Grove (South of No 40)                       | Fens & Rossmere Ward    | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1705 | Land at Arbroath Grove (South of No 20)                       | Fens & Rossmere Ward    | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1706 | Land at Arbroath Grove (West of No 11)                        | Fens & Rossmere Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1707 | Land at West View Road (East of No 418)                       | De Bruce Ward           | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1708 | Land at Dene Garth, Dalton Piercy (South of No's 1 - 6)       | Rural West              | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 1714 | Land at Durham Street (South of No 79)                        | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1726 | Land at Dowson Road (North West of No's 53 - 55)              | De Bruce Ward           | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1728 | Land at Marina Way/ Middleton Road                            | Headland & Harbour Ward | 0.07 | Site is too small/ layout restricts development |  | Public Open Space |
| 1750 | Land at The Spinney & Valley Drive (between)                  | Rural West              | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1752 | Land at Caroline Street (East of Charlotte Grange EPH)        | Burn Valley Ward        | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1753 | Land at Easington Road (Adjacent to Whin Meadows)             | Hart Ward               | 0.09 | Site is too small/ layout restricts development |  | Public Open Space |
| 1754 | Land at Easington Road (Adjacent to Nos 117-131 Whin Meadows) | Hart Ward               | 0.11 | Site is too small/ layout restricts development |  | Public Open Space |
| 1755 | Land at Middleton Road/ Marina Way                            | Headland & Harbour Ward | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 1757 | Land at Lindsay Road (fronting No 8 - 26)                     | Manor House Ward        | 0.08 | Site is too small/ layout restricts development |  | Public Open Space |
| 1774 | Land at Lancaster Road (Rear of No 37 - 45)                   | Jesmond Ward            | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1777 | Land at Miers Avenue/ Bruce                                   | De Bruce Ward           | 0.14 | Site is too small/ layout restricts development |  | Public Open Space |

## 5.3 APPENDIX 2

|      |  |                      |      |   |  |                   |
|------|--|----------------------|------|---|--|-------------------|
|      | Crescent   |                      |      |   |  |                   |
| 1780 | Land at Summer Hill Lane                           | Manor House Ward     | 0.38 | Site is too small/ layout restricts development |  | Public Open Space |
| 1782 | Land at Esk Grove (South of No's 5 - 16)           | Manor House Ward     | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 1783 | Land at Falkirk Grove (West of No 13)              | Manor House Ward     | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1784 | Land at Dalkieth Road (North West of No 35)        | Manor House Ward     | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 1785 | Land at Dalkieth Road (Adjacent to No's 1 - 3)     | Manor House Ward     | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1786 | Land at Darvel Road (Adjacent to No's 1 - 4)       | Fens & Rossmere Ward | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1787 | Land at Dunbar Road (Fronting No's 111 - 113)      | Fens & Rossmere Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1788 | Land at Dunbar Road (West of No 46)                | Fens & Rossmere Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1789 | Land at Dundee Road (North of No 30)               | Fens & Rossmere Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1790 | Land at Dundee Road (North of No's 4 - 5)          | Fens & Rossmere Ward | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1791 | Land at Dundee Road (South of No's 1 - 8)          | Fens & Rossmere Ward | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1792 | Land at Durness Grove (West of No's 3 - 4)         | Fens & Rossmere Ward | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1793 | Land at Elvan Grove (Adjacent to No's 1 - 12)      | Manor House Ward     | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1794 | Land at Westbrooke Avenue (Between No's 120 - 122) | Foggy Furze Ward     | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1795 | Land at Boswell Grove (West of No's 7 - 12)        | Manor House Ward     | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1796 | Land at Durness Grove (West of No's 7 - 8)         | Fens & Rossmere Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1797 | Land at Swift Grove (West of No's 1 - 12)          | Manor House Ward     | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1798 | Land at Serpentine Road (North of No 1)            | Rural West           | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 1799 | Land at Thornhill Gardens (West of No's 6 - 16)    | Victoria Ward        | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |

## 5.3 APPENDIX 2

|      |  |              |      |   |  |                   |
|------|--|--------------|------|---|--|-------------------|
| 1800 | Land at Challoner Road (Between No's 69 - 75)          | Jesmond Ward | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1801 | Land at Oak Grove (West of No's 16 - 18)               | Jesmond Ward | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1816 | Land at Lime Crescent (West of No 113)                 | Jesmond Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1821 | Land at Willow Walk (West of No 10)                    | Jesmond Ward | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 1826 | Land at St.Davids Walk (Rear of No's 33 - 39)          | Jesmond Ward | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1827 | Land at St.Davids Walk (West of No's 1 - 4)            | Jesmond Ward | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1828 | Land at St.Davids Walk (Fronting No's 5 - 11)          | Jesmond Ward | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1834 | Land at Wiltshire Way (West of No's 76 - 78)           | Jesmond Ward | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1835 | Land at Wiltshire Way (Fronting No 72)                 | Jesmond Ward | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1836 | Land at Radnor Grove (West of No 24)                   | Jesmond Ward | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 1837 | Land at Throston Grange Lane (North of No's 183 - 191) | Jesmond Ward | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1838 | Land at Tredegar Walk (North of No's 13 - 18)          | Jesmond Ward | 0.12 | Site is too small/ layout restricts development |  | Public Open Space |
| 1839 | Land at Penarth Walk (South of No's 16 - 21)           | Jesmond Ward | 0.12 | Site is too small/ layout restricts development |  | Public Open Space |
| 1840 | Land at Flint Walk (West of No's 172 - 176)            | Jesmond Ward | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 1841 | Land at Bodmin Grove (West of No's 44 - 47 )           | Jesmond Ward | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1842 | Land at Taunton Grove (West of No 7)                   | Jesmond Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1843 | Land at Taunton Grove (Fronting No's 1 - 3)            | Jesmond Ward | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1844 | Land at Bodmin Grove (South of No's 29 - 32)           | Jesmond Ward | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1845 | Land at Taunton Grove (West of No's 8 - 11)            | Jesmond Ward | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |

## 5.3 APPENDIX 2

|      |   |                  |      |   |  |                   |
|------|---|------------------|------|---|--|-------------------|
| 1847 | Land at Exmoor Grove (West of No 15)          | Jesmond Ward     | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1848 | Land at Exmoor Grove (Fronting No's 11 - 15)  | Jesmond Ward     | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1849 | Land at Lynmouth Walk (Rear of No 1 - 3)      | Jesmond Ward     | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1850 | Land at Wiltshire Way (East of No's 64 - 66)  | Jesmond Ward     | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1851 | Land at Wiltshire Way (West of No's 54 - 60)  | Jesmond Ward     | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1852 | Land at Wiltshire Way (East of No's 36 - 42)  | Jesmond Ward     | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1853 | Land at Dalkeith Road (East of No 5)          | Manor House Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1854 | Land at Bristol Walk (Adjacent to No's 1 - 8) | Jesmond Ward     | 0.10 | Site is too small/ layout restricts development |  | Public Open Space |
| 1855 | Land at Wiltshire Way (East of No 20)         | Jesmond Ward     | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1856 | Land at Plymouth Walk (South of No 10)        | Jesmond Ward     | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1857 | Land at Flint Walk (Between No's 11 - 13)     | Jesmond Ward     | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1858 | Land at Winchester Walk (North of No 1)       | Jesmond Ward     | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1859 | Land at Flint Walk (East of No 1)             | Jesmond Ward     | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 1860 | Land at Flint Walk (Between No's 6 - 28)      | Jesmond Ward     | 0.10 | Site is too small/ layout restricts development |  | Public Open Space |
| 1861 | Land at Wiltshire Way (East of No 14)         | Jesmond Ward     | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 1862 | Land at Gower Walk (South of No's 1 - 6)      | Jesmond Ward     | 0.11 | Site is too small/ layout restricts development |  | Public Open Space |
| 1863 | Land at Wiltshire Way (North of No 2)         | Jesmond Ward     | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1864 | Land at Throston Grange Lane (East of No 45)  | Jesmond Ward     | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1865 | Land at Conway Walk (Fronting No's 37 - 42)   | Jesmond Ward     | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1866 | Land at Flint Walk (Between No's 128 - 130)   | Jesmond Ward     | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 1868 | Land at Harlech Walk (East of No 35)          | Jesmond Ward     | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 1871 | Land at Clavering Road (North of No           | Hart Ward        | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |

## 5.3 APPENDIX 2

|      |  |                         |      |   |  |                   |
|------|--|-------------------------|------|---|--|-------------------|
|      | 39)  |                         |      |   |  |                   |
| 1872 | Land at Dodsworth Walk (West of No's 2 - 40)     | Hart Ward               | 0.13 | Site is too small/ layout restricts development |  | Public Open Space |
| 1874 | Land at Marshall Close (West of No's 14 & 15)    | De Bruce Ward           | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1875 | Land at Bowes Green (East of No 3)               | De Bruce Ward           | 0.13 | Site is too small/ layout restricts development |  | Public Open Space |
| 1876 | Land at Penarth Walk (North of No's 19 - 21)     | Jesmond Ward            | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 1878 | Land at King Oswy Drive (East of No 95)          | De Bruce Ward           | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1879 | Land at Fulthorpe Avenue (West of No's 49 - 51)  | De Bruce Ward           | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1881 | Land at Howbeck Lane (East of No 2)              | De Bruce Ward           | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1883 | Land at Goldsmith Avenue (South of No 32)        | De Bruce Ward           | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 1884 | Land at Goldsmith Avenue (East of No's 13 - 27)  | De Bruce Ward           | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 1888 | Land at Dowson Road (West of No 35)              | De Bruce Ward           | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1889 | Land at Gilberti Place (South of No 12)          | De Bruce Ward           | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 1890 | Land at Snowdon Grove (South of No 13)           | De Bruce Ward           | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1891 | Land at Hart Lane (South of No's 61 - 65)        | Victoria Ward           | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1892 | Land at Speeding Drive (East of No 5)            | De Bruce Ward           | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1893 | Land at Clifford Close (East of No's 16 - 22)    | De Bruce Ward           | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1895 | Land at Flint Walk (North of No 116)             | Jesmond Ward            | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1896 | Land at Ann Crooks Way (North West of No 5)      | Headland & Harbour Ward | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 1897 | Land at Hart Lane/ Serpentine Gardens            | Victoria Ward           | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1898 | Land at Trinity Street (South of No 2)           | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1899 | Land at Durham Street (Adjacent to No's 59 - 63) | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |

## 5.3 APPENDIX 2

|      |  |                         |      |   |  |                   |
|------|--|-------------------------|------|---|--|-------------------|
| 1901 | Land at Alness Grove (West of No's 1 - 35)             | Fens & Rossmere Ward    | 0.11 | Site is too small/ layout restricts development |  | Public Open Space |
| 1902 | Land at Newholm Court                                  | Seaton Ward             | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 1904 | Land at Powlett Road/ Easington Road                   | Jesmond Ward            | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1906 | Land at Brenda Road (East)                             | Seaton Ward             | 1.77 | Local Plan Tra11b Brenda Road safeguarding area | Not suitable due to the long thin strip in an industrial area. | Public Open Space |
| 1910 | Land at Springston Road (East of No 12)                | Rural West              | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1921 | Land at Eskdale Road                                   | Manor House Ward        | 0.09 | Site is too small/ layout restricts development |  | Public Open Space |
| 1922 | Land at Hillston Close (East of No's 22 - 23)          | Rural West              | 0.09 | Site is too small/ layout restricts development |  | Public Open Space |
| 1929 | Land at Nottingham Walk (Adjacent to No's 7 - 11)      | Burn Valley Ward        | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1930 | Land at Armadale Grove/ Airdrie Grove                  | Fens & Rossmere Ward    | 0.08 | Site is too small/ layout restricts development |  | Public Open Space |
| 1932 | Land at Owton Manor Lane (West of No 57)               | Fens & Rossmere Ward    | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1935 | Land at Kinterbury Close (West of No 28)               | Seaton Ward             | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1938 | Land at Motherwell Road (East of No 69)                | Manor House Ward        | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 1939 | Land at Burbank Street (South of the Community Centre) | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1942 | Land at Innes Road                                     | Fens & Rossmere Ward    | 0.32 | Site is too small/ layout restricts development |  | Public Open Space |
| 1943 | Land at Ivanhoe Crescent (West of No's 16 - 25)        | Manor House Ward        | 0.07 | Site is too small/ layout restricts development |  | Public Open Space |
| 1944 | Land at Inverness Road (Adj No's 33-65)                | Manor House Ward        | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 1945 | Land at Islay Grove (East of No's 1 - 4)               | Manor House Ward        | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 1946 | Land at Ibrox Grove                                    | Manor House Ward        | 0.09 | Site is too small/ layout restricts development |  | Public Open Space |
| 1947 | Land at Innes Road/ Inchcape Road                      | Manor House Ward        | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 1948 | Land at Alison Place (South of No 1)                   | Headland &              | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |

## 5.3 APPENDIX 2

|      |  | Harbour Ward            |      |  |  |                   |
|------|--|-------------------------|------|--|--|-------------------|
| 1949 | Land at Inch Grove (South of No 7)               | Manor House Ward        | 0.02 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1950 | Land at Holyrood Walk (South of No 18)           | Manor House Ward        | 0.01 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1951 | Land at Holyrood Walk (North of No 26)           | Manor House Ward        | 0.01 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1952 | Land at Hamilton Road (South)                    | Manor House Ward        | 0.01 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1953 | Land at Hamilton Road (North)                    | Manor House Ward        | 0.01 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1954 | Land at Catcote Road (East of No 306)            | Manor House Ward        | 0.01 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1955 | Land at South View                               | Hart Ward               | 0.03 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1956 | Land at Morison Gardens                          | Headland & Harbour Ward | 0.00 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1957 | Land at Torquay Avenue (North of No's 55 - 67)   | Fens & Rossmere Ward    | 0.09 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1958 | Land at Northgate                                | Headland & Harbour Ward | 0.09 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1959 | Land at Bruntoft Avenue (North of No 2)          | De Bruce Ward           | 0.02 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1962 | Land at Wesley Square                            | Victoria Ward           | 0.06 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1964 | Land at Hill View, Greatham                      | Rural West              | 0.58 | Thin landscaping strip which could not accommodate housing |  | Public Open Space |
| 1973 | Land at The Grove (South of No 9)                | Rural West              | 0.00 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1974 | Land at Beckston Close (Adjacent to No's 1 - 15) | Rural West              | 0.20 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1975 | Land at Moorston Close (South of No's 12 - 17)   | Rural West              | 0.10 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1976 | Land at St Davids Walk (Opposite No 38)          | Jesmond Ward            | 0.02 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1977 | Land at Throston Grange Lane (West of No 221)    | Jesmond Ward            | 0.08 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1987 | Land at Martindale Close, Elwick                 | Rural West              | 0.01 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1991 | Land at Byland Grove (West of No 5)              | Seaton Ward             | 0.03 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1992 | Land at Greenhow Grove (West of No 1)            | Seaton Ward             | 0.03 | Site is too small/ layout restricts development            |  | Public Open Space |
| 1993 | Land at Bransdale Grove (West of No 2)           | Seaton Ward             | 0.03 | Site is too small/ layout restricts development            |  | Public Open Space |

## 5.3 APPENDIX 2

|      |  |                         |      |   |  |                   |
|------|--|-------------------------|------|---|--|-------------------|
| 1994 | Land at Station Lane/ Bransdale Grove          | Seaton Ward             | 0.07 | Site is too small/ layout restricts development |  | Public Open Space |
| 1995 | Land at Danby Grove (East of No's 13 - 18)     | Seaton Ward             | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 1996 | Land at Brompton Walk (East of No 2)           | Seaton Ward             | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 1998 | Land at Lithgo Close (South of No 1 - 3)       | Seaton Ward             | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 1999 | Land at Chatham Road, West of Chatham House    | Jesmond Ward            | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 2000 | Land at Easington Road (West of the Saxon PH)  | Hart Ward               | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 2001 | Land at Barnard Grove (East of No 9)           | De Bruce Ward           | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 2002 | Land at King Oswy Drive/ Gibson Grove          | De Bruce Ward           | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 2005 | Land at Whitfield Drive (South of No 38)       | Foggy Furze Ward        | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 2007 | Land at Wilder Grove (Adjacent to No's 1 - 17) | Manor House Ward        | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 2008 | Land at Davison Drive (South of No 46)         | De Bruce Ward           | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 2010 | Land at Throston Lane Grange Lane              | Jesmond Ward            | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 2012 | Land at Hart Lane                              | Jesmond Ward            | 1.43 | Local Plan GN3e highway verge                   | Thin, planted and irregular levelled highway verge strip which could not accommodate housing | Public Open Space |
| 2014 | Land at Harlech Walk/ Flint Walk               | Jesmond Ward            | 0.09 | Site is too small/ layout restricts development |  | Public Open Space |
| 2015 | Land at Jutland Road (North of No 29)          | Seaton Ward             | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 2018 | Land at West View Road (East of No 131)        | Headland & Harbour Ward | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 2020 | Land at Newhaven Court                         | Headland & Harbour Ward | 0.09 | Site is too small/ layout restricts development |  | Public Open Space |
| 2022 | Land at Mill View (East of No 8)               | Hart Ward               | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 2023 | Land at Vollum Rise                            | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |



## 5.3 APPENDIX 2

|      |  |                         |      |   |  |                   |
|------|--|-------------------------|------|---|--|-------------------|
| 2026 | Land at Brierton Lane (West of No 236)                       | Manor House Ward        | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 2027 | Land at Seaton Lane (West of No 31)                          | Seaton Ward             | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 2029 | Land at Burn Road (South of Cromwell Street Business Park)   | Headland & Harbour Ward | 0.08 | Site is too small/ layout restricts development |  | Public Open Space |
| 2030 | Land at Warren Road (West of No 127)                         | De Bruce Ward           | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 2031 | Land at Speeding Drive (South of No 2)                       | De Bruce Ward           | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 2032 | Land at Durham Street  | Headland & Harbour Ward | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 2034 | Land at Kildale Grove (East of No 1)                         | Seaton Ward             | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 2035 | Land at Maxwell Road (between 11 - 29)                       | Manor House Ward        | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 2036 | Land at Maxwell Road (between 31 - 55)                       | Manor House Ward        | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 2037 | Land at Muir Grove (East of No 10)                           | Manor House Ward        | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 2041 | Land at Fordyce Road, North of No 8                          | Manor House Ward        | 0.15 | Site is too small/ layout restricts development |  | Public Open Space |
| 2045 | Land at Easington Road (East of Redwood Close)               | Hart Ward               | 0.25 | Site is too small/ layout restricts development |  | Public Open Space |
| 2059 | Land adjacent to 18 Fieldfare Road                           | Jesmond Ward            | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 2060 | Land at Middlegate (West of No 7 Middlegate)                 | Headland & Harbour Ward | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 2066 | Land at Tuson Walk (East of No's 4 - 11)                     | Victoria Ward           | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 2067 | Land at Mainsforth Terrace (Adjacent to Birotex Ltd - North) | Headland & Harbour Ward | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 2068 | Land at Benson Street & Bentley Street                       | Burn Valley Ward        | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 2069 | Land at Green Street (North of McDonalds)                    | Headland & Harbour Ward | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 2073 | Land at Lancaster Road (East of Lancaster Court)             | Jesmond Ward            | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 2074 | Land at Middleton Road (South of Focus)                      | Headland & Harbour Ward | 0.07 | Site is too small/ layout restricts development |  | Public Open Space |
| 2076 | Land at Radnor Grove (South of 65 Tredegar Walk)             | Jesmond Ward            | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |

## 5.3 APPENDIX 2

|      |  |                         |      |   |  |                   |
|------|--|-------------------------|------|---|--|-------------------|
| 2077 | Land at Radnor Grove (North of 5 Tredegar Walk)              | Jesmond Ward            | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 2078 | Land at Glamorgan Grove (North of 42 Tredegar Walk)          | Jesmond Ward            | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 2079 | Land at Radnor Grove (North of 16 Portmadoc Walk)            | Jesmond Ward            | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 2080 | Land at Radnor Grove (North of 10 Tredegar Walk)             | Jesmond Ward            | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 2082 | Beach at West View   | De Bruce Ward           | 2.97 | Site is too small/ layout restricts development |  | Public Open Space |
| 2083 | Land at Mainsforth Terrace (Adjacent to Birotex Ltd - South) | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 2085 | Land at Nuns Street  | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 2086 | Land at Throston Grange Lane (North of No 153)               | Hart Ward               | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 2087 | Land at Runciman Road (North of No's 9-35)                   | De Bruce Ward           | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 2089 | Land at West View Road (South East of Millenium Surgery)     | De Bruce Ward           | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 2090 | Land at Montgomery Grove (North of 4 Harlech Walk)           | Jesmond Ward            | 0.06 | Site is too small/ layout restricts development |  | Public Open Space |
| 2091 | Land at Mountbatten Close (South of Abdiel Court)            | Headland & Harbour Ward | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 2092 | Land at Millpool Close (East of No's 12-13)                  | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 2094 | Land at Croft Terrace (West of St. Andrews Church)           | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 2095 | Land at Northgate (East of No 176)                           | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 2098 | Land at Morrison Gardens (East of 4 Hazelwood Rise)          | Headland & Harbour Ward | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 2103 | Land at Earl Street (West of No 25)                          | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 2104 | Land at Glamorgan Grove (Land North of 11 Penarth Walk)      | Jesmond Ward            | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |

## 5.3 APPENDIX 2

|      |  |                         |      |   |  |                   |
|------|--|-------------------------|------|---|--|-------------------|
| 2105 | Land at Montague Street (South West of No's 2-32) (Garage Forecourt) | Headland & Harbour Ward | 0.03 | Site is too small/ layout restricts development |  | Public Open Space |
| 2109 | Land at St Hildas Chare (Rear of No 5-13)                            | Headland & Harbour Ward | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 2112 | Land at The Lanyard  | Headland & Harbour Ward | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 2113 | Land at Graythorp/ Tees Road   | Seaton Ward             | 0.13 | Site is too small/ layout restricts development |  | Public Open Space |
| 2114 | Land at Anglesey Grove (North of 23 Harlech Walk)                    | Jesmond Ward            | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 2116 | Land at Anglesey Grove (North of No 13 Conway Walk)                  | Jesmond Ward            | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 2117 | Land at Anglesey Grove (North of 36 Harlech Walk)                    | Jesmond Ward            | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 2118 | Land at Montgomery Grove (North of 8 Harlech Walk)                   | Jesmond Ward            | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 2120 | Land at Pembroke Grove (North of 10 Tenby Walk)                      | Jesmond Ward            | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 2122 | Land at Pembroke Grove (45 Conway Walk)                              | Jesmond Ward            | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 2123 | Land at Falmouth Grove (West of No 1)                                | Jesmond Ward            | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 2124 | Land at Anglesey Grove (South of No 123)                             | Jesmond Ward            | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 2125 | Land at Monmouth Grove (North of 23 Tenby Walk)                      | Jesmond Ward            | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 2126 | Land at Monmouth Grove (North of 9 Chepstow Walk)                    | Jesmond Ward            | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 2127 | Land at Pembroke Grove (North of 6 Tenby Walk)                       | Jesmond Ward            | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 2128 | Land at Monmouth Grove (North of 34 Tenby Walk)                      | Jesmond Ward            | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 2129 | Land at Anglesley Grove (Land South of 18 Conway Walk)               | Jesmond Ward            | 0.04 | Site is too small/ layout restricts development |  | Public Open Space |
| 2130 | Land at Monmouth Grove (North of 12 Chepstow Walk)                   | Jesmond Ward            | 0.05 | Site is too small/ layout restricts development |  | Public Open Space |
| 2131 | Land at Inchcape Road (North of No                                   | Manor House Ward        | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |

## 5.3 APPENDIX 2

|      |   |                         |      |   |  |                   |
|------|---|-------------------------|------|---|--|-------------------|
|      | 2)  |                         |      |   |  |                   |
| 2135 | Land at Atholl Grove (East of No 61)                            | Fens & Rossmere Ward    | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 2137 | Land at Hawthorn Walk (East of No 17)                           | Jesmond Ward            | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 2139 | Land at Magdeline Drive (South of Hart Primary School)          | Hart Ward               | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 2140 | Land at Portmadoc Walk (West of No 24)                          | Jesmond Ward            | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 2141 | Land at Throston Grange Lane (North of Throston Medical Centre) | Jesmond Ward            | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 2142 | Land at Chandlers Close   | Headland & Harbour Ward | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 2143 | Land at Rafton Drive (North East of No's 1-4)                   | Hart Ward               | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 2144 | Land at Northampton Walk (West of No 1)                         | Burn Valley Ward        | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 2145 | Land at Queensland Road (East of No 19)                         | Seaton Ward             | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 2146 | Land at Studley Road (East of No 4)                             | Foggy Furze Ward        | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 2148 | Land at Ardrossan Court   | Fens & Rossmere Ward    | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 2149 | Land at Burn Road (West of Household Waste Recycling Centre)    | Headland & Harbour Ward | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 2150 | Land at Northumberland Grove (North of 13 Northumberland Walk)  | Burn Valley Ward        | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 2151 | Land at Studley Road (North of No 60)                           | Foggy Furze Ward        | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 2152 | Land at Stockton Road (North of Lonsdale Court)                 | Burn Valley Ward        | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 2153 | Land at Jutland Road (North of No 70)                           | Seaton Ward             | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 2155 | Land at Hastings Place, (West of No's 2 - 8)                    | De Bruce Ward           | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 2156 | Land at Mainsforth Terrace (South East of Contract Supplies)    | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 2157 | Land at West View Road (East of                                 | Headland &              | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |

## 5.3 APPENDIX 2

|      |  |                         |      |   |                           |                   |
|------|--|-------------------------|------|---|---------------------------|-------------------|
|      | Admiral Court)   | Harbour Ward            |      |   |                           |                   |
| 2158 | Land at Cleveland Road (South East of Admiral Court)           | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |                           | Public Open Space |
| 2159 | Land at Falmouth Grove (North of No 6)                         | Jesmond Ward            | 0.01 | Site is too small/ layout restricts development |                           | Public Open Space |
| 2160 | Land at Shropshire Walk (South of No's 1-4)                    | Burn Valley Ward        | 0.04 | Site is too small/ layout restricts development |                           | Public Open Space |
| 2162 | Land at Lime Crescent (South of No 48)                         | Jesmond Ward            | 0.00 | Site is too small/ layout restricts development |                           | Public Open Space |
| 2164 | Land at Graythorp  | Seaton Ward             | 0.27 | Site is too small/ layout restricts development |                           | Public Open Space |
| 2165 | Land at Rossmere Way (East of No 2)                            | Fens & Rossmere Ward    | 0.01 | Site is too small/ layout restricts development |                           | Public Open Space |
| 2168 | Land at Elgin Road (South of No 13)                            | Manor House Ward        | 0.01 | Site is too small/ layout restricts development |                           | Public Open Space |
| 2169 | Land at Wynyard Road (East of Owton Rossmere Community Centre) | Manor House Ward        | 0.01 | Site is too small/ layout restricts development |                           | Public Open Space |
| 2170 | Land at Stockton Road (West of No 31)                          | Fens & Rossmere Ward    | 0.01 | Site is too small/ layout restricts development |                           | Public Open Space |
| 2172 | Land at Musgrave Walk (East of 3 Staindrop Street)             | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |                           | Public Open Space |
| 2173 | Land at Thomlinson Road (South West of Ullswater Road)         | Headland & Harbour Ward | 0.11 | Site is too small/ layout restricts development |                           | Public Open Space |
| 2174 | Land at Hazel Grove (East of No 22)                            | Jesmond Ward            | 0.02 | Site is too small/ layout restricts development |                           | Public Open Space |
| 2175 | Land at Whelly Hill Farm                                       | Hart Ward               | 1.71 | Site is too small/ layout restricts development | Thin strip adjoining A179 | Public Open Space |
| 2176 | Land at Oxford Street (North of No's 16-20)                    | Foggy Furze Ward        | 0.01 | Site is too small/ layout restricts development |                           | Public Open Space |
| 2177 | Land at Marina Way (North of Hartlepool Interchange)           | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |                           | Public Open Space |
| 2178 | Land at Lime Crescent (South of No 100)                        | Jesmond Ward            | 0.01 | Site is too small/ layout restricts development |                           | Public Open Space |
| 2184 | Land at Penarth Walk (North of 150 Flint Walk)                 | Jesmond Ward            | 0.00 | Site is too small/ layout restricts development |                           | Public Open Space |
| 2186 | Land at Masefield Road (South of No 54)                        | Manor House Ward        | 0.00 | Site is too small/ layout restricts development |                           | Public Open Space |
| 2189 | Land at Montague Street (North of 5 Broadfield Road)           | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development |                           | Public Open Space |

## 5.3 APPENDIX 2

|      |  |                      |      |   |  |                   |
|------|--|----------------------|------|---|--|-------------------|
| 2190 | Land at Drayton Road (East of No 31)                         | Manor House Ward     | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 2193 | Land at Brierton Lane (West of of No 242)                    | Manor House Ward     | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 2194 | Land at Fraser Grove (South East of No's 38-48)              | Manor House Ward     | 0.01 | Site is too small/ layout restricts development |  | Public Open Space |
| 2198 | Land at Elphin Walk (South of Nos 11-19)                     | Manor House Ward     | 0.09 | Site is too small/ layout restricts development |  | Public Open Space |
| 2200 | Land at Ridlington Way (West of No 43)                       | De Bruce Ward        | 0.02 | Site is too small/ layout restricts development |  | Public Open Space |
| 2201 | Land at Owton Manor Lane/ Catcote Road                       | Manor House Ward     | 0.01 | Site is too small/ layout restricts development | To be used as part of a road widening scheme | Public Open Space |
| 2215 | Land at Roker Street, South West of the Gemini Centre        | Victoria Ward        | 0.00 | Site is too small/ layout restricts development |  | Public Open Space |
| 2229 | Land at Meadowsweet Road                                     | Hart Ward            | 0.11 | Site is too small/ layout restricts development |  | Public Open Space |
| 2235 | Land at Goshawk Road   | Hart Ward            | 0.08 | Site is too small/ layout restricts development |  | Public Open Space |
| 2238 | Land at The Cliff, Seaton Carew (North of The Paddling Pool) | Seaton Ward          | 0.30 | Site is too small/ layout restricts development |  | Public Open Space |
| 0050 | Land at Park Square  | Victoria Ward        | 0.31 | Site is too small/ layout restricts development |  | Public Open Space |
| 246  | Land at Eaglesfield Road/ Fraser Court                       | Manor House Ward     | 0.34 | Site below size limit for SHLAA                 | Potential for small scale development        | Public Open Space |
| 186  | Land at Parklands/ Auckland Way                              | Rural West           | 0.33 | Site below size limit for SHLAA                 | Potential for small scale development        | Public Open Space |
| 221  | Land at Throston Grange Lane (North of No 220)               | Jesmond Ward         | 0.26 | Site below size limit for SHLAA                 | Potential for small scale development        | Public Open Space |
| 2004 | Land at Rossmere Way (Adjacent to Sure Start South)          | Fens & Rossmere Ward | 0.26 | Site below size limit for SHLAA                 | Potential for small scale development        | Public Open Space |
| 1293 | Land at West View Road (West of No 306)                      | De Bruce Ward        | 0.21 | Site below size limit for SHLAA                 | Potential for small scale development        | Public Open Space |
| 174  | Land at Hirdman Grove (East of No 10)                        | De Bruce Ward        | 0.21 | Site below size limit for SHLAA                 | Potential for small scale                    | Public Open Space |

## 5.3 APPENDIX 2

|      |  |                         |      |                                 |                                       |                                 |
|------|--|-------------------------|------|---------------------------------|---------------------------------------|---------------------------------|
|      |  |                         |      |                                 | development                           |                                 |
| 1174 | Land at West View Road (Between No's 186 - 212)      | De Bruce Ward           | 0.18 | Site below size limit for SHLAA | Potential for small scale development | Public Open Space               |
| 607  | Land at Springston Road (South East of No's 33 - 35) | Rural West              | 0.18 | Site below size limit for SHLAA | Potential for small scale development | Public Open Space               |
| 1558 | Land at Blackwood Close (West of No 12)              | Hart Ward               | 0.15 | Site below size limit for SHLAA | Potential for small scale development | Public Open Space               |
| 871  | Land at Beaully Grove (South West of No 10)          | Fens & Rossmere Ward    | 0.14 | Site below size limit for SHLAA | Potential for small scale development | Public Open Space               |
| 1099 | Land at Voltigeur Drive, Hart Village                | Hart Ward               | 0.11 | Site below size limit for SHLAA | Potential for small scale development | Public Open Space               |
| 1918 | Interchange Car Park                                 | Headland & Harbour Ward | 0.35 | Town centre car park            | Revenue producing                     | Public pay and display car aprk |
| 2276 | Interchange Car Park (Leased In)                     | Headland & Harbour Ward | 0.22 | Town centre car park            | Revenue producing                     | Public pay and display car aprk |
| 0302 | Shopping Centre Car Park (West)                      | Victoria Ward           | 0.93 | Town centre car park            | Revenue producing                     | Public pay and display car park |
| 0303 | Roker Street Car Park                                | Victoria Ward           | 0.21 | Town centre car park            | Revenue producing                     | Public pay and display car park |
| 0304 | Waldon Street Car Park                               | Victoria Ward           | 0.84 | Town centre car park            | Revenue producing                     | Public pay and display car park |
| 0305 | Middleton Grange Car Park (East)                     | Victoria Ward           | 0.47 | Town centre car park            | Revenue producing                     | Public pay and display car park |
| 0306 | Middleton Grange Multi Storey Car Park               | Victoria Ward           | 0.76 | Town centre car park            | Revenue producing                     | Public pay and display car park |
| 0307 | Eden Street Car Park                                 | Burn Valley Ward        | 0.31 | Town centre car park            | Revenue producing                     | Public pay and display car park |
| 0309 | Avenue Road/ South Road Car Park                     | Victoria Ward           | 0.15 | Town centre car park            | Revenue producing                     | Public pay and display car park |
| 0655 | Dover Street Car Park                                | Headland & Harbour Ward | 0.39 | Town centre car park            | Revenue producing                     | Public pay and display car park |
| 0959 | Mill House Car Parks, Rium Terrace                   | Victoria Ward           | 0.30 | Town centre car park            | Revenue producing                     | Public pay and display car park |

## 5.3 APPENDIX 2

|      |   |                         |       |   |                             |                              |
|------|---|-------------------------|-------|---|-----------------------------|------------------------------|
| 0053 | Burn Valley Gardens Toilets                                   | Burn Valley Ward        | 0.01  | Site is too small/ layout restricts development | Part of park                | Public Toilets               |
| 0505 | Hartlepool Maritime Experience (HME) - Public Toilets         | Headland & Harbour Ward | 0.01  | Part of HME                                     |                             | Public Toilets               |
| 0669 | Seaton Carew Bus Station Toilets                              | Seaton Ward             | 0.00  | Site is too small/ layout restricts development |                             | Public Toilets               |
| 2053 | Middlegate Toilets  | Headland & Harbour Ward | 0.01  | Site is too small/ layout restricts development |                             | Public Toilets               |
| 2053 | Lighthouse Toilets, Bath Terrace                              | Headland & Harbour Ward | 0.01  | Site is too small/ layout restricts development |                             | Public Toilets               |
| 0048 | Rossmere Park Toilets   | Fens & Rossmere Ward    | 0.01  | Site is too small/ layout restricts development |                             | Public Toilets               |
| 0058 | Town Moor Recreation Ground - Spectators Area                 | Headland & Harbour Ward | 0.73  | Site is too small/ layout restricts development | Part of Town Moor           | Recreation                   |
| 0058 | Town Moor Recreation Ground                                   | Headland & Harbour Ward | 4.06  | In use as recreation ground                     |                             | Recreation                   |
| 0055 | King George V Recreation Ground                               | De Bruce Ward           | 2.67  | Disposal Restrictions, required for recreation  |                             | Recreation Ground            |
| 0056 | Rift House Recreation Ground, Waverley Terrace                | Foggy Furze Ward        | 11.16 | Let on lease                                    |                             | Recreation Ground            |
| 0057 | Grayfields Recreation Ground                                  | Jesmond Ward            | 12.14 | Disposal Restrictions, required for recreation  |                             | Recreation Ground            |
| 0059 | Dodds Field, Grosmont Road                                    | Seaton Ward             | 2.90  | Required for recreation                         |                             | Recreation Ground            |
| 0060 | Rossmere Recreation Ground                                    | Fens & Rossmere Ward    | 3.47  | Required for recreation                         |                             | Recreation Ground            |
| 0055 | King George V Recreation Ground - Skate Park                  | De Bruce Ward           | 0.07  | Disposal Restrictions, required for recreation  |                             | Recreation Skateboard Park   |
| 1094 | Rossmere Youth Centre - Skateboard Park                       | Fens & Rossmere Ward    | 0.09  | Site is too small/ layout restricts development |                             | Recreation Skateboard Park   |
| 1778 | Mill House Skateboard Park                                    | Victoria Ward           | 0.08  | Site is too small/ layout restricts development |                             | Recreation Skateboard Park   |
| 0093 | Household Waste Recycling Centre, Burn Road                   | Headland & Harbour Ward | 1.08  | In use for recycling centre, in industrial area |                             | Recycling centre             |
| 0505 | Hartlepool Maritime Experience (HME) - Portofino's Restaurant | Headland & Harbour Ward | 0.02  | Upper floor of building only                    | Investment Asset            | Restaurant                   |
| 1915 | Grayfields - WHTDSOBRUFC Clubhouse                            | Jesmond Ward            | 0.19  | Site too small                                  | Investment Asset Leased out | Rugby clubhouse and car park |
| 2049 | Salt Barn - Developed Areas                                   | Seaton Ward             | 0.20  | In use for Salt storage                         | Operational asset           | salt store                   |
| 2049 | Salt Barn - Undeveloped Areas                                 | Seaton Ward             | 0.40  | Industrial area                                 |                             | salt store                   |



## 5.3 APPENDIX 2

|      |   |                         |      |   |   |                             |
|------|---|-------------------------|------|---|---|-----------------------------|
| 0142 | Land at Brierton Lane (Scouts, Ground Lease)                      | Foggy Furze Ward        | 0.39 | Let on long lease                               |   | Scout HQ                    |
| 0524 | Land at Northgate (Ground Lease)                                  | Headland & Harbour Ward | 0.03 | Let on long lease                               |   | Shop                        |
| 0336 | Middleton Grange Shopping Centre - Unit 120                       | Victoria Ward           | 0.01 | Leased in and sublet                            |   | Shop Mobility               |
| 0336 | Middleton Grange Shopping Centre                                  | Victoria Ward           | 4.78 | Fully developed - shopping centre               | Investment asset and part operational                 | Shopping centre and offices |
| 0384 | Headland Sports Hall  | Headland & Harbour Ward | 0.11 | Modern sports centre                            |   | Sports centre               |
| 0441 | Former Brierton School Site - Sports Centre                       | Manor House Ward        | 0.21 | Modern sports centre                            |   | Sports centre               |
| 0064 | Mill House Leisure Centre   | Victoria Ward           | 0.45 | HBC are utilising this site for another use     |   | Sports centre and pool      |
| 0690 | Land at Elizabeth Way (Ground Lease)                              | Seaton Ward             | 7.27 | In use for sport, let on long lease             |   | Sports Field and club       |
| 0087 | Civic Centre - Parking Area                                       | Victoria Ward           | 0.38 | In use as staff car park                        |   | Staff Car Park              |
| 0087 | Civic Centre - Access & Parking Areas                             | Victoria Ward           | 0.38 | In use as staff car park                        |   | Staff Car Park              |
| 0493 | Hartlepool Centre for Independent Living (CIL) - Undeveloped Land | Headland & Harbour Ward | 0.09 | Site is too small/ layout restricts development | May be redeveloped for supported living accommodation | Staff Car Park              |
| 0053 | Burn Valley Gardens - Old Coach House & Storage Compound          | Burn Valley Ward        | 0.10 | Site is too small/ layout restricts development |   | Storage                     |
| 2285 | West View Cemetery - Disused Chapel                               | De Bruce Ward           | 0.02 | Site is too small/ layout restricts development |   | Storage                     |
| 0314 | Substation - Jesmond Road   | Victoria Ward           | 0.00 | Site is too small/ layout restricts development | Leased out  | Substations                 |
| 0686 | The Fens Ejector House, Hart                                      | Hart Ward               | 0.00 | Site is too small/ layout restricts development | Leased out  | Substations                 |
| 0731 | Substation - Whitby Street  | Headland & Harbour Ward | 0.00 | Site is too small/ layout restricts development | Leased out  | Substations                 |
| 0772 | Substation - Catherine Road                                       | Headland & Harbour Ward | 0.01 | Site is too small/ layout restricts development | Leased out  | Substations                 |
| 0861 | Substation - Somersby Close                                       | Headland & Harbour Ward | 0.00 | Site is too small/ layout restricts development | Leased out  | Substations                 |
| 0867 | Substation - Stockton Road  | Seaton Ward             | 0.02 | Site is too small/ layout restricts development | Leased out  | Substations                 |
| 0876 | Substation - Brechin Grove  | Fens & Rossmere         | 0.01 | Site is too small/ layout restricts development | Leased out  | Substations                 |

## 5.3 APPENDIX 2

|      |   | Ward                 |      |   |            |             |
|------|---|----------------------|------|---|------------|-------------|
| 0877 | Substation - Aberdeen Road                                    | Fens & Rossmere Ward | 0.01 | Site is too small/ layout restricts development | Leased out | Substations |
| 0922 | Substation - Burn Valley Gardens, Colwyn Road                 | Burn Valley Ward     | 0.00 | Site is too small/ layout restricts development | Leased out | Substations |
| 0932 | Substation - Davison Drive (Adjacent to No 24)                | De Bruce Ward        | 0.03 | Site is too small/ layout restricts development | Leased out | Substations |
| 0933 | Substation - Horsley Place                                    | De Bruce Ward        | 0.01 | Site is too small/ layout restricts development | Leased out | Substations |
| 0939 | Substation - Briar Walk                                       | Victoria Ward        | 0.00 | Site is too small/ layout restricts development | Leased out | Substations |
| 0948 | Substation - Shrewsbury Street                                | Burn Valley Ward     | 0.00 | Site is too small/ layout restricts development | Leased out | Substations |
| 0949 | Substation - Heathfield Drive/ Waverley Terrace               | Foggy Furze Ward     | 0.01 | Site is too small/ layout restricts development | Leased out | Substations |
| 0958 | Substation - Dundee Road                                      | Fens & Rossmere Ward | 0.02 | Site is too small/ layout restricts development | Leased out | Substations |
| 0966 | Substation - Monmouth Grove                                   | Jesmond Ward         | 0.00 | Site is too small/ layout restricts development | Leased out | Substations |
| 1139 | Substation - Ward Jackson Park                                | Rural West           | 0.01 | Site is too small/ layout restricts development | Leased out | Substations |
| 1177 | Substation - King George V Recreation Ground, Arkley Crescent | De Bruce Ward        | 0.01 | Site is too small/ layout restricts development | Leased out | Substations |
| 1226 | Substation - Pine Grove                                       | Jesmond Ward         | 0.00 | Site is too small/ layout restricts development | Leased out | Substations |
| 1228 | Substation - Lime Crescent                                    | Jesmond Ward         | 0.00 | Site is too small/ layout restricts development | Leased out | Substations |
| 1229 | Substation - Challoner Road                                   | Jesmond Ward         | 0.00 | Site is too small/ layout restricts development | Leased out | Substations |
| 1241 | Substation - Davison Drive (Adjacent to No 46)                | De Bruce Ward        | 0.01 | Site is too small/ layout restricts development | Leased out | Substations |
| 1242 | Substation - Grayfields                                       | Jesmond Ward         | 0.00 | Site is too small/ layout restricts development | Leased out | Substations |
| 1315 | Substation - Dalkeith Road                                    | Manor House Ward     | 0.02 | Site is too small/ layout restricts development | Leased out | Substations |
| 1355 | Substation - Farnell Close                                    | Manor House Ward     | 0.01 | Site is too small/ layout restricts development | Leased out | Substations |
| 1356 | Substation - Owton Manor Lane                                 | Fens & Rossmere Ward | 0.01 | Site is too small/ layout restricts development | Leased out | Substations |
| 1390 | Substation - Owton Manor Lane/ Kirriemuir Road                | Manor House Ward     | 0.00 | Site is too small/ layout restricts development | Leased out | Substations |
| 1394 | Substation - Maxwell Road                                     | Manor House Ward     | 0.01 | Site is too small/ layout restricts development | Leased out | Substations |
| 1403 | Substation - Eskdale Road                                     | Manor House Ward     | 0.00 | Site is too small/ layout restricts development | Leased out | Substations |
| 1422 | Substation - Sinclair Road (North of No 54)                   | Manor House Ward     | 0.00 | Site is too small/ layout restricts development | Leased out | Substations |
| 1423 | Substation - Sinclair Road                                    | Manor House Ward     | 0.00 | Site is too small/ layout restricts development | Leased out | Substations |

## 5.3 APPENDIX 2

|      |  |                         |      |   |            |             |
|------|--|-------------------------|------|---|------------|-------------|
| 1469 | Substation - Masefield Road (Rear of Thackeray Road) | Manor House Ward        | 0.08 | Site is too small/ layout restricts development | Leased out | Substations |
| 1470 | Substation - Caxton Grove                            | Manor House Ward        | 0.01 | Site is too small/ layout restricts development | Leased out | Substations |
| 1527 | Substation - Frederic Street                         | Headland & Harbour Ward | 0.00 | Site is too small/ layout restricts development | Leased out | Substations |
| 1553 | Substation - Walpole Road                            | Manor House Ward        | 0.01 | Site is too small/ layout restricts development | Leased out | Substations |
| 1562 | Substation - Elmwood Road                            | Jesmond Ward            | 0.02 | Site is too small/ layout restricts development | Leased out | Substations |
| 1595 | Substation - Scott Grove                             | Manor House Ward        | 0.00 | Site is too small/ layout restricts development | Leased out | Substations |
| 1598 | Substation - Dryden Road                             | Manor House Ward        | 0.00 | Site is too small/ layout restricts development | Leased out | Substations |
| 1650 | Substation - Wells Street                            | Headland & Harbour Ward | 0.00 | Site is too small/ layout restricts development | Leased out | Substations |
| 1702 | Substation - Macrae Road                             | Manor House Ward        | 0.01 | Site is too small/ layout restricts development | Leased out | Substations |
| 1715 | Substation - Owton Manor Lane/ Claymore Road         | Fens & Rossmere Ward    | 0.01 | Site is too small/ layout restricts development | Leased out | Substations |
| 1717 | Substation - Sir William Gray House, Museum Road     | Victoria Ward           | 0.01 | Site is too small/ layout restricts development | Leased out | Substations |
| 1733 | Substation - Manor School, Owton Manor Lane          | Manor House Ward        | 0.00 | Site is too small/ layout restricts development | Leased out | Substations |
| 1759 | Substation - Lindsay Road                            | Manor House Ward        | 0.01 | Site is too small/ layout restricts development | Leased out | Substations |
| 1769 | Substation - Ocean Road                              | De Bruce Ward           | 0.02 | Site is too small/ layout restricts development | Leased out | Substations |
| 1770 | Substation - Oxford Road                             | Foggy Furze Ward        | 0.02 | Site is too small/ layout restricts development | Leased out | Substations |
| 1873 | Substation - Radnor Grove                            | Jesmond Ward            | 0.00 | Site is too small/ layout restricts development | Leased out | Substations |
| 1877 | Substation - King Oswy Drive/ Fulthorpe Avenue       | De Bruce Ward           | 0.01 | Site is too small/ layout restricts development | Leased out | Substations |
| 1882 | Substation - Goldsmith Avenue                        | De Bruce Ward           | 0.01 | Site is too small/ layout restricts development | Leased out | Substations |
| 1886 | Substation - Tempest Road                            | De Bruce Ward           | 0.01 | Site is too small/ layout restricts development | Leased out | Substations |
| 1887 | Substation - Whitrout Road                           | De Bruce Ward           | 0.00 | Site is too small/ layout restricts development | Leased out | Substations |
| 1900 | Substation - Rafton Drive                            | Hart Ward               | 0.01 | Site is too small/ layout restricts development | Leased out | Substations |
| 1912 | Substation - Tweed Walk                              | Victoria Ward           | 0.00 | Site is too small/ layout restricts development | Leased out | Substations |
| 1914 | Substation - Torquay Avenue                          | Fens & Rossmere Ward    | 0.02 | Site is too small/ layout restricts development | Leased out | Substations |
| 1917 | Substation - Brougham Terrace                        | Victoria Ward           | 0.00 | Site is too small/ layout restricts development | Leased out | Substations |
| 1931 | Substation - Villers Street                          | Victoria Ward           | 0.01 | Site is too small/ layout restricts development | Leased out | Substations |
| 1979 | Substation - Tofts Road West                         | Seaton Ward             | 0.00 | Site is too small/ layout restricts development | Leased out | Substations |
| 1980 | Substation - Seaton Lane (Consumer                   | Seaton Ward             | 0.00 | Site is too small/ layout restricts development | Leased out | Substations |

## 5.3 APPENDIX 2

|      | Sub Station)   |                            |      |   |   |                  |
|------|--|----------------------------|------|---|---|------------------|
| 1982 | Substation - Penarth Walk/<br>Montgomery Walk          | Jesmond Ward               | 0.00 | Site is too small/ layout restricts development | Leased out                              | Substations      |
| 1983 | Substation - Mill House Leisure<br>Centre              | Victoria Ward              | 0.00 | Site is too small/ layout restricts development | Leased out                              | Substations      |
| 1984 | Substation - Mountbatten Close                         | Headland &<br>Harbour Ward | 0.00 | Site is too small/ layout restricts development | Leased out                              | Substations      |
| 1985 | Substation - Coronation Drive                          | Seaton Ward                | 0.00 | Site is too small/ layout restricts development | Leased out                              | Substations      |
| 1986 | Substation - Corporation Road                          | Headland &<br>Harbour Ward | 0.00 | Site is too small/ layout restricts development | Leased out                              | Substations      |
| 1988 | Substation - Compton Road                              | Manor House Ward           | 0.00 | Site is too small/ layout restricts development | Leased out                              | Substations      |
| 2013 | Substation - Alliance Street                           | Headland &<br>Harbour Ward | 0.00 | Site is too small/ layout restricts development | Leased out                              | Substations      |
| 2061 | Substation û St Mary/Es Court,<br>Northgate            | Headland &<br>Harbour Ward | 0.00 | Site is too small/ layout restricts development | Leased out                              | Substations      |
| 2110 | Substation - Bedford Street                            | Headland &<br>Harbour Ward | 0.01 | Site is too small/ layout restricts development | Leased out                              | Substations      |
| 2163 | Substation - Jutland Road (East of 8<br>Lealholm Road) | Seaton Ward                | 0.01 | Site is too small/ layout restricts development | Leased out                              | Substations      |
| 2166 | Substation - Duncan Road                               | Manor House Ward           | 0.00 | Site is too small/ layout restricts development | Leased out                              | Substations      |
| 1314 | Chatham House, Chatham Road<br>(Sure Start)            | Jesmond Ward               | 0.05 | In use for Sure Start                           |   | Surestart centre |
| 1925 | Sure Start North, Miers Avenue                         | De Bruce Ward              | 0.05 | Site is too small/ layout restricts development |   | Surestart centre |
| 1121 | Sure Start South, Rossmere Way                         | Fens & Rossmere<br>Ward    | 0.25 | In use for Sure Start                           | Operational<br>asset                    | Surestart centre |
| 1176 | Sure Start North, Hindpool Close                       | Headland &<br>Harbour Ward | 0.27 | In use for Sure Start                           | Operational<br>asset                    | Surestart centre |
| 2052 | Market Hotel, Lynn Street                              | Headland &<br>Harbour Ward | 0.02 | Site is too small/ layout restricts development | Listed Building                         | Surplus          |
| 2057 | Morison Hall, Church Close                             | Headland &<br>Harbour Ward | 0.07 | Sale and Residential conversion progressing     |   | Surplus          |
| 1963 | Land at Greatham                                       | Rural West                 | 0.06 | Site is too small/ layout restricts development |   | Surplus          |
| 0072 | Land at Eldon Grove (Former Sports<br>Centre)          | Burn Valley Ward           | 0.36 | Let on long lease                               |   | Tennis club      |
| 0063 | Town Hall  | Victoria Ward              | 0.23 | Listed building in use as theatre               | Operational<br>asset Listed<br>building | Theatre          |

## 5.3 APPENDIX 2

|      |   |                         |      |   |   |                 |
|------|---|-------------------------|------|---|---|-----------------|
| 0515 | Victory Square, Victoria Road                             | Victoria Ward           | 0.58 | Current use restricts development potential             | Victory Square  | town square     |
| 0669 | Seaton Carew Bus Station Kiosks                           | Seaton Ward             | 0.01 | Site is too small/ layout restricts development         |   | Vacant          |
| 0468 | Seaton Carew Community Centre                             | Seaton Ward             | 0.84 | Already progressing                                     |   | Vacant          |
| 0048 | Rossmere Park Cafe, Rossmere Way                          | Fens & Rossmere Ward    | 0.01 | Site is too small/ layout restricts development         | Vacant but let anticipated                              | Vacant          |
| 0441 | Former Brierton School Site - Upper School                | Manor House Ward        | 3.14 | Already progressing                                     |   | Vacant          |
| 0487 | Land at Burbank Street (Former Lynn Street ATC)           | Headland & Harbour Ward | 0.36 | Already progressing                                     |   | Vacant          |
| 1661 | Land at King Oswy Drive (Ex Henry Smith's School)         | De Bruce Ward           | 2.56 | Already progressing                                     |   | Vacant          |
| 1082 | Land at Graythorp   | Seaton Ward             | 0.35 | Too Close to industry                                   |   | vacant          |
| 2264 | Land at Brenda Road (Land North of Grazing Area)          | Seaton Ward             | 0.28 | Too Close to industry                                   |   | vacant          |
| 0052 | Ward Jackson Park Lodge                                   | Rural West              | 0.04 | Site is too small/ layout restricts development         | House   | Vacant house    |
| 2046 | Seaton Caretakers House                                   | Seaton Ward             | 0.08 | Already progressing                                     | Part of larger site                                     | Vacant house    |
| 0392 | Land at Dickens Grove/ Spenser Grove (Village Green)      | Foggy Furze Ward        | 0.18 | Current use restricts development potential             | Village green status - cannot be developed              | Village Green   |
| 0171 | Summerhill - Visitors Centre                              | Manor House Ward        | 0.06 | Site is too small/ layout restricts development         | Operational asset                                       | Visitors Centre |
| 0499 | Hart to Haswell Walkway                                   | Hart Ward               | 9.71 | Use as walkway/cycle path                               |   | Walkway         |
| 1094 | Rossmere Youth Centre                                     | Fens & Rossmere Ward    | 0.32 | In use for youth centre                                 | Operational asset                                       | Youth Centre    |
| 1756 | Grayfields - Boys Welfare Club                            | Jesmond Ward            | 0.25 | Leased in youth centre                                  |   | Youth centre    |
| 0190 | Land at Dalton Piercy (Rear of North View) (Ground Lease) | Rural West              | 0.14 | Let on long lease, too small to be considered for SHLAA | Let on long lease, too small to be considered for SHLAA |                 |

# FINANCE AND POLICY COMMITTEE

31 January 2014



**Report of:** Assistant Chief Executive and Director of Regeneration and Neighbourhoods

**Subject:** FUTURE DELIVERY OF THE COUNCIL'S SUPERNUMERARY APPRENTICESHIP PROGRAMME

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key Decision.

## 2. PURPOSE OF REPORT

To request that Finance and Policy Committee determines the future delivery of the Council's Supernumerary Apprenticeship programme and the pay and terms and conditions for apprentices.

## 3. BACKGROUND

- 3.1 As a consequence of the Government grant cuts and resulting budget reductions in 2011/12, the capacity of the Council to recruit and manage directly employed apprentices reduced significantly, resulting in alternative delivery methods being explored.
- 3.2 On the 29<sup>th</sup> July 2011 the joint Portfolio Holders for Regeneration & Economic Development and Performance agreed to a single year partnership arrangement between the Council and Hartlepool College of Further Education (HCFE) whereby HCFE became an Apprenticeship Training Agency for supernumerary Council apprentices.
- 3.3 On the 10<sup>th</sup> February 2012 the joint Portfolio Holders for Regeneration & Economic Development and Performance approved the continuation of the above arrangements for a further year.
- 3.4 On the 27<sup>th</sup> March 2013, the Portfolio Holder for Finance and Corporate Services agreed to the continuation of the Apprenticeship Partnership arrangement with HCFE until 31<sup>st</sup> August 2014. The Portfolio holder also requested that potential future procurement options for the provision of an apprenticeship programme for the Council after this date be explored, to ensure best value was achieved.

- 3.5 Under the partnership arrangement, HCFE acts as an Apprenticeship Training Agency (ATA) and employs the apprentices and places them within the Council as a host employer. The Council reimburses the college for the direct costs (i.e. pay) of employing the supernumerary apprentices. HCFE are responsible for funding all other costs including all training and associated costs.
- 3.6 HCFE also acts as the training provider and delivers the qualification elements of the various apprenticeship frameworks. This includes:
- Knowledge qualification
  - Competence qualification (NVQ)
  - Functional Skills
  - Personal Learning and Thinking Skills
  - Employer rights and responsibilities
- 3.7 As the training provider HCFE can access funding from the Skills Funding Agency (SFA) to support the delivery of the qualification. HCFE also source and manage any apprenticeship frameworks they cannot deliver at no additional cost to the Council.
- 3.8 The amount of funding accessed per apprentice varies as is it dependent upon the age of the apprentice. Apprentices aged between 16 to 18 are fully funded. Apprentices aged between 19 and 24 receive 50% funding and the remaining 50% is expected to be paid by the employer. Apprentices aged 24+ are not eligible for any funding and are expected to obtain a 24+ loan to pay 50% towards the costs with the employer paying the remaining 50%.
- 3.9 To date, as part of the apprenticeship partnership arrangement, HCFE college has absorbed all qualification costs regardless of the age related funding they have accessed via the SFA therefore the Council has not had to make any financial contribution to the training costs.
- 3.10 All HCFE apprentices placed with the Council have access to the college's welfare and pastoral arrangements, which includes additional learning support and counseling etc. In addition to the above, HCFE also offers a free mentoring programme to HBC supervisors to enable them to support their apprentices.
- 3.11 During the 3 years the partnership arrangement has been in place with HCFE, a great deal of work has been undertaken by the college and the Apprenticeship Working Group of officers on behalf of the Council to build effective working relationships, develop and embed policies and procedures and maximise resources to ensure the partnership arrangement is delivered to an exceptionally high standard. The net effect of this is that the input from departments in managing apprentices has been much reduced aligned to reductions in resources which the authority has implemented.
- 3.12 The only costs associated with the partnership arrangement are the apprentice's salary costs (plus oncosts and travel costs) which are based on

the national apprentice/minimum wage set by the Government on an annual basis as detailed in Appendix 1.

- 3.13 The HCFE conditions of service for apprentices are limited to the statutory minimum in some regards for example apprentices receive 20 days annual leave (plus 8 public and bank holidays) and are entitled to statutory sick pay (SSP - currently £86.70 per week) providing they earn at least £109 per week (as this is the threshold where national insurance contributions start to be made). There is no entitlement to SSP if apprentices earn less than £109 per week. However HCFE have indicated that they would be willing to consider improving pay, sickness and leave entitlement providing the Council bears any increase in costs. Apprentices also are given the opportunity to join the Local Government Pension Fund.
- 3.14 Under the partnership agreement with HCFE, 31 apprentices are based in the Council and are funded from Council on-going budgets, 16 apprentices are based in the Council and funded from Council one-off budgets/external budgets for a single year via Economic Regeneration and 5 are based in, and funded by, schools as detailed in Appendix 2.
- 3.15 At its meeting on the 19 September 2013, Finance and Policy Committee established 3 additional 'one-off' apprenticeship opportunities (for two years, the options provided to committee provided for either 1 or 2 year apprenticeships with the recommendation being 2 years which was agreed by the committee), ring fenced in the first instance for young people who have chosen to stay in care or care leavers to be funded by the virement of the uncommitted £44,622 balance on the ring fenced redeployment reserve into an apprenticeship reserve which will be released over a two year period. At its meeting on the 19 December 2013 Finance and Policy Committee established 2 additional apprenticeship opportunities for young people who have chosen to stay in care or care leavers funded from temporary employers' pension contribution saving in 2014/15 in relation to the Chief Executive's post of £30,000. Whilst the additional apprenticeships will increase the total number of apprentices wholly funded from Council budgets they are not included in this report as they are funded from 'one-off' resources.
- 3.16 In addition to the arrangement with HCFE for delivery of the supernumerary Council apprentices the Council uses the Adult Education service in the first instance to meet any NVQ requirements for existing employees who are also undertaking their own duties and continue to be paid in accordance with their contract of employment.
- 3.17 Adult Education is currently capable of delivering the Business Administration and Customer Services apprenticeship frameworks which are included in Appendix 2. In addition they are also able to deliver Health and Social Care, Early Years, Support Teaching and Learning, Hospitality and Catering and Environmental although these frameworks have not been previously utilised in the Council. However Adult Education are not currently able to deliver the remainder of the frameworks detailed in Appendix 2. In light of the recent transfer of Adult Education to the Regeneration and Neighbourhoods



Department, the Director has indicated that she would require a year of being responsible for Adult Education in order to consider its future direction, including whether it is appropriate for them to be able to deliver the training aspects of the Council's supernumerary apprentice provision.

- 3.18 Prior to the partnership arrangement with HCFE, the Council previously employed apprentices directly and paid them in accordance with a job evaluated rate of pay following guidance by the LGE regarding all aspects of employing apprentices (Appendix 3) and in particular in respect to age discrimination and pay.
- 3.19 A summary of the job evaluated pay bands for apprentices previously applied is detailed in Appendix 4.
- 3.20 When the employment of the apprentices transferred to HCFE in 2011 the number of apprenticeship opportunities increased from 6 to 22 as a result of paying apprentice rates rather than the evaluated rates.
- 3.21 The current arrangements mean that:
- The Council provides 31 ongoing apprenticeship opportunities which are being delivered within a cash limited budget of £211,000, 5 'one-off' apprenticeship opportunities which are being delivered from 'one-off' savings, 16 apprentices are based in the Council and funded from Council one-off budgets/external budgets for a single year via Economic Regeneration and 5 are based in, and funded by, schools
  - The number of apprenticeship opportunities is maximised,
  - HCFE act as the ATA
  - HCFE take the lead on all employee related matters which is beneficial to the Council (in terms of reduced officer input) and the apprentices ( as HCFE can provide them with alternative opportunities if the placement does not work out with to the Council)

#### **4. FUTURE DELIVERY OF APPRENTICESHIP PROGRAMME**

- 4.1 As indicated in 3.4 above the Portfolio Holder for Finance and Corporate Services also requested that potential future procurement options for the provision of an apprenticeship programme for the Council be explored, to ensure best value was achieved.
- 4.2 When agreeing to create 3 new apprentice opportunities, ring fenced initially to young people leaving care, Finance and Policy Committee, at its meeting on 19 September 2013 received clarification that the apprentice salaries reflect the new national minimum wage rates for apprentices from October 2013 (which are set on a national basis depending on age) and were not linked to the Council's Living Wage. Finance and Policy Committee requested that a full review of the apprenticeship programme provided by the Council be undertaken prior to a new contract being in place in September 2014 and the salary rates be considered as part of that review.

