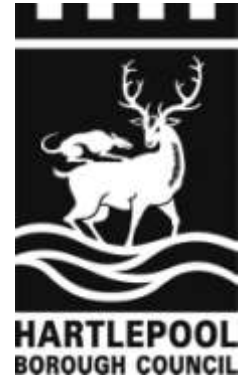


# **FINANCE AND POLICY COMMITTEE**

## **AGENDA**



**Monday 11 March 2019**

**at 10.00 am**

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

**MEMBERS:** FINANCE AND POLICY COMMITTEE

Councillors C Akers-Belcher, S Akers-Belcher, Brewer, Brown, Cranney, Harrison, Marshall, Moore, Smith, Thomas and Young.

**1. APOLOGIES FOR ABSENCE**

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

**3. MINUTES**

- 3.1 To receive the minutes of the meeting of the Finance and Policy Committee held on 12 February 2019.
- 3.2 To receive the minutes of the meeting of the Health and Wellbeing Board held on 10 December 2019.
- 3.3 To receive the minutes of the meeting of the Safer Hartlepool Partnership held on 27 November 2019.

**4. BUDGET AND POLICY FRAMEWORK ITEMS**

None.

**5. KEY DECISIONS**

- 5.1 Reshaping Drug and Alcohol Treatment Services - *Director, Children and Joint Commissioning Services and Director of Public Health*
- 5.2 15 Church St Renovation - *Director of Regeneration and Neighbourhoods*
- 5.3 Review of Civic Expenditure - *Director of Regeneration and Neighbourhoods and Chief Solicitor*



**6. OTHER ITEMS REQUIRING DECISION**

None.

**7. ITEMS FOR INFORMATION**

7.1 Corporate Procurement Quarterly Report on Contracts - *Director of Finance and Policy*

**8. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT**

**9. LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006**

**EXEMPT ITEMS**

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006

**10. EXEMPT ITEMS FOR DECISION**

10.1 Approval for Compulsory Redundancies - *Assistant Director, Corporate Services*

FOR INFORMATION

Future meeting dates – to be confirmed.



# **FINANCE AND POLICY COMMITTEE**

## **MINUTES AND DECISION RECORD**

12 FEBRUARY 2019

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

**Present:**

Councillor Kevin Cranney (In the Chair)

Councillors: Brenda Harrison and Ann Marshall.

Also Present: Councillor Allan Barclay as substitute for Councillor Christopher Akers-Belcher;  
Councillor Marjorie James as substitute for Councillor Stephen Akers-Belcher;  
Councillor C Richardson as substitute for Councillor Paddy Brown;  
in accordance with Council Procedure Rule 5.2.

Officers: Gill Alexander, Chief Executive  
Hayley Martin, Chief Solicitor  
Chris Little, Director of Finance and Policy  
David Cosgrove, Democratic Services Team

### **104. Apologies for Absence**

Councillors Christopher Akers Belcher, Stephen Akers-Belcher, Paddy Brown, Stephen Thomas and Mike Young.

### **105. Declarations of Interest**

None.

### **106. Minutes of the meeting held on 28 January 2019**

Confirmed.

**107. Acquisition by Tees Valley Combined Authority of Shares in Durham Tees Valley Airport Ltd - Waiver of Pre-Emption Rights by Minority Shareholders** (*Chief Solicitor*)

**Type of decision**

Key decision. General Exception Notice applies.

**Purpose of report**

The report recommended that the Council, as a minority shareholder in Durham Tees Valley Airport Limited, consent to grant a waiver of its pre-emption rights in order to facilitate a transfer of shares controlled by Peel Holdings Limited to a company established by the Tees Valley Combined Authority. In addition it was recommended that the Council maintain its existing minority shareholder protections under the current shareholders agreement with some minor modifications and clarifications.

**Issue(s) for consideration**

The Chief Solicitor outlined the reasons behind the urgent calling of the meeting and reported that a similar report had already been considered by the other shareholding authorities in order to facilitate the decision made on 24 January by the Tees Valley Combined Authority (TVCA) to acquire the shareholding of Peel Holdings Limited in Durham Tees Valley Airport Limited (DTVAL) for a consideration of £40 million.

The Chief Solicitor outlined the specific issues in relation to the local authorities waiving their pre-emption rights and also those relating to the Accession Deed of Adherence and Amendment and the removal of those provisions that were no longer relevant. The Chief Solicitor indicated that the relative urgency of the issues reported related primarily to the planning permission for around 350 houses on a site on the north side of the airport site and reserved planning matters relating to that approval.

A Member questioned the allocation of shares between the local authorities and if this had been on the basis of population or other means. It was indicated that it was believed the allocation was on the basis of population but the Chief Solicitor indicated that she would provide Members with details in writing after the meeting.

A Member also suggested that some the documentation may need to be updated to remove the gender bias in the text.

**Decision**

1. That the Committee agrees to waive the Council's pre-emption rights or rights of first refusal relating to the proposed transfer of the shares by Peel and to approved the form of waiver and release (as set out at

Annex 1 to the report) and authorised the Chief Solicitor to seal or sign all documents and complete all other actions required to give effect to this.

2. That the Committee agrees to the form of Accession Deed of Adherence (as set out at Annex 2 to the report) and authorised the Chief Solicitor to seal or sign all documents and complete all other actions required to give effect to this.

The meeting concluded at 10.10 am.

**H MARTIN**

**CHIEF SOLICITOR**

**PUBLICATION DATE: 13 FEBRUARY 2019**

# HEALTH AND WELLBEING BOARD

## MINUTES AND DECISION RECORD

10 December 2018

The meeting commenced at 10 am in the Centre for Independent Living,  
Hartlepool

**Present:**

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

**Prescribed Members:**

Elected Members, Hartlepool Borough Council – Councillors Buchan and Thomas

Representatives of Hartlepool and Stockton-on-Tees Clinical Commissioning Group – Dr Nick Timlin and Karen Hawkins (as substitute for Nicola Bailey)

Interim Director of Public Health, Hartlepool Borough Council – Dr Peter Brambleby

Director of Children's and Joint Commissioning Services, Hartlepool Borough Council – Sally Robinson

Director of Adult and Community Based Services, Hartlepool Borough Council, Jill Harrison

Representatives of Healthwatch - Margaret Wrenn and Ruby Marshall

**Other Members:**

Assistant Director of Joint Commissioning, Hartlepool Borough Council – Danielle Swainston

Representative of the NHS England – Dr Tim Butler

Representative of GP Federation – Fiona Adamson

Representative of Headteachers - Julie Thomas

Observer – Statutory Scrutiny Representative, Hartlepool Borough Council - Councillor Loynes

Also in attendance:-

Steve Pett, North Tees and Hartlepool NHS Trust

Rebecca Jobson, Alice House Hospice

Hartlepool Borough Council Officers:

Dean Langstaff, Public Health Intelligence Specialist

Dr Pat Riordan, Director of Public Health (designate)

Joan Stevens, Statutory Scrutiny Manager

Amanda Whitaker, Democratic Services Team

## **25. Apologies for Absence**

Elected Member, Councillor Harrison

Julie Gillon and Deepak Dwarakanath, North Tees and Hartlepool NHS Trust

Representative of Hartlepool Voluntary and Community Sector – Tracy Woodhall

Representative of Hartlepool and Stockton-on-Tees Clinical Commissioning

Group – Nicola Bailey

Representative of Cleveland Police - Jason Harwin

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

Councillor Akers-Belcher and Councillor Thomas reaffirmed interests as employees of Healthwatch Hartlepool.

## **27. The Motor Neurone Disease Charter** *(Director of Adults and Community Based Services)*

The Board considered a report which had been considered by the Adult Services Committee on 12 July 2018 and which had been referred by the Committee to the Board with a recommendation that partners adopt the Motor Neurone Disease Charter. The report sought commitment from Board Members to adopt the Charter. The Chair welcomed members of the public who were in attendance at the Board meeting to support the adoption of the Charter by Partner organisations.

The Chair of Adult Services Committee referred to the adoption of the Charter by the Adults Services Committee and was pleased to report that as a consequence of the adoption of the Charter, there had been improvements to the service including the appointment of a dedicated social worker in Hartlepool for MND. It was highlighted that the Charter focused on 5 key statements and that the Local Authority was in a position to deal with a small element of those statements. A similar commitment was, therefore, necessary from other partners.

The Chair proposed that a letter be drafted to be sent to all partners requesting organisations to adopt the Charter and highlighting the support of the Board. It was agreed that a copy of the letter be sent to Mrs Hamilton who was in attendance at the meeting.

### **Decision**

It was agreed that a letter be sent by the Chair of the Board to all partners encouraging those organisations to adopt the Motor Neurone Disease Charter.

## **28. Minutes**

(i) The minutes of the meeting held on 14<sup>th</sup> September 2018 were confirmed.

There were no matters arising from the minutes.

(ii) The minutes of the meetings of the Children's Strategic Partnership held on 10<sup>th</sup> July 2018, 4<sup>th</sup> September 2018 and 2<sup>nd</sup> October 2018 were received.

