

# REGENERATION SERVICES COMMITTEE AGENDA



**Friday 29 January 2016**

**at 9.30 am**

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

**MEMBERS:** REGENERATION SERVICES COMMITTEE

Councillors S Akers-Belcher, Clark, Cook, Cranney, Lindridge, Morris 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 held on 18 December 2015 (*previously published*)

**4. BUDGET AND POLICY FRAMEWORK**

- 4.1 Council Plan 2016/17 – Proposals for Consideration – *Director of Regeneration and Neighbourhoods and Director of Public Health*

**5. KEY DECISIONS**

- 5.1 The Smoke and Carbon Monoxide Alarm Regulations 2015 – *Assistant Director, Regeneration*



**6. OTHER ITEMS REQUIRING DECISION**

No items.

**7. ITEMS FOR INFORMATION**

- 7.1      Tees Valley Culture Group (Verbal Update) – *Head of Culture, Stockton Borough Council*

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

**FOR INFORMATION:**

Date of next meeting – Friday 19 February 2016 at 9.30 am in the Civic Centre, Hartlepool.



# REGENERATION SERVICES COMMITTEE

29<sup>th</sup> January 2016



**Report of:** Director of Regeneration and Neighbourhoods and  
Director of Public Health

**Subject:** COUNCIL PLAN 2016/17 – PROPOSALS FOR  
CONSIDERATION

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Budget & Policy Framework

## 2. PURPOSE OF REPORT

2.1 To provide the opportunity for the Regeneration Services Committee to consider the proposals that fall under the remit of the Committee for inclusion in the 2016/17 Council Plan.

## 3. BACKGROUND

- 3.1 The service planning process commenced during the summer of 2015 with a review of the Outcome Framework with some minor changes being made for the Framework for 2016/17. The changes were reported to and agreed by Finance and Policy Committee on the 21<sup>st</sup> September 2015.
- 3.2 As in previous years detailed proposals are being considered by each of the Policy Committees throughout January and February in respect of their areas of responsibility. A further report will be prepared for Finance and Policy Committee on the 14<sup>th</sup> of March detailing the comments/observations of each of the Committees along with Departmental responses and a full draft of the 2016/17 Council Plan.
- 3.3 The Council Plan will then be presented to Council for agreement on the 17th March. It is proposed that any additional updates or changes agreed by the Finance and Policy Committee on the 14th of March will be noted when the report is presented to Full Council.

## 4. PROPOSALS

### 4.1 The Outcomes that include activities that fall under the remit of the Regeneration Services Committee are:

- Hartlepool has improved business growth and business infrastructure and an enhanced culture of entrepreneurship
- Hartlepool has attracted new investment and developed major programmes to regenerate the area and improve connectivity
- Hartlepool has increased employment and skills levels with a competitive workforce that meets the demands of employers and the economy
- Hartlepool has a boosted visitor economy
- Provision of high quality community learning and skills opportunities that widen participation
- Health Improvement - people are helped to live healthy lifestyles, make healthy choices and reduce health inequalities
- Health Protection - Health Protection: the populations health is protected from major incidents and other threats, whilst reducing health inequalities
- Hartlepool has an improved natural and built environment
- Hartlepool has an improved and more balanced housing offer that meets the needs of residents and is of high quality design
- Hartlepool has improved housing stock where all homes across tenures offer a decent living environment
- Housing services and housing options respond to the specific needs of all communities within Hartlepool
- Local people have access to Arts, Museums, Community Centres and Events which enrich people's lives
- Local people have access to library services which enrich people's lives

### 4.2 **Appendix A** provides detail on the proposed actions, performance indicators and risks identified to deliver the outcome. The Committee is requested to consider the proposals and provide any comments or observations to feed into the consideration of the overall Plan by Finance & Policy Committee on 14<sup>th</sup> March.

## **5. NEXT STEPS**

- 5.1 The remainder of the Council Plan proposals will be discussed at the relevant Committees during January and February. Comments and observations from those Committees will be added to those received at today's meeting and included in the overall presentation of the final draft of the Council Plan to Finance and Policy Committee on 14th March 2016, before being taken for formal agreement by Council at its meeting on 17th March 2016.
- 5.2 Progress towards achieving the actions and targets included in the Council Plan will be monitored throughout 2016/17 by officers across the Council and progress reported quarterly to Elected Members.

## **6. RISK IMPLICATIONS**

- 6.1 The Council needs appropriate planning and performance management arrangements in place in order to manage its key strategic risks. The aim of the Council Plan is to provide assurance to Elected Members that these risks are being managed.

## **7. FINANCIAL CONSIDERATIONS**

- 7.1 All proposals have been prepared giving due regard to financial considerations.

## **8. LEGAL CONSIDERATIONS**

- 8.1 There are no legal considerations.