## **5. OPTIONS FOR BEING AN EMPLOYER**

### **5.1 OPTION 1 AN ATA BEING THE EMPLOYER**

- 5.1.1 Under this option the ATA would employ the apprentices, the Council would act as a host employer (i.e. the apprentices would be placed with the Council but not employed by them) and there would need to be a partnership arrangement between the ATA and the Council. This is the model currently in operation i.e., the partnership arrangement with HCFE.
- 5.1.2 The National Apprenticeship service has confirmed that there are currently 2 approved ATA's in the North East, namely HCFE and North East Apprenticeship Company (NEAC) which is based in Gateshead.
- 5.1.3 The risks associated with entering into a partnership arrangement with an ATA based outside of the town may include a possible loss of local applicants, the potential to incur additional travel costs to send apprentices to college outside of Hartlepool and the logistical difficulties associated with managing the contract with a Gateshead based company.
- 5.1.4 As detailed in 3.12 above, the only costs associated with the existing partnership arrangement with HCFE are the apprentice's salary costs (plus oncosts and travel costs). The salary costs are set at national minimum wage rates for apprentices and therefore cannot legally be reduced (unless they are subsidised by an ATA). There would therefore be no financial benefit from changing provider and the current local arrangement provides best value. This would apply equally if the Council determines that the pay and conditions of service of apprentices are to be improved (see sections 6 and 7) as the Council would be responsible for the additional costs.
- 5.1.5 As there are currently only 2 ATA's in the North East and one is based in Gateshead, the Assistant Director (Resources), in accordance with the Contract Procedure Rules (Part A1 iv) has authorised a 1 year procurement exemption (from 1 September 2014 to 31 August 2015), to enable the existing arrangement with HCFE to be extended if members determine this to be the most appropriate way of delivering the Council's apprenticeship programme for supernumerary apprentices (further extensions will be needed if the current arrangement is to be extended beyond August 2015).
- 5.1.6 The advantages and disadvantages of an ATA being the employer are detailed in Appendix 5.

### **5.2 OPTION 2 THE COUNCIL BEING THE EMPLOYER**

- 5.2.1 Under this option the Council would directly employ apprentices and be responsible for all aspects of the apprenticeship programme including:
- Identifying departmental apprenticeship requirements
  - Researching suitable apprenticeship frameworks

- Managing the recruitment process i.e., advertising vacancies, shortlisting and interviews
- Undertaking recruitment checks i.e., health clearance, reference requests, proof of ID etc
- Issuing contracts of employment
- Payroll
- Sourcing and arranging training provision/day release etc
- Managing performance
- Redeployment/exit arrangements

5.2.2 The Council would need to source an appropriate training provider to deliver the qualification element of the apprenticeship framework. Whilst HCFE are able to deliver most of the apprenticeship frameworks, they may be unwilling, without additional cost, to source and manage any apprenticeship frameworks they cannot deliver when they are no longer acting as the ATA for the Council's apprentices. Adult Education are currently able to deliver the Business Administration and Customer Service. There are numerous other local and sub regional training providers who would be able to deliver one or more frameworks although using training providers from outside Hartlepool would increase travel requirements. Additional resources will be needed to manage the various training providers unless one training provider is responsible for sourcing and managing any apprenticeship frameworks they cannot deliver. Regardless of who provides the training to apprentices, it is important that Council departments avoids, as far as possible, being responsible for any training costs which are currently funded by HCFE via training grants from the Skills Funding Agency (SFA).

5.2.3 As identified in 3.18 above, the Director of Regeneration and Neighbourhoods has indicated that she would require a year to determine the future direction for Adult Education and therefore recommends that the option of Adult Education undertaking the training in the next year is not pursued.

5.2.4 Apprentices would be employed on the Council's pay and terms and conditions of service.

5.2.5 The advantages and disadvantages of the Council being the employer are detailed in Appendix 6.

5.2.6 If Members decide to employ apprentices directly, transitional arrangements will need to be put into place for the existing apprentices currently employed by HCFE. One option would be to transfer all current HCFE apprentices across to the Council's employment immediately for the remainder of their apprenticeship. Alternatively HCFE could remain the employer for the duration of the apprenticeship for current apprentices. In both cases any improved pay and conditions of service would be applied. If Members decide to employ apprentices direct, Corporate Management Team recommend that this applies to new apprentices only and that the current apprentices continue to be employed by HCFE until their apprenticeship ends (as this involves no change for them).

### 5.3 OPTION 3 THE COUNCIL SET UP AS AN ATA

- 5.3.1 Members may wish to consider the Council setting up as a recognised ATA however; this would place the Council in direct competition with HCFE. In addition the ATA model tends to be a high-volume, low-margin activity and can be a very time-and resource-intensive, not cost effective model to operate. It is therefore important to ensure that a comprehensive business plan is in place that identifies the management structure and board arrangements, and takes into account all required resources and costs against the size and scale of activity necessary to break even. Existing ATA's report that it can take considerable time to establish the model, reach an optimum size and be sustainable. Corporate Management Team does not recommend that this option be pursued.

## 6. CONDITIONS OF SERVICE OPTIONS

- 6.1 Regardless of whether an ATA or the Council is the employer, there is scope to improve the conditions of service for apprentices.
- 6.2 As detailed in 3.13 above, apprentices currently receive statutory leave entitlement i.e. 20 days annual leave (and 8 public and bank holidays) and are entitled to statutory sick pay.
- 6.3 The basic holiday entitlement for Council employees is 26 days (plus all public and bank holidays). Regardless of whether the Council or an ATA employs the apprentices, increasing apprentice's holiday entitlement in this way would involve:
- no additional cost
  - a marginal reduction in the work experience they gain but this should not materially affect their apprenticeship
- 6.4 Corporate Management Team recommend that, with effect from 1 April 2014, apprentice's holiday entitlement be increased from 20 days (plus all public and bank holidays) to 26 days holiday (plus all public and bank holidays) to bring apprentices holiday entitlement in line with Council employees.
- 6.5 Currently apprentices are entitled to Statutory Sick Pay (SSP) of £86.70 if they earn more than £109 per week.
- 6.6 In order to ensure the same sickness entitlement as Council employees, it is possible for the Council's occupational sick pay entitlement as detailed in Table 1 overleaf be applied to apprentices regardless of whether they are directly employed by the Council or employed by an ATA.

**Table 1**

| <b>Service</b>   | <b>Full Pay Entitlement</b> | <b>Half Pay Entitlement</b> |
|--|-----------------------------|-----------------------------|
| Less than 4 months Service                               | 1 month                     | No entitlement              |
| More than 4 months Service                               | 1 month                     | 2 months                    |
| During 2 <sup>nd</sup> Year of Service                   | 2 months                    | 2 months                    |
| During 3 <sup>rd</sup> Year of Service                   | 4 months                    | 4 months                    |
| During 4 <sup>th</sup> & 5 <sup>th</sup> Year of Service | 5 months                    | 5 months                    |
| After 5 Years Service                                    | 6 months                    | 6 months                    |

- 6.7 Applying the Council's sickness entitlements to apprentices will not increase costs although savings currently made when apprentices are ill will no longer materialize.
- 6.8 In 2012/13 the average annual sickness absence for apprentices was 7.16 days compared to the average annual sickness absence for Council employees of 7.96 days.
- 6.9 Corporate Management Team recommends that, with effect from 1 April 2014, the Council's Occupational Sickness scheme entitlements apply to apprentices regardless of whether an ATA or the Council is the employer.
- 6.10 Apprentices can access the Local Government Pension Scheme if employed by an ATA or the Council.

## **7. PAY OPTIONS**

- 7.1 Regardless of whether an ATA or the Council is the employer, there is scope to improve the pay for apprentices. However, any increase in pay for apprentices will increase costs and as a consequence reduce the number of apprenticeship opportunities unless additional funding is provided, which would require additional savings to be made in other areas as one-off funding cannot be relied upon to fund an additional permanent cost.
- 7.2 Table 2 overleaf provides a number of options for paying apprentices:

Table 2

| Option No. | Description  | Hourly Rate (£)                    | Annual Salary (£)                            | Weekly for 37 hours a week (£)               |
|------------|--|------------------------------------|--|--|
| 1          | Continue to pay National Minimum Pay Rates (apprenticeship and based on age), i.e.<br>a) first year – all apprentices<br>b) 16 – 18 – after first year<br>c) 19 – 20 – after first year<br>d) 21 + after first year  | 2.68<br>2.68<br>5.03<br>6.31       | 5,156<br>5,156<br>9,678<br>12,140            | 99.16<br>99.16<br>186.11<br>233.47           |
| 2          | Continue to pay National Minimum Pay Rates, but increasing the pay where necessary to qualify for SSP i.e.<br>a) first year – all apprentices<br>b) 16 – 18 – after first year<br>c) 19 – 20 – after first year<br>d) 21 + after first year  | 2.95<br>2.95<br>5.03<br>6.31       | 5,676<br>5,676<br>9,678<br>12,140            | 109.00<br>109.00<br>186.11<br>233.47         |
| 3          | Pay National Minimum Pay Rates based on age only i.e.<br>a) 16 – 18<br>b) 19 – 20<br>c) 21 +   | 3.72<br>5.03<br>6.31               | 7,176<br>9,678<br>12,140                     | 137.64<br>186.11<br>233.47                   |
| 4          | Pay the Council's Living Wage i.e., Band 1 - 3   | 7.26                               | 14,013                                       | 268.62                                       |
| 5          | Pay the Job Evaluated Rate for the job i.e.<br>a) Band 1-3 to all apprentices (excluding Joiner, General Craft Trades, Electrician, Plumber, Arboriculture and Fitter apprentices with NVQ3*)<br>b) Band 5 to all Joiner and General Craft Trades apprentices with NVQ3*<br>c) Band 6 to all Electrician, Plumber, Arboriculture and Fitter apprentices with NVQ3* | 7.26<br>8.08 – 8.40<br>8.61 – 8.98 | 14,013<br>15,598 - 16,125<br>16,604 – 17,333 | 268.62<br>298.96 - 310.80<br>318.57 – 332.26 |

\* Apprentices typically attain NVQ3 approximately 3 months before the end of their apprenticeship

\*\* Excludes the additional cost of the 3 additional apprentice opportunities, ring fenced in the first instance, to looked after children agreed at Finance and Policy Committee on 19 September 2013.

7.3 Option 1 (continue to pay National Minimum Pay Rates [apprenticeship and based on age]) is the current arrangement and would therefore involve no increase in cost and therefore would maximise the number of apprenticeship opportunities and can be managed within the current budget provision.

- 7.4 Option 2 (continue to pay National Minimum Pay Rates, but increasing the pay where necessary to qualify for SSP) would provide for the pay of apprentices to increase by 10%, would enable apprentices to receive SSP when they are sick and would marginally reduce the number of apprenticeship opportunities which can be funded within the current budget provision from 31 to 30. However, if Members decide to apply the Council's sickness provision to apprentices they will be paid their normal pay whenever they are on sick leave.
- 7.5 Option 3 (pay National Minimum Pay Rates based on age only) would provide for a substantial increase in pay for all apprentices being paid at £2.68 per hour and would reduce the number of apprenticeship opportunities which can be funded within the current budget provision from 31 to 24.
- 7.6 Option 4 (pay the Council's Living Wage) would involve apprentices being the paid the same as the lowest paid employees in the Council and would significantly reduce the number of apprenticeship opportunities which can be funded within the current budget provision from 31 to 14..
- 7.7 Option 5 (pay the job evaluated rate) would maximise the pay of apprentices but would minimize the number of apprenticeship opportunities which can be funded within the current budget provision i.e. a reduction of opportunities from 31 to 14. If the Council employs apprentices directly and does not apply the job evaluated rate of pay (option 5), it will be exposed to the risk of equal pay claims from apprentices. The value of the risk would be limited to the difference between the job evaluated rate for the job and the amount paid to the apprentice for the duration of the apprenticeship.
- 7.8 Where the Council is the employer of the apprentices, Community Schools are expected to apply the Council pay rates for apprentices (as the Council is technically the employer). In the event that Community Schools do not pay the Council rates they are at risk of equal pay claims as the apprentices can cite a Council apprentice as a comparator. Aided and Foundation Schools and Academies are independent employers and can choose to pay their apprentices whatever they want and the equal pay risk would reside within the particular Aided or Foundation School or Academies (as any comparators would be limited to other employees in the particular School or Academy). West Park School (the only Community School with an apprentice) have been consulted and have indicated that they would apply the Council rates but that any increase in apprentice salary costs may result in a reduction in the number of future apprenticeship opportunities the school can offer. Schools/Academies fund all the costs of apprentices and will determine the numbers of apprentices based on the funding available.
- 7.9 Where an ATA employs the apprentices there will be no equal pay risks for the Council or schools.

- 7.10 Corporate Management Team has considered the above options, including the risks and implications for the number of apprenticeship opportunities, for paying apprentices and recommends that:

a) Option 1 (continue to pay the national minimum pay rates (apprenticeship and based on age) applies if an ATA is the employer as this maximises apprenticeship opportunities.

b) Option 5 (pay the job evaluated rate) apply if the Council is the employer as this removes the equal pay risk. However this will result in a significant reduction in apprenticeship opportunities from 31 to 14. In addition most of the employability activity within Economic Regeneration is externally funded and the funding schemes do not provide sufficient funding to pay the job evaluated rate.

- 7.11 Whilst Corporate Management Team do not recommend any increase in pay for apprentices where an ATA is the employer they recommend that Option 2 (increase the pay of apprentices, where necessary, to the weekly amount where they qualify for SSP) be applied, with effect from 1 April 2014, as this provides a 10% increase in pay for the apprentices and ensures they are paid SSP when on sick leave whilst only marginally reduces apprentice opportunities if Members are minded to increase the pay of apprentices.

## 8. FINANCIAL CONSIDERATIONS GENERAL FUND (INCLUDING TRADING ACCOUNTS)

- 8.1 Schools would need to fund any additional costs of implementing changes to pay and conditions. Council apprentices are primarily funded from the General Fund, however some posts are funded by Trading Accounts. Figures exclude pension costs as it is unusual for apprentices to join the pension scheme (currently only 5 Council and 3 Environmental Operative apprentices are members of the scheme). The cost would increase if all apprentices were to join the pension scheme. For example, if all apprentices joined the pension scheme the additional annual cost would be £30,000 based on the current position. For alternative options the cost of pension would add 16.4% to the costs shown in the tables below. The current position is summarised in Table 3 below:

**Table 3**

| Department                                    | Budget<br>£000 | Actual<br>£000 | Variance<br>£000 |
|---|----------------|----------------|------------------|
| Child and Adult<br>- General Fund             | 23             | 23             | 0                |
| Chief Execs<br>- General Fund                 | 48             | 44             | (4)              |
| Regen and Neighbourhood<br>- Trading Accounts | 35             | 41             | 6                |
| - General Fund                                | 105            | 101            | (4)              |
| <b>TOTAL</b>                                  | <b>211</b>     | <b>209</b>     | <b>(2)</b>       |



- 8.2 The budget figure shown is the proposed 2014-15 budget and currently funds 31 apprentices i.e. 22 apprentices @ £5,170 p.a., 7 apprentices @ £9,703 p.a. and 2 apprentices @ £12,173 p.a.
- 8.3 As indicated in 7.10 above, Corporate Management Team are recommending that option 1 (continue to pay the national minimum pay rate [apprenticeship and based on age]) continue to apply applies if an ATA is the employer as this maximises apprenticeship opportunities.
- 8.4 As indicated in 7.11 above, Corporate Management Team are not recommending any increase in the pay for apprentices if an ATA is the employer but if Members are minded to increase apprentices pay, they would recommend option 2 (pay the appropriate national minimum rate based on age increase the pay of apprentices, where necessary, to the weekly amount where they qualify for SSP) be applied from 1 April 2014 as this will minimize the impact on the current Environmental Apprenticeship programme (see section 9 below).
- 8.5 The additional budget pressures to the Council are set out in Table 4 below for alternative options:

**Table 4**

| Department                                    | Budget<br>£000 | Cost of Existing 31 Apprentices |                  |                  |                  |                  |
|---|----------------|---------------------------------|------------------|------------------|------------------|------------------|
|   |                | Option 1<br>£000                | Option 2<br>£000 | Option 3<br>£000 | Option 4<br>£000 | Option 5<br>£000 |
| Child and Adult<br>- General Fund             | 23             | 23                              | 25               | 31               | 58               | 58               |
| Chief Execs<br>- General Fund                 | 48             | 44                              | 46               | 53               | 90               | 90               |
| Regen and Neighbourhood<br>- Trading Accounts | 35             | 41                              | 44               | 52               | 92               | 94               |
| - General Fund                                | 105            | 101                             | 107              | 136              | 223              | 224              |
| <b>TOTAL</b>                                  | <b>211</b>     | <b>209</b>                      | <b>222</b>       | <b>272</b>       | <b>463</b>       | <b>466</b>       |
| <b>BUDGET</b>                                 |                | <b>211</b>                      | <b>211</b>       | <b>211</b>       | <b>211</b>       | <b>211</b>       |
| <b>BUDGET PRESSURE</b>                        |                | <b>(2)</b>                      | <b>11</b>        | <b>61</b>        | <b>252</b>       | <b>255</b>       |

- 8.6 There is no additional funding available. Within the existing cost envelope of £211,000 the overall number of apprentices would be reduced as summarized in Table 5 overleaf:

**Table 5**

| Department                                    | Budget<br>£000 | Number of Apprentices that can be Funded from<br>Current Resources |           |           |           |           |
|---|----------------|--|-----------|-----------|-----------|-----------|
|   |                | Option 1   | Option 2  | Option 3  | Option 4  | Option 5  |
| Child and Adult<br>- General Fund             | 23             | 4  | 4         | 3         | 2         | 2         |
| Chief Execs<br>- General Fund                 | 48             | 6  | 6         | 5         | 3         | 3         |
| Regen and Neighbourhood<br>- Trading Accounts | 35             | 5  | 5         | 4         | 2         | 2         |
| - General Fund                                | 105            | 16   | 15        | 12        | 7         | 7         |
| <b>TOTAL</b>                                  | <b>211</b>     | <b>31</b>  | <b>30</b> | <b>24</b> | <b>14</b> | <b>14</b> |

- 8.7 It is proposed that in order to avoid a budget pressure, which would increase the budget cuts which need to be made, that any additional costs are met from within the existing budget by reducing the number of apprenticeship posts as outlined in Table 5 above. .
- 8.8 As apprenticeships generally follow the academic year, the first time the number of apprentices could be reduced would be at the end of August 2014. If option 2 (not recommended) were adopted the additional costs would result in a reduction of 2 apprenticeships as detailed in Table 5 above.
- 8.9 As also indicated in 7.10 above, the Corporate Management Team are recommending that option 5 (pay the job evaluated rate) apply if the Council is the employer as this removes the equal pay risk. However this will result in a significant reduction in apprenticeship opportunities. Within the existing cost envelope the overall number of apprentices would be reduced from 31 to 14 as summarized in Table 5 above.
- 8.10 In the Autumn Statement the Chancellor announced that from April 2015 employers will be exempt from paying National Insurance (NI) for employees under 21 years of age. This will have minimal impact on the costs of the Apprenticeship Programme as most apprentices are below the NI threshold under the current pay arrangements (option 1) and whilst they would qualify for NI contributions under Option 2, the employers contribution would mainly be 0%.

## **9. FINANCIAL CONSIDERATIONS ENVIRONMENTAL APPRENTICESHIP PROGRAMME**

- 9.1 The Environmental Apprenticeship Project is jointly funded by the Council, HCFE, Flexible Support Fund, DWP Wage Incentive Scheme, Ward Members Budgets and Vela Housing. This scheme is due to end in March 2014 though owing to the timing of contracts, five apprentices will remain in their placements until early April and two until the end of May 2014.
- 9.2 If option 3 (pay the appropriate national minimum rate based on age) were to be implemented from 1 April 2014 there would be an increase in costs of

approximately £35,000 needed to be secured to cover increased salary costs for the Environmental Apprentices for which no funding is available.

- 9.3 In addition, if future Apprenticeship schemes are proposed, increased salary costs will have to be resourced and the number of apprentices funded will depend on the level of funding available. The Apprenticeship schemes delivered by the Council's Economic Regeneration Team are mainly funded by utilising external funding such as DWP Wage Incentive Scheme. External funding is allocated to the project on a per apprentice basis and for every apprentice lost there will be a corresponding reduction in funding from the external funder. Reductions in the number of apprentices may make future schemes unviable as numbers may be too small for HCFE to continue with this programme.
- 9.4 Proposals for funding the new Environmental Apprenticeship Scheme due to commence in April 2014 which would employ 10 apprentices are detailed in the Medium Term Financial Strategy (MTFS) report elsewhere on the agenda. The sustainability of this scheme could also be at risk if salary costs were increased. The MTFS funding recommendation is based on option 1 (continue to pay the national apprenticeship/minimum rate) being agreed. However, if Members are minded to implement option 3 (pay the appropriate national minimum rate based on age) then there would be an unbudgeted additional shortfall of £80,000 (i.e. a total cost under option 3 of £114,000) needing to be funded. The apprenticeship schemes that are developed by the Council's Economic Regeneration Team have a number of key benefits including providing excellent employment opportunities for young people who are not in education, employment or training (NEET) and which provide positive outcomes against externally funded projects (many of which are payment-by-results)

## **10. CONCLUSION**

- 10.1 As detailed above, there are 3 issues (i.e. who will be the employer of the apprentices, who will be the training provider for the apprentices and what are the appropriate pay and conditions of service for the apprentices) to consider in relation to the future delivery of the Council's Apprenticeship programme in conjunction with considerations relating to the number of opportunities to be provided which are, under the current arrangements, maximised and in line with national agreements.
- 10.2 When considering who will be the employer of the apprentices there are three options. The first option is for an ATA to be the employer i.e. continuation of the current arrangement. The main advantages in relation to this option are that the amount of officer time required from HBC to manage the apprenticeship programme is reduced, any Equal Pay risks would reside with the ATA and not the Council and the number of apprenticeship opportunities is maximised. However if this option were selected, the Council would not be able to access Adult Education as a training provider to deliver the required to manage the apprenticeship programme.

- 10.3 The third option is for the Council to become an ATA. This would place the Council in direct competition with HCFE and would require a comprehensive business plan to be developed that identifies the management structure and board arrangements, and takes into account all required resources and costs against the size and scale of activity necessary to break even. Existing ATA's report that it can take considerable time to establish the model, reach an optimum size and be sustainable. Corporate Management Team does not recommend that this option be pursued.
- 10.4 When considering who will be the training provider there are 2 main options with a number of other options. The first main option would be for HCFE to continue to be the training provider, although it would be necessary to apply a 1 year procurement exemption in this regard and this is recommended by Corporate Management Team. This could apply regardless of whether an ATA or the Council is the employer of the apprentices.
- 10.5 The second main option is for Adult Education to be the training provider, although this would only be possible if the Council is the employer of the apprentices. However the Director of Regeneration and Neighbourhoods intends to consider the future direction for Adult Education, including whether it is appropriate for them to be able to deliver the training aspects of the Council's supernumerary apprentice provision and it would be premature to identify Adult Education as the training provider in advance of this taking place.
- 10.6 There are a number of other options which would involve one or more smaller local training providers being the training provider. It is highly unlikely that any of the training providers would be capable of delivering all of the apprenticeship frameworks and the amount of officer time to manage and co-ordinate the apprenticeship programme would be significantly increased. There are currently no resources to manage apprenticeship frameworks detailed in Appendix 2. This option is recommended by Corporate Management Team. There are only 2 organisations set up as an ATA in the north east, including HCFE. The current arrangement with HCFE is working well. In order to allow time for the Director of Regeneration and Neighbourhoods to consider the future direction for Adult Education, including whether it is appropriate for them to be able to deliver the training aspects of the Council's supernumerary apprentice provision Corporate Management Team also recommend that a 1 year procurement exemption be applied thereby allowing the partnership arrangements with HCFE to be continued until 31 August 2014 and be reviewed in advance of the exemption expiring.
- 10.7 The second option is for the Council to be an employer. The main advantages of this option is that the Council would be able to access Adult Education as a Training Provider to deliver the apprenticeship frameworks detailed in Appendix 2 and the perception of apprentices not belonging to the Council would reduce. However, if this option is selected and Members decide to pay apprentices less than a job evaluated rate of pay as detailed in option 5 in Table 2 , the Council would be at risk of Equal Pay claims from apprentices. In addition, this option would result in a significant reduction in

the number of apprenticeship opportunities if Corporate Management Teams recommendation regarding pay is agreed and would also significantly increase the amount of officer time this as savings were identified in previous years based on the current delivery model.

- 10.8 In respect of the conditions of service for apprentices, Corporate Management Team recommend that the Council's sickness and leave arrangements apply regardless of who is the employer. This will not increase costs. Apprentices are able to join the Local Government Pension scheme regardless of who is the employer and the employer costs are funded from within existing budgets.
- 10.9 A number of options are available regarding the rate of pay for apprentices. Corporate Management Team recommend that the rates of pay are unchanged if an ATA (HCFE) are to be the employer as conditions of service have been improved and not increasing the pay rates maximizes the number of apprenticeship opportunities. Whilst Corporate Management Team are not recommending any increase in pay rates, if members are minded to improve pay rates then Corporate Management Team would recommend that the minimum pay rate be the rate necessary for the apprentices to be eligible for SSP (i.e. £109 per week) with pay rates in excess of this being unchanged as this only marginally reduces the number of apprenticeship opportunities. This may be more relevant if members decide not to apply the Council's sickness scheme to apprentices.
- 10.10 Other options include
- a) the minimum pay rate being the standard minimum wage rate (rather than the apprentice minimum wage rate) for 16-18 year olds no increase with pay rates in excess of this being unchanged
  - b) paying the Council's Living Wage to apprentices
  - c) paying the job evaluated rate for the job
- 10.11 Each of these options will mean that, increasingly, the number of apprenticeship opportunities will be significantly reduced if costs are to be contained within current budget provisions. However Corporate Management Team recommend that apprentices should be paid the job evaluated rate for the job as this will ensure there is no equal pay risk if the Council is to be the employer.
- 10.12 In making their recommendations, Corporate Management Team have taken account of the Council being committed to providing as many apprenticeship opportunities as it can fund within the context of the unprecedented budget cuts which will be required in the period 2014/15 to 2016/17 and providing fair pay and terms and conditions of service to apprentices. Maintaining the current relationship with HCFE until 31 August 2014 will maximize the apprenticeship opportunities for apprentices whilst allowing their conditions of service to be improved at no additional cost. It will also allow the Director of Regeneration and Neighbourhoods to consider the future direction for Adult Education, including whether it is appropriate for them to be able to deliver the training aspects of the Council's supernumerary apprentice provision and

avoid the need to identify additional resources to directly employ the apprentices and source an alternative training provider.

## **11. RECOMMENDATIONS**

11.1 That Finance and Policy Committee agree that,:

- a) an ATA continue to be the employer in respect of the Council's apprentices
- b) the 1 year procurement exemption be exercised so that the partnership arrangement with HCFE for the delivery of the Council's Supernumerary Apprenticeship Programme for new apprentices can continue until 31 August 2015 and be reviewed in advance of the exemption expiring
- c) the Council's annual leave (6.2 – 6.4 above) and sickness entitlements (6.5 – 6.10 above) apply with effect from 1 April 2014
- d) Members note that apprentices can access the Local Government Pension Scheme regardless of who employs the apprentices.
- e) Apprentices continue to be paid the current pay rates (Option 1 of Table 2 – 31 apprentices) or alternatively if Members wish to increase the pay of apprentices, it is recommended that the minimum rate of pay of apprentices from 1 April 2014 be the rate necessary for the apprentices to be eligible for SSP (i.e. £109 per week) with pay rates in excess of this being unchanged (Option 2 of Table 2 – 30 apprentices).
- f) Alternatively if members decide that the Council is to be the employer, the rate of pay for apprentices be the job evaluated rate (Option 5 of Table 2 – 14 apprentices)
- g) The Director of Regeneration and Neighbourhoods consider the future direction for Adult Education, including whether it is appropriate for them to be able to deliver the training aspects of the Council's supernumerary apprentice provision.

## **12. REASONS FOR RECOMMENDATIONS**

12.1 The Council is committed to providing as many apprenticeship opportunities as it can fund within the context of the unprecedented budget cuts which will be required in the period 2014/15 to 2016/17 and to ensure that apprentices receive fair pay and terms and conditions of service. Maintaining the current relationship with HCFE until 31 August 2014 will maximize the apprenticeship opportunities for apprentices whilst allowing their conditions of service to be improved at no additional cost. It will also allow the Director of Regeneration and Neighbourhoods to consider the future direction for Adult Education, including whether it is appropriate for them to be able to deliver the training aspects of the Council's supernumerary apprentice provision and avoid the

need to identify additional resources to directly employ the apprentices and source an alternative training provider.

### 13. BACKGROUND PAPERS

Joint Portfolio Holder for Regeneration & Economic Development and Performance report 29 July 2011

Joint Portfolio Holders for Regeneration & Economic Development and Performance report 10 February 2012

Portfolio Holder for Finance and Corporate Services report 27 March 2013.

Finance & Policy Committee report 19 September 2013

Regeneration and Neighbourhoods Portfolio report 10 January 2013

Regeneration Services Committee report 26 September 2013

Finance and Policy Committee report 19 December 2013

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**Current Pay Rates for Apprentices****KEY**

| Age at Apprenticeship | YEAR 1          |                   |                                      | YEAR 2          |                   |                                      | YEAR 3          |                   |                                      |
|-----------------------|-----------------|-------------------|--------------------------------------|-----------------|-------------------|--------------------------------------|-----------------|-------------------|--------------------------------------|
|                       | Hourly Rate (£) | Annual Salary (£) | Weekly pay for 37 hours per week (£) | Hourly Rate (£) | Annual Salary (£) | Weekly pay for 37 hours per week (£) | Hourly Rate (£) | Annual Salary (£) | Weekly pay for 37 hours per week (£) |
| 16                    | 2.68            | 5,156             | 99.16                                | 2.68            | 5,156             | 99.16                                | 3.72            | 7,177             | 137.64                               |
| 17                    | 2.68            | 5,156             | 99.16                                | 2.68            | 5,156             | 99.16                                | 3.72            | 7,177             | 137.64                               |
| 18                    | 2.68            | 5,156             | 99.16                                | 2.68            | 5,156             | 99.16                                | 3.72            | 7,177             | 137.64                               |
| 19                    | 2.68            | 5,156             | 99.16                                | 5.03            | 9,678             | 186.11                               | 5.03            | 9,678             | 186.11                               |
| 20                    | 2.68            | 5,156             | 99.16                                | 5.03            | 9,678             | 186.11                               | 5.03            | 9,678             | 186.11                               |
| 21+                   | 2.68            | 5,156             | 99.16                                | 6.31            | 12,140            | 233.47                               | 6.31            | 12,140            | 233.47                               |

£2.68 – national hourly apprenticeship rate for 16 – 18 year olds and 19 + in their first year

£3.72 – national minimum hourly rate for under 18 year olds in third year

£5.03 – national minimum hourly rate for 19 – 20 year olds after the first year

£6.31 – national minimum hourly rate for 21 + year olds after the first year



## Appendix 2

## Current Apprentices

| Funded By                | Department                     | Apprenticeship Framework                                | Year 1    | Year 2    | Year 3   | Total     |
|--------------------------|--------------------------------|---|-----------|-----------|----------|-----------|
| Council                  | Chief Executives               | Customer Service NVQ 2 (1 year) & NVQ 3 (1 year)        | 2         | 1         |          | 3         |
|                          |                                | Business Administration NVQ 2 (1 year) & NVQ 3 (1 year) | 3         |           |          | 3         |
|                          | Child & Adult Services         | Business Administration NVQ 2 (1 year) & NVQ 3 (1 year) | 2         | 3         |          | 5         |
|                          | Regeneration & Neighbourhoods  | Business Administration NVQ 2 (1 year) & NVQ 3 (1 year) | 5         | 1         |          | 6         |
|                          |                                | Customer Service NVQ 2 (1 year) & NVQ 3 (1 year)        |           | 1         |          | 1         |
|                          |                                | Civil Engineering NVQ 3 (3 year)                        |           | 1         | 2        | 3         |
|                          |                                | Fitter NVQ 2 (2 year & NVQ 3 (2 year)                   |           | 2         | 1        | 3         |
|                          |                                | Building Control NVQ 3 (3 year)                         |           |           | 1        | 1         |
|                          |                                | Electrician NVQ 3 (4 year)                              |           |           | 2        | 2         |
|                          |                                | Heating Engineer NVQ 3 (3 year)                         | 1         |           |          | 1         |
|                          |                                | Housing Strategy NVQ 2 (1 year) & NVQ 3 (1 year)        | 1         |           |          | 1         |
|                          |                                | Waste Management NVQ 2 (1 year) & NVQ 3 (1 year)        | 1         |           |          | 1         |
|                          |                                | Painting & Decorating NVQ 2 (1 year)                    | 1         |           |          | 1         |
| External                 | Regeneration & Neighbourhoods  | Environmental Operatives NVQ 2 (1 year)                 | 16        |           |          | 16        |
| <b>Council Sub Total</b> |                                |   | <b>32</b> | <b>9</b>  | <b>6</b> | <b>47</b> |
| School                   | West Park (Community school)   | Business Administration NVQ 2 (1 year)                  | 1         |           |          | 1         |
|                          | Eldon Grove (Academy)          | Business Administration NVQ 3 (1 year)                  |           | 1         |          | 1         |
|                          | English Martyrs (Aided school) | Business Administration NVQ 3 (1 year)                  |           | 1         |          | 1         |
|                          | Stranton (Academy)             | Business Administration NVQ 2 (1 year)                  | 2         |           |          | 2         |
| <b>School Sub Total</b>  |                                |   | <b>3</b>  | <b>2</b>  | <b>0</b> | <b>5</b>  |
| <b>Total</b>             |                                |   | <b>35</b> | <b>11</b> | <b>6</b> | <b>52</b> |

\*Schools who buy back HR services have access to the partnership arrangement with HCFE.

## LGE Guidance (March 2010)

### What is an apprenticeship?

An apprenticeship has a distinct and protected status in law. There are many working arrangements that claim to be apprenticeships but cannot be because they are missing certain key components. A High Court decision in *Dunk v George Waller & Sons Ltd* summarised these key components as:

- That the apprenticeship secures wages for the apprentice for the duration of the training programme;
- That the training programme will allow him or her to acquire valuable skills; and
- The programme will provide employment opportunities in the labour market following the successful completion of the training.

The 'Modern Apprenticeship' scheme (now operating as a broader family of apprenticeships) has been tested in the courts and given the same status as the traditional apprenticeship schemes (*Flett v Matheson*). The courts found that, even though the training element of the apprenticeship was government-funded and the training was provided by a third party (a college) instead of by the employer, the employer was still required to ensure that the training happened (through time off, etc).

An apprenticeship should therefore be a planned programme in place for a defined period of time that combines work and learning and supports an individual to develop skills and knowledge, usually within the framework of achieving a qualification for a particular trade or profession.

### Employee or worker?

Modern employment law has assimilated apprenticeships into an employment relationship. This means that true apprentices have an employment contract, although it is a special form of employment contract: it is a contract for training rather than actual employment. Its first purpose is training; the execution of work for the employer is secondary, but employment rights still apply.

To give apprentices the status of a worker may not stand up to any challenge in court: any written agreement or contract that does not reflect the overarching rights of an apprentice is likely to be overruled.

An employment contract for the apprentice therefore exists when an employer agrees to teach a trade and the apprentice agrees to 'serve and learn'. The contract should provide details relating to what training the apprentice will

undertake and how this should be done (e.g. college, day release, attending different sites of the employer, etc).

As with other employees, the apprentice's contract must also contain the basic details of their role, their working hours, their rate of pay and their holiday entitlement and other employment benefits. However, although an apprentice's contract may be for a limited period, it is not a fixed-term contract. The Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 specifically exclude apprenticeships. There are therefore special provisions for ending apprenticeship schemes (see below).

## Managing apprentices

As an employee, apprentices should be managed under the local authority's normal performance management policies, and the employer can require the apprentice to comply with the employer's normal policies and conditions of employment. However, there are special rights and duties to take account of if the local authority wishes to terminate the apprenticeship earlier than originally specified in the contract. Local authorities should be aware that misconduct that would normally justify the summary dismissal of an employee may not justify the dismissal of an apprentice.

Traditionally apprenticeship schemes set the employer in loco parentis. This implies that the employer has a wider duty of care to support the personal growth and learning of the apprentice, in addition to providing professional development and skills. As a result, the local authority would be expected to exercise more leeway and provide additional support for an apprentice with conduct or capability issues.

However, where a local authority can show that the conduct or capability of the apprentice is so bad that it is impossible to teach him or her the agreed trade, then the early dismissal of the apprentice is capable of being fair (*Newell v Gillingham Corporation*).

## Apprenticeship schemes and discrimination

The anti-discrimination legislation defines employment as "employment under a contract of service or of apprenticeship or a contract personally to execute any work or labour". Therefore, the protections from discrimination and harassment on the grounds of sex, race, disability, religion or belief, gender, sexual orientation and age all apply to apprentices.

## Age discrimination and recruitment

Employers who limit the age range of applicants for apprenticeship schemes will be directly discriminating against anyone outside of that age range.

Direct discrimination on the grounds of age is capable of being justified under the Employment Equality (Age) Regulations 2006. However, each local authority would have to demonstrate with evidence that restricting the age range of applicants was a proportionate means of achieving a legitimate aim. A local authority may have an objective of increasing the numbers of young people it employs, or the local authority may be seeking to address high levels of youth unemployment in their community. However, these elements of justification have been untested in the courts and local authorities will have to examine the particular circumstances of why they wish to limit the age range of applicants to establish if the discrimination is capable of being justified.

As a general rule of thumb, the courts will need to be satisfied that the local authority had no other reasonable way that it could achieve the same outcome to meet the needs of the business.

The government funding for apprenticeship training is tiered according to the age of the apprentice, with a higher percentage of funding for younger apprentices. However, restricting recruitment opportunities for apprentices in line with the government funding levels will be discrimination on the grounds of age and this is unlikely to be justifiable.

LGE recommends that apprenticeship schemes should be open to all age groups because local authorities may be able to meet their objectives without formally restricting the age range of applicants. For example, a local authority may be able to run advertising campaigns designed to attract younger people. However, many employers find that applicants for apprenticeship jobs are usually younger people because these posts are normally lower paid.

## Age discrimination and pay

It is lawful to pay certain apprentices on a lower rate of pay. For example, apprentices do not qualify for the national minimum wage if they are aged 18 or under, or are aged 19 or over and are in the first year of their apprenticeship. However these apprentices are entitled to earn at least £95 per week (England and Wales only). And when an apprentice has reached the age of 19 and been employed for a year by the same employer, they are entitled to receive the national minimum wage appropriate for their age or the appropriate salary for the job.

LGE suggests using a job evaluation process to decide the appropriate salary for an apprenticeship job. Apprenticeships are usually most attractive to younger people, and therefore local authorities should be aware of the risks of age discrimination in relation to pay. A job evaluation process can provide an objective framework for employers to make pay decisions.

Many employers are tempted to decide pay levels for apprentices on a percentage of the pay given to those employees who do the 'proper job'. However, how an employer chooses this percentage can be widely different and this can be open to claims of age discrimination. It would be better for a

local authority to designate the apprenticeship as a 'job' in its own right (in the same way that the authority may employ two separate posts of Finance Officer and Senior Finance Officer).

Local authorities should therefore create a job description that reflects the learning and related job activities of the particular apprenticeship trade and should apply the normal job evaluation processes to that. This process is likely to produce a low score to reflect a range of more simple tasks and learning and a correspondingly low grade/pay rate for apprentices, given that the purpose of the job is to learn rather than provide skill and knowledge to the employer. By using a job evaluation process, the local authority can justify this lower rate of pay because it is based on an assessment of the different elements of the apprenticeship 'job' rather than a decision based on age and lack of experience or a lack of years of experience.

## Geographical restrictions

Restricting applications to those from a particular geographical area is potentially discriminatory if the targeted area has few minority groups. The effect of imposing this provision, criteria or practice could put particular groups at a disadvantage and therefore be indirectly discriminatory, e.g. against particular racial groups, or a particular age range.

Indirect discrimination is capable of being justified if the provision, criteria or practice is a proportionate means of achieving a legitimate aim. Local authorities who wish to restrict the ability to apply for an apprenticeship job to a certain geographical area will therefore have to assess whether they would have been able to achieve the same outcome by using different methods. For example, assessing whether advertising only in local newspapers or job centres in the desired location have the same effect.

## Ending the apprenticeship early

Although apprentices have employment rights in terms of dismissal under the Employment Rights Act 1996 (ERA), the ability to dismiss an apprentice before the scheduled end of the programme is limited. It is a key feature of an apprenticeship scheme that it creates a relationship for the defined period of time that it takes for the employee to learn a particular trade. Therefore the relationship and contract cannot be terminated early merely by the employer giving notice to the apprentice. This means that the apprentice cannot be made redundant.

Apprentices have significant additional rights that are not available to other employees. So, although a local authority is entitled to expect the apprentice to comply with the authority's terms and conditions and management policies, the overarching protection for apprentices may override contractual provisions. Redundancy is one such area.

If a business changes or there is a downturn in the economy and the employer can no longer fulfil the agreed training and work programme, this is a breach of contract and the apprentice will be entitled to receive remuneration and benefits to the end of the apprenticeship, and also compensation for the employer's failure to train and the loss of prospects as a tradesman (*Wallace v C A Roofing*).

This payment for damages for breach of contract and is not a redundancy payment and therefore the apprentice has no right to be redeployed. However, as a remedy for the breach of contract, the local authority may be able to provide a suitable alternative apprenticeship post, either in that local authority or another. Where an appropriate replacement apprenticeship cannot be provided, the apprentice should be dismissed for 'Some Other Substantial Reason' (SOSR) and receive appropriate compensation.

If the employer wishes to end the apprenticeship early because there is sufficient evidence that there are capability or conduct issues that are substantial enough for the employer to conclude that there is no point in continuing with the scheme, then the early dismissal is capable of being fair (*Newell v Gillingham Corporation*).

## Ending the apprenticeship at the end of the training

Apprentices are normally employed under a limited term contract, with a defined end date or end event. If their employment is not renewed after this date or event, then they will be treated as having been dismissed. As apprentices have some of the same employment rights in terms of dismissal, the requirements of the Employment Rights Act 1996 (ERA) apply, i.e. the apprentice will be entitled to receive a written reason for dismissal and the Acas Code will apply.

However, although the apprenticeship is for a limited period, it is not a fixed-term contract. The Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 specifically exclude apprentices (regulation 18). Therefore the reason for dismissal under the Employment Rights Act 1996 will not be a failure to renew a fixed-term contract.

Nor will the failure to retain the fully-trained apprentice constitute a redundancy in law. Because an apprenticeship contract is for a specific purpose – training – the contract will be discharged on the completion of that training. The end of the contract is reached upon the successful completion of the training. The dismissal will therefore be for 'Some Other Substantial Reason' (SOSR).

In addition, because the end of the contract is reached upon the successful completion of the training, the notice is implied in the contract and there is no need to provide notice of dismissal.

An apprentice's rights and an employer's obligations to secure employment at the end of a successfully completed apprenticeship will depend on individual contractual agreements. There is no legal requirement to provide employment at the end of the apprenticeship but an employer may agree contractually to do this. As there is no redundancy at the end of the apprenticeship, there is no legal duty to redeploy the apprentice into suitable alternative employment unless the local authority has entered into a contractual agreement to do so at the end of a successful apprenticeship.

A failure to fulfil a contractual agreement to find a suitable post will be a breach of contract. The remedy to this could be to place the newly qualified employee in the 'redeployment pool'; however a local authority should assess how this will impact on other employees who may be in the pool as a result of redundancy selection.

## Appendix 4

**Pay Arrangements for Apprentices when directly employed by the Council**

| Type of Apprenticeship                         | Pay Band Without NVQ3 | Pay Band With NVQ3 |
|--|-----------------------|--------------------|
| Joiner and General Craft Trades                | Band 1-3              | Band 5             |
| Electrician, Plumber, Arboriculture and Fitter |                       | Band 6             |
| All other Apprentices                          |                       | Band 1-3           |

**Key**

| Pay Band | Minimum of Pay Band |                   |                                      | Maximum of Pay Band |                   |                                      |
|----------|---------------------|-------------------|--------------------------------------|---------------------|-------------------|--------------------------------------|
|          | Hourly Rate (£)     | Annual Salary (£) | Weekly pay for 37 hours per week (£) | Hourly Rate (£)     | Annual Salary (£) | Weekly pay for 37 hours per week (£) |
| Band 1-3 | 7.26                | 14,013            | 268.76                               | £7.26               | 14,013            | 268.76                               |
| Band 5   | 8.08                | 15,598            | 298.96                               | 8.40                | 16,125            | 310.80                               |
| Band 6   | 8.61                | 16,604            | 318.57                               | 8.98                | 17,333            | 332.26                               |

Note: Apprentices would normally achieve NVQ3 approximately 3 months prior to their apprenticeship ending and previously would normally have been appointed at the bottom of the pay band.



**Advantages and Disadvantages of an ATA being the Employer**

| <b>ADVANTAGES</b>  | <b>DISADVANTAGES</b>   |
|--|--|
| An ATA supports recruitment, finding the right apprenticeship to meet the employer need  | Perception of the apprentice 'not belonging to HBC'  |
| The ATA has responsibility for processing pay as well as other administration and performance management   | Not employed directly by the Council   |
| Ability of an ATA to find alternatives for Apprentices to continue with their training who, for whatever reason, find they are not suited to be an Apprentice with the Council | Not able to utilise Adult Education to provide the training which may affect their financial viability, particularly if funding provided to Adult Education for apprentices is clawed back as a result of their not meeting their apprenticeship targets |
| ATA's fund some or all of the costs of training the Apprentices from within grants they receive from Government  |  |
| Any equal pay risks reside with the ATA, not the Council   |  |
| Reduced capacity needed in the Council to manage the apprenticeship programme  |  |
| Increased number of apprentices being placed in the Council  |  |
| A one year arrangement would provide time for the Director of Regeneration and Neighbourhoods to determine Adult Education's future direction                                  |  |
| <b>ADDITIONAL ADVANTAGES OF AN ATA WITH HCFE</b>   | <b>ADDITIONAL DISADVANTAGES OF AN ATA WITH HCFE</b>  |
| Dedicated HCFE team to manage all aspects of the partnership Service Level Agreement   |  |
| Fully developed and established processes and procedures in place to support the delivery of the apprenticeship programme  |  |
| Manage all sub-contracting arrangements where HCFE are unable to provide particular apprenticeship frameworks e.g. Waste Management, Horticulture                              |  |
| No issues around the Council recruiting apprentices at the same time as staffing numbers are being reduced   |  |

## Appendix 6

**Advantages and Disadvantages of the Council being the Employer**

| ADVANTAGES   | DISADVANTAGES  |
|--|--|
| Reduced perception of the apprentice 'not belonging to HBC'  | Increased workload for HR to support the management of an additional group of employees including:<br>Recruitment<br>Contracts of employment<br>Managing performance<br>Redeployment & Exit arrangements |
| Improved conditions of service for apprentices   | Increased workload for Managers to undertake a complete recruitment exercise each year including, advertising, short listing, interviewing etc   |
| Able to access free mentoring service from Adult Education   | Increased administration required from departmental support services teams which have reduced in size over recent years  |
| Able to utilise Adult Education as a Training Provider to deliver the frameworks detailed in 3.19 above . Adult Education would also manage any sub contract arrangements with other providers at no additional cost to the Council. | Increases workload for Apprentice working group to source training providers to deliver a diverse range of apprenticeship frameworks (if Adult Education are not able to do this)                        |
|  | Unable to provide alternatives to apprentices to continue with their training who for whatever reason find they are not suited to be an apprentice with the Council                                      |
|  | Increased employer contribution towards qualification costs if working with individual training providers  |
|  | Potential issues around the Council recruiting apprentices at the same time as staffing numbers are being reduced  |
|  | Potential Equal Pay Risks  |

# FINANCE AND POLICY COMMITTEE

31 January 2014



**Report of:** Chief Finance Officer

**Subject:** COUNCIL TAX BASE 2014/15

## 1. TYPE OF DECISION / APPLICABLE CATEGORY

1.1 Non key decision.

## 2. PURPOSE OF REPORT

2.1 The report seeks approval to a calculated Council Tax Base for 2014/15 which will be used for council tax billing purposes. This report includes two tax base calculations, Calculation A is based on adopting a 12% cut in Local Council Tax Support (LCTS) for 2014/15, Calculation B shows the Tax Base if the 2013/14 8.5% cut in LCTS continues into 2014/15. Members will be asked to approve either Calculation A or B depending on the decision made by full Council on 30<sup>th</sup> January as to the agreed LCTS Scheme for 2014/15.

## 3. BACKGROUND

- 3.1 The Council is required by law to calculate its Council Tax Base for the forthcoming year, and inform the major precepting authorities (Cleveland Police Authority and Cleveland Fire Authority) and local precepting authorities (Parish Councils), before 31st January 2014. The Council Tax Base is expressed as the number of band D equivalent properties.
- 3.2 The amount of Council Tax levied on each band D property located in the Borough of Hartlepool is determined by dividing the total amount of the precepts made by both this Council, the Police Authority and the Fire Authority on the Collection Fund in 2014/15, by the Council Tax Base. The amount of Council Tax payable for other bands is determined by applying a fixed proportion of the band D amount. A separate report on the calculation of the amount of Council Tax payable for each band for 2014/15 will be submitted to Council in February 2014 as part of the budget process.

#### 4. CALCULATION OF TAX BASE

4.1 To calculate the Council Tax Base it is necessary to:-

- (a) Calculate "the relevant amount" for the year for each valuation band in the valuation list. For each band this represents the full year equivalent of each chargeable dwelling in that band, taking into account entitlement to, exemptions, disability reductions and discounts.
- (b) The relevant amount for each band are expressed in terms of Band D equivalents.
- (c) Calculate the Empty Homes Premium impact across all valuation bands in equivalent Band D's.
- (d) The relevant amounts for each band (b) are then added together with (c) and the total is multiplied by the Council's estimated collection rate for the year.

4.2 As part of the government's welfare reforms, councils are required to determine and operate their own local schemes for providing support with Council Tax. Under these arrangements, there is a further requirement to adjust the Council Tax Base to reflect the impact of the Local Council Tax Support scheme. This LCTS adjustment is expressed in terms of an equivalent number of Band D's within each Appendix.

**Calculation A - on the basis of a 12% LCTS cut in 2014/15** shows a **Tax Base for Hartlepool BC** of **21,900.8** as shown in **Appendix 1**. Appendices 2 to 7 are also attached to show the statement of calculation of the Council Tax Bases for the various Parishes who intend to levy precepts on the Collection Fund. The calculations follow the same principles as those adopted in the calculation of the Council Tax Base for the whole Borough

**Calculation B - on the basis of a 8.5% LCTS cut in 2014/15** shows a **Tax Base for Hartlepool BC** of **21,824.8** as shown in **Appendix 8**. Appendices 9 to 14 are also attached to show the statement of calculation of the Council Tax Bases for the various Parishes.

4.3 In the current economic climate it would not be unreasonable to expect bad debts to increase. This would normally lead to an increase in the non collection level for budget purposes which is currently set at 1.5%. However, the level of in year collection of Council Tax for 2013/14 is being sustained reflecting robust and effective recovery arrangements. Also collection of amounts due from those receiving Local Council Tax Support is positive as reported to members within budget monitoring reports. Given this position maintaining the non collection level at 1.5% is considered prudent and appropriate for 2014/15.

## 5. RECOMMENDATION

- 5.1 It is recommended following the decision of full Council on 30<sup>th</sup> January 2014 regarding the 2014/15 Local Council Tax Support Scheme that Members approve one of the following options for the 2014/15 Council Tax Base.

5.2 **Option 1 - On the basis of a 12% LCTS cut for 2014/15:**

- a) Approval of Hartlepool BC Council Tax Base for 2014/15 of 21,900.8.
- b) Approve a Council Tax Base for those Parishes who intend to levy a precept upon the Council's General Fund:

|               |       |          |       |
|---------------|-------|----------|-------|
| Dalton Piercy | 100.7 | Elwick   | 446.0 |
| Greatham      | 566.3 | Hart     | 287.3 |
| Newton Bewley | 30.3  | Headland | 683.9 |

OR

5.3 **Option 2 - On the basis of a 8.5% LCTS cut for 2014/15:**

- a) Approval of Hartlepool BC Council Tax Base for 2014/15 of 21,824.8.
- b) Approve a Council Tax Base for those Parishes who intend to levy a precept upon the Council's General Fund:

|               |       |          |       |
|---------------|-------|----------|-------|
| Dalton Piercy | 100.6 | Elwick   | 445.8 |
| Greatham      | 565.5 | Hart     | 287.2 |
| Newton Bewley | 30.3  | Headland | 680.6 |

## 6. REASONS FOR RECOMMENDATIONS

- 6.1 To enable the Council to discharge its statutory responsibilities.

## 7. BACKGROUND PAPERS

- 7.1 No background papers.

## 8. CONTACT OFFICER

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 Assistant Chief Finance Officer  
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 Telephone: 01429 523003

**HARTLEPOOL BOROUGH COUNCIL**  
**TAX BASE 2014/15**  
**12% LCTS Cut**

Appendix 1

| line | VALUATION BAND                                | @            | A               | B              | C                                  | D              | E              | F              | G             | H              | TOTAL   |
|------|---|--------------|-----------------|----------------|------------------------------------|----------------|----------------|----------------|---------------|----------------|---|
| 1    | No. of properties in band                     |              | 24,084          | 7,028          | 5,801                              | 3,005          | 1,502          | 599            | 424           | 58             | 42501   |
| 2    | Exempt dwellings                              |              | 446             | 94             | 50                                 | 18             | 7              | 2              | 3             | 0              | 620   |
| 3    | Demolished dwellings                          |              | 0               | 0              | 0                                  | 0              | 0              | 0              | 0             | 0              | 0   |
| 4    | <b>CHARGEABLE DWELLINGS</b>                   |              | <b>23638</b>    | <b>6934</b>    | <b>5751</b>                        | <b>2987</b>    | <b>1495</b>    | <b>597</b>     | <b>421</b>    | <b>58</b>      | <b>41881</b>  |
| 5    | Disabled reductions                           |              | 136             | 71             | 54                                 | 54             | 32             | 13             | 10            | 16             | 386   |
| 6    | Effectively chargeable                        | 136          | 71              | 54             | 54                                 | 32             | 13             | 10             | 16            | 0              | 386   |
| 7    | <b>ADJ CHARGEABLE DWELLINGS</b>               | <b>136</b>   | <b>23573</b>    | <b>6917</b>    | <b>5751</b>                        | <b>2965</b>    | <b>1476</b>    | <b>594</b>     | <b>427</b>    | <b>42</b>      | <b>41881</b>  |
| 8    | 25% discounts                                 | 42           | 11364           | 2494           | 1507                               | 636            | 232            | 74             | 52            | 2              | 16403   |
| 9    | 50% discounts                                 | 11           | 46              | 18             | 14                                 | 13             | 3              | 8              | 16            | 0              | 129   |
| 10   | Empty Properties undergoing Repair (50% disc) | 0            | 121             | 19             | 15                                 | 8              | 3              | 3              | 1             | 0              | 170   |
| 11   | Former Class C 100% Disc 1 month              | 0            | 570             | 110            | 72                                 | 42             | 17             | 11             | 9             | 1              | 832   |
| 12   | No discounts                                  | 83           | 11472           | 4276.3         | 4142.6                             | 2266.3         | 1221           | 498            | 349           | 39             | 24347.2   |
| 13   | <b>TOTAL EQUIVALENT DWELLINGS</b>             | <b>120</b>   | <b>20601</b>    | <b>6265.98</b> | <b>5353.55</b>                     | <b>2792.15</b> | <b>1413.58</b> | <b>569.083</b> | <b>404.75</b> | <b>41.4167</b> | <b>37561.52</b>                                       |
| 14   | Ratio to Band D                               | 5/9          | 6/9             | 7/9            | 8/9                                | 9/9            | 11/9           | 13/9           | 15/9          | 18/9           |   |
| 15   | <b>BAND D EQUIVALENTS</b>                     | <b>66.67</b> | <b>13734.00</b> | <b>4873.54</b> | <b>4758.71</b>                     | <b>2792.15</b> | <b>1727.71</b> | <b>822.01</b>  | <b>674.58</b> | <b>82.83</b>   | <b>29532.21</b>                                       |
|      |   |              |                 |                | Adjustment for Empty Homes Premium |                |                |                |               |                | 96.26   |
|      |   |              |                 |                | Estimated collection rate (%)      |                |                |                |               |                | 98.5  |
|      |   |              |                 |                | Council Tax Base                   |                |                |                |               |                | <u>29184.0</u>  |
|      |   |              |                 |                | LCTS Adjustment                    |                |                |                |               |                | 7283.2  |
|      |   |              |                 |                | Adjusted Tax Base                  |                |                |                |               |                | <span style="border: 1px solid black;">21900.8</span> |

ctbase2014-15 as at 4 Dec 13 v5

[illegible]

**ELWICK**  
**CALCULATION OF TAX BASE 2014/15**  
**12% LCTS Cut**

Appendix 3

| line | VALUATION BAND                                 | @           | A            | B            | C                                    | D             | E            | F            | G             | H            | TOTAL         |
|------|--|-------------|--------------|--------------|--------------------------------------|---------------|--------------|--------------|---------------|--------------|---------------|
| 1    | No. of properties in band                      |             | 26           | 33           | 66                                   | 113           | 41           | 31           | 73            | 40           | 423           |
| 2    | Exempt dwellings                               |             | 1            | 0            | 0                                    | 1             | 0            | 0            | 0             | 0            | 2             |
| 3    | Demolished dwellings                           |             | 0            | 0            | 0                                    | 0             | 0            | 0            | 0             | 0            | 0             |
| 4    | <b>CHARGEABLE DWELLINGS</b>                    |             | <b>25</b>    | <b>33</b>    | <b>66</b>                            | <b>112</b>    | <b>41</b>    | <b>31</b>    | <b>73</b>     | <b>40</b>    | <b>421</b>    |
| 5    | Disabled reductions                            |             | 0            | 1            | 0                                    | 0             | 0            | 0            | 0             | 2            | 3             |
| 6    | Effectively chargeable                         | 0           | 1            | 0            | 0                                    | 0             | 0            | 0            | 2             | 0            | 3             |
| 7    | <b>ADJ CHARGEABLE DWELLINGS</b>                | <b>0</b>    | <b>26</b>    | <b>32</b>    | <b>66</b>                            | <b>112</b>    | <b>41</b>    | <b>31</b>    | <b>75</b>     | <b>38</b>    | <b>421</b>    |
| 8    | 25% discounts                                  | 0           | 15           | 8            | 18                                   | 40            | 15           | 3            | 7             | 1            | 107           |
| 9    | 50% discounts                                  | 0           | 0            | 0            | 0                                    | 0             | 0            | 0            | 2             | 0            | 2             |
| 10   | Empty Properties<br>undergoing repair 50% disc | 0           | 0            | 0            | 0                                    | 1             | 0            | 0            | 0             | 0            | 1             |
| 11   | Former Class C<br>100% Disc 1 month            | 0           | 0            | 2            | 1                                    | 1             | 0            | 1            | 3             | 1            | 9             |
| 12   | No discounts                                   | 0           | 11           | 22           | 47                                   | 70            | 26           | 27           | 63            | 36           | 302           |
| 13   | <b>TOTAL EQUIVALENT DWELLINGS</b>              | <b>0.00</b> | <b>22.25</b> | <b>29.83</b> | <b>61.42</b>                         | <b>101.42</b> | <b>37.25</b> | <b>30.17</b> | <b>72.00</b>  | <b>37.67</b> | <b>392.00</b> |
| 14   | Ratio to Band D                                | 5/9         | 6/9          | 7/9          | 8/9                                  | 9/9           | 11/9         | 13/9         | 15/9          | 18/9         |               |
| 15   | <b>BAND D EQUIVALENTS</b>                      | <b>0.00</b> | <b>14.83</b> | <b>23.20</b> | <b>54.59</b>                         | <b>101.42</b> | <b>45.53</b> | <b>43.57</b> | <b>120.00</b> | <b>75.33</b> | <b>478.48</b> |
|      |  |             |              |              | <b>Empty Homes Premium</b>           |               |              |              |               |              | <b>3.5</b>    |
|      |  |             |              |              | <b>Estimated collection rate (%)</b> |               |              |              |               |              | <b>98.5</b>   |
|      |  |             |              |              | <b>Council Tax Base</b>              |               |              |              |               |              | <b>474.8</b>  |
|      |  |             |              |              | <b>LCTS Adjustment</b>               |               |              |              |               |              | <b>-28.8</b>  |
|      |  |             |              |              | <b>Adjusted Tax Base</b>             |               |              |              |               |              | <b>446.0</b>  |



| line | VALUATION BAND                              | @    | A      | B      | C                             | D     | E     | F     | G    | H    | TOTAL  |
|------|---|------|--------|--------|-------------------------------|-------|-------|-------|------|------|--------|
| 1    | No. of properties in band                   |      | 183    | 422    | 180                           | 83    | 35    | 10    | 5    | 1    | 919    |
| 2    | Exempt dwellings                            |      | 2      | 3      | 1                             | 0     | 0     | 0     | 0    | 0    | 6      |
| 3    | Demolished dwellings                        |      | 0      | 0      | 0                             | 0     | 0     | 0     | 0    | 0    | 0      |
| 4    | CHARGEABLE DWELLINGS                        |      | 181    | 419    | 179                           | 83    | 35    | 10    | 5    | 1    | 913    |
| 5    | Disabled reductions                         |      | 3      | 5      | 0                             | 3     | 1     | 1     | 0    | 1    | 14     |
| 6    | Effectively chargeable                      | 3    | 5      | 0      | 3                             | 1     | 1     | 0     | 1    | 0    | 14     |
| 7    | ADJ CHARGEABLE DWELLINGS                    | 3    | 183    | 414    | 182                           | 81    | 35    | 9     | 6    | 0    | 913    |
| 8    | 25% discounts                               | 0    | 91     | 157    | 39                            | 16    | 6     | 1     | 1    | 0    | 311    |
| 9    | 50% discounts                               | 0    | 1      | 1      | 1                             | 0     | 0     | 0     | 1    | 0    | 4      |
| 10   | Empty Properties undergoing repair 50% disc | 0    | 0      | 2      | 1                             | 0     | 0     | 0     | 0    | 0    | 3      |
| 11   | Former Class C 100% Disc 1 month            | 0    | 3      | 3      | 0                             | 1     | 0     | 1     | 0    | 0    | 8      |
| 12   | No discounts                                | 3    | 88     | 251    | 141                           | 64    | 29    | 7     | 4    | 0    | 587    |
| 13   | TOTAL EQUIVALENT DWELLINGS                  | 3.00 | 159.50 | 373.00 | 171.25                        | 76.92 | 33.50 | 8.67  | 5.25 | 0.00 | 831.08 |
| 14   | Ratio to Band D                             | 5/9  | 6/9    | 7/9    | 8/9                           | 9/9   | 11/9  | 13/9  | 15/9 | 18/9 |        |
| 15   | BAND D EQUIVALENTS                          | 1.67 | 106.33 | 290.11 | 152.22                        | 76.92 | 40.94 | 12.52 | 8.75 | 0.00 | 689.46 |
|      |   |      |        |        | Empty Homes Premium           |       |       |       |      |      | 0.39   |
|      |   |      |        |        | Estimated collection rate (%) |       |       |       |      |      | 98.5   |
|      |   |      |        |        | Council Tax Base              |       |       |       |      |      | 679.5  |
|      |   |      |        |        | LCTS Adjustment               |       |       |       |      |      | -113.2 |
|      |   |      |        |        | Adjusted Tax Base             |       |       |       |      |      | 566.3  |

| line | VALUATION BAND                              | @           | A            | B            | C                                    | D            | E            | F            | G            | H           | TOTAL         |
|------|---|-------------|--------------|--------------|--------------------------------------|--------------|--------------|--------------|--------------|-------------|---------------|
| 1    | No. of properties in band                   |             | 15           | 82           | 91                                   | 42           | 36           | 37           | 26           | 0           | 329           |
| 2    | Exempt dwellings                            |             | 1            | 0            | 0                                    | 0            | 0            | 0            | 1            | 0           | 2             |
| 3    | Demolished dwellings                        |             | 0            | 0            | 0                                    | 0            | 0            | 0            | 0            | 0           | 0             |
| 4    | <b>CHARGEABLE DWELLINGS</b>                 |             | <b>14</b>    | <b>82</b>    | <b>91</b>                            | <b>42</b>    | <b>36</b>    | <b>37</b>    | <b>25</b>    | <b>0</b>    | <b>327</b>    |
| 5    | Disabled reductions                         |             | 0            | 0            | 1                                    | 1            | 0            | 0            | 0            | 0           | 2             |
| 6    | Effectively chargeable                      | 0           | 0            | 1            | 1                                    | 0            | 0            | 0            | 0            | 0           | 2             |
| 7    | <b>ADJ CHARGEABLE DWELLINGS</b>             | <b>0</b>    | <b>14</b>    | <b>83</b>    | <b>91</b>                            | <b>41</b>    | <b>36</b>    | <b>37</b>    | <b>25</b>    | <b>0</b>    | <b>327</b>    |
| 8    | 25% discounts                               | 0           | 7            | 30           | 33                                   | 8            | 1            | 5            | 4            | 0           | 88            |
| 9    | 50% discounts                               | 0           | 0            | 0            | 0                                    | 0            | 0            | 0            | 0            | 0           | 0             |
| 10   | Empty Properties undergoing repair 50% disc | 0           | 0            | 0            | 0                                    | 0            | 0            | 1            | 0            | 0           | 1             |
| 11   | Former Class C 100% Disc 1 month            | 0           | 0            | 0            | 4                                    | 1            | 0            | 2            | 0            | 0           | 7             |
| 12   | No discounts                                | 0           | 7            | 53           | 54                                   | 32           | 35           | 29           | 21           | 0           | 231           |
| 13   | <b>TOTAL EQUIVALENT DWELLINGS</b>           | <b>0.00</b> | <b>12.25</b> | <b>75.50</b> | <b>82.42</b>                         | <b>38.92</b> | <b>35.75</b> | <b>35.08</b> | <b>24.00</b> | <b>0.00</b> | <b>303.92</b> |
| 14   | Ratio to Band D                             | 5/9         | 6/9          | 7/9          | 8/9                                  | 9/9          | 11/9         | 13/9         | 15/9         | 18/9        |               |
| 15   | <b>BAND D EQUIVALENTS</b>                   | <b>0.00</b> | <b>8.17</b>  | <b>58.72</b> | <b>73.26</b>                         | <b>38.92</b> | <b>43.69</b> | <b>50.68</b> | <b>40.00</b> | <b>0.00</b> | <b>313.44</b> |
|      |   |             |              |              | <b>Empty Homes Premium</b>           |              |              |              |              |             | <b>0.39</b>   |
|      |   |             |              |              | <b>Estimated collection rate (%)</b> |              |              |              |              |             | <b>98.5</b>   |
|      |   |             |              |              | <b>Council Tax Base</b>              |              |              |              |              |             | <b>309.1</b>  |
|      |   |             |              |              | LCTS Adjustment                      |              |              |              |              |             | -21.8         |
|      |   |             |              |              | <b>Adjusted Tax Base</b>             |              |              |              |              |             | <b>287.3</b>  |

