

PLEASE NOTE START TIME

FINANCE AND POLICY COMMITTEE AGENDA



Thursday 27 February 2014

at 2.00 pm

in the Council Chamber, Civic Centre, Hartlepool

MEMBERS: FINANCE AND POLICY COMMITTEE

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

1. APOLOGIES FOR ABSENCE

2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

3. MINUTES

- 3.1 To receive the minutes of the meeting of the Finance and Policy Committee held on 24 and 31 January 2014 (*previously circulated*).
- 3.2 To receive the minutes of the meeting of the Health and Wellbeing Board held on 9 December 2013.
- 3.3 To receive the minutes of the Safer Hartlepool Partnership held on 13 December 2013.

4. BUDGET AND POLICY FRAMEWORK ITEMS

No items.

5. KEY DECISIONS

No items.



PLEASE NOTE START TIME

6. ITEMS REQUIRING DECISION

- 6.1 Land at Central Park – *Assistant Director, Regeneration*
- 6.2 Bullying and Harassment Policy – *Assistant Chief Executive*
- 6.3 Hartlepool Borough Council Smoking Policy – *Assistant Chief Executive*
- 6.4 Civic Collections Review – Final Report – *Assistant Director, Community Services*
- 6.5 Six Monthly Monitoring of Agreed Scrutiny Recommendations – *Scrutiny Manager*
- 6.6 Council Plan 2014/15 – *Corporate Management Team*
- 6.7 Revised Pay Policy 2014/15 – *Chief Executive*
- 6.8 Workers' Memorial Day – *Assistant Chief Executive*

7. ITEMS FOR INFORMATION

- 7.1 Strategic Financial Management Report as at 31 December 2013 – *Corporate Management Team*
- 7.2 Employee Sickness Absence 3rd Quarter 2013/14 – *Assistant Chief Executive*
- 7.3 Quarter 3 – Council Overview of Performance and Risk 2013/14 – *Assistant Chief Executive*

8. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

ITEMS FOR INFORMATION

Date of next meeting – Friday 28 March 2014 at 9.30 am in the Council Chamber, Civic Centre, Hartlepool.



FINANCE AND POLICY COMMITTEE MINUTES AND DECISION RECORD

24 January 2014

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

Present:

Councillor: Christopher Akers-Belcher (In the Chair)

Councillors: Rob Cook, Keith Dawkins, Peter Jackson, Marjorie James, Carl Richardson, Chris Simmons and Paul Thompson

In accordance with Council Procedure Rule 5.2 (ii), Councillor Geoff Lilley was in attendance as substitute for Councillor Alison Lilley and Councillor George Morris was in attendance as substitute for Councillor Ray Martin-Wells.

Officers: Dave Stubbs, Chief Executive
Peter Devlin, Chief Solicitor
Chris Little, Chief Finance Officer
John Morton, Assistant Chief Finance Officer
Louise Wallace, Director of Public Health
Alastair Rae, Public Relations Manager
Joan Stevens, Scrutiny Manager
Angela Armstrong, Principal Democratic Services Officer

181. Apologies for Absence

Apologies for absence were received from Councillor Alison Lilley, Ray Martin-Wells and Robbie Payne.

182. Declarations of Interest

None.

183. Minutes of the meeting held on 3 January 2014

Received.

184. Local Council Tax Support 2014/15 *(Chief Finance Officer)*

Type of decision

Budget and Policy Framework

Purpose of report

- (i) Update Members on the results of public consultation on a potential 12% LCTS scheme cut for 2014/15;
- (ii) Update Members with the latest forecast data on Local Council Tax Support scheme (LCTS) costs and future Government funding as set out in the December settlement;
- (iii) Enable Members to determine a LCTS 2014/15 scheme to be referred to full Council for a final decision as required by statute.

Issue(s) for consideration

The Assistant Chief Finance Officer presented the report which provided the background to the development of the 2014/15 LCTS scheme. As Members were aware, from April 2013 national funding for Local Council Tax support was cut by 10%. From April 2014, the Government was mainstreaming LCTS funding with Core Revenue Grant. In addition the Government's financial settlement for 2014/15 and 2015/16 included details of significant ongoing cuts in Revenue Grant funding. The Council was faced with an extremely difficult policy decision and must determine how the available Core Revenue Grant was allocated between funding for the LCTS scheme and support for the General Fund Budget. The Council's Medium Term Financial Strategy proposed that the Council provided the same level of support for its LCTS scheme in 2014/15 as it did in 2013/14 at £9.6m. However, for 2015/16 the MTFS assumed the LCTS scheme would bear its proportion of the Government grant cuts. Importantly this would enable the Council to reduce the forecast 2015/16 General Fund budget cuts by about £1.4m.

It was noted that sustainability and affordability were key principles that underpin the LCTS scheme and on 29 November Members agreed to consult on a potential 12% LCTS cut for 2014/15. The consultation results were set out in section 4 of the report and show majority support for a 12% cut. The report set out two options for the level of cut in LCTS for 2014/15 continuing with 8.5% or introducing a 12% cut. The 12% cut was the recommended option as this reduced financial risk to the Council.

The other four Tees Valley authorities implemented LCTS cuts of 20% in 2013/14 and it was understood that this would continue in 2014/15. In implementing a 12% cut, the Council would be able to demonstrate it was

doing everything it could to minimise the financial impacts on working age households. It was noted that the recommendations of this Committee would be submitted to Council on 30 January 2014 for decision.

In response to a question from a Member, the Assistant Chief Finance Officer informed Members that some Local Authorities in the north east region were implementing cuts at various levels although it was unclear how they would be funded. Members were reminded that in view of the previous decisions taken, this Council was able to implement an 8.5% cut in the current year.

Members were mindful that a lot of effort was needed in order to protect as many people as possible for as long as possible especially with the added concerns with the implementation of Universal Credit and how that would affect some families. Members requested that Officers provide a report on the 2015/16 LCTS scheme early in the new financial year to enable Members to consider the options available, including the potential to stage the increase in the cut to 20%. It was noted that Hartlepool had a disproportionately high percentage of disadvantaged people and the implementation of the Government cuts was patently unfair on areas like Hartlepool.

It was highlighted by a Member that option 2 followed the Council's strategy of ensuring stability for families in these difficult times. However, it was noted that not introducing any cut in the level of LCTS would store up problems for the future.

The Chief Finance Officer advised Members that Hartlepool was not in a unique situation in that the reduction in the level of LCTS was having a significant impact on other areas with particularly high disadvantaged communities.

Decision

- (i) The report was noted, including the results of the consultation on the proposed 2014/15 Local Council Tax Support Scheme.
- (ii) A LCTS cut of 12% for 2014/15 was approved for referral to Council for decision.
- (iii) It was noted that the 12% cut was designed to phase the reduction in Council Tax Support and in 2015/16 reduce the General Fund Budget cuts by £1.4m.
- (iv) The continuation in 2014/15 of the current policy of applying the yield from local Council Tax Exemptions and Reductions Policy to support the LCTS scheme was approved.
- (v) The application of scheme funding from the Family Poverty Reserve and the LCTS Reserves to support the LCTS scheme detailed in Section 5 for Option 2 was approved – the 2014/15 LCTS scheme based on a 12% cut.
- (vi) The continuation in 2014/15 of the principles A to E as set out in the

report was approved.

- (vii) It was noted that in accordance with national regulations, approximately £4,200 of the 2014/15 Council Tax Support Grant will be passported to Parish Councils.

185. Individual Electoral Registration *(Chief Solicitor)*

Type of decision

For information.

Purpose of report

To provide Members with general information upon Individual Electoral Registration, the work already undertaken, funding behind this project and also associated publicity and public awareness to successfully implement these new electoral registration arrangements.

Issue(s) for consideration

The report provided the background to the introduction and implementation of Individual Electoral Registration. Local Authorities were being supported in the transition towards Individual Electoral Registration through the Electoral Commission and the Cabinet Office. The Annual Canvas 2013 had been undertaken with the publication for the register being 17 February 2014. It was noted that a 92.79% return had been achieved in Hartlepool, mainly through door to door canvassing, which was more than satisfactory when compared to other local authorities. The process of transferring electors through to Individual Electoral Registration was detailed in the report. Members were informed that in Spring 2013, Hartlepool received a grant from the Cabinet Office of £6,269 to fund the first year of transitional activity. During July-August 2013, a “dry-run” of the data matching process to test the IT systems in place achieved an 82.47% match which again was more than consistent with the performance of other local authorities in the northern region.

Members were informed that IER would ‘go live’ on 10 June 2014 with new applicants being registered for IER purposes. The Electoral Commission were planning a public awareness campaign across England and by 1 December 2014 there would be a formal publication of the revised register.

A number of Member briefings will be arranged on the implementation of Individual Electoral Registration in the early part of 2014. In addition, a “Communications Group” was being established through Sunderland City Council to enable local authorities to assess their readiness to successfully implement IER.

A number of concerns were raised by Members in relation to the implications for people who failed to register, in particular people who did not have the necessary support in place to assist them with the process of registering.

In response to a question from a Member, the Chief Solicitor confirmed that there had been no instances of electoral fraud in Hartlepool and added that the current system of voting was antiquated which was why the Government were looking to individual registration and a move to integrate the registration and voting systems with the electronic age. The Public Relations Manager commented that raising awareness through the Council's publication Hartbeat which was delivered to every household would be a good way forward, as well as utilising social media to facilitate further engagement with younger people.

A Member referred to a previous election undertaken with postal votes only and the increase in voting numbers this had created. It was noted that a further report would be submitted to the Committee at a later date and Members requested this include detailed statistics on how IER was progressing and the risk management associated with this process. The Chief Solicitor added that the briefing would include further detailed information broken down into ward profiles.

Decision

- (i) That the Committee note this report and the Council's progress towards the implementation of Individual Electoral Registration.
- (ii) That briefings to Members be arranged, together with local public awareness campaigns be undertaken through the Electoral Registration Officer and staff.
- (iii) A further report be brought back to the Committee in relation to the implementation of Individual Electoral Registration.

186. Any Other Items which the Chairman Considers are Urgent

None.

The meeting concluded at 10.13 am

P J DEVLIN

CHIEF SOLICITOR

PUBLICATION DATE: 30 January 2014

FINANCE AND POLICY COMMITTEE MINUTES AND DECISION RECORD

31 January 2014

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

Present:

Councillor: Christopher Akers-Belcher (In the Chair)

Councillors: Rob Cook, Keith Dawkins, Ray Martin-Wells, Robbie Payne,
Carl Richardson and Chris Simmons

In accordance with Council Procedure Rule 5.2 (ii), Councillor Allan Barclay was in attendance as substitute for Councillor Marjorie James and Councillor Geoff Lilley was in attendance as substitute for Councillor Alison Lilley.

Also in attendance:

Edwin Jeffries, HJTUC

Officers:

Dave Stubbs, Chief Executive
Andrew Atkin, Assistant Chief Executive
Peter Devlin, Chief Solicitor
Chris Little, Chief Finance Officer
Denise Ogden, Director of Regeneration and Neighbourhoods
Louise Wallace, Director of Public Health
Sally Robinson, Assistant Director, Children's Services
Graham Frankland, Assistant Director, Resources
Damien Wilson, Assistant Director, Regeneration
Carole Johnson, Head of Health Improvement
Dale Clark, Estates and Asset Manager
Lorraine Bennison, Principal Registration and Members' Services Officer
Alastair Rae, Public Relations Manager
Joan Stevens, Scrutiny Manager
Angela Armstrong, Principal Democratic Services Officer

187. Apologies for Absence

Apologies for absence were received from Councillors Alison Lilley, Peter Jackson, Marjorie James and Paul Thompson.

188. Declarations of Interest

There were no declarations of interest at this point in the meeting – see minutes 199 and 201.

189. Minutes

None.

190. Medium Term Financial Strategy (MTFS) 2014/15 to 2016/17 *(Corporate Management Team)*

Type of decision

Budget and Policy Framework

Purpose of report

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

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

Issue(s) for consideration

The report provided a detailed and comprehensive background to the preparation of the Medium Term Financial Strategy for 2014/15. Outlined in the report were the one off resources available to the Council from the 2013/14 outturn, a review of reserves and changes to the Core Revenue Grant and linkages to the impact of schools converting to academies. Previous MTFS had recommended allocating these resources to continue the multi-year strategy to manage the financial challenges faced by the Council. The Local Government Finance Settlement for 2014/15 and 2015/16 was outlined and confirmed that public sector cuts would continue and Councils will continue to face significant funding cuts. It was highlighted that the North East Councils, including Hartlepool, will again face higher cuts in Spending Power and Core Revenue Grant than the national average.

The impact of the 2014/15 and 2015/16 Grant cuts on the General Fund budgetary position was highlighted and a supplementary report had been provided that included the proposal from the Children's Services Committee not to implement the Discretionary Transport saving in 2014/15 but to phase this saving in over 5 years commencing 2015/16. The report also highlighted the impact of cuts in Early Intervention Grant funding of 25%.

It was noted that Members had previously indicated they wished to freeze Council Tax for 2014/15 and the report outlined Government's reassurance that the extra funding for freezing Council Tax would remain available.

In conclusion, the Chief Finance Officer highlighted the following:

- The December 2013 settlement announcement covered 2 years;
- For Hartlepool it was confirmed that a cut of nearly £6m in 2014/15 (9.6%) would be imposed and £8.2m in 2015/16 (14.6%);
- By 2015/16 the cumulative grant cut since 2010/11 was £30.6m (39%);
- It was confirmed that the grant cuts continued to have a disproportionate impact on Councils that were more dependent on Government grants and serving more deprived communities;
- It was confirmed that the budget strategy for 2014/15 enabled the Council to set a balanced budget and was designed to provide a longer lead time to implement more difficult budget cuts over the next two years;
- It was emphasised that 2015/16 would be the most difficult budget the Council had faced;
- It was confirmed that the continuation of a multi-year approach to managing the various financial challenges facing the Council was still appropriate and provided the most effective way of managing these issues in the current financial climate.

The Chair of the Children's Services Committee added that the Committee had detailed discussions on discretionary school transport and had recommended an option that would provide one year grace for the Local Authority and schools to identify an alternative solution. Whilst the Committee recognised it was regrettable to impose any cuts to discretionary school transport, it was noted that the proposal had the agreement of all the schools involved.

The Chair applauded the detailed work that had been undertaken to produce the MTFS for 2014/15 and noted that the multi-year approach safeguarded the future for Hartlepool.

Decision

- 1) In the event of any minor change in the final grant for 2014/15 was recommended this is addressed by increasing, or decreasing the use of one-off resources.

2013/14 Outturn Issues, including Review of Reserves (details in section 4 and 5)

- 2) The allocation of the available one-off funding of £2.640m (which included £0.680m from the 2012/13 Uncommitted Outturn, £0.860m Uncommitted Equal Pay Provision and £1.1m from the 2013/14 forecast General Fund Outturn) was approved to support the following issues, which for completeness included £0.2m to support the Highways Maintenance Programme which was approved by Council on 25th July 2013:

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

- 3) The forecast General Fund Outturn and one-off commitments detailed in Appendix C, which included £0.729m to support the 2014/15 to 2016/17 MTFS were approved;
- 4) It was noted that the higher forecast General Fund Outturn detailed in Appendix C could not be relied upon when setting the 2014/15 budget and if this higher outturn was achieved a strategy for using the uncommitted outturn would be developed as part of the 2015/16 budget proposals for approval by Members.
- 5) The allocation of the one-off surplus of £130,000 achieved on the Future Jobs Fund scheme as detailed in paragraph 4.9 to support the current level of demand for Business Grants in 2014/15 and 2015/16 was approved.
- 6) The allocation of the one-off funding arising from Core Revenue grant changes lined to the Education Services Grant of £2.720m to support Regeneration Priorities £0.4m (as detailed in recommendation 20.41) and the core revenue budget £2.320m as follows was approved:

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

- 7) It was noted that the forecast one-off funding of £2.720m would be received in 2013/14 and 2014/15.
- 8) It was noted that the above decisions underpin the financial strategy recommended and were reflected in the budget deficits details in this report. These resources will be held in a '2014/15 to 2015/16 MTFS Budget Support Fund Reserve'. For completeness the table included one-off resources approved in the 2013/14 MTFS to show the total value of one-off funding being used over the next three years to support the revenue budget:

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

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

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

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

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

- 9) It was noted that the Government's decision that from 2014/15 the specific grant to support for Local Council Tax Support schemes would be included in the Core Revenue Grant. This change required

individual Council's to determine how the Core Revenue Grant was allocated between support for the LCTS scheme and General Fund Services.

- 10) As a result of this change it was approved that for 2014/15 the amount of grant allocated towards the MTFS was maintained at the same level as 2013/14, which underpinned the recommended 2014/15 LCTS scheme to be referred to Council on 30th January 2014.
- 11) For 2015/16 it was approved that the 2015/16 grant cut was shared across the General Fund budget and the LCTS scheme, which would reduce the 2015/16 General Fund budget cuts by approximately £1.4m.
- 12) The Government's decision to withdraw the Local Welfare Support funding from 2015/16 was noted.
- 13) The allocation of the available Local Welfare Support funding of £0.78m (i.e. forecast 2013/14 uncommitted outturn of £0.145m and 2014/15 grant allocation of £0.635m) to provide the following annual allocations over the period of the MTFS was approved. It was noted that this strategy did not provide a permanent funding solution and the position for 2017/18 will need to be reviewed when the MTFS was rolled forward to include this year.

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

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

2014/15 Issues

- 14) The actual grant cut for 2014/15 of **£5.984m**, which is a reduction of **9.4%** was noted.
- 15) The budget pressures detailed in Appendix E were approved.
- 16) The following package of measures to fund the 2014/15 gross budget deficit of £9.117m were approved:

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

- 17) It was noted that the use of one-off funding of £0.796m deferred part of the budget deficit to 2015/16, which provided a longer lead time and was reflected in the 2015/16 forecast deficit.
- 18) It was confirmed that having reconsidered on 19th December 2013 the issues referred from the Extraordinary Council on 19th November 2013 that the following recommendations were included in the Budget proposals to be submitted to Council on 6th February 2014:
- i) Option 3 was approved and any unallocated Ward Member budget funds be carried forward and put in a reserve to continue Ward Member budgets for future years.
- It was noted that based on the forecast Ward Member budget outturn for 2013/14 it was anticipated that £100,000 would be uncommitted and carried forward to 2014/15, although the final outturn would depend on the value of schemes approved before the year end.
- ii) That in response to the recommendation of Council at their Extraordinary meeting on 19th November 2013, a proportion of unspent Ward Member budget 2013/14 funds should not be allocated to support Hartlepool Voluntary Development Agency (HVDA) for the provision of Capacity and Resource Building in the VCS from 2014/15. Individual Ward Councillors had already made commitments to allocate £14,500 to HVDA and should other Councillors wish to do the same that was for them to decide individually as agreed at the Extraordinary meeting of Council.
 - iii) That Ward Member funding be reduced in 2014/15 to fund the Environmental Apprenticeship Scheme of £34,000, as recommended by the Regeneration Services Committee on 26th September 2013.

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

- iv) That Finance and Policy Committee having reconsidered the Community Pool Funding Programme allocation for 2014/15, as previously determined by Finance and Policy Committee on 18 October 2013, in line with the proposal agreed by Council at their extraordinary meeting on 19th November, indicates that no variation to that decision be made.
 - v) That the 2014/15 total Ward Member budget be set at £132,000 and funded from the overall corporate outturn as detailed in Appendix C. This will provide a budget of £4,000 for each Member, which is a reduction of 20% on the 2013/14 budget of £165,000.
- 19) The proposal to earmark the temporary employers' pension contribution saving in 2014/15 in relation to the Chief Executive's post of £30,000 to increase the number of apprenticeships by 2 and to allocate these places to young people who have chosen to stay in care or care leavers was approved.
- 20) It was noted that in line with the Government funding conditions for the Better Care Fund the detailed strategy for using these resources would be approved by the Health and Well Being Board and details would be reported to a future meeting of the Finance and Policy Committee and it was noted that the 2014/15 'Better Care Fund' included £1.794m of existing grant which was used to fund continuing Adult Social care expenditure commitments. At this stage it was unclear what commitments need to be funded from the additional 2014/15 grant of £0.503m. For planning purposes, it was not anticipated that this would benefit the General Fund budget in 2014/15. However, there may be some limited scope to enable existing Adult Care services that contribute to the Better Care Fund priorities to be funded from this grant subject to the detailed grant conditions and details would be reported to a future Finance and Policy Committee.

Council Tax 2014/15 and 2015/16 (details in section 10)

- 21) A Council Tax freeze for 2014/15 was approved.
- 22) It was noted that on 15th January 2014 the Department for Communities and Local Government wrote to Councils stating - "Ministers have agreed that the funding for 2014/15 (including 2015/16) freeze grant should be built into the spending review baseline. This gives as much certainty as possible at this stage that the extra funding for freezing Council Tax will remain available".

- 23) An indicative Council Tax freeze for 2015/16 was approved, and it was noted that the final decision would be made in February 2015 and the Government would bring forward proposals for a 2014/15 Council Tax freeze scheme in due course.
- 24) The production of an explanatory Council Tax leaflet for 2014/15 to provide information on the Councils' financial position was approved and it was noted that the cost of approximately £1,800 could be funded from existing budgets.

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

- 25) The actual Core Revenue grant cuts for 2015/16 of **£8.213m**, which is a reduction of **14.6%** and anticipated further cuts in 2016/17 was noted.
- 26) It was noted that after reflecting the strategy detailed in this report the Council will need to make cuts of **£6.252m in 2015/16** and forecast cuts in **2016/17 of £8.655m**.

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

- 27) The proposed savings detailed in Appendix K which were required to address the Government EIG grant cut of £1.512m - a 25% cut were approved.

Public Health (details in section 14)

- 28) The allocation of the forecast 2013/14 Public Health saving of £0.5m as an earmarked reserve to manage in-year Public Health risks in the first year of operating these services was approved. In the event these monies were not needed in 2013/14 it was approved that they were set aside to manage ongoing financial risk in this area.
- 29) It was noted that the use of Public Health funding of £0.5m in 2014/15 and future years to fund eligible General Fund expenditure was only sustainable whilst the existing grant continues and there was a potential risk that this grant was reduced in future years.

Capital Programme 2014/15 (details in section 15)

The following recommendations would be implemented once approved by Council on 6th February 2014 unless otherwise stated as requiring a further report.

- 30) The detailed ring fenced Government Capital allocations for 2014/15, as detailed in the following table were noted and delegated authority was given to the relevant Policy Committee to approve detailed proposals for using these ring fenced funds.

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

* estimate pending notification of actual allocation.

31) The proposals for using the 2014/15 Council Capital Fund of £1.0m (funded from £0.6m of Prudential Borrowing and £0.4m of one-off resources) as detailed in Appendix L were approved to fund:

- Regeneration schemes of £0.45m with delegated authority to the Finance and Policy Committee to approve detailed proposals for using these resources; and
- Property Schemes of £0.55m with delegated authority to the Finance and Policy Committee to approve virement between individual schemes if necessary once final costings were known.

32) It was noted that £0.185m of 2013/14 Council Capital Fund allocated for potential works to the Indoor Bowls Club would be carried forward as uncommitted at the year end. Any decision on the use of these resources would be subject to a separate report to the Finance and Policy Committee and subsequent referral to full Council for approval. These resources would be held as uncommitted until the detailed master planning for the Mill House site had been completed.

33) The inclusion of £2.095m with the 2013/14 Prudential Borrowing to temporary fund previously approved capital expenditure on HMR pending the completion of land sales in 2014/15 and the receipt of capital income was noted.

34) The Street Lamp Replacement scheme at a capital cost of £4.98m was approved and will be funded from Prudential Borrowing and from 2015/16 achieve a minimum General Fund budget saving of £40,000 (net of annual loan repayment costs). It was noted that the major financial risk related to the equipment costs which made up 75% (£3.6m) of the overall scheme cost. This risk would be managed through the procurement process and if this cost exceeded £3.6m plus 5% a further report would be submitted before the scheme progresses.

35) The provision of car parking facilities at Macaulay Road at a capital cost of £0.145m to be funded from forecast capital receipts was approved.

- 36) The proposal to develop a detailed business case to extend the Social Housing development project, which it is envisaged will provide an additional 35 to 40 properties was approved. The detailed business case would be submitted to a future Finance and Policy Committee and then referred to Council. The business case would outline a strategy to achieve value for money from the available Prudential Borrowing through the appropriate mix of buying and refurbishing run down properties, or the purchase of 'ready to let' properties not requiring renovation. The business case would also be linked into wider regeneration objectives, including the Housing Market Renewal project where this was appropriate.
- 37) The proposal to build an Independent Living Centre at Burbank Street was approved and it was noted that a detailed business case on the recommended option for achieving this development would be reported to a future Finance and Policy Committee and Council for final approval.
- 38) The capital budget for the replacement of the following Operational Equipment was approved:
- Vehicles Replacement Programme – 2014/15 capital expenditure £1,115,000
 - Replacement of Wheelie Bins – 2014/15 capital expenditure of £60,000

Robustness of Budget forecasts (details in section 16)

- 39) The detailed advice provided by the Chief Finance Officer in section 16 was approved, including the following specific recommendations underpinning this advice.
- 40) The strategy for managing capital receipts risks, including the Jacksons Landing project, detailed in paragraph 16.3 (iii) and the earmarking of the following resources to manage this risk were approved:
- Right to Buy income of £191,000;
 - One-off Government Grant refund in relation to the New Homes Bonus adjustment £211,000;
 - Uncommitted 'Major Regeneration Reserve' of £100,000; and
 - Unused Prudential borrowing approval (repayment costs covered within the existing revenue budget) for 'Major Regeneration Projects' of £393,000.
- 41) It was approved that the earmarking of the above resources be reviewed on a regular basis to determine if/when these resources can

be un-earmarked and made available for other priorities determined by Members. It was recommended that the trigger points for this review would be progressed in achieving the capital receipts target and progress on the Jacksons Landing project.

191. Reviewing the Sustainable Community Strategy for Hartlepool *(Assistant Chief Executive)*

Type of decision

Budget and Policy Framework

Purpose of report

To present the Committee with the final draft of the new Sustainable Community Strategy.

Issue(s) for consideration

The report provided the background to the preparation of the Sustainable Community Strategy (SCS) for the Borough. It was noted that consultation on the first and second draft had been undertaken and the final draft was presented to Members for consideration.

It was noted that the final draft of the Strategy would be submitted to Full Council for approval.

Decision

- 1) The final draft Sustainable Community Strategy as set out in Appendix 1 was approved.
- 2) That the Strategy be submitted to Council for final agreement.

192. Safer Hartlepool Partnership's Draft Community Safety Plan 2014-17 *(Director of Regeneration and Neighbourhoods)*

Type of decision

Key Decision – Test (ii) applies – Forward Plan Reference RN 24/13.

Purpose of report

To present and seek comments from the Finance and Policy Committee on

the first draft of the Community Safety Plan 2014-17 (formerly known as the Community Safety Strategy).

Issue(s) for consideration

The report and Community Safety Plan outlined the priorities of the Safer Hartlepool Plan. The Executive Summary which was attached at Appendix 1 included the analysis of a wide range of local crime, anti-social behaviour, substance misuse and offending data combined with the results of community consultation, including the Council's Household Survey and Safer Hartlepool Partnership "Face the Public" event. The strategic objectives for 2014/17 and the Annual Priorities for 2014/15 were outlined in the report.

The Director of Regeneration and Neighbourhoods informed Members that there had been a marked increase in anti-social behaviour across the Tees Valley area and the Tees Valley local authorities were working with the Police and Crime Commissioner and lobbying for funding to deal with this within the Tees Valley area. It was highlighted that public perception on a ward by ward basis was provided in the Plan which provided feedback from the communities' perspective.

A Member welcomed the information on the reduction in youth crime and thanked Officers for their hard work and commitment to working with young people to ensure this continued. However, he was disappointed to note that the youth court in Hartlepool would be transferred to Teesside. It was considered that this would put additional pressures on Officers to ensure the young people arrived at court as a failure to attend could result in a warrant for their arrest being issued. There was concern expressed that this decision had not been taken locally nor had any local consultation been undertaken. It was suggested that a minor reorganisation of how the local courts operated would enable young people to attend court without coming into contact with established criminals. The Chair confirmed that as a result of concerns expressed by Policy Committee Chairs, representations were made to the Courts to prevent the migration of services to Teesside and the response received was that the decision had already been made. There were a number of concerns expressed by Members that this could be the beginning of the migration of more services to Teesside which would result in less of a local service and more empty buildings within the town. It was noted that as well as contacting the Police and Crime Commissioner, representations should also be made to the Chief Constable.

A Member referred to the increase in hate crime and commented that people needed to be confident enough to be able to report such crimes to the Police. The Director of Regeneration and Neighbourhoods commented that any increase in crime could be that people were more confident to report crimes and a lot of work had been undertaken with the Police and black, minority and ethnic communities as well as Hart Gables, Harbour to ensure people were confident to report Hate crimes.

The Chair commented that as Chair of the Safer Hartlepool Partnership all the comments made today would be taken on board and confirmed that a lot of in house training and awareness raising had been undertaken in relation to hate crime. There was concern at the increase in shoplifting as it had been noted that a lot of shoplifting was for food and it was suggested that this may be due to the implementation of the welfare reforms and resulting increase in deprivation levels in the town. The importance of dovetailing priorities around the Better Care Fund with the Health and Wellbeing Board and social value monies from the Enterprise Partnership to analyse hot spots in wards.

A Member sought clarification on the budget for the Partnership and the allocation for publicity. The Director of Regeneration and Neighbourhoods confirmed that this year the Police and Crime Commissioner had allocated £78,110 to the Partnership for the Hartlepool area which had been used to commission services, an allocation from the Early Intervention Grant was used to fund youth activities in the community and public health monies were used to commission drug and alcohol treatment services. It was highlighted that the Safer Hartlepool Partnership no longer had specific funds for communication, publicity and awareness raising around the Partnership work was undertaken by the in-house Public Relations team in association with representatives from other partners.

A Member requested a list of members of the Communications Group of the Safer Hartlepool Partnership. The Director of Regeneration and Neighbourhoods indicated that this information would be forwarded to Members of the Committee.

Decision

- 1) The draft Community Safety Plan 2014/17 was noted.
- 2) That representations be made to the Police Constable in relation to the migration of the Youth service to Stockton.

193. Polling District and Polling Place Review (*Chief Solicitor*)

Type of decision

Key Decision – Test (ii) applies – Forward Plan Reference CE63/13.

Purpose of report

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

Issue(s) for consideration

The report provided the background to the compulsory reviews of UK Parliamentary polling districts and polling places that had to be undertaken. The aim of the review was to ensure that all electors had such reasonable facilities for voting as were practicable. As part of the review, the unavailability of some polling stations had been identified and alternative venues investigated. In addition, comments received from Elected Members, polling station staff and the electorate were also considered. Attached at Appendix B were details of the affected polling districts together with the existing and proposed polling places which were within the Fens and Rossmere, Foggy Furze and Jesmond Wards.

Decision

- 1) The revised polling district arrangement in Fens and Rossmere as detailed in Appendix D was approved.
- 2) The proposed change in polling place in Foggy Furze was approved.
- 3) The position in regard to the Polling Station in Fens and Rossmere – Polling District CA and the reconfiguration of Polling Districts CB and CC was approved.
- 4) The revised polling district arrangement and polling station location in Jesmond Ward was approved.

194. Disposal of Surplus Assets – Strategic Housing Land Allocation Assessment – Council Owned Sites *(Director of Regeneration and Neighbourhoods)*

Type of decision

Key Decision – Test (i) and (ii) – Forward Plan Reference RN13/09.

Purpose of report

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

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

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

Issue(s) for consideration

The report provided the background to the development of a new Local Plan particularly in relation to the Strategic Housing Land Allocation Assessment (SHLAA). As the SHLAA required the assessment of sites in excess of 0.4ha (1 acre) the Estates Manager had in conjunction with the Planning Policy Officers, reviewed the whole estate and selected sites which were considered appropriate for inclusion within the SHLAA process. The schedule of proposed sites for inclusion was attached at Appendix 1. Also attached at Appendix 2 were lists of all the Council's property and land assets which had been reviewed in order to compile the proposals list. It was proposed to put forward for inclusion in the SHLAA, the sites listed in the schedule at Appendix 1 and exclude those on Appendix 2. The sites being put forward were being submitted on the basis that they were available during the plan period and may be suitable for residential development.

A Member questioned the cost to the Council of clearing Council-owned derelict land of fly-tipping. The Assistant Director, Regeneration indicated that this would depend on the specifics of the site and how often it had required clearing. The Chair commented that further reports would be presented to Committee and this information could be included within those subsequent reports.

Decision

- 1) The Schedule of Sites identified within Appendix 1 in its entirety be approved and the Schedule of Sites not considered suitable was noted.
- 2) That future reports on this issue submitted to the Committee include information on the cost to the Council of clearance of Council owned sites due to fly-tipping.

195. Property Strategy *(Director of Regeneration and Neighbourhoods)*

Type of decision

Non key.

Purpose of report

To outline the benefits of adopting a formal asset management/property strategy, seeking approval to undertake a comprehensive review of the Council's operational and non-operational portfolio whilst also considering the opportunity to create an arms length property/investment company to

deliver the Council's regeneration and operational property ambitions.

Issue(s) for consideration

The report provided a detailed and comprehensive background on the asset management, development and regeneration, capital receipts and non-operational property. In addition there was information on managing operational property maintaining front line services, community asset transfer and property maintenance running costs. A list of operation and non-operational assets was attached by way of appendix. The key priorities and action plan were included at Appendix C.

A Member requested that update reports on the actions from the plan be submitted to the Committee on a 6 monthly basis. In addition, it was requested that Elected Members should be consulted before any decisions were taken on issues affecting their individual wards to enable Members to be fully engaged with the process.

A Member congratulated Officers for their continued excellent work but offered a word of caution to be mindful when increasing rent so as not to counter the affects of potential increased income by businesses moving out of town or reducing their staffing capacity therefore increasing unemployment. The importance of securing long term sustainability and affordability was echoed.

A Member sought clarification on the costs associated with maintaining Council-owned assets. The Assistant Director, Regeneration commented that this was an essential component part of asset management and information would be included in future reports to the Committee. In addition, a Member requested costings on the buildings and land that were leased to the Council be included in a future report to the Committee.

Decision

- 1) The proposals to support the ambition to fundamentally review and challenge the land holdings of the Council was accepted.
- 2) That the actions set out in the Action Plan attached at Appendix C be implemented and that six-monthly update reports be submitted to the Committee including the associated maintenance costs of all Council-owned assets.
- 3) That Ward Councillors be consulted on any proposals within their Ward areas to ensure they were fully engaged in the process.
- 4) That a future report to the Committee include the costings associated with buildings and land that were leased to the Council.

196. Future Delivery of the Council's Supernumerary Apprenticeship Programme *(Assistant Chief Executive and Director of Regeneration and Neighbourhoods)*

Type of decision

Non key.

Purpose of report

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

Issue(s) for consideration

The report provided the background to the current arrangements for the Apprenticeship programme. It was noted that the Portfolio Holder for Finance and Corporate Services had previously requested that potential procurement options for the provision of an apprenticeship programme be explored to ensure best value was achieved. The report outlined the following options for Members' consideration:

Option 1 – An ATA (Apprenticeship Training Agency) being the Employer (current model);

Option 2 – The Council being the employer;

Option 3 – The Council set up as an ATA.

There were a number of conditions of service that would apply to apprentices that Members were asked to consider including:

- Annual Leave and Sickness Entitlements
- Local Government Pension Scheme
- Rates of Pay
- Future delivery of training for apprentices

A Member sought clarification on the costs associated with sick pay for apprentices. The Assistant Chief Executive confirmed that the report proposed that the Council's sickness entitlements apply to all apprentices with effect from 1 April 2014. Further clarification was sought on the level of qualification a young person required in order to secure a place on the apprenticeship programme. The Assistant Chief Executive indicated he would check that information and forward it to all Members of the Committee.

A Member suggested that recommendation g) be amended to indicate that “The Regeneration Services Committee considers the future direction of Adult Education, including whether it was appropriate for them to be able to deliver the training aspects of the Council’s supernumerary apprenticeship provision”.

In response to a query from a Member in relation to the future procurement of this service, the Assistant Chief Executive confirmed that there were only two ATA’s operating in the northern region, one in Hartlepool and one in Gateshead. It was highlighted that under the proposals included in the report, the only financial implications to the Council would be reduced staffing costs to manage apprentices and direct salary costs of apprentices to be paid at nationally agreed rate of pay.

Decision

- 1) That an ATA continue to be the employer in respect of the Council’s apprentices.
- 2) The 1 year procurement exemption be exercised so that the partnership arrangement with HCFE for the deliver of the Council’s Supernumerary Apprenticeship Programme for new apprentices can continue until 31 August 2015 and be reviewed in advance of the exemption expiring.
- 3) The Council’s annual leave and sickness entitlements as noted in the report apply with effect from 1 April 2014.
- 4) It was noted that apprentices can access the Local Government Pension Scheme regardless of who employs the apprentices.
- 5) That apprentices continue to be paid the current rates (Option 1 of Table 2 – 31 apprentices).
- 6) That the Regeneration Services Committee consider the future direction for Adult Education, including whether it was appropriate for them to be able to deliver the training aspects of the Council’s supernumerary apprentice provision.
- 7) That additional information on the qualification requirements to secure a placement on the Apprenticeship Programme be circulated to all Members of the Committee.

197. Council Tax Base 2014/15 (Chief Finance Officer)

Type of decision

Non key.

Purpose of report

The report sought approval to a calculated Council Tax Base for 2014/15 which will be used for council tax billing purposes. The report included two tax base calculations, Option 1 was based on adopting a 12% cut in Local Council Tax Support (LCTS) for 2014/15, Option 2 shows the Tax Base if the 2013/14 805% cut in LCTS continued into 2014/15. Members were asked to approve either Calculation A or B depending on the decision made by full Council on 30 January as to the agreed LCTS Scheme for 2014/15.

Issue(s) for consideration

The report provided background information and the process to be undertaken on the calculation of Local Authorities' Council Tax Base. It was proposed that following the decision of Council on 30 January 2014 regarding the 2014/15 Local Council Tax Support Scheme, the following two options were provided for Members' consideration:

Option 1 – On the basis of a 12% LCTS cut for 2014/15

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

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

Option 2 – On the basis of a 8.5% LCTS cut for 2014/15

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

Dalton Piercy	100.6	Elwick	445.8
Greatham	565.3	Hart	287.2
Newton Bewley	30.3	Headland	680.6

Decision

Following the decision of full Council on 30 January 2014 regarding the 2014/15 Local Council Tax Support Scheme, Members approved Option 1 as noted above for the 2014/15 Council Tax Base.

198. Digital First (*Assistant Chief Executive*)

Type of decision

Non key.

Purpose of report

To provide Members with details of the Government's Digital Strategy.

Explain the steps the Authority was seeking to take to provide alternative, electronic, channels of communication for the Authority's customers to use.

Issue(s) for consideration

The report provided detailed background information on Digital First which was the movement or channel shift in providing services away from traditional methods to modern, electronic means with the potential for self service with some services being available 24/7. The Assistant Chief Executive indicated that this was not about removing face to face contact but was about trying to find digital avenues for those people who wanted to use them. Digital First will introduce more flexibility with enhanced arrangements for people to contact the Council rather than stripping out current routes.

A number of proposals were outlined in the report and included the availability of public information, the Council's website, interactive telephony and social media. In conclusion, it was highlighted that Digital First was a new way of communicating with the Authority's customers and offered the opportunity to customers who may not have interacted with the Authority before to the improved number of access channels available.

The roll out of Digital First would be on a phased basis to ensure the evaluation of each phase was undertaken. A detailed evaluation of the potential benefits specific to Hartlepool was required and as such, a business case would be the subject of a further report to this Committee.

There were some concerns expressed by a Member at the limited accessibility to computers within community buildings such as libraries,

especially as more Government services were accessible online. The Assistant Chief Executive indicated that in recognising this, it was noted that as the provision of Council services changes, consideration would be given to any surplus ICT facilities being utilised in libraries and other areas. It was acknowledged that the computer usage within the Central Library was very positive and at times close to capacity. The Chair commented that this could be considered as part of the future report to be submitted to the Committee in relation to the social value of the ICT contract. A Member noted that where ICT facilities were offered within community buildings, it was well utilised as people recognised ICT as a necessity rather than a luxury.

The Assistant Chief Executive commented that the information on the Council's website was generally very good but the navigation tools for the website could be improved. A review of the website was being undertaken and would look at simplifying access with key information and big hitting information being more readily available. The Assistant Director, Regeneration commented that the introduction of welfare reform and access to on line job seekers to search for jobs had resulted in an increase in online access.

A member of the public in attendance questioned how many computers were accessible in community buildings. The Chair responded that this information would be sent out to that member of the public direct.

Decision

Members approved in principal the adoption of a Digital First Strategy encompassing:

- A modern interactive website;
- Expansion of interactive telephony where appropriate for both the customer and the service;
- Establishing a more proactive presence on Social Media sites;
- Undertaking activities to reduce digital exclusion.

199. Advice and Guidance Project *(Assistant Director, Resources)*

Type of decision

Non key.

Purpose of report

To seek Finance and Policy Committee's approval to the proposals to reconfigure the Council's Advice and Guidance services to the public.

Issue(s) for consideration

The report provided the background to the creation and progress of the Advice and Guidance project. The project proposed that the advice and guidance functions be provided via an Advice and Guidance Hub; Customer Services Centre and the Benefits Service (Housing Benefits/Local Council Tax Support). The operation and resourcing of the proposal was outlined in the report. It was noted that the Options Centre currently located within Park Towers would be relocated to the Civic Centre and would be near to the Advice and Guidance Hub due to the fact that they would undoubtedly be working with the same customers. The intention was to have a phased introduction over 6 months starting from April 2014.

It was proposed that those services with “customer contact” would be located adjacent to each other on Level 2 and would include:

- Customer Services Centre
- Advice and Guidance Hub
- Housing Services (including Housing Options)
- Benefits Team.

Some staff from the Hub would be located within the reception area to enable the meeting rooms to be utilised for more detailed and personal matters. It was noted that West View Advice and Resource Centre currently provided independent advice including debt advice, money advice, benefits advice and housing/homelessness advice and was managed by the Community Regeneration Team. However, there was currently a tender exercise being undertaken for those services.

The financial implications of the project were outlined in the report including the available funding as identified in the MTFS to avoid a General Fund budget pressure.

Members congratulated the Assistant Director, Resources for undertaken such a detailed and comprehensive piece of work which articulated to Members how services will operate in the future and about how services would be integrated to drive customer care. A Member highlighted that he was pleased to note that the option of home visits to residents who found it difficult to visit the Civic Centre was included in the proposals.

In response to a question from a Member, the Assistant Director, Resources confirmed that the main principle of the Hub was to channel people to Officers who were skilled and trained to cover a whole range of issues to enable them to get further with their first contact. The Chair commented that the First Contact Support Hub had a high ethos of customer care and this proposal would enable a full service that was rounded rather than a fragmented approach and this was endorsed.

At this point in the meeting Councillors Cook and Simmons declared personal interests in this item in relation to the West View Advice and Resource Centre.

A Member commented that the proposals provided confidence that the safeguarding of young people, children and vulnerable adults would be maintained to a high level whilst adding that the phased implementation would ensure safety was properly addressed.

In response to a question from a Member, the Assistant Director, Resources confirmed that any costs associated with this proposal would be undertaken within existing resources wherever possible.

The importance of ensuring that residents were claiming the benefits they were entitled to was reiterated by a Member. The Chair added that this proposal was in the spirit of strategic direction Members wanted and was exactly how it was envisaged.

In relation to the 3 year funding of the local welfare support and the transfer of existing staff to the Advice and Guidance Hub, the Chair sought clarification on the future of their substantive posts within the Council. It was highlighted that there needed to be a clear demarcation on the migration of services transferring into the Hub to support discretionary housing payments and local welfare support. In addition, it was noted that the re-evaluation of back office services and roles would need to be undertaken as part of the budget considerations for 2015/16. A review of resources within the Hub will be undertaken after 6 months.

A Member expressed concern that people may still need to see more than one person when visiting the Civic Centre. The Chair commented that a programme of training and development would be in place for staff transferring into the Hub with their knowledge and skill base increasing over a period of time and with experience. The Assistant Director, Resources indicated that people will be redirected, if required, as soon as possible once they have made their initial query. A Member highlighted that there would no doubt always be an element of re-direction needed once the appropriate questions were asked of the individual customer.

A Member questioned the success of the implementation of the welfare reforms. The Chief Finance Officer commented that the implementation of the welfare reforms was being managed well and he was not aware of any complaints received.

In response to a question from a Member, the Chief Executive commented that as this proposal involved a number of changes to service delivery and therefore changing roles, it was imperative that all roles involved be re-evaluated to uphold the integrity of the Council's job evaluation scheme. It was noted that staff employed within the Registration Service would be included within the re-evaluation due to the changes in reporting arrangements and to ensure the proposal was fair and equitable across all

staff involved.

Whilst a Member supported the ‘triage’ system that would be in place as part of this proposal, he indicated that any move to the introduction of signage to point people to specific areas of the reception that would identify individual problems would be strongly resisted. The Assistant Director, Resources, reassured the Members that this was not the intention.

Decision

- 1) Members comments be noted in particular to the permanent nature of the posts transferring into the Advice and Guidance Hub and the associated substantive posts.
- 2) The proposals to reconfigure the Council’s Advice and Guidance Services to the public be approved.
- 3) It was noted that the MTFS report included a specific recommendation to allocate the available Local Welfare Support as detailed in paragraph 10.6 over a three year period (ie 2014/15 to 2016/17).

Alastair Rae, Public Relations Manager left the meeting at this point.

200. Council Communications and Public Relations

(Director of Regeneration and Neighbourhoods and Assistant Chief Executive)

Type of decision

Non key.

Purpose of report

To provide Members of the Committee with the current considerations and plans in respect of Council Communications and Public Relations.

Issue(s) for consideration

The report outlined the current arrangements in place across the Council for the co-ordination in respect of Communications and Public Relations. There were a number of potential changes and benefits to be considered by Members and these were set out in the report. There were three options for Members to consider and included:

- 1) Stay as currently are.
- 2) Provide a consolidated approach to communications and public relations linked to other related aspects.
- 3) Create a consolidated publication relations, marketing and events

team.

There were a number of immediate changes that could be implemented including the creation of an events calendar and ongoing communication in relation to events and activities to be co-ordinated by the Public Relations Team; all external communications co-ordinated through the Public Relations Team; and that internal communications relating to events and activities and similar are co-ordinated and issued through the Public Relations Team to an agreed timeframe.

There were a number of areas for further development and these were detailed in the report.

Councillor Ray Martin-Wells left the meeting at this point.

A Member expressed concerns that the report did not contain the information previously requested by Members and questioned the income generation currently in place within the Public Relations Team. The Assistant Chief Executive responded that excluding income from schools, the Public Relations Team realised around £30k income. In response to clarification from a Member, the Assistant Chief Executive confirmed that around 2.25 of the 3 full time equivalents were funded from within the current budget with the remainder being covered from income generation.

In relation to the increase in the number of FTE posts, the Chief Executive commented that this was the only section where an increase in the establishment had been identified and this was done with the direction of Members to ensure that the marketing function for the Council was undertaken fully. In response to a question around the costs of spending on marketing, public relations, leaflets, brochures etc, the Director of Regeneration and Neighbourhoods commented that the way budgets were configured, it would be difficult to identify these costs across individual Departments. The Chair suggested that a further report be submitted to the Committee around the implementation of the recommendations providing rounded figures on the investment return in view of Members' anxieties in relation to marketing costs.

A Member moved option 3 and requested a further report on centralising the Communications and Public Relations functions which was seconded.

The Chief Executive responded that in his view, this proposal took account of Members' previous decisions. He added that an element of the marketing function could be included in many Officers' duties in one way or another and would be difficult to identify specifically. It was noted that further training in marketing and imagery would enable the current Public Relations Team to increase output and create additional income. The Chair indicated his support for option 2 as this would enable a full communications and public relations service to be delivered and co-ordinated with further reports being submitted to this Committee as each stage was implemented with the aim of moving towards option 3 in the

future. In referring to the 'Vision' for Hartlepool which was launched earlier this week, a Member commented that it pays to advertise whilst ensuring money was spent well and effectively. A Member seconded option 2 as a proposal provided that this was a staged approach progressing towards option 3.

A member of the public in attendance addressed the Committee and suggested a word of caution on the use of social media as well as commenting that the Council's current website was complex and not tablet or mobile phone friendly.

In discussing the options further and the potential to progress to Option 3, the Director of Regeneration and Neighbourhoods indicated that a further report would be submitted to the Committee explaining what will stay within the Public Relations Team and what will be undertaken elsewhere within the Council and will outline the collaborative approach to the public relations and communications function of the Council. The Chair added that this report should cover all the anxieties expressed by Members as noted above and include expenditure and income generation across other services areas that contribute to the public relations and communications function. This would enable Members to consider if further migration of services was required.

The Assistant Director, Regeneration commented that there was a distinct difference between public relations, communications and marketing. For example, marketing expertise was about understanding the specific audience including the demographic profile, the spend capacity of users and how they respond to different types of media, transferring this responsibility away from services would be detrimental. Once this was identified, the public relations element takes over and engages with that.

Decision

- (1) That Option 2 was approved with a further report to be submitted to the Committee for consideration covering the anxieties expressed by Members as noted above, including the expenditure and income generation across all service areas that contribute to the public relations and communications function with further consideration of Option 3 in the future.
- (2) That the immediate changes as outlined above and identified within section 8 of the report be agreed for implementation.

At this point in the meeting:

Alastair Rae, Public Relations Manager rejoined the meeting.

Councillor Geoff Lilley left the meeting.

Andrew Atkin, Assistant Chief Executive, Chris Little, Chief Finance Officer and Peter Devlin, Chief Solicitor left the meeting.

201. Chief Executive's Department Structure *(Chief Executive)*

Type of decision

Non key.

Purpose of report

To outline to Members the new structural arrangements in the Chief Executive's Department and to seek approval to a reconfiguration within Divisions.

Issue(s) for consideration

The report provided the background to the new Senior Officer Structure and extensive exercise undertaken by the Assistant Director, Resources on the creation of an Advice and Guidance Hub. The final structure underpinning this function will have a major impact on the Chief Executive's Department structure namely Legal, Finance and Corporate Services.

In relation to the Finance Division it was proposed that the Chief Finance Officer become the Cleveland Fire Authority's Section 151 Officer from April 2014. In addition, as a result of the Advice and Guidance proposals, several staff would transfer into the Hub to deal with Local Welfare Support Scheme and Discretionary Housing Payment Scheme with further staff transferring from September next year due to expansion of the Advice and Guidance Hub and Universal Credit. Further reports would be submitted to Members as and when this information is available.

Within the Assistant Chief Executive's Division, in line with the previous report on Communications and Public Relations, it was proposed to strengthen the Public Relations section through the inclusion of one of the newly created apprenticeship posts. This together with funding from Public Health in order to co-ordinate the Health message would mean an enhanced Public Relations function.

It was not proposed to undertake any structural alterations within the Legal Division, however proposals for savings in future years were likely to be larger and may result in structural changes to the Division.

Councillors Robbie Payne and Carl Richardson declared a personal interest at this point in the meeting as Chair of Cleveland Fire Authority.

Members were pleased to note that the Cleveland Fire Authority would gain from the benefit of the Chief Finance Officer's expertise and advice as

Section 151 Officer as well as generating income for the Authority.

Whilst Members acknowledged the need to make further cuts due to the level of budget savings required, they recognised the additional pressures this would place on Officers. It was suggested by Members that a radical review of the Legal Services should be undertaken in the fullest sense, including a review the staffing structure, exploration of collaboration and shared services to avoid losing front line services wherever possible. A Member suggested that the costs associated with receiving advice from Counsel and the justification for seeking this advice should be explored further.

The Chief Executive added that a fundamental point of the future service provision was to look at how services were provided and whether they could be provided in a more cost effective way. The key issue was to ensure that all services were functioning and functioning well. Members were congratulated in their previous decision making which had kept redundancies down to a tiny proportion, however this could not continue in the future as the majority of the Council's budgetary expenditure was associated with staff.

A Member suggested that providing legal services outside the Council would generate income and should be explored further. The Chief Executive commented that this would be a complex process.

Decision

- 1) That the Chief Finance Officer becomes the Section 151 Officer for the Cleveland Fire Authority.
- 2) That the movement of staff and associated functions into the Advice and Guidance Hub be noted.
- 3) That the reconfiguration of the Public Relations Section be noted.
- 4) That further reports be brought to this Committee as the financial landscape changes and re-evaluation following the migration of services into the Advice and Guidance Hub.
- 5) That further exploration of the costs associated with and justification of seeking the advice of Counsel be undertaken.

Andrew Atkin, Assistant Chief Executive, Chris Little, Chief Finance Officer and Peter Devlin, Chief Solicitor rejoined the meeting.

202. Victoria Buildings – Lease Renewal (*Director of Regeneration and Neighbourhoods*)

Type of decision

Non key.

Purpose of report

To seek approval to renew the lease on Victoria Buildings, 6-8 Tower Street, Hartlepool for the continued occupation by the Adult Education Service.

Issue(s) for consideration

The report provided the background to the current location of the Adult Education Service in Victoria Buildings in Tower Street. It was noted that a full appraisal of all Council owned buildings had been undertaken and there were currently no suitable buildings with sufficient capacity, standard of accommodation and in an appropriate location to fulfil the deliver requirements of the service. It was therefore proposed that the Council renew the lease on the Victoria Buildings from 20 November 2013 for a 5 year period for the continued delivery of the Adult Education Service. The proposed terms were attached at confidential Appendix A. **This item contained exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely information relating to the financial or business affairs of any particular person (including the authority holding that information) para 3.** The building had been significantly altered to suit the needs of the service and it was highlighted that the existing premises were considered to be ideal for the delivery of the service as recognised in a recent OFSTED report.

Members questioned whether there were any suitable buildings elsewhere within Council ownership. The Chief Executive confirmed that all Council-owned buildings had been examined and none were suitable. The Chair commented that the provision of this service in the existing premises fit with the future development of the Innovation and Skills Quarter in that area of the town. It was also noted that the rental charges for the existing building had been negotiated at a reduced rate, as such there was no break clause for the duration of the lease contract. The Assistant Director, Regeneration added that the Adult Education Service was fully funded from external resources. In response to a question from a Member, the Assistant Director, Regeneration indicated he would forward the details of the owners of the building to Members.

The Chief Executive acknowledged the points raised by Members but could not justify the sourcing and conversion of an alternative building when these premises were ideal and located in an area to be developed as the Innovation and Skills Quarter (ISQ). The Chair commented that this was a cost neutral proposal and would support the development of the ISQ. However, it was requested that any future proposals to renew any lease agreements be reported to Finance and Policy Committee for Members' consideration.

Decision

- 1) That the Council enter into a new 5-year lease agreement on the subject premises for the continued delivery of the Adult Education Service subject to the re-negotiated terms.
- 2) That the future renewal of any lease agreements be submitted to the Finance and Policy Committee for Members' consideration.

203. Proposals for Inclusion in Council Plan 2014/15 (*Chief Executive's and Public Health Teams*)

Type of decision

Non key.

Purpose of report

To provide the opportunity for the Finance and Policy Committee to consider the proposals for inclusion in the 2014-15 Council Plan that fall under the remit of the Committee for the Chief Executive's and Public Health Departments.

Issue(s) for consideration

The report provided the background to the review of the Outcome Framework which was to be implemented from April 2014. As in previous years, detailed proposals were considered by each Committee throughout January and February in respect of their areas of responsibility and a further report would be submitted to the Committee on 14 February detailing the comments/observations made by those Committees along with a full draft of the 2014/15 Council Plan.

The Chief Executive and Director of Public Health provided short presentations which detailed the key challenges that the Council faced over the next year and beyond, set out the proposals from the Departments and how these will be addressed. The outcomes that fall under the remit of the Finance and Policy Committee from the Chief Executive's and Public Health Departmental Plans were outlined in the report.

Councillor Robbie Payne left the meeting at this point.

Clarification was sought on where the outcomes expected from the Better Care Fund would be. The Director of Public Health responded that they would be part of the Child and Adult Services Department although there would be some cross-over with the Public Health Department.

A Member questioned whether the Advice and Guidance Hub would be included in relation to the Welfare Reform changes and the implementation of the Benefits and Free School Meals. It was also noted that a number of the Council's policies and plans included on the website were out of date. The Assistant Chief Executive added that all the above points were included within the Plan.

It was suggested that within Section 2 of Outcome 30, the review of the DHP funding should be undertaken by the manager of the Advice and Guidance Hub as part of the Advice and Guidance Hub and that the Housing Benefit element of the Universal Credit Roll Out should be the responsibility of the Chief Finance Officer, in conjunction with the manager of the Advice and Guidance Hub. It was requested that both the above points be addressed in the final draft of the Council Plan to be submitted to this Committee on 14 February.

Decision

- 1) The outcome templates (Appendix A and B) were agreed for inclusion within the 2014/15 Council Plan.
- 2) That within Section 2, Outcome 30 – the review of the DHP funding' should be undertaken by the manager of the Advice and Guidance Hub as part of the Advice and Guidance Hub
- 3) That within Section 2, Outcome 30 – the Housing Benefit element of the Universal Credit Roll Out should be the responsibility of the Chief Finance Officer, in conjunction with the manager of the Advice and Guidance Hub.

204. Smoking – Cessation and Tobacco Control (*Director of Public Health*)

Type of decision

For information.

Purpose of report

To update Members on the approaches being taken by Hartlepool Borough Council and partners to reduce smoking prevalence in the town.

To seek Member views on the approaches being taken and gain support for the action plan developed, implemented and monitored by Hartlepool's Smokefree Alliance.

Issue(s) for consideration

The report provided detailed information on the prevalence of smoking which remained the single biggest preventable cause of premature death in the UK. It was noted that Hartlepool Borough Council currently co-ordinated a multi-partnership Smoke Free Hartlepool Alliance which aimed to reduce smoking prevalence in the Town. The Alliance developed, implemented and monitored an annual action plan which captured the range of the work being undertaken. Hartlepool Borough Council had recently signed up to the Local Government Declaration on Tobacco Control and received support on this from health partners through the Health and Wellbeing Board. In addition, the Council had also signed up to the Smokefree Action Coalition, an act that was being strongly encouraged to all North East localities and co-ordinated tobacco control nationally and provided invaluable insight and updates on suggested action at a local level to support the regional and national picture.

It was noted that preventing the uptake of smoking in children and making no smoking the norm in the town was a high priority and one action currently being pursued was to make all children's playgrounds in Hartlepool smoke free. As well as preventing the uptake of smoking in children and young people, there was currently a lack of support specifically for young people who want to quit smoking and local insight work had recently been undertaken to rectify this.

A number of samples of 'electronic' cigarettes were handed to Members at the meeting who were shocked at the level of nicotine contained within some of these devices. The Head of Health Improvement commented that whilst the need to contain nicotine within these devices was recognised, the devices did not support the breaking of the physical habit of smoking. A Member questioned whether the devices would have had any medical testing done prior to being available on the open market. The Head of Health Improvement indicated that as they were not marketed as medicine, there was no requirement for this type of testing to be undertaken. However, it was hoped that through the European Parliament, these products will ultimately be regulated and licensed as medicines.

A Member sought clarification on whether these devices could be used in no smoking areas. The Head of Health Improvement confirmed that the Council's No Smoking Policy had recently been reviewed and did not allow smoking of any kind, including these devices during working hours.

Officers were congratulated for the amount of work being done to encourage people to stop smoking but there were concerns that these alternative devices may be damaging people's health. It was suggested that a raising awareness campaign be undertaken in conjunction with the Public Relations Team to promote the work currently being done to reduce the prevalence of smoking in the town.

Decision

- 1) The content of the report and the actions being taken to reduce the prevalence of smoking in Hartlepool were noted.
- 2) That a public awareness campaign be undertaken in conjunction with the Public Relations Team to promote the work currently being done to reduce the prevalence of smoking in the town.

205. Financial Assistance Provided to Businesses *(Assistant Director, Regeneration)*

Type of decision

For information.

Purpose of report

To provide Members with details of the financial assistance provided to support the creation and growth of businesses and corresponding job creation in the Town and provided details of the awards made in the first 6 months of the financial year 2013/14.

Issue(s) for consideration

The report detailed the current financial assistance regimes operated by the Council to support individuals into self employment, together with schemes to support enterprise and business development. Details of actual approvals for the last financial year were provided in confidential Appendix 1. **This item contained exempt information under Schedule 12A of the Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006 namely information relating to the financial or business affairs of any particular person (including the authority holding that information).**

Following an internal audit, changes had been made to the financial assistance decision making process and these were detailed in the report. In addition, the Economic Regeneration Team was in the process of developing a procurement system for specialist business support, largely offered through the incubation bursary and the access to market schemes. All the approved schemes were monitored over an initial 6 months period to ensure all financial criteria were met and details of how this monitoring was undertaken was included in the report.

It was noted that the MTFS report included a recommendation to create a reserve of £130,000 to be used to supplement the core funding available in

2014/15 and 2015/16. This will ensure that the current level of support could continue to be provided for a further two years with no additional revenue burden to the Council.

The Chair reiterated the need to avoid duplication with people applying for financial assistance on more than one occasion.

A member of the public in attendance addressed the Committee and asked for clarification on how people apply for financial assistance. The Assistant Director, Regeneration confirmed that financial assistance can be applied for through the Economic Regeneration Team located in Hartlepool Enterprise Centre or through the Council's website.

The Chief Executive congratulated Officers on a good report that included positive information on the support offered to local businesses.

Decision

- 1) The grant awards for the first 6 months of 2013/14 financial year were noted.
- 2) The changes made to the grant decision process of awards up to £5,500 and the development of a professional advisor procurement framework were noted.
- 3) It was noted that the MTFS report included a recommendation to create a reserve of £130,000 using the surplus generated on the Future Jobs Fund, to provide one off funding for Business Grants in 2014/15 and 2015/16 as outlined in the report.

206. Update on Recent Changes to the Council's Procurement Related Practices *(Director of Regeneration and Neighbourhoods)*

Type of decision

For information.

Purpose of report

To update the Committee with recent changes to the Council's procurement related practices, several of which had been at the instigation of the Committee.

Issue(s) for consideration

The report provided a brief background on a number of issues that had arisen recently which impacted on the Council's procurement practices.

Attached at Appendix A was a document which was the Procurement Policy Note (PPN) which had already been circulated around the Council. A summary of the issues included within that document was included in the report.

In response to a question from a Member, the Director of Regeneration and Neighbourhoods confirmed that the Council did not deal with any firms found guilty of blacklisting.

Decision

The contents of the report were noted.

207. Corporate Procurement Quarterly Report on Contracts *(Director of Regeneration and Neighbourhoods)*

Type of decision

For information.

Purpose of report

To satisfy the requirements of the Council's Contract Procedure Rules with regard to the Finance and Policy Committee:

- Receiving and examining quarterly reports on the outcome of contract letting procedures including those where the lowest/highest price is not payable/receivable.
- Receiving and examining reports on any exemptions granted to these Contract Procedure Rules.

Issue(s) for consideration

Attached at Appendix A was the detailed information for each procurement tender issued since the last quarterly report. Details of the required information in relation to Contract Procedure Rules exemptions granted since the last Corporate Procurement Quarterly Report on Contracts was also attached at Appendix B.

A table including all the commercial information in respect of the tenders received was attached at confidential Appendix C. **This item contained exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely information relating to the financial or business affairs of any particular person (including the authority holding that information) para 3.**

Decision

The contents of the report were noted.

208. Any Other Items which the Chairman Considers are Urgent

None.

The meeting concluded at 1.12 pm

P J DEVLIN

CHIEF SOLICITOR

PUBLICATION DATE: 10 February 2014

HEALTH AND WELLBEING BOARD

MINUTES AND DECISION RECORD

9 December 2013

The meeting commenced at 10.00am in the Civic Centre, Hartlepool

Present:

Councillor Carl Richardson (substitute for Councillor Christopher Akers-Belcher, Leader of Council) (In the Chair)

Prescribed Members:

Elected Members, Hartlepool Borough Council – Councillors Ged Hall, Geoff Lilley and Chris Simmons

Representatives of Hartlepool and Stockton-on-Tees Clinical Commissioning Group – Dr Paul Pagni

Director of Public Health, Hartlepool Borough Council - Louise Wallace

Director of Child and Adult Services, Hartlepool Borough Council – Gill Alexander

Representative of Healthwatch - Stephen Thomas

Other Members:

Representative of the NHS England – Caroline Thurlbeck

Representative of Cleveland Fire Brigade – Ian McHugh

In accordance with Council Procedure Rule 5.2 (ii), Karen Hawkins was in attendance as substitute for Ali Wilson, Mark Cotton was in attendance as substitute for Nichola Fairless and David Brown was in attendance as a substitute for Martin Barkley.

Also in attendance:-

Emma Thomas, North of England Commissioning Support

Officers: Jill Harrison, Assistant Director, Adult Services
Joan Stevens, Scrutiny Manager
Richard Starrs, Strategy and Performance Officer
Angela Armstrong, Principal Democratic Services Officer

48. Apologies for Absence

Apologies for absence were received from Ali Wilson (Hartlepool and Stockton-on-Tees Clinical Commissioning Group), Nichola Fairless (North East Ambulance NHS Trust), Martin Barkley (Tees Esk and Wear Valley NHS Trust), Dave Stubbs (Chief Executive, Hartlepool Borough Council), Denise Ogden (Director of Regeneration and Neighbourhoods, Hartlepool Borough Council, Margaret Wrenn (Healthwatch), Tracy Woodall (Hartlepool Voluntary

and Community Sector) and Alan Foster (North Tees and Hartlepool NHS Foundation Trust).

