

REGENERATION SERVICES COMMITTEE AGENDA



Friday 22 July 2016

at 9.30 am

in Committee Room B
at the Civic Centre, Hartlepool.

MEMBERS: REGENERATION SERVICES COMMITTEE

Councillors S Akers-Belcher, Barclay, Cranney, Hunter, Lindridge, Loynes 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 10 June 2016 (*previously published*)
4. **BUDGET AND POLICY FRAMEWORK**
 - 4.1 No items.
5. **KEY DECISIONS**
 - 5.1 No items.
6. **OTHER ITEMS REQUIRING DECISION**
 - 6.1 Health and Safety Service Plan 2016/17 – *Director of Public Health*



- 6.2 Jacksons Landing Demolition – *Director of Regeneration and Neighbourhoods*
- 6.3 Performance Reporting 2016-17 – *Director of Regeneration and Neighbourhoods and the Director of Public Health*
- 6.4 Library Volunteers – *Director of Regeneration and Neighbourhoods*
- 6.5 Tees Valley Combined Authority Priority Pipeline – *Director of Regeneration and Neighbourhoods*

7. ITEMS FOR INFORMATION

- 7.1 Warm Up North Progress Report – *Director of Regeneration and Neighbourhoods*
- 7.2 Compulsory Purchase of Empty Residential Dwelling – Property 004 – *Director of Regeneration and Neighbourhoods*

8. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

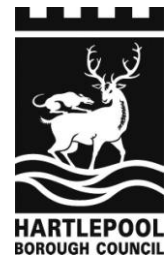
FOR INFORMATION:

Date of next meeting – Friday 9 September 2016 at 9.30 am in the Civic Centre, Hartlepool.



REGENERATION SERVICES COMMITTEE

22nd July 2016



Report of: Director of Public Health

Subject: HEALTH & SAFETY SERVICE PLAN 2016/17

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key Decision

2. PURPOSE OF REPORT

2.1 To consider the Health & Safety Service Plan for 2016/17, which is a requirement under Section 18 of the Health and Safety at Work Act 1974.

3. BACKGROUND

3.1 The Health & Safety Executive has a key role in overseeing local authority enforcement activities. They have duties to set and monitor standards of local authorities as well as carry out audits of enforcement activities to ensure that authorities are providing an effective service to protect public health and safety.

3.2 The Health & Safety Executive (HSE) has issued guidance to local authorities, which provides information on how local authority enforcement service plans should be structured and what they should contain. Service plans developed under this guidance will provide the basis on which local authorities will be monitored and audited by the Health & Safety Executive.

3.3 The service planning guidance ensures that key areas of enforcement are covered in local service plans, whilst allowing for the inclusion of locally defined objectives.

3.4 The Health & Safety Service Plan for 2016/17 is attached as **Appendix 1** and takes into account the guidance requirements. The Plan details the service's priorities for 2016/17 and highlights how these priorities will be addressed.

4. PROPOSALS

4.1 The Service Plan for 2016/17 has been updated to reflect performance during 2015/16.

4.2 The Service Plan covers the following:

- (i) Service Aims and Objectives;
- (ii) The background to the Authority, including the scope and demands on the health and safety service;
- (iii) Service delivery, including intervention programmes, service requests, complaints, advice, liaison and promotion;
- (iv) Resources, including financial allocation, staff allocation and staff development;
- (v) Quality assessment; and
- (vi) Details of the review of the Plan.

5. SUMMARY OF MAIN ISSUES RAISED IN THE PLAN

- 5.1 During 2015/16 the service completed health and safety interventions in a total of 254 premises. These were risk based and multiple priority topics were covered during some of these visits.
- 5.2 Due to a combination of an Environmental Health Officer leaving the Authority in 2015 and another officer taking maternity leave in 2016 this has had an impact upon the service's ability to deliver all of the planned interventions. The outstanding interventions will be added to the programme for 2016/17.
- 5.3 In addition to the planned interventions officers carried out 27 revisits to monitor compliance with contraventions identified during these interventions. They also undertook a range of interventions, which involved working with 39 new businesses during the year.
- 5.4 During 2015/16 the Authority undertook 565 enforcement visits to assess compliance with smoke free legislation which came into force on 1st July 2007, a proportion of which were carried out in conjunction with health and safety interventions.
- 5.5 Promotional/campaign work was undertaken to engage with the Public Health Agenda. This included:
 - Inspecting salons participating in the Tattoo Hygiene Rating Scheme; a voluntary scheme which was introduced in Hartlepool in April 2014. Three salons maintained the top rating of '4 – Very Good' and one was re-rated as '3 - Good.'

- Work continued on the Saving Our Skins Campaign; a campaign to promote sun safe behaviour. This involved working with local nursery providers to promote sun safe behaviour amongst children 0-5 years.
- 5.6 During the year the service carried out 57 visits in response to 41 complaints / service requests relating to health and safety conditions and working practice. The initial response to these requests was undertaken within our target of 2 working days.
- 5.7 The service received 50 accident notifications during the year. All were responded to within 1 working day. These notifications generated 9 visits by enforcement staff.
- 5.8 During 2015/16 no legal proceedings were undertaken however it was necessary to serve 12 Notices: 2 Prohibition Notices and 10 Improvement Notices for a variety of issues affecting 8 premises. These included: electrical and gas safety, control of asbestos, provision of washing facilities and improvements to walkways and to provide protection to a cellar hatch and avoid unauthorised access to a fire escape.
- 5.9 Currently we are the enforcing authority for 1,310 premises in Hartlepool. In planning our intervention programme for 2015/16 we have had regard to the 'National Local Authority Enforcement Code Health and Safety at Work England, Scotland & Wales'. The Code was developed by HSE as an outcome of the Government's Red Tape Challenge on Health and Safety and was issued in 2013.
- 5.10 The Code is given legal effect as HSE guidance to LAs under section 18(4) (b) of the Health and Safety at Work Act 1974 and is designed to ensure that LA health and safety regulators take a more consistent and proportionate approach to enforcement.
- 5.11 Public Protection recognises that the service have a vital role to play in ensuring that the regulatory system is focused on better health and safety outcomes and not purely technical breaches of the law. During 2016/17 the service will carry out a range of interventions based on risk, local intelligence, performance history, RIDDOR reports, complaints and local occupational health data.
- 5.12 The Code states that proactive inspection must only be used to target the high risk activities in those sectors specified by HSE or where intelligence suggests risks are not being effectively managed. For this purpose HSE have published a list of high risk sectors (and the key activities that make them such) that are to be subject to proactive inspections by local authorities (LAs).
- 5.13 The Code provides flexibility for LAs to address local priorities alongside the national priorities set by HSE. During interventions officers will focus on specific risks which are the key causes of workplace accidents, injuries and ill health.

- 5.14 The service has identified the following local priorities which can be addressed during our contact with businesses, including through other areas of work e.g. food inspections and licensing visits.

Local Priority	Estimated no of premises that topic is applicable to
Asbestos Management	352
Electrical & Gas Safety in Commercial Premises	99
Deliveries / Workplace Transport	132
Occupational Disease e.g. Dermatitis	46
Managing Risks from Legionella	3
Tattoo Hygiene	5

- 5.15 The Section 18 Standard places a requirement on the Council to assess whether there is sufficient capacity within the authority to undertake their statutory duties and to deliver an effective service. The Service Plan sets out the resources determined necessary to deliver the health and safety service in 2016/17. Whilst the service has determined that with the existing compliment of staff there is adequate capacity to discharge our duty under the Standard, the Council is facing significant budget pressures and will therefore need to monitor whether it can continue to service the workload and fulfil its requirements under the Standard.
- 5.16 During 2016/17 Public Protection will carry out work with colleagues to secure improvement in Public Health through the Health Protection and Improvement Elements of the Core Public Health Strategy.
- 5.17 In particular the service target resources effectively using a range of interventions, including providing advice to businesses, with the aim of influencing behaviours and improving the management of health and safety risks which will have impact on wider public health outcomes. The service will continue to explore how it can contribute to the Public Health Outcomes Framework and access funding streams to support this area of work.
- 5.18 The service will work in partnership with the North East Public Protection Partnership's Better Business for All Working Group to explore what can be done to deliver our services in a better way to promote economic growth in the region. The service also aims to identify and actively engage in initiatives linking to the HSE's strategic theme of 'Helping Great Britain Work Well.'

6. RISK IMPLICATIONS

- 6.1 If the Health & Safety Service Plan 2016/17 is not adopted the Council will not meet the requirements of Section 18 of the Health and Safety at Work Act 1974.

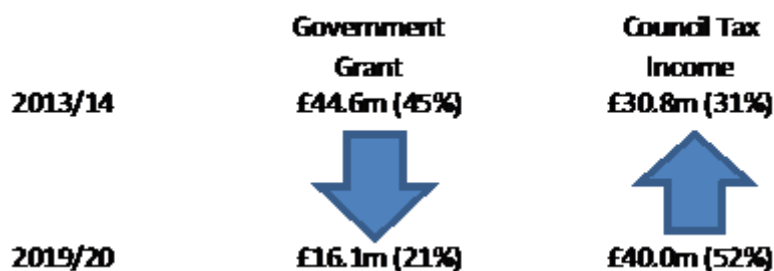
7. FINANCIAL CONSIDERATIONS

7.1 An update of the Medium Term Financial Strategy (MTFS) 2017/18 to 2019/20 was considered by the Finance and Policy Committee on 20th June 2016. This report highlighted the key issues impacting on the development of the budget for 2017/18 and future years, which reflects the following key issues:

- The scale of the Government grant cuts implemented over the over the last 6 years which have had a disproportionate impact on Authorities, including Hartlepool, with the greatest dependency on Government Grant, with the least ability to raise resources locally from Council Tax or Business Rates and higher levels of need and deprivation;
- The announcement by the Government that Local Authorities will continue to face further significant funding cuts over the next three years (2017/18 and 2019/20). For Hartlepool, this means a further cut in Government funding of **£9.8m** by 2019/20;
- The financial impact of Government's National Minimum Wage, which it is anticipated will increase the Council's costs by £2m per year from 2019/20 and will not be covered by the Government providing 'new burdens' funding;
- In recognition of financial pressures on Local Authorities, arising from Government grant cuts and the National Living Wage, the Government has implemented the 2% Social Care precept. This is a significant change in the Government's Council Tax policy and enables Authorities with Social Care responsibility to increase Council Tax by 3.9%, without needing a Council Tax referendum. The Chancellor's March 2016 budget forecasts assume individual Authorities will implement annual Council Tax increases of 3.9% until 2019/20.

The MTFS report highlighted the significant shift in the balance of Council funding from Government Grant (reflecting further cuts up to 2019/20) to Council Tax (reflecting the change in Government Council Tax policy) between 2013/14 and 2019/20, as follows:

Changes in Funding 2013/14 to 2019/20 (figures in brackets show income as percentage of total Council Resources)



The MTFS report advised Members that a range of corporate savings have been identified which reduces the forecast deficit for the next three years from £17.240m to £12.690m. The revised forecast deficit still equates to a 15% reduction on the 2016/17 budget. After reflecting the recommended use of one-off resources from the forecast 2016/17 managed outturn the Council will need to make the following annual budget reductions:

- 2017/18 - £4.634m
- 2018/19 - £3.784m
- 2019/20 - £4.272m

8. LEGAL CONSIDERATIONS

- 8.1 If the Health & Safety Service Plan 2016/17 is not adopted the Council will not meet the requirements of Section 18 of the Health and Safety at Work Act 1974.

9. CHILD AND FAMILY POVERTY CONSIDERATIONS

- 9.1 There are no child and family poverty implications for this report.

10. EQUALITY AND DIVERSITY CONSIDERATIONS

- 10.1 There are no equality and diversity implications for this report.

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

- 11.1 There are no Section 17 considerations relating to this report.

12. STAFF CONSIDERATIONS

- 12.1 There are no staff implications for this report.

13. ASSET MANAGEMENT CONSIDERATIONS

- 13.1 There are no asset management implications for this report.