**NEWTON BEWLEY**  
**CALCULATION OF TAX BASE 2014/15**  
**12% LCTS Cut**

Appendix 6

| line | VALUATION BAND                              | @           | A           | B           | C                             | D           | E           | F           | G           | H           | TOTAL        |
|------|---|-------------|-------------|-------------|-------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| 1    | No. of properties in band                   |             | 3           | 1           | 8                             | 6           | 9           | 5           | 0           | 1           | 33           |
| 2    | Exempt dwellings                            |             | 0           | 0           | 0                             | 0           | 1           | 0           | 0           | 0           | 1            |
| 3    | Demolished dwellings                        |             | 0           | 0           | 0                             | 0           | 0           | 0           | 0           | 0           | 0            |
| 4    | <b>CHARGEABLE DWELLINGS</b>                 |             | <b>3</b>    | <b>1</b>    | <b>8</b>                      | <b>6</b>    | <b>8</b>    | <b>5</b>    | <b>0</b>    | <b>1</b>    | <b>32</b>    |
| 5    | Disabled reductions                         |             | 0           | 0           | 1                             | 0           | 0           | 0           | 0           | 0           | 1            |
| 6    | Effectively chargeable                      | 0           | 0           | 1           | 0                             | 0           | 0           | 0           | 0           | 0           | 1            |
| 7    | <b>ADJ CHARGEABLE DWELLINGS</b>             | <b>0</b>    | <b>3</b>    | <b>2</b>    | <b>7</b>                      | <b>6</b>    | <b>8</b>    | <b>5</b>    | <b>0</b>    | <b>1</b>    | <b>32</b>    |
| 8    | 25% discounts                               | 0           | 1           | 0           | 2                             | 0           | 1           | 1           | 0           | 1           | 6            |
| 9    | 50% discounts                               | 0           | 0           | 0           | 0                             | 0           | 0           | 0           | 0           | 0           | 0            |
| 10   | Empty Properties undergoing repair 50% disc | 0           | 0           | 0           | 0                             | 0           | 0           | 0           | 0           | 0           | 0            |
| 11   | Former Class C 100% Disc 1 month            | 0           | 0           | 0           | 0                             | 0           | 0           | 0           | 0           | 0           | 0            |
| 12   | No discounts                                | 0           | 2           | 2           | 5                             | 6           | 7           | 4           | 0           | 0           | 26           |
| 13   | <b>TOTAL EQUIVALENT DWELLINGS</b>           | <b>0.00</b> | <b>2.75</b> | <b>2.00</b> | <b>6.50</b>                   | <b>6.00</b> | <b>7.75</b> | <b>4.75</b> | <b>0.00</b> | <b>0.75</b> | <b>30.50</b> |
| 14   | Ratio to Band D                             | 5/9         | 6/9         | 7/9         | 8/9                           | 9/9         | 11/9        | 13/9        | 15/9        | 18/9        |              |
| 15   | <b>BAND D EQUIVALENTS</b>                   | <b>0.00</b> | <b>1.83</b> | <b>1.56</b> | <b>5.78</b>                   | <b>6.00</b> | <b>9.47</b> | <b>6.86</b> | <b>0.00</b> | <b>1.50</b> | <b>33.00</b> |
|      |   |             |             |             | Empty Homes Premium           |             |             |             |             |             | <b>0.5</b>   |
|      |   |             |             |             | Estimated collection rate (%) |             |             |             |             |             | <b>98.5</b>  |
|      |   |             |             |             | <b>Council Tax Base</b>       |             |             |             |             |             | <b>33.0</b>  |
|      |   |             |             |             | LCTS Adjustment               |             |             |             |             |             | -2.7         |
|      |   |             |             |             | <b>Adjusted Tax Base</b>      |             |             |             |             |             | <b>30.3</b>  |

| line | VALUATION BAND                              | @    | A       | B      | C  | D     | E     | F    | G    | H    | TOTAL   |
|------|---|------|---------|--------|--|-------|-------|------|------|------|---------|
| 1    | No. of properties in band                   |      | 1315    | 288    | 78   | 22    | 8     | 2    | 1    | 0    | 1714    |
| 2    | Exempt dwellings                            |      | 27      | 4      | 3  | 1     | 0     | 0    | 0    | 0    | 35      |
| 3    | Demolished dwellings                        |      | 0       | 0      | 0  | 0     | 0     | 0    | 0    | 0    | 0       |
| 4    | CHARGEABLE DWELLINGS                        |      | 1288    | 284    | 75   | 21    | 8     | 2    | 1    | 0    | 1679    |
| 5    | Disabled reductions                         |      | 7       | 6      | 2  | 0     | 0     | 1    | 0    | 0    | 16      |
| 6    | Effectively chargeable                      | 7    | 6       | 2      | 0  | 0     | 1     | 0    | 0    | 0    | 16      |
| 7    | ADJ CHARGEABLE DWELLINGS                    | 7    | 1287    | 280    | 73   | 21    | 9     | 1    | 1    | 0    | 1679    |
| 8    | 25% discounts                               | 2    | 642     | 82     | 22   | 3     | 3     | 0    | 0    | 0    | 754     |
| 9    | 50% discounts                               | 0    | 3       | 0      | 0  | 0     | 0     | 0    | 0    | 0    | 3       |
| 10   | Empty Properties undergoing repair 50% disc | 0    | 6       | 0      | 0  | 1     | 0     | 0    | 0    | 0    | 7       |
| 11   | Former Class C 100% Disc 1 month            | 0    | 17      | 3      | 0  | 0     | 0     | 0    | 0    | 0    | 20      |
| 12   | No discounts                                | 5    | 619     | 195    | 51   | 17    | 6     | 1    | 1    | 0    | 895     |
| 13   | TOTAL EQUIVALENT DWELLINGS                  | 6.50 | 1120.58 | 259.25 | 67.50  | 19.75 | 8.25  | 1.00 | 1.00 | 0.00 | 1483.83 |
| 14   | Ratio to Band D                             | 5/9  | 6/9     | 7/9    | 8/9  | 9/9   | 11/9  | 13/9 | 15/9 | 18/9 |         |
| 15   | BAND D EQUIVALENTS                          | 3.61 | 747.06  | 201.64 | 60.00  | 19.75 | 10.08 | 1.44 | 1.67 | 0.00 | 1045.25 |
|      |   |      |         |        | Empty Homes Premium<br>Estimated collection rate (%) |       |       |      |      |      | 3.6     |
|      |   |      |         |        | Council Tax Base                                     |       |       |      |      |      | 1033.1  |
|      |   |      |         |        | LCTS Adjustment                                      |       |       |      |      |      | -349.2  |
|      |   |      |         |        | Adjusted Tax Base                                    |       |       |      |      |      | 683.9   |

**HARTLEPOOL BOROUGH COUNCIL****Appendix 8****TAX BASE 2014/15****8.5%LCTS Cut**

| line | VALUATION BAND                                | @            | A               | B              | C                                  | D              | E              | F              | G             | H              | TOTAL           |
|------|---|--------------|-----------------|----------------|------------------------------------|----------------|----------------|----------------|---------------|----------------|-----------------|
| 1    | No. of properties in band                     |              | 24,084          | 7,028          | 5,801                              | 3,005          | 1,502          | 599            | 424           | 58             | 42501           |
| 2    | Exempt dwellings                              |              | 446             | 94             | 50                                 | 18             | 7              | 2              | 3             | 0              | 620             |
| 3    | Demolished dwellings                          |              | 0               | 0              | 0                                  | 0              | 0              | 0              | 0             | 0              | 0               |
| 4    | <b>CHARGEABLE DWELLINGS</b>                   |              | <b>23638</b>    | <b>6934</b>    | <b>5751</b>                        | <b>2987</b>    | <b>1495</b>    | <b>597</b>     | <b>421</b>    | <b>58</b>      | <b>41881</b>    |
| 5    | Disabled reductions                           |              | 136             | 71             | 54                                 | 54             | 32             | 13             | 10            | 16             | 386             |
| 6    | Effectively chargeable                        | 136          | 71              | 54             | 54                                 | 32             | 13             | 10             | 16            | 0              | 386             |
| 7    | <b>ADJ CHARGEABLE DWELLINGS</b>               | <b>136</b>   | <b>23573</b>    | <b>6917</b>    | <b>5751</b>                        | <b>2965</b>    | <b>1476</b>    | <b>594</b>     | <b>427</b>    | <b>42</b>      | <b>41881</b>    |
| 8    | 25% discounts                                 | 42           | 11364           | 2494           | 1507                               | 636            | 232            | 74             | 52            | 2              | 16403           |
| 9    | 50% discounts                                 | 11           | 46              | 18             | 14                                 | 13             | 3              | 8              | 16            | 0              | 129             |
| 10   | Empty Properties undergoing Repair (50% disc) | 0            | 121             | 19             | 15                                 | 8              | 3              | 3              | 1             | 0              | 170             |
| 11   | Former Class C 100% Disc 1 month              | 0            | 570             | 110            | 72                                 | 42             | 17             | 11             | 9             | 1              | 832             |
| 12   | No discounts                                  | 83           | 11472           | 4276.3         | 4142.6                             | 2266.3         | 1221           | 498            | 349           | 39             | 24347.2         |
| 13   | <b>TOTAL EQUIVALENT DWELLINGS</b>             | <b>120</b>   | <b>20601</b>    | <b>6265.98</b> | <b>5353.55</b>                     | <b>2792.15</b> | <b>1413.58</b> | <b>569.083</b> | <b>404.75</b> | <b>41.4167</b> | <b>37561.52</b> |
| 14   | Ratio to Band D                               | 5/9          | 6/9             | 7/9            | 8/9                                | 9/9            | 11/9           | 13/9           | 15/9          | 18/9           |                 |
| 15   | <b>BAND D EQUIVALENTS</b>                     | <b>66.67</b> | <b>13734.00</b> | <b>4873.54</b> | <b>4758.71</b>                     | <b>2792.15</b> | <b>1727.71</b> | <b>822.01</b>  | <b>674.58</b> | <b>82.83</b>   | <b>29532.21</b> |
|      |   |              |                 |                | Adjustment for Empty Homes Premium |                |                |                |               |                | 96.26           |
|      |   |              |                 |                | Estimated collection rate (%)      |                |                |                |               |                | 98.5            |
|      |   |              |                 |                | Council Tax Base                   |                |                |                |               |                | <u>29184.0</u>  |
|      |   |              |                 |                | LCTS Adjustment                    |                |                |                |               |                | 7359.2          |
|      |   |              |                 |                | Adjusted Tax Base                  |                |                |                |               |                | <u>21824.8</u>  |

Appendix 8 hbc ctbase2014-15 as at 4 Dec 13 8.5% cut

**DALTON PIERCY**  
**CALCULATION OF TAX BASE 2014/15**  
**8.5% LCTS Cut**

Appendix 9

| line | VALUATION BAND                                 | @           | A           | B           | C                                    | D            | E            | F            | G            | H           | TOTAL         |
|------|--|-------------|-------------|-------------|--------------------------------------|--------------|--------------|--------------|--------------|-------------|---------------|
| 1    | No. of properties in band                      |             | 2           | 10          | 17                                   | 13           | 34           | 13           | 11           | 0           | 100           |
| 2    | Exempt dwellings                               |             | 0           | 0           | 0                                    | 0            | 0            | 0            | 0            | 0           | 0             |
| 3    | Demolished dwellings                           |             | 0           | 0           | 0                                    | 0            | 0            | 0            | 0            | 0           | 0             |
| 4    | <b>CHARGEABLE DWELLINGS</b>                    |             | <b>2</b>    | <b>10</b>   | <b>17</b>                            | <b>13</b>    | <b>34</b>    | <b>13</b>    | <b>11</b>    | <b>0</b>    | <b>100</b>    |
| 5    | Disabled reductions                            |             | 0           | 0           | 0                                    | 0            | 0            | 0            | 0            | 0           | 0             |
| 6    | Effectively chargeable                         | 0           | 0           | 0           | 0                                    | 0            | 0            | 0            | 0            | 0           | 0             |
| 7    | <b>ADJ CHARGEABLE DWELLINGS</b>                | <b>0</b>    | <b>2</b>    | <b>10</b>   | <b>17</b>                            | <b>13</b>    | <b>34</b>    | <b>13</b>    | <b>11</b>    | <b>0</b>    | <b>100</b>    |
| 8    | 25% discounts                                  | 0           | 0           | 2           | 7                                    | 3            | 6            | 0            | 2            | 0           | 20            |
| 9    | 50% discounts                                  | 0           | 0           | 0           | 0                                    | 0            | 0            | 0            | 0            | 0           | 0             |
| 10   | Empty Properties<br>undergoing repair 50% disc | 0           | 0           | 0           | 0                                    | 0            | 0            | 0            | 0            | 0           | 0             |
| 11   | Former Class C<br>100% Disc 1 month            | 0           | 0           | 0           | 0                                    | 0            | 0            | 0            | 0            | 0           | 0             |
| 12   | No discounts                                   | 0           | 2           | 8           | 10                                   | 10           | 28           | 13           | 9            | 0           | 80            |
| 13   | <b>TOTAL EQUIVALENT DWELLINGS</b>              | <b>0.00</b> | <b>2.00</b> | <b>9.50</b> | <b>15.25</b>                         | <b>12.25</b> | <b>32.50</b> | <b>13.00</b> | <b>10.50</b> | <b>0.00</b> | <b>95.00</b>  |
| 14   | Ratio to Band D                                | 5/9         | 6/9         | 7/9         | 8/9                                  | 9/9          | 11/9         | 13/9         | 15/9         | 18/9        |               |
| 15   | <b>BAND D EQUIVALENTS</b>                      | <b>0.00</b> | <b>1.33</b> | <b>7.39</b> | <b>13.56</b>                         | <b>12.25</b> | <b>39.72</b> | <b>18.78</b> | <b>17.50</b> | <b>0.00</b> | <b>110.53</b> |
|      |  |             |             |             | <b>Empty Homes Premium</b>           |              |              |              |              |             | <b>0.39</b>   |
|      |  |             |             |             | <b>Estimated collection rate (%)</b> |              |              |              |              |             | <b>98.5</b>   |
|      |  |             |             |             | <b>Council Tax Base</b>              |              |              |              |              |             | <b>109.3</b>  |
|      |  |             |             |             | <b>LCTS Adjustment</b>               |              |              |              |              |             | <b>-8.7</b>   |
|      |  |             |             |             | <b>Adjusted Tax Base</b>             |              |              |              |              |             | <b>100.6</b>  |

**ELWICK**  
**CALCULATION OF TAX BASE 2014/15**  
**8.5% LCTS Cut**

Appendix 10

| line | VALUATION BAND                                 | @           | A            | B            | C                                    | D             | E            | F            | G             | H            | TOTAL         |
|------|--|-------------|--------------|--------------|--------------------------------------|---------------|--------------|--------------|---------------|--------------|---------------|
| 1    | No. of properties in band                      |             | 26           | 33           | 66                                   | 113           | 41           | 31           | 73            | 40           | 423           |
| 2    | Exempt dwellings                               |             | 1            | 0            | 0                                    | 1             | 0            | 0            | 0             | 0            | 2             |
| 3    | Demolished dwellings                           |             | 0            | 0            | 0                                    | 0             | 0            | 0            | 0             | 0            | 0             |
| 4    | <b>CHARGEABLE DWELLINGS</b>                    |             | <b>25</b>    | <b>33</b>    | <b>66</b>                            | <b>112</b>    | <b>41</b>    | <b>31</b>    | <b>73</b>     | <b>40</b>    | <b>421</b>    |
| 5    | Disabled reductions                            |             | 0            | 1            | 0                                    | 0             | 0            | 0            | 0             | 2            | 3             |
| 6    | Effectively chargeable                         | 0           | 1            | 0            | 0                                    | 0             | 0            | 0            | 2             | 0            | 3             |
| 7    | <b>ADJ CHARGEABLE DWELLINGS</b>                | <b>0</b>    | <b>26</b>    | <b>32</b>    | <b>66</b>                            | <b>112</b>    | <b>41</b>    | <b>31</b>    | <b>75</b>     | <b>38</b>    | <b>421</b>    |
| 8    | 25% discounts                                  | 0           | 15           | 8            | 18                                   | 40            | 15           | 3            | 7             | 1            | 107           |
| 9    | 50% discounts                                  | 0           | 0            | 0            | 0                                    | 0             | 0            | 0            | 2             | 0            | 2             |
| 10   | Empty Properties<br>undergoing repair 50% disc | 0           | 0            | 0            | 0                                    | 1             | 0            | 0            | 0             | 0            | 1             |
| 11   | Former Class C<br>100% Disc 1 month            | 0           | 0            | 2            | 1                                    | 1             | 0            | 1            | 3             | 1            | 9             |
| 12   | No discounts                                   | 0           | 11           | 22           | 47                                   | 70            | 26           | 27           | 63            | 36           | 302           |
| 13   | <b>TOTAL EQUIVALENT DWELLINGS</b>              | <b>0.00</b> | <b>22.25</b> | <b>29.83</b> | <b>61.42</b>                         | <b>101.42</b> | <b>37.25</b> | <b>30.17</b> | <b>72.00</b>  | <b>37.67</b> | <b>392.00</b> |
| 14   | Ratio to Band D                                | 5/9         | 6/9          | 7/9          | 8/9                                  | 9/9           | 11/9         | 13/9         | 15/9          | 18/9         |               |
| 15   | <b>BAND D EQUIVALENTS</b>                      | <b>0.00</b> | <b>14.83</b> | <b>23.20</b> | <b>54.59</b>                         | <b>101.42</b> | <b>45.53</b> | <b>43.57</b> | <b>120.00</b> | <b>75.33</b> | <b>478.48</b> |
|      |  |             |              |              | <b>Empty Homes Premium</b>           |               |              |              |               |              | <b>3.5</b>    |
|      |  |             |              |              | <b>Estimated collection rate (%)</b> |               |              |              |               |              | <b>98.5</b>   |
|      |  |             |              |              | <b>Council Tax Base</b>              |               |              |              |               |              | <b>474.8</b>  |
|      |  |             |              |              | LCTS Adjustment                      |               |              |              |               |              | -29.0         |
|      |  |             |              |              | <b>Adjusted Tax Base</b>             |               |              |              |               |              | <b>445.8</b>  |

## Appendix 11

| line                          | VALUATION BAND                                 | @           | A             | B             | C             | D            | E            | F            | G           | H           | TOTAL         |
|-------------------------------|--|-------------|---------------|---------------|---------------|--------------|--------------|--------------|-------------|-------------|---------------|
| 1                             | No. of properties in band                      |             | 183           | 422           | 180           | 83           | 35           | 10           | 5           | 1           | 919           |
| 2                             | Exempt dwellings                               |             | 2             | 3             | 1             | 0            | 0            | 0            | 0           | 0           | 6             |
| 3                             | Demolished dwellings                           |             | 0             | 0             | 0             | 0            | 0            | 0            | 0           | 0           | 0             |
| 4                             | <b>CHARGEABLE DWELLINGS</b>                    |             | <b>181</b>    | <b>419</b>    | <b>179</b>    | <b>83</b>    | <b>35</b>    | <b>10</b>    | <b>5</b>    | <b>1</b>    | <b>913</b>    |
| 5                             | Disabled reductions                            |             | 3             | 5             | 0             | 3            | 1            | 1            | 0           | 1           | 14            |
| 6                             | Effectively chargeable                         | 3           | 5             | 0             | 3             | 1            | 1            | 0            | 1           | 0           | 14            |
| 7                             | <b>ADJ CHARGEABLE DWELLINGS</b>                | <b>3</b>    | <b>183</b>    | <b>414</b>    | <b>182</b>    | <b>81</b>    | <b>35</b>    | <b>9</b>     | <b>6</b>    | <b>0</b>    | <b>913</b>    |
| 8                             | 25% discounts                                  | 0           | 91            | 157           | 39            | 16           | 6            | 1            | 1           | 0           | 311           |
| 9                             | 50% discounts                                  | 0           | 1             | 1             | 1             | 0            | 0            | 0            | 1           | 0           | 4             |
| 10                            | Empty Properties<br>undergoing repair 50% disc | 0           | 0             | 2             | 1             | 0            | 0            | 0            | 0           | 0           | 3             |
| 11                            | Former Class C<br>100% Disc 1 month            | 0           | 3             | 3             | 0             | 1            | 0            | 1            | 0           | 0           | 8             |
| 12                            | No discounts                                   | 3           | 88            | 251           | 141           | 64           | 29           | 7            | 4           | 0           | 587           |
| 13                            | <b>TOTAL EQUIVALENT DWELLINGS</b>              | <b>3.00</b> | <b>159.50</b> | <b>373.00</b> | <b>171.25</b> | <b>76.92</b> | <b>33.50</b> | <b>8.67</b>  | <b>5.25</b> | <b>0.00</b> | <b>831.08</b> |
| 14                            | Ratio to Band D                                | 5/9         | 6/9           | 7/9           | 8/9           | 9/9          | 11/9         | 13/9         | 15/9        | 18/9        |               |
| 15                            | <b>BAND D EQUIVALENTS</b>                      | <b>1.67</b> | <b>106.33</b> | <b>290.11</b> | <b>152.22</b> | <b>76.92</b> | <b>40.94</b> | <b>12.52</b> | <b>8.75</b> | <b>0.00</b> | <b>689.46</b> |
| Empty Homes Premium           |  |             |               |               |               |              |              |              |             |             | <b>0.39</b>   |
| Estimated collection rate (%) |  |             |               |               |               |              |              |              |             |             | <b>98.5</b>   |
| <b>Council Tax Base</b>       |  |             |               |               |               |              |              |              |             |             | <b>679.5</b>  |
| LCTS Adjustment               |  |             |               |               |               |              |              |              |             |             | -114.0        |
| <b>Adjusted Tax Base</b>      |  |             |               |               |               |              |              |              |             |             | <b>565.5</b>  |



**HART**  
**CALCULATION OF TAX BASE 2014/15**  
**8.5% LCTS Cut**

Appendix 12

| line | VALUATION BAND                                 | @           | A            | B            | C            | D            | E            | F            | G            | H           | TOTAL   |
|------|--|-------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------|---|
| 1    | No. of properties in band                      |             | 15           | 82           | 91           | 42           | 36           | 37           | 26           | 0           | 329   |
| 2    | Exempt dwellings                               |             | 1            | 0            | 0            | 0            | 0            | 0            | 1            | 0           | 2   |
| 3    | Demolished dwellings                           |             | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 0           | 0   |
| 4    | <b>CHARGEABLE DWELLINGS</b>                    |             | <b>14</b>    | <b>82</b>    | <b>91</b>    | <b>42</b>    | <b>36</b>    | <b>37</b>    | <b>25</b>    | <b>0</b>    | <b>327</b>  |
| 5    | Disabled reductions                            |             | 0            | 0            | 1            | 1            | 0            | 0            | 0            | 0           | 2   |
| 6    | Effectively chargeable                         | 0           | 0            | 1            | 1            | 0            | 0            | 0            | 0            | 0           | 2   |
| 7    | <b>ADJ CHARGEABLE DWELLINGS</b>                | <b>0</b>    | <b>14</b>    | <b>83</b>    | <b>91</b>    | <b>41</b>    | <b>36</b>    | <b>37</b>    | <b>25</b>    | <b>0</b>    | <b>327</b>  |
| 8    | 25% discounts                                  | 0           | 7            | 30           | 33           | 8            | 1            | 5            | 4            | 0           | 88  |
| 9    | 50% discounts                                  | 0           | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 0           | 0   |
| 10   | Empty Properties<br>undergoing repair 50% disc | 0           | 0            | 0            | 0            | 0            | 0            | 1            | 0            | 0           | 1   |
| 11   | Former Class C<br>100% Disc 1 month            | 0           | 0            | 0            | 4            | 1            | 0            | 2            | 0            | 0           | 7   |
| 12   | No discounts                                   | 0           | 7            | 53           | 54           | 32           | 35           | 29           | 21           | 0           | 231   |
| 13   | <b>TOTAL EQUIVALENT DWELLINGS</b>              | <b>0.00</b> | <b>12.25</b> | <b>75.50</b> | <b>82.42</b> | <b>38.92</b> | <b>35.75</b> | <b>35.08</b> | <b>24.00</b> | <b>0.00</b> | <b>303.92</b>                                       |
| 14   | Ratio to Band D                                | 5/9         | 6/9          | 7/9          | 8/9          | 9/9          | 11/9         | 13/9         | 15/9         | 18/9        |   |
| 15   | <b>BAND D EQUIVALENTS</b>                      | <b>0.00</b> | <b>8.17</b>  | <b>58.72</b> | <b>73.26</b> | <b>38.92</b> | <b>43.69</b> | <b>50.68</b> | <b>40.00</b> | <b>0.00</b> | <b>313.44</b>                                       |
|      |  |             |              |              |              |              |              |              |              |             | <b>Empty Homes Premium</b><br><b>0.39</b>           |
|      |  |             |              |              |              |              |              |              |              |             | <b>Estimated collection rate (%)</b><br><b>98.5</b> |
|      |  |             |              |              |              |              |              |              |              |             | <b>Council Tax Base</b><br><b>309.1</b>             |
|      |  |             |              |              |              |              |              |              |              |             | <b>LCTS Adjustment</b><br><b>-21.9</b>              |
|      |  |             |              |              |              |              |              |              |              |             | <b>Adjusted Tax Base</b><br><b>287.2</b>            |

**NEWTON BEWLEY**  
**CALCULATION OF TAX BASE 2014/15**  
**8.5% LCTS Cut**

Appendix 13

| line | VALUATION BAND                                 | @           | A           | B           | C                             | D           | E           | F           | G           | H           | TOTAL        |
|------|--|-------------|-------------|-------------|-------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| 1    | No. of properties in band                      |             | 3           | 1           | 8                             | 6           | 9           | 5           | 0           | 1           | 33           |
| 2    | Exempt dwellings                               |             | 0           | 0           | 0                             | 0           | 1           | 0           | 0           | 0           | 1            |
| 3    | Demolished dwellings                           |             | 0           | 0           | 0                             | 0           | 0           | 0           | 0           | 0           | 0            |
| 4    | <b>CHARGEABLE DWELLINGS</b>                    |             | <b>3</b>    | <b>1</b>    | <b>8</b>                      | <b>6</b>    | <b>8</b>    | <b>5</b>    | <b>0</b>    | <b>1</b>    | <b>32</b>    |
| 5    | Disabled reductions                            |             | 0           | 0           | 1                             | 0           | 0           | 0           | 0           | 0           | 1            |
| 6    | Effectively chargeable                         | 0           | 0           | 1           | 0                             | 0           | 0           | 0           | 0           | 0           | 1            |
| 7    | <b>ADJ CHARGEABLE DWELLINGS</b>                | <b>0</b>    | <b>3</b>    | <b>2</b>    | <b>7</b>                      | <b>6</b>    | <b>8</b>    | <b>5</b>    | <b>0</b>    | <b>1</b>    | <b>32</b>    |
| 8    | 25% discounts                                  | 0           | 1           | 0           | 2                             | 0           | 1           | 1           | 0           | 1           | 6            |
| 9    | 50% discounts                                  | 0           | 0           | 0           | 0                             | 0           | 0           | 0           | 0           | 0           | 0            |
| 10   | Empty Properties<br>undergoing repair 50% disc | 0           | 0           | 0           | 0                             | 0           | 0           | 0           | 0           | 0           | 0            |
| 11   | Former Class C<br>100% Disc 1 month            | 0           | 0           | 0           | 0                             | 0           | 0           | 0           | 0           | 0           | 0            |
| 12   | No discounts                                   | 0           | 2           | 2           | 5                             | 6           | 7           | 4           | 0           | 0           | 26           |
| 13   | <b>TOTAL EQUIVALENT DWELLINGS</b>              | <b>0.00</b> | <b>2.75</b> | <b>2.00</b> | <b>6.50</b>                   | <b>6.00</b> | <b>7.75</b> | <b>4.75</b> | <b>0.00</b> | <b>0.75</b> | <b>30.50</b> |
| 14   | Ratio to Band D                                | 5/9         | 6/9         | 7/9         | 8/9                           | 9/9         | 11/9        | 13/9        | 15/9        | 18/9        |              |
| 15   | <b>BAND D EQUIVALENTS</b>                      | <b>0.00</b> | <b>1.83</b> | <b>1.56</b> | <b>5.78</b>                   | <b>6.00</b> | <b>9.47</b> | <b>6.86</b> | <b>0.00</b> | <b>1.50</b> | <b>33.00</b> |
|      |  |             |             |             | Empty Homes Premium           |             |             |             |             |             | <b>0.5</b>   |
|      |  |             |             |             | Estimated collection rate (%) |             |             |             |             |             | <b>98.5</b>  |
|      |  |             |             |             | <b>Council Tax Base</b>       |             |             |             |             |             | <b>33.0</b>  |
|      |  |             |             |             | LCTS Adjustment               |             |             |             |             |             | -2.7         |
|      |  |             |             |             | <b>Adjusted Tax Base</b>      |             |             |             |             |             | <b>30.3</b>  |

## Appendix 14

680.6

# FINANCE AND POLICY COMMITTEE

31<sup>st</sup> January 2014



**Report of:** Assistant Chief Executive

**Subject:** DIGITAL FIRST

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key Decision.

## 2. PURPOSE OF REPORT

2.1 To provide members with details of the Government's Digital Strategy.

2.2 Explain the steps the Authority is seeking to take to provide alternative, electronic, channels of communication for the Authority's customers to use.

## 3. BACKGROUND

3.1 Digital First implies the movement or channel shift in providing services away from traditional methods to modern, electronic means with the potential for self service and some services being available 24/7.

3.2 There are three important statements regarding the pursuit of a channel shift to a more electronic manner:

- It is a transformation project, not an ICT project.
- There will never be a solution where human contact, be that face to face or by telephone, is removed for Customer Access and this Authority would not want that to be the case. The Authority will only set out to achieve a reduction in such contact where feasible based on the service and the customer's situation.
- The Authority will need to support the 'digitally excluded', that is those customers without the ability and/or resources to access services by digital means. That will include training and greater availability of public access machines in more venues, including community based venues, than currently offered at the libraries. Overall success will depend on the Council having a greater understanding of our citizen and community needs and actively encouraging and supporting people to access services by electronic means.

3.3 Within the new ICT Managed Services Contract with Northgate there is provision for £40K per annum to be utilised on Social Value projects. Initial discussions with Northgate have identified that this could be targeted in this area. The provision is per annum so there is the potential for significant investment in this area. A separate report will be brought to a future meeting of this Committee with details of this fund.

3.4 Digital by Default is the Central Government's strategy promoting greater use of digital means for citizens to access services. It states that the default route of access to citizen services should be by digital means and incorporates a citizen being able to self-serve or self assist wherever possible.

"By Digital by Default, we mean digital services that are so straightforward and convenient that all those who can use them will choose to do so whilst those who can't are not excluded"

**Source: Cabinet Office Digital Strategy 2013**

- Self service is defined as a customer being able to enquire, undertake and complete transactions without direct contact to staff.
- Self assist is defined as services being offered with on-line support being available should the citizen require it, e.g. on-line chat.
- The Cabinet Office is setting the approach around Digital by Default to be one of Digital First with 'other' ways of interacting still being available thereafter.

3.5 Many central government led administrative functions such as Car Tax are already promoted as Digital First. More services are following that will have a greater impact on the Council's business. Recent decisions reflecting this are coming out from the Welfare Reform Bill. They include a significant reduction in opportunities for face to face interviews for the public to claim the new Universal Credit (UC) through office closures at the DWP. The default manner for claiming UC will be electronic, with even the request for an appointment with a member of DWP staff having to be made on-line. Over the next 5 years, other DWP benefits will be combined into the UC, meaning more electronic only claims. It is expected, and the DWP recognises, that these changes will result in an ever greater volume of enquiries to local authorities and community based groups. The DWP is looking to create partnerships with Councils and the local communities to offer support for this change to the public.

3.6 At the same time the Authority is managing on-going reductions in funding, with further spending reviews happening this year. To maintain services with an ever decreasing pool of resources the Authority needs to explore the potential for channel shifting by digital means.

- 3.7 Digital First is a strategy that offers the Authority the opportunity to allow customers to self serve where human contact is not an essential element of the service being offered. That will release resources to enable the Council to continue to deliver other services where they are needed.
- 3.8 All of the above statements support the aims of the decision of the Finance & Policy committee, at the meeting of 19<sup>th</sup> September 2013 for the provision of a single point of contact under the Advice and Guidance project. Digital First is a programme to put in place the necessary technology platforms and processes to support the key aims of the Advice and Guidance project:
- To provide accurate signposting to where support can be found
  - Freeing staff time to deliver services by avoiding the need to re-type or double enter information
  - Enhancing the Council's abilities to offer a true 'one stop shop' service by ensuring enquiries, if not met by the customer being able to self serve, are directed to the appropriate Council staff for resolution.
- 3.9 Other Councils have already adopted a Digital First agenda to some extent. The potential savings in staff time and the numbers of transactions successfully transferred to electronic channels elsewhere are significant. The following have been reported by other Councils working with Northgate, this Authority's ICT Managed Services Supplier:
- Tameside MBC – minimal technology investment putting 28 transactional services on-line leading to saving of £172k p.a. in staff time.
  - LB Harrow – £100k technology investment leading to 62% of all contact now via e-forms saving £300k p.a. in staff time.
  - Poole BC – minimal technology investment by pushing CRM to the web reduced calls to contact centre by 25% (100k calls saving £265k in staff time).
  - LB Sutton - £40k technology investment providing mobile application platform removed 2,200 face to face and telephone contacts leading to reduction in staff of 2 FTE in contact centre.
- 3.10 The above figures are not the expected returns for Hartlepool because this authority already offers a variety of services on-line and comparisons to the above do not reflect the levels of transactions and services already offered on-line.
- 3.11 Any outcomes for Hartlepool will be based on the Authority's specific costs and customer base but the figures above do lend support to the investigation of the possibilities of a Digital First project in detail.

## 4. PROPOSALS

### 4.1 Introduction

- 4.1.1 A detailed examination of the potential outcomes from adopting a Digital First strategy for Hartlepool is proposed. The process and development will need to be iterative and managed.
- 4.1.2 The areas to be addressed in support of a Digital First strategy are detailed below.

### 4.2 Public Information

- 4.2.1 All information made available to the public should be easy to understand, up to date and easily found. That is not always the case.
- 4.2.2 Following corporate branding guidelines and having a similar structure to finding and understanding information should be obvious across all styles of communication but especially so with on-line communication channels.
- 4.2.3 It is important that publicly available information is regularly reviewed and updated where necessary.
- 4.2.4 CMT, at its meeting of 14<sup>th</sup> October 2013, approved the creation of an Online Communications Group.
- 4.2.5 The initial remit for this officer group is to identify a channel plan that details how we communicate on-line and what information should go down each channel i.e. what goes on a traditional website, what goes via Facebook pages, what goes through twitter feed and what can be self service. The intention will be to ensure that resources are not spread too thinly across channels or wasted on elements that do not achieve their purpose.
- 4.2.6 Thereafter, that group will agree an editorial style suitable for each channel and monitor usage by customers with a view to removing content if it is not being utilized.

### 4.3 Council Website

- 4.3.1 The current website platform was purchased 7 years ago and is a simple to use product that does what it originally set out do – provide access to Council information in a consistent manner.
- 4.3.2 Unfortunately, the website platform in its current form does not allow the Authority to offer the helpful, interactive experience for a customer that is essential if more customers are to be able to self serve. The information currently included requires rationalising to ensure that it provides a suitable experience for users and is easier to find and use.

- 4.3.3 Advances in technology such as i-pads and smart phones, coupled with the growth in use of mobile phones and more affordable mobile data bundles, mean that more and more people are accessing digital information from devices other than home computers. The current website platform does not lend itself to be viewed and accessed on mobile devices.
- 4.3.4 Any new website should be the welcoming ‘front door’ for customers wanting to access Council services. Good experiences will ensure repeat visits and become the first port of call for a number of customers. Over time this will reduce the number of calls and visits to the authority for those for whom this is an appropriate method (and this group of users is increasing in size as time progresses).
- 4.3.5 This front door should also be available for access over smart phones, i-pads and other similar devices to enable customers to access information in the manner in which they choose.
- 4.3.6 As well as offering information, including redirection elsewhere if appropriate, the website should provide intelligent electronic forms that are responsive to information the customer provides and either answer the customer’s enquiry there and then or prompt for more specific information. The improved quality of the information that can be obtained from the customer on these forms will allow the Authority to respond more effectively and quickly to the need.
- 4.3.7 Any website platform should complement existing technologies in place and integrate to other front and back office systems, reducing the need for double entry of data and routing enquiries not immediately resolved to the appropriate staff for resolution.
- 4.3.8 A detailed investigation into products that are available in the marketplace to meet the Authority’s requirements will be undertaken.
- 4.4 Interactive Telephony
  - 4.4.1 The Authority already offers some services through automated telephony systems. Members of the public can already pay certain bills and purchase car parking tickets for example without talking to a member of staff.
  - 4.4.2 Whilst this Authority would never want to remove the ability for customers to contact staff directly, this method of communication should be explored further and additional services added where appropriate. It will release staff time to deal with more complex matters.



#### 4.5 Social Media

- 4.5.1 In some instances, the traditional website is not always the most effective or appropriate electronic communication tool to use. Ever greater numbers of people use Social Media forums such as Facebook and Twitter and although the number of customers whose service needs can be met by Social Media may be small, experience at other Councils shows that increasing the Authority's presence in this area would encourage more of our customers to interact with us by electronic means overall.
- 4.5.2 The Council's Dog Warden service already has an excellent presence on Facebook and there is a healthy community of regular users of these pages. Efficiencies are also gained with lost dogs being reunited with owners quicker than before and strays being re-homed in a timely manner. These both lead to reduced costs for the Council in caring for these animals. Other services may also benefit from such a presence.

### 5 RISK IMPLICATIONS

- 5.1 There is a risk that the Authority invests in a Digital First strategy but the services offered by digital channels are not or cannot be accessed by customers.
- 5.1.1 The results of the ViewPoint39 survey conducted in December 2012 help to allay any fears around this risk.
- 5.1.2 The responses were that
- 87% have internet connections within their own home
  - 99% of those internet connections are broadband
  - 80% have mobile or smart phones
  - 62% of those phone users access the internet 'on the move'
  - 42% of respondents would use Council developed applications to pay for or receive information about Council Services.
- 5.1.3 This level of positive response demonstrates that there are sufficient numbers of customers who can take advantage of services offered by the Authority on-line to justify exploring the Hartlepool specific benefits of a Digital First strategy without necessarily removing the alternatives.
- 5.1.4 The Authority must also direct customers who have the ability to use digital channels to use them.
- 5.2 Another risk is that the aims of the Advice and Guidance project detailed at section 3.8 above are not realised.

5.2.1 The introduction of a modern interactive technology platform that provides correct, up to date information from a single place, and interacts with the Authority's other computer systems will help meet those aims.

5.3 There is also the risk that some of the Authority's customers will not be able to communicate with us by electronic means.

5.3.1 A public face to face capacity must continue to be available to those customers.

## **6 FINANCIAL CONSIDERATIONS**

6.1 Central Government funding is available to support a Digital by Default programme.

- DCLG – Whole Place Community Budgets. The Council leads on activities in the community.
- Cabinet Office - Social Incubator Funds. Community and voluntary organisations lead on the activities.
- DCLG & DWP – Digital Deal. Social Housing Provider leads on activities for tenants to improve on-line skills.
- DWP Strategic Partnership Funding - New funding available to local authorities in recognition of the impacts of Welfare Reform.

6.2 All four funds can be accessed and as a part of this project the Authority will submit applications for funding from these sources.

6.3 As part of the new ICT contract with Northgate there is provision for £40K per annum to be utilised on Social Value projects. Initial discussions with Northgate have identified that this could be targeted in this area. The provision is per annum so there is the potential for significant investment in this area.

## **7 LEGAL CONSIDERATIONS**

7.1 Computerised and internet based activity can be regarded with suspicion by those with concerns over the security of information being passed and held by electronic means

7.2 The provisions of the Data Protection Act and guidance from the Information Commissioner will be referenced and followed throughout the project and any potential future usage of a Digital First programme.

- 7.3 The Council's own Information Governance group has established policies that will be strictly adhered to and reference will be made to that group for approval throughout the project.
- 7.4 Those standards will be publicised to allay any fears the public may have and to encourage use of the new digital channels.

## **8 EQUALITY AND DIVERSITY CONSIDERATIONS**

- 8.1 Not all of the Authority's customers will have the ability to interact with us by electronic means and therefore, the Authority will continue to have more traditional and personal methods of communication available for those customers who need it.
- 8.2 A number of members of the ethnic communities have language barriers to overcome. A web-site with the ability to automatically translate pages into other languages is amongst the aims of the Digital First project. This would allow people to access information for themselves rather than incurring costs associated with translation services or receiving information second hand that may be inaccurate or not address their need properly.
- 8.3 There are users of Council services whose abilities and needs are such that electronic communication is inappropriate and not all services are suited to delivery by electronic means. For these customers, there must continue to be the ability for personal direct contact.
- 8.4 There are also those whose personal circumstances do not allow them to take advantage of electronic communications, be that for financial reasons or a lack of knowledge around how to master the technology required. The project will address the provision of electronic means of access by evaluating an increased pool of resources at the public libraries, voluntary sector organisations and elsewhere that are made available for the public to use. In addition, training and on-site support to the public in those places will be offered.
- 8.5 The provision will vary based on both the specific location from where access is being made and the level of funding made available.
- 8.6 It is intended that paper based guides to operating the equipment, accessing the internet and an explanation of the new web-site and how to access services will be the minimum offering.
- 8.7 In some location funding may allow for properly trained staff to be available to assist users having difficulties with the technology.
- 8.8 The costs of the increased equipment provision and training provision can be funded through the funding streams outlined in Section 6.

## **9 STAFF CONSIDERATIONS**

- 9.1 This is not an ICT project but a transformation project.
- 9.2 Alongside the Advice and Guidance project staff must be kept informed of the proposals and invited to share in the opportunities that this programme will bring.
- 9.3 There will be substantial change as a result of this style of channel shifting and the best results will come from the input and experience of staff already dealing with the Authority's customers across each of the service areas.
- 9.4 Training requirements for staff must be identified early and delivered appropriately to maintain existing levels of service during any implementation of the changes on a service by service basis.
- 9.5 The Online Communications Group will manage the web-site content in the long term and will support the Digital First project across all digital channels as individual services are given an electronic presence.

## **10 ASSET MANAGEMENT CONSIDERATIONS**

- 10.1 There will be new PC equipment procured during the implementation of a Digital First strategy. These will be public access machines at varied locations across the Borough. Provision for the on-going support and maintenance of these devices owned by the Authority will have to be added to the ICT Managed Services contract or managed as part of the current contract sum through reductions in the contract sum elsewhere.

## **11 CONCLUSIONS**

- 11.1 Digital First is a new way of communicating with the Authority's customers. It offers the opportunity to communicate with some customers who may not have interacted with the Authority before, improve the number of access channels available to others as well as changing the routes that existing customers have used before.
- 11.2 The roll-out of such a strategy will be in small stages. This will allow us to evaluate the impact of a switch to digital channels in manageable terms.
- 11.3 A detailed evaluation of the potential benefits specific to Hartlepool is required. Such a business case will be the subject of a further report to this committee.

- 11.4 A new website platform is required to enable the Authority to offer a more modern experience for customers and to support the aims of the Advice & Guidance project as outlined above. A detailed market test of available platforms and their suitability to meet the Authority's aims will be undertaken.
- 11.5 The content of the web-site and the other options, such as Facebook and Twitter, will be considered by the Online Communications Group.
- 11.6 Services will be evaluated to identify any benefit that can be obtained from offering interactive telephony communication.

## 12 RECOMMENDATIONS

- 12.1 Members approve in principle the adoption of a Digital First strategy encompassing:
- A modern interactive website
  - Expansion of interactive telephony where appropriate for both the customer and the service
  - Establishing a more proactive presence on Social Media sites
  - Undertaking activities to reduce digital exclusion

## 13 REASONS FOR RECOMMENDATIONS

- 13.1 The adoption of a Digital First strategy should:
- Improve customer experience
  - Deliver staff efficiencies by promoting channel shifting where appropriate to digital means
  - Support the aims of the Advice & Guidance project

## 14 BACKGROUND PAPERS

- 14.1 Advice and Guidance Project, Finance & Policy Committee, 19<sup>th</sup> September 2013.
- 14.2 ViewPoint 39 Results.

## 15 CONTACT OFFICER

Andrew Atkin - Assistant Chief Executive  
Chief Executive's Department – Corporate Strategy  
Hartlepool Borough Council (01429) 523003

# FINANCE AND POLICY COMMITTEE

31<sup>st</sup> January 2014



**Report of:** Assistant Director (Resources)

**Subject:** ADVICE AND GUIDANCE PROJECT

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non-key decision.

## 2. PURPOSE OF REPORT

2.1 To seek Finance and Policy Committee's approval to the proposals to reconfigure the Council's Advice and Guidance services to the public.

## 3. BACKGROUND

3.1 The Advice and Guidance project was included in the 2013/14 Council Plan in order to address the increasing need for effective advice and guidance services to the public, particularly in relation to the pressures of welfare reform.

3.2 It was agreed that the project would undertake a review of the advice and guidance services provided by the Council to the public with a view to determining their most effective delivery model and as part of this, review the current provision of services through the Contact Centre.

3.3 The project was delegated to the Assistant Director (Resources) in order to achieve an independent assessment.

3.4 At its meeting on 19<sup>th</sup> September 2013 the Committee considered a report on options to reconfigure the Council's Advice and Guidance services to the public.

3.5 The Committee approved the setting up of an "Advice and Guidance Hub" to deal, particularly, with the more complex personal and financial needs presented by our customers. This was "Option 4" in the report. The aim being to address the need at the first point of contact wherever possible, focussing on the "customer".

3.6 The decision record was as follows:-

- (i) That Option 4, in conjunction with needing to ensure that safeguarding was not compromised and the challenge to deliver all advice and guidance from one place, including the Discretionary Housing Payments function and the Local Welfare Support function., be approved for the future delivery of first point of contact advice and guidance within the Civic Centre.
  - (ii) That a detailed implementation plan with structures and costings, addressing the needs outlined in Section 10.4 of the report with a view to implementing the changes by April 2014 was approved.
  - (iii) That Option 5 be developed and considered over a longer period of time to further focus advice and guidance particularly as Universal Credit and its effects on the Council and its customers were rolled out. This to be explored as when relocating the Housing Advice/Housing Options centre back to the Civic Centre.
  - (iv) That the Assistant Director, Resources be authorised to work with the Corporate Management Team on the management structures, financial appraisal, implementation plan and proposed risk management arrangements for service delivery for the preferred option with a further report to the Finance and Policy Committee in November/December 2013 for final approval.
  - (v) That the commencement of the necessary consultations with staff and Trade Unions and associated stakeholders was approved.
  - (vi) That a report be received by the Finance and Policy Committee in November 2013 exploring the options for the continuation of the services currently provided by West View Advice and Resource Centre.
  - (vii) That the future provision of the Housing Advice/Housing Options Centre post September 2014 be relocated to the Civic Centre.
- 3.7 The option agreed was designed to manage a range of risks and particularly to ensure safeguarding was not compromised. It specifically included the Discretionary Housing Payment and Local Welfare Support functions. The Committee considered that this option could be developed over a longer period of time to further focus on advice and guidance, particularly on Universal Credit as its effects are rolled out.
- 3.8 As part of the development of advice and guidance services the relocation of the Housing Options Centre to the Civic Centre from Park Tower will be considered.

#### **4. DEVELOPMENTS**

- 4.1 A Steering Group of officers from all Departments/Divisions affected has worked together to formulate the structure and functions of each part of the

Council's Advice and Guidance services. These officers have also consulted and discussed how services could be provided within their individual teams.

- 4.2 A number of staff briefings have been held to keep staff informed and receive any input/feedback. Discussions with Trade Unions have also taken place.

## 5. **ADVICE AND GUIDANCE FUNCTIONS**

### Advice and Guidance Hub

- 5.1 It is proposed that the following functions will be included in the Hub
- Holistic assessment of customer need/"Triage".
  - The current functions of the Child and Adult First Contact Support Hub (FCSH)
  - Local Welfare Support.
  - Discretionary Housing Payments.
  - Housing Benefits and Local Council Tax Support – First Contact.
- 5.2 It is also proposed that the Hub would be located within the Child and Adult Services Department to reflect the focus on "people" and under the line management of the Assistant Director (Children's Services).

### Customer Services Centre

- 5.3 It is also proposed that the following functions will be included in a reconfigured Customer Service Team.
- Civic Centre Reception Point and switchboard.
  - Regeneration and Neighbourhoods first point of contact for Street Care, Parking Services and Environmental Services.
  - Standard processes such as bookings, service reports, assisting customers apply for services.
  - Revenues and Council Tax. Face to Face service (e.g. taking payment, setting up direct debits and payment plans, completing applications)
  - Registration Services.
  - Chief Executive's Support Services (including HR services such as Disclosure and Barring Service and Recruitment).
  - Potential other services to follow.
- 5.4 It is also proposed that Customer Services Centre would be located within the Chief Executives Department to reflect the Corporate front facing and support services and under the line management of the Assistant Chief Executive.

### Benefits Service (Housing Benefits / Local Council Tax Support)

- 5.5 The following functions will continue to be included in the Benefits and Revenues sections within the Finance Division:-



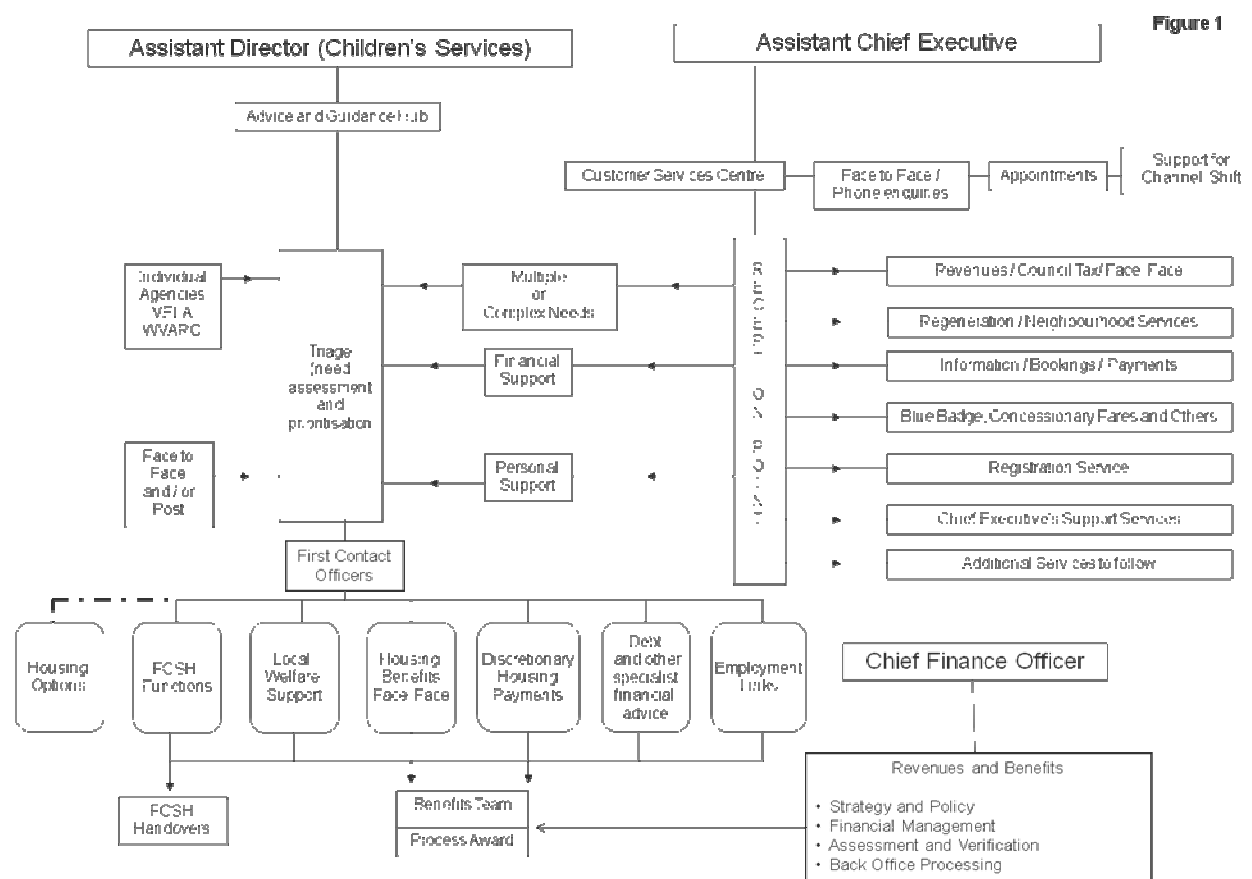
### Benefits Service

- Back-office processing.
- Benefit Claim assessment and verification.
- Appeals and Award Reconsiderations
- Benefit Fraud and Assessment Quality Control
- Financial Management.
- Strategy and Policy.

### Revenues Service (Council Tax and Business Rates)

- Billing and Recovery
- Cashier and Payment Arrangements
- Bailiff services
- Financial Management
- Strategy and Policy

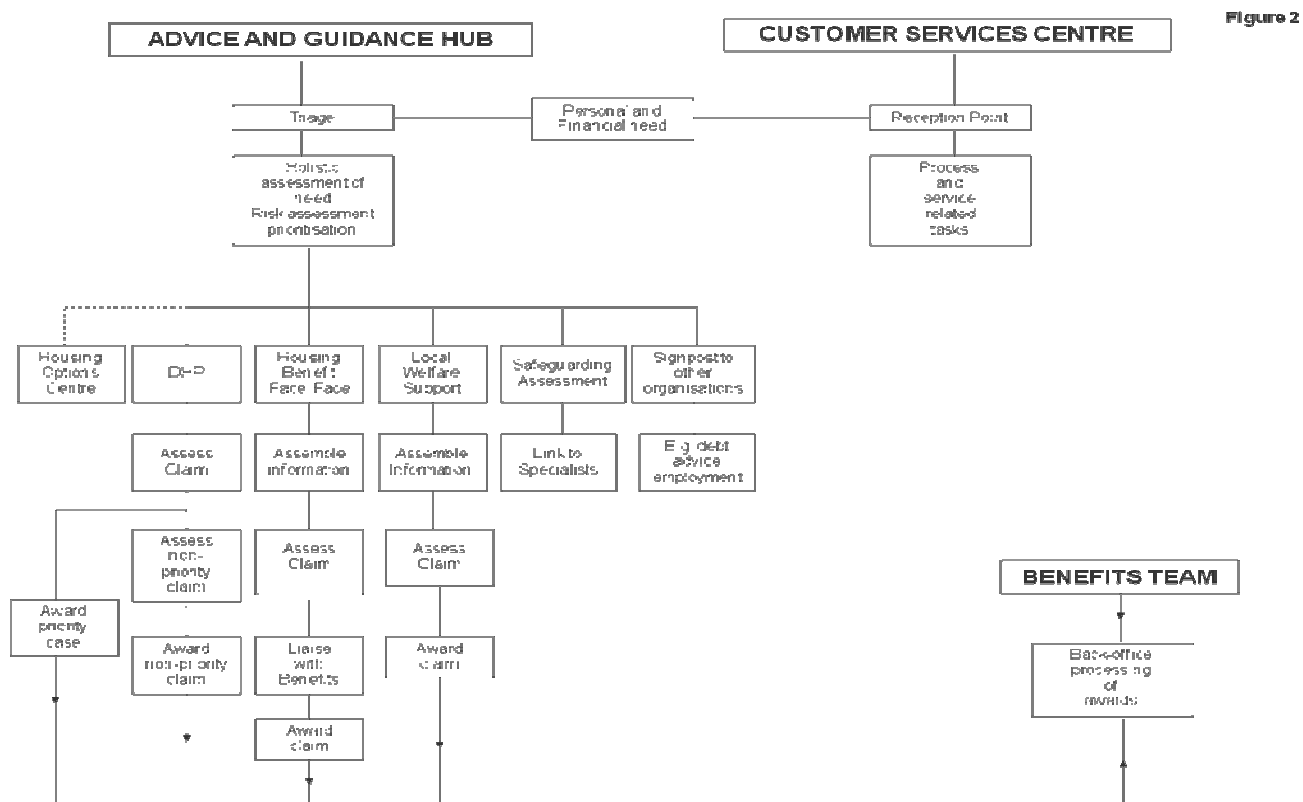
5.6 Figure 1 below outlines the various roles and functions.



## 6. HOW WOULD IT WORK?

6.1 The key element of the service is to identify a customers' requirement at the first point of contact, whether it is face-to-face/telephone/post/e-mail.

