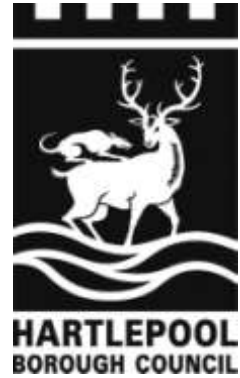


REGENERATION SERVICES COMMITTEE AGENDA



Monday 5 March 2018

at 2.00 pm

in Committee Room B
Civic Centre, Hartlepool

MEMBERS: REGENERATION SERVICES COMMITTEE

Councillors S Akers-Belcher, Cook, Cranney, Lindridge, Loynes, Moore and Smith

1. **APOLOGIES FOR ABSENCE**

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

3. **MINUTES**

3.1 Minutes of the meeting held on 15 January 2018 (*previously circulated and published*).

3.2 Minutes of the joint meeting of the Finance and Policy Committee and Regeneration Services Committee held on 22 January 2018 (*previously circulated and published*).

4. **BUDGET AND POLICY FRAMEWORK**

No items.

5. **KEY DECISIONS**

5.1 Economic Regeneration and Tourism Forum Review – *Assistant Director, Economic Growth and Regeneration*



6. OTHER ITEMS REQUIRING DECISION

No items

7. ITEMS FOR INFORMATION

- 7.1 Outcome of Ofsted Short Inspection Visit – *Assistant Director, Economic Growth and Regeneration*
- 7.2 Strategic Financial Management Report – as at 31 December 2017 – *Director of Regeneration and Neighbourhoods, Director of Public Health and Director of Finance and Policy*
- 7.3 Homelessness Reduction Act 2017 – *Assistant Director, Economic Growth and Regeneration*

8. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

FOR INFORMATION:

Date of next meeting – to be arranged.



REGENERATION SERVICES COMMITTEE

5th March 2018



Report of: Assistant Director (Economic Growth and Regeneration)

Subject: ECONOMIC REGENERATION & TOURISM FORUM
REVIEW

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Key decision (test (i)). Forward Plan Reference No RN 13/17.

2. PURPOSE OF REPORT

2.1 To approve changes to the structure and format of the Economic Regeneration & Tourism Forum. The proposed changes will increase business engagement and also improve information sharing with the Council.

3. BACKGROUND

3.1 A review of the Economic Regeneration & Tourism Forum was requested by the Chair when they met on 2nd October 2017. It is deemed necessary due to the recent poor member attendance at meetings. Members also wanted to clarify what should be achieved in the Forum meetings.

3.2 The Forum is not a statutory Council body and the Regeneration Services Committee is able to approve any changes including the Terms of Reference.

3.3 Following the Forum meeting on 2nd October 2017 it was agreed that an email of questions should be sent out to the relevant businesses. The 6 questions asked were:

- What do you believe is the purpose of the Forum?
- Should the Forum be open to any business within Hartlepool to attend?
- How often should meetings / briefings be held?
- What is your preferable day of the week and best time to hold the meeting / briefing?
- How long should the meeting last?

- Any other comments/opinions/suggestions

3.4 The result of the consultation is the following:

- Open up the Forum and invite active businesses from a cross section of organisations.
- The Forum should be less Council led and more business focused.
- It should offer briefings that will directly help businesses.
- The new membership should be from a wider spectrum including voluntary groups.
- The meetings should be quarterly.
- Feedback was split; however, a larger number wanted early morning briefings.
- One hour briefings or meetings are preferred.
- Businesses who agree to take part should fully engage and send a representative if they cannot attend.

4. PROPOSALS

4.1 The proposed new Terms of Reference (TOR) is in **Appendix 1** and has been revised following the consultation.

4.2 The main items to note within the new Terms of Reference are:

- Forum Purpose – to bring together the public and private sector organisations of the Borough in order to provide positive information exchange.
- Roles and Responsibilities – participation will be open to allow a wider spectrum of businesses and business groups. The voluntary sector will also be allowed to attend.
- High Quality Debate – participants to acknowledge that they will need to work together and contribute positively to discussions.

4.3 The TOR also proposes the following for future Economic Regeneration & Tourism Forum briefings/meetings:

- Future Meetings will be briefing sessions.
- Future Meetings will be held quarterly with two being Council and Tees Valley Combined Authority led; and two led via businesses.
- They will be held as briefing sessions of 1 hour slots between 8am and 9am.
- The first half hour will focus on a presentation by the main participant with the remaining half an hour an open discussion forum.
- Discussion cards will also be left with businesses so that they can ask for future topics to be presented at briefings.
- The Economic Regeneration Team will organise and facilitate the briefing events.

4.4 The Economic Regeneration & Tourism Forum will involve networking between businesses and other attendees but the prime purpose will be for a pure informative information exchange focused around one presentation per briefing.

4.5 The Hartlepool United Football Club Business Networking Event; Women What Do Event; and, the Federation of Small Businesses all carry out specialist networking meetings for businesses within Hartlepool and this does not need to be duplicated.

5. RISK IMPLICATIONS

5.1 There are no risk implications relating to this report.

6. FINANCIAL CONSIDERATIONS

6.1 There are no financial considerations relating to this report.

7. LEGAL CONSIDERATIONS

7.1 The Economic Regeneration & Tourism Forum is a non-statutory body within Hartlepool Borough Council and the Committee has the ability to make changes to its structure and format.

8. CONSULTATION

8.1 Consultation of the current Forum occurred at the meeting of 2nd October 2017. Following the meeting an electronic questionnaire was also issued to all the current members. The Forum has been consulted and the proposals put forward in this report reflect the overall consensus of the membership. CMT have also been consulted on 15th January 2018.

9. CHILD AND FAMILY POVERTY

9.1 Although this is a key decision 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 The Economic Regeneration Team will support and organise the Forum briefings in coordination with the Chair person.

13. ASSET MANAGEMENT CONSIDERATIONS

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

14. RECOMMENDATIONS

14.1 To approve the proposed changes to the structure and format of the Economic Regeneration & Tourism Forum.

15. REASONS FOR RECOMMENDATIONS

15.1 To revitalise and be more relevant to local businesses the Forum has to change in order to offer a beneficial experience to all its participants. The new Terms of Reference and format for Forum briefings is deemed appropriate and is what we have been advised to carry out by the current membership.

15.2 If these changes are approved it is envisaged that attendance will increase at Forum briefings and there will be an improved experience for all businesses.

16. BACKGROUND PAPERS

16.1 There are no background papers relating to this report.

17. CONTACT OFFICER

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ECONOMIC REGENERATION & TOURISM FORUM TERMS OF REFERENCE 2018

Contents

- 1.0 Purpose and functions of the Economic Regeneration & Tourism Forum
- 2.0 Role and responsibility of Participants
 - 2.1 Standards of Behaviour
- 3.0 Participants of the Economic Regeneration & Tourism Forum
- 4.0 Principles
- 5.0 Performance Management
 - 5.1 Information, Advice and Support
- 6.0 Operation of the Economic Regeneration & Tourism Forum
 - 6.1 Attendance at Briefings / Meetings
 - 6.2 Declaration of Interests
 - 6.3 Meeting Procedures
 - 6.4 Freedom of Information Act
 - 6.5 Public Access to Briefings
 - 6.6 Secretarial Support Arrangements
 - 6.7 Updating the Terms of Reference

1.0 Purpose and functions of the Economic Regeneration & Tourism Forum

The Economic Regeneration & Tourism Forum will strive to achieve the vision of the Hartlepool Economic Regeneration Strategy (2011-21) which is:

“Hartlepool will achieve its ambition of sustained, economic prosperity through major regeneration, driving business growth, increasing innovation, developing entrepreneurship and skills to make the area an attractive location to live, invest, work and visit”.

