

FINANCE AND POLICY COMMITTEE

AGENDA



Monday 12 March 2018

at 10.00 am

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

MEMBERS: FINANCE AND POLICY COMMITTEE

Councillors C Akers-Belcher, Clark, Cranney, Fleming, Hunter, James, Lindridge, Loynes, Moore, Smith and Thomas.

1. APOLOGIES FOR ABSENCE

2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

3. MINUTES

- 3.1 To receive the minutes of the meeting of the Finance and Policy Committee held on 12 February 2018.
- 3.2 To receive the minutes of the joint meeting of the Finance and Policy Committee and Regeneration Services Committee held on 22 January 2018
- 3.3 To receive the minutes of the meeting of the Safer Hartlepool Partnership held on 8 December 2017.

4. BUDGET AND POLICY FRAMEWORK ITEMS

No items.

5. KEY DECISIONS

- 5.1 Neighbourhood Investment Programme – *Director of Regeneration and Neighbourhoods*



6. OTHER ITEMS REQUIRING DECISION

- 6.1 Proposal to Commit Funding from the Child and Family Poverty Initiatives Reserve – *Children's Services Committee*
- 6.2 Health and Wellbeing of the Workforce – *Assistant Director, Corporate Services*
- 6.3 Working Towards Being a Dementia Friendly Organisation – *Assistant Director, Corporate Services*
- 6.4 Council Plan 2017 – 2020 - Quarter 3 Performance Report – *Chief Executive*
- 6.5 Irrecoverable Debts – Council Tax and Business Rates – *Director of Finance and Policy*
- 6.6 Approval for Compulsory Redundancies – *Director of Finance and Policy*

7. ITEMS FOR INFORMATION

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

8. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT



FINANCE AND POLICY COMMITTEE

MINUTES AND DECISION RECORD

12 FEBRUARY 2018

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

Present:

Councillor Christopher Akers Belcher (In the Chair)

Councillors: Alan Clark, Kevin Cranney, Dave Hunter, Marjorie James, Jim Lindridge, Shane Moore and Leisa Smith.

Also Present: as substitute in accordance with Council Procedure Rule 5.2:
Councillor Bob Buchan as substitute for Councillor Tim Fleming;
Councillor Allan Barclay as substitute for Councillor Stephen Thomas.

Officers: Gill Alexander, Chief Executive
Hayley Martin, Head of Legal Services (Place)
Chris Little, Director of Finance and Policy
Claire McLaren, Assistant Director, Corporate Services
Dr Esther Mireku, Public Health Specialist
Jill Harrison, Director of Adults and Community Based Services
Denise Ogden, Director of Regeneration and Neighbourhoods
Julian Heward, Public Relations Officer
David Cosgrove, Democratic Services Team

99. Apologies for Absence

Councillors Tim Fleming, Brenda Loynes and Stephen Thomas.

100. Declarations of Interest

Councillor Christopher Akers Belcher declared a prejudicial interest in Minute No. 109.

101. Minutes of the meeting held on 8 January 2018

Confirmed.

A Member referred to the discussion under Minute No. 96 Council Tax Base 2018/19 and the clarification given by the Director of Policy and Finance in relation to the detailed tables within the report. The Member requested that in future reports on the Council Tax Base narrative to explain the statutory

equations behind the figures reported. The Director of Finance and Policy indicated that such narrative would be included in future reports.

102. Health and Wellbeing Strategy (2018 - 2025) (*Interim Director of Public Health*)

Type of decision

Budget and Policy Framework.

Purpose of report

The purpose of the report was to present to the Committee the final draft of the Joint Hartlepool Health and Wellbeing Strategy (JHWS) for agreement and subsequent submission to Council for adoption.

Issue(s) for consideration

The Public Health Specialist outlined the development of the JHWS over recent months and the consultation that had been undertaken in developing the finalised document.

The draft Strategy had been approved by the Health and Wellbeing Board (HWB) on the 4 December 2017 for referral to Full Council and to Hartlepool and Stockton Clinical Commissioning Group Governing Board for formal approval. The HWB recognised the need to incorporate any views or comments expressed by the Hartlepool and Stockton Clinical Commissioning Group Governing Body (30 January 2017), and today's Finance and Policy Committee, in the intervening period. On this basis, the HWB delegated authority to the Chair of the HWB, in conjunction with the Interim Director of Public Health, to make any final additions / changes to the Strategy, prior to its formal approval.

The Hartlepool and Stockton Clinical Commissioning Group (CCG) Governing Body considered the draft strategy at its meeting on 30 January 2018 and approved for it to go to the CCG Governing Board on 27 March 2018 for formal approval.

The Chair noted that as he had indicated at the recent meeting of the Safer Hartlepool Partnership, a report providing a full overview of the drug and alcohol preventative services in Hartlepool would be submitted to a future meeting of this Committee. The Chair wished to record his and Members appreciation of the work that officers had undertaken in the development of the Strategy. The following decision was approved unanimously.

Decision

That the final draft of the joint Hartlepool Health and Wellbeing Strategy be approved for subsequent submission to full Council for approval and adoption.

103. Medium Term Financial Strategy (MTFS) 2018/19 to 2019/20 and Financial Outlook from 2020/21 *(Corporate Management Team)*

Type of decision

Budget and Policy Framework.

Purpose of report

The purpose of the report was to update the MTFS to reflect the Local Government Finance settlement announcement and to enable Members to finalise the detailed 2018/19 Council Tax proposals to be referred to Council on 22nd February 2018.

Issue(s) for consideration

The Director of Finance and Policy reported that Council on 14 December 2017 approved the budget proposals referred from the Finance and Policy Committee and this included an indicative Council Tax increase (including an indicative 3% Social Care precept) of 4.9% for 2018/19. The indicative 2018/19 Council Tax increase generates recurring income of £1.785m and this addresses approximately 25% of the 2018/19 gross deficit. The remaining 75% of the 2018/19 deficit has been addressed from a combination of forecast housing growth, budget savings and use of reserves.

The Government presented the provisional settlement to Parliament on 19th December 2017 and final settlement on 6th February 2018. The Director highlighted that one major change that was announced by the Government was an increase in the core Council Tax referendum limit from 2% to 3% to recognise the financial pressures facing councils, including the increased costs of Looked after Children. For authorities with Adult Social Care responsibilities the previously announced Adult Social Care precept limits remained. These arrangements continue the Adult Social Care precept of an additional 2% for three years up to 2019/20, with flexibility to increase the precept to 3% in 2017/18 and 2018/19, provided the increases do not exceed 6% between 2017/18 and 2019/20.

Whilst, the increase in the core Council Tax referendum limit and Social Care precept increases financial flexibility and secures recurring Council Tax income, this change is more beneficial to more affluent areas where the additional Council Tax increases would raise more recurring resources. For example, Department of Communities and Local Government figures show that Wokingham Council could raise Council Tax income of £34 per resident if they implement a Council Tax increase up to the 2018/19 referendum limit; whereas Hartlepool could only raise £24 per resident. This means Wokingham could potentially raise approximately £1m of recurring income more than Hartlepool. While all Councils were facing

funding issues around Children's and Adults social care, it would have been better for Hartlepool if the Government had recognised these issues by providing additional grant funding, rather than relying upon a further increase in Council Tax.

In terms of the long standing debate around the retention of Business Rates, the Director stated that the Government had now indicated that they intended to move to 75% Business Rates Retention from 2020/21. This change would not require primary legislation, which would be required for 100% retention.

The Director reported that the final Local Government Finance settlement was issued on 6 February and this confirmed the previously announced Revenue Support Grant cuts. The final settlement provided additional Adult Social Care Support Grant of £150m for 2018/19. This is one off funding and is being funded from an anticipated underspend in existing Government departmental budgets. Hartlepool's allocation is £313,000. As this is one off funding it was recommended by the Director that this amount be used to reduce the use of Budget Support Fund reserve in 2018/19. This proposal would then enable these resources to be carried forward and earmarked towards reducing the 2019/20 budget deficit, which was currently forecast to be between £5.232m and £6.013m.

The Director advised Members that the Government's 2018/19 Council Tax referendum limit was now 6%, consisting of a core referendum limit of 3% and an Adult Social Care precept of 3%. The report detailed the impact of retaining a 4.9% Council Tax increase and the impact of increasing Council Tax by a further 1%, i.e. a 5.9% increase. This would create additional recurring income but would also be an increased burden on Council Tax payers.

The Director also highlighted that another impending issue for the Council in 2020/21 was the Government's Fairer Funding Review. This together with the potential of 75% business rate retention could have a significant effect on future funding and even together they were unlikely to be beneficial for Hartlepool.

The Chair stated that the report to Council on 14 December 2017 was predicated on an overall Council Tax increase of 4.9%. While there would be a longer term benefit in recurring additional Council Tax income it would place additional pressure on Hartlepool households. The Chair, therefore proposed that the total Council Tax increase should remain at 4.9%; this was seconded by the Vice-Chair. The Chair clarified that while the overall increase should remain at 4.9%, the allocation of the funds should be reconsidered with the base 2.9% Council Tax increase and the additional resources allocated to help address children's social care budget issues. The Chair also clarified that the 2% Adult Social Care precept should be utilised to fund adult social care budget issues and this proposal would provide the flexibility of allowing a further potential 1% Adult Social Care precept element in next year's budget proposals to the maximum 6%

allowed over three years.

A member of the public raised concern at the potential of a further increased in council tax which he considered had increased by nearly 15% in recent years and questioned if the Council had assessed the impact of this rise on households in the town. The Chair commented that the Committee had recently received an update report on family poverty in the town and was very aware of the issue. There was disagreement from the public gallery on the issue following which two members of the public left the meeting after the Chair requested the meeting be allowed to proceed uninterrupted.

The following decision was agreed unanimously.

Decision

The Committee: -

1. Noted the increase in the Government's core Council Tax referendum limit from 2% to 3% for 2018/19 and 2019/20 announced by the Government in December 2017;
2. Noted that the provisional 2018/19 Local Government Finance Settlement states that "in recognition of higher than expected inflation and the pressures on services such as social care and policing, the Government has decided to make changes to the Council Tax referendum principles";
3. Noted that there is no change in the Adult Social Care precept arrangements for 2018/19 and 2019/20;
4. Recommended to Council that a 2018/19 Council Tax increase be approved in line with the indicative increase approved as part of the December 2017 MTFS proposals approved by Council of 4.9%; consisting for core increase of 2.9% (with the additional 1% being allocated to help address Children's Social Care budget pressure), plus Adult Social Care precept of 2%).
5. Approved the proposals to use the one off 2018/19 Adult Social Care Support Grant of £313,000, announced by the Government on 6th February, to reduce the use of the Budget Support Fund reserve in 2018/19. This proposal would then enable these resources to be carried forward and earmarked towards reducing the 2019/20 budget deficit, which was currently forecast to be between £5.232m and £6.013m.
6. Recommended that Council approve the updated capital budgets detailed in Appendix A to the report, which reflected Government capital allocations announced since the initial proposals were approved by Council in December 2017.

104. **Community Engagement and Cohesion Strategy**

(Director of Regeneration and Neighbourhoods and Director of Finance and Policy)

Type of decision

Budget and Policy Framework.

Purpose of report

The purpose of the report was to present the final proposed Community Engagement and Cohesion Strategy to Members prior to its submission to Council for approval.

Issue(s) for consideration

The Director of Regeneration and Neighbourhoods reported that the final draft Strategy was subject to a two week consultation via an online survey which was promoted to the groups on the Council's Voluntary and Community Sector database, to the press and through the Council's social media accounts. There were 2 responses to the final online consultation and 1 formal written response was also received and these were summarized in an appendix to the report.

The Director indicated that the changes made to the Strategy following the final round of consultation could be summarised as follows: -

- Reference to feeding back had been added to promoting better communication and ensuring a two-way conversation;
- Reference to building on people's passions had been added in supporting communities to take part and deliver improvements;
- Parish Councils had been added to the list of groups and organisations under building community capacity and promoting social action.

The Director indicated that once approved, the strategy would be forwarded to full Council on 15 March 2018 for adoption as part of the Budget and Policy Framework.

Members welcomed the strategy and supported it being forwarded to Council. Members commented that much would now depend on how the strategy was supported and delivered. The Director commented that it was proposed that an officer from the Community Development Team would move to the Economic Development Team to advance the strategy. Members indicated that they understood that the whole of the Community Development Team would transfer to the Economic Development Team to promote the aims of the strategy. The Chair requested that the Committee delegate further consideration of the staffing issues as part of the overall delivery model to the Director in consultation with the Chair and Vice-Chair of the Committee. This was supported by Members.

Decision

1. That the final Community Engagement and Cohesion Strategy be approved for submission to Council for approval and adoption.
2. That the Director of Regeneration and Neighbourhoods be requested to review the staffing implications around the support and delivery of the Community Engagement and Cohesion Strategy and that shaping of the proposals be undertaken in consultation with the Chair and Vice-Chair of the Committee prior to a report to Committee on the delivery model for the provision of infrastructure support to the Voluntary and Community sector.

105. Capital Maintenance Programme 2018/19 to 2019/20 (*Director of Regeneration and Neighbourhoods*)

Type of decision

Key Decision (test (i)/ (ii)) Forward Plan Reference No.07/18.

Purpose of report

To seek Members approval to allocate the Councils Capital Building Maintenance Fund on Council property and assets in 2018/19 and 2019/20 and to consider funding allocations in previous years for schemes that were currently on hold or needed a variation to the original funding approval.

Issue(s) for consideration

The Director of Regeneration and Neighbourhoods reported that the budget available to carry out the proposals was £971,000 as detailed in Table 1 in the report. This amount was made up of unallocated Council Capital Fund (CCF) / Building Condition funding from previous years totaling £706,000, scheme underspends of £315,000 and additional funding required for current schemes in the sum of £50,000. Details of the scheme savings that were to be refunded to the budget were set out in table 2 in the report.

The Director stated that the proposals in relation to the Capital Building Maintenance Fund committed £941,000 of the available funding to enable services to be provided from corporate buildings, (Tables 3 and 4 in the report set out the proposed capital works for 2018/19 and 2019/20 respectively) while reducing the risk of service disruption due to fabric and building services failures and Health and Safety issues etc. The risk of large scale failures of building elements would increase significantly without investment being made in the Councils property portfolio to deal with the reported condition issues. The proposals provided a £30,000 contingency fund against the full programme.

The Director highlighted that Fire Risk Assessments have been completed for all corporate properties and schools. These risk assessments had identified all property and building management deficiencies relating to fire

risk. Although the property risks had been identified by the assessor the method / works required to resolve these need to be quantified, specified and costed. A provisional sum of £100,000 was proposed within the Capital building maintenance schedule of priorities for 2018/19 to undertake fire risk assessments work.

The Director reminded the Committee that the programme of scheduled maintenance in the authority's buildings would continue alongside the capital programme now proposed.

Decision

In accordance with the authority delegated by Council within the approved MTFS for 2016/17 the Committee: -

1. Noted the position of the Capital Building Maintenance Fund as set out in table 1 of the report.
2. Approved the transfer of £315,000 from previous years scheme under spends, as identified in Table 2 in the report, to the Capital Building Maintenance budget
3. Approved the roof and window replacement scheme at Rossmere Youth Centre.
4. Approved the transfer of money from the Council Capital Fund unallocated budget towards the cost of works for the:-
 - a. Hartlepool Enterprise Centre window scheme - £33,000
 - b. Carnegie Building boiler replacement £11,000
 - c. Sir William Gray House toilet and Kitchen refurbishment £6,000.
5. Approved the Capital Building Maintenance programme for 2018/19 as detailed in Table 3 and Appendix 3 to the report.
6. Approved in principle the Capital Building Maintenance programme for 2019/20 as detailed in Table 4 of the report.

106. Corporate Complaints Annual Monitoring Report 2016/17 *(Assistant Director, Corporate Services)*

Type of decision

For information.

Purpose of report

The purpose of the report was to inform Finance and Policy Committee of the corporate complaints received during 2016/17, to report on the Local Government Ombudsman (LGO) Annual Letter 2017 and provide an update following the review of the Corporate Complaints, Comments and Compliments Policy.

Issue(s) for consideration

The Assistant Director, Corporate Services reported that in 2016/17 there

were 19 complaints received under the corporate complaints procedure which was 3 less than the previous year. Of those received, 9 complaints were upheld or partly upheld which was 47% or just under half. Appendix 1 to the report set out further detailed information and comparator statistics.

The LGO Annual Letter was also submitted as an appendix to the report. The Assistant Director indicated that during 2016/17, the LGO received 20 complaints or enquiries about Hartlepool Borough Council, an increase of 1 on the previous year. Of these complaints, 7 resulted in a detailed investigation with 5 not being upheld and the remaining 2 upheld with 1 having a remedy suggested by the LGO. This meant that of the complaints subject to detailed investigation by the LGO only 29% were upheld or partly upheld, which was the lowest percentage in the North East Region. Both of the complaints upheld by the LGO had already been upheld or partly upheld by the Council through the corporate complaints process.

Attached as appendix 3 to the report was a comparison table aggregated from the 2017 annual complaints letters received by the local authorities in the north east to gain a better understanding of where Hartlepool stands. As the smallest authority it was not surprising to see that Hartlepool has the lowest number of complaints. However, Hartlepool had the lowest uphold rate of the 12 north east local authorities.

The Assistant Director highlighted that over the past 12 months 2 main common themes have emerged across complaints that have been through the corporate complaints process and investigated by the Local Government Ombudsman. These are:

- Communication between officers and residents especially on projects in the community where a number of residents are affected by the work being carried out.
- A lack of paperwork / paper trail to provide as evidence to the LGO this includes information that has been shared and agreed between interested parties particularly around physical works.

In order to ensure continuous improvement a formal process for ensuring lessons are learned from the complaints that the Council receives both via corporate complaints and through the LGO is to be developed.

A Member questioned if there was any particular area of the authority that had received a greater number of complaints that had been referred onto the LGO. The Assistant Director indicated that thirteen of the complaints had been received by the Regeneration and Neighbourhoods department.

Decision

The Committee noted: -

- (i) the number of complaints received and upheld within the corporate complaints policy in 2016/17 and the historical information reported

- (i) (appendix 1);
- (ii) the number of complaints received and investigated by the Local Government Ombudsman (appendix 2);
- (iii) the position of Hartlepool in relation to Local Government Ombudsman complaints over the last 3 years and in comparison to the North East local authorities (appendix 3);
- (iv) that a formal process would be introduced to ensure that the lessons learnt from complaints received are communicated and where relevant actioned;
- (v) that informal complaints data and comments and compliments received by the Council would be collated corporately and reported as appropriate.

107. Strategic Financial Management Report - as at 31 December 2017 *(Corporate Management Team)*

Type of decision

For information.

Purpose of report

The purposes of the report were to inform Members of:

- i) 2017/18 Forecast General Fund Outturn;
- ii) Corporate Income Collection Performance; and
- iii) 2017/18 Capital Programme Monitoring

Issue(s) for consideration

The Director of Finance and Policy reported that an updated assessment of the forecast 2017/18 outturn had been completed and a net over spend of £0.124m was now anticipated, which was lower than the previous forecast of £0.250m. The majority of the reported departmental overspend relates to continuing costs in relation to Looked after Children (LAC). As reported in the November 2017 MTFS these pressures arose in 2016/17 and it had been recognised that these pressures would continue into 2017/18 and 2018/19. Further narrative on the issues within the Regeneration and Neighbourhoods was also included within the report to give the Committee an overview of the issues faced. Detailed financial information on all departments was set out in appendices to the report.

In relation to the forecast overspend, the Director indicated that the Corporate Management Team will continue to seek to minimise the forecast 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.

Decision

The Committee noted the report and specifically noted that the Corporate Management Team would continue to work on minimising the forecast 2017/18 General Fund Revenue budget overspend of £0.124m, although if not possible this would need to be funded from the Unearmarked General Fund Reserve.

108. Corporate Procurement Quarterly Report on Contracts *(Director of Finance and Policy)***Type of decision**

For information.

Purpose of report

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

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

Issue(s) for consideration

The Director of Finance and Policy submitted a report outlining the Council's procurement activity since the previous quarterly report. Details of the individual contracts were set out in appendices to the report. One appendix to the report contained 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).

Decision

That the report be noted.

In accordance with the declaration of interest recorded in Minute No. 100, Councillor Christopher Akers-Belcher left the meeting at this point in the proceedings.

Councillor Kevin Cranney in the Chair.

109. Healthwatch Hartlepool (*Director of Adult and Community Services*)

Type of decision

For information.

Purpose of report

To update the Finance and Policy Committee regarding provision of the Healthwatch Hartlepool function and the associated contractual arrangements.

Issue(s) for consideration

The Director of Adult and Community Based Services reported on the background to the arrangements for Healthwatch organisations and how the current arrangement in Hartlepool had been procured and its contract arrangements. Healthwatch Hartlepool has been fulfilling the terms of the contract since 1 April 2016. The current contract comes to an end on 31 March 2018 with no further extension options expressly provided for within the contract.

The Council is able to provide funding to the existing CIO (Charitable Incorporated Organisation) Healthwatch Hartlepool (established specifically to carry out the functions of Healthwatch) via a Grant in Aid funding mechanism.

In line with the Council's initial intention in relation to the Healthwatch function, the continued provision of the service will be achieved through Grant in Aid funding to Healthwatch Hartlepool. This arrangement will be for three years from 1 April 2018 with the option of two 12 month extensions subject to performance and continued availability of funding. The service will be subject to the Council's usual contract monitoring arrangements.

The current contract value for Healthwatch Hartlepool is £129,056; £29,892 of this funding comes from the specific grant 'Local Reform and Community Voices Grant' with the remainder coming from base budget.

The Council needs to be conscious of achieving value for money under its statutory duty (Section 3 Local Government Act, 1999) and will achieve this through a reduction in the current contract value that does not destabilise service delivery. A 10% reduction in the current contract value will be applied from 1 April 2018 giving a revised annual contract value of £116,150. It has been determined through contract monitoring that the current service can be maintained at this level of funding, as efficiencies have been achieved since Healthwatch Hartlepool was established as a CIO. This equates to £580,750 over the five year contract term.

Decision

The Committee noted the contracting arrangements for Healthwatch Hartlepool from 1 April 2018 in line with the original procurement process that required the creation of a standalone organisation incorporated for this purpose.

110. Any Other Items which the Chairman Considers are Urgent

None.

