



Chief Executive's Department
Civic Centre
HARTLEPOOL

28 July, 2014

Councillors Ainslie, C Akers-Belcher, S Akers-Belcher, Atkinson, Barclay, Beck, Brash, Clark, Cook, Cranney, Dawkins, Fleet, Gibbon, Griffin, Hall, Hargreaves, Hind, Jackson, James, Lauderdale, Lilley, Loynes, Martin-Wells, Dr. Morris, Payne, Richardson, Riddle, Robinson, Simmons, Sirs, Springer, Thomas and Thompson

Madam or Sir,

You are hereby summoned to attend a meeting of the COUNCIL to be held on THURSDAY, 7 August, 2014 at 7.00 p.m. in the Civic Centre, Hartlepool to consider the subjects set out in the attached agenda.

Yours faithfully

D Stubbs
Chief Executive

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COUNCIL AGENDA



7 August 2014

at 7.00 p.m.

**in the Council Chamber,
Civic Centre, Hartlepool.**

- (1) To receive apologies from absent Members;
- (2) To receive any declarations of interest from Members;
- (3) To deal with any business required by statute to be done before any other business;
- (4) To receive questions from and provide answers to the public in relation to matters of which notice has been given under Rule 11;
- (5) To approve the minutes of the last meeting of the Council held on 3 July 2014 as the correct record;
- (6) To answer questions from Members of the Council on the minutes of the last meeting of Council;
- (7) To answer questions of Members of the Council under Rule 12;
 - a) Questions to the Chairs about recent decisions of Council Committees and Forums without notice under Council Procedure Rule 12.1
 - b) Questions on notice to the Chair of any Committee or Forum under Council Procedure Rule 12.2
 - c) Questions on notice to the Council representatives on the Police and Crime Panel and Cleveland Fire Authority
 - d) Minutes of the meetings held by the Cleveland Fire Authority held on 6 June 2014 and 25 June 2014 and the Police and Crime Panel held on 5 February 2014 and 7 April 2014.

- (8) To deal with any business required by statute to be done;
- (9) To receive any announcements from the Chair, or the Head of Paid Service;
- (10) To dispose of business (if any) remaining from the last meeting and to receive the report of any Committee to which such business was referred for consideration;
- (11) To consider reports from the Council's Committees and to receive questions and answers on any of those reports;
- (12) To consider any other business specified in the summons to the meeting, and to receive questions and answers on any of those items;
- (13) To consider reports from the Policy Committees:
 - (a) proposals in relation to the Council's approved budget and policy framework; and
 - (b) proposals for departures from the approved budget and policy framework;
 - (1) Empty Homes Scheme Phase 2 – Report of Finance and Policy Committee
 - (2) Headland Walls and Block Sands Coastal Protection Works – Report of Finance and Policy Committee
- (14) To consider motions in the order in which notice has been received; and
- (15) To receive the Chief Executive's report and to pass such resolutions thereon as may be deemed necessary.



COUNCIL

MINUTES OF PROCEEDINGS

3 July 2014

The meeting commenced at 7.00 pm in the Civic Centre, Hartlepool

PRESENT:-

The Ceremonial Mayor (Councillor S Akers-Belcher) presiding:

COUNCILLORS:

Ainslie	C Akers-Belcher	Atkinson
Barclay	Beck	Clark
Cook	Cranney	Dawkins
Fleet	Gibbon	Griffin
Hall	Hind	Jackson
James	Lauderdale	Lilley
Loynes	Martin-Wells	Dr Morris
Richardson	Riddle	Robinson
Simmons	Sirs	Springer
Thompson		

Officers: Dave Stubbs, Chief Executive
Andrew Atkin, Assistant Chief Executive
Peter Devlin, Chief Solicitor
John Morton, Assistant Chief Finance Officer
Denise Ogden, Director of Regeneration and Neighbourhoods
Sally Robinson, Assistant Director, Children's Services
Louise Wallace, Director of Public Health
Amanda Whitaker and Angela Armstrong, Democratic Services Team

11. APOLOGIES FOR ABSENT MEMBERS

Councillors Brash, Hargreaves, Payne and Thomas

It was agreed that flowers be sent to Councillor Hargreaves, on behalf of Council, following the recent birth of her baby daughter.

12. DECLARATIONS OF INTEREST FROM MEMBERS

Councillor Martin-Wells declared a prejudicial interest in the agenda item

relating to the report of Independent Remuneration Panel (minute number 18 refers) which included a recommendation to increase the Special Responsibility Allowance of the Chair of Audit and Governance Committee. Councillor Martin-Wells advised that despite advice that he could vote on the item, he did not consider it appropriate to do so. The Chief Solicitor clarified that in accordance with the Code of Conduct for Councillors, Members were permitted to vote on matters relating to Members' allowances.

13. BUSINESS REQUIRED BY STATUTE TO BE DONE BEFORE ANY OTHER BUSINESS

None

14. PUBLIC QUESTION

None

15. MINUTES OF PROCEEDINGS

The Minutes of Proceedings of the Council held on the 10 June 2014 and the Annual Council meeting held on 12 June 2014, having been laid before the Council.

RESOLVED - That the minutes be confirmed.

The minutes were thereupon signed by the Chairman.

16. QUESTIONS FROM MEMBERS OF THE COUNCIL ON THE MINUTES OF THE PREVIOUS MEETING OF THE COUNCIL

With reference to minute 2 of the annual meeting of Council held on 12 June 2014, Councillor Thompson congratulated the Ceremonial Mayor on his appointment and thanked his own proposer and seconder for nominating him for the position of Ceremonial Mayor. Councillor Thompson reiterated that if successful, he would not have accepted any Special Responsibility Allowance and asked the Ceremonial Mayor if he would be prepared to do the same. The Ceremonial Mayor responded that he would be accepting a Special Responsibility Allowance.

17. QUESTIONS FROM MEMBERS OF THE COUNCIL

- a) Questions to the Chairs about recent decisions of Council Committees and Forums without notice under Council Procedure Rule 12.1

None

- b) Questions on notice to the Chair of any Committee or Forum under Council Procedure Rule 12.2

None

- c) Questions on notice to the Council representatives on the Police and Crime Panel and Cleveland Fire Authority

None

- d) Minutes of the meetings held by the Cleveland Fire Authority on 14 February 2014 and 7 March 2014 had been circulated.

The minutes were noted.

18. BUSINESS REQUIRED BY STATUTE

- (i) Report of the Independent Remuneration Panel

The Chief Executive presented the Independent Remuneration Panel's (IRP) report on Members' Allowances. The IRP report informed Council of the Panel's review of the Basic and Special Responsibility Allowances and their recommendations for the Council's scheme.

Amendment moved by Councillor C Akers-Belcher and seconded by Councillor Richardson:-

- "That the principle of the resolution on 11 April 2013, whereby elected Members shall only receive an increase in their basic allowance in line with staff as and when this is agreed by Government be adopted.
- That the reduction in Special Responsibility Allowance allocated to Chairs of Neighbourhood Forums not be supported as they are an integral part of the consultation process with residents on a number of issues.
- That in order to promote fairness across all opposition groups, the 60% SRA for the Principal Minority Group Leader be paid on a pro rata basis to all opposition Leaders (based on the composition of political groups for the current Municipal year this would equate to Putting Hartlepool First 30%, Conservative 18% and UKIP 12%)

During the debate, it was highlighted that the change in governance arrangements had transferred responsibilities from Portfolio Holders to equal responsibility on all Members.

A further amendment was moved by Councillor Thompson and seconded by Councillor Riddle

"That the Council removes all Special Responsibility Allowances with immediate effect"

Issues associated with Members' allowances were further debated including the savings which would be derived from the original amendment and the connection between receipt of basic allowances and Members' attendances at meetings. Public perception of Councillors was highlighted together with how public confidence could be increased.

In accordance with Council Procedure Rule 17.5 of the Constitution, a recorded vote was taken on the amendment proposed by Councillor Thompson:-

Those in favour:

Councillors Atkinson, Dawkins, Gibbon, Lilley, Riddle, Springer and Thompson

Those against:

Councillors Ainslie, C Akers-Belcher, S Akers-Belcher, Barclay, Beck, Clark, Cook, Cranney, Fleet, Griffin, Hall, Hind, Jackson, James, Lauderdale, Loynes, Martin-Wells, Morris, Richardson, Robinson, Simmons and Sirs.

Those abstaining:

None

In accordance with Council Procedure Rule 17.5 of the Constitution, a recorded vote was taken on the amendment proposed by Councillor C Akers-Belcher:-

Those in favour:

Councillors Ainslie, C Akers-Belcher, S Akers-Belcher, Barclay, Beck, Clark, Cook, Cranney, Fleet, Griffin, Hall, Jackson, James, Loynes, Morris, Richardson, Robinson, Simmons and Sirs.

Those against:

Councillors Atkinson, Dawkins, Gibbon, Hind, Lauderdale, Lilley, Riddle, Springer and Thompson

Those abstaining:

None

Further amendment by Councillor Thompson and seconded by Councillor Riddle:-

"That the basic allowance be frozen for the next 10 years"

In accordance with Council Procedure Rule 17.5 of the Constitution, a recorded vote was taken on the further amendment proposed by Councillor Thompson:-

Those in favour:

Councillors Atkinson, Dawkins, Gibbon, Lilley, Riddle and Thompson

Those against:

Councillors Ainslie, C Akers-Belcher, S Akers-Belcher, Barclay, Beck, Clark, Cook, Cranney, Fleet, Griffin, Hall, Hind, Jackson, James, Lauderdale, Loynes, Martin-Wells, Morris, Richardson, Robinson, Simmons and Sirs.

Those abstaining:

Councillor Springer

In accordance with Council Procedure Rule 17.5 of the Constitution, a recorded vote was taken on the substantive Motion:-

Those in favour:

Councillors Ainslie, C Akers-Belcher, S Akers-Belcher, Barclay, Beck, Clark, Cook, Cranney, Fleet, Griffin, Hall, Jackson, James, Loynes, Morris, Richardson, Robinson, Simmons and Sirs.

Those against:

Councillors Atkinson, Dawkins, Gibbon, Lilley, Riddle, Springer and Thompson

Those abstaining:

Councillors Hind and Lauderdale

Substantive motion agreed and the recommendations of the Independent Remuneration Panel were therefore agreed subject to the amendments moved by Councillor C Akers-Belcher.

19. ANNOUNCEMENTS

None

20. TO DISPOSE OF BUSINESS (IF ANY) REMAINING FROM THE LAST MEETING AND TO RECEIVE THE REPORT OF ANY COMMITTEE TO WHICH SUCH BUSINESS WAS REFERRED FOR CONSIDERATION.

