

REGENERATION SERVICES COMMITTEE AGENDA



Thursday 20 February 2014

at 9.30 am

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

MEMBERS: REGENERATION SERVICES COMMITTEE

Councillors C Akers-Belcher, S Akers-Belcher, Cranney, Dawkins, Fisher, Morris and Payne.

1. APOLOGIES FOR ABSENCE

2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

3. MINUTES

- 3.1 To receive the minutes of the meeting held on 16 January 2014 (*previously published*)

4. KEY DECISIONS

None.

5. OTHER ITEMS REQUIRING DECISION

- 5.1 Revision of 2014 / 2015 Fees and Charges – Public Protection - *Director of Public Health*
5.2 Local Plan Timetable and Progress - *Assistant Director (Regeneration)*
5.3 Six Monthly Monitoring of Agreed Scrutiny Recommendations – *Scrutiny Manager*



6. ITEMS FOR INFORMATION

- 6.1 Strategic Financial Management Report – as at 31st December, 2013 - *Director of Regeneration and Neighbourhoods, Director of Public Health, and Chief Finance Officer*
- 6.2 Quarterly Update Report for Public Protection - *Director of Public Health*
- 6.3 Culture and Information Services Progress Report – August – December 2013 - *Assistant Director (Regeneration)*
- 6.4 Self Assessment Report of the Adult Education Service - *Assistant Director (Regeneration)*
- 6.5 Inspection of the Adult Education Service - *Assistant Director (Regeneration)*
- 6.6 Quarterly Building Control Report September - December 2013 - *Assistant Director (Regeneration)*
- 6.7 Quarterly Update Report for Planning Services October – December 2013/2014 - *Assistant Director (Regeneration)*

7. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

FOR INFORMATION:

Date of next meeting – 20 March 2014 at 9.30 am in the Civic Centre, Hartlepool.



REGENERATION SERVICES COMMITTEE



Report of: Director of Public Health

Subject: REVISION OF 2014 / 2015 FEES & CHARGES –
PUBLIC PROTECTION

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non-Key Decision

2. PURPOSE OF REPORT

- 2.1 To consider the annual review of fees and charges in respect of services, licences and registrations undertaken by the Public Protection section of the Public Health Department.

3. BACKGROUND

- 3.1 Charges for the various services offered by the Public Protection section have been subjected to the annual review. The review has considered both the services provided to clients and the Council's financial position (including the 2014/15 budget process) and charges made for similar services across the Tees Valley.

4. PROPOSALS

- 4.1 The suggested charges for 2014/2015 are set out as **Appendix 1**, with the current year's figures in brackets.
- 4.2 Suggested increases in charges are based on:
- (i) an average rise of 2.5%; or
 - (ii) a more accurate reflection of staff resources being utilised; or
 - (iii) bringing charges into line with other Authorities.

- 4.3 Charges have generally been rounded off where appropriate and are exclusive of VAT.
- 4.4 Based on current service operation the increase in fees will achieve gross additional income of £4800. However, costs including staff costs have also increased in proportion.

5 RISK

- 5.1 There is a risk that the number of licences issued by the Authority may fall due to increased fees, resulting in reduced income and increased enforcement, however, the basis of the charges outlined in section 4.2 represents a reasonable assessment which can be justified to the various service users.
- 5.2 Several of the charges under consideration are statutory fees and therefore increased in line with the national requirement.

6. SECTION 17

- 6.1 A number of licenses positively contribute to Section 17 by introducing a requirement for approval and attachment of conditions by the local authority.

7. RECOMMENDATIONS

- 7.1 That the Regeneration Services Committee notes this report and approves the fees detailed in paragraph 4.9 above.

8. BACKGROUND PAPERS

- 8.1 There are no background papers.

9. CONTACT OFFICER

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LICENCES, REGISTRATIONS AND SERVICES 2014/15

1.	<u>PET ANIMALS ACT 1951</u>	£135 (£129) plus any veterinary surgeon's fee where such an inspection is considered necessary.
	<u>ANIMAL BOARDING ESTABLISHMENTS ACT 1963</u>	£135 (£129) plus any veterinary surgeon's fee where such an inspection is considered necessary.
	<u>THE BREEDING OF DOGS ACT 1973</u>	£135 (£129) plus any veterinary surgeon's fee where such an inspection is considered necessary for 0-5 breeding bitches, £180 (£175) for 6-10 breeding bitches, Pro-rata for over 10 breeding bitches.
	<u>SLAUGHTER ACT 1974</u>	£70 (£50) Licence to slaughter animals.
	<u>RIDING ESTABLISHMENTS ACT 1964 AND 1970</u>	£135 (£129) plus any veterinary surgeon's fee where such inspection is considered necessary.
	<u>PERFORMING ANIMALS</u>	£135 (£129)
	<u>DANGEROUS WILD ANIMALS ACT 1976</u>	£135 (£129) plus any veterinary surgeon's fee where such inspection is considered necessary.
	<u>VARIATION OF LICENCE</u>	£65 (£60) plus any veterinary surgeon's fees where such inspection is considered necessary.
2.	<u>COPY OF ANY LICENCE</u>	£50 (£46) unless cost of copy is a statutory fee.
3.	<u>FOOD SAFETY ACT 1990</u>	
	'Export' Certificates	£75 + VAT (£72)
	Food Condemnations	
	- Certificate and removal	£85 + VAT (£82) for up to 1 hour - additional time at £45/hr (£43). Plus the costs incurred by the Department for removal.
	- Certificate only	£85 + VAT (£82) for up to 1 hour - additional time at £45/hr (£43).
	Level 2 Award in Food Safety	£70 + VAT (£56)
	Level 3 Award in supervising food safety in catering	£235 (£203)

4. **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT, 1982**

Acupuncture, tattooing, ear piercing, electrolysis

- premises	£135 (£129)
- person	£ 70 (£65)

5. **SEX ESTABLISHMENT**

New licence £1350 (£1315)

Renewal £390 (£380)

6. **STATEMENT OF FACT**

£115 for up to 2 hours officers time

Cost /hr thereafter £60 (£57)

7. **LOCAL GOVERNMENT (MISC. PROV.) ACT 1976****Hackney Carriages and Private Hire Licences:**

New Hackney Carriage or Private Hire Vehicle £305 (295) plus vehicle inspection fee (approx £65) = £370

Renewal of Hackney Carriage or Private Hire Vehicle £270 (260) plus vehicle inspection fee (approx £65) = £335

Hackney Carriage or Private Hire Driver £75 (£70)
Dual Driver £105 (£100)

Transfer of Vehicle ownership £35 (£35)
Replacement Vehicle £85 (£80)
Knowledge Test Re-test (and non appearance) £20 (£20)
Replacement drivers badge £15 (£10.50)
Replacement roundel(s), plate(s), backing plate(s) £5 each (£5)

Private Hire Operators

£330 plus £10 per vehicle Max £560 (£320 plus £10 per vehicle Max £550)

8. **STREET TRADING**

All fees include a £50.00 non-refundable application charge, which will be retained by Hartlepool Borough Council, should an application be refused or withdrawn.

<u>Street Trading Consents</u>	0500 hrs – 2100 hrs (1800 hrs)		2100 hrs – 0500 hrs	
Annual	£1210	(£1180)	£2420	(£2360)
Half Yearly	£730	(£710)	£1460	(£1420)
Monthly	£190	(£185)	£380	(£370)
Weekly	£130	(£125)	£260	(£250)
Daily	£70	(£65)	£140	(£130)
Seaton Carew Annual	£2500 for 2014/15 Previously agreed by Portfolio Holder			

Street Trading Licence

Weekly	£130	(£125)
Daily	£70	(£65)

Where attending Thursday open market, Farmers Market or Maritime Festival, the above fee will not be charged as it is covered in the existing charges.

9. **LICENSING ACT FEES AND CHARGES (Statutory Fees) & Sex Entertainment Venues**

<u>Band</u>	<u>Rateable Value</u>	<u>Variation Fee</u>		<u>Annual Fee</u>
		<u>and New Applications</u>		
A	No rateable value to £4300	£100		£70
B	£4301-£33000	£190		£180
C	£33001-£87000	£315		£295
D	£87001-£125000	£450		£320

Minor Variation Fee £89

LICENSING ACT FEES AND CHARGES (Statutory Fees)

D*	See Note 1 below	£900	£1000	£900	£640
E	£125001 and above	£635	£755	£635	£350
E*	See Note 2 below	£1905	£2025	£1905	£1050

Note 1: For premises that have a band D rateable value (as detailed above) and which are used exclusively or primarily for the supply of alcohol for consumption on the premises, the licence fee is doubled.

Note 2: For premises that have a band E rateable value (as detailed above) and which are used exclusively or primarily for the supply of alcohol for consumption on the premises, the licence fee is multiplied by a factor of three.

Note 3: For large events, where the expected attendance will be greater than 5,000, an additional fee may be payable. Please contact the Council's Licensing Team for more details.

5.1 APPENDIX 1

10. **POISONS ACT, 1972**

Initial Registration	£105 (£66)
Re-registration	£55 (£39)
Change of details to register	£35 (£31)

11. **MANUFACTURE & STORAGE OF EXPLOSIVES REGULATIONS 2005**

(Fee set under the Health & Safety (Fees) Regulations 2012)

Initial Registration of premises	£105 (£105)
Renewal of Registration	£55 (£52)
Initial Licence to store	£178 (£178)
Renewal of Licence	£83 (£83)
Variation, transfer or replacement	£35 (£35)

12. **FIREWORKS ACT 2003**

Licence to Supply	£500 (Statutory Fee)
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13. **PETROLEUM CONSOLIDATION ACT 1928**

Fees set under Health and Safety (Fees) Regulations 2012

Fee for less than one year or for two years and three years are pro-rata of the current fee

Licence to keep petroleum spirit of a quantity not exceeding 2,500 litres	£42 (£42)
Licence to keep petroleum spirit of a quantity 2,500 litres, not exceeding 50,000 litres	£58 (£58)
Licence to keep petroleum spirit of a quantity exceeding 50,000 litres	£120 (£120)
Transfer of licence	£8 (£8)

14. **LOTTERIES AND AMUSEMENTS (Statutory Maximum Fee)**

Registration Fee	£40
Annual Renewal	£20

15. **SAFETY OF SPORTS GROUNDS**

Issue	£545 (£530) This applies to new safety certificates so only new regulated premises would be affected.
Amendment	£175 (£170)

16. **SHIP INSPECTION CHARGES**

(Ships Sanitation Certificates Statutory Fees)

APHA recommended standard charging regime – fees as at 1 January 2011.

Gross Tonnage Up to 1,000	£72	
1001 – 3,000	£108	(£105)
3,001 – 10,000	£165	(£160)
10,001 – 20,000	£216	(£210)
20,001– 30,000	£273	(£265)
Over – 30,000	£330	(£320)

With the exception of:

- Vessels with the capacity to carry between 50 and 1000 persons - £ 330 (**£320**)
- Vessels with the capacity to carry more than 1000 persons -£567 (**£550**)

Extra charges may be added for exceptional costs such as launch hire, lengthy journeys to the port or laboratories, out of hours visits and samples taken.

17. **GAMBLING ACT 2005**

Class of Premise	New Application (premises hold a Provisional Statement) Statutory Maximum	New Application	Annual Fee	Variation	Transfer	Licence Reinstatement
	£	£	£	£	£	£
Bingo	1200	2200 (2000)	770 (750)	1650 (6500)	Max 1200	Max 1200
Adult Gaming Centre	1200	2000 (2000)	770 (750)	1000 Max	1200	1200
Betting (Tracks)	950	2000 (2000)	770 (750)	1250 Max	950	950
Family Entertainment Centre	950	2000 (2000)	620 (600)	1000 Max	950	950
Betting (Other)	1200	2200 (2000)	550 (530)	1500 Max	1200	1200

18. **PEST CONTROL****Domestic Premises**

Rats	No Charge
Mice	£32 (£32) per hour + materials + VAT
Fleas (human), bed bugs and cockroaches	£32 (£31) per hour + materials + VAT
Other pests (including, wasps, fleas (animal related), moles, woodlice, silverfish, earwigs, etc)	£32 (£32) per hour + materials + VAT

Business Premises

All pest control, regardless of species	£50 (£50) per hour + materials + VAT
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19. **THURSDAY OPEN MARKET**

Change for standard pitch. (Plus proportional increases dependent on additional space used by traders)	£25 (£25)
Charge during January and February for stall holders with full attendance.	£18 (£18)
Additional charge for casual traders for the 4 weeks running up to Christmas.	£5
If holiday is taken or any other absence without notification a service charge will be levied.	£10 (£7)
If payment is not received at the Civic Centre by 12 noon on Market day, an admin charge will be made.	£6 (£6)

20. **SCRAP METAL**

<u>Site Licence</u>	<u>Fee</u>
New	£350 for one site (add £190 for each additional site)
Variation	£77
Renewal	£270 (every 3 years)
<u>Collector's Licence</u>	
New	£120
Variation (Minor)	£77
Variation (Major - <i>this includes a variation from a collector's licence to a site licence</i>)	£336 for one site (add £190 for each additional site)
Renewal	£77 (every 3 years)

REGENERATION SERVICES COMMITTEE

20th February 2014



Report of: Assistant Director (Regeneration)

Subject: LOCAL PLAN TIMETABLE & PROGRESS

1 PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to seek endorsement for the timetable and progress of the Hartlepool Local Plan.

2 ISSUES AND OPTIONS STAGE

- 2.1 There are two options for progressing the Local Plan, either with or without the Issues and Options Stage.
- 2.2 Option 1 includes an Issues and Options Stage. The main purpose of the Issues and Options stage is to stimulate debate and seek the views of the community and other stakeholders on how and where Hartlepool should develop over the next fifteen years or so.
- 2.3 One of the main issues to be addressed in the paper is where future development in the Borough will be concentrated - the locational strategy. This includes issues relating to the future use of employment land, provision of housing, flood risk and reducing congestion.
- 2.4 In suggesting options for addressing the issues, it is important that these are as wide-ranging as possible as at least one of the Core Strategies prepared by Local Planning Authorities soon after the new planning system came into effect was found to be 'unsound' by the Planning Inspector at the Public Examination in part because it failed to provide a reasonable choice of spatial options for the public to respond to.
- 2.5 It is considered that Option 1 is the most appropriate option this is reinforced in paragraph 154 of the National Planning Policy Framework (NPPF) 2012 which states:

Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the

sustainable development of the area, including those contained in any neighbourhood plans that have been made.

- 2.6 Although it is acknowledged that the inclusion of the Issues and Options stage does add time onto the timetable for the preparation of the Local Plan, officers are committed to expediting the process where possible. It should also be acknowledged that should the Local Plan be prepared without the issues and options stage this would be unusual and could be problematic at the Examination in Public when justifying the development of the plan to the Secretary of State in light of the NPPF requirement highlighted above.

3 PREPARATION OF THE LOCAL PLAN

Evidence Base

- 3.1 Consideration has been given to the evidence base which is required to be produced in order to inform and justify the progression of the local plan. **Appendix 2** details key pieces of evidence base and an anticipated timeline for their production. Two pieces of work are outlined to take approximately 1 year to complete. This is based on previous experience of completion of these projects. Whilst officers will speed up the process there is no guarantee that these large key pieces of work will be completed in advance of 1 year. Work has already commenced on the production of this evidence base so as not to delay the process.

Issues and Options

- 3.2 It is proposed once the evidence base is at a sufficient stage to provide options to the public and stakeholders to consider and comment upon, consultation would then begin. On reflection the timetable in **Appendix 1** shows that the inclusion of the Issues and Options Stage would add a further 2 months onto the process.

Preferred Options

- 3.3 All of the evidence base must be completed prior to consulting on the Preferred Options Stage of the process as the evidence must underpin the rationale for selection of the preferred options. It is therefore anticipated that the preferred options stage would take place in January 2015.

Publication and Submission Stage

- 3.4 At this stage the Council will have an agreed local plan which is publicised and submitted to the Secretary of State for examination. From this point on the timetable is out of the Council's hands. Once this point is arrived at the plan is considered to hold some degree of weight and planning applications can be considered in light of the emerging policies.

Examination to Adoption

- 3.5 This is a very staff intensive time where preparation for the examination in public is time consuming, the timetable and any further work is at the discretion of the Secretary of State.

4. RISK IMPLICATIONS**Financial Considerations**

- 4.1 An evidence base will be required to underpin the Local Plan and some of this work is required to be carried out by consultants to give independence and credibility to the planning process. **Appendix 2** details some costs associated with the Local Plan process and details the key pieces of work which are required to be completed. The tendering process has commenced on key pieces of work.
- 4.2 It should be noted that the Policy Planning Officers have been dealing with planning applications to aid planning performance in light of the Government's drive to speed up the decision making process. These officers are committed to expediting the process of the production of the Local Plan; however, this may impact upon the amount of time they will be able to dedicate to dealing with planning applications. It is considered appropriate to employ a graduate in the Planning Services Team to ensure planning performance does not decrease. This will be an additional cost to the Council; it can be accommodated within the current budget due to savings being made within other parts of the service.

Legal Considerations

- 4.3 There is a statutory duty to prepare a Local Plan in accordance with the Planning and Compulsory Purchase Act 2004 (as amended).

5. SECTION 17 OF THE CRIME AND DISORDER ACT 1998 CONSIDERATIONS

- 5.1 The Crime and Disorder Act 1998 requires Local Authorities to consider crime and disorder reduction in the exercise of all their duties, activities and decision-making. The Council is committed to securing safe and secure environments within the Borough. Safety and security is a material consideration in planning and the emerging Local Plan contains within a policy the need for proposals to take be designed in a way which minimises crime and the fear of crime. This will be taken into account in the consideration of future planning applications.

6. RECOMMENDATION

- 6.1 Members are recommended to note the timetable and approve Option One as the route to prepare the Local Plan.

