

FINANCE AND POLICY COMMITTEE

AGENDA



Friday 18 May, 2018

at 1.00 p.m.

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

MEMBERS: FINANCE AND POLICY COMMITTEE

Councillors C Akers-Belcher, 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 March 2017.
- 3.2 To receive the minutes of the meeting of the Health and Wellbeing Board held on 19 February 2018.
- 3.3 To receive the minutes of the meeting of the Safer Hartlepool Partnership held on 9 February 2018.

4. BUDGET AND POLICY FRAMEWORK ITEMS

None.

5. KEY DECISIONS

- 5.1 Church Street / Church Square Regeneration Works – Potential Options for Supporting Businesses - *Director of Finance and Policy* (To Follow)

6. OTHER ITEMS REQUIRING DECISION

No items.

7. ITEMS FOR INFORMATION

No items.

8. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT



FINANCE AND POLICY COMMITTEE

MINUTES AND DECISION RECORD

12 MARCH 2018

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

Present:

Correction: -
Councillor
Leisa Smith in
attendance,
not Paul
Thompson.

Councillor Christopher Akers Belcher (In the Chair)

Councillors: Alan Clark, Kevin Cranney, Tim Fleming, Dave Hunter, Marjorie James, Jim Lindridge, Brenda Loynes, Shane Moore, Stephen Thomas and Paul Thompson.

Officers: Gill Alexander, Chief Executive
Hayley Martin, Head of Legal Services (Place)
John Morton, Assistant Director, Finance and Customer Services
Claire McLaren, Assistant Director, Corporate Services
Denise Ogden, Director of Regeneration and Neighbourhoods
Steve Hilton, Public Relations Officer
David Cosgrove, Democratic Services Team

111. Apologies for Absence

None.

112. Declarations of Interest

None.

113. Minutes of the meeting held on 12 February 2018

Confirmed.

114. Minutes of the meeting of the Joint meeting of the Finance and Policy Committee and the Regeneration Services Committee held on 22 January 2018

Confirmed.

115. Minutes of the meeting of the Safer Hartlepool Partnership held on 8 December 2017

Received.

116. Neighbourhood Investment Programme (*Director of Regeneration and Neighbourhoods*)**Type of decision**

Key Decision, Tests (i) and (ii) apply.

Purpose of report

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

Issue(s) for consideration

The Director of Regeneration and Neighbourhoods reported that in March 2017, the Committee considered a programme of capital investment to deliver improvements to neighbourhoods across the town. Schemes were submitted by ward members against agreed criteria and a number of schemes were agreed. The prioritised short term schemes agreed by committee were –

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

Three further medium term schemes were also approved –

- i. The Headland; prevent deterioration on previous regeneration schemes
- ii. Barrier works between Tesco Roundabout and Middleton Road
- iii. Roundabouts at Key Gateway Points

Since the Programme was agreed, it has been proposed to include an additional scheme that will improve the footpaths around the BIS, Whitby Street.

A document had been produced outlining the details available on each scheme that has been brought forward. It provided the current timetable for the works and costs, alongside location plans and photographs of the sites. A copy of the document was submitted as an appendix to the report. Following the initial report, officers had opportunity to further refine the cost estimates and consider what other opportunities for funding were available. Details of the costs for the short-term schemes were as follows (Table 1): -

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	

It was considered that the proposed works for Rossmere Park could be eligible for grant assistance from the Land Fill Tax Programme administered by Mondegreen EB Ltd and an application had been submitted. An alternative solution had 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 had reduced from £115,000 to £45,000, although the objective of preventing traffic using the Cemetery as a short cut would still be achieved.

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

Details of the costs for the medium-term schemes were as follows (Table 2): -

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	

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.

At present, these works have not been quoted for inclusion.

It was estimated that the total cost of the second phase of works would be £677,000.

The total costs of the works for both phases was £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. The Director proposed that this balance was held until there was confirmation that external funding could be obtained to deliver the works in Rossmere Park. Should it become apparent that there is a need to direct the remaining funding to Rossmere Park or consider alternative schemes; a further report would be brought back to this committee to agree the proposed works.

The Director also highlighted to the Committee that the project would also benefit from £250,000 of investment from Thirteen Group, although Thirteen were currently identifying their priorities with this fund and how the remaining amount could support our programme of neighbourhood investment. It was proposed that the remaining Thirteen Group allocation was pooled together with any suitable Section 106 funding, and that a further report was brought back to Committee to identify additional schemes that this money can support.

The Director also proposed that an annual ward member update be produced that would detail the work that had been undertaken by the Council and would be specific to their ward to ensure Members are kept informed. It was intended that this update be provided in the Members' Library, though during the debate it was suggested that an e-mail update also be provided.

In relation to the works proposed at Stranton Cemetery a Member suggested that the flooding issues in the cemetery were in need of more urgent rectification than the traffic issues. The Chair stated that the proposals to stop the through traffic in the cemetery would result in the only visitor vehicle entrance being that on Brierton Lane. Pedestrian access would be maintained at Tanfield Road but that access for vehicles would only be opened to allow funeral corteges to enter and leave the site. The Chair did acknowledge the issues with flooding though considered them a

separate issue to the proposals set out in the report. With the agreement of the Chair of the Neighbourhood Services Committee, the Chair proposed a joint meeting to receive fully costed proposals for dealing with the flooding issues in Stranton Cemetery.

There was debate around the proposal to replace equipment at the Headland play area. A Member commented that as this was now only going to be the tower and slide, the funding for this would be substantially less than the £70,000 allocated, and the Member requested that any underspend be utilised to provide a junior play area. During the debate the Director commented that this would need to be costed. Members did feel that any new proposals need to be considered against other schemes before any works could be approved. The Member, therefore, formally proposed the Headland junior play area for consideration and also the works to floor of the Headland paddling pool which the Member had previously raised to be considered as part of the works on the sea defence improvements.

Members were assured that the scheme for the replacement of railing adjacent to the A689 as part of the Church Square / Stockton Road regeneration scheme would not pose a health and safety risk and would not be readily climbable by children. The Committee considered that a wider audit of barriers around the town was required as many that were due to be replaced were likely to be now unnecessary and could be removed.

In relation to the works at Seaton Carew a member indicated that the public had requested some covered seating as part of the proposals. Issues around the locations and types of bins along the front had also been raised. The Chair commented that the seating proposals currently agreed should continue so they were in place for the summer. Covered seating could be considered as part of a future scheme. In relation to the location of bins the Chair requested officers consult with the Seaton Ward councillor on their placement.

The Chair of the Neighbourhood Services Committee requested that the issue of the installation of additional 'big belly' bins in other areas, notably the Headland, should be deferred and referred back to the Neighbourhood Services Committee for further consideration to allow a review of the same bins currently in place in Seaton Carew.

Decision

In accordance with the authority delegated by Council within the approved MTFS for 2017/18 -

1. The Committee approved the proposals detailed in Tables 1 and 2 above;
2. The Committee noted that decision 1 above will commit £1.187m of the £1.5m funding available.
3. The Committee agreed that the balance of the fund, £313,000, be held

until it was confirmed that the proposed works at Rossmere Park could be funded through grant assistance. Should this funding become available Members would be consulted on additional schemes for delivery in future years.

4. The Committee requested that a further report be submitted on proposals for the allocation of the Section 106 funding and Thirteen Group investment.
5. That an annual ward member information sheet that details the work carried out by the Council in each ward be produced.
6. That a joint meeting of the Finance and Policy Committee and the Neighbourhood Services Committee be held to consider a report on the flooding issues at Stranton Cemetery including costed solutions.
7. That any underspend on the proposals to replace the tower and slide at the Headland play area be ring-fenced and returned to the programme budget.
8. That the further installation of 'belly bins' not be progressed until a review had been undertaken by the Neighbourhood Services Committee of their installation in Seaton Carew.
9. That the installation of additional and replacement seating benches along the promenade in Seaton and the provision of a disabled access wheelchair for Seaton beach be progressed should there be sufficient under-spend available from the Seaton Carew Regeneration Scheme.
10. That, subject to future funding availability, the following schemes be considered for future programme funding –
 - The floor of the Headland Paddling Pool;
 - The Headland junior play area;
 - Covered public seating and disabled access at Seaton Carew.

117. Proposal to Commit Funding from the Child and Family Poverty Initiatives Reserve *(Children's Services Committee)*

Type of decision

Non-Key Decision.

