

REGENERATION SERVICES COMMITTEE AGENDA



Thursday 18 September 2014

at 9.30 am

**in Committee Room B,
at the Civic Centre, Hartlepool**

MEMBERS OF THE REGENERATION SERVICES COMMITTEE: -

Councillors S Akers-Belcher, Cook, Cranney, Dawkins, Hargreaves, Morris and Payne

1. APOLOGIES FOR ABSENCE

2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

3. MINUTES

- 3.1 To receive the minutes of the meeting held on 14 August 2014 (*previously published*)

4. BUDGET AND POLICY FRAMEWORK ITEMS

- 4.1 Shop Front Design Guidance – *Assistant Director (Regeneration)*

5. KEY DECISIONS

- 5.1 Sport and Recreation Service Options Appraisal Review – *Director of Public Health*
- 5.2 Fuel Poverty and Energy Switching – *Director of Regeneration and Neighbourhoods*



6. OTHER ITEMS REQUIRING DECISION

- 6.1 Proposed Introduction of Tourist Bus Service between Seaton Carew, the Historic Quay, the Marina and the Heugh Gun Battery – *Assistant Director (Regeneration)*
- 6.2 Living Wage – *Director of Regeneration and Neighbourhoods*
- 6.3 Events to commemorate the 100th Anniversary of the Bombardment of Hartlepool 16th December 2014 – *Assistant Director (Regeneration)*
- 6.4 Youth Engagement Fund – *Assistant Director (Regeneration)*

7. ITEMS FOR INFORMATION

- 7.1 Quarterly Report – Adult Education – *Assistant Director (Regeneration)*
- 7.2 Borough Hall – Update – *Director of Public Health*

8. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

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

EXEMPT ITEMS

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 the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006

10. ITEMS FOR INFORMATION / DISCUSSION

- 10.1 TVU Management Report (*para 3*) – *TVU Managing Director*

11 ANY OTHER CONFIDENTIAL ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

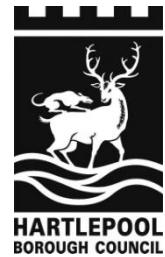
FOR INFORMATION:

Date of next meeting – 23 October 2014 at 9.30 am in the Civic Centre, Hartlepool.



REGENERATION SERVICES COMMITTEE

18th September 2014



Report of: Assistant Director (Regeneration)

Subject: SHOP FRONT DESIGN GUIDANCE

1. TYPE OF DECISION/APPLICABLE CATEGORY

- 1.1 This item is contained within the Budget and Policy Framework in the Forward Plan as the Shop Front Design Guidance Supplementary Planning Document, if adopted it will eventually form part of the Hartlepool Local Plan.

2. PURPOSE OF REPORT

- 2.1 This report provides details of the response to the public consultation on the Draft Shop Front Design Guidance Supplementary Planning Document.

3. BACKGROUND

- 3.1 The Hartlepool Local Plan will be the key Development Plan Document setting out the spatial vision, strategic objectives and core policies for the Borough for the next 15 years. Alongside this will be a number of Supplementary Planning Documents which will provide an opportunity for more detailed thematic or site specific policy.
- 3.2 The Shop Front Guidance Supplementary Planning Document is intended to encourage good design within retail areas of Hartlepool. It is not intended as an undue burden on development. This is technical guidance that will be a material consideration in the determination of planning applications. Compliance with its contents will ensure that retail areas are vibrant and pleasant to visit.

4. PUBLIC CONSULTATION

- 4.1 This Committee agreed on 16th January 2014 to the proposed consultation on the document for a minimum period of eight weeks. A copy of the Consultation Statement outlining the approach to the consultation and the response received can be found in **Appendix 1** of this report. The

consultation was particularly targeted at individuals who are owners of commercial buildings in Hartlepool and those who provide guidance to owners and, or, comment on planning applications for commercial properties.

4.2 The public consultation included:

- Copies of the documents made available at the Civic Centre,
- A statutory notice in the Hartlepool Mail,
- A local press release at the beginning and end of the consultation period resulting in three articles in the Hartlepool Mail (8/3/14, 7/4/14 and 18/4/14),
- A dedicate page on the Council's website,
- Letters to statutory consultees and other stakeholders including developers and property owners who regularly submit planning applications for the redevelopment of retail premises,
- Information on the consultation was circulated to the Economic Forum.

4.3 Two responses from external consultees were received to the consultation.

English Heritage stated,

'English Heritage welcomes the preparation of this Design Guide and is content with the manner in which the matters which may impinge on the historic environment and the Borough's heritage assets have been dealt with. In consequence we have no substantive comments to make on the document.'

Hartlepool Civic Society commented,

'We wholeheartedly commend the work which has been put in to this proposal. At a time when 'shopping streets, etc' are under threat from supermarkets it is more important than ever that the shop front is the focal point of a business...The Committee were impressed with the thoroughness and inspiration of the submission and are pleased to endorse it.'

The comments and support for the document have been noted.

4.4 The draft document was presented to the Conservation Area Advisory Committee on the 26th February. The Committee welcomed the very detailed but necessary guidance in the context of shop front design. It was proposed that the guide could be renamed, 'The Commercial Frontages and Shop Front Guide' to more fully reflect its content. The title of the document has been changed to reflect these comments.

4.5 In addition to the above comments an additional section has been added to the document regarding Building Regulations on certain aspects of development.

4.6 Despite the circulation of the document to the Economic Forum and individuals who have an involvement with commercial properties in Hartlepool there were no responses from anyone with a direct involvement in commercial properties.

- 4.7 The document went through a lengthy development process prior to being taken out to public consultation. It is considered that the final draft document represented wide ranging guidance on commercial property. A variety of methods were used to raise the profile of the document during the consultation including, press coverage, direct contact with interested parties and information on the Council website. It is therefore considered that there was ample opportunity for all interested parties to comment on the guidance as part of the consultation process.

5. RISK IMPLICATIONS

- 5.1 The Hartlepool Compact Consultation and Policy code applied.

6. EQUALITY AND DIVERSITY CONSIDERATIONS

- 6.1 The consultation on the Shop Front Design Guide was carried out in accordance with the Council's adopted Statement of Community Involvement (SCI). The SCI was prepared in compliance with the Hartlepool Compact and its associated protocols.

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

- 7.1 The Crime and Disorder Act 1998 requires local authorities to consider crime and disorder reduction in the exercise of all their duties, activities and decision-making. The Council is committed to securing safe and secure environments within the borough.
- 7.2 Safety and security is a key consideration when considering the restoration or renewal of shop fronts. The issue is specifically addressed in the draft supplementary planning document in a chapter entitled 'Security'.

8. RECOMMENDATIONS

- 8.1 Permit officers to make necessary amendments to the document and submit the revised documents to Council in October for adoption.

9. REASONS FOR RECOMMENDATIONS

- 9.1 The Shop Front Design Guidance Supplementary Planning Document, if adopted, will form part of the Hartlepool Local Plan. It will be a material consideration in the determination of planning applications and compliance with its contents will ensure that the authority encourages good design within the retail areas of Hartlepool.

10. BACKGROUND PAPERS

- 10.1 Draft Shop Front Design Guidance Supplementary Planning Document.

11. CONTACT OFFICER

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Shop Front Design Guide Supplementary Planning Document and Action Plan

Consultation Statement – 11th August 2014

Town and Country Planning (Local Development) (England) Regulations 2012

1. Introduction

- 1.1 The Shop Front Design Guide, Supplementary Planning Document (SPD) has been prepared by Hartlepool Borough Council. The draft SPD was published for public consultation on the 24th February 2014 and ran for an 8 week period until 22nd April 2014.
- 1.2 Section 2 of this document outlines the consultation processes and provides details of those people and organisations who were consulted and how the consultation process was advertised.
- 1.3 Section 3 of the document gives a summary of the consultation responses and provides the Council's response to each element i.e. whether the suggestion has been accepted and the document amended or whether the suggestion was not considered appropriate and the reason why.
- 1.4 Section 4 gives a brief overview of the next steps in the process of adopting the SPD.

2. Consultation Process

- 2.1 As part of the process to shape the document it was taken to the Conservation Area Advisory Committee. This Committee considers strategic conservation issues within Hartlepool on a quarterly basis. The Committee comprises representatives from residents groups, such as the Park Residents Association and Hutton Avenue Residents Association, Parish Councils from Elwick, Headland and Greatham, and local and national amenity societies such as the Hartlepool Civic Society and the Victorian Society. A number of the conservation areas have commercial centres and / or commercial properties therefore the feedback of this committee who have detailed knowledge of these areas was considered valuable.
- 2.2 The initial document was taken to the Committee on 26th July 2012 for comment. The Members of the Committee suggested a number of alterations including amendments to the format of the document to include more illustrations to provide examples in Hartlepool that interested parties could relate to. These amendments were made and the document was returned to the committee on 22nd November 2012 for further comment. The Committee suggested further amendments to the document including good and bad examples of shop fronts. These amendments were made to the document with the final draft document taken to the Committee on 28th November 2013.

- 2.3 The public consultation began on the 24th February 2014. It was advertised and the document made available in a range of ways, listed below:
- The document was made available as part of the Regeneration Committee meeting process on 16th January 2014 which approved the document for public consultation.
 - The document was taken to Planning Committee on 19th February for information on the proposed consultation.
 - A Public Notice was published in the Hartlepool Mail on 20th February 2014.
 - The document was taken to the Conservation Area Advisory Committee on 26th February to make the committee aware the consultation was open.
 - Copies of the document were made available at the Civic Centre, Victoria Road, Hartlepool.
 - The Document was uploaded onto the Landscape Planning and Conservation element of the Council's Website.
 - Press releases were issued at the opening of the consultation process and just before it ended to remind residents to submit any comments they had. This resulted in three articles in the Hartlepool Mail (8/3/14, 7/4/14 and 18/4/14).
- 2.4 A number of consultees (16 external) were sent letters and asked to comment on the document. This consultation was targeted at those individuals and organisations that had a particular interest in the subject. A full list of consultees is attached as **Appendix 1**.
- 2.5 There was no specific resident consultation carried out however it was felt that the information provided on the Council website, the public notice and newspaper coverage would sufficiently raised the profile of the consultation to enable any residents with an interest in the subject to comment.
- 2.6 As well as external organisations and individuals there were a range of individuals within the Local Authority contacted for their views including Economic Development, Regeneration and Property Services and Building Control.
- 3. Consultation Responses to 1st consultation and HBC Response**
- 3.1 During the consultation 3 responses were received. One of these was by letter from English Heritage and the other by email from the Hartlepool Civic Society. A third response was recorded at a meeting of the Conservation Area Advisory Committee where feedback on the document was provided.
- 3.2 From the internal consultation that was carried out one response was received from the Building Control Section.
- 3.3 Table 1 lists the issues raised within the representations received during the consultation and notes where the Council amended the SPD to reflect the comment.

Table 1 – Comments Received and HBC Response

Consultee	Para/Section In SPD	Comment	HBC suggested response
English Heritage	Document	English Heritage welcomes the preparation of this Design Guide and is content with the manner in which the matters which may impinge on the historic environment and the Borough's heritage assets have been dealt with. In consequence we have no substantive comments to make on the document.	Comments noted.
Hartlepool Civic Society	Document	<p>We wholeheartedly commend the work which has been put in to this proposal. At a time when 'shopping streets, etc' are under threat from supermarkets it is more important than ever that the shop front is the focal point of a business...The Committee were impressed with the thoroughness and inspiration of the submission and are pleased to endorse it.</p> <p>General comments regarding the appearance of shops within Hartlepool including Wilkinson and ASDA the action the Civic Society are taking to highlight the issue at a national level by contacting Civic Voice.</p>	<p>Comments noted.</p> <p>Actions of the Society noted.</p>
Conservation Area Advisory Committee	Document	The Committee welcomed the draft guidance and the coverage of commercial buildings other than retail premises. It was suggested that the title of the document should reflect this.	Title of the document amended to, 'Shop Front and Commercial Frontages Design Guide'

Table 1 continued – Comments Received and HBC Response

Consultee	Para/Section In SPD	Comment	HBC suggested response
		The use of photographs of shops in Hartlepool that no longer exist was questioned.	Comment noted; there is a shortage of examples in Hartlepool to illustrate text in the document therefore they are considered acceptable to retain in the document as the alterations have only recently been carried out.
HBC Building Control	Section 6 - Doors Section 7 - Windows Section 14 – Space above shops Document	Text should state that if level access is already available this must be maintained to ensure compliance with buildings regulations. Text should state windows must comply with the current Building Regulation Requirements. Text should state that the use and design of space above the shop should in all cases meet the current Building Regulations. Could a paragraph be introduced to remind readers of the document that a Building Control Body should be consulted prior to starting any work to ensure that projects comply with current Building Regulations.	An additional section has been added to the document entitled 'Section 15 – Practical Advice'. This addresses all of the issues covered by Building Control.