- 6.2 It is therefore intended that at all first points of contact throughout the Council a proportionate set of questions will be asked to ensure the customer is signposted along the right pathway. Whatever the route into the Council the first stage should be the same.
- 6.3 As an example for face-to-face contact at the Civic Centre a customer would report to the Reception Point and the staff would explore their needs with a standard set of questions.
- 6.4 If it was clear that their enquiry was of a nature that could be dealt with by the Customer Services Team (see Section 5.3) then they would be taken through their enquiry by Customer Services staff. It will be important that enquiries are addressed by the right people in the right place as early and directly as possible.
- 6.5 If any personal or financial need was identified the customer would be signposted to First Contact Officers from the Advice and Guidance Hub who would be located within the Contact Centre area.
- 6.6 The customer's holistic needs would be fully assessed and prioritised, including an appropriate risk assessment. Where it was possible the customer need would be dealt with at that point of contact even if it meant speaking to more than one officer to deal with the breadth of the enquiry. Face to face contacts would be undertaken in one of the interview rooms where confidentiality is required. Where it was more appropriate or convenient, an appointment would be made for the customer.
- 6.7 Appointments will be encouraged, where appropriate, in order to provide customers with the service they require in addition to making the service more efficient and assist in resource planning.
- 6.8 The First Contact Officer would also signpost customers to other services e.g. more specialist financial advice if required.
- 6.9 Figure 2 below outlines the processes involved and responsibilities:-



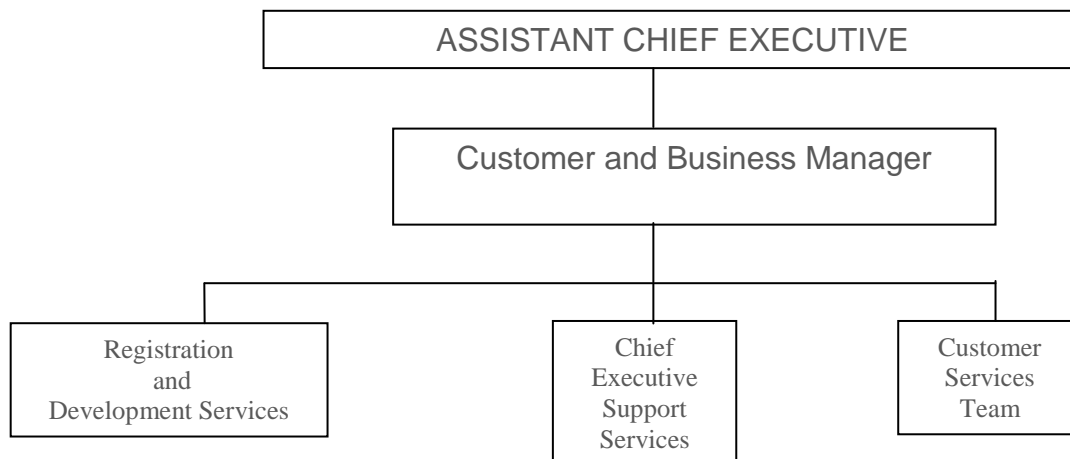
## 7. RESOURCING

### The Customer Services Centre

- 7.1 This will be reconfigured to deal with the standard processes that result from customers approaching the Council.
- 7.2 4 staff members (3.2 FTE) will transfer into the Advice and Guidance Hub to deal with those issues of personal and financial need that are currently first handled by the Contact Centre, particularly in relation to housing benefit claims. In addition to the funding of these staff, a budget transfer of £5k will be allocated to cover peaks in service demand.
- 7.3 A restructure will include:-
- Revised management arrangements (linked to Chief Executive's savings for 2014/15).
  - The re-focus of a "Reception Point" that will pose those key questions that will get the customer to the correct pathway.
  - A dedicated team to deliver the Registration Service at its new location (that retains some resilience).
  - Teams that will deal with customers and associated processes.
  - The Chief Executive's Support Services.

7.4 The structure will also be assembled to deliver savings required in the budget process for 2014/15 and this will include the proposals already considered by the Finance and Policy Committee.

7.5 In summary: -



Teams will be flexible to ensure resilience across the service and to meet peaks and troughs of workload.

#### The Advice and Guidance Hub

7.6 This will be configured around the existing First Contact Support Hub with the addition of 4 staff members (3.2 FTE) transferring from the Contact Centre and 3 staff members from the Benefits section who currently deal with Discretionary Housing Payments and Local Welfare Support, and are funded from the existing Local Welfare Support grant. These staff members are currently “seconded” into this area of work and it is proposed to continue this arrangement until a review of the staffing resources within the whole of the Hub is undertaken (see Section 7.9). It is essential that staff with the necessary expertise are transferred to the Hub to achieve success. There is, currently a fourth member of staff on a temporary contract until 31<sup>st</sup> March 2014 and it is proposed that this fixed term post does not continue in order to mitigate risks in relation to future funding. There will be a requirement to reappraise those posts where responsibilities have transferred.

7.7 The Hub will be within the responsibility of the Assistant Director (Children’s Services) under the management of the Head of Access and Strategic Planning Functions within that role will include:-

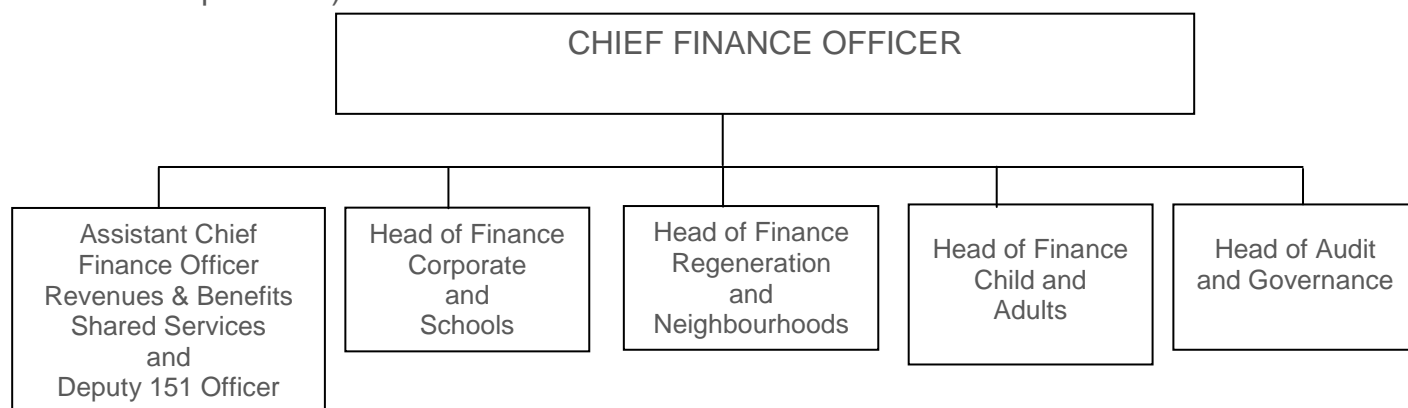
- Advice and guidance to the public and professionals in relation to
  - children and family services
  - safeguarding children and vulnerable adults
  - welfare reform, benefits, DHP, employment pathways
- Evaluate contact and referral information in relation to social care ensuring workload is prioritised appropriately and passed to relevant teams.
- Ensure that requests for social care assessments are passed to the relevant team e.g. Safeguarding or the Early Intervention Services.

- Support universal and targeted services to carry out common assessment processes
  - Oversee the development and ongoing maintenance of the Family Service Directory (FSD).
- 7.8 Structurally existing staff dealing with Benefits/LWS/DHP in the Benefits Section and Contact Centre will initially transfer into the Hub to undertake their existing roles but integrated with the First Contact Support Hub Officers.
- 7.9 The proposal is that a six month bedding-in period would be required during which staff resourcing, operations, workloads and staff training would be monitored and developed enabling a more integrated and sustainable structure to be formed with the funding available.
- 7.10 It is also proposed that this new service commences in a phased manner from April to September 2014 taking into account the extremely busy months of April and May for customers visiting and contacting the Council with Council Tax, Benefits and other queries. This would reduce the risk of error at a key time of the year for our customers. In addition accommodation changes across the Council are peaking in March and April e.g. EDC/PRU move to Brierton and therefore the accommodation changes associated with the formation of the Hub, the relocation of the Housing Options Team and the reconfiguration of the Customer Services Centre will need to be phased and integrated into the programme.
- 7.11 An additional risk is that when the Hub is up-and-running the peak may be such that resources are stretched. It is intended that the close working relationship between the Hub, the Customer Services Team and the Housing Benefits Team will be developed with flexibility in resources to reduce this risk.
- 7.12 It is intended that Hub staff will have the required access to Council ICT systems as well as those of external organisations such as the Department for Work and Pensions. This will allow the Council to give the customer as much information as possible and make awards of DHP / LWS at the first point of contact.
- 7.13 The first contact roles within the Hub will include the following (with some variations initially as discussed in 7.8 and 7.9):-
- Provide information, advice and guidance, signposting where appropriate to other services, e.g. debt advice, employment services.
  - Process contact and referral information in relation to social care ensuring workload is prioritised appropriately and passed to relevant teams.
  - Provide benefit advice (Housing Benefit, Local Council Tax Support, DHP, LWS etc) and support the claim process. In addition determine awards for DHP / LWS.
  - Offer a fully inclusive service that meets the needs of customers at first point of contact whenever possible, including face-to-face contact, telephone and e-mail contact, outreach and where necessary home/community visits.

- Negotiate on behalf of customers in contacts with bodies such as Job Centre Plus and the DWP.
- Undertake appropriate outreach work that complements the service.

#### The Benefits Team

- 7.14 The Benefits Team will remain under the management of the Assistant Chief Finance Officer within the Finance Division of the Chief Executive's Department, providing finance performance management and leading on Policy and Strategy in relation to financial matters.
- 7.15 This will provide a professional overview and verification to reduce risk and mitigate challenges from external audit or other organisations such as the DWP.
- 7.16 The Benefits Section team will continue to provide high volume back office processing of claims and award adjustments covering an annual Housing Benefit caseload of 12,000, Local Council Tax Support caseload of 15,000 and 70,000 change of circumstance – 34 staff undertake these and other tasks.
- 7.17 The Finance Division structure will not change (although 3 members of staff are transferring). In addition, as detailed in the report on Chief Executive's Departmental Structure the roles of the Chief Finance Officer and Assistant Chief Finance Officer will be revised to reflect Chief Finance Officer taking on the role of Section 151 officer for Cleveland Fire Authority and allocating 1 day per week) and is as follows:-



## **8. HOUSING OPTIONS CENTRE**

- 8.1 At the previous meeting the Committee were advised that a 5 year break clause ends at Park Tower in September 2014, although it may be possible to exit an earlier date.
- 8.2 The Committee agreed that the Options Centre should be relocated to the Civic Centre.

- 8.3 It was highlighted that negotiations and a review of the services will be required after Vela approached the Council and confirmed that they will be moving their

staff from the Options Centre to a new Vela operational base in Titan House, possibly in Spring 2014.

- 8.4 This means that only Council staff will now be moving into the Civic Centre. The moves will need to be coordinated with Vela so they take place concurrently to ensure minimum effect on customers. Housing Services colleagues in the Council and Vela will be working to make this a smooth transition and agree future working arrangements.
- 8.5 In the previous report there was some discussion on the link between the Hub and the Options Centre. They will undoubtedly be working with the same customers and it is intended to locate many of the teams next to each other on Level 2 of the Civic Centre. This will assist in communication and information sharing.
- 8.6 In terms of any integration it is proposed that the Options Centre remains separate from the Hub and within the Housing Services section of the Regeneration and Neighbourhoods Services Division. This accords with the opportunities within and development of Housing Services in the future. The Committee will be considering a separate report on this subject.
- 9. ACCOMMODATION**
- 9.1 It is proposed to locate all those services with “customer contact” adjacent to each other on Level 2 of the Civic Centre. This will include:-
- Customer Services Centre.
  - Advice and Guidance Hub.
  - Housing Services (including Housing Options).
- 9.2 It is proposed that the Benefits Team will also remain on Level 2 to maintain operational links to the above areas, but locations may change.
- 9.3 Members have agreed to make available the existing Policy Chairs Room and this will provide valuable extra space for the changes.
- 9.4 There will need to be some other accommodation changes to enable these phases to take place and full consultation is taking place.
- 9.5 Some staff from the “Hub” will be located within the reception area to enable contact with customers to take place with more detailed and personal matters being dealt with in one of the Contact Centre meeting rooms. Currently it has been assessed that the number of meeting rooms will be adequate; however, this will need to be reviewed.

## 10. FINANCIAL CONSIDERATIONS

- 10.1 The objective, from a staffing point of view has been that the formation of the Advice and Guidance Hub should be done within existing resources and this will be achieved by initially transferring existing staff resources. The operation and development of the Hub will then be monitored and reviewed for effectiveness over a six month period. In addition to the funding of these staff, a budget transfer of £5k will be allocated to cover peaks in service demand.
- 10.2 The Customer Services Centre will be reconfigured around the tasks identified in 5.3. Savings will be made as part of the Chief Executive's savings exercise for the 2014 / 15 budget.
- 10.3 In addition the Registration Service will be re-located in line with the Committee's approval at the meeting on 19<sup>th</sup> December 2013. Associated funding from the forecast 2013 / 14 outturn was also approved subject to Council approval to vire these funds.
- 10.4 There will be a requirement to reappraise those posts where responsibilities have transferred.
- 10.5 On the 3<sup>rd</sup> January 2014 the Department for Work and Pensions (DWP) confirmed that the funding allocations covering administration costs and awards expenditure for Local Welfare Support (LWS) schemes would be abolished after 2014/15. A DWP spokesman has stated:
- "Community care grants and crisis loans were poorly targeted and failing to help those most in need, so in April last year we transferred the funding to local authorities so they could deliver new support as part their existing services. This was on a non ring-fenced basis to 2015. From April 2015, local authorities will be able to continue to offer this support from within their general fund. Local councils are the best judge of needs and priorities within their areas, so it is right for them to choose how much funding to allocate to local welfare provision and how to provide such support".
- 10.6 The DWP decision to completely withdraw this funding is surprising as this goes against the new doctrine principle of funding local authorities for new responsibilities, It had been anticipated that the better management of LWS expenditure by local authorities would have resulted in reduced allocations from 2015/16. Clearly, given the significant cuts in the Council's core revenue grant in 2014/15 and 2015/16 the withdrawal of this funding is another financial problem for the Council to manage. For 2014/15 the Council will have total available funding of approximately £780,000 (2014/15 grant allocation of £635,000 and 2013/14 forecast uncommitted underspend of £145,000), thereafter there will be no available funding. The available funding is sufficient to maintain existing spend on the provision of Local Welfare Support of



£180,000 and the costs of 3 staff transferring into the Advice and Guidance Hub of £84,000 for three year (i.e. 2014/15 to 2016/17). It is recommended in the Medium Term Financial Strategy report that the available funding is allocated on this basis to avoid a General Fund budget pressures, which would increase the budget cuts required in 2015/16 and 2016/17.

- 10.7 Given the inherent financial risks covering LWS funding, for 2013/14 the Council's LWS administration staff are employed on 1 year fixed term contracts to 31<sup>st</sup> March 2014. To maximize efficiency, the Council's LWS administration staff are also required to administer Discretionary Housing Payments as part of a generic job responsibility. Both LWS and DHP awards responsibilities are transferring to the Advice & Guidance Hub, therefore it is not necessary to disaggregate the elements of the job, However given the future funding uncertainties it would be prudent to continue in 2014/15 with the current practice of operation for LWS / DHP staff.
- 10.8 In terms of accommodation there will be relocation costs for the various teams with an extensive rearrangement of Level 2 and some associated moves on other floors. This will also include the relocation of the Housing Options Team from Park Tower to the Civic Centre.
- 10.9 Council agreed funding, as part of the 2013 / 14 budget, for the corporate accommodation strategy and moves. The current corporate accommodation moves have been carried out within budget by utilising existing resources in an effective manner and it is the intention to use this to undertake accommodation moves within the Advice and Guidance project.

## **11. WEST VIEW ADVICE AND RESOURCE CENTRE**

- 11.1 The West View Advice and Resource Centre offer free, independent advice for all Hartlepool residents, including debt advice, money advice, benefits advice, housing/homelessness advice. The service was commissioned, in competition, by the Council. It is managed through the Community Regeneration team within Neighbourhood Management in Regeneration and Neighbourhoods.
- 11.2 They provide free, confidential, impartial and independent specialist advice and information including putting forward a case for the client, advocacy and representation at Court/Tribunal. The Council's key priority areas for specialist advice and information services are:
- Welfare Benefits
  - Debt
  - Money Management
  - Employment Law
  - Housing and Homelessness issues
- 11.3 At the previous meeting the Committee asked for a report on the options for the continuations of the services currently provided. This took place a part of a report on the Community Pool in November 2013.

- 11.4 Currently a tender exercise is being undertaken for those services as the contact runs out on 31<sup>st</sup> March 2014. The award of the tender will be subject to funding being approved by the Council as part of the 2014/15 budget process.

## **12 FUTURE MULTI AGENCY INITIATIVES**

### Adult Social Care and Health

- 12.1 In line with the requirements of the Better Care Fund to further integrate health and adult social care services, those people requiring a specialist or multi-professional assessment, or an adult safeguarding response will be referred to an integrated single point of access for adult social care and health, which will be developed from April 2014.

## **13 UNIVERSAL CREDIT**

- 13.1 In the future, depending on the national roll out, the majority of people will make their claim for Universal Credit online and payments will be made monthly and direct to the household. Indications from the Department for Work and Pensions (DWP) indicate that Councils will have a significant role to play in these new arrangements.
- 13.2 The report to Committee on 19<sup>th</sup> September 2013 outlined some of the implications for customers and the Council, including the support to be provided via the DWP's Local Support Services Framework.
- 13.3 The DWP have recently updated the Local Support Services Framework and have published a Trialling Plan for Universal Credit (UC).
- 13.4 The Government's current planning assumption is that the UC service will be fully available in each part of Great Britain during 2016, having closed down new claims to the benefits it replaced. The majority of the remaining caseload moving to UC during 2016 and 2017.
- 13.5 Council's and DWP Job Centre Plus are being encouraged by the Government to take the opportunity to start preparing for the introduction of UC via partnership working.
- 13.6 An example of the measures for supporting claimants is outlined in figure 4 below.

Figure 4

| Category                              | Examples of potential service/s supplied, underpinned by delivery partnership agreements – to be agreed by the partnership at local level   |
|---------------------------------------|---|
| <b>Making and managing a UC claim</b> | <ul style="list-style-type: none"> <li>• Training and development plan for partnership staff to enable them to identify claimants with complex needs requiring additional help, and appropriate and effective triage to any specialised support network identified – improved data sharing / communication</li> <li>• DWP and local government working together to effectively help claimants with complex needs and enable them to move towards self-sufficiency</li> <li>• Effectiveness of referral process, staff trained sufficiently about UC to be able to support claimants – a single point of contact in each location</li> <li>• Digital upskilling initiative for claimants with complex needs – DWP and local government to work together to share services to achieve shared goals</li> </ul> |
| <b>Managing monthly payments</b>      | <ul style="list-style-type: none"> <li>• A financial inclusion advice service / single journey or process which is timely</li> <li>• Monthly money action planning service</li> <li>• Scope for locally agreed outcomes with local partner organisations, as well as national partner organisations e.g. Money Advice Service, to support this outcome e.g.:               <ul style="list-style-type: none"> <li>- increase in the number of claimants who are able to complete and maintain a money action plan relevant to their circumstances</li> <li>- helping claimants get a transactional bank or credit union account (where previously they hadn't got one) to incentivise prevention of APAs</li> </ul> </li> </ul>   |

- 13.7 The Council will need to determine its strategy in the partnership approach and ensure support to customers. This could be a future natural development of the scope of the Advice and Guidance Hub. There will be funding from the DWP to support the delivery of this new local responsibility and so additional work will be required to formulate our strategy.

## 14. RISK IMPLICATIONS

- 14.1 There is always a risk in major changes to service delivery where the outcome is expected to meet the future needs of our customers in a different environment.
- 14.2 There is a risk in the first few weeks/ month we will need to review very closely to understand resources required. In terms of attempting to mitigate risks it will be necessary for some shadowing of the staff transferring be undertaken so roles are understood.
- 14.3 In order to achieve the right outcomes the implementation of the changes needs to be carefully planned and delivered and it is proposed that comprehensive risk management arrangements for service delivery is put in place particularly around safeguarding and financial controls.

**Risk Matrix**

| <b>Potential Risk</b>  | <b>Control Measure</b>  |
|--|---|
| General risk of change in all areas  | The development process for the proposals has included key managers and staff and has been considered by Corporate Management Team as part of an ongoing process of development. The establishment of a steering group to drive these considerations has enabled potential risks to be identified and appropriate measures put in place to manage this. This approach will be continued through the implementation phase with close monitoring of services , customer feedback and financial and safeguarding potential risks |
| Financial risks around assessment / verification unless Advice and Guidance Hub staff / management have clear direction, information, skills and management. | The Hub will be resourced with staff with the required expertise and access to information and ICT systems. The chief Finance Officer will retain the lead on Policy and Strategy providing a professional overview to reduce risk and mitigate challenges.   |
| Disruption to staff / services   | The proposed phased approach to the change, taking into account potential workload issues and peaks in demand provides a mechanism to minimise potential disruption to front line services and negative impact on services users. This in conjunction with a phased approach to change in job roles is a practical mitigation of risk.  |
| Loss of priority focus on need and safeguarding function in FCSH whilst new functions are being absorbed.  | The existing FCSH will be transferred into the Hub and will form the base of it. Existing LWS/DHP and Contact Centre staff will initially be transferred in and cover their existing roles to ensure a smooth transition. A resource/operational review will take place after 6 months.   |
| No appetite from those involved and culture does not change  | The approach taken to the change, including key managers and staff in the development of the change provides a suitable mitigation for such a risk. The ongoing management of the new arrangements will need to take into account that the success of the change will in no small part be dependent on ensuring that the staff involved in delivering the services have the information needed to deliver effective services to customers. This will form part of the management arrangements going forward.                  |

|  |   |
|--|---|
| The management of Advice and Guidance Hub does not drive the improvement | The development of the proposals has directly involved both those currently delivering services and those with responsibility going forward. There is a clear commitment to delivering effective services to customers from those involved. Through the ongoing monitoring of service provision this will be monitored to ensure that services delivered are of a high standard and meet needs. |
| Additional pressures on management capacity of officers                  | The proposals are an extension of functions currently carried out but brought together in an integrated team thereby allowing more effective and efficient use of resources. Higher level management responsibilities have been reviewed taking into account the introduction of the Hub. A resources/operational review will take place after 6 months.  |
| Peak workloads cannot be managed by the Advice and Guidance Hub          | It is intended that the Hub will be phased in over a number of months, taking into account the busy periods. Close working relationships between the Hub, the Customer Services Team and the Benefits Team will be developed with flexibility in resources to reduce the risk. A resources/operational review will take place after 6 months.   |

## 15. LEGAL CONSIDERATIONS

- 15.1 Any legal implications of the changes will be addressed through the implementation plan in liaison with the Chief Solicitor.

## 16. EQUALITY AND DIVERSITY CONSIDERATIONS

- 16.1 An Equality Impact Assessment has been undertaken as part of the implementation plan to meet the needs of customers and staff. Physical access arrangements are included. This is included in **Appendix 1**.

## 17. STAFF CONSIDERATIONS

- 17.1 There will be a restructuring across a number of sections of the Council and consultation with staff and trade unions will be undertaken at key stages in line with the Council's policies.

**18. ASSET MANAGEMENT CONSIDERATIONS**

- 18.1 The attention of the Committee is drawn to the Asset Management element of the Medium Term Financial Strategy. The decision by Cabinet in January 2009 requires a commercial, proactive approach to be taken on Asset Management issues, the proceeds of this transaction being a contribution to the Medium Term Financial Strategy (MTFS).
- 18.2 The decision to adopt a commercial approach to asset management requires the Council to realise the full value of any properties or property rights that it disposes of. In this respect our priority is to maximize the use of the Civic Centre whilst utilizing appropriate satellite locations where required.
- 18.3 Relocation of the Registration Services will be included within the changes.
- 18.4 Where there are any other physical changes required they will be undertaken to ensure we maximize the use of our property and gain best value.

**19. SECTION 17 OF THE CRIME AND DISORDER ACT 1998 CONSIDERATIONS**

- 19.1 Any issues will be highlighted and addressed as part of the Implementation Plan.

**20. RECOMMENDATIONS**

- 20.1 That the Committee:-
- Consider the report with comments welcomed.
  - Approve proposals to reconfigure the Council's Advice and Guidance Services to the public.
  - Note the MTFS report includes a specific recommendation to allocate the available Local Welfare Support as detailed in paragraph 10.6 over a three year period (i.e. 2014/15 to 2016/17).

**21. REASONS FOR RECOMMENDATIONS**

- 21.1 To address the needs identified in the Council Plan 2013 / 14.
- 21.2 To improve the front facing advice and guidance and support given to the public both in the short and long term.
- 21.3 To ensure customers are able to access all of the financial and personal support they are entitled to.
- 21.4 To ensure Local Welfare Support is addressed in the MTFS.

**22. CONTACT OFFICER**

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Tel: 01429 523211

## APPENDIX 1

| Department            | Division  | Section                   | Owner/Officer                          |
|-----------------------|---|---------------------------|--|
| Child and Adult       | Children's Services   | First Contact and Support | Sally Robinson,<br>Danielle Swainston, |
| Function/<br>Service  | <p><i>There is currently a range of advice services across the council including the Contact Centre, First Contact and Support Hub and benefits and revenues. All of these services offer a level of advice and guidance in relation to money management, benefits and welfare reform.</i></p> <p><i>The aim of the new service is to offer an holistic service ensuring that the public receive the best possible advice about all aspects of their needs.</i></p> <p><i>The new advice and guidance will include the following:</i></p> <ul style="list-style-type: none"> <li>• <i>Advice and guidance to the public and professionals in relation to:</i> <ul style="list-style-type: none"> <li>○ <i>Children and family services</i></li> <li>○ <i>Safeguarding children and vulnerable adults</i></li> <li>○ <i>Welfare reform, benefits, DHP, employment pathways</i></li> </ul> </li> <li>• <i>Evaluate contact and referral information in relation to social care ensuring workload is prioritised appropriately and passed to relevant teams.</i></li> <li>• <i>Support universal and targeted services to carry out common assessment processes</i></li> <li>• <i>Oversee the development and ongoing maintenance of the Family Service Directory (FSD).</i></li> <li>• <i>Offer a fully inclusive service that meets the needs of customers at first point of contact whenever possible, including face-to-face contact, phone and e-mail contact, outreach and where necessary home/community visits.</i></li> <li>• <i>Negotiate on behalf of customers in contacts with bodies such as Job Centre Plus and the DWP.</i></li> <li>• <i>Undertake appropriate outreach work that complements the service.</i></li> </ul> <p><i>This assessment is assessing the impact of the implementation of the new service.</i></p> |                           |  |
| Information Available | <p><i>Data analysis carried out collated information that included:</i></p> <p><i>Number and type of enquiries received by FCSH</i></p> <p><i>Number of requests for additional support via Local Welfare Support (LWS)</i></p> <p><i>Number of requests for housing benefits</i></p> <p><i>Number of requests for Discretionary Housing Payments (DHP)</i></p> <p><i>Number and type of enquiries received by the Contact Centre</i></p> <p><i>The data collected tell us that the Contact Services Centre deals with approximately 18,000 customers per annum. Of Those approximately 8,207 are for clarification/explanation/advice and guidance.</i></p>  |                           |  |



|  |   |   |
|--|---|---|
|  | <p><i>In terms of benefits, there were 1816 DHP and 2417 LWS applications received from 1<sup>st</sup> April 2013 to 19<sup>th</sup> January 2014.</i></p> <p><i>Over a 3 month period (July – September 2013) the First Contact and Support Hub dealt with a total of 8,275 enquiries</i></p> <p><i>However, the information above is based on numbers and it is currently unclear whether some of these enquiries are the same people therefore further information gathering is needed once the new service is implemented. It also unclear from the data collected whether certain groups of people are accessing or not accessing the service as not all the information is captured which can identify the groups.</i></p>  |   |
| <b>Relevance</b><br><br><i>Identify which strands are relevant to the area you are reviewing or changing</i> | <b>Age</b>  | ✓ |
|  |   |   |
|  | <b>Disability</b>   | ✓ |
|  |   |   |
|  | <b>Gender Re-assignment</b>   |   |
|  |   |   |
|  | <b>Race</b>   | ✓ |
|  |   |   |
|  | <b>Religion</b>   |   |
|  |   |   |
|  | <b>Gender</b>   | ✓ |
|  |   |   |
|  | <b>Sexual Orientation</b>   | ✓ |
|  |   |   |
|  | <b>Marriage &amp; Civil Partnership</b>   |   |
|  |   |   |
|  | <b>Pregnancy &amp; Maternity</b>  | ✓ |
|  |   |   |
| <b>Information Gaps</b>  | <p><i>The current information is collected and kept across three separate services therefore once the advice and guidance hub is implemented there needs to be a review of the information collected and how this information is analysed as a whole.</i></p>   |   |
| <b>What is the Impact</b>  |   |   |
| <b>Addressing the impact</b>   | <p><i>The outcome of the impact assessment may be one or more of the following four outcomes; You must clearly set out your justification for the outcome/s.</i></p> <p><b>1. No Impact- No Major Change</b></p> <p>As the new service is building on what already takes place there is currently no evidence to suggest that a bringing together of these services will have a detrimental effect on the groups highlighted above. The new service will undertake an holistic assessment with people presenting and the advice and guidance hub which enable any barriers to access to be identified and overcome.</p> <p>The advice and guidance hub will be moving to Level 2 to ensure that access to the service is available for all the public.</p> <p>In terms of inclusion for groups of the public:</p> |   |

| Ethnicity – Big Word Translation services used where required<br>Pregnancy / Maternity – Home visits can be requested<br>Disability – Team is trained to effectively assist Deaf & Deaf / Blind customers and customers with dyslexia or learning difficulties / customer service centre is DDA compliant<br>Age – Home visits can be requested |                     |                |   |
|---|---------------------|----------------|---|
| <b>Actions</b>  |                     |                |   |
| <i>It will be useful to record and monitor any actions resulting from your assessment to ensure that they have had the intended effect and that the outcomes have been achieved.</i>  |                     |                |   |
| Action identified   | Responsible Officer | By When        | How will this be evaluated?   |
| Collate all enquiry information from the three different service areas to determine need  | Danielle Swainston  | April 2014     | Analysis of data  |
| Review of the data collected across the merged services   | Danielle Swainston  | September 2014 | Analysis of data – identify gaps and introduce data collection activities as appropriate. |
| Review of accommodation and access to appropriate space for confidential consultations with the public  | Danielle Swainston  | September 2014 | Monitoring of access  |
| Date sent to Equality Rep for publishing  |                     | 00/00/00       |   |
| Date Published  |                     | 00/00/00       |   |
| Date Assessment Carried out   |                     |                |   |

# FINANCE AND POLICY COMMITTEE

31 January 2014



**Report of:** Director of Regeneration and Neighbourhoods,  
Assistant Chief Executive

**Subject:** COUNCIL COMMUNICATIONS & PUBLIC  
RELATIONS

## 1.0 TYPE OF DECISION/APPLICABLE CATEGORY

Non Key Decision

## 2.0 PURPOSE OF REPORT

2.1 The purpose of this report is to provide members of the Committee with the current considerations and plans in respect of Council Communications and Public Relations

## 3.0 BACKGROUND

- 3.1 We currently have arrangements in place across the Council for a degree of coordination in respect of Communications and Public Relations. The communications and public relations element is largely handled through the Press Office in terms of proactive and reactive dealings with the media and in consultation with service departments for some events and marketing.
- 3.2 The PR team is a dedicated team and the arrangements for marketing are managed across the organisation as there are elements within a significant number of employee's roles. Marketing of services is predominantly undertaken from within services advised by others in the Council including the PR team. This is not a central team but a resource spread over a number of individuals/teams and service areas
- 3.3 The organisation of events is predominantly undertaken through teams within Community Services (though not exclusively).
- 3.4 The recent Senior Management Review report considered by this Committee from the Chief Executive has identified some service and functional moves which can be taken into account in terms of any future plans but which are currently subject to consideration in respect of any variations that may be beneficial due to these changes.

- 3.5 There are currently a number of generally well coordinated arrangements in place which are involved in the provision of events / marketing and public relations. As the Authority has been dealing with reducing budgets in recent years there has been a tendency in all areas of operation to move to more generic and less specialised functions, this has also been the case in this areas with there also being reductions in the overall resources available.

#### **4.0 POTENTIAL CHANGES AND BENEFITS**

- 4.1 The benefits of considering any change are around an arrangement which enhances and improves the Council communications and consolidates and coordinates:
- i) the Council's communications externally in respect of positive messages, minimising multiple communications, and maximising the benefit of the communications activity undertaken including social networks such as twitter and facebook and the effectiveness of the Councils website information.
  - ii) the Councils events to ensure the benefits are maximised, they are coordinated across the organisation to best effect and marketed to maximise take up and impact
  - iii) the resources that the Council has available to it, in a time of increasing budgetary constraint, to effectively communicate, engage and encourage use and take up of services

#### **5.0 POTENTIAL OPPORTUNITY OF CHANGE (OPTIONS)**

- 5.1 There are number of options in terms of how this may be considered and which will need to be considered in the light of any other potential changes arising as a result of the recent structural report of the Chief Executive (although there are a number of areas which are easier to progress and not contingent on other issues).

##### **5.1.1 Option 1**

Stay as we are. Whilst the arrangements that we have in place are operating well, if they are considered against those points raised under section 4.0 above there are additional benefits that can be achieved from a revised focus to these activities and the consolidation of resources and responsibilities. This is not the recommended option.

##### **5.1.2 Option 2**

A consolidated approach to communications and public relations linked to other related aspects. This will result in a broadened pro-active delivery model to the existing approach. In simplistic terms communications in relation to events and the press would be funnelled through one point to the inside and outside world (the current PR team). The PR team would be required to identify and deliver key messages externally in relation to major and positive developments, releasing service officers to focus on other

departmental priorities. This will include taking the strategic lead for the identification of key Council communication messages, the development of the Councils online and social media presence, driving up use (both internally and externally) and ensuring the effective delivery and utilisation of opportunities such as Facebook and the Councils Website.. Events will continue to be coordinated and delivered from a central team in Regeneration and Neighbourhoods with potential input from other areas of the Council, however the marketing of events, activities or services will be delivered by the relevant service area in liaison with the PR team. In addition it is planned that non specialist marketing activity is designed and delivered through the PR team. This will not include all aspects of marketing eg tourism or specialist events, these will continue to be designed and delivered by the Economic Development team in consultation with the PR team who would assist in the development of any communication strategy as required. This is the recommended option.

#### 5.1.3 **Option 3**

We look to create a consolidated PR, marketing and events team which would be responsible for all of the planning, delivery and marketing of events from one point in the Council in conjunction with all external communications and press dealings. This would be reliant on potential changes in the current arrangements for events in departments. This is not the recommended option.

### **6.0 POTENTIAL RISK OF CHANGE**

- 6.1 Any risk of change can be effectively mitigated through there being clarity in any revised arrangements in respect of the management and operational arrangement. There are a range of considerations currently ongoing as a result of the report of the Chief Executive and whilst there are some limited practical changes that can be implemented now any further change needs to be timed to align to other broader structural reviews. These in themselves are aligned to the budget process and so to be later this year rather than any later. Essentially we need to be clear about who does what in any revised arrangements (as driven by the options identified in section 5 above) and how this fits. Our communications generally are effective, we need to ensure that through any change we do not compromise this but can improve on it.

### **7.0 FINANCIAL AND STAFF CONSIDERATIONS**

- 7.1 The principles to be applied, in the light of the financial position affecting the authority, will be around maximising the benefits to be achieved from any additional resources.
- 7.2 As the detailed proposals in terms of any structural issues are developed (as has been outlined above this is recommended to be in line with other proposals resulting from either savings proposals or the implementation of the structural changes resulting from the Chief Executives Senior Management Structure Report) then it may be necessary, in line with the

Councils Human Resources Policies to consult with appropriate staff. As part of this development consideration will need to be given to the skills required to deliver on this agenda and if necessary and appropriate then development of current staff may be required to ensure that this can be delivered effectively particularly given the resource position of the authority.

- 7.3 The recent transfer of Public Health functions to the Authority has created both an opportunity and a pressure on services. In all areas of the Council (in the main corporate areas) the additional responsibilities and workload relating to this transfer have been absorbed into existing workloads with any resources contributing to corporate costs to enable savings to be maximised. In relation to Public Relations (and any associated health campaigns that are required through the year) funding of £20K has been identified for additional staffing with all campaign and associated communications costs (including Hartbeat etc) being over and above this and agreed on a campaign basis.
- 7.4 In addition, and in order to enable the creation of a post within this central team, it is proposed that £10K is identified from the outturn (providing for a full time post at either Band 8 or 9) for 2014/15. As part of the strategy for addressing the budget for 2015/16 proposals to permanently fund this will be identified. This post will be required to assist in developing the necessary skills across the team to increase and improve the Councils social media communications among other aspects identified in the sections above.
- 7.5 This post, in addition to the establishment of 3 FTE posts, and the Apprenticeship position which was agreed by Finance and Policy Committee in September 2013 increases the establishment and resources available.
- 7.6 It is likely that the changes identified above can be implemented and may provide, through the resources available, redeployment opportunities for currently employed staff with the appropriate skills.

## **8.0 IMMEDIATE CHANGES**

- 8.1 There are a number of immediate changes which can be implemented and these are included below:
- The events calendar to be coordinated and controlled from the Public Relations team. This is reliant on departments providing this information to the team and will not be successful if this is not the case. This will ensure that where possible events are coordinated to ensure that there are limited clashes of similar events. The events calendar will be made public through the Council Internet site.
  - That ongoing communications in relation to events and activities are coordinated through this team
  - That all external communications are coordinated through the public relations team.
  - That internal communications in relation to events / activities and similar are coordinated and issued through the Public Relations Team to an agreed timeframe

- Public Relations Team to be proactive in approaching departments on opportunities available and in delivering communications to outside world

## **9.0 FURTHER DEVELOPMENT AND CONCLUSIONS**

- 9.1 In line with decision of the Committee in respect of the potential options to be taken forward it will be necessary for officers to undertake further work (in line with other potential considerations as mentioned earlier) to develop the model and operating arrangements. In particular consideration will need to be given to the most effective manner in which to support and deliver events as part of the implementation of the agreed functional changes resulting from the report of the Chief Executive.
- 9.2 Work has already commenced on the information incorporated in the Councils website through a cross departmental team with representatives including the current Public Relations Team. The first stage in this is the cleansing of current web content. In addition this group will be reviewing the Councils current arrangements for social media. This may provide further considerations for officers particularly in relation to cultural aspects of the use of social media by departments.
- 9.3 The proposals outlined in this report provide the opportunity for the Council to reconsider and redesign (in the light of both the financial position and new and significant areas of service such as Public Health) how we communicate. The continued development of social media and the utilisation of services online (through the Councils Website) means that this is a timely consideration and change.
- 9.4 Budget decisions in recent years have required changes in a range of areas and activity as it is related to the considerations in this report are no different. In most cases the arrangements operate on a devolved basis spread out across a significant number of staff e.g in terms of things like the council website and other service related marketing activity.
- 9.5 The proposals provide for the enhanced coordination of communications, public relations and non specialised marketing with additional resources both in staff terms (one post and an apprentice) and through the additional funding of any specific campaigns.
- 9.6 The changes proposed will require this team to take a more proactive stance in terms of such communications and to liaise closely with other teams in the Council to ensure that resources and opportunities can be maximised.
- 9.7 In addition it will be necessary for departments to understand and support the changes proposed if they are to be successful and not lead to a fragmented approach which at a time of very significant reductions in resources is not going to maximise the benefits which may be achievable.

## **10.0 RECOMMENDATIONS**

- 10.1 That members consider the options identified in the report, including the recommended option in section 5 above (particularly 5.1.1 to 5.1.3 above)
- 10.2 That the immediate changes identified in section 8 above are agreed for implementation

## **11.0 REASONS FOR RECOMMENDATIONS**

The proposed recommendations allow for the better coordination of current council activity and the enhancement of both this coordination and the external messages which the council is communicating in conjunction with providing for the better coordination of events.

## **12.0 BACKGROUND PAPERS**

There are no background papers

## **13.0 CONTACT OFFICER**

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# FINANCE AND POLICY COMMITTEE

31 January 2014



**Report of:** Chief Executive

**Subject:** CHIEF EXECUTIVE'S DEPARTMENT STRUCTURE

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

Non-Key Decision

## 2. PURPOSE OF REPORT

- 2.1 To outline to Members the new structural arrangements in the Chief Executive's Department and to seek approval to a reconfiguration within Divisions.

## 3. BACKGROUND

- 3.1 As Members are aware you agreed in July to a new Senior Officer Structure for 2014/15 including functional responsibilities. Since that time an extensive exercise has been undertaken by the Assistant Director (Resources) on the creation of an Advice and Guidance Hub which hopefully will be agreed by Members at this meeting.
- 3.2 The final structure underpinning this function is vital before implementation and this structure will have a major impact on the Chief Executive's Department total structure which is why this report has been delayed.
- 3.3 The Department is divided into three divisions – Legal, Finance, Corporate Services and each division is headed by an Assistant Director.
- 3.4 The functional responsibilities as agreed by Finance and Policy Committee in July 2013 are:-

| Chief Finance Officer   | Chief Solicitor   | Assistant Chief Executive   |
|---|---|---|
| <ul style="list-style-type: none"> <li>Financial Management (Corporate)</li> <li>Audit and Governance</li> <li>Accountancy</li> <li>Financial Management</li> <li>Benefits (inc fraud and control) and means tested services</li> <li>Revenues Collection</li> <li>Payments/Payroll</li> <li>Insurances</li> <li>Social Fund</li> </ul> | <ul style="list-style-type: none"> <li>Legal</li> <li>Elections</li> <li>Land Charges</li> <li>Members Services</li> <li>Scrutiny</li> <li>Democratic Services</li> </ul> | <ul style="list-style-type: none"> <li>Public Relations</li> <li>ICT</li> <li>Policy/Performance/Partnerships</li> <li>Complaints/Consultation</li> <li>PA's</li> <li>Workforce Development</li> <li>Human Resource Business Partners and Human Resources Business Teams</li> <li>Organisational Development</li> <li>Customer Services/Hartlepool Connect</li> <li>Registrars</li> <li>Equality/Diversity</li> <li>Departmental Administration Function</li> <li>Health, Safety and Wellbeing</li> </ul> |
| Section 151 Officer   | Monitoring Officer  |   |

## 4. PROPOSALS

### 4.1 FINANCE DIVISION

4.1.1 It has been agreed by the Cleveland Fire Authority Executive Committee that the Chief Finance Officer will become the Fire Authority's Section 151 officer from April 2014 when the current part time post holder directly employed by the Fire Authority retires. The Council already provides the full range of financial service to the Fire Authority under a Service Level Agreement and the provision of the Section 151 would help cement this arrangement, which benefits both organisations. It is envisaged that the Chief Finance Officer would need to allocate 1 day per week to undertake the Fire Authority Section 151 responsibilities. Whilst this additional responsibility will be challenging it is anticipated that this can be accommodated within the existing management capacity of the Finance Division essentially driving additional value for the Council from the current Senior Management arrangements in line with changes made in other Departments. In financial terms it is anticipated this arrangement will provide a saving to the Council of around £24,000 by recharging the Fire Authority for 1 day of the Chief Finance Officers salary cost ((inclusive of National Insurance and Pensions costs). There will be no change in the Chief Finance Officer's salary.

4.1.2 As a result of the Advice and Guidance Hub Structure, 4 staff, consisting of 3 temporary posts and 1 fixed term post, will transfer from the Benefits Section into the Hub to deal with the Local Welfare Support Scheme and the Discretionary Housing Payment Scheme, and from September of next year a further reorganisation of staff to take account of the expansion of the Advice and Guidance Hub and Universal Credit will take place. Members will recall that 4 members of staff were previously transferred into the Customer Services Centre from the Benefits Section and they will also be joining the

Advice and Guidance Hub. This will require a reappraisal of those posts where responsibility has transferred.

- 4.1.3 It is proposed that the existing senior manager capacity is maintained to address the functional changes already implemented following the reallocation of functions and responsibilities previously undertaken by the Head of Human Resources.
- 4.1.4 It is important to ensure that the appropriate arrangements are maintained in light of the proposal if we are to continue to be in a position to maintain the service provision, which underpins the corporate budgets and the service to the Fire Authority and for these arrangements to deliver high quality services. The proposal acts as a package of measures which align with the need to ensure there is sufficient capacity and that income generated externally can be maintained and maximised.
- 4.1.5 Retaining the existing senior finance structure will provide the capacity, skills, experience and resilience to underpin the management savings made in previous years by centralising all accounting and finance officers in 2010, and more recently the additional saving made for 2013/14 by reducing the number of Heads of Finance posts from 4 to 3. These changes reduced the capacity of the Chief Finance Officer to oversee all areas of the Finance Division as they were designed to focus attention on corporate financial activities. The changes recognised that the Assistant Chief Finance Officer would support the Chief Finance Officer by providing the strategic lead and management for other areas of finance, covering revenues, benefits, payroll, creditors, insurance and financial systems support, together with managing new responsibilities transferred to Councils in April 2013 covering:
- the implementation of the Business Rate Retention system, which requires more robust financial management, planning and monitoring to ensure income is maximised;
  - the implementation of the Local Council Tax Support scheme, which requires robust financial management to ensure a viable scheme can be implemented and delivered within the approved funding allocation;
- 4.1.6 However Member's decision to reduce the number of Chief Officer bandings to one and remove, in particular the Band C level, will mean that a review of the Senior structure, in both this division and Legal division, will need to take place if and when the current senior staff change.

## 4.2 **ASSISTANT CHIEF EXECUTIVE DIVISION**

- 4.2.1 Until that further review it is proposed that the existing senior manager capacity is maintained to address the functional changes already implemented following the reallocation of functions and responsibilities previously undertaken by the Head of Human Resources and the subsequent deletion of this post from the establishment.

4.2.2 In addition to the transfer of the previous Human Resources functions proposals for the division, which have been considered by Finance and Policy Committee, rationalise the management arrangements below the Assistant Chief Executive with the proposed removal of two senior officer (Tier 4) posts in conjunction with a range of other changes. On this basis, at this stage it is my advice to keep the existing senior management post (Assistant Chief Executive)

4.2.3 **PR Section**

One area which we have been considering is how the Council communicates and markets itself to the public, industry, Government and commercial world in order to ensure the correct messages are being disseminated but more importantly any business opportunities or areas of income can be maximised for the Council.

4.2.4 Whilst we are going through a period of unprecedented cuts we must show the world that we are still open for business with a vision for the town and associated regeneration that we will drive through.

4.2.5 Public Services may change but as a town we will grow and it is vital that the Council's message is co-ordinated through the current Public Relations Office. A comprehensive report on how the Council communicates will be presented at this meeting.

4.2.6 As part of that report a strengthening of the Public Relations section will be proposed and Members will recall that when agreeing to the creation of new apprenticeships it was decided that one of these posts would work and be trained in the Public Relations Office. This together with funding from Public Health in order to co-ordinate the Health message will mean an enhanced Public Relations function.

4.3 **CUSTOMER SERVICES CENTRE**

4.3.1 As part of the arrangements around the new Advice and Guidance Hub it is proposed that 4 members of the Customer Services Team currently dealing in the main with issues of personnel and financial need will transfer into the Hub. In addition, with the deletion of the tier 4 post, as part of the budget proposals, for this service there will be a redistribution of responsibilities.

4.4 **LEGAL DIVISION**

4.4.1 As a result of the restructure agreed in July all Scrutiny and Democratic Service functions are now contained within this division and each section Head reports directly to the Chief Solicitor.

4.4.2 As I know Members are aware there has been increased pressure on this Division in respect of Adult Social Care through the involvement of the Court of Protection as a result of changes in Mental Health legislation. Members will recall a recent case where a vulnerable elderly person was defrauded by a couple and it was the Legal division, through its one solicitor dealing with

Adult Care, that spent many months, together with Adult Social Care staff, compiling evidence, appearing in court and gaining a conviction that resulted in jail terms.

- 4.4.3 In addition, the increased national emphasis on child protection and Freedom of Information Requests is reflected in the work load in this area.
- 4.4.4 As a result, apart from the earlier reference to Chief Officer banding, I do not, at this stage, recommend any structural alterations to the management arrangements for the Legal Services Division for 2014/15. In line with all other parts of the council this service has been required to make significant savings for 2014 /15. Proposals for further years, which are likely to be required to be larger, may result in such structural changes.

## **5. CONCLUSION**

- 5.1 The senior officer structure of the Council is now, I believe, at a level that cannot take any further rationalisation and equally well the senior structure within my Department is also at that point.
- 5.2 The financial outlook for 2015/16 means that services and therefore staff will reduce even further for that year and over the course of the next twelve months your management teams will be formulating plans that could see structures revisited, but I do not recommend any further restructuring for 2014/15 other than that already agreed.

## **6. RECOMMENDATIONS**

- 6.1 It is recommended that:
- a) The Council agrees to the Chief Finance Officer becoming the Section 151 Officer for the Cleveland Fire Authority.
  - b) That the movement of staff and associated functions into the Advice and Guidance Hub be noted.
  - c) That the reconfiguration of the Public Relations Section be noted.
  - d) That further reports be brought to this Committee as the financial landscape changes and more operational issues are dealt with through the Advice and Guidance Hub.

## **7. CONTACT OFFICER**

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# FINANCE AND POLICY COMMITTEE

31<sup>st</sup> January 2014



**Report of:** Director of Regeneration and Neighbourhoods

**Subject:** VICTORIA BUILDINGS – LEASE RENEWAL

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non-key.

## 2. PURPOSE OF REPORT

2.1 To seek approval to renew the lease on Victoria Buildings 6-8 Tower Street Hartlepool for the continued occupation by the Adult Education Service.

## 3. BACKGROUND

3.1 The property comprises a late 19<sup>th</sup> century large three storey end terraced building converted for office use located on the edge of the Hartlepool town centre. The initial lease on the Victoria Buildings premises was originally granted to Future Steps Limited for a 15-year term commencing on 20<sup>th</sup> November 1998.

3.2 The service was transferred from Future Steps to Tees Valley Connections Partnership Limited, however in 2007 the Council took responsibility for the delivery of the service and the lease was formally assigned on 30<sup>th</sup> March 2007.

3.3 The Council has continued to deliver the service from the premises under the terms of the existing lease. Although the lease expired on 19<sup>th</sup> November 2013 the Council have remained in occupation. The current terms of the lease are outlined in confidential **Appendix A. This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3) information relating to the financial or business affairs of any particular person (including the authority holding that information.**

#### 4. PROPOSALS

- 4.1 As a consequence of the significant reduction in the Council's administrative accommodation portfolio there are currently no suitable buildings within the Council's ownership with sufficient capacity, standard of accommodation and in an appropriate location to fulfill the delivery requirements of the service.
- 4.2 Although it is policy to reduce the number of leased properties to minimise costs and maximize use of existing Council owned facilities, where suitable internal accommodation does not exist then it will be necessary in certain situations to lease property from third parties. As such it is proposed that the Council renew the lease on the Victoria Buildings premises from the 20<sup>th</sup> November 2013 for a period of 5 years for the continued delivery of the Adult Education Service. The terms & conditions for the lease have been substantially renegotiated in favour of the Council in relation to reductions in the length of lease and rental payments.
- 4.3 The proposed terms are attached confidential **Appendix A. This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3) information relating to the financial or business affairs of any particular person (including the authority holding that information).**
- 4.4 The existing premises are considered to be ideal for the delivery of the service in terms of the size & internal layout of the accommodation and also the edge of the town centre location – all of which were recognised in the recent OFSTED report. The building has also been significantly altered internally since the Council's occupation in 2007 to specifically suit the needs of the service and it also lies within the Town's Innovation and Skills Quarter complimenting other education and training establishments, including the Hartlepool College of Further Education, Cleveland College of Art and Design and the Northern School of Music.

#### 5. FINANCIAL CONSIDERATIONS

- 5.1 A range of alternative private accommodation have been considered, but the service does not consider any of these to be as suitable as Victoria Buildings and all would require adaptation and improvement. As the existing premises have already been significantly improved the overall benefit in term of operational disruption and financial cost are minimised if a lease for Victoria Buildings is agreed. The costs of leasing these premises are fully funded from the ring fenced Adult Education Grant. In the event that this funding does not continue for the lifetime of the lease there is a potential risks that any residual lease costs will result in an unbudgeted General Fund costs. Full details are included and attached in confidential **Appendix A. This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3) information relating to the financial or**

**business affairs of any particular person (including the authority holding that information.**

## **6. RISK IMPLICATIONS**

- 6.1 There is a limited risk that if the Council does not proceed with the new lease then the service could lose the accommodation if the landlord successfully secures an alternative tenant . Although this is unlikely in the current market, but is still a risk and if such a scenario would arise then the Council could potentially be liable for a dilapidations claim leading to further costs.

## **7. LEGAL CONSIDERATIONS**

- 7.1 The Chief Solicitor has been consulted on the proposal and has confirmed that apart from the need to fully document the lease there are no other legal issues to address.

## **8. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 8.1 There are no equality or diversity considerations as part of the report proposals.

## **9. STAFF CONSIDERATIONS**

- 9.1 There are no staffing considerations as part of the report proposals.

## **10. ASSET MANAGEMENT CONSIDERATIONS**

- 10.1 The attention of the Committee is drawn to the Asset Management element of the Medium Term Financial Strategy. The decision by Cabinet in January 2009 requires a commercial, proactive approach to be taken on Asset Management issues.

## **11. SECTION 17 OF THE CRIME & DISORDER ACT 1998 CONSIDERATIONS**

- 11.1 The implications of The Crime and Disorder Act 1998 have been considered and there are no matters affecting these proposals.



## **12. CONCLUSIONS**

- 12.1. The continued occupation of Victoria Buildings represents the most cost effective and operationally efficient and least disruptive solution to enable the service to deliver quality services.

## **13. RECOMMENDATION(S)**

- 13.1 Committee are recommended to approve the Council entering into a new 5-year lease agreement on the subject premises for the continued delivery of the Adult Education Service subject to the re-negotiated terms

## **14. REASONS FOR RECOMMENDATION(S)**

- 14.1 In order to enable the Council to continue to provide an Adult Education Service it needs to operate from fit for purpose accommodation. As the Council does not own any suitable premises it is necessary to lease an appropriate building on the most beneficial terms. Victoria Buildings is considered to represent the most suitable accommodation and represent best value for money.

## **15. BACKGROUND PAPERS**

- 15.1 There are no background papers to the body of this report.

## **16. CONTACT OFFICER**

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# FINANCE AND POLICY COMMITTEE

31<sup>st</sup> January 2014



**Report of:** Director of Regeneration and Neighbourhoods

**Subject:** **PROPERTY STRATEGY**

## **1. TYPE OF DECISION/APPLICABLE CATEGORY**

1.1 Non-key.

## **2. PURPOSE OF REPORT**

2.1 The purpose of the report is to outline the benefits of adopting a formal asset management/property strategy, seeking approval to undertake a comprehensive review of the Council's operational and non-operational portfolio whilst also considering the opportunity to create an arms length property/investment company to deliver the Council's regeneration and operational property ambitions.

## **3. BACKGROUND**

### **3.1 Asset Management Strategy**

3.1.1 Strategic property asset management is the process which aligns business and property asset strategies, ensuring the optimisation of the Council's property assets in a way which best supports its key business goals and objectives.

3.1.2 The importance of the strategy is to ensure that the right accommodation is provided in line with business needs, ensure efficiency in space usage and financial returns and, where possible, plan for public property assets to stimulate wider area economic growth.

3.1.3 The Council needs an accommodation 'envelope' to house staff and deliver the services to customers. People, property assets, service provision, price and place are key operational factors and it is the integration management of these resources that plays a vital part in determining their success in meeting customers' expectations.

The benefits to the Council of a robust property strategy are financial and non-financial and will include:

- the delivery of quality services to customers, to agreed priorities, while focusing investment on need
- empowering communities and encouraging feedback
- Improvement of the economic well-being of the town
- Maintenance of all property assets to good standards
- the introduction of new working practices and organisational change
- a reduction of carbon emissions and the improvement of environmental sustainability
- the introduction of co-location, partnership working and sharing of knowledge between authorities
- the improvement of accessibility to services including DDA/Equality Act compliance
- the generation of efficiency gains, capital receipts and reliable revenue streams, and
- an overall improvement in the quality of the public realm.

3.1.4 The Council operates a substantial property portfolio comprising 175 operational properties (including schools) which are used for direct service delivery together with 1167 non-operational/investment properties/areas of open space. Non Operational assets are used for a range of uses including income generation, economic development and recreation. In total the combined asset value of the operational and education portfolio is £171M (Schedules of the operational portfolio are attached in **Appendix A** and the non-operational in **Appendix B**)

3.1.5 Asset Management Planning is essential to ensure the properties fulfil strategic goals of the Council. The portfolio contributes in a number of areas:

- a) Development & Regeneration – The Council own a number of strategic sites which have the capacity to influence visionary development to drive forward the next phase of regeneration in both the Town Centre and the Marina.
- b) Operational Property – Ensuring the mix, quality, efficiency and location of the Council's operational properties is correct, is fundamental both to the delivery of high quality services but also to minimise cost and attract and retain quality, highly motivated staff.
- c) Non-operational/Investment Properties – Hartlepool Borough Council own a varied and substantial non-operational estate that currently generates significant income which is reflected in the General Fund Budget - £812,000 pa.(2012/13 including the shopping centre income) Pro-active management is essential to maximise the income and review opportunities to restructure the estate to generate greater financial and social returns.

- d) Capital Receipts – In order to fund approved capital expenditure commitment the achievement of capital receipts of £6.5m are essential for the period 2012 – 16.
- e) Community Asset Transfer – The Community Asset Transfer Policy will assist the Council to identify suitable Community Groups with the capacity to continue to provide public services from Council properties where cuts in main stream budgets do not enable direct service provision.
- f) Property Maintenance - Continued investment and prioritisation of spend is essential to maintain a quality fit for purpose portfolio.
- g) Value for Money – The objective is to facilitate a fully rationalised, efficient and flexible portfolio that meets customer demands and stimulates and enables staff to provide the highest quality service.

The strategy sets out the key priorities in each of the above work streams and includes an action plan as set out in **Appendix C**.

### 3.2 Development & Regeneration

- 3.2.1 The Council as a major landowner has the ability to influence and bring forward a number of regeneration schemes that will have a significant influence on the future of the town; however a pro- active approach is essential both to assemble sites but also to benefit from major investment proposals in terms of capturing increasing values through the strategic acquisition of land & property likely to benefit from the regeneration.
- 3.2.2 The Council has recently issued its vision document and is seeking tenders from consultants for the preparation of a master plan covering key sites including Jacksons Landing and the Marina, Church Street and Lynn Street Depot. The Council has key land holdings in all these strategic locations which need to be exploited both in terms of enabling place changing developments but also maximising the financial returns to the Council to enable ongoing investment and regeneration.
- 3.2.3 The challenge of attracting investment in to the town is significant and it is important that the Council demonstrate strong leadership to create the correct environment to give confidence to the investor market. The preparation of ambitious creative and deliverable master plans backed by a commitment from the Council to assemble sites using its Compulsory Purchase Powers where appropriate and there is a robust business case, combined with the political will and appropriate planning policies are all fundamental.
- 3.2.4 In locations such as Hartlepool where financial margins are more limited developers require sites that are ready for development, where all the legal issues and ownership matters have been resolved. They also need evidence that demand exists and confidence that they are buying in to a town that has ambitions and a direction of travel in terms of growth and prosperity. To create momentum the Council needs to continue to be extremely active in terms of

its property interventions and acquisitions to remove blight and create developable sites. To compete effectively in the market and react quickly to opportunities to acquire investment or development opportunities the Council need to adopt a more commercial approach to maximise its property resource, based on robust financial business cases.

- 3.2.5 Through the Localism Act 2011 some Authorities, for example Northumberland and Surrey County Council's are creating arm's length Property and Investment Companies with the flexibility to undertake direct development on behalf of the Council or act speculatively to acquire sites/investments both inside and outside the administrative boundaries to generate receipts and rents to contribute to the financial wellbeing of the Council. In this way Authorities are taking direct control to drive regeneration and investment whilst also capturing increasing development value. This is a complex area and consultation is ongoing with Authorities who have created arm's length property companies to determine if this model is suitable for Hartlepool which will be the subject of a further report.
- 3.2.6 To date a range of pro-active property deals have been undertaken including the Joint Venture partnership for the Seaton Regeneration scheme as well as the purchase of strategic sites including Jacksons Landing and 'back to back' deals such as the 'Easy Skips Site'. The Council has been opportunistic identifying properties where marriage value exists through the combination of land holdings such as Briarfields Ambulance Station and Focus DIY on Lynn St, all of which are positive examples. However the time taken to obtain approvals and the management of the political and bureaucratic processes associated with the governance arrangements of the Council have significantly extended the timescales for delivery. Additionally the publicity of proposals highlights to competing developers and interested parties the Council's intentions which may further complicate and delay interventions as they seek to frustrate proposals in order to increase compensation/values. A more flexible and commercial approach provided through an arm's length property development company may be the solution adding significant benefits in promoting and facilitating regeneration whilst creating added financial and economic value, however an explanation of all options and business cases needs to be explored and reported back to this Committee.

### 3.3 Capital Receipts

- 3.3.1 The Council is facing significant financial challenges and has significant capital expenditure commitments. In order to fund the capital commitments it is important that opportunities to identify surplus assets through property review and service rationalisation are undertaken. Adding value through obtaining planning permission for alternate uses is fundamental together with mechanisms to capture value through direct development or overage.
- 3.3.2 The sale of land over a significant period of time has reduced the availability of sites with development potential and currently there are a number of key sites including Henry Smiths, Briarfields, Brierton and the Education Development Centre which remain as key capital receipt opportunities. As

part of the Medium Term Financial Strategy for 2013 -16 a capital receipts target of £6.5M has been agreed and the detail of the proposed sales and timetable was reported and agreed by Finance & Policy Committee on 18<sup>th</sup> October 2013. This report highlighted the risks of achieving the existing target and ensuring the local market is not saturated.

- 3.3.3 As part of the development of the new Local Plan all Council owned sites have been considered as part of the Strategic Housing Land Allocation Assessment (SHLAA) and 243 acres have been identified as having potential (as identified in confidential **Appendix D This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3) information relating to the financial or business affairs of any particular person (including the authority holding that information.** If these sites are allocated for residential development then these will be brought forward for disposal during the plan period.
- 3.3.4 Depending on the extent of the sites eventually included within the Local Plan allocations this will potentially generate significant additional land value receipts to the Council and provide a key source of income and development opportunity. However, given the timescale for achieving the existing £6.5m capital receipts target it is unlikely that any significant additional receipts will be achieved until 2016/20 . The use of any additional capital receipts in excess of the £6.5m existing target will need to be developed as part of a future MTFS when the additional receipts are more certain.
- 3.3.5 Additionally, as a key landowner opportunities to maximise the return from access ransom strips offers the potential for income and these will arise on a periodic basis as developments proceed.
- 3.3.6 Service reviews as part of the financial planning process will consider alternate methods of service delivery to include the rationalisation of operational property assets. The opportunity to rationalise buildings and release latent development potential are all important sources of additional capital receipts and ongoing service reviews will assist the asset planning and receipts programme.
- 3.3.7 The educational portfolio has until recently been managed separately to the corporate estate but has now been incorporated within the Estates and Regeneration section. Opportunities to identify surplus land and property will be undertaken with a view to generating receipts. Although the legislation in relation to the use of monies released from educational assets means this has to be ring-fenced, if this enables additional investment in education properties and sports facilities this could be a beneficial outcome.
- 3.4 Non Operational Property
- 3.4.1 The Council's investment portfolio is made up of a wide range of assets generating rent from a range of sources including Newburn Bridge industrial units, Hartlepool Enterprise Centre, agricultural tenancies, grazing licences,

ground rents for Hartlepool Football Club and Middleton Grange Shopping Centre.