The Committee noted that the next meeting would be held on Monday 12 March 2018 commencing at 10.00 am in the Civic Centre.

The meeting concluded at 10.45 am.

P J DEVLIN

CHIEF SOLICITOR

PUBLICATION DATE: 22 FEBRUARY 2018

JOINT MEETING FINANCE AND POLICY COMMITTEE AND REGENERATION SERVICES COMMITTEE MINUTES AND DECISION RECORD 22 January 2018

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

Present:

Councillor Kevin Cranney (In the Chair)

Councillors: Christopher Akers-Belcher, Stephen Akers-Belcher, Alan Clark, Tim Fleming, Marjorie James, Jim Lindridge, Brenda Loynes, Shane Moore, Steve Thomas and Leisa Smith

Officers: Gill Alexander, Chief Executive
Chris Little, Director of Finance and Policy
Denise Ogden, Director of Regeneration and Neighbourhoods
Rob Smith, Principal Regeneration Officer
Steve Hilton, Senior Public Relations Officer
Denise Wimpenny, Principal Democratic Services Officer

4. Apologies for Absence

None

5. Declarations of Interest

None

6. Hartlepool Waterfront Interim Delivery Programme (Director of Regeneration and Neighbourhoods)

Type of decision

Key - Test (i) applies – Forward Plan Ref: RN14/17

Purpose of report

1. To seek support for the delivery of a series of interim projects on the Waterfront site that can be delivered as part of a first phase of development. The projects include an interim public realm scheme

and interim water activity centre.

2. The Regeneration Services Committee is requested to:-
 - (i) Endorse the proposals for the interim public realm scheme and interim water activity centre as a preferred option, subject to a public consultation exercise in February 2018.
 - (ii) That officers proceed with preparatory work that would seek to deliver the interim projects outlined above, including the submission of a planning application, and delegate the approval of any amendments resulting from the public consultation to the Chief Executive, Director of Regeneration and Neighbourhoods in consultation with the Chair of the Finance & Policy Committee and the Chair of Regeneration Services Committee.
3. The Finance and Policy Committee is requested to :
 - (i) Approve an allocation of £1.445 million from the regeneration schemes budget that would seek to deliver the interim public realm scheme and interim water activity centre.

Issue(s) for consideration

The Director of Regeneration and Neighbourhoods outlined the background to the proposals together with the main elements of the scheme. Development work was currently progressing on each of the key projects identified within the Waterfront master plan and further consultation around the redevelopment of the site was currently being undertaken.

Members were advised that designs had been prepared for a cost-effective interim phase of public realm works to begin the transformation of the Waterfront site. The proposed designs included the creation of a Linear Park and Sculpture Trail around the boundary of the site which would provide much needed green space, a pleasant walking environment and viewing platform for the water-based events in the Marina, whilst the longer term development of the site progressed.

The proposals included the provision of a significant amount of seating around the boundary of the site and a proposed garden area around the Highlight, which would create a destination and a more appropriate setting for the memorial.

Members were referred to the following interim proposals which were considered in detail in the report:-

- Lighting columns/feature lighting
- Large areas of existing block paving to be removed to provide grassed areas

- Interim public realm designs would provide an attractive setting to future development and soften the large unappealing hard landscaped mass of the area.

The draft designs would be the subject of a public consultation in February 2018, details of which were set out in the report. It was proposed that the interim public realm works would commence in September 2018 following the Waterfront Festival and would be completed by April 2019.

Designs were also currently being prepared for a permanent event space to be located within the centre of the Waterfront site. The development of the events space would be the subject of a bid to the Coastal Communities Fund in 2018.

During the consultation on the concept master plan an opportunity was identified to create an interim Waterfront activity centre on the western side of the site. Hartlepool Marina Limited were keen to expand their water activities by using the former Olympic press cabins and containers, details of which were provided. The Marina's proposals aligned with the Waterfront master plan. The proposals were expected to cost £1.445m and it was proposed to allocate the remaining balance of the Regeneration Projects budget to fund this work, a breakdown of which was included in the report.

In relation to the proposals to remove the existing block paving to provide grassed areas in the interim, a Member suggested that the hard standing materials be retained and stored with a view to selling and reusing such materials in the future. A Member, whilst in support of the scheme, commented on the need to consider the potential costs associated with replacing the wooden benches.

The Committee welcomed the scheme and commented on the potential benefits for the town as a result. Members took the opportunity to thank the in-house team for their hard work and contribution towards taking this scheme as well as a number of other schemes forward.

Decision

- (i) That the proposals for the interim public realm scheme and interim water activity centre as a preferred option, subject to a public consultation exercise in February 2018, be endorsed.
- (ii) That officers proceed with preparatory work that would seek to deliver the interim projects outlined in sections 4 and 5 of the report, including the submission of a planning application, and delegate the approval of any amendments, resulting from the public consultation to the Chief Executive, Director of Regeneration and Neighbourhoods, in consultation with the Chair of Finance and Policy Committee and Chair of Regeneration Services Committee.

- (iii) In accordance with the authority delegated by Council within the approved MTFS for 2017/18 the Joint Committee:-
 - (a) Approved the proposals, detailed in the table in 7.4 of the report to use the £1.445m balance of the Regeneration Projects Budget to fund the cost of the interim public realm scheme and interim water activity centre.
 - (b) Noted that this would fully commit the remaining balance of the Regeneration Projects Fund.
- (iv) That the comments of Members, as detailed above, in relation to the re-use of materials and the potential costs associated with replacing the wooden benches be noted.

The meeting concluded at 10.20 am.

P J DEVLIN

CHIEF SOLICITOR

PUBLICATION DATE: 29 JANUARY 2018

SAFER HARTLEPOOL PARTNERSHIP MINUTES AND DECISION RECORD

8 December 2017

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

Present:

Councillor: Christopher Akers-Belcher (In the Chair)
Councillor Steve Thomas
Clare Clark, Head of Community Safety and Engagement
Chief Superintendent Alastair Simpson, Cleveland Police
John Bentley, Safe in Tees Valley
Steve Johnson, Cleveland Fire Authority
Chris Joynes, Thirteen Group

Mal Suggitt was in attendance as substitute for Chief Inspector Nigel Burnell, Esther Mireku as substitute for Paul Edmondson-Jones, Trina Holcroft as substitute for Jean Golightly, John Bagley as substitute for Julie Allan, Ian Armstrong as substitute for John Graham and Danielle Swainston as substitute for Sally Robinson

Also present: Lisa Oldroyd, Commissioner's Officer for Crime Offending and Justice

Officers: Rachel Parker, Community Safety Team Leader
Denise Wimpenny, Principal Democratic Services Officer

37. Apologies for Absence

Apologies for absence were submitted on behalf of Denise Ogden, Director of Regeneration and Neighbourhoods, Hartlepool Borough Council, Paul Edmondson-Jones, Interim Director of Public Health, Hartlepool Borough Council, Chief Inspector Nigel Burnell, Cleveland Police, Julie Allan, National Probation Service, John Graham, Durham Tees Valley Community Rehabilitation Company and Sally Robinson, Director of Children's and Joint Commissioning Services, Hartlepool Borough Council.

38. Declarations of Interest

None.

39. Minutes of the meeting held on 20 October 2017

Confirmed.

40. Reducing Re-Offending Group Update *(Commissioner's Officer for Crime, Offending and Justice)***Issue(s) for consideration**

A representative from the Police and Crime Commissioner's Office in Cleveland, who was in attendance at the meeting, provided the Partnership with an update on the work of the Reducing Re-offending Group. The update included a presentation which focussed on the following issues:-

- Local Criminal Justice Partnership Vision
- Local Criminal Justice Board developing a draft plan to be presented to the Partnership in the New Year
- Cleveland and Durham Reducing Re-Offending Plan
- Vision, remit and membership of the Group
- Details of the latest re-offending statistics for Cleveland from the Ministry of Justice
- Details of the latest re-offending data for Hartlepool showed re-offending rates of 39.3%
- Current and future key areas of work:-
 - Early intervention to divert people away from the Criminal Justice System
 - Mapping the Offender Journey
 - Integrated Offender Management
 - Links between employment, offending and re-offending
 - Measures in place to support individuals back into employment
 - Pathways out of offending including developments to strengthen family ties, access to stable accommodation, restorative justice, full rollout of Universal Credit, Homelessness Reduction Act 2017 and Introduction of New Inspection Framework – Probation and Youth Offending Service

A query was raised as to whether a breakdown was available of re-offending rates of both the Community Rehabilitation Company and National Probation Service as a comparator. Members were advised that whilst it was not possible to breakdown such data at the present time, this was something that could be explored and linked into the integrated offender management system. The Chair commented that local data

demonstrated that the statistics presented for 2015 were not reflective of the current picture and was pleased to note the positive results arising from the integrated offender management approach. The Chair acknowledged the significant level of work that had been undertaken to date and emphasised the need to widen that scope to ensure a continued reduction in re-offending rates.

The representative responded to further queries raised in relation to the presentation. Clarification was provided regarding the arrangements in place to reduce the number of first time entrants to the youth justice system and it was noted that more work was needed to understand the longer term impact of this issue, the outcome of which could be reported to a future meeting of the Partnership.

The Chair thanked the representative for an informative presentation.

Decision

That the contents of the presentation and comments of Members be noted.

41. Operation Endurance *(Chief Inspector Nigel Burnell, Hartlepool Neighbourhoods Policing Team)*

Issue(s) for consideration

The Partnership received a comprehensive presentation by a representative from Hartlepool's Neighbourhoods Policing Team. Partnership Members were advised of the background to the roll out of Operation Endurance across Cleveland and Durham to combat anti-social behaviour around motor vehicles and quad bikes. The presentation included details of the programme in terms of the following:-

- Various methods of tackling this issue
- Main findings of the programme
- Importance of intelligence information
- Section 59 of Road Traffic Act provides powers to cease bikes if used in an anti-social behaviour manner
- Close working with petrol stations in relation to raising awareness and to be mindful of who they sell petrol to
- Utilising social media to encourage people not to do it
- Figures are positive for Hartlepool compared to neighbouring authorities

- Future work includes building upon community intelligence to reduce the amount of anti-social behaviour attached to this issue

The Chief Superintendent reiterated that the purpose of Operation Endurance was to reduce off road vehicle related nuisance and anti-social behaviour and develop a consistent approach across all forces in relation to this issue. A communications programme would be developed in 2018 to build upon intelligence information. Members were advised of the limited resources available to tackle issues of this type and that providing additional police road bikes to pursue offenders was not the answer.

The potential problems associated with this issue were debated at length. Concerns were expressed in relation to observations that had been witnessed in wards and nearby beaches of young people in charge of potentially dangerous machines and the impact on local communities as a result. In response to a query raised regarding the age profile of individuals committing these type of offences, the Chief Superintendent agreed to explore this issue and provide feedback to the Partnership following the meeting.

Partnership Members placed emphasis upon the need for an effective communications campaign with the public to raise awareness of the legalities around this issue and the zero tolerance approach by the police. It was suggested that the communications campaign should include messages to parents not to waste their money on machines that potentially could be ceased. The importance of encouraging honest and open dialogue with the public to enable the police to utilise their powers effectively was also highlighted.

Decision

- (i) That the contents of the presentation and comments of Members be noted.
- (ii) That the Chief Superintendent explore the age profile of individuals committing these type of offences and provide feedback to the Partnership following the meeting.

42. Anti-Social Behaviour Awareness Day (*Director of Regeneration and Neighbourhoods*)

Purpose of report

1. To provide feedback to the Safer Hartlepool Partnership on the Anti-Social Behaviour Awareness Day (ASBAD)
2. To consider the forthcoming ASBAD event in March 2018 and potential support from SHP Partners.

Issue(s) for consideration

The Community Safety Team Leader presented the report which provided the background to the Anti-Social Behaviour Awareness Day which was undertaken on behalf of the Safer Hartlepool Partnership. Details of previous events were included in the report including the young people targeted for involvement, the aims of the event and the range of organisations who participated in delivering interactive sessions. Feedback on previous events had been received with 100% of teachers involved in the event enjoying it and praising the organisation and delivery of the event and it was noted that the Life Choices and Youth Court scenes had been the favourite event of the majority of teachers.

An analysis of student feedback had shown that 97% of students had enjoyed the event and had also identified the Life Choices and Youth Court scenes as their favourite. In comparison to teachers, fewer students (68%) had considered anti-social behaviour to be a problem in their local area. In terms of event outcomes, more than 95% of the young people at the event stated they had a greater understanding of anti-social behaviour and its impact as a result of attending the event.

It was proposed that given the continued success of ASBAD, a further event would be delivered in 2018 between the 19th and 23rd March. Details of the sessions that would be delivered during this event were provided, as set out in the report.

In relation to the 1,065 Year 8 pupils from across the secondary schools in Hartlepool who had attended the ASBAD event in 2017, the Chair questioned whether the target audience should include younger students given that youth offending/anti-social behaviour activities appeared to be prevalent from an earlier age. The Head of Community Safety and Engagement indicated that the Youth Offending Board were collating data on anti-social behaviour in young people which could be utilised to establish the target audience for the event.

Decision

- (i) That the contents of the report and comments of Members be noted and be utilised to inform the development of the event.
- (ii) The Partnership supported the delivery of the event in March 2018 and suggested that the data collated by the Youth Offending Board, in relation to anti-social behaviour in young people, be utilised to establish the target audience for the event.

43. Case Study: Neighbourhood Safety and Partnership Working *(Chief Inspector of Neighbourhoods)*

Purpose of report

To update the Partnership on a recent case study to demonstrate how community safety partners work together to problem solve neighbourhood safety issues.

Issue(s) for consideration

A representative from Cleveland Police, who was in attendance at the meeting, presented the report which provided the background to the Partnership's request to review the level of partnership working to address concerns regarding the issue of youth anti-social behaviour in the north of Hartlepool.

A case study covering the period 1 September 2017 to 31 October 2017 had been undertaken in a defined area of Hartlepool, feedback from which was provided, as detailed in the report. It was noted that there had been no further incidents reported by the victims referred to in the case study since 7 September, and the young people involved had not been identified as being responsible for any further anti-social behaviour in the wider area.

In conclusion, it was reported that whilst the case study demonstrated that partnership working was embedded in Hartlepool and was key to the prevention of crime and disorder, substance misuse, offending and re-offending, it was acknowledged that further improvements could be made in terms of feedback to the wider community and addressing overlap in resources.

In the discussion that followed Members welcomed the report and emphasised the need for feedback to Elected Members as well as the wider community. It was suggested that future case studies should also feed into local community groups and should be rotated in different areas of the town.

Decision

- (i) That the contents of the report and comments of Members be noted.
- (ii) That future case studies be rotated in different areas of the town.
- (iii) That feedback from future case studies be provided to Elected Members and local community groups.

44. White Ribbon Campaign (*Interim Director of Public Health*)

Purpose of report

To provide the Partnership with an overview of the White Ribbon Campaign and the requirements for organisational accreditation.

Issue(s) for consideration

It was reported that one of the key actions identified in the Domestic Abuse Action Plan was to investigate what would be required for Hartlepool to become a White Ribbon Town. There were several different strands to the campaign and to achieve the “White Ribbon Council” award local authorities must complete a number of specific actions, as set out in the action plan, attached at Appendix A.

One key element of the White Ribbon Campaign was the use of male Ambassadors to act as positive role models and take a stand against all male violence towards women and girls. Members were referred to the key actions for Ambassadors, as set out in the report. An initial draft action plan had been developed, a copy of which was appended to the report. There was a registration fee of £500 for the two year accreditation period and it was anticipated that this would be met from existing Council budgets.

In response to a query raised, Members were advised that the award criteria required the Council to nominate at least 4 male Ambassadors to take the actions of the campaign forward and it was recommended that they be recruited from a range of service areas and staff levels. The following nominations were received:-

Councillor Steve Thomas – Hartlepool Borough Council
Chief Inspector Nigel Burnell – Cleveland Police

Given the number of substitute Members present, the Chair suggested that a letter be sent to all partner organisations to seek Ambassador nominations from each partner.

Decision

- (i) That the contents of the report be noted.
- (ii) The following Ambassador appointments were agreed:-

Councillor Steve Thomas - Hartlepool Borough Council
Chief Inspector Nigel Burnell - Cleveland Police

- (ii) That a letter be distributed to all partner organisations seeking

nominations from each partner organisation for an Ambassador to take the actions of the campaign forward.

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

Purpose of report

To provide an overview of Safer Hartlepool Partnership performance for Quarter 2 – July 2017 to September 2017 (inclusive).

Issue(s) for consideration

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

Partnership Members discussed issues arising from the report. The potential reasons why crime figures had increased in the last year were debated. In relation to the increase in sexual offences in Hartlepool, a Member commented that this was potentially as a result of individuals being encouraged to report crimes as well as the increase in the number of people reporting historical crime.

In response to a query regarding the accuracy of the figures relating to the reduction in the number of young people found in possession of alcohol, the Partnership was advised that the information set out in the report was an accurate reflection of the data available and clarification was provided as to how the figures were recorded. It was highlighted that whilst the figures suggested a reduction in under-age drinking in the streets, it was acknowledged that under-age drinking was still a problem nationally as well as locally.

Decision

That the Quarter 2 performance figures be noted.

46. Chair's Concluding Remarks

The Chair took the opportunity to thank Partnership Members for their attendance and contributions and to wish everyone a Merry Christmas and best wishes for the New Year.

47. Date and Time of Next Meeting

The Chair reported that the next meeting would be held on Friday 9 February 2018 at 10.00 am.

The meeting concluded at 11.30 am.

CHAIR

FINANCE AND POLICY COMMITTEE

12th March 2018



Report of: Director of Regeneration and Neighbourhoods

Subject: NEIGHBOURHOOD INVESTMENT PROGRAMME

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Key Decision, Test (i)& (ii).

2. PURPOSE OF REPORT

2.1 To provide an update on the capital investment programme that will deliver improvements to neighbourhoods across Hartlepool.

3. BACKGROUND

3.1 In March 2017 the Finance and Policy Committee considered a programme of capital investment to deliver improvements to neighbourhoods across Hartlepool.

3.2 Schemes were submitted by Ward Members for consideration and assessed on the following criteria,

- A scheme falls within an area in need of physical and social regeneration.
- The scheme contributes towards community wellbeing.
- The scheme has a positive impact on community safety.

3.3 It was agreed that a number of schemes would be taken forward. These schemes were prioritised, as follows,

Short Term Schemes;

- i. Shopping Parades; King Oswy Drive
- ii. Rossmere Park
- iii. Stranton Cemetery
- iv. Playspace on Coronation Drive

Medium Term Schemes;

- i. The Headland; prevent deterioration on previous regeneration schemes
 - ii. Barrier works between Tesco Roundabout and Middleton Road
 - iii. Roundabouts at Key Gateway Points
- 3.4 Since the Programme was agreed, it has been proposed to include an additional scheme that will improve the footpaths around the BIS, Whitby Street.

4. PROPOSALS

- 4.1 A document has been produced outlining the details available on each scheme that has been brought forward. It provides the current timetable for the works and costs, alongside location plans and photographs of the sites. A copy of the document can be found in **Appendix 1**.
- 4.2 It is proposed that the document will be updated on a quarterly basis to record the progress made on delivering the projects described and circulated to Members.
- 4.3 As projects are completed and new schemes are added the document will be updated as a record of the investment produced by this scheme.
- 4.4 The earlier report brought to this Committee in March 2017 committed £345,000 to the project from an overall budget of £1.5m leaving a balance £1.155m to support future schemes.
- 4.5 Since the previous report was brought to this committee there has been an opportunity for officers to further refine the cost estimates and consider what other opportunities for funding are available. The table below provides a summary of budgets approved and the latest cost estimates for each project for which funding is required.

Table 1: Short Term Scheme Costs and Funding Update

Scheme	Budget Originally Approved by F&P 27.3.17 £'000	Latest Cost Estimate/ Funding Required £'000	Proposed Budget Amendment £'000	Comments
Rossmere Park	160	0	(160)	External Funding opportunities are being sought and it is anticipated that this scheme will be fully funded from Landfill Tax grant.
Stranton Cemetery	115	45	(70)	An alternative scheme has been devised to deliver the reduction in traffic through the cemetery.
Playspace on Coronation Drive	70	70	0	
King Oswy Drive	0	290	290	A scheme of works has now been devised and costed.
Pavement area around the BIS	0	105	105	This is a new scheme.
Total	345	510	165	

4.6 It is considered that the works proposed for Rossmere Park could be eligible for grant assistance from the Land Fill Tax Programme administered by Mondegreen EB Ltd. The original estimated cost of these works was £160,000. In considering the application it is proposed that the scheme covers the wider park area in order to implement the Master Plan devised in 2015, therefore an application has been submitted to Mondegreen EB Ltd and we are awaiting the outcome of this.

4.7 An alternative solution has been found for the works in Stranton Cemetery with existing gates utilised enabling the number of barriers and bollards required to be rationalised. As a result the costs estimate for the works has reduced from £115,000 to £45,000, although the cemetery objective of preventing traffic using the Cemetery as a short cut will still be achieved.

4.8 The spending proposed in this phase of schemes is £510,000 which exceeds the previously agreed sum of £345,000 by £165,000. This increase is because costs are now available for works at King Oswy Shops, where previously these hadn't been priced, and a further project, paving around the BIS, has now been included.

4.9 The cost of the Medium Term Schemes have also being assessed and the table below shows a summary of the costs:

Table 2: Medium Term Scheme Costs and Funding Update

Scheme	Latest Cost Estimate/ Funding Required £'000	Comments
Barrier works to main routes into town	400	These works will complement the Stockton Street works.
Features on roundabouts to create gateways	200	Two gateway features will be created.
Headland Regeneration Works	77	Works to repair Town Square and Union Street Railings, and to provide permanent access to the Cenotaph on the Headland
Total	677	

4.10 Additional requests have recently been received from Members to include the following in the Neighbourhood Investment Programme:

- The installation of additional and replacement seating benches along the promenade in Seaton;
- The provision of a disabled access wheelchair for Seaton beach;
- The purchase and installation of 7 Belly Bins for the Headland;
- The provision of a play space at the Headland to replace the one that has been recently removed due to vandalism; and
- Improvements to Jutland Road Community Centre.

4.11 At present, these works have not been quoted for inclusion and members may wish to consider whether to include any of these in the programme as we can provide estimated costs to progress based on similar works we've undertaken elsewhere in the Borough, while additional funding sources of delivery will also be explored.