4. Next Steps - Adoption

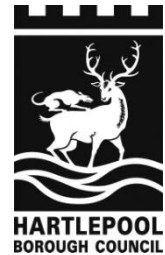
- 4.1 The comments received during the consultation periods have, where appropriate, been included into the finalised versions of the Design Guide. These will be taken to full Council on 30th October 2014 for adoption.
- 4.2 It will be important following the adoption of the document to carry out publicity to make interested parties aware of the introduction of the new guidance. In addition officers using the document will be provided with in-house training on the content.

List of People/Organisations Consulted during Consultation

Contact Name (if any)	Name/Organisation
Alan Hunter	English Heritage
Secretary	Hartlepool Civic Society
Malcolm Arnold	Landlord / Agent Active in Hartlepool
ASP Services	Landlord / Agent Active in Hartlepool
Jamie Borthwick	Landlord / Agent Active in Hartlepool
Sean McNicholas	Landlord / Agent Active in Hartlepool
Jon Whitfield	Landlord / Agent Active in Hartlepool
Darab Rezai	Landlord / Agent Active in Hartlepool
Mr Dunkley	Landlord / Agent Active in Hartlepool
Simon Cavey	Landlord / Agent Active in Hartlepool
Louise Nicholson	Vela Group / Thirteen
Chris Barnard	NDC Trust
George Shields	Landlord / Agent Active in Hartlepool
Lloyd Nichols	Landlord / Agent Active in Hartlepool
Tim Carter	Sanderson Weatherall
Hartlepool Economic Regeneration Forum	
Israr Hussain / Antony Steinberg	HBC Economic Development
Garry Hutchinson	HBC Building Control
Rob Smith	HBC Property Services

REGENERATION SERVICES COMMITTEE

18th September 2014



Report of: Director of Public Health

Subject: SPORT AND RECREATION SERVICE OPTIONS
APPRAISAL REVIEW

1. TYPE OF DECISION/APPLICABLE CATEGORY

Key Decision (test (i)/(ii)) Forward Plan Reference No. PH05/14

2. PURPOSE OF REPORT

- 2.1 The purpose of the report is to identify proposals for the delivery of savings in respect of one of the Public Health core revenue grant funded services, Sport and Recreation. This is part of the 2015/16 budget process.

3. BACKGROUND

- 3.1 As part of the 2015/16 Savings Programme, a number of service areas were identified where potential savings could be made. As part of the budget process 2015/16, it has been agreed that individual Policy Committees will consider savings proposals prior to consideration by Finance and Policy Committee and full Council.
- 3.2 Details are provided in this report in relation to:-
- i) Proposals identified to make savings;
 - ii) Risks associated with the proposed savings; and
 - iii) Financial considerations taken into account in developing the proposals.
- 3.3 A report was previously presented to Regeneration Services Committee on July 24th 2014 concerning savings proposals for the two core Council revenue funded services in Public Health – Sport and Recreation and Public Protection. This supplementary report however focuses solely on the options for savings concerning the Sport and Recreation services.

- 3.4 Sport and Recreation services include the following facilities:-
- Mill House Leisure Centre
 - Brierton Community Sports Centre
 - Headland Sports Hall / Borough Hall
 - Summerhill Outdoor Centre and Country Park
 - Carlton Outdoor Education Centre (leased from Carlton Trustees)
 - Grayfields Pavilion and Recreation Ground
- 3.5 Within the service structure, there is also a Learn to Swim Team, GP Referral Team and Sport and Physical Activity Team. The service also manages sports pitch bookings at all Council sites and has a strategic role around sports provision in general across the Borough and works in partnership with clubs, national governing bodies of sport and national agencies such as Sport England to ensure that the town has the relevant local offer. It is also responsible for delivery on regional and national priorities for sport.
- 3.6 The services are non-statutory but are key contributors to the delivery of the Council's strategic priorities concerning Public Health and the improvement of health inequalities across the Borough. In this respect, the contribution and impact the services have has already been clearly recognised by the Council with the transfer of Sport and Recreation to the newly formed Public Health Department back in January 2014.
- 3.7 As a result of partnership working with national agencies, the service also contributes to the regeneration of the town by obtaining grant funding for new and / or improved sports facilities as well as new programmes of physical activity intervention. Over the last 9 to 10 years, approximately £10million of grant funding has been secured. This has been allocated for specific purposes and has therefore not been available to support core Sport and Recreation services funded from the Council's own budget.
- 3.8 The outputs and outcomes for 2013/14 for the service are as follows:-

Leisure Centre attendances	351,483
Summerhill attendances	92,615
Attendance at sport & physical activity programmed sessions	30,780
Carlton residential attendances	2,146
Carlton day visits	1,251
GP Referral Programme – participants continuing with sport and physical activity 6 months after referral	79%
Primary School Swimming – 25m attainment from HBC programme	49%
Number of volunteers actively engaged for one hour per week on sport and physical activity delivery	364
Level of partnership funding attracted to	£734,968

deliver new initiatives / commissioned work in sport and physical activity	
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- 3.9 Where possible, all the services are quality assured through the various national quality assurance schemes that are available and as a “front facing” public service, engage with those who use the services on a regular basis. Non-user research is also undertaken.
- 3.10 The Sport and Recreation service budgets for 2014/15 are as follows:-

	£
Gross Budget	2.914m
Income Target	1.545m
Overall net budget (and cost to HBC)	1.369m

These figures include all centralised premises costs.

4. PROPOSALS

- 4.1 The savings target for Sport and Recreation for 2015/16 is £150,000. In addition to this, a further £37,500 of additional income needs to be achieved to allow for the 2.5% inflation uplift of income targets that is applied each year corporately. As a result, this report considers a strategy for achieving an overall savings target of £187,500.
- 4.2 In addition, savings may need to be made to offset any income shortfall that there has been historically with the Borough Hall if the situation cannot be improved during the current financial year.
- 4.3 Officers have considered two alternatives to achieve the savings required, the first being to look at different management options available to the Council as an alternative to delivery “in-house” delivery and identify the potential benefits and savings that could be made.
- 4.4 The second option considered has been to assess whether the savings for 2015/16 can be achieved with the continuation of the existing in-house provision purely through internal improvements to service delivery resulting in additional income generation.
- 4.5 The following sections of this report therefore consider these two savings options.

5. OPTION A – CONSIDER ALTERNATIVE MANAGEMENT ARRANGEMENTS FOR THE DELIVERY OF SPORT AND RECREATION SERVICES TO ACHIEVE SAVINGS

- 5.1 As agreed by the Regeneration Services Committee at a meeting on May 8th 2014, Consultants were commissioned to undertake an assessment and

appraisal of the Sport and Recreation service. This was to determine whether savings could be achieved through the alternative delivery models of:-

- Continuing with in-house operated services;
- Developing a locally established Trust for management and delivery of the services; or
- Commissioning in an established Trust / Private Sector partner

5.2 The assessment work has now been completed by the Consultants and involved:-

- a full operational review of the scope of the services;
- a consideration of the potential management options open to the Council;
- an evaluation of these options given the Council's strategic and financial objectives;
- an evaluation of each of the options against the current in-house service delivery model; and
- an assessment of potential revenue savings.

5.3 The Consultants report identifies potential savings opportunities in National Non Domestic Rates (NNDR), VAT and increased income generation and these have been reviewed to reflect local circumstances.

5.4 In relation to the NNDR saving identified, this is the gross saving to the service. However, owing to the impact of the Business Rates retention system, 50% of the gross saving will need to be earmarked to offset a corresponding reduction in the Council's share of retained Business Rates income.

5.5 The position in relation to VAT has also been assessed and a range of potential savings identified reflecting a more detailed assessment of potential VAT savings.

5.6 The Consultants assessment of the potential to increase income generation has also been examined. Given local circumstances again, this has been recalculated to better reflect these factors as well as the likelihood of additional income being achieved.

5.7 An assessment of the need for a Client function as well as a retained strategic core sport and physical activity function also needs to be allowed for and based on current service budgets (2014/15) the estimated cost of this is circa £250k per annum.

5.8 After reflecting all of these issues therefore, it is anticipated that this option provides a potential net saving to the Council of £114k to £194k.

5.9 If the Council ultimately decides to take this option and commission an alternative delivery partner, there would be a one-off cost element to consider as well. Taking into account other Local Authority experiences, a

procurement process of this nature would normally take a minimum of 12 months and would need to be supported by additional external specialist support as well as a Project Manager. The cost of this is estimated to be in the region of £100k.

6. OPTION B – ACHIEVE SAVINGS THROUGH ADDITIONAL INCOME GENERATION BY THE EXISTING IN-HOUSE TEAM

6.1 The Consultants highlighted the potential for the service to increase income and this was therefore explored as a second option to achieve the savings target for 2015/16 of £187,500. Given some contributory research work commissioned by ourselves that was carried out by an independent leisure database company utilising Mosaic, latent demand does appear to exist for gym/fitness use and swimming lessons thus there is the potential for achieving additional income.

6.2 Members will already be aware that the service has an excellent track record of delivery and improved performance through previous reports presented to Regeneration Services Committee. Officers have therefore examined the option of achieving additional income and it is believed that the potential for this exists in the following key areas:-

Aquatics Programme - £40k

The additional income will be achieved through increased numbers as a result of a re-launched programme aided by a new web-based software package. This will significantly improve course management but more importantly, the ability to offer participants continuous enrolment and progression mid-course.

Fitness/Gym Membership - £100k

An option of monthly payments by direct debiting was introduced at the Leisure Centres at the beginning of 2014 and so far, with little promotion of this has proved successful with 264 participants already using this option. It is envisaged with further work therefore that the additional take-up can be achieved.

Fees and Charges Revamp - £38k

We have commenced benchmarking fees and charges and the work completed so far has revealed that our existing charges are low in comparison with regional and national averages. We are already required to achieve an additional 2.5% income uplift therefore will revise our current pricing structure, pricing policy and leisure card scheme (Active Card) to achieve this additional income.

Sponsorship - £10k

Work will be undertaken on securing sponsorship income for different areas across the services. This includes such things as providing advertising space within our facilities and on our vehicles (minibuses) to staff uniform.

- 6.3 The ability to income generate to the levels envisaged will be dependent upon our ability to become more commercially and sales orientated and to be able to generate business opportunities in order to increase market share.
- 6.4 External operators have “Head Offices” with dedicated specialist leisure staff in the areas of sales (and e-sales), sponsorship, branding, market research, marketing and promotion. Some additional capacity will therefore be provided to complete the required skill set and expertise of the in-house management team which will be time limited.
- 6.5 Income generation will also be dependent on providing technology improvements that will be required to make facilities and services more accessible, customer facing and in accordance to users wishes, for example, on-line bookings and payments.
- 6.6 This option therefore offers the delivery of the required savings of £187,500 for 2015/16 through increased income generation. However it is believed that the potential for further savings could be realised moving forwards (for example secondary spend through retail, café provision etc.) and into 2016/17. This will form part of an ongoing strategic review of services and facilities into the future.

7. FINANCIAL CONSIDERATIONS

- 7.1 In summary, the financial implications of Option A which is to commission an alternative delivery partner for the services are as follows:-
- Savings forecast of between £114k and £194k (net cost of client and retained functions) compared to savings target for 2015/16 of £187.5k.
 - It is unlikely that this can be achieved in full during 2015/16 due to procurement timescales which are estimated to take a minimum of 12 months.
 - The cost of procurement is estimated to be in the region of £100k as a one-off payment.
 - All income risk would be transferred to the new delivery partner
- 7.2 The financial implications of Option B which is to continue with the Council delivery of services and achieve savings through increased income generation are as follows:-
- It is anticipated that the savings target of £187.5k can be achieved by increasing income.
 - The Council will have more control over the delivery of the increased income which it is anticipated can be achieved for 2015/16.
 - Financial risk regarding income generation remains with the Council.

8. STAFF CONSIDERATIONS

- 8.1 To date, all staff have been kept informed via regular communication, briefings etc. of the work that has been ongoing over the past few months. We have also kept our Union colleagues advised.
- 8.2 Obviously under Option A, the vast majority of staff involved in the delivery of services would be transferred to a new management partner provider under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) with terms and conditions of service and pension protected. Some staff however would be retained within the Council's employ to provide the client function as well as a strategic component of the Public Health Department.
- 8.3 Under Option B however, all staff would remain within the Council's employment.

9. RISK IMPLICATIONS

- 9.1 As previously highlighted, if an alternative delivery partner was commissioned, all financial risks associated with income generation would transfer to the new operator. However, if the service remains in-house this obviously remains too.
- 9.2 The service is already required to generate income of £1.545m and this is closely monitored and managed throughout the year. Achieving the savings target by increasing the income by a further £187.5k will require even closer monitoring and management therefore to ensure the proposed new income streams are achieved and sustained.
- 9.3 Whilst the existing in-house operation is relatively successful and over the past has delivered consistently high levels of service, whilst the potential for additional income generation appears to be possible, there will be great pressure placed on all staff within the service to achieve this.
- 9.4 If the Council decided to pursue contract management, whilst the fixed subsidy payment would be known for the length of the contract, the flexibility of being able to renegotiate this if future savings were required may be limited. In the current financial climate, this is a significant risk for a non-statutory service.
- 9.5 There could also be a very real staff morale issue for the Council in trying to keep existing staff working to their full potential whilst any procurement of a different delivery partner was pursued (which could take as a minimum 12 months). This could have significant implications for the existing revenue performance required.