Purpose of report

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

Issue(s) for consideration

The Assistant Director, Finance and Customer Services reported that the Children's Services Committee on 20 February 2018 considered a Report from the Director of Children's and Joint Commissioning; "Proposal to Extend the Children's 5 – 19 Activities Grant by a Further 6 Months and 'Poverty Proofing the School Day'". A copy of the Report was submitted as an appendix to the report.

The 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. The proposal was to fund the total costs of these from the Child and Family Poverty Initiatives Reserve.

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, therefore, referred their proposals to Finance and Policy Committee for final approval. If the above proposals were approved this would leave an uncommitted balance of £94,500 in the Child and Family Poverty Initiatives Reserve.

The Chair of the Children's Services Committee spoke in support of the proposals and indicated that in relation to the poverty proofing proposals a number of schools in the north of the town would be pilot of the scheme, should this prove successful then it could be rolled out across the whole town. In relation to 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, the Chair of the Children's Services Committee suggested that the limit of up to £500 per organisation being made available, should be lifted.

The Chair supported the proposals and the lifting of the £500 limit. The Chair indicated that the impact of the poverty proofing scheme needed to be fully evidence based to ensure resources were targeted. A Member commented that some of the statistical information around super output areas should be utilised in targeting the scheme.

Decision

1. That the report be noted and the proposal to extend the activities 5 -19 grant by a further 6 months at a cost of £64,000 funded from the Child and Family Poverty Initiatives Reserve be approved.
2. That the proposal 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 £15,000 funded from the Child and Family Poverty Initiatives Reserve, be approved.
3. That 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 be approved.
4. That approval of grants from the Easter 'Filling the Holiday Gap' be delegated to the Chief Executive in consultation with the Chairs of the Finance and Policy Committee and the Children's Services Committee.

118. Health and Wellbeing of the Workforce *(Assistant Director, Corporate Services)*

Type of decision

Non-Key Decision.

Purpose of report

The purpose of the report was 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 included an action plan for 2018/19.

Issue(s) for consideration

The Assistant Director, Corporate Services reported that following consideration of a Sickness Monitoring report by the Committee, members requested a subsequent report on the action taken within the Council to support the health and wellbeing of the workforce. Subsequently, a task and finish group was established with departmental representatives, chaired by the Assistant Director, Corporate Services.

The group had produced a document (submitted as an appendix to the report) detailing progress in supporting employee health and wellbeing over the period 2010 to 2017. The document also proposed a number of actions for 2018/19. Members were requested to consider approval of the action plan in order that further progress can be made in the health and wellbeing of the HBC workforce. The action plan detailed in Appendix A to the report would contribute to the Hartlepool Joint Health and Wellbeing Strategy priority of 'Working Well'.

A member commented that small changes were well received by staff such as the break out space recently introduced in Bevan House. Another Member sought details of how many requests for flexible working had been made and how many had been approved by managers. The Assistant Director indicated details would be circulated to Members.

Decision

That the action plan set out in the appendix to the report be approved for implementation.

119. Working Towards Being a Dementia Friendly Organisation *(Assistant Director, Corporate Services)*

Type of decision

Non-Key Decision.

Purpose of report

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

Issue(s) for consideration

The Assistant Director, Corporate Services reported that Hartlepool and the Council had 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 aimed to develop Hartlepool as a regionally recognised dementia friendly community, HBC continued to serve and support as a full and active member of this project.

A number of staff within the Council were 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.

The proposed actions set out within the report would 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.

The Chief Executive commented that at a recent event involving business leaders the Dementia Friendly Hartlepool project was seen as a positive in raising the profile of Hartlepool as a great place to live. The objectives would provide a consistent approach across the organisation.

The Chair of the Adult Services Committee commented that the proposals would build on the work that had already been undertaken over the past five years and would give added direction. It was essential that all the Council's means of contact with the public were as dementia friendly as possible and the dementia friendly approach was embedded within the organisation. As many staff as possible should undergo the dementia champion training to cascade the knowledge throughout organisation. Members supported the proposals set out in the report.

Decision

That the six point action plan set out in the report be approved in order to demonstrate a commitment to working towards being a Dementia Friendly Organisation at a corporate level.

120. Council Plan 2017 – 2020 - Quarter 3 Performance Report (*Chief Executive*)

Type of decision

Non Key Decision.

Purpose of report

The purpose of the report was to update Members on the progress made against the Council Plan 2017-2020 at the end of quarter 3 2017/18 and to seek Members approval to a number of changes/updates to the plan.

Issue(s) for consideration

The Assistant Director, Corporate Services reported on progress at the end of quarter 3 2017/18 and the key achievements made during the quarter as set out by the strategic priority infographic. The Assistant Director indicated that of the milestones that were currently in progress, 40 had missed or would miss their due dates which represented 17.5% of all of the milestones in the plan. At quarter 3 it was not unexpected that there were a number of milestones that were off target and this was in the main, due to overly ambitious and unrealistic deadlines being set. It was highlighted that the 40 missed milestones were contained within 23 key deliverables with a number of key deliverables having multiple missed milestones.

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. Within the quarter 3 update, the Assistant Director sought approval to the cancellation of three milestones.

The Chair of the Regeneration Services Committee indicated that the milestones on relation to the delivery of the BIS had been proposed to be changed from July to September 2018. The Chair requested that officers liaise with the Chair of the Regeneration Services Committee on amending the delivery dates recorded.

A member of the public questioned the deletion of the milestone CP 17/18 KD30-02 – Collaborate with Tees Valley Local Authorities on establishment of a free special school – and questioned where it was to be located and what the school was for. The Chief Executive stated that the five Tees Valley authorities had been examining the development of a specialist school to meet the needs of young people with very complex needs and disabilities that currently had to be educated outside the region, sometimes at significant costs both in terms of the education provided and transport. Under current DfEE rules the only way to open a new school was under the Free School regulations, however, the initial proposal had been rejected and officers were looking at the feasibility of a further bid.

The member of the public asked if these young people could not be educated at the Pupil Referral Unit in the town. The Chief Executive stated that the PRU was for those pupils who had been or were at risk of being permanently excluded from mainstream education and could not accommodate the needs of the children that the free school proposal was aimed at. The member of the public questioned if any particular school in the town had excluded more pupils than others. The Chair stated that the Children's Services Committee would be the most appropriate forum for a response.

Decision

1. That the overall progress made on the Council Plan 2017-20 at the end of Quarter 3 2017/18 as reported and the key achievements as set out in the infographic on page 1 of Appendix 1 of the report be noted;
2. That the information provided on the 40 milestones that had missed or would miss their due dates, the proposed date changes and the proposed removal of 3 milestones as reported be agreed;
3. That the information provided on the 5 performance indicators that had been identified as areas for improvement be noted.

121. Irrecoverable Debts – Council Tax and Business Rates *(Director of Finance and Policy)*

Type of decision

Non Key Decision.

Purpose of report

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

Issue(s) for consideration

The Assistant Director, Finance and Customer Services reported on a series of Council Tax and Business Rates that were now considered irrecoverable. Appendices to the report detailed the individual Council Tax and Business Rates debts over £1000, and the reasons why each debt remained unrecovered. The amounts recommended for write out were the net debt outstanding and the net amounts involved often spanned more than one financial year. The total amount for write out were as follows:

Council Tax £35,197.87

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

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

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

Appendix D – Council Tax Miscellaneous- £8,489.12

Appendices A, B, C and D 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)

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 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).

All debts submitted for write-out from the accounting records had been comprehensively scrutinised by officers. In terms of the annual Council Tax and Business Rates debit to be collected, the amount proposed for write out continued to be very low. Across the 12 North East 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. This position reflected the Council's good long term collection rates and sustained robust recovery procedures. The proposed write out's were well within the financial planning assumptions underpinning the Council's budget.

Members questioned the expected level of recovery within the current financial year. The Assistant Director stated that the authority was on target to recover 98% of business rates as projected. The ability for council tax payers and businesses to agree payment plans to clear outstanding debts or meet their current bills was discussed with the Assistant Director confirming that payment plans down to weekly payments could be agreed.

Members were concerned at the use of court orders in debt recovery and the charges that were added to outstanding debts. The Assistant Director commented that court orders allowed the council to use enforcement agents were necessary and to agree payment plans. Debtors had the chance to attend court when these orders were considered. The orders also allowed officers to undertake checks that could allow for attachment to salary orders and reductions in benefits in conjunction with the DWP.