None

21. TO RECEIVE REPORTS FROM THE COUNCIL'S COMMITTEES

None

22. TO CONSIDER ANY OTHER BUSINESS SPECIFIED IN THE SUMMONS OF THE MEETING

None

23. REPORT FROM THE POLICY COMMITTEES

- (a) Proposal in relation to the Council's budget and policy framework
- (i) Hartlepool Youth Justice Plan 2014-15 – Report of Children's Services Committee

The report provided the background to the national Youth Justice Performance Framework which was the Youth Justice Board's primary tool for monitoring and securing improvement across Youth Offending Services in England and Wales. The planning framework to support the development of the 2014/15 Youth Justice Strategic Plan for Hartlepool had drawn upon the appraisal of the Youth Justice Board's Regional Partnership Manager, the local Youth Offending Service Strategic Management Board and the views and opinions of service users, staff and key partners. In addition, the Plan had incorporated recommendations from the Children's Services Committee, views of the Safer Hartlepool Partnership Executive Group and the current scrutiny investigation into re-offending in Hartlepool.

It was proposed that the Youth Offending Service and broader Youth Justice Partnership focus on a number of key strategic objectives during 2014/15 which were outlined in the report. It was highlighted that the local Youth Justice Strategic Plan for 2014/15 would establish responsibility across the Youth Offending Service and the Youth Offending Strategic Board for taking each improvement activity forward within agreed timescales.

RESOLVED – That the Youth Justice Plan for 2014-15 be approved for submission to the National Youth Justice Board.

The above was agreed by show of hands. The Chair confirmed, in the absence of dissent, that this was the unanimous decision of the Council.

- (b) Proposal for Departure from the Budget and Policy Framework
- (i) Medium Term Financial Strategy – 2014/15 Final Outturn and 2015/16 Budget Timetable – Report of Finance and Policy Committee

The Chair of Finance and Policy Committee presented a comprehensive report which enabled Council to consider the Committee's proposals in relation to the

2013/14 final Outturn and budget timetable for 2015/16. An additional report had been circulated to update Council on the recommendations approved by Finance and Policy Committee on the 30th June 2014 in relation to the issues addressed in the original report. Two recommendations had been revised by Finance and Policy Committee and the revised recommendations were set out and highlighted in the supplementary report together with the initial recommendations considered by Finance and Policy Committee.

RESOLVED –That the proposals be approved as follows:-

1. To note the General Fund 2013/14 final outturn position detailed in Appendix A, including the additional risk reserves and the uncommitted final 2013/14 General Fund outturn of £0.495m.
2. To approve the proposals to use the uncommitted outturn to implement the allocation of the housing income received from Housing Hartlepool of £0.215m to purchase additional houses for rent and the residual balance of £0.280m to partly support the additional one-off 2015/16 budget deficit arising from clarification of the Better Care funding regime.
3. On the basis of approval of recommendation 2 above, to approve the purchase of 5 houses as an addition to capital programme to be funded through a combination of the Housing income and Prudential Borrowing (which will be fully funded from rental income), as detailed in confidential Appendix B which contained exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (paragraph 3) information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. To note that adoption of Option 2 will require a one-off contribution of £0.220m from a combination of the 2014/15 outturn and review of reserves to fully address the additional budget shortfall in 2015/16, which it is anticipated can be achieved and to note also that as a fall back the costs of the free junior swims initiative in summer 2014 may need to be funded from the 2014/15 outturn, but only in the event that the Domes proceeds were not received.
5. To approve the proposal to allocate the uncommitted final 2013/14 Local Welfare Support outturn of £0.226m as a Family Poverty reserve and to note the Finance and Policy Committee will consider use of these monies as part of the development of the 2015/16 Local Council Tax Support Scheme, which will be referred to a future Council meeting for a decision. The Chief Finance Officer advised the Finance and Policy Committee that this proposal does not impact on the budget position for

2014/15 to 2016/17 and means that the Council will, as reported within the February 2014 MTFS report, need to address the removal of Local Welfare Support funding as part of the 2017/18 budget.

6. That with regard to Ward Member Budgets 2013/14 Outturn, to approve the proposal to allocate the unused Ward Member budgets for the Hart Ward of £10,500 and the Seaton Ward of £8,830 for use by the current Ward Members for these areas to support projects which meet the existing criteria for use of Ward Member budgets and to note the proposals from Councillors Beck and Robinson that their element of the Hart Ward Members budget will be allocated towards Environmental Apprenticeships.

Councillor Riddle advised at the meeting that he intended that his element of the budget would be allocated towards a Dementia project at Hartfields and the balance towards initiatives generated to commemorate the outbreak of the First World War.

7. To note that an initial review of Child and Adult Services Reserves has been completed to identify resources to fund the estimated costs in 2014/15, of up to £0.448m, arising from changes to the Deprivation of Liberty Safeguards arising from a recent Supreme Court judgement and approve the allocation of the following amounts to fund these costs:

- Demographic Pressures in Adult Social Care Reserve – £0.331m
- Supporting Social Care Reserves £0.117m

To note it was hoped the actual 2014/15 costs will be lower, which will enable the unused reserves to be carried forward to partly mitigate the ongoing costs in 2015/16, currently estimated to be £0.269m:

8. To approve the budget timetable detailed in Appendix C and provide authority to the Chief Solicitor to make consequential changes to the Council's Constitution.

The above recommendations of the Finance and Policy Committee were agreed by show of hands. The Chair confirmed, in the absence of dissent, that this was the unanimous decision of the Council.

24. MOTIONS ON NOTICE

None

25. SPECIAL URGENCY DECISION

Council was informed that there had been one special urgency decision taken in the period February 2014 to April 2014. The decision had been taken by the Finance and Policy Committee on 28th March 2014 and had related to a proposal to accept a lump sum payment in exchange for the release of financial interest in the Domes development, Tees Road. The decision had been taken under Special Urgency Provision to meet the requirements of a time limited offer from a third party to purchase the development. A report had been submitted to Council on 3 April 2014 when Council had agreed the recommendations of the Finance and Policy Committee as a departure from the approved Budget and Policy Framework.

The Chief Executive responded to a request for clarification in relation to the Domes development and advised that it had been appropriate for the decision to be taken in accordance with special urgency provisions due to the timescales which had been involved in the early stages of the development in line with the information available to the Authority at that time.

RESOLVED – That the report be noted.

26. VACANCIES ON COMMITTEES

The Chief Executive reported that following the appointments to Committees and Forums made at the meeting on 10 June 2014, there were vacancies remaining on Committees as follows:-

Finance and Policy Committee – 1 seat (IND)

Audit and Governance Committee – 2 seats (PHF & IND). A nomination of Councillor Springer (UKIP) for one of the seats had been received.

An additional nomination of Councillor Thompson was made at the meeting in respect of the Audit and Governance Committee.

There were no nominations to the vacancy on the Finance and Policy Committee.

RESOLVED – (i) That the appointments of Councillors Springer and Thompson to the Audit and Governance Committee be approved.

27. OUTSIDE BODIES

Following the appointments to Outside Bodies made at the meeting on 10 June 2014, instructions were requested in relation to remaining vacancies which were set out in the report.

Members were advised that there were two Outside Body appointments where, since the meeting on 10 June, further information had been received and

Council was requested to remove those bodies from the outside body schedule as follows:-.

North East Rural Affairs Commission –Following comment from the previously appointed representative that no contact from the organisation had been received; checks had revealed that this regional body seemed no longer to be in operation by the Department for Environment Food and Rural Affairs.

West View Project – following the nominations made at Council on 10 June, further contact with West View Project had revealed that following the transfer of the project to limited company status, there were no positions on the company board for Council nomination.

RESOLVED –

- (i) That the following appointments be approved:-

Cleveland Police and Crime Panel – designated substitutes:-
Councillor Richardson for Councillor C Akers-Belcher
Councillor Lilley for Councillor Thompson

Local Joint Consultative Committee – Councillor Loynes (1 PHF position remaining).

Tees Valley Environmental Protection Group – Councillor Springer.

Hartlepool Family Placement Panel – Councillor Payne to replace Councillor Richardson

- (ii) That following confirmation from the Hartlepool Credit Union that there are four seats available on the Board, the nominations submitted to Council on 10 June 2014 of Councillors Hall, Sirs and Hind were approved together with the further nomination, submitted at the meeting, of Councillor Springer.
- (iii) It was noted that no nominations had been submitted to the Together Project Steering Group.
- (iv) That the appointment of a designated substitute appointment for Councillor James, on Cleveland Emergency Planning Joint Committee, be submitted to the Chief Executive following the meeting.
- (v) That the North East Rural Affairs Commission and West View Project be removed from the schedule of Outside Bodies.

The above was agreed by show of hands. The Chair confirmed, in the absence of dissent, that this was the unanimous decision of the Council.

The meeting concluded at 7.50 p.m.

CEREMONIAL MAYOR

CLEVELAND FIRE AUTHORITY

MINUTES OF ANNUAL MEETING

6 JUNE 2014



PRESENT:

HARTLEPOOL BOROUGH COUNCIL
Cllrs Stephen Akers-Belcher, Robbie Payne, Carl Richardson, Ray Martin-Wells

MIDDLESBROUGH COUNCIL
Cllrs Shamal Biswas, Garry Clark, Naweed Hussain, Peter Sanderson

REDCAR & CLEVELAND BOROUGH COUNCIL
Cllrs Brian Briggs, Norah Cooney, George Dunning, Ray Goddard, John Hannon, Mary Ovens

STOCKTON ON TEES BOROUGH COUNCIL
Cllrs Gillian Corr, Jean O'Donnell, Paul Kirton, Mick Stoker, Steve Walmsley, William Woodhead

AUTHORISED OFFICERS
Chief Fire Officer, Director of Corporate Services, Treasurer

BRIGADE OFFICERS
Head of Corporate Support

HARTLEPOOL BOROUGH COUNCIL
Hayley Martin - Solicitor

APOLOGIES FOR ABSENCE: Councillor Gardner – Stockton on Tees Borough Council
Councillors Jan Brunton, Hazel Pearson – Middlesbrough Council

1. APPOINTMENT OF CHAIR FOR THE ENSUING YEAR

The Director of Corporate Services sought nominations for the position of Chair of Cleveland Fire Authority for 2014/2015. Councillor Brian Briggs was subsequently proposed and seconded whereupon nominations were closed.

RESOLVED – that Councillor Brian Briggs be appointed Chair of Cleveland Fire Authority for the ensuing year.

Councillor Briggs in the Chair.

The Chairman welcomed new Member Councillor Goddard to the Authority and also wished to place on record the Authority's thanks to Councillor Jeffrey.

Councillor Payne thanked Members and Officers for their support during his two years Chairmanship and for working together to ensure the betterment and safety of the people of Cleveland. He also gave special thanks to Councillors Akers-Belcher and Richardson, who would be leaving the Authority on 11 June 2014.

2. DECLARATIONS OF MEMBERS INTEREST

It was noted no Declarations of Interests were submitted to the meeting.

3. APPOINTMENT OF VICE CHAIR FOR THE ENSUING YEAR

The Chairman sought nominations for the position of Vice Chair to Cleveland Fire Authority for 2014/2015. Councillor Jan Brunton was proposed and seconded whereupon nominations were closed.

RESOLVED – that Councillor Jan Brunton be appointed as Vice Chair of Cleveland Fire Authority for the ensuing year.