- 9.6 The Council continues to face a period of massive change and there is a risk that this uncertainty may not necessarily be a good basis for major change in the management of the services.

10. LEGAL CONSIDERATIONS

- 10.1 As highlighted in paragraph 8.2, TUPE will apply to existing staff if an alternative delivery partner was commissioned. This will need to be taken into account in any decision making process, contractual documentation and negotiations as part of the procurement process.

11. CONCLUSIONS

- 11.1 In conclusion, Officers have examined two options available to the Council to achieve a savings target of £187,500 with the Sport and Recreation service area for the financial year 2015/16.
- 11.2 Option A is for the Council to consider alternative management arrangements for the delivery of the services but as identified in paragraph 7.1:-
- The savings target would not be achieved in full during 2015/16 due to the timescales required for a procurement exercise.
 - There would be an additional budgetary pressure of approximately £100k to fund the procurement process.
 - There would be a lack of flexibility in the Council being able to find additional savings during the lifetime of the contract.
- 11.3 Option B is for the Council to continue delivering the services and based on our assessment, the savings target for 2015/16 can be achieved.
- 11.4 Our assessment therefore is that the service should be continued to be delivered by the Council as there appears to be no justifiable reason to consider alternatives at this present time.
- 11.5 This would demonstrate the Council's commitment to the staff working in this area and would serve as a further endorsement of their work where services continue to be delivered to a high standard.

12. RECOMMENDATIONS

- 12.1 Officers would recommend that Committee approves the adoption of Option B that is to continue with the existing in-house Council delivery of services.
- 12.2 Given that Committee approves adoption of Option B that Members of the Committee formulate a response on the savings to be achieved that will be presented to Finance and Policy Committee at a later date.

13. BACKGROUND PAPERS

Regeneration Services Committee Report – Sport and Recreation Service – Options Appraisal Update – 8th May 2014.

Regeneration Services Committee Report – Savings Programme 2015/16 – Public Health Department.

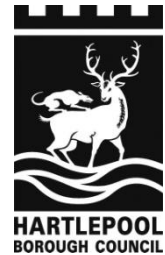
14. CONTACT OFFICER

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REGENERATION SERVICES COMMITTEE

18th September 2014



Report of: Director of Regeneration and Neighbourhoods

Subject: FUEL POVERTY AND ENERGY SWITCHING

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Key Decision test (i) Forward Plan Reference No. RN 29/14.

2. PURPOSE OF REPORT

2.1 The purpose of the report is to approve the promotion of a second energy switching scheme to help Hartlepool residents reduce their fuel bills.

3. BACKGROUND

3.1 Fuel poverty refers to a household that cannot afford to heat its home to an adequate standard of warmth and meet its other energy needs, in order to maintain health and wellbeing.¹

3.2 The official definition of fuel poverty is the **Low Income High Cost (LIHC) Indicator** which classes a household as being in fuel poverty if its energy costs are above the average (median) for its household type and this expenditure pushes it below the poverty line. In 2012, this meant that 12% of households in the North East region were in fuel poverty.²

3.3 Fuel poverty is determined by the interaction between three factors:

- The energy efficiency of the home
- Energy costs
- Household income

3.4 In terms of the above three factors, the Council have been able, through a number of measures, to influence the impact of fuel poverty of Hartlepool residents and energy efficiency of homes. These have included

- Health funding

¹ An introduction to fuel poverty, UK Health Forum 2014

² Department of Energy and Climate Change (2014) Annual Fuel Poverty Statistics Report, 2014

- Home Plus Grants and Regional Loans
- Warm up North
- Collective Energy Switching (first scheme)

3.4.1 Health Funding

As a result of one-off funding provided by the Department of Health in 2012/13, 58 households benefitted from a range of grant aided measures to improve energy efficiency and thermal comfort, including replacement heating systems and/or boilers, draught-proofing, new external doors and windows. These grants were aimed specifically at households vulnerable either because of age or dependency on benefits.

A survey of grant recipients was carried following completion of work and 34 applicants responded. Of those, 21 (62%) said they were less worried about their heating costs. Table 1 shows the response to other positive outcomes felt by the applicants.

Table 1 – Response to Health Funding Questionnaire

		Yes	%
a.	I am less worried about heating costs	21	62%
b.	I feel that my health has improved as a result of the improvements	14	41%
c.	I can heat more rooms in my home	21	62%
d.	I am spending less on heating my home	18	53%
e.	My home feels warmer than before	27	79%
f.	My home feels less draughty than before	20	59%
g.	My well-being has improved	16	47%
h.	I have been to the doctors or hospital less	10	29%

3.4.2 Homeplus Grants and Regional Loans

Homeplus grant funding is targeted towards owner-occupiers who are over the age of 60 and in receipt of an income related benefit and under 60's who are also in receipt of a disability related benefit. The Homeplus grants fund is limited as it relies on funds being recycled through the repayment of existing grants and loans or regeneration funding. A regional loans scheme was established in 2009 and loans have been offered to bring properties up to the Decent Homes Standard. No new funding has been invested in the regional loans scheme since 2012/13 and it now relies in funding being recycled back into the fund.

These grants and loans have been offered for a wide range of essential works including the provision of new boilers and/or central heating systems.

3.4.3 Warm up North

The Council entered into a partnership with British Gas and eight other Local Authorities in the region to deliver a scheme to improve the energy efficiency of homes in the North East in 2013/14 and the 'Warm up North' (WuN) scheme was officially launched in September 2013. The scheme is divided into two key parts – the Energy Company Obligation (ECO) and the Green Deal (GD).

A wide range of measures to improve energy efficiency and therefore reduce energy consumption are available through this scheme including, but not limited to, external wall insulation (cavity and solid walls), loft insulation, solar panels and replacement boilers.

The initial emphasis following the launch of the scheme was around the ECO delivery, which focused on the provision of free boilers, cavity and loft insulation to homes of eligible households who were in receipt of one or more qualifying benefits. Take up of fully funded boiler replacements exceeded expectations and unfortunately this element of the scheme was suspended in April 2014 whilst clarification was sought from the Government. A new scheme is currently under development by British Gas.

Work continues to promote the take up of these measures in partnership with Warm up North and areas will be targeted on a rolling programme as well as ongoing referrals and general promotion through the distribution of literature and attendance at relevant meetings. A communications and marketing group is led by British Gas.

3.4.4 Collective Energy Switching

Collective switching is a relatively new activity in British energy markets where consumers come together, usually facilitated by an independent organisation which negotiates with a number of suppliers to secure a deal on their energy supply. Collective switching can benefit consumers by enabling them to save money through the competitive process.

In late 2012, a decision was made to investigate the feasibility of helping Hartlepool residents tackle rising fuel costs through the use of such a scheme. The Council engaged with Ichoosr who had extensive experience of running utility switching schemes.

Every householder in Hartlepool was provided with information about the scheme and was offered the opportunity to switch their supplier.

On 9 April 2013, an auction was held by Ichoosr and once the successful bidders had been announced each householder who had registered an interest was contacted and provided with information about the offer. They then had one month to accept this.

In total, 1504 households registered an interest and around 400 completed the process. Whilst this take up was considered good in terms of the size of the Hartlepool population, it was lower than hoped. It is likely that the low

take up was due to the way the offer was structured, i.e. it was based on a loyalty rebate of up to £210 at the end of the scheme rather than a reduction in fuel bill over the course of the scheme.

Subsequent to this scheme, Ichoosr have stated that this offer would no longer be acceptable and that any future schemes would need to be based on an energy unit cost reduction.

This first scheme has now ended (or is due to end depending on the date residents signed up) and the feasibility of a second scheme could now be explored.

- 3.4.5 There are three upcoming switching auctions as detailed in table 2.

Table 2 – Upcoming Switching Schemes

	Launch Date	Auction	Offers	Closure
Autumn Auction	5/8/14	14/10/14	24/10/14	24/11/14
Winter Auction	2/12/14	3/2/15	13/2/15	16/3/15
Spring Auction	24/3/15	19/5/15	29/5/15	29/6/15

- 3.4.6 The autumn auction is not considered feasible due to the time constraints.

4. PROPOSALS

- 4.1 It is proposed that work is undertaken to promote a second energy switching scheme which will include borough-wide publicity through the Council's website and intranet, the use of social media, Hartbeat, local press and radio.
- 4.2 It is proposed that officers undertake this work to promote the winter auction which will launch on 2 December 2014 and close on 16 March 2015

5. CHILD / FAMILY POVERTY IMPACT CONSIDERATIONS

- 5.1 Consideration has been given to the impact of rising fuel costs on all households and recognition is given to those households in poverty who could benefit from a reduction in energy costs.

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

- 6.1 There are no Section 17 implications

7. RECOMMENDATIONS

- 7.1 It is recommended that the proposal to promote a second collective energy switching be approved and that details of the proposal be reported back to Members once the details have been finalised.

8. REASONS FOR RECOMMENDATIONS

- 8.1 A collective energy switching scheme will have a potential impact on all households through a reduction in outgoings relating to the fuel they use and help those who may be in fuel poverty to heat their home to an adequate standard of warmth and meet their other energy needs, in order to maintain health and wellbeing.

9. CONTACT OFFICER

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REGENERATION SERVICES COMMITTEE

18th September 2014



Report of: Assistant Director (Regeneration)

Subject: PROPOSED INTRODUCTION OF TOURIST BUS SERVICE BETWEEN SEATON CAREW, THE HISTORIC QUAY, THE MARINA AND HEUGH GUN BATTERY

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non-key.

2. PURPOSE OF REPORT

2.1 The purpose of the report is to seek approval for the introduction of a 'tourist bus' route and service running between Seaton Carew, the Historic Quay, the Marina and the Heugh Gun Battery on a trial basis.

3. BACKGROUND

3.1 As part of the Hartlepool Master Plan process, GVA, the consultants appointed to develop the Master Plan, are investigating the connectivity around the town in general, but also the linkages between key visitor attractions spread across a wider area.

3.2 The town has some key visitor attractions which attract tourists, Seaton Carew, Hartlepool Maritime Experience, the Marina and the Historic Headland which features St Hilda's Visitor Centre and the Heugh Gun Battery.

3.3 For people visiting one of these attractions as part of a day visit or a longer stay in the area, the perceived lack of connectivity between these visitor attractions can impact on visitor experience by discouraging them from seeing all that Hartlepool has to offer, and indeed this 'untapped' footfall can impact on the longer term sustainability of these attractions through lost revenue potential.

- 3.4 An opportunity exists to address this through the proposed provision of a 'tourist bus' link between key visitor attractions across the town utilizing the Council's yellow school buses which do not operate during the school holiday period and thus represents spare capacity.

4. PROPSAL

- 4.1 It is proposed that the Council operate a 'tourist bus' service four times a day return journey from Seaton Carew to the Heugh Gun Battery on the Headland via the Historic Quay and the Marina, initially on a trial basis.
- 4.2 Possible dates for the introduction and operation of the proposed service are 30th March 2015 to 10th April 2015 to cover the Easter school holidays (excluding Good Friday and Easter Monday) and 21st July 2015 to 30th August 2015 to cover the Summer school holidays.
- 4.3 The proposed route would need to be registered with the Traffic Commissioner at least 56 days prior to the commencement of the service (28th January 2015).
- 4.4 The proposed introduction of the 'tourist bus' route and service would need to be marketed by the Council, along with potential private and public sector partners, for example, the National Museum of the Royal Navy, the Heugh Gun Battery and businesses located on the Marina and along the sea front at Seaton Care.

5. FINANCIAL IMPLICATIONS

- 5.1 The total estimated cost for introducing the service on a trial basis to cover the period referred to at Section 3.2 of the report, is £5,920. This is broken down as follows: -

Cost per journey - (weekdays using large yellow bus)	£40.00
Operating for 8 days at Easter -	£1,280
Operating for 29 days over Summer -	£4,640
Sub Total	£5,920

This excludes any marketing and advertising costs, so allowing for marketing costs of up to £1,000, the total costs would be in the order of **£7,000**.

- 5.2 The Council is unable to charge for the introduction of this service and the service would be provided free of charge to the service users. Consultation will be undertaken with the local bus operators to make sure there are no conflict of interests and operators may be offered the opportunity to tender for the contract.

- 5.3 It may be possible to seek sponsorship contributions from some of the public and private sector operators who would benefit from the introduction of the service and this could potentially reduce the overall cost to the Council or indeed lead to the service being provided on a cost neutral basis. If approved, officers would make direct approaches to businesses in and around the proposed stopping points to seek financial contributions.