4.12 It is estimated that the total cost of the second phase of works will be £677,000.

4.13 The total costs of the works for both phases is £1,187,000, leaving a balance of £313,000, subject to Members not requesting that any of the above projects are added to the programme. It is proposed that this balance is held until there is confirmation that external funding can be obtained to deliver the works in Rossmere Park.

4.14 Should it become apparent that there is a need to direct the remaining funding to Rossmere Park or consider alternative schemes a further report will be brought back to this committee to agree the proposed works.

- 4.15 This project will also benefit from £250k of investment from Thirteen Group, although Thirteen are currently identifying their priorities with this fund and how the remaining amount can support our programme of neighbourhood investment.
- 4.16 It is proposed that the remaining Thirteen Group allocation is pooled together with any suitable Section 106 funding, and that a further report is brought back to Committee to identify additional schemes that this money can support.
- 4.17 It is also proposed to produce an annual ward member update that will detail the work that has been undertaken by the Council and will be specific to their ward to ensure Members are kept informed.

5. RISK IMPLICATIONS

- 5.1 The risk associated with this programme relates to ongoing maintenance and future revenue liabilities, particularly in relation to play facilities and replacement equipment.
- 5.2 Options available to mitigate the risk to the Council could include the creation of a sinking fund of a £50k funding pot over the next five years from the resources available. Alternatively additional recurring revenue budgets could be used, however this will result in savings having to be sought elsewhere.

6. FINANCIAL CONSIDERATIONS

- 6.1 Funding for the Neighbourhood Investment Programme was considered as part of the overall Medium Term Financial Strategy approved by Council on 23rd February 2017. The proposal to use Prudential Borrowing to support capital investment of £1.5m was approved and authority was delegated to the Finance and Policy Committee to approve the detailed programme of schemes. A further report to this Committee on 27th March 2017 committed £345,000 to a range of projects from an overall budget of £1.5m leaving a balance £1.155m to support future schemes.
- 6.2 Since the previous report was brought to this committee there has been an opportunity for officers to further refine the cost. Officers will look for opportunities to draw in funding from other organisations through grants or complimentary projects in order to maximise the funding available to deliver the identified schemes.

7. LEGAL CONSIDERATIONS

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

8. CONSULTATION

- 8.1 Consultation was carried out with Members in November 2016 in order to inform Councillors of the intention to develop this programme and to obtain initial views.
- 8.2 Initial consultation has taken place with Members regarding the King Oswy Drive shops in order to obtain a clear understanding of the aspirations for this area. It is envisaged that now proposals are developed they will be taken out for wider consultation, particularly with property owners in the area.
- 8.3 Further consultation may take place in those areas where proposals are considered prior to works being implemented if it is considered timely and appropriate.

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 implications relating to this report.

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

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

12. STAFF CONSIDERATIONS

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

13. ASSET MANAGEMENT CONSIDERATIONS

- 13.1 The capital investment programme will renew and improve the authority's assets and should therefore have a positive effect on maintenance budgets. Where new assets are introduced, for example an additional playspace, some ongoing safety inspection and maintenance requirements will be generated along with associated revenue costs.

14. RECOMMENDATIONS

- 14.1 In accordance with the authority delegated by Council within the approved MTFS for 2017/18 it is recommended that Members
- i) Approve the proposals detailed in Table 1 and 2; and
 - ii) Note that i) will commit £1.187m of the £1.5m funding.
 - iii) That the balance of the fund, £313,000 is held until it is confirmed that the proposed works at Rossmere Park can be funded through grant assistance. Should this fund become available Members will be consulted on additional schemes for delivery in future years.
 - iv) That a further report is brought back to Committee that proposes how we allocate the Section 106 funding and Thirteen Group investment that remains.
 - v) Members may wish to consider the additional requests that have been received and instruct officers to progress these where estimated costs are known, taking into account the impact that this would have on the balance of the fund.
 - vi) That Members agree to support the proposal to produce an annual ward member information sheet that details the work carried out by the Council in each ward

15. REASONS FOR RECOMMENDATIONS

- 15.1 Each of the schemes identified meet one or more of the assessment criteria set out and also seek to address issues arising from previous under investment or help support the Council's physical and social regeneration ambitions. The new programme is focused solely on capital improvements, not revenue items, and it is intended to deliver benefits to a community rather than individuals.
- 15.2 It is considered that the updating of this document will inform Members of the progress being made on individual schemes and provide a record of that spend should the programme continue in future years.

16. BACKGROUND PAPERS

- 16.1 Finance and Policy Committee Report, 27th March 2017, Neighbourhood Investment Programme.

17. CONTACT OFFICERS

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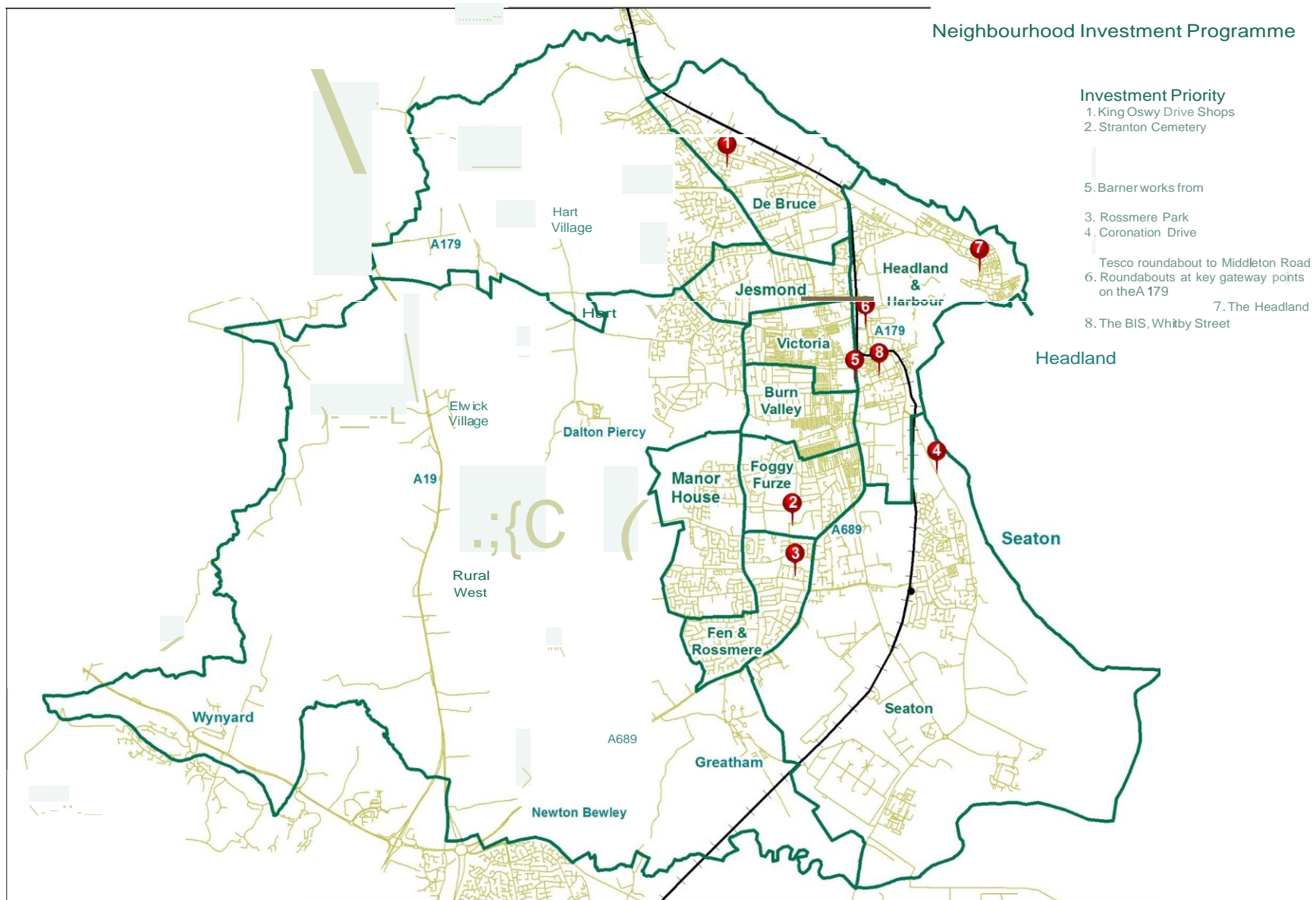
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Neighbourhood Investment Programme

February 2018





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DESIGNED BY: 10/11/2011
DEPT: REMINERATION & NEIGHBOURHOOD
HARTLEPOOL BOROUGH COUNCIL

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Introduction

On 27th March 2017 the Finance and Policy Committee considered a programme of capital investment to deliver improvements to neighbourhoods across Hartlepool.

Schemes were submitted by Ward Members for consideration and assessed on the following criteria,

- A scheme falls within an area in need of physical and social regeneration.
- The scheme contributes towards community wellbeing.
- The scheme has a positive impact on community safety.

Members prioritised the schemes identifying those to be delivered within the short term. Others, requiring more investigation, were proposed as medium term projects. They are,

Short Term Schemes

1. Shopping Parades; King Oswy Drive
2. Rossmere Park
3. Stranton Cemetery
4. Playspace on Coronation Drive

In addition to the above proposals an addition short term project, paving works around the BIS, Whitby Street, is proposed.

Other projects, requiring more investigation, were proposed as medium term projects.

Medium Term Schemes

1. Barrier works between Tesco Roundabout and Middleton Road
2. Roundabouts at Key Gateway Points
3. The Headland; prevent deterioration on previous regeneration schemes

This document outlines the details available on each scheme. It provides the current timetable for the works and costs where these are available, alongside location plans and photographs of the sites which are geographically spread across the town as shown on page 1.

The document will be updated on a quarterly basis to record the progress made on delivering the projects described.

Stranton Cemetery



A scheme has been developed to identify an appropriate funeral vehicle route through the cemetery and to designate other routes as 'pedestrian only'. It will include the installation of a barrier, operated on a fob system, at the Tanfield Road entrance in order to restrict cars passing through. There will also be improvements to the road for the existing car parking area.

Officers have engaged with St. Theresa's School to consider a 'poster' campaign to highlight issues within the cemetery. These works, along with the installation of the barrier, will support the recently launched 'Respect Campaign' for the cemetery.

Timescale

Key Actions	Timescale	Responsible Officer/Service
Prepare designs for revised access proposals	September - October 2017	Andrew Dent
Tender etc	November - December 2017	
Works Start on Site	March 2018	
Works Completed	May 2018	

Estimated Cost

£45,000



Access from Brierton Lane where barrier will be installed



Access from Tanfield Road

Rossmere Park



A master plan was produced for Rossmere Park in 2015. The plan proposes a new car park, a paved space covered by a canopy which can be used for events, works to the pond to improve water quality and enhance the existing concrete pond edge and refurbishment of existing play areas. These redevelopments within the park would result in a more attractive, recreational space for local families and others to enjoy outdoor activities. This would make a positive contribution to community health and wellbeing by introducing a new main play area and toddler play area.

Discussions are ongoing with Mondegreen EB Ltd who administer grant schemes funded through Land Fill Tax Credits. It is considered that this project could be funded through this mechanism and therefore a submission was made in February to their grant programme.

Timescale

Key Actions	Timescale	Responsible Officer/Service
Prepare designs for play area	September - December 2017	Steven Wilkie
Planning Application	December 2017	Steven Wilkie
Submit funding application	February 2018	Sarah Scarr
Tender	February 2018	Steven Wilkie
Works Start on Site	April 2018	TBC
Works Completed	April 2019	

Estimated Cost

£550,000

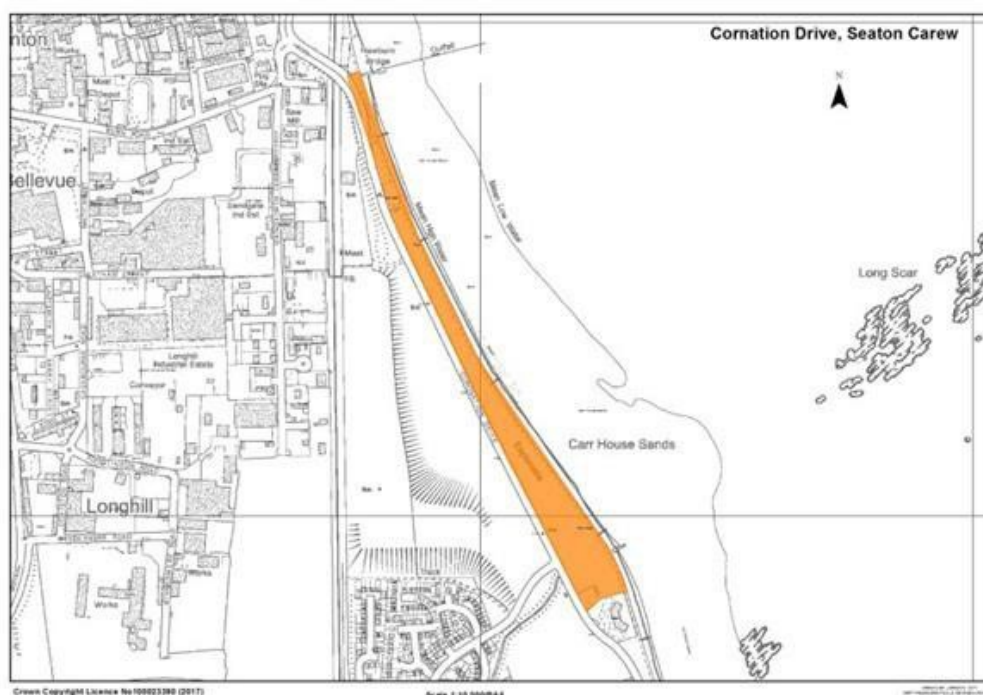


Play Area, Rossmere Park



Example of play equipment

Coronation Drive



This project involves provision of two additional play areas to complement the existing Playbuilder sites located along Seaton Carew Promenade. The objective of these sites is to provide a linear play park that follows the promenade, offering increased opportunities for families to use the site and encouraging improvements in health and wellbeing through physical activity.

Monitoring of the existing Playbuilder sites installed in 2011 has indicated that the sites are being used as intended, with children encouraged to move along the promenade through their interaction with the play sites. The proposed scheme intends to provide two new play spaces creating an improved start/end play site near Seaton Reach and an intermediate site to link up with the Newburn Bridge site. The funding will also allow for a small number of satellite play areas to be incorporated along the promenade to maintain interest; these will generally consist of a single piece of equipment. The majority of the sites will also include seating to allow for adult supervision. The play equipment will feature robinia timber, as per the existing, which is known for its robustness and good resistance to vandalism (including arson). These proposals will also support the wider Seaton Carew Masterplan by providing enhanced family facilities that encourage movement along the promenade.

Timescale

Key Actions	Timescale	Responsible Officer/Service
Prepare designs for play area	September - November 2017	Steven Wilkie
Planning Application	December 2017	Steven Wilkie
Tender	January 2018	Steven Wilkie
Works Start on Site	April 2018	TBC
Works Completed	May 2018	

Estimated Cost

£70,000

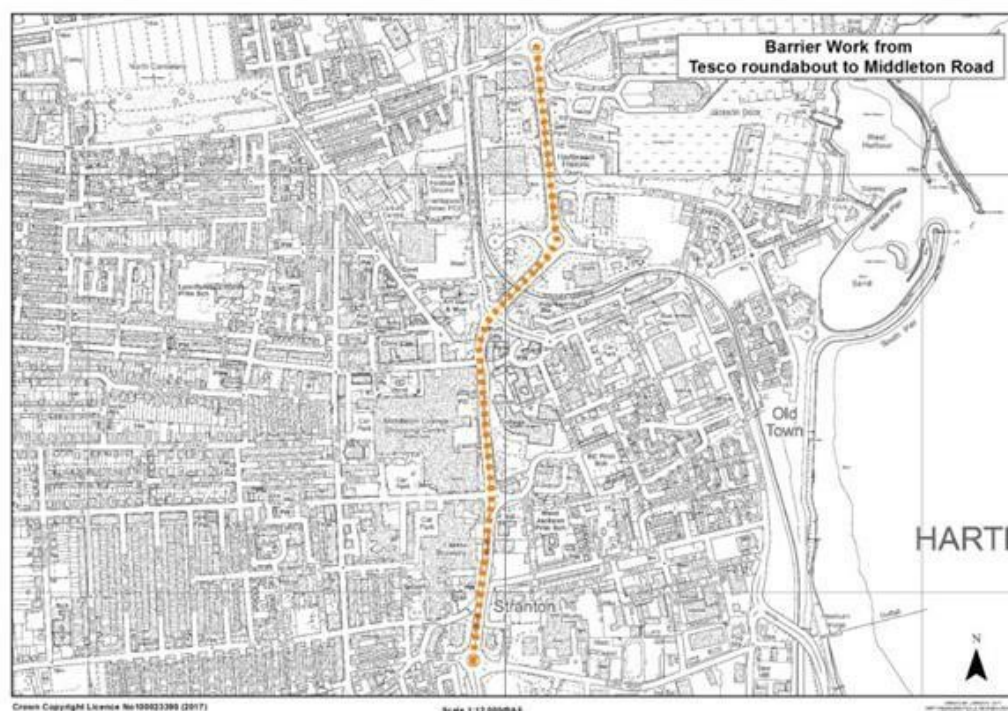


Location of new play area Coronation Drive



Existing play areas on Coronation Drive

Barrier Works from Tesco roundabout to Middleton Road



A scheme of replacement railings in Stockton Street has already been designed and it is proposed to extend this to the full extent of the area surveyed. An example of the type of railing proposed is shown on page 11.

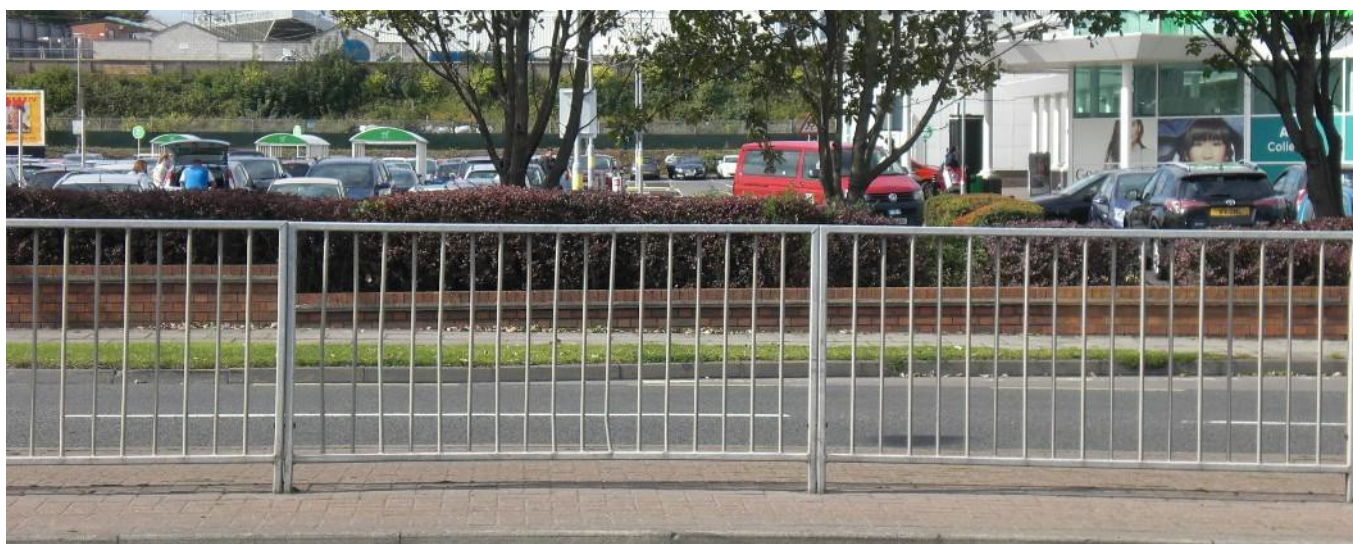
A review has been carried out by the Transport & Infrastructure Team of the railings along this stretch of the road to confirm where replacement is required and where railings can be removed in order to reduce the clutter alongside the highway.

Timescale

Key Actions	Timescale	Responsible Officer/Service
Survey barriers and prepare options	Completed	Chris Roberts
Consultation with Members and other interested parties	November 2017 - January 2018	Brendan Colarossi
Tender etc	TBC	
Works start on site	June/July 2018	
Works Completed	December 2018	

Estimated Cost

Burn Road – Park Road and Victoria Road – Middleton Road - £400,000

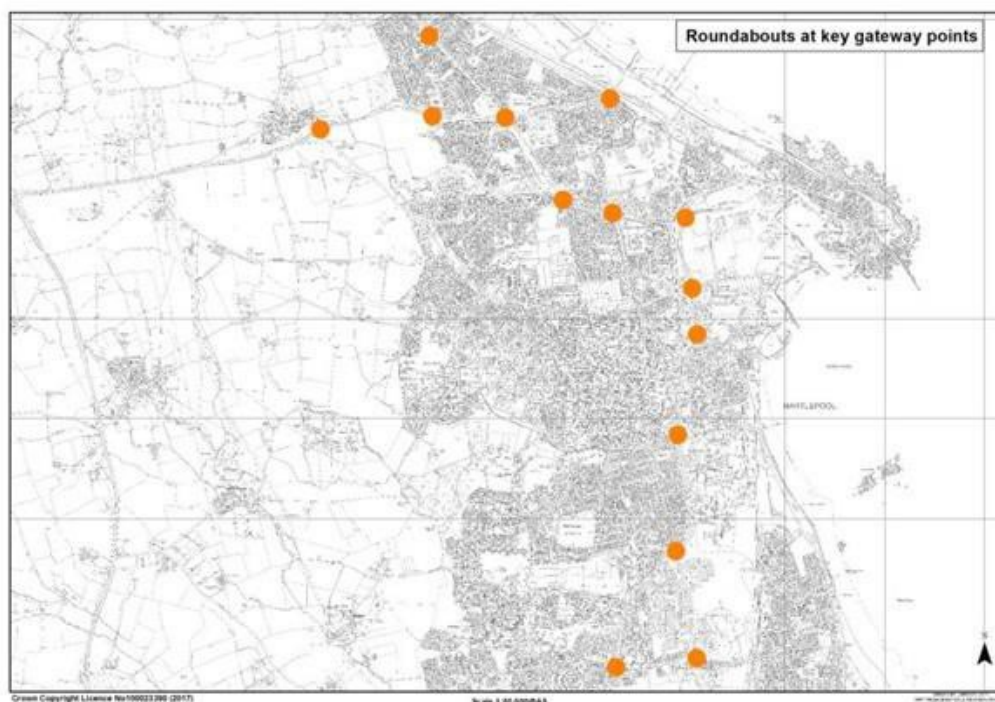


Examples of barriers to Marina Way



Proposed replacement barrier

Roundabouts at Key Gateway Points



Enhancement works are proposed to key roundabouts on the strategic road network to create a sense of arrival when approaching the Town Centre and Coastal frontage. It is understood that the National Museum of the Royal Navy will could provide artifacts which would create gateway features.