## **9. CHILD AND FAMILY POVERTY CONSIDERATIONS**

- 9.1 There are no child and family poverty considerations

## **10. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 10.1 There are no equality and diversity considerations.

## **11. STAFF CONSIDERATIONS**

- 11. There are no staff considerations.

## **12. ASSET MANAGEMENT CONSIDERATIONS**

12.1 There are no asset management considerations.

## **13. RECOMMENDATIONS**

13.1 It is recommended that the Regeneration Services Committee:

- considers the outcome proposals (**Appendix A**) for inclusion in the 2016/17 Council Plan;
- formulates any comments and observations to be included in the presentation of the overall Council Plan 2016/17 to Finance and Policy Committee on 14th March 2016.

## **14. REASONS FOR RECOMMENDATIONS**

14.1 The Regeneration Services Committee has responsibility for services that are included within the Council Plan.

## **15. BACKGROUND PAPERS**

15.1 There were no background papers used in the preparation of this report.

## **16. CONTACT OFFICER**

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**SECTION 1 OUTCOME DETAILS**

<b>Outcome:</b>	Hartlepool has improved business growth and business infrastructure and an enhanced culture of entrepreneurship	<b>Theme:</b>	Jobs & the Economy
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<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	
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**SECTION 2 ACTIONS**

Action	Due Date	Assignee
Develop and promote Queens Meadow and Port estate enterprise zones to attract new business.	March 2017	Economic Regeneration Manager

**SECTION 3 PERFORMANCE INDICATORS & TARGETS**

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Target 2015/16	Proposed Target 2016/17	Proposed Target 2017/18*
NI 171	New business registration rate – the proportion of new business registration per 10,000 resident population (aged 16+)	Principal Economic Regeneration Officer	Targeted	Financial Year	37.0	39.0	40
RND P085	Business stock (Business units in Hartlepool) per 10,000 resident population (aged 16+)	Principal Economic Regeneration Officer	Targeted	Financial Year	300	310	315

\* This longer-term target is based on the current position and may be subject to change.

**SECTION 4 RISKS**

Code	Risk	Assignee
RND R050	Fragility of economic recovery compared to other parts of the UK	Economic Regeneration Manager

**SECTION 1 OUTCOME DETAILS**

<b>Outcome:</b>	Hartlepool has attracted new investment and developed major programmes to regenerate the area and improve connectivity	<b>Theme:</b>	Jobs & the Economy
<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	

**SECTION 2 ACTIONS**

Action	Due Date	Assignee
Complete identified actions associated with the delivery of the Seaton Masterplan	March 2017	Estates & Regeneration Manager
Complete identified actions associated with the delivery of the town wide Masterplan	March 2017	Estates & Regeneration Manager

**SECTION 3 PERFORMANCE INDICATORS & TARGETS**

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Target 2015/16	Proposed Target 2016/17	Proposed Target 2017/18*
RND P089	Value of funding attracted to support regeneration delivery	Principal Economic Regeneration Officer	Targeted	Financial Year	£400k	£1m	£1m

\* This longer-term target is based on the current position and may be subject to change.

**SECTION 4 RISKS**

Code	Risk	Assignee
RND R029	Inability to achieve external funding to support the delivery of long term regeneration targets	Economic Regeneration Manager
RND P060	Failure to deliver current regeneration programmes	Economic Regeneration Manager
RND R071	Failure to deliver local economic objectives as a result of shifts in policies and priorities of external partners.	Economic Regeneration Manager

**SECTION 1 OUTCOME DETAILS**

<b>Outcome:</b>	Hartlepool has increased employment and skills levels with a competitive workforce that meets the demands of employers and the economy	<b>Theme:</b>	Jobs & the Economy
<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	

**SECTION 2 ACTIONS**

Action	Due Date	Assignee
Deliver a range of skills / employability programmes including the Youth Employment Initiative (YEI)	July 2018	Principal Employment Officer

**SECTION 3 PERFORMANCE INDICATORS & TARGETS**

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Target 2015/16	Proposed Target 2016/17	Proposed Target 2017/18*
NI 151	Overall employment rate	Economic Regeneration Manager	Targeted	Financial Year	63%	63.5%	64%
RPD P054	Youth Unemployment rate (Hartlepool) The proportion of economically active 18 to 24 year olds who are unemployed	Economic Regeneration Manager	Targeted	Financial Year	8%	3.5%	3.5%
New	Number of adults participating in skills programmes	Learning & Skills Manager	Targeted	Academic Year	600	600	700

\* This longer-term target is based on the current position and may be subject to change.