6. RISK IMPLICATIONS

- 6.1 As this is a proposal on a trial basis and as there is very little financial exposure for the Council, any risks are likely to have a limited impact, irrespective of their likelihood to occur. The key risks are listed below: -
- i. The service does not prove popular – hopefully this risk can be mitigated against by agreeing a sensible marketing programme in the lead up to the trial commencing, however, even if the service does not attract much in the way of users, it can be withdrawn at any time thus reducing financial exposure.
 - ii. No sponsorship is raised to subsidise the costs – Culture and Information staff will work closely with Economic Regeneration staff to liaise with businesses and visitor attractions likely to benefit from the introduction of the service in order to maximise potential funding through sponsorship contributions. Any funding achieved will result in a reduction in terms of the Council's financial exposure. However, the overall exposure is limited to the small scale costs highlighted at Section 5 of the report and as such the impact is likely to be limited.
 - iii. The proposed service is subject of a challenge by local public transport operators or the Traffic Commissioner – this remains a risk, however, work will be carried out by officers in advance of any costs being incurred by the Council to implement the 'tourist bus' service, in order to ensure that the proposal is acceptable. This may result in abortive works by officers which carries a small cost, but there will be no other costs over and above this which would cause financial exposure for the Council.

7. EQUALITY AND DIVERSITY CONSIDERATIONS

- 7.1 There are no equality or diversity implications.

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

- 8.1 There are no Section 17 Implications.

9. RECOMMENDATIONS

- 9.1 Members are recommended to note the content of the report and
- i. Approve the proposed introduction of a 'tourist bus' on a trial basis as outlined within the report, subject to a further report to the Regeneration Services Committee outlining: -
 - the final funding package
 - the proposed marketing programme, and
 - the results of the consultation with the Traffic Commissioner once notice has been sent to register the proposed service.

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REGENERATION SERVICES COMMITTEE

18th September 2014



Report of: Director of Regeneration and Neighbourhoods

Subject: LIVING WAGE

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non Key Decision

2. PURPOSE OF REPORT

2.1 To update Members on impact of a Hartlepool Living Wage on Commission Arrangements and seek Members views regarding the formation of a consortium, including representatives of the business sector in the town to consider how to work together to ensure that everyone in Hartlepool receives a Living Wage.

3. BACKGROUND

3.1 At full Council on 6th June 2013 Members endorsed the Council's approach to the "Living Wage". On 23rd August 2013 Finance and Policy Committee considered the options for a Living Wage and made decisions on a number of issues including:

"That a Living Wage equivalent to Spinal Column Point 10 (Currently £7.26 per hour) and updated as and when the value of spinal column point 10 increased be introduced for Council employees with effect from 1st September 2013."

"The Directors of Child and Adults and Regeneration and Neighbourhoods submit a further report on a Living Wage in respect of the potential impact on commissioning arrangements."

"That Members indicate whether they wish to encourage other Hartlepool employers to pay a Living Wage to their employees and if so note the intention to submit a further report.... in due course."

- 3.2 At a full Council meeting of the 5th September 2013, Members approved the funding arrangements for the implementation of a Living Wage of £7.26. At this meeting Members spoke in support of applying a Living Wage both through the Council and to organisations external to the Council. As such an addendum was moved and supported unanimously

“That a consortium be formed, lead by this Council, including representatives of the business sector in the town to consider how to work together to ensure that everyone in Hartlepool receives a living wage.”

It was proposed that the formation of a consortium be referred to the Regeneration Services Committee.

- 3.3 A further report was received by Finance and Policy Committee on the 18th October 2013 advising on the impact of a Hartlepool Living Wage on commissioning arrangements. Encouragement of suppliers, as supported by the Council, is recognised by the Living Wage Foundation as the most practical approach to Living Wage adoption and one which, through their efforts, is recognised UK wide as the way the aims of the initiative will ultimately be met. Members approved an ‘encouragement’ approach to addressing the Living Wage in its commission arrangements through supply chains and particularly encourage other Hartlepool employers to pay our Hartlepool Living Wage to their employers.

4. INFORMATION

- 4.1 The Councils Contract Procedure Rules (CPR) were amended according and include the following
- (i) The Council has adopted the ‘Hartlepool Living Wage’ (HLW) and seeks to encourage its supply chain to do the same.
 - (ii) In pursuit of this aim, the Council has determined that all tender documentation will include a clause which reiterates the Council’s position, documents the prevailing rate of the HW and encourages other businesses to do likewise.
 - (iii) In addition, all tender and quotation exercises must include the following questions
 - a. Do you pay your employees the Hartlepool Living Wage
 - b. Do you intend to pay your employees the Hartlepool Living Wage?
 - c. Would you consider paying your employees the Hartlepool Living Wage?

Responses to these questions have been compiled and the analysis is attached as **Appendix 1**.

- 4.2 Prior to setting up any consortium information needed to be gleaned as to whether or not there was an appetite from the business community for the introduction of a Hartlepool Living Wage. The first questions to be asked from the business community would relate to what evidence is there that

local businesses do or do not pay a Living Wage and what will the impact be on the sustainability and viability of local businesses?

- 4.3 The collation of information provided from the changes to the Councils CPRs since December 2013 has provided the officers with the opportunity to monitor the Councils own supply chain with respect to the Hartlepool Living Wage and gather evidence to feed into any consortium and the business community.
- 4.4 As can be seen from the research undertaken since December 2013, the number of businesses that have adopted the Living Wage (as defined by the Living Wage Foundation) is 77.8%. 60.8% have a policy in place to pay all employees a minimum Living Wage of £7.26 per hour and two thirds of the 22% that do not pay a Living Wage have confirmed they would consider paying all their employees a minimum Living Wage in the next 12 months, demonstrating the principle of a Living Wage is widely accepted.
- 4.5 Members from various business sectors and relevant public sector organisations such as Job Centre Plus sit on Hartlepool's Economic Forum as such it is proposed that rather than set up a new group a report be submitted to the Economic Forum seeking the views and comments of the business community regarding this issue which will in turn be fed back to the Committee.
- 4.6 The Forum offers the opportunity to raise the issues with representatives from small, SME's and large businesses, giving a broad spectrum of views and how the Living Wage may impact on the various forms and sizes of business. The Forum will also be able to give an indication as to how many local businesses pay the Living Wage already and any perceived positive benefits to business performance that may accrue from introducing the Living Wage. Subject to the final outcome of any report, assuming it is positive in terms of the benefits that businesses may achieve from paying the Living Wage the concept could be adopted and promoted through the Forum.

5. RECOMMENDATIONS

- 5.1 Member's views and comments are sought regarding the Councils own supply chain.
- 5.2 A report is sent to the Economic Forum regarding the setting up of a Consortium and which business sectors are invited to consider how to work together to ensure that everyone in Hartlepool receives a Living Wage.

6. REASONS FOR RECOMMENDATIONS

- 6.1 This complies with Members desire to implement a Hartlepool Living Wage across Hartlepool.

7. BACKGROUND PAPERS

- 7.1 Council Report, Living Wage, 6th June 2013
Finance and Policy Committee report, Living Wage, 23rd August 2013
Council Report, Living Wage, 5th September 2013
Finance and Policy Committee report, Impact of a Hartlepool Living Wage on Commissioning arrangements, 18th October 2013.

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Hartlepool Living Wage - results recorded from December 2013*Details extracted on 28-8-14***Question 1**

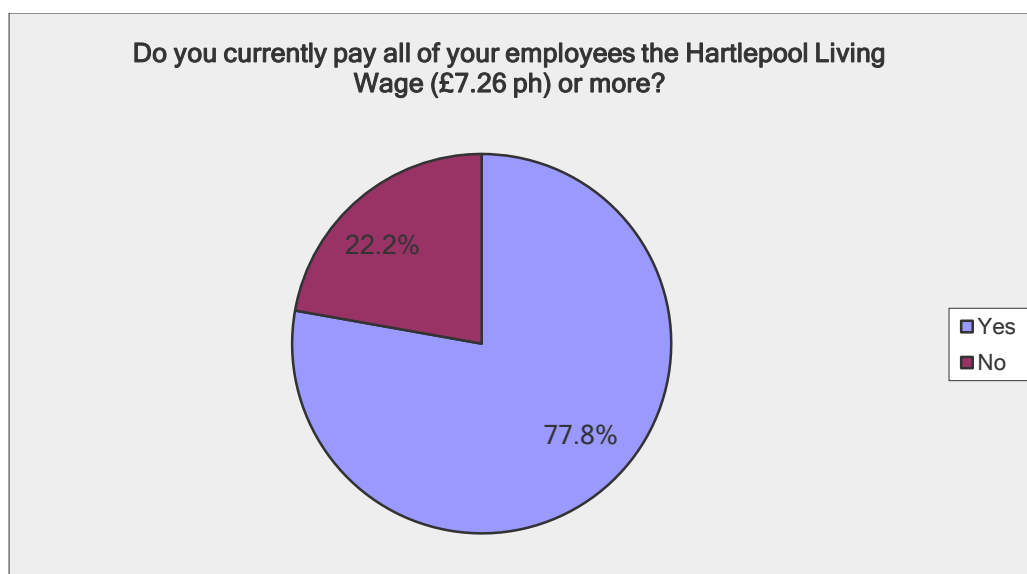
Please write in your company name below. Please remember - we will not connect your company name to your responses.

Number of responses	Response Count
	202

Question 2

Do you currently pay all of your employees the Hartlepool Living Wage (£7.26 ph) or more?

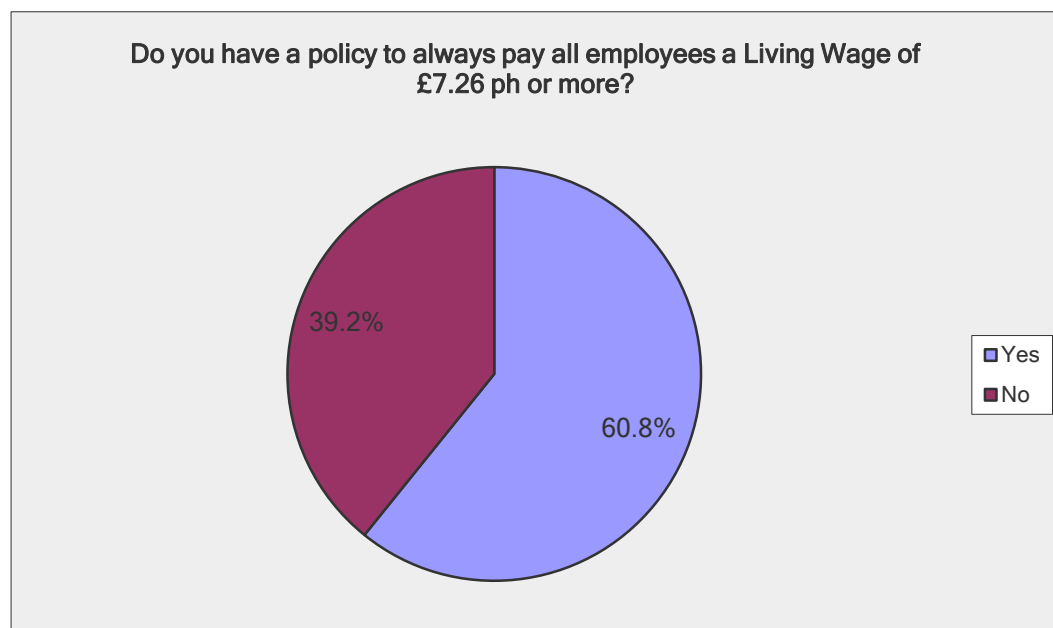
Answer Options	Response Percent	Response Count
Yes	77.8%	147
No	22.2%	42
<i>answered question</i>		189
<i>skipped question</i>		21



Question 3

Do you have a policy to always pay all employees a Living Wage of £7.26 ph or more?

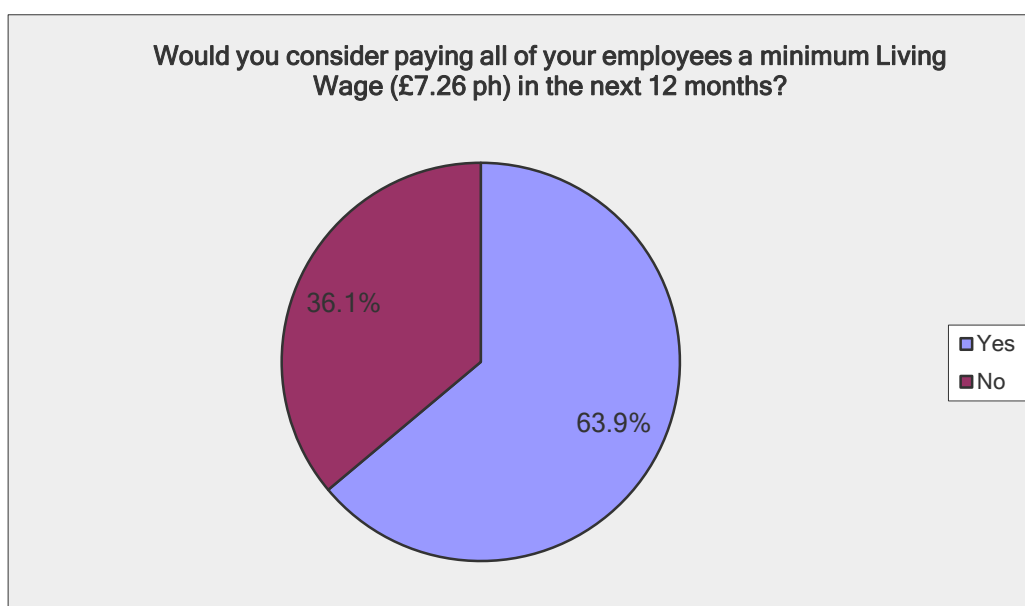
Answer Options	Response Percent	Response Count
Yes	60.8%	115
No	39.2%	74
<i>answered question</i>		189
<i>skipped question</i>		21



Question 4

Would you consider paying all of your employees a minimum Living Wage (£7.26 ph) in the next 12 months?