The Chair confirmed that officers did examine every possibility at recovering debts through agreements with debtors before court orders were pursued. All options were offered and the level of debts could have been higher had the council not maintained its Council Tax support scheme. The Chair

wished to record Members thanks to the officers involved in income recovery.

Decision

That the write-out of irrecoverable Council Tax of £35,197.87 and Business Rates debts to the value of £135,835.55 be approved and it was noted that £73,882.90 (54%) of the Business Rates write outs were the responsibility of Central Government.

122. Approval for Compulsory Redundancies *(Director of Finance and Policy)*

Type of decision

Non-Key Decision.

Purpose of report

To seek a decision regarding the future employment of employees who were affected by departmental restructures and budget proposals for 2018/19. Employees affected by this decision are identified on the schedule circulated at the meeting.

Issue(s) for consideration

The Assistant Director, Corporate Services, reported at the meeting that the numbers of staff now subject to compulsory redundancy had been reduced to 3 from the initial 7 suggested in the circulated report due to 4 now on trial for redeployment positions; 3 for permanent positions and 1 for employment continuing to September 2018. While the formal redundancies were requested for approval, efforts would continue on seeking redeployment for the individuals affected. The Appendix circulated at the meeting contained 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.

In relation to the monitoring of the redeployment trials the Chair stated that as in previous years, the decision on whether the trials were considered to be successful or not should be referred back to the Chief Executive for decision in consultation with the Chair. The Assistant Director stated that she was optimistic that the redeployments agreed would be successful.

The Chair wished to record his thanks for the work of the HR team in reducing the numbers of compulsory redundancies as now reported.

Decision

1. That the compulsory redundancy of those staff identified in Appendix A tabled at the meeting be confirmed.
2. The Committee noted that during individual notice periods employees would be on the Redeployment Register and the Council would continue to seek alternative employment under the Compulsory Redundancy Redeployment Procedure.

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

Type of decision

For information only.

Purpose of report

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

Issue(s) for consideration

The Assistant Director, Corporate Services submitted for the Committee's information details of the vacant posts within the authority as at 31 January 2018. The appendix to the report showed there were 76 vacant posts at various grades across the authority and whether a post was to be deleted as part of the 2018/19 savings programme. The Assistant Director also indicated that work had been undertaken with the Trade Unions to ensure that vacancies were not being held too long and were recruited to where necessary. Members sought details of the numbers of enforcement officers currently employed and being recruited and the Assistant Director undertook to circulate this information to Members.

Decision

That the report be noted.

124. Any Other Items which the Chairman Considers are Urgent

None.

The meeting concluded at 11.30 am.

P J DEVLIN

CHIEF SOLICITOR

PUBLICATION DATE: 20 MARCH 2018

HEALTH AND WELLBEING BOARD

MINUTES AND DECISION RECORD

19th February 2018

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

Present:

Councillor C Akers-Belcher, Leader of Council (In the Chair)

Prescribed Members:

Elected Members, Hartlepool Borough Council – Councillor Buchan
Representatives of Hartlepool and Stockton-on-Tees Clinical Commissioning Group – Dr Andrea Jones
Director of Children's and Joint Commissioning Services, Hartlepool Borough Council – Sally Robinson
Director of Adult and Community Based Services, Hartlepool Borough Council, Jill Harrison
Representatives of Healthwatch - Margaret Wrenn and Ruby Marshall

Other Members:

Representative of the NHS England – Dr Tim Butler
Representative of Hartlepool Voluntary and Community Sector – Karen Gibson as substitute for Tracy Woodall
Representative of Tees, Esk and Wear Valley NHS Trust – Dominic Gardner
Representative of North Tees and Hartlepool NHS Trust – Julie Gillon
Representative of Cleveland Police, Jason Harwin

Also in attendance:- L Allison and J Gray, Healthwatch

Officers: Joan Stevens, Statutory Scrutiny Officer
Amanda Whitaker, Democratic Services Team

38. Apologies for Absence

Councillor Thomas
Interim Director of Public Health, Hartlepool Borough Council - Dr Paul Edmondson-Jones
Representative of GP Federation – Fiona Adamson

Cllr Ray Martin-Wells, Chair of Audit and Governance Committee (minute 43 refers)

39. Declarations of interest by Members

Councillor Christopher Akers-Belcher reaffirmed his interest as Manager of Healthwatch Hartlepool.

40. Minutes

- (i) The minutes of the meeting held on 4 December 2017 were confirmed. There were no matters arising from the minutes
- (ii) The minutes of the meeting of the Children's Strategic Partnership held on 22 November 2017 were received

41. CQC Local System Review – Action Plan *(Director of Adult and Community Based Services)*

The report provided the Board with an update regarding the Care Quality Commission's Local System Review in Hartlepool, which was published in December 2017, and the action plan that had been developed in response to the identified areas for improvement within the report.

Following the announcement of additional funding for social care in the Spring 2017 budget, work had been undertaken nationally to develop performance measures associated with this allocation, which would form part of the Improved Better Care Fund. The measures, which included Delayed Transfers of Care, aimed to assess patient flow and how the interface between health and social care services was managed. A notification had been received on 4 July 2017 advising that Hartlepool had been identified as one of the first twelve areas to be reviewed.

The Board was advised that the review process had involved submission of a Local System Overview Report, a two day on-site visit from members of the review team in September 2017 and a five day on-site visit from the whole review team in October 2017. A wide range of system leaders and partners had been involved in the review process including health and social care commissioners and providers, Healthwatch and voluntary sector organisations. The draft report had been shared with system leaders in late November to provide an opportunity for any factual accuracy issues to be addressed. A Local Summit had been held on Thursday 7 December 2017 where the CQC had presented the report and work had begun to develop an action plan in response to the areas for improvement that had been identified. The final report had been published on the CQC website on Friday 8 December 2017, a copy of which was appended to the report. Following the review, partners within the local system were required to develop an action plan for submission to the Department of Health. It was expected that implementation and monitoring of the action plan would be overseen by the local Health & Wellbeing Board. The action plan for Hartlepool had been developed by key partners and submitted to the Department of Health in January 2018. A copy of the action plan was appended to the report.

Following presentation of the report, the Chair expressed appreciation, on behalf of the Board, to those who had been involved in the Local System Review.

Decision

The Board:

- noted the outcome of the Care Quality Commission local system review for Hartlepool;
- noted the agreed action plan that has been developed in response to the report; and
- agreed to receive an update on implementation of the action plan at the first meeting of the Health & Wellbeing Board in the 2018/19 municipal year.

42. Better Care Fund 2017/18: Quarter 3 Update *(Director of Adult and Community Based Services)*

The report provided the background to the National Conditions and performance measures associated with the Better Care Fund. Performance reports were submitted to NHS England on a quarterly basis. The Q3 return (covering the period October – December 2017) had been submitted in January 2018 and had confirmed that all national conditions continued to be achieved, as well as providing analysis of performance data which was summarised in the report.

The Chair highlighted that the report referred to data indicating that approximately 75% of people had no ongoing social care needs after a reablement intervention. Clarification was sought on how that data compared to previous data. The Director undertook to include trend data in the quarter 4 update to the Board.

With regard to the reduction in non-elective admissions from care homes, a Board Member sought clarification of the impact of winter pressures. The Director advised that quarter 3 information was not yet available from the NHS but would be included in the next update report.

Decision

The Board noted progress made since the last update in terms of performance.

43. Delayed Transfers of Care *(Audit and Governance Committee)*

The Board received an update on information presented to the Audit and Governance Committee regarding the current position in relation to Delayed Transfers of Care.

Board Members were reminded that on 19 September 2016, the Board had been notified of North Tees and Hartlepool Foundation Trust's (FT) intention to review the way in which monthly delayed transfers of care were recorded following a review of NHS England guidance on 'Monthly Delayed Transfers of Care: Situation Reports' and direct discussions with NHS England. The Board had referred the matter to the Audit and Governance Committee for further investigation.

