



Chief Executive's Department  
Civic Centre  
HARTLEPOOL

16 March, 2015

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

Madam or Sir,

You are hereby summoned to attend a meeting of the COUNCIL to be held on THURSDAY 26<sup>th</sup> March, 2015 at 7.00 p.m. in the Civic Centre, Hartlepool to consider the subjects set out in the attached agenda.

Yours faithfully

D Stubbs  
Chief Executive

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# COUNCIL AGENDA



**Thursday 26 March 2015**

**at 7.00 pm**

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

- (1) To receive apologies from absent Members;
- (2) To receive any declarations of interest from Members;
- (3) To deal with any business required by statute to be done before any other business;
- (4) To receive questions from and provide answers to the public in relation to matters of which notice has been given under Rule 11;
- (5) To approve the minutes of the last Ordinary meeting of the Council held on 26 February 2015 and the Extraordinary meetings of Council held on 12 March 2015 (to follow) and 16 March 2015 (to follow) as the correct record;
- (6) To answer questions from Members of the Council on the minutes of the last meeting of Council;
- (7) To answer questions of Members of the Council under Rule 12;
  - a) Questions to the Chairs about recent decisions of Council Committees and Forums without notice under Council Procedure Rule 12.1;
  - b) Questions on notice to the Chair of any Committee or Forum under Council Procedure Rule 12.2;
  - c) Questions on notice to the Council representatives on the Police and Crime Panel and Cleveland Fire Authority;
  - d) Minutes of the meetings held by the Cleveland Fire Authority held on 12 December 2014 and the Police and Crime Panel held on 21 October 2014;
- (8) To deal with any business required by statute to be done;

- (9) To receive any announcements from the Chair, or the Head of Paid Service;
- (10) To dispose of business (if any) remaining from the last meeting and to receive the report of any Committee to which such business was referred for consideration;
- (11) To consider reports from the Council's Committees and to receive questions and answers on any of those reports;
- (12) To consider any other business specified in the summons to the meeting, and to receive questions and answers on any of those items;
  - (1) Periodic Review of the Council's Constitution – *Report of Monitoring Officer (to follow)*
  - (2) Pay Policy Statement 2015/16 – *Report of Monitoring Officer*
  - (3) Chief Executive and Head of Paid Service – Proposed Appointment – *Report of Appointment Panel*
  - (4) A Combined Authority for the Tees Valley – *Report of Finance and Policy Committee*
  - (5) Presentation by Armed Forces Champion.
- (13) To consider reports from the Policy Committees:
  - (a) Proposals in relation to the Council's approved budget and policy framework;
    - (1) Community Safety Plan 2014-2017 (Year 2) – *Report of Finance and Policy Committee*
    - (2) Council Plan 2015/16 – *Report of Finance and Policy Committee*
  - (b) Proposals for departures from the approved budget and policy framework;
- (14) To consider motions in the order in which notice has been received; and  
"That a 'Vote of no confidence' is held, in regard to the performance of the Chairman of the Council, Stephen Akers-Belcher".
- (15) To receive the Chief Executive's report and to pass such resolutions thereon as may be deemed necessary.

# **COUNCIL**

## **MINUTES OF PROCEEDINGS**

### **26 February 2015**

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

PRESENT:-

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

COUNCILLORS:

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

Officers: Gill Alexander, Director of Child and Adult Services  
Andrew Atkin, Assistant Chief Executive  
Peter Devlin, Chief Solicitor  
Chris Little, Chief Finance Officer  
Louise Wallace, Director of Public Health  
Joan Stevens, Scrutiny Manager  
Amanda Whitaker, Denise Wimpenny, Democratic Services Team

#### 140. APOLOGIES FOR ABSENT MEMBERS

Councillors Hargreaves, Hind and Dr Morris

#### 141. DECLARATIONS OF INTEREST FROM MEMBERS

None although declarations were made later in the meeting (minute 152 refers).

#### 142. BUSINESS REQUIRED BY STATUTE TO BE DONE BEFORE ANY OTHER BUSINESS

None

Prior to the commencement of public questions, the Ceremonial Mayor highlighted Council Procedure Rule 11.1 and advised that a period of 45 minutes would be permitted for questions from the public.

#### 143. PUBLIC QUESTION

##### 1. From Mr Latimer to Chair of Finance and Policy Committee

*“Could you please inform me as to the total advertising spend of Hartlepool Borough Council with the Hartlepool Mail for the last full 12 month period for which figures are available.”*

The Chair of Finance and Policy Committee responded that spending with the Hartlepool Mail in 2013/14 totalled £49,789. This included the cost of statutory notices which Local Authorities were legally required to publish in a local newspaper. In 2013/14 65% i.e. approximately £32,000 of spending with the Hartlepool Mail had related to statutory notices covering Highways Orders, Planning notices and notifications in relation to the Annual External Audit process. Expenditure for the current year up to 20<sup>th</sup> February 2015 was £36,165. The Chair advised that details of the percentage of this spending on statutory notices would not be available until the year end.

##### 2. From Mrs Little to Chair of Finance and Policy Committee

*“Whatever direction you come into Seaton, from either Brenda Road you hit the food factories, Seaton Carew Road, (stench from the Chemical sites), Tees Road or Coronation Drive you hit the stench from the landfills. When you walk along the prom you run occasionally run into some foul stench from the sewage works, as this seems to be a ongoing problem for the residents of Seaton Carew Area. Could the Council please inform me, how they are monitoring the air pollution in Seaton Carew?”*

The Chair of Finance and Policy Committee advised that at the present time there was no equipment available to carry out odour monitoring. Therefore any monitoring had to be carried out by officers when they visited sites. At this time there was no routine monitoring being carried out in the Seaton Carew area. Intermittent monitoring was carried out by officers when they were in the area. It was highlighted that some of the activities referred to in the question were the responsibility of the Environment Agency.

With regard to landfill sites, the Council had previously undertaken extensive monitoring in relation to odours from those sites. This had involved liaison with the Environment Agency who had enforcement responsibility for such sites. This work had been completed in October 2014. The Environment Agency had responsibility for chemical sites and the Council were currently working with one food manufacturer to look at implementing additional measures to resolve a current problem.

It was acknowledged that the Council was aware of intermittent problems with odours from sewage work sites. They were investigated and where necessary

action was taken. The Chair advised that if anyone was experiencing odour problems from any of these activities they should contact the Council's Public Protection Division who would investigate and take action if required.

### 3. From Mr Measor to Chair of Regeneration Services Committee

*"Could the Chair of Regeneration Services Committee please give the good people of Hartlepool an update on the progress being made with the production of the local plan? When it was withdrawn on the 17th October 2013 you were confident the plan could be turned around in six months. Given that it's now 15 months down the line will he admit that the original statement was wildly optimistic, and will he give us a more realistic date for its completion as this decision is costing the hard working tax payers of Hartlepool dearly."*

The Chair of Regeneration Services Committee responded that since the withdrawal of the Local Plan in October 2013 the Council had started work on the preparation of a new Local Plan. The preparation of a Local Plan was a long and complicated process which started with the gathering of key evidence on issues including demographic change, housing need, economic growth and retail capacity. Only once these key areas had been investigated and the number and type of houses needed to be built were known and how much land to allocate for economic growth could the Council effectively plan for the overall needs of the Borough over the next 15 years. Council officers had been working hard and were nearing the end of the evidence gathering phase. The Chair added that if there had been a delay in Local Plan process it was primarily down to the complex nature of the evidence base documents and the need for the evidence to be fully in accordance with all national and regional growth forecasts; which were out of the control of the Council. If the Government produced new statistical information, on job creation rates or population projections for instance, the Council was minded to incorporate those into its plans. Throughout 2014 and into early 2015 this had been the case where new national and regional announcements had meant that officers had to pause and assess the implications of the new information and then work to incorporate the changes into the existing evidence. This had meant that the evidence gathering process had taken longer than anticipated. In order for any new Local Plan to be sound, robust, effective and deliver development that would improve the Borough over the next 15 years, it was crucial that the evidence was accurate and reflected all the current and future issues. At this stage officers were nearing the end of the evidence gathering phase and were due to start the actual drawing up of the draft Local Plan. It was anticipated that a draft Local Plan would be prepared and subject to an 8 week public consultation in the summer of 2015. Once the Council received the findings of the public consultation it would start to prepare the final Local Plan document that would be submitted to the Secretary of State and then it would be up to the Planning Inspectorate as to when Public Hearings were held. If the Local Plan was found to be sound by the Planning Inspectorate the Council could then adopt the new Local Plan.

Following the response, the Chair of Finance and Policy Committee highlighted that there had been much debate previously regarding the Local Plan. He

expressed his view that the Local Plan that was withdrawn did not resonate with the residents in Hartlepool. The view was expressed that the new Local Plan had had the benefit of a higher profile and gave the Council an opportunity to articulate the wishes of the residents. In addition there had been the opportunity to review the Gypsy and Traveller assessment which had resulted in not having to identify any site within the Borough. The Chair advised Council that his concern, in view of previous Council meetings, was specifically about health and the town's hospital.

It was moved by Councillor C Akers-Belcher and seconded by Councillor Cook:-

“This Council as part of the development of the Hartlepool Local Plan, requires Officers to identify, in conformity with the National Planning Policy Framework, strategic policies for the ‘provision of health, security, community and cultural infrastructure and other local facilities’ but with a clear policy and priority to safeguard the existing University Hospital of Hartlepool site for hospital and health related use”.

Members debated issues arising from the Motion including the background, motivation and implications of the withdrawal of the Local Plan and the timescale for production of the new Local Plan.

In accordance with Council Procedure Rule 17.5 of the Constitution, a recorded vote was taken on the motion.

Those in favour:

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

Those against:

None.

Those abstaining:

None.

The vote was carried.

Prior to the next public question being put to Council, the Ceremonial Mayor advised Members that a response would be provided to question numbers 4, 6 and 7 collectively as they all related to the same subject.

4. From Mr Robertson to Chair of Finance and Policy Committee

*“As a resident in Hartlepool and on behalf of all the residents of Hartlepool, we would like to request a town wide referendum to decide if Hartlepool should be moved to establish a combined authority with the other 4 tees valley councils.*

*For Hartlepool Borough Council to make such a move, without a majority vote as it has already been noted that only 1235 of the 1900 people who responded to an on-line survey (65%) supported the move representing just 0.0025% of the total area population of around 493,000. There is approximately 90,000 residents in Hartlepool I along with many others did not know about the online survey so therefore could not respond to it."*

6. From Mr Corbett to Chair of Finance and Policy Committee

*"Considering long held opinions of many towns people surrounding the benefits or lack off, that Hartlepool received whilst involved in the old Cleveland County Council & that only 1900 people out of a total Tees Valley population of almost 500,000 which equates to 0.0025% of the population that replied to a questionnaire that contained a number of "Loaded Questions" in the consultation exercise of the 5 local authorities. Will Hartlepool Borough Council in the interests of "Local Democracy & Common Sense" instigate a Local Referendum on Hartlepool's future involvement in a Tees Valley Combined Authority?"*

7. From Mr Fisher to Chair of Finance and Policy Committee

*Please indicate whether, or not, the people of Hartlepool will be afforded a specific opportunity to formally vote upon any proposals or agreements to "join" "to create" or "to amalgamate" or whatever with any new body of authority across Tees Valley.*

The Chair of Finance and Policy Committee advised that a report had been submitted to the Committee in November of last year on the development of a set of proposals for the creation of a Combined Authority including consultation. The process that had been followed had been clear and in the public domain since that time. The Combined Authority would carry out the activities of the Local Enterprise Partnership including; work with businesses to attract business investment; influence training and education to ensure business had the skilled people it needed and local residents were able to get the training they needed to secure locally created jobs; work to influence Government policy and ensure the economic needs of the Tees Valley were understood and accommodated. Government had indicated that devolution of more powers and resources was more likely to an area served by a Combined Authority. The Chair advised that the Labour Party had also affirmed its commitment to devolve power and resources to Combined Authorities.

It was considered important to correct a view that this was about recreating Cleveland County Council. It was highlighted that it was not about merging Councils. The plans would see the councils continue to exist in their own right delivering local services but unite as a formal Tees Valley Combined Authority when focusing on strategic economic development, transport, infrastructure and skills. There seemed to be a view that Hartlepool would fair badly out of a Combined Authority, or that it had fared badly out of the previous arrangement centred on Tees Valley Unlimited. The Chair presented recent history to put in



context what had been achieved and the investment in the town that had come from being part of the current arrangements and which the Chair advised would be strengthened in the new arrangements. It was highlighted that this Council and the other Authorities were hugely ambitious for the Tees Valley and its communities and wanted to be in a position, in the same way as the North East CA, the Greater Manchester CA, the Merseyside CA the West Yorkshire CA, to build on success and the premise that its economy could grow faster by working together.

Authorities wanted to be in a position to strengthen democratic decision-making and further develop partnership for a number of reasons highlighted by the Chair. In addition and in the light of the Scottish referendum and commitment by all major political parties in the UK to greater devolution, the creation of a Combined Authority was an opportunity to seize the moment by having the right governance arrangements in place to make the case for and receive devolved powers and associated additional resources. It was considered to be correct that governance arrangements at the Tees Valley level had been reviewed in order to maximise involvement in shaping the devolution agenda. The Chair advised that not being part of a Combined Authority would potentially disadvantage Hartlepool both in terms of access to funding, potential influence and being in a position to utilise any devolved powers and additional resources that could be available.

As part of the development of the Combined Authority proposals officers had been working with officials from Department for Communities and Local Government. This had included discussions with the officials on the consultation process which had been undertaken. DCLG officials had recommended that Tees Valley Authorities follow the model undertaken for the North East Combined Authority as this was a good practice model. The consultation which was detailed in the report to Finance and Policy Committee at the end of November included consultations with a range of stakeholders and a range of information in the form of Frequently Asked Questions, the reports considered by each authority's Finance and Policy Committee, Press releases publicising the consultation and other related activity. The consultation undertaken across the Tees Valley had generated almost 2000 responses. The good practice model suggested by DCLG for the North East CA had generated around 700. The results of the consultation were to be reported to each Councils Finance and Policy Committee/Cabinet and then to Councils prior to there being any submission to Government.

It was noted that legislation provided for referendums on specific subjects such as seeking approval for a change in the governance arrangements of a local authority, approval of a level of Council Tax above the threshold set by the Secretary of State and the approval of a Neighbourhood Plan. Outside of such approvals, a principal local authority, which included a Borough Council could hold a referendum to consult local people on 'matters of particular local controversy' (*White Paper 'Modern Local Government; in touch with the people' (1998)*). Section 116 of the Local Government Act, 2003, allows the holding of an advisory but not binding referendum. It would be for the local authority to determine who is to be polled and how that poll is conducted.'

The Chair had been informed by the Council's Local Returning Officer, that it would not be prudent to conduct such a poll on 7 May, 2015, owing to the UK Parliamentary General Election, Local Government election and the potential for local parish council elections on that day.

During the debate, a number of Members expressed the view that although they did not necessarily oppose the Combined Authority concept, they were concerned at the consultation process which had been undertaken. Concerns expressed at a previous meeting of Council were reiterated in relation to the survey, with the view expressed that the questions included in the survey were biased. The view was expressed that it was proper for Hartlepool residents to decide and that a referendum should therefore be conducted. In response, the Local Returning Officer reiterated that should the Council agree to a referendum, it was not practical to conduct the referendum on 7 May owing to the other elections being conducted that day.

5. From Mrs Little to Chair of Finance and Policy Committee

*"Figures about the attendance of Councillors at meetings are starkly different, with councillors attending over 129 meetings in the Headland and Harbour Ward to 37 for the Seaton Ward. Can the public have a comment on the level of the basic allowance for Councillors of Hartlepool Borough Council in relation to meetings attended?"*

The Chair of Finance and Policy Committee advised that in accordance with the Council's Constitution, Members were entitled to claim certain allowances in recognition of time devoted by them to their work as a councillor. A 'Basic Allowance' covered attendance at formal and informal meetings of the Council as well as meetings with constituents, such as through Ward Surgeries. A 'Special Responsibility Allowance' was payable to those Councillors who undertook specified additional duties as defined in the Members' Allowance Scheme. That Scheme was fully compliant with the Local Authorities (Members' Allowance) Regulations 2003. It also took into account the recommendations made by an Independent Remuneration Panel to Council. The Chair of Finance and Policy Committee advised that the Basic Allowance had been £5,825 since 1st April 2013. Prior to that the basic allowance had been frozen for 4 years at £5,767. From 1<sup>st</sup> January 2015 the Basic Allowance was £5,953, which would remain in place until at least 31st March 2016, in line with the pay award for the Council's staff. This would be significantly less than the North-East average of £8,965 and below the highest Basic Allowance in the region of £13,300, and less than the amount recommended by the IRP of £6,517 from 1st April 2015.

It was noted that attendances were published once a year to coincide with the publication of allowances. Following a Freedom of Information request, details of attendances up to the date of the request for the current Municipal Year were also available on the Council's website.

The Chair acknowledged that attendances varied considerably, that not all attendances were recorded and attendance at meetings was one of many

functions carried out by Members.

8. From Mr Measor to Chair of Neighbourhood Services Committee

*“Regarding the recent banning of Sea coal collection from Seaton Carew beach. The collection of Sea coal is part of our history and heritage, and has been going on since the 1800's. Will the council please agree to a sensible way forward on this issue? In order to take this forward, will the council please agree to approach the Crown Estate Commissioners to implement a second variation of the lease, allowing the collection of Sea Coal during agreed times? In addition to this, will they also agree to undertake a risk assessment on allowing legitimate beach access for the sea coalers, and following this, approach their own insurers to see if they would subsequently cover such activity? Furthermore, our Sea Coalers already have their own public liability insurance of five million pounds for "collection of sea coal from the beach", why then has our council seen fit to ban them?”*

The Chair of Neighbourhood Services Committee responded that on Monday 19<sup>th</sup> January 2015, the Neighbourhood Services Committee had been presented with a number of recommendations to ensure that the Council was not in contravention of its lease agreement with the Crown Estates. The lease agreement prohibited the ‘driving of mechanically propelled vehicles’ across the foreshore (excepting those covered by a later exemption). It was agreed by the Committee that the barrier on the foreshore at Station Lane should be closed and that all other vehicle barriers were secured. However, the Committee also agreed to pursue the idea of adopting a scheme which enabled sea coalers to legitimately access the beach with vehicles. The removal of sea coal under such a scheme would also assist with cleansing operations. It was clarified that ‘unauthorised’ vehicle access had been prohibited at this time and not the actual collecting of sea coal.

An application had been made to the Crown Estates on 18<sup>th</sup> December 2014 for a new amendment to the lease, which was more prescriptive than the former, but would allow the Council to still control vehicular access. This amendment was read out as follows; -

‘1) Notwithstanding clause 3(8) of the Lease, the Commissioner grants to the Tenants the right to permit the pass and repass of mechanically propelled vehicles which require access for statutory functions or for monitoring and maintenance purposes’.

It was considered that if this variation was approved then further consideration could be given to adopting an official mechanism for allowing the collection of sea coal.

It was highlighted that health and safety and public liability would be fundamental to any future decisions made, which allowed vehicular access to the beach, regardless of purpose or activity. As access by vehicles was not permitted under the terms and conditions of the lease agreement with the Crown Estates, sea coal vehicles were effectively accessing the land without permission. The Council was advised that this practice negated any insurance. It

would also mean that any persons taking a motorised vehicle on to the beach was in contravention of the Road Traffic Act 1988 and could face prosecution by the police. The Neighbourhood Services Committee had agreed to pursue the idea of adopting a scheme which enabled sea coalers to legitimately access the beach with vehicles. A Working Group which consisted of Officers from the Council and sea coalers had been set up and meetings had been scheduled to progress matters in this regard.

The Ceremonial Mayor thanked the public who had submitted questions.

#### 144. MINUTES OF PROCEEDINGS

The Minutes of Proceedings of the Council held on the 5 February 2015 and the extraordinary meeting of Council held on 16<sup>th</sup> February 2015 had been laid before the Council.

The minutes of the meeting held on the 5 February 2015 were confirmed.

A number of concerns were expressed regarding the accuracy of the minutes of the extraordinary Council meeting held on 16<sup>th</sup> February 2015. It was stated that the reference in the minutes to an adjournment of the meeting was incorrect and should be replaced to reflect the meeting being closed by the Ceremonial Mayor. Following a request for clarification, the Assistant Chief Executive advised that his recollection of the meeting was that as the Ceremonial Mayor left the Chamber he had said that the meeting was adjourned. The view of the Ceremonial Mayor was requested. In response, the Ceremonial Mayor advised that he had adjourned the meeting.

Following interruptions to proceedings, the Ceremonial Mayor advised that the meeting was adjourned for five minutes until order had been restored.

The meeting reconvened. Prior to the remainder of business being considered, the Ceremonial Mayor requested that the Chamber not be disrespected.

Further to the earlier debate in relation to the accuracy of the minutes of the extraordinary meeting held on 16<sup>th</sup> February 2015, the following issues were raised:-

- A recording of the meeting verifies that the Ceremonial Mayor had stated that the meeting was closed and not adjourned as stated in the minutes
- A paragraph was missing from the debate to reflect a request for clarification of what was going to be done to address the concerns raised at the meeting, rather than what could not be done as advised at the meeting.
- Clarification was sought in relation to the reason a recorded vote was not taken.
- The minutes should reflect a member of the public being requested to leave the meeting
- The minutes should reflect the warning from the Ceremonial Mayor, to

the public gallery, at the commencement of the meeting regarding conduct at the meeting.

In accordance with Council Procedure Rule 17.5 of the Constitution, a recorded vote was taken on the accuracy of the minutes of the extraordinary Council meeting held on 16<sup>th</sup> February 2015.

Those in favour:

Councillors Ainslie, S Akers-Belcher, Barclay, Beck, Clark, Cranney, Fleet, Griffin, Hall, Jackson, James, Loynes, Martin-Wells, Richardson, Robinson and Simmons

Those against:

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

Those abstaining:

Councillors C Akers-Belcher, Atkinson, Brash, Cook, Payne and Thomas

The vote was carried.

The minutes of the extraordinary Council meeting held on 16<sup>th</sup> February 2015 were confirmed.

The minutes of both meetings were thereupon signed by the Chairman.

#### 145. QUESTIONS FROM MEMBERS OF THE COUNCIL ON THE MINUTES OF THE PREVIOUS MEETING OF THE COUNCIL

With reference to minute 120 of the meeting held on 5 February 2015, reference was made to a letter which had been circulated to all Members from the Director of Public Health which provided clarification on matters raised at the Council meeting on 5<sup>th</sup> February with reference to Minimum Unit Price. It was highlighted that the Director had advised that the issue would be considered at the next meeting of the Health and Wellbeing Board. Clarification was sought from the Chair of the Health and Wellbeing Board in relation to whether an invitation would be extended to Members and Legal Officers from Manchester City Council. The Chair of the Board advised that he was content for that to be considered by the Board.

With reference to minute 139 of the extraordinary meeting held on 16 February 2015, a Member advised that it was considered that the political process had failed at the last meeting which had resulted in public dissatisfaction. In view of the circumstances and issues arising from the meeting, it was considered that responsibility should be passed to 'the people'.

Motion moved by Councillor Brash and seconded by Councillor Thompson:-

“That a referendum be held to allow the public the opportunity to express their view as to whether they believe they are being adequately served by the North Tees and Hartlepool NHS Foundation Trust”

The Returning Officer reiterated his advice which had been conveyed earlier in the meeting that it would not be prudent to conduct a poll on 7 May, 2015, owing to the UK Parliamentary General Election, Local Government election and the potential for local parish council elections on that day.

The view was expressed that a referendum could be conducted separate from the poll on 7 May when votes could be cast on both the Hospital Trust and the Combined Authority issues.

It was highlighted that a cross party delegation was due to meet with the Secretary of State the following week. It was considered that it was appropriate therefore to amend the Motion to defer a referendum decision until after that meeting with the Secretary of State.

Points of Order were raised and were heard immediately.

The mover of the Motion advised that he would accept the amendment if the next meeting of Council was an Extraordinary meeting to discuss the outcome of the meeting with the Secretary of State and in the event that this Council is not satisfied with the outcome of that meeting, then a referendum be pursued. Following a request for clarification, the Chief Solicitor provided advice in terms of the earliest date for that Extraordinary Council meeting and reminded Members that statutory notice of five clear working days would be required.

The Ceremonial Mayor agreed that every effort would be made for an Extraordinary meeting to be held at the earliest opportunity following the meeting with the Secretary of State.

The mover of the Motion accepted the amendment.

#### 146. QUESTIONS FROM MEMBERS OF THE COUNCIL

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

None

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

- 1. Question from Councillor Brash to Chair of Neighbourhood Services Committee

*“Can the Chair of Neighbourhood Services Committee briefly explain the extent to which HBC charges staff to park at work?”*

The Chair of Neighbourhood Services Committee advised that historically staff parking spaces had been issued from a waiting list and prioritised to designated “essential car users” however changes to the Single Status Agreement had removed all essential, casual and non-casual drivers and as a consequence any allocation had been made entirely from a waiting list only. A review of the allocation of car parking had been undertaken and from 1<sup>st</sup> April 2014 the criteria, recognising the operational need of post holders, the requirement to transport essential equipment, and/or a frequency and dependency to undertake regular visits associated with their work had been introduced.

It was highlighted that staff parking bays were linked to the annual salary of the officer, where a monthly deduction was made dependant on the individual’s band/grading, although in the case of the Civic Centre underground car park a further supplementary charge was also applicable at a rate of £10/month. The Chair advised of the current charges as follows:-

Band 1-9 pay £8.50 per month  
Band 10-11 pay £9.50 per month  
Band 12-15 pay £14.00 per month  
Band 15 plus pay £19.50 per month

Following the response to the question, Councillor Brash advised that he was uncomfortable charging staff for car parking and referred to criticism which had been expressed by some Members to representatives of the Hospital Trust in relation to car parking charges the Trust made to staff.

It was moved by Councillor Brash and seconded by Councillor Riddle:-

“That either staff car parking charges be abolished or car parking charges be introduced for Elected Members”.

The implications of the Motion were highlighted.

Members responded to concerns highlighted by the Chair of Neighbourhood Services Committee.

The Ceremonial Mayor suggested that it would be appropriate to refer the issue to the appropriate Policy Committee for consideration.

In accordance with Council Procedure Rule 17.5 of the Constitution, a recorded vote was taken on the motion.

Those in favour:

Councillors Ainslie, C Akers-Belcher, S Akers-Belcher, Atkinson, Barday, Beck, Brash, Clark, Cook, Cranney, Dawkins, Fleet, Gibbon, Griffin, Hall, Jackson, Lauderdale, Lilley, Loynes, Martin-Wells, Payne, Richardson, Riddle, Robinson, Simmons, Thomas and Thompson

Those against:

None.

Those abstaining:

Councillors James and Springer.

The vote was carried.

## 2. From Councillor Riddle to Chair of Finance and Policy Committee

*“In last months’ debate concerning the rise in councillors allowances multiple references were made to a councillors ‘worth’ as an elected member. It was argued this ‘worth’ was directly related to councillor’s attendance (or lack of it) at meetings. Having had time to reflect, would the Chair of Finance and Policy not concede that it is surely a members’ contribution at such meetings which is a truer measure of their worth?”*

The Chair of Finance and Policy Committee advised that he considered a Councillors worth as an elected member had a number of aspects. He did not believe it had been argued at the last meeting that this was directly related to attendance at meetings. It was offered as an aspect which could be used to measure worth. He stated that he was happy to give his view of what could be taken into account to measure a Councillors worth. He added that in reality a councillors contribution had a number of aspects as Councillors had a number of aspects to their role. These were encapsulated in the Localism Act 2011 and then reflected in the Council’s constitution as part of the Members Code of Conduct. The principles of public life reflected in the constitution were detailed by the Chair. It was suggested that any individual Councillor should measure themselves against these principles and assess for themselves, as the electorate may do, against them.

It was highlighted that Councillors had a responsibility in the decision making and governance processes for the authority. This was in terms of decision making and policy formulation. This policy formulation and forward thinking aspect was what defined, in the context of the strategic direction of the Council, the ability to achieve established priorities, secure resources to support the implementation of those priorities and make the town a better place to live and work. The Chair considered that Councillors could and should contribute to this process and the current governance structures made this a far more inclusive process should members chose to participate. It was not always the case that some elected members do participate, or they chose to make their contribution at a very late stage. It was highlighted also that a Councillors role was not just the meetings in the Civic centre and the contribution at these meetings. Councillors had a clear and important community role. The contribution of a member would be demonstrated by their willingness and ability to deal with issues raised with them by members of the public, to work with local resident and community groups, providing leadership and guidance to assist



communities and deal with matters of interest to them. The Chair referred to a range of examples of how this could happen including parish council meetings, resident association meetings and ward surgeries. As Councillors were elected by the people of Hartlepool, ultimately they would be the judge of the worth of Members.

During the debate that followed the response, reference was made to comments made at the last meeting regarding Members' attendance. A number of concerns were expressed regarding both attendances of individual Members and in relation to attendance of ward councillors with reference to a recent Planning Committee meeting. Subsequent debate took place regarding issues relating to that Planning Committee meeting. Explanations were provided in relation to attendance/non attendance at meetings and following intervention by the Chief Solicitor a Member retracted comments made earlier in the debate replacing his reference to a 'lie' with 'untrue'.

### 3. From Councillor Brash to Chair of Finance and Policy Committee

*"Can the Chair of Finance and Policy Committee briefly explain how HBC appraises its staff?"*

The Chair of Finance and Policy Committee responded that Council had an appraisal scheme that applied to all council employees, with the exception of teachers (who have their own separate scheme) and those employed for less than 12 months in any one period of continuous service. The scheme was based on a competency framework designed to develop individuals and improve performance, the framework was relevant to all areas of the Council and comprised of a number of core competencies which were applied to every employee, in addition there were further competencies that were selected based on their relevance to a particular role. The Chair added that in order to ensure that all employees were afforded the opportunity of participating in the appraisal process, a condensed version of the scheme had also been developed. The condensed version was based on the principles of the standard version however, it could only be applied to posts, identified by departments where assessment was required solely against the core competencies, this tended, though not exclusively to operate in former blue collar areas.

The Appraisal Scheme required appraisals to be undertaken on an annual basis and followed up by a 6 monthly review. Some areas of the Council do monitor completion rates for appraisal. This was not monitored corporately in terms of implementation but was a recognised part of management and staff development arrangements.

Following the response, Councillor Brash advised that he had no issue with the appraisal scheme. Reference was made to debate earlier in the meeting regarding the 'worth' of Elected Members and it was highlighted that those Elected Members did not have an appraisal.

Motion moved by Councillor Brash and seconded by Councillor Thompson:-

“That the principal of introducing a formal Appraisal Scheme for Elected Members be endorsed.”

The Chair of Finance and Policy Committee highlighted that a Member Development Programme had been adopted by Council. Clarification was sought on how an Elected Member appraisal scheme would be undertaken. In response Councillor Brash advised that he accepted a report would be required and that the motion he had moved related to the principle of introducing a scheme for Members.

In accordance with Council Procedure Rule 17.5 of the Constitution, a recorded vote was taken on the motion.

Those in favour:

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

Those against:

Councillor Simmons.

Those abstaining:

None.

The vote was carried.

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

None

- d) Minutes of the meetings held by the Cleveland Fire Authority and the Police and Crime Panel

None

#### 147. BUSINESS REQUIRED BY STATUTE

None

#### 148. ANNOUNCEMENTS

None

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

None

150. TO RECEIVE REPORTS FROM THE COUNCIL'S COMMITTEES

None

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

None

152. REPORT FROM THE POLICY COMMITTEES

(a) Proposal in relation to the Council's budget and policy framework

1. Formal Council Tax Setting 2015/2016 – Incorporation of Fire Authority, Office of the Police and Crime Commissioner and Parish Council Precepts

Councillor Ainslie apologised to Council and advised that he should perhaps declare an interest in this item as Chair of Headland Parish Council.

Councillor Thomas declared an interest as a member of Headland Parish Council.

The report enabled Council to set the overall level of Council Tax following the notification by precepting Authorities of their Council Tax levels for 2015/2016. Members were advised that the determination of the overall Council Tax level was a statutory function, which brought together the individual Council Tax levels determined by this Council, Cleveland Fire Authority, the Office of the Police and Crime Commissioner and where applicable Parish Councils. In order to ensure that there was clear accountability for decisions made by Precepting Authorities, Members were advised that the Council Tax bills for Hartlepool residents would clearly show that Hartlepool Council had frozen its own tax and would show the relevant percentage increases for the Fire Authority and the Office of the Police and Crime Commissioner approved by these organisations as follows:

- i) The decision by the Fire Authority on 13<sup>th</sup> February 2015 to approve a 1.9% Council Tax increase for 2015/16;
- ii) The decision of the Office of the Police and Crime Commissioner on 6<sup>th</sup> February 2015 to approve a 1.988% Council Tax increase for 2015/16

The Table included in the report illustrated the statutory Council Tax calculations, incorporating the 2015/16 Council Tax levels approved by the Council, the Office of the Police and Crime Commissioner and Cleveland Fire Authority, which this Council was required to approve as a Billing Authority:

Council was requested to

- i) Note the respective responsibilities of Precepting Authorities and Billing Authorities detailed in paragraph 2.1; and
- ii) As the Billing Authority for the area to approve the statutory calculations detailed in Appendix A, which include the Council Tax and precepts set by the Office of the Police and Crime Commissioner, Cleveland Fire Authority and Parish Councils.

In accordance with Council Procedure Rule 17.5 of the Constitution, a recorded vote was taken on the motion.

Those in favour:

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

Those against:

None.

Those abstaining:

None.

The vote was carried and the recommendations of the Finance and Policy Committee were approved and adopted.

**Reference was made to Rule 10 of the Council Procedure Rules. A Member sought the approval of Council to extend the duration of the meeting until 9.45 p.m. if required.**

A vote was taken.

The vote was lost.

It was highlighted by the Ceremonial Mayor that in accordance with Council Procedure Rules the meeting would last until 9.30 p.m. at the latest.

Councillor Thompson requested that his belief that the outcome of the vote taken in relation to the duration of the meeting was an attempt to stifle debate

be recorded in the minutes of the meeting.

(b) Proposal for Departure from the Budget and Policy Framework

None

### 153. MOTIONS ON NOTICE

The following Motion had been submitted:-

“In the interests of promoting democracy, Putting Hartlepool First propose a referendum on the issue of a forming a combined authority with Darlington, Middlesbrough, Stockton and Redcar and Cleveland.”

Signed: Councillors Riddle, Atkinson, Gibbon, Lilley and Dawkins.

The Motion was moved by Councillor Riddle and seconded by Councillor Thompson.

The mover of the Motion outlined the rationale for submission of the Motion in terms of promotion of democracy. Support of the Motion was expressed and the principles and purpose of a referendum were highlighted. It was suggested that there was the opportunity to have a combined referendum on the formation of a combined authority and on the North Tees and Hartlepool NHS Foundation Trust as debated earlier in the meeting.

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

Those in favour:

Councillors Atkinson, Brash, Dawkins, Gibbon, Lauderdale, Lilley, Loynes, Riddle, Springer and Thompson

Those against:

Councillors Ainslie, C Akers-Belcher, S Akers-Belcher, Barclay, Beck, Clark, Cook, Cranney, Fleet, Griffin, Hall, Jackson, James, Martin-Wells, Payne, Richardson, Robinson, Simmons and Thomas

Those abstaining:

None.

The vote was lost.

The meeting concluded at 9.15 p.m.

### CEREMONIAL MAYOR

# **EXTRAORDINARY COUNCIL**

## **MINUTES OF PROCEEDINGS**

**12 March 2015**

The meeting commenced at 7.00 pm in the Town Hall, Hartlepool

### **PRESENT:-**

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

### **COUNCILLORS:**

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

Officers: Dave Stubbs, Chief Executive  
Peter Devlin, Chief Solicitor  
Laura Stones, Scrutiny Support Officer  
Louise Wallace, Director of Public Health  
Amanda Whitaker and Denise Wimpenny, Democratic Services Team

### **154. APOLOGIES FOR ABSENT MEMBERS**

Councillors Fleet, Hargreaves and Sirs

### **155. DECLARATIONS OF INTEREST FROM MEMBERS**

Councillor Hall declared a personal interest as a Governor of North Tees and Hartlepool Foundation Trust

Councillor Jackson declared an interest as his wife's employer is the North Tees and Hartlepool Foundation Trust.

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

None

157. TO DEAL WITH THE ITEM OF BUSINESS AS STATED ON AGENDA

Further to minute 145 of the Council meeting held on 26 February 2015, the meeting had been convened to discuss the outcome of the meeting with the Secretary of State for Health in relation to hospital services and dependent on that outcome to consider a proposal for a referendum to allow the public the opportunity to express their view as to whether they believed they were being adequately served by the North Tees and Hartlepool NHS Foundation Trust.

The Leader of the Council advised Council that on Tuesday 3<sup>rd</sup> March there had been a cross party meeting with Jeremy Hunt, the Secretary of State for Health. It was highlighted that an important element to the meeting was it being cross party. Everyone in attendance had participated and was able to relay their own concerns and articulate the strength of feeling of residents and how the Council was determined to see the return of hospital services in Hartlepool. The Leader of the Council considered that the meeting had been very positive and had given a 'road map' to achieving the ambition of the town's hospital having a future and the return of services to the town.

Council was informed that the MP had started the meeting by providing the Secretary of State with some of the 12,000 signatures for the Hartlepool Mail's "Bring them back" campaign to return hospital services to the town. He had explained the strength of feeling in the town and the sense that the local NHS Trust had stopped listening to the wishes of Hartlepool and were pushing towards centralisation of services at North Tees which were highlighted as both inaccessible and inappropriate for many people in the town. It was also stated by the MP and confirmed by all councillors at the meeting, that there was conflict between Hartlepool Borough Council and the local NHS Hospital Trust which did not provide a good environment for good quality health services in the town. The MP had asked the Secretary of State what could be done to ensure that the governance and management of the Trust were assessed, and challenge the Trust that there is meaningful engagement with the public, taking into account the community's views, when making decisions. A number of Councillors had highlighted the higher than national average mortality rate within the Trust and the waste of public funds in respect of locum staff. The Secretary of State had then promised to refer the Hospital Trust to Monitor, the regulator which assesses Foundation Trusts, to see what could be done.

The Leader of the Council had explained to the Secretary of State that the Council had a Health & Wellbeing Strategy and a Better Care Fund Plan, and the constant centralising of services was now in conflict with the NHS Five Year Forward View. This NHS Plan had been published the same day that the local NHS Trust had announced it was pausing the development of a Wynyard Hospital. It had been explained that the ambition of an integrated Health &

Social Care service could not be achieved if the Hospital Trust persisted with centralisation and this was against the wishes of Hartlepool people. There was no consultation but merely engagement events where residents were being told what was being done to them rather than for or with them. Essentially all had agreed with the NHS 5 Year Forward view, which would ensure smaller district general hospitals such as Hartlepool shouldn't be closed or merged but should provide services, such as allowing GPs to set up in this hospital, sharing diagnostic services and providing a much more co-ordinated and integrated approach. The Secretary of State had been asked directly whether he would be willing to help Hartlepool be a forerunner with this NHS Five Year Forward View and if this could be done to return services back to the town.

The Secretary of State had said, whilst it had to be determined locally, there was a real opportunity to work with the Clinical Commissioning Group (CCG) and develop a 'credible' plan which would be a blueprint for local health services for the town which integrated health and social care and ensured that people access their health services in the town. Councillors had confirmed this had to be from the Hospital site. The Secretary of State had said that the CCG, with the Council "should be in the driving seat" in commissioning services that were consistent with the Five Year Forward View and that should a 'credible' plan be developed, NHS England would be interested in working with the town to support that. Overall it was found to be a positive meeting and there was considered to be a real opportunity to work as a whole Council, in partnership with the CCG to develop that plan, which would see the return of services to Hartlepool. The Leader therefore believed the focus should be to work with the CCG to develop that plan as soon as practicable so the centralising of services away from the town was stopped and reversed. At a preliminary meeting of a Council delegation with the CCG upon returning from meeting with the Secretary of State, the CCG had confirmed they were willing to work with the Council and any associated parties on the development of such a plan.

It was moved by Councillor C Akers-Belcher and seconded by Councillor Richardson:-

"That this Council resolves to work with the NHS Stockton & Hartlepool Clinical Commissioning Group to develop a plan for submission to NHS England which will see the delivery of integrated Health & Social care services from the hospital site and that the Council takes responsibility for the associated consultation so it is meaningful and services are shaped according to the wishes of Hartlepool residents. Further to this in the development of the plan any Joint Committee shall be cross party".

A Member responded that the suggestion of creating a local health plan in conjunction with the CCG was a good one and was supported in principle. However, it was considered that clarity was required on a number of issues. It was considered that there was a need to question the extent to which such a plan could enforce and impose a re-organisation of services on the Foundation Trust, which was what, was required to bring back services to Hartlepool and to make Hartlepool hospital sustainable.



It was proposed that the Chief Solicitor delivers formal legal advice as concerns were expressed that any plan agreed with the Clinical Commissioning Group would not be supported in law, to return services to Hartlepool hospital. It was highlighted that it was essential to have a clear understanding of what could be accomplished. Caution was expressed about using the CCG commissioning power to hold the Foundation Trust to account. The view was expressed that financially punishing the Foundation Trust would damage service delivery, would inflict pain on staff and perhaps even hasten the demise of the hospital. This use of market forces in the NHS was considered to be ideologically flawed in practice and in principle; it was based on a misapprehension of choice in health providers that did not exist for most people. The Member added that there was a requirement for a Foundation Trust that was financially equipped for the people of Hartlepool.

It was proposed that the Council request that any decisions relating to removal of funding from the Foundation Trust through the commissioning power of the CCG be consulted upon with full Council.

It was highlighted that the Darzi report of 2006 into acute services in North Tees and Hartlepool could offer a useful starting point to the process and although rather out of date; it was considered that it would provide a good framework for initial discussion.

It was proposed that an invitation should be extended to Lord Darzi to re-engage and review his original plan to bring it up to date and lead the development of a new plan.

If Lord Darzi is unable or unwilling then it was proposed that an Independent Chair is appointed, with expertise in health matters to guide the development of a new local health plan.

It was proposed that the Council should form a Committee open to all members of council, other interested parties and the CCG, which meets outside work hours and which includes the public in a venue that can incorporate them, which is chaired by the independent person. It was stated that such a committee would ensure that the individual stake holders do not subsequently recant and raise objections to the agreed plan at a later date, as had happened previously with Darzi.

It was proposed that a clear timescale should be set and once completed the final plan should be put the people of Hartlepool by way of a referendum.

It was considered that the issue of the referral of the Senior Leadership of the Trust to Monitor was, to a certain extent, separate from the development

It was proposed that Council should submit further evidence to monitor evidencing that the current FT leadership is not fit for purpose and must go.

It was proposed also that the public referendum of no confidence into the trust must go ahead to strengthen that case. This referendum vote of no confidence

should go ahead on the day of the General Election to maximize participation, even if it is required to be counted on the following day.

