

# NEIGHBOURHOOD SERVICES COMMITTEE AGENDA



**Monday 11 September 2017**

**at 9.00 am**

**in Committee Room B,  
Civic Centre, Hartlepool**

NEIGHBOURHOOD SERVICES COMMITTEE:

Councillors, Belcher, Hind, Hunter, James, Lawton, Loynes, and Richardson.

**1. APOLOGIES FOR ABSENCE**

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

**3. MINUTES**

- 3.1 To receive the Minutes and Decision Record of the meeting held on 3 July 2017 (*previously circulated*).

**4. BUDGET AND POLICY FRAMEWORK**

- 4.1 Savings Programme 2018/19 – *Director of Regeneration and Neighbourhoods*

**5. KEY DECISIONS**

No items

**6. OTHER ITEMS REQUIRING DECISION**

- 6.1 Darlington Street, Headland – Consultation Response – *Assistant Director (Environment and Neighbourhood Services)*
- 6.2 Amendments to the Environmental Protection Act 1990 – *Assistant Director (Environment and Neighbourhood Services)*



**7. ITEMS FOR INFORMATION**

No items

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

**ITEMS FOR INFORMATION**

Date of next meeting – Monday 16 October 2017 at 2.00 pm in the Civic Centre, Hartlepool.



# NEIGHBOURHOOD SERVICES COMMITTEE

11th September 2017



**Report of:** DIRECTOR OF REGENERATION AND  
NEIGHBOURHOODS

**Subject:** SAVINGS PROGRAMME 2018/19

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Budget and Policy Framework.

## 2. PURPOSE OF REPORT

2.1 The purpose of this report is to enable Members to consider proposals to achieve further savings in 2018/19.

## 3. BACKGROUND

3.1 A comprehensive report on the “Council Plan and Medium Term Financial Strategy – Capital and Revenue” was considered at the Finance and Policy Committee on 2<sup>nd</sup> December 2016. The report stated that despite the impact of continuing austerity and cuts in Government funding the Council needs to remain ambitious for the town.

3.2 The Council Plan 2017 to 2020 sets out the priorities we are committed to delivering and is based around six strategic priorities:

- Growing our economy, jobs and skills;
- Regenerating our town;
- Developing and promoting Hartlepool as a great place to live;
- Developing new services for people and communities;
- Building better beginnings and futures for our children and young people;
- Providing effective leadership based upon innovation and efficiency.

3.3 A report to Council on 23<sup>rd</sup> February 2017 approved the Medium Term Financial Strategy (MTFS) 2017/18 to 2019/20. The multi-year MTFS enabled a balanced budget be set for 2017/18. It also approved savings of

£1.685m in 2018/19 and £0.785m in 2019/20 to begin to reduce the budget deficits in these years

- 3.4 However, the savings proposals approved for 2018/19 and 2019/20 did not address the full deficits and savings of £2.320m still need to be identified. This deficit is after reflecting forecast increases in Council Tax income and the use of the Budget Support Fund, as summarised below:

Summary of measures to reduce 2018/19 and 2019/20 gross budget deficits

	2018/19	2019/20	Total 2018/19 and 2019/20
	£'m	£'m	£'m
<b>Gross Deficit</b>	<b>7.314</b>	<b>3.758</b>	<b>11.072</b>
Less - Social Care Precept (3% 2018/19, 0% 2019/20)	(1.093)	0	(1.093)
Less - Council Tax increase 1.9%	(0.692)	(0.740)	(1.432)
Less - Growth in Council Tax base (742 Band D equivalent properties over the period 2018/19 and 2019/20)	(0.574)	(0.478)	(1.052)
<b>Sub Total – Deficit after Council Tax increases and forecast housing growth</b>	<b>4.955</b>	<b>2.540</b>	<b>7.495</b>
Less – Use of Budget Support Fund	(2.448)	(0.257)	(2.705)
Less – Savings approved February 2017	(1.685)	(0.785)	(2.470)
<b>Cuts still to be identified</b>	<b>0.822</b>	<b>1.498</b>	<b>2.320</b>

- 3.5 An update of the MTFS was considered by Finance and Policy Committee on 24<sup>th</sup> July and this confirmed the financial forecasts detailed in the previous paragraph. The update report also highlighted the continuing financial risks facing local authorities over the next few years. This underlines the importance of ensuring the Council sets balanced budgets for 2018/19 and 2019/20. For 2019/20 this needs to be based on minimising the use of one off funding to avoid deferring a budget deficit to 2020/21.
- 3.6 The MTFS forecasts are currently based on the Government's 1% pay cap remaining in place for 2018/19 and 2019/20. If actual pay awards are greater than 1% and the Government does not provide additional funding, the budget deficit will increase. Each additional 1% equates to an increase in the budget deficit of approximately £400,000.
- 3.7 The financial position facing the public sector for 2020/21 and future years is extremely uncertain and will depend on the state of the economy, including the impact of Brexit, policies adopted at a national level in relation to the overall size of the public sector and the level of national debt.

3.8 For Local Authorities policies implemented by the national Government will have a significant impact and cover the following key issues:

