

# **FINANCE AND POLICY COMMITTEE**

## **AGENDA**



**Monday 27 March, 2017**

**at 10.00 am**

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

**MEMBERS:** FINANCE AND POLICY COMMITTEE

Councillors C Akers-Belcher, Barclay, Beck, Clark, Cranney, Fleming, James, Loynes, Moore, Thomas and Thompson.

**1. APOLOGIES FOR ABSENCE**

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

**3. MINUTES**

- 3.1 To receive the minutes of the meeting of the Finance and Policy Committee held on 6 March, 2017 (*previously published and circulated*).
- 3.2 To receive the minutes of the meeting of the Health and Wellbeing Board held on 16 January, 2017.
- 3.3 To receive the minutes of the meeting of the Safer Hartlepool Partnership held on 20 January, 2017.

**4. BUDGET AND POLICY FRAMEWORK ITEMS**

None.

**5. KEY DECISIONS**

- 5.1 Proposals Regarding the Acquisition of Northern Lights Academy (NLA) – *Director of Child and Adult Services*

**6. OTHER ITEMS REQUIRING DECISION**

None.

**7. ITEMS FOR INFORMATION**

- 7.1 Vacant Posts Annual Report – *Director of Finance and Policy*

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



# **FINANCE AND POLICY COMMITTEE**

## **MINUTES AND DECISION RECORD**

6 MARCH 2017

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

**Present:**

Councillor Christopher Akers Belcher (In the Chair)

Councillors: Allan Barclay, Paul Beck, Alan Clark, Kevin Cranney, Marjorie James, Brenda Loynes, Stephen Thomas and Paul Thompson.

Also Present: Councillor George Springer.

Mr Andrew Lewis, Managing Director, Tees Valley Combined Authority

Officers: Gill Alexander, Chief Executive  
Peter Devlin, Chief Solicitor  
Chris Little, Director of Finance and Policy  
Claire McLaren, Assistant Director, Corporate Services  
Paul Edmondson-Jones, Interim Director of Public Health  
Sally Robinson, Director of Child and Adult Services  
Denise Ogden, Director of Regeneration and Neighbourhoods  
Alastair Rae, Public Relations Manager  
Catherine Grimwood, Performance and Partnerships Manager  
David Cosgrove, Democratic Services Team

### **106. Apologies for Absence**

Councillors Tim Fleming and Shane Moore.

### **107. Declarations of Interest**

None.

### **108. Creating a South Tees Development Corporation** *(Director of Regeneration and Neighbourhoods and Chief Solicitor)*

**Type of decision**

Non key decision.

**Purpose of report**

The Tees Valley Combined Authority was to be granted powers to establish locally accountable Mayoral Development Corporations; the first outside of London. Once Parliament had confirmed these powers, the Combined Authority intended to move forward to establish a Development Corporation for the South Tees area. The report focused on the Councils response to the consultation document which was appended to the report.

**Issue(s) for consideration**

The Director of Regeneration and Neighbourhoods reported on the proposal for the Tees Valley Combined Authority to designate approximately 4,300 acres (1,740 hectare) of land to the south of the River Tees, in the Borough of Redcar and Cleveland, as a Mayoral Development Area, and to then establish a Mayoral Development Corporation to be named the South Tees Development Corporation.

The area proposed for the South Tees Development Corporation is one site of significant economic opportunity, with access to infrastructure, good transport connections, and a catchment area with a significant skilled workforce. It includes the site of the former SSI steelworks which closed in October 2015, as well as other industrial assets, many of which are successfully operating in a competitive international environment. The area benefits from river access and includes part of Teesport, the third largest port in the country.

In February 2016, local leaders and the government announced their intention to apply the proposed powers to create a Development Corporation for the South Tees area. A consultation process commenced on 23 December 2016 and would run for a period of 11 weeks, ending on 10 March 2017. All responses to the consultation would be considered by Tees Valley Combined Authority. Subject to the outcome of the public consultation, it was envisaged that the Mayoral Development Corporation would come into operation by summer 2017.

The Managing Director of Tees Valley Combined Authority was present at the meeting and addressed the Committee in support of the proposed development corporation. The Managing Director indicated that government had approved the appropriate powers on the Friday preceding the meeting. These powers had only been used twice before in London to facilitate the development of the 2012 Olympics and the new HS2 Terminus. The approach in the Tees Valley would, however, be different in that it would be accountable to local residents as opposed to central government.

The Managing Director of Tees Valley Combined Authority welcomed the opportunity to present the proposals to Hartlepool as it had obviously been recognised that while the development corporation site was south of the river it was significant to the whole of the Tees Valley. While the

consultation would not close until 10 March, the feedback so far had been very positive. The development corporation would provide a great opportunity for the whole of the Tees Valley while unfortunately coming on the back of the areas greatest set back when SSI closed on Teesside.

The Chair drew Members attention to the proposed response to the consultation submitted with the report. The Chair highlighted that Hartlepool's position was clear that the local authority could not support any proposal that would bring any liabilities. The Managing Director of Tees Valley Combined Authority stated that it was vital that the significant liabilities and risks associated with the site were managed and officers believed that they had strong commitments from government. The intention was to hold government to those guarantees and embed them within the constitution of the development company.

A member of the public commented that while it was reassuring to know there would be no liability on the Council, he did not see any benefit from it particularly as Hartlepool as very poor communication and transport connections with the rest of the Tees Valley which would not be improved by the proposed new bridge over the Tees. The Chair disagreed indicating that everyone in the Tees Valley could benefit from the economic activity the site could bring.

The following decision was agreed unanimously.

#### **Decision**

That delegated authority be given to the Director of Regeneration and Neighbourhood Services, in consultation with the Chair and Vice Chair, to submit the Council's response before 10 March, 2017.

### **109. Minutes of the meeting held on 10 February, 2017**

Received.

### **110. Council Plan 2017/18 – 2019/20** *(Chief Executive)*

#### **Type of decision**

Budget and Policy Framework.

#### **Purpose of report**

The purpose of the report was to set out the Council's ambitions for the Borough and the strategic plan for achieving this. Specifically, the Committee was asked to consider and agree the final draft of the proposed Council Plan 2017/18 – 2019/20 to go forward to Council for approval.

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

The Chief Executive reported that the proposed Council Plan 2017/18 – 2019/20, submitted as an appendix to the report, included the front end narrative, strategic priorities, key deliverables, milestones and performance measures with targets where these have been able to be set. The plan had been considered by the Policy Committees over recent months.

The three year plan focused on the changes that were required to bring forward the economic and social development that would make Hartlepool a great place to live, work and learn.

A Member raised the following queries in relation to the draft Council Plan –

- The key deliverable “Increase the availability of high quality care for older people with care and support needs”; how was that going to happen when homes were closing down. The Chair of the Adult Services Committee stated that two new homes offering both residential and nursing care were to open in the town, one in May and the other towards the end of the year. The Council was continuing to work with providers on increasing capacity further. The Member questioned how these places were to be funded. The Chief Executive commented that funding for residential and nursing places was complicated and dependent on the individual assessment of the person requiring care. All authorities were struggling with the provision of adequate numbers of residential and nursing care beds and with the opening of the two new facilities, Hartlepool would be slightly ahead of the game.
- The Member questioned the key deliverable “Better sustainable transport connections” and how this was going to be achieved without any control over local bus services. The Chair of the Neighbourhood Forum Committee stated that Councils had been removed from delivering transport services following deregulation. The Council had little influence over bus companies and their services unless it was willing to subsidise services to a significant effect and the authority simply did not have that kind of finance available. The Member considered that approach should be made through the Northern Powerhouse and the Combined Authority to bring back such control. The Director of Regeneration and Neighbourhoods commented that once the Tees Valley Devolution Bill had been approved by parliament the Combined Authority would have greater controls over local transport services.

A member of the public also questioned the issue of residential care beds in the town and particularly the charges for them; would private residents be subsidising those funded by the local authority. The Chief Executive stated that charges were the concern of the private providers. The Council did look to providers mirroring charges for local authority funded beds and private care beds but it was essentially up to the provider.

A Member questioned the re-phasing of the Seaton Carew Masterplan and asked if works could be scheduled outside of the peak visitor months to ensure minimum disruption. The Director of Regeneration and

Neighbourhoods indicated that she would look to meeting the Member's request but added that some timetabling may be outside of the Council's control due to external funding regimes.

The Chair added that some other timescales needed to be tightened such as the Church Street works which would be completed by end of April 2018. The Chair also suggested that some elements of the introduction needed to be more 'corporate' and also that an executive summary should be produced, particularly for inclusion in Hartbeat.

### **Decision**

That the proposed Council Plan 2017/18 - 2019/20 be approved and forward to Council for adoption, subject to the proposed amendments and inclusion of the following having been approved by the Chief Executive in consultation with the Chair -

An executive summary;

The inclusion of defined completion dates for schemes where they were already known, such as the Church Street Improvement works;

The requirement for the production of an annual report setting out progress on the deliverables.

## **111. Workforce Arrangements** (*Chief Executive and Director of Finance and Policy*)

### **Type of decision**

Non-key decision.

### **Purpose of report**

To advise Finance and Policy Committee on the outcome of the trade union ballot on Workforce Arrangement proposals and to obtain approval on the way forward.