**SECTION 4 RISKS**

Code	Risk	Assignee
RND R071	Failure to deliver local economic objectives as a result of shifts in policies and priorities of external partners.	Economic Regeneration Manager
CAD R047	Failure to fulfil the targets for recruitment set by the Skills and Funding Agency leading to loss of income	Learning & Skills Manager
CAD R048	Failure to reach the minimum levels of performance for the Skills and Funding Agency or Ofsted	Learning & Skills Manager

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	Hartlepool has a boosted visitor economy	<b>Theme:</b>	Jobs & the Economy
<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	

## SECTION 2 ACTIONS

Action	Due Date	Assignee
Complete the transfer of the Hartlepool Maritime experience to the National Museum of the Royal Navy	April 2016	Estates & Regeneration Manager
Arrange an events programme to mark the launch of the National Museum of the Royal Navy (NMRN) - Hartlepool	Sept 2016	Head of Culture & Information
Explore options for the development of a new cultural centre, creating a catalyst for the development of further visitor attractions	March 2017	Head of Culture & Information
Explore wider opportunities to create a visitor destination around the historic quay following the NMRN launch	March 2017	Economic Regeneration Manager

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Target 2015/16	Proposed Target 2016/17	Proposed Target 2017/18*
RND P092	Visitor numbers	Business and Marketing Officer	Targeted	Financial Year	3.75m	3.75m	3.78m
RND R093	Value of visitor economy	Business and Marketing Officer	Targeted	Financial Year	£152m	£153m	£154m
RND R094	Number of unique visitors to destination Hartlepool website	Business and Marketing Officer	Targeted	Financial Year	100,000	120,000	125,000
RND R095a	Number of social media followers (Twitter / Facebook)	Business and Marketing Officer	Targeted	Financial Year	2,500	2,750	3,000
NEW	Number of investors visiting the area to assess potential developments	Economic Regeneration Manager	Monitored	Financial Year	N/A (monitored only)		
ACS P106b	Number of people visiting Hartlepool Maritime Experience (National Museum for Royal Navy – Hartlepool).	Head of Culture & Information	Targeted	Financial Year	New Indicator	50,000	60,000

ACS P107b	Number of school visits to Hartlepool Maritime Experience (National Museum for Royal Navy – Hartlepool).	Head of Culture & Information	Targeted	Financial Year	New Indicator	TBC	TBC
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\* This longer-term target is based on the current position and may be subject to change.

SECTION 4 RISKS		
Code	Risk	Assignee
RND P050	Fragility of economic recovery compared to other parts of the UK	Economic Regeneration Manager
RND R071	Failure to deliver local economic objectives as a result of shifts in policies and priorities of external partners.	Economic Regeneration Manager

**SECTION 1 OUTCOME DETAILS**

<b>Outcome:</b>	Provision of high quality community learning and skills opportunities that widen participation	<b>Theme:</b>	Lifelong Learning & Skills
<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	

**SECTION 2 ACTIONS**

Action	Due Date	Assignee
Carry out targeted development work with disadvantaged groups to increase participation in learning	March 2017	Adult Education Co-ordinator
Develop programmes to increase the participation of learners with mental health needs	March 2017	Principal Officer – curriculum
Develop a package of training and support which enables adults to participate in volunteering as a way of increasing employability'	March 2017	Principal Officer – curriculum

**SECTION 3 PERFORMANCE INDICATORS & TARGETS**

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Target 2015/16	Proposed Target 2016/17	Proposed Target 2017/18*
ACS P053	Number of learners participating in community learning programmes	Learning & Skills Manager	Monitored	Academic Year	N/A (monitored only)		

\* This longer-term target is based on the current position and may be subject to change.

**SECTION 4 RISKS**

Code	Risk	Assignee
CAD R047	Failure to fulfil the targets for recruitment set by the SFA leading to loss of income	Learning & Skills Manager
CAD R048	Failure to reach the minimum levels of performance for the SFA or Ofsted	Learning & Skills Manager

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	Health Improvement - people are helped to live healthy lifestyles, make healthy choices and reduce health inequalities	<b>Theme:</b>	Health & Wellbeing
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<b>Lead Dept:</b>	PHD	<b>Other Contributors:</b>	CED
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## SECTION 2 ACTIONS

Action	Due Date	Assignee
Increase sport & physical activity participation	March 2017	Sport & Physical Activity Manager
Work with key partners to progress the provision of a replacement facility for Mill House Leisure Centre	March 2017	Strategic Health and Recreation Manager
Work with key partners to progress the provision of a new swimming pool at Brierton Sports Centre	March 2017	Strategic Health and Recreation Manager
Deliver a range of service developments to improve customer offer across the Sport & Recreation service	March 2017	Business Development Manager

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Target 2015/16	Proposed Target 2016/17	Proposed Target 2017/18*
PHD 2.13i	Percentage of physically active adults	Sport & Physical Activity Manager	Monitored	Calendar	N/A (monitored only)		
NEW	Percentage of physically inactive adults	Sport & Physical Activity Manager	Monitored	Calendar	N/A (monitored only)		
ACS PO59	Overall average attendances at Mill House, Brierton and Headland Leisure Centres	Leisure Operations and Development Manager	Targeted	Financial year	368,750	350,000	365,000
PHD 2.22	Overall attendances at all Sport & Physical Activity Team programmed activity sessions	Sport & Physical Activity Manager	Targeted	Financial year	New	16,000	18,000

