

# PLEASE NOTE VENUE

## SCRUTINY CO-ORDINATING COMMITTEE AGENDA



Friday 20<sup>th</sup> October 2006

at 2.00 p.m.

in Room 2, Owton Manor Community Centre  
Wynyard Road, Hartlepool

MEMBERS: SCRUTINY CO-ORDINATING COMMITTEE:

Councillors S Allison, Barker, Clouth, R W Cook, Fleet, Gibbon, Hall, James, Laffey,  
A Marshall, J Marshall, Preece, Shaw, Wallace, Wistow and Wright.

Resident Representatives:

Evelyn Leck and Linda Shields

1. **APOLOGIES FOR ABSENCE**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
3. **MINUTES**
  - 3.1 To confirm the minutes of the meetings held on 15<sup>th</sup> September and 6<sup>th</sup> October 2006 (*to follow*).
4. **RESPONSES FROM THE COUNCIL, THE EXECUTIVE OR COMMITTEES OF THE COUNCIL TO REPORTS OF THE SCRUTINY COORDINATING COMMITTEE**

No Items

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## 5. **CONSIDERATION OF REQUEST FOR SCRUTINY REVIEWS FROM COUNCIL, EXECUTIVE MEMBERS AND NON EXECUTIVE MEMBERS**

5.1 Notification of Scrutiny Referral – Neighbourhood Services' Thoroughfare Policy – *Scrutiny Manager*

## 6. **FORWARD PLAN**

6.1 The Executive's Forward Plan - *Scrutiny Manager*

## 7. **CONSIDERATION OF PROGRESS REPORTS / BUDGET AND POLICY FRAMEWORK DOCUMENTS**

7.1 Community Strategy Review 2006 – Feedback from the Authority's Overview and Scrutiny Committees – *Scrutiny Manager*

## 8. **CONSIDERATION OF FINANCIAL MONITORING/CORPORATE REPORTS**

8.1 District Auditor's 2005-06 Annual Governance Report – *Assistant Chief Financial Officer / Audit Commission Representative in attendance.*

## 9. **ITEMS FOR DISCUSSION**

### 9.1 **Scrutiny Forums – Progress Reports:-**

- (a) Scrutiny Co-ordinating Committee – *Chair of Scrutiny Co-ordinating Committee;*
- (b) Children's Services Scrutiny Forum – *Chair of Children's Services Scrutiny Forum;*
- (c) Adult and Community Services and Health Scrutiny Forum - *Chair of Adult and Community Services and Health Scrutiny Forum;*
- (d) Neighbourhood Services Scrutiny Forum – *Chair of Neighbourhood Services Scrutiny Forum;* and
- (e) Regeneration and Planning Services Scrutiny Forum – *Chair of Regeneration.*

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## 9.2 **Withdrawal of European Regional Development Funding to the Voluntary Sector in Hartlepool Scrutiny Referral:**

- (a) Briefing Report (Incorporating the Findings of the Voluntary Sector Audit) – *Scrutiny Manager / Scrutiny Support Officer; and*
- (b) Presentation on the Findings of the Voluntary Sector Audit – *Assistant Director (Community Services), Adult and Community Services Department.*

## 9.3 **Closure of Rossmere Pool Scrutiny Referral:-**

- (a) Rossmere Pool – Condition Assessment – *Interim Assistant Director of Children's Services (Resources and Support Services)*
- (b) Issues in Relation to Rossmere Pool - *Director of Children's Services/Chief Personnel Services Officer (to follow)*

## 10. **CALL-IN REQUESTS**

## 11. **ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**

### **ITEMS FOR INFORMATION**

- i) **Date of Next Meeting Friday 27<sup>th</sup> October 2006, commencing 2.00pm venue to be arranged.**

# **SCRUTINY CO-ORDINATING COMMITTEE**

## **MINUTES**

15 September 2006

### **Present:**

Councillor: Marjorie James (In the Chair)

Councillors: Rob W Cook, Steve Gibbon, Gerard Hall, Pauline Laffey,  
Ann Marshall, John Marshall, Jane Shaw, Gerald Wistow and  
Edna Wright.

Resident Representative: Linda Shields.

Also present: In accordance with Council Procedure Rule 4.2, Councillor  
Francis London as substitute for Councillor Arthur Preece.

Officers: Joanne Machers, Chief Personnel Services Officer  
Paul Briggs, Interim Assistant Director, Children's Services  
Albert Williams, Maintenance and Buildings Manager  
Joanne Smithson, Head of Community Strategy  
Peter Turner, Principal Strategy Development Officer  
Chris Little, Assistant Chief Financial Officer  
Charlotte Burnham, Scrutiny Manager  
David Cosgrove, Principal Democratic Services Officer

### **63. Apologies for Absence**

Councillors Stephen Allison, Caroline Barker, Arthur Preece and  
Steve Wallace.

### **64. Declarations of interest by Members**

None.

### **65. Minutes of the meeting held on 1 September 2006**

Confirmed.

### **66. Responses from the Council, the Executive or Committees of the Council to Reports of the Scrutiny Co-ordinating Committee**

No items.

**67. Scrutiny Topic Referral from Cabinet – Consultation on Community Care Eligibility Criteria** *(Scrutiny Manager)*

At the meeting of Cabinet on 14 August 2006, consideration was given to a report of the Director of Adult and Community Services in relation to consultation proposals on raising the eligibility criteria for accessing care services. At this meeting, it was subsequently agreed that the Scrutiny be asked to participate in the consultation process and make its views known on re-investing part of the savings from a change in eligibility into support for community based provision.

**Recommended**

That the consultation on Community Care Eligibility Criteria be referred to the Adult and Community Services and Health Scrutiny Forum.

**68. Scrutiny Involvement Request from the Children's Services Department – Building Schools for the Future (BSF) Consultation Process** *(Scrutiny Manager)*

The Scrutiny manager reported on a request from the Children's Services Department for Scrutiny involvement in the consultation process relating to the Building Schools for the Future (BSF) Programme. Indications are that Hartlepool will receive approximately £90 million of funding for BSF and will be in either Waves 4, 5 or 6 of the 15 Wave programme. In considering which Wave would be most appropriate, Cabinet on the 14 August 2006 considered a report outlining the timescale for submission of "Readiness to Deliver" submissions to the DfES. Whilst significant work had been undertaken in preparation for BSF it was recognised that wide-ranging discussions and consultations still needed to be undertaken on some of the more challenging aspects of preparation for entry into the programme. In view of this Cabinet authorised work with schools and other key stakeholder partners, towards the development of a formal submission to be a Wave 5 BSF Authority.

It was reported that the consultation process would be extensive. Seminars would be held for Councillors and an extensive programme of consultation events with schools and the public would be undertaken. Officers indicated that they would be happy to arrange any additional briefings that Members or other groups considered would be beneficial as part of the process.

The Chair commented that this was a significant issue for everyone in the town. The Chair considered that Scrutiny Coordinating Committee should retain the over-arching responsibility for the scrutiny involvement in the consultation process, involving the Neighbourhood Services and Children's Services Forums as appropriate. It was highlighted that additional meetings of the Forums and the Scrutiny Coordinating Committee were likely to be needed.

**Recommended**

That the involvement of Scrutiny in the consultation process for the implementation of Building Schools for the Future be endorsed.

**69. Executive Forward Plan**

The Executive's Forward Plan for September to December 2006 was submitted for the Committee's consideration. Members were asked to identify any issues in the forward plan that they felt should be considered by the Scrutiny Coordinating Committee or one of the four forums.

The following matters were raised by Members.

Decision ref. NS101/06 Shoreline Management Plan II

Councillor John Marshall stated that the Shoreline Management Plan was a significant issue for the whole borough and requested that the matter be called in for scrutiny. The Chair indicated that the Plan would be subject to a full consultation exercise, as stated in the forward plan entry but did indicate that the consultation exercise would be monitored to ensure that full consultation was carried out and requested that an outline of the consultation exercise be reported to this Committee to allay Members concerns.

Decision ref. NS102/06 Joint Allocation Policy Review

Councillor John Marshall raised concerns in relation to the joint allocation policy operated jointly by the Council and Housing Hartlepool. He was particularly concerned with the closure of the area housing offices by Housing Hartlepool, several of which had been refurbished at significant cost within the last 2-3 years. Other Members had concerns in relation to the relationships between Councillors and Housing Hartlepool particularly when assisting residents with housing issues. The Chair requested that an explanation of the allocations policy be brought to a future meeting.

**Recommended**

That the Executive's Forward Plan be noted and that the two reports requested be submitted to an early meeting of the Committee.

**70. Consideration of progress reports/budget and policy framework documents**

No items.

**71. Consideration of financial monitoring/corporate reports – Revenue Outturn Report 2005/06** *(Chief Financial Officer)*

The Revenue Outturn Report for 2005/06 as reported to and noted by Cabinet at its meeting on 14 August 2006 was submitted for the Scrutiny

Coordinating Committee's information and consideration.

In reviewing the documents submitted, Members made the following comments: -

Appendix B 'General Fund' – Line 30 Costs Prior to Sale of Building – adverse variance of £155,000 – what did these costs relate to? The Assistant Chief Financial Officer (ACFO) indicated that these costs relate to expenditure incurred in achieving the 2005/06 capital receipts, such as advertising costs, valuation costs etc. He indicated that that he could not recall which building these costs related to but these details are available within the detailed accounting system. He also indicated these costs had previously been charged directly against the capital receipt, but following a change in accountancy rules for 2005/06 required the authority to charge any costs related to a sale against the revenue account. This position has been managed to avoid an adverse impact on the revenue budget.

Appendix 4 Line 6 – Older People Purchasing – favourable variance of £448,200 – why was this budget underspent? The ACFO stated that the use and timing of government grants was the cause. Members requested a detailed explanation of this matter.

Main report, para. 3.5 'Direct Revenue Funding' – A&CS Dept, Lynn Street ATC Demolition - £120,000 – this was a very large amount for the demolition of the building, was there a specific reason? The ACFO commented that the sum detailed was an estimate of the costs and was based on advice received; there may be asbestos or other such materials in the building that would require specialist contractors.

### **Recommended**

That the report be noted and the information in relation to Older People Purchasing be forwarded to all members of the Committee.

## **72. Consideration of financial monitoring/corporate reports – Neighbourhood Renewal Fund, Capital and Accountable Body Outturn Report 2005/06** *(Chief Financial Officer)*

The Neighbourhood Renewal Fund, Capital and Accountable Body Outturn Report for 2005/06 as reported to and noted by Cabinet at its meeting on 14 August 2006 was submitted for the Scrutiny Coordinating Committee's information and consideration.

### **Recommended**

That the report be noted.

**73. Consideration of financial monitoring/corporate reports – Revenue Budget Monitoring Report – First Quarter 2006/07** *(Chief Financial Officer)*

The Revenue Budget Monitoring Report for the first quarter of 2006/07 as reported to and noted by Cabinet at its meeting on 14 August 2006 was submitted for the Scrutiny Coordinating Committee's information and consideration.

In reviewing the documents submitted, Members made the following comments: -

Appendix 5 'Finance Portfolio' Line 6 'Fraud' – Budget £169,200 – what did this budget relate to? The Assistant Chief Financial Officer (ACFO) stated that this was the budget for the Fraud Section within the Revenues and Benefits Division. The majority of the costs related to staff costs. The service provided by the section was assessed as being a four star service. The income recovered by the section was shown within the specific budgets to which the reclaimed monies related. i.e. benefit claims, council tax.

Appendix 5 'Finance Portfolio' Line 9 'Miscellaneous' – Budget £2,615,400 – what was covered by this entry? The ACFO stated that the detailed budget included a significant number of different income sources, recharges etc. The ACFO indicated that one of the major elements of this budget entry was the income derived from the Middleton Grange Shopping Centre.

Appendix 6 'Performance Management' – why were spends in this area not evenly split throughout the year? The ACFO stated that it was difficult with only one quarter's results to accurately predict expenditure over the year. The picture following the second quarter would be much more accurate.

**Recommended**

That the report be noted.

**74. Consideration of financial monitoring/corporate reports – Neighbourhood Renewal Fund (NRF), Capital and Accountable Body Budget Monitoring Report – First Quarter 2006/07** *(Chief Financial Officer)*

The Capital Budget Monitoring Report for the first quarter of 2006/07 as reported to and noted by Cabinet at its meeting on 14 August 2006 was submitted for the Scrutiny Coordinating Committee's information and consideration.

In reviewing the documents submitted, Members made the following comments: -

Members asked how decisions were made in the accountable bodies for the



allocation of monies. The Assistant Chief Financial Officer (ACFO) indicated that the decision making depended on the individual body. In the New Deal for Communities area for example the appointed Board makes the decisions in conjunction with Government Office North East.

Appendix 1 'NRF' Line 2 'Anti Social Behaviour Officer' - £66,100 – Councillor Cook questioned the budget for one officer. The ACFO indicated that the budget may include other costs, such as accommodation. The Chair requested that a detailed response be provided.

Members questioned and discussed the Incubator System for small business start-ups, the NRF contingency budget, the Level 3 Progression scheme at Hartlepool College of Further Education and the Prolific Offenders scheme.

Members requested further detailed information on the following budget areas –

Appendix 1

Line 3 – Community Safety Wardens

Line 5 – Target Hardening Security Improvement Initiative

Line 6 – Hartlepool Scheme for Prolific Offenders

Line 26 – Hartlepool on Track Project

Appendix 2

Project 7414 Jutland Road Play Area Upgrade

Project 7455 – Hart Lane Study

Appendix 4

Line 4 – NRF – Connected Care / Health Trainers

Line 7 – NRF – Owton Rossmere Health Development Worker

Councillor Wistow requested background information on grant funded Neighbourhood Policing. Councillor Wistow sought details on whether the grant conditions were being met by the implementation of Community Police Officers.

The Assistant Chief Financial Officer suggested that should Members have detailed questions on the budget reports when they are next reported to the Committee at the end of the second quarter, it would be beneficial if an indication of those areas was given in advance so that the detailed information could be researched to provide Members with the information they require. The ACFO acknowledged that some of the budget line descriptions were not very clear or helpful and where possible would be enhanced.

### **Recommended**

That the report be noted and the detailed information requested be forwarded to all members of the Committee.

**75. Consideration of financial monitoring/corporate reports – BVPI Analysis 2005/06** *(Chief Financial Officer)*

The Best value Performance Indicators (BVPI) Report for 2005/06 as reported to and noted by Cabinet at its meeting on 14 August 2006 was submitted for the Scrutiny Coordinating Committee's information and consideration.

It was highlighted that 70% of the key performance indicators had improved. The Council was performing well when compared against other authorities, though the latest statistics produced by the Audit Commission would not be available until December.

Members questioned why in Appendix 1 the number of Key Performance Indicators (KPI's) that could be compared was relatively low. The Principal Strategy Development Officer indicated that the government regularly changed the indicators so that it was difficult to compare like with like. Members questioned BVPI 102 Local bus services (passenger journeys per year) and the year on year decline in passenger numbers and asked if this was due to changes in services implemented by bus operators? The Principal Strategy Development Officer indicated that he would need to check the reasons further and would write to Members.

**Recommended**

That the report be noted.

**76. Community Strategy and Neighbourhood Renewal Strategy Review 2006** *(Head of Community Strategy)*

The Head of Community Strategy sought the Scrutiny Coordinating Committee's views on the first consultation draft of the revised Community Strategy. The revised Community Strategy will, following adoption in April 2007, provide a new strategic framework for Hartlepool. The Strategy also incorporates a revised Neighbourhood Renewal Strategy and Sustainable Development (Local Agenda 21) Strategy. The Strategy also recommended modifications to the existing Neighbourhood Renewal Strategy boundary. The revised strategy would be part of the Council's Budget and Policy Framework and would therefore need full Council approval. The timetable for the consultation and the decision making route was set out in the report.

Councillors J Marshall and Wistow were concerned that the retention of Hartlepool University Hospital didn't feature as prominently as they would have liked. They considered that the strategy should have contained reference to ensuring that health services were retained in the town and that all efforts should be made to retain as many health provision jobs in the town.

**Recommended**

That the report be noted.

## **77. Draft People Strategy** (*Head of Personnel Services / Scrutiny Manager*)

The Head of Personnel Services submitted the Authority's Draft People Strategy, which had been considered during its compilation by the HR Working Group; a sub-group of this Committee. An extensive consultation programme had been undertaken over a two month period by the Chief Personnel Services Officer with the Authority's Corporate Management Team, Departmental Management Teams, Trade Unions, Elected Members, Council staff and external partners. All the comments received were now incorporated in the draft submitted to the Committee.

The Chair commented that she had found the Working Group very useful in undertaking the scrutiny input to this important document. The Strategy was by no means a final document but would develop over time. This was supported by Councillor John Marshall who was a member of the working group. There were concerns raised in relation to elected members development and training which was frequently poorly attended.

Members made reference to para. 23.5, which stated "The political environment within which the organisation operates may undermine the morale of the workforce." The Head of Personnel Services commented that there was a risk that the debates that politicians may have may lead to political decisions. What to some employees may appear to be "officer logical" may not happen when a political decision is made. The Chair commented that political decisions in relation to budgets may lead to redundancies. Such decisions would, undoubtedly, be demoralising for the staff affected and could place pressure on the staff involved in political decision making.

The Chair referred to the conclusions of the working group and specifically "(c) That the HR Working Group should remain in place in order to facilitate future discussions with regard to Single Status Agreement / Arrangements and be renamed the Single Status Working Group." The Chair proposed that the new working group consist of five members and be politically balanced. The group would therefore consist of three Labour Councillors and one Councillor from each of the Admin and Liberal Democrat groups.

### **Recommended**

1. Endorse the Authority's Draft People Strategy prior to its submission to Cabinet and Council; and
2. Support the conclusions of the HR Working Group as detailed below; -
  - (a) The Authority's People Strategy should be a Strategy that constantly evolves in light of organisational changes and challenges;
  - (b) The Authority's People Strategy should be reflective of the needs

of Hartlepool's communities, responsive to the aspirations of Council Staff; and have achievable aims and objectives that are appreciative of Council resources/capability; and

- (c) That the HR Working Group should remain in place in order to facilitate future discussions with regard to Single Status Agreement / Arrangements and be renamed the Single Status Working Group.

- 3. That in relation to 2 (c) above the Single Status Working Group membership be Councillors James, A Marshall, J Marshall, Hall and a member from the Liberal Democrat Group.

## **78. Final Report – Investigation into Public Convenience Provision in Hartlepool** *(Neighbourhood Services Scrutiny Forum)*

The Chair of the Neighbourhood Services Scrutiny Forum, Councillor Gerard Hall, presented the final report of the forum's investigation into public convenience provision in the town. A copy of the Forum's final report was submitted with the report and commended to the Scrutiny Coordinating Committee by Councillor Hall. The Chair of the Scrutiny Coordinating Committee welcomed the report and thanked Councillor Hall and the Neighbourhood Services scrutiny Forum for the work undertaken in the investigation which was completed within a tight timescale. Councillor Hall particularly thanked Joan Wilkins, Scrutiny Support Officer, for her assistance and input into the investigation. The report would be presented to Cabinet at its meeting on 9 October 2006.

### **Recommended**

That the detailed recommendations of the Neighbourhood Services Scrutiny Forum as detailed below be endorsed and commended to the Executive.

That in relation to each of the options and proposals put forward as part of the Cabinet Referral (as outlined in the report considered by Cabinet on the 12 April 2006) the Forum:-

- (a) Supports the proposals for the:-

- (i) Closure of the Thorpe Street, Pilot Pier and Rocket House facilities and their securing with aesthetic materials;
- (ii) Building of a new facility adjacent to the old Rocket House site and closure of the Clock Tower site;
- (iii) Undertaking of only essential maintenance to Clock Tower facility to keep them functioning until the new facilities are up and running;
- (iv) Refurbishment and upgrade the Lighthouse (Heugh Battery) facilities;
- (v) Undertaking of no work to the Albert Street facility;
- (vi) Taking no action in respect of the Seaton Park facilities other than essential maintenance;
- (vii) Demolition and making good of the site at the Ward Jackson Park

- facilities. The toilets at the café to be made available to all public during the opening hours of the park;
- (viii) Maintenance and improvements to the facilities at Rossmere Park;
- (ix) Demolition and making good the site in the Upper Burn Valley, with the development of a policy for the provision of public conveniences in the Burn Valley to be looked into;
- (x) Maintenance of the Lower Burn Valley facility;
- (xi) Introduction of adequate heating, together with routine and planned maintenance to the Stranton Cemetery main facility;
- (xii) Maintenance of existing facilities at West View Cemetery; and
- (xiii) Demolition of the Hartlepool Maritime Experience facility and the marketing of the site with any capital receipt to be reinvested for the improvement of public convenience provision.

- (b) Disagrees with the proposed course of action for the former Seaton Baths site and recommends that the facility be improved in terms of its general condition and more specifically its disabled access externally and disabled facilities;
- (c) Agrees that all Council owned buildings should provide, wherever possible, toilet facilities for the public and that town centre landlords and other businesses need to be encouraged to make their facilities available to the public during normal, and extended opening hours.

In addition to providing recommendations as outlined above the Forum also recommends to Cabinet:-

- (d) That a policy be established for the future provision of public conveniences requiring:-
  - (i) The location of public conveniences in Hartlepool be concentrated in tourist areas, i.e. the Headland, Seaton and the Marina;
  - (ii) That all public conveniences provided by Hartlepool Borough Council comply with the requirements of the Disability Discrimination Act and where this is not possible facilities be closed and/or replaced;
- (e) That the location of public conveniences, and their opening times, be better advertised, in particular with improved signage on the Marina giving directions to the conveniences in Hartlepool Maritime Experience;
- (f) That in relation to future provision on the Marina a study be undertaken to assess the most appropriate locations before any new facilities are provided;
- (g) That options for the provision of public conveniences in the Burn Valley be explored further;
  - (i) That the feasibility of the provision of facilities through partnership

- working and the identification of resources through sponsorship funding, advertising in facilities, and charging be explored;
- (ii) That any capital receipts that may result from the disposal of a public convenience be re-invested for improvements to the service;
- (j) That the Hartlepool Access Group and the Councils Access Officer be fully involved in proposals for the adaptation/improvement of older, and building of new, facilities to ensure compliance with the requirements of the Disability Discrimination Act;
- (i) That as part of the Civic Centre Refurbishments Programme the feasibility of the installation of a hoist for disabled adults within the Civic Centre's public conveniences be explored;
- (ii) That there be a requirement as part of the planning process (Section 106 Agreements) for the provision of, or access to, public conveniences that meet the conditions of the Disability Discrimination Act;
- (iii) That Parish Councils should be given the opportunity to take over the provision of public conveniences for which closure is the proposed course of action, with a requirement that they meet the conditions of the Disability Discrimination Act;
- (iv) That the use of small 'annex' facilities which can be attached to larger public conveniences and left open when the main facility closes be explored (para. 12.4 (a) refers);
- (v) That where public conveniences are closed and not demolished alternative uses for the buildings be explored;
- (vi) That the Council should look at innovative ways of delivering the service with higher quality facilities. The Forum supported the closure where necessary of some older, less accessible, facilities to make this possible; and
- (vii) That the prudential borrowing arrangement proposed be continued in the future to assist in funding public convenience provision in the longer term and that any savings identified from the revenue budget as a result of changes to public convenience provision be reinvested in the service.

## **79. Closure of Rossmere Pool Scrutiny Referral - Timeline of Events Leading to Closure of Rossmere Pool / Involvement of Scrutiny to Date** *(Scrutiny Manager)*

The Scrutiny Manager submitted a report providing Members with a background to the events leading to the closure of Rossmere Pool and the involvement of Scrutiny in this issue. The report set out a detailed history of the issues leading to the closure of the pool and the involvement of Members in the process, including scrutiny.

The Chair commented that there would be some difficulty in returning to this issue at this time as most of the officers included in the process initially had since left the authority. The principal concerns in relation to the closure of

the pool related to the health and safety reasons for closing the pool and the history of health and safety reports on the pool, the building and plant dating back to 2002 and how those reports were, or were not actioned.

Committee Members related their concerns in how the health and safety reports on the pool had been dealt with during 2002 to 2005. Members expressed the concerns that they had highlighted at the time of the initial consideration of the issue by the Scrutiny Coordinating Committee. These related to: -

- The production of health and safety reports and who they were circulated to.
- Which Managers, whether in the Health and Safety Unit or the Education Department, had had responsibility for ensuring necessary actions from the inspection were actioned.
- The risks that were allowed to arise and then continue through the lack of action and maintenance.
- The lack of action taken against individual officers who had acknowledged culpability.
- The need to be able to display that lessons had been learnt from this unfortunate episode.

#### **Recommended**

That the report and members comments be noted.

- 80. Health and Safety Issues Related to Swimming Pool Provision** *(Chief Personnel Services Officer / Scrutiny Manager)*
- 81. Rossmere Pool – Evidence from the Authority's Children's Services Interim Assistant Director (Resources and Support Services)**

The Chief Personnel Officer indicated to the Committee the current situation in terms of roles and responsibilities between herself and the Health and Safety Advisor in the Wellbeing Team and the arrangements had previously been in place. In the past the Health and Safety Advisor had responsibility to ensure his team undertook their inspections and produced reports. The Health and Safety Advisor or his staff were not charged with following up on those reports. Any actions required were the responsibility of the appropriate department line manager; this was an obvious weakness in the process. When the Officer had accepted culpability earlier in the inquiry, it was understood by the Chief Personnel Services Officer that this related to the lack of an inspection in 2003. The Health and Safety Advisor was not responsible for the day to day management of the pool. The Chair commented that she had understood that the Health and Safety Advisor had accepted culpability as the 2002 report had not been forwarded to the appropriate line manager; it had in fact never left the Health and Safety Team. This was then exacerbated by no inspection being carried out in 2003.

Members expressed their concern that neither the Education Department or the Health and Safety Team had followed up the report. They were also concerned at the wider implications this had for other pools and indeed other inspections carried out by the Health and Safety Team. There was also concern expressed that there didn't appear to be a proper maintenance programme for Rossmere Pool. A view was expressed that someone needed to accept responsibility for the lack of maintenance at the pool, the failure to act on Health and Safety reports and the final decision to close the pool, whether that officer was still with the Council or not.

There was also concern expressed by Members at the apparent management failures within the Education Department that didn't follow up when health and safety reports failed to arrive. Members also questioned why a full maintenance programme for the pool hadn't been in place when there was money available for one.

The Chief Personnel Services Officer referred Members to the two appendices to the report. The report of the Chief Personnel Services Officer on Health & Safety Arrangements in Community & School Pools in Hartlepool produced in May 2005 (Appendix A) had been submitted to the Finance and Performance Management (Health And Safety Consultative Group) Portfolio on 13th March 2006 (Appendix B). The arrangements set out in the report now ensured that no similar failures in reporting and acting on Health and Safety assessments at swimming pools could occur in the future. The Chief Personnel Services Officer gave a brief overview of the recommendations and the actions taken during the debate.

Members questioned the reason behind the commissioning of the ISRM Consultants report in 2001/02. It was indicated that the ISRM had been commissioned by the Education and Community services Departments to undertake a review of the operation of the pools in the town. The report had raised a number of concerns in relation to the condition of a number of the pools and the, at that time, imminent retirement of a number of the pool managers. A series of works and changes to procedures were undertaken following the receipt of the report and these included measures at Rossmere Pool.

Committee Members were still very concerned that no coordinated action on the management of the pools had taken place following the ISRM report and this was apparent through the lack of any procedures in relation to health and safety inspections. Members were concerned that the Council had failed in its duty to protect the public through the proper maintenance and management of public facilities. Members also considered that the decision to close the pool was also fundamentally wrong. The Chair reiterated her position in that she believed the pool had been 'set-up' for closure.

The Chair and Members considered that 'closure' was needed on this issue. What decisions were taken and by who needed to be made clear to members. Members were reassured by the actions that had since been implemented to ensure the safety of pool users. There was still concern,



however, at the mistakes of the past and who was responsible for those failures. It was accepted by the majority of Members that it was highly unlikely that any individual could now be identified as being responsible and it was probable that even if one manager could be identified they had more than likely left the authority. This did not mean that the matter should not be pursued.

Members questioned what condition the pool and building were currently in. The Interim Assistant Director of Children's Services stated that an informal inspection report had been produced and in response to Members questions undertook to produce a report for the Committee. The Chief Personnel Services Officer indicated that the other information that members had requested would be reported at the same time. Members also requested details of the financial background; what budgets were available to officers for maintenance etc.. Members also asked for details of the potential cost involved in replacing the pool on its current site and if such monies could be identified from reserves to fund the replacement.

**Recommended**

That reports be submitted to the Scrutiny Coordinating Committee detailing:-

- (i) The current condition of the pool and building.
- (ii) The financial situation at the time and decision making processes and who was involved, that had led to the pool being closed.
- (iii) The estimated costs of replacing the pool on its current site and the potential for the use of reserves to fund this.

**82. Requests for items for Discussion – Joint Cabinet / Scrutiny Event on 21 September 2006** *(Scrutiny Manager)*

The Scrutiny Manager sought suggestions for topics to be discussed at the joint Cabinet/Scrutiny event on 21 September 2006.

**Recommended**

That any suggested topics for discussion be forwarded directly to the Scrutiny Manager.

**83. Call-In Requests**

No items.

MARJORIE JAMES

CHAIR

# **SCRUTINY CO-ORDINATING COMMITTEE**

## **MINUTES**

6<sup>th</sup> October 2006

### **Present:**

Councillor: Marjorie James (In the Chair)

Councillors: Rob W Cook, Ann Marshall and Arthur Preece.

In accordance with Council Procedure Rule 4.2(ii) Councillors Sheila Griffin and Carl Richardson were in attendance as substitutes for Councillors Gerard Hall and Gerald Wistow respectively.

Resident Representatives:  
Evelyn Leck

Officers: Peter Turner, Principal Strategy Development Officer  
Joan Wilkins, Scrutiny Support Officer  
Angela Hunter, Principal Democratic Services Officer  
Denise Wimpenny, Principal Democratic Services Officer

### **84. Apologies for Absence**

Apologies for absence were received from Councillors Stephen Allison, Caroline Barker, Steve Gibbon, Gerard Hall, Pauline Laffey, John Marshall, Gerald Wistow and Edna Wright.

### **85. Declarations of interest by Members**

None.

### **86. Minutes of the meeting held on 15<sup>th</sup> September 2006.**

Due to the unavailability of the minutes, consideration was deferred until the next meeting.

**87. Responses from the Council, the Executive or Committees of the Council to Reports of the Scrutiny Co-ordinating Committee**

None.

**88. Consideration of request for scrutiny reviews from Council, Executive Members and Non Executive Members**

None.

**89. Forward Plan**

None.

**90. Consideration of progress reports/budget and policy framework documents**

None.

**91. Consideration of financial monitoring/corporate reports – CPA Inspection 2006: Working Draft Corporate Self-Assessment** *(Assistant Chief Executive)*

The report provided Members with the opportunity to comment upon the working draft submission of the Authority's Corporate Self-Assessment, which had been considered during its compilation by the CPA Working Group (a sub-group of this Committee), as part of the preparatory work for the Authority's Corporate Performance Assessment (CPA) Inspection to be undertaken during November/December 2006. As Members were aware, the CPA Inspection Team would be on-site to undertake fieldwork during 27<sup>th</sup> November until 8<sup>th</sup> December 2006.

Members were informed that the Working Group has supported the working draft submission and provided further examples of good practice for inclusion in the working draft version of the Corporate Self Assessment. Attached by way of appendix was the working draft submission of the Authority's Corporate Self-Assessment which was due to be considered by Cabinet on 9<sup>th</sup> October 2006. The main sections of the Self-Assessment were outlined in the report.

A discussion followed in which Members raised a number of issues including:-

- i) Members noted that there were numerous references to the Mayoral election and the majority vote received by the Mayor. Members felt that this reference should either be removed or that reference to all Members' majorities be included for consistency. As a final course of action it was suggested that all references to the majority vote received by the Mayor should be removed from the document.
- ii) Members pointed out that there were some typographical errors along with a lack of consistency with the headings throughout the document. The Principal Strategy Development Officer indicated that this was a 'working' document and would be checked thoroughly before being finalised.
- iii) Concern was expressed by Members regarding the retirement village development at Throston and the costs reported to be incurred for service charges. Specific concern was expressed that the high level of such costs would prohibit many residents from taking advantage of this accommodation and that is needed to be taken into account. Members were advised that this concern could be raised as an issue through the Portfolio Holder for Adult and Public Health.
- iv) Members requested clarification re the service provided by the public sector floating support scheme and the circulation of the directory of services for older people. The Principal Strategy Development Officer indicated that this would be clarified in the finalised document.
- v) Section 5, Safer and Stronger Communities referred to 'Estate remodelling in areas with anti-social behaviour'; Members were concerned that this appeared to be a town-wide initiative although it had only been implemented in certain areas of the town. The Principal Strategy Development advised that resources for this initiative were limited and this could be referred to.

The working draft document of the Corporate Self-Assessment was included on the agenda for the meeting of Cabinet due to take place on 9<sup>th</sup> October 2006. Members therefore suggested it would be useful to include a list of the above comments alongside this document when it was presented to Cabinet Members.

## Decision

- (i) The working draft of the Corporate Self-Assessment submission be approved subject to the consideration by Cabinet of the above comments.
- (ii) That Members concerns regarding the reported service costs associated with the proposed Retirement Village be forwarded to the Portfolio Holder for Adult and Public Health.

## **92. Items for Discussion**

None.

## **93. Call-In of Executive decision - Salary Deductions for Industrial Action**

The Chair advised Members that a decision made by Cabinet on 25<sup>th</sup> September regarding the salary deductions for Industrial Action had been called-in to scrutiny (minute 78 refers) . The call-in specifically referred to decision (iii) which was:

*That no action be taken to develop a Council policy and that decisions on salary deductions would be taken by Cabinet as other disputes occur.*

Members were also concerned that when the decision was taken, the meeting was inquorate due to multiple declarations of interest by Cabinet Members. A discussion followed in which a number of issues were raised. Members were advised that a meeting had been arranged for Friday 13<sup>th</sup> October 2006 at 1.00pm to discuss this issue, if it was felt an appropriate call-in decision.

## **Decision**

It was noted that a call-in notice had been submitted and would be considered at a meeting of Scrutiny Co-ordinating Committee on 13<sup>th</sup> October 2006 at 1.00pm.

MARJORIE JAMES

CHAIR

## **SCRUTINY COORDINATING COMMITTEE**

20 October 2006



**Report of:** Scrutiny Manager

**Subject:** SCRUTINY TOPIC REFERRAL FROM CABINET –  
'THOROUGHFARE POLICY'

---

### **1. PURPOSE OF REPORT**

- 1.1 To inform Members of the Scrutiny Coordinating Committee of the recent scrutiny topic referral from the Cabinet to the Overview and Scrutiny Function.