Between the period October 2016 - December 2016, the Committee had considered the referral and on the 8 December 2016 had agreed that actions taken had satisfactorily resolved the initial concerns raised by the Board and that the matter required no further exploration. It was, however, agreed that an update would be provided to the Audit and Governance Committee in March 2017 regarding each of the actions taken. This update had been presented to the Committee on the 23 March 2017, with confirmation that overall performance in relation to delayed transfers of care had improved significantly in recent months. It was also noted that the position was expected to improve further over the next year as two proposed new care home developments become operational. On this basis, the Committee had agreed that no further action was required in relation to the referral at this time. It was noted also that returns would continue to be reviewed on a monthly basis, with the Council monitoring of all delays that are attributed to social care, to ensure that all possible actions are taken to facilitate timely and safe discharges from hospital. The Committee's decision had been noted by the Board at its meeting on the 26 June 2017, with a request that a further report be submitted to the Board on the outcome of the Committee's monitoring of delayed transfers of care (minute no. 4 refers). In accordance with this request, a copy of the update report, considered by the Committee at its meeting on the 24 January 2018, was appended to the report, details of which were noted by the Committee (Minute No. 89 refers).

The Chair suggested that future updates could be included in update reports relating to the Hartlepool Matters Action Plan.

In response to concerns expressed by a Healthwatch representative regarding transfers of care to West View Lodge, the Director of Adult and Community Based Services explained that rehabilitation and transitional beds were commissioned at West View lodge as part of intermediate care pathways. The Healthwatch representative highlighted an example of when a patient had not been given a choice in relation to their transfer from hospital to West View Lodge. The Chair highlighted the patient choice policy and the Director and North Tees and Hartlepool Trust representative undertook to investigate the issue and feedback to the Healthwatch representative outside of the meeting.

Decision

The Board noted the current positive position in relation to Delayed Transfers of Care and agreed that future updates would be included in Hartlepool

Matters Plan reports to the Board.

Meeting concluded at 9.20 a.m.

CHAIR

SAFER HARTLEPOOL PARTNERSHIP MINUTES AND DECISION RECORD

9 February 2018

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
Barry Coppinger, Office of Police and Crime Commissioner for Cleveland
Chief Inspector Nigel Burnell, Chair of Youth Offending Board
John Graham, Durham Tees Valley Community Rehabilitation Company
John Bentley, Safe in Tees Valley
Steve Johnson, Cleveland Fire Authority
Chris Joynes, Thirteen Group
Jean Golightly, NHS Hartlepool and Stockton on Tees CCG

Esther Mireku, Acting Consultant in Public Health was in attendance as substitute for Paul Edmondson-Jones

Also present: Councillors Jim Lindridge, Katie Trueman and Alan Clark
Sarah Wilson, Office of Police and Crime Commissioner for Cleveland

Officers: Rachel Parker, Community Safety Team Leader
Phil Hepburn, Environmental Enforcement Team Leader
Denise Wimpenny, Principal Democratic Services Officer

48. Apologies for Absence

Apologies for absence were submitted on behalf of Denise Ogden, Director of Regeneration and Neighbourhoods, Hartlepool Borough Council and Paul Edmondson-Jones, Interim Director of Public Health, Hartlepool Borough Council.

49. Declarations of Interest

None.

50. Minutes of the meeting held on 8 December 2017

Confirmed.

51. Matters Arising from the Minutes

Minute 41 – Operation Endurance

With regard to the request of the Partnership that the age profile of individuals committing off road vehicle related nuisance and anti-social behaviour offences be explored, the Chief Superintendent advised that the age profile was predominantly 13 to 19 year old white males.

52. Drugs and Alcohol Harm Reduction Update *(Interim Director of Public Health)*

Purpose of report

To provide the Safer Hartlepool Partnership (SHP) with:-

- Activity of the Substance Misuse Sub-Group in 2017;
- Suggest that the SHP agree to a change in name of the Sub-Group to 'Drug and Alcohol Harm Reduction Partnership'; and
- Request that the SHP agree to and support the implementation of the Drugs and Alcohol Harm Reduction delivery framework 2018 – 2025).

Issue(s) for consideration

The report included background information in relation to the implementation of the Hartlepool Substance Misuse Strategy and Plan and included the key focus of work for the year. Members were provided with an update on progress to date including a summary of actions undertaken to implement the current strategy.

In terms of the challenges ahead, it was reported that drug misuse deaths were increasing in England, with the North East region having the highest drug misuse related mortality rate in England and Hartlepool having the highest rate in the region. An increasing number of children and young people were identified with need to access specialist services for drug or alcohol misuse. Approximately three out of every four children and young people accessing services was below 16 years. The youngest service user was 12 years old.

In order to address such challenges, a number of actions had been taken, as detailed in the report, which included securing a grant to recruit an embedded researcher, review of the governance arrangements, a health equality audit would be undertaken in 2018, actions would continue to

reduce supply and underage sales through training, education and enforcement actions, intensified action on prevention and early identification, improve access to services and continue to work with Balance North East, NHS England (NHSE) and Public Health England on the national and regional agenda.

Disappointment was expressed regarding the increasing number of children and young people under 16 accessing the service as well as the level of drug misuse mortality rates in Hartlepool. Given that the statistics revealed no significant signs of improvement, concerns were raised in terms of the impact on young people and the level of support was questioned.

Clarification was sought in terms of the accuracy of the statistics presented given that the Joint Strategic Needs Assessment (JSNA) was 7 years out of date. In relation to the actions undertaken to implement the current strategy, emphasis was placed upon the need to widen community prevention programmes to include youth centres in addition to schools and colleges. The Acting Consultant in Public Health indicated that the trends in Hartlepool were in line with the national picture. The Partnership was advised of the ongoing and proposed work of the Sub-Groups of which updates to the JSNA figures formed part.

The Chair commented that the Finance and Policy Committee had requested a detailed report in relation to what work was being done as a local authority as well as across partner organisations to address the problems associated with drug and alcohol misuse. Emphasis was placed upon the need for the report to include service provision information, how services would be delivered in future and how all partner agencies were working together. The need to focus upon the wider issues around support and prevention and the importance of a more integrated approach across partner agencies was debated. The Partnership welcomed the Chair's suggested approach and supported a referral to the Finance and Policy Committee to progress this issue.

The Chief Superintendent was pleased to note the high percentage of take up rates of services and was keen to receive reasons for drop-out rates which the Acting Consultant in Public Health agreed to circulate following the meeting.

The Acting Consultant in Public Health responded to further queries raised in relation to the report. Clarification was provided regarding the monitoring arrangements in place to measure improvement levels. In response to comments made regarding the benefits of sharing good practice with other local authorities, the Police and Crime Commissioner for Cleveland reported that successes in Cardiff had been achieved as a direct result of sharing public health information across partner agencies. Partnership Members shared information on their understanding of the Cardiff model and the reliance on good quality and reliable data being collated by Accident and Emergency departments was highlighted. The Chair was keen to receive further information on the Cardiff model to enable the benefits to be explored for Hartlepool.

Decision

- (i) That the contents of the report, be noted.
- (ii) That the change of name for the Sub-Group from 'Substance Mis-use Sub-Group' to 'Drug and Alcohol Harm Reduction Partnership' be agreed.
- (iii) That the comments of the Partnership, as set out above, be referred to the Finance and Policy Committee for consideration as part of a wider report to be received by the Committee in relation to drug and alcohol preventative services.
- (iv) That an invite be extended to all Members of the Safer Hartlepool Partnership during consideration of the report in relation to drug and alcohol prevention.

53. Health and Wellbeing Strategy (2018-2025) (Interim
Director of Public Health)**Purpose of report**

To present the Partnership with the final draft of the joint Hartlepool Health and Wellbeing Strategy (2018-2025) (JHWS) for comment.

Issue(s) for consideration

The draft Health and Wellbeing Strategy had been approved by the Health and Wellbeing Board on 4 December 2017 for referral to Full Council and the Hartlepool and Stockton on Tees Clinical Commissioning Group Governing Body (CCG) for formal approval. As part of the final stage of the process of the review of the Strategy, it was noted that the Safer Hartlepool Partnership had been identified as the lead body in the delivery of a number of actions within the Strategy's Implementation Plan. The views of the Partnership were sought to enable any feedback to the fed in prior to its formal approval by the CCG and Full Council.

A presentation was provided in support of the report which focussed on the following issues:-

- Priorities and what was hoped to be achieved
- Ways of working as partners
- Targeted Delivery Plan
- Joint Health and Wellbeing Strategy Implementation Plan

Decision

The Joint Health and Wellbeing Strategy and associated Implementation Plan, attached at Appendix 1, was agreed for submission to the Hartlepool and Stockton on Tees CCG Governing Body and Full Council for formal approval.