NEW	Throughput at all other sport & physical activity, health & exercise & Summerhill programmed sessions (Instructor Coached or staff led)	Sport & Physical Activity Manager	Targeted	Financial year	New	20,000	21,000
PHD 2.23	Primary School Swimming – 25m attainment from HBC Programme	Leisure Operations and Development Manager	Monitored	Academic Year	N/A (monitored only)		
PHD 2.24	Level of external partnership funding attracted to support and develop the services	Strategic Health and Recreation Manager	Monitored	Financial year	N/A (monitored only)		
PHD 2.26	Number of hours spent volunteering within the Sport & Recreation service	Sport & Physical Activity Manager	Targeted	Financial year	New	600	725
NEW	Number of community learn to swim participants	Leisure Operations and Development Manager	Targeted	Financial year	New	650	750
NEW	Footfall at Summerhill Visitors Centre	Strategic Health and Recreation Manager	Targeted	Financial year	New	90,000	95,000
NEW	Number of residents using Carlton	Strategic Health and Recreation Manager	Targeted	Financial year	New	9,000	9,500
NEW	Number of day visitors using Carlton	Strategic Health and Recreation Manager	Targeted	Financial Year	New	800	900
ACS P108b	Overall attendances at the Borough Hall	Business Development Manager	Targeted	Financial year	New	43,000	45,000

\* This longer-term target is based on the current position and may be subject to change.

#### SECTION 4 RISKS

Code	Risk	Assignee
CAD R054	Failure to ensure awareness and training of staff regarding safeguarding	Head of Sport and Recreation
CAD R013	Failure to achieve required customer / participation and income levels	Head of Sport and Recreation
CAD R052	Failure to meet the licensing requirements of the Adventurous Activity Licensing Authority	Strategic Health and Recreation Manager

CAD R053	Failure to adhere to the recommended standards regarding pool safety management	Leisure Operations and Development Manager
CAD R055	Failure to establish new partnerships and meet funding conditions of external partners in relation to grant funding, MOU's or SLA's	Head of Sports and Recreation
NEW	Loss of existing external partnerships upon whom there is a reliance for the delivery of key services	Head of Sport and Recreation
CAD R056	Lack of adequate investment in public buildings affecting ability to increase participation and income generate	Head of Sport and Recreation
CAD R057	Impact of recruitment freeze, gaps in staffing caused by length of time taken in process and use of redeployed staff lacking appropriate skills and experience	Head of Sport and Recreation
CAD R058	Failure to adhere to the recommendations of the Playing Pitch Strategy	Strategic Health and Recreation Manager

**SECTION 1 OUTCOME DETAILS**

<b>Outcome:</b>	Health Protection - Health Protection: the populations health is protected from major incidents and other threats, whilst reducing health inequalities	<b>Theme:</b>	Health & Wellbeing
<b>Lead Dept:</b>	PHD	<b>Other Contributors:</b>	

**SECTION 2 ACTIONS**

Action	Due Date	Assignee
Extend air quality monitoring to include particulate PM2.5, which has a serious impact on health	March 2018	Environmental Health Manager (Environmental Protection)
Roll out no cold call zones, undertake work on doorstep selling & scams	March 2018	Trading Standards & Licensing Manager

**SECTION 3 PERFORMANCE INDICATORS & TARGETS**

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Target 2015/16	Proposed Target 2016/17	Proposed Target 2017/18*
PHD 3.1	Fraction of mortality attributable to particulate air pollution	Environmental Health Manager (Environmental Protection)	Monitored	Financial Year	N/A (monitored only)		
NI 184	Percentage of food establishments in area which are broadly compliant with food hygiene law	Head of Public Protection	Targeted	Financial Year	97%	97%	97%
PHD 1.14	The rate of complaints about noise	Environmental Health Manager (Environmental Protection)	Monitored	Financial Year	N/A (monitored only)		

\* This longer-term target is based on the current position and may be subject to change.

**SECTION 4 RISKS**

Code	Risk	Assignee
	No risks relating to Regeneration Services Committee	

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	Hartlepool has an improved natural and built environment	<b>Theme:</b>	Environment
<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	

## SECTION 2 ACTIONS

Action	Due Date	Assignee
Develop a delivery model for the allocation of grant funding to enhance the appearance of the Church Street area. (subject to successful grant application)	March 2017	Heritage and Countryside Manager
Develop and agree a Hartlepool Local Plan which sets out the spatial vision, strategic objectives and core policies for the Borough for the next 15 years.	March 2017	Planning Services Manager

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Target 2015/16	Proposed Target 2016/17	Proposed Target 2017/18*
NI157a	Processing of planning applications within target: Major applications	Planning Services Manager	Targeted	Financial Year	60%	60%	TBC
NI157b	Processing of planning applications within target: Minor Applications	Planning Services Manager	Targeted	Financial Year	65%	65%	TBC
NI157c	Processing of planning applications within target: Other applications	Planning Services Manager	Targeted	Financial Year	80%	80%	TBC
RND P009	The percentage of appeals allowed against the authorities decision to refuse planning applications	Planning Services Manager	Monitored	Financial Year	N/A (monitored only)		
RND P082	Percentage of planning complaints investigations concluded in 4 months	Planning Services Manager	Targeted	Financial Year	75%	TBC	TBC

\* This longer-term target is based on the current position and may be subject to change.