14. RECOMMENDATIONS

- 14.1 That the Regeneration Services Committee approves the Health & Safety Service Plan for 2016/17.

15. REASONS FOR RECOMMENDATIONS

- 15.1 The Health and Safety Service Plan 2016/17 needs to be adopted to comply with the requirements of Section 18 of the Health and Safety at Work Act 1974.

16. BACKGROUND PAPERS

- 16.1 There are no background papers for this report.

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Hartlepool Borough Council

Health & Safety Service Plan 2016/17

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INTRODUCTION

This Service Plan details how the health and safety service will be delivered by Hartlepool Borough Council.

The Plan accords with the requirements of the mandatory guidance issued by the Health and Safety Executive (HSE) under Section 18 of the Health and Safety at Work etc. Act 1974 (HSWA).

In May 2013 HSE published the National Local Authority Enforcement Code (the Code). The Code was developed in response to the recommendation in “Reclaiming health & safety for all: an independent review of health & safety legislation” by Professor Ragnar Löfstedt for HSE to be given a stronger role in directing Local Authority (LA) health and safety inspection and enforcement activity and as an outcome of the Government’s Red Tape Challenge on health and safety.

The Code is designed to ensure that LA health and safety regulators take a more consistent and proportionate approach to their regulatory interventions. It sets out the Government expectations of a risk based approach to targeting. Whilst the primary responsibility for managing health and safety risks lies with the business who creates the risk, LA health and safety regulators have an important role in ensuring the effective and proportionate management of risks, supporting business, protecting their communities and contributing to the wider public health agenda.

This Plan sets out the Council’s aims in respect of its health and safety enforcement service and the means by which those aims are to be fulfilled.

Whilst focussing primarily on the year 2016/17 longer-term objectives are identified where relevant. Additionally, there is a review of performance for 2015/16 and this aims to inform decisions about how best to build on past successes and address performance gaps.

The Plan is reviewed annually and has been approved by the Regeneration Services Committee.

1 SERVICE AIMS AND OBJECTIVES

1.1 Service Aims and Objectives

Hartlepool Borough Council aims:

- to carry out our enforcement duties and deliver high quality services through the efficient and effective use of resources;
- to supplement our enforcement role by providing targeted education and advice;
- to encourage innovation through actively seeking out best practice and working in partnership with other agencies;
- to actively contribute towards achieving nationally agreed strategic aims and objectives; and

- to ensure our actions are consistent, proportionate and targeted and that we are transparent and open about what we do.

In its delivery of the service the Council will have regard to directions from the Health and Safety Executive, Health and Safety / Local Authority Liaison Committee (HELA), Approved Codes of Practice, the Regulators' Code, and any other relevant guidance.

1.2 Links to Corporate Objectives and Plans

This service plan fits into the hierarchy of the Council's planning process as follows:

- Hartlepool's Community Strategy - the Local Strategic Partnerships (the Hartlepool Partnership)
- Corporate Plan
- Public Protection Service Plan
- Health and Safety Enforcement Service Plan - sets out how the Council aims to deliver this statutory service and the Commercial Services section's contribution to corporate objectives.

Overall Aim / Vision

The Council's overall aim is:

“To take direct action and work in partnership with others, to continue the revitalisation of Hartlepool life and secure a better future for Hartlepool people.”

The Council's aim is based on, and virtually identical to, the Hartlepool Partnership's long term vision, agreed in July 2008, looking 20 years ahead, which is:-

‘Hartlepool will be a thriving, respectful, inclusive, healthy, ambitious and outward-looking community, in an attractive and safe environment, where everyone is able to realise their potential.’

The Council has adopted eight themes that form part of 'Hartlepool's Ambition' 2014 (the Sustainable Community Strategy for Hartlepool):-

- Jobs and the Economy
- Lifelong Learning and Skills
- Health and Wellbeing
- Community Safety
- Environment
- Housing
- Culture and Leisure and Community Learning
- Strengthening Communities

The Council has a ninth theme, which covers what the Council is doing to sustain its capacity to deliver excellent, value for money services in the future:-

- **Organisational Development**

To contribute to the Council's overall aim/vision, through this Health and Safety Service Plan, the Commercial Services team has made a commitment to ensure safe working practices and high standards of compliance with health, safety and welfare law.

This Health & Safety Service Plan contributes towards the main themes in the following ways:

- **Jobs and the Economy**

By providing advice and information to new and existing businesses to assist them in meeting their legal requirements with regard to health, safety and welfare, and avoid potential costly action at a later stage;

- **Lifelong Learning and Skills**

By providing advice as regards to what training is appropriate for particular jobs. This advisory role is supplemented with enforcement action where necessary to ensure that the appropriate training is provided to employees. From time to time the team also provides seminars on current health and safety issues to the wider community;

- **Health and Wellbeing**

By ensuring that businesses meet their obligations as regards health and safety the well being of both employees and the public will be protected;

- **Community Safety**

By encouraging awareness amongst businesses of the role they can play in reducing problems in their community by keeping premises in a clean, tidy and safe condition;

- **Environment**

By encouraging businesses to be aware of environmental issues which they can control, such as proper disposal of hazardous waste;

- **Culture and Leisure and Community Learning**

By exploring ways to promote high standards of compliance with health, safety and welfare law in hotels, other tourist accommodation, public houses and other catering and retail premises. This also applies to ensuring events to which the public are admitted are held safely.

- **Strengthening Communities**

By developing ways of communicating well with all customers, including proprietors of businesses whose first language is not English, and ensuring that we deliver our service equitably to all.

- **Organisational Development**

To contribute towards the key outcomes of improving the efficiency and effectiveness of the organisation and to deliver effective customer focussed services, meeting the needs of diverse groups and maintaining customer satisfaction.

The Council is committed to the principles of equality and diversity. The Health and Safety Service Plan consequently aims to ensure that the same high standards of service is offered to all, and that recognition is given to the varying needs and backgrounds of its customers.

2 BACKGROUND

2.1 Profile of the Local Authority

Hartlepool is located on the north-east coast of England to the north of the River Tees. The Borough consists of the main town of Hartlepool, the seaside resort of Seaton Carew and a number of small outlying villages. The total area of the Borough is 9,390 hectares. The residential population is 92,028 of which ethnic minorities comprise 3.4% (2011 census).

Hartlepool is a unitary authority, providing a full range of services. To the south of Hartlepool is the wider Teesside conurbation which includes the boroughs of Middlesbrough, Stockton on Tees and Redcar and Cleveland, and which together with Hartlepool and Darlington makes up the Tees Valley sub-region. Bordering Hartlepool to the north is the administrative area of County Durham.

The borough has a long and proud history, with the original settlement of Hartlepool dating back to Saxon times. Originally an important religious settlement the town's early development resulted from the existence of a safe harbour and its role as a port for the city of Durham and subsequent grant of a Royal Charter from King John in 1201.

The main phase of Hartlepool's expansion took place from the mid 19th Century with the building of a new railway and docks to serve the export of coal. The town continued to expand over the next 100 years as port trade increased and the development of heavy industries including steel making, shipbuilding and manufacturing. Like most industrialised towns in the north of England, Hartlepool has suffered over the last half century from structural reform of these industries and the town has had to look for new opportunities to diversify the economy.

Over the past 20 years Hartlepool has experienced some transformational changes through public and private investment. This has included the transformation of the former South Docks area into a fabulous 500-berth marina where the town hosted The Tall Ships Race in 2010.

The tourist industry impacts upon recreational opportunities, shopping facilities and leisure facilities including the provision of food and drink outlets. There are currently 1310¹ businesses in Hartlepool for which the Council is the enforcing authority.

2.2 Organisational Structure

Hartlepool Borough Council is a democratic organisation. Following a referendum held on 15th November 2012, Hartlepool Borough Council agreed a Constitution which sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people.

The Council moved from operating under an Elected Mayor and Cabinet model of governance to an arrangement based on Committees of 33 elected Councillors who are responsible for agreeing policies about provision of services and how the Council's money is spent.

Under the Council's governance arrangements, most day-to-day decisions are taken by five Policy Committees. These Policy Committees cover the following main service areas:

- Finance and Policy Committee
- Adult Services Committee
- Children's Services Committee
- Neighbourhood Services Committee
- Regeneration Services Committee

The Regeneration Services Committee provides political oversight for health and safety law enforcement.

The Council is made up of four Departments:

- Chief Executives
- Child and Adult Services
- Regeneration and Neighbourhoods
- Public Health

The health and safety service is delivered through the Public Protection section of the Public Health Department.

2.3 Scope of the Health and Safety Service

The Council's Commercial Services team is a constituent part of the Public Health Division and is responsible for delivery of the health and safety service.

¹ Total number of premises as at 01/4/2016
16.07.22 Health & Safety Service Plan 2016/17 – Appendix 1

Service delivery broadly comprises:

- Carrying out interventions including inspections;
- Investigating concerns/complaints regarding health and safety and associated issues;
- Investigating workplace accidents, diseases and dangerous occurrences;
- Providing advice and information;
- Taking action (formal and informal) to ensure compliance with legislation;
- Responding to asbestos notifications;
- Registering premises and persons offering personal treatments e.g. body piercing, tattooing, acupuncture etc;
- Acting as a Statutory Consultee for applications made under the Licensing Act 2003; and
- Enforcing smoke free legislation in public places.

To achieve strategic aims and objectives it is necessary to work in partnership with other local authorities, the Health and Safety Executive and businesses. The Council aims to ensure that these joint working arrangements are in place and that officers of the service contribute and are committed to the ongoing development of these arrangements.

2.4 Demands on the Health and Safety Service

The Health and Safety Executive and Local Authorities are the principal enforcing authorities for Health and Safety at Work etc Act 1974 (HSWA) in Great Britain.

The primary purpose of the HSWA is to control risks from work activities. The role of the HSE and LAs is to ensure that duty holders manage and control these risks and thus prevent harm to employees and to the public.

The type of premises/nature of work activity falling to local authorities for enforcement is dictated by Health and Safety (Enforcing Authority) Regulations 1989 with further guidance provided by Health and Safety / Local Authority Liaison Committee (HELA) which is the formal enforcement liaison committee between the HSE and LAs.

There are currently 1,310 premises in Hartlepool for which the Council is the Enforcing Authority for Health and Safety. Such premises include: retailers, wholesalers, offices, catering premises (including hotels and guest houses), leisure and consumer services and residential care homes. The businesses are predominantly small, medium and micro businesses (employing less than 10 employees).

Other premises within the borough, including premises within local authority control, are within the enforcing remit of the Health & Safety Executive (HSE).

The table below provides a profile of the premises within the borough.

Premises Type	No of Premises (As at 01/04/16)
Retail Shops	414
Wholesale	21
Offices	136
Catering Services	254
Hotel/residential	19
Residential Care Homes	35
Leisure and Cultural	225
Consumer Services	201
Other (Miscellaneous)	5
Total	1310

The delivery point for the health and safety enforcement service is at:

Civic Centre
Victoria Road
Hartlepool
TS24 8AY

Telephone: (01429) 266522

Members of the public and businesses may access the service at this point from 08.30 - 17.00 Monday to Thursday and 08.30 - 16.30 on Friday.

A 24-hour emergency call-out also operates to deal with Environmental Health emergencies which occur out of hours. Contact can be made on (01429) 869424.

2.5 Enforcement Policy

The Council has signed up to the Enforcement Concordat and has in place a Public Protection Enforcement Policy, which was approved by the Adult and Public Health Services Portfolio Holder in June 2011. This policy covers health and safety enforcement.

The Health and Safety Executive Enforcement Management Model (EMM) will be used to inform the service's decision making process. Officers also have reference to the HSE's Enforcement Guide and the Work Related Deaths Protocol.

3 SERVICE DELIVERY

The Council is committed to meeting its obligations under Section 18 of the Health and Safety at Work etc Act 1974.

3.1 Regulatory Reform

There have been significant changes in regulatory approach over the last few years. The key objective is to free up business growth by transforming regulatory enforcement.