The seconder of the Motion advised that he agreed with the majority of proposals which had been conveyed to the meeting in response to the Motion. He advised that he could not, however, support the proposals for referendums and explained the reasons why he could not support those proposals.

The Chief Solicitor referred to powers under Local Government Act 2003 in the context of a non binding referendum. The Chief Solicitor as Local Returning Officer reiterated his advice that should the Council agree to a referendum, it was not ideal to conduct the referendum on 7 May owing to the other elections being conducted that day.

The Chief Solicitor added that he considered that it would be prudent for him to write to all Members of the Council to clarify the legal position in relation to work with the NHS Stockton & Hartlepool Clinical Commissioning Group to develop a plan for submission to NHS England, as outlined in the motion. The Chief Solicitor also referred to the functions and responsibilities of the Council's Health and Wellbeing Board which included having strategic influence over commissioning and investment decisions across health, public health and social care services.

Whilst urging caution in relation to the potential of damaging the opportunity to work with the Clinical Commissioning Group on developing a plan, the mover of the Motion advised that he was content to accept the proposals, excluding the proposals for referendums.

For clarity, the Ceremonial Mayor requested that the proposals be reiterated.

The proposals moved by Councillor Brash were seconded by Councillor Riddle.

On seconding the proposals, concerns were expressed that the proposals for referendums had not been supported. Those concerns were shared by other Members who explained the justification for supporting referendums.

During the debate, disappointment was expressed by a Member that despite the undertaking given by the Secretary of State to immediately refer the North Tees and Hartlepool NHS Foundation Trust to Monitor, it appeared that Monitor had not yet been in contact with the Trust. The Member also sought assurance that residents of Hartlepool, Stockton and East Durham would all be involved in the process. The mover of the Motion confirmed that those residents would be included as alluded to in the Motion.

The motion with the addition of the additional proposals, excluding the proposal that the final plan is put to the people of Hartlepool by way of a referendum and excluding the proposal for a public referendum of no confidence into the North Tees and Hartlepool NHS Foundation Trust, was agreed by show of hands.

It was confirmed, in the absence of dissent, that this was the unanimous decision of the Council.

In accordance with Council Procedure Rule 17.5 of the Constitution, a recorded vote was taken on the proposal that the final plan is put to the people of Hartlepool by way of a referendum

Those in favour:

Councillors Ainslie, Atkinson, Brash, Clark, Dawkins, Gibbon, Hall, Hind, Lauderdale, Lilley, Riddle, Springer, Thomas and Thompson

Those against:

Councillors C Akers-Belcher, S Akers-Belcher, Barclay, Beck, Cook, Cranney, Griffin, Jackson, James, Loynes, Martin-Wells, Morris, Payne, Richardson, Robinson and Simmons

Those abstaining:

None.

The Chief Solicitor announced that the vote appeared to be equal and therefore invited the Chair to exercise a second and casting vote.

Upon exercising his casting vote, the Chair voted against and the vote was lost.

In accordance with Council Procedure Rule 17.5 of the Constitution, a recorded vote was taken on the proposal for a public referendum of no confidence into the North Tees and Hartlepool NHS Foundation Trust

Those in favour:

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

Those against:

Councillors Ainslie, C Akers-Belcher, S Akers-Belcher, Barclay, Beck, Clark, Cook, Cranney, Griffin, Hind, Jackson, James, Loynes, Martin-Wells, Morris, Payne, Richardson, Robinson, Simmons and Thomas

Those abstaining:

None.

The vote was lost

The meeting concluded at 7.50 p.m.

CEREMONIAL MAYOR

# **EXTRAORDINARY COUNCIL**

## **MINUTES OF PROCEEDINGS**

**16 MARCH 2015**

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

### **PRESENT:-**

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

### **COUNCILLORS:**

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

Also present: Nicola Thackeray, Strategic Business Planning and Performance Lead, North East Ambulance Service NHS Foundation Trust  
Sharon Pickering, Director of Planning and Performance, Tees, Esk and Wear Valleys NHS Foundation Trust  
Christine McCann, Associate Director of Nursing and Governance, Tees, Esk and Wear Valleys NHS Foundation Trust  
Dr Chris Lanigan, Head of Planning and Business, Development, Tees, Esk and Wear Valleys NHS Foundation Trust

Officers: Dave Stubbs, Chief Executive  
Alyson Carman, Legal Services Manager  
Louise Wallace, Director of Public Health  
Joan Stevens, Scrutiny Manager  
Laura Stones, Scrutiny Support Officer  
Julian Heward, Public Relations Officer  
Amanda Whitaker, David Cosgrove, Democratic Services Team

### **158. APOLOGIES FOR ABSENT MEMBERS**

Councillors Hargreaves, Payne and Robinson.

#### 159. DECLARATIONS OF INTEREST FROM MEMBERS

Councillors C. Akers-Belcher and Thomas declared prejudicial interests as employees of HealthWatch.

Councillor Thompson declared a prejudicial interest in Minute No. 164.

Councillor Ainslie declared a personal interest in Minute No. 165 as a Trustee of Hartlepool Hospice.

Councillor Brash declared a personal interest in Minute No. 164.

Councillor Cook declared personal interests in Minutes 164 and 165.

Councillor S Akers-Belcher declared a personal interest in Minute No. 163 as a Governor with Tees, Esk and Wear Valleys NHS Foundation Trust.

Councillor Martin-Wells declared a personal interest in Minute 162.

Councillors C Akers-Belcher and Thomas left the meeting.

#### 160. BUSINESS REQUIRED BY STATUTE TO BE DONE BEFORE ANY OTHER BUSINESS

None.

#### 161. TO SUSPEND COUNCIL PROCEDURE RULES TO THE EXTENT NECESSARY TO ENABLE THE MEETING TO FOLLOW THE COURSE PRESCRIBED ON THE AGENDA

Agreed.

#### 162. NORTH EAST AMBULANCE SERVICE NHS FOUNDATION TRUST – QUALITY ACCOUNT 2014/15

Nicola Thackeray, the Strategic Business Planning and Performance Lead for North East Ambulance Service (NEAS) NHS Foundation Trust gave a presentation to the Council on the NEAS Quality Account and Quality Report. The presentation gave progress against the priorities identified in the 2014/15 Quality Report and the priorities identified for the 2015/16 Quality Report.

The presentation highlighted the following key points: -

- The Trust was required to publish an annual Quality Account each year. Monitor, the NHS independent regulator, also required foundation trusts to

produce a Quality Report which was a prescribed document independently audited.

- The engagement process carried out with stakeholders in the preparation of the Quality Account was set out.
- Progress against the 2014/15 priorities were outlined; these included: -  
The use of alternatives including the provision of advice and/or directing people to more appropriate services rather than sending an ambulance. Reducing hospital delays and the use of HALOs (Hospital Ambulance Liaison Officers) at A&E departments to assist ambulance crews and working towards the standardisation of procedures at A&E departments. Staff satisfaction surveys and the work being undertaken to reduce extended shifts and late finishes.  
Ensuring that all appropriate mandatory checks were in place.  
Establishing processes to ensure that high intensity users, those with long term conditions that called for an ambulance on a frequent basis, received the most appropriate response. This included the use of more automated solutions for the sharing of electronic medical notes.
- Progress against the mandatory indicators was shared. This showed that performance on the 'red' 8 minute response target was 73.26 % against the target of 75%; the 'red' 19 minute response was 94.49% against the target of 95%; STEMI (heart attack) care bundles given 90.30% and Stroke care bundles given 98.81% - both of these local responses were above average against national statistics.
- Performance on the family and friends test was lower than the Trust would wish to see.
- The target of driving up the use of alternative treatments rather than a patient being conveyed to an A&E department stood at 64.2% against the target of 64.2%. Hospital turnaround times had improved.
- Patient recorded safety incidents had increased, though this may not necessarily been seen as a bad thing as people may be more confident in report incidents when they knew they would be addressed.
- The Trust had not had a good winter with performance not being as it would like.
- Consultation feedback obtained through all the stakeholder events such as this were fully reported within the Quality Account.
- It was the Trust's intention to carry the existing performance priorities forward to 2015/16 as it considered that there was still more to be done on those priorities.

The Chair then opened the meeting for questions from the public.

A resident questioned the level of use of third party providers. The Strategic Business Planning and Performance Lead indicated that the Trust did use the Red Cross and St John's Ambulance services in order to meet all the requirements placed on the service. If the Trust could get agreement to recurring funding with the commissioners of the service then it would be in a position to reduce the number of third party uses. The Trust had developed a workforce plan and expected to be up to a full complement of paramedics by September 2016.

A resident commented that while there were complaints about the service, they were not about the quality of the staff but that ambulances were often late in attending incidents or the ill. The presentation had referred to staff assessing whether people needed to go to hospital or not so an ambulance did not need to be sent. Was it the case that the service was simply under-funded. The Strategic Business Planning and Performance Lead thanked the resident for the comment about staff. If people needed to go to hospital when they called, then they would be taken there but not everyone needed hospital treatment. Nationally there were too many people attending A&E when they didn't need to and often some of these people were being taken by ambulance. In relation to funding, the Strategic Business Planning and Performance Lead commented that agreeing funding with the commissioners, the CCGs, was proving difficult and had taken longer than Monitor would wish to see. The Strategic Business Planning and Performance Lead stated that the Trust was looking for funding in excess of £100m but had at this point in time been offered £96m.

On funding, the Chair considered that some clarity was needed on where the issue lay, was it one specific CCG or all as a collective. A Member suggested that a representative of the CCGs be invited to the meeting to discuss the issue further.

A resident sought some 'real people' figures in place of the percentages quoted and the Strategic Business Planning and Performance Lead undertook to supply them. Some residents referred to personal incidents where they had waited extended times for ambulances. The Strategic Business Planning and Performance Lead stated that all calls were triaged and assessed and the response was based on the answers given by the caller. The service was funded to attend 75% of 'red' calls within the targets.

A resident questioned whether the changes in services in Hartlepool and the transfer of A&E had had an effect on the ambulance service operation. The Strategic Business Planning and Performance Lead commented that the changes hadn't had an effect. Where ambulances took a patient would depend on the injury but also the queues at A&E departments as the call centre had this information.

A resident queried the number of 'red' calls attended by third party operators as most people expected that when they called for an ambulance then a fully equipped ambulance would attend. The Strategic Business Planning and Performance Lead indicated that there was a requirement that 'red' calls were responded to in 8 minutes; and that response could be an ambulance, third party provider or local community responder. If it was necessary for a fully equipped ambulance that would be there in 19 minutes.

The Chair then opened the debate to questions from Members. A Member referred to some of the statistical information and focussed on the issue of readmission penalties and understood that the local NHS Hospital Trust was one of the worst performers in the country in relation to readmissions and had funding withheld due to this. The Member asked the Strategic Business Planning and Performance Lead if NEAS was transporting the same people to North Tees Hospital A&E regularly. The Strategic Business Planning and

Performance Lead commented that she did not have those statistics to hand but could supply them to the Council. The Member asked if that information could also include any available figures for fines at hospitals for slow handover procedures.

A Councillor questioned the number of occasions when the Police were taking people to A&E departments when ambulances were not available. The Strategic Business Planning and Performance Lead commented that calls from the Police would be triaged in the same way as other calls. The Police may take people to A&E themselves rather than wait for an ambulance if the call wasn't deemed to be a 'red' call.

A Councillor commented that in his opinion NEAS was a victim of circumstances. The Member questioned the numbers of paramedics available on each shift and if more trained paramedics would alleviate some of the issues the Trust was suffering. The Strategic Business Planning and Performance Lead indicated that the staff figures could be supplied. Paramedics worked across the region depending on the calls that came in. The service was looking at, through an integrated transport project, assuring that the right staff and vehicles were being utilised on the right jobs. Recruiting paramedics was still a priority.

A Member questioned the use of St John's ambulances to respond to calls as he understood that they did not have paramedics. The Strategic Business Planning and Performance Lead stated that some of the third party vehicles used did have paramedics. Controllers did know who was on shift and what resources were available for attending any call. The Member expressed his concern at the numbers of ambulances waiting at A&E departments for handover processes to be completed and if this was contributing to the reported people problems of dying waiting for an ambulance to attend. The Member also questioned that if staff were monitoring the whole region why were people still sent to A&E at North Tees Hospital when there was a backlog. The Strategic Business Planning and Performance Lead commented that the regional overview had only been introduced this winter and prior to that hospitals would take whoever arrived.

A Member referred to the friends and families tests results and commented that while 58% may say they were very likely or likely to recommend the service to friends and family it mean that 42% would say they would not. The Member questioned what additional comments had been submitted with the negative responses. The Strategic Business Planning and Performance Lead commented that the Trust was not happy with the response rate on the family and friends test and was trying to address this.

A Councillor commented that while the statistics reported showed the trust was near to achieving the 75% target for 'red' calls it did mean 1 in 4 people did not get that. The Councillor sought an explanation of the difference between the classification of calls, what was the explanation for the delayed handover procedures at A&E at North Tees Hospital and what were the national standards for this. The Councillor also indicated that there was reported evidence of calls to the 111 service ending with ambulances being sent when



they were not required and asked if this was an issue for the Trust. The Strategic Business Planning and Performance Lead indicated that a pilot on 111 calls was being undertaken where when the call had not been considered urgent, clinicians would phone back to offer advice and guidance. All 999 calls were triaged and while the performance had not met the national standard of 'red' calls being attended in 8 minutes, the average time was 8 minutes and 4 seconds; so the Trust was close.

A Member referred to the previous comments on paramedics working twelve hour shifts and questioned what processes were in place to monitor their health and wellbeing working those hours. Another Member referred the paramedics working cross the region and facing long journey times to return to base at the end of their shift and the impact that had on the next shift. The Strategic Business Planning and Performance Lead stated that the despatch team did consider where a team had started their shift as well as their current location when allocating calls. Ambulance crews also logged 'down time' for maintain records after taking patients to A&E and also for meal times.

In concluding the debate, the Chair thanked the Strategic Business Planning and Performance Lead for her presentation and responses to the questions in the meeting. The Chair indicated that when the responses to the questions had been received it needed to be shared with the public as well as the Councillors. In dealing with the recommendations in the report, a Member suggested that the draft response to the Trust should be shared with all Members before being submitted.

## DECISION

- (i) That clarification be sought from the North East Ambulance Service NHS Foundation Trust on the issues raised in the meeting and that those responses be circulated to all Members and shared with the public.;
- (ii) That Members comments be noted and used to formulate the third party declaration being prepared by the North East Joint Health Scrutiny Committee; and
- (iii) That drafting of the views and comments be delegated to the Statutory Scrutiny Officer in consultation with the Chair of Council and that the comments be finalised for submission after being circulated to all Members of the Council.

## 163. TEES, ESK AND WEAR VALLEYS NHS FOUNDATION TRUST – QUALITY ACCOUNT 2014/15

The Director of Planning and Performance, Tees, Esk and Wear Valleys NHS Foundation Trust (TEWV) gave a presentation to the meeting giving feedback on the Trust's current Quality Account and setting out the proposals for the 2015/16 Quality Account.

The Director of Planning and Performance indicated that TEWV had for priorities set out in the 2014/15 Quality Account; managing pressures on inpatient beds, suicide prevention, implementing the Care Programme Approach (CPA), and embedding the Recovery Approach.

In relation to managing pressures on inpatient beds there had been a lot of national reports on people being admitted to inpatient beds out of area as no local beds were available. There had only been one such case in the TEWV area since 2006. While this was a positive, the Trust did aim to provide beds as locally as possible, preferably within Hartlepool so they were not transferred to Durham, for example, which may be difficult for family to get to. Most of the Trust's actions on managing pressures on inpatient beds were on track, though there had been some difficulty appointing an expert practitioner. One was now in position on a secondment so the standards were expected to be met by the end of the year.

On suicide prevention there was an issue in relation to training which was unlikely to be resolved as there had been difficulty in recruiting an appropriate member of staff. It was accurate to say that not all suicides were people known to the mental health services.

In relation to implementing the Care Programme Approach (CPA) it was anticipated that all targets would be on track by the end of the year. The Trust worked with seven different local authorities and had a single CPA that applied to all. This would be tailored to meet any specific working arrangements with the different authorities to provide a more localised approach.

In relation to embedding the Recovery Approach all targets were on track. This approach helped patients identify their own goals and assisted them working towards achieving their goals. This didn't necessarily mean they would stop having mental health problems but that they were more able to live their lives as they wanted to.

The Director of Planning and Performance outlined the Trust's performance against Quality Metrics. These included measures of; Patient Safety, Clinical Effectiveness, Patient Experience, National Patient Survey, and National Targets and Regulatory Requirements.

In relation to patient safety, a Falls Group had been established to tackle the level of patient falls and the severity of harm patients suffered from falls. While the group was reducing these indices, further work was still required. The average length of stay for older people was also a concern but it was anticipated that this would reduce as a small number of patients who had been inpatients for a long time (one for two years) had recently been returned home.

The Director of Planning and Performance highlighted the national targets for under 18s admitted to adult wards. So far there had been 16 days where this had occurred in the TEWV area. The Director of Planning and Performance stated that there were no instances of under 16s admitted to adult wards. Each individual case was examined and there were occasions where this was appropriate and there was a suitable audit trail for these.

In relation to the priorities for 2015/16 the Director of Planning and Performance indicated that embedding the Recovery Approach would continue with three new priorities; Nicotine Management and Smoking Cessation, Positive Behavioural Support (Learning Disabilities) and Age Appropriate Risk Assessments and Care Plans in Children and Young People's (CYP) Services.

In relation to Nicotine Management and Smoking Cessation the Director of Planning and Performance highlighted that people with mental health problems had poorer physical health than the general population with lives, in average, fifteen years shorter. A high proportion of people with mental health problems smoked and a programme to encourage both patients and staff to stop smoking would be introduced. The Positive Behavioural Support priority would look to introducing positive behaviour programmes to reduce escalations and the potential for restraint procedures having to be used. The priority for Children and Young people would introduce more tailored processes relevant to their age.

The Chair then opened the meeting for questions from the public.

A resident commented that they considered the use of phrases such as 'challenging behaviour' as offensive. The resident also questioned if TEWV ever used restraint procedures on children where they were restrained face down. The Director of Planning and Performance indicated that occasionally that did happen. The resident stated that they were appalled to hear that.

A resident asked what plans there were for mental health services in Hartlepool and what other groups the service used. The Director of Planning and Performance indicated that TEWV worked with service commissioners to improve services wherever possible. The service used MIND and the Alzheimer's Group in Hartlepool.

A resident expressed his concerns in relation to the care of autistic children and the lack of appropriate medical investigation of autistic children. Another resident questioned the number of occasions people with mental health issues were being detained in Police cells. The Director of Planning and Performance indicated that there had been issues in another Trust area in this regard but it was not an issue in Hartlepool. There was a Section 136 Suite available within the force area for any individual that the Police arrest that they may consider has mental health issues can be taken to.

A resident questioned the reference in the presentation to suicide prevention and questioned what the actual numbers of suicides was and also how many people had died in Police custody or in prison. The Director of Planning and Performance indicated that she didn't have those figures to hand but that they could be provided. The Director stressed the point she had made in the presentation; the majority of people who committed suicide were not known to the mental health services.

A resident questioned where the local inpatient beds were located. The Director of Planning and Performance indicated that they were at Sandwell Park in Hartlepool and Roseberry Park in Middlesbrough.

The Chair then opened the debate to questions from Members. A Member asked if the numbers of days an Under 18 had been catered for in an adults establishment fitted the crisis criteria quoted. The Director of Planning and Performance stated that they would only be a breach of the regulations if an under 16 was in an adult establishment. The Member further questioned the Director on the rumour that Sandwell Park was due to close. The Director of Planning and Performance stated that there were no plans in the immediate future to close Sandwell Park. Services were under constant review as Members would understand but there were no plans to close Sandwell Park in the next two years.

At this point in the meeting Councillor Martin-Wells declared a personal interest.

A Member referred to the reported incident of one person being accommodated out of the TEWV area since 2006 and the recent Panorama TV programme where a patient had had his bed placed in a cupboard. The Director stated that incident was the Acute Hospital Trust's case and not a patient under TEWV care.

A Councillor questioned if the cuts in funding the Trust had suffered in recent years had had an effect on performance. The Director of Planning and Performance stated that she did not consider this to be the case. The priorities that had not been met were mainly due to the Trust's inability to appoint to particular posts and this was mainly due to national shortages of appropriately qualified staff.

In concluding the debate, the Chair thanked the Director of Planning and Performance for her presentation and responses to the questions from the public and Members. The Chair requested that as well as the additional information requested that further information on the complaints procedure and the use of independent advocates be supplied by the Trust.

## DECISION

- (i) That clarification be sought from the Tees, Esk and Wear Valleys NHS Foundation Trust on the issues raised in the meeting and that those responses be circulated to all Members and shared with the public.;
- (ii) That Members comments be noted and used to formulate the third party declaration being prepared by the North East Joint Health Scrutiny Committee; and
- (iii) That drafting of the views and comments be delegated to the Statutory Scrutiny Officer in consultation with the Chair of Council.

## 164. DRAFT FINAL REPORT – INVESTIGATION INTO CARDIOVASCULAR DISEASE

The Scrutiny Manager presented the draft final report of the investigation into Cardiovascular Disease. The Scrutiny Manager referred to the work of the Task and Finish Group that had undertaken the investigation work and referred to the conclusions of the investigation report and the detailed recommendations as set out below which were commended to Council.

“The Task and Finish Groups have taken evidence from a wide variety of sources to assist in the formulation of a balanced range of recommendations. With due regard to the evidence considered by each of the Groups, Council’s key recommendations to the Health and Wellbeing Board are as outlined below:-

### Provision of Services

- (a) That following the transfer of Public Health responsibilities to the Local Authority and the inclusion of sports and recreation services within the Public Health Department, CVD provision commissioned by the Council be reviewed to ensure that:-
  - (i) It is effectively joined up and integrated to take advantage of the opportunities across service areas, with due regard to the wider piece of work being undertaken in relation to the Better Care Fund;
  - (ii) Community provision for the delivery of Healthy Heart Checks is developed and the use of community buildings, such as community centres and libraries be explored to improve accessibility and sustainability of services and facilities; and
  - (iii) There are no gaps/shortfalls in provision.
- (b) That as part of the service review of the Healthy Heart Check Programme currently being undertaken by the TVPHSS consideration be given to:
  - (i) Why the take up of Healthy Heart Checks varies across GP practices, particularly in the most disadvantaged wards, with a significant difference between the number of invitations sent and the number of checks carried out;
  - (ii) How those from the most deprived communities can be better engaged, including the exploration of the most effective means of establishing initial contact;
  - (iii) How the process for the transmission of data to GPs practices in relation to Health Checks undertaken in the community facilities could be improved to better record community checks.

### Prevention of CVD

- (c) That the Health and Wellbeing Board support the approach to amend the childhood measurement letter, for use in the next roll out of measurements, in order to make it compassionate and friendly by using suitable wording;
- (d) That an evaluation be undertaken of the work carried out in schools relating to CVD awareness, with focus on ensuring the continued provision of activities. The evaluation to include:-
  - (i) What schools are doing well;
  - (ii) How schools can promote CVD messages;
  - (iii) How schools can further raise awareness of healthy eating and lifestyle choices; and
  - (iv) How the Council can work with secondary schools to encourage schools to offer CPR training to their pupils.
- (e) That the Council continue to raise awareness of CVD by:-
  - (i) Continuing to offer the Healthy Heart Check to Council staff;
  - (ii) Encouraging Council staff to become CPR trained; and
  - (iii) Publicising the Healthy Heart Checks in all Council buildings and GP practices.

#### Treatment of CVD

- (f) That the Health and Wellbeing Board:-
  - (i) Encourage businesses across Hartlepool to install defibrillators within their workplace and register the defibrillators with NEAS; and
  - (ii) Explore the installation of defibrillators in venues for community provision usage, including the Health Bus.”

The Chair put the recommendations of the report to Council and they were agreed unanimously.

#### DECISION

That the detailed decisions of the investigation into Cardiovascular Disease as set out above be approved and adopted.

#### 165. DRAFT FINAL REPORT – INVESTIGATION INTO DEMENTIA: EARLY DIAGNOSIS

The Scrutiny Manager presented the draft final report of the investigation into Dementia: Early Diagnosis. The Scrutiny Manager referred to the work of the Working Group that had undertaken the investigation work and referred to the conclusions of the investigation report and the detailed recommendations as set out below which were commended to Council.

“The Working Group has taken evidence from a wide variety of sources to

assist in the formulation of a balanced range of recommendations. With due regard to the evidence considered, the Working Group's key recommendations to Council and the Health and Wellbeing Board are as outlined below:-

That Council:-

- (a) Pledge their support towards Hartlepool becoming a Dementia Friendly Town

That the Health and Wellbeing Board:-

- (b) Raise awareness of dementia in order to promote a greater understanding of the condition across:-
  - (i) Council departments by encouraging Council staff to become dementia friends to raise awareness of the signs/symptoms and also the services available;
  - (ii) Organisations/businesses in Hartlepool, with the aim of each organisation/business pledging their support towards a Dementia Friendly Hartlepool; and
  - (iii) Communities and the general public.
- (c) Explore how support to people with dementia and their families / carers can be maximised and co-ordinated across all services, including the establishment of identified individuals responsible for maintaining contact and co-ordination."

The Chair of the Investigation Working Group thanked all the representatives of the various groups and bodies that had contributed to the investigation and commented that he had been heartened by the support consistently shown through the investigation to making Hartlepool a 'Dementia Friendly' town. The Chair of the Investigation Working Group specifically thanked the Scrutiny Support Officer for her support during the investigation.

A Member asked the Chair of the Planning Committee what work was being undertaken as part of the development of the new Local Plan to introduce dementia friendly planning guidelines. The Chair of the Planning Committee stated that he would respond in writing to the Council.

The Chair put the recommendations of the report to Council and they were agreed unanimously.

## DECISION

That the detailed decisions of the investigation into Dementia: Early Diagnosis as set out above be approved and adopted.

The meeting concluded at 9.20 pm

CEREMONIAL MAYOR



# CLEVELAND FIRE AUTHORITY

## MINUTES OF ORDINARY MEETING

12 DECEMBER 2014



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

### 63. DECLARATIONS OF MEMBERS INTEREST

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

### 64. MINUTES

**RESOLVED – that the Minutes of the Cleveland Fire Authority Meeting on 17 October 2014 be confirmed.**

### 65. MINUTES OF COMMITTEES

**RESOLVED – that the Minutes of the Tender Committee Meeting on 17 October 2014 and the Executive Committee meeting on 21 November 2014 be confirmed.**

### 66. COMMUNICATIONS RECEIVED BY THE CHAIR

The Chairman reported that correspondence had been received from the LGA and DCLG. He also confirmed that under Standing Order No. 7, he had received the following question from Councillor John Hannon:

*Regarding the recent attacks on Fire Brigade personnel whilst carrying out operational duties have we had any feedback from Police/CPS with regard to arrests / prosecutions?*

The CFO confirmed that 28 separate reports of violence to staff on operational duty had been received and forwarded to the police which had led to one successful prosecution resulting in the person receiving a 6 month custodial sentence.

**RESOLVED:- that the communications be noted.**

## **67. REPORTS OF THE CHIEF FIRE OFFICER**

### **67.1 Operational Assessment & Fire Peer Challenge – Outcomes Report**

The CFO updated Members on the outcomes of the Operational Assessment and Fire Peer Challenge which took place from 30 September to 3 October 2014. He outlined the questions and findings from all health check areas as detailed at Appendix 1 of the report which covered:

- 1) Whether the Brigade was 'fit for purpose' with a particular focus on the capacity to deliver and sustainability, in light of the continuing financial challenges and the recent IRMP
- 2) An assessment of the efficacy of a greater proportion of the operational workforce being on a retained basis in a high industrial hazard environment (both in intent and approach)
- 3) An in-depth challenge of the approach to risk management and resource deployment
- 4) An assessment of the governance arrangements and the constitution of the Cleveland Fire Authority i.e. fitness for purpose
- 5) Community risk management
- 6) Prevention
- 7) Protection
- 8) Health & Safety
- 9) Call Management and Incident Support

The CFO referred to the summary of outcomes detailed at section 5 of the report and confirmed that it had been scrutinised by the Audit & Governance Committee at its meeting on 14 November 2014.

Councillor Mawston referred to capacity and long term sustainability of the Brigade in relation to future cuts and asked at would point would the future of the organisation become jeopardised. The CFO reported that there was no established 'bottom line' for Fire and Rescue Authorities in relation to becoming a failing Authority but confirmed that by the end of the CIRMP period in 2018 the Authority would find it difficult to maintain resilience in the face of further cuts.

Councillor Biswas confirmed that CFA was the best at what it does and the reaffirmation from the professionals in the Peer Review was welcome. Councillor Biswas passed on congratulations to the management team.

The CFO informed Members that an action plan would be developed to take forward the issues raised within the Operational Assessment, to be progressed through the Audit & Governance Committee and in line with the Authority's commitment to openness and transparency the outcomes report would be placed on the website.

**RESOLVED - that the contents of the Operational Assessment and Fire Peer Challenge Outcomes Report be noted and published on the Brigade website.**

## **67.2 Transparency, Accountability & Assurance Policy and Strategy**

The Director of Corporate Services (DoCS) apprised Members with the details of the Transparency, Accountability & Assurance Policy and Strategy which was established to promote openness, transparency, engagement and accountability within the Authority. She reported that the policy had been presented to the Executive Committee at the meeting on 21 November 2014 which recommended its approval.

The DoCS detailed the Authority's responsibilities in relation to the policy, as outlined on page 4 of Appendix 1, which were:

- establishing efficient and effective corporate governance arrangements
- promoting transparency, accountability and assurance to assist the delivery of service improvement and efficiencies
- championing organisational excellence, community engagement and improvement and value for money

### **RESOLVED:-**

- (i) That the Transparency, Accountability & Assurance Policy, as outlined at Appendix 1, be approved.**
- (ii) That the Transparency, Accountability & Assurance Strategy, as outlined at Appendix 2, be noted.**

## **67.3 Information Pack – December 2014**

- 67.3.1 Fire & Rescue Service Monthly Bulletins
- 67.3.2 Employers Circulars
- 67.3.3 NJC Circulars
- 67.3.4 Fire Transformation Fund 2015/16
- 67.3.5 LGA Response to the Independent Review of conditions of Service for Operational Staff in the Fire and Rescue Service
- 67.3.6 Employment Appeal Tribunal – Bear Scotland V Fulton (and conjoined cases)
- 67.3.7 Campaign Launches

The CFO referred to item 67.3.4 and informed Members that the Authority had secured £2.8m from the Fire Transformation Fund 2015/16 towards building community fire stations at Grangetown and Thornaby. He praised the Director of Technical Services (DoTS) for achieving substantial levels of funding for the Authority over the years. The Chairman reiterated thanks to the DoTS on behalf of the Authority.

**RESOLVED - That the Information Pack be noted.**

## **68. REPORT OF THE CHAIR OF AUDIT & GOVERNANCE COMMITTEE**

### **68.1 Information Pack**

Councillor Biswas reported that the items presented to the Audit & Governance Committee meeting on 14 November 2014 were detailed within the Information Pack. He noted that Members had considered the Annual Statement of Assurance 2013/14 and recommended its approval to the Executive Committee on 21 November 2014.

Councillor Biswas reported that the Organisational Performance for April – September 2014 was also scrutinised and Members received copies of their district quarterly performance and a summary of the Brigade's quarterly performance.

**RESOLVED - That the Information Pack be noted.**

## **69. REPORT OF THE CHAIR OF THE OVERVIEW & SCRUTINY COMMITTEE**

### **69.1 Information Pack**

Councillor Cooney reported that at the meeting on 5 December 2014, Members considered corporate priority ER2 - Implement the Tri-partite Fire Control Arrangements with Shropshire and Hereford & Worcester Fire and Rescue Authorities. Following scrutiny of the priority, Members expressed their assurance that it was progressing as expected. The CFO presented this item in full at Minute No. 73.2.

Councillor Kirton asked for more detail to be included in the Chairs Information Pack to better reflect the scrutiny that took place. The DoCS agreed for more narrative to be included in the future.

**RESOLVED – that the Information Pack be noted.**

## **70. LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION ORDER) 2006**

**RESOLVED** - “That under Section 100(A) (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 & 4 below of Part 1 Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006”, namely information relating to the financial or business affairs of any particular person (including the authority) holding that information and namely information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

## **71. CONFIDENTIAL MINUTES**

**RESOLVED – that the Confidential Minutes of the Cleveland Fire Authority Meeting on 17 October 2014 be confirmed.**

## **72. CONFIDENTIAL MINUTES OF COMMITTEES**

**RESOLVED – that the Confidential Minutes of the Tender Committee on 17 October 2014 and the Executive Committee on 21 November 2014 be confirmed.**

## **73. CONFIDENTIAL REPORTS OF THE CHIEF FIRE OFFICER**

### **73.1 Industrial Action Update**

The CFO updated Members in relation to recent industrial action.

### **73.2 Fire Control Project Update**

Members received a detailed presentation on the Brigade’s Fire Control Project.

**COUNCILLOR BRIAN BRIGGS  
CHAIRMAN**

## **Cleveland Police and Crime Panel**

A meeting of Cleveland Police and Crime Panel was held on Tuesday, 21st October, 2014.

**Present:** Cllr Norma Stephenson O.B.E (Chairman),

Cllr Christopher Akers-Belcher, Cllr Charles Rooney (Vice-Chairman), Cllr Chris Abbott, Cllr Ken Dixon, Gwen Duncan, Cllr Steve Nelson, Cllr Bernie Taylor, Cllr Paul Thompson

**Officers:** Graham Birtle, Margaret Waggott, Michael Henderson, Steve Hume (SBC)

**Also in attendance:** Barry Coppinger (Commissioner), Simon Dennis, Michael Porter, Joanne Hodgkinson (Commissioner's Office), Iain Spittal (Cleveland Police)

Members from the Police and Crime Commission's Audit Committee

**Apologies:** Geoff Baines, Cllr Ian Jeffrey, Cllr Brenda Thompson, Cllr George Dunning, Cllr Terry Laing,

### **1 Evacuation Procedure/Mobile Phones**

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

### **2 Declarations of Interest**

There were no declarations of interest.

### **3 Panel Member questions to the Commissioner**

The Chairman referred to a letter she had received from Hartlepool Borough Council's Leader, Cllr Christopher Akers Belcher, regarding the visibility of police officers 'on the beat' in Hartlepool and Anti-Social Behaviour in the Borough.

The Panel heard that the issue had been raised at a meeting of Hartlepool Borough Council and it had been suggested that it be raised with the Commissioner, and at a meeting of this Panel.

The Commissioner explained that he was aware of the concerns and that he had been involved in discussion on the issues at a recent 'Face the People' meeting in Hartlepool. The Commissioner would prepare a written response for Cllr Akers-Belcher to report to his Council and the Panel Chairman would be provided with a copy of that response.

The Chairman explained that following a number of requests she would be looking to arrange for an item to be included on the agenda of future meetings of the Panel that would allow Members to raise issues with the Police and Crime Commissioner that were not detailed in any other part of the agenda. The Chairman asked that any questions members had for future meetings be advised to the Commissioner before the meeting. This could be facilitated by Democratic Services - Stockton. In terms of question requests she had received

ahead of this meeting she indicated that she would allow them to be raised at this point:

- Withdrawal of funding for in custody drug testing raised by Cllr Nelson (Stockton). The Commissioner would hold a meeting with the Chair of Safer Stockton Partnership, Cllr Nelson and appropriate officer to discuss the matter. Cllr Nelson to report back to the Panel.

- 101 calls and their cost. It was queried what the costs associated with this service were, as there were concerns that calls were charged at a national rate and not a local rate. It was explained that it was a national scheme with a fixed charge of circa 15 pence.

RESOLVED that the discussion be noted/actioned as appropriate.

#### **4 Minutes of the meeting held on 24 July 2014**

The minutes of the meeting held on 24th July 2014 were confirmed as a correct record and were signed by the Chairman.

#### **5 Q2 Monitoring Report against the Police and Crime Plan**

Members considered a report that provided an update of performance scrutiny undertaken by the Police and Crime Commissioner for Cleveland to support the delivery of the priorities of the Police and Crime Plan for the second quarter of 2014/15.

The Commissioner explained that in addition to the weekly general accountability meetings he held with the Chief Constable he also monitored the serious incidents log on a daily basis. The Commissioner also explained that the Cleveland Connected service had been launched on 2 October, which was a new communication system to allow the public to input information by phone, or e mail, and also receive information.

During consideration of the report there was discussion which has been summarised below:-

- The excellent work that had been undertaken, in the region, on the challenge regarding the justice system on domestic violence.

- There was a query with regard to the Local Public Confidence Survey and figures relating to perceived drug dealing or usage. It was not possible; using the survey, to drill down to responses from particular communities and the police relied on intelligence and engagement with communities to identify hotspots. The restructure of the Force, undertaken in the summer, included the creation of one community drugs team, which would target any such areas. It was noted that there was a North East Regional Specialist Operations Unit dealing with organised crime's links to drugs dealing.

- Cleveland Connected was highlighted to members and they were recommended to register to find out what was happening in their area.

- Members noted differences between reported crime and the crime survey (the

crime survey included some crimes not reported to the police). The crime survey was normally 4 months retrospective. It was explained that the difference between reported crime and the crime survey had remained the same for some time. There was a request that the crime survey figures be shown with the recorded crime figures table.

- Members noted that recently published local public confidence statistics showed that the Force's position in the Country, for overall public confidence, was 32nd out of 43 forces. This was set against Cleveland being top in the country for this category, as recently as March 2012. It was noted that all information associated with the survey was available on-line and the league tables showed that there was little difference between top, middle and bottom. The number of people surveyed across the Tees Valley was less than 1000 people and it was believed that details of the questions were provided on the website. Deputy Chief Constable Spittal explained that the Force was working hard to improve confidence and front line staff were being focused on delivering the best quality service they could, making every interaction a positive one.
- It was noted that Cleveland Connected was an element of the Neighbourhood Watch scheme and would help develop the next generation of Neighbourhood Watch. The traditional locality based scheme still existed.
- The Commissioner noted queries as to whether the Stalking and Harassment Event in February 2015 would be gender neutral and he explained that he would bear those comments in mind when organising the event. He explained that he would, shortly, be attending a meeting about male victim domestic abuse services and he would provide an update on this at the next Panel meeting.
- Members noted that there was a maximum level of time off in lieu, of 30 hours, that staff could build up. Work was ongoing to reduce the amount of time being built up.
- Though it was possible to identify incidents of domestic violence that took place during the World Cup it was not possible to directly attribute them to the competition.
- With regard to reported crime for Q2 this year, compared to Q2 last year, it was noted that Stockton had seen a large decrease where Hartlepool had seen an increase. It was queried if any analysis of this was planned in terms of how neighbourhood policing was mobilised. It was explained that there was a piece of work underway which would take account of all the information held to understand crime and anti-social behaviour to assist making the best decisions about the location and distribution of resources over the coming years especially with reducing resources.
- Members noted that the Police had occupational health support, available to staff, for both physical and mental wellbeing.
- The Victim Satisfaction Survey had been very positive. The Commissioner explained that from April 2015 he would be responsible for commissioning Victims' Services, so scoping and needs assessments were being developed. The Commissioner would be speaking to partners and agencies through that

process.

- The Commissioner indicated that he intended visiting the 4 local authorities to give a presentation on the current budget position and plans.

RESOLVED that the report and discussion be noted/actioned where appropriate.

## **6 Decisions made by the Police and Crime Commissioner for Cleveland**

Members considered a report that provided an update in relation to the decisions made by the Commissioner between 8 July 2014 and 30 September 2014

During consideration of the report a number of issues were referred to:

- The new Community Safety Hub was likely to be occupied late 2016/ early 2017. The Commissioner would bring a report to a future meeting detailing progress and any potential collaboration.
- Work with regard to the whole police estate was ongoing to identify a long term plan to develop the estate and reduce revenue costs.

RESOLVED that the report be noted.

## **7 Programme of Engagement for Police and Crime Commissioner**

The Panel received a report detailing meetings attended by the Commissioner between July and September 2014.

Details of the Cleveland Community Safety Awards would be circulated to the Panel.

RESOLVED that the report be noted.

## **8 Mid-Year Financial Update**

The Panel considered a report that provided an update on the progress against the 2014/15 budget and an update on the progress of the development of the Long Term Financial Plan.

The Panel noted that delivery of the savings factored into the 2014/15 budget had been delivered and in many cases had been exceeded. Members were provided with forecasts for years 2015/16 - 2018/19.

It was explained that there was significant uncertainty as to what the level of future funding available would be. Savings made during the current financial year should help to support a consistent level of resources to the Chief Constable over the next 2 years to support the Orbis operating model that was currently being implemented. Significant levels of savings would still need to be delivered both for 2015/16 and beyond to ensure this could happen.

It was noted that should the actual levels of funding available be lower than currently modelled and planned, whether as a result of higher cuts to



Government Grant levels, or lower than expected levels of precept income, then all plans would need to be re-visited.

The Panel considered the financial information presented and there was particular reference made to, and some concerns expressed at, the reductions in police and police community support officers and the effect this had had on the visibility of officers in communities. The Commissioner explained that the significant reductions in funding had had an impact on policing numbers and the loss of some funding streams had affected PCSO numbers in certain areas.

Members noted that additional houses built in Cleveland would result in additional funding via the precept.

RESOLVED that the report and discussion be noted.

## **9 Community Rehabilitation Company - Update**

The Commissioner provided a brief verbal update relating to the Community Rehabilitation Company bidding process.

It was noted that the announcement of a successful bidder was expected in November.

RESOLVED that the information be noted.

## **10 Task and Finish Group Scrutiny Review - Work in Schools**

The Panel considered a report, prepared by a Task and Finish Group of the Panel that had looked at Cleveland Police's work in schools.

The Task and Finish Group had undertaken work that had identified a range of work by Police Officers and PCSOs in schools, any difference of approach across the 4 local authorities and the impact this work was having in Cleveland. The Group had taken evidence from Neighbourhood Police Officers, PCSOs, Community Safety Managers, Head Teachers, Governors and young people to gain better understanding of the issues as they perceived them.

The Group had subsequently formulated a number of recommendations:-

1. that each of the councils in the Cleveland Police area investigates the possibility to have appointed a Governor Liaison (Community Liaison Governor) for every school.
2. the PCC and police utilise consultation and engagement officers to coordinate and disseminate information to Community Liaison Governors.
3. that the PCC Office registers an agenda item on Head Teacher and Governor forum meetings in each of the local authority areas.
4. investigating whether a volunteer programme could be established using young people volunteers in schools to engage with their peers about community safety issues.

5. that the PCC and Cleveland Police determine the feasibility of the report (Police Officers in Schools: A scoping study) recommendations.

The Commissioner felt the report was a good piece of work, well researched and balanced. It was indicated that further consideration would be given to the report, its findings and the feasibility of the recommendations.

RESOLVED that the report be noted and that the Commissioner/Cleveland Police consider the recommendations.