The purpose of the Economic Regeneration & Tourism Forum is act as a positive interface between the businesses and the Economic Regeneration Team of the Council to enable ideas and information to be exchanged. The Forum will give useful economic and tourism information but it will also allow businesses themselves to highlight current topics and ideas.

To achieve the vision this Forum has agreed to support the Economic Regeneration Strategy’s set of key objectives which are:

1. To improve business growth and business infrastructure and enhance a culture of entrepreneurship.
2. To attract new investment and develop major programmes to regenerate the area and improve connectivity.
3. To increase employment and skills levels and develop a competitive workforce that meets the demands of employers and the economy.
4. To increase the economic inclusion of adults, tackle financial exclusion and reduce the proportion of children in poverty.
5. To boost the visitor economy.

2.0 Roles & Responsibility of Participants

The main role of all the participants of the Forum is to play an active part and at the quarterly briefings. Participants need to take a Borough wide perspective and develop consensus in the best interests of Hartlepool. Participants will bring their own perspectives and also represent their organisation, interest group or area.

Participants will now be from an open and wider spectrum of businesses, however, they are required to adhere to these Terms of Reference.

2.1 Standards of Behaviour

As a participant of the Economic Regeneration & Tourism Forum, whether in meetings / briefings or working on behalf of the group the following guidelines outline what is expected of them:

Accountability: to work openly and honestly and to report back to their organisation.

Commitment: to attend every briefing where possible. To be properly prepared for briefings by reading any paperwork beforehand. To be prepared to learn from others and to further develop the breadth of their knowledge of their sector's role within the Borough. To undertake briefing presentations at the Forum when required.

High Quality Debate: to remain focussed and strategic and to contribute positively to discussions and work with other participants to achieve consensus. The Forum is not to be used to air individual grievances or complaints unless they affect the strategic economic performance of the Borough.

Honesty and Integrity: to act with honesty, objectivity and integrity in achieving consensus through debate. To respect the confidentiality of the information provided.

Objectivity: to consider what is in the best interests for the common good of Hartlepool and to weigh this along with the interests of their organisation, their sector and themselves when making decisions.

Representative: to effectively reflect the positive interests of their sector, to raise areas of strategic concern and contribute their experience and expertise to discussions and decisions to achieve good workable solutions.

Respect for others: to respect, listen and to take into account the views of other participants regardless of their gender, race, age, ethnicity, disability, religion, sexual orientation or any other status.

3.0 Participants of the Economic Regeneration & Tourism Forum

Participants of the Economic Regeneration & Tourism Forum will be made up as follows:

- Chair - TBD via election.
- Vice Chair – TBD via election.
- Support Officers – HBC Economic Regeneration Team.
- An open forum for all active Hartlepool businesses and business groups.
- The voluntary sector will also be asked to provide participants.

The participants identified may change over time at the discretion of the Chair and Vice Chair. Participants can be asked not to attend briefings / meetings of the Forum if they do not adhere to the TOR.

4.0 Principles

All participants of the Economic Regeneration & Tourism Forum will strive to apply the following principles:

- Develop skills and knowledge
- Act with integrity
- Effective decision making and communication
- Effective partnership working

5.0 Performance Management

The Economic Regeneration & Tourism Forum is responsible for bringing together the public and private sector organisations of the Borough in order to provide a positive information exchange which will benefit the economic activity of Hartlepool.

Participants are requested to provide regular feedback so that the Chair and Vice Chair can ensure the briefings / meetings are relevant and provide the correct type of information.

5.1 Information, Advice and Support

All information, advice and support will be fit for purpose and tailored to the functions of the Forum. The Forum will ensure that all information is directly relevant to the decisions being taken and is:

- relevant
- accurate
- timely
- objective
- clear and concise
- reliable

The Forum will call on professional advice and support when deemed necessary, particularly when the outcome of decision has a significant legal or financial implication.

6.0 Operation of the Forum

6.1 Attendance at briefings / meetings

Participation is open to all active businesses and business groups within the Borough.

Substitutes should be suitable senior representatives who are able to speak on behalf of their organisation / sector.

6.2 Declaration of Interests

Each participant is required to declare any personal or pecuniary interest (direct or indirect) in any agenda items and shall take no part in the discussion or decision making about that item.

6.3 Meeting Procedures

- The Economic Regeneration & Tourism Forum will hold briefings four times per year with the aim of lasting one hour on each occasion.
- The aim is to have two briefings HBC and Tees Valley Combined Authority led, and two to be led by businesses.
- The first half hour of each briefing will be for the introduction by the Chair and the main presentation; and then the remaining time to be an open forum for questions.
- The Economic Regeneration Team will coordinate the briefings.
- Items for the briefings should be communicated to the Economic Regeneration Team.
- The Economic Regeneration Team should be informed of any additional persons attending the briefings to present a report or take part in a presentation.
- Any papers for the briefings will be made available on-line by the Economic Regeneration Team before or during the meeting.

6.4 Freedom of Information Act

The Freedom of Information Act gives everyone the right to access information that is held by public authorities. Hartlepool Borough Council has developed guidance to help staff comply with the act. The Economic Regeneration & Tourism Forum works within this policy when giving out information to partners and the public.

6.5 Public Access to Briefings

Briefing events of the Forum will be open to the public and press on request. Specially designated seating may be provided for observers. Observers will not be allowed to comment or address the Forum unless asked to do so by the Chair.

6.6 Secretarial and Technical Support arrangements

Secretarial support will be provided by the Economic Regeneration Team.

Technical support will be provided by officers from Child & Adults and Regeneration & Neighbourhoods Departments of the Council. Other Departments of the Council and external organisations will attend as required.

6.7 Updating the Terms of Reference

These Terms of Reference can be amended following consultation with the participants of the Forum.

Economic Regeneration Team

Hartlepool Borough Council

01429 867677

REGENERATION SERVICES COMMITTEE

5th March 2018



Report of: Assistant Director (Economic Growth and Regeneration)

Subject: OUTCOME OF OFSTED SHORT INSPECTION VISIT

1. TYPE OF DECISION/APPLICABLE CATEGORY

For information only.

2. PURPOSE OF REPORT

2.1 The purpose of this report is to inform Regeneration Services Committee Members of the outcome of Ofsted's Short Inspection visit undertaken on 22nd and 23rd November 2017.

3. BACKGROUND

3.1 Ofsted is the Office for Standards in Education, Children's Services and Skills and are independent and impartial, reporting directly to Parliament. Ofsted inspect and regulate services that care for children and young people, and services providing education and skills for learners of all ages. Every week, they carry out hundreds of inspections and regulatory visits throughout England and publish the results online. Ofsted's goal is to achieve excellence in education and skills for learners of all ages.

3.2 Ofsted last inspected Hartlepool Adult Education in December 2013 where the service were awarded grade 2 (Good) and since this period there have been significant changes in the expectations and standards required of providers.

3.3 On Monday 20th November 2017, the Head of Service received notification that Ofsted would be undertaking an unannounced short inspection visit on 22nd and 23rd November 2017.

3.4 It is worth noting that there are three possible outcomes for a short inspection as outlined below:

- **Outcome 1** – The provider continues to be a good provider
- **Outcome 2** – The provider remains good and there is sufficient evidence of improved performance to suggest that the provider may be judged outstanding, in which case, the short inspection will be converted to a full inspection
- **Outcome 3** – The inspection team has insufficient evidence to satisfy themselves that the provider remains good or there are concerns, in which case, the short inspection will be converted to a full inspection.

3.5 In addition, inspectors will always report on whether or not safeguarding is effective. If safeguarding is not effective, Her Majesty's Inspectorate (HMI) will always convert the short inspection to a full inspection. Inspectors will also usually inspect and report on careers guidance.