## 29. **Update on Progress with Drugs and Alcohol Harm Reduction** (*Interim Director of Public Health*)

The report updated the Board on progress following the needs assessment for drugs and alcohol in Hartlepool which had been considered at the September meeting of the Board. Board Members were advised that the focus had moved from assessing need to addressing need. Key elements of addressing the needs had identified the following:-

- A clear separation of commissioning and providing roles, with overall responsibility for governance located in the commissioning element
- A fresh identity as single service under single leadership, with scope to sub-contract specialist elements such as clinical input and needle exchange
- A fresh specification for the unified service
- The core element social and psychological support to be provided from the in-house service, which would be the first point of referral.
- Engagement with potential providers to secure the new clinical input, with facilities fit for in-reach “one-stop-shop” approach
- Therapy to begin from the first contact assessment
- A single key worker (or small team) to be identified to each client to promote continuity of care and facilitate a supportive and therapeutic relationship
- Clinical services to include not just prescribing but all clinical needs – eg blood-borne virus control, wound care, sexual health, primary health care, mental health
- Flexibility to explore and evaluate new models of provision and respond to local or national changes in policy or practice, eg prescribing of opioids and/or safe injecting facilities
- A stronger emphasis on prevention
- A reformulation of service standards, performance indicators and targets
- Greater integration with other in-house services such as 0-19 nursing services, adult social care and housing, leisure and activity
- Greater integration with related agencies such as police, probation, NHS, education
- A re-launched Drugs and Alcohol Harm Reduction Group under refreshed terms of reference and membership (appended to the report), reporting to the Safer Hartlepool Partnership
- 

Following clarification sought from the Head teacher's representative, the Interim Director of Public Health provided assurance that the protection of children from the adverse effects of drugs and alcohol had been considered. The specification



reflected the outcome of those considerations and also the function of the 0-19 service was highlighted. The Director of Children's and Joint Commissioning Services drew attention to the benefits arising from the public health function being part of the Children's Department.

### **Decision**

That the Health and Wellbeing Board note the steps taken to address needs in drugs and alcohol services

## **30. Annual Report of the Director of Public Health** (*Interim Director of Public Health*)

Board Members were advised that one of the statutory duties of a Director of Public Health, reiterated in the Health and Social Care Act 2012, was to produce "an independent annual report on the health of local communities". The Director of Public Health's Annual Report 2017/18 had been circulated. It was highlighted that last year's report focused on "ageing well". This year's report focused on "Starting well", and also picked up on some generic report items. The Director reported that the report which had been circulated was a draft report and acknowledged that there were some typographical errors included in the report. An updated version of the report would, therefore, be circulated to Board Members.

There were no questions arising from the report. The Chair thanked the Interim Director and commended him on his annual report which was appreciated, particularly given the short period of time which he had been the Interim Director. Positive feedback was received also from the representative of the NHS England who commented also in terms of communications and use of social media.

### **Decision**

The Board noted the report and its conclusions.

## **31. JSNA Update** (*Director of Children's and Joint Commissioning Services*)

The report updated Board Members on progress with regard to the refresh of the Hartlepool JSNA. The NHS Act 2007(updated in 2012) required Local Authorities and their partner CCGs to prepare a JSNA. The Hartlepool JSNA had not been formally refreshed since 2015. Work had commenced on the refresh in August 2018. It was agreed to restructure the previous Teeswide template in order to make it much more Hartlepool focussed and thus enable it to capture Hartlepool specific priorities. The vision for the refreshed JSNA was to provide an intelligence resource that was available at community level. It was the intention that the JSNA should be used as a resource by all partners across Hartlepool. It was highlighted that the JSNA is a "live" process and as such

would be systematically updated and added to through time. A demonstration was given at the meeting.

Board Members were advised that the JSNA was structured in order to support the priorities of the Health and Wellbeing Strategy and used the same headings to describe the different sections. In each of the sections the main issues were identified as set out in the document appended to the report. Based on the appendix, the Chair sought clarification regarding the content of the website with particular reference to the importance of the link with scrutiny outcomes i.e. mental health and maternity investigations. The Statutory Scrutiny Manager provided assurance that data could be fed into the site.

### **Decision**

Members noted the content of the report and approved the structure and content of the refreshed JSNA.

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

The report provided the Board with an update on progress against the action plan that had been developed following the Care Quality Commission's Local System Review in Hartlepool. The Care Quality Commission had undertaken a Local System Review in Hartlepool in September / October 2017. The final report had been published on the CQC website on 8 December 2017 following a Local Summit on 7 December 2017 where the CQC had presented the report and work had begun to develop an action plan in response to the areas for improvement that had been identified. Following the review, the local system had been required to develop an action plan for submission to the Department of Health in January 2018. This had been reported to the Board in February 2018.

On 10 October 2018 CQC had contacted areas that had received a review to advise that the Secretaries of State for Health and Social Care and for Housing, Communities and Local Government had asked CQC to monitor the improvements made in local areas since the local system reviews last year. The monitoring process involved CQC reviewing current performance against key indicators (including emergency admissions and readmissions and delayed transfers of care); a review of progress against the action plan and telephone interviews with key people responsible for overseeing progress. The updated action plan that had been submitted to CQC was appended to the report and interviews with key individuals from the Council, CCG and Foundation Trust were being scheduled in December. It was highlighted that the action plan illustrated that only one action was 'amber' with all other actions completed.

### **Decision**

- (i) The Board noted the update regarding the monitoring process.

- (ii) The positive progress made against the action plan was noted and all those involved in the process were commended by the Chair..

### **33. Better Care Fund 2018/19: Quarter 2 Performance Update** *(Director of Adult and Community Based Services)*

The report provided the background to the Better Care Fund reporting arrangements and summarised the National Conditions and performance measures. Performance reports were submitted to NHS England on a quarterly basis. The Q2 return covering the period April – June 2018 had been submitted in July 2018 and had confirmed that all national conditions continued to be achieved. An analysis of performance data had also been provided which was summarised in the report.

#### **Decision**

The Board retrospectively approved the Hartlepool Better Care Fund Quarter 2 return and noted the current position in relation to performance.

### **34. Face the Public Event 2019** *(Statutory Scrutiny Manager)*

The Board was presented with proposals for the Health and Wellbeing Board's Face the Public event in 2019. Board Members were advised that Part 2 (Article 10) of Hartlepool Borough Council's Constitution required that the Safer Hartlepool Partnership and the Health and Wellbeing Board hold a Face the Public Event each year.

It was proposed that the Safer Hartlepool Partnership and Health and Wellbeing Board Face the Public Events both be held on the 11<sup>th</sup> March 2019, as detailed in the report. The holding of these two events consecutively on the same day, would allow the resources required for their organisation to be shared and duplication removed. It would also allow a potential crossover of attendees, giving those who attend the Health and Wellbeing Board event an opportunity to easily stay and participate in the Partnership event, and vice versa. The Board was asked to consider if it would support 'starting well' as a focus topic for the Health and Wellbeing Board event, this already being the focus of the Director of Public Health's Annual report and a priority outcome within the Joint Health and Wellbeing Strategy (2018 – 2025).

#### **Decision**

- (i) The Board agreed that the Health and Wellbeing Board's Face the Public Event be held on the 11 March 2019, commencing at 3pm (duration 2 hours)
- (ii) It was agreed that 'starting well' should be a focus topic for the Health and Wellbeing Board Face the Public Event in 2019 and that consideration should be given as to how to get information into schools in terms of that theme.

### **35. CQC Feedback - Presentation**

Tees, Esk and Wear Valley's NHS Foundation Trust was not in attendance at the meeting. It was agreed, therefore, to defer the item for consideration at the next scheduled meeting of the Board.

#### **Decision**

That the presentation be deferred for consideration at the next scheduled Board meeting on 4<sup>th</sup> March 2019.

Prior to concluding the meeting, the Chair expressed his personal thanks to Dr Peter Brambleby at this last meeting he would attend as Interim Director of Public Health.

Meeting concluded at 10.55 a.m.

CHAIR

## **SAFER HARTLEPOOL PARTNERSHIP MINUTES AND DECISION RECORD**

27 November 2018

The meeting commenced at 4.00 pm in the Civic Centre, Hartlepool.

### **Present:**

Councillor: Christopher Akers-Belcher (In the Chair)  
Councillor Jim Lindridge  
Denise Ogden, Director of Regeneration and Neighbourhoods  
Tony Hanson, Assistant Director, Environment and  
Neighbourhood Services  
Peter Brambleby, Interim Director of Public Health  
Superintendent Alison Jackson, Cleveland Police  
Barry Coppinger, Office of Police and Crime Commissioner for  
Cleveland  
Chief Inspector Nigel Burnell, Chair of Youth Offending Board  
Ann Powell, National Probation Service  
John Graham, Durham Tees Valley Community Rehabilitation  
Company  
Sally Robinson, Director of Children's and Joint Commissioning  
Services  
Jill Harrison, Director of Adult and Community Based Services

Libby Griffiths was in attendance as substitute for Chris Joynes  
and Martyn Challoner was in attendance as substitute for Alan  
Brown

### **Also Present:**

Councillor John Tennant  
Simon Smart and Jo Wright, Victim Care and Advice Service  
Dave Mead, Office of Police and Crime Commissioner for  
Cleveland

Officers: Rachel Parker, Community Safety Team Leader  
Kate Ainger, Research Officer, Hartlepool Community Safety  
Team  
Steve Hilton, Public Relations Officer  
Denise Wimpenny, Principal Democratic Services Officer

### **30. Apologies for Absence**

Apologies for absence were submitted on behalf of Alan Brown, Cleveland Fire Authority and Chris Joynes, Thirteen Group.