49. Declarations of interest by Members

None.

50. Minutes of the meeting held on 28 October 2013

Confirmed

51. Better Health Outcomes for Children and Young People/Child Poverty and Public Health *(Director of Public Health, Director of Child and Adult Services and Director of Regeneration and Neighbourhoods)*

The Director of Public Health presented the report which provided the background to the ongoing work to the “better health outcomes for children and young people pledge”. A joint letter from the Department of Health, Local Government Association, Royal College of Paediatrics and Child Health and Public Health England which was sent to the Lead Member for Children’s Services and Chairs of Health and Wellbeing Boards was attached at Appendix 1. Also attached at Appendix 2 was a paper which challenged Health and Wellbeing Boards to consider taking action to tackle child poverty and make a long term contribution to health outcomes.

The Chair of the Children’s Services Committee, Councillor Simmons confirmed that the Children’s Committee was supportive that the pledge was signed as it was considered very worthwhile and supported the direction of travel of Children’s Services. The Chair echoed these comments indicating the importance of implementing the pledge with the aim of eradicating child poverty.

During the discussions that followed, a Member highlighted that it was shocking to note that there had been an increase in child poverty in the 21st century and that taking a wider approach including examining the affects of mental health and the impact of the criminal justice system should also be explored.

The Director of Public Health commented that this pledge linked to the child poverty strategy which was regularly monitored and that a report would be submitted to a future meeting of the Board exploring ways of publicising the pledge and the efforts being made to eradicate child poverty and raising awareness with the public and appropriate organisations.

The representative from HealthWatch informed the Board that a health event would be held in the new year which was being designed and run by children and young people. It was noted that HealthWatch was working with local groups which involve children and young people to build an agenda for the

event and develop what they would like to see around the health and wellbeing of children and young people in the future. A Member highlighted the importance of involving Head Teachers from local schools who were ideally placed to be able to identify the affects of child poverty within families.

Decision

- (i) The Board supported the work being undertaken with partners and young people to adapt the pledge to reflect local needs.
- (ii) That further reports would be submitted to the Board on the progress of a local pledge with a view to adopting the pledge once complete.
- (iii) That all partners be encouraged to contribute to the reduction of child poverty.

52. **Strategic Planning in the NHS** (*Chief Officer, NHS Hartlepool and Stockton-on-Tees Clinical Commissioning Group*)

The representative from the NHS and Stockton on Tees Clinical Commissioning Group presented the report which informed the Board of the key activities and outputs required to complete the Annual Planning Round for the CCG for 2014/15. The report outlined the planning process which focussed on the best health outcomes which would be driven from:

- Objectives set out in the Clear and Credible Plan
- To address performance failure and ensure achievement of the NHS Constitution
- Any identified tasks
- Learning from patient feedback, including the outputs from Call to Action work
- Any national requirements and expectations, ie 7 day services
- Outcomes Frameworks

The timescale to support the delivery of the integration was outlined in the report and culminated in the submission of the final two year plan to be submitted by 4 April 2014 and the final five year plan by 20 June 2014.

Decision

The timescales and required approach to the 2014/15 NHS planning round was noted.

53. **Integration Transformation Fund** (*Director of Child and Adult Services, Hartlepool Borough Council and Chief Officer, NHS Hartlepool and Stockton-on-Tees Clinical Commissioning Group*)

The Director of Child and Adult Services presented the report which provided the background to the Integration Transformation Fund which had been

created to promote the integration of health and social care services that support some of the most vulnerable population groups. The current guidance which set out the context of the Fund and how the £3.8bn funding pool will be created, how local plans should be developed for its use and the conditions for accessing the pooled fund was outlined in the report. The Board were informed that the Fund had recently been renamed the 'Better Care Fund'.

It was noted that the completed planning template had to be submitted by 15 February 2014 and a draft template was attached at Appendix 2. The Director of Child and Adult Services highlighted that the CCG were required to submit draft five years plans through their Health and Wellbeing Boards by 4 April 2014 with a final five year plan to be submitted by 20 June 2014. The Board was informed that CCG allocations of funding were expected to be issued later in December.

The Assistant Director, Adult Services confirmed that an additional meeting of the Health and Wellbeing Board had been arranged for 13 February 2014 to finalise the plan. However, in view of concerns expressed by the Chair in relation to the tight timescale involved, it was noted that a draft plan would be submitted to the meeting of the Board on 27 January to enable further consideration of the plan prior to it being finalised at the meeting of the Board in February.

Decision

- (i) The current position in relation to the Integration Transformation Fund (now the Better Care Fund) was noted.
- (ii) That a further report along with the draft plan be submitted to the Board in January to enable comments and views to be considered.
- (iii) That the plan be submitted to the Board in February to seek approval for submission by 15 February 2013.

54. Local Healthwatch Work Plan 2013/14 (*HealthWatch Hartlepool*)

A representative from HealthWatch presented the report which informed the Board of HealthWatch Hartlepool's agreed work plan together with their Communication and Engagement proposal. The work plan would be delivered in conjunction with the Governance Framework, meetings of the associated task and finish groups, public meetings and service specification and the legislative requirements of the work plan were outlined in the report. The detailed work plan for 2013/14 was appended to the report.

During the discussions that followed it was noted that one of the key strengths of HealthWatch were the volunteers who dedicated a lot of valuable time and effort to implementing the work plan. A Member highlighted that a lot of concerns expressed by members of the public were around the discharge from hospital arrangements. The representative from HealthWatch confirmed

that this was one of the main areas highlighted, especially in relation to people who were discharged with complex care packages. It was noted that HealthWatch Hartlepool's work plan would involve examining hospital discharges across the hospital, the community and social services involvement. This will enable a full picture to be compiled to identify any pressure points on the process and how this can be managed more effectively in the future. Whilst it was recognised that this was a huge undertaking for the volunteers, all partner organisations had indicated they were fully supportive of this piece of work. One of the representatives from Hartlepool and Stockton-on-Tees CCG confirmed that they were already working with representatives from the Child and Adult Services Department to look at the hospital discharge process and were developing an Elderly Strategy with local care homes.

Decision

The HealthWatch Hartlepool work plan 2013/14 was noted.

55. Health Education North East – Presentation by Elaine Readhead *(Managing Director at Health Education North East)*

The Managing Director of Health Education North East was in attendance to provide the Board with an update on the work undertaken by the organisation. The Board were informed that the organisation was launched on 1 April 2013 to improve the quality of health and healthcare for the people and patients of England and was part of Health Education England. The Managing Director indicated that the organisation had a budget of £270, from a national budget of £5bn. It was highlighted that a significant investment was currently being made into dementia awareness and training. A brochure was circulated to Board members which provided a brief overview of the organisation, how decisions were made and how people can be involved.

The Director of Public Health commented that as the local authority had taken over responsibility for public health, it was reassuring to know that Health Education North East were co-ordinating the training for the local health sector workforce.

A Member questioned what was in place to ensure the continuation of consistent service provision through progression and recruitment. The Managing Director confirmed that one of the biggest areas of risk for the health sector was recruitment and retention and this was an area where a lot of work was ongoing and Health Education England has recently taken over responsibility for NHS Careers.

The representative from HealthWatch referred to the current economic climate and the financial difficulties being faced by organisations and questioned whether there had been a noticeable reduction in funding for training and education within the health service. The Managing Director indicated that the

funding of training and education within the health service was largely not affected in the north east, however, due to the additional winter pressures being placed on staff, the releasing of staff to attend training could be an issue.

In response to a question from the representative from HealthWatch, the Managing Director confirmed that all NHS employees were trained in dementia awareness, however this was an ongoing programme of training to ensure people understand and develop those skills further.

Decision

The Managing Director of Health Education North East was thanked for her attendance and informative presentation to the Board.

56. End of Life Care (*Director of Public Health*)

The Director of Public Health presented a letter to the Board from the Secretary of State for Health, the Rt Hon Jeremy Hunt MP. The letter outlined the work being done nationally to improve end of life care services and highlighted the importance of ensuring that people throughout the country had access to high quality services at the end of life. It was noted that this had been highlighted in the Mandate to NHS England who had undertaken to develop a fairer, per-patient funding system for palliative care. The Director of Public Health suggested that a report be submitted to a future meeting of the Board to provide an update on the actions taken locally to develop an end of life strategy. In response to a question, the Director of Public Health confirmed that the end of life strategy would be a comprehensive document that would include any provision available for children also.

A Member suggested that further examination of the wider context of end of life care be undertaken to look at how patients and their close relatives were affected. The representative from HealthWatch indicated that a number of cases regarding end of life issues were dealt with by HealthWatch and they were very distressing and traumatic for all involved and the whole grieving process should also be included.

Decision

- (i) The letter from the Secretary of State for Health, the Rt Hon Jeremy Hunt MP was noted.
- (ii) That a further report be submitted to a future meeting of the Board examining the development and implementation of the End of Life Strategy and the wider implications of this Strategy.

57. **Special Educational Needs Reform – The Children and Families Bill** (*Chief Officer, NHS Hartlepool and Stockton-on Tees Clinical Commissioning Group*)

One of the representatives from the NHS Hartlepool and Stockton on Tees Clinical Commissioning Group (CCG) presented the report which highlighted the implications of the new legislation relating to Special Educational Needs and health contributions to new processes to be introduced from 2014. The report provided details on how the CCG were considering and implementing the changes to their duties including the partnership working with the local authority. Further details of the proposals were included in the report and outlined the following:

- Joint Commissioning
- Joint Assessment, Planning and Individual Commissioning
- Personal Budgets
- Designated Health Officer
- Accountability

A Member questioned the reference in paragraphs 3.1.1 and 3.1.2 to the use of the term 'reasonable' and why the need to qualify the level of need was required. The representative from the CCG confirmed that the term 'reasonable' was about providing a service to meet the individual's needs without destabilising another part of their support package. Reference to 'reasonable' was key to ensuring that the overall picture was examined rather than dealing with specific issues in isolation.

Decision

- (i) The content of the report and the receipt of future updates was noted.
- (ii) The inclusion of a detailed examination of local SEN needs within the JSNA was supported.
- (iii) Joint working arrangements were encouraged to ensure joint commissioning was achieved.

58. **Any Other Items which the Chairman Considers are Urgent**

None.

Meeting concluded at 11.00 am

CHAIR

SAFER HARTLEPOOL PARTNERSHIP MINUTES AND DECISION RECORD

13 December 2013

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

Present:

Councillor: Christopher Akers-Belcher (In the Chair)
Councillor Allan Barclay, Elected Member, HBC
Denise Ogden, Director of Regeneration and Neighbourhoods
Clare Clark, Neighbourhood Manager
Chief Superintendent Gordon Lang, Cleveland Police
Chief Inspector Lynn Beeston, Chair of Youth Offending Board
Luicia Saiger-Burns, Durham Tees Valley Probation Trust
Councillor Carl Richardson, Cleveland Fire and Rescue
Authority Nominated Member
Ian McHugh, Cleveland Fire and Rescue Authority
Andy Powell, Housing Hartlepool

In accordance with Council procedure rule 5.2 (ii) Sharon Robson was in attendance as substitute for Louise Wallace, Director of Public Health, and Paula Swindale as substitute for Karen Hawkins, Stockton on Tees Clinical Commissioning Group

Also present:

Councillor Keith Fisher, Chair of Audit and Governance Committee, HBC
Tony Lowes, NoMs North East

Officers:

Lisa Oldroyd, Community Safety Officer
Richard Starrs, Strategy and Performance Officer
Rachel Parker, Community Safety Research Officer
Laura Stones, Scrutiny Support Officer
Denise Wimpenny, Principal Democratic Services Officer

51. Apologies for Absence

Apologies for absence were submitted on behalf of John Bentley, Safe in Tees Valley, Louise Wallace, Director of Public Health

52. Declarations of Interest

None

53. Minutes of the meeting held on 1 November 2013

Confirmed

54. Matters Arising from the Minutes

Minute 42 – Working with Communities Presentation - The Neighbourhood Manager indicated that a meeting had been held with the Fire Service with a view to extending activities available to young people in Hartlepool and a report would be submitted to the next meeting of the Partnership.

55. Environmental Crime Campaign *(Director of Regeneration and Neighbourhoods)*

Purpose of report

To consider a proposal to take forward an Environmental Enforcement Campaign in Hartlepool.

To seek agreement from SHP Partners to sign up to the Environmental Enforcement Campaign.

Issue(s) for consideration

The Director of Regeneration and Neighbourhoods presented the report which provided information relating to the outcome of a recent scrutiny investigation and the background to the establishment of a proposed Environmental Enforcement Campaign to be delivered across Hartlepool which had been approved by the Council's Neighbourhood Services Committee in November.

The proposed Environmental Crime Campaign and the proposed branding of 'Respect Your Neighbourhood' aimed to improve collaborative working and consisted of the following three elements:-

- Neighbourhood Action Days – one per month
- Creating a bank of Neighbourhood Improvement Volunteers
- Making use of new technologies to improve reporting and feedback to communities

Members welcomed the campaign highlighting that environmental crime and clean streets continued to be a priority for local residents and were

pleased to note that litter problems had reduced over the years. The benefits of the campaign were also noted and welcomed.

Decision

- (i) That the proposed 'Respect Your Neighbourhood Campaign' and action plan be supported.
- (ii) The Partnership agreed to their own agencies participating in the scheme underpinned by a Partnership Compact.

56. Safer Hartlepool Partnership Strategic Assessment (Executive Summary) *(Director of Regeneration and Neighbourhoods)*

Purpose of report

To consider the Safer Hartlepool Partnership's Annual Strategic Assessment 2012/13.

To consider and agree the Partnership's strategic objectives 2014-2017

To consider and agree the Partnership's annual priorities

Issue(s) for consideration

It was reported that the Partnership had a statutory responsibility to undertake an annual strategic assessment to identify and address the community safety issues that really mattered to the community.

The strategic assessment contained information to aid understanding of the priority community safety issues identified for the communities of Hartlepool including what had changed over the last year, what work the Partnership were doing as well as how the Partnership measured effectiveness and future challenges. An executive summary was attached to the report which provided a description of the current local and national delivery landscape and a reminder of the objectives and priorities that had been set the previous year. The assessment would assist the Partnership in setting strategic objectives for 2014-17.

The Community Safety and Research Officer and the Community Safety Officer, who were in attendance at the meeting, provided a detailed and comprehensive presentation which focussed on the following:-

- Strategic Objectives 2011-14
- Annual Priorities 2013-14

- The Delivery Landscape
- Performance figures as a comparator with neighbouring authorities
- Crime figures
- Anti-social behaviour incidents
- Deliberate fires
- Acquisitive Crime
- Violent Crime
- Hate Crime and Incidents
- Victims
- Community Perceptions and Neighbourhoods
- Substance Misuse
- Re-offending

Proposed Strategic Objectives and Priorities

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

Annual Priorities 2014-15

- Create Confident Cohesive and Safe Communities
 - Re-offending
 - Acquisitive crime
 - Domestic violence and abuse
 - Anti-social behaviour
 - Substance misuse
 - Reduce hate crime
- Proposed SHP Delivery Groups

Following conclusion of the presentation, discussion ensued which included the following issues:-

- (i) A Member referred to a recent racist march in Hartlepool and sought clarification as to the costs associated with policing this event as well as the reasons why the event had been allowed to proceed. In response, Members were advised that the Council were unable to prevent permitted organisations from taking part in events of this type. The Chief Inspector added that the cost of the event was managed as a result of cancelling planned leave or rest days, utilising resources from other forces and highlighted that the new policing structure was much better equipped to deal with managing such events. It was noted that there were no arrests as a consequence of the march. Some concerns were raised regarding the potential costs of policing this event and officers went on to respond to further queries raised by Members in relation to the event.

- (ii) In response to a query raised in relation to whether there had been any analysis of retail crime in the town and whether the offenders were new or re-offenders, the Partnership was advised that in terms of shop lifting, the majority of offenders tended to be re-offenders. There had been no analysis undertaken in relation to new offenders as evidence suggested the need to focus on repeat offending.
- (iii) The potential impact of welfare reform on crime figures, particularly shop lifting was discussed including the need to monitor this issue.
- (iv) It was noted that crime figures in Hartlepool continued to remain above the national average. An explanation of victim based crime and non-victim based crime was provided, details of which were set out in the executive summary to the report.
- (v) Clarification was provided in response to a number of issues/queries raised which included the role of the police and magistrates relating to law enforcement issues.

The Partnership took the opportunity to thank the Community Safety and Research Officer, the Community Safety Officer as well as all members of the team involved in production of the strategic assessment.

The Director of Regeneration and Neighbourhoods sought the Partnership's agreement in relation to the proposed strategic objectives and partnership delivery options:-

- Hate crime be included within the anti-social behaviour priority and the Neighbourhood Manager to lead on this issue.
- That the Re-offending Group continue to deal with the re-offending and acquisitive crime priorities on behalf of the Partnership and be led by the representative from Durham Tees Valley Probation Trust.
- That the Director of Regeneration and Neighbourhoods lead on domestic violence and abuse with support from the representative from the CCG.
- The Director of Public Health to Chair and continue to lead on the Substance Misuse Group.

Decision

- (i) That the strategic assessment be agreed.
- (ii) That the strategic objectives of the Partnership for the next three years, as detailed above, be agreed.

- (iii) That the annual priorities 2014/15 of the Partnership, as detailed above, be agreed.
- (iv) That the proposed delivery options, as set out above, be agreed.

The meeting concluded at 10.45 am.

CHAIR

FINANCE AND POLICY COMMITTEE

27th February 2014



Report of: Assistant Director (Regeneration)

Subject: LAND AT CENTRAL PARK

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non Key

2. PURPOSE OF REPORT

2.1 To update the Committee on the proposed sale of land at Central Park and related transactions and seek approval to minor amendments to the previously approved terms and conditions.

3. BACKGROUND

- 3.1 Following the closure of the former Steetley Magnesite sites on Old Cemetery Rd, the owner of the sites (Starford Ltd) has obtained outline planning permission for the construction of 484 homes spread across the 4 parcels of land shown hatched on the plan at **Appendix 1**. One of the conditions of the planning approval is that a new access road is provided across Council owned land from West View Rd to Old Cemetery Rd as shown in the plan at **Appendix 2**, this requires the use of part of Central Park.
- 3.2 Negotiations took place between the Council's Estates Manager and the agent for Starford and in November 2011 approval was given by the Portfolio Holder for Finance and Procurement to the sale of land at Central Park (together with the release of restrictive covenants) to Starford. Since that time there have been further detailed contract negotiations but contracts have not yet been exchanged, due in part to the need for other significant issues in relation to site stabilisation and protection of the dunes to be resolved by Starford.

- 3.3 The basis of the deal agreed relates to both the sale of the land for the road plus an additional proportion of the value of the development sites once sold subject to a minimum payment as detailed in **Confidential Appendix 3. This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely (para 3), information relating to the financial or business affairs of any particular person (including the authority holding that information).**
- 3.4 Recently, amendments have been agreed to the original contract terms, both to enhance the Council's position and partly to reflect the time which has passed since the original heads of terms were agreed.
- 3.5 Since November 2011, the two largest sites (known as Sites A and B) have been cleared and remediated and Starford are in talks with a house-builder in relation to sale and redevelopment of the site. Starford do therefore anticipate a sale of the first 2 sites in the foreseeable future, although agreement has not yet been reached between them and the Council's engineers in relation to coastal erosion prevention measures. Agreement on this point will be required before the sites are developed.
- 3.6 At the Finance and Procurement Portfolio meeting of 17th November 2011 the Portfolio holder directed that part of the initial sale proceeds would be given to the North Linear park project subject to approval by Cabinet. On 9th February 2012 Full Council approved the proposal to allocate £125,000 of the capital receipt from the sale of the land for the Steetley Access Road for the provision of facilities to support leisure activities in the central area.

4. PROPOSALS

- 4.1 As noted above, agreement has been reached on some amendments to the contract heads of terms and Committee Approval is sought to the changes. The key amendments are as follows:
- 4.1.1 **Site Clearance:** The sale condition requiring Starford to clear the sites has been removed as this has already been completed.
- 4.1.2 **Stage Payments Dates:** The dates for the stage payments have been put back by one year in each case due to the time that has elapsed.
- 4.1.3 **Contract termination:** A condition has been inserted to the effect that if the stage payments have not been made because the development sites have not been sold, and the contract for the sale of the Council's land has exchanged but not completed, the contract will terminate and the Council will retain the money paid up to that point.
- 4.1.4 **Option to re-purchase:** A condition has been inserted to the effect that if the stage payments have not been made as the sites have not been sold but the sale of the Council's land has been completed, the Council will have an option to re-purchase on or after 31st December 2022.

To avoid a future unfunded expenditure commitment it is recommended that part of the sale proceeds are earmarked to cover the potential cost of re-purchasing the road land until either this option has expired, or the development has been completed if this occurs earlier than 31st December 2022. Once this potential commitment expires a report on the use of these monies will be submitted to a future meeting.

- 4.2 Further details are given in **Confidential Appendix 3. This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely (para 3), information relating to the financial or business affairs of any particular person (including the authority holding that information.**

5. EQUALITY AND DIVERSITY CONSIDERATIONS

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

6. ASSET MANAGEMENT CONSIDERATIONS

- 6.1 The attention of the Committee is drawn to the Asset Management element of the Medium Term Financial Strategy. The decision by Members in January 2009 requires a commercial, proactive approach to be taken on Asset Management issues.
- 6.2 The decision to adopt a commercial approach to asset management requires the Council to realise the full value of any properties or property rights that it disposes of.

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

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

8. RECOMMENDATIONS

- 8.1 Committee are recommended to agree the amendments to the terms and conditions for the disposal of land at Central Park to facilitate the regeneration of the former Steetley Magnesite works.
- 8.2 Committee approve the proposal that in order to avoid a future unfunded expenditure commitment it is recommended that part of the sale proceeds are earmarked to cover the potential cost of re-purchasing the road land until either this option has expired, or the development has been completed and to note this proposal will be reported to Council in a future Medium Term Finance Strategy report.

9. BACKGROUND PAPERS

- 9.1 There are no background papers for this report.

10. CONTACT OFFICER

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Hartlepool
TS24 8AY

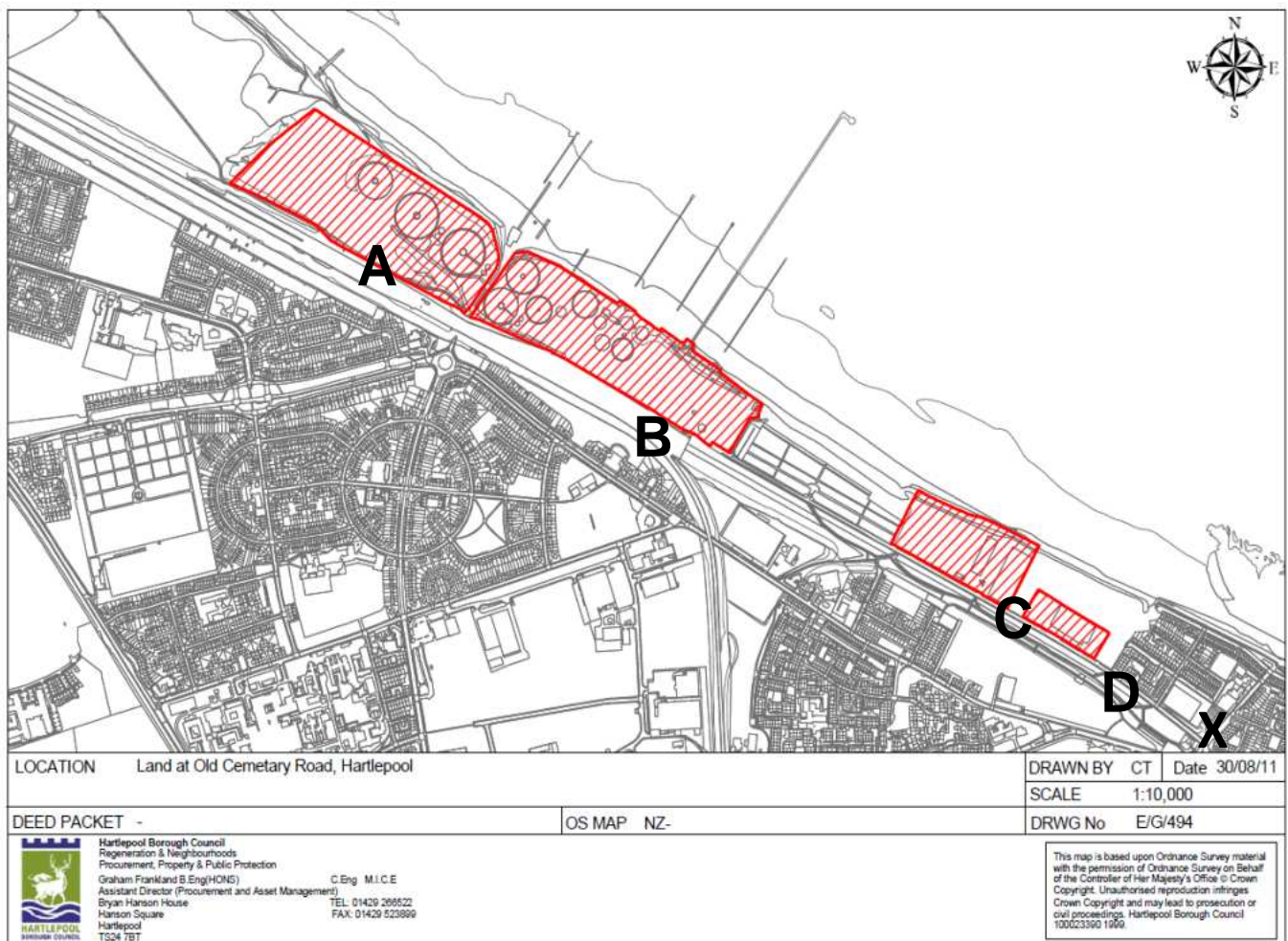
Tel 01429 523400

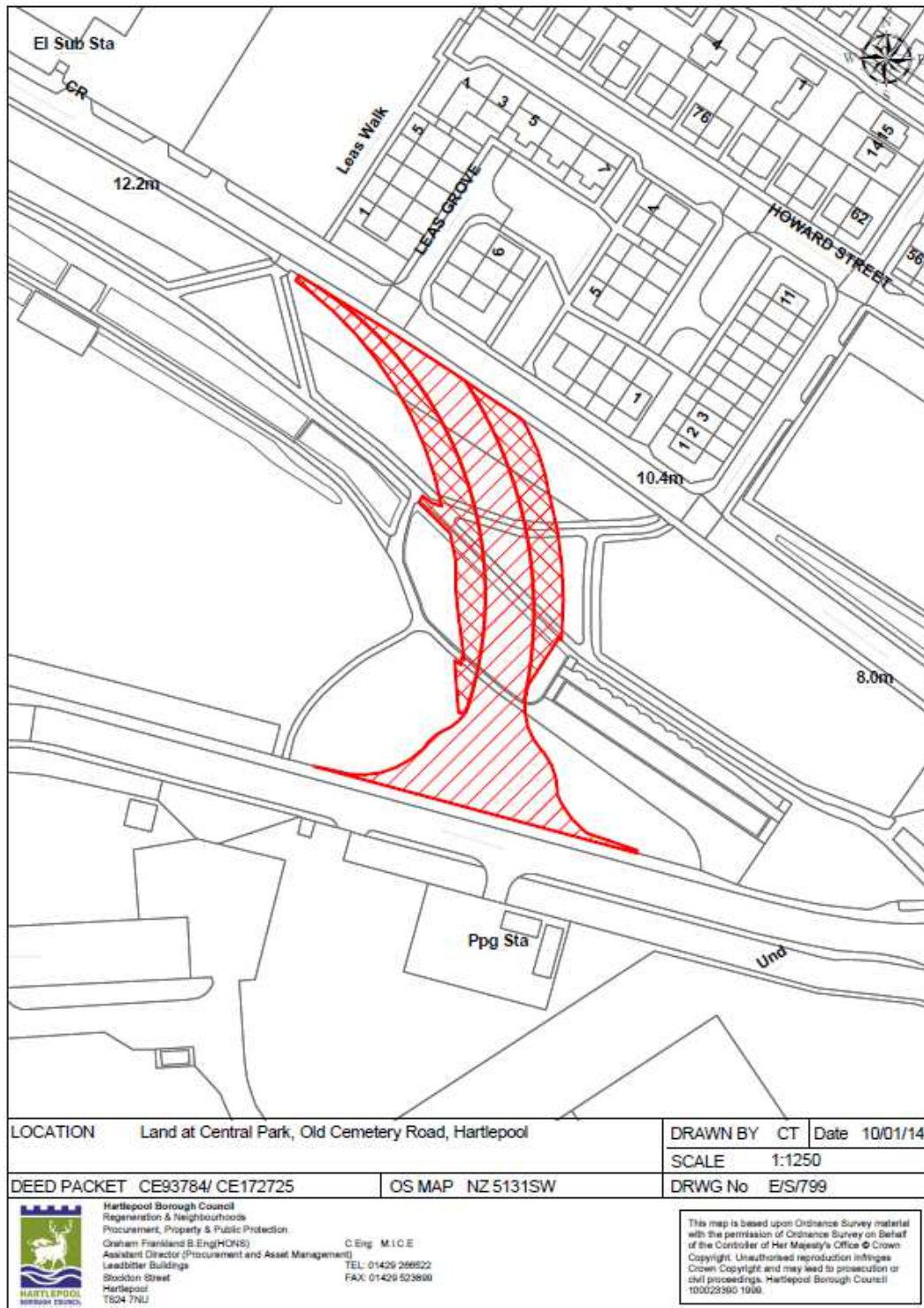
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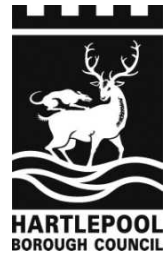
Land shown on Appendix 1 Marked X

Land hatched is to be transferred

Land Cross hatched to be used temporarily by the contractor during the construction of the road

FINANCE AND POLICY COMMITTEE

27th February 2014



Report of: Assistant Chief Executive

Subject: BULLYING & HARASSMENT POLICY

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key Decision.

2. PURPOSE OF REPORT

- 2.1 To provide Members with a report in relation to the review of the Council's Bullying and Harassment Policy and Procedure.

3. BACKGROUND

- 3.1 Hartlepool Borough Council treats the health, safety and wellbeing of its staff in the highest regard, and as such, is committed to the development and promotion of a positive workplace culture that is free from bullying and harassment.
- 3.2 The Council does not condone bullying and harassment and aims to ensure that any allegation of bullying or harassment at work is taken seriously and dealt with effectively.
- 3.3 The Council has developed a document which will replace the existing Employee Support and Dignity at Work Policies. The Bullying and Harassment Policy and Procedure is a grievance process at its formal stage and mirrors the Grievance Policy and Procedure in relation to its processes. The Bullying and Harassment Policy and Procedure is extended in its scope from the Grievance Policy and Procedure to include a complaints process for workers in the Council.
- 3.4 The Policy and Procedure clearly sets out the process for employees wishing to make an allegation and highlights the routes that can be taken both formally and informally to resolve the issue, with minimal impact on working relationships where possible.

- 3.5 The LJCC has been consulted on this policy in July 2013. They requested that an up to date leaflet is produced for employee information. This is attached at Appendix 3.
- 3.6 The joint trade unions via the Single Table have been consulted and agreed the attached revised policy and procedure.
- 3.7 The draft policy was circulated to all staff with a view, given the seriousness with which the Council views such issues, of identifying any issues staff wished to raise in advance of the policy being submitted to Finance and Policy committee for consideration and agreement. The draft documents were made available, and an all staff email encouraged employees to review and comment on the proposed policy documents (both directly and anonymously if they wished). The trade unions also sent out the policy to their trade union representatives for further comment. A number of minor comments were received from employees and trade unions and which helped to clarify the policy and associated documentation rather than substantially change it.
- 3.8 The policy has been resubmitted to trade unions who have agreed the revised draft at Single Table on 23rd January 2014.

4. PROPOSALS

- 4.1 Not applicable.

5. CONSIDERATION OF ISSUES

- 5.1 Hartlepool Borough Council believes it is preferable that issues are dealt with within the service and informally where appropriate. The aim is to quickly resolve issues and thereby minimise the impact on all concerned. However on occasion it is not possible to resolve issues on an informal basis and as such formal procedures are required to ensure appropriate support is available to be able to deal with the issues in order to come to a satisfactory outcome. A copy of the draft Bullying and Harassment Policy and Procedure is attached as Appendix 1 and a copy of the reporting form is attached as Appendix 2.

6. RECOMMENDATIONS

- 6.1 That Members agree the attached appendices.

Appendix 1 Bullying & Harassment Policy & Procedure
Appendix 2 Bullying & Harassment Grievance Form
Appendix 3 Bullying & Harassment Guidance Leaflet

7. REASONS FOR RECOMMENDATIONS

To ensure an up to date policy and procedure is available for employees and workers of the Council.

8. BACKGROUND PAPERS

None.

9. CONTACT OFFICERS

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APPENDIX 1



Bullying and Harassment Policy and Procedure

HR Service

Policy Statement

Hartlepool Borough Council recognises that actual or perceived bullying and / or harassment is a factor which can adversely affect employees/workers working, domestic and social lives as well as their personal well being.

The Council is committed to the development and promotion of a positive workplace culture that is free from bullying and harassment and aims to ensure that any allegation of bullying or harassment at work is taken seriously, is properly investigated and is dealt with effectively.

This Policy applies to all employees and workers within the Council, except employees / workers in Schools with delegated budgets who have their own procedure.

This policy is the formal Grievance Procedure for bullying and harassment in the workplace for employees and also the mechanism for workers to make a complaint.

1. Scope & Purpose

- 1.1 Hartlepool Borough Council is committed to having a workplace free from bullying and harassment. We recognise the serious consequences of this to employees and workers of the Council. Bullying and harassment will not be condoned.
- 1.2 Allegations of bullying and harassment will be handled confidentially and dealt with promptly. In order to maintain confidentiality it is important that everyone involved respects this principle. All parties involved will receive a fair and impartial hearing.
- 1.3 This policy also includes allegations of bullying and harassment that occurs outside normal working hours at work related social events, for example, office parties.
- 1.4 The Council agrees that employees/workers will be protected from intimidation, victimisation or discrimination for reporting an issue or assisting in an investigation into bullying and harassment. Intimidation, victimisation or discrimination against an employee/worker may result in disciplinary action being taken.

- 1.5 This policy has been agreed following consultation with the Trade Unions. It is jointly recognised that every employee/worker has a right to work in an atmosphere free of bullying and harassment.
- 1.6 We will achieve these aims by:
- Having effective and fair processes and procedures which promote the dignity of employees/workers and address unacceptable behaviour
 - Providing advice, information and support to promote the ethos of dignity and respect ensuring that employees/workers are aware of their personal responsibilities through induction, emphasising that issues will be treated seriously
 - Raising awareness of this Policy and Procedure throughout the Council
 - Continually reviewing the effectiveness of our Policy and Procedure.
 - Support employees/workers to have the confidence to raise an issue
- 1.7 Disciplinary action, including dismissal for serious offences may be taken against any employee/worker who is found to be guilty of intentional bullying and harassment. Equally, making malicious or unwarranted complaints of bullying or harassment will be considered a disciplinary offence.

2. What is workplace bullying and harassment?

2.1 Definition of Bullying (ACAS)

“offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate, or injure the recipient”

It is usually persistent and repetitive behaviour, however some bullying can be serious enough to be recognised even if the behaviour was a one-off incident. It can range from extreme forms such as violence and intimidation, to less obvious actions, such as deliberately ignoring someone.

2.2 Definition of Harassment (ACAS)

“unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual”

Examples may include:

Behaviour that is considered bullying by one person may be considered firm management by another. Most people will agree on extreme cases of bullying and harassment but it is sometimes the ‘grey’ areas that cause most problems. It is good practice to give examples of what is unacceptable behaviour and this may include:

Appendix 1

- spreading malicious rumours, or insulting someone (particularly on the grounds of age, race, sex, disability, sexual orientation and religion or belief)
- forwarding emails, that are critical about someone to others who do not need to know
- ridiculing or demeaning someone – picking on them or setting them up to fail, intentionally humiliating them in front of others
- exclusion or victimisation
- unfair treatment
- overbearing supervision or other misuse of power or position
- unwelcome sexual advances – touching, standing too close, display of offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected
- making threats or comments about job security without foundation
- deliberately undermining a worker by overloading and constant criticism
- preventing individuals progressing by intentionally blocking promotion or training opportunities.

Bullying and harassment are not necessarily face to face, they may be by written communications, visual images (for example pictures of a sexual nature or embarrassing photographs of colleagues), electronic email (so called 'flame-mail'), phone, and automatic supervision methods – such as computer

recording of downtime from work, or recording of telephone conversations – if these are not universally applied to all workers.

3. Expectations of Employees / Workers

3.1 Employees/workers have a duty to understand how their behaviour affects others. They have a role to play in creating a climate where bullying and harassment is unacceptable. They can achieve this by having an awareness and sensitivity towards bullying and harassment and by making sure that their standards of conduct do not cause offence.

3.2 Employees/workers should familiarise themselves with this policy and procedure and realise the possible effects of their conduct on others. The Council expects employees/workers to:

- Treat people with dignity and respect.
- Think about their behaviour and actions, and how these may impact on others.
- Adhere to Council policies introduced to ensure equal opportunity and non-discrimination.
- Not display behaviour or actions that are unwelcome or undermine fellow employees/workers or any other person.
- Report suspected acts of unacceptable behaviour or practices that go against the bullying and harassment policy.
- Not make false accusations with a deliberate attempt to damage another person's reputation, dignity and character.
- Adhere to the Single Status Agreement Code of Conduct

4. Expectations of Managers

- 4.1 Managers have a responsibility to uphold and promote the bullying and harassment policy and procedure by treating employees/workers fairly and with dignity and respect and ensure the working environment is free from bullying, harassment and victimisation.
- 4.2 As well as abiding by the expectations of employees/workers listed above, managers should:
- Encourage an atmosphere of tolerance, dignity and respect.
 - Lead by example through a fair and open management style.
 - Ensure that all employees/workers they are responsible for are aware of, and understand the bullying and harassment policy.
 - Be aware of their team member's behaviours and take steps to address any action which may cause offence or distress at the earliest opportunity.
 - Be supportive of employees/workers who come to them with concerns about unacceptable behaviour.
 - Stop unacceptable behaviour immediately and deal with any complaints they receive in a timely manner.

5. Managing Bullying and Harassment

- 5.1 It is preferable that issues are dealt with within the service and informally where appropriate. The aim is to produce solutions quickly to resolve issues and reduce the impact on all concerned. The informal procedure should not be used to discourage employees/workers from using formal procedures where they are more comfortable with that option. It may be that the individual will choose to do this themselves, or they may need support from HR, a manager, trade union representative or counsellor.
- 5.2 It is important that if an allegation of bullying and harassment has been made by a Council employee/worker then the issue is looked into. The individual(s) named as the bully/harasser must be notified in accordance with paragraph 8.4 and given the opportunity to respond to the allegations made.

6. Resolution of Concerns Outside the Bullying and Harassment Procedure

- 6.1 It is an important general principle that issues of concern to employees/workers should normally first be raised informally without recourse to the Bullying and Harassment Procedure, through normal day to day channels of communication with colleagues/managers/supervisors.

The Council encourages this and the Bullying and Harassment Procedure is not intended to replace this well established and successful method of handling issues of concern to employees / workers.

- 6.2 Sometimes the person may not understand the impact of their behaviour on others. That is why dealing with the matter informally may be more

appropriate. By making the person aware of the impact of their behaviour, it may also help resolve the matter.

- 6.3 It is also recognised that to be accused of harassment or bullying can also be stressful, particularly if an individual was unaware their behaviour was causing a problem. It is therefore important to understand that all parties in this situation may require support.
- 6.4 The employee/worker should talk to the person directly about their behaviour, explain how it has affected them and ask them to stop behaving in that way. If they find it too difficult to do this on their own they can ask a colleague, trade union representative or a line manager for further support or guidance on the issue. If the person is their line manager they can ask a more senior manager to talk to them. If the issue is not resolved informally or if the employee/worker wishes, they may progress to the formal procedure.
- 6.5 External sources of support are in place to provide additional support to staff accessible via the Health, Safety and Wellbeing Team and Trade Unions.
- 6.6 Where the issue is informal and resolved at this stage, no record will be kept on personal files.

7. Formal Stages of the Bullying and Harassment Procedure

Stage 1

- 7.1 Where an employee/worker has a complaint which has not been resolved they should discuss this in the first instance with their immediate supervisor/line manager or Trade Union Representative. If the complaint is about this person then the employee / worker should raise the complaint with the next most senior person.

If an employee / worker is unsure as to who they should contact they may, in confidence, ask the HR Business Team Officer who will let them know who the appropriate person is.

- 7.2 The immediate supervisor/line manager should respond orally to the complaint as soon as possible and within two working days (verbally) or three working days (written response) of receipt of the complaint.

Stage 2

- 7.3 If the matter is not resolved and the employee/worker is still aggrieved they should submit a written Bullying and Harassment Grievance to the appropriate Chief Officer on the Bullying and Harassment Grievance Form within five working days.
- 7.4 The Chief Officer will respond in writing as soon as possible and within five working days or arrange a meeting as soon as possible with the employee / worker and his/her trade union representative or colleague from work, the

immediate supervisor/line manager (if appropriate), a HR representative and any other relevant people.

The Chief Officer's decision may be to accept the grievance, dismiss the grievance, refer the matter back to the immediate supervisor/line manager for resolution with appropriate comments/guidance, or any other course of action which would be reasonable in the circumstances of the individual case.

A decision following a meeting will be confirmed in writing within 5 working days.

Stage 3

- 7.5 If the matter is not resolved and the employee/worker is still aggrieved, they should refer the Bullying and Harassment Grievance in writing to the Assistant Chief Executive within ten working days of the date of the letter confirming the decision reached at Stage 2.
- 7.6 The Bullying and Harassment Grievance will be heard by a duly convened Personnel Sub-Committee of the Council at the earliest opportunity. This appeal process is detailed under the Council's Grievance Policy and Procedure. [\(insert hyperlink\)](#)

8. General Information

- 8.1 Where a counter complaint is made by the alleged harasser/bully, this will be dealt with as part of the same investigation.
- 8.2 At any stage of the formal procedure the complainant may decide that they wish to attempt to resolve the situation through the informal approach instead. The employee/worker will be supported in this decision wherever possible. If the Investigating Officer does not feel that the informal resolution is appropriate due to the seriousness of the complaint/grievance, or that there is a potential serious risk of harm to an employee/worker, they should continue with the formal procedure.
- 8.3 On occasion it may be necessary to appoint an Investigating Officer to undertake an independent review of the complaint / grievance. A written report may be appropriate with the findings presented to the relevant Chief Officer.
- 8.4 If a complaint/grievance is made against another employee/worker then they will be informed of the allegations made against them and interviews may be necessary to establish the facts.
- 8.5 It may be necessary to look at interim working arrangements as agreed with the appropriate Chief Officer and with appropriate HR advice.
- 8.6 Potential recommendations may include, external mediation, counseling, advice, training, mentoring and other forms of support.

- 8.7 If there is sufficient evidence of unacceptable conduct and an informal resolution is not appropriate, it will be necessary to commence disciplinary proceedings against the harasser/bully in accordance with the Council's Discipline Policy and Procedure. [\(Insert hyperlink\)](#)
- 8.8 Following the investigation, if it is found that the complaint of bullying/harassment was a malicious allegation without foundation, substance or evidence and was made to deliberately cause upset and distress then this will be addressed under the Council's Discipline Policy and Procedure. [\(Insert hyperlink\)](#)
- 9. Right to be Accompanied**
- 9.1 Employees/workers may arrange to be accompanied by their trade union representative or a work colleague at all stages of the process.
- 9.2 Where unreasonable delay may be caused by awaiting the availability of the chosen representative; management reserves the right to proceed with the investigation on the date set and to advise the employee/worker to seek an alternative representative.
- 9.3 Where the employee/worker making the complaint/grievance consequently does not engage in the process without acceptable reason; then a decision will be made the relevant Chief Officer with HR advice to determine if the complaint/grievance is discontinued. This will be confirmed in writing to the employee/worker.

Documents

HRPP-16/F1	Bullying & Harassment Grievance Form
HRPP-16/G1	Bullying & Harassment Guidance Leaflet
HRPP-9	Grievance Policy and Procedure
HRPP-5(a)	Discipline Policy and Procedure

HARTLEPOOL BOROUGH COUNCIL

Name of Person(s) alleged to be Bullying and/or Harassing (include name, contact details and relationship)

2 Do you believe the incident was related to:

(Tick all that apply and if possible provide details in the box below)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Disability
<input type="checkbox"/>	Sexual Orientation	<input type="checkbox"/>	Gender Reassignment
<input type="checkbox"/>	Race	<input type="checkbox"/>	Religion or Belief
<input type="checkbox"/>	Sex	<input type="checkbox"/>	Pregnancy and maternity
<input type="checkbox"/>	Marriage and civil partnership	<input type="checkbox"/>	Other (please state)

3 Has the incident happened before?

Yes

☐

No

☐

(If no refer to Q5)

4 Over what period of time have the incidents been occurring?

5 What outcome are you seeking?

Confidentiality and Data Protection

All incidents reported will be treated confidentially and you will be asked to provide consent for disclosure to other people that may need to be involved to resolve the complaint. Disclosure without consent will be made to the alleged bully/harasser as detailed in paragraph 5.2 and 8.4. Also, in special circumstances where an individual's Health & Safety may be at risk, a criminal offence has been committed or where child protection or vulnerable adult's legislation requires it, disclosure will be automatic.

The data provided will be filed and stored securely. The data will only be disclosed to other Council departments and/or agencies working to tackle bullying/harassment except in special circumstances where we have a legal obligation to do so (eg where child protection legislation requires it).

The data provided will only be kept for as long as is necessary to carry out the functions it is needed for unless there is a statutory requirement on the Council to keep these records longer, and then they will be destroyed securely.

Personal data will be processed in accordance with the rights of the data subject to the Data Protection Act 1998.



Hartlepool Borough Council

Bullying and Harassment at Work

Guidance Booklet

This guidance booklet applies to any employee who considers that they have been bullied or harassed in the workplace.

The Council is committed to the development and promotion of a positive workplace culture that is free from bullying and harassment and aims to ensure that any allegation is taken seriously and is dealt with effectively.

For further information please refer to the Council's Bullying and Harassment Policy and Procedure.

Everyone should be treated with dignity and respect at work.

HR Service

6.2

What is Bullying?

Offensive, intimidating, malicious or insulting behaviour, and abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. (Source ACAS)

What is Harassment?

Unwanted conduct relating to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. (Source ACAS)

What should an employee do if they feel they are being bullied and/or harassed at work?

Informal Approach

- The employee should talk to the person directly about their behaviour and ask them to stop behaving in that way (sometimes a person may not be aware that their behaviour was causing a problem).
- The employee could raise the issue through normal day to day channels of communication e.g. colleagues, managers, supervisors.

What should an employee do if they feel the issue has not been resolved informally?

Formal Approach – Stage 1

- The employee could raise the complaint with their line manager. If the complaint is in relation to their line manager then they could raise it with the next most senior person.

- The line manager will respond to the complaint orally within two working days or in writing within three working days of receipt of the complaint.

What should an employee do if they feel the issue has not been resolved at stage 1?

Formal Approach – Stage 2

- The employee should complete and submit the Bullying and Harassment Grievance Form, within five working days of receiving the outcome of stage 1, to the appropriate Chief Officer.
- The Chief Officer will respond in writing within five working days or arrange a meeting with all relevant staff as soon as possible.
- The Chief Officer may accept / dismiss the grievance or refer the matter back to the supervisor / line manager, or they may recommend any other course of action which would be reasonable in the circumstances.
- A decision following the meeting will be confirmed in writing within five working days.

What should an employee do if they feel the issue has not been resolved at stage 2?

Formal Approach – Stage 3

- The employee should submit the Bullying and Harassment Grievance in writing to the Assistant Chief Executive within ten working days of the date of the letter confirming the decision reached at Stage 2.
- The grievance will be heard by a duly convened Personnel Sub-Committee of the Council at the earliest opportunity.

6.2

Malicious Allegations

If it is found that the complaint of bullying and/or harassment was a malicious allegation without foundation, substance or evidence, and was made to deliberately cause upset and distress, then this will be addressed under the Council's Discipline Policy and Procedure.

Right to be accompanied

Employees / workers may arrange to be accompanied by their Trade Union Representative or a work colleague at all stages of the process.

Support available

The Council has a range of services via the Health, Safety and Wellbeing Team to support staff through this process.

Useful Contact Details:

Health, Safety and Wellbeing Team
01429 523551
Health&safety_enquiries_internal@hartlepool.gov.uk

Hartlepool Joint Trade Union Committee (HJTUC) Secretary
Tel 01429 523868
Edwin.jeffries@hartlepool.gov.uk

HR Business Teams:

Child & Adult Services Dept - HRCAS@hartlepool.gov.uk
Regen & Neighbourhoods Dept - HRRND@hartlepool.gov.uk
Chief Executives Dept - HRCEX@hartlepool.gov.uk
Public Health Dept - HRPH@hartlepool.gov.uk
Schools - HRCHOOLS@hartlepool.gov.uk

This document is also available in other languages, large print, and audio format upon request. If you would like any further information or assistance, please contact customer services on 01429 523330.

FINANCE AND POLICY COMMITTEE

27th February 2014



Report of: Assistant Chief Executive

Subject: HARTLEPOOL BOROUGH COUNCIL SMOKING POLICY

1. TYPE OF DECISION/APPLICABLE CATEGORY

None key.

2. PURPOSE OF REPORT

- 2.1 To provide an update to the committee on the revised smoking policy and to seek the committees support in its adoption.

3. BACKGROUND

- 3.1 In October 2010 and subsequently updated in September 2011 the Council adopted a Corporate Smoking Policy which applied to staff, elected members and in public buildings including enclosed public spaces. The policy has operated successfully for a number of years however recently there have been a number of challenges which the policy did not adequately address. It is therefore an appropriate time to revise the policy to reflect changing attitudes to smoking and to deal with other some other sources of nicotine namely e-cigarettes (which were the subject of some discussion at your meeting on 31st January 2014).

4. CONSIDERATION OF ISSUES

- 4.1 Smoking still continues to cause significant health effects and conditions resulting in fatalities or ill health this not only results in significant emotional stress to the individual and their families it has a huge impact on the health services. Nearly one in five (**18%**) of all deaths among adults over 35 are estimated to be as a result of smoking. Smoking causes almost **90%** of deaths from lung cancer, around **80%** of deaths from bronchitis and emphysema, and around **17%** of deaths from heart disease. At current smoking levels, there will be approximately **164** deaths in Hartlepool each year in adults aged **35** and over which are directly attributable to smoking. This equates to **316.1** deaths per every **100,000** people living in Hartlepool.

This is higher than the North East average of **282.5**, and significantly higher than the England average of **216.0**.

- 4.2 The purpose of the revised policy is to ensure that the Council is seen to be encouraging a smokefree workplace as no council staff should be smoking in works time or whilst on Council business. In addition it is also clear that whilst e-cigarettes may be marketed as a safer alternative to smoking they are unregulated and can produce a gas or vapour which may cause unknown health effects and also be a potential nuisance to others. For this reason they are being treated no differently to cigarettes or other smoking devices. Those people who wish to quit are encouraged to attend the appropriate stop smoking services which continues to be signposted in the policy.
- 4.3 The revised policy has been considered by the Council's Corporate Management Team who are fully supportive of the changes as it reflects the Council's ongoing commitment to discourage smoking and thereby improve public health. In addition, as these changes affect staff, representatives of the trade unions have been consulted who have also accepted the wording of the revised policy. A copy of the policy is attached as Appendix 1.

5. RECOMMENDATIONS

- 5.1 That the Committee supports the adoption of the revised smoking policy report.

6. REASONS FOR RECOMMENDATIONS

- 6.1 To ensure the smoking policy is clear on what is expected of staff and elected members in relation smoking.

7. BACKGROUND PAPERS

Corporate Smoking Policy updated September 2011.

8. CONTACT OFFICER

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HARTLEPOOL BOROUGH COUNCIL



CORPORATE SMOKING POLICY

WORKFORCE SERVICES DIVISION

January 2014

CORPORATE SMOKING POLICY

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Appendix B –	Example information leaflet for individuals receiving home visits

1. **SCOPE OF THE POLICY**

- 1.1. This policy applies to all Council controlled buildings, vehicles and premises (including schools, enclosed public spaces and workplaces) and Council employees, except all buildings, premises, academies and employees with delegated budgets, which have their own arrangements.

2. **INTRODUCTION**

- 2.1 Smoking remains the largest single preventable cause of death and disability in the UK, causing around 83,900 deaths per annum and costing the NHS in England approximately £2.7 billion in 2008 (NHS Information Centre).
- 2.2 Second-hand smoking or SHS (breathing in other people's tobacco smoke) has now been shown to cause lung cancer and heart disease in non-smokers, as well as many other illness and minor conditions.
- 2.3 Hartlepool Borough Council acknowledges that the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 requires employers to provide a safe environment for employees and members of the public.
- 2.4 The Council can also, through its own example, have a significant influence on thinking and attitudes towards smoking in the wider community. In light of the Council's obligations on health for its employees and residents, the Council has and will continue to revise its policy on smoking.
- 2.5 The intention of this policy is to actively promote the improvements to health of employees, service users and other members of the public and to ensure all buildings and premises are totally smoke-free and employees are not exposed to second hand smoking whilst at work.
- 2.6 In view of the overwhelming medical evidence that both active smoking and SHS is harmful to health, Hartlepool Borough Council is committed to ensuring that employee exposure to second-hand smoking is minimised as far as reasonably practicable.
- 2.7 Throughout this policy, any reference to buildings and/or premises relates to Council controlled buildings and/or premises only, enclosed public spaces, vehicles, all other workplaces and when visiting private commercial and residential buildings, premises and dwellings.
- 2.8 In Council-managed residential care homes, the policy applies in public areas such as sitting rooms, dining areas, reception areas, corridors and all other communal areas. The management can designate a smoking room for residents (but not staff). A designated smoking room has to be fully enclosed by solid, floor-to-ceiling walls and meet the conditions outlined in section 6 below. Staff are not allowed to smoke in a smoking room.

3. **PURPOSE OF THE POLICY**

- 3.1 The purpose of the policy is to:

- Comply with Health & Safety and smoke free Legislation and Employment Law
- To establish that smoking is not permitted during works time
- Raise awareness of the dangers associated with tobacco smoking and exposure to second-hand smoke
- To support employees who wish to stop smoking
- To safeguard and promote the health and well being of Hartlepool Borough Council employees by reducing smoking related disability, preventable disease and illness
- To create a smoke free environment for employees, elected members, visitors, customers and service users and ensuring all employees and elected members have the right to work in a smoke-free environment.
- Provide a model of good practice for other organisations in implementing smoke-free policies
- To present the Council as a health promoting organisation
- To provide advisory interventions regarding staff who visit / support members of the community who smoke

4. **CONTEXT**

- 4.1 This policy supports the Council's contribution to the Community Strategy aim "to improve the health, life expectancy and wellbeing of the community"
- 4.2 The Council's [Health and Safety Policy](#), [Attendance Management Policy](#) and [Attendance Management Procedure](#) are supported by this policy since it identifies that employees cannot smoke whilst at work, protects, as far as reasonably practicable, employees from second hand smoke/vapour, outlines the assistance to be given to employees who wish to stop smoking and therefore, helps to safeguard and promote the health and wellbeing of Hartlepool Borough Council employees
- 4.3 However, nothing in this policy precludes any action being taken under any other policy or procedure.

5. **IMPLEMENTATION**

- 5.1 This policy will be effective from **TBC**.

6. **COUNCIL-CONTROLLED BUILDINGS AND PREMISES**

- 6.1 All Council-controlled buildings and premises will adhere to Smoke-free law. Smoking is not permitted on or within any council premises with the exception of residential homes as explained below in section 6.2.
- 6.2 Smoking is permitted in designated smoking rooms or bedrooms of residential homes providing:
- The manager of the premises designates a bedroom as one in which smoking is permitted
 - A list of rooms designated for smoking is available if requested by an enforcement officer
 - The room is clearly signposted as one in which smoking is permitted

- The bedroom's ventilation system does not link into the smoke-free areas of the premises
- If the premises open onto a smoke-free open area, the door can be mechanically enclosed to prevent smoke drift

6.3 The management can designate a smoking room for residents (but not staff). A designated smoking room has to be fully enclosed by solid, floor-to-ceiling walls and meet the conditions outlined above. Staff are not allowed to smoke in a residential smoking room.

7. Electronic cigarettes (e-cigarettes) and nicotine containing products (NCP)

7.1 All NCP products which emit a smoke or vapour such as e-cigarettes will be subject to the same regulations as normal tobacco-containing cigarettes detailed within this policy. Please note this does not apply to licensed over-the-counter Nicotine Replacement Therapies (NRT) or products prescribed by NHS Stop Smoking Services including nicotine patches, chewing gum and lozenges which are recommended and supported by HBC as stop smoking aids. However, the use of such aids should be considered in the context of the role being provided by the user of the aid. For example, the use of chewing gum whilst speaking to a client in an official capacity is not permitted.

8. VEHICLES

8.1 Smoking, including the use of NCP's that produce a smoke or vapour such as e-cigarettes is not permitted in Council owned or supplied vehicles and vehicles being used on Council business.

9. EMPLOYEES

9.1 Employees are not permitted to smoke including the use of NCP's such as e-cigarettes at any time during working hours, except during unpaid breaks.

10. ELECTED MEMBERS

10.1 Elected Members must conform to the same arrangements as above in Sections 7 and 8

11. EMPLOYEES MAKING HOME VISITS

11.1 Where employees make planned visits to clients or residents in their own homes, they may encounter individuals within the premises who smoke. Employees are advised to request individuals not to smoke where they are due to meet for a minimum of two hours prior to and during their visit. Clients should be notified verbally and via their appointment letter prior to the visit.

11.2 Depending on the nature of the home visit it is advised, where practicable, that staff withdraw from the premises where an individual insists upon smoking and to advise the client that the business can be concluded at a later date at the employee's place

of work in a smoke-free environment, or make arrangements for another member of staff to conduct the appointment.

- 11.3 Staff can use their professional judgement when deciding whether or not to implement the smoke free policy. There may be some highly complex or crisis situations where staff decide to allow an individual to smoke, for example, an acutely distressed or terminally ill smoker, or during a fraud investigation.

12. SUPPORT FOR SMOKERS

- 12.1 For employees and elected members choosing to stop smoking, the North Tees and Hartlepool Stop Smoking Service is available by contacting 01642 383819. This service offers specialist support to workplaces, employees and the community that wish to stop smoking either via a one to one drop-in service or in the form of a group. Nicotine Replacement Therapy is also available on prescription from a range of participating pharmacies through the service (see Appendix A).
- 12.2 All employees will be granted paid leave to attend weekly Community Stop Smoking Clinics during working time for up to one month providing they receive permission from their supervisor. Additional appointments must be attended outside of work time or via unpaid leave arrangements. Paid leave arrangements will be re-instated every 12 months if employees need additional support. Attendance at additional smoking cessation sessions during working hours or outside of the North Tees and Hartlepool area will be considered, depending upon individual circumstances
- 12.3 Alternatively, employees and elected members may contact the NHS Free Stop Smoking Helpline – 0800 022 4332. Lines are open every day from 7am to 11pm.

13. RAISING HEALTH AWARENESS

The Council will actively promote the improvement of the health of its employees by providing information on the health risks and other problems related to smoking of tobacco products. Information on the effects of smoking (both active and second-hand) and advice and help on stopping smoking will be readily available to employees, elected members, customers, visitors and service users at regular intervals or when requested from the Health Improvement Team – 01429 284270.

14. PUBLICITY

Clear signs will be placed at all main entrances and appropriate other locations to ensure that everyone entering our premises understands that smoking is not allowed inside our premises and grounds, in accordance with legislation. Routine inspections of signage will be included as part of annual Health & Safety inspections of council premises.

15. RECRUITMENT AND INDUCTION PROCEDURES

The Council's recruitment literature, which is made available to applicants, raises awareness of the Council's smoking policy, as do the Corporate and departmental induction arrangements.

16. ENSURING COMPLIANCE WITH THE POLICY

16.1 This policy is intended to benefit all employees, elected members, customers and visitors, and so all employees and elected members are responsible for its continued implementation.

16.2 Managers are responsible for ensuring that:

- all employees who report to them are aware of and abide by the policy
- staff are aware of their rights in relation to working in a smoke-free environment
- staff are aware of the stop smoking support available
- staff who smoke are able to access the support they require
- referral to Occupational Health is considered if smoking is affecting an employee's ability to fulfil his/her duties

16.3 All employees are responsible for ensuring that:

- they abide by the policy
- requests for a smoke-free environment are made if booking home visits

16.4 Where an employee is found smoking at work in breach of this policy, managers should initially:

- bring this policy to his/her attention
- give the employee the opportunity to discuss the reasons why they did not appropriately comply with the policy
- offer them access to Stop Smoking Support and advice

16.5 The disciplinary procedure should only be invoked after initial informal approaches have been used. It should however be contemplated if the employee in question persistently contravenes the policy.

16.6 Where an elected member is found smoking in contravention of this policy, the matter should be referred to the Chief Executive to deal with. Referral to the Standards Committee should only be invoked after initial informal approaches have been used. It should however be contemplated only if the elected member in question persistently contravenes the policy.

17. MONITORING AND REVIEW ARRANGEMENTS

17.1 The policy will be reviewed at 3 yearly intervals unless there is reason to believe it is no longer valid.

Appendix A

Support for staff wishing to stop smoking

Smoking cessation drop-ins in Hartlepool and North Tees

Do you want help and advice to stop smoking? Feel free to drop in at any of the following venues. For further information or to confirm opening times, please contact the Stockton and Hartlepool Stop Smoking Service, Telephone 01642 383819 or visit <http://www.nth.nhs.uk/stopsmsess>.

Information regarding other local Stop Smoking Services in the region is available on request

Appendix B

Example information leaflet for individuals receiving home visits (Royal College of Nursing Best Practice Guidance)

Important information for people receiving home visits

Please consider the needs of our staff and provide them with a smoke free environment.

Second-hand smoke, or passive smoking, has been found by the Government Scientific Committee on Tobacco and Health to be detrimental to people's health. It can cause heart disease, stroke and lung cancer in adults. Being exposed to second-hand smoke even for a short time can cause eye irritation, headache, cough, sore throat, dizziness and nausea.

Employers have a duty in common law to take reasonable care to protect the health of employees. Hartlepool Borough Council is required by the Health and Safety at Work Act 1974 to ensure that employees and others are not put at risk.

We therefore ask if you would do everything possible to provide a smoke free environment when our staff visit you in your home.

How to protect staff from exposure to second-hand smoke:

- refrain from smoking inside the house for at least 2 hours before they arrive
- open windows and doors to fully ventilate the area
- try to keep one room smoke free at all times

During the visit:

- do not smoke or let anyone else in the house smoke in the area
- wherever possible, when the nurse is in the house, ask other smokers to go outside to smoke.

Our Council policy:

We ask our staff to assess whether any environment they enter is safe for them to provide their services. If a smoke free environment cannot be provided, a risk assessment will be required in order to reduce risk to a level that is as far as is reasonably practicable. We

will support staff to leave an environment they deem to be unsafe. If necessary, you will be offered alternative service options.

Our undertaking to you

All routine visits will be pre-booked and you will be given a time for the visit. If the staff member is delayed, you will be contacted as soon as possible.

DRAFT

FINANCE AND POLICY COMMITTEE

27th February 2014



Report of: Assistant Director (Community Services)

Subject: CIVIC COLLECTIONS REVIEW – FINAL REPORT

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key.

2. PURPOSE OF REPORT

- 2.1. To report on the findings of a comprehensive review of all the historical objects held by the Authority in the Civic Collections.
- 2.2. To make recommendations as to those items in the Civic Collections that should be permanently transferred into the care of the Museum of Hartlepool.
- 2.3. To identify those items which should be Retained for Civic Use or returned to their original owners.
- 2.4. To acknowledge the approval of the report by Regeneration Services Committee on the 16th January 2014 and accept this report for approval to this meeting of the Finance and Policy Committee.

3. BACKGROUND

- 3.1 A full review of the Authority's Civic Collections was one of the outcomes of the work of the *Scrutiny Coordinating Committee – Museum and Art Gallery Collections Working Group* in 2011-2012.
- 3.2 Scrutiny decision of June 25th 2012, decision (d), parts (i) and (ii) recommended:
 - (i) *Full internal transfer and Accession of the Authority's Civic Regalia into the Museum Collection.*

(ii) *Items not owned by the Authority are instead sensitively returned to legal owners.*

- 3.3 The thinking behind these decisions was to ensure that items of historical importance to the story of the Borough are correctly preserved in the care of the Authority's Accredited Museum, while confirming the validity of other items for continuing use in the everyday ceremonial life of the Authority.
- 3.4 To this end, the Museum Manager with the assistance of the Registration and Member Services team carried out an exhaustive physical search of the Civic Centre, including restricted access areas such as the Vault, the Mayor's Parlour, offices and secure storage rooms, for items regarded as comprising the Civic Collections.
- 3.5 A total of 343 items were recorded. These are mainly individual items, but some, for example photographic albums, consist of multiple elements.
- 3.6 These items were formally recorded by the Museum Manager, their historical stories researched, and their ownership status checked. All items are listed and detailed in the table attached in **Appendix 1**.
- 3.7 Note that named secure storage locations for these items are not specified in this report for security purposes.

