

FINANCE AND POLICY COMMITTEE

AGENDA



MONDAY 29 JUNE 2020

at 10.00 am

in the Civic Centre, Hartlepool.

PLEASE NOTE: this will be a 'remote meeting', a web-link to the public stream will be available on the Hartlepool Borough Council website at least 24 hours before the meeting.

MEMBERS: FINANCE AND POLICY COMMITTEE

Councillors C Akers-Belcher, Brewer, Brown, Hunter, Lindridge, Little, Marshall, Moore, Smith, Tennant 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 9 March 2020.
- 3.2 To receive the minutes of the meeting of the Health and Wellbeing Board held on 2 December 2019.
- 3.3 To receive the minutes of the meeting of the Safer Hartlepool Partnership held on 10 January 2020.

4. BUDGET AND POLICY FRAMEWORK ITEMS

No items

CIVIC CENTRE EVACUATION AND ASSEMBLY PROCEDURE

In the event of a fire alarm or a bomb alarm, please leave by the nearest emergency exit as directed by Council Officers. A Fire Alarm is a continuous ringing. A Bomb Alarm is a continuous tone. The Assembly Point for everyone is Victory Square by the Cenotaph. If the meeting has to be evacuated, please proceed to the Assembly Point so that you can be safely accounted for.

5. KEY DECISIONS

- 5.1 SEMH (Social, Emotional and Mental Health) Special Free School – *Director of Regeneration and Neighbourhoods and Director, Children and Joint Commissioning Services*
- 5.2 COVID19 Recovery: A Sustainable Solution to Food Poverty – *Director of Adult and Community Based Services*
- 5.3 Tall Ships 2023 – *Director of Adult and Community Based Services (To Follow)*

6. OTHER ITEMS REQUIRING DECISION

- 6.1 Covid-19 Financial Position Update – *Chief Executive*
- 6.2 Towns Fund, Town Centre Masterplan and High Street Taskforce – *Director of Regeneration and Neighbourhoods*

7. ITEMS FOR INFORMATION

No items.

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 Tees Valley Energy Recovery Facility – *Director for Regeneration and Neighbourhoods (para. 3)*



FINANCE AND POLICY COMMITTEE

MINUTES AND DECISION RECORD

9 MARCH 2020

The meeting commenced at 10.15 am in the Civic Centre, Hartlepool.

Present:

Councillor Shane Moore (In the Chair)

Councillors: Christopher Akers-Belcher, Paddy Brown, Jim Lindridge, Sue Little, Leisa Smith and John Tennant.

Also Present: Councillor Stephen Akers-Belcher as substitute for Councillor Ann Marshall; and
Councillor Cameron Stokell as substitute for Councillor Mike Young;
in accordance with Council Procedure Rule 4.2.

Edwin Jeffries, Hartlepool Joint Trades Union Committee.

Officers: Gill Alexander, Chief Executive
Hayley Martin, Chief Solicitor
Chris Little, Director of Finance and Policy
Claire McLaren, Assistant Director, Corporate Services
Sally Robinson, Director of Children's and Joint Commissioning Services
Denise McGuckin, Director of Regeneration and Neighbourhoods
Steve Hilton, Communications and Marketing Team
David Cosgrove, Democratic Services Team

111. Apologies for Absence

Councillors Dave Hunter, Ann Marshall and Mike Young.

112. Declarations of Interest

None.

113. Minutes of the meeting held on 10 February 2020

Received.

114. Council Plan 2020-23 (Chief Executive)

Type of decision

Budget and Policy Framework.

Purpose of report

The purpose of the report was to ask the Committee to agree the proposed vision and strategic priorities for the Council Plan 2020/21 – 2022/23 to go forward to Council for approval.

Issue(s) for consideration

The Chief Executive reported on the background to the development of the new Council Plan and the consultation process that had been undertaken during its development.

The main gaps identified through this stage of consultation relate to the need for a greater emphasis on sustainability (identified by young people) and diversity. It was therefore proposed to add two strategic priorities to the existing eight and amend the Vision Statement to address these concerns.

The Chair of the Regeneration Services Committee stated the he did not believe the successes of the outgoing Council Plan had been celebrated sufficiently and he informed the Committee that there would be an additional meeting of the Regeneration Services Committee on 17 April to reflect on those successes.

Concern was expressed that the need to develop high quality student accommodation in the town was not included in the aspirations in the Council Plan and some Members were concerned at the failure to supply to this meeting the full options appraisal on student accommodation that was requested by full Council on 20 February 2020. Officers stated that the proposals around student accommodation were set out in the Housing Revenue Account and Student Accommodation report to be considered later on the agenda (Minute No. 120 refers). A full options appraisal would take time and would probably require the engagement of independent consultants. There was a lengthy debate on the issue of what Council had requested with some Members stated their belief that full Council had requested the options appraisal to be submitted to an additional meeting of this Committee ahead of the next Council meeting on 19 March 2020.

On the additional strategic priority on sustainability some Members were concerned that this would be a means of 'levering in' the wind turbines at Seaton Carew that local residents strongly opposed. A Member also sought an amendment to Strategic Priority 7 through the addition of 'residents of all ages' to ensure that suitable homes were brought forward for both young and old alike.

Decision

1. That the vision and strategic priorities that will form the structure of the Council Plan 2020/21 – 2022/23 as set out in the report be approved and forwarded to Council for agreement;
2. That the intention to develop the detail underpinning the plan which will come to Finance and Policy Committee for approval in the new municipal year be noted.

115. Local Government (Access to Information) (Variation Order) 2006

Under Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following items of business on the grounds that they involved 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.

Minute 116 – Teesside International Airport Limited (“TIAL”) – Joint Venture Consent – 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 (para 3) information relating to the financial or business affairs of any particular person (including the authority holding that information).

116. Teesside International Airport Limited (“TIAL”) – Joint Venture Consent (*Chief Executive*)

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 (para 3) information relating to the financial or business affairs of any particular person (including the authority holding that information).

Type of decision

Non-key decision.

Purpose of report

This report provided updates on progress in relation to the delivery of the Tees Valley Combined Authority (TVCA) business case for the airport and requests the Authority’s consent (as a shareholder) to enable Teesside International Airport Limited (TIAL) to progress a joint venture for the development of the Southside in line with that business case.

Issue(s) for consideration

The Chief Executive stated that the report sought the Council's approval to the proposals around the development of the 'Southside' at the airport for commercial airport related development. A similar report was being considered by all the shareholding local authorities. There was no financial impact upon Hartlepool Borough Council, now or in the future from these proposals.

Members stated that they had some questions in relation to the confidential appendices to the report which set out the detailed business plan approved by the Airport Board. The meeting, therefore, moved into closed session for those questions to be responded to.

The following decision was made in open session and was agreed unanimously.

Decision

1. The Committee noted the decision of the Tees Valley Combined Authority Cabinet to support the development of the Southside through a loan of £23.6m to Teesside International Airport Limited for enabling infrastructure.
2. The Committee noted the decision of the Teesside International Airport Limited board to enter into a joint venture and establish a subsidiary company with their selected developers Theakston Land and Wynyard Business Park to undertake the development of the Southside.
3. The Committee provided its consent to Teesside International Airport Limited to pursue the Southside development including consent to the establishment of the subsidiary and the grant of a 125 year lease.
4. Members agreed to delegate responsibility to the Chief Executive in consultation with the Chair of Finance and Policy Committee where future matters require shareholder consent and do not have any financial impact on the Council.

Councillor Little was not present when the above decision was made.

The meeting returned to open session.

117. HR Policy Review – Redeployment Policy *(Assistant Director, Corporate Services)***Type of decision**

Non Key Decision.

Purpose of report

The purpose of the report was to seek Finance and Policy Committee approval for the revised Redeployment Policy.

Issue(s) for consideration

The Assistant Director, Corporate Services submitted for the Committee's approval a revised Redeployment Policy for approval. The revised policy contained no fundamental changes to the previous policy but simplified the policy by bringing all aspects into a single easier to use document. The revised policy had the support of the Trade Unions.

The following decision was unanimous.

Decision

That the revised Redeployment Policy be approved.

118. Disposal of Land at Tanfield Road (*Director of Regeneration and Neighbourhoods*)**Type of decision**

Key Decision (test (i) or (ii)) Forward Plan Reference No. RN32/18.

Purpose of report

To seek approval to the disposal of land at Tanfield Road.

This report had been brought forward in advance of the Forward Plan as time was of the essence in making the decision due to the circumstances of the matter.

Issue(s) for consideration

The Director of Regeneration and Neighbourhoods reported that there were two sites on Tanfield Road, one which comprised the former retail garden centre (site A) and the second which comprised the Cemetery Lodge and associated storage facilities and car park (site B). It would be necessary to relocate the staff based in the former Lodge and while it had initially been hoped to sell the two lots together, the report included only a proposed sale of site A at this time. Due to a need for bungalow accommodation in the area as identified in the Councils Housing Strategy, it was decided to advertise the site for sale as a bungalow development.

Following an extensive marketing period various informal tender offers were received and are evaluated in a confidential appendix to the report which contained exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3), information relating to the

financial or business affairs of any particular person (including the authority holding that information).

Consideration had been given to the Council undertaking the development of the site but this would carry a higher level of financial risk than potential developments on other Council owned sites, where the land cost would be significantly lower. It was recommended, therefore, that in this instance the Council pursues a mixed economy of affordable housing and sell the land.

The Chair welcomed the proposal indicating the site sale would contribute to the Council's capital receipt target. The Chair also noted that consideration had been given to the site being developed by the Council with the homes included in the HRA but that the developer route had been recommended in this case. The Chair suggested that consideration should be first given to the Council developing its land for housing to be included in the HRA before it was externally marketed.

A Member queried what other sites had been identified to meet the capital receipts target and what level of new homes bonus the Council would receive for the homes proposed on this site. The Director stated that the Council sites at Brierton and Hart would contribute to the target of £2.411m as reported and that changes to the new homes bonus regime meant that only legacy payments for the previous three years would be made in 2020/21. The Director of Finance and Policy added that the government had made changes to the new homes bonus regime and the Council would accrue no new homes bonus for this site. The Director of Finance and Policy undertook to supply details of the capital receipts secured against the current Capital Receipts Target to Members of the Committee.

Some concerns were expressed in relation to potential traffic issues at the junction of Tanfield Road and Stockton Road. The Director of Regeneration and Neighbourhoods stated that this would be a planning matter for the developer to address. There was also a short discussion in relation to the access to the cemetery car park on Brierton Lane which the Director stated had already been acknowledged and was to be addressed.

The following decision was unanimous.

Decision

1. That Option 1, the sale in line with the terms of sale as set out in confidential appendix to the report, be approved. The appendix contained exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3), information relating to the financial or business affairs of any particular person (including the authority holding that information).

2. That authority be delegated to the Director of Regeneration and Neighbourhoods in consultation with the Chief Solicitor and Chair of Finance and Policy Committee to agree detailed terms of the contract.
3. That consideration should be first given to the Council developing its own land for housing to be included in the HRA before it is externally marketed.

119. Housing Revenue Account and Student Accommodation *(Director of Regeneration and Neighbourhoods and Director of Finance and Policy)*

Type of decision

Key Decision test (i) and (ii) Forward Plan Reference RN/320

Purpose of report

The purposes of the report were to provide additional information as requested at Council on 20th February 2020 in relation to:

- Potential rent levels and the impact on the level of Housing Revenue Account (HRA) capital investment;
- Future potential Section 106 contributions and the impact on future HRA capital investment;
- The provision of bungalows for families within the HRA;
- Student accommodation options; and
- To determine proposals to be referred to Council for consideration and approval.

Issue(s) for consideration

The Director of Finance and Policy reported that a comprehensive report on the HRA was considered by Finance and Policy Committee on 10 February 2010. Details of the proposed HRA capital investment were then considered by Council on 20 February 2020. These proposals were not approved and Council resolved to refer the issues identified above back to this Committee.

The report set out details of the potential rent increases the council could implement and the impact of these on the capital investment programme. Details relating to the effects on Section 106 funded properties and the ability of the HRA to support prudential borrowing were also set out for Members information.

In relation to student accommodation it was highlighted that the Council currently provided 12 student units at Avondene, a unique local authority provision in the North East with no other Councils involved in student accommodation. At this time there was no evidence of a shortfall in student accommodation. This position may change in the future if the North School

of Art significantly increases student numbers. To manage this position it was recommended that a strategic alliance be established with the college to monitor the situation and include student accommodation as part of the town centre master planning within the context of the Town Deal.

The Director also drew Members attention to the risks section in the report particularly around the securing of Homes England grant funding. Increasing the numbers of homes would give the HRA greater long term security and provide high quality homes to people in Hartlepool, many of which were facing higher rents in the private sector for lower quality homes with poorer tenancy security. There were presently in excess of 2000 people on the waiting list for a HBC house.

The Chair indicated his support for the proposed rent increase of 2.7% as a means of securing the long-term security of the HRA. With many of the people currently in HBC homes being in receipt of Housing Benefit / Universal Credit, their rent would continue to be met. Other Members supported the proposal citing examples of people who had moved to a HBC home securing a better quality house and a rent reduction of over £90 a month compared to the private rented sector.

There was debate around the rent increase proposal. It was proposed that a one-year rent freeze be implemented for 2020/21 with the situation being reconsidered again next year. This was seconded. The Chief Executive stated that the recommendations within the report required members to indicate which of three options they wished to support for the rent increase for 2020/21; one of these was no increase.

After a lengthy debate including discussions on right to buy and the future investment into the HRA Members considered the recommendations in the report.

Decision

1. That a 2020/21 rent increase of 1.7% providing prudential borrowing of £682,000 and a forecast Homes England grant of £420,000 and 11 new properties be recommended to Council.
2. The Committee noted that implementation of any proposed 2020/21 rent increase would be effective from 1st May 2020 as a months' notice will need to be provided after Council makes a final decision on 19th March 2020;
3. The Committee noted that if additional section 106 contributions were achieved and rents were increased by 2.7% per year this will maximise the increase in the number of properties added to the HRA;
4. The Committee noted that if additional section 106 contributions were achieved this may offset the number of properties foregone from

having lower rent increases than 2.7%, although the total number of houses would be less than could be achieved under decision 3;

5. The Committee noted that approval of a 2.7% recent increase for 2020/21 will deliver 18 properties and the viability of bungalows for families within this figure will be assessed as the detailed developments are progress. The Committee also noted that the potential to increase bungalow provision for families in future years will depend on future rent increases and this issues would be considered on a site by site basis to determine financial viability.
6. The Committee noted that Student Accommodation operated outside the HRA as a General Funding self-funded trading account;
7. The Committee noted there currently was no shortfall in student accommodation and it was recommended, therefore, that a strategic planning alliance is established between the colleges to monitor the situation and student accommodation be included as part of the town centre master planning within the context of the Town Deal. If there was a future demand for additional student accommodation a full option appraisal would need to be completed.

Councillor Stephen Akers-Belcher requested that his vote against decision 1 above be recorded.

For the following items, the only officers present were: -

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

120. Local Government (Access to Information) (Variation Order) 2006

Under Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following items of business on the grounds that they involved 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.

Minute 121 – Senior Leadership Structure – 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 (para 2) Information which is likely to reveal the identity of an individual.

121. Senior Leadership Structure (*Chief Executive*)

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 (para 2) Information which is likely to reveal the identity of an individual.

Type of decision

Non-Key Decision.

Purpose of report

The report made recommendations to Finance and Policy Committee in respect of the Chief Officer structure of the Council.

Issue(s) for consideration

The Chief Executive outlined the proposals for changes to the Chief Officer structure of the Council. The following decisions were recorded as unanimous.

Decision

1. That the deletion and addition of the posts, including noting the grading of the additional posts, identified in the Not For Publication element of the report, be approved;
2. That the appointment arrangements identified in the Not For Publication element of the report be approved;
3. The Committee noted that the proposals as set out in the Not For Publication element of the report would form the basis of appropriate communications and consultations with those staff affected;
4. The Committee noted that the proposed structure provided a recurring saving as identified in the Not For Publication element of this report;
5. The Committee noted that on the basis of Members approving the proposals detailed in this report, a review of the Heads of Service i.e. managers reporting to Assistant Directors would be undertaken. Any minor changes arising from these reviews would be cost neutral and would be undertaken in consultation with the relevant Policy Chairs, in accordance with the Council's constitution.

The meeting returned to open session.

122. Corporate Procurement Quarterly Report on Contracts *(Director of Finance and Policy)*

Type of decision

For information only.

Purpose of report

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

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

Issue(s) for consideration

The Director of Finance and Policy submitted a report outlining the Council's procurement activity since the previous quarterly report. Details of the individual contracts were set out in appendices to the report. One appendix to the report contained exempt information under Schedule 12A of the Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3) information relating to the financial or business affairs of any particular person (including the authority holding that information).

Decision

That the report be noted.

123. Any Other Items which the Chairman Considers are Urgent

None.

The meeting concluded at 12.30 pm.