- **100% Business Rates Retention** - the exclusion of a bill to move from 50% to 100% Business Rates Retention creates significant financial uncertainty regarding future funding arrangements for local authorities;
- **Business Rates indexation** - confirmation by the Treasury at the end of July 2017 that Business Rates indexation will switch from RPI (Retail Prices Index) to CPI (Consumer Prices index) from 2020 will be welcomed by the businesses. However, from local government's perspective this change will result in lower annual increases in this income stream, which will not keep pace with increases in the cost of delivering existing services.
- **Reform of the Local Government funding system** - the Government has indicated that work is continuing on a 'Fair Funding' review and they will be consulting on proposals during 2017. However, without 100% Business Rates Retention it is unclear how any changes will be funded. The Department for Communities and Local Government has recently indicated that this may not be implemented until 2020/21. Based on our current understanding of the significant work which needs to be completed before the Government can consult on detailed proposals the suggestion that any changes will be delayed until 2020/21 seems realistic;
- **Adult Social Care funding** - the significant financial challenges in this area were recognised by the Government prior to the General Election and short term funding has been provided. The Government has indicated they will be consulting on a number of options regarding the long term funding arrangements in due course;
- **Children's Social Care funding** - many councils, including Hartlepool, are experiencing significant financial pressures in this area. The Local Government Association (LGA) has recently issued a reporting warning of the significant financial challenges facing children's social care services. The LGA report shows that three quarter of English councils exceeded their budget for children's services last year, totalling a £605m overspend. The LGA forecast a £2 billion funding gap by 2020. This issue has not yet been recognised by the Government providing increased funding;
- **National Council Tax policy** - following a policy of encouraging Council Tax freezes for five years there was a significant shift in Government policy when they introduced the Adult Social Care precept for the period 2016/17 to 2019/20. Government Council Tax policy for 2020/21 and future years will have a significant impact on the financial sustainability of councils.

- **Public Sector pay levels and funding arrangements** - public sector pay has been subject to a prolonged period of restraint and the Government had previously indicated that a 1% Public Sector pay cap would continue for 2018/19 and 2019/20. However, there have been increasing calls on the Government to remove the pay cap and to fund higher pay increases. If, or when, the Government remove the pay cap there will be significant financial pressures if additional Government funding is not provided for public sector organisations, including councils.

- 3.9 A further update report will be considered by Finance and Policy Committee on 18<sup>th</sup> September 2017 and detailed corporate savings which can be achieved in 2018/19 and 2019/20 to reduce the savings still to be identified from £2.320m to £1.641m. As these measures are front loaded this provides a slightly longer lead time to implement additional savings and the revised deficits for these years are as follows:

	2018/19 £'000	2019/20 £'000	Total £'000
Savings still to be identified	822	1,498	2,320
Less Corporate savings/updated planning assumptions	(544)	(135)	(679)
Revised Savings still to be identified	278	1,363	1,641

- 3.10 Additional savings proposals to be considered by individual Policy Committees in September are designed to address the remaining 2018/19 deficit of £278,000. Proposals to address the remaining forecast 2019/20 deficit will be developed during 2017/18 and will be reported to future meetings.

#### 4. SAVINGS PROPOSALS 2018/19 AND 2019/20 – INCLUDING FINANCIAL CONSIDERATIONS

- 4.1 The 2018/19 and 2019/20 savings proposals approved in February 2017 are summarised below:

Neighbourhood Services Committee – Regeneration and Neighbourhoods Department	Approved Savings 2018/19 £'000	Approved Savings 2019/20 £'000	Total Approved Savings £'000
Transport and Infrastructure	50		50
Environmental Services	360	160	520
Heritage and Countryside	10	10	20
<b>Total Neighbourhood's Services Committee:</b>	<b>420</b>	<b>170</b>	<b>590</b>

- 4.2 In relation to the 2018/19 approved savings work is progressing to implement these proposals and Member are advised that the savings will be achieved as planned. With regard to the £410,000 savings to be identified from Transport & Infrastructure and Environmental Services this will be achieved by implementing the following savings:

- **Transport and Infrastructure - £50,000**

The LED Street lighting replacement programme originally included an element energy and maintenance savings which were achieved and identified as part of the overall business case. It was anticipated at the time they may be additional energy savings to be sought however we felt it was prudent to wait for the full scheme to be operational for a period of time and close monitoring of service utility rates before releasing further savings.

- **Environmental Services £360,000**

By reviewing operating practices across street cleansing, grounds maintenance and waste collection we can reduce the need for casual and seasonal staff. This will involve staff working across different service areas. It will involve an increase in flexibility by all to improve productivity which in turn will reduce the need for vehicles in some cases. Downtime on vehicles can be reduced if working practices change to maximise demand in certain services at peak times, which subsequently will bring vehicle and fuel savings. These changes will involve the reduction of mechanical processes in some areas of the town which can be replaced with manual cleaning rounds. Grounds maintenance vehicles can also be reduced to reflect the initiatives already put in place that reduce the level of grass cutting e.g. low maintenance alternatives and wild flowers. Further work will be carried out to reduce maintenance costs on vehicles.

- **Heritage and Countryside £20,000**

Deletion of one third post plus some non-pay budget savings.

- 4.3 Further work will be required to implement the 2019/20 approved savings and details will be reported to Members next year of any proposed changes to these plans.

- 4.4 In addition to the savings proposals outlined above the following additional savings are recommended for implementation over the next two years. Part of these savings needs to be earmarked to fund departmental budget pressures. . Departmental pressures relate to cost associated with domestic waste and recycling collection services and the Household Waste Recycling Centre on Burn Road. In addition the income risk reserves set aside for Building Control, Planning and Economic Development and Car Parking inflation have been fully used in 2016/2017 so there is no reserve funding currently to manage this risk going forward.

- 4.5 As summarised in the following table the net impact of these savings and pressures is a net saving towards the remaining budget deficits for 2018/19.

	Pressure /(saving) 2018/19 £'000
<b>Additional savings</b>	
<b>Regeneration</b>	
Economic Development	(50)
Housing	(80)
Planning	(20)
<b>Neighbourhoods</b>	
Highways Trading account	(20)
Traffic & Transport	(40)
Sustainable transport	(20)
Passenger Transport	(40)
<b>Finance &amp; Policy</b>	
Community Safety	(50)
Sub Total – Recommended additional savings	(320)
Less Departmental pressures	100
Additional savings towards remaining budget deficit	(220)

- 4.6 In relation to the 2018/19 savings referred to in table above they will be achieved by implementing the following :

- **Highways Trading - £20,000**

Income generation – review current service model we either grow to take on larger capital schemes and therefore spread our overheads or we reduce to basic maintenance provision, seeking an alternative delivery model for other works, recognising the overhead will have to be adsorbed elsewhere across the division. Members will receive details regarding this option as part of the detailed trading account review currently taking place.

