

# FINANCE AND POLICY COMMITTEE AGENDA



**Monday 7 December, 2015**

**at 9.30 am**

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

MEMBERS: FINANCE AND POLICY COMMITTEE:

Councillors C Akers-Belcher, Barclay, Cranney, James, Loynes, Richardson, Riddle, Simmons, Sirs, Springer and Thompson.

**1. APOLOGIES FOR ABSENCE**

**2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**

**3. MINUTES**

- 3.1 To receive the minutes of the meeting of the Finance and Policy Committee held on 23 November, 2015. *(Previously published and circulated)*
- 3.2 To receive the minutes of the Joint Meeting of the Finance and Policy Committee and Regeneration Services Committee held on 23 November, 2015. *(Previously published and circulated)*
- 3.3 To receive the minutes of the meeting of the Safer Hartlepool Partnership held on 16 October, 2015

**4. BUDGET AND POLICY FRAMEWORK ITEMS**

None.

**5. KEY DECISIONS**

None.



## **6. OTHER ITEMS REQUIRING DECISION**

- 6.1 Promoting Change, Transforming Lives Project - *Director of Regeneration and Neighbourhoods / Director of Child and Adult Services*
- 6.2 Strategic Financial Management Report - as at 30th September 2015 – *Corporate Management Team*
- 6.3 Quarter 2 – Council Overview of Performance and Risk 2015/16 - *Assistant Chief Executive*
- 6.4 Council Domestic Violence and Abuse Workforce Policy and Procedures - *Director of Regeneration and Neighbourhoods and Assistant Chief Executive*

## **7. ITEMS FOR INFORMATION**

None.

## **8. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT**

FOR INFORMATION: -

Date of next meeting – Monday 11 January, 2016 at 9.30 am in the Civic Centre, Hartlepool.



## **SAFER HARTLEPOOL PARTNERSHIP MINUTES AND DECISION RECORD**

16 October 2015

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

### **Present:**

Councillor: Christopher Akers-Belcher (In the Chair)  
Councillor Marjorie James, Hartlepool Borough Council  
Clare Clark, Head of Community Safety and Engagement  
Denise Ogden, Director of Regeneration and Neighbourhoods  
Chief Superintendent Gordon Lang, Cleveland Police  
Chief Inspector Lynn Beeston, Chair of Youth Offending Board  
Steve Johnson, Cleveland Fire and Rescue Authority  
Stewart Tagg, Housing Hartlepool  
Karen Hawkins, Hartlepool and Stockton on Tees Clinical  
Commissioning Group

In accordance with Council Procedure Rule 5.2 (ii) Danielle Swainston was in attendance as substitute for Sally Robinson, Karen Clark was in attendance as substitute for Louise Wallace and Neville Cameron was in attendance as substitute for Barry Coppinger

### **Also present:**

Councillor Jim Lindridge, HBC  
Gilly Marshall, Housing Hartlepool  
Inspector Richard Price, British Transport Police

Officers: Denise Wimpenny, Principal Democratic Services Officer

## **21. Apologies for Absence**

Apologies for absence were submitted on behalf of Louise Wallace, Director of Public Health, Barry Coppinger, Police and Crime Commissioner, Sally Robinson, Director of Child and Adult Services and John Bentley, Safe in Tees Valley.

## **22. Declarations of Interest**

None

## 23. Minutes of the meeting held on 4 September 2015

Confirmed.

## 24. British Transport Police – Verbal Update *(Representative from the British Transport Police)*

### Issue(s) for consideration

The Chair welcomed Inspector Richard Price to the meeting from the British Transport Police who had been invited to attend the Partnership to respond to concerns raised by Members at a previous meeting regarding the problem of individuals drinking excessively on trains.

Inspector Price thanked the Chair for the opportunity to address the Partnership and outlined the background to the issues the Transport Police were dealing with together with the measures that had been introduced to address this which included the following:-

- Gradual increase in complaints/incidents reported relating to individuals drinking during the day
- Main problems reported to British Transport Police relate to trains from Teesside to York
- Anti-social behaviour related offences also increased;
- Number of plans to deal with these issues – Operation Mayflower and Operation Vanguard
- In 2014 static patrols introduced in York on Saturdays and additional officers available in Middlesbrough and Darlington to intervene and deal with any incidents reported on York route
- York – dry station between the hours of 6 and 9.00 pm – alcohol barrier preventing anyone carrying alcohol.
- Train operators on board with these arrangements
- A number of dry train operations introduced on Saturday mornings to alleviate problems with pre-loading and compounding problems later in the day
- These measures resulted in a lot of alcohol being seized and destroyed
- Utilised the media to highlight the issues and the measures being introduced to tackle the problems
- Involved in Alcohol Diversion Project with North Yorkshire Police which resulted in positive outcomes
- Positive engagement between North Yorkshire Police and British Transport Police
- Regular meetings with railway partners and Safe York held from May this year – 2 codes of conduct agreed as a result for licensees and visitors to York. A joint approach is required to take this issue further.

- Operation Vanguard launched in September – British Transport Police and other partners committed additional staff on Saturday's in September. Posters rolled out at York Station and copies displayed in City Centre. Television and media coverage outlining the problems.
- Meeting the following week to review success of Operation Vanguard to determine next steps
- Initial statistical analysis showed decrease in alcohol related crime and anti-social behaviour in York and on trains.

Following conclusion of the update, the Chair requested that feedback from the review meeting be shared with the Partnership.

A Member shared personal experiences and examples of inappropriate behaviour on trains north of Hartlepool as well as south where individuals had been observed drinking in excess as early as 10.00 am in the morning prior to and during train journeys. The need to ensure measures were introduced to prevent individuals from travelling who were not within an acceptable alcohol limit was emphasised as well as the need for more dry trains. Concerns were raised in terms of safety of other travelling passengers, particularly those travelling with young families as well as vulnerability issues. In response, the representative from the British Transport Police advised on the high level of unreported incidents. Reference was made to an incident of racist behaviour that had been reported by the Partnership which was currently being investigated.

Publicity material was circulated at the meeting which provided details of the various methods of reporting crime or incidents discreetly on trains or at stations. The representative commented on the benefits of an alcohol ban on all trains and the reluctance of operators to implement dry trains was highlighted. The difficulties refusing travel as well as the resource issues in managing inappropriate behaviour were discussed. In terms of supporting individuals with reporting incidents to the British Transport Police, the need to promote and make publicity material available to Grand Central was suggested as well as the need to promote actions being taken by the British Transport Police in the Council's Hartbeat magazine. Members expressed concerns in terms of the costs associated with tackling alcohol-related anti-social behaviour and the importance of operators sharing the burden of such costs. Further concerns regarding inappropriate behaviour in stations and on trains were provided and the benefits of employing additional officers to patrol stations were outlined.

In concluding the debate, the Chair requested that the option to include publicity material from the Transport Police in the new signage at Hartlepool Station be explored.

The Chair thanked Inspector Price for his attendance and asked that any further updates be shared with the Partnership.

**Decision**

- (i) That the contents of the presentation and comments of Partnership Members be noted and auctioned as necessary.
- (ii) That actions taken by the British Transport Police be publicised in Hartbeat.
- (iii) That inclusion of publicity material from the British Transport Police within the new signage at Hartlepool Station be explored.
- (iv) That regular update reports from the Transport Police be provided to the Partnership.

**25. Prevent Update** (*Director of Regeneration and Neighbourhoods*)**Purpose of report**

To update the Safer Hartlepool Partnership on the Tees Silver Prevent Group Action Plan.

**Issue(s) for consideration**

The report set out the background of the Contest Strategy published by the Government in 2011 which aimed to stop people becoming terrorists or supporting terrorism. The Tees Silver Group Action Plan was a rolling action plan that identified four key areas of work:-

- Engagement
- Communications and Media
- Training and Development
- Risk Management

Members were provided with an update on progress made on each of the four key areas of work. Good progress had been made by the Tees Silver Group in co-ordinating Counter-terrorism Prevent activity across the Tees area and an increase in the level of enquiries to both the Council and Police Prevent Co-ordinators had been experienced in previous months due in part to the new duty as agencies strived to ensure that they were fulfilling their statutory obligations under the new legislation. Awareness raising and training would continue to be a priority for the Tees Prevent Silver Group over the forthcoming year.

It was noted that Hartlepool Borough Council's Head of Community Safety and Engagement had recently taken on the role of lead officer Cleveland wide on the Prevent Group.

The Director of Regeneration and Neighbourhoods made reference to the future pathways DVD and the importance of adopting a proactive approach to supporting vulnerable adults. The Chair suggested that this be included

in the work programme for the remainder of the year.

### **Decision**

- (i) That progress made against the Tees Prevent Silver Group Action Plan be noted.
- (ii) That a proactive approach be adopted to Prevent activity and that this issue be included in the work programme for the remainder of the year.

## **26. Anti-Social Behaviour Task Group Action Plan Progress Update** *(Director of Regeneration and Neighbourhoods)*

### **Purpose of report**

To update the Safer Hartlepool Partnership on progress in relation to the Anti-social Behaviour (ASB) Task Group Action Plan 2015/16.

### **Issue(s) for consideration**

The report provided background information in relation to the establishment of the Task Group. An action plan, attached at Appendix A, provided an overview of the work that was currently being undertaken by the Group during 2015/16 which was based around the following key priority areas:-

- Improving local co-ordination of responses to ASB and Hate Crime
- Empowering communities to get involved in tackling ASB and promoting confidence and reassurance by addressing community priorities around ASB
- Improving pathways for victims of ASB and Hate Crime

The Head of Community Safety and Engagement provided a summary of progress made against each of the key priorities, details of which were included in the report.

In support of the report, the Chief Inspector provided a demonstration of a cloud based management system (E-CINS), recently commissioned by the Police and Crime Commissioner to improve information sharing and day to day case management of anti-social behaviour cases between partners. The system was designed to manage high risk anti-social behaviour cases, multi-agency cases, troubled families, child sexual exploitation and integrated offender management activities with all agencies signed up being able to access each other's information. The benefits of the system were shared with Members. It was envisaged that the system would be fully operational by 2016.

A discussion followed during which the Chief Inspector and Head of Community Safety and Engagement responded to issues raised in relation to the report. Clarification was provided regarding how the management system would be updated as well as access restrictions. The issue of access to the system was further discussed during which the need for agencies/Elected Members to protect themselves was highlighted. Concerns were raised in terms of the potential risks placed upon Elected Members visiting individuals at home. The Director of Regeneration and Neighbourhoods commented on the Council's Employee Protection Register for staff and indicated that access to this system for Members would be examined.

The potential reasons why there had been no applications to activate the Community Trigger were discussed. In response to the Chair's request that the scheme be more actively promoted, the option to utilise a Members' Seminar to facilitate this was suggested.

A representative from Housing Hartlepool referred to horse grazing incidents and the new tools and powers available to landlords as well as local authorities to address anti-social behaviour related incidents of this type, details of which were provided. The Chief Superintendent commented on a recent study by Durham University, as a consequence of Her Majesty's Inspectors of Constabulary, to investigate high levels of anti-social behaviour, the outcome of which would be reported to a future meeting of the Partnership. The Chief Superintendent emphasised the importance of continuing to work together in relation to tackling anti-social behaviour. Concerns were raised regarding the problems associated with off-road motor cycles. The Chief Superintendent highlighted that a multi-agency approach had been adopted to address this issue, feedback from which would be provided to a future meeting of the Partnership. The Chair emphasised the need to publicise/educate parents on the consequences of in-appropriate use of off-road motor bikes and suggested that this matter be publicised in Hartbeat magazine and referred to the Communications Group for consideration.

The Partnership was advised of the forthcoming launch of the Restorative Justice Solutions Scheme to be held on 19 November at 1.00 pm and was informed of the recruitment of a local Restorative Justice Co-ordinator who would look to recruit volunteers to assist in delivery of restorative solutions in Hartlepool.

With regard to the recent Safer Hartlepool Partnership Face the Public Event, the Chair was pleased to report the level of participants. The Director of Regeneration and Neighbourhoods shared statistics in terms of web chats which included 14 facebook posts and 11 tweets, details of which were provided.



**Decision**

- (i) That progress made in delivering the Anti-Social Behaviour and Hate Crime Task Group Action Plan be noted.
- (ii) That access to the Employee Protection Register for Elected Members be examined.
- (iii) That the Community Trigger Scheme be more actively promoted and the option to utilise a Members' Seminar to facilitate this be explored.
- (iv) That the consequences of in-appropriate use of off-road motor bikes be publicised to parents via Hartbeat and referred to the Communications Group for consideration.

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

The Chairman ruled that the following items of business should be considered by the Committee as a matter of urgency in accordance with the provisions of Section 100(B) (4)(b) of the Local Government Act 1972 in order that the matter could be dealt with without delay.

**28 . Any Other Business – Thematic Inspection**

The Chair of the Youth Offending Board was pleased to report that initial verbal feedback from a recent Thematic Inspection which involved 16 and 17 year old homeless people had been positive. The final report would not be available until the spring of 2016.

**Decision**

That the information given be noted.

**29. Any Other Business – Review of Youth Justice System**

The Chair of the Youth Offending Board, Chief Inspector Lynn Beeston advised that following the Government's recent announcement that a review of the Youth Justice System would take place over the next few months, it was envisaged that there would be some major changes to the system. A White Paper would be issued in the Spring or Summer of 2016.

The Chair of the Youth Offending Board announced that Mark Smith, the Head of Integrated Youth Support Services, would be leaving the authority to move to a new job and wished to place on record the Youth Offending Board's thanks and best wishes to Mark for the future.

**Decision**

That the information given be noted.

**30. Any Other Business – Night Time Economy Issues – Church Street**

The Chief Superintendent reported that given the concerns raised via the local media regarding the disorder problems in Church Street, the police had reviewed the approach to dealing with the night time economy problems in Church Street and were confident that this issue was under control.

The Head of Community Safety and Engagement highlighted that further discussion around the problems associated with the night time economy would be possible at the next meeting of the Safer Hartlepool Partnership as there had been a request to consider a report on the Taxi Marshalling Scheme.

**Decision**

That the information given be noted.

**31. Any Other Business – Cleveland Fire Authority Update**

The Partnership was advised that the Fire Authority, over the next few weeks, would be focussing on prevention of deliberate fires and staffing resources would be allocated to the Headland and Harbour, De Bruce and Seaton Wards.

**Decision**

That the information given be noted.

**32. Date and Time of Next Meeting**

It was reported that the next meeting would be held on Friday 20 November 2015 at 10.00 am.

The meeting concluded at 11.15 am.

CHAIR

# FINANCE AND POLICY COMMITTEE

7th December 2015



**Report of:** Director of Regeneration and Neighbourhoods  
Director of Child and Adult Services

**Subject:** PROMOTING CHANGE, TRANSFORMING LIVES  
PROJECT

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non key decision.

## 2. PURPOSE OF REPORT

2.1 The purpose of this report is to:

- (i) Inform members that the Big Lottery Fund's Reaching Communities Programme Grant Letter for the Promoting Change, Transforming Lives Project has been signed and returned prior to the deadline of Monday 12<sup>th</sup> October 2015.
- (ii) Seek approval for the £21k capital contribution from the remaining balance of the Short Breaks Capital Funding Scheme. This funding is the residual balance from 2013/14 and was to support carers and people with disabilities.

## 3. BACKGROUND

3.1 Big Lottery Fund informed the Council on 14<sup>th</sup> September 2015 that the funding for the Promoting Change, Transforming Lives Project had been approved; however this was subject to a press/public announcement embargo until 13<sup>th</sup> October 2015.

3.2 The Grant Letter confirmed the allocation of £400,000 from Big Lottery for the project that will be delivered from 1<sup>st</sup> January 2016 to 31<sup>st</sup> December 2020.

- 3.3 A report was submitted to the Finance and Policy Committee meeting on 21<sup>st</sup> September 2015 to request delegated powers for Officers to approve and sign the Grant Letter from Big Lottery which had to be returned by 12<sup>th</sup> October 2015.

#### 4. **PROPOSALS**

- 4.1 To ensure the project is delivered in a timely manner the following actions will be undertaken:

- Develop a robust Project Implementation Plan.
- Implement the Marketing Strategy to widen participation.
- The first clients will commence on the programme.
- Deliver on the actions set out within the Business Plan, particularly those relating to the development of Income Generation opportunities.
- Finalise the Terms of Reference for the Strategic Steering Group and hold the inaugural meeting.
- Agree Terms of Reference for the Service User Group and its membership.
- Agree and finalise the support package offered by the Council's Ground Maintenance Team.
- Discuss and agree a partnership model with Inspirations Coffee Shop and Garden Centre.
- Discuss and agree a referral process with key partners.
- Discuss and confirm potential projects with Hartlepool College of Further Education.
- Finalise the support offer for clients and volunteers.
- Investigate further potential Income Generation projects (such as Supported Internships).
- Continue discussions with the Council's Health & Safety Team to review and agree the overall Health & Safety arrangements for the site, including service users, volunteers and capital work.
- Finalise negotiations and budget with BIG Lottery.
- Liaise with Building Design and Construction Team regarding the planning of the Capital work.

#### 5. **RISK IMPLICATIONS**

- 5.1 There are no risk implications from this report.

## 6. FINANCIAL CONSIDERATIONS

- 6.1 The overall value for the Promoting Change, Transforming Lives Project is £496,000. The grant from the Big Lottery Fund is £400,000, £21,000 is being requested from the Council's Short Break Capital Fund to fund a new toilet block and the Council will provide match funding of £75,000. A summary of the Revenue and Capital funding for the project is provided in the table below:

**Table 1 – Summary of Project Funding**

	<b>Revenue</b>	<b>Capital</b>	<b>Total</b>
Big Lottery Fund Grant	319,000	81,000	400,000
HBC - Short Break Capital Fund		21,000	21,000
HBC Match Funding	75,000		75,000
<b>Total Funding</b>	<b>394,000</b>	<b>102,000</b>	<b>496,000</b>

- 6.2 The funding will be used for:
- Revenue costs including salaries for the Project Co-ordinator and Volunteer Co-ordinator;
  - Capital Infrastructure improvements to the site;
  - Other costs e.g. seeds, utilities and general running expenses.
- 6.3 The match funding includes staffing budgets from the Economic Regeneration Employment Link Team of £55,000. The remaining £20,000 will be covered by a contribution of £2,000 p.a. from existing revenue budgets by both the Child and Adult and Regeneration and Neighbourhoods Departments.
- 64 In addition, a total of £45,000 income generation has been projected for years 3, 4 and 5. This will be re-invested into the project, however this will not impact on the project as the generated funds will only be spent if earned.

## 7. LEGAL CONSIDERATIONS

- 7.1 The Grant Letter has been reviewed with the Council's Legal Team. They have advised the Grant is subject to the Big Lottery's standard terms and conditions.

## 8. CHILD AND FAMILY POVERTY

- 8.1 There are no child and family poverty implications from this report.

**9. EQUALITY AND DIVERSITY CONSIDERATIONS**

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

- Adults with specific learning difficulties and/or disabilities;
- Adults with autism;
- Adults with mental health problems;
- Elderly people at risk of social isolation;
- Young people with specific learning difficulties and/or disabilities, and;
- Young people with mental health issues.

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

10.1 This project will positively contribute to Section 17 by improving employment routeways for vulnerable groups. It will also provide early interventions to intensive support for individuals who may have been identified as high risk of offending.

**11. STAFF CONSIDERATIONS**

11.1 As stated, the Big Lottery funding will support the employment of a Project Co-ordinator and a Volunteer Co-ordinator. The Council's Human Resources Team has been consulted on both posts, and are aware that Big Lottery wish to approve both Job Descriptions prior to them being advertised.

**12. ASSET MANAGEMENT CONSIDERATIONS**

12.1 There are no asset management implications from this report.

**13. RECOMMENDATIONS**

13.1 Members are recommended to:

- (i) Note the contents of this report
- (ii) Approve the virement of £21k from the Short Breaks capital budget.

## **14. REASONS FOR RECOMMENDATIONS**

14.1 The funding will provide the Council with an opportunity to:

- Transform the Waverley Terrace Allotment Project into a sustainable charitable institution.
- Provide additional resources to support adults with a physical disability, learning difficulty, autism or mental health problem;
- Improve the employability skills and employment opportunities for vulnerable adults
- Improve the local area.

## **15. BACKGROUND PAPERS**

15.1 There are no background papers.

## **16. CONTACT OFFICERS**

Denise Ogden  
Director of Regeneration and Neighbourhoods  
Civic Centre  
Victoria Road  
Hartlepool  
TS24 8AY  
Email [denise.ogden@hartlepool.gov.uk](mailto:denise.ogden@hartlepool.gov.uk)  
Tel: 01429 523301

Sally Robinson  
Director of Child and Adult Services  
Civic Centre  
Victoria Road  
Hartlepool  
TS24 8AY  
Email [sally.robinson@hartlepool.gov.uk](mailto:sally.robinson@hartlepool.gov.uk)  
Tel: 01429 523732

# FINANCE AND POLICY COMMITTEE

7<sup>th</sup> December 2015



**Report of:** Corporate Management Team

**Subject:** STRATEGIC FINANCIAL MANAGEMENT REPORT -  
AS AT 30<sup>th</sup> SEPTEMBER 2015

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key Decision.

## 2. PURPOSE OF REPORT

2.1 The purposes of the report are to inform Members of:

- i) 2015/16 Forecast General Fund Outturn;
- ii) Corporate Income Collection Performance; and
- iii) 2015/16 Capital Programme Monitoring.

## 3. BACKGROUND AND REPORTING ARRANGEMENTS 2015/16

3.1 The availability and reporting of accurate and up to date financial information will become increasingly important as future budget cuts are implemented and one-off resources are used up.

3.2 This Committee will continue to receive regular reports which will provide a comprehensive analysis of departmental and corporate forecast outturns, including an explanation of the significant budget variances. Whilst details of the forecast outturn were reported in the Medium Term Financial Strategy (MTFS) it is good practice to provide comprehensive financial management information as set out in this report.

3.3 To enable a wider number of Members to understand the financial position of the Council and their service specific areas each Policy Committee will receive a separate report providing:

- a brief summary of the overall financial position of the Council as reported to the Finance and Policy Committee;
- the specific budget areas for their Committee; and



- the total departmental budget where this is split across more than one Committee. This information will ensure Members can see the whole position for the departmental budget.

#### 4. MTFS CONSIDERATIONS

- 4.1 As detailed in the MTFS report on the 23<sup>rd</sup> November, 2015 the one off resources identified from the forecast outturn and the reserves review are earmarked to manage the potential impact of a higher grant cut for 2016/17 than forecast.

#### 5. 2015/16 FORECAST GENERAL FUND OUTTURN (INCLUDING RESERVES REVIEW)

- 5.1 As detailed earlier in the report, an updated assessment of the forecast 2015/16 outturn has been completed and this reflects action taken by the Corporate Management Team to achieve under spends to help address the significant financial challenges facing the Council over the next few years. Budget under spends are being achieved through a combination of robust management actions, including;
- holding posts vacant, which will help reduce the number of compulsory redundancies required to balance the 2016/17 budget;
  - achieving planned 2016/17 savings early; and
  - careful management of budgets to avoid expenditure where this does not have an adverse impact on services.
- 5.2 There has been no change to the overall forecast outturn. The following table sets out the overall 2015/16 budget position for the Council, showing that there is a forecast net under spend (including the reserve review) of between £1,058,000 and £1,278,000 to manage a higher 2016/17 grant cut than forecast.