SECTION 4 RISKS		
Code	Risk	Assignee
RND R059	Failure to provide a 'Sound' Planning Policy Framework leading to a lack of clear planning guidelines	Planning Services Manager
RND R073	Failure to implement new planning related legislation	Planning Services Manager
RND R091	Failure to determine planning applications within specified time periods	Planning Services Manager

**SECTION 1 OUTCOME DETAILS**

<b>Outcome:</b>	Hartlepool has an improved and more balanced housing offer that meets the needs of residents and is of high quality design	<b>Theme:</b>	Housing
<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	

**SECTION 2 ACTIONS**

Action	Due Date	Assignee
Consider any development opportunities through 2015-18 National Affordable Housing Programme (NAHP) allocation and other funding opportunities to expand the Council's housing stock.	March 2017	Head of Housing
Deliver the masterplan for new build homes on the Carr/Hopps Street regeneration site	March 2017	Head of Housing

**SECTION 3 PERFORMANCE INDICATORS & TARGETS**

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Target 2015/16	Proposed Target 2016/17	Proposed Target 2017/18*
NI 155	Number of affordable homes delivered (gross)	Head of Housing	Targeted	Financial Year	50	50	TBC
RND P120	Percentage of HBC managed properties which are void	Head of Housing	Targeted	Financial Year	2%	2%	TBC
RND P121	Percentage of HBC property tenants in arrears	Head of Housing	Targeted	Financial Year	5%	5%	TBC
RND P122	Number of properties managed by HBC	Head of Housing	Targeted	Financial Year	203	223	TBC

\* This longer-term target is based on the current position and may be subject to change.

SECTION 4 RISKS		
Code	Risk	Assignee
RND R061	Inability to balance demands for social housing	Head of Housing

**SECTION 1 OUTCOME DETAILS**

<b>Outcome:</b>	Hartlepool has improved housing stock where all homes across tenures offer a decent living environment	<b>Theme:</b>	Housing
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<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	
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**SECTION 2 ACTIONS**

Action	Due Date	Assignee
Work with landlords to prevent homes from becoming long term empty, through early intervention	March 2017	Empty Homes Officer
Deliver the service offering Energy Performance Certificates to other landlords and managing agents in compliance with the legislation	March 2017	Principal Environmental Health Officer
Complete the purchase and refurbishment of 20 long-term empty homes through the Empty Properties Purchase Scheme (EPPS) Phase 2 (2015-18 NAHP) (subject to HRA constraints)	March 2017	Principal Housing Regeneration Officer

**SECTION 3 PERFORMANCE INDICATORS & TARGETS**

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Target 2015/16	Proposed Target 2016/17	Proposed Target 2017/18*
NEW	Number of private sector landlords using the Council's Social Lettings Agency to manage their properties	Head of Housing	Targeted	Financial Year	New	6	12
LAA H P001	Number of private dwellings empty for over 6 months and brought back into use.	Empty Homes Officer	Targeted	Financial Year	68	65	TBC

\* This longer-term target is based on the current position and may be subject to change.

**SECTION 4 RISKS**

Code	Risk	Assignee
RND R061	Inability to meet very high levels of local housing needs including affordable housing	Head of Housing

**SECTION 1 OUTCOME DETAILS**

<b>Outcome:</b>	Housing Services and housing options respond to the specific needs of all communities within Hartlepool	<b>Theme:</b>	Housing
<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	

**SECTION 2 ACTIONS**

Action	Due Date	Assignee
Complete the delivery of the action plan based on the recommendations of the peer review into the housing Strategy Action Plan to enable the authority to meet gold standard.	March 2017	Principal Housing Strategy Officer

**SECTION 3 PERFORMANCE INDICATORS & TARGETS**

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Target 2015/16	Proposed Target 2016/17	Proposed Target 2017/18*
RND P051	Number of households where homelessness has been prevented through local authority action	Principal Housing Advice Officer	Monitored	Financial Year	N/A (monitored only)		
RND P107	Average waiting time (days) for a disabled facilities grant to be completed	Principal Housing Strategy Officer	Target	Financial Year	95	95	95

\* This longer-term target is based on the current position and may be subject to change.