4. REVIEW FINDINGS

- 4.1 For each item or group of items two important factors were identified. These are the item's most probable ownership status, and a recommendation as whether or not it should be formally transferred into the Museum collection.
- 4.2 *Accession* in the item list specifically means to legally transfer the item into the permanent collection of the Museum of Hartlepool. It would then become unusable in ordinary daily activity, being kept for historical preservation, research, for public exhibition, or civic display purposes – please note this will include display within the Civic Centre as appropriate.
- 4.3 In some cases it is recommended that the item is returned to its rightful owner, once their identity can be confirmed. If appropriate, asking certain owners to consider donating the item to the Museum is also recommended. *Securing Title* is the legal term used by museums for receiving the rights to ownership when some-one donates an item.
- 4.4 *Retain for Civic Use* means that the item has not and may never reach the end of its lifespan as an active object, for example in Civic Ceremonial, and should not be transferred to the Museum at this time. It does not mean that the object is historically unimportant, or that at some time in the future the item should be not be *retired* and then accessioned.

- 4.5 *Disposal* is the formal term used by museums to describe those items that do not qualify for Accessioning and which can therefore be treated as the owner likes : kept and used, given to others, sold on, recycled or even placed into waste. It does not mean thrown away as in common usage.
- 4.6 All recommendations about Accessioning were made purely on two factors: the object's historical importance and its suitability to be collected by the Museum of Hartlepool as defined by our Collections Development Policy 2013.
- 4.7 Once approved, the physical process of transferring, accessioning and indentifying owners for returns will commence in March 2014.

5. FINANCIAL CONSIDERATIONS

- 5.1 External funding was secured in late 2012 for the preservation materials required for the long term storage of any accessioned items transferred due to this review.
- 5.2 Transfer to the Museum of items will allow them to be correctly listed for asset management purposes.
- 5.3 Return of items to their original owners potentially reduces the overall insurance risk held by the Authority.

6. LEGAL CONSIDERATIONS

- 6.1 The accessioning of items will be carried out under the same legal processes and policy guidance as with any other such public transfer, donation or gift to the museum.
- 6.2 Formal museum Acquisition and Title paperwork will require being signed by the Chief Solicitor. This will ensure that all items remain the property of Hartlepool Borough Council.
- 6.3 All items returned to their rightful owners will be accurately documented to ensure that such returns are traceable.

7. RECOMMENDATIONS

- 7.1 That Committee comments on the suggested recommendations for each individual item as listed in the review.
- 7.2 That Committee comments on the principle of returning items to their owners where this is necessary.

- 7.3 That Committee notes the importance to local communities of preserving their material heritage by formally placing such items within the permanent care of the Borough's accredited public museum.

8. REASONS FOR RECOMMENDATIONS

- 8.1 This review finally settles long-standing doubts about the status of items in the Civic collection.
- 8.2 The recommendations ensure that an open and comprehensive process has taken place in which the preservation of the Borough's heritage is paramount.
- 8.3 Accessioning historic civic items strengthens our ability to preserve and conserve items that are representative of the history and heritage of the Borough.
- 8.4 Committee can be certain that those Items identified as suitable for being *Retained for Civic Use* have been properly investigated and considered.
- 8.5 By placing items into the museum collection, they become more publically accessible by being available for exhibition and display, learning and research.
- 8.6 Returning items to their correct owners is both desirable, and reduces the overall insurance risk held by the Authority.

9. CONTACT OFFICERS

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Number	Reference	Location	Description	Dimensions	Condition Check	Ownership	Recommendation	Notes
1	FHBC no.36	Location A	Alderman's Medallion ; presented by Mayor Butterwick on the occasion on his silver wedding 1878-1903. Nametag on ribbon "Chairman".	55mm Dia., 90mm L.	Good. No presentation box.	HBC	Retain for Civic use.	Label "In Use by Chairman". Typed label in case states that 6 were presented 2 items not present, but stored in Location B. See (138) (139)
2	FHBC no.38	Location A	Alderman's Medallion ; presented by Mayor Butterwick on the occasion on his silver wedding 1878-1903	55mm Dia., 90mm L.	Damage to enamel obs. Wear to reverse. In presentation box complete with ribbon, clasp broken.	HBC	Accession	Accession of (2), (3) and (4) ensures preserved sample of such items.
3	FHBC no. 39	Location A	Alderman's Medallion ; presented by Mayor Butterwick on the occasion on his silver wedding 1878-1903	55mm Dia., 90mm L.	Damage to enamel obs. Wear to reverse. In presentation box complete with ribbon, clasp intact. Box marked Reid of Newcastle.	HBC	Accession	
4	FHBC no. 40	Location A	Alderman's Medallion ; presented by Mayor Butterwick on the occasion on his silver wedding 1878-1903	55mm Dia., 90mm L.	Slight scratch to obs. Faded enamel. Unboxed, Ribbon attached	HBC	Accession	
5	None.	Location A	Ex-Mayors Medallion : presented by Alderman Butterwick in 1911. Silver gilt with Maltese Cross behind seal of Hartlepool	70mm Dia., 15mm thick	Seal detached from backing. Ribbon attached. Some wear to obs.	HBC	Accession	
6	124	Location A	Medallion, Kings Prize for Coast Defence Artillery 1930. Rev. "Sgt. Dalkin Rangefinder". National Artillery Association.	25mm L.	Good. In presentation box.	Unverified	Accession if title can be established	see item 36 below
7	None.	Location A	Ceremonial medallion from a chain of office. "Presented by William Gray First Mayor of the Borough of West Hartlepool". Gold and enamel. Backed by Anchor, Mace and Trident.	140mm by 140mm, 25mm thick.	Good. Base of mace to BLHS is loose. In substitute box.	HBC	Accession	Originally part of the ceremonial Mayor's chain. Removed on Amalgamation, replaced with pendant depicting seal of Hartlepool. See (147)
8 to 10	122	Location A	Group. Comprises three objects: (8) A plain silver shield brooch (awarded to those who served the town in WW1), (9) a Special Constables Medal (1918), and (10) a silver coin of the seal of Hartlepool.	Shield 52mm L. Medal standard size with bar and ribbon. Coin 25mm dia.	All in presentation box marked H Lamb, West Hartlepool. Shield is missing its backing pin, medal's hanging bar is lopsided. Otherwise good condition.	HBC	Accession	Retained in Civic as examples of items presented at the end of WW1? Note: we have Special Constables medal in collection.
11	None.	Location A	Ancient Sergeant's Mace. Silver, 17th Century in style. Marked "Anno 16***" but worn.	350mm L.	Good. In presentation box.	HBC	Accession	Check 1930's records which mention date.
12	None.	Location A	Mayor's silver wand of office (Mace). Inscribed Mayor Martin, West Hartlepool 1912. Silver and enamel.	350mm L.	Slight twist to top so that crown is off angle. Wear to enamel, over cleaning of inscription. In presentation box marked Watkins Ltd, West Hartlepool.	HBC	Accession	
13	FHBC no. 34	Location A	Mayor's staff of office. Wood with gilt silver fittings. Top seal of Hartlepool. Floral mount in centre reads "Presented to the Mayor of Hartlepool by Jno. T. Belk Recorder November 9th 1895"	1600mm L.	Good. Top mount is slightly loose, shows minimal damage to bottom edge (through movement). Top is out of alignment with centre mount : been repaired ?	HBC	Accession	

Number	Reference	Location	Description	Dimensions	Condition Check	Ownership	Recommendation	Notes
14 and 15	None.	Location A	Group. (14) (15) Two Borough of Hartlepool Maces. Gilded silver and copper with white painted wooded hafts. Surmounted by Royal Crown, with Royal coat of Arms on side. Thought to have been presented by the Earl of Darlington in 1818.	920mm L	Fair. Hafts look to have been made from banister rail posts : screws used to fix haft to head are not original. Replacement of original hafts. Both items are identical.	HBC	Accession	
16	?FHBC no. 31	Location A	Presentation Mace. Gilt silver and ?copper, surmounted with a half crown, and painted enamel plaques. These show : ship launch, seal of St Hilda, fishermen with nets and fishing boat at sail, and seal of Hartlepool (in atypical blue and pink). Interposed with red rose of York, and bundled axes. Inscribed "Presented to the Borough of Hartlepool by A. Winterbottom Esq. OBE Chief Constable of the Borough 1898 to 1936 on the occasion of the Extension of the Borough Boundaries 1st April 1936". Hallmarked in two places.	1230mm L	Good. Some differential wear. Corrosion patches from application of tape on haft, but reversible. On wooden display base.	HBC	Accession	Numbering not clear: label on top, but identical label for No 46 nearby.
17 and 18	FHBC 58A and 58B	Location A , uncased	Group. (17) 58A (18) 58B. Two Borough of Hartlepool ceremonial staves in black painted wood. Surmounted with a crown, the head is painted on one side with the letters VR in floral script, the other a depiction of a deer and hound in a naturalistic style. Dating to between 1850 - 1870 on stylistic grounds.	c. 1800mm L.	Good. Some fading of varnish. Very faint signs of painted lettering on both heads : unreadable, but letters HER and L are visible. Possibly presence of Latin motto? Some minor damage to the head of (18) 58B.	HBC	Accession	
19 and 20	50 and 51	Location A	Group. Two pieces (19) Top (20) Base. Embossing stamp of the Burial Board for the Township of Hartlepool. In copper. Depicts an oil lamp.	c. 70mm. 50mm oval.	Good. In presentation box marked Thomas Tattorini of Birmingham.	HBC	Accession	
21 and 22	48 and 49	Location A	Group. Two pieces. (21) Top (22) Base. Embossing stamp of The Local Board for the Middleton-in-Stranton District. In copper. Depicts a heron facing R.	Oval, 65mm	Good. In presentation box	HBC	Accession	
23	None.	Location A	Embossing stamp baseplate with mounting plate of The Local Board for the Middleton-in-Stranton District. In copper. Depicts a heron facing R.	Oval, 65mm, on rectangular base 103mm by 87mm.	Good. Unboxed.	HBC	Accession	
24 to 26	46 and 47	Location A	Group. Three items. Ancient Seal matrixes of Hartlepool. (24) Hart (25) Hilda. Two part copper alloy double seal of Hartlepool, with Hart and Stag on side, Hilda and church on other. Minute traces of red wax are apparent in the detailing of St Hilda. Both parts have three locating lugs around their edges to help with moulding a seal. (26) The other is a single seal of Hartlepool showing obs. Hilda flanked by two saints. This is in copper alloy, with a typical medieval type of cast hanging loop for suspension on a cord or chain on the rev.	Two part 53mm dia. Single 42mm dia.	Good. Small traces of bluetack in the fine details requires careful removing to restore detail. Single seal matrix (26) has fine cracks top and bottom from usage. One crack runs down the canopy roof on obs. Should not be used or rough handled. All in replacement presentation box marked H Lamb.	HBC	Accession	Dating : depicted in 1815 Cuthbert Sharp. Two part seal mould probably 17th Century. Single part seal is potentially Medieval (14th to 16th Century). Requires contextual research.

27	105	Location A	Presentation trowel. Silver with ivory handle. To Mayor Rawlings from T. A. Matthews. Commemorating the foundation stone of the Headland Protection Wall August 2nd 1886.	380mm L.	Good. Unboxed.	HBC	Accession
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Number	Reference	Location	Description	Dimensions	Condition Check	Ownership	Recommendation	Notes
28	33	Location A	Mayor's Gavel. Ivory. Silver mount ring inscribed "Presented to the Mayor of Hartlepool by the Recorder June 1897"	170mm L.	Broken. In two pieces. Snapped where handle meets head. Signs of ineffective glue repair. Repairable by conservator. Ivory in good condition.	HBC	Accession	
29	127	Location A	Unhallmarked plate bowl inscribed "Battle Creek Symphony Orchestra Hartlepool Summer 1974".	150mm dia.	Good. Rev. marked Reed and Baron, 1600, Salem.	HBC	Retain for Civic use.	Item was gift on visit of US orchestra. Potentially display in Location F.
30	10	Location A	Prince of Wales Prize Cup. Inscription "HRH The Prince of Wales Prize to the National Artillery Association Shoeburyness. 1887". Secondary inscription " To Durham Heavy Brigade RA (TA) In memoriam Colonel L. Robson 1936".	260mm H.	Good. Small dent to rim. Based.	"DLI Silver" 118/1 Potentially HBC if given to local Volunteer unit.	Accession if title can be established	Of historical importance due to connection to Bombardment.
31	None.	Location A	Art Nouveau silver circular presentation vase, from Cllr. Hewett, Mayor 1952-1954	210mm Dia., 130mm H.	Good	HBC	Consider disposal	
32	58	Location A	Regatta Cup. Inscribed Hartlepool Regatta 1845. Fine chased silver with hallmark. Depictions of sailing vessels, trees and coastal landscapes. The foliage and waves are very finely hammered. Exceptional level of crafting.	120mm dia. 200mm H.	Very Good.	HBC	Accession.	Item mentioned on posters in Museum's "Wood Collection" of printed ephemera.
33	120	Location A	The Major Hawitt National Savings Trophy. Dated 1956-1958. Electroplated Silver.	110mm dia. 190mm H.	Fair. Tarnished.	HBC. Won in 1958, Consider disposal the prize lapsed.		
34	128	Location A	Fragment of shell splinter mounted on brass plaque inscribed Hartlepool's Bombardment 16/12/14	80mm by 50mm	Fair.	HBC	Accession	
35	42	Location A	Old Corn Measure. Copper alloy	310mm L.	Fair	HBC	Accession	Rare survival of otherwise mundane item.
36	126	Location A	Invitation card for Sergt. F. S. Dalkin to attend National Artillery Association prize giving at London Guildhall. 26th October 1935.	Rectangular 150mm by 120mm.	Good	Unverified. ?DLI collection.	Trace owner. Accession if title gained.	see item 6 above. Probably related.
37	121	Location A	Programme for the Empire Theatre 26th April 1940. "Midnight Matinee. A comedy revue. Crew of one of HM Destroyers. Assisted by the WRENS. Proceeds devoted to anything that will bring good cheer to those who have suffered loss or injury from the present conflict at sea". Patrons Mayor and Mayoress of Hartlepool.	4 pages, leaflet layout. Rectangular 230mm by 150mm	Good. Item was folded into quarters, but folds have fallen out.	HBC	Accession	Item is not duplicated in WW2 ephemera.
38	9	Location A	The Ryan Cup. Presented to the Royal Garrison Artillery. 1921. Award dates run 1921 to 1955	350mm H	Good.	"DLI Silver" 118/9. Unit disbanded. Potentially HBC.	Accession if title can be established	DLI Silver Nine items are labelled on their bases with black Dymo labels. Suspected to be from DLI. Noted as "DLI Silver" in owner column as initial identification. Note: number sequence incomplete: 1,3,8,9,10,14, 15,16,17. Suggests other items not deposited?

Number	Reference	Location	Description	Dimensions	Condition Check	Ownership	Recommendation	Notes
39	61	Location A	1st Bn. DLI Boxing Challenge Cup, Heavyweights	330mm H	Good	Potentially DLI Association	Trace owner. Only consider Accession if DLI M&AG unable to accept.	Note: items 39 to 48 do not have black Dymo labels on bases. Different source/depositor than those items suspected to be "DLI Silver"? All have boxing connection.
40	60	Location A	1st Bn. DLI Boxing Challenge Cup, Welterweights	330mm H	Good	Potentially DLI Association	Trace owner. Only consider Accession if DLI M&AG unable to accept.	
41	62	Location A	1st Bn. DLI Boxing Challenge Cup, Middleweights	330mm H	Good	Potentially DLI Association	Trace owner. Only consider Accession if DLI M&AG unable to accept.	
42	63	Location A	1st Bn. DLI Boxing Challenge Cup, Lightweights	330mm H	Good	Potentially DLI Association	Trace owner. Only consider Accession if DLI M&AG unable to accept.	
43	64	Location A	1st Bn. DLI Boxing Challenge Cup, Featherweights	330mm H	Good	Potentially DLI Association	Trace owner. Only consider Accession if DLI M&AG unable to accept.	
44	65	Location A	1st Bn. DLI Boxing Challenge Cup, Light Welter Weights	330mm H	Good	Potentially DLI Association	Trace owner. Only consider Accession if DLI M&AG unable to accept.	
45	66	Location A	1st Bn. DLI Boxing Challenge Cup, Light Middle Weight	330mm H	Good	Potentially DLI Association	Trace owner. Only consider Accession if DLI M&AG unable to accept.	
46	67	Location A	1st Bn. DLI Boxing Challenge Cup, Heavyweight	330mm H	Good	Potentially DLI Association	Trace owner. Only consider Accession if DLI M&AG unable to accept.	
47	59	Location A	1st Bn. DLI Boxing Challenge Cup, Bantam Weight	330mm H	Good	Potentially DLI Association	Trace owner. Only consider Accession if DLI M&AG unable to accept.	Names of officers on base are historically important, as a full list of officers of the 1st Durham Volunteer is unknown.
48	68	Location A	Inter Company Boxing Challenge Cup.	200mm H	Good	Potentially DLI Association	Trace owner. Only consider Accession if DLI M&AG unable to accept.	
49	74	Location A	Presentation Bowl, Presented by the officers of the 1st Durham Militia to Mrs Harrison and Mrs H. Ewbank as a mark of their esteem and appreciation at their liberality to the mess of the Regt for upwards of 45 years Bd Castle Nov 1860. Names of the officers are engraved on the base.	280mm Dia. 170mm H.	Good.	Unverified. Probably HBC. Note : item was presented to individuals, and not the property of a Military Unit.	Accession if title can be established	
50	125	Location A	Durham County Dance Band Championship Bowl. Under auspices of The Melody Maker. Undated. Potentially 1930s.	230mm Dia. 150mm H.	Good	HBC	Accession.	

Number	Reference	Location	Description	Dimensions	Condition Check	Ownership	Recommendation	Notes
51	7	Location A	Silver Salver, Hartlepoons Military Recreations Committee Garrison Sports June 1916 Regimental Championship Won By Durham RGA Garrison Coy.	Square 300mm.	Good. Dymo label on base reads "118/10"	"DLI Silver" 118/10. Potentially HBC. Note the Hartlepoons Military Recreations Committee was jointly managed by Hartlepool and West Hartlepool BCs, and salver went to defunct volunteer unit.	Accession if title can be established	The Military Recreations Committee was a jointly a Hartlepool and West Hartlepool Borough Councils organisation.
52	5	Location A	The Rutley Bowl. Prize for Gun competition given by National Artillery Association.	220mm dia. 130mm H.	Good. Dymo label on base reads "118/3"	"DLI Silver" 118/3. Potentially HBC if given to local Volunteer unit.	Accession if title can be established	
53	None.	Location A	Pewter Vase presented by H Lightfoot Mayor 1932 - 33 March 1933.	200mm H	Good. Typical 1930s decorative style.	HBC	Accession.	
54	?112	Location A	Gilt-silver presentation cup, inscribed "A Token of Regard to the Ancient Borough of Hartlepool from the Earl of Darlington Mayor 1818". On other side inscribed "Prosperity to the Ancient Borough of Hartlepool". Applied floral decoration of cut-out vine leaves.	140mm Dia. 210mm H.	Good. Screw visible on LHS : repair to leaves. Some minor corrosion from handling on leaves. Hallmarks on cup, base and on vines.	HBC	Accession.	Of significant historical importance.
55	118	Location A	Programme for the Grant to the Durham Light Infantry of Freedom of Entry to the Borough. May 10th 1958. Tied with green and red ribbon, the colours of the DLI.	Quarto, 270mm by 220mm.	Good. Slight fading to cover. Lower edge shows slight creasing.	HBC	Accession	Hartlepool's copy of the programme, not the legal documents granting freedom.
56	34	Location A	Head of staff of office, partial, gilt ?silver, in shape of Royal Crown. From Hartlepool.	30mm Dia. 40mm H.	Good. Some bending to floral attachments at base, one missing. Signs of glue inside base.	HBC	Accession.	
57	45	Location A	Head of staff of office, partial, copper alloy, in shape of the head of a sceptre. From Hartlepool.	40mm Dia. 50mm H.	Good. Fixing hole on base shows signs of glue.	HBC	Accession	
58	24	Location A	The Hartlepool Corporation Challenge Cup to the 4th Durham Volunteer Artillery 1901. Hallmarked silver. Lidded, surmounted by a model of a naval coastal defence gun. Body of cup has floral decoration, stem supported by four applied winged Victories holding winners wreaths. Base fixed with winners name plaques.	Approx. 480mm W (handle to handle). 800mm H	Good. Barrel of gun shows drooping, repairable by silversmith.	"DLI Silver" 118/8. Potentially HBC if given to local Volunteer unit.	Accession if title can be established	
59	22	Location A	The King's Prize. "National Artillery Association 1930 His Majesty The King's Prize For Heavy Artillery Brigades Won at Nodds Battery, Isle of Wight 187th Heavy Battery Durham Heavy Brigade RA (TA) Captain JH Nicholson RA Battery Commander 2nd Lieut. HW Turner Section Commander". Hallmarked Silver. Handles end in helmeted busts of Greek Victories.	320mm W (handle to handle). 510mm H.	Good. One tiny dent in edge of lid. Some lid deformity. Base is Poor : missing one shield. Scratches to wooden base. Hallmarked shields are unnamed.	"DLI Silver" 118/16. Potentially HBC if given to local Volunteer unit.	Accession if title can be established	

Number	Reference	Location	Description	Dimensions	Condition Check	Ownership	Recommendation	Notes
60	8 and 19	Location A	Cup inscribed "Victoria Dei Gracia Britannia Regina AD 1889". Applied Royal Coat of Arms with enamel. No base.	440mm H.	Good. Some lid deformity.	Potentially HBC. Label reads The Queen's Prize (see 59), but no indication of use or reason for presentation appears on object.	Accession if title can be established	Possibly confused with Military silver items. Check 1930's records to identify ownership.
61	11 (23 crossed out)	Location A	The Thomas Richardson Cup. "1891 Presented by Thomas Richardson Esq. to the 4th Durham Artillery Volunteers for competition with the 64 pt. RML Gun". Silver lidded urn supported on a tripod of gun barrels. Lid surmounted by a Gun Carriage missing its gun barrel. Mounted on base with name plaques. Hallmarked silver. Seal of Hartlepool to left, Seal of West Hartlepool to right. Rev. engraved intertwined letters RG or RC. Royal Garrison ? Dates on base plaques 1891 to 1896.	Approx. 430mm H.	Fair. Significant denting around edge of lid, and barrel of gun model on lid is missing. Slight deformity between stem and urn, lean to RHS. Solder between carriage, and between barrels and urn is crude. Potential signs of historic repair. Base Fair condition.	"DLI Silver" 118/17. Potentially HBC if given to local Volunteer unit.	Accession if title can be established	
62	None.	Location A	Silver Salver, inscribed "Presented to HMS Abdiel by the Mayor Aldermen and Burgesses of the County Borough of Hartlepool 14th January 1988".	310mm Dia.	Good.	HBC.	Accession	
63	None.	Location A	Casket containing scroll, Freedom of the Borough to the HMS Abdiel, 1981	250mm by 135mm by 130mm.	Good	HBC	Accession	Our copy of a legal document
63	28	Location A	Casket containing scroll, Freedom of the Borough to the Lifeboat Service (RNLI), 1986	250mm by 135mm by 130mm.	Good	HBC	Accession	Our copy of a legal document
64	None.	Location A	1930's desk calendar. Steel and brass, drum type. Covers 1930 and 1931.	135mm L.	Good	HBC	Accession	From Mayoral desk ?
65	None.	Location A	Leather-bound written copy of the words of the Charter Roll of King John to the Borough of Hartlepool. . See Notes and (66) below.	340mm by 290mm.	Good. Significant warping of covers but no sign of damage.	HBC	Accession.	Presumably items 65 and 66 were produced for the 750th Anniversary of the 1201 Charter in 1951. One such item is illustrated in the 1951 Charter Celebrations Programme.
66	None.	Location A	Leather-bound written copy of the words of the Charter Roll of King John to the Borough of Hartlepool. See Notes and (65) above.	340mm by 290mm.	Poor. Abrasion damage to cover, hinge has gone through due to disintegration of leather (pages are separate).	HBC	Consider disposal	Retain 65 as representative.

Number	Reference	Location	Description	Dimensions	Condition Check	Ownership	Recommendation	Notes
67	116	Location A .	Electroplated Silver Casket. "Presented to Alderman John Horsley JP CA Mayor of the Borough Of Hartlepool Upon the Occasion of him Receiving the Freedom of the Borough". Hallmarked. Undated. Stylistically Edwardian. Casket mounted on six feet, rectangular, with lid surmounted by Hart and hound. Applied roses on sides flanking sceptres. LHS roundel with engraved horses head. Rev. depictions of the seals of Hartlepool. RHS stylised letter H. Interior lined in purple silk. Contains complements slip naming Novis and Hammond Ltd of Kensington.	310mm L. 200mm W. 250mm H.	Good. Some tarnishing. Construction seems crude in places, especially on application of feet, and placement of applied roses. This is similar to other caskets of the period. One applied pilaster on LS rear corner is loose. Base good. Too light for high silver content : electroplated over steel?	HBC	Accession.	Research to narrow dating.
68 to 70	115	Location A .	Group. Desk set comprising (68) silver plate desk tidy with integral ink well, which is missing its internal ink container of ?glass. Inscribed "Presented by the Recorder of Hartlepool Herbert Wright Bell Esq. Oct 1934 who was Town Clerk of the Borough from March 1981 - June 1919 Mayor 1926 -1927. 1927 - 1928. Honorary Freedom of the Borough was conferred on 20th February 1929". Ink well decorated with engraved seal of Hartlepool. Has two integral pen stands. (69) silver dipping ink pen (70) silver dipping ink pen identical to (69).	340mm by 250mm.	Good.	HBC	Accession	
71	21	Location A	The Regiment Trophy. "National Artillery Association 1896 The Regiment Trophy Won by Durham Artillery Volunteers No. 2 Group B.C. Lt. L. Robson". Base however dates from 1889 to 1903, each plaque listing 11 men, from lettered companies from Stockton, Darlington and Middlesbrough. Base is from another cup. See notes.	550mm H.	Good. See notes.	"DLI Silver" 118/14. (cup only : base not related). Potentially HBC if given to local Volunteer unit, but see notes.	Accession cup if title can be established. Return base to owner if traceable.	This item looks like a put-together of one silver cup onto another base. Names mentioned on the base suggest it once belonged to a military trophy. Use of lettered company suggest Volunteers. Points given suggest artillery or marksmanship. Ten men under a captain suggest squads.
72	130	Location A	Rose bowl with mesh lid. Electroplated silver over copper and iron. Lionhead handles. Uninscribed. Base reads "Presented to the town of Hartlepool by AB Gasmarin Stockholm to mark the 200th cargo of Butane carried to Hartlepool by their MV Celsius June 1964 - February 1972".	220mm Dia. 150mm H.	Fair.	HBC	Accession.	
73	321	Location A	Electroplated silver on copper tea tray. Engraved floral pattern. "Mayors Parlour Hartlepool. A token of regard to the Mayor Councillor Mrs D. Charlton JP from Mr and Mrs A Bleasby November 1965".	Oval. 340mm L.	Fair. Tea stains on rev. have caused localised corrosion.	HBC	Retain for Civic use, or consider for disposal.	Item was gift. Potentially display in Location F.

Number	Reference	Location	Description	Dimensions	Condition Check	Ownership	Recommendation	Notes
74	224	Location A	The Aberdeen Trophy." Presented by His Excellency The Earl of Aberdeen Governor General of Canada To the National Artillery Association To Be Competed for by British & Canadian Teams Special Repository Competition Shoeburyness. 1896".	400mm W (handle to handle). 200mm H.	Good. No base.	"DLI Silver" 118/15. Potentially HBC if given to local Volunteer unit.	Accession if title can be established	
75 to 85	None.	Location A	<p>Group. Dr Gibbs Silver. All relate to Dr. William Scott Gibb, GP, Mayor of Hartlepool. Donated to the Council by granddaughter (name withheld) of South Africa. Consists of 11 items. (75) Silver casket to commemorate grant of Freedom of the Borough May 1927. In folding presentation case. Hartlepool seal of Hart and hound on top, St Hilda's engraved on side, and monogram intertwined letters WSG. (76) Past mayor's medal 1910-1912 in presentation box. Complete.</p> <p>(77) Imperial Service Order (ISO) medal for civic service presented by Ed. VII in presentation box (some wear). (78) Silver decorative tablet in solid silver "Col. JF Lewis RE 1846 - 1918" in presentation box. Engraved on reverse "For Proficiencies in Fortification and Field Engineering Second Lieutenant DS Gibb RE 1925". ?Son. (79) framed certificate granting Dr Gibb freedom of the Borough dated 24th May 1927 (80) Silver Teapot inscribed "Presented to Dr WS Scott Gibb By the members of the Hartlepool Club on the occasion of his marriage. June 21st 1900". by Goldsmiths of London. Cutlery handle design motif. (81) Milk jug, ditto. (82) Sugar bowl, ditto (83) unframed photograph of Dr Gibb in Mayoral robes greeting King Edward VII : undated, presumably 1929. Background possibly football ground, as stands visible. Marked on rev. Copyright Graphic Photo Union (84) Framed studio photograph of Dr. Gibb marked John Mathieson of Edinburgh. Undated. (85) Collection of newspaper and magazine clippings c. 1937 - 1965 relating to Dr. Gibb (obituaries).</p>	Various. All stored in museum Greenbox.	Good, all items. Exception is case for ISO medal.	HBC.	Accession all items.	Donated to HBC by Mrs Janet Bujok to Chairman Carl Richardson.

Number	Reference	Location	Description	Dimensions	Condition Check	Ownership	Recommendation	Notes
86 to 96	74A, 70 (1 of 4 through 4 of 4), 72 (1 of 2, 2 of 2), 71, 69, 73 (1 of 2, 2 of 2).	Location A .	Group. Jewish Silver. Comprises of 11 items used in the Synagogue in Whitby Street (1872 - 1969). (86) Silver Breastplate used to adorn the Torah. "Presented by Mrs Levy and Family in loving Memory of their beloved Husband and Father Jacob Levy who departed this life Tebeth 23rd 5656". 9th January 1895 (87) Silver Kiddish cup presented by Mrs GL Abrahams 1872 (Jewish Chronicle says Mr GL Abrahams). Used for wine at beginning of the Sabbath. (88) and (89) Silver handles for holding the Torah, decorated with angels, deers and bells. Presented in 1895 in memory of Jacob Levy. (90) Spice box used at celebrate the end of the Sabbath. Spire-shaped lid with opening for aromatic spices. No date, but listed in newspapers as gift of Mr L Abrahams in 1872. (91) Lid of octagonal box or container mislabelled "For dressing the Torah". Design is similar to spice box. (92) Yod (pointer for use when reading the Torah) The Gift of Mr Henry Falk of Dublin 1872. (93) Yod, openwork in silver, inscribed for Mr Jacob Levy (1895?), missing its pointing hand at tip. (94) Plain slim Yod, signature "Samuel Benjamin" on	Various. All stored in oak box.	Good. Some minor damage to spice box. Yod (93) is missing tip. Yod (95) hand is bent at tip. Breastplate has parts missing on lower RHS, but retained in bag for potential repair.	Placed on "permanent loan" to the Authority in 1969 according to contemporary newspaper reports.	Contact Jewish community and establish correct ownership. They either retain all items, or respond to request for full donation with title into Museum collection.	Story of Jewish immigrants into West Hartlepool is little known. Objects are directly representative of such "hidden history" and should be encouraged into public ownership, if living community finds this relevant and agreeable.
97 to 106	322	Location A	Group. Punchbowl set comprising 10 objects (97) Punchbowl. Silver plated on copper (Sheffield Plate). "Presented to Hartlepool Borough Council on the 25th Anniversary of the Top - Town Sea Angling Championship 1965-1990". Rev. "Received by the Mayor Councillor John Lynch on the 15th July 1990". Chased silver floral design with two lionheaded ring handles. (98) to (105) Eight identical silver plated drinking cups in same design, with openwork handles. (106) Silver plate dipper, of different design to the bowl and cups (Sheffield scallop shell end).	320mm W (handle to handle). 220mm H.	Good, if tarnished by handling. Item label is stuck to interior, and will be corroding surface (restorable). Cups vary in tarnish.	HBC	Accession	Sea angling is under-represented in Museum collections.
107	129	Location A	Soroptimist's Chain. Presidents chain of office. Mixture of silver and silver plate, enamel and turquoise. Feature locket inscribed "Hartlepool's Soroptimist Club President" around a female bust holding banner "International Soroptimist Association". Rev. lower locket inscribed "Refurbished 1988 With legacy of Miss Doris Hurworth". Above, plaque in plate silver depicting sailing ship with sea and winds. Suspended by two gothic letter H's. Two nameplate chains in multiple sections. Earliest date is 1947, latest 1991. Only ?female names. Counterweight is locket in the same style to feature locket, inscribed letter H. Rope chains hold whole together.	Approx. 650mm L.	Good. Slight wear to enamel, and some names are worn. In storage box. Label 129 misspelled "Soroptomist".	Unverified.	Accession if title can be established.	Left in care of HBC on club disbanding.

Number	Reference	Location	Description	Dimensions	Condition Check	Ownership	Recommendation	Notes
108	119	Location A	Charter of HMQ Elizabeth II of 1974, granting Hartlepool the status of a Borough. With Royal Seal and attached velum warrant. In presentation box. Seal in red sealing wax. Obs. HMQ on horse facing left. Rev. HMG enthroned. Seal tied to warrant with red and yellow cords.	Seal 160 Dia. Box 530mm square. 80mm H.	Good.	HBC.	Retain for Civic use.	Legal document. Should be Accessioned when superseded by another charter.
109	104	Location A	Civic Cushion in original box. Blue velour with yellow cording. Label reads "Ede and Ravenscroft". Date unknown, but label suggests no earlier than 1952.	Approx. 450mm square.	Good. Box faded.	HBC	Consider disposal	
110 to 120	None.	Location A	Group. Alderman's hats. Comprises a box of eleven Aldermans hats, black silk and cordwork over leather formers.	460mm L. on average.	Poor. Significant wear especially on peaks. All have signs of active mould production, especially in creases and interiors. No clear signs of pest infestation, but potential for the presence of pest eggs. Should not be worn or mixed in with clear textile collections without the correct cleaning.	HBC	Retain two items as representative sample (best condition, specifically single item labelled JH with manufacturers mark inside, the other plain and unmarked but with intact knotwork). Consider disposal of the remaining 9 items.	Best two items selected and placed aside in Location A . Will require freeze drying (as a pest precaution) prior to textile conservation.
121	None.	Location A .	Base of die for embossing producing seal impressions on documents Marked "County Borough of West Hartlepool" around depiction of hart within crown (arms of West Hartlepool). Number 1.158 in white paint on side. Remains of newsprint on base.	60mm Dia. 70mm H.	Good. In deformed and worn "Spinet Smoking Mixture" tin.	HBC	Accession.	Found in Safe. Moved to display cabinet bottom shelf.
122	None	Location A	Film Reel. "Hartlepool Gala Day". In square tin labelled Gaumont (logo). Length 249 feet. Black and White. Warning label fixed to lid of tin . Title card visible on leading frames "Hartlepool Gala Day. The Marquis and Marchioness of Londonderry open the Bathing Pool". Names "Gaumont" and "Graphic" can be seen on the title cards, but no date.	249 feet.	Good. Stable film stock, with little sign of damage on leader. Special trained handling required. Do not attempt to play or project.	HBC, but potentially copyright of ITN archives.	North East Film Archive advises safe removal and disposal.	Found in Safe. Of significant local historical importance, but copies exist in other archives and digital media. Should remain untouched in safe until specialist NEFA assistance is gained.
123	None	Location A	Film Canister. 12". Sealed : pull tag is intact. Brass nameplate soldered to top "The Gaumont British News Reel of the Coronation of Their Majesties King George VI and Queen Elizabeth. May 12th 1937. Presented by General Film Distributors Ltd and their subscribers".	12" diameter reels : unknown length. Tin is 12" diameter and 5" deep. Potentially 2 reels.	Unknown. Unopened. Special trained handling required. Do not open : risk of fire by exposing film stock to air.	HBC. Copyright of ITN	North East Film Archive advises safe removal and disposal.	Found in Safe. Of significant local historical importance, but copies exist in other archives and digital media. Should remain untouched in safe until specialist NEFA assistance is gained.
124	None	Location A	Film Canister. 12". Opened. Brass nameplate soldered to top "The Funeral of his late majesty King George V Sandringham London Winsor - also- The Proclamation of King Edward VIII. Presented by Gaumont British News".	12" diameter reels : unknown length. Tin is 12" diameter and 3" deep.	Looks stable. Tin is corroded. Special trained handling required. Do not leave open to the atmosphere: risk of fire. Do not attempt to play or project.	HBC. Copyright of ITN	North East Film Archive advises safe removal and disposal.	Found in Safe. Of significant local historical importance, but copies exist in other archives and digital media. Should remain untouched in safe until specialist NEFA assistance is gained.

Number	Reference	Location	Description	Dimensions	Condition Check	Ownership	Recommendation	Notes
125	None	Location A	Film Canister. 12". Unopened. Brass nameplate soldered to top "The Funeral of his late majesty King George V Sandringham London Winsor -also- The Proclamation of Kind Edward VIII. Presented by Gaumont British News". Identical to (124) above.	12" diameter reels : unknown length. Tin is 12" diameter and 5" deep.	Unknown. Unopened. Special trained handling required. Do not open : risk of fire by exposing film stock to air.	HBC. Copyright of ITN	North East Film Archive advises safe removal and disposal.	Found in Safe. Of significant local historical importance, but copies exist in other archives and digital media. Should remain untouched in safe until specialist NEFA assistance is gained.
126	None	Location A	Autograph book. "Hartlepool : Autographs of Distinguished Persons". Includes signature of HMQ and Prince Philip on visit of July 1977 (Silver Jubilee), Prince Charles and Princess Diana, town twinning dignitaries, Bishops, MPs, and formal guests. 1977 to 1995.	Quarto Album.	Good. Kept in Location A safe.	HBC	Retain for Civic use, or if considered complete then Accession.	Stored in Safe.
127	None	Location A	Book. "Borough of West Hartlepool Standing Orders (Mayor's Copy)". 8 pages with endpapers. Leather cover. Name of Higson Simpson Town Clerk on first page. No publisher noted. Some amendments in pen Dates no earlier than 1882 : Late Victorian or Edwardian.	150mm by 240mm.	Good	HBC	Accession	
128	None	Location A	Book. Binds two pamphlets : "West Hartlepool Schools Correspondence" of 1855 and "Continuation of Correspondence" of 1856. Both printed by J. Proctor West Hartlepool on instructions of John Hart Burges, Incumbent of Christ Church, detailing correspondence of JHB with Ralph Ward Jackson. Property of West Hartlepool Public Libraries, Reference Department. U428.71 W30.	A5 printed book	Good.	HBC	Return to Libraries.	Important historical source for the details of the schools board disagreement involving Ralph Ward Jackson. Rare.
129	None	Location A	Folder. "Ward Jacksoniania. Christ Church Dispute. West Hartlepool Schools. Docks Harbour, Railway". Label marked "From The Public Libraries, Museum and Art Gallery, West Hartlepool". Contains original contemporary newspaper clippings, original broadsheets, and documents. Research file, probably compiled in the 1930s or 1940s.	Standard file.	Good. Documents are in excellent condition.	HBC	Return to Libraries. Documents potentially should be Accessioned by Museums.	Important historical source for the details of the schools board disagreement involving Ralph Ward Jackson. See (128) above. Possibly borrowed from Libraries by Eric Waggott (former Town Clerk) for the writing of his book Jackson's Town.
130	None	Location A	Letter written by Thomas Gray, poet, to Reverend J. Brown in 1765 mentioning the details of his stay in Hartlepool. Letter bequeathed to Hartlepool in 1964 by estate of Mr Charles Francis Bell (Curator at the Ashmolean). Item in book containing exchange of letters giving Title.	Letter, with accompanying documentation	Good.	HBC	Accession	
131	None	Location A	Framed sign stating the legal definition of Marriage. 1972 pattern, from Registry Office.	460mm by 270mm	Good, excepting some water damage along lower edge.	HBC	Accession	Contemporary Collecting initiative.

Number	Reference	Location	Description	Dimensions	Condition Check	Ownership	Recommendation	Notes
132	None	Location A	Framed illustration (photo-tint) of "The Technical Schools and Lecture Hall, West Hartlepool". No date, but letters 1898 in red are written under backing tape. Framed by Ernest Mitschke of West Hartlepool. (Town Hall Theatre).	320mm by 430mm	Good. Minimal foxing on image or on mount.	HBC	Accession	Town Hall Theatre, includes original plan layout in corners of image. Historically significant.
133	None	Location A	Folder. "Bombardment 16th December 1914. The Illustrated London News of 26th December 1914 with illustrations of Damage done Locally". In red pen "See Record Book Page 411". Contains copy of ILN for that date and a copy of Times History of The War Part 23. Vol. 2. January 1915.	420mm by 200mm	Periodicals are in good condition. Folder is extremely poor: dirty and torn.	HBC	Accession	
134	None	Location A	Folder "The Fishing Costume and Local Scenery of Hartlepool by JL Busby. Gift of Mr Alfred Belk, Regent Street, October 1935." Contains original printed copies of Busby's engravings printed by Andrews of Durham in 1819. In large quarto size (A3 equivalent), in three parts (parts 1 and 2&3 present) Accompanying text is rarely present as it is here.	Large Quarto (A3 modern size). Images are 250mm tall.	Good.	HBC	Accession.	Historically significant and in remarkably good condition.
135 and 136	None	Location A	Folder. Contains two original design drawings for presentation caskets (135) marked No. 1 and shows plain casket topped by coloured West Hartlepool coat of arms. (136) marked No. 2 and shows different design, with offset coat of arms and presentation text. Undated. Designs not similar to other known presentation caskets (which are mostly Hartlepool examples). Unsigned.	410mm by 440mm	Good	HBC	Accession.	Illustrates process of producing such caskets and supports the accession of other Freedom caskets.
137	None	Location A	Illustration : information panel produced by Fred J Theaker "Succession of Mayors From Incorporation". Handwritten in pen and ink, with draftsman-quality layout. Dates to 1919 or 1920 (from dates mentioned in text). Original artwork.	610mm by 440mm.	Fair. Some fading.	HBC	Accession	Fred Theaker worked for WH engineers department and produced the famous Bombardment Poster of 1921.
138	None	Location B	Alderman's Medallion ; presented by Mayor Butterwick on the occasion on his silver wedding 1878-1903. Nametag on ribbon "Vice-Chairman".	55mm Dia., 90mm L.	Good. Replacement red ribbon. In presentation box (modern, H Lamb).	HBC	Retain for Civic use.	In current ceremonial use. Stored In Location B Safe
139	None	Location B	Alderman's Medallion ; presented by Mayor Butterwick on the occasion on his silver wedding 1878-1903. Nametag on ribbon "Chairman's Consort".	55mm Dia., 90mm L.	Good. In original presentation box. Original burgundy ribbon.	HBC	Retain for Civic use.	In current ceremonial use. Stored In Location B Safe
140	None	Location B	Deputy Mayoress Medallion. On red velvet ribbon. Gold, Hartlepool seal with Anchor behind.	40mm by 60mm	Good. Stored in envelope marked "Spare Medal"	HBC	Retain for Civic use	In current ceremonial use. Stored In Location B Safe
141	None	Location B	Gold medallion with powder blue ribbon. Unmarked. Hartlepool seal to centre. Modern.	35mm Dia.	Good. In modern blue presentation box.	HBC	Retain for Civic use	In current ceremonial use. Stored In Location B Safe.

Number	Reference	Location	Description	Dimensions	Condition Check	Ownership	Recommendation	Notes
142	None	Location B	Silver medallion with powder blue ribbon. Unmarked. Hartlepool seal to centre. Modern.	35mm Dia.	Good. In modern blue presentation box.	HBC	Retain for Civic use	In current ceremonial use. Stored In Location B Safe
143	None	Location B	Gold medallion with dark blue ribbon. Unmarked. Hartlepool seal to centre. Modern.	35mm Dia.	Good. In modern blue presentation box.	HBC	Retain for Civic use	In current ceremonial use. Stored In Location B Safe.
144	None	Location B	Silver medallion with dark blue ribbon. Unmarked. Hartlepool seal to centre. Modern.	35mm Dia.	Good. In modern green presentation box.	HBC	Retain for Civic use	In current ceremonial use. Stored In Location B Safe.
145	None	Location B	Scroll. Freedom of the Borough to John Horsley. Certificate.1900.	700mm L.	Good. Rolled. Unboxed.	HBC	Accession	Stored in Location B safe.
146	None	Location B	Scroll. Freedom of the Borough to John Horsley. Dedication scroll listing accomplishments. 1900.	700mm L.	Good. Rolled. Unboxed.	HBC	Accession	Stored in Location B safe.
147	None.	Location B	Mayoral ceremonial chain of office. Comprises put-together of original West Hartlepool chain donated by Sir William Gray with Locket of Hartlepool depicting Seal of Hartlepool. See Historical files. Original locket (7) above.	80mm Dia. Locket. Chain 1200mm ?	Good. In bespoke storage box.	HBC	Retain for Civic use.	In current ceremonial use. Stored in Location B Safe. See (7) above for original locket.
148	None.	Location B	Chain of Mayoress of West Hartlepool. Donated by subscribers 1897. Complete. See Historical files.	70mm L. Locket. 800mm L Chain.	Good. In bespoke storage box.	HBC	Retain for Civic use.	In current ceremonial use. Stored in Location B Safe.
149	None	Location B	Box of silver tableware. Approx. 80 items of cutlery. Stylistically Edwardian. Halmarked Silver, Sheffield.	Various.	Good. In bespoke storage box. Marked H Lamb.	HBC	Consider for disposal	In cabinet next to safe.
150	None	Location B	File Box of tableware. Approx. 40 items of cutlery. Stylistically post 1950s. Stainless. Richardsons of Sheffield.	Various.	Good.	HBC	Consider for disposal	In cabinet next to safe.
151	None	Location B	Clock. 1930s. Smiths English Clocks (SEC) of London. "Sectric" model.	140mm H.	Good.	HBC	Accession	Moved to Location A
152	None	Location B	Set of 5 silver tea trays presented in 1975 by Steetley Reparatories Ltd on occasion of the Queen's Award for Industry.	Various	Fair	HBC	Consider for disposal	In cabinet far wall
153	None	Location B	Photograph (unframed) of past Mayor (unnamed).	400mm by 600mm	Fair	HBC	Accession	Moved to Location A
154	None	Location B	Photograph (unframed) of past Mayor (unnamed).	800mm by 600mm	Fair	HBC	Accession	Moved to Location A
155	None	Location B	Award "Fit For Work" 1988 to HBC for employment of disabled people. Sculpture in steel.	140mm square	Good	HBC	Accession	Supports the representation of disabled people in the collection. Moved to Location A .

Number	Reference	Location	Description	Dimensions	Condition Check	Ownership	Recommendation	Notes
156	None	Location B	Model HS 125 Train "Hartlepool" with Inter-City Carriage. On wooden presentation plinth, with wooden tunnel opening. No markings.	560mm L.	Good. One carriage window strip is missing.	HBC	Accession	Moved to Location A
157	None	Location B	Dress sword. 19th Century. ?Used on civic ceremonial occasions. No identifying marks.	950mm	Good. Some tarnishing on grip. Blade excellent. Slight wear to leather at the top of the scabbard.	HBC	Accession.	Moved to Location A
158	None	Location B	Album of Photographs. "Mayors of Hartlepool". Contains 52 original studio portraits of Hartlepool Mayors starting with a photograph of a painting of Thomas Rowell, 1843. Many photos are accompanied by the signatures of the Mayor depicted. Includes William Gray, Otto Trenchmann, John Todd, Thomas Belk. Earlier photographs by AE Scales of Hartlepool, later ones by West Hartlepool photographers. Dates 1860-1880? Seals of Hartlepool inside front cover.	150mm by 110mm by 60mm.	Good. One clasp broken.	HBC	Accession.	Moved to Location A
159	None	Location B	Album of Photographs. Unnamed, but contains 27 original studio portraits of Hartlepool Mayors and Civic Dignitaries 1874 to 1891. Continuation of (158) above? Many photos are accompanied by the signatures of the person depicted. Includes Henry Withy, Henry Belk, John Butterwick, and Thomas Marshall (town crier and macebearer, holding item (14) or (15). Ends with photo of portrait of RW Jackson in museum collection. Various local photographers. Inside front cover : embossed seals of Hartlepool created with items (24) (25) (26).	220mm by 200mm by 60mm.	Good. Some wear to covers. Loose fastening.	HBC	Accession	Moved to Location A
160	None	Location B	Folder. "Photographs of Mayors of Hartlepool". Five photos : Turner (1921), Atkinson, Bell, WS Gibb, FJ Carr (1932), and Harry Lightfoot. Dates to 1933-1935?	Exercise book size, foolscap.	Good. Cover dirty.	HBC	Accession	Moved to Location A
161	None	Location B	Shield: Hartlepool Lions Boxing Day Dip Shield, presented to The Civic Centre 1977, 1978, 1979. With "Total Raised £1136".	250mm L.	Good	HBC	Accession	Moved to Location A . Selected as sample of various civic shields held in Location B.
162	None	Location B	Handwritten address by Prince Albert Victor at opening of Municipal Buildings in 1889. Written and signed by same.	200mm by 250mm	Good	HBC	Accession	Moved to Location A
163	None	Location B	Copy of programme for the Visit of Prince Of Wales to the Hartlepools in 1930.	Magazine	Good	HBC	Accession	Moved to Location A
164	None	Location B	Letter : discussion of copy of the Freedom of the Borough to the DLI. 1985.	Letter, with accompanying documentation	Good	HBC	Consider for disposal	Moved to Location A

Number	Reference	Location	Description	Dimensions	Condition Check	Ownership	Recommendation	Notes
165 to 167	None	Location B	Group. Thankoffering medals. Bombardment (165) Thanksgiving Day with red ribbon (166) Thanksgiving Day badge type with pin (167) Hartlepool Hospitals badge of 1916.	30mm Dia.	Good, all three	HBC	Accession	Moved to Location A
168	None	Location B	Autograph book. "West Hartlepool : Autographs of Distinguished Persons". Includes signature of Prince Edward (1930), Mary (1941) and George (1942), Princess Anne (1972), Jack London and Peter Thomas (World Boxing Champions 1944), Harold Macmillan (1959), Hugh Gaitskell (1959), various civic dinners, visits by warships etc.	280mm by 320mm. Cased.	Good.	HBC	Accession	Moved to Location A
169	None	Location B	Envelope containing colour photos of Civic reception or awards, 1980s	A4	Good	HBC	Return to owner if they can be traced.	Moved to Location A
170	None	Location B	Copy of the Northern Daily Mail Anniversary number of May 14th 1927.	Newspaper	Fair, stable, some discolouration	HBC	Accession	Moved to Location A
171	None	Location B	Official album of photographs of the visit of HRH The Prince of Wales October 1984.	A4 Album, with pockets	Good	HBC	Accession	Moved to Location A
172 and 173	None	Location B	Group. Two wooden hand carved plaques (172) Arms of Hartlepool 1997 and (173) Arms of Hucklehoven. Signature F Johnson on rev. (172)	(172) 370mm L, and (173) 200mm L.	Good.	HBC	Accession	Sample of Town Twinning items. Moved to Location A .
174	None	Location B	Two-part engraved glass Seal of Hartlepool with Arms of Hucklehoven suspended under on chains.	240mm Dia. Shield 170mm L.	Good	HBC	Accession	Sample of Town Twinning items. Moved to Location A .
175	None	Location B	Framed copy of GA plan for HMS Abdiel. Copy on white paper, wooden frame, 1983	1050mm by 470mm	Good, some corrosion on plaque.	HBC	Accession	Moved to Location A
176	212	Location B	Painting of PSS Wingfield Castle at HME. Signed Bryan Hanson.	630mm by 880mm	Good, unglazed	Family of Mr Hanson	Return to family or accession, after discussion with artist's family.	Moved to Location A
177	284	Location B	Painting "Landscape Hartlepool Pier" by Enrico Equi. 1961. Accessioned item in the Museum Collection No. 1961.3.	820mm by 380mm	Good, glazed	HBC	Return to Museum stores. Acc. 1961.3.	Moved to Location A
178 to 180	None	Location B	Group. Three prints from Museum and Art Gallery loans service (178) Renoir (179) Seago and (180) Friedrich. Loan dates all 1983-1987. Withdrawn from stock on reverses.	Various	Good.	HBC	Return to Museum for learning team use, or consider for disposal.	Moved to Location A
181	None	Location B	Album of Photographs "HMS Warrior". In presentation box.	330mm by 370mm	Good	HBC	Accession	Sample. Moved to Location A
182	None	Location B	Framed artwork and poetry "The Goodhearts". British Legion mentioned. Contains badge presented to MP Leadbitter. No date.	610mm by 460mm.	Good. Frame has separated. Handle with care.	HBC	Accession	Research required. Moved to Location A

Number	Reference	Location	Description	Dimensions	Condition Check	Ownership	Recommendation	Notes
183	None	Location B	Framed artwork "Presented by the Hartlepool Branch of the 1940 Dunkirk Veterans... 1990... Commemorate the 50th Anniversary...". Metallic pens on paper, simplistic style.	550mm by 440mm	Good.	HBC	Accession	Selected for historical significance. Moved to Location A
184	333	Location B	Framed 1970s Tourism Poster Map of the North East. Mentions Hartlepool in Bloom 1972.	630mm by 460mm	Good	HBC	Accession	Example of 1970s posters produced to market the Authority. Contemporary collecting policy. Moved to Location A
185	None	Location B	Framed print of HMS Penelope F127, with signatures of crew	460mm by 310mm	Good, but some water damage LHS	HBC	Accession	Selected as a sample of the visits of warships to the Town. Moved to Location A
186	None	Location B	Framed certificate from Solent Protection Society thanking Hartlepool for restoration of HMS Warrior. Dated 16th June 1988.	410mm by 310mm	Good	HBC	Accession	Moved to Location A
187	None	Location B	Framed certificate from Portsmouth City Council thanking Hartlepool for restoration of HMS Warrior. Dated 21st February 1991.	460mm by 350mm	Good	HBC	Accession	Moved to Location A
188	None	Location B	Framed acyclic artwork of the original Hartlepool Borough Council tourism logo. Made as presentation piece. Label mentions Croxton Crafts of Hartlepool. 1980s.	380mm by 290mm	Good	HBC	Accession	Moved to Location A
189	None	Location B	Framed presentation certificate RNLI recognising the services of the Hartlepool Lifeboat Station. 1975.	710mm by 360mm	Good	?RNLI	Accession if title can be established	Moved to Location A
190	None	Location B	Framed engraving of St Hilda's Church, Hartlepool, original 1844.	400mm by 340mm	Good	HBC	Accession.	Moved to Location A
191	241	Location C	Nameplate of HMS Abdiel. Brass and red enamel paint.	300mm by 750mm	Good	Royal Navy	Approach RN and request accession.	
192	None	Location C	Photograph of HMS Abdiel. Framed. Presented to Mayor 1981.	A4.Print.	Good	HBC	Accession	
193	None	Location C	Battle Honours of HMS Abdiel. Wood (oak). Crest of warship with scrolls Jutland 1916, Crete 1941, Biscay 1941, Libya 1941, Sicily 1943.	800mm by 750mm	Good	Royal Navy	Approach RN and request accession.	

Number	Reference	Location	Description	Dimensions	Condition Check	Ownership	Recommendation	Notes
194	None	Location C	Ships bell. Spun steel. Marked HMS Abdiel 1967. On presentation stand in blue cloth with engraved plate "HMS Abdiel. This ships bells was presented to the worshipful the Mayor Councillor J Macrae on the 9th November 1988. By Lieutenant Commander Foster Commanding Officer Of HMS Abdiel. Prior to the ship being taken out of service the Royal Navy have asked the Borough Council to retain the ship's bell until such a time as a new vessel with he name of Abdiel is commissioned when it will be returned and placed on board".	400mm dia by 600mm H.	Good	Royal Navy	Approach RN and request accession.	
195 to 197	178?(195)	Location C	Group. Furniture. (195) Side Table. Oak. With false back. (196) and (197) Identical chairs to match table (195). Crested : Lion over shield, Crest of bird over chevron over multiple ribbons. Not identified. Plaque (unattached) reads "This furniture made for Mr James Groves, six times Mayor of Hartlepool, from an oak tree found during excavations for the Hartlepool Harbour, in 1847, was presented to the Corporation by his nice Mrs Annie Brown, 1930.	1300mm by 500mm by 700mm, with chairs 800mm H.	Good. Some very minor loss and wear to some decoration	HBC	Accession	Ancient oak from harbour excavations was commonly made into commemorative items. Few survive.
198	None	Location C	Ship Model. PSS Wingfield Castle. 1/4tr Inch to 1 foot scale. Made by Technical Services, Cleveland CC. In display case and separate base.	1500mm by 1200mm by 400mm	Good.	HBC	Accession	
199	237	Location C	Ship Model. HMS Warrior. Cased but unbased. Made by Technical Services, Cleveland CC.	500mm by 250mm by 400mm	Good	HBC	Accession	
200 to 210	None	Location C	Group. Ten identical chairs. (200) and (201) differ from having attached arms. No distinguishing marks. Cut of backrest suggests monogram WH. West Hartlepool committee or chamber chair set. Seat is upholstered and has floral pattern. Modern repair to undersides.	1000mm H by 600mm by 500mm	Good. Some wear to the tops of backs.	HBC	Retain for Civic Use or consider disposal.	
211	None	Location C	Side cabinet. Wood. Three cupboards to base, with standing shelf above. Crest shield is unengraved. Council chamber sideboard?	1400mm by 1200mm by 600mm.	Good. Some minor damage to door, centre	HBC	Retain for Civic Use or consider disposal.	
212	None	Location D	Mayor's chair. Crested 1883 with Bird, two anchors around Hart, and sailing ship beneath.	1700mm by 1000mm by 1000mm	Good	HBC	Retain for Civic Use	In active ceremonial use.

Number	Reference	Location	Description	Dimensions	Condition Check	Ownership	Recommendation	Notes
213	85	Location E	Semi-circular table with applied red leather surface. Once used in committee room	2000mm by 1200mm by 1000mm	Average.	HBC	Retain for Civic Use or consider disposal.	Currently in poor position. Conflict of use during lunchtime?
214 to 232	None	Location F	Group. Civic Costume. (214) Mayoral robe in red unmarked (costume 9) (215) One blue alderman's robe in blue/black, marked property of West Hartlepool (costume 2) (216) One black alderman's' robe marked Pounder (costume 1) (217) one black alderman's robe marked Gough and Mann (218) mayoral robe modern in red (219) one blue ceremonial robe unmarked with gold trim (220) one black robe (221) One red robe in green suit bag (unexamined) (222) to (226) five tricorn hats both historical and modern (227) Hat box marked Alderman Clarkson (228) to (230) three bicorn hats Edwardian in good condition (231) one bicorn hat modern. (232) set of lace cuffs : modern	Various	Good	HBC	Retain all for Civic Use	Currently in active ceremonial use
233	None	Location B	Group. Box of approximately 40 ship plaques, originally on display around the Civic Buildings. Contains warship and commercial vessels. Some are in cast iron, 1930-1950. One relates to the HMS Abdiel and is marked 1967.	Various, but usually 300mm by 200mm	Varies. Average to poor. Most have surface scratching.	HBC	Require research. Accession a representative sample or ones where historical importance can be identified. Second World War minesweepers a priority.	Items moved to safety of Location A. More such plaques exist around the building, including in the Location F.
234 to 235	None	Location F	Group. Two wooden handcarved plaques (234) Scaly Anteater, (235) Ground Pangolin. Presented by Manyoni District Council.	400mm by 500mm	Excellent	HBC	Retain for Civic Use	
236 to 243	None	Location F	Group. Eight items of various silverware. Includes two unmarked candlesticks, one unmarked silver inkwell and pen set, one 1998 presentation plate, coffee service (jug, creamer, sugar bowl and tray) marked presented by Hogg for use of Mayor 1934.	Various	Good	HBC	Retain for Civic Use	
244 to 245	None	Location F	Group. Two cut glass decanters. (244) Conical (245) rectangular. Presented to the Mayor by Cameron and Co. 1974.	400mm H	Good	HBC	Retain for Civic Use	
246	None	Location F	Group. Cut glass decanter and four glasses on set base. Modern. Unmarked	350mm H	Good	HBC	Retain for Civic Use	Modern.
247 and 248	None	Location F	Group. Two identical brass items presented by HMS Abdiel on her 1977 visit. Unidentified, but possibly cut down shell casings made to look like presentation bowls. From gun salute? Central column in each is topped with coin of HMQ Elizabeth II. Suggests that they were not ash trays.	250mm Dia	Good	HBC	Consider Accession. Otherwise, retain for Civic Use.	
249	None	Location F	Wooden Gavel and Base. Marked presented to HBC in 1986 by Cllr. Kier on restoration of HMS Warrior.	200mm Dia.	Good	HBC	Retain for Civic Use	

Number	Reference	Location	Description	Dimensions	Condition Check	Ownership	Recommendation	Notes
250	None	Location F	Commemorative plate Durham Light Infantry. 1983 Coalport China. 309/350.	350mm Dia.	Good but unprofessionally repaired. Traces of glue on surface.	HBC	Retain for Civic Use	Consider restoration?
251	None	Location F	Bronze maquette of Cleveland coastal cycleway marker. Otherwise unmarked.	400mm Tall	Good	HBC	Accession	
252	None	Location F	Miner's lamp. Presented by the town of Hucklehoven.	400mm Tall	Good	HBC	Accession	
253	None	Location F	Ceramic figure of a miner using a drill marked presented by the town of Hucklehoven.	410mm Tall	Good	HBC	Accession	
254	None	Location F	Framed photograph "Last Town Council Meeting of West Hartlepool" 30th March 1967	Quarto print	Good	HBC	Accession original and replace with copy	Original photographs (254) (255) are of historical importance and should be archived. Digitisation would allow public access via on-line collections.
255	None	Location F	Framed photograph Hartlepool Borough Council 1966/67	Quarto print	Good	HBC	Accession original and replace with copy	As above
256 to 303	Temporary numbers on some items.	Location H	Group. Civic Costume. (256) to (276) Set of items relating to Mace Bearer : Pair of breeches, Coat, Waistcoat, lace Jabot, 15 black rosettes, 1 length of black ribbon. T6122 to T6127. (277) to (284) eight Alderman's robes in blue, unboxed. (285) to (288) five Alderman's robes in black, unboxed. One marked as T6118. (289) to (291) Mace bearer's costume, unboxed, : Jacket, Waistcoat, Breeches. (292) to (298) seven tin boxes for storing of hats. Four marked : Mayor of Hartlepool, Alderman Gibb, "D", Alderman Graham, three unmarked. (299) wig in tin wig box marked "Eric J. Waggot, Esq." (similar to 1988.45.1 in collection). (300) Alderman's robe in blue, West Hartlepool, boxed, T6440. (301) Alderman's robe in blue, marked L.O. Williams, (M1/HI/b38). (302) Civic robes in black, West Hartlepool, T6316 (303)	Various.	Good. Costume is unwearable and shows wear patterns and loose seams (especially around sleeves). Tin hat boxes in varied condition : lacquering is poor on some. Wig is good. Date : 1890s. Provenance : mixture of Hartlepool and West Hartlepool.	HBC	Accession.	Items moved into the care of the Museum in 1979. Never accessioned. "Chain of Provenance" is very clear. Preserve all items as a representative sample of Victorian and Edwardian civic ceremonial.
304	None	Location H	Cased original Charter of Elizabeth I, 1593. In wooden folding case marked "1957 Bottomleys of West Hartlepool".	1200mm square by 200mm deep	Good. Some historic fading of red pigments.	HBC	Accession	Of considerable historic importance.
305	None	Location H	Cased great seal of Elizabeth I. Boxed. Wax seal showing some signs of historic repair. Golden threads can be seen on top edge : ribbon tie to item (304) above. Obs. Elizabeth enthroned. Rev. Elizabeth riding on horse, facing left. Edge of seal is held in silver band.	250mm square casing. Item c. 150mm diameter.	Good. Some signs of historic repair and wear to surface. Historic cracking runs down one side. Original red wax covered by darker patina. Fragile : should not be handled.	HBC	Accession	Of considerable historic importance. Part of item (304) above. Requires attention of Conservator.
306	T361	Location I	Flag of West Hartlepool. Complete with rope fixings to allow it to be flown from a flagpole. Date uncertain, but prior to 1967. Could be Edwardian.	Large flag, boxed, loose folded.	Good. Should be stored flat or transferred into archival textile box.	HBC	Accession	"From old buildings" written on note on wooden box.