### **31. Declarations of Interest**

None.

### **32. Minutes of the meeting held on 12 October 2018**

Confirmed.

### **33. Chair's Update /Briefing Note from Hartlepool Community Safety Team**

The Chair welcomed Alison Jackson, who was the new Superintendent of Cleveland Police, and had replaced Alastair Simpson as Vice-Chair on the Partnership.

The Chair referred to the recent media attention in recent weeks in relation to crime related issues in Hartlepool. Disappointment was expressed in terms of the inaccuracies reported in the media around vigilante type activities in the Foggy Furze ward of the town. The Chair emphasised that the reports were not a true reflection of the Ward he represented. It was highlighted that whilst a number of residents in the Ward adopted a neighbourhood watch type approach, there was no evidence of vigilante activities.

Reference was made to the vast amount of work had been done to promote Hartlepool as an excellent place to live, work and invest and the Council, along with the police were, in extremely difficult circumstances, given that this was the worst possible funding regime for decades, trying to provide the best possible service to the community. The Chair spoke in support of the benefits of the recent development of the place based joint Community Safety Team and invited Chief Inspector Nigel Burnell who was also the Chair of the Community Safety Partnership, to update Partnership Members on the work that had been done on the ground to tackle crime and improve safety in Hartlepool.

The Chief Inspector circulated a briefing note which outlined the recent and ongoing work of the Hartlepool Community Safety Team which included information on days of action, key issues together with key outputs, a summary of which was provided:-

- Monday 20 August – Dent Street and surrounding streets
- Tuesday 16 October – Wynyard Mews – Operation Otley

- Tuesday 30 October to 6 November – Rossmere Park
- First Criminal Behaviour Order granted in September 2018
- Harrassment Injunction granted
- Town Centre Anti-Social Behaviour – Operation Shrewsbury
- Premise Closure Order (Operation Otley)
- Night Time Economy Operation
- Domestic Abuse Communications Campaign

The Police and Crime Commissioner and Superintendent Alison Jackson spoke in support of the initiative and took the opportunity to thank Chief Inspector Burnell and the team for their hard work to date and commented on the challenges and priorities for the future and the commitment of the police and all partners to deal with issues of concern to the local community.

In the discussion that followed Partnership Members as well as members of the public shared with the Partnership their disappointment regarding the recent television coverage and the negative impact this portrayed for Hartlepool as a town. A Member referred to comments made at a previous meeting regarding the importance of improving communication with Elected Members in terms of sharing information in advance of planned ward activities to enable Members to feed information of this type into community groups and ward surgeries.

A lengthy question and answer session followed during which members of the public, who were in attendance at the meeting, were invited to speak:-

- (i) A Member of the public reported on a recent letter that had been sent to the Council and the Police and Crime Commissioner on his behalf from his MP in relation to a number of long standing anti-social and threatening behaviour issues which were having a detrimental impact on his family life, details of which were shared with the Partnership. The Chair provided assurances that the issues raised would be investigated immediately following the meeting.
- (ii) In response to concerns raised in relation to drug related crime problems in the town and the impact of a reduced police presence, the Police and Crime Commissioner shared these concerns in terms of the impact of continuing reductions in Central Government funding on police resources within the area and highlighted that a Working Group had recently been established to explore alternative approaches to tackling these issues.
- (iii) Reference was made to the week of action in Rossmere Park and the need to install CCTV cameras in this location was suggested. It was also reported that a CCTV camera in Jutland Road was also out of action. The Chair agreed to investigate the issues raised.

**Decision**

- (i) That the information given and comments of Members and attendees be noted and actioned as appropriate.
- (ii) That the issues raised around long standing anti-social and threatening behaviour issues be investigated following the meeting.
- (iii) That the suggestions, as outlined above, in relation to CCTV cameras in Rossmere Park and Jutland Road be explored.

**34. Victim Care and Advice Service Presentation**  
(Representative from Victim Care and Advice Service)**Issue(s) for consideration**

A representative from the Victim Care and Advice Service, who was in attendance at the meeting provided the Partnership with a presentation in relation to the work of the Victim Care and Advice Service, which was a commissioned service to support victims of crime across Cleveland and Durham. The presentation focussed on the following:-

- Referral processes
- Performance data
- Details of the number of people supported (by crime type)
- Friends against scams/call blocker initiative

In concluding the presentation the representative advised that representatives would be more than happy to attend meetings in the community and were also available to provide a personalised service to individuals who were victims of crime.

The Chair thanked the representative for his attendance and for sharing the work of the Service with the Partnership.

**Decision**

That the contents of the presentation be noted.

**35. Community Payback Presentation** (Representative from Durham Tees Valley Community Rehabilitation Company)**Issue(s) for consideration**

A representative from Durham Tees Valley Community Rehabilitation Company (DTVCR) provided the Partnership with a presentation in relation to the Community Payback Scheme. The presentation included



details of the role and remit of the DTVCRC's role and remit which was to supervise and manage around 4,000 participants (400 in Hartlepool) to deliver unpaid work and programmes for the National Probation Service as well as Durham Tees Valley cases. The presentation included details of the following:-

- Around £500k invested in service development in last twelve months
- Purpose of unpaid work – assists in re-integration and must not replace paid employment
- Review of unpaid work undertaken in 2016
- Programme of work with local authorities
- Volumes are lower than predicted – low numbers of participants available during the week therefore less visibility of unpaid work
- DTVCRC – Hartlepool
  - 3 Hubs
    - People's Centre 5 days per week
    - Waverley Project 3 days per week
    - St Joseph's Church Hall 1 day per week
- Unpaid work initiatives include Waverley Project and Tofts to Seaton walkway

In the discussion that followed presentation of the report the representative responded to queries raised arising from the presentation. The Partnership was advised that there were currently 400 participants currently being supervised in Hartlepool.

### **Decision**

That the contents of the presentation be noted.

## **36. Divert Deferred Prosecution Scheme** *(Representative from Office of the Police and Crime Commissioner for Cleveland)*

### **Purpose of report**

To provide the Partnership with an update in relation to the implementation of the Cleveland Divert deferred prosecution scheme.

### **Issue(s) for consideration**

It was reported that Cleveland had some of the highest re-offending rates for adults in the country with Hartlepool figures currently some of the highest of the group. The Divert model and scheme would look to reduce re-offending and improve the life chances of its clients. An early intervention strategy would ensure that the needs of the individual and their victims were given priority.

Details of the purpose as well as the potential benefits of a deferred prosecution approach were provided, as set out in the report. In a deferred prosecution, instead of charging a suspect immediately, the suspect was given a time bound opportunity to voluntarily enter into a contract/ agreement with specific conditions. If the conditions were met the prosecution would not proceed. The Divert Team would assess and identify the needs of the individual and look to address the underlying causes of the offending behaviour. A personal agreement, based on the individuals needs and victims' needs, would be drawn up to support them. Should the individual fail to comply with the agreement the police would have the right to invoke a criminal prosecution.

Representatives from the Divert Team were in attendance and provided the Partnership with a detailed and comprehensive presentation in support of the report.

In the discussion that followed, representatives responded to issues raised arising from the presentation. Clarification was provided regarding the monitoring arrangements in place to measure the success of the programme and the Chair was keen for the Partnership to receive feedback in relation to costs, benefits and outcomes of the scheme.

In response to comments made regarding the need for additional support for victims, the Partnership was advised that one of the key components of the agreement was to hold victim awareness sessions and to ensure victim choice. Partnership Members discussed the benefits of approaches of this type and it was noted that studies suggested that victim satisfaction rates increased as a result of restorative justice approaches of this type.

Members of the public raised concerns regarding the limited police resources in the town. Superintendent Alison Jackson indicated that she was keen to divert resources away from low level crime to support issues that were important to communities, examples of which were provided.

### **Decision**

- (i) That the contents of the presentation and comments of Members be noted.
- (ii) That the Partnership be provided with an update report to include monitoring information in relation to costs, benefits and outcomes of the scheme.

### **37. Domestic Abuse Strategic Group Update** *(Director of Children's and Joint Commissioning Services)*

#### **Purpose of report**

To provide an overview of work undertaken by the Hartlepool Domestic Abuse Strategy Group over the last year.

#### **Issue(s) for consideration**

The report provided background information to the purpose of the Domestic Abuse Group. The Partnership was referred to the action plan, appended to the report, which provided an update on progress to date and incorporated the four key strategic objectives in terms of prevention of abuse, partnership working, provision of services and pursuing perpetrators.

The Director of Children's and Joint Commissioning Services reported that the Group had met on two occasions this year due to changes in the chairing arrangements and officer availability. Details of progress made to date on the work of the Domestic Violence and Abuse Group were provided together with details of proposed future work.