54. Integrated Working – Task and Finish Group Update
*(Director of Regeneration and Neighbourhoods)***Purpose of report**

To inform the Partnership of current progress in relation to integrated working in Hartlepool between Community Safety Services and how these services will work together in the future.

Issue(s) for consideration

The Head of Community Safety and Engagement presented the report which provided background information to the development of a 'place based integrated service delivery model' between community safety partners in Hartlepool and to address concerns and increasing demands on services and information sharing. The report outlined the detail of the integrated model and how the integrated team would work with services in Hartlepool to improve safety and public confidence. To improve information sharing and ensure a joined up approach for the communities of Hartlepool, the 'Hartlepool Community Safety Team', consisting of a number of teams, including neighbourhood policing, crime and anti-social behaviour prevention, victim services and crime prevention, community resolution and mediation, fire service advocacy and interventions were now co-located at Avenue Road Police Station.

The Hartlepool Community Safety Team would have a specialist team of officers who were able to intervene where problems in relation to individuals and families, or communities had escalated and were presenting a concerning level of risk. The Partnership was referred to the Hartlepool Community Safety Team operational delivery model, attached at Appendix 1. Details of the benefits of the proposed model for communities, organisations as well as officers and staff were provided, as set out in the report.

In the discussion that followed Partnership Members welcomed the report and spoke in support of the initiative. The various benefits of an Integrated Community Safety Team to the local community were emphasised. The Chair and Vice-Chair paid tribute to everyone involved in development of this initiative and particular thanks were expressed to Clare Clark, the

Council's Head of Community Safety and Engagement, who had been the driving force behind this initiative supported by Mal Suggitt from the Police.

Decision

- (i) That the contents of the report and comments of Members be noted.
- (ii) That an update on implementation of the model be provided to the Safer Hartlepool Partnership in the autumn of 2018.

55. Prevent - Update (*Director of Regeneration and Neighbourhoods*)

Purpose of report

To give an overview of the Home Office Pilot – Operation Dovetail and how the Channel Process is likely to be managed post 2018.

Issue(s) for consideration

The Head of Community Safety and Engagement reported on the background to the Prevent Strategy and statutory duty and responsibilities upon local councils for embedding and co-ordinating Prevent activity in their local area. The Office for Security and Counter Terrorism had identified nine pilot areas and funding had been provided for 12 months for Local Authority Channel co-ordinators (LACC) to lead on managing the Channel process. The pilot was evaluated in late 2017 and the roll out of Operational Dovetail was likely to reach the North East region late 2018/early 2019.

As in the pilot, the assessment and administration of referrals, including support to the Channel Panel would be the responsibility of the LACC. The Home Office intended to fund a number of LACC's nationally, but the Local Authority would continue to chair panels and have an oversight of Channel cases drawing on LACCs who would work with a number of different Panels as determined by demand. The location of the resource within each region had yet to be confirmed but would reflect referral and case activity. Nationally a rise in Channel referrals was experienced between April and July 2017. During the same period there were 81 referrals to the Channel process in Cleveland. Of the 5 referrals in Hartlepool, 4 were not linked to any particular ideology or theme, with the fifth linked to extreme right wing ideology. None of the Hartlepool referrals required a Channel Panel to be convened having being dealt with through other processes.

Decision

- (i) The Partnership noted the proposed roll out of Operational Dovetail by early 2019.

- (ii) That the Partnership be provided with a further update once the resources in the form of the Local Authority Channel Co-ordinators had been determined.

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

Purpose of report

To provide an overview of Safer Hartlepool Partnership performance for Quarter 3 – October 2017 to December 2017 (inclusive).

Issue(s) for consideration

The report provided an overview of the Partnership's performance during Quarter 3, 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. A lengthy discussion ensued in relation to the potential cause of crime and the impact of welfare reform on crime figures generally. The need to closely monitor trends to establish the extent in which universal credit was impacting on acquisitive crime was highlighted. The Chair commented on the benefits of exploring real life case studies to enable the Partnership to have a greater understanding of the impact of universal credit on crime figures and requested that information of this type be presented to the Partnership. It was suggested that a Task and Finish Group be established to explore this issue to which the Head of Community Safety and Engagement agreed to co-ordinate. Reference was made to the issue of re-offending and the financial difficulties facing individuals following release from prison and the importance of post-release support was emphasised.

In relation to the increase in thefts from motor vehicles, sheds and garages, it was suggested that a community safety page in the March edition of Hartbeat be utilised to publicise crime prevention information to raise public awareness. It was suggested that information relating to Cleveland Connect, an e-mail based system, which currently had 12,000 members, be included within the Hartbeat publication. Partnership Members commented on the need to focus on repeat offending in Hartlepool and the links to acquisitive crime and substance misuse problems.

Decision

- (i) That the Quarter 3 performance figures be noted and comments of Members be noted and actioned as appropriate.
- (ii) That a Task and Finish Group be established to examine the impact of universal credit on crime and the findings be reported to a future meeting of the Partnership to include information on real life case studies.
- (iii) That crime prevention information including information relating to Cleveland Connect be publicised in the March edition of Hartbeat.

57. Date and Time of Next Meeting

The Chair reported that the next meeting would be held on Friday 13 April 2018 at 10.00 am. Members were also reminded of the Face the Public Event on Monday 26 February at 4.00 pm with registration to commence at 3.30 pm.

The meeting concluded at 11.20 am.

CHAIR

FINANCE AND POLICY COMMITTEE

18th May 2018



Report of: Director of Finance and Policy and Director of Regeneration and Neighbourhoods.

Subject: CHURCH STREET / CHURCH SQUARE
REGENERATION WORKS – POTENTIAL
OPTIONS FOR SUPPORTING BUSINESSES

1. TYPE OF DECISION/APPLICABLE CATEGORY

Key Decision – Test (i) – General Exception Notice applies.

2. PURPOSE OF REPORT

2.1 The purpose of the report is to:

- i) Provide details of potential options to support businesses impacted by works currently being undertaken in Church Street and works programmed for Church Square; and
- ii) To enable Members to determine if they wish to adopt any of these options.

3. BACKGROUND

- 3.1 The regeneration of Church Street and Church Square is being undertaken in a series of phases and necessitates associated temporary road closures. During the period of these works there may be an impact on the trading conditions for businesses within the re-development area.
- 3.2 The Government operates a number of initiatives to support businesses with their business rates liabilities in particular, Small Business Rates Relief, Pub Relief, by limiting annual increases in rate poundages to the Consumer Price Index, and by providing some funding to help address the impacts of 2017 Rateable Value increases.

- 3.3 Within Church Street and Church Square the Council has already worked with businesses to ensure they receive the relevant business rate reliefs. As summarised in the following table the majority of businesses in Church Street (64%) and Church Square (56%) receive full business rates relief:

Church Street – summary of current Business Rates 2018/19

	Number Businesses	Percentage of Total	Value of Relief to Businesses £'000
Receiving 100% Relief	38	64%	94
Receiving Partial Relief #	8	14%	154
Liable to pay 100% of Business Rates	13	22%	0
Total	59	100%	248

Includes Hartlepool College Buildings in receipt of 80% mandatory relief

Church Square – summary of current Business Rates 2018/19

	Number Businesses	Percentage of Total	Value of Relief to Businesses £'000
Receiving 100% Relief	10	56%	33
Receiving Partial Relief #	5	28%	88
Liable to pay 100% of Business Rates	3	16%	0
Total	18	100%	121

Includes Hartlepool College Buildings in receipt of 80% mandatory relief

- 3.4 At a national level it is recognised that infrastructure works undertaken by local authorities may in the short-term have an impact on businesses. Conversely, in the medium-term once these improvements are complete, businesses may see a positive impact. However, as it is extremely difficult to determine the extent to which infrastructure works have an impact on businesses local authorities are not required to compensate businesses whilst undertaking these works.

4 POTENTIAL OPTIONS TO SUPPORT BUSINESSES

4.1 The following paragraphs detail potential options for supporting businesses currently affected by works in Church Street and to be completed in Church Square, covering the following options:

- Option 1- Support Businesses to apply to the Valuation Office Agency for a temporary reduction in their Rateable Value;
- Option 2- Implement a Business Support Grant scheme;

4.2 **Option 1 - Support Businesses to apply to the Valuation Office Agency (VOA) for a temporary reduction in their Rateable Value**

4.3 The VOA have the power to grant temporary reductions in rateable values where the business rate payer can demonstrate that external factors, such as the completion of highways improvements, are having a detrimental impact.

