

NEIGHBOURHOOD SERVICES COMMITTEE AGENDA



Monday 16 October 2017

at 2.00 pm

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

NEIGHBOURHOOD SERVICES COMMITTEE:

Councillors, S Akers-Belcher, Belcher, Hind, Hunter, James, 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 11 September 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 Hart Primary School – Traffic Regulation Order – *Assistant Director (Environment and Neighbourhood Services)*
- 6.2 Stockton Street Highway Improvements – *Assistant Director (Environment and Neighbourhood Services)*



- 6.3 Softball/Little League Baseball in Seaton Park – *Assistant Director (Environment and Neighbourhood Services)*
- 6.4 Departmental Annual Procurement Report – Neighbourhood Services Committee – *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 6 November 2017 at 2.00 pm in the Civic Centre, Hartlepool.



NEIGHBOURHOOD SERVICES COMMITTEE

16th October 2017



Report of: DIRECTOR OF REGENERATION AND
NEIGHBOURHOODS

Subject: SAVINGS PROGRAMME 2018-19

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 for 2018/19 following a report presented to Neighbourhood Services Committee on 11th September 2017.

3. BACKGROUND

3.1 At the previous meeting of Neighbourhood Services Committee, Members were reminded of the savings proposals approved by Council on 23rd February, 2017 for 2018/19 and 2019/20 which begin to reduce the budget deficits in these years. This report set out that the savings approved did not address the full deficit and savings of £2.320m still needed to be identified. As a result additional savings were outlined for implementation over the next two years and part of these savings would be earmarked to fund Departmental pressures in 2018/19.

3.2 Before Members could agree the additional savings proposals identified for 18/19, they requested that an additional report be brought back to Committee that further defined the savings. In addition members requested that this report provide further detail regarding the Environmental Services target of £360,000 previously approved, and this is provided below.

- **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.
This saving is currently being achieved through a move to generic working within the grounds maintenance and cleansing teams, which has seen a reduction in the number of casual staff being required and employed, a reduction in overtime payments, a reduced number of cleansing vehicles in operation and the planting of more wildflower meadows that reduce our grass cutting operations.

4. PROPOSALS

- 4.1 The additional savings proposals recommended to address the remaining 2018/19 forecast deficit of £278,000, which were put forward in the previous report are detailed below and in line with the Committee's request, more details on each of the proposals have been added:

- **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.

The Council currently has an in house highways team that help to deliver the maintenance and upkeep of our highway network by repairing footpaths and roads, in-filling potholes, creating new walkways, etc. At present the Service is funded from the income it generates and therefore the proposal put forward will expect this particular service to bring in additional income of £20k from Capital or external works to help support the Council's general fund position.

- **Traffic and Transport – £40,000**

The Assistant Director for Environment and Neighbourhood Services 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.

The deletion of a vacant post in this particular team will enable the Council to achieve this particular savings target with minimal implications on service delivery.

- **Sustainable Transport – £20,000**

Reduce concessionary fares budget.

The amount paid will depend on a number of factors. The costs incurred by bus operators, the price of an adult fare and the number of passengers travelling. In recent years increases have been required in this area and an inflationary uplift is therefore applied to this budget each year. Based on actual costs incurred and projected this budget can be reduced by £20k in 2018/19. This is a volatile budget and is demand led which means that there is a risk associated with this saving. The situation will be monitored closely and in the event that costs do begin to rise an alternative saving will need to be identified in the Department. This reduction will have no impact in the offering of concessionary fares which and can be delivered from the existing budget remaining.

- **Passenger Transport – £40,000**

Review Trading Capacity and Home to School Transport criteria.

The Budget for home to School Transport is needs driven and costs will vary depending on pupil demographics as well as route efficiencies. The budget is set to fund higher levels of need and based on current and recent levels of demand it is possible to reduce this budget in 18/19. With any demand led budget there is always a risk that demand will increase and costs will rise. Trends will be closely monitored and in the event that demand does exceed the budget provision in future years, alternative savings will be identified within the Department. This service also includes a Trading element which will be part of the detailed trading account review that is currently taking place, therefore part of the proposals put forward will involve this particular service generating additional income or seeking efficiencies in service delivery which will have minimal impact on service provision.

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 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. FINANCIAL CONSIDERATIONS

- 6.1 The financial considerations are included within the report as these set out the proposed savings programme for 2018/19 for Environment and Neighbourhood Services.

7. LEGAL CONSIDERATIONS

- 7.1 There are no legal considerations attached to this report.