4. MINUTES

RESOLVED – that the Minutes of the Cleveland Fire Authority meeting on 14 February 2014 and the Extraordinary Meeting on 7 March 2014 be confirmed.

5. MINUTES OF COMMITTEES

RESOLVED – that the Minutes of the Executive Committee meetings on 7 March 2014 and 16 May 2014 and the Special Executive Committee of 11 February 2014 be confirmed.

6. COMMUNICATIONS RECEIVED BY THE CHAIR

Brandon Lewis MP - Further Industrial Action in the Fire and Rescue Service, Fire and Rescue National Framework for England

DCLG - Draft Regulations: Openness of Local Government Body Meetings; Reducing Data Burdens on Local Authorities; Bidding Process for 2015/16 Transformational Funds; Payment of Fire Revenue Grant 2014-15; Further Industrial Action; Local Government Transparency Code 2014 Issued; Transformation Challenge Award – Cost Benefit Analysis Workshops; Firefighters Pensions – Technical support for Fire and Rescue Authorities

Department for Business, Innovation & Skills (DBIS) - The Regulator's Code: Local Authority Complaints Process

Gill Gittings - NJC for Brigade Managers: Dispute between FBU and Ministers on Pension Reform; Potential Industrial Action

FBU: Pensions Dispute – Andy Noble

Bruce Carr QC - The Carr Review

RESOLVED – that the communications be noted.

7. REPORT OF THE LEGAL ADVISER AND MONITORING OFFICER

7.1 Business Report 2014/15

Mrs Martin sought Members' views regarding the principles to the Corporate Governance framework outlined at paragraph 3 and the Corporate Governance Framework outlined at Appendix A which detailed the following:

- CFA Membership 2014/15
- Calendar of Meetings 2014/15
- Terms of Reference

7.1 Business Report 2014/15 continued

- Committee Structure
- Delegation Scheme
- Financial Procedure Rules
- Standing Orders of the Authority
 - Standing Orders in Respect of Proceedings
 - Contract Procedure Rules
- Code of Corporate Governance
- Members Allowance Scheme

Members were asked to consider and comply with the Ethical Governance Framework outlined at Appendix B. This included the revised Code of Conduct adopted by the Authority on 7 June 2013, through the requirement for Cleveland Fire Authority to promote and maintain high standards of conduct by its Members, under Section 27 of the Localism Act, 2011. Mrs Martin reported that paragraphs 1 – 7 detailed the ‘principles of public life’ as specified under the Localism Act, 2011.

Members were also asked to consider the Member Development Framework 2014/15 at Appendix C.

Mrs Martin informed the meeting that due to the non-appointment to the Authority by two constituent Councils, Members consideration was sought as to how they wished to proceed with the appointment to committees:

Option 1 - Appoint to committees as outlined within the report and any vacancies/changes be reported at the CFA meeting on 25 July 2014.

Option 2 - Appoint today to the Executive Committee which is due to meet on the 4 July 2014 and the Tender committee which is also due to meet in July. Defer the other appointments to the CFA meeting on 25 July 2014 when our new membership will be known.

Option 3 - Maintain the 2013/14 committee membership and receive an updated report at the CFA Meeting on 25 July 2014 on the appointment to Committees based on the new membership.

Members unanimously moved Option 2. Mrs Martin reported that nominations for the Executive Committee had been received from Councillors Briggs, Brunton, O'Donnell, Payne and Woodhead and three nominations had been received for two of the remaining places from Councillors Corr, Hannon and Ovens. Members were asked to vote for their preferred two candidates by a show of hands. Mrs Martin confirmed that the nominees with the most votes, and therefore to be appointed to the Executive Committee, were Councillors Ovens and Corr. Tender Committee nominations were received and moved from Councillors Briggs, Brunton and Woodhead.

RESOLVED:-

- (i) That the Corporate Governance Framework principles as outlined at paragraph 3 be approved.**
- (ii) That the Corporate Governance Framework as outlined at paragraph 4 and Appendix A be approved.**
- (iii) That the Code of Conduct as outlined at paragraph 5.3, and Appendix B, be adopted and approved.**
- (iv) That the Ethical Governance Framework of the Authority as outlined at paragraph 5 and Appendix B be approved and complied with.**

7.1 Business Report 2014/15 continued

- (v) That the Member Development Framework which includes the Role of Members outlined at paragraph 6 and Appendix C be approved.
- (vi) That the Member attendance at the associated meetings as outlined at Paragraph 7 be noted.
- (vii) That Member appointments to the Executive Committee and Tender Committee (as outlined in the table below) be approved.

EXECUTIVE COMMITTEE 4-1-1-1

LAB	BRIGGS	CHAIRMAN
LAB	BRUNTON	VICE CHAIR
LAB	O'DONNELL	STOCKTON ON TEES
LAB	PAYNE	HARTLEPOOL
LD	OVENS	REDCAR & CLEVELAND
CONS	WOODHEAD	STOCKTON ON TEES
IND	CORR	STOCKTON ON TEES

TENDER

LAB	BRIGGS	CHAIRMAN
LAB	BRUNTON	VICE CHAIR
CONS	WOODHEAD	STOCKTON ON TEES

- (viii) That Member appointments to the Audit & Governance, Overview & Scrutiny, Appeals and Joint Consultative Committees and outside bodies, as outlined at Paragraph 8, be deferred to the CFA meeting on 25 July 2014 when the Authority's Membership will be known.

8. REPORTS OF THE CHIEF FIRE OFFICER

8.1 Employee Health & Wellbeing Framework

The Director of Corporate Services (DoCS) reported that following record levels of sickness across the Brigade in 2012/13, the Authority approved a Health and Wellbeing Strategy for 2012/13 – 2014/15 which set out actions to be delivered over the three year period. Included within the actions was the review of all policies associated with Employee Health and Wellbeing.

The DoCS summarised the policies and associated procedures underpinning the Employee Health and Wellbeing Framework, as listed below, that had undergone review to date and detailed the aims, statement, objectives, scope and roles and responsibilities.

- Attendance Policy (Annex 1)
- Sickness Absence Management Policy (Annex 3)
- Sickness Absence Management Procedure (Annex 4)
- Substance Abuse Policy (Annex 5)
- Substance Abuse Procedure (Annex 6)

The DoCS reported that at its meeting on 16 May 2014, the Executive Committee had recommended the Authority approve the Employee Health & Wellbeing Framework (Appendix 1), Sickness Absence Management Policy and Substance Abuse Policy. The DoCS also confirmed that the trade unions had been consulted on the policies and supported the establishment of an Employee Health and Wellbeing Framework. She reported that the Attendance Procedure, which underpins the Attendance Policy, was currently being reviewed and would be presented at a future date.

8.1 Employee Health & Wellbeing Framework continued

RESOLVED:-

- (i) That the Employee Health & Wellbeing Framework (Appendix 1) and the associated policies detailed below, be approved:
 - Attendance Policy (Annex 1)
 - Sickness Absence Management Policy (Annex 3)
 - Substance Abuse Policy (Annex 5)
- (ii) That the Sickness Absence Management Procedure (Annex 4) and Substance Abuse Procedure (Annex 6) be noted.

2.25pm Councillors Biswas and Hussain left the meeting

8.2 Year End Performance and Efficiency Report 2013/14

The Chief Fire Officer (CFO) gave a detailed presentation to Members outlining some of the key achievements against the Brigade's strategic priorities for 2013/14. He explained that due to a lack of a national framework Cleveland Fire Brigade had devised its own performance measurement tool which had been validated by External Auditors, Mazars.

The CFO confirmed that overall the Authority's performance in 2013/14 was assessed as 'Good' and covered the following eight strategic areas in detail giving their individual performance rating.

- Strategic Outcomes – Performing well
- Annual Priorities – Performing Well
- Key Service Standards – Performing Well
- Operational Assurance – Performing Strongly
- Good Corporate Governance – Performing Strongly
- Value for Money and Financial Resilience – Performing Strongly
- Comparison against other Fire & Rescue Services – Adequate Performance
- Customer Care – Performing Strongly

The CFO reported that the Year End Performance and Efficiency Report 2013/14 had been scrutinised by the Audit & Governance Committee at its meeting on 23 May 2014.

Councillor Dunning thanked the CFO for the excellent presentation and asked if it would be feasible to extend the remit of a Home Fire Safety visit (HFSV) to include carbon monoxide detectors. The CFO confirmed that a complete risk assessment to cover both properties and householders was something that was currently being considered. He reported that the Authority was always looking at ways to extend the scope and role of HFSVs and that student accommodation was targeted each year in relation to carbon monoxide detectors.

RESOLVED - that the Performance and Efficiency Report 2013/14, as detailed in Appendix 1, be noted.

8.3 Information Pack - June 2014

8.3.1 Fire and Rescue Service Monthly Bulletins

RESOLVED – that the Information Pack be noted.

9. REPORT OF THE DIRECTOR OF CORPORATE SERVICES

9.1 Information Pack

9.1.1 Member attendance at LGA Annual Fire Conference 2014 - Cardiff

RESOLVED – that the Information Pack be noted.

10. REPORT OF THE CHAIR OF THE AUDIT & GOVERNANCE COMMITTEE

10.1 Information Pack

- 10.1.1 Organisational Performance Report – Year End 2013/14
- 10.1.2 Audit Progress Report – May 2013
- 10.1.3 Audit Strategy Memorandum
- 10.1.4 Outcomes of External Review of Performance Assessment Framework
- 10.1.5 Scrutiny of Internal Audit Reports 2013/14 – Year Ended 31 March 2014
- 10.1.6 Progress Against Revenue & Capital Budget 2013/14
- 10.1.7 Scrutiny of the Treasury Management Strategy 2014/15
- 10.1.8 Internal Audit Plan 2014/15
- 10.1.9 Corporate Suite of Indicators 2014/15
- 10.1.10 Target Setting 2014/15
- 10.1.11 Review of the Corporate Risk Register
- 10.1.12 Review of the Roles of Chief Financial Officer and Head of Internal Audit
- 10.1.13 Internal Audit Outturn Report 2013/14
- 10.1.14 Review of the Effectiveness of the System of Internal Audit
- 10.1.15 Audit 2013/14 – Understanding Management Processes and Arrangements
- 10.1.16 Review of the Authority's Annual Governance Statement
- 10.1.17 Review of the Authority's Anti-Fraud and Anti-Corruption Strategy

RESOLVED – that the Information Pack be noted.

11.1 REPORT OF THE CHAIR OF OVERVIEW & SCRUTINY

11.1 Information Pack

Councillor Cooney reported on the Sickness Absence Management Analysis which was scrutinised by the Overview and Scrutiny Committee at its meeting on 16 May 2014.

RESOLVED – That the Information Pack be noted.

12. LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION ORDER) 2006

RESOLVED - “That under Section 100(A) (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 & 4 below of Part 1 Schedule 12A of the Local Government Act 1972 as mended 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 and namely information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

13. CONFIDENTIAL MINUTES OF COMMITTEES

RESOLVED – that the Confidential Minutes of the Executive Committees, 7 May 2014 and 16 May 2014 and the Special Executive Committee of 11 February 2014 be confirmed.