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

The Director of Finance and Policy reported that a package of proposed changes to employee conditions of service was developed by the Council during 2015. Following detailed negotiations with the Hartlepool Joint Trade Union Committee, and a series of employee briefings, the proposed changes were put to a trade union ballot and the outcome of this was that the trade unions had not been mandated to enter into a collective agreement to reflect the specific changes to terms and conditions.

At the Finance and Policy Committee meeting on 31st Oct 2016, Officers were requested to recommence negotiations directly with the trade unions in respect of alternative proposals. Further detailed negotiations with the Hartlepool Joint Trade Union Committee have been ongoing and the

relevant trade unions, UNISON, GMB and Unite agreed to ballot their members on the basis of “best achievable by negotiation” on the package of proposals with the ballot period running from 16th January 2017 to 3rd February 2017.

Details of the package of proposals covered by the ballot were set out in the exempt Appendix A. The appendix contained exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information (Variation) Order 2006) namely, (para 4) Information resulting to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority, or a Minister of the Crown and employees of, or office holders under, the authority.

The Director stressed to Committee that owing to the uncertainty of the ballot outcome the budget forecasts for 2017/18 to 2019/20 did not include a saving from these proposals.

The outcome of the ballot was that the trade unions had not been mandated to enter into a collective agreement to reflect the specific changes to terms and conditions. Therefore, as a consequence, it would not be possible to implement the proposals and the proposed savings target would not be achieved.

The outcome of the trade union ballot was set out in the exempt Appendix B. The appendix contained exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information (Variation) Order 2006) namely, (para 4) Information resulting to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority, or a Minister of the Crown and employees of, or office holders under, the authority.

In the absence of a mandate from the trade unions there were two changes which could be implemented. It was, therefore, proposed that the Council progresses with the introduction of the proposals relating to Holiday Pay and Taking Vehicles Home as set out in the report.

The Chair commented that an additional recommendation was required for a further report to set out where the budgetary pressures existed in service areas due to the inability to implement the proposed package of changes. In relation to the changes around taking vehicles home, the Chair questioned how this would be monitored. The Director indicated that officers were working towards harmonising the various approaches across the authority.

A member of the public questioned why if staff were off sick, they accrued additional holidays and overtime. The Chief Solicitor commented that the holidays were not additional, simply the normal accrued holidays they were entitled to. In relation to overtime payments, the Director of Finance and

Policy stated this was overtime averaged over the course of a year. The Chair stated that these were simply the implementation of European Courts of Justice rules.

A Member indicated that while some of the measures were obviously a step too far for some staff, the overall package would have helped towards the Council's overall financial position and because they could not be implemented other savings from elsewhere, which may impact on jobs, would have to be made. The marketing of Council services was often significantly hindered due to some of the high staff costs.

The Chair considered that having gone to the staff twice on these issues, he did not consider any value in trying to negotiate a further package. It had to be acknowledged, however, that the subsequent savings to be made from elsewhere could involve job losses that could have been avoided.

### **Decision**

1. The Committee noted that the Trade Unions were not mandated to enter into a collective agreement to implement proposed changes to terms and condition and alternative savings options would need to be developed and that a further report to the Committee include where the budgetary pressures existed in service areas due to the inability to implement the proposed package of changes;
2. In light of recommendation 1 above, the proposal that no further proposals are developed as these are extremely unlikely to be accepted and would not provide significant financial savings to the Council be approved;
3. That in accordance with the previous decision of Finance and Policy Committee in October 2016, the Council will pay Holiday Pay from 1 July 2015, to comply with the European Courts of Justice ruling on holiday pay;
4. That the implementation of a standard payment scheme for employees who regularly take Council vehicles home not on standby / callout based on the HMRC rate be approved;
5. That Committee notes that one off resources of £193,000 previously ear-marked to meet potential protection costs were no longer needed and could be released and it was recommended that a strategy for using these one off resources be developed by Finance and Policy Committee when the Medium Term Financial Strategy was updated in the summer.



**112. Quarter 3 – Council Overview of Performance and Risk 2016/17** *(Director of Finance and Policy, Director of Regeneration and Neighbourhoods and Director of Public Health)*

**Type of decision**

Non Key Decision.

**Purpose of report**

To inform Finance and Policy Committee of the progress made against the 2016/17 Council Plan at the end of quarter 3 and ask them to agree to a number of changes/updates to the plan.

**Issue(s) for consideration**

The Director of Finance and Policy reported the progress made against the 2016/17 Council Plan at the end of quarter 3 and requested the Committee specifically note the following issues included in appendix 1 to the report.

- The overall progress against the Council Plan 2016/17 for actions, performance indicators and risks (Page 1 of appendix 1);
- The use of Regulation of Investigatory Powers Act (RIPA) (Page 1 of appendix 1);
- The detailed commentary provided by officers on those performance indicators that have been identified as requiring intervention or not achieving target at the end of quarter 3 (Pages 2 and 3 of appendix 1);
- The detailed commentary provided by officers on those actions that have been identified as requiring intervention or not completed at the end of quarter 3 and agree the date change for action RND 16/17 EN03 to 31st March 2017 and removal of action RND 16/17 SC02 (Pages 3 and 4 of appendix 1);
- The risks that have changed in rating during quarter 3 and the commentary provided by officers (Page 4 of appendix 1);
- Progress against those actions, performance indicators and risks from those service areas that are specifically relevant to the Finance and Policy Committee (Page 5 of appendix 1);
- Key achievements made within quarter 3 in relation to the Committee (Page 6 of appendix 1).

**Decision**

1. that the overall progress made on the Council Plan 2016/17 for actions, performance indicators and risks at the end of Quarter 3 be noted;
2. that the position in relation to use of RIPA powers be noted;
3. that the detailed commentary provided by officers on those performance indicators that have been identified as requiring

intervention or not achieving target at the end of quarter 3 be noted;

4. that the detailed commentary provided by officers on those actions that have been identified as requiring intervention or not completed at the end of quarter 3 be noted and the date change request for action RND 16/17 EN03 to 31<sup>st</sup> March 2017 and removal of action RND 16/17 SC02 be approved;
5. that the risks that have changed in rating during quarter 3 and the commentary provided by officers be noted;
6. that progress against the actions, performance indicators and risks and the key achievements from those service areas that are specifically relevant to the Finance and Policy Committee at the end of Quarter 3 be noted;
7. that the progress made on the Council Plan relevant to the other four Policy Committees be noted.

### **113. Workers Memorial Day** *(Director of Finance and Policy)*

#### **Type of decision**

Non Key decision.

#### **Purpose of report**

The report presented a request from the Hartlepool Joint Trades Union Committee (HJTUC) for the Council to continue to recognise and support Workers Memorial Day on Friday 28 April 2017.

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

The Director of Finance and Policy reported on a letter received from the HJTUC which includes information about arrangements for Workers Memorial Day and sought the Committees support for those.

#### **Decision**

1. That approval be given to the promotion of a minutes silence in all public buildings and to Council staff at 12.30pm on Friday 28 April 2017, in remembrance of 'those workers who have lost their lives through industrial accident or disease'.
2. That approval be given to the lowering of flags on public buildings on Friday 28 April 2017.
3. That approval be given to providing assistance in promoting and publicising the event to the wider public

4. That approval be given to the use of Council Premises on Friday 28th April 2017 for the service and for guests before / after the Workers Memorial Day Service and Wreath Laying Ceremony.
5. That the Hartlepool Joint Trades Union Committee be recommended to consider an alternative venue for Workers Memorial Day for 2018.

## **114. Apprenticeship Levy** (*Director of Finance and Policy*)

### **Type of decision**

For information.

### **Purpose of report**

To inform Members of the implications of the Government's Apprenticeship Levy and how this would impact on the delivery of the Council's Apprenticeship Programme.

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

The Director of Finance and Policy reported that since 2011, the Council had worked in partnership with Hartlepool College of Further Education (HCFE) for the delivery of its Apprenticeship Programme. Under the partnership agreement, HCFE acts as an Apprenticeship Training Agency (ATA) and employs the apprentices and places them within the Council who act as a host employer.

From April 2017, the way the Government funds apprenticeships in England was changing significantly and there would be changes to the funding for apprenticeship training for all employers. Details of these changes had only recently been released by the Government and some details were still outstanding. This had made planning for this change difficult.

From April 2017, employers would be required to pay the apprenticeship levy if they were an employer, in any sector, with a pay bill of more than £3 million each year. The levy would be charged at a rate of 0.5% of the annual pay bill. There would be a levy allowance of £15,000 per year to offset against the levy payment. For example, an employer with a £10 million pay bill would pay £35,000 i.e. a levy of £50,000 less the levy allowance of £15,000. The levy is paid to HM Revenue and Customs (HMRC) through the Pay as You Earn (PAYE) process.

The Director stated that the Council would be required by law to pay a levy set at 0.5% of the pay bill for all of its employees from April 2017. The Government had not funded this additional cost as a new burden, therefore based on an initial assessment of information available at the time, a budget pressure of £280,000 was included in the Medium Term Budget Strategy. To put the scale of this additional pressure into context, a Council tax increase of 1% generates additional income of £350,000.