H MARTIN

CHIEF SOLICITOR

PUBLICATION DATE: 31 MARCH 2020

HEALTH AND WELLBEING BOARD

MINUTES AND DECISION RECORD

2 December 2019

The meeting commenced at 10 am in the Civic Centre, Hartlepool

Present:

Councillor Moore, Leader of Council (In the Chair)

Prescribed Members:

Elected Members, Hartlepool Borough Council – Councillor Brewer (as substitute for Councillor Buchan), Councillor C Richardson (as substitute for Councillor Thomas) and Councillor Ward

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

Director of Public Health, Hartlepool Borough Council – Dr Pat Riordan

Representatives of Healthwatch - Ruby Marshall

Other Members:

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

Representative of the NHS England – Dr Tim Butler

Representative of Cleveland Police – Lisa Orchard

Representative of North Tees and Hartlepool NHS Trust –Deepak Dwarakanath

Statutory Scrutiny Representative, Hartlepool Borough Council - Councillor Hall

Also in attendance:-

Rachel Austin, Co-ordinator, Hartlepool Deaf Centre

Dave Pickard, Independent Chair, Hartlepool Safeguarding Children Board

Stephen Thomas, Healthwatch

Councillor Harrison

20. Apologies for Absence

Elected Members, Councillor Buchan and Councillor Thomas (who was in attendance as an employee of Healthwatch)

Representatives of Hartlepool and Stockton-on-Tees Clinical Commissioning Group – Nicola Bailey

Representative of GP Federation – Fiona Adamson

Representatives of Healthwatch - Margaret Wrenn

Representative of Tees, Esk and Wear Valley NHS Trust – Dominic Gardner

21. Declarations of interest by Members

Dr Timlin declared an interest in agenda item 4.1, as a GP in the town.

22. Minutes

The minutes of the meeting held on 23 September 2019 were confirmed.

23. Healthwatch Hartlepool and Hartlepool Deaf Centre Joint Deaf Patient Experience Consultation – Update – (Healthwatch Hartlepool and Hartlepool Deaf Centre)

Further to minute 13 of the meeting of the Board held on 14 September 2018, the Board was informed of progress against recommendations made in the Joint Healthwatch Hartlepool/Hartlepool Deaf Centre report which had examined Deaf patient experience of local GP and Hospital based services.

The update report was presented at the meeting by Stephen Thomas representing Healthwatch and Rachel Austin, Co-ordinator, Hartlepool Deaf Centre who explained the background to the report and responded to questions raised by Board Members arising from the report. It was acknowledged that inconsistencies across GP practices continued to exist and issues associated with the insufficient availability of interpreters were discussed. The Board was updated on discussions which had been held with NHS England including issues associated with commissioning of services and existing contract arrangements. The representative of NHS England responded to the concerns which had been raised and advised that he would meet up with Rachel Austin following the meeting. The Board was advised that access to social care services was subject to an ongoing work through the sensory impairment steering group, co-ordinated by Hartlepool Borough Council with a report from the Group expected to be available in the new year.

Decision

The Board noted the contents of the Update Report and the issues raised in the meeting, arising from the report, to address outstanding areas of concern identified in the delivery and commissioning of services for Deaf Patients.

24. Annual Report of Local Safeguarding Children Board – (Director of Children's and Joint Commissioning Services and Independent Chair of Hartlepool Safeguarding Children Board)

The Board was advised that it is a legal requirement for the Local Safeguarding Children Board to produce and publish an Annual Report on the effectiveness of safeguarding arrangements in the local area. The 2018-19 Annual Report, appended to the Board report, provided an assessment of the

effectiveness of local arrangements to safeguard and promote the welfare of children, set against a comprehensive analysis of the local area safeguarding context. The Independent Chair highlighted the salient issues included in the report and paid tribute to the contribution of the HSCB Business Manager. The achievements and the progress that had been made in the local areas were detailed as well as providing a realistic assessment of the challenges that remained. It was noted that the Annual Report and Business Plan supported the outcomes and priorities of Hartlepool Safeguarding Children Board for the year 2018/19 which were detailed in the report. It was noted that this would be the final LSCB Annual Report presented to the Board as the Hartlepool and Stockton Safeguarding Children Partnership came into being on 1 April 2019.

Decision

The Board noted the 2018/19 Annual Report of Hartlepool Safeguarding Children Board and the Chair expressed appreciation of the comprehensive Annual Report presented to the Board.

25. SEND (Special Educational Needs and Disabilities) Improvement Plan Progress *(Director of Children's and Joint Commissioning Services and Stockton-On-Tees Clinical Commissioning Group)*

Further to minute 17 of the meeting of the Board held on 23 September 2019, Board Members were advised that a review meeting had taken place with the Department for Education on the 30th September 2019. The updated Improvement Plan was appended to the report. The Plan had been updated to reflect the position at the end of September 2019 in accordance with the milestones within the plan. A letter had been received following the review meeting which was also appended to the report. Actions within the plan had been reviewed with the areas of particular attention highlighted in the report. The balanced scorecard had been produced, as was appended to the report, which set out a 2018/19 academic year baseline position. The baseline position would be updated on a termly basis and reported to the Health and Wellbeing Board. The Assistant Director advised the Board that the JSNA (Joint Strategic Needs Assessment) which had been produced would be circulated to Board Members following the Board meeting. Board Members were requested to forward comments to the Assistant Director who would co-ordinate responses.

Referring to the appended letter from the Department for Education, the Board was advised that there appeared to have been some misinterpretation resulting in the identification of a potential concern relating to risk around levels of capacity and commitment as a result of recent staff changes, the structure of the CCG and other issues. A representative of the Clinical Commissioning Group advised that it would be clarified that there had been an increase in capacity as a consequence of the changes detailed in the letter.

Decision

- (i) The Board noted the progress achieved in implementing the SEND improvement plan.
- (ii) Members of the Health and Wellbeing Board were requested to reflect on their duties for children under the Children and Families Act 2014 to ensure that children with SEND are supported as appropriate.
- (iii) Board members considered the SEND JSNA.

Meeting concluded at 10.55 a.m.

CHAIR

SAFER HARTLEPOOL PARTNERSHIP

MINUTES AND DECISION RECORD

10 January 2020

The meeting commenced at 2.00 pm in the Civic Centre, Hartlepool.

Present:

Responsible Authority Members:

Councillor: Shane Moore (In the Chair)
Michael Houghton, NHS Hartlepool and Stockton on Tees and
Darlington CCG
Tony Hanson, Assistant Director, Regeneration and Neighbourhoods

Other Members:

Barry Coppinger, Office of Police and Crime Commissioner for
Cleveland
Sally Robinson, Director of Children's and Joint Commissioning
Services
Joanne Hodgkinson, Safe in Tees Valley
Angela Corner, Thirteen Group

Also Present:

John Lovatt was in attendance as substitute for Jill Harrison and Ian
Armstrong was in attendance as substitute for John Graham

Sue Schofield, Education Manager, Show Racism the Red Card

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

39. Apologies for Absence

Apologies for absence were submitted on behalf of Denise McGuckin, Director of Regeneration and Neighbourhoods, Hartlepool Borough Council, Jill Harrison, Director of Adult and Community Based Services, Hartlepool Borough Council, Peter Graham, Chair of Youth Offending Board, John Graham, Durham Tees Valley Community Rehabilitation Company and Ann Powell, Cleveland Area National Probation Service .

40. Declarations of Interest

None.

41. Minutes of the meeting held on 22 November 2019

Confirmed.

42. Show Racism the Red Card Presentation *(Representative from Show Racism the Red Card)***Issue(s) for consideration**

A representative from Show Racism the Red Card, who was in attendance at the meeting, provided the Partnership with a presentation in relation to the aims of the charity which was to educate young people about the causes and consequences of racism, help young people to play an active role as citizens in an increasingly multi-cultural society and to enable young people to develop good relationships and respect the differences between people regardless of their ethnicity, faith, culture or nationality. The presentation included an overview of partnership working arrangements, details of young people's education workshops, adult workshops, workshop outcomes together with workshop statistics. It was noted that since 1 April 2019 education workshop's had been delivered in two Hartlepool Primary Schools.

In the discussion that followed a Member expressed disappointment in terms of the low take-up in Hartlepool schools, feedback of which was queried. The Director of Children's and Joint Commissioning Services advised of the potential reasons that correspondence may not reach Head Teachers and agreed to distribute information on behalf of the charity to Hartlepool schools.

Partnership Members welcomed the work of the charity and the benefits as a result. The Police and Crime Commissioner spoke in support of the initiative and shared with the Partnership the positive experiences of classroom sessions he had observed and highlighted the excellent partnership working with football clubs in delivering anti-racism sessions in schools and was keen to see this continue. The representative commented on a recent anti-racism and hate crime event that had taken place in Middlesbrough with a school foundation trust where four schools had participated. The benefits of holding an event of this type in Hartlepool were highlighted to which the Police and Crime Commissioner expressed his support.

The Chair referred to recent negative press in Hartlepool around issues of this type and suggested that a Members' Seminar be held to raise awareness in this regard.

Decision

- (i) That the contents of the presentation and comments of Partnership Members be noted and actioned as appropriate.
- (ii) That the Director of Children's and Joint Commissioning Services share information with Hartlepool schools in relation to anti-racism workshops available to schools.
- (iii) That a Members' Seminar be arranged in relation to anti-racism.

43. Neighbourhood Safety Group Update *(Director of Regeneration and Neighbourhoods)***Purpose of report**

To provide the Safer Hartlepool Partnership with an update from the Neighbourhood Safety Group.

Issue(s) for consideration

The report provided background information regarding the purpose of the Neighbourhood Safety Group. The Group received updates from the Hartlepool Community Safety Team in terms of performance, workforce development and communications and had an action plan covering a number of work streams as set out in the report.

Members were provided with an update on the work of the Community Safety Team over the last 12 months which included details of changes to Neighbourhood Policing, staffing changes within the Community Safety Team, days of action at Oxford Road, Operation Sentinel, Elizabeth Way Shopping Parade Operation, Operation Grantham and Operation Roadrunner. Details of key engagement and enforcement activity for the period June to November 2019 was provided as well as additional activities and publicity campaigns.

The recently appointed representative from Thirteen Group expressed her interest in providing representation on the Neighbourhood Safety Group which the Assistant Director of Environment and Neighbourhoods agreed to share with the Chair of the Group.

Decision

- (i) That the work of the Hartlepool Community Safety Team be noted.
- (ii) That the interest of Thirteen Group to be represented on the Neighbourhood Safety Group be conveyed to the Chair of the Group.

44. Any Other Items which the Chairman Considers are Urgent

The Chairman ruled that the following item of business should be considered by the Committee as a matter of urgency in accordance with the provisions of Section 100(B) (4)(b) of the Local Government Act 1972 in order that the matter could be dealt with without delay.

45. Any Other Business – Partnership Conference

The Police and Crime Commissioner for Cleveland advised that the team were currently in the process of organising a Partnership Conference on 14 February in relation to serious violence and how they may secure additional resources.

Decision

That the information given be noted.

46. Date and Time of Next Meeting

The Chair reported that the next meeting would be held on Friday 20 March 2020 at 10.00 am.

The meeting concluded at 2.30 pm.

CHAIR

FINANCE AND POLICY COMMITTEE

29th June 2020



Report of: Director of Regeneration and Neighbourhoods and
Director, Children and Joint Commissioning Services

Subject: SEMH (SOCIAL, EMOTIONAL AND MENTAL
HEALTH) SPECIAL FREE SCHOOL

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Key Decision (test (i) and (ii)) Forward Plan Reference CJCS97/19.

2. PURPOSE OF REPORT

2.1 To seek approval for the grant of a lease for a new Special Free School and to seek delegated powers to agree a capital contribution to the construction costs as required following DfE feasibility study.

3. BACKGROUND

- 3.1 In July 2018, the Department for Education (DfE) issued guidance and criteria to local authorities seeking to establish new special or alternative provision (AP) free schools. The guidance stated that around 30 new special and AP free schools would be approved and given the limited number of new schools created, only the very strongest bids would be approved.
- 3.2 Hartlepool Borough Council subsequently submitted a single free school bid for children and young people with social and emotional mental health (SEMH) needs. The proposal for Hartlepool is a new build school on land owned by the Council at Golden Flatts, south of Golden Flatts Primary School as shown hatched on the plan at **APPENDIX 1**.
- 3.3 Members were informed of the bid process within the Schools Capital Work Programme Committee Report which was considered by Children's Services Committee on 19 March 2019.
- 3.4 Hartlepool were notified on 11th March 2019 that the Secretary of State had approved our bid to move to the next stage of the process which is the Trust

competition stage. Subsequently bids were invited to and two were received from academy trusts interested in running the school.

- 3.5 The DfE with local authority officers interviewed two providers and subsequently recommended one of them as the preferred provider for the Hartlepool Free School. The Secretary of State has accepted this recommendation and the provider was informed that they had been successful on 18th May 2020. There is an embargo on this information. The council will be notified when the embargo has been lifted.
- 3.6 The successful establishment of the school will enable a major improvement in SEMH education in Hartlepool through the provision of a purpose built specialist school in the town that will provide a high quality facility and reduce the need for pupils to travel out of town or to be educated in less satisfactory settings.

4. FREE SCHOOL BUILD

- 4.1 In addition, discussions have been held with DfE representatives regarding the details of the site, the lease terms, procurement issues and construction process. The provision of the school is based on the grant of a long lease to the DfE who will construct the building and assign the lease to the selected academy trust so that on completion the trust will take occupation and open the school. The DfE will fund the construction of the school but the Council will have to pay for the access to it and potentially for some abnormal costs as described below. The costs for access to the school site were agreed at Finance and Policy Committee on 30th January 2020 – Capital and Indigenous Growth Investment Programme report.
- 4.2 Consultants for the DfE are currently carrying out a full feasibility study on the site including ground investigation and pre-application discussions with the Council's planning department. The feasibility study will determine whether the project can proceed as in addition to considering the detailed design of the building, site layout, access and related matters it will also identify and estimate any abnormal costs involved in the construction of the school. In the event of significant abnormal costs being found, the Council will be asked to make a capped cash contribution to the project with the DfE being responsible for any excess over this amount. For this reason contracts will not be exchanged until abnormal costs have been properly estimated and both parties have agreed to fund the costs. The cost of such works could still be considerable but the limitation does exclude a range of other abnormal cost items that can be encountered and thus reduces the total potential expense. Because a decision regarding abnormal costs may need to be made more quickly than the usual committee reporting process allows, delegated authority is being sought under this report for the Director of Finance and Policy in consultation with the Chair of Finance and Policy Committee to approve the level of the Council contribution if required.
- 4.3 The Council will be responsible for the provision of access to the site, which will involve the construction of 100 metres of adopted road immediately to the north of the site on the area cross hatched on the plan at **APPENDIX 1** and to form a

junction with Brenda Road. The access into the school site will be taken from the new road. It is intended that the Council will design and construct the road rather than simply fund the cost. The funding for this was approved by Finance and Policy Committee on 30th January 2020.

- 4.4 As noted above, the feasibility study work will include pre-application discussion with the Council's planning department. The land is designated as natural or semi-natural green space in the adopted Local Plan and the development of the school will be a departure from this designation. This factor will be considered in discussions and in any subsequent planning application.
- 4.5 The anticipated timetable for the project is currently as follows:

Selection of Academy Trust	May 2020
Feasibility Study completed	Sept 2020
Consideration of abnormal costs	Sept/ Oct 2020
Exchange of Contracts	Oct 2020
Planning Application	Nov 2020
Grant of Planning Permission	May 2021
Appointment of Contractor	May 2021
Grant of Lease	May 2021
Start on site	July 2021
Building completion	July 2022
Road construction completion	July 2022
School Opening	Sept 2022

- 4.6 Heads of Terms have been agreed with the DfE subject to contract for the Agreement for Lease as set out in **CONFIDENTIAL APPENDIX 2 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 (para 3), information relating to the financial or business affairs of any particular person (including the authority holding that information).**

5. RISK IMPLICATIONS

- 5.1 The DfE will be responsible for project management, design and specification, obtaining planning and building regulation consent and for all the costs of the project save for the Council's contribution. If the project cannot be reasonably undertaken due to excessive abnormal costs or other matters discovered during the feasibility study there is no commitment on either party to proceed before the Agreement for Lease is entered into, and abortive costs will not be payable by the Council.
- 5.2 As noted above, abnormal costs will be ascertained before the parties exchange contracts and the Council contribution, if any, will be a capped amount regardless of actual costs incurred as the project progresses.

- 5.3 If construction defects are discovered after the completion of the building it will be the responsibility of DfE or the appointed academy trust to ensure that remedial works are carried out but clearly the Council would have an interest in the matter both as landlord and education authority.
- 5.4 The agreement for lease will allow the Secretary of State to assign the agreement to certain other parties (such as an academy trust) without the consent of the Council being required. Similarly, once the lease is granted any subsequent assignment to a charitable or public body will only require the approval of the Secretary of State. Underletting would require the Council's consent. The Council will not therefore have control over assignment of the lease. However it is considered that the Secretary of State would not wish to give approval to any unsatisfactory trusts.