- 3.4.2 The leasing of Bryan Hanson House will add substantially to the rental income stream and there are a number of outstanding rent reviews and vacant industrial units that are being actively pursued with an aim to increase the rental income to £1M in 2014/15 provided the Bryan Hanson House lease completes, the majority of vacant units are let and rent reviews are undertaken and the income from the shopping centre remains stable. The key challenge over the next 5 years is to continue to ensure the estate is managed pro-actively to maximise the returns from the investment portfolio.
- 3.4.3 A recent review has been undertaken which has identified that 98% of investment property is let and 95% of rentals are being collected.
- 3.4.4 Although active management is important it is also fundamental to challenge the reason why the Council continue to hold such a wide range of property assets and identify the benefits that it provides in terms of Economic, Social and Wellbeing outputs. Traditionally Council's continue to hold property without challenging the reason why. Expenditure in terms of financial and staffing resource is being incurred and this needs to be considered against focused objectives and outcomes. If land and property is being held purely to generate financial returns then consideration needs to be given as to whether these are being maximised and whether there are better opportunities to dispose of underperforming assets and reinvest the capital in higher yielding investments.
- 3.4.5 Having identified properties that should be retained then these need to be maintained and managed to achieve the maximum benefits that relate to the reason why they are being held. A programme of condition surveys and investment requirements needs to be addressed to ensure the assets remain fit for purpose.

### 3.5 Managing Operational Property Maintaining Front Line Services

- 3.5.1 As the Council continues to review its services consideration of the delivery options and the opportunity to critically analyse current and future delivery models is creating the drive necessary to instil creativity and challenge as to whether the current property base is fit for purpose and if not what would be more appropriate. Consideration of the options to harness technology and work more flexibly including sharing resources with other partner organisations has been achieved to an extent but this offers even greater opportunity. As a consequence of the rationalisation of the portfolio significant savings of £500K pa in running costs have been achieved to date and reflected in the base budget. In addition, £2.476M gross capital receipts have been achieved to date and a substantial number of properties have been rationalised and sold/leased including:

### 3.5.2 Administrative Accommodation

Significant rationalisation of office accommodation has been achieved through the Business Transformation process which commenced in 2009 where the strategy has focussed back office function to Civic Centre/ Church St, Aneurin Bevan House with a multifunctional public contact centre on the ground floor of the Civic. As a consequence a number of properties have been disposed of including:

- Municipal Buildings
- Leadbitter Buildings
- Brooklyn
- 85 Station Lane
- 65 & 73 Jutland Road

In addition terms have been agreed for the lease of Bryan Hanson House to an external user and both the leases on 173 York Road and Park Tower will be terminated to achieve further savings and ensure maximum use of the core office accommodation.

### 3.5.3 Community Buildings & Libraries.

The closure of Foggy Furze Library provided the opportunity to review the overall site for residential development and the requirement to funding for Community Centres resulted in successful Community Asset Transfers of Jutland Road and Mires Avenue to Community Groups.

### 3.5.4 Brierton

Brierton provided an opportunity to co-locate a number of users on to one site to both maximise the use, add value from shared facilities and release additional assets for disposal. Work is well underway to relocate the EDC & PRU together with investment in an all-weather pitch to improve sporting provision and release land both on the site and the current EDC & PRU sites for residential development to fund the overall improvements.

Although there are many other examples of property rationalisation and this will be an ongoing process as services work with the asset managers to achieve savings it is important to focus on ensuring service delivery objectives are achieved as a result of any changes but investment in technology and flexible ways of working are key.

3.5.5 Rationalisation of the administrative accommodation has been extremely successful but the completion of the latest moves to close Bryan Hanson House, 173 York Road and Park Tower will absorb the majority of vacant space within the existing buildings.

3.5.6 A part of the strategy commencing with Business Transformation it was identified that the surrender of leased properties was a priority and this has



been ongoing. All back office services are now largely centralised but as service models change it may be that a number of existing leases are retained or new accommodation is required to deliver services where the existing portfolio or other public sector partner organisations are unable to accommodate the requirement and a full business plan outlining the costs/benefits have been evaluated.

- 3.5.7 It is important that the Council aim to occupy the minimum amount of property but it must be flexible, fit for purpose and efficient and ongoing investment will need to be allocated to ensure that it is maintained and adds value to service delivery.

Flexible and home working arrangements through improved IT need to be prioritised in order to reduce still further the back office accommodation.

### 3.6 Community Asset Transfer

- 3.6.1 The Localism Bill 2011 has created a greater emphasis on delivery of services through the voluntary sector and the Community Right to Bid.
- 3.6.2 The Council has acknowledged the potential for Communities to become empowered through the occupation of buildings through the adoption of the Community Asset Transfer Policy.
- 3.6.3 Both Jutland Road Community Centre and Mires Avenue Community Centres have been transferred under the Asset transfer arrangements and potential exists for further transfers in appropriate circumstances.
- 3.6.4 The policy has been developed to ensure that only community organisations with the financial/business and governance capabilities are encouraged to pursue asset transfer. The Council has a responsibility to assist groups to build capacity in these areas to ensure long term success in terms of service delivery but also to ensure that buildings are adequately maintained and safe.
- 3.6.5 Balance needs to be achieved between ensuring adequate capacity in the town for community facilities against the ability to release land and buildings for disposal/redevelopment.

### 3.7 Property Maintenance/Running Costs

- 3.7.1 Currently the cost of operating the corporate portfolio in terms of utilities and maintenance and repair is £3M pa (excluding schools) It is therefore important to actively manage the performance and utilisation of properties to minimise cost and maximise return. Investment in the property stock must be driven as a result of a comprehensive assessment of condition, suitability and sufficiency together with the current and future demands for service delivery.
- 3.7.2 Currently there is limited recent condition information (with the exception of the Education Estate) and no formal assessment and plan for each property. This combined with restricted maintenance budgets has resulted in a largely

reactive approach to maintenance which is masking the underlying issue of significant backlog.

- 3.7.3 The identification of a short/medium plan through the collation of current data will enable an assessment of the overall backlog of maintenance and investment requirements from which decisions can be addressed about which properties should be prioritised and which are managed out of the portfolio.
- 3.7.4 In addition to the revenue running costs a budget of £600K was allocated in 2012/13 to undertake capital works.

### 3.8 Value for Money

- 3.8.1 To ensure value for money it is essential that resources and priority is addressed in undertaking active asset management. Significant staffing resource cuts have resulted the loss of the dedicated Asset Management team and as a consequence prioritisation has been addressed primarily to the delivery of capital receipts targets, key regeneration projects and non-operational property management.
- 3.8.2 An amalgamation of the Education Buildings Capital Investment Officer in to the Estates and Regeneration Team has been important to promote the Corporate management of the education and general property portfolios but additional capacity may be required to drive pro active asset management and any development company ambitions.
- 3.8.3 The Council's Capital Funding Group (CCFT) chaired by the Director of Regeneration & Neighbourhood meets regularly to review strategic and investment issues and the continued co-ordination of the Asset Manager and Consultancy Manager is essential to ensure resources are focussed to achieve quality data and performance information against which to base strategic decision making through CCFT.

## 4. PROPOSALS

- 4.1 It is proposed to address all the issues raised within the action plan by December 2014 with prioritisation to review the performance and retention criteria for the non-operational portfolio management plans and appraise the options to create an arm's length development/investment company.

## 5. FINANCIAL CONSIDERATIONS

- 5.1 The value of the Council's property portfolio is substantial and this represents both a significant asset and liability. Active management is required in order to maximise returns and minimise expenditure.

- 5.2 Operating costs are significant and ongoing rationalisation needs to be undertaken to minimise occupation whilst investing in key buildings to improve efficiency and maximise use.
- 5.3 Opportunities to increase revenue and capital income streams from active management and creative property/development transactions are key to supplementing the capital programme and generating income for investment in the portfolio to ensure the Council occupy modern and efficient buildings to enhance service delivery.

## **6. RISK IMPLICATIONS**

- 6.1 Failure to acknowledge the cost/benefit of the property assets of the Council may lead to significant unnecessary expenditure in running costs and missed opportunities to maximise the returns both financially and economically from property rationalisation and development opportunities.

## **7. LEGAL CONSIDERATIONS**

- 7.1 The documentation of property transactions and proposals to create an arms length property/investment company needs to be carefully drafted to reflect the requirements of the Localism Act and Company law.

## **8. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 8.1 There are no equality or diversity considerations as part of the report proposals.

## **9. STAFF CONSIDERATIONS**

- 9.1 There are no current staffing considerations as part of the report proposals.

## **10. ASSET MANAGEMENT CONSIDERATIONS**

- 10.1 The attention of the Committee is drawn to the Asset Management element of the Medium Term Financial Strategy. The decision by Cabinet in January 2009 requires a commercial, proactive approach to be taken on Asset Management issues.

## **11. SECTION 17 OF THE CRIME & DISORDER ACT 1998 CONSIDERATIONS**

- 11.1 The implications of The Crime and Disorder Act 1998 have been considered and there are no matters affecting these proposals.

## **12. CONCLUSIONS**

- 12.1. Property is a key resource for the Council requiring active management to maximise the benefits and minimise the costs. A focused strategy to effectively manage the existing operational portfolio is essential but creativity to review and rationalise the non-operational portfolio and create regeneration opportunities and active property development and investment opportunities will be essential to contribute to the development of the town and supplement the capital programme for the Council.

## **13. RECOMMENDATION(S)**

- 13.1 Members are recommended:

- 1) Accept the proposals to support the ambition to fundamentally review and challenge the land holdings of the Council.
- 2) Implement the actions set out in the attached action plan at **(Appendix C)**.

## **14. REASONS FOR RECOMMENDATION(S)**

- 14.1 Efficient management of the Council's property portfolio provides an opportunity to minimise costs and improve service delivery whilst also generating substantial capital and revenue returns.

## **15. BACKGROUND PAPERS**

- 15.1 There are no background papers to the body of this report.

## **16. CONTACT OFFICER**

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**Operational Assets (Summary)**

| <b>Operational Category</b> | <b>SubCat</b>               |            |
|-----------------------------|-----------------------------|------------|
| Operational                 | Art Gallery                 | 1          |
| Operational                 | Car Park                    | 4          |
| Operational                 | Care Accomodation           | 8          |
| Operational                 | Cemetery                    | 4          |
| Operational                 | Community Building          | 13         |
| Operational                 | Crematorium                 | 1          |
| Operational                 | Depot                       | 2          |
| Operational                 | Drugs Rehabilitation Centre | 1          |
| Operational                 | Education Asset             | 2          |
| Operational                 | Football Pitch - Tarmac     | 2          |
| Operational                 | Library                     | 5          |
| Operational                 | Museum                      | 2          |
| Operational                 | Offices                     | 21         |
| Operational                 | Park                        | 8          |
| Operational                 | Playground                  | 11         |
| Operational                 | Public Hall                 | 1          |
| Operational                 | Public Toilets              | 7          |
| Operational                 | Recreation Ground           | 6          |
| Operational                 | Salt Barn                   | 1          |
| Operational                 | School - Playing Field      | 38         |
| Operational                 | School - Primary School     | 20         |
| Operational                 | School - Secondary School   | 1          |
| Operational                 | School - Special School     | 1          |
| Operational                 | Shop Mobility               | 1          |
| Operational                 | Skateboard Park             | 3          |
| Operational                 | Sports Facility             | 6          |
| Operational                 | Sure Start                  | 4          |
| Operational                 | Visitors Centre             | 1          |
|                             |                             | <b>175</b> |

## Operational Assets

| UPRN | Location                                       | Ward                    | Category  | Operational Category | SubCat             |
|------|--|-------------------------|-----------|----------------------|--------------------|
| 66   | Hartlepool Art Gallery & Information Centre    | Headland & Harbour Ward | Buildings | Operational          | Art Gallery        |
| 87   | Civic Centre - Parking Area                    | Victoria Ward           | Land      | Operational          | Car Park           |
| 87   | Civic Centre - Access & Parking Areas          | Victoria Ward           | Land      | Operational          | Car Park           |
| 92   | Lynn Street Depot - Parking Areas              | Headland & Harbour Ward | Land      | Operational          | Car Park           |
| 505  | Hartlepool Maritime Experience (HME) Car Park  | Headland & Harbour Ward | Land      | Operational          | Car Park           |
| 473  | Star Centre                                    | Jesmond Ward            | Buildings | Operational          | Care Accomodation  |
| 484  | Exmoor Grove Residential Home/ Day Care Centre | Jesmond Ward            | Buildings | Operational          | Care Accomodation  |
| 488  | Hartlepool Day Services, Warren Road           | De Bruce Ward           | Buildings | Operational          | Care Accomodation  |
| 2025 | Hartfields Manor, The Day Centre               | Hart Ward               | Buildings | Operational          | Care Accomodation  |
| 2050 | St Columbas Parish Centre, 19 Dryden Road      | Manor House Ward        | Buildings | Operational          | Care Accomodation  |
| 2064 | The Ladysmith, Unit 1                          | Headland & Harbour Ward | Buildings | Operational          | Care Accomodation  |
| 2065 | Hartfields Manor, Apartment 109                | Hart Ward               | Buildings | Operational          | Care Accomodation  |
| 2208 | Stockton Road, No 302                          | Fens & Rossmere Ward    | Buildings | Operational          | Care Accomodation  |
| 45   | Stranton Cemetery                              | Foggy Furze Ward        | Land      | Operational          | Cemetery           |
| 46   | West View Cemetery                             | De Bruce Ward           | Land      | Operational          | Cemetery           |
| 47   | Spion Kop Cemetery, Old Cemetery Road          | Headland & Harbour Ward | Land      | Operational          | Cemetery           |
| 348  | North Cemetery, Raby Road                      | Victoria Ward           | Land      | Operational          | Cemetery           |
| 23   | Burbank Street Community Centre                | Headland & Harbour Ward | Buildings | Operational          | Community Building |
| 38   | Throston Grange Community Centre               | Jesmond Ward            | Buildings | Operational          | Community Building |
| 40   | West View Community Centre                     | De Bruce Ward           | Buildings | Operational          | Community Building |
| 42   | Jutland Road Community Centre                  | Seaton Ward             | Buildings | Operational          | Community Building |
| 377  | Wharton Annexe                                 | Jesmond Ward            | Buildings | Operational          | Community Building |
| 380  | Owton Manor Community Centre                   | Manor House Ward        | Buildings | Operational          | Community Building |
| 460  | Brinkburn Youth Centre                         | Foggy Furze Ward        | Buildings | Operational          | Community Building |
| 474  | Manor Residents Community Resource Centre      | Manor House Ward        | Buildings | Operational          | Community Building |
| 493  | Hartlepool Centre for Independent Living (CIL) | Headland & Harbour Ward | Buildings | Operational          | Community Building |
| 494  | Rockhaven, 36 Victoria Road                    | Victoria Ward           | Buildings | Operational          | Community Building |
| 1094 | Rossmere Youth Centre                          | Fens & Rossmere Ward    | Buildings | Operational          | Community Building |
| 1756 | Grayfields - Boys Welfare Club                 | Jesmond Ward            | Buildings | Operational          | Community Building |
| 2040 | Cromwell Street Business Park, Unit C          | Headland & Harbour Ward | Buildings | Operational          | Community Building |

**Operational Assets**

|      |   |                         |           |             |                                |
|------|---|-------------------------|-----------|-------------|--------------------------------|
| 2281 | Stranton Cemetery Chapel & Crematorium                            | Foggy Furze Ward        | Buildings | Operational | Crematorium                    |
| 92   | Lynn Street Depot & Associated Buildings                          | Headland & Harbour Ward | Buildings | Operational | Depot                          |
| 196  | Parks & Countryside Depot (Former Focus Unit),<br>Lynn Street     | Headland & Harbour Ward | Buildings | Operational | Depot                          |
| 1113 | Community Drugs Team Centre                                       | Headland & Harbour Ward | Buildings | Operational | Drugs Rehabilitation<br>Centre |
| 523  | Carlton Outdoor Education Centre                                  | N/A                     | Buildings | Operational | Education Asset                |
| 2206 | Space to Learn, King Oswy Drive                                   | De Bruce Ward           | Buildings | Operational | Education Asset                |
| 55   | King George V Recreation Ground - 5-a-Side<br>Football Pitch      | De Bruce Ward           | Land      | Operational | Football Pitch -<br>Tarmac     |
| 64   | Mill House Leisure Centre, Raby Road - 5-a-Side<br>Football Pitch | Victoria Ward           | Land      | Operational | Football Pitch -<br>Tarmac     |
| 380  | Owton Manor Branch Library  | Manor House Ward        | Buildings | Operational | Library                        |
| 381  | Seaton Carew Library  | Seaton Ward             | Buildings | Operational | Library                        |
| 382  | Throston Grange Branch Library                                    | Jesmond Ward            | Buildings | Operational | Library                        |
| 383  | West View Library, Miers Avenue                                   | De Bruce Ward           | Buildings | Operational | Library                        |
| 385  | Hartlepool Central Library  | Victoria Ward           | Buildings | Operational | Library                        |
| 505  | Hartlepool Maritime Experience (HME) - Museum of<br>Hartlepool    | Headland & Harbour Ward | Buildings | Operational | Museum                         |
| 505  | Hartlepool Maritime Experience (HME)                              | Headland & Harbour Ward | Buildings | Operational | Museum                         |
| 65   | Sir William Gray House, Clarence Road                             | Victoria Ward           | Buildings | Operational | Offices                        |
| 68   | Borough Hall, Middlegate  | Headland & Harbour Ward | Buildings | Operational | Offices                        |
| 76   | Carnegie Building   | Headland & Harbour Ward | Buildings | Operational | Offices                        |
| 78   | Rocket House, The Front   | Seaton Ward             | Buildings | Operational | Offices                        |
| 85   | Church Street, 8 & 9  | Headland & Harbour Ward | Buildings | Operational | Offices                        |
| 87   | Civic Centre  | Victoria Ward           | Buildings | Operational | Offices                        |
| 92   | Lynn Street Depot - Church Street Offices                         | Headland & Harbour Ward | Buildings | Operational | Offices                        |
| 92   | Lynn Street Depot - Edgar Philips Building                        | Headland & Harbour Ward | Buildings | Operational | Offices                        |
| 336  | Middleton Grange Shopping Centre - Unit 24                        | Victoria Ward           | Buildings | Operational | Offices                        |
| 336  | Middleton Grange Shopping Centre                                  | Victoria Ward           | Buildings | Operational | Offices                        |
| 366  | Aneurin Bevan House   | Victoria Ward           | Buildings | Operational | Offices                        |
| 387  | The Willows, Raby Road  | Victoria Ward           | Buildings | Operational | Offices                        |
| 502  | Bryan Hanson House  | Headland & Harbour Ward | Buildings | Operational | Offices                        |
| 505  | Hartlepool Maritime Experience (HME) -                            | Headland & Harbour Ward | Buildings | Operational | Offices                        |



## Operational Assets

|      | Trincomalee Trust Areas                                     |                         |           |             |                |
|------|---|-------------------------|-----------|-------------|----------------|
| 1117 | The Link, 6 & 8 Lealholm Road                               | Seaton Ward             | Buildings | Operational | Offices        |
| 1311 | York Road, No 173   | Burn Valley Ward        | Buildings | Operational | Offices        |
| 1885 | Victoria Buildings, Tower Street                            | Headland & Harbour Ward | Buildings | Operational | Offices        |
| 1909 | Masefield Centre  | Manor House Ward        | Buildings | Operational | Offices        |
| 2044 | Divisional Police Station, Avenue Road (Asbo Unit)          | Victoria Ward           | Buildings | Operational | Offices        |
| 2047 | Park Tower  | Burn Valley Ward        | Buildings | Operational | Offices        |
| 2249 | Aurora Court  | N/A                     | Buildings | Operational | Offices        |
| 48   | Rossmere Park, Rossmere Way                                 | Fens & Rossmere Ward    | Land      | Operational | Park           |
| 51   | Seaton Carew Park   | Seaton Ward             | Land      | Operational | Park           |
| 52   | Ward Jackson Park   | Rural West              | Land      | Operational | Park           |
| 53   | Burn Valley Gardens   | Burn Valley Ward        | Land      | Operational | Park           |
| 54   | Central Park, Old Cemetery Road                             | Headland & Harbour Ward | Land      | Operational | Park           |
| 171  | Summerhill  | Manor House Ward        | Land      | Operational | Park           |
| 311  | Croft Gardens, High Street, Headland                        | Headland & Harbour Ward | Land      | Operational | Park           |
| 692  | Headland Town Square, High Street                           | Headland & Harbour Ward | Land      | Operational | Park           |
| 51   | Seaton Carew Park - Playbuilder                             | Seaton Ward             | Land      | Operational | Playground     |
| 55   | King George V Recreation Ground - Playground                | De Bruce Ward           | Land      | Operational | Playground     |
| 58   | Town Moor Recreation Ground - Playground                    | Headland & Harbour Ward | Land      | Operational | Playground     |
| 290  | Land at Coronation Drive (Playbuilder)                      | Seaton Ward             | Land      | Operational | Playground     |
| 310  | Foreshore Lease - Paddling Pool Play Area                   | Headland & Harbour Ward | Land      | Operational | Playground     |
| 429  | Land at King Oswy Drive (Playground)                        | De Bruce Ward           | Land      | Operational | Playground     |
| 542  | Land at Queensland Road (Playground)                        | Seaton Ward             | Land      | Operational | Playground     |
| 712  | Land at Hart Road (Play Area)                               | Hart Ward               | Land      | Operational | Playground     |
| 1093 | Greatham Outdoor Activity Area (Playground)                 | Rural West              | Land      | Operational | Playground     |
| 1781 | Land at Chaucer Avenue, West of No's 41 - 47 (Play Builder) | Foggy Furze Ward        | Land      | Operational | Playground     |
| 2199 | Middleton Road Playground (South of Brougham School)        | Victoria Ward           | Land      | Operational | Playground     |
| 63   | Town Hall   | Victoria Ward           | Buildings | Operational | Public Hall    |
| 48   | Rossmere Park Toilets                                       | Fens & Rossmere Ward    | Buildings | Operational | Public Toilets |
| 52   | Ward Jackson Park - Public Toilets                          | Rural West              | Buildings | Operational | Public Toilets |
| 53   | Burn Valley Gardens Toilets                                 | Burn Valley Ward        | Buildings | Operational | Public Toilets |

## Operational Assets

|      |   |                         |           |             |                        |
|------|---|-------------------------|-----------|-------------|------------------------|
| 505  | Hartlepool Maritime Experience (HME) - Public Toilets | Headland & Harbour Ward | Buildings | Operational | Public Toilets         |
| 669  | Seaton Carew Bus Station Toilets                      | Seaton Ward             | Buildings | Operational | Public Toilets         |
| 2053 | Middlegate Toilets                                    | Headland & Harbour Ward | Buildings | Operational | Public Toilets         |
| 2053 | Lighthouse Toilets, Bath Terrace                      | Headland & Harbour Ward | Buildings | Operational | Public Toilets         |
| 55   | King George V Recreation Ground                       | De Bruce Ward           | Land      | Operational | Recreation Ground      |
| 56   | Rift House Recreation Ground, Waverley Terrace        | Foggy Furze Ward        | Land      | Operational | Recreation Ground      |
| 57   | Grayfields Recreation Ground                          | Jesmond Ward            | Land      | Operational | Recreation Ground      |
| 59   | Dodds Field, Grosmont Road                            | Seaton Ward             | Land      | Operational | Recreation Ground      |
| 60   | Rossmere Recreation Ground                            | Fens & Rossmere Ward    | Land      | Operational | Recreation Ground      |
| 460  | Brinkburn Centre, Land at                             | Foggy Furze Ward        | Land      | Operational | Recreation Ground      |
| 2049 | Salt Barn   | Seaton Ward             | Buildings | Operational | Salt Barn              |
| 393  | Seaton Carew Nursery School - Undeveloped Land        | Seaton Ward             | Land      | Operational | School - Playing Field |
| 396  | Brougham Primary School - Undeveloped Land            | Victoria Ward           | Land      | Operational | School - Playing Field |
| 398  | Clavering Primary School - Undeveloped Land           | Hart Ward               | Land      | Operational | School - Playing Field |
| 400  | Fens Primary School - Undeveloped Land                | Fens & Rossmere Ward    | Land      | Operational | School - Playing Field |
| 402  | Golden Flatts Primary School - Undeveloped Land       | Seaton Ward             | Land      | Operational | School - Playing Field |
| 404  | Hart Primary School - Undeveloped Land                | Hart Ward               | Land      | Operational | School - Playing Field |
| 405  | Jesmond Gardens Primary School - Undeveloped Land     | Jesmond Ward            | Land      | Operational | School - Playing Field |
| 407  | Kingsley Primary School - Undeveloped Land            | Foggy Furze Ward        | Land      | Operational | School - Playing Field |
| 409  | Lynnfield Primary School - Undeveloped Land           | Victoria Ward           | Land      | Operational | School - Playing Field |
| 411  | Owton Manor Primary School - Undeveloped Land         | Manor House Ward        | Land      | Operational | School - Playing Field |
| 413  | Rift House Primary School - Undeveloped Land          | Manor House Ward        | Land      | Operational | School - Playing Field |
| 414  | Rossmere Primary School - Undeveloped Land            | Fens & Rossmere Ward    | Land      | Operational | School - Playing Field |
| 416  | Stranton Primary School - Undeveloped Areas           | Burn Valley Ward        | Land      | Operational | School - Playing Field |
| 418  | Throston Grange Primary School - Undeveloped Land     | Jesmond Ward            | Land      | Operational | School - Playing Field |
| 420  | Ward Jackson Primary School Field                     | Headland & Harbour Ward | Land      | Operational | School - Playing Field |
| 422  | West Park Primary School - Undeveloped Land           | Rural West              | Land      | Operational | School - Playing Field |
| 424  | West View Primary School - Undeveloped Land           | De Bruce Ward           | Land      | Operational | School - Playing Field |
| 425  | Grange Primary School - Undeveloped Land              | Manor House Ward        | Land      | Operational | School - Playing Field |
| 427  | Eldon Grove Primary School - Undeveloped Land         | Burn Valley Ward        | Land      | Operational | School - Playing Field |

**Operational Assets**

|      |   |                         |           |             |                         |
|------|---|-------------------------|-----------|-------------|-------------------------|
| 430  | St. Helen's Primary School - Undeveloped Land                   | Headland & Harbour Ward | Land      | Operational | School - Playing Field  |
| 431  | Holy Trinity Church of England Aided Primary School Field       | Seaton Ward             | Land      | Operational | School - Playing Field  |
| 432  | St Peter's Elwick Primary School Field                          | Rural West              | Land      | Operational | School - Playing Field  |
| 434  | St. John Vianney RC Primary School Field (Sure Start)           | De Bruce Ward           | Land      | Operational | School - Playing Field  |
| 435  | St. Aidans Church of England Memorial Primary School Field      | Foggy Furze Ward        | Land      | Operational | School - Playing Field  |
| 436  | St. Josephs RC Primary School Field                             | Headland & Harbour Ward | Land      | Operational | School - Playing Field  |
| 437  | St. Begas RC Primary School Field (Sure Start)                  | Headland & Harbour Ward | Land      | Operational | School - Playing Field  |
| 438  | Greatham Church of England Primary School Field                 | Rural West              | Land      | Operational | School - Playing Field  |
| 440  | St. Cuthberts RC Primary School Field                           | Foggy Furze Ward        | Land      | Operational | School - Playing Field  |
| 445  | English Martyrs RC School & Sixth Form College Field            | Manor House Ward        | Land      | Operational | School - Playing Field  |
| 446  | St. Hild's Church of England School Playing Field               | De Bruce Ward           | Land      | Operational | School - Playing Field  |
| 447  | High Tunstall College of Science - Undeveloped Land             | Rural West              | Land      | Operational | School - Playing Field  |
| 447  | High Tunstall College of Science - Developed Land               | Rural West              | Land      | Operational | School - Playing Field  |
| 451  | Catcote School Business and Enterprise College - Developed Land | Manor House Ward        | Land      | Operational | School - Playing Field  |
| 454  | Springwell School Learning Difficulties - Developed Land        | Jesmond Ward            | Land      | Operational | School - Playing Field  |
| 513  | Barnard Grove Primary School - Undeveloped Land                 | De Bruce Ward           | Land      | Operational | School - Playing Field  |
| 570  | Sacred Hearts RC School Playing Field                           | Victoria Ward           | Land      | Operational | School - Playing Field  |
| 659  | St. Teresa's RC School Field, Callander Road                    | Fens & Rossmere Ward    | Land      | Operational | School - Playing Field  |
| 2006 | St. Aidans Church of England Memorial Primary School Playground | Foggy Furze Ward        | Land      | Operational | School - Playing Field  |
| 393  | Seaton Carew Nursery School                                     | Seaton Ward             | Buildings | Operational | School - Primary School |
| 396  | Brougham Primary School (Sure Start)                            | Victoria Ward           | Buildings | Operational | School - Primary School |
| 398  | Clavering Primary School  | Hart Ward               | Buildings | Operational | School - Primary School |
| 400  | Fens Primary School   | Fens & Rossmere Ward    | Buildings | Operational | School - Primary School |

## Operational Assets

|     |  |                         |           |             |                           |
|-----|--|-------------------------|-----------|-------------|---------------------------|
| 402 | Golden Flatts Primary School                   | Seaton Ward             | Buildings | Operational | School - Primary School   |
| 404 | Hart Primary School                            | Hart Ward               | Buildings | Operational | School - Primary School   |
| 405 | Jesmond Gardens Primary School                 | Jesmond Ward            | Buildings | Operational | School - Primary School   |
| 407 | Kingsley Primary School (Sure Start)           | Foggy Furze Ward        | Buildings | Operational | School - Primary School   |
| 409 | Lynnfield Primary School (Sure Start)          | Victoria Ward           | Buildings | Operational | School - Primary School   |
| 411 | Owton Manor Primary School                     | Manor House Ward        | Buildings | Operational | School - Primary School   |
| 413 | Rift House Primary School (Sure Start)         | Manor House Ward        | Buildings | Operational | School - Primary School   |
| 414 | Rossmere Primary School                        | Fens & Rossmere Ward    | Buildings | Operational | School - Primary School   |
| 416 | Stranton Primary School (Sure Start)           | Burn Valley Ward        | Buildings | Operational | School - Primary School   |
| 418 | Throston Grange Primary School (Sure Start)    | Jesmond Ward            | Buildings | Operational | School - Primary School   |
| 422 | West Park Primary School                       | Rural West              | Buildings | Operational | School - Primary School   |
| 424 | West View Primary School (Sure Start)          | De Bruce Ward           | Buildings | Operational | School - Primary School   |
| 425 | Grange Primary School                          | Manor House Ward        | Buildings | Operational | School - Primary School   |
| 427 | Eldon Grove Primary School                     | Burn Valley Ward        | Buildings | Operational | School - Primary School   |
| 430 | St. Helen's Primary School (Sure Start)        | Headland & Harbour Ward | Buildings | Operational | School - Primary School   |
| 513 | Barnard Grove Primary School                   | De Bruce Ward           | Buildings | Operational | School - Primary School   |
| 451 | Catcote School Business and Enterprise College | Manor House Ward        | Buildings | Operational | School - Secondary School |
| 454 | Springwell School Learning Difficulties        | Jesmond Ward            | Buildings | Operational | School - Special School   |
| 336 | Middleton Grange Shopping Centre - Unit 120    | Victoria Ward           | Buildings | Operational | Shop Mobility             |

**Operational Assets**

|      |  |                         |           |             |                 |
|------|--|-------------------------|-----------|-------------|-----------------|
| 55   | King George V Recreation Ground - Skate Park | De Bruce Ward           | Land      | Operational | Skateboard Park |
| 1094 | Rossmere Youth Centre - Skateboard Park      | Fens & Rossmere Ward    | Land      | Operational | Skateboard Park |
| 1778 | Mill House Skateboard Park                   | Victoria Ward           | Land      | Operational | Skateboard Park |
| 64   | Mill House Leisure Centre                    | Victoria Ward           | Buildings | Operational | Sports Facility |
| 72   | Land at Eldon Grove (Former Sports Centre)   | Burn Valley Ward        | Land      | Operational | Sports Facility |
| 384  | Headland Sports Hall                         | Headland & Harbour Ward | Buildings | Operational | Sports Facility |
| 441  | Former Brierton School Site - Sports Centre  | Manor House Ward        | Buildings | Operational | Sports Facility |
| 460  | Brinkburn Centre                             | Foggy Furze Ward        | Buildings | Operational | Sports Facility |
| 1915 | Grayfields - WHTDSOBRUFC Lease               | Jesmond Ward            | Land      | Operational | Sports Facility |
| 1121 | Sure Start South, Rossmere Way               | Fens & Rossmere Ward    | Buildings | Operational | Sure Start      |
| 1176 | Sure Start North, Hindpool Close             | Headland & Harbour Ward | Buildings | Operational | Sure Start      |
| 1314 | Chatham House, Chatham Road (Sure Start)     | Jesmond Ward            | Buildings | Operational | Sure Start      |
| 1925 | Sure Start North, Miers Avenue               | De Bruce Ward           | Buildings | Operational | Sure Start      |
| 171  | Summerhill - Visitors Centre                 | Manor House Ward        | Buildings | Operational | Visitors Centre |

## Non Operational Assets (Summary)

| Operational Category | SubCat                   |             |
|----------------------|--------------------------|-------------|
| Non-Operational      | Allotment Sites          | 15          |
| Non-Operational      | Asset Held For Sale      | 5           |
| Non-Operational      | Bowls Green              | 8           |
| Non-Operational      | Bus Station              | 3           |
| Non-Operational      | Cafe/ Restaurant         | 6           |
| Non-Operational      | Car Park                 | 36          |
| Non-Operational      | Care Accommodation       | 1           |
| Non-Operational      | Development Site         | 28          |
| Non-Operational      | Dwelling                 | 69          |
| Non-Operational      | Garage Forecourt         | 11          |
| Non-Operational      | Garages                  | 4           |
| Non-Operational      | Garden Centre            | 1           |
| Non-Operational      | Garden Land              | 4           |
| Non-Operational      | Gas Governors            | 8           |
| Non-Operational      | Grazing Land             | 2           |
| Non-Operational      | Ground Lease             | 26          |
| Non-Operational      | Hardstanding             | 46          |
| Non-Operational      | Housing Development      | 4           |
| Non-Operational      | Industrial Unit/ Offices | 4           |
| Non-Operational      | Infrastructure           | 22          |
| Non-Operational      | Memorials & Monuments    | 4           |
| Non-Operational      | Museum                   | 1           |
| Non-Operational      | Nature Reserve           | 3           |
| Non-Operational      | Offices                  | 5           |
| Non-Operational      | Pavillion                | 9           |
| Non-Operational      | Public Open Space        | 756         |
| Non-Operational      | Recycling Centre         | 1           |
| Non-Operational      | Smallholding             | 2           |
| Non-Operational      | SSSI                     | 1           |
| Non-Operational      | Storage                  | 3           |
| Non-Operational      | Substations              | 69          |
| Non-Operational      | Surplus                  | 8           |
| Non-Operational      | Village Green            | 2           |
|                      |                          | <b>1167</b> |

## Non Operational Assets

| Location  | Ward                    | Category  | Operational Category | SubCat              |
|---|-------------------------|-----------|----------------------|---------------------|
| Haswell Avenue Allotments                                       | Foggy Furze Ward        | Land      | Non-Operational      | Allotments          |
| Briarfields Allotments, Elwick Road                             | Rural West              | Land      | Non-Operational      | Allotments          |
| Burn Valley Allotments  | Burn Valley Ward        | Land      | Non-Operational      | Allotments          |
| Rossmere Allotments, Brierton Lane                              | Fens & Rossmere Ward    | Land      | Non-Operational      | Allotments          |
| Chester Road Allotments   | Jesmond Ward            | Land      | Non-Operational      | Allotments          |
| Nicholson Field Allotments                                      | De Bruce Ward           | Land      | Non-Operational      | Allotments          |
| Waverley Terrace Allotments                                     | Foggy Furze Ward        | Land      | Non-Operational      | Allotments          |
| Stranton Allotments, Brierton Lane                              | Foggy Furze Ward        | Land      | Non-Operational      | Allotments          |
| Station Lane Allotments   | Seaton Ward             | Land      | Non-Operational      | Allotments          |
| Thornhill Allotments, Thornhill Gardens                         | Jesmond Ward            | Land      | Non-Operational      | Allotments          |
| Woodcroft Allotments, Near Bolton Grove                         | Seaton Ward             | Land      | Non-Operational      | Allotments          |
| Greatham Allotments, Station Road                               | Rural West              | Land      | Non-Operational      | Allotments          |
| Summerhill Allotments   | Manor House Ward        | Land      | Non-Operational      | Allotments          |
| Olive Street Allotment  | Headland & Harbour Ward | Land      | Non-Operational      | Allotments          |
| Throston Allotments, Off Wiltshire Way                          | Jesmond Ward            | Land      | Non-Operational      | Allotments          |
| Education Development Centre (EDC) - Undeveloped Land           | Seaton Ward             | Land      | Non-Operational      | Asset Held For Sale |
| Education Development Centre (EDC)                              | Seaton Ward             | Buildings | Non-Operational      | Asset Held For Sale |
| Education Development Centre (EDC) - Developed Land & Buildings | Seaton Ward             | Land      | Non-Operational      | Asset Held For Sale |
| High Tunstall College of Science                                | Rural West              | Buildings | Non-Operational      | Asset Held For Sale |
| Seaton Carew Community Centre                                   | Seaton Ward             | Buildings | Non-Operational      | Asset Held For Sale |
| Ward Jackson Park - Bowls Green                                 | Rural West              | Land      | Non-Operational      | Bowls Green         |
| Burn Valley Gardens Bowls Green (East)                          | Burn Valley Ward        | Land      | Non-Operational      | Bowls Green         |
| Burn Valley Gardens Bowls Green (West)                          | Burn Valley Ward        | Land      | Non-Operational      | Bowls Green         |
| Indoor Bowls Centre, Raby Road                                  | Victoria Ward           | Buildings | Non-Operational      | Bowls Green         |
| Friar Terrace Bowls Green                                       | Headland & Harbour Ward | Land      | Non-Operational      | Bowls Green         |
| Town Moor Bowls Green   | Headland & Harbour Ward | Land      | Non-Operational      | Bowls Green         |
| Grayfields - Bowls Greens (West)                                | Jesmond Ward            | Land      | Non-Operational      | Bowls Green         |
| Grayfields - Bowls Green (East)                                 | Jesmond Ward            | Land      | Non-Operational      | Bowls Green         |
| Seaton Carew Bus Station  | Seaton Ward             | Land      | Non-Operational      | Bus Station         |
| Land at Tofts Farm East   | Seaton Ward             | Land      | Non-Operational      | Bus Station         |
| Land at Hartlepool Interchange                                  | Headland & Harbour Ward | Land      | Non-Operational      | Bus Station         |

**Non Operational Assets**

|   |                         |           |                 |                  |
|---|-------------------------|-----------|-----------------|------------------|
| Rossmere Park Cafe, Rossmere Way                              | Fens & Rossmere Ward    | Buildings | Non-Operational | Cafe/ Restaurant |
| Ward Jackson Park - Park Keepers Office & Store               | Rural West              | Buildings | Non-Operational | Cafe/ Restaurant |
| Ward Jackson Park - Place in the Park                         | Rural West              | Buildings | Non-Operational | Cafe/ Restaurant |
| Hartlepool Maritime Experience (HME) - Portofino's Restaurant | Headland & Harbour Ward | Buildings | Non-Operational | Cafe/ Restaurant |
| Hartlepool Maritime Experience (HME) - Caf  & Function Rooms  | Headland & Harbour Ward | Buildings | Non-Operational | Cafe/ Restaurant |
| Inspirations Coffee House                                     | Foggy Furze Ward        | Buildings | Non-Operational | Cafe/ Restaurant |
| Lauder Street Car Park  | Victoria Ward           | Land      | Non-Operational | Car Park         |
| Archer Street Car Park  | Headland & Harbour Ward | Land      | Non-Operational | Car Park         |
| Middlegate Car Park, Headland                                 | Headland & Harbour Ward | Land      | Non-Operational | Car Park         |
| Seaton Carew Coach/ Car Park                                  | Seaton Ward             | Land      | Non-Operational | Car Park         |
| Rocket House Car Park, The Front, Seaton Carew                | Seaton Ward             | Land      | Non-Operational | Car Park         |
| Owton Manor Lane Shops Car Park                               | Fens & Rossmere Ward    | Land      | Non-Operational | Car Park         |
| King Oswy Drive Shops Car Park                                | De Bruce Ward           | Land      | Non-Operational | Car Park         |
| Victoria Road, North Car Park                                 | Victoria Ward           | Land      | Non-Operational | Car Park         |
| Church Street Car Park (North of No's 67 - 80)                | Headland & Harbour Ward | Land      | Non-Operational | Car Park         |
| Albert Street Car Park  | Headland & Harbour Ward | Land      | Non-Operational | Car Park         |
| Shopping Centre Car Park (West)                               | Victoria Ward           | Land      | Non-Operational | Car Park         |
| Roker Street Car Park   | Victoria Ward           | Land      | Non-Operational | Car Park         |
| Waldon Street Car Park  | Victoria Ward           | Land      | Non-Operational | Car Park         |
| Middleton Grange Car Park (East)                              | Victoria Ward           | Land      | Non-Operational | Car Park         |
| Middleton Grange Multi Storey Car Park                        | Victoria Ward           | Buildings | Non-Operational | Car Park         |
| Eden Street Car Park  | Burn Valley Ward        | Land      | Non-Operational | Car Park         |
| Avenue Road/ South Road Car Park                              | Victoria Ward           | Land      | Non-Operational | Car Park         |
| Land at Wesley Square   | Victoria Ward           | Land      | Non-Operational | Car Park         |
| Ashburn Street/ Charles Street Car Park                       | Seaton Ward             | Land      | Non-Operational | Car Park         |
| Andrew Street Car Park  | Headland & Harbour Ward | Land      | Non-Operational | Car Park         |
| Dover Street Car Park   | Headland & Harbour Ward | Land      | Non-Operational | Car Park         |
| Davison Drive Car Park  | De Bruce Ward           | Land      | Non-Operational | Car Park         |
| Mill House Car Parks, Rium Terrace                            | Victoria Ward           | Land      | Non-Operational | Car Park         |
| Headland Sports Hall Car Park, Union Street                   | Headland & Harbour Ward | Land      | Non-Operational | Car Park         |
| York Road Car Park (East of No's 90 - 120)                    | Victoria Ward           | Land      | Non-Operational | Car Park         |
| Ward Jackson Park Car Park                                    | Rural West              | Land      | Non-Operational | Car Park         |



**Non Operational Assets**

|   |                         |           |                 |                   |
|---|-------------------------|-----------|-----------------|-------------------|
| Murray Street Car Park (Ground Lease)                     | Victoria Ward           | Land      | Non-Operational | Car Park          |
| Gainford Street Car Park                                  | Burn Valley Ward        | Land      | Non-Operational | Car Park          |
| Interchange Car Park                                      | Headland & Harbour Ward | Land      | Non-Operational | Car Park          |
| Brierton Lane Car Park                                    | Manor House Ward        | Land      | Non-Operational | Car Park          |
| Newburn Bridge Car Park                                   | Headland & Harbour Ward | Land      | Non-Operational | Car Park          |
| Coronation Drive Car Park                                 | Seaton Ward             | Land      | Non-Operational | Car Park          |
| Throston Grange Car Park (South)                          | Jesmond Ward            | Land      | Non-Operational | Car Park          |
| Warren Road Car Park                                      | De Bruce Ward           | Land      | Non-Operational | Car Park          |
| Land at Russell Street (West of 129 Northgate)            | Headland & Harbour Ward | Land      | Non-Operational | Car Park          |
| Interchange Car Park (Leased In)                          | Headland & Harbour Ward | Land      | Non-Operational | Car Park          |
| Blakelock Gardens No 63                                   | Burn Valley Ward        | Buildings | Non-Operational | Care Accomodation |
| Land at Burbank Street (East of No's 120 - 122)           | Headland & Harbour Ward | Land      | Non-Operational | Development Site  |
| Land at Millpool Close/ Brunel Close                      | Headland & Harbour Ward | Land      | Non-Operational | Development Site  |
| Land at Golden Flatts (Housing - Golden Meadows)          | Seaton Ward             | Land      | Non-Operational | Development Site  |
| Land at Huckelhoven Way/ Reed Street                      | Headland & Harbour Ward | Land      | Non-Operational | Development Site  |
| Land at West View Road (Rear of No 238 - 294)             | De Bruce Ward           | Land      | Non-Operational | Development Site  |
| Land at Brenda Road (West)                                | Seaton Ward             | Land      | Non-Operational | Development Site  |
| Land at Brenda Road (East)                                | Seaton Ward             | Land      | Non-Operational | Development Site  |
| Land at Seaton Lane (South)                               | Seaton Ward             | Land      | Non-Operational | Development Site  |
| Land at Vincent Street (East of No's 1 - 19)              | Headland & Harbour Ward | Land      | Non-Operational | Development Site  |
| Land at Flaxton Street                                    | Burn Valley Ward        | Land      | Non-Operational | Development Site  |
| Land at Brenda Road (Slag Banks)                          | Seaton Ward             | Land      | Non-Operational | Development Site  |
| Land at Shields Terrace (North East of No 20) (Custodian) | Headland & Harbour Ward | Land      | Non-Operational | Development Site  |
| Land at Burbank Street (Former Bridge Community Centre)   | Headland & Harbour Ward | Land      | Non-Operational | Development Site  |
| Land at Rossmere Way (former Learner Pool)                | Fens & Rossmere Ward    | Land      | Non-Operational | Development Site  |
| Land at Burbank Street (Former Lynn Street ATC)           | Headland & Harbour Ward | Land      | Non-Operational | Development Site  |
| Briarfields Field, Elwick Road                            | Rural West              | Land      | Non-Operational | Development Site  |
| Former Ambulance Station, Briarfields                     | Rural West              | Buildings | Non-Operational | Development Site  |
| Land at Eamont Gardens (Former Garage Site)               | Burn Valley Ward        | Land      | Non-Operational | Development Site  |
| Former Fairground Site, Seaton Carew                      | Seaton Ward             | Land      | Non-Operational | Development Site  |
| Land at West View Road (East of No 108)                   | Headland & Harbour Ward | Land      | Non-Operational | Development Site  |
| Land at Surtees Street/ George Street                     | Headland & Harbour Ward | Land      | Non-Operational | Development Site  |
| Land at Graythorp   | Seaton Ward             | Land      | Non-Operational | Development Site  |
| Land at Brierton Lane (former Caretakers House)           | Manor House Ward        | Land      | Non-Operational | Development Site  |

**Non Operational Assets**

|   |                         |           |                 |                  |
|---|-------------------------|-----------|-----------------|------------------|
| Land at King Oswy Drive (Ex Henry Smith's School)   | De Bruce Ward           | Land      | Non-Operational | Development Site |
| Land at Browning Avenue (East of 1-7 Spenser Grove) | Foggy Furze Ward        | Land      | Non-Operational | Development Site |
| Golden Meadows Housing Estate, Land West of         | Seaton Ward             | Land      | Non-Operational | Development Site |
| Golden Meadows Housing Estate, Land East of         | Seaton Ward             | Land      | Non-Operational | Development Site |
| Land at Brenda Road (Land North of Grazing Area)    | Seaton Ward             | Land      | Non-Operational | Development Site |
| Ward Jackson Park Lodge                             | Rural West              | Buildings | Non-Operational | Dwelling         |
| Northgate, No 72                                    | Headland & Harbour Ward | Buildings | Non-Operational | Dwelling         |
| Kilwick Street, No 11                               | Burn Valley Ward        | Buildings | Non-Operational | Dwelling         |
| Johnson Street, No 15                               | Victoria Ward           | Buildings | Non-Operational | Dwelling         |
| Mapleton Road, No 22                                | Jesmond Ward            | Buildings | Non-Operational | Dwelling         |
| Derwent Street, No 86                               | Burn Valley Ward        | Buildings | Non-Operational | Dwelling         |
| Uppingham Street, No 9                              | Burn Valley Ward        | Buildings | Non-Operational | Dwelling         |
| Kimberley Street, No 22                             | Burn Valley Ward        | Buildings | Non-Operational | Dwelling         |
| Raeburn Street, No 6                                | Victoria Ward           | Buildings | Non-Operational | Dwelling         |
| Mapleton Road, No 34                                | Jesmond Ward            | Buildings | Non-Operational | Dwelling         |
| Dent Street, No 37                                  | Victoria Ward           | Buildings | Non-Operational | Dwelling         |
| Dorset Street, No 11                                | Burn Valley Ward        | Buildings | Non-Operational | Dwelling         |
| Tankerville Street, No 6                            | Victoria Ward           | Buildings | Non-Operational | Dwelling         |
| St Oswalds Street, No 25                            | Jesmond Ward            | Buildings | Non-Operational | Dwelling         |
| West View Road, No 219                              | Headland & Harbour Ward | Buildings | Non-Operational | Dwelling         |
| Laurel Gardens, No 50                               | Manor House Ward        | Buildings | Non-Operational | Dwelling         |
| Patterdale Street, No 36                            | Foggy Furze Ward        | Buildings | Non-Operational | Dwelling         |
| Patterdale Street No 38                             | Foggy Furze Ward        | Buildings | Non-Operational | Dwelling         |
| Rydal Street, No 45                                 | Burn Valley Ward        | Buildings | Non-Operational | Dwelling         |
| Cundal Road, No 9                                   | Victoria Ward           | Buildings | Non-Operational | Dwelling         |
| Raby Gardens , 78                                   | Jesmond Ward            | Buildings | Non-Operational | Dwelling         |
| Baden Street, No 31                                 | Burn Valley Ward        | Buildings | Non-Operational | Dwelling         |
| Throston Street, No 9                               | Headland & Harbour Ward | Buildings | Non-Operational | Dwelling         |
| Stephen Street, No 10                               | Victoria Ward           | Buildings | Non-Operational | Dwelling         |
| Rydal Street, No 18                                 | Burn Valley Ward        | Buildings | Non-Operational | Dwelling         |
| Furness Street, No 24                               | Victoria Ward           | Buildings | Non-Operational | Dwelling         |
| Parton Street, No 47                                | Jesmond Ward            | Buildings | Non-Operational | Dwelling         |
| Windermere Road, No 9                               | Foggy Furze Ward        | Buildings | Non-Operational | Dwelling         |
| Windermere Road, No 11                              | Foggy Furze Ward        | Buildings | Non-Operational | Dwelling         |

**Non Operational Assets**

|                            |                  |           |                 |          |
|----------------------------|------------------|-----------|-----------------|----------|
| Baden Street, No 29        | Burn Valley Ward | Buildings | Non-Operational | Dwelling |
| Baden Street, No 43        | Burn Valley Ward | Buildings | Non-Operational | Dwelling |
| Stephen Street, No 46      | Victoria Ward    | Buildings | Non-Operational | Dwelling |
| Baden Street, No 2         | Burn Valley Ward | Buildings | Non-Operational | Dwelling |
| Furness Street, No 7       | Victoria Ward    | Buildings | Non-Operational | Dwelling |
| Dent Street, No 29         | Victoria Ward    | Buildings | Non-Operational | Dwelling |
| Derby Street, No 1a        | Burn Valley Ward | Buildings | Non-Operational | Dwelling |
| Borrowdale Street, No 19   | Foggy Furze Ward | Buildings | Non-Operational | Dwelling |
| Cobden Street, No 24       | Victoria Ward    | Buildings | Non-Operational | Dwelling |
| Sherriff Street, No 122    | Victoria Ward    | Buildings | Non-Operational | Dwelling |
| Borrowdale Street, No 12   | Foggy Furze Ward | Buildings | Non-Operational | Dwelling |
| Borrowdale Street, No 27   | Foggy Furze Ward | Buildings | Non-Operational | Dwelling |
| Alma Street, No 187        | Victoria Ward    | Buildings | Non-Operational | Dwelling |
| Stephen Street, No 9       | Victoria Ward    | Buildings | Non-Operational | Dwelling |
| Alma Street, No 183        | Victoria Ward    | Buildings | Non-Operational | Dwelling |
| Grasmere Street, No 30     | Burn Valley Ward | Buildings | Non-Operational | Dwelling |
| Dent Street, No 35         | Victoria Ward    | Buildings | Non-Operational | Dwelling |
| Errol Street, No 3         | Victoria Ward    | Buildings | Non-Operational | Dwelling |
| Uppingham Street, No 27    | Burn Valley Ward | Buildings | Non-Operational | Dwelling |
| Baden Street, No 18        | Burn Valley Ward | Buildings | Non-Operational | Dwelling |
| Dorset Street, No 32       | Burn Valley Ward | Buildings | Non-Operational | Dwelling |
| Everett Street, No 59      | Victoria Ward    | Buildings | Non-Operational | Dwelling |
| Duke Street, No 53         | Victoria Ward    | Buildings | Non-Operational | Dwelling |
| Uppingham Street, No 26    | Burn Valley Ward | Buildings | Non-Operational | Dwelling |
| Baden Street, No 13        | Burn Valley Ward | Buildings | Non-Operational | Dwelling |
| Sherriff Street, No 134    | Victoria Ward    | Buildings | Non-Operational | Dwelling |
| Borrowdale Street, No 23   | Foggy Furze Ward | Buildings | Non-Operational | Dwelling |
| Baden Street, No 20        | Burn Valley Ward | Buildings | Non-Operational | Dwelling |
| Stephen Street, No 48      | Victoria Ward    | Buildings | Non-Operational | Dwelling |
| Kimberley Street, No 35    | Burn Valley Ward | Buildings | Non-Operational | Dwelling |
| St Oswalds Street, No 17   | Jesmond Ward     | Buildings | Non-Operational | Dwelling |
| Stephen Street, No 3       | Victoria Ward    | Buildings | Non-Operational | Dwelling |
| Dent Street, No 17         | Victoria Ward    | Buildings | Non-Operational | Dwelling |
| Charterhouse Street, No 32 |                  | Buildings | Non-Operational | Dwelling |

## Non Operational Assets

|  |                         |               |                 |                  |
|--|-------------------------|---------------|-----------------|------------------|
| Northampton Walk, No 5   | Burn Valley Ward        | Buildings     | Non-Operational | Dwelling         |
| Devon Street, No 24  | Burn Valley Ward        | Buildings     | Non-Operational | Dwelling         |
| Devon Street, No 26  | Burn Valley Ward        | Buildings     | Non-Operational | Dwelling         |
| Stephen Street, No 55  | Victoria Ward           | Buildings     | Non-Operational | Dwelling         |
| Derwent Street, No 18  | Victoria Ward           | Buildings     | Non-Operational | Dwelling         |
| West View Cemetery Lodge   | De Bruce Ward           | Buildings     | Non-Operational | Dwelling         |
| Land at Montgomery Grove (Garage Forecourt)                        | Jesmond Ward            | Land          | Non-Operational | Garage Forecourt |
| Vane Street Garages Forecourt                                      | Headland & Harbour Ward | Land          | Non-Operational | Garage Forecourt |
| Land at Dodsworth Walk (West of No 24) (Garage Forecourt)          | Hart Ward               | Land          | Non-Operational | Garage Forecourt |
| Land at Fulthorpe Avenue (Garage Forecourt)                        | De Bruce Ward           | Land          | Non-Operational | Garage Forecourt |
| Land at Whittrout Road (Garage Forecourt)                          | De Bruce Ward           | Land          | Non-Operational | Garage Forecourt |
| Land at Friar Street (Garage Forecourts)                           | Headland & Harbour Ward | Land          | Non-Operational | Garage Forecourt |
| Land at Montgomery Grove (Garage Forecourt)                        | Jesmond Ward            | Land          | Non-Operational | Garage Forecourt |
| Land at Queensway (Garage Forecourt)                               | Rural West              | Land          | Non-Operational | Garage Forecourt |
| Land at Fairy Cove Walk Garages (Garage Forecourt)                 | Headland & Harbour Ward | Land          | Non-Operational | Garage Forecourt |
| Land at Montague Street (Garage Forecourt)                         | Headland & Harbour Ward | Land          | Non-Operational | Garage Forecourt |
| Land at Cardigan Grove (North of 10 Gower Walk) (Garage Forecourt) | Jesmond Ward            | Land          | Non-Operational | Garage Forecourt |
| Dumfries Road Garage Site  | Fens & Rossmere Ward    | Buildings     | Non-Operational | Garages          |
| Vane Street Garages  | Headland & Harbour Ward | Buildings     | Non-Operational | Garages          |
| Garage North of 44 Hill View, Greatham                             | Rural West              | Buildings     | Non-Operational | Garages          |
| Garage at Sinclair Road  | Manor House Ward        | Buildings     | Non-Operational | Garages          |
| Garden Centre & Amenity Block                                      | Foggy Furze Ward        | Buildings     | Non-Operational | Garden Centre    |
| Land at Hill View, Greatham  | Rural West              | Land          | Non-Operational | Garden Land      |
| Land at Clavering Road (East of No's 13-22)                        | Hart Ward               | Land          | Non-Operational | Garden Land      |
| Land at Clifford Close   | De Bruce Ward           | Land          | Non-Operational | Garden Land      |
| Land at Bruce Crescent (North of No 26)                            | De Bruce Ward           | Land          | Non-Operational | Garden Land      |
| Gas Governor - Catcote Road  | Fens & Rossmere Ward    | Gas Governors | Non-Operational | Gas Governors    |
| Gas Governor - Station Lane  | Seaton Ward             | Gas Governors | Non-Operational | Gas Governors    |
| Gas Governor - Wiltshire Way                                       | Jesmond Ward            | Gas Governors | Non-Operational | Gas Governors    |
| Gas Governor - Coniscliffe Road                                    | Rural West              | Gas Governors | Non-Operational | Gas Governors    |

## Non Operational Assets

|   |                         |               |                 |               |
|---|-------------------------|---------------|-----------------|---------------|
| Gas Governor - Leighton Terrace                           | Hart Ward               | Gas Governors | Non-Operational | Gas Governors |
| Gas Governor - West View Road                             | Headland & Harbour Ward | Gas Governors | Non-Operational | Gas Governors |
| Gas Governor - Thornhill Gardens                          | Jesmond Ward            | Gas Governors | Non-Operational | Gas Governors |
| Gas Governor - Brierton School                            | Manor House Ward        | Gas Governors | Non-Operational | Gas Governors |
| Land at Zinc Works Road                                   | Seaton Ward             | Land          | Non-Operational | Grazing Land  |
| Land at Brenda Road (Grazing Area)                        | Seaton Ward             | Land          | Non-Operational | Grazing Land  |
| Land at Bamburgh Road (Ground Lease)                      | Hart Ward               | Land          | Non-Operational | Ground Lease  |
| Land at Wynyard Road (Ground Lease)                       | Manor House Ward        | Land          | Non-Operational | Ground Lease  |
| Land at Brierton Lane (Scouts, Ground Lease)              | Foggy Furze Ward        | Land          | Non-Operational | Ground Lease  |
| Land at Dalton Piercy (Rear of North View) (Ground Lease) | Rural West              | Land          | Non-Operational | Ground Lease  |
| Victoria Football Ground                                  | Victoria Ward           | Land          | Non-Operational | Ground Lease  |
| Charlotte Grange EPH, Flaxton Street (Ground Lease)       | Burn Valley Ward        | Land          | Non-Operational | Ground Lease  |
| Gardener House EPH, Brierton Lane (Ground Lease)          | Manor House Ward        | Land          | Non-Operational | Ground Lease  |
| Land at Manor Close, Elwick (Ground Lease)                | Rural West              | Land          | Non-Operational | Ground Lease  |
| Land at Ellett Court, West View (Ground Lease)            | De Bruce Ward           | Land          | Non-Operational | Ground Lease  |
| Land at Wells Avenue (Ground Lease)                       | De Bruce Ward           | Land          | Non-Operational | Ground Lease  |
| Land at Allerton Close (Ground Lease)                     | Jesmond Ward            | Land          | Non-Operational | Ground Lease  |
| Land at Northgate (Ground Lease)                          | Headland & Harbour Ward | Land          | Non-Operational | Ground Lease  |
| Land at Londonderry St (Ground Leases for Garages)        | Headland & Harbour Ward | Land          | Non-Operational | Ground Lease  |
| Land at Glamis Walk Nos 1 - 24 (Ground Lease)             | Manor House Ward        | Land          | Non-Operational | Ground Lease  |
| Land at Norfolk & Suffolk Close (Ground Lease)            | Foggy Furze Ward        | Land          | Non-Operational | Ground Lease  |
| Land at Tofts Road West                                   | Seaton Ward             | Land          | Non-Operational | Ground Lease  |
| West View Road, No's 135, 147 & 149 (Ground Lease)        | Headland & Harbour Ward | Land          | Non-Operational | Ground Lease  |
| Land at Winterbottom Avenue (Doctors Surgery)             | De Bruce Ward           | Land          | Non-Operational | Ground Lease  |
| Land at Clarence Road (Ground Lease)                      | Victoria Ward           | Land          | Non-Operational | Ground Lease  |
| Land at Elizabeth Way (Ground Lease)                      | Seaton Ward             | Land          | Non-Operational | Ground Lease  |
| Land at Ferry Road (Ground Lease)                         | Headland & Harbour Ward | Land          | Non-Operational | Ground Lease  |
| Land at Croft Terrace (Ground Leases for Garages)         | Headland & Harbour Ward | Land          | Non-Operational | Ground Lease  |
| Land at Queen Street (Ground Leases for Garages)          | Headland & Harbour Ward | Land          | Non-Operational | Ground Lease  |
| Land at Marine Drive Nos 39-62 (Ground Lease)             | Headland & Harbour Ward | Land          | Non-Operational | Ground Lease  |
| Grayfields - WHTDSOBRUFC Clubhouse                        | Jesmond Ward            | Land          | Non-Operational | Ground Lease  |