4. CHANGES WITHIN ADULT EDUCATION

4.1 Since January 2016, there have been major transformational changes and re-focussing of priorities within Hartlepool Adult Education to build on the strengths of the service which has led to:

- The launch of Hartlepool Adult Education Strategy 2016-2026 which was endorsed by key stakeholders including this Committee, Corporate Management Team and Tees Valley Combined Authority and sets out the policy and strategic framework to respond to the needs of the community and businesses.
- A very strong leadership and management team, with increased expectations, autonomy, flexibilities, decision-making and accountability of staff and volunteers at all levels to encourage a business focused and entrepreneurial environment.
- The establishment of the first ever Independent Strategic Board to support and challenge the Head of Service to continuously improve performance and quality of its provision.
- The integration of Hartlepool Working Solutions (HWS) Team within Adult Education that has increased capacity and skills within the overall service, with HWS driving forward on major initiatives such as Youth Employment Initiative to complement the service offer.
- More robust governance and reporting arrangements in place to ensure that all key stakeholders including Elected Members, Senior Managers, Independent Strategic Board, staff and volunteers are fully informed about all aspects of performance and quality assurance matters.

- More effective data analysis and interrogation of data at all levels of the service that has enabled key staff to identify trends in performance and to swiftly arrest decline in under-performing Sector Subject Areas.
- Root and branch review and revisions of all policies, procedures and practices to ensure that they are fit for purpose and meet the requirements of Ofsted, external funders and Awarding Bodies.
- A more expansive curriculum offer that better responds to the needs of the business community and which supports the strategic economic priorities as outlined within the Council's Plan, the Tees Valley Strategic Economic Plan and emerging Tees Valley Education, Employment & Skills Strategy.
- Overall achievement rates for all programmes was 94.52% in 2016/17 which is 2.24 percentage points higher than the previous year and the highest ever recorded in the service.
- Adult Skills achievement rates in 2016/17 were the highest level ever recorded in the service at 86.21%.
- Excellent outcomes for Community Learning and High Needs Learners at 99% and 100% respectively in 2016/17.
- Apprenticeship achievement rates in 2016/17 increased by 33.6 percentage points from the previous year and are now above the benchmark rate 6.68%, with timely achievement rates at 9.7% points above national benchmark rates.
- Progression rates of learners now at the highest rate ever recorded within the service and have increased by 80% since January 2016.
- Distance Learning Achievement rates increasing by a staggering 72% in one year to 100% in 2016/17.
- There have been outstanding results in GCSE Spanish and the service is above the benchmark by 10 percentage points on the Award in Practical French.
- English for Speakers of Other Languages (ESOL) courses overall achievement rates at 98% in 2016/17.
- Punctuality rates recorded for the first time ever in 2016/17, reaching 94%.
- Attendance rates have increased by 4 percentage points from 2015/16 to good rates at 94% in 2016/17.
- 99% of learners said that their individual needs had been met and 96% of learners would recommend Adult Education to friends or family

members as rated by the Education Skills Funding Agency (ESFA) Independent Learner Satisfaction Survey 2016/17.

- Pro-actively targeting and re-engaging marginalised groups such as Black, Asian, and Minority Ethnic (BAME) to support them back into learning. This has led to an increase in BAME Community Learners from 7.86% in 2015/16 to 14.81% in 2016/17 and the achievement rate increased from 94.55% to 99.12% in the same period.
- The service being externally recognised for its outstanding work and being the first service of its kind in the Country to secure the highly prestigious awards of Investors in Volunteering (March 2016), Investors in Careers (September 2017) and Investors in People (Silver Award) (October 2017), alongside the matrix standard.
- A universal Careers, Education, Information, Advice and Guidance service now fully embedded within the service ensuring that all learners receive the highest quality careers advice.
- Volunteer Hartlepool now expanded which for the first time will now guarantee all interested Adult Education learners a work placement within the public or voluntary and community sector to complement their studies and help improve their personal, social and employability skills.
- Delivery of First Steps into Employment programmes within the three Community Hubs with all learners completing the course being guaranteed an interview with a local employer or recruitment agency.
- The establishment of key stakeholder groups such as Learner Voice Forum, Staff Forum and Disability and Mental Health Board with a key focus of these meetings to improve quality of provision and outcomes for all learners.
- Establishing the first ever Pastoral Support Service and Mental Health Champions to support learners retain in learning and to raise awareness of positive well-being.
- Delivery of joint initiatives with Public Health and Sports Development to improve the health and well-being of all learners.
- Delivery of the first ever Hartlepool Adult Education European Student Exchange Programme in partnership with Gijon in Spain which was fully funded by ERASMUS and which will be expanded to Milan and other areas of Europe in 2018.
- Major investment in the Continuous Professional Development (CPD) of all staff and volunteers with particular focus on training in areas such as Leadership & Management, customer services, Information,

Advice and Guidance, Resilience Training and becoming an outstanding tutor.

- Implementing a more rigorous Observation, Teaching, Learning and Assessment (OTLA) process to ensure that tutors receive formal and timely feedback with effective action plans and CPD to improve their individual performance. This has led to an increase in the number of tutors observed delivering outstanding sessions.
- Improved self-assessment process which now ensures that all key stakeholders including staff and volunteers can contribute to the annual Self-Assessment Report.
- A ‘whole service’ focus on promoting key priorities including respect agenda, equality and diversity, Prevent and British values.
- A ‘whole service’ focus on embedding Functional and employability skills within lesson plans to better prepare adults for the world of work.
- The implementation of a Digital Inclusion Plan 2017 to improve learners’ digital skills to help them in their personal and professional lives.
- Significantly improved quality control measures of subcontractors leading to increased performance levels.

5. SHORT INSPECTION PUBLISHED LETTER

- 5.1 Appendix 1 provides a copy of the short inspection letter published by Ofsted which is also available on-line at <https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/52137>.
- 5.2 As Members will note from this letter, Ofsted have confirmed that the service remains a good provider with some very positive narrative about the excellent outcomes for learners. Pleasingly, there are only a small number of recommendations from Ofsted on how the service can improve further.

6. NEXT STEPS

- 6.1 The service already has a robust Self-Assessment Report 2016/17 and Quality Improvement Plan 2017/18 in place which was reviewed by Ofsted and since the inspection has commenced the process of developing a Post-Inspection Action Plan which will help support the service to work towards its ambition of becoming an outstanding provider.
- 6.2 As shown within this report and from the findings of Ofsted, there have been major improvements in quality of provision and performance levels and if the service is to become outstanding in the future then it will need to:

- Effectively implement Ofsted’s recommendations
- Maintain performance levels in areas such as Community Learning and High Needs Learning
- Continue to increase Apprenticeship rates
- Increase Adult Skills achievement rates by at least 10 percentage points above national benchmark and maintain this rate for a three year period
- Continue to increase the high quality of teaching, learning and assessment across all subject areas
- Rapidly improve those Sector Subject Areas that are under-performing
- Increase Functional Skills performance levels
- Increase progression rates to 95% plus and maintain this rate for a three year period.

6.3 As outlined within the ten-year strategy, the primary focus of Hartlepool Adult Education is to prepare adults for the world of work and to progress them into a positive destination. As such, the service is now in the process of developing a new and strengthened Careers, Education, Information, Advice and Guidance Service and Plan which will be launched in April 2018, with a focus of supporting 100% of learners into a positive destination.

7. FINANCIAL CONSIDERATIONS

7.1 There are no financial considerations relating to this report.

8. LEGAL CONSIDERATIONS

8.1 There are no legal considerations relating to this report.

9. CHILD AND FAMILY POVERTY

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

10. EQUALITY AND DIVERSITY CONSIDERATIONS

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

11. STAFF CONSIDERATIONS

11.1 There are no staff considerations relating to this report.

12. ASSET MANAGEMENT CONSIDERATIONS

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

13. RECOMMENDATIONS

13.1 For Members to note the contents of this report and the Short Inspection Letter (Appendix 1) and make any further comments and/or recommendations on how Hartlepool Adult Education could improve its service offer.