### **2. BACKGROUND INFORMATION**

- 2.1 As outlined within the Authority's Constitution, the Cabinet and individual Cabinet Members may refer an item to the Scrutiny Coordinating Committee under the following categories:-
- (a) Budget and policy framework draft document;
  - (b) Advice on an item which will be subject to a key decision; and
  - (c) General policy development and advice.
- 2.2 Should Cabinet or an individual Cabinet Member refer an item under the first two categories (a) and (b), consideration is mandatory by the Scrutiny Co-ordinating Committee, or appropriate Scrutiny Forum, within the prescribed timescale. Should, however, an item be referred under category (c) consideration is at the discretion of the Scrutiny Co-ordinating Committee. In instances where it is decided not to examine a referral the Constitution clearly states that a further report must be submitted to Council and the referring body explaining the decision not to consider.
- 2.3 At a meeting of the Cabinet held on 9 October 2006 (Minute 90 refers), consideration was given to the establishment of a policy relating to requests for the restriction of pedestrian access on public thoroughfares. Following the discussion it was resolved:-

‘That the proposed policy relating to the closure of thoroughfares be forwarded to Scrutiny with the request that its views and/or any amendments to the policy be reported back to Cabinet at the earliest opportunity to allow the policy to be implemented.’

- 2.4 Following initial discussions, it is evident that this referral falls into category (c), as outlined above, and on this basis the Scrutiny Co-ordinating has to consider the appropriateness of exploring this referral. Further consideration is then needed regarding the redirection of the referral to the Neighbourhood Services Scrutiny Forum, within whose remit the issue falls.

### **3. RECOMMENDATION**

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee considers the appropriateness of undertaking a scrutiny enquiry into this matter and re-directs the referral to the Neighbourhood Services Scrutiny Forum for immediate investigation.

**Contact:-** Charlotte Burnham – Scrutiny Manager  
Chief Executive’s Department - Corporate Strategy  
Hartlepool Borough Council  
Tel: 01429 523 087  
Email: charlotte.burnham@hartlepool.gov.uk

### **BACKGROUND PAPERS**

The following background paper was used in the preparation of this report:-

- (i) Minutes of the Cabinet Meeting held on 9 October 2006.

## SCRUTINY CO-ORDINATING COMMITTEE

20 October 2006



**Report of:** Scrutiny Manager

**Subject:** THE EXECUTIVE'S FORWARD PLAN

---

### 1. PURPOSE OF REPORT

- 1.1 To provide the opportunity for the Scrutiny Co-ordinating Committee (SCC) to consider whether any item within the attached Executive's Forward Plan should be considered by this Committee or referred to a particular Scrutiny Forum.

### 2. BACKGROUND INFORMATION

- 2.1 As you are aware, the SCC has delegated powers to manage the work of Scrutiny, as it thinks fit, and if appropriate can exercise or delegate to individual Scrutiny Forums.
- 2.2. One of the main duties of the SCC is to hold the Executive to account by considering the forthcoming decisions of the Executive and to decide whether value can be added to the decision by the Scrutiny process in advance of the decision being made.
- 2.3 This would not negate Non-Executive Members ability to call-in a decision after it has been made.
- 2.4 As such, the most recent copy of the Executive's Forward Plan is attached as **Appendix 1** for the SCC's information.

### 3. RECOMMENDATION

- 3.1 It is recommended that the Scrutiny Coordinating Committee considers the content of the Executive's Forward Plan.



**Contact Officer:-** Charlotte Burnham – Scrutiny Manager  
Chief Executive's Department - Corporate Strategy  
Hartlepool Borough Council  
Tel: 01429 523 087  
Email: charlotte.burnham@hartlepool.gov.uk

## **BACKGROUND PAPERS**

No background papers were used in the preparation of this report.



# **HARTLEPOOL**

## **BOROUGH COUNCIL**

### **FORWARD PLAN**

**OCTOBER 2006 – JANUARY 2007**

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1. **INTRODUCTION**

- 1.1 The law requires the executive of the local authority to publish in advance, a programme of its work in the coming four months including information about key decisions that it expects to make. It is updated monthly.
- 1.2 The executive means the Mayor and those Councillors the Mayor has appointed to the Cabinet.
- 1.3 Key decisions are those which significantly modify the agreed annual budget of the Council or its main framework of policies, those which initiate new spending proposals in excess of £100,000 and those which can be judged to have a significant impact on communities within the town. A full definition is contained in Article 13 of the Council's Constitution.
- 1.4 Key decisions may be made by the Mayor, the Cabinet as a whole, individual Cabinet members or nominated officers. The approach to decision making is set out in the scheme of delegation which is agreed by the Mayor and set out in full in Part 3 of the Council's Constitution.

2. **FORMAT OF THE FORWARD PLAN**

- 2.1 The plan is arranged in sections according to the Department of the Council which has the responsibility for advising the executive on the relevant topic:

Part 1	Chief Executive's Department	CE
Part 2	Adult & Community Services Department	ACS
Part 3	Children's Services Department	CS
Part 4	Neighbourhood Services Department	NS
Part 5	Regeneration and Planning Department	RP

- 2.2 Each section includes information on the development of the main policy framework and the budget of the Council where any of this work is expected to be undertaken during the period in question.
- 2.3 It sets out in as much detail as is known at the time of its preparation, the programme of key decisions. This includes information about the nature of the decision, who will make the decisions, who will be consulted and by what means and the way in which any interested party can make representations to the decision-maker.

3. **DECISIONS MADE IN PRIVATE**

- 3.1 Most key decisions will be made in public at a specified date and time.
- 3.2 A small number of key decisions, for reasons of commercial or personal confidentiality, will be made in private and the public will be excluded from any sessions while such decisions are made. Notice will still be given about the intention to make such decisions, but wherever possible the Forward Plan will show that the decision will be made in private session.
- 3.3 Some sessions will include decisions made in public and decisions made in private. In such cases the public decisions will be made at the beginning of the meeting to minimise inconvenience to members of the public and the press.

4. **URGENT DECISIONS**

- 4.1 Although every effort will be made to include all key decisions in the Forward Programme, it is inevitable for a range of reasons that some decisions will need to be taken at short notice so as to prevent their inclusion in the Forward Plan. In such cases a minimum of 5 days public notice will be given before the decision is taken.
- 4.2 In rare cases it may be necessary to take a key decision without being able to give 5 days notice. The Executive is only able to do this with the agreement of the Chair of the Scrutiny Co-ordinating Committee or the Chairman or Vice-Chairman of the local authority. (Scrutiny committees have the role of overseeing the work of the Executive.)

5. **PUBLICATION AND IMPLEMENTATION OF EXECUTIVE DECISIONS**

- 5.1 All decisions which have been notified in the Forward Plan and any other key decisions made by the Executive, will be recorded and published as soon as reasonably practicable after the decision is taken.
- 5.2 The Council's constitution provides that key decisions will not be implemented until a period of 3 days has elapsed after the decision has been published. This allows for the exceptional cases when a scrutiny committee may 'call in' a decision of the Executive to consider whether it should be reviewed before it is implemented. 'Call in' may arise exceptionally when a Scrutiny Committee believes that the Executive has failed to make a decision in accordance with the principles set out in the Council's constitution (Article 13); or that the decision falls outside the Council's Policy Framework; or is not wholly in accordance with the Council's budget.

6. **DETAILS OF DECISION MAKERS**

- 6.1 Names and titles of those people who make key decisions either individually or collectively will be set out in Appendix 1 once they are determined.

7. **TIMETABLE OF KEY DECISIONS**

- 7.1 The timetable as expected at the time of preparation of the forward plan is set out in Appendix 2. Confirmation of the timing in respect of individual decisions can be obtained from the relevant contact officer closer to the time of the relevant meeting. Agenda papers are available for inspection at the Civic Centre 5 days before the relevant meeting.

## **PART ONE – CHIEF EXECUTIVE’S DEPARTMENT**

### **A. BUDGET AND POLICY FRAMEWORK**

A report is to be submitted to Cabinet that begins the main budget consultation process with the Council's Scrutiny Committees, Political Groups, Hartlepool Trade Unions and Business representative and other groups. Cabinet will need to determine whom it wishes to consult with. Consultation will be undertaken by issuing the consultees with a copy of the Cabinet's report and through a series of presentation with the various groups.

A report will be produced to commence the budget process for 2007/08. This process will continue over the coming months and will be concluded in February 2007 when the Cabinet determines the final Budget and Policy framework proposals it wishes to submit to full Council for consideration. The report to be submitted in October will outline the financial position facing the Council and proposed measures to balance the budget for 2007/08. The report will include details of the proposed Council Tax increase for 2007/08, budget pressures, priorities, efficiencies and savings. In addition, the report will consider capital investment needs and how these might be funded.

### **B. SCHEDULE OF KEY DECISIONS**

None

## **PART TWO – ADULT AND COMMUNITY SERVICES DEPARTMENT**

### **A. BUDGET AND POLICY FRAMEWORK**

None



## **B SCHEDULE OF KEY DECISIONS**

### **DECISION REFERENCE: SS39/06 LEARNING DISABILITIES INSPECTION RESULTS**

#### **Nature of the decision**

To inform cabinet of CSCI finalised report and recommendations, accompanied by an action plan to address recommendations. The report and formal outcome is currently embargoed until it has been presented to Cabinet.

#### **Who will make the decision?**

The decision will be made by Adult and Community Services Portfolio Holder.

#### **Timing of the decision**

Decision will be made at Cabinet meeting on 9<sup>th</sup> October 2006.

#### **Who will be consulted and how?**

All managers, staff, partners, users and carers who participated in the Inspection will receive a copy of CSCI report, recommendations and final outcome, as will the learning disability partnership board members. The finalised Inspection report will become a public document. Copies of the report will be on CSCI internet site and a copy sent to local MP.

#### **Proposed means of consultation**

Through established planning groups and relevant forums (Valuing People Partnership Board, Direct Payments Steering Group, Vulnerable Adults Committee).

#### **Information to be considered by the decision makers**

The report will include detailed information on each of the six standards including current strengths and recommendations for action. The report will also include the final outcome position for learning disability services in Hartlepool and the proposed action plan to address the recommendations.

#### **How to make representation**

Representations should be made to Liz Bruce, Head of Business Unit (Disabilities), Adult & Community Services, Level 4, Civic Centre, Victoria Road, Hartlepool. Telephone (01429) 523913, email: [liz.bruce@hartlepool.gov.uk](mailto:liz.bruce@hartlepool.gov.uk)

#### **Further information**

*Scrutiny Co-ordinating Committee – 20<sup>th</sup> October 2006*

## **6.1**

Further information available from Liz Bruce. Liz Bruce, Head of Business Unit (Disabilities), Adult & Community Services, Level 4, Civic Centre, Victoria Road, Hartlepool. Telephone (01429) 523913, email: [liz.bruce@hartlepool.gov.uk](mailto:liz.bruce@hartlepool.gov.uk)

## **PART THREE – CHILDREN’S SERVICES DEPARTMENT**

### **A. BUDGET AND POLICY FRAMEWORK**

#### **Children and Young People’s Plan**

Following a launch event on 7<sup>th</sup> September 2005, work began on Hartlepool’s first Children and Young People’s Plan. Producing a draft Children and Young People’s Plan, for consideration by elected members, involved co-operation between the Borough Council, in its capacity as Children’s Services Authority, and a number of strategic partners. These partners are identified by the Children Act 2004. Subsequent Regulations identify a number of bodies with whom the Authority must consult before the plan is agreed by Council.

A first draft of the Plan was produced in November 2005 and was subject to public consultation between mid-November and mid-December. This consultation involved meetings of reference groups, Neighbourhood Forum meetings, parent focus groups and a drop-in event. One particular feature was the involvement of young people.

A second draft of the Plan was produced in January 2006. Cabinet met on 24<sup>th</sup> January and approved the second draft for scrutiny and consultation. Children’s Services Scrutiny Forum considered the draft initially on 7<sup>th</sup> February and again on 7<sup>th</sup> March, following a second round of consultation.

A third draft was produced in March 2006 and was approved by Cabinet before being submitted to and approved by full Council on 13<sup>th</sup> April 2006.

Copies of the plan and a summary version are available from Ann Breward (tel. 01429 284337). A group of young people have produced a child-friendly version of the Plan which will be distributed to young people in the autumn term.

## **B. SCHEDULE OF KEY DECISIONS**

### **DECISION REFERENCE: ED29/06 Children's Trust**

#### **Nature of the decision**

To determine arrangements for a Children's Trust from 1<sup>st</sup> April 2007. A Children's Trust is the mechanism by which local authorities and their partners can co-operate to improve children's wellbeing in relation to the five national outcomes: Be Healthy, Stay Safe, Enjoy and Achieve, Make a Positive Contribution and Achieve Economic Wellbeing.

#### **Who will make the decision?**

Cabinet will make the decision.

#### **Timing of the decision**

The decision will be made in November 2006.

#### **Who will be consulted and how?**

Children and Young People's Strategic Partnership which includes a wide range of stakeholders in Hartlepool who work with children and young people will be consulted through formal meetings. The development of the Children's Trust will also form part of consultation during October 2006 on the review of the Hartlepool Partnership structures. Links will also be made to the Regeneration and Planning Services Scrutiny Forum Partnerships Enquiry report. A preliminary report setting out background information on Children's Trust arrangements will be submitted to Cabinet in late September / early October as a non-key decision.

#### **Information to be considered by the decision-makers**

A report will be provided setting out the requirements of the statutory guidance on Children's Trusts, identifying options for delivering these within Hartlepool and providing possible models for governance arrangements.

#### **How to make representations**

Representations should be made to Adrienne Simcock, Director of Children's Services, Level 4, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone 01429 523734, e-mail [adrienne.simcock@hartlepool.gov.uk](mailto:adrienne.simcock@hartlepool.gov.uk).

#### **Further information**

Further information on this matter can be sought from Adrienne Simcock as above.

## **DECISION REFERENCE: ED30/06      BUILDING SCHOOLS FOR THE FUTURE: STAGE 2 CONSULTATION**

### **Nature of the decision**

Key Decision. To decide the content of Stage 2 consultation on Building Schools for the Future, including models for possible change.

### **Who will make the decision?**

Cabinet will make the decision.

### **Timing of the decision**

8<sup>th</sup> January 2007.

### **Who will be consulted and how?**

- All schools and colleges;
- Parents;
- Children and young people;
- Neighbourhood Forums;
- Ward Councillors;
- Lifelong Learning Partnership;
- Hartlepool Partnership;
- Key stakeholders and partner organisations;
- Voluntary and community sector.

This will be done through wide circulation of a consultation document and a series of meetings including public events.

### **Information to be considered by the decision-makers**

Draft consultation document identifying possible models for change.

### **How to make representations**

Representations should be made to Paul Briggs, Interim Assistant Director of Children's Services, Level 4, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone 01429 523733, e-mail paul.briggs@hartlepool.gov.uk.

## **Further information**

Further information on this matter can be sought from Paul Briggs as above.

## **PART FOUR - NEIGHBOURHOOD SERVICES DEPARTMENT**

### **A. BUDGET AND POLICY FRAMEWORK**

#### **1. FOODLAW ENFORCEMENT SERVICE PLAN**

Work has commenced on the draft 2006/07 Plan, which was considered by Cabinet in August 2006, prior to referring to the Scrutiny Co-ordinating Committee. Final approval will be by Council.

## **B. SCHEDULE OF KEY DECISIONS**

### **DECISION REFERENCE: NS89/06 SUB-REGIONAL HOUSING STRATEGY**

#### **Nature of the decision**

The approval of the sub-Regional Housing Strategy.

#### **Who will make the decision?**

The Cabinet will make the decision.

#### **Timing of the decision**

The decision is expected to be made in December 2006.

#### **Who will be consulted and how?**

Consultation 'events' have been held with a range of 'stakeholders' and the draft Strategy has been forwarded to all interested parties for comments.

#### **Information to be considered by the decision makers**

The Council, together with its partners, has to produce a 'fit for purpose' Housing Strategy to cover its area. Government Office North East assess whether or not a strategy is 'fit for purpose'. Additionally, with the setting up of Regional Housing Boards (RHB) a regional housing strategy is also required. Government guidance considers it 'essential' that RHBs identify sub-regional housing markets and work with local authorities and other stakeholders in each sub-region to develop sub-regional strategies. These should complement each other and together form the Regional Housing Strategy. Individual authority strategies should influence, and be influenced by, the wider strategies.

The Tees Valley authorities and partners have an established working relationship, and together with other stakeholders they formed Tees Valley Living and produced a sub-regional regeneration strategy. This forms part of the sub-regional housing strategy.

It is anticipated that guidance from DCLG will place increasing emphasis on regional and sub-regional working. Sub-regional housing strategies are likely to become a duty rather than the current 'good practice' and emphasis is very much on funding authorities who work together on projects to achieve value for money. This was reflected in SHIP capital funding being given to partnerships rather than individual authorities.

The Tees Valley sub-strategy will reflect local, sub-regional and regional issues and it is anticipated that it will be reviewed regularly.

#### **How to make representation**

Representations should be made to Penny Garner-Carpenter, Strategic Housing Manager, Civic Centre, Hartlepool TS24 8AY. Tel: 01429 284117. Email: [penny.garner-carpenter@hartlepool.gov.uk](mailto:penny.garner-carpenter@hartlepool.gov.uk)

**Further information**

Further information can be obtained from Penny Garner-Carpenter, as above.



## **DECISION REFERENCE: NS98/06 LICENSING POLICY UNDER GAMBLING ACT 2005**

### **Nature of the decision**

To approve a Licensing Policy detailing the principles proposed in exercising new functions under the Gambling Act 2005.

### **Who will make the decision?**

The Council will make the decision, following considerations by both Cabinet and members of the Licensing Committee.

### **Timing of the decision**

The decision is expected to be made in October 2006.

### **Who will be consulted and how?**

- Members of the public and trade via public events, workshops, HBC website and 'Hartbeat'.
- Licensing Committee considered the matter on 28 June 2006.

### **Information to be considered by the decision makers**

The Licensing Act 2005 became law in April 2005 and is expected to take full effect in January 2007. The Act consolidates outdated legislation that controls gambling such as bingo, lotteries, slot machines, sports betting and casinos. Licences will be required for gambling operators, premises and certain personnel responsible for overseeing gambling activities. However, unlike the Licensing Act 2003, requirements for alcohol sales, local authorities will only be responsible for issuing premises licences. Licence applications may be made to the Council after February 2007. Implementation of the Act will have training and resource implications. Local Authorities are required to publish a licensing policy detailing the principles it proposes to apply when exercising its functions under the Act. The policy, which must be reviewed every three years, must be approved by full Council. Guidance on policy statements has not yet been issued by the Government, but authorities will be obliged to draft their policy, undertake consultation and publish by 31 January 2007. The Licensing Committee considered a report on this matter in April 2006 and a further report on 28 June 2006.

### **How to make representation**

Representation should be made to Ralph Harrison, Head of Public Protection & Housing, Level 3, Civic Centre, Hartlepool TS24 8AY. Telephone: (01429) 523312. Email: [ralph.harrison@hartlepool.gov.uk](mailto:ralph.harrison@hartlepool.gov.uk)

### **Further information**

Further information can be obtained from Sylvia Pinkney, Consumer Services Manager, Level 3, Civic Centre, Hartlepool TS24 8AY. Telephone: (01429) 523315. Email: [sylvia.pinkney@hartlepool.gov.uk](mailto:sylvia.pinkney@hartlepool.gov.uk)

## **DECISION REFERENCE: NS100/06 MIDDLETON GRANGE SHOPPING CENTRE MULTI STOREY CAR PARK**

### **Nature of the decision**

To consider further phases of maintenance requirements of the Multi Storey Car Park.

### **Who will make the decision?**

The decision will be made by Cabinet, with possible referral to Council.

### **Timing of the decision**

The decision is expected to be made in October 2006.

### **Who will be consulted and how?**

Full Council  
Shopping Centre Owners

### **Information to be considered by the decision makers**

Background will be provided on essential maintenance works and funding requirements together with an option appraisal in relation to further phases of work.

### **How to make representation**

Representations should be made to Graham Frankland, Head of Property Services, Neighbourhood Services Department, Leadbitter Buildings, Stockton Street, Hartlepool. Tel 01429 523211. E Mail [graham.frankland@hartlepool.gov.uk](mailto:graham.frankland@hartlepool.gov.uk)

### **Further information**

Further information can be obtained from Graham Frankland, as above.

## **DECISION REFERENCE: NS 101/06 SHORELINE MANAGEMENT PLAN II**

### **Nature of the decision**

To examine the complete SMP II document and consider whether to adopt the outcomes of the strategy document as they affect the Hartlepool coastline. Under Defra guidelines, SMP plans are updated and amended every five years.

### **Who will make the decision?**

The decision will be made by Cabinet.

### **Timing of the decision**

The decision is expected to be made in November 2006.

### **Who will be consulted and how?**

Consultation will be extensive:    All Members  
   Public Town wide  
   All Statutory Consultees  
   All interested Organisations and parties

### **Information to be considered by the decision makers**

Background will be provided in respect of the SMP II and how it would affect Hartlepool. The SMP II will be a large document that looks at the overall strategic management of the coastal processes over the next hundred years and covers the area from the river Tyne in the north to the Humber estuary in the south. There will be a need to focus in on those parts of the document that only affects the Hartlepool coastline.

### **How to make representation**

Representations should be made to Alastair Smith, Head of Technical Services, Neighbourhood Services Department, Bryan Hanson House, Hanson Square, Hartlepool. Tel: 01429 523802. Email: [alastair.smith@hartlepool.gov.uk](mailto:alastair.smith@hartlepool.gov.uk)

### **Further information**

Further information can be obtained from Alan Coulson, Engineering Manager, Neighbourhood Services Department, Bryan Hanson House, Hanson Square, Hartlepool. Tel: 01429 523242. Email: [alan.coulson@hartlepool.gov.uk](mailto:alan.coulson@hartlepool.gov.uk) or Dave Thompson, Principal Engineer, Neighbourhood Services Department, Bryan Hanson House, Hanson Square, Hartlepool. Tel: 01429 523245. Email: [dave.thompson@hartlepool.gov.uk](mailto:dave.thompson@hartlepool.gov.uk)

**DECISION REFERENCE: NS 103/06 TEES VALLEY AND SOUTH DURHAM NHS LIFT.**

**Nature of the decision**

To consider further the relevant land transactions on the Town Centre NHS LIFT site.

**Who will make the decision?**

The decision will be made by Cabinet.

**Timing of the decision**

The decision is expected to be made in October 2006.

**Who will be consulted and how?**

NHS LIFT Company and Hartlepool PCT.

**Information to be considered by the decision makers**

Background will be provided on the Town Centre NHS LIFT development, including the provision of services on the site by the PCT. Potential options for the land transactions between the Council and the PCT and/or LIFT company and the relevant timescales.

**How to make representation**

Representations should be made to Graham Frankland, Head of Property Services, Neighbourhood Services Department, Leadbitter Buildings, Stockton Street, Hartlepool. Tel 01429 523211. E Mail [graham.frankland@hartlepool.gov.uk](mailto:graham.frankland@hartlepool.gov.uk)

**Further information**

Further information can be obtained from Graham Frankland, as above.

## **DECISION REFERENCE: NS 104/06 SELECTIVE LICENSING OF PRIVATELY RENTED HOUSES**

### **Nature of the decision**

To consider the merits of introducing selective licensing for landlords and managers of privately rented houses.

### **Who will make the decision?**

The Cabinet will make the decision.

### **Timing of the decision**

The decision is expected to be made in November 2006.

### **Who will be consulted and how?**

- Residents in the North Central and West Central regeneration areas – individual questionnaires and drop-in sessions.
- Residents in appropriate areas of private housing outside those areas – individual questionnaires.
- Residents groups through presentations at their meetings plus completion of questionnaire on behalf of the group.
- Landlords – questionnaires.
- Agencies – NDC, Hartlepool Revival, Housing Hartlepool.
- HBC sections dealing with housing and anti-social behaviour.

### **Information to be considered by the decision makers**

- The data concerning the criteria which must be met to designate selective licensing, i.e. to show that an area is in 'low demand' or likely to be in 'low demand', or that significant or persistent anti-social behaviour, requires action through licensing.
- The information collected from residents, landlords and officers on the extent of the problems and the suitability of selective licensing to tackle them.
- Formulate a guide as to which areas might be appropriate for licensing.

### **How to make representation**

Representations should be made to John Smalley, Principal EHO (Housing), Neighbourhood Services Department, Level 3, Civic Centre, Hartlepool. Tel: 01429 523322. Email: [john.smalley@hartlepool.gov.uk](mailto:john.smalley@hartlepool.gov.uk)

### **Further information**

Further information can be obtained from Joanne Burrley, Senior EHO (Housing), Neighbourhood Services Department, Level 3, Civic Centre, Hartlepool. Tel: 01429 523324. Email: [joanne.burley@hartlepool.gov.uk](mailto:joanne.burley@hartlepool.gov.uk)

## **PART FIVE - REGENERATION AND PLANNING SERVICES DEPARTMENT**

### **A. BUDGET AND POLICY FRAMEWORK**

#### **1. THE PLANS AND STRATEGIES WHICH TOGETHER COMPRISE THE DEVELOPMENT PLAN**

The Regional Spatial Strategy (RSS) for the North East is currently under preparation. A Public Examination was held between 7th March and 7th April, 2006. The Panel appointed by the Secretary of State to conduct the Examination in Public (EiP) has very recently submitted its report, which is now published for information only. The report can be downloaded from the Government Office website ([www.go-ne.gov.uk](http://www.go-ne.gov.uk)) and is currently being printed and circulated to local authority officers and libraries by the Northeast Assembly. Any proposed modifications which the Secretary of State wishes to make will subsequently be published, and there will then be a 8 week period of consultation on these changes from January 2007. It is anticipated that the RSS will be formally adopted in the spring of 2007.

The Hartlepool Local Plan review has now been completed, the new plan being adopted by Council on the 13<sup>th</sup> April 2006

With the enactment of the Planning and Compulsory Purchase Act, a new development plan system has come into force. There are still two tiers of development plan, but in due course the Regional Spatial Strategy will replace the structure plan and development plan documents contained within a local development framework will replace the local plan. However, the new local plan will be saved for a period of at least three years after adoption.

The Local Development Framework will comprise a 'portfolio' of local development documents which will provide the framework for delivering the spatial planning strategy for the borough. Local development documents will comprise:

- Development plan documents – (part of the development plan) which must include
  - A core strategy setting out the long term spatial vision for the area and the strategic policies and proposals to deliver the vision
  - Site specific allocations and policies
  - Generic development control policies relating to the vision and strategy set out in the core strategy, and

○ Proposals Map

- Supplementary planning documents



In addition, the Local Development Framework will include Minerals and Waste Development Plan documents. Cabinet on the 12<sup>th</sup> April 2006 endorsed the principle of the Tees Valley Joint Strategy Committee taking responsibility for the initial preparation of Joint Minerals and Waste Development Plan Documents on behalf of the Borough Council and the other four Tees Valley authorities.

Work has started a supplementary planning document (SPD) on planning obligations and the Mayor (Regeneration, Liveability and Housing Portfolio Holder) and the Culture, Leisure and Transportation Portfolio Holder agreed on 26<sup>th</sup> July 2006 to the appointment of consultants to undertake Open Space and Sports Facilities Audits as part of the preparation of the evidence base for this SPD. It is expected that the draft SPD will be reported to Cabinet in December for approval for consultation purposes.

Initial preparatory work has also started on The Core Strategy DPD. Regular reports will be made to Cabinet on progress on this document.

The other documents within the local development framework which must be prepared but which do not form part of the development plan are:

- a) Statement of Community Involvement (SCI) setting out how and when the Council will consult on planning policies and planning applications;
- b) Local Development Scheme (LDS) setting out a rolling programme for the preparation of local development documents, and
- c) Annual Monitoring Report (AMR) assessing the implementation of the Local Development Scheme and the extent to which current planning policies are being implemented.

- a. A draft Statement of Community Involvement (SCI) was agreed by Cabinet in July 2005 and a period of public consultation held between July and October 2005. Consideration of comments received and suggested amendments to the draft were reported to Cabinet on 9<sup>th</sup> December and Council on 15<sup>th</sup> December with the final SCI document being submitted to the Secretary of State in January 2006. This has been followed by a further period of public participation ending on 17<sup>th</sup> March 2006. An independent planning inspector will consider any representations received in the context of his/her assessment of the soundness of the SCI. The inspector's recommendations are binding on the Council. The Council will then be asked to adopt the SCI currently programmed for December 2006.
- b. The first Local Development Scheme (LDS) was approved by Cabinet on 21<sup>st</sup> February 2005 and came into effect on 15<sup>th</sup> April 2005. The Scheme has now been updated as approved by Cabinet on 15<sup>th</sup> May 2006 to take the following into account:
  - deletion of references to the Local Plan, given that it has now been adopted;
  - the need to amend the timetable for the preparation of the Planning obligations supplementary planning document;

- the need to set out a timetable for the preparation of joint minerals and waste development plan documents.

and following submission to the Secretary of State the revised LDS came into effect on 28<sup>th</sup> July 2006.

- c. The first Annual Monitoring Report (AMR), as submitted by Government Office for the North East in December 2005, was endorsed by Cabinet in January 2006. Cabinet agreement to the second AMR relating to the period 2005-2006 will be sought in November 2006.

## 2. THE COMMUNITY STRATEGY

### Background

Part 1 of the Local Government Act 2000 places on principal Local Authorities a duty to prepare “Community Strategies” for promoting or improving the economic, social and environmental well-being of their areas, and contributing to the achievement of sustainable development in the UK.

Government guidance issued in December 2000 stated that Community Strategies should meet four objectives. They must:

- Allow local communities (based upon geography and/or interest to articulate their aspirations, needs and priorities;
- Co-ordinate the actions of the Council, and of the public, private, voluntary and community organisations that operate locally;
- Focus and shape existing and future activity of those organisations so that they effectively meet community needs and aspirations; and
- Contribute to the achievement of sustainable development both locally and more widely, with local goals and priorities relating, where appropriate, to regional, national and even global aims.

It also stated that a Community Strategy must have four key components:

- A long-term vision for the area focusing on the outcomes that are to be achieved;
- An action plan identifying shorter-term priorities and activities that will contribute to the achievement of long-term outcomes;
- A shared commitment to implement the action plan and proposals for doing so;
- Arrangements for monitoring the implementation plan, for periodically reviewing the Community Strategy and for reporting progress to local communities.

The Hartlepool Partnership, the town’s Local Strategic Partnership, and the Council agreed a draft Community Strategy in April 2001 and adopted a final version in April 2002.

Hartlepool's Community Strategy set out a timetable for review in five years. In line with this agreement, the Community Strategy Review 2006 was launched on 5<sup>th</sup> May 2006 and a new Community Strategy will be in place in April 2007.

#### Government consultation on revised guidance 2005

In December 2005 Government launched a consultation paper on the role of Local Strategic Partnerships and Sustainable Community Strategies. In it the Government set out its commitment to reshaping Community Strategies as Sustainable Community Strategies. This builds on recommendations from the Egan Review – Skills for Sustainable Communities, ODPM, 2004 to re-emphasise the need for local leaders to take a more cross-disciplinary and integrated approach to social, economic and environmental issues. The paper establishes the components of a Sustainable Community Strategy as:

- Active, Inclusive and safe
- Well-run
- Environmentally sensitive
- Well designed and built
- Well connected
- Thriving,
- Well served and
- Fair for everyone

Following the central government reorganisation in May 2006 and the creation of the Department for Communities and Local Government the timetable for publication of the response to the consultation exercise is unclear. It is unlikely that further policy guidance on Community Strategies will be published in advance of the Local Government white paper scheduled for Autumn 2006.

#### Neighbourhood Renewal Strategy Review 2006

Although the current Neighbourhood Renewal Strategy is part of the Community Strategy it is published as a separate 70 page document. The Neighbourhood Renewal Strategy sets out the intention to prepare Neighbourhood Action Plans (NAPs) in the Borough's priority Neighbourhoods and provides a policy framework for this development.

As these NAPs are now in place they provide a more detailed policy framework for improvements in the disadvantaged neighbourhoods than was available in 2002. As a result it includes Neighbourhood Renewal objectives alongside Community Strategy objectives in one document.

The Neighbourhood Renewal Strategy also sets out the boundaries of the disadvantaged neighbourhoods – and these have been reconsidered as part of the review. Neighbourhood Renewal is about narrowing the gap between conditions in

the disadvantaged communities and the rest of the town. It is therefore important that the Neighbourhood Renewal Area is kept as tightly defined as possible and is based upon the statistical level of disadvantage.

All Members were contacted and asked to highlight any areas that they thought may warrant inclusion within the revised Neighbourhood Renewal Strategy. It is recommended that the disadvantaged part of Throston ward is included in a revised NRS as for three of the key indicators, employment, health and community safety, the area is within the 10% most deprived areas in the country

(IMD2004). It is also recommended to include Bright Street and Wilson Street in the Dyke House/Stranton/Grange NRS neighbourhood and include the 'I' and 'M' Blocks in the Owton NRS neighbourhood.

### **Review 2006**

The timetable and structure for the Community Strategy Review 2006 was agreed by the Regeneration & Liveability Portfolio Holder and the Hartlepool Partnership in April 2006:

	Timetable	Task
Phase 1	5 <sup>th</sup> May 06 – 31 <sup>st</sup> July	<ul style="list-style-type: none"><li>• Review current Strategy and prepare a new Strategy</li><li>• Members' Seminar</li></ul>
Phase 2	Sept – 17 November 2006	<ul style="list-style-type: none"><li>• Cabinet 11<sup>th</sup> September</li><li>• Hartlepool Partnership 5<sup>th</sup> September</li><li>• Scrutiny Co-ordinating Committee 15<sup>th</sup> September</li></ul>
Phase 3	Jan-March 2007	<ul style="list-style-type: none"><li>• Members' Seminar 12<sup>th</sup> Sept</li><li>• Hartlepool Partnership 19<sup>th</sup> January</li><li>• Cabinet 22<sup>nd</sup> January</li><li>• Scrutiny Co-ordinating Committee 9<sup>th</sup> February</li><li>• Cabinet 19<sup>th</sup> March</li><li>• Hartlepool Partnership 23<sup>rd</sup> March</li><li>• Council 19<sup>th</sup> April</li></ul>

### **3. LOCAL AGENDA 21 STRATEGY**

Hartlepool Borough Council agreed its Local Sustainable Development Strategy (Local Agenda 21 Strategy) in January 2001. The Strategy aimed to:

“achieve improvements in the quality of our lives without causing irreversible damage to the environment or preventing our children from being able to enjoy the benefits we have today”.