Following the issue of additional information by the Government, an updated assessment of the levy had been completed and the revised budget pressure is £212,000. The government tops up the levy amount by 10% so the total expected levy credit would be £233,000. This represented the amount that HBC would have available to spend on apprenticeship training from May 2017 to April 2018. Based on the current intake of apprentices in 2016/17, and the training bands they were likely to fall into, the total cost of the training was estimated to be within the expected levy credit of £233,000 for Hartlepool. Financial Modelling had, however, been based on the budget pressure of £280,000. The report went on to outline to Members the effects of the new arrangements on apprentices employed within schools and arrangements for payments.

In order for the Council to continue to offer new Apprenticeship opportunities after April 2017 it would need to employ apprentices directly, manage the Apprenticeship levy and be responsible for all aspects of the Apprenticeship Programme. The Apprenticeship Working Group undertook many aspects of the programme and could continue to manage this work, however, consideration would need to be given to the additional resources required to undertake the activities that are currently delivered by HCFE particularly in relation to HR and Payroll. There would also be resource implications for Adult Education associated with quality assurance to ensure that all apprenticeship programmes meet the standards set by OFSTED.

The Director also reported that the Government consulted on setting a public sector target for the number of apprenticeship starts each year. During the consultation the Local Government Association (LGA) raised concerns that the Government was not providing any additional funding to meet the significant additional costs of the levy. The LGA also raised concerns that the proposal to base the target on headcount rather than number of full time equivalent employees did not reflect the make-up of the local authority workforce which includes significant numbers of part time jobs. Despite these concerns the Government has recently confirmed the intention to set a 2.3% target based on headcount. The requirements regarding this target were still unclear and a further report would be submitted when the government had issued further advice.

To assist employers to manage the levy, in January 2017 a new Digital Apprenticeship Service (DAS) was launched. The DAS is designed to support the uptake of apprenticeships. The Council's in-house provider, Adult Education, is working towards accreditation as a Registered Training Provider under the Digital Apprenticeship Services (DAS) and once approved they will become the Council's preferred supplier for any apprenticeship frameworks they are approved to deliver. Specialist training that cannot be provided by the in-house service will be commissioned externally in accordance with the guidance issued.

The Council's budget included recurring annual funding of £330,000 to fund the salary costs of apprentices. In response to the introduction of the

Apprenticeship Levy, an initial assessment of the cost of the levy was completed and a recurring budget pressure of £280,000 has been included in the budget from 2017/18 onwards. The actual cost of the levy is £212,000, therefore the balance of the funding of £68,000 has been allocated to fund apprenticeship salary costs. Therefore, the total funding available to support apprentices is £610,000.

Members welcomed the bringing in-house the training provision to apprenticeships. There were concerns that some employers were simply taking on apprentices on an annual basis and without retaining any at the end of the year. A Member questioned what level of retention there was in the cohort of apprentices. The Assistant Director, Corporate Services indicated that of the apprenticeships that came to an end in 2016, 73% had led to continued employment with HBC,

- 6 gained permanent employment with HBC – 27%
- 3 secured fixed term contracts with HBC- 14%
- 7 are active on the casual register with HBC – 32%
- 1 gained employment outside of HBC – 5%
- 2 did not complete qualification- 9%, and
- 3 resigned- 13%

A member of the public questioned the gender split of the apprenticeships employed. The Assistant Director indicated that she did not have those figures to hand but would circulate them after the meeting.

Members were concerned at the financial impacts on the authority and the authority's ability to plan for older, experienced members of staff leaving the authority by bringing new staff through. The Chair asked that the implications for HR be explored further with a report setting out if there were any financial implications. The Director believed that while there would be some additional pressure on HR, these could be absorbed at this time.

The Chief Executive added that there was need to review the existing workforce to review whether some additional qualification and up-skilling could ensure continuity of services.

The Chair of the Children's Services Committee questioned the number of apprentices that had been looked after children. While the number was unavailable, the Chief Executive indicated that there had been a number of looked after children that had become apprentices within the council.

The Chair requested that when the Adult Education Service became the training provider, the delivery of training through the community hubs should be examined with a view to as much being provided as possible at these venues.

### **Decision**

1. Committee noted that the introduction of the Apprenticeship Levy had

not been funded as 'new burden' by the Government and the resulting budget pressure of £280,000 has been built into the 2017/18 budget approved by Council on 23rd February 2017;

2. Committee noted apprentices would continue to be paid apprentice/national minimum wage rate of pay and that this would enable the Council to retain 42 apprentices within the overall cost envelope;
3. Committee noted the HR Organisational Development team would manage the apprenticeship scheme, a role previously undertaken by HCFE;
4. Committee noted the Adult Education Service would be the preferred training provider for any courses they were able to deliver and specialist training would only be commissioned when the in-house service cannot provide.
5. Committee noted that a further report on the implications of the Government's apprenticeship target would be submitted when more information was available and a detailed financial assessment had been completed.

## **115. Your Say, Our Future – Findings Report and Next Steps** *(Chief Executive)*

### **Type of decision**

For information.

### **Purpose of report**

The purpose of the report was to provide Committee with the findings report from the Your Say, Our Future exercise and to outline the next steps in taking forward the Your Say, Our Future programme following an internal evaluation of the exercise. The report also outlined how the findings of the Your Say, Our Future exercise had informed the development of the Council's future priorities as established in the Council Plan 2017/18 - 2019/20, Medium Term Financial Strategy and 5 Year Capital Plan.

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

The Director of Finance and Policy reported that over the summer an exercise had been undertaken to engage with the community and staff about the future of Hartlepool, the Council and the services provided. The summary version of the findings report from the Your Say, Our Future exercise was submitted as appendix 1 to the report with the detailed report at appendix 2.

The report set out details of the numbers involved in the engagement

process and the general feedback received. It was welcoming for officers to hear that many of the priorities the public had were mirrored in the priorities already established within the Council Plan.

The Director indicated that it was proposed that as a Council we build upon the success of the Your Say, Our Future exercise and roll this approach out across the Council. It was proposed that we introduce a planned annual programme of Your Say, Our Future events which continue the Council's move towards a more collaborative style of engagement and this was being reviewed by the Council's Constitution Working Group.

A Member was concerned that part of the feedback referred to the implementation of the Community Hubs by April 2018 when they understood that they were to be in place this year. The Director stated that the Hubs would be in place this year, the 2018 date referred to the point at which all the various services destined for the hubs would be in place. There would need to be a phased migration of some services over the year in order to allow the Hubs and staff to embed fully.

A member of the public questioned the publicity around the Your Say, Our Future events and that the public attendance was in fact exceptionally low when taken as a percentage of the town's population. The Chair commented that the events had been advertised in Hartbeat, in the local press and across social media and the consultation events were the most highly attended the Council had organised.

### **Decision**

The Committee noted: -

1. the findings of the Your Say, Our Future exercise and the intention to roll out the Your Say, Our Future approach across the Council through the introduction of a planned annual programme; and
2. the intention to discuss the Your Say, Our Future programme proposals with the Constitution Working Group.

## **116. Inspirations Coffee House** *(Director of Regeneration and Neighbourhoods)*

### **Type of decision**

Non-key decision.

### **Purpose of report**

The purpose of the report was to:

- Provide members with a financial update with regard to Inspirations Coffee House as raised under Members Questions at full Council on the 10<sup>th</sup> December 2015.

- Note the outline proposals going forward with the future development of the Coffee House.

**Issue(s) for consideration**

The Chair indicated that the submitted report had been discussed in detail at the previous meeting. There had been further ongoing discussions with the Trades Unions and the Director of Regeneration and Neighbourhoods would be asked to update Members on those discussions in the exempt section of the meeting.

A member of the public commented that the feedback he had had from people using the venue had generally been positive. A Councillor sought clarification on some of the figures quoted in the report around 'on costs'. The Director of Regeneration and Neighbourhoods provide the clarity requested though accepted that the report could have been clearer.

In order to discuss the issues following consultation with the Trade Unions, the Chair moved the appropriate motion seeking that the meeting move into closed session.

**Decision**

Further details are set out in the exempt section of the minutes.

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

None.

The Committee noted the next meeting would be held on Monday 27 March, 2017 commencing at 10.00 am in the Civic Centre, Hartlepool.

**118. Local Government (Access to Information) (Variation Order) 2006**

Under Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

Minute 119 – Inspirations Coffee House – 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. 4) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour



relations matters arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

- 119. Inspirations Coffee House** (*Director of Regeneration and Neighbourhoods*) 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. 4.

**Type of decision**

Non-key decision.

**Purpose of report**

The purpose of the report was to:

- Provide members with a financial update with regard to Inspirations Coffee House as raised under Members Questions at full Council on the 10th December 2015.
- Note the outline proposals going forward with the future development of the Coffee House.

**Issue(s) for consideration**

Further details are set out in the exempt section of the minutes.

**Decision**

Further details are set out in the exempt section of the minutes.

The meeting concluded at 11.40 am.