## **11 Complaints Procedure Review - Update**

The Panel considered a report relating to a review of the complaints procedure.

It was explained that the arrangements for dealing with complaints about the Commissioner had been reviewed and reported to the Panel, at its meeting on the 26 June 2014.

It had been agreed that information and documentation regarding complaints would be brought to a future meeting for consideration. This was to include a policy regarding the unreasonable behaviour of complainants.

Members were provided with the following documents:

- A leaflet about how to complain
- A complaint form
- A complaints flow chart
- A guidance note on unreasonable behaviour by complainants.

Members approved the documentation and agreed that it be posted on the websites of all the local authorities making up the Cleveland Force area.

In addition, enquiries would be made with the Commissioner's Office about placing a link on his website that would take the public to Stockton's website and the complaints information/documentation.

RESOLVED that:-

1. the documentation be agreed and placed on the web sites of each Council making up the Cleveland Force area
2. that the Commissioner's Office be requested to provide a link on the Commission's web site that would take the public to Stockton's website and the complaints information/documentation.

## **12 Public Questions**

The Panel received a report relating to Public Questions.

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

RESOLVED that the report be noted.

**13 Forward Plan**

The Panel considered its current Forward Plan.

RESOLVED that the Forward Plan be approved.

# COUNCIL

26 March 2015



**Report of:** Monitoring Officer

**Subject:** PERIODIC REVIEW OF THE COUNCIL'S CONSTITUTION

## 1. INTRODUCTION AND BACKGROUND

- 1.1 A comprehensive report was submitted to Council on 3<sup>rd</sup> April, 2014, which considered those required amendments to the Council's Constitution following the introduction of a committee system of governance, together with matters to be determined by Council as set out within that report. There is a legal requirement under the Localism Act, 2011, "to prepare, publicise and keep up to date" a Constitution. Further, Article 15 of the Council's Constitution indicates that any review and revision of that document is to "ensure the aims and principles of the Constitution are given full effect".

As previously indicated, the Constitution must contain;

- A copy of the Council's Standing Orders (termed "Procedure Rules") for the time being,
- A copy of the Council's Code of Conduct,
- Such information as the Secretary of State shall direct, and
- Such other information (if any) as the Council considers appropriate.

## 2. FUNCTIONS AND RESPONSIBILITIES

- 2.1 The Borough Council is largely guided by The Local Authorities (Committee Systems) (England) Regulations, 2012, which specifies those functions that are the preserve of Council and those matters that can be delegated to a Committee, Sub Committee or an officer under the principles established under section 101 of the Local Government Act, 1972. The Constitution should be considered very much as a "living document" which contains a variety of statutory references but also those matters which can assist and further the better governance of the Authority. It was also noted in the guidance accompanying the "Modular Constitution for English Authorities" that;

*"The Constitution is an important means of enabling citizens and stakeholders to understand how the Council makes decisions and who is responsible for those decisions."*

Article 15 of the Constitution specifies that the Monitoring Officer will monitor and review the operation of the Constitution and any necessary changes should follow the recommendations of the Monitoring Officer to Council. Within that Article there is a protocol wherein the Monitoring Officer in making recommendations can observe meetings, undertake an audit trail of sample decisions, record and analyse issues raised and compare examples of good practice within comparable Local Authorities and/ or of national import.

- 2.2 Necessarily, the items for consideration and recommendations made herein are those raised directly with the Monitoring Officer either by Elected Members, Officers or Members of the Public and other stakeholders. To assist each item has an accompanying recommendation to assist and facilitate debate, were the individual matter so requires. Members are also reminded that any changes to Council Procedure Rules, in the absence of compliance with any statutory provision, would on being proposed or seconded, stand adjourned without discussion to the next ordinary meeting of Council (Procedure Rule 24.2 refers).

### **3. ITEMS FOR CONSIDERATION**

- 3.1 The following items are therefore raised in this periodic review of the Council's Constitution;

- Health and Wellbeing Board Membership
- Capital Transfers
- Member Training and Proposed Revisions to the Scheme of Delegation – Planning Committee
- Appointment of School Governors
- The “six month” Rule
- Apologies
- The Anti-Social Behaviour, Crime and Policing Act, 2014 – Review of Delegations.
- Statutory Health Scrutiny – Further Review of Delegations

#### **(i) HEALTH AND WELLBEING BOARD MEMBERSHIP**

The Health and Social Care Act 2012 established Health and Wellbeing Boards as a Council Committee where key individuals from the health and care system could work together to improve the health and wellbeing of the local population and reduce health inequalities. Primarily, this is through responsibility for the preparation and implementation of a 'Health and Wellbeing Strategy' based upon a 'Joint Strategic Needs Assessment' and for ensuring consistency between the commissioning priorities of partners. The Act prescribes a minimum membership of the Board as follows;

- One local elected representative
- A representative of a Local Healthwatch organisation
- A representative of each local Clinical Commissioning Group

- The Local Authority Director for Adult Social Services
- The Local Authority Director for Children's Social Services
- The Director of Public Health for the Local Authority

Other Members of the Board are as detailed within Part 3 of the Council's Constitution.

At a meeting of the Board held on the 2<sup>nd</sup> March, 2015 a request was received from Cleveland Police for a senior officer to be a member of the Board to "enable stronger strategic joint working and the enhancement of preventative activity to support our communities." The Board were amenable to such a request.

The Department of Health consultation document "Liberating the NHS: Local Democratic Legitimacy in Health (2010) indicates;

*"....requirements for such a board would be minimal, with Local Authorities enjoying freedom and flexibility as to how it would work in practice.*

*The primary aim of the Health and Wellbeing Boards would be to promote integration and partnership working between the NHS, Social Care, Public Health and other local services and improve democratic accountability.*

*The Local Authority would bring partners together to agree priorities for the benefit of patients and tax payers, informed by local people and neighbourhood needs."*

Clearly, there are expressions surrounding additional responsibility for Health and Wellbeing Boards, particularly with an emphasis on greater integration of health and social care. However, this element of this report is solely confined to recognising the agreement of the Health and Wellbeing Board to expand its membership to include a member of Cleveland Police. It is also recognised within applicable guidance accompanying this legislative framework that it should be the Board itself which determines its membership, beyond the minimum requirements as indicated within this report.

## **RECOMMENDATION**

That Council endorses the request for the appointment to the Health and Wellbeing Board of a representative from Cleveland Police and the composition of the Board be amended to reflect this position.

## **(ii) CAPITAL TRANSFERS**

The Chief Finance Officer has requested an amendment to the Council's Financial Procedure Rules relating to "Capital Transfers" under sub paragraph 4.5.8 thereof. This particular provision stipulates;

*“in relation to Capital Transfers of resources from one project to another subject to a maximum of:*

- *Up to £10,000 for schemes up to £100,000 and for schemes over £100,000 up to 10% of £50,000 whichever is the lesser.*

*The Council must approve budget transfers in excess of the above limits.”*

It is requested that there is the additional notation to the above bullet point through the following amendment;

*“ In relation to Capital, transfers of resources from one project to another project which are funded from a specific Government grant regime, will be approved by the relevant Policy Committee subject to the transfer not impacting on the delivery of the overall programme of works funded from the specific Government grant regime.”*

## **RECOMMENDATION**

That Council approves this amendment to the Financial Procedure Rules.

### **(iii) MEMBER TRAINING AND PROPOSED REVISIONS TO THE SCHEME OF DELEGATION - PLANNING COMMITTEE.**

At its meeting on 17<sup>th</sup> December, 2014, Planning Committee discussed proposed changes to incorporate mandatory and discretionary training for Committee Members and also revisions to the scheme of delegation. Following further consideration of these items at the Committees meeting on 18<sup>th</sup> February 2015, the Committee commends to Council the following recommendations for its consideration as set out below and which replicates the report submitted to the Committee, as follows;

#### **Member Training**

*‘It is accepted that Members should undertake such mandatory training in the fulfilment of their duties as prescribed by the Borough Council. It is therefore recommended that the Planning Code of Practice be revised to incorporate this provision with the insertion of the following text;*

*“A Member shall not participate in decision making at meetings of the Planning Committee if they have not attended the mandatory training prescribed by the Council. Members of the Committee shall also endeavour to attend any other specialised training sessions provided, since these are designed to extend the knowledge of the Member on planning law, regulations, procedures, Codes of Practice and Development Plans and generally assist the Member in carrying out their role properly and effectively.”*

*It is proposed that the mandatory training expectation is delivered once a year and purely relates to the following session:*

No	Training Session Subject	Duration	Delivered By
1	Getting to Grips With Planning <ul style="list-style-type: none"> <li>• The Development Plan</li> <li>• The Planning Process</li> <li>• Probity in Planning</li> </ul>	2 Hours	Planning  Legal

*It is proposed that the mandatory session is sufficient enough to only be refreshed every 2 years by Members unless a significant change occurs with regard to the national or local planning framework that would necessitate an update for Members.*

*It is proposed that the discretionary training sessions are delivered to Members of the Planning Committee on a rolling basis throughout the year via a 1 hour presentation prior to each Planning Committee Meeting. The specific dates of the training will be organised at a later date and will include the following indicative subjects (These may be subject to change):*

No	Training Session Subject	Duration	Delivered By
1	Economic Viability in Planning	1 Hour	Planning
2	The Use of Conditions and Legal Agreements	1 Hour	Planning
3	The Hartlepool Vision	1 Hour	Planning
4	Role of Elected Members and Officers	1 Hour	Planning Legal
5	Sustainable Urban Drainage (SUDs)	1 Hour	Planning Engineers
6	Planning Appeals	1 Hour	Planning Legal
7	Conservation and Historic Environment	1 Hour	Planning English Heritage
8	Trees and High Hedges	1 Hour	Planning
9	Ecology and Planning	1 Hour	Planning Countryside
10	Flooding and Coastal Erosion	1 Hour	Planning
11	Rural Environment and Sustainable Development	1 Hour	Planning
12	Flooding Issues in a Rural Setting	1 Hour	Planning



*Whilst the discretionary training sessions are not mandatory the subjects covered in the sessions will aid Members understanding of the planning system and their attendance is recommended.*

### **Review of the Scheme of Delegation**

*Currently in excess of 90% of all planning decisions are determined by Officers under schemes of delegation operating across the Country, without reference to a Committee. Successive Governments have also encouraged the greater use of delegation in streamlining the planning application process. Furthermore, an officer's report through the exercise of delegated powers must include all information on relevant considerations relating to the application under the requirements of the Development Management Procedure Order and also the openness of Local Government Bodies Regulations, 2014.*

*Although Local Planning Authorities still operate within a “plan led” system the National Planning Policy Framework also constitutes guidance in planning preparation and also is a material consideration in the determination of planning applications. It is felt desirable that the following changes be made to the Constitution Part 3 regarding the Scheme of Delegation under points (i) – (iv) as follows.*

Delegation of power to carry out all of the functions of the Committee in paragraphs 1-5 adjacent; subject to the following exceptions:	
Existing Delegations	Proposed Delegations
(i) In the case of any relevant application which is submitted to the Council for determination, any matter which any Member requests should be referred to the Committee for decision, such request to be received within 21 days of publication of details of the application.	No change proposed.
(ii) Any matter which fall significantly outside of established policy guidelines or which would otherwise be likely to be controversial.	(ii) Any matter which has a significant adverse impact outside of established policy guidelines.

(iii) The determination of applications submitted by the Council in respect of its own land or proposed development, except those relating to operational development to which there is no lodged objection.	Suggest deletion, (but note exceptions under i) and ii) above and new iii) below).
(iv) The refusal of an application except with the agreement of the Chair of the Committee.	Suggest deletion and replace with;  (iii) The refusal of an application or refusal of an application relating to a prior notification in consultation with the Chair of the Committee (or in the event that the Chair is not available the vice chair of the Committee).

*These suggested amendments strike a balance through allowing for appropriate levels of delegation but also recognising that where an application might have a significant adverse impact or arouses significant levels of local objection (except where the applications relates to a prior notification an applications is to be refused) that these matters necessarily should be reported to Planning Committee.*

*As regards determinations of applications submitted in respect of land owned by the Council it is contended, that reference should be made to the Committee where there is that significant adverse and demonstrable impact or significant level of local objection so there can be a determination consistent with all applications as received by the Local Planning Authority.'*

## **RECOMMENDATION**

That the recommended changes to the Planning Code of Practice and related changes to the training of Committee Members and to the Scheme of Delegations for Planning Committee be adopted.

### **(iv) APPOINTMENT OF SCHOOL GOVERNORS**

Currently, Children's Services Committee has the function "To make appointments of Local Authority School Governors" (paragraph 3 refers).

The Schools Governance (Constitution and Federations) (Amendment) Regulations 2014 will require all maintained school Governing Bodies to be constituted under The School Governance (Constitution) Regulations, 2012 by the 1<sup>st</sup> September, 2015. From this date all Local Authority appointments will

be made by Governing Bodies with nomination only from the Local Authority. Further, the 2012 Regulations require all Governing Bodies to reduce the number of Local Authority appointed Governors to one and Governing Bodies are presently reviewing their Constitutions to comply with these amending Regulations.

Reports have been presented to Children's Services Committee indicating these changes and a further report will be submitted in advance of these amendments taking effect. Primarily it will need to be determined whether the Committee 'nominates' such appointments for consideration by the respective Governing Body or whether this is a function delegated to the Director of Child and Adult Services, potentially after consultation with the Chair of the Committee.

### **RECOMMENDATION**

That Members note this change to be effective from 1<sup>st</sup> September, 2015, that a further report is pending to the Children's Services Committee and that changes be effected to the functions of the Committee in line with the applicable statutory provisions.

### **(v) THE "SIX MONTH" RULE**

Following a question from a Member of the Public to the Chair of Finance and Policy Committee at the Council meeting on 30<sup>th</sup> October, 2014 it was agreed;

*"That the Monitoring Officer be requested to review "the six month" rule generally, as part of its annual review of the Constitution and submit a report back to this Council for consideration."*

Under Council Procedure Rule 11.5 which deals with the scope of questions from the public, the Chief Executive in consultation with the Chair of Council may reject a question on various grounds but materially for the purpose of this report if:-

*iii) it is substantially the same as a question which has been put at a meeting of the Council in the past six months and since when there has been no change of circumstances justifying the resubmission of the question,*

This provision is further replicated for questions by Elected Members within Council Procedure Rule 12.3 iii). There is also the provision, which incorporates a prohibition upon a 'Motion to rescind a previous decision' under Council Procedure Rule 16.1 where that '*motion or an amendment to rescind, or having the effect of rescinding a decision made at a meeting of Council within the past six months cannot be moved.*' In addition Procedure Rule 16.2 has a similar purpose in relation to a 'Motion similar to one previously rejected' ie., in the past six months.

The intention behind such provisions is to ensure certainty behind decision making and more so to ensure that any third party acting upon a Council resolution is not thereafter prejudiced by so acting upon that resolution. In order for Members to debate this issue a number of options are presented. However, Members are reminded that they should proceed from the premise of certainty behind their governance arrangements rather than what appears to be meritorious in principle but which from a practical point alone, might prove to be unworkable in application and which detracts from rather than enhancing effective governance. The “options” raised within this report are therefore as follows;

**Option 1** – Retention of the “six month” rule, without amendment

**Option 2** – A lesser period (to be determined), but one which is still defined and maintains certainty behind these Procedure Rules.

**Option 3** – Other potential changes, as follows;

i) Public/ Member questions

The Chief Executive in consultation with the Chair of Council may reject a question if;

- It is substantially the same as a question that has been put at a meeting of Council in the past six months but which the Chief Executive thinks should be put to a meeting of Council as it covers matters which may have significant effect or impact within the Borough.

**Note** – If such a question is accepted a similar question shall not be so accepted until the expiration of the period of 6 months from the date of the next ordinary Council meeting.

ii) Motion to rescind a previous decision (CPR 16.1)

A motion or amendment to rescind a decision made at a meeting of Council within the past 6 months cannot be moved unless the notice of motion is signed by at least [XX ] Members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for at least six months

iii) Motion similar to one previously rejected (CPR 16.2)

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past 6 months cannot be moved unless the notice in motion or amendment is signed by at least [XX ] Members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for at least six months.

**RECOMMENDATION**

For Members to consider and to note the implications of Council Procedure Rule 24.2 (see above).

**(vi) APOLOGIES**

A Member of the Public has requested consideration of the procedure behind Members providing apologies at meetings to include an explanation behind the absence of the relevant Member. The nature of what was received by way of a “public question” is set out below;

‘Will the Council agree to rectify their currently undefined "apologies for absence" procedure by inserting the words "accept" within the formal agenda and thereby require those present to consider the reasons for their colleagues absence rather than their unspecified, and automatically accepted, apologies.’

As this matter can be more appropriately dealt with in this report rather than as a public question (it is the Monitoring Officer’s function under Article 15 as stated) this matter is raised herewith for the determination of Council.

The order of business of the Council’s Annual Meeting and ‘Ordinary’ meetings (Council Procedure Rules 1.2 and 2.1 refer) merely indicate;

*“to receive apologies from absent Members”.*

This is in common with most Local Authorities (practice varies in Town/Parish Councils) without any further explanation behind that absence. Nevertheless, it is open for a Member to submit a written apology with an explanation behind that non attendance or equally to communicate that absence through a fellow Member. Whilst one could say this assists in the transparency behind Member’s attendances, it is not a legal requirement. Members are however reminded that should there be a failure to attend formal meetings of the Council for a period of 6 months (other than where there has been prior approval of an absence by Council) then a Member will cease to be a Councillor (Section 85 of the Local Government Act, 1972 applies). There is also the potential administrative burden of recording such non attendance on a meeting by meeting basis and the veracity behind the information provided. However, as suggested this is a matter for determination by Council.

**RECOMMENDATION**

For Members to consider and to note the implications of Council Procedure Rule 24.2 (see above).

**(vii) THE ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT, 2014 – REVIEW OF DELEGATIONS.**

The Council's Finance and Policy Committee considered a report relating to this legislation and its implications for the Council at the meeting held on 23 February, 2015. The detail from that earlier report is set out below, for the information of Members. The Act introduces (and also consolidates) powers to deal with anti-social behaviour. There is a consequent need to provide authorisation through delegation, primarily to the Director of Regeneration and Neighbourhoods who covers a majority of the service areas, which can utilise these new powers. The Director holds existing delegations in relation to those powers which originated under the Crime and Disorder Act, 1998, Anti Social Behaviour Act, 2003 and related legislation. In addition the Director of Public Health has some responsibility for services which can also rely upon these powers and accordingly, this should also be reflected within amendments to Part 3 of the Council's Constitution (Responsibility for Functions). The detail behind those delegations are further referenced in the appendix to this report.

*'In May 2014 the Anti-social Behaviour Crime and Policing Act received Royal Assent with the principle ideas behind the new legislation being to:-*

- *Focus the response to anti-social behaviour on the needs of victims*
- *Empower communities to get involved in tackling anti-social behaviour*
- *Ensure professionals can protect the public quickly through faster, more effective powers*

*The Act replaces previous Anti-Social Behaviour legislation and places new duties on local authorities. Parts 1-7 of the Act have particular implications for Local Authorities which introduce the following new powers:*

- *Criminal Anti-Social Behaviour Orders*
- *Injunction to Prevent Nuisance and Annoyance*
- *Community Protection Notices*
- *Public Space Protection Orders*
- *Closure Orders*
- *Dispersal Orders*
- *New 'Absolute' Ground of Possession*

*To improve accountability, and give victims a greater voice in the way anti-social behaviour is dealt with by local agencies, Part 6 of the legislation also introduces the following two new measures:*

- *Community Trigger*
- *Community Remedy*

*Attached as **Appendix 1** of this report is a table which provides a summary of previous powers, the powers they have been replaced with, which agencies they are available to.*

***PARTS 1 AND 2: CIVIL INJUNCTIONS AND CRIMINAL BEHAVIOUR ORDERS:***

*There are two main powers under the Act that are aimed at dealing with problem individuals. The first of these powers which is found in Part 1 of the Act is the **Injunction to Prevent Nuisance & Annoyance (IPNA)**. This is a civil injunction available in the County Court for adults and the Youth Court for under 18's. The IPNA replaces the current ASBO and is intended as an early intervention. Applications for IPNAs can be made by local authorities, Social Landlords, Police (including British Transport Police), the Environment Agency; and NHS Protect.*

***Criminal Behaviour Orders (CBOs)** will also be available to deal with the most seriously anti-social individuals on conviction for any criminal offence. This is virtually identical to the current Criminal Anti-social Behaviour Orders on conviction, or CRASBOs as they are known locally and will be available to the Police and the Council on application to the Crown Prosecution Service.*

*In addition to prohibitions, both the IPNA and CBO will include the ability to impose positive requirements that can address the underlying causes of the behaviour and prevent future recurrences (for instance, alcohol or drug treatment requirements, or attendance at anger management courses).*

*However, as is currently the case, enforcement will always be an avenue of last resort. This is particularly so in relation to young people where a process involving reparative and restorative interventions alongside anti-social behaviour agreements and contracts currently exist. Following the introduction of the Community Remedy (see 7.3 below) this practice will also be extended to adults.*

*Consultation with relevant partners prior to applying for an IPNA or CBO will also be the norm. As required under the legislation where young people are involved, consultation will take place with Children and Youth Services to agree an appropriate way forward by those with enforcement powers.*

***PART 3: DISPERSAL ORDERS***

*Part 3 of the Act contains powers for the Police to disperse people causing, or likely to cause, harassment, alarm or distress. Any person required to leave a specified area under this power will not be permitted to return within a 48 hour period. There is no longer a requirement on the Police to consult the local authority on the area to be covered by a Dispersal Order. However in practice this is likely to be reached through agreement with the local authority through ward priority and Joint Action Group meetings with the local authority research analysts providing the Police with the necessary documentary evidence to support the decision to implement a Dispersal Order.*

#### **PART 4: COMMUNITY PROTECTION NOTICES, PUBLIC SPACE PROTECTION ORDERS, AND CLOSURE NOTICES/ORDERS**

The **Community Protection Notice (CPN)** is available to local authorities, the Police and Registered Social Landlords (RSLs) where delegated by the Local Authority Chief Executive. CPNS can be issued by a designated officer to deal with any particular problem negatively affecting the quality of life of the community where it is persistent and unreasonable.

CPNs can be issued for a wide range of environmental anti-social behaviour such as litter, graffiti, fly tipping, fly posting, and dog fouling but is not limited to environmental concerns – for example it could be used for street drinking, persistent drunkenness etc. A CPN could also be served in addition, and parallel to, any potential criminal action being taken by the Police.

The **Public Spaces Protection Order (PSPO)** provides local authorities with a flexible power to put in place local restrictions to address a range of ASB in public places. It replaces Dog Control Orders, Gating Orders and Designated Public Place Orders.

Designation of the new Public Space Protection Order is the Council's responsibility but prior to any designation the Council must consult with the Chief Constable; any community representatives that the Local Authority thinks are appropriate; and the owner/occupier of the land in question. Those orders currently in place, such as the Dog Control Orders, will remain so for the 3 years following the introduction of the Act whereupon they will automatically become Public Space Protection Orders which will then be subject to review after a further 3 year period.

PSPOs can be used to impose conditions on the use of public spaces and, therefore, it is appropriate that any proposal for the introduction of such an Order be scrutinised and agreed by Elected Members. The responsibility for ensuring that any Orders agreed by the Council are complied with will lie with designated Council Officers, Police Officers or Police Community Support Officers.

The Act enables the Council to issue Fixed Penalty Notices for offences involving a breach of a Community Protection Notice or a Public Space Protection Order in order to discharge a liability to conviction. The maximum penalty that can be imposed is £100 and this must be paid within 14 days of service of the FPN.

The **Closure Notice/Order** provides the Police or a local authority with new, simpler, quicker, closure powers, consolidating four of the powers already available to close premises ie the Crack House Closure, Closure to Prevent Anti-social behaviour, Noisy Premises Closure Orders, and section 161 Closure under the Licensing Act.

A closure notice prohibiting access can be served by a Police Inspector for up to 24 hours and a Superintendent for up to 48 hours. In addition, the Local



*Authority Chief Executive, or a person designated by him or her can authorise an order for up to 48 hours. Anything beyond 48 hours will require an application to the magistrates court where premises can be closed for a further 3 months and may prohibit access by all persons specified save the occupier.*

#### **PART 5: ABSOLUTE GROUNDS FOR POSSESSION**

*Part 5 of the Act amends section 84A of the Housing Act 1985, to provide a new absolute ground for possession for the most serious cases of anti-social behaviour. The aim of the new absolute ground is to speed up the possession process where anti-social behaviour or criminality has already been proven by another court. Landlords will no longer have to prove that it is reasonable to be granted a possession order, but instead courts must grant possession if the landlord followed the correct procedure and can demonstrate at least one of the specified conditions below is met. These are:*

- *A conviction for a serious criminal offence*
- *A court order finding a person in contempt of court for breaching an injunction made under the Act*
- *Breach of a Criminal Behaviour Order*
- *Obtaining a premises closure order*
- *A conviction for breach of an abatement notice*

#### **PART 6: COMMUNITY TRIGGER AND COMMUNITY REMEDY**

*Part 6 of the Act introduces a “Community Trigger”. The Community Trigger allows victims of persistent ASB to request a multi agency case review where a locally agreed threshold is met. The Act requires the relevant bodies to share information, discuss previous action taken and decide on any further action required.*

*The Act does not dictate what the criteria for meeting the Trigger threshold should be, however guidance on the Act has been used by the Safer Hartlepool Partnership to agree the following threshold:*

- *Three reports of anti-social behaviour about the same problem are made by an individual, business, or community group, to the Council, Police, or their Landlord (Housing Association) within a six month period, with the last incident being no longer than one month prior to the Trigger being requested.*
- *Five reports of anti-social behaviour about the same problem are made by more than one individual business or community group to the Council, Police or their Landlord (Housing Association) within a six month period, with the last incident being no longer than one month prior to the Trigger being requested.*

- One reported incident or crime motivated by hate is made by an individual, business or a community group in the last three months to the Council, Police or their Landlord (Housing Association).

*The second aspect of the new legislation which is aimed at empowering victims is the **Community Remedy** which is the responsibility of the Police and Crime Commissioner, and is intended to give victims a say in the punishment of the perpetrators of anti-social behaviour. The Community Remedy must include punitive, reparative, and restorative elements that will be presented to victims as a list of options which will be implemented at the discretion of the Police.*

*The Community Safety and Engagement Team have been working with the Office of the Police and Crime Commissioner to map local interventions for possible inclusion in the remedy of options and develop restorative approaches locally. The Commissioner has also consulted with the communities across Cleveland on what should be included in the remedy and will publish his Community Remedy of options in the near future.'*

## **RECOMMENDATION**

That Council note the revisions to the delegations as outlined herein and provide authority to the Monitoring Officer to make all necessary and incidental changes to Part 3 of the Constitution.

## **(viii) STATUTORY HEALTH SCRUTINY – FURTHER REVIEW OF DELEGATIONS**

Since the operation of the Council's new Governance arrangements items of statutory scrutiny, namely that surrounding crime and disorder and health scrutiny have been within the remit of the Council's Audit and Governance Committee. Through a meeting of Council on 24<sup>th</sup> November, 2014, responsibilities surrounding statutory health scrutiny were thereafter retained by Council. It may well have been overlooked on 24<sup>th</sup> November, 2014, but the Council's Statutory Scrutiny Procedure Rules entail that in fulfilling its responsibilities under the Health and Social Care Act, 2012 (review and scrutiny relating to planning, provision and operation of health services) Council has reserved to itself, for example, "proposed substantial development or variation of provision of health services" and also any consideration of a referral to be made to the Secretary of State over "insufficient consultation on major changes to services".

Accordingly, the 'whole scale' transfer of health scrutiny functions to Council is unnecessary and has seen a plethora of extraordinary meetings, when some matters could have been properly dealt within the setting of a Committee meeting.

An outline of the Health Scrutiny Programme 2014 – 2015 as previously reported to Council, incorporates items that may not necessarily be conducive to the proper despatch of business that should come before the formality of a Council meeting.

**i) Health Scrutiny Work Programme 2014/15**

**Cardiovascular Diseases Investigation**

	Activity / Evidence	Date
Group 1:	Visit to Health Bus	TBC – early January 2015
Group 2:	Discussion with Dr Mike Stewart, cardiologist from South Tees Hospital	10 December 2014
Group 3:	Visit to Cardiac Rehabilitation Session	9 December 2014
Formal meeting	Feedback from group activities  Discussion with Cardiologist from North Tees and Hartlepool NHS Foundation Trust  Discussion with NEAS regarding defibrillators / use in ambulances	8 January 2015
Formal meeting	Finalise and Approve Final Report	19 March 2015

**Dementia Investigation**

	Activity / Evidence	Date
Meeting of working group	Discussion with Adult Social Care and the Hospital of God at Greatham	5 December 2014
Meeting of working group	Discussion with public health, NTHFT, Hartlepool and Stockton on Tees CCG, TEWV, VCS organisations and family / carers of people with dementia	TBC
Formal meeting	Feedback from the Dementia working group	19 February 2015
Formal meeting	Final Report	19 March 2015

**ii) Annual items**

	<b>Activity / Evidence</b>	<b>Date</b>	<b>Format / timescale</b>
Statutory Health Scrutiny: i) Annual Work Programme Setting; ii) Scoping of Investigations. iii) Conduct of investigations	Annual - Exploration of potential topics, selection, scoping and	i) Start of Municipal Year  ii) Regular meetings during the course of the year.	Full meeting:- i) Detailed reports, including use of scoring matrix  ii) Discussions in relation to potential topics
North Tees and Hartlepool FT Quality Accounts	Annual reflection on the 2013/14 Quality Account and contribution towards the 2014/15 Quality Account for North Tees and Hartlepool NHS Foundation Trust  Quality Account Market Place Event	19 February 2015 (is also considered initially August time)  16 December at 2pm (Hartlepool Hospital)	Presentation / questions (approx 45 mins)    This is the first time this has been held
Tees, Esk and Wear Valleys NHS Foundation Trust – Quality Account	Annual reflection of the 2013/14 Quality Account and contribution towards the 2014/15 Quality Account for Tees, Esk and Wear Valleys NHS Foundation Trust	19 February 2015 or 19 March 2015	Presentation / questions (approx 45 mins)
North East Ambulance Service Quality Account (NEAS) – Quality Account	Annual reflection of the 2013/14 Quality Account and contribution towards the 2014/15 Quality Account for NEAS	19 February 2015 or 19 March 2015	Presentation / questions (approx 45 mins)
Health Inequalities	Annual Update on health inequalities, focusing on women's life expectancy.	8 January 2015	Presentation / questions (approx 45 mins)
Director of Public Health Annual Report	Annual report produced by the Director of Public Health	Report already goes through Full Council	

HWBB Performance / HWB Strategy Performance		TBC	TBC
Six monthly monitoring of scrutiny recommendations		Beginning of new municipal year	Report – 10 mins
Closing the Loop reports in relation to Scrutiny Final Reports (submitted following consideration of rec's by appropriate Committee)		Beginning of new municipal year	Report – 10 – 20 mins

### **Issues arise on an ad-hoc basis**

Recent examples:

- Evaluation of the reconfiguration of Emergency Medical and Critical Care Services
- Suspension of Service Notice – Assisted Conception Service
- Service Reconfigurations

Current example:

- Independent Reconfiguration Panel Review  
(to be discussed at Council on the 18 December 2014)

Clearly, there are matters most notably those involving the Local Foundation Trust which has attracted considerable public attention and which have required the handle and direction of Council. This is not necessarily the case for the vast majority of items which should ordinarily be proceeding through the Audit and Governance Committee. It is therefore suggested that at the start of the next municipal year items involving health scrutiny through the work programme for 2015/16 should proceed before the Audit and Governance Committee and thereafter a view from Council so that there is a familiarity with those items and a proper determination of what should be reserved to Council and those that should be received by the Committee.

### **RECOMMENDATION**

The functions and responsibilities for Health Scrutiny be delegated to Audit and Governance Committee and that the work programme for the municipal year 2015-16 (and those years following) be submitted to the Committee and thereafter Council for approval and to agree those items to be reserved to Council.

#### **4. BACKGROUND PAPERS**

- 4.1
  - 1 – Localism Act, 2011
  - 2 – Local Authorities (Committee System (England) Regulations 2012)
  - 3 – New Council Constitutions: Modular Constitutions for English Local Authorities (December 2000)
  - 4 – DETR New Council Constitutions: Guidance for English Authorities.



**Report of:** Monitoring Officer

**Subject:** PAY POLICY STATEMENT 2015/16

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**1. PURPOSE OF REPORT**

- 1.1 To enable Council to adopt the Pay Policy Statement 2015/16.

**2. BACKGROUND**

- 2.1 Under Section 38 of the Localism Act 2011 full Council has to approve a Pay Policy Statement on an annual basis. Previous pay policies have been approved in respect of 2012/13, 2013/14 and 2014/15.
- 2.2 Council also considered a Motion at its meeting on 5 February 2015, the terms of which are set out below and proceeded upon an amendment to that Motion, which is addressed within this report and the accompanying Pay Policy Statement 2015/16;-

"Putting Hartlepool First believe zero hours contracts are incompatible with building a loyal, skilled and productive workforce.

We propose that this council undertakes an immediate review of all HBC employees and all associated contractors, subcontractors and organisations successful in gaining council tenders or monies of any form, who currently use zero hour's contracts.

Specifically, we would like our council to work towards and implement the 6 key principles outlined below within 6 months, should this motion be passed.

Employees and contractors on Zero hours contracts should, within 6 months;

- not be obliged to be available outside contracted hours
- be free to work for other employers
- have a right to compensation if shifts are cancelled at short notice
- have "clarity" from their employer about their employment status, terms and conditions

- have the right to request a contract with a "minimum amount of work" after six months with an employer - this could only be refused if employers could prove their business could not operate any other way
- have an automatic right to a fixed-hours contract after 12 months with an employer

We would welcome the support of all councillors regarding this motion."

2.3 An amendment to that Motion was agreed as follows:

"That the motion be referred to the Monitoring Officer as part of his annual review of the Council's Pay Policy Statement when a full and balanced appraisal can be presented to Members and a robust decision can be made."

### 3. PROPOSALS

- 3.1 The specific proposals in relation to the use of zero hours contracts are detailed in paragraphs 3.2-3.15 below;
- 3.2 **Employees and contractors on zero hours contracts should, within 6 months not be obliged to be available outside contracted hours** – The current arrangement is that no employee on a zero hours contract is compelled to work any hours offered, although the Council would expect them to honour any agreement to work the hours offered. It is recommended that the current Council arrangements be reflected in the 2015/16 Pay Policy.
- 3.3 **Employees and contractors on zero hours contracts should, within 6 months be free to work for other employers** – The Council does not include 'exclusivity clauses' in zero hours contracts. In accordance with their conditions of service, most employees (other than senior officers) are from the first day of employment, able to also work for other employers if they so wish. It is recommended that the current Council arrangements be reflected in the 2015/16 Pay Policy.
- 3.4 **Employees and contractors on zero hours contracts should, within 6 months have a right to compensation if shifts are cancelled at short notice** – Finance & Policy Committee on 30<sup>th</sup> January 2015 considered (as an exempt item) and agreed Workforce Arrangements proposals which address this issue. Negotiations are ongoing with the trade unions in this regard.
- 3.5 **Employees and contractors on zero hours contracts should, within 6 months have "clarity" from their employer about their employment status, terms and conditions** – As indicated in 3.6 above, all Council zero hours contracts reflect an employment status of 'employee' which means they are employed on the same basis (either on a permanent or fixed term basis) as all other Council employees (i.e. excluding casual workers). It is recommended that the current Council arrangements be reflected in the 2015/16 Pay Policy.



- 3.6 Employees and contractors on zero hours contracts should, within 6 months have the right to request a contract with a "minimum amount of work" after six months with an employer - this could only be refused if employers could prove their business could not operate any other way –** Some Council employees (not on zero hours contracts) are currently contracted to work a relatively small number of hours per year. Some Council employees (on zero hour contracts) are currently working regularly a relatively small number of hours per year. This type of working pattern would enable employees to be offered a fixed term or permanent contracts ultimately further reducing the number of zero hour contracts across the Council.
- 3.7** Where the regularity of hours cannot be guaranteed (delivery of courses which only run dependant on enrolment figures) then zero hours contracts currently meet the needs of the service and Council. Other types of contracts available do not provide the same level of flexibility and cost effectiveness.
- 3.8** It is proposed that employees can request a review after six months and this will be considered. However the needs of the employee against the needs of the service need to be considered as the Council would not want to find itself in a position where an employee is receiving pay for unworked contracted hours.
- 3.9** It is not the intention to have employees on zero hours contracts at the completion of the review unless the use of zero hours contracts is the most effective and efficient way of meeting the Council's needs. The Council will aim to complete the review of the use of the current zero hours contracts, which will involve the employee, by the end of October 2015.
- 3.10** It is also necessary to recognise that circumstances may change over time and it would be appropriate to allow an employee and casual workers to request a review of their contracted hours at any time after six months in post. The arrangements whereby employees on zero hours contracts are not obliged to accept the offer of work also apply to other employees who do not have fixed working hours. There is a risk that employees without fixed working hours will unreasonably refuse offers of work resulting in them not fulfilling their contractual obligations by not working their full contractual hours. It is proposed that disciplinary action and/or recovery of overpayments be considered if employees unreasonably refuse work. It is recommended that the above arrangements be reflected in the 2015/16 Pay Policy.
- 3.11 Employees and contractors on zero hours contracts should, within 6 months have an automatic right to a fixed-hours contract after 12 months with an employer –** The arrangements detailed in 5.8 above, if agreed, will address this concern as employees will be able to request a review of their contracted hours at any time after six months in post. .
- 3.12** The situation in relation to contractors is more complex. There appear to be two main approaches which may be summarised as either requiring or encouraging contractors to mirror the Council's zero hour contract arrangements.

- 3.13** The first option of ‘requiring’ would involve inserting clauses in contract terms and conditions which require contractors to mirror the Council’s zero hour contract arrangements. Clearly the Council currently operates a significant number of contracts which will have a range of termination dates. Some of the contractors may be prepared to implement arrangements that mirror the Council’s zero hour contract arrangements during the lifetime of the existing arrangement, however, equally there may be those who will not.
- 3.14** If a mirror of the Council’s zero hour contract arrangements is mandated it is highly likely that any such negotiations will result in an increase in costs to the Council as existing contractors are unlikely to voluntarily absorb the costs of such a change in their contract terms. It is not currently possible to report on the cost that such a change would have on the Council’s cost base because of the uncertainty around which contractors would be amenable to the proposal, how many contractor staff would be affected, the possibility that suppliers will absorb costs and what costs would be involved as part of increasing an employees wage, i.e. would there be additional NI and superannuation costs to incorporate, and who would pay for these. Where contractors do not voluntarily agree to the proposal within existing contracts. Any potential cost base increases will be developed in a competitive environment where the Council has a strong bargaining position. Ultimately it will be commercial considerations which will determine individual contractor approaches to the use of zero hours contracts.
- 3.15** It is therefore suggested that the Council adopts an approach based on encouraging contractors, particularly those based in Hartlepool, to mirror the Council’s zero hour contract arrangements as this avoids the above. Such an approach directly reflects that taken in respect of the Hartlepool Living Wage which has previously been considered and agreed by Finance and Policy Committee on 18 October 2013. Encouraging contractors would be done through contact on an individual basis.
- 3.16** If the proposals in 3.2-3.15 are agreed, it is recommended that the draft Pay Policy Statement 2105/16 be amended as follows (the amendments are shaded)

#### **“15 Use of Zero Hours Contracts**

**15.1** The Council does not generally support the use of zero hours contracts. However there may be circumstances where the use of zero hours contracts is the most effective and efficient way of meeting the Council’s needs and the Assistant Chief Executive (or nominees) will determine when this applies. Where employees are employed on a zero hours contract they are employed on a permanent or fixed term basis, are entitled to request a review of their contracted hours at any time after six months in post and are not prevented from working for other employers.

**16.15 Contractors pay**

**16.1 15.1** The Council requires that contractors comply with the national minimum wage legislation in all new and extended Council contracts and encourages all contractors to pay the Council's Living Wage (see 9.1 above) and avoid the use of zero hours contracts unless their business could not operate in any other way (see 15.1 above).

**16.2 15.2** The Council will encourage all local employers employing 250 or more employees to publish their pay multiple."

- 3.16** The Finance and Policy Committee considered a draft Pay Policy Statement 2015/16 (Appendix A) and recommended it to Council as it reflects the various pay related policies and arrangements operating within the Council. The Committee also recommended that clause 16 'Contractors' should have the deletion of the words "unless their business could not operate in any other way" at the end of the first paragraph to reflect the agreed approach with regard to zero hours contracts.

**4. FINANCIAL CONSIDERATIONS**

- 4.1** There are no financial considerations.

**5. RECOMMENDATIONS**

Council is requested to approve the Pay Policy Statement 2015/16.

**6. REASONS FOR RECOMMENDATIONS**

The Pay Policy Statement reflects the Council's various employment related procedures and arrangements and the Council has a legislative requirement to adopt the Pay Policy Statement each year.

**7. BACKGROUND PAPERS**

Finance and Policy Committee report 23 March 2015

# **Hartlepool Borough Council**

## **Pay Policy Statement 2015/16**

(Section 38, Localism Act 2011)

**To be agreed at Council on 26 March 2015**

### **1. Introduction**

- 1.1 This document sets out the Council's pay policy in relation to the remuneration of its employees (excluding those employed by schools with delegated budgets) for the period 1 April 2014 to 31 March 2015 in accordance with Section 38 of the Localism Act 2011<sup>1</sup> and reflects the guidance issued by the Department for Communities and Local Government<sup>2,3</sup> unless stated differently. This pay policy applies equally to all employees (excluding school employees) regardless of status and seniority unless stated differently. The policy is subject to annual review and must be approved by the Borough Council for each financial year. The policy will be published on the Council's website<sup>4</sup> as soon as reasonably practicable after approval or amendment.
- 1.2 Hartlepool Borough Council is committed to transparency and fairness in its payment and remuneration of all of its employees and will comply with all relevant employment legislation.
- 1.3 In 2015/16, the Council has an overall pay budget of around £55m (excluding school staff) including on-costs for its workforce. In order to deliver these services it will employ around 2,500 people excluding those who are employed directly by schools in Hartlepool, in a variety of diverse roles.
- 1.4 The Council's values give us a desire to increase the standard of living for everyone. Given that the Council is the largest employer in Hartlepool and that around 75% of employees live in the town, it has a major influence on the economic wellbeing of the town and a direct impact on levels of inequality. The Council wants to do all in its power to make Hartlepool a fairer town and is committed to reducing inequality by leading by example and doing so through the way it operates as an organisation.