This was identified as a medium term priority project. It is unlikely that detailed work would be able to begin on this project until May 2018 due to officer capacity, however initial proposals have concluded that there is the potential to investigate further features at two points and the cost estimates have been calculated based on this.

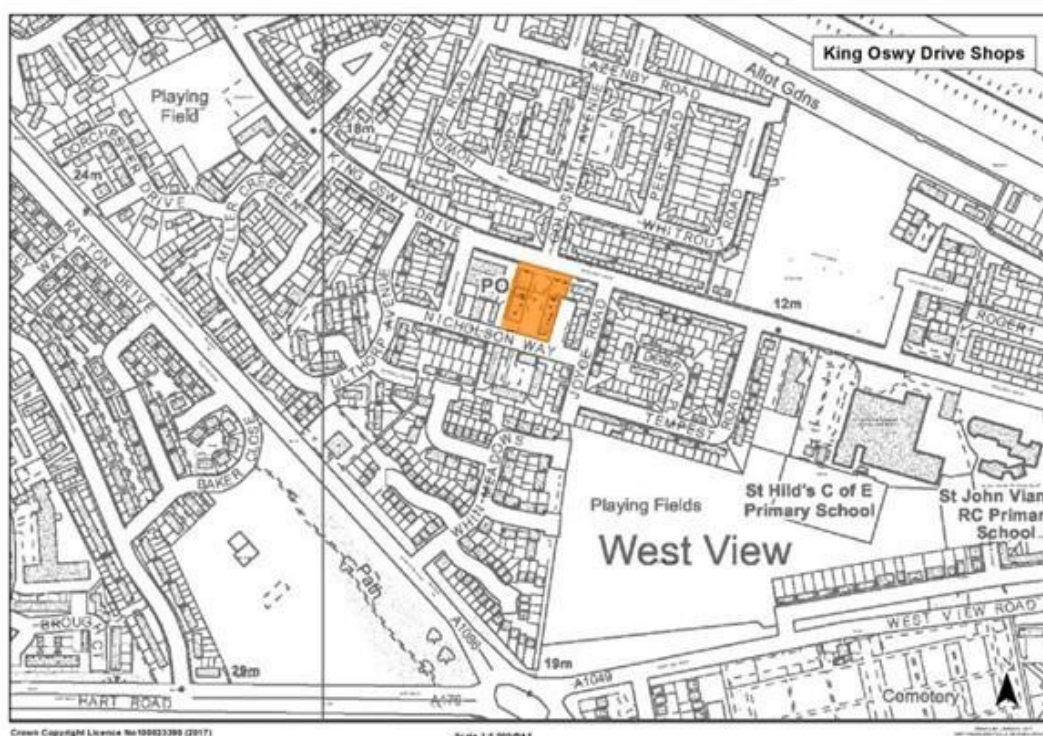
Timescale

Key Actions	Timescale	Responsible Officer/Service
Carry out assessment of the roundabouts to determine sites	May – August 2018	Brenda Colarossi
Consultation with Members and other interested parties on proposals	September – October 2018	
Prepare tender and apply for appropriate consents	November – December 2018	
Works start on site	March 2019	TBC

Estimated Cost

£200,000

King Oswy Drive Shops



There are several shopping parades within the borough in need of improvement work to the public realm; those at King Oswy Drive have been highlighted as a priority requiring particular attention. Works that improve the visual amenity of the shopping area are likely to promote a sense of community pride and wellbeing. Engagement with shopkeepers and other stakeholders is critical, while additional work to scope out the detailed proposals and costs are required.

Initial discussions have taken place with Members regarding the aspirations for the shopping parade. Based on these discussions designs will be compiled and shown to members prior to consultation being carried out with owners and visitors to the shops.

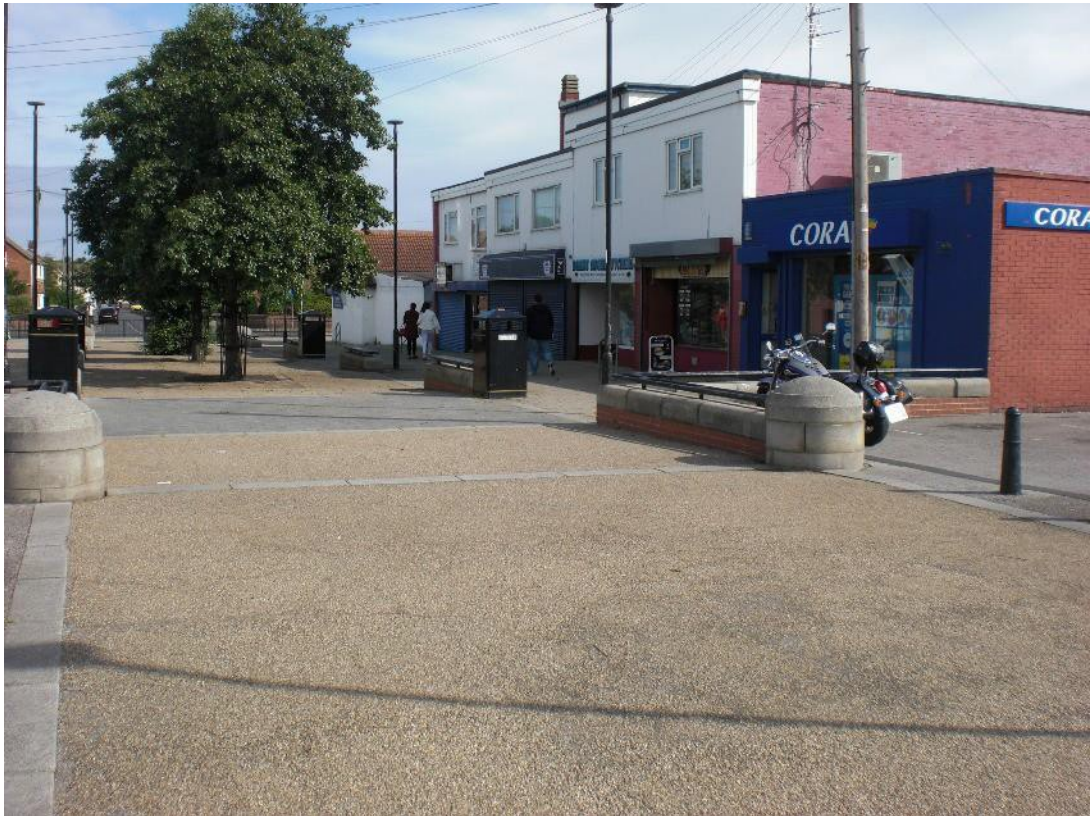
Alongside the works to improve the public realm it is understood that there is a desire to consider a grant scheme for the shops in the area. In order to progress this further work is required in order to define the criteria for offering grant and how such a project would be managed.

Timescale

Key Actions	Timescale	Responsible Officer/Service
Initial Consultations with Members to discuss aspirations	14 th September 2017	Sarah Scarr
Prepare Proposals/Identify Costs	December 2017 - January 2018	Steven Wilkie
Consult on Proposals	March 2018 2018	TBC
Appropriate consents if required/Tender	April 2018	Steven Wilkie
Works start on site	May 2018	TBC

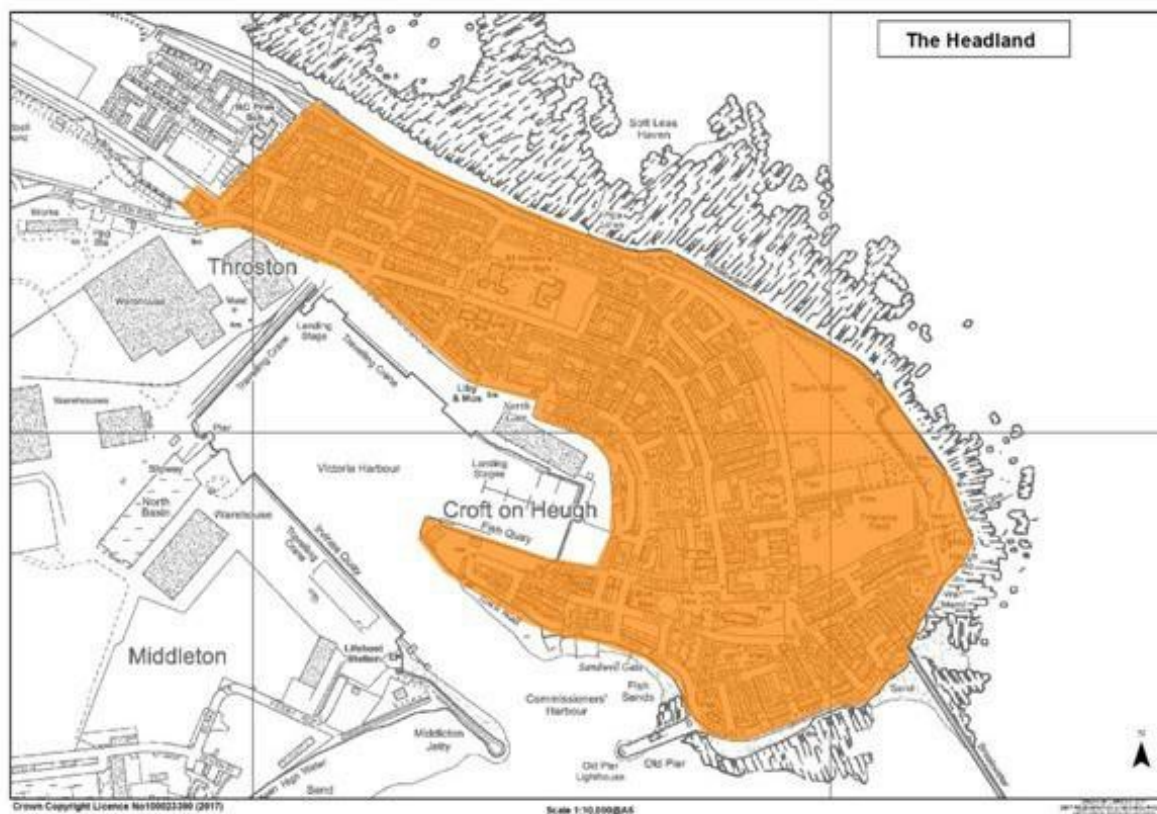
Estimated Cost

£290,000



King Oswy Drive shops

The Headland



Three schemes on the Headland have been identified as identified as a medium term projects which can be accommodated and delivered within the existing budget.

An assessment of the Town Square has been carried out to identify repairs necessary to bring the area back up to an appropriate condition. This will include, cleaning work, repairs to the timeline and replacing planting were necessary.

Further to this the railings on Union Street have also been considered and investigations completed on the most appropriate way to renovate these which would comprise removal of the railings for cleaning and repainting prior to reinstallation.

The installation of footpaths leading to the Cenotaph, thereby creating a permanent access to the Memorial all year round.

Timescale

Key Actions	Timescale	Responsible Officer/Service
Tender works	April – August 2018	Steven Wilkie
Works begin on site	September – November 2018	

Estimated Cost

Railings, Union Street - £10,000

Repairs to Town Square - £64,000

Footpath to the Cenotaph - £3,000



Headland Town Square

Railings, Union Street

The BIS

In the course of this project an additional piece of work has been identified, namely the paving works to the BIS, Whitby Street. The site is a key element of the Innovation and Skills Quarter. The building is currently being restored and converted to small work units for businesses in the creative industries.

The proposed paving works will enhance the setting of the listed building and complement the investment in the property.

Timescale

Key Actions	Timescale	Responsible Officer/Service
Compile detailed designs for the works	February – March 2018	Peter Frost
Works on site	March – June	

Estimated Cost

£105,000.



Former Post Office, Whitby Street which is currently being converted to the BIS.

Budget

Proposed schemes

Investment priority	Estimated total cost
King Oswy Drive Shops	£290,000
Stranton Cemetery	£45,000
Rossmere Park	£550,000
Coronation Drive	£70,000
Barrier works from Tesco roundabout to Middleton Road	£400,000
Roundabouts at key gateway points	£200,000
The Headland	£77,000
The BIS paving	£105,000
Total	£1,737,000

Available Funding

Source	Budget
HBC	£1,500,000
Potential grant	£550,000
Total	£2,050,000
Balance unallocated	£313,000

For further information about The Neighbourhood Investment Programme please contact:

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Heritage and Countryside Manager**

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Post **Hartlepool Borough Council,
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FINANCE AND POLICY COMMITTEE

12th March 2018



Report of: Children's Services Committee

Subject: PROPOSAL TO COMMIT FUNDING FROM THE
CHILD & FAMILY POVERTY INITIATIVES RESERVE

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non-Key Decision.

2. PURPOSE OF REPORT

- 2.1 To enable Finance and Policy Committee to consider the recommendations from Children's Services Committee (20th February 2018) regarding proposed usage of the Child and Family Poverty Initiatives Reserve.

3. BACKGROUND

- 3.1 Children's Services Committee on 20th February 2018 considered a Report from the Director of Children's and Joint Commissioning titled "Proposal to Extend the Children's 5 – 19 Activities Grant by a Further 6 Months and 'Poverty Proofing the School Day'". A copy of this Report is attached as **Appendix 1**.
- 3.2 This Report identified proposals to extend the Children's 5 – 19 activities grant by a further 6 months to ensure funding is in place for the whole of the 2018/19 financial year and to support schools with the cost of research into 'poverty proofing' the school day.
- 3.3 The proposal is to fund the total costs of these from the Child and Family Poverty Initiatives Reserve.
- 3.4 Children's Services Committee approved both proposals however only Finance and Policy Committee have delegated authority to approve funding from the Child and Family Poverty Initiatives Reserve. Children's Services Committee have therefore referred their proposals to Finance and Policy Committee for final approval.

- 3.5 Finance and Policy Committee (22nd November 2017) approved the allocation of £14,500 from the Child and Family Poverty Initiatives Reserve towards a Christmas 2017 'Filling the Holiday Gap' scheme with any under-spend being utilised to support an Easter scheme. A detailed evaluation of the Christmas scheme is still being completed however £3,500 of funding remains unallocated.
- 3.6 Utilising this underspend, alongside an additional contribution from the reserve, towards a potential Easter 2018 'Filling the Holiday Gap' scheme was discussed at Children's Services Committee. It was proposed that up to £500 be made available to any organisations wishing to deliver the scheme during this holiday period up to a maximum of £10,000.

4. PROPOSALS

- 4.1 The detailed proposals are outlined in the Report attached as **Appendix 1** however in summary Children's Services Committee have recommended approval of the following:-
- To commit £64,000 from the Child and Family Poverty Initiatives Reserve to extend the activities 5 -19 grant by a further 6 months to ensure funding is in place for the whole of the 2018/19 financial year.
 - To engage with Children North East to undertake work with a cohort of Hartlepool schools to 'poverty proof' their school day at a cost of up to £15,000 (with schools paying an equal share themselves), funded from the Child and Family Poverty Initiatives Reserve.
- 4.2 It is proposed to commit up to £10,000 (consisting of the £3,500 underspend from the Christmas 2017 'Filling the Holiday Gap' scheme and £6,500 from the Child and Family Poverty Initiatives Reserve) towards a similar scheme during the Easter 2018 holiday period with up to £500 per organisation being made available.
- 4.2 If the above proposals were approved this would leave an uncommitted balance of £94,500 in the Child and Family Poverty Initiatives Reserve.

5. RISK IMPLICATIONS

- 5.1 If additional funding beyond 30th September 2018 is not provided it is likely that the services provided as part of the 5 – 19 grant will cease on this date.

6. FINANCIAL CONSIDERATIONS

- 6.1 There will be a financial commitment required if Members choose to approve these proposals, however they can be funded from the Child and Family Poverty Initiatives Reserve.

6.2 There is no base budget provision for the 5 -19 activities grant in 2018/19.

7. LEGAL CONSIDERATIONS

7.1 There are no legal considerations arising from this report.

8. CONSULTATION

8.1 Not applicable.

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

9.1 A Child and Family Poverty Impact Assessment is attached as part of **Appendix 1A**.

10. STAFF CONSIDERATIONS

10.1 There are no staffing considerations relating to Council-employed staff.

11. ASSET MANAGEMENT CONSIDERATIONS

11.1 There are no asset management considerations arising from this report.

12. RECOMMENDATIONS

12.1 That Members note the Children's Services Report attached as **Appendix 1**.

12.2 That Members approve the proposal to extend the activities 5 -19 grant by a further 6 months (£64,000) funded from the Child and Family Poverty Initiatives Reserve.

12.3 That Members approve the proposal to engage with Children North East to undertake work with a cohort of Hartlepool schools to 'poverty proof' their school day (£15,000), funded from the Child and Family Poverty Initiatives Reserve.

12.4 That Members approve the proposal to commit up to £10,000 (consisting of the £3,500 underspend from the Christmas 2017 'Filling the Holiday Gap' scheme and £6,500 from the Child and Family Poverty Initiatives Reserve) towards a similar scheme during the Easter 2018 holiday period with up to £500 per organisation being made available and that the previously convened

grants panel (consisting of the Leader of the Council and Policy Chairs) select suitable bids should the scheme be oversubscribed.

13. REASONS FOR RECOMMENDATIONS

- 13.1 Finance and Policy Committee have delegated authority to approve spend from the Child and Family Poverty Initiatives Reserve.

14. BACKGROUND PAPERS

Council - "Medium Term Financial Strategy 2016/17 to 2018/19" – 10th December 2015

Children's Services Committee – "Savings Programme 2018/19 and 2019/20 – Children's Services" – 12th September 2017

Finance and Policy Committee – "Urgent Business" – 18th September 2017

Finance and Policy Committee – "Filling the Holiday Gap Scheme 2017" – 22nd November 2017

Children's Services Committee – "Proposal to extend the 5-19 activities grant by a further 6 months and 'Poverty Proofing' the School Day" – 20th February 2018

16. CONTACT OFFICER

Sally Robinson

Director of Children's and Joint Commissioning

Hartlepool Borough Council

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CHILDREN'S SERVICES COMMITTEE

20th February 2018



Report of: Director of Children's and Joint Commissioning Services

Subject: PROPOSAL TO EXTEND THE CHILDREN'S 5 -19 ACTIVITIES GRANT BY A FURTHER 6 MONTHS AND 'POVERTY PROOFING THE SCHOOL DAY'

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non key decision.

2. PURPOSE OF REPORT

- 2.1 To provide Members with an update on the usage of the Child and Family Poverty Initiatives Reserve since it was created in December 2015.
- 2.2 To seek Members agreement regarding the proposed extension of the Children's 5 – 19 activities grant by a further six months and to undertake work with a cohort of Hartlepool schools to 'poverty proof' their school day, both funded from the Child and Family Poverty Initiatives Reserve and to refer this to Finance and Policy Committee for approval.

3. BACKGROUND

- 3.1 The Report "Savings Programme 2018/19 and 2019/20 – Children's Services" considered by this Committee on 12th September 2017 included savings of £160,000 from ending grant support to the organisations providing this service.
- 3.2 As agreed by this Committee, the Chair proposed at the following Finance and Policy Committee meeting that an extension of funding for this service be provided for a further six months (1st April 2018 to 30th September 2018) at a cost of £64,000 and for this to be funded from the Child and Family Poverty Initiatives Reserve.

- 3.3 Finance and Policy Committee approved the extension and proposal to fund from the Child and Family Poverty Initiatives Reserve at their meeting on 18th September 2017.
- 3.4 Extending for a further six months was on the basis that the Young People's Foundation would be established and have secured ways to draw down grant funding for the provision of sustainable services for the future. However, future funding is unlikely to be in place by September 2018 therefore it is proposed to extend the funding for a further six months, again funded from the Child and Family Poverty Initiatives Reserve.
- 3.5 As part of the Council's efforts to tackle child and family poverty, a Strategy, Needs Assessment and Action Plan were drawn up and approved by Children's Services Committee in October 2016. An important aspect of the action plan was the need to 'poverty proof' the school day. Research tells us that children living in poverty can find school a difficult place to be, their families are struggling with the cost of living and this problem can be compounded with day to day school issues such as the cost of uniform, the purchase of examination study guides, field trips and more.
- 3.6 Whilst schools are not purposefully stigmatising children that live in poverty, day to day school activity can single out those children living on or below the bread line. A research report published by Newcastle University in February 2016 demonstrated that work undertaken by Children North East had a significant impact on reducing the impact of poverty on children's learning. A Poverty Proofing 'audit' is undertaken by Children North East with help from children in the participating school. The audit includes a whole school evaluation resulting in a written report and action plan that is shared with school staff and governors. Participating schools describe the process as enlightening, resulting in a 'real change in mind set'.
- 3.7 As part of the review of reserves undertaken by Finance and Policy Committee in November 2015 Members of that Committee proposed to establish a £500,000 Child and Family Poverty Reserve.
- 3.8 This decision was referred to Council and approved on 10th December 2015 with delegated authority to Finance and Policy Committee to develop and approve a strategy for using these resources.
- 3.9 A number of schemes have been supported and future commitments made against this Reserve since it was created. The Table below shows expenditure and latest commitments against this Reserve:-

	£'000
Funding Available	500
16/17 Financial Support & Advice Service	(110)
Holiday Hunger Fund	(25)
Holiday Hunger Food Parcels inc Transport	(14)
Underspend from Holiday Hunger Fund	4
	(10)
Hartlepool Foodbank Contribution (Council 15/12/16)	
Balance Remaining 31/03/17	345
less Summer 17 Proposals (F&P 10.02.17)	(42)
Underspend from Summer 17	4.5
less 17/18 Commitments for Financial Support & Advice Service	(110)
less 18/19 Commitments for Financial Support & Advice Service	(110)
	(64)
F&P 18.09.17 - 18/19 Youth Grants 6 mth extension	
F&P 22.11.17 - Hartlepool Foodbank	(9)
	(14.5)
F&P 22.11.17 - Holiday Gap Christmas Extension	
F&P 22.11.17 - MTFS Reserve Review - Community Pool	24
	20
F&P 22.11.17 - MTFS Report External Audit Fees	
Trading Standards Fine Income - 12/06/17 Joint F&P and Children's Cttee	136
Uncommitted Balance 31/01/18	180

- 3.7 The above table reflects the latest funding contributions into the Reserve approved at Finance and Policy Committee on 22nd November 2017 as well as the funding previously set aside as a temporary contingency to support the Centre for Excellence in Creative Arts following confirmation of funding from the Tees Valley Combined Authority.