6. FINANCIAL CONSIDERATIONS

- 6.1 The Council will be responsible for the whole cost of the road and junction construction. This was approved at Finance and Policy Committee on 30th January 2020.
- 6.2 The Council may also be asked for a capped capital contribution to the project to offset abnormal costs such as remediation or “cut and fill” works. The amount will not be known until the feasibility study is completed.
- 6.3 The provision of the site by the Council for nil consideration also represents a financial contribution to the project as it could otherwise be let or sold. The value of the site in its present use and reflecting development potential is set out in **CONFIDENTIAL APPENDIX 3 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 (para 3), information relating to the financial or business affairs of any particular person (including the authority holding that information).**
- 6.4 The establishment of the school will lead to a major long term saving to the High Needs Block as it will reduce the number of children needing to access provision out of town. It is likely we will save £40k in placement costs per year would equate to £1.2million once the school was fully operational. In addition the average cost of out of town travel per child per year is £15,345.

7. LEGAL CONSIDERATIONS

- 7.1 The agreement for lease will set out the terms on which the long lease will be granted. Statutory consents will clearly be required for the construction of the school. The Chief Solicitor will be instructed to represent the Council in the completion of the legal documents although they will be drafted by the solicitors for the DfE.

8. ASSET MANAGEMENT CONSIDERATIONS

- 8.1 The decision to adopt a commercial approach to asset management normally requires the Council to realise the full value of any properties or property rights that it disposes of. In this instance there will be no payment made for the land but it will be used in support of the Council's responsibility for special needs education and there will be a positive financial impact on the High Needs Block and other funds used in this area.

9. OTHER CONSIDERATIONS

Consultation	No relevant issues
Child/Family Poverty Considerations	No relevant issues
Equality and Diversity Considerations	No relevant issues
Section 17 of The Crime And Disorder Act 1998 Considerations	No relevant issues
Staff Considerations	No relevant issues

10. RECOMMENDATIONS

- 10.1 Committee is asked to approve the conclusion of an agreement for lease on the basis of the Heads of Terms set out in **CONFIDENTIAL APPENDIX 2 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 (para 3), information relating to the financial or business affairs of any particular person (including the authority holding that information)** subject to the agreement of any capped contribution amount.
- 10.2 Committee is asked to approve delegated authority to the Director of Finance and Policy in consultation with the Chair of Finance and Policy Committee to agree the amount of the capped contribution if any additional costs are identified.

11. REASONS FOR RECOMMENDATIONS

- 11.1 The agreement for lease and subsequent lease, together with the works to be carried out by the Council and any capped contribution that is agreed, are required to ensure that the new free school is provided.
- 11.2 The provision of the school will facilitate a major improvement in the provision of SEMH education in Hartlepool and enable children to access education in their community.
- 11.3 Whilst costs will be incurred by the Council in the project the main expenditure of building the school will be met by the DfE and there will be a significant long term saving to the High Needs Block.

12. BACKGROUND PAPERS

- 12.1 Reports presented to Children's Services Committee dated 9th July 2019 SEMH (Social, Emotional and Mental Health) Special Free School and 19th March 2019 (Schools Capital Work Programme). Finance and Policy Committee dated 30th January 2020 (Capital and Indigenous Growth Investment Programme).

13. CONTACT OFFICERS

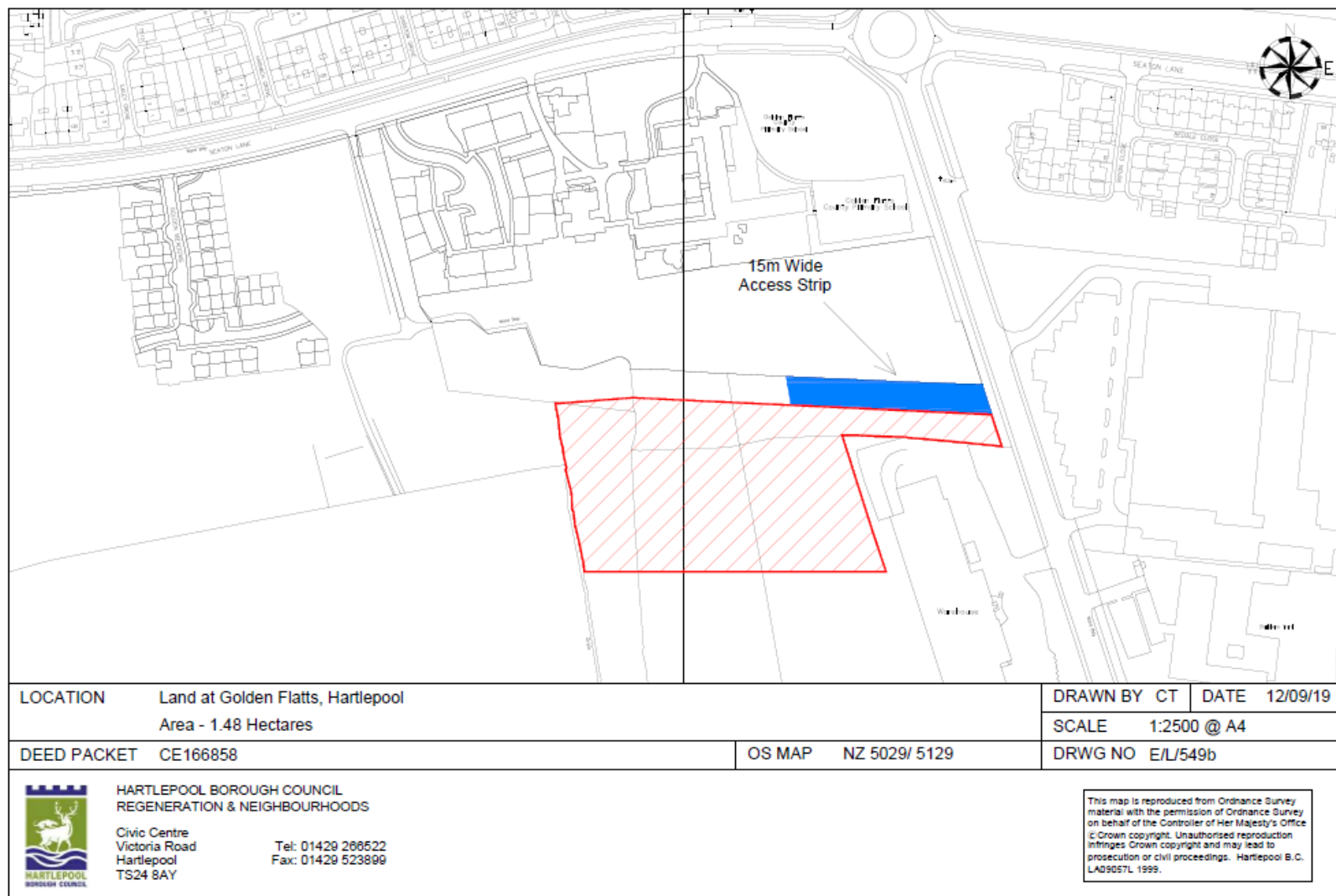
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SITE PLAN



FINANCE AND POLICY COMMITTEE

29 June 2020



Report of: Director of Adult and Community Based Services

Subject: COVID19 RECOVERY: A SUSTAINABLE SOLUTION TO FOOD POVERTY

1. TYPE OF DECISION / APPLICABLE CATEGORY

Key Decision test (i)/(ii).

2. PURPOSE OF REPORT

- 2.1 To present options for addressing food poverty and hardship during the COVID19 recovery phase, linking to the developing role of Community Hubs.

3. BACKGROUND

- 3.1 The level of poverty in Hartlepool and the impacts of poverty on health and wellbeing and the wider determinants of health are clearly set out in the Joint Strategic Needs Assessment, and tackling Child and Family Poverty has been a priority for the Council for a number of years.

4. CURRENT SERVICE PROVISION

- 4.1 Existing services that tackle food poverty within Hartlepool have been maintained throughout the COVID19 response, and the Council has worked in partnership with the Food Network, Hartlepool Foodbank and other voluntary and community sector organisations to provide a crisis response to those in urgent need of food.
- 4.2 The COVID19 response has identified issues relating to longer term food poverty, particularly among the working poor and the over 65s, which need a sustainable solution that does not create a dependency. People report that they do not want to accept what they perceive to be charity, such as food parcels via a food bank, but acknowledge that they are struggling to buy sufficient, high quality nutritious food due to having a limited income.

- 4.3 The Hartlepool Support Hub has demonstrated the already high level of need for basic essentials. In the first six weeks of operation the Hub provided 675 deliveries of food to people, with the majority (534) going to people who are not shielded under the Government scheme.
- 4.4 The expected legacy of individual hardship as a result of the pandemic, with anticipated unemployment more than doubling and increased claims for welfare payments through Universal Credit, suggests that this need will remain and will grow. Whilst the Food Bank provides an excellent service, for some people there is a stigma associated with food bank parcels and it can lead to dependency.

5. PROPOSALS

- 5.1 It is proposed that a sustainable solution is developed that can be delivered through the Council's Community Hubs. This will enable people accessing the service to benefit from the wide range of other services delivered in the Hubs, including Adult Education, welfare benefits advice, health and wellbeing services, Community Connectors, the library offer, internet access via The People's Network and Community Kitchens. This will increase opportunities for people to develop their skills and employability where appropriate as well as providing people with opportunities to socialise, volunteer and get more involved in their local communities.
- 5.2 There is a model which is utilised in other areas of the country which has been very successful, and it is proposed that this is used as the basis for a local procurement exercise to deliver a similar model for Hartlepool.
- 5.3 The model is based on making life more affordable for those on low incomes by addressing the premium that people in poverty pay for food, loans, energy and other everyday essentials because of their personal circumstances. A community-led membership model is used to provide access to low cost, nutritious food whereby families and individuals with very little disposable income are offered the provision of a deeply discounted food service to help their income go further. Members receive a week's worth of fresh food and other essentials in return for a nominal membership fee, with everyday items sourced from surplus and distributed through community hubs within local communities. The model developed in Manchester typically provides three bags of food (chilled produce, fruit and vegetables and store cupboard items) with a normal retail value of at least £30 for £7. This model supports approximately 1,000 low income members per month across Manchester and feed-back from members is incredibly positive.
- 5.4 The key to the success of the model is the delivery of the service through Community Hubs. In Manchester, over 85% of members report that they feel more part of the community and over 95% of members believe that the model is good for the community.

- 5.5 The model developed in Manchester, and also now operating in Darlington can help reduce dependency. Data shows that people struggle to get enough good, healthy food and many run out of food before the end of the week and therefore skip meals. Research by the University of Sheffield into found that:
- Members' diets were changing to include more healthy and sustainable foods.
 - The relationship members had with food improved with many people reporting that they enjoy food more.
 - People were connecting with their neighbours and feeling less lonely
- 5.6 The projected outcomes in the first year of operating this model in Hartlepool would be:
- 400+ food deliveries a week, working 5 days.
 - This would represent 4,800kg of food or 11,000 meals a week.
 - Typically a van would go to one hub a day.
 - Packing at hubs would generate volunteering opportunities for the community.
 - Once a membership base is established, links would be developed with other services including West View Advice and Resource Centre for debt advice, Hartlepower and the Credit Union.
 - Collecting the food could be linked to cooking opportunities and the community cafes, and other health and wellbeing opportunities.
- 5.7 While the model outlined above would meet an identified need, it is acknowledged that the impact of poverty is far too broad for any one solution to address. Existing VCS services continue to do vital work to support those in need in Hartlepool and it is recognised that additional needs may have been identified during the COVID19 response that need to be supported. This is not limited solely to food poverty, as there are likely to be increasing numbers of people experiencing hardship in a range of areas of their lives, which may also include fuel poverty, clothing poverty and digital poverty.
- 5.8 A review will be undertaken over the next 2-3 months to identify issues relating to hardship and poverty that have been exacerbated by COVID19. This will enable the Council to identify any additional areas of unmet need which could be supported through commissioning further VCS capacity using time limited resources. Any priorities identified through this route will be reported to a future Finance and Policy Committee along with proposals for further investment if required.

6. RISK IMPLICATIONS

- 6.1 There is a risk that there would be insufficient interest in the model to make it sustainable after the initial investment, but data suggests that there is a high level of need in Hartlepool so this is unlikely to be an issue. Communications and marketing information to promote the service would help to mitigate this risk.

7. FINANCIAL CONSIDERATIONS

- 7.1 The cost of implementing this model in a neighbouring Local Authority was £125k for the first year. After 12 months the model is entirely self-sustaining with no further investment required from the Council. The ongoing commitment from the Council would be to enable the service to be delivered from the Community Hub sites and to facilitate close working with other partners.
- 7.2 It was announced on 11 June 2020 that a further £63m had been identified nationally for councils to assist households struggling to afford food and other essentials. Guidance indicates that this is a one-off boost to councils and they will have discretion on how best to help those facing severe hardship. Depending on the allocation formula the Council may receive sufficient funding from this grant to fund the above costs.
- 7.3 In the event that the above funding is not sufficient it is proposed that the shortfall should be funded from the specific COVID19 hardship funding allocated by Government to councils to provide additional support to all recipients of Local Council Tax Support. The grant conditions allow councils to use any uncommitted funding for other Local Welfare priorities. As reported to Council on 10 June 2020 it is anticipated that support for LCTS households will commit £1.480m of the available funding, leaving a potential uncommitted balance of £384,000. Allocating up to £125,000 of this fund would not be an unreasonable planning assumption at this stage. As reported to Council further commitments against this funding will need to be carefully assessed and take account of the actual level of LCTS commitments which may arise later in the year if unemployment increases as the national furloughing scheme is withdrawn.
- 7.4 Any additional priorities identified linked to the poverty and hardship agenda will be considered against available resources from COVID19 hardship funding and / or the Child and Family Poverty Reserve.

8. LEGAL CONSIDERATIONS

- 8.1 In accordance with the Council's Contract Procedure Rules, a procurement exercise will be undertaken to secure a provider for the service. A specification will be developed based on the desired outcomes of the model.

9. CONSULTATION

- 9.1 There has been consultation with organisations currently involved with the Food Network to explain the Council's commitment to develop a model that is sustainable to meet longer term food poverty needs.

10. CHILD AND FAMILY POVERTY

- 10.1 The proposed Community Hub model regarding sustainable access to affordable food would have a positive impact on child and family poverty. The data from the Manchester model indicates that:
- 88% of people supported were of working age.
 - Half were in work and half were unemployed. Of those in work, only 25% had full-time jobs, the rest were part-time or had zero hour contracts.
 - 31% were on universal credit and 18% on some sort of disability benefit.
 - Nearly half report living with a physical or mental health condition.
 - On average each had 3 dependents.

11. EQUALITY AND DIVERSITY CONSIDERATIONS

- 11.1 Equality and diversity considerations will be embedded in the service model and available to residents with protected characteristics as needed.

12. STAFF CONSIDERATIONS

- 12.1 There are no staffing considerations associated with this report.

13. ASSET MANAGEMENT CONSIDERATIONS

- 13.1 There are no asset management considerations associated with this report. The service would be delivered through existing Community Hub buildings.

14. RECOMMENDATION

- 14.1 It is recommended that the Finance and Policy Committee agree to the development of a sustainable model that will support people experiencing long term food poverty and approve the funding strategy detailed in paragraphs 7.2 and 7.3.

15. REASONS FOR RECOMMENDATION

- 15.1 To ensure that a sustainable solution is in place, as part of the COVID19 recovery phase, for people experiencing long term food poverty.

16. CONTACT OFFICER

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FINANCE AND POLICY COMMITTEE

29 JUNE 2020



Report of: Director Adults and Community Based Services

Subject: TALL SHIPS 2023

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Key Decision (i) and (ii)

2. PURPOSE OF REPORT

- 2.1 To seek approval to host the Tall Ships 2023 should application submission be successful.
- 2.2 To seek approval to enter into a funding agreement with Tees Valley Combined Authority (TVCA) if successful in being a host location for Tall Ships 2023.

3. BACKGROUND

- 3.1 Hartlepool has previously hosted the Tall Ships in 2010 attracting hundreds of thousands of visitors. The event demonstrated that Hartlepool has the ability to host an event of this magnitude, successfully celebrating the maritime heritage.

4. PROPOSALS

- 4.1 Hartlepool have applied to host the Tall Ships event in August 2023 providing high quality hospitality to ships, crews and visitors. The current investment into our physical infrastructure ensures we are well placed to offer a diverse and entertaining programme and will put us on the map again as a Tall Ships host.
- 4.2 Hosting Tall Ships in 2023 provides an event of international significance to raise the hopes and aspirations of the town and our value as a seaside location. The Maritime history, cultural opportunities and widespread

heritage is something to be proud of as well as raising the profile of local businesses that will be critical in enabling this event to happen.

- 4.3 Tall Ships 2023 will provide a milestone for us to reanimate our cultural and heritage offer for residents and tourists. This is more important now due to the impact COVID has had on this sector. Tall Ships will give Hartlepool a focus to work towards and bring much needed investment into our economy.

