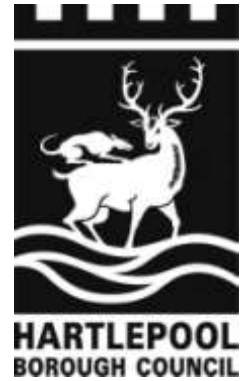


# **FINANCE AND POLICY COMMITTEE**

## **AGENDA**



**Monday 12 June 2017**

**at 11.00 am**  
**(or immediately following the conclusion of**  
**the Joint Committee, whichever is the later)**

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

**MEMBERS:** FINANCE AND POLICY COMMITTEE

Councillors C Akers-Belcher, Clark, Cranney, Fleming, Hunter, James, Lindridge, 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 27 March, 2017 *(previously published and circulated)*.
- 3.2 To receive the minutes of the joint meeting of the Finance and Policy Committee and Regeneration Services Committee held on 6 March, 2017 *(previously published and circulated)*.

**4. BUDGET AND POLICY FRAMEWORK ITEMS**

None.

**5. KEY DECISIONS**

- 5.1 Capital Maintenance Programme 2017 – *Director of Regeneration and Neighbourhoods*



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

- 6.1 Holy Trinity School Land Transfer – *Director of Regeneration and Neighbourhoods*
- 6.2 Irrecoverable Debts – Council Tax and Business Rates – *Director of Finance and Policy*
- 6.3 Organised Crime and Procurement Pilot Report – *Chief Solicitor*
- 6.4 Quarter 4 – Council Overview of Performance and Risk 2016/17 – *Chief Executive*

## **7. ITEMS FOR INFORMATION**

- 7.1 Corporate Procurement Quarterly Report on Contracts – *Director of Finance and Policy*

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

FOR INFORMATION

Date of next meeting –

Finance and Policy Committee: Monday 10 July, 2017 at 10.00 am in the Civic Centre, Hartlepool.



# **FINANCE AND POLICY COMMITTEE**

## **MINUTES AND DECISION RECORD**

27 MARCH 2017

The meeting commenced at 10.05 am in the Civic Centre, Hartlepool.

**Present:**

Councillor Christopher Akers Belcher (In the Chair)

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

Also Present: Councillor Jim Lindridge as substitute for Councillor Alan Clark in accordance with Council Procedure rule 5.2.

Officers: Gill Alexander, Chief Executive  
Peter Devlin, Chief Solicitor  
Chris Little, Director of Finance and Policy  
Sally Robinson, Director of Child and Adult Services  
Denise Ogden, Director of Regeneration and Neighbourhoods  
Andrew Carter, Assistant Director, Economic Growth and Regeneration  
Katie Hammond, Projects Manager  
Steve Hilton, Public Relations Officer  
David Cosgrove, Democratic Services Team

### **120. Apologies for Absence**

Councillor Alan Clark.

### **121. Declarations of Interest**

None.

### **122. Minutes of the meeting held on 6 March 2017**

Confirmed.

### **123. Minutes of the meeting of the Health and Wellbeing Board held on 16 January 2017**

Received.

**124. Minutes of the meeting of the Safer Hartlepool Partnership held on 20 January 2017**

Received.

**125. Proposals Regarding the Acquisition of Northern Lights Academy (NLA)** *(Director of Child and Adult Services)***Type of decision**

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

**Purpose of report**

The purpose of the report was to gain approval for Hartlepool Borough Council (HBC) to take ownership of Northern Lights Academy.

**Issue(s) for consideration**

The Director of Child and Adult Services reported on the background to the building of the Northern Lights Academy (NLA) and the situation that had led to the Council agreeing 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 had recently been renewed to run until 31st August 2017. The original funding responsibility for the project had also now transferred to the Education Funding Agency (EFA) and the Cabinet Office.

Hartlepool primary and secondary schools and post-16 education providers have welcomed the opportunity to shape the curriculum pathways that would operate from NLA. These pathways would 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.

Officers were 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 would be in place from September 2017 and a further report outlining the business case would be presented to a joint meeting of the Finance and Policy and Children's Services Committees in May/June 2017.

A number of independent organisations had 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. The next step in working with partners would be to secure formal partnership working agreements.

It was proposed that the Council acquire the Northern Lights Academy building, land and equipment on the terms set out in the Confidential Appendix to the report which contained 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 would allow the building to be brought back into use by children and young people in Hartlepool.

The Director indicated that a further report, with an accompanying business case and business plan, would 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.

The report also set out details of some of the legal issues that would need to be addressed, particularly in relation to the original lease, for the Council to take control of the building.

Members welcomed the proposal as this was an excellent facility that was going unused and could provide significant opportunities for young people in the town. Members did indicate that much would depend on the business report being developed.

### **Decision**

1. That the Council should conclude negotiations with the Diocese of Durham and the relevant government departments to take ownership of the Northern Lights Academy, including its assets, ensuring that there is no legacy liability from the original MyPlace project.
2. That a further report be submitted in May or June 2017 in relation to the future use of Northern Lights Academy as a centre of excellence in technical training for creative industries, accompanied by a fully developed business plan for the centre, to a joint meeting of the Finance and Policy Committee and the Children's Services Committee.

## **126. Vacant Posts Annual Report** (*Director of Finance and Policy*)

### **Type of decision**

For Information only.

### **Purpose of report**

The purpose of this report was to provide a list of vacant posts within the Council.

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

The Director of Finance and Policy reported that Members had requested an annual report on vacant posts within the Council. The position as at 3 February 2017 was set out in detail in an appendix to the report. In summary, there were 45 posts vacant across the Council as at 3 February 2017. These were 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

The Director of Finance and Policy highlighted that the figures related to the number of posts, some fifteen of which were not full time posts. The number of full time equivalents would, therefore, be lower. It was also highlighted that the Council did not budget for a full 100% staff establishment and consequently vacant posts were managed throughout the year to deliver the required budget saving.

The Corporate Management Team actively managed vacant posts on an ongoing basis to ensure the Council had 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 were retained to avoid compulsory redundancies and contribute to budget reductions which had proven to be a highly effective strategy over a number of years. There were ten posts identified in Appendix 1 which were being held for 2017/18 savings.

The Chair suggested that the report next year should be scheduled after 31 March to allow for the posts that were to be written out of the establishment for budget savings could be accounted for before the underlying position was reported.

### **Decision**

That the report be noted and that in future years reports be submitted to the Committee after the end of the financial year.

## **127. Any Other Items which the Chairman Considers are Urgent**

The Chairman ruled that the following items of business should be

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

## **128. Land at Hart** (*Director of Regeneration and Neighbourhoods*)

### **Type of decision**

Non key decision.

### **Purpose of report**

To seek approval for letting of farm land at Hart.

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

The Assistant Director, Economic Growth and Regeneration reported that land at Hart Smallholdings extending to approximately 150 acres had 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 had now been marketed on an informal tender basis to let as farm land in two lots of 29 acres and 119 acres. The offer attracted a high level of interest. The land was shown on the plan submitted as an appendix to the report.

The ten tenders received by the closing date of Friday 17th March 12 noon are summarised on the attached table. The majority of the tenders were from well established local farmers. It was proposed to grant a new farm business tenancy of the land to the successful tenderer as set out in the Confidential Appendix to the report which contained 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).

The highest tenderer proposed 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 in taking the land for a longer term than the six 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 would be subject to rent reviews. If in the future part of the land could be developed, possession could be obtained subject to the service of one year's notice.

### **Decision**

That approval be given to the grant of the new tenancy as set out in the Confidential Appendix to the report which contained 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).

The meeting concluded at 10.15 am.

**P J DEVLIN**

**CHIEF SOLICITOR**

**PUBLICATION DATE: 3 APRIL 2017**



# **JOINT MEETING OF FINANCE AND POLICY AND REGENERATION SERVICES COMMITTEES**

## **MINUTES AND DECISION RECORD**

### **27 MARCH 2017**

The meeting commenced at 9.00 am in the Civic Centre, Hartlepool.

**Present:**

Councillor Kevin Cranney (In the Chair)

Councillors: Christopher Akers Belcher, Stephen Akers-Belcher, Allan Barclay, Paul Beck, Dave Hunter, Marjorie James, Jim Lindridge, Brenda Loynes, Stephen Thomas and Paul Thompson.

Officers: Gill Alexander, Chief Executive  
Chris Little, Director of Finance and Policy  
Denise Ogden, Director of Regeneration and Neighbourhoods  
Andrew Carter, Assistant Director, Economic Growth and Regeneration  
Dave Anderson, Interim Project Manager, Regeneration  
Rob Smith, Principal Regeneration Officer  
Steve Hilton, Public Relations Officer  
David Cosgrove, Democratic Services Team

#### **4. Apologies for Absence**

Councillor Alan Clark.

#### **5. Declarations of Interest**

None.

#### **6. Public Realm Improvements for the Innovation and Skills Quarter Including Church Street and Church Square** *(Director of Regeneration and Neighbourhoods and Assistant Director (Economic Growth and Regeneration))*

**Type of decision**

Key decision (test (i)). Forward Plan Reference No. 04/17.

**Purpose of report**

The purpose of the report was to:-

- (i) Seek approval for the commencement of construction work on the Church Street Innovation and Skills Quarter (ISQ), subject to confirmation of planning approval and the formal award of grant funding from Tees Valley Combined Authority (TVCA) and the Heritage Lottery Fund.
- (ii) Seek approval to allocate funding from the Regeneration Projects fund to support the overall cost of the scheme.

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

The Interim Project Manager, Regeneration reported that the Church Street ISQ forms an important part of Hartlepool Vision - the strategy for the regeneration of the Waterfront and Town Centre. The ISQ aimed to revitalise Church Street and the surrounding area by providing a positive environment for the creation and growth of new businesses. It aimed specifically to boost the growth of the creative industries sector in Hartlepool building upon the £11m investment that had been made to create new teaching facilities for Cleveland College of Art and Design (CCAD) on Church Street. The proposals would also improve connections between the Waterfront and Town Centre by creating high quality public realm space.

The ISQ was the subject of a conditional allocation of £5.5m Local Growth Fund (LGF) monies from the Tees Valley Combined Authority. The conditions of grant award required the Council to develop its plans to a sufficient level of design detail to enable firm cost estimates to be made for each of the projects within the Programme.

There are four projects within the ISQ Programme:

- (i) The creation of 31 managed workspace units within the former GPO building on Whitby Street;
- (ii) A scheme of public realm improvement works along Church Street;
- (iii) A major public realm improvement programme on Church Square; and
- (iv) A new pedestrian crossing, highway improvement and traffic signalling works on Stockton Street.

The report focussed on the public realms in Church Street, Church Square and Stockton Street. A presentation to the Committee by the Principal Regeneration Officer outlined the various design proposals for the works. Works in both Church Square and Church Street had been slightly constrained by the existence of a number of major services detected following ground penetrating radar surveys and site investigations. The presentation outlined the design for the public events space in Church Square, the revisions to Church Street and the works to Stockton Road which would include a revised single crossing point at Stockton Road between Church Square and Middleton Grange Shopping Centre (Wilkinson's corner) and a southbound right turn into the multi-storey car park.

Members welcomed the scheme proposals. In relation to the removal of trees in Church Square Members were concerned that there were two trees in the square that were dedicated and used during the Workers Memorial Day event for the placement of wreaths etc. Members also questioned if the trees removed would be replanted elsewhere in the borough so that, in line with the Council's adopted Tree Strategy, there was not any reduction in the number of trees. The Chair indicated that he understood more trees were to be planted than removed. This was confirmed by officers. The Director of Regeneration and Neighbourhoods indicated that discussions had been held with the Hartlepool Joint Trades Union Committee on the issue of the trees and they had indicated that they were happy with the arrangements and a new plaque referencing Workers Memorial Day was to be installed.

Members welcomed the initiative to include some historical references within the scheme and suggested that some reflection of the town's shipbuilding past should be included. The Interim Project Manager, Regeneration stated that officers were working on city dressing and that some new lamppost banners would be installed on the approaches to the town which would reflect that past which were being developed with Hartlepool Museum Service.

Members expressed concern that with all the services in the area, if works were undertaken, then the utility companies must be required to make good after any repairs to the standard of the original surface treatments.

Members discussed the various crossings within the schemes. In relation to those from Church Square to Church Street Members suggested that Belisha beacon crossing worked well in other areas of the town and that whatever crossing was installed pedestrians were given priority over vehicles. There was concern at the placement of the crossing at Tower Street on the corner and Officers indicated that this had been assessed by the Highways Team and was considered the most appropriate placement as it allowed the best sight lines for both pedestrians and motorists. In relation to the crossing at Wilkinson's Corner, Members welcomed the single crossing design proposed though questioned if the crossing was to be a raised crossing providing additional traffic calming at that point. It was also suggested that the tactile paving proposals near the crossings may need revision.

It was noted in the meeting that the design proposals for Tower Street near the Ward Jackson Public House were not finalised at this point.

Members questioned the revisions to the car park behind the old Municipal Buildings. Officers indicated that the scheme to use this site for the disabled parking for the Christ Church Art Gallery had been approved by the Highways team as being within permitted distances from the building. The left turn in, left turn out access had also been approved while acknowledging the closeness of the access to the traffic lights. Cleveland College of Art and Design (CCAD) had stated that they had an aspiration to

remove the remaining car parking provision at some time in the future and landscape the area.

In welcoming the works in Church Street Members were concerned at what steps were being taken to encourage new businesses to the area to fill some of the empty units and change the general focus of the businesses away from the night time economy. The Interim Project Manager, Regeneration indicated that part of the overall scheme was to link the area to the waterfront to create greater footfall along Church Street. The new CCAD building and the new Business centre on Whitby Street would also create greater footfall along Church Street. This together with the potential for businesses growing out of the start up units in the business centre would create a greater interest in the area from the investment market leading to a change in the focus of Church Street.

Members also welcomed the new right turn into the multi-storey car park and noted that the proposal had been welcomed by the shopping centre management and owners and questioned if there was any prospect of a contribution to the works. The Director of Regeneration and Neighbourhoods stated that the multi-storey car park was council owned. There was a general over provision of car parking around the town centre, so anything that could encourage more vehicles and visitors into the centre would be beneficial. Members commented on issues around lighting and the lifts within the car park that could be improved.

### **Decision**

The Finance and Policy and Regeneration Services Committee Members jointly agreed to: -

1. Note the progress of detailed design and development work on the Innovation and Skills Quarter.
2. Note the designs for Church Street, Church Square and Stockton Street as set out in the appendices to the report and that the final approval be delegated to the Director of Regeneration and Neighbourhoods in consultation with the Chair of Finance and Policy Committee and the Chair of Regeneration Services Committee.
3. Instruct officers to submit Innovation and Skills Quarter final documentation to the Tees Valley Combined Authority for due diligence to be undertaken to enable the Contract letter to be awarded by May 2017.
4. Instruct officers to clear the final stages of design development and commence procurement subject to clearing all the necessary planning and external funding award approvals prior to entering into construction contracts and delegating the formal sign off of contracts to the Director of Regeneration and Neighbourhoods in conjunction with the Chief Solicitor.
5. Note that the project costs may change once tender prices have been received which may result in the need to value engineer or reduce the scope of projects in the later phases.

6. Note that the delivery of the Innovation and Skills Quarter programme is dependent upon the successful completion of the Tees Valley Combined Authority due diligence process.

The Finance and Policy Committee Members agreed to: -

7. In accordance with the authority delegated by Council within the approved MTFS for 2017/18: -
  - (i) The proposals to use the Regeneration Projects Fund to fund the current funding shortfall of £1.617m were approved,
  - (ii) That £277,000 from the Regeneration projects fund be used to underwrite the anticipated Heritage Lottery Fund contribution to allow the procurement process to commence.
  - (iii) It was noted that (i) and (ii) above would commit £1.894m of the £2.862m funding available leaving a balance of £0.968m to support future Regeneration Schemes.
  - (iv) That in the event that additional external funding was secured, the value of the amount secured would be transferred back into the Regeneration Fund to support future regeneration schemes.

Councillors S Akers Belcher and Hunter left at this point in the meeting.

## 7. **Neighbourhood Investment Programme** *(Director of Regeneration and Neighbourhoods)*

### **Type of decision**

Key Decision. Test (i) and (ii) applies. Reference RN 01/17.

### **Purpose of report**

To consider a capital investment programme that delivers improvements within neighbourhoods across Hartlepool.

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

The Director of Regeneration and Neighbourhoods reported that Council had a desire to make Hartlepool known as a great place to live as well as invest and visit. As part of this, a new approach to improving the environment and public realm through a coordinated Neighbourhood Investment Programme has been agreed. A Members seminar on 23rd November 2016 informed Councillors of the intention to develop this new programme and to obtain initial views. All Ward Members were written to at the start of this year and invited to submit proposals for schemes that would form part of the programme.

Funding for the Neighbourhood Investment Programme had been

considered as part of the overall Medium Term Financial Strategy approved by Council on 23rd February 2017. The proposal to use Prudential Borrowing to support capital investment of £1.5m had also been agreed and authority was delegated to the Finance and Policy Committee to approve the detailed programme of schemes. The Council would also explore any additional funding opportunities that could support the delivery of the schemes proposed by Members through the use of Developer Contributions (Section 106) and through closer collaboration with Thirteen Group and their investment programme.