4. PROPOSALS

- 4.1 As future funding to sustain the 5 -19 activities grant is unlikely to be secured by September 2018, Members are asked to consider the extension of this grant by a further 6 months to ensure funding is in place for the whole of the 2018/19 financial year.

- 4.2 The additional cost of this proposal is £64,000 and it is proposed this is funded from the Child and Family Poverty Initiatives Reserve.
- 4.3 The Council is holding a mini conference for Headteachers in March 2018 with a focus on poverty proofing the school day. It is proposed that a cohort of up to 10 schools are encouraged and supported to engage with Children North East on a poverty audit. It is estimated that the resulting actions by schools as a result of their audit could impact on more than 4,000 children in the town.
- 4.4 It is proposed that up to £15,000 is committed from the Child and Family Poverty Initiatives reserve to support schools with the cost of the research, with schools paying an equal share themselves.
- 4.5 If both of the above proposals were approved this would leave an uncommitted balance of £101,000 in the Child and Family Poverty Initiatives Reserve.
- 4.5 Only Finance and Policy Committee have delegated authority to approve funding from the Child and Family Poverty Initiatives Reserve therefore it is proposed that Members of this Committee consider these proposals and if they agree then to refer to the next Finance and Policy Committee (12th March 2018) for approval.

5. RISK IMPLICATIONS

- 5.1 If additional funding beyond 30th September 2018 is not provided it is likely that the services provided as part of the 5 – 19 grant will cease on this date.

6. FINANCIAL CONSIDERATIONS

- 6.1 There will be a financial commitment required if Members choose to approve these proposals, however they can be funded from the Child and Family Poverty Initiatives Reserve subject to Finance and Policy Committee approval.
- 6.2 There is no base budget provision for the 5 -19 activities grant in 2018/19.

7. LEGAL CONSIDERATIONS

- 7.1 There are no legal considerations arising from this report.

8. CONSULTATION

- 8.1 Not applicable.

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

- 9.1 A Child and Family Poverty impact assessment is attached at **Appendix A**

10. STAFF CONSIDERATIONS

- 10.1 There are no staffing considerations relating to Council-employed staff.

11. ASSET MANAGEMENT CONSIDERATIONS

- 11.1 There are no asset management considerations arising from this report.

12. RECOMMENDATIONS

- 12.1 That Members note the Report and the latest position regarding the Child and Family Poverty Initiatives Reserve.
- 12.2 That Members consider the proposal to extend the activities 5 -19 grant by a further 6 months (£64,000) funded from the Child and Family Poverty Initiatives Reserve.
- 12.3 That Members consider the proposal to engage with Children North East to undertake work with a cohort of Hartlepool schools to 'poverty proof' their school day (£15,000), funded from the Child and Family Poverty Initiatives Reserve.
- 12.3 Members refer any decision to use the Child and Family Poverty Initiatives Reserve to Finance and Policy Committee for approval.

13. REASONS FOR RECOMMENDATIONS

- 13.1 Members of this Committee have previously requested an extension of the Youth Activities 5 – 19 grant funded from the Child and Family Poverty Initiatives Reserve for an initial 6 months period.
- 13.2 'Poverty Proofing' the school day could benefit more than 4,000 children in the town.
- 13.2 Finance and Policy Committee have delegated authority to approve spend from the Child and Family Poverty Initiatives Reserve therefore any decision by this Committee would need to be referred to Finance and Policy Committee.

14. BACKGROUND PAPERS

Council - "Medium Term Financial Strategy 2016/17 to 2018/19" – 10th
December 2015

Children's Services Committee – "Savings Programme 2018/19 and 2019/20
– Children's Services" – 12th September 2017

Finance and Policy Committee – "Urgent Business" – 18th September 2017

16. CONTACT OFFICER

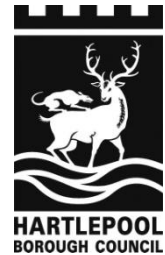
Sally Robinson
Director of Children's and Joint Commissioning
Hartlepool Borough Council
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1. Is this decision a Budget & Policy Framework or Key Decision? No If YES please answer question 2 below				
2. Will there be an impact of the decision requested in respect of Child and Family Poverty? YES / If YES please complete the matrix below				
GROUP	POSITIVE IMPACT	NEGATIVE IMPACT	NO IMPACT	REASON & EVIDENCE
Young working people aged 18 - 21	Yes			Proposals will provide additional support to children and families in poverty
Those who are disabled or suffer from illness / mental illness	Yes			Proposals will provide additional support to children and families in poverty
Those with low educational attainment	Yes			Proposals will provide additional support to children and families in poverty
Those who are unemployed	Yes			Proposals will provide additional support to children and families in poverty
Those who are underemployed	Yes			Proposals will provide additional support to children and families in poverty
Children born into families in poverty	Yes			Proposals will provide additional support to children and families in poverty
Those who find difficulty in managing their finances	Yes			Proposals will provide additional support to children and families in poverty
Lone parents	Yes			Proposals will provide additional support to children and families in poverty
Those from minority ethnic backgrounds	Yes			Proposals will provide additional support to children and families in poverty
Poverty is measured in different ways. Will the policy / decision have an impact on child and family poverty and in what way?				
Poverty Measure (examples of poverty measures appended overleaf)	POSITIVE IMPACT	NEGATIVE IMPACT	NO IMPACT	REASON & EVIDENCE
All measures should be addressed through the strategy as these are outcomes being measured	Yes			Proposals will provide additional support to children and families in poverty

Overall impact of Policy / Decision			
NO IMPACT / NO CHANGE	Positive impact	ADJUST / CHANGE POLICY / SERVICE	
ADVERSE IMPACT BUT CONTINUE		STOP / REMOVE POLICY / SERVICE	
Examples of Indicators that impact of Child and Family Poverty.			
Economic			
Children in Low Income Families (%)			
Children in Working Households (%)			
Overall employment rate (%)			
Proportion of young people who are NEET			
Adults with Learning difficulties in employment			
Education			
Free School meals attainment gap (key stage 2 and key stage 4)			
Gap in progression to higher education FSM / Non FSM			
Achievement gap between disadvantaged pupils and all pupils (key stage 2 and key stage 4)			
Housing			
Average time taken to process Housing Benefit / Council tax benefit claims			
Number of affordable homes built			
Health			
Prevalence of underweight children in reception year			
Prevalence of obese children in reception year			
Prevalence of underweight children in year 6			
Prevalence of obese children in reception year 6			
Life expectancy			

FINANCE AND POLICY COMMITTEE

12th March 2018



Report of: Assistant Director, Corporate Services

Subject: HEALTH AND WELLBEING OF THE WORKFORCE

1.0 TYPE OF DECISION/APPLICABLE CATEGORY

Non-Key Decision

2.0 PURPOSE OF REPORT

- 2.1 The purpose of this report is to present Finance and Policy Committee with information on past and current initiatives that support the health and wellbeing of the workforce. The report also includes a plan for the 2018/19.

3.0 BACKGROUND

- 3.1 Following consideration of a Sickness Monitoring report by Finance and Policy Committee, members requested a subsequent report on the action taken within the Council to support the health and wellbeing of the workforce.
- 3.2 A task and finish group was established with departmental representatives, chaired by the Assistant Director, Corporate Services. The purpose of the group was to identify practice across the organisation, undertake feedback with staff on key services and identify future action.
- 3.3 There is a considerable evidence base for supporting the positive health of employees; healthy employees have been shown to take less sickness absence and have greater engagement with their work. They also have reduced presenteesim, (a concept based on the extent employees go to work when, they are really too sick to do so), therefore are more productive. Furthermore, there is an established relationship between work and improved health and wellbeing; and that worklessness is associated with poor mental wellbeing.
- 3.4 More recently, there has been an emphasis on the ageing workforce, due to greater life expectancy, an anticipated increase in this age group, alongside the increased retirement age. This places more emphasis on creating a healthy workforce to sustain an older population, with potentially greater

health needs in the workplace. In addition, more organisations are engaging with workplace health as a means of reducing litigation from injury and illness with origin in the workplace.

4.0 PROPOSAL

- 4.1 Progress in supporting employee health and wellbeing over the period 2010 to 2017 is contained within the document attached as Appendix A. This document also proposes a number of actions for 2018/19. Finance and Policy Committee is requested to consider approval of this action plan in order that further progress can be made in the health and wellbeing of the HBC workforce.
- 4.2 The action plan detailed in Appendix A contributes to the Hartlepool Joint Health and Wellbeing Strategy priority of 'Working Well'.

5.0 RISK IMPLICATIONS

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

6.0 FINANCIAL CONSIDERATIONS

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

7.0 LEGAL CONSIDERATIONS

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

8.0 CHILD/FAMILY POVERTY CONSIDERATIONS

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

9.0 EQUALITY AND DIVERSITY CONSIDERATIONS

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

10.0 STAFF CONSIDERATIONS

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

11.0 ASSET MANAGEMENT CONSIDERATIONS

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

12.0 RECOMMENDATIONS

- 12.1 It is recommended that Members agree to the proposals in Section 4.

13.0 REASONS FOR RECOMMENDATIONS

- 13.1 To demonstrate a commitment to working towards improving the health and wellbeing of the HBC workforce.

14.0 BACKGROUND PAPERS

- 14.1 Annual Sickness Report 2016/17

15.0 CONTACT OFFICER

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Appendix A:
Health and Wellbeing of the Workforce
Action Plan 2018/2019

Introduction

There is a considerable evidence base for supporting the positive health of employees; healthy employees have been shown to take less sickness absence and have greater engagement with their work. They also have reduced presenteeism, (a concept based on the extent employees go to work when, they are really too sick to do so), therefore are more productive. Furthermore, there is an established relationship between work and improved health and wellbeing; and that worklessness is associated with poor mental wellbeing.

More recently, there has been an emphasis on the ageing workforce, due to greater life expectancy, an anticipated increase in this age group, alongside the increased retirement age. This places more emphasis on creating a healthy workforce to sustain an older population, with potentially greater health needs in the workplace. In addition, more organisations are engaging with workplace health as a means of reducing litigation from injury and illness with origin in the workplace via initiatives such as the North East Better Health at Work Award.

The Hartlepool Joint Health and Wellbeing Strategy 2018-2025 has 5 key priorities. One of these is 'Working Well – Workplaces in Hartlepool Borough promote and support healthy living'. Access to fulfilling work has a positive impact on people's wellbeing. Economically, fulfilling work provides a secure income and can offer a sense of purpose and social connection.

This action plan supports the health and wellbeing of the HBC workforce. It therefore also directly contributes to the Working Well priority of the Hartlepool Joint Health and Wellbeing Strategy as a key employer within the Borough.

A) Looking Back 2010-2017

Employee Wellbeing Strategy

To coincide with the Public Health transition in 2010, HBC set out to develop a 3-year Employee Wellbeing Strategy with the following aims and objectives:

1. Establish and promote a positive health, safety and wellbeing culture amongst HBC employees and partners.
2. Develop, implement and monitor working procedures that contribute to the provision of healthy and safe working environments for HBC employees and partners.
3. Proactively support the physical and mental wellbeing of HBC employees and partners.
4. Act as an exemplar and role model to support workplace health in the wider community and to other local businesses including sharing good practice.

This strategy and approach was recognised nationally in 2014 by the then Public Health Minister, Jane Ellison MP who awarded the first ever Minister's Award for Public Health to HBC for excellence in workplace health (<https://www.rsph.org.uk/about-us/news/hartlepool-borough-council-awarded-first-public-health-minister-s-award-for-workplace-health.html>).

The strategy involved Council leaders and staff, Public Health and NHS services, and local businesses including the Foundation Trust, social housing providers, Fire Brigade, Power Station, steelworks, further education and SMEs who were engaged through the North East Better Health at Work Award (NEBHAWA), coordinated locally by HBC.

HBC launched the Employee Wellbeing Strategy in 2011 and achieved the Bronze, Silver, Gold and Continuing Excellence criteria of the NEBHAWA year-on-year. HBC has retained its Continuing Excellence award status since 2013 and is now one of 5 'Ambassador' workplaces in Tees. Public Health (now the Joint Commissioning function) coordinates the award scheme with new and existing businesses throughout Hartlepool.

Health advocates/champions were appointed across the Authority to support the development and coordination of health information to staff. This has helped in reaching employees in hard-to-reach areas such as depot / blue-collar staff and those without computer/email access. The Council have also utilised the local 'Health Bus' to go on-site in the Council depot and provide health checks to blue-collar staff, which was very well received. Campaigns and events around smoking cessation, healthy eating, cycling and physical activity have also been held on-site for this staff group.

Key public health campaigns and events continue to be supported internally and promoted with partner businesses and the wider community. A project is underway which provides free or heavily subsidised, corporate physical activity access to staff in NEBHAWA organisations via a Workplace Health Activator employed within the Sport & Recreation team in Public Health. This role supports access to physical activity for HBC, schools and external businesses, utilising Council leisure facilities or external workplaces.

A comprehensive programme of staff Healthy Heart Checks were delivered in 2012-13 across the Civic Centre and Depot sites. Over 600 Council staff aged 40 plus have undergone health checks in the workplace, via the NHS Tees Healthy Heart Check programme or via the Health Bus. As a result, health conditions are identified early and lifestyle support or medication can be prescribed, meaning conditions are well managed and health issues do not escalate further. This will be supported in 2018 through health checks for eligible staff.

Several line managers' briefing sessions were carried out in 2014-15 around supporting staff with mental health, drug and alcohol issues and musculoskeletal disorders. Sessions were delivered by Public Health and HR colleagues and commissioned services (Hartlepool MIND, DISC and K2 physiocare).

Other successful initiatives delivered within HBC include:

- support for mental health issues for both managers and staff.
- staff walking challenges and better access to physical activity opportunities.
- awareness events and training around illegal money lending.
- drug & alcohol training and awareness workshops.

- oral health training.
- targeted sleep wellbeing workshops for teams.
- health and wellbeing marketplace events.
- bike to work and after-work cycle rides.
- awareness events for occupational health services for managers.
- support for national campaigns such as No Smoking Day, Stoptober, Substance Misuse Week, British Heart Foundation Heart Month, Stoptober, Breast Cancer Awareness and Dry January.

Council Policies and Procedures

Council policies and procedures around health and wellbeing include Substance Misuse, Stress at Work, Smoking, Domestic Abuse, Bullying and Harassment, Flexi Time, Flexible Working and Appraisal. In addition, there is also access to the Violence at Work Policy, use of the Employee Protection Register and the Managing Unreasonable Behaviour Policy to deal with extreme cases.

Corporate Initiatives

The Staff Health Needs Assessment was undertaken in 2017. Asking questions across a range of subject areas, the survey provides important information on the health and wellbeing of the HBC workforce.

Employees have access to the Counselling, Physiotherapy, Health Surveillance and Occupational Therapy services and programmes. Feedback from managers and staff using the services report that, in general, the services are excellent. Where specific feedback has been highlighted, this has been addressed with the provider directly.

The Health Shield staff benefits scheme has recently been launched (October 2017) and promoted across all key sites. Currently, the uptake of this scheme is less than 1.5% of the workforce. Further promotion is planned throughout 2018.

Departmental Initiatives

Targeted support to staff in Revenues and Benefits section dealing with Universal Credit has been undertaken including sleep, wellbeing and mental health awareness workshops. This has included pursuing access to holistic/relaxation therapies outside of work time and support in preparing for the job market for at-risk staff e.g. CV prep, job interview skills, financial wellbeing support.

The Health check for Social work staff includes questions relating to wellbeing including hours of work, work/life balance, flexi etc. Results from the first round of the Healthcheck in children's social care indicated that many staff were unable to make use of flexi. A pilot 9 day fortnight has been introduced with a view to being rolled out across the teams.

A recent initiative has been undertaken with Safeguarding and Specialist Services children's social care staff in Bevan House. Approximately 60 members of staff have taken part in away days at Whinstone View, Great Ayton with a focus on health and wellbeing. The sessions have covered the following:

- Mental health awareness.
- Sleep, relaxation & mindfulness – identifying causes of sleep deprivation and offering solutions to assist restful sleep and recharging of the body & brain.
- Nutrition with a focus on eating/hydrating to fuel the body & brain. Identification of food groups which are slow release energy foods to improve alertness and to prevent fatigue. Questionnaire completed which also identified key areas to focus on during the working day i.e. all staff stated that between 2pm – 5pm their energy levels dropped significantly which affected concentration and productivity.
- Realistic and achievable activities and exercise – Sports and Recreation are tailoring activities to individual teams and the wider service. Programme to be developed further.

- Inspirational talk focusing on the importance of supporting each other, team resilience and Identifying stressful situations earlier and dealing with them before it escalates.

From the 1 December 2017, cultural and environmental changes took place for the SAS team in Bevan house. The conference room was remodelled into a bistro style setting to offer staff the option of using this as space to eat, relax or use as a break out space. From this date, staff will be supported to not eat lunch at their desk and arrangements are put in place to ensure meetings are not scheduled and telephone calls are rerouted between 12-1pm (unless urgent) to facilitate opportunities for physical activity.

The feedback from this initiative is extremely positive and discussions are underway with the Head of Service for Safeguarding to roll this out to other teams across the Council.

B) Looking Ahead

A range of initiatives are programmed to take place over the next year. These are focused on 4 key areas:

1. Policy Development and performance management
2. Training
3. Communications and Marketing
4. Wellbeing initiatives in the workplace

The detail in each of the 4 areas is provided in the action plan overleaf. The plan will be reviewed on a quarterly basis by the Assistant Director, Corporate Services in conjunction with the Health and Wellbeing of the Workforce working group.

<p align="center">Health and Wellbeing of the Workforce Action Plan 2018/19</p>
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Ref	Action	Lead	Timescale (Action complete by)	Outcomes
1. Policy Development and Performance Management				
1.1	Review and implement Flexi Time Policy for HBC staff in consultation with the Trade Unions.	Assistant Director, Corporate Services	Q1 2018/19	Greater access to health and wellbeing opportunities for employees. Reduced sickness absence. Improved wellbeing.
1.2	Provide detailed sickness absence information for management teams.	Human Resources Business Partner (HRBP)	Q1 2018/19	Improved management team oversight of sickness absence information.
1.3	Establish a key suite of management information and indicators regarding health and wellbeing.	Health, Safety and Risk Manager	Q2 2018/19	Targeting of resources is effective. Risk is controlled.
18.03.12 - F&P - 6.2 - Health and Wellbeing Appendix A		8		Hartlepool Borough Council

	Provide an update through the quarterly CMT report on Health, Safety and Risk.			
1.4	Set clear outcome measures to evidence impact and demonstrate return on investment for the implementation of all employees well being initiatives.	Health Safety and Risk Manager	Q1 2018/19	Strong evidence base for the longevity of employee well being initiatives
1.5	Review and implement the Employee Wellbeing Strategy.	Health, Safety and Risk Manager in consultation with Health and Wellbeing of the Workforce working group.	Q4 2018/19	Health and wellbeing of employees is improved.
1.6	Review the Lone Worker Policy.	Health, Safety and Risk Manager	Q4 2018/19	Health and wellbeing of employees is improved. Risk is controlled.
1.7	Explore the 'Stuck not Sick' scheme for HBC roll out.	Assistant Director, Corporate Services	Q1 2018/19	Reduced sickness. Reduced

				presenteeism.
2. Training				
2.1	Incorporate mental health/stress awareness/resilience training across HBC.	Organisational Development Advisor	Q1 2018/19 (to coincide with the launch of the Phase 2 WD programme)	Improved mental health/stress levels and awareness.
2.2	Development of dealing with violence and aggression training e.g. diffusion techniques	Organisational Development Advisor	Q1 2018/19 (to coincide with the launch of the Phase 2 WD programme)	Improved employee safety.
2.3	Raise profile of stress management procedure and include in sickness management training.	Health, Safety and Risk Manager HRBP	Q2 2018/19	Improved knowledge around sickness and stress management procedure.
2.4	Appoint and train organisational Mental Health First Aiders to be accessible within every working environment.	Assistant Director, Preventative and Community Based Services	Q2 2018/19	Reduced occurrences of ill Mental Health through early

		Public Health Mental Health Lead Tees Training Hub		intervention.
3. Communications and Marketing				
3.1.	Communications Campaign on near miss and actual incident reporting.	Health, Safety and Risk Manager Communications and Marketing Manager	Q2 2018/19	Increased near miss reporting. Increased actual incident reporting.
3.2	Marketing Campaigns developed based on the key findings of the Health Needs Assessment and Employee Survey (see 3.4).	Communications and Marketing Manager Health, Safety and Risk Manager Assistant Director, Preventative and Community Based Services	All quarters in the year.	Increased employee knowledge and engagement.
3.3	Development of a new intranet with a dedicated area for health and wellbeing. Develop access to toolkits and support for targeted issues within intranet system. Including sleep management, mental well	Communications and Marketing Manager Public Health Practitioner	Q2 2018/19	Increased employee knowledge and engagement. Provide self help mechanisms to reduce the risk of ill

	being, access to services.			health.
3.4	Roll out Staff Survey 2018.	Performance and Partnerships Manager	Q1 2018/19	Improved awareness of employee wellbeing and areas of concern so resources can be targeted.
4. Wellbeing Initiatives in the Workplace				
4.1	Introduce wellbeing champions into the workplace.	Health Improvement Practitioner	Q1 2018/19	Increased focused on wellbeing.
4.2	Develop and support champions who will lead on activity development and delivery for staff (walking, running, etc)	Assistant Director, Preventative and Community Based Services	Q3 2018/19	Increase physical activity and provide accessible opportunities.
4.3	'Take the Time' Campaign to include volunteering opportunities, gym discounts and taking the time to walk at lunchtime.	Assistant Director , Corporate Services Assistant Director, Preventative and Community Based Services	Q4 2018/19	Improved focused on wellbeing and ensuring employees are supported.
4.4	Break out space for staff created.	Performance and Partnerships Manager	Q1 2018/19	Reduction in stress/improvement

				in wellbeing.
4.5	Lunchtime Language sessions delivered.	Performance and Partnerships Manager	Q1 2018/19	Reduction in stress/improvement in wellbeing.
4.6	NHS Health Checks for staff 40+ carried out.	Health Improvement Practitioner	Various quarters in the reporting year	Improved employee health and wellbeing.
4.7	Setting up of a Learning Centre with Trade Unions.	Assistant Director, Corporate Services Regional Manager, Unison	Q4 2018/19	Improved employee health and wellbeing.
4.8	Consideration of the Credit Union proposal – Pay roll savings and loan scheme.	Shared Services Manager	Q3 2018/19	Improved employee health and wellbeing.
4.9	Individual Health Plans and behaviour change programme for employees most in need of support to improve their health and well being.	Assistant Director, Preventative and Community Based Services Public Health Practitioner	Q4 2018/19	Reduce risk of ill health and long term conditions. Targeted actions based on individuals
4.10	Audit all working environments to consider opportunities for activity provision both structured and unstructured.	Assistant Director, Preventative and Community Based Services	Q4 2018/19	Increase physical activity for all employees through active environments.