Table 1 – Summary of 2015/16 Outturn forecast and reserves review

	Worst Case - Forecast one-off resources £'000	Best Case - Forecast one-off resources £'000
2015/16 net forecast outturn	669	889
Reserve Review (gross amount released of £889k less allocated for Child and Family Poverty initiatives)	389	389
Total Forecast Uncommitted Resources	1,058	1,278

- 5.3 Further details of the specific budget areas are provided in **Appendix A**.

#### 5.4 House Sales income

- 5.5 In addition to the Revenue Budget outturn detailed in the previous paragraphs the Council also benefits from the receipt of income from Housing Hartlepool from the sale of former Council houses. This income is dependent on individual

house sales and is therefore difficult to forecast as the amount varies from month to month. The total received in the first six months is £118,000.

- 5.6 The MTFs report advised Members that a report on Housing Investment completed to date and future developments would be subject to a separate report to a future Committee. This report will also consider a strategy for using the £118,000 income received from Housing Hartlepool.

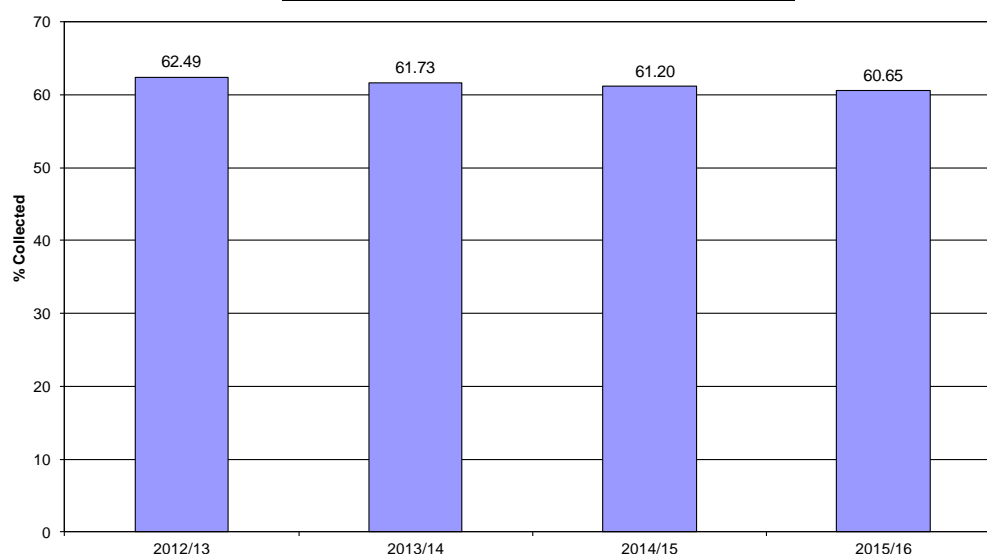
## **6. Corporate Income Collection Performance**

- 6.1 Previous reports advised Members that significant changes were implemented with effect from 1<sup>st</sup> April 2013 to re-localise Business Rates and implement Local Council Tax Support schemes. As a result of these changes approximately 58% (i.e. £50.8 million) of the net General Fund budget is funded from a combination of Business Rates and Council Tax collected locally. The following paragraphs provide more information on the impact of these changes and also progress in collecting Sundry Debts.

### **6.2 Business Rates Income**

- 6.3 The re-localisation of Business Rates is a significant additional financial risk for Local Authorities to manage - 50% of any shortfall arising from either non-payment by businesses, or reductions arising from the Valuation Office re-assessing rateable values, falls on individual authorities. A 'safety net' system is in operation, although this only compensates authorities for any shortfalls above 7.5% of the safety net figure. Prior to 2013/14 any shortfall in Business Rates collected was funded at a national level from the overall Business Rates pool.
- 6.4 Collecting Business Rates has always been an important responsibility, and the Council collected 98.0% in 2014/15. This was the same as the average of all North Eastern Councils of 98% (the range was 96.2% to 99.1%). The changes associated with localisation of business rates make the effective collection of this type of income an even more important issue for the Council.
- 6.5 In terms of the overall Business Rates collection rate, at the 30<sup>th</sup> September 2015 the Council had collected 60.65% of the 2015/16 liability, down slightly by 0.55% compared to the same period last year, as summarised in the graph overleaf. It is anticipated that the annual target of 98% collection will still be achieved.

**Business Rates Collection Rates**  
September Collection Percentage 2012/13 to 2015/16

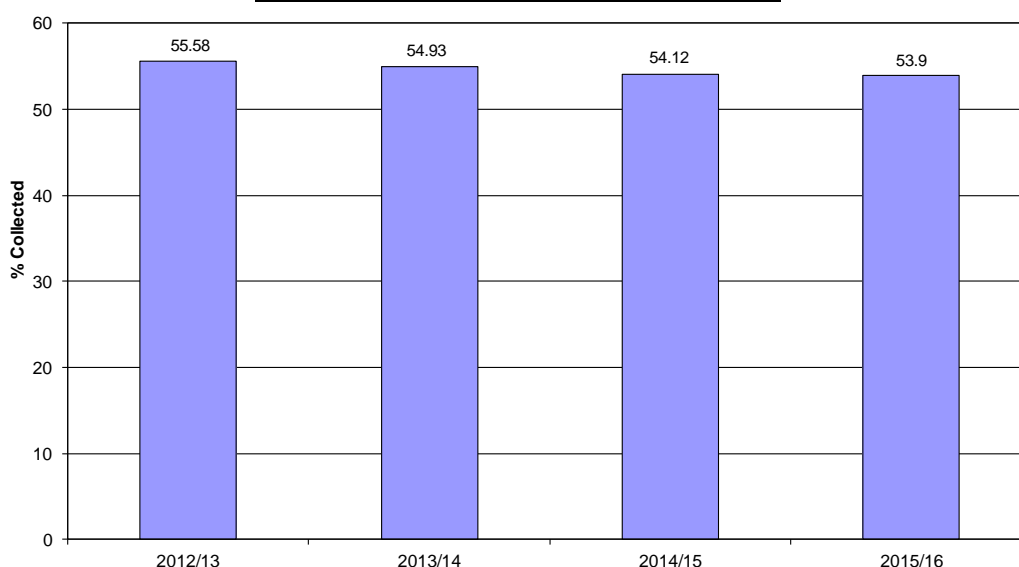


## 6.6 Council Tax

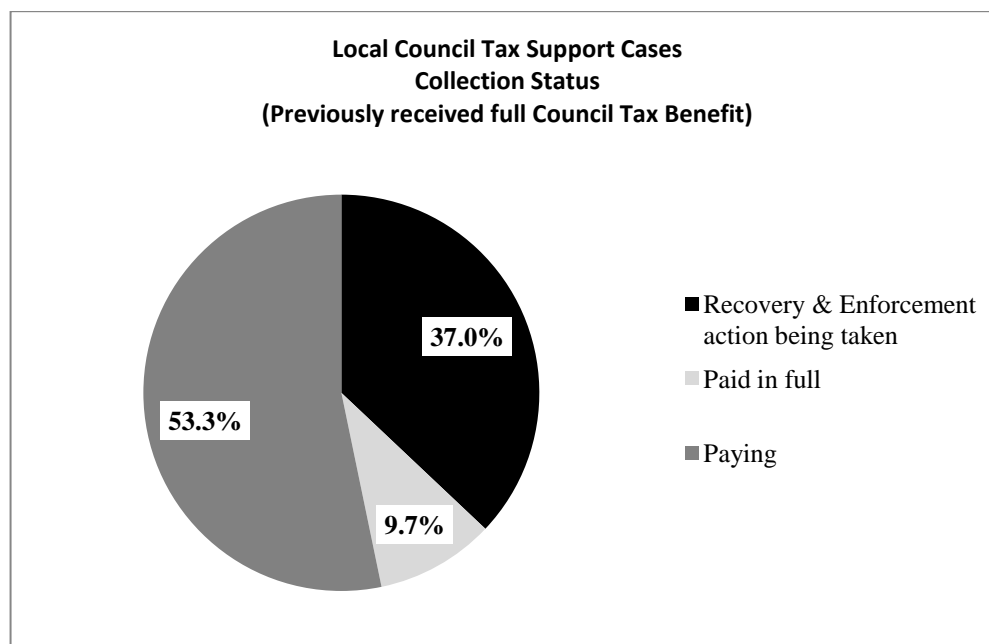
- 6.7 The overall Council Tax collection rate at 30<sup>th</sup> September 2015 was 53.9% compared to 54.12% for the same period last year, down slightly by 0.22%, as summarised in the graph below. This position largely reflects the ongoing impact of the Local Council Tax Support (LCTS) Scheme. In 2014/15, the Council collected 95.4% of the Council Tax due, slightly below the average of North Eastern Councils of 95.9% (the range was 93.6% to 97.7%).

Collection performance is being impacted by the time lag in recovering Council Tax by Attachment of Benefit, where the rate of deduction is capped at £3.70 per week and only one deduction can be active at any one time.

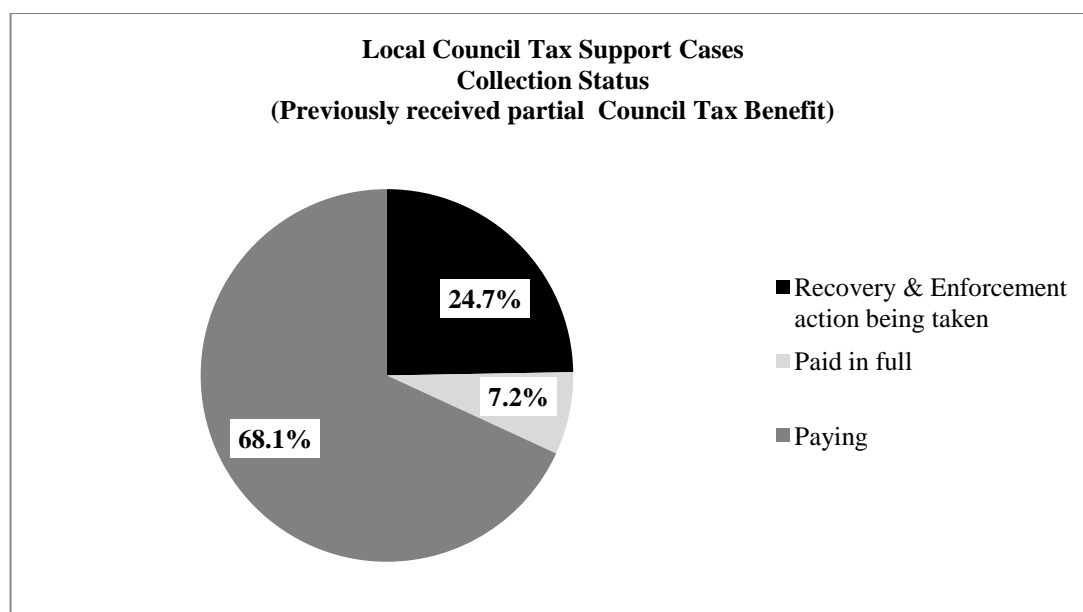
**Council Tax Collection Rates**  
September Collection Percentage 2012/13 to 2015/16



- 6.8 Of the 5,700 working age households affected by the Council's LCTS Scheme (that would have previously received full Council Tax Benefit), the chart below shows that 9.7% have paid their 2015/16 Council Tax in full and a further 53.3% of households are paying regularly. This position reflects the Council's arrangements for making payment as convenient and flexible as possible.
- 6.9 Recovery action is progressing against the remaining households who have not made arrangements to pay or are paying irregularly.



- 6.10 Of the 2,500 working age households that received partial Council Tax Support, the chart overleaf shows that approximately 75% of these households have either paid or are paying regularly.
- 6.11 The chart shows 24.7% (628) of these households are currently the subject of standard recovery procedures, including court action.

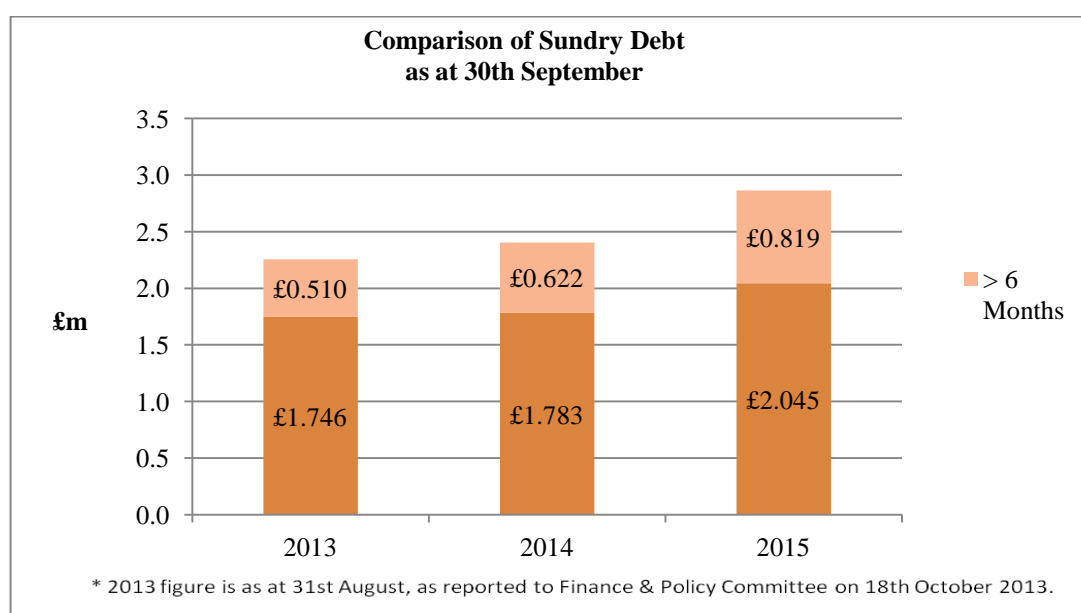


6.12 At the end of September, collection of Council Tax from Local Council Tax Support (LCTS) households is within the financial planning parameters that underpin the 2015/16 LCTS scheme.

### 6.13 Sundry Debts

6.14 The Council also collects significant Sundry Debts income for the payment of services provided by the Council. In total £12.759m of sundry debts were raised in the first six months of 2015/16. As at 30<sup>th</sup> September 2015, £10.714m (83.97%) of this amount had been collected.

6.15 Robust procedures for collecting the remaining outstanding debt are in place. The following graph shows the comparable positions at 30<sup>th</sup> September\* for the last three years for long term debt and current debt which has been outstanding for less than six months.



- 6.16 Debtors totalled £2.864m as at 30<sup>th</sup> September 2015, of which £2.045m (71.4%) relates to current debts (less than 6 months old).
- 6.17 Included within current debts (less than 6 months old) is debt where the customer has been invoiced for the whole of 2015/16 but payment is to be received in instalments throughout the year.
- 6.18 Debts greater than 6 months old total £0.819m. 94.99% of this amount is under recovery action and 5.01% (£0.041m) was considered unrecoverable at the end of September. A report to this Committee on the 23<sup>rd</sup> November, 2015 recommended that this debt be written off because either the debtor is deceased and there is no estate or the individual has been declared bankrupt.

## 7. Progress in achieving the Capital Receipts Target of £6.5m (including £2m for Brierton Developments)

- 7.1 A comprehensive review of capital receipts has been undertaken and was reported to Finance and Policy Committee on 23<sup>rd</sup> November 2015. Finance and Policy Committee will continue to be updated on the progress against the capital receipts target during the year.

## 8. 2015/16 Capital Programme Monitoring

- 8.1 Capital Expenditure for all departments to the 30<sup>th</sup> September, 2015 is summarised in the table below.

Department	BUDGET		EXPENDITURE IN CURRENT YEAR				
	A	B	C	D	E	F	G
	2015/16 and Future Years Budget £'000	2015/16 Budget £'000	2015/16 Actual as at 30/09/15 £'000	2015/16 Expenditure Remaining £'000	Expenditure Rephased £'000	C+D+E 2015/16 Total Expenditure £'000	F-B 2015/16 Variance from Budget £'000
Chief Executive	1,029	1,029	0	1,029	0	1,029	0
Child & Adult	10,471	6,970	1,230	4,709	1,031	6,970	0
Corporate	1,790	1,790	212	1,578	0	1,790	0
Public Health	611	521	272	215	34	521	0
Regeneration & Neighbourhoods	36,683	21,060	8,320	10,510	2,221	21,051	(9)
<b>Total Capital Expenditure</b>	<b>50,584</b>	<b>31,370</b>	<b>10,034</b>	<b>18,041</b>	<b>3,286</b>	<b>31,361</b>	<b>(9)</b>

- 8.2 The table above shows the overall capital budget for 2015/16 and future years, and the capital budget specific to 2015/16.
- 8.3 Actual expenditure to 30<sup>th</sup> September 2015 was £10.034m, compared to a 2015/16 budget of £31.370m, leaving £18.041m to be spent in 2015/16. At this stage anticipated expenditure and resources of £2.286m will be re-phased into 2016/17.
- 8.4 The re-phased expenditure for Child & Adult relates to the Centre for Independent Living (CIL). The 2015/16 budget reported at the end of June 2015 provided an indicative phasing of expenditure. Now the scheme has commenced a more accurate profile has been determined and this is reflected

in the re-phased expenditure column. The total CIL budget and build timescale remain unchanged.

- 8.5 The re-phased expenditure for Regeneration & Neighbourhoods is predominantly in relation to the relocation of the Depot and DSO Vehicle Purchase.
- 8.6 The Depot scheme is due to be completed in 2016/17. A review of vehicle usage has identified that programmed vehicle placements can be deferred until future years. This will achieve short term borrowing savings.
- 8.7 Detailed financial information on the capital programme for individual Departments by Committee is provided in Appendices F to J.
- 8.8 **Council Capital Fund (CCF) Unallocated £98,000**
- 8.9 The CCF exists to fund local capital priorities which cannot be funded from external capital funding. An annual programme of work is approved as part of the overall MTFs by Council, which reflects the prioritisation of schemes.
- 8.10 This includes the £13,000 from Hartlepool Enterprise Centre reported at Quarter 1, resulting in a balance of £98,000.

## 9. Section 106 Developers Contributions

The level of uncommitted funds as at 30<sup>th</sup> September 2015, was £253,000. Appendix K shows that the amount brought forward from the previous financial year was £240,000, with a further amount of £338,000 being received in year. In line with the related Development Agreements the Council has approved the use of £320,000 for Affordable Housing and £5,000 has been used on playgrounds.

## 10. CONSIDERATIONS / IMPLICATIONS

Financial Considerations and Risk Implications	Covered in detail in Sections 3 to 7
Legal Considerations	None
Child and Family Poverty Considerations	None
Equality and Diversity Considerations	None
Staff Considerations	None
Asset Management Considerations	Covered in detail in Section 7

## 11. CONCLUSIONS

- 11.1 The Council will need to make significant additional budget cuts over the next 3 years (i.e. 2016/17 to 2018/19) and will continue to face significant financial risks, particularly in relation to Business Rates. The Government has indicated that funding cuts of between 25% and 40% will be made over the next few years and a Spending Review is being completed to determine where these cuts will be made. The Spending Review will be published on 25<sup>th</sup> November 2015, which means details of 2016/17 grant cuts for individual Councils will not be announced until late December 2015. This makes financial planning for 2016/17 extremely challenging.
- 11.2 The Council has developed plans to address the forecast 2016/17 grant cuts and detailed proposals have been considered by individual Policy Committees in August/September 2015. To enable the Council to manage a higher actual 2016/17 grant cut than forecast it is recommended that the forecast 2015/16 uncommitted outturn is earmarked to manage this position. Increasing the use of one-off resources to support the 2016/17 budget will not provide a permanent solution, although it will provide a longer lead time to develop a permanent solution.
- 11.3 In relation to collection of Business Rates and Council Tax, these issues are impacted by the significant changes implemented in April 2013 and the ongoing difficult economic climate. At the 30th September 2015, collection rates for Business Rates are 0.55% down when compared to the same period last year, whilst Council Tax collection levels are being maintained being only 0.22% down on the same period in 2014/15 as summarised below. Robust recovery action will continue to be pursued over the remainder of the financial year to maximise in-year collection rates.

	30.09.2012	30.9.2013	30.9.2014	30.9.2015
Council Tax	55.58	54.93	54.12	53.90
Business Rates	62.49	61.73	61.2	60.65

## 12. RECOMMENDATIONS

- 12.1 It is recommended that Members:

i) Note the report.

## 13. REASONS FOR RECOMMENDATIONS

To update the Finance and Policy Committee on the Council's financial position and to enable Members to make decisions as part of the overall budget process for 2016/17.



**14. BACKGROUND PAPERS**

Medium Term Financial Strategy Report - Finance and Policy Committee 23<sup>rd</sup> November 2015.