- **Traffic & Transport - £40,000**

The Assistant Director for Environment & Neighbourhoods is currently undertaking a review of trading accounts which will result in the restructure of this service area, and the deletion of one vacant post and potentially one compulsory redundancy

- **Sustainable Transport £20,000**

Reduce concessionary fares budget



- **Passenger Transport - £40,000**

Review Trading Capacity and Home to School Transport criteria

## 5. RISK IMPLICATIONS

- 5.1 There are a number of risks implicit in the delivery of any package of savings and it is important to recognise these as part of any decision making. The primary risk relates to maintaining capacity to deliver the front line services and support to the Council/departments.
- 5.2 It is considered that the proposed 2018/19 savings can be delivered, although not without difficulty or some degree of risk. This can be managed in the coming year; however achieving these savings becomes more difficult each year.
- 5.3 There are a number of risks implicit in the delivery of any package of savings and it is important to recognise these as part of any decision making. There are a number of risks in these changes, particularly taken in the context of previous savings which have been made. The assessments which have been undertaken, the summary of the conclusions from this are included in the sections above in the context they have been described are viewed as being manageable but with there being a significant need to review workloads, priorities and for the potential scaling back of a number of current activities in line with the resources available.
- 5.4 It is considered that these savings can be delivered, although not without difficulty or some degree of risk but that this can be managed over the three years, however achieving these savings becomes more difficult each year, which is the case in other departments. The following points highlight the key risks;
- Reduced staff morale. Where restructuring or reducing budgets has a continuing impact as the level of staff left to deliver services, it is essential to engage fully with those staff in order to ensure services are delivered in an effective and efficient way.
  - Reduced operational budgets can lead to a reduced ability to deliver key targets, outputs and outcomes.
  - Response times to enquiries and subsequent actions.
  - Income targets not been met.
  - Insufficient reserve to fund posts.
  - Reputational damage for the Council. With the continued reduction in budgets and the ability to deliver frontline services through reduced staffing capacity, there is a real danger the Council's reputation will suffer. There may be an increase in the number of complaints or a reduction in the level of customer satisfaction.

- 5.5 A key risk to note is the increase in relation to income generation targets within the Division. Close monitoring of budgets in year is essential to manage the risk of not achieving these targets. In the event that income targets cannot be achieved reserves may be used to support services in the short term, however, alternative permanent savings will need to be identified and this will need to form part of a prioritisation exercise to review which services may need to reduce.

## **6 LEGAL CONSIDERATIONS**

- 6.1 There are no legal considerations to this report.

## **7 CONSULTATION**

- 7.1 The majority of the approved savings for 2018/19 and 2019/20 were subject to consultation as part of the 2017/18 budget process. Where these proposals have changed significantly they will be subject to separate consultation alongside any additional savings proposed for 2018/19 and 2019/20. This consultation will include Trade Unions and individual staff groups affected by the proposals.

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

- 8.1 The proposed budget savings have been identified that will have the least impact on frontline services. There are no significant Child and Family Poverty impacts associated with these savings.

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

- 9.1 For each of the proposed savings areas where there is likely to be a direct impact on customers/service users and/or staff, consideration is given to the impact across each of the protected characteristic groups. This is recorded through an Equality Impact Assessment (see **Appendix 1**).
- 9.2 This impact assessment will be reviewed by the Corporate Equality Group alongside those for the other Department savings proposals. An overall Equality Impact Assessment will be undertaken to identify if there is any Council-wide cumulative impact on protected groups from the savings proposals for the next three years.

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

- 10.1 Whilst all services across the Council are sighted on their section 17 obligations when reviewing services, as outlined in section 3 of this report, the Environment and Neighbourhoods Division is responsible for some core statutory responsibilities in relation to preventing crime and disorder and the co-ordination of activity to improve community safety and cohesion whilst Community Safety falls under the remit of Finance and Policy Committee it is recognised that community safety impacts on neighbourhoods.
- 10.2 In undertaking this review the Division has therefore taken particular care to ensure that these statutory responsibilities continue to be sustained by the Division and are supported by the proposed realignment of the Community Engagement elements of the service.

## **11. STAFF CONSIDERATIONS**

- 11.1 There will be staffing implications associated with the savings proposals considered by individual Policy Committee and these will be managed at a corporate level by the Finance and Policy Committee. This approach will seek to maximise staffing reductions which can be achieved by managing vacancies and accepting requests for voluntary redundancies, where this can be achieved within the requirements of the service. Where compulsory redundancies cannot be avoided the corporate approach will seek to maximise redeployment opportunities.

## **12. ASSET MANAGEMENT CONSIDERATIONS**

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

## **13. CONSULTATION**

- 13.1 The majority of the approved savings for 2018/19 and 2019/20 were subject to consultation as part of the 2017/18 budget process. Where these proposals have changed significantly they will be subject to separate consultation alongside any additional savings proposed for 2018/19 and 2019/20. This consultation will include Trade Unions and individual staff groups affected by the proposals.