14. BACKGROUND PAPERS

14.1 There are no background papers relating to this report.

15. CONTACT OFFICERS

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18 December 2017

Mr Patrick Wilson
Head of Service
Hartlepool Adult Education
Hartlepool Borough Council
6–8 Tower Street
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TS24 7HD

Dear Mr Wilson

Short inspection of Hartlepool Borough Council

Following the short inspection on 22–23 November 2017, I write on behalf of Her Majesty's Chief Inspector of Education, Children's Services and Skills to report the inspection findings. The inspection was the first short inspection carried out since the provider was judged to be good in January 2014.

This provider continues to be good.

Hartlepool Adult Education continues to prioritise its delivery and service on communities and groups with the most need. Leaders and managers target communities very effectively to maximise the impact of their programmes on improving the skills that are needed locally. This gives many unemployed individuals the opportunity to gain sustained employment, in many cases for the first time.

Since the last inspection, leaders and managers have improved the achievement of adult learners on courses leading to qualifications. The achievement rates are now in line with those of similar providers, but need to improve further in a few subject areas. The proportion of apprentices who complete their programmes within the planned time improved significantly last year and is now good. Achievement on community learning courses and among learners with high needs are excellent.

A high proportion of learners from both the adult skills and community learning programmes progress either to work or to further full-time education on completion of their programme.

Safeguarding is effective.

Leaders and managers have ensured that safeguarding arrangements continue to be fit for purpose and that they take appropriate action to safeguard learners and staff. Their adherence to stringent policies and procedures ensure that they meet all statutory requirements fully. All staff complete mandatory level 2 safeguarding

training and update this on an annual basis. Staff recruitment includes rigorous checking of an applicant's identity, right to work, qualifications and references. Managers check all staff and volunteers with the Disclosure and Barring Service before commencing any activity, and repeat the checks every three years. Managers apply a lone working policy to ensure that staff who work in isolation take effective precautions to inform colleagues or managers of their travel plans and locations.

Named safeguarding officers and their contact details are widely promoted to all learners who know whom to contact and where officers are based if they have any worries or concerns. Staff respond quickly and effectively if any concern is raised. Managers and staff take appropriate actions to promote online safety to learners.

Leaders and managers have responded appropriately to the introduction of the 'Prevent' duty, and an appropriate risk assessment and action plan are in place. Staff have received training and are increasingly confident in including relevant topics in their classes and in discussions with learners. The classrooms and corridors contain many examples of effective posters and notices promoting, informing and reminding learners about the risks of radicalisation and extremism. As a result, learners increase their understanding of these risks.

Although managers require subcontractors to meet all statutory safeguarding requirements, the contract does not specify any requirement for staff training and updating.

Inspection findings

- Leaders and managers closely monitor and analyse data on learners' achievements and the outcomes of teaching and learning observations. This enables them to identify quickly any aspects of provision that are underperforming, and to formulate clear and relevant actions to improve the provision.
- Effective procedures are in place to monitor and improve the quality of teaching and learning, with a clear focus on developing tutors' skills through relevant training. Leaders play an active role in improving teaching and learning. They closely monitor the individual progress of tutors through attending feedback meetings following lesson observations, engaging in monthly management meetings and attending individual staff performance reviews.
- Tutors receive appropriate and timely support and guidance to improve their practice further. This has led to consistent improvements in teaching and learning and improved outcomes for learners. The teaching and learning team undertakes a rigorous analysis of observation information to identify key areas for improvement. This information is used to identify relevant and regular staff training throughout the academic year, including activities on the development of learners' English and mathematics skills in lessons, and hints and tips on how to make teaching, learning and assessment outstanding. Following observations, staff receive comprehensive and constructive action plans which recommend useful individualised training to help them to improve their practice and learners'

experience.

- Managers accurately monitor learners' progress towards achieving their targets in developing their English and mathematics skills. They also closely monitor progress toward their targets for retention and achievement on English and mathematics courses. This close scrutiny is very effective in driving further improvement. Achievement at all levels of functional skills English courses is now high, as is the achievement of the larger proportion of learners who complete functional skills qualifications in mathematics at level 1. Staff use the initial and diagnostic assessment of learners well to ensure that learners embark on a course that meets their specific needs.
- Managers' evaluation of the quality of teaching and learning in the subcontracted provision requires improvement. Lesson observations lack rigour, areas for improvement are not sufficiently explicit and action planning is not consistently precise enough.
- Managers and staff have a clear focus on promoting equality and diversity and fundamental British values through their teaching. All staff have undertaken mandatory training on the 'Prevent' duty, safeguarding, British values, and equality and diversity. They use their knowledge effectively to prepare students well for life in modern Britain. In lessons, learners take part in a wide range of learning activities, including 'hot topics' where they engage in topical discussion and debate around current issues such as 'Brexit', the terrorist attacks in London and Paris, and Catalonia's recent vote for independence.
- In lessons in English for speakers of other languages, tutors reinforce the importance of adhering to fundamental British values. As a result, learners understand the importance of respect and tolerance towards others, the benefits of living in a democratic society and the importance of freedom of speech. They can explain specific aspects of British culture including the celebration of events such as Remembrance Sunday.

Next steps for the provider

Leaders and those responsible for governance should ensure that:

- they continue to improve the achievement rates on accredited programmes in the small number of subjects where achievement is not high enough
- the evaluation of the quality of teaching and learning is consistently good across all areas, particularly in the subcontracted provision
- subcontractors meet requirements for staff training and updating in safeguarding and the 'Prevent' duty.

I am copying this letter to the Education and Skills Funding Agency. This letter will be published on the Ofsted website.

Yours sincerely

Tim Gardner
Her Majesty's Inspector

Information about the inspection

Three inspectors and the head of service, as nominee, carried out the inspection. During the inspection, inspectors met with managers, observed teaching activities, and spoke with staff and apprentices in meetings and classrooms. Inspectors also reviewed a number of documents, learners' files and records.

REGENERATION SERVICES COMMITTEE REPORT

5th March, 2018



Report of: Director of Regeneration and Neighbourhoods, Director of Public Health, and Director of Finance and Policy

Subject: STRATEGIC FINANCIAL MANAGEMENT REPORT – AS AT 31st DECEMBER, 2017

1. TYPE OF DECISION/APPLICABLE CATEGORY

For Information.

2. PURPOSE OF REPORT

2.1 The purpose of the report is to inform Members of the 2017/18 forecast General Fund and Housing Revenue Account Outturn, 2017/18 Capital Programme Monitoring and provide details for the specific budget areas that this Committee is responsible for.

3. BACKGROUND AND FINANCIAL OUTLOOK

3.1 As detailed in the Medium Term Financial Strategy (MTFS) report submitted to Finance and Policy Committee on 22nd November 2017, the Government will implement further cuts in funding for Councils up to 2019/20. Over the years covered by the MTFS (2017/18 to 2019/20) this means a further grant cut of £9.8m. The Council set a balanced budget for 2017/18, which includes the use of one off reserves. After reflecting the impact of inflation and legislative changes the Council faces continuing funding deficits for the next two years as detailed in the MTFS update report to Finance and Policy Committee on 12th February, 2018

3.2 In view of the ongoing financial challenges the Corporate Management Team will continue to adopt robust budget management arrangements during 2017/18 and as detailed in section 5 it is becoming increasingly difficult to manage the annual budget. This position will need to be managed carefully over the remainder of the financial year, particularly over the winter period where some services face their highest demand and therefore cost of providing services.