#### **Decision**

- (i) The contents of the report and progress made to date on the work of the Domestic Violence and Abuse Group be noted.
- (ii) The Partnership agreed the proposal to concentrate on the development of an updated needs assessment and new strategy for approval in 2019.

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

#### **Purpose of report**

- 1. To provide feedback to the Safer Hartlepool Partnership on the Anti-Social Behaviour Awareness Day (ASBAD) held in March 2018
- 2. To consider the forthcoming ASBAD event in April 2019 and potential support from SHP Partners.

#### **Issue(s) for consideration**

The Community Safety Team Leader presented the report which provided

the background to the Anti-Social Behaviour Awareness Day which was undertaken on behalf of the Safer Hartlepool Partnership. Details of the aims of the event were included in the report including the young people targeted for involvement. An overview of the sessions and the organisations involved in delivery were provided. Feedback on the event had been received with 100% of teachers involved in the event enjoying it and praising the organisation and delivery of the event and it was noted that the Life Choices and Youth Court scenes had been the favourite event of the majority of teachers.

An analysis of student feedback had shown that 100% of students had enjoyed the event and had identified the Community Safety Team and Youth Offending Team scenes as their joint favourite. In comparison to teachers, fewer students (67%) had considered anti-social behaviour to be a problem in their local area. In terms of event outcomes, more than 98% of the young people at the event stated they had a greater understanding of anti-social behaviour and its impact as a result of attending the event.

It was proposed that given the continued success of ASBAD, a further event would be delivered in 2019 between the 1<sup>st</sup> and 2<sup>nd</sup> of April 2019. Details of the sessions that would be delivered during this event were provided, as set out in the report.

Members were disappointed to note that two schools in Hartlepool had not participated in the event in 2018, one of whom had confirmed that they would not be participating in the 2019 event.

### **Decision**

- (i) That the contents of the report and comments of Members be noted and be utilised to inform the development of the event.
- (ii) The Partnership supported the delivery of the event in April 2019.

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

### **Purpose of report**

To provide an overview of Safer Hartlepool Partnership performance for Quarter 2 – July 2018 to September 2018 (inclusive).

### **Issue(s) for consideration**

The report provided an overview of the Partnership's performance during Quarter 2, as set out in an appendix to the report. Information as a

comparator with performance in the previous year was also provided. In presenting the report, the Research Officer highlighted salient positive and negative data and responded to queries in relation to crime figures by type.

In response to a query regarding the accuracy of the figures relating to fires, the Director of Regeneration and Neighbourhoods indicated that the information reported to the Partnership was high level performance data and any areas of concern were discussed direct with the Police and Fire Service.

#### **Decision**

That the Quarter 2 performance figures be noted.

### **40. Date and Time of Next Meeting**

The Chair reported that the next meeting would be held on Friday 11 January 2019 at the rescheduled time of 1.00 pm.

The meeting concluded at 5.50 pm.

CHAIR

# FINANCE AND POLICY COMMITTEE

11 March 2019



**Report of:** Director, Children and Joint Commissioning Services  
and Director of Public Health

**Subject:** RESHAPING DRUG AND ALCOHOL TREATMENT  
SERVICES

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

Key Decision (test (i) & (ii) apply) Forward Plan Reference No. CJCS082/18

## 2. PURPOSE OF REPORT

- 2.1 To seek agreement from Finance and Policy Committee to approve the model for the future delivery of Drug and Alcohol Treatment Services and agree the procurement process.

## 3. BACKGROUND

- 3.1 Drug and alcohol dependency in Hartlepool causes significant harm to both individuals and communities. Investment in prevention, treatment and recovery interventions helps to reduce this burden. For example, drug and alcohol users accessing substance misuse treatment services are less likely to be prone to illness and diseases and commit fewer crimes. Furthermore, treatment does not only improve the lives of those in receipt of services, but also that of their families and the communities in which they live.
- 3.2 Currently, Hartlepool has one of the highest death rates from drug misuse and alcohol related liver disease in the North East region. Substance misuse is also a major factor in the rising demand for children's social care services with high numbers of children becoming subject to child protection plans or looked after as a consequence of parental substance misuse.
- 3.3 On 25 July 2016, Finance and Policy Committee received a report detailing an option appraisal for the future delivery of substance misuse treatment and support. This paper proposed three options for consideration as follows:

- Option 1 – Alignment of existing services;
- Option 2 – In house option for the provision of recovery support complemented by a commissioned specialist clinical prescribing service;
- Option 3 – Extension of existing contracts with the existing providers.

Members approved option two as the preferred model for service delivery and in April 2017 the Council moved to an in house delivery model for recovery support with the service transferring into the Council from the previous providers, Lifeline. At the same time, the Council exercised its right to invoke the extension clause on the clinical service commissioned from Addaction and this was further extended again in April 2018. There are no further extension options available within this contract which expires on 31 March 2019. However to ensure appropriate provision is in place whilst future service provision is considered an exemption from the Contract Procedure Rules has been approved to extend the service for a further six months.

#### **4. NEEDS ASSESSMENT**

4.1 Hartlepool's Health and Wellbeing Board asked for a "needs assessment" to be conducted during 2018 to inform the future strategic planning for the delivery of the substance misuse support and treatment service. That assessment has been completed and several needs were identified which are summarised below:

- Reduce intoxication-related harm, and addiction-related harm such as: injuries, skin and vein infections, blood-borne viruses, smoking, sexual health, dental health, mental health, overdose and premature mortality;
- Reduce levels of use;
- Improve access to services;
- Reduce inequalities in use of services;
- Improve retention rates in therapy;
- Improve success rates;
- Reduce antisocial behaviours, crime and re-offending rates;
- Increase employment, volunteering and training rates;
- Safeguarding of children and vulnerable adults in the household; and
- Reduce incidence of domestic violence.

4.2 Parallel to the identification of needs, the following service values and principles were considered important to underpin any service delivery model going forward:

- The need for a fresh approach to commissioning and contracting;
- The need for strong leadership;
- The need for flexibility, ambition and imagination;
- The need for much greater emphasis on prevention and early intervention;
- The need for whole person care based on a key worker model;
- The need for whole household and family support;
- The need to integrate more closely with other Council services; and
- The need for a service model and specification based on pathways.

- 4.3 The needs assessment identified that there should be a transformative approach to the delivery of drug and alcohol treatment services in Hartlepool which would bring about significant change in behaviours, reducing levels of dependency and increasing the preventative offer.
- 4.4 The ambition is to deliver a single site offer in facilities that will be conducive to meeting the clinical and treatment support needs of those who use the service in a way that achieves the requirements outlined in the needs assessment. Any potential bid to deliver these services will need to outline how the provider will meet the accommodation requirements of the centralised service from new premises.

## 5. PROPOSALS

- 5.1 Taking into consideration the needs assessment and future requirements of a substance misuse treatment and support service, the following options for the future provision of services have been identified:

Option 1: Current service model – In-house provision of psychosocial support and commissioned provision for clinical prescribing element with pharmacy contracts for needle exchange.

Option 2: Bring all services in house – including clinical elements, under Council-employed head of drug and alcohol service.

Option 3: Contract out all services – engage external providers with view to entering into a contract with one experienced provider to provide the entire service.

Option 4: Enhanced current service (variant on option 1) – retain and strengthen in-house element (under experienced leadership) to receive all new referrals and provide immediate social and psychological support, and engage with external providers to provide the clinical element (prescribing, sexual health, blood-borne virus screening, wound care, primary care).

- 5.2 These options are appraised against the needs assessment and specification in the following table:



	<b>Option 1 (status quo)</b>	<b>Option 2 (all in-house)</b>	<b>Option 3 (all external)</b>	<b>Option 4 (new internal/external)</b>
Leadership experience	In-house element lacks experience unless new leader recruited. Mixed leadership	Lacks experience unless new external source recruited	Established experienced leadership	Recruit new experienced leader
Service disruption	Minimal	Substantial	Very substantial	Moderate
Expertise/experience	Limited, mixed	Limited	Substantial	Substantial
Professional networks, including NHS and voluntary sector	Limited, mixed	Very limited	Local, national (and possibly international)	Local and national (depending on experience)
Clinical governance risk to HBC, including CQC registration	High for clinical element	High	Risk borne by provider	Risks borne by external provider
Other provider risks, eg financial, staffing and reputational	High for internal element	High for whole service	Risk borne by provider	Risk share – chiefly borne by HBC
Staff issues	Minimal change	Minimal change except new overall leadership	TUPE considerations for staff moving over	Limited change for HBC staff – some job profiling and skill mix adjustment
Facilities (eg vacating Whitby Street)	Upgrade needed	Upgrade needed	Upgrade needed (may be mitigated by new provider's capacity)	Upgrade needed (may be mitigated by new provider's capacity)
IT (System 1 specified)	Upgrade needed	Upgrade needed	Provider to comply	Upgrade needed in-house and external provider to comply

Research and development potential	Limited	Very limited	Strong	Strong
Criminal Justice links	Limited	Very limited	Strong	Strong
Economies of scale (eg for provider overheads)	Limited	Limited	Strong	Limited

- 5.3 Having completed the option appraisal officer advice is that option 4 provides the most effective and integrated model for the delivery of services that will achieve the ambition of the Council to move resources towards prevention. This option retains and strengthens the in-house element around a psycho social key worker model and is ambitious to deliver a strengthened prevention offer particularly with young people.