Review of Reserves Report considered by the Finance and Policy Committee 19<sup>th</sup> October 2015

**15. CONTACT OFFICER**

Chris Little  
Chief Finance Officer  
[Chris.little@hartlepool.gov.uk](mailto:Chris.little@hartlepool.gov.uk)  
01429 523003

## 6.2 APPENDIX A

**Table 1 - Summary of Forecast Outturn 2015/16**  
(details provided in table 2)

Reported Previously			Latest Forecast	
Worst Case	Best Case		Worst Case	Best Case
£'000	£'000		£'000	£'000
(574)	(769)	Departmental Budgets	(661)	(1,209)
(11)	(231)	Corporate Budgets	(62)	(132)
(586)	(586)	Business Rates Risk Provision	(586)	(586)
(475)	(475)	Lower Core Grant reduction	(475)	(475)
0	0	Reserves Review	(389)	(389)
(1,646)	(2,061)	Sub Total to be shown in Statement of Accounts	(2,173)	(2,791)
977	1,172	Recommended Reserves (details at Table 4)	1,115	1,513
<b>(669)</b>	<b>(889)</b>		<b>(1,058)</b>	<b>(1,278)</b>

Table 2 - Forecast Outturn 2015/16 Details

Reported Previously			Latest Forecast	
Worst Case	Best Case		Worst Case	Best Case
£'000	£'000		£'000	£'000
		<b>Departmental Budgets</b>		
(324)	(324)	Chief Executive's Dept	(516)	(516)
0	(195)	Child and Adult Services	0	(398)
50	50	Public Health General Fund	195	45
(300)	(300)	Regeneration and Neighbourhoods	(340)	(340)
(574)	(769)	<b>Sub Total - Departmental Budgets</b>	(661)	(1,209)
		<b>Non Departmental issues</b>		
(151)	(151)	<b>1. Corporate Budgets -</b>	(97)	(97)
-	(150)	<b>2. Property Running Costs -</b> This forecast under spend will arise if there is a mild winter.	(105)	(105)
205	205	<b>3. Centralised Estimates -</b> In line with the approved Treasury Management Strategy a budget saving was included in the 2015/16 budget. This saving was taken earlier than the actual Treasury Management saving will be achieved. On a temporary basis the budget shortfall will be funded from the Treasury Management Risk Reserve in line with the strategy previously approved by Members. The reserve contribution is detailed below at line 5.	205	205
(586)	(586)	<b>4. Business Rates Risk Provision -</b> The MTFS approved in February 2015 indicated that billed Business Rates income exceeded the amount included in the MTFS. Owing to the uncertainty regarding Business Rates Appeals it was agreed that this amount should be allocated to partly offset successful appeals. This will be added to the Business Rates Risk Reserve and will help the Council manage the impact of the significant reduction in the Power Station rateable value.	(586)	(586)
(205)	(205)	<b>5. Release Treasury Management Reserve - see 3 Above</b>	(205)	(205)
(475)	(475)	<b>6. Lower Core Grant reduction -</b> Previous MTFS reports provided an assessment of the impact of changes in the Council's core Revenue Support Grant and the linkages to the impact of schools converting to academies. These changes retain funding which it was anticipated would be top sliced from the Core Revenue Grant allocation and do not impact on the funding available for schools from the Dedicated Schools Grant. Previous MTFS reports advised Members that the impact of this funding change would reflect the timing of decisions by individual schools to convert to academy status. As the position on conversion of individual schools was uncertain when the 2015/16 budget was set a prudent impact on the core revenue grant was forecast. As the actual numbers of schools converting to academy status is less than forecast the core grant reduction is less than forecast.	(475)	(475)
140	70	<b>7. Secure Accommodation Costs -</b> To fund the costs of secure accommodation in 2015/16, not covered within the base budget or existing risk reserve.	140	70
0	0	<b>8. Reserves Review -</b> As reported to Finance and Policy Committee ON 19/10/15 this amount has been released following a review of existing reserves and financial risks. This amount is earmarked to avoid specific cuts in 2015/16, to provide funding for potential protection costs arising from the implement of Terms and Conditions savings and to support the MTFS.	(389)	(389)
(1,072)	(1,292)	<b>Sub Total - Corporate Budgets</b>	(1,512)	(1,582)
(1,646)	(2,061)	<b>Sub Total to be shown in Statement of Accounts</b>	(2,173)	(2,791)
977	1,172	Recommended Departmental reserves as detailed in Table 3	1,115	1,513
<b>(669)</b>	<b>(889)</b>	<b>Forecast Uncommitted Outturn</b>	<b>(1,058)</b>	<b>(1,278)</b>

## 6.2 APPENDIX A

**Table 3 - Contribution to Reserves**  
**(details provided in table 4)**

Reported Previously			Reported Previously	
Worst Case	Best Case		Worst Case	Best Case
£'000	£'000		£'000	£'000
67	67	Ring-fenced Grant Reserves	80	80
140	140	Business Case Reserves	180	180
770	965	General Fund Budget Reserves	855	1,253
<b>977</b>	<b>1,172</b>	<b>TOTAL</b>	<b>1,115</b>	<b>1,513</b>

Table 4 - Detail of Contributions to Reserves

Reported Previously			Latest Forecast	
Worst Case	Best Case		Worst Case	Best Case
£'000	£'000		£'000	£'000
		Ring-fenced Grant Reserves		
22	22	<b>FERIS Grant Project</b> Earmarked to address 2016/17 DWP Housing administration grant cuts to mitigate impact on benefit service standards.	35	35
45	45	<b>Housing Benefits Subsidy</b> Additional 2015/16 one-off grant from DWP, which will be earmarked to help mitigate the forecast 2016/17 DWP Housing administration grant cuts.	45	45
67	67	<b>Sub Total</b>	80	80
		Business Case Reserves		
140	140	<b>Social Housing - Creation of Reserve</b> Contribution to the Major Repairs Fund in line with the approved business model for the Empty Homes Project.	180	180
		General Fund Budget Reserves		
160	160	<b>Regeneration &amp; Neighbourhoods 16/17 Savings Reserve</b> Reserve created to support the 2016/17 budget, as approved by Members.	160	160
24	24	<b>Fraud</b> Use of vacancy saving to help mitigate impact of forecast 2016/17 DWP Housing administration grant cuts.	24	24
-	130	<b>Demographic Pressures in Adult Social Care Reserve</b> Worst case assumes that funding is not available from a departmental under spend to create the reserve, which would increase financial risk in future years. Best case assumes funding is available to transfer to the existing reserve to provide a contingency budget against future increases in demand. This replaces the proposal at Q1 to transfer to a Care Act reserve.	-	250
-	-	<b>Telecare Equipment Reserve</b> Worst case assumes that funding is not available from a departmental under spend to create the reserve. Best Case - as part of the BCF programme it is proposed to increase and enhance the Telecare service. To assist in this expansion it is proposed to create a reserve to purchase the required equipment to meet the expected increase in demand.	-	100
-	65	<b>Children's Social Care &amp; Early Intervention Reserve</b> Worst case assumes that funding will not be available from departmental under spend to create this reserve. The best case scenario assumes an under spend, this will be transferred to the existing reserve to support early intervention initiatives to reduce demand for services.	-	48
-	-	<b>Community Centres Reserve</b> Reserve created to retain Community Centres in 2016/17 to provide a longer lead time to develop alternative funding/operational arrangements.	85	85
586	586	<b>Business Rates Risk Reserve</b> The MTFS approved in February 2015 indicated that billed Business Rates income exceeded the amount included in the MTFS. Owing to the uncertainty regarding Business Rates Appeals it was agreed that this amount should be allocated to partly offset successful appeals. This will be added to the Business Rates Risk Reserve and will help the Council manage the impact of the significant reduction in the Power Station rateable value.	586	586
770	965	<b>Sub Total</b>	855	1,253
977	1,172	<b>TOTAL</b>	1,115	1,513

## REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2015/16 as at 30th September, 2015

Approved 2015/2016 Budget  £'000	Description of Service Area	September		Director's Explanation of Variance
		Projected Outturn Variance - Adverse/ (Favourable) Worst Case  £'000	Projected Outturn Variance - Adverse/ (Favourable) Best Case  £'000	
Adult Committee				
0	Carers & Assistive Technology	0	0	
3,549	Commissioning & Adults General	(323)	(336)	The underspend mainly relates to receipt of grants in respect of Care Act implementation, winter pressures and reducing delayed hospital discharges (Helping People Home).
1,271	Commissioning-Mental Health	96	(40)	Range reflects potential back-dating of costs relating to retrospective s117 reviews and the need to refund client contributions where applicable.
10,072	Commissioning-Older People	(288)	(288)	Historic budget pressures have been funded from within the BCF as part of the programme to reduce residential home and hospital admissions. The underspend relates to 2016/17 savings achieved in advance and funding not required in year.
7,807	Commissioning-Working Age Adult	465	430	Historic and ongoing budget pressures within Learning Disability services arising from an increase in the number of young adults with complex needs.
205	Complaints & Public Information	15	15	
707	Departmental Running Costs	(25)	(25)	Incremental drift on salaries and underspends against various supplies and services budgets which will contribute towards 16/17 budget savings.
784	Direct Care & Support Team	40	10	
383	LD & Transition Social Work	(5)	(5)	
2,594	Locality & Safeguarding Teams	(400)	(400)	Underspend relates to vacant posts, vacant hours and incremental drift for Social Workers and Social Care Officers who are on career grades which results in a range of bandings depending on qualifications and experience. Budgets are set prudently to reflect payment at the top of scale and the underspend reflects the fact there have been a number of new workers appointed at the lower end of the scale resulting in a short term saving of up to £10k per worker.
649	Mental Health Services	(51)	(51)	Underspend relates to vacant posts (now filled), incremental drift and some non-pay budgets which will contribute towards 16/17 budget savings.
213	OT & Disability Equipment	0	(40)	The range reflects uncertainty around the level of demand for equipment for the remainder of the year.
197	Workforce Planning & Dev	0	(30)	
1,138	Working Age Adult Day Services	0	0	
29,569	Sub Total	(476)	(760)	
0	Deprivation of Liberty Safeguards (DoLS) - Pressure	250	250	Pressure relates to increased staffing requirements due to a 1600% increase in activity following a Supreme Court Judgement. Pressure is partly offset by one-off allocation of £50k DoLS grant.
0	Release of Departmental Reserve for DoLS	0	0	
29,569	Adult Committee Sub Total	(226)	(510)	

Approved 2015/2016 Budget	Description of Service Area	Projected Outturn Variance - Adverse/ (Favourable) Worst Case	Projected Outturn Variance - Adverse/ (Favourable) Best Case	Director's Explanation of Variance
£'000		£'000	£'000	
<b>Children's Committee</b>				
11,744	Children & Families	606	517	Increased numbers of residential placements, recent increases in numbers of looked after children and historic pressures against Residence Order, Special Guardianship Allowances and Direct Payments partly offset by incremental drift, vacant posts (now filled) and Care Proceedings. Range reflects uncertainty at this stage of the year given the volatile nature of these budget areas. Best Case scenario reflects only part-release of Early Intervention reserve as expenditure can be funded from within overall outturn.
4,440	Early Intervention Services	(290)	(305)	Underspend relates to vacant posts (now filled), incremental drift and some non-pay budgets which will contribute towards 16/17 budget savings.
4	Play & Care	20	20	Historic shortfall in income as against budget.
418	Youth Offending Service	0	0	The YJB have recently announced an in-year grant reduction of £49k (10%) which will be funded from the YOS reserve.
197	Access to Education	18	(45)	The worst case includes the risk of academies not buying back de-delegated services and an income shortfall. These are off set by a saving relating to consultancy fees.
108	Central Support Services	5	5	
537	Other School Related Expenditure	(20)	(22)	In year pension savings which have been identified as savings for 2016/17.
561	Raising Educational Achievement	10	(25)	Restructuring savings achieved in year. The permanent savings are included in the 2016/17 budget.
208	Special Educational Needs	(24)	(39)	The projected saving relates to one off vacancy savings
56	Strategic Management	11	6	
<b>18,273</b>	<b>Sub Total</b>	<b>336</b>	<b>112</b>	
0	Release of Looked After Children Reserve for Looked After Children pressure	(110)	0	
<b>18,273</b>	<b>Children's Committee Sub Total</b>	<b>226</b>	<b>112</b>	
<b>47,842</b>	<b>Child and Adult Total - (before Creation of Reserves)</b>	<b>0</b>	<b>(398)</b>	
<b>Creation of Reserves</b>				
0	Adults - Contribute to existing Demographic Pressures in Adult Social Care	0	250	Demographic pressures exist within Older People and LD services at the same time as the Department are seeking to reduce demand. It is proposed to transfer this value to the existing reserve to provide a contingency budget against future increases in demand. This replaces the proposal at Q1 to transfer to a Care Act reserve.
0	Adults - Create Telecare Equipment Reserve	0	100	As part of the BCF programme it is proposed to increase and enhance the Telecare service. To assist in this expansion it is proposed to create a reserve to purchase the required equipment to meet the expected increase in demand.
0	Childrens - Early Intervention Reserve	0	48	It is proposed to transfer this to the existing reserve to assist with early intervention initiatives to reduce demand for services.
<b>47,842</b>	<b>Child &amp; Adult Total - Net of Reserves</b>	<b>0</b>	<b>0</b>	

## PLANNED USE OF RESERVES

The above figures include the 2015/2016 approved budget along with the planned use of Departmental Reserves created in previous years.  
The details below provide a breakdown of these reserves

Approved 2015/2016 Budget £'000	Description of Service Area	Planned Usage 2015/2016 £'000	Variance Over/ (Under) £'000	Director's Explanation of Variance
<b>Adult Committee</b>				
33	Carers Funding	0	(33)	
25	Social Inclusion & Lifestyle pathways contract extension	25	0	
270	Deprivation of Liberty Safeguards (DoLS)	0	(270)	It is proposed to fund the cost of DoLS from within the overall departmental outturn position with the reserve being rephased to enable the DoLS pressure to be funded from reserves for a longer time period.
30	Care Bill Implementation Reserve	0	(30)	The post to be funded from this reserve will now be funded from the Care Act grant allocation.
<b>358</b>	<b>Adult Committee Sub Total</b>	<b>25</b>	<b>(333)</b>	
<b>Children's Committee</b>				
0	Youth Offending	141	141	Reserve to be used to fund 2 temporary posts, contribution to youth activities contract and youth provision and creation of immunisation room. In addition, the recent notification of a 10% (£49k) in-year reduction in YJB grant will be funded from this reserve.
299	Troubled Families	0	(299)	It is now anticipated that the Troubled Families grant will fund all of the costs of this years programme.
32	Adoption Reform Grant	32	0	
169	Early Intervention Reserve	49	(120)	In the best case scenario, it is proposed to fund an element of expenditure from within the overall outturn enabling the balance of this reserve to be carried forward to support future years budgets.
102	Schools Transformation Team	55	(47)	Restructuring & contract expiry means the service will underspend, requiring less reserve funding.
56	Data Team	56	0	
55	School Improvement	55	0	
<b>713</b>	<b>Children's Committee Sub Total</b>	<b>388</b>	<b>(325)</b>	

<b>MEMO:-</b>	<b>Dedicated Schools Grant</b>			
<b>4,472</b>	Early Years	0	0	
<b>7,969</b>	High Needs	0	0	A full review is currently underway to manage this volatile demand led budget. Latest projections suggest that this block will overspend by approx £0.180m. It is planned to fund this over spend using earmarked & DSG reserve balances.
<b>37,498</b>	Schools	0	0	There is a projected overspend of approx £50k owing to a shortfall in income from academies. Earmarked reserves have been set aside to fund this shortfall in the current financial year.



## REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2015/16 as at 30th September, 2015

Approved 2015/2016 Budget  £'000	Description of Service Area	September		Director's Explanation of Variance
		Projected Outturn Variance - Adverse/ (Favourable) Worst Case £'000	Projected Outturn Variance - Adverse/ (Favourable) Best Case £'000	
Finance & Policy Committee				
0	Adult Education	0	0	
1,095	Community Safety & Engagement	0	0	
544	Strategic Management, Admin & Service Development	0	0	
(98)	Logistics	0	0	
46	Procurement and Reprographics	0	0	
419	Estates & Asset Management	50	50	Adverse variance relates to a projected shortfall in income generated from Capital and External works.
(813)	Building Consultancy	50	50	Adverse variance relates to a potential shortfall in income generated from Capital and External works.
866	Facilities Management	0	0	This includes many trading operations which at this stage are expected to be on budget overall at year end.
2,059	Finance & Policy Committee Sub Total	100	100	
Regeneration Committee - Core Services				
20	Archaeology Services	0	0	
48	Community Centres	0	0	
400	Cultural Services	130	130	The variance relates to a shortfall on admissions income at the Hartlepool Maritime Experience and a possible shortfall on income associated with functions.
1,052	Libraries	5	5	
(25)	Building Control	100	80	Projections reflect the volatile nature of external income in this area. Any variance is expected to be covered by the Income Shortfall Reserve in 2015/16 (see Reserves below).
0	Building Control - release of Corporate Income Shortfall Reserve as per the MTFS	(100)	(80)	Release of Reserve (see above).
217	Planning Services	0	0	Projections are always difficult owing to the volatile nature of external income in this area and a large proportion of the income is dependant on fees from large schemes. Projections at this stage are that this area will be on budget at year end based on the estimate of large scale developments expected in 2015/16. This will be closely monitored during the year.
586	Housing Services	0	0	
0	CADCAM	0	0	
869	Economic Regeneration	0	0	
(20)	Economic Regeneration - External Funding	(260)	(260)	Favourable variance relates to a surplus on the Going Forward and ESF Families with Multiple Problems grant schemes.
213	Heritage & Countryside	(5)	(5)	
3,360	Regeneration Committee - Core Services Sub Total	(130)	(130)	
Regeneration Committee - Social Housing				
0	Social Housing	(180)	(180)	This variance will be transferred into the Major Repairs Reserve in line with the approved Business model for this scheme to fund the cost of future Repairs and Maintenance on the housing stock.
0	Regeneration Committee - Social Housing Sub Total	(180)	(180)	

Approved 2015/2016 Budget	Description of Service Area	Projected Outturn Variance - Adverse/ (Favourable) Worst Case	Projected Outturn Variance - Adverse/ (Favourable) Best Case	Director's Explanation of Variance
£'000		£'000	£'000	
<b>Neighbourhood Committee</b>				
(105)	Cemetery and Crematoria	(50)	(50)	Favourable variance relates to an underspend on maintenance costs following the recent capital works and income which is higher than projected.
264	Parks & Countryside	0	0	
29	Allotments	0	0	
(603)	Car Parking & Enforcement	100	100	Adverse variance mainly relates to income which is lower than anticipated on the Shopping Centre sites. Rates also continue to increase and there are budget pressures on the account relating to software costs associated with the camera car.
405	Engineering Services (incl Coastal Protection and Contaminated Land)	0	0	Any variance relating to an underspend on the Coastal protection budget as a result of ongoing major capital investments will be transferred to Capital to provide the match funding required.
1,759	Grounds Maintenance	(40)	(40)	Favourable variance relates mainly to lower fuel prices and additional income generation.
1,974	Highway Maintenance and Insurance	0	0	Pressures continue in this area with the ongoing deterioration of the road network. Funding is inadequate to cover the backlog of major works required and funding will continue to be used to fund essential works in year from the resources available.
(238)	Highways Trading	50	50	Adverse variance reflects the volatile nature of this Trading Account particularly relating to Winter Maintenance and Capital works.
487	Highways Traffic & Transport Management	(55)	(55)	Favourable variance relates to income generation.
1,417	Passenger Transport	(60)	(60)	The favourable variance relates to an underspend on the demand led service of Home to School Transport.
126	Road Safety	0	0	
(51)	Traffic and Transportation Strategic Management	50	50	The adverse variance relates to income targets set as part of the 14/15 savings programme that have not been achieved. Projects involve collaboration work around transport.
(132)	Vehicle Fleet	0	0	
(2)	NDORS (National Driver Offender Rehabilitation Scheme)	0	0	
1,245	Network Infrastructure	(165)	(165)	Favourable variance relates to the savings generated from the LED scheme. Prudential borrowing costs have not yet been incurred however the savings are being realised in year. This temporary saving may be transferred to Capital to support the cost of the replacement programme if the overall Departmental position is favourable by year end.
0	Section 38's	0	0	
0	Traffic Management	0	0	
2,393	Sustainable Transport	(35)	(35)	Variance based on the latest projected costs - saving offered up in 16/17.
1,669	Street Cleansing	(25)	(25)	
4,509	Waste & Environmental Services	100	100	The adverse variance relates to a additional costs associated with waste disposal which are expected to be incurred this year and the potential reduction in income from recycling. This is a volatile area which will continue to be closely monitored each month.
15,146	<b>Neighbourhood Committee Sub Total</b>	(130)	(130)	
20,565	<b>R &amp; N Total before reserves</b>	(340)	(340)	
<b>Creation of Reserves</b>				
0	Social Housing	180	180	Contribution to the Major Repairs Fund in line with the approved business model for the Empty Homes Project.
0	Planning Reserve	160	160	Reserve created in 15/16 to help achieve the departmental savings target in 2016/17.
20,565	<b>Regeneration and Neighbourhoods Total - Net of Reserves</b>	0	0	

**PLANNED USE OF RESERVES**

The above figures include the 2015/2016 approved budget along with the planned use of Departmental Reserves created in previous years.

The details below provide a breakdown of these reserves

Approved 2015/2016 Budget £'000	Description of Service Area	Planned Usage 2015/2016 £'000	Variance Over/ (Under) £'000	Director's Explanation of Variance
<b>Finance &amp; Policy Committee</b>				
100	Fleet	100	0	
45	Passenger Transport	45	0	
110	Community Pool	110	0	
17	Civic Lottery	17	0	
<b>Regeneration Committee</b>				
16	Baden Street	16	0	
25	Selective Licensing	20	(5)	This variance relates to the profile of expenditure over years.
65	Business Grants	65	0	
100	Economic Regeneration Schemes	93	(7)	This variance relates to the profile of expenditure over years.
125	Local Plan	125	0	
<b>Neighbourhood Committee</b>				
190	CCTV	190	0	
42	Environmental Apprentices	42	0	
132	Ward Member Budgets	132	0	
<b>967</b>	<b>Total</b>	<b>955</b>	<b>(12)</b>	

## REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2015/16 as at 30th September, 2015

Approved 2015/2016 Budget	Description of Service Area	September		Director's Explanation of Variance
		Projected Outturn Variance - Adverse/ (Favourable) Worst Case	Projected Outturn Variance - Adverse/ (Favourable) Best Case	
£'000		£'000	£'000	
<b>Finance and Policy Committee</b>				
(188)	Benefits	(62)	(62)	Favourable variance of £27k is owing to temporary vacant posts, reduced hours and some post not being at the top of the grade. A further £35k favourable variance is projected on Fraud and Error Reduction Incentive Scheme (FERIS), which Finance and Policy Committee 30th January, 2015 approved should be earmarked to address 2016-17 DWP Housing administration grant cuts to mitigate impacts on benefit service standards.
(859)	Central Administration Recharges	0	0	
986	Corporate Finance	(85)	(85)	The favourable variance is owing to a high level of vacancies which are being held vacant for 2016-17 savings and several posts not being at the top of the grade.
659	Corporate Strategy & Public Consultation	(26)	(26)	The favourable variance is owing to reduced working hours, along with some supplies and services savings.
(143)	Housing Benefits Subsidy	(235)	(235)	Favourable variance of £45k is owing to additional grant from DWP for Universal Credit , which is required to address 2016-17 DWP Housing administration grant cuts. The £300k favourable variance is owing to an estimate on Housing Benefit Subsidy Grant which generates £47 million in subsidy.
186	Democratic	0	0	
98	Fraud	(24)	(24)	Favourable variance of £24k is owing to one post being vacant for the full year. This is required to address 2016-17 DWP Housing administration grant cuts.
881	Customer and Support Services	(9)	(9)	The favourable variance is owing to savings on pension costs.
453	Human Resources & Health and Safety	(67)	(67)	The favourable variance is owing to income received from Health and Safety training, contracts and funding, which is due to cease during this financial year.
230	Internal Audit	(20)	(20)	The favourable variance is owing to reduced working hours, overtime, mileage and some supplies and services savings.
424	Legal Services	36	36	The adverse variance is owing to a reduction in Land and Property Income within the Legal Section.
193	Municipal Elections and Registration of Electors	(35)	(35)	There is currently a favourable projection of £35k. However, this would be required if there was a by-election during this financial year.
(79)	Other Office Services	70	70	An adverse variance of £70k is owing to a continued slow down in Local Land Searches, this is owing to the number of companies using Environmental Information Regulations, which is an ongoing trend.
81	Public Relations	10	10	The adverse variance is owing to additional staffing that was going to be funded from a reserve that has now been offered up.
(104)	Registration Services	0	0	

Approved 2015/2016 Budget	Description of Service Area	Projected Outturn Variance - Adverse/ (Favourable) Worst Case	Projected Outturn Variance - Adverse/ (Favourable) Best Case	Director's Explanation of Variance
£'000		£'000	£'000	
858	Revenues	23	23	The adverse variance is owing to temporary additional staffing.
(413)	Revenue & Benefits Central	(100)	(100)	The favourable variance is owing to the full year impact of changes to the Court Costs fee structure.
67	Scrutiny	0	0	
629	Shared Services	10	10	The adverse variance is owing to the need to cover current staff shortages, together with an increase in workload, specifically pensions. payroll and recovery related work,
119	Support to Members	3	3	
18	Training & Equality	0	0	
369	Corporate Management Running Expenses	(5)	(5)	The favourable variance is owing to some staffing savings and maternity leave, which is partly offset by a shortfall on the Trade Union budget.
<b>4,465</b>	<b>Finance and Policy Total (Before Creation of Reserves)</b>	<b>(516)</b>	<b>(516)</b>	
<b>Creation of Reserves</b>				
0	FERIS Grant Project	35	35	£35k favourable variance is projected on Fraud and Error Reduction Incentive Scheme (FERIS). Finance and Policy Committee 30th January, 2015 approved this to be earmarked to address 2016-17 DWP Housing administration grant cuts to mitigate impacts on benefit service standards.
0	Housing Benefits Subsidy	45	45	Favourable variance of £45k is owing to additional grant from DWP for Universal Credit , which is required to address 2016-17 DWP Housing administration grant cuts.
0	Fraud	24	24	Favourable variance of £24k is owing to one post being vacant for the full year, which is required to address 2016-17 DWP Housing administration grant cuts.
<b>4,465</b>	<b>Chief Executives Total - Net of Reserves</b>	<b>(412)</b>	<b>(412)</b>	