**P J DEVLIN**

**CHIEF SOLICITOR**

**PUBLICATION DATE: 16 MARCH 2017**

# HEALTH AND WELLBEING BOARD

## MINUTES AND DECISION RECORD

16 January 2017

The meeting commenced at 10 am in the Civic Centre, Hartlepool

### **Present:**

Councillor C Akers-Belcher, Leader of Council (In the Chair)

### **Prescribed Members:**

Elected Members, Hartlepool Borough Council – Councillors Buchan, Clark and Councillor Richardson (as substitute for Councillor Thomas)  
Representatives of Hartlepool and Stockton-on-Tees Clinical Commissioning Group – Dr Timlin and Karen Hawkins (as substitute for Alison Wilson)  
Director of Public Health, Hartlepool Borough Council - Louise Wallace  
Director of Child and Adult Services, Hartlepool Borough Council – Sally Robinson  
Representatives of Healthwatch – Ruby Marshall and Margaret Wrenn

### **Other Members:**

Representative of Hartlepool Voluntary and Community Sector – Tracy Woodhall  
Representative of Tees Esk and Wear Valley NHS Trust – Dominic Gardner  
Representative of Cleveland Police – Temporary Assistant Chief Constable Ciaron Irvine  
Representative of GP Federation, Fiona Adamson

### **Also in attendance:-**

Dr Paul Edmundson-Jones, Public Health  
Louise Johnson, General Manager Emergency Care, North Tees and Hartlepool NHS Foundation Trust  
Stephen Thomas, Healthwatch  
Observer, Hartlepool Borough Council, Councillor Brenda Harrison  
L Allison, S Thomas, Healthwatch representatives  
Public – P Liddle, E Hughes, S Booth, C Booth, B Keane

Officers: Leigh Keeble, Development Manager  
Joan Stevens, Scrutiny Manager  
Amanda Whitaker, Democratic Services Team  
Juliette Ward, Young Inspectors Co-ordinator

## **32. Apologies for Absence**

Elected Member – Councillor Thomas  
Representative of Clinical Commissioning Group – Alison Wilson  
Representative of the NHS England – Dr Butler  
Chief Executive, Hartlepool Borough Council – Gill Alexander  
Director of Regeneration and Neighbourhoods, Hartlepool Borough Council – Denise Ogden  
Observer – Statutory Scrutiny Representative, Hartlepool Borough Council, Councillor Tennant

## **33. Declarations of interest by Members**

Councillor C Akers-Belcher declared an interest in agenda item 4.2 as Manager, Health Watch Hartlepool and left the meeting during consideration of that item (minute 35 refers).

## **34. Minutes**

- (i) The minutes of the Board meeting held on 5 December 2016 were confirmed.
- (ii) The minutes of the meeting of the Children's Strategic Partnership held on 27 September 2016 were received.

**Further to minute 33, Councillor C Akers-Belcher vacated the Chair for consideration of the following item.**

**Dr Timlin in the Chair**

## **35. Healthwatch Hartlepool Dementia Diagnosis Consultation Report** (*Healthwatch*)

The Board received a report prepared by Healthwatch Hartlepool which provided the outcomes of the recent consultation regarding patient experience of dementia diagnosis in Hartlepool. The context and background to the report were presented by the Healthwatch Development Officer. A number of speakers who had contributed to the report were in attendance at the meeting and spoke of their dementia diagnosis experiences which supported the conclusions set out in the Healthwatch report.

The report concluded that overall there was evidence that diagnosis and associated procedures had improved across the G.P practices that returned questionnaires. Awareness levels amongst all staff appeared to have improved and staff training on dementia awareness happened routinely in most Practices. However, service development in this area was still a "work in progress" and there was still scope for further improvement.

It was acknowledged that diagnosis of dementia for an individual, their family

and carers was an extremely difficult and traumatic process. There was evidence that some patients and their families felt that there was still a stigma attached to the condition and this could impair their willingness to seek help and support at an early stage. Much had been done to address some of the misconceptions and prejudice around the condition, but more was needed if the ambition of creating truly “dementia friendly communities” was to become a day to day reality.

Concerns had been raised by some patients about the level of ongoing support they received once diagnosed. This had suggested that improvements could be made to this aspect of ongoing care and consideration given as to how understanding could be checked at diagnosis. Evidence had been presented by those with dementia and family members and carers which showed that communication processes at all stages of diagnosis could be problematic. It was considered that every effort should be made to ensure that all parties be kept fully informed, and as far as is practicably possible had understood all aspects of diagnosis and ongoing implications. Patients who had experienced the onset of dementia at an early age more frequently reported problems and delays in reaching a diagnosis of their condition. In some instances these patients also found it hard to accept and come to terms with the diagnosis. It was accepted that the sample group had been relatively small but it had indicated that some further work was needed in order to develop the support received by this age group during diagnosis and beyond.

It was noted that communication between G.P's and the Memory Clinic in most instances appeared to be working reasonably well and the speakers at the meeting reiterated that the introduction of The Bridge Centre had been extremely helpful in providing additional information and support to patients and family members.

Representatives of the Clinical Commissioning Group confirmed that the report resonated with the work undertaken in relation to the Better Care Fund and undertook to work with Healthwatch and the Council to improve communication including conveying the services available at the Bridge Centre.

The new role of a Care Co-ordinator was highlighted by the representative of the GP Federation who offered also the services of the Federation to Healthwatch when conducting future surveys. Support was offered also by the representative of Tees Esk and Wear Valley Foundation Trust.

The Vice Chair of the Adult Services Committee expressed his appreciation to Healthwatch representatives and to the speakers for their presentations and stressed the need to address the issues which had been highlighted. Those issues included support for carers as highlighted by a number of Board Members. The Director of Child and Adult Services responded to concerns by highlighting statutory responsibilities and with reference to inclusion of support for carers in the Better Care Fund Plan as a local performance indicator.

It was proposed that the Healthwatch report be referred to the Adult Services Committee and that a progress report be submitted to this Board in 6-12 months.

Board Members responded to a suggestion from a member of the public in relation to GP databases where issues of confidentiality were highlighted together with the development of the Hartlepool Now website. The Director of Child and Adult Services requested that if the public were aware of any additional services not included on the website to inform the Department's Development Officer.

### **Decision**

- (i) The Board agreed the recommendations set out in the report that based on the findings from the consultation events and subsequent discussions, the conclusions set out in the report are noted and acted upon by all relevant parties and that Healthwatch Hartlepool continues to monitor the ongoing development of patient experience of service delivery in this area.
- (ii) That the Healthwatch report be referred to the Adult Services Committee and that a progress report be submitted to this Board in 6-12 months

**Councillor C Akers-Belcher returned to the meeting and took the Chair.**

## **36. Urgent and Emergency Care Update - Presentation** (Clinical Commissioning Group)

The Board received a presentation by Karen Hawkins, Director of Commissioning and Transformation, Clinical Commissioning Group which provided an update on initiatives that were being implemented to manage the demands on urgent and emergency care systems and how services were being developed to improve outcomes and experience for patients. Also in attendance was Louise Johnson, General Manager Emergency Care, North Tees and Hartlepool NHS Foundation Trust who responded to questions arising from the presentation.

Board Members discussed communication issues arising from the one integrated urgent care service model to be delivered by the Foundation Trust collaborating with Hartlepool and Stockton Health (HASH) and NEAS across the two sites of University Hospital North Tees and University Hospital Hartlepool. The Chair of the Board suggested that the March edition of the Council's 'Hartbeat' publication would provide an ideal opportunity to convey the messages associated with the introduction of the new model to the residents of the Borough. The Emergency Care General Manager undertook to convey the opportunity to the communications work stream group and noted the request from the Chair for the provision of information to the Council's Public Relations Team.

## Decision

The Chairman expressed his appreciation of the presentation and requested that information relating to the integrated urgent care service model be forwarded to the Council's Public Relations Team.

### **37. Better Care Fund:2016/17 Q2 Return** *(Director of Child and Adult Services)*

The report provided the background to the National Conditions and performance measures associated with the Better Care Fund. The 2016/17 quarter 2 return was attached at Appendix 1 and indicated that all national conditions were being achieved. The deadline for submission of the Q2 return (covering the period July-September 2016) had been 25<sup>th</sup> November 2016.

Further detail was provided within the report on the following performance measures:

- Permanent admissions to residential and nursing care homes;
- Proportion of older people still at home 91 days after discharge from hospital into reablement/rehabilitation services;
- Delayed transfers of care (DToC) from hospital per 100,000 population (days delayed);
- Total non-elective admissions into hospital per 100,000; and
- Estimated diagnosis rate for people with dementia.

The following local performance indicators had been used to evidence impact of the Better Care fund:

- Use of assistive technology;
- Support for carers;
- Effectiveness of reablement services; and
- Overall satisfaction of people who use services with their care and support.

It was noted that work had been undertaken to review services that were currently funded by the Better Care Fund to clarify their impact. The outcome of the review would be reported to the Better Care Fund Pooled Budget Partnership Board in February 2017.

## Decision

The Board noted the 2016/17 Q2 return, which was submitted on behalf of the Board using delegated authority as agreed previously.

Meeting concluded at 11.30 a.m.