## 6. RISK IMPLICATIONS

- 6.1 Failure to secure the provision of an effective substance misuse prevention, treatment and support service will increase the financial and social impact of these issues on the people and communities of Hartlepool.
- 6.2 If the Council is not clear about the service specification and requirements of the delivery model, there is a risk that services will be ineffective in tackling this issue, potential providers will not be interested in delivering this service thus creating a reputational risk for the Council.

## 7. FINANCIAL CONSIDERATIONS

- 7.1 The table at confidential **Appendix 1** outlines the current budget and cost projections for each option and contains exempt information under Schedule 12A Local Government Act 1972 (As amended by the Local Government (Access to Information) (Variation) Order 2006) namely (para 3) information relating to financial or business affairs of any particular person (including the authority holding that information).

## 8. LEGAL CONSIDERATIONS

- 8.1 Options 1, 3 and 4 require adherence to the Council's procurement Contract Procedure Rules.

## 9. CONSULTATION

- 9.1 In developing the needs analysis and service specification, consultation has been undertaken with key informants including, people who use the service,

people who refer in to the service, and people whose work overlaps with the service (especially schools, criminal justice system and local NHS).

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

- 10.1 Reduction or cessation of service provision for those with needs arising from substance misuse is likely to have a detrimental impact on child and family poverty.

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

- 11.1 Commissioning and/or delivery of a new service to an updated specification will enhance service provision with no adverse effect on any of the protected groups.

**12. STAFF CONSIDERATIONS**

- 12.1 In options 2, 3 and 4 it is likely that TUPE Regulations would apply.

**12. ASSET MANAGEMENT CONSIDERATIONS**

- 12.1 The option appraisal refers to facilities required. The asset requirements for delivery of the new service delivery model are included within the service specification for any commissioned provision. There will be a requirement that accommodation for the new delivery model is provided as part of any successful bid which will enable the services to move out of the current premises in Whitby Street.

**13. RECOMMENDATIONS**

- 13.1 Finance and Policy Committee is asked to consider the options outlined in this report and make a decision as to which option for service delivery.
- 13.2 Officer recommendation is to support option 4 as the preferred option for service delivery as this provides the most effective and integrated model for the delivery of substance misuse treatment and support services.

**14. REASONS FOR RECOMMENDATIONS**

- 14.1 Option 4 provides the most effective and integrated model for the delivery of services that will achieve the ambition of the Council to move resources towards prevention. This option retains and strengthens the in-house element around a psycho social key worker model and is ambitious to deliver a strengthened prevention offer particularly with young people.

**15. BACKGROUND PAPERS**

Finance and Policy Committee 25 July 2016 'Substance Misuse Treatment Support delivery Options Appraisal'

**16. CONTACT OFFICERS**

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Sign Off:-

Chief Executive



Director of Finance and Policy



Chief Solicitor



# FINANCE AND POLICY COMMITTEE

11<sup>th</sup> March 2019



**Report of:** Director of Regeneration and Neighbourhoods

**Subject:** 15 CHURCH ST RENOVATION

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Key Decision (test (i)) Forward Plan Reference No. RN 37/18

## 2. PURPOSE OF REPORT

2.1 To seek approval for the funding required to carry out the renovation of 15 Church Street.

## 3. BACKGROUND

3.1 15 Church Street (formerly Mama Mias) is located in the Innovation and Skills Quarter adjoining Shades and was acquired by the Council in August 2018. At the time of purchase, the property had been disused for a considerable period and was in generally poor condition. The purpose of the acquisition was to further the regeneration of Church Street by means of renovating the property and bringing it back into use. In brief the property comprises a ground floor hot food takeaway shop and two upper floors of residential accommodation.

3.2 The property acquisition was approved on the 4<sup>th</sup> July, 2018 using powers delegated to Chief Officers in consultation with the Committee chairs for Finance and Policy and Regeneration in relation to self funded business cases and external funding. The Decision Record also noted that a report would be submitted to this Committee to outline proposals for the development of the property and seek approval from Council for the prudential borrowing required to be met from future rental income.

3.3 The Council is currently running a Heritage-led Regeneration Grant Scheme funded by the Heritage Lottery Fund in the Church St Conservation Area. Two types of grant are being made available to property owners in the area; a building grant aimed at general building restoration work and an architectural details grant funding the repair and

restoration of original building details such as period shop fronts, doors and windows. The building grant is based on a maximum 75% and £20,000 of total project costs and the architectural details grant is based on a maximum 90% and £10,000 of eligible project costs. Both grants can be claimed for an individual property where suitable works are proposed. As a property owner the Council can itself make use of this grant funding subject to the work meeting the relevant criteria. The grant funded work has to be competitively tendered and if the Council wishes to submit a tender, the Heritage Lottery Fund require that the tendering is carried out by an independent third party. The remainder of the work can be carried out by the Council subject to practical considerations concerning the division of the works where the different elements relate to each other.

#### **4. PROPOSALS**

- 4.1 As noted above, the property comprises a ground floor shop unit formerly used as a hot food takeaway and residential accommodation to the first and second floors. It is proposed to re-configure the upper floors into two no. 2 bedroom flats to be let by the Council's housing section on an affordable or social rent basis with all revenue and expenditure being within the Housing Revenue Account. This is the basis on which Homes England and Section 106 monies are being used for the project.
- 4.2 In relation to the ground floor, it is proposed to renovate the shop and to let it as a self-contained retail unit within Use Classes A1 or A2 (i.e. shop (excluding hot food takeaway) or professional and financial services) or as a café, dependent on market demand. It will not be let as a hot food takeaway as such a use would be detrimental to the letting and management of the flats.
- 4.3 Since the purchase of the building was approved, the estimated cost of works has been amended to £207,000, which is £21,000 less than the previous estimate as a result of changes to specifications. The work will include alterations to the layout of both the upper floors and the shop unit in order to obtain satisfactory self-contained flat layouts and a suitable arrangement allowing access to the rear yard and bin stores for both the residential and commercial occupiers.
- 4.4 It is proposed to fund the renovation work to the shop using heritage grant funding and prudential borrowing, and to fund the work to the residential element from a combination of Homes England grant, Section 106 affordable housing contributions and prudential borrowing. Further details are given below.

## 5. FINANCIAL CONSIDERATIONS

- 5.1 The forecast Renovation costs are a prudent assessment of the works required and include an appropriate contingency. A summary of the revised capital costs and proposed funding is shown in Table 1 below:

**Table 1: Capital Cost and Funding**

	£000
<b>Expenditure</b>	
Renovation Work	207
	<b>207</b>
<b>Funding</b>	
Homes England Grant	(35)
Section 106 Contributions	(8)
Townscape Heritage Grant	(30)
<b>Total Grant Funding</b>	<b>(73)</b>
Borrowing - General Fund	(78)
Borrowing - HRA	(56)
	<b>(207)</b>

- 5.2 The proposed 'General Fund' borrowing of £78,000 will be met from shop rent income as part of a 'Full Repair and Insuring' operating lease, with the tenant being responsible for all repairs and operating costs.
- 5.3 The borrowing of £56,000 can be met from the net rental income of the flats after deducting operating costs.
- 5.4 The HRA scheme funding includes an amount of £35,000 from Homes England. Based on discussions with the funder, officers are confident that the application for grant will be successful. In the unlikely event that this funding is not confirmed the shortfall will need to be funded from section 106 monies.
- 5.5 Funding for the shop includes Townscape Heritage grants which will be subject to successful applications for both the 'Building Grant' £20,000 and 'Restoration of Architectural Details Grant' £10,000 in relation to the non-residential element of the property.
- 5.6 The purchase of the building, previously approved as set out in Section 3.2, included Section 106 contributions and Homes England grant totaling £140,000. The overall level of external funding for the scheme is £213,000 which accounts for 61% of the total cost with the balance being self funding from expected rental income.

## **6. RISK IMPLICATIONS**

- 6.1 The renovation scheme has been fully costed and includes a 10% contingency but any building project of this type carries a level of risk that costs will prove to be higher due to unforeseen issues arising. However this risk is considered to be reasonably acceptable in this instance as a structural survey has been completed on the property and the scheme has been costed by the Council's Building Design team.
- 6.2 The funding of the prudential borrowing is dependent on the successful letting of the shop. The estimated demand levels have been reflected in the anticipated rents and there are currently positive signs of activity in the commercial market but achieving a suitable letting of the shop within a reasonable timeframe is still subject to some uncertainty.
- 6.3 In the event that a sustainable tenants are not secured the annual borrowing cost of £5,000 would be an unfunded budget pressure.

## **7. LEGAL CONSIDERATIONS**

- 7.1 As the various funding sources are each provided for specific purposes they can only be applied to those purposes.
- 7.2 The flats will be let on affordable or social rent tenancies and maintained within the Council's housing stock on a permanent basis.