Number	Reference	Location	Description	Dimensions	Condition Check	Ownership	Recommendation	Notes
307	Inv 91	Location J	Painted ironwork "gate topper" incorporating the crest of West Hartlepool	2000mm by 700mm	Good. Has been repainted at various times.	HBC	Accession	No documentation. Looks like its been part of a ironwork gate or entranceway to an unidentified building.
308	None	Location B	Mace, West Hartlepool, donated in late 1887 or early 1888 by Sir Robert Ropner, Bart. Silver and enamel work, boxed. Appears in James Clark's painting "The First Town Council" (painted 1888).	1500mm L	Good. Bespoke boxed.	HBC	Retain for Civic Use	In current ceremonial use.
309	None	Location K	Print "1906 The Way We Were" of artwork by John Austin. Presented to mayor Drummond in 2008 by JJ Hardy on their centenary.	780mm by 630mm	Good. Framed	HBC	Retain for Civic Use	Leave in position
310	None	Location K	Artwork "Wesley Chapel" signed Don Hall 1990. Acrylics on board.	A3 or Quarto.	Good. Framed.	Unknown.	Retain for Civic Use	Leave in position
311	None	Location L	Clock. Marked H Lamb of West Hartlepool. Short case wall clock style with round English dial . Drop dial style with perforation to show pendulum movement. Date : Edwardian in style.	600mm by 420mm	Good. In working condition. Observed working and keeping correct time 11.12.13.	HBC	Retain for Civic Use	Leave in position.
312	None	Location M	Clock. Marked W Maxwell of West Hartlepool. Long case clock with round English dial. Case empty, no pendulum present. Mounted to wall. Originally freestanding. Base of case shows signs of having been removed from its Foot. Date : late Victorian in style, ?1890s	1300mm by 730mm	Good but incomplete. Non-functional.	HBC	Accession	
313	None	Location M	Pressed copper plaque presented by the miners of the Sophia Jacoba mine in Germany. Depicts the mine surface workings. Hucklehoven twinning item. Presented to Bryan Hanson in 1977.	600mm by 420mm	Good. Clean: some wear due to cleaning in the past.	HBC	Retain for Civic Use	Leave in position.
314	None	Location M	Town Twinning Certificate of Hartlepool and Hucklehoven. 1973.	A3 or Quarto.	Good. Framed.	HBC	Retain for Civic Use	Leave in position
315	None	Location M	Etched glassware plaque showing bird and foliage. Town twinning Hartlepool and Hucklehoven 1973 - 1983.	530mm by 420mm	Good.	HBC	Retain for Civic Use	Leave in position.
316	None	Location M	Watercolour of Hucklehoven town centre. Signed "Birke".	750mm by 540mm	Good. Framed.	HBC	Retain for Civic Use	Leave in position
317	None	Location M	Etched glassware plaque showing fish, deer and birds. "Zu Wasser, Zu Land, In Der Luft". Hucklehoven. Signed "B.P. 15.9.81". Stylistically the same item (315) above.	570mm by 680mm	Good.	HBC	Retain for Civic Use	Leave in position
318	None	Location M	Ironwork mounted on wooden plaque. Depicts St Florian the patron saint of fire-fighters, wearing his Roman armour and pouring a bucket of water onto burning buildings. Presented by the Hucklehoven fire brigade.	300mm by 500mm	Good. Some signs of corrosion within the details of the figures legs.	HBC	Consider Accession.	Item potentially historical and should not be exposed to a humid environment in the long term.

Number	Reference	Location	Description	Dimensions	Condition Check	Ownership	Recommendation	Notes
319 to 333	None	Location M	Group. (319) to (333) inclusive. 14 similar photographs (open mounted) of scenes around Hucklehoven. 1970s.	Large contact size (roughly A4)	Good.	HBC	Retain for Civic Use	Leave in position
334	None	Location M	Panoramic photograph of Hartlepool. Marked "B.P" and 18.9.1981. Same artist as (317) and (319) above ?	1500mm	Slight fading.	HBC	Retain for Civic Use	Leave in position
335	None	Location M	Wooden plaque Hartlepool - Hucklehoven.	1300mm by 450mm	Wooden, varnished. Good.	HBC	Retain for Civic Use	Leave in position
336	None	Location M	Black and White block print. Streetscene, most likely European. Signature unreadable, possibly "... de Pars" or "... de Paris". Word "Hucklehoven" in pencil. Limited edition marked 18/20.	Quarto	Good. Framed	HBC	Retain for Civic use	Leave in position
337	None	Location M	Wooden plaque showing miner working underground.	370mm by 280mm	Good.	HBC	Retain for Civic Use	Leave in position.
338	None	Location M	Hucklehoven - Hartlepool paving slab style stone memorial. In gray marble.	400mm by 400mm by 60mm	Good	HBC	Retain for Civic Use	Leave in location, but reposition.
339	None	Location M	Large sample of coal from the Sophia Jacoba mine. Presented on 30th October 1980. Mounted on wooden base.	600mm rectangular.	Good.	HBC	Retain for Civic Use	Leave in location, but reposition.
340 and 341	None	Location M	Group. (340) photo of public artwork "History Column" (341) photo of public artwork "Flying Pigeons". Both framed. Title scripts in gold, both in the same handwriting.	Quarto	Good.	HBC	Retain for Civic Use	Leave in position.
342	None	Location M	Cabinet style cellarette (wine cooler). With flat top for displaying wine bottles or punchbowl. Carved backstop. Cartouche on front of pull forward door. Interior liner in blackened zinc or tin. Splay feet. Liner has handles. Liner similar to that within item (343). Wood is probably mahogany. Victorian.	700mm tall.	Good. Base not observed.	HBC	Accession.	Currently has item (338) laid on top.
343	None	Location M	Sarcophagus style cellarette (wine cooler). In mahogany. Lid is hinged on one side, lifts up to reveal an interior liner in blackened zinc or tin. Liner has handles. Exterior carrying handles on either end were once gilded, but this has been worn away. Handle style suggests 19th century. Late Victorian fashion for such items, but could be earlier. Concealed lock within lid. Floral feet. Very large in size when compared with similar items.	500mm Tall	Good, but minor loss of applied decoration on one side edge. Base not observed.	HBC	Accession	Currently has item (339) laid on top.

FINANCE AND POLICY COMMITTEE

27 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

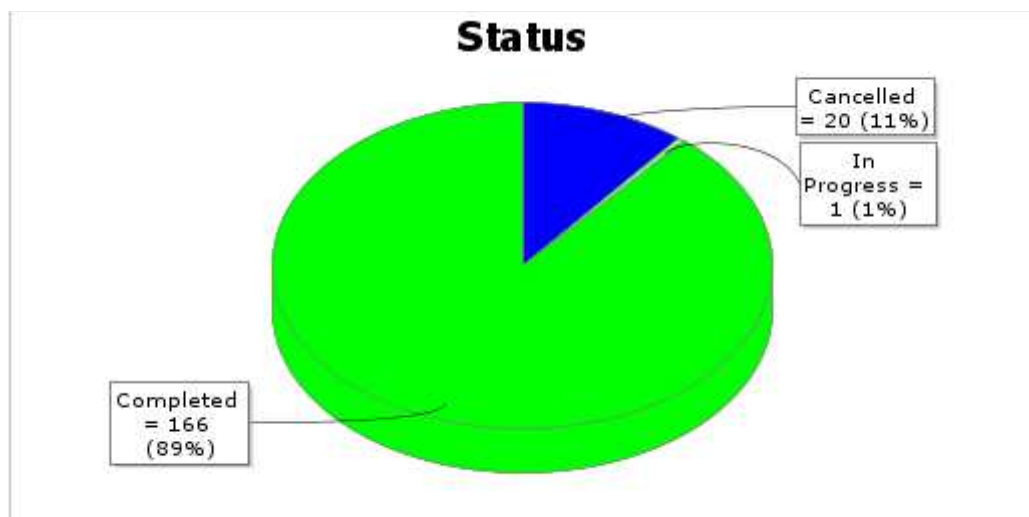
- 2.1 To provide Members with the six monthly progress made on the delivery of scrutiny recommendations that fall within the remit of this Committee.

3. BACKGROUND INFORMATION

- 3.1 This report provides details of progress made against the investigations undertaken by the previous Scrutiny Co-ordinating Committee. These recommendations now fall within the remit of the Finance and Policy 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 this Committee in August 2013.
- 3.2 There is 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 this Committee on a quarterly basis. As such, this would complete the monitoring of scrutiny recommendations.

Scrutiny Co-ordinating Committee - All

Generated on: 11 February 2014



Year 2011/12

Investigation The Borough Museum and Art Gallery Collection




Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress	
SCR-SCC/29a/ii That Members of the Museum and Art Gallery Working Group are involved in the review and development of the Collections, Acquisitions and Disposals Policy in the 2012/13 Municipal Year, and that this	SCR-SCC/29a/ii Gain formal recognition of the importance of the Council's Maritime collections through Designation. If Designation is not possible, seek entry into comparative programmes.	Mark Simmons	31-Mar-2015	31-Mar-2015	22-Jan-2014 Museum Manager formally submitted information in Q3 2012-13 to ACE and the Museums Association on the need and scope of a successor scheme to Designation. Currently the Museums and Gallery Sector is pushing for the operation of such a scheme, but DCMS seems unwilling before the next funding cycle in 2015. This	<div><div></div></div> In Progress	



Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress		
includes a progress update					aspiration may, however, be partially met by new partnerships with National organisations that potentially may come from the review of Hartlepool's Maritime Experience, due to report in Feb 2014.			
					05-Aug-2013 Work ongoing for opportunities to be explored to see how we identify important collections, both regionally and nationally.			




Year 2011/12**Investigation** Call-In: Proposed School Admissions Arrangements for 2013-2014


Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress		
SCR-SCC/30b/ii That the results of the wider review and consultation process be reported to Council.	SCR- SCC/30b /ii Implement the wide ranging review as requested by Council.	Tom Argument; Kelly Armstrong	31-Mar-2013	31-Mar-2013	07-Jan-2014 It was decided after the initial scoping exercise took place, the consultation would be postponed to take into account the future forecasted population decline. This will be reviewed on a yearly basis. There is no further update since the last report on this action.	<div><div></div></div> 100% Completed		
					01-Oct-2013 It was decided after the initial scoping exercise took place, the consultation would be postponed to take into account the future forecasted population decline. This will be reviewed on a yearly basis.			

Year 2011/12**Investigation** The Borough Museum and Art Gallery Collection



Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress	
SCR-SCC/29a/i That Members of the Museum and Art Gallery Working Group are involved in the review and development of the Collections, Acquisitions and Disposals Policy in the 2012/13 Municipal Year, and that this includes a progress update.	SCR-SCC/29a/i/1	Mark Simmons	31-Mar-2014	31-Mar-2014	22-Jan-2014 Accreditation and Policy documents approved by Regeneration Committee on 29th August 2013. Final Report into the Civic Collections passed by Regeneration Committee on 16th January 2014 and is now going to Finance and Policy Committee forecast to be held on 24th February 2014 for formal approval.	 100% Completed	
					05-Aug-2013 Accreditation and policy documents going to Regeneration committee in early September. Collections review will be ready for October.		
SCR-SCC/29a/i That Members of the Museum and Art Gallery Working Group are involved in the review and development of the Collections, Acquisitions and Disposals Policy in the 2012/13 Municipal Year, and that this includes a progress update.	SCR-SCC/29a/i/3	Mark Simmons	31-Aug-2013	31-Aug-2013	14-Jan-2014 Action now superseded by being incorporated into the development plan to fully redisplay and develop the Museum following the results of the HME review (due Feb 2014).	 100% Completed	
					05-Aug-2013 This action is now directly involved with the full review of Hartlepool's Maritime Experience (which started in July and is due to finish in late September). Although this will be slightly overdue, this will be completed by end of September 2013 and has broadened to include a much wider view, e.g. type, style and content of displays.		
SCR-SCC/29a/i That Members of the Museum and Art Gallery Working Group are involved in the review	SCR-SCC/29a/i/4	Mark Simmons	31-Aug-2013	31-Aug-2013	14-Jan-2014 Action now incorporated into the long term vision for the development of the HME/Marina/Waterfront (Jackson's Landing) area.	 100% Completed	

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress		
and development of the Collections, Acquisitions and Disposals Policy in the 2012/13 Municipal Year, and that this includes a progress update.	refresh our visitor/user offer.				05-Aug-2013 This may prove to be a challenge to secure all relevant funding from external sources, e.g. Heritage Lottery Fund (HLT), and other alternatives are also being looked at to undertake this. This fits in with the wider picture of funding for museum projects.			
SCR-SCC/29b That the Council promotes the opportunity for the public to donate items to the Collection through a regular article in the Council's magazine, Hartbeat, specifying examples of the types of artefacts required and sample photographs	SCR-SCC/29b /i Raise public awareness of this core mission by producing regular articles in Hartbeat. Focus on items and themes prioritised in the new Collections Policy.	Mark Simmons	31-Mar-2014	31-Mar-2014	22-Jan-2014 External funding for a regular collections article in Hartbeat remains unsecured, although further avenues are being explored. Consideration should be given by senior officers to formally taking this Action back to committee for a decision about it's viability in the current financial situation. 05-Aug-2013 Funding to achieve this is challenging. Now that the policy is re-written, actions are identified and funding options are being examined. Budgets are now being pulled together for specific projects, such as World War I exhibitions etc. Use of Hartbeat being looked at in further detail, as working with the Hartlepool Mail.	 100% Completed		
SCR-SCC/29b That the Council promotes the opportunity for the public to donate items to the Collection through a regular article in the Council's magazine, Hartbeat, specifying examples of the types of artefacts required and sample photographs	SCR-SCC/29b /ii Review public enquiry and donation services to identify and implement improvements. This to include consideration of the opportunities for cross-disciplinary work with both Library and Archive services.	Mark Simmons	31-Dec-2012	31-Dec-2012	14-Jan-2014 New public enquiry fees and charges system integrated with those in Libraries, and approved in Dec 2013. Cross-disciplinary work now the norm. Formal policy statement currently being drafted. 05-Aug-2013 Review being undertaken at the moment, and expect the report to be taken to committee by December 2013. The reduction of collections staff have had an impact on this area.	 100% Completed		

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress		
SCR-SCC/29c/ii That the Council explores how the collection can:- (ii) be utilised to increase income generation opportunities	SCR-SCC/29c/ii	Mark Simmons	31-Mar-2013	31-Mar-2013	14-Jan-2014 Business case for print copies currently being complied. Publication (books) case investigated and found to be unachievable without external grant funding. First pilot of prints expected to focus on reproduction of James Clark's "Bombardment" painting, and active in April 2014.	 Completed		
					05-Aug-2013 This has been incorporated into the Collections Development Plan. Due date to be taken forward to next year in line with future developments around print on demand etc.			
SCR-SCC/29d That the potential of displaying more of the Council's regalia be explored and that in doing this, work undertaken a number of years ago be re-visited, with a view of erecting a display in the Long Gallery of the Civic Suite.	SCR-SCC/29d/i	Mark Simmons	31-Dec-2012	31-Dec-2012	14-Jan-2014 Final report gone to Finance and Policy Committee for decisions on 16th January 2014.	 Completed		
					05-Aug-2013 Audit is now almost completed (including over 190 objects from the civic centre), with some specific areas to be completed, e.g. Items from Mayor's parlour. Formal report will be completed in Sep/Oct.			
SCR-SCC/29d That the potential of displaying more of the Council's regalia be explored and that in doing this, work undertaken a number of years ago be re-visited, with a view of erecting a display in the Long Gallery of the Civic Suite.	SCR-SCC/29d/ii	Mark Simmons	31-Dec-2012	31-Dec-2012	14-Jan-2014 Final report going to Finance and Policy Committee on 16th January 2014. The formal process to negotiate the relevant returns will follow.	 Completed		
					05-Aug-2013 Items potentially not owned by the authority have been identified in May 2013 - this list will be ratified by Committee in Sep/Oct. The process of sensitively returning to owners will begin after that. It may be that returning these items may take some time due to individual circumstances of the items and the owners. There are			



Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress		
					over 40 groups of items that need to be returned.			
SCR-SCC/29d That the potential of displaying more of the Council's regalia be explored and that in doing this, work undertaken a number of years ago be re-visited, with a view of erecting a display in the Long Gallery of the Civic Suite.	SCR-SCC/29d /iv Assist in the decision making process for secure expanded Civic Display options in the Long Gallery of the Civic Centre.	Mark Simmons	30-Apr-2014	30-Apr-2014	14-Jan-2014 Formal process still awaiting decision. In the interim, new area "Art in the Civic" constructed and installed to allow display of artwork items from Museum collection within level 2. display of Civic Regalia outside of museum collection still awaiting development. 05-Aug-2013 Further discussions ongoing within the department and appropriate route for decision being clarified. We need to follow a formal process to ensure items are appropriately secure.	 100% Completed		



Year 2012/13**Investigation** Contact Centre and Registrars




Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress		
SCR-SCC/34a That consideration be given to the relocation of the Registrars Service to a more 'suitable' location	SCR-SCC/34a That consideration be given to the relocation of the Registrars Service to a more 'suitable' location	Christine Armstrong; Andrew Atkin	31-Jul-2013	31-Jul-2013	18-Sep-2013 a report on the location of the registrars service was considered by Finance and policy Committee on 19th September 2013 02-Aug-2013 a report on the options available and potential costs is planned to be submitted to finance and policy committee at the same time as the review of Advice and Guidance.	 100% Completed		
SCR-SCC/34c That marriage packages be explored as a means of income generation	SCR-SCC/34c That marriage packages be explored as a means of income generation	Christine Armstrong; Andrew Atkin	31-Jul-2013	31-Jul-2013	11-Feb-2014 The working group has agreed that there are limited opportunities to generate additional income. This is mainly due to a lack of kitchen facilities to offer a full catering service together with the	 100% Completed		

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress		
					resource costs in relation to staff meaning that we are not able to be as competitive as local hotels etc. However, in order to assist with any enquiries from interested parties, the group has agreed that they will provide a web link to each other's service areas eg Registrars marriage page to Inspirations home page and Council venues page, so that any couples searching the web will be made aware of the facilities and services available. The web links will also be used by staff responding to telephone calls, visitors and emails.			
					17-Dec-2013 the working group is still considering options available in terms of marriage packages			

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

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress		
SCR-SCC/36a 'What are the key issues', Members recommended that the entry be amended to reflect the importance of employment including the provision of apprenticeships for young people.	SCR-SCC/36a The Poverty JSNA entry will be amended by the Economic Regeneration Team to confirm that employment is the best way out of poverty.	Patrick Wilson	30-Sep-2013	30-Sep-2013	07-Oct-2013 The revised Poverty JSNA includes new data around out of work benefits, unemployment, youth unemployment and poverty which all confirm that employment is the best way out of poverty. This will be published after being reviewed by the NHS Editorial Team. 09-Jul-2013 Initial discussions have been made regarding this and this will be completed in the next quarter.	 100% Completed		
SCR-SCC/36c/i 'Who is at risk and why', Members recommended	SCR-SCC/36c/i Data will be collated as part of the ongoing monitoring of the Community Pool Advice &	John Morton	31-Dec-2013	31-Dec-2013	07-Oct-2013 High level data reported in Welfare Impacts report to Finance and Policy Committee 23	 100% Completed		

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress	
that statistical information in relation to the number of those seeking advice as a result of the welfare reforms, should be compiled on a ward by ward basis and utilised to update the JSNA.					August 2013.		
					09-Jul-2013 Cross sectional monitoring arrangements are in place covering the Community Pool contract and additional advice and guidance contract. Data covers appointments, outcome and case studies.		
SCR-SCC/36c/ii Who is at risk and why' Members recommended that arrangements be put in place to ensure that information in relation to families / individuals who are experiencing poverty is relayed, and that they are signposted to relevant bodies.	SCR-SCC/36c/ii	John Morton	31-Dec-2013	31-Dec-2013	02-Aug-2013 A template for formally referring customers to West View Advice and Resource Centre has been introduced within the Civic Centre covering both the Contact Centre and back office staff. This template covers debt advice, money advice and benefits advice.	 100% Completed	
SCR-SCC/36d/i 'What is the level of need in the population' Members recommended where possible information contained within the entry be updated to better inform the commissioning of services to meet demand;	SCR-SCC/36d/i	Louise Wallace	31-Dec-2013	31-Dec-2013	11-Feb-2014 The Health and Wellbeing Board considered JSNA in October and topics are live on the website. 01-Aug-2013 The majority of topics are now uploaded onto the web based system and the steering group is meeting in the first week of September to view any outstanding areas.	 100% Completed	

Recommendation	Action		Assigned To	Original Due Date	Due Date	Note	Progress		
SCR-SCC/36d/ii 'What is the level of need in the population', Members recommended that the information be updated to reflect the new ward boundaries and that the provision of information on a super output basis be explored	SCR-SCC/36d/ii	As part of the ongoing and continued development of the JSNA there will be a range of additional supporting information and requirements in respect of all aspects of the JSNA to make it a document reflective of its importance. The head officer for the JSNA (Director of Public Health) will highlight the requirements encompassed under actions (iv), (v), (vi), (viii), (ix) with all lead officers as part of its development.	Louise Wallace	31-Dec-2013	31-Dec-2013	11-Feb-2014 The Health & Wellbeing Board considered the JSNA in October and topics are live on the website.	 Completed		
						01-Aug-2013 The majority of topics are now uploaded onto the web based system and the steering group is meeting in the first week of September to view any outstanding areas.			
SCR-SCC/36d/iii 'What is the level of need in the population', Members recommended the following that information in relation to food bank usage be included in the entry, with regular updates to reflect any fluctuations / increases that may occur	SCR-SCC/36d/iii	As part of the ongoing and continued development of the JSNA there will be a range of additional supporting information and requirements in respect of all aspects of the JSNA to make it a document reflective of its importance. The head officer for the JSNA (Director of Public Health) will highlight the requirements encompassed under actions (iv), (v), (vi), (viii), (ix) with all lead officers as part of its development.	Louise Wallace	31-Dec-2013	31-Dec-2013	11-Feb-2014 This issue has been considered under the topic of poverty in JSNA.	 Completed		
						01-Aug-2013 This information will be discussed at the September JSNA Steering Group			
SCR-SCC/36e What services are currently provided', Members recommended that the entry should be updated to more accurately reflect the breadth of activities being undertaken in Hartlepool and a link to the Family Services Directory should be	SCR-SCC/36e	As part of the ongoing and continued development of the JSNA there will be a range of additional supporting information and requirements in respect of all aspects of the JSNA to make it a document reflective of its importance. The head officer for the JSNA (Director of Public Health) will highlight the requirements encompassed under actions	Louise Wallace	31-Dec-2013	31-Dec-2013	11-Feb-2014 The Health and Wellbeing Board considered JSNA in October and topics are live on the website.	 Completed		
						05-Aug-2013 The majority of topics are now uploaded onto the web based system and the steering group is meeting in the first week of September to view any outstanding issues.			



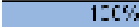
Recommendation	Action		Assigned To	Original Due Date	Due Date	Note	Progress		
provided.		(iv), (v), (vi), (viii), (ix) with all lead officers as part of its development.							
SCR-SCC/36f/i What is the projected level of need / service use', Members recommended the following:- i) That this section of the entry be amended to include: -The impact of loan sharks; Housing Benefit reforms; increase in mental health issues.	SCR-SCC/36f /i	As part of the ongoing and continued development of the JSNA there will be a range of additional supporting information and requirements in respect of all aspects of the JSNA to make it a document reflective of its importance. The head officer for the JSNA (Director of Public Health) will highlight the requirements encompassed under actions (iv), (v), (vi), (viii), (ix) with all lead officers as part of its development.	Louise Wallace	31-Dec-2013	31-Dec-2013	11-Feb-2014 This issue was considered under the poverty section of the JSNA. 05-Aug-2013 This information will be discussed at the September JSNA Steering Group.	<div><div>100%</div></div> Completed		
SCR-SCC/36f/ii What is the projected level of need / service use', Members recommended that an assessment of local needs / impacts should be included in the entry to build upon the national information already provided.	SCR-SCC/36f /ii	As part of the ongoing and continued development of the JSNA there will be a range of additional supporting information and requirements in respect of all aspects of the JSNA to make it a document reflective of its importance. The head officer for the JSNA (Director of Public Health) will highlight the requirements encompassed under actions (iv), (v), (vi), (viii), (ix) with all lead officers as part of its development.	Louise Wallace	31-Dec-2013	31-Dec-2013	11-Feb-2014 This issue was considered at the Health & Wellbeing Board in October 2013. 01-Aug-2013 The majority of topics are now uploaded onto the web based system and the steering group is meeting in the first week of September to view any outstanding areas.	<div><div>100%</div></div> Completed		
SCR-SCC/36g/i What needs might be unmet', Members recommended that in response to concerns regarding the transfer over to the Employment and Support Allowance, the	SCR-SCC/36g /i	The Poverty JSNA entry will be amended by the Economic Regeneration Team to reflect this impact.	Patrick Wilson	06-Jul-2014	30-Sep-2013	07-Oct-2013 The revised poverty JSNA includes up to date statistical information including benefit rates and the revised employment JSNA includes information regarding the results of the Work Capability Assessment. This will be published after being reviewed by the NHS	<div><div>100%</div></div> Completed		



Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress		
impact of the migration should be reflected within the entry					Editorial Team. 09-Jul-2013 Initial discussions have been made regarding this and further work will be done in the next quarter.			
SCR-SCC/36g/ii 'What needs might be unmet', Members recommended that out of hours emergency numbers are re-circulated to Members and publicised to residents.	SCR-SCC/36g/ii The Council website will be updated with details of emergency advice and support arrangements covering housing, food and clothing. Emergency contact details will be compiled and circulated for information to Members and Hartlepool Financial Inclusion Partnership members.	John Morton	31-Jul-2013	31-Jul-2013	07-Oct-2013 June 2013 and September 2013 Hartbeat included details on Local Welfare Support. Website information has been refreshed. 09-Jul-2013 June 13 Hartbeat included details on Local Welfare Support Website information being revisited.	<div><div>100%</div></div> Completed		
SCR-SCC/36h/i 'What evidence is there for effective intervention', Members recommended the the entry should be amended to reflect the successful activities of the voluntary and community sector, as well as the services provided by the local authority.	SCR-SCC/36h/i As part of the ongoing and continued development of the JSNA there will be a range of additional supporting information and requirements in respect of all aspects of the JSNA to make it a document reflective of its importance. The head officer for the JSNA (Director of Public Health) will highlight the requirements encompassed under actions (iv), (v), (vi), (viii), (ix) with all lead officers as part of its development.	Louise Wallace	31-Dec-2013	31-Dec-2013	11-Feb-2014 Community and voluntary sector provision is reflected in the topic section regarding the existing service. 01-Aug-2013 This will be cross referenced at the September meeting of the JSNA steering group	<div><div>100%</div></div> Completed		
SCR-SCC/36h/ii What evidence is there for effective intervention', Members recommended in order to have a document that effectively influences the town's Health and Wellbeing Strategy, the entry should be	SCR-SCC/36h/ii As part of the ongoing and continued development of the JSNA there will be a range of additional supporting information and requirements in respect of all aspects of the JSNA to make it a document reflective of its importance. The head officer for the JSNA (Director of Public Health) will	Louise Wallace	31-Dec-2013	31-Dec-2013	11-Feb-2014 JSNA is reflected in the priorities of the Health & Wellbeing Strategy. 01-Aug-2013 This will be fully discussed at the October Health and Wellbeing Board when the JSNA is reviewed and the action plans underpinning the strategy considered	<div><div>100%</div></div> Completed		

Recommendation	Action		Assigned To	Original Due Date	Due Date	Note	Progress		
amended to reflective the local position.		highlight the requirements encompassed under actions (iv), (v), (vi), (viii), (ix) with all lead officers as part of its development.							
SCR-SCC/36i 'What do people say', Members recommended that the content of this section should be expanded to include the views of other sections of the community.	SCR-SCC/36i	As part of the ongoing and continued development of the JSNA there will be a range of additional supporting information and requirements in respect of all aspects of the JSNA to make it a document reflective of its importance. The head officer for the JSNA (Director of Public Health) will highlight the requirements encompassed under actions (iv), (v), (vi), (viii), (ix) with all lead officers as part of its development.	Louise Wallace	31-Dec-2013	31-Dec-2013	11-Feb-2014 All sections of JSNA have considered views of stakeholders. 01-Aug-2013 This will be reviewed at the JSNA Steering Group in September	<div><div>100%</div></div> Completed		

Year 2012/13**Investigation Overall JSNA**

Recommendation	Action		Assigned To	Original Due Date	Due Date	Note	Progress		
SCR-SCC/35a The scrutiny process highlighted weaknesses in the quality and content of some of the web based JSNA topic areas, with concerns expressed regarding a level of co-ordination between Council and the NHS in the development of entries	SCR-SCC/35a	The core offer of public health expertise to Clinical Commissioning Groups (CCG) will improve the process of completing JSNA. The Health and Well Being Board including the Local Authority and the CCG as statutory partners places a duty to ensure the JSNA is completed and reviewed.	Louise Wallace	31-Mar-2014	31-Mar-2014	11-Feb-2014 The Core Offer has been approved by the Clinical Commissioning Group's Governing Body and presented to the Finance and Policy Committee for information. The joint working between Public Health and the Clinical Commissioning Group is proving to be very positive and an action plan is being developed. 01-Aug-2013 The Core Offer has been approved by the Clinical Commissioning Group's Governing Body and presented to the Finance	<div><div>100%</div></div> Completed		

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress		
					and Policy Committee for information. The joint working between Public Health and the Clinical Commissioning Group is proving to be very positive and an action plan is being developed.			
SCR-SCC/35b In instances where JSNA entries were incomplete at the time of scrutiny consideration, Members were concerned that the Scrutiny process had been utilised to inform, rather than comment on, the content of the entries;	SCR-SCC/35b The JSNA is an ongoing and iterative process. As sections are refreshed members through involvement in policy committees will be able to comment on content on topics relevant to each policy committee area.	Louise Wallace	31-Mar-2014	31-Mar-2014	01-Aug-2013 This will be considered following the October Health and Wellbeing Board where the next steps of the JSNA will be agreed	 Completed		
SCR-SCC/35c Entries were in some instances based upon high level statistics / evidence and concern was expressed that the level of local information available could impact on the effectiveness of the JSNA as a tool in the commissioning of services	SCR-SCC/35c Local intelligence is continuously being developed through the Tees Valley Public Health Shared Service. As this intelligence becomes available it will be reflected in the JSNA entries.	Louise Wallace	31-Dec-2013	31-Dec-2013	11-Feb-2014 The Tees Valley Public Health Service has a key Business Plan objective and ensures new intelligence is fed into the JSNA. 05-Aug-2013 The Tees Valley Public Health Service has a key Business Plan objective and ensures new intelligence is fed into the JSNA.	 Completed		
SCR-SCC/35d To ensure the JSNA is a 'living' document that accurately reflects the situation within the town, the various JSNA topics should be updated on a quarterly basis alongside the Councils Covalent database	SCR-SCC/35d Implementation of this recommendation needs to be explored by the Health and Well Being Board as part of the 2013/14 refresh to see how practicable and meaningful a quarterly update would be.	Louise Wallace	31-Oct-2013	31-Oct-2013	11-Feb-2014 The October meeting of the Health & Wellbeing Board noted the development of JSNA is iterative. 01-Aug-2013 This issue will be discussed at October Health and Wellbeing Board	 Completed		

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress		
SCR-SCC/35e The impact of welfare reform must be reflected fully across all aspects of JSNA topics	SCR-SCC/35e	Louise Wallace	31-Dec-2013	31-Dec-2013	11-Feb-2014 This has been considered across the Tees Valley in the Health and Social Care Forum chaired by the CCG.	 100% Completed		
					01-Aug-2013 This will be discussed at the JSNA Steering Group in September in particular in relation to the Poverty section of the JSNA			
SCR-SCC/35f he eradication of child poverty must continue to be priority within the Councils new decision making process, particularly through the future work of the Health and Wellbeing Board.	SCR-SCC/35f /i	Danielle Swainston; Louise Wallace	31-Mar-2014	31-Mar-2014	30-Sep-2013 Child Poverty Strategy and action plan approved	 100% Completed		
					24-Jun-2013 Child Poverty Strategy and action plan to be presented to Children's Committee 2nd July 2013.			

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 this Committee on a quarterly basis.

5. REASONS FOR RECOMMENDATIONS

- 5.1 In order for Members to continue 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 Finance and Policy Committee on 23 August 2013.

6. CONTACT OFFICER

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FINANCE AND POLICY COMMITTEE

27 February 2014



Report of: Corporate Management Team

Subject: Council Plan 2014/15

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non-Key Decision

2. PURPOSE OF REPORT

- 2.1 To enable the Finance and Policy Committee to consider and comment on the final draft of the proposed Council Plan for 2014/15

3. BACKGROUND

- 3.1 The Council's Service Planning Framework has been developed over the last few years. The suite of Service Planning documents has included the Council Plan and four Departmental Plans. All have been based on the main building blocks of **Outcomes, Actions, Performance Indicators, Targets** and **Risks** and have been used to develop the Council's suite of Service Planning documents for the coming year. It is proposed that these building blocks remain in place for 2014/15.
- 3.2 The Outcome Framework was reviewed and updated at the beginning of the 2014/15 service planning process. Discussion took place with Council Officers from across all Departments on the revision of the Outcome Framework for 2014/15 and, as reported to Finance and Policy Committee, the framework has not radically changed.
- 3.3 As in previous years detailed proposals have been considered by each of the Committee Meetings in January/February. **Appendix A** summaries the issues raised and includes the relevant departmental responses to these issues

4. TIMETABLE

- 4.1 The Council Plans forms part of the Budget and Policy Framework and final approval rests with full Council.

4.2 Depending on the outcome of this meeting and the number of amendments required the plan can either be referred back to Finance and Policy Committee for final approval on 28 March 2014 or referred direct to Council for approval on 3 April 2014.

4.3 The Council Plan is still a working document and as such there are areas where information could change. Where this does occur the information will either be included in the final draft of the Plan for consideration by Finance and Policy Committee and/or full Council.

5. COUNCIL PLAN 2014/15

5.1 The proposed Council Plan is attached at **Appendix B** and this sets out how the Council proposes to deliver the priority outcomes. The plan contains the Performance Indicators and targets, where available, which will be used to monitor progress throughout 2014/15.

5.2 In line with previous years the timetable for producing the Council Plan means that target information cannot be included at this stage for all Performance Indicators as the information is not yet available. However these targets will be reported to Elected Members within the regular monitoring report.

5.3 Officers will monitor progress against the key actions and performance indicators included in the Council plan and progress on these will be reported throughout the year to Elected Members.

6. RECOMMENDATIONS

6.1 Finance and Policy Committee are asked to consider and agree: -

- the proposed Council Plan as attached as Appendix B ;
- If the Council Plan needs to come back to Finance and Policy Committee for final approval or be presented direct to Council on 3 April 2014.

7. REASONS FOR RECOMMENDATIONS

7.1 Finance and Policy Committee have overall responsibility for Performance Management.

8. BACKGROUND PAPERS

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

9. CONTACT OFFICER

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Summary of Service Committee Discussions – January/February 2014

Members of all Committee meetings were given the opportunity to comment on the proposals. Discussions were wide ranging and a number of issues regarding service provision were discussed. The proposed 2014/15 Council Plan has been amended as a result of the discussions, specifically:

Finance and Policy Committee (CE Dept/Public Health Dept)**Outcome 30 – Deliver effective customer focused services, meeting the needs of diverse groups and maintaining customer satisfaction**

Two of the actions within this outcome were amended slightly to ensure that they are reflective of the needs of the community and that the correct officer is responsible for delivering and therefore helping to achieve the above outcome:

Original Proposed Actions

Action	Due Date	Responsible Officer
Review DWP Funded Discretionary Housing Payment Policy Framework	September 2014	John Morton
Develop Engagement Strategy for DWP Universal Credit Roll out	September 2014	Julie Pullman

Amended Proposed Actions

Action	Due Date	Responsible Officer
Review DWP Funded Discretionary Housing Payment Policy Framework	September 2014	Danielle Swainson
Develop initial engagement strategy for Housing Benefit element DWP Universal Credit Roll out	September 2014	Julie Pullman

Outcome 4 - Hartlepool has increased economic inclusion of adults and is tackling financial exclusion

Within Outcome 4 two actions have been amended after discussion at the Finance and Policy Committee. Members requested that it was explicit that the first action would highlight the households that were Housing Benefit had been affected. In the second action Local Council Tax support initiatives within the action.

Original Proposed Actions

Action	Due Date	Responsible Officer
Respond to Welfare Reform changes by engaging and supporting affected households	March 2015	Julie Pullman
Implement a programme of Benefits and Free School Meals take up initiatives	March 2015	Julie Pullman

Amended Proposed Actions

Action	Due Date	Responsible Officer
Respond to Welfare Reform changes by engaging and supporting households where Housing Benefit affected.	March 2015	Julie Pullman
Implement a programme of Housing Benefits, Local Council Tax Support and Free School Meals take up initiatives	March 2015	Julie Pullman

Regeneration Services Committee

During the Regeneration Service Committee members expressed a wish to see the monitoring of the retention/sustaining of local businesses included within the Council Plan. Officers are currently working through this and looking to develop the action/PI for the final draft to go to Council on 3 April

Children's Services Committee

The Children's Committee discussed NI 117 – percentage of 16- 18 year old who are not in education, employment or training (NEET) and as the participation age had now been raised the target going forward in 2014/15 should be set at zero (2013/14 target was 6.6%). This change has been included in the Council Plan 2014/15

Adult Services Committee

In relation to the proposed actions identified to deliver the outcome that vulnerable adults were supported and safeguarded and people were able to maintain maximum independence while exercising choice and control about how their outcomes were achieved (Outcome 14), as detailed in an appendix to the report, some concern was expressed in terms of delivery of the actions and how the proposals would be funded. The Assistant Director advised that the Better Care Fund Plan would provide information in this regard and would be considered by the Health and Wellbeing Board on 13 February to which there was the opportunity to feed in any views of this Committee. The Healthwatch representative commented on the benefits of Healthwatch Executive's input and requested that the Plan be also presented to the Healthwatch Executive.

SECTION 1 OUTCOME DETAILS

Outcome:	1. Hartlepool has improved business growth and business infrastructure and an enhanced culture of entrepreneurship	Theme:	Jobs and the Economy
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Lead Dept:	Regeneration and Neighbourhoods	Other Contributors:	
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SECTION 2 ACTIONS

Action	Due Date	Assignee	Dept
Deliver Business Advice and Brokerage – programme of targeted account management with key businesses. Develop and maintain relationships with individual businesses	Mar 15	Mick Emerson	RND
Increase the awareness of opportunities for businesses to become involved in providing products and services to HBC and the wider public sector	Mar 15	Mick Emerson	RND
Continued provision of Incubation support service including mentoring, pre-start support (Enterprise Coaching), financial assistance, brokerage and other initiatives.	Mar 15	Mick Emerson	RND
Engage with schools and colleges to increase awareness of self-employment and entrepreneurship by undertaking visits by businesses to schools and visa versa.	Mar 15	Mick Emerson	RND
Engage with Department for Work and Pensions providers to offer unemployed individuals a wider package of support where appropriate to enter into self-employment.	Mar 15	Mick Emerson	RND
Deliver improve ICT facilities for new and existing business tenants in the Hartlepool Enterprise Centre	Dec14	Antony Steinberg	RND

SECTION 3 PERFORMANCE INDICATORS & TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2013/14 Target	2014/15 Target	2015/16 Target	Dept
NI 171	New business registration rate - the proportion of new business registration per 10,000 resident population (aged 16+)	Mick Emerson	Monitor	Financial	Not required			RND
RND P060	Number of jobs created	Mick Emerson	Monitor	Financial	Not required			RND
RND P056	Percentage occupancy levels of Hartlepool business premises	Mick Emerson	Monitor	Financial	Not required			RND
RND P085	Business stock (businesses units in Hartlepool)	Mick Emerson	Monitor	Financial	Not required			RND

SECTION 4 RISKS			
Code	Risk	Assignee	Dept
RND R050	Continued economic uncertainty	Antony Steinberg	RND

SECTION 1 OUTCOME DETAILS			
Outcome:	2. Hartlepool has attracted new investment and developed major programmes to regenerate the area and improve connectivity	Theme:	Jobs and the Economy

Lead Dept:	Regeneration and Neighbourhoods	Other Contributors:	
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SECTION 2 ACTIONS			
Action	Due Date	Assignee	Dept
Research emerging funding opportunities and prepare bid submissions to secure financial resources.	Mar 15	Rob Smith	RND
Develop the Hartlepool regeneration master plan	Mar 15	Andrew Golightly	RND

SECTION 3 PERFORMANCE INDICATORS & TARGETS								
Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2013/14 Target	2014/15 Target	2015/16 Target	Dept
NI 171	New business registration rate - the proportion of new business registration per 10,000 resident population (aged 16+)	Mick Emerson	Monitor	Financial	Not required			RND
RND P089	Value of income from external funding sources	Mick Emerson	Monitor	Financial	Not required			RND

SECTION 4 RISKS			
Code	Risk	Assignee	Dept
RND R029	Inability to achieve external funding to support the delivery of long term regeneration targets.	Antony Steinberg	RND
RND R050	Continued economic uncertainty	Antony Steinberg	RND
RND R060	Failure to deliver current regeneration programmes	Antony Steinberg	RND
RND R071	Failure to deliver local economic objectives as a result of shifts in policies and priorities of external partners.	Antony Steinberg	RND

SECTION 1 OUTCOME DETAILS			
Outcome:	3. Hartlepool has increased employment and skills levels with a competitive workforce that meets the demands of employers and the economy	Theme:	Jobs and the Economy

Lead Dept:	Regeneration and Neighbourhoods	Other Contributors:	Child and Adult Services Department
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SECTION 2 ACTIONS			
Action	Due Date	Assignee	Dept
Develop Hartlepool youth investment programme	Mar 15	Patrick Wilson	RND
Implement the Youth Engagement and Support (YES) project to target young people classified as the most 'high risk' of becoming NEET (Not in Employment, Education or Training).	Mar 15	Patrick Wilson	RND
Ensure all new housing developments over 20 units are linked to job opportunities and training	Mar 15	Patrick Wilson	RND
Increase the take up of traineeships and apprenticeships by liaising with local employers to increase opportunities	July 14	Julie McSw een	RND
Ensure access to high quality learning opportunities that increase the skills and qualifications of local residents via implementing the Adult Education Service Plan	July 14	Teresa Latcham	RND

SECTION 3 PERFORMANCE INDICATORS & TARGETS								
Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2012/13 Target	2013/14 Target	2014/15 Target	Dept
None Identified								RND

SECTION 4 RISKS			
Code	Risk	Assignee	Dept
RND R071	Failure to deliver local economic objectives as a result of shifts in policies and priorities of external partners.	Antony Steinberg	RND

SECTION 1 OUTCOME DETAILS

Outcome:	4. Hartlepool has increased economic inclusion of adults and is tackling financial exclusion	Theme:	Jobs and the Economy
Lead Dept:	Chief Executives	Other Contributors:	

SECTION 2 ACTIONS

Action	Due Date	Assignee
Respond to Welfare Reform changes by engaging and supporting households where Housing Benefit affected.	March 2015	Julie Pullman
Implement a programme of Housing Benefits, Local Council Tax Support and Free School Meals take up initiatives.	March 2015	Julie Pullman
Implement and Review Communication and Customer Handling Strategies linked to 14/15 Local Council Tax Support Scheme	September 2014	John Morton

SECTION 3 PERFORMANCE INDICATORS & TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	2013/14 Target	2014/15 Target	2015/16 target
New	Number of new credit union member accounts opened.	John Morton	Target	Financial Year	200	200	200

SECTION 4 RISKS

No Risks identified

SECTION 1 OUTCOME DETAILS

Outcome:	5. Hartlepool has a boosted visitor economy	Theme:	Jobs and the Economy
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Lead Dept:	Regeneration and Neighbourhoods	Other Contributors:	
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SECTION 2 ACTIONS

Action	Due Date	Assignee	Dept
Develop and implement a 2 year marketing and communication plan to raise the profile as a place to invest and visit, utilising appropriate research data.	Mar 15	Harland Deer	RND
Develop Destination Hartlepool / Invest in Hartlepool websites and social media activity.	Mar 15	Harland Deer	RND
Develop and deliver bespoke training courses, including the 'Discover Hartlepool' and 'My Hartlepool' projects.	Mar 15	Harland Deer	RND

SECTION 3 PERFORMANCE INDICATORS & TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2013/14 Target	2014/15 Target	2015/16 Target	Dept
RND P092	Visitor numbers	Andrew Golightly	Monitor	Financial	Not required			RND
RND P093	Value of visitor economy	Andrew Golightly	Monitor	Financial	Not required			RND
RND P094	Number of unique visitors to destination Hartlepool website	Andrew Golightly	Targeted	Financial	30,000	TBC	TBC	RND
RND P095	Number of social media followers	Andrew Golightly	Targeted	Financial	1,500	TBC	TBC	RND
NI 151	Overall Employment rate (proportion of people of working age population who are in employment)	Antony Steinberg	Monitor	Financial	Not required			RND

SECTION 4 RISKS			
Code	Risk	Assignee	Dept
RND R071	Failure to deliver local economic objectives as a result of shifts in policies and priorities of external partners.	Antony Steinberg	RND
RND R050	Continued economic uncertainty	Antony Steinberg	RND

SECTION 1 OUTCOME DETAILS

Outcome:	6. Few er Hartlepool children experience the effects of poverty	Theme:	Jobs and the Economy
Lead Dept:	Child and Adults Department	Other Contributors:	Regeneration and Neighbourhood Department

SECTION 2 ACTIONS

Action	Due Date	Assignee
Reduce the impact and extent of child poverty through targeted support to families and children and creating pathw ays into employment.	March 2015	Danielle Sw ainston

SECTION 3 PERFORMANCE INDICATORS & TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2013/14)	Future Targets	
						14/15	15/16
NI 116	Proportion of children in poverty	Danielle Sw ainston	Targeted	Financial Year	28%	TBC	TBC
NI 117	Percentage of 16-18 year olds w ho are Not in Education, employment or Training (NEET)	Mark Smith	Targeted	Financial Year	6.6	0%	TBC

SECTION 4 RISKS

Code	Risk	Assignee	Dept
	To follow		

SECTION 1 OUTCOME DETAILS			
Outcome:	7. To promote opportunities for all children and young people to reach their full potential by accessing good quality teaching and curriculum provision which fully meets their needs and enables them to participate in and enjoy their learning	Theme:	Lifelong Learning and Skills

Lead Dept:	Child and Adult Department	Other Contributors:	
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SECTION 2 ACTIONS		
Action	Due Date	Assignee
Direct resources towards ensuring that every school in Hartlepool is good or outstanding by 2015/16 by strengthening leadership and governance across the town and improving the quality of teaching and learning.	Mar 2016	Mark Patton
Provide an intensive challenge and support programme to secondary schools to ensure the percentage of pupils achieving 5 or more A*-C including English and mathematics is in the top 20% of the most improved authorities in the country by 2015	Mar 2016	Dean Jackson
Work with schools and colleges to diversify the curriculum across Hartlepool to provide coherent pathways from primary to secondary school and ultimately into high quality post 16 provision and advanced apprenticeships and Higher Education places.	Mar 2015	Dean Jackson
Review and re-commission behaviour, attendance and alternative education provision to re-engage children and young people with challenging behaviour in their education.	Mar 2015	Zoe Westley
Optimise the schools capital programme and seek additional external capital investment to improve the quality and suitability of learning environments.	Mar 2015	Rachel Smith
Provide access to a full time study programme for 16 – 18 year olds (NEET).	July 14	Teresa Latcham

SECTION 3 PERFORMANCE INDICATORS & TARGETS							
Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2013/14)	Future Targets	
						14/15	15/16
New	Percentage of primary schools judged as good or outstanding by OfSTED	Mark Patton	Monitor	Financial Year		Not required	
New	Percentage of secondary schools judged as good or outstanding by OfSTED	Mark Patton	Monitor	Financial Year		Not required	

NI 75	Percentage of pupils achieving 5 or more A*- C grades at GCSE or equivalent including English and Maths	Dean Jackson	Targeted	Academic Year	59%	TBC	TBC
NI 117	Percentage of 16 to 18 year olds who are Not in Education, Employment or Training (NEET)	Mark Smith	Targeted	Financial Year	6.6%	TBC	TBC
New	Alternative Provision in Hartlepool is judged to be Good or better by OfSTED	Zoe Westley	Monitor	Financial Year	Not required		
New	Proportion of reviews of learning environments carried out to ensure that they are fit for purpose for delivering a modern curriculum	Rachel Smith	Monitor	Financial Year	Not required		

SECTION 4 RISKS			
Code	Risk	Assignee	Dept
	To follow		

SECTION 1 OUTCOME DETAILS			
Outcome:	8. Provision of high quality community learning and skills opportunities that widen participation and build social justice	Theme:	Lifelong Learning and Skills

Lead Dept:	Child and Adult Services	Other Contributors:	Regeneration & Neighbourhoods
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SECTION 2 ACTIONS			
Action	Due Date	Assignee	Dept
Ensure a wide range of learning opportunities are available which encourage participation in Lifelong Learning	July 14	Dianne Goodwin	RND

SECTION 3 PERFORMANCE INDICATORS & TARGETS								
Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2012/13 Target	2013/14 Target	2014/15 Target	Dept
ACS P053	Number of learners participating in Adult Education Programmes	Maggie Heaps	Monitor	Academic Year	Not required			RND

SECTION 4 RISKS			
Code	Risk	Assignee	Dept
CAD R047	Failure to fulfil the targets for recruitment set by the SFA leading to loss of income	Maggie Heaps	RND
CAD R048	Failure to reach the minimum levels of performance for the SFA or Ofsted	Maggie Heaps	RND

SECTION 1 OUTCOME DETAILS			
Outcome:	9. Health Improvement: people are helped to live healthy lifestyles, make healthy choices and reduce health inequalities.	Theme:	Health and Wellbeing

Lead Dept:	Public Health Department	Other Contributors:	
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SECTION 2 ACTIONS			
Action	Due Date	Assignee	Dept
Explore the introduction of a healthier catering commitment scheme	31 Mar 2015	Sylvia Pinkney	PHD
Implement and measure performance of the Substance Misuse treatment plan	31 Mar 2015	Karen Clark/Sharon Robson	PHD
Be an active lead partner in the delivery of physical activity participation in the Borough	31 Mar 2015	Gemma Ptak, Zoe Rickelton, Ian Gray	PHD
Ensure implementation of the NHS health check programme	31 Mar 2015	Carole Johnson	PHD
Implement the early detection and awareness of cancer programme across Hartlepool	31 Mar 2015	Carole Johnson	PHD
Influence the commissioning of effective evidence based stop smoking and work collaboratively through the Smoke Free Alliance to reduce illicit tobacco across the town	31 Mar 2015	Carole Johnson	PHD
Review , update and implement the annual breastfeeding action plan	31 Mar 2015	Deborah Gibbin	PHD
Implement the National Child Measurement Programme	31 Aug 2014	Deborah Gibbin	PHD
Ensure a range of physical activity opportunities are available for children and young people (up) to the age of 25	31 Mar 2015	Gemma Ptak, Zoe Rickelton, Ian Gray	PHD
Review , update and implement North of Tees Smoking in Pregnancy Action Plan	31 Mar 2015	Carole Johnson	PHD

Implement the British Heart Foundation Younger and Wiser Programme	31 Mar 2015	Carole Johnson	PHD
Commission services to ensure people maintain a healthy weight and a healthy life	31 Mar 2015	Steven Carter	PHD
Deliver a comprehensive programme to improve workplace health	31 Mar 2015	Steven Carter	PHD
Review the actions within the 2014 HBC Employee Wellbeing Strategy	31 Mar 2015	Steven Carter	PHD
Continue to meet the criteria of the North East Better Health at Work Award at Continuing Excellence level	01 Dec 2014	Steven Carter	PHD
Implement the Children and Young People's Obesity Pathway	31 Mar 2015	Deborah Gibbin	PHD
Monitor and increase engagement into effective treatment	31 Mar 2015	Karen Clark	PHD
Develop and evaluate new initiatives to increase our successful completions	31 Mar 2015	Karen Clark	PHD
Develop effective aftercare support to ensure clients who leave treatment in a successful way do not re-present	31 Mar 2015	Karen Clark	PHD
Work closely with key partners and groups to deliver programmes of activity to meet the sport and physical activity needs of the Hartlepool community, increasing participation opportunities.	31 Mar 2015	Gemma Ptak, Zoe Rickelton, Ian Gray	PHD
Undertake a strategic lead for the delivery of sport and physical activity through the Community Activities Network (CAN)	31 Mar 2015	Zoe Rickelton	PHD
Implement the revised Sport & Physical Activity strategy action plan	31 Mar 2015	Gemma Ptak	PHD
Continue delivery of the Olympic Legacy Action Plan	31 Mar 2015	Gemma Ptak	PHD
Conduct twice yearly review of the Playing Pitch Strategy action plan to ensure key actions are delivered.	31 Mar 2015	Zoe Rickelton	PHD
Deliver key outcomes as a result of the Borough's revised Indoor Sports Facility Strategy (Nov 2013)	31 Mar 2015	Pat Usher	PHD
Deliver Football Development Programme associated with the new 3G pitch development at Brierton	31 Mar 2015	Gemma Ptak, Ian Gray	PHD
Achieve service accreditation as required across the Sport & Recreation service	31 Mar 2015	Gemma Ptak, Zoe	PHD

		Rickelton, Ian Gray	
Identify, determine and evaluate potential alternative future leisure facility management arrangements	31 Mar 2015	Pat Usher	PHD
Develop on-line booking services	31 Mar 2015	Ian Gray	PHD
Ensure a good range of outdoor participation opportunities are available suitable for all ages and abilities to enjoy	31 Mar 2015	Gemma Ptak, Zoe Rickelton, Ian Gray	PHD
Implementation, development and monitoring of the Health and Wellbeing Board's Communications Strategy	March 2015	Alastair Rae	CED

SECTION 3 PERFORMANCE INDICATORS & TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2013/14 Target	2014/15 Target	2015/16 Target	Dept
2.1	Low birth weight of term babies (PHOF)	Deborah Gibbin	Monitor	Annual (Jan – Dec)	Not required			PHD
2.2	Prevalence of breastfeeding at 6-8 w ks from birth – percentage of infants being breastfed at 6 -8 w weeks	Deborah Gibbin	Monitor	Quarterly	Not required			PHD
2.3	Smoking Status at time of delivery	Carole Johnson	Target	Quarterly	19%	18%	17%	PHD
2.4	Under 18 conceptions	Deborah Gibbin	Monitor	Quarterly, with a 12 month time lag	Not required			PHD
2.5	Child development at 2 – 2 ½ years (PLACEHOLDER)	Deborah Gibbin	Monitor	Not agreed yet	Not required			PHD
2.6	Percentage of children in reception who are classified as very overweight	Deborah Gibbin	Monitor	Annual measurements during the academic year. Data published in ~ December each year	Not required			PHD

	Percentage of children in Y6 who are classified as very overweight	Deborah Gibbin	Monitor	Annually	Not required			PHD
2.7	Hospital admissions caused by unintentional and deliberate injuries in under 18s	Deborah Gibbin	Monitor	Annual	Not required			PHD
2.8	Emotional well-being of looked after children	Deborah Gibbin	Monitor	Annual	Not required			PHD
2.11	% of Adults Eating Healthily	Steven Carter	Monitor	6 monthly	Not required			PHD
2.12	Excess weight in adults	Steven Carter	Monitor	Annually	Not required			PHD
2.13	Proportion of physically active and inactive adults (PHOF)	Gemma Ptak	Monitor	6 month intervals	Not required			PHD
2.14	Smoking Prevalence – adults (over 18s)	Carole Johnson	Monitor	Annually	Not required			PHD
2.15	Successful completions of drug treatment	Karen Clark and/or Sharon Robson	Target	Quarterly	TBC	TBC	TBC	PHD
2.16	People entering prison with substance dependence issues	Karen Clark	Target	Quarterly	TBC	TBC	TBC	PHD
2.17	Recorded Diabetes	Carole Johnson	Monitor	Annually	Not required			PHD
2.18	Alcohol-related admissions to hospital (Rate per 100,000)	Sharon Robson	Target	Annually	2444	TBC	TBC	PHD
2.21	Access to non-cancer screening programmes	Deborah Gibbin	Monitor	Rolling 12 month average published every quarter	Not required			PHD
NI 123	Stopping smoking – rate of self-reported 4-week smoking quitters per 100,000 population aged 16 or over	Carole Johnson	Target	Quarterly	1816	TBC	TBC	PHD
NI 123(a) NRA	Stopping smoking (Neighbourhood Renewal Area narrowing the gap indicator) – number of 4 week quitters	Carole Johnson	Target	Quarterly	800	TBC	TBC	PHD

ACS PO35	GP Referrals – of those participants completing a 10 week programme of referred activity, the number going onto mainstream activity participation	Zoe Rickelton	Target	Financial Year	70	70	70	PHD
ACS PO81	GP Referrals – The number of participants completing a 10 week programme of referred activity participation	Zoe Rickelton	Target	Financial Year	300	300	300	PHD
ACS P098	Numbers of substance misusers going into effective treatment	Karen Clark/Sharon Robson	Target	Quarterly	732	TBC	TBC	PHD
ACS P099	Proportion of substance misusers that successfully complete treatment - Opiates	Karen Clark/Sharon Robson	Target	Quarterly	12%	TBC	TBC	PHD
ACS P100	Proportion of substance misusers who successfully completed treatment and represented back into treatment within 6 months	Karen Clark/Sharon Robson	Target	Quarterly	10%	TBC	TBC	PHD

SECTION 4 RISKS			
Code	Risk	Assignee	Dept
	To follow		

SECTION 1 OUTCOME DETAILS			
Outcome:	10. Health Protection: the populations health is protected from major incidents and other threats, whilst reducing health inequalities	Theme:	Health and Wellbeing

Lead Dept:	Public Health Department	Other Contributors:	Regeneration and Neighbourhoods Department
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SECTION 2 ACTIONS			
Action	Due Date	Assignee	Dept
Increase the uptake of childhood vaccinations	31 Mar 2015	Deborah Gibbin	PHD
Ensure the delivery of comprehensive sexual health services	31 Mar 2015	Deborah Gibbin	PHD
Work with colleagues to improve Public Health through the Health Protection and Improvement elements of the Core Public Health Strategy.	31 Mar 2015	Sylvia Pinkney	PHD
Carry out air quality monitoring	31 Mar 2015	Adrian Hurst	PHD
Initiate an Estates Excellence project with partners	31 Mar 2015	Jane Kett	PHD
Consultations on planning & licensing to consider impact in relation to noise & air quality	31 Mar 2015	Adrian Hurst	PHD
Working with partners to reduce alcohol related violence in the Night Time Economy	31 Mar 2015	Ian Harrison	PHD
Reducing crime and the fear of crime for the elderly and vulnerable by the introduction of No Cold Call Zones	31 Mar 2015	Ian Harrison	PHD

SECTION 3 PERFORMANCE INDICATORS & TARGETS								
Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2013/14 Target	2014/15 Target	2015/16 Target	Dept
3.1	Air Pollution	Adrian Hurst	Monitor	Financial	Not required			PHD

3.2	Chlamydia diagnoses(15-24 year olds)	Deborah Gibbin	Monitor	Quarterly	Not required			PHD
3.3viii	Measles, mumps and rubella (MMR) immunisation rate – children aged 2 (1 st dose)	Deborah Gibbin	Monitor	Annual (for IC data release) COVER data collected quarterly by PHE or NHS England??	Not required			PHD
3.3x	Measles, mumps and rubella (MMR) immunisation rate – children aged 5 (2 nd dose)	Deborah Gibbin	Monitor	Annual (for IC data release) COVER data collected quarterly by PHE or NHS England??	Not required			PHD
	Uptake of diphtheria, tetanus, polio. Pertussis, Hib immunisations (by age 2)	Deborah Gibbin	Monitor	Annual (for IC data release) COVER data collected quarterly by PHE or NHS England??	Not required			PHD
	Uptake of childhood flu vaccine (2 -3 years, pilot)	Deborah Gibbin	Monitor	Annually	Not required			PHD
3.03xii	Uptake of HPV vaccine	Deborah Gibbin	Monitor	Annually	Not required			PHD
3.4	People presenting with HIV at a late stage of infection	Deborah Gibbin	Monitor	Annually	Not required			PHD
NI 184	Percentage of food establishments in the area which are broadly compliant with food hygiene law	Sylvia Pinkney	Target	Annually	TBC	TBC	TBC	PHD
1.14	% of population affected by noise	Adrian Hurst	Monitor	Annually	Not required			PHD

SECTION 4 RISKS

Code	Risk	Assignee	Dept
	To follow		

SECTION 1 OUTCOME DETAILS

Outcome:	11. Healthcare public health and preventing premature mortality: reduce the number of people living with preventable ill health and people dying prematurely, whilst reducing the gap between communities	Theme:	Health and Wellbeing
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Lead Dept:	Public Health	Other Contributors:	
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SECTION 2 ACTIONS

Action	Due Date	Assignee	Dept
Develop a corporate approach to measuring excessive winter deaths	31 Mar 2015	Andy Graham	PHD
Ensure all eligible people particularly in high risk groups) take up the opportunity to be vaccinated especially in relation to flu	31 Mar 2015	Andy Graham	PHD
Ensure all eligible groups for respective screening programmes are aware and able to access screening	31 Mar 2015	Andy Graham	PHD
Ensure implementation of the Health and Wellbeing Strategy	31 Mar 2015	Andy Graham	PHD
Review Joint Strategic Needs Assessment through the Health and Wellbeing Board	31 Mar 2015	Andy Graham	PHD
Ensure the delivery of a comprehensive plan to protect the health of the population	31 Mar 2015	Andy Graham	PHD
Initiate Saving our skins activities with other partners	31 Mar 2015	Jane Kett	PHD
Introduce a Tattoo Hygiene scheme	31 Mar 2015	Jane Kett	PHD

SECTION 3 PERFORMANCE INDICATORS & TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2013/14 Target	2014/15 Target	2015/16 Target	Dept
4.1	Infant mortality	Steven Carter	Monitor	Financial	Not required			PHD

4.3	Mortality rate from causes considered preventable	Steven Carter	Monitor	Financial	Not required	PHD
4.4	Under 75 mortality rate from all CV diseases	Steven Carter	Monitor	Financial	Not required	PHD
4.5	Under 75 mortality rate from cancer	Steven Carter	Monitor	Financial	Not required	PHD
4.6	Under 75 mortality rate from liver disease	Steven Carter	Monitor	Financial	Not required	PHD
4.7	Under 75 mortality rate from respiratory diseases	Steven Carter	Monitor	Financial	Not required	PHD
4.8	Mortality rate from infectious and parasitic diseases	Steven Carter	Monitor	Financial	Not required	PHD
4.8	Mortality from Communicable disease	Jane Kett	Monitor	Financial	Not required	PHD
4.9	Excess under 75 mortality rate in adults with serious mental illness	Steven Carter	Monitor	Financial	Not required	PHD
4.10	Suicide rate	Steven Carter	Monitor	Financial	Not required	PHD
4.11	Emergency readmissions within 30 days of discharge from hospital	Steven Carter	Monitor	Financial	Not required	PHD
4.14	Hip fractures in people aged 65 and over	Steven Carter	Monitor	Financial	Not required	PHD
4.15	Excess winter deaths	Steven Carter	Monitor	Financial	Not required	PHD

SECTION 4 RISKS

Code	Risk	Assignee	Dept
	To follow		

SECTION 1 OUTCOME DETAILS

Outcome:	12. Give every child the best start in life	Theme:	Health and Wellbeing
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Lead Dept:	Child and Adult Services	Other Contributors:	Regeneration and Neighbourhoods
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SECTION 2 ACTIONS

Action	Due Date	Assignee	Dept
Integrate early intervention across universal and targeted services for children to provide early help and support to families.	March 2015	Danielle Swainston/ Mark Smith	PHD
Enable the children's workforce to develop effective working relationships with children and their families to ensure the voice of the child is heard, listened to and reflected at every level of assessment / planning / implementing and review.	March 2015	Sally Robinson	PHD
Strengthen quality assurance arrangements in children's services through systematic scrutiny of practice and reflective supervision.	March 2015	Sally Robinson	PHD
Secure an entitlement for children and young people to access out of school provision to support their personal and social development.	March 2015	Mark Smith	PHD
Ensure all young people make a successful transition to post 16 learning and ensure progress is tracked and intervention takes place where required.	March 2015	Mark Smith	PHD
Develop and improve the take up of school meals through the delivery of the agreed action plan.	Mar 15	Karen Oliver	RND

SECTION 3 PERFORMANCE INDICATORS & TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2013/14 Target	2014/15 Target	2015/16 Target	Dept
	Percentage of children achieving a good level of development at age 5	Danielle Swainston	Monitor	Academic Year	Not required			PHD
NI 111	Number of first time entrants to the Youth Justice System aged 10-17 per 100,000	Sally Robinson	Monitor	Financial Year	Not required			PHD

	population (aged 10-17)							
NI 52a	Percentage uptake of school meals – Primary Schools	Lynne Bell	Targeted	Financial	63%	65%	TBC	RND
NI 52b	Percentage uptake of school meals – Secondary schools	Lynne Bell	Targeted	Financial	55%	56%	TBC	RND
NSD P064	Percentage uptake of free school meals - Primary schools	Lynne Bell	Monitored	Financial	Not required			RND
NSD P065	Percentage uptake of free school meals – Secondary schools	Lynne Bell	Monitored	Financial	Not required			RND

SECTION 4 RISKS				
Code	Risk		Assignee	Dept
RND R088	Failure to achieve sufficient uptake of school meals, jeopardising the continued viability of the service.		Karen Oliver	RND

SECTION 1 OUTCOME DETAILS			
Outcome:	13. Children & young people are safe	Theme:	Health and Wellbeing

Lead Dept:	Child and Adult Department	Other Contributors:	
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SECTION 2 ACTIONS		
Action	Due Date	Assignee
Strengthen the role of the LSCB in securing effective multi agency working to safeguard children and young people from harm, neglect and exploitation.	March 2015	Elisa Arnold
Establish a single point of access for providing advice, guidance and access to support.	March 2015	Danielle Swainston
Integrate services to help families who are in need or at the point of crisis to take control of their lives.	March 2015	Wendy Rudd
Secure permanence for children at the earliest opportunity and within an appropriate timescale for the child.	March 2015	Jane Young
Equip the child and adults workforce with the knowledge and skills to assess risk to children particularly in relation to the impact of domestic violence, substance misuse and mental health and to 'think family' in planning and implementing support to protect the best interests of children.	March 2015	Sally Robinson