CHAIR

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

20 January 2017

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

**Present:**

Councillor: Christopher Akers-Belcher (In the Chair)  
Denise Ogden, Director of Regeneration and Neighbourhoods  
Clare Clark, Head of Community Safety and Engagement  
Louise Wallace, Director of Public Health  
Chief Superintendent Alastair Simpson, Cleveland Police  
Chief Inspector Lynn Beeston, Chair of Youth Offending Board  
Julie Allan, National Probation Service  
John Bentley, Safe in Tees Valley

Councillor Carl Richardson was in attendance as substitute for Councillor Marjorie James, Jane Young as substitute for Sally Robinson, Gilly Marshall as substitute for Stuart Tagg, Rachelle Kipling as substitute for Barry Coppinger, Kevin Parry as substitute for John Graham and Ian Dixon as substitute for Steve Johnson

**Also present:**

Pete Widlinski, Tees Valley of Sanctuary  
Sharon Cooney, Cleveland Police

Officers: Lisa Oldroyd, Community Safety Research and Development  
Co-ordinator  
Denise Wimpenny, Principal Democratic Services Officer

### **28. Apologies for Absence**

Apologies for absence were submitted on behalf of Councillor James, Hartlepool Borough Council, Stewart Tagg, Housing Hartlepool, Sally Robinson, Director of Child and Adult Services, Hartlepool Borough Council, Karen Hawkins, Hartlepool and Stockton on Tees Clinical Commissioning Group, Barry Coppinger, Office of Police and Crime Commissioner for Cleveland, Steve Johnson, Cleveland Fire Authority and John Graham, Tees Valley Community Rehabilitation Company.

### **29. Declarations of Interest**

None.

### **30. Minutes of the meeting held on 23 September 2016**

Confirmed.

### **31. Presentation from City Sanctuary/Justice First** *(Tees Valley of Sanctuary)*

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

A representative from the City of Sanctuary, who was in attendance at the meeting, provided the Partnership with a definition and overview of the work of the City of Sanctuary and focussed on the following:-

- Definition of Asylum Seeker/Refugee
- Refugee should not be confused with economic migrant/illegal immigrant
- 32,500 people seeking asylum in the UK last year,
- Statistics of people seeking asylum in other countries
- Statistics of people seeking asylum in Teesside
- “What is a City of Sanctuary?”
  - mainstream grassroots movement
  - public commitment to welcoming people seeking sanctuary and refugees
  - creating opportunities for relationships between local people and those seeking sanctuary
  - seeks to influence the political debate on sanctuary indirectly
  - offers a positive vision of a culture of hospitality
- 81 City of Sanctuary Groups
- What does a City of Sanctuary look like?
- Tees Valley of Sanctuary
- Resolution of Support
- Streams of Sanctuary
- Why become a School of Sanctuary
- Practical Activities



Partnership Members welcomed the work of the Tees Valley City of Sanctuary and were keen to see this information publicised as widely as possible, with particular emphasis being placed upon the myths and facts around asylum seekers and refugees. The various methods of publicising information of this type were discussed and it was suggested that the City of Sanctuary, in consultation with the Council, publicise the myths and the facts in the Council's March edition of Hartbeat. Reference was made to the potential benefits of including information of this type in staff wage slips and the importance of continuing to publicise this information was also emphasised.

The need for a more holistic approach between Partnership members in terms of supporting individuals was highlighted as well as the need for a joint strategic needs assessment to ensure an appropriate package of support for individuals was available.

The Chair thanked the representative for an informative presentation.

### **Decision**

- (i) The contents of the presentation and comments of Members were noted.
- (ii) That the myths and the facts around asylum seekers and refugees be widely publicised and included within the March edition of Hartbeat.

## **32. Community Safety Strategy 2017-2020** (*Director of Regeneration and Neighbourhoods*)

### **Purpose of report**

To seek approval for the proposed development of the new Community Safety Strategy 2017-20.

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

The report set out the background to the statutory responsibility of Community Safety Partnership's to develop and implement a three year Community Safety Strategy setting out how it intended to address crime and disorder, substance misuse and re-offending issues in Hartlepool. The current Community Safety Strategy which had been developed during 2014 would come to an end in March 2017.

The report included the proposed process and timeline for developing a new Community Safety Strategy to cover the period 2017-2020 and the proposed consultation process. Public perception information gathered

from over 250 residents as part of the Safer Hartlepool Partnership 'Face the Public' activities held during October/November 2016 would be used to inform the development of the strategic priorities in the draft strategy. The Strategic Assessment would be presented to the Partnership in March, with a draft strategy ready to go out for consultation on 15 March 2017.

It was anticipated that the finalised strategy would be presented to the Partnership in June/July 2017 and, subject to approval by the Partnership, would be considered by the Finance and Policy Committee prior to being adopted by full Council in September 2017.

With regard to the consultation process and the proposal to link into community and residents' groups, the Chair requested that a letter be sent to these groups from the Chair, on behalf of the Partnership, outlining the Partnership's statutory responsibilities in terms of engagement with particular emphasis upon the reasons for the proposals.

### **Decision**

- (i) That the proposed process and schedule for developing and consulting on the new Community Safety Strategy 2017-2020 be approved.
- (ii) The Partnership agreed to a development day to consider the outcome of the strategic assessment and identification of strategic priorities.
- (ii) That the consultation process include a letter from the Chair of the Partnership to community and residents' groups, outlining the Partnership's statutory responsibilities in terms of engagement, with particular emphasis upon the reasons for the proposals.

## **33. Safer Hartlepool Partnership Domestic Abuse Strategy 2016-19** *(Director of Regeneration and Neighbourhoods)*

### **Purpose of report**

To seek approval from the Safer Hartlepool Partnership on the Domestic Abuse Strategy 2016-19, attached at Appendix A.

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

It was reported that the current Hartlepool Domestic Violence and Abuse Strategy, which had been developed in 2012 came to an end in December 2015. A first draft of the new strategy had been presented to the Partnership in June where it had been agreed that an eight week consultation be undertaken, details of which were included in the report. In

terms of prevention the following strategic priorities had been identified:-

- Prevention of Abuse
- Partnership Working
- Provision of Services
- Pursuing Perpetrators

The Partnership was advised of the key findings from the consultation, as detailed in Appendix B. As the majority of respondents were, in general, supportive of the strategy and its overall aim and objectives, it was proposed that these should remain the same as in the first draft presented to the Partnership in June 2016. Feedback in relation to what actions could be undertaken by the Partnership to address domestic abuse had been used to inform the development of a draft action plan, attached at Appendix C.

Partnership Members debated issues arising from consideration of the Strategy and the Head of Community Safety and Engagement provided clarification on aspects of the data presented. Improvements were noted in relation to the level of input from health partners. Concerns were expressed regarding the potential impact of cyber bullying and whether any work had been done to address this. The Chief Superintendent outlined the role of the e-safety group and responsibilities upon schools for delivery of e-safety training. The Chair referred to the importance of support for children who had witnessed domestic abuse either directly or indirectly and requested that a presentation be provided to a future meeting of the Partnership to assist the Partnership in understanding the work of the Children's Hub and how that new service had developed.

The Chief Superintendent made reference to additional transformation challenge funding relating to domestic abuse which was sponsored by six police authorities which the Chair requested be explored following the meeting.

A Member questioned the accuracy of the statistics relating to the number of men who were a victim of domestic abuse in Hartlepool as this appeared to be high in comparison to figures previously reported. The Partnership was advised that the figures had been derived from the latest Crime Survey. However, the figures would be revisited.

Discussion ensued regarding equal access to services including the importance of promoting services available to men as well as women. It was agreed that the availability of help and support for both genders be widely publicised and included within the action plan.

## **Decision**

- (i) The Partnership approved the Domestic Abuse Strategy 2016-2019.

- (ii) That the availability of help and support for both genders be widely publicised and included within the action plan.
- (iii) That a presentation be provided to a future meeting of the Partnership to assist the Partnership in understanding the work of the Children's Hub and how that service had developed.

### **34. Substance Misuse Strategy 2016-2019** *(Director of Public Health)*

#### **Purpose of report**

To agree the annual Action Plan to deliver the Substance Misuse Strategy 2016-2019 that was agreed at the Partnership in July 2016.

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

The report set out the background to the statutory responsibility of Community Safety Partnership's to develop and implement strategies to reduce crime and disorder, substance misuse and re-offending in their local area. The current Hartlepool Substance Misuse Strategy which had been developed in 2011 came to an end in March 2016. A yearly Substance Misuse Plan had been developed from the Strategy which also came to an end in March 2016.

The draft Strategy, attached at Appendix 1, had been presented to the Partnership in July where it had been agreed that an eight week consultation be undertaken, details of which were included in the report. The consultation had now concluded and the results from all areas had now been acted upon and had become the basis for the action plan which would accompany the Strategy during its lifespan. The action plan, attached at Appendix 2, would address the objectives set out in the Strategy and as this would be a live document it would be monitored and adapted on a quarterly basis.

With regard to the estimated number of people in Hartlepool who were dependent on drugs per 1,000 population and the proportion in treatment, as detailed in the Strategy, to enable the Partnership to establish whether the Strategy was working effectively and accurately monitor such data, it was suggested that data from previous years be included in the Strategy and quarterly monitoring reports be also provided. The Director of Public Health advised that the level of successful completions from users accessing treatment services to recovery was also fed into the strategic assessment. The benefits of receiving drug testing in custody information was highlighted which the representative from the Police and Crime Commissioner's Office agreed to explore.

## **Decision**

- (i) Subject to inclusion of previous and current drug related data, as detailed above, the Action Plan, as part of the overall Substance Misuse Strategy 2016-2019 be approved.
- (ii) That quarterly monitoring reports be provided to the Partnership to include the number of people dependent on drugs and the proportion in treatment as a comparator with previous years as well as drug testing in custody information.