4.4 The level of any temporary reduction is a decision solely for the VOA and the Council could only provide limited assistance to support businesses apply for such relief. Whilst, it is anticipated the VOA will look at any applications in a timely manner, they may not be a position to determine the outcome of any applications they receive until after the works have been completed.

4.5 Owing to the nature of works being completed it is not anticipated that the VOA would review the rateable values for individual properties, but would potentially make a 'tone of the list adjustment'. This would apply a percentage reduction for all properties rateable values. This approach would directly benefit larger businesses not in receipt of Small Business Rate Relief (SBRR). There would be no benefit from this approach to smaller businesses as any 'tone of the list adjustment' would be offset by a corresponding reduction in SBRR.

4.6 A 'tone of the list adjustment' applying to smaller business would result in the Council losing Section 31 Grant paid to meet the cost of SBRR, as the resulting temporary reduction in rateable values is not covered by Section 31 grant and is shared on the basis of the following percentages:

	Share of Business Rate Income / share of reduction in Business Rate income
Central Government	50%
Hartlepool Council	49%
Cleveland Fire Authority	1%

4.7 **Option 2 - Implement a Business Support Grant scheme**

4.8 The legal power for the Council to establish, administer and make awards from grant funds is provided by the general power of competence contained in Section 1 of the Localism Act 2011. A Business Support Grant scheme for Church Street and Church Square could provide support where a business could either:

- Demonstrate that their business has suffered a financial loss, including a reduction in profitability, during the execution of these major works; or
- Undertakes to improve their shop front to compliment the infrastructure improvements.

4.9 If Members wish to adopt a Business Support Grant scheme the Council will need to establish detailed eligibility criteria, including a financial limit on the grant per business and total costs to the Council. Therefore, three options have been identified as follows:

- Option 2 (a) – implement a Business Support Grant scheme with a maximum grant per property of £1,500 and a maximum cost to the Council of £115,000, open to all businesses;
- Option 2 (b) – implement a Business Support Grant scheme with a maximum grant per property of £1,700 and a maximum cost to the Council of £130,900, open to all businesses;
- Option 2 (c) - implement a Business Support Grant scheme with a maximum grant per property of £1,900 and a maximum cost to the Council of £129,200, excluding businesses with a rateable value greater than £20,000. This option targets support to smaller businesses.

4.10 The above options are summarised in the following table:-

	Maximum grant per business	Maximum potential cost to the Council
Option 2 (a) – open to all businesses	£1,500	£115,000
Option 2 (b) – open to all businesses	£1,700	£130,900
Option 2 (c) – excludes business with a rateable value greater than £20,000	£1,900	£129,200

5. RISK IMPLICATIONS

- 5.1 As outlined earlier in the report local authorities are not required to compensate businesses when undertaking major improvement schemes.
- 5.2 Therefore, by adopting a local scheme in relation to Church Street and Church Square there is a potential risk that the Council sets a local precedent for future schemes, or provides grounds for other businesses to legally challenge the Council if a similar arrangement was not introduced for future schemes. This would increase the cost of future schemes as they would need to meet the costs of implementing similar arrangements.
- 5.3 It is anticipated that this is a low risk as the current schemes are unusual and not expected to be repeated elsewhere in the town.

6. FINANCIAL CONSIDERATIONS

- 6.1 There is no existing budget provision for the costs of implementing the options detailed in the previous paragraph. The February 2018 MTFS report advised Members that, after earmarking £950,000 from the reserves review to meet the increased pay award applying from 1st April 2018, uncommitted one off resources of £134,000 were available. It was agreed that this amount would be held as uncommitted until details of the 2017/18 actual outturn were known.
- 6.2 Work is currently progressing to finalise the outturn for 2017/18 and the work completed so far indicates that the final overspend will be broadly in line with the forecast overspend of £124,000. Therefore, if the one off resources released from the reserves review are allocated to support businesses in Church Street and Church Square the final 2017/18 overspend will have to be funded from the Unearmarked General Fund Reserve.
- 6.3 This will not result in a significant reduction in this reserve, which will still remain at an appropriate level to help manage financial risks. However, any further reduction in the Unearmarked General Fund Reserve would require corrective action and the repayment of any monies used.
- 6.4 If any of the options are approved for implementation it should be noted all awards will only be paid if existing business rates liabilities and / or any other amounts due to the Council are up to date.

7. LEGAL CONSIDERATIONS

- 7.1. The legal considerations have been considered in the previous paragraphs.

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. CONCLUSION

- 13.1 The Council is undertaking significant improvements to Church Street and Church Square and secured external funding of approximately £3.9m towards these works. These schemes are designed to significantly improve these areas and once complete should help businesses operating in these areas. In the short term there has been some distribution to businesses.
- 13.2 Whilst, the Council does not legally have to support businesses affected by the current works in Church Street (and planned works in Church Square), Members may wish to support businesses and a number of options have been detailed earlier in the report.

13. RECOMMENDATIONS

13.1 It is recommended that Members:-

- i) Determine if they wish to adopt any of the options detailed in section 4 as summarised below:-
 - Option 1 - support businesses to apply to the VOA for a temporary reduction in their rateable value, noting that this option will not provide any financial assistance to smaller businesses in receipt of Small Business Rate Relief;
 - Option 2 (a) – implement a Business Support Grant scheme with a maximum grant per property of £1,500 and a maximum cost to the Council of £115,000.
 - Option 2 (b) – implement a Business Support Grant scheme with a maximum grant per property of £1,700 and a maximum cost to the Council of £130,900.
 - Option 2 (c) - implement a Business Support Grant scheme with a maximum grant per property of £1,900 and a maximum cost to the Council of £129,200, excluding businesses with a rateable value greater than £20,000
- ii) If Members determine to adopt any of the options detailed above to seek Council approval to fund the resulting cost from the uncommitted one off resources of £134,000 released from the reserves review. To note that committing these resources means they are not available to partly address the 2017/18 final revenue budget underspend, which will have to be funded from the Unearmarked General Fund Reserve.
- iii) If either option 2 (a), option 2 (b) or option 2 (c) are approved to delegate authority to the Director of Regeneration and Neighbourhoods, in consultation with the Chair of Finance and Policy, the Chair of Regeneration, the Chief Executive and Director of Finance and Policy, to determine the detailed grant criteria.
- iv) Note that if any of the options are approved for implementation it should be noted all awards will only be paid if existing business rates liabilities and / or any other amounts due to the Council are up to date.

14. REASONS FOR RECOMMENDATION

- 14.1 To enable Members to determine if they wish to provide financial support to businesses within the Church Street and Church Square

regeneration area to recognise the temporary impact on trading conditions during the undertaking of the regeneration works.

15. BACKGROUND PAPERS

15.1 There are no background papers.

16. CONTACT OFFICER

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FINANCE AND POLICY COMMITTEE

Friday 18th May 2018



Report of: Director of Regeneration and Neighbourhoods

Subject: **EXTENSION OF YOUTH EMPLOYMENT INITIATIVE PROGRAMME**

1. TYPE OF DECISION/APPLICABLE CATEGORY

- 1.1 Budget and Policy Framework
Key Decision (test (i)/(ii) apply) Special Urgency provisions under Rule 21 of the Access to Information Rules of Procedure apply

2. PURPOSE OF REPORT

- 2.1 To seek approval for the extension to the Tees Valley Pathways and Routeways Youth Employment Initiative (YEI) programmes and for the Council to continue as the Accountable Body.

3. BACKGROUND

- 3.1 In January 2013, the European Commission created the YEI programme in order to tackle high levels of youth unemployment across member states. European Union funding was specifically targeted at regions in which the youth unemployment rate exceeded 25%. In this time period, the Tees Valley qualified for additional funding and had a notional allocation of £29m to tackle youth unemployment.
- 3.2 In 2015, the Council, on behalf of a consortium of 27 partners from the public, private and voluntary sector secured a £19.2m (£7.2m European Social Funding, £7.2m YEI and £4.8m of match funding) to deliver the Tees Valley Pathways and Routeways YEI programmes.
- 3.3 The programmes support young people aged 15 to 29 years across the Tees Valley to progress into education, training, employment and self-employment and officially commenced 1st October 2015 with an original end date of 31st July 2018.