SECTION 3 PERFORMANCE INDICATORS & TARGETS							
Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2013/14)	Future Targets	
						14/15	15/16
CSD P035	Children who became the subject of a Child Protection (CP) Plan, or were registered per 10,000 population under 18	Sally Robinson	Targeted	Financial Year	40	TBC	TBC
New	Distribution of working days taken from referral to assessment completion	Wendy Rudd		Financial Year	TBC	TBC	TBC
NI 62	Stability of placements of looked after children: number of moves	Jane Young	Targeted	Financial Year	10%	TBC	TBC
NI 63	Stability of placements of looked after children: length of placement	Jane Young	Targeted	Financial Year	75%	TBC	TBC

SECTION 4 RISKS			
Code	Risk	Assignee	Dept
	To follow		

SECTION 1 OUTCOME DETAILS

Outcome:	14. Vulnerable adults are supported and safeguarded and people are able to maintain maximum independence while exercising choice and control about how their outcomes are achieved.	Theme:	Health and Wellbeing
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Lead Dept:	Child and Adult Services	Other Contributors:	
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SECTION 2 ACTIONS

Action	Due Date	Assignee
Establish integrated health and social care pathways / services that facilitate people living in their own homes, avoid unnecessary admissions to hospital and enable timely and safe hospital discharges.	March 2015	Jill Harrison
Deliver reablement services that enable people to maximise their abilities and develop the skills and capacity to retain their independence for as long as possible.	March 2015	John Lovatt
Prepare for the implementation of the Care Bill.	March 2015	Geraldine Martin
Strengthen local arrangements for Safeguarding Adults.	March 2015	John Lovatt

SECTION 3 PERFORMANCE INDICATORS & TARGETS

Code	Performance Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Fin/Acd)	Freq	Targets		
						13/14	14/15	15/16
ASCOF 1C-1 (Was NI 130b)	Social care clients receiving Self Directed Support	Sarah Ward	Targeted	Financial Year	Qtr	80%	90%	N/A
ASCOF 2C-2 (Was NI 131)	Delayed Transfers of Care (attributable to social care)	John Lovatt	Targeted	Financial Year	Qtr	0	0	N/A
NI 135	Carers receiving needs assessment or review and a specific carer's service, or advice and information	Jeanette Willis	Targeted	Financial Year	Qtr	30%	40%	N/A

P051	Access to equipment and telecare: users with telecare equipment	Neil Harrison	Targeted	Financial Year	Qtr	1000	1500	N/A
ASCOF 2A-2 (was P066)	Permanent Admissions to residential care – age 65+	John Lovatt	Targeted	Financial Year	Qtr	900	900	N/A
P072	Clients receiving a review	John Lovatt	Targeted	Financial Year	Qtr	75%	75%	N/A
P087	% of reablement goals (user perspective) met by the end of a reablement package/episode (in the period)	John Lovatt	Targeted	Financial Year	Qtr	N/A	70%	N/A

SECTION 4 RISKS			
Code	Risk	Assignee	Dept
	To follow		

SECTION 1 OUTCOME DETAILS

Outcome:	15. Hartlepool has reduced crime and repeat victimisation	Theme:	Community Safety
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Lead Dept:	Regeneration and Neighbourhoods	Other Contributors:	
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SECTION 2 ACTIONS

Action	Due Date	Assignee	Dept
Deliver in conjunction with partners a strategic assessment which is monitored through the Safer Hartlepool Partnership executive.	Dec 2014	Lisa Oldroyd	RND
Deliver the Domestic Violence strategy action plan.	Mar 2015	Clare Clark	RND
Ensure a co-ordinated approach to meeting the needs of victims of crime & disorder taking a victim centred approach	Mar 2015	Clare Clark	RND
Implement CCTV Action Plan	Mar 2015	Nicholas Stone	RND

SECTION 3 PERFORMANCE INDICATORS & TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2012/13 Target	2013/14 Target	2014/15 Target	Dept
RPD P029a	Number of Domestic Burglaries	Lisa Oldroyd	Monitor	Financial Year	363	Not required		RND
RPD P028a	Number of reported crimes in Hartlepool	Lisa Oldroyd	Monitor	Financial Year	7,189	Not required		RND
RPD P031a	Number of incidents of local violence (assault with injury & assault without injury)	Lisa Oldroyd	Monitor	Financial Year	1,156	Not required		RND
NI 32	Number of repeat incidents of domestic violence	Lisa Oldroyd	Monitor	Financial Year	29%	Not required		RND

SECTION 4 RISKS

Code	Risk	Assignee	Dept
RND	Failure of officers to fully embrace their responsibilities under the terms of Section 17, Crime and Disorder Act	Clare Clark	RND

R032	1998		
SECTION 1 OUTCOME DETAILS			
Outcome:	16. There is reduced harm caused by drugs and alcohol misuse	Theme:	Community Safety

Lead Dept:	Child and Adult Services	Other Contributors:	Regeneration and Neighbourhoods
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SECTION 2 ACTIONS			
Action	Due Date	Assignee	Dept
Monitor Substance Misuse Action Plan as a key element of the Community Safety Plan	Mar 14	Lisa Oldroyd	RND

SECTION 3 PERFORMANCE INDICATORS & TARGETS								
Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2012/13 Target	2013/14 Target	2014/15 Target	Dept
RND P073	Incidents of drug dealing and supply	Rachel Parker	Monitor	Financial Year	Not Required			RND
RND P074	Number of young people found in possession of alcohol	Rachel Parker	Monitor	Financial Year	Not Required			RND
RND P105	Perceptions of people using or dealing drugs in the community	Rachel Parker	Monitor	Financial Year	Not Required			RND

SECTION 4 RISKS			
Code	Risk	Assignee	Dept
	None Identified		RND

SECTION 1 OUTCOME DETAILS			
Outcome:	17. Communities have improved confidence and feel more cohesive and safe	Theme:	Community Safety

Lead Dept:	Regeneration and Neighbourhoods	Other Contributors:	Chief Executives
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SECTION 2 ACTIONS			
Action	Due Date	Assignee	Dept
Develop new Anti-Social Behaviour action plan in line with Government policy	Mar 2015	Clare Clark	RND
Monitor the implementation of the community cohesion framework action plan	Mar 2015	Adele Wilson	RND
In conjunction with partners improve reporting, recording, and responses/interventions to vulnerable victims and victims of hate crime.	Mar 2015	Nicholas Stone	RND
Develop restorative practice across Safer Hartlepool partners to give victims a greater voice in the criminal justice system.	Mar 2015	Clare Clark	RND
Assist the implementation of the Safer Hartlepool Partnership Communications Action Plan to improve public reassurance	March 2015	Alastair Rae	CED

SECTION 3 PERFORMANCE INDICATORS & TARGETS								
Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2012/13 Target	2013/14 Target	2014/15 Target	Dept
RPD P034	Number of deliberate fires in Hartlepool	Rachel Parker	Monitor	Financial Year	Not required			RND
RND P107	Number of Anti-social Behaviour Incidents reported to the Police	Rachel Parker	Monitor	Financial year	Not required			RND
RND P108	Perceptions of drunk or rowdy behaviour as a problem	Rachel Parker	Monitor	Financial year	Not required			RND
RND P109	Number of reported Hate Incidents	Rachel Parker	Monitor	Financial Year	Not required			RND

SECTION 4 RISKS			
Code	Risk	Assignee	Dept
RND R032	Failure of officers to fully embrace their responsibilities under the terms of Section 17, Crime and Disorder Act 1998	Clare Clark	RND

SECTION 1 OUTCOME DETAILS			
Outcome:	18. Offending and re-offending has reduced	Theme:	Community Safety

Lead Dept:	Regeneration and Neighbourhoods	Other Contributors:	
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SECTION 2 ACTIONS			
Action	Due Date	Assignee	Dept
Monitor delivery of the offending and re-offending strategy action plan	Mar 2015	Clare Clark	RND
Continue to embed the Think Families, Think Communities (TF/TC) approach to reducing crime and anti-social behaviour, improving educational attendance and reducing worklessness, resulting in reduced costs to the public purse.	Mar 2015	Lisa Oldroyd	RND

SECTION 3 PERFORMANCE INDICATORS & TARGETS								
Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2012/13 Target	2013/14 Target	2014/15 Target	Dept
RND P067	Re-offending rates of High Crime Causers (HCCs) (adults)	Lisa Oldroyd	Monitor	Financial Year	Not required			RND
RND P110	Number of Families Engaged through Think Families / Think Communities (TF/TC) Programme	Lisa Oldroyd	Monitor	Financial Year	Not required			RND

SECTION 4 RISKS			
Code	Risk	Assignee	Dept
	None Identified		RND

SECTION 1 OUTCOME DETAILS			
Outcome:	19. Hartlepool has an improved natural and built environment	Theme:	Environment

Lead Dept:	Regeneration and Neighbourhoods	Other Contributors:	
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SECTION 2 ACTIONS			
Action	Due Date	Assignee	Dept
Develop a Hartlepool Local Plan which sets out the spatial vision, strategic objectives and core policies for the Borough for the next 15 years	Mar 15	Chris Pipe	RND
Consult, develop and deliver year 2 projects of capital improvements to allotment sites.	Mar 15	Helen Beaman	RND
Investigate and evaluate flooding sites throughout the Borough, with a view to implementing engineering schemes to relieve flooding issues.	Mar 15	Kieran Bostock	RND
Prioritise flooding sites throughout the Borough ensuring that residential properties, key infrastructure and access routes are investigated as priority.	Mar 15	Kieran Bostock	RND

SECTION 3 PERFORMANCE INDICATORS & TARGETS								
Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2012/13 Target	2013/14 Target	2014/15 Target	Dept
NI 157a	Processing of planning applications: Major applications (BVPI 109a)	Chris Pipe	Targeted	Financial Year		TBC	TBC	RND
NI 157b	Processing of planning applications: Minor applications (BVPI 109b)	Chris Pipe	Targeted	Financial Year		TBC	TBC	RND
NI 157c	Processing of planning applications: Other applications (BVPI 109c)	Chris Pipe	Targeted	Financial Year		TBC	TBC	RND

SECTION 4 RISKS			
Code	Risk	Assignee	Dept
RND R059	Failure to provide a 'sound' Planning Policy Framework leading to a lack of clear planning guidance	Chris Pipe	RND
TBC	Failure to determine planning applications with specified time periods.	Chris Pipe	RND

SECTION 1 OUTCOME DETAILS			
Outcome:	20. Quality local environments where public and community open spaces are clean, green and safe	Theme:	Environment

Lead Dept:	Regeneration and Neighbourhoods	Other Contributors:	
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SECTION 2 ACTIONS			
Action	Due Date	Assignee	Dept
Investigate funding opportunities for the development of green space areas across the town.	Mar 15	Deborah Jefferson	RND
Monitor identified Contaminated Land sites, taking action as identified.	Mar 15	Stephen Telford	RND
Work in conjunction with partners to develop local environmental work placement opportunities that add value to the existing service by improving the quality of the local environment	Mar 15	Jon Wright	RND
Explore opportunities for future uses of camera vehicle.	Mar 15	Philip Hepburn	RND
Deliver the actions of the illegally grazed horse strategy 2013.	Mar 15	Helen Beaman	RND
Develop and implement a strategy to tackle the issue of waste escaping from commercial vehicles	Dec 14	Kate Ainger	RND
Work in partnership with internal and external partners to deliver 'Neighbourhood Action Days' which tackle environmental crime.	Mar 15	Helen Beaman	RND
Continue the promotion of responsible dog ownership through the delivery of microchipping sessions and campaigns to ensure the authority retains the RSPCA Community Award.	Mar 15	Kate Ainger	RND

SECTION 3 PERFORMANCE INDICATORS & TARGETS								
Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2013/14 Target	2014/15 Target	2015/16 Target	Dept
RND P070	No. of Volunteer days spent working on local green space management initiatives	Deborah Jefferson	Monitor	Financial	Not required			RND
RND	Achieve Quality Coast Award for Seaton	Debbie	Targeted	Financial	Yes	Yes	Yes	RND

SECTION 3 PERFORMANCE INDICATORS & TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2013/14 Target	2014/15 Target	2015/16 Target	Dept
P061	Carew beach	Kershaw						
RND P050	Percentage of streets that fall below an acceptable level of cleanliness	Jon Wright	Targeted	Financial	12.5	TBC	TBC	RND
RND P112	Number of individuals gaining work experience and accredited qualifications	Jon Wright	Monitor	Financial	Not required			RND

SECTION 4 RISKS

Code	Risk	Assignee	Dept
RND R075	Financial and environmental implications of addressing contaminated land issues	Stephen Telford	RND

SECTION 1 OUTCOME DETAILS			
Outcome:	21. Provide a sustainable, safe, efficient, effective and accessible transport system	Theme:	Environment

Lead Dept:	Regeneration and Neighbourhoods	Other Contributors:	
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SECTION 2 ACTIONS			
Action	Due Date	Assignee	Dept
Deliver year 4 schemes as identified in the Local Transport Plan 2011 -15	Mar 15	Peter Frost	RND
Develop the Integrated Transport Unit through partnership, collaboration and income related strategies, sustaining core services	Mar 15	Mike Blair	RND
Develop and implement a young driver training programme across the Tees Valley	Oct 14	Paul Watson	RND
Deliver the LED lamp replacement programme	Mar 15	Mike Blair	RND

SECTION 3 PERFORMANCE INDICATORS & TARGETS								
Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2013/14 Target	2014/15 Target	2015/16 Target	Dept
NI 167	Congestion – average journey time per mile during the morning peak	Peter Frost	Monitor	Financial	Not required			RND
NI 47	The % change in the number of people killed or seriously injured in road traffic accidents during the calendar year compared to the average of the previous 3 years.	Peter Frost	Targeted	Calendar	31	TBC	TBC	RND
NI 48	The % change in the number of Children killed or seriously injured in road traffic accidents during the calendar year compared to the average of the previous 3 years.	Peter Frost	Targeted	Calendar	6	TBC	TBC	RND
NI 168	The percentage of principal roads where maintenance should be considered	Ralph Young	Targeted	Financial	12%	TBC	TBC	RND

NI 169	The percentage of non-classified roads where maintenance should be considered	Ralph Young	Targeted	Financial	12%	TBC	TBC	RND
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SECTION 4 RISKS			
Code	Risk	Assignee	Dept
RND R054	Failure to maintain infrastructure to acceptable standard resulting in additional cost implications through insurance claims	Mike Blair	RND

SECTION 1 OUTCOME DETAILS			
Outcome:	22. Hartlepool is prepared for the impacts of climate change and takes action to mitigate the effects	Theme:	Environment

Lead Dept:	Regeneration and Neighbourhoods	Other Contributors:	
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SECTION 2 ACTIONS			
Action	Due Date	Assignee	Dept
Carry out a household recycling participation survey and deliver targeted education & awareness campaign	Mar 15	Paul Hurwood	RND
Deliver the Carbon Action Now Departmental Officers group action plan	Mar 15	Paul Hurwood	RND

SECTION 3 PERFORMANCE INDICATORS & TARGETS								
Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2012/13 Target	2013/14 Target	2014/15 Target	Dept
NI 185	Percentage CO2 reduction from local authority operations	Paul Hurwood	Monitor	Financial	Not required			RND
NI 186	Percentage per capita reduction in CO2 emissions in the Local Authority area	Paul Hurwood	Monitor	Financial	Not required			RND
NI 191	Number of kilograms of residual household waste collected per household	Helen Beaman	Targeted	Financial	710	705	700	RND
NI 192	Percentage of household waste sent for reuse, recycling or composting	Paul Hurwood	Targeted	Financial	45%	47%	49%	RND
NI 193	Percentage of municipal waste land filled	Fiona Srogi	Targeted	Financial	5%	5%	5%	RND

SECTION 4 RISKS			
Code	Risk	Assignee	Dept
RND R067	Failure to achieve recycling targets resulting in loss of income and additional costs.	Helen Beaman	RND
RND R076	Consequences of climate change through the failure of the Council to tackle climate issues locally	Paul Hurwood	RND
RND R087	Income fluctuations in the market for recyclable materials resulting in difficulties in budget planning and forecasting.	Paul Hurwood	RND

SECTION 1 OUTCOME DETAILS			
Outcome:	23. Hartlepool has an improved and more balanced housing offer that meets the needs of residents and is of high quality design	Theme:	Housing

Lead Dept:	Regeneration and Neighbourhoods	Other Contributors:	
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SECTION 2 ACTIONS			
Action	Due Date	Assignee	Dept
Collate information about the distribution of all registered provider tenure types across the town and use this to assess the impact of new products on tenure choice across the borough.	March 2015	Nigel Johnson	RND
Continue to encourage improvements in the number of private sector homes constructed to lifetime home standards and relevant government energy efficiency levels. (Housing Strategy 1B1)	March 2015	Chris Pipe	RND
Complete the acquisition programme of properties as part of the Carr / Hopps Street Regeneration Scheme	March 2015	Amy Waller	RND
Develop a master plan for the redevelopment of the Carr / Hopps Street area	March 2015	Amy Waller	RND

SECTION 3 PERFORMANCE INDICATORS & TARGETS								
Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2013/14 Target	2014/15 Target	2015/16 Target	Dept
NI 155	Number of affordable homes delivered (gross)	Nigel Johnson	Targeted	Financial	50	TBC	TBC	RND

SECTION 4 RISKS			
Code	Risk	Assignee	Dept
RND R057	Reduction in funding for housing investment	Nigel Johnson	RND
RND R061	Inability to meet very high levels of local housing needs including affordable housing – (Reword to cover Welfare reform)	Nigel Johnson	RND

SECTION 1 OUTCOME DETAILS			
Outcome:	24. Hartlepool has improved housing stock where all homes across tenures offer a decent living environment	Theme:	Housing

Lead Dept:	Regeneration and Neighbourhoods	Other Contributors:	
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SECTION 2 ACTIONS			
Action	Due Date	Assignee	Dept
Work with landlords to prevent homes from becoming long-term empty through early intervention.	Mar 15	Amy Waller	RND
Registered providers to improve their stock to 'decent homes plus' standard (Housing Strategy 2B2)	Mar 15	Nigel Johnson	RND
Support landlords to carry out energy efficiency works to deal with excess cold hazards through education and promotion of the benefits (Housing Strategy 2E2)	Mar 15	Nigel Johnson	RND
Increase the amount of social rented houses fitted with renewable such as Photo Voltaic panels and / or cells solar hot water and air source heat pumps.	Mar 15	Amy Waller	RND

SECTION 3 PERFORMANCE INDICATORS & TARGETS								
Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2013/14 Target	2014/15 Target	2015/16 Target	Dept
LAA H P001	Number of long term (over 6 months) empty homes brought back into use.	Nigel Johnson	Targeted	Financial	TBC	TBC	TBC	RND

SECTION 4 RISKS			
Code	Risk	Assignee	Dept
RND R015	Failure to secure funding for delivery of empty homes strategy	Nigel Johnson	RND
RND R061	Inability to meet very high levels of local housing needs including affordable housing	Nigel Johnson	RND
RND R053	Failure to respond to and implement changes to selective licensing	Nigel Johnson	RND

SECTION 1 OUTCOME DETAILS

Outcome:	25. Housing Services and housing options respond to the specific needs of all communities within Hartlepool	Theme:	Housing
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Lead Dept:	Regeneration and Neighbourhoods	Other Contributors:	
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SECTION 2 ACTIONS

Action	Due Date	Assignee	Dept
Review and monitor the impact of welfare and social housing reforms on tenancy sustainability, homelessness, tenancy satisfaction and vulnerable people on the housing waiting list.	Mar 15	Karen Kelly	RND
Assist people to maintain independent living through the provision of minor adaptations.	Mar 15	Karen Kelly	RND

SECTION 3 PERFORMANCE INDICATORS & TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2013/14 Target	2014/15 Target	2015/16 Target	Dept
RND P051	Number of households where homelessness has been prevented through Local Authority action	Lynda Igoe	Targeted	Financial	9	9	TBC	RND
RPD P107	Average waiting time for a Disabled Facility Grant to be completed	Karen Kelly	Targeted	Financial	95 days	TBC	TBC	RND

SECTION 4 RISKS

Code	Risk	Assignee	Dept
RND R070	Failure to provide correct housing advice to the public.	Lynda Igoe	RND

SECTION 1 OUTCOME DETAILS			
Outcome:	26. People enjoy equal access to culture and libraries which enrich their lives, improve the places where they live, and strengthen communities.	Theme:	Culture and Leisure

Lead Dept:	Regeneration & Neighbourhoods	Other Contributors:	
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SECTION 2 ACTIONS			
Action	Due Date	Assignee	Dept
Plan and deliver a number of events, in partnership with other Cultural organisations in the Tees Valley, in relation to the centenary of the beginning of World War I and the bombardment of the Hartlepoons.	Mar 2015	David Worthington	RND
Undertake a review of service provision within the Libraries	Mar 2015	Kay Tranter	RND
Explore options for community centres including possible Community Asset Transfer	Mar 2015	Susan Rybak	RND
Deliver programme of events at Town Hall Theatre	Mar 2015	Clare Irvine	RND
Undertake Development Plan for Town Hall Theatre	Mar 2015	Clare Irvine	RND
Contribute toward the Church Street redevelopment through the delivery of an exhibition programme at the Hartlepool Art Gallery	Mar 2015	Clare Irvine	RND
Implement findings of the Hartlepool Maritime Experience review	Mar 2015	David Worthington	RND
Deliver the reviewed archaeology delivery arrangements	Mar 2015	Robin Daniels	RND

SECTION 3 PERFORMANCE INDICATORS & TARGETS								
Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2013/14 Target	2014/15 Target	2015/16 Target	Dept
LAA CL P001(a)	Number of people from vulnerable groups engaged in culture and leisure activities	David Worthington	Targeted	Financial Year	1,115	1,115	TBC	RND
P062	Number of housebound people receiving a home visit from the home library service once every 3 weeks, for as long as they require the	David Worthington	Targeted	Financial Year	567	580	TBC	RND

	service.							
PO84	Maintain & enhance the Historic Environment Record (HER) via % review ed, edited and added.	Robin Daniels	Monitor	Financial Year	Not required			RND
ACS 103	The number of engagements with children (0-19) in library delivered literary and learning activities	Kay Tranter	Target	Financial Year		12,000		RND
ACS 104	Number of hours usage of the Libraries Peoples Network computers	Kay Tranter	Target	Financial Year		30,000		RND
ACS 105	Number of enquiries received by the Libraries Reference & Information Service	Kay Tranter	Target	Financial Year		23,500		RND
ACS 106	Number of visitors to the Museum of Hartlepool, Hartlepool Maritime Experience, and Hartlepool Art Gallery.	David Worthington	Target	Financial Year		202,000		RND
ACS 107	Number of schoolchildren visiting the Museum of Hartlepool, Hartlepool Maritime Experience, and Hartlepool Art Gallery.	David Worthington	Target	Financial Year		14,300		RND
ACS 108 (a)	Number of Visitors to the Town Hall	David Worthington	Target	Financial Year		90,000		RND
ACS 109	Community Centres attendance	Dave Miles	Target	Financial Year		22,197		RND

SECTION 4 RISKS			
Code	Risk	Assignee	Dept
CAD R013	Failure to achieve required customer and visitor income levels	David Worthington	RND
CAD R045	Failure to deliver statutory elements of the Library Service	David Worthington	RND
CAD R046	Failure to provide statutory service of archaeological planning advice and Historic Environment Record	Sarah Scarr	RND
CAD R056	Lack of adequate investment in public buildings affecting ability to income generate	David Worthington	RND

SECTION 1 OUTCOME DETAILS			
Outcome:	27. Local people have a greater voice and influence over local decision making and the delivery of services	Theme:	Strengthening Communities

Lead Dept:	Regeneration and Neighbourhoods	Other Contributors:	Chief Executives
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SECTION 2 ACTIONS			
Action	Due Date	Assignee	Dept
Support the delivery of the Voluntary & Community Sector (VCS) Strategy	Mar 2015	Fiona Stanforth	RND
Deliver the Community Pool Funding Programme	Mar 2015	Fiona Stanforth	RND
Deliver the Civic Lottery Funding Programme	Mar 2015	Adele Wilson	RND
Deliver Neighbourhood Planning in Hartlepool under the Localism Act 2011.	Mar 2015	Adele Wilson	RND
Refresh the Neighbourhood Management and Empowerment Strategy Action Plan.	Mar 2015	Adele Wilson	RND
Monitor the progress of priorities outlined in the eleven Ward Profiles developed across the town.	Mar 2015	Adele Wilson	RND
Support the delivery of Face the Public Events by Theme Partnerships	March 2015	Catherine Grimwood	CED
Complete View point surveys 43 and 44	March 2015	Catherine Grimwood	CED

SECTION 3 PERFORMANCE INDICATORS & TARGETS								
Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2012/13 Target	2013/14 Target	2014/15 Target	Dept
NEW	Percentage of residents feeling that they can influence decisions that affect their local area	Adele Wilson	Targeted	Financial	Not required	25%	TBC	RND

RND P052	Number of voluntary and community groups supported	Adele Wilson	Targeted	Financial	Not required	40	TBC	RND
NEW	Number of neighbourhood plans ratified	Adele Wilson	Targeted	Financial	Not required	2	TBC	RND

SECTION 4 RISKS			
Code	Risk	Assignee	Dept
RND R056	Failure of service providers to focus resources on neighbourhood renewal areas	Clare Clark	RND

SECTION 1 OUTCOME DETAILS

Outcome:	28. Make a positive contribution – people are involved with the community and society	Theme:	Strengthening Communities
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Lead Dept:	Child and Adult Services	Other Contributors:	
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SECTION 2 ACTIONS

Action	Due Date	Assignee	Dept
Ensure a wide range of learning opportunities are available which encourage community involvement.	Jul 14	Dianne Goodwin	RND

SECTION 3 PERFORMANCE INDICATORS & TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period (e.g. Financial/academic)	2012/13 Target	2013/14 Target	2014/15 Target	Dept
None Identified								

SECTION 4 RISKS

Code	Risk	Assignee	Dept
RND R056	Failure of service providers to focus resources on neighbourhood renewal areas	Clare Clark	RND

SECTION 1 OUTCOME DETAILS			
Outcome:	29. Improve the efficiency and effectiveness of the organisation	Theme:	Organisational Development
Lead Dept:	Chief Executive Department	Other Contributors:	

SECTION 2 ACTIONS		
Action	Due Date	Assignee
Review and update Medium Term Financial Strategy (MTFS)	March 2015	Chris Little
Financially model business rate retention risks	September 2014	John Morton
Determine and implement a revised programme to deliver the savings required in light of MTFS and budget settlement for 2015/16	March 2015	Andrew Atkin / Chris Little
Review of Corporate ICT Strategy to ensure it continues to support corporate objectives including opportunities to use ICT to generate efficiency savings across the Authority.	March 15	Joan Chapman
Roll out of new desktops/laptops	March 15	Joan Chapman
Roll out of Virtual Desktop Infrastructure (VDI) solution	March 15	Joan Chapman
Transition of server estate to refreshed Hyper V environment	March 15	Joan Chapman
Roll out of new Managed Print Service	March 15	Joan Chapman
Improve awareness of information security requirements and individual responsibilities through training and online communication	March 15	Paul Diaz
Implement HR Insight corporate toolset to improve employee establishment and organisational data	December 2014	Kevin Shears / Rachel Clark
Implement Resourcelink Leave Management module	March 2015	Kevin Shears / Rachel Clark
Implement Resource link Employee Expenses module	December 2014	Kevin Shears / Rachel Clark
Financially model 15/16 Local Council Tax Support Scheme costs and underlying assumptions	September 2014	John Morton

Undertake corporate Insurance policy Renew al	July 2014	Kevin Shears
Develop, support and implement the agreed plan to achieve the Councils corporate efficiency programme	March 2015	Rachel Clark / Gillian Laight / Alison Sw ann
Provide advice and support for case management of sickness absence / capability / disciplinary / grievance / probation including investigations, hearings, LADOs, appeals and tribunals	March 2015	Rachel Clark / Gillian Laight / Alison Sw ann
Support, evaluate and implement legislative requirements relating to safer recruitment including DBS, ISA referrals	March 2015	Rachel Clark / Gillian Laight / Alison Sw ann
Develop and implement a streamlined and effective e -recruitment vacancy approval process	March 2015	Gillian Laight / Wally Stagg
Review and implement HR Policies and Procedures in line w ith the agreed plan	March 2015	Rachel Clark / Gillian Laight / Alison Sw ann
Support throughout the year Corporate & School Reorganisations ensuring compliance w ith employment legislation and policy	March 2015	Rachel Clark / Gillian Laight / Alison Sw ann
Support any required Academy conversions	March 2015	Alison Sw ann
Evaluate the effectiveness of the HR service provided to Schools under the Service Level Agreement	March 2015	Alison Sw ann
Review the Council's Commissioning and Procurement Strategy	March 2015	David Hart
Deliver capital receipts in line w ith programme	March 2015	Dale Clarke

SECTION 3 PERFORMANCE INDICATORS & TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	2013/14 Target	2014/15 Target	2015/16 target
CEDCS P042	Actual Savings from efficiency and savings Programme	Andrew Atkin / Chris Little	Targeted	Financial Year	£5.4m	£4.4m	To be determined
ICT PI 4	Percentage of ICT incidents resolved w ithin agreed service levels	John Bulman	Targeted	Financial Year	96%	96%	96%

ICT SI3	Unavailability of ICT services to users	John Bulman	Targeted	Financial Year	2.5%	2.5%	2.5%
CEDCS P017	Number of website hits – unique visitors	Paul Diaz	Targeted	Financial Year	325,000	341,000	358,000
CEDFI P001	Percentage of Invoices paid in 30 days	Kevin Shears	Targeted	Financial Year	95%	95%	95%
TBC	Percentage of Local Supplier Invoices paid in 10 days	Kevin Shears	Targeted	Financial Year	85%	85%	85%
CEDFI P002	Percentage of Council Tax Collected in year	Roy Horseman	Targeted	Financial Year	96%	95%	95%
TBC	Percentage of Council Tax Collected after 5 years	Roy Horseman	Targeted	Financial Year	99%	99%	99%
TBC	Percentage of business rates collected	John Morton	Targeted	Financial Year	98%	98%	98%
HR PI 05A All	Average working days per employee (full time equivalent) per year lost through sickness absence - All Actual	Rachel Clark	Targeted	Financial Year	TBC	TBC	TBC

SECTION 4 RISKS		
Code	Risk	Assignee
	To follow	

SECTION 1 OUTCOME DETAILS			
Outcome:	30. Deliver effective customer focused services, meeting the needs of diverse groups and maintaining customer satisfaction	Theme:	Organisational Development

Lead Dept:	Chief Executive Department	Other Contributors:	
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SECTION 2 ACTIONS		
Action	Due Date	Assignee
Review DWP Funded Discretionary Housing Payment Policy Framework	September 2014	Danielle Swainson
Develop initial engagement strategy for Housing Benefit element DWP Universal Credit Roll out	September 2014	Julie Pullman
Coordinate corporate complaints process and responses to Local Government Ombudsman complaints.	March 2015	Catherine Grimwood
Replace contact centre telephony solution	March 2015	Christine Armstrong
Enhance booking system capabilities	March 2015	Christine Armstrong
Improve on-line facilities for customers	March 2015	Christine Armstrong
Deliver the roll in of additional services to the Customer Services Centre	March 2015	Christine Armstrong
Ensure that the Council has procedures in place to meet the requirements of the Equality Act 2010 by co-ordinating activities across departments to meet the items included in the Equality & Diversity Action Plan	March 2015	Christine Armstrong

SECTION 3 PERFORMANCE INDICATORS & TARGETS							
Code	Indicator	Assignee	Targeted or Monitor	Collection Period	2013/14 Target	2014/15 Target	2015/16 target
CEDFIP004	Average time to process new Housing Benefit / Council Tax Support claims	Julie Pullman	Targeted	Financial Year	20 days	20 days	20 days
CEDFI P005	Average time to process Housing Benefit / Council Tax Support changes in circumstances	Julie Pullman	Targeted	Financial Year	9 days	9 days	9 days

CEDCS P066	Average wait in seconds for telephone calls to be answered	Julie Howard	Targeted	Financial Year	30 secs	30 secs	30 secs
CEDCS P067	Average wait in minutes for face to face customers without an appointment	Julie Howard	Targeted	Financial Year	15 mins	15 mins	15 mins
CEDCS P068	% of Contact Centre emails handled the same day	Julie Howard	Targeted	Financial Year	90%	90%	90%
CEDCS P069	% of Contact Centre enquires handled at the first point of contact	Julie Howard	Targeted	Financial Year	85%	85%	85%
CEDCS P070	% of customers satisfied with Contact Centre service delivery	Julie Howard	Targeted	Financial Year	90%	90%	90%
CEDCS P080	% births registered within 42 days	Elaine Cook	Monitored ?	Financial Year	98%	98%	98%
CEDCS P081	% still-births registered within 42 days	Elaine Cook	Monitored	Financial Year	98%	98%	98%
CEDCS P082	% deaths registered within 7 days, excluding registrations following post mortems and inquests	Elaine Cook	Monitored	Financial Year	95%	95%	95%
CEDCS P083	% deaths after post mortem registered within 7 days	Elaine Cook	Monitored	Financial Year	95%	95%	95%
CEDCS P084	% birth registration/declaration appointments offered within 7 days	Elaine Cook	Monitored	Financial Year	95%	95%	95%
CEDCS P085	% still-birth registration/declaration appointments offered within 2 working days	Elaine Cook	Monitored	Financial Year	95%	95%	95%
CEDCS P086	% death registration/declaration appointments offered within 2 working days	Elaine Cook	Monitored	Financial Year	95%	95%	95%
CEDCS P087	% notice of marriage/civil partnership appointments offered within 7 days	Elaine Cook	Monitored	Financial Year	95%	95%	95%
CEDCS P090	% of satisfied customers for registration service	Elaine Cook	Monitored	Financial Year	90%	90%	90%

SECTION 4 RISKS		
Code	Risk	Assignee
	To follow	

SECTION 1 OUTCOME DETAILS			
Outcome:	31. Maintain effective governance arrangements for core business and key partnerships	Theme:	Organisational Development

Lead Dept:	Chief Executive Department	Other Contributors:	
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SECTION 2 ACTIONS		
Action	Due Date	Assignee
Ensure lawfulness and fairness of decisions	March 2015	Peter Devlin
Revised whistle blowing policy to be reported to Finance and Policy Committee	May 2014	Peter Devlin
Promote and maintain high standards of conduct by members and co-opted members	March 2015	Peter Devlin
Undertake a review of the Council's Constitution, for implementation in the municipal year 2015/16.	March 2015	Peter Devlin
Support the Councils Governance structure	March 2015	Amanda Whitaker
Ensure effective governance in the delivery of the new ICT contract	March 15	Joan Chapman
Provide a full opinion on Governance arrangements to the Audit and Governance Committee	May 2015	Noel Adamson
Undertake a review of the operation of the Strategic Partners Group	January 2015	Catherine Grimwood
Facilitate the necessary meetings of Strategic Partners Group	March 2015	Catherine Grimwood

SECTION 3 PERFORMANCE INDICATORS & TARGETS							
Code	Indicator	Assignee	Targeted or Monitor	Collection Period	2013/14 Target	2014/15 Target	2015/16 target
No Performance Indicators identified							

SECTION 4 RISKS		
Code	Risk	Assignee
	To follow	

SECTION 1 OUTCOME DETAILS			
Outcome:	32. Maintain effective Performance, Finance and Risk Management Arrangements	Theme:	Organisational Development

Lead Dept:	Chief Executive Department	Other Contributors:	
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SECTION 2 ACTIONS		
Action	Due Date	Assignee
Review position of accounting code of practice for adoption in 2016 / 16	December 2014	Chris Little
Produce statement of accounts	June 2015	Chris Little
Review 2014 / 15 service planning approach and make recommendations to improve service planning for 2015/16	June 2015	Catherine Grimwood
Agree and implement service planning framework for 2015/16	September 2015	Catherine Grimwood
Coordinate quarterly performance and risk reporting for 2014/15 to ensure well informed decision making and accountability of Members and senior managers.	March 2015	Catherine Grimwood
Undertake performance indicator review to ensure adherence to data quality policy	March 2015	Catherine Grimwood
Monitor the performance indicator set within the refreshed Sustainable Community Strategy	March 2015	Catherine Grimwood

SECTION 3 PERFORMANCE INDICATORS & TARGETS							
Code	Indicator	Assignee	Targeted or Monitor	Collection Period	2013/14 Target	2014/15 Target	2015/16 target
No Performance Indicators identified							

SECTION 4 RISKS		
Code	Risk	Assignee
	To follow	

SECTION 1 OUTCOME DETAILS			
Outcome:	33. Maintain the profile and reputation of the Council	Theme:	Organisational Development

Lead Dept:	Chief Executive Department	Other Contributors:	
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SECTION 2 ACTIONS		
Action	Due Date	Assignee
Produce 4 editions of Hartbeat on a zero budget	March 2015	Alastair Rae
Ensure that effective mechanisms are in place, both internally and externally, to explain the budget pressures facing the Council.	March 2015	Alastair Rae
Undertake a review into how the Council utilises social networking.	March 2015	Alastair Rae
Explore new media opportunities to promote the work and services of the Council.	March 2015	Alastair Rae
Seize opportunities to promote Hartlepool Council and the town in general on a national and international platform.	March 2015	Alastair Rae
Ensure that the public relations income generation target is met.	March 2015	Alastair Rae

SECTION 3 PERFORMANCE INDICATORS & TARGETS							
Code	Indicator	Assignee	Targeted or Monitor	Collection Period	2013/14 Target	2014/15 Target	2015/16 target
	The percentage of reader who read some or most of the content of Hartbeat	Alastair Rae	Monitor	Triennial	Not required		
	Increase the number of followers and likes on Twitter and Facebook	Alastair Rae	Monitor	Financial Year	Not required		

SECTION 4 RISKS		
Code	Risk	Assignee
	To follo	

SECTION 1 OUTCOME DETAILS			
Outcome:	34. Deliver effective Member and Workforce arrangements, maximising the efficiency of the Council's Democratic function	Theme:	Organisational Development

Lead Dept:	Chief Executive Department	Other Contributors:	
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SECTION 2 ACTIONS		
Action	Due Date	Assignee
Support of School Admission and Exclusion Appeal Hearings	March 2015	Amanda Whitaker
Maintain and develop the statutory Scrutiny function and work programme	March 2015	Joan Stevens
Monitor recommendations made across Scrutiny investigations and report progress to Audit and Governance Committee July 2014 and January 2015	March 2015	Joan Stevens
Implement and roll out individual electoral registration	March 2015	Lorraine Bennison
Deliver the combined European and Local Elections in conjunction with regional partners	May 2014	Lorraine Bennison
Deliver year 1 action plan for Workforce Strategy	March 2015	Wally Stagg
Improve the control of significant health and safety risks to ensure that they are identified and that they are appropriately managed	March 2015	Stuart Langston
Implement an audit regime to enhance the Council's monitoring systems to ensure the Council's Health and Safety management system is consistently applied.	March 2015	Stuart Langston
Implement the Equal Pay audit action plan.	March 2015	Wally Stagg
Respond to the JNC for Local Governments review of its Job Evaluation Scheme.	March 2015	Wally Stag

SECTION 3 PERFORMANCE INDICATORS & TARGETS							
Code	Indicator	Assignee	Targeted or Monitor	Collection Period	2013/14 Target	2014/15 Target	2015/16 target
CEDCS P012	Percentage of draft Minutes of Non Policy Committee meetings produced within 10 days of the meeting	Amanda Whitaker	Targeted	Financial Year	100%	100%	100%
CEDCS P013	Percentage of draft Minutes of Policy Committee meetings produced within 4 days of the meeting	Amanda Whitaker	Targeted	Financial Year	100%	100%	100%
CEDCS P014	Percentage of Minutes of Policy Committee meetings published within 5 days of the meeting	Amanda Whitaker	Monitored	Financial Year	Not required		

SECTION 4 RISKS		
Code	Risk	Assignee
	To follow	

SECTION 1 OUTCOME DETAILS

Outcome:	35. Ensure the effective implementation of significant government policy changes	Theme:	Organisational Development
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Lead Dept:	Chief Executive Department	Other Contributors:	
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SECTION 2 ACTIONS

Action	Due Date	Assignee
Implement and monitor Local Council Tax Support scheme	September 2014	John Morton
Implementation of strategies for LGPS Pension Changes 2014	June 2014	Kevin Shears
Review and monitor policy on Council Tax exemptions / discounts	July 2014	John Morton
Maintain awareness of new Government Policy	March 2015	Catherine Grimwood
Implement statutory requirements in compliance with new and also promoting awareness of emerging legislation.	March 2015	Peter Devlin

SECTION 3 PERFORMANCE INDICATORS & TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	2013/14 Target	2014/15 Target	2015/16 target
No Performance Indicators identified							

SECTION 4 RISKS

Code	Risk	Assignee
	To follow	

FINANCE AND POLICY COMMITTEE

27 February 2014



Report of: Chief Executive

Subject: REVISED PAY POLICY 2014/15

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key Decision.

2. PURPOSE OF REPORT

- 2.1 To obtain Finance and Policy Committee endorsement, subject to Member comments, of the proposed changes to the Council's Pay Policy Statement 2014/15 in advance of Council approval being sought on 3 April 2014 and to confirm any policy, practices and/or understandings which have not previously been formally established by members.

3. BACKGROUND

- 3.1 The current Pay Policy Statement 2013/14 (Appendix A) was agreed by Council on 11 April 2013 following detailed consideration by General Purposes Committee on 18 March 2013. It has regard to the Department for Communities and Local Government (DCLG) guidance on the content and application of senior pay statements which was issued last year.
- 3.2 The pay policy statement is intended to be a reflection of the Council's policies on pay and associated matters and has to be reviewed to reflect any changes in policy.
- 3.3 Whilst there are legislative minimum requirements for a pay policy (in particular in relation to the pay of senior management and the definition of the lowest paid employees) there is nothing to prevent the pay policy reflecting the existing pay related policies applicable to all employees which are reflected in other policies etc.
- 3.4 Just before Easter last year DCLG provided supplementary guidance (Appendix B) on the content and application of senior pay statements which the Pay Policy also has to have regard to and which was received too late to be considered as part of the 2013/14 Pay Policy.

- 3.5 The Code of Recommended Practice for Local Authorities on Data Transparency (the “transparency code”) included a requirement to publish the Council’s pay multiple which is defined as “the ratio between the highest paid salary and the median average salary of the whole of the authority’s workforce.” The Council has previously published its pay multiple calculated on employees basic hourly rate as at 31 December each year.
- 3.6 The Local Audit and Accountability Act 2014 which received royal assent at the end of January 2014 enables the Secretary of State for Communities and Local Government to convert the status of the transparency code for Councils from voluntary to mandatory. The Secretary of State has consulted on a proposed mandatory code which incorporates the current transparency code and extends it in a number of ways including that the pay multiple must:
- cover all elements of remuneration that can be valued (e.g. all taxable earnings for the given year, including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind)
 - the median earnings figure should be that of all employees of the local authority on a fixed date each year, coinciding with reporting at the end of the financial year
 - exclude changes in pension benefits, which due to their variety and complexity cannot be accurately included in a pay multiple disclosure.

It will be necessary for a statutory instrument to be agreed in Parliament in order for the status of the code to change and this takes between 28 – 40 days. To date the draft Statutory Instrument has not been laid before Parliament so it is unlikely that it will be possible to reflect any changes in the 2014/15 pay policy and therefore the pay multiple information in the pay policy reflects the current guidance.

4. PROPOSALS

- 4.1 It is proposed that the existing pay policy be expanded so that it reflects the pay policies which apply to all employees. This will make the pay related arrangements for employees more transparent and will bring together the policies reflected in other documents into a single document. The revised Pay Policy 2014/15 is attached as Appendix C. The main changes which are proposed are detailed in 4.2 – 4.21 below.
- 4.2 **Section 1 - Introduction** – This section has been expanded to provide a context to the pay policy and to make it clear that the DCLG guidance is considered to be relevant locally unless stated otherwise.
- 4.3 **Section 2 – Conditions of Service** – This new section details the national and other conditions of service which are automatically incorporated into the contracts of employees who have not been subject to a TUPE (or TUPE like) transfer into the Council. The main local set of conditions of service is the Single Status Agreement which applies to all employees employed under the JNC for Local Government Services (Green Book) conditions of service.

The Soulbury and Chief Officer national conditions of service include 'equivalence' clauses where their conditions of service are silent on a particular issue so that they are treated on a similar basis to other employees. The Council has historically applied the Local Government Services national and local conditions of service (excluding grading provisions and enhancements for overtime and unsocial hours working) to other employees where it has seemed appropriate to do so.. This arrangement is reflected in the proposed pay policy. In addition this will result in a common protection policy for all employees.

- 4.4 **Section 3 – Pay Structures** – This section provides details of the pay structures operating in the Council and details the job evaluation schemes in use. The pay and grading structure for Green Book employees has been adjusted to reflect the Living Wage decision of Finance and Policy Committee on 23 August 2013. It also clarifies the circumstances where the Council will and will not award pay awards where employees continue to be employed on their pre transfer conditions of service following a TUPE (or similar) transfer now that the European Court of Justice has clarified that these employees have no legal entitlement to pay awards. It will be necessary to establish the substantive pay band for the jobs being undertaken by the TUPE employees in order to establish whether their TUPE pay is greater than the substantive pay (in which case they will not receive pay awards) or less than or equal to the substantive pay (in which case they will receive pay awards). Whilst the substantive pay bands will not apply to TUPE employees whilst they continue to receive TUPE protection, they will be given the right of appeal against the substantive pay bands.
- 4.5 **Section 4 – Remuneration on Appointment** – This new section covers remuneration on appointments and makes it clear that the Council does not make any 'golden' hello or other incentive payments at recruitment other than market forces supplements where these are paid in accordance with Section 6 – Other Remuneration. The wording of the appointment arrangements for employees whose salary levels are greater than £100,000 has been clarified to ensure it reflects the Council's Constitution and the intention of the Department of Communities and Local Government guidance on pay policies is accurately reflected.
- 4.6 **Section 5 - Senior Management Remuneration** – this section has been expanded to include reference to the changes to pay bands and to Finance and Policy Committee decisions in relation to performance related increments for the Chief Executive, Director of Child and Adults and Director of Regeneration and Neighbourhoods as well as identifying that have been no pay awards to employees (excluding the recently transferred Public Health employees) for some years, other than the recent 1% pay award (effective from 1 April 2013) for employees on Local Government Services conditions of Service.
- 4.7 As a result of the merger of the previous Chief Officer A and Chief Officer B grades, the combined Chief Officer grade has seven pay points in its pay band. This is greater than the number of points in the Chief Executive and

Director of Child and Adults/Director of Regeneration and Neighbourhoods grade (which have six points) and may indirectly discriminate against younger people. Under the Equality Act it is not unlawful to use six and seven pay points where the employer “reasonably believes that doing so will fulfill a business need” e.g. by rewarding experience. Whilst the number of pay points in the Chief Executive and Director grades can be justified in this way, it is far more difficult for the Chief Officer grade and as a consequence there is a risk of a discrimination related claim to an Employment Tribunal.

- 4.8 In order to address this risk it is proposed that, with effect from 1 April 2014, the number of pay points in the Chief Officer grade be reduced from seven to five with the minimum, mid point and maximum pay points being unchanged.
- 4.9 All references to the NHS bonus arrangements for the Director of Public Health have been removed from the pay policy as they are no longer applicable. In addition the substantive pay band for the post of Director of Public Health to reflect the duties and responsibilities as at 1 April 2014 has been assessed as being Chief Officer (subject to member approval and Public Health England consideration of the revised job description) as this is needed in order to determine whether the current occupant is entitled to Council pay awards (as detailed in 4.4 above).
- 4.10 **Section 6 – Additional Benefits** – this new section identifies the specific additional remuneration received by chief officers and expands this to remuneration arrangements which may apply to all employees. The payment to the Chief Finance Officer for acting as Deputy Treasurer to Cleveland Fire Brigade is no longer included as this appointment ceases on 31 March 2014. The Chief Finance Officer becomes the Cleveland Fire Brigade Treasurer from 1 April 2014 for which he receives no additional remuneration.
- 4.11 **Section 7 – Changes to Salaries** – this new section details the circumstances in which salaries of employees may change.
- 4.12 **Section 8 – Payments to all Employees on Termination of Employment** – this section has been extended to cover all employees. The new Local Government Pension Scheme effective from 1 April 2014 will require the Council’s early retirement and redundancy policies and arrangements to be reviewed and it would be premature to amend the Council’s arrangements in advance of the review being undertaken. It is anticipated that the review will be concluded soon and that once members have determined the policy statements, these will be set out in an updated 2014/15 pay policy (to be agreed by Council) rather than being cross referenced to them.
- 4.13 **Section 9 – Lowest Paid Employees** - this section has been expanded to include pay multiples compared to the actual and maximum pay of the highest paid employee as well as trend data. The definition of the lowest paid employees has been amended to reflect the decision of Finance and Policy Committee on 23 August 2013 to introduce a Hartlepool Living Wage

equivalent to the JNC for Local Government Services spinal column point 10 (equivalent to £14,013 per annum, £7.26 per hour) from 1 September 2013.

- 4.14 **Section 10 – Employment of Individuals already in support of a public sector pension** – The Council does not currently have a policy, practice and/or understanding in relation to this new section which differentiates between employees subject to the Officer Employment Procedure rules (where members make the appointments) and other employees (where officers make the appointments). In the case of the former it is proposed that the employment of individuals in receipt of any public sector pensions is not generally supported although there may be some circumstances where employing an individual with a public sector pension is the most effective way of meeting the Council's needs. In these circumstances members would make the decision to employ. In terms of the practical application of such a policy it is envisaged that candidates would provide information about their pension in a sealed envelope which would be opened once members have decided who they wish to appoint. If someone has a public sector pension then members will have the opportunity to consider whether they still wish to appoint the candidate or offer the post to another candidate. Alternative approaches could be that the restriction on appointment be limited to individuals in receipt of a local government pension from any Council, be limited to individuals in receipt of a local government pension from Hartlepool Council only or have no restriction.
- 4.15 In the case of employees not appointed to by members it is proposed that the employment of former Hartlepool Council employees who accessed their pensions when they left the employment of this Council is not generally supported although there may be some circumstances where employing a former Hartlepool Council employee who accessed their pensions when they left this employment of this Council is the most effective way of meeting the Council's needs. In these circumstances the Chief Executive will formally approve any appointments. In terms of the practical application of such a policy it is envisaged that candidates would provide information about their pension in a sealed envelope which would be opened once officers have decided who they wish to appoint. If a former Hartlepool Council employee accessed their pension when they left the employment of this Council then officers will have the opportunity to consider whether they still wish to appoint the candidate, and therefore seek the Chief Executive's approval, or offer the post to another candidate. If the Chief Executive does not give his approval then the post would need to be offered to another candidate. Alternative approaches could be that the restriction on appointment be limited to individuals in receipt of a public sector, be limited to individuals in receipt of a local government pension from any Council, be limited to posts on, say Band 9 or above (or equivalent) or have no restriction.
- 4.16 If candidates do not declare a pension and it emerges later that they are in receipt of such a pension then this could result in dismissal as they will have falsified information at the time of appointment. The review of pension arrangements outlined in 4.13 will include a review of the Council's policy in relation to the possible reduction or suspension of any added years and/or

augmentation of service granted for employees when they take up paid employment with the Council and when it ends.

- 4.17 The Chief Solicitor has advised that a blanket ban on the employment of someone already in receipt of a pension would clearly be discriminatory but if there is objective justification, which is proportionally applied and is intended to have a legitimate aim, then the proposed arrangements can be lawful. The intention of the proposed arrangements would be allow the recruitment of younger workers, who may be disadvantaged in the labour market, which the Council is seeking to redress.
- 4.18 **Section 11 – Employment of Individuals under a Contract for Services** – this new section proposes that engaging individuals under a ‘contract for services’ where the Council is not required to make either pension or national insurance contributions for such individuals is not generally supported. However there may be exceptional circumstances where engaging an individual under these terms is the most effective and efficient way of meeting the Council’s needs. If this situation applies formal approval will be sought from members in relation to posts subject to the Officer Employment Procedure Rules and from the Chief Executive in respect of other posts. Where this is the case individuals will be sourced through an appropriate procurement process in accordance with the Council’s Contract Procedure Rules thereby ensuring the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service.
- 4.19 **Section 12 - Income Tax and National Insurance** – the existing arrangements have been amended to make it clear that the Council enters into salary sacrifice arrangements with employees (as detailed in section 6) and indicates that the Council supports the Government’s commitment to tackling all forms of tax avoidance and recognises that public appointments that involve arrangements whereby savings in tax and National Insurance contributions are made may be at the expense of other taxpayers or other parts of the public sector.
- 4.20 **Section 13 - Agency Workers** – this new section confirms that agency workers within the Council receive at least the national minimum wage initially and the pay of comparable employees after 12 weeks of qualifying service. It also indicates that the Council do not generally support the use of Agency Workers although there may be circumstances where is the most effective and efficient way of meeting the Council’s needs. If this situation applies formal approval will be sought from the relevant Assistant Director.
- 4.21 **Section 14 – Apprentices** – this new section details the current arrangements in relation to Apprentices and the arrangements from 1 September 2014 agreed by Finance and Policy Committee on 31 January 2014.
- 4.22 **Section 15 - Contractors pay** – this new section requires that contractors comply with national minimum wage legislation in all new and extended

Council contracts in accordance with the motion agreed at Council on 13 June 2013 (as detailed in 3.4 above), encourages all contractors to pay the Council's Living Wage (see 9.1 above) in accordance with the Finance and Policy Committee decision of 18 October 2013 and indicates that the Council will encourage all local employers employing 250 or more employees to publish their pay multiple.

5. Trade Union Views

5.1 The Hartlepool Joint Trade Union Committee (HJTUC) have been consulted on the proposed pay policy and have indicated

- HJTUC confirm that, where appropriate, the pay policy is a reflection the Council's current policies, practices and arrangements
- HJTUC support the proposed new arrangements including having a single pay protection policy, the proposed arrangements for pay awards for employees who transfer to the Council under TUPE and the application of the non pay related elements of the Single Status Agreement to employees on non Green Book conditions of service where their own conditions of service are silent and
- HJTUC would welcome being consulted on any proposed policy changes in the future.

6. RECOMMENDATIONS

6.1 That, subject to any comments from members, the 2014/15 Pay Policy (Appendix C) be recommended to Council

6.2 That the substantive pay band for the post of Director of Public Health be established at Chief Officer (subject to Public Health England consideration of the revised job description) to reflect the duties and responsibilities as at 1 April 2014.

6.3 That the number of increments in Chief Officer Band be reduced to five with effect from 1 April 2014.

6.4 That any other policy, practices and/or understandings which have not previously been formally established by members as detailed in the 2014/15 Pay Policy (Appendix C) are confirmed.

7. REASONS FOR RECOMMENDATIONS

7.1 To expand the 2013/14 Pay Policy so that it applies to all employees and reflects the DCLG guidance issued in 2013.

8. BACKGROUND PAPERS

Finance and Corporate Services Portfolio report 27 March 2013

Finance and Policy Committee report 23 August 2013

Finance and Policy Committee report 18 October 2013

Finance and Policy Committee report 27 November 2013

Department for Communities and Local Government publication entitled
“Openness and accountability in local pay: guidance under section 40 of the
Localism Act”

Department for Communities and Local Government publication entitled
“Code of recommended practice for local authorities on data transparency:
government response to consultation”

9. CONTACT OFFICER

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Hartlepool Borough Council

Pay Policy Statement

(Localism Act 2011)

Agreed at Council on 11 April 2013

1.1 Introduction

This document sets out the Council's pay policy in relation to the remuneration of its staff for the period 1 April 2013 to 31 March 2014 in accordance with section 38 of the Localism Act 2011. The policy is subject to annual review and must be approved by the Borough Council for each financial year. The policy will be published on the Council's website as soon as reasonably practicable after approval or amendment.

- 1.1 The arrangements set out within this document do not extend to those members of staff who are employed within schools.

2.0 Definitions

The following definitions will apply throughout this policy statement:

2.1 'Lowest-paid employees':

those staff who are employed in jobs which are paid at Band 1 (spinal column point 5), this being the lowest salary paid to employees.

2.2 'Chief Officer':

Head of Paid Service designated under section 4(1) of the Local Government and Housing Act 1989;

Monitoring officer designated under section 5(1) of that Act;

Any statutory chief officer mentioned in section 2(6) of that Act;

Any non-statutory chief officer mentioned in section 2(7) of that Act;

Any deputy chief officer mentioned in section 2(8) of that Act.

Within Hartlepool, the above definition includes employees on JNC for Chief Executive, JNC for Chief Officer and NJC for Local Government conditions of service.

3.0 Chief Officers

3.1 Levels and Elements of remuneration for Chief Officers

The following principles will apply:

Chief Officer posts and the attributable salaries which are currently payable from appointment from 1 April 2013 are as follows:

Role	Annual Salary Band as at 1 April 2013
Chief Executive	£140,000 – £150,000 ¹
Director of Child and Adults	£100,000 - £110,000 ¹
Director of Regeneration and Neighbourhoods	£100,000 - £110,000 ¹
Director of Public Health ²	£81,481 ^{1,3}
Chief Officer	£64,850 - £81,062 ¹
Band 15	£43,684 - £47,744 ¹
Band 14	£38,961 - £42,617 ¹
Agenda for Change Level 8b ²	£45,707 - £56,504 ⁴

There has been no annual “cost of living” pay award for the Chief Executive, Director of Child and Adults, Director of Regeneration and Neighbourhoods and Chief Officer since April 2008 and for Director of Public Health and Bands 14-15 since April 2009.

1 Will be automatically updated for any annual pay award (subject to national agreement)

2 TUPE like transfer on 1 April 2013

3 Spot Salary

4 Includes 2013/14 Pay Award

- 3.2 JNC Chief Executive/Chief Officer terms and conditions are incorporated into all Chief Officers' contracts of employment. NJC for Local Government Employees terms and conditions and the Council's Single Status Agreement are incorporated into NJC Bands 14 & 15.
- 3.3 The salaries attributable to Chief Officer posts are subject to job evaluation and based on:
- clear salary differentials which reflect the level of responsibility attached to any particular role; and
 - rates which are reasonably sufficient to recruit and retain senior officers taking into account market conditions.
- 3.4 Increases in pay for Chief Officers will occur only as a result of:
- pay awards agreed by way of national/local collective pay bargaining arrangements; or
 - significant changes to a Chief Officer's role which result in a higher salary being appropriate as confirmed by the outcome of an appropriate job-evaluation process or
 - recruitment and/or retention payments which, in all the given circumstances at the relevant time, are deemed necessary in the best interests of the Council and which are determined under a relevant policy relating to such payments.

- 3.5 All salary scales include an entitlement to annual incremental progression up to the maximum point in the pay scale.

The increments for the Chief Executive, Director of Regeneration and Neighbourhoods and Director of Child and Adults are performance linked and performance criteria set for a year

- 3.6 It is expected that senior officers will perform to the highest level and, except where entitlement to such payment arises because of a TUPE (or similar) transfer, performance related pay and bonus does not, therefore, form part of current remuneration arrangements. This position will be reviewed if legislation and/or guidance relating to senior posts is changed.

3.7 Election Duties undertaken by Chief Officers

Fees for election duties undertaken by chief officers are not included in their salaries. These are determined separately in consultation with the other Tees Valley Councils. For contested elections the fees are based on an agreed sum for the first 1000 electors and a further sum for each additional 1000 electors or fraction thereof, and a set agreed sum for uncontested elections

3.8 Payments to Chief Officers upon termination of their employment

Chief Officers who cease to hold office or be employed by the Council will receive payments calculated using the same principles as any other member of staff, based on entitlement within their contract of employment, their general terms and conditions and existing policies.

- 3.9 In the case of termination of employment by way of early retirement, redundancy (voluntary or otherwise) or on the grounds of efficiency of the service, the Council's Early Retirement and Redundancy Policy sets out provisions which apply to all staff regardless of their level of seniority.

- 3.10 The Council's Early Retirement and Redundancy Policy also sets out the applicable provisions in respect of awarding additional pension entitlement by way of augmentation or otherwise.

3.11 Payments to Chief Officers in relation to work undertaken on behalf of Cleveland Fire Brigade

The Chief Finance Officer receives a payment of £3,432 per annum for acting as Deputy Treasurer to Cleveland Fire Authority. This payment has not changed since April 2010 and the cost is paid for by the Fire Authority.

The Chief Solicitor receives a payment of £3,432 per annum for acting as Monitoring Officer to Cleveland Fire Authority. This payment has not changed since April 2010 and the cost is paid for by the Fire Authority.

3.12 Payments to the Director of Public Health

The Director of Public Health has access to the NHS very senior manager bonus arrangements as a consequence of a TUPE like transfer on 1 April 2013.

4.0 Publication of and access to information relating to remuneration of chief officers.

Information will be published on the Council's website in line with The Code of Recommended Practice for Local Authorities on Data Transparency⁵.

⁵ Available at:

www.communities.gov.uk/publications/localgovernment/transparencycode

5.0 Remuneration of lowest paid employees.

The Council introduced 'single status arrangements' with effect from 2007. The lowest paid employees within the authority are appointed to posts which have been evaluated using an agreed job evaluation scheme and are remunerated accordingly.

6.0 Relationship between Chief Officer and non-Chief Officer remuneration:

The 'pay multiple' for the Council is determined by comparing the hourly pay for the highest paid employee against that of the median basic hourly pay for the organisation as a whole. (*)

* Technical note:

Using Green Book hourly rate formula i.e. basic salary x 7/365 x 1/37

- 6.1 The Council's median pay multiple at 31 December 2012 is 8.16
- 6.2 The Council will generally aim to ensure that the pay multiple does not exceed ten.

7.0 General principles regarding remuneration of staff:

- 7.1 The salaries attributable to posts are determined via a job evaluation. Staff are remunerated according to the evaluated score of the post they hold and by reference to the salary scale existing at any given time.
- 7.2 New appointments are subject to the Council's Recruitment and Selection Policy and will generally be made at the bottom spinal column point of all pay bands unless there are special circumstances and payment at a higher level can be objectively justified. However, in the event of any member of staff securing a higher-graded post via internal promotion/recruitment or the grade of their post increases following review and there being an overlap of salary points between their current post and bottom point of the newly secured position, then the Council will generally pay at a minimum point in the new grade which provides a reasonable increase. Where staff are redeployed because of redundancy or ill health, they will generally be appointed to the highest spinal column point within the lower grade so as to minimise financial loss.
- 7.3 The Council does not enter into arrangements with individuals to minimise their tax and national insurance contributions.



Department for
Communities and
Local Government

Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011

Supplementary Guidance

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Openness and Accountability in Local Pay: Supplementary Guidance

1. Sections 38 to 43 of the Localism Act 2011 require relevant authorities to prepare a pay policy statement for the financial year 2012-13 and each subsequent financial year. Section 40 of the Act includes provision for the Secretary of State to issue guidance on the content and application of senior pay statements. Relevant authorities must have regard to this guidance in the exercise of their functions under the pay accountability provisions.
2. *Openness and Accountability in Local Pay: Guidance under section 40 of the Localism Act* was published in February 2012 and can be accessed here: [Pay Accountability Guidance](#)¹. That Guidance still stands. This note supplements that Guidance and authorities in England must take account of when preparing their pay policy statements for 2013-14 and each subsequent financial year.
3. If a relevant authority has concluded that a particular section(s) of the Guidance is not applicable to their local circumstances, the relevant authority should set out clearly in their pay policy statements why they consider this to be the case.

Presentation and accessibility

4. Pay policy statements are public documents to be used as an information source to enable local taxpayers to hold their councillors to account on pay matters.
5. The Localism Act 2011 requires that as soon as is reasonably practicable after approving or amending a pay policy statement, authorities must publish the statement or the amended statement in such manner as they see fit which must include publication on the authority's website. In addition, section 38 (4) requires authorities to set out in their pay policy statements their approach to the publication of and access to information relating to the remuneration of chief officers.
6. Once approved, authorities should ensure their pay policy statement is published as soon as is reasonably practicable. Evidence suggests that, while authorities had prepared their pay policy statements and published them online for 2012-13, a significant number of statements were not easily accessible and readily available to the public.² Authorities should

¹ Link to *Openness and Accountability in Local Pay: Guidance under section 40 of the Localism Act* published in February 2012

² One Society published a report: Leading the way on fair pay – which is an assessment of principal local authorities in England & Wales using local authorities' pay policy statements as source of information. On availability and accessibility of pay policy statement it found that the statements in the majority of cases could not easily be found.
<http://www.onesociety.helencross.co.uk/wp-content/uploads/2012/09/FairPayReport2012.pdf>

ensure that statements can be easily found, for example, by a simple search on their website. The statement itself should be published as a stand alone document in its final form, perhaps within the website's transparency section or with other pay and workforce information.

7. The information within pay policy statements should be presented in a clear and accessible format. Evidence suggests that authorities should do more to ensure that that jargon is kept to a minimum, any acronyms used are explained, and that any hyperlinks used to access other documents or websites work properly.³ In addition, authorities should set out clearly and separately their policies against each of the requirements listed in the relevant sections of the Localism Act 2011. Where this is done effectively, it will help enable taxpayers to decide whether they are getting value for money in the way that public money is spent on local authority pay and reward.