In 2005 the Government published Securing the Future - UK Government sustainable development strategy, updating the 1999 Strategy. The new Strategy outlines a pivotal role for local authorities and their partners, through Local Strategic Partnerships, in delivering sustainable communities. The Strategy states that:

*Making the vision of sustainable communities a reality at the local level means sending the right signals to local Government about the importance of sustainable development, supporting strong local leadership and developing the right skills and knowledge. Government will work with its partners to develop toolkits and other materials to support Local Strategic Partnerships (LSPs) in developing and delivering Sustainable Community Strategies which help deliver sustainable development in the UK.*

In response to this guidance, the revised Community Strategy incorporates a revised local Sustainable Development Strategy. As a result it is proposed to remove the Local Agenda 21 Strategy from the Council's Budget and Policy Framework.

#### **4. THE ANNUAL YOUTH JUSTICE PLAN**

The Annual Youth Justice Plan must be submitted to the Youth Justice Board by 30<sup>th</sup> April 2007. A draft plan will be prepared in early 2007 and reported to Cabinet. Consultation with statutory and other partner organisations, as well as referral to Scrutiny will be carried out during February and March 2007. Cabinet will consider the finalised Plan, which will have incorporated consultation comments. Final approval of the Plan will be sought from Council during April 2007.

## **B SCHEDULE OF KEY DECISIONS**

### **DECISION REFERENCE: RP89/05 DEVELOPMENT AT HARTLEPOOL COLLEGE OF FURTHER EDUCATION**

#### **Nature of the decision**

Cabinet are requested to consider further details of the HCFE expansion and development plans, including the potential proposed land take at the Council owned, Albert Street Car Park, design issues, funding sources and project timetable. The report will also provide details of the most recent HCFE Property Strategy, due to be completed June 2006, which will shape the College's future development options.

#### **Who will make the decision?**

The decision will be made by Cabinet.

#### **Timing of the decision**

The decision is expected to be made in October 2006, or following the completion of the HCFE Property Strategy.

#### **Who will be consulted and how?**

Officers have been working closely with Hartlepool College of Further Education (HCFE) and other partner organisations including University of Teesside and the Learning and Skills Council.

#### **Information to be considered by the decision makers**

The report will expand on information presented in two previous reports to Cabinet on the 04/04/05 and 22/07/05, and also extracts from the Town Centre Strategy, in order to progress the development of the College scheme.

#### **How to make representation**

Representations can be made in writing to Peter Scott, Director of Regeneration and Planning Services, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone 01429 523401, email [peter.scott@hartlepool.gov.uk](mailto:peter.scott@hartlepool.gov.uk)

#### **Further information**

Further information can be obtained from Peter Scott as above.

**6.1**

## **DECISION REFERENCE: RP104/06 HOUSING MARKET RENEWAL PROGRAMME 2006-8**

### **Nature of the decision**

To confirm the scope of the housing market renewal programme 2006-8.

### **Who will make the decision?**

The decision will be made by Cabinet.

### **Timing of the decision**

The decision is expected to be made in October 2006.

### **Who will be consulted and how?**

Housing Market Renewal interventions currently being progressed in central Hartlepool have been developed through successive rounds of community consultations, and this engagement process remains ongoing.

Members will be aware of several previous reports relating to the various aspects of the programme as it has developed so far, including reports relating to the development of these schemes to date, planning applications relating to new housing proposals and the use of compulsory powers to progress redevelopment,

In summary, proposed housing clearance and redevelopment activity is currently being progressed in 3 blocks within west and north central Hartlepool where housing market failure was identified to have been most acute, ie in the Mildred/Slater Street area, the Mayfair/Gordon Street area (with NDC, Hartlepool Revival, and Yuill Homes), and in the Moore Street/Marston Gardens area (with Housing Hartlepool and George Wimpey). Ultimately this activity will see the clearance of around 600 primarily older terraced dwellings, and their replacement with a mix of around 330 modern family homes for sale, rent and shared ownership built to high standards of construction and environmental sustainability.

Additional consultation has recently been undertaken in other parts of central Hartlepool (the primary focus for housing market renewal interventions), including Belle Vue and other parts of North Central Hartlepool (predominantly Dyke House ward).

### **Information to be considered by the decision makers**

Cabinet will consider future phases of housing market renewal work in view of funding resource availability, the outcome of recent community consultations activity, programme development issues, and financial and risk management considerations.



## **How to make representation**

Representations can be made in writing to Peter Scott, Director of Regeneration and Planning Services, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone 01429 523401, email [peter.scott@hartlepool.gov.uk](mailto:peter.scott@hartlepool.gov.uk)

## **Further information**

Further information can be obtained from Mark Dutton, Housing & Regeneration Coordinator, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Tel 01429 284308, email [mark.dutton@hartlepool.gov.uk](mailto:mark.dutton@hartlepool.gov.uk).

## **DECISION REFERENCE: RP107/06 STRATEGY FOR THE IMPLEMENTATION OF ANTI-SOCIAL BEHAVIOUR IN HARTLEPOOL 2006 - 2008**

### **Nature of the decision**

To agree a strategy for the implementation of Anti-social Behaviour in Hartlepool to cover the period 2006- 2008.

### **Who will make the decision?**

The decision will be made by Cabinet.

### **Timing of the decision**

The decision is expected to be made in November 2006.

### **Who will be consulted and how?**

There is to be a half-day clinic of the Safer Hartlepool Executive on 3<sup>rd</sup> August 2006. Following this a draft strategy will be taken to the Anti-social Behaviour Task group on 4<sup>th</sup> September 2006, followed by the North, Central and South Community Safety Forum meetings in September 2006.

### **Information to be considered by the decision makers**

The strategy will set out how Anti-social Behaviour is to be tackled over the period until the current Community Safety Strategy is reviewed in 2008. The strategy will incorporate the policy that is under development on dealing with racially motivated incidents in Hartlepool.

### **How to make representation**

Representations should be made in writing to Sally Forth, Anti-social Behaviour Co-ordinator, Regeneration and Planning Services Department, 65 Jutland Road, Hartlepool, TS25 1LP. Telephone 01429 296582, e-mail: [sally.forth@hartlepool.gov.uk](mailto:sally.forth@hartlepool.gov.uk)

### **Further information**

Further information can be obtained from Sally Forth as above.

## **DECISION REFERENCE: RP108/06 TEES VALLEY CITY REGION INVESTMENT PLAN**

### **Nature of the decision**

To endorse the Tees Valley City Region Investment Plan.

A Tees Valley City Region Business Case is being prepared on behalf of Tees Valley Partnership. The Business case represents an update of the Tees Valley City Region Development Programme, prepared last year as part of the Northern Way Growth Strategy, and also represents a response to an invitation from the Secretary of State for Communities and Local Government to develop a business case for city-regional governance.

In essence the Business Case aims to demonstrate how the Tees Valley City Region will contribute to the Government's objectives on economic growth, productivity, sustainable communities, and enterprise in deprived communities over the next ten years. It provides a robust analysis of the Tees Valley economy and establishes clear forward strategies for the Tees Valley on sub-regional issues such as economic regeneration and planning, transport, skills, housing and tourism.

The Investment Plan will serve as a supporting document to underpin the City Region Business Case. It provides more detailed descriptions of the key programmes and projects, sets out programme and project level funding profiles, identifies key outputs and outcomes and highlights where there may be resource shortfalls or investment in infrastructure needed to enable developments to happen. Fundamentally, the aim of the Investment Plan is to show that the proposed programme of investment in the Tees Valley is affordable under current resource levels and realistic in terms of implementation.

The Investment Plan will provide more specific details in terms of project proposals and priorities and will be an important determinant of future sub-regional funding allocations under the Single Programme and other funding sources.

### **Who will make the decision?**

The Investment Plan will need to be approved by the Tees Valley Partnership. Cabinet will be requested to endorse the Plan.

### **Timing of the decision**

The decision is expected to be made in October 2006

## **Who will be consulted and how?**

The Investment Plan is being prepared in consultation with the five Tees Valley local authorities, the Joint Strategy Unit, Tees Valley Regeneration, ONE North-East, GONE, the Learning and Skills Council and Business Link.

## **Information to be considered by the decision makers**

A final draft version of the Investment Plan will be available. The report will outline proposed investment priorities for the Tees Valley over the next ten years. It will be important to ensure that the regeneration objectives and priorities of Hartlepool as articulated in the Coastal Arc and other key strategies are fully recognised in the Plan.

## **How to make representation**

Representations can be made in writing to Peter Scott, Director of Regeneration and Planning Services, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone 01429 523401, email [peter.scott@hartlepool.gov.uk](mailto:peter.scott@hartlepool.gov.uk)

## **Further information**

Further information can be obtained from Geoff Thompson Head of Regeneration, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Tel 01429 523597, email [geoff.thompson@hartlepool.gov.uk](mailto:geoff.thompson@hartlepool.gov.uk) or Derek Gouldburn, Urban Policy Manager, Tel 01429 523276, email [derek.gouldburn@hartlepool.gov.uk](mailto:derek.gouldburn@hartlepool.gov.uk)

## **DECISION REFERENCE: RP109/06 LOCAL STRATEGIC PARTNERSHIP GOVERNANCE REVIEW**

### **Nature of the decision**

To consider and endorse revised governance arrangements for the Hartlepool Partnership, which is the Local Strategic Partnership for Hartlepool. These recommended arrangements have been developed on the basis of the proposals in the Hartlepool Local Area Agreement and will provide a framework for the future development of theme partnerships such as the Children's Trust.

### **Who will make the decision?**

Cabinet will be requested to endorse the recommended arrangements. The arrangements will be considered for approval by the LSP Board.

### **Timing of the decision**

The decision will be made in October 2006.

### **Who will be consulted and how?**

The recommended arrangements have been developed on the basis of the proposals in the Hartlepool Local Area Agreement. The proposals have been developed and discussed with key members of the Theme Partnerships and the Local Strategic Partnership. The arrangements will be considered for approval by the LSP Board.

### **Information to be considered by the decision-makers**

A report will be provided setting out the recommendations for the development of the LSP structure and the recommended model for governance arrangements. The recent advice from the Audit Commission and Government on partnership working and the outcome of the Regeneration and Planning Services Scrutiny Forum Partnerships Enquiry will be taken into account in preparing the report.

## **How to make representations**

Representations can be made in writing to Peter Scott, Director of Regeneration and Planning Services, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone 01429 523401, email [peter.scott@hartlepool.gov.uk](mailto:peter.scott@hartlepool.gov.uk)

## **Further information**

Further information on this matter can be sought from Peter Scott as above.

## **APPENDIX 1**

### **DETAILS OF DECISION MAKERS**

#### **THE CABINET**

Many decisions will be taken collectively by the Cabinet.

- The Mayor, Stuart Drummond
- Councillor Cath Hill
- Councillor Ray Waller
- Councillor Pamela Hargreaves
- Councillor Victor Tumilty
- Councillor Robbie Payne
- Councillor Peter Jackson

#### **EXECUTIVE MEMBERS**

Members of the Cabinet have individual decision making powers according to their identified responsibilities.

Regeneration, Liveability and Housing	-	The Mayor, Stuart Drummond
Without Portfolio	-	Councillor Cath Hill, Deputy Mayor
Adult and Public Health Portfolio	-	Councillor Ray Waller
Children's Services Portfolio	-	Councillor Pamela Hargreaves
Culture, Leisure and Transportation Portfolio	-	Councillor Victor Tumilty
Finance Portfolio	-	Councillor Robbie Payne
Performance Management Portfolio	-	Councillor Peter Jackson

## **APPENDIX 2**

### **TIMETABLE OF KEY DECISIONS**

Decisions are shown on the timetable at the earliest date at which they may be expected to be made.

#### **1. DECISIONS EXPECTED TO BE MADE IN OCTOBER 2006**

##### **1.1 9 OCTOBER 2006**

SS39/06 (pg8)	LEARNING DISABILITIES INSPECTION RESULTS	PORTFOLIO HOLDER
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##### **1.2 DATE NOT YET DETERMINED**

NS98/06 (pg14)	LICENSING POLICY UNDER GAMBLING ACT 2005	CABINET
NS100/06 (pg15)	MIDDLETONGRANGE SHOPPING CENTRE MULTI STOREY CAR PARK	CABINET
NS103/06 (pg17)	TEES VALLEY AND SOUTH DURHAM NHS LIFT	CABINET
RP89/05 (pg25)	DEVELOPMENT AT HCFE	CABINET
RP104/06 (pg26)	HOUSING MARKET RENEWAL PROGRAMME 2006-08	CABINET
RP108/06 (pg29)	TEES VALLEY CITY REGION INVESTMENT PLAN	CABINET
RP109/06 (pg31)	LOCAL STRATEGIC PARTNERSHIP GOVERNANCE REVIEW	CABINET

#### **2. DECISIONS EXPECTED TO BE MADE IN NOVEMBER 2006**

##### **2.1 DATE NOT YET DETERMINED**

ED29/06 (pg10)	CHILDREN'S TRUST	CABINET
NS101/06 (pg16)	SHORELINE MANAGEMENT PLAN II	CABINET
NS104/06 (pg18)	SELECTIVE LICENSING OF PRIVATELY RENTED HOUSES	CABINET
RP107/06 (pg28)	STRATEGY FOR THE IMPLEMENTATION OF ANTI-SOCIAL BEHAVIOUR IN HARTLEPOOL 2006-08	CABINET

#### **3. DECISIONS EXPECTED TO BE MADE IN DECEMBER 2006**

##### **3.1 DATE NOT YET DETERMINED**

NS89/06 (pg13)	SUB REGIONAL HOUSING STRATEGY	CABINET
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#### **4. DECISIONS EXPECTED TO BE MADE IN JANUARY 2007**

##### **4.1 8 January 2007**

ED30/06 (pg11)	BUILDING SCHOOLS FOR THE FUTURE: STAGE 2	CABINET
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## **SCRUTINY CO-ORDINATING COMMITTEE**

**20 October 2006**



**Report of:** Scrutiny Manager

**Subject:** COMMUNITY STRATEGY REVIEW 2006 –  
FEEDBACK FROM THE AUTHORITY'S OVERVIEW  
AND SCRUTINY COMMITTEES

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### **1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to outline the feedback from the Authority's Overview and Scrutiny Committees to the 2006 Community Strategy Review.

### **2. BACKGROUND INFORMATION**

- 2.1 The Scrutiny Co-ordinating Committee at its meeting on the 15 September 2006 was asked to comment on the first draft of the revised Community Strategy. With the consultation period for the draft strategy to end on the 17 November 2006 the Co-ordinating Committee agreed that the views of each individual Scrutiny Forum would be sought and fed back to its meeting on the 20 October 2006.
- 2.2 In view of the tight timescale for the submission of each of the Forums views to the Scrutiny Co-ordinating Committee a copy of the draft revised Strategy was sent to all Scrutiny Members. Members were asked to consider the areas of the draft revised Strategy of particular significance to the remit of their Forum and contact the appropriate Scrutiny Support Officer with any comments they had.
- 2.3 Members were given until the 'close of play' on 3 October 2006 to feed any comments into this Committee about the Community Strategy Review. No comments were received. Consequently, Members have made no additional comments to those that were made when Scrutiny Co-ordinating Committee considered this item on 15 September.

### **3. RECOMMENDATIONS**

- 3.1 That Members of the Committee note the content of the report and where appropriate seek clarification.

#### **4. BACKGROUND PAPERS**

No background papers were used in production of this report.

#### **5. CONTACT OFFICER**

Charlotte Burnham – Scrutiny Manager  
Chief Executive's Department – Corporate Strategy  
Hartlepool Borough Council  
Tel: 01429 523 087  
Email: [charlotte.burnham@hartlepool.gov.uk](mailto:charlotte.burnham@hartlepool.gov.uk)

## **SCRUTINY CO-ORDINATING COMMITTEE**

**20<sup>th</sup> October 2006**



**Report of:** Chief Financial Officer

**Subject:** DISTRICT AUDITOR'S 2005/2006 ANNUAL  
GOVERNANCE REPORT

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### **1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to present the 2005/2006 District Auditor's Annual Governance Report.

### **2. BACKGROUND**

- 2.1 In accordance with the Audit Commission's Statutory Code of Audit Practice for Local Government bodies the District Auditor is required to report the conclusion of their audit work in an Annual Governance Report. The principle purposes of the Annual Governance Report are: -

- to reach a mutual understanding of the scope of the audit and the respective responsibilities of the Auditor and those charged with Governance;
- to share information to assist both the Auditor and those charged with Governance to fulfil their respective responsibilities;
- to highlight opportunities for improvement to the Authority's Financial Statement/processes.

- 2.2 The District Auditor issued the Annual Governance Report on 15<sup>th</sup> September, 2006. This report was submitted to the General Purposes Committee on 29<sup>th</sup> September, 2006, to enable this Committee to consider the District Auditor's findings before they approved the final 2005/2006 Statement of Accounts before 30<sup>th</sup> September statutory deadline. The report highlighted the issues detailed in Section 3 of this report, which also details decisions reached by the General Purposes Committee.

- 2.3 The Annual Governance Report was also submitted to the Audit Committee on 5<sup>th</sup> October, 2006, together with a similar report to this one. The Audit Committee noted the Annual Governance Report and the action taken by the General Purposes Committee.

### **3. 2005/2006 ANNUAL GOVERNANCE REPORT**

- 3.1 The District Auditor's 2005/2006 Annual Governance Report is attached at Appendix A. A representative of the District Auditor will attend your meeting to present the report and respond to Members questions.
- 3.2 The key issues raised in the District Auditor's report are set out below:

- **Page 8, Paragraph 15 – Uncorrected Misstatements**

In accordance with the requirements of Financial Reporting Standard (FRS) 12 the District Auditor has recommended that the provision for equal pay liabilities should be reduced as it exceeds the liability which should be recognised in the 2005/2006 Statement of Accounts. This recommendation reflects the detailed requirement of FRS 12, which only permits provisions to be made for liabilities for which there is a clear legal obligation to make future payments.

In theory, there is no legal liability at 31<sup>st</sup> March, 2006, in respect of equal pay settlement due to be paid in 2007/2008 as individual employees could withdraw their agreement to the multi-year COT 3 agreement they have previously signed.

In practise, it is extremely unlikely that this will occur and on this basis Council at its meeting on 16<sup>th</sup> February, 2006, approved the establishment of this provision as part of the 2006/2007 Budget and Policy Framework.

Therefore, whilst recognising the District Auditor's comments, I recommended to the General Purposes Committee that on this occasion we should not change the value of the provision as the estimated liabilities payable in 2007/2008 are anticipated to exceed the available provision by £0.5m. As previously reported this shortfall will need to be addressed as part of the 2006/2007 outturn strategy to ensure resources are available to meet the final payments to individual employees in 2007/2008. The General Purposes Committee approved this recommendation.

- **Page 9, Table 2 – Adjusted Misstatements**

The District Auditor identified a number of misstatements in the draft Statement of Accounts as detailed in Table 2 of their report in relation to the Cash Flow Statement and the Balance Sheet. These adjustments have been agreed and were included in the Final Statement of Accounts, which were approved by the General Purposes Committee on 29<sup>th</sup> September, 2006, for approval.

- **Page 13, Paragraph 24 – Value for Money Conclusion**

The District Auditor is required to review the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources (the value for money conclusion). The District Auditor has substantially completed their work in relation to the use of resources and there are no matters which they wish to draw attention to.

- **Page 15, Paragraph 2` - Use of Auditor's Statutory Powers**

Auditors are required to consider the exercise of certain statutory powers during the course of the Audit. The District Auditor's report advises Members that these powers have not had to be used in relation to the 2005/2006 Audit.

#### **4. RECOMMENDATIONS**

- 4.1 It is recommended that Members note the report.



# **Annual governance report**

**Hartlepool Borough Council**

**Audit 2005/06**

External audit is an essential element in the process of accountability for public money and makes an important contribution to the stewardship of public resources and the corporate governance of public services.

Audit in the public sector is underpinned by three fundamental principles:

- auditors are appointed independently from the bodies being audited;
- the scope of auditors' work is extended to cover not only the audit of financial statements but also value for money and the conduct of public business; and
- auditors may report aspects of their work widely to the public and other key stakeholders.

The duties and powers of auditors appointed by the Audit Commission are set out in the Audit Commission Act 1998 and the Local Government Act 1999 and the Commission's statutory Code of Audit Practice. Under the Code of Audit Practice, appointed auditors are also required to comply with the current professional standards issued by the independent Auditing Practices Board.

Appointed auditors act quite separately from the Commission and in meeting their statutory responsibilities are required to exercise their professional judgement independently of both the Commission and the audited body.

### **Status of our reports to the Authority**

The Statement of Responsibilities of Auditors and Audited Bodies issued by the Audit Commission explains the respective responsibilities of auditors and of the audited body. Reports prepared by appointed auditors are addressed to members or officers. They are prepared for the sole use of the audited body. Auditors accept no responsibility to:

- any member or officer in their individual capacity; or
- any third party.

### **Copies of this report**

If you require further copies of this report, or a copy in large print, in Braille, on tape, or in a language other than English, please call 0845 056 0566.

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## Purpose of this report

- 1 We are required by the Audit Commission's statutory Code of Audit Practice for Local Government bodies (the Code) to issue a report to those charged with governance summarising the conclusions from our audit work. For the purposes of this report, the Authority's General Purposes Committee is considered to fulfil the role of those charged with governance and references to the General Purposes Committee should be read as such.
- 2 We are also required by professional auditing standards to report to the General Purposes Committee certain matters before we give our opinion on the financial statements. The section of this report covering the financial statements fulfils this requirement.
- 3 This is our annual governance report covering the audit of the Authority for the year ended 31 March 2006 and is presented by the District Auditor.
- 4 The principle purposes of the report are:
  - to reach a mutual understanding of the scope of the audit and the respective responsibilities of the auditor and the General Purposes Committee;
  - to share information to assist both the auditor and those charged with governance to fulfil their respective responsibilities; and
  - to provide the General Purposes Committee with recommendations for improvement arising from the audit process.
- 5 The Audit Commission has circulated to all audited bodies a Statement of Responsibilities of Auditors and Audited Bodies that summarises the key responsibilities of auditors. Our audit has been conducted in accordance with the principles set out in that statement.

## Scope of the report

- 6 In undertaking our audit, we comply with the statutory requirements of the Audit Commission Act 1998 and the Code. Auditors' responsibilities are to review and report on, to the extent required by the relevant legislation and the requirements of the Code:
  - the Authority's financial statements; and
  - whether the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources.
- 7 Our risk assessment and planned response to the key audit risks was summarised in our audit and inspection plan. A summary of our responsibilities and audit approach is included in Appendix 1. The annual governance report summarises the significant findings, conclusions and recommendations arising from our audit work. The results of our inspection work, and our separate grant claims' certification programme, will be reported in the Relationship Manager Letter later in the year.

- 8 We have issued separate reports during the year having completed specific aspects of our programme, which are listed in Appendix 2. Appendix 3 provides information about the fee charged for our audit and Appendix 4 sets out the requirements in respect of independence and objectivity.

## **Key messages**

### **Financial statements**

- 9 Our work on the financial statements is now substantially complete. We anticipate being able to issue an unqualified opinion by 30 September 2006 (a draft report is attached at Appendix 5).

### **Use of resources**

- 10 Our work on the Authority's arrangements to secure economy, efficiency and effectiveness in its use of resources is now substantially complete. We anticipate being able to issue a qualified/unqualified conclusion on the use of resources by 30 September 2006 (a draft report is attached at Appendix 5).

## Financial statements

- 11 We are required to give an opinion on whether the Authority's financial statements present fairly the financial position of the Authority as at 31 March 2006 and its income and expenditure for the year then ended

### Status of the audit

- 12 Our work on the financial statements is now substantially complete.

### Matters to be reported to the General Purposes Committee

- 13 We have the following matters to draw to the General Purposes Committee's attention.

### Expected modifications to the auditor's report

- 14 On the basis of our audit work, subject to the satisfactory conclusion of any work outstanding reported above, we currently propose to issue an unqualified audit report. A draft audit report is attached at Appendix 5.

### Uncorrected misstatements

- 15 Our audit identified the following misstatements in the financial statements that management has decided not to adjust. Excluding those misstatements that are 'clearly trivial' (as defined in professional auditing standards), these are set out in Table 1 below.

---

**Table 1      Uncorrected misstatements**

Misstatements that management have decided not to adjust

Issues	Value of misstatement £	Impact on surplus/ (deficit) £
Provision for equal pay includes amounts due for 2006/07	500,000	Increase reported surplus

---

#### **Recommendations**

- R1 Amend the draft financial statements for the uncorrected misstatement identified in Table 1.*
-

## Adjusted misstatements

To assist you in fulfilling your governance responsibilities, we are required to consider reporting adjusted misstatements to you where these are material. Details of material and/or significant adjustments made to the financial statements are shown in Table 2.

**Table 2 Adjusted misstatements in the financial statements**

Details of material and/or significant adjustments made to the financial statements

Issue	Value of misstatement £'000	Impact on surplus/(deficit)
<i>Cash flow statement</i>		
Financing (expenditure)	26,324	Nil
Financing (income)	37,714	Nil
Net financing	(11,390)	Nil
Increase/decrease in cash and cash equivalents	11,386	Nil
<i>Balance sheet</i>		
Assets under construction	589	Nil
Fixed asset restatement account	(589)	Nil

- 16 There were a range of other amendments to the accounts, a list of which has been provided to officers. The number of minor errors has significantly reduced from the previous year. Additional checking procedures may have identified many of these misstatements and presentational errors before the draft accounts were approved by members.

### **Recommendations**

*R2 Improve year end and qualitative processes for producing the financial statements to ensure the accounts presented for approval are free from minor misstatements and presentational errors.*

## Qualitative aspects of accounting practices and financial reporting

- 17 Our audit includes consideration of the qualitative aspects of the financial reporting process, including matters that have a significant impact on the relevance, reliability, comparability, understandability and materiality of the information provided by the financial statements. We wish to report the following matters to you.
- The Authority changed the format of its Statement of Total Movements in Reserves. The format is not fully compliant with the Statement of Recommended Practice on Local Authority Accounting in the United Kingdom 2005 (the SORP). A revised SORP has been issued for 2006-07 which may require changes to the Statement of Total Movements in Reserves and other statements.
  - The Authority's actuary, instead of treating the effect of the commutation of benefits as a negative past service cost, treated it as a change in actuarial assumptions after the benefits have changed. Consequently, the saving arising from commutation has been included within the Statement of Total Movements in Reserves rather than Non-Distributed Costs within the Consolidated Revenue Account. This does not impact on the overall value of the FRS17 liabilities at 31 March 2006, nor does it impact on the bottom line of the Consolidated Revenue Account. However, it does not follow LAAP guidance.

### **Recommendations**

- R3 Ensure that the SORP and other relevant guidance is followed when preparing the 2006-07 financial statements*
- R4 Discuss any proposed changes in the format of financial statements with the external audit, before the statements are prepared for approval by members.*

## Material weaknesses in internal control identified during the audit

- 18 Our audit did not identify any weaknesses in systems of accounting and financial control which we should report to you.
- 19 We have not provided a comprehensive statement of all weaknesses which may exist in internal control or of all improvements which may be made, but have addressed only those matters which have come to our attention as a result of the audit procedures we have performed.



Matters specifically required by other auditing standards

20 Other auditing standards require us to communicate with you in other specific circumstances including:

- where we suspect or detect fraud;
- where there is an inconsistency between the financial statements and other information in documents containing the financial statements; and
- non-compliance with legislative or regulatory requirements and related authorities.

There are no matters we wish to report you

### Any other matters of governance interest

21 Finally, we are required to report any other matters that we believe to be of governance interest. We report these matters in Table 3 below.

**Table 3 Other matters of governance interest**

There are a number of other matters that we would like to bring to the attention of those charged with governance

Area	Auditor responsibility	Impact
Statement of internal control (SIC)	The auditor reviews the SIC for compliance with the requirements of proper practice as specified by CIPFA and consistency with other information from the audit of the financial statements.	Our review found the SIC to be consistent with other information from our audit and the process for compiling the SIC has improved
Whole of Government Accounts' consolidation pack	The auditor is responsible for issuing a report on the consistency of the Authority's consolidation pack with the statutory financial statements.	We will issue our report in October

### Letter of representation

22 We obtain written representations from management as an acknowledgement of its responsibility for the fair presentation of the financial statements and as audit evidence on matters material to the financial statements. The text of the required letter of representation is included at Appendix 6.

## Next steps

- 23 We are drawing these matters to the General Purposes Committee's attention so that:
- you can consider them before the financial statements are approved and certified;
  - the representation letter can be signed on behalf of the Authority and those charged with governance before we issue our opinion on the financial statements; and
  - the Committee has the opportunity to amend the financial statements for the unadjusted misstatements/significant qualitative aspects of financial reporting issues identified above. Should you choose not to amend the financial statements, in accordance with the ISA (UK and Ireland) 260, we request that you extend the representation letter to explain why you are not adjusting the financial statements. We ask that the letter specifically details the misstatements and/or qualitative aspects of reporting to which it relates, either in the body of the letter or in a document appended to it.

## Use of resources

### Value for money conclusion

- 24 The Code requires us to issue reach a conclusion on whether we are satisfied that the Authority has proper arrangements in place for securing economy, efficiency and effectiveness in its use of your resources (the value for money conclusion). In meeting this responsibility, we will review evidence that is relevant to the Authority's corporate performance management and financial management arrangements. Our work in reaching the value for money conclusion is integrated with our work on the use of resources assessment. The use of resources assessment is a qualitative assessment of the effectiveness of the Authority's arrangements to secure economy, efficiency and effectiveness in its use of resources. The five areas we make assessments on are; financial statements, financial management, financial standing, internal control and value for money.
- 25 We have substantially completed our work in relation to the use of resources and there are no matters which we wish to draw to the attention of the General Purposes Committee.
- 26 The key findings from our work on the use of resources criteria are summarised below.

### Data quality

- 27 The Authority has practical arrangements in place review the quality of the data it uses for performance management and external reporting although there is no formal policy on data quality outlining the Authority's approach. We will be issuing a separate report on data quality when we have completed our work on performance indicators.

### Internal control

- 28 The Authority does not have formal partnership arrangements in place for all of its partnership arrangements, to ensure that adequate controls are in place and operating. This has been recognised and is disclosed in the SIC as an area for action.

### Budget setting and monitoring

- 29 The Authority has arrangements in place for setting and monitoring budgets. We are currently discussing with management suggestions for further improvements in those arrangements, such as ensuring that comprehensive procedure and guidance notes are available.

- 30 The Authority made a small surplus of £19,000 in 2005/06 and this has increased General Fund Balances to £19.153m at the 31st March 2006 (£19.134m at 31st March 2005). The General Fund Balance includes the Authority's Unearmarked General Fund Balances of £5m which is available to meet any general expenditure commitments not budgeted for in year. A considerable proportion of earmarked funds (£7.2m) is earmarked to support the Authority's budget over the next three years, a further £3.9m relates to potential expenditure arising from strategic or service changes and a further £2m relates to departmental carry forward of under spends. The Authority's medium term financial plan currently reflects the available resources. We are discussing this with management to ensure that the need for this level of balances is kept under review, budgeted expenditure on service developments is not slipping and that there are robust medium and longer term financial plans taking account of the availability of such resources.

## Use of auditors' statutory powers

31 Auditors are required to consider the exercise of certain statutory powers during the course of the audit, as summarised in Table 4 below.

**Table 4 Use of statutory powers**

Issue	Auditor responsibility	Impact
Section 8 reports	Section 8 of the Act requires that auditors should consider whether, in the public interest, they should report on any matter that comes to their attention in the course of the audit so that it may be considered by the body concerned or brought to the attention of the public.	There have been no section 8 reports in respect of the financial year 2005/2006.
Section 11 recommendations	To consider whether a written recommendation should be made to the audited body requiring it to be considered and responded to publicly.	There have been no s11 recommendations.
Best value	To consider whether to recommend that the Audit Commission should carry out a best value inspection of the Authority under section 10 of the Local Government Act 1999 and/or that the Secretary of State should give a direction under section 15 of that Act.	Our work in respect of the Authority's 2005/2006 Best Value Performance Plan (BVPP) was reported in the 2005 annual audit and inspection letter. No recommendations were made to the Audit Commission or the Secretary of State.

## Closing remarks

- 32 This report has been discussed and agreed with the Assistant Chief Financial Officer. A copy of the memorandum will be presented at the General Purposes Committee on 29 September 2006.
- 33 The report makes a number of recommendations. An action plan is included at Appendix 7, which includes responses from management and indicative target dates for the implementation of recommendations.
- 34 The Authority has taken a positive and constructive approach to our audit and I would like to take this opportunity to express my appreciation for the Authority's assistance and co-operation.

**Steve Nicklin**  
**District Auditor**

September 2006

# Appendix 1 – Audit responsibilities and approach

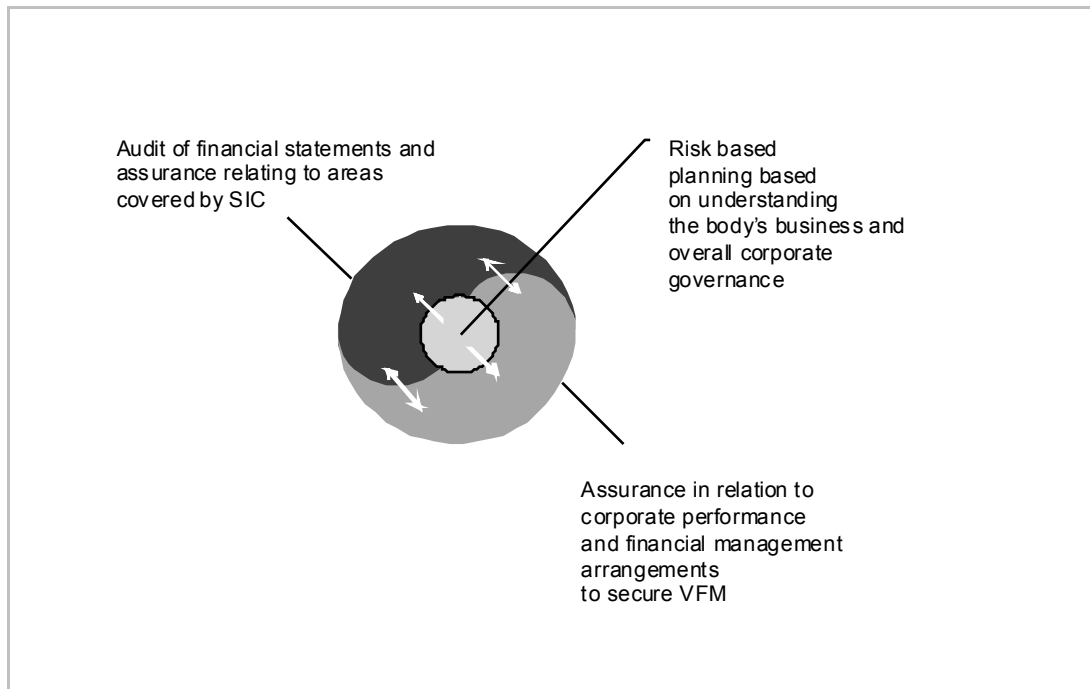
## Audit objectives

- 1 Our objective as your appointed auditor is to plan and carry out an audit that meets the requirements of the Code of Audit Practice. We adopt a risk-based approach to planning our audit, and our audit work has focused on the significant risks that are relevant to our audit responsibilities.