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

<sup>2</sup> Available at: [Openness and accountability in local pay: guidance - Publications - GOV.UK](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/264841/Openness_and_accountability_in_local_pay_guidance.pdf)

<sup>3</sup> Available at: [Openness and accountability in local pay: supplementary guidance - Publications - GOV.UK](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/264841/Openness_and_accountability_in_local_pay_supplementary_guidance.pdf)

<sup>4</sup> Available at: [http://www.hartlepool.gov.uk/info/100002/business/1837/hartlepool\\_council\\_pay\\_policies](http://www.hartlepool.gov.uk/info/100002/business/1837/hartlepool_council_pay_policies)

**2. National and other Conditions of Service**

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

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

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

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

- 2.2 The Council's Single Status Agreement is automatically incorporated into the employment contract of NJC for Local Government Services employees.
- 2.3 Sections 1 (paragraphs 1.1.3 and 1.1.4 only), 3 (sub section 3.5 only), 5-9 and 12-16 of Part 2 of the Council's Single Status Agreement apply to all employees where their national conditions of service are silent.

**3. Pay Structure**

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

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<sup>5</sup> The Conditions of Service for School Teachers In England And Wales August 2000 is supplemented by the statutory School Teachers' Pay and Conditions Document available at <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions-2014>

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

- 3.8 As part of its overall and ongoing monitoring of alignment with external pay markets both within and outside the sector, the Council will use available benchmark information as appropriate.
- 3.9 Periodic equal pay audits will be undertaken and pay structures and allowances will be reviewed as necessary.

#### **4 Remuneration on Appointment**

- 4.1 Appointments to the posts of Chief Executive, Directors and other Chief Officer posts are subject to the Council's Officer Employment Procedure Rules<sup>6</sup> and the salary package (including basic pay, any bonuses, fees or allowances routinely payable to the appointee and any benefits in kind) for each post is determined by full Council. Appointments to posts where the salary package is £100,000 or more per annum will be approved by full Council in the case of the appointment of the Chief Executive/Head of Paid Service or by the Appointments Panel in the case of other appointments. Appointment of all other officers is the responsibility of the Head of Paid Service or his/her nominee, and may not be made by members.
- 4.2 New appointments are subject to the Council's Recruitment and Selection Policy and will generally be made to the agreed pay structures at the bottom spinal column point of all pay bands unless there are special circumstances and payment at a higher level can be objectively justified.
- 4.3 Where employees are redeployed into a lower graded post because of ill health (where this is supported by the Council's Occupational Health Advisor) or as an alternative to redundancy they will generally be appointed to the highest spinal column point within the lower grade so as to minimise financial loss.
- 4.4 From time to time, it may be necessary to take account of external pay levels in the labour market in determining starting salary levels and the use of market forces supplements in order to attract and retain employees with particular experience, skills and capacity.
- 4.5 The Council does not make any "golden hello" payment or any other incentive payments at recruitment other than market forces supplements where these are determined in accordance with the provisions in Table 3.
- 4.6 Where appropriate, the Council pays removal and relocation allowances, as detailed in the Council's Recruitment and Selection Policy upon the presentation of approved receipts.

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<sup>6</sup> Available at

[http://www.hartlepool.gov.uk/downloads/download/180/hartlepool\\_borough\\_councils\\_constitution\\_2014-2015](http://www.hartlepool.gov.uk/downloads/download/180/hartlepool_borough_councils_constitution_2014-2015)

## 5. Senior Management Remuneration

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

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

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

5.2 The ‘Senior Management’ salary bands as at 1 April 2015 are set out in Table 2.

**Table 2 – Salary bands of ‘Senior Management’**

Role	Annual Salary Band as at 1 April 2015	No of Points in Pay Band
Chief Executive	£140,000 – £150,000	6
Director of Child and Adults	£100,000 - £110,000	6
Director of Regeneration and Neighbourhoods	£100,000 - £110,000	6
Director of Public Health <sup>7</sup>	£66,147-£82,683	5
Chief Officers	£66,147-£82,683	5
Chief Officer C <sup>8</sup>	£55,122-£66,147	5
Band 15 <sup>9</sup>	£45,092 - £49,282	5
Band 14	£40,217 - £43,990	5
Band 13	£35,662 - £39,267	5

5.3 There has been no annual “cost of living” pay award for the Chief Executive, Director of Child and Adults and Director of Regeneration and Neighbourhoods since April 2008 and this will continue to apply until 31 March 2016. A 2% pay award has been agreed for the post of Director of Public Health and other Chief Officers earning less than £100,000 per annum which covers the period 1 January 2015 to 31 March 2016. This is their first pay award since April 2008. A 2.20% pay award has been agreed for Bands 13-15 employees which covers the period 1 January 2015 to 31 March 2016. This is their second pay award since April 2013.

<sup>7</sup> The current employee is paid their TUPE pay

<sup>8</sup> No longer used for new appointments

<sup>9</sup> Includes one employee who is paid their TUPE pay



- 5.4 Reduced pay bands were introduced for the Chief Executive and Director of Regeneration and Neighbourhoods in 2012 and the Director of Child and Adults in 2013. The pay bands for Chief Officers were last reviewed in 2013 (the number of increments within the pay band was reduced in 2014) and the pay band for the Director of Public Health was determined in 2014.
- 5.5 The increments for the Chief Executive, Director of Regeneration and Neighbourhoods and Director of Child and Adults are implemented automatically on an annual basis, subject to the Council Plan, Annual Governance Statement and the conclusion of the Budget and Policy Framework being agreed by the Finance and Policy Committee and Council.
- 5.6 Information on ‘Senior Management’ responsibilities and remuneration will be published on the Council’s website<sup>10</sup> in line with Local Government Transparency Code 2014<sup>11</sup> and the Accounts and Audit Regulations 2015<sup>12</sup>.

## 6. Additional Benefits

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

**Table 3 – Additional Benefits**

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

<sup>10</sup> Available at:

[http://www.hartlepool.gov.uk/info/200110/council\\_budgets\\_and\\_spending/1650/senior\\_management\\_team\\_salary\\_information/1](http://www.hartlepool.gov.uk/info/200110/council_budgets_and_spending/1650/senior_management_team_salary_information/1)

<sup>11</sup> Available at: <https://www.gov.uk/government/publications/local-government-transparency-code-2014>

<sup>12</sup> Available at: <http://www.legislation.gov.uk/ukxi/2015/234/contents/made>

**Table 3 (cont) – Additional Benefits**

Posts/Employees	Additional Payment
All employees who are members of public sector pension schemes	<p>The Council operates the Local Government Pension Scheme (LGPS), the Teachers Pension Scheme (TPS) and the NHS Pension Scheme (PHPS) and makes employer pension contributions, as required, for all employees who elect to participate in one of the above schemes.</p> <p>The employer pension contributions from 1 April 2015 are as follows</p> <p>Local Government Pension Scheme -14.2% of pensionable pay</p> <p>Teachers Pension Scheme - 14.1% (16.48% from 1 September 2015) of pensionable pay</p> <p>NHS Pension Scheme – 14.3% of pensionable pay</p> <p>The contribution rates are regularly reviewed and set by actuaries advising the various Pension Funds.</p>
All employees in posts where there are particular recruitment and/or retention difficulties	<p>As a general rule, the pay bands provide relevant and adequate compensation to attract and retain employees for the vast majority of posts and the necessity to apply a salary supplement should not exist.</p> <p>There may be specific circumstances, however, where an additional market forces supplement may be required to either attract hard to recruit categories of employees or to retain such employees within the employment of the Council.</p> <p>In all circumstances a business case will need to be developed (and reviewed regularly) to support the payment of market supplements which will be approved by members in relation to posts subject to the Council's Officer Employment Procedure Rules<sup>6</sup> and by the relevant Assistant Director in relation to all other posts.</p> <p>The market forces supplement arrangements detailed in the Council's Single Status Agreement apply to all employees</p>

6 Available at [http://www.hartlepool.gov.uk/downloads/file/11961/hartlepool\\_borough\\_councils\\_constitution\\_2014-15\\_part\\_4](http://www.hartlepool.gov.uk/downloads/file/11961/hartlepool_borough_councils_constitution_2014-15_part_4)

**Table 3 (cont) – Additional Benefits**

<b>Posts/Employees</b>	<b>Additional Payment</b>
Chief Solicitor	Payment of £3,432 per annum for acting as Monitoring Officer to Cleveland Fire Authority. This cost is paid for by the Fire Authority and has not changed since 1 April 2010.
All permanent employees	Able to access the Council's Lease Car scheme through a salary sacrifice arrangement in accordance with Her Majesty's Revenues and Customs (HMRC) rules and at no cost to the Council.
All employees	Able to access the Council's Childcare Voucher scheme through a salary sacrifice arrangement in accordance with Her Majesty's Revenues and Customs (HMRC) rules and at no cost to the Council..
All employees	Able to access the Council's Cycle to Work scheme through a salary sacrifice arrangement in accordance with Her Majesty's Revenues and Customs (HMRC) rules and at no cost to the Council..
All employees	The Council pay a range of allowances/premium payments as detailed in National Conditions of Service (see Table 1 above)
All employees employed under the National Joint Council (NJC) for Local Government Services conditions of service	The Council pay a range of allowances/premium payments as detailed in the Council's Single Status Agreement subject to employees meeting the criteria for payment.

## **7. Changes to Salaries**

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

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

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

**8. Payments to all Employees upon Termination of Employment**

- 8.1 Employees who cease to hold office or be employed by the Council will receive payments based on entitlement within their contract of employment, their general terms and conditions and existing policies<sup>13</sup> in relation to the Local Government Pension Scheme<sup>14</sup>, Termination of Employment (Discretionary Compensation) (England and Wales)<sup>15</sup> and Local Government (Discretionary Payments) (Injury Allowances) Regulations<sup>15</sup>.
- 8.2 In accordance with the Council's Constitution, the determination of early retirement applications which do not generate sufficient savings to ensure that the costs of the application (including salary paid in lieu, redundancy compensation, strain on the pension fund, holiday pay and any bonuses, fees or allowances paid) are recovered within a pay back period of 3.05 years or less are considered by members of the Personnel Sub Committee. Officers determine all other early retirement applications. Whilst this arrangement does not reflect the Department of Communities and Local Government supplementary guidance<sup>3</sup> it complies with previous Audit Commission guidance, has worked very well for a number of years and is an effective and efficient way of dealing with early retirement applications.

**9. Lowest Paid Employees**

- 9.1 The lowest paid employees will be remunerated at JNC for Government Services spinal column point 10 (equivalent to £14,338 per annum, £7.43 per hour) as a consequence of the Council introducing its own Living Wage for its employees with effect from 1 September 2013.
- 9.2 The Council introduced its Single Status Agreement on 1 April 2007. The lowest paid employees within the Council are appointed to jobs which have been evaluated using the NJC Job Evaluation Scheme and are remunerated accordingly.
- 9.3 The relationship between the rates of pay for the lowest paid and for senior management is determined by the processes used for determining pay and grading structures as set out earlier in this Policy Statement.

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

13 Available at: [http://www.hartlepool.gov.uk/meetings/meeting/3119/finance\\_and\\_policy\\_committee](http://www.hartlepool.gov.uk/meetings/meeting/3119/finance_and_policy_committee) (see Appendix A of item 6.6)

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

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

9.4 The Council's 'median pay multiple', which complies with the Local Government Transparency Code 2014<sup>11</sup>, is the ratio between the taxable earnings of the highest paid employee and the median taxable earnings of the whole of the Council's workforce. The Chief Executive with a pay band of £140,000 – £150,000 is the highest paid employee.

9.5 The 2015 'pay multiple' with comparative data is detailed in Table 4

**Table 4 – 'Pay Multiple'**

<b>Date</b>	<b>Taxable earnings of the highest paid employee</b>	<b>Median taxable earnings of the whole of the Council's workforce</b>	<b>Pay multiple based upon the taxable earnings of the highest paid employee</b>
31 March 2013	£134,167 <sup>16</sup>	£17,130	7.83
31 March 2014	£140,833	£17,051	8.26
31 March 2015	£142,833	£16,494	8.66 (estimate) <sup>17</sup>

N.B. The pay multiple has increased each year as a consequence of a combination of the taxable earnings of the highest paid employee increasing due to incremental progression within the pay band of £140,000 – £150,000 (reduced from £158,000 - £168,000 in 2012) and the median taxable earnings of the whole of the Council's workforce reducing.

9.6 The Council will generally aim to ensure that the basic pay 'pay multiple' does not exceed ten.

## **10. Employment of Individuals already in receipt of a public sector pension**

10.1 The Council does not generally support the employment of individuals already in receipt of public sector pensions in respect of posts subject to the Officer Employment Procedure Rules<sup>6</sup> as doing so potentially restricts the recruitment of younger workers who may be disadvantaged in the labour market. However there may be circumstances where the employment of an individual with a public sector pension is the most effective and efficient way of meeting the Council's needs. Members will approve any appointments in respect of posts subject to the Officer Employment Procedure Rules<sup>6</sup>.

6 Available at [http://www.hartlepool.gov.uk/downloads/file/11961/hartlepool\\_borough\\_councils\\_constitution\\_2014-15\\_part\\_4](http://www.hartlepool.gov.uk/downloads/file/11961/hartlepool_borough_councils_constitution_2014-15_part_4)

11 Available at <https://www.gov.uk/government/publications/local-government-transparency-code-2014>

16 The Chief Executive was appointed part way through 2012/13

17 To be updated once the final figure is available

- 10.2 In respect of posts not subject to the Officer Employment Procedure Rules<sup>6</sup> the Council does not generally support the employment of former Hartlepool Council employees who have accessed their pensions when they left the employment of the Council as doing so potentially restricts the recruitment of younger workers who may be disadvantaged in the labour market. However there may be circumstances where the employment of former Council employees who have accessed their pensions when they left the employment of the Council in posts not subject to the Officer Employment Procedure Rules<sup>6</sup> is the most effective and efficient way of meeting the Council's needs. In these circumstances the Chief Executive (in his/her role as head of the paid service) will formally approve any appointments.

## **11. Employment Of Individuals under a Contract For Services**

- 11.1 The Council does not generally support engaging individuals under a 'contract for services' where the Council is not required to make either pension or national insurance contributions for such individuals as it supports the Government's commitment to tackling all forms of tax avoidance and recognises that public appointments that involve arrangements whereby savings in tax and National Insurance contributions are made may be at the expense of other taxpayers or other parts of the public sector. However there may be exceptional circumstances where engaging an individual under these terms is the most effective and efficient way of meeting the Council's needs. If this situation applies formal approval will be sought from members in relation to posts subject to the Officer Employment Procedure Rules<sup>6</sup> and from the Chief Executive (in his/her role as head of the paid service) in respect of other posts and individuals will be sourced through an appropriate procurement process in accordance with the Council's Contract Procedure Rules (which ensure the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service).

## **12. Income Tax and National Insurance**

- 12.1 The Council does not enter into arrangements with individual employees to minimise their tax and national insurance contributions other than via salary sacrifice schemes in accordance with Her Majesty's Revenues and Customs (HMRC) rules.

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<sup>6</sup> Available at

[http://www.hartlepool.gov.uk/downloads/file/10862/hartlepool\\_borough\\_councils\\_constitution\\_2013-14\\_part\\_4](http://www.hartlepool.gov.uk/downloads/file/10862/hartlepool_borough_councils_constitution_2013-14_part_4)

**13. Use of Agency Workers**

- 13.1 The Council does not generally support using agency workers. However there may be circumstances where engaging agency workers is the most efficient and effective way of meeting the Council's needs. If this situation applies formal approval will be sought from the relevant Assistant Director. Agency workers operating in the Council receive at least the national minimum wage initially and at least the pay of comparable employees after 12 weeks of qualifying service.

**14. Apprentices**

- 14.1 The Council has entered into a partnership with Hartlepool College of Further Education whereby the Council fund the College to employ apprentices and place them with the Council. The apprentices are paid the appropriate national minimum wage (depending upon individual circumstances).
- 14.2 Employees with substantive jobs who undertake apprenticeships via the Council's Adult Education service within their current duties and responsibilities will continue to be paid in accordance with their contract of employment.

**15 Use of Zero Hours Contracts**

- 15.1 The Council does not generally support the use of zero hours contracts. However there may be circumstances where the use of zero hours contracts is the most effective and efficient way of meeting the Council's needs and the Assistant Chief Executive (or nominees) will determine when this applies. Where employees are employed on a zero hours contract they are employed on a permanent or fixed term basis, are entitled to request a review of their contracted hours at any time after six months in post and are not prevented from working for other employers.

**16 Contractors**

- 16.1 The Council requires that contractors comply with the national minimum wage legislation in all new and extended Council contracts and encourages all contractors to pay the Council's Living Wage (see 9.1 above) and avoid the use of zero hours contracts (see 15.1 above).
- 16.2 The Council will encourage all local employers employing 250 or more employees to publish their pay multiple."

## Annex A

## Grading Structures based on Job Evaluation Schemes

## LGA Senior Managers Job Evaluation Scheme

Pay Band	Job Evaluation Points*		Spinal Column Points	
	JE Points Minimum	JE Points Maximum	SCP Minimum	SCP Maximum
Chief Executive	1990		1	6
Directors	1710	1940	1	6
Chief Officer	1150	1700	1	5
To be assessed under the Local Government Services Job Evaluation Scheme – see below	0	1140	N/A	N/A

\* JE point scores increase in tens

## Local Government Services Job Evaluation Scheme

Pay Band	Job Evaluation Points		Spinal Column Points	
	JE Points Minimum	JE Points Maximum	SCP Minimum	SCP Maximum
Band 1 - 3	0	289	10	10
Band 4	290	299	11	12
Band 5	300	327	13	15
Band 6	328	355	16	18
Band 7	356	383	19	21
Band 8	384	411	22	24
Band 9	412	446	25	28
Band 10	447	481	29	32
Band 11	482	516	33	36
Band 12	517	551	37	40
Band 13	552	606	41	45
Band 14	607	661	46	50
Band 15	662	1000	51	55



**Report of:** Appointment Panel

**Subject:** CHIEF EXECUTIVE AND HEAD OF PAID SERVICE –  
PROPOSED APPOINTMENT

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**1. Purpose of report**

- 1.1 To inform Council of the Appointment Panel's proposed appointment to the post of Chief Executive and Head of Paid Service and to request Council's approval of this appointment.

**2. Background**

- 2.1 At its meeting on the 18<sup>th</sup> December 2014 Council established an Appointment Panel for the rest of the Municipal Year and on 5<sup>th</sup> February 2015 received notification that the Chief Executive planned to retire. The Panel was appointed in accordance with the Council's Constitution and, as provided for in the Constitution and the relevant statutory instruments, has been responsible for discharging all the functions of the appointment process
- 2.2 The Panel has met on a number of occasions. The Panel determined the job description, person specification and recruitment process.
- 2.3 Following the interview process which took place on 9<sup>th</sup> March 2015, the Appointment Panel agreed unanimously to the appointment of Gill Alexander, who is currently the Council's Director of Child and Adult Services.
- 2.4 The Panel was appointed by the Council to discharge the functions of recruitment and appointment. Before the appointment can be made, there is a statutory requirement for the full Council to approve the appointment. The approval comes at the end of the recruitment process, which has involved the selection of a single candidate. It is not the role of the full Council at this stage to conduct a review of the decisions taken by the Appointment Panel in the discharge of their delegated powers nor to substitute its own view for that of the Panel as to matters such as experience or qualifications. The Council may only approve or fail to approve the appointment of the Panel's proposed appointee. The grounds on which the Council may decide not to approve the appointment are limited. If the Council decides that the appointee is not a fit and proper person then it may decide not to approve the appointment. Deciding whether someone is or is not a fit and proper person does not involve reviewing his or her qualifications or experience, for example. The merits of the application already have been dealt with by the Appointment Panel. The considerations are, rather, the overall standing and integrity of the proposed appointee, whether there are any obvious bars to appointment

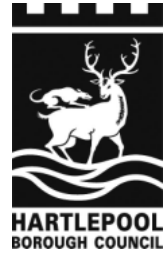
(such as conflict of interest or a criminal record) and whether the appointee is, in general terms, of sufficient competence and ability to hold the post. The Appointment Panel considers that Gill Alexander is suitable for the office of Chief Executive and Head of Paid Service.

**3. Recommendation of the Appointment Panel**

- 3.1 The Appointment Panel wishes to appoint Gill Alexander as the Council's Chief Executive and Head of Paid Service and recommends that Council approves her appointment.

# COUNCIL

26<sup>th</sup> March 2015



**Report of:** Finance and Policy Committee

**Subject:** A COMBINED AUTHORITY FOR THE TEES VALLEY

**1. PURPOSE OF REPORT**

- 1.1 For Council to consider the recommendations made through Finance and Policy Committee on 23<sup>rd</sup> March 2015, in line with the report considered by Finance and Policy Committee appended to this report at **Appendix A**.

**2. BACKGROUND**

- 2.1 The report and appendices attached as an appendix to this report include the background and proposed operation of a Combined Authority. The attached is the report as considered by Finance and Policy Committee (after the publication of these papers). Should there be any suggested changes as a result of the consideration of the Committee and update will be provided.
- 2.2 It is not the intention of this report to restate those aspects covered in the attachment which encompasses the potential benefits of a Combined Authority, how it will support the achievement of Economic objectives, its operation, consultation results and the timetable should it be agreed by Council.
- 2.3 There are a number of stages to the process of becoming a Combined Authority as defined by Government, and this dictates, in part, the timescale for securing this status.
- 2.4 Following consideration of the matter by respective Cabinets/Finance and Policy Committees officers from each of the five councils have been working on the drawing up of the “scheme”; what the Combined Authority is, what its powers are intended to be, who is on it, how it would operate.
- 2.5 Following consideration by each of the Finance and Policy Committees/Cabinets the proposals included in this report require consideration and endorsement by each of the respective Councils before submission to the Secretary of State.
- 2.6 The next stage involves Government engaging and consulting on our scheme.

- 2.7 The final stage involves the laying of an Order before both Houses of Parliament. Once approved by both Houses, the Order is made and then comes into force on a specified, pre-agreed date.
- 2.8 In broad terms we would be ready to submit the scheme to Government in early April 2015. The General Election takes place in May 2015 and there will undoubtedly be a delay in proceedings within Government for several weeks afterwards. There is a need for the Order to be debated in both houses of Parliament so the most likely conclusion is that the earliest our Combined Authority could come into being is October 2015 or during the winter of 2015/16.
- 2.9 Cabinet considered the item on 23<sup>rd</sup> March 2015 and a copy of the report is attached

### 3 **RECOMMENDATION**

#### 3.1 That Council

- Agree to the referral of the Draft Scheme to the Secretary of State.
- Delegate authority to the Chief Executive in conjunction with the Leader of the Council to make any minor changes which may be required to the draft scheme through the negotiation process with the Department for Communities and Local Government.
- Note that further reports may be forthcoming as required following DCLG processes.

### 4. **BACKGROUND PAPERS**

Finance and Policy Committee on 23<sup>rd</sup> March 2015

### 5. **CONTACT OFFICER**

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# FINANCE AND POLICY COMMITTEE

23<sup>rd</sup> March 2015



**Report of:** Chief Executive

**Subject:** A COMBINED AUTHORITY FOR THE TEES VALLEY

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

Key Decision Ref CE67/ 15

## 2. PURPOSE OF REPORT

- 2.1. At the meeting of Finance and Policy Committee on 24<sup>th</sup> November 2014 the Committee received a report in respect of the potential creation of a Combined Authority for the Tees Valley (including Darlington, Hartlepool, Middlesbrough, Stockton and Redcar and Cleveland)
- 2.2. As part of this report it was agreed to undertake consultation as outlined and receive a further report prior to the submission of a draft scheme to the Secretary of State.
- 2.3. This report incorporates a recap on the rationale for the establishment of a Combined Authority (and the original report is attached as Appendix 1) and how it will support the achievement of our economic goals, the results from the consultation and the draft scheme for submission to the Secretary of State.

## 3. THE BENEFITS OF MOVING TO A COMBINED AUTHORITY

- 3.1. A great strength of the area has been its ability to demonstrate its unity of purpose in securing a more prosperous economic future. The five local authorities of the Tees Valley, working together with business as the Local Enterprise Partnership (LEP), have firmly established the sub-region on the national stage.
- 3.2. Building on the strengths of our partnership, we are clear that new arrangements and powers would:
  - Combine the strengths of our LEP with new powers afforded by a Combined Authority
  - Be non-bureaucratic. A Combined Authority which operates as the LEP would achieve this

- Be cost-effective. Our analysis estimates that there is limited additional cost across the Tees Valley to deliver more effective decision-making and delivery of our strategy
  - Not re-create the former Cleveland County Council. A Combined Authority would not do this; it would assist decision-making on matters of jointly agreed priorities of economic development, skills and transport across the five Boroughs, and
  - Ensure we continue to work in harmony with business
- 3.3. The Authorities are hugely ambitious for the Tees Valley and our communities. Our existing governance arrangements have served us well but we are in a fast changing world and it is essential that we build on our success. Our economy can only grow if we all work together, and the speed at which change is occurring warrants an appraisal of options that will help us to strengthen decision-making and further develop our partnership.
- 3.4. Across the Tees Valley we want to be a big player, competing successfully alongside other, often much larger, sub-regions, both in the UK and internationally. We have always been ahead of our competition as illustrated by the establishment of our Enterprise Zone and RGF awards, for example. We have achieved this through being innovative, collaborative and creative. We must remain in the premier league, rather than risk lagging behind. We have a strong track-record of working together, recognised nationally, but we now have an opportunity to cement our partnership through a Combined Authority and benefit from the security of approach this would bring for us and our partners.
- 3.5. The funds for which TVU is currently responsible will increase substantially in size with EU Structural Funds, Local Growth Fund, the schemes approved through the City Deal (e.g. the Business and Skills Hubs) and funds returning from the Enterprise Zones. Future Governments may well channel further additional resources through Combined Authorities. We will need to ensure that the decision-making, accountability and claw-back in relation to these funds are effective, efficient and meet the requirements of funders.
- 3.6. Part of the rationale for the Combined Authority is to make decision-making more efficient by requiring just one decision instead of five locally. The major prize, however, is the devolution of powers from Government and the opportunities afforded by reversing decades of centralisation in the UK.
- 3.7. As a Combined Authority, we would want to attain the same level of powers on transport as have been held by Integrated Transport Authorities (formerly Passenger Transport Authorities) which have been transferred to every one of the five newly created Combined Authorities. The Tees Valley is unique in that we do not have an Integrated Transport Authority. Attaining the same transport powers as other Combined Authorities would support our ambitions to accelerate economic growth, recognising the need to improve:

- Connectivity within the Tees Valley, improving access to work, leisure etc.,
- Connectivity between the Tees Valley and other regional and national centres to improve both mobility and our logistics industry, a key driver of economic growth, and
- Connectivity Internationally, to scale up exports and inward investment

These ambitions cover road, rail, air and sea; for freight, passengers, commuters and visitors.

- 3.8. In relation to economic development we would assume broad well-being powers to promote economic prosperity, have the power to accept devolved funding for economic development purposes and to manage significant investment in transport and economic infrastructure to boost economic growth.
- 3.9. The creation of a Combined Authority would benefit our communities by improving our ability to:
- Create employment opportunities;
  - Target resources to skills development where they are most needed;
  - Attract businesses here to make the most of opportunities especially in new and emerging industries as we diversify our economy; and
  - Create the transport infrastructure and strategy that helps people and goods move around the Tees Valley more effectively, and between the Tees Valley and other centres both nationally and internationally.
- 3.10. There has never been a better time to establish a Combined Authority.

#### **4. THE OPERATION OF A COMBINED AUTHORITY**

- 4.1. As was highlighted in the last report the Combined Authority would consist of a representative Member appointed by each of the five Tees Valley Authorities, with the intention being that this would be either the Authority's Leader or directly elected Mayor, each with one vote. Members on the Combined Authority could co-opt others (e.g. business representatives) in line with the current TVU Leadership Board. The Chair and Vice-Chair would be appointed annually for a one year term by the Combined Authority from amongst the representative Members of the constituent Local Authorities and the positions would rotate between the constituent Councils each year.
- 4.2. Part 6 of the Local Democracy, Economic Development and Construction Act 2009 states that every Combined Authority must put into place arrangements for the review and scrutiny of the discharge of its functions. The proposed scrutiny arrangements for the Tees Valley Combined Authority are based upon and incorporate CLG guidance and it is proposed that there be a Scrutiny Panel of 3 Councillors from each of the Tees Valley constituent Councils. This is consistent with a number of Combined Authorities already set up and would produce a sensible number of Councillors to be a Panel for

the Tees Valley. Membership of the Scrutiny Panel must be politically proportionate.

## **5. CONSULTATION RESULTS**

- 5.1. As agreed as part of the report of 24<sup>th</sup> November 2014 a consultation process has been running across all five Local Authorities. Attached at Appendix 2 are the results of this consultation which provide more detail than is included in this section of the report.
- 5.2. The consultation ran from December 10<sup>th</sup> 2014 to 31<sup>st</sup> January 2015 and was publicised through press releases, inclusion on authority websites, social media and direct contact across the five boroughs.
- 5.3. In total there were over 1900 responses (of which 1638 were residents) which is a significant return. It was important that the numbers of responses were maximised (hence the promotion around the consultation). As context, when the consultation was undertaken in the north of the region in respect of the establishment of their Combined authority there were a total of 650 responses to the consultation (of which 450 were residents).
- 5.4. The results are supportive of the creation of a Combined Authority. A number of people did not answer this question. Of the 1828 responses almost 65 % were in favour of the creation of a Combined Authority (with 27% against and 8% don't know).
- 5.5. In addition to the responses to the questions posed there have been a number of comments made. These have been both in favour and against the creation of a Combined Authority and a range of them are reflected in the attached report (Appendix 2).
- 5.6. The results of the consultation are clearly in favour of the creation of a Combined Authority and a strong endorsement of the proposals.

## **6. A Draft Scheme for the establishment of the Combined Authority**

- 6.1. The Authorities are required to submit a draft scheme for the operation of the Combined Authority to the Secretary of State to lay the appropriate orders in Parliament.
- 6.2. A draft Terms of Reference was submitted to the last meeting of Finance and Policy Committee. Attached as Appendix 3 is the proposed Draft Scheme for submission to the Secretary of State for the Combined Authority. There are no significant differences between the draft scheme and the draft terms of Reference previously submitted on the current role of Tees Valley Unlimited and the attached. It sets out a comprehensive list of its functions in relation to each of the functional areas in 6.3 (i) below. It also sets out the decisions that the Combined Authority would take, alongside the decisions to be taken by the Local Authorities.



6.3. Based on this (and shown in more detail in Appendix 3) the principal functions of the Combined Authority would be to:-

- (i) Set the strategic economic vision, key priorities and outcomes for the Tees Valley area, in relation to:-
  - Economic Development;
  - Strategic Transport and Infrastructure
  - Employment and Skills
  - Business Investment
  - Low Carbon; and to
- (ii) Fulfil other duties and responsibilities including to:-
  - determine the use of funding received for joint purposes;
  - approve the commissioning of capital projects; and
  - consider funding agreements and joint venture arrangements

## **7. Update on the Timetable to becoming a Combined Authority**

- 7.1. There are a number of stages to the process of becoming a Combined Authority as defined by Government, and this dictates, in part, the timescale for securing this status.
- 7.2. Following consideration of the matter by respective Cabinets / Finance and Policy Committees officers from each of the five councils have been working on the drawing up of the “scheme” (Appendix 3 to this report); what the Combined Authority is, what its powers are intended to be, who is on it, how it would operate. It is expected that we would have consulted locally on our scheme before submitting it to Government (see Appendix 2 to this report and section 5 above).
- 7.3. Following consideration by each of the Finance and Policy Committees / Cabinets the proposals included in this report require consideration and endorsement by each of the respective Councils before submission to the Secretary of State.
- 7.4. The next stage involves Government engaging and consulting on our scheme. We have consulted locally already, effectively warming up our partners, business and stakeholders to the benefits of our proposals and providing the opportunity for any comments and views to be expressed. If Government concludes that our proposals are supported (including by our own local authorities) and meet statutory criteria of improving the efficiency and effectiveness of transport and economic development and delivering economic growth, then Government moves to the final stages.
- 7.5. The final stage involves the laying of an Order before both Houses of Parliament. Once approved by both Houses, the Order is made and then comes into force on a specified, pre-agreed date.

- 7.6. In broad terms we would be ready to submit the scheme to Government in early April 2015. The General Election takes place in May 2015 and there will undoubtedly be a delay in proceedings within Government for several weeks afterwards. There is a need for the Order to be debated in both houses of Parliament so the most likely conclusion is that the earliest our Combined Authority could come into being is October 2015 or during the winter of 2015/16.

## **8. RECOMMENDATIONS**

- 8.1. Members are recommended to:
- Note the positive nature of the consultation results
  - Agree to the referral of the Draft Scheme to Council for consideration and endorsement prior to submission to the Secretary of State
  - Delegate authority to the Chief Executive in conjunction with the Leader of the Council to make any minor changes which may be required to the draft scheme through the negotiation process with Department for Communities and Local Government
  - Note that further reports may be forthcoming to Committee as required following DCLG processes

## **9. BACKGROUND PAPERS**

- Appendix 1 – Report considered by Finance and Policy Committee
- Appendix 2 - Consultation Results
- Appendix 3 - Proposed Draft Scheme for the Combined Authority

## **10. CONTACT OFFICERS**

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# **FINANCE AND POLICY COMMITTEE**

**24 November 2014**



**Report of:** Chief Executive

**Subject:** A COMBINED AUTHORITY FOR THE TEES VALLEY

## **1. TYPE OF DECISION/APPLICABLE CATEGORY**

Non Key

## **2. PURPOSE OF REPORT**

2.1. The purpose of the report is to:

- Highlight our ambition for establishing a Combined Authority for the Tees Valley to achieve our economic goals and to receive greater devolved powers
- Clarify what the Combined Authority would do
- Clarify its membership
- Clarify its relationship with the LEP
- Describe the scrutiny arrangements and how they would be funded
- Provide an update on timescales following a recent discussion with DCLG
- Set out plans for consulting on a Combined Authority
- Outline the decision-making process going forward

## **3. A Combined Authority to help us achieve our economic ambitions**

3.1. A great strength of the area has been its ability to demonstrate its unity of purpose in securing a more prosperous economic future. The five local authorities of the Tees Valley, working together with business as the Local Enterprise Partnership (LEP), have firmly established the sub-region on the national stage. An obvious example of our unity is the Statement of Ambition with its clear explanation of the policies to be pursued in achieving sustainable prosperity.

3.2. Building on the strengths of our partnership, we are clear that new arrangements and powers would:

- Combine the strengths of our LEP with new powers afforded by a Combined Authority
- Be non-bureaucratic. A Combined Authority which operates as the LEP would achieve this

- Be cost-effective. Our analysis estimates that there is limited additional cost across the Tees Valley to deliver more effective decision-making and delivery of our strategy
  - Not re-create the former Cleveland County Council. A Combined Authority would not do this; it would assist decision-making on matters of jointly agreed priorities of economic development, skills and transport across the five Boroughs, and
  - Ensure we continue to work in harmony with business
- 3.3. The partnership currently in place is robust. It is a matter of great credit acknowledged by the Government, Business Representative Organisations such as Confederation of British Industries, Chamber of Commerce, Federation of Small Businesses, the Manufacturers' Organisation for Britain (EEF), and Institute of Directors and neighbouring areas that the grasping of opportunities to help implement our economic strategy has only been possible because of the area's local authorities' steadfast ability to work together and in concert with the private sector. There is a focussed and proactive approach to growth which is pursued at the sub-regional level. This approach has led to a successful Enterprise Zone and numerous Regional Growth Fund (RGF) awards for local companies.
- 3.4. The Authorities are hugely ambitious for the Tees Valley and our communities. Our existing governance arrangements have served us well but we are in a fast changing world and it is essential that we build on our success. Our economy can only grow if we all work together, and the speed at which change is occurring warrants an appraisal of options that will help us to strengthen decision-making and further develop our partnership. The reasons for this are:
- At a sub regional level we are securing more money to deliver our economic ambitions and we need to make sure we spend the money wisely, in line with our agreed priorities and to generate outcomes for our Boroughs and communities as quickly as possible
  - Authority's need to move fast in the modern world. Opportunities are presented to us which often require a fleet of foot approach so that we can compete effectively with other sub-regions for available resources
  - We need to offer our communities and businesses the certainty that comes with cementing our partnership and the consistency of approach that this will bring
  - We need proper scrutiny of what we do as a partnership in the spirit of openness, transparency and accountability
  - We need to continue to consider the views of business in a proper, democratically accountable governance structure.
- 3.5. Across the Tees Valley we want to be a big player, competing successfully alongside other, often much larger, sub-regions, both in the UK and internationally. We have always been ahead of our competition as illustrated by the establishment of our Enterprise Zone and RGF awards, for example. We have achieved this through being innovative, collaborative and creative. We must remain in the premier league, rather than risk lagging behind. We have a strong track-record of working together, recognised nationally, but we

now have an opportunity to cement our partnership through a Combined Authority and benefit from the security of approach this would bring for us and our partners.

- 3.6. Our partnership needs to be supported by specific powers (as may be secured through a Combined Authority) so that its decisions, made by democratically elected members alongside business representatives, are speedily made – once instead of five times - and implemented. This will allow us to respond rapidly to opportunities to secure further resources, and to provide certainty to our communities and businesses about our purpose.
- 3.7. The funds for which TVU is currently responsible will increase substantially in size with EU Structural Funds, Local Growth Fund, the schemes approved through the City Deal (e.g. the Business and Skills Hubs) and funds returning from the Enterprise Zones. Future governments may well channel further additional resources through Combined Authorities. We will need to ensure that the decision-making, accountability and claw-back in relation to these funds are effective, efficient and meet the requirements of funders.

#### **4. Getting ready for greater devolved powers from Government**

- 4.1. In the light of the Scottish referendum and commitment by all major political parties in the UK to greater devolution, the creation of a Combined Authority is our opportunity to seize the moment by having the right governance arrangements in place to make the case for and receive devolved powers and associated additional resources. It is right that we have been reviewing our own governance arrangements at the Tees Valley level and can position ourselves to maximise our involvement in shaping the devolution agenda.
- 4.2. Part of the rationale for the Combined Authority is to make decision-making more efficient by requiring just one decision instead of five locally, and this is rightly covered in appendix 1. The major prize, however, is the devolution of powers from Government and the opportunities afforded by reversing decades of centralisation in the UK.
- 4.3. As a Combined Authority, we would want to attain the same level of powers on transport as have been held by Integrated Transport Authorities (formerly Passenger Transport Authorities) which have been transferred to every one of the five newly created Combined Authorities in the North East, West Yorkshire, South Yorkshire, Greater Manchester and Merseyside. The Tees Valley is unique in that we do not have an Integrated Transport Authority. Attaining the same transport powers as other Combined Authorities would support our ambitions to accelerate economic growth, recognising the need to improve:
  - Connectivity within the Tees Valley, improving access to work, leisure etc.,
  - Connectivity between the Tees Valley and other regional and national centres to improve both mobility and our logistics industry, a key driver of economic growth, and

- Connectivity internationally, to scale up exports and inward investment

These ambitions cover road, rail, air and sea; for freight, passengers, commuters and visitors.

4.4. The main powers exercised by ITAs are

- a) Subsidising bus services which are not profitable to run but are considered socially necessary.
- b) Providing/maintaining bus stations and shelters and planning and funding new public transport facilities.
- c) Providing travel information about transport services.
- d) Funding/managing concessionary travel schemes for the elderly, disabled, students, etc. including free passes and "Dial-a-Ride" services.
- e) Potentially obtaining more powers over buses through Quality Contracts (QC) or Quality Partnerships.
- f) Certain powers over local train services including influencing setting of fares and timetables.
- g) Producing a Joint Local Transport Plan for the area.

4.5. In relation to economic development we would assume broad well-being powers to promote economic prosperity, have the power to accept devolved funding for economic development purposes and to manage significant investment in transport and economic infrastructure to boost economic growth.

4.6. The scope for devolution of greater powers in future is significant. Greater Manchester Combined Authority has developed a Framework for Planning Cooperation which is designed to take a collaborative approach to land use for housing and economic growth across its 10 local authority areas. This is one example.

4.7. The report 'Northern Futures' outlines some key asks, including devolved powers and resources to create competitive advantage with other regions nationally and internationally across key areas of energy, skills, international trade, transport and connectivity, resources, culture and tourism. The 'asks' range from rebalancing resource distribution to a more equitable share to support growth in northern regions, but devolved responsibilities around skills (to target STEM skills needs, for example), support for renewable energy, carbon capture and storage, and greater development of new and emerging markets / economies in support of international trade.

4.8. There has never been a better time to establish a Combined Authority.

**5. What Would the Combined Authority do?**

5.1. The principal functions of the Combined Authority would be to:-

- (i) Set the strategic economic vision, key priorities and outcomes for the Tees Valley area, in relation to:-
    - Economic Development;
    - Strategic Transport and Infrastructure
    - Employment and Skills
    - Business Investment
    - Low Carbon; and to
  - (ii) Fulfil other duties and responsibilities including to:-
    - determine the use of funding received for joint purposes;
    - approve the commissioning of capital projects; and
    - consider funding agreements and joint venture arrangements
- 5.2. Appendix 1 shows the proposed Terms of Reference for the Combined Authority setting out a comprehensive list of its functions in relation to each of the functional areas in (i) above. It also sets out the decisions that the Combined Authority would take, alongside the decisions to be taken by the local authorities.
- 6. Who would be Members of the Combined Authority and how would Membership work?**
- 6.1. The Combined Authority would consist of a representative Member appointed by each of the five Tees Valley Authorities, with the intention being that this would be either the Authority's Leader or directly elected Mayor, each with one vote. The term of office of each Member would be for one year. Each Leader / Elected Mayor could take responsibility for a specific portfolio within the Combined Authority's remit, working with the support of other Members through a designated Sub-Committee (see 5.7 below).
- 6.2. Each constituent Authority would nominate a specified Member (e.g. relevant Cabinet portfolio Member / Committee Chair) to be a substitute to attend meetings of the Combined Authority, when a representative Member is unable to attend, or at a time when there is a vacancy in respect of the Authority's representative Member.
- 6.3. A constituent Local Authority may terminate the appointment of its representative Member and nominated substitute at any time and may appoint others in place of those Members. A representative Member or nominated substitute may resign his/her membership of, or position on, the Combined Authority at any time by providing for the appropriate notice.
- 6.4. A representative Member or nominated Substitute would cease to be a representative Member or Substitute if they cease to be a Member of the constituent Council that appointed them. Appropriate notice would be given. As soon as practicable, the relevant Authority would arrange to appoint a new representative Member or nominated substitute.

- 6.5. Members on the Combined Authority could co-opt others (e.g. business representatives) in line with the current TVU Leadership Board.
- 6.6. The Chair and Vice-Chair would be appointed annually for a one year term by the Combined Authority from amongst the representative Members of the constituent Local Authorities and the positions would rotate between the constituent Councils each year.
- 6.7. Appendix 2 sets out some detail of the current TVU management and financial arrangements. It then goes on to set out the detailed proceedings of the Combined Authority.