**SECTION 4 RISKS**

Code	Risk	Assignee
RND R070	Failure to provide correct housing advice to the public	Principal Housing Advice Officer
New	Inability to respond in a timely manner to increases in Disabled Facilities Grant (DFG) waiting list	Principal Housing Strategy Officer

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	Local people have access to Arts, Museums, Community Centres and Events which enrich people's lives	<b>Theme:</b>	Culture & Leisure
<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	

## SECTION 2 ACTIONS

Action	Due Date	Assignee
Support and deliver a programme of events for Hartlepool, which supports business and brings in additional tourism	March 2017	Arts & Events Manager

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Target 2015/16	Proposed Target 2016/17	Proposed Target 2017/18*
ACS P106a	Number of people visiting Hartlepool Art Gallery, Museum of Hartlepool.	Head of Culture & Information	Targeted	Financial Year	210,000	215,000	220,000
ACS P107a	Number of school visits to Hartlepool Art Gallery, Museum of Hartlepool.	Head of Culture & Information	Targeted	Financial Year	12,500	13,000	13,500
ACS P108a	Number of people visiting Town Hall Theatre.	Head of Culture & Information	Targeted	Financial Year	51,000	51,500	52,000

\* This longer-term target is based on the current position and may be subject to change.

## SECTION 4 RISKS

Code	Risk	Assignee
NEW	Failure to engage with new and existing service users resulting in service becoming unviable	Head of Culture & Information
NEW	Reduction in funding to provide services, resulting in events not being staged	Head of Culture & Information

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	Local people have access to library services which enrich people's lives	<b>Theme:</b>	Culture & Leisure
<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	

## SECTION 2 ACTIONS

Action	Due Date	Assignee
Engage with children and young adults to support their learning & literacy needs, through a programme of activities and events	March 2017	Library Services Manager

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Target 2015/16	Proposed Target 2016/17	Proposed Target 2017/18*
ACS P062	Number of people receiving a home library service.	Library Services Manager	Targeted	Financial Year	640	600	TBC
ACS P104	Number of hours usage of the People's Network computers	Library Services Manager	Targeted	Financial Year	39,000	38,000	TBC
ACS P105	Number of enquiries received by the Reference and Information Service.	Library Services Manager	Targeted	Financial Year	30,000	30,000	TBC
ACS P103	Number of engagements with children and young adults in library delivered activities.	Library Services Manager	Targeted	Financial Year	16,100	20,000	TBC

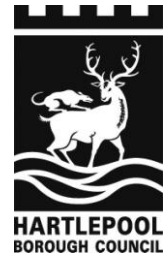
\* This longer-term target is based on the current position and may be subject to change.

## SECTION 4 RISKS

Code	Risk	Assignee
	No risks identified	

# **REGENERATION SERVICES COMMITTEE**

**29<sup>th</sup> January 2016**



**Report of:** Assistant Director (Regeneration)

**Subject:** THE SMOKE AND CARBON MONOXIDE ALARM  
REGULATIONS 2015

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

Key Decision test (ii) Forward Plan Reference No. RN 24/15

## **2. PURPOSE OF REPORT**

- 2.1 The purpose of the report is to update members on new legislation which has been introduced to protect tenants living in privately rented accommodation. The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 require landlords to fit smoke and carbon monoxide alarms in their properties or face a penalty for non-compliance. The regulations require local housing authorities to publish a statement of principles which it proposes to follow in determining the amount of a penalty charge; this report sets out the proposed level of penalty charge and seeks approval to adopt the charging structure.

## **3. BACKGROUND**

- 3.1 The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 came into force on 1 October 2015. The regulations, which were made under the provisions of Section 150(1) the Energy Act 2003 and paragraph 3(a), Schedule 4 of the Housing Act 2004, will be enforced by the Council as the local housing authority.
- 3.2 These regulations introduced the following requirements for private landlords:
- a) A smoke alarm is equipped on each storey of the premises on which there is room used wholly or partly as living accommodation;
  - b) A carbon monoxide alarm is equipped in any room of the premises which is used wholly or partly as living accommodation and contains a