8. CONSULTATION

- 8.1 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.

9. CHILD AND FAMILY POVERTY

- 9.1 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.

10. EQUALITY AND DIVERSITY CONSIDERATIONS

- 10.1 An Equality Impact Assessment was included as part of the previous to Committee on 11th September 2017.

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

- 11.1 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.
- 11.2 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.

12. STAFF CONSIDERATIONS

- 12.1 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

13. ASSET MANAGEMENT CONSIDERATIONS

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

14. RECOMMENDATIONS

- 14.1 It is recommended that Members of the Committee note the content of the report and formulate a response on the additional savings proposed to be presented to Finance and Policy Committee on 20th November 2017.

15. REASONS FOR RECOMMENDATIONS

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

16. BACKGROUND PAPERS

- 16.1 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

Neighbourhood Services Committee – Savings Programme 2018/19 – 11th September 2017

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NEIGHBOURHOOD SERVICES COMMITTEE

16th October 2017



Report of: Assistant Director (Environment & Neighbourhood Services)

Subject: HART PRIMARY SCHOOL - TRAFFIC REGULATION ORDER

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non-Key.

2. PURPOSE OF REPORT

2.1 To report objections to the proposed double yellow lines in Magdalene Drive, Hart Village (**See Appendix 1**).

3. BACKGROUND

3.1 A report was taken to the Neighbourhood Services Committee on 21st June 2016, which outlined proposals and the consultation results for school time parking restrictions on Magdalene Drive. Due to a mixed response, the Committee asked for further consultation to be undertaken with regards to the implementation of a residents parking scheme.

3.2 A further report was submitted to Committee on 23rd January 2017, detailing the consultation results for proposals which comprised residents permit parking on the south side of the road, and double yellow lines for the north side. This showed that 6 people were against the scheme, and only 2 were in favour.

3.3 Members did not support the residents parking zone, noting that the majority of residents were against this proposal, but following representations from the school they approved the introduction of double yellow lines on the school side of the road. The traffic regulation order was subsequently advertised, and four objections have been received (Copies to be tabled at the meeting).

4. PROPOSALS

4.1 The main reasons for objections, and a response to them by Officers, are as follows:-

- The lines would not make a difference, as people don't tend to park on the north side. **The school has a different view and feels that the lines would be beneficial in road safety terms. Keeping one side of the road clear from parked vehicles would also prevent it from becoming blocked on occasions.**
- The problem is with vehicles parking on the south side of the road. **This was raised by someone who takes children to the school rather than a resident. Consultation with residents on a range of different parking controls has also determined that whilst acknowledging the issues, they don't wish to see restrictions directly outside their houses.**
- The problem is close to the school entrance. **The double yellow lines cover this part of the street.**
- A number of residents objecting have said that they don't want the double yellow lines. **This has been taken into account previously, and planned restrictions for the residential side of the street have been revisited. However the school, which is on the side that the lines are proposed for, does favour their introduction.**
- Comments that the problems are exacerbated by parents who live outside of the village bringing their children to the school. **This is a theme across the town, but not something which can be addressed by traffic management measures.**

5. CONSULTATION

5.1 The statutory legal notices were posted on site, and in the Hartlepool Mail. Consultation was undertaken with residents and the school (as mentioned in 3.2 and 3.3 above).

6. RISK IMPLICATIONS

6.1 There are no risk implications attached to this report.

7. FINANCIAL CONSIDERATIONS

7.1 The yellow lines proposed would be estimated to cost approximately £750.

8. LEGAL CONSIDERATIONS

- 8.1 Should the scheme be approved, the traffic regulation order will be confirmed by the Council's Legal Section.

9. CHILD AND FAMILY POVERTY

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

10. EQUALITY AND DIVERSITY CONSIDERATIONS

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

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

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

12. STAFF CONSIDERATIONS

- 12.1 There are no staff considerations attached to this report.

13. ASSET MANAGEMENT CONSIDERATIONS

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

14. RECOMMENDATIONS

- 14.1 That the yellow lines for the north side of Magdalene Drive be approved.

15. REASONS FOR RECOMMENDATIONS

- 15.1 Residents' views can be appreciated, and the fact that this is the 3rd report to Committee featuring a number of different proposals demonstrates that these have been taken on board. However, the schools safety concerns remain, and while the scheme proposed does not guarantee that the affected areas will be kept clear of parked vehicles the lines will discourage them, enable enforcement, and lead to an improved road safety environment.