---

**Figure 1 Code of Audit Practice**

Code of practice responsibilities



## **Approach to the audit of the financial statements**

- 2 In our approach to auditing the financial statements, we adopt a concept of materiality. Material errors are those which might be misleading to a reader of the financial statements. We seek, in planning and conducting our audit of the accounts, to provide reasonable assurance that your financial statements are free of material misstatement. In planning our work we considered the arrangements of the Authority which had most impact on our opinion. These included:
  - the standard of the overall control environment and internal controls;
  - reliance on internal audit;
  - the likelihood of material misstatement occurring from of material information systems; or a material error failing to be detected by internal controls;
  - any changes in financial reporting requirements; and
  - the effectiveness of procedures for producing the financial statements and supporting material.
- 3 The results of the above feed into our risk assessment which determines the level and type of testing undertaken on each element of the financial statements. The keys risks that we identified include:
  - Reserves, balances and provisions (including Equal Pay)
  - Treasury management
- 4 In addition, as the Authority prepares group financial statements, we have also considered whether it is necessary to communicate to you such matters brought to the attention of those charged with governance of each body within the group by its auditors. Only those matters which we judge to be of significance in the context of the group are brought to your attention.

## **Approach to audit of arrangements to secure value for money**

- 5 The scope of these arrangements is defined in paragraph 20 of the Code as comprising:
  - corporate performance management; and
  - financial management arrangements.
- 6 Our conclusion is informed and limited by reference to relevant criteria covering specific aspects of audited bodies' arrangements, specified by the Code.



- 7 In planning audit work in relation to the arrangements for securing economy, efficiency and effectiveness in the use of resources, considered and assessed relevant significant business risk. Significance is defined by the Code as 'a matter of professional judgment and includes both quantitative and qualitative aspects of the risk'.
- 8 The potential sources of assurance when reaching the value for money conclusion include:
  - the Authority's whole system of internal control as reported in its statement on internal control;
  - results from statutory inspections or the work of other regulators, for example, corporate assessments, service assessments (whether by the Commission or other regulators), etc.;
  - work specified by the Audit Commission, for example, the use of resources assessments, and data quality work;
  - links to the financial statements' audit, including review of internal audit, the SIC and budgetary control arrangements; and
  - other work necessary to discharge our responsibilities.

## Appendix 2 – Audit reports issued

**Table 5**

<b>Planned output</b>	<b>Planned date of issue</b>	<b>Actual date of issue</b>	<b>Addressee</b>
Audit and inspection plan	March 2005	March 2005	General Purposes Committee
Annual governance report	September 2006	September 2006	General Purposes Committee
Opinion on financial statements	September 2006	September 2006	The Authority
Value for money conclusion	September 2006	September 2006	The Authority
Final accounts memorandum	September 2006	September 2006	Management
Use of resources assessments	September 2006	September 2006	Management
BVPP report	October 2005	September 2005	The Authority
Data quality report		October 2006	

## Appendix 3 – Fee information

**Table 6**

<b>Fee estimate</b>	<b>Plan 2005/06</b>	<b>Actual 2005/06</b>
Audit		
Accounts	122,471	132,543
Use of resources	68,239	68,239
Total audit fees**	190,710	200,782
Voluntary improvement work*	0	0

\*\* The outturn on inspection and grant certification fees will be reported in the Relationship Manager Letter

## **Appendix 4 – The Audit Commission's requirements in respect of independence and objectivity**

- 1 We are required by the standard to communicate following matters to the General Purposes Committee:
  - the principal threats, if any to objectivity and independence identified by the auditor, including consideration of all relationships between the Authority, directors and the auditor;
  - any safeguards adopted and the reasons why they are considered to be effective;
  - any independent partner review;
  - the overall assessment of threats and safeguards; and
  - information about the general policies and processes for maintaining objectivity and independence.
- 2 We are not aware of any relationships that may affect the independence and objectivity of the team, and which are required to be disclosed under auditing and ethical standards.

## **Appendix 5 – Independent auditor's report to Hartlepool Borough Council**

### **Opinion on the Financial Statements**

We have audited the financial statements of Hartlepool Borough Council and its Group for the year ended 31st March, 2006, under the Audit Commission Act 1998, which comprise the Consolidated Revenue Account, the Collection Fund, the Consolidated Balance Sheet, the Statement of Total Movements in Reserves, the Cash Flow Statement, the Group Accounts and the related notes. These financial statements have been prepared under the accounting policies set out within them.

This report is made solely to Hartlepool Borough Council in accordance with Part II of the Audit Commission Act 1998 and for no other purpose, as set out in paragraph 36 of the Statement of Responsibilities of Auditors and of Audited Bodies prepared by the Audit Commission.

### **Respective Responsibilities of the Chief Financial Officer and Auditors**

The Chief Financial Officer's responsibilities for preparing the financial statements in accordance with applicable laws and regulations and the Statement of Recommended Practice on Local Authority Accounting in the United Kingdom 2005 are set out in the Statement of Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements presents fairly the financial position of the Authority in accordance with applicable laws and regulations and the Statement of Recommended Practice on Local Authority Accounting in the United Kingdom 2005.

We review whether the statement on internal control reflects compliance with CIPFA's guidance "The Statement on Internal Control in Local Government: Meeting the Requirements of the Accounts and Audit Regulations 2003" published on 2nd April, 2004. We report if it does not comply with proper practices specified by CIPFA or if the statement is misleading or inconsistent with other information we are aware of from our audit of the financial statements. We are not required to consider, nor have we considered, whether the statement on internal control covers all risks and controls. We are also not required to form an opinion on the effectiveness of the Authority's corporate governance procedures or its risk and control procedures

We read other information published with the financial statements, and consider whether it is consistent with the audited financial statements. This other information comprises only the Explanatory Foreword. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

## **Basis of Audit Opinion**

We conducted our audit in accordance with the Audit Commission Act 1998, the Code of Audit Practice issued by the Audit Commission and International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the Authority in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Authority's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

## **Opinion**

In our opinion the financial statements present fairly, in accordance with applicable laws and regulations and the Statement of Recommended Practice on Local Authority Accounting in the United Kingdom 2005, the financial position of the Authority and its Group as at 31st March, 2006 and its income and expenditure for the year then ended.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mr S Nicklin  
District Auditor  
Audit Commission  
Nickalls House  
Metro Centre  
Gateshead  
NE11 9NH

## **Conclusion on arrangements for securing economy, efficiency and effectiveness in the use of resources**

### **Authority's Responsibilities**

The Authority is responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, to ensure proper stewardship and governance and to regularly review the adequacy and effectiveness of these arrangements.

Under the Local Government Act 1999, the Authority is required to prepare and publish a best value performance plan summarising the Authority's assessment of its performance and position in relation to its statutory duty to make arrangements to ensure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

### **Auditor's Responsibilities**

We are required by the Audit Commission Act 1998 to be satisfied that proper arrangements have been made by the Authority for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the Audit Commission requires us to report to you our conclusion in relation to proper arrangements, having regard to relevant criteria specified by the Audit Commission for principal local authorities. We report if significant matters have come to our attention which prevent us from concluding that the authority has made such proper arrangements. We are not required to consider, nor have we considered, whether all aspects of the authority's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

We are required by Section 7 of the Local Government Act 1999 to carry out an audit of the Authority's best value performance plan and issue a report:

certifying that we have done so;  
stating whether we believe that the plan has been prepared and published in accordance with statutory requirements set out in Section 6 of the Local Government Act 1999 and statutory guidance; and  
where relevant, making any recommendations under Section 7 of the Local Government Act 1999.

### **Conclusion**

We have undertaken our audit in accordance with the Code of Audit Practice and we are satisfied that, having regard to the criteria for principal local authorities specified by the Audit Commission and published in July, 2005, in all significant respects, Hartlepool Borough Council made proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31st March, 2006.

### **Best Value Performance Plan**

We issued our statutory report on the audit of the Authority's best value performance plan for the financial year 2005/2006 in September, 2005. We did not identify any matters to be reported to the authority and did not make any recommendations on procedures in relation to the plan.

#### **Certificate**

We certify that we have completed the audit of the accounts in accordance with the requirements of the Audit Commission Act 1998 and the Code of Audit Practice issued by the Audit Commission.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mr S Nicklin  
District Auditor  
Audit Commission  
Nickalls House  
Metro Centre  
Gateshead  
NE11 9NH



## **Appendix 6 – Letter of representation**

(NB to be on HBC letterhead)

Mr S Nicklin  
District Auditor  
Audit Commission  
Nickalls House  
Metro Centre  
Gateshead  
NE11 9NH

### **Hartlepool Borough Council - Audit for the year ended 31 March 2006**

We confirm to the best of our knowledge and belief, having made appropriate enquiries of other officers of Hartlepool Borough Council, the following representations given to you in connection with your audit of the Council's financial statements for the year ended 31 March 2006.

We acknowledge our responsibility under the relevant statutory authorities for preparing the financial statements which present fairly and for making accurate representations to you.

We confirm the reasonableness of assumptions relating to fair value measurements and that the Council has no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.

### **Specific representations**

There are no other material amounts relating to unfunded liabilities, curtailments or settlements of past service costs relating to pension provision other than those which have been properly recorded and disclosed in the financial statements.

We consider that adequate provisions have been made for all known liabilities at the balance sheet date.

### **Uncorrected misstatements**

We acknowledge the District Auditor's comments, in paragraph 15 of his annual governance report, that the provision for equal pay costs exceeds the liability which should be recognised in the 2005/06 accounts in accordance with the requirements of Financial Reporting Standard 12. We have determined not to change this provision as the anticipated equal pay liabilities payable in 2006/07 and 2007/08 are anticipated to exceed this provision. The Authority will

therefore need to earmark additional funding for these liabilities in 2006/07 and this issues will be dealt with as part of the 2006/07 closure strategy.

## **Supporting records**

All the accounting records have been made available to you for the purpose of your audit and all the transactions undertaken by the Council have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all Members meetings, have been made available to you.

## **Group entities**

We confirm that the representations within this letter also apply to the group accounts and that the Council has identified and consolidated all its material interests in companies within the group accounts.

## **Related party transactions**

We confirm the completeness of the information provided regarding the identification of related parties.

The identity of, and balances and transactions with, related parties have been properly recorded and where appropriate, adequately disclosed in the financial statements

## **Contingent liabilities**

There are no other contingent liabilities, other than those that have been properly recorded and disclosed in the financial statements. In particular:

- there is no significant pending or threatened litigation, other than those already disclosed in the financial statements; and,
- there are no material commitments or contractual issues, other than those already disclosed in the financial statements;
- no financial guarantees have been given to third parties.

## **Law, regulations and codes of practice**

There are no instances of non-compliance with laws, regulations and codes of practice, likely to have a significant effect on the finances or operations of the Council.

## Irregularities

We acknowledge our responsibility for the design and implementation of internal control systems to prevent and detect fraud and error.

There have been no:

- irregularities involving management or employees who have significant roles in the system of internal accounting control;
- irregularities involving other employees that could have a material effect on the financial statements;
- communications from regulatory agencies concerning non-compliance with, or deficiencies on, financial reporting practices which could have a material effect on the financial statements.

We have assessed the risk of material misstatement of the statement of accounts due to fraud and consider this risk to be low.

## Post balance sheet events

Since the date of approval of the financial statements by Members of the General Purposes Committee, no additional significant post balance sheet events have occurred which would require additional adjustment or disclosure in the financial statements.

Signed on behalf of Hartlepool Borough Council

Signed

Name

Position

Date

Signed

Name

Position: *Chief Financial Officer*

Date

Signed

Name

Position: *Chair of General Purposes Committee*

Date

Signed

Name

Position

Date

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## Appendix 7 – Action Plan

Page no.	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Date
	R1 Amend the draft financial statements for the uncorrected misstatement identified in Table 1	3	General Purposes Committee		We acknowledge the District Auditor's comments, in paragraph 15 of his annual governance report, that the provision for equal pay costs exceeds the liability which should be recognised in the 2005/06 accounts in accordance with the requirements of Financial Reporting Standard 12. We have determined not to change this provision as the anticipated equal pay liabilities payable in 2006/07 and 2007/08 are anticipated to exceed this provision. The Authority will therefore need to earmark additional funding for these liabilities in 2006/07 and this issues will be dealt with as part of the 2006/07 closure strategy.	29 September 2006
	R2 Improve year end and qualitative processes for producing the financial statements	2	Assistant Chief Financial Officer	Yes	Improvements were made when preparing 2005/06 financial statements, despite time and resource constraints, the latter arising from implementation of new financial management system.	June 2007

Page no.	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Date
	to ensure the accounts presented for approval are free from minor misstatements and presentational errors				Officers are committed to achieving further improvements	
	R3 Ensure that the SORP and other relevant guidance is followed when preparing the 2006-07 financial statements	3	Chief Accountant	Yes	Officers are aware that there will be a new SORP for 2006/07 and this may introduce significant changes to financial statements	June 2007
	R4 Discuss any proposed changes in the format of financial statements with the external audit, before the statements are prepared for approval by members	2	Chief Accountant	Yes		January-June 2007

## **SCRUTINY CO-ORDINATING COMMITTEE**

20 October 2006



**Report of:** Chair of the Scrutiny Co-ordinating Committee

**Subject:** SCRUTINY CO-ORDINATING COMMITTEE –  
PROGRESS REPORT

---

### **1. PURPOSE OF REPORT**

- 1.1 To inform the Members of the Scrutiny Co-ordinating Committee of the progress made to date of this Committee, since my last progress report to this Committee on 4 August 2006.

### **2. PROGRESS ON THE SCRUTINY WORK PROGRAMME 2006/07**

- 2.1 I am pleased to report that following consultation with the Scrutiny Chairs and the Scrutiny Support Team, substantial efforts are being made by the Overview and Scrutiny Committees to ensure the work programme for 2006/07 is delivered to the prescribed timescales
- 2.2 To manage the increasing number of non-mandatory scrutiny referrals, the inclusion of the proposed referral criteria (as considered by this Committee on 30 June 2006) into the Authority's Constitution was considered by the Constitution Committee on 6 October 2006, the outcome of which I will report verbally at this meeting.

### **3. GENERAL OVERVIEW AND SCRUTINY ISSUES**

- 3.1 Scrutiny Members Development Programme for 2006/07 – As Members will recall, the Scrutiny Members Development Programme for 2006/07 was successfully launched on the evening of the 4 October 2006 by re-visiting Scrutiny principles and practices.
- 3.2 As previously notified, further sessions are to be held throughout the 2006/07 Municipal Year as outlined below and in order to make all sessions a success, I would encourage Non-Executive Members and Resident Representatives serving on the Authority's Overview and Scrutiny Committees to attend:-

Scrutinising Finance and Performance:

Thursday 2 November 2006, 5.30 pm to 8.00 pm with light buffet on arrival.

Venue: Training Room 3, Municipal Buildings

Scrutiny Questioning Skills:

Thursday 12 December 2006, 5.30 pm to 8.00 pm with light buffet on arrival.

Venue: Training Room 3, Municipal Buildings

- 3.3 In addition to the above, a further session will be held for Officers on 25 January 2007 by way of an introductory session in relation to the role of the Authority's Overview and Scrutiny Function together with what would be expected of an Officer should they be subject to scrutiny involvement in the near future.
- 3.4 Informal Meeting of the Scrutiny Chairs – I am pleased to report that a further informal meeting of the Scrutiny Chairs was held on 15 September 2006. To ensure openness and transparency is maintained, I am pleased to inform Members that the following issues were discussed during the meeting:-
- (a) Scrutiny Training and Development Programme for 2006/07;
  - (b) Attendance at NEREO Joint Members/Officers Scrutiny Network by Scrutiny Chairs;
  - (c) CfPS Scrutiny Champion's Network – August 2006 Bulletin / Scrutiny Expert Advice (Information Item);
  - (d) The Authority's LGIU Membership; and
  - (e) Civic Centre Maintenance Work – Relocation of Scrutiny Forum Meetings during October to December 2006.
- 3.5 Final Reports Recently Considered / Awaiting Consideration – At the time of writing this report the following Final Reports/Formal Responses were either awaiting consideration or had already been considered by the Authority's Cabinet or other Committees:
- (a) Adult and Community Services and Health Scrutiny Forum's Interim Report entitled 'Response to the Hartlepool PCT's Consultation on the Proposed Management Arrangements' – (Considered by Cabinet on 9 October 2006);
  - (b) Neighbourhood Services Scrutiny Forum's Final Report entitled 'Public Convenience Provision in Hartlepool Scrutiny Referral' – (Considered by Cabinet on 25 September 2006);
  - (c) Scrutiny Co-ordinating Committee's Final Report 'Closure of Hartlepool College of Further Education's On-Site Nursery Facility' Scrutiny Referral - (Considered and agreed by Council on 15 September 2006); and



- (d) Scrutiny Co-ordinating Committee's Formal Response to the 'Committee on Radioactive Waste Management (CORWM)' Scrutiny Referral – (Considered and agreed by Council on 14 September 2006).

Joint Cabinet/Scrutiny Event held on 21 September 2006 – You will recall that a further joint event was held successfully on 21 September 2006, the outcome of which be reported verbally during this meeting.

- 3.6 Scrutiny Co-ordinating Committee Single Status Working Group Meeting 23 September – Members will be aware that the HR Strategy Working Group agreed to seek the approval of this Committee to continue its work but be renamed the Single Status Working Group and incorporate two new Members. On 15 September 2006 Scrutiny Co-ordinating Committee agreed to the recommendation of the then HR Strategy Working Group. Consequently, the first meeting of the newly renamed Single Status Working Group will take place on 23 October.

#### **4. RECOMMENDATION**

- 4.1 It is recommended that the Scrutiny Co-ordinating Committee notes the content of this report.

**COUNCILLOR MARJORIE JAMES  
CHAIR OF SCRUTINY CO-ORDINATING COMMITTEE**

#### **BACKGROUND PAPERS**

No background papers were used in the preparation of this report.

## SCRUTINY CO-ORDINATING COMMITTEE

20 October 2006



**Report of:** Chair of the Children's Services Scrutiny Forum

**Subject:** CHILDREN'S SERVICES SCRUTINY FORUM –  
PROGRESS REPORT

---

### 1. PURPOSE OF REPORT

- 1.1 To inform the Scrutiny Co-ordinating Committee of the progress made to date by the Children's Services Scrutiny Forum.

### 2. PROGRESS OF THE SCRUTINY FORUM

- 2.1 Since the Forum's last progress report to this Committee on 4 August 2006, the Children's Services Scrutiny Forum has undertaken the following work:-
- 2.2 Boys' Achievement - Bridging the Gap – Following approval of the Aim, Terms of Reference and Timetable the investigation at the meeting held on the 17 July 2006 a series of visits have been undertaken to schools to observe how raising boys' achievement is being dealt with in Hartlepool. A visit has also been made to Sunderland Council as part of a benchmarking exercise to observe the strategies/models implemented to deal with the issue.
- 2.3 As part of the next stage of the investigation the Forum will at its meeting on the 18 October 2006 be receiving feedback from each of the school visits. Presentations will also be given by representatives from the Education Breakthrough Programme (a national programme) and the Blended Learning Project (a local project). A further presentation is also to be given to the Forum on the 8 November 2006 by a representative from CAPITA outlining in detail the most up to date national/regional position against which Hartlepool's performance can be measured.

- 2.4 Despite a small delay as a result of the school holidays the investigation is now on course for completion by the end of December 2006, with the submission of the final report to Scrutiny Co-ordinating Committee in January 2007.
- 2.5 Involving Young People – The Scrutiny Co-ordinating Committee at its meeting on the 13 January 2006 approved the Children's Services Scrutiny Forums 'Involving Young People' Final Report.
- 2.6 Recommendation 1(e) of the report required that the Children's Services Scrutiny Forum actively pursue the possibility of co-opting young people onto it. The Forum at its meeting on the 1 September 2006 addressed this recommendation and gave Members, children, young people, officers and representatives from the voluntary and community sector the opportunity to deliberate on proposals as to how best to involve children and young people in its work.
- 2.7 The Forum considered a number of options for the co-option of young people and selected Option C (elected members to act as mentors), with the inclusion of the pre-meeting element of Options A and B, as the way forward. Details of each of these options are outlined in **Appendix A**.
- 2.8 The Forum recognised that further work was needed to progress arrangements and delegated authority to the Chair, in conjunction with the Children's Fund Manager, for the detailed amendment of Option C and finalisation of operational proposals in relation to the:-
- i) Recruitment of Mentors;
  - ii) Training of young people and mentors with the involvement of media awareness training for children and young people;
  - ii) Matching of Mentors to young people; and
  - iv) Allocation of workers to support young people and their Mentors in the developmental stages of their work.
- 2.9 Work on the finalisation of the above proposals is now ongoing.
- 2.10 Prior to the further implementation of the process Scrutiny Co-ordinating Committee endorsement is sought for the option chosen by the Children's Services Scrutiny Forum, as outlined in paragraph 2.7. It will also be necessary to amend the Council's Constitution with a report to be submitted to the next Constitution Working Group and Committee.
- 2.11 Should the process implemented by the Children's Services Scrutiny Forum for the involvement of children and young people prove successful the intention is that a further report will be brought to the Scrutiny Co-ordinating Committee on the possible expansion of the scheme to the other Overview and Scrutiny Forums/Committee.

**3. RECOMMENDATION**

3.1 It is recommended that the Scrutiny Coordinating Committee:-

- (i) Notes the progress of the Children's Services Scrutiny Forum; and
- (ii) Endorses the option selected by the Children's Services Forum for the involvement of young people.

**COUNCILLOR JANE SHAW  
CHAIR OF CHILDREN'S SERVICES SCRUTINY FORUM**

**BACKGROUND PAPERS**

No background papers were used in the preparation of this report.

**APPENDIX A**

**Involving Children and Young People in the Children's Scrutiny Forum**

**Options Discussed and Option Selected by the Children's Services Scrutiny Forum on the 1 September 2006**

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**Options Discussed.**

a) A Shadow Scrutiny process is set up. - This is a process adopted by some organisations as a way of involving children and young people in part of the process. In essence, a group of children and young people would meet with the chair, vice-chair and other nominated members of the forum to discuss issues with them and inform them of those particular issues they want Scrutiny to discuss. The views of this shadow board would then be reflected at the usual Scrutiny Forum without children and young people being present.

b) Children and young people are given pre-meeting briefings. - It is proposed that the Children and young people who become members of the group are invited to a briefing, immediately prior to the main meeting, to be held jointly by the Chair of the Scrutiny Forum and the Scrutiny Support Officer.

c) Elected members act as mentors. - It is proposed that each child or young person invited to become a member of the Scrutiny Forum is affiliated to an elected member who will be responsible for ensuring that the child or young person receives the support they need to become members of the Forum. It is envisaged that elected members may use other areas of expertise within the Council to help them discharge this proposed mentoring function.

**Option Selected by the Forum.**

The Children's Services Scrutiny Forum selected option c) as the best model to directly involve children and young people. A strong desire was expressed to ensure children and young people are given the opportunity to attend Scrutiny and contribute directly. It was felt that elected members acting as mentors was a very positive move, although there was a slight concern that the word "mentor" may need to be revised to reflect the fact that elected members were also going to learn from children and young people. It was also felt that some elements of options a) and b) could be added to enhance option c. For example, if a specific issue arose that was an area of expertise for a member of the Forum they could brief the children and young people in advance of the meeting to enhance their level of understanding.

## **SCRUTINY CO-ORDINATING COMMITTEE**

**20 October 2006**



**Report of:** Chair of the Adult and Community Services and Health Scrutiny Forum

**Subject:** ADULT AND COMMUNITY SERVICES AND HEALTH SCRUTINY FORUM - PROGRESS REPORT

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### **PURPOSE OF THE REPORT**

- 1.1 To inform the Members of Scrutiny Co-ordinating Committee of the progress made to date by the Adult and Community Services and Health Scrutiny Forum.

### **2. PROGRESS OF THE FORUM**

- 2.1 Since the last progress report was presented by the Adult and Community Services and Health Scrutiny Forum to Scrutiny Co-ordinating Committee on 4 August 2006, the Forum has been involved in the following issues:-

- (a) Consultation Response - Hartlepool PCT (HPCT) Proposed Management Arrangements: Following confirmation of HPCT as a statutory body, the Adult and Community Services and Health Scrutiny Forum was requested by HPCT to respond to consultation in relation to its proposed management arrangements. As HPCT requested a response to the consultation within 3 weeks, the issue was accommodated within the Forums work programme as a priority and a number of additional meetings were scheduled to expedite the issue.

The Forum met on September 19 to consider Hartlepool PCTs management proposals and also held a Joint Meeting with Scrutiny Co-ordinating Committee on September 29 2006 in order to respond to HPCT as soon as possible. The Forum's submitted an interim report to Cabinet and HPCT on 9 October 2006.

In the absence of fully developed proposals, as part of its recommendations the Forum has requested further information and clarification around a number of issues. The Forum was however disappointed to learn that, despite its best efforts to respond as rapidly as possible, the HPCT Board intended to make a decision on October 2 2006 about the proposals presented to the Forum. Thus it made a decision on

the outcome of its consultation in the absence of a response from Scrutiny. The Forum is presently awaiting a response to its submission and will update Members of Scrutiny Co-ordinating Committee of progress in due course.

- (b) Acute Services Review / Referral to Independent Reconfiguration Panel (IRP): Following the recommendation of the Joint Scrutiny Committee to refer the Acute Services Review Proposals in respect of Maternity and Paediatric services to the Secretary of State for her consideration, the Adult and Community Services and Health Scrutiny Forum submitted its own referral to the Secretary of State on 04 August 2006 urging the full implementation of Professor Darzi's proposals.

In respect of that referral, the Forum was belatedly informed that following consideration of Hartlepool's referral the Secretary of State has requested the advice of the IRP in relation to referrals received from Hartlepool Health Scrutiny Forum, the Joint Scrutiny Committee and Stockton BC Health Scrutiny Committee. The terms of reference have been outlined for the IRP and it is anticipated that the IRP will within the near future seek to engage with the Scrutiny Forum, key stakeholders, and make a number of visits to the affected areas. This is an on-going issue and regular updates will be presented to Scrutiny Co-ordinating Committee as the issue progresses.

- (c) Introductory Meeting with Chief Executive of University Hospital North Tees and Hartlepool NHS Trust: As Members are aware, undertaking health scrutiny reviews forms a significant part of the Adult and Community Services and Health Scrutiny Forum's remit. In line with Health Scrutiny guidance, arrangements were made for the Chief Executive of North Tees and Hartlepool NHS Trust to attend a meeting of the Scrutiny Forum to present Members with background information about the Trust and key issues facing the Trust. It was considered that this would assist Forum Members in both developing the Scrutiny Forum's relationship with the Trust and eventually will aid the Forum in completing the Annual Health Check process. This invitation will also be extended to the major Health Trusts operating in Hartlepool over the course of the municipal year.
- (d) Consultation - Draft Annual Library Plan: The Annual Library Plan is a key strategic document, which forms part of the Council's Budget and Policy Framework, responsibility for which falls within the remit of this Forum. The Forum at its meeting on 6 September 2006 was consulted in relation to its views in relation to the Draft Annual Library Plan. Members made a number of suggestions for inclusion and endorsed the plan.
- (e) 'Closing the Loop' – Access to GP Services: The Forum received an update report from Hartlepool PCT detailing progress in relation to its Access to GP Services Final Report. Members were pleased to note progress in relation to the recommendations.

- (f) Scrutiny Investigation into Social Prescribing: Given the congested nature of the Forum's work programme, the Forums in-depth review into Social Prescribing was rescheduled to enable the Forum to respond to a number of priority issues that are noted above.

The Forum approved the scoping paper for this investigation at its meeting on 25 July 2006. While standard Scrutiny practice usually results in investigations being undertaken in a top-down manner, starting from a national perspective and filtering down to a regional level and then local. Given the innovative nature of this investigation, and the absence of national leads/sources of information, the process has been reversed and a bottom-up strategy is being employed, to make links into national practice, based on work carried out locally.

In relation to the investigation the Forum has engaged all key stakeholders and a revised project plan has been prepared in consultation with the Scrutiny Support Officer. This will extend the duration of the investigation which is now scheduled to complete on 6 March 2007.

- (g) Health Scrutiny Support Programme / Training for Health Scrutineers: The Forum has secured via the CFPS Health Scrutiny Support Programme, five free days of support for Health Scrutiny. These days will be used to deliver specialist Health Scrutiny Training to assist members in undertaking Health Scrutiny. Further details and dates of the training will be forwarded to Members in due course.
- (h) Work Programme Commitments 2006/07: In light of the pressures facing the Adult and Community Services and Health Scrutiny Forum, it was considered necessary to review the overall deliverability of the Forums work programme commitments for 2006/07.

The Forums annual work programme as reported to SCC on 30 June 2006 outlined two investigations to be undertaken during the course of the 2006/07 municipal year, namely Social Prescribing and Development in PCT Services.

Having extended the timetable for the social prescribing investigation, accommodated a number of health related issues, and in addition the recent referral of consultation on community care eligibility criteria, it was considered necessary to review the Forums undertaking to conduct two in-depth reviews. Given the volume of issues presently being considered by the Adult and Community Services and Health Scrutiny Forum Members agreed to defer consideration of the 'Development of PCT Services Inquiry' to Year two of the rolling work programme for Health. The first part of this investigation (with a Tees-wide perspective) will however be undertaken by the Joint Health Scrutiny Committee during this municipal year, the findings of which it is anticipated will inform our inquiry next year.



### **3. RECOMMENDATIONS**

It is recommended that the Scrutiny Co-ordinating Committee notes the progress of the Adult and Community Services and Health Scrutiny Forum and approves the following recommendation in respect of the Forums annual work programme:-

- (i). That the Scrutiny Investigation into the 'Development of PCT Services' be removed from the Forums 2006/07 work programme commitments and inserted into Year 2 of the Forum's rolling work programme for Health.

**COUNCILLOR GERALD WISTOW**

**CHAIR OF ADULT AND COMMUNITY SERVICES AND HEALTH SCRUTINY  
FORUM**

### **BACKGROUND PAPERS**

No background papers were used in the preparation of this report.

## **SCRUTINY CO-ORDINATING COMMITTEE**

20 October 2006



**Report of:** Chair of the Neighbourhood Services Scrutiny Forum

**Subject:** NEIGHBOURHOOD SERVICES SCRUTINY FORUM  
– PROGRESS REPORT

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### **1. PURPOSE OF REPORT**

- 1.1 To inform the Scrutiny Co-ordinating Committee of the progress made to date by the Neighbourhood Services Scrutiny Forum.

### **2. PROGRESS OF THE SCRUTINY FORUM**

- 2.1 Since the Forum's last progress report to this Committee on 4 August 2006, the Neighbourhood Services Scrutiny Forum has undertaken the following work:-
- 2.2 Hartlepool's Public Convenience Provision - The Neighbourhood Services Scrutiny Forum on the 31 August 2006 completed its investigation of Public Convenience Provision in Hartlepool and presented its Final Report to Cabinet on the 25 September 2006.
- 2.3 During consideration of the Final Report Cabinet expressed its support for the majority of the Forum's recommendations. However, prior to taking a decision on the content of the report Cabinet requested a further report from the Director of Neighbourhood Services on the financial implications of the Forum's proposals.
- 2.4 The additional report is to be presented to Cabinet in November 2006. Following this it is intended that the Regeneration, Housing and Liveability Portfolio Holder will attend the meeting of the Neighbourhood Services Scrutiny Forum on the 10 January 2006 to convey Cabinet's response to the Forum's report.

- 2.5 20mph Speed Limits Outside Schools and the Food Law Enforcement Service Plan – The Forum, at its meeting on the 20 September 2006, received a report outlining progress against each of the recommendations made as part of its 20mph Speed Limit Outside Schools investigation. Following consideration of the information provided the Forum noted progress against each of its recommendations and supported the inclusion of a number of 20pmh Speed Limit Zones in the programme for implementation in future years.
- 2.6 The Forum was also asked, on the 20 September 2006, for its views on the Draft Food Law Enforcement Service Plan as part of the process for consideration of Budget and Policy Framework documents. The Forum expressed its support for the content of the Service Plan and noted that its views were to be conveyed to Cabinet.
- 2.7 Private Sector Landlords – The Forum will at its meeting on the 25 October 2006 commence examination of the performance and operation of private sector rented accommodation, with reference to landlord accreditation and including the wider links with registered social landlords, local communities and other relevant agencies.
- 2.8 As part of the first stage of the process the Forum will, on the 25 October 2006, approve the Aim, Terms of Reference and Timetable for the investigation and receive a brief ‘Setting the Scene’ report and presentation.

### **3. RECOMMENDATION**

- 3.1 It is recommended that the Scrutiny Coordinating Committee notes the progress of the Neighbourhood Services Scrutiny Forum.

**COUNCILLOR GERARD HALL  
CHAIR OF NEIGHBOURHOOD SERVICES SCRUTINY FORUM**

### **BACKGROUND PAPERS**

No background papers were used in the preparation of this report.

## **SCRUTINY CO-ORDINATING COMMITTEE**

**20 October 2006**



**Report of:**           **Chair of the Regeneration and Planning Services  
Scrutiny Forum**

**Subject:**           **REGENERATION AND PLANNING SERVICES  
SCRUTINY FORUM - PROGRESS REPORT**

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### **PURPOSE OF THE REPORT**

- 1.1 To inform the Members of Scrutiny Co-ordinating Committee of the progress made to date by the Regeneration and Planning Services Scrutiny Forum.

### **2. PROGRESS OF THE FORUM**

- 2.1 Since the last progress report from the Regeneration and Planning Services Scrutiny Forum to Scrutiny Co-ordinating Committee on 4 August 2006:-

(a) The Forum met on 17 August 2006 to consider evidence from the Council's Regeneration and Planning Services and Neighbourhood Services Departments, as part of the ongoing investigation into Railway Approaches, in relation to:

- i. The Image of the Town;
- ii. Planning and Development Control; and
- iii. The Local Transport Plan (LTP).