Answer Options	Response Percent	Response Count
Yes	63.9%	46
No	36.1%	26
<i>answered question</i>		72
<i>skipped question</i>		138



REGENERATION SERVICES COMMITTEE

18th September 2014



Report of: Assistant Director (Regeneration)

Subject: EVENTS TO COMMEMORATE THE 100th
ANNIVERSARY OF THE BOMBARDMENT OF
HARTLEPOOLS 16th DECEMBER 2014

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non-key decision.

2. PURPOSE OF REPORT

- 2.1 The purpose of the report is to advise Members on the proposals for events to mark the 100th anniversary of the Bombardment of the Hartlepoons on 16th December 2014. Members are also requested to determine on exact format of the day from the options listed below.

3. BACKGROUND

- 3.1 On the 16th December 1914 the Hartlepoons were attacked by the German Navy, at least 114 civilians, 9 soldiers and 7 sailors were killed, with 500 others being seriously wounded. Contemporaries truthfully stated that no local family was untouched by the events of that day. This was the first point of the British mainland to be attacked in the First World War along with the towns of Scarborough and Whitby. This was singularly the most momentous day in the history of the town and a series of events are planned to mark this somber occasion.

4. PROPOSED EVENTS

- 4.1 8am - 9am formal service at the Heugh Gun Battery.
- 4.2 9am -12.00pm Ex-Serviceman's march around the 1964 route on the Headland.
- 4.3 12.00pm – 1.00pm Memorial unveiling by Lord Lieutenant and planting of 130 ceramic poppies and wooden crosses by schoolchildren from St Aiden's

and the reading of the names of those who died as a result of the Bombardment.

- 4.4 1.00pm – 5.35pm The Mayor's Consort presents the Tipperary Club Event at the Borough Hall for 350 invited guests.
- 4.5 6.00pm – 7.00pm Outdoor performance on Town Square for up to 2,000 ticketed guests (at least 1650 free tickets will be available to the public via the Tourist Information Centre at Hartlepool Art Gallery commencing October 2014). Please see **Appendix 1** for full draft.

5. CONCERNS

- 5.1 At a meeting of the Regeneration Committee on 14th August 2014 concerns were expressed about the military nature of part of the event. The Mayor had also received communication expressing safety concerns regarding the large numbers of serving and former military personnel parading around the Headland on this day.

6. OPTIONS

Option 1

- 6.1 To abandon the military element involving parades and begin the Hartlepool Borough Council event at 12pm with the Lord Lieutenant unveiling the new memorial and the laying of 130 ceramic poppies and wooden crosses bearing the names of the 130 people who died. The military role would be to invite a representative from the four services that lost personnel – Durham Light Infantry; Royal Artillery; Royal Navy and the Royal Engineers – to present their service badges that are to be incorporated in the memorial. It is further suggested that the other emergency services representatives are to be involved on the day.

Option 2

- 6.2 To have a reduced military parade only involving the four services who lost personnel in the action of 16th December 1914.

Option 3

- 6.3 To undertake a full military parade as per the original programme.

7. EQUALITY AND DIVERSITY

- 7.1 There are no equality or diversity implications.

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

- 8.1 There are no implications under Section 17.

9. RECOMMENDATIONS

- 9.1 It is requested that the Regeneration Services Committee consider the three options and make a decision on the nature of the event on 16th December 2014.

10. REASONS FOR RECOMMENDATIONS

- 10.1 A decision would enable the delivery of an appropriate commemorative event to those who lost their lives on 16th December 1914.

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First World War Commemoration Event 16th December 2014 – Running Order

Time	Activity	Location	Lead	
08:00 – 09:00	Formal Service	Heugh Gun Battery	John Southcott	
09:00 – 12:00	Ex Serviceman’s Parade following 1964 route around The Headland	Heugh Gun Battery		
12:00 – 13:00		Heugh Gun Battery	HBC	
13:00	The Mayor’s Consort presents the Tipperary Club Event, guests welcomed by Guard of Honour by Durham Pals or other military services. Borough Hall decked out to reflect the Lynn Street, Church Street and Seaton Tipperary Clubs – flags and bunting. Afternoon hosted by TV historian John Grundy.	Borough Hall		
13:00 – 13:05	Guests begin to enter			
13:00 – 13:30	Tea & refreshments (ambient music by Pianist Derek Pinfield)			
13:30 – 13:40	Opening Speech by Mayor’s Consort, Councillor Christopher Akers-Belcher and introduction of John Grundy			
13:40 – 14:10	WW1 Songs by Hartlepool Schools			
14:10 – 14:20	Change Over (introduction)			
14:20 – 14:35	Film Premier			
14:35 – 14:45	Change over (introduction)			
14:45 – 14:55	Reading of Mail Poetry comp winners by John Grundy			
14:55 – 15:00	Change over (introduction)			
15:00 – 15:30	The Young Uns			
15:30 – 15:40	Change over (introduction)			
15:40 – 16:00	Tea & refreshments (ambient music by Pianist Derek Pinfield)			
16:00 – 16:10	Change over (introduction)			
16:10– 16:20	Performance by Periplum core group			
16:20 – 16:25	Change Over (introduction)			
16:25 – 16:45	Seeds of Change			
16:45 – 16:50	Change Over (introduction)			
16:50 - 17:30	Military Wives			
17:30 – 17:35	Final words from Mayor of Hartlepool, Councillor Stephen Akers-Belcher			
17:35 – 18:00	Led outside to Bagpipes			
18:00 – 19:00	Outdoor Art Event			
END OF EVENT WITH SOUNDING OF THE LAST POST				

REGENERATION SERVICES COMMITTEE

18TH SEPTEMBER 2014



Report of: Assistant Director (Regeneration)

Subject: YOUTH ENGAGEMENT FUND

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non Key Decision

2. PURPOSE OF REPORT

2.1 The purpose of this report is to inform members of a funding application which will be submitted by Tees Valley Unlimited on behalf of the five local authorities for the Government's Youth Engagement Fund.

3. BACKGROUND

3.1 On 30 April 2014, the Deputy Prime Minister announced a package of measures to help address youth unemployment and homelessness. These include a new Youth Engagement Fund of over £16 million over three years which will be delivered on a payment by results basis.

3.2 The funding aims to help disadvantaged young people aged 14 to 17 to participate and succeed in education or training whilst also tackling the attainment gap. This will improve their employability, reduce their long term dependency on benefits, and reduce their likelihood of offending.

3.3 The funding will be provided through social impact bonds (SIBs) with investors funding innovative initiatives to prevent young people from becoming NEET (not in education, employment or training). Government will only pay if the initiatives are successful and lead to positive outcomes. The Youth Engagement Fund was officially announced on Monday 14th July 2014 and is jointly funded by the Cabinet Office, Department of Work and Pensions (DWP) and the Ministry of Justice.

3.4 The new Youth Engagement Fund will build on the existing DWP Innovation Fund to improve outcomes for young people. It will also engage local stakeholders through local financial contributions to projects; support the development of the social investment market by building the capacity of

social enterprises and charities; and contribute to the evidence base for the increased use of social impact bonds.

4. TEES VALLEY PROPOSAL

- 4.1 Youth unemployment and NEET reduction remain a key priority across the Tees Valley area. The sub-region currently has the highest youth unemployment rate in the country at 7.8% or 4,780 young people as well as one of the highest NEET rates at 8.1% or 2,020 young people.
- 4.2 If the bid was successful, the proposed project will be led by Tees Valley Unlimited in partnership with the five local authorities who will commission specialist providers from the public, private and third sector to employ dedicated Transition Education Mentors who will work within a multi-disciplinary team framework. They will provide intensive bespoke support packages to those young people who have already been identified, through local intelligence, as being the most disadvantaged in society and who are or at risk of becoming NEET.
- 4.3 The new and innovative model will provide a single overarching programme with multiple specialist interventions that offers three key strands, *prevention, transition and re-engagement* for those young people identified as most in need.
- 4.4 The Transition Education Mentors (TEMs) will be responsible for working intensively with a young person to develop their Personalised Action Plan which will set goals and identify effective routeways to appropriate training and employment. Personalised programmes will be offered which are tailored to the individual rather than 'one size fits all' and TEMs will have small caseloads to reflect the intensity of support.
- 4.5 The project will work with between 1,500 and 2,000 young people aged between 14 and 17 years old over three years (dependant on the funding received). The length of time each young person spends on provision will be dependent on their individual need; however the average time will be one year.
- 4.6 As part of the project development, Tees Valley Unlimited will consult with key stakeholders, commissioners and delivery partners including 11-19 Teams, Youth Services, schools, colleges and post 16 providers to map the range of existing provision, identify gaps in service and design the delivery model.

5. FUNDING

- 5.1 There is no minimum funding requirement for Youth Engagement Fund bids; however the Government will not consider projects with a financial liability in excess of £2 million per year.
- 5.2 All bids under the Youth Engagement Fund need to include a financial contribution to the project from at least one other source. This may be from schools, academies, local authorities or other organisations interested in supporting projects. Contributions from local sources will be explored as part

of the consultation process. However, any local contribution will not receive any return on its investment.

5.3 Tees Valley Unlimited is proposing a project value of £4,500,000 for a three year period. This funding amount will include social investment and local contributions.

5.4 As the funding for the project will be predominantly through SIBs on a payment by results basis, Tees Valley Unlimited together with the five local authorities are currently sourcing social investors.

6. TIMETABLE

6.1 There will be one Youth Engagement Fund bidding round with the Government expecting to award between 4 and 10 contracts in total. This will depend on the quality of bids, the financial liability of the outcome payments and the level of local contributions.

6.2 Contracts will be awarded through a competitive bidding process over two stages: the initial application form and then the invitation to tender for shortlisted bidders.

6.3 The deadline for the first stage application was 10am on 18th August 2014 with Tees Valley Unlimited successfully submitting an application on behalf of the five local authorities. The successful shortlisted bidders who are being invited to the next stage will be informed in the autumn with final contract awards being made in early 2015.

7. LEGAL AND FINANCIAL IMPLICATIONS

7.1 There are currently no legal or financial implications however if the funding application is successful an additional report will be submitted to Regeneration Services Committee detailing all of the implications in the delivery of this project.

8. IMPACT ON CHILD / FAMILY POVERTY

8.1 This potential project will positively contribute to tackling the longer term causes and consequences of child and family poverty by preventing young people from becoming long term NEET by providing individuals with access to provision that enables them to reach their aspirational goals and become economically active.

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

9.1 This potential project will positively contributed to Section 17 by improving employment routeways for young people. It will also provide early

interventions to intensive support for individuals who may have been identified as high risk of offending.

10. EQUALITY AND DIVERSITY CONSIDERATIONS

10.1 This potential project will support young people, regardless of their background, to achieve their career aspirational goals, particularly amongst vulnerable groups such as the seven priority groups shown below:

- Looked after children and care leavers;
- Young offenders (including those leaving the secure estate);
- Teenage parents;
- Young carers;
- Young people with specific learning difficulties and/or disabilities;
- Young people with mental health issues; and;
- Young people with drug and alcohol misuse issues.

11. CONTRIBUTION TO OTHER COUNCIL PROJECTS AND PERFORMANCE INDICATORS

11.1 If successful this project will benefit other Council employment initiatives, such as the Hartlepool Youth Investment Project and Think Families, Think Communities.

11.2 Also, the initiative will positively contribute towards the following key indicators: -

- Improving the Overall Youth Employment Rate;
- Increasing the Pupil Attainment Rates;
- Reducing the Youth Unemployment Rate, and;
- Reducing the number of young people who are not in education, employment or training (NEET).

12. CONCLUSION

12.1 This funding will provide the Council with an opportunity to: -

- Develop additional resources to tackle youth unemployment and NEET reduction across the Tees Valley;
- Potentially support the expansion of the existing Hartlepool Youth Guarantee Scheme, and;
- Contribute to the long term aims, objectives and outcomes of the Hartlepool Youth Investment Project.

13. RECOMMENDATIONS

13.1 Members are recommended to note the contents of this report.

- 13.2 A further report will be submitted to Regeneration Services Committee once a decision has been made on Tees Valley Unlimited's funding application.

14. CONTACT OFFICER

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REGENERATION SERVICES COMMITTEE

18th September 2014



Report of: Assistant Director (Regeneration)

Subject: QUARTERLY REPORT – ADULT EDUCATION

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 For information only.