## **PLANNED USE OF RESERVES**

The above figures include the 2015/2016 approved budget along with the planned use of Departmental Reserves created in previous years.  
The details below provide a breakdown of these reserves

Approved 2015/2016 Budget £'000	Description of Service Area	Planned Usage 2015/2016 £'000	Variance Over/ (Under) £'000	Director's Explanation of Variance
<b>Finance and Policy Committee</b>				
37	Corporate Strategy - ICT System Development	0	(37)	Corporate ICT projects
6	Corporate Strategy - Performance Management	5	(1)	Covalent subscription
0	Registrars	4	4	Software maintenance over three years.
0	Resource Investment - HR	9	9	People Framework development.
25	Health and Safety - Staffing	0	(25)	Health and Safety staffing budget
0	Registration and Members	2	2	Civic Head expenses - civic items.
19	Finance - IT Investment Shared Services	20	1	Shared Services Project Development Work
0	Finance R & B - FSM System	1	1	FMS System maintenance
85	Chief Executive's Department Ring Fenced Grants	92	7	
<b>172</b>	<b>Total</b>	<b>133</b>	<b>(39)</b>	

## REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2015/16 as at 30th September, 2015

Approved 2015/2016 Budget  £'000	Description of Service Area	September		Director's Explanation of Variance
		Projected Outturn Variance - Adverse/ (Favourable) Worst Case £'000	Projected Outturn Variance - Adverse/ (Favourable) Best Case £'000	
Finance and Policy Committee				
Public Health Grant				
1,021	Children's Public Health	(30)	(30)	Favourable variance relates to underspends on the Young Peoples Health and Wellbeing contract.
50	Health Protection	0	0	
1,199	Miscellaneous Public Health Services	(430)	(430)	
				Budget reductions have been identified to support the savings programme in 16/17. This variance relates to the advance achievement of these savings. This will be necessary to offset a potential in year grant cut - see note below on Public Health Main Grant.
20	NHS Health Check Programme	(20)	(30)	Potential underspend reflects the information received from providers.
180	Obesity	0	0	
290	Physical Activity	0	0	
815	Prescribing	(20)	(20)	Projection based on estimate received from providers.
852	Public Health Advice	(30)	(30)	Favourable variance relates to an underspend on staffing costs.
810	Sexual Health	0	0	
459	Smoking & Tobacco	0	0	
2,790	Substance Misuse	(40)	(140)	This is a volatile area owing to the sometimes uncontrollable nature of expenditure on vulnerable adults supported by this area.
(8,486)	Public Health Main Grant	570	570	The latest projections reflect a potential in year grant cut. It is unclear at this stage what the grant cut will be, however for planning purposes, the Council has assumed a 7.4% reduction in funding which equates to £630,000. A managed underspend in year will be used to offset the grant reduction in 15/16 and proposals have been considered by F&P Committee to reduce commitments on a recurring basis as part of the Councils savings proposals for 16/17.
0	Public Health Grant Subtotal	0	(110)	The Public Health Grant is ringfenced and any underspend will be transferred into a ringfenced reserve in line with the grant conditions.
Public Health General Fund				
669	Consumer Services	50	50	Adverse variance relates to a potential shortfall in income from Licensing.
669	Public Health General Fund Subtotal	50	50	
669	Finance and Policy Sub Total	50	(60)	
Regeneration Committee				
Public Health General Fund				
2	Environmental Protection	0	0	
(89)	Environmental Standards	60	50	Adverse variance relates to a potential shortfall in income from Markets.
500	Sports & Recreation Facilities	85	55	The adverse variance mainly relates to one-off costs incurred at the Borough Hall. Costs include the replacement and repair of sound system equipment (£25k) and building works required as a result of an urgent Health and Safety issue (£20k). Income continues to be a pressure at the Borough Hall and the latest projection is a shortfall of £20k by year end, however work is ongoing to reduce the deficit. The worst case estimate also includes a potential shortfall on income at the Carlton Centre (£25k).
413	Public Health General Fund Subtotal	145	105	
413	Regeneration Sub Total	145	105	
1,082	Public Health Total - before Reserves	195	45	
Creation of Reserves				
Finance and Policy Committee				
0	Public Health Ringfenced Grant	0	110	The Public Health Grant is ringfenced and any underspend will be transferred into a ringfenced reserve in line with the grant conditions.
1,082	Public Health Total - Net of Reserves	195	155	

## PLANNED USE OF RESERVES

The above figures include the 2015/2016 approved budget along with the planned use of Departmental Reserves created in previous years.  
The details below provide a breakdown of these reserves

Approved 2015/2016 Budget £'000	Description of Service Area	Planned Usage 2015/2016 £'000	Variance Over/ (Under) £'000	Director's Explanation of Variance
<b>Finance &amp; Policy Committee</b>				
64	PCT Reserve	64	0	
40	Drugs Action Team Reserve	40	0	
56	Public Health Grant Reserve	56	0	
<b>Regeneration Committee</b>				
10	Sport and Recreation Reserve	10	0	
10	<b>Total</b>	10	0	

**CHILD AND ADULT SERVICES**

**6.2 APPENDIX F**

**CAPITAL MONITORING REPORT PERIOD ENDING 30th SEPTEMBER 2015**

Project Code	Scheme Title	BUDGET		EXPENDITURE IN CURRENT YEAR					Type of Financing	2015/16 COMMENTS
		A	B	C	D	E	F	G		
		2015/16 and Future Years Budget £'000	2015/16 Budget £'000	2015/16 Actual as at 30/09/15 £'000	2015/16 Expenditure Remaining £'000	Expenditure Rephased into 2016/17 £'000	(C+D+E) 2015/16 Total Expenditure £'000	(F-B) 2015/16 Variance from Budget £'000		
Adult Committee										
7234	Chronically Sick and Disabled Persons Adaptations	598	598	55	543	0	598	0	MIX	
8075	Short Break Capital Grants Pool	21	21	0	21	0	21	0	RCCO	
8108	Centre for Independent Living - New Build	4,525	2,635	35	1,569	1,031	2,635	0	MIX	
	Adult Committee Sub Total	5,144	3,254	90	2,133	1,031	3,254	0		
Children's Committee										
7469	Children's Centre's Capital	32	32	2	30	0	32	0	RCCO	
8072	Integrated Children's Services Case Management Improvement	37	37	0	37	0	37	0	MIX	
8218	Youth Service Portable Multi-Use Games Area (Youth Capital Fund)	7	7	0	7	0	7	0	GRANT	
8836	YOS Health Suite	24	24	0	24	0	24	0	RCCO	
8783	Barnard Grove Primary School - Section 278 Works	12	12	0	12	0	12	0	GRANT	
8781	Brougham Primary School - 2 year old Free Nursery Entitlement Capacity Building	11	11	0	11	0	11	0	GRANT	
8808	Brougham Primary School - Lighting/Emergency Lighting	25	25	3	22	0	25	0	GRANT	
8825	Chatham Road Children's Centre - Lighting/Emergency Lighting	4	4	0	4	0	4	0	GRANT	
8809	Clavering Primary School - Roofing Block A (Phase 2 of 2)	84	84	52	32	0	84	0	GRANT	
8732	Clavering Primary School - Roofing - Block A	8	8	0	8	0	8	0	GRANT	
7384	Devolved Schools Capital	734	734	460	274	0	734	0	MIX	
8833	English Martyrs School - Science Labs	325	325	0	325	0	325	0	RCCO	On hold pending Priority School Building Programme Phase 2 (PSBP Phase 2). This scheme will remain on hold until the Autumn when EFA provide information as to where within the 5 yr programme the new build will be timetabled.
8810	Fens Primary School - Heating Distribution (Phase 1 of 3)	77	77	58	19	0	77	0	GRANT	This school have contributed an additional £17k to this scheme for additional works.
8834	Fens Primary School - Cold Water Main Replacement	11	11	4	7	0	11	0		
8811	Golden Flatts Primary School - Electrical Rewire (Phase 1 of 3)	90	90	91	13	0	104	14	GRANT	An element of the scheme originally planned for Phase 2 has been brought forward for technical reasons. Therefore the scheme is expected to cost £14k more than originally anticipated. This can be funded from the unallocated budget.
8734	Golden Flatts Primary School - Condensation mitigation works	15	15	0	15	0	15	0	MIX	
8730	Greatham Primary School - Roofing (Phase 1 of 2)	8	8	0	8	0	8	0	GRANT	
8812	Greatham Primary School - Roofing (Phase 2 of 2)	65	65	15	50	0	65	0	MIX	
8813	Hart Primary School - Lighting/Emergency Lighting	8	8	1	7	0	8	0	MIX	
8729	Hart Primary School - Roofing - Block A	2	2	0	2	0	2	0	MIX	
8598	High Tunstall School - Heating Distribution - Block G	47	47	0	47	0	47	0	GRANT	
8523	High Tunstall School - Heating Distribution - Block A	48	48	0	48	0	48	0	GRANT	
8801	High Tunstall School - Hot Water Plant Replacement	3	3	2	1	0	3	0	GRANT	



## CHILD AND ADULT SERVICES

## 6.2 APPENDIX F

## CAPITAL MONITORING REPORT PERIOD ENDING 30th SEPTEMBER 2015

Project Code	Scheme Title	BUDGET		EXPENDITURE IN CURRENT YEAR					Type of Financing	2015/16 COMMENTS
		A 2015/16 and Future Years Budget £'000	B 2015/16 Budget £'000	C 2015/16 Actual as at 30/09/15 £'000	D 2015/16 Expenditure Remaining £'000	E Expenditure Rephased into 2016/17 £'000	F (C+D+E) 2015/16 Total Expenditure £'000	G (F-B) 2015/16 Variance from Budget £'000		
8718	High Tunstall School - Roofing - Area of Block A Phased	60	60	0	60	0	60	0	MIX	On hold pending Priority School Building Programme Phase 2 but minor works were necessary and have been undertaken. The remainder of the scheme will remain on hold until the Autumn when EFA provide information as to where within the 5 yr programme the new build will be timetabled.
8718	High Tunstall School - Roofing - Block A	11	11	0	11	0	11	0	MIX	Scheme reduced pending outcome of Priority School Building Programme Phase 2. The remainder of the scheme will remain on hold until the Autumn when EFA provide information as to where within the 5 yr programme the new build will be timetabled.
8719	High Tunstall School - Roofing - Block L	102	102	0	102	0	102	0	MIX	On hold pending Priority School Building Programme Phase 2. The remainder of the scheme will remain on hold until the Autumn when EFA provide information as to where within the 5 yr programme the new build will be timetabled.
8716	High Tunstall School - Window Replacement - Block A	154	154	0	154	0	154	0	RCCO	On hold pending Priority School Building Programme Phase 2. This scheme will remain on hold until the Autumn when EFA provide information as to where within the 5 yr programme the new build will be timetabled.
8785	Holy Trinity Primary School - Section 278 Works	2	2	0	2	0	2	0	GRANT	
8814	Kingsley Primary School - Hall Window Replacement	50	50	46	9	0	55	5	MIX	This scheme is forecast to cost £5k more than originally anticipated owing to the discovery of asbestos which requires removal. This can be funded from the unallocated budget.
8727	Kingsley Primary School - Electrical Rewire	60	60	52	8	0	60	0	MIX	
8817	Lynnfield Primary School - Lighting/Emergency Lighting (final phase)	9	9	1	8	0	9	0	GRANT	
8816	Lynnfield Primary School - Roofing (Phase 1)	90	90	22	68	0	90	0	MIX	
8815	Lynnfield Primary School - Window Replacement Block A (Phase 2 of 2)	54	54	17	37	0	54	0	MIX	
8728	Lynnfield Primary School - Window Replacement - Block A	5	5	0	5	0	5	0	MIX	
8782	Lynnfield Primary School 2 - year old Free Nursery Entitlement Capacity Building	15	15	3	12	0	15	0	GRANT	
8789	Pupil Referral Unit - Refurbishment	67	67	3	64	0	67	0	RCCO	
8832	Pupil Referral Unit - Access Works	20	20	19	1	0	20	0	MIX	
7586	Purchase of Computer Equipment - City Learning Centre	4	4	0	4	0	4	0	RCCO	
8720	Rift House Children's Centre - Roofing Replacement	4	4		4	0	4	0	GRANT	
8818	Rift House Primary School - Lighting/Emergency Lighting	13	13	2	11	0	13	0	GRANT	
8821	Rossmere Primary School - Heating Distribution	60	60	39	21	0	60	0	GRANT	
8819	Rossmere Primary School - Lighting/Emergency Lighting	31	31	0	31	0	31	0	MIX	
8820	Rossmere Primary School - Window Replacement	50	50	26	24	0	50	0	MIX	
8692	Rossmere Primary School - Forest School	155	155	107	48	0	155	0	RCCO	

**CHILD AND ADULT SERVICES**

**6.2 APPENDIX F**

**CAPITAL MONITORING REPORT PERIOD ENDING 30th SEPTEMBER 2015**

Project Code	Scheme Title	BUDGET		EXPENDITURE IN CURRENT YEAR					Type of Financing	2015/16 COMMENTS
		A 2015/16 and Future Years Budget £'000	B 2015/16 Budget £'000	C 2015/16 Actual as at 30/09/15 £'000	D 2015/16 Expenditure Remaining £'000	E Expenditure Rephased into 2016/17 £'000	F (C+D+E) 2015/16 Total Expenditure £'000	G (F-B) 2015/16 Variance from Budget £'000		
7421	School Travel Plans	14	14	0	14	0	14	0	GRANT	
8138	Schools General - BSF - ICT	532	60	7	53	0	60	0	GRANT	
8139	Schools General - BSF - ICT Infrastructure Costs	112	0	0	0	0	0	0	GRANT	
9004	Schools General - Contingency	150	150	0	150	0	150	0	GRANT	
9004	Schools General - Funding Currently Unallocated	201	201	0	179	0	179	(22)	MIX	This reflects the net overspend that will be transferred to fund schemes that are now projected to cost more than originally anticipated.
9004	Schools General - RCCO Earmarked for Asbestos Surveys	60	60	0	60	0	60	0	RCCO	
9004	Schools General - RCCO Unallocated	1,027	0	0	0	0	0	0	RCCO	
8788	Schools General - Universal Free School Meals	60	60	7	53	0	60	0	GRANT	
8822	Springwell Primary School - Refurbish WC's	50	50	20	30	0	50	0	MIX	
8865	St Cuthbert's Outdoor Area	95	95	0	95	0	95	0		
8823	St Helen's Primary School - Roofing KS1 Building	90	90	59	31	0	90	0	MIX	
8824	Throston Primary School - SEN Adaptations	19	19	20	2	0	22	3	GRANT	The scheme has been modified and now includes installation of a sluice which has resulted in a slight increase to projected costs. This can be funded from the unallocated budget.
8455	West Park Primary School - Fire Detection System	53	53	0	53	0	53	0	GRANT	
8526	West Park Primary School - Heating / Hot & Cold Water Distribution	16	16	1	15	0	16	0	MIX	
8653	West View Primary School - Early Years Foundation Stage Improvements	155	155	1	154	0	155	0	RCCO	This scheme was put on hold in 2014/15 pending the PSBP 2 announcement and only works to canopy and external store were completed. The school was not successful for PSBP2 therefore the scheme is now progressing.
<b>Children's Committee Sub Total</b>		<b>5,327</b>	<b>3,716</b>	<b>1,140</b>	<b>2,576</b>	<b>0</b>	<b>3,716</b>	<b>0</b>		
<b>Child &amp; Adult Services Total</b>		<b>10,471</b>	<b>6,970</b>	<b>1,230</b>	<b>4,709</b>	<b>1,031</b>	<b>6,970</b>	<b>0</b>		

<b>Key</b>			
RCCO	Revenue Contribution towards Capital	GRANT	Grant Funded
MIX	Combination of Funding Types	CAP REC	Capital Receipt
UCPB	Unsupported Corporate Prudential Borrowing	UDPB	Unsupported Departmental Prudential Borrowing
SCE	Supported Capital Expenditure (Revenue)	SPB	Supported Prudential Borrowing

## CAPITAL MONITORING REPORT PERIOD ENDING 30th SEPTEMBER 2015

Project Code	Scheme Title	BUDGET		EXPENDITURE IN CURRENT YEAR						2015/16 COMMENTS
		A	B	C	D	E	F	G	H	
		2015/16 and Future Years Budget £'000	2015/16 Budget £'000	2015/16 Actual as at 30/09/15 £'000	2015/16 Expenditure Remaining £'000	Expenditure Rephased 2016/17 £'000	C+D+E 2015/16 Total Expenditure £'000	F-B 2015/16 Variance from budget £'000	Type of financing	
Finance & Policy Committee										
8710	Drug & Alcohol Recovery Centre	200	200	140	60	0	200	0	GRANT	Purchase of the Willows building was completed in July and renovation work underway.
Finance & Policy Committee Sub Total		200	200	140	60	0	200	0		
Regeneration Committee										
8103	Swimming Scheme	60	60	6	40	14	60	0	MIX	The latest estimate for works to improve the interior of the pool hall at Mill House indicate the project cost will be less than the budget available. However the remaining balance will be rephased for other priorities as and when they arise.
8452	Carlton Disabled WC	2	2	0	2	0	2	0	MIX	To be used as match funding in future grant bid for additional work required
7992	Junior Football Pitches	26	26	0	26	0	26	0	MIX	To be used as part of a necessity to replace the carpet for the 3G pitch at Grayfields
8408	Mill House - Equipment Purchase	12	12	5	7	0	12	0	MIX	Residual expenditure in relation to equipment replacement.
8689	Brierton Sports Fields	220	130	79	51	0	130	0	MIX	Part funded by Sport England. Approx 60% of the overall budget expected to be completed in the current year.
8634	Brierton 3G Pitch	50	50	42	8	0	50	0	GRANT	Funding is 97% from Football Foundation. Work on 3G pitch is complete. Works on CCTV to be completed this year.
8409	Sport & Youth Improvements	41	41	0	21	20	41	0	MIX	In the current year, there may be a need to assist with funding of new IT hardware at Carlton if income targets are not achieved to fund this. Any remaining balance will be used as match funding in future grant bids across the service.
Regeneration Committee Sub Total		411	321	132	155	34	321	0		
Public Health Services Total		611	521	272	215	34	521	0		

## Key

RCCO Revenue Contribution towards Capital  
MIX Combination of Funding Types  
UCPB Unsupported Corporate Prudential Borrowing

GRANT  
CAP REC  
UDPB

Grant Funded  
Capital Receipt  
Unsupported Departmental Prudential Borrowing

## CAPITAL MONITORING REPORT PERIOD ENDING 30th SEPTEMBER 2015

Project Code	Scheme Title	BUDGET		EXPENDITURE IN CURRENT YEAR					Type of Financing	2015/16 COMMENTS
		A	B	C	D	E	F	G		
		2015/16 and Future Years Budget £'000	2015/16 Budget £'000	2015/16 Actual as at 30/09/15 £'000	2015/16 Expenditure Remaining £'000	Expenditure Rephased into 2016/17 £'000	(C+D+E) 2015/16 Total Expenditure £'000	(F-B) 2015/16 Variance from Budget £'000		
Finance & Policy Committee										
	City challenge Clawback	213	213	0	213	0	213	0	UCPB	
	City Challenge Clawback - Burbank / Murray Street	83	83	0	83	0	83	0	RCCO	
	IT Strategy	500	500	0	500	0	500	0	MIX	
7623	Corporate IT Projects	20	20	0	20	0	20	0	MIX	
8143	New Burdens - Council Tax	10	10	0	10	0	10	0	MIX	
8157	Northgate - New Server	4	4	0	4	0	4	0	MIX	
8701	Registration Services Accommodation	30	30	0	30	0	30	0	RCCO	
	Civic Centre Remodel Reception Area	100	100	0	100	0	100	0	MIX	
	Corporate Projects	69	69	0	69	0	69	0	MIX	
Chief Executives Total		1,029	1,029	0	1,029	0	1,029	0		

<b>Key</b>				
RCCO	Revenue Contribution towards Capital	GRANT	Grant Funded	
MIX	Combination of Funding Types	CAP REC	Capital Receipt	
UCPB	Unsupported Corporate Prudential Borrowing	UDPB	Unsupported Departmental Prudential Borrowing	
SCE	Supported Capital Expenditure (Revenue)	SPB	Supported Prudential Borrowing	

**CAPITAL MONITORING REPORT PERIOD ENDING 30th SEPTEMBER 2015**

Project Code	Scheme Title	BUDGET		EXPENDITURE IN CURRENT YEAR					Type of Financing	2015/16 COMMENTS
		A	B	C	D	E	F	G		
		2015/16 and Future Years Budget £'000	2015/16 Budget £'000	2015/16 Actual as at 30/09/15 £'000	2015/16 Expenditure Remaining £'000	Expenditure Rephased into 2016/17 £'000	(C+D+E) 2015/16 Total Expenditure £'000	(F-B) 2015/16 Variance from Budget £'000		
<b>Finance &amp; Policy Committee</b>										
7200	Civic Centre Refurbishment	220	220	0	220	0	220	0	MIX	
8142	School Kitchen Upgrades	103	103	0	103	0	103	0	RCCO	
8171	Corporate Planned Maintenance - Footpath Repair - Grayfields	16	16	0	16	0	16	0	MIX	
8442	Seaton DDA Toilets	37	37	0	37	0	37	0	UCPB	
7036	Unallocated Council Capital Fund	98	98	0	98	0	98	0	UCPB	
new	Indoor Bowls Centre Refurbishment	190	190	0	190	0	190	0	RCCO	This amount is being held to manage unforeseen property issues .
7041	Corporate Planned Maintenance Unallocated	51	51	0	51	0	51	0	MIX	
9024	Asbestos Re-Surveys	50	50	0	50	0	50	0	RCCO	
8687	Jacksons Landing	2	2	2	0	0	2	0	CAP REC	
8711	Carlton Centre Re-roof Main Building	9	9	2	7	0	9	0	RCCO	
8776	Town Hall Theatre Replace Stage Lighting Controls	50	50	0	50	0	50	0	RCCO	
8777	Christ Church Boiler Replacement	16	16	4	12	0	16	0	UCPB	
8779	Newburn Bridge Roofing and Door Replacement	27	27	16	11	0	27	0	RCCO	
new	Borough Hall - Wet Rot	5	5	0	5	0	5	0	RCCO	
8835	Central Library - Roofing and Guttering	240	240	179	61	0	240	0	RCCO	Final costs of this scheme are anticipated to be £240k, therefore a further £15k is required from Corporate Planning Maintenance unallocated funding; leaving a balance of £51k.
new	Borough Hall - External Redecoration	17	17	0	17	0	17	0	RCCO	
new	Town Hall - External Redecoration	20	20	0	20	0	20	0	RCCO	
new	Energy Invest to Save	20	20	0	20	0	20	0	RCCO	
new	Asbestos Re-Surveys - Year 2	50	50	0	50	0	50	0	RCCO	
8797	Seaton Carew Library Roof Replacement	10	10	9	1	0	10	0	RCCO	
new	Mill House Replace Chemical Dosing System	5	5	0	5	0	5	0	RCCO	
new	Aueurin Bevan House Roof Replacement	110	110	0	110	0	110	0	CORP	
new	Aueurin Bevan House Accessibility Works	32	32	0	32	0	32	0	CORP	
new	Borough Hall Lighting and Wiring	40	40	0	40	0	40	0	CORP	
new	Borough Hall Structural Works	27	27	0	27	0	27	0	CORP	
new	Carlton Outdoor Centre Replace Hot Water System	13	13	0	13	0	13	0	CORP	
new	Centre for Excellence Training and Learning Replace Heating Controls	45	45	0	45	0	45	0	CORP	
new	Hartlepool Art Gallery Accessibility Works	40	40	0	40	0	40	0	CORP	
new	Mill House Electrical Distribution Board Replacement	25	25	0	25	0	25	0	CORP	