In his report “Reclaiming health & safety for all: An independent review of health and safety legislation”, commissioned by the then Minister for Employment, Professor Lofstedt recommended that HSE be given a stronger role in directing Local Authority (LA) health & safety inspection and enforcement activity.

In response to this recommendation and as an outcome of the Red Tape Challenge on Health and Safety the ‘National Local Authority Enforcement Code Health and Safety at Work England, Scotland & Wales’ (the Code) was developed and published in 2013.

The Code is given legal effect as HSE guidance issued to LAs under section 18(4) (b) of the Health and Safety at Work etc Act 1974. It is designed to ensure that LA health and safety regulators take a more consistent and proportionate approach to their regulatory interventions.

The Code acknowledges that whilst the primary responsibility for managing health and safety risks lies with the business who creates the risk, LA health and safety regulators have an important role in ensuring the effective and proportionate management of risks, supporting business, protecting their communities and contributing to a wider public health agenda.

The Code provides direction to LAs on meeting these requirements, and reporting on compliance. To assist LAs understand and implement the code, supplementary guidance was published on 29 June 2013.

In drawing up this service plan we are setting out the approach we intend to take to comply with the Code and ensure that we use a risk-based, targeted and proportionate approach to our interventions and enforcement in accordance with the principles of good regulation which requires enforcement to be demonstrably targeted, proportionate, consistent, transparent and accountable.

The Service Plan sets out the risks which we consider we need to address and the range of interventions which we will use to influence behavioural change in the way business manages or undertakes its work.

Officers carrying out regulatory interventions will ensure that every effort is made to reduce administrative burdens on business. At the same time they will take efficient, effective and proportionate enforcement, concentrating on poor performers who present the highest risk to the health and safety of workers and the public.

Hartlepool Council is an active member of the Tees Valley Health and Safety Liaison Group. Through this group the five local authorities have collectively identified targeted work areas for 2016/17 based on:

- national priorities
- local priorities based on intelligence and evidence

A joint work plan has been prepared and we aim to deliver this along with other interventions that are required at a local level.

This service plan sets out the activities that the service intends to carry out in 2016/17 to meet this requirement within the resources available. The programme will be delivered using the following interventions:

3.2 Interventions

There are a range of intervention types available for the regulation of Health and Safety at Work. These include:

a. Proactive interventions:

Influencing and Engaging with Stakeholders, Others in Industry and Large Employers through:

- Partnerships
- Motivating Senior Managers
- Encouraging those at the top of the supply chain to use their influence to raise standards further down the chain
- Working with those that can improve health and safety by improving the design of processes and products
- Sector and industry-wide initiatives
- Enhancing the work done with people and organisations that can influence duty holders

Engaging with the workforce and working with those at risk

Working with other regulators including HSE, other LA regulators, the Police and the Care Quality Commission (CQC) etc.

Creating Knowledge and Awareness of Health and Safety Risks and Encouraging Behaviour Change through:

- education and awareness
- intermediaries
- best practice
- recognising good performance
- proactive inspection (restricted to activities/sectors specified by HSE or where there is evidence that risks are not being effectively managed)

b. Reactive interventions:

- incident and ill-health investigation
- dealing with issues of concern that are raised and complaints

Health and safety interventions are carried out in accordance with the Council's policy and standard operating procedures and relevant national guidance i.e. the Code.

Information on premises liable to health and safety interventions is held on the APP computerised system. An intervention programme is produced from this system at the commencement of each reporting year.

During 2016/17 we will carry out a range of interventions based on risk, local intelligence, performance history, RIDDOR reports, complaints and national occupational health data.

3.2.1 Proactive interventions including inspections

The Code states that proactive inspection must only be used to target the high risk activities in those sectors specified by HSE or where intelligence suggests risks are not being effectively managed. For this purpose HSE have published a list of high risk sectors (and the key activities that make them such) that are to be subject to proactive inspections by LAs.

3.2.2 Delivery of priorities

The Code provides flexibility for LAs to address local priorities alongside the national priorities set by HSE. Having identified their evidence-based priorities LAs are directed to address them using the whole range of regulatory interventions but preserve proactive inspection only for activities/sectors specified by HSE or where there is evidence that risks are not being effectively managed.

a) National priorities

The HSE set a list of national priorities, which this year includes the following activities/sectors:

No	Hazards	High Risk Sectors	High Risk Activities
1	Legionella infection	Premises with cooling towers/evaporative condensers	Lack of suitable legionella control measures
2	Explosion caused by leaking LPG	Premises (including caravan parks) with buried metal LPG pipework	Buried metal LPG pipe work (For caravan parks to communal/amenity blocks only)

3	e.coli/cryptosporidium infection esp. in children	Open Farms/Animal Visitor Attractions	Lack of suitable micro-organism control measures
4	Fatalities/injuries resulting from being struck by vehicles	Tyre fitters*/ MVR* (as part of Car Sales) High volume Warehousing/Distribution	Use of two-post vehicle lifts Workplace transport
5	Fatalities/injuries resulting from falls from height/ amputation and crushing injuries	Industrial retail/wholesale premises e.g. steel stockholders, builders/timber merchants	Workplace transport/work at height/cutting machinery /lifting equipment
6	Industrial diseases (occupational asthma/deafness)	MVR*(as part of Car Sales) Industrial retail/wholesale premises e.g. steel stockholders, builders/timber merchants	Use of Isocyanate paints Noise and dust
7	Falls from height	High volume Warehousing/Distribution	Work at height
8	Crowd control & injuries/fatalities to the public	Large scale public events/sports/leisure facilities e.g. motorised leisure pursuits including off road vehicles and track days	Inadequate consideration of public safety e.g. poor organisation and/or supervision of high speed or off-road vehicle movements
9	Carbon monoxide poisoning	Commercial catering premises using solid fuel cooking equipment	Lack of suitable ventilation and/or unsafe appliances
10	Violence at work	Premises with vulnerable working conditions (lone/night working/cash handling e.g. betting shops/off-licences/care settings) and where intelligence indicates that risks are not being effectively managed	Lack of suitable security measures/procedures

During 2015 the HSE launched a new health and safety system strategy: 'Helping Great Britain work well'

There are six strategic themes:

- **Acting together:** Promoting broader ownership of health and safety in Great Britain
- **Tackling ill health:** Highlighting and tackling the costs of work-related ill health

- **Managing risk well:** Simplifying risk management and helping business to grow
- **Supporting small employers:** Giving SMEs simple advice so they know what they have to do
- **Keeping pace with change:** Anticipating and tackling new health and safety challenges
- **Sharing our success:** Promoting the benefits of Great Britain's world-class health and safety system

During 2016/17 we will identify opportunities to deliver initiatives linking to the themes of 'Helping Great Britain work well' including engaging in initiatives that are led by others e.g. HSE, industry groups, trade unions etc.

b) Regional Priorities

We will work in partnership with the other Tees Valley Authorities and HSE where appropriate to deliver local awareness based initiatives and enforcement. We will also participate in the North East Public Protection Partnership Better Business for All initiative (see 3.3.5).

All members of the Tees Valley Health and Safety Liaison Group have agreed to seek opportunities to engage with the public health agenda with particular emphasis on improving health in the workplace. Best practice and opportunities for partnership work with regards to public health will be shared. The group will also carry out peer review activities during the year.

c) Local Priorities

We recognise that we have a vital role to play in ensuring that the regulatory system is focused on better health and safety outcomes and not purely technical breaches of the law. During interventions officers will focus on specific risks which are the key causes of workplace accidents, injuries and ill health.

Using local based intelligence we have identified the following priorities which can be addressed during our contact with businesses, including through other areas of work e.g. food inspections and licensing visits.

Priority Topics	Estimated no of premises that topic is applicable to
Asbestos Management	352
Electrical & Gas Safety in Commercial Premises	99
Deliveries / Workplace Transport	132
Occupational Disease e.g. Dermatitis	46
Managing Risks from Legionella	3
Tattoo hygiene	5

It is anticipated that consistent, high quality interventions by the service will, over time, result in a general improvement in standards, reducing the frequency for recourse to formal action.

An estimated 10% of interventions are within premises where it is more appropriate to conduct interventions outside the standard working time hours. Arrangements are in place to inspect these premises out of hours by making use of the Council's flexible working arrangements, lieu time facilities and, if necessary, paid overtime. In addition, these arrangements will permit the occasional intervention at premises which open outside of, as well as during standard work time hours.

Revisits will be carried out to check compliance with all statutory notices and where contraventions have been identified which may lead to risks to health and safety. Revisits other than for statutory notices will be made at officer's discretion.

The intervention programme for 2016/17 is expected to generate 30 revisits. A number of these premises revisits will be undertaken outside standard working hours and arrangements are in place to facilitate this.

The performance against targets for all health and safety interventions is reported quarterly as part of the Public Health Department internal performance monitoring. In addition, performance against targets is reported annually to the Regeneration Services Committee in the Health and Safety Service Plan.

3.2.3 Unrated Premises

During 2011/12 substantial work was carried out updating our premises database and this generated a significant number of unrated premises. Businesses have also commenced trading since this time. Currently there is no national guidance on how to address unrated premises, with the exception that premises must not receive an inspection without a reason.

We aim to identify businesses that fit in with national, regional and local priorities (e.g. by business directories, information from business rates and other intelligence) so that we can focus our interventions on those that present the greatest risk.

3.2.4 Combined Food & Health and Safety Interventions

A joint statement by Food Standards Agency, Local Regulation and Health and Safety Executive was published on 23 February 2011 providing clarification on implementing the Lord Young recommendation to combine food safety and health safety inspections. This statement emphasised that this approach should not result in an increase of inspections in accordance with government mandate.

We currently provide a combined food safety and health and safety service and have done so for many years to maximize resource use. We will continue with this approach and will where appropriate carry out targeted interventions.

3.3 Reactive Interventions

3.3.1 Health and Safety Complaints and Service Requests

In order to target those businesses that are poor performers and not meeting the requirements under health and safety legislation we will place significant emphasis on reactive work such as dealing with complaints, accidents and incidents.

It is intended that every complaint / request for service is responded to within 2 working days. The initial response is determined after assessment of the information received, and is based on the risk arising from the conditions that are the subject of the complaint.

Complaints are investigated in accordance with established procedures. The potential actions that are available vary from the provision of advice, often after liaison with the business, to full prosecution procedures in line with the Council's Public Protection Enforcement Policy. Officers also have regard to the Enforcement Management Model (EMM) when making enforcement decisions.

This reactive work is variable and unpredictable in nature and volume and includes complaints about poor working conditions, safety concerns and smokefree complaints. Based on the previous two years data it is estimated that 40 complaints / service requests will result in a visit being carried out.

3.3.2 Dealing with Matters of Evident Concern

The Code acknowledges that there will be other reasons that LAs undertake site visits to businesses, for example food hygiene or licensing, and there will be circumstances when officers may become aware of a significant health and safety issue. LAs are directed to deal with such matters at the time of the initial visit wherever possible and factor it into their assessment of how the company is managing its risks, rating the premises accordingly.

Information relating to action taken in dealing with matters of evident concern has not previously been recorded as it forms part of the officer's role, but it is estimated as likely to require reactive health and safety interventions during approximately 30% of food safety inspections.

3.3.3 Accident/Disease/Dangerous Occurrences Investigations

Some accidents, diseases and dangerous occurrences must be reported under the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). To co-ordinate the reporting of these incidents nationally there is an online RIDDOR reporting system. Fatal and specified injuries can also be reported by telephone to The Incident Contact Centre who arranges for incidents to be notified to the appropriate enforcing authority.

Once a notification is received it is accessed from a secure website. This work involves administrative resource to filter, download, direct and redirect incidents. Once accepted a decision by a senior officer is made as to whether the matter requires further investigation using selection criteria. The investigation selection criteria are based on national guidance.

In some cases incidents can have a considerable impact on planned work as there is a need to react immediately. For example, accidents involving a fatality, major and/or multiple injury and those likely to affect the public will require immediate response, including out of hours if necessary.