## **8. CONSULTATION**

- 8.1 No consultation has been carried out in this instance.

## **9. CHILD AND FAMILY POVERTY**

- 9.1 The child and family poverty implications are set out in **APPENDIX 1**.

## **10. EQUALITY AND DIVERSITY CONSIDERATIONS**

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

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

- 11.1 Bringing the property back into use under proper management will help to discourage anti-social behaviour and crime in the area.



**12. STAFF CONSIDERATIONS**

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

**13. ASSET MANAGEMENT CONSIDERATIONS**

- 13.1 The property clearly requires extensive works to bring it back into use and to ensure its long term future as a viable income producing asset. Its renovation will also help to enhance the viability and setting of the adjoining property, The Shades, which is also owned by the Council and for which a major scheme of renovation is proposed.
- 13.2 The addition of the refurbished property to the Council's portfolio will broaden both its commercial and residential offer.

**14. RECOMMENDATIONS**

- 14.1 It is recommended that the Committee:
- i) Approve the proposed redevelopment of 15 Church Street as set out in Section 4 and approve the renovation works budget of £207,000
  - ii) Note the use of grant funding of £213,000 as set out in paragraph 5.4, which accounts for 61% of the total costs of the project
  - iii) Seek referral to Council to approve the General Fund borrowing of £78,000 in relation to the shop to be repaid from forecast rent income
  - iv) Seek referral to Council to approve the HRA borrowing of £56,000 in relation to the flats to be repaid from annual rental income from the flats.

**15. REASONS FOR RECOMMENDATIONS**

- 15.1 The property was acquired in order to promote the regeneration of Church Street and the broader Innovation and Skills Quarter and this can only be achieved through renovating the building and bringing it back into use as a shop and upper floor flats. Whilst various sources of funding are contributing to the acquisition and renovation cost, the identified prudential borrowing is also required for the project to be fully funded.

**16. BACKGROUND PAPERS**

- 16.1 Delegated Decision Record 7<sup>th</sup> July, 2018 - Approval of the acquisition of 15 Church Street (Mama Mia's) and 16 Church Street (Shades) properties.

**17. CONTACT OFFICER**

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## 5.2 APPENDIX 1

### POVERTY IMPACT ASSESSMENT

<b>1. Is this decision a Budget &amp; Policy Framework or Key Decision? YES</b> If YES please answer question 2 below				
<b>2. Will there be an impact of the decision requested in respect of Child and Family Poverty? NO</b> If YES please complete the matrix below				
GROUP	POSITIVE IMPACT	NEGATIVE IMPACT	NO IMPACT	REASON & EVIDENCE
Young working people aged 18 - 21				
Those who are disabled or suffer from illness / mental illness				
Those with low educational attainment				
Those who are unemployed				
Those who are underemployed				
Children born into families in poverty				
Those who find difficulty in managing their finances				
Lone parents				
Those from minority ethnic backgrounds				
<b>Poverty is measured in different ways. Will the policy / decision have an impact on child and family poverty and in what way?</b>				
Poverty Measure (examples of poverty measures appended overleaf)	POSITIVE IMPACT	NEGATIVE IMPACT	NO IMPACT	REASON & EVIDENCE
<b>Overall impact of Policy / Decision</b>				
NO IMPACT / NO CHANGE		ADJUST / CHANGE POLICY / SERVICE		

## 5.2 APPENDIX 1

### POVERTY IMPACT ASSESSMENT

ADVERSE IMPACT BUT CONTINUE		STOP / REMOVE POLICY / SERVICE	
<b>Examples of Indicators that impact of Child and Family Poverty.</b>			
<b>Economic</b>			
Children in Low Income Families (%)			
Children in Working Households (%)			
Overall employment rate (%)			
Proportion of young people who are NEET			
Adults with Learning difficulties in employment			
<b>Education</b>			
Free School meals attainment gap (key stage 2 and key stage 4)			
Gap in progression to higher education FSM / Non FSM			
Achievement gap between disadvantaged pupils and all pupils (key stage 2 and key stage 4)			
<b>Housing</b>			
Average time taken to process Housing Benefit / Council tax benefit claims			
Number of affordable homes built			
<b>Health</b>			
Prevalence of underweight children in reception year			
Prevalence of obese children in reception year			
Prevalence of underweight children in year 6			
Prevalence of obese children in reception year 6			
Life expectancy			

# FINANCE AND POLICY COMMITTEE

11<sup>th</sup> March 2019



**Report of:** Director of Regeneration and Neighbourhoods and  
Chief Solicitor

**Subject:** REVIEW OF CIVIC EXPENDITURE

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

Key Decision – tests (i) and (ii) apply. General Exception Notice applies.

## 2. PURPOSE OF REPORT

2.1 Members are asked to review current civic expenditure and:

- a) Consider the cessation of Ward Member budgets with a view to allocating the funding towards the Council's Capital programme.
- b) Consider the introduction of car parking charges for Members.

## 3. BACKGROUND

3.1 At the meeting of Council on the 20<sup>th</sup> December 2018, Members approved the proposal that civic engagement and associated activities and arrangements be reviewed. The minute states:

*'That approval be given to the proposal that a review of Civic arrangements be undertaken to consider alternative operating models, including charges for Members use of the Civic Centre car park, as soon as practical and if in-year savings could be achieved these would be used to reduce the planned use of Reserves.'*

3.2 This review has commenced however further consultation with Group Leaders and Policy Chairs is required before any proposals can be put to Constitution Committee to enable Members to make recommendations to Full Council.

3.3 However, two areas which it has been possible to review are:

- Ward Member Budgets
- Elected member Car Parking arrangements

#### 4. WARD MEMBER BUDGETS

- 4.1 On 30 April 2012, Ward Member Budgets and the associated application framework were approved by Members.
- 4.2 From August 2013, each Elected Member also received a further allocation of £500 of Civic Lottery funding supporting charitable organisations in the delivery of leisure, recreational and environmental projects within their wards.
- 4.3 In June 2018, Neighbourhood Services received an annual update report regarding Ward Member Budgets, at that meeting Members agreed to any uncommitted unspent WMB funds from 2017/18 relating to an outgoing Ward Councillor following the May election be distributed equally between the existing and incoming Councillor's within that ward. Members also asked that the level of carry over and timescales for carrying over unspent budget funds be explored.

#### 5. PROJECTS FUNDED TO DATE

- 5.1 The table below summarises the current position of the Ward Member Budgets programme; this includes the total value of projects approved to date (2012/13 and 2018/19), and uncommitted funding. Please note that these figures will be subject to change before the end of the current financial year, as a number of projects are currently being developed.
- 5.2 A variety of projects have been funded to date (a current running total per Ward Member is attached as **Appendix A**) with a number currently being developed by the Regeneration & Neighbourhoods Department. General areas being supported by Elected Members encompasses the following:
- Contributions to services and / or events delivered by the Voluntary and Community Sector;
  - Works to community buildings;
  - Environmental and horticultural schemes;
  - Apprenticeship and training programme;
  - Highways and traffic related projects;
  - Community events and activities

	<b>Approved Budget (WMB &amp; Civic Lottery)</b>	<b>Amount Brought Forward</b>	<b>Approved and Committed</b>	<b>Uncommitted /Carried Forward</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
2012/13	181,500		120,103	61,397
2013/14	181,500	61,397	211,668	31,229
2014/15	148,500	31,229	160,321	19,408
2015/16	148,500	19,408	122,576	45,332
2016/17	148,500	45,332	139,223	54,609
2017/18	82,500	54,609	95,839	41,270
2018/19 (to 15.01.19)	82,500	41,270	88,813	34,957
<b>Total</b>	<b>973,500</b>		<b>938,543</b>	<b>34,957</b>

- 5.3 The budget for 2019/20 has reduced to £66,000 to reflect the removal of the Civic Lottery funding.
- 5.4 There is wide variation in the pattern of spending across Ward Member Budgets and it has been an area which has been consistently underspent overall. In 2017, Members agreed to reduce Ward Member Budgets to enable the lifeguard service to be protected. At the same time a Neighbourhood Improvement Capital Programme was created to fund capital improvement schemes within wards. This has attracted additional funding from the Thirteen Group and has enabled strategic approach based on needs assessments. Members may wish to consider further enhancing the Council's strategic capital planning approach by ending ward member budgets from 2020/21 onwards and utilising the funding to prudentially borrow. This will enable our members to honour any commitments made for 2019/20 and enable the additional capital funding to be incorporated into the strategic capital plan for 2020/21 onwards.

## 6. MEMBER CAR PARKING CHARGES

- 6.1 There are no statutory provisions relating to car parking expenses for Elected Members. The current Member Allowances Scheme does not include any reference to car parking expenses.
- 6.2 There are currently 23 elected members registered to park in the underground car park and 12 bays are allocated for Members use. Based on the existing annual staff parking charge the income foregone for the 12 allocated bays is £2,664. To recover this amount from the 23 members registered the annual charge would be £116. If Members were to decide to implement this charge, the amount could be deducted on a monthly basis from Members net allowances (i.e. after tax and NI deductions) on a monthly basis.