4. REPORTING ARRANGEMENTS 2017/18

- 4.1 The availability and reporting of accurate and up to date financial information is increasingly important as future budget cuts are implemented and one-off resources are used up.
- 4.2 The Finance and Policy Committee will continue to receive regular reports which will provide a comprehensive analysis of departmental and corporate forecast outturns, including an explanation of the significant budget variances. This will enable the Committee to approve a strategy for addressing the financial issues and challenges facing the Council.
- 4.3 To enable a wider number of Members to understand the financial position of the Council and their service specific areas each Policy Committee will receive a separate report providing:
- a brief summary of the overall financial position of the Council as reported to the Finance and Policy Committee;
 - the specific budget areas for their Committee; and
 - the total departmental budget where this is split across more than one Committee. This information will ensure Members can see the whole position for the departmental budget.

5. SUMMARY OF OVERALL COUNCIL FINANCIAL POSITION

- 5.1 An updated assessment of the forecast 2017/18 outturn has been completed and a net over spend of £0.124m is anticipated, which is lower than previous forecast of £0.250m. The 2017/18 outturn has been prepared to reflect expenditure incurred to date and forecast to be incurred in the rest of the financial year. As Members will be aware from previous years significant elements of the Council's budget are demand led and affected by expenditure over the winter months, including care costs in relation to older people and winter maintenance. The forecasts need to be considered in the context of the complexity of managing a gross General Fund budget of £260m and a net budget of £73m.

Forecast overspend / (under spend) 2017/18

2016/17 Actual Outturn £'000		2017/18 Latest Forecast - Overspend/ (Under spend) £'000
1,502	Departmental budgets outturn	2,254
0	Departmental reserve usage	(1,400)
(1,240)	Corporate budgets outturn	(730)
262	Net Forecast overspend	124

- 5.2 The majority of the forecast overspend relates to continuing costs in relation to Looked after Children (LAC), including the cost of care proceedings.
- 5.3 In order to address the forecast 2017/18 over spend of £0.124m Departments are working on eliminating the deficit by identifying 'discretionary spending' which can be stopped or delayed and capitalising existing revenue spending. If this is not possible this will need to be funded from the Unearmarked General Fund Reserve.

6. 2017/18 FORECAST GENERAL FUND OUTTURN – Regeneration Services Committee

- 6.1 The Regeneration Services Committee has responsibility for services managed by the Director of Regeneration and Neighbourhoods and the Director of Public Health. Budgets are managed at a Departmental level and therefore a summary of the Departmental position for both Directors areas of responsibility are provided below. The tables set out the overall budget position for each Department broken down by Committee, together with a brief comment on the reasons for the forecast outturn.

Budgets Managed by the Director of Regeneration and Neighbourhoods

Budget £'000	Description of Expenditure	December Projected Outturn Adverse/ (Favourable) Latest Forecast £'000	Comments
1,610	Finance & Policy Committee	205	This adverse variance relates to projected income shortfalls across several service areas including Building Consultancy. These variances are off-set in part by favourable variances on other Trading Activities.
3,078	Regeneration Services Committee	325	This adverse variance relates to projected income shortfalls across several service areas including Planning, Economic Regeneration and Cultural Services.
14,634	Neighbourhood Services Committee	(370)	Favourable variances on the Vehicle Fleet, Passenger Transport and Concessionary Fares budgets are offset by an adverse variance on Waste and Environmental Services and Car Parking.
19,322	Total Regeneration & Neighbourhoods	160	

Budgets Managed by the Director of Public Health

Budget	Description of Expenditure	December Projected Outturn Adverse/ (Favourable) Latest Forecast	Comments
£'000		£'000	
637	Finance & Policy Committee	(280)	The favourable variance mainly relates to the early achievement of efficiencies on the Substance Misuse service. These savings will form part of the 2018/19 savings programme for Public Health. The favourable variance is offset by a projected shortfall in Licensing income.
438	Regeneration Services Committee	180	The adverse variance includes a shortfall on income associated with the Borough Hall and Carlton. The adverse variance in the Sport and Recreation Service Area will be funded from Public Health reserves in 2017/18.
1,075	Public Health Total - before Reserves	(100)	
0	Creation of Reserves Total	290	The Public Health Grant is ringfenced and any underspend will be transferred into a ringenced reserve in line with the grant conditions.
1,075	Public Health Total - Net of Reserves	190	

6.2 Further details of the specific budget areas this Committee is responsible for are provided in **Appendix A**.

7.0 2017/18 FORECAST HOUSING REVENUE ACCOUNT OUTTURN

7.1 The Housing Revenue Account (HRA) is a ring fenced account relating to the Council's rented housing. It was reopened on the 1st April, 2016 as a result of the number of houses exceeding the Government's new limit of 200, which was announced in a Ministerial Statement on 20 March, 2015. Details of the forecast outturn are shown at **Appendix B**. The forecast outturn is a nil variance. The improvement since Quarter 2 relates to one-off income as a result of a back dated claim for solar panel income which is £0.068m higher than budget.

8. CAPITAL MONITORING 2017/18

8.1 The 2017/18 MTFS set out planned capital expenditure for the period 2017/18 to 2018/19.

8.2 Expenditure against budget to the 31st December 2017 for this Committee can be summarised in the following table and further details are provided in **Appendix C**.

Department	2017/18 Budget Including Future Years £'000	2017/18 Budget £'000	2017/18 Actual to 31/12/17 £'000	2017/18 Remaining Expenditure £'000	2017/18 Re-phased Expenditure £'000	2017/18 Variance from Budget Adverse/ (Favourable) £'000
Regeneration and Neighbourhoods	13,985	8,717	1,480	6,274	943	(20)
Public Health	158	66	39	27	0	0
Total Regeneration Committee	14,143	8,783	1,519	6,301	943	(20)

8.3 The main items to bring to members attention are detailed below.

8.4 The £20,000 favourable variance relates to an Adult Education office accommodation budget that is no longer required and has been transferred to the Councils Capital Fund as approved by the Finance and Policy Committee at its meeting on the 12th February, 2018 following a recommendation in the Capital Programme 2018/19 report.

8.5 The rephased expenditure relates mainly to:

- the 'Empty Homes' scheme which has been reprofiled in agreement with the Homes and Communities Agency to maximise the grant that can be claimed for each additional house
- the 'North Central Hartlepool Housing Regeneration' scheme includes staged payments to PlaceFirst which are expected to continue into the next financial year.

9. CONCLUSIONS

9.1 An updated assessment of the forecast 2017/18 budget outturn has been prepared, reflecting expenditure to date and forecast over the remainder of the year. As detailed in Section 5 a 2017/18 General Fund revenue budget over spend of £0.124m is forecast. This mainly reflects Children's Services pressures and potential Regeneration and Neighbourhoods income shortfalls and Waste Disposal costs. To address the forecast deficit the following options continue to be explored. If this is not possible the deficit will need to be funded from the Unearmarked General Fund Reserve.:

- identify 'discretionary spending' which can be stopped, or delayed;
- reserves review has been completed. One off funding may need to be allocated to offset the overspend;
- capitalise existing revenue spending.

10. RECOMMENDATIONS

10.1 It is recommended that Members note the report.

11. REASONS FOR RECOMMENDATIONS

To update Members on the Committees forecast 2017/18 General Fund and HRA Revenue budget outturn and provide an update on the Capital Programme for 2017/18.

12. APPENDICES

Appendix A attached
Appendix B attached
Appendix C attached

13. BACKGROUND PAPERS

Strategic Financial Management Report – as at 31st December 2017 to Finance and Policy Committee 18.02.18
Strategic Financial Management Report – as at 30th September 2017 to Finance and Policy Committee 22.11.17
Medium Term Financial Strategy 2017/18 to 2019/20 report to Finance and Policy Committee 22.11.17.