- 3.4 The original contract target was to support 6,615 young people with 2,940 (or 44%) to progress into education, employment, training or self-employment including apprenticeships and traineeships upon leaving.

4. CURRENT PERFORMANCE

- 4.1 The profiled and actual performance up to the end of the last claim (March 2018) alongside the overall targets are shown below:

TEES VALLEY PATHWAYS						
Local Authority	Starts on Programme			Progression into Education, Employment or Training		
	Overall	Profile	Actual	Overall	Profile	Actual
Darlington	776	676	544	347	254	227
Hartlepool	876	763	755	387	287	299
Middlesbrough	1,551	1,350	1,085	688	508	460
Redcar	1,197	1,043	966	530	393	343
Stockton	1,640	1,428	1,391	728	538	654
Tees Valley	6,040	5,260	4,741	2,680	1,980	1,983

TEES VALLEY ROUTEWAYS						
Local Authority	Starts on Programme			Progression into Education, Employment or Training		
	Overall	Profile	Actual	Overall	Profile	Actual
Darlington	74	71	17	34	29	9
Hartlepool	84	81	97	38	33	39
Middlesbrough	147	142	114	66	59	53
Redcar	114	110	161	52	45	54
Stockton	156	151	110	70	62	57
Tees Valley	575	555	499	260	228	212

- 4.2 As shown within the above tables, as a collective both programmes have successfully engaged with 5,240 participants and assisted 2,195 of these learners to progress into a positive destination. This is a major achievement by consortium members as:

- Many of the participants engaged have complex and multiple barriers to employment
- Critically there was a six month delay in starting the programmes as the executed Funding Agreements were not received back from DWP until Friday 8th April 2016.

- 4.3 Both programmes have been independently evaluated by ERS Consultancy in 2017 and feedback from the evaluations included:

‘The value for money in terms of both participant ‘starts’ and progression into education, employment and training is very good.

The majority of the young people interviewed could relay positive experiences of the Pathways Programme. Many had already recommended the support to peers. We know that the most successful Delivery Partners are working hard to build confidence, develop skills and perhaps most importantly, proactively seek job opportunities with employers willing to give participants a chance.'

- 4.4 On 16th March 2018 there was a Contract Management visit from DWP who subsequently reported to the Council that, 'The projects are being run in an efficient and compliant manner and are having a significant positive impact locally on re-dressing issues with unemployment, lack of education/training and supporting participants back into the labour market, as well as the individual objectives of each project.'

5. EXTENSION OF YEI PROGRAMME

- 5.1 The Council was originally informed in December 2017 of the potential extension to the YEI programme and on 29th March 2018 received notification from DWP that there was only €63M (£55,488,367) available nationally to extend the programme until 2022 (with full project closure in 2023).
- 5.2 Since this period, the Council has been working with its existing partners to clarify who wishes to be involved in delivering beyond July 2018. The YEI Project Team have held individual partner meetings and received confirmation that 22 current providers wish to extend their contract and continue delivery of the YEI programme.
- 5.3 On Wednesday 2nd May 2018, the Council received confirmation from DWP that the expected underspend on the original programmes of £6.2m and additional growth request of £8.8m can be used to extend the YEI programmes to 2022. As shown within the table below this means:
- A provisional allocation for both programmes between 2018-22 of circa £15m (of which £3.75m is match funding)*.
 - By the end of YEI the Council will have secured and managed the delivery of circa £28.1m which is unprecedented in size and scale for Tees Valley ESF programmes**

EXTENSION REQUEST				
Programme	Expected Underspend	Growth Request	Contract Value for 2018-22*	Overall Contract Value**
Tees Valley Pathways	£5,613,658	£7,754,932	£13,368,590	£25,378,052
Tees Valley Routeways	£596,628	£1,003,372	£1,600,000	£2,673,268

- 5.4 However, please note that the provisional allocation from DWP is subject to the successful submission of a Project Change Request form to DWP who urgently require this document to commence the contract extension process. The Project Change Request will be submitted following final confirmation of all match funding required.

6. FINANCIAL CONSIDERATIONS

- 6.1 The value of the contract extension is £15m (expected underspend on the original programmes of £6.2m and additional growth request of £8.8m) and the Council will continue to act as the Accountable Body for the entire scheme. The extension will be delivered by 22 partners from the existing consortium including the other Tees Valley Local Authorities and organisations from the public, private and voluntary sector. As Accountable Body the Council will be responsible for ensuring that all of the grant conditions are complied with which includes ensuring that all monitoring requirements are met and that all supporting evidence is available. The Council's role will be to manage the project and ensure that each Local Authority and Partner is aware of the conditions of the grant and ensure robust monitoring arrangements are put in place for the project as a whole. Each Local Authority will be responsible for ensuring that their own elements of the project are delivered (including match funding) and that all grant conditions are adhered to. Separate legal agreements will be required to transfer the responsibilities under the new grant conditions to the other Tees Valley authorities and partners; including the potential for grant clawback.
- 6.2 The Chief Solicitor, Director of Regeneration and Neighbourhoods, and Director of Finance and Policy will update legal agreements in place with all five Tees Valley Local Authorities benefitting from the programmes, to ensure that they are all responsible for any risk associated with clawback conditions in the contract. In line with the current agreements the risk share will be based on the financial split of the YEI projects which are still to be finalised, but will be based on project need.
- 6.3 The YEI programme will have no financial impact on the Council's General Fund budget as the match funding contribution will be funded via Tees Valley Combined Authority (TVCA). At the time of writing this report, the Council is awaiting the confirmation match funding letter from TVCA which will be incorporated into the Project Change Request.
- 6.4 This project will be delivered in line with the current programme i.e. payment on actual expenditure incurred as opposed to payment on results with the Managing Authority providing funding in arrears on a quarterly basis. This payment method will be mirrored to delivery partners within their Service Level Agreement which reduces the financial risk to the Council. Evidence will be required for all expenditure before it is claimed and payments will only be made to partners when the funding is received by the Council. DWP, as the Managing Authority will also retain 10% of the grant funding until the project closes and all evidence is verified which will reduce the risk of future

claw-back. There will be no cash flow implications therefore for the Council regarding the elements delivered by partners.

7. RISK IMPLICATIONS

7.1 In accordance with the original contract, the main risks associated with delivering the YEI is financial clawback due to under-performance and/or ineligible spend. To ameliorate any financial risk to the Council it has already implemented the following:

- This programme is 'payment on expenditure in arrears' and each individual partner's financial claim will only be approved after being audited by the YEI Project Team.
- A dedicated YEI Project Team has been established who are responsible for performance, financial management and ensuring all grant conditions are being met for the YEI programme.
- The Council's Internal Audit Team have conducted quarterly audits on financial claims incorporating processes, procedures and paperwork and satisfactory assurance has continued to be given.
- There are monthly contract meetings with all delivery partners to review performance, spend and quality of provision with some partners receiving significant support from the dedicated YEI Project Team.
- A Risk Sharing Agreement was developed and signed by all five Tees Valley Local Authorities before the original Funding Agreements were signed by the Council. This ensured that all five Tees Valley Local Authorities benefitting from the programmes were proportionately responsible for any risks associated with clawback conditions as outlined in the Funding Agreement. The Council will therefore ensure that an updated Risk Sharing Agreement is signed by each Local Authority prior to the Council signing the variation from DWP for the extension to the YEI programme.

7.2 It should also be noted that the programmes have received two Article 125 audits from DWP which provided satisfactory assurance for the YEI programme.

7.3 DWP have confirmed that Grant Recipients (GR) are expected to meet the quarterly Financial and Deliverables target profiles selected in their Financial and Deliverables Annexe, which formed part of their Funding Agreement. Projects showing a variance of up-to 15% would normally be dealt with via a Change Request. If there is a variation of +/- 15% within the claim against the profiled targets then the GR will need to make the Managing Authority (MA) which is DWP aware of the reasons why. The MA will then consider, based on the reasons given by the GR, what the most appropriate action to take is and whether the GR has provided sufficient mitigations for any

potential variance. This process will further reduce any risk to the Council on any future clawback being imposed

8. LEGAL CONSIDERATIONS

- 8.1 The original Funding Agreements were reviewed by the Council's Legal, Procurement and Financial Teams. When the variations to the Funding Agreements are received the Council's Legal, Procurement and Finance Teams will be involved in reviewing these documents and supporting with the development of updated agreements for each of the partners.