7 APPENDICES

- Timetable for production of the Local Plan
- Project Plan for Evidence Base

8 CONTRACT OFFICERS

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Timetable for production of Local PlanOption 1 With Issues and Options Stage

Task	Date
Evidence Base production	Nov 2013 – Nov 2014
Issues and Options	July 2014 – Dec 2014
Preferred Options	Jan 2015 – May 2015
Publication & Submission Stage*	June – July 2015

The subsequent stages include the appointment of a Planning Inspector by the Secretary of State followed by an Examination being timetabled and preparation being undertaken by the Inspector. The Examination in Public (EIP) itself will be held over a number of days/weeks. Following from the EIP the Inspector will deliberate and make a recommendation on the soundness of the Local Plan. Should the plan be found sound this is usually on the basis of modifications put forward by the Inspector. Modifications will then be publicly consulted upon and responses along with the modified Local Plan will be presented to Council for adoption. These subsequent stages would be estimated to take a further 15 months to adopt the Local Plan. A Judicial Review Period of a further 6-8 weeks from adoption should also be factored in.

Option 2 Miss out Issues and Option Stage and go straight to Preferred Options

Task	Date
Evidence Base production	Nov 2013 – Nov 2014
Preferred Options	Dec 2014 – April 2015
Publication & Submission Stage*	May 2015 – June 2015

The subsequent stages include the appointment of a Planning Inspector by the Secretary of State followed by an Examination being timetabled and preparation being undertaken by the Inspector. The Examination in Public (EIP) itself will be held over a number of days/weeks. Following from the EIP the Inspector will deliberate and make a recommendation on the soundness of the Local Plan. Should the plan be found sound this is usually on the basis of modifications put forward by the Inspector. Modifications will then be publicly consulted upon and responses along with the modified Local Plan will be presented to Council for adoption. These subsequent stages would be estimated to take a further 15 months to adopt the Local Plan. A Judicial Review Period of a further 6-8 weeks from adoption should also be factored in.

* Plan will hold weight at this stage and the policies can be used in the determination of planning applications.

Project Plan for Evidence Base

TASK	SUB TASK	RESOURCES	LEAD OFFICER	TIME FRAME	COST
Evidence base November 2013 - November 2014	Open Space and recreation study (former PPG17 assessment)	HBC methodology HBC assessors HBC analysis Parks and countryside input	Matthew King All support	9 months	External with internal support £50,000
	Strategic Housing Land Availability assessment (SHLAA)	Need trained planners/regen etc to assist in site assessments Continual stakeholder input and buy in Need agreed methodology with stakeholders	Tom Britcliffe All support	1 year	Internal Venue hire and catering for workshops
	Housing needs paper	Input from housing team	Andrew Carter	One/two week	Internal
	Employment Land Review	External expertise required Could we do this in house -but we need more staff i.e econ dev	Tom Britcliffe	1 year	External £25,000
	Retail study	n/a	Andrew Carter coordinate	6 months	External £25,000
	Gypsy and Traveller assessment	Input from housing team	Andrew Carter coordinate	6 months	External £10,000
	Gypsy and Traveller SHLAA Dependant on Gypsy and Traveller assessment	HBC staff to assess sites as was the case in 2013	Andrew Carter lead All assist in assessments	3 months	Internal
	Healthcare assessment (NPPF para 171)	Resource implications unknown as this is a new requirement Advice from external NHS officers likely	Helen Williams coordinate	Unknown element	External

	Shoreline management plan	Further research needed	Helen Williams	-	Internal, other teams with technical knowledge
	Costal change management plan	Further research needed	Helen Williams	-	Internal, other teams with technical knowledge
	Tees Valley statistics unemployment and fuel poverty update paper	Liaise with econ dev and community regeneration	Helen Williams	Two weeks	Internal
	Future housing provision paper (include executive housing position)	n/a	Andrew Carter	Two weeks	Internal
Other key papers that evolve as sites are put forward					
	Infrastructure Plan	Update to existing plan dependant on locational strategy Traffic and transportation input Highway Agency input Education input External NHS input Utilities Provider input Engineers input Sport and Recreation input	Matthew King	6 months Then a continual process as sites evolve	Internal
	Housing implementation strategy	Andrew Carter likely to liaise with developers	Andrew Carter	Two weeks	Internal
	Sites deliverability assessment	Andrew Carter likely to liaise with developers	Andrew Carter	ongoing	Internal (work item ongoing as sites evolve)
	Strategic Flood Risk Assessment (SFRA) level one/level two, depending	HBC Engineers	Tom Britcliffe	6 months	External £15,000 (but will depend on the

	on the sites put forward.				flood risk of site considered)
	Sequential test (flooding)	SFRA will inform the sequential test	Tom Britcliffe	Ongoing as sites evolve	internal
Note: Liaise with Councillors continually to report on key findings and options/implications Suggest – regular meetings/forum with Councillors to inform them of progress and options coming forward and to allow for open discussion and sharing of ideas, concerns etc					
Issues and options drafting stage July 2014		Jan Brown – GIS	All	4 weeks	n/a
Extensive consultation stage August/Sept 2014	Suggest Letters to all residents and public notice	Additional staff required to assist in events Staff to work unsociable hours	Sarah Bowman All	Minimum 8 weeks	Letters/postage Printing Venue hire Advertising costs Additional staff will have to add hours to flexi sheet/lieu time or overtime
Consultation process and analysis stage 3 months Oct/Nov/Dec 2014	n/a	Admin support essential	All	3-6 months depending on number of responses and options put forward	n/a
All of the evidence must be done before preferred options can be formulated					
Stage two - Preferred options					
Write new plan as evidence/ responses emerge. Draft ready January 2015	- Try to iron out any Councillor concerns - Liaise with stakeholders, before formal consultation	n/a	All	Continual work as info emerges	n/a

Sustainability appraisal Draft ready January 2015	n/a	Need assistance from wider team Regeneration/landscape All do SA`s to a high standard, but more officers are required i.e DC, econ dev, climate change staff	Helen Williams lead All officers to help	Ongoing process	n/a
Habitats Regulations Assessment Draft ready January 2015	n/a	Ian Bond and liaison with Natural England	Ian Bond	Ongoing process	n/a
Report to Regeneration Services Committee January 2015	n/a	n/a	Tom Britcliffe	Usual reporting procedure CP DW Dem services	n/a
Extensive consultation Feb/March 2015		Addition staff required, much have planning background i.e particularly Development Control who are knowledgeable in the subject	Tom Britcliffe	Minimum 8 weeks (may need more depending on number of events, and staff capacity)	Venue hire Printing costs Advertising costs
Redrafting stage April – May 2015	Time dependant on number of responses	Admin team required for processing assistance.	All	Time dependant on number of responses	n/a
Stage three - Formal submission stage *(Plan will hold weight here and policies can be considered when determining planning applications)* From this stage the timetable is out of the Council's hands.					
Formal submission	Appoint Programme officer	n/a	Tom Britcliffe	6 week statutory	n/a

stage Plan SA HRA Proposals map Consultation statement Duty to Cooperate paper all comments sent to inspector, they are not dealt with by HBC June/July 2015 (KEY DATE).				consultation (consultation events not necessary at this stage) However Statement of Community involvement adopted by the Council has this stage at 8 weeks.	
Stage Four - examination					
Hearing preparation Sept 2015	Matters papers, subject depends on inspector	Potentially hire a Barrister		Dependant on Inspectors communication with HBC	Barrister £1000 per day
Hearings November 2015	Hearings must be publicised 6 weeks before they start.	Potentially hire a Barrister	All	2 weeks	Inspector fees £65,000 Programme officer £11,000 Venue hire £4000 Microphones £2700 Advertising costs Barrister Approximately £1000 per day

Stage five – inspectors findings					
deadline for receiving inspectors report May 2016	n/a	Communication with Councillors essential asap as document is a public document and must be publicised soon after receipt.	n/a	n/a	n/a
Re drafting stage June 2016	n/a	n/a	All	Dependant on when we receive the report and how many changes inspectors findings Max 6 months	n/a
Consultation on major changes July/August 2016	n/a	n/a	All	8 weeks	Advertising costs
Consultation assessment September 2016	n/a	n/a	All	One month	n/a
Stage six - Adoption					
Report to Council for adoption October 2016	n/a	n/a	Tom Britcliffe/Chris Plpe	n/a	n/a
Stage Seven – Judicial review period					
6 weeks window for challenge s113 PACA December 2016	n/a	n/a	n/a	n/a	n/a
Total known anticipated costs so far:					£125, 000 for Evidence base £10,000 for

5.2 APPENDIX 2

	advertising, printing and venue costs £82,000 for Total £217,000 Examination (If Barrister needed for Examination add £16,000) Total 233,000
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Total time frame **November 2013 - December 2016**

Some timetabling is dependent on the level of responses received and the time it takes for the planning inspectorate to set us a hearing date and the time it will take to write the report.

Costs detailed above are approximates at this stage and does not include officer time.

Updated timetabling can be provided as the plan is progressed.

REGENERATION SERVICES COMMITTEE

20 February 2014



Report of: Scrutiny Manager

Subject: SIX MONTHLY MONITORING OF AGREED
SCRUTINY RECOMMENDATIONS

1. TYPE OF DECISION/APPLICABLE CATEGORY

This is a non Key Decision

2. PURPOSE OF REPORT

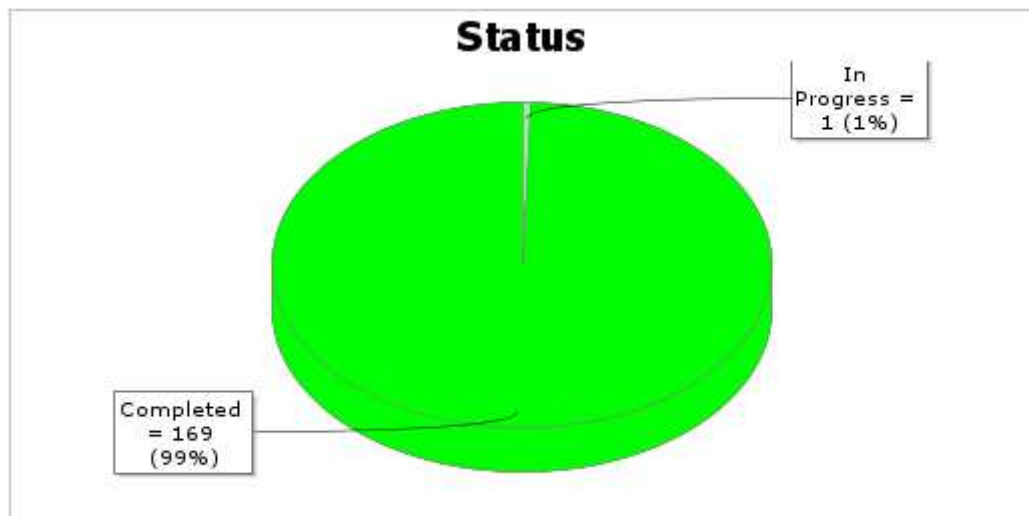
- 2.1 To provide Members with the six monthly progress made on the delivery of scrutiny recommendations that fall within the remit of this Committee.

3. BACKGROUND INFORMATION

- 3.1 This report provides details of progress made against the investigations undertaken by the previous Regeneration and Planning Services Scrutiny Forum. These recommendations now fall within the remit of the Regeneration Services Committee. **Chart 1** (overleaf) provides a detailed explanation of progress made against each scrutiny recommendation since the last six monthly monitoring report was presented to the Regeneration Services Committee in August 2013.
- 3.2 There is only one action that remains in progress, therefore Members are asked to consider whether it is more appropriate to continue to monitor this action through the Overview of Performance and Risk 2013/14 which is reported to the Finance and Policy Committee on a quarterly basis. As such, this would complete the monitoring of scrutiny recommendations through this Committee.

Regeneration & Planning Services Scrutiny Forum - All

Generated on: 27 January 2014




Year 2012/13

Investigation JSNA Topic - Employment

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress		
SCR-RP/13c/ivThat partnership working is included in the JSNA entry and that the Council works with schools, colleges, training providers and	SCR-RP/13c/i v/f	The Council's Adult Education Service is the accountable body for the ESF Tees Valley Skills for the Workforce programme which will upskill over 2000 employed people across the sub-region and	Maggie Heaps	31-Jul-2015	31-Jul-2015	13-Jan-2014 The Tees Valley Workforce Skills project started in July 2013 and to date, staff have been appointed and are working with employers to identify the training requirements of their staff.	15%	In Progress
					07-Oct-2013 Newly appointed			




Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress		
employers to:-(d) communicate and publicise the local need for skills in the engineering, manufacturing	support companies facing skills shortages.				project staff are now in place as at w/c 30/09/13. This will now allow us to progress further with the new project. New initiatives are also now in place to increase the number of participants.			

Year 2011/12**Investigation** Employment and Training Opportunities for 19-25 Year Olds




Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress		
SCR-RP/12d That ways of re-invigorating the partnership between Connexions and Job Centre Plus in Hartlepool be explored to ensure consent to share forms are completed and data shared, where possible and in accordance with the data protection act.	SCR-RP/12d/i Explore co-delivery opportunities through sitting Job Centre + workers in OSS	Mark Smith	31-Jul-2012	31-Jul-2012	<p>08-Aug-2013 Partnership working is in progress and JCP have now begun to share information of young people 18+ claiming benefits (this was a struggle in the past). Representation from JCP (management) and OSS (management) is present at the Tees Valley Works Steering Group – resulting in 15 Environmental Apprentices being taken on. Positive relationship has been established between JCP Management and OSS Management.</p> <p>15-Apr-2013 Agreement has yet to be reached with Job Centre Plus around the codelivery of services, however this remains a high priority and will be taken forward in the coming months.</p>	 100% Completed		



Year 2012/13**Investigation** JSNA Topic - Employment



Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress		
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Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress	
SCR-RP/13a That the Employment JSNA entry is uploaded onto the JSNA website and is updated on a regular basis to reflect the needs of Hartlepool residents, including statistical information to support how employment reduces health inequalities	SCR-RP/13a Hartlepool Economic Regeneration Team will be responsible for continuously updating the Employment JSNA entry. Further research will be undertaken between the Council and Public Health to analyse the link between employment and improved health.	Patrick Wilson	31-Dec-2013	31-Dec-2013	07-Jan-2014 The Economic Regeneration Team updates the Employment JSNA on an ongoing basis in partnership with the Tees Valley Public Health Intelligence Specialist. 07-Oct-2013 The Tees Valley Public Health Intelligence Specialist sent over data to be included in this report and it will be written over the next few months.	 100% Completed	
SCR-RP/13b/i That the need to encourage the growth of businesses in Hartlepool is identified as a key issue and that the Council:- (i) introduces schemes that promote entrepreneurial activity with specific focus on people under the age of 25.	SCR-RP/13b/i /a The Employment JSNA entry will be revised to include a comprehensive statement on the Council's key issue of increasing the number of new businesses in Hartlepool and how this will be accomplished through the implementation of the Economic Regeneration Strategy.	Patrick Wilson	30-Sep-2013	30-Sep-2013	07-Oct-2013 The revised Employment JSNA has been completed to include a statement on increasing the number of new businesses as well as a graph showing business startups over the last five years. This will be published after being reviewed by the NHS Editorial Team. 09-Jul-2013 This activity will be completed in the next quarter.	 100% Completed	
SCR-RP/13b/i That the need to encourage the growth of businesses in Hartlepool is identified as a key issue and that the Council:- (i) introduces schemes that promote entrepreneurial activity with specific focus on people under the age of 25.	SCR-RP/13b/i /b As part of the Hartlepool Youth Investment Programme, entrepreneurs will be linked to schools to promote setting up a new business. Economic Regeneration Forum members and Federation of Small Businesses have agreed to support working with schools	Tom Argument; Kelly Armstrong	31-Dec-2013	31-Dec-2013	07-Jan-2014 The Hartlepool Youth Investment Project launched on 3rd October 2013 at the Historic Quay and was attended by over 80 people. In December 2013 a meeting took place to follow up on the event and put in place strategies to ensure the project will hit its targets, further meetings have been scheduled and a more comprehensive update will be available in Q3. 01-Oct-2013 The Hartlepool Youth Investment Project launch takes place on 3rd October 2013. The event will be launched at the Historic Quay is being attended by	 100% Completed	

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress	
					been by schools, colleges and post 16 provider, employers, Job Centre Plus, counsellors and HBC employees, it is being hosted by Economic Regeneration Team, in excess of 80 people will be attending.		
SCR-RP/13b/ii That the need to encourage the growth of businesses in Hartlepool is identified as a key issue and that the Council:-(ii) expands the current 'one stop shop' approach to provide advice and resources	SCR-RP/13b/i The Council already provides an existing service to residents seeking advice on setting up in business through the Hartlepool Enterprise Team (HET). Alongside this, further partnership working has been developed between HET and local 'self-employment' training providers to increase the number of adults accessing advice and to specifically target hard to reach groups, including the long term unemployed and returners to the labour market. This work will be ongoing throughout the year.	Mick Emerson	31-Dec-2013	31-Dec-2013	24-Dec-2013 Leapfrog continues to operate successfully with further developments planned for the Spring. ERDF successfully won to continue the HBC coaching programme 10-Oct-2013 Amacus Leapfrog programme now fully operational. Further developments in discussion	<div><div>100%</div></div> Completed	
SCR-RP/13b/iii That the need to encourage the growth of businesses in Hartlepool is identified as a key issue and that the Council: pursues funding-(iii) pursues funding and investment opportunities with companies	SCR-RP/13b/ii The Council's Economic Regeneration Team will continue to provide advice to businesses on funding opportunities to support growth, such as Let's Grow grant scheme and Regional Growth Fund. In addition, there will be a best practice review of established Council led loan schemes to businesses, such as Portsmouth City Council Revolving Loan Fund (PRLF).	Antony Steinberg	31-Dec-2013	31-Dec-2013	10-Jan-2014 The Council is looking to support a further application to RGF to extend the Let's Grow scheme. 3 applications have passed the EOI stage and invited to submit full applications by 17/1/14. 07-Oct-2013 A substantial grant application has been submitted into round 3 of Let's Grow and there are currently 3 businesses expressing interest in round 4 which will be open early December 2013.	<div><div>100%</div></div> Completed	