## 7. FINANCIAL CONSIDERATIONS

- 7.1 Through the implementation of the application and approval framework, a robust and transparent process has been put in place to ensure that the expenditure of Ward Member Budgets is for the purpose for which it is intended. In addition to this, consultation with other Ward Members, the community and key partners is required through the application process to guarantee that monies are not used adversely and that projects and / or schemes are responding to local need.
- 7.2 In addition, an annual report is taken to Neighbourhood Services Committee for information. All expenditure related information associated with Ward Member Budgets is available online.
- 7.3 Members are asked to consider the cessation of Ward Member Budgets from 2020, contributing towards the Councils Capital programme.
- 7.4 If Members determine to remove Ward Member Budgets the £66K annual revenue could be used to support one off prudential borrowing of £1.5m to contribute towards the Council's overall Capital programme.
- 7.5 At the Neighbourhood Services Committee meeting held June 2018, Members asked that the level of carry over and timescales for carrying over unspent budget funds be explored. However in light of the financial situation the Council finds itself in, it makes sense to allow Members to carry forward their budgets into 2019/2020 financial year based upon the previous decisions.

## 8. OTHER CONSIDERATIONS

Legal Considerations	No relevant issues
Consultation	No relevant issues
Child/Family Poverty Considerations	Attached at <b>Appendix B</b>
Equality and Diversity Considerations	No relevant issues
Section 17 of The Crime And Disorder Act 1998 Considerations	No relevant issues
Asset Management Considerations	No relevant issues

## 9. STAFF CONSIDERATIONS

- 9.1 The administration of Ward Member budgets continues to be undertaken within the Community Safety Team despite the recent changes regarding the Community Cohesion officers into Volunteer Hartlepool due to logistical and resource issues. The cessation of this service would alleviate other pressures within the Community Safety team and free up time for community safety priorities.



## 10. RECOMMENDATIONS

### 10.1 Finance and Policy Committee is requested:-

- To note the progress in relation to Ward Member Budgets to date;
- To endorse and refer to Council for approval;
  - (i) the cessation of Ward Member budgets and
  - (ii) the allocation of the resultant £66K recurring revenue budget saving to support one off prudential borrowing of £1.5m towards the Council's capital programme and delegate authority to the Regeneration Policy Committee to approve detailed proposals for using the £1.5m capital budget.
  - (iii) to consider the implementation of car parking charges for Elected Members from May 2019.
- To note that a further report on other Civic and Democratic costs will be submitted to a future Constitution Committee.

## 11. REASONS FOR RECOMMENDATIONS

- 11.1 Contributing towards the Councils overall capital programme will enhance the progress and delivery of the Councils ambitions for the town as reflected in the Council Plan.
- 11.2 To address the referral from Council on 20<sup>th</sup> December to review Civic Expenses.

## 12. BACKGROUND PAPERS

- 12.1 Cabinet: Minutes (30 April 2012) – Ward Member Budgets
- 12.2 Cabinet: Minutes (4 February 2013) – Medium Term Financial Strategy 2013/14 – 2016/17.
- 12.3 Council: Minutes (14 February 2013) - Medium Term Financial Strategy 2013/14 – 2016/17.
- 12.4 Regeneration and Neighbourhoods Portfolio (12 April 2013) – Ward Member Budgets Report.
- 12.5 Finance and Policy Committee: Minutes (19 September 2013) - Medium Term Financial Strategy – Review of Reserves.
- 12.6 Extraordinary Council: Minutes (19 November 2013).
- 12.7 Finance and Policy Committee minutes 30<sup>th</sup> June 2014 – Ward Member budgets 2013/14 outturn
- 12.8 Neighbourhood Services Committee 13<sup>th</sup> June 2018 – Ward Member budgets 2017/18 outturn
- 12.9 Council Minutes 20<sup>th</sup> December 2018

### 13. CONTACT OFFICERS

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Sign Off:-

- Director of Finance and Policy ☒
- Chief Solicitor/Monitoring Officer ☒
- Chief Executive ☒ Finance and Policy Committee only

Ward Member Budget Overview<sup>1</sup>

Ward Councillor	Brought Forward from 17/18	Funding Available 18/19	Funding Approved 18/19	Total Funding Remaining
<b>Burn Valley</b>				
Councillor Dave Hunter	£1,435	£2,500	£2,800	<b>£1,135</b>
Councillor Ged Hall	£2,000	£2,500	£3,850	<b>£650</b>
Councillor John Lauderdale	£0	£2,700 *	£2,700	<b>£0</b>
<b>De Bruce</b>				
Councillor Rob Cook	£1,637	£2,500	£3,530	<b>£607</b>
Councillor Brenda Harrison	£1,527	£2,500	£3,532	<b>£495</b>
Councillor Stephen Thomas	£1,913	£2,500	£3,684	<b>£729</b>
<b>Fens and Rossmere</b>				
Councillor Bob Buchan	£148	£2,500	£2,022	<b>£626</b>
Councillor Tony Richardson	£34	£2,600 *	£1,969	<b>£665</b>
Councillor Jim Lindridge	£242	£2,650 *	£1,236	<b>£1,656</b>
<b>Foggy Furze</b>				
Councillor Christopher Akers-Belcher	£902	£2,500	£3,402	<b>£0</b>
Councillor Kevin Cranney	£711	£2,500	£3,211	<b>£0</b>
Councillor Ann Marshall	£277	£2,500	£2,777	<b>£0</b>
<b>Hart</b>				
Councillor James Brewer	£0	£2,500	£2,500	<b>£0</b>
Councillor Tom Cassidy	£0	£2,500	£1,200	<b>£1,300</b>
Councillor Jean Robinson	£2,144	£2,500	£0	<b>£4,644</b>
<b>Headland and Harbour</b>				
Councillor Shane Moore	£1,927	£2,500	£3,689	<b>£738</b>
Councillor Tim Fleming	£1,589	£2,500	£3,034	<b>£1,055</b>
Councillor Mike McLaughlin	£18	£2,500	£684	<b>£1,834</b>
<b>Jesmond</b>				
Councillor Sandra Belcher	£3,287	£2,500	£3,166	<b>£2,621</b>
Councillor John Tennant	£2,404	£2,500	£3,376	<b>£1,528</b>
Councillor Paddy Brown	£100	£2,500	£696	<b>£1,904</b>

<sup>1</sup> Approvals accurate at time of writing.

Manor House				
Councillor Stephen Akers-Belcher	£2,166	£2,500	£4,666	£0
Councillor Marjorie James	£1,531	£2,500	£4,031	£0
Councillor Allan Barclay	£1,222	£2,500	£3,722	£0
Rural West				
Councillor George Morris	£2,987	£2,500	£2,497	£2,990
Councillor Brenda Loynes	£2,990	£2,500	£2,498	£2,992
Councillor Mike Young	£2,738	£2,500	£2,498	£2,740
Seaton				
Councillor Sue Little	£651	£2,500	£2,246	£905
Councillor James Black	£3,540	£2,500	£5,804	£236
Councillor Leisa Smith	£1,150	£2,500	£1,158	£2,492
Victoria				
Councillor Katie Trueman	£0	£2,500	£2,180	£320
Councillor Carl Richardson	£0	£2,500	£2,405	£95
Councillor Lesley Hamilton	£0	£2,500	£2,500	£0
<b>TOTAL</b>	<b>£41,270</b>	<b>£82,950</b>	<b>£89,263</b>	<b>£34,957</b>

\* Includes additional £450 available in 2018/19 as Hartlepool Bereavement, previously included in 'approved', was cancelled.

<b>1. Is this decision a Budget &amp; Policy Framework or Key Decision? YES / NO</b>				
If YES please answer question 2 below				
<b>2. Will there be an impact of the decision requested in respect of Child and Family Poverty? YES / NO</b>				
If YES please complete the matrix below				
GROUP	POSITIVE IMPACT	NEGATIVE IMPACT	NO IMPACT	REASON & EVIDENCE
Young working people aged 18 - 21	✓	x		
Those who are disabled or suffer from illness / mental illness				
Those with low educational attainment				
Those who are unemployed				
Those who are underemployed				
Children born into families in poverty				
Those who find difficulty in managing their finances				
Lone parents				
Those from minority ethnic backgrounds				
Poverty is measured in different ways. Will the policy / decision have an impact on child and family poverty and in what way?				
Poverty Measure (examples of poverty measures appended overleaf)	POSITIVE IMPACT	NEGATIVE IMPACT	NO IMPACT	REASON & EVIDENCE

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

# FINANCE AND POLICY COMMITTEE

11 March 2019



**Report of:** Director of Finance and Policy

**Subject:** CORPORATE PROCUREMENT QUARTERLY  
REPORT ON CONTRACTS

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 For information only.