14. CONTACT OFFICERS

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BUDGETS MANAGED BY THE DIRECTOR OF REGENERATION AND NEIGHBOURHOODS

Approved 2017/2018 Budget £'000	Description of Service Area	December Projected Outturn Adverse/ (Favourable) Latest Forecast £'000	Director's Explanation of Variance
Regeneration Services Committee			
(50)	Adult Education	0	
20	Archaeology	0	
31	Community Centres	5	The adverse variance relates to a shortfall in income across the service area.
637	Cultural Services	65	The adverse variance is mainly owing to a shortfall in income at the Town Hall Theatre.
949	Libraries	5	The adverse variance relates to a shortfall in income across the service area.
72	Building Control	15	The adverse variance relates to a shortfall in income which is projected at year end.
199	Planning Services	200	The adverse variance relates to a potential shortfall in income from planning fees. It is difficult to predict the outturn in this area as approximately 80% of the fee income comes from large scale projects and the timing of these applications is difficult to predict. This forecast includes the planned 20% increase in fees from 1st January, 2018.
472	Housing Services	(75)	The favourable variance relates largely to additional grant income received in 2017/18.
612	Economic Regeneration	0	
(107)	Economic Regeneration - External Funding	100	The adverse variance relates to a shortfall in income. Plans to generate general fund savings from Grant income have not been possible owing to changes in the Grant Regimes now available and this income pressure has therefore been factored into the 2018/19 savings proposals previously approved.
243	Heritage & Countryside	10	The adverse variance relates to one-off costs incurred in year.
3,078	Regeneration Services Committee Sub Total - before the creation of reserves	325	
Creation of Reserves			
3,078	Regeneration Services Committee Total - Net of Reserves	325	

PLANNED USE OF RESERVES

The above figures include the 2017/2018 approved budget along with the planned use of Departmental Reserves created in previous years.

The details below provide a breakdown of these reserves

Approved 2017/2018 Budget £'000	Description of Service Area	Planned Usage 2017/2018 £'000	Variance Over/ (Under) £'000	Director's Explanation of Variance
Regeneration Committee				
134	Adult Education	20	(114)	This variance relates to the profile of expenditure over academic years.
186	Local Plan	186	0	
250	Economic Regeneration Schemes/YEI	162	(88)	This variance relates to the profile of expenditure over years.
30	Libraries	20	(10)	This variance relates to the profile of expenditure over years.
3	Archaeology	3	0	
5	Works in Default - Empty Properties	5	0	
189	National Museum of the Royal Navy Hartlepool	189	0	
41	Selective Licensing/Housing	0	(41)	This variance relates to the profile of grant income an expenditure over years.
838	Total	585	(253)	

BUDGETS MANAGED BY THE DIRECTOR OF PUBLIC HEALTH

Approved 2017/2018 Budget £'000	Description of Service Area	December Projected Outturn Adverse/ (Favourable) Latest Forecast £'000	Director's Explanation of Variance
Regeneration Services Committee			
Public Health General Fund			
(3)	Environmental Protection	5	Adverse variance relates to a potential shortfall in Pest Control Income.
(34)	Environmental Standards	10	Adverse variance relates to a potential shortfall in income from Markets.
475	Sport, Leisure & Recreation Facilities	165	The adverse variance relates to income shortfalls at the Borough Hall (£65k latest) and Carlton (£100k latest). This variance assumes that the overall adverse variance on Sports facilities (£120k Worst Case) will be funded from Reserves in 2017/18.
438	Regeneration Services Committee Sub Total - before the creation of reserves	180	
	Creation of Reserves		
438	Regeneration Services Committee Sub Total - net of reserves	180	

PLANNED USE OF RESERVES

The above figures include the 2017/2018 approved budget along with the planned use of Departmental Reserves created in previous years. The details below provide a breakdown of these reserves

Approved 2017/2018 Budget £'000	Description of Service Area	Planned Usage 2017/2018 £'000	Variance Over/ (Under) £'000	Director's Explanation of Variance
Regeneration Committee				
10	Sport and Recreation Reserve	10	0	
10	Total	10	0	

HOUSING REVENUE ACCOUNT

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2017/18 as at 31ST DECEMBER, 2017

	Budget	Projected Outturn	Projected Outturn Variance	Director's Explanation of Variance
	£'000	£'000	£'000	
Income				
Dwelling Rents	(1,080)	(998)	82	Reflects the higher level of voids as reported in the HRA Business and Asset Management Plan
Charges for services and facilities	(2)	(2)	0	
Other Income	(12)	(80)	(68)	Includes one-off additional income from PV solar panels relating to backdated claims.
Income sub total	(1,094)	(1,080)	14	
Expenditure				
Repairs and maintenance	101	160	59	Higher repairs and inspection costs mainly owing to high level of voids
Supervision and management	245	260	15	
Rents, rates, taxes and other charges	15	30	15	Council tax payable on empty properties under refurbishment and voids.
Increase in provision for bad or doubtful debts	30	40	10	The increase is owing to increased rent arrears resulting from the roll out of Universal Credit.
Depreciation of fixed assets (Major Repairs Allowance)	258	265	7	
Debt Management	10	10	0	
Expenditure sub total	659	765	106	
Net cost of services	(435)	(315)	120	
Interest payable	355	330	(25)	Lower borrowing costs relating to the reprofiling of the Empty Properties scheme.
HRA investment income	(6)	(15)	(9)	
HRA Operating (Surplus) / Deficit for the year	(86)	0	86	
Movement on the HRA Reserve				
HRA Reserve Opening Balance	(530)	(538)	(8)	The opening balance reflects the additional surplus generated in 2016/17 after the budget was set.
(Surplus)/Deficit for the year	(86)	0	86	
HRA Reserve Closing Balance	(616)	(538)	78	

BUDGETS MANAGED BY THE DIRECTOR OF REGENERATION & NEIGHBOURHOODS

Project Code	Scheme Title	BUDGET		EXPENDITURE IN CURRENT YEAR					Type of Financing	2017/18 COMMENTS
		A 2017/18 and Future Years Budget £'000	B 2017/18 Budget £'000	C 2017/18 Actual as at 31/12/17 £'000	D 2017/18 Expenditure Remaining £'000	E Expenditure Rephased into 2018/19 £'000	F (C+D+E) 2017/18 Total Expenditure £'000	G (F-B) 2017/18 Variance from Budget £'000		
7218	Housing - Disabled Facility Grants	1,269	1,269	620	399	250	1,269	0	MIX	Includes an estimate of the amount to be rephased following the reprofiling of this budget.
7220	Housing - Private Sector Grants	57	57	20	7	30	57	0	GRANT	Although the recurring funding for this budget ended in 2010/11, the remaining balance has been used for 'home plus' grants for essential repairs/works to enable vulnerable owner occupiers to remain in their homes. Additional refunds received in year have increased the available budget resulting in rephased funding to be used next year.
8106	Housing - Former RTBs	121	0	0	0	0	0	0	GRANT	Relates to former RTBs received in 2016/17. The HRA Business and Asset Management Plan report as approved by F&P Committee on 30th October 2017. This will be used to fund additional houses in future years.
8155	Housing - Preventing Repossession	12	12	12	0	0	12	0	GRANT	Demand led budget. Expected to be spent this year.
8795	Housing - Empty Home Phase 2	2,220	1,385	403	545	437	1,385	0	MIX	The HRA Business and Asset Management Plan report to F&P on 30th October highlighted pressures on the HRA and the need for more sustainable properties. The original profile of 24 units has been reprofiled following consultation with the HCA. Approval has been given to increase the amount of grant per unit from £18.5k to £37k for 8 empty properties and from £18.5k for 5 new build properties. Of these 5 are expected to be deferred until 1819. In addition, additional funding is being sought for the other 9 units.
8605	Housing - North Central Hartlepool Housing Regeneration	559	559	0	339	220	559	0	CAP REC	The final residual costs and outstanding liabilities are now confirmed resulting in a saving that can be used to reduce the Council's capital receipts target. The remaining staged payments to Place First are expected to run into next financial year.
8956	ISQ - Church Square	1,349	1,156	33	1,123	0	1,156	0	GRANT	Contractors have been appointed and works are being scheduled.
8901	ISQ - Workspace	3,517	2,321	226	2,095	0	2,321	0	GRANT	Includes National Productivity Investment Fund (NPIF) grant of £300k which is being held as a contingency but may be required to fund works on the overall ISQ programme. Works are now underway.