14. CONFIDENTIAL REPORT OF THE LEGAL ADVISER AND MONITORING OFFICER

14.1 Service Level Agreement – Financial Services

Mrs Martin updated Members on the Service Level Agreement – Financial Services.

15. CONFIDENTIAL REPORTS OF THE CHIEF FIRE OFFICER

15.1 Trade Dispute: Industrial Action Update

The CFO gave Members an update in relation to the ongoing Industrial Dispute.

15.2 Proposed Acquisition of Land at Queens Meadow Business Park

Members received an update by the CFO.

**COUNCILLOR BRIAN BRIGGS
CHAIRMAN**

CLEVELAND FIRE AUTHORITY

MINUTES OF EXTRAORDINARY MEETING

25 JUNE 2014



- PRESENT:**
- CHAIRMAN:-** Cllr Brian Briggs – Redcar & Cleveland Borough Council
HARTLEPOOL BOROUGH COUNCIL
 Cllrs Marjorie James, Geoff Lilley, Robbie Payne
MIDDLESBROUGH COUNCIL
 Cllrs Shamal Biswas, Jan Brunton, Peter Sanderson
REDCAR & CLEVELAND BOROUGH COUNCIL
 Cllrs Norah Cooney, George Dunning, Ray Goddard, John P Hannon, Mary Ovens
STOCKTON ON TEES BOROUGH COUNCIL
 Cllrs John Gardner, Paul Kirton, Jean O'Donnell, Mick Stoker, Steve Walmsley, William Woodhead
AUTHORISED OFFICERS
 Chief Fire Officer, Director of Corporate Services, Legal Adviser/Monitoring Officer, Treasurer
BRIGADE OFFICERS
 Director of Technical Services
- APOLOGIES FOR ABSENCE:**
- Councillor Martin-Wells – Hartlepool Borough Council
 Councillors Gary Clark, Naweed Hussain, Hazel Pearson – Middlesbrough Council
 Councillor Gillian Corr – Stockton on Tees Borough Council

16. WELCOME

The Chairman welcomed Councillors Marjorie James and Geoff Lilley of Hartlepool Borough Council to Cleveland Fire Authority. The Chairman also welcomed Mr Barry Coppinger – Police and Crime Commissioner and Mr Graeme Slaughter – Chief Finance Officer for Cleveland Police and explained that Mr Coppinger had requested the opportunity to speak to Members regarding potential areas of collaboration.

17. DECLARATIONS OF MEMBERS INTEREST

Councillor Dunning declared a personal interest as a Member of the Cleveland Police and Crime Panel. (14:40hrs).

Members agreed to suspend Standing Orders to allow Mr Coppinger the opportunity to speak (14:35).

Members agreed to reinstate Standing Orders and re-open the meeting (14:53)

- 18. LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION ORDER) 2006**
RESOLVED - “That under Section 100(A) (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 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.
- 19. CONFIDENTIAL REPORT OF THE CHIEF FIRE OFFICER**
19.1 CFA Future Collaborative Strategic Partnerships
The CFO provided Members with an update.

COUNCILLOR BRIAN BRIGGS
CHAIRMAN

Cleveland Police and Crime Panel

A meeting of Cleveland Police and Crime Panel was held on Wednesday, 5th February, 2014.

Present: Cllr Norma Stephenson O.B.E (Chairman), Cllr Charles Rooney (Vice-Chairman), Cllr Chris Abbott, Geoff Baines, Gwen Duncan, Cllr Ian Jeffrey, Cllr Terry Laing, Cllr Steve Nelson and Cllr Bernie Taylor

Officers: David Bond, Peter Mennear, Michael Henderson Mike Batty, Steve Hume, Julie Nixon (SBC)

Also in attendance: Barry Coppinger (Commissioner), Ed Chicken, Michael Porter, Joanne Hodgkinson (Commissioner's Office), Deputy Chief Constable Iain Spittal (Cleveland Police)

Apologies: Cllr Christopher Akers-Belcher, Cllr Carl Richardson, Cllr Hazel Pearson, Cllr George Dunning, Cllr Ken Dixon

PCP 50/13 Evacuation Procedure/Mobile Phones

The Chairman presented the Evacuation Procedures and reminded those present to turn off, or turn to silent, any mobile phone, or similar device, they might have with them.

PCP 51/13 Declarations of Interest

There were no declarations of interest.

PCP 52/13 Minutes of the meeting held on 22 October 2013

The minutes of the meeting held on 22 October 2013 were confirmed as a correct record and were signed by the Chairman.

PCP 53/13 Police and Crime Commissioner's Police and Crime Plan 2013 - 2017

Members considered a report relating to the Police and Crime Commissioner's Police and Crime Plan 2013 - 2017.

The report provided details of the proposals and findings following an annual review of the Plan.

It was explained that the Police and Crime Commissioner's objectives and commitments would remain unchanged for the duration of the Plan.

Members were reminded of those objectives

- Retain and develop neighbourhood policing
- Ensure a better deal for victims and witnesses
- Divert people from offending, with focus on rehabilitation and the prevention of reoffending
- develop better coordination, communication and partnership between agencies to make the best use of resources
- working for better industrial and community relations

The Plan's appendices would be updated once the precept had been agreed and an updated version of the full Plan would be circulated to the Panel.

During consideration of the report:

- the Commissioner indicated that he would provide reports on his Estate Strategy.

- discussion took place on tackling sexual violence. Reference was made to a newspaper article that referred to work carried out by HMIC, the recording of crime and a classification of 'no crime' for offences, including rape. The article suggested that the number of recorded 'no crimes' varied significantly between Forces. It was explained that the Cleveland Police followed national standards for crime recording and the HMIC was undertaking a review of the Force's crime recording. The Commissioner indicated that he would monitor this issue and suggested that the HMIC review may provide more details. The Commissioner explained that he would provide the Panel with a report on tackling violence against women and girls and provide further information on the 'no crime' issue that had been raised.

- discussion took place on Community Safety Funding and it was noted that local authorities had been asked to prepare a business case for funding to support community safety initiatives, aimed at addressing objectives in the Police and Crime Plan.

- there was a brief discussion on crime recording and the Commissioner explained the strict controls that existed and the overview he undertook.

RESOLVED that

1. the Panel notes that the objectives and commitments of the Plan would remain the same.

2. the proposed changes to the Plan be noted.

3. Panel members be provided with the updated Plan and appendices when available.

4. that the discussion detailed above be noted and the identified reports be received at a future meeting or meetings.

**PCP
54/13**

Approach to the Budget Strategy - Task and Finish

The Panel considered a report prepared by its Task and Finish Group, that had examined the approach being taken to the 2014 -15 budget, and longer term financial planning.

The Task and Finish Group was established to understand the key issues and financial pressures as part of the budget setting process for 2014-15 and beyond, in order to inform the work of the Panel and PCC. This included both the longer term financial planning process and the impact of the 2014/15 Government grant settlement. This settlement was announced on 18 December during the timescale of the Group's work.

The Group's report set out the findings and recommendations which were intended to assist the Panel by providing assurance on the key issues that had been considered by the PCC.

The Group had found that there was a strategy in place to balance the overall budget for 2014-15 and 2015-16. However, the level of grant reductions had necessitated additional reductions in the numbers of police officers, PCSOs and staff for the Cleveland area, and important details remain unresolved for 2014-15. Under current forecasts, significant further work was needed for 2016-17 and beyond. It was forecast that there would be a budget gap of £11.5m by 2017-18.

The Group recognised the pressure on the 'community safety funding' and the removal of the ring fence. Members recognised the importance of the prevention agenda and the wider benefits of such community safety services, including the impact on the success of the Police and Crime Plan.

Members of the Group had noted that, as of its last meeting (21 January), decisions had not been made on the spending priorities for the majority of the community safety funds for 2014-15. There was therefore very little time to notify organisations and CSPs.

The Group had expressed a wish to examine further the potential use of PCC reserves and had requested that additional information on the reserves, held by the PCC.

As with previous years, the Government announced the 2014-15 (one year) settlement in mid-December and this reduced the amount of time available to plan for all PCCs. This had been exacerbated by the announcement that the 14-15 council tax precept capping limit would not be confirmed until after PCCs were required to notify the Panel of their intentions.

The Group had found that there was a need to review the budget strategy in future years and the Group may have a role in this.

It was suggested that it would be useful for the full Panel to receive a mid-year financial update, potentially based on the quarterly PCC monitoring reports, in order that it had early sight of progress on the achievement of savings plans and any emerging issues.

Members discussed the report and noted:

- that there had been reductions in sickness levels. Members also noted the robust monitoring of TOIL and RDIL and the significant reductions in these areas.

- members noted that, following advice from his Chief Finance Officer the Commissioner felt it prudent to hold reserve levels at 5% of total budget. In more certain financial situations 3% may have been appropriate.

RESOLVED that:

1. it be noted that there was a strategy in place to balance the overall budget for 2014-15 and 2015-16. However, the level of grant reductions had necessitated additional reductions in the numbers of police officers, PCSOs and staff for the Cleveland area, and important details remained unresolved for 2014-15. Under current forecasts, significant further work was needed for 2016-17 and beyond. It was forecast that there would be a budget gap of £11.5m by 2017-18.

2. it be noted that the Group had recognised the pressure on the 'community safety funding' and the removal of the ring fence. The Panel requested that the PCC give full consideration to the importance of the prevention agenda and the wider benefits of such community safety services, including the impact on the success of the Police and Crime Plan, and ensure that partners were fully engaged in discussion before decisions were made.

3. it be noted that decisions had not yet been made on the spending priorities for the majority of the community safety funds for 2014-15. There was therefore very little time to notify organisations and CSPs of any allocations, and the PCC be recommended to conclude this process as soon as possible to give certainty to both partners and current providers.

4. due to the ever increasing need for effective allocation of scarce resources and competing demands, the Panel supported any move to develop objective criteria for the allocation of funding for community safety initiatives in the 2014-15 and future years.

5. the Panel lobby the government to express dissatisfaction with, and highlight the difficulties caused by, the timescale of Government spending announcements. The Panel recommended that the Commissioner considers undertaking a similar approach.

6. the Task and Finish Group continues it's work during 2014-15 due to the ongoing need to review the budget strategy. This would allow Members to consider both the funding pressures but also the achievement of current savings plans and initiatives.

7. the Panel receives a mid-year financial update, potentially based on the quarterly PCC monitoring reports, in order that it has early sight of progress on the achievement of saving plans and any emerging issues.

**PCP
55/13**

The 2014/15 Precept Proposal

Members were provided with guidance relating to the procedure to be followed when reviewing a proposed precept of the Commissioner, including the timescales for submitting a report to the Commissioner at the conclusion of the review.

Members considered a report and notification from the Commissioner regarding the proposed precept for the financial year 2014/15.