5. RISK IMPLICATIONS

- 5.1 Reputational risk if the Tall Ships 2023 is not delivered to a high standard and the implications that will have on leading organisations and the town.
- 5.2 The ongoing implications of COVID 19 are unknown therefore we cannot assume all risks moving forward however it is hoped by 2023 that COVID considerations are better known and managed

6. FINANCIAL CONSIDERATIONS

- 6.1 TVCA Mayor has written a letter expressing TVCAs commitment to supporting the return of the Tall Ships to Hartlepool and we are progressing a bid to the TVCA for £3m to meet the cost, which combined with income, will fully fund the event. If we were successful then any agreement to hosting the event would be subject to this funding being approved
- 6.2 Detailed financial forecast will be developed as part of the planning process and work is currently underway to learn from hosting the event in 2010 and other host locations since.

7. LEGAL CONSIDERATIONS

- 7.1 If successful we will enter into an agreement with Tall Ships to host the event in 2023.
- 7.2 If successful we will enter into a funding agreement with TVCA to receive funding of £3m.

8. CONSULTATION

- 8.1 Formal consultation will be conducted throughout the planning process.
- 8.2 Key partners and representative were consulted prior to application and the response was reassuringly supportive, many identifying it is one of the best things to happen to Hartlepool.

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

- 9.1 The impact of Tall Ships before, during and after will be significant especially raising the aspirations of vulnerable children and families. Targeted work will be done to ensure that the economic, health and social impact of this event is widespread

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

- 10.1 Equality and diversity will be considered throughout the planning and implementation process to ensure all considerations are integrated.

11. STAFF CONSIDERATIONS

- 11.1 Tall Ships will undoubtedly have an implication on staff and the work that will need to be done leading up to the event however the model of delivery is yet to be determined. Any impact on staff will be positive and changes to roles will be done in line with policy and process.

12. ASSET MANAGEMENT CONSIDERATIONS

- 12.1 Tall Ships submission place a strong emphasis on the utilisation of key assets and attractions within Hartlepool. Much of this work is being progressed as part of the capital projects programme and Town's Fund.

13. RECOMMENDATIONS

- 13.1 Members approve that Hartlepool can host Tall Ships 2023 pending approval.
- 13.2 Members agree to enter into a legal agreement with TVCA for £3m funding offer pending a successful decision.

14. REASONS FOR RECOMMENDATIONS

- 14.1 To provide Hartlepool with a key milestone that will revive our culture and heritage legacy.
- 14.2 Raise the aspirations of people and communities by providing a positive focus as part of our recovery planning.

16. CONTACT OFFICERS

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FINANCE AND POLICY COMMITTEE

29 June 2020



Report of: Chief Executive

Subject: Covid-19 Financial Position Update

1. TYPE OF DECISION / APPLICABLE CATEGORY

None Key.

2. PURPOSE OF REPORT

- 2.1 To provide details of decisions taken in relation to the delivery of the Council's response to the Covid-19 pandemic.

3. BACKGROUND

- 3.1 As reported to Council on 10th June 2020 the pandemic has had a profound impact on the daily lives of people. The Council has played a key role in responding to the pandemic and it has been necessary to make decisions at speed and then implement these decisions. This has been the case across the Local Government sector and principally relates to the grants received from Government to support the Covid 19 response.

- 3.2 The decisions have been made in accordance with part 3 of the Constitution which delegates authority to the Chief Executive as follows:

CE15 – In consultation with the Leader (or in his absence the Deputy Leader), Chair of the relevant Committee (or in his absence Vice Chair) and Monitoring Officer, The Chief Executive (or in his/her absence the Director of Finance and Policy) may take a decision normally reserves to a Committee where:

- (a) Failure to take the decision quickly would, or would be likely to, harm the interests of the Council and the public;
- (b) The decision is so urgent that it cannot wait until the next meeting of the Committee at which the decision would normally be taken,

3.3 These decisions cover four areas and further information is provided in the following paragraphs:

- Service Delivery Decision records
- Hardship Decision record
- Business Grants Decision record
- Other Decision records

4. SERVICE DELIVERY DECISION RECORDS

4.1 As reported to Council the pandemic has had a significant financial impact on councils as the sector has faced increased costs and reductions in income. All councils have had to make urgent decisions and have adopted similar procedures to those followed by the Council. An analysis of the financial impact of Covid in terms of the split between expenditure and income reductions shows that:

- 31% of the total financial impact for Hartlepool relates to additional expenditure and 69% to income reductions;
- Average for 9 NE Councils showed 39% related to additional expenditure and 61% to income reductions.

4.2 The financial impact on the Council will continue to be monitored closely. As reported to Council our second financial return to the Ministry of Housing, Communities and Local Government (MHCLG) made it clear that many additional costs and income losses will depend on how long additional support is required, for example additional financial support to care homes, and the significant impact on income of the lockdown and recovery period, for example closure of Leisure facilities. The financial return also highlights the anticipated impact of the economic downturn and increasing level of unemployment, which will increase Local Council Tax Support in 2020/21 and 2021/22.

4.3 The Government has provided two tranches of un-ringfenced grant funding of £1.6 billion – total £3.2 billion. Different formulae were used for allocating the two tranches and the Council received allocations of £3.404m and £2.559m i.e. total funding of £5.963m.

4.4 The second return submitted to MHCLG required councils to show the forecast financial impact up to July 2020. On this basis a forecast shortfall of **£2.906m** was reported, which equates to 48% of the grant provided so far. Other councils face significant funding shortfall and figures for nine North East Councils show an average shortfall of 129%, which includes a higher impact on commercial income.

Summary for forecast financial impact

	Four month forecast £'m
Covid-19 Expenditure	2.174
Service Income reductions	2.737
2020/21 Cost of increases Local Council Tax Support (i.e. reduction in income)	2.000
2021/22 Cost of increases Local Council Tax Support (i.e. reduction in income)	1.000
Other Council Tax/Business Rate income shortfalls	0.400
2020/21 savings delayed to 2021/22	0.558
Sub Total	8.869
Less Government Grant	(5.953)
Current Funding Shortfall	2.906

4.5 The Local Government Association is continuing to lobby for additional financial support. The MHLGC issued a third financial return on 12th June 2020 and require councils to return this information by 19th June. It is hoped that this return will result in a third tranche of funding, which will provide greater financial certainty for Councils. However, depending on a range of factors, including the value of a third tranche of funding, the final value of Covid expenditure and income losses, further Government may be required to support councils.

4.6 **Covid-19 Expenditure decisions**

4.7 Covid-19 Expenditure decisions were being made at speed owing to the urgency of the situation being managed by the Council, which included responding to Government announcements and requirements which were changing and evolving quickly.

4.8 To ensure individual proposals were robust and supported the Council's overall response to the pandemic each proposal was initially assessed by the Corporate Management Team. Following this review process the individual proposals were then approved by the Chief Executive in accordance with the delegation detailed in section 3. Each decision record was signed by the Chief Executives, relevant Policy Chair, Chief Solicitor and Director of Finance and Development.

4.9 Details of Decision Records are provided in **Appendix A**.

5. **HARDSHIP DECISION RECORD**

5.1 In March the Government announced a £500 million hardship fund to enable councils to deliver support to council tax payers. The Government's strong expectation is that councils will provide all recipients of working age Local Council Tax Support (LCTS) with a further reduction in their annual council

tax bill of £150, and to process these awards as soon as possible from the beginning of the 2020/21 financial year. These arrangements apply to existing eligible LCTS recipients as at 1st April and pro-rata to new eligible recipients during 2020/21. There was no need for LCTS recipients to make a separate claim for a reduction under this scheme, as eligibility has already been approved when the initial LCTS was awarded.

- 5.2 This funding cannot be used to reduce Council Tax bills for households' not in receipt of LCTS and was part of the Government's package of support for working age households in receipt of benefits.
- 5.3 Having allocated grant to reduce the council tax bill for working age LCTS recipients by £150 (or a higher amount determined by a council), the remaining grant is to be used to assist those most in need.
- 5.4 The Council has been allocated a cash limited grant of £1.864m. It is expected that the number of LCTS households will increase during 2020/21 and for planning purposes an increase of 15% is appropriate. The actual increase will be monitored carefully.
- 5.5 An assessment of the level of Council Tax paid by LCTS households indicated that around 65% of households have an annual Council Tax liability of £167.22. Therefore, by setting the reduction at this level, rather than the £150 minimum requirement, the 2020/21 Council Tax liability was removed and the Council avoided the administrative burden of collecting £17.22 from around 5,500 households. The decision record is attached at **Appendix B**.
- 5.6 It was important to make this decision urgently to ensure the additional reduction in Council Tax could be applied and revised Council Tax bills could be issued to households affected so they knew how much Council Tax they had to pay for 2020/21, including any arrears that may have been brought forward. From the Council's perspective an early decision also avoided households benefiting from this support continuing to make regular Council Tax payments which would need to be refunded if the Council Tax account was in credit. Whilst, this situation has been managed, 522 refunds with a total value of approximately £45,000 have been processed. This has placed an additional demand on staffing resources, which had been prioritised to processing business grant applications and new LCTS claims.
- 5.7 Based on the LCTS caseload increasing by 15% this arrangement commitments £1.480m of the available funding, leaving a potential uncommitted balance of £384,000 to support other potential initiatives to assist those most in need. These needs are currently being met from other temporary support, or the existing Local Welfare Support budgets, but this position is not expected to be sustainable.
- 5.8 As detailed in a separate report on the agenda, part of the uncommitted balance may need to be allocated to support measure to address food poverty initiatives.

- 5.9 Commitments against the forecast uncommitted funding will need to be carefully assessed as the financial impact of Covid-19 will continue over the remainder of the financial year. In the event that the remaining funding is not all committed over the coming months the Council will be able consider alternative support, for example
- increasing the reduction of £167.22 for those LCTS households which still have a Council Tax liability - which would support these households and reduce the level of Council Tax arrears at the end of 2020/21,
 - or the flexible use of this funding and existing Council resources over a two year period for other support initiatives which are expected to be required into 2021/22.
- 5.10 Future reports will update Members on the actual commitments of providing support to LCTS households and the impact this has on the forecast uncommitted one off grant funding of £0.384m. This will then enable Finance and Policy Committee to determine proposals for using the uncommitted funding.
- 5.11 **Collection of Council Tax - non LCTS households**
- 5.12 Since the commencement of the pandemic we have adopted sympathetic collection arrangements for Council Tax. The collection level at the end of May 2020 was approximately 1.3% lower than May 2019. Other North East councils have seen reductions of between 0.5% and 1.8%.
- 5.13 The position will continue to be monitored closely as households may experience increased financial hardship as the furlough scheme ends and companies make decisions in relation to redundancies.

6. BUSINESS GRANTS DECISION RECORD

- 6.1 In March 2020 the Government introduced Grant Funding Schemes (Small Business Grant Fund and Retail, Hospitality and Leisure Grant Fund) and specified eligibility criteria and grant levels. The Council acted quickly to pay these grants to Hartlepool businesses and our performance has consistently exceeded the national average. This was particularly the case at 20th April when the Council ranked 13th out of 314 councils and had paid out 80% of eligible grants, compared to an average of 50%. As at 5th June 2020 the Council had paid 94% of eligible businesses (1,493) a total of £16.765m.
- 6.2 In response to national concerns that the eligibility criteria excluded some businesses the Government announced a Discretionary Grant fund on Saturday 2nd May, although detailed guidance was still being issued by the Government up until 26th May. Funding for the Discretionary scheme has been set at 5% of the original grant allocations, which provides Hartlepool with an allocation of £876,500 - which potentially equates 35 grants of £25,000, or 87 grants of £10,000.

- 6.3 The Council's Discretionary Grant fund reflected Government guidance and a two week application process was adopted which closed at 9am on 15th June 2020. A total of 177 applications were received. At the time this report was prepared the applications were being assessed and where supporting information was incomplete businesses were being contacted. An initial assessment indicates 21 applications were not eligible. A copy of the decision record is attached at **Appendix C**.

7. OTHER DECISION RECORDS

- 7.1 The response has the pandemic has also required the Council to make the following decisions in relation to services and further details are provided in **Appendix D**:
- **Home to school transport** – reduced contract payments made in accordance with the principles of Procurement Policy Note (PPN) 20/20 issued by the Cabinet Office. Objective of payments is to protect capacity and ensure services can be step back up when required. Payments had not been made when this report was prepared as officers were working through the detailed calculations.
 - **Increase in Mortuary capacity** - an increase was agreed across four Tees Valley councils and the costs funded from and existing reserves held by the Local Resilience Forum. Therefore, there was no additional costs to the four councils

8. RECOMMENDATION

- 8.1 It is recommended that Members
- i) Note the report;
 - ii) Note that as requested by full Council on 10th June any additional Decision Records will be circulated to all Members, and reported to Finance and Policy Committee and published in line with the Committee process;
 - iii) Note the position in relation to the Hardship Decision Record and that a further report will be presented to a future Finance and Policy Committee to update Members on the actual commitments against this one off funding and options for using any residual uncommitted funding.

9. REASONS FOR RECOMMENDATION

9.1 To provide details requested by Members.

10. CONTACT OFFICER

Gill Alexander

Chief Executive

gill.alexander@hartlepool.gov.uk 01429 523001

Appendix A



HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 2 - Request for spending approval (including decisions which will reduce income) GREATER THAN £10,000 or greater than £30,000 over three months
(For approval below the above amounts use Form 1)

Date of Decision: 06-04-20

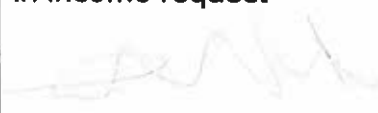
Officer Making Decision: Chief Executive, in consultation with the Leader of the Council, Chair of the relevant Committee and Chief Solicitor and Monitoring Officer.

Subject / Description & Reason for Decision: This decision was taken due to the cancellation/ postponement of meetings and in accordance with the National guidance/legislation in relation to Covid 19.

Type of Decision: The decision is essential to the Authority's response to the Covid 19 pandemic.

Nature of Delegation Being Exercised: Constitution Reference – CE15 – urgent decisions normally reserved to a Committee.

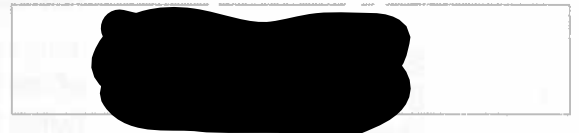
Any Declared Register of Interest No

<p>Description of funding request/reduction in income request</p> 	<p>Acquisition of 100 laptops to support delivery of services and home working.</p> <p>The Council's IT contract was let on the basis of achieving a recurring annual saving of £700k and on this basis service deliver model was based on a VDI solution for the majority of office based staff.</p>
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ODR No. :

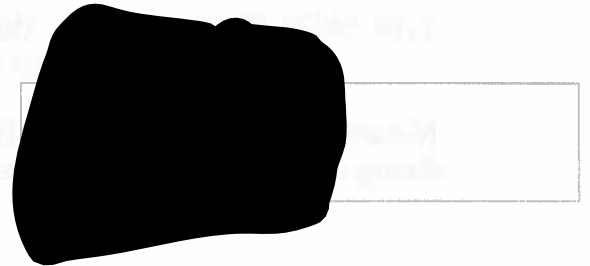
	Technical changes to the VDI solution enabled 400 of staff to switch from an office base to working from home using existing IT equipment. However, this solution was not viable for all situations and 100 additional laptops were required to address specific service need.
Value (this should be total cost)	£78,000
Period Covered	One off expenditure which will provide recurring benefits post Covid.
Approach adopted by other Tees Valley Council	Not applicable.

Chief Executive - Gill Alexander



Decision made in consultation with:

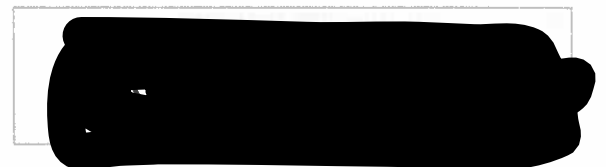
Leader of the Council - Cllr Shane Moore



Chair of [Policy Committee] –



Chief Solicitor and Monitoring Officer – Hayley Martin



Director of Finance and Policy – Chris Little





HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 2 - Request for spending approval (including decisions which will reduce income) GREATER THAN £10,000 or greater than £30,000 over three months
(For approval below the above amounts use Form 1)

Date of Decision:

06-04-20

Officer Making
Decision:

Chief Executive, in consultation with the Leader of the Council,
Chair of the relevant Committee and Chief Solicitor and
Monitoring Officer.

Subject / Description
& Reason for
Decision:

This decision was taken due to the cancellation/ postponement
of meetings and in accordance with the National
guidance/legislation in relation to Covid 19.

Type of Decision:

The decision is essential to the Authority's response to the
Covid 19 pandemic.

Nature of Delegation
Being Exercised:

Constitution Reference – CE15 – urgent decisions normally
reserved to a Committee.

Any Declared
Register of Interest

No

Description of funding request/reduction in income request	Provision of additional cleaning with admin. buildings to ensure safe work environment for key workers unable to work from home.
Value (this should be total cost)	£26,000

ODR No. :

Period Covered	Estimate based on 3 months - Subject to impact of pandemic
Approach adopted by other Tees Valley Council	Adopting similar approach.