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new	Mill House Replacement Pool Covers	20	20	0	20	0	20	0	CORP	
new	Rossmere Youth Centre Roof Replacement	117	117	0	117	0	117	0	CORP	
new	Rossmere Youth Centre Window Replacement	33	33	0	33	0	33	0	CORP	
new	Town Hall Lighting and Distribution Board Replacement	25	25	0	25	0	25	0	CORP	
new	Contingency	22	22	0	22	0	22	0	CORP	
8864	Carlton Outdoor Centre Rewire Bungalow	5	5	0	5	0	5	0	CORP	
<b>Corporate Total</b>		<b>1,790</b>	<b>1,790</b>	<b>212</b>	<b>1,578</b>	<b>0</b>	<b>1,790</b>	<b>0</b>		

**Key**

RCCO	Revenue Contribution towards Capital	GRANT	Grant Funded
MIX	Combination of Funding Types	CAP REC	Capital Receipt
UCPB	Unsupported Corporate Prudential Borrowing	UDPB	Unsupported Departmental Prudential Borrowing
SCE	Supported Capital Expenditure (Revenue)	SPB	Supported Prudential Borrowing

## CAPITAL MONITORING REPORT PERIOD ENDING 30th SEPTEMBER 2015

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Finance & Policy Committee										
8306	School Catering Equipment	302	52	0	52	0	52	0	RCCO	The Profile reflects the expected use of this 'sinking fund' in the current year as part of an ongoing programme of kitchen equipment replacement.
8425	PV Cells Installation (various buildings)	193	0	0	0	0	0	0	UDPB	As a result of government changes to Feed-in-Tariff (FIT) arrangements and subsidies, the remaining sites in the scheme have been put on hold in order to evaluate the future business case.
8796	Depot Relocation/Church Street Regeneration	3,504	3,504	2,173	331	1,000	3,504	0	MIX	Work is ongoing and expected to continue into 16/17.
8830	Reed Street Depot Remodelling	130	130	73	57	0	130	0	RCCO	Works are ongoing.
BRI	Brierton Site Development	217	217	42	175	0	217	0	MIX	Work is ongoing in relation to landscaping and fencing.
Finance & Policy Committee Sub Total		4,346	3,903	2,288	615	1,000	3,903	0		
Regeneration Committee										
7218	Housing - Disabled Facility Grants	653	653	249	404	0	653	0	MIX	
7220	Housing - Private Sector Grants	37	37	0	37	0	37	0	MIX	Although the recurring funding for this budget ended in 2010/11, the remaining balance has been used for 'home plus' grants for essential repairs/works to enable vulnerable owner occupiers to remain in their homes. Any refunds arising from charges on property have been recycled back into this budget, which has resulted in a £8k increase this year.
8155	Housing - Preventing Repossession	20	20	2	18	0	20	0	GRANT	This is a demand led budget.
8326	Housing - Baden Street Project	23	23	4	19	0	23	0	MIX	The use of the remaining budget is dependent on whether the remaining landlord opts for this scheme or the Empty Property Leasing scheme operated by Housing Hartlepool.
8446	Housing - Empty Homes Phase 1	407	407	249	158	0	407	0	MIX	Early indications are that the scheme will be delivered without using the contingency budget as a result of careful project management and delivery by in-house teams to keep total costs below the target average of £55k per unit. A full evaluation is underway which also look at the impact of voids, additional major repairs required and the Governments rent reductions.
8795	Housing - Empty Home Phase 2	4,020	1,103	487	616	0	1,103	0	MIX	Continuation of this scheme will be dependent on whether the DCLG either grants exemption from reopening the HRA or approves a borrowing limit in line with the planned funding of this scheme. An additional amount of £123,500 for the renovation of the former Andersons Bakery funding by Section 106 was approved by the Council on 6th August, 2015.
8799	Housing - Major Repairs	44	44	44	0	0	44	0	RCCO	Expenditure to date relates to refurbishment costs of void properties. A future annual Major Repairs budget will be established when a full condition survey has been completed.

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8804	Housing - Tanfield/Raby Road Site Bungalows New Build Phase 1	454	454	445	0	0	445	(9)	MIX	Relates to final payment for the 7 units on the Raby Road former HMR site and 3 properties on Tanfield Road site. A saving was achieved on the purchase price of the properties.
8805	Housing - Raby Road Site Bungalows New Build Phase 2	1,260	1,260	0	1,260	0	1,260	0	MIX	Relates to 14 units on the Raby Road former HMR site approved by Council on 6th August, 2015. Progress is dependent on DCLG approving the borrowing for these units following the recent cap of 200 properties which can be held outside of a HRA.
HMR	Housing - North Central Hartlepool Housing Regeneration	1,677	1,677	354	1,323	0	1,677	0	MIX	As reported to F&P on 16th October, a preferred Developer has been chosen to develop the site and undertake demolition, subject to a satisfactory viability assessment and four month site investigation. If the proposed solution proceeds, there will be a saving in demolition costs.
8308	Morrison Hall Loan to NDC Trust	370	370	364	6	0	370	0	UDPB	
7530	Developers Contributions (Section 106)	253	253	0	253	0	253	0	GRANT	A detailed breakdown of the movements on this fund are shown at Appendix K.
8591	Coast Protection - Headland Walls & Block Sands	9,489	2,000	1,740	260	0	2,000	0	MIX	Scheme to upgrade key coastal structures on the Headland Walls and Block Sands as per Council report 21st July 2014.
8444	Coast Protection - Town Wall Strengthening	899	899	306	593	0	899	0	GRANT	
8445	Coast Protection - Seaton Carew	12	12	0	12	0	12	0	GRANT	
8578	Coast Protection - South Management Unit Study	34	34	15	19	0	34	0	GRANT	
8394	Library Improvements	21	21	0	21	0	21	0	RCCO	Proposals for the future use of the budget were approved as part of the 'Review of the Library Service' report to the Regeneration Committee on 28th August, 2015.
8536	Theatre Booking System	1	1	0	1	0	1	0	GRANT	The remaining grant is to be used on new ticket printing machine.
8831	Manor House (East) Purchase	40	40	40	0	0	40	0	RCCO	This property has now been purchased and a deferred capital receipt is due in two years time for the same amount. A report to Finance & Policy in December will present options in relation to Manor House West.
9008	Church Street - Hartlepool Vision	402	64	64	0	0	64	0	MIX	
GRT	Grants to Businesses	6	6	6	0	0	6	0	UCPB	
8429	Adult Education - Replace IT	11	11	0	11	0	11	0	GRANT	Budget to be used to fund work as part of conditions of lease.
8429	Adult Education - Accommodation	17	17	0	17	0	17	0	GRANT	Budget to be used to fund work as part of conditions of lease.
New	Promoting Change, Transforming Lives (Waverley Allotments)	81	0	0	0	0	0	0	MIX	Relates to the grant funded element of Lottery funded scheme to be reported to F&P in December.
Regeneration Committee Sub Total		20,231	9,406	4,369	5,028	0	9,397	(9)		



## CAPITAL MONITORING REPORT PERIOD ENDING 30th SEPTEMBER 2015

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		2015/16 and Future Years Budget £'000	2015/16 Budget £'000	2015/16 Actual as at 30/09/15 £'000	2015/16 Expenditure Remaining £'000	Expenditure Rephased into 2016/17 £'000	(C+D+E) 2015/16 Total Expenditure £'000	(F-B) 2015/16 Variance from Budget £'000		
Neighbourhoods Committee										
7272	Wheelie Bin Replacement Purchases	60	60	17	43	0	60	0	UDPB	
7375	Countryside Development Work	14	14	0	14	0	14	0	RCCO	
7466	DSO Vehicle Purchases	4,738	1,179	245	255	679	1,179	0	UDPB	The current year budget shows vehicles profiled to be acquired in year. The Future Years budget includes rephased borrowing approvals for purchases which have been deferred in order to achieve savings. A review of vehicle usage has identified that more programmed vehicle replacements can be deferred, achieving borrowing cost savings in the short term.
7508	Anhydrite Mine	107	54	0	54	0	54	0	MIX	This budget is carried forward each year to fund essential monitoring of the mine and includes some routine sample testing and inspection in the current year.
7878	Community Safety CCTV Upgrade/Relocation	409	309	1	308	0	309	0	MIX	This relocation of the CCTV Monitoring Centre was approved at F&P on1st June, 2015. The budget has been profiled on the expectation that the works complete at the end of April 2016..
8828	Crematorium refurbishment	126	126	1	125	0	126	0	RCCO	Essential works are required to the chapel. Additional funding is required to cover the cost of this work.
8829	Cemetery Resurfacing	30	30	0	30	0	30	0	RCCO	This budget has been funded from the cemeteries maintenance budget to cover capital works which will help mitigate rising annual maintenance costs.
Allot	Allotments Improvements	342	342	0	0	342	342	0	UDPB	A process of site investigations and consultation is underway which will result in a revised programme of works to be included in a future report to the Neighbourhoods Committee. This is likely to result in the rephasing of this budget.
LTP	Local Transport Plan (LTP)- Schemes	2,924	2,424	297	1,927	200	2,424	0	GRANT	Consist of various highways schemes. The rephased element reflect the need to carry forward funding as a result of unforeseen delays.
PLAY	Parks & Playgrounds	76	50	8	42	0	50	0	GRANT	This budget is for major works to ensure the safety of parks and playgrounds. Includes £5,000 transferred from Section 106 Funds as detailed in Appendix K.
7890	Middle Warren Play Area - Section 106	30	17	17	0	0	17	0	GRANT	This relates to Section 106 funding earmarked for this scheme.
S278	TESCO Sectarion106 Funding	209	105	0	105	0	105	0	GRANT	Use of Developers funds for modifications to Burn Road (Tesco) Roundabout from the Stockton road approach this current financial year
SL	Street Lighting Replacement	2,358	2,358	481	1,877	0	2,358	0	UDPB	
ST	Stranton & Tanfield Development	62	62	3	59	0	62	0	MIX	
TVBNI	Tees Valley Bus Network Improvement Schemes	583	583	555	28	0	583	0	GRANT	This is the final year of the TVBNI programme and all remaining funds must be spent.
Waste	Waste Performance Efficiency	38	38	38	0	0	38	0	MIX	
Neighbourhoods Committee Sub Total		12,106	7,751	1,663	4,867	1,221	7,751	0		
Regeneration & Neighbourhoods Total		36.683	21.060	8.320	10.510	2.221	21.051	(9)		

## Key

RCCO Revenue Contribution towards Capital  
MIX Combination of Funding Types  
UCPB Unsupported Corporate Prudential Borrowing

GRANT Grant Funded  
CAP REC Capital Receipt  
UDPB Unsupported Departmental Prudential Borrowing

## Section 106 - Developers Contributions as at 30th September, 2015

6.2 Appendix K

	Cycleway £000	Green Infrastructure £000	Housing £000	Maintenance £000	Play £000	Public Art £000	Security Monitoring £000	Sport £000	Ecological Mitigation £000	Traffic Calming £000	Total £000
<b>Balance as at 1 April (A)</b>	<b>9</b>	<b>47</b>	<b>80</b>	<b>4</b>	<b>58</b>	<b>15</b>	<b>10</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>240</b>
<b><u>Received in Year (B)</u></b>											0
Eskdale		4			4			4			12
Middle warren			240								240
Havelock		4			4			4			12
Claremont		0.5									1
Britmag									52		52
Raby Arms					6					15	21
	<b>0</b>	<b>8.5</b>	<b>240</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>52</b>	<b>15</b>	<b>338</b>
<b><u>Transferred to Schemes (C)</u></b>											
Empty Homes (Andersons Bakery)			124								124
New Build - Raby Road Bungalows			196								196
Springwell Flats - Grayfield Skate park					1						1
Grayfileds Play sites					3						3
King Oswy Play Equipment					1						1
	<b>0</b>	<b>0</b>	<b>320</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>325</b>
<b>Balance Remaining (A+B-C)</b>	<b>9</b>	<b>55.5</b>	<b>0</b>	<b>4</b>	<b>67</b>	<b>15</b>	<b>10</b>	<b>25</b>	<b>52</b>	<b>15</b>	<b>253</b>

# FINANCE AND POLICY COMMITTEE

7 December 2015



**Report of:** Assistant Chief Executive

**Subject:** QUARTER 2 – COUNCIL OVERVIEW OF PERFORMANCE AND RISK 2015/16

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key Decision.

## 2. PURPOSE OF REPORT

- 2.1 To inform Finance and Policy Committee of the progress made against the 2015/16 Council Plan, for the period ending 30 September 2015.

## 3. BACKGROUND

- 3.1 The Council Plan was agreed by Council on the 26<sup>th</sup> March 2015.
- 3.2 The Council Plan contains an action plan setting out how the Council proposes to deliver the Council's priority outcomes. Key Performance Indicators are also included which can then be used to monitor progress throughout the year and at year end. It also contains a section listing the key Risks that could prevent the Council from delivering the priority outcomes.
- 3.3 The Council's Performance Management System (Covalent) is used to collect and analyse progress against the actions, performance indicators and risks detailed in the Council Plan. The information in the system was provided by officers across the Council and used to prepare this report.
- 3.4 The structure of the report is:

Paragraphs	Content
4.1 – 4.6	Council Overview of Performance and Risk
5.1 – 5.7	Child and Adult Services Departmental Update
6.1 – 6.8	Public Health Departmental Update
7.1 – 7.7	Regeneration and Neighbourhoods Departmental Update
8.1 – 8.6	Chief Executives Departmental Update
16.1	Recommendations

#### 4. COUNCIL OVERVIEW OF PERFORMANCE AND RISK

- 4.1 In total the Council Plan includes 176 actions and 142 performance indicators to deliver and measure improvements across key priority areas (outcomes) identified in the Community Strategy and Council Plan.
- 4.2 Of the 142 indicators, 87 have targets set and 55 are included for monitoring purposes only. Updates have been provided for 70 of the 87 targeted indicators, data is currently not available for the remaining 17 indicators at this stage of the year. Only the targeted indicators are included in the analysis for this report.
- 4.3 Officers have assessed the indicators and actions included in the plans, making judgments based on progress to the 30 September 2015. Progress is categorised as: -

Performance Indicator	Action
Achieved	Completed
On track to achieve target	On track to be completed
Acceptable progress made	Acceptable progress made
Requiring intervention	Requiring intervention
Not achieved	Not completed
No value	

- 4.4 Charts 1 and 2 below summarise officers' assessments of the Council Plan actions and targeted performance indicators.

Chart 1: Council Plan Action Progress for period to 30 September 2015

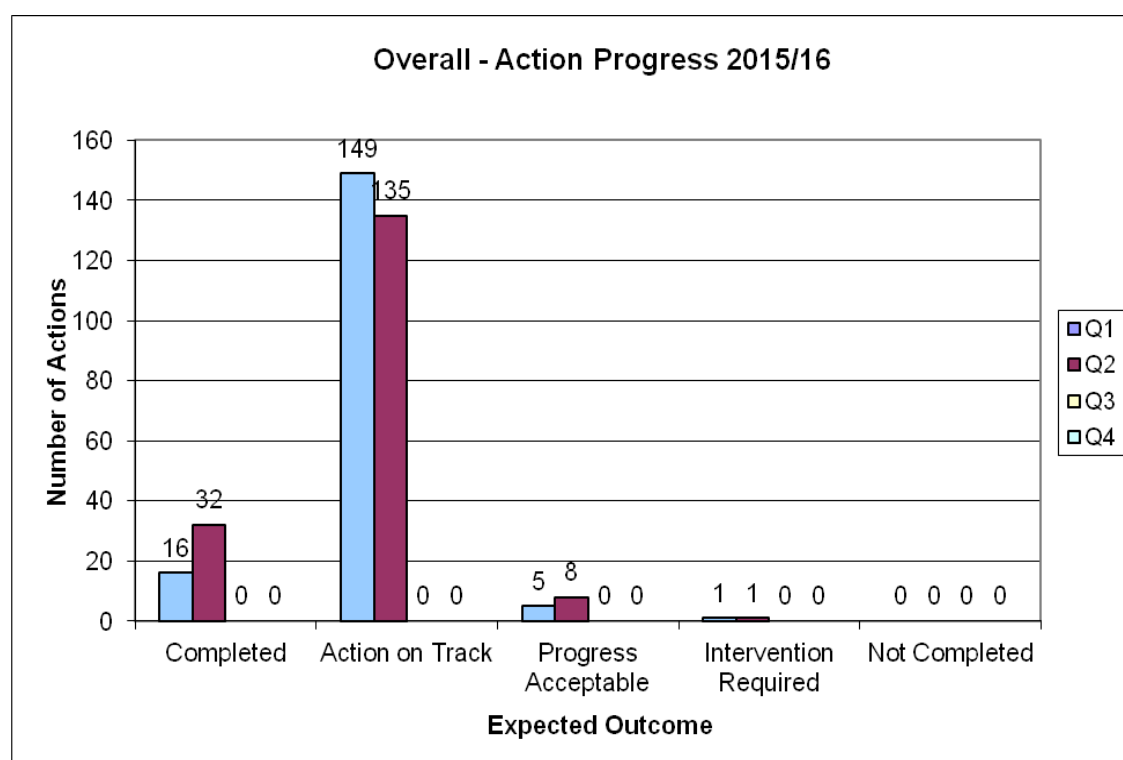
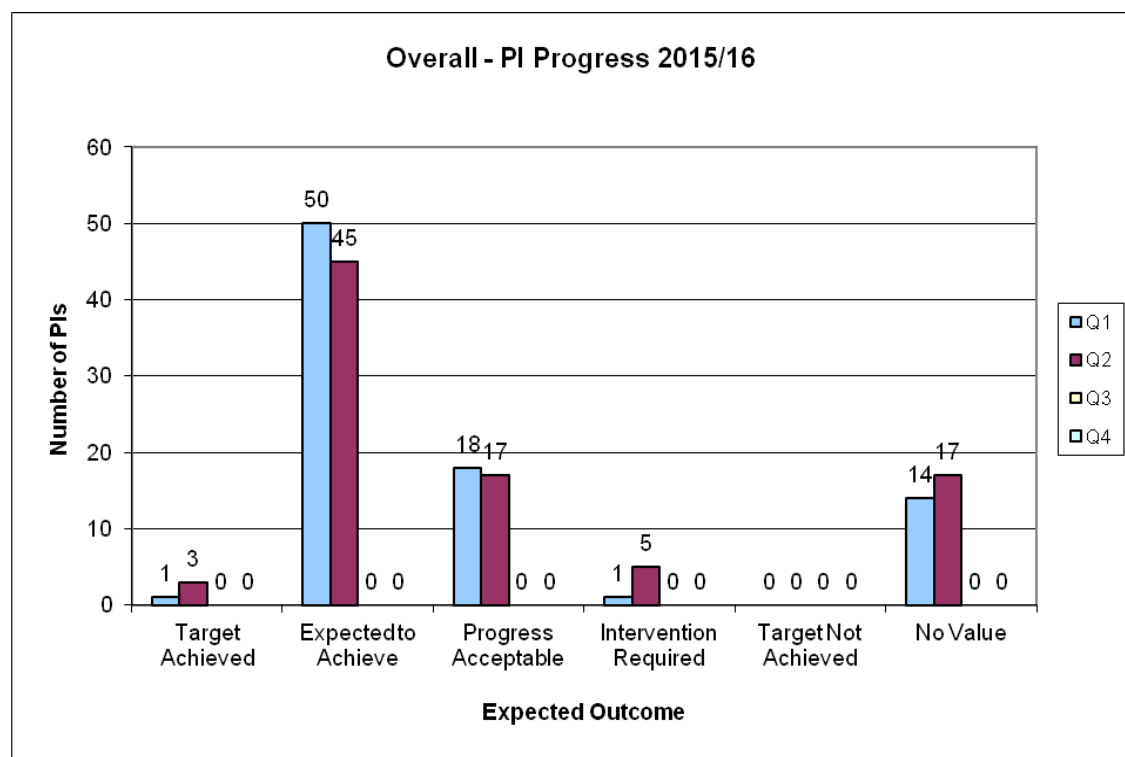


Chart 2: Council Plan PI Progress for period to 30 September 2015



- 4.5 91 strategic risks across various outcomes have been identified within the Council Plan. These, along with other risks not included in the plan are being managed in accordance with the Council's Risk Management Framework. This report will only include information on risks within the Council Plan that have changed their rating in the last quarter. However it should be noted that **all** risks on both the accepted and actively managed risk registers are reviewed on a regular basis.
- 4.6 Sections 5.6 and 7.5 of this report provide an update on those risks within the Council Plan that have changed in rating since Quarter 1 of 2015/16.
- 4.7 At the Finance & Policy Committee meeting on the 16<sup>th</sup> October 2015 a report was considered on the Office of Surveillance Commissioners recent inspection. In that report the Committee agreed that regular reporting to Elected Members on the use of the Regulation of Investigatory Powers Act (RIPA) would be undertaken through the quarterly reports on performance and risk. The following table sets out the latest position for 2015/16 at the end of quarter 2 and will be included in each quarterly update going forward:

PI	Value	Latest note
CEDLS P011 Number of authorisations for Directed Surveillance and Covert Human Intelligence Sources granted by the Council under the Regulation of Investigatory Powers Act (RIPA)	0	No authorisations granted during 2015/16 to date.

## 5. CHILD AND ADULT SERVICES DEPARTMENTAL UPDATE

5.1 The Child and Adult Department contributes to 5 outcomes, spread across 3 themes:

- Jobs and the Economy
- Lifelong Learning and Skills
- Health and Wellbeing

5.2 The Child and Adults Department has identified 24 actions and 22 performance indicators (18 Targeted and 4 Monitored) spread across the outcomes within the Council Plan that it is responsible for. At this stage of the year data is only available for 14 of the 18 targeted PI's.