2. PURPOSE OF REPORT

2.1 The purpose of the report is to update Members about the work of the Adult Education service.

3. BACKGROUND

3.1 This report provides an update on the activities of the Adult Education service from the beginning of the academic year 2013-2014 until the end of July 2014. This incorporates the first quarterly report as well as the annual report for the academic year 2013-2014.

3.2 The Annual report is available in **Appendix 1** and describes in more details the activities of the service.

3.3 In addition to the Annual Report the service produces a Learner Briefing which is made available to staff and learners. This highlights some of the learner achievements and news from the last academic year. A copy is attached at **Appendix 2**.

4. KEY ACTIVITIES

4.1 The main focus of the service is to provide access to vocational training opportunities for any adult. These opportunities include NVQs as well as a range of English and Maths qualifications. Learners can also gain a qualification in IT and Languages.

4.2 The service also provides a range of non accredited introductory courses under the Community Learning programme. These could be Family Learning courses or leisure course such as dressmaking or cake decoration. In some cases the skills learnt in these arts courses have provided an opportunity for learners to set up a business and become self employed.

4.3 In addition to the main core of learning programmes the service has a number of targeted initiatives designed to support particular groups. These are described below.

4.3.1 Tees Valley Workforce Skills.

Since July 2013 the service has been managing a Tees wide ESF project to engage employees in workforce development.

The project is a partnership between all the Tees Valley Local Authorities and involves both the Economic Development and the Adult Education services of all 5 Local Authorities.

A grant of £3,573,396 was awarded for a 2 year project. In the first year the project created 9 new jobs. To date it has engaged with 440 employers and delivered a range of training programmes to 1000 employees.

The training is being delivered by a range of partners including Local Authority Adult learning services, Colleges, Training providers and HBC Health and Safety team.

4.3.2 Skills for Work'n Life.

The Skills for Work'n Life programme has a number of initiatives to provide learning and support for young adults aged 16-19.

These initiatives include Apprenticeships, Traineeships and full time Study programmes. The service works in partnership with a number of organisations to encourage young people to participate in learning and work experience.

The Skills for Work'n life also supports young adults with learning disabilities as well as providing 1-1 tuition where appropriate. To date in the last academic year 57 young people were engaged in this programme

4.3.3 Move into Work

The Move into Work programme provides a range of opportunities to support unemployed adults back into learning and work.

A key aspect of this programme is the good links that have been set up with the local Job Centre who refer many individuals to the opportunities on offer.

In particular the service has delivered ICT for job search and English and Maths programmes at the request of the Job Centre specifically for their clients.

Unemployed adults can also access regular workshops on useful skills such as CV writing and interview skills.

Currently the service is delivering a sector based Work Academy from the Job Centre linked to the new Mariner Care development

The Move into Work programme also offers support and a drop in facility where anyone can search for jobs. If requested adults can speak to an Adviser on a 1-1 basis to access further support for job applications.

The Move into Work programme also delivers drop in sessions at 4 outreach venues at the request of partners. These sessions are currently available at Headland Library, Owton Manor Library, West View Community Centre and Hartlepool Enterprise Centre. In the last year 249 learners have participated in learning and 145 have accessed the drop in facilities.

To date we have been notified of 38 successful job outcomes

4.3 4. **Family Learning**

A key aspect of the service is its Family Learning provision which works with a number of partners and targets the most disadvantaged families. It provides a range of activities where parents and their children can learn together.

As part of this there have been 2 very successful programmes namely Saturdays and Summerhill and Saturdads.

The service also provides courses for parents on their own and these cover such topics as 'Terrible twos' and 'Keeping up with the Kids'. Schools and Children's Centres are important partners in this provision.

A new initiative for 13-14 was a Safe and Sound programme which was a multiagency programme giving parents advice on how to keep their children safe in a range of situations such as in water and on the road.

In the last year 343 people participated in Family Learning

4.3.5 Volunteer Hartlepool

Part of the work of the service is to coordinate the Volunteer Hartlepool website. This was set up as a partnership between all of the council's Community Services and was used as a tool to recruit volunteers.

The service continues to work with other voluntary agencies to train and place those adults who may wish to volunteer. This could be for fun or often they use it as a way to gain experience to re enter the employment market.

The service has supported 148 people into Volunteering and has provided training to 69 learners.

5. KEY ACHIEVEMENTS

- 5.1 The table below shows some of the key achievements for the service during the last year.

Total learners	3356
Total new learners	2634 (78%)
Total on Skills courses	1068
Students receiving extra support	208
Tees Valley Workforce Skills starts	807
Apprentices trained	9
Total on 16-18 Programmes	57
Family Learning enrolments	343
Retention	97%
Attendance	87%
Overall student satisfaction	97%
Declared job outcomes	38
Accessed the drop in	145
Volunteers supported	148
Full cost provision	267
Total income generated	£3,050,329

6 FINANCIAL IMPLICATIONS

- 6.1 The service is fully funded by the Skills Funding Agency, Education Funding Agency and other sources so there are no funding implications for the Council. The allocations received are subject to the successful delivery of learning outcomes.

7 EQUALITY AND DIVERSITY CONSIDERATIONS

- 7.1 The service regularly carries out analysis of its provision to ensure that it is providing equality of opportunity and is fully accessible by all. There are no equality or diversity implications.

8 SECTION 17 OF THE CRIME AND DISORDER ACT 1998 CONSIDERATIONS

- 8.1 There are no Section 17 implications.

9 RECOMMENDATIONS

- 9.1 Members are recommended to note the contents of this report.

10. REASONS FOR RECOMMENDATIONS

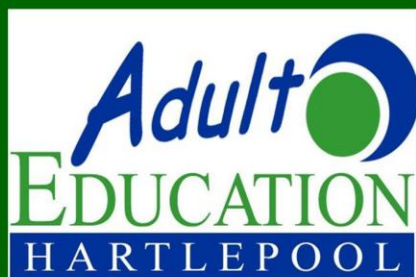
- 10.1 To ensure that members are informed of the activities of the Adult Education service in the last academic year.

11. CONTACT OFFICER:

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Appendix 1



Hartlepool Adult Education

Annual Report

2013 / 2014



Contents

1. Introduction
2. Breadth of Provision
3. Service Quality
4. Support for learners
5. Information Advice and Guidance
- 6 Funding
7. Key Initiatives
8. Student Comments
9. Looking Forward

1. INTRODUCTION

(a) Background

This report summarises the work of Hartlepool Borough Council's Adult Education Service for the year August 2013 – July 2014.

This annual report has been produced in order to make key information about the service available to staff, students and other interested agencies.

A full Self Assessment report will be produced by December which gives an evaluation of the service against the Common Inspection framework.

(b) Overview

The service is managed by a full time Learning and Skills Manager who is supported by a team of senior managers, curriculum support staff and tutors. The provision is delivered by approximately 43 part time tutors.

The service is based in Victoria Buildings which also has 6 teaching and interview rooms. The building also has an ICT drop in facility for adults to use for CV writing and job search.

Additional learning activities are located in a range of outreach venues.

The service has built up a reputation for delivering high quality provision in venues accessible to the local community. The service works closely with many local community organisations to provide a flexible programme which is suitable to the needs of the local population.

The service also works with schools and other statutory organisations to ensure that as wide a range of adults can access learning opportunities. The service caters for anyone over 16 but the majority of learners are over 18.

2. BREADTH OF PROVISION

(a) Venues

The service is committed to using local venues. Work continues to ensure that not only are our courses available widely and delivered in high quality venues, but that the centres we use are comfortable, accessible and welcoming.

During the academic year 2013-2014, 43 different venues were used.

.

(b) Range of Learners

Table 1 show the range of learners which participated in learning activities in 2013-2014. In line with national figures, there are significantly greater numbers of female than male learners and for this reason males are a target group for the service. Strategies are being put into place to increase the proportion of male students. Minority ethnic students form a low proportion of the total cohort, but this is a higher percentage than that of the local population.

Table 1

Criteria	Number of starts 2013-2014	% of starts 2013-2014
Male %	1040	31%
Female %	2316	69%
Under 19	129	4%
19-24	694	21%
25-54	2111	63%
55-64	341	10%
65+	81	2%
Ethnic minority	289	8%
White	3061	91%
Disability	629	19%
New learners	2634	78%
TOTAL	3356	100%

(c) Range of Curriculum

Table 2 shows the number of enrolments in key areas during the last year. Development of provision is driven by several factors including stakeholder preference and funding priorities.

The provision complements that which is available through other providers.

Table 2

Key Aspect	No. of Learners	% Learner
English and Maths	267	11%
Vocational qualifications	570	23%
Provision for the unemployed	249	10%
Traineeships	8	0.3%
Apprenticeships	9	0.3%
Family Learning	343	14%
Volunteering	69	3%
Personal Development	24	1%
Leisure	151	6%
ESF workforce skills	807	32%

(d) Retention and Attendance Data

Table 3 shows recruitment, retention, attendance and success for the last 2 years. The figures show an increase in total enrolments in 2013/14 owing to the large ESF project. Success for this year is not yet available as exam results are not yet complete. Retention and attendance are improving from their already high levels.

Table 3

	2011-2012	2012-2013	2013-2014
Recruitment	2095	1972	3356
Retention	94%	94%	97%
Success	82%	82%	
Attendance	87%	84%	87%

3. SERVICE QUALITY

Hartlepool Adult Education is committed to delivering a high quality service to match the needs and expectations of learners and Ofsted.

In particular the service uses Student satisfaction surveys to gain the views of learners.

The results of the Student satisfaction surveys for the last academic year are shown in table 4

Table 4

	2011-2012	2012-2013	2013/14
% Students achieved what they wanted	95	96	97
% Students expectations were met	95	95	95
% Happy with Teaching	98	98	99
% with Good opinion of Adult Education	96	96	97

During December 2013 Ofsted carried out a full inspection of the service. The report was produced in January 2014 and a full copy is available. Some key comments from the inspection are shown below

“Learners achieve good levels of success in accredited programmes and excellent success in non accredited community learning courses”

“Much of the teaching is stimulating and in some instances inspirational”

“Leaders and managers have a clear vision and strategy for the service”

“The service is highly effective at motivating learners who participate very well in sessions”

“There is especially good support for group learning “

“Resources to support learning are particularly good “

4 SUPPORT FOR LEARNERS

In order to ensure that the service is fully accessible to as many learners as possible Adult Education provides a range of support to assist learners. This includes comprehensive Information and advice and assessment before enrolling as well as crèche, transport, and other support as needed. Table 5 shows the type of support provided throughout the last year.

Table 5

Type of Support	Number of Learners
Crèche	57
Transport	14
Equipment	9
In-Class	64
1:1	42
Other	13
Total	208

5. **INFORMATION ADVICE AND GUIDANCE**

Hartlepool Adult Education has held the Matrix Award for IAG for a number of years

The IAG service provides support to anyone who requires information about learning and work. The IAG team consists of trained advisers who will support people to choose the most appropriate learning activity.

They are also on hand to support unemployed individuals with job search, CV writing and other skills to support them into work. The service received many referrals from JC Plus who send individuals to the centre to obtain a good CV.

The team also provides extra support to any unemployed learners to assist them to acquire employment. To date 145 have accessed the drop in facility to support their employment

6. **FUNDING**

The service receives its funding from a variety of sources. The main core funding is received from Skills Funding Agency through two main strands, namely Adult Skills (AS) and Community Learning (CL).

A breakdown of core income for 2013/2014 is shown below in table 6.

Table 6

Income Source	Amount
Adult Skills	£480,025
Community Learning	£421,932
Student support	£24,748
ESF	£1,786,698
16-18 Apprentices	£10,198
16-18 Programmes	£198,750
Other	£127,978
Total	£3,050,329

7. **KEY INITIATIVES**

a) **Tees Valley Workforce Skills.**

Since July 2013 the service has been managing a Tees wide ESF project to engage employees in workforce development.

The project is a partnership between all the Teesside local authorities and involves both the Regeneration teams and the Adult Education services of all 5 authorities.

A grant of £3,573,396 was awarded for a 2 year project. In the first year the project has created 9 new jobs. To date it has engaged with 440 employers and delivered a range of training programmes to 1000 employees.

The training is being delivered by a range of partners including local Authority adult Learning services, colleges training providers and HBC Health and Safety team.

b) Skills for Work'n Life.

The Skills for Work'n Life programme has a number of initiatives to provide learning and support for young adults aged 16-19.

These initiatives include Apprenticeships, Traineeships and full time Study programmes. The service works in partnership with a number of organizations to encourage young people to participate in learning and work experience.

The Skills for Work'n life also supports young adults with learning disabilities as well as providing some 1.1 tuition where appropriate. To date in the last academic year 57 young people were engaged in this programme

c) Move into Work

The Move into Work programme provides a range of opportunities to support unemployed adults back into learning and work.

A key aspect of this programme is the good links that have been set up with the local job centre who refer many individuals to the opportunities on offer. In particular the service has delivered ICT for job search and English and Maths programmes at the request of the job centre specifically for their clients.