The Commissioner indicated that he had taken into account the following in making his proposal on the precept for 2014/15:-

- the financial impact on the people of Cleveland

- the financial needs of the organisation as currently projected both for 2014/15 and in the future
- the offer of a grant from the Government if he chose to freeze the precept
- the limits proposed by the Government on a precept increase before a referendum would be triggered in Cleveland
- the advice of the Chief Finance Officer in terms of the realistic options that he had.

The Commissioner also indicated that he had taken into account the need for the continued delivery of high levels of Policing and Crime services within the Cleveland area and that having spoken to the Chief Constable and wider partners, he believed a precept increase of 1.997% for 2014/15 best served the needs of the communities of Cleveland. He therefore proposed a precept increase of 1.997% for 2014/15.

Panel members asked various questions about the report and the proposal and the Panel concluded by agreeing that the Commissioner's proposal should be supported.

RESOLVED that the Panel supports the Commissioner's proposed precept of 1.997% for 2014/15.

**PCP
56/13**

Quarterly Performance Report (October - December 2013)

Members received a report that provided an update of performance scrutiny undertaken by the Police and Crime Commissioner during the period October - December 2013, for 2013 calendar year and for current year to date (April - December 2013).

During consideration of this matter the Commissioner indicated, in response to questions that:

- he did not support the use of water canons and neither did the Chief Constable or Deputy Chief Constable
- he would bring a report on sexual violence and domestic violence to the Panel's next meeting. This would include rape detection and conviction rates and gender details of victims of Domestic Violence.

RESOLVED that the report and discussion be noted and the reports identified be received at the next meeting

**PCP
57/13**

Programme of Engagement

Members received a report that provided a brief update in relation to meetings attended by the Commissioner, from October 2013 - January 2014. Details of some future engagements were also provided.

RESOLVED that the report be noted.

**PCP
58/13**

Decisions made by the Police and Crime Commissioner for Cleveland

The Panel received a report that provided an update in relation to the decisions made by the Police and Crime Commissioner between 8 October 2013 and 15 January 2014. A schedule of some future decisions the Commissioner was likely to make was also provided.

Members considered the report and discussed it with the Commissioner. It was noted that:

- in terms of the building of new headquarters:
 - . option appraisals were being drawn up.
 - . new headquarters would not be a PFI scheme.
 - . discussion around collaboration with emergency services was in progress, at officer level.
- Governance arrangements were very robust. Reference was made to scrutiny by the Audit Panel, External Auditors, HMIC and this Panel
- the Commissioner considered that a central control room of emergency services may provide benefits.
- Ed Chicken, the Commissioner's Chief of Staff, would be leaving his position soon and a replacement was being sought. The Panel would be notified of any appointment in due course, so that a Confirmation Hearing could be arranged.

RESOLVED that the report and discussion be noted.

**PCP
59/13** **Police and Crime Panel Conference**

Members considered a report that provided a summary of issues discussed at the Police and Crime Panel Conference in November 2013.

The Panel agreed that the summary was extremely helpful and had provided a good insight into what other Panels were doing in other parts of the Country.

RESOLVED that the report be noted.

**PCP
60/13** **Forward Plan**

The Panel considered its draft Forward Plan.

RESOLVED that the Forward Plan be approved.

**PCP
61/13** **Public Questions**

The Panel received a report relating to Public Questions.

Members were reminded of the agreed procedure for considering questions, on notice, and noted that no such questions had been received for this meeting.

RESOLVED that the report be noted.

**PCP
62/13** **Complaint**

Members considered a report that provided details of a complaint submitted to the Commissioner's Office concerning his registration with the Information Commissioner's Office in relation to the processing of personal data.

Members noted its options in terms of dealing with the complaint.

RESOLVED that no further action be taken.

**PCP
63/13**

Complaint

Members considered a report relating to a complaint about the alleged conduct of the Cleveland Police and Crime Commissioner.

Members were reminded of the complaint and the Panel's previous consideration of it. The Panel had agreed to proceed to informal resolution of the complaint

Details of a meeting procedure that the Panel could use to deal with the complaint were provided.

The Complainant was not in attendance at the meeting and had indicated that he would not be attending

RESOLVED that no further action be taken

Cleveland Police and Crime Panel

A meeting of Cleveland Police and Crime Panel was held on Monday, 7th April, 2014.

Present: Cllr Norma Stephenson O.B.E.(Chairman), Cllr Ken Dixon; Gwen Duncan; Cllr Carl Richardson; Cllr Bernie Taylor.

Officers: David Bond; Peter Bell; Steven Hume; Cheryl Lindsay; Julie Nixon (Stockton-on-Tees Borough Council); Clare Clark (Hartlepool Borough Council);

Also in attendance: Simon Dennis; Barry Coppinger (Police and Crime Commissioner).

Apologies: Cllr Charles Rooney; Cllr Christopher Akers-Belcher; Cllr Ian Jeffrey; Cllr Terry Laing; Cllr Steve Nelson; Mr Geoff Baines.

PCP 64/13 Evacuation Procedure/ Mobile Phones

The Chairman presented the Evacuation Procedures and reminded those present to turn off, or turn to silent, any mobile phone, or similar device, they might have with them.

PCP 65/13 Declarations of Interest

There were no declarations of interest.

PCP 66/13 Introduction and Welcome by Chairman

The Chairman welcomed members to the meeting and asked those present to introduce themselves.

PCP 67/13 Confirmation Hearing Purpose and Procedure

The purpose of the meeting was explained, which was to hold a confirmation hearing before making a report and recommendation to the Police and Crime Commissioner ("the Commissioner") in relation to his proposed appointment of a Chief of Staff. The hearing was a meeting of the Panel, held in public, at which the Candidate, Mr Simon Dennis, was requested to appear for the purpose of answering questions relating to the proposed appointment.

The procedure to be followed was explained, and it was indicated that when the questions asked of the Candidate by Panel members were concluded, the Panel would go into closed session, in order to agree a report and recommendations to the Commissioner. The Panel's decision would be communicated to the Commissioner in writing by the next working day following the hearing, and a copy of the communication would be provided to the Candidate. The Panel's decision would normally be embargoed until a period of five days had elapsed following the hearing, unless agreed otherwise. The Commissioner and Candidate would be asked not to release details of the decision during this period if that was the case.

PCP 68/13 Key Documents associated with the appointment

Details of a notification received from the Commissioner, regarding the

proposed appointment, were considered by the Panel. This provided details of the background to the Commissioner's proposal; a recruitment process overview; role profile; recruitment timetable and the terms and conditions of the post. By way of background, and in confidence, the Panel also had the benefit of the Candidate's Application Summary and Personal Statement.

**PCP
69/13 Questioning of Candidate**

Panel members asked questions of Mr Dennis regarding the role of Chief of Staff; the abilities and qualities which the Candidate considered he would bring to the role; what individuals, groups and agencies would need to be involved and engaged in order to deliver police and crime plan objectives, how their engagement would be achieved and their commitment secured; the instances where the Candidate had needed to provide what might be difficult or sensitive advice to his superiors in the past and how he had approached that; what experience he had of handling the media, given the negative press that Cleveland Police had received over the years; what further training and development did he consider he would need to become fully effective in his new role; what his aspirations were for the role of Chief of Staff; his previous experience of managing staff; what his management style was; how he would approach the management of the Commissioner's Office; and whether, with hindsight, there was anything in the past which he would have done differently.

When responses had been provided to all of the Panel Members' questions, the Candidate was given an opportunity to clarify any answers given and to ask questions of the Panel.

**PCP
70/13 Closed session for the Panel to consider its recommendation**

The Panel unanimously supported the appointment of Mr Dennis to the full-time role of Chief of Staff (Statutory post of Chief Executive and Monitoring Officer).

The Panel also agreed that it would not be necessary for the Panel's decision to be embargoed.

RESOLVED that the Panel unanimously confirms its support for the full time appointment of Mr Simon Dennis as Chief of Staff to the Cleveland Police and Crime Commissioner.

COUNCIL

7th August 2014



Report of: Finance and Policy Committee

Subject: **EMPTY HOMES SCHEME PHASE 2**

1. PURPOSE OF REPORT

- 1.1 To enable Council to consider the Finance and Policy Committees recommendation for the Empty Property Purchasing Scheme to be added to the capital programme and to increase the Prudential Code Indicators and Borrowing Limits accordingly.

2. BACKGROUND

- 2.1 In accordance with the Constitution the Finance and Policy Committee is responsible for proposing changes to the approved Budget and Policy Framework, which are then referred to Council for consideration.
- 2.2 At its meeting on 21st July 2014 the Finance and Policy Committee considered the proposal for Phase 2 of the Empty Homes scheme (attached at **Appendix A**). This report provides details of the financial decisions which Council is requested to consider in relation to the funding of this scheme.
- 2.3 The Empty Homes Purchasing Scheme involves the acquisition and refurbishment of long term empty private sector properties, which are let to tenants at an affordable rent (80% of market rent). The first phase of the scheme will be completed in the current year, resulting in the provision of 100 properties. The proposed second phase of the scheme consists of two elements. Firstly, the Council currently has the capacity to Prudentially Borrow £2,846,000 supported from the rental income from properties acquired in Phase 1, which will fund and additional 44 properties. Secondly, a separate grant funding bid has been submitted to the Homes and Communities Agency for £688,000. If successful the grant bid and use of additional supported borrowing can support the provision of a further 23 properties with a capital cost of £826,000. The total number of properties would then be 67 over a 3 year period under phase 2.

- 2.4 It should be noted that the use of Prudential Borrowing for both the existing phase 1 and proposed phase 2 is based on a robust self financing business case and no subsidy is required from the General Fund budget.
- 2.5 Following consideration of the attached report by the Finance and Policy Committee on 21st July 2014 the Homes and Community Agency (HCA) announced details of funding allocations for individual Councils on 22nd July 2014. Hartlepool has been awarded £1.110m, which is more than anticipated in the business case submitted to the Finance and Policy Committee. The funding allocation reflects the Council's successful track record of delivering previous HCA supported schemes.
- 2.6 The additional HCA grant funding enables the Council to consider two alternative options for the **proposed phase 2 scheme**:

- Option 1 – Maintain the number of properties provided to 24

Under this option the additional HCA grant of £0.422m (i.e. actual allocation £1.110m less forecast allocation included in the initial business case £0.688m) would be used to reduce the level of Prudential Borrowing required to support the phase 2 scheme from £0.826m to £0.404m.

The initial business case reported to the Finance and Policy Committee was predicated on using the forecast HCA grant and Prudential Borrowing to fund the proposed phase 2 scheme costs. The resulting loan repayment costs of using Prudential Borrowing would then have been funded from the rental income generated from the properties provided under phase 2, in line with the business case principles adopted for previous scheme.

Whilst, this proposal would reduce the loan repayment cost to be funded from rental income this income would then be available to support a further phase of the Empty Homes scheme. Based on the existing business model an additional 14 houses could be provided under a 'phase 3' scheme, at no cost to the General Fund.

- Option 2 – Increase the number of properties provided to 37

Under this option the existing business case principles have been applied and the increased HCA grant would enable the number of properties to be completed under phase 2 to be increased from 23 to 37, which will increase the total number of properties which can be provided from 67 to 81.