BUDGETS MANAGED BY THE DIRECTOR OF REGENERATION & NEIGHBOURHOODS

Project Code	Scheme Title	BUDGET		EXPENDITURE IN CURRENT YEAR					Type of Financing	2017/18 COMMENTS
		A	B	C	D	E	F	G		
		2017/18 and Future Years Budget £'000	2017/18 Budget £'000	2017/18 Actual as at 31/12/17 £'000	2017/18 Expenditure Remaining £'000	Expenditure Rephased into 2018/19 £'000	(C+D+E) 2017/18 Total Expenditure £'000	(F-B) 2017/18 Variance from Budget £'000		
7043	ISQ Church Street Public Realm	2,095	1,796	146	1,650	0	1,796	(0)	MIX	Scheme progressing. Contractor appointed 30th October, 2017.
7048	ISQ Stockton Street Connectivity	1,212	122	19	103	0	122	0	MIX	Scheme planned for 2018/19
new	ISQ - Church Street Building Grants (HLF)	653	0	0	0	0	0	0	GRANT	Relates to the Capital part of the £1.136m scheme recently approved by the HLF
new	ISQ - Broadband	30	0	0	0	0	0	0	GRANT	Future year scheme.
7530	Developers Contributions (Section 106)	850	0	0	0	0	0	0	GRANT	Relates to amounts received and earmarked for purposes specified in developer agreements, but not yet transferred to a budget. Details are set out in Appendix L.
7238	Museums Exhibition Equipment	14	14	1	13	0	14	0	GRANT	Anticipated spend to budget.
7531	Adult Education - Office Accommodation	20	20	0	0	0	0	(20)	RCCO	Budget no longer required. It is proposed that this is transferred to the Councils Capital Fund as detailed in the Capital Programme 2018/19 report to this meeting.
8429	Adult Education - Replace IT	6	6	0	0	6	6	0	GRANT	It is anticipated that a new MIS system compatible with SFA-Skills Funding Agency , will be purchased by February 2018 with implementation by June 2018.
Regeneration & Neighbourhoods Total		13,985	8,717	1,480	6,274	943	8,697	(20)		

Key
RCCO Revenue Contribution towards Capital
MIX Combination of Funding Types
GRANT Grant Funded
CAP REC Capital Receipt

BUDGETS MANAGED BY THE DIRECTOR OF PUBLIC HEALTH

Project Code	Scheme Title	BUDGET		EXPENDITURE IN CURRENT YEAR					Type of Financing	2017/18 COMMENTS
		A	B	C	D	E	F	G		
		2017/18 and Future Years Budget £'000	2017/18 Budget £'000	2017/18 Actual as at 31/12/17 £'000	2017/18 Expenditure Remaining £'000	Expenditure Rephased into 2018/19 £'000	(C+D+E) 2017/18 Total Expenditure £'000	(F-B) 2017/18 Variance from Budget £'000		
8103	Swimming Scheme	35	0	0	0	0	0	0	RCCO	Amounts set aside for maintenance and equipment purchase. A transfer of £10k has been made from this budget as described below. No further expenditure is
8172	Brierton Dance Studio Equipment	10	10	0	10	0	10	0	RCCO	A budget transfer virement of £10k has been approved by the Director using delegated powers under the Budget & Policy Framework to fund equipment and works required to protect service delivery following a Health & Safety risk assessment.
7992	Junior Football Pitches	26	0	0	0	0	0	0	RCCO	Earmarked to be used as match funding on a Sports England scheme if the bid is successful.
8408	Mill House - Equipment Purchase	5	5	2	3	0	5	0	RCCO	Used to fund Equipment replacement when required.
8689	Brierton Sports Fields	37	37	25	12	0	37	0	MIX	The scheme has been completed under budget with less drainage work required than anticipated. The saving was used to reduce the capital receipts target as reported at
8016	Summerhill Multi User Route	2	2	0	2	0	2	0	GRANT	Funded from Section 106
8409	Sport & Youth Improvements	12	12	12	0	0	12	0	MIX	To be used as match funding in future grant bid for work required at Carlton
8964	Brierton Sports Hall Techno Gym	1	0	0	0	0	0	0	GRANT	Used to fund equipment purchase/replacement when
8896	Brierton Tennis Courts	30	0	0	0	0	0	0	CAP REC	Awaiting finalisation of the Sports facilities strategy for
Public Health Total		158	66	39	27	0	66	0		
Regeneration Committee Total		14,143	8,783	1,519	6,301	943	8,763	(20)		

Key

RCCO Revenue Contribution towards Capital
MIX Combination of Funding Types

GRANT Grant Funded
CAP REC Capital Receipt

REGENERATION SERVICES COMMITTEE

5th March 2018



Report of: Assistant Director (Economic Growth and Regeneration)

Subject: HOMELESSNESS REDUCTION ACT 2017

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 For information only.

2. PURPOSE OF REPORT

2.1 The Homelessness Reduction Act 2017, (the Act) comes in to force on the 3rd April 2018, and places new statutory duties on local authorities to provide meaningful support to everyone who is homeless or at risk of homelessness, regardless of whether they are in priority need or 'intentionally homeless'.

2.2 This report summarises the main changes and additional duties the new Act will bring.

3. BACKGROUND

3.1 In June 2016 MP Bob Blackman submitted a private members' bill to parliament, having previously been approached by the homelessness charity Crisis. The bill received cross-party support and following its passage through parliament, the Homelessness Reduction Act received Royal Assent on 27 April 2017.

3.2 The Act is made up of 12 primary sections; the most significant change is that homelessness prevention becomes a statutory function and this will significantly increase the administrative burden placed on the Housing Advice Service.

3.3 Whilst local authorities back the aims of the Act, they have regularly pointed out that they will not be able to deliver on these aims without

substantial funding from government. The government has pledged £61 million to cover the first two years of the legislation, but the Association of Housing Advice Services has estimated the cost could be £161 million for London councils alone.

4. PROPOSALS

4.1 The Minister for Local Government has confirmed that the duties under the Act will commence on Tuesday 3rd April 2018 and that a new Homelessness Code of Guidance, providing practical advice on how the legislation and related policies should be implemented is expected to be published in Spring 2018

4.2 Key measures in the Act

4.2.1 The Act represents a significant change to homelessness legislation. Key measures include:

- An extension of the period during which an authority should treat someone as threatened with homelessness from 28 to **56 days**, and clarification of the action an authority should take when someone applies for assistance having been served with a notice to quit or notice of possession. These provisions represent a shift in focus to early intervention, and aim to encourage local housing authorities to act quickly and proactively, addressing some concerns that some previously only intervened at crisis point.
- A new duty to **prevent** homelessness for all eligible applicants threatened with homelessness, regardless of priority need. This extends the help available to people not in priority need, with local housing authorities supporting them to either stay in their accommodation or help them find somewhere to live and should mean fewer households reach a crisis situation.
- A new duty to **relieve** homelessness for all eligible homeless applicants, regardless of priority need. This help could be, for example, the provision of a rent deposit or debt advice. Those who have a priority need will be provided with interim accommodation whilst the Local Housing Authority carries out the reasonable steps.
- A new duty on public services to **refer** applicants to a local authority if they come into contact with someone they think may be homeless or at risk of becoming homeless. It is hoped that this measure will ensure that a person's housing situation is considered when they come into contact with wider public services, and encourage public services to build strong relationships based on local need and circumstances
- A new duty to agree and assess a personal housing plan for all eligible applicants regardless of priority need which includes;

- I. The circumstances that have caused homelessness or potential homelessness
- II. The housing and any other support needs of the applicant and their household
- III. A personalized housing plan, developed and agreed with the applicant setting out the steps for the applicant and the Council to take to ensure accommodation can be secured and/or retained.