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress	
SCR-RP/13c/i That partnership working is included in the JSNA entry and that the Council works with schools, colleges, training providers and employers to:- (i) help support the implementation of the Hartlepool Youth Investment programme;	SCR-RP/13c/i /a The Employment JSNA entry will be revised to outline partnership working, particularly in relation to initiatives such as Hartlepool Youth Investment Programme.	Patrick Wilson	30-Sep-2013	30-Sep-2013	07-Oct-2013 The revised Employment JSNA has been completed and includes information on Hartlepool Youth Investment Project, FamilyWise and Youth Contract initiatives. This will be published after being reviewed by the NHS Editorial Team. 09-Jul-2013 This will be completed in the next quarter.	 100% Completed	
SCR-RP/13c/i That partnership working is included in the JSNA entry and that the Council works with schools, colleges, training providers and employers to:- (i) help support the implementation of the Hartlepool Youth Investment programme;	SCR-RP/13c/i /b Hartlepool Youth Investment Programme will be officially launched in September 2013 which will help raise awareness and increase the number of partners involved in this initiative.	Tom Argument; Kelly Armstrong	30-Sep-2013	30-Sep-2013	01-Oct-2013 The Hartlepool Youth Investment Project launch takes place on 3rd October 2013. The event will be launched at the Historic Quay is being attended by been by schools, colleges and post 16 provider, employers, Job Centre Plus, counsellors and HBC employees, it is being hosted by Economic Regeneration Team, in excess of 80 people will be attending. 07-Aug-2013 The Hartlepool Youth Investment Project will now be officially launched in October 2013 with attendance from schools, colleges, post 16 providers, councillors, employers and key partners including Jobcentre Plus and National Apprenticeship Service	 100% Completed	
SCR-RP/13c/ii That partnership working is included in the JSNA entry and that the Council works with schools, colleges, training providers and employers to:-	SCR-RP/13c/i i It should be noted that from September 2012, Government removed the statutory entitlement to work-related learning, including work experience for Key Stage 4 pupils, which will impact on 14-16 year olds.	Tom Argument; Kelly Armstrong	30-Sep-2013	30-Sep-2013	07-Jan-2014 The LA 11-19 Team continue to share information with School CEIAG co-ordinators re work related learning. A STEM event took place in the Autumn of 2013 which involved HCFE, HSFC and Teesside University. 01-Oct-2013 The LA 11-19 Team	 100% Completed	

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress		
(ii)explore the option of creating work experience programmes for students	However, schools are still committed to work experience and in the last academic year have placed 100 pupils into a work placement environment. The 11-19 Partnership will further explore work placements for pre and post-16 learners.				have shared information with School CEIAG co-ordinators re work related learning, STEM and internship opportunities will continue to be marketed across the town.			
SCR-RP/13c/iii That partnership working is included in the JSNA entry and that the Council works with schools, colleges, training providers and employers to:- introduce vocational and enterprise programmes in schools and use council service	SCR-RP/13c/i ii/b The Council's Economic Regeneration Team and Integrated Youth Support Service to work in partnership to develop a 'Preparing Young People for the World of Work' session which will be delivered in youth centres.	Caron Auckland; Beth Storey	30-Nov-2013	30-Nov-2013	30-Dec-2013 Sessions planned where delivered and targets relating to the project where achieved. sessions took place in Throston on enterprise (delivered with CCAD), Rossmere on teamwork and communication, Brinkburn on motivation and how to behave in the workplace, Seaton Carew on CV building etc. Youth Support Services will be working with Economic Regeneration using lessons from the pilot project next year. 02-Oct-2013 Dates have been allocated by economic regeneration to deliver sessions over NYWW period. Surveys have been conducted with young people accessing universal youth provision to identify need in relation to employability skills. Sessions will be designed this month to meet identified needs. Longer term planning has been done with young people who have taken part in the surveys.	 100% Completed		
SCR-RP/13c/ivThat partnership working is included in the JSNA entry and that the Council works with	SCR-RP/13c/i v/a In November 2013, there will be a Tees Valley Skills Event based in Hartlepool which is sponsored by the Department for Business, Innovation &	Tom Argument; Kelly Armstrong	30-Nov-2013	30-Nov-2013	07-Jan-2014 The Tees Valley Skills Event took place at the Seaton Dome in November 2013. The event was well attended by employers who provided information of future	 100% Completed		

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress	
schools, colleges, training providers and employers to:-(d) communicate and publicise the local need for skills in the engineering, manufacturing	Skills. TVU will lead on this event and will be supported by the five local authorities to bring together school, colleges, training providers and employers to raise awareness to young people on career opportunities in growth sectors, such as engineering.				growth sectors for the area, and provided the opportunity for young people to take part in interactive demonstrations. It is planned that another event will be held in November 2014, based on the same format but possibly in a smaller venue. 01-Oct-2013 Tees Valley Skills Event will take place at the Seaton Dome, the 11-19 Team are working with the Tees Valley Sub Regional Group to support this event, the event will offer information on growth sectors and have a go demonstrations, it is available to 11- 24 year olds across the Tees Valley.		
SCR-RP/13c/iv That partnership working is included in the JSNA entry and that the Council works with schools, colleges, training providers and employers to:-(d) communicate and publicise the local need for skills in the engineering, manufacturing	SCR-RP/13c/i v/b There will be additional events organised by the Council in the next year to promote opportunities in growth sectors including: 1. Hartlepool Choices Event which will be attended by all Year 11s who will meet local employers and training providers.	Tom Argument; Kelly Armstrong	31-Oct-2013	31-Oct-2013	07-Jan-2014 Choices event will take place on 9th October 2014. All schools are participating in the event and in the region of 1000 young people will take part in the day. 06-Aug-2013 Choices event is planned for 10th October 2013, currently there are 21 employers/providers of education and sector representatives. All schools are participating in the event and in the region of 1000 young people will take part in the day.	 100% Completed	
SCR-RP/13c/v That partnership working is included in the JSNA entry and that the Council works with schools, colleges, training providers and employers to:-	SCR-RP/13c/v Tees Valley Unlimited (TVU) has been shortlisted to bid for City Deal status and is currently in the process of developing a final proposal that will be submitted to Government in the autumn. This document will outline	Antony Steinberg	31-Dec-2013	31-Dec-2013	10-Jan-2014 The Government has approved the City Deal application and it is anticipated that the programme will be live in early spring. 07-Oct-2013 An F&P report dated 4.10.13 on City Deal has been	 100% Completed	

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress	
(v) support the devolvement of training funds to local authorities	Tees Valley's plans for economic growth and also the key 'asks' of Government. In return for strong plans, the Government will negotiate with TVU on devolving financial and planning powers to enable the area to grow, such as giving greater autonomy on how to spend training and skills budgets to meet local need.				approved which details governance arrangements and the framework for delivering investment.		
SCR-RP/13d/i That the Council, through the Health and Wellbeing Board:- (i) focus future health initiatives on preventative actions to stop the escalation of ill-health and mental health within communities	SCR-RP/13d/i The Council's Economic Regeneration Team and Public Health to work in partnership to develop joint initiatives, such as pre-employment programmes (which incorporate health and well-being) that are targeted at young unemployed people.	Louise Wallace; Patrick Wilson	31-Dec-2013	31-Dec-2013	07-Jan-2014 Economic Regeneration Team and Public Health are currently reviewing the development of a pre-employment programme for young people which will incorporate healthy living elements. In addition, ERT has developed a number of healthy lifestyle courses for long term unemployed adults through the FamilyWise programme. 07-Oct-2013 A proposed project plan has been submitted to Public Health for consideration and a follow-on meeting has been arranged for October 2013.	 100% Completed	
SCR-RP/13e That the Council encourage staff to put forward ideas for investment and income generation, for example by rewarding staff for successful ideas and / or creating an online suggestion box for staff to submit ideas	SCR-RP/13e Council staff have already undertaken The Commercial Skills Programme which included modules on Trading Public Services (For Income Generation) and Financial Planning. Alongside this, further exploratory work will be undertaken on developing an income generation 'staff suggestion' scheme, including reviewing potential rewards.	Andrew Atkin	30-Nov-2013	30-Nov-2013	17-Dec-2013 The budget savings competition has been completed and entries are being judged. Savings proposals include options for increased income from commercial opportunities in a range of service areas 18-Sep-2013 a budget savings competition has been launched with staff to encourage ideas and any potential opportunities in respect of the budget for 14/15. The competition closes at the end of	 100% Completed	

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress		
					october and prizes have been offered which are funded by external sponsorship. The ideas will be considered by the Leader of the council and the Chief Executive			

4. RECOMMENDATIONS

4.1 That Members:-

- (a) note progress against the agreed recommendations and explore further where appropriate; and
- (b) agree for the remaining action to be monitored through the Overview of Performance and Risk 2013/14 report which is presented to the Finance and Policy Committee on a quarterly basis.

5. REASONS FOR RECOMMENDATIONS

- 5.1** In order for Members to monitor the progress of Scrutiny recommendations.

BACKGROUND PAPERS

- (a) Report of the Scrutiny Manager entitled Six Monthly Monitoring of Agreed Scrutiny Recommendations presented to the Regeneration Services Committee on 29 August 2013

6. CONTACT OFFICER

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REGENERATION SERVICES COMMITTEE

20th February 2014



Report of: Director of Regeneration and Neighbourhoods, Director of Public Health, and Chief Finance Officer

Subject: STRATEGIC FINANCIAL MANAGEMENT REPORT – AS AT 31ST DECEMBER, 2013

1. TYPE OF DECISION/APPLICABLE CATEGORY

For Information.

2. PURPOSE OF REPORT

- 2.1 The purpose of the report is to inform Members of the 2013/14 Forecast General Fund Outturn, 2013/14 Capital Programme Monitoring and provide details for the specific budget areas that this Committee is responsible for.

3. BACKGROUND AND REPORTING ARRANGEMENTS 2013/14

- 3.1 The availability and reporting of accurate and up to date financial information will become increasingly important as future budget cuts are implemented and one-off resources are used up.
- 3.2 The Finance and Policy Committee will continue to receive regular reports which will provide a comprehensive analysis of departmental and corporate forecast outturns, including an explanation of the significant budget variances. This will enable the Finance and Policy Committee to approve a strategy for addressing the financial issues and challenges facing the Council.
- 3.3 To enable a wider number of Members to understand the financial position of the Council and their service specific areas each Policy Committee will receive a separate bi-monthly report providing:
- A brief summary of the overall financial position of the Council as reported to the Finance and Policy Committee;
 - The specific budget areas for their Committee; and
 - The total departmental budget where this is split across more than one Committee. This information will ensure Members can see the whole position for the departmental budget.

3.4 The latest report will be submitted to the Finance and Policy Committee on 27th February 2014 and owing to the timing of meetings, the detail for your committee has been reported before this date. The report will advise Members that there will be an overall underspend in the current year. This position reflects action taken by the Corporate Management Team to achieve underspends to help address the significant financial challenges facing the Council over the next few years and to fund one-off commitments not provided for in the approved 2013/14 budget as these items were not known at the time. The Corporate Management Team will seek to achieve budget underspends through a combination of robust management actions, including;

- holding posts vacant, which will help reduce the number of compulsory redundancies required to balance the 2014/15 budget;
- achieving planned 2014/15 savings earlier;
- careful management of budgets to avoid expenditure where this does not have an adverse impact on services; and
- savings in interest costs by taking advantage of current interest rates structures. As reported previously a comprehensive review of this area has been completed which secured a permanent budget saving of £1m from 2014/15 in interest and loan repayment costs.

3.5 The latest report on the position as at 31st December 2013 will advise Members that there is a net forecast uncommitted underspend at the year end of between £0.729m and £1.160m.

3.6 As a minimum the lower forecast 2013/14 uncommitted under spend of £0.729m should be available to support the Medium Term Financial Strategy over the period 2014/15 to 2016/17. This funding has been taken into account in the final 2014/15 to 2016/17 Medium Term Financial Strategy Report presented to Finance and Policy on 31st January, 2014.

4. 2013/14 FORECAST GENERAL FUND OUTTURN – Regeneration Services Committee

4.1 The Regeneration Services Committee has responsibility for services managed by the Director of Regeneration and Neighbourhoods and the Director of Public Health. Budgets are managed at a Departmental level and therefore a summary of the Departmental position for both Directors areas of responsibility are provided below. The tables set out the overall budget position for each Department broken down by Committee, together with a brief comment on the reasons for the forecast outturn.

Budgets Managed by the Director of Regeneration and Neighbourhoods

Budget £'000	Description of Expenditure	December Projected Outturn Adverse/ (Favourable) Worst Case £'000	December Projected Outturn Adverse/ (Favourable) Best Case £'000	Comments
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 School Catering £50k.
4,042	Regeneration Committee	(470)	(490)	Favourable variance of £150k relates to the planned contribution to the Major Repairs Reserve on Social Housing (see below). Also included is a £240k surplus on the 'Going Forward' project following successful completion of outcomes. This surplus is to be used to create a reserve (see below) to extend existing economic development schemes to March '16. A £130k surplus on the 'Future Jobs Fund' scheme has been generated and a report to F&P on 31.1.14 has set out the proposal to create a reserve to use this funding to support Business Grants in future years (see below). Adverse variance of £90k on Cultural Services relates to a shortfall in income at the Maritime Experience. The projected adverse variance on Building Control and Development Control income will be covered by the existing income risk reserve.
17,617	Neighbourhoods Committee	(180)	(230)	Waste disposal £20k favourable, Concessionary Fares renegotiation £200k favourable, Car Parking £250k Adverse resulting from an increase in running 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 (see below). Adverse variance on Grounds Maintenance £150k , 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 creation of reserves section below).
23,644	Total Regeneration & Neighbourhoods	(640)	(740)	
Creation of Reserves				
0	Social Housing - Creation of Reserve	150	150	Contribution to the Major Repairs Fund in line with the approved business model for the Empty Homes Project.
0	Economic Regeneration - External Funding	240	240	Creation of Reserves to support future Economic Regeneration Schemes.
0	Safety Hartlepool Partnership Funding	50	50	Creation of reserve to support community safety re-offending strategy in 14/15.
0	Engineering/Coastal Protection - Headland Project	100	100	Creation of Reserves to fund future Coastal Protection schemes on the Headland.
0	Economic Regeneration - Business Grants	130	130	As per the report to F&P on 31st January which sets out the proposal to use the surplus on the Future Jobs Fund
0	Community Pool	10	10	Community Pool - carry forward of underspend approved by F & P 18.10.13.
0	Creation of Reserves Total	680	680	
23,644	Total Regeneration & Neighbourhood - Net of Reserves	40	(60)	

Budgets Managed by the Director of Public Health

Budget £'000	Description of Expenditure	December Projected Outturn Adverse/ (Favourable) Worst Case £'000	December Projected Outturn Adverse/ (Favourable) Best Case £'000	Comments
612	Finance & Policy Committee	35	15	The adverse variance relates to a potential shortfall on licensing income (£15-£35k) .
740	Regeneration Committee	132	132	As previously reported the adverse variance relates to a projected income shortfall on Market income and also in relation to the Borough Hall
1,352	Total Public Health	167	147	

4.2 Further details of the specific budget areas this Committee is responsible for are provided in **Appendix A**.

5. CREATION OF DEPARTMENTAL RESERVES

5.1 The outturn projections detailed in the previous section reflects the ongoing assessment of financial risks and/or one-off expenditure commitments and the recommendation that specific reserves are created to manage these issues. This approach will protect the Council's medium term financial position and avoid having to make higher in-year budget cuts when these issues need to be funded.

5.2 Appendix A provides details of the reserves which it is recommended are created for this Committee, and in broad terms these cover the following issues:

- Reserves to fund the phasing of income and expenditure between financial years; or
- Reserves to meet unavoidable one-off financial commitments

6. CAPITAL MONITORING 2013/14

6.1 The 2013/14 MTFS set out planned capital expenditure for the period 2013/14 to 2015/16.

6.2 Expenditure against budget to the 31st December, 2013 for this Committee can be summarised in the following table and further details are provided in **Appendix B**.

Department	2013/14 Budget £'000	2013/14 Actual to 31/12/13 £'000	2013/14 Remaining Expenditure £'000	2013/14 Re-phased Expenditure £'000	2013/14 Variance from Budget Adverse/ (Favourable) £'000
Regeneration and Neighbourhoods	8,375	3,320	4,803	252	0
Public Health	359	75	254	30	0
Total	8,734	3,395	5,057	282	0

7. RECOMMENDATIONS

7.1 It is recommended that Members:-

- (i) note the report.

8. REASONS FOR RECOMMENDATIONS

- 8.1 To update the Members on the Committees forecast 2013/14 General Fund Revenue budget outturn and provide an update on the Capital Programme for 2013/14.

9. APPENDICES

Appendix A attached.
Appendix B attached.

10. BACKGROUND PAPERS

Medium Term Financial Strategy Report referred to Finance and Policy Committee 31st May 2013, 2nd August 2013, 18th October 2013 and 31st January, 2014.

Quarter 1 Strategic Financial Management Report.23rd August, 2013
Strategic Financial Management Report 18th October 2013.