This increase is dependent on also increasing the total level of Prudential Borrowing for phase 2 from £0.826m to £1.332m. In line with the business case principles detailed in the Finance and Policy Committee report the annual repayment costs will be fully funded from rental income.

2.7 Corporate Management Team advice on the alternative options for Phase 2

2.8 The Corporate Management Team can confirm that both options are financially robust and that either option can be implemented. It is recommended by the Corporate Management Team that Option 2 is adopted for the following reasons:

- The adoption of this option will continue to demonstrate the Council's ability to deliver housing schemes, which will hopefully result in future funding bids to the HCA also being successful;
- The extension of this scheme to 37 properties can be funded within the existing business case principles i.e. from rental income and at no cost to the General Fund. Whilst the overall level of Prudential Borrowing will increase the amount of Prudential Borrowing per property will remain the same as detailed in the original business case reported to the Finance and Policy Committee;
- The extension of this scheme will provide additional properties which are needed to address housing needs with the town;
- Increasing the number of properties by 14 will potentially generate additional New Homes Bonus (NHB) of approximately £17,000 per annum over 6 years (£102,000 in total). As detailed in the Finance and Policy Committee report the NHB resources need to be seen in the context of permanent Core Revenue grant cuts since NHB was introduced. This should be considered as part of the future Medium Term Financial Strategy arrangements in line with other Council spending priorities, forecast budget cuts and financial risks.

3. RECOMMENDATIONS

3.1 It is recommended that the Council approves the proposal to fund the Phase 2 Expansion of the Empty Property Purchasing Scheme as follows:

- i) To approve Prudential Borrowing of £2,846,000 for a Locally Funded Scheme of 44 properties and to note the annual loan repayment costs will be fully funded from rental income.
- ii) To note the Council has secured HCA grant funding of £1.110m, compared to £0.688m forecast in the Business Case reported to Finance and Policy Committee.

iii) To approve one of the following options for using the additional HCA grant:

- Option 1 – Maintain the number of properties provided to 24
Under this option the total level of Prudential Borrowing will reduce to £0.404m;
- Option 2 – Increase the number of properties provided to 37
Under this option 1 the total level of Prudential Borrowing would increase to £1.332m. However, the amount of Prudential Borrowing per property will remain the same as detailed in the original business case reported to the Finance and Policy Committee and the annual loan repayment costs will be fully funded from rental income.

3.2 On the basis of Council approving the above recommendations to approve the inclusion of these schemes within the Capital Programme and Prudential Indicators.

.4. CONTACT OFFICER

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FINANCE AND POLICY COMMITTEE

21st July 2014



Report of: Director of Regeneration and Neighbourhoods

Subject: **EMPTY PROPERTY PURCHASING HOMES
SCHEME PHASE 2**

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Key Decision (test (i)/(ii)) Forward Plan Reference No. RN19/14

2. PURPOSE OF REPORT

2.1 To enable Committee to approve the proposed Empty Property Purchasing Scheme Phase 2 and to propose changes to the capital programme and Prudential Borrowing Limits for approval by Council.

3. BACKGROUND

3.1 A detailed business case was previously developed for the Empty Property Purchasing Scheme phase 1 and approved by Cabinet on 19th March 2012 and full Council on 22nd March 2012. A further report recommending the expansion of the scheme, following the success of attracting additional funding from the Department of Communities and Local Government, was presented to Cabinet for approval on the 4th October 2012 and to Council on the 18th October 2012. This report sets out the detailed proposals for the continuation of the Empty Property Purchasing Scheme into Phase 2 which needs to be considered and approved by Committee.

3.2 The scheme is a key element of the Council's Empty Homes Strategy which involves the acquisition and refurbishment of long term empty (6 months or more) private sector properties by agreement. The properties will remain in the Council's ownership, let to tenants at an affordable rent (80% of market rent) and managed by the Councils Housing Services Team following the decision to bring back the management of the Council owned stock in March 2014.

4. OVERVIEW OF PHASE 1

- 4.1 Phase 1 commenced in 2012 and is nearing completion. A number of progress reports have been presented to Council to track the progress and implementation of the scheme on a four monthly basis.
- 4.2 At the time of preparing this report 96 properties have been purchased by the Council (either completed or in the agreed sale position awaiting legal completion). The average estimated total cost of these properties being acquired and refurbished is £54,000, which is within the business case target of £55,000. 29 properties are completed and let, 26 properties have work completed and are ready to let and 31 properties have refurbishment work progressing. 10 properties are in the agreed sale position pending legal completion.
- 4.3 The scheme has to date met the cost targets set out within the original business case for acquisition and refurbishment and rental income is currently within the parameters set within the business case. A full review of the scheme will be conducted once all 100 properties are acquired, refurbished and let.

5. PHASE 2 BUSINESS CASE AND RISK CONSIDERATIONS

- 5.1 The previous expansion of phase 1 of the empty property purchasing scheme to 100 properties following the successful bid to the Department of Communities and Local Government Cluster of Empty homes fund, generated additional rental income which can be used to support additional prudential borrowing. It is proposed that this borrowing is used to develop phase 2 of the empty homes scheme.
- 5.2 An additional funding bid has been submitted to the Homes and Communities Agency for £688,000 to deliver phase 2 of the scheme, the outcome of this bid will be announced in July 2014.
- 5.3 The need is still high for intervention from the Council to bring long term empty homes back into use and the Councils empty property purchasing scheme is still a good option for some owners of long term empty homes and demand for the scheme remains high. Demand for good quality affordable rented accommodation is also still high in Hartlepool.
- 5.4 The business case consists of 2 elements.

a) Locally Funded Scheme

The Council currently has the capacity to Prudentially Borrow £2,846,000 supported from the rental income from properties acquired in Phase 1 which will fund 44 properties.

b) Additional Properties – Dependent on HCA Funding

The Council is also in the process of bidding for additional HCA funding of £688,000 (to be determined in July 2014). This requires the funding identified above to be used as match funding, with the HCA contributing £18,000 a unit. If this is successful then the additional properties which can support further borrowing of £826,000, resulting in an additional 23 properties.

The total number of both (a) and (b) combined, if the Council is successful with the HCA bid will be 67 properties over a 3 year period. A summary of the key financial elements of the business case are shown in the table below.

Table 1: Financial Overview

Option A - Locally Funded Scheme	
Total units	44*
Total Prudential Borrowing	£2,846,000
Option B – Additional Units Dependent on HCA Funding	
HCA grant income	£688,000
Borrowing supported by new rent income	£826,000
Additional units	23
Total Cost	£1,514,000
Total Scheme Costs (Option 1 and 2)	£4,360,000
Total Borrowing Requirement	£3,672,000
Total Scheme Units	67

The above total also includes the 6 properties at the Tanfield Road development supported from borrowing resulting from the additional 5 properties funded from Right to Buy Income and Prudential Borrowing.

- 5.6 The business case assumes an average property cost of £65,000 per unit (purchase and repair). This figure has been increased to accommodate the need to tackle more difficult properties and capture properties which have not been acquired as they fall outside of the original £55,000 average cost from phase 1. If HCA funding is awarded this will require the Council to deliver on a specific 3 year programme which is proposed to be:

17 units in 2015/16
30 units in 2016/17
20 units in 2017/18

- 5.7 It will also require the Council to meet the HCA standards for rehabilitation (property refurbishment) which is believed to be achievable within the budget and timescales proposed. The HCA grant funding will be payable 50% start on

site and 50% completion and will be monitored through the HCA Investment Management System (IMS).

The Empty Homes Scheme and investment in new social housing will have a significant positive impact in terms of protecting jobs across the Council. In addition, the Council will also benefit from additional New Homes Bonus (NHB) funding as a result of bringing the empty properties back into use. The additional central government NHB funding generated after completion is estimated to be potentially £80,000 per annum over 6 years (£480,000 in total). New Homes Bonus resources need to be seen in the context of permanent Core Revenue grant cuts since NHB was introduced. This should be considered by Members as part of the future Medium Term Financial Strategy arrangements in line with other Council spending priorities, forecast budget cuts and financial risks.

Risk Assessment

- 5.8 The main risk of the scheme is that the costs of buying and renovating properties exceed the forecasts included in the Business Case. Based on work undertaken in phase 1 of the Empty Property Purchasing Scheme to date this is assessed as low risk as to date 96 properties have been acquired and are expected to be achieved within the lower budget average of £55,000.
- 5.9 This risk can also be managed using the remaining additional contingency which was allocated for phase 1 of the programme.
- 5.10 A further risk of the project is that the Council are unable to let the properties once purchased and refurbished. Experience from phase 1 of the scheme suggests that demand for the properties are high. Some specific areas of the town are experiencing lower demand however work by the Housing Services Team is ongoing to improve demand in these areas. It is therefore considered that this risk is low.
- 5.11 Officers will continue to monitor the scheme closely to ensure that any deviations from the assumptions of the business case are identified. This will include rent profiling and ensuring the refurbishment costs are delivered as projected.

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

- 6.1 If the Council acquires more properties then the issue of crime reduction is in part being met.

7. CONCLUSION

- 7.1 The Council is awaiting confirmation of its bid for HCA funding to expand the Empty Homes Scheme phase 2. To access this funding the Council needs to provide match funding using the available funding from borrowing from Phase

1 rental income, which will provide an overall scheme delivering 67 properties consisting of a Locally Funded Scheme of 44 properties and a further 23 properties if the HCA funding bid is successful

- 7.2 In order to access the HCA funding the Council needs to complete these properties by March 2018 and meet the HCA rehabilitation standards for property refurbishment.
- 7.3 This report therefore assessed the implications and risks of expanding the scheme using the HCA grant funding and recommends that this can be achieved without increasing risk to the General Fund.

8. RECOMMENDATIONS

- 8.1 It is recommended that the Committee approves the business case for the Phase 2 Expansion of the Empty Property Purchasing Scheme and to seek funding approval from Council as follows:
- iv) To approve Prudential Borrowing of £2,846,000 supported by rent income for a Locally Funded Scheme of 44 properties, supported by rental income.
 - v) Funding of an additional 23 properties, dependent on a successful HCA funding bid, consisting of HCA funding of £688,000 and additional Prudential Borrowing of £826,000 supported from rental income.

7. REASONS FOR RECOMMENDATIONS

- 7.1 The recommendation will support the delivery of the Councils Empty Home Strategy by providing a vital route for the Council to bring long term empty homes back into use whilst providing affordable accommodation. The proposal provides important social benefits and must needed investment in property whilst generating an important asset for Council. The proposal also provides the opportunity to bring in further Government investment into Hartlepool to maximize the available funding.

8. BACKGROUND PAPERS

- 8.1 Empty Property Purchasing Scheme Reports:
Cabinet 19th March 2012, 4th October 2012
Council 22nd March 2012, 18th October 2012
Housing Services New Opportunities and Structure Reports:
Finance and Policy Committee 19th December 2013, 28th March 2014.