## 2. PURPOSE OF REPORT

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

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

## 3. BACKGROUND

3.1 The Council's Contract Procedure Rules require that the following information be presented to the Finance and Policy Committee on a quarterly basis:

Section of Contract Procedure Rules		Information to be reported
Introduction	Para 8 iii and Para 8 vi	Outcome of contract letting procedures

Part G	Para 12 v	
Introduction Part B	Para 8 iii Para 3 v	Basis of award decision if not lowest/highest price payable/receivable
Introduction	Para 8 vi	Contract Name and Reference Number
Part G	Para 12 v	
Introduction	Para 8 vi	Description of Goods/Services being procured
Part G	Para 12 v	
Introduction	Para 8 vi	Department/Service area procuring the goods/services
Part G	Para 12 v	
Introduction	Para 8 vi	Prices (separate to Bidders details to preserve commercial confidentiality)
Part G	Para 12 v	
Part G	Para 12 v	Details of Bidders

- 3.2 In addition to tender related information, details of exemptions granted to the Contract Procedure Rules are also reportable quarterly.

#### 4. INFORMATION FOR REVIEW

##### 4.1 Tender information

**Appendix A** details the required information for each procurement tender awarded since the last quarterly report.

##### 4.2 Exemption information

**Appendix B** provides details of the required information in relation to Contract Procedure Rules exemptions granted since the last Corporate Procurement Quarterly Report on Contracts.

##### 4.3 Commercial / Confidential information



**Appendix C** includes the commercial information in respect of the tenders received and any confidential information relating to Contract Procedure Rule exemptions or contract extensions.

**This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, Appendix C.**

## **5. RISK IMPLICATIONS**

- 5.1 This report is for information only. There are no risk implications attached to this report.

## **6. FINANCIAL CONSIDERATIONS**

- 6.1 This report is for information only. There are no financial considerations attached to this report.

## **7. LEGAL CONSIDERATIONS**

- 7.1 This report is for information only. There are no legal considerations attached to this report.

## **8. CONSULTATION**

- 8.1 No consultation required. Report for information only.

## **9. CHILD AND FAMILY POVERTY**

- 9.1 This report is for information only. There are no child and family poverty implications attached to this report.

## **10. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 10.1 This report is for information only. There are no equality and diversity considerations attached to this report.

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

- 11.1 This report is for information only. There are no Section 17 considerations attached to this report.

**12. STAFF CONSIDERATIONS**

- 12.1 This report is for information only. There are no staff considerations attached to this report.

**13. ASSET MANAGEMENT CONSIDERATIONS**

- 13.1 This report is for information only. There are no asset management considerations attached to this report.

**14. RECOMMENDATIONS**

- 14.1 That the Committee note and comment on the contents of the report,

**15. REASONS FOR RECOMMENDATIONS**

- 15.1 The Committee is required to review the information supplied to ensure that monitoring in the award of contracts is carried out and evidenced.

**16. BACKGROUND PAPERS**

- 16.1 There are no background papers.

**17. CONTACT OFFICER**

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Sign Off:-

Chief Executive



Director of Policy and Finance



Chief Solicitor



## Tender Information

Date of Contract Award	Contract Name and Reference Number	Description of Goods / Services being procured	Duration of Contract (optional extensions in brackets)	Department / Service area procuring the goods / services	Details of Bidders	Location of Bidder	Basis of award decision if not lowest/highest price payable / receivable	Outcome of contract letting procedures	Previous Provider / Location
23/11/18	Eastern Tees Crossing Study 958-2019 DN351374	HBC working with the Tees Valley Combined Authority and other Tees Valley Authorities are looking to develop a case for a new road infrastructure investment crossing the River Tees closer to the eastern coast, which will support proposals for new housing and also employment, land regeneration through the recently established South Tees Development Corporation	Project to completed within 6 months of contract award	Regeneration and Neighbourhoods	KPMG	London	70% Quality 30% Price	KPMG	N/A
13/12/18	5 + 1 – 17 Seater Low Floor Accessible Welfare Buses 990-2019 DN376301	5 + 1 – 17 Seater Low Floor Accessible Welfare Buses	N/A	Regeneration and Neighbourhoods	Mellor Coachcraft	Lancashire	Price Only	Mellor Coachcraft	N/A
3/1/19	A 689 Stockton Street Works 989-2018 DN376587	Companies from the Civil Engineering Select List of Contractors were invited to price for works involving access to the Middleton Grange Car Park from A689 Westbound.	26 weeks	Regeneration and Neighbourhoods	Esh Construction Ltd  Hall Construction Services Ltd  Seymour Civil	Bowburn, Durham  Rushyford, County Durham  Hartlepool	100% Price	Seymour Civil Engineering Contractors Ltd	N/A

					Engineering Contractors Ltd				
4/2/19	Headland Town Square – Landscape Works DN385134	3 companies were invited to bid for the Headland Town Square hard and soft landscape refurbishment and repairs	12 weeks	Regeneration and Neighbourhoods	Brambledown Landscape Services Ltd  Seymour Civil Engineering Contractors Ltd	Brandon Village, Durham  Hartlepool	100% Price and Pass Selection Questionnaire	Brambledown Landscape Services Ltd	N/A
5/2/19	The Waterfront Public Realm Works DN379525	5 companies were invited to bid for the appointment of a contractor for these works. The scheme is the first phase of the regeneration of the derelict 'Jackson Landing' site. Estimated Value £1.3M	6 months	Regeneration and Neighbourhoods	Esh Construction Ltd  Hall Construction Services Ltd  Seymour Civil Engineering Contractors Ltd  The Casey Group	Bowburn, Durham  Rushyford, County Durham  Hartlepool  Rochdale	75% Price and 25% Quality.  ****Price at this stage is based on a 'Model Contract Price' based on rates and percentages submitted	Seymour Civil Engineering Contractors Ltd	N/A
7/2/2019	Care Support and Welfare Navigation Service 592-2019 DN387283	The service is provided to meet the Council's requirements in relation to the National Stroke Strategy to help individuals and carers and develop support networks within the wide community.	2 Years	Children and Adult Services – Commissioning	Stroke Association	London	70% Quality 30% Price	Stroke Association	N/A

**Procurements Exempted from Council Contract Procedure Rules****Exemption Information**

Dept	Service Unit	Company Name	Company based at	Duration	Description	Approval
RandN	Learning and Skills	Tootoot	Edinburgh	01/12/2018 - 31/03/2020	Provision of a unique platform which provide resolution of learner safeguarding and pastoral support concerns.	Approved by Andrew Carter, Chris Little, Hayley Martin and Denise Ogden 22.11.2018
RandN	Building Design and Construction	Graitec Autodesk	Southampton	05/02/2018 - 04/02/2019	HBC Auto-Cad Subscription 2019	Approved By Tony Hanson, Chris Little, Denise Ogden and Hayley Martin on 14.12.2018
RandN	Hartlepool Community Safety Team	Belle Vue Community Sports and Youth Centre	Hartlepool	01/01/2019 - 31/03/2020	Targeted Detached Youth Outreach Service	Approved By Tony Hanson, Chris Little, Denise Ogden and Hayley Martin on 14.12.2018
RandN	Building Design and Construction	Standing Stone Ltd	Matfen, Northumberland	Dec-18	HBC Plotter Replacement 2019	Approved By Tony Hanson, Chris Little, Denise Ogden and Hayley Martin on 14.12.2018

Dept	Service Unit	Company Name	Company based at	Duration	Description	Approval
RandN	RandN - Adult Education	Compass Computer Consultants Limited	Datchet, Berkshire	01/01/2019 - 31/12/2019	Management Information System called ProAchieve	Approved by Andrew Carter, Chris Little, Denise Ogden and Neil Wilson on 02.01.2019
CEX	CEX - Revenues Services	Critiqom Ltd	Bellshill	01/02/2019 - 30/09/2019	Printing and Mailing Contract Extension	Approved by John Morton, Chris Little and Hayley Martin on 11.01.2019
PHD	Preventative and Community Based Services	North Yorkshire County Council	Northallerton	01/03/2019 - 31/03/2020	Cleaning Services at Carlton Adventure	Approved by Gemma Ptak, Chris Little, Hayley Martin and Jill Harrison 11.02.2019
RandN	Economic Regeneration	Wespace Limited	York	01.03.2019 – One off Purchase	Specialist Furniture for the BIS as sourced by Group Ginger Architects	Approved by Andrew Carter, Chris Little, Hayley Martin and Denise Ogden on 11.02.2019

**Extension Information**

Dept	Service Unit	Company Name	Company based at	Duration	Description	Approval
CandA	Joint Commissioning	Addaction	London	01/04/2019 - 30/09/2019	Six month extension to the current contract for the provision of a specialist drug and alcohol prescribing service	Approved by Danielle Swainston, Chris Little, Hayley Martin and Sally Robinson on 30.11.2018
CandA	Childrens Commissioning	Hartlepool Families First	Hartlepool	01/04/2019 - 30/06/2019	Extension to the specialist toy loan services contract for three months	Approved by Danielle Swainston, Chris Little, Hayley Martin and Sally Robinson 30.01.2019
CandA	Childrens Commissioning	Hartlepool Families First	Hartlepool	01/04/2019 - 30/06/2019	Extension to the extended activities and 11 week play scheme provision for families of children with disabilities and additional needs services for three months	Approved by Danielle Swainston, Chris Little, Hayley Martin and Sally Robinson 31.01.2019