A large number of schemes have been submitted by Ward Members for consideration and these were set out for information in an appendix to the report. As expected, there would not be sufficient funding to meet the costs of all of the schemes that had been put forward.

A number of highway safety schemes had been requested by Members for inclusion within the Neighbourhood Investment Programme. In view of the limited budget and the potential availability of the Local Transport Plan (LTP) funding for such projects, it was proposed that these schemes were transferred to the LTP list and considered against other highway improvement priorities.

The remaining ideas for schemes had been assessed as to the extent to which they meet one or more of the following criteria:

- A scheme falls within an area in need of physical and social regeneration
- The scheme contributes towards Community Wellbeing
- The scheme has a positive impact on Community Safety

In addition, it had been assumed from previous discussions that Members would wish the new programme to focus solely on capital improvements not revenue items and deliver benefits across a wide sector of the community rather than to individuals.

A number of schemes were proposed for inclusion in the initial phase of the programme. These schemes were geographically spread across the town, would bring clear benefits to the community and meet one or more of the criteria set out above. While some further work would be needed to finalise detailed designs and firm up costs and implementation timescales, each of the schemes could commence reasonably quickly should the Committee approve their inclusion within the programme. Therefore the recommended projects to commence in 2017 are as follows:

#### Shopping Parades

There are several shopping parades within the borough in need of improvement work to the public realm elements at the front, with those at King Oswy Drive being highlighted as a priority requiring particular attention. Works that improve the visual amenity of the shopping area are likely to promote a sense of community pride and wellbeing. It is accepted

that engagement with shopkeepers and other stakeholders would be critical, while additional work to scope out the detailed proposals and costs would be required.

#### Rossmere Park

This scheme would have benefits not just for the local community but also the wider town. Redevelopments within the park would result in a more attractive, recreational space for local families and others to enjoy outdoor activities. This would therefore make a positive contribution to community health and wellbeing by introducing a new main play area and toddler play area and it is estimated that £160,000 is set aside for the delivery of this scheme. Additional improvements would be considered as part of the original masterplan produced for Rossmere Park, and these would be considered further once more detailed costs are established.

#### Stranton Cemetery

A scheme to identify an appropriate funeral vehicle route through this cemetery and to designate all other routes as 'pedestrian only' has been proposed. This would cover the implementation of a traffic management scheme that includes the installation of remote operated vehicle barriers, drop down bollards and vehicle control signage. In addition it is proposed to make alterations to improve traffic and pedestrian safety at the Brierton Lane entrance and the approach to the public car park, with the estimated cost of the scheme at £115,000. These works would also support the recently launched 'Respect Campaign' for the cemetery.

#### The Headland

Proposals to prevent further deterioration of previous regeneration schemes have been put forward for the Headland including the Heritage Trail at the Town Square, Northgate shopping facades and other amenities and asset improvements nearby. Further work would be required to identify the exact nature of the works required to key locations.

#### Improving Playspaces

This project will look at an overview of playspaces across the Borough, with the first project complementing the two existing 'Play Builder' sites already located at Seaton. The additional free play and exercise facilities would benefit children in the local community, while supporting the masterplan proposed for Seaton. It would also support the physical regeneration of Seaton by offering additional attractions for visitors to this area and therefore an estimated budget of £70,000 would need to be set aside to deliver this scheme. The review would also help to establish the need for future playspaces at other locations across the Borough.

#### Barrier Works

Works to renew and improve highway barriers and street furniture along key routes in the central area of town have been requested. New barriers could potentially be designed to reflect the town's maritime heritage which would support key regeneration projects. An audit of the existing barriers and street furniture would need to be carried out first, allowing for a more

detailed assessment to be made of any potential changes and the possible cost implications.

#### Roundabouts

Works had been proposed to consider improvements to our key roundabouts on the strategic road network that create a sense of arrival when approaching the Town Centre and our Coastal frontage. Additional work would be required to assess the suitable locations for these improvements and the cost implications of any measures installed. Discussions with the NMRN Hartlepool have commenced to look at the opportunity of displaying artifacts and maritime assets on our roundabouts.

Members welcomed the proposed schemes. In relation to the works at Stranton Cemetery, it was suggested that a referral be made to the neighbourhood Services Committee for it to consider at the earliest opportunity a dog control order following continued complaints from visitors to the cemetery. The Chair of the Neighbourhood Services Committee indicated that she welcomed the referral and also considered that any improvements to the cemetery also look to dealing with the water retention and flooding issues on the site which had not been alleviated as promised during the recent housing development at Whistlewood Close off Tanfield Road.

Members also welcomed the proposals for Rossmere Park. A Member for the Seaton Ward also commented that the Seaton Ward Councillors had indicated that they would wish to commit some Ward Member Budget funding for seating to assist in the implementation of the play areas in Seaton Carew.

Members requested that all Members be informed if the schemes they had proposed were to be progressed or not. The Director of Regeneration and Neighbourhoods indicated that this would happen after this meeting and the implementation of the schemes would be monitored through the Neighbourhood Services Committee.

The Chair of the Finance and Policy Committee welcomed the commitment to assist in funding through ward member budgets and encouraged other Members to support schemes in their wards where possible. The Chair also referred to match funding from other providers such as Thirteen and the use of section 106 monies where appropriate. In relation to the list of proposed schemes, it was suggested that the list remain open for Members to put forward proposals for future consideration.

The Chief Executive suggested that the proposals for implementation in the Headland Ward be deferred until after the by-election in May.



### **Decision**

The Finance and Policy Committee Members agreed to: -

1. That the following schemes be approved for inclusion in the delivery of the Neighbourhood Investment Programme based on the assessment criteria set out in the report:
  - (i) Shopping Parades;
  - (ii) Rossmere Park;
  - (iii) Stranton Cemetery;
  - (iv) Improving Playspaces;
  - (v) Barriers works; and
  - (vi) Roundabouts.
2. That consideration of the schemes for the Headland be deferred until after the ward by-election in May.
3. That schemes eligible to be funded as part of the Council's Local Transport Plan programme are transferred and evaluated against other priorities for this funding.
4. In accordance with the authority delegated by Council within the approved MTFS for 2017/18 -
  - (i) That the proposals detailed in 1. Above be approved; and
  - (ii) That this would commit £345,000 of the £1.5m funding available leaving a balance of £1.155m to support future schemes.
5. That further exploration work is undertaken to assess and identify costs associated to deliver the proposed schemes at Shopping Parades, The Headland, Barrier Works and Roundabouts, with a further report to be brought back to Committee for consideration and approval.
6. That Officers are instructed to work up the schemes included within the report and present detailed costs and designs to a future Committee for information.
7. That subject to the level of funding available after the delivery of the schemes approved, additional schemes may be considered for delivery in future years.
8. That Members note the prioritising of future schemes as set out in Appendix A to the report.

The meeting concluded at 10.00 am.

**P J DEVLIN**

**CHIEF SOLICITOR**

**PUBLICATION DATE: 3 APRIL 2017**

# FINANCE AND POLICY COMMITTEE

12<sup>th</sup> June 2017



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

**Subject:** CAPITAL MAINTENANCE PROGRAMME 2017

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Key Decision test (i) applies

## 2. PURPOSE OF REPORT

2.1 To seek Members approval to allocate the Council's Capital Planned Maintenance – Building Condition Fund on Council property and assets in 2017/18.

## 3. BACKGROUND

3.1 As part of the Council's Medium Term Financial Strategy reported to Finance and Policy Committee on 9<sup>th</sup> January, 2017, one off resources were identified to fund capital priorities including £1m to address building condition issues and ensure the continued delivery of services. This was in addition to £0.8m allocated to address specific building condition works required at the Borough Hall, which will be carried out between 2017-2020.

3.2 The Medium Term Financial Strategy approved by Council, delegated authority to the Finance and Policy Committee to approve schemes to be funded from the above £1m resources. Detailed proposals for allocating these resources are presented below for consideration and approval.

## 4. PROPOSALS

4.1 Condition surveys have been undertaken on all Council assets. A proposed programme for year one (2017/18) is attached in **Appendix A**. The schemes relate to urgent mechanical and electrical works, Health and Safety issues or immediate deterioration such as roofing repairs. The estimated cost of year one is £285,000.

4.2 In December 2016, Finance and Policy Committee noted that there would be capital financial implications in setting up the three Community Hubs

(North, Central and South). The main requirements relate to building adaptations and IT infrastructures. Details of the proposed capital priorities to enable all three hubs to be initially opened and operational from July 2017 and fully operational by April 2018 are set out in **Appendix B**. Some elements of work are deemed to be absolutely essential to facilitate the hubs becoming operational from July, with other works carried out over the following months as planning and other constraints allow.

- 4.3 Following extensive analysis, challenge and value engineering, the estimated capital requirements have been driven down and are estimated to cost £266,850 over the next 9 months. Further capital expenditure is likely to be required in future years once the hubs are fully established and plans to further develop the services provided have been established through community and partner engagement and the outcome of the Library Service Review. The table below summarises overall expenditure for 2017/18.

**Capital Maintenance Programme 2017**

		£
CETL		113,000.00
War Memorial, Victory Square		55,000.00
Headland Sports Centre		50,000.00
Carnegie Building		51,000.00
Sir William Gray House		16,000.00
West View HUB	Phase 1	78,150.00
	Phase 2	2,250.00
Owton Manor HUB	Phase 1	117,450.00
	Phase 2	1,500.00
Central Library HUB	Phase 1	67,500.00
<b>TOTAL</b>		<b>551,850.00</b>

## 5.0 ONE PUBLIC ESTATE

- 5.1 The Tees Valley Combined Authority has recently been successful in obtaining One Public Estate funding of £115,000 which has been identified to undertake feasibility studies on Hartlepool Borough Council Civic buildings, which will enable the Council to produce a strategic asset management plan over the next two years. It therefore makes sense to await the outcome of this piece of work prior to allocating further funds for Building Condition Funds 2018 - 2020. Departments are carrying out service reviews which may determine alternative ways of working which again could impact on the Councils estate. Essential day to day maintenance to ensure buildings are operational and safe will continue until reviews are complete.
- 5.2 Proposals for years 2 and 3 will therefore be the subject of future Finance and Policy Committee reports.

## 6. RISK IMPLICATIONS

- 6.1 The non allocation of the full capital maintenance programme, and the general lack of investment in the Councils assets & property portfolio due to the financial challenges facing the Council, increases the risk of large scale failures of building elements together with the associated financial implications, including increased pressure on the centralised maintenance budget, the disruption of services and in some areas loss of income. In addition this could also result in non compliance with Health and Safety and accessibility legislation which can have financial penalties. **Appendix A** gives details of the risks in relation to the proposed works, with the Headland Sports Centre and Carnegie Buildings being categorised as 'urgent'.

## 7. FINANCIAL CONSIDERATIONS

- 7.1 The Council has finite resources available to support the proposals detailed in this report. The proposals detailed in the report will commit £551,850 of the £1m funding originally set aside to address building condition issues. Proposals for the remaining £448,150 will be considered at a future date to allow time to reflect the outcome of ongoing reviews which may impact on the property needs across the Council.

## 8. LEGAL CONSIDERATIONS

- 8.1 There are no legal implications 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 The attention of the Committee is drawn to the Asset Management element of the Medium Term Financial Strategy. The decision by Members in January 2009 requires a commercial, proactive approach to be taken on Asset Management issues, the proceeds of this transaction being a contribution to the Medium Term Financial Strategy (MTFS).

**14. RECOMMENDATIONS**

- 14.1 In accordance with the authority delegated by Council within the approved MTFS for 2017/18 it is recommended that Members:
- i) Approve the proposals detailed in **Appendix A and B** to commit £551,850 of the Council's £1m Capital Planned Maintenance – Building Condition Fund, leaving £448,150 to be considered at a future date following the outcome of ongoing reviews.

**15. REASONS FOR RECOMMENDATIONS**

- 15.1 To enable projects to be implemented as detailed in the report.

**16. BACKGROUND PAPERS**

- 16.1 Medium Term Financial Strategy Report 23<sup>rd</sup> February 2017.

**17. CONTACT OFFICER**

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## APPENDIX A

### Capital Maintenance Proposals 2017-2020

Condition Survey grading:

A – Good: Performing as intended and operating efficiently

B – Satisfactory: Performing as intended requiring minor repairs

C – Poor: Exhibits various defects, each of which might not be significant in itself but together need attention on a planned basis

D – Life Expired: Exhibits major deterioration. Serious risk of imminent breakdown or is a health and safety hazard

1 – Urgent: Prevent immediate closure to the property / address high risk to H&S of occupants / remedy serious breach of legislation

2 – Essential: Prevent serious deterioration of the fabric or service / address medium risk of H&S of occupants / remedy less serious breach of legislation

3 – Necessary: Prevent deterioration of the fabric or service / address low risk of H&S of occupants / remedy minor breach of legislation

4 – Desired Work: Prevent possible deterioration of the fabric or service

HBC CORPORATE PROPERTIES: 2017-18 CAPITAL MAINTENANCE PRIORITIES						
UPRN	HBC Property	Element	Sub-Element	Detail	Grade	Estimated Cost
000441L1	CETL (Blocks A & I)	Electrical	Fire alarm renewal	Not compliant	2C	£55,000.00
		Roofs	Flat coverings and insulation	Flat roof replacement to kitchen	2C	£35,000.00
		Roofs	Flat drainage	Phased replacement of rain water goods.	2C	£23,000.00
<b>Total</b>						<b>£113,000.00</b>
000515L1	War Memorial - Victory Square.	External Walls	Wall Structure	Survey and carryout conservation work to stone obelisk.	2D	£55,000.00
<b>Total</b>						<b>£55,000.00</b>
001176L1	Headland Sports Centre	Mechanical	Renew boilers, pumps and associated works	Multiple boiler failures	1D	£50,000.00
<b>Total</b>						<b>£50,000.00</b>



## APPENDIX A

000076L1	Carnegie Building	Mechanical	Renew boilers, pumps and associated works	Multiple boiler failures	1D	£35,000.00
		Internal walls and doors	Doors, glazed screens & roof.	Installation of fire doors to staircase, installation of secondary glazing, flat roof replacement and associated works.	Various	£16,000.00
<b>Total</b>						<b>£51,000.00</b>
000065L1	Sir William Gray House, Clarence Road	External walls, windows doors, sanitary and domestic services.	Wall finishes, kitchen & toilets.	Not to current Standards.	2C	£16,000.00
<b>Total</b>						<b>£16,000.00</b>
<b>2017-2018 Maintenance priority total</b>						<b>£285,000.00</b>

**WEST VIEW COMMUNITY HUB**

<b><u>PHASE 1</u></b>	<b>£</b>	<b><u>Completion Date</u></b>	
1.1 <u>Remodel Entrance Area</u>	30900.00	31/07/2017	(subject to external contractors / suppliers)
1.2 <u>Create New Exhibition Area</u>	1,050.00	31/07/2017	
1.3 <u>Access Control System</u>	8,400.00	31/07/2017	(subject to external contractors)
1.4 <u>New Library Area</u>	950.00	31/07/2017	
1.5 <u>Install Public Access Counter</u>	2,100.00	31/07/2017	
1.6 <u>Roller Shutter to Kitchen Servery</u>	7,000.00	31/07/2017	(subject to external contractors / suppliers)
1.7 <u>Signage</u>	6,400.00	31/07/2017	(subject to external suppliers)
1.8 <u>Audio Loop to New Reception</u>	700.00	31/07/2017	
<b>Sub Total</b>	<b>57,500.00</b>		
IT costs	20,650.00		
<b>Total</b>	<b>78,150.00</b>		

**WEST VIEW COMMUNITY HUB**

<b><u>PHASE 2</u></b>	<b>£</b>	<b><u>Completion Date</u></b>	
<u>Sand &amp; Seal Hall Floor</u>	1,050.00	31/07/2017	(subject to external contractors)
<u>Panic Alarm to 1No. Room</u>	500.00	31/07/2017	
<u>Audio Loop to Library</u>	700.00	31/07/2017	
<b>Total</b>	<b>2,250.00</b>		

**OWTON MANOR COMMUNITY HUB**

<b><u>PHASE 1</u></b>	<b>£</b>	<b><u>Completion Date</u></b>
1.1 <u>Replace Curtains to Hall</u>	4,150.00	31/12/2017 (requested by staff)
1.2 <u>Replace Platform Lift</u>	20,850.00	
1.3 <u>Remodel Entrance Foyer</u>	48,400.00	30/09/2017
1.4 <u>Library Alterations</u>	6,950.00	31/10/2017
1.5 <u>Create New Exhibition Area</u>	1,050.00	30/09/2017
1.6 <u>Signage</u>	6,400.00	30/09/2017
1.7 <u>Installation of CCTV System</u>	4,900.00	30/09/2017
1.8 <u>Panic Alarm to 3No. Rooms</u>	1,500.00	30/09/2017
1.9 <u>Security Light to Rear Door</u>	350.00	30/09/2017
<b>Subt Total</b>	<b>94,550.00</b>	
 IT costs	22,900.00	
 <b>Total</b>	<b>117,450.00</b>	

**OWTON MANOR COMMUNITY HUB**

<b><u>PHASE 2</u></b>	<b>£</b>	<b><u>Completion Date</u></b>	
<u>Sand &amp; Seal Hall Floor</u>	1,500.00	31/12/2017	(requested by staff)
Total	<b>1,500.00</b>		

**CENTRAL LIBRARY COMMUNITY HUB**

<b><u>PHASE 1</u></b>	<b>£</b>	<b><u>Completion Date</u></b>	
1.1 <u>Small Meeting Room</u>	6,200.00	31/07/2017	
1.2 <u>Access Control Syetem</u>	18,650.00	31/07/2017	(subject to external contractors)
1.3 <u>Training Pod</u>	20,850.00	30/09/2017	
1.4 <u>Create New Exhibition Area</u>	1,400.00	31/07/2017	
1.5 <u>Signage</u>	10,000.00	31/07/2017	
1.6 <u>Store Cupboard</u>	1,650.00	30/09/2017	
1.7 <u>Panic Alarms to 4No. Rooms</u>	1,950.00	31/07/2017	
1.8 <u>Audio Loops</u>	1,550.00	31/07/2017	
<b>Sub Total</b>	<b>62,250.00</b>		
IT costs	5,250.00		
<b>Total</b>	<b>67,500.00</b>		

# FINANCE AND POLICY COMMITTEE

12<sup>th</sup> June 2017



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

**Subject:** HOLY TRINITY SCHOOL LAND TRANSFER

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non-key.