9. CONTACT OFFICER

- 9.1 Denise Ogden
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Finance and Policy Committee – 21/07/2014

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COUNCIL

7th August 2014



Report of: Finance and Policy Committee

Subject: HEADLAND WALLS AND BLOCK SANDS COASTAL PROTECTION WORKS

1. PURPOSE OF REPORT

- 1.1 To enable Council to consider the Finance and Policy Committees recommendation for the Headland Walls and Block Sands Coastal Protection Works to be added to the capital programme and to increase the Prudential Borrowing Limits accordingly.

2. BACKGROUND

- 2.1 In accordance with the constitution the Finance and Policy Committee is responsible for proposing changes to the approved Budget and Policy Framework, which are then referred to Council for consideration.
- 2.2 At its meeting on 21st July 2014 the Finance and Policy Committee considered the funding arrangements for the Headland Walls and Block Sands Coastal Protections works and this report provides details of the financial decision which Council is requested to consider.
- 2.3 The report to the Finance and Policy Committee on 21st July, 2014 (attached at Appendix A) set out detailed proposals for the scheme to upgrade key coastal structures on the Headland Walls and Block Sands. The recommended scheme is estimated to cost £9.645m and grant funding of £7.120m is being secured from the Environment Agency to partly fund this work. The grant requires match funding of £2.525m and partner contributions of £725,000 have been secured to date, leaving a balance of £1.8m for the Council to fund. £500,000 has previously been approved and set aside from other Coastal Protection budgets leaving £1.3m to be funded from prudential borrowing. The loan repayment costs will be funded from the Coastal Protection Maintenance budget, on the basis that future maintenance costs should be substantially reduced once the scheme is complete.

3. RECOMMENDATIONS

- 3.1 It is recommended that the Council approves the proposal to fund the Council's contribution towards the Headland Walls and Block Sands Coastal Protection Works as follows:
- (i) Approve Prudential Borrowing of £1,300,000 to provide the balance of match funding required and to note the annual loan repayment costs will be fully funded from the annual Coastal Protection Maintenance budget.
 - (ii) Note negotiations are progressing with Northumbrian Water to secure a contribution towards this scheme which will reduce the £1,300,000, although the Council will still be required to fund the majority of this amount.
 - (iii) On the basis of Council approving the above recommendation, approve the inclusion of these schemes within the Capital Programme and Prudential Indicators.

4. CONTACT OFFICER

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FINANCE AND POLICY COMMITTEE

21st July 2014



Report of: Director of Regeneration and Neighbourhoods and
Chief Finance Officer

Subject: **HEADLAND WALLS AND BLOCK SANDS
COASTAL PROTECTION WORKS**

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Key Decision (test (i) applies. Forward Plan Reference No. RN14/14

2. PURPOSE OF REPORT

2.1 The purpose of the report is to seek approval for a financial contribution towards the scheme to upgrade key coastal structures on the Headland Walls and Block Sands.

2.2 This report sets out the financial considerations relating to the scheme however a more detailed report was presented to the Neighbourhood Services Committee on 12th May, 2014.

3. BACKGROUND

3.1 The Headland Walls and Block Sands frontages are under significant pressure from wave attack, erosion and overtopping. Significant sections of the seawall are in very poor condition and have zero residual life. A condition survey was undertaken in 2011 and updated in October 2013. It is evident that the defence condition has further deteriorated between the two surveys with some further significant damage occurring in January 2014 which required emergency repairs. Without significant maintenance or improvement the defences are likely to fail, exposing the coastline and assets behind.

3.2 Ultimately the rate of wall deterioration is already exceeding the maintenance budgets that the Council has to repair reactively, leading to an increasing risk of major failure over time.

3.3 Erosion bands developed under a 'do nothing' scenario estimate that a total of 562 residential and commercial properties will be lost by year 100. Coastal erosion will also impact on infrastructure such as the loss of a major

Northumbrian Water pumping station and sewer network, the coastal road (access along Marine Drive), the Lighthouse and the Scheduled Ancient Heugh Gun Battery as well as the Coastal Footpath and the Town Moor.

- 3.4 In October 2013, the Council commenced the production of a Project Appraisal Report (PAR), effectively producing a business case to the Environment Agency for funding to upgrade key coastal structures around the Heugh Gun Battery and Block Sands. Production of the PAR involved the assessment of existing defence condition, the evaluation of assets at risk from coastal erosion and the development of a Preferred Option which included the identification of potential contributors (both financial and in-kind).
- 3.5 The preferred option is for a low level granite rock armour revetment and a full concrete encasement around the Headland Walls area and a concrete stepped revetment for the Block Sands.

4. FINANCIAL CONSIDERATIONS

- 4.1 The total cost of the preferred scheme is estimated to be £9.645m and this will be partly funded by the Environment Agency under their Flood Defence Grant in Aid (FDGiA).
- 4.2 Under the 'Partnership Funding' regime that came into force in 2011, all potential Flood and Coastal Risk Management projects are now required to identify potential beneficiaries to the scheme and seek a contribution. The Council, PD Ports and Northumbrian Water have been identified as potential contributors to this scheme.
- 4.3 The following table provides details of potential funding for the scheme.

Funding	£'000
EA Funding (74%)	7,120
Local Levy Contribution	300
PD Ports Contribution	425
Hartlepool Borough Council (Match Funding Contribution)	1,800
Northumbrian Water	tbc
Total Funding	9,645

- 4.4 An amount of £300,000 has been secured from the Local Levy as a contribution to the scheme.
- 4.5 The contribution from PD Ports is dependent on the Council taking sole ownership of the Headland Walls for a 100 year period. The Council will therefore take responsibility for the short section of sea wall, currently owned by PD Ports, for a period of 100 years in exchange for a £425,000 contribution towards the cost of the upgrade of the seawall in those areas. This responsibility will be taken following sectional completion of the works over the next five years and after the 100 years the responsibility of the named

sections will revert back to the original agreement. The contribution reflects the estimated maintenance costs that PD ports are likely to incur over a 100 year period and the liability for the Council will be minimal given the schemes 100 year design life.

- 4.6 At the time of this report, negotiations with Northumbrian Water for a financial contribution are still ongoing. If secured this will reduce the amount required as match funding from the Council.
- 4.7 The Council is required to provide the balance of £1,800,000 match funding. A reduced maintenance programme; while the Strategy Study Review and PAR were being developed, has resulted in an underspend on the Coastal Protection Maintenance budgets over the last two years. £500,000 has been set aside and earmarked for this scheme, as detailed in previous Medium Term Financial Strategy reports.
- 4.8 Funding will need to be identified to cover the balance required of £1,300,000. It is proposed to prudentially borrow this amount over the maximum period of 50 years and this will incur an annual borrowing cost of £62,000. The cost of the loan repayment will be funded by the Coastal Protection annual maintenance budget on the basis that future maintenance costs should be substantially reduced once the scheme is complete.
- 4.9 The project is required to start by April 2015 and take five years to complete. The phasing of expenditure is therefore likely to result in further underspends on the annual maintenance budget during this time. It may be possible to earmark these underspends to fund the Council's contribution and reduce the level of prudential borrowing required and this will be reviewed as part of the Councils overall outturn strategy each year.
- 4.10 By utilising the above funding streams it is anticipated that the Council can secure in excess of £7m in contributions for an asset that the Council is responsible for, and the Council's contribution will be reduced if further contributions can be secured.

5. RISK ASSESSMENT

- 5.1 The risks associated with a project of this nature and scale need to be identified, assessed and effectively managed. A risk register has been developed as part of the PAR and this will be regularly reviewed and updated throughout the life of the project by all parties involved in the project.
- 5.2 The main financial risk to the Council with a scheme of this nature and scale is that the cost of scheme may increase and exceed the approved budget. The Council is responsible for delivering the scheme and all external contributions; including the grant, are capped. This means that should the cost of the scheme exceed the funding envelope or the private contributions are not forthcoming for any reason, the Council will be responsible for managing any shortfall.

5.3 A number of measures have been put in place to mitigate this risk and these are outlined below:-

- 1) The Project Risk Register has been used to define the residual risks associated with the project cost. This analysis uses the best estimate cost for the works to then define the maximum and minimum risk on the various potential impacts that have been identified. This is to ensure that a worst likely case scenario is taken when allocating funding for the Project, which reflects the Environment Agency approach to managing risk and allocating funding to individual projects. The result is that a risk contingency of £2.1m has been included within the £7.1m grant allocation and this represents 30% of the overall sum offered. The risk register states that, through value engineering and careful management of the key risks, the total risk allowance is unlikely to be used. This element of the grant will only be released if required.
- 2) The costings prepared to date are subject to Tender with detailed designs going out to Tender in January. There has been early contractor involvement in preparing these estimates and where appropriate they have been prepared on a worst case basis. The risk register notes the early contractor involvement and has allowed a slightly smaller risk allowance within the budget to reflect this factor.
- 3) The work consists of 2 phases and each phase consists of multiple packages of work. Performance against each element of the budget will be measured throughout the project allowing any financial issues to be reported and addressed before work on the next stage begins. Where appropriate it may be possible to review the next phase if any major unforeseen circumstances have occurred. There is always a possibility with schemes of this nature that new technologies become available in future years and this will be part of the project review at the commencement of each phase.

6. LEGAL CONSIDERATIONS

- 6.1 Any contribution from PD Ports is dependent on the Council taking sole ownership of the Headland Walls for a 100 year period. This will need to be covered by a legal agreement between the Council and PD Ports.
- 6.2 Under Section 4 of the Coast Protection Act 1949 the Local Authority has a responsibility to protect the coast against erosion and encroachment of the sea. The implementation of the proposed scheme will help the authority fulfill its reasonability.

7. CONCLUSION

- 7.1 The Headland Walls and Block Sands frontages are under significant pressure from wave attack, erosion and overtopping. Significant sections of the seawall are in very poor condition and have zero residual life.
- 7.2 The Council has designed a scheme to manage the Headland frontage over the next 100 years. The scheme is estimated to cost £9.645m and grant funding of £7.120m is being secured from the Environment Agency to partly fund this work. The grant requires match funding of £2.525m and partner contributions of £725,000 have been secured to date, leaving a balance of £1.8m for the Council to fund. £500k has previously been approved and set aside from other Coastal Protection budgets and therefore £1.3m of funding needs to be identified.
- 7.4 The proposal is to prudentially borrow this amount and fund the loan repayment costs from the Coastal Protection Maintenance budget, on the basis that future maintenance costs should be substantially reduced once the scheme is complete.
- 7.5 A scheme of this nature and scale carries financial risk of overspend and as all other contributions are capped the Council will be responsible for managing any escalation in costs that may occur during the life of the project.
- 7.6 A financial risk element is built into the EA grant allocation which is only released if needed, this being £2.1 million, any additional costs over and above this will need to be funded by the Local Authority. To minimise the risk of additional costs to the LA original estimates have been calculated on a worst case scenario and budgets will be closely monitored throughout the life of the project with a view to reviewing the design to reduce costs, in consultation with key partners, for future phases.