Accountability

Salaries on appointment

8. The existing Guidance makes clear that full council (or a meeting of members for fire authorities) should be given the opportunity to vote before large salary packages offered in respect of a new appointment. The Guidance states that the Secretary of State considers that £100,000 is the right level for that threshold to be set and that figure remains the same.
9. For 2012-13, it appears that not all authorities chose to articulate in their statement if this was being done. Local taxpayers should know what their authority's policy is on senior appointments and, specifically, have a right to expect that decisions about the most senior - and most costly - appointments are being taken by those who are directly accountable to local communities. As with all aspects of this Guidance, authorities should address this issue within their policy statements and make clear how they have taken account of this policy.
10. There will be some authorities whose salary structures do not include posts or appointments over £100,000. Where this is the case, those authorities should seek to achieve a similar degree of openness and accountability. Specifically, such authorities should set their own salary threshold which is more suited to their local circumstances and should allow full council an opportunity to vote on salary packages for new appointments above that level.⁴

Severance payments

11. There has been a great deal of public scrutiny of the level of severance payments awarded to senior local government staff and rightly so. Authorities should ensure that they manage their workforces in a way that best delivers best value for money for local taxpayers and sets the right

³ One Society report: Leading the way on Fair Pay

<http://www.onesociety.helencross.co.uk/wp-content/uploads/2012/09/FairPayReport2012.pdf>

⁴ Salary packages should include salary, any bonuses, fees or allowances routinely payable to the appointee and any benefits in kind to which the officer is entitled as a result of their employment.

example on restraint. This includes any payments offered to staff leaving the authority.

12. Authorities are already required to publish their policies on severance for chief officers⁵ and their policy on discretionary compensation for relevant staff in the event of redundancy.⁶ In addition, other regulations provide for disclosure of remuneration of senior employees including details of severance payments within authorities' annual statement of accounts.⁷
13. Taken together, these measures enable greater scrutiny of the money spent by authorities on severance. However, given continuing public concern about the level and frequency of such payments, there is a case for going further to ensure that decisions to spend local taxpayers' money on large pay-offs are subject to appropriate levels of accountability. Authorities should, therefore, offer full council (or a meeting of members in the case of fire authorities) the opportunity to vote before large severance packages beyond a particular threshold are approved for staff leaving the organisation. As with salaries on appointment, the Secretary of State considers that £100,000 is the right level for that threshold to be set.
14. In presenting information to full council, authorities should set out clearly the components of relevant severance packages. These components may include salary paid in lieu, redundancy compensation, pension entitlements, holiday pay and any bonuses, fees or allowances paid.
15. This follows on from the Secretary of State's announcement⁸ that he intends to remove the costly and bureaucratic requirement for a designated independent person to investigate allegations of misconduct by senior officers from the Local Authorities (Standing Orders) (England) Regulations 2001. We are currently consulting with the Local Government Association and others on the draft regulations to give effect to these changes.

Role of Mayors

16. The Localism Act requires that pay policy statements must be approved by full council. Our expectation would be that where councils have directly elected mayors, they would involve the directly elected mayor and have regard to any proposals the mayor may have before the statement is considered and approved.

⁵ The Localism Act 2011, s.38 (4) (f)

⁶ Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006

⁷ Accounts and Audit (England) Regulations 2011

⁸ Press Notice 9 November 2012 <https://www.gov.uk/government/news/eric-pickles-acts-to-limit-town-hall-chiefs-golden-goodbyes>

Queries

17. If you have any queries on this guidance, please submit them using the details below.

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Hartlepool Borough Council

Pay Policy Statement 2014/15

(Section 38, Localism Act 2011)

To be agreed at Council on 3 April 2014

1. Introduction

- 1.1 This document sets out the Council's pay policy in relation to the remuneration of its employees (excluding those employed by schools with delegated budgets) for the period 1 April 2013 to 31 March 2014 in accordance with Section 38 of the Localism Act 2011¹ and reflects the guidance issued by the Department for Communities and Local Government^{2,3} unless stated differently. This pay policy applies equally to all employees regardless of status and seniority unless stated differently. The policy is subject to annual review and must be approved by the Borough Council for each financial year. The policy will be published on the Council's website⁴ as soon as reasonably practicable after approval or amendment.
- 1.2 Hartlepool Borough Council is committed to transparency and fairness in its payment and remuneration of all of its employees and will comply with all relevant employment legislation.
- 1.3 In 2014/15, the Council has an overall pay budget of £55.968m (excluding school staff) including on-costs for its workforce. In order to deliver these services it will employ around 2,500 people excluding those who are employed directly by schools in Hartlepool, in a variety of diverse roles.
- 1.4 The Council's values give us a desire to increase the standard of living for everyone. Given that the Council is the largest employer in Hartlepool and that around 75% of employees live in the town, it has a major influence on the economic wellbeing of the town and a direct impact on levels of inequality. The Council wants to do all in its power to make Hartlepool a fairer town and is committed to reducing inequality by leading by example and doing so through the way it operates as an organisation.

1 Available at: <http://www.legislation.gov.uk/ukpga/2011/20/contents>

2 Available at: [Openness and accountability in local pay: guidance - Publications - GOV.UK](#)

3 Available at: [Openness and accountability in local pay: supplementary guidance - Publications - GOV.UK](#)

4 Available at: http://www.hartlepool.gov.uk/info/100002/business/1837/hartlepool_council_pay_policies

2. National and other Conditions of Service

- 2.1 The appropriate National Conditions of Service (as detailed in Table 1) are automatically incorporated into employee contracts of employment.

Table 1 – National Conditions of Service in use in the Council

Condition of Service	Type of Employees
Joint Negotiating Committee (JNC) for Local Authority Chief Executives	Chief Executives
Joint Negotiating Committee (JNC) for Chief Officers in Local Authorities	Directors, Divisional Heads and some other senior managers
The Soulbury Committee	Educational Improvement Professionals, Educational Psychologists and Young People's/Community Service Managers
Conditions Of Service for School Teachers in England And Wales ⁵	Head Teachers, Deputy/Assistant Head Teachers, all Leadership, Teachers, Qualified and unqualified teachers
Joint Negotiating Committee for Youth and Community Workers	Youth and Community Workers
National Joint Council (NJC) for Local Government Services – Part 2 only	All other employees

For legal and other reasons, some employees are employed on other conditions of service, for example as a result of TUPE transfers.

- 2.2 The Council's Single Status Agreement is automatically incorporated into the employment contract of NJC for Local Government Services employees.
- 2.3 Sections 1 (paragraphs 1.1.3 and 1.1.4 only), 3 (sub section 3.5 only), 5-9 and 12-16 of the Council's Single Status Agreement apply to all employees where their national conditions of service are silent.

3. Pay Structure

- 3.1 The Council uses nationally negotiated pay rates included in the above national conditions of service as the basis for its local pay structure, which determines the pay bands of the large majority of its workforce. Locally determined pay bands apply for the remainder of the workforce.

⁵ The Conditions of Service for School Teachers In England And Wales August 2000 is supplemented by the statutory School Teachers' Pay and Conditions Document available at <http://www.education.gov.uk/schools/careers/payandpensions/a00203870/strb-21st-report>

- 3.2 National pay awards are automatically applied to the national and local pay rates where employees are employed under the national conditions of service detailed in Table 1. Employees who continue to be employed under their pre transfer conditions of service following their TUPE (or similar) transfer to the Council are
- not entitled to receive pay awards (equivalent to the appropriate Council condition of service national pay awards) where the value of the maximum of the employees pre transfer pay band is greater than the pay they would receive at the maximum of the pay band if they were employed under the appropriate Council conditions of service and/or if the employees are entitled to increments within their TUPE pay band as they are not at the maximum of their TUPE (or similar) pay band.
 - entitled to receive national pay awards in all other circumstances.
- 3.3 All other pay-related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery.
- http://media.education.gov.uk/assets/files/pdf/d/130423_draft_2013_stpcd_for_website_final_updated.pdf
- 3.4 In determining its grading structure and setting remuneration levels for any posts which fall outside the scope of nationally set pay grades, the Council takes account of the need to ensure value for money in respect of the use of public expenditure. This is balanced against the need to recruit and retain employees who are able to deliver high quality services to the community and the need to comply with pay related legislation e.g. in relation to equal pay, national minimum wage etc
- 3.5 In line with good employment practice JNC for Local Authority Chief Executives and JNC for Chief Officers in Local Authorities jobs have been evaluated using the LGA Senior Managers job evaluation and NJC for Local Government Services jobs have been evaluated using the bespoke NJC job evaluation scheme. This is to ensure that the majority of jobs are graded fairly and equitably. Both job evaluation schemes used are substantial schemes. The associated grading structures are attached as Annex A. For legal and other reasons, some employees pay is not consistent with the current grading structures for example as a result of TUPE transfers.
- 3.6 No job evaluation process exists for the remainder of jobs i.e. those on Teachers, Youth and Community workers and Soulbury conditions of service but employees are placed within nationally defined grading structures.
- 3.7 The number of increments in pay bands generally increases from the bottom to the top of pay structures.
- 3.8 As part of its overall and ongoing monitoring of alignment with external pay markets both within and outside the sector, the Council will use available benchmark information as appropriate.

- 3.9 Periodic equal pay audits will be undertaken and pay structures and allowances will be reviewed as necessary.

4 Remuneration on Appointment

- 4.1 Appointments to the posts of Chief Executive, Directors and other Chief Officer posts are subject to the Council's Officer Employment Procedure Rules⁶ and the salary package (including basic pay, any bonuses, fees or allowances routinely payable to the appointee and any benefits in kind) for each post is determined by full Council. Appointments to posts where the salary package is £100,000 or more per annum will be approved by full Council in the case of the appointment of the Chief Executive/Head of Paid Service or by the Appointments Panel in the case of other appointments. Appointment of all other officers is the responsibility of the Head of Paid Service or his/her nominee, and may not be made by members.
- 4.2 New appointments are subject to the Council's Recruitment and Selection Policy and will generally be made to the agreed pay structures at the bottom spinal column point of all pay bands unless there are special circumstances and payment at a higher level can be objectively justified. However, in the event of any employee securing a higher-graded post via internal promotion/recruitment and there being an overlap of salary points between their current post and bottom point of the newly secured position, then the Council will generally pay at a minimum point in the new grade which provides a reasonable increase.
- 4.3 Where employees are redeployed into a lower graded post because of ill health (where this is supported by the Council's Occupational Health Advisor) or as an alternative to redundancy they will generally be appointed to the highest spinal column point within the lower grade so as to minimise financial loss.
- 4.4 From time to time, it may be necessary to take account of external pay levels in the labour market in determining starting salary levels and the use of market forces supplements in order to attract and retain employees with particular experience, skills and capacity.
- 4.5 The Council does not make any "golden hello" payment or any other incentive payments at recruitment other than market forces supplements where these are determined in accordance with the provisions in Table 3.
- 4.6 Where appropriate, the Council pays removal and relocation allowances, as detailed in the Council's Recruitment and Selection Policy upon the presentation of approved receipts.

⁶ Available at http://www.hartlepool.gov.uk/site/scripts/download_info.php?fileID=3956

5. Senior Management Remuneration

5.1 The definition of 'Senior Management' in this statement mirrors the definition of 'Chief Officer' as detailed in Section 42(2) of the Localism Act 2011 i.e.

- the head of its paid service designated under section 4(1) of the Local Government and Housing Act 1989;
- its monitoring officer designated under section 5(1) of that Act;
- a statutory chief officer mentioned in section 2(6) of that Act;
- a non-statutory chief officer mentioned in section 2(7) of that Act;
- a deputy chief officer mentioned in section 2(8) of that Act.

Within Hartlepool, the above definition includes employees on JNC for Local Authority Chief Executives, JNC for Chief Officers in Local Authorities and NJC for Local Government conditions of service plus employees employed on NHS conditions of service as a result of TUPE (or similar) transfers.

5.2 The 'Senior Management' salary bands as at 1 April 2014 are set out in Table 2.

Table 2 – Salary bands of 'Senior Management'

Role	Annual Salary Band as at 1 April 2014	No of Points in Pay Band
Chief Executive	£140,000 – £150,000 ⁷	6
Director of Child and Adults	£100,000 - £110,000 ⁷	6
Director of Regeneration and Neighbourhoods	£100,000 - £110,000 ⁷	6
Director of Public Health ⁸	£64,850 - £81,062 ⁷	1
Chief Officers ⁹	£64,850 - £81,062 ⁷	5
Band 15 ¹⁰	£44,121 - £48,221 ⁷	5
Band 14	£39,351 - £43,043 ⁷	5

5.3 There has been no annual "cost of living" pay award for the Chief Executive, Director of Child and Adults, Director of Regeneration and Neighbourhoods and Chief Officers since April 2008 and for the Director of Public Health since April 2009. The 1% pay award from 1 April 2013 for Band 14 and Band 15 employees is the first since April 2009.

7 Will be automatically updated for any annual pay award (subject to rational agreement)

8 The current employee is paid their TUPE pay

9 Includes 2 employees paid on Chief Officer C which is no longer used for new appointments

10 Includes one employee who is paid their TUPE pay

- 5.4 Since 1 April 2012 the Council have reduced the pay bands of the Chief Executive, the Director of Regeneration and Neighbourhoods and the Director of Child and Adults when vacant posts have been filled. In addition the roles of all Chief Officers have been reviewed with the pay bands of Chief Officer A and B being merged and it being agreed that Chief Officer C will not be used for any new appointments.
- 5.5 The increments for the Chief Executive, Director of Regeneration and Neighbourhoods and Director of Child and Adults are implemented automatically on an annual basis, subject to the Council Plan, Annual Governance Statement and the conclusion of the Budget and Policy Framework being agreed by the Finance and Policy Committee and Council.
- 5.6 Information on 'Senior Management' responsibilities and remuneration will be published on the Council's website¹¹ in line with The Code of Recommended Practice for Local Authorities on Data Transparency¹² and the Accounts and Audit (England) Regulations 2011¹³.

6. Additional Benefits

- 6.1 Employees receive/have access to additional benefits (in addition to basic salary) as outlined in the Table 3.

Table 3 – Additional Benefits

Employees	Additional Benefit
All officers involved in delivering local, Parliamentary and/or European elections and/or referenda	Duty payments in connection with elections as determined locally in consultation with the other Tees Valley Councils and/or by statute depending on the duties concerned.
Employees in Development Scheme posts	Progression through pay bands where pre-determined progression criteria are met.
All employees whose pay reduces as a consequence of organisational change, job evaluation or redeployment	The pay protection arrangements detailed in the Council's Single Status Agreement apply to all employees as a means of assisting employees to adjust, over a 3 year period, to a reduction in pay arising from organisational change, job evaluation or redeployment. At the end of the 3 year protection period the standard pay arrangements apply.

11 Available at:

http://www.hartlepool.gov.uk/info/200110/council_budgets_and_spending/1650/senior_management_team_salary_information/1

12 Available at: www.communities.gov.uk/publications/localgovernment/transparencycode

13 Available at: <http://www.legislation.gov.uk/uk/si/2011/817/contents/made>

Table 3 (cont) – Additional Benefits

Posts/Employees	Additional Payment
All employees who are members of public sector pension schemes	<p>The Council operates the Local Government Pension Scheme (LGPS), the Teachers Pension Scheme (TPS) and the NHS Pension Scheme (PHPS) and makes employer pension contributions, as required, for all employees who elect to participate in one of the above schemes.</p> <p>The current employer pension contributions are as follows</p> <p>Local Government Pension Scheme -14.2% of pensionable pay</p> <p>Teachers Pension Scheme - 14.1% of pensionable pay</p> <p>NHS Pension Scheme - 14% of pensionable pay</p> <p>The contribution rates are regularly reviewed and set by actuaries advising the various Pension Funds.</p>
All employees in posts where there are particular recruitment and/or retention difficulties	<p>As a general rule, the pay bands provide relevant and adequate compensation to attract and retain employees for the vast majority of posts and the necessity to apply a salary supplement should not exist. There may be specific circumstances, however, where an additional market forces supplement may be required to either attract hard to recruit categories of employees or to retain such employees within the employment of the Council. In all circumstances a business case will need to be developed (and reviewed regularly) to support the payment of market supplements which will be approved by members in relation to posts subject to the Council's Officer Employment Procedure Rules⁶ and by the relevant Assistant Director in relation to all other posts.</p> <p>The market forces supplement arrangements detailed in the Council's Single Status Agreement apply to all employees</p>
Chief Solicitor	Payment of £3,432 per annum for acting as Monitoring Officer to Cleveland Fire Authority. This cost is paid for by the Fire Authority and has not changed since 1 April 2010.
All permanent employees	Able to access the Council's Lease Car scheme through a salary sacrifice arrangement.

6 Available at http://www.hartlepool.gov.uk/site/scripts/download_info.php?fileID=3956

Table 3 (cont) – Additional Benefits

Posts/Employees	Additional Payment
All employees	Able to access the Council's Childcare Voucher scheme through a salary sacrifice arrangement.
All employees	Able to access the Council's Cycle to Work scheme through a salary sacrifice arrangement.
All employees	The Council pay a range of allowances/premium payments as detailed in National Conditions of Service (see Table 1 above)
All employees employed under the National Joint Council (NJC) for Local Government Services conditions of service	The Council pay a range of allowances/premium payments as detailed in the Council's Single Status Agreement subject to employees meeting the criteria for payment.

7. Changes to Salaries

7.1 Changes in salary for employees will occur only as a result of

- the application of the provisions in Table 3 above
- promotion
- significant changes to an employees role which results in a different pay band being appropriate (as confirmed by the outcome of an appropriate job evaluation process, where appropriate)
- an honorarium or ex-gratia being appropriate to recognise circumstances or events not covered by conditions of service
- progression of a maximum of one increment each year within previously agreed pay bands based on service, other than as detailed in 5.5 of this policy
- changes in the working arrangements of employees

7.2 The Council does not currently award any performance related pay or bonuses to any of its employees or require them to have an element of their basic pay 'at risk' to be 'earned back' through meeting pre agreed objectives.

8. Payments to all Employees upon Termination of Employment

8.1 Employees who cease to hold office or be employed by the Council will receive payments based on entitlement within their contract of employment, their general terms and conditions and existing policies.

8.2 In the case of termination of employment by way of early retirement, redundancy (voluntary or otherwise) or on the grounds of efficiency of the service, the Council's Early Retirement/Redundancy Policy and Scheme and the Council's Procedure for Managing Reorganisation,

Redeployment and Redundancy set out provisions which apply to all employees.

- 8.3 The Council's Local Government Pension Scheme Discretionary Policy sets out the applicable provisions in respect of awarding additional pension entitlement by way of augmentation or otherwise.
- 8.4 In accordance with the newly developed Council's Constitution, the determination of early retirement applications which do not generate sufficient savings to ensure that the costs of the application (including salary paid in lieu, redundancy compensation, strain on the pension fund, holiday pay and any bonuses, fees or allowances paid) are recovered within a pay back period of 3.05 years or less are considered by members of the Personnel Sub Committee. Officers determine all other early retirement applications. This arrangement does not reflect the Department of Communities and Local Government guidance³.
- 8.5 The new Local Government Pension Scheme¹⁴ effective from 1 April 2014 will require the Council's severance (including early retirement and redundancy) policies to be reviewed and it would be premature to amend the Council's arrangements in advance of the review being undertaken.

9. Lowest Paid Employees

- 9.1 The lowest paid employees will be remunerated at JNC for Government Services spinal column point 10 (equivalent to £14,013 per annum, £7.26 per hour) as a consequence of the Council introducing its own Living Wage for its employees with effect from 1 September 2013.
- 9.2 The Council introduced its Single Status Agreement on 1st April 2007. The lowest paid employees within the Council are appointed to jobs which have been evaluated using the NJC Job Evaluation Scheme and are remunerated accordingly.
- 9.3 The relationship between the rates of pay for the lowest paid and for senior management is determined by the processes used for determining pay and grading structures as set out earlier in this Policy Statement.
- 9.4 The basic pay 'median pay multiple' for the Council is determined by comparing the basic pay of the highest paid full time equivalent employee against that of the median basic pay for the Council at 31 December 2013.

3 Available at: [Openness and accountability in local pay: supplementary guidance - Publications - GOV.UK](https://www.gov.uk/government/publications/openness-and-accountability-in-local-pay-supplementary-guidance)

14 Available at: ADD LINK WHEN REGULATIONS PUBLISHED

- 9.5 The 2013 'median basic pay multiple' with comparative data is detailed in Table 4

Table 4 – 'Basic Pay Multiple'

Year	Pay multiple based on actual basic pay of the highest paid employee as at 31 December	Pay multiple based on maximum basic pay of the highest paid employee as at 31 December)
2011	9.21	9.79
2012	8.16	8.74
2013	8.19	8.65

- 9.6 The Council will generally aim to ensure that the basic pay 'pay multiple' does not exceed ten.

10. Employment of Individuals already in receipt of a public sector pension

- 10.1 The Council does not generally support the employment of individuals already in receipt of public sector pensions in respect of posts subject to the Officer Employment Procedure Rules⁶ as doing so potentially restricts the recruitment of younger workers who may be disadvantaged in the labour market. However there may be circumstances where the employment of an individual with a public sector pension is the most effective and efficient way of meeting the Council's needs. Members will approve any appointments in respect of posts subject to the Officer Employment Procedure Rules⁶.
- 10.2 In respect of posts not subject to the Officer Employment Procedure Rules⁶ the Council does not generally support the employment of former Hartlepool Council employees who have accessed their pensions when they left the employment of the Council as doing so potentially restricts the recruitment of younger workers who may be disadvantaged in the labour market. However there may be circumstances where the employment of former Council employees who have accessed their pensions when they left the employment of the Council in posts not subject to the Officer Employment Procedure Rules⁶ is the most effective and efficient way of meeting the Council's needs. In these circumstances the Chief Executive (in his role as head of the paid service) will formally approve any appointments.

⁶ Available at http://www.hartlepool.gov.uk/site/scripts/download_info.php?fileID=3956

11. Employment Of Individuals under a Contract For Services

- 11.1 The Council does not generally support engaging individuals under a 'contract for services' where the Council is not required to make either pension or national insurance contributions for such individuals as it supports the Government's commitment to tackling all forms of tax avoidance and recognises that public appointments that involve arrangements whereby savings in tax and National Insurance contributions are made may be at the expense of other taxpayers or other parts of the public sector. However there may be exceptional circumstances where engaging an individual under these terms is the most effective and efficient way of meeting the Council's needs. If this situation applies formal approval will be sought from members in relation to posts subject to the Officer Employment Procedure Rules⁶ and from the Chief Executive (in his role as head of the paid service) in respect of other posts and individuals will be sourced through an appropriate procurement process in accordance with the Council's Contract Procedure Rules (which ensure the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service).

12. Income Tax and National Insurance

- 12.1 The Council does not enter into arrangements with individual employees to minimise their tax and national insurance contributions other than via salary sacrifice schemes.

13. Use of Agency Workers

- 13.1 The Council does not generally support using agency workers. However there may be circumstances where engaging agency workers is the most efficient and effective way of meeting the Council's needs. If this situation applies formal approval will be sought from the relevant Assistant Director. Agency workers operating in the Council receive at least the national minimum wage initially and at least the pay of comparable employees after 12 weeks of qualifying service.

14. Apprentices

- 14.1 The Council has entered into a partnership with Hartlepool College of Further Education whereby the Council fund the College to employ apprentices and place them with the Council. The apprentices are paid the appropriate national minimum wage (depending upon individual circumstances).

⁶ Available at http://www.hartlepool.gov.uk/site/scripts/download_info.php?fileID=3956

- 14.2 Employees with substantive jobs who undertake apprenticeships via the Council's Adult Education service within their current duties and responsibilities will continue to be paid in accordance with their contract of employment.

15 Contractors pay

- 15.1 The Council requires that contractors comply with the national minimum wage legislation in all new and extended Council contracts and encourages all contractors to pay the Council's Living Wage (see 9.1 above).
- 15.2 The Council will encourage all local employers employing 250 or more employees to publish their pay multiple.

Annex A

Grading Structures based on Job Evaluation Schemes**LGA Senior Managers Job Evaluation Scheme**

Pay Band	Job Evaluation Points*		Spinal Column Points	
	JE Points Minimum	JE Points Maximum	SCP Minimum	SCP Maximum
Chief Executive	1990		1	6
Directors	1710	1940	1	6
Chief Officer	1150	1700	1	5
To be assessed under the Local Government Services Job Evaluation Scheme – see below	0	1140	N/A	N/A

* JE point scores increase in tens

Local Government Services Job Evaluation Scheme

Pay Band	Job Evaluation Points		Spinal Column Points	
	JE Points Minimum	JE Points Maximum	SCP Minimum	SCP Maximum
Band 1 - 3	0	289	10	10
Band 4	290	299	11	12
Band 5	300	327	13	15
Band 6	328	355	16	18
Band 7	356	383	19	21
Band 8	384	411	22	24
Band 9	412	446	25	28
Band 10	447	481	29	32
Band 11	482	516	33	36
Band 12	517	551	37	40
Band 13	552	606	41	45
Band 14	607	661	46	50
Band 15	662	1000	51	55

FINANCE AND POLICY COMMITTEE

27 February 2014



Report of: Assistant Chief Executive

Subject: WORKERS MEMORIAL DAY

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key.

2. PURPOSE OF REPORT

- 2.1 To present a request from the Hartlepool Joint Trades Union Committee for the Council to continue to recognise and support Workers Memorial Day on 28 April 2014.

3. BACKGROUND

- 3.1 A letter from the Hartlepool Joint trades Union Committee is attached (**Appendix A**) which includes information about arrangements for Workers Memorial Day.

4. RECOMMENDATIONS

- 4.1 To consider the request from the Hartlepool Joint Trades Union Committee that:
- a) The Authority considers promoting a minutes silence in Council Buildings and to Council staff at 12.30pm on Monday 28th April 2014, in remembrance of 'those workers who have lost their lives through industrial accident or disease.
 - b) The Authority gives consideration to authorising the lowering of flags on public buildings on Monday 28th April 2014.
 - c) The Authority gives consideration to allowing the sale of the Workers Memorial Day Remembrance forget-me-not purple ribbons on Council premises to staff and public.
 - d) The Authority gives consideration to assisting in promoting / publicising the event to the wider public

- e) The Authority authorizes the use of Council Premises on Monday 8th April 2014 for the service and for guests before / after the Workers Memorial Day Service & Wreath Laying Ceremony.

5. CONTACT OFFICER

Andrew Atkin
Assistant Chief Executive
Tel: 01429 523003
Email: Andrew.atkin@hartlepool.gov.uk

HARTLEPOOL JOINT TRADES UNION COMMITTEE

Chair:- S J Williams

Secretary:- E Jeffries

Union Suite

Carnegie Buildings

Northgate, Headland

Hartlepool

TS24 0LT

Tel:- 01429 523868

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Cllr Christopher Akers-Belcher

Chairman

Finance & Policy Committee

Hartlepool Borough Council

Report to HBC Finance & Policy Committee.

April 28th - Workers Memorial Day

Please see attached an updated report from Hartlepool Trades Union Council on arrangements for the Workers Memorial Day Service, Monday 28th April 2014, 12.30pm, Christchurch TIC & Art Gallery, Church Square, Hartlepool with guest speakers including Roy Rickhuss, General Secretary, Community; Heather Wakefield, Head of Local Government, UNISON and Trevor Burden, bereaved family member, with special guest, Stephen Hughes MEP.

HJTUC recognize the importance of these events and request that the Finance & Policy Committee give consideration to the following:-

- a) The Authority considers promoting a minutes silence in all public buildings and to Council staff at 12.30pm on Monday 28th April 2014, in remembrance of 'those workers who have lost their lives through industrial accident or disease.
- b) The Authority gives consideration to authorising the lowering of flags on public buildings on Monday 28th April 2014
- c) The Authority gives consideration to allowing the sale of the Workers Memorial Day Remembrance forget-me-not purple ribbons on Council premises to staff and public.
- d) The Authority gives consideration to assisting in promoting / publicising the event to the wider public
- e) The Authority authorizes the use of Council Premises on Monday 28th April 2014 for the service and for guests before / after the Workers Memorial Day Service & Wreath Laying Ceremony.

The Theme for this year's Workers Memorial Day is 'Protecting workers around the world through strong regulation, enforcement and union rights'

Everybody Welcome

The service is especially open to all family, friends, colleagues who wish to remember loved ones who have died or been injured, or made ill through their work.

Employees who have died through Industrial Accident or Disease whilst trying to earn an honest living for themselves and their families are not publicly remembered on any other day

Edwin Jeffries

Secretary.

Hartlepool Trades Union Council

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c/o Union Suite
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Secretary:- Alan Walker
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Hartlepool
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07884 497893

email:- Alan.Walker@barchester.com

WORKERS MEMORIAL DAY (28TH APRIL 2014)

Report by Hartlepool Trades Union Council (HTUC)

1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is to update Hartlepool Borough Council Finance & Policy Committee on the arrangements for the Workers Memorial Day Remembrance Service & Wreath Laying Ceremony and other events to be held around Workers Memorial Day, April 28th 2014. To highlight the ongoing requirement for partnership working to aid the improvement of Health & Safety to reduce the number of workplace accidents, injuries, diseases and deaths, that in the majority of cases are avoidable, across the employment sector as a whole and to request that the Finance & Policy Committee agrees to a) to e) as outlined in item 4 as recommended.

2.0 BACKGROUND

- 2.1 International Workers Memorial Day takes place around the world on the 28th April each year. The slogan for the Day is "Remember the Dead, Fight for the Living."

The purpose of Workers Memorial Day is two-fold. First, we remember the dead, because those who have died, been injured, or made ill through their work; deserve not to be forgotten. Secondly, we fight by campaigning for the living, so that people can go to work and provide for themselves and their family, without risk to their health and safety.

Each year more people are killed by work than in wars. Most do not die of mystery ailments, or in tragic incidents. They die because of a health and safety failure. Every year worldwide, over 2 million people are killed by their own, or someone else's work - that's about 5,000 per day.

A Workers Memorial Day Service and Wreath Laying Ceremony organised by Hartlepool Trades Union Council has been held in Hartlepool since 1999 and has been held on the official day of 28th April since 2000.

Yvette Copper, Work and Pensions Secretary of State, announced on 28th January 2010 that the UK will give official recognition to Workers Memorial Day to commemorate thousands of people who have died, been seriously injured or made ill through their work.

It is only with enforceable and enforced legislation and the Employers working together with the Trade Unions to improve Health & Safety in all workplaces that we can ever hope to reduce the number of workplace accidents, injuries, diseases and deaths that, in the majority of cases, are avoidable.

2.2 In 2012/13 (UK) according to the Health & Safety Executive.

Injuries

148 workers were killed at work,
78 222 other injuries to employees were reported under RIDDOR,
175 000 reportable injuries (defined as over-7-day absence) occurred,
according to the Labour Force Survey,

Ill health

1.1 million people who worked during the last year were suffering from an illness (long-standing as well as new cases) they believed was caused or made worse by their current or past work. **0.5 million** of these were new conditions which started during the year*.

A further **0.7 million** former workers (who last worked over 12 months ago) were suffering from an illness which was caused or made worse by their past work*.

2291 people died from Mesothelioma in 2011 and thousands more from other occupational cancers and diseases such as COPD.

Working days lost

27 million days were lost overall in 2011/12* due to work-related ill-health or injury (17 days per case).

22.7 million due to work-related ill health and **4.3 million** due to workplace injury. A more recent estimate for injuries indicates that **5.2 million** days were lost in 2012/13 (no data is available for ill health).

Society no-longer finds drink-driving or domestic violence acceptable. It is time for work-related ill-health, injury, and death to also become unacceptable rather than a tragic but accepted part of the world of work.

The HSE has in the past stated that about 70% of workplace "accidents" are due to the poor management of health and safety.

Worldwide, hundreds of thousands die in workplace "accidents" and millions die of occupational diseases every year. Employers working together with the Trade Unions is the remedy. Prevention is the only cure.

To remember those who died at work we organise the Workers Memorial Day Remembrance Service on 28th April (International Workers Memorial Day) of each year.

3.0 **Workers Memorial Day 2014 – Event arrangements.**

3.1 Remembrance Service & Wreath Laying Ceremony (* *Laying of a wreath*)

The service will take place on Monday 28th April 2014, 12.30pm, Christchurch TIC & Art Gallery, Church Square, Hartlepool and the laying of the wreaths will follow at the Workers Memorial in Church Square, Hartlepool.

Officiates – Revd Rosalyn Hall and Revd Christopher Collinson

Special Guest:- Stephen Hughes MEP, who will be saying a few words prior to the wreath laying ceremony and will lay a wreath on behalf of 'all workers who have been killed or injured at work'

Guest speakers:-

Roy Rickhuss, General Secretary, Community*

Heather Wakefield, Head of Local Government, UNISON*

Trevor Burden, bereaved family member*. (Father of Jason Burden**)

(**Jason Burden (19) was killed whilst on work placement in December 2011 when a piece of machinery he was using fell from a bench crushing him, he was immediately airlifted to Hospital but died en-route).

Iain Wright MP, Shadow Minister for Competiveness and Enterprise, will give a 'reading' at the service.

Over 30 wreaths will be laid by Individuals and Organisations to remember all those who have died, been injured, or made ill through their work.

Individual flowers will also be made available for anyone present to lay a flower at the Workers Memorial in Church Square in memory of a loved one.

The Café Area, Christchurch TIC & Art Gallery, will be available from 12 noon and after for people to congregate. Tea / Coffee etc will be available and also be available after the service where tea / coffee and a light buffet will be available.

A lone Scottish piper will be playing in Church Square from 11.45am and will 'pipe' guests and attendees from / to Christchurch at 12.20pm to take their seats in time for the minutes silence at 12.30pm at the start of the service.

Following the formal service the Wreath Laying Ceremony will take place at the Workers Memorial in Church Square. *(Individual flowers will be made available for anyone present to lay a flower at the Workers Memorial in Church Square in memory of a loved one).*

'HBC Sing' (Choir) will be performing choral work/s specially chosen for Workers Memorial Day

In 2009, and 2012, HTUC commissioned a DVD from Hartlepool College of Further Education (HCFE) to promote Workers Memorial Day and highlight the need for health & safety in the workplace. Work has now begun with HCFE on the production of a new DVD for 2014.

The Theme for the 2014 Workers Memorial Day is 'Protecting workers around the world through strong regulation, enforcement and union rights'

Employees who have died through Industrial Accident or Disease whilst trying to earn an honest living for themselves and their families are not publicly remembered on any other day.

Everybody Welcome

The service is especially open to all family, friends, colleagues who wish to remember loved ones who have died or been injured, or made ill through their work.

3.2 **Memorial Service for Students – Hartlepool College of Further Education.**

The memorial service for students in 2014 will be held on Monday 28th April, 11.00am, in Hartlepool College of Further Education. Following the conclusion of the service a wreath will be laid at the 'Tree of Remembrance' in Hartlepool College of Further Education.

Hartlepool College of Further Education ran a competition to design the cover of the Order of Service 2013. Due to the high standard of response the cover of the Order of Service 2014 was also chosen. (see attached).

3.3 HTUC Health & Safety Seminar

This year's event (2014), sponsored by Thompsons Solicitors, will take place at the Hartlepool College of Further Education at 9.00am to 12noon and will be followed at 12.30pm by the Workers Memorial Day Service & Wreath Laying Ceremony. Speakers / presentations from Thompsons Solicitors, IOSH and Nigel Bryson, Director, Bryson Consulting.

Invitations will be circulated to Trade Unions / Employers Organisations / Local Authorities / Teesside Safety Group etc..

Recognised TUC Health & Safety representatives / Councillors / Managers & Employer Representatives are invited to attend.

3.4 Radio Hartlepool

HTUC is currently working with Radio Hartlepool to promote the service including a periodic presence on a mid-morning show, inclusion in the What's Happening Guide, and to have a dedicated broadcast on Workers Memorial Day.

As part of the broadcast (pre-recorded) it is the intention to give anyone who may have lost a loved one, friend or colleague through a work related 'accident' the opportunity to have their say and to choose their, or their loved ones, favourite piece of music to be played. It is also intended to synchronise the timing of the broadcast with the service at Christchurch.

4 **Recommendations:-**

The Finance & Policy Committee agrees to:-

- a) Promoting a minutes silence in all public buildings and to Council staff at 12.30pm on Monday 28th April 2014, in remembrance of 'those workers who have lost their lives through industrial accident or disease.
- b) Authorising the lowering of flags on public buildings on Monday 28th April 2014.
- c) Allowing the sale of the Workers Memorial Day Remembrance forget-me-not purple ribbons on Council premises to staff and public.
- d) Assisting in promoting / publicising the event to the wider public
- e) The use of Council Premises on Monday 28th April 2014 for the service and for guests before / after the Workers Memorial Day Service & Wreath Laying Ceremony.

The Theme for the 2014 Workers Memorial Day is 'Protecting workers around the world through strong regulation, enforcement and union rights'

Employees who have died through Industrial Accident or Disease whilst trying to earn an honest living for themselves and their families are not publicly remembered on any other day.

Remember the Dead & Fight for the Living

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President
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Hartlepool Trades Union Council

Workers Memorial Day

28th April 2014



Remember the dead
Fight for the Living



Designed by Sophie Goodlad (Extended Diploma in Art and Design)

FINANCE AND POLICY COMMITTEE

27th February 2014



Report of: Corporate Management Team

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 purposes of the report are to inform Members of:

- i) 2013/14 Forecast General Fund Outturn;
- ii) Corporate Income Collection Performance;
- iii) Progress in achieving the capital receipts target; and
- iv) 2013/14 Capital Programme Monitoring.

3. BACKGROUND

- 3.1 As part of the Peer Review action plan it was agreed to submit bi-monthly financial management reports to Members. 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 This is the fourth of a series of detailed reports which will be submitted to this Committee during the current financial year.
- 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.

4. 2013/14 FORECAST GENERAL FUND OUTTURN

- 4.1 Previous reports highlighted the robust action taken by the Corporate Management Team to manage the 2013/14 revenue budget to achieve underspends through a combination of:
- Holding posts vacant, which will help reduce the number of compulsory redundancies in 2014/15;
 - Achieving planned 2014/15 savings earlier;
 - Careful management of budgets to avoid expenditure where this does not have an adverse impact on services;
 - Savings in interest costs as a result of current interest rate structures.
- 4.2 As a result of these actions a significant managed underspend will be achieved in the current year. There will also be a one-off financial benefit arising from the review of reserves and the risks reserves. Details of this review were presented to Finance and Policy Committee on 19th September 2013.
- 4.3 There are a number of unavoidable one-off financial commitments which will need to be funded from these resources, which have previously been reported in the detailed Financial Management reports. After reflecting these commitments the latest forecast outturn position is an uncommitted 2013/14 under spend of between £0.729m and £1.160m, as summarised in the table overleaf. The range reflects the impact of seasonal and demand led budgets where actual expenditure over the last three months of the financial year remains uncertain.
- 4.4 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 and further details are provided in the 2014/15 to 2016/17 Medium Term Financial Strategy Report, reported to this Committee on 31st January 2014.

2013/14 General Fund – Forecast Outturn

	Worst Case £'000	Best Case £'000
<p>Departmental Managed Underspends</p> <p>Range reflects seasonal and demand led budgets which are difficult to predict. Details of forecast Departmental Outturns are provided in Appendices B to E, which includes details of the main reasons for the forecast underspends.</p>	1,486	1,832
<p>New Homes Bonus</p> <p>In 2013/14 the Council will receive a one-off refund in respect of grant funding top sliced from the national Local Government funding pot to pay for the New Homes Bonus payments in 2012/13, which were lower than anticipated by the Government.</p> <p>As part of the update of the MTFS considered by Members on 2nd August 2013 this amount has been earmarked towards the strategy to manage capital risks</p>	211	211
<p>Property Running Costs</p> <p>The budget for this area is £3m and covers the running costs for all Council buildings i.e. gas, electricity, rates and repairs.</p> <p>The worst case forecast outturn is that expenditure will be within budget and reflects anticipated seasonal expenditure if there is a requirement for increased maintenance and energy during the winter months. Best case shows that this would not be required.</p>	0	135
<p>Corporate Budgets</p> <p>This underspend mainly consists of reduced capital financing costs and lower employee pensions costs. These items have been included as permanent savings in the 2014/15 MTFS. In addition, a contribution from Core Revenue Grant changes linked to the Education Services Grant has been included as a contribution to reserves in Table 1 Appendix A.</p>	3,491	3,491
<p>Reserves Review</p> <p>Finance and Policy Committee on the 19th September, 2013 agreed to release £0.631m following a review of reserves.</p>	631	631
Sub Total to be shown in Statement of Accounts	5,819	6,300
Less One- off commitments		
Key issues already reported, these are detailed in Appendix A.	(1,761)	(1,761)
Creation of Departmental Reserves/Members' Ward Budgets	(3,329)	(3,379)
Net Forecast uncommitted resources as at 31.12.13	729	1,160
Net Forecast uncommitted resources as at 31.10.13	729	1,160

5. Creation of Departmental Reserves

- 5.1 The outturn projections detailed in the previous section reflect 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 Table 1 provides details of the reserves which have already been approved by this Committee, which in broad terms 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.

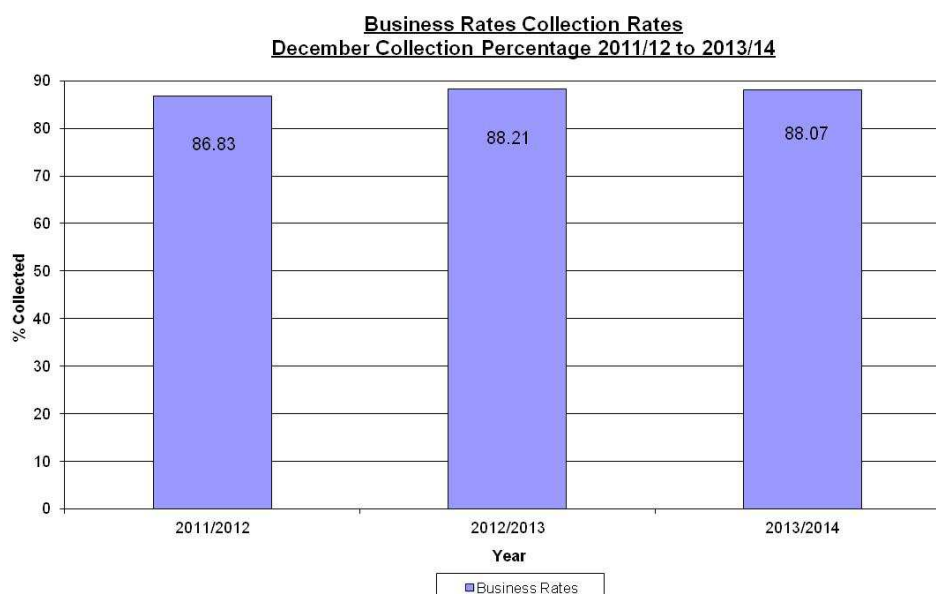
6. Projected Grant Income to be Earmarked to fund 2014/15 Expenditure

- 6.1 The Department of Health (DoH) and Clinical Commissioning Group (CCG) budget arrangements have less flexibility to carry forward resources at the end of the financial year than local authorities. At a national level this often results in additional one-off funding from the DoH to councils being provided toward the year end. Similarly the Council will work closely with the CCG to ensure resources allocated to the Hartlepool area are retained in the town. The amount of this funding will not be known until March 2014. Therefore, to address these issues the Council will carry forward this funding at the financial year end as an Earmarked Reserve. The reserve will be used in 2014/15 to meet defined national and/or local spending priorities defined or agreed with the funders.

7. Corporate Income Collection Performance

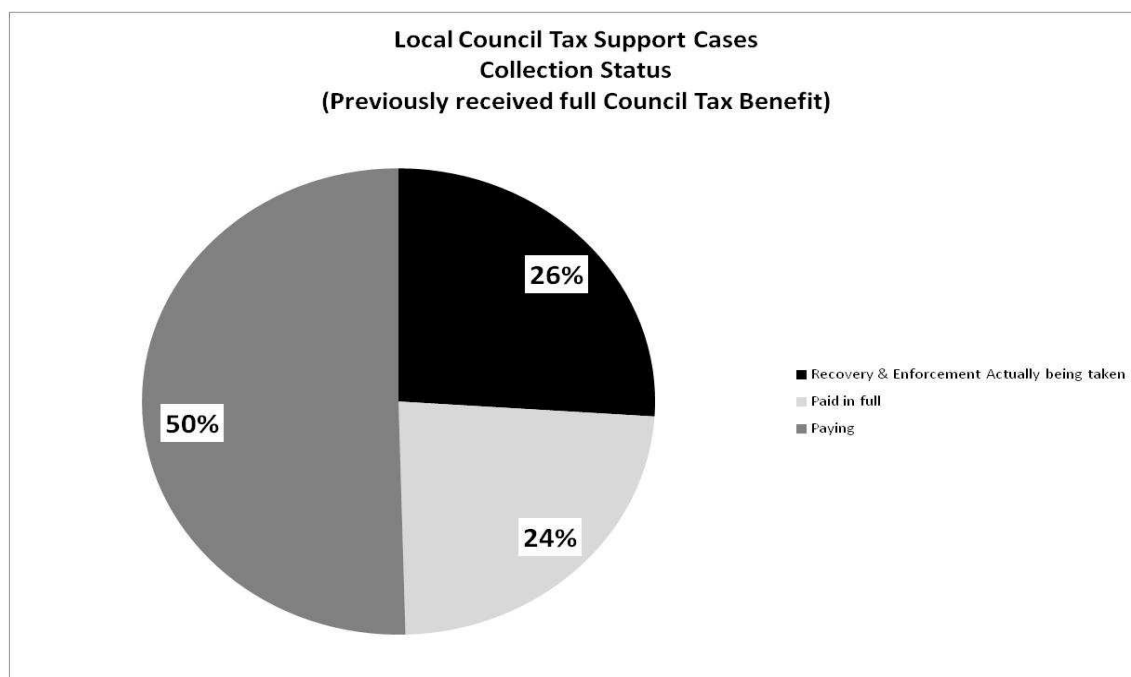
- 7.1 The 2013/14 Medium Term Financial Strategy report advised Members that significant changes were implemented with effect from 1st April 2013 to re-localise Business Rates and implement Local Council Tax Support schemes. As a result of these changes approximately 45% (i.e. £44 million) of the net General Fund budget is funded from a combination of Business Rates and Council Tax collected locally. The following paragraphs provide more information on the impact of these changes and also progress in collecting Sundry debts.
- 7.2 **Business Rates Income**
- 7.3 The re-localisation of Business Rates is a significant additional financial risk for Local Authorities to manage as 50% of any shortfall arising from either non payment by businesses, or reductions arising from the Valuation Office re-assessing rateable falls on individual authorities. A 'safety net' system is in operation, although this only compensates authorities for any shortfalls above 7.5% of the safety net figure. Prior to 2013/14 any shortfall in Business Rates collected was funded at a national level from the overall Business Rates pool.

- 7.4 Whilst, collecting Business Rates has always been an important responsibility and the Council has typically collected 98% in year (national average 97.1% for unitary and metropolitan councils), the changes implemented in April make this an even more important issue for the Council.
- 7.5 In terms of the overall Business Rates collection rate, at the 31st December 2013 this is down slightly by 0.14%, compared to the same period last year, as summarised in the graph below. It is anticipated that the annual target of 98% collection will still be achieved.



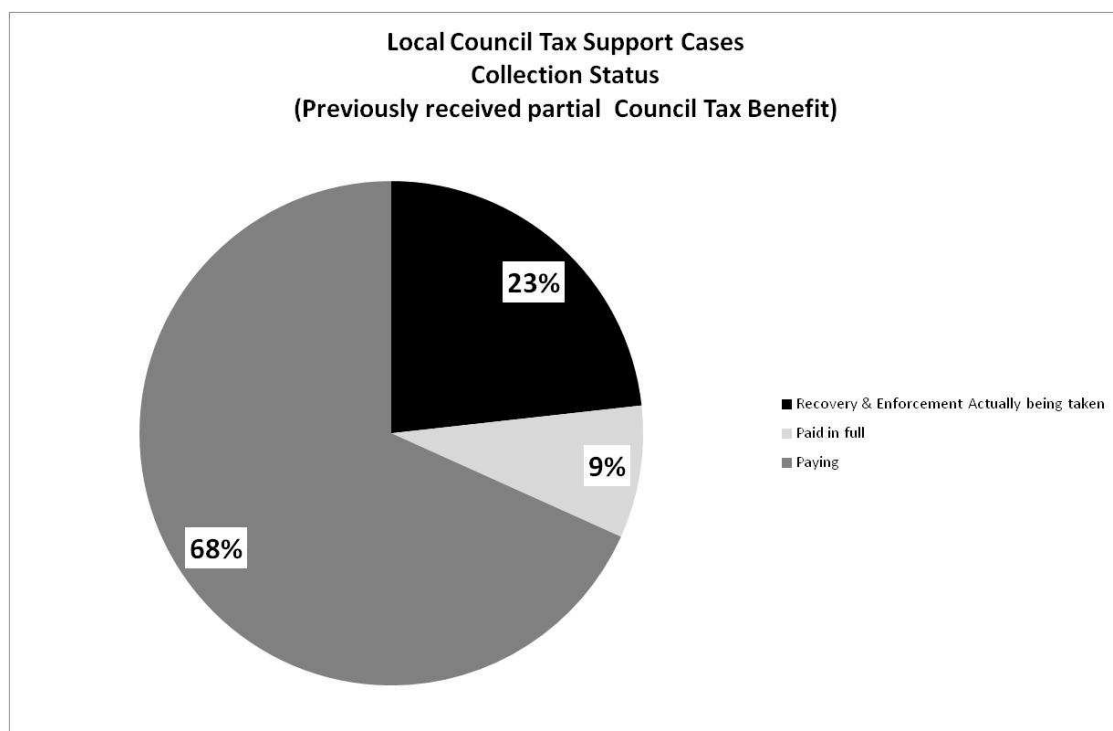
7.6 Council Tax

- 7.7 The overall Council Tax collection rate, at the 31st December 2013 was 82.02% compared to 82.68% for the same period last year, down slightly by 0.66%. This position largely reflects the impact of the Local Council Tax Support (LCTS) Scheme and the introduction of new Government regulations that allow households to choose to spread the payment of their Council Tax over 12 months rather than over 10 months as applied in previous financial years.
- 7.8 Of the 6,000 households affected by the LCTS Scheme, the chart below shows that 24% have paid in full and over half of households are paying regularly. This position reflects the Council's arrangements for making payment as convenient and flexible as possible. Over 2,600 Paypoint Cards have been issued to these households.
- 7.9 Recovery action is progressing against 26% of households supported by the LCTS scheme. Over 1,500 Court Liability Orders have been secured. There are 875 cases where the Department for Work and Pensions has already commenced weekly deductions from other welfare benefits to pay the council tax liability.



7.10 Of the 2,600 working age households that were previously only entitled to partial Council Tax Benefit, the chart below shows that over three quarters of these households have either paid or are paying.

7.11 The chart shows 23% (594) of these households are currently the subject of standard recovery procedures. As at 31st December Court Liability Orders have been served for 486 of these 594 households. Further recovery activity including Court action is currently being progressed for the remaining 108 cases.

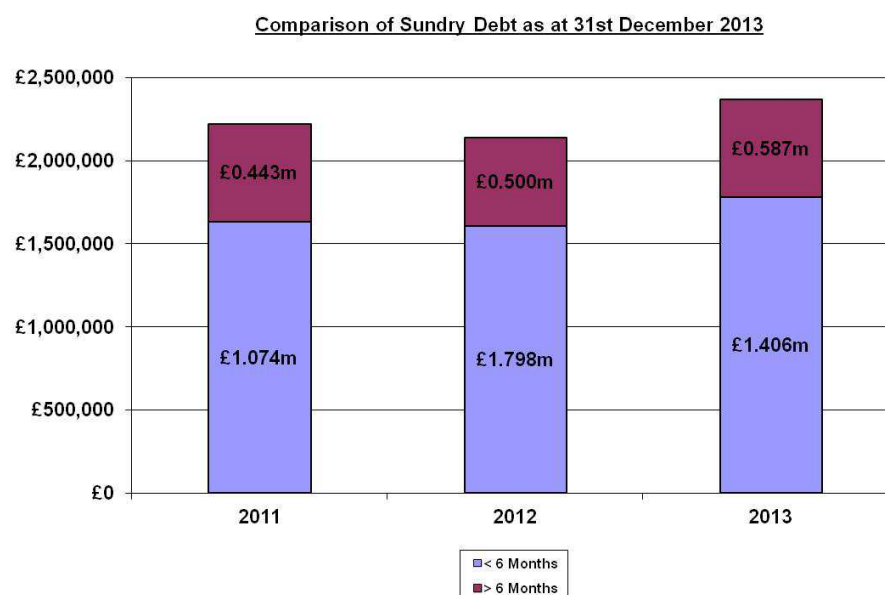


7.12 At the end of December collection of Council Tax from Local Council Tax Support (LCTS) households is within the financial planning parameters that underpin the 2013/14 LCTS scheme.

7.13 Sundry Debts

7.14 The Council also collects significant Sundry Debts income for the payment of services provided by the Council. In total £15.523m of sundry debts have been raised in 2013/14. To date £14.649m (94%) of this amount has been collected.

7.15 Robust procedures for collecting the remaining outstanding debt are in place. The following graph shows the comparable positions at 31st December for the last three years for long term debt and current debt which has been outstanding for less than six months: -



7.16 Total Debtors at 31st December totalled £1.993m, of which, £1.406m (70.55%) relates to current debts which are less than 6 months old. The remaining debtors total £0.587m; of this amount, 29.45% is under recovery action and 9.79% is unrecoverable and is pending write off (£0.057m).

8. Progress in achieving the Capital Receipts Target

8.1 A detailed report on the progress of achieving the capital receipts target was presented to this Committee on the 19th December, 2013. The report indicated that it will be extremely challenging to achieve the capital receipts targets and there remains a risk that this target takes longer to achieve than forecast, which would result in an unbudgeted pressure in 2015/16.

8.2 This issue is covered in detail in the 2014/15 to 2016/17 MTFS Report. By the end of the current financial year it is anticipated capital receipts of approximately £2.3m will have been achieved, leaving £4.2m to be achieved to fund forecast expenditure commitments. It is anticipated that owing to the different phasing of capital expenditure commitments and the phasing of capital

receipts there will be a temporary funding shortfall in 2013/14 of £2.095m. This will need to be funded from Prudential Borrowing. The costs of using Prudential Borrowing can be accommodated within existing budgets. This issue has also been reported in the MTFS report.

9. 2013/14 Capital Programme Monitoring

- 9.1 Capital Expenditure for all departments to the 31st December, 2013 is summarised in the table below.

Department	2013/14 Budget	2013/14 Actual to 31/12/13	2013/14 Remaining Expenditure	2014/15 Re-phased Expenditure	2013/14 Variance from budget Adverse/ (Fav ourable)
	£'000	£'000	£'000	£'000	£'000
Child & Adult Services	10,610	3,653	2,020	4,937	0
Chief Executive	102	0	0	102	0
Corporate	1,186	87	652	447	0
Public Health	359	75	254	30	0
Regeneration & Neighbourhoods	31,083	13,098	12,536	5,449	0
Total Capital Expenditure	43,340	16,913	15,462	10,965	0

- 9.2 The table above shows actual expenditure to 31st December 2013 of £16.913m compared to a budget of £43.340m leaving £15.462m to be spent in 2013/14. At this stage anticipated expenditure and resources of £10.965m will be re-phased into 2014/15. This primarily relates to the phasing of the ICT BSF contract and the procurement of vehicles some of which have been deferred as a result of extending the useful life of existing vehicles before they are replaced in order to generate operational savings.
- 9.3 As indicated in a previous report there is a longer lead in time for capital schemes and therefore it is not unusual for expenditure to be low at this stage of the year.
- 9.4 Detailed financial information on the capital programme for individual Departments by Committee is provided in Appendices F to J.

10. CONCLUSIONS

- 10.1 As reported in the MTFS elsewhere on the agenda the Council is facing greater financial challenges over the next three years than it has faced since becoming a unitary authority in 1996.
- 10.2 The initial assessment of the forecast outturn reported in May 2013 enabled Members to begin to address these issues by earmarking one-off resources to support the 2014/15 budget, support the development of the Local Council Tax Support Scheme for 2014/15 to 2016/17 and to earmark resources to manage Business Rates risks, particularly in relation to the Power Station.

- 10.3 This report provides an update of the initial outturn forecasts for 2013/14 including those resources identified as part of the reserve review. As detailed in the MTFs the uncommitted underspend projected at the year end of **£729,000** has been used for planning purposes to support the budget over the years 2014/15 to 2016/17.
- 10.4 In relation to collection of Business Rates and Council Tax these issues are impacted by the significant changes implemented in April 2013 and the ongoing difficult economic climate. At the 31st December 2013 collection rates for the current year are slightly lower than the same period last year, as summarised below. Robust recovery action will continue to be pursued over the remainder of the financial year to maximise in-year collection rates.

	31.12.11	31.12.12	31.12.13
Business Rates Collected	86.83 %	88.21%	88.07%
Council Tax Collected	83.32%	82.68%	82.02%

11. RECOMMENDATIONS

- 11.1 It is recommended that Members note the report.

12. REASONS FOR RECOMMENDATIONS

To update the Finance and Policy Committee on the Council's financial position and to enable Members to make decisions as part of the overall budget process for 2014/15 later in the year.

13. BACKGROUND PAPERS

Medium Term Financial Strategy Report referred to Finance and Policy Committee 31st May 2013, 2nd August 2013, 18th October 2013 and 19th December 2013.

Quarter 1 Strategic Financial Management Report. 23rd August, 2013
 Strategic Financial Management Report 18th October 2013.
 Strategic Financial Management Report 19th December 2013

14. CONTACT OFFICER

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 01429 523003

Budget	Description of Expenditure	December Projected Outturn Adverse/ (Favourable) Worst Case	December Projected Outturn Adverse/ (Favourable) Best Case	Comments
£'000		£'000	£'000	
31,506	Adult Committee	(546)	(569)	Underspends predominantly owing to staffing costs and management of contracted services mainly resulting from early achievement of 2014/15 planned savings. These are partly offset by demographic pressures for services.
21,266	Child Committee	393	190	Overspend predominantly relates to Children and Families pressures arising from increases in the numbers of looked after children. The range reflects the highly unpredictable and differing care needs within this area. The majority of the increase in outturn projection since October reflects new children's placements projected to the end of the financial year.
52,772	Total Child & Adult	(153)	(379)	
1,985	Finance & Policy Committee	10	(20)	Favourable variance on central departmental budgets £90k which is mainly owing to general fund salary underspends, Functions Catering upto £160k deficit, Building Maintenance deficit £50k , favourable variance on Logistics £80k and £50k School Catering favourable variance.
4,042	Regeneration Committee	(470)	(490)	Favourable variance of £150k relates to the planned contribution to the Major Repairs Reserve on Social Housing (see Table 1). Also included is a £240k surplus on the 'Going Forward' project following successful completion of outcomes. Surplus is to be used to create a reserve to extend existing economic development schemes to March '16. Adverse variance of £90k on Cultural Services relates to a shortfall in income at the Maritime Experience. Building Control and Development Control are projecting an adverse variance on income of between £100k and £240k but this will be covered by the existing income risk reserve.
17,617	Neighbourhoods Committee	(180)	(230)	Waste (recycling income and falling tonnages) £20k favourable, Concessionary Fares renegotiation £200k favourable, Car Parking £250k Adverse resulting from an increase in rates, service charge and maintenance costs. Surplus expected on Engineering Services and Coastal Defence budget £290k . A reserve of £100k will be created to support future Coastal Protection works on the Headland. Adverse variance on Grounds Maintenance £150k relating to additional works required in the Summer and a reduction in Trading Income. Favourable variance on Home to School Transport £30k. Community safety external funding of £50k to be rephased to 14/15 to support ongoing projects (included in contribution to reserves see Table 1).
23,644	Total Regeneration & Neighbourhoods	(640)	(740)	
4,807	Finance & Policy Committee	(860)	(860)	£350k Housing Benefit Subsidy, £70k Advanced 14/15 savings, £340k staffing vacancies, incremental drift, maternity leaves, £100k additional court costs awarded after an increase in court summons during year
4,807	Total Chief Executive	(860)	(860)	
612	Finance & Policy Committee	35	(112)	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	20	
82,575	Sub-Total Departmental Budgets	(1,486)	(1,959)	
82,575	Sub-Total Brought Forward	(1,486)	(1,959)	

Budget	Description of Expenditure	December Projected Outturn Adverse/ (Favourable) Worst Case	December Projected Outturn Adverse/ (Favourable) Best Case	Comments
£'000		£'000	£'000	
(1,188)	Additional New Homes Bonus Grant	(211)	(211)	Councils received a one-off New Homes Bonus Grant to distribute monies held back by DCLG. This amount is earmarked towards the strategy for funding ongoing capital risks.
3,058	Property Running Costs	0	(135)	This reflects demand led and seasonal budget fluctuations.
9,406	Corporate Budgets	(3,491)	(3,491)	This underspend mainly consists of reduced capital financing costs and lower employee pensions costs. These items have been included as permanent savings in the 2014/15 MTFS.
11,276	Total Corporate	(3,702)	(3,837)	
-	Reserve Review	(631)	(631)	On 19th September Finance and Policy Committee agreed to release £0.631m as a result of the review of reserves.
93,851	Sub-Total Corporate & Departmental	(5,819)	(6,427)	
	<u>Commitments to be funded from forecast underspend</u>			
	Commitments agreed MTFS 31.05.13	1,100	1,100	This amount is set aside to manage the Power Station Business Rates risk £0.9m. Highways £0.200m
	Proposed income risk reserve (Hartlepool Maritime Experience/ Building Control 2014/15)	200	200	In the current year 2013/14 these adverse income trends have been covered within the forecast Departmental outturns detailed above. As these underspends cannot be relied upon in 2014/15 it is recommended that a reserve is established from the 2013/14 overall outturn to offset these shortfall in 2014/15. In the event these trends continue beyond 2014/15 a permanent strategy for addressing these shortfalls will need to be developed as part of the 2015/16 budget.
	Contribution towards Capital Risk Strategy	211	211	As reported in the MTFS update on 02.08.13 the one-off New Homes Bonus grant is earmarked towards the strategy for funding ongoing capital risks.
	Local Plan Reserve	250	250	This reserve will cover estimated costs over period 2014/15 and 2015/16.
	Creation of Departmental Reserves/Members Ward Budgets	3,329	3,379	Details are provided in Table 1 overleaf.
93,851	Net uncommitted forecast outturn	(729)	(1,287)	

Table 1 - DEPARTMENTAL RESERVES

	Worst Case £'000	Best Case £'000
Chief Executives		
<u>Welfare Reform Grant</u>		
On the 28th June Members approved proposals for using one off Department for Works and Pensions Welfare Reform Funding to appoint for a 12 month period an additional Housing Benefits Assessment Officer, a Housing Advice Officer and a Revenues and Benefits Modern Apprentice. As these 12 month contracts will be spread over 2 financial years part of this funding will be carried forward as an Earmarked Reserve at the year end.	31	31
Child & Adult Services		
<u>Adoption Reform Grant</u>		
This is a DfE funded initiative to increase the supply of adopters. It is proposed to create a reserve for the remaining balance of this funding to continue to support this initiative in 2014/15.	170	170
<u>Local Safeguarding Children's Board</u>		
This is a partnership budget consisting of contributions from HBC and other partner agencies. It is proposed that any underspend against this budget is transferred to the existing LSCB reserve for use to support the work of the Board in future years.	10	10
<u>Psychology Reserve</u>		
It is proposed to create a reserve from additional external income generated by the Education Psychology Team.. The reserve would provide some temporary funding for the service in the event that schools convert to Academy status and cease to buy back the service.	50	100
<u>School Improvement Reserve</u>		
It is proposed to transfer savings generated in year from vacant posts and additional SLA income received from schools to support school improvement.	50	50
<u>Ring Fenced Grant Funding</u>		
Specific grant funding received in year in respect of "Going Forward" projects, which is planned to be spent in 2014/15.	18	18
Regeneration & Neighbourhoods		
<u>Social Housing Major Repairs Reserve</u>		
In line with the approved business case for this project, annual contributions need to be made to this reserve to fund future planned repairs to these properties to ensure houses remain in a good state of repair and the Council does not face unbudgeted repair costs in future years. Thereby, avoiding the repeat of underfunding of maintenance issues under the former HRA system. This amount has increased from £120k and this reflects the latest estimate of rental income generated in year from the 100 additional properties.	150	150
<u>Coastal Protection - Headland</u>		
It is proposed to create a reserve to support a future coastal defence scheme on the Headland. The Council is conducting a study into possible works required on the Headland and it is expected to deliver a major scheme in partnership with the Environment Agency. Any offer of grant funding is expected to require an element of match funding by the Council and it is proposed to earmark this funding for that purpose. The reserve can be created using a surplus which is expected to be generated in 2013/14 by the Engineering Design Team (£100k).	100	100
<u>Economic Regeneration Schemes</u>		
The 'Going Forward Project' is projected to generate a surplus this year as it is expected to over deliver on outcomes. It is proposed to use this surplus to create a reserve to fund other projects designed to reduce youth unemployment across Hartlepool and the Tees Valley sub-region. This will include funding contract extensions and additional hours for staff employed on the Tees Valley Works project until March 2016	240	240

	Worst Case £'000	Best Case £'000
<u>Safer Hartlepool Partnership</u> The reserve is earmarked to support cost of delivering the community safety re-offending strategy. This project is funded by a specific grant from the Police and Crime Commissioner and the project is expected to continue into the next financial year. In accordance with current accounting regulations it is necessary to create a specific ring fenced reserve to allow this funding to be carried forward into 2014/15. This reserve has increased from the £30k previously reported and this reflects the latest financial forecast for these projects.	50	50
<u>Business Grants</u> 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 31.1.14.	130	130
<u>Community Pool</u> Projected underspend on category 5 to be carried forward into 14/15 as approved by Finance & Policy Committee on 18.10.13	10	10
Corporate <u>Environmental Apprenticeship Scheme</u> Recommended by the Regeneration Services Committee on the 26th September 2013. This reserve has been created to continue this initiative in 2014/15.	34	34
<u>Ward Member Budgets</u> This reserve will provide total funding for Ward Member Budgets for 2014/15 of £132,000, which is a 20% reduction on the 2013/14 budget allocation.	132	132
<u>Living Wage Reserve</u> This reserve was created from savings in Members Allowances to cover the cost of implementing the Living Wage as approved by Finance & Policy Committee 23rd August 2013	49	49
<u>Budget Support Fund 2014/15 to 2016/17</u> As detailed in the recommendations to this report this contribution will be funded from Core Revenue grant changes linked to the Education Services Grant, with the contributions being phased 2013/14 and 2014/15.	1,995	1,995
<u>Registration Services</u> This reserve has been created to fund one off capital costs associated with the Registration Service, as approved by Finance and Policy Committee on 19th December, 2013.	90	90
<u>Public Relations</u> This reserve is created to partly fund a post in the Public Relations Section. The post will be required to assist in developing the necessary skills across the team to increase and improve the Councils social media communications.	10	10
<u>WWI Commemoration Reserve</u> This reserve has been created to fund costs in relation to this event.	10	10
TOTAL	3,329	3,379

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2013/14 as at 31st DECEMBER, 2013

Overview:

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	
Adult Committee				
149	Carers & Assistive Technology	(4)	(4)	
3,615	Commissioning-Adults	(166)	(180)	This mainly relates to the early achievement of 14/15 savings arising from staff vacancies and contract savings.
1,458	Commissioning-Mental Health	(50)	(50)	
10,126	Commissioning-Older People	100	100	This outturn projection is owing to continuing demographic pressures for Older People both in residential care and non-residential settings.
7,625	Commissioning-Working Age Adult	61	61	This outturn projection is owing to an increase in complex packages for individuals in the community.
184	Complaints & Public Information	8	8	
1,180	Departmental Running Costs	(96)	(96)	This mainly relates to the early achievement of 14/15 savings arising from staff vacancies.
1,107	Direct Care & Support Team	(150)	(150)	This favourable outturn relates to staffing underspends in this area. This area is volatile and can be impacted by external activity generated by hospital discharges.
378	LD & Transition Social Work	0	0	
2,355	Locality & Safeguarding Teams	(120)	(120)	This mainly relates to savings on staff budgets.
636	Mental Health Services	(43)	(43)	
1,088	OT & Disability Equipment	(60)	(60)	This mainly relates to savings on staff budgets and contract payments arising from lower usage.
382	Workforce Planning & Dev	(46)	(55)	
1,224	Working Age Adult Day Services	20	20	
31,506	Adult Committee Sub Total	(546)	(569)	
Children's Committee				
11,675	Children & Families	514	422	There has been an increase in the number of looked after children in in-house, agency and residential provision which has increased the forecast outturn overspend; The overspend is partially offset by underspends arising from the Adoption Reform Grant and the Local Safeguarding Children's Board however it is proposed to create specific reserves for these (see below).
6,230	Early Intervention Services	0	0	
58	Information, Sharing & Assessment	(5)	(5)	
1	Play & Care	27	27	
463	Youth Offending Service	(90)	(90)	
520	Youth Service	0	0	
123	Access to Education	14	4	
733	Central Support Services	0	0	
520	Other School Related Expenditure	(4)	(6)	
506	Raising Educational Achievement	(15)	(57)	Staff savings relating to vacant posts in the School Improvement Team have been made in year. In addition Grant funding has been received in respect of Going Forward.
271	Special Educational Needs	(49)	(100)	Increased income generation within Education Psychology. Members have already approved the creation of a reserve.
166	Strategic Management	1	(5)	
21,266	Children's Committee Sub Total	393	190	
52,772	Child and Adult Total - (before Creation of Reserves)	(153)	(379)	

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2013/14 as at 31st DECEMBER, 2013

Overview:

		December		Director's Explanation of Variance
Approved 2013/2014 Budget	Description of Service Area	Projected Outturn Variance - Adverse/ (Favourable) Worst Case	Projected Outturn Variance - Adverse/ (Favourable) Best Case	
£'000		£'000	£'000	
Creation of Reserves				
0	Children's - Education Psychology	50	100	Planned creation of additional Reserve arising from external income generation to provide some certainty of funding for the service as schools convert to Academy status.
	Children's - Specific Ring Fenced Grant Funding	18	18	Ring fenced grant income received in year in respect of "Going Forward" projects, which is planned to be spent in 2014/15.
	Children's - School Improvement	50	50	An under spend in year has been generated by a combination of staffing savings and additional income for Services provided to schools, a transfer to reserves is planned to support the School Improvement Programme in 2014/15
0	Children's - Adoption Reform Grant	170	170	Balance of unspent 13/14 Grant Funding to be carried forward into 14/15 for the continued purpose of increasing adopters.
0	Children's - Local Safeguarding Children's Board	10	10	Partnership budget joint funded along with other public bodies; balance of funding to be transferred to existing LSCB reserve
52,772	Child & Adult Total - Net of Reserves	145	(31)	

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
Adult Committee				
30	PCT Carers into Employment	30	0	
15	PCT Hearing Loss Strategy	15	0	
40	PCT Carers Funding	40	0	
110	Social Care Delayed Hospital Discharges	110	0	
195	Adult Committee Sub Total	195	0	
Children's Committee				
247	Schools Transformation Team	206	(41)	Savings reflect a vacant post
106	Education Psychology	0	(106)	External Income generation means that the Reserve will not be required this year.
1,276	Early Intervention Services	779	(497)	Early Achievement of 14/15 savings has resulted in EIS underspend; balance to be retained in EIS reserve to assist in delivery of savings and manage financial risks during 14/15.
91	Think Family	91	0	
8	Child Poverty Local Duties	8	0	
0	Care Matters	50	50	Contributions to Blakelock Gardens and Children's Home start up costs
295	Looked After Children Reserve	140	(155)	Children's Home awaiting OFSTED visit so open later than originally budgeted for.
2,023	Children's Committee Sub Total	1,274	(749)	

MEMO:-				
66,473	Dedicated Schools Grant	(392)	(1,307)	Ring-Fenced underspends against LA element of DSG; Variations arise as a result of uncertainty around the level of eligibility and take-up of 2 year old free nursery entitlement and the SEN requirements of schools in the Autumn and Spring Terms.