Each of the presentations was extremely well received by the Forum and the evidence gathered at this meeting will useful feed into the ongoing investigation. In addition to these presentations the Authority's Portfolio Holder for Culture, Leisure and Transportation attended the meeting and was questioned in relation to his responsibilities in terms of the LTP and his views on access and improvements to rail facilities within the town.

(b) The Forum met on 29 September 2006 to consider evidence from a variety of external witnesses in relation to the Railway Approaches Inquiry. The Forum was pleased to welcome the following external witnesses to this meeting:

- i. The MP for Hartlepool;
- ii. A Representative from Network Rail;

- iii. A Representative from Northern Rail; and
- iv. Representatives from Grand Central.

The Forum questioned the MP in relation to his views on the impact that the railway approaches have on the continued regeneration and development of the town. The external service providers were questioned in relation to their responsibilities for this issue and also in terms of improvements that can be made. Much of the debate focused on partnership working and how improvements to the railway approaches can be made. In addition the Mayor attended the meeting in his capacity as Portfolio Holder for Regeneration, Liveability and Housing and was questioned on his roles, responsibilities and views on the railway approaches into the town.

- (c) Also at the meeting on 29 September the Director of Regeneration and Planning Services and the Portfolio Holder for Regeneration, Liveability and Housing presented a report on the Portfolio Holders response to the Partnership Investigation, which was undertaken by this Forum in the previous municipal year. The Forum noted this report.

- 2.2 The Forum is planning to go on a site visit on the train to view the railway approaches from the north and south of the town on 16 October. The site visit will also incorporate comparisons with neighbouring towns' railway approaches.
- 2.3 The next meeting of the Forum on 2 November will seek to incorporate public involvement into the inquiry. It is also anticipated that representatives from the voluntary and community sector and the Economic Forum will be in attendance at this meeting.

### **3. RECOMMENDATION**

It is recommended that the Scrutiny Co-ordinating Committee notes the progress of the Regeneration and Planning Services Scrutiny Forum.

**COUNCILLOR STEPHEN WALLACE  
CHAIR OF REGENERATION AND PLANNING SERVICES SCRUTINY FORUM**

### **BACKGROUND PAPERS**

- i. Regeneration and Planning Services Scrutiny Forum Agenda 17 August 2006
- ii. Regeneration and Planning Services Scrutiny Forum Agenda 29 September 2006

## **SCRUTINY CO-ORDINATING COMMITTEE**

**20 October 2006**



**Report of:** Scrutiny Manager / Scrutiny Support Officer

**Subject:** WITHDRAWAL OF EUROPEAN REGIONAL DEVELOPMENT FUNDING TO THE VOLUNTARY SECTOR WITHIN HARTLEPOOL SCRUTINY REFERRAL – BRIEFING REPORT (INCORPORATING THE FINDINGS OF VOLUNTARY SECTOR AUDIT)

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### **1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to provide a background to the Grants Committee Scrutiny Referral on the Withdrawal of European Regional Development Funding to the Voluntary Sector within Hartlepool, outline the findings of the voluntary sector audit and to agree the future course of action for the undertaking of the Scrutiny Referral.

### **2. BACKGROUND INFORMATION**

- 2.1 On 10 January 2006 (minute no. 26 refers) the Authority's Grants Committee referred the Withdrawal of European Regional Development Funding to the Voluntary Sector within Hartlepool to the Authority's Overview and Scrutiny Function. In particular, the Grants Committee asked the Scrutiny Co-ordinating Committee to consider the issue of the withdrawal of the funding and the impact it would have across the voluntary sector.
- 2.2 On 10 February 2006 (minute no. 146 refers) the Scrutiny Co-ordinating Committee considered the receipt of the referral of this item. Members of the Committee expressed their support for accepting the referral, but suggested that an audit of the community and voluntary sector organisations within Hartlepool be undertaken prior to the undertaking of the Scrutiny Referral.
- 2.3 Members suggested that the audit should consist of an assessment of:
- (a) How many community and voluntary sector organisations are there within Hartlepool?;

(b) What services do they provide?; and

(c) How would they be affected by the changes in funding regime?

2.4 Consequently, an *Audit of Community and Voluntary Groups in Hartlepool* is attached at **Appendix A** and contains the additional information Members requested. As such arrangements have been made for the Assistant Director – Community Services and the Grants Officer from the Adult and Community Services Department to be in attendance at this meeting, to present the findings of the audit by way of a presentation.

2.5 In addition to this, given that Members requested further information at the meeting of this Committee on 10 February 2006 (prior to Scrutiny undertaking the Scrutiny Referral), the Committee did not determine which of the Overview and Scrutiny Committees would undertake the Scrutiny Referral.

2.6 Consequently, following consideration of the information provided in **Appendix A**, Members are requested to determine whether the referral is to be undertaken by this Committee or the Adult and Community Services and Health Scrutiny Forum.

### 3. RECOMMENDATIONS

3.1 That Members of the Committee agree the following recommendations:

(a) That Scrutiny Co-ordinating Committee undertakes the Scrutiny Referral into the Withdrawal of European Regional Development Funding to the Voluntary Sector within Hartlepool;

or;

(b) That the Adult and Community Services and Health Scrutiny Forum undertakes the Scrutiny Referral into the Withdrawal of European Regional Development Funding to the Voluntary Sector within Hartlepool;

and;

(c) That the Remit and Terms of Reference for this Scrutiny Referral are considered at the next Scrutiny meeting considering this issue.

### 4. BACKGROUND PAPERS

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

- (i) Report of the Director of Adult and Community Services entitled 'Community Pool 2005/06' presented to the Grants Committee Meeting held on 10 January 2006;
- (ii) Decision Record of the Grants Committee Meeting held on 10 January 2006;
- (iii) Report of the Scrutiny Manager entitled 'Scrutiny Topic Referral from Grants Committee – Withdrawal of European Regional Development Funding to the Voluntary Sector Within Hartlepool' presented to the Scrutiny Co-ordinating Committee held on 10 February 2006;
- (iv) Report of the Scrutiny Manager entitled 'Progress on the Audit of the Voluntary Community Sector for the Community Pool Scrutiny Referral' presented to the Scrutiny Co-ordinating Committee held on 2 June 2006; and
- (v) Minutes of the Scrutiny Co-ordinating Committee held on 10 February 2006 and 2 June 2006.

## **5. CONTACT OFFICERS**

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Chief Executive's Department – Corporate Strategy  
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## **AUDIT OF COMMUNITY AND VOLUNTARY GROUPS** **IN HARTLEPOOL** **JUNE 2006**

### **BACKGROUND**

The Authority's Grants Committee made a referral to the Scrutiny function asking Scrutiny to undertake an examination of the withdrawal of European Regional Development Funding and the impact it would have across the voluntary sector in Hartlepool during 2006/2007.

In addition to this, Members requested that an audit of the voluntary/community sector be carried out, so that a baseline of information is available for the enquiry.

In order to gather this information, a questionnaire was formulated and sent out to 77 groups in Hartlepool, who had been identified as being appropriate to take part in the audit, that employ staff or that own/rent/lease property.

A mapping exercise has been carried out which shows the geographical locations of the groups that were asked to participate in the audit. The groups, who are currently in receipt of funding from the Community Pool, are plotted in red and other groups who were asked to participate are plotted in blue. The mapping exercise demonstrates a wide spread of groups.

The overall response has been encouraging with 55 out of the 77 groups who were "eligible" to take part in the audit – (70%) completing the questionnaire in part, if not in full.

A blank copy of the questionnaire is provided as **Appendix 1** with a list of the groups who were requested to participate in the audit as **Appendix 2**. The names of those groups that did not respond at all are highlighted.

The questionnaire information has been analysed and presented, where possible, in a pictorial style or in spreadsheet format with additional information being provided by way of a commentary in the body of this document.

Where the analysis is in spreadsheet format, it is clearly evident where responses to specific questions were provided, in whole or in part.

Additional information was gathered as part of the Audit to assist the process of the provision of financial support to the voluntary sector and to build up a picture of the financial landscape and an understanding of the financial climate in which the community/voluntary sector are working.

**QUESTIONNAIRE ANALYSIS****THE COMMUNITY/VOLUNTARY SECTOR AS EMPLOYERS OF STAFF PAID AND VOLUNTEERS – Q29, Q30, Q31**

The number of full time staff employed by the 55 groups who responded is 235 and those employed on a part-time basis is 321. A total of 1,195 volunteers are also doing on average 4,020 hours of unpaid work per week.

**Appendix 3** provides details of the numbers of full time, part time employees and volunteers and the number of volunteer hours that volunteers work in an average week.

**ACCOMMODATION ARRANGEMENTS IN THE COMMUNITY/VOLUNTARY SECTOR - Q32**

Of the 55 groups who completed the questionnaire, responses were as follows:

<b>Accommodation Arrangements</b>	<b>No of Groups</b>
Groups who own their premises	20
Groups who have shared ownership	1
Groups renting premises	17
Groups Leasing Premises	11
Groups who have free use of premises	5
Other Arrangements (Sub let tenancy)	1

**ORGANISATION OF GROUPS – Q13**

The following table provides details relating to the organisation of the groups.

<b>ORGANISATIONAL STATUS</b>	<b>No of Groups</b>	<b>%</b>
<b>Legal Status of Group:</b>		
Constituted Groups	27	49%
Non Constituted Groups	1	2%
Company Limited by Guarantee	18	32%
Co-operative	1	2%
Community Business/Enterprise	2	4%
Others	2	4%
Registered Charities	37	67%
<b>Governance of Group:</b>		
Board of Trustees	27	52%
Management Committee	22	40%
Board of Trustees & Management Committee	3	5%
Steering Group & Committee	1	2%

In most cases, the Board of Trustees and Management Committees are made up of users, members and volunteers. There is usually a staff representative on the Committee and local Councillors also play an important role in representing the views of the local communities and service users as Trustees and Management Committee members.

**ACTIVITIES CARRIED OUT BY COMMUNITY AND VOLUNTARY GROUPS IN HARTLEPOOL – Q7, Q8, Q9, Q11**

The main activities carried out by the community and voluntary groups in Hartlepool are detailed at **Appendix 4** which is a breakdown of each group's individual response to Question 7 and **Appendix 5** which depicts the number of groups who provide the same services/activities. It would seem that the groups responses to question 7 encompass everything they do and not just their main service provision.

22% of the groups provide services for all members of the community, 34% provide services for a specific target group in the community and 44% of groups provide some services for all members of the community and some for specific target groups.

Question 9 asked "who are the main groups for which you provide services?" for every category that was listed on the questionnaire there is a group in the town providing services for that client group. The groups who are benefiting more than others are children and young people, 27 groups are providing services for children and young people, 23 groups are providing services for unemployed/workless people and 21 groups are providing services for families. 3 groups did not provide this information.

47% (26) groups provide services in Hartlepool and beyond into outlying areas with 43% (24) groups providing town wide services only and 9% (5) groups providing their services in particular geographical communities.

In answer to Question 11, 14% of groups categorised the services they provide as primary support services e.g. provision of accommodation, care etc. 80% of groups categorised the services they provide as being secondary support services e.g. provision of advocacy, advice and guidance services and 5% of groups stated that they provided both types of services.

**SERVICE BENFICIARIES 2005/2006 – Q12**

**Appendix 3** provides details of the numbers of different people/groups benefiting from the services provided by the groups.

In the period April 2005 to March 2006 based on the information provided, a total of 132,709 different people and 680 groups benefited from the services provided by the groups who responded. The number of attendances in the same period totalled 347,158.

**INCOME & EXPENDITURE 2005/2006 – Q18, Q19**

**INCOME 2006/2007 – Q20**

**Appendix 6** relates to the answers given to Questions 18, 19 and 20 and includes details of the amounts of income generated and expended in 2005/2006 by each group. A total figure has been generated in relation to income and expenditure for 2005/2006.

For 2006/2007 (where info has been provided) the total **estimated** income is £7,048,000 in comparison, using the information provided in Q18, the total actual income for 2005/2006 was £6,886,500.

**MAIN SOURCES OF FUNDING IN 2006/2007 – Q21**

It is apparent from the information provided that groups in Hartlepool are tapping into numerous sources of funding. The main income streams are documented in **Appendix 7** which shows which groups are accessing each funding stream. It can be seen that 6 groups have accessed central government grants, 30 groups have accessed funding through regeneration initiatives, 26 groups have benefited from Local Authority funding, including the Community Pool and a total of 23 groups have secured service level agreements from the Local Authority and/or the Primary Care Trust.

Many groups also raise funding from other sources not just grants/contracts including local fundraising from charity shops and events, by selling their own products/services, and by charging admissions.

It would seem that the larger more sophisticated groups are more confident about tapping into the more substantial funding streams and that smaller groups tend to rely more on local fundraising and raising funds through trusts and charities as the application/ monitoring process are not as onerous as those relating to European funding and Lottery funding amongst others. However, it has been well documented that the availability of funding from trusts and charities is also reducing and that small groups will have to compete with the more sophisticated larger groups for available funding if they are to survive. This will put added pressure on those groups who provide capacity building support to smaller inexperienced groups as demand increases for capacity building support. However, the groups providing capacity building support are not without their own problems. The Change Up programme has been replaced by the Capacity Builders programme, which provides funding for infrastructure groups providing capacity building support to other vcs groups. It would seem that the funding available in the new programme is much reduced on the funding which was available via the Change Up programme. More information is provided in the body of this report.

## **REDUCTIONS IN FUNDING SOURCES 2006 ONWARDS**

European Regional Development Funding, Regeneration Initiatives including The Single Programme, the Neighbourhood Renewal Fund, the BIG Lottery Fund and Change Up funding has or will be reduced in 2007.

### **European Funding**

The current Programme Funding 2000-2006 was £509,800,000, made up of £416,800,000 of European Regional Development Funds (ERDF) and £93,000,000 of European Social Funds (ESF).

In 2005, 12 groups operating in Hartlepool benefited from ERDF/ESF the total value of the funding being £1,005,868. In 2006 the number of groups operating in Hartlepool and benefiting from ERDF/ESF dropped with the value of the grants also reducing to £236,674.

### **Priority 4 Targeted Communities**

In the current programme, the voluntary/community sectors main route to European Funding is through Priority 4 “Targeted Communities”. The total Priority 4 funding available was £104,470,000. This was made up of £58,560,000 of ERDF and £45,910,000 of ESF. From the Priority 4 funding the Hartlepool package has been offered £14,829,413, however, one project which covers the whole of the Tees Valley was awarded £4,361,485, leaving £10,467,928 for the other groups in the Hartlepool package. This amounts to 10.2% of the funding available for the North East, whereas the population of Hartlepool is only 3.54% of the total North East population. Thus, in the current programme, Hartlepool Targeted Communities Package has had almost 3 times the level of grants it would have received if the grants had been allocated on a population basis. This was achieved by good bids and hard work by the Hartlepool Targeted Communities Package Partnership.

Voluntary/community sector organisations in Hartlepool had grants of £4,795,643 in the period 2000-2006. This equates to 45.81% of the Hartlepool Package total of £10,467,928. Over the 7 year period this is an average of £685,902 per year.

Indications from Government Office North East (GONE) are that we can expect European Funding in the new programme 2007 to 2013 to be about half of the amount we currently receive as a result of the enlargement of the European Union.

Considering the position for the 2007 – 2013 programme the situation seems bleak. If the new Programme has an equivalent of the Targeted Communities Priority 4 and if it gets the same percentage of funding the situation could be as follows; North East Programme could amount to £250,000,000, if 20% was ring-fenced for a Communities Priority it would amount to £62,500,000 and so Hartlepool with a population of 3.54% could expect £2,212,500. If the voluntary/community sector were awarded 45.81% of this funding in line with the current programme this would amount to £1,013,546. On average £144,792 per year which is only 21% of what they are currently receiving.

### **Objective 3**

The Objective 3 funding is all ESF which means it is largely used for vocational training. During the current programme the voluntary/community sector in Hartlepool accessed very little funding from Objective 3 because the Targeted Communities package was more suited to their needs.

The Objective 3 funding for most of the programme period has been run on a co-financing basis with the Learning and Skills Council (LSC) and the Job Centre+ providing 55% of the funding and ESF providing the other 45% enabling projects to get 100% of their funding from one source.

While co-financing sounds beneficial because 100% of the funding comes from one source it has not been a good source of funding for the voluntary sector because the LSC and Job Centre+ preferred to give only large contracts because of the costs associated with the administration of contracts. In the later part of the programme the Council has been able to put together consortium bids which have been successful in Objective 3 bidding rounds. The Council has then been able to allow the voluntary/community sector to be partners or sub-contractors and thus access Objective 3 funds which otherwise they might have not been able to access.

### **2007 – 2013 Programme**

The UK Government has published the National Strategic Reference Framework (NSRF) for consultation. This document sets out the Government's plan for the operation of European Funding for the 2007 – 2013 Programme. While no decisions have been made at this time the NSRF does suggest that all ESF be distributed through Co-financing in a national programme administered by the regions. If the Co-financing is run along the same lines as the current programme then it is likely that the voluntary/community sector will again find it difficult to access the funding.

**Appendix 8** details the groups who had benefited from ESF/ERDF and NRF.

### **SINGLE REGENERATION BUDGET (SRB) – THE SINGLE PROGRAMME**

The SRB began in 1994 to enhance the quality of life for local people in areas of need by reducing the gap between deprived and other areas and between different groups. The SRB was replaced by the Single Programme in March 2006. The Single Programme goals are to further the economic development and the regeneration of the region, promote business efficiency, investment and competitiveness in the region, generate employment, encourage and enhance the development and application of relevant work skills of the people living here.

### **THE NEIGHBOURHOOD RENEWAL FUND**

The Neighbourhood Renewal Fund (NRF) was introduced in 2001 for those neighbourhoods within the 10% most deprived of areas in England according to the Index of Multiple Deprivation. NRF is to be used to improve services in those neighbourhoods and to narrow the gap between those areas and the rest of the country. Hartlepool has received NRF since 2001 and has 7 neighbourhoods eligible for funding, Burbank, Dyke House/Stranton/Grange, North Hartlepool, Owton, Rift House/Bum Valley, Rossmere and the NDC. The Hartlepool Partnership has overall responsibility for agreeing the NRF programme and the allocation to each of the

eligible themes. There are a number of VCS groups delivering NRF projects on behalf of the Partnership. The annual allocation for Hartlepool has reduced since 2005/2006: the actual allocations from 2001/2002 to 2007/2008 are as follows:-

<b>YEAR</b>	<b>ALLOCATION</b>
2001/2002	£1,568,759
2002/2003	£2,353,139
2003/2004	£3,137,518
2004/2005	£4,029,589
2005/2006	£5,367,695
2006/2007	£4,830,926
2007/2008	£4,375,218

The current NRF programme will run until 31st March 2008 with on going funding subject to the National Spending Review in 2007.

### **BIG LOTTERY FUND**

Formally known as the Community Fund, the purpose of the Big Lottery Fund (BLF) is “to bring real improvements to communities and the lives of those most in need”. The BLF will have £600m to distribute per year in the areas of health, education, environment, and charitable expenditure. Funding for the vcs should amount to 60-70% of overall BIG funding or approximately £400m per year.

BIG Funding for the North East: The North East Regional Board has agreed that regional allocations should be based on both population and deprivation. For the Reaching Communities programme the board have agreed that the allocation should be based on 50/50 on regional population and deprivation levels. This is likely to be the approach on other new programmes as they are launched. The INVEST2006 came to the conclusion that when BIG was launched that the funding available to the vcs would be less than the amount that was available through the Community Fund and the New Opportunities Fund. BIG have disputed this saying that it will provide more funding to North East voluntary organisations than the Community Fund did because it is a much larger organisation with a far higher annual grant. INVEST’s estimate is based on the VCS getting the same percentage share that it received from the combined Community Fund/New Opportunities Fund but the amount could be more or less depending on a number of factors, some of them unknown, changes to BIG’s policy, deprivation weighting and the sale of lottery tickets. BIG have stated that “for the sector to benefit fully, we need local organisations to submit high quality bids to the range of new programmes that BIG have launched”.

Regardless of the amount of funding available via BIG it would seem that there is a massive increase in demand from the region. BIG have reported that some current programmes are 88 times oversubscribed, this is most likely due to groups trying to replace other funding streams which are coming to an end.

**CHANGE UP**

The Change Up funding was designed by the Government to assist organisations which provide basic infrastructure to help other voluntary/community organisations. In 2005/2006 this amounted to £926,420 for the Tees Valley. Hartlepool organisations provided many of the services and outputs for this fund and accessed £314,092.

In 2006/2007 the Change Up programme has been replaced by grants from Capacity Builders and the budget is likely to be in the region of £410,788 less than half of what was available in 2005/2006. As a result in the reduction in funding it is unlikely that Hartlepool organisations will receive much more than £100,000.

The reduction in these 4 types of funding will cause more pressure on other funding streams, including local government funding, Community Pool included, as groups endeavour to replace the funding they have lost.

**RESEARCH INTO “THE FUNDING CRISIS”****Invest 2006 Campaign**

The impact of the loss/reductions of these and other funding streams has been the subject of a campaign. The main aim of the Invest 2006 Campaign was to secure adequate funding in the North East for the contribution by voluntary and community groups to social and economic regeneration for 2006 and beyond. The Campaign estimated in that in June 2004 that there would be a £50 million deficit in funding to the VCS in the North East following reductions in European funding, the demise of SRB and changes to lottery funding (BLF). Further research was undertaken, using the latest information available, to ascertain whether the gap is still £50m. The findings suggest that the total predicted loss of funding from the three sources mentioned above, SRB/Single Pot, European Funding and BLF for the periods 2006/07, 2007/08 and 2008 onwards are £38 - £40.2 m, £44.7-£46.7m and £47.5-£47.7m respectively.

**Predicted Loss of Funding to VCS in North East 2006 and Beyond**

	<b>2006-2007</b>	<b>2007-2008</b>	<b>2008 onwards</b>
SRB Single Pot	£17m	£19.5m	£15.2 - £17m
EU Funding	£18.7m	£22.7m	£28m
BLF	£2.5m - £4.5m	£2.5m - £4.5m	£2.5 -£4.5m
<b>Total Deficit</b>	<b>£38 - £40.2m</b>	<b>£44.7 - £46.7m</b>	<b>£47.5 - £47.7m</b>

The research also suggests that this loss of funding could result in the loss of 1880 jobs in the North East and a reduction of 4,000 volunteers working with and for disadvantaged people and communities.

“The calculations are technical and precise estimates about future funding to the VCS depend upon too many factors to be accurate but we are confident that approximate estimates are useful.”



Invest 2006 campaign has been calling for recognition from all parts of government of the essential role of voluntary and community groups to social regeneration and well being in the North East and commitment from those funder's to enable voluntary and community groups to deliver social and economic regeneration.

Invest 2006 Campaign produced a Case Study Report in July 2005, to highlight the value of work done by voluntary and community organisations throughout the region. One group from Hartlepool (West View Project) was used as a case study. However, the reductions in funding will affect groups wherever they are based in a similar manner and information can be gleaned from the experiences of others.

**Facing the Future: Report of the University of Teesside**

More recently in March 2006 a report was published by the University of Teesside entitled "Facing the Future: a study of the impact of a challenging funding environment on the Voluntary and Community Sector in the North East of England" it was written to inform the work of the Voluntary and Community Sector Task Force, which was established to address the issues of the loss of resources in the North East after 2006.

The three main aims of the study were:

- To explore the key characteristics of the voluntary and community sector (vcs) focusing on patterns of employment, types of governance, sources of income, beneficiaries and the functions of organisations
- To explore the funding expectations of voluntary and community organisations (vcos) in view of the predictions about the changing funding environment post 2006 – to assess the potential impact of funding on VCOS and investigate the consequences for their beneficiaries and for the well being of the region.
- To research the extent to which the vcs is preparing for a changed funding environment – to assess the extent to which the sector was realistic about its sustainability.

The findings of this report provide a valuable insight into the situation in the North East which also has a bearing on the local situation. However inferred, lack of preparation and willingness to face up to the immediate funding crisis is worrying, there is little reason to suggest that the Hartlepool position varies significantly from this North East study. It is worth highlighting in the body of this report the findings of the University of Teesside which relate to Planning for the Future can be found at paragraph 7.3 of the executive summary of the report which can be found for information as **Appendix 9**.

**THE IMPACT OF LOSS OF FUNDING ON LOCAL SERVICES 2006/07 – Q24, Q27**

In response to question 24:- "What part, if any of your activities may be affected by a reduction in funding from major sources?", one group reported a loss of funding of £211,000 another £195,500. Several group's responded that their services/projects would cease and closure was a possibility another group said they expected to have to make a third of their staff redundant and others reported that they expect to have to make staff cuts in the near future. Not all 55 groups answered question 24, but from information that has been provided it would seem that at least 24 fulltime jobs

and 48 part-time jobs are at risk as a result of known reductions in funding, if alternative funding streams cannot be found. Also, groups have indicated that the number of volunteers will reduce by 84 as a result in the demise of services/projects.

Question 25 asked of those groups who have benefited from European Structural Funds what strategies they have considered to ensure that beneficiaries are supported when funding was/is withdrawn and question 27 asked if the group had an action plan in place to pre-empt the withdrawal of any of the funding streams.

At **Appendix 6** the responses to Q24 and Q27 have been detailed. It would seem that many groups do not have an action plan for the future and those that do are reliant on securing contracts from the Local Authority or PCT to sustain their services.

From a local Hartlepool perspective, the limited response and failure to seriously plan for the future not only worryingly reflects the North East research, it would also suggest that many groups are burying their heads in the sand rather than planning for changed circumstances.

### **FINANCIAL SUPPORT FROM THE LOCAL AUTHORITY**

The Community Pool is the council's main source of financial support to the vcs targeted to the core costs of an organisation with the main priority being the staffing costs of a group. The main aim of the Community pool is to support those aspects of the activities of the vcs that clearly reflect the aspirations of the Council's Community Strategy. The main objective of the Community Pool is to support the activity of Strengthening Communities, which is one of the 7 aims and themes of the Community Strategy.

Community Pool resources are targeted to vulnerable sectors of the community and to those organisations delivering effective and appropriate services that complement the Authorities strategic aims, "to empower individuals, groups and communities and increase the involvement of citizens in all decisions that affect their lives".

Evidence suggests that Community Pool recipients are in a stronger position to lever in other funding as many funders look to the Local Authority to support an organisation before they themselves will commit any funding. The reduction in other funding streams is likely to put even more pressure on the Community Pool as groups seek to replace funding they have lost from other sources including funding which is cyclical and time limited.

**Appendix 10** provides information relating to the value of the Community Pool over the last 3 years and the value of the bids that were made in those financial years. The Community Pool has been oversubscribed each year and the trend is likely to continue.

An award from the Community Pool also has added value because groups who are awarded a grant can also benefit from an additional 20% non domestic rate relief enabling the group to claim 100% rate relief. The scheme does not stipulate that the grant has to be of a certain value so any amount of support from the Community Pool will trigger this additional support from the Local Authority.

If the reduction in other funding sources does result in the Community Pool being substantially oversubscribed, as is expected, this could potentially mean that the criteria of the Community Pool would need to be reviewed in order to assist the process of targeting available funding to groups who form the major infrastructure of the vcs in Hartlepool and who are able to provide support to other groups.

## **PLANNING FOR THE FUTURE**

This report has highlighted a number of changes in the financial landscape and a prevailing uncertainty relating to funding of the voluntary sector which will affect the sustainability of community and voluntary sector groups operating in Hartlepool and will put at risk the services they are providing. It is obvious that the Local Authority will not be in a position to replace funding that has been suggested will be lost and it is inevitable that demand on Local Authority funding will be increased. Therefore, consideration should be given to how the Local Authority can assist the groups who are delivering services for the benefit of local residents which are considered by the council to be of strategic importance. These could include:-

- (i) The criteria of the Community Pool could be reviewed to continue to target resources effectively, with the emphasis being the provision of providing funding for those groups who make up the major infrastructure of the community/ voluntary sector and who provide capacity building support to other groups. This process could reduce the number of groups eligible for funding from the Community Pool.
- (ii) Increased levels of funding could be made available to groups who fit the new criteria appropriate to need, for core activity, not service provision.
- (iii) Groups who are not currently in receipt of grant aid from the Community Pool or **other Local Authority support** cannot benefit from 100% non-domestic rate relief on their premises. If the current criteria of the Community Pool was amended to allow groups with NDR liabilities to apply for a nominal grant then this would trigger the additional 20% discretionary rate relief which could be of great benefit the group with minimal cost to the Community Pool.
- (iv) Encourage future amalgamations of groups with similar objectives.
- (v) More joint sharing of premises and services where such facilities exist or can be created to secure sustainability.
- (vi) Support from Community Pool funds may be limited to core cost supply only, allowing groups to expand and contract in line with external grant or project development which may be time limited.

The lack of awareness of forthcoming changes to the funding environment is a worrying feature of these research findings and begs the question: Why are so many VCOs un-informed, ill-informed or ignoring the potential impacts of changes to the funding environment post 2006? This research suggests that many small and medium sized VCOs lack capacity and capability in terms of business planning and strategic planning because they have inadequate governance structures in place to provide the support the organisation needs. As a consequence, organisations run on a 'hand-to-mouth' basis in the belief that a new funding source will come along soon; and, of course, there is plenty of evidence to suggest that in the past, this is

precisely what has happened. Clearly, the VCS Task Force and umbrella organisations which represent the VCS regionally, sub-regionally and locally need to address this issue by exploring mechanisms to engage and inform and prepare the sector for change.

Contact Officer: John Mennear, Assistant Director Community Services

Background Papers:

Facing the Future: A study of the impact of a changing funding environment on the Voluntary & Community Sector in the North East

INVEST2006 Campaign website: [www.invest2006.org.uk](http://www.invest2006.org.uk)



**AUDIT OF COMMUNITY AND VOLUNTARY GROUPS**  
**IN HARTLEPOOL**  
**JUNE 2006**

- 1. Name of Group: .....
- 2. Address: .....  
.....  
.....
- 3. Telephone Number, Email Address and Website Address:  
.....  
.....
- 4. Main Contact Name and Role:  
.....
- 5. Person(s) Completing Form and Role(s):  
.....  
.....
- 6. Please summarise the main aims and objectives of the group.  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**7. Please indicate below, the main activities of the group: (Please circle)**

Advice Arts & Cultural Activities Counselling Education Housing Advice & Provision Resource Centre Self Help & Mutual Support Training & Community Education	Advocacy Campaigning Environmental Activities Health Improvement/Support Play Activities Social Activities Sports & Recreation Other (please specify) .....
---	--

**8. Does your group provide services/activities for :**

- (a) All members of the community? .....
- (b) Only a specific target group in the community, e.g. young people, older people etc. ....
- (c) Some services for all members of the community and some for specific target groups .....

**9. If you provide services for specific groups of people in the community, please indicate below the main groups that you work with or provide services for. (Please circle any that apply)**

Carers Families Homeless Lone Parents Offenders/Ex Offenders Unemployed/Workless People Women & Girls People with Learning Disabilities	Children and Young People Lesbian, Gay or Bisexual Low Income Groups Older People People with Physical Disabilities Victims of Crime Volunteers People with Mental Health Difficulties
--	---

Other voluntary/community groups, residents associations .....

People with health concerns (please specify) .....

Substance misuse, e.g. alcohol, drugs (please specify) .....

Black and minority ethnic groups (please specify which ones).....

Other (please specify) .....

**10. Which part of Hartlepool does your group serve? (please circle)**

- (a) Town wide and beyond
- (b) Town wide only
- (c) Local neighbourhood(s) only (please specify) .....

**11. What is the main thing you do for your beneficiaries? (please circle)**

- (a) Provide primary support services (e.g. accomodation, care etc)
- (b) Provide secondary support service (e.g. advocacy, advice, guidance)

**12. How many people benefited from your services between April 2005 and March 2006?**

Total number of different people: .....

Total number of different attendances: .....

Total number of groups supported (if applicable: .....

Other: .....

Describe the benefits to the beneficiaries of the services you provide:

.....  
.....  
.....

**13. Is your group: (please circle more than one if appropriate)**

- (a) A community/voluntary group without constitution
- (b) A community/voluntary group with a constitution
- (c) A company limited by guarantee
- (d) A registered charity
- (e) A co-operative
- (f) Trading as a community business/enterprise
- (g) Other (please specify) .....

**14. What kind of Governing Body does your organisation have? (please circle)**

- (a) Board of Trustees
- (b) Management Committee
- (c) Other (please specify) .....

**15. How many people are on your Board of Trustees/Management Committee? .....**

**16. What is the average attendance at your Board of Trustees/Management Committee meetings? .....**

**17. Please detail the makeup of the Board of Trustees/Management Committee**  
(Please provide numbers attending from each category)

**9.2(a)**  
**APPENDIX A**  
**Appendix 1**

- (a) Users/members/volunteers .....
- (b) Paid employees of the group .....
- (c) Council Officers .....
- (d) Local Councillors .....
- (e) Other professional from other organisations/agencies .....
- (f) Other (please specify) .....

**18. What was the group's income from, April 2005 to March 2006? (Please circle)**

- (a) £1,000 - £9,999
- (b) £10,000 - £24,999
- (c) £25,000 - £49,999
- (d) £50,000 - £99,999
- (e) £100,000 - £149,000
- (f) £200,000 - £249,999
- (g) £250,000 - £299,999
- (h) £300,000 plus

**19. What was the group's expenditure from, April 2005 to March 2006? (Please circle)**

- (a) £1,000 - £9,999
- (b) £10,000 - £24,999
- (c) £25,000 - £49,999
- (d) £50,000 - £99,999
- (e) £100,000 - £149,999
- (f) £200,000 - £249,999
- (g) £250,000 - £299,999
- (h) £300,000 - plus

**20. What is the groups estimated income from, April 2006 to March 2007? (Please circle)**

- (a) £1,000 - £9,999
- (b) £10,000 - £24,999
- (c) £25,000 - £49,999
- (d) £50,000 - £99,999
- (e) £100,000 - £149,999
- (f) £200,000 - £249,999
- (g) £250,000 - £299,999
- (h) £300,000 plus

**21. What are the main sources of funding for your work this year April 2006 to March 2007? (Please circle all that apply) Grant aid/contracts etc:**

- (a) Central government grant
- (b) Regeneration partnership (e.g. NRF, NDC, SRB)
- (c) One North East Single Programme
- (d) Local Authority grant aid (e.g. Community Pool)
- (e) Hartlepool Primary Care Trust
- (f) Contract/service level agreement with Local Authority
- (g) Contract/service level agreement with the PCT



- (h) European programme, ESF, ERDF
- (i) Sure Start/Extended Schools
- (j) Community Fund/Big Lottery Fund
- (k) Other lottery distributor (Heritage Lottery Fund, Sports Lottery etc)
- (l) Charitable trusts – local or regional
- (m) Charitable trusts – national
- (n) Company sponsorship or donation from companies
- (o) Individual donations
- (p) Own fundraising e.g. charity shops, raffles, events

Earned income:

- (q) Membership subscriptions
- (r) Local fundraising
- (s) From selling products or services
- (t) Admissions
- (u) Other sources of income (please specify) .....