8. RECOMMENDATIONS

8.1 Members are asked to:

- (iv) Note the funding proposals for the scheme as outlined in 4.3 of the report.
- (v) Approve the £1,800,000 contribution to the scheme, and note that £500,000 of this funding is already approved and held in reserve.
- (vi) Approve, and refer to Council, the proposal to prudentially borrow £1,300,000 which represents the maximum amount of match funding still required, and the annual loan repayment cost of £62,000 will be funded from the annual Coastal Protection Maintenance budget.
- (vii) Note the financial risks associated with the project as outlined in section 5 of the report.

9. REASONS FOR RECOMMENDATIONS

- 9.1 The works are commensurate with the Council's duties and responsibilities as Local Lead Flood Authority and Coast Protection Authority.
- 9.2 This will enable the Council to meet the match funding requirements of the Environment Agency Flood Defence Grant in Aid (FDGiA) and secure £7.1m grant funding.

10. BACKGROUND PAPERS

Headland Walls and Block Sands Coastal Protection Works Report,
Neighbourhood Services Committee 12th May, 2014

11. CONTACT OFFICER

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COUNCIL
7 August 2014



Report of: Chief Executive

Subject: BUSINESS REPORT

1. PAY POLICY 2014/15

Under Section 38 of the Localism Act 2011 full Council has to approve a Pay Policy on an annual basis. The 2014/15 Pay Policy was agreed by Council on 3 April 2014. On 30 June 2014, Finance and Policy Committee has approved a number of pension related policy statements and the 2104/15 Pay Policy has been updated to reflect the new policy statements.

Council is requested to approve the updated Pay Policy 2014/15 (Appendix A)

2. COMMITTEE/OUTSIDE BODY VACANCIES

Children's Services Committee

I have been informed that Councillor Atkinson has resigned from the Children's Services Committee and have been advised that Councillor Lilley will be Councillor Atkinson's replacement on the Committee.

Committee Vacancy

Following the appointments to Committees and Forums made at the meetings on 10 June and 3 July, 2014, a vacancy on the Finance and Policy Committee remains. Under the normal proportionality the seat would be allocated to an Independent member though no nomination has been forthcoming. Under applicable legislation, where no nomination has come forward within a period of three weeks from the initial request, then it is open to Council to make such appointment as it thinks fit. The wishes of Council is therefore requested to be made known as to whether the Committee should continue to carry a vacancy or that nominations be invited.

Outside Body Vacancies

Local Joint Consultative Committee – 1 position; based on political balance - PHF

Together Project Steering Group – 2 positions (from 4) remain; based on political balance to come from PHF, CON, UKIP or IND.

Tees Esk Wear Valley NHS Foundation Trust – The Director of Child and Adult Services has requested that an Elected Member (1 position) be appointed to the Council of Governors of the Trust. It is suggested that this nomination be Member Champion for Mental Health. Council is therefore recommended to include this position within Part 7 of the Council's Constitution under the category of 'Council in the Community' and to receive nominations.

Industrial Communities Alliance -The Industrial Communities Alliance is the local authority association campaigning nationally on behalf of councils in the industrial areas of England, Scotland and Wales. The Alliance brings together two long established local authority groupings - Coalfield Communities Campaign and Steel Action and includes former textile, shipbuilding and manufacturing areas. Over sixty local Authorities, across nine regions, make up the membership of the Alliance. Council is requested to appoint two representatives onto the Alliance. It is suggested that those representatives consist of the Leader of the Council (substitute: Chair Regeneration Services Committee) and Director of Regeneration & Neighbourhoods

3. DIRECTOR OF PUBLIC HEALTH'S ANNUAL REPORT

The requirement for the Director of Public Health to write an Annual Report on the health status of the town and the Local Authority duty to publish it is specified in the Health and Social Care Act 2012. Historically, the equivalent of the Director of Public Health Annual Report was produced by the Local Authority Chief Medical Officer.

Since the transfer of public health to the Local Authority in April 2013, this is the first time a Director of Public Health Annual Report has been produced since the last time the Local Authority had responsibility for public health back in 1973. Therefore the look back at the health status of the population over the past forty years provides the theme for the 2013/14 report.

Comparing and contrasting the health status of Hartlepool over the past 40 years required consideration of the Chief Medical Officer Report of 1973. The then Chief Medical Officer, Dr Milligan's report focused on infectious diseases, maternity and child welfare and environmental health. These priorities are still very relevant today to ensure the health of the public is protected.

Forty years on and the focus for the Director of Public Health Annual report is on improving the health of the population and reducing health inequalities by addressing non communicable disease such as cancer, cardiovascular disease, respiratory disease. To reduce incidence and prevalence of these diseases action must be taking to reduce associated risk factors for disease such as addressing smoking, excessive alcohol use and increasing numbers of people who are overweight or obese.

The 2013/14 Director of Public Health Annual Report focuses not so much on diseases but on the risk factors for developing diseases, hence the focus on the three key priority areas of smoking, alcohol and obesity. The three priority areas

provide an opportunity to improve health as they are amenable to change. However, change will not be achieved solely by individual behaviour change but through education, accessible services, and local and national policy changes.

4. EXPENDITURE RELEVANT TO MEMBERS' INTERESTS

Further to requests by Members this information has been compiled to provide the following:

- a) details of any contracts for works or services which were subject to the Council's tender process and awarded to a body/entity listed on the Member's Register of Interests during the last 3 months (**Appendix B**) and;
- b) details of any payments made to a body/entity listed on the Member's Register of Interests during the last 3 months as at 1st May 2014 **Appendix C**).

It should be noted that the information presented in Appendix B has been vetted to comply with the following requirements:

The report includes the following categories of member interest:

- Employment, Office Trade, Profession or Vocation
- Sponsorship
- Contracts with the Authority
- Land in the area of the Authority
- Securities
- Other interests
- Interested parties

The following categories are excluded:

- Licence to occupy land
- Corporate tenancies

All payments relating to benefits are excluded.

Caveats:

The report does not include information on those bodies listed on Member's interests forms which either do not have a supplier number on Integra or which cannot be identified on Integra given the information provided.

Recommendation - Members are asked to note the contents of the report.

Hartlepool Borough Council

Pay Policy Statement 2014/15

(Section 38, Localism Act 2011)

Subject to approval at Council on 7 August 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 £54,329m (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 Part 2 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 <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions-2013>

- 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.
- 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 scheme 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/downloads/file/10862/hartlepool_borough_councils_constitution_2013-14_part_4

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 national 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/uksi/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.</p> <p>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>
All employees	Able to access the Council's Childcare Voucher scheme through a salary sacrifice arrangement.

6 Available at http://www.hartlepool.gov.uk/downloads/file/10862/hartlepool_borough_councils_constitution_2013-14_part_4

Table 3 (cont) – Additional Benefits

Posts/Employees	Additional Payment
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 permanent employees	Able to access the Council's Lease Car scheme through a salary sacrifice arrangement.
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 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.

7.3 With effect from 1 October 2014, all new protection payments are considered to be payments in consideration of loss of future pension payments and benefits and are non pensionable.

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 policies¹⁴ in relation to the Local Government Pension Scheme¹⁵, Termination of Employment (Discretionary Compensation) (England and Wales)¹⁶ and Local Government (Discretionary Payments) (Injury Allowances) Regulations¹⁶.
- 8.2 In accordance with the 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. Whilst this arrangement does not reflect the Department of Communities and Local Government supplementary guidance³ it complies with previous Audit Commission guidance, has worked very well for a number of years and is an effective and efficient way of dealing with early retirement applications.

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.

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: <http://www.legislation.gov.uk/uksi/2013/2356/contents/made>
http://www.hartlepool.gov.uk/meetings/meeting/3119/finance_and_policy_committee (Appendix A of item 6.6)

15 Available at: <http://www.lgpsregs.org/>

16 Available at: <http://timeline.lge.gov.uk/regidx.html>

- 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.
- 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/downloads/file/10862/hartlepool_borough_councils_constitution_2013-14_part_4

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/downloads/file/10862/hartlepool_borough_councils_constitution_2013-14_part_4

- 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.

APPENDIX A

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

APPENDIX B

Contracts awarded to a body/entity listed on the Member's Register of Interests.

Date of Contract Award	Contract Name and Reference Number	Description of Goods / Services being procured	Contract Value
NIL			

Appendix C - Details of payments made to a body/entity listed on the Member's Register of Interests.

Supplier Ref	Supplier Name	2014/2015		Member	Type of Interest (as at 1st May 2014)
		Current Quarter Payments (Apr - Jun 14) £	Cumulative Payments (April to Mar 2015) £		
700025200	Belle Vue Community Sports	24,886.25	24,886.25	Kevin Cranney	Other Interests
701780500	Changing Futures North East	29,694.86	29,694.86	Gerald Hall	Contracts with the Authority / Other Interests
750130500	Friends of Seaton Park	1,500.00	1,500.00	Kelly Atkinson	Other Interests
702725100	Hart Gables	2,487.51	2,487.51	Christopher Akers-Belcher	Other Interests
700395100	Hartlepool Access Group	2,705.00	2,705.00	Kevin Cranney Linda Shields	Other Interests Other Interests
702162500	Hartlepool Business Leaders Forum	700.00	700.00	Pamela Hargreaves	Other Interests
701780000	Hartlepool Carers	52,833.72	52,833.72	Mary Fleet	Other Interests
705354500	Hartlepool Credit Union Limited	13,275.97	13,275.97	Gerald Hall Christopher Simmons Sylvia Tempest	Contracts with the Authority / Other Interests Other Interests Other Interests
701981200	Hartlepool Families First	30,647.12	30,647.12	Paul Thompson Jonathan Brash Pamela Hargreaves Peter Jackson	Employment, Office Trade, Profession or Vocation / Contracts with the Authority / Interested Parties Other Interests Other Interests Other Interests
700323500	Hartlepool Patch	5,316.00	5,316.00	Alison Lilley	Other Interests
700122200	Hartlepool Voluntary Development Agency	112,437.69	112,437.69	Sylvia Tempest Christopher Akers-Belcher	Interested Parties Employment, Office Trade, Profession or Vocation / Contracts with the Authority
700172100	Manor Residents Association	2,766.05	2,766.05	Stephen Akers-Belcher Paul Beck	Other Interests Other Interests
701117200	Owton Rossmere Community Enterprise Limi	2,258.00	2,258.00	Allan Barclay Marjorie James	Other Interests Contracts with the Authority
705144300	Rift House East Residents Association	365.00	365.00	Christopher Akers-Belcher Stephen Akers-Belcher	Land in the area of the Authority / Other Interests Land in the area of the Authority / Other Interests
700300500	West View Advice & Resource Centre Ltd	33,649.00	33,649.00	Robin Cook Sheila Griffin Christopher Simmons	Contracts with the Authority / Other Interests Contracts with the Authority / Other Interests Other Interests

700300600	West View Project	89,825.75	89,825.75	Robin Cook Sheila Griffin Christopher Simmons	Other Interests Other Interests Other Interests
		405,347.92	405,347.92		