The following data from the last five years gives some indication of the likely workload:

	10/11	11/12	12/13	13/14	14/15	15/16
Number of reported Accidents	78	61	54	47	72	50
Number requiring investigation	28	16	14	9	15	6

NB. Investigations may take several months to complete and can span financial years.

3.3.4 Supporting Businesses & Others

In support of local economic development and growth the Council considers that providing advice and support to business, especially new business start-ups, to help them to comply with the requirements of legislation, is one of our core activities. For health and safety issues the Council has a policy of offering comprehensive and usefully tailored advice to any business for which we are, or are likely to become, the enforcing authority. Feedback from businesses indicates that they value this type of contact.

Advice will be available during the course of routine visits and interventions, through information publications such as leaflets and booklets and in response to queries. We will signpost individuals/businesses to the Council and/or HSE website accordingly.

Advisory visits which are undertaken are distinct from regulatory visits and are made at the convenience of the business without recourse to the section 20 regulatory powers of entry provided by the Health and Safety at Work etc. Act 1974. Our focus may be broader than specific health and safety outcomes as advice and support given can impact on wider public health outcomes/health inequalities. In 2015/16 we worked with 39 new businesses.

3.3.5 Public Health Promotional/Campaign Work

- **Better Business for All**

Better Business for All (BBfA) brings together businesses and regulators to consider and change how local regulation is delivered and received.

It involves the creation of local partnerships to identify the issues facing local businesses and shape the provision of effective support services to them. It was initially developed by the Government's Better Regulation Delivery Office (BRDO) in 2011-2012, working with two Local Enterprise Partnership (LEP) pathfinders.

Drawing on good practice and material provided by LEPs and regulators, a toolkit of resources was created for local partnerships, launched in October 2012.

The objectives are:

- to provide advice and support to business;
- increase business awareness of regulatory officers;
- ensure effective co-ordination across regulatory services;
- simplify the local regulatory system and processes; and
- establish partnerships between regulatory services and local businesses.

While BBfA is aimed at all businesses, the focus is on smaller businesses, as these generally need the most help to comply with the law.

The North East Public Protection Partnership has established a regional BBfA Working Group. During 2016/17 we will participate in the working group to explore what we can do to deliver our services better to promote economic growth in the region.

- **Estates Excellence**

Estates Excellence is a non enforcement initiative which is delivered through a partnership of the HSE, Local Authorities, Fire and Rescue Service and industry partners. The initiative provides support to local business raising awareness to help businesses identify and manage their health and safety risks and protect their employees. The initiative also promotes good health and wellbeing among employees by providing training, which could reduce the risk of accidents as well as providing free occupational health screening to promote a healthy productive workforce.

There is a range of support available to businesses through participation in the initiative, including a free assessment of the workplace, free information, advice and health and safety workshops. The initiative is delivered locally and free of charge.

We ran a successful initiative during 2014 which involved visiting officers from Hartlepool Borough Council and partner agencies carrying out promotional visits during the first week of the initiative. This was followed up with a second visit and the delivery of awareness raising/training sessions on a range of health and safety topics. It was identified that the local authority had responsibility for health and safety enforcement in 49% of the businesses on the estate, with the remainder being HSE enforced.

As part of the initiative a range of health improvement interventions were also carried out by partner agencies e.g. healthy heart checks, lung function tests etc.

We are keen to run similar initiatives in the future subject to resources and support from partner organisations and will explore this during 2016/17.

- **Tattoo Hygiene Scheme**

During 2014 we implemented the Tattoo Hygiene Rating Scheme. The scheme, which is voluntary, is designed to inform members of the public about the hygiene standards in individual premises, drive up standards and help combat the risk of incidents of infection and of transmission of infectious disease from tattooing.

Under the scheme, tattoo studios undergo a rigorous inspection from council environmental health officers before being rated in one of four categories. These are:

- 1 - Needs Improvement;
- 2 - Satisfactory;
- 3 - Good and
- 4 - Very Good.

During 2016/17 we will re-inspect participating tattoo studios to assess their compliance with the scheme. We also plan to raise awareness of the dangers of getting tattooed by unregistered and unqualified individuals (commonly referred to as "Scratchers") who will carry out a tattoo in unhygienic conditions and frequently without using sterile equipment. This often results in a poor quality tattoo, infection (ranging from skin infections to serious blood-borne viruses, including HIV and hepatitis B and C) and people being scarred for life. This will involve working with the Hartlepool College of Further Education and local schools.

- **Saving Our Skins**

The scheme aims to raise awareness of the risk of skin cancer by developing strategies and planning interventions to tackle the incidence of skin cancer.

This involves:

- Promoting sun safe behaviour
- Environmental measures including structural changes to provide protection from the sun by adequate shading
- Ensuring the safety of sun tanning establishments and controlled use of equipment

During 2015/16 we carried out an initiative working with local nursery providers to promote sun safe behaviour amongst children aged 0-5 years.

During 2016/17 we aim to promote sun safe behaviour amongst other sectors including students and outdoor workers.

3.3.6 Sampling

Where appropriate we will carry out a programme of sampling to provide useful data to enable more objective assessment of factors which can impact on wider public health outcomes / health inequalities. For example, samples may be taken in response to health and safety concerns e.g. in relation to *Legionella* or water quality.

3.4 Complaints against our Staff

The Independent Regulatory Challenge Panel was set up to enable a business to challenge specific health and safety regulatory advice provided by HSE or LA Inspectors, that they believe to be unreasonable or disproportionate. Before raising an issue with the panel, businesses are expected to have first tried to resolve the matter with the relevant inspector and their manager.

Anyone who is aggrieved by the actions of a member of staff is encouraged, in the first instance, to contact the employee's line manager. Details of how and who to make contact with are contained in the inspection report left at the time of an inspection.

Formal complaints are investigated in accordance with the Council's corporate complaint procedure.

3.5 Liaison Arrangements

The Council actively participates in local and regional activities and is represented on the following:

- Tees Valley Health and Safety Liaison Group;
- Tees Valley Public Protection Heads of Service Group;
- North East Public Protection Partnership;
- North of England Regulatory Liaison Group.

The Authority receives and takes cognisance of guidance from a number of bodies but principally the Health and Safety Executive, Local Authority Unit the Chartered Institute of Environmental Health.

The service acts as a Statutory Consultee for applications relating to Premises Licences made under the Licensing Act 2003 and are consultees for commercial planning applications.

3.6 Lead Authority Partnership Scheme (LAPS) / Primary Authority Scheme

It is the Council's policy to comply with HSE's mandatory guidance in respect of the Lead Authority Partnership Scheme (LAPS) and Primary Authority Scheme.

In particular the Council will contact the Lead/Primary Authority and liaise over:

- issues arising in connection with inspection plans
- any proposed formal enforcement action
- service of Prohibition Notices
- shortcomings in the companies policies that have wide implications
- death, major injury, work related ill health or dangerous occurrences reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations

In Hartlepool, there are currently no formal Primary Authority arrangements in place however we continue to work closely with local businesses on an informal basis.

The level of resourcing will have to be reviewed if an opportunity to enter into a formal Primary Authority arrangement arises.

4. RESOURCES

4.1 Financial Resources

The annual budget for the Commercial Services section in the year 2016/17 is:

	£000.0
Employees	544.8
Other Expenditure	65.8
Income	(7.3)
Net Budget	610.6

This budget is for other services provided by this section including Food, Animal Health, Trading Standards and Licensing resources are allocated in accordance with service demands. The figures do not include the budget for administrative / support services which are now incorporated into the overall budget.

4.2 Staffing Allocation

Under Section 18 of the Health and Safety at Work etc. Act 1974 the Authority is required to set out their commitment, priorities and planned interventions; and put in place the capacity, management infrastructure, performance and information systems to deliver an effective service and comply with their statutory duties; operate systems to train, appoint, authorise, monitor and maintain a competent inspectorate.

The Director of Public Health has overall responsibility for the delivery of the health and safety service. The Head of Public Protection has responsibility for

ensuring the delivery of the Council's Public Protection service, including delivery of the health and safety service, in accordance with the service plan. The Head of Public Protection, with the requisite qualifications and experience, is designated as lead officer in relation to the health and safety function and has responsibility for the management of the service.

The resources determined necessary to deliver the service in 2016/17 are as follows:

1 x 0.20 FTE Head of Public Protection (with responsibility also for Food, Licensing, Trading Standards, Environmental Standards & IT)

1 x 0.33 FTE Environmental Health Manager (Commercial) (with responsibility also for Food and Animal Health)

3 x 0.25 FTE EHO (with requisite qualifications and experience)

1 x 0.10 FTE Part-time EHO

1 x FTE Technical Officer (Health & Safety)

These are considered to be the minimum resources required to deliver the commitments set out in this Plan and to comply with the S18 Standard.

Funding for an additional resource (1 x FTE EHO/Technical Officer) to carry out public health interventions was secured via the Public Health Grant for the period 1.11.14 – 31.10.16. Due to a combination of an EHO leaving the Authority in 2015 and a member of staff taking maternity leave in 2016 we have had a period of time where staffing levels have been depleted which has had an impact on our ability to deliver all of the planned interventions. Where necessary any outstanding interventions will be carried forward.

The Head of Public Protection has responsibility for planning service delivery and management of the Health and Safety Service, Food, Licensing, Public Health, Water Quality, Trading Standards, Animal Health and Welfare, Environmental Protection and I.T. as well as general management responsibilities as a member of the Public Health Management Team.

The Environmental Health Manager (Commercial) has responsibility for the day to day supervision of the Health and Safety Service, Food, Public Health, Water Quality and Animal Health and Welfare.

The EHOs are responsible for carrying out the health and safety premises intervention programme as well as the delivery of all other aspects of the health and safety service and will undertake complex investigations. In addition these officers undertake food and other enforcement work.

The Technical Officer (Health and Safety) is responsible for interventions including inspections, as well as revisits, investigation of less complex complaints, investigation of accidents and the provision of advice.

Administrative support is provided by the Public Protection Support Services team.

All staff engaged in health and safety law enforcement activity are suitably trained and qualified and appropriately authorised in accordance with guidance and internal policy.

4.3 Staff Development

The Council is committed to the training and personal development of its employees through the Investors in People (IIP) process and has in place Personal Development Plans for all members of staff.

The Staff Personal Development Plan Scheme allows for the formal identification of the training needs of staff members in terms of personal development linked with the development needs of the service on an annual basis.

To assess competence standards in respect of regulatory skills and knowledge and identify development needs, officers will also use the web-based Regulators' Development Needs Analysis (rDNA) tool for inspectors.

It is a mandatory requirement for officers of the health and safety service to maintain their professional competency. This is achieved in a variety of ways including through attendance at accredited short courses, seminars or conferences, by vocational visits, directed reading and e-learning and via access to the Guidance to Regulator's Information Point (GRIP).

A Personal Development Plan that clearly prioritises training requirements of individual staff members will be developed and reviewed bi-annually. Detailed records are maintained relating to all training received by officers.

4.4 Equipment and Facilities

A range of equipment and facilities are required for the effective operation of the health and safety service.

The service has a computerised performance management system, Authority Public Protection (APP). This is capable of maintaining up to date accurate data relating to the activities of the health and safety service. A documented database management procedure has been produced to ensure that the system is properly maintained, up to date and secure. The system is used for the generation of the intervention programmes, the recording and tracking of all health and safety activities, the production of statutory returns and the effective management of performance.

5. QUALITY ASSESSMENT

The Council is committed to quality service provision. To support this commitment the health and safety service seeks to ensure consistent, effective, efficient and ethical service delivery that constitutes value for money.

A range of performance monitoring information will be used to assess the extent to which the health and safety service achieves this objective and will include on-going monitoring against pre-set targets, both internal and external audits and stakeholder feedback.