11. CONTACT OFFICERS

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REGENERATION COMMITTEE**Appendix A****GENERAL FUND REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2013-14 - as at 31st DECEMBER 2013****BUDGETS MANAGED BY THE DIRECTOR OF REGENERATION AND NEIGHBOURHOODS**

Approved 2013/2014 Budget	Description of Service Area	DECEMBER		Director's Explanation of Variance
		Projected Outturn Variance - Adverse/ (Favourable) Worst Case	Projected Outturn Variance - Adverse/ (Favourable) Best Case	
£'000		£'000	£'000	
Regeneration Committee				
Regeneration & Neighbourhoods				
23	Archaeology Services	0	0	
116	Community Centres	(10)	(10)	Favourable variance is owing to additional income generated and a managed underspend on non pay items of expenditure.
569	Cultural Services	90	70	The adverse variance relates to a shortfall on income at the Maritime Experience. This variance also includes a £10k favourable variance for the Town Hall Theatre and Bar which relates to increased sales.
3	Grants to Community & Voluntary Organisations	0	0	
1,258	Libraries	0	0	
0	Renaissance in Regions	0	0	
(65)	Building Control	150	100	Projections still indicate that there is likely to be up to a £150k shortfall as the income budget is too high in this area. This budget is less affected by large scale developments and small scale or domestic work is lower than in previous years. Any variance is expected to be covered by the Income Shortfall Reserve in 13/14 (see below).
0	Building Control - release of Corporate Income Shortfall Reserve as per the MTFS	(150)	(100)	Reserve to fund shortfall on Building Control Income as per the MTFS.
399	Planning Services	90	0	This variance relates to Development Control income. Best case estimate is that we will achieve the budgeted level of income, however if some developments do not go ahead there could be a shortfall of up to £90k. This is a volatile area and will be monitored closely each month. Any variance is expected to be covered by the Income Shortfall reserve in 13/14 (see below).
0	Planning - release of Corporate Income Shortfall Reserve as per the MTFS	(90)	0	Reserve to fund shortfall on Planning Income above as per the MTFS.
645	Housing Services	0	0	
0	Social Housing	(150)	(150)	This variance will be transferred into the Major Repairs Reserve in line with the approved Business model for this scheme to fund the cost of future Repairs and Maintenance on the 182 properties. The variance has increased this month and reflects the latest estimate of rental income we expect to receive in year from the 100 new properties.
82	CADCAM	0	0	
1,012	Economic Regeneration	0	0	

REGENERATION COMMITTEE**GENERAL FUND REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2013-14 - as at 31st DECEMBER 2013****BUDGETS MANAGED BY THE DIRECTOR OF REGENERATION AND NEIGHBOURHOODS**

Approved 2013/2014 Budget	Description of Service Area	DECEMBER		Director's Explanation of Variance
		Projected Outturn Variance - Adverse/ (Favourable) Worst Case	Projected Outturn Variance - Adverse/ (Favourable) Best Case	
£'000		£'000	£'000	
0	Economic Regeneration - External Funding	(400)	(400)	£240k of this variance relates to a surplus generated on the 'Going Forward' project which is due to end in March 2014. This project has over delivered on outcomes and is therefore expected to generate a surplus at year end. The creation of a reserve was approved to support other projects designed to support youth unemployment across Hartlepool and the Tees Valley sub-region. £130k relates to a surplus from the 'Future Jobs Fund' project and, as per the report to Finance and Policy on 31.1.13, a reserve has been requested to earmark this funding to support Business Grants in 14/15 & 15/16.
0	Adult Education	0	0	
4,042	Regeneration & Neighbourhoods Sub Total (before creation of Reserves)	(470)	(490)	
Creation of Reserves				
0	Social Housing - Creation of Reserve	150	150	Contribution to the Major Repairs Fund in line with the approved business model for the Empty Homes Project. The amount has increased from £120k to reflect the latest estimate of rental income generated in year from the 100 additional properties.
0	Economic Regeneration - Schemes	240	240	Creation of Reserve to support future Economic Regeneration Schemes.
0	Economic Regeneration - Business Grants	130	130	Surplus generated on the Future Jobs Fund project to be used to support Business Grants in 2014/15 & 2015/16, as per the report to Finance & Policy Committee on 31.1.14.
4,042	Regeneration and Neighbourhoods Total - Net of Reserves	50	30	

REGENERATION COMMITTEE**GENERAL FUND REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2013-14 - as at 31st DECEMBER 2013****BUDGETS MANAGED BY THE DIRECTOR OF REGENERATION AND NEIGHBOURHOODS****PLANNED USE OF RESERVES**

The above figures include the 2013/2014 approved budget along with the planned use of Departmental Reserves created in previous years.
The details below provide a breakdown of these reserves

Approved 2013/2014 Budget £'000	Description of Reserve	Planned Usage 2013/2014 £'000	Variance Over/ (Under) £'000	Director's Explanation of Variance
Regeneration Committee				
0	Adult Education	80	80	Release of reserve to fund additional costs incurred during the year over and above the grant funding.
39	Cadcam	39	0	
23	Connect to Work	23	0	
4	Job Smart Test Centre	4	0	
200	Seaside Grant	37	(163)	Funding set aside to fund the capital works at Seaton. This project will continue into next year.
27	Baden Street	27	0	
94	High Street Innovation Fund	94	0	
25	Furniture	25	0	
10	Worksmart	10	0	
93	Selective Licensing	93	0	
81	Housing Public Health	81	0	
596	Total	513	(83)	

REGENERATION COMMITTEE**GENERAL FUND REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2013-14 - as at 31st DECEMBER 2013****BUDGETS MANAGED BY THE DIRECTOR OF PUBLIC HEALTH**

		DECEMBER		
Approved 2013/2014 Budget	Description of Service Area	Projected Outturn Variance - Adverse/ (Favourable) Worst Case	Projected Outturn Variance - Adverse/ (Favourable) Best Case	Director's Explanation of Variance
£'000		£'000	£'000	
Regeneration Committee				
Public Health				
2	Environmental Protection	0	0	
(85)	Environmental Standards	60	60	As previously reported the adverse variance relates to the Market income shortfall which is expected to be in line with previous years.
823	Sports & Recreation Facilities	72	72	As previously reported the adverse variance relates to a shortfall in income based upon current outturn projections.
740	Regeneration Total	132	132	

PLANNED USE OF RESERVES

The above figures include the 2013/2014 approved budget along with the planned use of Departmental Reserves created in previous years.
The details below provide a breakdown of these reserves

Approved 2013/2014 Budget £'000	Description of Service Area	Planned Usage 2013/2014 £'000	Variance Over/ (Under) £'000	Director's Explanation of Variance
Regeneration Committee				
15	Physical Activity - Sports & Leisure	0	(15)	Further ringfenced funding received for scheme in 2013/14. Propose to carry forward reserve to fund future commitments and extend life of scheme.
15	Total	0	(15)	

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2013**APPENDIX B****BUDGETS MANAGED BY THE DIRECTOR OF REGENERATION & NEIGHBOURHOOD SERVICES**

Project Code	A	EXPENDITURE IN CURRENT YEAR							2013/2014 COMMENTS
			C	D	E	F	G	H	
		2013/2014 Budget £'000	2013/2014 Actual as at 31/12/13 £'000	2013/2014 Expenditure Remaining £'000	Expenditure Rephased into 2014/15 £'000	C+D+E 2013/2014 Total Expenditure £'000	F-B 2013/2014 Variance from budget £'000	Type of financing	
Regeneration Committee									
7218	Disabled Facility Grants	596	356	240	0	596	0	MIX	
7220	Private Sector Housing Grants	20	-8	28	0	20	0	GRANT	
7530	Section 106 Fund - To be Allocated	227	0	0	227	227	0	GRANT	
7895	Industrial & Commercial Grants to Businesses	41	0	41	0	41	0	UCPB	
8155	Preventing Repossession	43	0	18	25	43	0	GRANT	
8210	Key Vacant Buildings Grant Scheme	64	0	64	0	64	0	UCPB	
8326	Baden Street Project	156	36	120	0	156	0	MIX	There are currently 6 landlords considering whether to commit to the scheme at a total cost of approx £80k and external works have commenced at a cost of £20k. Options are being investigated in relation to proposals for any remaining balance.
8387	Empty Homes - loan and lease scheme	248	0	248	0	248	0	GRANT	
8394	Library Improvements	70	0	70	0	70	0	MIX	
8439	Brierton Sports Centre Upgrade	38	38	0	0	38	0	MIX	
8446	Empty Property Purchasing Scheme	4,245	1,055	3,190	0	4,245	0	MIX	Approx £0.5m work in Progress with Building Maintenance yet to be charged to the scheme.
8536	Theatre Booking System	12	11	1	0	12	0	MIX	
8580	HEC Building Improvements	113	0	113	0	113	0	UCPB	
8628	S106 - Burn Valley Gardens	4	4	0	0	4	0	GRANT	
8683	Longhill Industrial Estate CCTV Cameras (Aldi sect 106)	25	0	25	0	25	0	GRANT	
HMR	North Central Hartlepool Housing Regeneration	2,473	1,828	645	0	2,473	0	MIX	
	Regeneration & Neighbourhoods Sub Total	8,375	3,320	4,803	252	8,375	0		

BUDGETS MANAGED BY THE DIRECTOR OF PUBLIC HEALTH

Regeneration Committee									
7992	Junior Football	26	0	26	0	80	0	MIX	
8103	Swimming scheme	60	0	30	30	16	0	MIX	
8408	Mill House - Equipment Purchase	16	10	6	0	50	0	MIX	
8409	Sport & Youth Improvements	48	0	48	0	11	0	MIX	
8419	Works to BMX Track	12	12	0	0	38	0	MIX	
8556	Brierton Pool Pipework	114	45	69	0	60	0	MIX	
8682	Mill House - Pool Boom	80	6	74	0	26	0	MIX	
Various	Carlton Outdoor Centre - Redevelopment Works Phase 2	3	2	1	0	3	0	MIX	
Public Health Sub Total		359	75	254	30	284	0		
Regeneration Committee Total		8,734	3,395	5,057	282	8,659	0		

Key

RCCO Revenue Contribution towards Capital
MIX Combination of Funding Types
UCPB Unsupported Corporate Prudential Borrowing
SCE Supported Capital Expenditure (Revenue)

Grant Funded
Capital Receipt
Unsupported Departmental Prudential Borrowing
Supported Prudential Borrowing

REGENERATION SERVICES COMMITTEE



Report of: Director of Public Health

Subject: QUARTERLY UPDATE REPORT FOR PUBLIC PROTECTION

1. TYPE OF DECISION/APPLICABLE CATEGORY

This report is for information.

2. PURPOSE OF REPORT

- 2.1 To update the Regeneration Services Committee on performance and progress across key areas of the Public Protection service.

3. BACKGROUND

- 3.1 The Public Protection service consists of three discrete teams: Commercial Services, Environmental Protection and Trading Standards & Licensing.
- 3.2 The Commercial Services Team carries out inspections, complaint investigations and sampling to ensure that food is safe and fit to eat and that workplaces are safe.
- 3.3 The Environmental Protection Team is involved with noise and pollution related matters as well as providing a comprehensive service for pest control and managing and promoting the open market.
- 3.4 The Trading Standards & Licensing Team ensures that the business sector complies with a wide range of trade and consumer legislation. The team also issues and carries out enforcement relating to a large variety of licences, including Alcohol, Entertainment, Takeaways, Taxis, Gambling and Fireworks.
- 3.5 This report provides an update on performance and progress across key areas of the Public Protection service for 2013/14.

4. OUTLINE OF WORK

4.1 The work carried out by the Public Protection Service falls into three distinct areas:

1. Planned work. This consists predominately of programmed interventions, sampling and projects.
2. Reactive work. This involves responding to matters such as accident notifications, complaints and infectious disease notifications.
3. Licensing. The processing and issue of licences and permits.

5. PROGRAMMED WORK

5.1 The majority of the work programmed for 2013/14 for the Food, Health & Safety at Work and Trading Standards service areas is detailed in their respective service plans.

5.2 Planned Work. All interventions carried out by the service are risk based in accordance with national guidance. The table below details the number of inspections carried out in each area of work.

Interventions	Q1	Q2	Q3	Q4	Total
Food Hygiene	85	81	92		258
Food Standards	69	42	50		161
Feed Hygiene	1	1	8		10
Animal Health	0	0	3		3
Health & Safety	66	115	83		264
Trading Standards	89	177	69		335
Licensing	53	18	27		98
Prescribed Processes	0	0	0		0
Smoke Free	115	203	145		463

5.3 Tobacco Control Inspections

One of the Trading Standards goals in the Hartlepool Smoke Free Alliance Action Plan is to annually visit and inspect all tobacco retailers in the borough and the last quarter that goal was achieved.

These regular visits and inspections to all tobacco retailers where information and advice on legal requirements was provided over the last two years have provided significant improvements in the levels of non-compliance.

In 2013, 132 premises were identified as being retailers of tobacco products, all of which were visited and inspected for compliance with tobacco related legislation. 39 (30%) of those premises failed to comply with one or more of the legal requirements which compares favourably with a 41% failure rate found in the previous year as detailed below.

	2012		2013		Improvement
Retailer visits	117	100%	132	100%	-
Premises Incorrect	48	41%	39	30%	27%
Tobacco Requirements Incorrect	39	33%	20	15%	55%
Smoke Free Requirements Incorrect	23	20%	7	5%	75%

The visits carried out in 2013 also looked at premises that were licensed to sell alcohol and which had licence conditions aimed at preventing sales to children. Such conditions should help ensure that other age-restricted products such as cigarettes and tobacco are not sold to children. These conditions relate to age challenge, verification and recording procedures and the provision of adequate Closed Circuit Television (CCTV) systems.

The 2013 inspections found that in 81 premises subject to licensing conditions 21 (26%) did not fully comply with those requirements as detailed below.

Condition	Premises Required	Non-Compliant	Failure Rate
Age Challenge Procedure	72	8	11%
Staff Reminder Till System	12	1	8%
Point of Sale Notices Displayed	23	4	17%
Maintain Refusals Register	21	10	48%
CCTV System	51	3	6%

Those premises found not to be fully complying with their licence conditions were advised of their failings and follow up visits will take place to ensure corrective action has been taken.

SAMPLING

- 5.4 A programme of sampling has been drawn up to assess the microbiological quality, composition and labelling of food, water & environmental surfaces. Details of the programme are included in the Food Law Enforcement & Health & Safety Service Plans.
- 5.5 The five Tees Valley Authorities have been successful in their bid to receive £37,566 funding as part of the Food Standards Agency National Coordinated Food Sampling Programme 2013 -14. A total of 236 samples are to be collected over a 6 month period. Hartlepool has been allocated 161 of these samples. This work has been included in the sampling programme.

Samples are to be examined for allergens, meat species, mis-description and adulteration of orange juice, added water in chicken and authenticity of durum wheat. Food contact materials will also be sampled.

The table detailed below provides the details of the samples taken.

Sample Details	Q1	Q2	Q3	Q4	Total
Microbiological Water *	52	64	46		162
Microbiological Food & Environmental	46	80	31		157
Food Labelling & Composition	13	39	32		84
Water Chemical	6	3	4		13

- Microbiological water samples are taken from swimming pools, spa pools, private water supplies & mains supplies.

5.6 Sampling has continued on two cross regional surveys. One survey is focusing on hairdressers and beauty salons, with water samples and swabs being taken from these premises. The other survey is focusing on hygiene and food safety in takeaway premises, with a Food Hygiene Rating of 3 or less. Swabs, cleaning cloths and a variety of hot and cold food samples are being sampled.

Imported dried fruit has been sampled for the presence of heavy metals. Along, with soft cheese, the fat and salt levels of these cheeses have been checked. All labelling and compositional standard sampling have produced satisfactory results.

- **Fish Species Sampling.** In July 2013 thirteen samples of Cod, from Takeaways or Restaurants, were taken and sent for analysis for fish species. All samples were deemed to be satisfactory. The sampling had been planned for later in the year but was brought forward following a few complaints relating to fish species.
- **Sandwich Survey.** In Quarter Three, thirteen sandwiches were sampled as part of a national survey. Two unsatisfactory results were obtained from sandwiches which had been prepared in Middlesbrough. These results were forwarded to Middlesbrough Council for further investigation by their Environmental Health Team.
- **Ice-Cream Sampling.** In September 2013, microbiological samples were taken of four samples of ice-cream. Two of the samples were found to be unsatisfactory. Advice was given to the business owners. One of the businesses took the ice-cream machines out of use. A satisfactory re-sample result was obtained for the other premises.
- **FSA coordinated Sampling Survey.** In September 2013, sampling for the Food Standards Agency Coordinated Sampling Programme 2013-14 was undertaken. The following products were sampled; four fresh meat burgers for undeclared meat species, two fresh chicken samples for added water and eight Chinese takeaway meals for speciation and presence of peanut protein. All results were found to be satisfactory.

- **Vitamin C in Soft Drinks.** In November 2013, 12 soft drinks were sent for analysis for levels of Vitamin C. All but one sample was found to have satisfactory levels of declared Vitamin C. The unsatisfactory sample result was referred to the home authority.
- **Fat and Salt in Ready Meals.** In October 2013, seven ready prepared meals were sent for analysis for fat and salt levels. All the meals were found to contain the correct level of declared fat and salt. One of the meals was found to contain insufficient meat. This matter was referred to the home authority.

PROJECTS

5.7 The following projects are being carried out this year.

- **Disposable BBQ's**

Carbon monoxide is released from burning and cooling disposable BBQ's and has, over the past two years, killed 8 people.

Most of these victims were campers who had brought their BBQ into their tent to keep warm or to keep the campsite clean and tidy at the end of the day.

Hartlepool Trading Standards visited all local retailers and examined the labelling of all disposable BBQ's that were for sale. The results were extremely disappointing with only 8 of the 23 carrying any warning about the dangers of carbon monoxide poisoning.

As a result of their findings a press release was issued to warn local residents about how to safely use the throwaway picnic cookers and work has begun at a national level to try and have the labelling improved. The press release resulted in significant media coverage including radio and newspaper coverage and two national carbon monoxide campaign groups have endorsed Hartlepool's proactive approach.

- **Fire Surround Safety**

Nine children, aged 6 or under, have been killed in the UK and Ireland by heavy stone fire surrounds that have detached from a wall and fallen onto the child.

Trading Standards has produced guidance on how these heavy fire surrounds should be safely fitted and officers have been visiting local retailers and installers to ensure this new guidance is followed and understood. The response from local companies has, so far, been excellent.