## 14. CONCLUSION

- 14.1 The Council approved a multi-year financial strategy in February 2017, which included the phased use of reserves to help manage budget reduction over the period 2017/18 to 2019/20. The strategy also approved savings for implementation in 2018/19 and 2019/20 to begin to address the budget deficits for these years.
- 14.2 The proposals in this report details changes to the approved 2018/19 and 2019/20 savings to reflect changes in circumstances since February. In addition, further savings proposals are outlined to address departmental pressures and to make a contribution towards addressing the remaining 2018/19 and 2019/20 budget shortfalls.
- 14.3 At a corporate level the proposal identified for individual Policy Committees will enable a balanced budget to be set for 2018/19. The position for 2019/20 is less positive and a significant budget deficit remains. Proposals for addressing the remaining 2019/20 of £1.363m will be developed during 2017/18.
- 14.4 Achievement of further savings for 2019/20 will be challenging and will require further changes, whilst ensuring services are maintained as far as practical, or the implications of reducing capacity are reflected in service requirements.
- 14.5 There are a number of risks which may increase the 2019/20 deficit, including the funding arrangements for Children's Services and the actual level of pay awards. These issues will be kept under review and details of any changes will be reported to future meetings.
- 14.6 The multi-year strategy being adopted by the Council is designed to manage the impact of continuing cuts in Government funding on a phased basis to minimise, as far as is possible within the reduced resources available to the Council, the impact on services and jobs. The strategy also aims to ensure the Council is in the best possible financial position to manage the challenges and uncertainty facing councils in 2020/21 and future years.
- 14.7 Recognising the austere climate and the savings the Council has to achieve in line with Government Policy, the department has aligned and prioritised resources to focus on the Council's ambition to develop and promote Hartlepool as a great place to live. The Council's recent "*Your say, our future*" consultation reaffirmed the importance of the local environment to residents and highlighted the need for the Community and the Council to work together to improve the area and also reduce demand on services.
- 14.8 It is important to note that in addition to the savings required to support the Council's overall savings programme it has been necessary to identify savings to fund budget pressures within the department which are referred to above. In addition to the financial pressures on operating budgets the

Department continues to operate a number of trading activities on a commercial basis. These services face separate pressures each year as they are required to generate sufficient income to fund the associated operating costs. Inflation must be found each year to “stand still” financially and in an ever increasing competitive market place this can sometimes be difficult to achieve.

## **15. RECOMMENDATIONS**

- 15.1 It is recommended that Members of the Committee note the content of the report and formulate a response to be presented to Finance and Policy Committee on 20<sup>th</sup> November 2017.

## **16. REASON FOR RECOMMENDATIONS**

- 16.1 The proposals included in this report have been identified as being sustainable and deliverable.

## **17. BACKGROUND PAPERS**

- 17.1 The following background papers were used in the preparation of this report:-

Council - Medium Term Financial Strategy (MTFS) 2017/18 to 2019/20 - 25th February 2017

Finance and Policy Committee - Medium Term Financial Strategy (MTFS) 2018/19 to 2019/20 - 24th July 2017

## **18. CONTACT OFFICERS**

- 18.1 Denise Ogden  
Director of Regeneration and Neighbourhoods  
Civic Centre  
Hartlepool  
TS24 8AY  
Tel: 01429 523300  
E-mail [denise.ogden@hartlepool.gov.uk](mailto:denise.ogden@hartlepool.gov.uk)

## APPENDIX 1

## Impact Assessment Form

Department	Division	Section	Owner/Officer
Regeneration and Neighbourhoods	Neighbourhoods		Denise Ogden
Service, policy, practice being reviewed/changed or planned	<ul style="list-style-type: none"> <li>• Concessionary Fares</li> <li>• Environmental Services</li> <li>• Transport and Infrastructure</li> <li>• Building Design and Construction</li> <li>• Community Safety and Engagement</li> <li>• Vehicle Fleet</li> <li>• Income Generation</li> </ul>		
Why are you making the change?	<ol style="list-style-type: none"> <li>1. Financial savings required by the Council in response to reduced Government funding.</li> <li>2. Respond to changing service delivery expectations from communities and users.</li> <li>3. To provide services in a more efficient and responsive manner.</li> </ol>		
How might this impact (positively/negatively) on people who share protected characteristics?			
		Please tick	
		POSITIVELY	NEGATIVELY
Age			
<ul style="list-style-type: none"> <li>• <b>Concessionary Fares</b> Reduction in budget is based on the level of costs currently being incurred and is not anticipated to impact on service users many of whom are aged or affect the statutory duty placed upon the Authority.</li> <li>• <b>Environmental Services</b></li> <li>• <b>Transport and Infrastructure</b></li> <li>• <b>Building Design and Construction</b></li> <li>• <b>Community Safety and Engagement</b></li> <li>• <b>Vehicle Fleet</b></li> <li>• <b>Income Generation</b> At present no significant negative impacts have been identified for users in relation to the above.</li> </ul>			
Disability			
<ul style="list-style-type: none"> <li>• <b>Concessionary Fares</b> Reduction in budget is based on the level of costs currently being incurred and is not anticipated to impact on service users some of whom are disabled or affect the statutory duty placed upon the Authority.</li> <li>• <b>Environmental Services</b></li> <li>• <b>Transport and Infrastructure</b></li> <li>• <b>Building Design and Construction</b></li> <li>• <b>Community Safety and Engagement</b></li> <li>• <b>Vehicle Fleet</b></li> <li>• <b>Income Generation</b> At present no significant negative impacts have been identified for users in relation to the above.</li> </ul>			

<b>Gender Re-assignment</b>		
<ul style="list-style-type: none"> <li>• <b>Concessionary Fares</b></li> <li>• <b>Environmental Services</b></li> <li>• <b>Transport and Infrastructure</b></li> <li>• <b>Building Design and Construction</b></li> <li>• <b>Community Safety and Engagement</b></li> <li>• <b>Vehicle Fleet</b></li> <li>• <b>Income Generation</b></li> </ul> <p>At present no significant negative impacts have been identified for users in relation to the above.</p>		
<b>Race</b>		
<ul style="list-style-type: none"> <li>• <b>Concessionary Fares</b></li> <li>• <b>Environmental Services</b></li> <li>• <b>Transport and Infrastructure</b></li> <li>• <b>Building Design and Construction</b></li> <li>• <b>Community Safety and Engagement</b></li> <li>• <b>Vehicle Fleet</b></li> <li>• <b>Income Generation</b></li> </ul> <p>At present no significant negative impacts have been identified for users in relation to the above.</p>		
<b>Religion</b>		
<ul style="list-style-type: none"> <li>• <b>Concessionary Fares</b></li> <li>• <b>Environmental Services</b></li> <li>• <b>Transport and Infrastructure</b></li> <li>• <b>Building Design and Construction</b></li> <li>• <b>Community Safety and Engagement</b></li> <li>• <b>Vehicle Fleet</b></li> <li>• <b>Income Generation</b></li> </ul> <p>At present no significant negative impacts have been identified for users in relation to the above.</p>		
<b>Gender</b>		
<ul style="list-style-type: none"> <li>• <b>Concessionary Fares</b></li> <li>• <b>Environmental Services</b></li> <li>• <b>Transport and Infrastructure</b></li> <li>• <b>Building Design and Construction</b></li> <li>• <b>Community Safety and Engagement</b></li> <li>• <b>Vehicle Fleet</b></li> <li>• <b>Income Generation</b></li> </ul> <p>At present no significant negative impacts have been identified for users in relation to the above.</p>		
<b>Sexual Orientation</b>		
<ul style="list-style-type: none"> <li>• <b>Concessionary Fares</b></li> <li>• <b>Environmental Services</b></li> <li>• <b>Transport and Infrastructure</b></li> <li>• <b>Building Design and Construction</b></li> <li>• <b>Community Safety and Engagement</b></li> <li>• <b>Vehicle Fleet</b></li> <li>• <b>Income Generation</b></li> </ul> <p>At present no significant negative impacts have been identified for users in relation to the above.</p>		
<b>Marriage &amp; Civil Partnership</b>		