**7. What would be the Relationship with the LEP?**

- 7.1. We want our Combined Authority to be as efficient and effective as possible. One means of achieving this is to make the business and meetings of both the LEP and the Combined Authority seamless. In other parts of the country where Combined Authorities have been set up, they continue to operate the LEP in a separate, if coordinated, cycle of meetings to the Combined Authority.
- 7.2. It would be necessary to ensure that meetings are chaired and managed appropriately. There is a requirement for LEPs to be chaired by someone from the private sector and constitutionally a Combined Authority should be chaired by an Elected Member. Local authorities are involved in, advise and are represented on the LEPs, usually through the Council Leader, and businesses can be involved in, advise and be represented on a Combined Authority. This model brings to decisions the expertise of business in the Tees Valley, and ensures through the Combined Authority that the local authorities are accountable for the money that is being spent. Business members would effectively be expert non-executive directors of the Combined Authority.
- 7.3. It would be possible to enhance governance arrangements by ensuring Leaders and the Elected Mayor, when not chairing the Combined Authority, each acts as a spokesperson for a specific theme in a similar way to the current arrangements with the LEP and with these roles each having a corresponding business “shadow”, maintaining and enhancing the strength of the current arrangements.
- 7.4. It is important as part of any future developments that the excellent delivery and working arrangements that we have currently (through our LEP) are preserved but that transparency and accountability of democratic decision-making is at its core.
- 7.5. To facilitate and provide for effective governance arrangements going forward LEP and Combined authority meetings would essentially be one meeting with a two-part agenda.



- 7.6. The LEP element of the meeting would be chaired by a representative of the Business Community (with a local authority Vice Chair who would be the Chair of the Combined Authority). Local authorities would continue to be involved in, advise and influence the business of the LEP, as now. This is not a decision making body as decisions would be taken by the Combined Authority.
- 7.7. The meeting would then seamlessly move to the business of the Combined Authority. For that aspect which is decision-making, the Chair would be a local authority elected member. The decisions would be taken by those representatives with voting rights, with others in attendance.
- 7.8. If the intention is that membership of the Combined Authority is afforded to all LEP members, then this would aid a seamless approach.

**8. How would Scrutiny Arrangements work?**

- 8.1. Part 6 of the Local Democracy, Economic Development and Construction Act 2009 states that every Combined Authority must put into place arrangements for the review and scrutiny of the discharge of its functions.
- 8.2. CLG has set out to all local authorities what it sees as good practice in relation to governance and scrutiny and this formed the basis of its recent consultation on Combined Authorities and Economic Prosperity Boards, to which the Tees Valley responded. CLG's proposal to amend the legislation is expected to be confirmed.
- 8.3. The proposed scrutiny arrangements for the Tees Valley Combined Authority are therefore based upon and incorporate the CLG guidance, plus items which have been included in the current Orders for the new Combined Authorities published by the Secretary of State.
- 8.4. It is proposed that there be a Scrutiny Panel of 3 Councillors from each of the Tees Valley constituent councils. This is consistent with a number of Combined Authorities already set up and would produce a sensible number of Councillors to be a Panel for the Tees Valley. Membership of the Scrutiny Panel must be politically proportionate.
- 8.5. The quorum of the Combined Authority Scrutiny Committee is proposed to be 7, which must include representatives of 3 out of the 5 Tees Valley Authorities. There could not be a minority of councils making recommendations on behalf of the majority.
- 8.6. Whilst it is anticipated that it would have the ability to 'call-in' decisions of the Combined Authority, the work programme of the Scrutiny Panel is intended to encompass upstream work: reviewing, informing and shaping policy and decisions and the direction of the Combined Authority. This would help to ensure that any decisions which are made by the Combined Authority are in line with its agreed policies. The Greater Manchester Scrutiny Panel is

deemed to be working well under this model with Members examining significant areas of policy in relation to the Combined Authority's business.

- 8.7. The support necessary to run the Combined Authority Scrutiny Committee arrangements (i.e. any necessary resources and staff) is intended to be provided by the Authority of the Chair, and is to rotate annually between the Tees Valley Authorities in the same way.
- 8.8. It is intended that by operating the support in this way that the Scrutiny arrangements can be run at little or no extra cost to the Combined Authority, with the support work being absorbed into the relevant Authority's day to day work. This is similar to the arrangement already in place at the Greater Manchester Combined Authority, where it is working effectively. The democratic services officers already in place at Manchester City Council run the scrutiny panel in practice, and have been able to absorb the extra work into their own department. West Yorkshire Combined Authority have also confirmed that there is to be no additional cost associated with their own scrutiny arrangements. As part of the development of the new arrangements further work will be undertaken to establish the support arrangements and model for scrutiny. More detail behind the scrutiny arrangements is set out in Appendix 3.

**9. Update on the Timetable to becoming a Combined Authority**

- 9.1. There are a number of stages to the process of becoming a Combined Authority as defined by Government, and this dictates, in part, the timescale for securing this status.
- 9.2. Following consideration of the matter by respective Cabinets / Finance and Policy Committees upon agreement we would move to the drawing up of what is known as our "scheme"; what the Combined Authority is, what its powers are intended to be, who is on it, how it would operate. The contents of this report would form the basis of the scheme. We would work closely with officials at the Department for Communities and Local Government to prepare this. Much of the detail within this report and its appendices would form the basis of our scheme. It is expected that we would have consulted locally on our scheme before submitting it to Government. In accordance with our own good practice as local authorities we would want to do this anyway. Outline plans for consultation are set out below.
- 9.3. The next stage involves Government engaging and consulting on our scheme. We will have consulted locally already, effectively warming up our partners, business and stakeholders to the benefits of our proposals. If Government concludes that our proposals are supported (including by our own local authorities) and meet statutory criteria of improving the efficiency and effectiveness of transport and economic development and delivering economic growth, then Government moves to stage 4.

- 9.4. The final stage involves the laying of an Order before both Houses of Parliament. Once approved by both Houses, the Order is made and then comes into force on a specified, pre-agreed date.
- 9.5. In broad terms, we are reporting to Cabinets / Finance and Policy committees in November / early December (this report is also going to other Councils comparable arrangements) to seek approval for our proposals and to progress to local consultation. It is anticipated that, subject to the outcome of consultation, we would be ready to submit the scheme to Government in February / March 2015. The General Election takes place in May 2015 and there will undoubtedly be a delay in proceedings within Government for several weeks afterwards. There is a need for the Order to be debated in both houses of Parliament so the most likely conclusion is that the earliest our Combined Authority could come into being is October 2015 or during the winter of 2015/16.. It may be desirable to consider our Combined Authority as operating in shadow form, through our LEP, ahead of its formal approval by Parliament. This would aid a seamless transition.

## **10. How would we Consult on our Proposals?**

- 10.1. A detailed consultation plan has been developed and will be implemented subject to all five Cabinets' / Finance & Policy Committee's approvals. Considerable work has already been undertaken to inform key stakeholders about our ambitions and the rationale for a Combined Authority for the Tees Valley, but consultation will commence in earnest as soon as all five authorities have approved this report. Set out below is a summary of the approach to consultation.
- 10.2. There are a range of organisations, groups, individuals which form part of the proposed consultation arrangements.
- Association of North East Councils / North Yorkshire Councils
  - Businesses and Business Organisations
  - Colleges / Schools
  - Durham Tees Valley Airport
  - Government Departments and Agencies
  - Members of Parliament and House of Lords representatives
  - North Yorkshire LEP
  - Parish and Town Councils
  - Ports
  - Regional and Sub Regional Newspaper Editors
  - Residents
  - TVLEP / NE Combined Authority
  - Trade Unions
  - Universities
  - Other partners
- 10.3. The timescales have been predicated based on other elements already incorporated into the overall project plan. The consultation with those groups detailed above is to be arranged and delivered in December 2014 and January 2015.

- 10.4. For each of the target groups there are a range of potential options. Taking the examples cited from the NE Combined Authority, which was recommended to us by CLG, the proposal would be as follows:
- 10.5. (NB a number of these are essentially precursors to any communications strategy but are included here at this stage for completeness.)
- Key documents and FAQ and contact information for feedback on each LA website
  - Letter to key stakeholders inviting direct response to proposals
  - Key contacts for each key consultee for more detailed discussion for feedback if required
  - Online consultation with residents via each authority website

## **11. RECOMMENDATIONS**

### **11.1. Members are recommended to:**

- Endorse the progress being made towards the creation of a Combined Authority for the Tees Valley as set out in this report
- Request that appropriate consultation is carried out as outlined in the report
- Receive a further report to the five Borough Councils at the conclusion of the consultation prior to submission of a scheme to the Secretary of State.

## **12. BACKGROUND PAPERS**

- Appendix 1 - Terms Of Reference And Proceedings Of The Proposed Combined Authority
- Appendix 2 - TVU, TVU Costs And Financial Arrangements
- Appendix 3 - Detail Of The Scrutiny Arrangements

## **13. CONTACT OFFICERS**

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**APPENDIX 1**

**TERMS OF REFERENCE AND PROCEEDINGS OF THE PROPOSED  
COMBINED AUTHORITY**

**Terms of Reference**

The Combined Authority, and the Joint Committee before it should we need one, would have the following terms of reference and delegated powers:-

**NB the Terms of Reference are still draft and subject to development and further consideration through the Working Group.**

**Economic Development**

- Prepare, monitor and review the Tees Valley-level economic strategy (Statement of Ambition, Investment Plan, Business Plan, Action Plans etc) for approval by each of the Member Authorities
- Undertake economic assessment, research and provide an evidence base for economic strategy at the Tees Valley level and at the Borough level.
- Prepare and submit policy responses to consultations that impact on the economy of the Tees Valley
- Develop and manage interventions, projects and programmes which respond to the economic strategy of the Tees Valley
- Prepare and submit funding bids for interventions, projects and programmes which respond to economic strategy at a Tees Valley level.
- Be responsible for ensuring that core business advisory services are available to SMEs across the Tees Valley, with additional business support services being delivered, in consultation with the Local Authorities, to meet each Borough's individual sector priorities.

**The Combined Authority would approve the Tees Valley-level economic strategy (comprising e.g. the Statement of Ambition, Investment Plan, Business Plan, Action Plans etc).**

**The constituent Local Authorities would, in the interests of each of their respective administrative areas, provide such input into the preparation of the economic strategy as may be required.**

**The Combined Authority would approve the submission of responses to consultations.**

**The constituent Local Authorities would provide such input as may be required to support such preparation and submission.**

**The Combined Authority would approve the submission of funding bids.**

**The Constituent Councils would provide any necessary support for the preparation of such bids.**

**The local authorities would continue to prepare and agree their own economic development and regeneration strategies and plans as they wish, for the delivery of locally elected members' ambitions. These plans and those of the Combined Authority should be consistent and mutually complementary**

### **Employment and Skills**

- Take a lead role in relation to Employment and Skills policy initiatives.
- Lead on activities to drive the TVU Employment Skills Advisory Group.
- Lead activities to develop the Tees Valley Employment, Learning and Skills Framework and encourage implementation across the five Local Authority areas.
- Influence high level content of the DWP Work Programme and FE provision.
- Develop links and Employment and Skills policy alignment with 14-19 activities.
- Influence DWP prime provider performance through attending regular reviews and ensuring that TVU priorities are fed through to delivery programmes, and on a borough level depending on need.
- Engage with DWP providers/employers on the ground to facilitate closer working between partners and create additional/sustainable job opportunities across the Tees Valley.
- Provide intelligence to providers (including primary and secondary schools) on future skills and labour market requirements, aligned to the growth plan whilst working with colleagues and other learning providers to develop a more labour market focus to their delivery, share emerging markets and skills sector knowledge
- Work with partners to join up the employer offer across Tees Valley and link with similar regional/local aims to provide dedicated access

points for employers (via websites and key contacts).

- Coordinated the production of Tees Valley materials and resources to support and develop aspirations and choice, working closely with all partners.
- Co-ordinate a sub-regional network of key partners/providers to manage co-ordinated employer support for multiple vacancies etc.
- Work with employers, Sector Skills Councils etc to develop/facilitate sector focussed training opportunities linked to areas of future growth in the labour market.
- Ensure that employment and worklessness initiatives are effectively targeted at those farthest from the labour market.

Ensures that local and national initiatives are coordinated into a coherent programme of support for young people, adult learners and employers

- Work with partners/key employers to develop more structured opportunities for unemployed people to access jobs.

#### **Business Investment**

- Undertake business engagement and support including SMEs in consultation with the Local Authorities.
- Develop and approve a strategy and action plans for work of Tees Valley level significance in relation to:
  - Investment by both UK and foreign owned companies
  - Relocation into the Tees Valley from another UK source
  - Investment for the first time by non-UK companies
  - Exporting by Tees Valley companies
  - Supply chain development
- Take responsibility for enquiry and client handling, liaising with clients and public and private sector partners across the Tees Valley; Site allocation, site briefs, identifying business synergies.
- Identify existing and emerging opportunities, defining marketing targets by industry sectors/sector analysis and developing strategy.
- Undertake marketing to attract Tees Valley level opportunities into the Tees Valley.

**The Combined Authority would approve a Tees Valley wide strategy for business investment, inward relocation, exporting and supply**

**chain development.**

**The constituent Local Authorities would inform the development of the strategy, providing such input as may be appropriate or required in respect of their respective administrative areas.**

**Local authorities would continue to be able to provide their own levels of business investment and support, in relation to their own economic development and regeneration strategies and plans aligned with but mutually complementary to those of the Combined Authority.**

**Low Carbon**

- Undertake project and financial management of studies linked to the Low Carbon Strategy.
- Liaise with Government departments and agencies to address barriers to investment.
- Coordinate consultation responses to a range of related consultations from Government, including National Planning Statements and energy policy, as well as EU legislation.
- Provide support to industry to develop low carbon infrastructure such as Carbon Capture and Storage, district heating, energy hubs, novel waste technologies and energy from waste plants.
- Assist in the preparation of funding bids for industry projects for national and European funds and the Green Investment Bank.
- Further developing relationships with NEPIC, CPI and other groups such as PICCSI and other relationships to assist in the delivery of key projects.
- Help to develop and articulate Tees Valley's offer as one of the largest integrated low carbon networks in Europe.
- Examine new delivery vehicles for the key projects.

**Transport**

The main powers exercised by ITAs are:

- a) Subsidising bus services which are not profitable to run but are considered socially necessary.
- b) Providing/maintaining bus stations and shelters and planning and funding new public transport facilities.
- c) Providing travel information about transport services.
- d) Funding/managing concessionary travel schemes for the elderly, disabled, students, etc. including free passes and "Dial-a-Ride"



- services.
- e) Potentially obtaining more powers over buses through Quality Contracts (QC) or Quality Partnerships.
  - f) Certain powers over local train services including influencing setting of fares and timetables.
  - g) Producing a Joint Local Transport Plan for the area.

The Tees Valley does not have an ITA, therefore specific functions for the Tees Valley Combined Authority would be:

- Develop and approve the Rail Strategy
- Develop and approve the Transport and Infrastructure Strategy including transport topics of significant importance e.g. Rail, Strategic road network and Airports.
- Manage and develop the successful on-going strategic relationship with the Highways Agency, and other Government departments and agencies (ie DfT, Network rail, rail franchise holders
- Deliver modelling and analytical support for scheme and strategy schemes.
- Approve and submit bids for funding for Tees Valley level transport schemes.
- Develop, approve and implement in collaboration with the Local Authorities capital project procurement for transport schemes at a Tees Valley level.
- Represent those Authorities comprising the Combined Authority within regional, pan-northern and national fora lobbying for more investment in infrastructure

**The Combined Authority would approve the Rail Strategy and the Transport and Infrastructure Strategy.**

**The constituent Local Authorities would provide such input and support as may be required.**

**The Combined Authority would approve and submit bids for transport scheme funding.**

**The constituent Local Authorities would provide support for and input to the development of such bids.**

**The Combined Authority would approve the procurement of Tees Valley level transport schemes.**

**The constituent Local Authorities would assist with the development**

**and implementation of such procurement.**

**Other Duties/Responsibilities**

- Determine the use of money that comes to TVU for joint purposes, such as Growing Places Fund, DfT Major Schemes, and any Regional Growth Fund, ERDF, ESF etc coming to TVU collectively.
- Decide strategic enablement and investment from the monies generated from TVU activities such as recycling of business rates uplift funds generated by Enterprise Zones.
- Determine the use of money allocated to TVU, such as funding allocated to TVU by local authorities and other bodies.
- We should include the General Power of Competence as far as it relates to the delivery of the Combined Authority's functions.

**The Combined Authority would approve the use of monies received for joint purposes.**

**The constituent Local Authorities would provide such support and advice as may be required.**

**The Combined Authority would approve strategic enablement and investment from funding generated by TVU activities.**

**The constituent Local Authorities would provide appropriate advice and support to ensure that the most advantageous strategic enablement and investment takes place.**

**The Combined Authority would approve the use of funds allocated to TVU.**

**The constituent Local Authorities would assist TVU to put such funds to the most appropriate use by providing such support and guidance as may be required or necessary.**

Underpinning the powers of the Combined Authority (and those of the local authorities) would be the notion of subsidiarity: doing the right thing, in the right place, at the right level.

**APPENDIX 2**

**TVU, TVU COSTS, FINANCIAL ARRANGEMENTS, EFFECTIVE  
COLLABORATION AND PROCEEDINGS OF THE COMBINED  
AUTHORITY**

**TVU**

TVU staff are employees of Stockton-on-Tees Borough Council (“SBC”) and would continue to be managed by the Managing Director and his management team.

For the purposes of the Combined Authority, the head of paid service would be known as the Chief Executive. The Chief Executive would continue to provide high level strategic direction for TVU, and would be accountable to the Combined Authority and LEP and work closely with the Local Authority Chief Executives and their Senior Officers.

TVU staff would provide all necessary professional expertise and support to enable the Combined Authority to discharge its functions; to advise the Combined Authority on matters within its terms of reference and to provide secretarial and administrative support to the Combined Authority.

**TVU Costs**

TVU costs are the costs of TVU/SBC employees, provisions, transport, supplies and service and support services.

**Financial Arrangements**

SBC would continue to be the accountable body for the Combined Authority as it is for TVU currently.

TVU costs and any costs related to the operation of the Combined Authority would be allocated to each Local Authority in the following agreed proportions:-

Darlington Borough Council	15.80%
Hartlepool Borough Council	14.67%
Middlesbrough Borough Council	20.89%
Redcar & Cleveland Borough Council	20.98%
Stockton-on-Tees Borough Council	27.66%

\*(NB – taken from the 31 March 2011 Joint Agreement for the Governance of Tees Valley Unlimited)

The Local Authorities and Combined Authority would agree the TVU Costs and costs related to the operation of the Combined Authority prior to the 28

February of each year. There would be a timetable for discussion between the local authorities and the Combined Authority on budget requirements in advance of this date and it is intended that budget requirements would be considered on a three year rolling programme.

Each Local Authority's contributions (except for SBC) would be paid on the 1 April, July, October and January of each year.

The Combined Authority would be required to draw up its own financial regulations and standing orders. Like any organisation there are a number of financial practices that the Combined Authority would need to undertake such as the production of a medium term financial plan, audit, payroll, treasury management, etc. There are, however, a number of additional requirements a Combined Authority would need to undertake. These include, the production of a statement of accounts, the appointment of an independent external auditor, a separate bank account and separate government returns such as VAT.

It is proposed, to minimise costs and streamline the process, that financial support, including the Statutory Section 151 Officer role, would be provided by one of the constituent authorities. Financial procedures and practices would also follow those of the constituent authority.

The costs attributable to the Combined Authority in exercise of its functions relating to economic development, transport and skills including economic investment (such as the Growth Fund, EZ income and European Funding) (together with any start-up costs) would be apportioned between the constituent authorities as outlined under the arrangements above.

Based on the analysis undertaken to date, it is estimated that there will be minimal additional costs for each local authority in the running of the Combined Authority. There will, however, be some additional costs associated with the set up of the new body, such as Audit Fees, but these will be kept to a minimum.

If the Combined Authority has assets, we may need to consider the powers required for the Combined Authority to borrow against those assets.

### **Effective Collaboration**

Although the Chief Executive of the Combined Authority would be accountable to that authority (through the Chair - a Leader or Elected Mayor), made up of its constituent members, it must be seen that in all purposes this is within an effective collaboration across all five of the Tees Valley 'family' of authorities, as it is now. The Chief Executive would work very closely with all the local authority Chief Executives (as now). S/he would be fully cognisant of the political drivers and strategic imperatives of the member authorities (and business community) as now. S/he would meet regularly with local authority Chief Executives, as now, to conduct LEP and Combined Authority business, ensuring all authorities are 'lined up', as now,

to facilitate a smooth approach to decision-making at the Combined Authority. It should be noted that the Combined Authority would be expecting this collaborative approach, so accountability of the Combined Authority Chief Executive through the Chair would also be, in effect, accountability to the wider family of Leaders and elected Mayor and their Chief Executives.

### **Proceedings of the Combined Authority**

The Combined Authority would hold an Annual Meeting each year, and at least three other meetings during the year.

In the event of a casual vacancy occurring in the office of Chair or Vice Chair of either the Combined Authority the constituent Authority by whom the previous Chair or Vice Chair was nominated, would nominate a successor to hold office for the remainder of the term of office of the member in respect of whom the vacancy arose.

If both the Chair and Vice-Chair are absent from a meeting of the Combined Authority, one of the other representative Members would be appointed to preside over the meeting.

The Chair in consultation with the Vice-Chair, may call a meeting of the Combined Authority at any time and would call a meeting within seven working days if required by at least 3 of the representative Members.

The agenda for the Combined Authority meetings would be agreed in consultation with the Chair and Vice Chair.

A summons to attend a meeting, specifying the business proposed to be transacted at the meeting would be sent to each representative Member and a copy would also be sent to the Chief Executive of and two other officers specified by each constituent Authority.

Meetings would be held at such place and at such times as the Chair shall, in consultation with the Vice Chair determine.

Decision-making would be structured to ensure that issues of critical importance to the Boroughs, such as those which placed costs or risks on the Borough Councils, were taken only by Leaders and the elected Mayor. The Combined Authority would not have the power to incur expenditure on other authorities, nor would it have the power to place additional risks on other authorities over and above expenditure and risk that is a result of what is agreed by each authority and covered by the Combined Authority constitution, including the investment, business and financial plans (see below).

To retain unity of purpose across work done by local authorities individually and the work of the Combined Authority, joint decision-making on strategy and business planning would be put in place. For example, the constitution

of the Combined Authority would set out that decisions would be taken in accordance with the following framework agreed by the Combined Authority AND formally by each local authority individually:

- Statement of Ambition: the strategy in accordance with which TVU and the Combined Authority will work
- Investment Plan
- Annual rolling TVU / CA Medium-Term (3-4 year) Financial Plan, including local authority financial contributions
- Annual Business Plan

Beyond these, each matter arising at a meeting of the Combined Authority would be determined by a majority of the votes of the Members present and voting; each representative Member or substitute Member acting in that Member's place would have one vote and no Member would have a casting vote.

If a vote on any matter is tied, it would be deemed not to have been carried.

Three representative Members and/or nominated substitutes would represent a quorum.

Minutes of the proceedings of the Combined Authority would be taken and would be submitted to the next ordinary meeting (or Annual Meeting, as appropriate) for approval.

Copies of the minutes of the meetings would be provided for each of the Local Authorities within 7 working days of a meeting.

The Combined Authority may appoint such Committees or Sub-Committees (e.g. in connection with the EU Structural and Investment Fund), with such quorum of representative Members as may be determined.

The meetings of the Combined Authority's Committees, or any of its Sub-Committees, would be public meetings unless exempt or confidential information is to be discussed.

The Tees Valley LEP has already transferred Investment Panel part A meetings into the Tees Valley ESIFS Committee in 'shadow' form (October 2014) to comply with EU regulations. This is a sub-committee of Government (CLG) and its relationship with the LEP will simply transfer to become a relationship with the Combined Authority.

### **Duration, Variation and Termination**

The Combined Authority would be established by the Secretary of State through a statutory order approved by resolution of each House of Parliament. It can only be abolished by order of the Secretary of State, and with the consent of a majority of the constituent Councils.

That consent would make appropriate provision for:-

- the redeployment, transfer or secondment and/or payment of the costs of redundancy, including pensions liabilities, of any employees who would no longer be required following termination/abolition.
- the closing of any related redundant accounts and the payment of any relevant outstanding costs.
- the sharing of any costs or other liabilities relating to the continued occupation and/or termination of occupation of any accommodation no longer required.
- the sharing of any costs or liabilities regarding any funding arrangements, other agreements or contracts.
- the disaggregation of any (non-personnel) assets (financial or otherwise), rights and liabilities.
- all of these costs or liabilities to be shared in the same proportions as the Local Authority contributions to the funding of TVU costs (the costs of employees, premises, transport, supplies and services and support services)

Withdrawal from the Combined Authority can only take place in accordance with the relevant legislative requirements.

A withdrawing Local Authority would have to make appropriate provision for:-

- the redeployment, transfer or secondment and/or payment of the costs of redundancy, including pension liabilities, of any employees who would no longer be required following the withdrawal of the relevant Council and for the relevant Council to be responsible for such costs.
- the payment by the relevant Council of its share of any accounts or outstanding costs.
- the sharing of any costs or other liabilities relating to the continued occupation and/or termination of occupation of any accommodation no longer required for the purposes of the arrangements.
- the sharing of any costs or liabilities regarding any funding arrangements, other agreements or contracts
- the disaggregation between the relevant Council and the other Councils of any assets (financial or otherwise), rights and liabilities at the time of the relevant Council's withdrawal, and assuming that the

relevant arrangement (Combined Authority) is to continue in operation.

- all of these costs or liabilities be shared in the same proportions as the Local Authority contributions previously referred to.

The disaggregation of any assets, rights and liabilities may, however be deferred by the remaining Councils to a future date which they determine, where they consider that the disaggregation would prejudice the operation of the relevant arrangements.

Where a Council has given notice of withdrawal and the remaining Councils consider that it would be more appropriate for the relevant arrangement as a whole to be terminated by mutual agreement, the relevant provisions about mutual agreement would apply

### **Dispute Resolution**

Any dispute or question arising between the Local Authorities in relation to the arrangements for the operation of the Combined Authority would be referred for determination to an independent expert, in accordance with provisions regarding the experts appointment; timescale for making of a determination; opportunity for the parties to the dispute to make representations; expert's fees and expenses; costs; and the binding nature of the determination.



**APPENDIX 3**

**DETAIL OF THE SCRUTINY ARRANGEMENTS**

The term of office for representatives is to be for one year from the date of the annual Council meeting. If a representative ceases to be a Councillor, or wishes to resign from the Scrutiny Panel, the relevant Council shall inform the Combined Authority secretariat and the replacement representative shall serve for the remainder of the original representative's term of office. This mirrors the arrangements in the South Tees Heath Scrutiny Committee.

The draft Scrutiny Protocol also provides that a Chair and Vice Chair (to come from different political groups) shall be elected annually, with the position to rotate between the Constituent Councils each year. Additionally, the Chair is required to be a member of the opposition.

The support necessary to run the Combined Authority Scrutiny Committee arrangements (i.e. any necessary resources and staff) is intended to be provided by the Authority of the Chair, and is to rotate annually between the Tees Valley Authorities in the same way.

It is intended that by operating the support in this way that the Scrutiny arrangements can be run at little or no extra cost to the Combined Authority, with the support work being absorbed into the relevant Authority's day to day work. This is similar to the arrangement already in place at the Greater Manchester Combined Authority, where it is working effectively. The democratic services officers already in place at Manchester City Council run the scrutiny panel in practice, and have been able to absorb the extra work into their own department. West Yorkshire Combined Authority have also verbally confirmed to us that there is to be no additional cost associated with their own scrutiny arrangements, as the work would be absorbed by existing staff, in their case staff at what used to be their Passenger Transport Executive

With regard to the call in procedure, Members of the Scrutiny Panel shall have the power to call in any decision by the Executive Board or of the Combined Authority.

5 Members of the Scrutiny Panel are required to object to a decision before a call-in can be implemented, and are to have a 5 day period following the publication of any decision to effect the call-in.

Manchester Scrutiny Panels work involves a high level overview of their own Combined Authority's growth or reform plans. Recent items from their 2013 and 2014 calendar include an overview of the Greater Manchester Growth and Reform Plan which proposes to eliminate the gap between public spending and tax generated in that region, and overview of various growth or reform projects relating to housing, worklessness, youth

unemployment and infrastructure. It is therefore anticipated that the Combined Authority's work programme would encompass reviews of the Combined Authority's policies and overview of any projects which the Combined Authority set up once in existence.

This approach would ensure a greater role for elected Members in the governance of the Combined Authority (when compared to current arrangements with TVU).



# **Proposal for a Tees Valley Combined Authority**

## **Consultation Report**

### **February 2015**

## **1. Introduction**

The five councils have been working together to investigate the potential of a Combined Authority for the Tees Valley. As part of this work they have sought the views of a range of stakeholders across the area on the proposal including the proposed priorities for the Combined Authority. Detail on the consultation process and the responses received will be set out over the following sections:

- Consultation Process
- Summary of responses
- Responses (detailed)
- Conclusions
- Appendix A – Consultation Timeline
- Appendix B – Consultation Documents
- Appendix C – Letters received in response to the consultation

As advised by DCLG the consultation has been modeled on that undertaken by the seven councils to the north of the Tees Valley in the development of the North East Combined Authority. We have taken account of the approach which they utilised and have developed this to enhance response rates through the consultation. This has been effective and a better response rate has been achieved with 1,911 responses received to our consultation compared to the North East Combined Authority total of 650 stakeholders (including over 450 residents).

## **2. Consultation Process**

Consultation on the proposal for a Tees Valley Combined Authority ran between 10<sup>th</sup> December 2014 and 31<sup>st</sup> January 2015 (consultation timeline included as appendix A).

Within this time a range of methods were used to promote access to the consultation in a variety of ways across the five authorities including but not limited to:

- Online survey;
- Reports/presentations to a variety of committees/partnerships/groups;
- Letters to businesses/organisations/groups providing the link to the online survey;
- Dedicated webpage on each council website and the Tees Valley Unlimited (TVU) website which linked through to the online survey;
- Press releases;
- Articles in council magazines.

The following information was made available on the websites of each of the 5 councils and Tees Valley Unlimited:

- Consultation document
- Online survey
- Frequently Asked Questions (FAQs)
- Draft Governance Review

- Background report that went to the councils cabinet/committee
- Press releases
- Video

Links were also provided from the online survey to the consultation document (included as appendix B) and FAQs so that those completing the survey could access them easily to ensure they have the information available to understand the basis for the consultation.

A range of organisations, groups and individuals have been contacted directly during the consultation period including:

- Association of North East Councils (ANEC)
- Businesses and Business Organisations
- Colleges / Schools
- Durham Tees Valley Airport
- Elected Members
- Government Departments and Agencies
- Members of Parliament and House of Lords representatives
- North East Local Enterprise Partnership / North East Combined Authority
- North Yorkshire County Council
- North Yorkshire Local Enterprise Partnership
- Parish and Town Councils
- Ports
- Regional and Sub Regional Newspaper Editors
- Residents
- Trade Unions
- Universities
- Other partners

### **3. Summary of Responses**

In total 1,911 responses were received to the consultation.

74.46% agreed that the partnership approach was important.

64.77% agreed that the Tees Valley should strengthen its partnership approach through a new Combined Authority.

86.39% agreed that Economic Development was an important area of economic growth for the Tees Valley.

90.59% agreed that Employment and Skills were an important area of economic growth for the Tees Valley.

89.55% agreed that Business Investment was an important area of economic growth

for the Tees Valley.

89.09% agreed that Transport and Infrastructure was an important area of economic growth for the Tees Valley.

68.14% agreed that Low Carbon was an important area of economic growth for the Tees Valley.

#### 4. Responses (detailed)

In total 1,911 accessed the survey. It should be noted that not all of those who looked at the survey answered every question and therefore we have identified the number who skipped each question. The number of responses received was significantly higher than that achieved by the other North East authorities when they consulted on their proposal for a North East Combined Authority. In total 650 stakeholders (including over 450 residents) participated in their local consultation exercise.

##### Question 1

We asked...

Please tell us who you are (choose 1)

The response was...

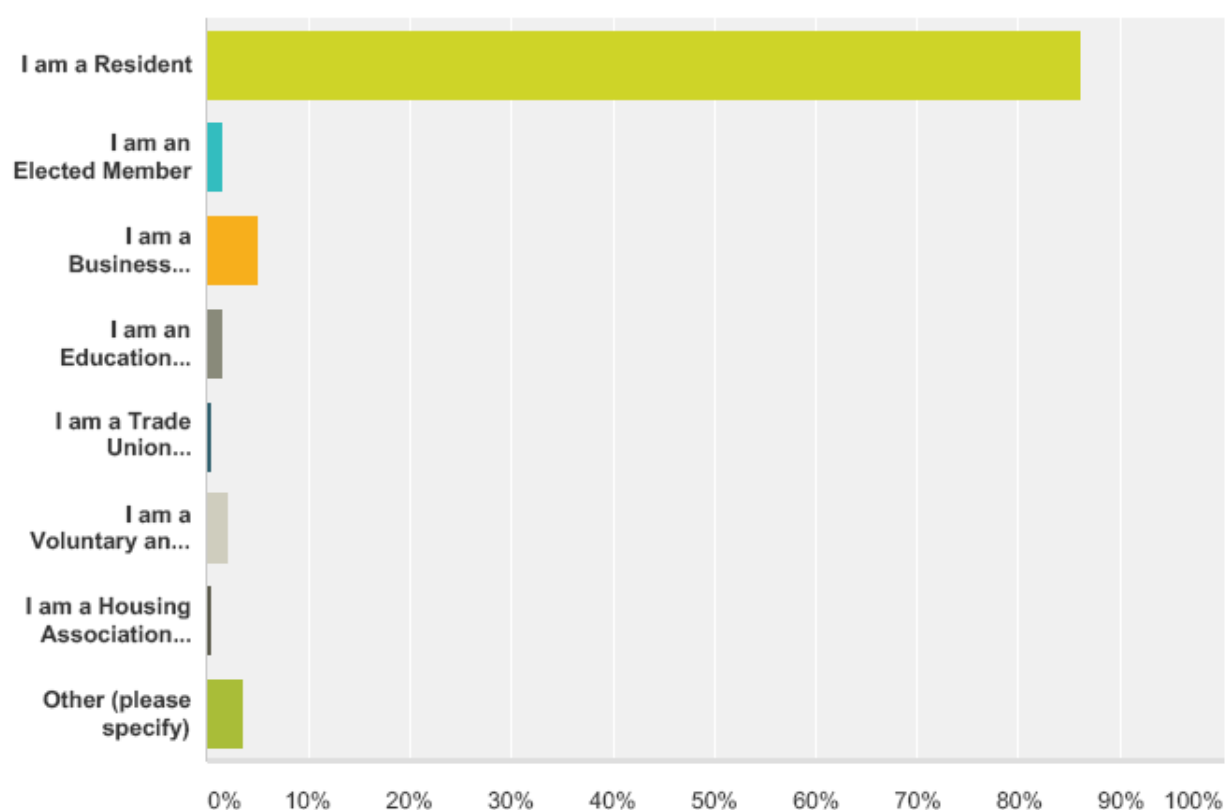
	Number	Percentage
Resident	1,638	85.98%
Elected Member	28	1.47%
Business	94	4.93%
Education Provider	27	1.42%
Trade Union	6	0.31%
VCS	39	2.05%
Housing Association	7	0.37%
Other	66	3.46%
<b>TOTAL</b>	<b>1,905</b>	<b>100%</b>

6 skipped this question.

Others include the following:

- Local Healthwatch representative
- English Heritage

- NHS Foundation Trust
- Individuals who work in the Tees Valley
- Employees from the 5 Local Authorities in the Tees Valley
- Parish Councils
- North Yorkshire County Council
- Member of Parliament
- Partner Organisation
- NHS staff
- Business owner
- Individuals who identified as being from more than one group e.g. resident and business owner



## Question 2

We asked...

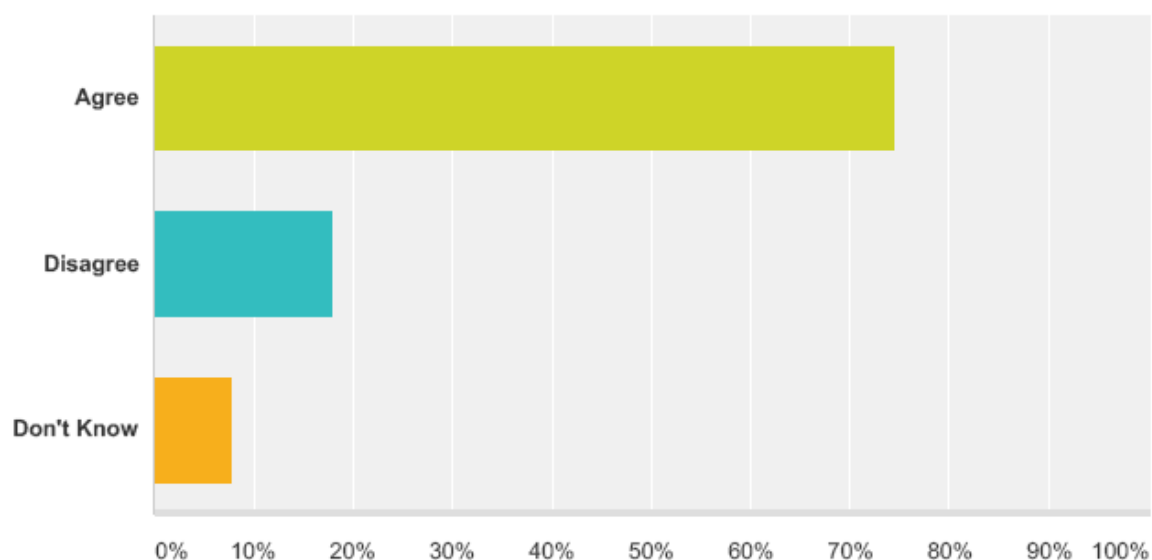
The five Tees Valley local Councils are committed to working together with business to create more jobs, support businesses to flourish and attract new investment into the Tees Valley. Do you think that this partnership approach is important?

The response was...

<b>Agree</b> <b>74.46%(1,382)</b>	<b>Disagree</b> <b>17.89%(332)</b>	<b>Don't Know</b> <b>7.65%(142)</b>
--------------------------------------	---------------------------------------	--

	<b>Agree</b>	<b>Disagree</b>	<b>Don't know</b>
Resident	1,153	307	131
Elected Member	22	5	0
Business	84	5	4
Education Provider	25	0	2
Trade Union	5	1	0
VCS	32	2	3
Housing Association	3	2	2
Other	56	7	0
Skipped Q1	2	3	0
<b>TOTAL</b>	<b>1,382</b>	<b>332</b>	<b>142</b>

55 skipped this question.



### Question 3

We asked...



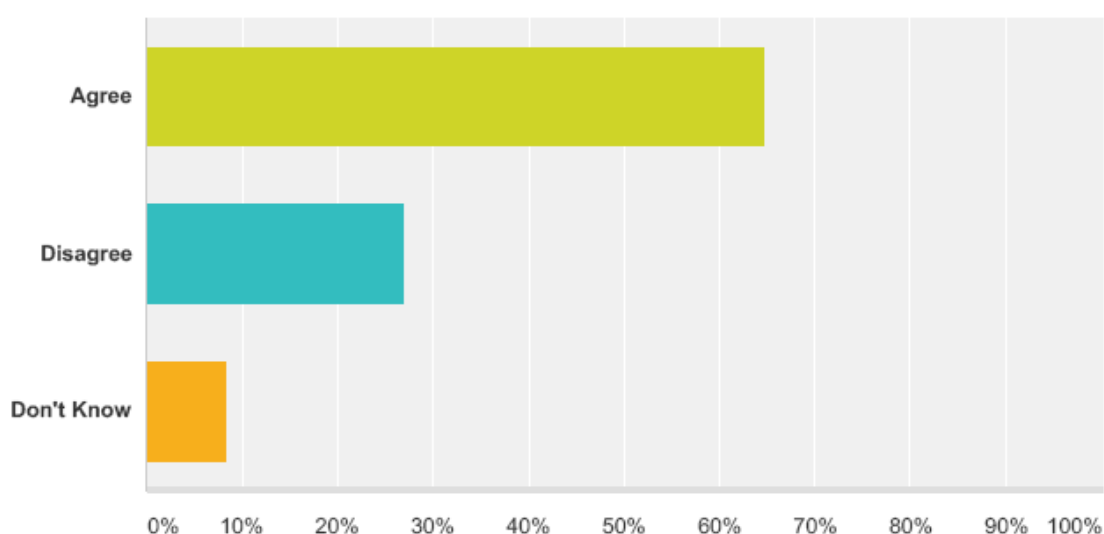
Do you think that we should strengthen the way the five councils work together through a new Combined Authority, cementing our partnership in law, speeding up decision-making, and being ready to accept new powers and resources from Government on these key issues?

The response was...

<b>Agree</b> <b>64.77%(1,184)</b>	<b>Disagree</b> <b>26.91%(492)</b>	<b>Don't Know</b> <b>8.32%(152)</b>
--------------------------------------	---------------------------------------	--

	<b>Agreed</b>	<b>Disagreed</b>	<b>Don't know</b>
Resident	982	463	130
Elected Member	15	6	2
Business	78	7	5
Education Provider	20	3	3
Trade Union	6	0	0
VCS	26	3	7
Housing Association	3	2	1
Other	52	5	4
Skipped Q1	2	3	0
<b>TOTAL</b>	<b>1,184</b>	<b>492</b>	<b>152</b>

83 skipped this question.



**Question 4**

We asked...

Please say whether you agree or disagree with the importance of each of the five areas of economic growth for the Tees Valley area:

220 skipped this question.

**Economic Development**

(i.e. understanding our economy and having the right strategies in place to meet Tees Valley economic needs, to secure new resources to create more jobs)

The response was...

<b>Agree</b> <b>86.39%(1,460)</b>	<b>Disagree</b> <b>8.70%(147)</b>	<b>Don't Know</b> <b>4.91%(83)</b>
--------------------------------------	--------------------------------------	---------------------------------------

	<b>Agreed</b>	<b>Disagreed</b>	<b>Don't know</b>
Resident	1,239	134	78
Elected Member	19	3	0
Business	84	0	2
Education Provider	24	1	0
Trade Union	5	0	0
VCS	28	1	3
Housing Association	4	2	0
Other	55	4	0
Skipped Q1	2	2	0
<b>TOTAL</b>	<b>1,460</b>	<b>147</b>	<b>83</b>

**Employment and Skills**

(i.e. making sure there are local jobs for local people and that local people have the skills they need to do those jobs)

The response was...

<b>Agree</b> <b>90.59%(1,530)</b>	<b>Disagree</b> <b>6.10%(103)</b>	<b>Don't Know</b> <b>3.32%(56)</b>
--------------------------------------	--------------------------------------	---------------------------------------

	<b>Agreed</b>	<b>Disagreed</b>	<b>Don't know</b>
Resident	1,304	93	53
Elected Member	20	2	0
Business	84	0	2
Education Provider	24	1	0
Trade Union	5	0	0

VCS	31	0	1
Housing Association	4	2	0
Other	56	3	0
Skipped Q1	2	2	56
<b>TOTAL</b>	<b>1,530</b>	<b>103</b>	<b>56</b>

**Business Investment**

(i.e. attracting new, and keeping and growing existing, local businesses)

The response was...