**Non Operational Assets**

|   |                         |      |                 |              |
|---|-------------------------|------|-----------------|--------------|
| Grayfields - Bowls Greens Pavilion (Ground Lease)             | Jesmond Ward            | Land | Non-Operational | Ground Lease |
| Town Moor Recreation Ground - Promenade                       | Headland & Harbour Ward | Land | Non-Operational | Hardstanding |
| Town Moor Recreation Ground - Spectators Area                 | Headland & Harbour Ward | Land | Non-Operational | Hardstanding |
| Land at Seaton Station (West)                                 | Seaton Ward             | Land | Non-Operational | Hardstanding |
| Land at Stockton Road (Rear of 47 - 115) - Hardstanding       | Burn Valley Ward        | Land | Non-Operational | Hardstanding |
| Land at Graham Street   | Headland & Harbour Ward | Land | Non-Operational | Hardstanding |
| Land at Warren Street/ Cobb Walk                              | Headland & Harbour Ward | Land | Non-Operational | Hardstanding |
| Land at Eaglesfield Rd (East of Nos 50-58)                    | Manor House Ward        | Land | Non-Operational | Hardstanding |
| Land at Eaglesfield Road/ Elphin Walk                         | Manor House Ward        | Land | Non-Operational | Hardstanding |
| Land at Eskdale Road/ Eddleston Walk                          | Manor House Ward        | Land | Non-Operational | Hardstanding |
| Land at Eaglesfield Road/ Eskdale Road                        | Manor House Ward        | Land | Non-Operational | Hardstanding |
| Land at Sinclair Road/ Macaulay Road - Hardstanding           | Manor House Ward        | Land | Non-Operational | Hardstanding |
| Land at Sinclair Road/ Cowper Grove - Hardstanding            | Manor House Ward        | Land | Non-Operational | Hardstanding |
| Land at Sinclair Road (North of No 21) - Hardstanding         | Manor House Ward        | Land | Non-Operational | Hardstanding |
| Land at Sinclair Road/ Marlowe Road - Hardstanding            | Manor House Ward        | Land | Non-Operational | Hardstanding |
| Land at Wilder Grove/ Masefield Road                          | Manor House Ward        | Land | Non-Operational | Hardstanding |
| Land at Masefield Road/ Gulliver Road - Hardstanding          | Manor House Ward        | Land | Non-Operational | Hardstanding |
| Hart to Haswell Walkway                                       | Hart Ward               | Land | Non-Operational | Hardstanding |
| Land at Thirsk Grove (South of No 2)                          | Seaton Ward             | Land | Non-Operational | Hardstanding |
| Land at Holy Trinity Church, Crawford Street                  | Seaton Ward             | Land | Non-Operational | Hardstanding |
| Land at Burke Place (West of No's 2 - 8) - Hardstanding       | Headland & Harbour Ward | Land | Non-Operational | Hardstanding |
| Land at Ormesby Road - Hardstanding                           | Seaton Ward             | Land | Non-Operational | Hardstanding |
| Land at Henrietta Street (West of No's 2 - 12) - Hardstanding | Headland & Harbour Ward | Land | Non-Operational | Hardstanding |
| Land at Maritime Avenue, Slipway                              | Headland & Harbour Ward | Land | Non-Operational | Hardstanding |
| Land at Masefield Road (South of No 103) - Hardstanding       | Manor House Ward        | Land | Non-Operational | Hardstanding |
| Land at Kilmory Walk/ Laird Road                              | Manor House Ward        | Land | Non-Operational | Hardstanding |
| Land at Glamis Walk/ Kilmarnock Road                          | Manor House Ward        | Land | Non-Operational | Hardstanding |
| Land at Cobb Walk (South of No's 13 - 14)                     | Headland & Harbour Ward | Land | Non-Operational | Hardstanding |
| Land at Jameson Road (West of No 65) - Hardstanding           | Manor House Ward        | Land | Non-Operational | Hardstanding |
| Land at Motherwell Road (East of No's 36 - 50)                | Manor House Ward        | Land | Non-Operational | Hardstanding |
| Land at Gulliver Road (North of No 10)(Garage Forecourt)      | Manor House Ward        | Land | Non-Operational | Hardstanding |
| Land at Gulliver Road (East of No's 20 - 28) - Hardstanding   | Manor House Ward        | Land | Non-Operational | Hardstanding |
| Land at Gulliver Road (Between No's 28 - 30)                  | Manor House Ward        | Land | Non-Operational | Hardstanding |
| Land at Bacon Walk (West of No's 5 - 9)                       | Manor House Ward        | Land | Non-Operational | Hardstanding |

## Non Operational Assets

|   |                         |           |                 |                          |
|---|-------------------------|-----------|-----------------|--------------------------|
| Land at Blackmore Walk (East of No's 6 - 10)                    | Manor House Ward        | Land      | Non-Operational | Hardstanding             |
| Land at Chaucer Avenue, West of No's 41 - 47, Hardstanding      | Foggy Furze Ward        | Land      | Non-Operational | Hardstanding             |
| Land at Motherwell Road (East of No 69) - Hardstanding          | Manor House Ward        | Land      | Non-Operational | Hardstanding             |
| Land at Fletcher Walk/ Turner Walk                              | Manor House Ward        | Land      | Non-Operational | Hardstanding             |
| Land at Newhaven Court - Parking Area                           | Headland & Harbour Ward | Land      | Non-Operational | Hardstanding             |
| Throston Grange Lane Car Park (South of No 268)                 | Jesmond Ward            | Land      | Non-Operational | Hardstanding             |
| Land at Wells Street  | Headland & Harbour Ward | Land      | Non-Operational | Hardstanding             |
| Land at Burbank Court   | Headland & Harbour Ward | Land      | Non-Operational | Hardstanding             |
| Land at Corporation Road Garages (Garage Forecourt)             | Headland & Harbour Ward | Land      | Non-Operational | Hardstanding             |
| Land at Throston Street (East of No 5)                          | Headland & Harbour Ward | Land      | Non-Operational | Hardstanding             |
| Land at Swinburne House   | Manor House Ward        | Land      | Non-Operational | Hardstanding             |
| Land at Burbank Street (East of No 148)                         | Headland & Harbour Ward | Land      | Non-Operational | Hardstanding             |
| Land at Brierton Lane (West of No 248)                          | Manor House Ward        | Land      | Non-Operational | Hardstanding             |
| Gladys Worthy Close Housing Development                         | Manor House Ward        | Buildings | Non-Operational | Housing Development      |
| Empire Square Housing Development                               | Headland & Harbour Ward | Land      | Non-Operational | Housing Development      |
| Central Housing Regeneration Area (Carr/ Hopp Street Area)      | Victoria Ward           | Land      | Non-Operational | Housing Development      |
| Golden Meadows Housing Estate                                   | Seaton Ward             | Buildings | Non-Operational | Housing Development      |
| Newburn Bridge Industrial Estate                                | Headland & Harbour Ward | Buildings | Non-Operational | Industrial Unit/ Offices |
| Hartlepool Enterprise Centre                                    | Jesmond Ward            | Buildings | Non-Operational | Industrial Unit/ Offices |
| Hartlepool Enterprise Centre - Unit 47                          | Jesmond Ward            | Buildings | Non-Operational | Industrial Unit/ Offices |
| Park View Industrial Estate, Unit BT97/ 8A                      | Seaton Ward             | Buildings | Non-Operational | Industrial Unit/ Offices |
| Foreshore Lease   | N/A                     | Land      | Non-Operational | Infrastructure           |
| Land at Greatham Creek Bridge                                   | Seaton Ward             | Land      | Non-Operational | Infrastructure           |
| Land at Greatham  | Rural West              | Land      | Non-Operational | Infrastructure           |
| Land at Victoria Place (Rear of)                                | Headland & Harbour Ward | Land      | Non-Operational | Infrastructure           |
| Land at Princess Street   | Headland & Harbour Ward | Land      | Non-Operational | Infrastructure           |
| Land at Hope Street (West of Bryan Hanson House)                | Headland & Harbour Ward | Land      | Non-Operational | Infrastructure           |
| Land at Brunel Close (East of No's 24-30)                       | Headland & Harbour Ward | Land      | Non-Operational | Infrastructure           |
| Land at King Oswy Drive (North West of St John Vianneys School) | De Bruce Ward           | Land      | Non-Operational | Infrastructure           |
| Land at Iber Grove (South West of No 11)                        | Manor House Ward        | Land      | Non-Operational | Infrastructure           |
| Land at Tower Street (West of The Studio)                       | Headland & Harbour Ward | Land      | Non-Operational | Infrastructure           |
| Land at Faulder Walk (West of No's 1-10)                        | Foggy Furze Ward        | Land      | Non-Operational | Infrastructure           |
| Land at Burn Road (North of Vicarage Court)                     | Burn Valley Ward        | Land      | Non-Operational | Infrastructure           |

**Non Operational Assets**

|   |                         |           |                 |                       |
|---|-------------------------|-----------|-----------------|-----------------------|
| Land at Station Lane (West of No 41)                  | Seaton Ward             | Land      | Non-Operational | Infrastructure        |
| Land at Innes Road (West of 322 Catcote Road)         | Manor House Ward        | Land      | Non-Operational | Infrastructure        |
| Land at Lealholm Road                                 | Seaton Ward             | Land      | Non-Operational | Infrastructure        |
| Land at Dowson Road (various paths)                   | De Bruce Ward           | Land      | Non-Operational | Infrastructure        |
| Land at Lindsay Road (West of No 4)                   | Manor House Ward        | Land      | Non-Operational | Infrastructure        |
| Land at Marton Street (East of 2 Tweed Walk)          | Victoria Ward           | Land      | Non-Operational | Infrastructure        |
| Land at Wilder Grove                                  | Manor House Ward        | Land      | Non-Operational | Infrastructure        |
| Land at Penarth Walk (North of 148 Flint Walk)        | Jesmond Ward            | Land      | Non-Operational | Infrastructure        |
| Land at Montague Street                               | Headland & Harbour Ward | Land      | Non-Operational | Infrastructure        |
| Land at West View Road (West of No 340)               | De Bruce Ward           | Land      | Non-Operational | Infrastructure        |
| Victory Square, Victoria Road                         | Victoria Ward           | Land      | Non-Operational | Memorials & Monuments |
| Redheugh Gardens, Radcliffe Terrace                   | Headland & Harbour Ward | Land      | Non-Operational | Memorials & Monuments |
| Land at Highlight, Marina (East of Jackson's Landing) | Headland & Harbour Ward | Land      | Non-Operational | Memorials & Monuments |
| Piazza, Maritime Avenue                               | Headland & Harbour Ward | Land      | Non-Operational | Memorials & Monuments |
| Heugh Battery, Moor Terrace                           | Headland & Harbour Ward | Buildings | Non-Operational | Museum                |
| Family Wood, Catcote Road (West)                      | Rural West              | Land      | Non-Operational | Nature Reserve        |
| Family Wood, Catcote Road (East)                      | Burn Valley Ward        | Land      | Non-Operational | Nature Reserve        |
| Hart Warren Local Nature Reserve                      | De Bruce Ward           | Land      | Non-Operational | Nature Reserve        |
| Burbank Street Community Centre - First Floor Offices | Headland & Harbour Ward | Buildings | Non-Operational | Offices               |
| Borough Hall - Parish Council Rooms                   | Headland & Harbour Ward | Buildings | Non-Operational | Offices               |
| Owton Manor Branch Library - First Floor Offices      | Manor House Ward        | Buildings | Non-Operational | Offices               |
| Masefield Centre - Offices leased to PCT              | Manor House Ward        | Buildings | Non-Operational | Offices               |
| Hartlepool Combined Law Courts                        | Victoria Ward           | Buildings | Non-Operational | Offices               |
| Seaton Carew Park - Bowls Green                       | Seaton Ward             | Buildings | Non-Operational | Pavillion             |
| Ward Jackson Park - Bowls Green Pavillion             | Rural West              | Buildings | Non-Operational | Pavillion             |
| Burn Valley Gardens Bowls Greens Pavillion(West)      | Burn Valley Ward        | Buildings | Non-Operational | Pavillion             |
| King George V Recreation Ground - Pavillion           | De Bruce Ward           | Buildings | Non-Operational | Pavillion             |
| Rift House Recreation Ground Pavillions               | Foggy Furze Ward        | Buildings | Non-Operational | Pavillion             |
| Grayfields Recreation Ground - Pavillion              | Jesmond Ward            | Buildings | Non-Operational | Pavillion             |
| Rossmere Recreation Ground Pavillion                  | Fens & Rossmere Ward    | Buildings | Non-Operational | Pavillion             |
| Friar Terrace Bowls Green Pavilion                    | Headland & Harbour Ward | Buildings | Non-Operational | Pavillion             |
| Town Moor Bowls Green Pavilion                        | Headland & Harbour Ward | Buildings | Non-Operational | Pavillion             |
| Serpentine Gardens                                    | Rural West              | Land      | Non-Operational | Public Open Space     |
| Land at Park Square                                   | Victoria Ward           | Land      | Non-Operational | Public Open Space     |



**Non Operational Assets**

|   |                         |      |                 |                   |
|---|-------------------------|------|-----------------|-------------------|
| Land at The Cliff, Seaton Carew                     | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Seaton Station (West)                       | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Stockton Road (Rear of 47 - 115)            | Burn Valley Ward        | Land | Non-Operational | Public Open Space |
| Land at Coronation Drive (East)                     | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Manners Street                              | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Graham Street                               | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Freville/ Burbank Street                    | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Old Cemetery Road                           | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Braemar Road (East of No 1A)                | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Oakland Avenue                              | Foggy Furze Ward        | Land | Non-Operational | Public Open Space |
| Land at Greta Avenue                                | Foggy Furze Ward        | Land | Non-Operational | Public Open Space |
| Land at Elwick Road/ Wansbeck Gardens               | Burn Valley Ward        | Land | Non-Operational | Public Open Space |
| Land at Sheriff/ Grosvenor Street                   | Victoria Ward           | Land | Non-Operational | Public Open Space |
| Land at Hart Lane/ Blake Street                     | Victoria Ward           | Land | Non-Operational | Public Open Space |
| Land at Middleton Road (South of No's 1 - 58)       | Victoria Ward           | Land | Non-Operational | Public Open Space |
| Land at Lancaster Road/ Viscount Close              | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Lancaster Road (South)                      | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Oakesway Industrial Estate (East)           | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Hill View, Greatham (North of No's 35 - 44) | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Marlowe Road, North of Homer Grove          | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Catcote/ Macaulay Road                      | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Hirdman Grove (East of No 10)               | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Macrae Road/ Monkton Road                   | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Clifton Avenue/ Eltringham Road             | Burn Valley Ward        | Land | Non-Operational | Public Open Space |
| Land at Park Drive                                  | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Parklands/ Auckland Way                     | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Bruntoft Avenue (North of No's 13 - 81)     | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Greatham Beck, Fens Estate                  | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at The Spinney, West Park                      | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Tenby Walk                                  | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Chepstow Walk (West of No 35)               | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Conway Walk (South of No's 1 - 6)           | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Conway Walk (East of No 25-30)              | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Throston Grange Lane (North of No 220)      | Jesmond Ward            | Land | Non-Operational | Public Open Space |

**Non Operational Assets**

|   |                         |      |                 |                   |
|---|-------------------------|------|-----------------|-------------------|
| Land at Radnor Grove/ Portmadoc Walk (North of 18)        | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Portmadoc Walk (Between 12 - 13 & 18 - 19)        | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Wiltshire Way/ Bodmin Grove                       | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Bodmin Grove (East of No 17)                      | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Exmoor Grove (South of Exmoor Day Centre)         | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Eaglesfield Road (East of Nos 50-58)              | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Eaglesfield Road/ Elphin Walk                     | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Eskdale Road/ Eddleston Walk                      | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Eaglesfield Road/ Fraser Court                    | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Eaglesfield Road/ Eskdale Road                    | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Eriskay Walk (South of No's 3 - 6)                | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Eriskay Walk (West of No 38)                      | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Brierton Lane (North of No's 214 - 220)           | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Brierton Lane (East of Esha Ness Court)           | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Brierton Lane (North of No's 222 - 228)           | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Macaulay Road (North of No 187)                   | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Sinclair Road/ Macaulay Road                      | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Sinclair Road/ Conrad Walk                        | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Sinclair Road/ Cowper Grove                       | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Sinclair Road (North of No 21)                    | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Sinclair Road/ Marlowe Road                       | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Old Boys Field, Near Mansepool Close              | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Masefield Road/ Gulliver Road                     | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Clarence Road (North of Victoria Football Ground) | Victoria Ward           | Land | Non-Operational | Public Open Space |
| Land at Raby Road/ Museum Road                            | Victoria Ward           | Land | Non-Operational | Public Open Space |
| Land at Warrior Drive                                     | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at St Cuthbert Street (West of No 19)                | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Queensland Road                                   | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Belle Vue Way/ Travellers Gate                    | Foggy Furze Ward        | Land | Non-Operational | Public Open Space |
| Land at Spalding Road/ Thursby Grove                      | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Newark Road/ Winthorpe Grove                      | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Spalding Road (Between No 37 - 43)                | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Spalding Road (Between No 101 & 103)              | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Stranton Garth, Stranton                                  | Burn Valley Ward        | Land | Non-Operational | Public Open Space |

**Non Operational Assets**

|  |                      |      |                 |                   |
|--|----------------------|------|-----------------|-------------------|
| Land at Thetford Road (West of No 45)              | Fens & Rossmere Ward | Land | Non-Operational | Public Open Space |
| Land at Heathfield Drive (opposite No 20-26)       | Foggy Furze Ward     | Land | Non-Operational | Public Open Space |
| Land at Elwick Road/ Blaise Garden Village         | Rural West           | Land | Non-Operational | Public Open Space |
| Land at Blaise Garden Village (North West of No 7) | Rural West           | Land | Non-Operational | Public Open Space |
| Land at Warrior Drive/ Ark Royal Close             | Seaton Ward          | Land | Non-Operational | Public Open Space |
| Land at Warrior Drive/ Ark Royal Close             | Seaton Ward          | Land | Non-Operational | Public Open Space |
| Land at Warrior Drive/ Brigandine Close            | Seaton Ward          | Land | Non-Operational | Public Open Space |
| Land at Brigandine Close (North of Gillpark Grove) | Seaton Ward          | Land | Non-Operational | Public Open Space |
| Land at Parton Street/ Wharton Terrace             | Jesmond Ward         | Land | Non-Operational | Public Open Space |
| Land at Queen Street/ Endeavour Close              | Seaton Ward          | Land | Non-Operational | Public Open Space |
| Land at Queen Street/ Endeavour Close              | Seaton Ward          | Land | Non-Operational | Public Open Space |
| Land at Elliott Street (North of No 45)            | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Elliott Street (East of 31)                | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Elliott Street (West of No 27)             | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Elliott Street (East of 19)                | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Riverston Close (South West of No's 4 & 5) | Rural West           | Land | Non-Operational | Public Open Space |
| Land at Elliott Street (East of No 11)             | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Stockton Road/ Travellers Gate             | Foggy Furze Ward     | Land | Non-Operational | Public Open Space |
| Land at Barbara Mann Court (West of No 40)         | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Barbara Mann Court (South of No 41)        | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Barbara Mann Court (Between No 42 - 45)    | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Barbara Mann Court (South of No 46)        | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Barbara Mann Court (South of No 8)         | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Barbara Mann Court (Between No 8 & 9)      | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Barbara Mann Court (South of No 10)        | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Barbara Mann Court (South of No 16)        | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Raby Gardens (East of No 19)               | Jesmond Ward         | Land | Non-Operational | Public Open Space |
| Land at Loyalty Road (North West of Nursing Home)  | Foggy Furze Ward     | Land | Non-Operational | Public Open Space |
| Land at Loyalty Road (East of No 47)               | Foggy Furze Ward     | Land | Non-Operational | Public Open Space |
| Land at Loyalty Road (North East of Nursing Home)  | Foggy Furze Ward     | Land | Non-Operational | Public Open Space |
| Land at Warrior Drive/ Courageous Close            | Seaton Ward          | Land | Non-Operational | Public Open Space |
| Land at Courageous Close (Between No's 10 - 17)    | Seaton Ward          | Land | Non-Operational | Public Open Space |
| Land at Dauntless Close (East of No 1)             | Seaton Ward          | Land | Non-Operational | Public Open Space |
| Land at Dauntless Close (East of No 3)             | Seaton Ward          | Land | Non-Operational | Public Open Space |

**Non Operational Assets**

|  |                         |      |                 |                   |
|--|-------------------------|------|-----------------|-------------------|
| Land at Courageous Close (East of No 32)               | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Courageous Close (West of No 31)               | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Hart Lane (Adjacent to Deer Park)              | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Tarnston Road                                  | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Springston Road (South West of No 49)          | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Springston Road (South East of No's 33 - 35)   | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Springston Road (East of No 32)                | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Mountston Close (East of No 27)                | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Telford Close (East of No's 19 - 22)           | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Cleveland Road                                 | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at West View Road                                 | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Cleveland Road/ West View Road                 | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Wisbech Close (South of No 45)                 | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Stockton Road/ Wisbech Close                   | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Wisbech Close/ Barford Close                   | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Barford Close (North East of No 17)            | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Barford Close (East of No 17)                  | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Catcote Road (West of No 19)                   | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Stockton Road (Truro Drive - Mildenhall Close) | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Barford Close/ Mildenhall Close                | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Mildenhall Close (North of No 20)              | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Mildenhall Close (Between No 1 - 5)            | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Catcote Road (West of No 455)                  | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Stowmarket Close/ Catcote Road                 | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Catcote Road/ Spilsby Close                    | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Catcote Road/ Holland Road                     | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Catcote Road/ Northwold Close (South of No 20) | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Catcote Road/ Felixstowe Close                 | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Catcote Road/ Holland Road (South of No 42)    | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Catcote Road/ Conningsby Close                 | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Aldeburgh Close (North of No 16)               | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Conningsby Close (North of No 18)              | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Catcote Road/ Felixstowe Close (North of No 2) | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Holland Road (South of No 16)                  | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |

**Non Operational Assets**

|   |                         |      |                 |                   |
|---|-------------------------|------|-----------------|-------------------|
| Land at Fareham Close (North of No 1)               | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Chichester Close (Between No 36 - 44)       | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Stockton Road                               | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Bath Terrace, Headland                      | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Elizabeth Way (East of No 79)               | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Castleton Road (North of No 84)             | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Castleton Road (North of No 106)            | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at South End, Seaton Carew                     | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Station Lane (Between No 85 - 87)           | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Wainwright Walk (Between No's 14 - 20)      | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Wainwright Walk (Between No's 3 - 10)       | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Wainwright Close (East of No 11)            | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Elizabeth Way (West of No 81)               | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Castleton Road (North of No 90)             | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at High Street, Headland (rear of No 107)      | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at High Street, Headland (Town Wall Nos 37-44) | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at St Cuthbert Street (West of No 42)          | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Raby Road (near Mill House Leisure Centre)  | Victoria Ward           | Land | Non-Operational | Public Open Space |
| Land at Elizabeth Way (South of)                    | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Warrior Drive/ Forester Close               | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Warrior Drive/ Forester Close               | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Pine Grove (North of No 88)                 | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Wiltshire Way (North of the Allotments)     | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Milbank Road/ Allerton Close                | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Allerton Close (Rear of No's 8 - 14)        | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Milbank Road (North of 52 Milbank Road)     | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Allerton Close (South of Substation)        | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Brecongill Close (North of No's 38 - 40)    | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Allerton Close/ Brecongill Close            | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Bilsdale Road (East of No 2)                | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Mainsforth Terrace/ Burn Road               | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Belle Vue Way (North East of Social Club)   | Foggy Furze Ward        | Land | Non-Operational | Public Open Space |
| Land at Studley Road (East of No's 1 - 16)          | Foggy Furze Ward        | Land | Non-Operational | Public Open Space |
| Land at Oxford Street/ Belle Vue Way                | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |

**Non Operational Assets**

|   |                         |      |                 |                   |
|---|-------------------------|------|-----------------|-------------------|
| Land at William Street/ Newhaven Court (North of No 32)   | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Moreland Street                                   | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Newhaven Court (Between No's 23 - 31)             | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Huckelhoven Way/ Warwick Place                    | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Burbank Street (West of 11 Spurn Walk)            | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Hucklehoven Way/ Fastnet Grove (North of No 3)    | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Hucklehoven Way/ Fastnet Grove (East of No 6)     | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Whitby/ Freville Street                           | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Warwick Place/ Musgrave Walk (West of No 3)       | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Warwick Place (North West of Ward Jackson School) | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at William Street/ Newhaven Court (North of No 34)   | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Stuart Street (West of the Raglan Quoit Club)     | Victoria Ward           | Land | Non-Operational | Public Open Space |
| Land at the Highlight, Marina (West of Blockbuster)       | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Marina Way/ Middleton Road                        | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Front Street, Hart                                | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at George Street (Former Substation)                 | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Cleveland Road/ Arch Court                        | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Firby Close (West of No's 13 - 23)                | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Cleveland Road (South Side)                       | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Arch Court (Between No's 1 - 26)                  | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Croft Terrace (South of the Harbour of Refuge)    | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Sea View Terrace (North of No's 1 - 36)           | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Burke Place (South of No's 29 - 39)               | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Burke Place (West of No's 2 - 8)                  | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Bridgepool Close (North of No's 1 - 11)           | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Bridgepool Close (North of No's 19 - 23)          | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Haven Walk (West of No's 1-5)                     | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Argyll Road (Between No's 8 - 26)                 | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Argyll Road (East of No's 46 - 80)                | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Beaully Grove (South West of No 10)               | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Bonnyrigg Walk/ Brechin Grove                     | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Beaully Grove (North of No 1)                     | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Ormesby Road                                      | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Queensland Road (North of No's 2 - 4)             | Seaton Ward             | Land | Non-Operational | Public Open Space |

**Non Operational Assets**

|  |                      |      |                 |                   |
|--|----------------------|------|-----------------|-------------------|
| Land at Stockton Road/ Ballater Grove                | Fens & Rossmere Ward | Land | Non-Operational | Public Open Space |
| Land at Ormesby Road (North of No's 58 - 70)         | Seaton Ward          | Land | Non-Operational | Public Open Space |
| Land at Pickering Grove (South of No 13)             | Seaton Ward          | Land | Non-Operational | Public Open Space |
| Land at Selby Grove (South of No 8)                  | Seaton Ward          | Land | Non-Operational | Public Open Space |
| Land at Stockton Road (East of No's 238 - 274)       | Fens & Rossmere Ward | Land | Non-Operational | Public Open Space |
| Land at Ayr Grove/ Argyll Road                       | Fens & Rossmere Ward | Land | Non-Operational | Public Open Space |
| Land at Ayr Grove (West of No 2)                     | Fens & Rossmere Ward | Land | Non-Operational | Public Open Space |
| Land at Usworth Road                                 | Seaton Ward          | Land | Non-Operational | Public Open Space |
| Land at Belle Vue Way/ Regency Drive (North of No 1) | Seaton Ward          | Land | Non-Operational | Public Open Space |
| Land at Loyalty Road (East of No 38)                 | Foggy Furze Ward     | Land | Non-Operational | Public Open Space |
| Land at Loyalty Road (East of No 39)                 | Foggy Furze Ward     | Land | Non-Operational | Public Open Space |
| Land at Belle Vue Way/ Haswell Avenue                | Foggy Furze Ward     | Land | Non-Operational | Public Open Space |
| Land at Belle Vue Way / Brenda Road                  | Seaton Ward          | Land | Non-Operational | Public Open Space |
| Land at Brenda Road (East of No 153)                 | Foggy Furze Ward     | Land | Non-Operational | Public Open Space |
| Land at Belle Vue Way/ Kendal Road                   | Foggy Furze Ward     | Land | Non-Operational | Public Open Space |
| Land at Loyalty Road (East of No 30)                 | Foggy Furze Ward     | Land | Non-Operational | Public Open Space |
| Land at Oxford Street/ Northumberland Grove          | Burn Valley Ward     | Land | Non-Operational | Public Open Space |
| Land at Northumberland Walk (South of No 1)          | Burn Valley Ward     | Land | Non-Operational | Public Open Space |
| Land at Northumberland Walk (West of No's 3 - 12)    | Burn Valley Ward     | Land | Non-Operational | Public Open Space |
| Land at Waldon Street (South of PCT Site)            | Burn Valley Ward     | Land | Non-Operational | Public Open Space |
| Land at Waldon Street (East of No's 27 - 47)         | Burn Valley Ward     | Land | Non-Operational | Public Open Space |
| Land at Ernest Walk (South of No 7)                  | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Ernest Walk (South of No 11)                 | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Ernest Walk (East of No 9)                   | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Briar Walk (South of No's 13 - 15)           | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Briar Walk (South of No's 18 - 20)           | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Collingwood Walk (East of No 64)             | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Sheriff Street (South of No's 84 - 92)       | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Tankerville Street (North of No 40)          | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Milton Road (East of No 57)                  | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Tankerville Street (West of No 36)           | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Oxford Road (South of No's 158 - 184)        | Foggy Furze Ward     | Land | Non-Operational | Public Open Space |
| Land at Muirfield Walk (West of No's 1 - 16)         | Hart Ward            | Land | Non-Operational | Public Open Space |
| Land at Westwood Way (West of 14 Ashwood Close)      | Hart Ward            | Land | Non-Operational | Public Open Space |

**Non Operational Assets**

|  |                         |      |                 |                   |
|--|-------------------------|------|-----------------|-------------------|
| Land at Westwood Way (South of 61 Ashwood Close)           | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Westwood Way (West of 56 Ashwood Close)            | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Westwood Way (West of 53 Ashwood Close)            | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Westwood Way (East of No's 57 - 61 Pinewood Close) | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Westwood Way (East of No's 54 - 56 Pinewood Close) | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Raby Road (East of No's 45 - 55)                   | Victoria Ward           | Land | Non-Operational | Public Open Space |
| Land at Raby Road (East of No's 29 - 39)                   | Victoria Ward           | Land | Non-Operational | Public Open Space |
| Land at Raby Road (East of No's 25 - 27)                   | Victoria Ward           | Land | Non-Operational | Public Open Space |
| Land at Station Lane/ Elizabeth Way                        | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Usworth Road (South of Stagecoach Bus Depot)       | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Cleveland Road/ Lancaster Road                     | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Studley Road/ Oxford Street                        | Burn Valley Ward        | Land | Non-Operational | Public Open Space |
| Land at Studley Road (East of No's 20 - 36)                | Burn Valley Ward        | Land | Non-Operational | Public Open Space |
| Land at Northumberland Grove (North West of No 13)         | Burn Valley Ward        | Land | Non-Operational | Public Open Space |
| Land at Burn Road (South of Comet)                         | Burn Valley Ward        | Land | Non-Operational | Public Open Space |
| Land at Burn Road (South of McDonalds)                     | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at John Howe Gardens (West of No's 2 - 52)            | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at John Howe Gardens (East of No's 29 - 62)           | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Greenlea, Elwick (North of No 4)                   | Rural West              | Land | Non-Operational | Public Open Space |
| Land at The Walk, Elwick (South of No's 1 - 14)            | Rural West              | Land | Non-Operational | Public Open Space |
| Land at The Walk, Elwick (South West of No 15)             | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Wiltshire Way (West of 1 Salisbury Place)          | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Wiltshire Way (West of 20 Salisbury Place)         | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Salisbury Place (South of No 20)                   | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Salisbury Place (South West of No 20)              | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Gleneagles Road (South of No 22)                   | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Dunston Road (North of 10 - 12 Cragston Close)     | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Burnston Close (North West of No 33)               | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Hart Lane/ Dunston Road                            | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Burnston Close (South of No 27)                    | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Hart Lane (South of No's 118 - 134)                | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Hart Lane (South of No's 102 - 116)                | Jesmond Ward            | Land | Non-Operational | Public Open Space |



**Non Operational Assets**

|   |                         |      |                 |                   |
|---|-------------------------|------|-----------------|-------------------|
| Land at Hart Lane/ Nookston Close                             | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Jacques Court (East of No 1)                          | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Gleneagles Road (West of No's 13 - 22)                | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Wentworth Grove (South of No 1)                       | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Wentworth Grove (North of No 7)                       | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Sandwich Grove (West of No's 10 - 17)                 | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Wentworth Grove (North of No 49)                      | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Clavering Road/ Rafton Drive                          | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at West View Road (West of No 185)                       | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Catcote Road (North of No 463)                        | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Saltaire Terrace (East of No's 31 - 38)               | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Middleton Road (North of No's 3 - 61 Furness Street)  | Victoria Ward           | Land | Non-Operational | Public Open Space |
| Land at Frederic Street, West of No 17                        | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Henrietta Street (West of No's 2 - 12)                | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Voltigeur Drive, Hart Village (East of No 21)         | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Voltigeur Drive, Hart Village (South of No 1)         | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Voltigeur Drive, Hart Village (East of Raby Cottage)  | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Voltigeur Drive, Hart Village (West of Milbank Close) | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Voltigeur Drive, Hart Village                         | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Front Street, Hart Village (South of Milbank Close)   | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Millbank Close, Hart Village (South of No 22)         | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Formby Close (East of No's 1 - 20)                    | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Formby Close (South of No's 38 - 42)                  | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Turnberry Grove (South of No 10)                      | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Powlett Road (East of No's 1 - 5)                     | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Powlett Road (North East of No 7)                     | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Powlett Road (South West of 2 Stonethwaite Close)     | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Stonethwaite Close (Far West of No 1)                 | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Stonethwaite Close (West of No 1)                     | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Crawford Street (South of No 42)                      | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Cromer Walk (West of No's 1 - 19)                     | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Stamford Walk (North East of No's 2 - 32)             | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Cranwell Road (North of No 55)                        | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Aldeburgh Close (North West of No 16)                 | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |

**Non Operational Assets**

|   |                  |      |                 |                   |
|---|------------------|------|-----------------|-------------------|
| Land at Brierton Lane Shops                           | Manor House Ward | Land | Non-Operational | Public Open Space |
| Land at Milton Road (West of No 156)                  | Victoria Ward    | Land | Non-Operational | Public Open Space |
| Land at The Grove, Greatham (Between No's 5 - 32)     | Rural West       | Land | Non-Operational | Public Open Space |
| Land at The Grove, Greatham (South of No 43)          | Rural West       | Land | Non-Operational | Public Open Space |
| Land at West View Road (West of No 152)               | De Bruce Ward    | Land | Non-Operational | Public Open Space |
| Land at West View Road (South of No 172)              | De Bruce Ward    | Land | Non-Operational | Public Open Space |
| Land at West View Road (West of No 182)               | De Bruce Ward    | Land | Non-Operational | Public Open Space |
| Land at West View Road (Between No's 186 - 212)       | De Bruce Ward    | Land | Non-Operational | Public Open Space |
| Land at West View Road (East of No 216)               | De Bruce Ward    | Land | Non-Operational | Public Open Space |
| Land at Breward Walk (North of No 1)                  | Victoria Ward    | Land | Non-Operational | Public Open Space |
| Land at Mason Walk (East of No 11)                    | Victoria Ward    | Land | Non-Operational | Public Open Space |
| Land at Mason Walk (East of No 10)                    | Victoria Ward    | Land | Non-Operational | Public Open Space |
| Land at Hart Lane/ Nightingale Close                  | Hart Ward        | Land | Non-Operational | Public Open Space |
| Land at Throston Close (West of No's 1 - 12)          | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Stonechat Close (North of No 18)              | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Fieldfare Road (North of No 12)               | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Masefield Road (South of No 103)              | Manor House Ward | Land | Non-Operational | Public Open Space |
| Land at Manor Close, Elwick (West of No 15)           | Rural West       | Land | Non-Operational | Public Open Space |
| Land at Manor Close, Elwick (East of No 21)           | Rural West       | Land | Non-Operational | Public Open Space |
| Land at Wharton Terrace (East of No 75)               | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Wharton Terrace (West of No 77)               | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Easington Road/ Winterbottom Avenue           | De Bruce Ward    | Land | Non-Operational | Public Open Space |
| Land at Kirkstone Grove (East of No 2)                | De Bruce Ward    | Land | Non-Operational | Public Open Space |
| Land at Westwood Way (East of No 42 Torcross Close)   | Hart Ward        | Land | Non-Operational | Public Open Space |
| Land at Westwood Way (East of No 1 Torcross Close)    | Hart Ward        | Land | Non-Operational | Public Open Space |
| Land at Merlin Way (West of No 2)                     | Hart Ward        | Land | Non-Operational | Public Open Space |
| Land at Merlin Way (North West of No 6)               | Hart Ward        | Land | Non-Operational | Public Open Space |
| Land at Guillemot Close (East of No 1)                | Hart Ward        | Land | Non-Operational | Public Open Space |
| Land at Lennox Walk/ Owton Manor Lane                 | Manor House Ward | Land | Non-Operational | Public Open Space |
| Land at Kilmory Walk/ Laird Road                      | Manor House Ward | Land | Non-Operational | Public Open Space |
| Land at Glamis Walk/ Kilmarnock Road                  | Manor House Ward | Land | Non-Operational | Public Open Space |
| Land at Throston Grange Lane (East of No's 220 - 268) | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at West View Road (West of No 306)               | De Bruce Ward    | Land | Non-Operational | Public Open Space |
| Land at Elderslie Walk (South of No's 1 - 23)         | Manor House Ward | Land | Non-Operational | Public Open Space |

**Non Operational Assets**

|   |                         |      |                 |                   |
|---|-------------------------|------|-----------------|-------------------|
| Land at Ednam Grove (North of No's 3 - 6)             | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Eckford Walk (East of No's 2 - 8)             | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Erskine Road (West of No 25)                  | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Esk Grove (North of No's 17 - 20)             | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Duncan Road (East of No's 27 - 29)            | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Catcote Road (South of No's 202)              | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Tremaine Close (South of No 16)               | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Hart Road/ Brough Court                       | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Dundee Road (North of No 31)                  | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Dunbar Road (West of No's 74 - 112)           | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Lindsay Road (North of No's 41 - 79)          | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Frederic Street (West of No 36)               | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Wells Avenue/ Holdforth Road                  | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Kintra Road/ Kinross Grove                    | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Owton Manor Lane (West of No 142)             | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Harris Grove (West of No 7)                   | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Ian Grove (Adjacent to No's 1 - 12)           | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Owton Manor Lane (North of 75 - 125)          | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Catcote Road (South of No 230)                | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Duncan Road (North of No's 4 - 18)            | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Duncan Road (South of No's 32 - 58)           | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Duncan Road (North of No 68)                  | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Fife Grove (South of No 8)                    | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Farnell Grove (Between No's 1 - 12)           | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Burn Road, (South of Waste Recycling Centre)  | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Farnell Grove (Between No's 1 - 16)           | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Catcote Road (South West of No 250)           | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Lindsay Road (East of No's 35 - 45)           | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Leven Grove (Between No's 1 - 12)             | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Wynyard Road/ Loch Grove (North West of No 7) | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Lovat Grove/ Wynyard Road                     | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Glencairn Grove (Between No's 15 - 16)        | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Juniper Walk (South of No 1)                  | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Jameson Road (West of No 65)                  | Manor House Ward        | Land | Non-Operational | Public Open Space |

**Non Operational Assets**

|  |                         |      |                 |                   |
|--|-------------------------|------|-----------------|-------------------|
| Land at Jameson Road (East of No 32)                 | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Jura Grove (South of No 5)                   | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Kinbrace Road (West of No 25)                | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Kells Grove (East of No's 1 - 4)             | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Kerr Grove (West of No 12)                   | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Kintra Road (North of No's 38 - 44)          | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Owton Manor Lane (South of No's 243 - 249)   | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Owton Manor Lane (East of No 199)            | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Motherwell Road (East of No's 36 - 50)       | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Moffat Road (West of No 59)                  | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Braemer Road (Adjacent to Balmoral Court)    | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Blairgowrie Grove (North East of No 9)       | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Moffat Road (East of No 44)                  | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Moffat Road (East of No 44)                  | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Benmore Road (East of No 48)                 | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Elderslie Walk (North of No's 1 - 23)        | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Earn Walk (East of No 13)                    | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Eskdale Road (East of No's 8 - 48)           | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Eddleston Walk (North of No 1)               | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Cowper Grove (South of No 1)                 | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Lewis Grove (East of No's 1 - 7)             | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Lewis Grove (South of No's 9 - 19)           | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Gulliver Road (South of No 7)                | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Gulliver Road (East of No's 20 - 28)         | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Gulliver Road (North of No 58)               | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Doyle Walk (West of No 9)                    | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Carroll Walk (East of No's 6 - 9)            | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Harvey Walk (Adjacent to No's 10 - 13)       | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Brierton Lane (West of No 256)               | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Frederic Street, North West of No 47         | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Browning Avenue (South West of No's 33 - 39) | Foggy Furze Ward        | Land | Non-Operational | Public Open Space |
| Land at Chaucer Avenue (South of No's 32 - 38)       | Foggy Furze Ward        | Land | Non-Operational | Public Open Space |
| Land at Chaucer Avenue (East of No 2)                | Foggy Furze Ward        | Land | Non-Operational | Public Open Space |
| Land at Shelley Grove (West of No's 1 - 9)           | Foggy Furze Ward        | Land | Non-Operational | Public Open Space |

## Non Operational Assets

|   |                         |      |                 |                   |
|---|-------------------------|------|-----------------|-------------------|
| Land at Darwin Grove (East of No's 14 - 20)                 | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Darwin Grove (South of No 11)                       | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Galsworthy Road (South of No 16)                    | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at The Drive, Greatham (North West of 53 Queensway)    | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Macrae Road (East of No's 26 - 32)                  | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Moffat Road (East of No 61)                         | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Earlestone Walk (South of No 5)                     | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Ellary Walk (South of No 13)                        | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Sinclair Road (West of No 59)                       | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Masefield Road (North of No's 53 - 59)              | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Walpole Road (North East of No 19)                  | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Marlowe Road/ Chesterton Road                       | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Kipling Road (South of No 26)                       | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Darwin Grove (fronting No 2 - 12)                   | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Relton Way (North of No 46)                         | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Relton Way (South of No's 16 - 30)                  | Rural West              | Land | Non-Operational | Public Open Space |
| Land at High Street, Greatham (South of No 1)               | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Blackwood Close (West of No 12)                     | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Newhaven Court (North of No 19)                     | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Clavering Road (South West of No 102)               | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Birkdale Close (North of No 6)                      | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Hart Lane/ Newquay Close (Land between)             | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Clavering Road (East of No's 34 - 54 Talland Close) | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Powlett Road (North of No 12)                       | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Swinburne Road (South of No's 1 - 7)                | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Tweed Walk (West of No 32)                          | Victoria Ward           | Land | Non-Operational | Public Open Space |
| Land at Tweed Walk (West of No 24)                          | Victoria Ward           | Land | Non-Operational | Public Open Space |
| Land at Challoner Square (East of No's 15 - 16)             | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Raby Square (East of No's 6 - 9)                    | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Owton Manor Lane (South of No's 120 - 130)          | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Pinero Grove (Adjacent to No's 13 - 35)             | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Scott Grove (Adjacent to No's 2 - 10)               | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Macaulay Road (East of No's 93 - 103)               | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Macaulay Road (West of No's 105 - 115)              | Manor House Ward        | Land | Non-Operational | Public Open Space |

**Non Operational Assets**

|   |               |      |                 |                   |
|---|---------------|------|-----------------|-------------------|
| Land at Briar Walk (North of No's 9 - 10)       | Victoria Ward | Land | Non-Operational | Public Open Space |
| Land at Ernest Walk (North of No's 77 - 79)     | Victoria Ward | Land | Non-Operational | Public Open Space |
| Land at Ernest Walk (South of No 3)             | Victoria Ward | Land | Non-Operational | Public Open Space |
| Land at Blake Walk (South of No 5)              | Victoria Ward | Land | Non-Operational | Public Open Space |
| Land at King Oswy Drive (North West of No 134)  | De Bruce Ward | Land | Non-Operational | Public Open Space |
| Land at Ridlington Way (West of No's 17 - 33)   | De Bruce Ward | Land | Non-Operational | Public Open Space |
| Land at Hirdman Grove                           | De Bruce Ward | Land | Non-Operational | Public Open Space |
| Land at Hirdman Grove (North of No 8)           | De Bruce Ward | Land | Non-Operational | Public Open Space |
| Land at Ridlington Way (South of No's 68 - 82)  | De Bruce Ward | Land | Non-Operational | Public Open Space |
| Land at Ridlington Way (South of No's 46 - 52)  | De Bruce Ward | Land | Non-Operational | Public Open Space |
| Land at King Oswy Drive (South East of No 136)  | De Bruce Ward | Land | Non-Operational | Public Open Space |
| Land at Clavering Road (East of No 45)          | Hart Ward     | Land | Non-Operational | Public Open Space |
| Land at Bellasis Grove (South East of No 13)    | Hart Ward     | Land | Non-Operational | Public Open Space |
| Land at Spearman Walk (South East of No 25)     | Hart Ward     | Land | Non-Operational | Public Open Space |
| Land at Baker Close (South West No 1)           | Hart Ward     | Land | Non-Operational | Public Open Space |
| Land at Baker Close (Adjacent to No's 1 - 12)   | Hart Ward     | Land | Non-Operational | Public Open Space |
| Land at Clavering Road (South of No 20)         | Hart Ward     | Land | Non-Operational | Public Open Space |
| Land at West View Road (East of No 334)         | De Bruce Ward | Land | Non-Operational | Public Open Space |
| Land at Bruntoft Avenue (South of No 101)       | De Bruce Ward | Land | Non-Operational | Public Open Space |
| Land at Bruntoft Avenue (South of No's 23 - 25) | De Bruce Ward | Land | Non-Operational | Public Open Space |
| Land at Bruntoft Avenue (East of No's 38 - 44)  | De Bruce Ward | Land | Non-Operational | Public Open Space |
| Land at Miller Crescent (West of No 34)         | De Bruce Ward | Land | Non-Operational | Public Open Space |
| Land at Briar Walk (South of No 1 - 3)          | Victoria Ward | Land | Non-Operational | Public Open Space |
| Land at Lamberd Road (North of No's 46 - 54)    | De Bruce Ward | Land | Non-Operational | Public Open Space |
| Land at West View Road (West of No 416)         | De Bruce Ward | Land | Non-Operational | Public Open Space |
| Land at Ridlington Way (West of No's 2 - 12)    | De Bruce Ward | Land | Non-Operational | Public Open Space |
| Land at King Oswy Drive (West of No 93)         | De Bruce Ward | Land | Non-Operational | Public Open Space |
| Land at Nicholson Way (Rear of Shops)           | De Bruce Ward | Land | Non-Operational | Public Open Space |
| Land at Speeding Drive (West of No 1)           | De Bruce Ward | Land | Non-Operational | Public Open Space |
| Land at Snowdon Grove (West of No's 13 - 15)    | De Bruce Ward | Land | Non-Operational | Public Open Space |
| Land at Speeding Drive (Rear of No 5)           | De Bruce Ward | Land | Non-Operational | Public Open Space |
| Land at Speeding Drive (North of No 7)          | De Bruce Ward | Land | Non-Operational | Public Open Space |
| Land at Merriman Green (East of No's 9 - 21)    | De Bruce Ward | Land | Non-Operational | Public Open Space |
| Land at Miller Crescent (North of No 63)        | De Bruce Ward | Land | Non-Operational | Public Open Space |

**Non Operational Assets**

|   |                         |      |                 |                   |
|---|-------------------------|------|-----------------|-------------------|
| Land at Dorchester Drive (East of No 2)                       | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Miller Crescent (North of No's 79 & 87)               | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Miller Crescent (South East of No's 71 - 77)          | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Kildale Grove (East of No 2)                          | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Gibb Square   | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Northgate (West of No 22)                             | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Priory Court (Near Durham Street)                     | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Lumley Square   | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Friar Street (East of No's 15 - 23)                   | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Prissick Street (rear of No 2)                        | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Hazelwood Rise (North of No 8)                        | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Bruce Crescent (Between No 154 & 176)                 | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Bruce Crescent (South West of No 150)                 | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Bruce Crescent (South East of No 126)                 | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Arbroath Grove (South of No 21)                       | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Arbroath Grove (South of No 40)                       | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Arbroath Grove (South of No 20)                       | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Arbroath Grove (West of No 11)                        | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at West View Road (East of No 418)                       | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Dene Garth, Dalton Piercy (South of No's 1 - 6)       | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Durham Street (South of No 79)                        | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Dowson Road (North West of No's 53 - 55)              | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Marina Way/ Middleton Road                            | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at The Spinney & Valley Drive (between)                  | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Caroline Street (East of Charlotte Grange EPH)        | Burn Valley Ward        | Land | Non-Operational | Public Open Space |
| Land at Easington Road (Adjacent to Whin Meadows)             | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Easington Road (Adjacent to Nos 117-131 Whin Meadows) | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Middleton Road/ Marina Way                            | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Lindsay Road (fronting No 8 - 26)                     | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Lancaster Road (Rear of No 37 - 45)                   | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Miers Avenue/ Bruce Crescent                          | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Summer Hill Lane                                      | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Esk Grove (South of No's 5 - 16)                      | Manor House Ward        | Land | Non-Operational | Public Open Space |

**Non Operational Assets**

|  |                      |      |                 |                   |
|--|----------------------|------|-----------------|-------------------|
| Land at Falkirk Grove (West of No 13)                  | Manor House Ward     | Land | Non-Operational | Public Open Space |
| Land at Dalkieth Road (North West of No 35)            | Manor House Ward     | Land | Non-Operational | Public Open Space |
| Land at Dalkieth Road (Adjacent to No's 1 - 3)         | Manor House Ward     | Land | Non-Operational | Public Open Space |
| Land at Darvel Road (Adjacent to No's 1 - 4)           | Fens & Rossmere Ward | Land | Non-Operational | Public Open Space |
| Land at Dunbar Road (Fronting No's 111 - 113)          | Fens & Rossmere Ward | Land | Non-Operational | Public Open Space |
| Land at Dunbar Road (West of No 46)                    | Fens & Rossmere Ward | Land | Non-Operational | Public Open Space |
| Land at Dundee Road (North of No 30)                   | Fens & Rossmere Ward | Land | Non-Operational | Public Open Space |
| Land at Dundee Road (North of No's 4 - 5)              | Fens & Rossmere Ward | Land | Non-Operational | Public Open Space |
| Land at Dundee Road (South of No's 1 - 8)              | Fens & Rossmere Ward | Land | Non-Operational | Public Open Space |
| Land at Durness Grove (West of No's 3 - 4)             | Fens & Rossmere Ward | Land | Non-Operational | Public Open Space |
| Land at Elvan Grove (Adjacent to No's 1 - 12)          | Manor House Ward     | Land | Non-Operational | Public Open Space |
| Land at Westbrooke Avenue (Between No's 120 - 122)     | Foggy Furze Ward     | Land | Non-Operational | Public Open Space |
| Land at Boswell Grove (West of No's 7 - 12)            | Manor House Ward     | Land | Non-Operational | Public Open Space |
| Land at Durness Grove (West of No's 7 - 8)             | Fens & Rossmere Ward | Land | Non-Operational | Public Open Space |
| Land at Swift Grove (West of No's 1 - 12)              | Manor House Ward     | Land | Non-Operational | Public Open Space |
| Land at Serpentine Road (North of No 1)                | Rural West           | Land | Non-Operational | Public Open Space |
| Land at Thornhill Gardens (West of No's 6 - 16)        | Victoria Ward        | Land | Non-Operational | Public Open Space |
| Land at Challoner Road (Between No's 69 - 75)          | Jesmond Ward         | Land | Non-Operational | Public Open Space |
| Land at Oak Grove (West of No's 16 - 18)               | Jesmond Ward         | Land | Non-Operational | Public Open Space |
| Land at Lime Crescent (West of No 113)                 | Jesmond Ward         | Land | Non-Operational | Public Open Space |
| Land at Willow Walk (West of No 10)                    | Jesmond Ward         | Land | Non-Operational | Public Open Space |
| Land at St.Davids Walk (Rear of No's 33 - 39)          | Jesmond Ward         | Land | Non-Operational | Public Open Space |
| Land at St.Davids Walk (West of No's 1 - 4)            | Jesmond Ward         | Land | Non-Operational | Public Open Space |
| Land at St.Davids Walk (Fronting No's 5 - 11)          | Jesmond Ward         | Land | Non-Operational | Public Open Space |
| Land at Wiltshire Way (West of No's 76 - 78)           | Jesmond Ward         | Land | Non-Operational | Public Open Space |
| Land at Wiltshire Way (Fronting No 72)                 | Jesmond Ward         | Land | Non-Operational | Public Open Space |
| Land at Radnor Grove (West of No 24)                   | Jesmond Ward         | Land | Non-Operational | Public Open Space |
| Land at Throston Grange Lane (North of No's 183 - 191) | Jesmond Ward         | Land | Non-Operational | Public Open Space |
| Land at Tredegar Walk (North of No's 13 - 18)          | Jesmond Ward         | Land | Non-Operational | Public Open Space |
| Land at Penarth Walk (South of No's 16 - 21)           | Jesmond Ward         | Land | Non-Operational | Public Open Space |
| Land at Flint Walk (West of No's 172 - 176)            | Jesmond Ward         | Land | Non-Operational | Public Open Space |
| Land at Bodmin Grove (West of No's 44 - 47 )           | Jesmond Ward         | Land | Non-Operational | Public Open Space |
| Land at Taunton Grove (West of No 7)                   | Jesmond Ward         | Land | Non-Operational | Public Open Space |
| Land at Taunton Grove (Fronting No's 1 - 3)            | Jesmond Ward         | Land | Non-Operational | Public Open Space |



## Non Operational Assets

|   |                  |      |                 |                   |
|---|------------------|------|-----------------|-------------------|
| Land at Bodmin Grove (South of No's 29 - 32)    | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Taunton Grove (West of No's 8 - 11)     | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Exmoor Grove (West of No 15)            | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Exmoor Grove (Fronting No's 11 - 15)    | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Lynmouth Walk (Rear of No 1 - 3)        | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Wiltshire Way (East of No's 64 - 66)    | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Wiltshire Way (West of No's 54 - 60)    | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Wiltshire Way (East of No's 36 - 42)    | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Dalkeith Road (East of No 5)            | Manor House Ward | Land | Non-Operational | Public Open Space |
| Land at Bristol Walk (Adjacent to No's 1 - 8)   | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Wiltshire Way (East of No 20)           | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Plymouth Walk (South of No 10)          | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Flint Walk (Between No's 11 - 13)       | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Winchester Walk (North of No 1)         | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Flint Walk (East of No 1)               | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Flint Walk (Between No's 6 - 28)        | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Wiltshire Way (East of No 14)           | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Gower Walk (South of No's 1 - 6)        | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Wiltshire Way (North of No 2)           | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Throston Grange Lane (East of No 45)    | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Conway Walk (Fronting No's 37 - 42)     | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Flint Walk (Between No's 128 - 130)     | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Harlech Walk (East of No 35)            | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at Clavering Road (North of No 39)         | Hart Ward        | Land | Non-Operational | Public Open Space |
| Land at Dodsworth Walk (West of No's 2 - 40)    | Hart Ward        | Land | Non-Operational | Public Open Space |
| Land at Marshall Close (West of No's 14 & 15)   | De Bruce Ward    | Land | Non-Operational | Public Open Space |
| Land at Bowes Green (East of No 3)              | De Bruce Ward    | Land | Non-Operational | Public Open Space |
| Land at Penarth Walk (North of No's 19 - 21)    | Jesmond Ward     | Land | Non-Operational | Public Open Space |
| Land at King Oswy Drive (East of No 95)         | De Bruce Ward    | Land | Non-Operational | Public Open Space |
| Land at Fulthorpe Avenue (West of No's 49 - 51) | De Bruce Ward    | Land | Non-Operational | Public Open Space |
| Land at Howbeck Lane (East of No 2)             | De Bruce Ward    | Land | Non-Operational | Public Open Space |
| Land at Goldsmith Avenue (South of No 32)       | De Bruce Ward    | Land | Non-Operational | Public Open Space |
| Land at Goldsmith Avenue (East of No's 13 - 27) | De Bruce Ward    | Land | Non-Operational | Public Open Space |
| Land at Dowson Road (West of No 35)             | De Bruce Ward    | Land | Non-Operational | Public Open Space |

**Non Operational Assets**

|  |                         |      |                 |                   |
|--|-------------------------|------|-----------------|-------------------|
| Land at Gilberti Place (South of No 12)                | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Snowdon Grove (South of No 13)                 | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Hart Lane (South of No's 61 - 65)              | Victoria Ward           | Land | Non-Operational | Public Open Space |
| Land at Speeding Drive (East of No 5)                  | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Clifford Close (East of No's 16 - 22)          | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Flint Walk (North of No 116)                   | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Ann Crooks Way (North West of No 5)            | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Hart Lane/ Serpentine Gardens                  | Victoria Ward           | Land | Non-Operational | Public Open Space |
| Land at Trinity Street (South of No 2)                 | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Durham Street (Adjacent to No's 59 - 63)       | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Alness Grove (West of No's 1 - 35)             | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Newholm Court                                  | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Powlett Road/ Easington Road                   | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Brenda Road (East)                             | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Springston Road (East of No 12)                | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Eskdale Road                                   | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Hillston Close (East of No's 22 - 23)          | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Nottingham Walk (Adjacent to No's 7 - 11)      | Burn Valley Ward        | Land | Non-Operational | Public Open Space |
| Land at Armadale Grove/ Airdrie Grove                  | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Owton Manor Lane (West of No 57)               | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Kinterbury Close (West of No 28)               | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Motherwell Road (East of No 69)                | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Burbank Street (South of the Community Centre) | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Innes Road                                     | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Ivanhoe Crescent (West of No's 16 - 25)        | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Inverness Road (Adj No's 33-65)                | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Islay Grove (East of No's 1 - 4)               | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Ibrox Grove                                    | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Innes Road/ Inchcape Road                      | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Alison Place (South of No 1)                   | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Inch Grove (South of No 7)                     | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Holyrood Walk (South of No 18)                 | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Holyrood Walk (North of No 26)                 | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Hamilton Road (South)                          | Manor House Ward        | Land | Non-Operational | Public Open Space |

**Non Operational Assets**

|   |                         |      |                 |                   |
|---|-------------------------|------|-----------------|-------------------|
| Land at Hamilton Road (North)                       | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Catcote Road (East of No 306)               | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at South View                                  | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Morison Gardens                             | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Torquay Avenue (North of No's 55 - 67)      | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Northgate                                   | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Bruntoft Avenue (North of No 2)             | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Wesley Square                               | Victoria Ward           | Land | Non-Operational | Public Open Space |
| Land at Hill View, Greatham                         | Rural West              | Land | Non-Operational | Public Open Space |
| Land at The Grove (South of No 9)                   | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Beckston Close (Adjacent to No's 1 - 15)    | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Moorston Close (South of No's 12 - 17)      | Rural West              | Land | Non-Operational | Public Open Space |
| Land at St Davids Walk (Opposite No 38)             | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Throston Grange Lane (West of No 221)       | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Martindale Close, Elwick                    | Rural West              | Land | Non-Operational | Public Open Space |
| Land at Byland Grove (West of No 5)                 | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Greenhow Grove (West of No 1)               | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Bransdale Grove (West of No 2)              | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Station Lane/ Bransdale Grove               | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Danby Grove (East of No's 13 - 18)          | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Brompton Walk (East of No 2)                | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Lithgo Close (South of No 1 - 3)            | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Chatham Road, West of Chatham House         | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Easington Road (West of the Saxon PH)       | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Barnard Grove (East of No 9)                | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at King Oswy Drive/ Gibson Grove               | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Rossmere Way (Adjacent to Sure Start South) | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Whitfield Drive (South of No 38)            | Foggy Furze Ward        | Land | Non-Operational | Public Open Space |
| Land at Wilder Grove (Adjacent to No's 1 - 17)      | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Davison Drive (South of No 46)              | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Throston Lane Grange Lane                   | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Hart Lane                                   | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Harlech Walk/ Flint Walk                    | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Jutland Road (North of No 29)               | Seaton Ward             | Land | Non-Operational | Public Open Space |

**Non Operational Assets**

|  |                         |      |                 |                   |
|--|-------------------------|------|-----------------|-------------------|
| Land at West View Road (East of No 131)                      | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Newhaven Court                                       | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Mill View (East of No 8)                             | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Vollum Rise  | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Brierton Lane (West of No 236)                       | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Seaton Lane (West of No 31)                          | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Burn Road (South of Cromwell Street Business Park)   | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Warren Road (West of No 127)                         | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Speeding Drive (South of No 2)                       | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Durham Street  | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Kildale Grove (East of No 1)                         | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Maxwell Road (between 11 - 29)                       | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Maxwell Road (between 31 - 55)                       | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Muir Grove (East of No 10)                           | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Fordyce Road, North of No 8                          | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Easington Road (East of Redwood Close)               | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land adjacent to 18 Fieldfare Road                           | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Middlegate (West of No 7 Middlegate)                 | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Tuson Walk (East of No's 4 - 11)                     | Victoria Ward           | Land | Non-Operational | Public Open Space |
| Land at Mainsforth Terrace (Adjacent to Birotex Ltd - North) | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Benson Street & Bentley Street                       | Burn Valley Ward        | Land | Non-Operational | Public Open Space |
| Land at Green Street (North of McDonalds)                    | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Lancaster Road (East of Lancaster Court)             | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Middleton Road (South of Focus)                      | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Radnor Grove (South of 65 Tredegar Walk)             | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Radnor Grove (North of 5 Tredegar Walk)              | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Glamorgan Grove (North of 42 Tredegar Walk)          | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Radnor Grove (North of 16 Portmadoc Walk)            | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Radnor Grove (North of 10 Tredegar Walk)             | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Beach at West View   | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Mainsforth Terrace (Adjacent to Birotex Ltd - South) | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Nuns Street  | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Throston Grange Lane (North of No 153)               | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Runciman Road (North of No's 9-35)                   | De Bruce Ward           | Land | Non-Operational | Public Open Space |

**Non Operational Assets**

|  |                         |      |                 |                   |
|--|-------------------------|------|-----------------|-------------------|
| Land at West View Road (South East of Millenium Surgery)             | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Montgomery Grove (North of 4 Harlech Walk)                   | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Mountbatten Close (South of Abdiel Court)                    | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Millpool Close (East of No's 12-13)                          | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Croft Terrace (West of St. Andrews Church)                   | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Northgate (East of No 176)                                   | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Morrison Gardens (East of 4 Hazelwood Rise)                  | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Beach at Central Estate  | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Earl Street (West of No 25)                                  | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Glamorgan Grove (Land North of 11 Penarth Walk)              | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Montague Street (South West of No's 2-32) (Garage Forecourt) | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at St Hildas Chare (Rear of No 5-13)                            | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at The Lanyard  | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Graythorp/ Tees Road   | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Anglesey Grove (North of 23 Harlech Walk)                    | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Anglesey Grove (North of No 13 Conway Walk)                  | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Anglesey Grove (North of 36 Harlech Walk)                    | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Montgomery Grove (North of 8 Harlech Walk)                   | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Pembroke Grove (North of 10 Tenby Walk)                      | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Pembroke Grove (45 Conway Walk)                              | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Falmouth Grove (West of No 1)                                | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Anglesey Grove (South of No 123)                             | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Monmouth Grove (North of 23 Tenby Walk)                      | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Monmouth Grove (North of 9 Chepstow Walk)                    | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Pembroke Grove (North of 6 Tenby Walk)                       | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Monmouth Grove (North of 34 Tenby Walk)                      | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Anglesley Grove (Land South of 18 Conway Walk)               | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Monmouth Grove (North of 12 Chepstow Walk)                   | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Inchcape Road (North of No 2)                                | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Atholl Grove (East of No 61)                                 | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Hawthorn Walk (East of No 17)                                | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Magdeline Drive (South of Hart Primary School)               | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Portmadoc Walk (West of No 24)                               | Jesmond Ward            | Land | Non-Operational | Public Open Space |