<ul style="list-style-type: none"> <li>• <b>Concessionary Fares</b></li> <li>• <b>Environmental Services</b></li> <li>• <b>Transport and Infrastructure</b></li> <li>• <b>Building Design and Construction</b></li> <li>• <b>Community Safety and Engagement</b></li> <li>• <b>Vehicle Fleet</b></li> <li>• <b>Income Generation</b></li> </ul> <p>At present no significant negative impacts have been identified for users in relation to the above.</p>		
<b>Pregnancy &amp; Maternity</b>		
<ul style="list-style-type: none"> <li>• <b>Concessionary Fares</b></li> <li>• <b>Environmental Services</b></li> <li>• <b>Transport and Infrastructure</b></li> <li>• <b>Building Design and Construction</b></li> <li>• <b>Community Safety and Engagement</b></li> <li>• <b>Vehicle Fleet</b></li> <li>• <b>Income Generation</b></li> </ul> <p>At present no significant negative impacts have been identified for users in relation to the above.</p>		
<b>Has there been consultation /is consultation planned with people who will be affected by this policy? How has this affected your decision making?</b>	<p>The following has been or will be considered and where appropriate will be used to inform decisions regarding the proposed changes:</p> <ul style="list-style-type: none"> <li>• Organisational structures.</li> <li>• Job Descriptions.</li> <li>• Single Status and Job Evaluation</li> <li>• Established HR Procedures (Redundancy selection criteria is based on objective matters which are not related to any protected groups).</li> <li>• Service reviews and research.</li> <li>• Information from service users               <ul style="list-style-type: none"> <li>- 'Your Say Our Future' consultation</li> <li>- Satisfaction surveys</li> <li>- Regular liaison meetings with users, providers and partners</li> <li>- Neighbourhood forums and resident groups</li> <li>- Transport liaison groups</li> <li>- Ward Councillor feedback</li> </ul> </li> </ul>	
	<p><b>Concessionary Fares</b></p> <p>The amount paid for concessionary fares depends on a number of factors, ie the costs incurred by bus operators, the price of an adult fare, and the number of passengers travelling. Based on actual costs incurred, this budget can be reduced by £30k in 2017/18. These savings are not anticipated to affect the statutory duties placed upon the Authority.</p> <p><b>Environmental Services</b></p> <p>Savings can potentially be achieved from reviewing the operating practices across the service. Reduced casual and seasonal staff, improved productivity and changes in working practices are anticipated. Downtime on vehicles could be reduced as well as the number of mechanical processes. It is expected that there will be reductions in staffing through ER/VR's and some compulsory redundancies may be unavoidable. Any future restructuring</p>	



	<p>will be subject to consultation with staff concerned. The changes are not anticipated to affect the statutory duties placed upon the Authority.</p> <p><b>Transport and Infrastructure</b> It is anticipated that a restructure will take place involving the merger of Highways services with Transport and Traffic and services will be realigned. Additional savings can be generated as a result of the Street Lighting replacement programme through energy savings and a reduction in maintenance costs. These savings are not anticipated to affect the statutory duties placed upon the Authority. The reduction in resources may however require the loss of up to 3 full time posts. Any future restructuring will be subject to detailed consultation with staff concerned.</p> <p><b>Building Design and Construction</b> A £20k saving is anticipated from the rationalisation and reduction in the size of the stores facility.</p> <p><b>Community Safety and Engagement</b> A review is underway to explore how the Council strengthens and builds capacity in communities and continues to retain a level of service that reflects the Councils statutory duties. This review may however lead to a reduction of up to 2 FTE posts. Any restructuring would be subject to detailed consultation with staff concerned.</p> <p><b>Vehicle Fleet</b> Following changes in several service areas and the recent move to the new depot at Tofts Farm it is anticipated that fleet costs can be reduced.</p> <p><b>Income Generation</b> Income generation opportunities have been examined and proposals regarding introducing new charges and increasing existing charges have been set out. Benchmarking data has been used to compare the Council with other local authorities. The fees and charges relate to discretionary services and may be set according to the nature of the service being offered and prevailing market conditions.</p>
<p><b>As a result of your decision how can you mitigate negative/maximise positive outcomes and foster good relationships?</b></p>	<p>Equality impacts on particular groups and staff have been considered as part of the savings programme. The proposals, as they stand, will have minimal if any impact on equality and statutory services will not be affected. Where staff may be affected, impacts will be considered further as savings options are agreed but will include:-</p> <ul style="list-style-type: none"> <li>• Early Retirement/Voluntary Redundancy opportunities – these will be in line with the Council's HR policy and staff will be appropriately advised and supported throughout the process.</li> <li>• Compulsory Redundancy – any requirements will be addressed in line with Council's HR policies and staff affected will be supported and advised throughout the process. Where appropriate Council</li> </ul>