4.2.2 An applicant's assessment and plan must be kept under review and updated as necessary, until it is determined that no further duty is owed.

- Increased rights to applicants to request a review of any decision made by the Council in the assessment of their application

4.3 **Impact to the Council**

4.3.1 In implementing the new legislation the Council faces a number of challenges;

- Increased applications for assistance – Ministry of Housing, Communities and Local Government (MHCLG). MHCLG advisors have estimated that caseloads could increase by up to 50%
- Increase demand for emergency temporary accommodation (current stock is maximized and at full capacity)
- Increased time spent in temporary accommodation due to extended duties
- An increase in review requests in line with new duties
- Increased administrative burdens
- Increased footfall via the Contact Centre
- Increased IT costs to purchase a new IT system that is fully compliant with the new requirements and can also offer an on-line self-help portal for applicants.

4.3.2 In order to meet these challenges there are a number of opportunities and recommended actions for the Council and partner agencies to consider;

4.4 **Maximising the use of temporary accommodation**

- Investigate any opportunities to extend 'crash pad' facilities within existing supported accommodation schemes.
- Continue to monitor and support the effective use of existing Supported Housing schemes.
- Investigate the possibility of leasing social housing stock for the provision of emergency temporary accommodation.

- Investigate the feasibility of implementing a Housing First model. 'Housing First' is an approach that offers permanent, affordable housing as quickly as possible for individuals experiencing homelessness and provides the supportive services, connections to the community based support people need to keep their housing and avoid returning to homelessness. Ministers and MHCLG are promoting this approach very strongly and have linked it very clearly with the roll out of the Act.

4.5 **Development of advice services offered**

- Improve and increase the range of support options available to those threatened with homelessness e.g. homeless prevention fund, rent deposit guarantee, mediation with family members / landlords, crash pad facilities.
- Review and clarify the roles and remits of officers within the Housing Advice Team and explore opportunities for officers to develop specialism's to support and guide colleagues.
- Strengthening relationships with lenders and County Courts to ensure early intervention referral processes are in place for households at risk of homelessness due to possession action
- Review and strengthen existing Eviction Protocol with social housing providers to include all potential evictions and not just those with a recognised 'priority need'. Also to ensure the new 'Duty to Refer' is effectively implemented.
- Develop a similar voluntary Eviction Protocol with private landlords
- Maximising the use of digital communications (i.e. social media, the HBC website etc.) to keep people informed of their housing rights and where they can find support
- Development of new tools for creating personal housing plans with applicants
- Explore, with Registered Providers of social housing, opportunities to develop services for training and support to improve access to housing and prevent homelessness ,i.e. offering or signposting to free training opportunities to support tenants and applicants to develop new skills, improve their health and wellbeing, enhance their education and employability
- Review the operation of the Good Tenant Scheme and explore any IT solutions that may be able to be developed to allow 'self-help' access including the development of referral pathways to additional support and training to assist applicants overcome identified issues.
- Development of robust policies and procedures for staff to refer to when faced with a client failing to co-operate or a review request

4.6 **Addressing the impact on and of other services**

- Work to develop a cross-service prevention culture, highlighting each teams role in preventing homelessness
- Implementing essential awareness training for key staff and service areas

- Carry out a review to ensure the impact on corporate services is understood
- Explore opportunities to align operation of Welfare Support and Discretionary Housing Payments with Homeless Prevention Fund to provide a greater emphasis on the prevention of homelessness and sustainment of tenancies
- Develop a Sustainable Tenancies Strategy to ensure tenancy sustainment and homelessness prevention is embedded across all housing providers

5. RISK IMPLICATIONS

- 5.1 It is anticipated that the introduction of the new Act will raise service users expectations as to the provision of permanent housing. The risk to the Council is additional stress to front line officers which could lead to sickness and impact on service provision. There may also be increased litigation with associated costs. Proposals to mitigate those risks are preparatory training and adequate software, case management tools and workflow systems. Consultation with partners and other Council services will help to inform and manage expectations.

6. FINANCIAL CONSIDERATIONS

- 6.1 The new requirements will have financial implications for local authorities and this has been recognised with the introduction of two new ringfenced grants. Additional one-off and recurring costs will be incurred.

The MHCLG has announced an additional ‘one-off’ financing to each local authority to support this change (totaling £61 million nationally), this ‘New Burdens’ funding allocated to Hartlepool is;

HRA New Burdens Grant	2017/18	2018/9	2019/20	Total
Hartlepool	£30,055	£27,531	£29,353	£86,939

- 6.2 The MHCLG has also announced that existing data requirements will need to be changed which will probably require updates to council software systems. A one off additional budget of £9,000 to support this requirement will also be provided to all local authorities.

6.3 Flexible Homeless Support Grant

The MHCLG have replaced the previous ‘Temporary Accommodation Management Fee’ with the Flexible Homelessness Support Grant from April 2017. The Flexible Homelessness Support Grant is designed to transform the way councils fund homelessness services to give them greater flexibility to prioritise the prevention of homelessness. Under the previous ‘Temporary Accommodation Management Fee’, funding could

only be used to fund expensive temporary accommodation, largely through Housing Benefit, when a household was already homeless, rather than on preventing this happening in the first place. Local authorities must provide temporary accommodation for families that are homeless through no fault of their own. The Government's purpose is to enable councils to spend money currently spent on expensive temporary accommodation on stopping people becoming homeless in the first place. To do this, it has changed how councils are funded to manage temporary accommodation for homeless people.

The Flexible Homelessness Support Grant is ring-fenced for two years. The Government has not stated whether it will continue after 2018/19 or if it will continue to be ring-fenced. The allocation for Hartlepool is;

Flexible Homeless Support Grant	2017/18	2018/19
Hartlepool	£44,915	£44,915

It is anticipated that the grants will cover all costs associated with the new obligations and there will be no impact on the General Fund. There is a potential risk that this funding will not continue after 2018/19 however given the profile of homelessness this is considered to be low risk.

7. LEGAL CONSIDERATIONS

- 7.1 The Homelessness Reduction Act places increased statutory duties upon the Local Authority as identified within the report.

8. CONSULTATION

- 8.1 The Department for Communities and Local Government (renamed Ministry of Housing, Communities and Local Government) have completed their consultation on their draft Homelessness Code of Guidance in December 2017 and expect to publish the new Code in the spring of 2018.

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 The restructure of services affecting the delivery of Housing functions has seen the Housing Advice Team being relocated to the Children's Services Hub and has also resulted a reduction in the overall staffing resources available to the team. Officers who previously had a split role between the Housing Advice Team and the Housing Management Service are from April to be retained solely by Housing management. The impact of this will need to be closely monitored as MHCLG have indicated that they expect Homeless Services to increase their staffing compliment in order to fulfill the increased statutory duties under the new Act.

13. ASSET MANAGEMENT CONSIDERATIONS

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

14. RECOMMENDATIONS

14.1 That Elected Members note the changes and implications of the Homelessness Reduction Act and the Council's approach to delivering the requirements of the Act.

14.2 That a monitoring report will be brought back to the Regeneration Services Committee in 12 months to report on how the Council and partners have delivered the new requirements of the Act.

14.3 That a monitoring report will be brought back to Committee in 12 months to report on how the Council and partners have delivered the new requirements of the Act.

15. CONTACT OFFICER

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