5.3 Chart 3 summarises the overall progress on CAD actions and Table 1 provides detail on the 1 action identified as intervention required:

Chart 3: CAD Overall Action Progress – to 30 September 2015

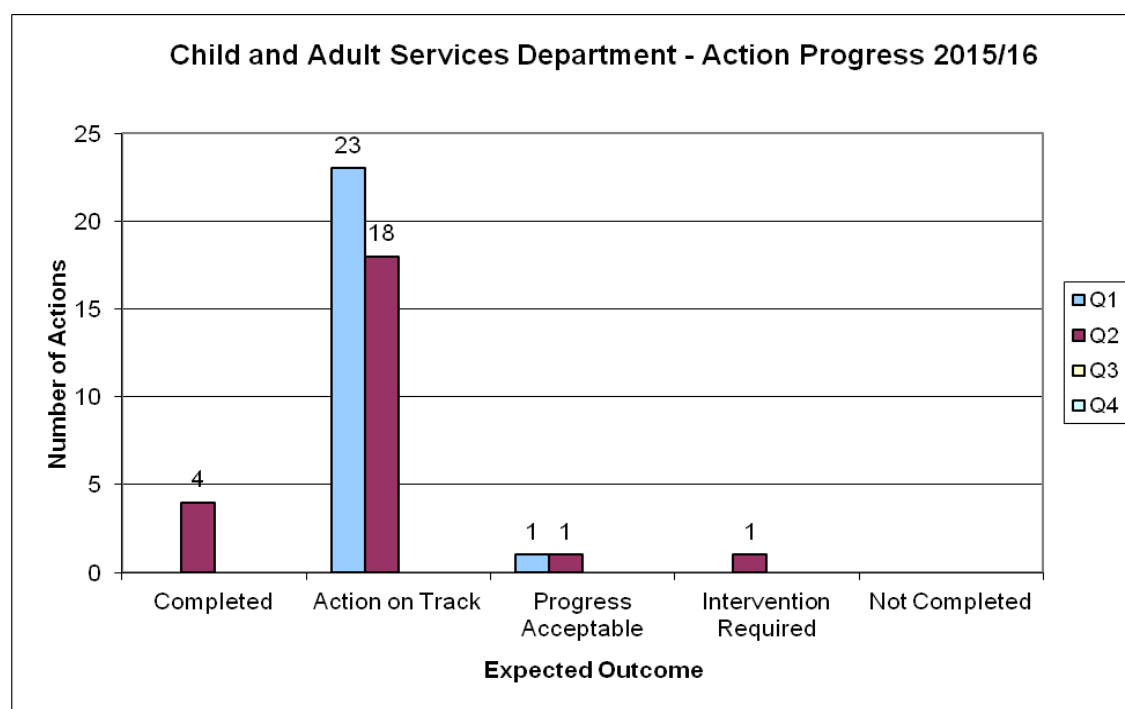


Table 1: CAD Actions identified as Intervention Required – Progress to 30 September 2015

Action	Latest Note
CAD 15/16 LLS02 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	Further turbulence in Hartlepool in respect of English and mathematics outcomes at 16 reflects the wider regional and national picture. Full national benchmarking data will be published on 15th October. Mathematics support has been identified across the Tees Valley as an issue and support options for schools are being explored, such as mathematics conferences for teachers and bespoke mathematics master classes. In Hartlepool, we have recruited a secondary English consultant to the school improvement team to bolster direct support to school staff. Secondary Head Teachers are committed to a deeper and more

	extended programme of externally validated moderation and standardisation in English and mathematics. We have recruited a science specialist to raise the profile and intervention capacity further.
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5.4 Chart 4 summarises the overall progress on CAD targeted performance indicators and Table 2 provides detail on the 1 performance indicator identified as intervention required:

Chart 4: CAD Targeted Performance Indicators – Progress to 30 September 2015

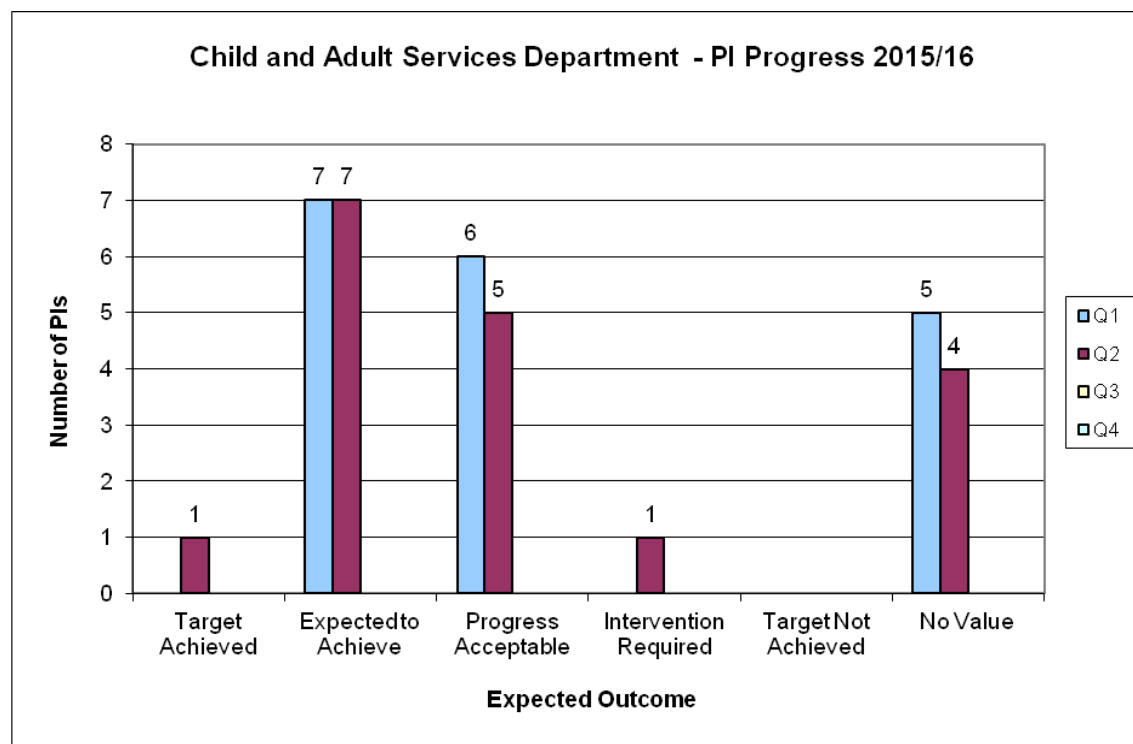


Table 2: CAD PI's identified as Intervention Required – Progress to 30 September 2015

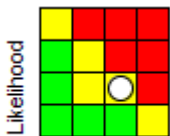
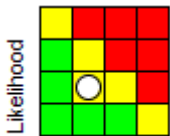
Performance Indicator	Current Value	Target	Latest Note
ACS P066 Number of admissions of supported residents aged 65 or over to residential/nursing care per 10,000 population	570.6	823.9	In the first 6 months of the year, there have been 95 admissions to residential care of people over 65 years old. This converts to a rate of 570.6 per 100,000 population. This performance does not meet the level expected in the annual target for the year. This figure will be tightly monitored across the next quarter, but will also be adjusted as more detailed information is obtained by the beginning of November.

5.5 CAD have requested that the following targeted performance indicator be removed:

CAD P145 – Participation in education, employment and training at age 18+.  
Request that this indicator be removed from the plan as we do not report on 18+. Reporting is based on 16-18 year olds and covered in NI 117  
Percentage of 16 to 18 year olds who are not in education, employment or training (NEET).

- 5.6 There are 20 risks across 5 outcomes in the Council Plan 2015/16. Table 3 provides a summary of those risks whose ratings have changed over the last quarter:

Table 3: CAD Risks, where risk rating has changed – Progress to 30 September 2015

Risk Code & Title	Current Risk Matrix	Latest Note
CAD R063 Reduction in performance at GCSE to below the national average	 <p>Likelihood</p> <p>Impact</p>	Increased Risk - Schools have reported issues with English and mathematics marking and grade boundary shifts in the summer of 2015. Headline 5A*CEM has fallen (provisionally) by 2% points this year; national data due to be published on 15th October.
CAD R064 Widening of gap in achievement of disadvantaged pupils in Hartlepool and that of all pupils nationally in both primary and secondary schools	 <p>Likelihood</p> <p>Impact</p>	Increased Risk - We are awaiting national benchmarking data for group analyses to be undertaken. This should be available for the Q3 update.

- 5.7 For the period up to 30 September 2015 the Child and Adult Services Department have identified the following achievements and issues:

- CAD 15/16 HW11 Implement the 2015-16 requirements of the Care Act and prepare for the 2016-17 requirements.**  
The 2015/16 requirements of the Care Act have been implemented including training for staff, revisions to assessment and review documentation to ensure Care Act compliance, development of advice, information and advocacy resources and a review of the framework for direct payments for carers. The financial reforms which were due to be implemented from 1 April 2016 have now been deferred until 2020 so further preparation cannot be completed at this stage.
- CAD 15/16 HW16 Develop an independent living centre that improves outcomes for adults with a disability and / or long term condition.**  
Groundbreaking ceremony and work started on site for September 2016 completion, impact and risk assessments updated and service decanted.
- P072 Clients receiving a review as a percentage of adults and older clients receiving a service**  
Reviews completed in the second quarter is good at 44.8% against the second quarter target of 37.5%. This represents 2,138 people



reviewed in the first half of the year, with a total of 2,417 reviews completed. If this level is maintained, we would expect to exceed the year end target of 75%. This is a closely monitored figure, as 'reviews completed' is a key measure across adult social care.

## 6. PUBLIC HEALTH DEPARTMENTAL UPDATE

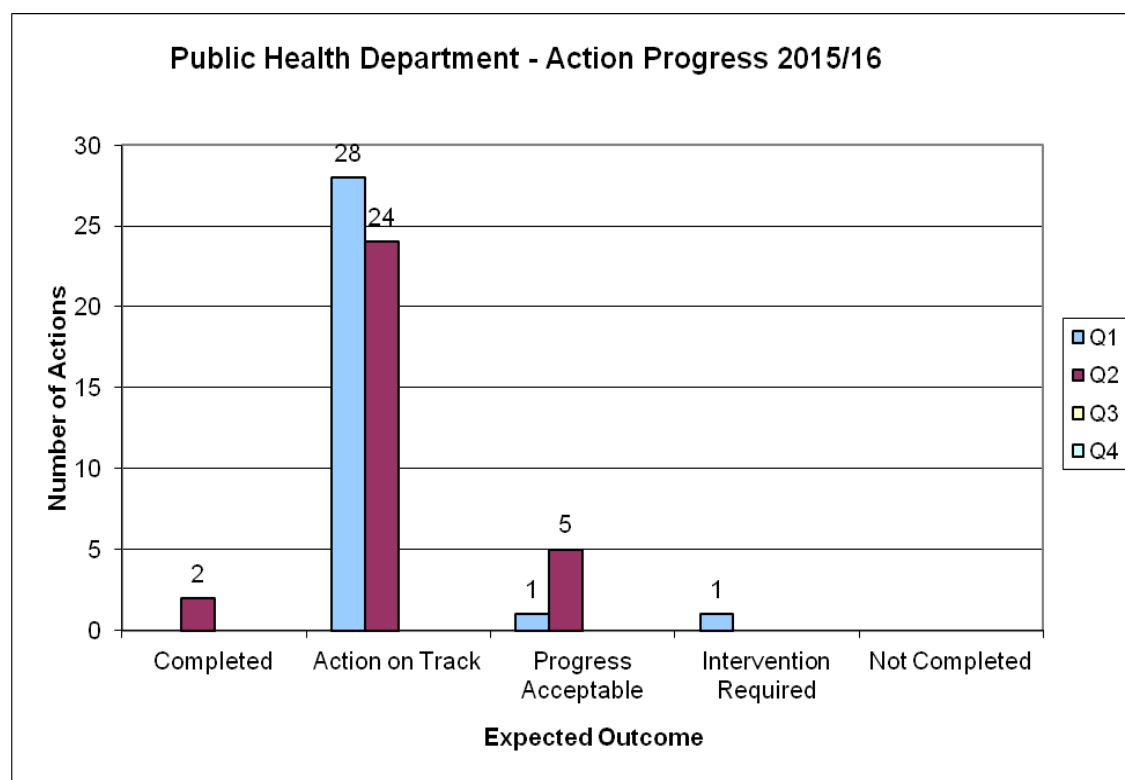
6.1 The Public Health Department contributes to 3 outcomes within the Council Plan, spread across 1 theme:

- Health and Wellbeing

6.2 The Public Health Department has identified 31 actions and 35 performance indicators (10 Targeted and 25 Monitored) spread across 3 outcomes within the Council Plan that it is responsible for. In addition the department has also identified 10 strategic risks that are included in the Council's 2015/16 Plan.

6.3 Chart 5 summarises the overall progress on PHD actions:

Chart 5: Public Health Overall Action Progress – to 30 September 2015



6.4 The Public Health Department has requested that the action PHD 15/16 HW031 be re-worded as follows to align it with the Public Health Outcome Framework:

Current wording: Ensure implementation of the NHS health check programme.

Proposed wording: Increase take up of the NHS health check programme by those eligible.

- 6.5 Chart 6 summarises the overall progress on PHD targeted performance indicators and Table 4 provides detail on the performance indicators identified as intervention required:

Chart 6: Public Health Targeted Performance Indicators – Progress to 30 September 2015

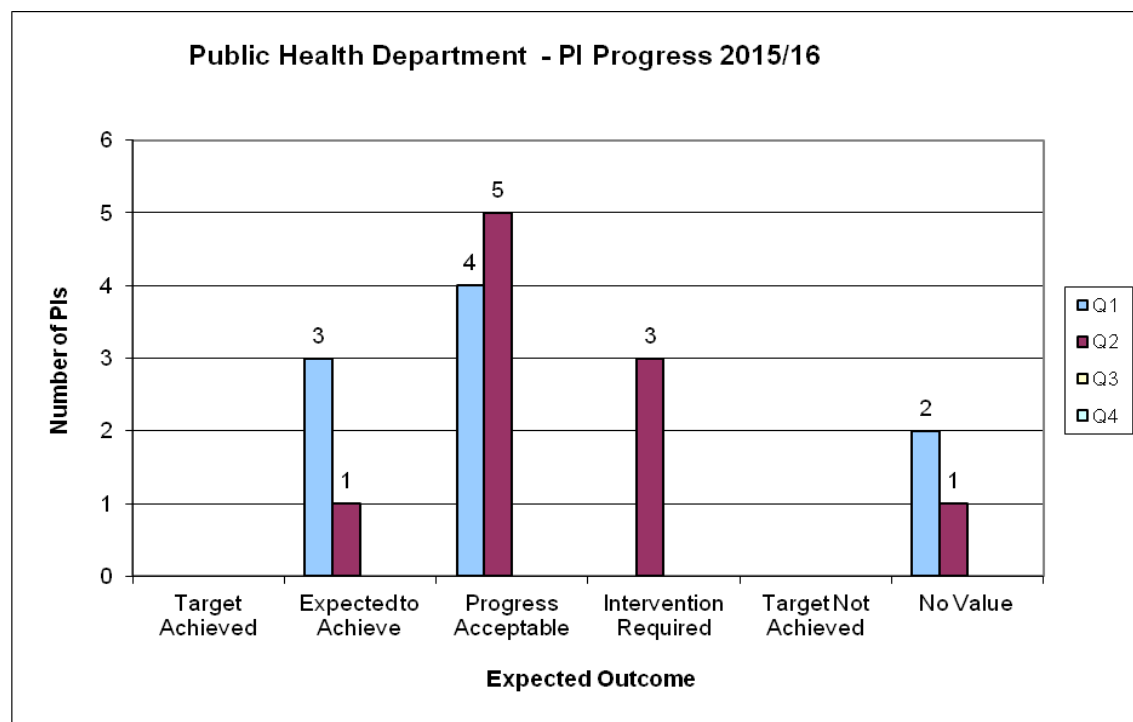


Table 4: PHD PI's identified as Intervention Required – Progress to 30 September 2015

PI	Value	Target	Latest note
ACS P059 Overall attendance at Mill House, Brierton and Headland Leisure Centre's	78,280	103,250	Overall Total 2nd Quarter – 78280 Quarter 2 attendances are being checked as there may be an problem with the Sports Facilities XN Leisure Management picking up all the attendances at Mill House Leisure Centre possibly due to recent upgrades to the system – “On Course”
ACS P081 Number of patients completing a 10 week programme of referred activity recommended as a health intervention - GP referrals	42	75	We have not reached the target for Q2, and there have been factors which have affected this including the loss of two key officers trained in this area one being the nutritionist and the other an instructor, therefore we could not put as many courses on as we wished to. The summer months are also usually lower than the rest of the year. The 300 target for the full year is unlikely to be achieved.
NI 123 Stopping smoking - rate of self-reported 4-week smoking quitters per 100,000 population aged 16 or over	182	242	Quarter 2 data not yet available. Always one quarter behind. This data is Q1.  This isn't an imposed target, just a local measure designed to monitor progress. The new service

PI	Value	Target	Latest note
			<p>specification which started on 1st April puts more emphasis on reaching smokers in the most disadvantaged wards, pregnant woman, those with mental health problems and routine and manual workers – all hard to reach groups. Therefore there is expected a reduction in 4-week quitters.</p> <p>The reduction in 4-week quitters is in line with National and Regional trends. In the North East the throughput of people setting a quit date is down 16% on Q1 last year. And the 4-week quit rate in the North East is down 15.2%</p> <p>The contract with the Foundation Trust which provides the Specialist Stop Smoking Service is monitored monthly with commissioners and there are no concerns that targets will not be reached providing that the most in need are being targeted. This won't be included in future council plans.</p>

6.6 There have been no changes to the risk ratings this quarter.

6.7 The Public Health Department have identified the following issues and achievements for Quarter 2.

- Whilst alcohol related admissions is still one of the highest in the country there are some promising signs of local reductions. Alcohol Related Hospital Admissions is now at 198 per 100,000 of the population which is a 6.6% reduction since Quarter 1 2014/15. When broken down by gender this equates to 261 Males (a reduction of 13.8% since Quarter 1 2014/15) and 140 Females (a reduction of 8.7% in the last 12 months).
- HBC continues to work towards the Continuing Excellence level of the North East Better Health at Work Award and will be externally assessed for the second time at CE level in November/December 2015. There will then be an opportunity to apply for ambassador status.
- Year 1 Action Plan improvements works at Brierton have been completed. Two new pitches are planned for August 2016 and the remainder are due for improvement and should be ready for the Spring.
- Applications for No Cold Call Zones have now started to arrive. Signs have been designed and printed following receipt of £1,000 grant from Community Safety.
- The Night Time Economy Operational Group continues to meet. Concerns have been raised that the funding for Taxi Marshall Scheme may end next year however sources of funding are still being sought.

## 7 REGENERATION AND NEIGHBOURHOODS DEPARTMENTAL UPDATE

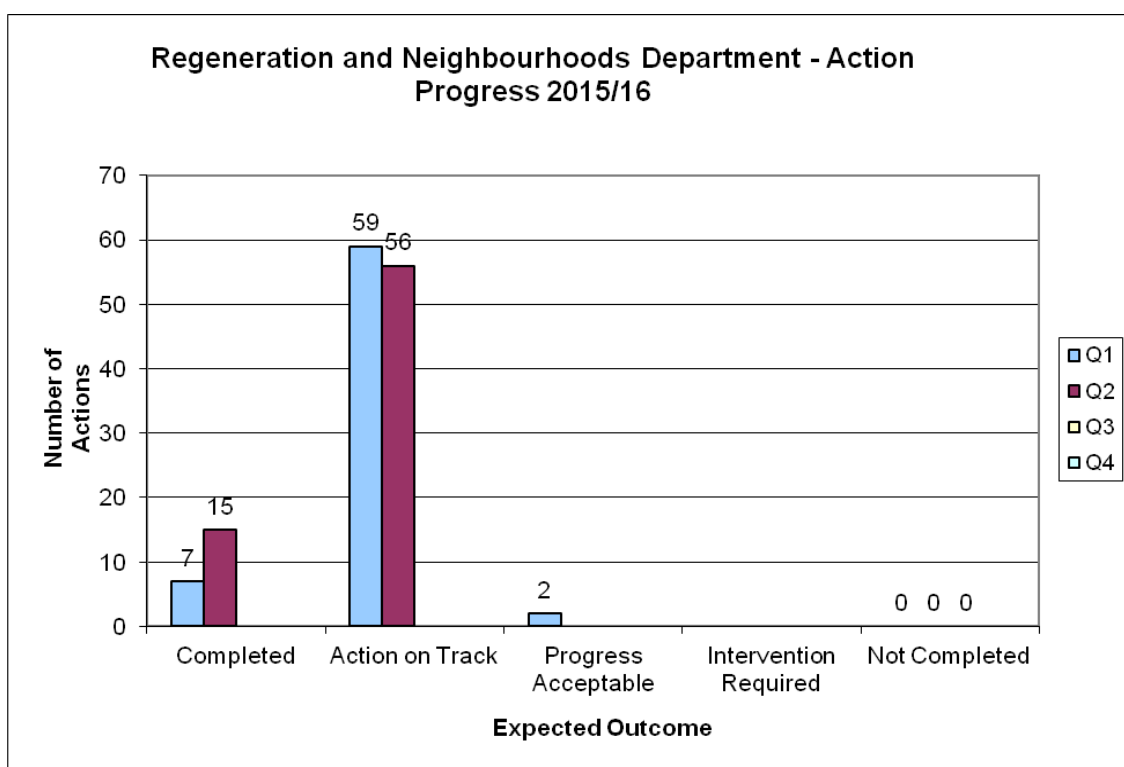
7.1 The Regeneration and Neighbourhoods Department contributes to 22 outcomes, spread across 9 themes.

- Jobs and the Economy
- Lifelong learning and Skills
- Health and Wellbeing
- Community Safety
- Environment
- Housing
- Culture
- Strengthening Communities
- Organisational Development

7.2 The Regeneration and Neighbourhoods Department has identified 71 actions and 59 performance indicators (39 targeted and 20 monitored) within the Council Plan that it is responsible for. In addition the department has also identified 35 strategic risks that are included in the Council Plan.

7.3 Chart 7 summarises overall progress against Council Plan Actions:

Chart 7: RND Overall Action Progress – to 30 September 2015



7.4 Chart 8 summarises the overall progress on RND targeted performance indicators and Table 5 provides detail on the performance indicator identified as intervention required:

Chart 8: RND Overall PI Progress – to 30 September 2015

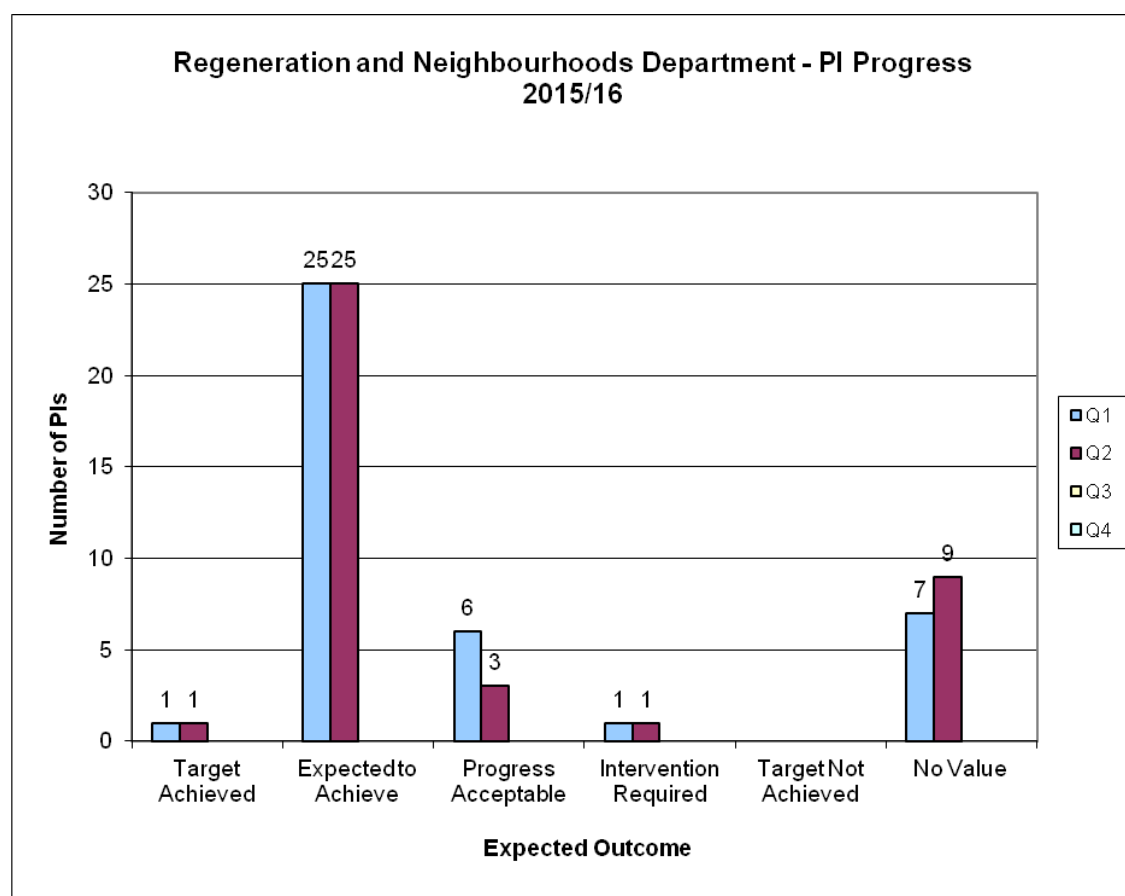
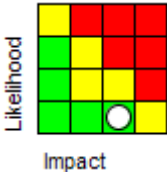


Table 5: RND PI's identified as Intervention Required – Progress to 30 September 2015

PI	Value	Target	Latest note
NI 193 Percentage of municipal waste (all waste collected by the local authority) land filled	20.30%	5.00%	Data runs 1 quarter behind. Technical issues with the Energy from Waste Plant, has resulted in longer than planned shutdowns during the first quarter of this year. As a result more waste than planned has been diverted to landfill. It is expected that the year-end outturn for this indicator, provided there are no further unexpected interruptions to the operation of the Energy from Waste Plant, will be in the region of 10-15% against a target of 5%.