4.11	Review top reasons for sickness absence in each department/environment and provide targeted activity to address this (e.g. ill mental health – Yoga/Tai Chi, Muscular skeletal – Back care programmes, rehabilitation programmes, etc.)	HRBP Assistant Director, Preventative and Community Based Services	Q2 2018/19	Targeted intervention to reduce long term sickness absence.
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FINANCE AND POLICY COMMITTEE

12th March 2018



Report of: Assistant Director, Corporate Services

Subject: Working Towards Being a Dementia Friendly Organisation

1.0 TYPE OF DECISION/APPLICABLE CATEGORY

Non-Key Decision

2.0 PURPOSE OF REPORT

- 2.1 The purpose of this report is to support the Council to work towards being a Dementia Friendly Organisation.

3.0 CURRENT POSITION

- 3.1 Hartlepool as a town, and divisions of Hartlepool Borough Council, have a long history of supporting dementia friendly policies, practices and initiatives. As a pivotal lead in the creation of the Dementia Friendly Hartlepool (DFH) project, a multi-agency project that aims to develop Hartlepool as a regionally recognised dementia friendly community, HBC continue to serve and support as a full and active member of this project.
- 3.2 A number of staff within the Council are dementia friends and several teams have submitted pledges regarding their support and individual actions. Although a great deal of work is undertaken across individual Council Departments, there are no specific corporate actions that commit the organisation as a whole to work towards being a Dementia Friendly Organisation.

4.0 Strategic Alignment

- 4.1 The proposed actions fit strategically with the 'Aging Well' objectives of the Hartlepool Health and Wellbeing Strategy and also the support to people living with dementia that is championed and led by the Adult Services Committee.

5.0 Proposals

5.1 Finance and Policy Committee is requested to consider implementing the following actions in 2018 in order to demonstrate a commitment to working towards being a Dementia Friendly Organisation at a corporate level:

- i) Apply to become a 'Dementia Friendly Place' by submitting a membership request to Dementia Friendly Hartlepool. This includes stating the actions HBC will take as an organisation to support working towards being dementia friendly.
- ii) Create a corporate pledge to working towards being dementia friendly and include on all communications and marketing materials and social media platforms, wherever appropriate. An organisational photo call will be arranged.
- iii) Support staff, in work time, to become Dementia Friends. A Dementia Friend is someone who has attended a one hour information session and has committed to an action that will make the lives of people living with dementia a little better. A dementia friend training course took place on 19 February 2018 and one is due to take place on 21 March 2018. Further sessions will take place and staff are encouraged to sign up.

My name is Becca

I am 15 years old

As a Dementia Friend I will...

- ☒ Wear my badge
- ☒ Be patient if someone is struggling
- ☒ Create a poster about dementia
- ☒ Another action I will be

more available for

my Grandad who

has dementia

"I WILL BE MORE AVAILABLE FOR MY GRANDAD WHO HAS DEMENTIA"

- Becca (15yrs)

#dementiafriends Join: bit.ly/DFriends

- iv) Build Dementia Friend training into the mandatory HBC induction programme for all new starters.
- v) Support a number of staff to become Dementia Friend Champions. This will involve a day-long induction session. Dementia Friend Training can then be delivered in-house as part of the role of a Dementia Friend Champion.
- vi) Encourage managers to actively involve their teams in Dementia Friendly initiatives and activities.

6.0 RISK IMPLICATIONS

6.1 There are no specific risk implications from this report.

7.0 FINANCIAL CONSIDERATIONS

7.1 There are no specific financial considerations from this report.

8.0 LEGAL CONSIDERATIONS

8.1 There are no specific legal considerations from this report.

9.0 CHILD/FAMILY POVERTY CONSIDERATIONS

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

10.0 EQUALITY AND DIVERSITY CONSIDERATIONS

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

11.0 STAFF CONSIDERATIONS

11.1 There are no specific staffing considerations from this report.

12.0 ASSET MANAGEMENT CONSIDERATIONS

12.1 There are no specific asset management considerations from this report.

13.0 RECOMMENDATIONS

13.1 It is recommended that Members agree to the proposals in Section 4.

14.0 REASONS FOR RECOMMENDATIONS

14.1 To demonstrate a commitment to working towards being a Dementia Friendly organisation.

15.0 BACKGROUND PAPERS

15.1 None.

16.0 CONTACT OFFICER

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FINANCE AND POLICY COMMITTEE

12th March 2018



Report of: Chief Executive

Subject: COUNCIL PLAN 2017 – 2020 – QUARTER 3
PERFORMANCE REPORT

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key Decision.

2. PURPOSE OF REPORT

- 2.1 The purpose of this report is to update Finance & Policy Committee of the progress made against the Council Plan 2017-2020 at the end of quarter 3 2017/18 and ask Members to agree to a number of changes/updates to the plan.

3. BACKGROUND

- 3.1 A new style Council Plan 2017-20 was agreed by Council in March 2017 setting out what we will do to achieve our ambitious vision for Hartlepool. Within the plan we have identified 6 strategic priorities that will most quickly accelerate delivery of our ambition and shape a sustainable financial future of the Council. These strategic priorities are underpinned by clear plans and commitments - our key deliverables. There are milestones for each of the key deliverables which along with our performance indicators will enable us to demonstrate our progress toward achieving our overall vision.
- 3.2 A review of the Corporate Performance Management Framework was undertaken earlier in the year with the aim of ensuring that key officer groups and committees of the Council were gaining adequate oversight and assurances of the performance of the organisation against its strategic priorities and to ensure that any remedial action could be taken in a timely manner.
- 3.3 The revised framework is now in place and quarter 3 is the third report to Members using this new approach to performance management at a

corporate level. This report focuses on updating Members on the milestones and performance indicators that sit within the new Council Plan 2017-20.

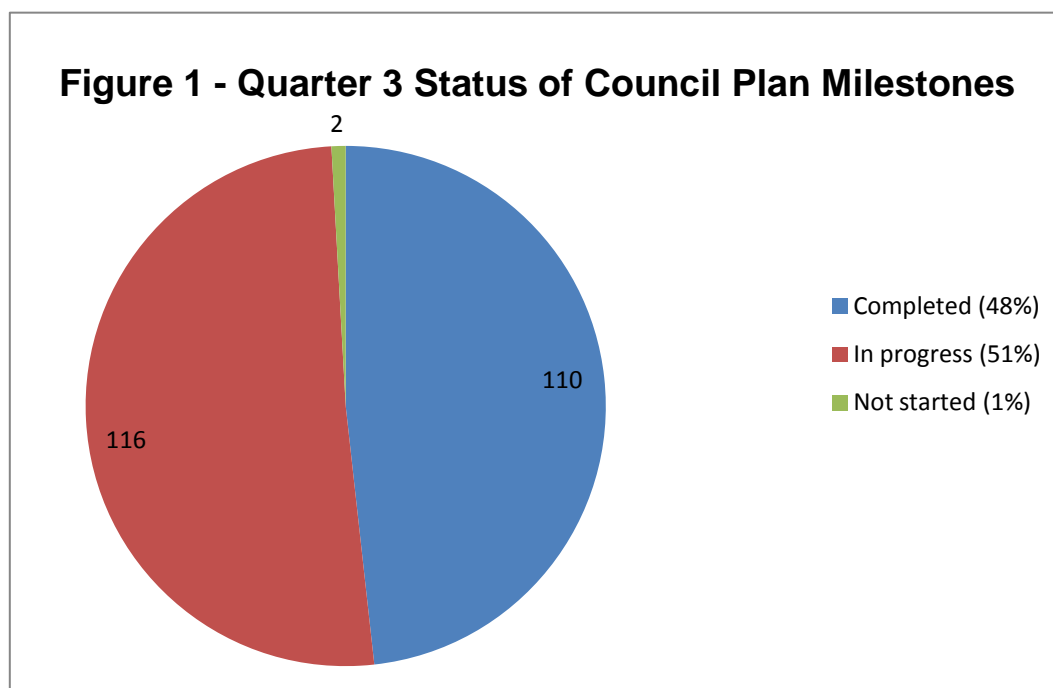
4. QUARTER 3 - SUMMARY OF PROGRESS

4.1 The summary of progress at the end of quarter 3 2017/18 is included as **Appendix 1**. Members are requested to note the key achievements made this quarter as set out by strategic priority in the infographic on **page 1 of Appendix 1**.

4.2 Milestones

The 6 strategic priorities within the Council Plan are underpinned by 45 key deliverables. A set of milestones (actions) have been identified for each key deliverable and in total there are currently 228 milestones in the plan.

4.3 At the end of quarter 3, the progress against the milestones within the Council Plan is set out in Figure 1 below:



4.4 Milestones not completed by due date or will not be completed by their due date

Members are asked to note that of the milestones that are currently in progress, 40 have missed or will miss their due dates which represent 17.5% of all of the milestones in the plan. At quarter 3 it is not unexpected that there are a number of milestones that are off target and this is in the main, due to overly ambitious and unrealistic deadlines being set. It should be noted that the 40 missed milestones are contained within 23 key deliverables with a number of key deliverables having multiple missed milestones. This is because when a milestone date is changed at the beginning of a project there is an adverse effect on the remaining milestones meaning that their target due dates will no longer be achieved and date changes requested.

Over the next few months further work will be undertaken through the annual refresh process to review the Council Plan and ensure that the due dates for milestones over the next 2 years of the plan are realistic and deliverable. The milestones that have missed or will miss their due dates are set out in **pages 2 - 16 of Appendix 1**. Members are asked to review these and agree the proposed new due dates.

4.5 Members are also asked to agree the cancellation of three milestones:

CP 17/18 KD07-06 – *Work with key partners to extend the lifetime of the Hartlepool Enterprise Zones at The Port, Oakesway and Queens Meadows..*

There is no appetite from Central Government to extend the Enterprise Zones beyond 2018 for Queens Meadow and Oakesway and beyond 2020 for the Port. As result the financial incentives will be withdrawn at those dates and it is anticipated that Local Development Orders (simplified planning process) will expire at the same time.

CP 17/18 KD22-03 – *Introduce a Residents Charter in relation to Clean and Green Services*

Resident Charter to absorbed into wider activity to improve working in neighbourhoods which will be part of a new Key Deliverable to be proposed through the Council Plan refresh which will come to Finance and Policy Committee in June 2018.

CP 17/18 KD30-02 – *Collaborate with Tees Valley Local Authorities on establishment of a free special school*

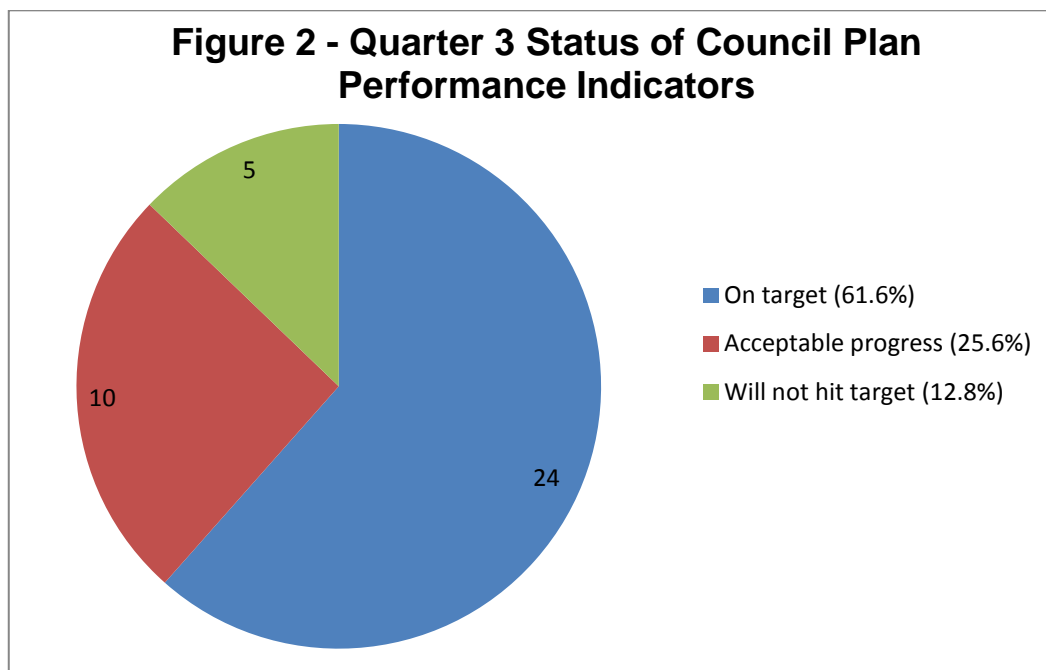
DfE bid unsuccessful – Tees group meeting to prepare another bid of the next round.

4.6 Performance Indicators

There are currently 73 performance indicators within the Council Plan. Since the Council Plan was agreed there have been amendments to a number of performance indicators including changes to collection frequency (from annual to quarterly), revised methodology for indicators, the amendment of targets and the deletion of one performance indicator at the end of quarter 2. At the end of quarter 3:

- 57 have specific targets.
- 5 have directions of travel (increase, maintain or reduce).
- 10 are in their baseline year in 2017/18 and will have targets set for 2018/19 and beyond through the annual refresh.
- 1 was not measurable in 2017/18 and therefore had no target set – this is the indicator for the percentage total vote turnout at local elections and relates to the full Council elections which take place 3 in every 4 years.

- 4.7 At the end of quarter 3 data is available against targets for 39 performance indicators and current progress is set out in Figure 2 below:



4.8 Performance Indicators – Areas for improvement

Members are asked to note that of the performance indicators that have data available this quarter, 5 are identified as areas for improvement/will not hit target as set out on page 17 - 18 of Appendix 1.

5. RISK IMPLICATIONS

- 5.1 The Council Plan is monitored quarterly to enable early identification and reporting to Members of any emerging risks which might prevent delivery of the strategic priorities identified in the Council Plan.

6. FINANCIAL CONSIDERATIONS

- 6.1 No implications.

7. LEGAL CONSIDERATIONS

- 7.1 No implications.

8. CHILD AND FAMILY POVERTY

- 8.1 No implications.

9. EQUALITY AND DIVERSITY CONSIDERATIONS

9.1 No implications.

10. STAFF CONSIDERATIONS

10.1 No implications.

11. ASSET MANAGEMENT CONSIDERATIONS

11.1 No implications.

12. RECOMMENDATIONS

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

- the overall progress made on the Council Plan 2017-20 at the end of Quarter 3 2017/18 as set out above and the key achievements as set out in the infographic on **page 1 of Appendix 1**;
- the notes provided on the 40 milestones that have missed or will miss their due dates, the proposed date changes and the proposed removal of 3 milestones as set out in **pages 2 - 16 of Appendix 1**;
- the notes provided on the 5 performance indicators that have been identified as areas for improvement as set out in **pages 17 - 18 of appendix 1**.

13. REASONS FOR RECOMMENDATIONS

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

14. BACKGROUND PAPERS

14.1 Council Plan 2017-2020 - as agreed in 16th March 2017 report to Council.

15. CONTACT OFFICER

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Overview of key achievements and positive performance made during Quarter 3 2017/18.





Milestones not completed by due date or will not be completed by their due date.

The following 40 milestones within the Council Plan have not been completed by their initial due date or will not be completed by their due date and therefore new due dates are proposed.

STRATEGIC PRIORITY - Growing our economy, jobs and skills			
Key Deliverable – In partnership with private and public sector operators launch a new ‘Destination Hartlepool’ supported by co-ordinated events, exhibitions and festival programme by 2017			
Milestone	Due date	Proposed new due date	Note
Develop a Destination Hartlepool brochure	Sept 2017	MAR 2018	Launch event is arranged for March 2018.
Key Deliverable – In partnership with the National Museum of the Royal Navy (NMRN) establish a world class visitor attraction by 2019			
Milestone	Due date	Proposed new due date	Note
Agree the strategic investment plan, involving key stakeholders for the NMRN within the wider context of the regeneration of the Waterfront	Oct 2017	MAR 2018	Officers are currently working with the National Museum of the Royal Navy to establish the strategic investment plan with a view to submitting an expression of interest to the Tees Valley Combined Authority in due course. It is expected that the EOI will be submitted by March 2018 upon which the investment plan will be agreed.

Key Deliverable – Open 'the Bis' in partnership with Cleveland College of Art and Design (CCAD) – a new world class managed workspace for emerging creative industries			
Milestone	Due date	Proposed new due date	Note
Recruit Centre Officer and start to put together business support framework with CCAD.	Oct 2017	MAY 2018	The business support framework will be in place by July 2018. The centre officer will be recruited by May 2018.
Handover and opening of the Bis	Mar 2018	JUL 2018	The BIS will be opened and operational by July 2018
Centre open for graduates intake	Mar-2018	JUL 2018	The BIS will be opened and operational by July 2018.
Key Deliverable – Work with learning providers and employers to deliver a new approach to targeting learning, skills and employment pathways for unemployed adults and parents			
Milestone	Due date	Proposed new due date	Note
Agree new delivery model	Dec 2017	SEPT 2018	We have agreed that the Hartlepool Youth Investment Project Operational Plan will be extended and the new blueprint will be launched for the next academic year in September 2018.
Implement and launch new delivery model	Mar 2018	SEPT 2018	A new Hartlepool Youth Investment project Operational Plan will be developed through a partnership between Education, learning and skills, Adult Education and Hartlepool Working Solutions. Agreement will be sought prior to its expected launch next year

Key deliverable – Enable and promote Hartlepool as a great place to invest			
Milestone	Due date	Proposed new due date	Note
Work with key partners to extend the lifetime of the Hartlepool Enterprise Zones at The Port, Oakesway and Queens Meadow.	Mar 2018	PROPOSE TO CANCEL	There is no appetite from Central Government to extend the Enterprise Zones beyond 2018 for Queens Meadow and Oaksway, and beyond 202 for the Port. As a result the financial incentives will be withdrawn at those dates It is anticipated that Local Development Orders (simplified planning process) will expire at the same time.

STRATEGIC PRIORITY – Regenerating our town.			
Key Deliverable - Complete Church Street by December 2017 and Church Square by April 2018 to coincide with the completion of the new CCAD campus			
Milestone	Due date	Proposed new due date	Note
Completion of Public realm works in Church Street	Dec 2017	OCT 2018	Contractors appointed in October 2017, works to site are anticipated in Spring 2018

Key Deliverable - Deliver improvements to Stockton Street			
Milestone	Due date	Proposed new due date	Note
RIBA Stage 4 of Design for the construction tender	Oct 2017	MAY 2018	A procurement process is still to be agreed for the identified works. Once the procurement process has been agreed the project will be taken to RIBA stage 4 design, with construction tender likely in Spring 2018.
Appoint construction contractors	Apr 018	JUL 2018	A procurement process is still to be agreed for the identified works. Once the procurement process has been agreed the project will be taken to RIBA stage 4 design, with construction tender likely in Spring 2018.
Key Deliverable – Rephase and deliver the regeneration plan for Seaton Carew seafront by 2018			
Milestone	Due date	Proposed new due date	Note
Completion of phase 2 works to include improvements to the bus station and the surrounding public realm.	Feb 2018	APR 2018	Contractor has started on site with works progressing

Key Deliverable - Complete a master plan for the Raby Road corridor and Mill House area and deliver investment in new sport and leisure facilities by 2019/20			
Milestone	Due date	Proposed new due date	Note
Secure Committee agreement for a preferred option to invest in sport and leisure built facilities	Dec 2017	MAR 2018	Work is continuing but has taken longer than expected to work with key stakeholders and do not foresee it being possible for a Committee Agreement or Decision to be reached until the end of Q4. Therefore the due date will need to be amended to read 31 March 2018.
Develop a design and prepare tender documentation	Jan 2018	APR 2018	This part of the project has still not yet started as it is dependent on outcome of the initial work to develop a master plan. The Raby Road Corridor and Mill House area are also now included within the scope of the One Public Estate Programme which is currently scheduled to be concluded in Q4.
Submit bid to Sport England	Mar 2018	JUN 2018	No further progress and so this needs to slip back in line with CP 17/18 KD 13-02 (Agreed Preferred option for Sport & Leisure Facilities and KD 13-04 (Develop Design of Facilities) to 30 June 2018.
Funding bid outcome	Jun 2018	SEPT 2018	No further progress and so this needs to slip back in line with CP 17/18 KD 13-02 (Agreed Preferred option for Sport & Leisure Facilities and KD 13-04 (Develop Design of Facilities) and KD 13-05 (Submit Bid to Sport England) to 30 September 2018.
Start build	Sep 2018	DEC 2018	No further progress and so this needs to slip back in line with CP 17/18 KD 13-02 (Agreed Preferred option for Sport & Leisure Facilities and KD 13-04 (Develop Design of Facilities) and KD 13-05 (Submit Bid to Sport England) to 31 December 2018

Build complete	Oct 2019	DEC 2019	No further progress and so this needs to slip back in line with CP 17/18 KD 13-02 (Agreed Preferred option for Sport & Leisure Facilities and KD 13-04 (Develop Design of Facilities) and KD 13-05 (Submit Bid to Sport England) to 31 December 2019.
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STRATEGIC PRIORITY – Developing and Promoting Hartlepool as a great place to live.			
Key Deliverable - Facilitate the sustainable development of Hartlepool through the adoption of the Local Plan by 2018			
Milestone	Due date	Proposed new due date	Note
Planning Inspector publishes report on whether the Local Plan is sound and Legally compliant	Jan 2018	MAR 2018	The Inspector has agreed with the Council what Modifications are needed to the plan to address issues of soundness. The Inspectors final report will only be formally issued once the LPA has consulted on the main modifications considered necessary by the inspector to make the plan sound and legally compliant and the inspector has had opportunity to consider representations on these. Given the current Modifications consultation runs until the 9th February it is unlikely that an inspectors report would be formally issued until the end February 2018 at the earliest.