## 2. PURPOSE OF REPORT

2.1 To seek approval for the transfer of land at Holy Trinity School, Seaton Carew.

## 3. BACKGROUND

- 3.1 Holy Trinity School Seaton Carew is a Church of England Primary School. It underwent a complete rebuild in 2014/15 under Phase 1 of the Priority Schools Building Programme. The initial application for the rebuild was made in 2011, and the funding allocated by the Secretary of State in May 2012. Progress was reported to Children's Services Committee by the Assistant Director of Education on 2<sup>nd</sup> July 2013. The tendering and construction process began later that month and the new building was completed in 2014.
- 3.2 Prior to the construction of the new building, the school buildings, playground and car park were located on land owned by the Diocesan Board of Education, whilst the school playing field was owned by the Council.
- 3.3 The new school building is located partly on the former playing field. This was unavoidable as there was no other way of providing the new building whilst keeping the school open on the site. The existing land ownership on the site and the land to be transferred is shown on the Plan at **Appendix 1**.
- 3.4 Under Part II of Schedule 3 of the School Standards and Frameworks Act 1998 the Council is required to transfer the land on which the buildings lie to the trustees of the school, in this case the Diocesan Board of Education.

- 3.5 This Act requires the Council to transfer the land to the trustees at nil cost.
- 3.6 It is therefore proposed to transfer the freehold of the land shown hatched on the plan at **Appendix 1** to the Diocese on the following terms:
1. Interest to be transferred: Freehold with vacant possession
  2. Consideration: Nil
  3. Restrictive Covenant: Land not to be used for any purpose except education and uses ancillary thereto.
  4. Legal and surveyor's fees: Under the Act the Council is also obliged to pay the reasonable costs of the Diocese.
- 3.7 The school has recently applied to become an Academy and is likely to convert on the 1<sup>st</sup> September this year. However this has no impact on the requirement to transfer the land.

#### **4. PROPOSALS**

- 4.1 It is proposed to transfer the land on the terms outlined above.

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

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

#### **6. FINANCIAL CONSIDERATIONS**

- 6.1 The transfer will be at nil consideration and some costs may be incurred in the transfer as the statute requires local authorities to cover the reasonable costs of the transferee.

#### **7. LEGAL CONSIDERATIONS**

- 7.1 The Council's Chief Solicitor will be instructed to conduct the legal transfer of the land.

#### **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. However, in this instance the proposed disposal is being made of land within the education estate in order to regularize the situation following the construction of the new school building in accordance with statutory requirements.

**13. RECOMMENDATIONS**

- 13.1 Committee is recommended to approve the transfer on the terms outlined in Section 3.4.

**14. REASONS FOR RECOMMENDATIONS**

- 14.1 The transfer is required to regularize the land ownership at the school between the Council and the Diocese and to ensure that responsibilities for the building lie with the correct party.

**15. BACKGROUND PAPERS**

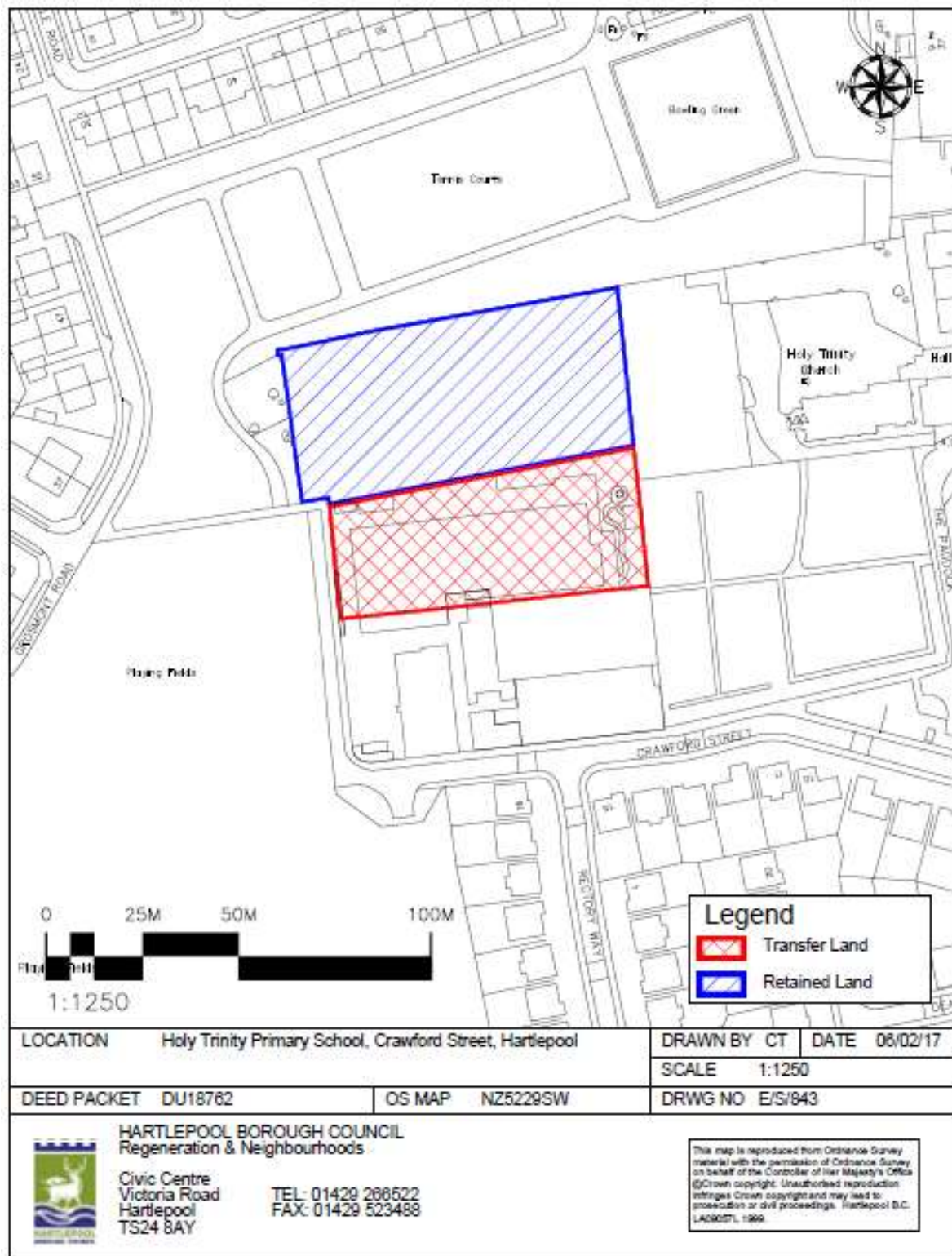
- 15.1 Report to Children's Services Committee entitled Priority Schools Building Programme 2<sup>nd</sup> July 2013.

## **16. CONTACT OFFICERS**

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## APPENDIX 1



# FINANCE AND POLICY COMMITTEE

12 June 2017



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

**Subject:** IRRECOVERABLE DEBTS – COUNCIL TAX  
AND BUSINESS RATES

---

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

Non Key Decision.

**2. PURPOSE OF REPORT**

- 2.1 To seek Members approval to write-out a number of Council Tax and Business Rates debts which are now considered to be irrecoverable.

**3. BACKGROUND**

- 3.1 The Council's financial procedure rules provide that any debt due to the Council of £1000 or more can only be written-out with the express permission of Members.

**Council Tax**

- 3.2. After the award of relevant discounts, exemptions and Local Council Tax Support awards, the Council collects annually about £41.3m of Council Tax covering over 42,000 properties. The Council's performance in collection of Council Tax continues to be positive, despite the difficult economic climate and the impacts of the abolition of Council Tax Benefit / introduction of Local Council Tax Support meaning that since April 2013, all working age households have some Council Tax to pay.
- 3.3. In 2015/16, the Council collected 95.4% of the Council Tax due, slightly below the average of North Eastern councils of 95.9%, (the range was 93.6% to 97.8%). However after 5 years, in Hartlepool in excess of 99.3% of Council Tax will have been collected (this is a local indicator and comparative data is not available). The Hartlepool Council Tax collection level was sustained in 2016/17 at 95.3%, no comparative data is currently available.

- 3.4. Collection of Council Tax from LCTS households is more challenging but analysis shows that in Hartlepool, collection levels are also positive with about 91% of 2013/14, 85% of 2014/15 and 76% of 2015/16 Council Tax liabilities for all Working Age LCTS households being collected by 28<sup>th</sup> February 2017.

### **Business Rates**

- 3.5. The Council currently bills and collects about £33.9 million of business rates per annum. With the introduction of the retained business rates system on 1<sup>st</sup> April 2013, it is important that the Council has effective arrangements for recovery of these sums and this responsibility will grow in significance given the Chancellor's Autumn Statement 2015 announcement that the Government intends to move to 100% local retention of business rates. In addition, the Council has a legacy responsibility to continue to pursue recovery of outstanding business rates arrears relating to the former National Non Domestic Rates Pool that operated until 31<sup>st</sup> March 2013.
- 3.6. The Council's performance in collection of NNDR is positive. In 2015/16, 98.5% of business rates were collected within the financial year it was billed, slightly higher than the average of North Eastern Councils of 98.3% (the range was 97.2% to 99.2%). In terms of long term collection of business rates, after 5 years in Hartlepool, in excess of 99.8% of business rates due will have been collected (this is a local indicator and comparative data is not available). The Hartlepool Business Rates collection level was sustained in 2016/17 @ 98.4%, no comparative data is currently available.
- 3.7. The Business Rates recommended for write out largely relate to company liquidations where the Council is limited to submitting a claim in insolvency proceedings. The Council is unlikely to receive any settlement from these proceedings, as the Council ranks below other creditors notably HM Revenue and Customs, therefore the debt is being prudently written out of the accounting system.
- 3.8. Furthermore, it is important that these sums are written out of the accounts at this stage with 50% of the write out being borne by central government under the current business rates retention system, before full responsibility for business rates under the 100% system transfers to local authorities.

### **Recovery Actions Council Tax and Business Rates**

- 3.9. A range of recovery actions are deployed to secure Council Tax and Business Rates recovery including court action, Enforcement Agents (Bailiffs), Attachment of Earnings Orders, Attachment of Benefits Orders, bankruptcy / liquidation proceedings and charging orders. For absconded debtors, extensive tracing is undertaken over a period of

time and should any forwarding address become apparent, the relevant Council Tax / Business Rate debt would be reinstated onto the system, and enforcement action would recommence.

- 3.10. If any payment is subsequently received in respect of any of the individual debts referred to in this report, the relevant debt will also be reinstated onto the council's computer systems. Whilst every effort is made to collect debts due to the Council, certain debts become irrecoverable, and this report seeks agreement for their write-out.

#### **4. RISK IMPLICATIONS**

- 4.1. When determining the Council Tax Base for a financial year and the forecast yield from Business Rates an assessment and adjustment is made for potential non collection. In addition, as part of the process for compiling the annual statement of accounts, a detailed review is made of all Council Tax and Business Rates accounts and accounting provisions are established against which any debts considered to be non collectable can subsequently be written off. These risk management arrangements are consistent with statutory requirements and good practice.

#### **5. FINANCIAL CONSIDERATIONS**

- 5.1. In terms of the annual Council Tax and Business Rates debit to be collected, the amount proposed for write out in this report continues to be very low. National 2015/16 statistics (the most recent available), put Hartlepool in the lowest quartile for amounts written off for Council Tax (Hartlepool is ranked 261 out of 327 Councils) and also in the lowest quartile for Business Rates write offs (Hartlepool is ranked 266 out of 327 Councils). This position reflects the Council's good long term collection rates and sustained robust recovery procedures. The proposed write out's in this report are well within the financial planning assumptions underpinning the Council's budget.
- 5.2. For Business Rates, historical accounting provisions have been established and have been charged against the former Central Government National Non Domestic Rates / Business Rates Pool for any business rates debts prior to 1<sup>st</sup> April 2013, considered to be at risk of non recovery. The recommended business rates write outs contained in this report of £497,858.08 include a number of significant debts owing to company liquidations. As a result this amount is significantly more than in previous years. The following table summarises how this write off will be accounted for:

	Pre 31.03.13 Write Out £	Post 01.04.13 Write out £	Total £
<u>Central Government</u> NNDR/Business Rates Pool + Rates Retention system bad debt provision	35,237.59	231,310.24	266,547.83
<u>Council Rates</u> Retention system bad debt provision		231,310.25	231,310.25
<b>Total</b>	<b>35,237.59</b>	<b>462,620.49</b>	<b>497,858.08</b>

- 5.3. The appendices attached to this report detail the individual Council Tax and Business Rates debts over £1000, and the reasons why each debt remains unrecovered. The amounts recommended for write out are the net debt outstanding and the net amounts involved often span more than one financial year. The total amount for write out are as follows:

**Council Tax £45,283.68**

Appendix A – C Tax Deceased Debts- £16,656.30

Appendix B – C Tax Absconder Debts - £9,908.64

Appendix C – C Tax Bankrupt / Debt Relief Order Debts - £14,711.03

Appendix D – C Tax Debt Remitted by the Court- £1,534.92

Appendix E – C Tax Liquidation Debt - £2,472.79

**Appendices A, B, C and D contain exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely (para3), information relating to the financial or business affairs of any particular person (including the authority holding that information)**

**Business Rates £497,858.08**

Appendix F – Business Rates Sole Trader Deceased Debt - £22,521.73.

Appendix G – Business Rates Sole Trader Bankrupt Debt - £31,154.10.

**Appendices F and G contain exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely (para3), information relating to the financial or business affairs of any particular person (including the authority holding that information)**

Appendix H – Business Rates Limited Company Liquidation / Company Dissolved Debt - £444,182.25.

All debts submitted for write-out from the accounting records have been comprehensively scrutinised by officers.

## **6. LEGAL CONSIDERATIONS**

- 6.1. There are no legal considerations.

## **7. CHILD/ FAMILY POVERTY CONSIDERATIONS**

- 7.1. There are no child/ family poverty considerations.

## **8. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 8.1. There are no equality and diversity considerations.

## **9. STAFF CONSIDERATIONS**

- 9.1. There are no staff considerations.

## **10. ASSET MANAGEMENT CONSIDERATIONS**

- 10.1. There are no asset management considerations.

## **11. APPENDICES**

Appendix A – C Tax Deceased Debts  
Appendix B – C Tax Absconder Debts  
Appendix C – C Tax Bankrupt / Debt Relief Order Debts  
Appendix D – C Tax Debt remitted by the Court  
Appendix E – C Tax Liquidation Debt  
Appendix F – Business Rates Sole Trader Deceased Debt  
Appendix G – Business Rates Sole Trader Bankrupt Debt  
Appendix H – Business Rates Company Liquidation / Company Dissolved Debt

## **12. RECOMMENDATION**

- 12.1. That Members agree to write-out irrecoverable Council Tax of £45,283.68 and Business Rates debts to the value of £497,858.08 and to note that £266,547.83 (53%) of this Business Rates write out is the responsibility of Central Government.

## **13. REASONS FOR RECOMMENDATION**

- 13.1 To ensure the appropriate accounting treatment of debtors within the council's financial systems and financial accounts.

## **14. BACKGROUND PAPERS**

- 14.1 No background papers.