		<p>job vacancies will be earmarked as redeployment opportunities for anyone in the workforce deemed to be at risk of redundancy.</p> <ul style="list-style-type: none"> <li>Reconfiguration of services and merging of functions – No specific impact on users and communities identified. However it is noted that there will be increased pressure on staff to deliver services and potential reduced flexibility and effectiveness of service.</li> </ul>	
Describe how you will address and monitor the impact		<p>The proposed changes will be addressed and monitored by the appropriate managers and front line staff through existing methods as appropriate. These are likely to include:</p> <ul style="list-style-type: none"> <li>Public surveys and questionnaires</li> <li>CRM data</li> <li>Complaints (informal and formal)</li> <li>Budget monitoring data</li> <li>Liaison meetings with users and providers</li> <li>Neighbourhood forums</li> <li>Ward Councillor feedback</li> </ul> <p>If necessary the appropriate management level will need to address any emerging concerns.</p> <p>The equality impact of the following item will be monitored particularly closely:-</p> <p><b>Concessionary Fares</b></p> <p>This is a volatile budget and demand led and therefore there is a risk that the budget will be insufficient to meet the costs incurred by aged and/or disabled service users. The budget situation will be closely monitored. If costs do arise over and above the reduced budget level, alternative savings will need to be identified in the department.</p>	
		<p><b>2. Adjust/Change Policy</b></p> <p>n/a</p>	
		<p><b>3. Adverse Impact but Continue as is</b></p> <p>n/a</p>	
		<p><b>4. Stop/Remove Policy/Proposal</b></p> <p>n/a</p>	
Initial Assessment	8/11/16	Reviewed	22/11/16
Completed		Published	

# NEIGHBOURHOOD SERVICES COMMITTEE

11<sup>th</sup> September 2017



**Report of:** Assistant Director (Environment and Neighbourhood Services)

**Subject:** **DARLINGTON STREET, HEADLAND - CONSULTATION RESPONSE**

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## 1. TYPE OF DECISION / APPLICABLE CATEGORY

1.1 Non-key.

## 2. PURPOSE OF REPORT

2.1 To report the results of a recent consultation with residents to introduce a resident only permit parking scheme and consider the further introduction of a one way traffic management scheme in Darlington Street, Headland.

## 3. BACKGROUND

3.1 Darlington Street has a limited number of residential properties with no Off Street parking provision. As a result parking provision can be limited.

3.2 In close proximity to the residential properties are commercial businesses operating in the area. The precinct of shops on Northgate, The Headland Social Club on Throston Street and LAB Gymnasium on the corner of Throston Street / Darlington Street all encourage a degree of vehicular traffic into the area and at times demand can exceed availability.

3.3 Visitors to the shops on Northgate are generally frequent but short stay in duration, whilst The Headland Social club has its own designated car park for patrons use. The Horsley Building has had many uses but is currently a gymnasium. Although there is some parking provision within the curtilage of the walled perimeter of this building, this is minimal and the majority of visitors park in either Darlington Street or Throston Street.

3.4 The parking issues and the impact of the business parking demands have recently been the subject of a formal complaint to the Local Authority which escalated to an Ombudsman review. The complaint was specifically concerned with conditions imposed on the historical business planning consents and concerned the parking impact and traffic management

consequences of the business activities. Although the review failed to support the complaint of maladministration, the local authority accepted that increased vehicle activity and a lack of parking availability at this location, had at times inconvenienced residents and therefore we agreed to examine and consult on potential traffic management options.

- 3.5 With the exception of an historic Prohibition of Waiting Restriction (which is in place to protect the sight lines at the junction to Northgate), Darlington Street has no other traffic regulation orders in place. The convenience of the parking provision and the close proximity to nearby facilities generally result in vehicles parking on both sides of the highway. Although this maximizes the amount of available parking provision, when at full capacity such an arrangement can affect the two way flow of traffic. As a consequence, residents were also consulted on a further road safety proposal to restrict Darlington Street to one way traffic flow.

#### **4. PROPOSALS**

- 4.1 Residents were consulted on two potential traffic management schemes –

i) The first being an extension of the current resident only permit parking scheme which would operate Monday – Saturday between the hours of 8:00am - 8:00pm. Permits would be offered on an incremental charge dependant on the number of permits issued per household and would be consistent with the charge applied on other Hartlepool Borough Council managed schemes.

ii) The second proposal was to prohibited traffic access from Northgate into Darlington Street. A one way traffic flow scheme would require vehicles to access Darlington Street via Nuns Street / Thornton Street.

iii) The prohibition of two way vehicle access allows for the safer management of vehicles to park on both sides of Darlington Street and removes potential access conflict and the need for safe passing points.

#### **5. CONSULTATION**

- 5.1 A total of 13 residential properties on Darlington Street, Throston Street and Northgate in addition to two most affected commercial businesses (Headland Social Club and LAB Gymnasium) were also included in the initial consultation.
- 5.2 A map showing the locations affected by the proposal is shown as **Appendix 1** of this report.

5.3 The following table shows a breakdown of the consultation responses and indication of support or otherwise for the two proposed options:

Location	Number consulted	Number returned	% of returns	In favour of permit scheme	Against permit scheme	In favour of One Way scheme	Against One Way scheme
Throston Street	7	3	43%	2		3	
Darlington Street	4	3	75%	3		2	
Northgate	4	1	25%		1		1
TOTAL RETURNS	15	7	47%	5	1	5	1

## 6. RISK IMPLICATIONS

6.1 There are no risk implications attached to this report.

## 7. FINANCIAL CONSIDERATIONS

7.1 The inclusion of Darlington Street within the resident permit parking scheme and creation of a one way traffic scheme would be at an estimated initial set up cost of approx £500. Both proposals would require a degree of statutory signage and carriageway markings in order to comply with the appropriate legislation and this cost would be met from the existing parking maintenance budget. The associated administrative and permit costs would be recovered from the permit charges paid by residents.