.....

.....

**22.If the group is in receipt of grant aid from the Council's Community Pool for March 2006 to April 2007 what percentage of the groups annual turnover does the grant represent?**

.....

**23.From March 2006 to April 2007, what percentage of the group's core costs does the Community Pool grant cover?**

.....

**24.What part, if any of your activities may be affected by a reduction in funding from major sources? Please provide details of reductions in major sources of funding including European Funding.**

.....

.....

.....

.....

**25.If the group has benefited from European Structural funds what strategies have you actively considered to ensure that beneficiaries are supported when funding was/is withdrawn?**

.....

.....

.....

.....

**26. Has the group been affected by the withdrawal of any other funding streams? Yes/No (If yes, please circle and specify)**

.....  
.....  
.....  
.....

**27. Does the group have an action plan in place to pre-empt the withdrawal of any of the funding streams such as seeking contracts/service level agreements?**

.....  
.....  
.....  
.....

**28.(i) As a result of funding being reduced have you had to reduce or discontinue the service(s) you deliver to the community from those delivered in 2005/06 for this current year 2006/07? Yes/No (If yes, please provide details)**

.....  
.....  
.....  
.....

**If the answer to question 28 is yes, please specify reductions in any of the following:**

**(a) Number of staff: Full time..... Part time.....**

**(b) Number of volunteers:.....**

**(ii) If you are in receipt of “major” core funding which is time limited please state the amount you will lose and in what year.**

.....  
.....  
.....  
.....

**29. How many paid staff, if any, does your group have? (If you have no paid staff, do not answer this question).**

**(a) Total number of paid employees .....**

**(b) Number of full-time .....**

- (c) Number of part-time .....
- (d) Number of sessional staff .....

**30. How many volunteers does your group have?**

- (a) The Board of Directors/Management Committee .....
- (b) Other volunteers .....

**31. In an average week, what is the total number of voluntary hours worked by volunteers? .....**

**32. What arrangements for using premises does the group have? (please circle)**

- (a) Ownership of a building
- (b) Shared ownership of a building
- (c) Renting a building – please go to question 33
- (d) Leasing a building – please go to question 33
- (e) Free use of a building – please go to question 33
- (f) Other (please specify) .....

**33. If the group owns or rents a building, is the group paying Rates to Hartlepool Borough Council? Yes/No (please circle)**

If so, how much is due for 2006/2007? £ .....

**34. Is the group claiming Non Domestic Rate Relief?**

If so, at what level? (e.g. 80% or 100%) .....

**35. What level of satisfaction does your group have with its arrangements for using premises? (Please circle)**

- (a) High satisfaction
- (b) Medium satisfaction
- (c) Low satisfaction

**36. Are the premises you use compliant with the Disability Discrimination Act? (Please circle)**

- (a) Yes, all premises used
- (b) Yes, part of the premises used
- (c) No, none of the premises used
- (d) Don't know

**37. Does your group have any of the following facilities or resources available for use by other community groups? (Please circle)**

- (a) Telephone/fax
- (b) Computer/printer/internet
- (c) Photocopier
- (d) Meeting rooms
- (e) Transport
- (f) Other (please specify) .....

**38. How does your group plan its future work? Does the group have an action or business plan? (Please circle)**

- (a) Yes
- (b) No

**39. How many years does the current action or business plan cover? (Please circle)**

- (a) One to three years
- (b) Three to five years

**40. Has the group undertaken a quality assurance assessment i.e. PQASSO, Matrix, Investors in People? Please detail any progress/achievement in the chosen assessment framework.**

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.....

**41. In the past three years, has the group had any outside help/advice or support? (Please circle any that apply)**

- (a) Setting up of new projects
- (b) Management of people
- (c) Funding advice
- (d) Business/forward planning
- (e) Financial management advice/support
- (f) Recruiting and supporting volunteers
- (g) Legal status (e.g. constitution, charity status, company status)
- (h) Legal responsibilities e.g. employment law, leasing property, tax, insurance
- (i) Skills development and training
- (j) Publicity and media
- (k) Personnel and staff issues
- (l) Quality assurance
- (m) ICT
- (n) Help with surveys
- (o) Policies and procedures
- (p) Other, please specify (e.g. technical help).....

**42. From where did you receive this advice/help/support? Please list the three most significant providers of advice/help support to your group in order of importance and value over the last three years. (1 – high, 3 – low)**

(1) .....

(2) .....

**(3)** .....

**43.Over the last year, has the group needed outside support, but not been able to get it? If yes, why was this?**

**(a)** Yes

**(b)** No

If yes, what was the support that was required? .....

.....

**44.Is the group a member of any formal networks? (Please circle)**

**(a)** Yes

**(b)** No

**45.Please list the formal networks that the group belongs to.**

.....

.....

.....

**46.How are you supported in getting involved in links with other community/voluntary local service delivery groups?**

.....

.....

**47.If you feel that there was any barriers to your groups fuller participation in these networks, please describe them:**

.....

.....

**Is there anything else you would like to add? Please make any additional comments below, please add an additional sheet if you would to expand on any of your answers identifying each question for which you have supplied additional information.**

.....

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Thank you very much for taking time to complete this questionnaire.

Please return it in the enclosed pre-paid envelope.

If you have any questions relating to the content of the questionnaire, please do not hesitate to contact:

**Susan Rybak**  
**Grants Officer**  
**Hartlepool Borough Council**  
**Adult & Community Services Department**  
**Suite 7**  
**Municipal Buildings**  
**Church Square**  
**Hartlepool**  
**TS24 7EQ**

**Telephone Direct Line: 01429 523474**

**Fax No: 01429 523450**

Email address [susan.rybak@hartlepool.gov.uk](mailto:susan.rybak@hartlepool.gov.uk)

## **AUDIT OF COMMUNITY AND VOLUNTARY GROUPS KNOWN TO BE EMPLOYERS OF PAID STAFF OR OWNERS/LESSORS OF PROPERTY IN HARTLEPOOL JUNE 2006**

### **GROUPS INCLUDED IN THE AUDIT:**

THOSE THAT ARE HIGHLIGHTED DID NOT RESPOND BY THE DEADLINE

#### **COMMUNITY POOL RECIPIENTS:**

1. WEST VIEW ADVICE & RESOURCE CENTRE
2. HARTLEPOOL CITIZENS ADVICE BUREAU
3. NORTH TEES WOMENS AID
4. RELATE NORTH EAST
5. HARTLEPOOL ACCESS GROUP
6. VICTIM SUPPORT & WITNESS SERVICE TEESSIDE
7. HEADLAND DEVELOPMENT TRUST
8. OWTON FENS COMMUNITY ASSOCIATION
9. MANOR RESIDENTS ASSOCIATION
10. HARTLEPOOL VOLUNTARY DEVELOPMENT AGENCY
11. THE WHARTON TRUST
12. HARTLEPOOL PEOPLE CENTRE
13. WEST VIEW PROJECT
14. BELLE VUE COMMUNITY SPORTS & YOUTH CENTRE
15. OXFORD ROAD BAPTIST CHURCH: THE ORB CENTRE
16. HEADLAND FUTURE
17. THE STUDIO
18. HARTLEPOOL FAMILIES FIRST
19. EPILEPSY OUTLOOK
20. HARTLEPOOL DEAF CENTRE
21. BLAKELOCK ELDERLY DAY CARE COOPERATIVE

#### **HVDA DIRECTORY:**

22. HARTLEPOOL & DISTRICT HOSPICE
23. HARTLEPOOL PATCH
24. HARTLEPOOL MIND
25. HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP
26. HARTLEPOOL YOUTH LTD CAFÉ 177.
27. HEUGH GUN BATTERY TRUST
28. HMS TRINCOMALEE TRUST
29. HOPE PROJECT
30. THE HORIZON CENTRE
31. THE HOSPITAL OF GOD AT GREATHAM
32. KIDDIKINS CHILDCARE
33. HART GABLES
34. HARTLEPOOL & DISTRICT DYSPRAXIA SUPPORT GROUP
35. HARTLEPOOL & EAST DURHAM ALZHEIMERS TRUST
36. HARTLEPOOL ART STUDIO LTD.
37. HARTLEPOOL ASIAN ASSOCIATION

- 38.HARTLEPOOL BLIND WELFARE ASSOCIATION
- 39.HARTLEPOOL CARERS
- 40.HARTLEPOOL CREDIT UNION
- 41.HARTLEPOOL MENCAP
- 42.ADDVANCE
- 43.ANCHOR TRUST
- 44.B76 YOUNG PEOPLE'S PROJECT
- 45.BARNARDOS HARTBEAT
- 46.DISC
- 47.ENDEAVOUR HOME IMPROVEMENT AGENCY
- 48.FAMILIES MATTER
- 49.GRANGE ROAD METHODIST CHURCH
- 50.OWTON MANOR WEST NW & RESIDENTS ASSOCIATION
- 51.MENTAL HEALTH MATTERS
- 52.NATONAL DAY NURSERIES ASSOCIATION
- 53.OWTON ROSSMERE COMMUNITY ENTERPRISE LTD.
- 54.PARENTS IN NEED OF SUPPORT
- 55.THE POTTING SHED NORTH EAST LTD.
- 56.RESPECT
- 57.ROARING MOUSE DRAMA GROUP
- 58.SAMARITANS (ORGANISATION NOW DEFUNCT)
- 59.SETTLEMENT FURNITURE SERVICES
- 60.SKILLSHARE NORTH EAST
- 61.STONEHAM COMMUNITY SERVICES
- 62.VOLUNTARY WHEELS (NOT APPLICABLE)
- 63.WEST VIEW EMPLOYMENT ACTION CENTRE
- 64.HARTLEPOOL MS GROUP
- 65.ST. PAULS PROJECT TEES VALLEY TRUST

**ADDITIONAL GROUPS FOLLOWING RESEARCH WITH HVDA, OFCA  
HEADLAND DEVELOPMENT TRUST & NDC**

- 66.HORSLEY CENTRE
- 67.SOLID ROCKCAFE – CAFE
- 68.HARTLEPOOL DISTRICT SCOUT COUNCIL
- 69.HARTLEPOOL CANCER SUPPORT
- 70.OZ CENTRE
- 71.B.A.R.A.(CORNER HOUSE PROJECT)
- 72.ST JOHN AMBULANCE
- 73.ELWICK WOMEN'S INSTITUTE
- 74.HART VILLAGE HALL ASSOCIATION
- 75.FRIENDS OF THE ATHENAEUM
- 76.HARTLEPOOL ALZHEIMERS CENTRE (DUPLICATE)
- 77.HEADLAND BOXING CLUB
- 78.MAKING A DIFFERENCE (HAVEN)
- 79.NACRO
- 80.YES FOUNDATION
- 81.FOOTLIGHT YOUTH THEATRE



**9.2(a)**  
**APPENDIX A**  
**Appendix 3**

	Q12	Q12	Q12	Q15	Q28	Q28	Q28	Q29	Q29	Q30	Q31
	NO OF DIFFERENT	NO OF	NO OF GROUPS	NO OF	REDUCTION IN			NO OF PAID		NO OF	NO OF VOL
	PEOPLE	ATTENDANCES	SUPPORTED	TRUSTEES	STAFF F/TE	P/T	VOLS	STAFF f/t	p/t	VOLS	HRS PER WEEK
<b>COMMUNITY POOL RECIPIENTS</b>											
<b>CATEGORY 1:</b>											
1.WEST VIEW ADVICE & RESOURCE CENTRE	1112	2444		6	0	0	0	3	7	13	7
2.CITIZENS ADVICE BUREAU	10100	35605	0	11	0	0	0	11	10	22	8
3.NORTH TEES WOMENS AID	55	626	5	16	0	2	0	0	2	16	8
<b>4.RELATE NORTH EAST</b>											
5.HARTLEPOOL ACCESS GROUP	2000		10	12	0	0	0	2	4	23	71
6.VICTIM SUPPORT & WITNESS SERVICE	2500		0	10	0	1	0	3	2	11	7
<b>CATEGORY 2:</b>											
7.HEADLAND DEVELOPMENT TRUST	1599		20	9				5	4	15	30
8.OWTON FENS COMMUNITY ASN	5000	5000	15	7	0	0	0	9	20	46	800
9.MANOR RESIDENTS ASN	6446	29379	20	10	0	0	0	13	2	17	96
10.H. V. D. A.	726		200	17	1.8		0	17	7	17	
11.WHARTON TRUST				10	0	0	0	2	2	15	38
12.HARTLEPOOL PEOPLE		25877	39	10	1	2	2	3	5	23	108
<b>CATEGORY 4:</b>											
13.WEST VIEW PROJECT	3200	22500	50	14	0	0	18	8	0	18	60
14.BELLE VUE COMMUNITY SPORTS & Y C	8000	140000	50	14	0	0	0	19	35	24	40
15.ORB CENTRE	785		2	8	0	0	0	1	1	28	
16.HEADLAND FUTURE	600	8000	3	9	1	0	0	2	6	14	26
17.THE STUDIO	6768	15157	0	7	1	0	0	3	9	15	25
18.HARTLEPOOL FAMILIES FIRST	14112			10	0	4	2	7	27	10	100
19.EPILEPSY OUTLOOK	392	3422	0	11	0	0	0	1	0	42	242
20.HARTLEPOOL DEAF CENTRE	275	?	3	11	0	0	0	1	2	28	35
21.BLAKELOCK DAY CARE COOPERATIVE	250		0	3	0	0	0	6	26	5	10
22.HARTLEPOOL & DISTRICT HOSPICE	600		0	12	0	0	0	30	47	264	1200
23.HARTLEPOOL PATCH	170		16	11	0	0	0	0	9	51	106
24.HARTLEPOOL MIND	100	800	0	7				8	8	7	5
25.HPOOL SPECIAL NEEDS SUPPORT GROUP		15600	0	6	1	24	25	4	1	5	50
26.HARTLEPOOL YOUTH LTD			8	6	0	0	0	3	8	9	20

**9.2(a)**  
**APPENDIX A**  
**Appendix 3**

27.HEUGH GUN BATTERY TRUST	7500		0	7	0	0	0	0	0	67	160
28.HMS TRINCOMALEE TRUST	49355			18	0	0	0	5	9	38	20
29.HOPE PROJECT											
30.THE HORIZON CENTRE	500	1000	4	8	0	0	0	1	2	9	4
31.THE HOSPITAL OF GOD AT GREATHAM											
32.KIDDIKINS CHILDCARE				7	12	14	10	12	14	24	
33.HART GABLES	400	300	0	13	0.25	0	0	0	2	13	12
34.HPOOL & DIST DYSPRAXIA SUPPORT GRP	40	0	0	7	0	0	0	0	1	9	30
35.HPOOL & E. DURHAM ALZHEIMERS TRUST	200	4032	0	7	0	0	0	6	1	9	16
36.HARTLEPOOL ART STUDIO	40	2800	0	12	0	0	0	1	5	19	45
37.HARTLEPOOL ASIAN ASSOCIATION											
38.HARTLEPOOL BLIND WELFARE ASN		5984	0	11	0	0	0	1	3	20	20
39.HARTLEPOOL CARERS	3000		6	11	0	0	0	4	6	43	102
40.HARTLEPOOL CREDIT UNION											
41.HARTLEPOOL MENCAP											
42.ADDVANCE	125	1962	0	10	0	0	0	2	2	10	27
43.ANCHOR TRUST	1000		35		0	0	0	2	1	2	10
44.B76 (07/08 4 posts)	68	136	7		0	0	0	7	4	3	9
45.BARNARDOS HARTBEAT											
46.DISC											
47.ENDEAVOUR HOME IMPROVEMENT	?	?	?	?	2	0	0	11	1	0	n/a
48.FAMILIES MATTER											
49.GRANGE ROAD RESOURCE CTRE	600	19160	17	9	0	0	0	1	6	5	20
50.OWTON MANOR WEST NW & RES ASN	3000	4700		17	2	1	0	2	11	21	200
51.MENTAL HEALTH MATTERS											
52.NATIONAL DAY NURSERIES ASSOCIATION											
53.OWTON ROSSMERE RESOURCE CENTRE	?	?	?	13	N/A	N/A	N/A	2	4	3	14
54.PARENTS IN NEED OF SUPPORT	235			8	0	0	0	2	0	17	20
55.THE POTTING SHED NORTH EAST											
56.RESPECT	?	?	?	10	1	0	25	4	1	55	78
57.ROARING MOUSE DRAMA GROUP				13	0	0	0	4	1	3	5
58.SAMARITANS (defunct)	0	0	0	0	0	0	0	0		0	0
59.SETTLEMENT FURNITURE SERVICES											
60.SKILLSHARE NORTH EAST	420	1042	158	13	0	0	0	4	0	14	8
61.STONEHAM	75	?	?	?	0	0	0	?	?	0	0
62.VOLUNTARY WHEELS											
63.WEST VIEW EMPLOYMENT ACTION CTRE	240			7	1	0	0	2	0	7	0
64.HARTLEPOOL MS GROUP											

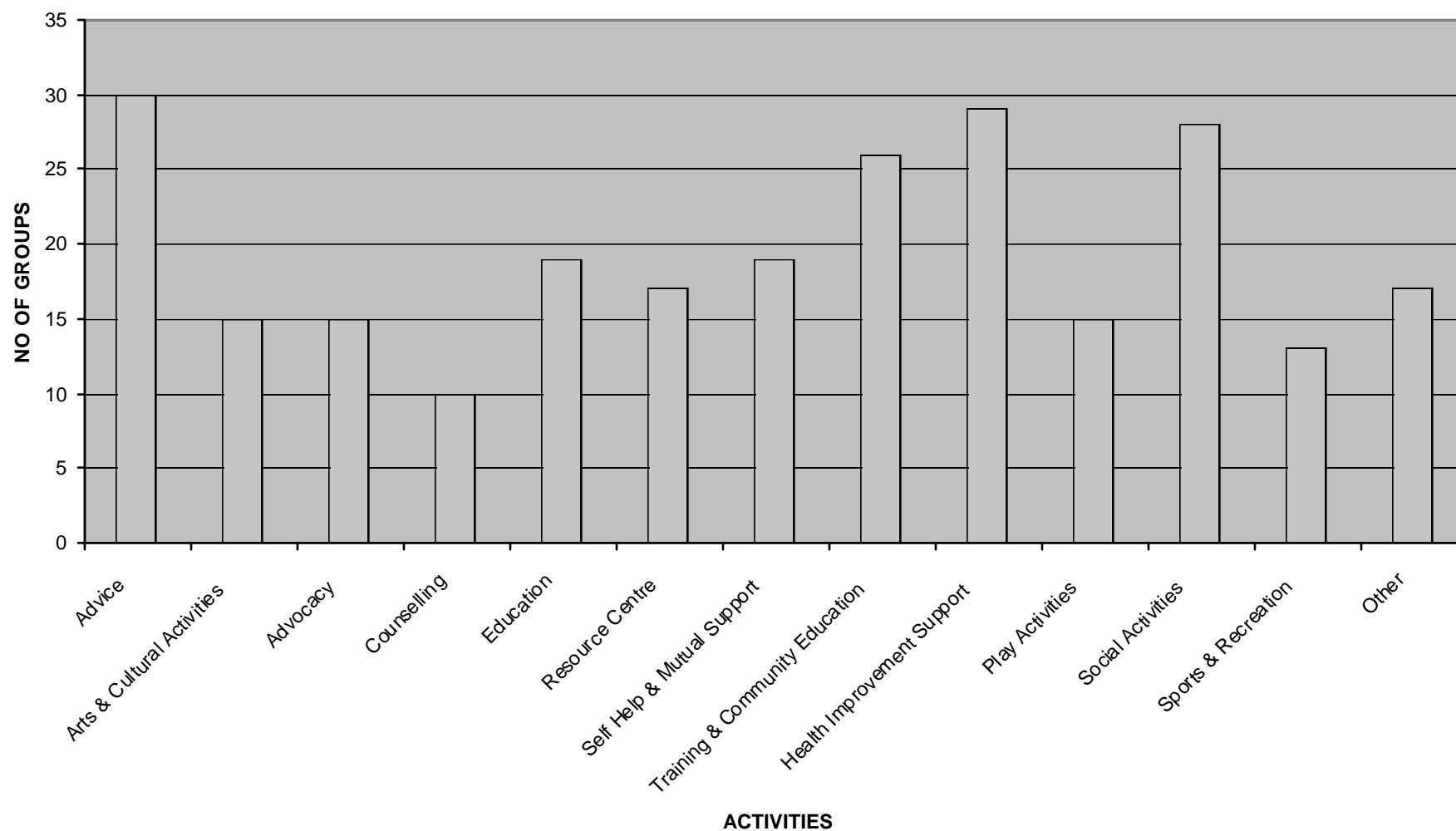
65.ST PAULS PROJECT TEES VALLEY TRUST												
66.HORSLEY CENTRE												
67.SOLID ROCK CAFÉ	311	1332	0	7	0	0	2	0	2	12	108	
68.HARTLEPOOL DISTRICT SCOUT COUNCIL	450		6	21	0	0	0	0		21	?	
69.HARTLEPOOL CANCER SUPPORT												
70.OZ CENTRE												
71.B.A.R.A. CORNER HOUSE PROJECT												
72.ST JOHN AMBULANCE												
73.ELWICK WOMENS INSTITUTE	?	?	?	12	0	0	0	0	0	12	?	
74.HART VILLAGE HALL ASSOCIATION												
75.FRIENDS OF THE ATHENAEUM	225	300	6	16	0	0	0	1	1	16	12	
76.HEADLAND BOXING CLUB	135		0	6	0	0	0	0	0	5	8	
77.MAKING A DIFFERENCE (HAVEN)												
78.NACRO												
79.YES FOUNDATION												
80.FOOTLIGHT YOUTH THEATRE												
	132709	347158	680	510	24.05	48	84	235	321	1195	4020	

	Q7: THE MAIN ACTIVITIES OF THE GROUP																							
	A	A&C	C	ED	HA	HP	RC	SH	T&CE	ADV	CAM	EA	HIS	PA	SA	S&R	C&YW	SVCSV	DC	CD	ACC	DT	MH	
COMMUNITY POOL RECIPIENTS																								
CATEGORY 1:																								
1.WEST VIEW ADVICE & RESOURCE CENTRE	O				O		O		O	O			O											
2.CITIZENS ADVICE BUREAU	O				O					O	O													
3.NORTH TEES WOMENS AID			O					O																
4.RELATE NORTH EAST																								
5.HARTLEPOOL ACCESS GROUP													O											
HARTLEPOOL ACCESS GROUP:SHOPMOBILITY													O											
6.VICTIM SUPPORT & WITNESS SERVICE	O																							
CATEGORY 2:																								
7.HEADLAND DEVELOPMENT TRUST	O	O							O							O	O							
8.OWTON FENS COMMUNITY ASN	O			O			O		O	O		O				O	O	O						
9.MANOR RESIDENTS ASN	O			O			O	O	O				O	O		O	O							
10.H. V. D. A.	O									O	O							O						
11.WHARTON TRUST	O			O			O		O					O	O									
12.HARTLEPOOL PEOPLE				O			O	O	O				O	O	O									
CATEGORY 3:																								
13.WEST VIEW PROJECT	O			O				O	O					O	O	O						O		
14.BELLE VUE COMMUNITY SPORTS & Y C							O		O				O	O	O	O								
15.ORB CENTRE	O						O									O	O							
16.HEADLAND FUTURE			O	O				O	O							O	O							
17.THE STUDIO		O							O															
18.HARTLEPOOL FAMILIES FIRST	O		O					O		O			O	O										
19.EPILEPSY OUTLOOK	O								O				O											
20.HARTLEPOOL DEAF CENTRE	O			O			O	O	O	O	O		O			O								
21.BLAKELOCK DAY CARE COOPERATIVE								O								O								
	A: ADVICE A&C: ARTS & CULTURAL ACTIVITIES C:COUNSELLING ED: EDUCATION HA: HOUSING ADVICE HP: HOUSING PROVISION																							
	RC:RESOURCE CENTRE SH: SELF HELP & MUTUAL SUPPORT T&CE:TRAINING & COMMUNITY EDUCATION ADV: ADVOCACY																							
	CAM:CAMPAIGNING EA:ENVIRONMENTAL ACTIVITIES HIS:HEALTH IMPROVEMENT/SUPPORT PA: PLAY ACTIVITIES SA:SOCIAL ACTIVITIES																							
	S&R: SPORTS & RECREATION C&YW: COMMUNITY & YOUTH WORK SVCSV: SUPPORT TO VCS GROUPS & VOLUNTEERS DC: DAY CARE																							
	CD: COMMUNITY DEVELOPMENT ACC: ACCOMODATION FOR OTHER GROUPS DT: DEVELOPMENT TRAINING MT: MARITIME HERITAGE																							

	A	A&C	C	ED	HA	HP	RC	SH	T&CE	ADV	CAM	EA	HIS	PA	SA	S&R	C&YW	SVCSV	DC	CD	ACC	DT	MT
22.HARTLEPOOL & DISTRICT HOSPICE				O									O										
23.HARTLEPOOL PATCH								O	O				O	O									
24.HARTLEPOOL MIND	O		O	O			O	O	O	O			O		O								
25.HPOOL SPECIAL NEEDS SUPPORT GROUP	O						O	O		O				O	O								
26.HARTLEPOOL YOUTH LTD	O	O											O	O	O								
27.HEUGH GUN BATTERY TRUST		O		O					O														
28.HMS TRINCOMALEE TRUST																							O
29.HOPE PROJECT																							
30.THE HORIZON CENTRE							O						O										
31.THE HOSPITAL OF GOD AT GREATHAM																							
32.KIDDIKINS CHILDCARE									O					O									
33.HART GABLES	O		O	O			O	O			O		O		O								
34.HPOOL & DIST DYSPRAXIA SUPPORT GRP	O			O						O			O		O	O							
35.HPOOL & E. DURHAM ALZHEIMERS TRUST	O		O						O				O		O				O				
36.HARTLEPOOL ART STUDIO		O						O					O		O								
37.HARTLEPOOL ASIAN ASSOCIATION																							
38.HARTLEPOOL BLIND WELFARE ASN	O						O	O	O	O			O		O								
39.HARTLEPOOL CARERS	O	O	O	O			O	O		O	O		O	O	O	O							
40.HARTLEPOOL CREDIT UNION																							
41.HARTLEPOOL MENCAP																							
42.ADDVANCE								O		O				O									
43.ANCHOR TRUST	O	O		O				O	O		O		O		O					O			
44.B76	O	O		O	O					O			O										
45.BARNARDOS HARTBEAT																							
46.DISC																							
47.ENDEAVOUR HOME IMPROVEMENT AGCY	O																						
48.FAMILIES MATTER									O				O	O	O								
49.GRANGE ROAD RESOURCE CTRE		O		O			O						O	O	O								
50.OWTON MANOR WEST NW & RES ASN	O	O		O			O	O	O			O	O	O	O	O							
51.MENTAL HEALTH MATTERS				O					O				O										
A: ADVICE A&C: ARTS & CULTURAL ACTIVITIES C:COUNSELLING ED: EDUCATION HA: HOUSING ADVICE HP: HOUSING PROVISION																							
RC:RESOURCE CENTRE SH: SELF HELP & MUTUAL SUPPORT T&CE:TRAINING & COMMUNITY EDUCATION ADV: ADVOCACY																							
CAM:CAMPAIGNING EA:ENVIRONMENTAL ACTIVITIES HIS:HEALTH IMPROVEMENT/SUPPORT PA: PLAY ACTIVITIES SA:SOCIAL ACTIVITIES																							
S&R: SPORTS & RECREATION C&YW: COMMUNITY & YOUTH WORK SVCSV: SUPPORT TO VCS GROUPS & VOLUNTEERS DC: DAY CARE																							
CD: COMMUNITY DEVELOPMENT ACC: ACCOMODATION FOR OTHER GROUPS DT: DEVELOPMENT TRAINING MT: MARITIME HERITAGE																							

	A	A&C	C	ED	HA	HP	RC	SH	T&CE	ADV	CAM	EA	HIS	PA	SA	S&R	C&YW	SVCSV	DC	CD	ACC	DT	
52.NATIONAL DAY NURSERIES ASSOCIATION																							
53.OWTON ROSSMERE COMM ENTERPRISE				O			O		O				O										
54.PARENTS IN NEED OF SUPPORT			O					O					O										
55.THE POTTING SHED NORTH EAST																							
56.RESPECT			O						O				O		O								
57.ROARING MOUSE DRAMA GROUP	O									O						O							
58.SAMARITANS (NOW DEFUNCT)																							
59.SETTLEMENT FURNITURE SERVICES																							
60.SKILLSHARE NORTH EAST									O														
61.STONEHAM	O				O	O				O													
62.VOLUNTARY WHEELS (NOT APPLICABLE)																							
63.WEST VIEW EMPLOYMENT ACTION CTRE	O		O																				
64.HARTLEPOOL MS GROUP																							
65.ST PAULS PROJECT TEES VALLEY TRUST																							
66.HORSLEY CENTRE																							
67.SOLID ROCK CAFÉ		O							O						O	O							
68.HARTLEPOOL DISTRICT SCOUT COUNCIL																							
69.HARTLEPOOL CANCER SUPPORT																							
70.OZ CENTRE																							
71.B.A.R.A. CORNER HOUSE PROJECT																							
72.ST JOHN AMBULANCE																							
73.ELWICK WOMENS INSTITUTE		O													O								
74.HART VILLAGE HALL ASSOCIATION																							
75.FRIENDS OF THE ATHENAEUM		O													O	O					O		
76.HEADLAND BOXING CLUB													O			O							
77.MAKING A DIFFERENCE (HAVEN)																							
78.NACRO																							
79.YES FOUNDATION																							
80.FOOTLIGHT YOUTH THEATRE																							
A: ADVICE A&C: ARTS & CULTURAL ACTIVITIES C:COUNSELLING ED: EDUCATION HA: HOUSING ADVICE HP: HOUSING PROVISION																							
RC:RESOURCE CENTRE SH: SELF HELP & MUTUAL SUPPORT T&CE:TRAINING & COMMUNITY EDUCATION ADV: ADVOCACY																							
CAM:CAMPAIGNING EA:ENVIRONMENTAL ACTIVITIES HIS:HEALTH IMPROVEMENT/SUPPORT PA: PLAY ACTIVITIES SA:SOCIAL ACTIVITIES																							
S&R: SPORTS & RECREATION C&YW: COMMUNITY & YOUTH WORK SVCSV: SUPPORT TO VCS GROUPS & VOLUNTEERS DC: DAY CARE																							
CD: COMMUNITY DEVELOPMENT ACC: ACCOMODATION FOR OTHER GROUPS DT: DEVELOPMENT TRAINING MT: MARITIME HERITAGE																							

### Q7 THE MAIN ACTIVITIES OF THE GROUPS



ANALYSIS OF QUESTIONS 18, 19, 20, 24, 27					
	Q18:	Q19:	Q20:	Q24: reductions	Q27: is
	income	expenditure	estimated	in funding £'s and or loss of	action plan
GROUPS	2005 - 2006	2005 - 2006	income 2006/07	services	in place y/n
COMMUNITY POOL RECIPIENTS					
CATEGORY 1:					
1.WEST VIEW ADVICE & RESOURCE CENTRE	£ 225,000.00	£ 225,000.00	£ 225,000.00	no effect on services	y
2.CITIZENS ADVICE BUREAU	£ 300,000.00	£ 300,000.00	£ 300,000.00	all activities would be affected	n
3.NORTH TEES WOMENS AID: S.E.A.R.C.H.	£ 17,500.00	£ 17,500.00	£ 17,500.00	loss of service	n
4.RELATE NORTH EAST					
5.HARTLEPOOL ACCESS GROUP	£ 75,000.00	£ 75,000.00	£ 75,000.00	all activities would be affected	n
HARTLEPOOL ACCESS GROUP:SHOPMOBILITY				loss of service	n
6.VICTIM SUPPORT & WITNESS SERVICE	£ 75,000.00	£ 75,000.00	£ 75,000.00	closure	n
CATEGORY 2:					
7.HEADLAND DEVELOPMENT TRUST	£ 225,000.00	£ 225,000.00	£ 175,000.00	£25,000 Northern Rock	n
8.OWTON FENS COMMUNITY ASN	£ 300,000.00	£ 300,000.00	£ 300,000.00	loss of key staff	y
9.MANOR RESIDENTS ASN	£ 300,000.00	£ 300,000.00	£ 300,000.00	projects cease	y
10.H. V. D. A.	£ 300,000.00	£ 300,000.00	£ 300,000.00	£211,000 ERDF	n
11.WHARTON TRUST	£ 75,000.00	£ 75,000.00	£ 125,000.00	loss of staff	n
12.HARTLEPOOL PEOPLE	£ 125,000.00	£ 125,000.00	£ 125,000.00	loss of services/staff	n
CATEGORY 3:					
13.WEST VIEW PROJECT				£120,000 ESF NSF & NYA	y
14.BELLE VUE COMMUNITY SPORTS & Y C	£ 300,000.00	£ 300,000.00	£ 300,000.00	will affect service provision	y
15.ORB CENTRE	£ 37,000.00	£ 37,000.00	£ 37,000.00	loss of staff	n
16.HEADLAND FUTURE	£ 150,000.00	£ 175,000.00	£ 125,000.00	33% staff loss	y
17.THE STUDIO	£ 125,000.00	£ 125,000.00	£ 125,000.00	all activities affected	n
18.HARTLEPOOL FAMILIES FIRST	?	£ 300,000.00	£ 275,000.00	all activities affected	y
19.EPILEPSY OUTLOOK	£ 37,000.00	£ 37,000.00	£ 37,000.00	PCT funding reduced	y
20.HARTLEPOOL DEAF CENTRE	£ 74,500.00	£ 74,500.00	£ 74,500.00	PCT funding reduced	y
21.BLAKELOCK DAY CARE COOPERATIVE	£ 275,000.00	£ 275,000.00	£ 275,000.00	forced to increase charges	y