<b>Agree</b> <b>89.55%(1,499)</b>	<b>Disagree</b> <b>6.27%(105)</b>	<b>Don't Know</b> <b>4.18%(70)</b>
--------------------------------------	--------------------------------------	---------------------------------------

	<b>Agreed</b>	<b>Disagreed</b>	<b>Don't know</b>
Resident	1,277	95	65
Elected Member	20	2	0
Business	83	0	2
Education Provider	25	0	0
Trade Union	5	0	0
VCS	29	1	2
Housing Association	4	2	0
Other	54	3	1
Skipped Q1	2	2	0
<b>TOTAL</b>	<b>1,499</b>	<b>105</b>	<b>70</b>

**Transport and Infrastructure across the Tees Valley and beyond**

(i.e. helping ensure that travel by road, rail, air and sea are fit for current and future purposes in order to keep the economy moving)

The response was...

<b>Agree</b> <b>89.09%(1,494)</b>	<b>Disagree</b> <b>7.51%(126)</b>	<b>Don't Know</b> <b>3.40%(57)</b>
--------------------------------------	--------------------------------------	---------------------------------------

	<b>Agreed</b>	<b>Disagreed</b>	<b>Don't know</b>
Resident	1,272	115	53
Elected Member	20	2	0
Business	84	0	2
Education Provider	23	1	0
Trade Union	5	0	0
VCS	30	1	1
Housing Association	4	2	0
Other	54	3	1
Skipped Q1	2	2	0

<b>TOTAL</b>	<b>1,494</b>	<b>126</b>	<b>57</b>
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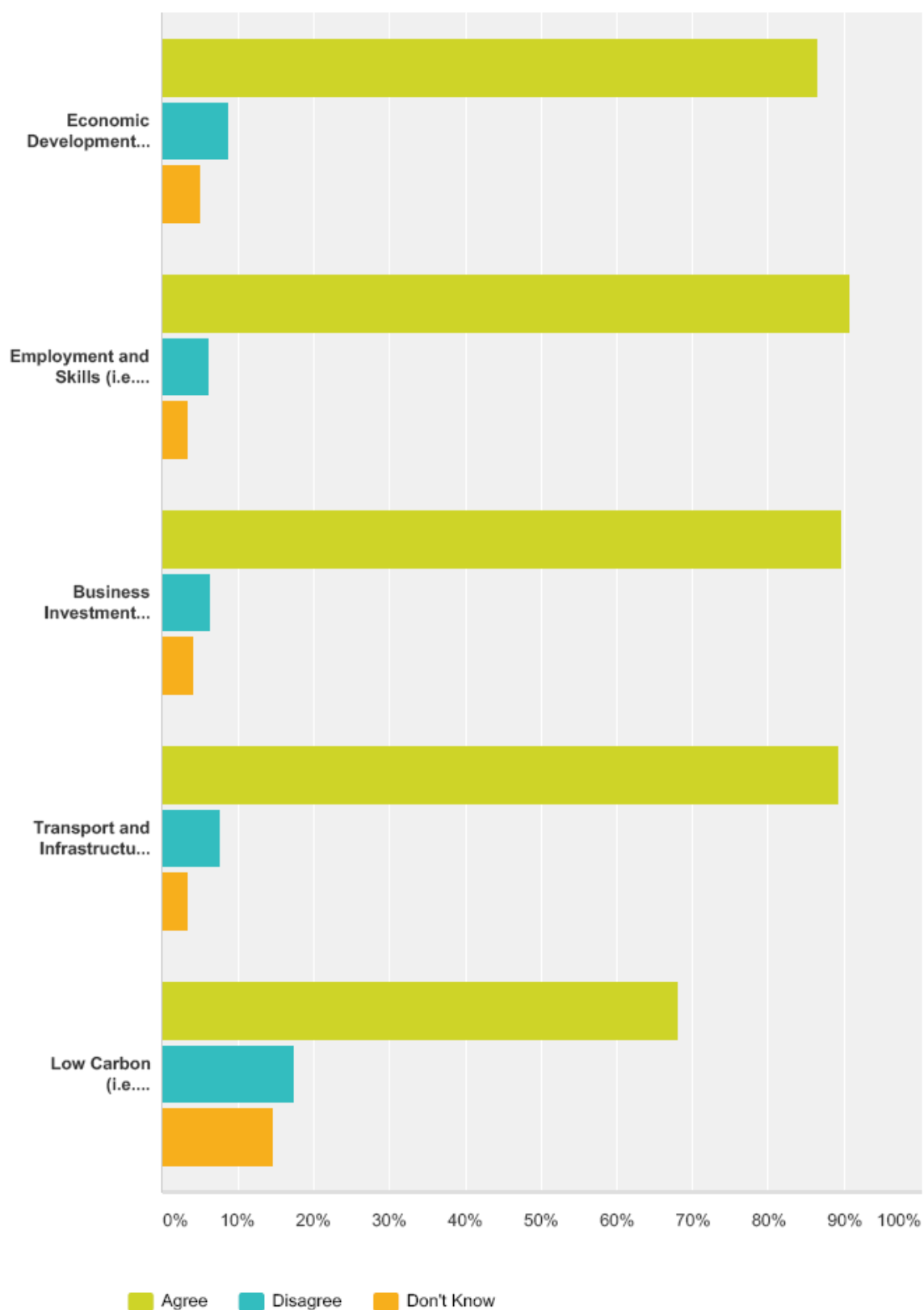
**Low Carbon**

(i.e. maintaining and growing the local economy whilst using less energy, limiting the effects of energy use on the local environment and growing low carbon businesses)

The response was...

<b>Agree</b> <b>68.14%(1,140)</b>	<b>Disagree</b> <b>17.33%(290)</b>	<b>Don't Know</b> <b>14.52%(243)</b>
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	<b>Agreed</b>	<b>Disagreed</b>	<b>Don't know</b>
Resident	963	254	218
Elected Member	17	5	0
Business	62	10	14
Education Provider	18	4	3
Trade Union	5	0	0
VCS	22	5	4
Housing Association	3	2	1
Other	49	7	3
Skipped Q1	1	3	0
<b>TOTAL</b>	<b>1,140</b>	<b>290</b>	<b>243</b>



## **Question 5**

We asked...

Please use the box below to make any additional comments.

The response was...

In total 750 chose to provide additional comments whilst 1,161 skipped this question. That means that less than 40% of the total respondents chose to answer this question.

The additional comments provided covered a range of topics and included both positive and negative views. In addition some raised questions about the detail of the Combined Authority.

A number of concerns were anticipated in advance of the consultation and were included within the Frequently Asked Questions. Unfortunately this has not stopped people raising those concerns in their additional comments.

The following section provides a summary of the main themes that came through from the additional comments provided. This reflects just a flavour of the comments received:

- Many comments were supportive of the development of a Combined Authority for the Tees Valley as they felt it would put the area into a better position to attract funding and investment.
- Some were concerned about the Combined Authority being a recreation of the old Cleveland County and felt that their Local Authority should either remain autonomous or would be better placed with another area e.g. North Yorkshire or County Durham.
- However, there were also a number of comments in support of the Local Authorities going even further and becoming a single authority or combining other functions such as education support services or health and social care.
- Many felt that working together in partnership would give the area a stronger voice and take it out of the shadow of the other North East local authorities so that the Tees Valley would not lose out to places like Newcastle.
- But there were others who felt that the Tees Valley should join the rest of the local councils in the north east as part of the North East Combined Authority.
- A number raised concerns about how equally funding and resources would be spread across the 5 local authority areas and also between the urban centres / principal towns and the rest of the area.

- Some comments were made on the proposed scrutiny arrangements. These included the need to include business representatives in the proposed membership and queried whether the Chair should be from the “opposition party” due to the complexity of local politics within the Tees Valley.
- There were a number of comments about the potential cost of the Combined Authority and particularly concerns that this may have implications for residents through increasing Council Tax bills. Some felt that there should be an aim to make the new structure cheaper and that there was a need for greater transparency about what the Combined Authority would cost.
- Concern was raised about the Combined Authority being an added layer of local bureaucracy or that there would be duplication with existing arrangements. This links to other comments which questioned whether the change would result in redundancies within Local Authorities. Some were against this whilst others felt that jobs should be reduced where there was duplication.
- Many welcomed the potential opportunities for the Tees Valley that could come from the devolution of further powers from central government. However, some were wary about such additional powers including concern that if this included setting local tax revenues we may lose out to the South East.
- Some queried how local people, businesses and groups (e.g. Residents Associations, the VCS and Parish Councils) would be involved in the shaping of policy for the Combined Authority. This included queries around future consultation arrangements.

A range of comments were also received on what should be priorities for the Combined Authority. These included:

- Transport and access - particularly in reference to rural and peripheral areas within the Tees Valley. One respondent felt that there should be one Tees Valley Transport Plan with Borough chapters to ensure a strategic approach to transport issues.
- Durham Tees Valley Airport - Improving and developing the airport was identified by a number of respondents.
- Training and skills - Whilst many noted that this should include young people it was also felt that there should be opportunities for all ages, particularly around re-training. Workplace skills for graduates was also highlighted.

## **5. Other responses to the consultation**

In addition to those completing the online survey a number of letters of support were received from local partners (letters included as appendix C):

Association of North East Councils  
Cleveland Police & Crime Commissioner and Cleveland Police  
North East Chamber of Commerce (NECC)  
North East Combined Authority (NECA)  
PD Ports  
Tees Valley Unlimited  
UNISON (Northern Region)

## **6. Conclusion**

The results of the consultation demonstrate that there is broad support for the proposal to develop a Combined Authority for the Tees Valley.

Almost two thirds of those who responded to the consultation (64.77%) agreed that the 5 councils should strengthen the way that they work together through a new Combined Authority, cementing the partnership in law, speeding up decision-making and being ready to accept new powers and resources from Government.



**Appendix A – Consultation Timeline**

<b>When?</b>	<b>What?</b>
W/C 24 <sup>th</sup> Nov	Explanation of Combined Authority proposals set up and made public on all council websites & TVU website.
10 <sup>th</sup> Dec	Consultation opened – council websites (except Middlesbrough) updated with consultation details and link to online survey.
10 <sup>th</sup> Dec – 23 <sup>rd</sup> Jan	Promotion of consultation through press releases to local media & inclusion in council magazines. Letters sent out to consultees by identified lead organisation.
17 <sup>th</sup> Dec	Consultation goes live in Middlesbrough (following Call-In period), website updated with consultation details and link to survey.
31 <sup>st</sup> Jan	Online consultation closes.

**Appendix B - Consultation Document**



**Have your say on:**

**The proposals for a Tees Valley  
Combined Authority**

**Consultation Document**

**This document is available in alternative formats and in different languages on request. If you need support or assistance to help you read and/or understand this document, please contact your Council on 01429 266522**

**Please complete the [online survey](#) by 31<sup>st</sup> January 2015**

## **Introduction**

The five local councils in the Tees Valley (Darlington, Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton-on-Tees) are asking for your views on proposals to form a Combined Authority for the Tees Valley.

This note is intended to explain what a Combined Authority is, as well as what it isn't, and why we think it's a good idea.

## **Building on our strength**

The five councils already work closely together with local business to strengthen our local economy, attract new business investment, create more jobs, support businesses to grow, and improve transport and local skills. To do this, the five councils already jointly fund an organisation called Tees Valley Unlimited (TVU) to work for the whole Tees Valley.

As well as attracting investment from businesses, TVU has, since 2010, secured over £186m of European funds and well over £165m of UK Government funds.

We work very closely in partnership with businesses, through the Tees Valley Local Enterprise Partnership (LEP). This partnership has served us well for many years and the way we work across all five councils and with business is often seen as a good example for other areas of the country to follow. The strength of our LEP has helped TVU to secure the large resources detailed above.

## **So why change?**

We are hugely ambitious for the Tees Valley and our communities. Our existing governance arrangements have served us well but we are in a fast changing world and it is essential that we build on our success.

We want to cement our partnership in law, so that it offers all of us, including our businesses, certainty that we are working together for the long-term. And we want to be ready to accept new powers and resources from Government which may be given to Combined Authorities in the future.

We want to continue to be a big player, competing successfully alongside other, often much larger regions, both in the UK and internationally. Some areas already have greater powers and resources as a result of creating a Combined Authority – we believe we should not be left behind. This is about a new era of joint working, building on the strengths we have created together.

### **What options have we considered?**

We have examined four potential models overall:

- Enhancement of the status quo;
- Joint committee;
- Combined Authority; and
- Company models

These were assessed against criteria including operational efficiency and effectiveness; capability to enhance our economic development; local authority governance; public sector financial management; and engaging with the private sector. We have concluded that the Combined Authority model is the most effective model for us and a summary of the rationale is included in the detailed governance report (see the link below).

### **What would a Combined Authority do?**

We have produced a more detailed report and a set of Frequently Asked Questions which you can read by clicking on this link.

[www.hartlepool.gov.uk/TeesValleyCombinedAuthorityConsultation](http://www.hartlepool.gov.uk/TeesValleyCombinedAuthorityConsultation)

This sets out what the Combined Authority would do and what the local councils would continue to do. In summary, the Combined Authority would focus on economic growth and our ambition to create 25,000 new jobs for the Tees Valley.

### **What impact will this have on our existing local councils?**

The role of each of the five councils will be undiminished. Each council will still be responsible, for example, for social care of young people and adults, local regeneration strategies, highways repairs and maintenance, libraries and the many other services we currently run.

This also means that a Combined Authority is NOT a recreation of the former Cleveland County Council.

### **Resource Implications**

We estimate that there would be minimal additional running costs. For more information on this, please refer to the report and FAQs in the link above. In summary, the small additional running costs would be dwarfed by the potential financial gains from Government.

### **How do I have my say?**

Please complete the online survey by no later than **31<sup>st</sup> January 2015**. There is space for your own wording too. Please complete the online survey at:

<https://www.surveymonkey.com/s/TeesValleyCombinedAuthorityConsultation>

### **What happens next?**

We will report the conclusions of the consultation to all five councils no later than March 2015. If feedback is supportive, we intend to formally ask each Borough Council to approve our 'scheme' in March, which is when we have to submit our proposal to the Secretary of State.

The Secretary of State will then carry out further consultation before placing an 'Order' before both Houses of Parliament. Because of the General Election in May 2015, this is likely to mean that the earliest chance to have the Order approved before both Houses of Parliament would be Autumn 2015.

**COUNCIL**  
**26<sup>th</sup> March 2015**



**Report of:** Finance and Policy Committee

**Subject:** COMMUNITY SAFETY PLAN 2014 - 17 (YEAR 2)

---

**1. PURPOSE OF REPORT**

- 1.1 To consider the Community Safety Plan 2014-17 (Year 2).

**2. BACKGROUND**

- 2.1 In accordance with the Crime and Disorder Act 1998, and Crime and Disorder Regulations 2007, the Safer Hartlepool Partnership is required to produce a three year Community Safety Plan to set out how it intends to tackle crime and disorder, substance misuse and re-offending in Hartlepool with a refresh of the plan being undertaken on an annual basis.

**3. COMMUNITY SAFETY PLAN 2014-17 (YEAR 2)**

- 3.1 The Community Safety Plan Year 2 (attached at **Appendix A**) provides an overview of progress made during 2014-15 with an update on end of year performance. It describes some of the Partnership activity undertaken to reduce crime and improve safety during the last 12 months, and incorporates the proposed 2015-16 annual priorities.
- 3.2 In developing the plan a strategic needs assessment has been undertaken which alongside local intelligence and analysis has included consultation with the local community (statutory, voluntary and community, and private sector) through the Safer Hartlepool Partnership Face the Public Event; the Council Household Survey 2013; and Police Public Confidence Survey September 2014.
- 3.4 A first draft of the plan was agreed by the Safer Hartlepool Partnership on 9<sup>th</sup> February and was considered by the Audit and Governance Committee on 19<sup>th</sup> February, and the Finance and Policy Committee on 23<sup>rd</sup> February, with the final plan expected to be agreed on 20<sup>th</sup> March 2015 by the Safer Hartlepool Partnership.

**4. RECOMMENDATIONS**

- 4.1 It is recommended that Council adopts the Safer Hartlepool Partnership Community Safety Plan 2014-17 (Year 2).

**5. CONTACT OFFICER**

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# Safer Hartlepool Partnership Plan 2014 – 2017 Year 2





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## Foreword

I am pleased to introduce the Safer Hartlepool Partnership Annual Plan which is based on the findings of the Partnership's Annual Strategic Assessment and consultation with the public at the annual "Face the Public" event. The Plan outlines the Partnership's strategic objectives and priorities for 2015-16 and will be refreshed next year to incorporate new objectives and priorities as they emerge.

Since becoming Chair of the Safer Hartlepool Partnership in May 2013, I have been impressed by the strength of partnership working and the dedication and continued support of those organisations that are responsible for the Partnership including; the Council, Police, Fire Authority, Clinical Commissioning Group, Probation and the Cleveland Police and Crime Commissioner.

By working together, over the last year recorded crime has reduced by 4.4%; and this includes a reduction in domestic related crimes.

During 2014-15 the Safer Hartlepool Partnership has also successfully supported and delivered numerous partnership initiatives and some of these successes are outlined in this plan.

However anti social behaviour has increased during this reporting period, and over the coming year there are a number of factors that will present the Safer Hartlepool Partnership with challenges including; an enduring poor economic climate; Welfare Reform; changes to the way offenders are managed following the introduction of a new National Probation Service, and local Community Rehabilitation Company; the emergence of new types of organised crimes, and the widespread restructuring and change across local public sector agencies.

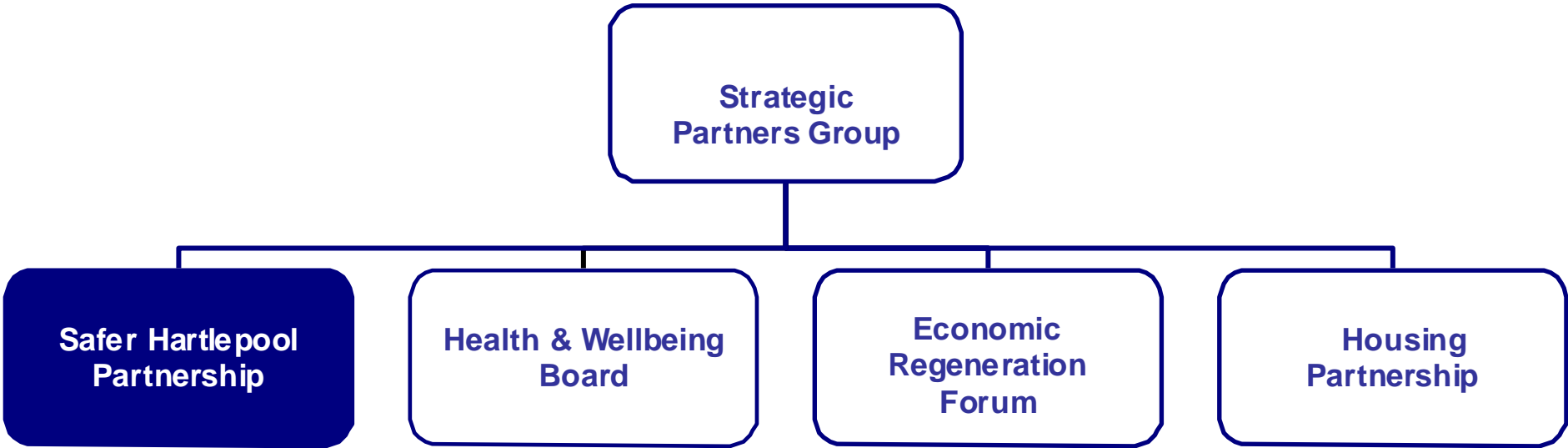
Despite these challenges I am confident that this Partnership Plan will help us to make Hartlepool a safer place to live, work, and socialise



**Councillor Christopher Akers-Belcher**  
**Chair of the Safer Hartlepool Partnership**

### The Safer Hartlepool Partnership

The Safer Hartlepool Partnership is Hartlepool’s statutory Community Safety Partnership and is one of the four<sup>1</sup> themed partnerships of the Hartlepool Strategic Partners Board. The aim of the Safer Hartlepool Partnership is to make Hartlepool a safer place to live, work and socialise by addressing crime and anti-social behaviour, substance misuse and to reduce re-offending.



The Partnership is responsible for delivering the following: *Community Safety Plan; annual Youth Justice Plan; Substance Misuse Plan (Drugs and Alcohol); CCTV Strategy; Domestic Violence Strategy; Social Behaviour Plan; Prevent Action Plan; Cohesion Strategy; Troubled Families Programme.* The Partnership is also responsible for the delivery of the community safety outcomes within the *Sustainable Communities Strategy and the Hartlepool Plan.* These local strategies and plans will have regard to the Cleveland Police and Crime Plan and appropriate national strategies and plans, to ensure that national policy is followed.

<sup>1</sup> The themed Partnerships are: The Safer Hartlepool Partnership, The Health and Well Being Board, the Housing Partnership and the Economic Regeneration Forum

## Local Context

Hartlepool is the smallest unitary authority in the North East region and the third smallest in the country comprising of some of the most disadvantaged areas in England. Issues around community safety can be understood by a number of contextual factors:

### Population

- Hartlepool has a stable population rate, maintained by low levels of migration.
- Hartlepool has become more diverse in recent years, although a very small proportion of the population are from the Black Minority Ethnic (BME) community.
- 46% of the population in Hartlepool live in five of the most deprived wards in the country, where crime and anti-social behaviour rates are high.

### Health & Wellbeing

- The health of people in Hartlepool is generally worse than the England average.
- There is a higher prevalence of long term health problems, including mental health.
- The number of alcohol related hospital admissions and hospital stays for self-harm in Hartlepool are significantly worse than the England average.
- The number of Class A drug users in Hartlepool is more than double the national average.

### Deprivation

- Hartlepool has pockets of high deprivation where communities experience multiple issues: higher unemployment, lower incomes, child poverty, ill health, low qualification, poorer housing conditions and higher crime rates.
- Residents living in more deprived and in densely populated areas have high perceptions of crime and anti-social behaviour and feel less safe.

### Housing

- The percentage of long term empty properties in Hartlepool is higher than the regional average.

### Geography

- Community safety problems are not evenly spread and tend to be concentrated in geographic hotspots, particularly in the most deprived wards in Hartlepool.

### Unemployment

- Unemployment rates in Hartlepool are above the regional average and more than double the national average.
- 715 - 7.5 % of young people aged 18-24 years are unemployed (Jan 2015)
- Hartlepool has high rates of people incapable of work due to disability and ill health.

## Partnership Activity 2014– 2015

Over the last year, the Partnership has delivered a number of projects and initiatives against the strategic priorities in the Partnership Plan 2014 - 2015, and developed new services which have been designed to reduce crime, disorder, anti-social behaviour, substance misuse and re-offending. Examples are listed below:

### Strategic Objective: Reduce Crime & Repeat Victimisation

- **Crime Prevention & Target Hardening** - We have continued to offer crime prevention advice and promote safety measures throughout the year, with seasonal campaigns addressing specific crime types and issues.
- **Dedicated Victims Service** - we have enhanced our services for victims through the provision of a Victim Support Officer who has been trained to provide crime prevention advice, enabling them to provide a holistic response to victims needs. Over the last year we have targeted hardened more than 372 properties in Hartlepool, providing reassurance to victims and reducing their risk of repeat victimisation. Over 82% of victims who have received this service also report increased feelings of safety.
- **Domestic Violence and abuse** – We have commissioned a specialist domestic violence and abuse service; provided training to health providers to raise awareness of the signs of domestic abuse and increase referrals into specialist services, and improved victim engagement with support services through a joint repeat victim scheme.
- **Joint Action Groups (JAG's)** – Using an intelligence led approach the JAG continues to tackle community safety issues at a neighbourhood level. The multi-agency JAG has a localised action plan focusing on areas of greatest vulnerability and need, keeping abreast of any emerging issues or trends. The JAG has supported the delivery of youth diversionary activities, the Respect Your Neighbourhood Campaign, and neighbourhood CCTV provision.



## Strategic Objective: Reduce the harm caused by drug & alcohol misuse

- **Drug and Alcohol Treatment and Support** – The Partnership has commissioned a range of community based specialist services to support those who misuse substances. Operating across four sites in Hartlepool, these services have helped more than 900 people on their journey to recovery.
- **Awareness Campaigns** – The Partnership is driving forward campaigns to promote responsible drinking and highlight the dangers of drug misuse - campaigns include Dry January and Substance Misuse Week,
- **Education and awareness**- The Partnership has provided education and awareness in relation to the dangers of alcohol to young people through the work of the Community Alcohol Partnership and healthy life style work in schools.
- **Enforcement** - The Partnership has continued to monitor sales of underage drinking, undertaking test purchasing where required, and delivered mandatory training to licensees around irresponsible drink promotions.



## Strategic Objective: Create confident, cohesive and safe communities:

- We have launched a '**Respect Your Neighbourhood Campaign**' to tackle environmental crime.
- Developed a new **Community Trigger** to give victims of anti-social behaviour and hate crime the right to have their case reviewed.
- **Selective Licensing of landlords** - undertaken extensive consultation on a proposal to extend selective licensing of landlords to more areas of the town.
- **Supported a number of Voluntary Sector Groups** such as the Asylum Seeker Group, and Crime Prevention Panel to promote crime prevention messages and cultural diversity, and raise awareness of services available for victims of hate crime and domestic abuse.
- **Restore Project** – continued to develop restorative justice to provide an alternative way of dealing with the harm caused to victims of minor crime and anti-social behaviour to improve victim satisfaction and reduce offending behaviour
- **Anti-social Behaviour Awareness Day (ASBAD)** – More than 1,500 secondary school pupils have taken part in the annual ASBAD event with interactive sessions on topics such as alcohol awareness, making hoax calls, and bullying.
- **Hate Crime** - commenced an investigation into the impact of hate crime through the Councils Overview and Scrutiny Committee which will report in February 2015; developed the Hate Crime Champions Scheme; and delivered training to Third Party Reporting Centres.



## Strategic Objective: Reduce offending and re-offending

Reducing offending and re-offending has been one of the main focuses of the Partnership during 2014/15. In response to high rates of reoffending in Hartlepool the Partnership has introduced a new strategy which aims to break the cycle of re-offending behaviour and improve public safety. The strategy will strengthen the ability of the Partnership to work together to provide local solutions to reoffending set against the broader context of the national Transforming Rehabilitation Strategy. Current activities aimed at reducing offending and reoffending include:

- **Triage Programme** - This scheme diverts young offenders into positive activities and support, instead of charging them and taking them to court. The initiative continues to reduce the numbers of young Hartlepool people entering the criminal justice system in Hartlepool and the success of the scheme is now being replicated across the Cleveland area.
- **Integrated Offender Management (IOM)** – This multi-agency approach to reducing re-offending has benefited from further development work this year with plans for a multi-agency hub comprising of a Police Sergeant, HMP Prison Officers, a Community Rehabilitation Company Officer, Restorative Justice Co-ordinator, and Performance Officer co-located at Holme House Prison due to start in March 2015. The hub will improve 'through the gate services' ensuring a smooth transition for offenders into the community to reduce the risk of further offending behaviour.
- **Troubled Families Programme – Think Family / Think Community** – This government funded initiative is now in its third year. The programme aims to reduce youth offending, reduce anti-social behaviour, increase education attendance and get people into work. Due to the local success of the programme the government has committed funding to enable work to be undertaken with a further 143 families over the forthcoming year.

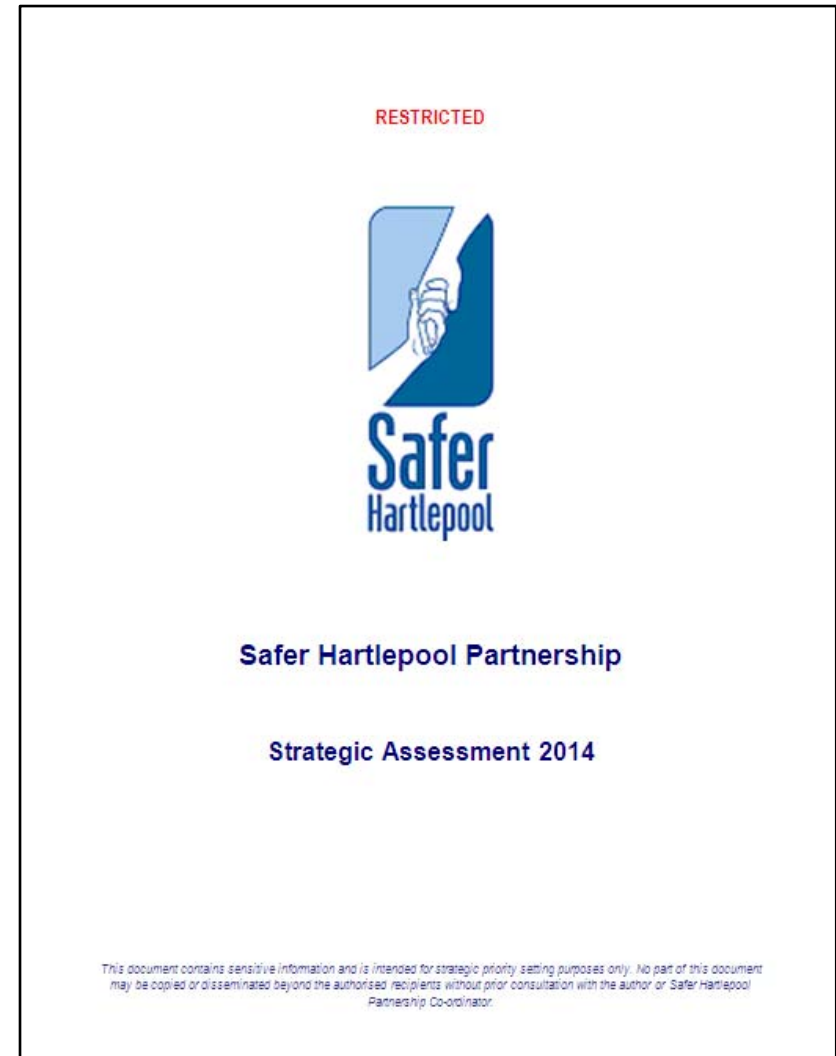


## Strategic Assessment 2013/14

The eighth Safer Hartlepool Strategic Assessment was completed in December 2014 and contains information to aid the Partnership's understanding of the priority community safety issues in Hartlepool. The Assessment forms part of an intelligence-led approach to community safety, which enables a more focused, resource-effective and partnership-orientated delivery of options to help:

- Better understand the patterns and trends relating to crime, disorder and substance misuse issues affecting the Borough;
- Set clear and robust strategic priorities for the Partnership;
- Develop interventions and activities that are driven by reliable intelligence-led evidence.

The Strategic Assessment covers the twelve month period October 2013 to September 2014 and contains analysis of data obtained from both statutory and non-statutory partner agencies including: the Hartlepool Borough Council, Cleveland Police, Cleveland Fire Brigade, North Tees & Hartlepool NHS Foundation Trust, Housing Hartlepool, and Harbour Support Services. Additional information has also been obtained from community consultations and meetings.





## Key findings from the Strategic Assessment period include:

### Strategic Objective: Reduce Crime & Repeat Victimisation

- Crime in Hartlepool has reduced for the eighth consecutive year.
- Successful reductions have been achieved in most major crime categories including acquisitive crime and violence offences, however most recently domestic burglary has increased.
- Repeat victimisation is evident in most crime categories; however it is even higher in violence offences, particularly domestic related violence.
- In the current economic climate there is potential that the numbers of repeat and vulnerable victims will increase.

### Strategic Objective: Create confident, cohesive and safe communities

- Anti social behaviour is following an increasing trend with current levels being twice the national average.
- Some communities and neighbourhoods suffer from disproportionate levels of anti-social behaviour.
- Perceptions of anti social behaviour in Hartlepool are above the national average.

### Strategic Objective: Reduce the harm caused by drug & alcohol misuse

- Alcohol plays a significant factor in the occurrence of violent crime, including domestic violence and abuse.
- Alcohol specific hospital admissions for adults and under 18's in Hartlepool are significantly higher than the national average.
- The number of people dependant on drugs in Hartlepool is twice the national average.
- There is a clear link between Class A drug misuse and the occurrence of acquisitive crime.
- The number of individuals accessing drug treatment has increased since the previous assessment period.

### Strategic Objective: Reduce offending and re-offending

- Hartlepool has one of the highest proven re-offending rates in the country.
- Re-offenders have greater needs in respect of housing, education, training, employment and substance misuse.
- The number of young people entering the criminal justice system for the first time has reduced by 21 % in comparison to the previous assessment period.

## Public Consultation

To ensure that the Partnership is focusing on the issues that residents consider to be a priority, findings from local community consultations have been taken into consideration when setting the strategic objectives and priorities.

**Face the Public** – At the Safer Hartlepool Partnership ‘Face the Public’ event held in October 2014 we asked:

**“What can the Safer Hartlepool Partnership do to make Hartlepool safer?”**

**Public responses included:**

- Maintain strong multi-agency partnership working
- Improve Neighbourhood Policing
- Tackle anti-social behaviour & provide youth diversionary activities
- Reduce re-offending and divert first time entrants from the criminal justice system
- Provide support for victims of crime
- Tackle drug and alcohol misuse
- Improve communication and promote services
- Empower communities and promote reassurance

## Sustainable Community Strategy Consultation

The Sustainable Community Strategy identifies ‘Safer, Stronger Neighbourhoods’ as one of its key priorities. During consultation in 2013 on the strategy participants were asked:

**“Which one of the Safer Stronger Neighbourhoods improvements is most important to you?”**

From the four choices available, the majority of respondents identified creating confident, strong and safe communities as the area most in need of improvement, as below:

- Create confident, strong and safe communities (37%)
- Reduce crime and victimisation (24%)
- Reduce the harm caused by drug and alcohol misuse (23%)
- Reduce offending and re-offending (17%)

## Hartlepool Household Survey

The Hartlepool Household Survey was undertaken during May – August 2013. Questionnaires were delivered to 18,960 households with a 30.6% response rate and over 6,000 completed surveys being returned.

Results from the Household Survey indicate that there has been a general town-wide improvement in perceptions of crime and anti-social behaviour when compared to results from 2008. But when residents were presented with a list of anti-social behaviour issues, and asked to tell us which they felt were a very or fairly big problem in their local area the following three issues were identified:

**Rubbish or litter lying around**

**Speed and volume of road traffic**

**People using or dealing drugs**

## Partnership Strategic Objectives 2014-2017

Based on the findings in the annual Strategic Assessment and consultation with the local community, the Partnership will retain the following four strategic objectives during the lifetime of the three year plan:

Strategic Objectives 2014 - 2017	
Reduce crime and repeat victimisation	Reduce the harm caused by drug and alcohol misuse
Create confident, cohesive and safe communities	Reduce offending and re-offending

## Partnership Priorities 2015-2016

To reflect community priorities evidenced in the community consultation process, during 2015/16 our key focus will be to: “**Create confident, cohesive and safe communities**” by concentrating on the following areas of concern:

Create Annual Priorities 2015 - 2016	
<b>Re-offending</b> - reduce re-offending through a combination of prevention, diversion and enforcement activity	<b>Acquisitive Crime</b> – reduce acquisitive crime through raising awareness and encouraging preventative activity with a particular focus on domestic burglary
<b>Domestic Violence and Abuse</b> – safeguard individuals and their families from violence and abuse and implement programmes to tackle those identified as ‘high risk’.	<b>Anti-social behaviour</b> –. reduce anti-social behaviour through a combination of diversionary, educational, and enforcement action and increase restorative interventions
<b>Substance misuse</b> – reduce the harm caused to individuals, their family and the community, by drug and alcohol misuse and alcohol related violence.	<b>Vulnerable Victims</b> - work together to identify and support vulnerable victims and communities experiencing crime and anti-social behavior.

## Key activities over the next 12 months include:

**Partnership Working** : - we will continue to develop multi-agency partnership working in neighbourhoods, particularly those neighbourhoods exhibiting high levels of crime and anti-social behaviour. Work will also be undertaken to reassure and empower the local community by strengthening engagement mechanisms; promoting the community champion role; and increasing access to, and the visibility of the Community Payback initiative.

**Support for Victims**: - we will continue to develop support for vulnerable victims of crime and anti-social behaviour including the most serious, vulnerable and targeted. We will also continue to improve reporting and develop responses to hate crime and incidents, raising awareness of 'mate crime' and educating partners and the local community of the signs to look out for that might indicate an individual is vulnerable and exploited, including those that have been trafficked and exploited.

**Communication**: – we will address the need identified by the local community to improve communication about partnership activity and the promotion of local crime prevention initiatives and victim support services, including the promotion of community safety messages in schools, increasing knowledge of the work of local policing teams, and public confidence in the Police 101 contact number. We will also investigate the further development of electronic information sharing with communities, and the use of a range of other media outlets such as Heartbeat to communicate public safety messages.

**Anti- social behaviour** - we will develop initiatives to tackle Anti-social behaviour including educational, diversionary, and enforcement activities making full use of the new anti-social behaviour tools and powers and the development of restorative justice interventions in conjunction with the PCC . We will continue to work in partnership with landlords and support tenants in the private rented sector to maintain their tenancies and we will tackle alcohol fuelled related anti-social behaviour, encouraging public reporting of such incidents.

**Substance misuse**: we will work to protect public safety through robust enforcement activity in relation to drug dealing and alcohol related violence, and we will educate the local community in relation to the health risks associated with drugs and alcohol, improving education in schools. We will also commission drug and alcohol treatment services to improve access to early and preventative interventions, with treatment being recovery orientated to achieve successful completions and supporting people to achieve sustained recovery.

**Offending / Re-offending** : we will implement the reducing re-offending strategy, improve 'through the gate services' by locating a single integrated offender management hub at Holme House prison, and through the Think Family/Think Community Programme we will continue to invest in families ensuring those with an offending background are given the necessary support skills, and employment opportunities. We will continue to deliver the very successful Youth Triage Scheme to reduce the number of first time entrants into the criminal justice system, and will ensure that there is an additional focus on the transition from youth to adult offending services.

## Measuring Performance

Partnership performance monitoring will be undertaken on a quarterly basis to assess progress against key priorities drawn from the strategic assessment and identify any emerging issues. Performance management reports will be provided to the Safer Hartlepool Partnership.

The following performance indicators will be monitored over the next 12 months:

Strategic Objective	Performance Indicator
Reduce crime & repeat victimisation	Total recorded crime rate per 1,000 population
	Domestic burglary rate per 1,000 household
	Vehicle crime rate per 1,000 population
	Robbery rate per 1,000 population
	Shoplifting rate per 1,000 population
	Violent crime (including sexual violence) rate per 1,000 population*
	% of violent crime (including sexual violence) that is domestic related
	% of repeat cases of domestic violence (MARAC)
	Violent crime (including sexual violence) hospital admissions for violence per 100,000 population*
Reduce the harm caused by drug and alcohol misuse	Drug offences per 1,000 population
	% of people who think drug use or dealing is a problem
	% of opiate drug users that have successfully completed drug treatment*
	% of non-opiate drug users that have successfully completed drug treatment*
	% of alcohol users that have successfully completed alcohol treatment
	Alcohol related hospital admissions rate per 100,000 population*
	Number of young people known to substance misuse services

\*Indicators link to the Public Health Outcome Framework

Strategic Objective	Performance Indicator
Create confident, cohesive & safe communities	Anti-social behaviour incidents per 1,000 population
	Public order offences per 1,000 population
	Criminal damage rate per 1,000 population
	Deliberate fires rate per 1,000 population
	Number of reported hate crimes & incidents
	% of the population affected by noise - number of complaints about noise
	% of people who feel safe during the day
	% of people who feel safe after dark
	% of people who think rubbish or litter lying around is a problem
	% of people who think groups hanging around the streets is a problem
	% of people who think people being drunk or rowdy in a public place is a problem
	% of people who think vandalism, graffiti and other deliberate damage to property is a problem
	% of people who think noisy neighbours or loud parties is a problem
	% of people who think abandoned or burnt out cars are a problem
	% of people who think that they belong to their local area
	% of people who feel that they can influence decisions that affect their local area
	% of people who believe that people from different back grounds get on well together
	% of people who think that people in the area pull together to improve the local area
Reduce offending & re-offending	Rate of first-time entrants to the Youth Justice System per 100,000 population*
	Re-offending levels - percentage of offenders who re-offend*
	Re-offending levels - average number of re-offences per offender*
	Re-offending rate of Prolific & Priority Offenders
	Re-offending rate of High Crime Causers
	% of Troubled Families who have reduced their offending behaviour

\*Indicators link to the Public Health Outcome Framework

## **Safer Hartlepool Partnership Performance 2014/15**

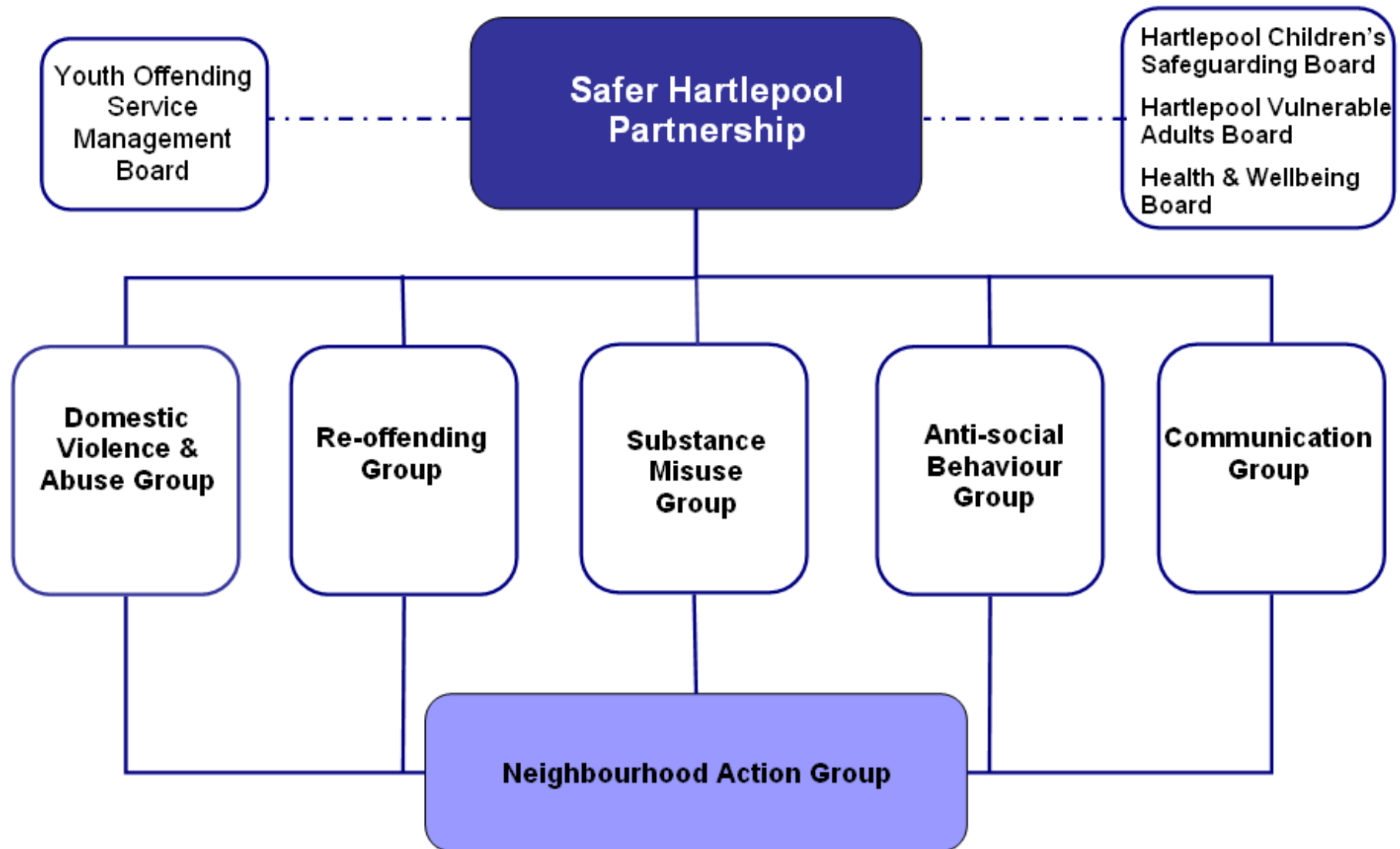
## **Appendix 1**

**To be published in April 2015**

## Delivering the 2015/16 Priorities – Delivery Structure

## Appendix 2

The responsibility for delivery of each of the priorities has been allocated to a dedicated theme group of the Safer Hartlepool Executive Group.