**15. CONTACT OFFICER**

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## 6.2 Appendix E

### COUNCIL TAX ACCOUNTS OVER £1000.00 - Liquidation

Account Ref	Name	Address	O/S BALANCE	From	To	Reason for write off
122920070064	Custom Leisure Homes LTD	7 Drake House	£2,472.79	17.07.10	14.04.13	Liquidation
		Totals	<u>£2,472.79</u>			

Pre 1 April 2013

6.2 Appendix H

Account Ref	Name	Address	O/S BALANCE	From	To	Reason for write off
9050355625	Puro Leisure Ltd	Depot, Mainsforth Terrace	£7,200.01	01.11.12	31.03.13	Liquidation
9050139671	Tees Leisure Ltd	Hillcarter Hotel	£9,128.87	01.04.12	31.03.13	Liquidation
		<b>Totals</b>	<b><u>£16,328.88</u></b>			

Post 1 April 2013

Account Ref	Name	Address	O/S BALANCE	From	To	Reason for write off
9050354254	Rivergate North Ltd	5 Victoria Road	£3,649.76	21.07.15	05.05.16	Liquidation
9004330011	E W Harrison & Son Ltd	Harrison The Printers, Usworth Road	£2,912.22	01.04.14	31.03.15	Liquidation
9050335667	Schooner Carveries Ltd	The Schooner, Warrior Drive	£30,020.45	01.04.13	04.06.14	Liquidation
9050333869	Park Road Catering Ltd	21 Park Road	£8,181.06	01.04.15	24.08.15	Company Dissolved
9050341497	Hungry Joes Takeaway Ltd	Unit 1, Mulberry Rise	£4,045.48	01.04.15	31.03.16	Company Dissolved
9050338038	Bistro 12 Ltd	Unit 12a, Navigation Point	£5,640.13	12.07.13	28.02.15	Company Dissolved
905033623X	Lotus Garden Restaurant Ltd	The Lotus Garden, Navigation Point	£7,138.57	01.07.13	31.03.14	Company Dissolved
9050348262	McKies Butterwick Farm Ltd	Ground Floor 127, York Road	£10,486.28	14.05.14	29.02.16	Company Dissolved
9050322220	Tees Cg Ltd	50 Middleton Grange	£2,511.83	01.04.13	30.09.13	Company Dissolved
9050325874	Flix Cafe Ltd	Flix Movie Cafe, 25/27 Church Square	£1,758.26	01.04.15	31.01.16	Company Dissolved
9050338852	Johnnor Developments Ltd	The Staincliffe Hotel	£34,065.64	01.04.15	15.05.16	Company Dissolved
9050139671	Tees Leisure Ltd	Hillcarter Hotel	£105,234.57	01.04.13	23.12.16	Liquidation
9050344518	Seaton Leisure Ltd	The Sports Domes, Tees Road	£151,402.12	01.04.13	03.03.15	Liquidation
9050351867	Clockwise Leisure Ltd	The Sports Domes, Tees Road	£58,651.79	04.03.15	31.10.15	Liquidation
9050344984	Ccl (Financial Services) Ltd	Unit 27a, Park View Road	£2,155.21	01.04.13	13.08.14	Company Dissolved
		<b>Totals</b>	<b><u>£427,853.37</u></b>			

TOTAL

£444,182.25

# **FINANCE AND POLICY COMMITTEE**

## **12 JUNE 2017**



**Report of:** Chief Solicitor

**Subject:** ORGANISED CRIME AND PROCUREMENT PILOT REPORT

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

Non key.

### **2. PURPOSE OF REPORT**

- 2.1 To bring to the Committee's attention the conclusions and recommendations from a pilot programme to explore the threat from serious and organised crime to publically procured services in Local Government, following correspondence to Local Authority Council Leaders on the 6<sup>th</sup> December 2016. This correspondence, as a joint initiative between the Home Office and the Department for Communities and Local Government follows concerns about the vulnerability of public procurement to organised crime as outlined in the Government's Serious and Organised Crime Strategy (October 2013). This report was tabled before the Audit & Governance Committee with a recommendation that the report should be received by the Finance & Policy Committee, not least to raise awareness on this item.

### **3. BACKGROUND**

- 3.1 In 2013, the Home Office Serious and Organised Crime Strategy, estimated that £2.1 bn of fraud was perpetrated against Local Government of which £876 m related to procurement and fraud (National Fraud Authority (2013) Annual Fraud Indicator). It is the belief of the National Crime Agency that Local Authorities through their procurement are at particular risk of infiltration from serious and organised crime groups through securing the benefit from public sector contracts. In order to obtain a better understanding of the nature and scale of the threat in England, a joint pilot was undertaken through Local Authorities and Police forces in 7 pilot areas to examine the threat and strengthen protective measures. Ten possible links between public procured services and organised crime were identified by the pilot areas (see further below) with the most serious areas of risks being waste contracts,

taxi/transport services and low level spend. In their final report, the Home Office and the Department for Communities and Local Government have recommended some “*resource – light interventions*” which they believe might help to reduce the vulnerabilities identified in the pilot, namely;

- A Serious and Organised Crime Checklist (see **Appendix A** to this report)
- A Serious and Organised Crime Audit (see **Appendix B** to this report)
- Non Involvement with Serious and Organised Crime Statement.

### 3.2 Raising Awareness

3.2.1 It is recommended that the report and its key findings should be shared within the Senior Management Team of a Local Authority and those responsible for procurement, finance, fraud and investigation, internal audit and licensing. Accordingly, mention of this matter has been made before the Council’s Corporate Management Team and a further. The main recommendation is that a “Serious and Organised Crime Audit” should take place through the Council’s Internal Audit team as part of their work programme for 2017/18 and this was adopted following a recommendation from the Audit & Governance Committee.

3.2.2 The format of the ‘Serious and Organised Crime Audit’ is appended to this report and is a developed methodology which allows the Council’s Internal Audit team to form a picture of any serious and organised crime risks that might be evident. There is also a recommendation of using the statement of non involvement in serious and organised crime when the Council procure contracts, and that is covered in more detail below.

3.2.3 One of the main recommendations is that Local Authorities and Police should start a dialogue about serious and organised crime and the risks of infiltration of organised crime groups within their own areas. This should centre around not only good and effective collaborative working, but also through establishing a Local Authority Serious and Organised Crime Single Point of Contact (SPOC) for the Police with a specific link to a local authority officer in order to more easily identify possible links between serious and organised crime in local authority services. Again, this can be pursued through local authority participation in serious and organised crime local multi agency partnership groups and given that the Council Leader is Chair of the Hartlepool Safer Partnership, this is a very persuasive reason why this report should also be received by the Council’s Finance and Policy Committee, which is chaired by the Leader but also has representation from the other policy chairs.

### 3.3 High Risk Sectors

3.3.1 The pilot study encompassed a “data washing” exercise to seek to identify those suppliers where there might be links to organised and serious crime. From this, a methodology covering the check list, audit and a statement of ‘Non Involvement with Serious and Organised Crime’, has been developed. It was noted, that where links were identified they were predominately relating to

waste firms, taxis and low level one off spends. However, the results from the pilot areas indicated that likely results were perhaps “under representing” any possible links to organised crime groups. From a study by Police Scotland, the ten top business sectors at risk of exploitation by organised crime groups were as follows;

- **Vehicles / transport** – e.g. taxis, private hire vehicles, garages, car washes;
- **Property** – e.g. construction, property maintenance, management and development;
- **Licensed Premises** – e.g. pubs and bars;
- **Catering / food** – e.g. restaurants, takeaways, catering suppliers, food storage;
- **Service / retail** – e.g. shops, social care, cleaning;
- **Health and beauty** – e.g. hairdressers, nail bars;
- **Security** – e.g. event and site security;
- **Professional** – e.g. financial, immigration advisors, estate agents;
- **Environmental** – e.g. scrap yard, recycling, waste disposal, skip hire;
- **Recreational** – e.g. entertainment, children’s recreational activities, sport and leisure.

3.3.2 The above were highlighted as being vulnerable to exploitation as they were predominately cash based businesses including high value cash transactions which illustrated some market domination within a certain geographical area with potential to launder cash by acting as a fraudulent company. It should be noted that, through recent legislation and since April, 2016, all those individuals with a “significant control of a company” (i.e. a 25% or greater holding of shares/voting rights or otherwise have the right to exercise significant influence or control over a company) are required to declare themselves in the register of people with such significant control with Companies House.

### 3.4 Serious and Organised Crime Checklist

3.4.1 The Serious and Organised Crime Checklist is appended to this report and should allow Local Authorities to quickly assess their serious and organised crime risks within their own organisation. It should also allow the organisation’s Head of Paid Service and Heads of Department to take a high level but balanced assessment of any exposure to such risks and in a response to developing a plan of managing the risk as well as capturing areas of good practice which they are then able to replicate more widely.

### 3.5 Serious and Organised Crime Audit

3.5.1 This is a more developed methodology that allows internal audit to scrutinise business operations to establish where there might be vulnerabilities to serious and organised crime. The audit is attached and is a key recommendation within the Home Office / Department for Local Government’s

own recommendations and provides a framework suggesting priority business areas to audit.

### 3.6 Non Involvement with Serious and Organised Crime Statement

- 3.6.1 Although through the European Single Procurement document there is within the standard questionnaire a comparable statement it is considered meritorious for Local Government Authority Procurement teams to consider the inclusion of a statement outlined below, where procurement requires advertisement through the Official Journal of European Union (OJEU) and any invitation to tender (ITT) in areas considered to be at risk from serious and organised crime in the authorities area. The following terminology in such notifications is provided below;

#### **OJEU Notice text (to be inserted at paragraph VI.3 of the OJEU Notice)**

*“The contracting authority has identified that the scope of this procurement falls within a business sector which may be attractive to infiltration by organised crime groups. The contracting authority therefore reserves the right to include enhanced appropriate checks / requirements at both the selection and award stages of the procurement.”*

#### **ITT Text**

*“The contracting authority has identified that the scope of this procurement falls within a business sector which may be attractive to infiltration by organised crime groups. The contracting authority therefore reserves the right to include enhanced appropriate checks / requirements at both the selection and award stages of the procurement. This may include, but not be limited to, clarification that a supplier, or any person with powers of representation, decision or control therein, has not infringed the mandatory grounds for exclusion set out in Regulation 57 (1) of the Public Contract Regulations 2015.”*

- 3.6.2 A contracting authority will carry out the evaluation of tenders in the usual manner but through such a process a procurement officer could verify that any prospective winning supplier has made truthful responses in the light of the above. Again, close cooperation with Internal Audit and local Police could also become a factor in such due diligence.

## **4.0 RISK IMPLICATIONS**

None identified at this time, but work through the Council's Internal Audit team, to be progressed.

## **5.0 FINANCIAL CONSIDERATIONS**

None identified at present.

## 6.0 LEGAL CONSIDERATIONS

Recommendations following the outcome of inquiries through the Internal Audit team will need to be considered and what actions (if any) may then be required.

## 7.0 CHILD AND FAMILY POVERTY

Not applicable.

## 8.0 EQUALITY AND DIVERSITY CONSIDERATIONS

Not applicable.

## 9.0 STAFF CONSIDERATIONS

As outlined in the report.

## 10.0 ASSET MANAGEMENT CONSIDERATIONS

As above.

## 11.0 RECOMMENDATIONS

- 11.1 That the Committee note, consider and make comment on this report.
- 11.2 That the Committee endorses the approach of the Audit & Governance Committee that the Serious and Organised Crime Checklist (**Appendix A**) and that the Serious and Organised Crime Audit (**Appendix B**) from part of the work programme for the Council's Internal Audit team for 2017/18 and that the outcome of their findings be brought back for consideration before the Audit and Governance Committee and thereafter the Finance & Policy Committee.
- 11.3 That the Committee further endorses the approach that the Council should utilise the 'Non Involvement Serious and Organised Crime Statement' official journal notices and invitations to tender, as outlined within this report.
- 11.4 The Committee considers what feedback to be given back to the Home Office on this particular initiative and whether this report should also be received by the Safer Hartlepool Partnership.

## 12.0 REASONS FOR RECOMMENDATIONS

- 12.1 The final report of the Organised Crime Procurement Pilots through the Home Office has lead to a joint initiative with the Department for Communities and Local Government as documented in correspondence to Local Authority Council Leaders. There is a strong recommendation that the findings of the report be shared within Local Authorities. Indeed, these Government Departments welcome any feedback on how the recommendations and



interventions as suggested, can best be put into practice against the threat posed by organised crime groups. Both the final report and feedback can be sent to [ProtectPublicSector@homeoffice.x.gsi.gov.uk](mailto:ProtectPublicSector@homeoffice.x.gsi.gov.uk)

### **13.0 BACKGROUND PAPERS**

- 13.1 Home Office – Organised Crime Procurement Pilots - Final Report (December 2016)

### **14.0 CONTACT OFFICER**

- 14.1 Peter Devlin  
Chief Solicitor  
01429 523003  
[Peter.devlin@hartlepool.gov.uk](mailto:Peter.devlin@hartlepool.gov.uk)

## OFFICIAL

**LOCAL AUTHORITY SERIOUS AND ORGANISED CRIME CHECKLIST****The Threat**

Local Authority (LA) procurement is at risk of infiltration from serious and organised crime and organised crime groups could be benefitting from public sector contracts. In 2013 it was estimated that £2.1 billion of fraud was perpetrated against local government (National Fraud Authority Annual Fraud Indicator 2013).

Serious and organised crime is a threat to our national security and the Government's Serious and Organised Crime Strategy published in 2013 reported that it costs the UK more than £24 billion a year. Organised crime includes drug trafficking, human trafficking, child sexual exploitation, high value fraud and cyber-crime. Organised crime groups may seek to benefit from public services in different ways, including to raise money through fraudulent activity and to use businesses / services used by LAs to launder criminal proceeds. In this way public money can be lost to LAs and can ultimately fund other illegal activity.

**Responding to the Threat**

Assessing the risk from serious and organised crime and corruption is essential in allowing you to identify areas of concern within your business, potential vulnerabilities and to take action to strengthen processes and structures that safeguard public money.

**How to use this Serious and Organised Crime Checklist**

The checklist is intended to be used as an internal, self-assessment tool by the Chief Executive and the senior management team to provide a high level overview of the serious and organised crime risks that relate to your business. It can be carried out quickly with relevant heads of departments to make a high level, but balanced assessment of your exposure to the risks and in response develop an improvement plan for managing that risk, as well as capturing areas of good practice to replicate more widely across the LA and with neighbouring LAs.

## ANNEX A TO THE ORGANISED CRIME PROCUREMENT PILOTS – FINAL REPORT

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## Serious and Organised Crime Checklist

GOVERNANCE AND STRATEGY					
1. Awareness, Strategy, Guidance and Training					
	Question	Response / Action taken	Assessment of current arrangements		
a.	How aware are the senior management team and Elected Members of the Government's 2013 <u>Serious and Organised Crime Strategy</u> , the LGA's guide <u>Tackling Serious and Organised Crime – A Local Response</u> and DCLG's, <u>Fighting Fraud and Corruption Locally Strategy</u> ?		Good	Acceptable	Needs improvement
b.	Do you have a dedicated serious and organised crime Single Point of Contact in place and are they able to liaise to good effect with local police?		Good	Acceptable	Needs improvement
c.	Do you have an Anti-Fraud and Corruption Strategy and how effective is it?		Good	Acceptable	Needs improvement
d.	Is your Code of Conduct compliant with the <u>seven Nolan principles</u> and how robust are arrangements to investigate all allegations of breaches?		Good	Acceptable	Needs improvement
e.	How effectively do you maintain your public register of Members pecuniary interests?		Good	Acceptable	Needs improvement
f.	How well do you raise awareness of the threat that serious and organised crime poses to LAs and its services		Good	Acceptable	Needs improvement
2. Risk Management					
a.	How far have the risks posed by serious and organised crime and corruption been reflected within relevant risk registers?		Good	Acceptable	Needs improvement
b.	How effectively do you mitigate and manage the serious and organised crime risks identified?		Good	Acceptable	Needs improvement
c.	How confident are you that you could deal with / recover from a scenario involving loss or		Good	Acceptable	Needs improvement

## ANNEX A TO THE ORGANISED CRIME PROCUREMENT PILOTS – FINAL REPORT

## OFFICIAL

	reputational harm as a result of serious and organised crime?				
d.	How aware are your staff of the risks of cybercrime and that they know how to respond effectively to those risks.		Good	Acceptable	Needs improvement
<b>3. Communication and Information / Intelligence Sharing</b>					
a.	How effective are your arrangements for both internal and external data sharing?		Good	Acceptable	Needs improvement
b.	Do you and / or your serious and organised crime Single Point of Contact have regular meetings with the local police to discuss the sharing of information / intelligence? How constructive are these meetings?		Good	Acceptable	Needs improvement
c.	How effective are your arrangements for sharing information and intelligence with your local police force?		Good	Acceptable	Needs improvement
d.	How active a participant are you in the local serious and organised crime multi-agency partnership and do you attend / contribute regularly?		Good	Acceptable	Needs improvement
<b>4. Whistleblowing</b>					
a.	How effective are your whistle-blowing arrangements?		Good	Acceptable	Needs improvement
b.	Is guidance on reporting easily accessible for staff and is it straight-forward to follow?		Good	Acceptable	Needs improvement
<b>5. Assurance</b>					
a.	How confident are you that you are able to provide assurance to your Elected Members that you and your management team are aware of, and are managing, the risks posed by serious and organised crime?		Good	Acceptable	Needs improvement
b.	Do your Internal and External Audit teams play an		Good	Acceptable	Needs improvement