Unemployed adults can also access regular workshops on useful skills such as CV writing and interview skills.

The service is currently delivering a Sector based Work Academy for the job centre linked to the new Mariner Care development.

The Move into Work programme also offers support and a drop in facility where anyone can search for jobs. If requested adult can speak to an adviser on a 1.1 basis to access further support for job applications.

The Move into Work programme also delivers drop in sessions at 4 outreach venues at the request of partners. These sessions are currently available at Headland Library, Owton Manor Library, West View Community Centre and

Hartlepool Enterprise Centre. In the last year 249 learners have participated in learning and 145 have accessed the drop in facilities.
To date we have been notified of 38 successful job outcomes.

d) Family Learning

A key aspect of the service is its Family Learning provision.
Works with a number of partners and targets the most disadvantaged families. It provides a range of activities where parents and their children can learn together.

As part of this there have been 2 very successful programmes namely Saturdays and Summerhill and Saturdays.

The service also provides course for parents on their own and these cover such topics as 'Terrible twos' and 'Keeping up with the Kids'. Schools and Children's centres are important partners in this provision.

A new initiative for 13-14 was a Safe and Sound programme which was a multiagency programme giving parents advice on how to keep their children safe in a range of situations such as in water and on the road.

In the last year 343 participated in Family Learning

e) Volunteer Hartlepool

Part of the work of the service is to coordinate the Volunteer Hartlepool website. This was set up as a partnership between all of the council's community services and was used as a tool to recruit volunteers.

The service continues to work with other Voluntary agencies to train and place those adults who may wish to Volunteer. This could be for fun or often they use it as a way to gain experience to re enter the employment market.

The service has supported 148 into Volunteering and has provided training to 69 learners.

8. STUDENT COMMENTS

The service regularly sends out Student Initial Surveys within three weeks of the course starting and Student Satisfaction Surveys towards the end of the course.

The following comments have been received:

"I was always asked if I needed extra help or further homework to help with my progress"

“I loved this course and got a lot more out of it than I first thought.”

“The course gave me the confidence to carry on with computers”

“Resources used met each person’s individual needs”

My first taste of Adult Education and I have enjoyed it very much, I will recommend it as I feel I have learnt lots and am keen to move on “

“Classes are always interesting and challenging but not impossible “

9. LOOKING FORWARD

We will continue to broaden the range and variety of opportunities we offer by listening to learners and tutors. Working closely with staff in local centres and developing close links with partners will ensure that we or other agencies can deliver what is an identified need. Networking with other providers will enhance the provision on offer to the people of Hartlepool.

APPENDIX 2



LEARNER BRIEFING

2013-2014

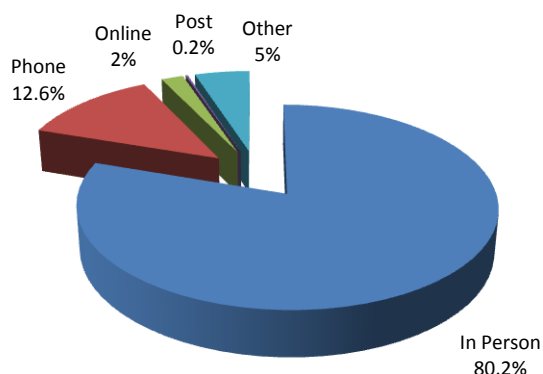


Welcome to the Adult Education Learner Briefing. This Briefing is produced to share the success of all the good achievements of our learners, and to inform you of any events and activities coming up.

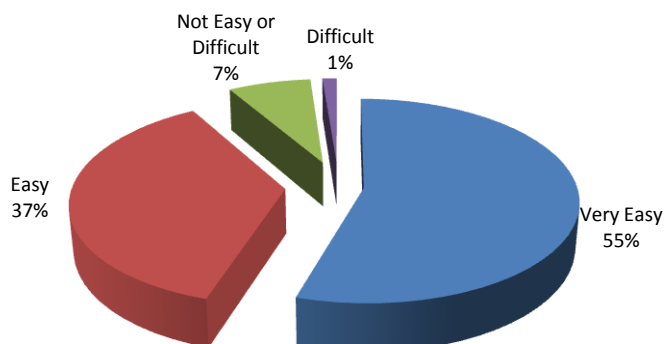
Results of Enrolment Survey

Thank you to all learners who completed the enrolment survey. Your views are very welcome to help us improve our Service. The results for 2 of the questions are shown. Over 80% of the learners enrolled in person and 92% thought the process was easy to follow. We are trying to improve on this so the process is quicker and less confusing.

How Did You Enrol?



How Did You Find the Enrolment Process?



Ofsted

In December 2013 Adult Education was inspected by Ofsted. They found the service to be good in all aspects. Some of the Ofsted comments are shown here:



- Learners achieve good levels of success in accredited programmes and excellent success in non-accredited community learning courses.
- The development of personal, social and employability skills for learners is very good.
- The service is highly effective at motivating learners who participate very well in sessions.
- There is especially good support for group learning.
- Support for learners is very good.
- Resources to support learning are particularly good.

Information, Advice and Guidance (IAG)

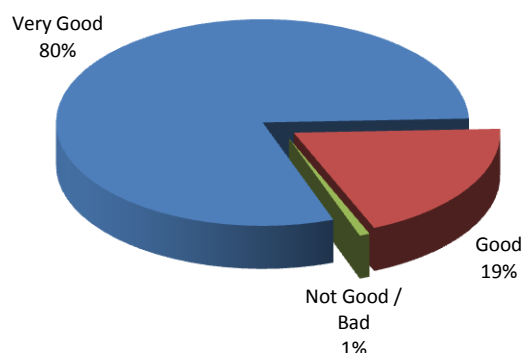
We have friendly, trained staff who offer a confidential, free, impartial information and advice service to learners and prospective learners who would like help to find the right course to meet their needs. We can give up-to-date information and advice on all learning opportunities – finding a course to suit you, progressing from a current course or choosing a course to improve your career prospects.



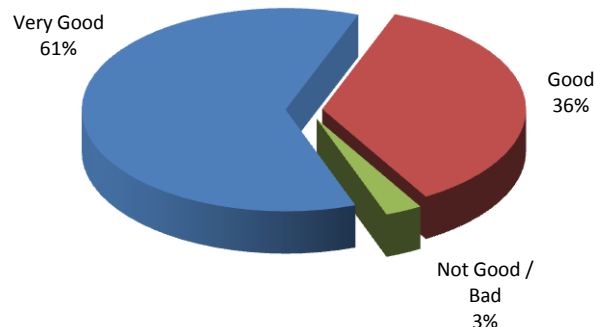
Learner Satisfaction

At the end of each course, we survey all our learners to see if they were satisfied with the service. Last year 99% of learners rated their teaching as either Good or Very Good. 97% also replied to say their overall opinion of us was either Good or Very Good.

How Do You Rate The Teaching?



What is your Overall Opinion of Adult Education?



Are you looking for a job?



We have a number of venues which are there to help you with job searches on the internet, skills and career advice, to help you build your CV and to help with letter writing. The staff can also give you Information, Advice and Guidance on course information. Contact the Adult Education office on (01429) 868616 to find out the nearest venue for you.



Arts and Crafts

The Adult Education Service runs a range of Arts and Craft classes. These have highlighted the talents of our learners. These photos are just a flavour of some of the work that has been produced in our classes.



A coffee and craft class made pinatas as part of a 'make your own' decoration programme.



Talented learners on a cake decorating class produced excellent cakes for a variety of occasions



Families worked together to decorate flower pots in a session at Summerhill



Sewing Bee

Congratulations to one of our learners on a dressmaking class who entered the Great British Sewing Bee Competition.

You Said, We Did

In order to improve our Service we listen to the comments which learners make. Here are a few of the changes we have made after receiving feedback from learners.

What You Said

"A map of the venue would be helpful."

"Found it difficult to find specific course information."

What We Did

A venue handbook, which includes a map, is now included in the welcome pack.

Specific course information is now available for all courses on our website - www.haded.org.uk

“Why can’t we enrol for the whole course in September?” There are now more year long courses available.

English and Maths



Are you looking to brush up on your skills in English and maths? Adult Education runs a range of courses in the daytime and evening to give you the opportunity to update your skills in English and maths and gain a qualification equivalent to GCSE grade C. Every learner receives their own individual assessment at the beginning of the course so you will know your starting point and know where you need to brush up on your skills.

Achievements For Last Year

Last year over 900 Learners achieved a certificate – some of them for the first time.

Congratulations to all of them

Employment



Some of our courses lead directly to employment. Last year 38 learners achieved employment.

Congratulations and good luck with your new employment.

Volunteering



Volunteers on a programme organised a Christmas Party at Lynnfield Children's Centre.

Without the volunteers this party would not have gone ahead and a great time was had by all involved.

REGENERATION SERVICES COMMITTEE

18th September 2014



Report of: Director of Public Health

Subject: BOROUGH HALL – UPDATE

1. TYPE OF DECISION/APPLICABLE CATEGORY

For information only.

2. PURPOSE OF REPORT

- 2.1 The purpose of this report is to update Members on the work in progress to improve upon the operation of the Borough Hall and Buildings.
- 2.2 The report gives some contextual detail, an update on the work currently in progress to develop the facility as well as usage detail. It also highlights some issues where there is work to be done and how Officers intend to address these.

3. BACKGROUND

- 3.1 As Members will be aware, the Borough Hall and Buildings were originally built in 1866 as an indoor market and civic building. Whilst use has changed over the years, the Borough Hall has, with the addition of the sports provision in 2006, provided a community “hub” for the Headland offering a range of service and facilities.
- 3.2 The site now consists of the following:-
 - Large auditorium with stage, dressing rooms and balcony with maximum capacity of 1200
 - Bar and lounge area
 - A suite of Community rooms – Croft, Sandwellgate, Heugh, Pilot.
 - Middlegate Marriage room.
 - Headland Branch library facilities
 - Headland Parish Council offices
 - A 4 court sports hall
 - Fitness facility

- 3.3 A report was presented to this Committee in March 2014 concerning the operation of the facilities. This highlighted that as part of the corporate restructuring for 2014/15 the responsibility for the entire site would transfer to the Sport and Recreation service, part of the Public Health Department and the management of it would be undertaken by the existing site sports staff.
- 3.4 The report detailed how up until this time for a period of approximately 2 years, the Borough Hall had no dedicated site staff and this had led to it being operated as a “hire venue” rather than being actively promoted with Acts or events. It was therefore purely reliant on clients making an approach to utilise the rooms or the hall which had obviously affected income generation.
- 3.5 It also highlighted how there was no longer long term use of rooms as office accommodation or archive storage that the site had financially benefitted from and as a consequence had also contributed to a substantial income pressure on the budget that had emerged as users withdrew from the site.
- 3.6 Officers therefore reported on the intended changes that were to be put in place to aid the development of the site from April 2014 onwards and approval was given by Committee to introduce new hire charges for the 2014/15 financial year as well as introducing a new approach to charging for facility use per se.

4. UPDATE ON PROGRESS TO DATE

- 4.1 All event bookings and arrangements pertaining to the use of the Borough Hall or Borough Buildings are now dealt with by one person at the site (the Senior Assistant Manager) in order to provide continuity for the client. Other staff are able to deal with initial enquiries such as date availability, but no charges are quoted until all details pertaining to the nature of hire are known.
- 4.2 This appears to be working very well and has certainly avoided some of the difficulties we had to deal with in the early days of managing the site. We have also now reached the end of a difficult transition period with provisional bookings already made prior to the new systems being introduced.
- 4.3 The revised charges introduced in April 2014 and the flexibility of their use dependent upon the nature and complexity of bookings has therefore certainly improved our ability to offer the facilities for a fair and reasonable price to clients. These welcomed changes have finally provided the clarity that was needed to the charging arrangements for the Hall and room facilities.
- 4.4 The facility also appears to be busier and staff are now beginning to commission in Acts and developing new partnership arrangements with promoters in order to increase usage and drive redevelopment forward.

- 4.5 The site is therefore hosting a range of different bookings and further details of these are attached at **Appendix 1**. We would like however to highlight examples of some of these as follows:-

Wedding Receptions

Since the closure of the Redcar Bowl in 2013, the auditorium is now said to be the largest events venue in the sub region which provides a unique selling point for the site. As a result of this closure, Officers were able to develop a new partnership arrangement with the local Asian community which has led to 5 weddings to date being held at the facility with an average of 450 guests attending each one. A further five are due to be held before the end of 2014.

We are also due to host a Caribbean wedding in the Autumn as well as five other weddings receptions.

Promoted Acts or Events

This is a new area of development for staff and owing to limited capacity, we have not been able to offer as much as we would like to. It is early days however and during this time we have an opportunity to experiment promoting “test” events. A gradational approach however will prove useful as staff will learn what will and will not work at the site and will help to build knowledge and experience.