Specifically the Environmental Health Manager (Commercial) will carry out accompanied visits with officers undertaking inspections, investigations and other duties for the purpose of monitoring consistency and quality of the inspection and other visits carried out as well as maintaining and giving feedback with regard to associated documentation and reports.

It is possible that the Health and Safety Executive may at any time notify the Council of their intention to carry out an audit of the service.

6 REVIEW OF 2015/16 HEALTH & SAFETY SERVICE PLAN

6.1 Review against the Service Plan

It is recognised that a key element of the service planning process is the rational review of past performance. In the formulation of this service plan a review has been conducted of performance against those targets established for the year 2015/16.

This service plan will be reviewed at the conclusion of the year 2016/17 and at any point during the year where significant legislative changes or other relevant factors occur during the year.

It is the responsibility of the Head of Public Protection to carry out that review with the Director of Public Health.

The service plan review will identify any shortfalls in service delivery and will inform decisions about future staffing and resource allocation, service standards, targets and priorities.

Any relevant amendments to the Council's Corporate Plan will be incorporated into the service plan.

Following any review leading to proposed revision of the service plan Member approval will be sought.

6.2 Performance Review 2015/2016

This section describes performance of the service in key areas.

6.2.1 Health & Safety Interventions

Due to a combination of an EHO leaving the Authority in 2015 and a member of staff taking maternity leave in 2016 we have had a period of time where staffing levels were depleted which had an impact on our ability to deliver all of the planned interventions.

In total interventions were carried out at 254 premises. These were risk based and multiple priority topics were covered during some visits. The outstanding interventions will be added to the 2016/17 programme.

Below is a summary of the topics covered during the intervention visits:

Topic	Estimated no of premises that topic is applicable to	No of interventions achieved
Asbestos Management	352	125
Gas Safety in Commercial Kitchens	99	71
Deliveries / Workplace Transport	132	163
Cellar Safety	37	16
Occupational Disease e.g. Dermatitis	46	16
Managing Risks from Legionella	3	6
Falls from Height in Social Care Settings	32	3
Violence at Work	27	58
Falls from Height	155	172

In addition officers made 27 revisits to monitor compliance with contraventions identified during planned interventions.

It appears that the credit crunch is continuing to have an impact on standards. Financial pressures as a result of the recession has resulted in some businesses failing to carry out essential maintenance / repairs, consequently there has been an increase in the number of contraventions found. We anticipate that this trend of reduction in standards is likely to continue until the economic climate improves.

During 2015/16 the Authority undertook 565 enforcement visits to assess compliance with smoke free legislation which came into force on 1st July 2007, a proportion of which were carried out in conjunction with health and safety inspections. No complaints were received regarding this legislation.

6.2.2 Promotional/Campaign Work

During 2015/16 the following promotional/campaign work was undertaken:

Work to Engage with the Public Health Agenda

Tattoo Hygiene Rating Scheme

On 1 April 2014 Hartlepool Council launched a Tattoo Hygiene Rating Scheme to rate the hygiene standards in tattoo studios. Although a Tattoo Hygiene Rating Scheme (THRS) had been running in Wales since September 2013, Hartlepool Council was the first local authority in England to launch such a scheme.

The scheme, which is voluntary, is designed to inform members of the public about the hygiene standards in individual premises, drive up standards and help combat the risk of incidents of infection and of transmission of infectious disease from tattooing.

Under the scheme, tattoo studios undergo a rigorous inspection from council environmental health officers before being rated in one of four categories. These are

- 1 – 'Needs Improvement,
- 2 – 'Satisfactory',
- 3 – 'Good; and
- 4 – 'Very Good'.

Under this scheme, anyone wanting a tattoo has access to the ratings and is able to make an informed choice as to where to have their tattoo done. Once inspected, tattoo studios receive a certificate and a window sticker which clearly shows what their grading is. Studios can also appeal if they do not think that their grading is a fair one.

Each year participating premises are revisited to assess compliance with the scheme criteria. During 2015/16 three studios maintained their top rating of '4 – Very Good' whilst 1 studio was re-rated as '3 – Good'.

Saving our Skins Campaign

The aims of the Saving our Skins Campaign are to:

- Promote sun safe behaviour; and
- Environmental measures including structural changes to provide protection from the sun by providing adequate shading
- Ensure the safety of sun tanning establishments and controlled use of equipment

The first phase of the project was undertaken by Trading Standards and Environmental Health staff during 2014-15. Sunbed salons were visited and equipment tested to check compliance with BS EN 60355-2-27, which requires that the sunbed radiates ultra violet radiation that is equivalent to the mid day sun in the Mediterranean. Compliance with the General Product

Safety Regulations 2005, the Health and Safety etc. at Work Act 1974 and the Sunbed (Regulations) Act 2010 was assessed.

Fifty-five sunbeds were tested and there was a 35% failure rate. Businesses who failed were provided with advice and the equipment was retested. By the end of the initiative all sunbeds were compliant.

The second phase of the project was undertaken during 2015-16 and involved an initiative working with local nursery providers to promote sun safe behavior amongst children aged 0-5 years. As part of this initiative resources were developed and shared with nurseries and primary schools to promote sun safe behaviour.

6.2.3 Health and Safety Complaints & Requests for Service

During the year the service carried out 57 visits in response to 41 complaints / service requests relating to health and safety conditions and working practice. The initial response to these requests have been undertaken all within our target of 2 working days; however, they have had some effect on performance of the intervention programme.

Officers responded to all statutory consultations relating to applications made under the Licensing Act 2003.

6.2.4 Complaints against Our Staff

No complaints were made against our staff during 2015/16.

6.2.5 Compliments about our Staff

The Public Protection Service regularly consults with users of the Service to establish whether the contact had been helpful and fair. In 2015/16 the final satisfaction figure was 87.75% (in 2014/2015 the figure was 87.5%). As a figure of 100% would mean every customer being very satisfied with both the fairness and helpfulness of the officer concerned a final figure of 87.75% is a very good result and a testament to the work of the team.

6.2.6 Accidents/Diseases/Dangerous Occurrences Investigations

The service received 50 accident notifications during the year. All were responded to within 1 working day. Six of these notifications were selected for further investigation which generated 9 visits by enforcement staff.

6.2.7 Formal Enforcement Action

No legal proceedings were undertaken however it was necessary to serve 12 Notices: 2 Prohibition Notices and 10 Improvement Notices for a variety of issues affecting 8 premises. These included: electrical and gas safety, management of asbestos, provision of washing facilities, improvements to walkways and to provide protection to a cellar hatch and avoid unauthorised access to a fire escape.

6.2.8 Improvement Proposals 2015/16

The following areas for improvement were identified in the 2015/16 Health and Safety Service Plan.

1. During 2015/16 we will continue to carry out work with colleagues to secure improvement in Public Health through the Health Protection and Improvement Elements of the Core Public Health Strategy. In particular we will target our resources effectively using a range of interventions, including providing advice to businesses, with the aim of influencing behaviours and improving the management of health and safety risks which will have impact on wider public health outcomes. We plan to continue a programme of sampling to monitor and raise awareness in relation to occupational health and will continue to explore how we can contribute to the Public Health Outcomes Framework and funding streams to support this area of work.

During 2015/16 work was undertaken on a number of projects linked to improving public health including the Tattoo Hygiene Rating Scheme and Saving Our Skins Campaign.

2. We will continue to review and update our standard operating procedures to reflect changes in legislation and current guidance.

This work has not been completed and remains a priority for 2016/17.

7. KEY AREAS FOR IMPROVEMENT & CHALLENGES FOR 2016/17

In addition to committing the service to specific operational activities such as performance of the inspection programme, the service planning process assists in highlighting areas where improvement is desirable.

Detailed below are specifically identified key areas for improvement that are to be progressed during 2016/17 and some of the main challenges facing the service.

1. We will continue to carry out work with colleagues to secure improvement in Public Health through the Health Protection and Improvement Elements of the Core Public Health Strategy. In particular we will target our resources effectively using a range of interventions, including providing advice to businesses, with the aim of influencing behaviours and improving the management of health and safety risks which will have impact on wider public health outcomes. We will continue to explore how we can contribute to the Public Health Outcomes Framework and funding streams to support this area of work.
2. We will continue to review and update our standard operating procedures to reflect changes in legislation and current guidance.

3. We will work in partnership with the North East Public Protection Partnership's Better Business for All Working Group to explore what we can do to deliver our services better to promote economic growth in the region.
4. We will identify and actively engage in initiatives linking to the themes of 'Helping Great Britain Work Well.'

REGENERATION SERVICES COMMITTEE

22nd July 2016



Report of: Director of Regeneration and Neighbourhoods

Subject: JACKSONS LANDING DEMOLITION

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non-Key decision.

2. PURPOSE OF REPORT

2.1 The purpose of the report is to seek Committee approval to demolish the existing Jacksons Landing building subsequent to the “We are family” music festival on 10th September 2016.

2.2 The Committee is also requested to consider options relating to the extent of the demolition and related cost implications.

3. BACKGROUND

3.1 The Hartlepool Regeneration Masterplan was adopted by the Council in November 2015 and identified the Waterfront as a key area for future development. A key proposal in the Masterplan is for Jacksons Landing to become the site for a landmark visitor attraction complemented by other attractions, a hotel and leisure uses, and public realm improvements.

3.2 Jacksons Landing has previously had a troubled past as a commercial entity. The 4.97 acre site became vacant in 2004. It is currently occupied by an 80,000 sqft former retail outlet building over ground and first floors with 380 associated parking spaces. The building is currently an empty shell and its fixtures and fittings have been removed.

3.3 Jacksons Landing was acquired by the Council in 2013 in recognition that it provided a strategic opportunity to deliver transformational change within the Masterplan area, and promote job growth for the local economy. Through its ownership the Council has the ability to influence the quality and form of development and to maximise the economic, social and wellbeing benefits for the town.

- 3.4 The Hartlepool Regeneration Masterplan identifies that the site has a potential development capacity of 11,200 sq m with scope to accommodate a range of quality land mark buildings accommodating leisure, hotel, cultural uses and residential uses.
- 3.5 The National Museum Royal Navy (Hartlepool) is taking responsibility for the operation of Hartlepool Maritime Experience from 1st June 2016. They operate a number of prestigious maritime museums in Portsmouth, Belfast and Dundee and have exciting investment plans for the Hartlepool Maritime Experience which should significantly increase visitor numbers and increase demand within the area.
- 3.6 Increasing visitor numbers will encourage interest from developers to invest in Jacksons Landing to take advantage of the proximity to a national attraction and the resultant visitor footfall. In addition, the Vision Retail Park situated adjacent to Jacksons Landing is currently benefitting from a significant investment from its owners.
- 3.7 The building proposed for demolition has hosted a number of interim uses that promote activity and interest to the area. The “We are family” music festival in 2015 was successful in attracting 5,000 visitors providing significant benefits to the local economy.
- 3.8 The Hartlepool Regeneration Masterplan identifies the site for transformational development with the potential to create new fit for purpose landmark buildings that can act as a catalyst for the regeneration of the town. Retention and conversion of the existing building is unlikely to realise the transformational benefits to the town or maximise the site’s waterfront potential.
- 3.9 Removing the existing building offers the opportunity to re-launch the waterfront as a visitor destination and change people’s perception of the area.
- 3.10 Therefore, the timing is right for the demolition of the structure. An LGF application for £4.75m of Local Growth Funds has been applied for through the Tees Valley Combined Authority for the waterfront area which includes Jacksons Landing. The current status is that this is a pipeline project and funding will be made available to support developing the site to its full potential.
- 3.11 A development brief is being created in order to attract private sector investors and also to provide them the detailed information required for submission of proposals that align with the vision for the site. Currently a national hotel operator is in discussions with the Council regarding developing part of Jacksons Landing, and Members will be kept up to date on this matter.