Chief Executive - Gill Alexander



Decision made in consultation with:

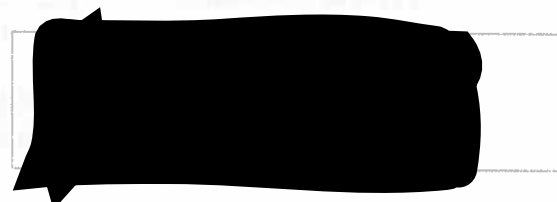
Leader of the Council - Cllr Shane Moore



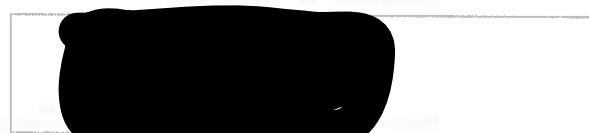
Chair of [Policy Committee] –



Chief Solicitor and Monitoring Officer – Hayley Martin



Director of Finance and Policy – Chris Little





HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 2 - Request for spending approval (including decisions which will reduce income) GREATER THAN £10,000 or greater than £30,000 over three months
(For approval below the above amounts use Form 1)

Date of Decision: 09-04-20

Officer Making Decision: Chief Executive, in consultation with the Leader of the Council, Chair of the relevant Committee and Chief Solicitor and Monitoring Officer.

Subject / Description & Reason for Decision: This decision was taken due to the cancellation/ postponement of meetings and in accordance with the National guidance/legislation in relation to Covid 19.

Type of Decision: The decision is essential to the Authority's response to the Covid 19 pandemic.

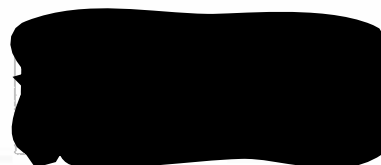
Nature of Delegation Being Exercised: Constitution Reference – CE15 – urgent decisions normally reserved to a Committee.

Any Declared Register of Interest: No

<p>Description of funding request/reduction in income request</p>	<p>Payment of salaries to Casual Workers during the COVID-19 lock down period.</p> <p>These payments will ensure the continued availability of staff during the current lock down and subsequent recovery stage, which will ensure staff are retained for continued service deliver once the lock down ends.</p>
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	<p>CMT have previously decided that at this stage of the lock down staff will not be furloughed. This is in accordance with Government's "Claim for your employee's wages through the Coronavirus Job Retention Scheme" guidance published in 26.03.2020.</p> <p>This proposal will calculate average pay based on a six month average (September 2019 to February 2020) and will be paid to casual workers who worked in both January and February 2020, who would have continued to undertake casual work beyond the commencement of the lock down period.</p> <p>No payments will be made where causal work has not been scheduled and agreed, including seasonal casual work which has not yet commenced.</p> <p>If an employee receiving these payments declines work offered during this schemes the payment will cease immediately.</p>
Value (this should be total cost)	<p>£68K per month</p> <p>Schemes covers 192 individuals and average monthly payment is £354.</p>
Period Covered	1 st March 2020 until further notice.
Approach adopted by other Tees Valley Council	Authorities were considering similar arrangements, although calculation period maybe different.

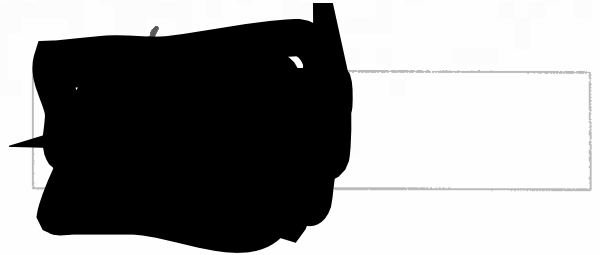
Chief Executive - Gill Alexander



ODR No. :

Decision made in consultation with:

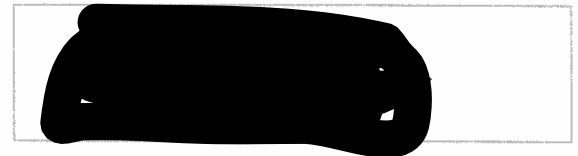
Leader of the Council - Cllr Shane Moore



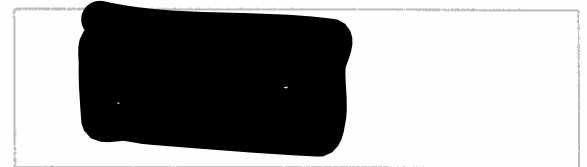
Chair of [Policy Committee] –



Chief Solicitor and Monitoring Officer – Hayley Martin



Director of Finance and Policy – Chris Little





HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 2 - Request for spending approval (including decisions which will reduce income) GREATER THAN £10,000 or greater than £30,000 over three months
(For approval below the above amounts use Form 1)

Date of Decision: 28th March 2020

Officer Making Decision: Chief Executive, in consultation with the Leader of the Council, Chair of the relevant Committee and Chief Solicitor and Monitoring Officer.

Subject / Description & Reason for Decision: This decision was taken due to the cancellation/ postponement of meetings and in accordance with the National guidance/legislation in relation to Covid 19.

Type of Decision: The decision is essential to the Authority's response to the Covid 19 pandemic.

Nature of Delegation Being Exercised: Constitution Reference – CE15 – urgent decisions normally reserved to a Committee.

Any Declared Register of Interest: No

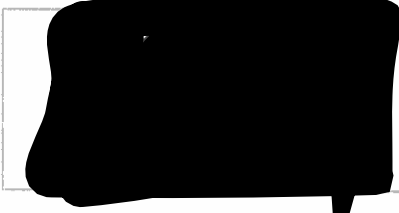
Description of funding request/reduction in income request	The responsibility for provision of mortuaries rests with local authorities pursuant to section 198 Public Health Act 1936. Where additional mortuary space is required to respond to a public health crisis such as the current Covid-19 emergency, and Cleveland Local Resilience Forum is coordinating the management of the emergency response under the Civil Contingencies Act 2004.
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	<p>The Coronavirus Act 2020 (s.58 and Schedule 28) makes provision in relation to the transportation, storage and disposal of dead bodies. Schedule 28 para 5.(3) provides that being designated enables the local authority to make directions.</p> <p>Schedule 28 paragraph 8 refers to a compensation scheme to be made available by the government when a local authority is designated to enable those to whom directions are given to be appropriately compensated. This scheme does not yet appear to have been published.</p> <p><u>Planning Assumptions</u> Excess Death scenario based on PHE data worst week/worst winter with 15% contingency. See paper attached.</p> <p><u>Contingency Storage</u> The planned additional storage will double current capacity that would provide a further 53 storage in excess of double capacity plus 15% contingency. If the current planned MHCLG storage is not forthcoming as a matter of urgency there is a requirement to identify 177 additional refrigerated storage that will enable double current capacity inclusive of 15%. Further consideration is required with respect to location, refrigeration, appropriate racking and providers and mortuary management.</p> <p>The cost to provide the 16 refrigerated vehicles stored in a warehouse at TAMP, Middlesbrough providing 168 (14 x 12 @ TAMP, 2 x 10 @ James Cook) additional capacity is estimated to be circa £260K providing 188 units of body storage in total. In addition Funeral Directors have asked for an additional £35 per body movement to cope with the numbers, Also we have agreed to contribute towards mortuary management, estimated costs are in the region are to be determined.</p>
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Value (this should be total cost)	Across the Cleveland authorities costs are £260k, plus mortuary management and funeral directors costs. Hartlepool's split is based on population, circa £50k.
Period Covered	One off request and will compensated as specified in the coronavirus act, schedule 28, paragraph 8.
Approach adopted by other Tees Valley Council	The four Local Authorities have agreed to this decision and are prepared to share costs notwithstanding arrangements set out below with Government intervention <u>based on population.</u>

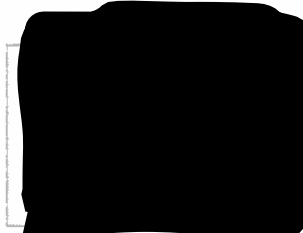
Signatures for retained copy only

Chief Executive - Gill Alexander



Decision made in consultation with:

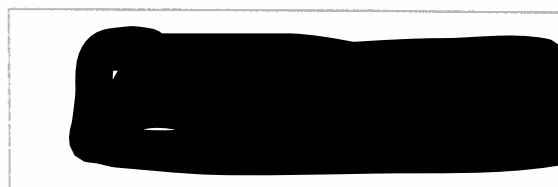
Leader of the Council - Cllr Shane Moore



Chair of [Policy Committee] –



Chief Solicitor and Monitoring Officer – Hayley Martin



Director of Finance and Policy – Chris Little





HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 2 - Request for spending approval (including decisions which will reduce income) GREATER THAN £10,000 or greater than £30,000 over three months
(For approval below the above amounts use Form 1)

Date of Decision: 11 May 2020

Officer Making Decision: Chief Executive, in consultation with the Leader of the Council, Chair of the relevant Committee and Chief Solicitor and Monitoring Officer.

Subject / Description & Reason for Decision: This decision was taken due to the cancellation/ postponement of meetings and in accordance with the National guidance/legislation in relation to Covid 19.

Type of Decision: The decision is essential to the Authority's response to the Covid 19 pandemic.

Nature of Delegation Being Exercised: Constitution Reference – CE15 – urgent decisions normally reserved to a Committee.

Any Declared Register of Interest: No

Description of funding request/reduction in income request	Purchase of essential PPE via agreement with TVCA. 100,000 IIR surgical masks to be delivered during May 2020.
Value (this should be total cost)	£60,000

ODR No. :

Period Covered	Estimated to meet need for a further 2-4 weeks. This may increase or decrease if there are further changes to guidance or proposed national supply systems.
Approach adopted by other Tees Valley Council	The four Tees LAs are working together to explore options for bulk purchase of PPE, which include purchasing via TVCA or NEPO. In the interim LAs are continuing to make their own arrangements. R&CBC, along with HBC, are proposing to place orders via TVCA for delivery in March.

Signatures for retained copy only

Chief Executive - Gill Alexander

Decision made in consultation with:

Leader of the Council - Cllr Shane Moore

Chair of [Policy Committee] –

Chief Solicitor and Monitoring Officer
– Hayley Martin

Director of Finance & Policy – Chris Little



HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 2 - Request for spending approval (including decisions which will reduce income) GREATER THAN £10,000 or greater than £30,000 over three months
(For approval below the above amounts use Form 1)

Date of Decision:

Officer Making
Decision:

Chief Executive, in consultation with the Leader of the Council,
Chair of the relevant Committee and Chief Solicitor and
Monitoring Officer.

Subject / Description
& Reason for
Decision:

This decision was taken due to the cancellation/ postponement
of meetings and in accordance with the National
guidance/legislation in relation to Covid 19.

Type of Decision:

The decision is essential to the Authority's response to the
Covid 19 pandemic.

Nature of Delegation
Being Exercised:

Constitution Reference – CE15 – urgent decisions normally
reserved to a Committee.

Any Declared
Register of Interest

No

Description of funding request/reduction
in income request

Emergency situation arose in relation to
one of our 2 main contracted home care
providers having a serious shortfall in
staffing. This is likely to continue for the
coming weeks/months, and may worsen
as the crisis continues. This will impact
on our other major home care providers,
and services need to be maintained as
they are supporting the most vulnerable
people living in the community.

	<p>The problem is heightened because of the changes in legislation introduced on 19 March in relation to hospital discharge requirements, which is now a statutory function (the revised discharge requirements are more demanding than the previous requirements).</p> <p>Throughout the country there is significant uncertainty about the trajectory for the coronavirus pandemic. From a commissioning and operational perspective, officers have had to realign the internal workforce to meet the current and potential demand.</p> <p>Previously, the Chief Executive gave permission to offer overtime for those staff making decisions at ISPA. Owing to the increased impact of the ongoing crisis, the arrangement needs to be extended to other staff who support the direct provision of care. This will include staff from the Reablement service, Occupational Therapy service and day services.</p> <p>Home care provision for older people (including the Direct Care & Support Service & Telecare Service) supports approximately 3,500 vulnerable people living in the community.</p> <p>People receiving home care have an average age of over 80 and we have the highest ever number of people over 90 currently receiving services.</p> <p>Given the shortfalls in the home care market place at present, there is no realistic alternative to continue without support in this manner.</p> <p>The legislation requires us to provide a hospital discharge service from 8am to 8pm 7 days a week.</p>
Value (this should be total cost)	Actual costs incurred will depend on the number of staff working additional hours and these hours will vary as will the

	costs depending on substantive hours (vary from 20hrs/wk to 37hrs/wk) and grade of staff (varies from Band 5 to Band 13). Could be up to £100,000 for a 3 month period. However, as overtime claims will be submitted on a monthly basis, actual costs will be updated monthly. April's claims (to be paid in May) should give a good indication as to likely financial impact.
Period Covered	19 March onwards
Approach adopted by other Tees Valley Council	This is national legislation that all Local Authorities need to adhere to and each Local Authority will implement their own bespoke solution to meet the specific Coronavirus trajectory in line with local requirements.

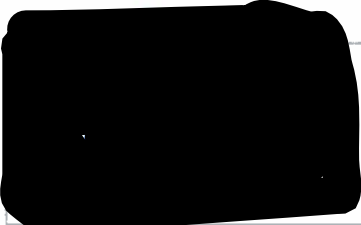
Signatures for retained copy only

Chief Executive - Gill Alexander



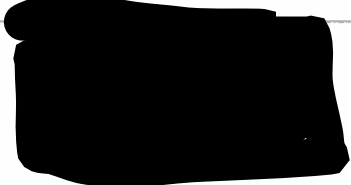
Decision made in consultation with:

Leader of the Council - Cllr Shane Moore

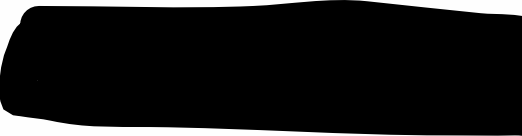


Chair of [Policy Committee] –

DIRECTOR of FINANCE & POLICE



Chief Solicitor and Monitoring Officer – Hayley Martin





HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 2 - Request for spending approval (including decisions which will reduce income) GREATER THAN £10,000 or greater than £30,000 over three months
(For approval below the above amounts use Form 1)

Date of Decision: 20-09-2020

Officer Making Decision: Chief Executive, in consultation with the Leader of the Council, Chair of the relevant Committee and Chief Solicitor and Monitoring Officer.

Subject / Description & Reason for Decision: This decision was taken due to the cancellation/ postponement of meetings and in accordance with the National guidance/legislation in relation to Covid 19.

Type of Decision: The decision is essential to the Authority's response to the Covid 19 pandemic.

Nature of Delegation Being Exercised: Constitution Reference – CE15 – urgent decisions normally reserved to a Committee.

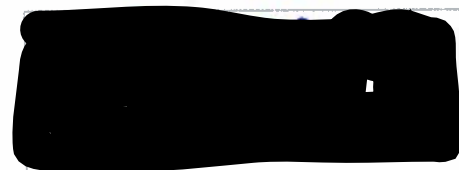
Any Declared Register of Interest No

<p>Description of funding request/reduction in income request</p>	<p>The guidance on the use of the additional funding allocated to councils sets out the need to support and protect the most vulnerable people in society. Harbour support some of the most vulnerable in our community.</p> <p>Harbour have had to adapt their approach to their work due to the COVID 19 restrictions. Domestic Abuse support is critical at this point when households are in</p>
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	<p>lockdown and the risks for individuals is increased. Referrals initially decreased however referrals have been increasing and Harbour are working hard to make contact with their clients and also to respond to new referrals. They continue to look for funding opportunities and have recently submitted a bid for Domestic Abuse Safe Accommodation: MHCLG COVID-19 Emergency Support Fund.</p> <p>They have introduced new ways of working through virtual contact but also continue to see individuals face to face as needed. This new way of working has presented additional cost pressures which include:</p> <ul style="list-style-type: none"> • Procurement of IT equipment • PPE • Additional staff time to: make additional contacts to understand and mitigate risks/ changing and adapting group work programmes to enable one to one delivery • Additional support worker 30 hours per week • Additional worker in DAPPS team (15 hours per week)
Value (this should be total cost)	£18,753
Period Covered	March 2020 – Sept 2020
Approach adopted by other Tees Valley Council	

Signatures for retained copy only

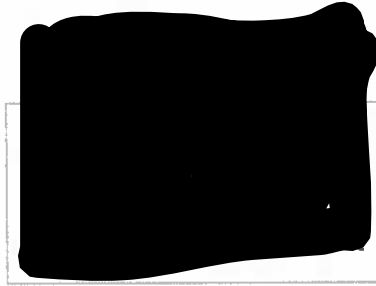
Chief Executive - Gill Alexander



Decision made in consultation with:

ODR No. :

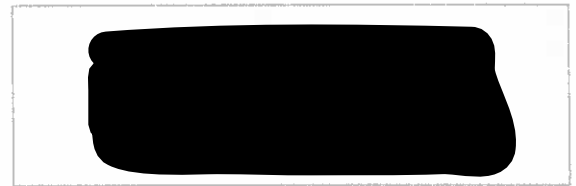
Leader of the Council - Cllr Shane Moore



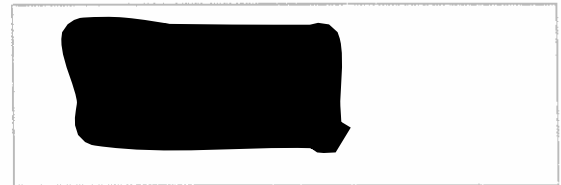
Chair of [Policy Committee] –



Chief Solicitor and Monitoring Officer – Hayley Martin



Director of Finance and Policy – Chris Little





HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 2 - Request for spending approval (including decisions which will reduce income) GREATER THAN £10,000 or greater than £30,000 over three months
(For approval below the above amounts use Form 1)

Date of Decision:

22 - 04 - 2020

Officer Making
Decision:

Chief Executive, in consultation with the Leader of the Council, Chair of the relevant Committee and Chief Solicitor and Monitoring Officer.