## Non Operational Assets

|   |                         |      |                 |                   |
|---|-------------------------|------|-----------------|-------------------|
| Land at Throston Grange Lane (North of Throston Medical Centre) | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Chandlers Close   | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Rafton Drive (North East of No's 1-4)                   | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Northampton Walk (West of No 1)                         | Burn Valley Ward        | Land | Non-Operational | Public Open Space |
| Land at Queensland Road (East of No 19)                         | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Studley Road (East of No 4)                             | Foggy Furze Ward        | Land | Non-Operational | Public Open Space |
| Land at Ardrossan Court   | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Burn Road (West of Household Waste Recycling Centre)    | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Northumberland Grove (North of 13 Northumberland Walk)  | Burn Valley Ward        | Land | Non-Operational | Public Open Space |
| Land at Studley Road (North of No 60)                           | Foggy Furze Ward        | Land | Non-Operational | Public Open Space |
| Land at Stockton Road (North of Lonsdale Court)                 | Burn Valley Ward        | Land | Non-Operational | Public Open Space |
| Land at Jutland Road (North of No 70)                           | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Hastings Place, (West of No's 2 - 8)                    | De Bruce Ward           | Land | Non-Operational | Public Open Space |
| Land at Mainsforth Terrace (South East of Contract Supplies)    | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at West View Road (East of Admiral Court)                  | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Cleveland Road (South East of Admiral Court)            | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Falmouth Grove (North of No 6)                          | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Shropshire Walk (South of No's 1-4)                     | Burn Valley Ward        | Land | Non-Operational | Public Open Space |
| Land at Lime Crescent (South of No 48)                          | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Graythorp   | Seaton Ward             | Land | Non-Operational | Public Open Space |
| Land at Rossmere Way (East of No 2)                             | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Elgin Road (South of No 13)                             | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Wynyard Road (East of Owton Rossmere Community Centre)  | Manor House Ward        | Land | Non-Operational | Public Open Space |
| Land at Stockton Road (West of No 31)                           | Fens & Rossmere Ward    | Land | Non-Operational | Public Open Space |
| Land at Musgrave Walk (East of 3 Staindrop Street)              | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Thomlinson Road (South West of Ullswater Road)          | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Hazel Grove (East of No 22)                             | Jesmond Ward            | Land | Non-Operational | Public Open Space |
| Land at Whelly Hill Farm  | Hart Ward               | Land | Non-Operational | Public Open Space |
| Land at Oxford Street (North of No's 16-20)                     | Foggy Furze Ward        | Land | Non-Operational | Public Open Space |
| Land at Marina Way (North of Hartlepool Interchange)            | Headland & Harbour Ward | Land | Non-Operational | Public Open Space |
| Land at Lime Crescent (South of No 100)                         | Jesmond Ward            | Land | Non-Operational | Public Open Space |

**Non Operational Assets**

|  |                         |             |                 |                   |
|--|-------------------------|-------------|-----------------|-------------------|
| Land at Penarth Walk (North of 150 Flint Walk)               | Jesmond Ward            | Land        | Non-Operational | Public Open Space |
| Land at Masefield Road (South of No 54)                      | Manor House Ward        | Land        | Non-Operational | Public Open Space |
| Land at Montague Street (North of 5 Broadfield Road)         | Headland & Harbour Ward | Land        | Non-Operational | Public Open Space |
| Land at Drayton Road (East of No 31)                         | Manor House Ward        | Land        | Non-Operational | Public Open Space |
| Land at Brierton Lane (West of of No 242)                    | Manor House Ward        | Land        | Non-Operational | Public Open Space |
| Land at Fraser Grove (South East of No's 38-48)              | Manor House Ward        | Land        | Non-Operational | Public Open Space |
| Land at Elphin Walk (South of Nos 11-19)                     | Manor House Ward        | Land        | Non-Operational | Public Open Space |
| Land at Ridlington Way (West of No 43)                       | De Bruce Ward           | Land        | Non-Operational | Public Open Space |
| Land at Owton Manor Lane/ Catcote Road                       | Manor House Ward        | Land        | Non-Operational | Public Open Space |
| Land at Roker Street, South West of the Gemini Centre        | Victoria Ward           | Land        | Non-Operational | Public Open Space |
| Land at Meadowsweet Road                                     | Hart Ward               | Land        | Non-Operational | Public Open Space |
| Land at Goshawk Road   | Hart Ward               | Land        | Non-Operational | Public Open Space |
| Land at The Cliff, Seaton Carew (North of The Paddling Pool) | Seaton Ward             | Land        | Non-Operational | Public Open Space |
| Household Waste Recycling Centre, Burn Road                  | Headland & Harbour Ward | Buildings   | Non-Operational | Recycling Centre  |
| Hart Smallholdings - Mr Britton                              | Hart Ward               | Land        | Non-Operational | Smallholding      |
| Hart Smallholdings - Mrs Watson                              | Hart Ward               | Land        | Non-Operational | Smallholding      |
| Land at Seaton Snook, Seaton Carew                           | Seaton Ward             | Land        | Non-Operational | SSSI              |
| Burn Valley Gardens - Old Coach House & Storage Compound     | Burn Valley Ward        | Land        | Non-Operational | Storage           |
| Seaton Carew Bus Station Kiosks                              | Seaton Ward             | Buildings   | Non-Operational | Storage           |
| West View Cemetery - Disused Chapel                          | De Bruce Ward           | Buildings   | Non-Operational | Storage           |
| Substation - Jesmond Road                                    | Victoria Ward           | Substations | Non-Operational | Substations       |
| The Fens Ejector House, Hart                                 | Hart Ward               | Substations | Non-Operational | Substations       |
| Substation - Whitby Street                                   | Headland & Harbour Ward | Substations | Non-Operational | Substations       |
| Substation - Catherine Road                                  | Headland & Harbour Ward | Substations | Non-Operational | Substations       |
| Substation - Somersby Close                                  | Headland & Harbour Ward | Substations | Non-Operational | Substations       |
| Substation - Stockton Road                                   | Seaton Ward             | Substations | Non-Operational | Substations       |
| Substation - Brechin Grove                                   | Fens & Rossmere Ward    | Substations | Non-Operational | Substations       |
| Substation - Aberdeen Road                                   | Fens & Rossmere Ward    | Substations | Non-Operational | Substations       |
| Substation - Burn Valley Gardens, Colwyn Road                | Burn Valley Ward        | Substations | Non-Operational | Substations       |
| Substation - Davison Drive (Adjacent to No 24)               | De Bruce Ward           | Substations | Non-Operational | Substations       |
| Substation - Horsley Place                                   | De Bruce Ward           | Substations | Non-Operational | Substations       |
| Substation - Briar Walk                                      | Victoria Ward           | Substations | Non-Operational | Substations       |
| Substation - Shrewsbury Street                               | Burn Valley Ward        | Substations | Non-Operational | Substations       |

**Non Operational Assets**

|   |                         |             |                 |             |
|---|-------------------------|-------------|-----------------|-------------|
| Substation - Heathfield Drive/ Waverley Terrace               | Foggy Furze Ward        | Substations | Non-Operational | Substations |
| Substation - Dundee Road                                      | Fens & Rossmere Ward    | Substations | Non-Operational | Substations |
| Substation - Monmouth Grove                                   | Jesmond Ward            | Substations | Non-Operational | Substations |
| Substation - Ward Jackson Park                                | Rural West              | Substations | Non-Operational | Substations |
| Substation - King George V Recreation Ground, Arkley Crescent | De Bruce Ward           | Substations | Non-Operational | Substations |
| Substation - Pine Grove                                       | Jesmond Ward            | Substations | Non-Operational | Substations |
| Substation - Lime Crescent                                    | Jesmond Ward            | Substations | Non-Operational | Substations |
| Substation - Challoner Road                                   | Jesmond Ward            | Substations | Non-Operational | Substations |
| Substation - Davison Drive (Adjacent to No 46)                | De Bruce Ward           | Substations | Non-Operational | Substations |
| Substation - Grayfields                                       | Jesmond Ward            | Substations | Non-Operational | Substations |
| Substation - Dalkeith Road                                    | Manor House Ward        | Substations | Non-Operational | Substations |
| Substation - Farnell Close                                    | Manor House Ward        | Substations | Non-Operational | Substations |
| Substation - Owton Manor Lane                                 | Fens & Rossmere Ward    | Substations | Non-Operational | Substations |
| Substation - Owton Manor Lane/ Kirriemuir Road                | Manor House Ward        | Substations | Non-Operational | Substations |
| Substation - Maxwell Road                                     | Manor House Ward        | Substations | Non-Operational | Substations |
| Substation - Eskdale Road                                     | Manor House Ward        | Substations | Non-Operational | Substations |
| Substation - Sinclair Road (North of No 54)                   | Manor House Ward        | Substations | Non-Operational | Substations |
| Substation - Sinclair Road                                    | Manor House Ward        | Substations | Non-Operational | Substations |
| Substation - Masefield Road (Rear of Thackeray Road)          | Manor House Ward        | Substations | Non-Operational | Substations |
| Substation - Caxton Grove                                     | Manor House Ward        | Substations | Non-Operational | Substations |
| Substation - Frederic Street                                  | Headland & Harbour Ward | Substations | Non-Operational | Substations |
| Substation - Walpole Road                                     | Manor House Ward        | Substations | Non-Operational | Substations |
| Substation - Elmwood Road                                     | Jesmond Ward            | Substations | Non-Operational | Substations |
| Substation - Scott Grove                                      | Manor House Ward        | Substations | Non-Operational | Substations |
| Substation - Dryden Road                                      | Manor House Ward        | Substations | Non-Operational | Substations |
| Substation - Wells Street                                     | Headland & Harbour Ward | Substations | Non-Operational | Substations |
| Substation - Macrae Road                                      | Manor House Ward        | Substations | Non-Operational | Substations |
| Substation - Owton Manor Lane/ Claymore Road                  | Fens & Rossmere Ward    | Substations | Non-Operational | Substations |
| Substation - Sir William Gray House, Museum Road              | Victoria Ward           | Substations | Non-Operational | Substations |
| Substation - Manor School, Owton Manor Lane                   | Manor House Ward        | Substations | Non-Operational | Substations |
| Substation - Lindsay Road                                     | Manor House Ward        | Substations | Non-Operational | Substations |
| Substation - Ocean Road                                       | De Bruce Ward           | Substations | Non-Operational | Substations |
| Substation - Oxford Road                                      | Foggy Furze Ward        | Substations | Non-Operational | Substations |



**Non Operational Assets**

|  |                         |             |                 |               |
|--|-------------------------|-------------|-----------------|---------------|
| Substation - Radnor Grove                                    | Jesmond Ward            | Substations | Non-Operational | Substations   |
| Substation - King Oswy Drive/ Fulthorpe Avenue               | De Bruce Ward           | Substations | Non-Operational | Substations   |
| Substation - Goldsmith Avenue                                | De Bruce Ward           | Substations | Non-Operational | Substations   |
| Substation - Tempest Road                                    | De Bruce Ward           | Substations | Non-Operational | Substations   |
| Substation - Whitrout Road                                   | De Bruce Ward           | Substations | Non-Operational | Substations   |
| Substation - Rafton Drive                                    | Hart Ward               | Substations | Non-Operational | Substations   |
| Substation - Tweed Walk                                      | Victoria Ward           | Substations | Non-Operational | Substations   |
| Substation - Torquay Avenue                                  | Fens & Rossmere Ward    | Substations | Non-Operational | Substations   |
| Substation - Brougham Terrace                                | Victoria Ward           | Substations | Non-Operational | Substations   |
| Substation - Villers Street                                  | Victoria Ward           | Substations | Non-Operational | Substations   |
| Substation - Tofts Road West                                 | Seaton Ward             | Substations | Non-Operational | Substations   |
| Substation - Seaton Lane (Consumer Sub Station)              | Seaton Ward             | Substations | Non-Operational | Substations   |
| Substation - Penarth Walk/ Montgomery Walk                   | Jesmond Ward            | Substations | Non-Operational | Substations   |
| Substation - Mill House Leisure Centre                       | Victoria Ward           | Substations | Non-Operational | Substations   |
| Substation - Mountbatten Close                               | Headland & Harbour Ward | Substations | Non-Operational | Substations   |
| Substation - Coronation Drive                                | Seaton Ward             | Substations | Non-Operational | Substations   |
| Substation - Corporation Road                                | Headland & Harbour Ward | Substations | Non-Operational | Substations   |
| Substation - Compton Road                                    | Manor House Ward        | Substations | Non-Operational | Substations   |
| Substation - Alliance Street                                 | Headland & Harbour Ward | Substations | Non-Operational | Substations   |
| Substation û St MaryÆs Court, Northgate                      | Headland & Harbour Ward | Substations | Non-Operational | Substations   |
| Substation - Bedford Street                                  | Headland & Harbour Ward | Substations | Non-Operational | Substations   |
| Substation - Jutland Road (East of 8 Lealholm Road)          | Seaton Ward             | Substations | Non-Operational | Substations   |
| Substation - Duncan Road                                     | Manor House Ward        | Substations | Non-Operational | Substations   |
| Former Brierton School Site - Upper School                   | Manor House Ward        | Buildings   | Non-Operational | Surplus       |
| Former Brierton School Site - Lower School Developed Areas   | Manor House Ward        | Land        | Non-Operational | Surplus       |
| Former Brierton School Site - Lower School Undeveloped Areas | Manor House Ward        | Land        | Non-Operational | Surplus       |
| Claxton Quarry (Former Civic Amenity Site)                   | Rural West              | Land        | Non-Operational | Surplus       |
| Seaton Caretakers House                                      | Seaton Ward             | Buildings   | Non-Operational | Surplus       |
| Market Hotel, Lynn Street                                    | Headland & Harbour Ward | Buildings   | Non-Operational | Surplus       |
| Morison Hall, Church Close                                   | Headland & Harbour Ward | Buildings   | Non-Operational | Surplus       |
| Jacksons Landing   | Headland & Harbour Ward | Buildings   | Non-Operational | Surplus       |
| Town Moor Recreation Ground                                  | Headland & Harbour Ward | Land        | Non-Operational | Village Green |
| Land at Dickens Grove/ Spenser Grove (Village Green)         | Foggy Furze Ward        | Land        | Non-Operational | Village Green |

## Key Priorities and Action Plan

|                            | ACTIONS   | Short | Medium | Long | Ongoing |
|----------------------------|---|-------|--------|------|---------|
| DEVELOPMENT & REGENERATION | 1 Deliver schemes identified as priorities in the Council's Corporate Plan & Economic & Housing Strategies  | x     | x      |      |         |
|                            | 2 Consider the benefits of creating an Arm's Length Development and Investment Company to facilitate and undertake direct regeneration schemes and invest capital to generate income to supplement the Council's finances | x     |        |      |         |
|                            | 3 Identify opportunities to bring forward schemes to deliver new assets for the Council's own portfolio   | x     | x      |      |         |

|                  | ACTIONS  | Short | Medium | Long | Ongoing |
|------------------|--|-------|--------|------|---------|
| CAPITAL RECEIPTS | 1 Achieve capital receipts targets as agreed in the medium term financial strategy                   | x     | x      |      |         |
|                  | 2 Ongoing service/property review to identify latent development potential and receipt opportunities | x     |        |      |         |
|                  | 3 Ensure suitable sites are included as part of the Strategic Housing Land Allocation Assessment     | x     |        |      |         |
|                  | 4 Identify opportunities to acquire land & property dispose at profit                                |       |        |      | x       |
|                  | 5 Investment & disposal decisions are based on thorough option appraisal & whole life costs          |       |        |      | x       |

Short Term: 1 year  
Medium Term: 2-3 years  
Long Term: 4-5 years

|                          | ACTIONS   | Short | Medium | Long | Ongoing |
|--------------------------|---|-------|--------|------|---------|
| NON OPERATIONAL PROPERTY | 1 Implement outstanding rent reviews including the Football Club lease  | x     |        |      |         |
|                          | 2 Obtain tenants for vacant space and continue effective management and investment to improve desirability and increase rental growth   | x     |        |      | x       |
|                          | 3 Dispose of underperforming assets and re-invest in opportunities with potential for rental growth   | x     | x      |      |         |
|                          | 4 Challenge performance and identify underperforming assets identified through benchmarking/performance measures  |       |        |      | x       |
|                          | 5 Undertake maintenance on a planned basis to maintain asset life. Investment to take account of whole life costings  |       |        |      | x       |
|                          | 6 To acquire new properties that generate a financial return for the Council greater than that obtained for alternative non property investments held by the Council to enhance the revenue income stream |       |        |      | x       |

|                      | ACTIONS   | Short | Medium | Long | Ongoing |
|----------------------|---|-------|--------|------|---------|
| OPERATIONAL PROPERTY | 1 To understand the needs/requirement of service departments to ensure that their property holding is suitable for requirements and adequate for future service delivery                    | x     |        |      |         |
|                      | 2 To minimise energy running costs and reduce CO2 emissions in accordance with the Council's Climate Change strategy through energy management  | x     | x      | x    |         |
|                      | 3 To ensure that investment plans are developed based on service asset management planning date and whole life costing  |       |        |      | x       |
|                      | 4 Vacate leasehold property where suitable accommodation exists within exiting freehold stock but retain flexibility to take leases to supplement base core accommodation where appropriate |       |        |      | x       |
|                      | 5 Target assets for rationalisation where opportunities allow for disposals/redevelopment   | x     | x      |      |         |
|                      | 6 Evaluate opportunities for joint working with partners to achieve efficiency savings and integrated service delivery  | x     | x      |      |         |
|                      | 7 Promote modern methods of working and IT investment to increase flexibility and further administrative space reductions.  |       |        |      | x       |

|                          | ACTIONS  | Short | Medium | Long | Ongoing |
|--------------------------|--|-------|--------|------|---------|
| COMMUNITY ASSET TRANSFER | 1 To develop high quality district wide community facilities operated by third sector organisations working jointly with the Council | x     | x      | x    |         |
|                          | 2 To maximise opportunities to provide community services that are currently under threat due to current budget constraints          |       |        |      | x       |
|                          | 3 Transfers should address community need as identified in the Council's Corporate Plan and Community Asset Transfer Strategy        |       |        |      | x       |
|                          | 4 Projects should take account of whole life costing and energy efficiency measures  | x     | x      | x    |         |
|                          | 5 Projects should ideally achieve a revenue cost saving for the Council whilst retaining Community facilities                        |       |        |      | x       |
|                          | 6 Asset Transfers should allow groups to source external funding using the property asset as security                                |       |        |      | x       |

|                      | ACTIONS  | Short | Medium | Long | Ongoing |
|----------------------|--|-------|--------|------|---------|
| PROPERTY MAINTENANCE | 1 To obtain current condition information through comprehensive surveys  | x     |        |      |         |
|                      | 2 To take a planned approach to property maintenance and to change the focus of maintenance closer to the RICS best practice of 60% planned and 40% reactive | x     | x      | x    |         |
|                      | 3 To take account of whole life costing in repair/refurbishment schemes  |       |        |      | x       |
|                      | 4 To bring forward energy efficiency projects using invest to save monies  |       |        |      | x       |
|                      | 5 Exploit external funding possibilities using capital monies as match funding   |       |        |      | x       |
|                      | 6 Create an individual asset plan for each property  | x     | x      |      |         |

|                 | ACTIONS   | Short | Medium | Long | Ongoing |
|-----------------|---|-------|--------|------|---------|
| VALUE FOR MONEY | 1 To ensure that the Asset & Regeneration & Consultancy teams operate efficiently and information is collated and shared between staff and partners where appropriate | x     | x      |      |         |
|                 | 2 Service reviews are implemented to improve performance and that Service Asset Management Plans form the basis of strategic decision making                          | x     |        |      |         |
|                 | 3 Asset Management issues are dealt with centrally by CCFT  |       |        |      | x       |
|                 | 4 Benchmark & collaborate with partners to ensure the portfolio achieves optimum performance  | x     | x      |      | x       |

# FINANCE AND POLICY COMMITTEE

31 January 2014



**Report of:** Chief Executives and Public Health Departmental Management Teams

**Subject:** PROPOSALS FOR INCLUSION IN COUNCIL PLAN 2014/15

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

None Key Decision

## 2. PURPOSE OF REPORT

- 2.1 To provide the opportunity for the Finance and Policy Committee to consider the proposals for inclusion in the 2014/15 Council Plan that fall under the remit of the Committee for the Chief Executives and Public Health Department.

## 3. BACKGROUND

- 3.1 For 2014/15 a review of the Outcome Framework has been undertaken to ensure that it still accurately reflects the key outcomes that the Council has identified as being important for the future of the Borough. A revised Outcome Framework, to be implemented from April 2014, was reported to Finance and Policy Committee on 18 October 2013. However since that meeting the Public Health Department have reviewed the proposed outcome framework again and in light of the Public Health Outcome Framework published by the Department for Health have changed the framework to reflect the objectives set in this national framework.
- 3.2 As in previous years detailed proposals are being considered by each of the Committees throughout January and February in respect of their areas of responsibility. A further report will be prepared for Finance and Policy Committee on 14 February 2014 detailing the comments/observations of each of the Committees along with a full draft of the 2014/15 Council Plan.
- 3.3 The Council Plan is still a working document and as such there are areas where information could change. Where this does occur the information will be included and highlighted in the final draft of the Plan that is to be

considered by Finance and Policy Committee on 28 March 2014 and by Council on 3 April 2014.

#### 4. PROPOSALS

- 4.1 The Chief Executive and the Director for Public Health will deliver a short presentation at the meeting detailing the key challenges that the Council faces over the next year, and beyond, and setting out proposals, from the Chief Executives Departmental Plan and the Public Health Departmental Plan, for how these will be addressed.
- 4.2 The main focus of the presentation will be on the outcomes that have been included in the Outcome Framework and how these will be delivered in 2014/15.
- 4.3 The Outcomes that fall under the remit of the Finance and Policy Committee and within the Chief Executives Departmental Plan, and will therefore be included in the presentation by the CE are: -
- Outcome: Hartlepool has increased economic inclusion of adults and is tackling financial exclusion
  - Outcome: Improving the wider determinants of health
  - Outcome: Communities have improved confidence and feel more cohesive and safe
  - Outcome: Local people have a greater voice and influence over local decision making and the delivery of services
  - Outcome: Improve the efficiency and effectiveness of the organisation
  - Outcome: Deliver effective customer focused services, meeting the needs of diverse group and maintaining customer satisfaction
  - Outcome: Maintain effective governance arrangements for core business and key partnerships
  - Outcome: Maintain effective performance, finance and risk management arrangements
  - Outcome: Maintain the profile and reputation of the Council
  - Outcome: Deliver effective member workforce arrangements maximising the efficiency of the Council's democratic function
  - Outcome: Ensure the effective implementation of significant government policy changes.

The Outcomes that fall under the remit of the Finance and Policy Committee and within the Public Health Departmental Plan, and will therefore be included in the presentation by the Director of Public Health are: -

- Outcome: Health Improvement; people are helped to live healthy lifestyles, make healthy choices and reduce health inequalities.
- Outcome: Health Protection: the population health is protected from major incidents and other threats whilst reducing health inequalities.

- Outcome: Healthcare Public Health and Preventing Premature Mortality: reduce the number of people living with preventable ill health and people dying prematurely, whilst reducing the gap between communities.

- 4.4 **Appendix A** provides detail on the proposed actions identified in the Chief Executives Departmental Plan to deliver the outcomes that fall under the remit of the Finance and Policy Committee. Officers from across the Council have also been identifying the Performance Indicators (PIs) that will be monitored throughout the year to measure progress and these are also included in the appendix.
- 4.5 **Appendix B** provides detail on the proposed actions identified in the Public Health Departmental Plan to deliver the outcomes that fall under the remit of the Finance and Policy Committee. Officers from across the Council have also been identifying the Performance Indicators (PIs) that will be monitored throughout the year to measure progress and these are also included in the appendix.
- 4.6 As in 2013/14, it is not possible at this stage to include year end outturn and future targets as these are not yet available. It is normal practice to use a number of criteria when setting targets, such as current performance, budget information and other external factors such as Government policy changes. Therefore it is normal for targets to be set around year end when more information is known. Where available, this information will be included in the proposals reported to Finance and Policy Committee in March 2013.

## 5. NEXT STEPS

- 5.1 The remainder of the Council Plan proposals have already been, or will be, discussed at the relevant Committees between 16 January and 10 February 2014. Comments and observations from those Committees will be added to those received at today's meeting and included in the overall presentation to Finance and Policy Committee on 14 February 2014.
- 5.2 The final draft of the Council Plan, which will have considered the points raised by all Committees, will then be considered by Finance and Policy Committee on 28 March 2014 before being taken for formal agreement by Council at its meeting on 3 April 2014.
- 5.3 Progress towards achieving the actions and targets included in the Council Plan will be monitored throughout 2014/15 by officers across the Council and progress reported quarterly to Elected Members.

## 6. RECOMMENDATIONS

- 6.1 It is recommended that the Finance and Policy Services Committee: -
- considers the proposed outcome templates (Appendix A and B) for inclusion in the 2014/15 Council Plan;



- formulates any comments and observations to be included in the overall presentation to the meeting of the Finance and Policy Committee on 14 February 2014.

## **7. REASONS FOR RECOMMENDATIONS**

Finance and Policy Committee have responsibility for Performance Management of issues within the Chief Executives Department and for Public Health issues within the Council Plan.

## **8. BACKGROUND PAPERS**

No background papers for this report

## **9. CONTACT OFFICER**

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| SECTION 1 OUTCOME DETAILS |  |                            |                      |
|---------------------------|--|----------------------------|----------------------|
| <b>Outcome:</b>           | 4. Hartlepool has increased economic inclusion of adults and is tackling financial exclusion | <b>Theme:</b>              | Jobs and the Economy |
| <b>Lead Dept:</b>         | Chief Executives   | <b>Other Contributors:</b> |                      |

| SECTION 2 ACTIONS  |                |               |
|--|----------------|---------------|
| Action   | Due Date       | Assignee      |
| Respond to Welfare Reform changes by engaging and supporting affected households                                     | March 2015     | Julie Pullman |
| Implement a programme of Benefits and Free School Meals take up initiatives  | March 2015     | Julie Pullman |
| Implement and Review Communication and Customer Handling Strategies linked to 14/15 Local Council Tax Support Scheme | September 2014 | John Morton   |
| Review the Council's Commissioning and Procurement Strategy  | Mar 15         | David Hart    |
| Deliver capital receipts in line with programme  | Mar 15         | Dale Clarke   |

| SECTION 3 PERFORMANCE INDICATORS & TARGETS |  |             |                     |                   |                |                |                |
|--|--|-------------|---------------------|-------------------|----------------|----------------|----------------|
| Code                                       | Indicator  | Assignee    | Targeted or Monitor | Collection Period | 2013/14 Target | 2014/15 Target | 2015/16 target |
| New  | Number of new credit union member accounts opened. | John Morton | Target              | Financial Year    | 200            | 200            | 200            |

| SECTION 4 RISKS     |
|---------------------|
| No Risks identified |

| SECTION 1 OUTCOME DETAILS |  |               |                      |
|---------------------------|--|---------------|----------------------|
| <b>Outcome:</b>           | 9. Health Improvement: people are helped to live healthy lifestyles, make healthy choices and reduce health inequalities | <b>Theme:</b> | Health and Wellbeing |

|                   |               |                            |  |
|-------------------|---------------|----------------------------|--|
| <b>Lead Dept:</b> | Public Health | <b>Other Contributors:</b> |  |
|-------------------|---------------|----------------------------|--|

| SECTION 2 ACTIONS  |            |              |
|--|------------|--------------|
| Action   | Due Date   | Assignee     |
| Implementation, development and monitoring of the Health and Wellbeing Board's Communications Strategy | March 2015 | Alastair Rae |

| SECTION 3 PERFORMANCE INDICATORS & TARGETS |           |          |                     |                   |                |                |                |
|--|-----------|----------|---------------------|-------------------|----------------|----------------|----------------|
| Code                                       | Indicator | Assignee | Targeted or Monitor | Collection Period | 2013/14 Target | 2014/15 Target | 2015/16 target |
| No Performance Indicators identified       |           |          |                     |                   |                |                |                |

| SECTION 4 RISKS     |
|---------------------|
| No Risks identified |

| SECTION 1 OUTCOME DETAILS |  |               |                  |
|---------------------------|--|---------------|------------------|
| <b>Outcome:</b>           | 17. Communities have improved confidence and feel more cohesive and safe | <b>Theme:</b> | Community Safety |

|                   |                                 |                            |  |
|-------------------|---------------------------------|----------------------------|--|
| <b>Lead Dept:</b> | Regeneration and Neighbourhoods | <b>Other Contributors:</b> |  |
|-------------------|---------------------------------|----------------------------|--|

| SECTION 2 ACTIONS  |            |              |
|--|------------|--------------|
| Action   | Due Date   | Assignee     |
| Assist the implementation of the Safer Hartlepool Partnership Communications Action Plan to improve public reassurance | March 2015 | Alastair Rae |

| SECTION 3 PERFORMANCE INDICATORS & TARGETS |           |          |                     |                   |                |                |                |
|--|-----------|----------|---------------------|-------------------|----------------|----------------|----------------|
| Code                                       | Indicator | Assignee | Targeted or Monitor | Collection Period | 2013/14 Target | 2014/15 Target | 2015/16 target |
| No Performance Indictors identified        |           |          |                     |                   |                |                |                |

| SECTION 4 RISKS     |
|---------------------|
| No Risks identified |

| SECTION 1 OUTCOME DETAILS |   |               |                           |
|---------------------------|---|---------------|---------------------------|
| <b>Outcome:</b>           | 27. Local people have a greater voice and influence over local decision making and the delivery of services | <b>Theme:</b> | Strengthening Communities |

|                   |     |                            |  |
|-------------------|-----|----------------------------|--|
| <b>Lead Dept:</b> | ALL | <b>Other Contributors:</b> |  |
|-------------------|-----|----------------------------|--|

| SECTION 2 ACTIONS   |  |            |                    |
|---------------------|--|------------|--------------------|
| Code (existing/New) | Action   | Due Date   | Assignee           |
|                     | Support the delivery of Face the Public Events by Theme Partnerships | March 2015 | Catherine Grimwood |
|                     | Complete Viewpoint surveys 43 and 44                                 | March 2015 | Catherine Grimwood |

| SECTION 3 PERFORMANCE INDICATORS & TARGETS |           |          |                     |                   |                |                |                |
|--|-----------|----------|---------------------|-------------------|----------------|----------------|----------------|
| Code                                       | Indicator | Assignee | Targeted or Monitor | Collection Period | 2013/14 Target | 2014/15 Target | 2015/16 target |
| No Performance Indicators identified       |           |          |                     |                   |                |                |                |

| SECTION 4 RISKS |      |          |
|-----------------|------|----------|
| Code            | Risk | Assignee |
|                 |      |          |
|                 |      |          |

| SECTION 1 OUTCOME DETAILS |  |               |                            |
|---------------------------|--|---------------|----------------------------|
| <b>Outcome:</b>           | 29. Improve the efficiency and effectiveness of the organisation | <b>Theme:</b> | Organisational Development |

|                   |                            |                            |  |
|-------------------|----------------------------|----------------------------|--|
| <b>Lead Dept:</b> | Chief Executive Department | <b>Other Contributors:</b> |  |
|-------------------|----------------------------|----------------------------|--|

| SECTION 2 ACTIONS   |   |                |                             |
|---------------------|---|----------------|-----------------------------|
| Code (existing/New) | Action  | Due Date       | Assignee                    |
|                     | Review and update Medium Term Financial Strategy (MTFS)   | March 2015     | Chris Little                |
|                     | Financially model business rate retention risks   | September 2014 | John Morton                 |
|                     | Determine and implement a revised programme to deliver the savings required in light of MTFS and budget settlement for 2015/16  | March 2015     | Andrew Atkin / Chris Little |
|                     | Review of Corporate ICT Strategy to ensure it continues to support corporate objectives including opportunities to use ICT to generate efficiency savings across the Authority. | March 15       | Joan Chapman                |
|                     | Roll out of new desktops/laptops  | March 15       | Joan Chapman                |
|                     | Roll out of Virtual Desktop Infrastructure (VDI) solution   | March 15       | Joan Chapman                |
|                     | Transition of server estate to refreshed Hyper V environment  | March 15       | Joan Chapman                |
|                     | Roll out of new Managed Print Service   | March 15       | Joan Chapman                |
|                     | Improve awareness of information security requirements and individual responsibilities through training and online communication  | March 15       | Paul Diaz                   |
|                     | Implement HR Insight corporate toolset to improve employee establishment and organisational data  | December 2014  | Kevin Shears / Rachel Clark |
|                     | Implement Resourcelink Leave Management module  | March 2015     | Kevin Shears / Rachel Clark |
|                     | Implement Resource link Employee Expenses module  | December 2014  | Kevin Shears / Rachel Clark |
|                     | Financially model 15/16 Local Council Tax Support Scheme costs and underlying assumptions   | September 2014 | John Morton                 |
|                     | Undertake corporate Insurance policy Renewal  | July 2014      | Kevin Shears                |

## 6.9 APPENDIX A

|  |   |            |  |
|--|---|------------|--|
|  | Develop, support and implement the agreed plan to achieve the Councils corporate efficiency programme   | March 2015 | Rachel Clark /<br>Gillian Laight /<br>Alison Swann |
|  | Provide advice and support for case management of sickness absence / capability / disciplinary / grievance / probation including investigations, hearings, LADOs, appeals and tribunals | March 2015 | Rachel Clark /<br>Gillian Laight /<br>Alison Swann |
|  | Support, evaluate and implement legislative requirements relating to safer recruitment including DBS, ISA referrals   | March 2015 | Rachel Clark /<br>Gillian Laight /<br>Alison Swann |
|  | Develop and implement a streamlined and effective e-recruitment vacancy approval process  | March 2015 | Gillian Laight /<br>Wally Stagg                    |
|  | Review and implement HR Policies and Procedures in line with the agreed plan  | March 2015 | Rachel Clark /<br>Gillian Laight /<br>Alison Swann |
|  | Support throughout the year Corporate & School Reorganisations ensuring compliance with employment legislation and policy   | March 2015 | Rachel Clark /<br>Gillian Laight /<br>Alison Swann |
|  | Support any required Academy conversions  | March 2015 | Alison Swann                                       |
|  | Evaluate the effectiveness of the HR service provided to Schools under the Service Level Agreement  | March 2015 | Alison Swann                                       |

### SECTION 3 PERFORMANCE INDICATORS & TARGETS

| Code       | Indicator   | Assignee                       | Targeted or Monitor | Collection Period | 2013/14 Target | 2014/15 Target | 2015/16 target   |
|------------|---|--------------------------------|---------------------|-------------------|----------------|----------------|------------------|
| CEDCS P042 | Actual Savings from efficiency and savings Programme              | Andrew Atkin /<br>Chris Little | Target              | Financial Year    | £5.4m          | £4.4m          | To be determined |
| ICT PI 4   | Percentage of ICT incidents resolved within agreed service levels | John Bulman                    | Targeted            | Financial Year    | 96%            | 96%            | 96%              |
| ICT SI 3   | Unavailability of ICT services to users                           | John Bulman                    | Targeted            | Financial Year    | 2.5%           | 2.5%           | 2.5%             |
| CEDCS P017 | Number of website hits – unique visitors                          | Paul Diaz                      | Targeted            | Financial Year    | 325,000        | 341,000        | 358,000          |
| CEDFIP001  | Percentage of Invoices paid in 30 days                            | Kevin Shears                   | Targeted            | Financial Year    | 95%            | 95%            | 95%              |
| TBC        | Percentage of Local Supplier Invoices paid in 10 days             | Kevin Shears                   | Targeted            | Financial Year    | 85%            | 85%            | 85%              |

## 6.9 APPENDIX A

|                  |  |              |          |                |     |     |     |
|------------------|--|--------------|----------|----------------|-----|-----|-----|
| CEDFIP002        | Percentage of Council Tax Collected in year  | Roy Horseman | Targeted | Financial Year | 96% | 95% | 95% |
| TBC              | Percentage of Council Tax Collected after 5 years  | Roy Horseman | Targeted | Financial Year | 99% | 99% | 99% |
| TBC              | Percentage of business rates collected   | John Morton  | Targeted | Financial Year | 98% | 98% | 98% |
| HR PI 05A<br>All | Average working days per employee (full time equivalent) per year lost through sickness absence - All Actual | Rachel Clark | Targeted | Financial Year | TBC | TBC | TBC |

| SECTION 4 RISKS |      |          |
|-----------------|------|----------|
| Code            | Risk | Assignee |
|                 |      |          |
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| SECTION 1 OUTCOME DETAILS |  |               |                            |
|---------------------------|--|---------------|----------------------------|
| <b>Outcome:</b>           | 30. Deliver effective customer focused services, meeting the needs of diverse groups and maintaining customer satisfaction | <b>Theme:</b> | Organisational Development |

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| <b>Lead Dept:</b> | Chief Executive Department | <b>Other Contributors:</b> |  |
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| SECTION 2 ACTIONS   |   |                |                     |
|---------------------|---|----------------|---------------------|
| Code (existing/New) | Action  | Due Date       | Assignee            |
|                     | Review DWP Funded Discretionary Housing Payment Policy Framework  | September 2014 | John Morton         |
|                     | Develop Engagement Strategy for DWP Universal Credit Roll out   | September 2014 | Julie Pullman       |
|                     | Coordinate corporate complaints process and responses to Local Government Ombudsman complaints.   | March 2015     | Catherine Grimwood  |
|                     | Replace contact centre telephony solution   | March 2015     | Christine Armstrong |
|                     | Enhance booking system capabilities   | March 2015     | Christine Armstrong |
|                     | Improve on-line facilities for customers  | March 2015     | Christine Armstrong |
|                     | Deliver the roll in of additional services to the Customer Services Centre  | March 2015     | Christine Armstrong |
|                     | Ensure that the Council has procedures in place to meet the requirements of the Equality Act 2010 by co-ordinating activities across departments to meet the items included in the Equality & Diversity Action Plan | March 2015     | Christine Armstrong |

| SECTION 3 PERFORMANCE INDICATORS & TARGETS |  |               |                     |                   |                |                |                |
|--|--|---------------|---------------------|-------------------|----------------|----------------|----------------|
| Code                                       | Indicator  | Assignee      | Targeted or Monitor | Collection Period | 2013/14 Target | 2014/15 Target | 2015/16 target |
| CEDFIP004                                  | Average time to process new Housing Benefit / Council Tax Support claims               | Julie Pullman | Targeted            | Financial Year    | 20 days        | 20 days        | 20 days        |
| CEDFI P005                                 | Average time to process Housing Benefit / Council Tax Support changes in circumstances | Julie Pullman | Targeted            | Financial Year    | 9 days         | 9 days         | 9 days         |
| CEDCS P066                                 | Average wait in seconds for telephone calls to be answered                             | Julie Howard  | Targeted            | Financial Year    | 30 secs        | 30 secs        | 30 secs        |

## 6.9 APPENDIX A

|            |  |              |           |                |         |         |         |
|------------|--|--------------|-----------|----------------|---------|---------|---------|
| CEDCS P067 | Average wait in minutes for face to face customers without an appointment                      | Julie Howard | Targeted  | Financial Year | 15 mins | 15 mins | 15 mins |
| CEDCS P068 | % of Contact Centre emails handled the same day  | Julie Howard | Targeted  | Financial Year | 90%     | 90%     | 90%     |
| CEDCS P069 | % of Contact Centre enquires handled at the first point of contact                             | Julie Howard | Targeted  | Financial Year | 85%     | 85%     | 85%     |
| CEDCS P070 | % of customers satisfied with Contact Centre service delivery                                  | Julie Howard | Targeted  | Financial Year | 90%     | 90%     | 90%     |
| CEDCS P080 | % births registered within 42 days   | Elaine Cook  | Monitored | Financial Year | 98%     | 98%     | 98%     |
| CEDCS P081 | % still-births registered within 42 days   | Elaine Cook  | Monitored | Financial Year | 98%     | 98%     | 98%     |
| CEDCS P082 | % deaths registered within 7 days, excluding registrations following post mortems and inquests | Elaine Cook  | Monitored | Financial Year | 95%     | 95%     | 95%     |
| CEDCS P083 | % deaths after post mortem registered within 7 days  | Elaine Cook  | Monitored | Financial Year | 95%     | 95%     | 95%     |
| CEDCS P084 | % birth registration/declaration appointments offered within 7 days                            | Elaine Cook  | Monitored | Financial Year | 95%     | 95%     | 95%     |
| CEDCS P085 | % still-birth registration/declaration appointments offered within 2 working days              | Elaine Cook  | Monitored | Financial Year | 95%     | 95%     | 95%     |
| CEDCS P086 | % death registration/declaration appointments offered within 2 working days                    | Elaine Cook  | Monitored | Financial Year | 95%     | 95%     | 95%     |
| CEDCS P087 | % notice of marriage/civil partnership appointments offered within 7 days                      | Elaine Cook  | Monitored | Financial Year | 95%     | 95%     | 95%     |
| CEDCS P090 | % of satisfied customers for registration service  | Elaine Cook  | Monitored | Financial Year | 90%     | 90%     | 90%     |

| SECTION 4 RISKS |      |          |
|-----------------|------|----------|
| Code            | Risk | Assignee |
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| SECTION 1 OUTCOME DETAILS |   |               |                            |
|---------------------------|---|---------------|----------------------------|
| <b>Outcome:</b>           | 31. Maintain effective governance arrangements for core business and key partnerships | <b>Theme:</b> | Organisational Development |

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| <b>Lead Dept:</b> | Chief Executive Department | <b>Other Contributors:</b> |  |
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| SECTION 2 ACTIONS   |   |              |                    |
|---------------------|---|--------------|--------------------|
| Code (existing/New) | Action  | Due Date     | Assignee           |
|                     | Ensure lawfulness and fairness of decisions   | March 2015   | Peter Devlin       |
|                     | Revised whistle blowing policy to be reported to Finance and Policy Committee                       | May 2014     | Peter Devlin       |
|                     | Promote and maintain high standards of conduct by members and co-opted members                      | March 2015   | Peter Devlin       |
|                     | Undertake a review of the Council's Constitution, for implementation in the municipal year 2015/16. | March 2015   | Peter Devlin       |
|                     | Support the Councils Governance structure   | March 2015   | Amanda Whitaker    |
|                     | Ensure effective governance in the delivery of the new ICT contract                                 | March 15     | Joan Chapman       |
|                     | Provide a full opinion on Governance arrangements to the Audit and Governance Committee             | May 2015     | Noel Adamson       |
|                     | Undertake a review of the operation of the Strategic Partners Group                                 | January 2015 | Catherine Grimwood |

| SECTION 3 PERFORMANCE INDICATORS & TARGETS |           |          |                     |                   |                |                |                |
|--|-----------|----------|---------------------|-------------------|----------------|----------------|----------------|
| Code                                       | Indicator | Assignee | Targeted or Monitor | Collection Period | 2013/14 Target | 2014/15 Target | 2015/16 target |
| No Performance Indicators identified       |           |          |                     |                   |                |                |                |

| SECTION 4 RISKS |      |          |
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| Code            | Risk | Assignee |
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## SECTION 1 OUTCOME DETAILS

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| <b>Outcome:</b> | 32. Maintain effective Performance, Finance and Risk Management Arrangements | <b>Theme:</b> | Organisational Development |
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| <b>Lead Dept:</b> | Chief Executive Department | <b>Other Contributors:</b> |  |
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## SECTION 2 ACTIONS

| Code (existing/New) | Action   | Due Date       | Assignee           |
|---------------------|--|----------------|--------------------|
|                     | Review position of accounting code of practice for adoption in 2016 / 16   | December 2014  | Chris Little       |
|                     | Produce statement of accounts  | June 2015      | Chris Little       |
|                     | Review 2014 / 15 service planning approach and make recommendations to improve service planning for 2015/16  | June 2015      | Catherine Grimwood |
|                     | Agree and implement service planning framework for 2015/16   | September 2015 | Catherine Grimwood |
|                     | Coordinate quarterly performance and risk reporting for 2014/15 to ensure well informed decision making and accountability of Members and senior managers. | March 2015     | Catherine Grimwood |
|                     | Undertake performance indicator review to ensure adherence to data quality policy  | March 2015     | Catherine Grimwood |
|                     | Monitor the performance indicator set within the refreshed Sustainable Community Strategy  | March 2015     | Catherine Grimwood |

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

| Code                                 | Indicator | Assignee | Targeted or Monitor | Collection Period | 2013/14 Target | 2014/15 Target | 2015/16 target |
|--------------------------------------|-----------|----------|---------------------|-------------------|----------------|----------------|----------------|
| No Performance Indicators identified |           |          |                     |                   |                |                |                |

## SECTION 4 RISKS

| Code | Risk | Assignee |
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## SECTION 1 OUTCOME DETAILS

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| <b>Outcome:</b> | 33. Maintain the profile and reputation of the Council | <b>Theme:</b> | Organisational Development |
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| <b>Lead Dept:</b> | Chief Executive Department | <b>Other Contributors:</b> |  |
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## SECTION 2 ACTIONS

| Code (existing/New) | Action   | Due Date   | Assignee     |
|---------------------|--|------------|--------------|
|                     | Produce 4 editions of Hartbeat on a zero budget  | March 2015 | Alastair Rae |
|                     | Ensure that effective mechanisms are in place, both internally and externally, to explain the budget pressures facing the Council. | March 2015 | Alastair Rae |
|                     | Undertake a review into how the Council utilises social networking.  | March 2015 | Alastair Rae |
|                     | Explore new media opportunities to promote the work and services of the Council.   | March 2015 | Alastair Rae |
|                     | Seize opportunities to promote Hartlepool Council and the town in general on a national and international platform.                | March 2015 | Alastair Rae |
|                     | Ensure that the public relations income generation target is met.  | March 2015 | Alastair Rae |

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

| Code | Indicator   | Assignee     | Targeted or Monitor | Collection Period | 2013/14 Target | 2014/15 Target | 2015/16 target |
|------|---|--------------|---------------------|-------------------|----------------|----------------|----------------|
|      | The percentage of reader who read some or most of the content of Hartbeat | Alastair Rae | Monitor             | Triennial         |                |                |                |
|      | Increase the number of followers and likes on Twitter and Facebook        | Alastair Rae | Monitor             | Financial Year    |                |                |                |

## SECTION 4 RISKS

| Code | Risk | Assignee |
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| SECTION 1 OUTCOME DETAILS |   |               |                            |
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| <b>Outcome:</b>           | 34. Deliver effective Member and Workforce arrangements, maximising the efficiency of the Council's Democratic function | <b>Theme:</b> | Organisational Development |

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| <b>Lead Dept:</b> | Chief Executive Department | <b>Other Contributors:</b> |  |
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| SECTION 2 ACTIONS   |  |            |                   |
|---------------------|--|------------|-------------------|
| Code (existing/New) | Action   | Due Date   | Assignee          |
|                     | Support of School Admission and Exclusion Appeal Hearings  | March 2015 | Amanda Whitaker   |
|                     | Maintain and develop the statutory Scrutiny function and work programme  | March 2015 | Joan Stevens      |
|                     | Monitor recommendations made across Scrutiny investigations and report progress to Audit and Governance Committee July 2014 and January 2015               | March 2015 | Joan Stevens      |
|                     | Implement and roll out individual electoral registration   | March 2015 | Lorraine Bennison |
|                     | Deliver the combined European and Local Elections in conjunction with regional partners  | May 2014   | Lorraine Bennison |
|                     | Deliver year 1 action plan for Workforce Strategy  | March 2015 | Wally Stagg       |
|                     | Improve the control of significant health and safety risks to ensure that they are identified and that they are appropriately managed                      | March 2015 | Stuart Langston   |
|                     | Implement an audit regime to enhance the Council's monitoring systems to ensure the Council's Health and Safety management system is consistently applied. | March 2015 | Stuart Langston   |
|                     | Implement the Equal Pay audit action plan.   | March 2015 | Wally Stagg       |
|                     | Respond to the JNC for Local Governments review of its Job Evaluation Scheme.  | March 2015 | Wally Stag        |

| SECTION 3 PERFORMANCE INDICATORS & TARGETS |
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## 6.9 APPENDIX A

| Code       | Indicator   | Assignee        | Targeted or Monitor | Collection Period | 2013/14 Target | 2014/15 Target | 2015/16 target |
|------------|---|-----------------|---------------------|-------------------|----------------|----------------|----------------|
| CEDCS P012 | Percentage of draft Minutes of Non Policy Committee meetings produced within 10 days of the meeting | Amanda Whitaker | Targeted            | Financial Year    | 100%           | 100%           | 100%           |
| CEDCS P013 | Percentage of draft Minutes of Policy Committee meetings produced within 4 days of the meeting      | Amanda Whitaker | Targeted            | Financial Year    | 100%           | 100%           | 100%           |
| CEDCS P014 | Percentage of Minutes of Policy Committee meetings published within 5 days of the meeting           | Amanda Whitaker | Monitored           | Financial Year    |                |                |                |

| SECTION 4 RISKS |      |          |
|-----------------|------|----------|
| Code            | Risk | Assignee |
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| SECTION 1 OUTCOME DETAILS |  |               |                            |
|---------------------------|--|---------------|----------------------------|
| <b>Outcome:</b>           | 35. Ensure the effective implementation of significant government policy changes | <b>Theme:</b> | Organisational Development |

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| <b>Lead Dept:</b> | Chief Executive Department | <b>Other Contributors:</b> |  |
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| SECTION 2 ACTIONS   |   |                |                    |
|---------------------|---|----------------|--------------------|
| Code (existing/New) | Action  | Due Date       | Assignee           |
|                     | Implement and monitor Local Council Tax Support scheme  | September 2014 | John Morton        |
|                     | Implementation of strategies for LGPS Pension Changes 2014  | June 2014      | Kevin Shears       |
|                     | Review and monitor policy on Council Tax exemptions / discounts   | July 2014      | John Morton        |
|                     | Maintain awareness of new Government Policy   | March 2015     | Catherine Grimwood |
|                     | Implement statutory requirements in compliance with new and also promoting awareness of emerging legislation. | March 2015     | Peter Devlin       |

| SECTION 3 PERFORMANCE INDICATORS & TARGETS |           |          |                     |                   |                |                |                |
|--|-----------|----------|---------------------|-------------------|----------------|----------------|----------------|
| Code                                       | Indicator | Assignee | Targeted or Monitor | Collection Period | 2013/14 Target | 2014/15 Target | 2015/16 target |
| No Performance Indicators identified       |           |          |                     |                   |                |                |                |

| SECTION 4 RISKS |      |          |
|-----------------|------|----------|
| Code            | Risk | Assignee |
|                 |      |          |
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**6.9**  
**APPENDIX B**  
Appendix B

| SECTION 1 OUTCOME DETAILS |  |               |                      |
|---------------------------|--|---------------|----------------------|
| <b>Outcome:</b>           | Health Improvement: people are helped to live healthy lifestyles, make healthy choices and reduce health inequalities. | <b>Theme:</b> | Health and Wellbeing |

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| <b>Lead Dept:</b> | Public Health Department | <b>Other Contributors:</b> |  |
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| SECTION 2 ACTIONS   |             |                                     |      |
|---|-------------|-------------------------------------|------|
| Action  | Due Date    | Assignee                            | Dept |
| Explore the introduction of a healthier catering commitment scheme  | 31 Mar 2015 | Sylvia Pinkney                      | PHD  |
| Implement and measure performance of the Substance Misuse treatment plan  | 31 Mar 2015 | Karen Clark/Sharon Robson           | PHD  |
| Be an active lead partner in the delivery of physical activity participation in the Borough   | 31 Mar 2015 | Gemma Ptak, Zoe Rickelton, Ian Gray | PHD  |
| Ensure implementation of the NHS health check programme   | 31 Mar 2015 | Carole Johnson                      | PHD  |
| Implement the early detection and awareness of cancer programme across Hartlepool   | 31 Mar 2015 | Carole Johnson                      | PHD  |
| Influence the commissioning of effective evidence based stop smoking and work collaboratively through the Smoke Free Alliance to reduce illicit tobacco across the town | 31 Mar 2015 | Carole Johnson                      | PHD  |
| Review, update and implement the annual breastfeeding action plan   | 31 Mar 2015 | Deborah Gibbin                      | PHD  |
| Implement the National Child Measurement Programme  | 31 Aug 2014 | Deborah Gibbin                      | PHD  |
| Ensure a range of physical activity opportunities are available for children and young people (up) to the age of 25   | 31 Mar 2015 | Gemma Ptak, Zoe Rickelton, Ian Gray | PHD  |

## 6.9 APPENDIX B

|  |             |                                     |     |
|--|-------------|-------------------------------------|-----|
| Review, update and implement North of Tees Smoking in Pregnancy Action Plan  | 31 Mar 2015 | Carole Johnson                      | PHD |
| Implement the British Heart Foundation Younger and Wiser Programme   | 31 Mar 2015 | Carole Johnson                      | PHD |
| Commission services to ensure people maintain a healthy weight and a healthy life  | 31 Mar 2015 | Steven Carter                       | PHD |
| Deliver a comprehensive programme to improve workplace health  | 31 Mar 2015 | Steven Carter                       | PHD |
| Review the actions within the 2014 HBC Employee Wellbeing Strategy   | 31 Mar 2015 | Steven Carter                       | PHD |
| Continue to meet the criteria of the North East Better Health at Work Award at Continuing Excellence level   | 01 Dec 2014 | Steven Carter                       | PHD |
| Implement the Children and Young People's Obesity Pathway  | 31 Mar 2015 | Deborah Gibbin                      | PHD |
| Monitor and increase engagement into effective treatment   | 31 Mar 2015 | Karen Clark                         | PHD |
| Develop and evaluate new initiatives to increase our successful completions  | 31 Mar 2015 | Karen Clark                         | PHD |
| Develop effective aftercare support to ensure clients who leave treatment in a successful way do not re-present  | 31 Mar 2015 | Karen Clark                         | PHD |
| Work closely with key partners and groups to deliver programmes of activity to meet the sport and physical activity needs of the Hartlepool community, increasing participation opportunities. | 31 Mar 2015 | Gemma Ptak, Zoe Rickelton, Ian Gray | PHD |
| Undertake a strategic lead for the delivery of sport and physical activity through the Community Activities Network (CAN)  | 31 Mar 2015 | Zoe Rickelton                       | PHD |
| Implement the revised Sport & Physical Activity strategy action plan   | 31 Mar 2015 | Gemma Ptak                          | PHD |
| Continue delivery of the Olympic Legacy Action Plan  | 31 Mar 2015 | Gemma Ptak                          | PHD |
| Conduct twice yearly review of the Playing Pitch Strategy action plan to ensure key actions are delivered.   | 31 Mar 2015 | Zoe Rickelton                       | PHD |
| Deliver key outcomes as a result of the Borough's revised Indoor Sports Facility Strategy (Nov 2013)   | 31 Mar 2015 | Pat Usher                           | PHD |

## 6.9 APPENDIX B

|   |             |                                     |     |
|---|-------------|-------------------------------------|-----|
| Deliver Football Development Programme associated with the new 3G pitch development at Brierton                       | 31 Mar 2015 | Gemma Ptak, Ian Gray                | PHD |
| Achieve service accreditation as required across the Sport & Recreation service                                       | 31 Mar 2015 | Gemma Ptak, Zoe Rickelton, Ian Gray | PHD |
| Identify, determine and evaluate potential alternative future leisure facility management arrangements                | 31 Mar 2015 | Pat Usher                           | PHD |
| Develop on-line booking services  | 31 Mar 2015 | Ian Gray                            | PHD |
| Ensure a good range of outdoor participation opportunities are available suitable for all ages and abilities to enjoy | 31 Mar 2015 | Gemma Ptak, Zoe Rickelton, Ian Gray | PHD |

### SECTION 3 PERFORMANCE INDICATORS & TARGETS

| Code | Indicator   | Assignee       | Targeted or Monitor | Collection Period (e.g. Financial/academic) | 2013/14 Target | 2014/15 Target | 2015/16 Target | Dept |
|------|---|----------------|---------------------|---|----------------|----------------|----------------|------|
| 2.1  | Low birth weight of term babies (PHOF)  | Deborah Gibbin | Monitor             | Annual (Jan –Dec)                           | Not required   |                |                | PHD  |
| 2.2  | Prevalence of breastfeeding at 6-8 wks from birth – percentage of infants being breastfed at 6 -8 weeks | Deborah Gibbin | Monitor             | Quarterly                                   | Not required   |                |                | PHD  |
| 2.3  | Smoking Status at time of delivery  | Carole Johnson | Target              | Quarterly                                   | 19%            | 18%            | 17%            | PHD  |
| 2.4  | Under 18 conceptions  | Deborah Gibbin | Monitor             | Quarterly, with a 12 month time lag         | Not required   |                |                | PHD  |
| 2.5  | Child development at 2 – 2 ½ years (PLACEHOLDER)  | Deborah Gibbin | Monitor             | Not agreed yet                              | Not required   |                |                | PHD  |

## 6.9 APPENDIX B

|      |  |                                  |         |  |              |     |     |     |
|------|--|----------------------------------|---------|--|--------------|-----|-----|-----|
| 2.6  | Percentage of children in reception who are classified as very overweight        | Deborah Gibbin                   | Monitor | Annual measurements during the academic year. Data published in ~ December each year | Not required |     |     | PHD |
|      | Percentage of children in Y6 who are classified as very overweight               | Deborah Gibbin                   | Monitor | Annually   | Not required |     |     | PHD |
| 2.7  | Hospital admissions caused by unintentional and deliberate injuries in under 18s | Deborah Gibbin                   | Monitor | Annual   | Not required |     |     | PHD |
| 2.8  | Emotional well-being of looked after children                                    | Deborah Gibbin                   | Monitor | Annual   | Not required |     |     | PHD |
| 2.11 | % of Adults Eating Healthily   | Steven Carter                    | Monitor | 6 monthly  | Not required |     |     | PHD |
| 2.12 | Excess weight in adults  | Steven Carter                    | Monitor | Annually   | Not required |     |     | PHD |
| 2.13 | Proportion of physically active and inactive adults (PHOF)                       | Gemma Ptak                       | Monitor | 6 month intervals  | Not required |     |     | PHD |
| 2.14 | Smoking Prevalence – adults (over 18s)   | Carole Johnson                   | Monitor | Annually   | Not required |     |     | PHD |
| 2.15 | Successful completions of drug treatment   | Karen Clark and/or Sharon Robson | Target  | Quarterly  | TBC          | TBC | TBC | PHD |
| 2.16 | People entering prison with substance dependence issues                          | Karen Clark                      | Target  | Quarterly  | TBC          | TBC | TBC | PHD |
| 2.17 | Recorded Diabetes  | Carole Johnson                   | Monitor | Annually   | Not required |     |     | PHD |
| 2.18 | Alcohol-related admissions to hospital (Rate per 100,000)                        | Sharon Robson                    | Target  | Annually   | 2444         | TBC | TBC | PHD |
| 2.21 | Access to non-cancer screening programmes  | Deborah Gibbin                   | Monitor | Rolling 12 month average published every quarter                                     | Not required |     |     | PHD |
| NI   |  | Carole                           | Target  | Quarterly  |              | TBC | TBC | PHD |

## 6.9 APPENDIX B

|                     |   |                           |        |                |      |     |     |     |
|---------------------|---|---------------------------|--------|----------------|------|-----|-----|-----|
| 123                 | Stopping smoking – rate of self-reported 4-week smoking quitters per 100,000 population aged 16 or over   | Johnson                   |        |                | 1816 |     |     |     |
| NI<br>123(a)<br>NRA | Stopping smoking (Neighbourhood Renewal Area narrowing the gap indicator ) – number of 4 week quitters  | Carole Johnson            | Target | Quarterly      | 800  | TBC | TBC | PHD |
| ACS<br>PO35         | GP Referrals – of those participants completing a 10 week programme of referred activity, the number going onto mainstream activity participation | Zoe Rickelton             | Target | Financial Year | 70   | 70  | 70  | PHD |
| ACS<br>PO81         | GP Referrals – The number of participants completing a 10 week programme of referred activity participation                                       | Zoe Rickelton             | Target | Financial Year | 300  | 300 | 300 | PHD |
| ACS<br>P098         | Numbers of substance misusers going into effective treatment  | Karen Clark/Sharon Robson | Target | Quarterly      | 732  | TBC | TBC | PHD |
| ACS<br>P099         | Proportion of substance misusers that successfully complete treatment - Opiates   | Karen Clark/Sharon Robson | Target | Quarterly      | 12%  | TBC | TBC | PHD |
| ACS<br>P100         | Proportion of substance misusers who successfully completed treatment and represented back into treatment within 6 months                         | Karen Clark/Sharon Robson | Target | Quarterly      | 10%  | TBC | TBC | PHD |

| SECTION 4 RISKS |      |          |      |
|-----------------|------|----------|------|
| Code            | Risk | Assignee | Dept |
|                 |      |          |      |

| SECTION 1 OUTCOME DETAILS |  |               |                      |
|---------------------------|--|---------------|----------------------|
| <b>Outcome:</b>           | Health Protection: the populations health is protected from major incidents and other threats, whilst reducing health inequalities | <b>Theme:</b> | Health and Wellbeing |

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| <b>Lead Dept:</b> | Public Health Department | <b>Other Contributors:</b> | Regeneration and Neighbourhoods Department |
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| SECTION 2 ACTIONS  |             |                |      |
|--|-------------|----------------|------|
| Action   | Due Date    | Assignee       | Dept |
| Increase the uptake of childhood vaccinations  | 31 Mar 2015 | Deborah Gibbin | PHD  |
| Ensure the delivery of comprehensive sexual health services  | 31 Mar 2015 | Deborah Gibbin | PHD  |
| Work with colleagues to improve Public Health through the Health Protection and Improvement elements of the Core Public Health Strategy. | 31 Mar 2015 | Sylvia Pinkney | PHD  |
| Carry out air quality monitoring   | 31 Mar 2015 | Adrian Hurst   | PHD  |
| Initiate an Estates Excellence project with partners   | 31 Mar 2015 | Jane Kett      | PHD  |
| Consultations on planning & licensing to consider impact in relation to noise & air quality  | 31 Mar 2015 | Adrian Hurst   | PHD  |
| Working with partners to reduce alcohol related violence in the Night Time Economy   | 31 Mar 2015 | Ian Harrison   | PHD  |
| Reducing crime and the fear of crime for the elderly and vulnerable by the introduction of No Cold Call Zones                            | 31 Mar 2015 | Ian Harrison   | PHD  |

| SECTION 3 PERFORMANCE INDICATORS & TARGETS |   |                |                     |   |                |                |                |      |
|--|---|----------------|---------------------|---|----------------|----------------|----------------|------|
| Code                                       | Indicator   | Assignee       | Targeted or Monitor | Collection Period (e.g. Financial/academic)   | 2013/14 Target | 2014/15 Target | 2015/16 Target | Dept |
| 3.1  | Air Pollution   | Adrian Hurst   | Monitor             | Financial   | Not required   |                |                | PHD  |
| 3.2  | Chlamydia diagnoses(15-24 year olds)  | Deborah Gibbin | Monitor             | Quarterly   | Not required   |                |                | PHD  |
| 3.3viii                                    | Measles, mumps and rubella (MMR) immunisation rate – children aged 2 (1 <sup>st</sup> dose)     | Deborah Gibbin | Monitor             | Annual (for IC data release) COVER data collected quarterly by PHE or NHS England?? | Not required   |                |                | PHD  |
| 3.3x                                       | Measles, mumps and rubella (MMR) immunisation rate – children aged 5 (2 <sup>nd</sup> dose)     | Deborah Gibbin | Monitor             | Annual (for IC data release) COVER data collected quarterly by PHE or NHS England?? | Not required   |                |                | PHD  |
|  | Uptake of diphtheria, tetanus, polio. Pertussis, Hib immunisations (by age 2)                   | Deborah Gibbin | Monitor             | Annual (for IC data release) COVER data collected quarterly by PHE or NHS England?? | Not required   |                |                | PHD  |
|  | Uptake of childhood flu vaccine (2 -3 years, pilot)   | Deborah Gibbin | Monitor             | Annually  | Not required   |                |                | PHD  |
| 3.03xii                                    | Uptake of HPV vaccine   | Deborah Gibbin | Monitor             | Annually  | Not required   |                |                | PHD  |
| 3.4  | People presenting with HIV at a late stage of infection   | Deborah Gibbin | Monitor             | Annually  | Not required   |                |                | PHD  |
| NI 184                                     | Percentage of food establishments in the area which are broadly compliant with food hygiene law | Sylvia Pinkney | Target              | Annually  | TBC            | TBC            | TBC            | PHD  |



**6.9**  
**APPENDIX B**

|      |                                   |              |         |          |              |     |
|------|-----------------------------------|--------------|---------|----------|--------------|-----|
| 1.14 | % of population affected by noise | Adrian Hurst | Monitor | Annually | Not required | PHD |
|------|-----------------------------------|--------------|---------|----------|--------------|-----|

| SECTION 4 RISKS |      |          |      |
|-----------------|------|----------|------|
| Code            | Risk | Assignee | Dept |
|                 |      |          |      |
|                 |      |          |      |
|                 |      |          |      |
|                 |      |          |      |

| SECTION 1 OUTCOME DETAILS |   |               |                      |
|---------------------------|---|---------------|----------------------|
| <b>Outcome:</b>           | Healthcare public health and preventing premature mortality: reduce the number of people living with preventable ill health and people dying prematurely, whilst reducing the gap between communities | <b>Theme:</b> | Health and Wellbeing |

|                   |               |                            |  |
|-------------------|---------------|----------------------------|--|
| <b>Lead Dept:</b> | Public Health | <b>Other Contributors:</b> |  |
|-------------------|---------------|----------------------------|--|

| SECTION 2 ACTIONS   |             |             |      |
|---|-------------|-------------|------|
| Action  | Due Date    | Assignee    | Dept |
| Develop a corporate approach to measuring excessive winter deaths   | 31 Mar 2015 | Andy Graham | PHD  |
| Ensure all eligible people particularly in high risk groups) take up the opportunity to be vaccinated especially in relation to flu | 31 Mar 2015 | Andy Graham | PHD  |
| Ensure all eligible groups for respective screening programmes are aware and able to access screening                               | 31 Mar 2015 | Andy Graham | PHD  |
| Ensure implementation of the Health and Wellbeing Strategy  | 31 Mar 2015 | Andy Graham | PHD  |
| Review Joint Strategic Needs Assessment through the Health and Wellbeing Board  | 31 Mar 2015 | Andy Graham | PHD  |
| Ensure the delivery of a comprehensive plan to protect the health of the population   | 31 Mar 2015 | Andy Graham | PHD  |
| Initiate Saving our skins activities with other partners  | 31 Mar 2015 | Jane Kett   | PHD  |
| Introduce a Tattoo Hygiene scheme   | 31 Mar 2015 | Jane Kett   | PHD  |

| SECTION 3 PERFORMANCE INDICATORS & TARGETS |  |               |                     |   |                |                |                |      |
|--|--|---------------|---------------------|---|----------------|----------------|----------------|------|
| Code                                       | Indicator  | Assignee      | Targeted or Monitor | Collection Period (e.g. Financial/academic) | 2013/14 Target | 2014/15 Target | 2015/16 Target | Dept |
| 4.1  | Infant mortality   | Steven Carter | Monitor             | Financial                                   | Not required   |                |                | PHD  |
| 4.3  | Mortality rate from causes considered preventable                    | Steven Carter | Monitor             | Financial                                   | Not required   |                |                | PHD  |
| 4.4  | Under 75 mortality rate from all CV diseases                         | Steven Carter | Monitor             | Financial                                   | Not required   |                |                | PHD  |
| 4.5  | Under 75 mortality rate from cancer                                  | Steven Carter | Monitor             | Financial                                   | Not required   |                |                | PHD  |
| 4.6  | Under 75 mortality rate from liver disease                           | Steven Carter | Monitor             | Financial                                   | Not required   |                |                | PHD  |
| 4.7  | Under 75 mortality rate from respiratory diseases                    | Steven Carter | Monitor             | Financial                                   | Not required   |                |                | PHD  |
| 4.8  | Mortality rate from infectious and parasitic diseases                | Steven Carter | Monitor             | Financial                                   | Not required   |                |                | PHD  |
| 4.8  | Mortality from Communicable disease                                  | Jane Kett     | Monitor             | Financial                                   | Not required   |                |                | PHD  |
| 4.9  | Excess under 75 mortality rate in adults with serious mental illness | Steven Carter | Monitor             | Financial                                   | Not required   |                |                | PHD  |
| 4.10                                       | Suicide rate   | Steven Carter | Monitor             | Financial                                   | Not required   |                |                | PHD  |
| 4.11                                       | Emergency readmissions within 30 days of discharge from hospital     | Steven Carter | Monitor             | Financial                                   | Not required   |                |                | PHD  |
| 4.14                                       | Hip fractures in people aged 65 and over                             | Steven Carter | Monitor             | Financial                                   | Not required   |                |                | PHD  |
| 4.15                                       | Excess winter deaths   | Steven Carter | Monitor             | Financial                                   | Not required   |                |                | PHD  |

# FINANCE AND POLICY COMMITTEE

31<sup>st</sup> January 2014



**Report of:** Director of Public Health

**Subject:** Smoking – Cessation and Tobacco Control

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

Non-key/for information

## 2. PURPOSE OF REPORT

2.1 To update members on the approaches being taken by Hartlepool Borough Council and partners to reduce smoking prevalence in the town.