## 8. LEGAL CONSIDERATIONS

8.1 Subject to Members approval, both proposals would require The Chief Solicitor to advertise formal legal orders. Any objections received during this process would need to be reported back to Members for further consideration.

**9. CHILD AND FAMILY POVERTY**

- 9.1 There are no child & family poverty implications attached to this report.

**10. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 10.1 There are no equality & diversity considerations attached to this report.

**11. SECTION 17 OF THE CRIME & DISORDER ACT 1998 CONSIDERATIONS**

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

**12. STAFF CONSIDERATIONS**

- 12.1 The Residents only permit parking scheme would be enforced by Hartlepool Borough Council Civil Enforcement Officers. The One way traffic scheme would be under the jurisdiction of The Police.

**13. ASSET MANAGEMENT CONSIDERATIONS**

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

**14. RECOMMENDATIONS**

- 14.1 That Members approve the proposal to:
- a) Introduce a Residents Only permit parking scheme in Darlington Street, and
  - b) To introduce a one way parking scheme prohibiting traffic turning into Darlington Street from Northgate.
- 14.2 That the Chief Solicitor be asked to advertised the necessary Legal Orders to progress both schemes.

**15. REASONS FOR RECOMMENDATIONS**

- 15.1 To reflect the majority view of residents who responded to the consultation and indicated they wish to support both proposals.
- 15.2 To improve parking and traffic management at this location.

- 15.3 To address complaints and concerns expressed by residents in relation to parking availability.

**16. BACKGROUND PAPERS**

- 16.1 None.

**17. CONTACT OFFICER**

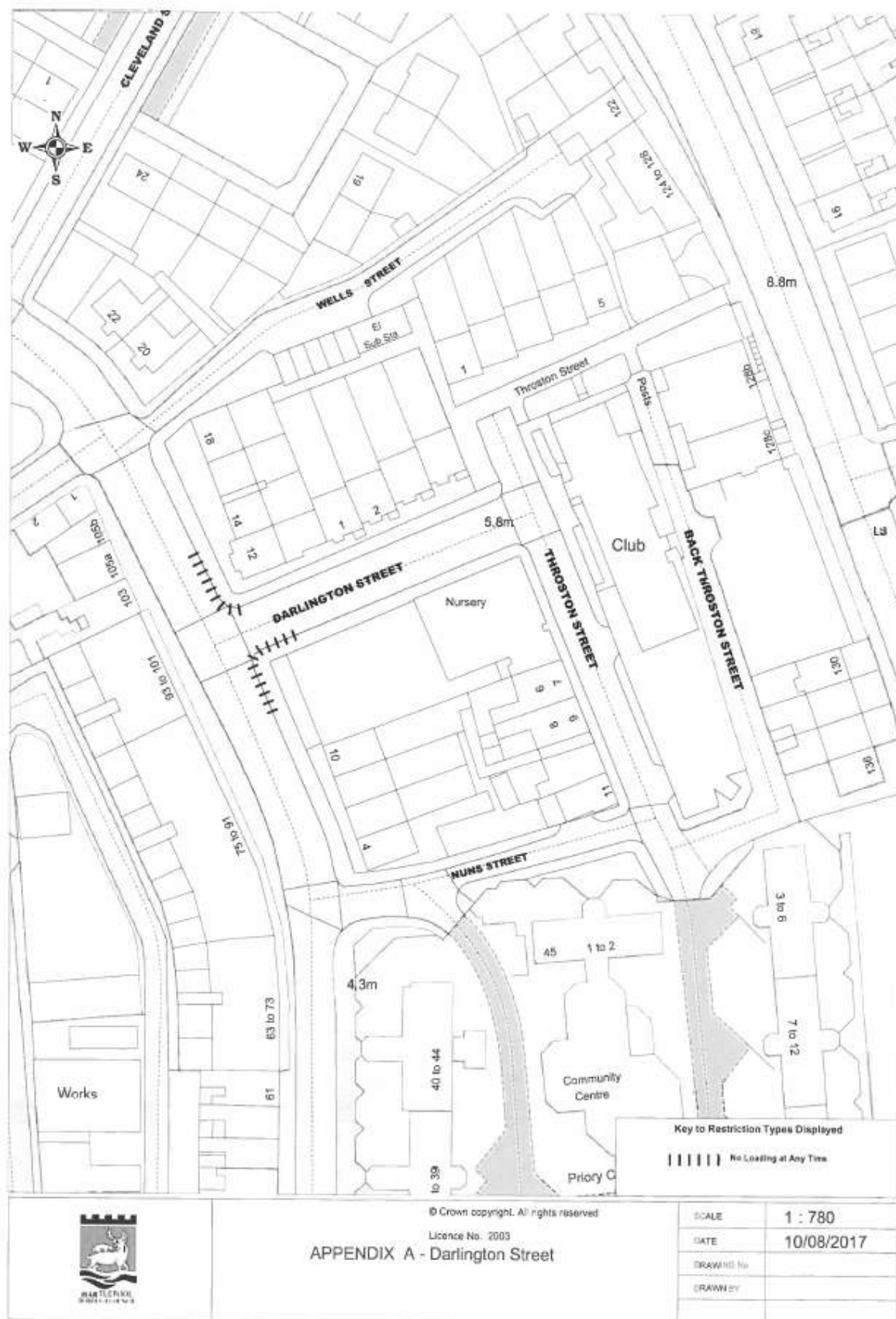
Tony Hanson  
Assistant Director (Environment and Neighbourhood Services)  
Level 3  
Civic Centre  
Hartlepool  
TS24 8AY

E-mail: [tony.hanson@hartlepool.gov.uk](mailto:tony.hanson@hartlepool.gov.uk)

Phil Hepburn  
Environmental Enforcement Team Leader  
Level 4  
Civic Centre  
Hartlepool  
TS24 8AY

Tel: (01429) 523258

E-mail: [philip.hepburn@hartlepool.gov.uk](mailto:philip.hepburn@hartlepool.gov.uk)





# NEIGHBOURHOOD SERVICES COMMITTEE

11<sup>th</sup> September 2017



**Report of:** Assistant Director (Environment and Neighbourhood Services)

**Subject:** **AMENDMENTS TO THE ENVIRONMENTAL PROTECTION ACT 1990**

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## 1. TYPE OF DECISION / APPLICABLE CATEGORY

1.1 Non-key.

## 2. PURPOSE OF REPORT

2.1 To notify Members of amendments to The Environmental Protection Act 1990 and to approve a fixed penalty charge rate to be applied within Hartlepool, under The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016.