Key Deliverable - Establish an investment programme for improvements to neighbourhoods, open spaces, parks and play sites			
Milestone	Due date	Proposed new due date	Note
Phase 1 schemes completed	Mar 2018	MAR 2019	A revised programme for delivery of phase 1 schemes is to be established and agreed with members during Quarter 4.
Key Deliverable - Improve the allotment infrastructure to meet the diverse needs of our communities			
Milestone	Due date	Proposed new due date	Note
Agree Phase 2 of the allotment review which will prioritise capital works and identify potential new sites following the implementation of Phase 1 (Stranton re-location)	Oct 2017	JUN 2018	The Review has been completed and presented to the Allotment Focus Group for comment on 5th December. A report will be taken to the Neighbourhood Services Committee in June to agree both the Review and Strategy.
Key Deliverable - Implement a Clean and Green Strategy and reduce demand on Council resources			
Milestone	Due date	Proposed new due date	Note
Introduce a Residents' Charter in relation to clean and green services	Nov 2017	PROPOSE TO CANCEL	Resident Charter to be absorbed into wider activity to improve working in neighbourhoods which will be part of a new Key Deliverable to be proposed through the Council Plan refresh which will come to Finance and Policy Committee in June 2018.

STRATEGIC PRIORITY – Developing new services for people and communities			
Key deliverable - Implement a new approach to supporting the development of the community and voluntary sector by 2017			
Milestone	Due date	Proposed new due date	Note
New Voluntary and Community Sector support and development model launched	Nov 2017	OCT 2018	The VCS model will be considered by committee in March 2018, therefore the VCS model is anticipated to be launched in the summer of 2018.
Key deliverable - Deliver three community hubs across Hartlepool by July 2017 and have the full Community Hub offer operational by April 2018			
Milestone	Due date	Proposed new due date	Note
Consultation on re-shaping of library and information offer	Dec 2017	MAR 2018	There has been extensive work and consultation done by officers, in conjunction with key stakeholders, to revise and improve the library offer and a formal proposal will be taken to Committee during Q4. Therefore the due date needs amending to 31 March 2018.

Key deliverable - Implement the new model for encouraging and supporting healthy lifestyles by 2018			
Milestone	Due date	Proposed new due date	Note
Review the model of delivery for NHS Health Checks	Dec 2017	MAR 2018	The Review by the 4 Directors of Public Health has been delayed until Q4 in order to take account of the local government settlement announced in December 2017 and wider budget discussions in the various local authorities. It is anticipated that a decision will be made in Q4 regarding the optimal future model. The due date needs to be amended to 31 March 2018.
Redesign the health improvement offer into community hubs	Sept 2017	MAR 2018	Once the review of NHS Health Checks has been finalised we will be able to complete the reshaping the provision of community health checks in the Hubs. This is due to be completed by 31/03/2018
Review use of community pharmacy in supporting healthy lifestyle	Dec 2017	MAR 2018	This Review will start after the Review of NHS Health Checks and the Review of NHS Stop Smoking Services have been completed. It is expected that we can review the role and use of community pharmacy by the end of Q4. This Due date needs to be amended to 31 March 2018.
Key deliverable - Widen participation in sport and leisure activities by April 2018			
Milestone	Due date	Proposed new due date	Note
Complete the indoor sports strategy to ensure planning and investment in services reflects need	Oct 2017	MAR 2018	The Playing Pitch Strategy and Indoor Facilities Strategy have been slightly delayed due to the difficulty in engaging stakeholders like schools and colleges over the summer period. The strategy has now been made available to us in draft and will go to CMT in January 2018 and then on to Committee before the end of Q4. The due date needs amended to 31 March 2018.

Work with sporting bodies and associations to increase the range and quality of activities on offer	Oct 2017	APR 2018.	The Playing Pitch Strategy and Indoor Facilities Strategy have been slightly delayed due to the difficulty in engaging stakeholders like schools and colleges over the summer period. The strategy has now been made available to us in draft and will go to CMT in January 2018 and then on to Committee before the end of Q4. Once the Strategy is agreed we can work with appropriate sporting bodies and associations, many of whom are involved in the consultation process. Therefore, the due date needs to be amended to 30 April 2018
Key deliverable - Implement the new model for supporting drug and alcohol recovery by September 2017			
Milestone	Due date	Proposed new due date	Note
Review new service model	Dec 2017	MAR 2018	As part of the corporate restructure the service will move from Public health to Adult Services on 1st February 2018 and will be subject to an early review. The due date needs to be amended to 31 March 2018.

STRATEGIC PRIORITY – Building better beginnings and better futures for our children and young people			
Key deliverable - Hartlepool is recognised as a learning town with every school good or outstanding by 2019			
Milestone	Due date	Proposed new due date	Note
Deliver an early language and early talk training offer for parents, carers and professionals working with children	Sept 2017	JUL 2018	<p>All Hartlepool primary schools and one PVI setting have signed up to the project. 2 days training for existing Early Years practitioners has been developed and day 1 has been delivered to the majority of staff with 'sweep ups' taking place across the year. Day 2 will be mainly completed by the summer with further 'sweep ups' in autumn 18. Materials have been developed to support parents and have been launched through schools and children's centres in the week beginning 16th October. 2 day Enhanced training for wider workforce professionals will begin roll out this term.</p> <p>The Talk Matters and Wellcomm Assessment tools have been provided to settings to support early identification. Data collection processes have been established working with the data team and every school has submitted on-entry assessment information for early language and literacy skills and data analysis is being carried out. Early interventions have been put in place by schools based on the outcomes of the screening tools.</p> <p>PROPOSED DATE CHANGE TO 31 JULY 2018 - programme being delivered now; Talk Matters launched to schools; EY CPD programme being delivered; Talk Matters to be launched to PVI settings in Spring/Summer.</p>

Launch a programme of careers education, information and guidance for children and young people from 5- to 16-years-of-age	Sept 2017	SEPT 2018	<p>Met with Kelly Britton-Hawes (TVCA officer) in early January 2018 with Combined Authority officers about how this may be progressed for Hartlepool within the programmes and resources of the Combined Authority. Agreed Gatsby standards will be the benchmark. Pilot work currently underway as part of Transforming Tees workstream into primary CEIAG. Expansion of Careers Advisor Network to primary schools is likely by TVCA, and the consequent expansion of Careers Toolkit for secondary into primary phase.</p> <p>Also looking at Investors in Careers accreditation for primary schools. Agreed to raise these at next HYIP meeting (late Jan/early Feb 2018) re governance/oversight in order to ensure linkage to wider skills initiatives across HBC and Tees Valley.</p>
89% of schools rated good or outstanding by Ofsted	Dec 2017	DEC 2018	<p>Each of the 4 primary schools judged to Require Improvement at their previous inspections received a monitoring visit in the autumn term from HMI. 3 were deemed to be taking effective action to return the school to good; 1 is to receive a further monitoring visit in the summer term. With reference to the note in October 17 on potential impact of NET policies on exclusions, there has been a significant increase in permanent and fixed term exclusion since September 17 across the secondary estate. The vast majority of these are from the 2 NET academies</p>

Key deliverable - Launch a new centre for excellence in technical education in creative industries at Northern Lights Academy by September 2017			
Milestone	Due date	Proposed new due date	Note
Staff recruited and curriculum offer secured with lead educational delivery partner	Jul 2017	JUL 2018	<p>TVCA have confirmed that funding will be provided as per submitted business plan.</p> <p>Recruitment of Business Manager will progress in January, followed by other key staffing appointments.</p> <p>First meeting of Coordinating Group scheduled for 10Jan18.</p> <p>Programme of 'taster sessions' for current Y9 students being prepared for Feb/Mar 2018 ahead of secondary schools' options processes.</p> <p>PROPOSED DATE CHANGE TO 31 JULY 2018 - delay due to delayed decision from TVCA regarding funding.</p>
Launch event to commence delivery.	Sept 2017	JUL 2018	<p>Coordination Group scheduled to meet 10Jan18.</p> <p>Aiming for a formal opening before the end of the municipal year.</p> <p>PROPOSED DATE CHANGE TO 31 JULY 2018 - delay due to delayed decision from TVCA regarding funding.</p>

Key deliverable - Deliver the specialist support services children in care need to ensure they are cared for and feel cared about in stable and secure placements and that they are healthy, happy and making good educational progress			
Milestone	Due date	Proposed new due date	Note
Find permanent families for children without delay through the creation of a regional adoption agency	Dec 2017	APR 2018	Full Business Case approved by Children's Services Committee 06 November 2017 and plan remains on track for new service to commence on 01/04/18. Staff consultation will commence January 2018 with those who will TUPE into new service.
Review progress against Looked After Strategy (2014-2017) and identify priorities for 2018-2021	Dec 2017	APR 2018	Consultation event taken place - revised strategy being drafted. Sufficiency assessment drafted to inform strategy.
Key deliverable Implement improvements to the support provided to children with special educational needs and disabilities by 2018			
Milestone	Due date	Proposed new due date	Note
Collaborate with Tees Valley Local Authorities on establishment of a free special school	Aug 2017	PROPOSE TO CANCEL	DfE bid unsuccessful - Tees group meeting to prepare another bid for next round.

Key deliverable - Establish a new high quality alternative education provision for children and young people who don't access full time mainstream education			
Milestone	Due date	Proposed new due date	Note
Establish a reviewed vision and business model for the role of the Pupil Referral Unit (PRU) in an alternative delivery model for children experiencing difficulties in accessing a mainstream curriculum	Sept 2017	JUL 2018	<p>The PRU headteacher has presented a visioning document but it is under developed and inadequate. Also there has been a review of commissioned places at the PRU which recommends that the places be reduced from 24 to 12, as such the funding for the PRU will be reduced. There are also concerns over the under performance of the pupils attending the PRU as well as the attendance of these pupils.</p> <p>PROPOSED DATE CHANGE TO 31 JULY 2018 - delay due to current cross-town ARP and SEMH review.</p>
Newly shaped school at the PRU launched and fully operational	Sep 2018	N/A	<p>The PRU Has received a Performance and Standards Warning Notice. To date there has not been an adequate response to this notice. The notice was given due to concerns over attendance and exclusions as well as pupil outcomes and progress.</p>



Performance Measures – Areas for improvement

The following 5 performance indicators within the Council Plan are not on track to achieve their annual target.

Performance Measure	Q3 Actual	Annual Target	Latest Note
NI 192 Percentage of household waste sent for reuse, recycling and composting	No data available	40.00%	The percentage of household waste sent for reuse, recycling and composting was 38.6% in quarter 2 which is an improvement on the quarter 1 performance of 36.9%. This may be attributed to an increased quantity (tonnage) and quality of the recyclable and compostable waste being collected through the kerbside collections service. This quarter in general sees peak tonnages of green waste collection. The information for Q3 will not be available until the end of Q4
PHD P101 Number of people using leisure services	249,609 Year to date	335,698	Mill House Leisure Centre quarter 3 45,291 visits Headland Sports Hall quarter 3 5,854 visits Brierton Sports Centre quarter 3 28,547 visits Total for quarter 7 9,692 visits Note - Visits are 2,047 up on overall target up to the end of quarter 3 Whilst all sites are up on quarter 3 target, Brierton Sports Centre is substantially so due to all grass pitches now being available after the completion of the 2 year improvement work.
CSD P035(i) Rate of children who are the subject of a Child Protection plan, per 10,000 population	81.4	59.6	The number of children subject to a protection plan has increased since this time last year however this is being monitored and Heads of Service continue to work with our multi agency partners to ensure that those children that need protecting are supported in a timely and appropriate way

Performance Measure	Q3 Actual	Annual Target	Latest Note
CSD P066 Number of children defined as a Child in Need, rate per 10,000 population under 18	532.9	441.5	The number of children needing support continues to increase. Work is ongoing to review the impact of early help however it is felt that the current economic and environmental situation within the town is contributing to an increase in demand
CSD P157 Rate of Looked After Children per 10,000 population	129.4	113.5	The numbers of children looked after is higher at this point than at the same point last year. This continues to be monitored.

FINANCE AND POLICY COMMITTEE

12th March 2018



Report of: Director of Finance and Policy

Subject: IRRECOVERABLE DEBTS – COUNCIL TAX
AND BUSINESS RATES

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key Decision.

2. PURPOSE OF REPORT

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

3. BACKGROUND

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

Council Tax

- 3.2. After the award of relevant discounts, exemptions and Local Council Tax Support awards, the Council collects annually about £44.1m of Council Tax covering over 43,000 properties. The Council's performance in collection of Council Tax continues to be positive, despite the difficult economic climate and the impacts of the abolition of Council Tax Benefit / introduction of Local Council Tax Support meaning that since April 2013, meaning all working age households have some Council Tax to pay.
- 3.3. In 2016/17, the Council collected 95.3% of the Council Tax due, slightly below the average of North Eastern councils of 95.8%, (the range was 92.5% to 97.9%). However after 5 years, in Hartlepool in excess of 99.3% of Council Tax will have been collected (this is a local indicator and comparative data is not available).

- 3.4. Collection of Council Tax from LCTS households is more challenging but analysis shows that in Hartlepool, collection levels are also positive with about 92% of 2013/14, 88% of 2014/15, 82% of 2015/16 and 73% of 2016/17 Council Tax liabilities for all Working Age LCTS households being collected by 31st January 2018.

Business Rates

- 3.5. The Council currently bills and collects about £32.4m of business rates per annum. With the introduction of the retained business rates system on 1st April 2013, it is important that the Council has effective arrangements for recovery of these sums and this responsibility will grow in significance given the Government's announcement in the Local Government Settlement December 2017 that the Government intends to move to 75% local retention of business rates. In addition, the Council has a legacy responsibility to continue to pursue recovery of outstanding business rates arrears relating to the former National Non Domestic Rates Pool that operated until 31st March 2013.
- 3.6. The Council's performance in collection of NNDR is positive. In 2016/17, 98.4% of business rates were collected within the financial year it was billed, slightly higher than the average of North Eastern Councils of 98.1% (the range was 97.3% to 99.1%). In terms of long term collection of business rates, after 5 years in Hartlepool, in excess of 99.5% of business rates due will have been collected (this is a local indicator and comparative data is not available).
- 3.7. The Business Rates recommended for write out relate largely to company liquidations where the Council is limited to submitting a claim in insolvency proceedings. The Council is unlikely to receive any settlement from these proceedings, as the Council ranks below other creditors notably HM Revenue and Customs, therefore the debt is being prudently written out of the accounting system.
- 3.8. Furthermore, it is important that these sums are written out of the accounts at this stage with currently 50% of the write out being borne by central government under the current business rates retention system.

Recovery Actions Council Tax and Business Rates

- 3.9. A range of recovery actions are deployed to secure Council Tax and Business Rates recovery including court action, Enforcement Agents (Bailiffs), Attachment of Earnings Orders, Attachment of Benefits Orders, bankruptcy / liquidation proceedings and charging orders. For absconded debtors, extensive tracing is undertaken over a period of time and should any forwarding address become apparent, the relevant Council Tax / Business Rate debt would be reinstated onto the system, and enforcement action would recommence.

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

4 PROPOSALS

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

Council Tax £35,197.87

Appendix A – C Tax Deceased Debts- £11,289.38

Appendix B – C Tax Absconder Debts - £3,203.55

Appendix C – C Tax Bankrupt / Debt Relief Order Debts - £12,215.82.

Appendix D – C Tax Miscellaneous- £8,489.12

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

Business Rates £135,835.55

Appendix E – Business Rates Sole Trader Bankrupt / Debt Relief Order - £10,410.19.

Appendix F – Business Rates Sole Trader Absconder - £8,690.99

Appendix G – Business Rates Limited Company Liquidation / Dissolved -£116,734.37.

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

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

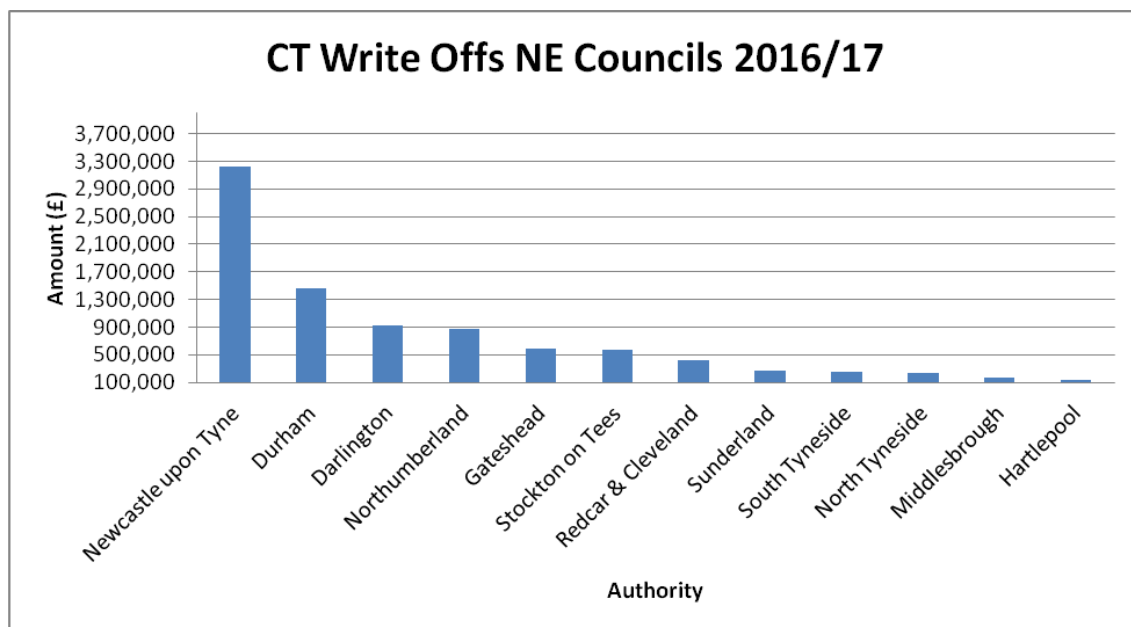
5. RISK IMPLICATIONS

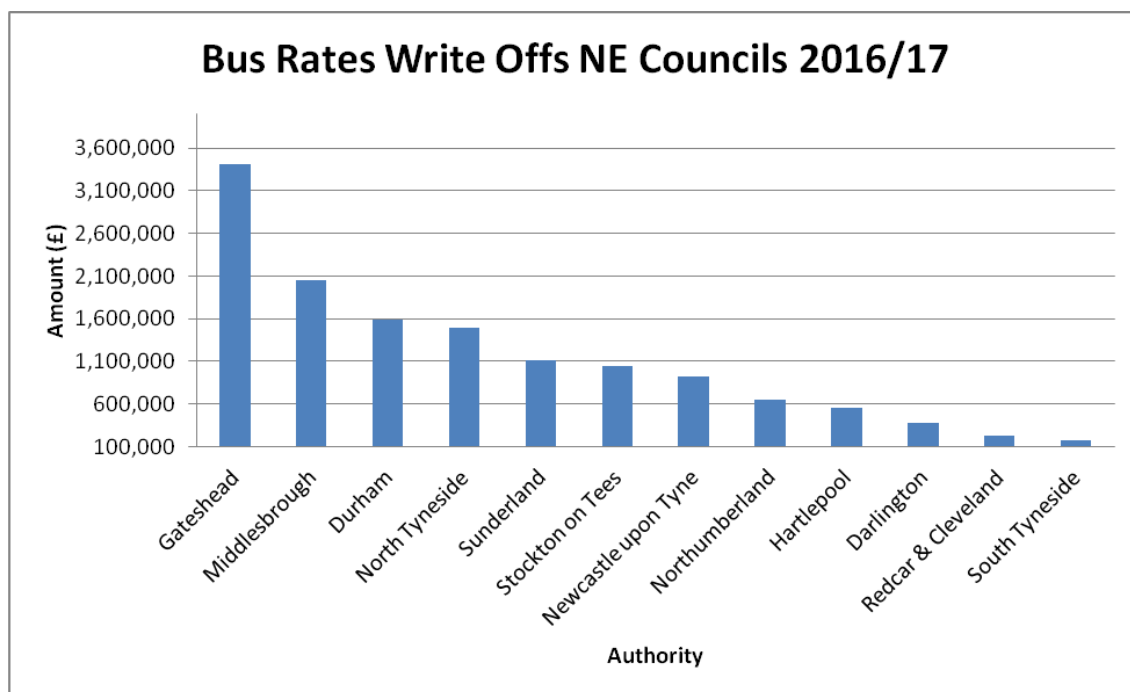
- 5.1. When determining the Council Tax Base for a financial year and the forecast yield from Business Rates an assessment and adjustment is made for potential non collection. In addition, as part of the process for compiling the annual statement of accounts, a detailed review is made

of all Council Tax and Business Rates accounts and accounting provisions are established against which any debts considered to be non collectable can subsequently be written off. These risk management arrangements are consistent with statutory requirements and good practice.

6. FINANCIAL CONSIDERATIONS

- 6.1. In terms of the annual Council Tax and Business Rates debit to be collected, the amount proposed for write out in this report continues to be very low. Across the 12 NE Councils in 2016/17 Hartlepool wrote out the lowest amount of Council Tax and ranked 9th out of 12 in the amount of Business Rates written out as shown in the graphs below. This position reflects the Council's good long term collection rates and sustained robust recovery procedures. The proposed write out's in this report are well within the financial planning assumptions underpinning the Council's budget.





- 6.2. For Business Rates, historical accounting provisions have been established and have been charged against the former Central Government National Non Domestic Rates / Business Rates Pool for any business rates debts prior to 1st April 2013, considered to be at risk of non recovery. The following table shows how the recommended business rates write outs contained in this report of £135,835.55 will be accounted for:

	Pre 31.03.13 Write Out £	Post 01.04.13 Write out £	Total £
<u>Central Government</u> NNDR/Business Rates Pool + Rates Retention system bad debt provision	11,930.25	61,952.65	73,882.90
<u>Council</u> Rates Retention system bad debt provision	0	61,952.65	61,952.65
Total			135,835.55

7. LEGAL CONSIDERATIONS

- 7.1. There are no legal considerations.