2.2 To seek member views on the approaches being taken and gain support for the action plan developed, implemented and monitored by Hartlepool's Smokefree Alliance.

## 3. BACKGROUND

3.1 Smoking remains the single biggest preventable cause of premature death in the UK today. It is responsible for one in five of all deaths in adults aged 35 and over – more than is caused by alcohol, car accidents, suicide, AIDS, murder and illegal drugs combined. One in two long-term smokers will eventually die as a result of their addiction.

3.2 Whilst the North East and England have made significant progress in the last decade in reducing adult and youth smoking rates, it is clear that rates amongst priority groups such as routine and manual workers, pregnant women and people with mental health issues are significantly higher than in the general adult population. The overall North East adult smoking rates declined from 29% in 2005 to 21% in 2011. This was the largest overall regional decline in England over this time period. However, over the last two years, as measured by the General Lifestyle Survey, the traditional data set used to measure regional smoking prevalence smoking rates appear to have stagnated in the North East at around 20-22% and are yet to break through the 'magical' 20% barrier.

- 3.3 23.5% of adults in Hartlepool are estimated to smoke regularly. This rises to 29.7% among people employed in routine and manual occupations. That equates to approximately 17,200 smokers in total across Hartlepool. All-adult smoking rates in Hartlepool are slightly higher than both the North East (21.1%) and national (20.0%) averages. The Health Survey for England 2002-05 estimated that adult smoking rates in Hartlepool were at 33.3%, so prevalence has fallen by more than a quarter over that eight year period.
- 3.4 Hartlepool Borough currently co-ordinates a multi-partnership Smoke Free Hartlepool Alliance which aims to reduce smoking prevalence in the town. Membership of the group includes representation from Public Health (Health Improvement and Public Protection), Stockton and Hartlepool Stop Smoking Service, North Tees & Hartlepool NHS Foundation Trust, Cleveland Fire Service, Fresh North East, Hartlepool & Stockton Clinical Commissioning Group. Health Watch has recently agreed to be part of the Alliance.
- 3.5 The Alliance develops, implements and monitors an annual action plan which captures the range of work being undertaken – smoking cessation and tobacco control, and the progress by all partners in relation to objectives outlined in the national and regional tobacco plan and the priorities identified in the Smoking section of the Joint Strategic Needs Assessment.
- 3.6 Smoking in pregnancy poses a significant health risk to both mother and the unborn child. Health profiles published in September 2013 indicate that 259 Hartlepool women were recorded as smoking at the time of delivery. This equates to 22.7% of all maternities within the locality which is significantly higher than the England average (13.3%). Working as a sub group to the main Alliance is a North of Tees Smoking in Pregnancy Steering Group, with its own annual action plan, based on the latest NICE Guidance, which concentrates on helping pregnant women and their families to quit smoking.
- 3.7 Hartlepool Borough Council has recently signed up to the Local Government Declaration on Tobacco Control and also achieved support on this from health partners through the Health and Wellbeing Board. The Declaration was initiated nationally by Newcastle City Council and since sign up in May 2013, 19 councils around England have done likewise. The Declaration commits the Local Authority to a range of actions, including supporting the Alliance action plan, in order to reduce smoking prevalence with a view to ultimately reducing health inequalities.
- 3.8 Hartlepool Borough Council has also signed up to the Smokefree Action Coalition – an act that is being strongly encouraged to all North East localities. SFAC co-ordinates tobacco control nationally and provides valuable insight and updates on suggested action at a local level to support the regional and national picture.
- 3.9 Less illegal tobacco is being bought and sold on the streets of the North East – with a major tracking project since 2009 showing levels are down to a record low. Despite the recession, tougher action to reduce the supply and demand has resulted in illicit tobacco driven down to just 9% of the total

North East tobacco market in 2013. Hartlepool Smoke Free Alliance was fully involved in the “Keep it Out” campaign organized by Fresh last year. This campaign highlighted how illicit tobacco can get kids hooked and urging people to report illegal tobacco dealers in communities, which saw a rise in intelligence shared with Crimestoppers and local trading standards departments.

- 3.10 Members of the European Parliament recently voted against bringing e-cigarettes under medicines regulation. This was disappointing as it is believed that this would provide the best way of ensuring that these products are safe and effective. Many would-be quitters are choosing to use e-cigarettes rather than attending our Stop Smoking Service for advice and support along with nicotine replacement products. Regulation would provide the opportunity for e-cigarettes to be considered a medicine and as such could be part of a safe quitting opportunity.

#### **4. PROPOSALS**

- 4.1 Preventing the uptake of smoking in children and making no smoking the norm in the town is a high priority. One action currently being pursued is to make all children’s playgrounds in Hartlepool smoke free in line with the ethos making smoking history for our children. Fresh has developed resources to introduce voluntary measures using the strap line “We copy what we see, thanks for keeping our park smoke free”.
- 4.2 Earlier this year there was disappointment at the Government’s decision not to introduce standardized tobacco packaging to help stop 9,000 North East children and 207,000 UK children taking up smoking each year. The Shadow Health and Wellbeing Board and Health Scrutiny Committee supported this proposal. However, there is still a chance this life saving proposal could become law. The Parliamentary Under Secretary of State, Department of Health has announced that an independent review of the public health evidence on standardized packaging of tobacco will be carried out. The review will report by March 2014 to allow Government to reach a decision. If, following this review and consideration of the wider issues raised by this policy, they are satisfied that there are sufficient grounds to proceed then standardized packaging could be introduced in 2015.
- 4.3 As well as preventing uptake of smoking in children and young people there is currently a lack of support specific for young people who want to quit smoking. Local insight work has recently been undertaken to inform what young people would want and an intervention is being developed for delivery in 2014.
- 4.4 Using funding from the old Strategic Health Authority a major consultation exercise was carried out throughout the region resulting in the commissioning of piece of work that has been developed over the past 3 years to tackle smoking in pregnancy. The initiative developed is called babyClear and delivers a systematic, more hard-hitting approach to those

women not interested in quitting smoking whilst pregnant. Midwives on Tees were the last grouping in the region to begin the roll out of the programme but the project should be operational from early January. Results locally will be carefully monitored through the North of Tees Smoking in Pregnancy Steering Group. Early results from other areas where the programme is already underway look cautiously promising.

## **5. RISK IMPLICATIONS**

- 5.1 Although great strides have been made in reducing smoking prevalence in the North East and in Hartlepool there appears to be stagnation in getting below 20%. Nationally, regionally and locally fewer smokers are accessing Stop Smoking Services. This could be due to the use of e-cigarettes or the fact that the remaining smokers are 'hard core' smokers determined not to quit. There is no doubt that progress has been good but there is no room for complacency and challenging times lie ahead in making further progress.

## **6. FINANCIAL CONSIDERATIONS**

- 6.1 Smoking is estimated to cost the NHS in England £2.7 billion per year and £13.74 billion in wider costs to society through sickness, absenteeism, the cost to the economy, social care, environmental pollution and smoking related fires. This burden impacts on every GP surgery and hospital, every council and every family whether they smoke or not.
- 6.2 Current smokers are more likely to take time off work than non-smokers. An additional £1.09 million is lost to the local economy each year through increased levels of absence from work from smokers compared to their non-smoking counterparts, which accounts for just over 12,200 additional lost days of productivity per year in Hartlepool.

## **7. RECOMMENDATIONS**

- 7.1 Members are asked to note the content of the report and the actions being taken to reduce the prevalence of smoking in Hartlepool.

## **8. FURTHER READING**

Smoke Free Hartlepool Annual Delivery Plan 13/14 (available from Carole Johnson)

North of Tees Smoking in Pregnancy Action Plan 13/14 (available from Carole Johnson)

Hartlepool JSNA document: Smoking (<http://teesjsna.org.uk/hartlepool/>)

Local government public health briefings – Tobacco (NICE, July 2012)  
<http://publications.nice.org.uk/tobacco>

Smoking The Facts – Hartlepool 2013 – Fresh North East  
(<http://www.freshne.com>)

## 9. CONTACT OFFICERS

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# FINANCE AND POLICY COMMITTEE

31st January 2014



**Report of:** Assistant Director (Regeneration)

**Subject:** FINANCIAL ASSISTANCE PROVIDED TO BUSINESSES

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non Key.

## 2. PURPOSE OF REPORT

2.1 To provide members with details of the financial assistance provided to support the creation and growth of businesses and corresponding job creation in the Town and provides details of the awards made in the first 6 months of the financial year 2013/14.

2.2 To update members on changes to financial assistance decision making processes and business support procurement following an internal audit.

2.3 To recommend options on future budget allocations for financial assistance to business.

## 3. FINANCIAL ASSISTANCE REGIMES

3.1 The Council operates a variety of schemes to support individuals into self employment, together with schemes to support enterprise and business development. The detail of the individual regimes is as follows:

### Business Grants Package

3.1.1 This regime has been in operation since 1996, shortly after the Council was awarded unitary status. It was developed as a local response to the previous Flexible Assistance Scheme operated by Cleveland County Council. It is the primary form of assistance for established businesses, although can be used for start-ups which meet the criteria. The scheme was particularly "job creation" oriented, although the funding is normally aimed at

capital spend or assistance towards the non domestic rates costs of additional floorspace taken on as a result of an expansion project.

- 3.1.2 The scheme was initially targeted at manufacturing businesses, or those offering services direct to manufacturers. However in recognition of a growing service sector, amendments were subsequently agreed to the scheme to allow businesses to apply for funding from this sector, provided that 50% of their turnover emanates from outside Hartlepool. At the same time, it was also agreed that job safeguarding could be considered as an acceptable output where businesses were investing in competitive efficiencies which may not lead to job creation for example purchasing equipment which has a greater degree of automation that enhances competitiveness, not necessarily leading to an increased workforce.
- 3.1.3 This scheme is considered an important intervention, particularly for growth businesses. It allows the Council to support the majority of inward investors and local growth businesses and also provides the opportunity to involve Hartlepool Working Solutions staff in the project, greatly increasing the opportunity for employment for Hartlepool residents.
- 3.1.4 The grant can provide 50% of eligible project costs, such as capital equipment, premises adaptations and non domestic rate relief up to a maximum of £20,000. An employment grant can be awarded at £1,000 per job created to a maximum of £10,000, however due to the number of employability schemes that offer wage incentives, this element of the grant is rarely used to make an award.

#### Access to Markets

- 3.1.5 This regime was developed as part of the response to Hartlepool's Incubation Strategy, produced by DTZ Pida in 2003. In essence the strategy recommended investment in appropriate business infrastructure including increased provision of managed workspace and an overarching "business support system" to assist pre starts, start ups and growth businesses.
- 3.1.6 Following consultation with businesses, it became clear that there were a number of measures which were being offered for exporting businesses through UK Trade and Investment which would allow businesses to grow and develop if they could be replicated for the UK market. However a gap existed in supporting businesses accessing UK markets. This scheme therefore supports businesses which are looking to develop into markets beyond the region.
- 3.1.7 This scheme underpins the desire to encourage businesses away from a purely local market, broadening their markets and ultimately bringing increased wealth into the Town.
- 3.1.8 The scheme can provide 50% of eligible costs up to a maximum of £2,500. Interventions may include the development of a marketing strategy,

production of marketing materials, the purchase of bespoke marketing information, attendance at trade exhibitions and development of e marketing activities.

#### Enterprise Development Fund

- 3.1.9 This scheme has operated in various forms since the City Challenge programme. Since that time, the scheme has been funded through a variety of regeneration initiatives as well as with “core” Council monies. The scheme is the main form of support for new start businesses (less than 3 years old), and primarily supports capital investment. The scheme is an important means of supporting new businesses, which remains a key priority for the Council.
- 3.1.10 Most forms of businesses can be supported but priority is given to businesses that either trade outside of the area or provide a unique local service. Sole traders can apply for a maximum of 100% up to £2,000 and partnerships, limited companies etc can apply for assistance of 100% up to a maximum of £5,000. However awards tend to be around 50% except for the most disadvantaged residents, who generally lack the ability to generate their own start up funding and in these cases awards will generally be under a £1,000.

#### ICT

- 3.1.11 This regime encourages the use of ICT within a young business and was originally developed in partnership with Hartlepool College of Further Education as part of the Digital Hartlepool project.
- 3.1.12 The scheme is specifically targeted at developing digital businesses or improving the use of ICT within a young business.
- 3.1.13 Eligible businesses can apply for 50% to a maximum of £2,000 targeting capital investment and training.

#### Incubation Bursaries

- 3.1.14 These bursaries were developed again in response to the recommendations contained within Hartlepool’s Business Incubation Strategy.
- 3.1.15 The bursaries form a flexible form of assistance to individuals/businesses which are considered as having growth potential, or are primarily of a digital/creative nature.
- 3.1.16 The interventions were developed following consultation with businesses and following pilot activity particularly with the “Enterprising Hartlepool” group of businesses. The interventions include a number of “surgeries” by accountants and solicitors and intensive support across measures including PR and marketing, business processes, financial planning etc., all of which were considered barriers to entry or development. One to one support is also

offered where businesses show growth potential and assistance can be provided up to 100% subject to a maximum level of support of £2,500.

#### Women's Development Fund

- 3.1.17 This fund was developed in conjunction with the Women's Opportunities Programme. This initiative was primarily funded through regeneration schemes and is focused around assisting women to overcome the hurdles which they faced in returning to employment and promoting self employment and business start up within the female population.
- 3.1.18 Whilst much of the work undertaken through Women's Opportunities has been "mainstreamed", the number of women into self employment remains lower than the number of men. The Development Fund has therefore remained in place with an emphasis on providing training or marketing assistance for women considering self employment as an option. The scheme continues to be popular as a means of helping women overcome the specific hurdles which they face in the employment market.
- 3.1.19 Assistance is available for up to 100% of costs to a maximum of £500 and generally supports marketing activities.

#### Security Grant

- 3.1.20 The Security Grant regime was developed through City Challenge in a similar way to the Hartlepool Enterprise Development Fund and has continued to be funded through a variety of regeneration initiatives.
- 3.1.21 The scheme has been important in target hardening and reducing the incidence of crime and is fully supported and endorsed by the Police. The scheme can assist any business improve their security and has also been successfully used in conjunction with other crime reduction measures to target crime hotspots particularly on industrial estates.
- 3.1.22 A business can apply for 50% up to a maximum of £2,500 towards the installation of alarms, fencing etc. Certain areas may be targeted if considered to be a crime hotspot by the Police.

#### High Street Innovation Fund

- 3.2.23 This scheme was set up utilizing £20,000 of resource provided from the Government under the High Street Innovation Fund and designed to bring empty shops back into use across an area of the Town Centre.
- 3.1.24 The scheme can provide assistance towards start up costs and/or rent and non domestic rates. Non domestic rate and rent relief is generally at 100% to a maximum of £3,000. In terms of start up costs whilst 100% assistance can be provided to a maximum of £3,000, awards tend to be around the 50% mark. Mentoring is also available through the High Street Innovation scheme.

- 3.1.25 The support is available to new businesses occupying new retail space and existing businesses expanding and taking on additional retail floorspace. Specific areas of the Town are targeted including York Road, Church Square and Church Street.
- 3.2 Details of actual approvals for the last financial year are provided in confidential (**Appendix 1**). **This appendix contains exempt information under Schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information)(Variation) Order 2006) namely (paragraph 3), information relating to the financial or business affairs of any particular person (including the authority holding that information).**

#### **4. FINANCIAL ASSISTANCE DECISION MAKING PROCESS AND BUSINESS SUPPORT PROCUREMENT**

- 4.1 Following an internal audit changes have been made to the financial assistance decision making process. Previously grants up to £5,000 could be signed off by two senior Economic Regeneration staff under delegated authority. To tighten procedures the system has been changed so that the Economic Regeneration Manager must be one of the signatories and in his absence the Assistant Director (Regeneration) will fulfill this role.
- 4.2 There are no changes to the process for grants over £5,000 whereby decisions on applications are determined by the Assistant Director (Regeneration) in consultation with the Chair of Regeneration Services Committee after a recommendation from the Grants Panel. This panel comprises one senior Economic Regeneration officer, the Economic Regeneration Manager and an external independent panel member who has appropriate financial skills and qualifications to enable a full financial appraisal of business plans. There have been a number of such independent panel members, all from the financial sector and have given their time free of charge.
- 4.3 In addition the Economic Regeneration Team is in the process of developing a procurement system for specialist business support, largely offered through the incubation bursary and the access to markets schemes. An open procurement process will invite appropriate providers to be incorporated into a supplier list that businesses can utilise to seek 3 competitive quotes for any grant request. Providers will need to meet necessary professional standards with relevant qualifications, will need to provide 2 references from previous clients and provide evidence that appropriate public liability insurance is in place. The list will not constitute a recommendation from the Economic Regeneration Team and businesses will need to satisfy themselves that the chosen provider meets their own needs. Businesses may also identify their own suppliers who will then be vetted through the procurement process to be included on the provider list, however 3 quotes will still be required. To be consistent with European Union funding rules, 3

competitive quotes will be required for any grant application request of £500 or over.

4.4 The customer journey for grant applications has been noted below;

- Officers advise pre starts or existing businesses with preparation of application to include business plan.
- Awards up to £5,000: Report prepared with recommendations by allocated officer, decision delegated to 2 Economic Regeneration officers, one of whom must be the Economic Regeneration Manager or Assistant Director, (Regeneration).
- Awards of over £5,000: Report prepared with recommendations, submitted for consideration by panel including 2 Economic Regeneration officers and 1 external representative.
- Panel produce report and make recommendations, decision delegated to Assistant Director (Regeneration) in consultation with the Chair of Regeneration Services Committee.
- The officer providing advice in preparation of the application is excluded from the grant decision making process.

## **5. MONITORING, AND POST-AWARD ACTIVITY**

- 5.1 All the schemes are monitored over an initial 6 month period to ensure all financial criteria are met. Month 1 – all financial aspects are complete – original paid invoices have been received and copies are retained (for European Regional Development Fund purposes). Up to month 6 – a review is undertaken with the business to ensure that the service has been beneficial and that the increased turnover and job creation and/or safeguarding have been achieved. In some cases the monitoring may carry on for a longer period if the anticipated increase has not been achieved or where the turnover is measured at the time of the business' accounting year end.
- 5.2 Because some of the awards are eligible for ERDF, there is a formal monitoring process, gathering information about job creation, business formation and increases in turnover. This information must be clearly auditable to satisfy the funders. Outputs are also reported for service planning purposes as part of the wider Economic Development service.
- 5.3 In addition, some of the awards may lead to the development of a long term relationship with the businesses to assist their growth and development over a longer period. This can be important in building loyalty in the businesses to Hartlepool and encouraging them to commit their future to the Town and as a consequence offering employment opportunities. Where possible, businesses are encouraged to engage with Hartlepool Business Forum, including the Business Awards, and other appropriate forums.

- 5.4 In the case of the incubation bursaries, reports are received about the nature of the work undertaken from both provider and client to ensure that the service has met the needs of the business.
- 5.5 Performance measures for the different regimes are reported as part of the wider outputs of the Economic Regeneration Team which contribute to Corporate and Departmental service plans. A bi annual report for information is submitted to the Regeneration Services Committee, detailing all grant awards for the previous 6 months.
- 5.6 For the purpose of this report, the measures in the period reported have been drawn together, as follows:

|                                   |   |            |
|-----------------------------------|---|------------|
| Job Creation                      | - | 44 ft jobs |
| Jobs Safeguarded                  | - | 8 ft jobs  |
| Business Start Ups assisted       | - | 29         |
| Private sector leverage           | - | £151,828   |
| Empty shops brought back into use | - | 8          |
| Number of grant awards            |   | 37         |
| Total value of grant awards       |   | £40,922    |
| Leverage ratio                    |   | 1:3.7      |

- 5.7 Hartlepool's performance in business start up rates has been satisfactory for a number of years with Hartlepool achieving higher start up rates than the Tees Valley and the North East, however a significant gap with the GB rate still exists. The table below shows start ups per 10,000 head of population since 2004.

| Area          | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 |
|---------------|------|------|------|------|------|------|------|------|
| Hartlepool    | 32   | 36   | 40   | 49   | 36   | 32   | 29   | 38   |
| Tees Valley   | 34   | 35   | 33   | 45   | 38   | 32   | 29   | 36   |
| North East    | 37   | 37   | 34   | 42   | 36   | 31   | 28   | 33   |
| Great Britain | 59   | 57   | 52   | 57   | 54   | 48   | 47   | 52   |

- 5.8 Whilst satisfactory progress has been made, it is essential that Hartlepool continues to drive up enterprise rates further to develop further resilience in the local economy and to create further demand for direct and indirect jobs. Currently, based on employment rates Hartlepool needs a further 1,800 jobs to meet the Tees Valley rate, 3,000 additional jobs to meet the north east rate and 5,000 additional jobs to meet the GB employment rate. Whilst it is hoped a significant level of new jobs can be created in the local economy over time it will also likely that some of these jobs will be available in travel to work areas.

## 6. FINANCIAL IMPLICATIONS AND RISK

- 6.1 The financial assistance general fund budget for 2013/14 currently stands at £52,500 and this is the only permanent funding available for business grants. This budget has been supplemented by a one off contribution of £50,000 from other Departmental budgets, and grant funding of £20,000 from the High Street Innovation Fund resulting in a total budget for the current financial year of £122,500. The information in the confidential **Appendix 1 This appendix contains exempt information under Schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information)(Variation) Order 2006) namely (paragraph 3), information relating to the financial or business affairs of any particular person (including the authority holding that information)** shows that total spend for the year to 30<sup>th</sup> September is £40,922, including High Street Innovation Fund. Applications currently being pursued total £46,000 leaving £36,000 which should be defrayed by year end. Against the defrayed grants, there has been private sector leverage of £151,828.
- 6.2 Each of the different regimes has aims specific to their circumstances and continue to be considered beneficial to businesses in different circumstances. As resources have declined in recent years, Economic Regeneration staff sought to reduce the amount of grant per award in an attempt to assist as many projects as possible. In addition, much of the administration of the grants is undertaken by Enterprise Centre staff to minimise those costs.
- 6.3 The success of each grant is dependent upon the ability of businesses to fulfill their business plans. There is always therefore an inherent risk that the level of job creation or business growth will not be seen. Economic Regeneration staff undertake reviews of the business plans and in particular the financial information to try to mitigate against this risk and ensure that the plans are robust and achievable.
- 6.4 The benefit of grants to both assist growth and develop new businesses has grown in importance due to the closure of the national Grant for Business Investment product. Regional Growth Fund and the regional Let's Grow Fund do not fill this gap in providing relatively low levels of funding for business. These regimes remain therefore key to the ongoing development of the business base of the Town and the Council's opportunity to intervene.
- 6.5 The regimes which seek to encourage growth through revenue measures are also important tools to continue the diversification of the local economy away from both generic manufacturing and the over reliance on large employers. As the physical Incubation facilities in the Town continue to grow, with the completion of UK Steel's extension at Queens Meadow it will be important to have business support measures in place to assist in the creation of new businesses and supporting established businesses to grow. The risk at the present time remains the lack of support from national schemes.



- 6.6 Historically the Council has provided a core budget for business grants which has then been supplemented from external funding including Urban Programme, City Challenge, New Deal for Communities, Single Programme and EU funding amongst other sources. Most of these funding streams have disappeared. Business grant assistance continues to play an important role in driving forward economic growth particularly within the indigenous business start up market. In addition a number of grant recipients occupy new or additional premises which will contribute to local business rate retention income to the Council.
- 6.7 The existing general fund budget is £52,500 and the Department would need to secure one off funding each year of approximately £70,000 to maintain the current level of support to businesses. In the first instance grant funding, or surplus income generated by the Economic Regeneration Team, can be utilised.
- 6.8 The funding regimes available to the Economic Regeneration service often allow a surplus to be generated, as funding is allocated based on the achievement of certain outputs and not the actual costs incurred. As a result there is often scope to retain funding to support future schemes and this is how the service has supported many projects over the years. A surplus of £130,000 has been generated on the Future Jobs Fund scheme which concluded in 2011/12. This scheme has successfully delivered all of the necessary outputs and it has now been confirmed that, after the cut off date of 30<sup>th</sup> November 2013, this funding can be retained by the Council. Although the grant conditions do not require this funding to be used to support other Economic Regeneration schemes, it is considered appropriate to do so and this would reinforce the Council's commitment to supporting future employment schemes. This potential funding was not reflected in the forecast General Fund outturns previously reported to Members as the position was uncertain until the cut off date was passed and work to complete this report had not been completed.
- 6.9 The current proposal therefore is to utilise this surplus of £130,000 to provide the one off funding required to meet the current level demand on business grants for a further two years. The MTFS report, which is on the Agenda as a separate report, includes a recommendation to create a reserve of £130,000 which will be used to supplement the core funding available in 2014/15 and 2015/16. This proposal will mean that the current level of support can continue to be provided for a further two years with no additional revenue burden to the Council.

## **7. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 7.1 The project will contribute positively to Equality and Diversity by providing greater opportunities for individuals from all groups including women, BME communities, 18-25 year olds and people with disabilities, allowing them to acquire the necessary skills to start and grow their own businesses. The project will ensure that opportunities are available for hard to reach groups.

- 7.2 Officers working on this project will ensure that the promotion of enterprise and business development support is promoted as relevant to all sections of the community and takes account of language and cultural barriers to take up. New businesses will be supported to adopt and apply diversity and family friendly policies.

## **8. STAFF CONSIDERATIONS**

- 8.1 The grant schemes are all managed and run in house by existing Economic Regeneration officers.

## **9. SECTION 17 OF THE CRIME AND DISORDER ACT 1998**

- 9.1 Whilst many of the schemes will contribute to crime reduction through residents becoming economically active, the security grant specifically supports the business community to reduce the incidence of crime.

## **10. IMPACT ON CHILD / FAMILY POVERTY**

- 10.1 This project will positively contribute to tackling the longer term causes and consequences of individual and family poverty by supporting economic growth and job creation including business start up, self employment and business growth. In addition as a significant proportion of grant aid is towards higher value business the subsequent job creation tends to be higher skilled and higher paid employment.

## **11. CONTRIBUTION TO OTHER COUNCIL PROGRAMMES AND PERFORMANCE INDICATORS**

- 11.1 The provision of grant support underpins a number of business interventions and subsequent economic growth and therefore contributes to a wide range of Council indicators as follows;
- New Business Registration Rate per 10,000 of the Population (aged 16+)
  - Percentage of Newly Born Enterprises Surviving One Year, and;
  - Self-Employment Rate
  - Number of jobs created
  - Number of new businesses on Enterprise Zone sites
  - Percentage occupancy levels of Hartlepool business premises
  - Business stock (businesses units in Hartlepool)
  - Improving the Overall Employment Rate

## **12. RECOMMENDATIONS**

### **12.1 It is recommended that Members:-**

- (i) note the grant awards for the first 6 months of 2013/14 financial year 2013/2014.
- (ii) note the changes made to the grant decision process of awards up to £5,000 and the development of a professional advisor procurement framework.
- (iii) note that the MTFS report includes a recommendation to create a reserve for £130,000 using the surplus generated on the Future Jobs Fund, to provide one off funding for Business Grants in 2014/15 and 2015/16, as outlined in section 6.8.,

## **13. REASONS FOR RECOMMENDATIONS**

- 13.1 Economic growth is dependent on a strong business sector, creating jobs and investment. Whilst Hartlepool has seen good progress on the growth of the indigenous business market, significant further progress is still required. Business grants remain an important tool in stimulating local investment and also to compete for appropriate inward investment.
- 13.2 The grant regimes also support projects that occupy new business premises therefore increasing the level of non domestic rate income.
- 13.3 The Council grant regimes are targeted at gaps in market provision and complements schemes such as the Regional Growth Fund and Let's Grow.
- 13.4 The proposed funding method of the grants budget will relieve any further revenues burdens for the Council during financial years 2014/15 and 2015/16

## **14. CONTACT OFFICER**

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# FINANCE AND POLICY COMMITTEE

31<sup>st</sup> January 2014



**Report of:** Director of Regeneration and Neighbourhoods

**Subject:** UPDATE ON RECENT CHANGES TO THE  
COUNCIL'S PROCUREMENT RELATED  
PRACTICES

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 For information only.

## 2. PURPOSE OF REPORT

2.1 To update the Finance & Policy Committee with recent changes to the Council's procurement related practices, several of which have been at the instigation of the Committee.

## 3. BACKGROUND

3.1 There have been a number of issues which have arisen recently which have an impact on the Council's procurement practices. These are varied in their nature and required documenting and disseminating across the Council.

To facilitate this, they have been compiled into a 'Procurement Policy Note' (PPN) which describes the issues and any changes to working practices, and this note has been circulated through the CMT Support Group structure.

## 4. INFORMATION FOR REVIEW

4.1 The document at **Appendix A** is the PPN described above which has been circulated around the Council.

4.2 In summary, the PPN covers the following issues:

i. Contract exemptions

The PPN describes the circumstances in which an exemption to the Contract Procedure Rules (CPRs) may be made. It also describes the process, highlighting the fact that any such exemptions must be documented and then reviewed by the Assistant Director (Resources), the Chief Finance Officer and the Chief Solicitor.

The process for requesting extensions of existing contracts beyond their originally planned duration are also covered.

ii. Social Value Act

The PPN explains the actions the Council is taking in relation to complying with the Social Value Act as well as providing a narrative to inform staff of the kind of actions that can be taken to support the aims of the Act.

iii. Business and Pre-Qualification Questionnaires – References

This issue is a clarification of existing practices and came about as a result of questions raised at a procurement training event delivered by Council officers to members of the Voluntary Community Sector (VCS).

iv. Hartlepool Living Wage

The PPN explains the activities being undertaken by the Council to encourage adoption of the Hartlepool Living Wage. In addition to the measures outlined in the PPN, a mail shot (traditional and electronic) is being composed which will be sent to all existing suppliers who we have transacted with during the last two years, again, encouraging adoption of the Hartlepool Living Wage and asking them to complete the on-line survey.

v. Blacklisting

This section describes the actions taken to address the Council's concerns with regard to 'blacklisting' activities undertaken by some construction companies, and in relation to 'blacklisting' activities generally.

## 5. RECOMMENDATIONS

- 5.1 That the Committee note the contents of the report.

## 6. REASONS FOR RECOMMENDATIONS

- 6.1 To advise the Committee of actions taken in response to Committee instructions.

## **7. BACKGROUND PAPERS**

7.1 No background papers.

## **8. CONTACT OFFICER**

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**Corporate Procurement Team**

**Procurement Policy Note**

**November 2013**



Welcome...

## APPENDIX A

### **Purpose of this note**

This periodic note is designed to document policies and issues relating to procurement in Hartlepool Borough Council.

This document will be made available to management teams across the Council for dissemination where appropriate.

### **In this Note**

1. Contract exemptions
2. Social Value Act
3. Business and Pre-Qualification Questionnaires –  
References
4. Living Wage
5. Blacklisting



**Corporate Procurement Team**

**Procurement Policy Note**

**November 2013**



## 1. Contract exemptions

The Council currently operates a procedure for authorising exemptions to the Contract Procedure Rules (CPR's).

Within the CPR's there are some specifically identified exemptions to the rules and these are described as:

*ii) With the exception of (vii) below, these rules do not apply to contracts with professional persons or contractors for the execution of works or the provision of services in which the professional knowledge and skill of these persons or contractors is of the primary importance, or where the contract is for the provision of caring services to children or vulnerable persons.*

These exemptions are only granted on the basis that:

*viii) In respect of any contract to which, for whatever reason, the procedures set out in these rules do not apply, there shall be followed a procedure which:*

- ensures a level of competition consistent with the nature and value of the contract*
- is transparent and auditable*
- provides value for money, and*
- records the reasons for choosing the successful contractor*

Where an officer of the Council has a requirement which fits with the above exemptions then, provided the appropriate course of action is followed, contracts may be awarded outwith the CPR's.

### **Other exceptions**

In the event that an exemption is required which does not fit with the above, then there is a specific process to be followed.

There are two forms which are available on the intranet for officers to complete. These forms are available on the Council's Intranet at:

[http://hbcintranet/site/scripts/documents\\_info.php?documentID=121&pageNumber=8](http://hbcintranet/site/scripts/documents_info.php?documentID=121&pageNumber=8)

**Corporate Procurement Team**

**Procurement Policy Note**

**November 2013**



**Exemption to CPR's**

The first form should be used when an exemption to the CPR's is required. The form requests the following information:

- Who the exemption is requested by, and which Department and Service Unit they work for
- The name and address of the Supplier
- The estimated expenditure to be incurred with the Supplier and;
- A description of what is to be procured and the reason for the requested exemption to the Contract Procedure Rules

Once completed this form is to be returned to [procurement@hartlepool.gov.uk](mailto:procurement@hartlepool.gov.uk)

Where it will be checked for completeness and then passed to the following Senior Officers for review:

- Graham Frankland – Assistant Director – Resources
- Chris Little - Chief Finance Officer
- Peter Devlin – Chief Solicitor

The introduction of senior officers into this process is as a result of the Peer Review findings, which the Council endorsed in its meeting on the 6<sup>th</sup> December 2012.

Once the request has been passed, confirmation will be issued to the requesting officer.

Further questions may be raised prior to approval so requesting officers must be prepared to provide further detail on their request.

**Extension to an existing contract**

The second form should be used when a further extension to a contract is requested. A 'further extension' is an extension which is not already provided for in the existing contract. This form requests the following information:

- Who the exemption is requested by, and which Department and Service Unit they work for
- The title and reference number of the current contract
- The current supplier
- The current contract end date
- Details of contract extensions
- Whether all current contract extensions been taken?
- The reason for requesting the extension to the contract

Once completed this form is to be returned to [procurement@hartlepool.gov.uk](mailto:procurement@hartlepool.gov.uk)

Where it will be checked for completeness and then passed to the following Senior Officers for review:

- Graham Frankland – Assistant Director – Resources
- Chris Little - Chief Finance Officer
- Peter Devlin – Chief Solicitor

Once the request has been passed, confirmation will be issued to the requesting officer.

**Corporate Procurement Team**

**Procurement Policy Note**

**November 2013**



Further questions may be raised prior to approval so requesting officers must be prepared to provide further detail on their request.

**Corporate Procurement Team**

**Procurement Policy Note**

**November 2013**



## 2. Public Services (Social Value) Act 2012

The Social Value Act is a piece of legislation which came into effect in January 2013.

In its pure form, the Act requires all 'relevant authorities' to consider:

- i). How what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area, and
- ii). How, in conducting the process of procurement, it might act with a view to securing that improvement

in relation to any Service type contracts with a value in excess of the existing EU procurement threshold (currently £173, 934).

Hartlepool Borough Council has taken the decision to extend its application of the Act to any Service type contracts above the Council's tender threshold level, i.e. £60,000. The principles of the Act will also be pursued when procuring Works related contracts with a value over £100,000.

All procurement activity in relation to tenders is managed by the Corporate Procurement Unit and the Unit record the Council's actions in relation to satisfying the Social Value Act and Hartlepool's own requirements.

This information is recorded on a specific form which is completed between the Corporate Procurement Unit and the Client area of the Council. Once completed (which is prior to the execution of the procurement exercise itself) this form is uploaded to the Council's e-procurement portal and it is retained there along with all other tender related information.

It is important to emphasise that these activities are undertaken during the 'Pre-procurement' stage of the procurement cycle, as required by the Act. Specifically, the Act defines pre-procurement as the activities which take place prior to any of the following occurring:

- (a) sending a notice to the Official Journal of the European Union for the purpose of inviting tenders, requests to be selected to tender or to negotiate or requests to participate in relation to a public services contract or framework agreement relating to what is proposed to be procured;
- (b) publishing an advertisement seeking offers or expressions of interest in relation to such a contract or framework agreement;
- (c) contacting a person in order to seek an offer or expression of interest in relation to such a contract or framework agreement;
- (d) contacting a person in order to respond to an unsolicited offer or expression of interest in relation to such a contract or framework agreement;
- (e) entering into such a contract or concluding such a framework agreement.

This approach ensures that our information is securely retained and easily accessible when required.

A copy of the form is attached at Appendix A.

**Corporate Procurement Team****Procurement Policy Note****November 2013**

The Act requires that we consider the points described above, however, it is expected that the Council's actions are proportional to the scale and scope of the contract being procured.

In 'The Social Value Guide', a guide to the Act produced by Social Enterprise UK, in conjunction with Anthony Collins Solicitors, some useful guidance is provided in relation the approaches which can be taken for contracts of different sizes.

An extract of the Guide is provided below:

***Approaches for contracts of different sizes***

*For larger contracts the main approach should be to achieve societal benefits through stretching the specification of what can be commissioned. In the case of smaller contracts, social or community benefit might be achieved through procurement that maximises the chances for civil society organisations to win such contracts*

*In keeping with this Government's drive to make public procurement accessible to social enterprises, charities and SME's, this means simplifying procurement processes, adopting short-listing criteria that do not favour only the large suppliers (e.g. unnecessarily high thresholds for financial standing) and building the capacity of local suppliers to bid.*

The above advice is helpful. It is clearly based upon a 'standard' application of the Act (i.e. for contracts with a value over £173,934) and helps to establish an understanding of the level of intervention the Council may be expected to make, in particular for requirements below the EU threshold (i.e. from £60,000 up to £173,934).

It appears from the example provided above, that where it is not feasible to stretch a specification, as a result of the scale and/or scope of a contract, the Council will be able to satisfy the requirements of the Act by ensuring we seek to maximise the opportunity of success for civil society organisations.

This action, along with the work done by the Corporate Procurement Team in supporting the local Voluntary and Community Sector (VCS) in taking part in the Council's procurement activities, should be sufficient for the Council to satisfy the requirements of the Act for requirements below the EU threshold of £173,934, where opportunities to stretch the specification are not available.

**Corporate Procurement Team**

**Procurement Policy Note**

**November 2013**



### 3. Business and Pre-Qualification Questionnaires (PQQ's) - References

When making use of Business questionnaires and PQQ's, the Council ask for bidding companies to provide references from their other clients.

Following a recent training event with the local VCS, a question was raised in relation to references.

The question was whether the Council would accept references from recipients of services (clients/individuals as opposed to commissioning organisations).

The Council's stance is that it would not accept references from recipients of services, i.e. clients.

The rationale behind this stance is that the services we would be tendering in these circumstances would be in the context of a Council to Provider (or Business to Business) relationship. As a result, we would be interested in receiving references which reflected this scenario as it will provide an insight into the delivery of services to commissioning organisations.

The testimony of those receiving the service is of great importance, however we would expect to see successful service delivery to clients being reflected in positive comments from the organisations providing the references.

**Corporate Procurement Team**

**Procurement Policy Note**

**November 2013**



## 4. Living Wage

At the 18<sup>th</sup> October meeting of Finance & Policy Committee it was agreed that the Council would adopt a policy of 'encouragement' with regard to its supply chains and their adoption of the Hartlepool Living Wage (currently set at £7.26 per hour).

In practical terms, this encouragement will be communicated through two new measures:

- i) A clause will be introduced to the Council's tender documentation stating the Council's position on Living Wage adoption.
- ii) As part of establishing a baseline, all future tender and quotation exercises will direct bidders to an on-line survey which includes several questions designed to establish an understanding of the marketplace's position on the Hartlepool Living Wage. The results of this survey will be reported on after a 12 month period.

**All staff making use of the Quick Quotes system are now required to attach a copy of the document provided in Appendix B.**

This document is available to download on the Council's intranet at:

[http://hbcintranet/site/scripts/download\\_info.php?downloadID=5044&fileID=14104](http://hbcintranet/site/scripts/download_info.php?downloadID=5044&fileID=14104)

In addition, Hartlepool Employers will be encouraged to pay the Hartlepool Living Wage with the Council's Economic Regeneration team taking a lead in spreading the message to local employers.

## Corporate Procurement Team

## Procurement Policy Note

November 2013

5. Blacklisting

## BACKGROUND

On the 17<sup>th</sup> October 2013, the Council passed a motion as follows:

*A number of construction companies have been challenged about supporting the existence of, and subscribing to, construction industry 'blacklists', which detail covertly and potentially illegally gathered information on trade union members in the construction industry.*

*The Council recognises that any compilation, dissemination and use of 'blacklists' which is intended to discriminate against workers on the grounds of their TU membership or union activities is expressly prohibited by law and the Council therefore resolves that any individual or body who engages in such practices shall be prohibited from tendering for council contracts.*

*That the Council's Contract Procedure Rules and Guide to Procurement reflect this position so that no individual or body is in any doubt of the Council's intention to ensure statutory compliance and prohibit discriminatory practices. Further, that this Council will terminate any existing contracts where such evidence of breach of such statutory compliance is proven to exist.*

*We will blacklist the blacklisters.*

## ACTION REQUIRED

The following actions will be undertaken to enact the above motion:

## 1. Prequalification and Business questionnaires

These documents will be updated to incorporate the following declaration:

*The organisation (or its directors or any other person who has powers of representation, decision or control of such organisation) confirms that:-*

*Being an organisation, it has not compiled or disseminated any 'blacklist' which is intended to discriminate against workers on the grounds of their Trade Union membership or union activities.*

*It is understood that such activities are expressly prohibited by law and that should the organisation engage in such practices the Council has the right to exclude the organisation from tendering for any Council contracts.*

*Furthermore, the organisation warrants that they have not been convicted of any offence under the Employment Relations Act 1999 (Blacklists) Regulations 2010.*

## 2. Council Contract Terms and Conditions

The Council's contract terms and conditions will be updated to include the following:



**Corporate Procurement Team**

**Procurement Policy Note**

**November 2013**



*Subject to the provisions of the Force Majeure clause in these terms and conditions the Council may terminate this contract with immediate effect by notice in writing to the Contractor/Supplier at any time if the Contractor/Supplier or any subsidiary company of the Contractor/Supplier is convicted of any offence under the Employment Relations Act 1999 (Blacklists) Regulations 2010.*

This clause will also be included in the 'wrap around' agreement used with non-standard contracts e.g. JCT and NJC contracts for works.

## Corporate Procurement Team

## Procurement Policy Note

November 2013



## Appendix A – Social Value Act – Tender information sheet

### The Public Services (Social Value) Act 2012

The Public Services (Social Value) Act 2012 comes into effect in January 2013.

This only affects Services contracts with a value in excess of the EU procurement threshold.

The Act asks us to consider the following when commencing a procurement exercise:

|   |   |
|---|---|
| + | 1). How will this procurement improve economic, social and environmental wellbeing? |
|   |   |
|   | 2). How can the improvements be secured?  |
|   |   |
|   | 3). Is consultation needed?   |
|   |   |

Where necessary please upload your responses onto the NEPO Portal under the Public Services (Social Value) Act 2012 stage.

O-PROCUREMENT SUPPORT UNIT Contracts & Tenders The Public Services (Social Value) Act 2012 The Public Services (Social Value) Act 2012 Form.doc

## Corporate Procurement Team

## Procurement Policy Note

November 2013



## APPENDIX B

**[ENCOURAGING THE SUPPLY CHAIN TO PAY THE HARTLEPOOL LIVING WAGE]**

¶ As approved by its Finance & Policy Committee on 18 October 2013, the Council fully supports actively encouraging its supply chain to pay the Hartlepool Living Wage.¶

¶ This stance accords with the approach taken by the Living Wage Foundation, the driving force behind the Living Wage movement in the UK.¶

¶ In their document, 'Living Wage: A Guide For Employers', the Living Wage Foundation provide a description of the requirements they place on any employers wishing to be awarded their accreditation.¶

¶ In this document they encourage Living Wage employers to send out a communication to all their suppliers letting them know they have adopted the Living Wage and encouraging them to consider doing the same. Importantly, the Living Wage Foundation does not deem it necessary for organisations accredited to their scheme to require their suppliers to pay the Living Wage.¶

¶ Encouragement of suppliers, as supported by the Council, is recognised by the Living Wage Foundation as the most practical approach to Living Wage adoption, and one which, through their efforts, is recognised UK-wide as the way the aims of the initiative will ultimately be met.¶

¶ The Hartlepool Living Wage is currently set at £7.26 per hour.¶

**[ENCOURAGEMENT IN PRACTICE]**

¶ As a current or potential supplier to the Council, we would encourage you to support the Council in its Living Wage ambitions by paying your employees the Hartlepool Living Wage.¶

¶ As part of this process of encouragement, the Council is keen to establish a baseline, to help in its understanding of the level of Hartlepool Living Wage uptake throughout its supply base.¶

¶ To this end, you are asked to follow the link below and answer the three survey questions detailed:¶

¶ <https://www.surveymonkey.com/s/HartlepoolLivingWage>¶

¶ Responses to these questions will be compiled and statistics retained for reporting purposes.¶

¶ Any information reported in the public domain will be anonymised.¶

¶ Any questions relating to this initiative should be e-mailed to:¶

¶ [procurement@hartlepool.gov.uk](mailto:procurement@hartlepool.gov.uk)¶

# FINANCE AND POLICY COMMITTEE

31<sup>st</sup> January 2014



**Report of:** Director of Regeneration and Neighbourhoods

**Subject:** CORPORATE PROCUREMENT QUARTERLY  
REPORT ON CONTRACTS

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 For information only.

## 2. PURPOSE OF REPORT

2.1 To satisfy the requirements of the Council's Contract Procedure Rules with regard to the Finance & Policy Committee:

- Receiving and examining quarterly reports on the outcome of contract letting procedures including those where the lowest/highest price is not payable/receivable.
- Receiving and examining reports on any exemptions granted to these Contract Procedure Rules.

## 3. BACKGROUND

3.1 The Council's Contract Procedure Rules require that the following information be presented to the Finance & Policy Committee on a quarterly basis:

| Section of Contract Procedure Rules |                        | Information to be reported             |
|-------------------------------------|------------------------|--|
| Introduction                        | Para 8 iii & Para 8 vi | Outcome of contract letting procedures |
| Part G                              | Para 12 v              |  |

|                        |                        |  |
|------------------------|------------------------|--|
| Introduction<br>Part B | Para 8 iii<br>Para 3 v | Basis of award decision if not<br>lowest/highest price payable/receivable      |
| Introduction           | Para 8 vi              | Contract Name & Reference Number   |
| Part G                 | Para 12 v              |  |
| Introduction           | Para 8 vi              | Description of Goods/Services being<br>procured                                |
| Part G                 | Para 12 v              |  |
| Introduction           | Para 8 vi              | Department/Service area procuring the<br>goods/services                        |
| Part G                 | Para 12 v              |  |
| Introduction           | Para 8 vi              | Prices (separate to Bidders details to<br>preserve commercial confidentiality) |
| Part G                 | Para 12 v              |  |
| Part G                 | Para 12 v              | Details of Bidders   |

- 3.2 In addition to tender related information, details of exemptions granted to the Contract Procedure Rules are also reportable quarterly.

#### 4. INFORMATION FOR REVIEW

##### 4.1 Tender information

The table at **Appendix A** details the required information for each procurement tender issued since the last quarterly report.

- 4.2 The Committee may within the Contract Procedure Rules request further information or seek further monitoring reports on selected contracts.

- 4.3 In addition the Audit and Governance Committee may request a contract to be monitored under their specific responsibilities relating to the scrutiny of contracts.

##### 4.4 Exemption information

**Appendix B** provides details of the required information in relation to Contract Procedure Rules exemptions granted since the last Corporate Procurement Quarterly Report on Contracts.

- 4.5 The table at confidential **Appendix C** includes the commercial information in respect of the tenders received. **This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, information relating to the financial or business affairs of any particular person (including the authority holding that information) para 3.**

## 5. RECOMMENDATIONS

- 5.1 That the Committee note and comment on the contents of the report.

## 6. REASONS FOR RECOMMENDATIONS

- 6.1 The Committee is required to review the information supplied to ensure that monitoring in the award of contracts is carried out and evidenced.

## 8. BACKGROUND PAPERS

- 8.1 No background papers.

## 9. CONTACT OFFICER

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Tel: 01429 523495

**Tender Information**

| <b>Date of Contract Award</b>   | <b>Contract Name and Reference Number</b> | <b>Description of Goods / Services being procured</b>                       | <b>Department / Service area procuring the goods / services</b> | <b>Details of Bidders</b>   | <b>Location of Bidder</b>  | <b>Basis of award decision if not lowest/highest price payable / receivable</b> | <b>Outcome of contract letting procedures</b>   |
|---------------------------------|---|---|---|---|--|---|---|
| 24 <sup>th</sup> September 2013 | Kenneling of Stray Dogs<br>Ref: 319       | The provision of kenneling facilities for the Council's dog warden service. | Regeneration and Neighbourhoods                                 | Stray Aid Ltd   | Durham   | Most economically advantageous Tender   | Awarded to Stray Aid Ltd  |
| 3 <sup>rd</sup> December 2013   | Independent Fostering<br>Ref: 674         | Tees Valley Framework for the provision of Independent Fostering Agencies   | Children & Adult Services – Commissioning                       | Acorn House Fostering Services<br>Barnados<br>Beta North Ltd<br>Cares (Human Services) Ltd<br>Children's Family Trust<br>Core Assets Fostering<br>Five Rivers Child Care Ltd<br>Foster Care Solutions<br>Fostering Outcomes<br>Fostering People Ltd | Oldham<br>Newcastle<br>Newton Aycliffe<br><br>Durham<br>Droitwich<br><br>Bromsgrove<br>Salisbury<br><br>Chester-le-Street<br>Chislehurst<br><br>Nottingham | Most economically advantageous Tender   | Framework to include:-<br>Acorn House Fostering Services<br>Barnados<br>Beta North Ltd<br>Cares (Human Services) Ltd<br>Children's Family Trust<br>Core Assets Fostering<br>Foster Care Solutions<br>Fostering Outcomes<br>Fostering People Ltd<br>Fostering Solutions<br>Futures for Children<br>National Fostering Agency<br>Reach Out Care |

|                               |  |  |   |  |  |                             |   |
|-------------------------------|--|--|---|--|--|-----------------------------|---|
|                               |  |  |   | Fostering Solutions<br>Futures for Children<br>National Fostering Agency<br>Reach Out Care<br>St. Cuthbert's Care<br>SWIS Foster Care<br>TACT<br>Team Fostering<br>Young Foundations Ltd | Bolton<br>Chester-le-Street<br><br>Uxbridge<br><br>Newton Aycliffe<br>Newcastle<br><br>London<br>London<br>North Shields<br><br>Darlington |                             | St. Cuthbert's Care<br>SWIS Foster Care<br>TACT<br>Team Fostering   |
| 5 <sup>th</sup> December 2013 | Independent Investigating Officers<br>Ref: 674 | Tees Valley Framework for the provision of Independent Investigating Officers for complaints relating to children's and adult's social care services | Children & Adult Services – Commissioning | Anne Hutson<br>Beacon Hill Training<br>Bernard Molyneux<br>Charlotte Benjamin<br>Cherryl Pharoah Consultancy<br>Concerto Services<br>Footsteps ADR                                       | Hartlepool<br>M'boro<br><br>School Aycliffe<br><br>Stockton<br>Durham<br><br>Holmfirth<br>N'allerton                                       | 100% Quality (Fixed prices) | Framework to include:-<br>Charlotte Benjamin<br>Cherryl Pharoah Consultancy<br>Concerto Services<br>Footsteps ADR<br>Impartial Outcomes Ltd<br>Iodem Health Ltd<br>Jackie James<br>Jeanette Callaghan<br>Lawson-Brown & |



|  |  |  |  |   |                |  |   |
|--|--|--|--|---|----------------|--|---|
|  |  |  |  | Impartial Outcomes Ltd                  | Darlington     |  | Nugent Partners                         |
|  |  |  |  | Independent Risk Solutions Ltd          | Newcastle      |  | Linda McCalmont                         |
|  |  |  |  | Iodem Health Ltd                        | Darlington     |  | Margaret Little                         |
|  |  |  |  | Jackie James                            | Whitley Bay    |  | Michelle Sanderson Ltd                  |
|  |  |  |  | Jeanette Callaghan                      | Durham         |  | Mynted                                  |
|  |  |  |  | Jim Murdoch                             |                |  | Red Pressure Ltd                        |
|  |  |  |  | Independent Social Worker               | Sunderland     |  | Resolve Care Consultancy                |
|  |  |  |  | Lawson-Brown & Nugent Partners          | Northumberland |  | Richard Corkhill Consultancy & Training |
|  |  |  |  | Linda McCalmont                         | Guisborough    |  | RR Consultancy                          |
|  |  |  |  | Margaret Little                         | York           |  | Sdais                                   |
|  |  |  |  | Michelle Sanderson Ltd                  | Stockton       |  | Sheila O'Connor Independent Consultant  |
|  |  |  |  | Mynted                                  | Newcastle      |  | Susan Rutter                            |
|  |  |  |  | Red Pressure Ltd                        | Darlington     |  | Victor Gallant                          |
|  |  |  |  | Resolve Care Consultancy                | Newcastle      |  |   |
|  |  |  |  | Richard Corkhill Consultancy & Training | Newcastle      |  |   |
|  |  |  |  | RR Consultancy                          | Bradford       |  |   |

|                                      |  |   |  |  |  |  |  |
|--------------------------------------|--|---|--|--|--|--|--|
|                                      |  |   |  | Sdais<br>Sheila O'Connor<br>Independent Consultant<br>Stan Taylorson<br>Susan Rutter<br>SWIPHT<br>Consultancy<br>Victor Gallant<br>West Park<br>Associates<br>(Hartlepool) Ltd | Stockton<br>Peterlee<br>Stockton<br>Stockton<br>Stanley<br>Newcastle<br>Hartlepool |  |  |
| 11 <sup>th</sup><br>December<br>2013 | Printing and<br>Mailing<br>Ref: 680  | Provision of<br>printing and<br>mailing services<br>for a variety of<br>Council<br>requirements<br>including:<br>Council Tax bills,<br>business rates<br>bills, housing<br>benefits<br>notifications etc. | Chief<br>Executives<br>Department<br>– Revenue &<br>Benefits | CFH Total<br>Document<br>Management<br>Ltd<br>Document<br>Outsourcing Ltd<br>Financial Data<br>Management<br>Ltd   | Avon<br>Lanarkshire<br>London  | Most economically<br>advantageous Tender | Document Outsourcing<br>Ltd                                  |
| No award<br>made                     | Low Level<br>Support and<br>Community<br>Activities<br>Service<br>Ref: 712 | Provision of a<br>range of low level<br>support and<br>community<br>activities service  | Children &<br>Adult<br>Services –<br>Commissioning           | Blakelock<br>Elderly Care Co-<br>operative Ltd<br>Hartlepool &<br>District Hospice   | Hartlepool<br>Hartlepool   | Most economically<br>advantageous Tender | No acceptable bids<br>received – procurement<br>to be re-run |

## APPENDIX B

## Procurements Exempted from Council Contract Procedure Rules

| Dept  | Service Unit                          | Company Name                                   | Company Based at | Estimated Expenditure | Description   | Approval   |
|-------|---------------------------------------|--|------------------|-----------------------|---|------------|
| C&A   | Children's Services/<br>Public Health | National Childbirth Trust                      | London           | £4,800.00             | A market engagement exercise indicated that National Childbirth Trust were the only provider able to deliver the requirement. | 10.09.2013 |
| C&A   | Education                             | DEMAND (Design and Manufacture for Disability) | Hull             | £4,000.00             | Specialised service – alternative suppliers could not be identified   | 18.09.2013 |
| CEX   | Workforce Services                    | Hartlepool College of Further Education        | Hartlepool       | Nil                   | Zero cost contract which requires local delivery  | 23.09.2013 |
| R & N | Building Design & Management          | Leven Wrought Iron & Fabrication               | Middlesbrough    | £4695 (ex VAT)        | Specialised manufacturer/installer and urgent timescales due to imminent OFSTED inspection (Children's Home)                  | 07.11.2013 |

## APPENDIX B

|     |                    |                  |            |           |                          |            |
|-----|--------------------|------------------|------------|-----------|--------------------------|------------|
| C&A | Sport & Recreation | Park Run Limited | Twickenham | £3,000.00 | Only identified supplier | 07.11.2013 |
|-----|--------------------|------------------|------------|-----------|--------------------------|------------|

## Extensions to existing Contracts

| Dept | Service Unit       | Company Name                                | Company Based at     | Estimated Expenditure           | Description  | Approval   |
|------|--------------------|---|----------------------|---------------------------------|--|------------|
| C&A  | Commissioning      | National Youth Advocacy Service             | Birkenhead           | £3,240.99                       | Arrangement extended in order to facilitate the move to a collaborative contract with anticipated economies of scale | 20.12.2013 |
| C&A  | Modernisation Team | Trustees of the Hospital of God             | Greatham, Hartlepool | £41,500 for a 3 month extension | Initial tender exercise did not result in a tender award. Time required to enable a reprocurement to take place.     | 12.12.2013 |
| C&A  | Modernisation Team | Blakelock Elderley Care Co-operative        | Hartlepool           | £66,720 for a 3 month extension | Initial tender exercise did not result in a tender award. Time required to enable a reprocurement to take place.     | 12.12.2013 |
| C&A  | Modernisation Team | Hartlepool Voluntary Development Agency Ltd | Hartlepool           | £42,500 for a 3 month extension | Initial tender exercise did not result in a tender award. Time required to enable a reprocurement to take place      | 12.12.2013 |