Subject / Description
& Reason for
Decision:

This decision was taken due to the cancellation/ postponement of meetings and in accordance with the National guidance/legislation in relation to Covid 19.

Type of Decision:

The decision is essential to the Authority's response to the Covid 19 pandemic.

Nature of Delegation
Being Exercised:

Constitution Reference – CE15 – urgent decisions normally reserved to a Committee.

Any Declared
Register of Interest

No

Description of funding request/reduction
in income request

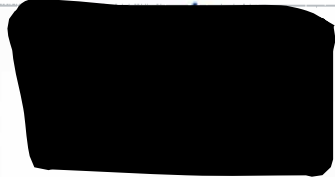
To commission food packages from a local business that will sustain recipients for a week (those shielding or vulnerable.)

Economic Development scoped local businesses that may be interested in supporting this scheme. They identified Chilli Cake as being very responsive and having the appropriate insurance, capacity, a good reputation locally and

	<p>being located centrally close to Hartlepool Hub.</p> <p>Chilli Cake had proactively contacted the Middlesbrough provider to scope their operating model and consider other options to include. As a result their proposal was fit for purpose and could be turned around in the timeframe required.</p> <p>250 packages per week will be provided for an initial 4 week period.</p> <p>The weekly order will contain 200 packages that can sustain individuals, 25 for couples and 25 for families. Packages will include grocery, fresh and hygiene products. There will be sufficient ingredients for easy to prepare meals.</p>
Value (this should be total cost)	£38,400
Period Covered	4 weeks
Approach adopted by other Tees Valley Council	<p>Middlesbrough Council are using a local business to provide their food packages and we were able to source some of these to understand their content. They only commission individual boxes and the price per package is £45.00 (with very similar contents).</p> <p>The cost per box from Chilli Cake is £35/individual, £44/couple and £60/family.</p> <p>Other local authorities continue to do provide emergency parcels (which last 2-4 days). We will continue to have a small number of these packages available for people who need short term support.</p>

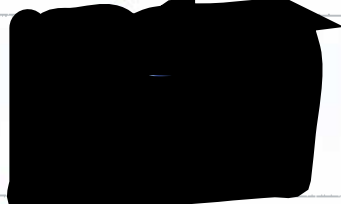
Signatures for retained copy only

Chief Executive - Gill Alexander



Decision made in consultation with:

Leader of the Council - Cllr Shane Moore



Chair of [Policy Committee] –



Chief Solicitor and Monitoring Officer – Hayley Martin



DIRECTOR of FINANCE & POLICY





HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 2 - Request for spending approval (including decisions which will reduce income) GREATER THAN £10,000 or greater than £30,000 over three months
(For approval below the above amounts use Form 1)

Date of Decision:

22-04-2020

Officer Making
Decision:

Chief Executive, in consultation with the Leader of the Council, Chair of the relevant Committee and Chief Solicitor and Monitoring Officer.

Subject / Description
& Reason for
Decision:

This decision was taken due to the cancellation/ postponement of meetings and in accordance with the National guidance/legislation in relation to Covid 19.

Type of Decision:

The decision is essential to the Authority's response to the Covid 19 pandemic.

Nature of Delegation
Being Exercised:

Constitution Reference – CE15 – urgent decisions normally reserved to a Committee.

Any Declared
Register of Interest

No

Description of funding request/reduction
in income request

Hartlepool Support Hub is a newly established service that has been developed in response to the COVID19 pandemic. The hub provides critical support to vulnerable people in the Hartlepool community who are shielding, self-isolating or socially isolated.

	<p>The hub was established in a number of days, staff were deployed to a range of roles and an accelerated induction and training was given. An analysis of early operations supported the development of systems and processes to support everyone to fulfil their roles successfully.</p> <p>Staff involved in the hub have 'stepped up' and made a significant contribution to the coordination, development and ongoing operations of the hub.</p> <p>The roles staff are fulfilling are new and reflect the specific impact of responding for Covid-19, therefore no job description or person specification exists. It was agreed by CMT SG on 3 April that new temporary roles could be established and matched against similar roles elsewhere within the Council (without the need for formal job evaluation). This will allow those with a substantive post at a lower band to receive a temporary contract variation for the time they are fulfilling additional duties within the Hartlepool Support Hub supporting the Covid-19 response.</p> <p>The temporary payment will also be applied on a pro rata basis to Contact Centre staff when they are fulfilling these responsibilities. This currently equates to approximately one third of their hours.</p>
<p>Value (this should be total cost)</p>	<p>Actual costs incurred will depend on the number of staff working in the temporary roles each week and the substantive roles of those staff. This has initially be estimated at up to £20,000 for a 3 month period.</p> <p>Claims will be submitted on a monthly basis, so actual costs will be updated monthly. April's claims (to be paid in May) should give a good indication as to likely financial impact.</p>

Period Covered	23 March onwards
Approach adopted by other Tees Valley Council	<p>Different models exist for Support Hubs in each of the LAs with some using VCS organisations and others operating Hubs in-house.</p> <p>No comparable information available on costs at this stage.</p>

Signatures for retained copy only

Chief Executive - Gill Alexander



Decision made in consultation with:

Leader of the Council - Cllr Shane Moore



Chair of [Policy Committee] –



Chief Solicitor and Monitoring Officer – Hayley Martin



DIRECTOR OF FINANCE & HR





HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 1 - Request for spending approval (including decisions which will reduce income) of UP TO £10,000 for a single issue, or £30,000 over three months (For approval in excess of the above amounts use Form 2)

Date of Decision: 22.04.20

Officer Making Decision: Chief Executive, in consultation with the Leader of the Council, Chair of the relevant Committee and Chief Solicitor and Monitoring Officer.

Subject / Description & Reason for Decision: This decision was taken due to the cancellation/ postponement of meetings and in accordance with the National guidance/legislation in relation to Covid 19.

Type of Decision: The decision is essential to the Authority's response to the Covid 19 pandemic.

Nature of Delegation Being Exercised: Constitution Reference – CE15 – urgent decisions normally reserved to a Committee.

Any Declared Register of Interest No

Description of funding request/reduction in income request	On the 25 th March the Government issued a statement that it will cover the costs of providing free car parking to NHS staff during this unprecedented time, while the Local Government Secretary agreed all local councils will also offer free car parking to all NHS workers and social care staff during the coronavirus outbreak.
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	<p>A press release was issued by the Leader of the Council confirming that Hartlepool would suspend charges in all its pay and display public car parks until further notice to help support critical workers in health and care.</p> <p>While car parking charges were immediately suspended, there are a number of NHS workers' pay for business permits in the Town Centre, therefore in line with the above, it is proposed to initially offer them a free 3 month extension, to be added to the end of their existing permit, as many will have either already paid, or have existing standing orders set up.</p> <p>The cost of this proposal is as follows:</p> <ul style="list-style-type: none"> • 6 x permits issued to individuals who work within a practise within the One Life – each permit costs £350 – lost income of £525; • 32 x permits issued for staff from Sovereign House are issued for both parking bays and zonal parking (20 x £350 and 12 x £225) – lost income of £2,425 (£1,750 and £675 respectively); • There are a further 38 x permits which will need to be assessed to verify if they work for the NHS as we have no details on this – so an additional max lost income of £3,325. <p>Therefore the Council will lose income somewhere between £2,950 as a minimum and £6,275 as a maximum over the proposed 3 month period.</p>
Value (this should be total cost)	£2,950 as a minimum and £6,275 as a maximum
Period Covered	3 months
Approach adopted by other Tees Valley Council	Other LA's have adopted the same principles above.

ODR No. :

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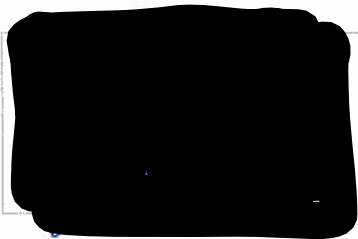
Signatures for retained copy only

Chief Executive - Gill Alexander



Decision made in consultation with:

Leader of the Council - Cllr Shane Moore



Chair of [Policy Committee] –

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Chief Solicitor and Monitoring Officer – Hayley Martin



DIRECTOR of FINANCE & POLICY


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HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 2 - Request for spending approval (including decisions which will reduce income) GREATER THAN £10,000 or greater than £30,000 over three months
(For approval below the above amounts use Form 1)

Date of Decision: 22-04-2020

Officer Making Decision: Chief Executive, in consultation with the Leader of the Council, Chair of the relevant Committee and Chief Solicitor and Monitoring Officer.

Subject / Description & Reason for Decision: This decision was taken due to the cancellation/ postponement of meetings and in accordance with the National guidance/legislation in relation to Covid 19.

Type of Decision: The decision is essential to the Authority's response to the Covid 19 pandemic.

Nature of Delegation Being Exercised: Constitution Reference – CE15 – urgent decisions normally reserved to a Committee.

Any Declared Register of Interest No

Description of funding request/reduction in income request	<p>The business at the HEC will not benefit from the governments business support grant of £10k as they pay a monthly rent that includes utility costs, security, cleaning, shared communal facilities etc.</p> <p>It is therefore proposed to give these businesses 3 months free rent period to enable them to keep trading through this crisis.</p>
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ODR No. :

Value (this should be total cost)	£39,900 (£13,300 pm)
Period Covered	March to May 2020
Approach adopted by other Tees Valley Council	<p>Most private landlords are not offering anything as most of their tenants are able to access the £10K support. Some are offering deferment of rent but no rent free periods.</p> <p>Redcar – Their business centre units are individually assessed so are able to access £10K grants. Wider they are offering other Council tenants a 3 month deferral period. Also looking at a possible hardship fund to assist those businesses that fall through the net.</p> <p>Middlesbrough – are looking at some kind of relief for their business centres. Also considering those that are not able to access government funds.</p> <p>Darlington – are looking at deferment for up to 3 months. No plans as yet to offer anything on top of that</p> <p>Stockton - The units in the business centres are individually assessed for business rates so the tenants will be eligible for the grant. They have not offered anything over and above that.</p> <p>They have also put a hold on rents for businesses in their retail. They are considering whether to offer some support to those businesses that don't meet the eligibility criteria for the Government support packages but no decision on that yet.</p>

ODR No. :

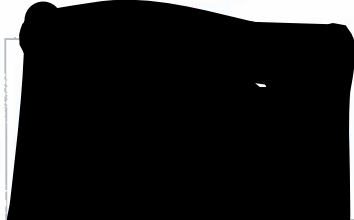
Signatures for retained copy only

Chief Executive - Gill Alexander



Decision made in consultation with:

Leader of the Council - Cllr Shane Moore



Chair of [Policy Committee] –



Chief Solicitor and Monitoring Officer – Hayley Martin



DIRECTOR of FINANCE & POLICY





HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 1 - Request for spending approval (including decisions which will reduce income) of UP TO £10,000 for a single issue, or £30,000 over three months (For approval in excess of the above amounts use Form 2)

Date of Decision: 21 May 2020

Officer Making Decision: Chief Executive, in consultation with the Leader of the Council, Chair of the relevant Committee and Chief Solicitor and Monitoring Officer.

Subject / Description & Reason for Decision: This decision was taken due to the cancellation/ postponement of meetings and in accordance with the National guidance/legislation in relation to Covid 19.

Type of Decision: The decision is essential to the Authority's response to the Covid 19 pandemic.

Nature of Delegation Being Exercised: Constitution Reference – CE15 – urgent decisions normally reserved to a Committee.

Any Declared Register of Interest No

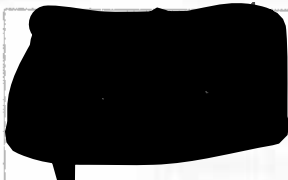
Description of funding request/reduction in income request	Purchase of 400 equipment and activity packs for disabled young people and adults, and teenagers to enable them to increase or sustain physical activity and mental wellbeing during the COVID19 crisis. The packs have been developed by Tees Valley Sport Active Partnership in conjunction with "You've Got This", and 200 free packs have already been secured.
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ODR No. :

	<p>The packs have been designed:</p> <ul style="list-style-type: none">• by young disabled and non-disabled people to reflect their general interests and needs.• for young people with no or limited access to online resources.• to be used at home, with family or in more structured settings (i.e. in schools). <p>Packs will be available in early/mid-June and will be distributed via Children's Services, schools, Hartlepool Carers and through family food parcels delivered by Hartlepool Support Hub.</p>
Value (this should be total cost)	£10,000 (400 packs @ £25)
Period Covered	One off cost
Approach adopted by other Tees Valley Council	Other Tees Valley LAs have been offered an allocation of free packs along with the opportunity to purchase more.

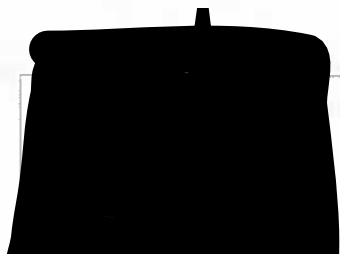
Signatures for retained copy only

Chief Executive - Gill Alexander



Decision made in consultation with:

Leader of the Council - Cllr Shane Moore



Chair of [Policy Committee] –

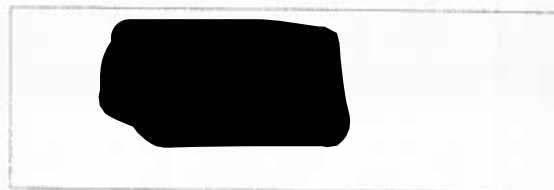


ODR No. :

Chief Solicitor and Monitoring Officer – Hayley Martin



Director of Finance and Policy – Chris Little





HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 2 - Request for spending approval (including decisions which will reduce income) GREATER THAN £10,000 or greater than £30,000 over three months
(For approval below the above amounts use Form 1)

Date of Decision: 12-06-2020

Officer Making Decision: Chief Executive, in consultation with the Leader of the Council, Chair of the relevant Committee and Chief Solicitor and Monitoring Officer.

Subject / Description & Reason for Decision: This decision was taken due to the cancellation/ postponement of meetings and in accordance with the National guidance/legislation in relation to Covid 19.

Type of Decision: The decision is essential to the Authority's response to the Covid 19 pandemic.

Nature of Delegation Being Exercised: Constitution Reference – CE15 – urgent decisions normally reserved to a Committee.

Any Declared Register of Interest: No

<p>Description of funding request/reduction in income request</p>	<p>To agree an extension to the agreement to commission food packages from a local business that will sustain recipients for a week (those shielding or vulnerable).</p> <p>The initial agreement with Chilli Cake was for four weeks for 50 food boxes per day at a cost of £9,600 per week. This has worked well.</p>
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	<p>The demand for weekly food boxes has reduced as more people are supported by the national food delivery scheme or by volunteers who are undertaking their shopping. The number of food boxes has reduced to 30 boxes per day at a cost of £5,760 per week, and it is proposed that this is extended for a further period of up to 4 weeks.</p> <p>The provision of food parcels, particularly for those people who are shielded, will need to continue to be reviewed if shielding is extended beyond 30 June 2020 and the contract with Brakes (the national provider) is not extended by central government.</p>
Value (this should be total cost)	£23,040
Period Covered	4 weeks from 15 June 2020
Approach adopted by other Tees Valley Council	Other local authorities continue to provide emergency parcels (which last 2-4 days). A small number of these packages will continue to be available for people who need short term support.


Signatures for retained copy only

Chief Executive - Gill Alexander



Decision made in consultation with:

Leader of the Council - Cllr Shane Moore



Chair of [Policy Committee] –



ODR No. :

Chief Solicitor and Monitoring Officer – Hayley Martin



DIRECTOR of FINANCE & POLICY - CHAIR UNIT





HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 2 - Request for spending approval (including decisions which will reduce income) GREATER THAN £10,000 or greater than £30,000 over three months
(For approval below the above amounts use Form 1)

Date of Decision:

12-06-2020

Officer Making
Decision:

Chief Executive, in consultation with the Leader of the Council,
Chair of the relevant Committee and Chief Solicitor and
Monitoring Officer.

Subject / Description
& Reason for
Decision:

This decision was taken due to the cancellation/ postponement
of meetings and in accordance with the National
guidance/legislation in relation to Covid 19.