4. DEMOLITION OPTIONS

- 4.1 Removal of the existing building will be an important signal of the Council's desire for change and will enable developers to appreciate the quality and size of the opportunity. Retention and conversion of the existing building is unlikely to realise the ambition and vision for the site. Demolition at this stage is considered to be an appropriate option and will have cost implications.
- 4.2 In the short term, the cleared site could be used for a variety of temporary uses including events and festivals.
- 4.3 Members are requested to consider whether demolition in advance of the appointment of a preferred developer is considered appropriate, together with the extent of the works. As such the options are as follows;

Option 1

1. Retain the existing building until a developer is sought through the formal marketing process. The building could continue to be used for interim uses to introduce new activity and interest in the area.

Option 2

2. To demolish the structure; retain the existing large concrete floor plate; make good small patches such as the lift pit with concrete; and, to install bollards to prevent unauthorised vehicular access. The concrete floor plate will be c200mm higher than the existing public realm areas, but this is not considered a significant hazard as it will be clearly demarcated from the surrounding blocked paving. The concrete floor plate is deemed to be in reasonable condition and will provide a floor covering until the site is developed in the future.

Option 3

3. To demolish the structure; remove the concrete floor plate. It is anticipated that this additional work will cost a further £35,000 to carry out. Excavation of the slab will require reinstatement work which increases cost. In addition to the demolition works, thirty bollards will then be installed as part of the contract to prevent vehicular access.
- 4.4 Option 2 is recommended with start on site after 19th September 2016 following the "We are family" event that will be using the building the previous week. The event will hold up to 5,000 spectators and will incorporate some of the best local bands, food and beers from the area. It is proposed to delay the demolition until after this event.
- 4.5 Option 2 will enable the demolition of the building to be done in a cost effective way whilst maintaining a suitable public realm area until an appropriate developer is found. A developer will need to mitigate the cost of potentially removing the floor plate from any future offer made to the

Council. Prices for the proposed demolition works have been sought through a tender exercise. The total cost of demolition for Option 2 is expected to be £40,000.

- 4.6 Post demolition the site will be secured by placing bollards to block vehicular access. This is deemed to be the most appropriate measure to avoid trespass.

5. RISK IMPLICATIONS

- 5.1 There is the possibility that interested parties may consider the existing building an asset suitable for conversion. As such, demolishing the building could reduce potential interest. However, given the time the building was on the market prior to its acquisition by the Council, this is not considered to be a significant risk.

6. FINANCIAL CONSIDERATIONS

- 6.1 The price of steel is currently low so the amount recycled for profit by the demolition contractor is affected which impacts on the tender price.
- 6.2 The preferred option to demolish without taking out the concrete floor plate is recommended in order to save on costs. Tender prices are set out in **Confidential Appendix A. This item contains exempt information under Schedule 12A Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 namely (para 3), Information relating to the financial or business affairs of any particular person (including the authority holding that information).** The lowest tendered cost is £40,000 which includes for the installation of bollards to be placed to deter fly-tipping and utility disconnections.
- 6.3 There is currently no budget provision to fund the demolition of the Jacksons Landing building. However, these costs will need to be incurred to facilitate the redevelopment of this site and it may be possible to fund the costs on the basis of a loan repayable from the sale proceeds from the future sale of this site.
- 6.4 As future sale proceeds cannot be guaranteed at this stage an alternative funding strategy is needed to enable these works to progress. The Council has previously earmarked one off resources to cash back 83% from the Tees Valley Unlimited (TVU), Growing Places Fund, to cover the initial purchase costs. This arrangement minimises the potential risk if the sale/development of this site is not secured before the interest free loan needs to be repaid in October 2017.
- 6.5 It is recommended that part of the resources allocated to cash back the interest free loan should now be allocated to fund the demolition costs. This proposal will slightly increase the financial risk to the Council from

either a delayed sale/development of this site beyond October 2017 and reduce the value of expenditure cash backed from 83% to 81%. In addition, the proposal will slightly increase the maximum financial risk in the event that the sale/development does not achieve a sufficient capital receipt to cover the expenditure not covered by resources already earmarked to cash back the interest free loan.

- 6.6 As previously reported any shortfall would need to be funded from Prudential Borrowing and the resulting annual repayment costs would then create a budget pressure, which would increase the forecast budget deficits over the period 2017/18 to 2019/20. As detailed in **Confidential Appendix A this item contains exempt information under Schedule 12A Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 namely (para 3), Information relating to the financial or business affairs of any particular person (including the authority holding that information)**; and the potential permanent budget pressure could increase from £11,000 to £13,000 per annum.
- 6.7 It is recommended that if resources become available during the current year from the 2016/17 managed outturn, or the review of reserves to be completed later in the year, consideration be given to earmarking uncommitted resources to return the cash backing of expenditure on Jackson's landing to 83%. This funding proposal represents a departure from the Budget and Policy Framework and will therefore need to be referred to Finance and Policy Committee and Council for full approval.
- 6.8 In considering the issues outlined in this report Members are reminded that significant additional Government Grant cuts will be made over the period 2017/18 to 2019/20. An update of the Medium Term Financial Strategy was submitted to the Finance and Policy Committee on 20th June 2016 and informed Members that the Council faces a budget deficit of £12.7 million over the next three years. This equates to a reduction from the 2016/17 budget of 15% and assumes annual Council Tax increases will be implemented in line with Government Council Tax policy, including the 2% Social Care precept, and Council Tax growth forecasts will be achieved. Achieving this level of reduction will be extremely challenging and detailed proposals for achieving saving of approximately £4 million per year for the next three years will be reported to future policy committees. Any additional budget pressures will increase the level of budget cuts which will need to be made and will need to be referred to the Finance and Policy Committee for consideration.

7. LEGAL CONSIDERATIONS

- 7.1 There are no legal considerations due to the site been owned by Hartlepool Borough Council, and demolition will be sought to be approved via Planning Services.

8. CHILD AND FAMILY POVERTY

8.1 There are no child and family poverty implications relating to this report.

9. EQUALITY AND DIVERSITY CONSIDERATIONS

9.1 There are no equality and diversity considerations in relation to the demolition of the building.

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

10.1 The demolition of the Jacksons Landing building will remove a vacant building and reduce the opportunity for crime and anti-social behaviour.

11. STAFF CONSIDERATIONS

11.1 There are no staff considerations relating to this report.

12. ASSET MANAGEMENT CONSIDERATIONS

12.1 Following the demolition of the building the site will be monitored by Council officers and measures will be put in place to maintain the site until it is redeveloped. Currently the existing building is a security and maintenance liability.

13. RECOMMENDATIONS

13.1 The Regeneration Services Committee is recommended to:

- Approve demolition of the existing Jacksons Landing building following the “We are family” event on 10th September 2016 including retention of the existing concrete floor plate.
- Note that there is currently no budget provision allocated to fund the demolition costs for Jacksons Landing and to refer the funding proposal to Finance and Policy Committee to seek Council approval to allocate £40,000 to fund these costs from the resources previously allocated to cash back the potential repayment of the interest free loan if the sale proceeds do not cover the repayment costs.
- To note that recommendation (3) will reduce the cash backing for the Jackson’s landing costs from 83% to 81%.
- Approve the proposal that if resources become available during the current year from the 2016/17 managed outturn, or reserves review

to be completed later in the year, that part of these resources are allocated to return the cash backing of expenditure on Jackson's landing to 83%. This would require resources of £40,000 to be allocated.

14. REASONS FOR RECOMMENDATIONS

- 14.1 The removal of the existing building will enhance the appeal of the site to potential developers and facilitate its future transformation and redevelopment as a landmark destination for the town.

15. BACKGROUND PAPERS

- 15.1 Finance and Policy Committee Report, Jacksons Landing Update, 1st June 2015.

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Regeneration Services Committee

22nd July 2016



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

Subject: PERFORMANCE REPORTING 2016/17

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key Decision.

2. PURPOSE OF REPORT

- 2.1 To update Regeneration Services Policy Committee on the new style of performance reports, commencing at Quarter 1 2016/17, and to identify the priority areas the committee would like to receive updates on during the quarterly reporting cycle.

3. BACKGROUND

- 3.1 Previously, progress on the actions, Performance Indicators (PIs) and risks that make up the Council Plan has been reported quarterly to CMT and Finance & Policy Committee. These lengthy reports focused on reporting by exception and highlighting actions and PIs that were not on track or had missed deadlines or targets. They included risks where ratings had changed and requests for the addition/amendment/removal of actions, PIs and risks. There was also a section for Departments to highlight any issues they were facing and achievements that they had made. In addition there have been a series of other update reports provided to individual committees at different stages of the year outside this approach to corporate performance reporting.
- 3.2 The style of performance reports had remained largely unchanged for a number of years which in part prompted us to review our approach. In March, Policy Chairs agreed a new format and style to performance reporting which aims to be more engaging for elected members, and to reduce the number of lengthy quarterly reports to Policy Committees on individual service areas.

4. PROPOSAL

- 4.1 Finance and Policy Committee will remain responsible for the Council Plan but in order to ensure that Members of all Policy Committees are better informed of progress they will each receive a report on their specific area. From the end of Quarter 1 each Policy Committee will receive the new style of quarterly performance report which will include an overview of performance on those areas within the Council Plan that are relevant to the Committee. In addition the report will also include a brief update on one specific project or activity relevant to that Committee.
- 4.2 In order to ensure that those projects or activities that are important to the Committee are included it was agreed that each Committee would identify 4 areas at the beginning of the financial year to be included in their quarterly performance reports (one topic per quarter).
- 4.3 Suggested topics from the Department's are:
- Economic Climate
 - Public Protection
 - Skills and Workforce Development
 - Sport and Recreation
- 4.4 The Committee is requested to agree the 4 topics and to identify the quarter in which these are to be reported in.

5. RISK IMPLICATIONS

- 5.1 There are no risk implications in relation to this report.

6. FINANCIAL CONSIDERATIONS

- 6.1 There are no financial implications in relation to this report.

7. LEGAL CONSIDERATIONS

- 7.1 There are no legal implications in relation to this report.

8. CHILD AND FAMILY POVERTY CONSIDERATIONS

- 8.1 There are no child and family poverty implications in relation to this report.

9. EQUALITY AND DIVERSITY CONSIDERATIONS

- 9.1 There are no equality and diversity implications relating to this report.

10. STAFF CONSIDERATIONS

10.1 There are no staff implications relating to this report.

11. ASSET MANAGEMENT CONSIDERATIONS

11.1 There are no asset management implications relating to this report.

12. RECOMMENDATIONS

12.1 That the Policy Committee confirm the 4 topics that will be included within the Council Plan performance reporting for 2016/17.

13. REASONS FOR RECOMMENDATIONS

13.1 To allow officers to prepare for performance reporting arrangements for the 2016/17 Council Plan.

14. BACKGROUND PAPERS

14.1 There are no background papers used in the preparation of the report.

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REGENERATION SERVICES COMMITTEE

Date 22nd July 2016



Report of: Director of Regeneration and Neighbourhoods

Subject: LIBRARY VOLUNTEERS

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non Key decision

2. PURPOSE OF REPORT

2.1 The purpose of this report is to seek approval from Members to expand the number of volunteer opportunities within the Library Service.

2.2 The report will inform Members of the current volunteer programme and outline the benefit of developing this to further enhance Library Service delivery.

3. BACKGROUND

3.1 The Library Service review 2015 report was considered by Members at the Regeneration Services Committee on 28th August 2015. The report included the recommendation to introduce new volunteering opportunities in 2016/17 to support new library initiatives. These opportunities related primarily to the development of a retail and refreshment service at the Central Library.

3.2 Whilst the promotion of volunteering opportunities was supported in principle some concerns were raised regarding the potential impact on employed staff. As such Members asked that volunteering opportunities for 2016/17 be further explored prior to introduction of proposals'.

3.3 Libraries nationally are increasingly engaging with volunteers. Volunteers are used in a variety of roles depending on the decisions made at a Local Authority level; some have replaced employed staff whilst others provide a supporting role with no impact on existing staffing levels.