## 3. BACKGROUND

- 3.1 Fly tipping is a significant blight on local environments, creates potential danger to public health, is a source of pollution and a hazard to wildlife. It also undermines legitimate waste carrier businesses who are undercut by unscrupulous competitors operating outside of the law.
- 3.2 Fly tipping is a national problem and not just restricted to Hartlepool, however we do receive a substantial number of complaints on this issue and the enforcement team investigates approximately 150 cases per year. The extent of each reported incident can vary significantly ranging from “black bag” waste to household items such as mattress, sofas.
- 3.3 Local councils and the Environment Agency both have responsibility in respect of illegally deposited waste. Local Councils deal with most cases of fly tipping on public land, whilst the Environment Agency investigates and enforces against the larger, more serious and organised illegal waste crimes.

- 3.4 It is estimated that nationally the annual cost of clearing fly tipping to local authorities in England is in excess of £50 Million. Obtaining and retrieving recoverable evidence can often be problematic whilst many witnesses are unwilling to attend court, making enforcement actions difficult.
- 3.5 Section 33 of the Environmental Protection Act 1990 makes it an offence to deposit controlled waste in or on any land, unless a waste management licence is in force. This section of the act is intended to deal with the offence of fly tipping. The penalty for such offences is by prosecution via the Magistrates or Crown Court, with unlimited penalty fines or a five year custodial sentence. It is considered one of the most serious environmental crimes.
- 3.6 The legislation has recently been amended by The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016 to allow fixed penalty notices to be served as an alternative to prosecution.
- 3.7 The introduction of fixed penalty fines for this offence provides discretionary powers for the local authority to impose as an alternative to prosecution. Prosecution can however still be considered in serious cases.

#### **4. PROPOSALS**

- 4.1 The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016 requires individual local authorities to set the amount of fixed penalty charge payable between a range of not less than £150 and not more than £400. If no amount is specified, a charge of £200 is automatically set.
- 4.2 The legislation also allows the local authority to consider the introduction of an early payment discounted charge should payment be made within 10 days of the serving of the notice.
- 4.3 The following options are available to members:

Option 1 – The fixed penalty amount is set at the maximum £400 to reflect the nature and impact on the Borough of this type of offence and to take into account the investigatory and regulatory consequences. No discount is offered for early payment.

Option 2 – The fixed penalty amount is set at the maximum £400 to reflect the nature and impact on the Borough of this type of offence and to take into account of the investigatory and regulatory consequences. However a discount is offered for early payment. This would be set at £275 and would be consistent with the percentage reduction offered for similar Fixed Penalty Notices early discount amounts.

Option 3 – The fixed penalty amount is set at the default level of £200 with no discount for early payment.

Option 4 – The fixed penalty amount is set at the default level of £200 with a discount for early payment reduction of £130 and would be consistent with the percentage reduction offered for similar FPN early discount amounts.

## **5. RISK IMPLICATIONS**

5.1 There are no risk implications attached to this report.

## **6. FINANCIAL CONSIDERATIONS**

6.1 There are no financial risks attached to this report.

## **7. LEGAL CONSIDERATIONS**

7.1 The statutory legislation requires that Members set and approve the fixed penalty amount of not less than £150 and not more than £400 and / or consider the inclusion of a discounted early payment charge when payment is made within 10 days of the Notice being issued.

## **8. CONSULTATION**

8.1 There are no consultation considerations to this report.

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

9.1 There are no child & family poverty implications attached to this report.

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

10.1 There are no equality & diversity considerations attached to this report.

## **11. SECTION 17 OF THE CRIME & DISORDER ACT 1998 CONSIDERATIONS**

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

## **12. STAFF CONSIDERATIONS**

- 12.1 The Fixed Penalty Notices must be issued by an authorised officer. Fixed penalty notices will be issued by Hartlepool Borough Council Civil Enforcement Officers with responsibility to investigate and enforce environmental crime. Any extended authorisation required will be provided by The Director of Regeneration and Neighbourhood Services under delegated powers.

## **13. ASSET MANAGEMENT CONSIDERATIONS**

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

## **14. RECOMMENDATIONS**

- 14.1 It is recommended Members consider the content of this report and advise on their preferred option to introduce a fixed penalty charge which offers offenders the opportunity of discharging any liability to conviction for the offence by payment of a fixed penalty.

## **15. REASONS FOR RECOMMENDATIONS**

- 15.1 The fixed penalty amount needs to reflect the seriousness of the offence and act as a deterrent to dissuade potential offenders from undertaking such crimes.
- 15.2 The early payment option has the potential to encourage payment and as a consequence, reduce the amount of follow-up prosecutions.

## **16. BACKGROUND PAPERS**

- 16.1 None

## **17. CONTACT OFFICER**

Tony Hanson  
Assistant Director (Environment and Neighbourhood Services)  
Level 3  
Civic Centre  
Hartlepool  
TS24 8AY

E-mail: [tony.hanson@hartlepool.gov.uk](mailto:tony.hanson@hartlepool.gov.uk)

Phil Hepburn  
Environmental Enforcement Team Leader  
Level 4  
Civic Centre  
Hartlepool  
TS24 8AY

Tel: (01429) 523258

E-mail: [philip.hepburn@hartlepool.gov.uk](mailto:philip.hepburn@hartlepool.gov.uk)