## ANNEX A TO THE ORGANISED CRIME PROCUREMENT PILOTS – FINAL REPORT

## OFFICIAL

	appropriate and useful role in this assurance process?				
<b>Operational Controls</b>					
<b>1. Licensing (alcohol, taxi and other)</b>					
a.	How confident are you that your LA has not granted a licence to an individual or organisation linked to serious and organised crime in the last 12 months? On what basis have you reached this conclusion?		Good	Acceptable	Needs improvement
<b>2. Planning / Development management</b>					
a.	How confident are you that no planning or development management decision made by your LA over the last 12 months has been exploited by organisations with links to organised criminals? On what basis have you reached this conclusion?		Good	Acceptable	Needs improvement
<b>3. Social Housing</b>					
a.	How confident are you that no property used for social housing is being used by, or sub-let to, an individual or organisation with links to serious and organised crime (e.g. drugs, prostitution, sub-letting, people trafficking, counterfeiting)?		Good	Acceptable	Needs improvement
b.	How confident are you able to be that those providing maintenance and repair services for social housing have no links to serious and organised crime?		Good	Acceptable	Needs improvement
<b>4. Procurement</b>					
a.	Are all your procurement, contract management and due diligence procedures robust and fully implemented? Are they regularly reviewed?		Good	Acceptable	Needs improvement
b.	Are effective policies or protocols in place to ensure that supplier checks are carried out in higher risk supplier sectors during procurement?		Good	Acceptable	Needs improvement
c.	How confident are you that your LA is not at risk of purchasing goods or services from organisations with links to serious and organised crime? How		Good	Acceptable	Needs improvement

## ANNEX A TO THE ORGANISED CRIME PROCUREMENT PILOTS – FINAL REPORT

## OFFICIAL

	have you reached this conclusion?				
d.	Are your records of supplier details reliably maintained and are they checked and verified sufficiently?		Good	Acceptable	Needs improvement
e.	Are you confident that your staff with purchasing responsibilities are aware of the risks of transacting with an organisation linked to serious and organised crime?		Good	Acceptable	Needs improvement
f.	Are you confident that staff with purchasing responsibilities know how to raise any potential concerns about organisations with which your LA transacts?		Good	Acceptable	Needs improvement
<b>Insider Threat</b>					
a.	How far do you think your LA could be at risk from employees who have links to serious and organised crime?		Good	Acceptable	Needs improvement
b.	How confident are you that you have effective and fully publicised processes in place for the following mechanisms aimed at minimising the 'Insider threat'? <ul style="list-style-type: none"> <li>- Officer / Member vetting (on recruitment and at intervals thereafter)</li> <li>- Officer / Member external interests register</li> <li>- Gifts and hospitality register</li> </ul>		Good	Acceptable	Needs improvement
c.	Is there clear and effective accountability for the correct operation of these processes?		Good	Acceptable	Needs improvement
d.	How easily can a member of your staff, or another LA stakeholder (e.g. member of the public, supplier, etc.) report suspected or alleged malpractice to you? Are reporting processes clearly set out and publically available?		Good	Acceptable	Needs improvement



### ANNEX B TO THE ORGANISED CRIME PROCUREMENT PILOTS – FINAL REPORT

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#### LOCAL AUTHORITY SERIOUS ORGANISED CRIME INTERNAL AUDIT

##### A framework for Internal Audit and Finance Managers

#### THE THREAT

**Local Authority (LA) procurement is at risk of infiltration from serious and organised crime and organised crime groups could be benefitting from public sector contracts.** In 2013 it was estimated that £2.1 billion of fraud was perpetrated against local government (National Fraud Authority Annual Fraud Indicator 2013).

**Serious and organised crime is a threat to our national security** and the Government's Serious and Organised Crime Strategy published in 2013 reported that it **costs the UK more than £24 billion a year**. Organised crime includes drug trafficking, human trafficking, child sexual exploitation, high value fraud and cyber-crime.

#### RESPONDING TO THE THREAT

Conducting a Serious and Organised Crime Audit into areas most vulnerable / attractive to serious and organised crime can help to identify where LAs are most at risk and to assess where changes and improvements can be implemented to shut down opportunities for serious and organised crime involvement and reduce financial losses.

#### HOW TO USE THIS AUDIT AND AUDIT SCOPE

The Serious and Organised Crime Audit is a methodology that allows LA Internal Audit teams to scrutinise business operations to establish where there may be vulnerabilities to serious and organised crime.

We recommend initially working with police to identify areas most vulnerable within your LA and then for Internal Audit to carry out an audit based on the process set out below. 'Potential Areas for Serious and Organised Crime Audit' (Annex 1) lists typical LA work areas and those highlighted in bold are areas potentially at greater risk (based on Police Scotland's business exploitation list and Home Office Organised Crime Procurement Pilots) though these may vary from LA to LA.

Suggested questions that could form the basis of an audit are captured in the section entitled 'Audit Questions' found later in this document and you may also want to develop your own. However, the overarching questions you will want to consider are:-

- Is there a lack of awareness of serious and organised crime risks that can lead to actual or potential harm to the LA or the community which it serves? How can awareness be improved?
- Are there appropriate links with law enforcement bodies, other relevant partners and internally to ensure opportunities are not missed to act upon intelligence and to take robust steps early on to address actual or potential serious and organised crime risks? Can multi-agency partnerships be used more or to better effect?

## ANNEX B TO THE ORGANISED CRIME PROCUREMENT PILOTS – FINAL REPORT

- Are serious and organised crime risks considered in key, high risk dealings and transactions, including procurement, to safeguard against financial or reputational loss? Are appropriate money laundering mechanisms in place? Are licencing procedures robust, clear and consistently followed?
- Are serious and organised crime risks considered as part of the recruitment and employment process, to avoid the potential for insider threat or corruption?

### AUDIT PROCESS

#### STEP 1 – Agree scope

The auditor to meet with local police (and/or multi-agency partnership members) to map vulnerable areas within LA business. The auditor should also meet with the Chief Executive and heads of Finance, Procurement, Fraud, HR etc. to assess and agree audit areas, processes and strategies to be audited (see Annex 2 for suggested policies and processes).

#### STEP 2 – Audit questions

In the next section there are suggested audit questions to guide examination of business areas you are likely to want to audit (though each LA will have different priorities and you may have your own questions). The auditor should discuss the questions with the relevant leads for each work area being audited, in order to develop a picture of risks and weaknesses in current processes.

#### STEP 3 – Deep dives

Carrying out deep dive (or dip sampling) investigations into key current processes to check that they are fit for purpose and being followed. Having a process in place is not enough if it is not regularly reviewed and not routinely followed.) Annex 2 sets out key plans, policies and procedures that should be in place in most LAs.

#### STEP 3 – Take action

Use the responses to the questions and the outcomes of any deep dive investigations to reassess the risks and weaknesses in each area. Consider how the audit report can be used to recommend improvements and whether partners (police and other) should be involved to support strengthening of LA measures, for example, information sharing and targeted checks.



## AUDIT QUESTIONS

### 1. Strategic and Corporate teams

#### **Raising awareness of serious and organised crime**

- Are staff and senior managers within the LA aware of the Government's Serious and Organised Crime Strategy published in 2013, the Local Government Association's Tackling Serious and Organised Crime – A Local Response and the Fighting Fraud and Corruption Locally Strategy – the new counter fraud and corruption strategy for local government published in March 2016?
- What changes, if any, have been made within the LA in response to these strategies? Is response to the risks of serious and organised crime included in corporate and strategic plans and policies (including the whistleblowing policy)?
- Have these plans been recently reviewed? Are they being followed? Is a deep dive needed to check?
- Are staff aware of the seven 'Nolan' principles of standards in public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership and are arrangements in place for investigating allegations that these are not being complied with?

#### **Risk Management**

- Do you have a fraud risk register? How often is it reviewed by the LA audit and risk committee?
- Does the fraud risk or wider risk register include serious and organised crime considerations? Are mitigating actions being carried out and is the impact of these actions being managed and monitored?
- Have you assessed the risk to the LA from cybercrime and taken measures to protect LA systems from it?

#### **Involvement with local multi-agency partnerships**

- Are you part of a multi-agency partnership or other local partnership aimed at working with police and other agencies to tackle the threat of serious and organised crime? If not, are there reasons that one does not exist locally?
- Does the LA send an appropriate representative to the local partnership meetings and how often are these held / does the LA representative attend?
- Is output shared appropriately within the LA and are actions owned / acted upon?

## ANNEX B TO THE ORGANISED CRIME PROCUREMENT PILOTS – FINAL REPORT

### Sharing information and intelligence with the police, other law enforcement and neighbouring Local Authorities

- How do you share information with the local police and other enforcement agencies? Are formal processes in place and is there an Information Sharing Protocol? If so has this been reviewed? Is it being regularly used?
- What information do you share with the police and what information do the police share with you? Is there more information the police hold that might be useful and vice versa?
- Do you routinely share information with neighbouring LAs? How do you do this? What information do you share?
- What processes are in place to ensure key information is shared internally (for instance between the licensing Authority and Children's Services)? Are these processes followed?

### 2. Procurement

*(Especially for potentially 'at risk' sectors such as taxis, waste, housing, construction and security)*

- When did you last review your procurement processes? Are processes being properly followed? Would a deep dive of a recent procurement help provide assurance?
- What information are those tendering for LA contracts required to submit? (e.g. details of convictions / company owners etc.) In what stage of the tender is this information requested?
- How is the accuracy of information provided in tender documentation confirmed? Is there a process for this? Is it routinely followed?
- Are checks on suppliers (and subcontractors) carried out at the procurement stage and during the life of larger contracts?
- Do contracts allow for supplier audits including unannounced visits?
- Is there any information sharing with local police prior to awarding contracts (i.e. at the tender evaluation stage)?
- How does the procurement process protect procurement staff from getting undue pressure applied to them? Is there adequate segregation of duties?

## ANNEX B TO THE ORGANISED CRIME PROCUREMENT PILOTS – FINAL REPORT

- Do you have any additional measures in place for procurements of services for vulnerable adults / children – vetting checks for instance for social housing providers or home to school taxi contracts?

### 3. HR

(see CPNI advice for more information on insider threat)

#### **Vetting Checks**

- What key checks are undertaken on the suitability and appropriateness of applicants prior to their appointment (e.g. identity, qualification, reference checks)?
- Who is responsible for undertaking these vetting checks? Are they always carried out?
- What evidence is obtained to confirm the performance of these checks and where is this evidence retained?
- Are there any differences in relation to the vetting approach adopted for Senior Officers, new starters and internal transfers etc.?
- Are the key vetting requirements clearly set out in the Recruitment and Selection Policy?
- Are any posts (for example those in areas with potential exposure to serious and organised crime activity) subject to a higher level of vetting?

#### **Disclosure and Barring Service Checks**

- Is a policy in place detailing any LA posts requiring a DBS check? If so, what process was followed to identify the posts which should be included and excluded from the checks? Are these posts kept under review?
- How often must DBS checks be undertaken by staff? Is there a system to monitor when a check is due? Does this work?

#### **Secondary Employment and Declarations of Interest**

- What arrangements are in place for monitoring and authorising secondary employment?
- Are registers maintained detailing staff and Members with secondary employment and how often are these updated?
- Is there a declaration of interests register for councillors and senior managers and are these periodically reviewed? (See para 4.50 of the UK Anti-Corruption

## ANNEX B TO THE ORGANISED CRIME PROCUREMENT PILOTS – FINAL REPORT

Plan which outlines the rules requiring Councillors to register and declare certain pecuniary interests – failure to comply can lead to a criminal conviction, a fine up to £5,000 and a prohibition on holding the role of Councillor for up to five years).

### Gifts and Hospitality

- Are all staff fully aware of the gifts and hospitality rules and the need to complete the register? How has this information been communicated?
- How often is your gifts and hospitality register updated?
- How is the register checked and monitored for accuracy?

### Whistleblowing

(See Government whistleblowing advice for more information)

- Do you have a Whistleblowing / Confidential Reporting Policy in place and has it been adequately disseminated to all staff, Members and the public?
- Who is responsible for investigating all concerns raised and what reporting arrangements are in place?
- How often has the Whistleblowing / Confidential Reporting Policy been invoked over the last 2 years?
- Have you recently reviewed the Whistleblowing arrangements to ensure they are fit for purpose and effective?

### Training

- Is a training programme in place to advise staff and Members of the indicators that they should look for to facilitate identification of officers working under duress or potential corruption?

## 4. Finance

### Anti-money laundering

- What arrangements are in place to identify / monitor unusual or suspicious activity? For example:
  - Are reports prepared from available sources detailing the frequency with which each client makes cash payments and the value of such payments?
  - What parameters / limits are in place for these reports?

## ANNEX B TO THE ORGANISED CRIME PROCUREMENT PILOTS – FINAL REPORT

- What action is taken to investigate high values or unusual patterns within the reports?
- What types of (and frequency of) reports are provided internally to Senior Managers?
- Do you have serious and organised crime reporting arrangements in place and if so are they being followed? Who is responsible for compiling and authorising Suspicious Activity Reports, and how many have been prepared and submitted?
- Have all relevant staff been provided with clear instruction and training on the process to be followed when large amounts of cash are received from a Client? Are these processes being followed.

### 5. Legislative and regulatory functions (Licensing)

#### General

- When were your licensing processes last updated?
- Have licensing staff responsible for reviewing licensing applications been subject to DBS or other checks?
- What processes are in place to protect licensing staff from getting pressure applied to them?

#### **Licensing, including Taxi and Private Hire Car Operator and Driver Licences**

(See LGA taxi licensing guidance for members for more information)

- How many licensing staff are involved in the application evaluation process? Is there adequate segregation of duties?
- How long is each type of licence valid for?
- What information must applicants provide on the application from (e.g. names of all company directors, conviction details etc)? Is all this information verified?
- What vetting checks are undertaken on the application? (e.g. identity checks, convictions check with police and DBS, vehicle / premises checks) Are these always carried out? Do you have adequate information sharing arrangements with police to ensure you have all relevant information on individuals and companies before granting a licence?
- How is the relevance/significance of a conviction determined? Do you have an agreed policy in place? Is this always followed?

## ANNEX B TO THE ORGANISED CRIME PROCUREMENT PILOTS – FINAL REPORT

- What applications can be approved by licensing staff (using their Delegated Authorities) and which applications are required to go to Committee for approval? Is this appropriate?
- What arrangements are in place to monitor compliance with the terms and conditions of the licences after they have been awarded and what enforcement powers does the LA have? In what circumstances would a licence be revoked? How often does that happen?
- What steps are followed when a licence is renewed? Is it automatic or does the applicant reapply – are convictions etc. rechecked with the police?
- Do you have processes in place to capture and keep all complaints made against a licenced driver or operator? Are all reports acted upon? Are the records monitored for patterns or frequency and used to inform future licencing decisions?

### 6. Housing

- Do you carry out vetting checks (including checking against other internal data sets) on those contracted by the LA to provide shelter / social housing to ensure there are no serious and organised crime (or other criminal) links as part of the procurement process? What information are property owners required to submit?
- How do you know who all the owners are – is there an ownership check? Is this reviewed periodically to ensure the same owners are in place and the property hasn't changed hands?
- Are properties visited and checked on a regular basis? Are checks made that the registered tenants are those living in the property?
- What system is in place for concerns to be raised about the property and to investigate and report on such concerns?
- How are right to buy applications monitored to ensure there is no serious and organised crime / criminal involvement?

## Annex 1

**POTENTIAL AREAS FOR SERIOUS AND ORGANISED CRIME AUDIT**

Below is an overview of some of the services generally offered by Local Authorities in England and Wales. Those services in bold are areas which may be more at risk than others (based on the Scottish Business Exploitation Risk list and outcomes of Home Office OC procurement pilots) The areas each LA chooses to audit will of course vary from LA to LA and depend on local knowledge and discussions with local police.

<b>COMMUNITY SERVICES</b>	<b>CORPORATE AND NEIGHBOURHOOD SERVICES</b>	<b>DEVELOPMENT SERVICES</b>	<b>EDUCATION SERVICES</b>	<b>FINANCE SERVICES</b>	<b>SOCIAL WORK SERVICES</b>
Asset Management	<b>Building Maintenance</b>	Building Design	Pre-five Education and Care	<b>Accountancy</b>	Criminal Justice
Business Support	<b>Catering / School meals</b>	Building Standards	Primary Education	Internal Audit	Family Support
Cemeteries	<b>Cleaning</b>	Consumer Protection	Secondary Education	<b>Payroll Pensions</b>	Home Care
Community Education	Communications	Development Planning	<b>Home to School transport</b>	Revenues	<b>Housing with Care</b>
Cultural Services	Corporate Policy	Environmental Protection		<b>Treasury and Investment</b>	<b>Residential care</b>
Parks and Recreation	<b>Estates Management</b>	Workplace food / safety			Vulnerable Adults
Sport and Leisure	<b>Facilities Management</b>	<b>Licensing</b>			<b>Vulnerable Children</b>
	<b>Fleet Services</b>	Risk Management			<b>Welfare Benefits</b>
	<b>Grounds Maintenance</b>	Roads Design			
	<b>Housing Homelessness</b> /	Roads Maintenance			
	<b>HR</b>	Transport Planning			
	ICT	<b>Waste Strategy</b>			
	<b>Procurement</b>				
	Refuse Collection				
	Street Cleaning				
	<b>Waste Disposal</b>				



**KEY PLANS, POLICIES AND PROCEDURES TO CONSIDER IN RELATION TO  
SERIOUS AND ORGANISED CRIME**

*(there are likely to be other plans and strategies not captured here)*

Asset Disposal Procedures	Business Planning
Code of Conduct	Contract Management procedures
Corporate Plan	Data Protection Guidelines & Policy
Declarations of Interests register	E-mail & Internet Usage Policy
Financial Planning	Gift and hospitality register
Individual Service Plans	Information Sharing Protocols
IT Security Policy	Licensing Guidelines
Lone Working Policy	Money Laundering Procedures
Procurement Policy (including letting of Home to school transport contracts)	Recruitment Policy (including vetting)
Risk Management	Secondary Employment Guidance
Strategic Planning	Whistleblowing procedures



# FINANCE AND POLICY COMMITTEE

12<sup>th</sup> June 2017



**Report of:** Chief Executive

**Subject:** QUARTER 4 – COUNCIL OVERVIEW OF PERFORMANCE AND RISK 2016/17

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key Decision

## 2. PURPOSE OF REPORT

- 2.1 To inform Finance & Policy Committee of the progress made against the 2016/17 Council Plan at the end of quarter 4 and ask them to agree to a number of changes/updates to the plan.