### **35. Durham and Tees Valley Funding Application for Specialist Accommodation Based Support for Victims of Domestic Abuse** *(Director of Regeneration and Neighbourhoods)*

#### **Purpose of report**

To inform the Partnership of the Durham and Tees Valley funding application to the DCLG aimed at strengthening specialist accommodation based support for victims of domestic abuse across the sub region.

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

The Head of Community Safety and Engagement reported on the background to the £20 million of funding to support the provision of accommodation based support service reforms to meet the priorities for Domestic Abuse Services.

To address the identified needs of domestic abuse victims who were particularly vulnerable or often excluded from current refuge provision, specifically women with complex needs and victims from BME backgrounds including those with no recourse to public funds, the funding application, attached at Appendix B, had been developed by the six local authorities across the Durham and Tees Valley. The funding application had been submitted to the DCLG on 16 December 2016 by Redcar and Cleveland Borough Council. If successful, the bid would secure £722k, of which £106k would be used to enhance domestic abuse support services in Hartlepool over the next two years (2016-18).

In the discussion that followed presentation of the report, whilst the proposals were welcomed, the Chair expressed disappointment that Hartlepool had not been the lead authority. In relation to the information provided in relation to support and staffing costs, as outlined in Appendix B, a breakdown was requested as to how the remainder of the funding would be utilised.

## **Decision**

- (i) That the contents of the report and comments of Partnership Members be noted.
- (ii) That a breakdown of how the funding would be utilised be provided.

## **36. Prevent Update** *(Director of Regeneration and Neighbourhoods)*

### **Purpose of report**

To inform the Safer Hartlepool Partnership of the recent decision to proscribe National Action under the Terrorism Act 200.

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

It was reported that following debates in Parliament in 16 December, National Action became the first extreme right-wing group to be proscribed as a terrorist organisation. As reported to the Partnership in September, as part of the Hate Crime report, Members of the Partnership had been informed that National Action had been active locally with stickers being posted in the Centre of Hartlepool.

Members were referred to Appendix A, which provided further information in relation to National Action which could be disseminated throughout SHP member organisations to ensure all staff were aware of the group and that it was now a proscribed group.

Discussion ensued in terms of the powers available to protect and safeguard communities and to minimise activities of this type. The Chief Superintendent clarified the powers available to the police and the purpose of the prevent agenda. In response to the Chair's comments on the importance of Partnership Members raising awareness on this issue within various groups, adopting a pro-active approach to Prevent activity and the benefits of partner organisations being part of the Prevent Group, the Head of Community Safety and Engagement reported on the duty upon all organisations to raise awareness and indicated that a report could be presented to a future meeting to update the Partnership on progress to date in terms of prevent activities across Tees.

## **Decision**

- (i) The Partnership noted the decision to proscribe National Action and ensure that they raised awareness of this throughout their own organisations.

- (ii) That a report be presented to a future meeting to update the Partnership on progress to date in terms of prevent activities across Tees.

### **37. Safer Hartlepool Partnership Performance** (*Director of Regeneration and Neighbourhoods*)

#### **Purpose of report**

To provide an overview of Safer Hartlepool Partnership performance for Quarter 2 – July 2016 to September 2016 (inclusive).

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

The report provided an overview of the Partnership's performance during Quarter 2, as set out in an appendix to the report. Information as a comparator with performance in the previous year was also provided. In presenting the report, the Community Safety and Research Officer highlighted salient positive and negative data and responded to queries in relation to crime figures by type.

#### **Decision**

That the Quarter 2 performance figures be noted.

### **38. Communities Against Violence in Cleveland** (*Cleveland Police*)

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

The Chair reported that this item would be deferred to the next meeting.

#### **Decision**

That the item be deferred to the next meeting.

### **39. Date and Time of Next Meeting**

The Chair reported that the next meeting would be held on 10 March 2017 at 10.00 am.

The meeting concluded at 11.05 am.

CHAIR



# FINANCE AND POLICY COMMITTEE

27 March 2017



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

**Subject:** PROPOSALS REGARDING THE ACQUISITION OF  
NORTHERN LIGHTS ACADEMY (NLA)

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

Key Decision test (i)/(ii) Forward Plan Reference No. CAS51/16

## 2. PURPOSE OF REPORT

- 2.1 The purpose of this report is to gain approval from Finance and Policy Committee for Hartlepool Borough Council (HBC) to take ownership of Northern Lights Academy.

## 3. BACKGROUND

- 3.1 Northern Lights Academy (NLA) originated when the Headland Development Trust (HDT) secured a multi-million pound grant application through the Big Lottery Fund Myplace Programme to build a state of the art facility for dance, music production, film production and performing arts. The building and associated land is shown hatched on the Plan at **APPENDIX 1**.

The Myplace programme was launched in April 2008 and was funded by the Big Lottery Fund (BLF). Following three competitive bidding rounds, a total of 63 capital grants of between £1 million and £5 million were awarded for the development of world-class youth centres in some of the most deprived areas of England. Myplace Centres serve disadvantaged communities by providing high quality services that support and engage young people. No two Myplace Centres are the same because each Centre has been designed to meet the needs of local people. However, each Myplace Centre is committed to helping young people to develop the skills, knowledge and capabilities that they need to become independent, mature citizens and responsible members of their communities.

- 3.2 HDT closed for business in 2011 shortly before NLA could officially open to the public. BLF, as the project sponsor at the time, asked the Diocese of Durham to take over the project. The Diocese agreed to this with the intention to operate NLA alongside the neighbouring St Hild's school. Unfortunately it became unsustainable for the Diocese to manage NLA, and in June 2015 they approached Hartlepool Borough Council (HBC) and asked if the Council would be interested in taking over the building.
- 3.4 The Council agreed to take a licence for NLA for the purposes of securing and maintaining the building from the Diocese of Durham while a solution was found for its future. The HBC licence began in September 2015 at which point the authority mothballed the building in order to reduce running costs and prevent further deterioration to the fabric of the building. The building currently remains mothballed. The licence has recently been renewed to run until 31<sup>st</sup> August 2017.
- 3.5 The funding responsibility for MyPlace projects has transferred from BLF to the Education Funding Agency (EFA) and the Cabinet Office.
- 3.6 Hartlepool primary and secondary schools and post-16 education providers have welcomed the opportunity to shape the curriculum pathways that will operate from NLA. These pathways will maximise the use of the high specification resources within the building, and also prepare more young people to enter employment sectors in the region and sub-region where a predicted shortfall in workforce skills is anticipated. Additionally, schools have agreed in principle to buy into the curriculum pathways to strengthen the curriculum offer for groups of students. We are working with a lead educational partner to deliver the 14-19 pathways, including providing staff and expertise to deliver core elements of the curriculum for 14-16 year-olds initially, and then expanding the offer for post-16 students to compliment the town's current post-16 learning offer. It is anticipated that this offer will be in place from September 2017 and a further report outlining the business case will be presented to a joint meeting of the Finance and Policy and Children's Services Committees in May/June 2017.
- 3.7 A number of independent organisations have also expressed an interest in being a learning partner in the full programme offer at NLA, including in the fields of music, dance and wider performing arts.
- 3.8 The next step in working with partners will be to secure formal partnership working agreements.

#### 4. PROPOSALS

- 4.1 It is proposed that the Council acquire the NLA building, land and equipment on the terms set out in **CONFIDENTIAL APPENDIX 2. This appendix contains exempt information under Schedule 12A of the 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).** This will allow the building to be brought back into use by children and young people in Hartlepool.

- 4.2 Once in HBC ownership it is proposed that NLA be used as a centre for excellence in technical training for the creative industries. The centre will target emerging technologies and industrial growth sectors, including digital media and creative industries, with a view to developing a supply of suitably skilled and capable young people to form the creative workforce of the future. The planned curriculum pathways accessed through NLA will also re-engage some young people for whom a traditional, fully academic diet is not appropriate.
- 4.3 A further report, with an accompanying business case and business plan, will be brought to a joint meeting of Finance and Policy Committee and Children's Services Committee in May or June this year detailing the future use of NLA.

## 5. RISK IMPLICATIONS

- 5.1 Should it be decided that HBC will not take over this asset the building will become the responsibility of the Education Funding Agency and the Cabinet Office. Neither agency has communicated what a 'Plan B' option would be for the building. The building could therefore remain closed to local and wider communities for the foreseeable future.
- 5.2 HBC has clearly stated to the EFA and the Cabinet Office that there is no intention of the Council becoming fully responsible for the original funding liabilities associated with the Myplace project. Both government departments have indicated that they are willing to negotiate these liabilities in order to mitigate all associated risks for HBC.

## 6. FINANCIAL CONSIDERATIONS

- 6.1 The proposed terms of transfer at **CONFIDENTIAL APPENDIX 2** indicate a very small nominal consideration in respect of the asset transfer.

## 7. LEGAL CONSIDERATIONS

- 7.1 HBC currently has a licence to maintain and secure the building. This is due to expire on 31<sup>st</sup> August 2017.
- 7.2 The NLA Project Team have provisionally agreed terms under which the freehold would transfer from the Diocese of Durham to the Council. These are presented at **CONFIDENTIAL APPENDIX 2**. Whilst the property is vacant, the freehold interest is still subject to the 125 year lease granted by the Diocese in 2009 to Headland Development Trust.