- **E-Crime**

The Trading Standards Service is required to adapt to a rapidly changing trading environment and, as part of this, the Service has set up a covert

computer system that will allow it to monitor illegal traders operating in Hartlepool. The new system will allow officers to search for, and identify, sellers of dangerous or counterfeit products and, where necessary, prosecute them.

- **Average Quantity**

Most pre-packed goods available for sale in Hartlepool are packed to an 'average weight' meaning that not every pack will contain the apparent stated weight. There are detailed laws in place to ensure that such goods are packed according to strict quantity control standards and Trading Standards officers are required to test these standards to ensure the laws are being complied with. A number of years ago a baker was fined £5000 for selling significantly underweight bread in Hartlepool.

A wide variety of products have been tested this year including meat, coffee and bread and all products have been found to comply with requirements.

- **Survey of Hygiene in Hairdressers and Beauty Salons.**

This survey aimed to use microbiological methods to assess the general cleanliness and hygiene standards in place in hair and beauty premises. Eighteen premises in total were visited during the sampling period.

The survey involved taking swabs from hand and equipment contact surfaces and disposable items, such as nail files. Water samples were also collected of tap water used for hand washing and shower water. All results came back satisfactory, with the exception of one wash hand basin water sample which had a raised coliform bacteria count. This is an indicator of poor hygiene and cleaning. Advice was given and a re-sample was taken. A satisfactory result was achieved for the re-sample.

- **Health & Safety Campaign in Health & Social Care Homes:**

Following the death of an elderly resident who fell from a first floor window of a Hartlepool residential care home, in 2012, this campaign was identified as a priority area of work for the Commercial Services Team.

Initially a letter was sent to all residential and nursing homes in the town. The aim was to raise awareness of the risks associated with falls from windows and balconies in social care settings and to draw attention to an information sheet, which was published by the Health & Safety Executive (HSE) in August 2012, that provides guidance on control measures that can be implemented.

In general the HSE regulates nursing homes and councils are responsible for residential care homes. Accordingly the team visited all of the residential care homes in Hartlepool. Of the 25 visited; 2 had ceased operation.

During these visits Officers carried out a visual inspection of the systems in place to restrict window openings and assess compliance with relevant

legislation and associated guidance. In all but 4 premises (which happened to be single storey premises) some form of intervention was deemed necessary.

In total 6 Deferred Prohibition Notices were served prohibiting the opening of windows in 5 premises, which had missing or unsuitable window restrictors in place enabling vulnerable service users to fall a distance liable to cause serious personal injury. Improvement Notices were also served requiring work to be carried out to restrict window openings at 2 premises.

A further 12 letters were sent recommending that additional works be carried out. These works mainly concerned the replacement of screw fixings used to hold restrictors in place, with tamper-proof fittings so that they could not be removed or disengaged using readily accessible implements (including cutlery) and require a special tool or key.

Where appropriate revisits were carried out to ensure that the schedule of work had been completed and compliance with the Deferred Prohibition and Improvement Notices achieved. Where the dutyholder operated care homes in other areas our findings were shared with the relevant enforcement authorities.

- **FSA coaching visits:**

During this quarter the Team worked closely with the Food Standards Agency (FSA) to improve food hygiene standards in our lowest rated premises. In July, consultants appointed by the FSA visited 12 of these premises, all of which were cafes or takeaways rated as 2 or less according to the Food Hygiene Rating Scheme (FHRS). These coaching visits lasted up to 2 hours each and involved a thorough appraisal of the systems in place to ensure that food was prepared hygienically. Feedback reports were provided detailing areas of good and bad practice, along with the improvements recommended by the consultants.

Of these 12 premises, one closed down shortly afterwards but the remaining 11 all received follow-up visits by officers from the Public Protection Team, to assess whether these businesses had improved following the coaching. Where an improvement was apparent, the business was re-inspected in accordance with the FHRS. The results were as follows:

4 businesses demonstrated a significant improvement in standards and were re-rated following an unannounced inspection. One increased from 2 to 5, one from 1 to 4, one from 1 to 3 and one from 2 to 3.

4 businesses demonstrated some improvements. 2 of these did not want to apply for re-rating, though both are due inspections anyway in late 2013, when they will receive new ratings. The other 2 will receive unannounced inspections in Oct and Nov 2013, following applications for re-rating received recently.

3 businesses had not improved significantly and their ratings did not change. Officers continue to work closely with these businesses to produce the required improvements.

- **Precious metals project**

Ten premises were visited and were checked for compliance with the Non Automatic Weighing Instruments Regulations 2000. Weighing machines used by the traders for weighing gold that they buy from customers were tested. Such machines are subject to strict legal control for accuracy and suitability. The findings were typically satisfactory with only one premises using a machine which exceeded the permitted error limits and was not passed as fit for trade use. It was however in the customer favour. Nevertheless the trader has been issued with a notice to cease using the scale and provided with guidance for obtaining an appropriate replacement.

Other problems identified were a number of machines not being balanced correctly meaning that weighing indications could be inaccurate. A letter was sent to all traders advising about best practice procedures when using such weighing machines. This included a warning to ensure machines are tared (set to zero) before use and were balanced correctly.

- **Halloween Ties**

Hartlepool Borough Council Trading Standards team regularly purchase items to test for compliance with national safety standards. A Halloween novelty tie purchased from Poundworld in Middleton Grange Shopping Centre was found to burn very easy and concerns were raised that it may pose a risk to children. The tie was correctly labelled with “Keep away from fire” and “Adult use only” warnings but, as it was being displayed with other ‘child-appealing’ items it was feared that it may be bought for, or given to, a child.

When tested in the Trading Standards laboratory in Middlesbrough not only did the tie completely burn but once alight it could not easily be removed without causing the wearer additional burn injuries. Flaming debris also fell from the tie, which may have potentially ignited other items. The ties were removed from sale in the Hartlepool branch and a press release was published to warn local residents. Poundworld’s head office were made aware of the problems and offered to ensure that the ties would not appear on sale nationwide for Halloween 2014.

- **Reduced Ignition Propensity (RIP) Cigarettes**

Following a request for assistance from Cleveland Fire Service a cigarette was tested for compliance with Reduced Ignition Propensity requirements. The cigarette was from a packet found where a domestic fire appeared to have been caused by an elderly resident falling asleep whilst smoking causing her to be rescued from the blaze and hospitalised for treatment for smoke inhalation.

The cigarette appeared to be a brand that is popularly imported by people visiting the Canary Islands etc and once lit on testing burned throughout its full length. Under EU legislation cigarettes are required to self-extinguish if they are not continually drawn on by the smoker.

The test appeared to indicate that the cigarette's non-compliance with the RIP requirements may have been a contributory factor in the cause of the fire that could have had more tragic consequences. However, the test could only be considered to be non-conclusive as only one cigarette was available for testing and the British Standard for RIP cigarettes requires a sample size of 40 cigarettes to be tested and has an allowable failure rate included in its requirements.

Whilst there is no such thing as a safe cigarette the Trading Standards team will be sending locally available cigarettes to the testing laboratory in Middlesbrough to ensure that this additional safety feature is being made available.

6. REACTIVE WORK

- 6.1 The reactive work carried out by the Public Protection service is in the main complaint related. Other reactive work relates to accident & infectious disease notifications. Details of all reactive work are given in the table below.

Number of Complaints by Service Area	Q1	Q2	Q3	Q4	Total
Food	13	20	17		50
Health & Safety at Work	8	6	4		18
Pest Control - Rats	227	150	131		508
Pest Control - Mice	28	19	29		76
Pest Control - Insects	61	271	53		385
Noise - Commercial	34	17	3		54
Noise - Domestic	111	189	59		359
Air Pollution	14	21	8		43
Trading Standards	78	97	84		259
Accident Notifications	10	17	10		37
Licensing	14	12	17		43
Infectious Disease Notifications	20	42	18		80

- 6.2 **Out Of Hours Noise.** The Public Protection service provided an out of hours noise service between 10:00pm and 3:00am every Friday and Saturday night from Friday 31st May 2013 through to Sunday 1st September 2013. The service dealt with a total of 33 calls during June and 121 from July to end of August. The majority of the calls concerned noise from parties and amplified music. All of the complaints were resolved informally with the individuals concerned.

In addition to the noise enforcement work undertaken the team, when the opportunity permits, carries out surveillance and enforcement work against premises that are carrying out licensable activities that should be licensing by virtue of the Licensing Act 2003 – this typically includes takeaways operating longer than their licence permits or pubs and clubs operating outside their current licences. This year 94 visits were made to take away premises and 38 to public houses.

This additional work has resulted in a number of premises applying or varying licences so that their operations can legally continue, several premises have had their licences reviewed using evidence obtained by the Noise Team and formal legal action has been taken against a number of premises that consistently flouted the law despite being given warnings.

- 6.3 **Dust Monitoring:** Investigations have been undertaken with regards to a dust nuisance problem on an industrial estate. As part of the investigation we installed two dust monitors to establish the source and the extent of the nuisance. The monitoring confirmed a problem with an item of plant on a neighbouring Industrial site which was subject to the controls of an environmental permit regulated by the Environment Agency. Our officers have worked in close partnership with the Agency and as a result the company have installed additional dust suppression equipment to the plant concerned. Subsequent monitoring following the installation indicates that the nuisance has probably been abated and the monitors have been temporarily removed. They will be re-installed later in the year when the weather improves in order to undertake further checks that the nuisance has been successfully abated and is unlikely to recur.

7. LICENSING

- 7.1 The number of licences & permits issued by the service are detailed in the table below. The majority are issued under delegated powers, however if an objection is received during the consultation process or the applicant does not meet the necessary criteria the application will be determined by a Licensing Sub Committee.

Number of Licenses / Permits Issued	Q1	Q2	Q3	Q4	Total
HC / PH - Drivers	124	115	144		383
HC / PH - Vehicles	96	102	101		299
Operators Licenses	1	0	3		4
New Licensing Act Applications	2	4	2		8
Licensing Act - Variations	2	4	2		8
Licensing Act - Personal licenses	20	5	9		34
Licensing Act - Temporary Events Notice	24	44	24		92
Licensing Act (Other)	23	25	24		72

Street Trading applications	5	20	15		40
Other	22	10	42		74

8 ENFORCEMENT

- 8.1 During the first quarter no formal enforcement notices have been served. During the second quarter 6 Health & Safety deferred prohibition notices were served and 4 improvement notices.

During the third quarter six formal enforcement notices have been served; three under the Health and Safety at Work etc. Act 1974 and three under the Food Hygiene (England) Regulations 2006.

A Health and Safety Improvement Notice and a Prohibition Notice was served relating to the opening of windows without suitable restrictions in place to prevent vulnerable service users falling a distance liable to cause a serious personal injury. A Prohibition Notice was also served relating to the use of a vehicle lift in a garage.

All three Food Hygiene Improvement Notices were served in respect of the provision of suitable hand washing facilities.

- 8.2 7th October 2013 – Mr Atkinson of Blue House Farm appeared in court for offences relating to the failure to dispose of animal By-Products, failing to tag the cattle born on his premises and failing to register births and deaths within the required times. He received a fine of £2000 and was ordered to pay £2500 which was part of the prosecution costs. On 24/10/13 a Food Standards Agency (FSA) Feed Audit was conducted on the premises. Some serious issues were identified as a result Blue House Farm has been determined to be very high risk resulting in more frequent inspections.
- 8.3 In December 2013 legal proceedings were taken against the landlord of the public house: The Royal, Church Street, Hartlepool, in relation to an accident involving a member of the public.

Charges were laid under the Health and Safety at Work etc. Act 1974 after Officers investigated a complaint that a member of the public had fallen through an open cellar hatch, whilst using the footpath outside the premises on the 15th August 2011.

In her capacity as an employer at the Royal Public House the defendant was charged with:

- (i) failing to discharge her duty to conduct her undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in her employment, namely members of the public using the footpath outside the premises, were not exposed to risks to their health and

safety, namely those posed by the presence of an open cellar door;
and

- (ii) failing to make a suitable and sufficient assessment of the health and safety risks, to which those not in her employment were exposed, in relation to the loading and unloading of the cellar at the premises, for the purpose of identifying the measures she needed to take to comply with the requirements imposed upon her under the relevant statutory framework.

The case was heard at Teesside Crown Court on 4th – 6th December 2013 after the defendant pleaded 'Not Guilty' to both charges. The jury returned a 'Not Guilty' verdict in respect of both charges.

9. SECTION 17 OF THE CRIME AND DISORDER ACT 1998 CONSIDERATIONS

- 9.1 There are no implications under Section 17.

10. RECOMMENDATIONS

- 10.1 That the Regeneration Services Committee notes the content of the report and the progress made across key areas of the Public Protection service.

11. APPENDICES AVAILABLE ON REQUEST, IN THE MEMBERS LIBRARY AND ON-LINE

- 11.1 There are no appendices to this report

12. BACKGROUND PAPERS

- 12.1 There are no background papers

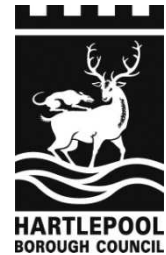
13. CONTACT OFFICER

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REGENERATION SERVICES COMMITTEE

20th February 2014



Report of: Assistant Director (Regeneration)

Subject: CULTURE & INFORMATION SERVICES PROGRESS
REPORT – AUGUST – DECEMBER 2013

1. TYPE OF DECISION/APPLICABLE CATEGORY

This report is for information purposes.

2. PURPOSE OF REPORT

- 2.1 The purpose of this report is to inform and update members on the work of the Culture & Information Services. Previously these reports have been on a 6 monthly basis, however, whilst this report will cover a 6 month period, further reports will be on a quarterly basis.

3. BACKGROUND

- 3.1 Culture & Information Services cover a wide range of functions and venues across the Borough. These venues include: Borough Hall; Burbank Community Centre; Central Library; Hartlepool Art Gallery; Hartlepool Maritime Experience; Headland Library; Museum of Hartlepool; Owton Manor Community Centre and Library; Seaton Community Centre; Seaton Library; Masefield Centre; Town Hall Theatre and Throston Library.
- 3.2 This Service also provides a number of services including: Arts and Outreach; Bibliographical Services; Museum and Library Collections Access and Management; Enquiry service for libraries and museums; Events; Formal and informal learning opportunities in arts, Libraries and Museums; support for the Civic Lottery; Health & Safety advice and information for managers of Culture & Information buildings; Marketing support to all Cultural Services; Literary and Reader Development Programmes; Loan-of resource and topic boxes from libraries and museums for schools; Mobile Library service; Reference and Information Service, Family & local history service; Room hires and long term lets for other Council Services and external agencies; Provision of a base for community events; Children's Library services; Young People's Cultural Ambassadors Scheme; lead for

Tees Valley on First World War project.

4. SIX MONTH UPDATE ON PROGRAMMES AND INITIATIVES

4.1 Culture & Information Services have achieved a number of outputs during the period August - December 2013 and the following highlights some of these key achievements and work streams.

4.2 Libraries

▪ **Children's Service**

- The Library Service provides a wide variety of opportunities for children and their parents to engage with books and reading for both pleasure and educational purposes.
- The annual target for library engagements with children is 12,000. This relates to library led activities such as read & rhymes, library skills and author visits. Visits to the library to borrow books are not included in this figure.
- Both 2nd & 3rd quarter figures show greater engagement levels than anticipated and the annual target of 12000 has been exceeded already by 2553. This is due, in part, to the successful delivery of a number of author events and summer activities.

For example:

- 1436 children enrolled in the 2013 Summer Reading Challenge. Aimed at children aged 4-11 years the challenge encourages children to remain engaged with reading during the holidays. By reducing the summer reading dip, children are better able to re-engage with education on their return to school after the holiday break. A record number of 1211 children completed the challenge in 2013. Summer Read Medal Ceremonies were held in October to award certificates, again attracting a record number of attendees.
- 30 children completed the nationally recognised Arts Award Discover scheme in 2013. The Award was funded by Bridge North East. The content of the programme was devised in-house and provides a template for future implementation. The Hartlepool model is also being used as an example of 'Best Practice' across the region.
- 1400 children attended author events delivered by Hartlepool Library Service as part of the Northern Children's Book Festival.
- Read & rhyme sessions have had a combined audience of 1983 since July 2013, whilst 193 children have received library skills training.

- 44 children have taken part in a Chatterbooks Reading Group delivered directly into schools.

Additional children's activities include;

BookTrust Programme

- Providing free book packs to children from 9 month to 5 years. 420 children received a free Bookstart pack and 568 children received a free Treasure Bag through the Library Service's delivery of the national BookTrust Programme.

Sponsorship

- A tactile and brightly coloured reading chair has been commissioned to enhance storytelling activities. The creation of this unique storyteller's chair was only made possible through sponsorship.

School's Online Resource Awareness Training.

- In collaboration with St Hild's the Library Service delivered awareness training to over 450 pupils. Aiming to develop pupils' information retrieval skills the training focused on the Library Service's online resources and their use in supporting curriculum based learning.
- The programme has also been adapted & piloted in two primary schools.

▪ **Digital Inclusion**

The Peoples Network comprises 62 public access computers. The e-government agenda is impacting on the use of this facility.

- Use of the People's Network continues to grow each quarter. The annual target is 30,000 hours of use. The current figure is 28,759.
- Since July 2013 the number of people identifying themselves as using the computers for job-seeking purposes was 977 with 491 requesting help with their online job-seeking activities. The comparative figure for 2012 was 32.
- To assist in combating the social and economic exclusion that arise from low IT skills the library has a volunteer programme delivering 'First Click' courses. 35 people attended the 5 week programme in the period July - Dec 2013.
- The Hartlepool History Then & Now website provides access to over 3700 images taken in & around Hartlepool, including 1200 uploaded since July. The photographs and annotations form a unique local history resource. Three booklets based on the collection were launched in July 2013; these are currently on sale in library venues. The Lottery funding for this project ceased in July, however the

Library Service continues to manage and develop the website through its volunteer programme.

- Volunteers are currently identifying and scanning suitable images from the Museum's photographic collection to add to the website and to improve public access to this collection.