16. BACKGROUND PAPERS

- 16.1 Neighbourhood Services Committee 21.6.2016.
Neighbourhood Services Committee 23.1.2017.

17. CONTACT OFFICER

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The map shows a residential area in Hartlepool. A thick black line along Magdalene Drive indicates the proposed prohibition of waiting order. Key locations labeled include Manor Cottage, Hart Primary School, Alton, and Butts Lane. A legend in the top left corner shows a thick black line with the text 'Proposed prohibition of waiting order'. A north arrow is in the top right corner.

NEIGHBOURHOOD SERVICES COMMITTEE

16 October 2017



Report of: Assistant Director (Environment & Neighbourhood Services)

Subject: STOCKTON STREET HIGHWAY IMPROVEMENTS

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non-key decision.

2. PURPOSE OF REPORT

2.1 To seek approval for the detailed design of the highway scheme proposed for Stockton Street, which will give improved pedestrian connectivity in the town centre.

3. BACKGROUND

- 3.1 On 30 June 2017 a report was taken to a joint meeting of the Neighbourhood Services and Regeneration Services Committee, seeking approval for a number of town centre highway improvement schemes. The Committee approved the report, subject to the final designs for Stockton Street being approved by the Neighbourhood Services Committee. It was also agreed that Members' specific comments in relation to the design elements of the scheme should be noted and addressed as part of a further report.
- 3.2 The proposals developed are designed to improve pedestrian connectivity along the A689 corridor, whilst ensuring that there is not a significant detrimental effect on traffic flows and junction capacities.
- 3.3 At the June meeting, Member's raised a number of queries, and these are addressed in Section 4 of this report.

4. CONSIDERATION OF ISSUES

4.1 The proposals can be summarised as pedestrian crossing improvements and traffic signals upgrades, along with access and environmental improvements, and are shown at **Appendix 1**. Detailed drawings will be presented at the meeting. The individual schemes identified are as follows:-

- **A689/ Church Square – Removal of some of the pedestrian islands to improve crossing facilities.** At present people seeking to cross from one corner to another are required to cross 5 or 6 legs of the junction, under signal control, and in the worst case scenario this can take several minutes. Removing some of the islands will shorten this time and simplify the junction for people on foot.
- **A689/ Victoria Road – Provision of a ‘one phase’ pedestrian crossing from Church Square to Wilkinson’s Corner.** This proposal has been modelled and should have a minimal effect on traffic using this part of the network.
- **Stockton Street – Removal of the central wall.** The removal of the wall, in conjunction with feature maritime themed railings along each side of the road, will make for a much more open, pleasant town centre environment.
- **Stockton Street – Provision of a traffic signal controlled right turn into the multi-storey car park.** The traffic modelling work shows that this can be accommodated without a significant detrimental effect on traffic flows. At present, vehicles travelling into the town centre from the north that wish to access the multi-storey are required to turn left into Church Street, and then filter around Tower Street, to turn right back onto Stockton Street at the Huckelhoven Way junction. Facilitating a right turn directly into the car park will remove the need for these vehicles to use this part of the network, and the associated unnecessary trips on it, which will be of particular benefit to the very busy Stockton Street/ Huckelhoven Way junction.

5. RISK IMPLICATIONS

5.1 There are no risk implications attached to this report.

6. FINANCIAL CONSIDERATIONS

- 6.1 The scheme would be estimated to cost approximately £1.2 million and was approved at the joint Neighbourhood Services and Regeneration Committee on the 30th June, 2017, and will be funded from the ISQ Project.

7. LEGAL CONSIDERATIONS

- 7.1 There are no legal considerations attached to this report.

8. CONSULTATION

- 8.1 Consultation was carried out last year and the results were reported to the joint meeting of the Neighbourhood Services and Regeneration Services Committee on the 30th June, 1027.

9. CHILD AND FAMILY POVERTY

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

10. EQUALITY AND DIVERSITY CONSIDERATIONS

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

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

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

12. STAFF CONSIDERATIONS

- 12.1 There are no staff considerations attached to this report.

13. ASSET MANAGEMENT CONSIDERATIONS

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

14. RECOMMENDATIONS

- 14.1 The Neighbourhood Services Committee approves the detailed design of the proposed improvements.

15. REASONS FOR RECOMMENDATIONS

- 15.1 To give improved pedestrian connectivity in the town centre, while maintaining traffic flows at acceptable levels.