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2013-14 - as at 31st DECEMBER 2013

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	
Finance & Policy Committee				
1,085	Strategic Management, Admin & Service Development	(10)	(10)	
(117)	R&N Central Budgets Savings	(80)	(80)	Favourable variance is mainly owing to an underspend on General Fund Salaries for the Department.
(84)	Logistics	(80)	(80)	
74	Procurement and Reprographics	0	0	
(228)	Property Management	0	0	
568	Asset Management	0	0	
(451)	Building Consultancy	0	0	
24	Facilities Management - Functions Catering	160	150	This variance represents the projected deficit on the Functions Catering service. The future provision of Functions Catering has been reviewed and considered by the Finance and Policy Committee. The department is currently implementing Members decisions and this variance reflects the latest forecast for this financial year.
114	Facilities Management - School Catering	(30)	(50)	This projection is based on actual performance to date. An Asset Management Plan is needed to identify the cost of maintaining equipment over years. The forecast does not make any provision for a contribution towards a future replacement fund.
139	Facilities Management - Building Maintenance	50	50	This variance reflect the latest forecast of income to be generated from outstanding schemes.
217	Facilities Management - Other	0	0	
644	Facilities Management - Building Cleaning	0	0	
1,985	Finance & Policy Committee Sub Total	10	(20)	
Regeneration Committee				
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	

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2013-14 - as at 31st DECEMBER 2013

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				
(65)	Building Control	150	100	Projections still indicate that there is likely to be up to a £125k 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	
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 Committee Sub Total	(470)	(490)	

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2013-14 - as at 31st DECEMBER 2013

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	
Neighbourhood Committee				
(23)	Cemetery and Crematoria	0	0	
420	Parks & Countryside	0	0	
33	Allotments	0	0	
17	Neighbourhood Management	0	0	
841	Neighbourhood Forum (N&C) - including Community Pool	(10)	(10)	Projected underspend on category 5 to be carried forward into 14/15 as approved by Finance & Policy Committee on 18.10.13.
858	Neighbourhood Forum (S&C) - including Community Safety	(50)	(50)	Variance is owing to the rephasing of funding for projects managed by the Safety Hartlepool Partnership. A reserve will be created to carry forward this funding into 14/15 (see Reserves below).
(667)	Car Parking	280	250	The adverse variance mainly relates to overspends on expenditure including rates (£87k), shopping centre service charges (£30k) and essential maintenance and car park developments (£115k). Income also is projected to be £40k down at year end and this projection takes into account the free parking offered over the Christmas period.
501	Engineering Services	(290)	(290)	This variance includes a surplus generated by the Engineering and Design Service. It is possible that this area generates additional income again this year owing to the continuation of schemes which led to a surplus in 12/13. A favourable variance is also expected on the Coastal Protection budget while a study is undertaken to determine the extent of future capital works required. £100k will be used to create a reserve to match fund future capital coastal works on the Headland. (see Reserves below).
1,945	Grounds Maintenance	150	150	This variance relates to increased expenditure incurred to deal with additional work required in the Summer and a reduction in the level of income from fee earning work.
1,905	Highway Maintenance and Insurance	0	0	Based on outstanding commitments in the current year it is anticipated that costs will be covered from existing revenue budgets. The risks on this budget reflect the current condition of the network and the lack of grant funding to carry out the work required. This under investment is a national problem and a report is currently being prepared to set out the risks and financial pressures involved.
(210)	Highways Trading	0	0	
497	Highways Traffic & Transport Management	0	0	
1,414	ITU Passenger Transport	(30)	(30)	The favourable variance projected relates to additional grant funding received in relation to Home to School Transport budgets (Extended Rights).
241	ITU Road Safety	0	0	
0	ITU Strategic Management	0	0	
(194)	ITU Vehicle Fleet	(60)	(60)	
(2)	NDORS (National Driver Offender Rehabilitation Scheme)	0	0	
1,196	Network Infrastructure	100	100	

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2013-14 - as at 31st DECEMBER 2013

0	Section 38's	0	0
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REGENERATION AND NEIGHBOURHOODS
7.1 Appendix C
REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2013-14 - as at 31st DECEMBER 2013

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	
Neighbourhood Committee				
2,349	Sustainable Transport	(200)	(200)	Variance is as a result of a successful negotiation process with the providers where the new reimbursement methodology was not as costly as expected. £200k has been offered up as part of the review of pressures from 2014/15 onwards.
1,778	Street Cleansing	(50)	(70)	
4,718	Waste & Environmental Services	(20)	(20)	This variance reflects some one off expenditure in the current year. The favourable variance mainly relates to an underspend on Waste Disposal as the volume of residual waste continues to fall. The forecast reflects the information we have to date and this will continue to be closely monitored in the final quarter.
17,617	Neighbourhood Committee Sub Total	(180)	(230)	
23,644	Regeneration and Neighbourhoods Total - (before Creation of Reserves)	(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. 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 (£240k)
0	Safety Hartlepool Partnership Funding	50	50	Creation of reserve to support community safety re-offending strategy. The amount has increased from £30k to reflect the latest forecast for these projects.
0	Engineering/Coastal Protection - Headland Project	100	100	Creation of Reserve to fund future Coastal Protection schemes on the Headland.
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.
0	Community Pool	10	10	Projected underspend on category 5 to be carried forward into 14/15 as approved by Finance & Policy Committee on 18.10.13.
0	Regeneration and Neighbourhoods Total - Net of Reserves	40	(60)	

REGENERATION AND NEIGHBOURHOODS

7.1 Appendix C

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2013-14 - as at 31st DECEMBER 2013

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
Finance & Policy Committee				
40	Fleet	40	0	
45	Passenger Transport	0	(45)	This reserve was earmarked to manage the risk that income may reduce in this area. In 2013/14 this area is on target to achieve income in line with budget. This is relatively new trading area and may need to invest in order to sustain this income and this reserve will be carried forward into 2014/15 to provide funding to sustain this business.
40	Plant/Equipment	0	(40)	The replacement schedule is projecting expenditure in 2014/15.
9	Right to Challenge	9	0	
5	Right to Bid	5	0	
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	Cad cam	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	28	1	
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	
Neighbourhood Committee				
50	Winter Maintenance	50	0	
39	Neighbourhood Management Grants	39	0	
39	Community Safety Grants	0	(39)	The projects funded are expected to continue into next financial year.
17	Community Pool	0	(17)	This is expected to be required in 2014/15.
50	Engineering & Design	0	(50)	This reserve was earmarked to manage the risk that income may reduce in this area in future years. In 2013/14 this area is continuing to achieve income in line with budget.
16	Speed Cameras	16	0	
25	Bikeability	25	0	
971	Total	698	(273)	

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2013/14 as at 31st DECEMBER, 2013

Overview:

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	
Finance and Policy Committee				
1,046	Corporate Finance	(64)	(64)	The favourable variance is in part owing to current staff banding differentials and maternity leave savings.
(628)	Benefits	(55)	(55)	The favourable variance is owing to current staff vacancies, £22k of this was reported to Finance and Policy Committee on 23rd August, as it was not necessary to back fill a post after secondment to the Local Welfare Support Team.
(1,462)	Central Administration Recharges	0	0	
963	Hartlepool Connect	(142)	(142)	The favourable variance is owing to staff vacancies, banding differentials, secondment and pension budgets.
935	Corporate Strategy & Public Consultation	(82)	(82)	The favourable variance is owing to staff vacancies and maternity leave.
0	Welfare Reforms Grant	(32)	(32)	Planned creation of a ring fenced grant reserve from anticipated favourable variance on the Welfare Reforms Grant as some of the approved expenditure reported to Finance and Policy Committee on 28th June has slipped into 2014-15.
32	Housing Benefits Subsidy	(350)	(350)	The Housing Benefit budget generates £46 million in subsidy, this estimate has been based on the Mid Year Estimate submitted to the DWP, on the basis that any valid overpayments attracted 100% subsidy, which could then also be possibly be reclaimed from the claimant. Continued monitoring of the subsidy claim will be made during the year and the outturn projection adjusted as required.
189	Democratic	0	0	
128	Fraud	(30)	(30)	The favourable variance is owing to a current staff vacancy.
548	Human Resources & Health and Safety	70	70	The adverse variance is owing to staff cover and acting up arrangements.
230	Internal Audit	(15)	(15)	The favourable variance is owing to a reduction in overtime and car allowance.
500	Legal Services	5	5	The adverse variance is owing to an anticipated reduction in property income generation and possible slippage at year end.
184	Municipal Elections and Registration of Electors	0	0	
79	Other Office Services	10	10	An adverse variance of £30k is owing to a further slow down in Local Land Searches, this is owing to the number of companies using Environmental Information Regulations. The adverse variance is then reduced by £20k owing to maternity leave and pension budgets.
84	Public Relations	0	0	
(95)	Registration Services	0	0	
882	Revenues	0	0	
(82)	Revenue & Benefits Central	(110)	(110)	The favourable variance is owing to additional court cost awarded, after an increase in summons during the year.
754	Shared Services	(20)	(20)	The favourable variance is owing to current staff banding differentials.
122	Support to Members	(5)	(5)	

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2013/14 as at 31st DECEMBER, 2013

Overview:

Approved 2013/2014 Budget £'000	Description of Service Area	DECEMBER		Director's Explanation of Variance
		Projected Outturn Variance - Adverse/ (Favourable) Worst Case £'000	Projected Outturn Variance - Adverse/ (Favourable) Best Case £'000	
37	Training & Equality	(23)	(23)	The favourable variance is owing to reduced expenditure on supplies and services.
361	Corporate Management Running Expenses	(17)	(17)	This favourable variance is based on the Trade Union budget projecting a £8k adverse variance, and the Central Council Subscriptions projecting a £25k favourable variance.
4,807	Finance and Policy Total (Before Creation of Reserves)	(860)	(860)	
Creation of Reserves				
0	Welfare Reforms Grant	32	32	Planned creation of a ring fenced grant reserve from anticipated favourable variance on the Welfare Reforms Grant as some of the approved expenditure reported to Finance and Policy Committee on 28th June has slipped into 2014-15.
4,807	Chief Executives Total - Net of Reserves	(828)	(828)	

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
Finance and Policy Committee				
32	Finance - IT Investment	34	2	Slippage of some projects into 2014-15 totalling £28k.
20	Finance R & B	10	(10)	Project completion anticipated to slip into 2014-15.
20	Finance - IT Developments R&B	0	(20)	Project completion anticipated to slip into 2014-15.
10	Finance R & B - Corporate Booking System	0	(10)	Project completion anticipated to slip into 2014-15.
10	Finance R & B - Software Projects	0	(10)	Project completion anticipated to slip into 2014-15.
50	Chief Executive's Department Ring Fenced Grants	75	25	New ring fenced grant in 2012-13 to be used in 2013-14.
55	Corporate Strategy - ICT System Development	0	(55)	Project completion anticipated to slip into 2014-15.
3	Finance R & B - FSM System	1	(2)	
20	Resource Investment - HR	0	(20)	Project completion anticipated to slip into 2014-15.
0	Corporate Strategy - Corporate Consultation	0	0	Slippage project into 2014-15 totalling £8k.
0	Corporate Strategy - Enhancing Council Profile	0	0	Slippage project into 2014-15 totalling £4k.
0	Corporate Strategy - Performance Management	0	0	Slippage project into 2014-15 totalling £6k.
20	Finance - Accountancy Section	0	(20)	
15	Contact Centre	15	0	
10	Registrars	5	(5)	Project completion anticipated to slip into 2014-15.
0	Corporate Strategy - Working from Home Surplus	0	0	Slippage project into 2014-15 totalling £13k.

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2013/14 as at 31st DECEMBER, 2013

Overview:

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	Hartlepool Partnership	10	10	New reserve created in 2012-13 to support the Household Survey.
265	Total	150	(115)	

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2013/14 as at 31st DECEMBER, 2013

Overview:

Approved 2013/2014 Budget £'000	Description of Service Area	DECEMBER		Director's Explanation of Variance
		Projected Outturn Variance - Adverse/ (Favourable) Worst Case £'000	Projected Outturn Variance - Adverse/ (Favourable) Best Case £'000	
Finance and Policy Committee				
609	Children's Public Health	101	(26)	Range reflects £125k contingency for communicable disease outbreak risk. Should this not be required the ringfenced Public Health grant is to be carried forward under the Department of Health Grant conditions.
10	Health Protection	0	0	
1,051	General Public Health Services	(68)	(68)	Favourable variance relates to the rescheduling of specific initiatives.
128	NHS Health Check Programme	(17)	(17)	
268	Obesity	(9)	(9)	
155	Physical Activity	0	0	
1,766	Prescribing	(20)	(20)	
(7,618)	Public Health Advice	30	30	Service Area budget includes £8.255m Public Health Grant Income.
716	Sexual Health	0	0	
508	Smoking & Tobacco	45	45	
2,407	Substance Misuse	(62)	(62)	The current favourable variance reflects lower than expected activity. This area is volatile and is subject to change.
612	Consumer Services	35	15	The adverse variance relates to an expected shortfall on licensing income.
612	Finance and Policy Sub Total	35	(112)	
Regeneration Committee				
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 Sub Total	132	132	
1,352	Public Health Total - before Reserves	167	20	

Creation of Reserves

0	Public Health Grant	0	125	Ringfenced Public Health grant to be carried forward to 2014/15.
1,352	Public Health Total - Net of Reserves	167	145	

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)	

CHILD AND ADULT SERVICES

7.1 APPENDIX F

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2013

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR							2013/2014 COMMENTS
		B	C	D	E	F	G	H	
		2013/14 Budget £'000	2013/14 Actual as at 31/12/13 £'000	2013/14 Expenditure Remaining £'000	Expenditure Rephased 2014/15 £'000	C+D+E 2013/14 Total Expenditure £'000	F-B 2013/14 Variance from budget £'000	Type of financing	
Adult Committee									
7234	Chronically Sick and Disabled Persons Adaptations	245	17	228	0	245	0	MIX	Scheme on hold pending future plans and approvals. Budget rephased to match expenditure.
7723	Resettlement Capital Works - Campus Reprovisioning	115	0	0	115	115	0	GRANT	
8428	Havelock Upgrades Phase 2	204	15	39	150	204	0	MIX	
8075	Short Break Capital Grants Pool	21	0	21	0	21	0	MIX	Scheme on hold pending future plans and approvals. Budget rephased to match expenditure projections.
8312	Social Care Transformation Capital Grant	378	0	100	278	378	0	GRANT	
Adult Committee Sub Total		963	32	388	543	963	0		
Children's Committee									
7149	Children's Home	173	173	0	0	173	0	MIX	
7469	Children's Centre's Capital	23	0	23	0	23	0	MIX	
8282	Exmoor Grove Redevelopment / Change of Use	45	1	44	0	45	0	MIX	
7350	Flint Walk STAR Centre Development	22	19	3	0	22	0	RCCO	
8072	ICS Case Management Improvement	37	0	37	0	37	0	MIX	
8595	Miers Avenue Roofing Works	44	4	40	0	44	0	RCCO	
8218	Youth Service Portable MUGA (YCF)	7	0	7	0	7	0	GRANT	
8176	Barnard Grove School - Demolish Bungalow (was Replace Bungalow Floor)	18	18	0	0	18	0	GRANT	
8558	Barnard Grove School - Improve Drainage	4	4	0	0	4	0	GRANT	
8561	Barnard Grove School - Replace Windows/Doors & Cladding	32	22	10	0	32	0	GRANT	
NEW	Barnard Grove School - New School	105	0	105	0	105	0	MIX	
8532	Catcote School - Catcote Future Relocation to Brierton Site	198	198	0	0	198	0	GRANT	This scheme is 100% funded by the Academy.
8635	Catcote School - BESD Unit Improvements	17	12	5	0	17	0	MIX	
8602	Clavering School - Fire Detection System	30	0	0	30	30	0	MIX	
8593	Clavering School - Window Replacement	42	35	0	0	35	(7)	MIX	Final costs agreed and the budget for this scheme will be reduced and the underspend transferred to the unallocated budget.
7384	Devolved Schools Capital	444	199	0	245	444	0	GRANT	
8056	Eldon Grove - Extension for Teaching Spaces	1	0	1	0	1	0	GRANT	
8603	Fens School - Disabled Adaptations	20	0	0	20	20	0	MIX	
8522	Golden Flatts School - Mechanical Works	54	0	52	0	52	(2)	MIX	The forecast final cost for this scheme is lower than originally anticipated, the budget for this scheme will be reduced and transferred to the unallocated budget.
8597	Golden Flatts School - Toilet & Roofing Replacement	155	149	6	0	155	0	MIX	
8593	Grange School - Window Replacement	28	24	0	0	24	(4)	RCCO	Final costs agreed and the budget for this scheme will be reduced and the underspend transferred to the unallocated budget.
8594	Greatham School - Boiler Replacement	22	22	0	0	22	0	MIX	
8455	Greatham School - Fire Detection System	13	0	0	13	13	0	GRANT	
8594	Hart School - Boiler Replacement	36	32	4	0	36	0	MIX	
8652	Hart School - Safeguarding Works	21	2	19	0	21	0	MIX	
8599	High Tunstall School - Changing Rooms Replacement	37	34	0	0	34	(3)	MIX	Final costs agreed and the budget for this scheme will be reduced and the underspend transferred to the unallocated budget.
8458	High Tunstall School - Development of a Vocational Education Centre	224	208	2	0	210	(14)	MIX	The forecast final cost for this scheme is lower than originally anticipated, the budget for this scheme will be reduced and transferred to the unallocated budget.
8596	High Tunstall School - Electrical Works - Block H	7	7	0	0	7	0	MIX	
8598	High Tunstall School - Heating Distribution - Block G	88	1	0	87	88	0	MIX	
8523	High Tunstall School - Heating Distribution	115	49	66	0	115	0	MIX	
8595	High Tunstall School - Roofing - Block A	37	31	0	0	31	(6)	MIX	Final costs agreed and the budget for this scheme will be reduced and the underspend transferred to the unallocated budget.
NEW	High Tunstall School - Emergency Roofing	90	0	90	0	90	0	GRANT	
8600	Lynnfield School - External Walls	11	8	0	0	8	(3)	MIX	Final costs agreed and the budget for this scheme will be reduced and the underspend transferred to the unallocated budget.

CHILD AND ADULT SERVICES

7.1 APPENDIX F

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2013

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR							2013/2014 COMMENTS
		B	C	D	E	F	G	H	
		2013/14 Budget £'000	2013/14 Actual as at 31/12/13 £'000	2013/14 Expenditure Remaining £'000	Expenditure Rephased 2014/15 £'000	C+D+E 2013/14 Total Expenditure £'000	F-B 2013/14 Variance from budget £'000	Type of financing	
NEW	Lynnfield School - Security Fencing	13	0	13	0	13	0	RCCO	
8566	Manor College of Technology - Boiler Renewal & Water Storage Block A	129	86	43	0	129	0	RCCO	
8563	Manor College of Technology - Replace Toilets & Renew Block D Windows	23	14	9	0	23	0	RCCO	
8564	Manor College of Technology - Rewire Drama & Science Block & Renew Lighting/Power to Pool	52	38	14	0	52	0	RCCO	
8562	Manor College of Technology - Roof Renew Block A	112	95	17	0	112	0	RCCO	
8455	Owton Manor School - Fire Detection System	7	1	6	0	7	0	MIX	
8593	Owton Manor School - Window Replacement	39	39	0	0	39	0	MIX	
7586	Purchase of Computer Equip - City Learning Centre Standards Fund	4	0	4	0	4	0	GRANT	
8460	Rift House School - Development of Science Garden	6	6	0	0	6	0	RCCO	
8455	Rift House School - Fire Detection System	14	14	0	0	14	0	MIX	
TBC	Rift House School - Foundation Stage Outside Area	56	0	56	0	56	0	MIX	
8537	Rift House School - New Cold Water Distribution System	6	5	1	0	6	0	MIX	
8601	Rossmere School - Toilet Replacement	80	22	58	0	80	0	MIX	
8593	Rossmere School - Window Replacement	30	16	14	0	30	0	RCCO	
8592	Rossmere School - Replace Concrete Lintels	37	33	4	0	37	0	GRANT	
NEW	Rossmere School - Forest Garden	346	0	0	346	346	0	MIX	
NEW	Rossmere School - Roofing and Parapet Works	9	0	9	0	9	0	MIX	
7421	School Travel Plans	23	0	0	23	23	0	GRANT	
7521	Schools General - 2 year old FNE Capacity Building	218	76	142	0	218	0	GRANT	
8138	Schools General - BSF - ICT	3,703	1,213	330	2,160	3,703	0	GRANT	
8139	Schools General - BSF - ICT Infrastructure Costs	145	5	0	140	145	0	GRANT	
9004	Schools General - Contingency	0	0	0	0	0	0	GRANT	
9004	Schools General - Funding Currently Unallocated	932	0	0	971	971	39	MIX	
8594	Springwell School - Boiler Replacement	36	36	0	0	36	0	MIX	
8593	Springwell School - Window Replacement - Block A	19	16	3	0	19	0	MIX	
8595	St Helens School - Roofing - Block B	29	29	0	0	29	0	MIX	
8593	Stranton School - Window Replacement	9	9	0	0	9	0	MIX	
8462	Throston School - Create External Hall Corridor & Learning Space	34	0	34	0	34	0	RCCO	
8596	Throston School - Electrical Works inc Fire Detection	200	135	65	0	200	0	RCCO	
8595	Throston School - Roofing - Block A	76	76	0	0	76	0	MIX	
8594	Throston School - Boiler Replacement	56	42	14	0	56	0	GRANT	
8455	West Park School - Electrical Works inc Fire Detection System	239	122	117	0	239	0	MIX	
8526	West Park School - Heating / Hot & Cold Water Distribution	71	32	39	0	71	0	GRANT	
8593	West Park School - Window Replacement	93	49	44	0	93	0	MIX	
TBC	West View School - Early Years Foundation Stage improvements	185	0	0	185	185	0	MIX	
8528	West View School - Roofing - (Various Phases)	302	160	0	142	302	0	MIX	
Children's Committee Sub Total		9,533	3,621	1,550	4,362	9,533	0		
Regeneration Committee									
7531	Adult Education - Office Accommodation	21		0	21	21	0	GRANT	
8429	Adult Education - Replace IT Equipment	11		0	11	11	0	GRANT	
8394	Community Centres & Libraries improvements	70		70	0	70	0	MIX	
8536	Theatre Booking System	12		12	0	12	0	MIX	
Regeneration Committee Sub Total		114	0	82	32	114	0		
Child & Adult Services Total		10,610	3,653	2,020	4,937	10,610	0		

Key

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

GRANT Grant Funded
CAP REC Capital Receipt
UDPB Unsupported Departmental Prudential Borrowing
SPB Supported Prudential Borrowing

CHIEF EXECUTIVES

7.1 APPENDIX G

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2013

Project Code	A	EXPENDITURE IN CURRENT YEAR							2013/2014 COMMENTS
		B	C	D	E	F	G	H	
	Scheme Title	2013/2014 Budget £'000	2013/2014 Actual as at 31/10/13 £'000	2013/2014 Expenditure Remaining £'000	Expenditure Rephased 2014/15 £'000	C+D+E 2013/2014 Total Expenditure £'000	F-B 2013/2014 Variance from budget £'000	Type of financing	
Finance & Policy Committee									
7623	Corporate IT Projects	20	0	0	20	20	0	MIX	
8143	New Burdens - Council Tax	10	0	0	10	10	0	MIX	
8157	Northgate - New Server	4	0	0	4	4	0	MIX	
	Corporate Projects	68	0	0	68	68	0	MIX	
	Chief Executives Total	102	0	0	102	102	0		

Key

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

GRANT Grant Funded
CAP REC Capital Receipt
UDPB Unsupported Departmental Prudential Borrowing
SPB Supported Prudential Borrowing

CORPORATE

7.1 APPENDIX H

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2013

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR							2013/2014 COMMENTS
		B	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	
Finance & Policy Committee									
7036	Unallocated Council Capital Fund	37	0	37	0	37	0	UCPB	Works complete and final account agreed.
7041	Corporate Planned Maintenance Unallocated	17	0	17	0	17	0	MIX	
7150	Demolition of Eamont Garages	11	11	0	0	11	0	MIX	
7152	Borough Hall - Replace Roof	33	33	0	0	33	0	RCCO	
7200	Civic Centre Refurbishment	269	0	60	209	269	0	MIX	Works complete and final account to agree.
8171	Corporate Planned Maintenance - Footpath Repair - Grayfields	16	0	0	16	16	0	MIX	
8406	Throston DDA - Toilets	1	0	1	0	1	0	UCPB	
8436	Demolition of Brienton School	15	15	0	0	15	0	MIX	
8440	Stockton St Underpass	2	0	2	0	2	0	MIX	Works complete and final account agreed. Final payment to release.
8442	DDA Works	37	0	0	37	37	0	MIX	
8450	Hpool Enterprise Centre Electrical Works	4	0	4	0	4	0	RCCO	
8451	Civic Centre Heating Works	9	0	9	0	9	0	RCCO	
8551	Underground Car Park Electrical Works	48	0	48	0	48	0	RCCO	Works complete and final account to agree.
8552	Multi Storey Car Park Electrical Works	122	0	122	0	122	0	RCCO	
8557	Historic Quay Replace Floor Track Lighting	32	0	32	0	32	0	RCCO	
8611	Historic Quay Replace Anti Corrosion and Dock Gate Seal	30	0	30	0	30	0	RCCO	
8657	Brinkburn Youth Centre Boiler	14	7	7	0	14	0	RCCO	Main works complete and awaiting confirmation of anticipated costs.
8658	Historic Quay Office Suite Boiler	13	2	11	0	13	0	RCCO	
8684	Lynn Street Depot Fleet and Garage Roof	70	0	70	0	70	0	RCCO	
8685	Grayfields Boiler Plant Renewal	30	10	20	0	30	0	RCCO	
9006	Town Hall Dome Roof	8	8	0	0	8	0	RCCO	Works Complete and Final Account Agreed.
9007	Indoor Bowls Roof Replacement	15	1	14	0	15	0	RCCO	
new	Hart Primary School Boundary Wall	8	0	8	0	8	0	RCCO	
new	Indoor Bowls Centre Refurbishment	185	0	0	185	185	0	RCCO	
new	Asbestos Re-Surveys	50	0	50	0	50	0	RCCO	Funding from Civic Centre Capital Maintenance Project
new	Lynn Street Depot Replace Doors to Vehicle Shed	30	0	30	0	30	0	RCCO	
new	Christ Church Boiler Replacement	80	0	80	0	80	0	MIX	
	Corporate Total	1 186	87	652	447	1 186	0		

Key

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

GRANT Grant Funded
CAP REC Capital Receipt
UDPB Unsupported Departmental Prudential Borrowing
SPB Supported Prudential Borrowing

PUBLIC HEALTH

7.1 APPENDIX I

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2013

Project Code	A	EXPENDITURE IN CURRENT YEAR							2013/2014 COMMENTS
		B	C	D	E	F	G	H	
	Scheme Title	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									
8284	DAT Accommodation	55	0	55	0	55	0	RCCO	New scheme approved by Director of Public Health from ringfenced Public Health Grant in line with delegated authority given as part of MTFS.
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	
	Regeneration Committee Sub Total	359	75	254	30	284	0		
	Public Health Department Total	359	75	254	30	284	0		

Key

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

GRANT Grant Funded
CAP REC Capital Receipt
UDPB Unsupported Departmental Prudential Borrowing
SPB Supported Prudential Borrowing

REGENERATION & NEIGHBOURHOOD SERVICES

7.1 APPENDIX J

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2013

Project Code	A	EXPENDITURE IN CURRENT YEAR							2013/2014 COMMENTS
		B	C	D	E	F	G	H	
	Scheme Title	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	
Finance & Policy Committee									
7466	DSO Vehicle Purchases	4,800	802	998	3,000	4,800	0	UDPB	
8142	Kitchen Renovations (Council's Capital Fund)	328	246	82	0	328	0	MIX	
8306	School Catering Equipment	81	0	81	0	81	0	CORP RES	
8327	New Depot Renovation (previously Focus)	15	10	5	0	15	0	MIX	
8425	PV Cells	209	2	207	0	209	0	GRANT	
8680	Jacksons Landing Purchase	1,563	1,563	0	0	1,563	0	UDPB	
Various - Brierton	Brierton Site Development	2,651	452	2,199	0	2,651	0	MIX	
Finance & Policy Committee Sub Total		9,647	3,075	3,572	3,000	9,647	0		
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	
7897	Regeneration Match Funding	393	0	393	0	393	0	UCB	On-hold pending subject to approval of future proposals.
8155	Preventing Repossession	43	0	18	25	43	0	GRANT	
8210	Key Vacant Buildings Grant Scheme	64	0	64	0	64	0	UCPB	
									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.
8326	Baden Street Project	156	36	120	0	156	0	MIX	
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 Committee Sub Total		8,768	3,320	5,196	252	8,768	0		
Neighbourhoods Committee									
7084	Safety Camera Partnership	14	0	14	0	14	0	GRANT	
7245	LTP Cycle Parking	10	10	0	0	10	0	GRANT	
7272	Wheelie Bin Purchase	45	45	0	0	45	0	UDPB	
7382	Greatham Play Area Equipment	9	0	0	9	9	0	CORP RES	
7508	Anhydrite Mine	107	0	0	107	107	0	MIX	
7541	LTP-Safer Routes to School	10	7	3	0	10	0	GRANT	
7546	Road Safety Equipment	15	0	15	0	15	0	GRANT	
7580	Highways Remedial Works - Marina	3	3	0	0	3	0	GRANT	
7651	Burn Valley Beck	45	23	22	0	45	0	MIX	
7821	Household Waste Recycling Centre Improvements	216	153	63	0	216	0	MIX	
7852	Section 106 - TESCO highways works	265	47	48	170	265	0	GRANT	
7878	Community Safety CCTV Upgrade	168	106	62	0	168	0	MIX	
7990	Bandstand Shutters	4	0	0	4	4	0	CORP RES	
8015	Section 278 Funding - TESCO - New entrance/Junction/Lights	38	38	0	0	38	0	GRANT	
8123	Review of Strategy Study North Sands to Newburn Bridge	28	5	23	0	28	0	MIX	
8299	Playgrounds	13	0	0	13	13	0	GRANT	
8417	Community Spaces Grant - North Cemetery	18	18	0	0	18	0	GRANT	
8444	Town Wall Strengthening	690	29	161	500	690	0	GRANT	

REGENERATION & NEIGHBOURHOOD SERVICES

7.1 APPENDIX J

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2013

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR							2013/2014 COMMENTS
		B 2013/2014 Budget £'000	C 2013/2014 Actual as at 31/12/13 £'000	D 2013/2014 Expenditure Remaining £'000	E Expenditure Rephased into 2014/15 £'000	F C+D+E 2013/2014 Total Expenditure £'000	G F-B 2013/2014 Variance from budget £'000	H Type of financing	
8445	Seaton Carew Coast Protection	2,676	2,676	0	0	2,676	0	GRANT	Budget increased by £859k to reflect additional grant funding to claimed from the Environment Agency.
8447	Linear Park	125	0	0	125	125	0	CORP RES	
8448	Foggy Furze - Replace Bowling Green	60	0	60	0	60	0	CORP RES	
8510	LTP - New Parking Facilities 12/13	5	4	1	0	5	0	GRANT	
8571	Tunstall Court Gates	8	0	8	0	8	0	GRANT	
8575	EA - Padstow Close Flood Resilience Measures	60	36	24	0	60	0	GRANT	Budget increased by £95k to reflect additional grant funding to claimed from teh Environment Agency.
8576	A689 Major Repairs - Wynyard	582	582	0	0	582	0	MIX	
8578	South Management Unit Study	95	95	0	0	95	0	GRANT	
8581	Briarfield Allotments Track Replacement	10	7	3	0	10	0	UDPB	
8583	Brierton Allotment Fence	20	14	6	0	20	0	UDPB	
8584	Chester Road Allotment Fence	70	59	11	0	70	0	UDPB	
8585	Nicholson Field Allotment Improvements	100	8	92	0	100	0	UDPB	
8586	Thompson Grove Allotment Fence	12	0	12	0	12	0	UDPB	
8589	Headland Structures Coastal Defence	80	27	53	0	80	0	GRANT	
8590	Block Sands Coastal Defence	40	0	40	0	40	0	GRANT	
8591	Coastal Management Strategy Crimdon/Newburn Bridge	100	0	0	100	100	0	RCCO	
8649	Motor Cycle Training	5	0	5	0	5	0	GRANT	
Various	Minor Works (residual works)	4	4	0	0	4	0	RCCO	
Various	Stranton Cremators & Lodge	780	439	341	0	780	0	MIX	
New	Tanfield Play Area and Gardens	22	0	22	0	22	0	GRANT	Includes £22k developer contributions (sect 106) towards a childs play area and green infrastructure within the immediate vicinity of the Tanfield development.
Various	LTP - Highways Capital Maintenance Schemes	2,421	1,641	701	79	2,421	0	GRANT	
Various	Tees Valley Bus Network Improvement Schemes	3,588	627	1,903	1,058	3,588	0	GRANT	
New	Ward Jackson Play Area Refurbishment	25	0	25	0	25	0	GRANT	Budget has been transferred from the general Playgrounds budget (8299) to undertake urgent works to make the playgrounds safe.
New	Oxford Road Play Area Refurbishment	40	0	40	0	40	0	GRANT	
New	Town Moor Play sites	10	0	10	0	10	0	GRANT	
7531	Adult Education - Office Accommodation	21		0	21	21	0	GRANT	
8429	Adult Education - Replace IT Equipment	11		0	11	11	0	GRANT	
Neighbourhoods Committee Sub Total		12,668	6,703	3,768	2,197	12,668	0		
Regeneration & Neighbourhoods Total		31,083	13,098	12,536	5,449	31,083	0		

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

FINANCE AND POLICY COMMITTEE

27th February 2014



Report of: Assistant Chief Executive

Subject: EMPLOYEE SICKNESS ABSENCE 3rd QUARTER 2013/14

1. TYPE OF DECISION/APPLICABLE CATEGORY

The report is for information.

2. PURPOSE OF REPORT

- 2.1 To update the Committee on the Council's performance, in relation to employee sickness absence, for the third quarter of 2013/14.

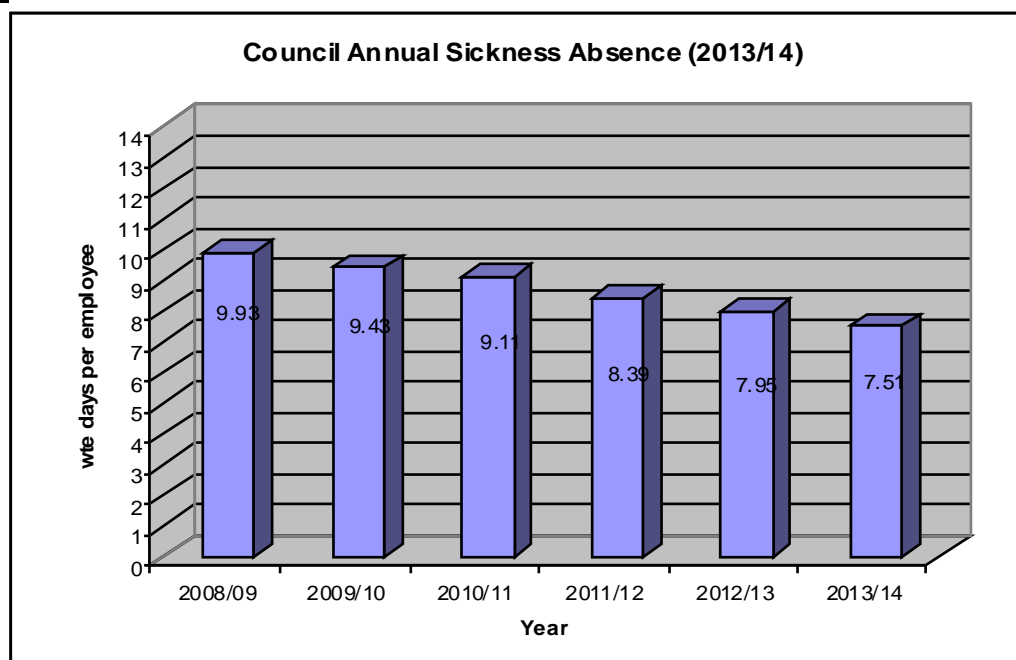
3. BACKGROUND

- 3.1 The extent to which employees are absent from work due to illness has a direct impact on the quality, level and cost of the provision of services. As such the Council have included this as a Local Performance Indicator (HRPI 5A) – The number of working days/shifts lost due to sickness absence in its group of Corporate Health Performance Indicators.

4. THE COUNCIL'S PERFORMANCE INCLUDING SCHOOLS UP TO THE 3rd QUARTER OF 2013/14

- 4.1 The target figure for 2013/14 for the Council is 7.50 days absence per wte employee (whole time equivalent). The actual sickness rate at the end of the 3rd quarter shows the Council's at 7.51 days per wte per employee per annum as illustrated in Figure 1 below. The overall figures currently demonstrate a year on year improvement for the Council. The Council will continue to focus on sickness absence management to try and ensure it achieves its 7.50 wte average sickness per employee target at the end of the reporting year. However it is likely to exceed this by 31st March 2014.

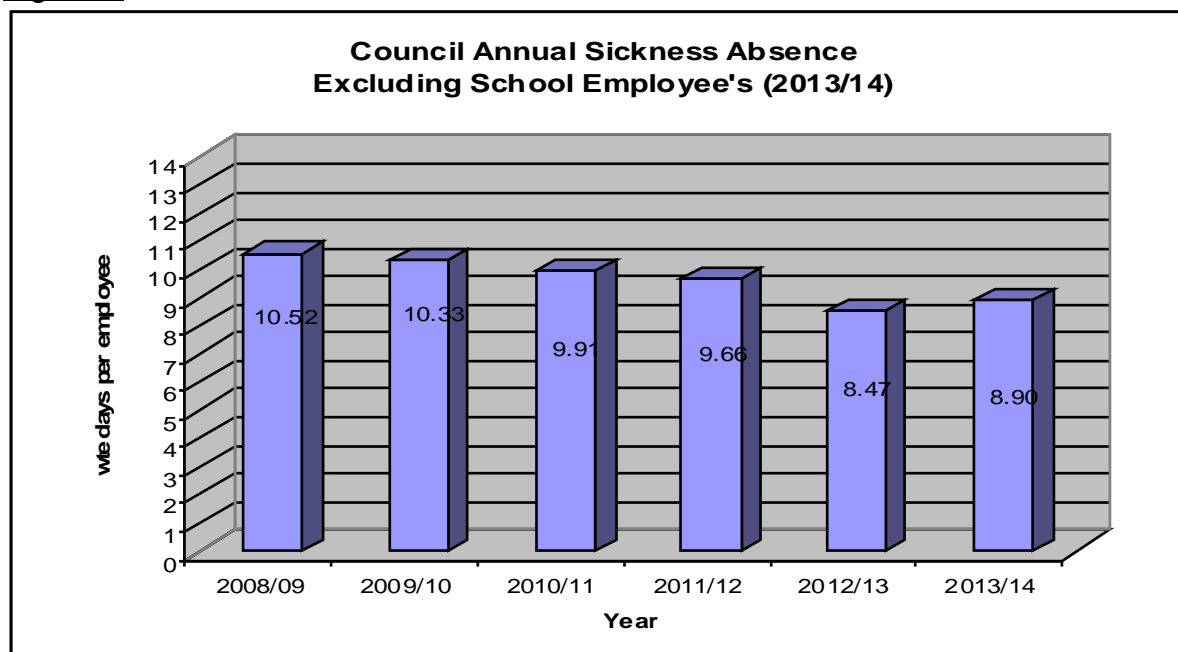
Figure 1



4.2 THE COUNCIL'S PERFORMANCE EXCLUDING SCHOOLS UP TO THE 3rd QUARTER OF 2013/14

The actual sickness rate at the end of the 3rd quarter without schools data shows the Council's performance is 8.90 wte per employee per annum as illustrated in Figure 2 below. This shows an interesting comparison of performance in Figure 1.

Figure 2



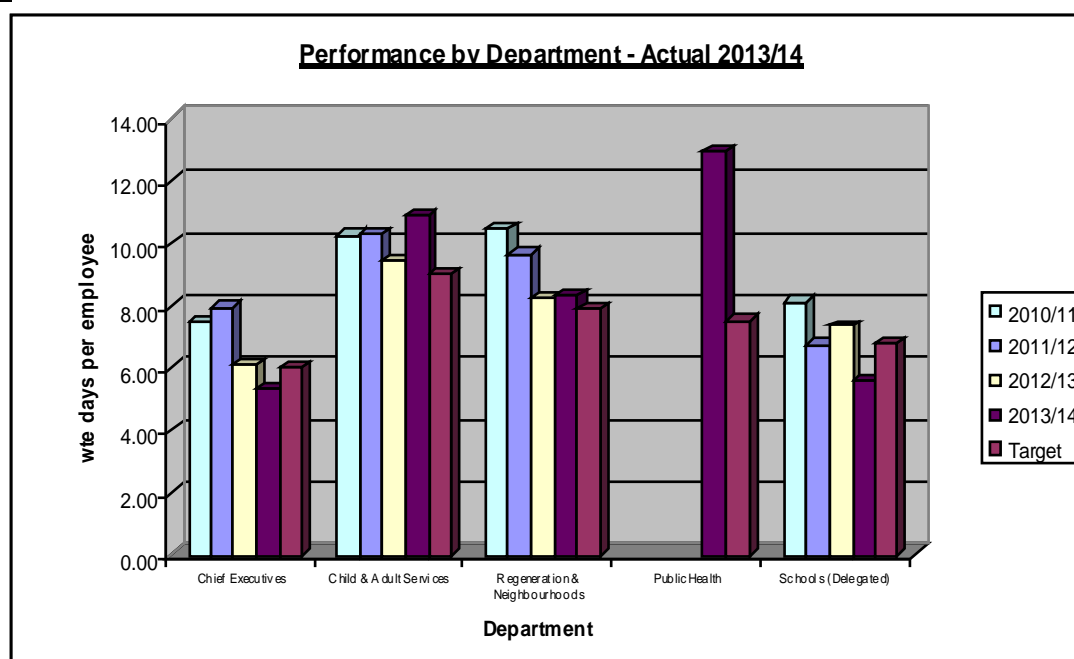
4.3 ACTUAL PERFORMANCE BY DEPARTMENT AND SCHOOLS

Figure 3 below illustrates the actual performance for each Department and Schools as at 31st December 2013. This can be compared to performance over the previous three years. The final column shows the 2013/14 annual target set by each Department and Schools.

The figure identifies that there is an overall downward trend in sickness absence rates across all Departments compared with the last three years except for Child & Adult Services and Public Health who have had an unusually high level of long term sickness absence. This level is expected to reduce over the remaining year. It shows the Council is slightly over target but expects, through robust sickness absence management over the next 3 months, to try and meet its overall sickness absence target for the year.

The newly formed Public Health Department shows only the information from April 2013. Their figures are higher than would be expected because unfortunately the combination of the small number of people in the Department coupled with a higher level of long term sickness cases. As more services are transferred then this figure is expected to drop.

Figure 3

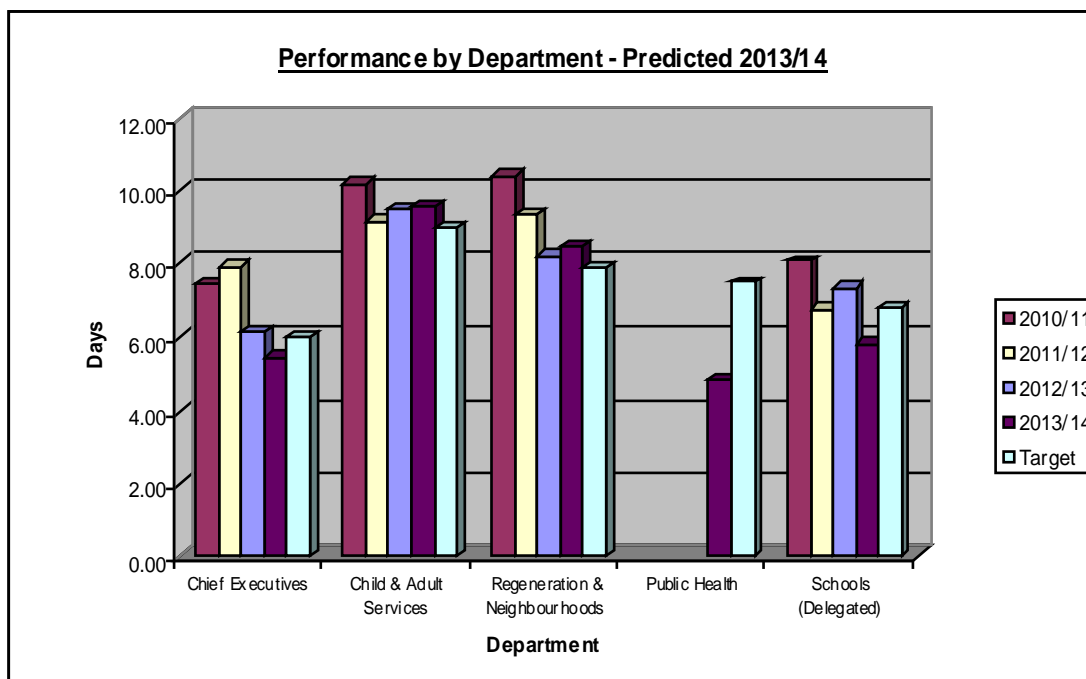


4.4 PREDICTED PERFORMANCE BY DEPARTMENT AND SCHOOLS

Figure 4 below identifies the end of year predicted figures (forecast for the annual year 2013/14) for each Department and Schools as at 31st December 2013. This can be compared to the actual performance over the previous three years. The final column shows the approved 2013/14 annual target for each Department and Schools. These figures illustrate that Chief Executives, Schools and Public health are expected to meeting their targets.

However based on the last 12 months data Child & Adult Services and Regeneration & Neighbourhoods are not as likely to meet their target.

Figure 4



4.5 LONG, MEDIUM AND SHORT TERM SICKNESS ABSENCE ANALYSIS

Long = 20+ days / Medium = 5 to 20 days / Short = under 5 days

Figure 5 Council Long Medium and Short Terms Sickness 3rd Quarter Analysis 2013/14

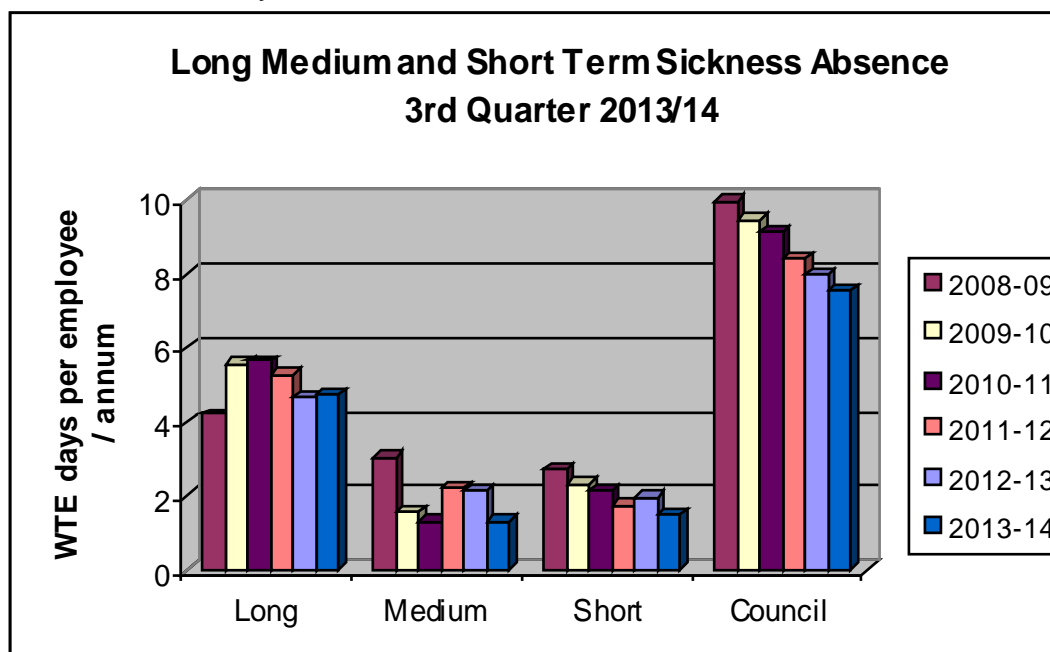
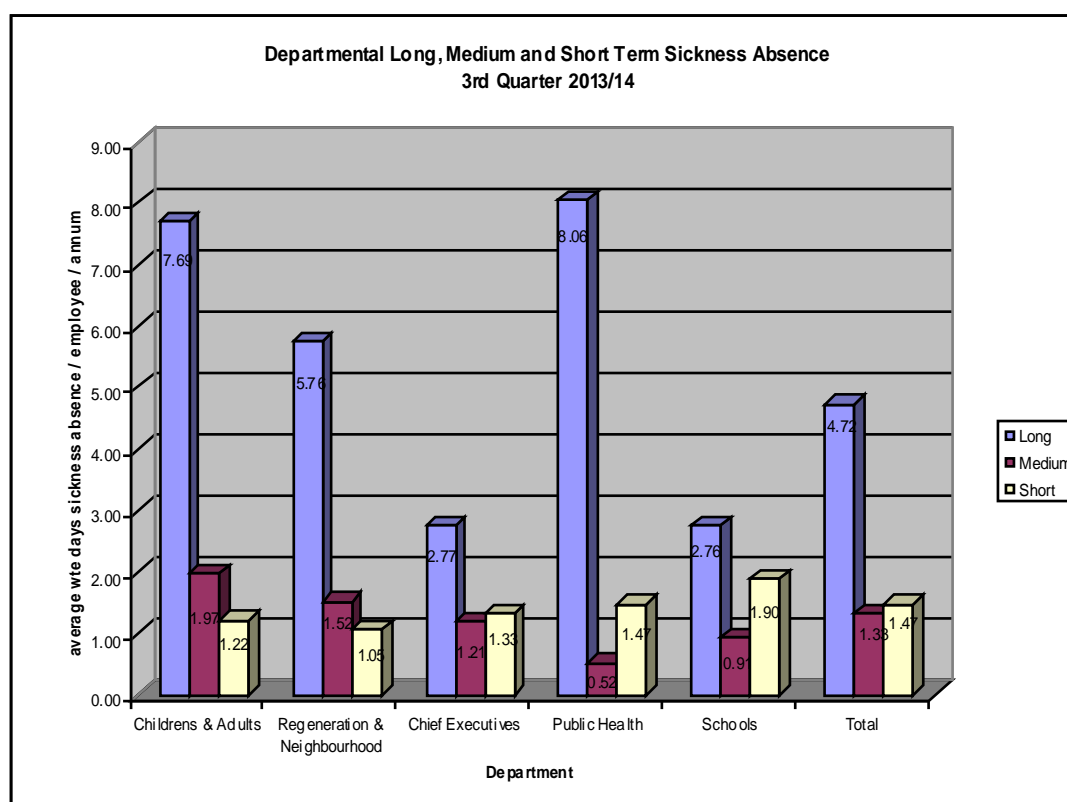


Figure 5 above shows a breakdown of long, medium and short term sickness absence in the Council for the past 5 years and up to 31st December for the 2013/14 year. The final column shows the impact this had on the overall Council sickness absence figure.

In 2013 there is a decline in medium and short term sickness and a slight increase in long term sickness. Overall for the Council there is a downward trend reflecting the improvement in the current year's figures to date. The Council ensures it targets resources to the management of long term sickness absence cases which accounts for the majority of sickness. This currently still shows a year on year improvement in the management of sickness absence for the Council.

Figure 6: Departmental Long, Medium and Short Term Sickness 2013/14 (April to December 2013 figures)



As we can see from the information in Figure 6 above, long term sickness absence continues to account for the majority of the Council's sickness absence. The Council is focusing resources to support managers on the long term cases through individual case management and early intervention to support employees to return to work as quickly as possible. The high figure for Public Health has been caused by the combination of a smaller number of employees in the Department together with a number of long term sickness cases which are being managed. This figure is expected to reduce over the remaining year.

5. RECOMMENDATIONS

- 5.1 That employee sickness absence rates for the third quarter of 2013/14 are noted.

6. REASONS FOR RECOMMENDATIONS

- 6.1 To advise the Committee.

7. BACKGROUND PAPERS

- 7.1 None

8. CONTACT OFFICERS

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FINANCE AND POLICY COMMITTEE

27 February 2014



Report of: Assistant Chief Executive

Subject: QUARTER 3 – COUNCIL OVERVIEW OF PERFORMANCE AND RISK 2013/14

1. TYPE OF DECISION/APPLICABLE CATEGORY

For Information.

2. PURPOSE OF REPORT

- 2.1 To inform Finance and Policy Committee of the progress made against the 2013/14 Council Plan, for the period ending 31 December 2013.

3. BACKGROUND

- 3.1 The Council Plan was agreed by Council on 11 April 2013.
- 3.2 The Council Plan contains an action plan setting out how the Council proposes to deliver the Council's priority outcomes. Key Performance Indicators are also included which can then be used to monitor progress throughout the year and at year end. It also contains a section listing the Risks that could prevent the Council from delivering the priority outcomes.
- 3.3 The Council's Performance Management System (Covalent) is used to collect and analyse progress against the actions, performance indicators and risks detailed in the Council. The information in the system was used to prepare this report.
- 3.4 The structure of the report is:

Paragraphs	Content
4.1 – 4.7	Council Overview of Performance and Risk
5.1 – 5.7	Child and Adult Services Departmental Update
6.1 – 6.7	Public Health Departmental Update
7.1 – 7.8	Regeneration and Neighbourhoods Departmental Update
8.1 – 8.7	Chief Executives Departmental Update

9.1	Recommendations
-----	-----------------

4. COUNCIL OVERVIEW OF PERFORMANCE AND RISK

- 4.1 In total the Council Plan includes 236 actions and 217 performance indicators to deliver and measure improvements across key priority areas (outcomes) identified in the Community Strategy and Council Plan.
- 4.2 Of the 211 indicators, 100 had targets set and the remaining 117 were for monitoring purposes only. 58 of the 100 targeted indicators are collected quarterly, and the remaining 37 are collected annually. Only the 58 targeted indicators that are monitored quarterly are included in the analysis for this report.
- 4.3 Officers have assessed the indicators and actions included in the plans, making judgements based on progress to the 31 December 2013. Progress is categorised as: -
- **PI target achieved or Action completed**
 - **PI on track to achieve target or Action on track to be completed**
 - **PI/Action having made acceptable progress**
 - **PI/Action requiring intervention**
 - **PI Target not achieved or Action not completed.**
- 4.4 The Council Plan addresses the key priorities and issues facing the Council, and includes an action plan that draws the key actions and performance indicators from across the three Departments.
- 4.5 Charts 1 and 2 below summarise officers' assessments of the Council Plan actions and indicators (that have targets **and** are measurable throughout the year). As at 31 December 2013, the position was a positive one, with: -
- 215 actions (91%) have already been completed or assessed as being on target to be achieved by their scheduled completion date;
 - 45 performance indicators (78%) have been assessed as being on track to achieve their year end target;
 - 18 actions (8%) and 12 performance indicators (21%) have been assessed as having made acceptable progress;

Chart 1: Council Plan Action Progress for period to 31 December 2013.