7.5 RND have identified 35 risks across in the Council Plan 2015/16. Table 7 provides a summary of those risks whose ratings have changed over the last quarter:

Table 6: RND Changes to Risk – Progress to 30 September 2015

Risk Code & Title	Current Risk Matrix	Latest Note
RND R070 Failure to provide correct housing advice to the public (Actively Managed)		Risk rating has reduced

7.6 The following issues and achievements have been identified within the Regeneration & Neighbourhoods Department for Quarter 2

- The Youth Engagement and Support Project has now finished, with Hartlepool successfully supporting 83 young people. Overall 16 have progressed into further education, 39 into employment and 36 have completing accredited training.
- This year to date, 524 low level adaptations have been carried out in people's homes to assist people to maintain independent living.
- The Skills Support for the Workforce project has been successfully implemented with 4,078 learners receiving training to date from the 900 employers engaged.
- The Regional Growth Fund, Tees Valley Jobs & Skills Investment Scheme has been implemented and has been successful in creating over 700 jobs with 45 companies in Hartlepool benefiting and 110 jobs being created.
- A further reduction in youth unemployment in Hartlepool has been achieved over the last quarter with the figure now standing at 4.2%, significantly below the annual target of 8%. This figure shows that Hartlepool currently has the youth unemployment in the Tees Valley, with the next best figure being Darlington at 4.8%.
- Technical issues with the Energy from Waste Plant, has resulted in longer than planned shutdowns during the first quarter of this year. As a result more waste than planned has been diverted to landfill. It is expected that the year-end outturn for this indicator, provided there are no further unexpected interruptions to the operation of the Energy from Waste Plant, will be in the region of 10-15% against a target of 5%.

## 8 CHIEF EXECUTIVE'S DEPARTMENT UPDATE

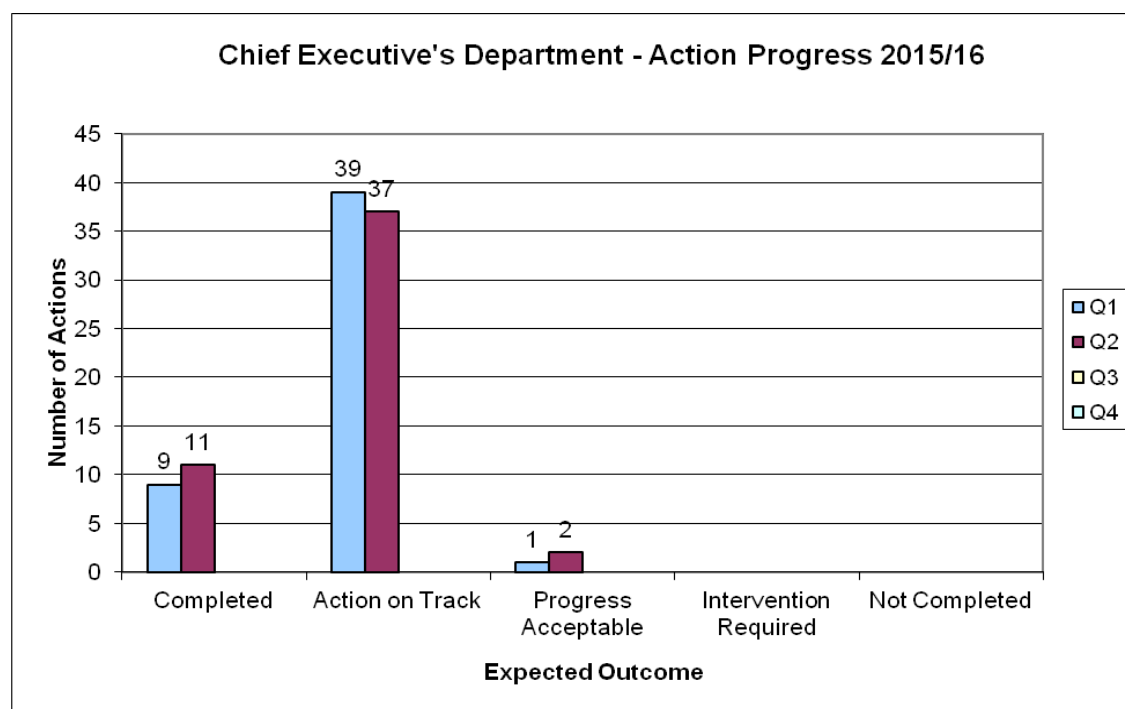
8.1 The Chief Executive's Department contributes to 10 outcomes, spread across 5 themes:

- Jobs and the Economy
- Organisational Development
- Health and Wellbeing
- Community Safety
- Strengthening Communities

8.2 The Chief Executive's Department has identified are 50 actions and 26 performance indicators (20 targeted and 6 monitored). In addition the department has also identified 26 strategic risks that are included in the Council Plan.

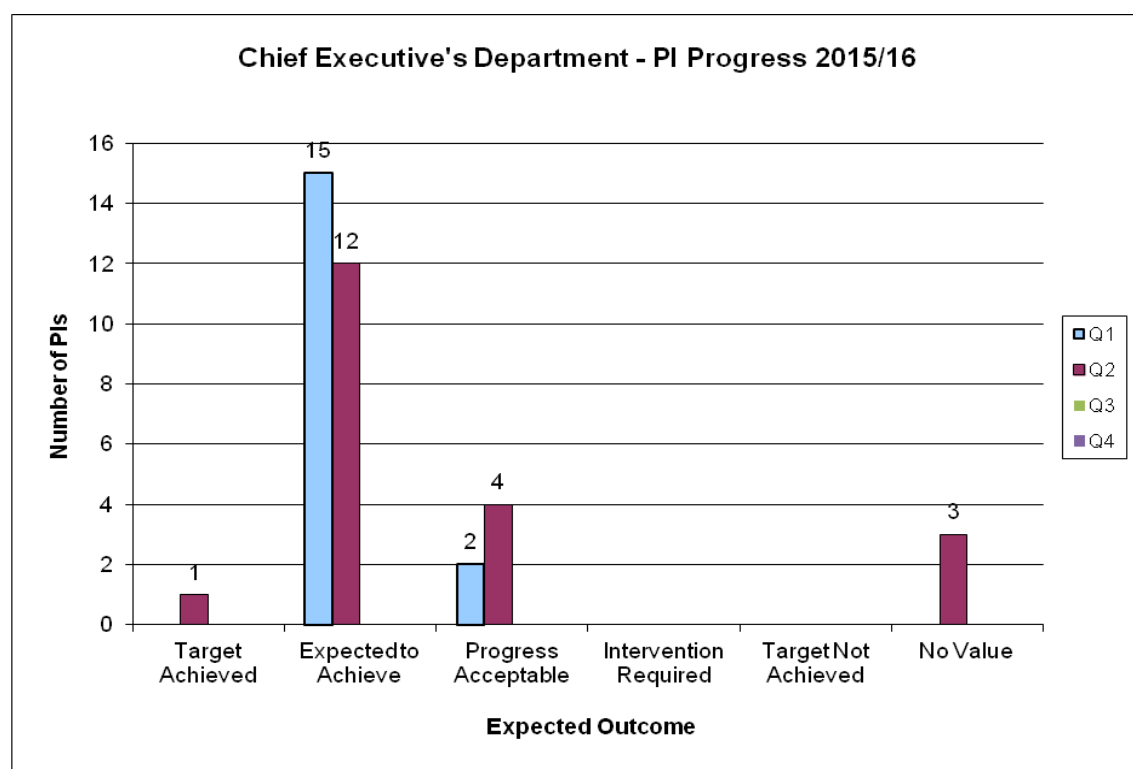
8.3 Chart 9 summarises the progress to date on actions within the Plan;

Chart 9: CED Overall Action Progress – to 30 September 2015.



8.4 Chart 10 summarises the overall progress on CED targeted performance indicators:

Chart 10: CED Overall PI Progress – to 30 September 2015.



8.5 There have been no changes to the risk ratings this quarter.

8.6 For the period up to 30 September 2015 the Chief Executive's Department have identified the following achievements:

- 100% of survey respondents rated the overall standard of service received from the Registration Service as "very good".
- Complaints work across the Council is ongoing and at present includes contributing to a small number of LGO complaint investigations. The revised policy for dealing with persistent and vexatious complainants was agreed by Finance & Policy Committee on 21st September 2015.
- Twitter followers currently stands at 3,975. Facebook likes currently 1,580 on Council Corporate accounts. The average reach per month on both Twitter and Facebook is approaching 40,000. The Council is increasing its Social Media presence all the time and currently has 10 Twitter accounts and 22 Facebook pages.
- Continue to promote the work of the Council via regional and national media. A trading standards scam which involved one resident being duped of £55,000 in a letter scam received significant national media attention including page 5 in the Daily Mail.
- The percentage of invoices paid to local businesses within 10 working days has improved significantly in the last 12 months with an increase



of just under 30% for this period. The actual figures were 66.73% in Quarter 2 - 2014/15 going up to 94.61% in Quarter 2 of this year.

**9. RISK IMPLICATIONS**

9.1 No implications.

**10. FINANCIAL CONSIDERATIONS**

10.1 No implications.

**11. LEGAL CONSIDERATIONS**

11.1 No implications.

**12. CHILD AND FAMILY POVERTY**

12.1 No implications.

**13. EQUALITY AND DIVERSITY CONSIDERATIONS**

13.1 No implications.

**14. STAFF CONSIDERATIONS**

14.1 No implications.

**15. ASSET MANAGEMENT CONSIDERATIONS**

15.1 No implications.

**16. RECOMMENDATIONS**

- 16.1 Finance and policy Committee is asked to: -
- Note the position in performance as at end of September 2015 (Quarter 2).
  - Note the position in relation to use of RIPA powers as set out in section 4.7.
  - Note the Action identified as intervention required as set out in Table 1.
  - Note the Performance Indicators identified as intervention required, set out in Tables 2, 4 and 5.

- Agree the removal of performance indicator CAD P145 as set out in paragraph 5.6.
- Note the change to risks as set out in sections 5.6 and 7.5.
- Agree the re-wording of action PHD 15/16 HW031 as set out in paragraph 6.4.

## **17. REASONS FOR RECOMMENDATIONS**

- 17.1 Finance and Policy Committee have overall responsibility for the monitoring of the Council Plan.

## **18. BACKGROUND PAPERS**

- 18.1 There were no background papers used in the preparation of the report.

## **19. CONTACT OFFICER**

Andrew Atkin  
Assistant Chief Executive  
01429 523003  
[Andrew.atkin@hartlepool.gov.uk](mailto:Andrew.atkin@hartlepool.gov.uk)

# FINANCE AND POLICY COMMITTEE

7<sup>th</sup> December 2015



**Report of:** Director of Regeneration and Neighbourhoods, and  
Assistant Chief Executive

**Subject:** COUNCIL DOMESTIC VIOLENCE AND ABUSE  
WORKFORCE POLICY AND PROCEDURES

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non-key decision.

## 2 PURPOSE OF REPORT

2.1 To consider for approval a proposed Council Domestic Violence and Abuse Workforce Policy and Procedure, and a proposal to recruit (on a voluntary basis) several 'Domestic Abuse Champions' from the existing workforce, to support the overall aims of the policy.

## 3. BACKGROUND

3.1 The Safer Hartlepool Partnership Domestic Violence and Abuse Strategy introduced in 2013 aims to reduce incidents of domestic violence in Hartlepool and its impact on those affected by it. The strategy aims to do this through: early intervention and prevention; the provision of specialist services; partnership working; and improving criminal justice outcomes.

3.2 Implementation of the Domestic Abuse strategy is assisted by an action plan, refreshed annually, and overseen by the local Domestic Violence Strategic Group.

3.3 In recognition of the fact that employers have a key role to play in addressing issues around domestic abuse and its impact, a key action in the current action plan is to develop and promote a domestic abuse workforce policy which aims to support employees who may be affected by the issue.

3.4 Nationally it is estimated that one in four women and one in six men will be subject to domestic abuse/violence at some point during their life. On a local level during 2014/15 there were 2,645 recorded incidents of domestic abuse in Hartlepool. For many reasons domestic abuse is a crime that is

under reported and we also know that people in employment tend to under report this issue.

- 3.5 Employees who are abusers may also use employers' resources such as telephone, email and company vehicles to make threats and stalk their victim.
- 3.6 Domestic violence and abuse not only impacts on employees' ability to provide and care for themselves and their families, it also affects the financial strength and success of the organisations they work for. In many cases, the violence and abuse can spill out of the home and into the workplace. In England and Wales, domestic abuse is estimated to cost £1.9 billion a year in lost economic output due to an inability to perform work duties, poor time keeping, and absenteeism. A large majority of victims are also targeted at work - from harassing phone calls and abusive partners arriving at the office unannounced, to physical assaults.
- 3.7 Once a person leaves an abusive partner they are especially vulnerable at work, as it may be the only place they can be located or harmed. Domestic abuse also affects other staff who may have to fill in for absent or non-productive colleagues; feel resentful of victims needing time off or receiving extra attention; try to "protect" victims from unwanted phone calls and visits; and be unaware of how to intervene, often feeling helpless and distracted from their work.
- 3.8 In light of the potential to improve responses to domestic abuse through workforce policies, the Domestic Violence Strategic Group, in conjunction with the Office of the Police and Crime Commissioner (OPCC), has developed a proposed Council Domestic Violence and Abuse Policy and Procedure (**attached at Appendix A**).
- 3.9 The Domestic Violence Strategic Group is currently comprised of representatives from Children and Adult Services, Public Health, and Regeneration and Neighbourhoods Departments as well as organisations external to the Council such as the Hartlepool and Stockton North Tees Clinical Commissioning Group, the Police, Tees Esk and Wear Valley Foundation Trust, and Local Criminal Justice Board.
- 3.10 A working group involving Public Health, Community Safety and HR Business Partners has developed the detail of the final draft policy and procedure following consultation with the Domestic Abuse Strategic Group, sections internal to the Council, and the Trade Union Single Table Consultative Group.

#### 4. PROPOSALS

- 4.1 A key element within the policy is the appointment of Domestic Abuse Champions within the organisation who will act as a point of contact where domestic abuse issues are raised as a concern. In this respect it is proposed that Council staff (excluding schools), are invited to volunteer for the role, with the intention of having a mix of managers/staff, male/female

personnel who are in roles where they are easily accessible to staff wishing to discuss any issues drawn from across the Council as follows:

Children and Adult Services – 1 champion  
Public Health – 1 champion  
Regeneration and Neighbourhoods – 2 champions (1 depot-based)  
Chief Executives – 1 champion  
Plus one other ‘floating’ member of staff (6 champions in total)

- 4.2 Domestic Abuse Champions would not be responsible for providing specialist support to victims or perpetrators of domestic abuse but will be trained to understand the impact of domestic abuse and will be armed with the requisite knowledge to ensure appropriate signposting to support services.
- 4.3 In conjunction with the Office of the Police and Crime Commissioner (OPCC), the Councils’ Health Improvement Practitioner has agreed to co-ordinate the identification process for Domestic Abuse Champions and signpost to training which will be provided free by the OPCC.
- 4.4 Following initial training ongoing support would be provided by a local Domestic Abuse Network currently under development by the Domestic Abuse Strategic Group. The Network will be run by the specialist Domestic Abuse service provider (Harbour). The Network will ensure that Champions have all relevant information and development in relation to domestic abuse with the Domestic Violence Strategic Group monitoring the work of the Network ensuring it is appropriately co-ordinated.
- 4.5 If the proposed Council Policy and Procedure is adopted, the Health Improvement Practitioner will also promote the Policy amongst other local employers encouraging them to adopt it through the North East Better Health at Work Award.
- 4.6 The policy would also be included in the Councils Health and Well Being Policies, and the intranet would be updated with relevant details of Domestic Abuse Champions accompanied by ongoing awareness raising about the Champions through Newsline etc.

## **5. RISK IMPLICATIONS**

- 5.1 There is a risk that having a staff support system in place may bring further cases to light, meaning domestic abuse champions are required more frequently for support. As such, the number of requests for advice and support will be closely monitored and a review undertaken after the first year of operation.

## **6. ASSET MANAGEMENT CONSIDERATIONS**

- 6.1 There are no asset management implications associated with this report.

## **7. FINANCIAL CONSIDERATIONS**

- 7.1 Should the proposals outlined in this report be agreed, the time spent as a volunteer Domestic Abuse Champion will inevitably result in staff being away from their posts for an initial days training; a further estimated 8 hours for each volunteer participating in the Network annually; and an unknown quantity of time taken where the Domestic Abuse Champions are approached for advice.
- 7.2 Whilst the number of approaches for advice within the Council have traditionally been low, it is conceivable (indeed hoped) that an increase in employees seeking advice would result from the introduction of the policy and any associated publicity. However any lost time resulting needs to be balanced against the time lost at work from those suffering from Domestic Abuse, the need to intervene early before escalation to prevent any further harm, and the Councils responsibility in looking after its workforce where problems are identified

## **8. LEGAL CONSIDERATIONS**

- 8.1 There are no legal implications associated with this report.

## **9. STAFF CONSIDERATIONS**

- 9.1 Staff identified would be required to undertake a one day Domestic Abuse Champions training course in Middlesbrough (provided free by the OPPC).
- 9.2 Domestic Abuse Champions would also be asked to attend a quarterly network meeting in Hartlepool (2 hours duration) to receive updates on services/policy changes in relation to domestic abuse and to share best practice. This network will be run by Harbour (the current specialist domestic violence and abuse service provider) once sufficient numbers of staff are trained to participate.
- 9.3 Further champion responsibilities are set out within the policy, although due to the relatively low instance of domestic abuse cases within the Council, champions may only deal with 1-2 issues / cases per year where staff require advice / support.

## **10. CHILD AND FAMILY POVERTY**

- 10.1 As outlined in section 3 to this report domestic violence and abuse impacts directly on the health of victims and can affect their ability to care for themselves and their family. This is a position likely to be exacerbated for families already living in poverty and could result in increasing numbers of families living in poverty.

**11. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 11.1 The domestic abuse policy supports the delivery of the Councils' Equality and Diversity Strategy in relation to the workforce; its commitment to preventing violence against women who disproportionately suffer from high levels of violence; reducing crime and repeat victimisation; and the health and well-being of the Councils' workforce.

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

- 12.1 In attempting to raise awareness amongst the workforce of domestic abuse and its impact and where to go for assistance the proposed policy will assist the Council in discharging its section 17 obligations to reduce crime and disorder and improve public safety within the local area.

**13 RECOMMENDATIONS**

- 13.1 It is recommended that the Finance and Policy Committee considers and approves the proposed Domestic Violence and Abuse Workforce Policy and the proposal to recruit six Domestic Violence Champions from across the workforce to assist with implementation of the Policy.

**14 REASONS FOR RECOMMENDATIONS**

- 14.1 Nationally it is estimated that one in four women and one in six men will be subject to domestic abuse/violence at some point during their life, and during 2014/15 there were 2,645 recorded incidents of domestic abuse in Hartlepool.
- 14.2 As outlined in section 3 of this report Employers have a key role to play in addressing issues around domestic abuse and its impact.

**15. BACKGROUND PAPERS**

Domestic Violence and Abuse Strategy 2012-15  
Community Safety Plan 2014-17

## 16. CONTACT OFFICERS

Denise Ogden  
Director of Regeneration and Neighbourhoods  
Regeneration and Neighbourhoods  
Level 3 Civic Centre  
Hartlepool TS24 8AY  
Email: [denise.ogden@hartlepool.gov.uk](mailto:denise.ogden@hartlepool.gov.uk)

Andrew Atkin  
Assistant Chief Executive  
Chief Executives Department  
Level 3 Civic Centre,  
Hartlepool TS24 8AY  
[Andrew.Atkin@hartlepool.gov.uk](mailto:Andrew.Atkin@hartlepool.gov.uk)

Clare Clark  
Community Safety & Engagement Manager  
Regen & Neighbourhoods  
Level 4 Civic Centre  
Hartlepool TS24 8AY  
Tel 01429 523100  
Email: [clare.clark@hartlepool.gov.uk](mailto:clare.clark@hartlepool.gov.uk)

Steven Carter  
Health Improvement Practitioner (Workplace, Obesity, Physical Activity)  
Health Improvement Team  
Public Health Department  
Hartlepool Borough Council  
Level 4 Civic Centre  
Hartlepool TS24 8AY  
Tel: 01429 52(3583)  
E-mail: [steven.carter@hartlepool.gov.uk](mailto:steven.carter@hartlepool.gov.uk)





# Domestic Abuse Policy and Procedure

HR Service

**Policy Statement**

Hartlepool Borough Council has a responsibility to provide all workers and employees with a safe and effective working environment. For some staff, the workplace is a safe haven and the only place that offers routes to safety.

Hartlepool Borough Council acknowledges that domestic abuse is a significant problem which has a devastating impact on victims and their families. This procedure represents a commitment to take all reasonable steps possible to combat the reality and impact of domestic abuse on those being abused.

**1. Scope & Purpose**

- 1.1 This procedure ensures that both victims and perpetrators of domestic abuse are aware of the support that is available within the organisation. It also provides guidance to line managers when supporting staff who are affected by domestic abuse.
- 1.2 It is important to note however, that domestic abuse is not condoned under any circumstances and all staff must adhere to the standards of the HBC Code of Conduct.
- 1.3 For the purposes of this policy, 'staff' refers to all workers (e.g. Casual Worker Agreement), employees and contractors working on behalf of Hartlepool Borough Council, including schools.

**2. What is Domestic Abuse?**

- 2.1 Domestic abuse is defined by the Home Office as:  
***“Any incidents of controlling, coercive or threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults, aged 16 and over, who are or have been intimate partners or are family members, regardless of gender and sexuality”.***
- 2.2 This definition includes honour-based abuse, forced marriage and female genital mutilation.
- 2.3 Domestic abuse happens in all communities regardless of gender, age, disability, gender reassignment, race, religion or belief, sexual orientation, marriage or civil partnership and pregnancy or maternity.
- 2.4 **Appendix 1** further details the types of domestic abuse.

**3. Identification of the problem**

- 3.1 It should be noted that there may be incidents which occur in the workplace or specifically affect the work of a member of staff.

Possible signs of domestic abuse include:

- Changes in behaviour including uncharacteristic depression, anxiety, distraction or problems with concentration;
- Changes in the quality of work for no apparent reason;
- Arriving late or leaving early;
- Poor attendance or high presenteeism without an explanation;
- Needing regular time off for appointments;
- Inappropriate or excessive clothing.