16. BACKGROUND PAPERS

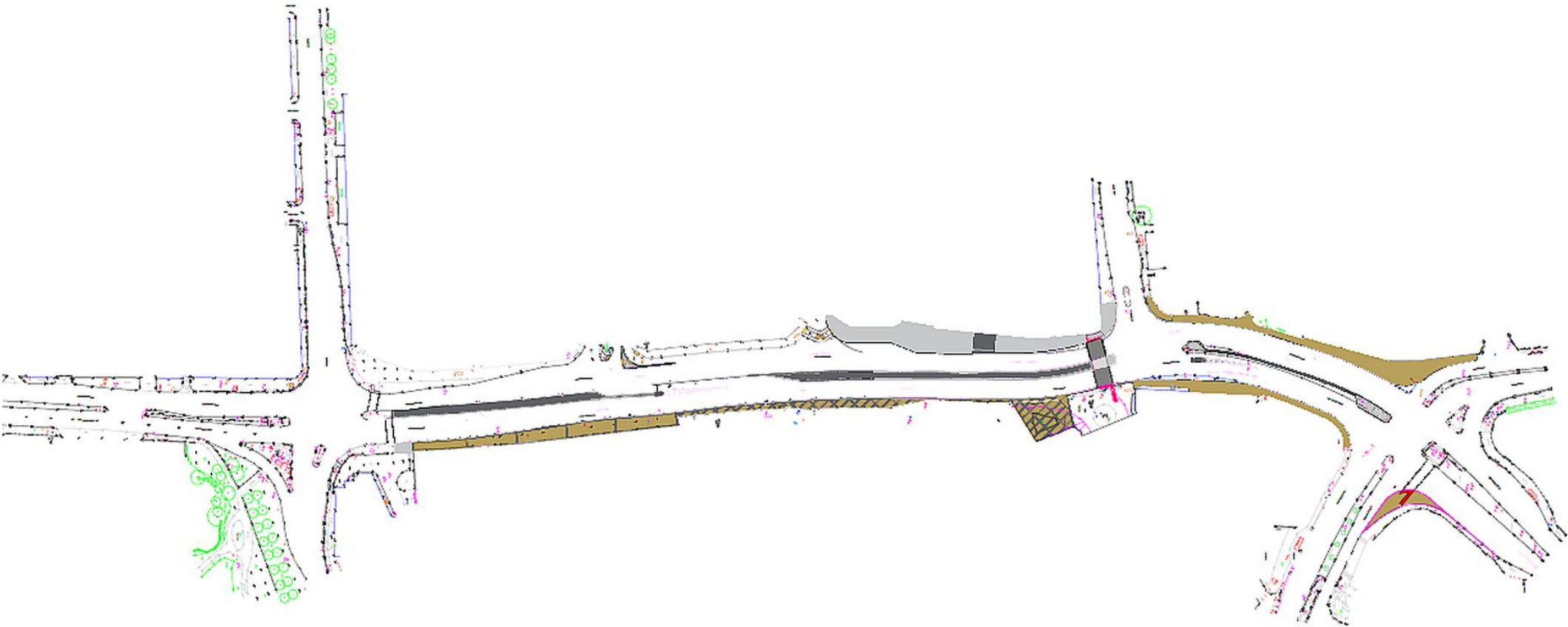
- 16.1 Joint report to Neighbourhood Services and Regeneration Committee on the 30th June, 2017.

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APPENDIX 1



NEIGHBOURHOOD SERVICES COMMITTEE

16th October 2017



Report of: Assistant Director (Environment & Neighbourhood Services)

Subject: SOFTBALL / LITTLE LEAGUE BASEBALL IN SEATON PARK

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non-Key Decision.

2. PURPOSE OF REPORT

- 2.1 To seek approval to allow Seaton Seals to use part of Seaton Park for Softball and Little League baseball.

3. BACKGROUND

- 3.1 On the 28th April 2017 the Council was approached, requesting permission for Seaton Seals to use part of Seaton Park for Softball and Little League baseball. Given that the use would be in a public park and close to Allendale Street a period of consultation and examination of the supplied documentation commenced.

4. PROPOSALS

- 4.1 Seaton Seals wish to create a baseball little league/softball pitch. The field dimensions can vary, depending on the league in question however there are four elements which will feature.
- 4.2 Bases
Home (or *home plate*, or the *plate*) is a flat, white, hard rubber plate embedded in the ground. The batter stands next to it as they try to hit the baseball. The aim is to advance around the other bases and return "home", thus scoring a run.