9. CHILD AND FAMILY POVERTY

- 9.1 This funding will positively contribute to tackling the longer term causes and consequences of child and family poverty by preventing young people from becoming long term NEET. They will then be supported to progress into a positive destination of education, employment, training or self-employment.
- 9.2 A copy of the completed Child and Family Poverty Impact assessment is attached at **Appendix 2**.

10. EQUALITY AND DIVERSITY CONSIDERATIONS

- 10.1 This funding will provide opportunities for young people, particularly amongst vulnerable groups such as those shown below: -
- Looked after children and care leavers;
 - Young offenders (including those leaving the secure estate);
 - Teenage parents;
 - Young carers;
 - Young people with specific learning difficulties and/or disabilities;
 - Young people with mental health issues, and;
 - Young people with drug and alcohol misuse issues.
- 10.2 A copy of the completed Equality and Diversity Impact assessment is attached at **Appendix 1**.

11. STAFF CONSIDERATIONS

- 11.1 The contract extension will safeguard the current YEI workforce of circa 400 personnel which consists of a range of specialist workers such as Project Co-ordinators, Contract Managers, Employment Advisors and Mentors. The project teams managing and delivering the programmes are now fully embedded across the Tees Valley and have a wealth of knowledge, experience and expertise which will continue to be utilised through this extension to support young people to progress into a positive destination.

12. RECOMMENDATIONS

12.1 Members are asked to

- i) approve the Council to act as Accountable Body on behalf of the Tees Valley for the extended YEI programmes
- ii) note that the Council's match funding will be met from a grant from the TVCA (subject to final confirmation) and there will be no financial impact on the Councils General Fund budget
- iii) authorise the Chief Solicitor, Director of Regeneration and Neighbourhoods, and Director of Finance and Policy to update the contracts to transfer legal responsibilities under the new grant conditions to the other Tees Valley authorities and partners including the potential for claw back in relation to each Local Authorities share of the extended scheme,
- iv) note that no contracts will be signed with DWP until these agreements have been signed and match funding from the TVCA has been confirmed
- v) authorise the Director of Regeneration and Neighbourhoods, Chief Solicitor and Director of Finance and Policy to approve the Council's acceptance of the grant conditions subject to the completion of the conditions above

13. REASONS FOR RECOMMENDATIONS

- The YEI programme contributes towards the Council Plan and priorities such as reducing youth unemployment.
- The Council has successfully secured a quarter of the overall national allocation within a competitive process which will enable the consortium to pro-actively tackle youth unemployment.
- The additional funding will ensure that by 2022, there will be a total of 9,600 young people engaged on the programme with a target of progressing 4,300 into a positive outcome.
- To date, the programmes have supported 5,240 young people with 2,195 participants progressing into education, employment, training or self-employment.
- The contract extension will allow this support to be continued until 2022 for young people across the Tees Valley. It will also ensure that the circa 400 staff employed on the YEI programmes can continue to deliver and will cease the formal redundancy consultation process.

14. CONTACT OFFICERS

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EQUALITY AND DIVERSITY IMPACT ASSESSMENT

Department	Division	Section	Owner/Officer
Regeneration & Neighbourhoods	Regeneration	Learning & Skills	Patrick Wilson
Service, policy, practice being reviewed/changed or planned	Youth Employment Initiative programme		
Why are you making the change?	Extension to the Youth Employment Initiative programmes		
How might this impact (positively/negatively) on people who share protected characteristics?			
		Please tick	
		POSITIVELY	NEGATIVELY
Age		X	
The YEI programmes are eligible for participants aged 15 to 29 years old and the extension will ensure over 3,000 more young people are engaged across the Tees Valley with over 1,200 progressing into a positive outcome.			
Disability		X	
The extension to the YEI programmes will ensure 330 additional participants with a disability or health problem are engaged and they will then receive support to progress into a positive outcome.			
Gender Re-assignment		X	
The extension to the YEI programmes will ensure that unemployed young people across the Tees Valley receive significant support to progress into a positive outcome. This includes targeted work from partners with vulnerable groups.			
Race		X	
The extension to the YEI programmes will ensure 150 additional participants from ethnic minorities are engaged and they will then receive support to progress into a positive outcome.			
Religion		X	
The extension to the YEI programmes will ensure that unemployed young people across the Tees Valley receive significant support to progress into a positive outcome. This includes targeted work from partners with vulnerable groups.			
Gender		X	
The extension to the YEI programmes will ensure 3,004 additional participants are engaged (2,254 males and 750 females) who will then receive support to progress into a positive outcome.			
Sexual Orientation		X	
The extension to the YEI programmes will ensure that unemployed young people across the Tees Valley receive significant support to progress into a positive outcome. This includes targeted work from partners with vulnerable groups.			
Marriage & Civil Partnership		X	
The extension to the YEI programmes will ensure that unemployed young people across the Tees Valley receive significant support to progress into a positive outcome. This includes targeted work from partners with vulnerable groups.			
Pregnancy & Maternity		X	
The extension to the YEI programmes will ensure that unemployed young people across the Tees Valley receive significant support to progress into a positive outcome. This includes targeted work from partners with vulnerable groups.			
Has there been consultation /is consultation planned with people who will be affected by this policy? How has this affected your decision making?	The programmes were independently evaluated by ERS Consultancy in 2017 and feedback includes: 'The whole consortium is wholly committed to promoting equality and diversity and has a track		

EQUALITY AND DIVERSITY IMPACT ASSESSMENT

		<i>record of delivering activities that take into account the differing needs of both men and women.'</i>	
As a result of your decision how can you mitigate negative/maximise positive outcomes and foster good relationships?		<i>The extension to the YEI programmes will continue the positive outcomes by ensuring that the whole consortium is committed to promoting equality and diversity and improving outcomes for the above groups.</i>	
Describe how you will address and monitor the impact		1. No Impact - No Major Change <i>There is no negative impact from the extension to the YEI programme.</i>	
		2. Adjust/Change Policy <i>Please Detail</i>	
		3. Adverse Impact but Continue as is <i>Please Detail</i>	
		4. Stop/Remove Policy/Proposal <i>Please Detail</i>	
Initial Assessment	11/05/18	Reviewed	11/05/18
Completed	11/05/18	Published	11/05/18

6.0
APPENDIX 2

POVERTY IMPACT ASSESSMENT

1. Is this decision a Budget & Policy Framework or Key Decision? YES 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	X			The YEI programme supports young people aged 15 to 29 years old and the extension will enable over 3,000 additional participants to be supported across the Tees Valley.
Those who are disabled or suffer from illness / mental illness	X			The extension to the YEI programme will ensure 330 additional participants with a disability or health problem are engaged and they will then receive support to progress into a positive outcome.
Those with low educational attainment	X			The YEI programme will support young people with low educational attainment to access Functional Skills provision which will improve attainment.
Those who are unemployed	X			The YEI programme supports young people aged 15 to 29 years old who are unemployed or economically inactive.
Those who are underemployed			X	The YEI programme is only for those who are unemployed and not in education, employment or training (NEET).
Children born into families in poverty	X			The extension to the YEI programmes will ensure that young people receive significant support to progress into a positive outcome. This includes targeted work from partners with vulnerable groups such as children born into families in poverty.
Those who find difficulty in managing their finances	X			The YEI programme provides significant support to young people including workshops on financial management and budgeting alongside support to progress into a positive destination.

6.0

POVERTY IMPACT ASSESSMENT APPENDIX 2

Lone parents	X			The extension to the YEI programme will ensure 150 additional participants from ethnic minorities are engaged and they will then receive support to progress into a positive outcome.
Those from minority ethnic backgrounds	X			The extension to the YEI programme will ensure 239 participants who live in a single adult household with dependent children are engaged and they will then receive support to progress into a positive outcome.
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
Overall employment rate (%)	X			The YEI programme will increase the employment rate by supporting unemployed young people into a positive destination.
Proportion of young people who are NEET	X			The YEI programme will improve the NEET rate by supporting young people who are NEET into a positive destination.
Adults with Learning difficulties in employment	X			The YEI programme has targets to support young people with a disability or health problem which will increase the number of adults with Learning difficulties in employment
Overall impact of Policy / Decision				
NO IMPACT / NO CHANGE	X	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