Type of Decision:

The decision is essential to the Authority's response to the
Covid 19 pandemic.

Nature of Delegation
Being Exercised:

Constitution Reference – CE15 – urgent decisions normally
reserved to a Committee.

Any Declared
Register of Interest

No

Description of funding request/reduction
in income request

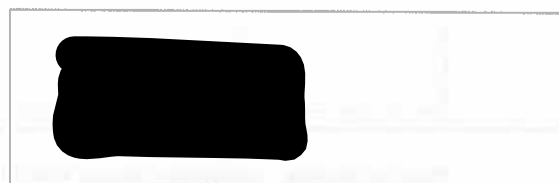
To agree additional funding for the
Befriending Service to meet additional
demand that has arisen as a result of
COVID19, and which is expected to
continue as lockdown measures are
eased.

The Befriending Service is currently
commissioned from Cleveland Fire
Brigade with a contract value of £20,000
per year.

	<p>The demand for the service has increased significantly since lockdown measures were introduced in March 2020. Large numbers of people (predominantly the over 65s) are increasingly socially isolated and unable to access social activities and opportunities that would have provided them with friendship and stimulation.</p> <p>The number of people being supported by the service had more than trebled by the end of May 2020 and continues to increase. People are being signposted to the Befriending Service (as well as other opportunities such as the Hartleighbours service) through the Hartlepool Support Hub as well as there being continued opportunities for people to self-refer.</p> <p>The service is currently managed by a single member of staff working three days a week, and it is proposed that this is increased to five days a week for the remaining term of the contract so that the service can be maintained and can continue to expand to meet the growing demand.</p>
Value (this should be total cost)	£15,355
Period Covered	22 June 2020 to 21 September 2021 (15 months)
Approach adopted by other Tees Valley Council	Other local authorities have recognised the impact of COVID19 on social isolation and have put a range of arrangements in place to meet this need, including commissioned services, volunteers and increased support via home care or Direct Payments.

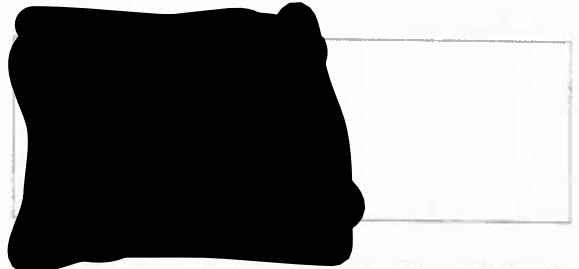
Signatures for retained copy only

Chief Executive - Gill Alexander



Decision made in consultation with:

Leader of the Council - Cllr Shane Moore



Chair of [Policy Committee] –



Chief Solicitor and Monitoring Officer – Hayley Martin



Director of Finance & Admin - 24th 01774





HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 2 - Request for spending approval (including decisions which will reduce income) GREATER THAN £10,000 or greater than £30,000 over three months
(For approval below the above amounts use Form 1)

Date of Decision:

06-04-20

Officer Making
Decision:

Chief Executive, in consultation with the Leader of the Council,
Chair of the relevant Committee and Chief Solicitor and
Monitoring Officer.

Subject / Description
& Reason for
Decision:

This decision was taken due to the cancellation/ postponement
of meetings and in accordance with the National
guidance/legislation in relation to Covid 19.

Type of Decision:

The decision is essential to the Authority's response to the
Covid 19 pandemic.

Nature of Delegation
Being Exercised:

Constitution Reference – CE15 – urgent decisions normally
reserved to a Committee.

Any Declared
Register of Interest

No

Description of funding request/reduction in income request	Hire of additional vehicles to enable social distancing to be maintained in relation to the continued delivery of services e.g. refuse collection
Value (this should be total cost)	£16,000

ODR No. :

Period Covered	To July 2020
Approach adopted by other Tees Valley Council	Similar arrangements being adopted.

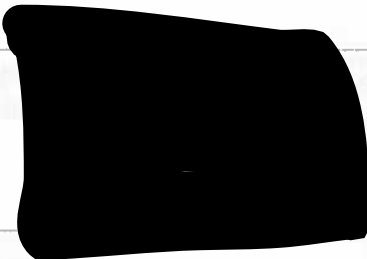
Signatures for retained copy only

Chief Executive - Gill Alexander



Decision made in consultation with:

Leader of the Council - Cllr Shane Moore



Chair of [Policy Committee] –



Chief Solicitor and Monitoring Officer – Hayley Martin



Director of Finance and Policy – Chris Little





HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 2 - Request for spending approval (including decisions which will reduce income) GREATER THAN £10,000 or greater than £30,000 over three months
(For approval below the above amounts use Form 1)

Date of Decision: 03-04-20

Officer Making Decision: Chief Executive, in consultation with the Leader of the Council, Chair of the relevant Committee and Chief Solicitor and Monitoring Officer.

Subject / Description & Reason for Decision: This decision was taken due to the cancellation/ postponement of meetings and in accordance with the National guidance/legislation in relation to Covid 19.

Type of Decision: The decision is essential to the Authority's response to the Covid 19 pandemic.

Nature of Delegation Being Exercised: Constitution Reference – CE15 – urgent decisions normally reserved to a Committee.


Any Declared Register of Interest: No

Description of funding request/reduction in income request	Provision of Personal Protective Equipment (PPE) i.e. masks, aprons and gloves to operational Council staff and to address shortages in Care Homes arising from supply chains not being able to meet demand.
Value (this should be total cost)	Will depend on duration of pandemic and period support is required. Initial estimate £0.123m. Additional

ODR No. :


	requirements will be subject to separate decision records.
Period Covered	Subject to impact of pandemic
Approach adopted by other Tees Valley Council	Adopting similar approach.

Chief Executive - Gill Alexander



Decision made in consultation with:

Leader of the Council - Cllr Shane Moore



Chair of [Policy Committee] –



Chief Solicitor and Monitoring Officer – Hayley Martin



Director of Finance and Policy – Chris Little



NOT FOR PUBLICATION



**HARTLEPOOL
BOROUGH COUNCIL**

CHIEF EXECUTIVE'S DECISION RECORD

Department:	Adult and Community Based Services
Division:	Adult Social Care
Date of Decision:	14 April 2020
Officer Making Decision:	Chief Executive, in consultation with the Leader of the Council, Chair of the Adult and Community Based Services Committee and Chief Solicitor and Monitoring Officer.
Subject / Description & Reason for Decision:	<p>The following decision was taken due to the cancellation/postponement of meetings and in accordance with the National guidance/legislation in relation to Covid 19.</p> <p>Decision to offer a COVID19 premium to providers of home care and care home services for older people to recognise the additional costs providers are facing related to purchasing Personal Protective Equipment (PPE), managing staff sickness and other associated increased costs.</p> <p>The Council has a duty under the Care Act 2014 to ensure the sustainability of the local care market and guidance has been issued stating that Local Authorities need to adjust fees to recognise these additional costs.</p> <p>The decision allows for a COVID19 premium of up to 10% to be paid. The initial communication to providers will offer a 5% premium, with providers asked to feed back if they incur additional costs over and above this. The premium will initially be offered for four weeks and is subject to review.</p>
Type of Decision:	Key Decision
Nature of Delegation Being Exercised:	Constitution Reference – CE15 – urgent decisions normally reserved to a Committee.

NOT FOR PUBLICATION

Alternative Options
Considered &
Rejected:

No other viable options available for consideration. The guidance is clear that fees should be adjusted to recognise additional costs incurred by providers and the Care Act places a duty on the Council to manage and sustain the local care market.

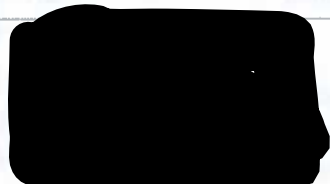
Discussions via NE ADASS, regional Chief Finance Officers and regional Chief Executives all supported an approach of offering a premium of up to 10%.

Any Declared
Register of Interest

No
If Yes, specify:

Signatures for retained copy only

Chief Executive - Gill Alexander



Decision made in consultation with:

Leader of the Council - Cllr Shane Moore



Chair of Adult and Community Based Services – Cllr Sue Little



Chief Solicitor and Monitoring Officer – Hayley Martin



DIRECTOR OF FINANCE & POLICE



First Review of initial 5% Premium

The 5% premium was initially approved for the period 16th March to 26th April 2020. In view of increased pressures on Care Homes and the resulting increase in PPE, staff sickness and other costs the premium was increased to 10% from 27th April to 24th May 2020.

Chief Executive - Gill Alexander


[Redacted signature box]

Decision made in consultation with:

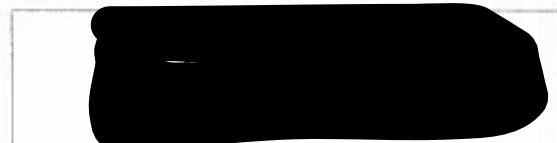
Leader of the Council - Cllr Shane Moore


[Redacted signature box]

Chair of [Policy Committee] –


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Chief Solicitor and Monitoring Officer – Hayley Martin


[Redacted signature box]

Director of Finance and Policy – Chris Little


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Second Review of initial 5% Premium

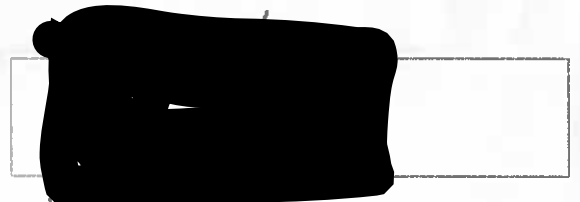
In view of continuing pressures on Care Homes and the resulting increase in PPE, staff sickness and other costs the premium of 10% was reviewed and will continue from 25th May 2020 to 21st June 2020.

Chief Executive - Gill Alexander



Decision made in consultation with:

Leader of the Council - Cllr Shane Moore



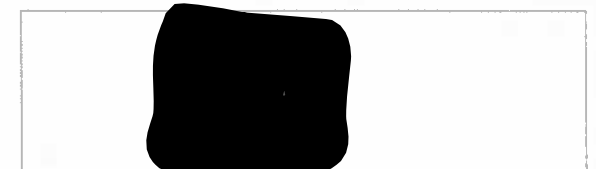
Chair of [Policy Committee] –



Chief Solicitor and Monitoring Officer – Hayley Martin



Director of Finance and Policy – Chris Little





HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 2 - Request for spending approval (including decisions which will reduce income) GREATER THAN £10,000 or greater than £30,000 over three months
(For approval below the above amounts use Form 1)

Date of Decision:

Officer Making
Decision:

Chief Executive, in consultation with the Leader of the Council,
Chair of the relevant Committee and Chief Solicitor and
Monitoring Officer.

Subject / Description
& Reason for
Decision:

This decision was taken due to the cancellation/ postponement
of meetings and in accordance with the National
guidance/legislation in relation to Covid 19.

Type of Decision:

The decision is essential to the Authority's response to the
Covid 19 pandemic.

Nature of Delegation
Being Exercised:

Constitution Reference – CE15 – urgent decisions normally
reserved to a Committee.

Any Declared
Register of Interest

No

Description of funding request/reduction in income request	Hire of vehicle to support deliveries from the Hub to households shielding.
Value (this should be total cost)	Will depend on duration of pandemic and period support is required. Initial estimate £16k.

ODR No. :

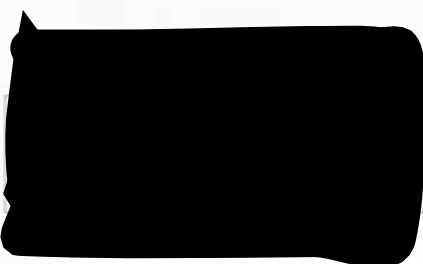
Period Covered	Subject to impact of pandemic
Approach adopted by other Tees Valley Council	Not applicable.

Chief Executive - Gill Alexander



Decision made in consultation with:


Leader of the Council - Cllr Shane Moore



Chair of [Policy Committee] –



Chief Solicitor and Monitoring Officer – Hayley Martin



Director of Finance and Policy – Chris Little





HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 1 - Request for spending approval (including decisions which will reduce income) of UP TO £10,000 for a single issue, or £30,000 over three months (For approval in excess of the above amounts use Form 2)

Date of Decision:

Officer Making
Decision:

Chief Executive, in consultation with the Leader of the Council, Chair of the relevant Committee and Chief Solicitor and Monitoring Officer.

Subject / Description
& Reason for
Decision:

This decision was taken due to the cancellation/ postponement of meetings and in accordance with the National guidance/legislation in relation to Covid 19.

Type of Decision:

The decision is essential to the Authority's response to the Covid 19 pandemic.

Nature of Delegation
Being Exercised:

Constitution Reference – CE15 – urgent decisions normally reserved to a Committee.

Any Declared
Register of Interest

No

Description of funding request/reduction in income request	Purchase of PPE for use by staff. This PPE equipment is held in the Hartlepool Support Hub.
Value (this should be total cost)	£20,000
Period Covered	12 weeks

ODR No. :

Approach adopted by other Tees Valley Council	
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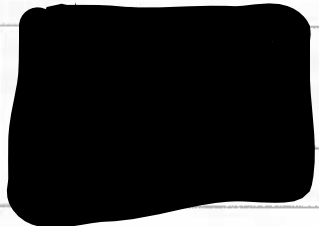
Signatures for retained copy only

Chief Executive - Gill Alexander



Decision made in consultation with:

Leader of the Council - Cllr Shane Moore




Chair of [Policy Committee] –



Chief Solicitor and Monitoring Officer – Hayley Martin



Director of Finance and Policy - Chris Little





HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 2 - Request for spending approval (including decisions which will reduce income) GREATER THAN £10,000 or greater than £30,000 over three months
(For approval below the above amounts use Form 1)

Date of Decision:

Officer Making
Decision:

Chief Executive, in consultation with the Leader of the Council,
Chair of the relevant Committee and Chief Solicitor and
Monitoring Officer.

Subject / Description
& Reason for
Decision:

This decision was taken due to the cancellation/ postponement
of meetings and in accordance with the National
guidance/legislation in relation to Covid 19.

Type of Decision:

The decision is essential to the Authority's response to the
Covid 19 pandemic.

Nature of Delegation
Being Exercised:

Constitution Reference – CE15 – urgent decisions normally
reserved to a Committee.

Any Declared
Register of Interest

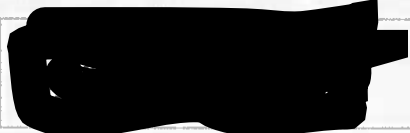
No

Description of funding request/reduction in income request	Provision of Personal Protective Equipment (PPE) for operational Council staff.
Value (this should be total cost)	£19,000
Period Covered	Subject to impact of pandemic

ODR No. :

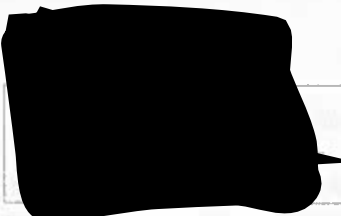
Approach adopted by other Tees Valley Council	Adopting similar approach.
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Chief Executive - Gill Alexander



Decision made in consultation with:

Leader of the Council - Cllr Shane Moore



Chair of [Policy Committee] –



Chief Solicitor and Monitoring Officer – Hayley Martin



Director of Finance and Policy – Chris Little





HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 1 - Request for spending approval (including decisions which will reduce income) of UP TO £10,000 for a single issue, or £30,000 over three months (For approval in excess of the above amounts use Form 2)

Date of Decision:

Officer Making
Decision:

Chief Executive, in consultation with the Leader of the Council, Chair of the relevant Committee and Chief Solicitor and Monitoring Officer.

Subject / Description
& Reason for
Decision:

This decision was taken due to the cancellation/ postponement of meetings and in accordance with the National guidance/legislation in relation to Covid 19.

Type of Decision:

The decision is essential to the Authority's response to the Covid 19 pandemic.

Nature of Delegation
Being Exercised:

Constitution Reference – CE15 – urgent decisions normally reserved to a Committee.