3.4 Hartlepool Library volunteers provide additional value to the service and do not replace employed staff.

3.5 The Council's Library Service has a long history of engaging with volunteers, primarily through project based initiatives. These currently include;

- young volunteers supporting the delivery of the Summer Reading Challenge to children in Hartlepool.
- local history volunteers who have greatly contributed to improving public access to library & museum collections. This is being achieved through the digitisation of materials and uploading of images and data to the Hartlepool History Then & Now website. The website regularly attracts over 6,000 visitors per month and hosts over 10,000 images relating to Hartlepool and its people.
- IT volunteers who assist the public to use computers, set up e-mail accounts etc. through the Library Service's 'First Click' programme.

4. CONSULTATION

4.1 In 2015 the Library Service consulted with a wide range of stakeholders including library users, non-library users and library staff. Consultation methods included public and staff surveys and drop-in sessions. The public survey received a total of 1236 responses and the staff survey 46.

4.2 The consultation asked participants about their thoughts on the use of volunteers in Hartlepool libraries. It also sought to identify the level of public interest in supporting the service through regular volunteering.

4.2.1 Key findings

- Over 56% of public responses said the Library Service should engage more with volunteers. 39% of staff agreed; 23% did not know.
- There was less support for engaging volunteers to work alongside a reduced workforce to maintain services. [Public 48%, Staff 5%]
- 148 people said they would be interested in volunteering. 110 said they would be able to commit to regular volunteer work.
- Over 60% of public respondents said they would be willing to pay for onsite refreshments at the Central Library and 47% said it would encourage them to use the library service more.

5. PROPOSALS

5.1 It is proposed that the library expands its offer of volunteer opportunities to enhance services to the public. This includes:

- Assistance with front of house sales at the Central Library i.e. sale of ex-library stock, local publications and souvenirs, and items related to book and library activities i.e. the 'Library Shop'.

- The provision of a basic refreshment service at the Central Library. This is primarily based on a hot drinks vending service, with limited sale of cold drinks.
 - Assistance with the promotion and delivery of annual events, author visits and similar library activities.
- 5.2 All volunteer opportunities would represent additional value to the service and will not replace employees of the Library Service.

6. RISK IMPLICATIONS

- 6.1 The reliance on a volunteer workforce to assist in the delivery of new services carries with it a number of risks. Recruiting and retaining suitable volunteers, managing a volunteer workforce and integrating it alongside existing staffing are all challenging.
- 6.2 The piloting of new developments in 2016/17 will enable volunteer dependent initiatives to be monitored and their longer term viability to be assessed.

7. FINANCIAL CONSIDERATIONS

- 7.1 In considering the issues outlined in this report Members are reminded that significant additional Government Grant cuts will be made over the period 2017/18 to 2019/20. An update of the Medium Term Financial Strategy was submitted to the Finance and Policy Committee on 20th June 2016 and informed Members that the Council faces a budget deficit of £12.7 million over the next three years. This equates to a reduction from the 2016/17 budget of 15% and assumes annual Council Tax increases will be implemented in line with Government Council Tax policy, including the 2% Social Care precept, and Council Tax growth forecasts will be achieved. Achieving this level of reduction will be extremely challenging and detailed proposals for achieving saving of approximately £4 million per year for the next three years will be reported to future policy committees. Any additional budget pressures will increase the level of budget cuts which will need to be made and will need to be referred to the Finance and Policy Committee for consideration.
- 7.2 It is unlikely that income targets for 2016/17 will be achieved without volunteers to provide some front of house assistance with the delivery of a refreshments and improved 'Library Shop' offer at the Central Library.
- 7.2 If in the event that income is not achieved in line with expectations, alternative savings will be identified within the Department. This will put pressure on Library Service expenditure budgets.

8. LEGAL CONSIDERATIONS

- 8.1 The HBC Voluntary Work Experience Placement Procedure will be implemented and as such there are no legal implications relating to this report.

9. STAFF CONSIDERATIONS

- 9.1 Most library staff have experience of working alongside volunteers with positive results. It is recognised that volunteers enhance and support service delivery within the Library Service. As such it is anticipated that an expansion of volunteering opportunities will not be seen as a threat by staff.
- 9.2 It will be necessary to reassure staff that Hartlepool Library Service does not advocate that volunteers have a role in working alongside a reduced workforce to maintain existing services. This view was shared by over 80% of staff who responded to the staff consultation in 2015.
- 9.3 Library staff will continue to manage the existing 'Library Shop' as part of their day-to-day duties. The volunteers however, offer an opportunity for the expansion and promotion of these services and will assist with any associated additional workload this may bring.
- 9.4 Volunteers will assist in the serving of refreshments; this is based primarily on a hot drinks vending service. The library does not propose re-introducing a café style service.

10. ASSET MANAGEMENT CONSIDERATIONS

- 10.1 There are no asset management considerations.

11. CHILD AND FAMILY POVERTY

- 11.1 There are no child and family poverty implications relating to this report.

12. EQUALITY AND DIVERSITY CONSIDERATIONS

- 12.1 There are no equality and diversity considerations relating to this report.

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

- 13.1 There are no Section 17 considerations relating to this report.

14. RECOMMENDATIONS

- 14.1 It is recommended that the following proposals be approved by Members of the Regeneration Services Committee;
- 14.2 New volunteering opportunities be introduced in 2016/17 to support;
- i. Front of house sales at the Central Library.
 - ii. The provision of a refreshment and improved ‘Library Shop’ offer at the Central Library.
 - iii. Library events and similar activities.
- 14.3 Volunteers will be recruited through Adult Education Service Volunteer Programme.

15. REASONS FOR RECOMMENDATIONS

- 15.1 The recommendations will;
- enable the Library Service to provide additional services to the public without impacting on the existing workload of Library Staff.
 - enhance the Public’s experience of the Library Service.
 - assist the Library Service to achieve income targets.
 - provide new volunteer opportunities to the people of Hartlepool.
 - better reflect public opinion as expressed in the 2015 Library Service Review consultation.

16. BACKGROUND PAPERS

- 16.1 Regeneration Service Committee Report 23rd October 2014
- 16.2 Regeneration Service Committee Report 28th August 2015
- 16.3 Regeneration Service Committee Minutes & Decisions Record 28th August 2015.

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REGENERATION SERVICES COMMITTEE

22nd July 2016



Report of: Director of Regeneration and Neighbourhoods

Subject: TEES VALLEY COMBINED AUTHORITY PRIORITY PIPELINE

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non key decision.

2. PURPOSE OF REPORT

2.1 The purpose of the report is to inform the Regeneration Services Committee of the latest position regarding Hartlepool's projects within the Tees Valley Investment Priority Pipeline.

3. BACKGROUND

- 3.1 The Tees Valley Combined Authority is required to maintain a robust pipeline of projects, in line with the Tees Valley Strategic Economic Plan, which can be used to demonstrate to the Government where additional investment is required.
- 3.2 In order to benefit from funding streams including the Growth Deal, Hartlepool must be able to demonstrate that it has range of its own strategically important projects that can contribute to the economic growth of the Tees Valley.
- 3.3 Before being considered for funding projects must be included within the Tees Valley Investment Priority Pipeline. The pipeline is reviewed on a regular basis providing the opportunity to add additional projects as priorities are identified.
- 3.4 Inclusion of a project in the investment pipeline does not guarantee that funding will be awarded as projects are prioritised and subject to rigorous assessment around strategic importance, impact (particularly in relation to jobs and economic growth) and value for money.

- 3.5 To be eligible for funding individual projects must demonstrate that they meet the objectives of the Tees Valley Strategic Economic Plan and provide significant economic benefits to the area.
- 3.6 Projects must also be able to demonstrate their ability to deliver so must have detailed designs, detailed costs, planning permission and a fully developed business case in place before they can formally seek funding.
- 3.7 It's therefore important to ensure that Hartlepool's regeneration projects are developed to the required stage to reduce the risk of them missing out on funding or being identified as lower priorities compared to other Tees Valley projects. If projects are fully developed it provides flexibility to respond to short notice funding opportunities that occasionally arise largely due to underspends in the programme.

4. INNOVATION AND SKILLS QUARTER FUNDING

- 4.1 The Council has previously been successful in securing an initial award of £5.5m from the Local Growth Fund (LGF) for the Innovation and Skills Quarter (ISQ). The funding will contribute towards the development of a managed workspace facility for the creative industries sector, public realm improvements in Church Street and Connectivity improvements within the town centre.
- 4.2 The LGF award for the ISQ is conditional upon the successful completion of a Due Diligence process in accordance with Treasury Green Book Guidance. Following detailed project development work it's anticipated that the business case will be submitted to the Local Enterprise Partnership for approval in October 2016.
- 4.3 A series of public consultation exercises will be organised over the summer 2016 to allow residents and businesses the opportunity to contribute to the development of the ISQ projects. Further more detailed reports on the ISQ projects will be submitted to the Regeneration Services Committee in due course.

5. HARTLEPOOL'S PIPELINE PROJECTS

- 5.1 Hartlepool currently has six projects within the Tees Valley Investment Priority Pipeline. The projects have been developed from the priorities identified within the Hartlepool Vision, the Hartlepool Regeneration Masterplan and the draft Local Plan.
- 5.2 **Project 1: Elwick Village By-Pass, Overbridge and Grade Separated Junction.**

This project involves the development of the Elwick by-pass and a grade separated junction on the A19 in conjunction with Highways England. The project will allow strategic housing development in sustainable sites across the town and will ease congestion on key routes.

- 5.3 A number of alternative funding strategies are currently being explored, however it's important to include the project within the Tees Valley Investment Priority pipeline at this stage recognising its strategic importance for the growth of the town.
- 5.4 **Project 2: Hartlepool Heritage Quarter**
The Hartlepool Heritage Quarter project includes Hartlepool Maritime Experience and Jacksons Landing which are both key regeneration priorities. The proposed funding will support the re-development of Jacksons Landing by subsidising the cost of development or contributing towards infrastructure costs. The funding could also be used to help support the creation of a critical mass of visitor attractions on Hartlepool's Waterfront supporting the National Museum of the Royal Navy's future investment plans.
- 5.5 **Project 3: Trincomalee Wharf Development**
Trincomalee Wharf represents a major waterfront development opportunity in one of the last undeveloped parts of the Marina. The site has the potential for a high quality mixed use development that can improve both the attractiveness of the Waterfront and connectivity between key sites. Potential funding could contribute towards infrastructure costs including site enabling works, access and drainage. Public sector intervention is required to improve the viability of the site in order to unlock substantial private sector investment.
- 5.6 **Project 4: Hartlepool Town Centre and Mill House Regeneration**
The project involves the creation of a new leisure offer in Hartlepool town centre that will encourage linked retail and leisure development, extend the stay of visitors in the town centre and release the 2.27Ha Mill House site for redevelopment. The town centre needs to be reinvigorated to respond to changing market conditions and challenges. An enhanced leisure offer and diversified town centre will attract more visitors and investment and coupled with new improved floorspace will make the town centre a more attractive commercial proposition.
- 5.7 **Project 5: HBC Workshop Expansion Programme**
Funding has been requested to provide 20,000 sqft of high quality workshop accommodation that builds on the success of the Council's Newburn Bridge Industrial Estate, which has demonstrated consistently high levels of occupancy, despite the challenging economic times. The project will target the general manufacturing and high value/advanced engineering sectors.
- 5.8 As the Homes and Communities Agency has recently built 30,000sqft of workshop space at Queens Meadow this project is a lower priority as it's important not to oversupply the market with manufacturing and engineering workshop space.
- 5.9 **Project 6: Rivergreen Business Centre- Phase 2**
The investment will support the development of Phase 2 of the Rivergreen Business Centre at Queens Meadow Business Park to provide 40,000sqft

of high quality accommodation for businesses involved in the key sectors of advanced engineering and high value manufacturing.