To date, a tribute band Bon Jordi performed at the site in February and a dance event linked with an American reality show “Christ and Chloe Dance Mams Tour” was held in July with over 400 people attending the two sessions. Forthcoming planned acts include Frank Turner in September which is now fully booked with 1000 tickets sold, Adonis (Hen Night Extravaganza) in November as well as a Christmas Party Night in December with a local band playing and a disco.

Miles for Men are also organising a charity music event for September involving a number of local bands and artists including the Jar Family. Based on previous experience, this is likely to be a very popular event.

Other Bookings of Note

The National Combat Challenge organisation is due to hold its first regional event in the North East in October at the Borough Hall. This is quite a coup for Hartlepool as it is said to be one of the fastest growing sports in the Country and will prove popular drawing attendances from across the region.

Similar to a boxing event, it is essentially a mixed martial arts competition (a combination of 8 martial arts, 5 of which are Olympic sports) where athletes are matched in bouts against one another. It is an affiliated sport and all athletes are medically examined pre and post competition.

The event in October is the first of three that have been agreed in principle with the Organisation.

We are also due to host a Boxing Event, the Beer Festival, a concert to commemorate World War 1 as well as the Mayors Civic dinner in October.

The site also continues to offer the Middlegate Room as a Marriage Room on a long-term basis and more recently, the Headland Carnival Committee have established an office base at the site.

- 4.6 We are currently limited however with what is possible to offer at the site as there are investment needs and further detail on this is provided in Section 5 of the report. It is also as much about what the public want to see offered at the site and we are due to commence some consultation during September and October 2014 to ascertain views of the public as well as to identify further improvement needs. Since April, we have also been asking hirers to provide some evaluation feedback on their booking experience which will also be considered as part of this process.
- 4.7 We have re-trained staff who are brought in on an as and when required basis particularly in the areas of customer care and we have introduced other staff into the site for event working who would ordinarily work in other areas of the Sport and Recreation service. This is providing business resilience but is also helping to provide a mentoring role so we can achieve the service standards that we want to see in this area.
- 4.8 We are also planning to introduce new uniforms for our events staff to give them a more professional appearance and we have also purchased seat covers for our existing chairs to make function tables look much more presentable.
- 4.9 This however is only a start of a long term plan and aspiration to bring the site back into full use and a strategic Officer group will be established to identify further actions and requirements in order to bring further developments and improvements.

5. FUTURE PLANS

- 5.1 Officers have already identified areas where additional resource will be required to make the site a thriving community and events hub. This may also include some additional expertise in the commercial field and this will be considered by the strategic group as part of the savings proposals for 2015/16 and 2016/17.
- 5.2 There are deficiencies in the buildings and building fabrication itself and £100k has already been allocated from the Council's Capital Fund and Corporate Maintenance budgets to refurbish the ground floor food preparation area which is currently out of use and to carry out external re-decoration.
- 5.3 There are however other areas that require refurbishment particularly in the internal hall space itself. There are significant restrictions with the limited

back stage facilities i.e. the dressing rooms and the technical equipment particularly the amplifiers and mixer decks require replacement.

- 5.4 All areas considered necessary for improvements to assist with restoring the buildings to their former glory and to assist with driving income up will be drawn up and costed by the strategic group. Consideration of making a grant funding application to the Heritage Lottery Fund to assist with the restorative elements of the project will also be investigated.
- 5.5 In the interim, this report provides Regeneration Services Committee an update on progress that has been made since April 2014 and an opportunity to express views, opinions and aspirations which will be taken on board to assist with formulating future direction of the site. It is hoped however that Committee will agree that since March, improvements in the product on offer and services provided have been made as well as a clear direction moving forwards.

6. RECOMMENDATIONS

- 6.1 Regeneration Services Committee is recommended to note the contents of the report and the progress made with the reinvigoration of the Borough Hall and Buildings.

7. REASONS FOR RECOMMENDATIONS

- 7.1 To ensure that Members are kept up to date and appraised of development activities within the service area.

8. BACKGROUND PAPERS

Regeneration Services Committee Report - Fees and Charges Review 2014/15 – Borough Hall & Town Hall Theatre and Operation Review of the Borough Hall – 20th March 2014

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Borough Hall Bookings 1st January 2014 to 31st December 2014

	Booking Start Date	Booking Dates	Booking Type	Details	Time Booked Out	Attendances
1	03/02/2014	Monday 3 rd February 2014 to Friday 7 th February 2014	HBC Booking	ASBAD Event	08.00 – 13.00	1225
2	09/02/2014	Sunday 9 th February 2014	Dance Event	Dance Competition	07.30 – 20.30	800
3	28/02/2014	Friday 28 th February 2014	Sport and Recreation In House Event	Bon Jordi	18.00 – 00.00	98
4	01/03/2014	Saturday 1 st March 2014	External Event	NSPCC Event	12.00 – 17.00	300
5	01/03/2014	Saturday 1 st March 2014	External Event	Ghost Night	21.00 – 00.00	27
6	02/03/2014	Sunday 2 nd March 2014	External Event	Ghost Night	00.00 – 03.00	27
7	14/03/2014	Friday 14 th March 2014	External Event	Young Peoples Awards	12.00 – 22.30	200
8	15/03/2014	Saturday 15 th March 2014	External Event	Music Awards	10.00 – 22.00	250
9	16/03/2014	Sunday 16 th March 2014	Dance Event	Yvonne Kelly Dance Competition	07.30 – 20.30	650
10	23/03/2014	Sunday 23 rd March 2014	Music Event	Kate Sirs School Of Music Rehearsal	09.00 – 17.00	108
11	28/03/2014	Friday 28 th March 2014 to Friday 29 th March 2014	Music Event	Kate Sirs School Of Music Concerts	16.00 – 22.00	748
12	26/04/2014	Saturday 26 th April 2014	Mayors Event	Mayors Choral Spectacular	10.00 – 22.30	659
13	29/04/2014	Tuesday 29 th April 2014	External Event	World Music Festival	08.30 – 21.30	1000
14	04/05/2014	Sunday 4 th May 2014	External Event	Eddy Ellwood Body Building Competition	09.00 – 23.30	1339
15	15/05/2014	Thursday 15 th May 2014	External Event	Hartlepool Business Awards - Borough Hall	09.00 – 00.00	304
16	15/05/2014	Thursday 15 th May 2014	External Event	NHS Event - Held in Headland Sports Hall in order to accomodate	09.00 – 17.00	175
17	17/05/2014	Saturday 17 th May 2014	Charity Event	Denise Taylor Charity Dinner Dance	18.00 – 00.00	221
18	24/05/2014	Saturday 24 th May 2014	Wedding	Asian Wedding	12.00 – 23.00	324
19	31/05/2014	Sunday 31 st May 2014	Music Event	Julie Crow Music Concert	10.00 – 22.00	284
20	14/06/2014	Saturday 14 th June 2014	Music Event	Mary Watling Music Concert	14.00 – 23.30	482
21	22/06/2014	Sunday 22 nd June 2014	Dance Event	Karen Llewellyn Dance Competition	08.00 – 18.00	620
22	28/06/2014	Saturday 28 th June 2014	Wedding	Wedding	15.00 – 00.00	176
23	10/07/2014	Thursday 10 th July 2014	Music Event	English Martyrs School Concert	09.00 – 22.00	400 est
24	12/07/2014	Saturday 12 th July 2014	External Event	History Society Heritage Day	09.00 – 17.00	250

25	13/07/2014	Sunday 13 th July 2014	External Event	History Society Heritage Day	09.00 – 17.00	250
	Booking Start Date	Booking Dates	Booking Type	Details	Time Booked Out	Attendances
26	19/07/2014	Saturday 19 th July 2014	Wedding	Wedding	19.00 – 00.00	200
27	27/07/2014	Sunday 27 th July 2014	Dance Event	Diane Pent Dance Event – Booking From USA	08.00 – 18.00	400
28	07/08/2014	Thursday 7 th August 2014	Wedding	Asian Wedding	08.00 – 20.00	400
29	08/08/2014	Friday 8 th August 2014	Wedding	Asian Wedding	07.00 – 23.00	600
30	09/08/2014	Saturday 9 th August 2014	Sport and Recreation In House Event	Carnival Parade	PM	100
31	10/08/2014	Sunday 10 th August 2014	Wedding	Asian Wedding	12.00 – 22.00	600
32	16/08/2014	Saturday 16 th August 2014	HBC Booking	Horticultural Show	06.00 – 17.00	250
33	17/08/2014	Sunday 17 th August 2014	HBC Booking	Horticultural Show	10.00 – 16.30	250
34	23/08/2014	Sunday 23 rd August 2014	Wedding	Caribbean wedding	16.00 – 00.00	250 est
35	30/08/2014	Saturday 30 th August 2014	Wedding	Asian Wedding	09.00 – 18.00	500
36	31/08/2014	Sunday 31 st August 2014	Wedding	Asian Wedding	09.00 – 18.00	500
37	06/09/2014	Saturday 6 th September 2014	Wedding	Wedding	15.00 – 00.00	200 est
38	12/09/2014	Friday 12 th September 2014	External Event	Oaksway Netball Club – Annual Awards	18.30 – 23.30	300 est
39	24/09/2014	Wednesday 24 th to Thursday 25 th September 2014	External Event	Frank Turner - SJM promotion	TBC	1100
40	26/09/2014	Friday 26 th September 2014	Charity Event	Miles For Men Charity Event	14.00 – 00.00	400 est
41	27/09/2014	Saturday 27 th September 2014	Wedding	Asian Wedding	TBC	400 est
42	28/09/2014	Sunday 28 th September 2014	Wedding	Asian Wedding	TBC	400 est
43	03/10/2014	Friday 3 rd October 2014	External Event	Joe Franks Boxing – Provisional	12.00 – 00.00	800 est
44	04/10/2014	Saturday 4 th October 2014	Wedding	Wedding	19.00 – 00.00	300 est
45	10/10/2014	Friday 10 th to Sunday 12 th October 2014	External Event	Beer Festival	TBC	1200 est
46	18/10/2014	Saturday 18 th October 2014	HBC Booking	World War 1 Concert	TBC	TBC
47	19/10/2014	Sunday 19 th October 2014	Wedding	Asian Wedding	TBC	400 est
48	25/10/2014	Saturday 25 th October 2014	External Event	Combat Challenge	14.00 – 00.00	400 est
49	31/10/2014	Friday 31 st October 2014	Mayors Event	Civic Dinner	TBC	TBC
50	06/11/2014	Thursday 6 th November 2014	HBC Booking	Youth Awards Evening	12.00 – 22.00	300 est

	Booking Start Date	Booking Dates	Booking Type	Details	Time Booked Out	Attendances
51	08/11/2014	Saturday 8 th November 2014	External Event	Eddy Ellwood Body Building Competition	09.30 – 22.30	500 est
52	14/11/2014	Friday 14 th November 2014	Sport and Recreation House Event In	Hen Night Extravanganza	7.00 – 23.30	300 est
53	20/11/2014	Thursday 20 th November 2014	External Event	High Tunstall School Event	08.00 – 22.00	600 est
54	21/11/2014	Friday November 2014	HBC Booking	HBC Celebrating Success	12.00-23.30	400 est
55	22/11/2014	Saturday 22 nd November 2014	External Event	St Hilda's Church Bazaar	11.00 – 16.00	TBC
56	28/11/2014	Friday 28 th November 2014	Wedding	Wedding	TBC	180 est
57	30/11/2014	Sunday 30 th November 2014	External Event	History Society Craft Fayre	09.00 – 16.30	500
58	05/12/2014	Friday 5 th December	External Event	Private Xmas Party - Provisional	18.00 – 00.00	TBC
59	07/12/2014	Sunday 7 th December	Dance Event	Dance Competition	TBC	TBC
60	13/12/2014	Saturday 13 th December 2014	Sport and Recreation House Event In	Christmas Party Night	TBC	TBC
61	15/12/2014	Monday 15 th December 2014	HBC Booking	Commemorative Event – HBC Events Team	13.00 – 17.00	TBC
62	16/12/2014	Tuesday 16 th December 2014	HBC Booking	Commemorative Event – HBC Events Team	08.00 – 20.00	TBC
63	18/12/2014	Thursday 18 th December 2014	External Event	Hartlepool Male Voice Choir Rehearsal	18.00 – 21.30	70 est
64	19/12/2014	Friday 19 th December 2014	External Event	Hartlepool Male Voice Choir Xmas Concert	18.00 – 00.00	900 est

Other Bookings Up To 31st December 2014

41 Weddings In the Middlegate Room

Weekly Metafit Classes in the Borough Hall

Weekly Boys Brigade Sessions In the Borough Hall

Weekly Girls Brigade Sessions In the Croft Room

Weekly Tea Dance Sessions Up Until June 2014

Weekly Fit Steps Classes For Adults Up Until April 2014

Weekly Pop Steps For Children Up Until April 2014

Regular St Hilda's Ladies Guild Meetings In the Sandwellgate Room

Regular Family History Group Meetings In the Constables Bar

Regular Parish Council Meeting In the Croft Room

Lead Auditors Course 27th to 31st January In the Croft Room

Weekly Zumba class –commenced August 2014