## 3. BACKGROUND

- 3.1 The Council Plan includes a number of key actions, performance indicators and risks which set out how the Council intends to deliver on its priority outcomes. The Council Plan 2016/17 was agreed by Council on the 17<sup>th</sup> March 2016.
- 3.2 At the end of each quarter officers provide an assessment of progress against the actions, performance indicators and risks in the Plan. These assessments are collected together and form the basis of the quarterly performance reports to Committee. Progress is categorised as:

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

#### 4. QUARTER 4 PERFORMANCE REPORT

4.1 The Quarter 4 Performance Report (appendix 1) sets out progress against actions, performance indicators and risks in the Council Plan 2016/17. Finance and Policy Committee is asked to consider and note the following as set out in appendix 1:

- The overall progress against the Council Plan 2016/17 for actions, performance indicators and risks (Page 1);
- The use of Regulation of Investigatory Powers Act (RIPA) (Page 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 4 (Pages 2, 3, 4 and 5);
- The detailed commentary provided by officers on those actions that have been identified as requiring intervention or not completed at the end of quarter 4 and agree the date change for action RND 16/17 OD11 *“Explore opportunities to create an arms-length company which will improve availability of housing stock throughout the borough and generate income for the Council”* to 31 June 2017. (Pages 5, 6 and 7);
- The risks that have changed in rating during quarter 4 and the commentary provided by officers (Page 8);
- Progress against those actions, performance indicators and risks from those service areas that are specifically relevant to the Finance & Policy Committee (Page 9).

4.2 The front page of the performance reports for each of the other four Policy Committees are included as appendix 2 for information.

#### 5. RISK IMPLICATIONS

5.1 Officers have identified 6 changes in risk ratings this quarter. Two have increased and four have decreased and these changes are set out on page 8 of appendix 1.

#### 6. FINANCIAL CONSIDERATIONS

6.1 No implications.

## **7. LEGAL CONSIDERATIONS**

7.1 No implications.

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

8.1 No implications.

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

9.1 No implications.

## **10. STAFF CONSIDERATIONS**

10.1 No implications.

## **11. ASSET MANAGEMENT CONSIDERATIONS**

11.1 No implications.

## **12. RECOMMENDATIONS**

12.1 Finance and policy Committee is asked to consider, note and agree:

- the overall progress made on the Council Plan 2016/17 for actions, performance indicators and risks at the end of Quarter 4 as set out on page 1 of appendix 1;
- the position in relation to use of RIPA powers as set out on 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 4 as set out on pages 2, 3, 4 and 5 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 4 and agree the date change request for action RND 16/17 OD11 as set out in pages 5, 6 and 7 of appendix 1;
- the risks that have changed in rating during quarter 4 and the commentary provided by officers as set out on page 8 of appendix 1;

- progress against the actions, performance indicators and risks from those service areas that are specifically relevant to the Finance & Policy Committee at the end of Quarter 4 as set out on page 9 of appendix 1;
- the progress made on the Council Plan relevant to the other 4 Policy Committees as set out in appendix 2.

### **13. REASONS FOR RECOMMENDATIONS**

- 13.1 Finance and Policy Committee have overall responsibility for the monitoring of the Council Plan and has specific responsibility for a number of services that are included within the Council Plan.

### **14. BACKGROUND PAPERS**

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

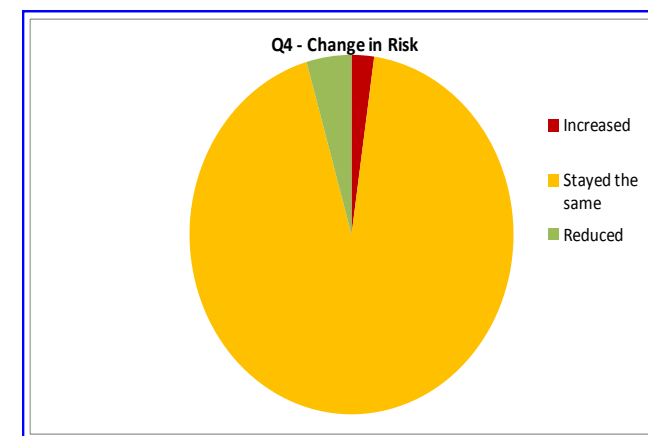
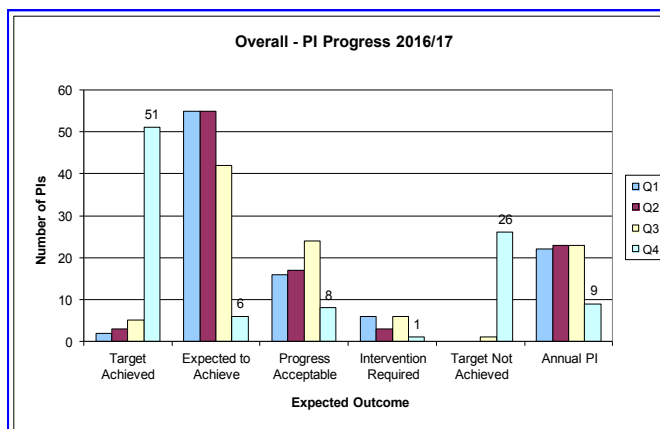
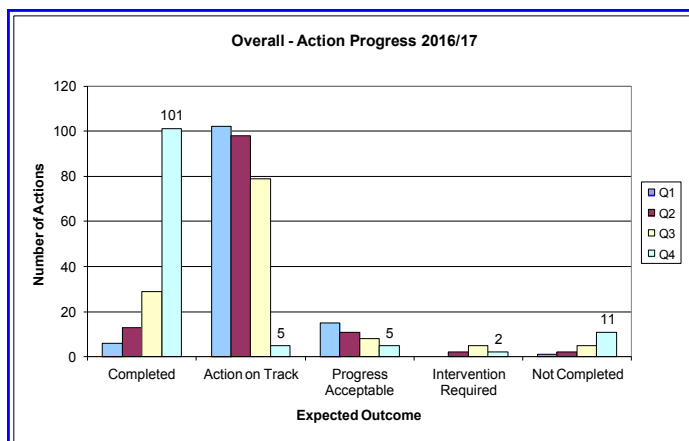
### **15. CONTACT OFFICER**

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## Quarter 4 Performance Update 2016/17 Council Plan 2016/17

6.4 APPENDIX 1



### Action Update:

Of the actions within the Council Plan:

- 101 have been completed
- 5 are on track to be achieved by their due date
- 5 have made acceptable progress
- 2 require intervention (see page 7)
- 11 have not been completed (see pages 5-7)

### Targeted Performance Indicator Update:

Of the targeted PIs within the Council Plan:

- 51 have achieved target
- 6 are expected to achieve target
- 8 are identified as making acceptable progress
- 1 has been identified as intervention required (see page 5)
- 26 have not achieved target (see pages 2-5)
- A further 9 are annual PI and outturns are not yet available

### Change in Risk:

Of the 90 Risks in the Council Plan:

- 4 risks have reduced
- 2 risks have increased

See page 8 for explanations.

Number of authorisations for Directed Surveillance and Covert Human Intelligence Sources granted by the Council under the Regulation of Investigatory Powers Act (RIPA) = 0

## PIs highlighted as not achieving target

PI Code	Value	Target	Note
CSD P065 Children achieving a good level of development at age 5	68.4	71.8	Work continues with families to engage with children's centres to support an improvement in outcomes, especially in hotspot areas. School Improvement Advisers (Early Years) continue to work with settings and schools to support high quality provision.
NI 117 Percentage of 16 to 18 year olds who are not in education, employment or training (NEET)	5.9%	0%	New measure includes 16 and 17 year olds only, for Hartlepool this is 3.5% compared to a national figure of 2.7% and a north east figure of 4.0% (Please note that this PI is reported to two committees (F&P and Children's Committees) and is therefore counted twice in the overall figures for the Council Plan so that the individual Committee numbers add up to the overall Council Plan figure.
CSD P148 Percentage of mainstream secondary schools below -0.5 progress 8 measure	20%	0%	Our in year intelligence from secondary schools shows that each school is working towards improving this figure. The improving organisational structures at High Tunstall and an improving focus at EMS confirm this. Improvements in all areas at St. Hild's will impact on pupil outcomes but there may be an achievement lag, not reflecting the improvements over the past year. Our concerns remain around Northern Education Trust schools in the light of a recent Ofsted report concerning the Multi Academy Trust, as well as our own intelligence, suggesting that any organisational improvements will be too little too late for this year. We will not know of any changes in outcomes until Q2 17/18.
CSD P149 Percentage of mainstream secondary schools above +0.0 progress 8 measure	20%	100%	Our in year intelligence from secondary schools shows that each school is working towards improving this figure. The improving organisational structures at High Tunstall and an improving focus at EMS confirm this. Improvements in all areas at St. Hild's will impact on pupil outcomes but there may be an achievement lag, not reflecting the improvements over the past year. Our concerns remain around Northern Education Trust schools in the light of a recent Ofsted report concerning the Multi Academy Trust, as well as our own intelligence, suggesting that any organisational improvements will be too little too late for this year. We will not know of any changes in outcomes until Q2 17/18.
CSD P154 Percentage of Education, Health and Care Plans issued within 20 weeks.	7.7%	65%	This low level of performance is being reviewed by the SEND Improvement Board.
RND P094 Number of unique visitors to destination Hartlepool website	67,022	120,000	One factor in the reduced number of visitors is the transfer of the Hartlepool Maritime Experience to the National Museum of the Royal Navy and the subsequent promotion of this venue through the NMRN's own website. In addition, fewer events have taken place over the last year and therefore marketing activity has also subsequently reduced.
RND P095a Number of social media followers (Twitter / Facebook)	4,388	5,000	The trend continues to show good progress with overall numbers increasing year by year, however with fewer events taking place over the last year this has not increased by the levels hoped for.
NI 155 Number of affordable homes delivered (gross)	12	56	There were 5 social rented properties constructed in quarter 4 of 2016/2017. There were 3 at Marine Point and 2 at Liberty Park.

PI Code	Value	Target	Note
RND P085 Business stock (Business Units in Hartlepool)	273	300	Slight increase from previous year in light of BREXIT implications. Business stock = 2,525
ACS P108b Number of Visitors to the Borough Hall	40,062	43,000	Unfortunately the Target has not been achieved due to restricted number of people allowed in venue because of Health & Safety issues which meant the Balcony was closed for a long period. However, the re-opening of the Balcony will allow significantly more people to attend the larger events and target should be exceeded in 2017/18
PHD 2.27 Overall attendances at Mill House Leisure Centre	215,603	224,000	Attendances at Mill House Leisure Centre are below the target - but still over 15,000 better than in 2015 / 2016. Overall attendances, actual usage and income are increasing and showing a year on year improvement against Q4 in 2015 / 2016
PHD 2.29 Overall average attendances at Headland Leisure Centre	24,806	28,000	Attendances at the Headland Sports Hall have increased quarter by quarter and in Q4, for the first time this year, the quarterly target of 7,000 has been exceeded. Overall attendances, actual usage and income are increasing and showing a year on year improvement against Q4 in 2015 / 2016 .
PHD 2.28 Overall attendances at Brierton Leisure Centre	91,965	98,000	Attendances at Brierton Sports Centre have increased quarter by quarter and in Q4, for the first time this year, the quarterly target of 24,500 has been exceeded. Overall attendances, actual usage and income are increasing and showing a year on year improvement against Q4 in 2015 / 2016
PHD 2.34 Number of residents using Carlton	3,682	9,000	The current PI does not accurately reflect the nature of the business at Carlton and will be changed in 2017/2018 to measure the % occupancy at weekends and during the week. Baseline figures are available for 2016/17 to enable meaningful comparison to be made in 2017/2018
PHD 2.35 Number of day visitors using Carlton	429	800	The current PI does not accurately reflect the nature of the business at Carlton and will be changed in 2017/2018 to measure the % occupancy at weekends and during the week. Baseline figures are available for 2016/17 to enable meaningful comparison to be made in 2017/2018
ACS P106a Number of people visiting Hartlepool Art Gallery and Museum of Hartlepool	195,366	220,000	The target set for this indicator still includes the visitor figures for the National Museum of the Royal Navy of 50,000. This target should have been revised to 170,000 visitors at the time the HME transfer was completed. If the adjustment had been made, the outturn for this indicator would have exceeded the target.
ACS P108a Number of Visitors to the Town Hall	44,287	52,000	A number of dance schools which previously used the Town Hall theatre have sought alternative venues, which has impacted on the visitor numbers

PI Code	Value	Target	Note
ACS P104 Number of hours usage of the Libraries Peoples Network computers	30,290	38,000	The annual target has not been achieved. Technical issues with the People's Network continued into Q4. This resulted in a significant loss of access and data relating to the Network service at the Central Library. Usage for Q4 is an estimated figure.
CEDCS P066 Average wait in seconds for telephone calls to be answered	45 Secs	30 Secs	Challenging target due to staffing reductions and customer demand.
ACS P099 Proportion of substance misusers that successfully complete treatment - Opiate	7.6%	11%	Outcomes improving. The new Psychosocial Interventions service started on 1st April 2017.
PHD 2.36 Proportion of substance misusers that successfully complete treatment - Non Opiates	25.23%	50%	Slight increase this quarter. New service and model in place from 01/04/2017.
HR PI 5A COUNCIL Average working days per employee (full time equivalent) per year lost through sickness absence - Council excluding schools (actual)	10.22	8.2	Sickness levels have increased significantly over the reporting period across Child & Adult Services, Public Health and Regeneration & Neighbourhoods. A significant proportion of this is linked to an increase in the number of cases of long term sickness absence. A detailed sickness report is currently being produced.
ACS P066 Number of admissions of supported residents aged 65 or over to residential/nursing care per 100,000 population	939.7	807.8	<p>The target (which equates to 135 admissions to permanent residential care for older people) has not been achieved in 2016/17 and performance against this indicator will continue to be closely monitored linked to the Better Care Fund plan. This measure captures admissions over a twelve month period, but does not reflect the fact that people are being admitted to residential care later and staying for shorter periods of time, which indicates that people are being supported in the community for longer and have more complex needs on admission. The increasing frailty and complex needs of the older population are also reflected in the fact that admissions to residential care have fallen over the past twelve months, while admissions to nursing care have increased.</p> <p>It should also be noted that the total number of people in receipt of 24 hour care (which gives a measure of the use of these services, rather than simply number of admissions) has fallen significantly over the last six months from 581 in October 2016 to 558 in February 2017.</p> <p>Work will continue to promote alternatives to 24hr care for older people including assistive technology, housing related support, extra care, domiciliary care, personal budgets and support for carers, and there will continue to be a strong focus on promoting independence and preventing avoidable admissions to either hospital or residential care settings.</p>



NI 125 Percentage of older people achieving independence for older people through rehabilitation/ intermediate care	76.2	89.2	The proportion of people who were still in their own home 91 days after discharge from hospital to reablement services has not been achieved and further work is being undertaken to audit the reasons for this, which may result in changes to service delivery in the future. This measure of the effectiveness of reablement services only captures a small subset of the total number of people receiving reablement support, with many people accessing the service from the community as a preventative measure. Data indicates that 482 reablement packages were completed in 2016/17 with 76.8% of people having no ongoing social care needs after a reablement intervention and 94.1% of reablement goals achieved at the end of the period of reablement.
NI 131 Average weekly rate of delayed transfers of care from all NHS hospitals, acute and non-acute, per 100,000 population aged 18+	3.4	0	There continues to be 0 days delay attributable to social care in terms of people awaiting a social care assessment, a package of care in their own home or a residential care placement. The very small number of days delay which have been attributed to social care relate to situations where an older person has been identified as requiring 24hr care and has identified a care home of choice, but experiences a delay of a day or two before the move can take place, usually due to the care home needing to undertake an assessment, or to prepare a room. Performance against this indicator continues to be excellent, particularly in the context of increasing demand and the national position in relation to delayed transfers of care.