▪ ***Enquiries***

- The Central Library Reference & Information department recorded over 14,000 enquiries in the period July to December 2013. This is an increase of approx. 2,500 on the same period in 2012. Indications are that the welfare reforms are significantly changing the number and type of enquiries been made, as jobseekers are now required to provide evidence of job applications, etc. This is likely to increase still further with the roll out of "on-line" applications for benefits.

▪ ***Supporting local creativity***

- *Exhibitions* – The *Central Gallery* is an integral part of the Central Library, providing a showcase venue for local artists, craftspeople and organisations. 14 exhibitions were hosted during between July & December 2013.
- *Writers Group* – membership has increased in 2013 following a series of successful workshops. With approx 20 members and regular audiences of between 8-15 people the group comprises of published authors, emergent authors and enthusiastic amateurs writing for their own pleasure.
- *Local Authors* – The growing interest in local history has increased the libraries involvement with local authors and researchers eg. Portrait of a Seaside Parish: Holy Trinity Seaton Carew resulted in a number of public lectures and touring exhibition in July 2013.

▪ ***Reading Groups***

- The Library Service hosts 11 reading clubs across the authority as well as supporting several more community and workplace reading groups. The MIND reading group meets at the Central library as do the (ESOL) community group. Alternative format provision is made to support a reading group for people with a visual impairment.

▪ ***Home Library Service***

- Delivering books directly into the homes of library members who are in ill-health or have mobility issues, the service helps support independent living and reduces the sense of isolation. The service supported 529 people during this period

▪ **Events Programme 2013**

- The Library Service continues to provide author events, workshops and awareness days as an integral part of the Universal Library Offer.

Key activities include:

- *Autumn Programme.* Comprising of 10 events over a two-week period the libraries bi-annual literary programme provided opportunities for the public to meet best-selling as well as new, up and coming regional authors. Award winning illustrator Korky Paul attracted sell out audiences whilst ‘A History of the Lion Brewery’ exhibition and lecture clearly demonstrated the growing interest in local history.
- *WW1 Commemorations.* In association with the Society of Chief Librarians North East the Central Library hosted a WW1 Awareness Day in September 2013. The event brought together thirteen local & regional heritage groups to inform the public and share information on a range of forthcoming commemorative activities and projects to mark the centenary of the War.
- *Money Matters Roadshow.* Providing money management advice to the public this awareness day brought together a range of local agencies offering advice and support. The library is an active member of the Hartlepool Finance Inclusion Partnership and the HAPEN network.

▪ **Reminiscence**

- Reminiscence activity days at the Central Library bring together approx 30 Home Library & care home residents. The sessions help to combat social isolation and stimulate long-term memory giving participants greater confidence and self-esteem. Two sessions have been provided since July 2013.
- Initially piloted with Hartfields residents in July 2013 the Library has launched its ‘Memory Boxes’. These loanable boxes of multi-media items are intended to act as a stimulus for engaging with elderly family or community group members.
- Reminiscence therapy sessions have been delivered to six care homes in the period July-December 2013. These have reached in excess of 85 people.

▪ **Business Library Information Network [BLINK]**

- Funding of £45,000 has been awarded by the Arts Council Enterprising Libraries Fund to establish an integrated Library & Information Network across the Tees Valley in partnership with Teesside University and a number of other external organisations. Aiming to support the innovation and business development in the sub-region the network will work together with local regeneration

teams, Newcastle BIPC and the British Library to provide a coordinated business information and signposting service.

4.3 Community Centres

- Owton Manor Community Centre, Burbank Community Centre and Masefield Centre provide a place where local community groups can meet. The centres also provide space for other council services and outside agencies and community groups to operate from including HBC Youth Services, Safeguarding Special Services, Adult Education and Sports Development GP Referral Scheme. Outside agencies using the centres include Vela, Blood Donors Service, RSPCA, Unite Mediation Service and Slimming World. Local community groups using the centres include West View Advice Centre, Crochet and Sewing groups, Sequence Dance groups, Rifty Youth Project, Bridge Builders youth project, local residents groups, Art groups, Yoga classes, Taekwondo group, Carpet Bowls groups.
- Owton Manor Community Centre celebrated its 50th anniversary in October this year. The event was officially opened by The Mayor. In excess of 135 local residents attended throughout the day. To celebrate, a photographic exhibition and a tea dance took place with live music and demonstrations by groups who currently use the centre including the Taekwondo group and the Bowls group.

Owton Manor Library, which shares the community centre building, also held an author event during the day to celebrate the centres birthday.

- In the period July to December 2013 there was a total of 16,143 attendances at the community centres.

4.4 Arts & Outreach

- **Arts4Teens** - The overarching theme of the Youth/Arts strategy will be to use the Arts to challenge young people's aspirations to break out of the vicious cycle that some young people find themselves within whether due to family circumstance, poverty or stereotyping. Using the Arts will aim to also inspire, develop, inform and train the young people which will enable young people to be confident to identify and seek new opportunities in life. Through developing this strategy a group of young people were consulted and following this consultation, have formed a group called Arts4Teens, these young people have been extremely proactive in developing new initiatives and seeking and securing funding.
- **Love Book Love Film** - This project aims to find the 'one good book' that will inspire young people to read both now and into adulthood. The project will use the platform of recent adolescent films/series that have also been popular books (Twilight, Hunger Games etc) and HBC resources (Town Hall Theatre) to encourage young people to take part

in reading – film shows where young people who have read the book can compare themes and differences between the screen and written work thereby encourage young people who don't read to participate.

- **Arts Award training** - HBC Arts & Events and Youth & Library Staff team are all fully trained as arts award advisers to deliver the Discover & Explore, Bronze/Silver and Gold award. HBC Culture & Information services are an Arts Award Centre.
- **Cultural Ambassadors Scheme** - The project is funded by the Bridge Organisation North East (based at the Sage, Gateshead) which is focused on bridging the gap between young people and cultural organisations. The Young Cultural Ambassadors scheme will aim to engage young people to become Cultural Ambassadors to develop young people's cultural experiences and also inform programme within cultural venues in the town.

4.5 Events

The events team plan and deliver strategic events within Hartlepool, support external organisers by giving advice and guidance on how to deliver safe and successful events, and give support through the Independent Safety Advisory Group process. Events delivered or supported in the past six months are as follows:

- **Church Square Presents:** Church Square Presents was an initiative which was funded by the Mary Portas High Street Innovation Fund. Three events were held over 2013 in Church Square to encourage regeneration into the area. The final two events held from Sept & Dec were:
 - **Street Revolution:** Street Revolution was an event which celebrated Urban Art, Food and Culture, the event attracted approx 4,000 over 3 days, this number would have been higher but weather conditions affected visitor numbers.
 - **A Merry Christmas A'Fair & Christmas Light Switch On:** Merry Christmas A'Fair was a Christmas themed event, which attracted approx 10,000 visitors over four days. The event hosted 20 traders selling festive goods and a programme of entertainment such as walkabout street theatre, carol singers and miniature mascot ponies and Santa Claus. The Light Switch On was hosted by BBC Radio Tees and Xfactor contestant Abby Alton Switched on the Lights with the Mayor.
- **Fireworks:** An annual event which is located at Seaton Carew, this year the event was held on the 2nd Nov. The theme was Superheros and visitor numbers were approx 10,000. The event is sponsored by Niromax

- **Hartlepool Carnival and Town Moor Fair:** In addition to the normal event infrastructure support, there has been a considerable amount of support given to encourage the Carnival Committee to improve safety planning and standards at their events.
- **Horticultural Show:** Delivered over two days the event is located at the Headland Borough Hall and attracts over 500 people.
- **Independent Safety Advisory Group (ISAG) -** Events produced a guide to organizing events in Hartlepool and worked with ISAG members to create a workable procedure in which to operate ISAG. Developed and delivered ISAG training sessions to 32 HBC staff and 17 reps from external events organizers. Taken 11 (internal and external) events through the full ISAG process, 9 events through the 'paper exercise' process and assessed 17 events as not requiring ISAG involvement but still offered advice and guidance to the organizers of these events.

4.6 Town Hall Theatre

- **Users of the Town Hall Theatre**
Community Usage - Amateur Dance Schools regularly hire the Town Hall Theatre such as Karen Liddle School of Dance, Elwick Academy School of Dance, Jill Cooper Academy of Dance, Nadine Kennedy's Academy of Dance, Seaton Academy of Dance and Edith Harrison Performing Arts. Hartlepool Music & Arts Festival (performances from vocalists, pianists and violinists).
Professional Usage – R3 Tenors, Djangologie, Le Moulin Magique, Preston Sterndale, Sherlock Holmes, Matt Reed, Hope & Social, The Young Un's, Buble Fever, Hartlepool Music Society (various classical performances).
- **Cinema**
Cinema Bambino - Children's films screened once per month (Saturday morning) Recent films Mary Poppins, ET, The Lion King
Matinee Mondays - Classic films screened once per month. Recent films Breakfast at Tiffany's, Casablanca, King Kong and The King & I.
- **Patronbase** – The new Box Office System is now operational at the Town Hall Theatre and Tourist Info Centre, Box office. Patronbase will have shortly have an 'on-line' booking system so that people can purchase via the web making it easier to purchase tickets in advance.
- **Visitor Figures** - January to July 2013 inclusive saw 15,930 people sing/visiting the Town Hall Theatre (inc patrons and hirers) compared with last year's six monthly figure 16,258 for the same period. However annually the total figure is 51,613 a rise of 734 from last years' total of 50,879

- **Children's shows (NECTC)** - The Town Hall Theatre is proud to be part of a consortium of venues offering great theatre experiences for families in the North East. Our project partners are Theatre Hullabaloo, ARC, Arts Centre Washington, Darlington Civic Theatre, Gala Theatre, Lamplight Arts Centre and Middlesbrough Town Hall Theatre.
- **Hot Potato Comedy Club** - In conjunction with Ten Feet Tall - a variety of comedians are showcased at the Town Hall Theatre monthly.
- **Groovy Baby Disco** - In conjunction with Dance Company – Urban Kaos. Disco with music and activities for small children.

4.7 Hartlepool Art Gallery

- **Neil Armstrong**– Neil Armstrong's exhibition 'Send Three and Fourpence was inspired by Memories of popular Hartlepool dance venue the Queen's Rink Ballroom which formed a fascinating exhibition which explores how the past is continually being re-presented and re-interpreted in the present. Using a combination of multiple video playback, original artwork and still photography plus a specially-written song 'Our Three Shilling Affair', the exhibition features images from the Rink's lifetime and personal thoughts and reminiscences from people whose lives were touched by the much-loved venue.
- **In from the Outside** - An exhibition exploring urban art and featuring work by local, regional, national and international artists including a new interpretation of Lucian Freud's 'Head of a Woman' by New York stencil artist Logan Hicks.

A host of other global urban artists were featured in the exhibition, including prints by Eelus, Gaia, Conor Harrington, Eine, Prefab77, Remi Rough, Laser 3.14, Faile, Parra, Tom French and SheOne, all of which are on loan from North-East gallery Unit44.

The exhibition will also feature artist Bobzilla and it will include original prints of 'Virgin Mary' and 'Morons' by world-renowned artist Banksy.

- **Hartlepool Art Club** – Hartlepool Art Club's 66th Annual Exhibition ran from Saturday 16th November, Hartlepool Art Club is one of the largest art clubs in the North, Hartlepool Art Club was founded in 1947 and has over 100 members, ranging from enthusiastic beginners to experienced painters and even non-painters.

The club will had over 140 items on show in the exhibition, all of which were originals. There was works in watercolour, oils, acrylic, charcoal and various other media including sculpture.

The broad selection of entries features traditional, contemporary and abstract art in a wide variety of techniques and materials.

- ***Emerge*** - The Emerge space is a dedicated space within Hartlepool Art Gallery to platform work from emerging artists – Current exhibition Crowther Turner Prize winners (English Martyrs)
- ***Dabble in Arts***: Hartlepool Art Club deliver a fortnightly Saturday morning art club to young people to develop young people's experience in the creative arts. These sessions are delivered in Hartlepool Art Gallery, numbers for the session are approx 25 to 30 young people
- **CCAD graduation plans**: Plans are being made for the first graduation ceremony in Hartlepool on Tuesday 1st July 2014, there will be approximately 45-55 students graduating.
- **Hartlepool Art Gallery Visitor Figures** from July 2013 – Dec 2013 were 38,480 which is an annual (Jan – Dec) total of 71,481, figures for Jan 12 – Dec 12 were 56,474.

4.8 Museum of Hartlepool, Collections and Learning

The Museums team delivers the core role of our Nationally Accredited museum and gallery to conserve, document, interpret and make publically accessible the shared material heritage of the Borough. This is done by looking after collections of objects, delivering temporary and permanent exhibitions, answering public enquiries, and by facilitating school visits and family activities at the Museum and the Gallery, supporting learning at Hartlepool's Maritime Experience, and through outreach to schools and colleges.

This public purpose has remained consistent since the founding of the service in 1920, when the Gray Art Gallery & Museum was given to the town by Sir William Cresswell Gray, in thanks for the safe return of his son, Capt. William Gray, from the First World War.

- **Museum of Hartlepool**. Visitor figures for the six month period of July to December 2013 were 70,260, bringing the total for the financial year to the 31st December to exactly 106,313. The annual figure for 2013-2014 is therefore on target to be in the region of 130,000 visitors, which would make this current year the second best year in the period 2000 to 2013.
- **Exhibition: "Toytastic"**. *Toytastic* ran from the 29th June to 8th September 2013. This exciting summer exhibition of toys and games from the Council's own museum collection and from local private collectors included many nostalgic favorites from the 1950s to the 1990s including Action Man, My Little Pony, Doctor Who, Star Wars, Dinky Toys, dolls and soft-toys. Popular with family audiences, it featured on regional television and in the media, and was supported by a day event

which saw a life size Dalek invade the museum, and a programme of free family craft activities. Strong in-kind support from the business community included assistance from local retailers Who-Ray, national toy auctioneers Vetrix, and Gateshead Games and Collectables.

- **Exhibition: “Our Town, Our Lives”.** *Our Town, Our Lives* opened on 14th September and currently runs to 9th Feb 2014. This exhibition focuses on photographs donated by local people to the ‘Hartlepool History – Then and Now’ project, which has created a community website featuring a personal record of the life and times of the town and its people over the decades (www.htandn.org). This Heritage Lottery-funded initiative is led by the Nautical Archaeological Society North-East in partnership with Hartlepool Council’s Library and Museums Services together with local groups and volunteers including the Hartlepool Family History Society, the Hartlepool Photographic & Digital Image Club and the Teesside Branch of the World Ship Society. The photographs on display in the Museum span the 1950s to the 1980s and capture daily life in the town and in surrounding villages, including school days, family gatherings, weddings, leisure activities and shopping. Complementing the images are a wide range of items from the Museum collection, ranging from childhood and school ephemera such as sports trophies and school attendance books to the sample collection of a travelling sweet salesman and even old-fashioned bus conductor’s ticket machines. The exhibition has proved especially popular with schools studying local history and changes in everyday life.
- **Accreditation.** The three-yearly formal Accreditation returns were successfully submitted to Arts Council England ahead of the deadline of 28th July 2013, after 6 months of detailed work. Accreditation is the formal recognition by Government of the high quality and professionalism of a museum or gallery, especially in the care of it’s collections and provision of visitor services, and without which the Council is not eligible for external grant funding including DCMS and ACE funds. The renewal panel meets in February 2014, and is fully expected to approve both the Museum of Hartlepool and Hartlepool Art Gallery for the next three years.
- **Update of Collections Policies.** Four major new policies were finished in the period. These comprised of a “Collections Development Policy”, a “Collections Care and Conservation Policy”, a “Documentation Policy” and a new “Access and Learning Policy”, which all improve on and supersede the old Museums Collections Policy of 2007. These policies were approved by Committee on 29th August 2013, and will play an important role in the Council’s ability to secure public grant funding in the period 2015-2018.
- **Firearms Review.** The Museum Manager undertook a full review of historic firearms in the museum collection at the beginning of this period in order to comply with our legal responsibilities. As a result the Authority’s Museum Firearms License was successfully renewed by the

Home Office to June 2018. Currently, work is taking place to take account of the changes to the official guidance relating to the Firearms Act issued by the Home Office to Chief Constables in November 2013.

- **Civic Collections.** Extensive work was carried out to identify and audit items in the Civic Collections as per the actions and recommendations of the Collections Scrutiny working group of 2011-12, with the aim to identify those items which should be transferred into the care of the Museum, retained for Civic ceremonial use, or returned to their rightful owners.
- **Conservation of Objects.** In addition to the everyday care and conservation of the museum collection, four additional major conservation tasks were achieved in this period. Firstly, the static engine working exhibits in the Museum were fully cleaned and conserved during October. This was carried out in-house, avoiding additional expenditure. The sail of the fishing coble “The Three Brothers”, one of the most popular interactive exhibits in the Museum, was also restored for free by an external contractor after receiving increased wear and tear by enthusiastic visitors. The fishing boat “Venus” was lifted from the water and her hull restored by an experienced specialist company. Finally, James Clark’s famous oil painting “The Bombardment of the Hartlepoons” was taken to Europe’s leading painting conservator in October for major conservation and cleaning in preparation for its involvement in activities commemorating the 100th Anniversary of the Bombardment later this year. This conservation was achieved ahead of schedule, with the painting returned in December.
- **Donations.** A number of significant public donations of items were made to the museum collection during this period. Highlights include the donation of 54 major artworks by Hartlepool painter Stanley Davison, watercolours of Hartlepool in the 1960s by Daniel Gleeson, and items relating to the Bombardment of the Hartlepoons including original family documents, photographs and ephemera.
- **Art in the Civic.** A new area where artworks from the museum and gallery collection will be publically displayed was installed in the Civic Centre in November 2013. Called “Art in the Civic”, this area will display recent donations of artworks to the collection, starting with items from the recent donation of works by Stanley Davison.
- **Object and Historical Enquiries.** There was a significant increase in the volume and complexity of public enquiries to the Museum Service during this period. The majority involved family history, information about artworks and artists, and shipbuilding, but in common with Libraries we have also seen a marked increase in enquiries about the First World War. Closer working between the Library and Museum services has ensured that we have continued to fulfill this central role despite lower staffing levels post-Renaissance funding.