- 5.10 The development itself will deliver around £6m of private sector investment with businesses investing up to £2m and creating around 150 high quality jobs. Clearly the provision of modern accommodation for high value manufacturing is essential to continue economic growth in key sectors that will support the successful delivery of the Tees Valley Strategic Economic Plan.
- 5.11 Queens Meadow has been particularly successful since the inception of the Enterprise Zone, 12 projects have been delivered with well over £2m investment and over 200 jobs created.
- 5.12 The Rivergreen development has made a significant contribution to this success. The development comprises of 40,000 sq ft of high quality manufacturing space and has attracted businesses such as Hart Biologicals and Omega plastics.
- 5.13 With the success so far and evidence of growth in the economy overall, Queens Meadow will need to be in a position to capitalise on further strategic investment that will occur by local businesses and those from outside the Tees Valley area.

6. RISK IMPLICATIONS

- 6.1 There are no risk implications relating to this report.

7. FINANCIAL CONSIDERATIONS

- 7.1 An indicative Local Growth Funding profile has been developed for each project which is set out in **CONFIDENTIAL APPENDIX 1. This Appendix contains exempt information under Schedule 12A Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 namely (para 3), Information relating to the financial or business affairs of any particular person (including the authority holding that information).** As highlighted above the inclusion of a project within the pipeline does not guarantee that the project will be awarded funding.
- 7.2 To date, the Tees Valley Combined Authority, Tees Valley Unlimited has secured a total of £104.2m from the Governments Local Growth Fund to support the economic growth of the area.
- 7.3 It is important for Hartlepool to be in a position to benefit from this funding and the associated job creation and economic growth that it can provide.
- 7.4 Resources are therefore required to develop Hartlepool's pipeline projects to the required stage to ensure that they can successfully complete the assessment process and demonstrate deliverability.

7.5 Tees Valley Combined Authority is launching a repayable project development fund for the initial project development work on projects, however additional funding or resources may be required from the Council to supplement this on an individual project basis.

7.6 In considering the issues outlined in this report Members are reminded that significant additional Government Grant cuts will be made over the period 2017/18 to 2019/20. An update of the Medium Term Financial Strategy was submitted to the Finance and Policy Committee on 20th June 2016 and informed Members that the Council faces a budget deficit of £12.7 million over the next three years. This equates to a reduction from the 2016/17 budget of 15% and assumes annual Council Tax increases will be implemented in line with Government Council Tax policy, including the 2% Social Care precept, and Council Tax growth forecasts will be achieved. Achieving this level of reduction will be extremely challenging and detailed proposals for achieving saving of approximately £4 million per year for the next three years will be reported to future policy committees. Any additional budget pressures will increase the level of budget cuts which will need to be made and will need to be referred to the Finance and Policy Committee for consideration.

8 LEGAL CONSIDERATIONS

8.1 There are no legal considerations relating to this report.

9. CHILD AND FAMILY POVERTY

9.1 There are no child and family poverty implications relating to this report

10. EQUALITY AND DIVERSITY CONSIDERATIONS

10.1 There are no equality and diversity considerations relating to this report

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

11.1 There are no Section 17 considerations relating to this report.

12. STAFF CONSIDERATIONS

12.1 There are no staff considerations relating to this report.

13. ASSET MANAGEMENT CONSIDERATIONS

13.1 There are no asset management considerations relating to this report.

14. RECOMMENDATIONS

14.1 The Regeneration Services Committee is requested to:

- Note the contents of the report.
- Ratify the priorities submitted as part of the Tees Valley Investment Priority Pipeline.
- Note that funding or resources may be required for project development work on an individual project basis. A further report will be submitted at a later date to consider any funding implications.

15. BACKGROUND PAPERS

15.1 There are no background papers relating to this report.

16. CONTACT OFFICER

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REGENERATION SERVICES COMMITTEE

22nd July 2016



Report of: Director of Regeneration and Neighbourhoods

Subject: WARM UP NORTH PROGRESS REPORT

1. TYPE OF DECISION/APPLICABLE CATEGORY

For information.

2. PURPOSE OF REPORT

2.1 The purpose of this report is to provide information about Warm Up North activity up to 31 March 2016.

3. BACKGROUND

3.1 In 2013, the Council entered into a partnership with British Gas and eight other Local Authorities in the region to deliver a scheme to improve the energy efficiency of homes.

3.2 An initial contribution of £50,000 was made towards the procurement costs through a non-recurring Public Health Grant. Newcastle City Council led the procurement process and act as the lead partner in the partnership.

3.3 Further smaller contributions towards the delivery team running costs have been made since the initial procurement; £16,281 in 14/15 and £4,634 in 16/17.

3.4 As a result of the partnership, significant funding has been levered into the region through a variety of funding streams

3.5 Since the partnership was established, a number of changes to the delivery and funding models, such as Green Deal Finance and Energy Company Obligation have been made which have led to fluctuations in demand.

3.6 From the start of the scheme up until 31 March 2016, there has been significant investment in Hartlepool which has resulted in 377 measures to

improve the energy efficiency of residents' homes. These measures are set out in Table 1.

Table 1 – Energy Efficiency Measures Installed 2013/14-2015/16

Measure Type	Number of Measures		
	13/14	14/15	15/16
Cavity Wall Insulation	Breakdown Not Available	186	2
External Wall Insulation		1	1
Replacement Gas Boiler		23	42
Full Gas Central Heating System		1	
Loft Insulation		49	5
Total	67	260	50

- 3.7 Although the precise monetary benefits to residents cannot be calculated, it is expected that they will have all benefitted from reduced energy costs and/or improved ability to heat and keep their homes warm.

In terms of the cost to the Council, the investment return has been significant. Based on an average cost of a boiler replacement of £1800, this represents over £75,000 of investment for the last financial year alone just for boiler replacements.

- 3.8 Without membership of the Warm Up North partnership, it would not have been possible to fund the level of improvements undertaken. No new funding has been brought into Housing Services to fund any private sector property improvements since 2012/13 when one-off non-recurring funding of £118,546 was provided by the Department of Health.
- 3.9 Home Plus grant funding is still administered by the Council but is very limited as it also relies on funding being recycled back into the fund when charges on property are repaid. This funding has been used over the lifetime of the Warm Up North scheme to date to assist householders who do not qualify for Warm Up North, either because they are not eligible due to their age or benefits. In some cases, Home Plus grant has been used where residents have been required to pay a contribution and have been unable to meet the costs.

4. PROPOSALS

- 4.1 There are no proposals attached to this report.

5. RISK IMPLICATIONS

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

6. FINANCIAL CONSIDERATIONS

- 6.1 There are no financial considerations relating to this report.

7. LEGAL CONSIDERATIONS

7.1 There are no legal considerations relating to this report.

8. CHILD AND FAMILY POVERTY

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

9. EQUALITY AND DIVERSITY CONSIDERATIONS

9.1 There are no equality and diversity considerations relating to this report

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

10.1 There are no Section 17 considerations relating to this report.

11. STAFF CONSIDERATIONS

11.1 There are no staff considerations relating to this report.

12. ASSET MANAGEMENT CONSIDERATIONS

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

13. RECOMMENDATIONS

13.1 Committee Members are recommended to note the contents of the report and the progress made over the lifetime of the Warm Up North scheme.

14. REASONS FOR RECOMMENDATIONS

14.1 To ensure that Committee Members are informed about progress.

15. BACKGROUND PAPERS

15.1 There are no background papers relating to this report.

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REGENERATION SERVICES COMMITTEE

22nd July 2016



Report of: Director of Regeneration and Neighbourhoods

Subject: COMPULSORY PURCHASE OF EMPTY
RESIDENTIAL DWELLING – PROPERTY 004

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 This report is for information only (as per Committee decision of 12th March 2015).

2. PURPOSE OF REPORT

2.1 To update Committee on progress in relation to returning long term empty property 6 Chesterton Road back into residential use following the compulsory purchase of 6 Chesterton Road under Section 17, Housing Act 1985.

3. BACKGROUND

3.1 Returning long term empty homes back into use is the aim of the Housing Strategy and is a key concern for communities. The Council is committed to bringing empty homes back into use as part of its strategic housing approach. The Housing Strategy incorporating the Empty Homes Strategy (2015 to 2020) was developed to provide an effective framework for bringing long term private sector empty homes back into use in Hartlepool.

4. CASE HISTORY

4.1 6 Chesterton Road is a 3 bedroom mid terraced residential property which has been empty since August 2011. Given the length of time this property had been empty, the condition of the property and the number of complaints received, this property was included in the top 20 list of properties and therefore was considered a key strategic property to be returned back into residential use.

- 4.2 The Council had previously made every attempt and undertaken all reasonable endeavours to encourage the owner to return the property back into residential use, all of which were unsuccessful. Therefore the use of the Council's statutory powers of compulsory purchase under Section 17, Housing Act 1985 in respect of 6 Chesterton Road was considered by Regeneration Services Committee on 12 March 2015.
- 4.3 At the meeting of Regeneration Services Committee of 12 March 2015 officers were authorised to undertake the compulsory purchase of 6 Chesterton Road to enable the property to be brought back into residential use.
- 4.4 There was no formal challenge to the Council proceeding with the compulsory acquisition of this property and therefore no Public Inquiry was required. This avoided all of the associated legal and administrative costs associated with a Public Inquiry. Also as there was no challenge to the compulsory purchase of 6 Chesterton Road, the compulsory purchase process was shortened by a minimum of six months.
- 4.5 6 Chesterton Road was successfully compulsory purchased on 24 March 2016 when ownership was transferred to Hartlepool Borough Council.
- 4.6 On the 24 March 2016 a full inspection of the property was undertaken by the Principal Estates Surveyor and Hartlepool Council's Building Design and Construction Team. The property has since been refurbished as part of the Empty Homes Purchasing Scheme Phase 2. These works were completed on 24 June 2016, prior to the property being tenanted and re-occupied.

5 FINANCIAL AND RISK IMPLICATIONS

- 5.1 Compensation has yet to be agreed regarding the compulsory acquisition of 6 Chesterton Road. Negotiations with the former owner regarding compensation are ongoing. The monies to pay this compensation are available within the Empty Property Purchase Scheme Phase 2 budget. Therefore the financial risk is minimal, as the funding required is within the parameters of the Empty Property Purchase Scheme Phase 2 and additional funding is not required.
- 5.2 In considering the issues outlined in this report Members are reminded that significant additional Government Grant cuts will be made over the period 2017/18 to 2019/20. An update of the Medium Term Financial Strategy was submitted to the Finance and Policy Committee on 20th June 2016 and informed Members that the Council faces a budget deficit of £12.7 million over the next three years. This equates to a reduction from the 2016/17 budget of 15% and assumes annual Council Tax increases will be implemented in line with Government Council Tax policy, including the 2% Social Care precept, and Council Tax growth forecasts will be achieved. Achieving this level of reduction will be extremely challenging and detailed proposals for achieving saving of approximately £4 million per year for the next three years will be reported to future policy committees. Any additional

budget pressures will increase the level of budget cuts which will need to be made and will need to be referred to the Finance and Policy Committee for consideration.

6 LEGAL CONSIDERATIONS

6.1 There are no legal considerations relating to this report.

7 CHILD AND FAMILY POVERTY

7.1 There are no child and family poverty implications relating to this report.

8 EQUALITY AND DIVERSITY CONSIDERATIONS

8.1 There are no equality or diversity implications.

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

9.1 Empty homes can become a target for arson, dumping of rubbish and vandalism. Empty properties are also known to blight areas, cause a nuisance to local people, attract anti-social behaviour, graffiti, vandalism, and attract the dumping of rubbish. Therefore the compulsory acquisition of 6 Chesterton Road and returning this property back into residential use is likely to contribute to reductions in crime and anti-social behaviour.

10 STAFF CONSIDERATIONS

10.1 There are no staff considerations relating to this report.

11 ASSET MANAGEMENT CONSIDERATIONS

11.1 There are no asset management considerations relating to this report.

12 RECOMMENDATIONS

12.1 That the Regeneration Services Committee notes the content of this report.

13 REASON FOR RECOMMENDATION

13.1 The report is for information only.

14 BACKGROUND PAPERS

14.1 Regeneration Services Committee Report of 12 March 2015.

15. CONTACT OFFICER

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