- 7.3 Members of the NLA Project Team have been liaising with the Cabinet Office and Education Funding Agency who are now the sponsors of all Myplace projects nationally. Both Central Government departments have been fully briefed on the intended future use of NLA, primarily being focussed on education provision, and they are agreeable to this proposal. HBC has clearly stated that there is no intention of the Council becoming fully responsible for the original funding liabilities associated with the Myplace project. Both departments have indicated that they are willing to negotiate these liabilities in order to mitigate all associated risks for HBC. Following approval from Members this will be formalised with both departments.
- 7.4 Although the Diocese are the freehold proprietors, there is registered against the title a long lease in favour of the Headland Development Trust Limited. This entry on the register will need to be removed on application to the HM Land Registry. There is also a restriction on dealings on this land in favour of the Big Lottery Fund and agreement will be needed from that source to remove this particular entry and to allow this transaction to proceed.

## **8. CHILD AND FAMILY POVERTY**

- 8.1 Options have been considered and there are no child and family poverty impact issues.

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

- 9.1 Options have been considered and there are no equality and diversity impact issues.

## **10. STAFF CONSIDERATIONS**

- 10.1 The project and business plan development will continue to be managed using current resources across all Council Departments, and be led by the NLA Project Team.
- 10.2 Future staffing requirements at NLA will be considered as part of the business planning process and will be an integral part of the future report for the joint Committee meeting described at paragraph 4.3.

## **11. ASSET MANAGEMENT CONSIDERATIONS**

- 11.1 Following acquisition, the property will become part of the Council's operational estate and will require continued maintenance and servicing.

## **12. RECOMMENDATIONS**

- 12.1 Members agree that the Council should conclude negotiations with the Diocese of Durham and the relevant government departments to take ownership of NLA, including its assets, ensuring that there is no legacy liability from the MyPlace project.
- 12.2 Members agree to receive a further report in May or June 2017 in relation to the future use of NLA as a centre of excellence in technical training for creative industries. This will be accompanied by a fully developed business plan for the centre.

## **13. REASONS FOR RECOMMENDATIONS**

- 13.1 Bringing the centre under HBC ownership will allow the business plan to be implemented and a currently empty building to be brought back into use.

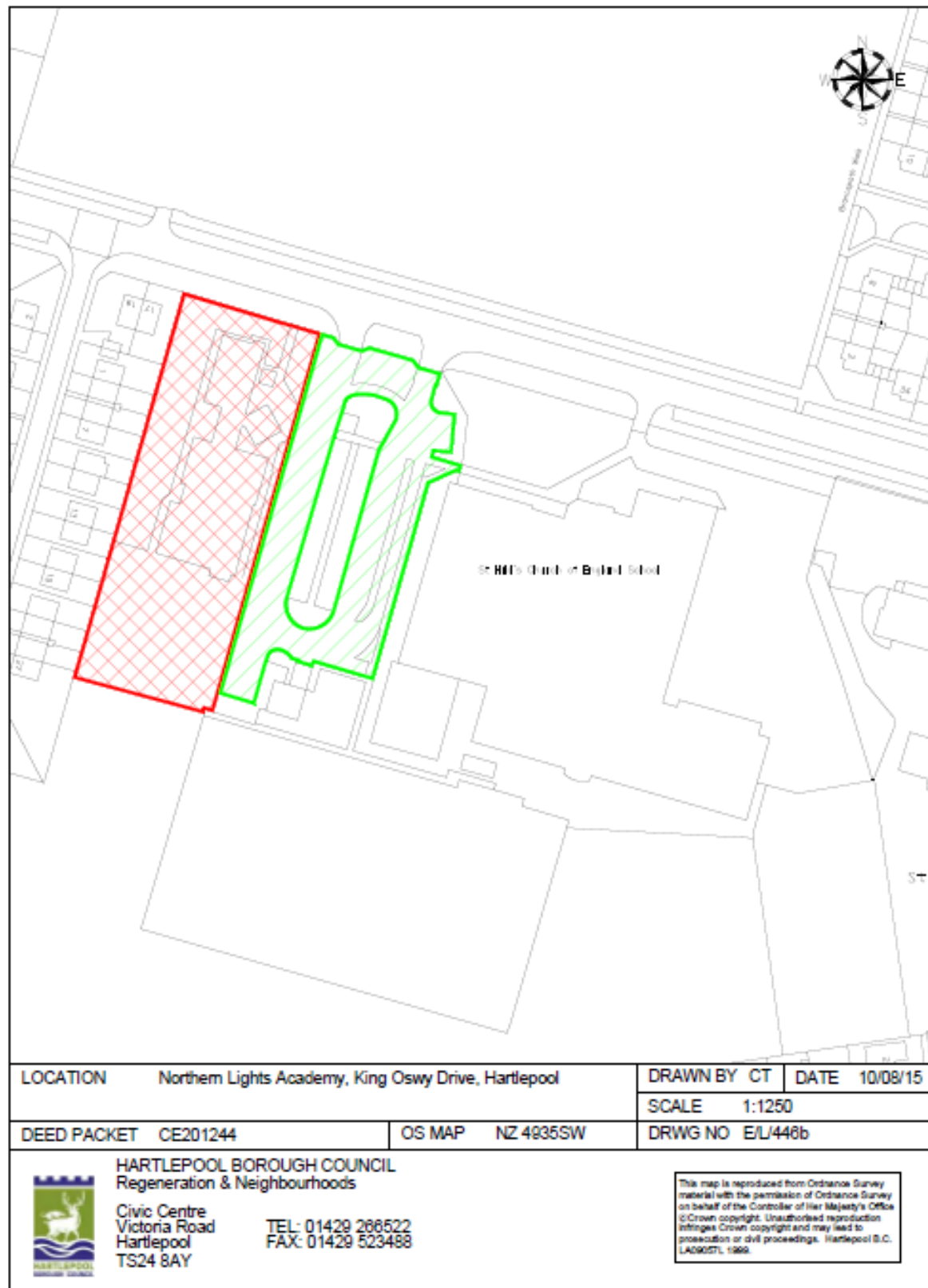
## **14. BACKGROUND PAPERS**

- 14.1 Northern Lights Academy – Finance and Policy Committee, September 2015

## **15. CONTACT OFFICER**

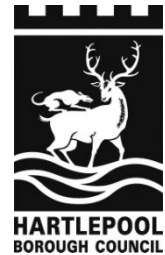
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## Property Plan



# FINANCE AND POLICY COMMITTEE

27<sup>th</sup> March 2017



**Report of:** Director of Finance and Policy

**Subject:** VACANT POSTS ANNUAL REPORT

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

For Information

## 2. PURPOSE OF REPORT

- 2.1 The purpose of this report is to provide a list of vacant posts within the Council.

## 3. BACKGROUND

- 3.1 Members requested an annual report on vacant posts within the Council. The position as at 3 February 2017 is attached as appendix 1.

- 3.2 In summary, there are 45 posts vacant across the Council as at 3 February 2017. These are broken down as follows:

Regeneration and Neighbourhoods	19 posts
Child and Adult Services	12 posts
Public Health	2 posts
Finance and Policy	10 posts
Chief Solicitors Division	2 posts

- 3.3 The Corporate Management Team actively manages vacant posts on an ongoing basis to ensure the Council has the appropriate resources and skills to effectively deliver services, alongside considerations in respect of the ongoing financial and budgetary challenges the Council faces. Where necessary, vacant posts are retained to avoid compulsory redundancies and contribute to budget reductions which has proven to be a highly effective strategy over a number of years. There are 10 posts identified in Appendix 1 which are being held for 2017/18 savings.

- 3.4 The approved budget savings for 2017/18 include total staffing savings of £1.3m of which approximately £0.863m (65%) of this has been achieved from voluntary redundancies and by managing vacancies which have arisen over the last few months. As these vacancies will be removed from the budget they are not included in Appendix 1. This position underlines the Council's commitment, despite the impact of continuing Government funding cuts, to seek to minimise the numbers of compulsory redundancies.

#### **4.0 RISK IMPLICATIONS**

- 4.1 There are no specific risk implications from this report.

#### **5.0 FINANCIAL CONSIDERATIONS**

- 5.1 There are no specific financial considerations from this report. However, the overall budget does not provide for 100% salary costs, as a provision is included for turnover (i.e. posts which are vacant for a temporary period). The turnover allowance is set out a departmental basis to reflect the specific circumstances applying in different services areas. Achievement of the turnover allowance is managed carefully and in total amounts to £0.418m for 2017/18.

#### **6.0 LEGAL CONSIDERATIONS**

- 6.1 There are no specific legal considerations from this report.

#### **7.0 CHILD/FAMILY POVERTY CONSIDERATIONS**

- 7.1 There are no specific child / family poverty considerations from this report.

#### **8.0 EQUALITY AND DIVERSITY CONSIDERATIONS**

- 8.1 There are no specific equality / diversity considerations from this report.

#### **9.0 STAFF CONSIDERATIONS**

- 9.1 There are no specific staffing considerations from this report.

#### **10.0 ASSET MANAGEMENT CONSIDERATIONS**

- 10.1 There are no specific asset management considerations from this report.



**11.0 RECOMMENDATIONS**

- 11.1 It is recommended that Members note the report.