8. CONSULTATION

- 8.1. There are no consultation considerations.

9. CHILD AND FAMILY POVERTY

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

10. EQUALITY AND DIVERSITY

- 10.1. There are no equality and diversity considerations.

11. STAFF CONSIDERATIONS

- 11.1. There are no staff considerations.

12. ASSET MANAGEMENT CONSIDERATIONS

- 12.1. There are no asset management considerations.

13. RECOMMENDATION

- 13.1. That Members agree to write-out irrecoverable Council Tax of £35,197.87 and Business Rates debts to the value of £135,835.55 and to note that £73,882.90 (54%) of this Business Rates write out is the responsibility of Central Government.

14. REASONS FOR RECOMMENDATION

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

15. BACKGROUND PAPERS

- 15.1 There are no background papers.

16. CONTACT OFFICER

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Contact: 01429 523003

Business Rates Accounts
Companies - Over £1000
Ceased Trading
Liquidated Companies / Companies Dissolved

6.5 Appendix G

Pre 1 April 2013

Account Ref	Name	Address	O/S BALANCE	From	To	Reason for write off
9026810016	Allied Carpets Properties Ltd	Burn Road	£3,239.26	01.04.09	15.07.09	Liquidation
		Total	<u>£3,239.26</u>			

Post 1 April 2013

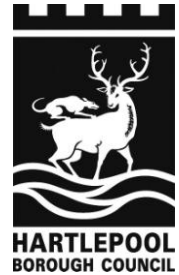
Account Ref	Name	Address	O/S BALANCE	From	To	Reason for write off
9050357962	Navigation Point Tandoori Ltd	Unit 16-18 Navigation Point	£4,687.17	01.12.15	17.08.16	Company Dissolved
9050336671	The Modern Trades Academy	Lauder Buildings, Mainsforth Terrace	£4,827.33	01.07.13	11.04.14	Liquidation
9050350194	Puro Leisure Ltd	The Showroom, 2 Victoria Road	£3,787.77	01.04.13	09.02.14	Liquidation
9050336299	G & H Trading Ltd	Unit 23. Navigation Point	£1,340.82	01.04.16	22.05.16	Liquidation
9050269575	Taj Marina Ltd	Unit 16-18 Navigation Point	£1,464.00	01.04.15	30.11.15	Liquidation
9050351794	Space Solutions Hartlepool C I C	Unit 28, Oakes Way	£10,183.12	01.05.15	31.05.16	Liquidation
9050275672	Map Hardwoods Ltd	Tofts Farm Ind Est, Brenda Road	£4,032.53	01.04.14	17.09.14	Liquidation
9050367259	Kilimandjaro Food Ltd	Unit 3, Navigation Point	£2,844.27	12.02.15	04.11.15	Company Dissolved
9050355641	Lynn Ltd	Depot, Mainsforth Terrace	£35,351.48	05.05.14	29.03.16	Company Dissolved
9050349366	Augustine Land Trust Ltd	Tranquility House, Knots Landing	£2,670.37	01.04.15	15.01.16	Liquidation
9050351484	Ras Leisure Ltd	Pulse Bar, 25-26 Church Street	£2,916.41	01.04.15	07.03.17	Company Dissolved
9050357474	Vivre International Ltd	Pt Grnd & 1st Flr, B1 Sovereign Park, Brenda Rd	£1,285.61	15.08.15	22.03.16	Company Dissolved
9050370322	BCL Leisure Ltd	Unit 25a Park View Road	£12,960.32	14.02.14	03.01.16	Liquidation
9050348947	Mama Mia (Hartlepool) LTD	15 Church Street	£4,455.08	01.12.14	18.07.17	Company Dissolved
9050348939	Mama Mia (Hartlepool) LTD	Unit 1 24-26 Avenue Road	£7,716.57	01.12.14	04.08.15	Company Dissolved
9050347150	Overcoat Fishing Ltd	Unit N Teesbay Business Park, Brenda Road	£3,389.78	01.09.14	30.09.15	Liquidation
9050356230	Overcoat Fishing Ltd	Unit 4 North House	£4,611.87	05.01.15	31.05.15	Liquidation
9050349013	R U Hungry Ltd	36a Catcote Road	£2,945.60	01.04.16	07.08.17	Liquidation
9050354084	Render Centre (North East) Ltd	Unit 4, Frederick House Dean Group B, Brenda Ro	£2,025.01	20.06.15	07.03.17	Liquidation
		Total	<u>£113,495.11</u>			

TOTAL

£116,734.37

FINANCE AND POLICY COMMITTEE

12th March 2018



Report of: Director of Finance and Policy

Subject: APPROVAL FOR COMPULSORY REDUNDANCIES

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non-Key Decision

2. PURPOSE OF REPORT

2.1 To seek a decision regarding the future employment of employees who are affected by departmental restructures and budget proposals for 2018/19. Employees affected by this decision are identified on the schedule **Appendix A (to be circulated at the meeting)**.

3. BACKGROUND

3.1 In November 2017, the Finance and Policy Committee considered and agreed a report setting out a medium term financial strategy (MTFS) for the Council and proposals for achieving savings in 2018/19.

3.2 The MTFS report advised Members that the 2018/19 savings proposals included the deletion of 25 posts from 1st April 2018 as part of the recommended savings proposals and this included the impact of the decision to close Inspirations Garden Centre. This included 15 posts which can be managed through a combination of managing vacancies, or approving voluntary redundancies where this can be accommodated within operational requirements. At that stage it was anticipated that the remaining 10 posts may unfortunately result in compulsory redundancies.

3.3 Members were advised that the Corporate Management Team would seek to maximise staffing reductions which can be achieved by managing vacancies and accepting requests for voluntary redundancies, to reduce the number of compulsory redundancies. This approach would also seek to maximise redeployment opportunities.

4. PROPOSALS

- 4.1 Currently, the approach to minimising the above staffing reductions has reduced the number of compulsory redundancies identified in November 2017 from 10 to 3.
- 4.2 Since the budget decisions were made in November 2017, there may be four additional compulsory redundancies, if staff cannot be redeployed.
- 4.3 An up to date position and detail will be provided at the meeting on 12 March 2018.

5. CURRENT POSITION

- 5.1 Trade Unions have been consulted and employees identified as potentially affected by the proposals have been formally consulted in accordance with the Council's Reorganisation, Redundancy and Redeployment Policy.
- 5.2 Consultation outcomes were considered and approval was obtained at the respective Departmental Management Teams in February and March 2018.
- 5.3 Notice of redundancy is scheduled to be given to employees following Finance and Policy Committee approval. During individual notice periods employees will be on the Redeployment Register and the Council will continue to seek alternative employment under the Compulsory Redundancy Redeployment Procedure. If this is successful then the redundancy notice will be retracted. Advice and support has been offered to those employees at risk.

6. EMPLOYMENT DETAILS, COSTS AND RISKS

6.1 Employment Details and Costs

The employees, their posts and redundancy costs are detailed in **Appendix A**. The redundancy and pension estimates may be adjusted to account for contractual notice periods. (Appendix A contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation Order 2006) namely (Para 1) information relating to an individual and (Para 3) information relating to the financial or business affairs of any particular person (including the authority holding that information.)

6.2 Risks

- 6.2.1 It should be noted that with any dismissal there is always a risk of an unfair dismissal claim to an Employment Tribunal. An assessment of the processes applied and the impact on individuals has been made and identified that a full and equitable process has been followed to date and will continue to be applied.

- 6.2.2 If notice to terminate the employment contract was delayed and the employee continued to be employed in a supernumerary capacity, where there is no funding for the post, the Council would incur additional cost. No funding has been identified by the Council to support this option. It would also not be part of the Council's normal redeployment procedure.

7. RECOMMENDATIONS

- 7.1 That the Finance and Policy Committee approves the compulsory redundancy of those staff identified in **Appendix A**.
- 7.2 Note that during individual notice periods employees will be on the Redeployment Register and the Council will continue to seek alternative employment under the Compulsory Redundancy Redeployment Procedure.

8. REASONS FOR RECOMMENDATIONS

Approval of the identified compulsory redundancies will ensure the Council is able to meet this part of the Medium Term Financial Plan.

9. BACKGROUND PAPERS

Policy for Managing Reorganisation, Redeployment and Redundancy.

10. CONTACT OFFICERS

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FINANCE AND POLICY COMMITTEE

12th March 2018



Report of: Director of Finance and Policy

Subject: VACANT POSTS ANNUAL REPORT

1. TYPE OF DECISION/APPLICABLE CATEGORY

For information.

2. PURPOSE OF REPORT

- 2.1 The purpose of this report is to provide a list of vacant posts within the Council as at 31 January 2018.

3. BACKGROUND

- 3.1 Information on vacant posts is presented to members on an annual basis. As vacant posts change frequently, the information attached as **Appendix 1** is accurate as at 31 January 2018.
- 3.2 Appendix 1 shows that there are 76 vacant posts, at various grades and hours. It also shows if the post is being deleted towards 2018/19 savings.
- 3.3 The Corporate Management Team actively manages vacant posts on an ongoing basis to ensure the Council has the appropriate resources and skills to effectively deliver services, alongside considerations in respect of the ongoing financial and budgetary challenges the Council faces. Where necessary, vacant posts are retained to avoid compulsory redundancies and contribute to budget reductions which has proven to be a highly effective strategy over a number of years. This position underlines the Council's commitment, despite the impact of continuing Government funding cuts, to seek to minimise the numbers of compulsory redundancies.
- 3.4 The approved budget savings for 2018/19 include total staffing savings of £0.598m of which approximately £0.558m (93%) of this has been achieved from voluntary redundancies and by managing vacancies which have arisen over the last few months.

- 3.5 There are 7 individuals facing compulsory redundancy in 2018/19, pending Finance and Policy Committee approval. The Council will make every possible effort to identify suitable alternative employment for staff who are displaced as a result of organisational/service restructuring and endeavour not to make any member of staff compulsorily redundant. This may include redeployment to a vacant post on the same, or one band lower with salary protection, appropriate re-training for a vacant post, career counselling, etc. Certain criteria must be fulfilled, such as meeting the essential standards required for the job.
- 3.6 The table below summarises the number of posts and their grade that were vacant at 31 January 2018; further detail is provided in Appendix A. The vacancies cover a range of hours and circumstances which may not be a suitable alternative.

Band	Number of Vacancies as at 31.1.18
Band 3	5
Band 4	1
Band 5	8
Band 5-8	1
Band 6	9
Band 7	6
Band 7-9	2
Band 7-11	1
Band 7-12	3
Band 8	10
Band 9	5
Band 10	0
Band 10-12	1
Band 11	9
Band 12	3
Band 13	10
Band 14	0
Band 15	0
Chief officer	2

4.0 RISK IMPLICATIONS

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

5.0 FINANCIAL CONSIDERATIONS

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

the turnover allowance is managed carefully and in total amounts to £0.566m for 2018/19.

6.0 LEGAL CONSIDERATIONS

6.1 There are no specific legal considerations from this report.

7.0 CHILD/FAMILY POVERTY CONSIDERATIONS

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

8.0 EQUALITY AND DIVERSITY CONSIDERATIONS

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

9.0 STAFF CONSIDERATIONS

9.1 There are no specific staffing considerations from this report.

10.0 ASSET MANAGEMENT CONSIDERATIONS

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

11.0 RECOMMENDATIONS

11.1 It is recommended that Members note the report.

12.0 REASONS FOR RECOMMENDATIONS

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

13. BACKGROUND PAPERS

13.1 None.

14. CONTACT OFFICER

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Assistant Director Corporate Services
claire.mclaren@hartlepool.gov.uk
Tel: 01429 523002

Department / Division	Service	Job Title	Salary Band	Hours	Type (please tick where applicable)					Category/Comments (also please state if filled by a Fixed Term Contract or Agency Worker)	Tick if post is to be deleted for 18/19 savings
					Frozen in NEJ	New (as part of reorganisation)	Held or yet to be advertised	Agency	Fixed Term		
A&CS	Mental Health	Approved Social Worker (AMHP)	13	37			Yes			To be advertised pending resignation of AMHP	
A&CS	Direct Care & Support	Home Care Worker	5	20			No			Advertised	
A&CS	Direct Care & Support	Home Care Worker	5	20			No			Advertised	
A&CS	Direct Care & Support	Telecare Workers	5	34			No			Shortlisting	
A&CS	Direct Care & Support	Telecare Workers	5	34			No			Shortlisting	
A&CS	Long Term Care	Principal Practitioner x 2 posts	13	37			No			Interviews held on Monday 5th February	
A&CS	Locality Team	Social Worker (secondment)	10-12	37			Yes		Secondment	To be advertised	
A&CS	Locality Team	Team Clerk	6	37			Yes			To be advertised	
A&CS	Locality Team	Team Clerk	6	8			Yes			To be advertised	
A&CS	Occupational Therapy Team	Occupational Therapy Assistant	7-9	18.5			No			Advertised	
A&CS	Occupational Therapy Team	Temp Occupational Therapy Assistant	7-9	37			No		Temp	In process of being advertised	
A&CS	Reablement	Support Worker	5	20			No			In process of being advertised	
A&CS	Sport and Recreation Commercial - Mill House Leisure Centre	General Attendant	3	20			Yes				
Children and Joint Commissioning	Business Intelligence	Public Health Analyst	9	37		Corporate Restructure	Yes			Internal redeployment likely	
Children and Joint Commissioning	Business Intelligence	Consultant in Public Health & Head of Business Intelligence	Chief Officer Band C	37		Corporate Restructure	No			Advertised	
Children and Joint Commissioning	Joint Commissioning	Director of Public Health & AD Joint Commissioning	Chief Officer Band A	37		Corporate Restructure	No			Advertised	
Joint Commissioning	Management Information	Scanner	5	37			Yes			To be advertised	
Joint Commissioning	Commissioning	Contract & Quality Officer	11	37			No			Advertised - closing date 31.1.18	
Joint Commissioning	Management Information	Senior Information Officer	11	37			Yes			Reviewing JD/PS through JE before being advertised	

Education	Attendance Team	Child Employment/Licensing Officer	11	22.5			Yes			Savings off set 18/19 pressures; post to be deleted19/20	
Education	Data Team	Information Officer	8	37			Yes			Savings off set 18/19 pressures; post to be deleted19/20	
Children's Service	Early Help	Principal Practitioner	13	37			Yes	SW or HV SN			
Children's Services	Fostering & Adoption	Principal Practitioner	13	37			Yes			Held depending re-organisation	
Environment and Neighbourhoods	EDM	Technical Officer (Structures)	7-12		Yes		Yes			Advertised three times last year to no success. To re-advertise.	
Environment and Neighbourhoods	EDM	Technical Officer (Environmental)	7-12				Yes			To advertise.	
Environment and Neighbourhoods	EDM	Technical Officer (Civils)	7-12				Yes			Postholder currently seconded to Highways Construction Team	
Environment and Neighbourhoods	Heritage and Countryside	Townscape Heritage Project Officer	12	37			No		Yes	Fixed term for 3 years funded by the Heritage Lottery Fund. Post currently vacant pending interviews.	
Environment and Neighbourhoods	Building Design and Construction	Electrician	9	37			Yes				
Environment and Neighbourhoods	Building Design and Construction	Project Landscape Architect	11	37		Yes	Subject to approval		Yes	Restruture process in progress.	
Environment and Neighbourhoods	Building Design and Construction	Construction Team Leader	13	37			Yes	No			
Environment and Neighbourhoods	Building Design and Construction	Assistant Mechanical Engineer	11	37			Yes				
Environment and Neighbourhoods	Building Design and Construction	Plasterer	8	37			Yes			To be advertised	
Environment and Neighbourhoods	Building Design and Construction	Painter	8	37			Yes			To be advertised	
Environment and Neighbourhoods	Building Design and Construction	Legionella Technician	9	37			Yes			To be advertised	
Environment and Neighbourhoods	Building Design and Construction	Joiner	8	37			Yes			To be advertised	
Environment and Neighbourhoods	Building Design and Construction	H & S Co-ordinator	11	37			Yes			To be advertised	
Environment and Neighbourhoods	Building Design and Construction	Mechanical Fitter	9	37			Yes			To be advertised	
Environment and Neighbourhoods	Building Design and Construction	Architectural & Surveying Technician	11	37			Yes		Yes	To be advertised. Initially one year fixed term based on workload.	

Environment and Neighbourhoods	Building Design and Construction	Mechanical Fitter	9	37			Yes			To be advertised	
Environment and Neighbourhoods	Community Safety	Civil Enforcement Officer	7	37			Yes			To be advertised. Fixed term to permanent post as part of restructure.	
Environment and Neighbourhoods	Community Safety	Civil Enforcement Officer	7	37			Yes			To be advertised. Fixed term to permanent post as part of restructure.	
Directors	School Meals	Catering Assistant	3	10			Yes			To be advertised	
Directors	School Meals	Catering Assistant	3	10			Yes			To be advertised	
Directors	School Meals	Catering Assistant	3	10			Yes			To be advertised	
Directors	School Meals	Catering Assistant	3	10			Yes			To be advertised	
Directors	School Meals	Primary School Cook	8	25			Yes			This post is being held unfilled at present.	Possibly
Economic Growth and Regeneration	Planning services	Planning Officer	7-11	37						Recruitment difficulties. Will look to fill post.	
Regeneration and Neighbourhood Services	Emergency Planning	Business Support Officer	7	22			Yes			To be advertised.	
Environment and Neighbourhoods	Waste and Environment	Refuse Driver (8 months green waste cover)	8	37			Yes		Yes	To be advertised. Fixed term green waste collection service which needs to be appointed and ready to start work for 3rd April 2018.	
Environment and Neighbourhoods	Waste and Environment	Refuse Driver (8 months green waste cover)	8	37			Yes		Yes	To be advertised. Fixed term green waste collection service which needs to be appointed and ready to start work for 3rd April 2018.	
Environment and Neighbourhoods	Waste and Environment	Refuse Driver (6 months green waste cover)	8	37			Yes		Yes	To be advertised. Fixed term green waste collection service which needs to be appointed and ready to start work for 3rd April 2018.	
Environment and Neighbourhoods	Waste and Environment	Refuse Driver (6 months green annual leave sickness cover)	8	37			Yes		Yes	To be advertised. Fixed term green waste collection service which needs to be appointed and ready to start work for 3rd April 2018.	

Environment and Neighbourhoods	Waste and Environment	Refuse Operative (8 months green waste cover)	6	37			Yes		Yes	To be advertised. Fixed term green waste collection service which needs to be appointed and ready to start work for 3rd April 2018.	
Environment and Neighbourhoods	Waste and Environment	Refuse Operative (8 months green waste cover)	6	37			Yes		Yes	To be advertised. Fixed term green waste collection service which needs to be appointed and ready to start work for 3rd April 2018.	
Environment and Neighbourhoods	Waste and Environment	Refuse Operative (8 months green waste cover)	6	37			Yes		Yes	To be advertised. Fixed term green waste collection service which needs to be appointed and ready to start work for 3rd April 2018.	
Environment and Neighbourhoods	Waste and Environment	Refuse Operative (8 months green waste cover)	6	37			Yes		Yes	To be advertised. Fixed term green waste collection service which needs to be appointed and ready to start work for 3rd April 2018.	
Environment and Neighbourhoods	Waste and Environment	Refuse Operative (6 months green waste cover)	6	37			Yes		Yes	To be advertised. Fixed term green waste collection service which needs to be appointed and ready to start work for 3rd April 2018.	
Environment and Neighbourhoods	Waste and Environment	Refuse Operative (6 months green waste cover)	6	37			Yes		Yes	To be advertised. Fixed term green waste collection service which needs to be appointed and ready to start work for 3rd April 2018.	
Environment and Neighbourhoods	Waste and Environment	Refuse Operative (6 months annual leave/sickness cover)	6	37			Yes		Yes	To be advertised. Fixed term green waste collection service which needs to be appointed and ready to start work for 3rd April 2018.	
Economic Growth and Regeneration	Asset Management	Principal Estates Surveyor	13	37			Yes			To be advertised w/c 12th Feb 18. Fixed term contract worker currently providing partial cover for annual revaluations.	
Economic Growth and Regeneration	Culture	Cultural Assistant	5	16			Yes				
Economic Growth and Regeneration	Hartlepool Working Solutions (BIG Lottery Waverley Project)	Employment Link Worker	8	21			Yes		Yes	Ringfenced for existing part time staff taking extra hours	
Economic Growth and Regeneration	Adult Education	Curriculum Support Assistant (Youth Employment Initiative)	5	15			Yes		Yes	Currently covered by a casual worker and will be advertised	
Economic Growth and Regeneration	Adult Education	Curriculum Support Assistant	4	22.5			Yes		Yes	Currently covered by a casual worker and will be advertised	
Economic Growth and Regeneration	Economic Regeneration	Regeneration Officer	11	37			No			Recruitment underway	

Economic Growth and Regeneration	Economic Regeneration	Business & Marketing Officer	12	37			Yes			Post currently subject to a restructuring process	
Economic Growth and Regeneration	Economic Regeneration	Capital Projects Officer (X2)	11	37		Yes	No		Yes	Recruitment underway	
Economic Growth and Regeneration	Housing Advice	Housing Advice Assitance	7			Yes	Yes			This is a new post currently being covered from the casual register, using existing staffing budgets (where staff have reduced hours but we still have their full budget). Formal permission to fill the post permanently has yet to be requested	
CEX	Legal	Solicitor (Adults)	13	37			Yes			Previously advertised on 2 occasions, readvertised in February 2018.	
CEX	Benefits	Benefits Officer	7	37			Yes				✓
CEX	Benefits	Benefits Officer	7	30			Yes				✓
CEX	Corporate Finance	Group Accountant - Schools	13	37			Yes			Both posts advertised on 5th February	
CEX	Corporate Finance	Group Accountant - HRA	13	37			Yes				
CEX	Corporate Finance	Accounting & Finance Officer	5-8	37			Yes			This post will be advertised internally to Corporate Finance. The resulting vacancy will be deleted as part of the 2018/19 savings	
CEX	Corporate Finance	Senior Accounting & Finance Officer	12	18.5			Yes				✓