- 4.3 First, Second and Third (base) are square white bags that are secured to the ground. They are safe havens for offensive players trying to make the journey from home and back to home. The distance between bases can be varied to fit the site but are usually 60 feet in most Softball Leagues and for Little League baseball.
- 4.4 The "Pitcher's Plate" (or The Rubber) is on top of a mound of dirt almost in the middle of the diamond, i.e., the area outlined by the four bases. The pitcher has to have one foot touching the rubber when he delivers the ball to his opponent, the batter. In Little League baseball, the distance from the rubber to home plate is 46 feet. In Softball, it ranges from 35 to 53 feet, depending on the league.
- 4.5 Two Straight White Lines (the foul lines) extend from the outside edges of home plate, touching the outside edges of, respectively, first and third bases. Each line continues until it finally reaches the boundary that encloses the entire field. A tall pole marks the spot where each one meets the boundary. At the rear of the home plate there will be nets placed to stop missed balls from going in to the Library car park.
- 4.6 Most of the items used in the game will be removed at the end of play and stored off site leaving only the basic pitch behind which will consist of gravelled bases and net post holders with some underground anchor points.
- 4.7 The Seaton Seals wish to play on this pitch in the summer months from April to September, playing 2 evenings a week and Sunday afternoons.
- 4.8 The pitch or field will be situated within Seaton Park inside the park boundary fencing, along the side of Allendale Street with the rear of the diamond to the rear of Seaton library, being bounded by the park path that runs from the main pedestrian gate in to the park off Seaton Lane to the Bowling Greens within the park, with the playing field being closed by Seaton parks sensory garden.
- 4.9 The use of this area of Seaton Park for this purpose should not adversely affect the overall user experience of the park, indeed it may well improve it and add more varied use to the area.

5. RISK IMPLICATIONS

- 5.1 Activity Risk Assessment papers, have been reviewed by Hartlepool Borough Council's Health & Safety Manager, and were found to be fit for purpose with one proviso; it was stated that the boundary would be marked off using steel pins and hazard warning tape, the concern was that the steel pins may strike an underground utility. Two actions have since taken place, the steel pins are now to be plastic and it has been confirmed that there are no underground cable or pipes are in the area.

6. FINANCIAL CONSIDERATIONS

- 6.1 No Financial implications.

7. LEGAL CONSIDERATIONS

- 7.1 If this initiative proceeds it will be formalised through a licence to use the area.

8. CONSULTATION

- 8.1 The Manager of the Seaton Seals carried out consultation with residents of Allendale Street. He visited each house and asked if they agreed with the following statement,

“As a resident of Allendale Street Hartlepool. I do not want to make any objection to Baseball or Softball being played in Seaton Park, or the future inclusion of any equipment within the park”

If the resident could not be contacted in this way the Manager sent them a letter saying the same thing. The majority of the residents were in favour with only one house where the residents did not respond and it has not been possible to gain their view.

- 8.2 Local Ward Councillors have also been contacted, explaining what the Seaton Seals wished to do and asking for agreement to this. All of the Councillors agreed with the proposal.
- 8.3 Friends of Seaton Park were also contacted and an explanation was provided of what was proposed and their agreement sought; this was granted.

9. CHILD AND FAMILY POVERTY (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)

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

10. EQUALITY AND DIVERSITY CONSIDERATIONS (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)

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

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

- 11.1 The provision of this facility will go towards reducing anti-social behaviour as it is a sports provision for young people.

12. STAFF CONSIDERATIONS

- 12.1 The physical use of the grass and installation of ground level bases along with some post holders should not affect the ground maintenance operations adversely.

13. ASSET MANAGEMENT CONSIDERATIONS

- 13.1 There are no asset management implications relating to this report.

14. RECOMMENDATIONS

- 14.1 The Committee grants permission for the use of the pitch on 2 evenings per week and each Sunday afternoon from April to September.
- 14.2 The permission is issued for one season of play and will be reviewed at the end of each season.

15. REASONS FOR RECOMMENDATIONS

- 15.1 This type of activity could encourage young people participation in sporting activities in the open air.

16. BACKGROUND PAPERS

- 16.1 None.

17. CONTACT OFFICERS

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NEIGHBOURHOOD SERVICES COMMITTEE

16 October 2017



Report of: Assistant Director (Environment and Neighbourhood Services)

Subject: DEPARTMENTAL ANNUAL PROCUREMENT
REPORT – NEIGHBOURHOOD SERVICES
COMMITTEE

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non-key.

2. PURPOSE OF REPORT

2.1 To advise Committee of contractual activities where the annual value of the anticipated contract exceeds £60,000 for Goods and Services or £100,000 for Works.