- solid fuel burning appliance (such as a coal fire or log burning stove) ;  
and
- c) Checks are made by or on behalf of the landlord to ensure that each prescribed alarm is in a proper working order on the day the tenancy begins if it is a new tenancy.
- 3.3 Prior to the regulations coming into force, the Government provided funding to support the roll out of smoke and carbon monoxide alarms in the private sector. This funding went towards providing 445,000 smoke alarms and 40,000 carbon monoxide alarms which were distributed evenly across the 46 Fire and Rescue Authorities in England. Cleveland Fire Brigade committed to installing detectors in privately rented properties and this service was promoted through their website as well as through literature. This was supported by Housing Services staff who signposted landlords to the service and distributed promotional leaflets. Alongside this service, the Fire Brigade continues to offer free home fire safety visits across the borough which includes the installation of free detectors. Any residents, including tenants of private landlords can access this service.
- 3.4 Cleveland Fire Brigade have continued to offer free fitting of smoke and carbon monoxide alarms to landlords and tenants, either through the funding referred to in 3.7 above or through the free Home Fire Safety Visit.
- 3.5 Where there are reasonable grounds to believe that there were no, or an insufficient number of smoke or carbon monoxide alarms, or the alarms were not working at the start of the tenancy the local housing authority is obliged to serve notice on the landlord. The notice must set out what needs to be done to comply with the regulations, allowing a period of 28 days in which to comply. During this 28 day period, the landlord may make representations to the Council which will be considered before taking any further action. For example, the landlord may provide documentary evidence to show that there were working smoke alarms provided at the start of the tenancy, the landlord may experience difficulties with gaining access, or the tenant may have refused the works (particularly if they haven't made a specific complaint about this).
- 3.6 If, after 28 days, the landlord has not complied with the remedial notice served and has not made any representations, the Council must arrange for remedial works to be carried out with the consent of the occupier. The Council also has a discretionary power to impose a fixed penalty charge of up to £5000. The Council is obliged to publish a "Statement of Principles" for determining financial penalties; this must set out how the Council proposes to determine the amount of penalty charge. The proposed Statement of Principles is attached in **Appendix 1**.
- 3.7 The regulations do not require the Council to visit the premises in question before taking this action; some Council's may react to information received from or on behalf of the tenant. In Hartlepool, it is expected that most breaches of the regulations will be identified by Housing Services staff during visits for other purposes.

- 3.8 The landlord can request that the local housing authority reviews the penalty charge. This must be in writing and within 28 days of the penalty charge notice being issued. This must be considered and the authority must decide whether to confirm or vary the charge. A landlord who is served with a notice may appeal to the First Tier Tribunal against the local housing authority's review decision.
- 3.9 The Council has discretion to reduce the penalty charge, if paid within a specified period.
- 3.10 In developing the proposed penalty charge levels, peer consultation has taken place with colleagues across the region with the aim of adopting a consistent approach.
- 3.11 Whilst landlords have a duty to install smoke (and where required carbon monoxide) alarms where the tenant consents, there may be some tenants who do not wish to have alarms installed and will either not cooperate with either the landlord or the local housing authority.
- 3.12 The duty to enforce the regulations is delegated to the Director of Regeneration and Neighbourhoods under the provisions of the Housing Act 2004 and the Energy Act 2003.

#### 4. PROPOSALS

- 4.1 It is proposed that the enforcement of the regulations will be undertaken by Housing Services staff.
- 4.2 It is proposed that the Council adopt the Statement of Principles as set out in table 1. The sliding scale takes account of the number of offences committed in a specified time period, either at the same rented property or any other properties rented out by the landlord.

Table 1 – Level of Penalty Charge

	Level of Penalty Charge
First Offence	£1000
Second Offence	£2000
Third Offence	£3000
Fourth Offence	£4000
Fifth and subsequent Offence	£5000

- 4.3 It is proposed that a reduction of 50% will be made, if the penalty charge is paid within 14 days. It is anticipated that this will encourage landlords to ensure compliance with the regulations at other properties.
- 4.4 It is recommended that any decisions made about whether to issue a Fixed Penalty Charge will rest with the Assistant Director (Regeneration) with day

to day decisions being made by the Principal Environmental Health Officer (Housing). It is recommended that any requests to review the charge are dealt with by the Head of Housing.

## **5. RISK IMPLICATIONS**

- 5.1 There are no risk implications attached to this report.

## **6. FINANCIAL CONSIDERATIONS**

- 6.1 The penalty charge notice process is not expected to generate significant income as the landlord will be given sufficient notice before the Council takes remedial action. It is expected that the threat of a significant penalty charge will trigger compliance. In addition to this the landlord will be advised about the service offered by the Fire Authority.
- 6.2 Regulation 12(6) sets out that any income received by the authority may be used for any function. At this stage it is difficult to predict the level of income that may be generated and it is proposed to monitor this over the next full financial year. Once the income level can be more accurately predicted, expenditure options will be considered.

## **7. LEGAL CONSIDERATIONS**

- 7.1 The Council is obliged to enforce the regulations. However, before commencing any statutory enforcement action, the Council must publish a Statement of Reasons.

## **8. CHILD/FAMILY POVERTY IMPACT CONSIDERATIONS**

- 8.1 There are no child and poverty impact implications attached to this report.

## **9. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 9.1 The Council is committed to delivering services to people who need them without discriminating against any client or service user. It aims to treat all clients with courtesy and respect regardless of their gender, race, age, disability, religion, belief or sexual orientation.

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

- 10.1 Hartlepool Borough Council recognises that Community Safety affects all our lives, people, communities and organisations. People need to feel safe and

this means developing stronger, confident and more cohesive communities. Community Safety includes reducing crime and disorder and tackling anti-social behaviour, offending and re-offending, domestic abuse, drug and alcohol abuse, promoting fire safety, road safety and public protection. This report has a focus on the promotion of fire safety.