### PIs highlighted as intervention required

PI Code	Value	Target	Note
NI 192 Percentage of household waste sent for reuse, recycling and composting		44%	Quarter 4 figures are not currently available. Quarter 3 figures are showing a cumulative total of 35.5% of household waste sent for recycling. Whilst this is lower than previous years for the same quarter this should be a short term impact due to the more stringent quality control at the point of collection and ongoing works at the Household Waste Recycling Centre and Transfer Station, which should have the long term effect of increasing recycling and reducing <u>costs</u> . Figures for this indicator are reported a quarter in arrears, with Quarter 4 figures expected to be available toward the end of June.

### Actions highlighted as not completed

Action	Due Date	Note
CAD 16/17 LL06 Work with schools and colleges to diversify the curriculum across Hartlepool to provide coherent pathways from primary to secondary school and ultimately into high quality post-16 provision and advanced apprenticeships and higher education placements	31-Mar-2017	Merger proposal between Hartlepool Sixth Form College and City of Sunderland College underway. Discussions with City of Sunderland College regarding some possible future provision at Northern Light Academy will take place next term. If fruitful, this will strengthen the town's offer around coding and gaming pathways. Historically dormant motor vehicle provision at High Tunstall about to be relaunched in September 2017 with assistance from alternative education provider Catch 22. Tees Valley application for a SEN Free School unsuccessful.







Action	Due Date	Note
CAD 16/17 LL07 Review and re-commission behaviour, attendance and alternative education provision to re-engage children and young people with challenging behaviour in their education.	31-Mar-2017	Head teacher conference May <u>2nd</u> to draw together strands around Social Emotional Mental Health and challenging behaviour. Working party of officers and headteachers will be producing a plan of action following this conference and the review of the High Needs Block. This plan will blend together work from the Education Commission and the Better Childhood Programme. Pupil Referral Unit undergoing initial work in preparation for academisation. Visioning work for Leader and Lead Member for Children's Services almost complete, ready for meeting in June. New KS4 offer around motor vehicle maintenance developed with Catch 22, operating from High Tunstall provision from September 2017.
RND 16/17 SC01 Review the Voluntary and Community Sector Strategy and implement recommendations	31-Mar-2017	Incorporation into new Community Safety and engagement strategy agreed at Finance & Policy Committee on 6th March 2017. A new Community Engagement and Cohesion Strategy will be launched in Autumn 2017. Please note that this action is reported to two committees (F&P and Neighbourhoods Committees) and is therefore counted twice in the overall figures for the Council Plan so that the individual Committee numbers add up to the overall Council Plan figure.
RND 16/17 EN06 Explore opportunities for the development of recreation facilities at Rift House recreation ground	30-Sep-2016	Identification of project resources is being considered.
RND 16/17 EN01 Develop a delivery model for the allocation of grant funding to enhance the appearance of the Church Street area (subject to successful grant application)	31-Mar-2017	The Round 2 Townscape Heritage bid has been submitted to the Heritage Lottery Fund. A visit will be made by their officers to Hartlepool on 9th May to discuss the application which will be considered by the North East Board in June with a decision anticipated by the end of that month.
PHD 16/17 HW06 Work with key partners to consider options for the future provision of a leisure centre in Hartlepool	31-Mar-2017	This continues to be taken forward by officers and a paper outlining initial proposals will be taken to CMT on 24th April. However, the development of firm proposals cannot be finalised before a meeting with external partners scheduled for 15-16th May. A firm of consultants has been appointed to work on both the indoor facilities strategy and the playing pitch strategy and work to develop both strategies has now begun .
PHD 16/17 HW07 Work with key partners to undertake a feasibility study on the provision of a swimming pool at the Brierton site	31-Mar-2017	This continues to be taken forward by officers and a paper outlining the two main options will be taken to CMT on 24th April. However, a final decision on which option to pursue depends on the outcome of discussions with external partners about a leisure centre <sup>3</sup> in Hartlepool (PHD 16/17 HW06). A firm of consultants has been appointed to work on both the indoor facilities strategy and the playing pitch strategy and work to develop both strategies has now begun
RND 16/17 JE10 Explore options for the development of a new cultural centre, creating a catalyst for the development of further visitor attractions	31-Mar-2017	Jacksons Landing building has now been demolished. GT3 have been appointed to develop a masterplan for the Waterfront.

RND 16/17 OD11 Explore opportunities to create an arms-length company which will improve availability of housing stock throughout the borough and generate income for the Council	31-Mar-2017	Further consideration of the opportunities to create a development company are being explored. A report has been prepared for consideration by the Director of Regeneration, considering the merits of entering into a joint venture arrangement with a development partner. <u>It is requested that the due date of this action be extended to June 17.</u>
RND 16/17 OD12 Achieve capital receipts target in line with programme	31-Mar-2017	<p>The projected capital receipts target for 2016/17 was revised down during the year to reflect the re-profiling of a number of sales to 2017/18 (e.g. Briarfields). Actual capital receipts achieved were lower than the revised target predominantly owing to the sale of a custodian property in Middlesbrough (Melrose House) not completing in the financial year.</p> <p>In addition significant progress has been made in relation to achieving the 17/18 target with the marketing of land at Hart ongoing, terms being negotiated for the land at Seaton Lane and the preparation of a revised development brief at Briarfields.</p>

### Actions identified as requiring intervention

Action	Due Date	Note
CAD 16/17 LL05 Support primary and secondary schools to close the gap in achievement between learners from low income families and children in care ('disadvantaged pupils') and all other children and young people nationally	31-Mar-2017	No changes since last update. KS2 SATs occur after Easter; GCSEs follow closely. Indicative attainment data from schools indicate an improved performance on 2016 but turbulence and changes in methodology do not enable schools or officers to generate accurate progress data any <u>longer</u> . No CMT intervention required at this stage. Analysis of 2017 outcomes will inform any further interventions by the school improvement team
RND 16/17 EN10 Seek funding, through the Local Growth Fund Programme or similar, in advance of proposed housing developments to the north west side of the town for highway improvements at Elwick and on the A19 to facilitate access	31-Mar-2017	Growing places loan of £600k has been allocated by the Tees Valley Combined Authority for land acquisition and the preparation of detailed design options. Possible funding sources continue to be explored to enable the scheme to progress.

## Risk Changes

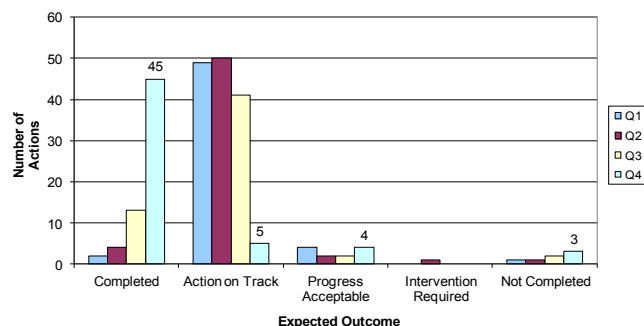
Risk	Change	Comment
CED R089 Experiencing failure or lack of access to Critical ICT systems (Actively Managed)		RISK DECREASED Progression of server refresh means key systems now have appropriate Disaster Recovery capability enabled
CED R097 Failure to comply with the controls in the PSN Code of Connection leading to the withdrawal of 'connected' status		RISK DECREASED Latest security test has identified the need for some updates and remedial action required. These are progressing prior to final submission.
CED R099 National or external agenda(s) necessitate change to departmental objectives/priorities which impact on corporate ICT strategy		RISK INCREASED Potential for General Election result to have some impact on national agendas.
CAD R034 Insufficient capacity in the independent sector to meet placement demand within adult social care. (Actively Managed)		RISK DECREASED However, this continues to be a very significant risk, particularly in relation to nursing home capacity. There is a lack of nursing home beds within Hartlepool which impacts on hospital discharges as well as increasing numbers of out of area placements. Heightened concerns have been highlighted with the Clinical Commissioning Group (CCG), as the commissioner of nursing care, and the Council is working closely with Care Quality Commission (CQC) and NHS partners to manage the situation in the short term. In addition, a range of actions have been agreed by the CCG to try and address medium and longer term issues. Fee structures have been revised to enable providers in the independent sector to increase the fee income, and there is potential for 2 new providers to enter the market within the next 12 months.
RND R050 Fragility of economic recovery compared to other parts of the UK		RISK DECREASED In line with UK economy, Hartlepool is not facing any adverse effects at the moment.
CAD R062 Increase in number of pupils in primary and secondary schools judged by OFSTED to require improvement or to be inadequate		RISK INCREASED Some recent Ofsted judgements have been questionable and did not meet our own assessment.

## Quarter 4 Performance Update 2016/17

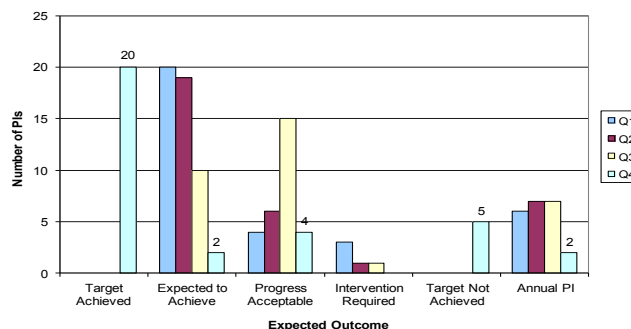
### Finance & Policy Committee

APPENDIX 1

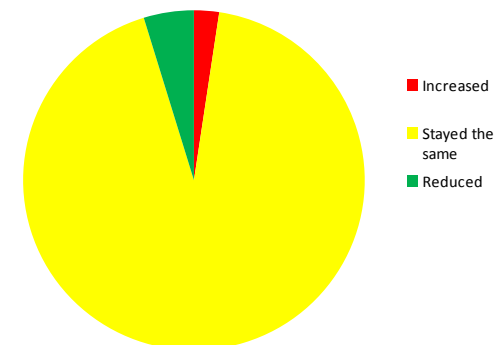
Finance & Policy Committee - Action Progress 2016/17



Finance & Policy Committee - PI Progress 2016/17



Q4 - Change in Risk Rating



#### Action Update:

Of the actions within the Council Plan and within the remit of Finance and Policy Committee:

- 45 have been completed
- 5 are on track to be completed by their due date
- 4 have made acceptable progress
- 3 actions have not been completed

#### Targeted Performance Indicator Update:

Of the targeted PIs within the Council Plan and within the remit of the Finance and Policy Committee:

- 20 have achieved target
- 2 are expected to achieve their target
- 4 have made acceptable progress
- 5 have not achieved target
- Finally 2 PI are reported annually

#### Change in Risk:

Of the risks within the Council Plan and within the remit of the Finance and Policy Committee:

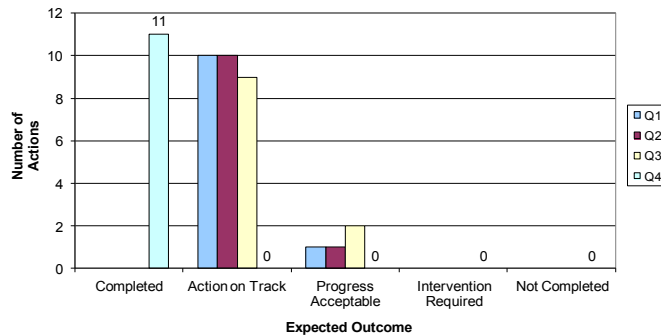
- 1 risk has increased
- 39 have remained the same
- 2 risks have decreased



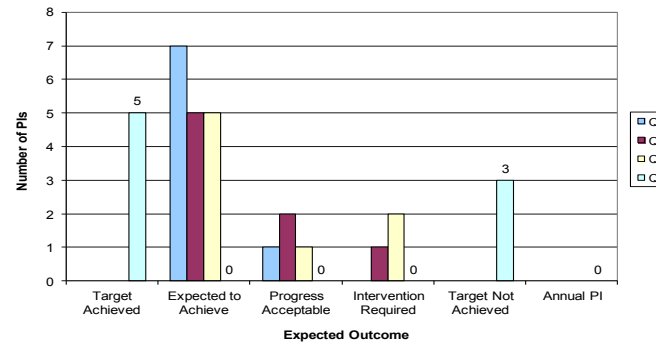
## Quarter 4 Performance Update 2016/17 Adult Services Committee

6.4 APPENDIX 2

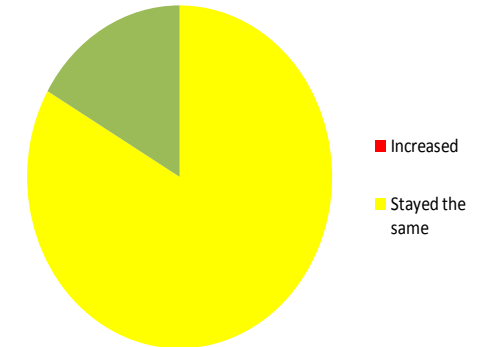
Adult Services Committee - Action Progress 2016/17



Adult Services Committee - PI Progress 2016/17



Q4 - Change in Risk Rating



### Action Update:

Of the actions within the Council Plan and within the remit of Adult Services Committee:

- All 11 actions have been completed by the due date

### Targeted Performance Indicator Update:

Of the targeted PIs within the Council Plan and within the remit of the Adult Services Committee:

- 5 PIs have achieved its target
- 3 PIs have not achieved target

### Change in Risk:

Of the risks within the Council Plan and within the remit of the Adult Services Committee:

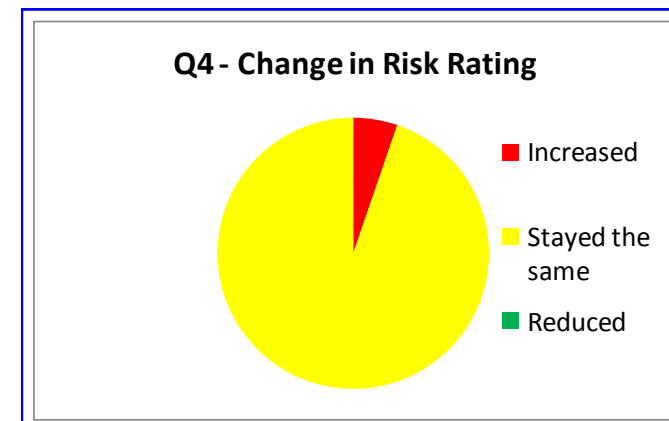
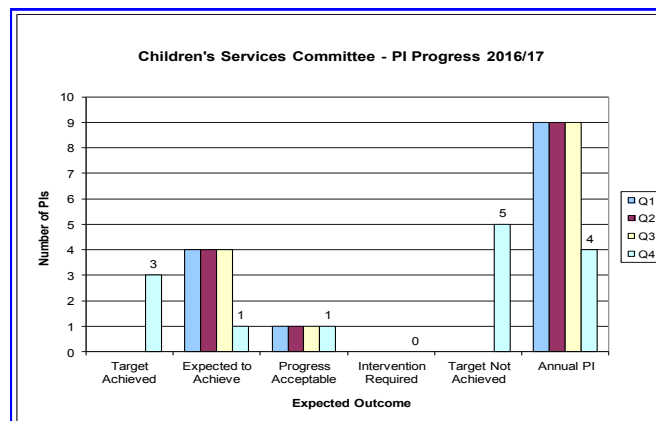
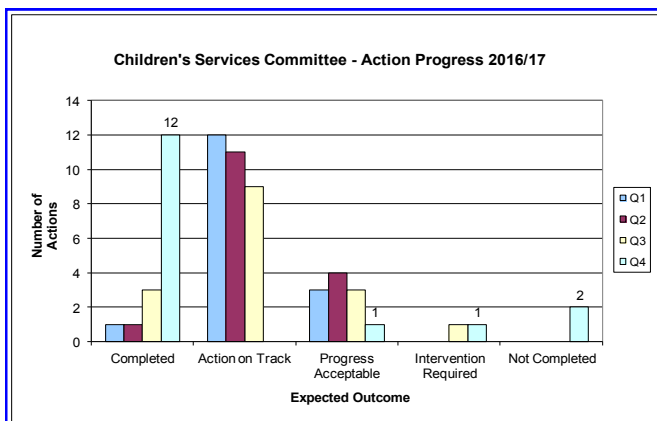
- 5 risks have stayed the same
- 1 has reduced



## Quarter 4 Performance Update 2016/17

### Children's Services Committee

APPENDIX 2



#### Action Update:

Of the actions within the Council Plan and within the remit of Children's Services Committee:

- 12 have been completed
- 1 has made acceptable progress
- 1 requires intervention
- 2 have not been completed

#### Targeted Performance Indicator Update:

Of the targeted PIs within the Council Plan and within the remit of the Children's Services Committee:

- 3 have achieved their target
- 1 is expected to achieve
- 1 has made acceptable progress
- 5 did not achieve target
- The final 4 are annual PIs with no outturn at this point in the year.