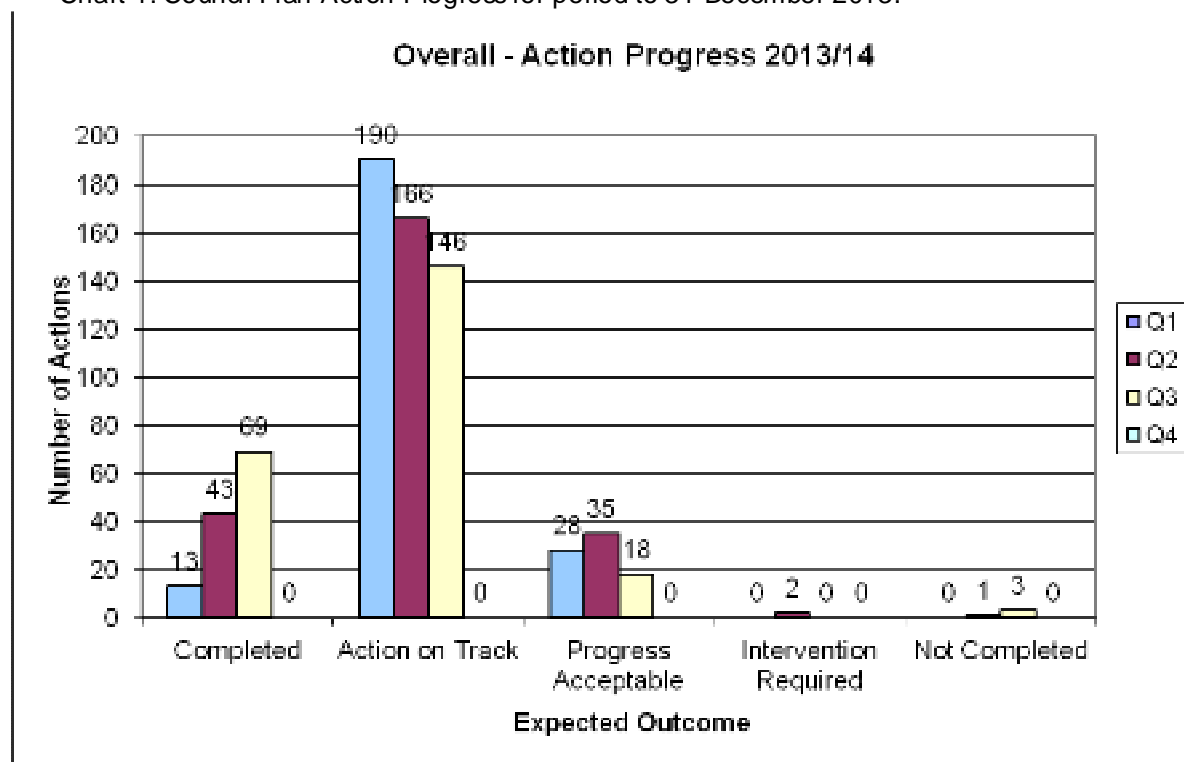
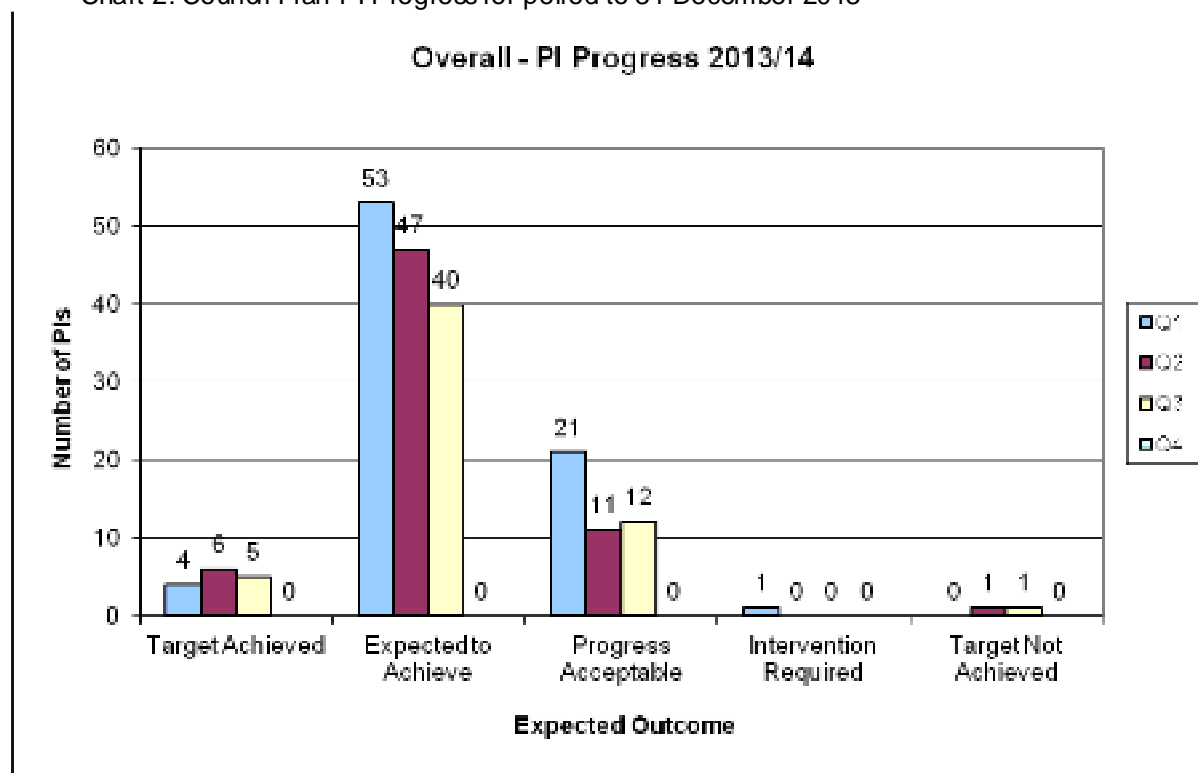


Chart 2: Council Plan PI Progress for period to 31 December 2013

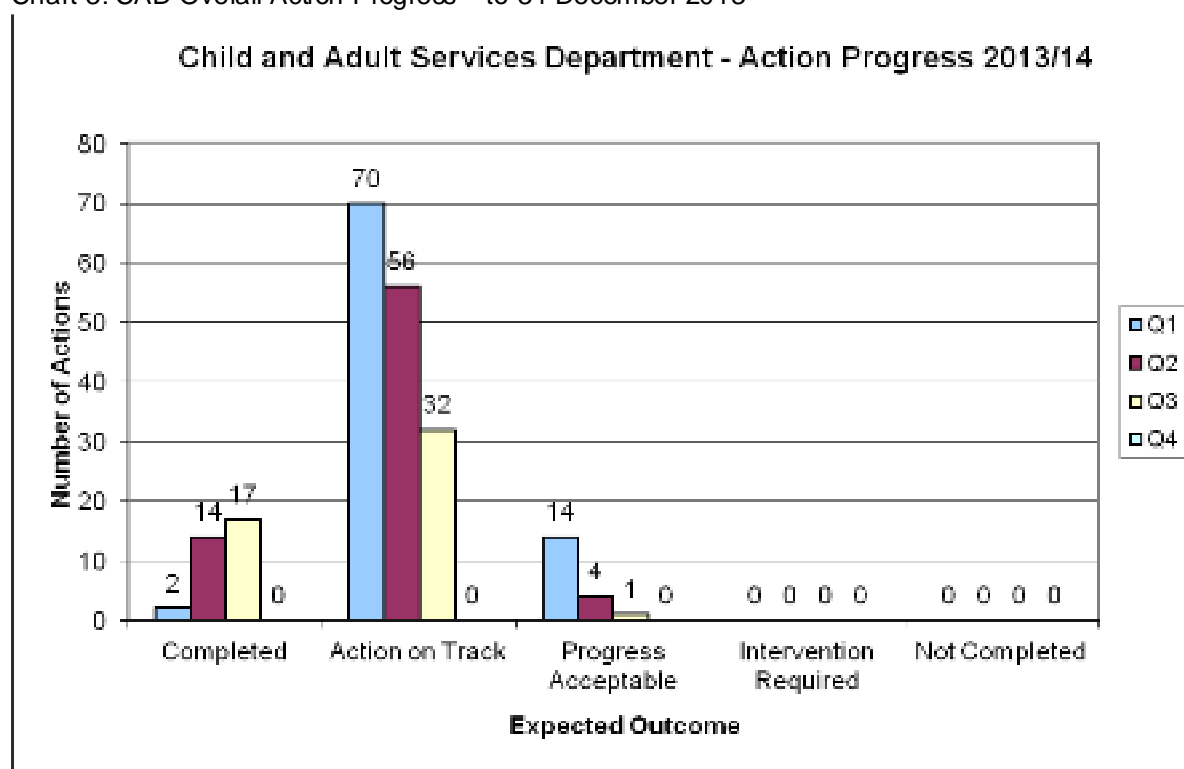


- 4.6 128 strategic risks have been identified across the Council. These are being managed in accordance with the Council's Risk Management Framework as agreed by Performance Portfolio Holder on 23 March 2011. This splits risks into two categories:
- **Actively Managed Risks:** those where additional control measures are being pursued or need highlighting and monitoring through senior managers and elected members; and
 - **Accepted Risks:** those risks that have been identified by departments as under control.
- 4.7 Accepted risks continue to be monitored by individual departments to ensure the risk is kept at an acceptable level. Sections 5.6, 6.6, 7.8 and 8.6 of this report provide an update on the Actively Managed Risks.

5. CHILD AND ADULT SERVICES DEPARTMENTAL UPDATE

- 5.1 The Child and Adult Department contributes to 11 outcomes, spread across 6 themes:
- Jobs and the Economy
 - Lifelong Learning and Skills
 - Health and Wellbeing
 - Community Safety
 - Culture and Leisure
 - Strengthening Communities
- 5.2 The Child and Adults Department has identified are 50 actions and 101 performance indicators (49 Targeted and 52 Monitored) spread across 11 outcomes within the Council Plan that it is responsible for. There has been an change in the number of actions and PI within this departments as responsibility for service delivery has changed across the Council In addition the department has also identified 46 strategic risks that are included in the Council's Risk Registers. It should also be noted that the Public Health Department are currently in a transition period and this must be taken into account when looking at the number of actions, PIs and risks
- 5.3 As can be seen in chart 3 overall progress is good with:
- 17 actions (34%) having been completed with a further 32 (34%) being assessed as being on target to be achieved by their scheduled completion date;
 - The one remaining actions has been flagged as having made acceptable progress;

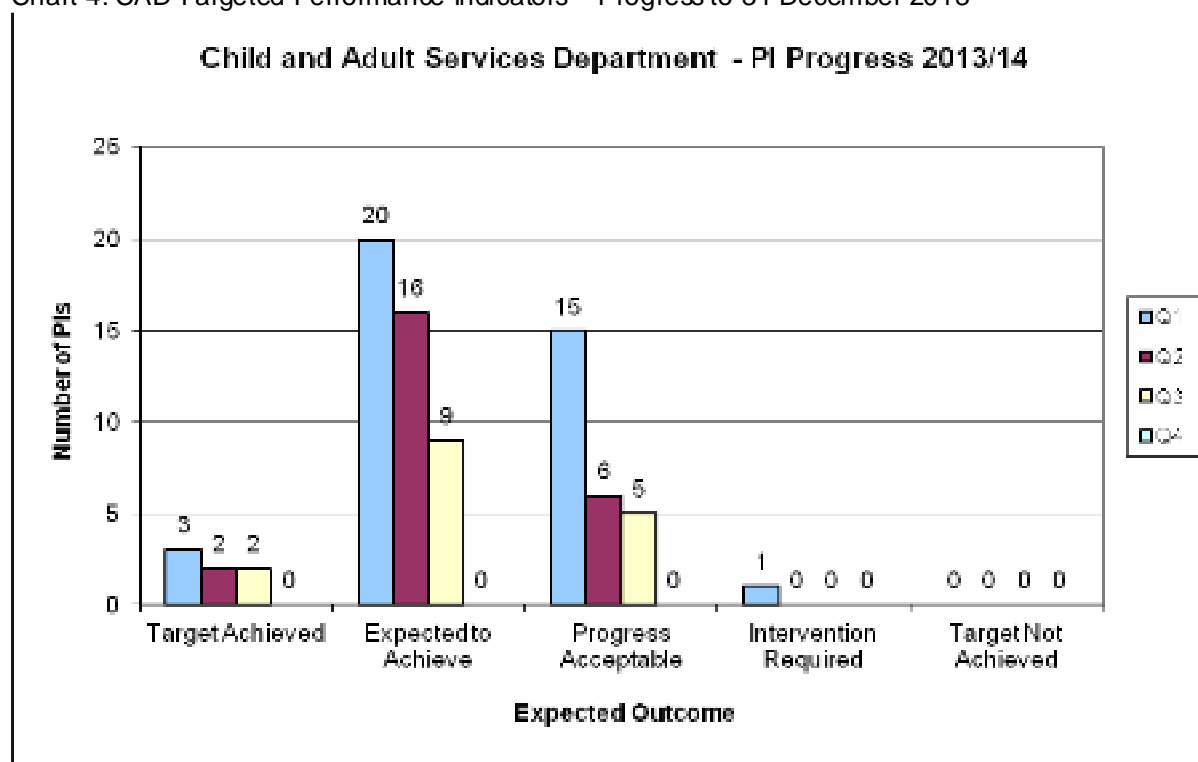
Chart 3: CAD Overall Action Progress – to 31 December 2013



5.4 Chart 4 summarises officers' assessments of the Performance Indicators that have targets **and** are measurable throughout the year. Again there has been a change in responsibility for a number of PIs and so the numbers with the graph with vary quarter on quarter because of this. As at 31 December 2013, the position was a positive one, with:

- 2 indicators being assessed as achieving Target;
- 9 PIs (47%) are on track to achieve target
- A further 5 indicators (26%) having been assessed as having made acceptable progress;
- The 3 indicator progress cannot be indicated as no information is available at this time.

Chart 4: CAD Targeted Performance Indicators – Progress to 31 December 2013

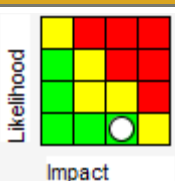
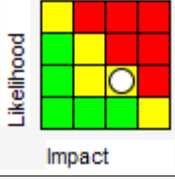
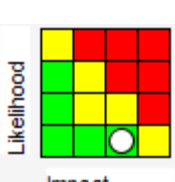
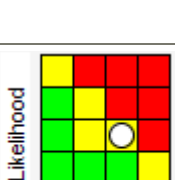
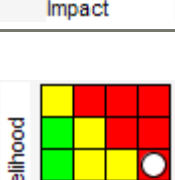
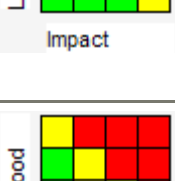
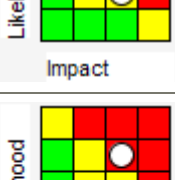
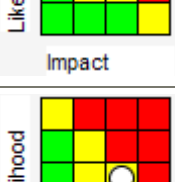


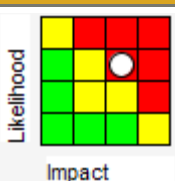
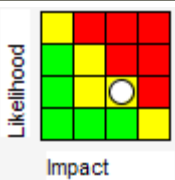
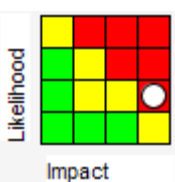
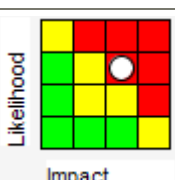
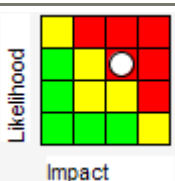
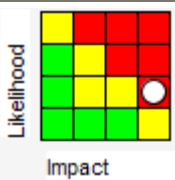
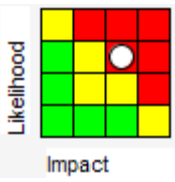
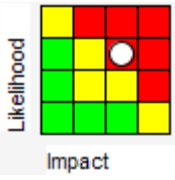
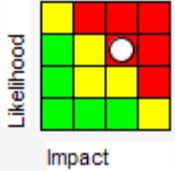
5.5 A further 30 indicators have targets which can only be assessed at the year end and a further 52 are for monitoring purposes only.

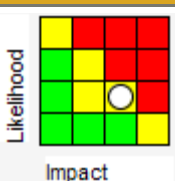
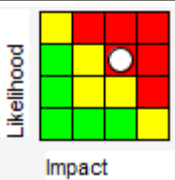
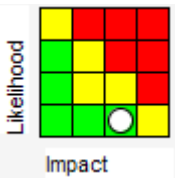
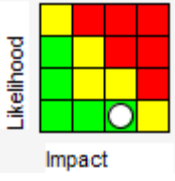
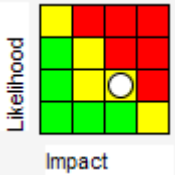
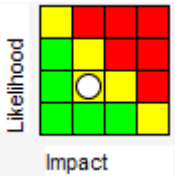
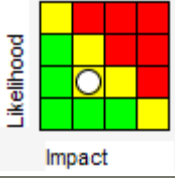
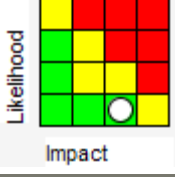

5.6 There are 11 risks on the Accepted Risk Register within the Child and Adult Services Department and a further 39 on the Actively Managed Risk Register. The table below provides a summary of the position of the risks on the Actively Managed Risk Register along with details as to what action is being taken with regard to these risks.

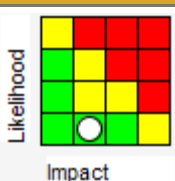
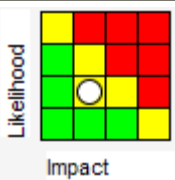
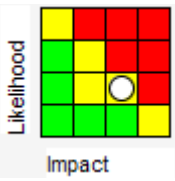
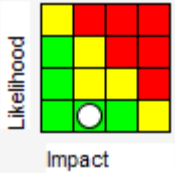
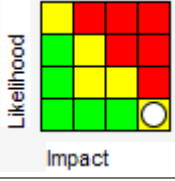
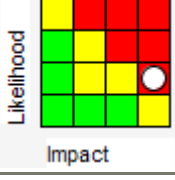
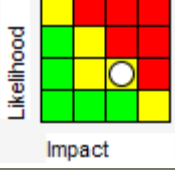
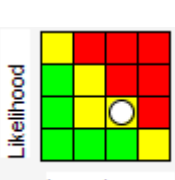
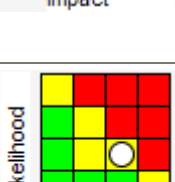
Table 1: CAD Actively Managed Risks 2013/14

Code	Title	Current Risk Matrix	Latest Note
CAD R001	Service issue as a result of insufficient budget allocation or changes in national funding/grants (Actively Managed)		Pressure on budgets continues to be a concern due to demographic pressures and annual savings targets. National guidance has been issued regarding closer integration of health and social care and the use of pooled budgets to provide more joined up services, with additional funding available from 2015/16 to support this agenda.
CAD R004	An increase in the number of schools falling below Performance Achievement Standard (Actively Managed)		No Change to status for this Risk

Code	Title	Current Risk Matrix	Latest Note
CAD R005	Failure to meet the statutory duties and requirements vested within the Child and Adult Services department (Actively Managed)		Recent inspection indicates that the likelihood of non compliance is low.
CAD R008	Damage / Disruption due to violence to staff, health & safety incidents or poor working conditions (Actively Managed)		
CAD R011	Failure to work in effective partnerships with NHS, including risk of cost shunting. (Actively Managed)		Risk has reduced as national guidance has been issued regarding closer integration of health and social care and the use of pooled budgets to provide more joined up services, with additional funding available from 2015/16 to support this agenda. Early discussions with the CCG are taking place to consider how this is taken forward locally and a plan for the use of this fundign will be taken to the Health & Wellbeing Board for approval in February 2014.
CAD R017	Failure to recruit & retain suitable staff in childrens services (Actively Managed)		No change to risk score. Staff retention remains good, due to capacity pressures, 4 new posts have been created in social care. Good response to advert has been received and substantial pool from which to select new staff. Two agency workers remain in post until these posts are filled.
CAD R019	Failure to plan for future need and ensure sufficient placement provision to meet demand (Actively Managed)		Sufficiency needs analysis completed to inform 2014-2017 children looked after strategy. Recruitment of foster carers remains good with year on year net increase of carers. Children's Home has been registered and will open within next 2 weeks. New framework for independent fostering agencies has been developed and exploring options to join NE6 framework for residential care along with other local authorities in the Tees valley.
CAD R020	Insufficient capacity in the independent sector to meet placement demand (Actively Managed)		No change to risk score. New framework for independent fostering agencies developed. Exploring opportunity to join NE6 framework for residential care with other Tees valley authorities and meeting with independent providers re investment opportunities for residential care and education in the sub region.
CAD R021	Increased demand on services due to socio-economic pressures (Actively Managed)		No change to risk score demand for services continues to increase. In response, additional 4 social worker posts have been created to manage demand. Advice and guidance review is approaching completion with view to implementing Advice and Guidance Hub, managed through children's services from April 2014.
CAD R022	Failure to provide statutory services to safeguard children and protect their well-being (Actively Managed)		No change to risk score. Recent Ofsted inspection of services for children in need of protection and those looked after has judged the authority to be good in its delivery of services.

Code	Title	Current Risk Matrix	Latest Note
CAD R023	Impact of change to funding arrangements across Children's Services (Actively Managed)		No change to risk score. Early intervention services are being restructured in line with cuts to grant. Savings proposals have been presented to children's services and finance and policy committee and accepted for implementation by April 2014.
CAD R024	Failure to meet statutory duties and functions in relation to the Youth Offending Service (Actively Managed)		YOS Performance and the ability of the service to meeting statutory requirements continues to be monitored on a fortnightly basis via internal management meetings and bi-monthly YOS strategic management board meetings.
CAD R029	Failure to effectively manage risks exhibited by young people and families (Actively Managed)		No change to risk score. Risk management arrangements are in place for young people on an individual basis and risk assessments and management plans are developed where necessary. Practitioners group meeting regularly in relation to assessing and managing risk to young people arising from vulnerable, exploited, missing and trafficked children and these arrangements are working well.
CAD R031	Failure to recruit and retain staff in educational support services (Actively Managed)		School services currently have 2 unfilled posts that have being advertised and are looking for alternative recruitment strategies. The risk is that the capacity of other team members is being stretched.
CAD R032	Increase in the number of schools falling below national average for pupil attendance (Actively Managed)		Attendance is well managed within the borough but a high number of schools continue to have low attendance despite the efforts of LA officers.
CAD R033	Failure to plan for future need and ensure sufficient placement provision to meet demand within adult social care. (Actively Managed)		This continues to be a significant risk due to limited nursing home capacity within Hartlepool. The situation is being closely monitored and concerns have been highlighted with the CCG.
CAD R034	Insufficient capacity in the independent sector to meet placement demand within adult social care. (Actively Managed)		This continues to be a significant risk due to limited nursing home capacity within Hartlepool. The situation is being closely monitored and concerns have been highlighted with the CCG as the responsible commissioner.
CAD R035	Increased demand on adult social care services due to demographic pressures. (Actively Managed)		No change to risk score. Demographic pressures continue to impact on adult social care services in terms of capacity and spend and this is likely to continue.
CAD R037	Failure to achieve targets in relation to assessments within 28 days and annual reviews, due to increased pressures on services. (Actively Managed)		

Code	Title	Current Risk Matrix	Latest Note
CAD R038	Failure to provide statutory services to safeguard vulnerable adult. (Actively Managed)		No change to risk status. Statutory services to safeguard vulnerable adults continue to be provided.
CAD R039	Impact of change to funding arrangements across adult social care services. (Actively Managed)		No change to risk status - the implications of the Care Bill are not yet fully known but the requirement to provide support to all carers is likely to have a significant impact, as is the implementation of the cap on care costs.
CAD R040	Failure to deliver the Reablement Strategy. (Actively Managed)		No change to risk status. Reablement services are currently working well and further investment may be identified through the Better Care Fund.
CAD R041	Failure to recruit & retain suitable staff in adult social care. (Actively Managed)		No change to risk status - no issues with recruitment and retention of suitable staff at the present time.
CAD R043	Delayed transfers of care from hospital due to reduced capacity and changing working arrangements for hospital discharge. (Actively Managed)		
CAD R044	Failure to retain suitably skilled staff in the Museum Service (Actively Managed)		No change to risks, qualified staff are reducing and the future sustainability of the service is a critical element within the wider HME Review and how the local museum service is secured.
CAD R045	Failure to deliver statutory elements of the Library Service (Actively Managed)		Library status secure, ongoing review for 2015/16 is the next challenge.
CAD R046	Failure to provide statutory service of archaeological planning advice and Historic Environment Record (Actively Managed)		Same status comment as october 2013. Tees Archaeology now reporting to Planning & Development control.
CAD R047	Failure to fulfill the targets for recruitment set by the SFA leading to loss of income (Actively Managed)		Current recruitment is holding up well.

Code	Title	Current Risk Matrix	Latest Note
CAD R048	Failure to reach the minimum levels of performance for the SFA or Ofsted (Actively Managed)		OFSTED inspection in December 2013 - outcome after a 4 day inspection was GOOD which is an excellent outcome for the service considering the peer experiences in respect to the new OFSTED regime.
CAD R049	Failure of MIS and IT systems preventing return of electronic data for funding purposes (Actively Managed)		The systems were fully challenged as part of the OFSTED inspection in Dec 2013.
CAD R050	Failure to recruit or retrain sufficient staff in key areas of a changing programme offer (Actively Managed)		This could be critical if suitably qualified staff were unavailable to enable new course areas to be delivered which in turn may impact on service income and target shortfalls in student numbers.
CAD R051	Failure of partnerships resulting in insufficient venues to deliver training (Actively Managed)		Not currently causing any concern, particularly as the Adult Education service has access to high quality teaching and seminar rooms within Victoria Buildings.
CAD R052	Failure to meet the licensing requirements of the Adventurous Activity Licensing Authority (Actively Managed)		Current AALA Licences retained for both outdoor Activities at Summerhill and elsewhere off site and also Carlton OEC.
CAD R053	Failure to adhere to the recommended standards regarding pool safety management (Actively Managed)		This is always a high risk area and reliant upon constant vigilance, quality of staff and regular training. This is an area of no compromise as accidents can still occur.
CAD R054	Failure to ensure awareness and training of staff regarding safeguarding (Actively Managed)		Staff to continue to regularly attending different elements of safeguarding guidance to minimise incidents occurring.
CAD R055	Failure to establish new partnerships and meet funding conditions of external partners in relation to grant funding, MOU's or SLA's (Actively Managed)		New opportunities have presented themselves with Sport England and Tees valley Sport grants, bids now in, Adult education has been offered a major extension to the Skills Delivery contract and new user groups are presenting for use of the Borough Hall following the recent closure of the Redcar Bowl - National initiative for culture & young people via the Heartstone Charity. Work continues in regard to the review and SLA potential at the HME with HMS Trincomalee trust.
CAD R056	Lack of adequate investment in public buildings affecting ability to income generate (Actively Managed)		The importance of maintaining front line income earning properties cannot be overstated - particularly the reputational and economic reputation for the visitor economy.

5.7 For the period up to 31 December 2013 the Child and Adult Services Department have identified a number of achievements including: -

- During this last quarter period parents have continued to be involved in developing and designing the local offer of services as part of the SEND Refoms. The local offer website is now live: <http://hartlepool.fsd.org.uk/send>. This will continue to be reviewed with parents and young people. Parents have been successful in delivering workshops to parents by parents and will be delivering more parent led training in the coming months. The finalised version of the short break service statement has been agreed by parents and will be presented to Children's Services Committee in the near future for approval. The statement lays out plans for short break provision in the coming year. Parents are in the process of planning for their 8th Parent Led Conference due to take place at the end of the financial year. Parents and young people will be working with Headliners an organisation that supports young people with additional needs, and parents to have a voice in the delivery and shaping of services. Over the coming months the group will be supporting up to 20 young people and 10 parents alongside 2 voluntary groups in the town to produce a film about what is important to them and issues that need to be addressed around service delivery and development. This will be showcased in the summer
- So far this year 36.3% of young people have had contact with Youth Support Services within the target age range (13 to 19 years). 184 from the participation team, 1887 from universal/targetted Youth Support and 1053 from the One Stop Shop. This is well above historical national targets
- Sufficiency needs analysis completed to inform 2014-2017 children looked after strategy. Recruitment of foster carers remains good with year on year net increase of carers. Children's Home has been registered and will open within next 2 weeks. New framework for independent fostering agencies has been developed and exploring options to join NE6 framework for residential care along with other local authorities in the Tees valley.
- Local Authority officers are continuing to work with 3 secondary schools in Hartlepool where GCSE results were below the national standard, or where the school was judged by OfSTED to be satisfactory or requiring improvement.
- The North of Tees Dementia Collaborative is working well with seven Rapid Process Improvement Workshops delivered as planned within a year. Improvements are now being measured and maintained and the success of the RPIW to reduce inappropriate A&E attendances from care homes has resulted in the CCG agreeing funding for this to be rolled out to all care homes. All partners have agreed to continue funding for the Collaborative Project Manager for a further year until October 2014.
- Third quarter performance of 75.4% for adults where time from first contact to completion of assessment is less than or equal to four weeks is below the annual target figure of 85%. This figure is only up to the

end of October 2013, and further work will be undertaken to look at the detail behind this, as well as including November and December figures when available. Performance in October is very good at 90% (63 out of 70 assessments completed within 28 days).

- The average weekly rate of delayed transfers of care from all NHS hospitals, acute and non-acute (per 100,000 population aged 18+) is on target at 0 rate of delayed discharges (due to social care). This is based on information for the period April to November 2013, as the figures for December 2013 will not be published until the end of January 2014.

6. PUBLIC HEALTH DEPARTMENTAL UPDATE

6.1 The Public Health Department contributes to 3 outcomes, spread across 2 themes:

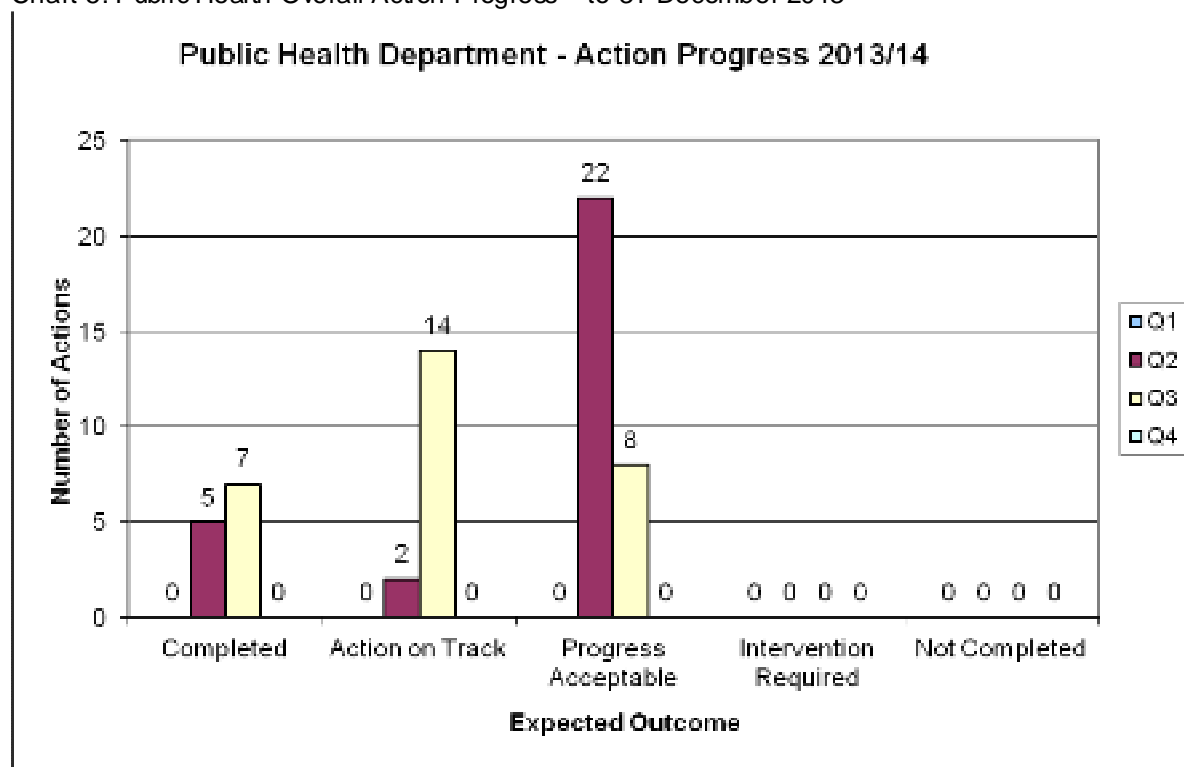
- Health and Wellbeing
- Community Safety

6.2 The Public Health Department has identified are 29 actions and 24 performance indicators (11 Targeted and 13 Monitored) spread across 3 outcomes within the Council Plan that it is responsible for. In addition the department has also identified 6 strategic risks that are included in the Council's Risk Registers.

6.3 As can be seen in chart 5 overall progress is good with:

- 7 actions (25%) having been completed and a further 14 (48%) actions assessed as being on target to be achieved by their scheduled completion date;
- 8 (28%) of the remaining actions have been flagged as having made acceptable progress;

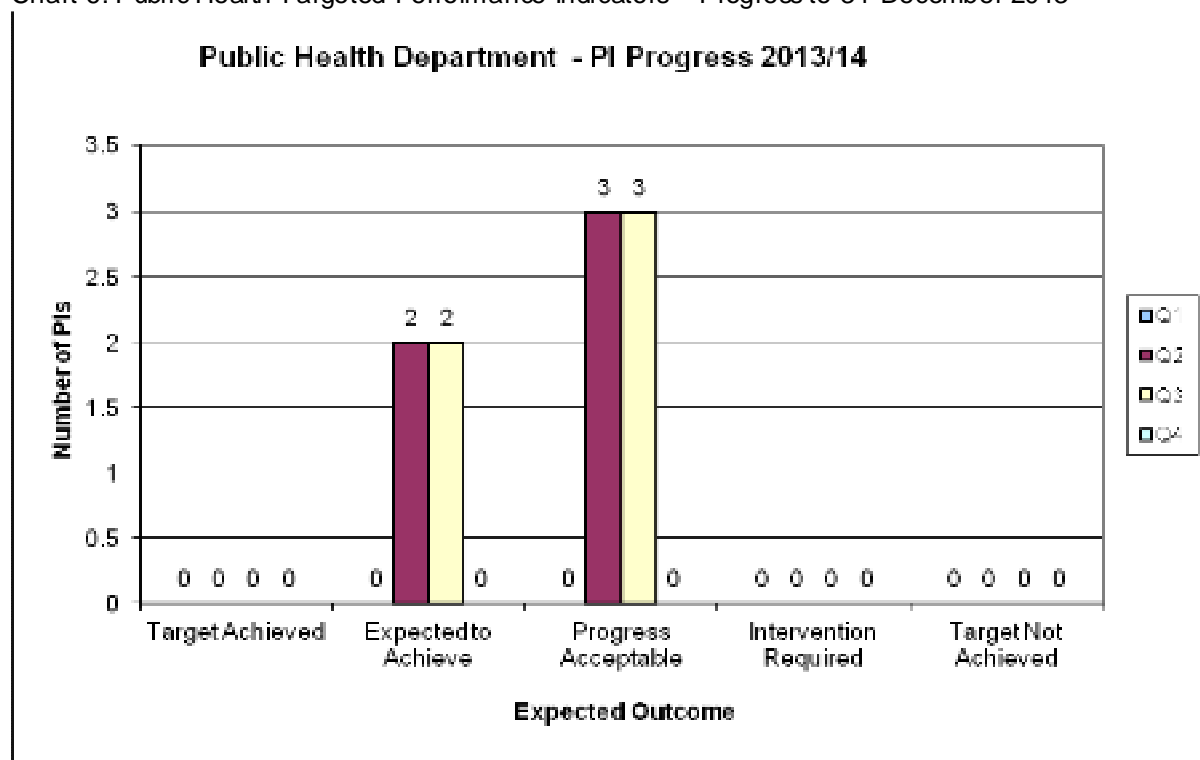
Chart 5: Public Health Overall Action Progress – to 31 December 2013



6.4 Chart 6 summarises officers' assessments of the 5 Performance Indicators that have targets **and** are measurable throughout the year. As at 31 December 2013, the position was a positive one, with:

- 2 indicators (40%) being assessed as being on track to achieve their year end target;
- A further 3 indicators (60%) having been assessed as having made acceptable progress;

Chart 6: Public Health Targeted Performance Indicators – Progress to 31 December 2013



6.5 A further 7 indicators have targets which can only be assessed at the year end and a further 13 are for monitoring purposes only.

6.6 There are 2 risks on the Accepted Risk Register within the Public Health Department and a further 4 on the Actively Managed Risk Register. The table below provides a summary of the position of the risks on the Actively Managed Risk Register along with details as to what action is being taken with regard to these risks.

Table 2: PHD Actively Managed Risks 2013/14

Code	Title	Current Risk Matrix	Latest Note
CAD R006	Alcohol investment does not enable the provision of sufficient services to meet the increased level of need. (Actively Managed)		Reviewed. No change
CAD R007	Adverse publicity and community tension (e.g. in regard to reintegration of drug users,/offenders back into community, drug related deaths, establishing community services/Pharmacist) (Actively Managed)		Reviewed. No change

6.7 For the period up to 31 December 2013 the Public Health Services Department have identified a number of achievements including: -

- Success was achieved with the pilot and consultation for FiiT Hart - over 20 families accessed the physical activity sessions and proved a real success. The feedback received was that families would like to see continuation of this type of activity so they can do something together. Not all families were the correct target group for the programme however consulting with those most in need revealed that they were intimidated by a group environment even if it was with people who are experiencing similar issues. One to one provision was preferred so it was considered how this could be managed effectively. The Edan (Escape Diabetes, Act Now) project has just seen its first cohort complete their one year follow up. The results from group 1 have been positive. The programme format included coaching patients using gym based exercise techniques at least twice a week and delivering nutritional advice sessions fortnightly. The group were closely trained over a 12 week period as well as given home programmes to complete as part of their regular daily activities.
- The Universal Plus programme in Hotspot areas has been launched and will result in every new pregnancy being allocated a Family Support Worker at 20 weeks pregnant. The Family Support Worker will support the Midwife and then Health Visitor to ensure that families access all of the facilities open to them. A copy of the working papers describing the pathway is attached. In addition to this practical approach to families the Health and Family Support Services will be co-located from the end of September 2013.
- NHS England are leading on the promotion of flu vaccination and the Director of Public Health is assuring these plans are robust to protect the health of the population. The flu vaccination programme is underway. The County Durham and Tees Valley Immunisation Screening Board has been established with Toks Sangowawa from the Tees Shared Service representing the Tees DPHs. A flu vaccine for 2-3 year olds has been piloted which is delivered as a nasal spray with a plan to roll out nationally in 2014/15. A shingles vaccine has been introduced for 70-79 year olds
- Public Health continues to lead the commissioning of smoking services across Hartlepool and these services are high performers. Public Health is actively involved in the Tobacco Alliance and works closely with FRESH North East to follow national and regional guidance to inform local delivery. HBC, through the Health and Well Being Board, has signed up to a Local Government Declaration on Tobacco Control to lead and support action to reduce smoking prevalence. An update on the work of the Stop Smoking Service and the smoke free alliance will be taken to F & P at the end of January.
- The regional project - babyClear is now underway - all key staff now trained and staffing in place and early indications are this is a successful scheme.

- Since reorganisation in the NHS in April 2013, data transfers across the new organisations are challenging but efforts to clarify where the data flows to and from is being sought the NHS England, Public Health England , CCG and LGA.

7 REGENERATION AND NEIGHBOURHOODS DEPARTMENTAL UPDATE

7.1 The Regeneration and Neighbourhoods Department contributes to 19 outcomes, spread across 7 themes.

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

7.2 The Regeneration and Neighbourhoods Department has identified 85 actions and 53 performance indicators spread across 21 outcomes within the Council Plan that it is responsible for. There has been an increase in the number of actions and PI as responsibility for service delivery has changed departments. In addition the department has also identified 36 strategic risks that are included in the Council's Risk Registers.

7.3 As can be seen in Chart 7, overall progress is good with:

- 19 actions (22%) having already been completed and a further 63 (74%) assessed as being on track to be completed by the agreed date;
- Three actions have not been completed and further information can be found in Table 3 below;

Chart 7: RND Overall Action Progress – to 31 December 2013.

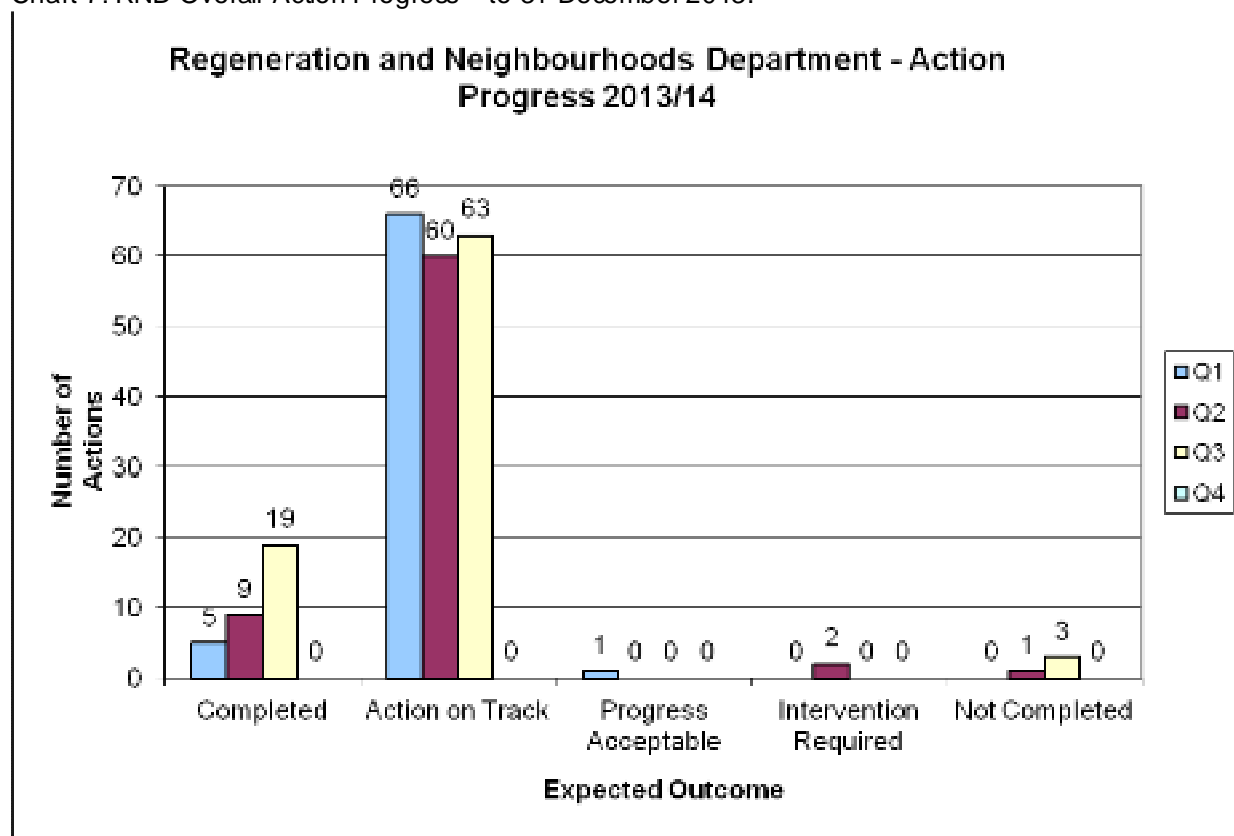


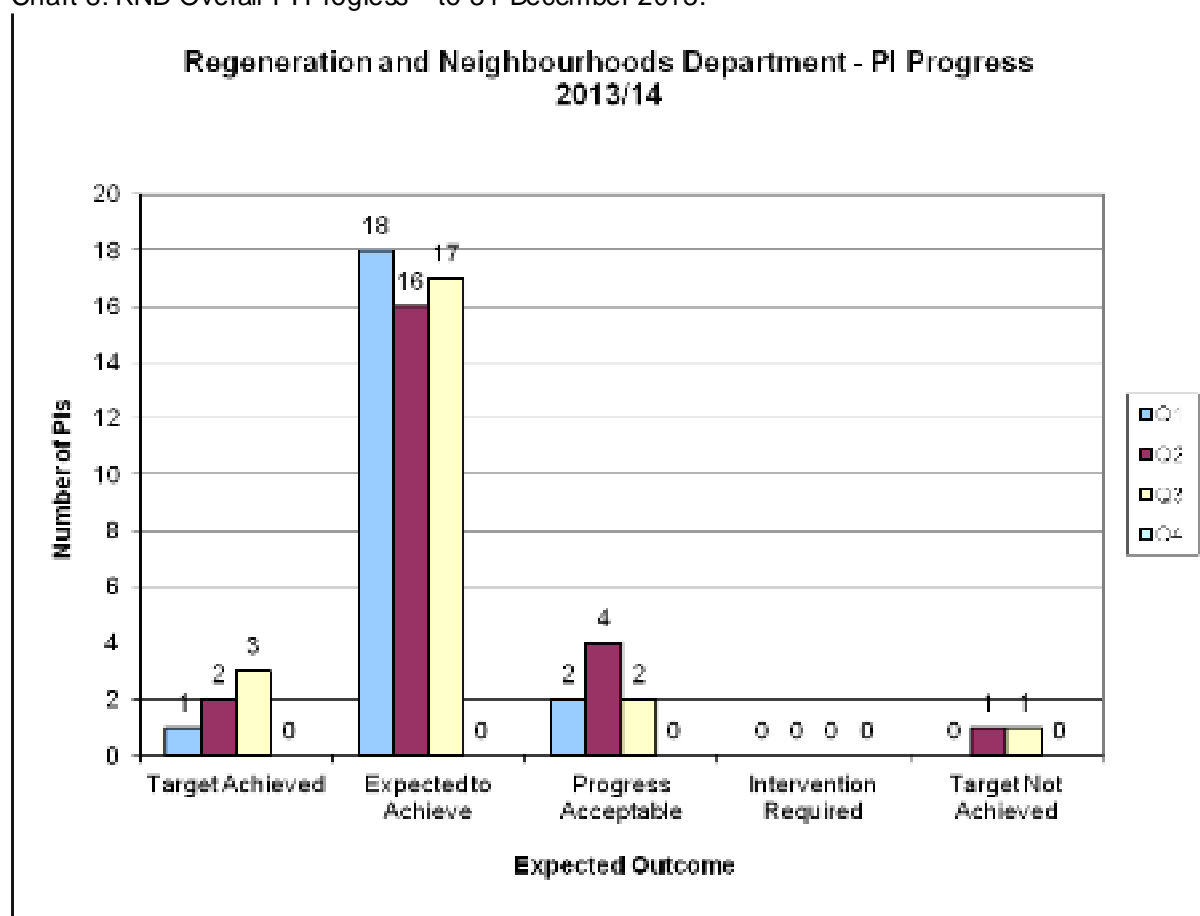
Table 3: RND Actions assessed as 'not completed'

Outcome 17. Hartlepool has an improved natural and built environment			
Ref	Action	Due Date	Note
RND 13/14 EN01	Adopt the Hartlepool Local Plan which sets out the spatial vision, strategic objectives and core policies for the Borough for the next 15 years	31-Aug-2014	HBC withdrew the emerging Local Plan in October 2013, this left the Borough in a precarious position in terms of planning policies. However since then the Council has developed a Planning Policy Justification Framework which sets out the relevant planning policies. Work on a new Local Plan has commenced through the progress of compiling the evidence base. A revised action in relation to this subject has been included in the proposed 2014/15 Council Plan.
Outcome 21. Hartlepool has an improved and more balanced housing offer that meets the needs of residents and is of high quality design			
Ref	Action	Due Date	Note
RND 13/14 HO07	Continue to achieve improvements in the number of private sector homes constructed to lifetime home standards and relevant government energy efficiency levels.	31-Mar-2014	Reported to F&P Committee - 29th November 2014 : As part of the Local Plan 2012 which has been considered at examination in public there are policies to encourage lifetime home standards and energy efficiency levels, however this would also be dictated by viability of the development. As part of the Local Development Framework HBC are also proposing to produce an

			Supplementary Planning Document (SPD) on design and sustainable development it is anticipated that this will incorporate guidance for developers regarding improving energy efficiency and lifetime home standards. The SPD is currently being drafted. There is a new action proposed from April 13 to continue to monitor this via the Authorities Monitoring Report which is a statutory document. Although a letter stating modifications were required has been received from the Planning Inspector in October 2013, and subject to these modifications it was anticipated that the Local Plan will be found sound and the Council will be able to adopt the Local Plan possibly at the end of 2013 or beginning of 2014, a Notice of Motion has been proposed by the Labour Group to withdraw the Local Plan a decision regarding this will be made on the 17th October 2013. Decision: Current Position noted.
Outcome 27. Improve the efficiency and effectiveness of the organisation			
Ref	Action	Due Date	Note
RND 13/14 OD04	Develop a Facilities Management strategy	31-Jul-2013	Reported to F&P Committee - 29th November 2014 : As a result of changes in the management structure, a revised approach is being considered that will require a further review of the strategy. It is proposed not to continue with this action at this time. - Decision: Current Position noted

7.4 Chart 8 summarises officers' assessments of the 24 performance indicators that have targets **and** are measurable throughout the year.

Chart 8: RND Overall PI Progress – to 31 December 2013.



7.5 It can be seen that, as at 31 December 2013, the position was a positive one with:

- 3 PIs have achieved target
- 17 indicators (70%) having been assessed as being on track to achieve year end target
- 2 indicators have been assessed as having made acceptable progress.
- One PI has not achieved its target (see table 5 below) and one is only collected annually.


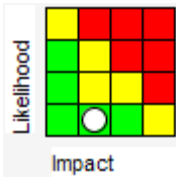

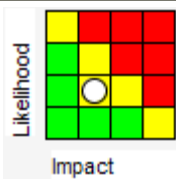
Table 5: RND PI Not achieved Target

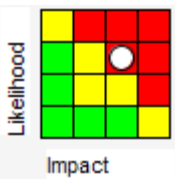
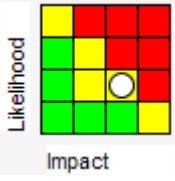
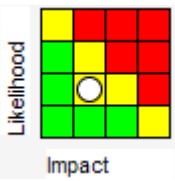
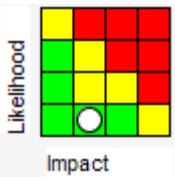
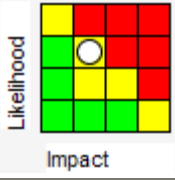
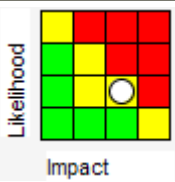
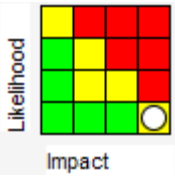
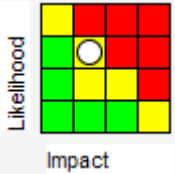
Outcome: 25. Local people have a greater voice and influence over local decision making and the delivery of services				
Ref	Indicator	Current Value	Target	Notes
RND P113	Percentage of residents feeling that they can influence decisions that affect their local area	12%	25%	Collection settings changed to annual as information not available monthly. Note from Steve Russell 23 October 2013 - Results of the Household Survey showed that 12% of people in Hartlepool feel they can influence decisions that affect their local area. This is lower than the 25% target set.

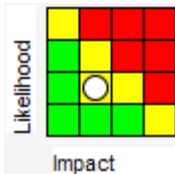



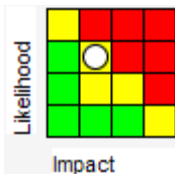
7.6 A further 33 indicators are for monitoring purposes only.

7.7 There are 19 risks on the Accepted Risk Register within the Regeneration and Neighbourhoods Department and a further 17 on the Actively Managed Risk Register. The table below provides a summary of the position of the risks on the Actively Managed Risk Registers along with details as to what action is being taken with regards to these risks.

Table 6: RND Actively Managed Risks 2013/14

Code	Title	Current Risk Matrix	Latest Note
RND R052	Council liability for RTA related accidents resulting from employees driving whilst on council business (Actively Managed)		Driver SaFED training programme currently ongoing, Bi annual Driver licence checks carried out on all staff who drive on behalf of the authority. Intensive vehicle maintenance and defect reporting systems in place. Minibus driver assessment and MiDAS training programme in operation. Licence checks, advice and training where necessary on externally hired vehicles. Advice, guidance and assistance given to Managers with regards to vehicle procurement, selection and suitability. Effective vehicle accident monitoring programme in place. Ongoing review and update of risk assessment and safe systems of work.
RND R053	Failure to effectively implement selective licensing (Actively Managed)		The working party have met twice and approved a route forward, which has been endorsed by Regeneration Committee, the next stages are underway to prepare for a further designation
RND R054	Failure to maintain highway infrastructure to acceptable standard resulting in additional cost implications through insurance claims (Actively Managed)		Assessment of risk with Council's Insurance Team carried out on a regular, case by case basis. Previous calendar year saw 100% success rate in court in defending claims against the Council
RND R057	Reduction in funding for Housing Investment (Actively Managed)		No changes are required this quarter.

Code	Title	Current Risk Matrix	Latest Note
RND R059	Failure to provide a 'sound' Planning Policy Framework leading to a lack of clear planning guidance (Actively Managed)		HBC withdrew the emerging Local Plan in October 2013, this left the Borough in a precarious position in terms of planning policies. However since then the Council has developed a Planning Policy Justification Framework which sets out the relevant planning policies. Work on a new Local Plan has commenced through the progress of compiling the evidence base.
RND R060	Failure to deliver current regeneration programmes (Actively Managed)		The City Deal bid has been approved subject to contract. This will provide a key programme to deliver regeneration and economic investment within the Town. More recently the Council has committed to the development of a long term vision underpinned by a Regeneration Master Plan that will provide a strategic framework to support investment and most importantly provide the strategy to support bidding activity for funding. The strategy will determine our key priorities that will be evidenced based. Hartlepool has also been actively involved in shaping a number of forthcoming strategies and funding streams at a Tees Valley level, including the EU programme, Local Growth Fund and Tees Valley's Strategic Economic Plan.
RND R061	Inability to meet very high levels of local housing needs including affordable housing		Monitoring and joint working groups continue to take place strategically to address the changes impacting on demand..
RND R062	Effective delivery of housing market renewal affected by external decisions and funding (Actively Managed)		Committee endorsed a plan for the final transitional housing market renewal site, this will be delivered in 2014. there are no other risk changes required currently
RND R063	Lack of resources to maintain building stock (Actively Managed)		2014/2015 Revenue planned programme prepared and presented to CCFT. 2014/2015 Capital programme prepared and agreed by CCFT Centralised budgets are under extreme pressure and closely monitored by Property Manager and Service Accountant
RND R064	Failure in asset management planning to make best use of assets in terms of acquisition, disposal and occupation (Actively Managed)		Medium and longterm accommodation strategy is constantly reviewed through the Council's corporate financial team. Key strategic reports to Cabinet and Scrutiny provide position statements/ proposals to ensure active management of the portfolio
RND R077	Loss of Operators License		Consideration being given to appointment/training of second O licence holder in current reorganisation. This should cover long term absence of current licence holder if necessary
RND R079	Failure to meet the statutory requirements of the Regeneration and Neighbourhoods department (Actively Managed)		This risk is managed via DMT. No change (DO)

Code	Title	Current Risk Matrix	Latest Note
RND R080	Failure to monitor and maintain Council owned trees (Actively Managed)		Arboricultural Officers continue to work through the first comprehensive inspection (year three of a rolling inspection programme that takes five years each cycle of inspections) of HBC's tree portfolio. Necessary works are prioritised and passed to HBC's internal contractor Parks and Countryside and those works achievable with current financial allocations from client are undertaken on a priority basis and fed back to Arboricultural Officer for recording on tree database.
RND R081	Failure to provide sound planning advice / enforcement in relation to waste sites in the borough (Actively Managed)		The planning services team are actively involved in the Councils Management of Waste Sites Group where sites are discussed and tackled in a co-ordinated way sharing information with the HSE, Police, Environment Agency, Fire Brigade and other council teams.
RND R083	Loss of personal or sensitive data resulting from a lack of information security (RND)		Work continues to keep the profile of information security high and mitigate the risk of data loss. Current areas of focus within the department is Community Safety/Neighbourhood Management.
RND R085	Failure to achieve the Council's Capital Receipts target because of the difficult economic climate and market conditions (Actively Managed)		The revised capital receipts programme was agreed by Finance and Policy committee on 18th October. This report set out proposals to reprofile capital receipts income stream between 2013 - 2017
RND R086	Failure to achieve the required level of financial rebate through the NEPO arrangements (Actively Managed)		As described in other risks, NEPO is currently under review and one area for consideration is the rebate process. Once determined this will impact on this risk, possibly removing it as it is possible that the funding model will be changed. Currently there is no change to the risk.

7.8 For the period up to 31 December 2013 the Regeneration and Neighbourhoods Department have identified a number of achievements including:

- Work has been undertaken with the towns secondary schools to develop work plans which will help improve the uptake of schools meals. These have now all been completed and the latest quarter's outturn shows that the uptake is already improving, which we anticipate we will maintain or even improve on in the next quarter.
- The town as a whole is performing well against the target of a 21% reduction in the tonnes of CO2 per capita by 2020 from the 2005 baseline. The latest figures provided to the Council by DEFRA indicates that the town is currently showing 25% reduction in CO2 per capita.

8 CHIEF EXECUTIVE'S DEPARTMENT UPDATE

8.1 The Chief Executive's Department contributes to 11 outcomes, spread across 4 themes:

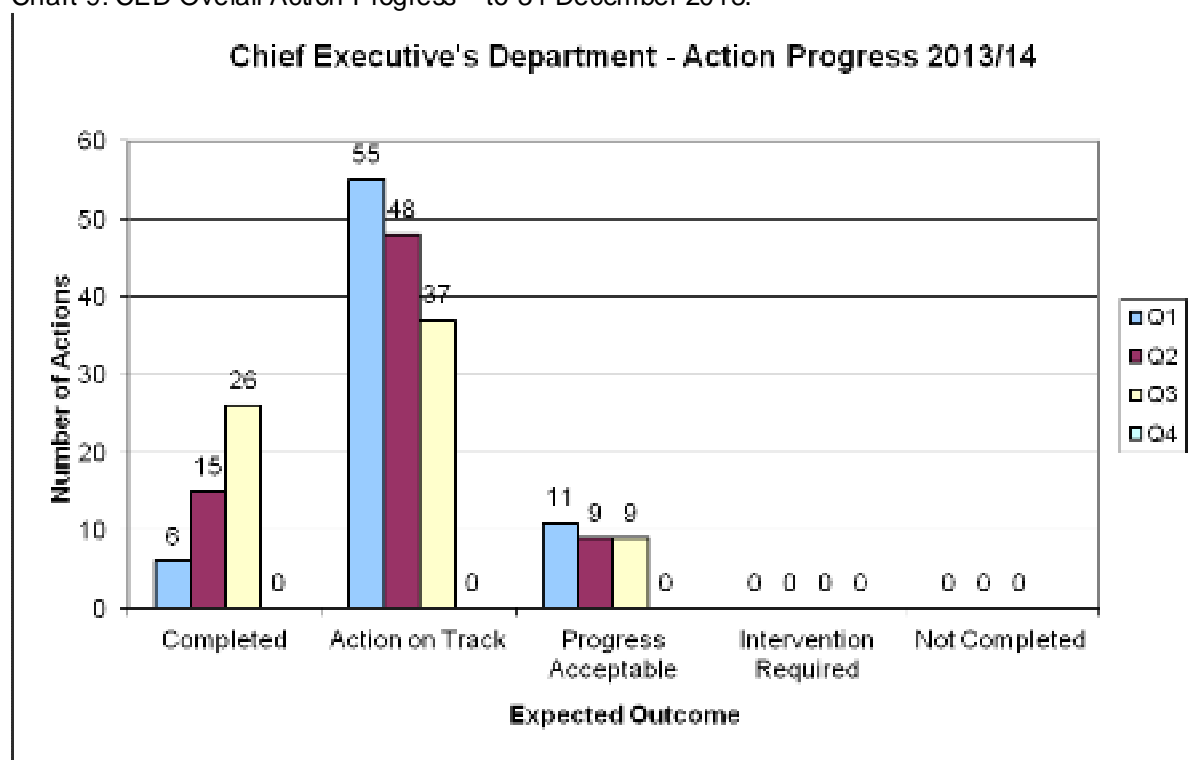
- Jobs and the Economy
- Organisational Development
- Health and Wellbeing
- Community Safety

8.2 The Chief Executive's Department has identified are 72 actions and 33 performance indicators spread across 11 outcomes within the Council Plan that it is responsible for. In addition the department has also identified 36 strategic risks that are included in the Council's Risk Registers.

8.3 As can be seen in Chart 9, overall progress across the department is positive, with:

- 63 Actions (88 %) have already been completed or are on track to be completed by their agreed due date.
- The remaining 9 actions (12%) have been assessed as having made acceptable progress.

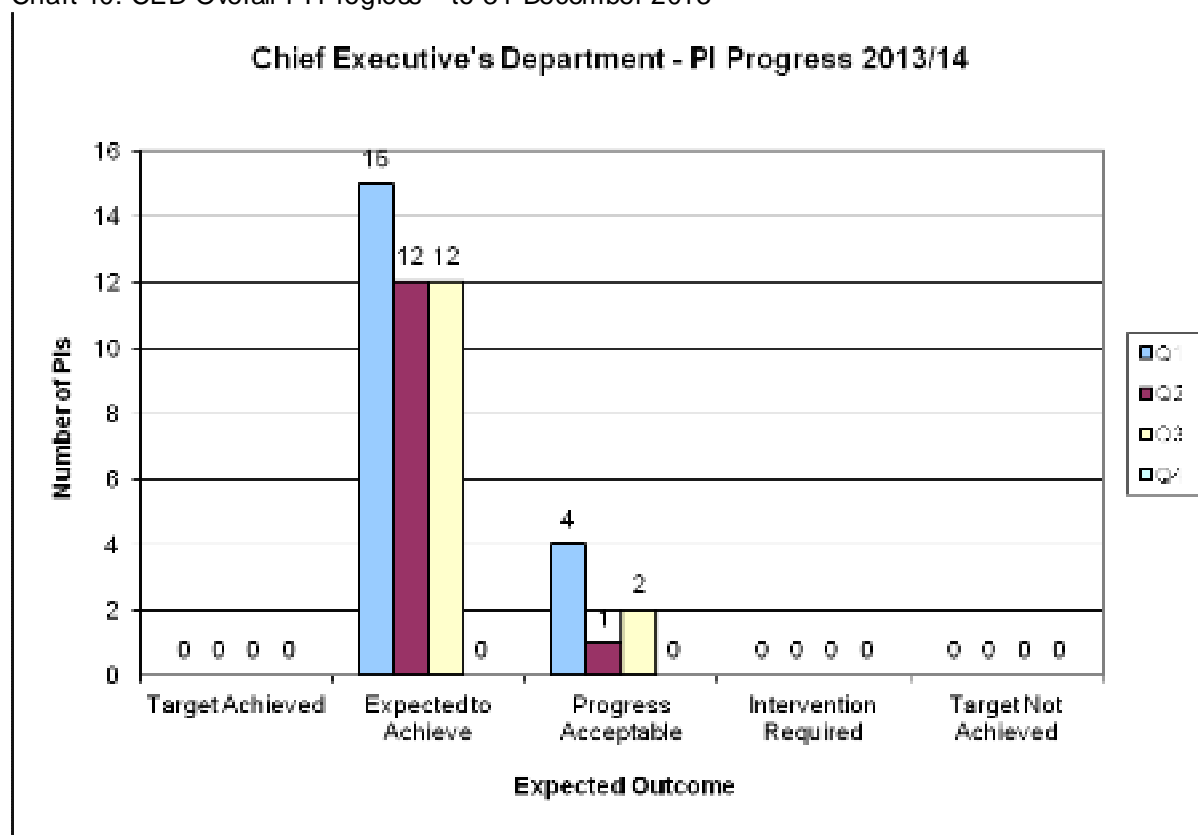
Chart 9: CED Overall Action Progress – to 31 December 2013.



8.4 Chart 10 summarises officers' assessments of the 14 performance indicators that have targets **and** are measurable throughout the year. It can be seen that, as at 31 December 2013, the position was also positive, with:

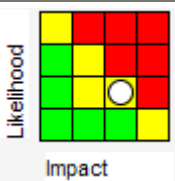
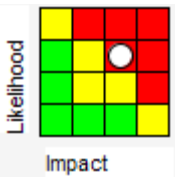
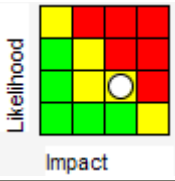
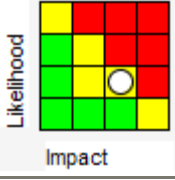
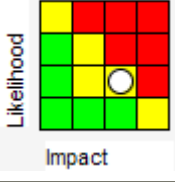
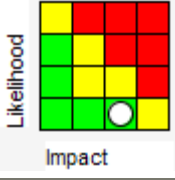
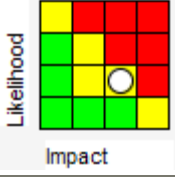
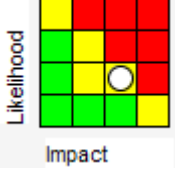
- 12 indicators (86%) either having been assessed as being on track to achieve target ;
- 2 indicators (14%) having had made acceptable progress.

Chart 10: CED Overall PI Progress – to 31 December 2013



- 8.5 A further 2 indicators have targets which can only be assessed at the year end. A further 18 PI are monitored only.
- 8.6 There are 28 risks on the Accepted Risk Register within the Chief Executive's Department and a further 8 on the Actively Managed Risk Register. The table below provides a summary of the position of the risks on the Actively Manager Risk Register along with details to show what action is being taken with regards to these risks.

Table 7: CED Actively Managed Risks 2013/14

Code	Title	Current Risk Matrix	Latest Note
CED R059	Failure to integrate equality into all aspects of the Council's work leading to non compliance with legislation and Council aims (Actively Managed)		the likelihood of this risk has remained the same. The corporate steering group continues to operate to both support departments in the consideration of and integration of equality issues in the development of policy and plan
CED R088	Future and Current Equal Pay Claims including settlement of, or adverse findings in ET of existing equal pay claims (Actively Managed)		On-going case right of all Equal Py claims. Risk assessment of terms and conditions arrangements reported to CMT for action.
CED R089	Experiencing failure or lack of access to Critical ICT systems (Actively Managed)		the new contract provides for more robust disaster management and recovery options which will be in place for the end of march 2014
CED R090	Failure to meet the statutory requirements of the Chief Executive's department (Actively Managed)		Constitutional arrangements approved by Council on 6/3/2013, for implementation during municipal year
CED R091	Failure to have corporately adequate arrangements in place to manage and deliver the budget strategy and the savings programme (Actively Managed)		Reports submitted to Finance & Policy Committee detail and replace, monitoring progress against 2013/14 budgets (including savings). Detailed plans are developed for 2014/15 savings and final budget report will be considered by Finance and Policy Committee on 31.1.14.
CED R094	Failure to deliver a new ICT Contract (Actively Managed)		the new ICT contract and the procurement process associated with it has been delivered. The delivery of the new contract is now being planned along with the transition from the current arrangements
CED R095	Failure to have in place effective governance arrangements (Actively Managed)		new governance arrangements have been developed and are in place and operating effectively
CED R098	That a material safety breach of health and safety legislation is identified by the HSE resulting in a significant Fee for Intervention (FFI) being applied.		Internal controls in place risk assessment review ongoing. Additional IOSH Managing Safely courses arranged for new managers or those who have yet to attend. Tool box talks and other health and safety courses still being delivered to services across the Council.

8.7 For the period up to 31 December 2013 the Chief Executive's Department have identified a number of achievements including: -

- A Benefit officer is working directly with a number of schools on initiatives to promote take up of free school meals.

- The 2013 health promotion plan has now been completed within HBC and partner workplaces as part of the North East Better Health at Work Award. HBC has been successful in achieving the Continuing Excellence level of the award and continues to mentor and support key partner workplaces across the town at various stages of the award. A new health promotion campaign plan is in development for 2014.
- Detailed budget proposals have been considered by all policy committees and are due to be reconsidered in January prior to Council in February.
- Further Medium Term Financial Strategy reports were submitted to Finance & Policy Committee on 2.8.13 which identified savings to bridge the 2014/15 budget gap. A final report will be submitted to Finance & Policy Committee on 31.1.14
- Individual ward reports from the recent Household Survey have been uploaded on to the Council website.
- Activities have been identified for transfer to the Advice and Guidance Hub. However in the meantime appointment system is being set up for DBS and Blue Badge applications.
- The reviewed Complaints Procedure has been approved and is currently being embedded across all departments of the Council.
- A report was presented to Finance and Policy Committee in November, it was subsequently agreed that Strategic Partners Group should continue with 4 scheduled meetings per year. The effectiveness of the group will be evaluated in January 2015.
- 71 meetings supported in accordance with statutory and other timescales and Performance Indicators with optimum performance achieved all Indicators within the control of the Democratic Services Team.
- Continuing to make media links re World War 1 Commemoration project with significant media interest. Had good profile in Guardian on school health improvement initiative in conjunction with British Heart Foundation. Also working on launch of Hartlepool Vision which should result in national profile

9. RECOMMENDATIONS

9.1 Finance and policy Committee is asked to: -

- note the current position with regard to performance.

10. REASONS FOR RECOMMENDATIONS

10.1 Finance and Policy Committee have overall responsibility for the monitoring of the Council Plan.

11. BACKGROUND PAPERS

11.1 None

12. CONTACT OFFICER

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