3. BACKGROUND

3.1 The Council delivers a range of services through a combination of direct provision by the Council's own staff, contracts with the private and voluntary sector and partnership agreements with strategic partners. This report provides information on existing contracts for Neighbourhood Services and enables Members to provide input to the strategic direction for the future delivery of these services. This will enable Members to consider potential changes to the service specification, or potential alternative delivery models, where there is a robust business case.

4. PROPOSALS

4.1 To achieve these objectives the Department has produced a Departmental Annual Procurement Report (DAPR) for Members to review.

4.2 The DAPR is divided into the following four Appendices:

Appendix 1 – Procurement processes either underway or forthcoming which do not have any members interests recorded against them.

Appendix 2 – Not for Publication information on the contracts detailed in Appendix 1.

This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3) information relating to the financial or business affairs of any particular person (including the authority holding that information).

Appendix 3 – Procurement processes either underway or forthcoming which do have member's interests recorded against them.

Appendix 4 – Not for Publication information on the contracts detailed in Appendix 3

This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3) information relating to the financial or business affairs of any particular person (including the authority holding that information).

Information listed in the Appendices is sorted in chronological order based on the contract end date. Details of the information in the Appendices is provided below.

4.3 Each appendix consists of two parts which are detailed below – NOTE: Parts 1 and 2 are only provided when there are contracts in that period.

4.3.1 Part 1 - Procurement processes for contracts commencing PRIOR to 1 September 2018

To ensure that members have sufficient time available to them to discuss and influence commissioning strategies this report has been constructed on the basis that a lead time of 12 months is required prior to contract commencement.

Part 1 details those activities where the 12 month period described above is not available. As a result of shortened timescales, it would be impractical to change direction on these projects, however, the opportunity to influence the arrangement will come up again at contract review / renewal.

4.3.2 Part 2 - Procurement processes for contracts commencing ON OR AFTER 1 September 2018

Part 2 provides details of procurement processes where a 12 month, or greater, timescale is available prior to contract commencement. The

inclusion of this information is aimed at facilitating discussions around commissioning strategies.

5. RISK IMPLICATIONS

- 5.1 None – risks are managed by the existing procurement process.

6. FINANCIAL CONSIDERATIONS

- 6.1 There are no financial considerations associated directly with this report, although there will be financial considerations in relation to individual procurements decisions, and/or the development of alternative service delivery business cases.

7. LEGAL CONSIDERATIONS

- 7.1 None – legal issues are managed by the existing procurement process.

8. CONSULTATION

- 8.1 Not applicable.

9. CHILD AND FAMILY POVERTY (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)

- 9.1 There is no direct impact on Child and Family Poverty issues although there is the possibility of indirect impacts, depending on the commissioning / procurement strategies employed.

10. EQUALITY AND DIVERSITY CONSIDERATIONS (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE)

- 10.1 There are no equality and diversity considerations applicable to this proposal.

11. STAFF CONSIDERATIONS

- 11.1 There are no staff considerations applicable to this proposal.

12. ASSET MANAGEMENT CONSIDERATIONS

- 12.1 There are no asset management considerations applicable to this proposal.

13. RECOMMENDATIONS

- 13.1 It is recommended that Members:
- i) Note the contents of the Appendices to the report and;
 - ii) Indicate to officers any issues they wish to be considered when detailed commissioning of individual services is undertaken.

14. REASONS FOR RECOMMENDATIONS

- 14.1 To enable Members to influence decision making and strategy in relation to forthcoming commissioning activities.

15. BACKGROUND PAPERS

- 15.1 There are no background papers.

16. CONTACT OFFICER

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Procurement processes for contracts commencing PRIOR to 1st September 2018

Ref No	i. Contract / Service Description	ii. Details of current contract terms e.g. In-house, contracted out, voluntary agency, partnership etc.	iii. Contract Start Date	iv. Contract End Date (inclusive of contractual extensions) and details of extension options e.g. '31/3/19 – including 1 year extension period'	v. Funding stream	vi. Proposed Commissioning / Procurement Strategy	vii. Reason (for proposed strategy)
94	Passenger Transport Services	Contracted Out	01/09/2015	31/07/2020 – including 2 year extension period	HBC Revenue, Health Funding and Personal Budgets	An option to extend the contract for up to a further two years or to re-tender for the full contract for a further three year period.	To provide a statutory Home to School 'Day Service' Adult Education and other Local Authority Transport Provision