## **11. STAFF CONSIDERATIONS**

- 11.1 Existing Housing Services staff will enforce the regulations; no additional resources are required. It is not expected to significantly increase the workload of officers who will incorporate the enforcement into the inspections already undertaken in response to tenants' complaints that landlords are failing to undertake repairs and routine inspections in relation to properties licensed under part 3 of the Housing Act 2004 (Selective Licensing). It is not expected that there will be an increase in the number of requests for service specifically in terms of these regulations.

## **12. ASSET MANAGEMENT CONSIDERATIONS**

- 12.1 There are no asset management considerations attached to this report.

## **13. RECOMMENDATIONS**

- 13.1 It is recommended that the Statement of Principles is adopted and published.
- 13.2 It is recommended that an early payment reduction of 50% is applied where the charge is paid within fourteen days and it is the first offence committed by the landlord within the borough.
- 13.3 It is recommended that enforcement of the regulations is undertaken by Housing Services officers and is incorporated into the inspections of privately rented accommodation already carried out.

## **14. REASONS FOR RECOMMENDATIONS**

- 14.1 Local Housing Authorities have a duty to enforce the Smoke and Carbon Monoxide Alarm (England) Regulations and must publish a statement of principles which sets out the way in which a fixed penalty charge has been set. Statutory enforcement action, including the issuing of fixed penalty charges may not commence until the Statement of Reasons is published.

**15. BACKGROUND PAPERS**

- 15.1 Statutory Instrument 2015 No. 1693 The Smoke and Carbon Monoxide Alarm (England) Regulations 2015.
- 15.2 The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 Explanatory Booklet for Local Authorities - Department for Communities and Local Government. September 2015.
- 15.3 The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 Q&A Booklet for the Private Rented Sector – landlords and tenants - Department for Communities and Local Government. September 2015.

**16. CONTACT OFFICER**

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Hartlepool Borough Council  
The Smoke and Carbon Monoxide Alarm (England)  
Regulations 2015  
Statement of Principles



Introduction

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 introduced the following requirements for all private landlords during any period beginning on or after 1 October 2015 when the premises are occupied under a specified tenancy:

- (i) a smoke alarm is equipped on each storey of the premises on which there is a room used wholly or partly as living accommodation;
- (ii) a carbon monoxide alarm is equipped in any room of the premises which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance; and
- (iii) checks are made by or on behalf of the landlord to ensure that each prescribed alarm is in proper working order on the day the tenancy begins if it is a new tenancy.

Enforcement

Where the Local Housing Authority ('the Authority') has reasonable grounds to believe that

- there are no or insufficient number of smoke alarms or carbon monoxide alarms in the property as required by the regulations or;
- The smoke alarms or carbon monoxide alarms were not working at the start of a tenancy or licence.

Then the Authority must within 21 days serve on the landlord in a method prescribed by the Regulations, a Remedial Notice detailing the actions the landlord must take to comply with the Regulations.

If after 28 days the landlord has not complied with the Remedial Notice then the Authority can require the landlord to pay a Penalty Charge. Where the Authority decides to impose a Penalty Charge it must serve a Penalty Charge Notice within 6 weeks beginning with the day on which the Authority is first satisfied that the landlord has not complied with the Remedial Notice.

Level of Penalty Charge

The Penalty Charge shall be set at £1,000 for the first offence but this will be reduced by 50% to £500 if paid within a 14 day period.

Should the Landlord not comply with future Remedial Notices then the fine shall be set as detailed in table 1.

Table 1 – Level of Penalty Charge

	<b>Level of Penalty Charge</b>
First Offence	£1000 reduced to £500 if paid within 14 days)
Second Offence	£2000
Third Offence	£3000
Fourth Offence	£4000
Fifth and subsequent Offence	£5000

Recovery of Penalty Charge

The local housing authority may recover the penalty charge as laid out in the Regulations. If court proceedings become necessary to recover outstanding Penalty Charges, then the Authority will also seek to recover all reasonably incurred costs.

Appeals in relation to a penalty charge notice

A landlord can request in writing, in a period that must not be less than 28 days beginning with the day on which the penalty notice was served, that the local housing authority review the Penalty Charge Notice.

The local housing authority must consider any representation and decide whether to confirm, vary or withdraw the penalty charge notice. A landlord who is served with a notice confirming or varying a penalty charge notice may appeal to the First-tier Tribunal against the local housing authority's decision. Details on how to appeal to the First-Tier Tribunal will be provided to the landlord with the penalty charge notice.

In the event that a review is requested within the early payment discount period (in relation to a first offence), the landlord will still be entitled to the early payment reduction if the decision is made to confirm the charge, so long as the payment is made within 14 days of the notification of the decision. In the event that the charge is then subject to appeal to the First-Tier Tribunal, the penalty charge is suspended until the appeal is finally determined or withdrawn.