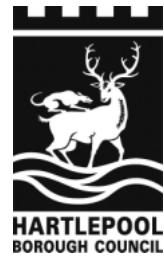






# COUNCIL

26<sup>th</sup> March 2015



**Report of:** Finance and Policy Committee

**Subject:** COUNCIL PLAN 2015/16

## 1. PURPOSE OF REPORT

- 1.1 To seek Council's approval of the Council Plan 2015/16.

## 2. BACKGROUND

- 2.1 The Council Plan is the Council's top level plan. It sets out how the Council will help achieve the vision set in Hartlepool's Community Strategy:

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

- 2.2 As in previous years, the Council Plan is structured around an outcome framework which covers the eight Community Strategy themes and an additional organisational development one.

- 2.3 The actions, Performance Indicators and targets set out in the Council Plan will be regularly reviewed through the Council's Performance Management Framework with progress reported quarterly to Finance and Policy Committee.

## 3. DECISION MAKING ROUTE FOR THE PLAN

- 3.1 The Council Plan is part of the Council's Budget and Policy Framework and therefore requires approval by full Council. The Plan has been through the following stages before being presented to full Council for approval:

- Finance and Policy Committee agreed the outcome framework on 13<sup>th</sup> October 2014.
- Draft proposals were considered by the relevant Policy Committees:
  - Regeneration Services Committee – 12<sup>th</sup> February 2015
  - Neighbourhood Services Committee – 16<sup>th</sup> February 2015
  - Finance & Policy Committee – 23<sup>rd</sup> February 2015

- Adult Services Committee – 9<sup>th</sup> March 2015
- Children's Services Committee – 17<sup>th</sup> March 2015
- Finance and Policy Committee considered the feedback from Policy Committees along with the final draft of the Council Plan 2015/16 on 23<sup>rd</sup> March.

3.2 Unfortunately, due to the timing of meetings at this point in the 2014/15 municipal year the papers for Council will be issued prior to consideration of the final draft of the Council Plan 2015/16 by Finance & Policy Committee on 23<sup>rd</sup> March. At that meeting Finance & Policy Committee will also consider feedback on the draft plan from the Children's Services Committee which was held on 17<sup>th</sup> March, prior to the submission deadline for this report. If there are any changes to the Plan following the discussion at Finance & Policy Committee then a supplementary paper will be circulated to Council in advance of the meeting on the 26<sup>th</sup> March.

#### **4. HARTLEPOOL'S APPROACH TO THE COUNCIL PLAN**

- 4.1 The Council Plan, attached as **Appendix 1**, sets out how the Council propose to deliver the priority outcomes. The plan contains the key Performance Indicators and targets, where available, which will be used to monitor progress throughout 2015/16.
- 4.2 As in previous years the timetable for producing the Council Plan means that some target information for the Performance Indicators can not be included at this stage as the information is not yet available. However, these targets will be reported to Elected Members within the regular monitoring report.
- 4.3 As noted in paragraph 3.2 an updated version of the Council Plan 2015/16 (Appendix 1) may be circulated as a supplementary paper to Council following discussions at the Finance & Policy Committee meeting on 23<sup>rd</sup> March.

#### **5. RECOMMENDATIONS**

- 5.1 That Council approves the Council Plan 2015/16.

#### **6. REASONS FOR RECOMMENDATIONS**

- 6.1 Council is responsible for approving the annual Council Plan as set out in the Budget and Policy Framework.

#### **7. BACKGROUND PAPERS**

- 7.1 No background papers were used in the preparation of this report.

**8. CONTACT OFFICER**

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## COUNCIL PLAN 2015/16

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	1. Hartlepool has improved business growth and business infrastructure and an enhanced culture of entrepreneurship	<b>Theme:</b>	Jobs and the Economy
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<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Deliver one public procurement event per annum to encourage local supply chain.	March 2016	Mick Emerson
New	Provide enterprise coaching to support 100 individuals per annum	March 2016	Mick Emerson
New	Deliver 2 education business link events per annum.	March 2016	Mick Emerson

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
NI 171	New business registration rate – the proportion of new business registration per 10,000 resident population (aged 16+)	Mick Emerson	Targeted	Financial Year	Not Set (previously monitored)	TBC	TBC
RND P085	Business stock (Business units in Hartlepool) per 10,000 resident population (aged 16+)	Mick Emerson	Targeted	Financial Year	Not Set (previously monitored)	TBC	TBC

## SECTION 4 RISKS

Code	Risk	Assignee
RND R050	Fragility of economic recovery compared to other parts of the UK	Antony Steinberg

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SECTION 1 OUTCOME DETAILS							
Outcome:	2. Hartlepool has attracted new investment and developed major programmes to regenerate the area and improve connectivity				Theme:	Jobs and the Economy	
Lead Dept:	RND		Other Contributors:				
SECTION 2 ACTIONS							
Code (existing/New)	Action				Due Date	Assignee	
New	Develop 2 Local Growth Fund (LGF) / Heritage Lottery Fund (HLF) bids to support the development of the waterfront and Innovation Skills Quarter (ISQ).				March 2016	Rob Smith	
New	Publish master plan for the waterfront and develop 2 key projects.				March 2016	Rob Smith	
New	Develop Seaton Carew regeneration scheme and undertake one public consultation exercise.				Sept 2015	Rob Smith	
New	Relocate Council depot facility to accommodate expansion of Cleveland College of Art & Design				Dec 2015	Dale Clarke	
New	Attend 4 European Structural and Investment Fund (ESIF) development sessions per annum.				Sept 2016	Patrick Wilson	
SECTION 3 PERFORMANCE INDICATORS & TARGETS							
Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
RND P089	Value of income from external funding sources	Mick Emerson	Targeted	Financial Year	£400k	TBC	TBC
SECTION 4 RISKS							
Code	Risk					Assignee	
RND R029	Inability to achieve external funding to support the delivery of long term regeneration targets					Antony Steinberg	
RND P050	Fragility of economic recovery compared to other parts of the UK					Antony Steinberg	
RND P060	Failure to deliver current regeneration programmes					Antony Steinberg	
RND R071	Failure to deliver local economic objectives as a result of shifts in policies and priorities of external partners.					Antony Steinberg	

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## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	3. Hartlepool has increased employment and skills levels with a competitive workforce that meets the demands of employers and the economy	<b>Theme:</b>	Jobs and the Economy
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<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Deliver four Hartlepool Youth Investment Programme (HYIP) meetings per annum to devise and implement careers and employment interventions.	March 2016	Patrick Wilson
New	Implement the Youth Engagement and Support (YES) project to target 76 young people classified as the most 'high risk' of becoming NEET (Not in Education, Employment or Training) to progress into education, training and employment.	March 2016	Patrick Wilson
New	Publish the Constructing Hartlepool strategy to support construction sector with the provision of trainees	March 2016	Patrick Wilson
ERS 44	Develop successful traineeship programmes	July 2015	Teresa Latcham
ERS 45	Implement the move into work programme to support residents into employment	July 2015	Teresa Latcham
ERS 46	Implement the skills support for the workforce project	July 2015	Maggie Heaps
ERS 65	Develop successful study programmes for 16 – 18 year olds	Sept 2015	Teresa Latcham
ERS 66	Implement programmes to improve the literacy and numeracy of young adults.	July 2015	Teresa Latcham
ERS 32	Deliver employer core offer activity supporting 200 unemployed people into work each year	March 2016	Caron Auckland
ERS 35	Deliver heritage skills apprenticeship project supporting 12 apprentices	March 2016	Patrick Wilson

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SECTION 3 PERFORMANCE INDICATORS & TARGETS							
Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
NI 151	Overall employment rate	Antony Steinberg	Targeted	Financial Year	62.8%	63%	63.5%
New	Youth unemployment rate	Maggie Heaps	Targeted	Financial Year	8.3%	8%	7.5%
New	Number of adults participating in skills programmes	Maggie Heaps	Targeted	Academic Year	650	600	600

SECTION 4 RISKS		
Code	Risk	Assignee
RND R071	Failure to deliver local economic objectives as a result of shifts in policies and priorities of external partners.	Antony Steinberg
CAD R047	Failure to fulfil the targets for recruitment set by the Skills and Funding Agency leading to loss of income	Maggie Heaps
CAD R048	Failure to reach the minimum levels of performance for the Skills and Funding Agency or Ofsted	Maggie Heaps



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## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	4. Hartlepool has increased economic inclusion of adults and is tackling financial exclusion	<b>Theme:</b>	Jobs and the Economy
<b>Lead Dept:</b>	CED	<b>Other Contributors:</b>	RND

## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Administer and allocate the Northgate Community Fund.	March 2016	Kirsty Swanson
New	Implement a programme of Council Tax reductions and Free School Meals take up initiatives	March 2016	Carol Purdy
New	Implement and review Communication and Customer Handling Strategies linked to 2015/16 Local Council Tax Support (LCTS) scheme	Sept 2015	John Morton
New	Promote Credit Union saving schemes via staff payroll deduction	March 2016	John Morton
New	Deliver employability and enterprise sessions to 100 13 – 19 year olds	March 2016	Scott Campbell
New	Deliver Youth Contract to support 52 clients with mentoring to progress into education, training or employment	March 2016	Julie Seymour
ERS 62	Deliver Regional Growth Fund (RGF) Tees Valley Jobs & Skills Investment scheme to create 700 jobs across the Tees Valley	March 2016	Patrick Wilson

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
CEDFI P042	Number of new credit union member accounts opened	John Morton	Targeted	Financial year	200	200	200

## SECTION 4 RISKS

Code	Risk	Assignee
	No risks identified	

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## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	5. Hartlepool has a boosted visitor economy	<b>Theme:</b>	Jobs and the Economy
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<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
ERS 70	Develop and implement a marketing and communication plan to raise the profile of Hartlepool as a place to invest and visit, utilising appropriate research data to include production of a marketing and communication plan.	March 2016	Harland Deer
New	Develop e-marketing to include 25 e-marketing campaigns per annum.	March 2016	Harland Deer
New	Deliver bespoke training courses, including the 'Discover Hartlepool' and 'My Hartlepool' projects to include four courses per annum.	March 2016	Harland Deer
ERS 76	Undertake programme of targeted account management with key tourism businesses to provide business advice including 30 business meetings per annum.	March 2016	Harland Deer

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
RND P092	Visitor numbers	Harland Deer	Targeted	Financial Year	Not Set (previously monitored)	TBC	TBC
RND R093	Value of visitor economy	Dale Clarke	Targeted	Financial Year	Not Set (previously monitored)	TBC	TBC
RND R094	Number of unique visitors to destination Hartlepool website	Dale Clarke	Targeted	Financial Year	80,000	100,000	TBC
RND R095a	Number of social media followers (Twitter / Facebook)	Harland Deer	Targeted	Financial Year	1,500	2,000	TBC

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SECTION 4 RISKS		
Code	Risk	Assignee
RND P050	Fragility of economic recovery compared to other parts of the UK	Antony Steinberg
RND R071	Failure to deliver local economic objectives as a result of shifts in policies and priorities of external partners.	Antony Steinberg

## COUNCIL PLAN 2015/16

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	6. Reduction in the prevalence of child poverty	<b>Theme:</b>	Jobs and the Economy
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<b>Lead Dept:</b>	CAD	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Reduce the impact and extent of child poverty through targeted support to families and children and creating pathways into employment	March 2016	Danielle Swainston

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
NI 116	Proportion of children in poverty	Danielle Swainston	Monitored	Financial Year	N/A (monitored only)		
NI 117	Percentage of 16-18 year olds who are Not in Education, Employment or Training (NEET)	Mark Smith	Targeted	Financial Year	6.6%	TBC	TBC

## SECTION 4 RISKS

Code	Risk	Assignee
	None identified	

## COUNCIL PLAN 2015/16

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	7. To promote opportunities for all children and young people to reach their full potential by accessing good quality teaching and curriculum provision which fully meets their needs and enables them to participate in and enjoy their learning	<b>Theme:</b>	Lifelong Learning & Skills
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<b>Lead Dept:</b>	CAD	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Direct resources towards ensuring that every pupil in Hartlepool is attending a good or outstanding school by 2015/16 by strengthening leadership and governance across the town and improving the quality of teaching and learning.	March 2016	Mark Patton
New	Provide an intensive challenge and support programme to secondary schools to ensure that the percentage of pupils achieving 5+ GCSE A*-C including mathematics and English is in the top 20% of the most improved authorities in the country by 2015	March 2016	Assistant Director, Education
New	Support primary and secondary schools to close the gap in achievement between learners from low income families and children in care ('disadvantaged pupils') and all children and young people nationally.	March 2016	Assistant Director, Education
New	Work with schools and colleges to diversify the curriculum across Hartlepool to provide coherent pathways from primary to secondary school and ultimately into high quality post-16 provision and advanced apprenticeships and higher education placements.	March 2016	Assistant Director, Education
New	Review and re-commission behaviour, attendance and alternative education provision to reengage children and young people with challenging behaviour in their education.	March 2016	Head of Social & Education Inclusion

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SECTION 3 PERFORMANCE INDICATORS & TARGETS							
Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
CSD P131	Percentage of pupils attending primary schools judged as good or outstanding by OFSTED	Kath Mullen	Targeted	Academic Year		100%	TBC
CSD P132	Percentage of pupils attending secondary schools judged as good or outstanding by OFSTED	Mark Patton	Targeted	Academic Year		100%	TBC
NI 75	Percentage of pupils achieving 5+ GCSE 5A*-C including maths and English	Mark Patton	Targeted	Academic Year		TBC	TBC
New	Achievement gap between disadvantaged pupils in Hartlepool and all pupils nationally at Key Stage 2 L4+ reading, writing and mathematics	Kath Mullen	Targeted	Academic Year		10%	TBC
New	Achievement gap between disadvantaged pupils in Hartlepool and all pupils nationally at Key Stage 4 GCSE 5 A*-C including maths and English	Mark Patton	Targeted	Academic Year		18%	TBC
New	Participation in education, employment and training at age 18+	Dean Jackson	Targeted	Academic Year		93%	TBC

SECTION 4 RISKS		
Code	Risk	Assignee
New	Increase in number of pupils in primary and secondary schools judged by OFSTED to require improvement or to be inadequate	Kath Mullen / Mark Patton
New	Reduction in performance at GCSE to below the national average	Mark Patton
New	Widening of gap in achievement of disadvantaged pupils in Hartlepool and that of all pupils nationally in both primary and secondary schools	Assistant Director, Education
New	Non-participation at age 18+ in education, employment or training begins to increase	Assistant Director, Education
New	Alternative education provision in Hartlepool is judged to be inadequate	Assistant Director, Education

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## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	8. Provision of high quality community learning and skills opportunities that widen participation	<b>Theme:</b>	Lifelong Learning & Skills
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<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Provide a wide range of learning opportunities which encourage participation in Lifelong Learning – programme to include employability, family learning' personal development and volunteering	July 2015	Maggie Heaps

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
ACS P053	Number of learners participating in community learning programmes	Maggie Heaps	Monitored	Academic Year	N/A (monitored only)		

## SECTION 4 RISKS

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

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## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	9. Health Improvement - people are helped to live healthy lifestyles, make healthy choices and reduce health inequalities	<b>Theme:</b>	Health & Wellbeing
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<b>Lead Dept:</b>	PHD	<b>Other Contributors:</b>	CED
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Review , update and implementation of annual action plan for the North of Tees Smoking in Pregnancy Group	March 2016	Carole Johnson
New	Ensure implementation of the NHS health check programme	March 2016	Carole Johnson
New	Implement and measure performance of the Substance Misuse plan	March 2016	Karen Clark/Sharon Robson
New	Influence the commissioning of effective, evidence-based stop smoking and work collaboratively through Hartlepool's Smoke Free Alliance to tackle all issues relating to tobacco control	March 2016	Carole Johnson
New	Deliver a comprehensive programme to improve workplace health	March 2016	Steven Carter
New	Continue to meet the criteria of the North East Better Health at Work Award at Continuing Excellence level	Dec 2015	Steven Carter
New	Introduce a healthier catering commitment scheme & roll out to relevant businesses	March 2018	Sylvia Pinkney
New	Revise the Boroughs Sport and Recreation Strategy and deliver activities that support participation including the Community Activities Network (CAN), CSAF programme, Club Development and Football Development programme.	March 2016	Zoe Rickelton, Gemma Ptak, Ian Gray
New	Deliver a range of physical activity opportunities for all ages including a new Learn to Swim Scheme and the Big Lime triathlon in order to increase the numbers of people participating in physical activity,	March 2016	Zoe Rickelton, Gemma Ptak, Ian Gray
New	Deliver a range of service developments to improve customer access to leisure facilities and services including on-line booking.	March 2016	Zoe Rickelton, Gemma Ptak, Ian Gray
New	Develop and implement a marketing strategy for Sports and Recreation services including the launch of a new website and e-marketing initiatives.	March 2016	Zoe Rickelton, Gemma Ptak,



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			Ian Gray
New	Deliver the key outcomes of the Borough's Indoor Sports Facility and Playing Pitch Strategies.	March 2016	Pat Usher
New	Satisfy Sport and Recreation service users and create a strong customer base by achieving service accreditation and improving user experience	March 2016	Zoe Rickelton, Gemma Ptak, Ian Gray
New	Sustain funding to support the delivery of Sports and Recreation Services through income generation and sourcing alternative funding.	March 2016	Pat Usher
New	Review breastfeeding pathways with partners to develop commissioning intentions for 2016/17	March 2016	Deborah Gibbin
New	Ensure the implementation and delivery of the National Child Measurement Programme	Aug 2015	Deborah Gibbin
New	Ensure the implementation and delivery of the Children and Families weight management programme	March 2016	Deborah Gibbin
New	Implement an effective Communications Strategy to help tackle childhood obesity	March 2016	Alastair Rae
New	Deliver and evaluate the Public Health Communications Strategy	March 2016	Alastair Rae

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
New	Smoking status at time of delivery (Hartlepool)	Carole Johnson	Targeted	Financial Year	18%	17%	16%
PHD 2.11	Percentage of Adults Eating Healthily	Steven Carter	Monitored	Financial Year	N/A (monitored only)		
PHD 2.12	Excess weight in adults	Steven Carter	Monitored	Calendar Year	N/A (monitored only)		
New	Smoking Prevalence adults (over 18s)	Carole Johnson	Monitored	Financial Year	N/A (monitored only)		
ACS P080	Take up of the Healthy Heart Check Programme by those eligible	Carole Johnson	Targeted	Financial Year	60%	TBC	TBC
NI123	Stopping Smoking - Number of self-reported 4-week quitters	Carole	Targeted	Financial	1412	TBC	TBC

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	per 100,000 population aged 16 or over	Johnson		Year			
PHD 2.13	Proportion of physically active and inactive adults	Pat Usher	Monitored	Calendar Year	N/A (monitored only)		
ACS PO35	GP Referrals – of those participants completing a 10 week programme of referred activity, the number going onto mainstream activity participation	Zoe Rickelton	Targeted	Financial Year	70	70	70
ACS PO59	Overall average attendances at Mill House, Brierton and Headland Leisure Centres	Ian Gray	Targeted	Financial Year	367,500	368,750	370,000
ACS PO81	GP Referrals – The number of participants completing a 10 week programme of referred activity participation	Zoe Rickelton	Targeted	Financial Year	300	300	300
ACS P098	Numbers of substance misusers going into effective treatment	Karen Clark/Sharon Robson	Targeted	Financial Year	732	TBC	TBC
ACS P099	Proportion of substance misusers that successfully complete treatment - Opiates	Karen Clark/Sharon Robson	Targeted	Financial Year	12%	TBC	TBC
ACS P100	Proportion of substance misusers who successfully completed treatment and represented back into treatment within 6 months	Karen Clark/Sharon Robson	Targeted	Financial Year	10%	TBC	TBC
PHD 2.18	Alcohol-related admissions to hospital	Sharon Robson	Monitored	Financial Year	N/A (monitored only)		
New	Overall attendances at all sport & physical activity programmes and initiatives	Pat Usher	Monitored	Financial Year	N/A (monitored only)		
New	Primary school swimming – 25m attainment	Pat Usher	Monitored	Academic Year	N/A (monitored only)		
New	Level of partnership funding attracted to deliver new initiatives/commissioned work in sport and recreation	Pat Usher	Monitored	Financial Year	N/A (monitored only)		
New	Number of new participants in sport and physical activity as a result of grant intervention	Pat Usher	Monitored	Financial Year	N/A (monitored only)		
New	Number of volunteers actively engaged for one hour per week on sport and physical activity delivery	Pat Usher	Monitored	Financial Year	N/A (monitored only)		
NI 53a	Prevalence of breastfeeding at 6-8 weeks from birth (% of infants being breastfed at 6-8 weeks)	Deborah Gibbin	Monitored	Financial Year	N/A (monitored only)		
PHD 2.4	Under 18 conception rate (15-17 years old)	Deborah Gibbin	Monitored	Calendar Year	N/A (monitored only)		
NI	Percentage of children who in reception who are classified	Deborah	Monitored	Academic	N/A (monitored only)		

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55(iv)	as overweight or obese	Gibbin		Year	
NI56 (ix)	Percentage of children who in Year 6 who are classified as overweight or obese	Deborah Gibbin	Monitored	Academic Year	N/A (monitored only)
PHD 2.7	Hospital admissions caused by unintentional and deliberate injuries in 0-14 years per 10,000	Deborah Gibbin	Monitored	Financial Year	N/A (monitored only)

<b>SECTION 4 RISKS</b>		
<b>Code</b>	<b>Risk</b>	<b>Assignee</b>
New	Failure to engage those eligible in taking up the Healthy Heart Check Programme	Carole Johnson
CAD R054	Failure to ensure awareness and training of staff regarding safeguarding	Pat Usher
CAD R013	Failure to achieve required customer / participation and income levels	Pat Usher
CAD R052	Failure to meet the licensing requirements of the Adventurous Activity Licensing Authority	Pat Usher
CAD R053	Failure to adhere to the recommended standards regarding pool safety management	Pat Usher
CAD R055	Failure to establish new partnerships and meet funding conditions of external partners in relation to grant funding, MOU's or SLA's	Pat Usher
CAD R056	Lack of adequate investment in public buildings affecting ability to increase participation and income generate	Pat Usher
CAD R057	Impact of recruitment freeze, gaps in staffing caused by length of time taken in process and use of redeployed staff lacking appropriate skills and experience	Pat Usher
CAD R058	Failure to adhere to the recommendations of the Playing Pitch Strategy	Pat Usher

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## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	10. Health Protection - the populations health is protected from major incidents and other threats, whilst reducing health inequalities	<b>Theme:</b>	Health & Wellbeing
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<b>Lead Dept:</b>	PHD	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Carry out air quality monitoring	March 2016	Adrian Hurst
New	Work with colleagues to improve Public Health through the Health Protection & improvement element of the Core Public Health Strategy	March 2016	Sylvia Pinkney
New	Undertake an Estates Excellence project with partners	March 2016	Jane Kett
New	Consultations on planning & licensing to consider impact in relation to noise & air pollution	March 2016	Adrian Hurst
New	Working with partners to reduce alcohol related violence in the Night Time Economy	March 2016	Ian Harrison
New	Introduce no cold call zones, undertake work on doorstep selling & scams	March 2016	Ian Harrison
New	Increase the uptake of childhood vaccinations through targeted interventions in community settings	March 2016	Deborah Gibbin
New	Under take a review of sexual health services	March 2016	Deborah Gibbin

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
PHD 3.1	Fraction of mortality attributed to particulate air pollution	Adrian Hurst	Monitored	Calendar Year	N/A (monitored only)		
NI 184	Percentage of food establishments in area which are broadly compliant with food hygiene law	Sylvia Pinkney	Targeted	Financial Year	97%	TBC	TBC

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PHD 1.14	Percentage of population affected by noise	Adrian Hurst	Monitored	Financial Year	N/A (monitored only)
New	Chlamydia diagnosis (age 15-24)	Deborah Gibbin	Monitored	Calendar Year	N/A (monitored only)
New	Population vaccination coverage – Dtap/IPV/Hib (2 years)	Deborah Gibbin	Monitored	Financial Year	N/A (monitored only)
New	Population vaccination coverage – MMR for one doses (2 years)	Deborah Gibbin	Monitored	Financial Year	N/A (monitored only)
New	Population vaccination coverage – MMR for two doses (5 years)	Deborah Gibbin	Monitored	Financial Year	N/A (monitored only)

SECTION 4 RISKS		
Code	Risk	Assignee
	None identified	

## COUNCIL PLAN 2015/16

## SECTION 1 OUTCOME DETAILS

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

Code (existing/New)	Action	Due Date	Assignee
New	Through local media campaigns promote amongst all eligible people, particularly in high risk groups, the opportunity to be vaccinated, especially in relation to flu	March 2016	Louise Wallace
New	Through local media campaigns ensure all eligible groups are aware and able to access screening for respective screening programmes	March 2016	Louise Wallace
New	Ensure comprehensive plans are in place to protect the health of the population e.g. flu pandemic, infectious diseases	March 2016	Louise Wallace
New	Ensure the core offer of public health advice is provided to the Clinical Commissioning Group (CCG)	March 2016	Louise Wallace
New	Develop a comprehensive Cardio Vascular Disease (CVD) Strategy	Oct 2015	Louise Wallace
New	Introduce saving our skins activities with partners & roll out to relevant businesses	March 2018	Jane Kett

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SECTION 3 PERFORMANCE INDICATORS & TARGETS							
Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
PHD 4.10	Age-standardised mortality rate from suicide and injury of undetermined intent per 100,000 population	Carole Johnson	Monitored	Calendar Year	N/A (monitored only)		
PHD 4.14	Number of hip fractures in people aged 65 and over per 100,000 population	Carole Johnson	Monitored	Financial Year	N/A (monitored only)		
PHD 4.3	Number of deaths that are considered preventable per 100,000 population	Steven Carter	Monitored	Calendar Year	N/A (monitored only)		
PHD 4.15	Total number of excess winter deaths in a single year	Steven Carter	Monitored	Aug-July	N/A (monitored only)		
PHD 4.8	Mortality rate from communicable diseases	Jane Kett	Monitored	Calendar Year	N/A (monitored only)		

SECTION 4 RISKS		
Code	Risk	Assignee
CAD R014	Failure to make significant inroads in Health Impact	Louise Wallace

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## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	12. Every child has the best start in life	<b>Theme:</b>	Health & Wellbeing
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<b>Lead Dept:</b>	CAD	<b>Other Contributors:</b>	RND
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Deliver Better Childhood Programme through integration of early help, social care and partner agencies	March 2016	Sally Robinson
New	Implement solution orientated approaches to assessment planning, intervention and review processes across Children's workforce	March 2016	Sally Robinson
New	Review delivery model for the Youth Support Service that maximises effectiveness and efficiency	March 2016	Sally Robinson
New	Deliver the agreed action plan for the take up of school meals	March 2016	Karen Oliver

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
CSD P065	Percentage of children achieving a good level of development at age 5	Danielle Swainston	Monitored	Academic Year	N/A (monitored only)		
NI 111	Number of first time entrants to the Youth Justice System aged 10-17 100,000 population (aged 10-17)	Sally Robinson	Monitored	Financial Year	N/A (monitored only)		
NI 52a	Percentage take up of school meals – primary	Lynne Bell	Targeted	Financial Year	65%	TBC	TBC
NI 52b	Percentage take up of school meals – secondary	Lynne Bell	Targeted	Financial Year	55%	TBC	TBC
NSD P064	Percentage uptake of free school meals – primary	Lynne Bell	Monitored	Financial Year	N/A (monitored only)		
NSD P065	Percentage uptake of free school meals – secondary	Lynne Bell	Monitored	Financial Year	N/A (monitored only)		



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SECTION 4 RISKS		
Code	Risk	Assignee
CAD R025	Failure to meet statutory duties and functions in relation to childcare sufficiency	Danielle Swainston
CAD R026	Failure to deliver Early Intervention Strategy	Sally Robinson
RND R088	Failure to achieve sufficient uptake of school meals.	Karen Oliver

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## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	13. Children and young people are safe and protected from harm	<b>Theme:</b>	Health & Wellbeing
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<b>Lead Dept:</b>	CAD	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
HW06	Strengthen the role of the Local Safeguarding Children's Board (LSCB) in securing effective multi agency working to safeguard children and young people from harm, neglect and exploitation	March 2016	Elisa Arnold
New	Develop and implement a Multi Agency Children's Hub across North Tees	March 2016	Sally Robinson
HW08	Integrate services to help families who are in need or at the point of crisis to take control of their lives	March 2016	Wendy Rudd
HW09	Secure permanence for children at the earliest opportunity and within an appropriate timescale for the child	March 2016	Jane Young
HW10	Equip the child and adults workforce with the knowledge and skills to assess risk to children particularly in relation to the impact of domestic violence, substance misuse and mental health and to 'think family' in planning and implementing support to protect the best interests of children	March 2016	Sally Robinson

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
CSD P035	Children who became the subject of a Child Protection (CP) Plan, or were registered per 10,000 population under 18	Sally Robinson	Monitored	Financial Year	N/A (monitored only)		
CSD P116	Percentage of C & F assessments completed within 45 working days	Wendy Rudd	Targeted	Financial Year	Not set (New indicator)	TBC	TBC
NI 62	Stability of placements of looked after children: number of moves	Jane Young	Targeted	Financial Year	10%	TBC	TBC
NI 63	Stability of placements for looked after children: length of placement	Jane Young	Targeted	Financial Year	75%	TBC	TBC

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SECTION 4 RISKS		
Code	Risk	Assignee
CAD R017	Failure to recruit & retain suitable staff in childrens services (Actively Managed)	Sally Robinson
CAD R019	Failure to plan for future need and ensure sufficient placement provision to meet demand (Actively Managed)	Sally Robinson
CAD R020	Insufficient capacity in the independent sector to meet placement demand (Actively Managed)	Rachel Smith
CAD R021	Increased demand on services due to socio-economic pressures (Actively Managed)	Sally Robinson
CAD R022	Failure to provide statutory services to safeguard children and protect their well-being (Actively Managed)	Sally Robinson
CAD R023	Impact of change to funding arrangements across Children's Services (Actively Managed)	Sally Robinson
CAD R024	Failure to meet statutory duties and functions in relation to Youth Offending Service (Actively Managed)	Mark Smith
CAD R029	Failure to effectively manage risks exhibited by young people and families (Actively Managed)	Sally Robinson
CAD R030	Failure to deal with sensitive, personal or confidential information in a secure way, resulting in loss of data with associated fines, loss of public confidence and/or damage to reputation	Kay Forgie/ Trevor Smith

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## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	14. Vulnerable adults are supported and safeguarded and people are able to maintain maximum independence while exercising choice and control about how their outcomes are achieved	<b>Theme:</b>	Health & Wellbeing
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<b>Lead Dept:</b>	CAD	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Establish integrated health and social care pathways / services that facilitate people living in their own homes, avoid unnecessary admissions to hospital and enable timely and safe hospital discharges, through implementation of the Better Care Fund (BCF) plan.	March 2016	Jill Harrison
New	Deliver reablement services that enable people to maximise their abilities and develop the skills and capacity to retain their independence for as long as possible.	March 2016	John Lovatt
New	Implement the 2015-16 requirements of the Care Act and prepare for the 2016-17 requirements.	March 2016	Jill Harrison
New	Implement 'Making Safeguarding Personal' and ensure that local arrangements for safeguarding are compliant with the Care Act.	March 2016	John Lovatt
New	Implement the actions identified by the Mental Health Peer Review to improve Mental Health services for the people of Hartlepool.	March 2016	Neil Harrison
New	Build community capacity and low level support services that increase choice and reduce social isolation.	March 2016	Jeanette Willis
New	Improve pathways and services to meet the needs of individuals with dementia and their families / carers.	March 2016	Jeanette Willis
New	Develop an independent living centre that improves outcomes for adults with a disability and / or long term condition.	March 2016	Neil Harrison
New	Ensure that people with learning disabilities receive good quality, outcome focused care and support, including those covered under the Winterbourne View Concordat recommendations.	March 2016	Neil Harrison
New	Review systems, learn lessons from surveys and complaints and develop the workforce to ensure that staff are supported and working safely and effectively.	March 2016	Sarah Ward

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SECTION 3 PERFORMANCE INDICATORS & TARGETS							
Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
NI 130b)	Social care clients receiving Self Directed Support	Sarah Ward	Targeted	Financial Year	90%	95%	95%
NI 131)	Delayed Transfers of Care (attributable to social care)	John Lovatt	Targeted	Financial Year	0	0	0
NI 135	Carers receiving needs assessment or review and a specific carer's service, or advice and information	Jeanette Willis	Targeted	Financial Year	40%	40%	40%
P051	Access to equipment and telecare: users with telecare equipment	Neil Harrison	Targeted	Financial Year	1500	1600	1650
P066)	Permanent Admissions to residential care – age 65+	John Lovatt	Targeted	Financial Year	900.0	823.9	807.8
P072	Clients receiving a review	John Lovatt	Targeted	Financial Year	75%	75%	75%
P087	% of reablement goals (user perspective) met by the end of a reablement package/episode (in the period)	John Lovatt	Targeted	Financial Year	70%	70%	70%
NI 125	Achieving independence for older people through rehabilitation/intermediate care (at home after 91 days)	John Lovatt	Targeted	Financial Year	87.7%	89.2%	TBC
SECTION 4 RISKS							
Code	Risk					Assignee	
CAD R034	Insufficient capacity in the independent sector to meet placement demand within adult social care (particularly in relation to nursing provision) which could lead to an increase in out of borough placements.					Jeanette Willis	
CAD R035	Increased demand on adult social care services due to demographic and financial pressures, and changes within partner organisations.					Jill Harrison	
CAD R038	Failure to provide statutory services to safeguard vulnerable adults.					John Lovatt	
CAD R043	Delayed transfers of care from hospital due to reduced capacity and changing working arrangements for hospital discharge.					John Lovatt	
CAD R060	Failure to work effectively with partners to deliver integrated health and social care services through the Better Care Fund.					Jill Harrison	
CAD R061	Increased demand on Adult Social Care Deprivation of Liberty Safeguards (DOLS) due to the national implications of the Cheshire West ruling and subsequent increased activity, expenditure & risk.					John Lovatt	

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SECTION 1 OUTCOME DETAILS			
<b>Outcome:</b>	15. Hartlepool has reduced crime and repeat victimisation	<b>Theme:</b>	Community Safety

<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	
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SECTION 2 ACTIONS			
Code (existing/New)	Action	Due Date	Assignee
New	Deliver in conjunction with partners a strategic assessment which is monitored through the Safer Hartlepool Partnership executive.	Dec 2015	Lisa Oldroyd
New	Refresh the Domestic Violence Strategy action plan	April 2015	Clare Clark
New	Ensure a co-ordinated approach to meeting the needs of victims of crime & disorder taking a victim centred approach by commissioning victim services through the vulnerable victims group	March 2016	Nicholas Stone

SECTION 3 PERFORMANCE INDICATORS & TARGETS							
Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
RPD P029a	Number of domestic burglaries	Lisa Oldroyd	Monitored	Financial Year	N/A (monitored only)		
RPD P028a	Number of reported crimes in Hartlepool	Lisa Oldroyd	Monitored	Financial Year	N/A (monitored only)		
RPD P031a	Number of incidents of local violence (assault with & without injury)	Lisa Oldroyd	Monitored	Financial Year	N/A (monitored only)		
NI 32	Number of repeat incidents of domestic violence	Lisa Oldroyd	Monitored	Financial Year	N/A (monitored only)		

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

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SECTION 1 OUTCOME DETAILS			
<b>Outcome:</b>	16. There is reduced harm caused by drugs and alcohol misuse	<b>Theme:</b>	Community Safety

<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	
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SECTION 2 ACTIONS			
Code (existing/New)	Action	Due Date	Assignee
New	Monitor substance misuse action plan as a key element of the Community Safety Plan.	March 2016	Lisa Oldroyd

SECTION 3 PERFORMANCE INDICATORS & TARGETS							
Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
RND P073	Incidents of drug dealing and supply	Rachel Parker	Monitored	Financial Year	N/A (monitored only)		
RND R074	Number of young people found in possession of alcohol	Rachel Parker	Monitored	Financial Year	N/A (monitored only)		
RND P105	Perceptions of people using or dealing drugs in the community	Rachel Parker	Monitored	Financial Year	N/A (monitored only)		

SECTION 4 RISKS		
Code	Risk	Assignee
	None identified	

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SECTION 1 OUTCOME DETAILS							
Outcome:	17. Communities have improved confidence and feel more cohesive and safe				Theme:	Community Safety	
Lead Dept:	RND			Other Contributors:		CED	
SECTION 2 ACTIONS							
Code (existing/New)	Action					Due Date	Assignee
New	Implement the new Anti Social Behaviour code and associated powers					March 2016	Nicholas Stone
New	Implement the new community engagement and cohesion strategy					March 2016	Clare Clark
New	Develop restorative practice across the Safer Hartlepool partners to give victims a greater voice in the criminal justice system					March 2016	Nicholas Stone
New	Improve reporting, recording and responses/interventions to vulnerable victims and victims of hate crime					March 2016	Nicholas Stone
New	Deliver and evaluate the Safer Hartlepool Partnership Communications Strategy					March 2016	Alastair Rae
SECTION 3 PERFORMANCE INDICATORS & TARGETS							
Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
RPD P034	Number of deliberate fires in Hartlepool	Rachel Parker	Monitored	Financial Year	N/A (monitored only)		
RND P107	Number of anti-social behaviour incidents reported to the Police	Rachel Parker	Monitored	Financial Year	N/A (monitored only)		
RND P108	Perceptions of drunk or row dy behaviour as a problem	Rachel Parker	Monitored	Financial Year	N/A (monitored only)		
RND P109	Number of reported hate incidents	Rachel Parker	Monitored	Financial Year	N/A (monitored only)		
SECTION 4 RISKS							
Code	Risk						Assignee
RND R032	Failure of officers to fully embrace their responsibilities under the terms of Section of the Crime and Disorder Act 1998.						Clare Clark



## COUNCIL PLAN 2015/16

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	18. Offending and re-offending has reduced	<b>Theme:</b>	Community Safety
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<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Monitor delivery of the offending and re-offending strategy action plan	March 2016	Lisa Oldroyd
New	Continue to embed the Think Families, Think Communities (TF/TC) approach to reducing crime and anti-social behaviour, improve educational attendance and reduce worklessness, resulting in reduced costs to the public purse.	March 2016	Lisa Oldroyd

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
RND R067	Re-offending rates of High Crime Causers (HCC) adults	Lisa Oldroyd	Monitored	Financial Year	N/A (monitored only)		
RND P110a	Number of families engaged through Think Families / Think Communities (TF/TC) programme	Lisa Oldroyd	Monitored	Financial Year	N/A (monitored only)		
RND P110b	Number of results claimed through Think Families / Think Communities Programme	Lisa Oldroyd	Monitored	Financial Year	N/A (monitored only)		

## SECTION 4 RISKS

Code	Risk	Assignee
	None identified	

## COUNCIL PLAN 2015/16

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	19. Hartlepool has an improved natural and built environment	<b>Theme:</b>	Environment
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<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Deliver a Hartlepool Local Plan which sets out the spatial vision, strategic objectives and core policies for the Borough for the next 15 years	Oct 2016	Andrew Carter
New	Investigate, evaluate and prioritise flooding sites throughout the borough, with a view to implementing schemes to relieve flooding issues	March 2016	Kieran Bostock
New	Consult, develop and deliver year 3 projects of capital improvements to allotments	March 2016	Chris Wenlock

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
NI 157a	Processing of planning applications within target: Major applications	Andrew Carter	Targeted	Financial Year	60%	TBC	TBC
NI157b	Processing of planning applications within target: Minor Applications	Andrew Carter	Targeted	Financial Year	65%	TBC	TBC
NI 157c	Processing of planning applications within target: Other applications	Andrew Carter	Targeted	Financial Year	80%	TBC	TBC
RND P009	The percentage of appeals allowed against the authorities decision to refuse planning applications	Andrew Carter	Targeted	Financial Year	50%	TBC	TBC
RND P081	Percentage of informal planning inquiries decided within 15 working days	Andrew Carter	Targeted	Financial Year	75%	TBC	TBC
RND P082	Percentage of planning complaints investigations concluded in 4 months	Andrew Carter	Targeted	Financial Year	75%	TBC	TBC

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<b>SECTION 4 RISKS</b>		
<b>Code</b>	<b>Risk</b>	<b>Assignee</b>
RND R059	Failure to provide a 'Sound' Planning Policy Framework leading to a lack of clear planning guidelines	Andrew Carter
RND R073	Failure to implement new planning related legislation	Andrew Carter
RND R091	Failure to determine planning applications within specified time periods	Andrew Carter

## COUNCIL PLAN 2015/16

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	20. Quality local environments where public and community open spaces are clean, green and safe	<b>Theme:</b>	Environment
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<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Investigate funding opportunities for the development of green space areas across the town.	March 2016	Deborah Jefferson
New	Develop and implement a strategy to tackle the issue of waste escaping from commercial vehicles.	Dec 2015	Helen Beaman
New	Explore opportunities for future uses of the camera vehicle	March 2016	Philip Hepburn
New	Monitor identified contaminated land sites, taking action as appropriate	March 2016	Kieran Bostock
New	Deliver 'Neighbourhood Action Days' which tackle environmental crime	March 2016	Helen Beaman