**12.0 REASONS FOR RECOMMENDATIONS**

- 12.1 To advise the Committee of the current position in respect of vacant posts.

**13.0 BACKGROUND PAPERS**

- 13.1 None.

**14. CONTACT OFFICER**

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## Report - Vacant Posts as at 3rd February 2017

Department	Service	Job Title	Salary Band	Hours	Type (please tick where applicable)					Category/Comments (also please state if filled by a Fixed Term Contract or Agency Worker)	Tick if post is to be deleted for 17/18 savings
					Frozen in North East Jobs	New (as part of reorganisation)	Held or yet to be advertised	Agency	Fixed Term		
Regeneration & Neighbourhoods	Technical Services	Structural Engineer	6 to 12 (depending on experience)				✓			Efforts have been made twice to recruit but there is a lack of Structural Engineers across the country.	
	Building Design & Construction	Quantity Surveyor	NA					✓	Will be leaving the Council by the end of March 2017.	This officer is not currently on the establishment and has been paid to undertake extra work within the Division.	
	Building Design & Construction	Architectural Technician	NA					✓	Will be leaving the Council by the end of February 2017.	This officer is not currently on the establishment and has been paid to undertake extra work within the Division.	
	Environmental Services	Gravedigger					✓			This post is vacant. However there are proposals to look at this post as a wider service review in 17/18.	
	Housing Services	Housing Standards Officer	10	37			✓			Savings currently contribute towards temporary posts	✓
	Economic Regeneration	YEI Contract Officer (Darlington)	10	37		✓	✓		✓		
	Economic Regeneration	YEI Admin Assistant (Darlington)	4	37		✓	✓		✓		
	Economic Regeneration	HWS Employment & Project Development Assistant	8	37		✓	✓		✓		
	Economic Regeneration	YEI Administration Team Leader	8	37		✓	✓		✓		
	Economic Regeneration	Promoting Change Transforming Lives ELT Worker	8	21		✓	✓		✓		
	Economic Regeneration	Promoting Change Transforming Lives Horticulture Tutor	6	35		✓	✓		✓		

Department	Service	Job Title	Salary Band	Hours	Type (please tick where applicable)					Category/Comments (also please state if filled by a Fixed Term Contract or Agency Worker)	Tick if post is to be deleted for 17/18 savings
	Building Control	Building Control Surveyor	9 - 11	37		✓	✓				
	Estates & Regeneration	Principal Valuer	12 (subject to JE review)	37			✓		✓		
	Culture & Information	Outreach Worker	7	8			✓			Part of a 15 hr post. Propose initial fixed term until 31/3/18, in line with current postholder in remaining 7 hrs of the post.	
	Culture & Information	Clerical Support Assistant	5	6							✓
	Facilities Management	School Meals - Catering Assistant	3	10					✓	back filled with overtime	
	Facilities Management	School Meals - Catering Assistant	3	10					✓	back filled with overtime	
	Facilities Management	School Meals - Catering Assistant	3	10					✓	back filled with overtime	
	Facilities Management	School Meals - Catering Assistant	3	10					✓	back filled with overtime	
Child & Adult Services	Direct Care and Support Service	Homecare worker	5	25			✓				
	Direct Care and Support Service	Homecare worker	5	16			✓				
	Direct Care and Support Service	Homecare worker	5	20			✓				
	Direct Care and Support Service	Homecare worker	5	28			✓				
	User Property and Finance Team	Principal Visiting Officer	11	37		✓					✓
	The Childrens' Hub	Children's Hub Officer	7-9	37					✓	NEJ advert just closed for a FTC for six months to cover long term sickness absence. Currently being covered by Clerical Register Relief Worker until FTC appointed.	
	The Childrens' Hub	Children's Hub Officer	7-9	37			✓			One vacancy for Children's Hub Officer not yet filled - post vacant due to long term sickness absence.	

Department	Service	Job Title	Salary Band	Hours	Type (please tick where applicable)					Category/Comments (also please state if filled by a Fixed Term Contract or Agency Worker)	Tick if post is to be deleted for 17/18 savings
	The Childrens' Hub	Team Manager - The Children's Hub	14	37		✓	✓			Team Manager (Social Worker) to be recruited to replace Team Manager (Advice and Guidance) in Children's Hub. Post currently in NE Jobs workflow awaiting approval.	
	Youth Offending Service	Case Manager	10-12	37						Currently going through review and will plan to advertise once review is complete.	
	Through Care Team	Team Manager	14	37						Been out to advert twice with no response, and re-advertise this week - requirement is qualified social worker, currently been covered by agency worker.	
		School Capital Project Officer	11	37							✓
	Performance and Data Team (Children's)	Information Officer	8	37			✓				
Public Health	Trading Standards	Technical officer (part time)	9-11	21							✓
	Sport & Recreation	E-marketing & Promotions Assistant	7	37			✓		✓		
Finance and Policy	CICT	Senior ICT Support Officer	10	37					✓	Fixed term post advertised internally in financial year 15/16 to backfill resource for short term project work undertaken by CICT. Post was never filled and one off funding for this post has now stopped. Post to be deleted from structure	Post to be deleted (currently in the process of doing so). However no ongoing salary budget was created for this post therefore no saving is available from removing this post.
	Human Resources	JE Manager and HR Adviser	13	37			✓			Held pending restructure	
	Benefits	Benefits Officer	7	37			✓				✓

Department	Service	Job Title	Salary Band	Hours	Type (please tick where applicable)					Category/Comments (also please state if filled by a Fixed Term Contract or Agency Worker)	Tick if post is to be deleted for 17/18 savings
	Benefits	Benefits Officer	7	18.5			✓				✓
	Benefits	Benefits Officer	7	37				✓		Non establishment post . Agency worker currently engaged and funded by DWP FERIS & Universal Credit grant	
	Customer Services	Customer and Business Officer	7	37	✓					These posts are frozen but not within NEJ	✓
	Customer Services	Customer and Business Officer	7	37	✓					These posts are frozen but not within NEJ	✓
	Customer Services	Senior Customer and Business Officer	8	37			✓			To be advertised within the next fortnight	
	Corporate Finance	Accounting & Finance Officer	5-8	20						Held for 2017/18 savings process	✓
	Corporate Finance	Interim Accountant						✓		Agency not covering vacant post	
Chief Solicitors Division	Legal Services	Solicitor x2	13	74		✓		✓		Currently filled by Locums x 2	

# FINANCE AND POLICY COMMITTEE

27<sup>th</sup> March 2017



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

**Subject:** LAND AT HART

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non key.

## 2. PURPOSE OF REPORT

2.1 To seek approval for letting of farm land at Hart.

## 3. BACKGROUND

3.1 Land at Hart Smallholdings extending to approximately 150 acres has been let for many years. Upon the death in 2015 of the previous tenant the tenancy passed to family members who surrendered it in the spring of 2016. The majority of the land has now been marketed on an informal tender basis to let as farm land in 2 lots of 29 acres and 119 acres. The offer attracted a high level of interest. The land is shown hatched on the plan at **Appendix 1**.

3.2 The 10 tenders received by the closing date of Friday 17<sup>th</sup> March 12 noon are summarised on the attached table. The majority of the tenders are from well established local farmers.

3.3 The highest tenderer proposes to install locked gates to entrances and to secure gaps in the fences and hedges to prevent unauthorised access. He has also indicated that he would be interested take the land for a longer term than the 6 years proposed in the marketing details. This may be to the authority's advantage as it would provide greater certainty of income and reduce management costs. The tenancy will be subject to rent reviews. If in the future part of the land could be developed, possession can be obtained subject to the service of one year's notice.

#### 4. PROPOSALS

- 4.1 It is proposed to grant a new farm business tenancy of the land to the successful tenderer as set out in **CONFIDENTIAL APPENDIX 2 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, (paragraph 3) information relating to the financial or business affairs of any particular person (including the authority holding that information.**

#### 5. RISK IMPLICATIONS

- 5.1 There are not considered to be any major risk implications. The successful tenderer is a well established local farmer.

#### 6. FINANCIAL CONSIDERATIONS

- 6.1 The enhanced rental income received from the new tenancy will be used to meet the current income target set for non-operational property.

#### 7. LEGAL CONSIDERATIONS

- 7.1 The land will be let on a farm business tenancy basis.

#### 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 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 The decision to adopt a commercial approach to asset management requires the Council to realise the full value of any properties or property rights that it disposes of or in this case leases. It is anticipated that in addition to the enhanced rental income, the new tenant will invest in the land in terms of fencing and other matters which will enhance the land's capital and rental value.

## **13. RECOMMENDATIONS**

- 13.1 It is recommended that approval is given to the grant of the new tenancy as set out in **CONFIDENTIAL APPENDIX 2. 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, (paragraph 3) information relating to the financial or business affairs of any particular person (including the authority holding that information.**

## **14. REASONS FOR RECOMMENDATIONS**

- 14.1 The terms proposed by the successful tenderer are considered to represent the best that can be obtained in the current market and reflect market rental value.
- 14.2 The successful tenderer is an established local farmer who intends to carry out some investment in the land.

## **15. BACKGROUND PAPERS**

- 15.1 There are no background papers in this instance.

## **16. CONTACT OFFICER**

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## APPENDIX 1