#### Change in Risk:

Of the risks within the Council Plan and within the remit of the Children's Services Committee:

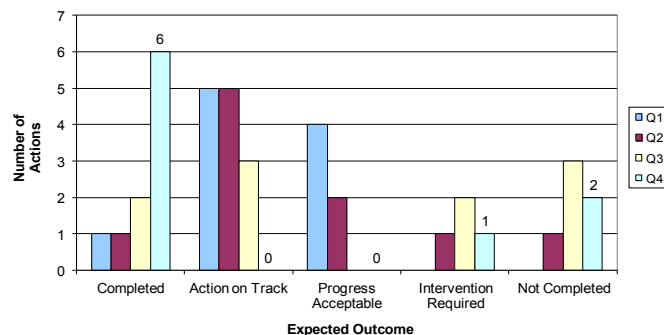
- 18 have stayed the same
- 1 has increased in risk



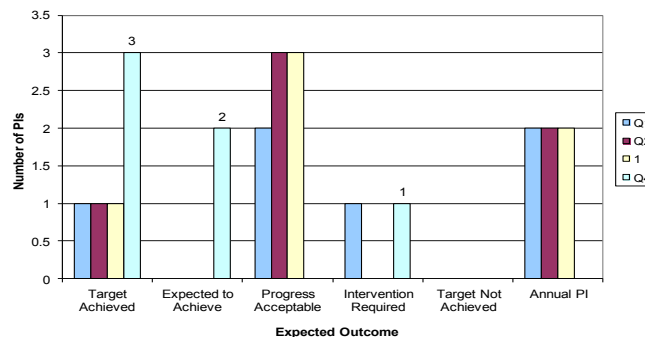
## Quarter 4 Performance Update 2016/17 Neighbourhood Services Committee

APPENDIX 2

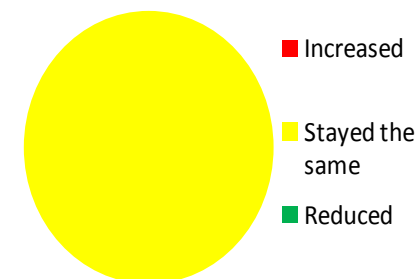
Neighbourhood Services Committee - Action Progress 2016/17



Neighbourhood Services Committee - PI Progress 2016/17



### Q4 - Change in Risk Rating



#### Action Update:

Of the actions within the Council Plan and within the remit of Neighbourhood Services Committee:

- 6 have been completed
- 1 requires intervention
- 2 are not complete

#### Targeted Performance Indicator Update:

Of the targeted PIs within the Council Plan and within the remit of the Neighbourhood Services Committee:

- 3 have achieved target
- 2 are expected to achieve when the outturn is available
- 1 requires intervention

#### Change in Risk:

There have been no change in risk rating to the four risks within the Council Plan under the remit of the Neighbourhood Services Committee.

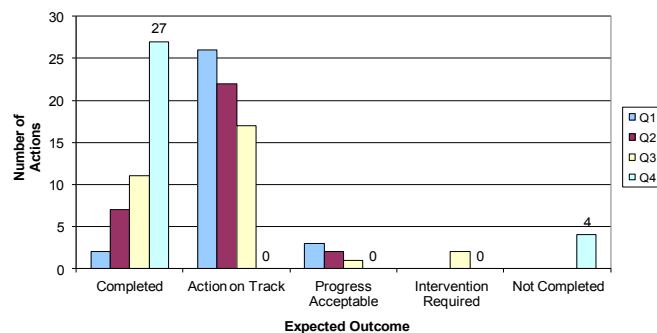


## Quarter 4 Performance Update 2016/17

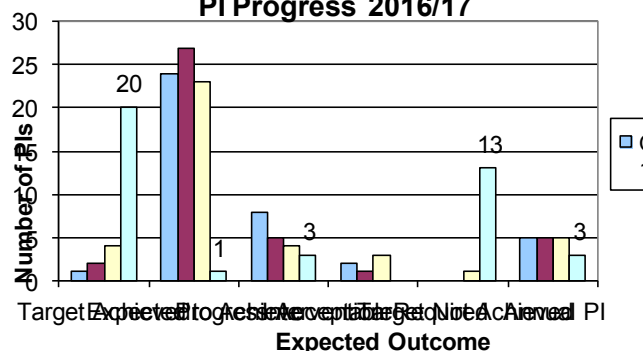
### Regeneration Services Committee

APPENDIX 2

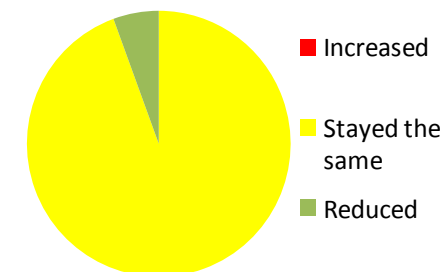
Regeneration Services Committee - Action Progress 2016/17



Regeneration Services Committee - PI Progress 2016/17



Q4 - Change in Risk Rating



#### Action Update:

Of the actions within the Council Plan and within the remit of Regeneration Services Committee:

- 27 have been completed
- 4 have not been completed by their due date

#### Targeted Performance Indicator Update:

Of the targeted PIs within the Council Plan and within the remit of the Regeneration Services Committee:

- 20 have achieved target
- 1 is expected to achieve target
- 3 have acceptable progress at this point in time
- 13 have not achieved target
- The final 3 are annual PIs which do not have an outturn at this point in the year.

#### Change in Risk:

Of the risks within the Council Plan and within the remit of the Regeneration Services Committee:

- 17 have remained the same
- 1 risk has reduced

# FINANCE AND POLICY COMMITTEE

12 June 2017



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

**Subject:** **CORPORATE PROCUREMENT QUARTERLY  
REPORT ON CONTRACTS**

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 For information.

## 2. PURPOSE OF REPORT

2.1 To satisfy the requirements of the Council's Contract Procedure Rules with regard to the Finance & Policy Committee:

- Receiving and examining quarterly reports on the outcome of contract letting procedures including those where the lowest/highest price is not payable/receivable.
- Receiving and examining reports on any exemptions granted in respect of the Council's Contract Procedure Rules.

## 3. BACKGROUND

3.1 The Council's Contract Procedure Rules require that the following information be presented to the Finance & Policy Committee on a quarterly basis:

Section of Contract Procedure Rules		Information to be reported
Introduction	Para 8 iii & Para 8 vi	Outcome of contract letting procedures
Part G	Para 12 v	

Introduction Part B	Para 8 iii Para 3 v	Basis of award decision if not lowest/highest price payable/receivable
Introduction	Para 8 vi	Contract Name & Reference Number
Part G	Para 12 v	
Introduction	Para 8 vi	Description of Goods/Services being procured
Part G	Para 12 v	
Introduction	Para 8 vi	Department/Service area procuring the goods/services
Part G	Para 12 v	
Introduction	Para 8 vi	Prices (separate to Bidders details to preserve commercial confidentiality)
Part G	Para 12 v	
Part G	Para 12 v	Details of Bidders

- 3.2 In addition to tender related information, details of exemptions granted to the Contract Procedure Rules are also reportable quarterly.

#### 4. INFORMATION FOR REVIEW

##### 4.1 Tender information.

The table at **Appendix A** details the required information for each procurement tender awarded since the last quarterly report.

- 4.2 The Committee may within the Contract Procedure Rules request further information or seek further monitoring reports on selected contracts.

- 4.3 In addition the Audit and Governance Committee may request a contract to be monitored under their specific responsibilities relating to the scrutiny of contracts.

##### 4.4 Exemption information.

**Appendix B** provides details of the required information in relation to Contract Procedure Rules exemptions granted since the last Corporate Procurement Quarterly Report on Contracts.

- 4.5 The table at confidential **Appendix C** includes the commercial information in respect of the tenders received and any confidential information relating to Contract Procedure Rule exemptions or contract extensions.

**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, Appendix C.**

## **5. RISK IMPLICATIONS**

- 5.1 This report is for information only. There are no risk implications attached to this report.

## **6. FINANCIAL CONSIDERATIONS**

- 6.1 This report is for information only. There are no financial considerations attached to this report.

## **7. LEGAL CONSIDERATIONS**

- 7.1 This report is for information only. There are no legal considerations attached to this report.

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

- 8.1 This report is for information only. There are no child and family poverty implications attached to this report.

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

- 9.1 This report is for information only. There are no equality and diversity considerations attached to this report.

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

- 10.1 This report is for information only. There are no Section 17 considerations attached to this report.

## **11. STAFF CONSIDERATIONS**

- 11.1 This report is for information only. There are no staff considerations attached to this report.

## **12. ASSET MANAGEMENT CONSIDERATIONS**

- 12.1 This report is for information only. There are no asset management considerations attached to this report.

**13. RECOMMENDATIONS**

- 13.1 That the Committee note and comment on the contents of the report,

**14. REASONS FOR RECOMMENDATIONS**

- 14.1 The Committee is required to review the information supplied to ensure that monitoring in the award of contracts is carried out and evidenced.

**15. BACKGROUND PAPERS**

- 15.1 There are no background papers.

**16. CONTACT OFFICER**

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Tel: 01429 523003

**Tender Information**

<b>Date of Contract Award</b>	<b>Contract Name and Reference Number</b>	<b>Description of Goods / Services being procured</b>	<b>Duration of Contract (optional extensions in brackets)</b>	<b>Department / Service area procuring the goods / services</b>	<b>Details of Bidders</b>	<b>Location of Bidder</b>	<b>Basis of award decision if not lowest/highest price payable / receivable</b>	<b>Outcome of contract letting procedures</b>	<b>Previous Provider / Location</b>
20 <sup>th</sup> January 2017	830-2017 CCTV Control Room Relocation	Hartlepool Borough Council is seeking submissions from suitably qualified, experienced and successful organisations with the capacity to undertake the relocation of its CCTV Control Room and associated work.	6 months	Regeneration & Neighbourhoods	Baydale Control Systems Ltd  Cam -Tec Systems  CIS Services  Electronic Security Solutions  Open View Security Solutions	Darlington  Newton Aycliffe  Essex  Darlington  Romford	Most Economically Advantageous Tender	Open View Security Solutions	N/A
24 <sup>th</sup> January 2017	597-2017 Specialist Domestic Abuse Support Service	Hartlepool Borough Council is seeking an organisation to provide a specialist domestic support service that adopts a 'Whole Family' approach to respond to the needs of victims and their families affected by domestic abuse, and seeks to change the	3 years (plus 2 x 12 month extensions)	Regeneration & Neighbourhoods	Harbour Support Services	Hartlepool	Most Economically Advantageous Tender	Harbour Support Services	Harbour Support Services

		attitudes and behaviours of domestic abuse perpetrators.							
30 <sup>th</sup> January 2017	Cycleway at Queens Meadow	Hartlepool Borough Council is looking to Construct a new cycleway link along the side of the A689 between Truro Drive and Queen Meadow using Hartlepool Borough Council's Select List of Contractors for Civil Engineering	7 weeks	Regeneration & Neighbourhoods	Esh Construction Ltd  Hall Construction Ltd  Highway Construction Services Ltd  Seymour Civil Engineering Contractors Ltd  Tangent Construction Ltd	Bowburn, Durham  Rushyford, Durham  Stockton-on-Tees  Hartlepool  Hartlepool	Lowest Price	Tangent Construction Ltd,	N/A
31 <sup>st</sup> January 2017	Rift House Primary School Extension & Associated Works	The work consists of a single storey brick built new extension with flat roof, alterations within the school, together with associated mechanical and electrical services, drainage and external works	28 weeks	Regeneration & Neighbourhoods	Ashbrook Construction Services Ltd  Brims Construction Ltd  City Building Services (N.E.) Ltd  Gus Robinson Developments Ltd  Hall Construction Services Ltd  Keepmoat	Billingham  Sunderland  Sunderland  Hartlepool  Rushyford, Durham	Lowest Price	Ashbrook Construction Services Ltd	N/A

					Regeneration Ltd	Essex			
					Kingfield Developments Ltd	Hartlepool			
					LIVECO Ltd T/A Vest Construction	Bishop Auckland			
					Northern Bear Plc	Chester le Street			
					Northern Construction Solutions Ltd	Chester le Street			
					Quartz Electrical & Mechanical Services	Middlesbrough			
					STP Construction Ltd	Rowlands Gill, Tyne & Wear			
					Tangent construction Ltd	Hartlepool			
					Vickers Construction Ltd	Stockton-on-Tees			
					Wood Group Industrial Services Ltd	Gateshead			
13 <sup>th</sup> February 2017	Cycleway at Oakesway	The main works comprise the installation of a new toucan crossing facility across the A179 at	7 weeks	Regeneration & Neighbourhoods	Esh Construction Ltd	Bowburn, Durham	Lowest Price	Seymour Civil Engineering Contractors Ltd	N/A
					Hall Construction Ltd	Rushyford, Durham			



		the Warren Road/Lightfoot Crescent junction, using Hartlepool Borough Council's Select List of Contractors for Civil Engineering			Highway Construction Services Ltd	Stockton-on-Tees			
					Seymour Civil Engineering Contractors Ltd	Hartlepool			
					Tangent Construction Ltd	Hartlepool			

## Procurements Exempted from Council Contract Procedure Rules

### Exemption Information

Dept	Service Unit	Company Name	Company Based at	Estimated Expenditure	Duration	Description	Approval
R&N	Estates and Regeneration	Michael Eyres Partnership	Bradford	Up to £230,000	One off Procurement	Design Team to design a managed workspace building for the creative industries sector (part of the Innovation & Skills Quarter project).	Approved by Dave Anderson, Denise Ogden, Chris Little and Peter Devlin 05.10.2016
R&N	Building Design and Construction	Graitec Autodesk	Totton, Southampton	£19,532	1 Year	Auto Cad Subscription 2017	Approved by Denise Ogden, Peter Devlin and Chris Little on 30.12.2016
PH	Health Improvement	North Yorkshire County Council	Northallerton	£219,000 over a three year period. £73,000 per annum	3 Years	3 year catering contract between Carlton and North Yorkshire County Council.	Approved by Louise Wallace, Denise Ogden & Peter Devlin 03.01.2017
R&N	Building Design and Construction	The TAD Centre	Middlesbrough	£18,000 over a 18 month period. £12,000 per annum	18 months	Accommodation to deliver National Driver Offender Retraining Scheme Training	Denise Ogden, Chris Little and Peter Devlin Approved 20.01.2017
C&A	Children's Hub	Brian Boggon - Headland Partners Ltd	Darlington	£100,000	Up to 1 year	Project Management consultancy support for the TV Adoption Hub project	Approved By Sally Robinson, Chris Little and Peter Devlin 20.01.2017
R&N	Operations - Horticulture	The Green Estate	Sheffield	£26,000	1 year	Wildflower Meadow Specialist Operation at various sites around Hartlepool	Approved by Denise Ogden, Peter Devlin & Chris Little 24.01.2017

C&A	Child and Adult Services	Yorkshire Care Equipment	Harrogate	£11,125	One off procurement	Stairway Evacuation Platform at Hartlepool Centre for Independent Living	Approval Provided by Chris Little, Sally Robinson & Peter Devlin 25.01.2017
CEX	Finance and Policy Department	Ideagen PLC (Previously Covalent Software Limited)	Taunton, Somerset	£14,500 over a 3 year period. £4833 per annum.	3 years	Procurement of the Current Performance Management System for an additional 3 year period	Approval provided 26.01.2017
C&A	Commissioned Services	Voyage Limited	Lichfield, Staffordshire	£1,695,000.00. over a 5 year period. £339,000 per annum.	3 years with a 2 year possible extension	Provision of a 24 hour short stay respite care and accommodation for persons with a learning disability at Greenfields Lodge, Stockton Road, Hartlepool	Approved by Sally Robinson, Peter Devlin and Chris Little on 27.01.2017
C&A	Education/Transforming Tees	Osiris Educational Woodhall Spa Ltd	Raithby, Spilsby	£45,000	One off procurement	Event costs	Approved by Sally Robinson, Peter Devlin and Chris Little 06.02.2017
CEX	Revenues	Security Plus + Limited	Uttoxeter, Staffordshire	£160,000 over a 2 year period. £80,000 per annum	2 years	Cash Collection services for the Revenues Section HBC	Approved by John Morton, Chris Little & Peter Devlin 14.02.2017
C&A	Commissioned Services	North Start	Thornaby	£15,000	6 Months	Floating support for people with complex needs within their own accommodation. Continuation of an existing arrangement	Sally Robinson, Peter Devlin and Chris Little approved 03.03.2017
PH	Director of Public Health	West View Advice and Resource Centre	Hartlepool	£200,000 over a 2 year period. £100,000 per annum	2 years	The contract is for use of the WVARC premises and for them to provide advice and guidance services.	Chris Little & Peter Devlin approved 09.03.2017

R&N	Community Safety - Enforcement	Parkeon	Poole, Dorset	£55,500 (15 units at £3700) each	One off procurement	Request to purchase 15 new pay and display parking machines for use at the recently approved Seaton Carew parking scheme.	Approved by Chris Little, Denise Ogden and Peter Devlin on 14.02.2017
C&A	Education	W G Rigby	Crewe	£10,000	10 months	School improvement services/mathematics support with a cost of £10,000.	Approved by Chris Little, Peter Devlin and Sally Robinson on 22.02.2017
C&A	Safeguarding	Barnardos	Newcastle	£40,000(budget code 22737 Family Centre Development) £80,000 for the requested exemption period.	2 years	Child Sexual Exploitation Support Services	Sally Robinson, Peter Devlin and Chris Little approved 24.03.2017
R&N	Regeneration and Neighbourhoods	Van den Berk	Holland	£28,630.	One off Procurement. (Trees will be purchase in 2017 for planting in 2018 when the Church St Works are completed).	The procurement of trees for the Church Square regeneration works	Denise Ogden, Chris Little and Peter Devlin approved 24.03.2017