	Q18:	Q19:	Q20:	Q24: reductions	action plan
	income	expenditure	estimated	in funding £'s and or loss of	in place y/n
GROUPS	2005 - 2006	2005 - 2006	income 2006/07	services	
24.HARTLEPOOL MIND	£ 300,000.00	£ 300,000.00	£ 300,000.00	all activities affected	y
25.HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP	£ 125,000.00	£ 125,000.00	£ 125,000.00	all activities affected	n
26.HARTLEPOOL YOUTH LTD	£ 125,000.00	£ 125,000.00	£ 125,000.00	NDC funding ceases 2008	n
27.HEUGH GUN BATTERY TRUST	?	£ 37,000.00	£ 37,000.00	not affected	n
28.HMS TRINCOMALEE TRUST	£ 225,000.00	£ 225,000.00	£ 225,000.00	reliant on earned income	n
29.HOPE PROJECT					
30.THE HORIZON CENTRE	£ 75,000.00	£ 37,000.00	£ 37,000.00	NDC funding ceases 2006	n
31.THE HOSPITAL OF GOD AT GREATHAM					
32.KIDDIKINS CHILDCARE	£ 75,000.00	£ 75,000.00	£ 37,000.00	60% reduction in funding	n
33.HART GABLES	£ 75,000.00	£ 75,000.00	£ 75,000.00	staff cuts/loss of services	n
34.HPOOL & DISTRICT DYSPRAXIA SUPPORT GROUP	£ 17,500.00		£ 17,500.00	n/a	n
35.HPOOL & E. DURHAM ALZHEIMERS TRUST	£ 125,000.00	£ 125,000.00	£ 125,000.00	n/a	y
36.HARTLEPOOL ART STUDIO	£ 37,000.00	£ 75,000.00	£ 17,500.00	PCT funding reduced	n
37.HARTLEPOOL ASIAN ASSOCIATION					
38.HARTLEPOOL BLIND WELFARE ASN	£ 37,000.00	£ 37,000.00	£ 37,000.00	possible reduction in PCT funding	n
39.HARTLEPOOL CARERS	£ 225,000.00	£ 225,000.00	£ 275,000.00	50% reduction in funding/services	y
40.HARTLEPOOL CREDIT UNION					
41.HARTLEPOOL MENCAP					
42.ADDVANCE	£ 75,000.00	£ 75,000.00	£ 75,000.00	n/a	n
43.ANCHOR TRUST	£ 75,000.00	£ 75,000.00	£ 75,000.00	n/a	n
44.B76	£ 275,000.00	£ 275,000.00	£ 300,000.00	£195,500 4 fte jobs	n
45.BARNARDOS HARTBEAT					
46.DISC					
47.ENDEAVOUR HOME IMPROVEMENT	£ 300,000.00	£ 300,000.00	£ 300,000.00	PCT & NDC £22,000 staff cuts	n
48.FAMILIES MATTER	£ 37,000.00	£ 37,000.00	£ 37,000.00	reduction in services	n
49.GRANGE ROAD RESOURCE CTRE	£ 75,000.00	£ 75,000.00	£ 75,000.00	reduction in courses	n
50.OWTON MANOR WEST NW & RES ASN	?	?	?	all services affected possible closure	y
51.MENTAL HEALTH MATTERS	£ 300,000.00	£ 300,000.00	£ 300,000.00	1 ft post lost	y
52.NATIONAL DAY NURSERIES ASSOCIATION					
53.OWTON ROSSMERE COMMUNITY ENTERPRISE	£ 125,000.00	£ 75,000.00	£ 75,000.00	n/a	n
54.PARENTS IN NEED OF SUPPORT	£ 75,000.00	£ 37,000.00	£ 75,000.00	all services affected	n
55.THE POTTING SHED NORTH EAST					

	Q18:	Q19:	Q20:	Q24: reductions	action plan
	income	expenditure	estimated	in funding £'s and or loss of	in place y/n
<b>GROUPS</b>	2005 - 2006	2005 - 2006	income 2006/07	services	
56.RESPECT	£ 75,000.00	£ 75,000.00	£ 75,000.00	n/a	y
57.ROARING MOUSE DRAMA GROUP	£ 5,000.00	£ 5,000.00		n/a	y
58.SAMARITANS (DEFUNCT)	x	x	x	x	
59.SETTLEMENT FURNITURE SERVICES					
60.SKILLSHARE NORTH EAST	£ 225,000.00	£ 225,000.00	£ 225,000.00	closure	y
61.STONEHAM	£ 125,000.00	£ 125,000.00	£ 125,000.00	n/a	n
62.VOLUNTARY WHEELS					
63.WEST VIEW EMPLOYMENT ACTION CTRE	£ 75,000.00	£ 75,000.00	£ 75,000.00	closure	n
64.HARTLEPOOL MS GROUP					
65.ST PAULS PROJECT TEES VALLEY TRUST					
66.HORSLEY CENTRE					
67.SOLID ROCK CAFÉ	£ 17,000.00	£ 17,000.00	£ 17,000.00	possible reduction in services	n
68.HARTLEPOOL DISTRICT SCOUT COUNCIL	£ 5,000.00	£ 5,000.00	£ 5,000.00	n/a	n
69.HARTLEPOOL CANCER SUPPORT					
70.OZ CENTRE					
71.B.A.R.A. CORNER HOUSE PROJECT					
72.ST JOHN AMBULANCE					
73.ELWICK WOMENS INSTITUTE	£ 5,000.00	£ 5,000.00	£ 5,000.00	n/a	n
74.HART VILLAGE HALL ASSOCIATION					
75.FRIENDS OF THE ATHENAEUM	£ 17,500.00	£ 17,500.00	£ 17,500.00	n/a	n
76.HEADLAND BOXING CLUB	£ 17,500.00	£ 17,500.00	£ 17,500.00	n/a	n
77.MAKING A DIFFERENCE (HAVEN)					
78.NACRO					
79.YES FOUNDATION					
80.FOOTLIGHT YOUTH THEATRE					
	£ 6,361,500.00	£ 6,075,500.00	£ 6,573,000.00		

**APPENDIX A**  
**Appendix 7**

QUESTION 21: FUNDING SOURCES	CGG	REGEN	ONE	LA	HPCT	SLALA	SLAPCT	ESF/ERDF	SS	BIG	LOTT	CTL/R	CTN	CSPON	DON	FUND	SUBS	LF	SP/S	AD
COMMUNITY POOL RECIPIENTS																				
CATEGORY 1:																				
1.WEST VIEW ADVICE & RESOURCE CENTRE																				
2.CITIZENS ADVICE BUREAU																				
3.NORTH TEES WOMENS AID																				
4.RELATE NORTH EAST																				
5.HARTLEPOOL ACCESS GROUP																				
HARTLEPOOL ACCESS GROUP:SHOPMOBILITY																				
6.VICTIM SUPPORT & WITNESS SERVICE																				
CATEGORY 2:																				
7.HEADLAND DEVELOPMENT TRUST																				
8.OWTON FENS COMMUNITY ASN																				
9.MANOR RESIDENTS ASN																				
10.H. V. D. A.																				
11.WHARTON TRUST																				
12.HARTLEPOOL PEOPLE																				
CATEGORY 3:																				
13.WEST VIEW PROJECT																				
14.BELLE VUE COMMUNITY SPORTS & Y C																				
15.ORB CENTRE																				
16.HEADLAND FUTURE																				
17.THE STUDIO																				
18.HARTLEPOOL FAMILIES FIRST																				
19.EPILEPSY OUTLOOK																				
20.HARTLEPOOL DEAF CENTRE																				
21.BLAKELOCK DAY CARE COOPERATIVE																				
	CGG: CENTRAL GVT GRANT REGEN: REGENERATION PARTNERSHIP ONE: ONE NE SINGLE PROG LA: LOCAL AUTHORITY GRANT AID																			
	HPCT: HARTLEPOOL PRIMARY CARE TRUST SLALA: CONTRACT SLA WITH LA SLAPCT: CONTRACT SLA WITH PCT																			
	ESF/ERDF: EUROPEAN PROGRAMME SS: SURE START BIG: BIG LOTTERY FUND LOTT: OTHER LOTTERY																			
	CTL/R: CHARITABLE TRUSTS LOCAL/REGIONAL CTR: CHARITABLE TRUSTS NATIONAL CSPON: COMPANY SPONSORSHIP/DONATIONS																			
	DON: DONATIONS FUND: OWN FUNDRAISING SUBS: SUBSCRIPTIONS LF: LOCAL FUNDRAISING SP/S SELLING PRODUCTS/SERVICES																			
	AD: ADMISSIONS																			
	CGG	REGEN	ONE	LA	HPCT	SLALA	SLAPCT	ESF/ERDF	SS	BIG	LOTT	CTL/R	CTN	CSPON	DON	FUND	SUBS	LF	SP/S	AD

# APPENDIX A Appendix 7

22.HARTLEPOOL & DISTRICT HOSPICE																				
23.HARTLEPOOL PATCH																				
24.HARTLEPOOL MIND																				
25.HPOOL SPECIAL NEEDS SUPPORT GROUP																				
26.HARTLEPOOL YOUTH LTD																				
27.HEUGH GUN BATTERY TRUST																				
28.HMS TRINCOMALEE TRUST																				
29.HOPE PROJECT																				
30.THE HORIZON CENTRE																				
31.THE HOSPITAL OF GOD AT GREATHAM																				
32.KIDDIKINS CHILDCARE																				
33.HART GABLES																				
34.HPOOL & DIST DYSPRAXIA SUPPORT GRP																				
35.HPOOL & E. DURHAM ALZHEIMERS TRUST																				
36.HARTLEPOOL ART STUDIO																				
37.HARTLEPOOL ASIAN ASSOCIATION																				
38.HARTLEPOOL BLIND WELFARE ASN																				
39.HARTLEPOOL CARERS																				
40.HARTLEPOOL CREDIT UNION																				
41.HARTLEPOOL MENCAP																				
42.ADDVANCE																				
43.ANCHOR TRUST																				
44.B76																				
45.BARNARDOS HARTBEAT																				
46.DISC																				
47.ENDEAVOUR HOME IMPROVEMENT AGCY																				
48.FAMILIES MATTER																				
49.GRANGE ROAD RESOURCE CTRE																				
50.OWTON MANOR WEST NW & RES ASN																				
	CGG: CENTRAL GVT GRANT REGEN: REGENERATION PARTNERSHIP ONE: ONE NE SINGLE PROG LA: LOCAL AUTHORITY GRANT AID																			
	HPCT: HARTLEPOOL PRIMARY CARE TRUST SLALA: CONTRACT SLA WITH LA SLAPCT: CONTRACT SLA WITH PCT																			
	ESF/ERDF: EUROPEAN PROGRAMME SS: SURE START BIG: BIG LOTTERY FUND LOTT: OTHER LOTTERY																			
	CTL/R: CHARITABLE TRUSTS LOCAL/REGIONAL CTR: CHARITABLE TRUSTS NATIONAL CSPON: COMPANY SPONSORSHIP/DONATIONS																			
	DON: DONATIONS FUND: OWN FUNDRAISING SUBS: SUBSCRIPTIONS LF: LOCAL FUNDRAISING SP/S SELLING PRODUCTS/SERVICES																			
	AD: ADMISSIONS																			
	CGG	REGEN	ONE	LA	HPCT	SLALA	SLAPCT	ESF/ERDF	SS	BIG	LOTT	CTL/R	CTN	CSPON	DON	FUND	SUBS	LF	SP/S	AD

# APPENDIX A Appendix 7

51. MENTAL HEALTH MATTERS																				
52.NATIONAL DAY NURSERIES ASSOCIATION																				
53.OWTON ROSSMERE COMM ENTERPRISE																				
54.PARENTS IN NEED OF SUPPORT																				
55.THE POTTING SHED NORTH EAST																				
56.RESPECT																				
57.ROARING MOUSE DRAMA GROUP																				
58.SAMARITANS (NOW DEFUNCT)																				
59.SETTLEMENT FURNITURE SERVICES																				
60.SKILLSHARE NORTH EAST																				
61.STONEHAM																				
63.WEST VIEW EMPLOYMENT ACTION CTRE																				
64.HARTLEPOOL MS GROUP																				
65.ST PAULS PROJECT TEES VALLEY TRUST																				
66.HORSLEY CENTRE																				
67.SOLID ROCK CAFÉ																				
68.HARTLEPOOL DISTRICT SCOUT COUNCIL																				
69.HARTLEPOOL CANCER SUPPORT																				
70.OZ CENTRE																				
71.B.A.R.A. CORNER HOUSE PROJECT																				
72.ST JOHN AMBULANCE																				
73.ELWICK WOMENS INSTITUTE																				
74.HART VILLAGE HALL ASSOCIATION																				
75.FRIENDS OF THE ATHENAEUM																				
76.HEADLAND BOXING CLUB																				
77.MAKING A DIFFERENCE (HAVEN)																				
78.NACRO																				
79.YES FOUNDATION																				
80.FOOTLIGHT YOUTH THEATRE																				
	CGG: CENTRAL GVT GRANT REGEN: REGENERATION PARTNERSHIP ONE: ONE NE SINGLE PROG LA: LOCAL AUTHORITY GRANT AID																			
	HPCT: HARTLEPOOL PRIMARY CARE TRUST SLALA: CONTRACT SLA WITH LA SLAPCT: CONTRACT SLA WITH PCT																			
	ESF/ERDF: EUROPEAN PROGRAMME SS: SURE START BIG: BIG LOTTERY FUND LOTT: OTHER LOTTERY																			
	CTL/R: CHARITABLE TRUSTS LOCAL/REGIONAL CTR: CHARITABLE TRUSTS NATIONAL CSPON: COMPANY SPONSORSHIP/DONATIONS																			
	DON: DONATIONS FUND: OWN FUNDRAISING SUBS: SUBSCRIPTIONS LF: LOCAL FUNDRAISING SP/S SELLING PRODUCTS/SERVICES																			
	AD: ADMISSIONS																			

<b>GROUPS IN RECEIPT OF ERDF/ESF NRF</b>						
COMMUNITY POOL RECIPIENTS 2006/07	<b>2005/2006</b>	<b>2005/2006</b>	<b>2006/2007</b>	<b>2006/2007</b>	<b>2007/2008</b>	<b>2007/2008</b>
CATEGORY 1:	<b>ERDF/ESF</b>	<b>NRF</b>	<b>ERDF/ESF</b>	<b>NRF</b>	<b>ERDF/ESF</b>	<b>NRF</b>
1.WEST VIEW ADVICE & RESOURCE CENTRE						
2.CITIZENS ADVICE BUREAU						
3.NORTH TEES WOMENS AID						
4.RELATE NORTH EAST						
5.HARTLEPOOL ACCESS GROUP						
HARTLEPOOL ACCESS GROUP:SHOPMOBILITY						
6.VICTIM SUPPORT & WITNESS SERVICE						
CATEGORY 2:						
7.HEADLAND DEVELOPMENT TRUST						
8.OWTON FENS COMMUNITY ASN						TBC
9.MANOR RESIDENTS ASN						
10.H. V. D. A.						TBC
11.WHARTON TRUST						TBC
12.HARTLEPOOL PEOPLE						
CATEGORY 3:						
13.WEST VIEW PROJECT						TBC
14.BELLE VUE COMMUNITY SPORTS & Y C						
15.ORB CENTRE						
16.HEADLAND FUTURE						
17.THE STUDIO						
18.HARTLEPOOL FAMILIES FIRST						
19.EPILEPSY OUTLOOK						
20.HARTLEPOOL DEAF CENTRE						
21.BLAKELOCK DAY CARE COOPERATIVE						

	<b>2005/2006</b>		<b>2006/2007</b>		<b>2007/2008</b>	
	<b>ERDF/ESF</b>	<b>NRF</b>	<b>ERDF/ESF</b>	<b>NRF</b>	<b>*ERDF/ESF</b>	<b>NRF</b>
22.HARTLEPOOL & DISTRICT HOSPICE						
23.HARTLEPOOL PATCH						
24.HARTLEPOOL MIND						
25.HARTLEPOOL SPECIAL NEEDS SUPPORT GROUP						
26.HARTLEPOOL YOUTH LTD						
27.HEUGH GUN BATTERY TRUST						
28.HMS TRINCOMALEE TRUST						
29.HOPE PROJECT						
30.THE HORIZON CENTRE						
31.THE HOSPITAL OF GOD AT GREATHAM						
32.KIDDIKINS CHILDCARE						
33.HART GABLES						
34.HPOOL & DISTRICT DYSPRAXIA SUPPORT GROUP						
35.HPOOL & E. DURHAM ALZHEIMERS TRUST						
36.HARTLEPOOL ART STUDIO						
37.HARTLEPOOL ASIAN ASSOCIATION						
38.HARTLEPOOL BLIND WELFARE ASN						
39.HARTLEPOOL CARERS						TBC
40.HARTLEPOOL CREDIT UNION						
41.HARTLEPOOL MENCAP						
42.ADDVANCE						
43.ANCHOR TRUST						
44.B76						
45.BARNARDOS HARTBEAT						
46.DISC						TBC
47.ENDEAVOUR HOME IMPROVEMENT AGENCY						

48.FAMILIES MATTER						
49.GRANGE ROAD RESOURCE CTRE						TBC
50.OWTON MANOR WEST NW & RES ASN						TBC
51.MENTAL HEALTH MATTERS						
52.NATIONAL DAY NURSERIES ASSOCIATION						
53.OWTON ROSSMERE COMMUNITY ENTERPRISE						
54.PARENTS IN NEED OF SUPPORT						
55.THE POTTING SHED NORTH EAST						
	<b>2005/2006</b>		<b>2006/2007</b>		<b>2007/2008</b>	
	ERDF/ESF	NRF	ERDF/ESF	NRF	ERDF/ESF	NRF
56.RESPECT						TBC
57.ROARING MOUSE DRAMA GROUP						
58.SAMARITANS (DEFUNCT)						
59.SETTLEMENT FURNITURE SERVICES						
60.SKILLSHARE NORTH EAST						
61.STONEHAM						
62.VOLUNTARY WHEELS						
63.WEST VIEW EMPLOYMENT ACTION CTRE						TBC
64.HARTLEPOOL MS GROUP						
65.ST PAULS PROJECT TEES VALLEY TRUST						
66.HORSLEY CENTRE						
67.SOLID ROCK CAFÉ						
68.HARTLEPOOL DISTRICT SCOUT COUNCIL						
69.HARTLEPOOL CANCER SUPPORT						
70.OZ CENTRE						
71.B.A.R.A. CORNER HOUSE PROJECT						
72.ST JOHN AMBULANCE						
73.ELWICK WOMENS INSTITUTE						
74.HART VILLAGE HALL ASSOCIATION						
75.FRIENDS OF THE ATHENAEUM						
76.HEADLAND BOXING CLUB						
77.MAKING A DIFFERENCE (HAVEN)						



**9.2(a)**  
**APPENDIX A**  
**Appendix 8**

78.NACRO						
79.YES FOUNDATION						
80.FOOTLIGHT YOUTH THEATRE						
<b>TOTAL FUNDING</b>	£ 1,005,868.00	£ 464,311.00	£ 236,674.00	£ 1,138,341.00	?	£ 490,733.00
						plus TBC £'s Jo
						Economy Them

**SOCIAL FUTURES**  
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**Facing the Future: a Study of the Impact  
of a Changing Funding Environment  
on the Voluntary and Community Sector  
in the North East of England**



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**March 2006**

## Executive Summary

The findings of this research are based on a study of over 350 voluntary and community sector organisations in the North East of England undertaken in the summer of 2005 by a team of researchers at the Social Futures Institute, University of Teesside. The research was funded by Government Office for the North East to facilitate the work of the Voluntary and Community Sector Task Force. The Task Force is assessing the potential impact of changes to the funding environment which may reduce funding to the VCS by £50m post 2006. The key changes are the reduction / loss of European Union funding in the North East and an anticipated reduction in the level of lottery funding and Single Pot funding to the VCS.

This research project has explored three issues.

- Firstly, the key characteristics of the VCS have been investigated in order to help the Voluntary and Community Sector Task Force (VCSTF) get a clearer picture of the structure, governance and functions of the VCS in the North East.
- Secondly, the expected impact of changes in the funding environment which will take effect after 2006 has been explored in order to find out which parts of the sector are most vulnerable to funding shortfalls and which parts of the sector expect their income to remain static or rise over the next few years.
- Finally, the study has researched the extent to which the VCS as a whole is preparing for change in the funding environment in the future.

## 1 Structure and function of the VCS in the North East

The VCS, as a whole, is a relatively stable sector with 85 per cent of organisations having been established for more than five years. The sector is optimistic about its future with 94 per cent of VCOs expecting to be sustainable in the long term.

The sector is not homogenous in its structure. Instead, it is characterised by a wide variety of organisations which range from small locally based VCOs with no paid employees and limited income to very large regional and national organisations which employ full and part-time staff, together with volunteers, and have significant levels of income.

The key characteristics of the sector can be summarised as follows:

- 80 per cent of VCOs in the North East are registered charities. In terms of legal status, 32 per cent are unincorporated associations and 47 per cent were companies limited by guarantee.
- Organisations operate at different levels spatially. 17 per cent work within a single postcode area contrasting with 9.7 per cent which work nationally or internationally.
- Over 25 per cent of VCOs have an income above £250,000 a year, 35 per cent of VCOs are medium sized with income ranging from £50,000 - £250,000 and about 35 per cent of VCOs are smaller concerns with incomes lower than £50,000 a year.
- Most VCOs have multiple sources of income. However, the principal source of income for VCOs are government grants and contracts (distributed by local authorities, government departments, Primary Care



Trusts, Learning and Skills Councils, etc.) Over 13 per cent of funding comes from the national lottery, 24 per cent from charitable trusts and foundations, and the remaining 17 per cent from donations, company sponsorships and other earned income.

- In terms of their functions, the principal aim of 37 per cent of VCOs is to provide 'primary support services' to beneficiaries (such as accommodation, health care, childcare, training), 48 per cent provide 'secondary' support (such as information, advice and guidance, advocacy) and 12 per cent 'tertiary support' (such as campaigning and research).
- The VCS as a whole serves a wide range of beneficiaries. Often individual VCOs serve different beneficiaries. VCOs which support people with disabilities, disadvantaged people in urban areas, people with mental health problems, unemployed and workless people, and BME groups are relatively equally divided between primary and secondary functions

As the sector is very diverse in its structure, it is clear from this research that 'blanket statements' on what the needs of the VCS are may be of limited use in policy terms. Instead, it is important to recognise its diversity and to tailor policy to meet the needs of particular areas of the VCS.

## 2 Expectations about funding post 2006

The results of this research show that the VCS is more confident than may be expected about its future sustainability in terms of financial security. This confidence arises from a belief amongst VCOs that there is significant scope to raise its level of earned income. However, this general finding sits in opposition to other findings (summarised in Section 3 below) which strongly suggest that the sector is not yet prepared for changes in the funding environment. The principal findings of the research can be summarised as follows:

- Taking all factors into account, 54 per cent of the organisations believed that their income would decrease from 2006. 17 per cent expected it to increase.
- The sector as a whole has confident expectations about raising 'earned' income. 37 per cent of organisations aimed to raise income this way compared with only 11 per cent which are currently achieving this.
- Of those VCOs which anticipate an increase in overall funding, 52 per cent expect to increase their earned income, 52 per cent to increase donations, and 28 per cent to gain sponsorships.
- While much government emphasis is currently placed on VCOs tendering for contracts rather than grants, more than half of organisations still expected that grants would be amongst the most important sources of income in two years time.
- Expectations about future income levels vary to some extent between VCOs depending on their individual characteristics. In terms of their principal organisational activities, it is clear that those VCOs which are engaged in secondary support to beneficiaries (such as advice and guidance, advocacy, etc.) are significantly more pessimistic about the future than those which are engaged in primary support (such as the provision of accommodation,



healthcare support, training, etc.). Almost a quarter of VCOs which deliver primary support are optimistic about increasing income.

- Larger organisations are very much more optimistic about the future than their smaller counterparts, although smaller VCOs are not as pessimistic as medium sized organisations about the future: indeed, 37 per cent expected that their income would remain the same. Medium sized organisations which deliver secondary services are the most vulnerable in the sector.
- VCOs which have a wider area of operation (which tend to be larger VCOs) are generally more confident about the future than those which operate locally.
- Companies limited by guarantee (which tend to be larger organisations) are more optimistic about increasing income in the future than those VCOs with other governance arrangements. Amongst those VCOs which expect to lose income, however, governance does not seem to have any real relevance.
- VCOs anticipate many direct and indirect impacts on beneficiaries if funding levels fall. Direct effects include the reduction or cessation in the delivery of services to socially excluded people. Many VCOs anticipated that the indirect impact would be increased levels of social exclusion.
- It is anticipated that funding cuts may impact on volunteers, including loss of opportunities to volunteers which may have consequences for their personal motivation, self esteem and community engagement.

### 7.3 Planning for the future

While there are signs of change in the sector, the overall impression of this research is that most organisations have either not changed their practices or do not plan to change their practices at present.

- There is a low level of planning for forthcoming changes in the funding environment. 20 per cent of VCOs did not anticipate significant changes after 2006. Almost a quarter of VCOs did not know about possible changes, or if they did, have only begun discussing the issue in a preliminary way, over a half of organisation had no specific plans in place. At the other end of the spectrum, 9 per cent had already changed their strategy and a further 19 per cent now had a strategy in place.
- Medium sized organisations appear to be more active in planning for the future than large and smaller VCOs. However, the extent of preparation in this more vulnerable sub-set of the sector is patchy.
- About a half of VCOs expect that grants from government, foundations or lottery sources will remain vital for the sustenance of core activity. Questions need to be raised on the viability of the sector if this remains to be the dominant view on future funding given government emphasis on the move to a market place model of delivery of services through changed procurement practices in government departments, agencies and local authorities.
- Most VCOs are unaware of, unwilling to or ill-prepared to engage in contract work. While government wishes to encourage VCOs increasingly to engage





in contract work rather than relying on grant aid, 22 per cent of organisations are unaware of such opportunities. 17 per cent reject the idea because it runs against their core values. 40 per cent are aware of the option but require more information, support, or feel that there are too many barriers to do such work. About 22 per cent intend to tender for such work or are already doing so.

- It may be the case that resistance to contract work is based on a view that contracts may stifle innovation in the sector in comparison with grant-aided activity. Such a presumption could be based on the notion that the level of performance management employed in contract work necessarily constrains VCOs from trying out new practices. This assertion remains untested and there is room to explore this issue in more detail in future research.
- Commentators have observed that the VCS may be more successful if their efforts were combined. This research suggests little interest in merging with other organisations at present. Furthermore, only 20 per cent of VCOs are contemplating the possibility of working more closely with other VCOs or not-for-profit organisations. It is apparent from this research that VCOs strongly value their independence but that this may weaken the sector as a whole if competition over resources becomes too fierce once European and other sources of funding are significantly reduced.

The lack of awareness of forthcoming changes to the funding environment is a worrying feature of these research findings and begs the question: Why are so many VCOs un-informed, ill-informed or ignoring the potential impacts of changes to the funding environment post 2006? This research suggests that many small and medium sized VCOs lack capacity and capability in terms of business planning and strategic planning because they have inadequate governance structures in place to provide the support the organisation needs. As a consequence, organisations run on a 'hand-to-mouth' basis in the belief that a new funding source will come along soon; and, of course, there is plenty of evidence to suggest that in the past, this is precisely what has happened. Clearly, the VCS Task Force and umbrella organisations which represent the VCS regionally, sub-regionally and locally need to address this issue by exploring mechanisms to engage and inform and prepare the sector for change.

#### 4 Policy implications<sup>1</sup>

This research has demonstrated that the vast majority of VCOs expect to be sustainable in the long term in spite of the economic threats which face the sector as a whole. Many VCOs wish to increase earned income substantially over the next few years to counteract falling income from European sources, lottery funding and other government sources. The mechanisms by which the sector will achieve its aims are less clear. **This research casts serious doubt upon the preparedness of the VCS as a whole for change and instead suggests that the general sense of optimism about sustainability in the longer term may be misplaced.**

Arising from the policy analysis underpinning this research and the empirical findings presented in this research report, we make the following observations

<sup>1</sup> The views expressed in this section are those of the authors and do not necessarily reflect the views of the VCS Task Force as a whole or of its individual members.



on the implications for the future development of government policy on the VCS and the response of the VCS to such developments.

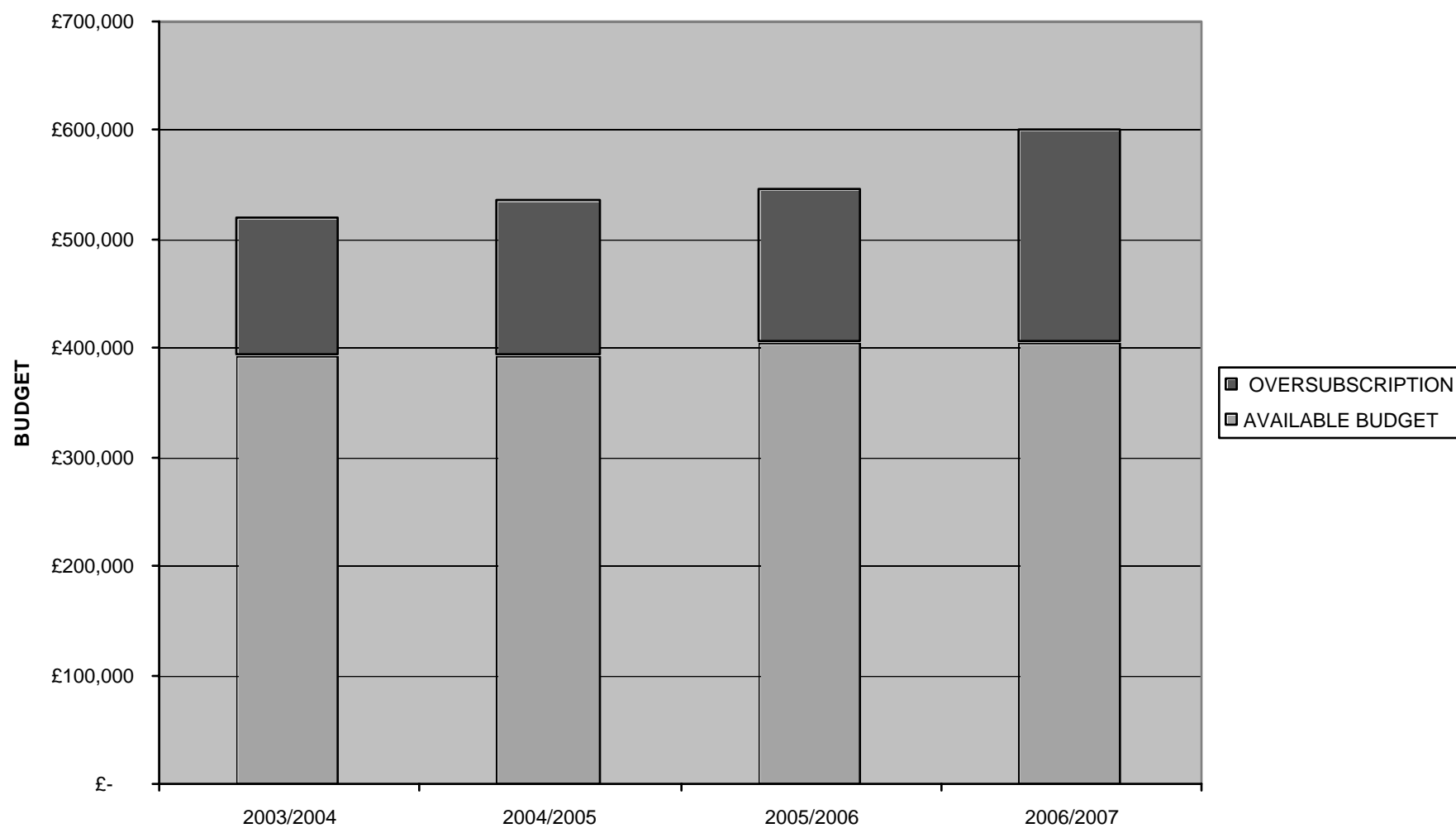
- Currently, debates about the VCS are too preoccupied with discussion of its external and internal boundaries. A stronger emphasis on the functional value of VCOs in strengthening the social infrastructure and thereby supporting social, cultural and economic development may lead to a more positive debate on the value of the sector.
- The VCS as a whole may not yet fully have addressed the way it thinks about its 'business footing' in delivering services to the community and instead looks more closely to its 'value position' when defining the boundaries of the sector and the activities it performs. An increased emphasis on the enterprising nature of the VCS rather than focusing primarily on its 'independence' and different 'value system' may ultimately strengthen its position in the eyes of government.
- At present, there appears to be insufficient support offered to VCOs to engage in the tendering process. While there is an increased expectation that VCOs should be more 'businesslike', support for the sector from agencies which have a responsibility to build business confidence, capacity and competence is patchy. Local authorities, government departments and agencies are being encouraged by HM Treasury to simplify the process of tendering so that more VCOs have the capacity to become involved.
- VCOs generally have insufficient funds to engage in contract work where the risk is 'front loaded' (i.e. initial start-up payments are not made). Currently, the sector is insufficiently well informed on the rules surrounding contract funding arrangements and work needs to be done to challenge the perception that there are too many barriers to success. Government remains committed to the principles of encouraging the use of longer-term contracts to increase stability and there is provision for front loading of funds in competitive tendering where a clear need is identified at the outset and providing that outcomes are not at risk. Similarly, government is committed to reducing the level of bureaucracy facing bidders from the application stage to evaluation of outcomes, and to the principle of full-economic cost recovery. Much of the sector appears to remain unaware of these initiatives, so work needs to be done to change perceptions and provide information and support to the sector.
- The strong emphasis on maintaining the 'independence' of the sector and of the VCOs within it is evidenced by the relatively limited interest in VCOs working more closely together or considering merges to grow the size and footprint of individual organisations. This emphasis on independent action is explicable given that so much time is given by volunteers to the governance of VCOs and to the practice of service delivery. However, this may be detrimental to the sustainability of the sector.
- It is recognised by government that communication and trust between funding bodies and the VCS needs to improve. In part this may arise from a perception that VCOs do not yet operate as efficiently as they might. This research suggests that this perception is partially grounded in evidence, but not wholly so as many VCOs have strong governance structures and are run in a professional and businesslike way. There is a



need, therefore, to invest in the education and training of officers who have responsibility for procurement processes so that they will recognise the potential value of engaging the VCS in contract work.

- While Government has committed itself to the idea of mainstreaming key services often performed by the VCS in order to cement and build sustainable communities, there is currently no indication that the pace of change in government is likely to slow down over the next few years. A consequence of this may be that any attempt to mainstream services which the VCS can deliver in the longer term may be undermined.

DEMAND ON COMMUNITY POOL BUDGET COMPARED WITH AVAILABLE BUDGET



## SCRUTINY CO-ORDINATING COMMITTEE

20<sup>th</sup> October 2006



**Report of:** Interim Assistant Director of Children's Services  
(Resources & Support Services)

**Subject:** ROSSMERE POOL – CONDITION ASSESSMENT

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### 1. PURPOSE OF REPORT

To provide information for the committee on the current condition of Rossmere Pool and the likely cost of reinstatement, replacement or demolition.