- **Media.** The museum has been increasingly involved in working with the television and print media since the summer of 2013. Highlights include supporting the filming of the “Monkey Legend” for ITV primetime’s new show “I never Knew That About Britain” during September, a contribution to Radio 4’s award-winning “Dreams of the City” radio documentary, recording of items for the commemoration of the First World War with Michael Portillo, with regional presenters, and for content for BBC internet services. A segment about James Clark’s Bombardment painting has just been recorded for BBC NE’s Inside/Out programme (to be broadcast in February 2014), and discussions held with ITV and Independent filmmakers about potential First World War programming.
- **School Visits.** Learning team members delivered school workshop sessions to c. 2500 children visiting the Museum and the Art Gallery during September to December 2013. Performance levels are keeping up with previous years.
- **Resource Boxes.** On 1st September 2013 the school resource box (“school loans”) service was integrated with the Library schools resource service, and began charging. The borrowing of boxes has remained at previous levels, mainly due to the effectiveness of such resources to support classroom teaching.
- **Making a Mark.** Hartlepool’s contribution to the Tees valley wide *Making a Mark* collaborative museum and gallery learning project significantly took off during the period July to December 2013. In brief, *Making a Mark* is a partnership project led by The National Portrait Gallery and Redcar and Cleveland Borough Council, involving museums and galleries in Hartlepool, Middlesbrough, Stockton-on-Tees, and Darlington. This project engages local school pupils in national curriculum based activities themed around portraiture within museum collections. Funded on a performance-linked basis, the project officer recruited 17 Hartlepool schools and successfully worked with 1023 school children in the period July 2013 to January 2014. Visits were primarily focused on the Hartlepool Art Gallery, with secondary visits to the Museum of Hartlepool helping to achieve repeat visit targets. The project is now approaching its break-even point, and planning for a major exhibition including national painting loans for the Gallery from March 2014.
- **Family Activities.** Programmes of free activities for families were delivered by the learning team at the Museum and Art Gallery during the summer holidays and during the autumn half-term. In addition the team supported the ticketed Pirates Event on the Historic Quay in July, and our ticketed Spoo-Quay events in October
- **Esmée Fairbairn Collections Fund: “What’s Your Emergency”.** £62K was secured in July from the Esmée Fairbairn Collections Fund, administered by the Museums Association, for the delivery of a two year partnership project titled “999 : *What’s Your Emergency*”. In brief, in collaboration with the Dorman Museum, Middlesbrough, and Head of

Steam, Darlington, this project will involve volunteers in researching museum collections to rediscover the stories of local heroes who served in the Emergency Services (Fire, Police, and Ambulance), the medical professions, lifesaving and coastguards, and ordinary people demonstrating bravery. Significant planning activity took place in September to November, with the aim of publically launching in April 2014 for two years.

- **Community Support.** The Museum Collections team supported a number of community groups this period including the Headland History Group, the Mission to Seamen, and the supporters of Holy Trinity Church, Seaton Carew. This included advice on funding bids, historical information, sourcing of images and reproduction rights, and attendance at local events. The highlight of the latter was the Council's attendance at the Headland Heritage Festival in July, where the new "pop-up" exhibition about "Shipbuilding in Hartlepool" was unveiled. Support was also given to joint public initiatives including the departmental First World War community event in the Central Library in September, and collections support to colleagues in Arts and Events working with young people on outreach projects.

4.9 Hartlepool Maritime Experience

Visitor activity – over all there has been an increase in visitors to HME, in particular Travel Trade Groups has had a 50% increase on the same period in 2012.

- 5 for 1 ticket admissions has seen a 10% upgrade from the standard ticket purchased. This also giving repeat visits allowing secondary sales in retail and coffee shops
- Farmers Market, on the 2nd Saturday of the month, have seen in increase in footfall this year due to moving to the area behind the Sir William Gray Suite giving more visibility from the main road.
- Hartlepool Hospice have had two very successful events, in September Midnight walk that seen hundreds attend the walk from and to HME and Lite up a life in December by the Christmas tree. We are already in talks about this year!
- The 1st Hartlepool Big Lime Triathlon was hosted at the Marina, using the Wingfield Castle as the base of operations and the car park as part of the route. This Sports and Recreation event was very successful, and great partnerships have been formed, talks are in process for this year!
- Another popular event hosted in our car park in September, was the vintage car rally in conjunction with Northern by-Gones. At least 100 vehicles were on show and were well attended from visitors of all ages.

- In October, the HME hosted by an ITV production being filmed entitled 'Didn't know that about Britain!' to be showed in February which tells the Monkey legend story.
- The annual Spooquay event on the 30th and 31st October, organized solely by HME, was as successful as ever. Working closely with East Durham College, to provide most of the entertainment.
- December saw the annual Christmas Crackers event on the 12th December. Visitors were provided with lots of varied entertainment; in particular Nadine's Dance Academy provided fantastic shows involving their award winning dancers.

4.10 First World War Project

- **Tees Valley project:** Partnership work has begun across the Tees Valley which was shown through the good representation achieved at the project launch event on 30 July at the Heugh Battery. The launch event stimulated a significant amount of media interest with the project being promoted in full page spreads in all major north east newspapers, significant coverage on BBC Tees Radio, BBC Look North News and ITV Tyne Tees News; shining a positive light on the Tees Valley, Hartlepool and the Heugh Gun Battery Museum.
- As well as focusing on the main elements of the project, support has also been given to a variety of events. The project has been involved in three library WWI events in Hartlepool, Stockton and Middlesbrough, where many organisations came together to promote their own WWI projects. Each event was well attended by the public and several community groups expressed an interest in linking to the Tees Valley project.
- The project is also represented at the regional WWI meetings, the WWI Commemorations Cadet Committee and the working group for the planning of a teacher's conference promoting WWI projects. The latter two projects are also regional.
- The Tees Valley project continues to work with young people and supports the Young Roots project with collections based activities. The WWI Project Officer also attended a WWI themed day hosted by Throston Youth Project. The purpose being to engage young people with the subject of WWI and with authentic WWI objects.
- Re-enactors the Time Bandits were awarded the Outreach contract for year one. They are organising Outreach events in each of the five boroughs, where they will provide a variety of activities in non-traditional venues. They will also utilise the WWI pod, which is used at all of the events that the project supports.
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- The touring exhibition contract was awarded to Janvs and work with the partners began before the Christmas period. They will be using the research provided by all of the partners to shape the content and design of the exhibition. Researchers in each borough have been working to provide the information, which will support other elements of the project as well as the exhibition. The exhibition will begin its tour in June 2014 and end in March 2015 but it is hoped that it will be used beyond the life of the project.
- The Marketing contract was awarded to Jump, who are developing a marketing toolkit for all of the partners to use in various activities. They will also create a website for the project, which will contain information about all parts of the projects as well as objects and stories from the collections.
- The contract for the large outdoor performances has been awarded to Periplum. A performance will take place in each of the five boroughs.
- **Young Roots project:** Secured £35,400 of external funding from HLF which will offer part-time employment for 2 years to someone trained in working with young people. The project will promote unique ways of getting young people actively involved in learning about the First World War and working in creative industries, with a target of supporting 40 young people to achieve an Arts Award at bronze and silver level.

5. SUMMARY

- 5.1 This report highlights some key areas of work and progress made over the past 6 months. It is by no means exhaustive and gives members increased knowledge and awareness about the scope and breadth of provision and the positive contributions being delivered by the Culture & Information Team.

6. SECTION 17 OF THE CRIME AND DISORDER ACT 1998 CONSIDERATIONS

- 6.1 There are no implications under Section 17.

7. RECOMMENDATIONS

- 7.1 That the Regeneration Service Committee notes the content of the report and the progress made across key areas of delivery within the Culture & Information service.

8. REASONS FOR RECOMMENDATIONS

- 8.1 To inform Members of the range of recent activities of the Cultural & Information section and the ongoing contribution to the Council's strategic priorities.

9. BACKGROUND PAPERS

- 9.1 There are no background papers.

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REGENERATION SERVICES COMMITTEE

20th February 2014



Report of: Assistant Director (Regeneration)

Subject: SELF ASSESSMENT REPORT OF THE ADULT
EDUCATION SERVICE

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 This is a non-key decision.

2. PURPOSE OF REPORT

2.1 To update the Committee on the annual Self Assessment Report of the Adult Education Service.

3. BACKGROUND

- 3.1 As a provider of Learning and Skills funded by the Skills Funding Agency (SFA) the Adult Education service is required to produce an annual Self Assessment Report (SAR). This report should be uploaded onto the SFA portal within five months of the end of the academic year.
- 3.2 The SAR is used by Inspectors as the basis for any Ofsted inspections. It is also used by the SFA and the service to facilitate quality improvements in its provision.
- 3.3 The SAR involves all staff within the service as well as partner organisations.
- 3.4 The report examines all areas of the service delivery in a similar way to an Ofsted inspection. The common inspection framework is used as the basis for making the judgements. The format of the report is prepared according to accepted guidelines.
- 3.5 All the aspects inspected are graded on a scale of one to four. Grade one provision is defined as outstanding, grade two is good, grade three is required to improve and grade four is inadequate.

- 3.6 The Adult Education team found that all areas of the service were good. A summary of the grades for all aspects is attached at **Appendix 1**.
- 3.7 During the self assessment process the following key strengths and areas for improvement were identified.

Key Strengths:-

- High success rates in most areas.
- High level of support for unemployed learners
- Good strategies and partnerships to promote social inclusion
- Good teaching learning and assessment.

Key Areas for Improvement:

- Effective use of the analysis of a range of data to target provision.
- Better engagement of service users in Quality improvement
- Further embedding of Functional skills

4. PROPOSALS

- 4.1 The service has already put into place actions to improve on any areas for improvement identified.

5. FINANCIAL CONSIDERATIONS.

- 5.1 As all areas of the service are now deemed to be good this will ensure that the SFA will continue to fund the Adult Education Service to provide learning opportunities.

6. EQUALITY AND DIVERSITY CONSIDERATIONS

- 6.1 There are no equality and diversity implications.

7. SECTION 17 OF THE CRIME AND DISORDER ACT 1998 CONSIDERATIONS

- 7.1 There are no Section 17 considerations.

8. RECOMMENDATIONS

- 8.1 It is recommended that the Committee note this report.

9. BACKGROUND PAPERS

- 9.1 The full Self Assessment Report is available.

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APPENDIX 1

Summary of Grades

Outcome for Learners	2
Quality of Teaching Learning and Assessment	2
Effectiveness of Leadership and management	2
Overall Effectiveness	2
Health, Social Care and Public Services	2
Information and Communication Technology	2
Arts, Media and Publishing	2
Language, Literature and Culture	2
Education and Training	2
Preparation for Life and Work	2
Business Administration and Law	2
Family Learning	2

REGENERATION SERVICES COMMITTEE

20th February 2014



Report of: Assistant Director (Regeneration)

Subject: INSPECTION OF THE ADULT EDUCATION
SERVICE

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 This is a non-key decision.

2. PURPOSE OF REPORT

2.1 To update the Committee on the recent Ofsted Inspection of the Adult Education service.

3. BACKGROUND

3.1 The Adult Education service is subject to inspection by Ofsted. The service had its last full inspection in December 2007. This was followed up by a monitoring visit in October 2011.

3.2 The recent full inspection took place between the 3rd and 6th December 2013. A total of five inspectors visited the service for four days. Full details of the inspection are included in the inspection report which was published on the 10th January.

3.3 The inspection process covers all aspects within the Common Inspection Framework. It includes individual sector subject areas as well as The Effectiveness of Leadership and Management, Outcomes for Learners and the Quality of Teaching Learning and Assessment. In addition a grade for Overall Effectiveness is also awarded.

3.4 All the aspects inspected are graded on a scale of one to four. Grade one provision is defined as outstanding, grade two is good grade three is required to improve and grade four is inadequate.

3.5 During the inspection two sector subject areas were inspected in detail .These were Health and Social Care and Education and Training. The inspectors graded both of these areas as grade 2 good.

3.6 During the inspection the following grades were awarded.

Outcomes for Learners	Grade 2	good
The Quality of Teaching, Learning and Assessment	Grade 2	good
The Effectiveness of Leadership and Management	Grade 2	good
Overall effectiveness	Grade 2	good

3.7 The inspectors also noted the key reasons why the Adult Education service is a good provider. These are:-

- Outcomes for learners at Hartlepool Adult Education Service are good. Learners achieve good levels of success in accredited programmes and excellent success in non-accredited community learning courses.
- The development of personal, social and employability skills for learners is very good. The service successfully recruits learners who often start programmes with low prior attainment and barriers to learning: they subsequently improve their levels of personal confidence and self-esteem, and many are better prepared to gain employment.
- Successful strategic planning enables adults from the most disadvantaged communities in the borough to develop their skills and confidence, successfully enhance their employment opportunities and improve the quality of their lives.
- The service develops very successful partnerships with community and voluntary organisations that enable the service to target its provision successfully and encourage adults to participate and succeed in learning.

3.8 On the basis of the service moving towards becoming outstanding in future the inspectors noted a number of key points which the service needs to do to improve further. These are:-

- Improve success rates for learners on accredited programmes so that even more learners benefit from successful achievement from their learning.
- Ensure that rigorous systems track and monitor all learners' progress towards achieving their targets in developing their English and Mathematics skills.
- Ensure that actions from observations are more specific in identifying how teachers can improve their practice further, and monitor closely progress in implementing these actions through performance reviews.

- Improve the self assessment process by analysing data on learners' performance and outcomes from observations more rigorously, and identifying specific areas for improvement.
- Improve the training and support for tutors to enable them to promote diversity in their teaching successfully.

4. PROPOSALS

- 4.1 The Adult Education Service will use the findings of the inspection report and will work towards becoming an outstanding provider.

5. FINANCIAL CONSIDERATIONS

- 5.1 As all areas of the service are now deemed to be good this will ensure that the service will continue to be eligible for funding from the Skills Funding Agency to fund the provision of learning opportunities.

6. EQUALITY AND DIVERSITY CONSIDERATIONS

- 6.1 There are no equality and diversity considerations.

7. SECTION 17 OF THE CRIME AND DISORDER ACT 1998 CONSIDERATIONS

- 7.1 There are no Section 17 considerations.

8. RECOMMENDATIONS

- 8.1 It is recommended that the Committee note the inspection report.

9. BACKGROUND PAPERS

- 9.1 The full inspection report is available.

10. CONTACT OFFICER

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REGENERATION SERVICES COMMITTEE

20th February 2014



Report of: Assistant Director (Regeneration)

Subject: QUARTERLY BUILDING CONTROL REPORT
SEPTEMBER - DECEMBER 2013

1. TYPE OF DECISION/APPLICABLE CATEGORY

For information only.

2. PURPOSE OF REPORT

- 2.1 To update the Regeneration Services Committee regarding the key areas of the Building Control Service including the fee earning and statutory enforcement activity, during the 3rd quarter of 2013/14.

3. BACKGROUND

- 3.1 This report provides an update on progress and performance of the fee earning element of the Building Control Service and the provision of the statutory enforcement element during quarter 3, of year 2013/14. As this is the first quarterly report for the Building Control section it also briefly explains the role of the Building Control function.

4. PROPOSALS

- 4.1 The report contains no proposals and is for information only.

5 BUILDING CONTROL FUNCTION

- 5.1 Building Control is the process of ensuring building work complies with the Building Regulations. The Building Regulations are national Regulations, applicable throughout England and are set by the Government to ensure minimum standards for the safe construction of buildings. These Regulations cover aspects such as structural stability, fire safety, means of escape, access for all, ventilation and thermal insulation. They ensure the health, safety, comfort and welfare for people living in or using buildings.

- 5.2 The Building Control Service consists of two elements, fee earning and the statutory enforcement element which the Council must provide.
- 5.3 The Council's Building Control service operates in a highly competitive market and competes directly with private building control bodies for work. Persons carrying out building work are required by law to comply with Building Regulations and submit applications for most types of building work (both commercial and domestic). Applications for work required to comply with the Building Regulations submitted to the Council are generally 'fee earning' except for those works which are solely for disabled facilities. The Council's market share is approximately 88% well above the current national average of around 60%
- 5.4 The Council's Building Control Service actively markets itself in this competitive market and earns fees by professionally appraising submitted applications to ensure they comply fully with the Building Regulations. In addition to the plan appraisal element the Council's Building Control Service as part of the process and its fee earning risk, assesses the appraised projects and carries out suitable inspections on site through to the completion of work.
- 5.5 The Building Control team deals with all types of applications from small single storey domestic extensions to multi million pound commercial developments and schools. The Council must cover all costs of the provision of this fee earning work but cannot make a profit on such work.
- 5.6 As well as the fee earning element the Building Control service is responsible for all enforcement issues in relation to Building Regulations. The Council is responsible to enforce the Building Regulations as private building control bodies cannot. This enforcement can cover unauthorised work as well as work that does not comply with the Regulations and associated guidance.

6. FEE EARNING PERFORMANCE

- 6.1 Three types of 'fee earning' application can be submitted – Full Plans, Building Notice and Regularisation. Full Plans applications, as the title suggests consist of existing and proposed plans, calculations and specifications submitted prior to work commencing and are fully appraised by the Building Control surveyors. In addition these jobs are fully risk assessed and inspected as work progresses through to completion to ensure compliance. Building Notice applications are usually submitted just prior to work starting and although generally they have no plans with them they are fully risk assessed and inspected as work progresses through to completion to ensure compliance. Regularisation applications can be submitted to regularise previous unauthorised work and are fully checked to ensure the work complies both by submission of requested details and site inspections.