3.2 Domestic abuse also affects people close to the victim and this can include work colleagues:

Some effects may include:

- Being followed to or from work;
- Being subject to questioning about the victim's contact details or locations;
- Covering for other workers during absence from work;
- Trying to deal with the abuse and fear for their own safety;
- Being aware of the abuse or not knowing how to help.

3.3 Domestic abuse also impacts upon the employer or workplace.

Some effects may include:

- Negative impact on productivity, performance and morale;
- Staff turnover, as employees may have to leave work or move away to escape abuse.

3.4 Domestic Abuse can have a significant impact on children and young people. Children will react in different ways to being brought up in a home with domestic abuse. Most children, however, will be affected in some way by tension or by witnessing arguments, distressing behaviour or assaults - even if they do not always show this. They may feel that they are to blame, or - like you - they may feel angry, guilty, insecure, alone, frightened, powerless, or confused. They may have ambivalent feelings, both towards the abuser, and towards the non-abuser. It is important the safeguarding of children and young people within these situations is paramount.

#### **4. The role of workers and employees**

4.1 Hartlepool Borough Council expects all staff to report their concerns if they suspect a colleague is experiencing or perpetrating abuse. A member of staff should speak to their line manager or a Domestic Abuse Champion about their concerns in confidence.

4.2 Hartlepool Brough Council expects that if an employee knows that a child or young person is not being safeguarded as a result of domestic abuse they will make their concerns known to the First Contact and Support Hub (01429 284284).

4.3 Our trained Domestic Abuse Champions will also be available to provide advice, support and guidance to both members of staff and line managers.

## 6.4 APPENDIX A

Once identified and trained details of the Domestic Abuse Champions will be accessible to staff via the HBC intranet. The responsibilities of managers and the Domestic Abuse Champions can be seen in **appendix 2**.

4.4 Staff may also report their concerns, in confidence, to Harbour Outreach or another external support agency for further investigation (see **Appendix 5**)

4.5 Alternatively, a confidential reporting line is available through Crimestoppers (0800 555 111). This is a 24 hour hotline that allows anyone to report any concerns around individuals who may be carrying out / involved in criminal activity. The hotline can be used anonymously. Any information provided via this hotline will be presented to the relevant police force who have the legal responsibility to investigate crime, make arrests and charge people in order to bring them to justice. At no point will any information be passed on from Crimestoppers which may identify the caller.

4.6 In an emergency situation, the first point of access should always be the Police Force via 999.

### 5. Confidentiality and right to privacy

5.1 Staff who disclose that they are a victim of domestic abuse can be assured that the information they provide is confidential and will not be shared with other colleagues or services without their permission.

5.2 There are however, some circumstances in which confidentiality cannot be assured. This may occur when there are concerns regarding children, vulnerable adults or where the organisation is required to protect the safety of their staff. In these circumstances, the member of staff will be informed as to the reasons why confidentiality cannot be maintained. As far as possible, information will only be shared on a need to know basis.

### 6. Support available for staff

6.1 There are a number of ways in which staff experiencing domestic abuse will be supported by Hartlepool Borough Council:

- By the offer of practical support and advice;
- Raising general awareness of the issue and in particular, amongst managers;
- Providing advice and support to line managers;
- Signposting to the appropriate support services, including counselling if appropriate;
- Taking a clear anti-abuse stance against perpetrators.

6.2 It is essential staff feel able to disclose this personal information and are encouraged to discuss this with their line manager or a Domestic Abuse Champion. However, if they feel unable to raise this with their line manager, support is available from Human Resources (HR) or via a referral to Occupational Health.

6.3 If a member of staff has concerns about children within a potential domestic abuse situation, they can contact the First Contact and Support Hub (01429 284284) for further advice.

### 7. Support for line managers

#### 7.1 Identifying victims of domestic abuse

Domestic abuse is unlikely to be disclosed easily by victims or perpetrators. There are a number of steps that can be taken to address the workplace effects of domestic abuse, including how to recognise the problem, respond, provide support and refer to the appropriate help.

Ten steps to address the effects of domestic abuse can be seen in **Appendix 3**. In many cases, it is about being aware and signposting to organisations that can provide the specialist support required.

**Appendix 4** details guidance for how line managers or Domestic Abuse Champions should facilitate a conversation with a member of staff about domestic abuse.

7.2 Line managers may consider offering a broad range of support to staff experiencing domestic abuse including:

- Annual leave, flexi-time or lieu time for relevant appointments, including with support agencies, solicitors, to arrange housing or childcare and for court appointments;
- Special leave provision (e.g. compassionate leave or unpaid leave), where the officer or member of staff's annual leave entitlement has been exhausted;
- Temporary or permanent changes to working times and patterns using existing procedures i.e. flexible working;
- Changes to specific duties, for example to avoid potential contact with the perpetrator in a customer facing role;
- Measures to ensure a safe working environment, for example blocking emails / screening telephone calls; alerting reception / security if the perpetrator is known to come to the workplace; and ensuring arrangements are in place for safely travelling to and from work;
- Amended duties or relocation:
  - Advise colleagues on a need-to-know basis and agree a response if the perpetrator contacts the workplace
  - Provide a photograph of the perpetrator to line management, security staff and reception
- Review the security of personal information held, such as temporary or new address and bank details.

7.3 The right of staff to make their own decision about the course of action at every stage will be respected. It is recognised that a member of staff may need some time to decide what to do and may try different options during this process.

7.4 In the case of employees disclosing domestic abuse, line managers have a responsibility to explore whether children living in the household are being safeguarded. If managers need further advice about the safeguarding of children, they need to contact First Contact and Support Hub (01429 284284).

7.5 If line managers require further advice or assistance before speaking to a member of staff, further support is available from Human Resources (HR).

### **8. Perpetrators of domestic abuse**

8.1 Domestic abuse perpetrated by staff will not be condoned under any circumstances nor will it be treated as a purely private matter. Staff should be aware that domestic abuse is a serious matter which can lead to criminal convictions. Conduct outside of work may lead to disciplinary action being taken against a member of staff; as such conduct may undermine the confidence and trust the organisation has in them. However, Hartlepool Borough Council recognises that it has a role to play in encouraging and supporting perpetrators to address violent and abusive behaviour of all kinds.

8.2 If an employee approaches Hartlepool Borough Council about their abusive behaviour, the Council will provide information about the services and support available to them, and will encourage the perpetrator to seek support and help from an appropriate source. Hartlepool Borough Council will treat any allegation, disclosure or conviction of a domestic abuse related offence on a case-by-case basis with the aim of reducing risk and supporting change.

8.3 An individual cautioned or convicted of a criminal offence may be subject to the Disciplinary Policy and Procedure. Hartlepool Borough Council also reserves the right to consider the use of this policy should an employee's activities outside of work have an impact on their ability to perform the role for which they are employed and/or be considered to bring the organisation into disrepute. In some circumstances it may be deemed inappropriate for the individual to continue in his/her current role(s), due to a caution or conviction.

8.4 The Disciplinary Policy and Procedure can be applicable in cases where a member of staff has:

- Behaved in a way that has harmed or threatened their partner;
- Possibly committed a criminal offence against their partner;
- Had an allegation of domestic abuse made against them;
- Presented concerns about their behaviour within an intimate relationship.

8.5 Hartlepool Borough Council will ensure that:

- Allegations will be dealt with fairly and in a way that provides support for the person who is the subject of the allegation or disclosure;
- All staff will receive guidance and support;
- Investigations will be sufficiently independent.

8.6 The accused member of staff will be:

- Treated fairly and honestly;
- Helped to understand the concerns expressed and processes involved;

- Kept informed of the progress and outcome of any investigation and the implications for any disciplinary process.

### 9. If the victim and the perpetrator work in the same organisation

9.1 In cases where both the victim and perpetrator of domestic abuse work for Hartlepool Borough Council, appropriate action will be taken.

9.2 In addition to considering any actions against the perpetrator, every effort will be taken to ensure that the victim and perpetrator do not come into contact in the workplace.

9.3 Action may also need to be taken to minimise the potential for the perpetrator to use their position or work resources to find out details of the whereabouts of the victim. This may include a change of duties or withdrawing the perpetrators access to certain computer programs. Further advice can be sought from HR.

### 10. Further Guidance

For further advice, please see **appendix 5** for external agencies that can offer help and support.

For further guidance in relation to children's safeguarding please contact the First Contact and Support Hub (01429 284284).

### 11. Review

This policy will be reviewed at 3 yearly intervals from the date of implementation.

### 12. Appendices

#### Appendix 1 – Types of Domestic Abuse

##### Controlling Behaviour

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

##### Coercive Behaviour

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish or frighten their victim.

##### Emotional and Psychological

Emotional and psychological abuse can be either verbal or non-verbal.

This kind of domestic abuse chips away at the confidence and independence of the victim to make them compliant and limit their ability to leave their abuser.

Emotional abuse can include verbal abuse such as yelling, name calling, blaming and shaming, isolation, intimidation, threats of violence and controlling behaviour.

##### Physical

A wide range of different behaviour can come under the heading of physical abuse and can include punching, slapping, hitting, biting, pinching, kicking, pulling hair out, pushing, shoving, burning and strangling.

##### Sexual

Rape and sexual abuse is common in abusive relationships due to the victim's refusal of consent being ignored.

Any situation where someone is forced to take part in unwanted, unsafe or degrading sexual activity is sexual abuse.

##### Financial

Economic or financial abuse limits the victim's ability to get help.

The abuser controls finances; withholds money or credit cards; makes someone unreasonably account for the money they spend; exploits assets; withholds basic necessities; prevents someone from working or sabotages the victim's job and deliberately runs up debts.



### Appendix 2 – Managers and Domestic Abuse Champion Responsibilities

Hartlepool Borough Council will be responsible for 'appointing' staff who will be trained and supported to become Domestic Abuse Champions. Champions will be supported via a Cleveland-wide Champions network; details of this will be covered in the Domestic Abuse Champions Training session.

The role of managers in terms of domestic abuse champions can be seen below:

#### Manager responsibilities

- Select committed individual(s) and encourage and support them in their role as Domestic Abuse Champions;
- Ensure the Champion(s) has adequate time away from their normal role for training and other necessary events / meetings etc.
- Support the Champion(s) to be a point of contact within the organisation;
- Commit to enhancing the overall level of knowledge and awareness within the organisation in relation to domestic abuse;
- Work with the Champion(s) to implement and develop the domestic abuse policy and procedure in the organisation.

#### Champion responsibilities

- Act as a conduit for information between their organisation and the Champion Network;
- Attend a 1 day domestic abuse training session and other relevant events / meetings as necessary;
- Be a point of contact in their organisation for information relating to domestic abuse;
- Raise awareness and enhance the overall knowledge of domestic abuse within their organisation
- Ensure up to date and accessible information is available in relation to support services for victims;
- Ensure leaflets and posters are displayed and available within their organisation
- Contribute to the continued development and effectiveness of the Champions network.

### Appendix 3 – Ten steps to address the effects of domestic abuse

There are a number of steps that line managers/ Domestic Abuse Champions can take to address the effects of domestic abuse. In many cases, it is about being aware and signposting to the organisations that provide specialist support.

Below are ten steps that can be taken:

#### Recognise the problem

1. Look for sudden changes in behaviour and / or changes in the quality of work performance for unexplained reasons despite a previously strong record.
2. Look for changes in the way the member of staff dresses, for example excessive clothing on hot days, changes in the amount of make-up worn.

#### Respond

3. Trust a member of staff if they disclose experiencing domestic abuse – do not ask for proof.
4. Reassure the member of staff that the organisation has an understanding of how domestic abuse may affect their work performance and the support that can be offered.

#### Provide Support

5. Divert phone calls and email messages and look to change a phone extension if a member of staff is receiving harassing calls.
6. Agree with the member of staff what to tell colleagues and how they should respond if the perpetrator telephones or visits the workplace.
7. Ensure the member of staff does not work alone or in an isolated area and check that they have arrangements for getting safely to and from work.
8. Keep a record of any incidents of abuse in the workplace, including persistent telephone calls, emails or visits to the workplace.
9. Provide access to supportive literature i.e. leaflets and posters. Ensure these are placed in discrete locations e.g. putting up posters on the backs of toilet doors.

#### Refer to the appropriate help

10. Have a list of the support services offered in your area that is easily accessible and refer staff to appropriate organisations that deal with domestic abuse.

### **Appendix 4 – Asking difficult questions – guidance for managers and Domestic Abuse Champions**

If you suspect that a member of staff is experiencing domestic abuse, you should facilitate a conversation to discuss this and identify / implement appropriate support. Shying away from the subject can perpetuate fear of stigma and increase feelings of anxiety. Often staff will not feel confident in speaking up, so making the first move to begin a conversation can be key.

You should ask the member of staff indirect questions, to help establish a relationship and develop empathy. Below are some examples of questions that could be used:

- How are you doing at the moment? Are there any issues you would like to discuss with me?
- I have noticed recently that you are not yourself. Is anything the matter?
- Are there any problems or reasons that may be contributing to your frequent sickness absence / under-performance at work?
- Is everything alright at home?
- What support do you think might help? What would you like to happen? How?

Avoid victim blaming. It is important that you are able to provide a non-judgemental and supportive environment. Respecting boundaries and privacy is essential.

Even if you disagree with the decisions being made regarding a member of staff's relationship, it is important to understand that a victim of domestic abuse may make a number of attempts to leave their partner before they are finally able to do so. Your role is not to deal with the abuse itself but to make it clear that members of staff will be supported and outline what help is available.

### Appendix 5 – Domestic abuse – external contacts and support agencies

Further information on the support services available in Cleveland can be found on the Victim Services Directory by accessing [www.cvsd.co.uk](http://www.cvsd.co.uk).

There are many local support groups in the North East that can offer further advice and practical guidance on domestic abuse:

#### **Durham only**

**Harbour Support Services** 03000 20 25 25 [www.myharbour.org.uk](http://www.myharbour.org.uk)

This service provides support for adults and children witnessing or experiencing domestic abuse. Harbour Support Services are the countywide domestic abuse specialist support service. They provide a range of services including: one-to-one support, group programmes and informal drop in sessions, refuges and also a children and young people's service to help children deal with the effects of witnessing or experiencing abuse.

#### **Darlington only**

**Sanctuary Supported Living** 01325 283226 [www.sanctuary-housing.co.uk](http://www.sanctuary-housing.co.uk)

The service provides support to clients who have/are experiencing domestic abuse. We offer a structured package of support tailored to the needs of the individual client. This includes: housing issues; support to obtain legal advice/orders; financial advice/benefits; support through the court process; sign posting; drop in facility; emotional support; awareness around domestic abuse and confidence building. We also have a children's worker within the service to provide support to children who have witnessed domestic abuse.

**Darlington Refuge** 01325 364486 [www.darlingtonrefuge.org.uk](http://www.darlingtonrefuge.org.uk)

This service provides a holistic package of support including refuge accommodation for single women and women with children, a confidential help-line for all genders, advocacy, options, information and signposting.

#### **Darlington and Durham**

**The Meadows, Sexual Assault Referral Centre** 0191 3018554

[www.themeadowsdurham.org.uk](http://www.themeadowsdurham.org.uk)

This service provides confidential support for victims of sexual assault, Monday to Friday, between 9am and 3.30 pm - an answer machine is available to leave a message outside these hours. The Meadows Sexual Assault Referral Centre aims to provide a sensitive and comprehensive service to residents of County Durham and Darlington who have experienced rape or sexual assault.

**The Rape and Sexual Abuse Counselling Centre** 01325 369933

This service provides free and confidential specialist counselling and listening support to women and girls (over the age of 13) who have been raped and/or sexually abused as well as those who have or are experiencing domestic abuse. Services provided, include: face-to-face counselling listening support; telephone support-line available four evenings a week; support for non-abusing partners or relatives; information and signposting to other agencies; the Freedom Programme and external training.

### **Gateshead**

#### **Domestic Abuse Support Service 0191 433 2622**

This service provides practical and emotional support to victims of domestic abuse to enable them to live independently. This service offers support to any victim over the age of 16.

#### **Gateshead Women's Refuge 0191 477 9309**

This service provides emergency housing and support for women and children who are fleeing domestic abuse.

#### **Safer Families 0191 4335600**

This service is a domestic abuse intervention service, which seeks to increase the safety of victims of domestic abuse.

#### **Tyneside Women's Health 0191 477 7898**

Tyneside Women's Health facilitates a range of support groups for women affected by domestic abuse.

#### **Victim Support 0191 477 8395**

This service provides a free and confidential service, offering emotional, practical and non-financial support to those who are suffering or have survived domestic abuse.

### **Newcastle**

#### **Angelou Centre 0191 2260394**

The Angelou Centre offers 'women only', community-based provision to advance economic and social independence for women, who are excluded due to disadvantages of race, gender and age.

#### **Panah Refuge 0191 284 6998**

The service provides emergency housing and support for BME women and children who are fleeing domestic abuse. They aim to provide safe, temporary accommodation and support, and enable service users to make informed choices and decisions regarding their future.

#### **Tyneside Women's Health 0191 477 7898**

Tyneside Women's Health facilitates a range of support groups for women affected by domestic abuse.

#### **Victim Support – Northumbria 0845 277 0977 or 0191 281 0491**

This charity provides free and confidential help to victims of crime, witnesses, their family, friends and anyone else affected across England and Wales.

#### **Women's Aid 0191 265 2148**

Provide help, advice, secure accommodation and an outreach service for women and children.

### **Northumberland**

#### **Cease24 01665 606881**

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A domestic abuse project which provides a service to women and men affected by domestic abuse and abuse. The project offers support to clients at high or medium risk, and is open to anyone regardless of gender or sexuality. The services provided include practical and emotional outreach support and an IDVA (independent domestic abuse advocate) service. In North Northumberland they have a specialist children's worker who works with children and young people between the ages of 4 and 18 years.

### **Sixty Eighty Thirty** 01434 806030

Sixty Eighty Thirty offers practical and emotional support to women and their children in Northumberland who have experienced domestic abuse at any time in their lives, regardless of sexual orientation, religion, culture or gender assigned at birth.

### **North Tyneside**

#### **Acorns Domestic Abuse Outreach Service** 07552 164 256

Outreach, support, structured women's groups, advice and information.

#### **Acorns** 0191 2006302

Counselling, support and advice for children and young people affected by domestic abuse.

#### **North Tyneside Harbour Outreach Service** 0191 251 3305

Support and advice for women and men in the community who are experiencing or have experienced domestic abuse.

#### **North Tyneside Harbour** Tel: 0191 251 3305 (24 hours)

Accommodation and support for women and children.

### **South Tyneside**

#### **Family Support Service** 0191 424 4737

Provides counselling and therapy to both victims and perpetrators of domestic abuse who have a learning disability.

#### **Gateshead and South Tyneside Victim Support** 0191 477 8395

Confidential help and support to victims, their friends and families and witnesses of domestic abuse/other crimes.

#### **Options** 0191 567 8282

The IDVA (Independent Domestic Abuse Advocate) service within Options works with 18-year-olds and over in South Tyneside. Options work with females only while IDVA works with both males and females around domestic abuse, whether its partner or family. Options run the Freedom Programme and the IDVA service work to reduce the risk by supporting with housing, injunctions, court and refuge status.

#### **Places for People in Partnership with South Tyneside Women's Refuge**

0191 454 8257

Offers help and support, as well as providing safe, temporary and emergency accommodation to women, with or without children, suffering from domestic abuse.

#### **Rape Crisis Tyneside and Northumberland Evening Helpline**

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0800 0352794 or 0191 232 9858

Tyneside Rape Crisis Centre is an organisation run by women for women which aims to provide information, support and counselling for women aged 16 and over who have been raped or sexually abused.

**Safeguarding Adults Unit** 0845 130 4959 / 0191 456 2093 (out of hours)

This service provides advice to anyone who has concerns for someone (aged 18 or over) who may be suffering domestic abuse.

**South Tyneside Domestic Abuse Perpetrators Programme (STDAPP)**

0191 4545335

Support for men wanting to change their aggressive behaviour.

**South Tyneside IDVA Service (Independent Domestic Abuse Advisers)**

0191 456 7577 or mobile: 0754 520 8670 / 0754 520 8671

Provides crisis intervention, support, advice and information to high risk victims of domestic abuse.

### Sunderland

**Wearside Women in Need** 0800 066 5555 or 0191 4161506

Wearside Women in Need provides help, advice, support and refuge accommodation to victims of domestic abuse.

**Angelou Centre** 0191 2260394

The Angelou Centre offers 'women only', community-based provision to advance economic and social independence for women, who are excluded due to disadvantages of race, gender and age.

**Panah Refuge** 0191 284 6998

This service provides emergency housing and support for BME women and children who are fleeing domestic abuse. They aim to provide safe, temporary accommodation and support, and enable service users to make informed choices and decisions regarding their future.

### Teesside

**Sexual Assault Referral Centre (SARC) –** (01642) 516888

The SARC for Teesside is located at North Ormesby Health Village, Middlesbrough but covers the whole of Teesside. The SARC provides 24 hour crisis intervention and support 365 days a year with dedicated specially trained staff who are able to explain and discuss your options with you. **You do not need to report to the Police to access SARC Services.**

**Arch North East –** (01642) 822331

Arch North East are a specialist provider of free, confidential sexual violence services across Teesside, offering support to men and women aged 14 years and over who have suffered rape or sexual abuse at any time in their lives.

**Eva Womens Aid –** (01642) 490677

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EVA supports women (and their families) who are, or have been, victims of domestic/sexual abuse and violence. We are the only agency in the area providing 'wrap-around' specialist domestic and sexual violence services.

### **Foundation – 0300 4562214**

Foundation work throughout Redcar and Cleveland offering support and advice relating to Domestic and Sexual violence, which can be physical, emotional, sexual, financial or psychological.

### **Halo Project – (01642) 683045**

Halo Charity provides support to anyone suffering honour based violence and anyone at risk of forced marriage.

### **Harbour Support Services – (03000) 202525**

Harbour Support Services offer a range of different services to assist those affected by domestic abuse.

### **Hart Gables – (01429) 236790**

Hart Gables aims to provide support and inclusion to lesbian, gay, bisexual and/or transgender individuals of all ages and the wider community in the Teesside area. Hart Gables ethos is to create positive social change and equality for all people, whilst creating a safe, confidential space for all our service users to come along to, free from discrimination and prejudice.

### **Men's Advice – 0808 8010327**

Men's Advice is a confidential helpline for male victims of domestic violence (in heterosexual or same-sex relationships).

### **My Sisters Place – (01642) 241864**

My Sister's Place' is a specialist domestic violence service based in central Middlesbrough. We provide support services to women over 16 years of age who are or have suffered domestic abuse.

### **National Centre for Domestic Violence – 0844 8044 999**

The National Centre for Domestic Violence give legal advice and offers protection to victims by obtaining emergency injunctions regardless of race, gender, sexual orientation or financial situation. Our aim is to provide instant and effective protection against domestic violence and give advice to anyone who seeks it.

### **Respect – 0808 802 4040**

Respect is a confidential helpline for domestic violence perpetrators (male or female) wishing to address their violence and abuse.

### **Tees Valley Women's Centre – (01642) 296166**

Tees Valley women's Centre is the only "women only" space in the Tees Valley Area, providing a holistic approach to all women's issues. Any woman attending the centre can be assured of a no labelling, non judgemental approach with support from start to finish.

**Further information on the support services available can be found on the Cleveland Victim Services Directory by accessing [www.cvsd.co.uk](http://www.cvsd.co.uk).**