### 2. BACKGROUND

2.1 Various officers from the Council's Neighbourhood Services Department, covering a range of technical disciplines, visited Rossmere Swimming Pool over the first two weeks of September 2006 to carry out a comprehensive condition survey.

2.2 The work was commissioned by Children's Services and culminated in a report covering:

- Building Fabric
- Mechanical Installation
- Electrical Installation

The report concluded with a number of costed options relating to the future use of Rossmere.

2.3 In summary:

- Building Fabric - in general terms the building was considered to be in very poor condition. If the pool was to be retained, complete replacement was recommended. There was an immediate need to replace the timber floor, the pool lining and address access issues.

- Mechanical Installation - reported on a number of issues which failed to meet current standards/regulations. There was an immediate need to re-commission existing space heating, ventilation and water services. In addition, the pool dosing equipment needs replacing and the pool filtration and heating plant systems offer cause for concern.
- Electrical Installation – a number of aspects of the electrical installation also gave cause for concern; of greatest concern was the absence of any emergency lighting, a fire alarm system or an intruder alarm system.

2.4 The report concluded with the estimated costs for:

i) The full refurbishment of the pool	£515,000
ii) A stop gap scheme to get the pool up and running	£208,000
iii) To build a new pool on the existing site (including demolition)	£600,000
iv) To demolish the pool and reinstate the area	£36,000

### 3 RECOMMENDATIONS

Members of the committee are invited to note the content of this report.

Contact Officer: Paul Briggs, Interim Assistant Director (Resources & Support Services) Children's Services, telephone 284192.



## **SCRUTINY CO-ORDINATING COMMITTEE**

**20<sup>th</sup> October 2006**



**Report of:** Director of Children's Services and Chief  
Personnel Officer

**Subject:** ISSUES IN RELATION TO ROSSMERE POOL

---

### **1. PURPOSE OF THE REPORT**

- 1.1 To examine the various factors that lead to a decision to close Rossmere Pool. The report also aims to highlight where information, monitoring and decision-making processes might be improved in future so that Council facilities are effectively maintained and Elected Members and members of the community are better informed and engaged.

### **2. BACKGROUND**

- 2.1 Members will recall that the Scrutiny investigation into Rossmere Pool has been undertaken across a number of stages. Revised terms of reference for reviewing the closure were agreed on 4 August 2006 as follows:
- To gain an understanding of the circumstances leading to the closure of Rossmere Pool
  - To determine the Council's policy around health and safety in relation to the maintenance of Rossmere Pool
  - To establish the current and future proposals in relation to the Rossmere Pool site.
- 2.2 At a meeting of the Committee on 15 September 2006 Members were provided with a summary of the evidence provided so far together with a specific report on health and safety issues relating to swimming pool provision.
- 2.3 This report is in response to a subsequent request for more information to explain the various issues and responsibilities relating to the closure of Rossmere Pool together with recommendations for remedial action for future preventative maintenance and health & safety inspection regimes.

### **3. RESEARCH METHODS AND STRUCTURE OF THE REPORT**

- 3.1 The time period covered by this review presents the authors with difficulty. Many of the senior officers closely involved in the assessment of information, drafting of reports and advising members on Rossmere Pool no longer work for the Council.
- 3.2 It has been necessary therefore to rely heavily on research of files containing correspondence, internal Committee reports, external expert reports, internal technical reports, notes of meetings, etc. It is difficult to be clear and accurate about some specific issues however without access to those people who had responsibility for Rossmere Pool.
- 3.3 Employees who were in some way connected with Rossmere Pool and are still employed by the Council have recently provided written and personal responses to questions. The Mayor has also provided information.
- 3.4 This report looks at (1) the various factors that lead to a decision to close Rossmere Pool and (2) improvements to the information, monitoring and decision-making arrangements in relation to Council facilities to ensure they are effectively maintained and Elected Members and members of the community are better informed and engaged.

The assessment has been broken down into the following factors:

- General management
- Property maintenance
- Plant and equipment maintenance
- Health and safety arrangements
- Financial arrangements
- Swim development strategy
- Decision making process

### **4. General management of Rossmere Pool**

- 4.1 The former Education Department, and current Children's Services Department has responsibility for Rossmere Pool. The facility was managed by the LEA and provided to schools on a buy-back arrangement as part of the Primary Learn to Swim Programme. Although not considered a community facility Hartlepool Swimming Club did hire the pool for 2 x 1 hour sessions per week in term-time only.
- 4.2 The Children's Services Department have a general maintenance budget for swimming pools and place orders and process invoices for swimming pool maintenance. There was no regular presence by a Departmental manager at the Pool. The Children's Services Department relied upon those listed below to provide information and advice to assist manage the pool facility effectively.

- Wellbeing Team for health and safety inspections
- Caretaker for cleaning services
- Swimming Coach for swimming lessons and pool supervision
- Swimming Pool Maintenance Supervisor for daily checks of pool and pool operation
- Neighbourhood Services for overseeing contracts for larger works
- Specialist advisers from Neighbourhood Services for electrical repairs, asbestos checks, legionella checks and water bacterial checks.

The former Education Department, now Children's Service Department, has a robust asset management plan and manages its school property very effectively. Rossmere Pool is however an anomaly within the department's property portfolio which may explain why the process leading to the Pool closure did not follow the department's typical consultative approach.

#### 4.4 Recommended improvements:

As part of the annual service plan from 2007/08 departments will be required to include an asset management plan. This will involve a review of assets by each departmental management team to consider all factors, e.g. service need, disability access, condition survey, health and safety, etc. and assess the level of investment and short, medium and long-term plans for each facility.

A mandatory module of the Leadership and Management Development Programme Phase 2 is 'Accommodation'. The module sets out how to assess accommodation needs in terms of condition, suitability and sustainability. Over 400 managers will attend the 3 hour module over the next 10 months.

## 5. PLANT, EQUIPMENT AND PROPERTY MAINTENANCE

- 5.1 Condition surveys are undertaken by Neighbourhood Services on a rolling programme of updates and review. The reports are sent to the client officer and placed on the intranet. Condition surveys were undertaken as follows at Rossmere Pool with the results as shown.

Table 1

Date of survey	Condition				Repairs		
	Good	Satis	Poor	Expired	Urgent (£)	Essential (£)	
24.10.02	2	18	17	0	8800	64219	
19.9.03	1	19	16	0	11000	75185	
12.5.04	1	19	16	0	13500	60235	
16.7.05	0	18	17	0	18000	89335	

- 5.2 Children's Services processed invoices for minor maintenance works sent through from the Swimming Coach or Swimming Pool Maintenance Officer. After the fire at Brinkburn Swimming Pool officers report that there was an effort to keep Rossmere Pool operational as much as possible to avoid serious impact on swimming provision.
- 5.3 Revenue and capital spend on building and plant maintenance over the last six years is shown in Table 2 below.

Table 2

	Revenue (£)	Capital (£)
2001 - 2002	7288	-
2002 – 2003	-	-
2003 - 2004	2800	-
2004 – 2005	3462	-
2005 – 2006	5250	-
2006 - 2007	-	-

- 5.4 It was recognised in the report to Joint Liveability Portfolio and Children's Services Portfolio on 13 December 2005 that,

“The pool at Rossmere has been in a state of deterioration for some time. It is visually unattractive, and there are defects in the plant operation which mean it can only take half the normal bathing load. It is therefore only used during afternoons with one early evening letting per week. There has been a high rate of cancellation of sessions at this pool, causing a lot of dissatisfaction among the schools which are assigned to it.

A health and safety inspection was carried out in early November, which has highlighted a number of problems with the building. The pool was closed until the most immediate risks were dealt with. The other issues did not pose a risk to users of the pool but would require some fundamental changes to the way in which the pool and the facilities operate.

The cost of rectifying all of the defects is expected to be significant. In the light of the problems already experienced with the plant, it is considered that it would not be cost effective to make such an investment into Rossmere pool. The construction is similar to Brinkburn's original state and therefore poses the same fire risk.”

- 5.5 At that point no estimated costs were provided but were subsequently assessed as £444,375.
- 5.6 Consideration had been given to modernising all the plant in school pools by converting to CO. The group set up to implement the IRMS report met on 8 March and 17 May 2001 and minutes show that

officers were asked to investigate further. No further meetings of the group were held and officers report that no further progress was made.

- 5.7 No evidence can be found that contracts were in place for expert technical testing of pool plant prior to the end of 2004.
- 5.8 In October 2004, Stranco (Chemfeed) was commissioned to train the newly appointed Swimming Pool Maintenance Officer in the various plant systems being used in the school pools. A report was provided, dated 5 November 2004, which labelled Rossmere Pool plant as dangerous. Appendix A indicates the extreme concern of Stranco about the plant at Rossmere Pool. These concerns were directly linked to the issues raised in the IRMS report in 2001.

There is confusion about when the report was actually received within the Children's Services Department although reference was made to it in the Health and Safety Inspection report in November 2004.

- 5.9 Recommended improvements:

At Council on 24 March 2005 it was agreed that the condition of the school swimming pools in the town be examined to ensure that a similar situation to that which had arisen at Rossmere Pool was not occurring elsewhere. That review has now been undertaken and reported to Members.

## **6. HEALTH AND SAFETY ARRANGEMENTS**

- 6.1 The arrangements for annual health and safety inspections undertaken by the Wellbeing Team did not require departments to confirm that recommendations had been implemented. The Wellbeing Team had no process to check whether recommendations had been implemented. Annual health and safety inspections took place with the exception of 2003. Appendix B shows the recommendations made in the 2002 and 2004 reports and the actions taken by Neighbourhood Services.
- 6.2 Water bacteriological samples were taken by the Environmental Health Team every term at all school pools for total aerobic colony count, coliform bacilli and e coli. (Since April 2006 the frequency reduced to one sample per year unless there are concerns or complaints.) Letters confirming sample results are sent to the school and Children's Services Department. Between 2000 and 2004, 20 samples were undertaken at Rossmere Pool. Three were unsatisfactory which were notified immediately, the problem identified and follow up sampling undertaken to confirm satisfactory results.
- 6.3 Neighbourhood Services also undertook legionella checks at Rossmere Pool. The legionella log book includes risk assessments and technical service reports and certification cleans and chlorination.

6.4 Asbestos survey type 2 undertaken in July 2002 and electrical tests and inspection regime last inspected February 2000 on a five year programme by Neighbourhood Services.

6.5 The health and safety report of 2004 triggered the decision to close the pool but other reports of Property Services should have highlighted the problems sooner.

## **7. RECOMMENDED IMPROVEMENTS:**

7.1 The following health and safety actions were approved by the Performance Management Portfolio Holder in May 2005 and confirmed as implemented in March 2006.

1. A follow up procedure which ensures that health and safety annual inspection report recommendations are implemented within agreed timescales was introduced.
2. A formal procedure for considering and implementing independent health and safety reports was produced by the Health and Safety Advisor.
3. A 'compliance checklist' is now used during health and safety inspections .
4. Well-Being Team members were trained in swimming pool health and safety.
5. Normal operating procedures and emergency action plans guidance were published by the Education Department.
6. A comprehensive audit of documentation and paperwork within schools and corporately was undertaken to determine compliance and identify weaknesses.
7. The Health & Safety Advisor co-ordinated a risk assessment of past and on-going liabilities.
8. The Portfolio Holder for Performance Management released a statement confirming that an investigation has been undertaken, gives an assurance regarding current health and safety arrangements in pools and confirms that action that will be taken where appropriate.

7.2 Water bacterial samples are now undertaken once a year. The Environmental Health Team are only able to use the sampling allocation with the Health Protection Agency (HPA) Laboratory to prevent Public Health Problems. We cannot use the allocation to monitor the existing control measures. Although additional sampling

could be carried out to monitor the control measures there would be additional cost as the HPA would charge for these samples.

## **8. Financial Arrangements**

8.1 The costs of Rossmere Pool were generally covered by the buyback agreement with schools for the Primary Learn to Swim Programmes. Significant works would have been required as set out Table 1 to maintain Rossmere Pool at a level that would have protected it in the medium to long term.

8.2 In March 2005 Resources Scrutiny Forum recommended that Cabinet should be asked to identify monies from the unearmarked General Fund Balances to fund the rebuilding of the Rossmere Pool. Cabinet determined the following month not to support the recommendation.

8.3 Recommended improvements:

As part of departmental asset management plans other facilities will be assessed and the service and financial implications of maintenance, improvement and decommissioning will be reported.

## **9. SWIM DEVELOPMENT STRATEGY**

9.1 It has previously been reported to Members that Hartlepool has had more pools and swimming capacity on paper than is usual in most areas but the quality of the swimming pools is very low.

9.2 The ISRM report stated, "As the pools continue to age there is a need to co-ordinate and develop provision across the town. The pool at Rossmere is in the poorest condition of all the pools. The basic mechanical design is seriously sub-standard for a publicly used pool. This pool should not be regarded as suitable for further investment."

9.3 Since the ISRM report in 2002 work was undertaken to ensure the safety of pool users but there is no evidence of a strategy being determined regarding investment in swimming provision across the town. Other projects such as the H2O centre and Building Schools for the Future were on the horizon, which may have prevented officers from presenting a considered and viable strategy for members to consider.

## **10. DECISION MAKING PROCESS**

10.1 Over the years officers at various levels, in various departments were aware of the deteriorating condition of Rossmere Pool. No single officer had complete knowledge however as it was a remote site and

relied heavily upon individual technical support being provided at different times.

- 10.2 The combination of a health and safety annual inspection and an external expert report combined caused officers to become concerned. When officers became aware of potentially dangerous nature of the pool immediate action was taken to protect pool users and to report the position to Members. The key officers involved in the decision to close are no longer employed by the Council.
- 10.3 When the condition of the pool was reported to Members, remedial costs could only be provided on the basis of rough estimates. It was the risk to pool users however, that would appear to have been the primary reason for closing the pool and the viability of bringing the pool up to a safe and reliable standard.
- 10.4 Recommended improvements:

Elected members should be notified of facility closure as soon as possible and ward members particularly provided with the opportunity to meet and discuss the reasons with relevant officers.

## 11. CONCLUSION

Rossmere Pool had been highlighted by external experts as being in a poor condition as early as 2001. Internal condition surveys and health and safety reports confirmed the on-going physical deterioration of the plant, equipment and fabric of the building.

Minimal investment was made in Rossmere so that it could continue to operate at a reduced capacity but safely. The plant and equipment proved to be unreliable and service users became dissatisfied.

No clear strategy for school swimming pools was presented after the IRMS report was received in 2002, which would have confirmed the long-term future for Rossmere Pool. The uncertainty of other projects, such as H2O and Building Schools for the Future may have delayed the formulation of a strategy or perhaps school swimming pools and/or Rossmere were never considered a priority in the workplans for officers.

When the health and safety of pool users was potentially at risk an immediate response was required. The choice was between investing for short-term operation, investing for long-term operation or closure. The cost of providing a safe and effective swimming facility at Rossmere Pool was assessed as not providing value for money. The decision to close was made suddenly, especially for those that may not have been aware of the technical problems of the plant.

Some of the recommended improvements given earlier in this report have already been implemented, others are planned but are by no means the only



improvements that might be made. A balance needs to be struck between what is practical and adds value to the management of the Council's assets and the need to keep Members, service users and the community informed and positioned to influence decisions.

**MARK WALLER**  
SWIMMING POOL MAINTENANCE OFFICER  
(BRIERTON, ENGLISH MARTYRS, HIGH TUNSTALL & MANOR)  
CONTACT: 07766694512  
E-MAIL: MARK-WALLER@TISCALI.CO.UK

Re: Report Compiled during site visits funded by Brierton, High Tunstall and Manor College.

Dear Tracey, Bill & Pauline,

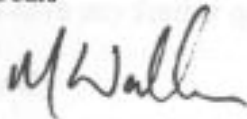
Please find enclosed report compiled on 5th November 2004 during site visits to furnish me with training on the use and day to day running of the existing systems on you respective sites. The report also includes Rossmere Learner Pool which was included as it was an establishment for which I was responsible for at that time

A few notes on some of the comments made by the engineer, where 'reliability can no longer be guaranteed' is stated, means that the system is still functioning and presents no danger and is still in use, only in the case of Rossmere is this not the case where it is labelled as dangerous.

The fire damage reported under High Tunstall School, is actually an error by the engineer as it refers to Brinkburn Pool which suffered an arson attack before hi visit.

If you have any queries on the contents please don't hesitate to contact me.

Yours



Mark Waller



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24 November 2004

Mr Mark Waller  
High Tunstall School  
Elwick Road  
West Park  
Hartlepool TS26 0LQ

Dear Mr Waller

Re: Service Contracts for High Tunstall School, Brierton Community School, Manor College of Technology & Rossmere Learning Pool

With reference to your recent phone call and your fax dated 22/1/04 regarding our Service Contracts for the above, please refer to the enclosed letter which was sent to you by our Area Service Manager Brian Harvey on 5<sup>th</sup> November 2004.

Should you have any further queries regarding this matter, please do not hesitate to contact us.

Yours sincerely

*Miriam Bridger*

Miriam Bridger  
After Sales Co-Ordinator/Administrator



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Water Treatment Specialists

Date: 5 November 2004

Mr. Mark Waller  
High Tunstall School  
Elwick Road  
West Park  
Hartlepool TS26 0LQ

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Dear Sir

Ref: Swimming Pool Site Visits

As promised, I enclose my report following my recent visit to various pools in your area.

**High Tunstall School:**

2 x Ezetrol units plus LMI pumps (one shut down due to fire damage)  
Approximately 2 years old and in good order, however, it is in need of a service overhaul.

**N.B.** As brought to your attention at the time I strongly recommend that you cease from pumping acid directly from the container supplied as the strength is too great to be injected directly into the pool.  
The recommendation is that this chemical be diluted to 10% with water, therefore a small day tank will be required and the acid be pumped across with a dilutor system.

**Brierton School:**

1 x 710, 1 x 712, controller plus 2 x precision 11 dosing pumps.

Both controllers and pumps are under our obsolete list, however, we can still provide limited spares on your dosing pumps but are no longer able to support these controllers. We, therefore, suggest you budget to replace in the near future. Whilst on site I was able to re-calibrate these units but their long term reliability can no longer be guaranteed.

This site would also benefit from a service overhaul.

**N.B.** As brought to your attention at the time this install no longer complies with I.E.E. regulations (electrical regulations). These now state that any electrical appliance "must have a means of isolation" this to allow qualified personnel to carry out any remedial works.

**Manor College:**

1 x 710, 1 x 712 plus 2 x precision pumps.

Similar units to Brierton, therefore, these will also require replacing in the near future.  
The dosing pumps can also be serviced and would benefit the system.

**N.B.** This install also does not comply for the same reason.

...../P.2



A TRADING DIVISION OF CHEMFEED LTD  
REGISTERED OFFICE: CHEMFEED LTD, PRIORITY WORKS, TONBRIDGE, KENT, TN11 0QL, ENGLAND  
REGISTERED NUMBER: 312577 ENGLAND & WALES - VAT REGISTRATION NUMBER: GB 754 8290 44





Rossmere School:

1 x 710, 1 x 712 plus 2 x precision pumps

I CONSIDERED THIS SITE TO BE DANGEROUS.

Reasons: The chlorine injector was fitted at the top of an isolated leg, therefore, it would be possible for a "slug" of chemical to enter the pipework immediately before the acid injector and this mixture would cause injury to those in the pool or pool area.

It was for this reason that the chemical dosing system was left in the OFF position.  
I would recommend a full refurbishment to bring this site up to health and safety regulations.

We would NOT be including this site under any service contract.

Remedial works quotation:

To complete full service overhaul and complete the electrical works, as recommended, on all three sites (Tunstall, Brierton, Manor.)

Labour:	£450.00
Estimated cost of parts:	£250.00
Total:	£700.00 plus VAT

Any additional works identified during a service visit will be brought to the client's attention to gain permission to proceed.

When these works are completed, we will be happy to offer a service contract whereby you will receive two service overhaul visits per year, priority in the event of a breakdown plus reduced labour and spares costs.

The present cost of a service contract would be: £635.00 /year plus VAT.

I trust this information is satisfactory and should you require any further information, please do not hesitate to contact me on: 07769 673081.

Yours truly

*Brian Harvey*

Brian Harvey  
Area service manager

Rossmere Learner Pool

Safety Inspection Report

29 August 2002	4 November 2004
<p><b>1. <u>Safety Management Documents and Procedures</u></b></p> <p>It was unfortunate that the swimming instructor was not present during the visit so elements of the inspection could not be carried out.</p> <p>1.1 Recommended Action</p> <p>Ensure that a swimming coach or youth leader is available at the time of the next inspection. <b>Medium – at the time of the next inspection.</b></p> <p>The procedures, which were available for the operation of the pool, had not been reviewed for some time and still bore the Cleveland County Logo. These should be reviewed as soon, as is practicable.</p> <p>1.2 Recommended Action</p> <p>Review Procedures. <b>Low – 30 November 2002.</b></p> <p>No risk assessments were available. A copy of a model risk assessment is attached to the Pool Maintenance Supervisor's</p>	<p><b>1. <u>Safety Management Documents and Procedures</u></b></p> <p>Documentation on health and safety procedures concerning the swimming pool were at the time of inspection in the office used by the Swimming Coach which because of security was locked. To ensure that health and safety procedures are inspected and discussed with the responsible person, the Swimming Supervisor should be available during the inspection.</p> <p>The previous health and safety inspection report has requested that risk assessments should be carried out to cover risks to the Swimming Coach, during the inspection these were not available for inspection.</p> <p>General Risk assessments carried out for tasks carried out by the Pool Water Supervisor were available, however they need to be transferred onto the HBC corporate form.</p> <p>During a recent inspection by "Stranco" the company carrying out maintenance on the pool, recommended that the water treatment equipment should not be used. This was due to a fault on a section of the pipework. The pool dosing equipment should not be used until necessary repairs are completed. In</p>

29 August 2002	4 November 2004
<p>copy of this report.</p> <p>1.3 Recommended Action</p> <p>Develop a risk assessment for a swimming teacher at this pool. <b>Low – 30 November 2002.</b></p> <p>The readings for the day of the inspection are included at the end of this report. It was unfortunate in that the flow rate could not be measured. This uncertainty has a deleterious effect on the bathing load for the pool.</p> <p>1.4 Recommended Action</p> <p>Determine flow rate for the pool, which will allow the bathing load to be increased. <b>Medium – 31 December 2002</b></p> <p><b>Albert Williams - Determine flow rate for pool. This was one by the ISRM and included in their draft report dated June 2002. Items 4.8.1 and 4.8.2.</b></p> <p>Records 28 August 2002:- pH – 7.4 Free chlorine – 1.0 Total chlorine – 1.5 Combined chlorine – 0.5</p>	<p>the interim period, prior to repair, the Pool Maintenance Supervisor carrying out manual pool dosing, this involves weighing and dispersing the chemical into the pool.</p> <p>Manual dosing of the pool, to reach acceptable parameters of pool water suitability will suffice in the short term, however the long term objective should be to have the automatic pool dosing system repaired or replaced.</p> <p>Records of the Pool Water treatment were available and were within acceptable limits.</p> <p>Pool Water Records for 4 November 2004</p> <p>PH – 7.5 Free chlorine – 0.37 Total chlorine – 0.79 Combined Chlorine 0.79 Water temperature - 82°F Air Temperature (Pool Hall) - 80°F</p> <p>1.1 Recommended Actions</p> <p>Ensure that a Swimming Coach is available at the next inspection, so that documentation can be inspected. <b>Medium – next inspection.</b></p>

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<p>Water temperature – 24.6°C Air temperature (Pool Hall) – 26.7°C</p> <p>Random term-time day:- PH 7.7 Free chlorine - 2.5 Total chlorine – 3.0 Combined chlorine – 0.5 Water temperature – 28.9°C Air temperature (Pool Hall) – 24°C</p>	<p>Ensure suitable and sufficient risk assessments for employees carrying out supervisory duties at the swimming pool are available. Advice and assistance on risk assessments can be obtained by contacting the Employee Wellbeing Team on 523562. <b>Low – 31 December 2004.</b></p> <p>Replace or repair automatic pool dosing system. <b>High – 28 February 2005.</b></p> <p><b>Albert Williams - Recommended actions paragraph 3 dosing system no instructions to action received.</b></p>
<p><b>2. <u>Emergency Systems</u></b></p> <p>There is no emergency lighting fitted at this pool. As it is used in the evening and the wintertime then a risk assessment should be carried out the determined appropriate control measures such as flashlights to cater for electricity failure.</p> <p><b>Albert Williams – Managing the lack of emergency lighting procedures are in place in Alan MacNabs normal operating procedures and Emergency action plan dated 5/12/01 item 21.</b></p>	<p><b>2. <u>Emergency Systems</u></b></p> <p>Carry out a fire safety risk assessment. Contact the Wellbeing Team on 523562 if assistance is required. <b>Medium – 28 February 2005.</b></p> <p>Ensure that the procedure in place for fire evacuation is maintained. <b>Medium – Ongoing.</b></p> <p>Have the fire extinguisher tested as required. Contact Safe and Sure on 0191 3781153. <b>Medium – Immediate.</b></p> <p><b>Albert Williams – Client responsibility</b></p>



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<p>2.1 Recommended Action</p> <p>Complete a risk assessment and introduce appropriate controls in case of failure. <b>Low – prior to evening classes being held.</b></p> <p>The ceiling mounted heater for the office did not appear appropriate as it could heat up the wooden panelling forming the ceiling and it was too close to the top of a door on which towels could be strewn. A shelf with combustible items on it was also very close.</p> <p>2.2 Recommended Action</p> <p>Reposition or ideally remove this heater. <b>Medium 31 October 2002.</b></p> <p><b>Albert Williams – A thermostat was provided to control wall mounted heater operation our order number NS6521 dated 25/9/02 £439.20.</b></p>	<p>Complete a risk assessment and introduce appropriate controls in case of lighting failure. <b>High – Immediate.</b></p> <p>Replace the heater. <b>Medium – 31 December 2004.</b></p> <p><b>Albert Williams – Managing the lack of emergency lighting procedures are in place in Alan MacNabs normal operating procedures and Emergency action plan dated 5/12/01 item 21.</b></p> <p><b>Albert Williams – A thermostat was provided to control wall mounted heater operation our order number NS6521 dated 25/9/02 £439.20.</b></p>

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<p><b>3. <u>Energy Systems</u></b></p> <p>The plant room had a large quantity of electrical equipment, which could come into contact with water if the leakage increases further and the drain becomes blocked. This situation should be assessed from an electrical viewpoint.</p> <p><b>Albert Williams – Item 3 a comment only if drainage blocked.</b></p>	<p><b>3. <u>Energy Systems</u></b></p> <p>Portable electrical appliances in the premises have been tested, as required.</p> <p>Fluorescent Lighting covers around the pool had become detached, there was a possibility that if further corrosion of the fixings holding the covers to the lights took place they could fall.</p> <p>Some of the lights are positioned above the pool and will need suitable equipment to reach them to repair or replace them.</p> <p>The five-year electrical installation inspection had been carried out in February 2000.</p> <p>3.1 Recommended Action</p> <p>Contact Neighbourhood Services who will give advice on the repair or renewal of the fluorescent light covers. Contact number: 523830.</p> <p><b>Albert Williams – no instructions to action received.</b></p>
<p><b>4. <u>Hazardous Substances</u></b></p> <p>The recent asbestos survey on council buildings was not available at the time of inspection.</p>	<p><b>4. <u>Hazardous Substances</u></b></p> <p>The recent asbestos survey carried out in 2002 for the pool was available at the time of the inspection. However the recently</p>

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<p>4.1 Recommended Action</p> <p>Verify that the survey has been carried out and obtain a copy contact M Shepherd tel 3385. <b>Low – 30 November 2002</b></p> <p>The Sodium Hypochlorite store should have an appropriate warning label indicating the hazardous nature of the chemical stored therein.</p> <p><b>Albert Williams - This item actioned our order number NS 6527 dated 25/9/02 £19.26</b></p> <p>4.2 Recommended Action</p> <p>Manufacture and fit signs for store door. <b>Low – 30 November 2002.</b></p>	<p>introduced Asbestos Permit to Work requires that a Site Asbestos Checking Officer (SACO) is nominated to carry out routine inspection duties. During the inspection there was no indication who the SACO for the pool was.</p> <p>4.1 Recommended Action</p> <p>Verify that a SACO has been appointed to carry out asbestos inspections in the Swimming pool. Contact the Wellbeing team on 3560 if SACO one to one training is required. <b>High – 31 December 2004.</b></p>
<p><b>5. <u>Work Equipment</u></b></p> <p>A six-way valve is leaking in the plant room. The water appeared to be escaping from a gauge connection.</p> <p>5.1 Recommended Action</p> <p>Repair water leak as an urgent basis. <b>High – 30 September</b></p>	

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<p><b>2006.</b></p> <p><b>Albert Williams – This item actioned out order number NS 6275 dated 9/9/02 £319.88</b></p>	
<p><b>6. <u>Premises</u></b></p> <p>The pool surround matting requires some attention in that some of the fastenings no longer work and in some cases some trimming, stitching and refitting.</p> <p>6.1 Recommended Action</p> <p>Carry out maintenance of pool surround matting. <b>Low – 31 December 2002.</b></p> <p><b>Albert Williams – This item actioned our order number NS 6722 dated 10/10/02 £380</b></p> <p>The Shower roses in both changing rooms appeared to have restricted flow.</p> <p>6.2 Recommended Action</p> <p>Clear Showerheads and prove water flow adequate. <b>Low – 31 October 2002.</b></p>	<p><b>6. <u>Premises</u></b></p> <p>The matting surrounding the pool requires attention in the form of new clips to prevent the matting parting and creating a tripping hazard. During the inspection sections of the matting required repositioning.</p> <p>The pool has no access / egress steps, exit from the pool for swimmers. They rely on a plastic grab rail, which is installed around the pool at water level. The rail has plastic fastenings of which some had broken or become detached from the pool wall.</p> <p><b>Albert Williams – This item actioned our order number NS 13871 dated 9/11/04 £24.59</b></p> <p>Wall mounted heaters fitted around the pool to provide an ambient temperature for the general pool area are installed in close proximity to extractor fans which remove contaminated air from the pool area. The ambient temperature of the pool area is difficult to maintain.</p>

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<p><b>Albert Williams - no action taken</b></p> <p>The boys' shower had some sealing skirts missing and other repairs.</p> <p>6.3 Recommended Action</p> <p>Repair and replace sealing skirts. <b>Medium – 31 October 2002.</b></p> <p><b>Albert Williams - no action taken</b></p>	<p>The maintenance of a suitable ambient temperature in the poolside is difficult to achieve. The possible reason could be that the fans and heaters are located close to each other. A survey should be carried out on the temperature at the exit of the heaters and the suction side of the extractor fans to ascertain if warm air directly from the heaters is being expelled lowering the ambient temperature of the poolside.</p> <p>Before entry into the swimming pool swimmers pass through a foot wash. On most pools these have been dispensed with, as they harbour foot infections. During the inspection both the male and female foot wash areas had been drained.</p> <p>The pool water cover in places is worn and creates a risk to the person removing or putting the cover in place. It will be necessary to access the task using risk assessment to determine what are the significant risks and the measures needed to manage them. Assistance in risk assessment can be obtained by contacting the Wellbeing Team on 3562.</p> <p>6.1 Recommended Actions</p> <p>Carry out visual inspections of the clips attached to the matting at a frequency that ensures the matting does not part, creating a tripping hazard. <b>Low – 31 December 2004.</b></p> <p><b>Albert Williams – no instructions to action received.</b></p>

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	<p>Carry out a survey of heat distribution of the heaters/extractors. <b>Low – 31 January 2005.</b></p> <p><b>Albert Williams – no instructions to action received</b></p> <p>Consider the removal of the footbaths. <b>Low – 28 February 2005.</b></p> <p><b>Albert Williams – no instructions to action received</b></p> <p>Carry out a risk assessment on the operation of the pool cover and implement any control measures that are identified. <b>Medium – 28 February 2005</b></p> <p><b>Albert Williams – no instructions to action received</b></p>
<p><b>7. <u>Lone Working</u></b></p> <p>It appears that the only phone in the building has a security code to prevent unauthorised use. This must be borne in mind when looking at the risks to the swimming teacher or the Pool Maintenance Supervisor, as it is likely to be the means of summoning emergency assistance</p> <p>7.1 Recommended Action</p>	<p><b>7. <u>Lone Working</u></b></p> <p>The telephone highlighted in the previous health and safety inspection is available in the Swimming Supervisors office and can be used by him. The Pool Maintenance supervisor is not issued with means of communication for lone working. It must be borne in mind that when looking at risks associated with the Pool Maintenance Supervisor's role, it is likely that means of summoning emergency assistance is a high priority.</p>

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<p>Conduct a lone working risk assessment for those in the building. Assistance if required in this may be obtained by contacting the HSU.</p>	<p>7.1 Recommended Action</p> <p>Conduct a lone working risk assessment for employees involved in working alone. Advice and guidance can be obtained by contacting the Wellbeing Team on 523562.</p>
<p><b>8. <u>First Aid</u></b></p> <p>The first aid box did not appear to be well stocked and it should be checked against the HSE list, which was available.</p> <p>8.1 Recommended Action</p> <p>Replenish first aid box and check on a regular basis. <b>Low – 31 October 2002.</b></p> <p>It was not possible to verify the First Aid competence, as the swimming coach was not present at the time of inspection.</p> <p>8.2 Recommended Action</p> <p>Verify competence of swimming coach. <b>Low – at the time of the next inspection.</b></p>	<p><b>8. <u>First Aid</u></b></p> <p>The first aid box inspected was well stocked. There is a further first aid container carried in the Pool Maintenance Supervisor's car.</p> <p>The Swimming Supervisor is trained in first aid and also holds a valid IRSM certificate that was updated in September 2004.</p> <p>8.1 Recommended Action</p> <p>None, other than to maintain the level of first aid and qualifications required for the Swimming Pool Supervisor.</p>
<p><b>9. <u>Accident Reporting</u></b></p> <p>An accident book is in place and the latest reported accident</p>	<p><b>9. <u>Accident Reporting</u></b></p> <p>The Swimming Supervisor has a new style accident book that is</p>

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was 11 June 2002.  9.1 Recommended Action  None.	retained in a locked cupboard. The Swimming Co-ordinator advised that HBC safety Incident Report Forms are also used in accidents or incidents.
<u><b>Attachments to the Pool Maintenance Supervisors copy of this report:</b></u>  Risk assessment for swimming teacher at Brinkburn YC Swimming Pool.	<u><b>Attachments to the Pool Maintenance Supervisors copy of this report:</b></u>  Corporate Fire Safety risk assessment.