- 6.2 The total number of new Full Plans, Building Notice and Regularisation applications submitted for the 3rd Quarter was 77. These applications brought in a total fee income of £12,739.81
- 6.3 The total number of new individual building work starts for the third quarter was 79. These brought in a fee income of £14,310.23
- 6.4 The total number of inspections carried out by surveyors for the third quarter was 559.
- 6.5 The Building Control Service has approved 90.2% of the applications submitted in the 3rd quarter.

7. ENFORCEMENT UPDATE

- 7.1 In addition to the fee earning element the Building Control Service carry out inspections of unauthorised work and work not complying with the Building Regulations.
- 7.2 In line with the Council's Building Control enforcement policy the surveyors as part of their duties to carry site inspections of building work as it progresses carry out many pre contravention inspections. By spotting work that contravenes or may become a contravention if work progresses in a particular way the sections surveyors discuss and resolve matters with owners and builders before costly legal action may be required through the Magistrates Court.
- 7.3 A pre-contravention is when a site inspection is carried out and the work carried out is found to be incorrect or the proposed work is incorrect and the surveyor has just cause to ask for the work to be corrected or agrees an alternative construction to ensure the work ultimately complies with the Building Regulations.
- 7.4 The Council's enforcement policy reinforces the best practice to resolve such matters prior to needing to progress to a more formal and costly legal approach.
- 7.5 The enforcement update encompasses a number of key areas, including non-compliance issues found by the surveyors during chargeable plan appraisals and site inspections and unauthorised work which Building Control have been notified by neighbours, those selling houses, via other Council sections or those seen by the Building Control Surveyors whilst inspecting other properties. In the third quarter several smaller contraventions have been found during plan appraisals and resolved after a detailed first response to the agents resulting in compliant amended plans and details being submitted allowing for approval.
- 7.6 Several minor contraventions have been found whilst inspecting work on site by the team's surveyors and have been successfully resolved with either the owner or the builder in a professional and timely manner.

- 7.7 In the third quarter some more major contraventions have been successfully resolved by the team, some examples are as follows.
- 7.8 An incorrectly installed damp proof course on a large single storey domestic extension was inspected by one of the surveyors and has been subsequently corrected by the builder using a suitable alternative agreed method. This resulted in not only in a compliant building but also avoiding the owner future major dampness issues with their expensive building extension.
- 7.9 On another extension a surveyor found on completion an incorrectly installed window. The window was too small for suitable means of escape and as such was replaced following a letter to the owner highlighting the error made by the builder and the fire safety non compliance implication. If this was not resolved at this stage by a pre-contravention letter the Council would have needed to take the matter to the Magistrates Court as if left unresolved it could have been fatal as the person in the new extension would not have had suitable alternative escape as required by the Building Regulations.
- 7.10 Finally in the 3rd quarter the Building Control team have commenced procedures to resolve an issue with a conversion of a commercial property to a domestic dwelling being carried out without the necessary application for Building Regulations. It is looking quite positive that this issue again can be resolved by the team without lengthy and costly legal action. The outcome of this matter will subsequently be reported in the next update of the final quarter.

8. RETURNED QUESTIONNAIRES FOR PERFORMANCE MEASUREMENT AND MARKETING

- 8.1 For all applications submitted and all projects completed the Building Control Service send out questionnaires giving our customers the opportunity to rate the service and add any particular comments they wish either good or bad. This also gives the Building Control Service an opportunity to fine tune its services as part of our overall marketing strategy.
- 8.2 The choice of ratings for the customers to rate the service range from very poor to very good and for this quarter the ratings are as follows:
Plan appraisal service 100% very good or good
Site inspection service 100% very good or good
- 8.3 The Plan Appraisal Service and Inspection Services have had some additional comments made by our customers such as:
- “I have found staff to be professional, helpful and friendly”.
 - “Very good, quick reply via emails”.
 - “Ease of booking inspections and speed of response”.
 - “Quick response and helpful”.

- “Staff always ready to provide assistance and adaptive to any changes made during construction on site”.
- “Very good quick reply via emails”.
- “When I emailed Joseph he replied very quickly instead of using the telephone because I’m deaf with sign language. He was very patient with me. Very impressed with him. Big thank you”.

9. IMPACTS OF NEW LEGISLATION

- 9.1 The Government has not introduced any new legislation although in the final quarter of 2013/14 the service will be gearing up for the introduction of a suite of new Approved guidance documents. These documents assist developers in complying with the regulations but over recent years have become more and more complex. With this in mind the key surveyors in the Building Control Service have had suitable training to assist them in enforcing the new guidance and regulations.

10. BUILDING CONTROL REPORTS ON THE FORWARD PLAN

- 10.1 There are currently no Building Control reports on the forward plan.

11. EQUALITY AND DIVERSITY CONSIDERATIONS

- 11.1 Impact Assessments have been carried out on all Building Control Services that are relevant to this report.

12. SECTION 17 OF THE CRIME AND DISORDER ACT 1998 CONSIDERATIONS

- 12.1 There are no Section 17 implications.

13. RECOMMENDATIONS

- 13.1 Committee members to note the contents of the report and the progress made across key areas of the Building Control Service for information purposes.

14. REASONS FOR RECOMMENDATIONS

- 14.1 To ensure that Committee Members are informed about key activities across the Building Control Service.

15. BACKGROUND PAPERS

- 15.1 There are no background papers to the report.

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REGENERATION SERVICES COMMITTEE

20th February 2014



Report of: Assistant Director (Regeneration)

Subject: QUARTERLY UPDATE REPORT FOR PLANNING
SERVICES OCTOBER – DECEMBER 2013/2014

1. TYPE OF DECISION/APPLICABLE CATEGORY

This report is for information.

2. PURPOSE OF REPORT

- 2.1 To update the Regeneration Services Committee on performance and progress across the key areas of Planning Services for the third quarter of 2013/2014.

3. BACKGROUND

- 3.1 The Planning Service consists of four discrete teams: Development Control, Planning Policy, Landscape Planning and Conservation and Tees Archaeology.
- 3.2 The Development Control Team focuses on assessing proposals for new development and their impact on their surroundings, particularly in the form of planning applications. The service encourages the use of an advisory service (One Stop Shop) to enable proposals to be considered informally before applications are submitted, helping to improve the quality of development where appropriate. The section is also responsible for monitoring development and, where necessary, implementing enforcement action against unauthorised development, including derelict and untidy buildings and land.
- 3.3 Planning Policy is responsible for spatial planning policy and sustainable development policy, this includes the preparation, monitoring and review of the statutory Local Development Framework including the Local Plan, which will establish the overarching planning policy framework for the Borough and will eventually replace the adopted Hartlepool Local Plan 2006. The section

also provides policy advice in relation to planning applications and guidance on development activities, including the preparation of development briefs.

- 3.4 Landscape Planning and Conservation provides professional and technical expertise aimed at the conservation, protection and enhancement of the natural and built environment of Hartlepool. This team provides aboriginal and ecology advice and carries out ecology surveys and the inspection and review of Hartlepool's protected tree stock, including the making of Tree Preservation Orders, the processing of High Hedge applications and the surveying of Council owned trees. The section also has wider roles across the Council this includes ensuring that the authority complies with statutory duties such as the Habitats Directive, Wildlife & Countryside Act and NERC (Natural Environment and Rural Communities) Act.
- 3.5 Tees Archeology is a shared service between Hartlepool and Stockton Borough Councils based in Sir William Gray House. The section provides the Local Planning Authorities and other relevant organisations with advice on the archaeological implications of planning proposals and, maintains and updates a Heritage Environment Record (HER); Government policy requires authorities to hold a record of heritage assets, archaeological and historical sites and other information such as excavations, found objects and documentary sources within its area. It is also involved in a wide range of projects both in Hartlepool, Stockton and the wider region. In the recent reorganisation of the Community Services Division Tees Archaeology moved to the Planning Services.

4. DEVELOPMENT CONTROL

- 4.1 This quarter 14 major applications (such as minerals and waste developments, residential developments over 10 dwellings, the creation of floorspace over 1,000 square metres or sites over 1 hectare) have been received and 12 were determined within the required target date (13 weeks or longer with the applicant's consent). This means that 85.7 % were determined within the target date well above the national target of 60%. In terms of the performance for the year to date, up to and including this third quarter, 86.6% of major applications have been determined within the required target date.
- 4.2 In terms of minor planning applications (such as residential developments up to 9 dwellings, the creation of floor space less than 1,000 square metres or sites less than 1 hectare) 23 were received and 17 (73.9 %) were determined within the 8 week target date well above the national target of 65%. In terms of the performance for the year to date, up to and including this third quarter, 79.48 % of minor applications have been determined within the 8 week target date.
- 4.3 With regard to other planning applications (such as change of use, householder development, advertisements, notifications etc) 80 were received and 67 (83.75%) were determined within the 8 week target date

again above the national target of 80%. In terms of the performance for the year to date, up to and including this third quarter, 87.34% of minor applications have been determined within the 8 week target date.

- 4.4 One planning appeal was received during this quarter. One appeal was determined which was allowed by the Planning Inspectorate.
- 4.5 The applications received this quarter have generated a fee income of £98,525.00.
- 4.6 73 informal enquiries (pre-application advice in the form of the 'One Stop Shop') have been received generating a fee income of £ 3396.66 For the year to date, up to and including this third quarter 347 informal enquiries have been received generating a fee income of £12,346.66.
- 4.7 Planning Services receives complaints regarding potential planning breaches which are then investigated by the Council's Planning Enforcement Officer and 51 complaints were received this quarter. One enforcement notice was served and three Section 215 notices. A single appeal was received against the enforcement notice served. For the year to date, up to and including this third quarter, 130 complaints have been received, 2 enforcement notices served, 7 Section 215 notices served and a single appeal was received against an enforcement notice served.

5. PLANNING POLICY

- 5.1 At a meeting held on October 17th 2013 the Council made a decision to withdraw the submitted Local Plan that had been through public examination and officers have began work on a new Local Plan for the Borough.
- 5.2 In light of this decision, the section produced a Planning Policy Justification Framework during October and November 2013. This is to allow the Local Planning Authority to use the existing Local Plan 2006 policies relevant under the current National Planning Policy Framework (NPPF) regime.
- 5.3 A separate detailed report covering the Local Plan timetable is included on this meeting agenda. Officers are progressing work on the new Local Plan as a high priority, therefore work has begun in this quarter on the main evidence base documents that will form the basis for potential development and growth options for the new local plan. Details of timescales can be found in the timetable report and a short progress update will be reported on the main work items each quarter to this Committee.
- 5.4 The main evidence base documents that underpins the Local Plan includes, the Strategic Land Availability Assessment (SHLAA), Employment Land Review (ELR), The Open Space Assessment and Gypsy and Traveller Accommodation Assessment (GTAA). Other subsequent evidence base work will be carried out once these have been completed covering such issues as flood risk, retail and Infrastructure.

- 5.5 The SHLAA identifies future suitable sites to ensure that there will be enough land available in the Borough to continuously meet housing need over a fifteen year timescale and starting in years 2014-15. The SHLAA will provide options for housing development that will ultimately be the basis for allocations in the emerging local plan and all work will be done in-house. A call for sites process took place in December and there has been a good response from private landowners. It is also proposed to include a number of Council owned sites which is the subject of a Finance and Policy Committee report on the 31 January 2014. A steering group has been formed to guide the development of the SHLAA that is made up of housebuilders, registered social landlords and officers from Housing Services, Estates and Planning Services. In the next quarter officers will visit and survey each of the sites to be considered as part of the SHLAA.
- 5.6 The Employment Land Review (ELR) is a three stage process that assess the existing employment land stock and quality and then identifies quantitative and qualitative need over the Local Plan period. Stage 1 will be done in-house whilst stages 2 and 3 will be put out to tender. A focused four week consultation on the Stage 1 Brief is now complete and work on finalising the tender brief is underway. Site visits to all employment allocations are scheduled for February. Work on the tender brief for Stages 2 and 3 has also commenced and is expected to be complete by end of February after which the tendering process will commence.
- 5.7 The Open Space Sport and Recreation Audit and Assessment has been out to tender. 7 tender bids were received on the 10th January. These have been shortlisted and interview took place in January with a view to the work beginning at the start of February running through until August. This piece of work is required as the previous assessment was completed in 2008 and would not be considered up-to-date or robust if used in the preparation of the new Local Plan. It will help to show where there are deficiencies and surpluses of open spaces in the town, people's view on the open spaces and set standards for provision over the coming years. This document will be the main piece of evidence which will aid the Council in requesting developer contributions for green infrastructure and open space and play provision.
- 5.8 An updated Gypsy and Traveller Accommodation Assessment (GTAA) is required to contribute towards the Local Plan evidence base. The GTAA cannot be undertaken in-house and therefore has to be prepared by an impartial consultant. Throughout December 2013 discussions have taken place with prospective consultants with a specialism in housing need relating to Gypsy & Travellers; with a view to undertaking a new GTAA for the period 2016 to 2031 (15 years). A tender brief was sent out to interested parties in December 2013 with a closing date of the 13th January 2014. Officers have considered the tender received with have appointed an appropriate consultant, with the GTAA findings expected in the summer 2014.
- 5.9 Bearing in mind the current Planning Policy Justification Framework officers regularly give professional advice on planning policy issues which are often

the key consideration for determining planning applications. In the last quarter the Planning Policy section has, as part of its regular workload, been heavily involved in the processing of planning applications. This is primarily regarding providing professional advice to seek and negotiate developer contributions which subsequently involves viability testing. Officers have also been offering advice to the Neighbourhood Planning Groups which have been established in the Borough to support the Community Regeneration Team.

- 5.10 A regular quarterly monitoring update will be reported on the Local Development Orders (LDO's) for Enterprise Zones as per the monitoring framework agreed as part of the LDOs. The table below show the progress to date since April 2012 when the Enterprise Zones were designated.

LDOs for Enterprise Zones Monitoring

No	INDICATOR	ENTERPRISE ZONE		
		Queens Meadow	Oakesway	Port
		Progress to date	Progress to date	Progress to date
(i)	Annual number of businesses locating to EZ.	5 (Propipe, Omega, Durable, Solomons, Lab Shop)	None	1 (TWL)
(ii)	Annual number of queries for businesses wanting to locate, that do not qualify through the LDO.	Unable to monitor this indicator as the majority of queries are not formerly logged as a planning inquiry or with Economic Regeneration Team. May remove this indicator from LDO.		
(iii)	Annual number of developments considered to be unacceptable for design reasons.	None	None	None
(iv)	Annual number of developments considered to be Environmental Impact Assessment type development.	None	None	None
(v)	Annual number of requests to change use class or land use within the same use class.	None	None	None

6. LANDSCAPE PLANNING AND CONSERVATION

6.1 The Ecologist has been focused on a number of schemes including working with the community in Elwick on a project funded through the Limestone Landscapes, a partnership supported by the Heritage Lottery Fund. The work included assisting residents in finding out more about the wildlife in their village and providing information to them about the ecology of the area. The data collected will be used in a leaflet and on a website dedicated to the project, both of which are being developed by the residents themselves. In addition to this work with the community the consultancy side of the service has been developed with bat survey work carried out for a local housing association and a number of other smaller private schemes outside the Borough, providing additional income for the service.

6.2 Arboricultural officers carried out surveys of publicly owned trees in various locations within the town within this quarter. These inspections are carried out on a cyclical basis with trees examined to identify any risks they may pose to the public or signs of obvious defects which can then in turn be reported to enable appropriate remedial action to take place. Alongside this work the consultancy side of the tree service is being developed with survey work carried out at a development site outside the borough and tree risk assessments being offered to schools in Hartlepool. This work contributes to the additional income that the team are looking to developing.

– Ecology	£6,396
– Arboriculture	£735
– Conservation	£7,300
Total	£14,431

6.3 Conservation projects have included a Heritage at Risk Project jointly carried out with Tees Archaeology. Officers led volunteers surveying of 187 Grade II listed buildings in the borough. It was part of a pilot scheme to trial different ways of gathering information on the condition of these historic buildings around the country funded by English Heritage. The survey took the form of an external visual inspection carried out from public areas and a record made of the information gathered. A document was produced highlighting those properties in Hartlepool deemed to be at risk and this information will be fed into the Derelict Buildings and Untidy Land Group which the Conservation Officer takes an active part in. The work on this group can be demonstrated by the recent action taken regarding a vacant listed building which was causing concern. Officers obtained a warrant to enter the property and inspect the building to determine if works were required to make the building sound. The information gathered will be collated and analysed to assess what further action can now be taken against the owners to address the problems with their property.

6.4 Alongside this project work the team has provided specialist advice and guidance on 195 planning applications in the first six months of this year and processed numerous applications covering works to trees, listed building consent and work to properties in conservation areas.

7 TEES ARCHAEOLOGY

- 7.1 In the last year Tees Archaeology has been working with the local community at Elwick as part of the lottery funded Limestone Landscapes, Village Atlas programme. The work has involved excavations on the village green, recording the buildings of the village, carrying out hydrological and geological surveys and drawing together information about the history and development of the settlement. Local people and the local school have all taken part in this process and the results will be held by the local community and Tees Archaeology as a lasting resource about Elwick. The project finishes at the end of March.
- 7.2 Tees Archaeology has also been working with the Friends of North Cemetery to help them investigate and record the cemetery and to provide information about it through an exhibition and a forthcoming booklet. In addition to this the service has provided a Historic Environment Audit for the River Tees Rediscovered project which covers the area from the Teesmouth to Piercebridge and will shortly be the subject of a stage 2 application to the Heritage Lottery under their Landscape Partnerships scheme.

8. EQUALITY AND DIVERSITY CONSIDERATIONS

- 8.1 There are no equality or diversity implications.

9. SECTION 17 OF THE CRIME AND DISORDER ACT 1998 CONSIDERATIONS

- 9.1 There are no Section 17 Implications.

10. RECOMMENDATIONS

- 10.1 That the Regeneration Services Committee notes the content of the report and the progress made across key areas of the Planning Services Team.

11. BACKGROUND PAPERS

- 11.1 There are no background papers.

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