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
RND P007	No of volunteer days spent working on local green space management initiatives	Deborah Jefferson	Monitored	Financial Year	N/A (monitored only)		
RND P061	Achieve Quality Coast award for Seaton Carew Beach	Debbie Kershaw	Targeted	Financial Year	Yes	Yes	Yes

## SECTION 4 RISKS

Code	Risk	Assignee
RND R075	Financial and environmental implications of addressing contaminated land issues	Kieran Bostock

## COUNCIL PLAN 2015/16

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	21. Provide a sustainable, safe, efficient, effective and accessible transport system	<b>Theme:</b>	Environment
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<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
ERS 14/17 - A19	Access available funding to seek highway/ transport improvements.	March 2016	Peter Frost
New	Complete the LED lamp & column replacement programme	Sept 2015	Mike Blair

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
NI 168	The percentage of principal roads where maintenance should be considered	Peter Frost	Targeted	Financial Year	5%	TBC	TBC
NI 169	The percentage of non-classified roads where maintenance should be considered	Peter Frost	Targeted	Financial Year	12%	TBC	TBC

## SECTION 4 RISKS

Code	Risk	Assignee
RND R054	Failure to maintain infrastructure to acceptable standard resulting in additional cost implications through insurance claims	Mike Blair

## COUNCIL PLAN 2015/16

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	22. Hartlepool is prepared for the impacts of climate change and takes action to mitigate the effects	<b>Theme:</b>	Environment
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<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Continue to deliver targeted education & awareness campaigns, to promote participation in household waste recycling	March 2016	Craig Thelwell
New	Introduce the suspension of green waste collection service during the winter periods	Dec 2015	Craig Thelwell

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
NI 191	Number of kilograms of residual household waste collected per household	Craig Thelwell	Targeted	Financial Year	700	TBC	TBC
NI 192	Percentage of household waste sent for reuse recycling or composting	Craig Thelwell	Targeted	Financial Year	49%	TBC	TBC
NI 193	Percentage of municipal waste landfilled	Craig Thelwell	Targeted	Financial Year	5%	TBC	TBC

## SECTION 4 RISKS

Code	Risk	Assignee
RND R067	Failure to achieve recycling targets resulting in loss of income and additional costs	Craig Thelwell
RND R087	Income fluctuations in the market for recyclable materials resulting in difficulties in budget planning and forecasting.	Craig Thelwell

## COUNCIL PLAN 2015/16

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	23. Hartlepool has an improved and more balanced housing offer that meets the needs of residents and is of high quality design	<b>Theme:</b>	Housing
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<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Develop a delivery strategy for the redevelopment of the Carr / Hopps Street area	March 2016	Nigel Johnson
New	Introduce a service within the Council to manage the authorities housing stock	Sept 2015	Nigel Johnson
New	Develop and set-up a social letting agency	March 2016	Gemma Day

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
NI 155	Number of affordable homes delivered (gross)	Nigel Johnson	Targeted	Financial Year	50	TBC	TBC
New	Percentage of HBC managed properties which are void.	Nigel Johnson	Targeted	Financial Year	N/A (New indicator)	2%	2%
New	Percentage of HBC property tenants in arrears.	Nigel Johnson	Targeted	Financial Year	N/A (New indicator)	5%	5%
New	Number of properties managed by HBC	Nigel Johnson	Targeted	Financial Year	N/A (New indicator)	203	231

## SECTION 4 RISKS

Code	Risk	Assignee
RND R061	Inability to balance demands for social housing	Nigel Johnson

## COUNCIL PLAN 2015/16

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	24. Hartlepool has improved housing stock where all homes across tenures offer a decent living environment	<b>Theme:</b>	Housing
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<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Work with landlords to prevent homes from becoming long term empty, through early intervention	March 2016	Martin Spaldin

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
LAA H P001	Number of private dwellings empty for over 6 months and brought back into use.	Martin Spaldin	Target	Financial Year	102	TBC	TBC

## SECTION 4 RISKS

Code	Risk	Assignee
RND R061	Inability to meet very high levels of local housing needs including affordable housing	Nigel Johnson
RND R053	Failure to respond to and implement changes to selective licensing (subject to members approval)	Linda Igoe



## COUNCIL PLAN 2015/16

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	25. Housing Services and housing options respond to the specific needs of all communities within Hartlepool	<b>Theme:</b>	Housing
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<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Review and monitor the impact of welfare and social housing reforms on tenancy sustainability, homelessness, tenancy satisfaction and vulnerable people on the housing waiting list.	March 2016	Karen Kelly
New	Assist people to maintain independent living through the provision of minor adaptations	March 2016	Karen Kelly

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
RND P051	Number of households where homelessness has been prevented through local authority action	Lynda Igoe	Target	Financial Year	9	TBC	TBC
RND P107	Average waiting time (days) for a disabled facilities grant to be completed	Karen Kelly	Target	Financial Year	95	TBC	TBC

## SECTION 4 RISKS

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

## COUNCIL PLAN 2015/16

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	26. Local people have access to Arts, Museums, Community Centres and Events which enrich people's lives	<b>Theme:</b>	Culture & Leisure
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<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Support and deliver a programme of events for Hartlepool	March 2016	Clare Irvine
New	Facilitate an entertainments programme for residents and visitors through the provision of suitable venues	March 2016	David Worthington
New	Deliver a programme of events throughout the year to residents and visitors.	March 2016	David Worthington

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
ACS P106	Number of people visiting Hartlepool Art Gallery, Museum of Hartlepool and Hartlepool Maritime Experience.	David Worthington	Targeted	Financial Year	202,000	TBC	TBC
ACS P107	Number of school visits to Hartlepool Art Gallery, Museum of Hartlepool and Hartlepool Maritime Experience.	David Worthington	Targeted	Financial Year	14,300	TBC	TBC
ACS P108a	Number of people visiting Town Hall Theatre.	David Worthington	Targeted	Financial Year	90,000	TBC	TBC
ACS P109	Number of people using Community Centres.	Sue Rybak	Targeted	Financial Year	33,061	TBC	TBC
New	Number of people attending Council-organised events.	David Worthington	Monitored	Financial Year	N/A (monitored only)		

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SECTION 4 RISKS		
Code	Risk	Assignee
New	Failure to engage with new and existing service users.	David Worthington
New	Reduction in funding to provide services.	David Worthington

## COUNCIL PLAN 2015/16

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	27. Local people have access to library services which enrich people's lives	<b>Theme:</b>	Culture & Leisure
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<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Provide a progressive library service for the provision of safe community spaces and an outreach service that keeps pace with the changing needs of the community it serves.	March 2016	Kay Tranter
New	Providing the provision of public access computers and the Reference and Information Service.	March 2016	Kay Tranter
New	Engage with children and young adults to support their learning needs, through a programme of activities and initiatives.	March 2016	Kay Tranter
New	Undertake a review of Library Services to provide options for future service delivery and report the findings to Committee.	July 2015	Kay Tranter

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
ACS P062	Number of people receiving a home library service.	Kay Tranter	Targeted	Financial Year	580	640	TBC
New	Number of activities which engage communities or support the wellbeing agenda.	David Worthington	Monitored	Financial Year	N/A (monitored only)		
ACS P104	Number of hours usage of the People's Network computers.	Kay Tranter	Targeted	Financial Year	30,000	39,000	TBC
ACS P105	Number of enquiries received by the Reference and Information Service.	Kay Tranter	Targeted	Financial Year	23,500	30,000	TBC
ACS P103	Number of engagements with children and young adults in library delivered activities.	Kay Tranter	Targeted	Financial Year	12,000	16,100	TBC

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<b>SECTION 4 RISKS</b>		
<b>Code</b>	<b>Risk</b>	<b>Assignee</b>
New	Failure to engage with new and existing service users.	David Worthington
New	Fluctuating public demand for information and IT support as new e-government services are implemented.	David Worthington
New	Reduction in funding to provide statutory services.	David Worthington

## COUNCIL PLAN 2015/16

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	28. Local people have a greater voice and influence over local decision making and the delivery of services	<b>Theme:</b>	Strengthening Communities
<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	CED

## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Support the delivery of the voluntary & community sector (VCS) strategy	March 2016	Tracy Row e
New	Monitor the financial benefits and financial advice contract	March 2016	Tracy Row e
New	Deliver the community pool funding programme	March 2016	Tracy Row e
New	Deliver the Safer Hartlepool Partnership face the public event	March 2016	Tracy Row e
New	Develop an agreed approach to consultation for the Council and provide training and support to officers	Oct 2015	Catherine Grimw ood

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
RND P052	Number of voluntary and community groups supported	Tracy Row e	Targeted	Financial Year	40	TBC	TBC
RND P114	Number of Neighbourhood Plans ratified	Tracy Row e	Targeted	Financial Year	2	TBC	TBC

## SECTION 4 RISKS

Code	Risk	Assignee
RND R056	Failure of service providers to focus resources in vulnerable localities	Clare Clark
CED R096	Lack of data quality of consultation conducted results in poor decision making and w orsening performance	Catherine Grimw ood

## COUNCIL PLAN 2015/16

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APPENDIX 1

SECTION 1 OUTCOME DETAILS			
<b>Outcome:</b>	29. Improve the efficiency and effectiveness of the organisation	<b>Theme:</b>	Organisational Development

<b>Lead Dept:</b>	CED	<b>Other Contributors:</b>	RND
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SECTION 2 ACTIONS			
Code (existing/New)	Action	Due Date	Assignee
New	Review and implement the Corporate ICT strategy to ensure it continues to support corporate objectives including opportunities to use ICT to generate savings across the Authority	March 2016	John Bulman
New	Deliver new ICT infrastructure and desktop environment	Sept 2015	John Bulman
New	Improve awareness of information security requirements and individual responsibilities through training and online communication	March 2016	John Bulman
New	Financially model Local Council Tax Support Scheme costs and underlying assumptions	Sept 2015	John Morton
New	Financially model Business Rates Appeal risks	Sept 2015	John Morton
New	Monitor / Evaluate financial and organisational impacts of Universal Credit roll out	Dec 2015	John Morton
New	Procure corporate Cash Collection contract	Sept 2015	Roy Horseman
New	Review and update Medium Term Financial Strategy (MTFS) including links to Council Tax Support Scheme	March 2016	Chris Little
New	Determine and implement a revised programme to deliver the savings required in light of the MTFS and budget settlement for 2016/17	March 2016	Andrew Atkin / Chris Little
New	Implement effective treasury management strategy including vehicle replacement programme	June 2015	Chris Little
New	Review the Council's commissioning and procurement strategy	March 2016	David Hart
New	Achieve capital receipts target in line with programme	March 2016	Dale Clarke
New	Develop new depot facility for operational services	Dec 2015	Colin Bolton

## COUNCIL PLAN 2015/16

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APPENDIX 1

SECTION 3 PERFORMANCE INDICATORS & TARGETS							
Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
ICT PI 4	Percentage of ICT incidents resolved within agreed service levels	John Bulman	Targeted	Financial Year	96%	96%	96%
ICT SI 3	Unavailability of ICT services to users	John Bulman	Targeted	Financial Year	4.25%	4.25%	4.25%
CEDFI P001	Percentage of invoices paid in 30 days	Kevin Shears	Targeted	Financial year	95%	95%	95%
CEDFI P030	Percentage of Local Supplier Invoices paid in 10 days	Kevin Shears	Targeted	Financial year	85%	85%	85%
CEDFI P002	Percentage of Council Tax collected in year	Roy Horseman	Targeted	Financial year	95%	95%	95%
CEDFI P041	Percentage of Council Tax collected after 5 years	Roy Horseman	Targeted	Financial year	99%	99%	99%
CEDFI P003	Percentage of Business Rates collected in year	Roy Horseman	Targeted	Financial year	98%	98%	98%
CEDFI P041	Percentage of Business Rates collected after 5 years	Roy Horseman	Targeted	Financial year	99%	99%	99%
CEDCS P042	Actual savings from efficiency and savings programme	Andrew Atkin / Chris Little	Targeted	Financial Year	£4.4m	£5.6m	TBC

SECTION 4 RISKS		
Code	Risk	Assignee
NEW	National or external agenda(s) necessitate change to departmental objectives/priorities which impact on corporate ICT strategy	John Bulman
CED R097	Failure to comply with the controls in the PSN Code of Connection leading to the withdrawal of 'connected' status	John Bulman
CED R091	Failure to have corporately adequate arrangements in place to manage and deliver the budget strategy and savings programme	Andrew Atkin / Chris Little
CED R043	Treasury management decisions on borrowing and investment fail to optimize benefit for council.	Chris little
CED R072	The Council becomes a target for fraudulent activities	Noel Adamson



**COUNCIL PLAN 2015/16****13(a)(2)  
APPENDIX 1**

CED 073	Maintain skill and knowledge of appropriate employees across the Council in relation to PM, risk, consultation, complaints and data quality procedures the Efficiency and Savings programme	Catherine Grimwood
CED R089	Experiencing failure or lack of access to critical ICT systems	Andrew Atkin
CED R054	A major health and safety accident or incident may occur as a result of employees actions or inactions	Rachel Price
CED R068	Failure to carry out statutory process	Peter Devlin
RND R085	Failure to achieve the Council's capital receipts target because of the difficult economic climate and market conditions	Dale Clarke
RND R047	Failure to execute procurement activities within the guidelines leading to challenges to contract award decisions	David Hart
New	Failure to deliver services as a result of relocation of depot facilities	Craig Thelwell

## COUNCIL PLAN 2015/16

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	30. Deliver effective customer focused services, meeting the needs of diverse groups and maintaining customer satisfaction	<b>Theme:</b>	Organisational Development
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<b>Lead Dept:</b>	CED	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Increase use of electronic means to access council services while supporting residents who are currently unable to engage in this manner	March 2016	John Bulman
New	Coordinate the corporate complaints process and responses to Local Government Ombudsman complaints.	March 2016	Catherine Grimwood
New	Ensure compliance with the Equality Duty.	March 2016	Catherine Grimwood
New	Deliver the roll in of additional services to the Customer Services Centre	March 2016	Julie Howard
New	Develop Engagement Strategy for Housing Benefit impacts of DWP Universal Credit roll out	Dec 2015	Liz Cook

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
CEDCS PO17	Number of website hits – unique visitors	Paul Diaz	Targeted	Financial Year	341,000	358,000	375,900
New	Number of corporate complaints received	Kerry Trenchard	Monitored	Financial Year	N/A (monitored only)		
New	Number of complaints investigated by the Local Government Ombudsman	Kerry Trenchard	Monitored	Financial Year	N/A (monitored only)		
CEDCS P066	Average wait in seconds for telephone calls to be answered	Julie Howard	Targeted	Financial Year	30 secs	30 secs	30 secs
CEDCS P067	Average wait in minutes for personal visitors without an appointment	Julie Howard	Targeted	Financial Year	15 mins	15 mins	15 mins
CEDCS	% of Customer Service e-mails handled the same day	Julie Howard	Targeted	Financial	90%	90%	90%

**COUNCIL PLAN 2015/16****13(a)(2)  
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P068				Year			
CEDCS P070	% of customers satisfied with the services provided by Customer Services	Julie Howard	Targeted	Financial Year	90%	90%	90%
CEDCS P090	% of satisfied customers for registration service	Elaine Cook	Monitored	Financial Year	90%	90%	90%
CEDFIP004	Average time to process new Housing Benefit / Council Tax Support claims	Colin Greig	Targeted	Financial Year	20 days	20 days	20 days
CEDFIP005	Average time to process Housing Benefit / Council Tax Support Changes in Circumstances	Colin Greig	Targeted	Financial Year	9 days	9 days	9 days

**SECTION 4 RISKS**

<b>Code</b>	<b>Risk</b>	<b>Assignee</b>
CED R028	Failure to provide Statutory Registration duties (including IT system)	Julie Howard
CED R059	Failure to integrate equality into all aspects of the Councils work leading to non compliance with legislation and Council aims	Andrew Atkin

## COUNCIL PLAN 2015/16

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	31. Maintain effective governance arrangements for core business and key partnerships	<b>Theme:</b>	Organisational Development
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<b>Lead Dept:</b>	CED	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Develop the Council Plan and monitor its implementation.	March 2016	Catherine Grimwood
New	Review and refresh the Data Quality Policy and ensure compliance across the Council	March 2016	Catherine Grimwood
New	Provide a full opinion on Governance arrangements to the Audit and Governance Committee	May 2016	Noel Adamson
New	Review position of accounting code of practice for adoption in 2016/17	Dec 2015	Sandra Shears
New	Produce Statement of Accounts	June 2016	Sandra Shears
New	Ensure lawfulness and fairness of decisions	March 2016	Peter Devlin
New	Promote and maintain high standards of conduct by Members, co-opted members and Officers	March 2016	Peter Devlin
New	Monitor and review the operation of the Council's Constitution	March 2016	Peter Devlin
New	Support the Council's Governance structure	March 2016	Amanda Whitaker

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
None identified							

**COUNCIL PLAN 2015/16****13(a)(2)  
APPENDIX 1**

<b>SECTION 4 RISKS</b>		
<b>Code</b>	<b>Risk</b>	<b>Assignee</b>
CED R080	Statutory deadlines for the production of the Councils accounts may not be met	Chris Little
CED R007	Decision making meetings not taking place due to a loss of council facilities or serious problems preventing Councilors/staff attending	Amanda Whitaker
CED R060	Failure to deliver an effective and efficient legal service	Alyson Carman
CED R037	Failure to embed risk management framework leads to service / governance failure resulting in reputation / financial loss	Catherine Grimwood
CED R076	Partnership structures no longer fit for purpose resulting in relationship breakdown between Hartlepool Borough Council and key partners	Catherine Grimwood
CED R031	Performance management arrangement fails to operate as intended resulting in unanticipated service/governance failure within Council / Partnership	Catherine Grimwood
CED R062	Lack of data quality for performance information results in poor decision making and worsening performance	Catherine Grimwood

## COUNCIL PLAN 2015/16

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	32. Maintain the profile and reputation of the Council	<b>Theme:</b>	Organisational Development
<b>Lead Dept:</b>	CED	<b>Other Contributors:</b>	

## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Ensure that effective mechanisms are in place, both internally and externally, to explain the budget pressures facing the Council.	March 2016	Alastair Rae
New	Review existing social media policy including a review of the current Twitter and Facebook pages.	March 2016	Alastair Rae
New	Introduce a monitoring system to ensure that the Council is responding where necessary to comments posted on Twitter and Facebook.	March 2016	Alastair Rae
New	Promote Hartlepool Council and the town on a regional and national level by targeting key regional and national media outlets with Hartlepool related stories, achievements and developments.	March 2016	Alastair Rae

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
New	The percentage of readers who read some or most of the content of Hartbeat	Alastair Rae	Monitored	Financial Year	N/A (monitored only)		
CED CSP074	Increase the number of followers on Twitter	Alastair Rae	Monitored	Financial Year	N/A (monitored only)		

## SECTION 4 RISKS

Code	Risk	Assignee
CED R005	The failure to maintain a positive reputation	Alastair Rae
CED R051	Failure to comply with legislation leading to unlawful acts, loss of morale, poor industrial relations and / or accidents to employees resulting in industrial, criminal or civil action against the Council	Wally Stagg
CED R063	The risk of a breach of conduct by elected members / co-opted members	Peter Devlin

## COUNCIL PLAN 2015/16

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	33. Deliver effective Member and Workforce arrangements, maximising the efficiency of the Council's Democratic function	<b>Theme:</b>	Organisational Development
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<b>Lead Dept:</b>	CED	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Implement the Workforce Strategy	March 2016	Gillian Laight / Rachel Clark
New	Implement the Equal Pay audit action plan.	March 2016	Martyn Ingram
New	Provide support to School Admission and Exclusion Appeal Hearings	March 2016	Amanda Whitaker/Alyson Carman
New	Maintain and develop the statutory Scrutiny function and work programme	March 2016	Joan Stevens
New	Monitor recommendations made across scrutiny investigations and report progress to Audit and Governance Committee July 2015 and January 2016	March 2016	Joan Stevens
New	Implement the initial household canvass under Individual Electoral Registration	Dec 2015	Lorraine Bennison
New	Deliver the combined Parliamentary General Election, Local Government and Parish Elections	May 2015	Lorraine Bennison

## COUNCIL PLAN 2015/16

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APPENDIX 1

SECTION 3 PERFORMANCE INDICATORS & TARGETS							
Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
HR PI 05A	Average working days per employee (full time equivalent) per year lost through sickness absence - All Actual	Rachel Clark	Targeted	Financial Year	7.4	TBC	TBC
CEDCS P012	Percentage of draft Minutes of Non Policy Committee meetings produced within 10 days of the meeting	Amanda Whitaker	Targeted	Financial Year	100%	100%	100%
CEDCS P013	Percentage of draft Minutes of Policy Committee meetings produced within 4 days of the meeting	Amanda Whitaker	Targeted	Financial Year	100%	100%	100%
CEDCS P014	Percentage of Minutes of Policy Committee meetings published within 5 days of the meeting	Amanda Whitaker	Monitored	Financial Year	N/A (monitored only)		

SECTION 4 RISKS		
Code	Risk	Assignee
CED R053	Poor workforce planning and development may lead to poor service delivery / behaviour by employees	Gillian Laight / Rachel Clark
CED R061	Electoral problems/failures/legal challenges lead to Councillors not being elected to Council	Peter Devlin
CED R098	That a material safety breach of health and safety legislation is identified by the HSE resulting in a significant fee for intervention (FFI) being applied	Rachel Price
CED RO88	Future and current equal pay claims including settlement of, or adverse findings in ET of existing equal pay claims	Wally Stagg



## COUNCIL PLAN 2015/16

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	34. Ensure the effective implementation of significant government policy changes	<b>Theme:</b>	Organisational Development
<b>Lead Dept:</b>	CED	<b>Other Contributors:</b>	

## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
New	Ensure that the Council complies with the 'Local Government Transparency Code'.	May 2015	Catherine Grimwood
New	Disseminate information to CMT and Members around significant changes to government policy in order to inform decision making.	March 2016	Catherine Grimwood
New	Implement and evaluate financial impacts of statutory Business Rates Transitional Relief	Dec 2015	John Morton
New	Review and monitor policy on Council Tax exemptions/ discounts	Sept 2015	John Morton
New	Implement statutory Teachers Pensions Changes	June 2015	Kevin Shears
New	Implement statutory Public Health / NHS Pensions Changes	March 2016	Kevin Shears
New	Implement DWP Single Fraud Investigation Service (SFIS) Changes	July 2015	John Morton
New	Implement Statutory requirements in compliance with new and also promoting awareness of emerging legislation	March 2016	Peter Devlin

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
None identified							

## SECTION 4 RISKS

Code	Risk	Assignee
None identified		

**COUNCIL**  
26 March 2015



**Report of:** Chief Executive

**Subject:** BUSINESS REPORT

**1. TEESSIDE CORONER'S SERVICE ANNUAL REPORT 2014**

I have received the attached first Annual Report produced by the Teesside Coroner's Service. The report aims to provide a clear picture of how the Coroner's Service is working, provides details of service improvements and the priorities of the Service for 2015.

TEESSIDE CORONER'S SERVICE  
ANNUAL REPORT 2014

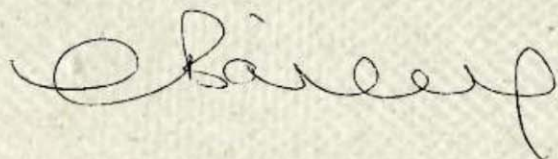




## Foreword

Hello and welcome to the Teesside Coroner's Service Annual Report for 2014. This is the first publication of its kind for the Teesside area and I hope that the information contained within these pages will help give the local community a clear picture of the service, how it works and how it is performing.

I believe this annual report will give confidence in the inquest process to members of the public who sadly find they are dealing with bereavement. A lot of work has gone into improving the Coroner's service for the people of Teesside and I hope this document will give an insight into our work.

A handwritten signature in black ink, appearing to read 'Clare Bailey', written in a cursive style.

Clare Bailey, Acting Senior Coroner







## What is the role of the Teesside Coroner's Service?

The Teesside Coroner's Service investigates certain deaths such as those that are sudden, violent, unnatural or are of an unknown cause. It can also take steps to help prevent future deaths.

If it appears that a reported death may not be of a natural cause, preliminary investigations are carried out and a post-mortem examination may be necessary. Usually only if a death is unnatural or occurred whilst in police custody, prison or in hospital care, will it proceed to inquest.

An inquest is an enquiry and needs only to answer four questions:

- Who died?
- When did they die?
- Where did they die?
- How did they die?

An inquest cannot apportion blame. There is no prosecution or defence. At the end of an inquest a "conclusion" is given either by the coroner or a jury about how someone died.



## How does the system work?

The service is led by a Senior Coroner who is supported by Assistant Coroners. Coroners are independent judicial office holders. Their role is defined by Statute, case law and guidance from the Chief Coroner. Coroners are helped by a dedicated team made up of police officers, civilian police employees and administrative support.

The service aims to investigate deaths thoroughly, efficiently and with empathy.



## Triangle of responsibility

The Teesside Coroner's Service works within a 'triangle of responsibility', whilst remaining independent and unbiased. The two other parties in the triangle are the local authorities (Middlesbrough, Stockton-on-Tees and Redcar and Cleveland, with Middlesbrough Council as the lead authority) and Cleveland Police.

The local authorities fund the service and provide administrative staff. Cleveland Police provide Coroner's Officers who assist with investigating deaths and in preparing cases for inquest.

## The Coroner's Service in 2014

The year 2014 was a significant one for the Teesside Coroner's Service. In April, the Senior Coroner Michael Sheffield, retired following 45 years' service and interim arrangements were put in place.

These measures saw Clare Bailey appointed as a full time Acting Senior Coroner with Hartlepool Senior Coroner, Malcolm Donnelly, appointed on 75% of a full time basis as Assistant Coroner. Further help has been provided by Assistant Coroner, Jo Wharton, and a dedicated team of Coroner's Officers and administrative staff.

The service was completely redesigned to put customers at the heart of the service. A range of stakeholders also helped to shape the service and make it one of which the people of Teesside can be proud.

Modern and more sensitive methods of working were implemented, including introducing electronic ways of working to replace paper-based systems. These, together with much hard work by the team, have succeeded in reducing the number of outstanding inquests from over 400 to 16 at the end of 2014. This turnaround in performance has hugely benefited the people of Teesside.

Official Guidelines promote the completion of an inquest within six months. In 2014, the Teesside Coroner's Service took an average of 8 weeks to complete an inquest for those deaths reported on or after 1st January 2014.



Assistant Coroner Malcolm Donnelly



Assistant Coroner Jo Wharton



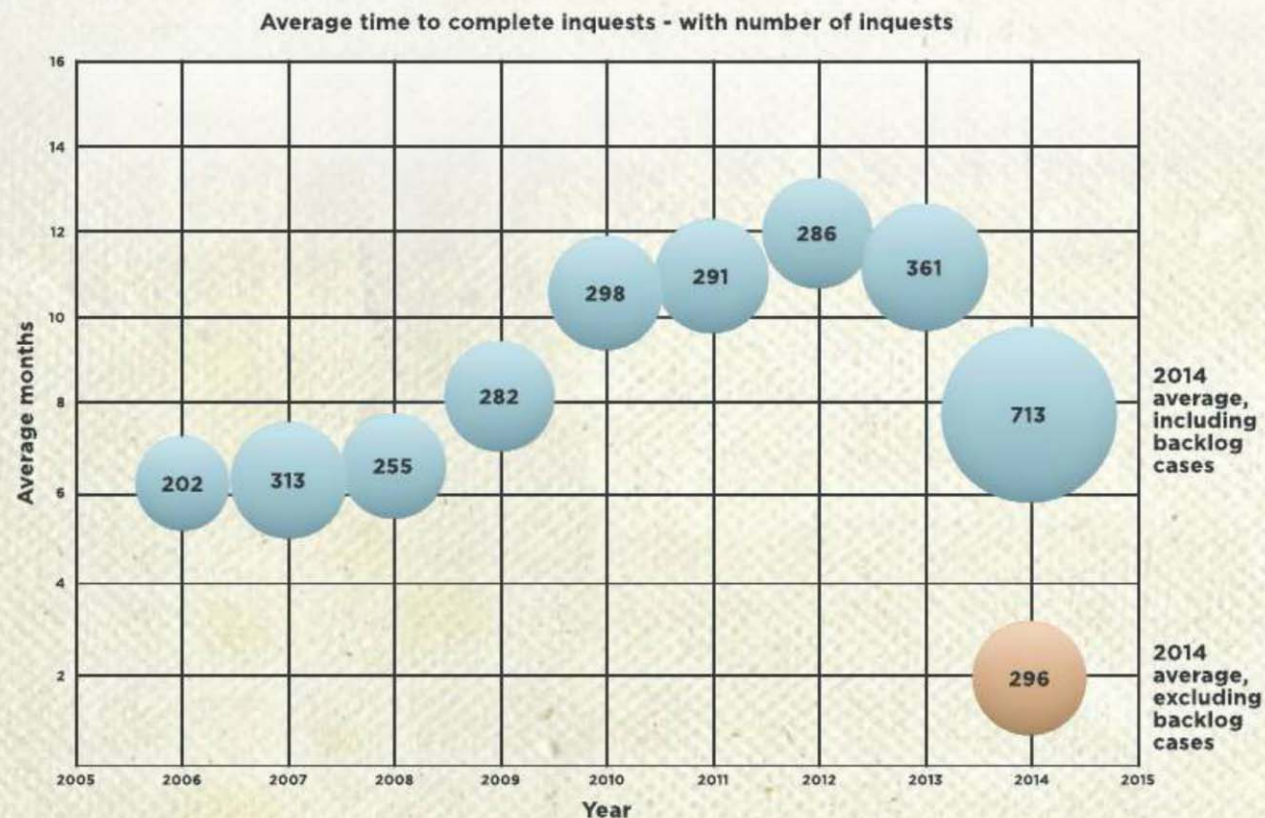
## How the Coroner's Service has performed

This section provides an overview of how the Teesside Coroner's Service has performed in recent years.

Key measures of the service are:

- The number of inquests outstanding, which means the number of deaths requiring an inquest which the service has yet to complete.
- The number of completed inquests.

An inquest provides those grieving for a loved one the opportunity to gain answers and an understanding of why and how a death has occurred and so it is vitally important that the investigation is thorough. It is also important that this process does not take any longer than necessary as this could cause further upset to those waiting on answers.



## Average time to complete inquests

The above chart shows the average time to complete inquests each year from 2006 to 2014. Also included is the total number of inquests completed during each year. Here is a summary of the information within the chart:

- 713 inquests were completed in 2014, almost twice as many as in any other year, with the average time taken to complete (8.15 months) lower than any other year since 2008 (6.96 months), when only 255 inquests were concluded.
- For deaths reported on or after the 1st January 2014, 296 inquests were completed, taking an average of 1.95 months.



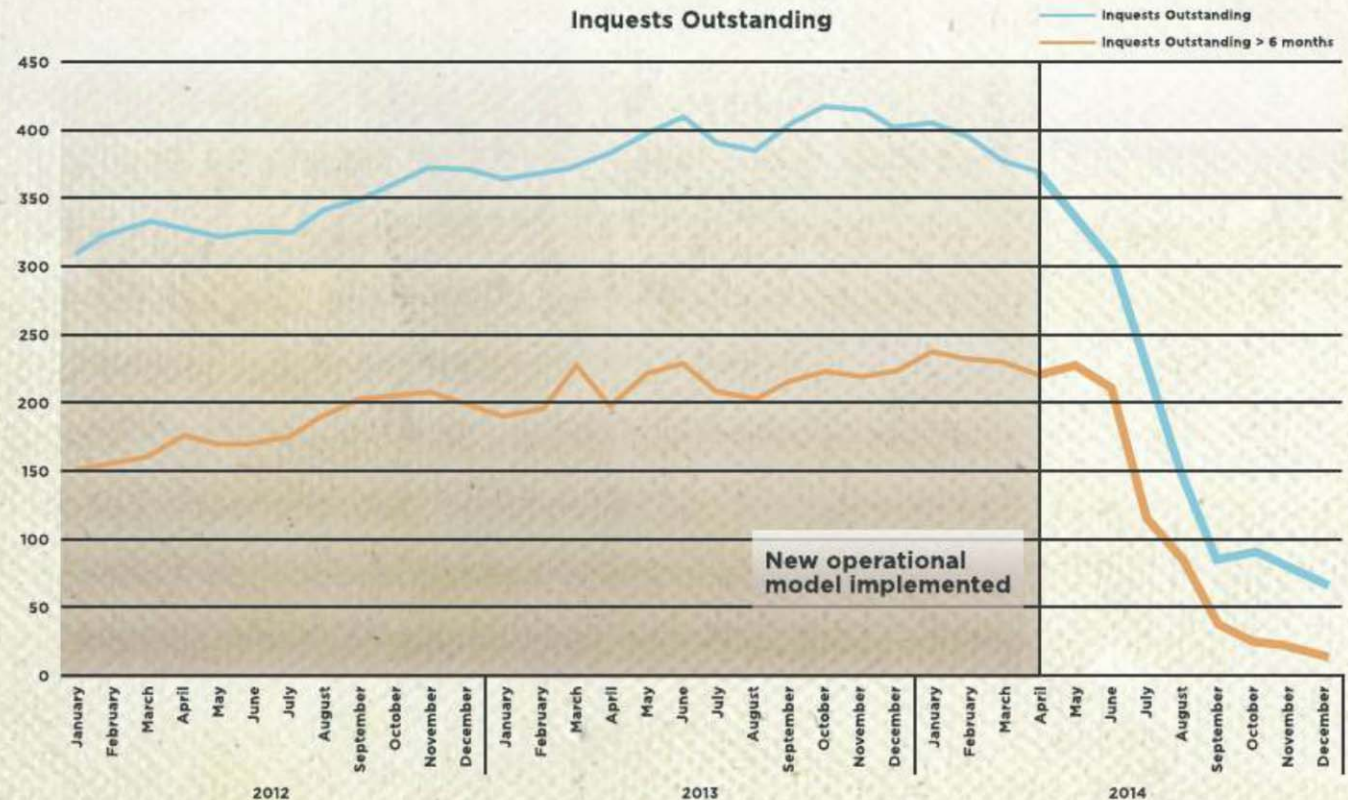
# Inquests outstanding

The Coroner's Service review addressed the historic underperformance of the service by:

- Introducing new, customer focused ways of working.
- Introducing a new, more cost-effective use of Coroner time.

These changes resulted in a dramatic improvement in performance. This is evidenced in the graph which shows the steep reduction in the:

- Total number of inquests outstanding.
- The number of inquests outstanding for more than six months.



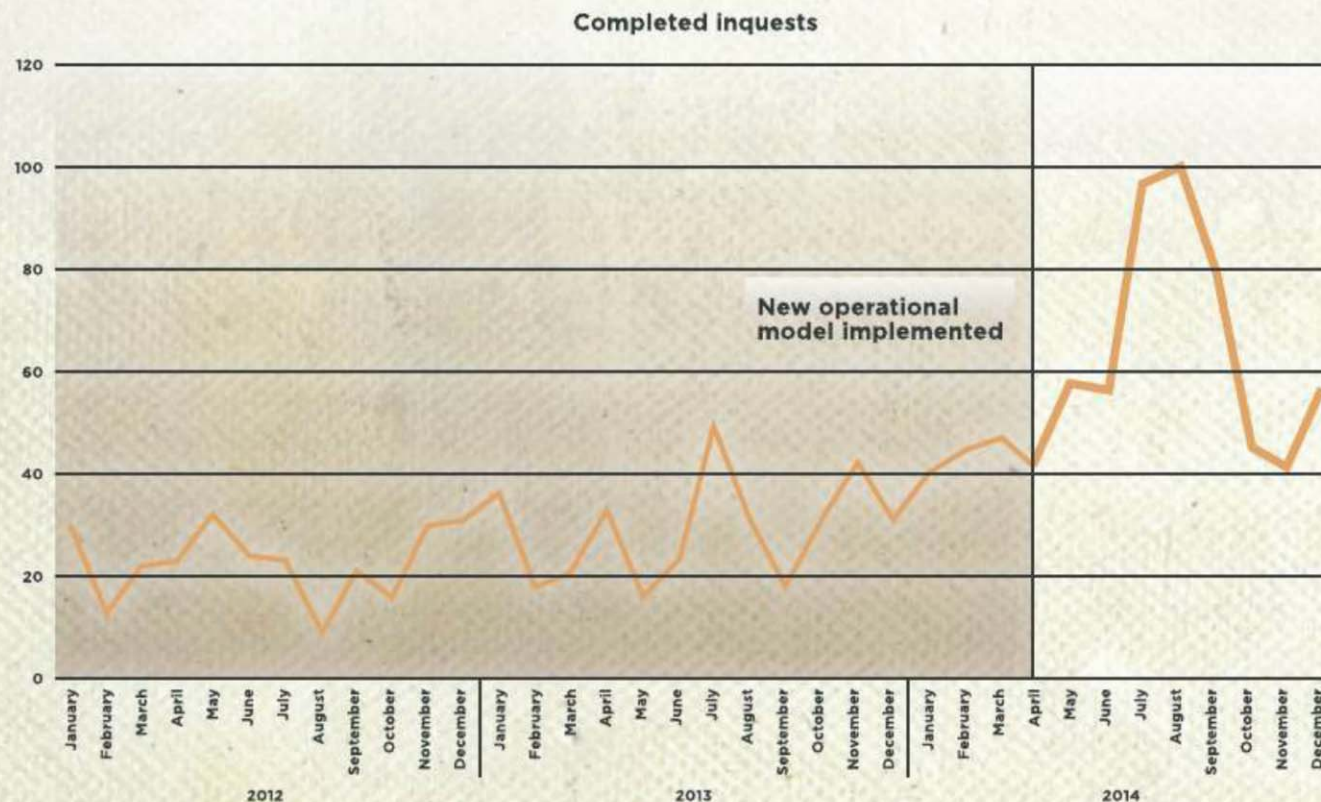
Here is a summary of the information contained within the above chart:

- The graph shows the total number of outstanding inquests at the end of each month and the number of those inquests that have been outstanding for six months or longer.
- From January 2012 a steady increase can be seen in outstanding inquests and those outstanding for six months or longer, lasting until around the end of 2013.
- The number of inquests outstanding for six months or longer reached a high of 238 in January 2014 and by December 2014 was reduced to 16, a drop of 93%.



## Completed inquests

The following chart shows how many inquests the service has completed on a month by month basis. A large increase can be seen in 2014 which is due to the work carried out to clear the backlog of outstanding inquests.



Here is a summary of the information contained within the above chart:

- The number of completed inquests only showed slight fluctuations between January 2012 and June 2013.
- The second half of 2013 saw the beginning of an increase in the monthly completions, especially in July (50 completed inquests) and November (43).
- After the implementation of the new operating model in April 2014, the number of inquests completed rose steeply, with the most cases completed during July (97), August (100) and September (80).
- The number of inquests completed in December was 57 in 2014, compared to just 32 in both 2012 and 2013.



## Award winning service

In December the service was awarded an accolade from Middlesbrough Mayor, Ray Mallon, in recognition of the improvements made to the service. It was a very proud moment for the whole team who have worked together to achieve the developments.



## Looking to the future

The improvements achieved in 2014 provide an excellent base on which to achieve further improvements for our customers.

In 2015 the Coroner's Service aims to:

- Maintain or further improve the timeliness of inquests.
- Successfully manage the merger of the Teesside and Hartlepool Coroners areas. The merger will increase the resilience of the service, provide an improved service to residents, streamline processes for partners and provide cost savings. The merger is subject to the outcome of Ministry of Justice consultation and a decision by the Lord Chancellor.
- Improve customer service by considering building a Coroner's Court within Middlesbrough Town Hall which will provide a more appropriate setting for families.
- Work with voluntary organisations to provide more support to bereaved families.
- Continue to promote education and understanding of the Coroner's Service within our community by meeting with hospital executives and consultants, junior doctors, GPs, police officers, solicitors and funeral directors.





# 2014

## TEESSIDE CORONER'S SERVICE ANNUAL REPORT 2014

### Feedback & contact information

We welcome any feedback on the Coroner's Service and we can be contacted on 01642 729350  
or email [teessidecoroner@middlesbrough.gcsx.gov.uk](mailto:teessidecoroner@middlesbrough.gcsx.gov.uk)

You can also visit our website which is updated regularly and details forthcoming inquests and openings  
[www.middlesbrough.gov.uk/coroners](http://www.middlesbrough.gov.uk/coroners).

We hope to further improve and extend the information contained within our website  
so that it becomes a dynamic addition to the service.



**COUNCIL**  
26th March 2015



**Report of:** Chief Executive

**Subject:** BUSINESS REPORT (2)

2. LOCAL DEVELOPMENT ORDERS FOR OAKESWAY, THE PORT AND QUEEN'S MEADOW ENTERPRISE ZONES – EXTENSION TO TIMESCALE
  - 2.1 At Finance and Policy Committee held on Monday 23<sup>rd</sup> March 2015 Members considered the extension to the timescale of the Local Development Orders covering Oakesway, The Port, and Queen's Meadow Business Park, with a revised expiry date of 31<sup>st</sup> March 2018, Council are requested to approve the extension.
  - 2.2 Agreement to establish a number of Enterprise Zones in the Tees Valley was reached between the Government and Tees Valley Unlimited in 2011. To implement a simplified planning regime within the Enterprise Zones, the Borough Council adopted Local Development Orders (LDOs) for Oakesway, The Port, and Queen's Meadow Business Park on 22<sup>nd</sup> March 2012 which came into force on 1<sup>st</sup> April 2012.
  - 2.3 The Local Development Orders allow certain types of development to be undertaken without the need to obtain planning permission, subject to the development being carried out in accordance with a number of specified requirements and conditions. The LDOs provide a degree of certainty for developers and investors, and remove a number of financial and procedural burdens associated with the need to obtain planning consent.
  - 2.4 When the LDOs were adopted they had a timescale of 3 years from 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2015, which aligned with the financial incentives on offer by the Government at that time. The Government has since confirmed that the financial incentives will remain in place for businesses locating to the Enterprise Zone sites by 31<sup>st</sup> March 2018.
  - 2.5 By providing a simplified planning regime on the Enterprise Zones sites, the LDOs help to remove a number of potential barriers to and speed up investment decisions. This in turn supports the wider economic growth and job creation ambitions of the Borough Council, which provide benefits to the Council and local residents.

- 2.6 If the timescale of the LDOs are not extended they will expire on 1<sup>st</sup> April 2015 and there will be no LDO in place to assist inward investment on the Enterprise Zone sites. If the LDOs expire there will be a requirement to go through the whole process of adopting the LDOs again, including consultation, which will result in a significant time gap during which time interested businesses would be unable to benefit from a simplified planning system.

**2.7 RECOMMENDATION**

- 2.8 That Council resolves to adopt the extension to the timescale of the Local Development Orders covering Oakesway, The Port, and Queen's Meadow Business Park, with a revised expiry date of 31<sup>st</sup> March 2018.