Any Declared
Register of Interest

No

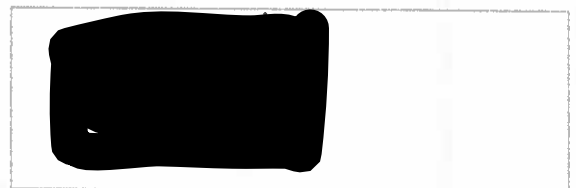
Description of funding request/reduction in income request	<p>Request of £10,000 to support the Foodbank in light of COVID 19 leading to an increase in demand for food parcels alongside reduction in contributions.</p> <p>The Foodbank is the named HBC provider as part of the Local Welfare Support policy as agreed by Finance and Policy Committee.</p>
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ODR No. :

	<p>The Foodbank's pre COVID donated supplies have been used and donations have dropped radically. Funding of £10k will cover expenses of two extra people working for the Foodbank at a time of significantly increased demand and the cost of food purchases from suppliers through their own channels and those now opened up by the national Trussell Trust.</p> <p>Since 20th March 2020, the Foodbank has supplied 427 food parcels to Community Hub Central and Local Welfare Support service, with a further 280 arranged for week commencing 6th April 2020. The use of their own supplies means they have little food of their own to continue their Church Street work so additional funding is required to continue to provide this level of support.</p> <p>The Foodbank provides food parcels for individuals and families suffering hardship.</p>
Value (this should be total cost)	£10,000
Period Covered	6 th April 2020 - 11 th May 2020
Approach adopted by other Tees Valley Council	Unknown

Chief Executive - Gill Alexander

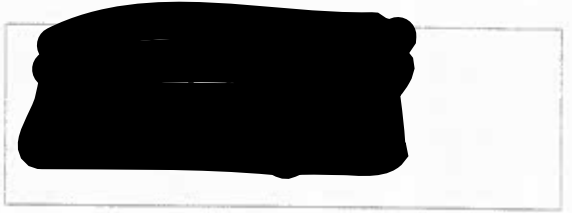
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Decision made in consultation with:

ODR No. :

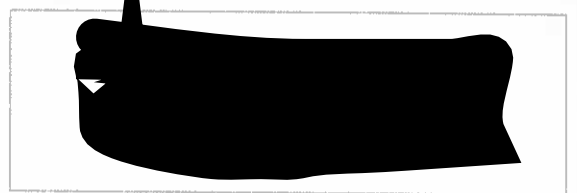
Deputy Leader of the Council - Cllr Mike Young



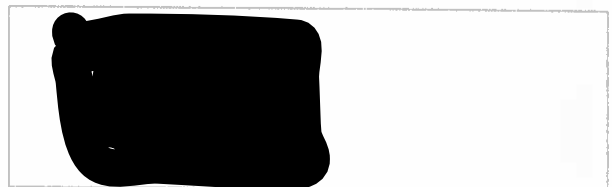
Chair of [Policy Committee] –



Chief Solicitor and Monitoring Officer – Hayley Martin



Director of Finance and Policy – Chris Little





HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 1 - Request for spending approval (including decisions which will reduce income) of UP TO £10,000 for a single issue, or £30,000 over three months (For approval in excess of the above amounts use Form 2)

Date of Decision:

Officer Making
Decision:

Chief Executive, in consultation with the Leader of the Council, Chair of the relevant Committee and Chief Solicitor and Monitoring Officer.

Subject / Description
& Reason for
Decision:

This decision was taken due to the cancellation/ postponement of meetings and in accordance with the National guidance/legislation in relation to Covid 19.

Type of Decision:

The decision is essential to the Authority's response to the Covid 19 pandemic.

Nature of Delegation
Being Exercised:

Constitution Reference – CE15 – urgent decisions normally reserved to a Committee.

Any Declared
Register of Interest

No

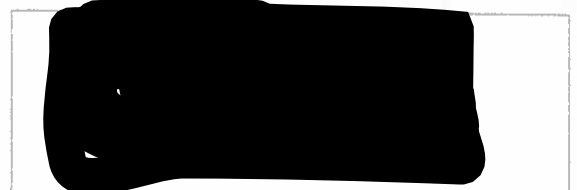
Description of funding request/reduction in income request	<p>Request of £5,000 to support the Foodbank due to a reduction in donations.</p> <p>The Foodbank is the named HBC provider as part of the Local Welfare Support policy agreed by Finance and Policy Committee.</p> <p>The Foodbank has provided 1090 parcels up until this point since COVID 19</p>
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ODR No. :

	<p>restrictions began. 90% have been distributed by Community Support Hub and 10% through Local Welfare Support.</p> <p>The Foodbank has forecast a need for 70 parcels per week for the next three weeks. The additional funding is for running costs (staff/ building/ van etc) as well as food as donations have significantly reduced. These are difficult to predict, previously, a local supermarket agreed to give Foodbank weekly supplies however Burbank is now their preferred VCS group so supplies from the supermarket has reduced to very little. Efforts have been made to use HBC suppliers however this has not been successful.</p> <p>Food charities funding announced by the Government will not support running costs, and the amount claimed must be at least £30k to be used by August 2020 which the Foodbank could not use therefore the Foodbank cannot apply for this funding.</p>
Value (this should be total cost)	£5,000
Period Covered	11 th May 2020 – 1 st June 2020
Approach adopted by other Tees Valley Council	Unknown

Signatures for retained copy only

Chief Executive - Gill Alexander



Decision made in consultation with:

ODR No. :

Deputy Leader of the Council - Cllr Mike Young



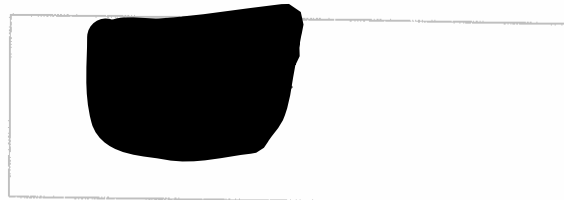
Chair of [Policy Committee] –



Chief Solicitor and Monitoring Officer – Hayley Martin



Director of Finance and Policy – Chris Little





HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 2 - Request for spending approval (including decisions which will reduce income) GREATER THAN £10,000 or greater than £30,000 over three months
(For approval below the above amounts use Form 1)

Date of Decision:

Officer Making Decision: Chief Executive, in consultation with the Leader of the Council, Chair of the relevant Committee and Chief Solicitor and Monitoring Officer.

Subject / Description & Reason for Decision: This decision was taken due to the cancellation/ postponement of meetings and in accordance with the National guidance/legislation in relation to Covid 19.

Type of Decision: The decision is essential to the Authority's response to the Covid 19 pandemic.

Nature of Delegation Being Exercised: Constitution Reference – CE15 – urgent decisions normally reserved to a Committee.

Any Declared Register of Interest No

Description of funding request/reduction in income request	The Minister for Local Government and Homelessness wrote to Local Authority Chief Executives on 26 th March 2020 setting out expectations of councils to accommodate homeless people as a matter of urgency. The letter set out a number of actions required which included "it is now imperative that rough sleepers and other vulnerable homeless are supported into appropriate accommodation by the end of the week."
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ODR No. :

	<p>In response to this letter the Housing Support Team reviewed all accommodation available. The accommodation is limited therefore options have been reviewed to see what is immediately available.</p> <p>The only accommodation available that is not at full capacity is Melbourne House (Families First NE) has just recently opened (March 2020) however no-one is living there at this time.</p> <p>Request to block Melbourne House for an interim period to ensure we meet government requirements to house all homeless individuals and any individuals who become homeless when COVID 19 restrictions are in place.</p> <p>The total cost of block booking Melbourne House for March until June is £57,613</p>
Value (this should be total cost)	£57,613
Period Covered	27 th March 2020 – 14 th June 2020
Approach adopted by other Tees Valley Council	


Signatures for retained copy only

Chief Executive - Gill Alexander



Decision made in consultation with:

Leader of the Council - Cllr Shane Moore

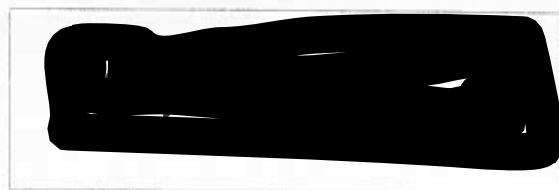


ODR No. :

Chair of [Policy Committee] –

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Chief Solicitor and Monitoring Officer – Hayley Martin

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Director of Finance and Policy

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Appendix B



HARTLEPOOL BOROUGH COUNCIL

OFFICER DECISION RECORD

Department: Chief Executives

Division: Finance and Policy

Date of Decision:

Officer Making Decision: Gill Alexander, Chief Executive

Subject / Description & Reason for Decision: COVID-19 HARDSHIP FUND 2020/21

Type of Decision: KEY

Special Urgency provisions apply – notice completed

Nature of Delegation Being Exercised:

Under Part 3 of the Constitution the Chief Executive is authorised to exercise the following delegation:

CE15 - In consultation with the Leader (or in his absence the Deputy Leader), Chair of the relevant Committee (or in his absence Vice Chair) and Monitoring Officer, the Chief Executive (or in his/her absence the Director of Finance and Policy) may take a decision normally reserved to a Committee where:

(a) Failure to take the decision quickly would, or would be likely to, harm the interests of the Council and the public.

(b) The decision is so urgent that it cannot wait until the next meeting of the Committee at which the decision would normally be taken

Background

The Government is providing a national fund of £500 million in response to the Covid 19 pandemic of which Hartlepool has been allocated £1,864,342.

The Government's strong expectation is that councils will provide all recipients of working age Local Council Tax Support (LCTS) during the financial year 2020-21 with a further reduction in their annual council tax bill of £150.

This funding cannot be used to reduce the annual council tax bills for non-working age households.

Councils can use any uncommitted funding, after applying the £150 annual council tax bill reductions, for other Local Welfare Support or a higher level of council tax reduction for those working age LCTS households whose annual liability exceeds £150.

Councils are required to revisit their approach at intervals during the financial year, in order to ensure expenditure remains within their allocation. This is a significant risk factor as the funding allocation is based on 2019 quarter 3 caseloads and claimant numbers are expected to increase owing to the economic impact of COVID-19.

It is proposed that the Council provides a further reduction in annual Council Tax bills for working age LCTS claimants of £167.22 – this is the Band A LCTS Council Tax liability for a working age household. This will fully remove the Council Tax liability for 65% of working age LCTS households and commit £1.279m of the available grant funding.

This proposals is only viable because the Council operates a 12% LCTS scheme for working age households. If the Council operated a 20% scheme Band A LCTS Council Tax liability for a working age households would be £278.72. The cost of removing this liability would be £2.132m, which exceeds the available grant funding for the additional 2020/21. This underlines the importance of the Council's decision to retain a 12% LCTS scheme for 2021/22.

Risk Considerations

As indicated above the funding allocation of £1.864m is a fixed amount and will need to meet the cost of awarding additional Council Tax reductions of £167.22 to new claimants who become eligible for LCTS during 2020/21.

Working age claimant numbers have fallen from approximately 10,000 since April 2013 when the LCTS regime was introduced.

Three scenarios for increases in case load have been considered as follows:

- 5% increase – which would be approximately 9,100 claimants
- 10% increase – which would be approximately 9,500 claimants
- 15% increase – which would be approximately 9,900 claimants

National figures for the take-up of Universal Credit showed an increase of 100,000 in one day (the typical number of calls received in a week). Figure for America shows a 3 million increase in one day in people registering as unemployed. These figures suggest a significant economic impact from COVID-19. Therefore, for planning purpose a 15% increase in caseload is an appropriate planning scenario. This would commit £0.2m of the available funding. Three other Tees Valley councils are also planning on a 15% increase in caseload.

After reflecting the cost for the existing caseload (£1.280m) and making provision for a potential 15% increase in caseload (£0.2m) the forecast uncommitted funding is £0.384m. This amount is available for other hardship initiatives.

The position will be managed closely over the next few months to determine if the actual costs are in line with current forecast to enable any necessary corrective action to be taken.

Related Risk

An increase in LCTS claimant numbers would reduce Council Tax income collected by the Council in 2020/21 as households would move from paying 100% Council Tax to 12% under the LCTS scheme. This lost income would materialise as Council Tax collection fund deficit. For each 5% increase in caseload the income loss is approximately £0.5m.

This income loss cannot be funded from this grant and it is hoped this will be covered by the separate 'COVID-19 Emergency Funding' allocation. However, this is not guaranteed.

**Alternative Options
Considered &
Rejected:**

An alternative reduction would be **£150** – the Government minimum. This would remove the Council Tax liability for **47%** of working age LCTS households and commit **£1.201m** of the available grant funding. This option would leave **1,470** households with a residual Council Tax liability of **£17.22** and it would not be cost effective to recover this small amount from so many households.

Higher reductions than **£167.22** would reduce the uncommitted funding available for other hardship initiatives and are therefore not recommended.

**Any Declared
Register of Interest**

No

OFFICER WITH THE DELEGATION

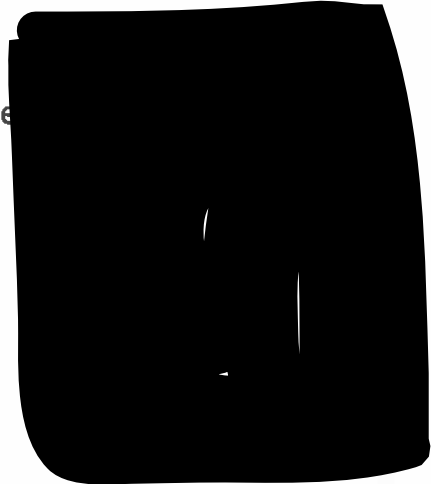
NAME: Gill Alexander

SIGNED: 

POSITION: Chief Executive

In consultation with:

Shane Moore, Leader and Chair of Finance and Policy Committee
Chris Little, Director of Finance and Policy/s151 Officer
Hayley Martin, Chief Solicitor/Monitoring Officer



Appendix C



HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 2 - Request for spending approval (including decisions which will reduce income) GREATER THAN £10,000 or greater than £30,000 over three months
(For approval below the above amounts use Form 1)

Date of Decision:

Officer Making Decision: Chief Executive, in consultation with the Leader of the Council, Chair of the relevant Committee and Chief Solicitor and Monitoring Officer.

Subject / Description & Reason for Decision: This decision was taken due to the cancellation/ postponement of meetings and in accordance with the National guidance/legislation in relation to Covid 19.

Type of Decision: The decision is essential to the Authority's response to the Covid 19 pandemic.

Nature of Delegation Being Exercised: Constitution Reference – CE15 – urgent decisions normally reserved to a Committee.

Any Declared Register of Interest No

Description of funding request/reduction in income request	<p>Discretionary Grant Funding scheme</p> <p>In March 2020 the Government provided specific grant funding (Small Business Grant Fund and Retail, Hospitality and Leisure Grant fund) and specified the level of grants payable to eligible businesses (either £10,000 or £25,000 depending Government defined eligibility criteria). The Government also specified eligible business as retail, hospitality and leisure businesses with a rateable value of £51,000 or less. A number of business categories with a</p>
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	<p>Rateable Value of £51,000 or less were not eligible for support from this scheme.</p> <p>In response to concerns regarding the above Scheme the Government has recently proposed a Discretionary Grants Scheme and have asked councils to prioritise the following types of businesses:</p> <ul style="list-style-type: none">• Small businesses in shared offices or other flexible workspaces. Examples could include units in industrial parks, science parks and incubators which do not have their own business rates assessment;• Regular market traders with fixed building costs, such as rent, who do not have their own business rates assessment;• Bed & Breakfasts which pay Council Tax instead of business rates; and• Charity properties in receipt of charitable business rates relief which would otherwise have been eligible for Small Business Rates Relief or Rural Rate Relief. <p>Businesses with a Rateable Value over £51,000 will continue to be excluded. This is in line with Government Guidance.</p> <p>Discretionary Grants are either £25,000 or £10,000. Councils have discretion to pay grants less than £10,000, but cannot pay grants above £10,000, other than a maximum grant of £25,000.</p> <p>Businesses are not eligible to receive Discretionary Grants if they have received support from any other Government Covid grant schemes. Such grant schemes include, but are not limited to:</p> <ul style="list-style-type: none">• Small Business Grant Fund• Retail, Hospitality and Leisure Grant• The Fisheries Response Fund• Domestic Seafood Supply Scheme (DSSS)• The Zoos Support Fund• The Dairy Hardship Fund <p>Hartlepool has been allocated £876,500 – which potentially equates to 35 grants of £25,000, or 87 grants of £10,000.</p> <p>Only businesses which were trading on 11th March 2020 are eligible for the grant. Companies that are in administration, are insolvent or where a striking-off notice has been made are</p>
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	<p>not eligible for funding under this scheme. An initial assessment has identified between 150 and 180 potentially eligible businesses. If all business apply the Council will not have sufficient funding. Therefore, to manage demand an application process, with a fixed application window, will be operated. Once the number of eligible businesses has been established a maximum grant limit will be set. This maximum grant may need to be less than £10,000 and will reflect the following factors:</p> <ul style="list-style-type: none"> • Different grant levels may be applied depending on evidence of actual property costs and income reductions due to Covid-19, with the objective of maximising the number of businesses supported with funding reflecting the actual financial impacts they are facing. For example potential grants levels of £5,000 or £10,000, depending on overall number of applications; • Eligible regular market traders with fixed building costs, such as rent, will be limited to 1/5th of the maximum local grant limit set; • Eligible businesses in the Hartlepool Business Centre will receive the locally determined grant less annual rental payment. This will ensure a level playing field with grants paid to eligible businesses under the initial grant scheme as these grants were designed to meet fixed costs such as rent. <p>The above arrangements balance the competing demands between paying grants as quickly as possible to support businesses in need of financial support, whilst ensuring all eligible businesses have the same opportunity to secure a grant. This would not be the case if the Council operated a 'first come first served' system.</p> <p>Businesses which submit late applications (i.e. outside the defined application period) will only be eligible to receive a grant if there is any uncommitted funding. Late cases would be dealt with on a weekly basis until all funding is committed - i.e. the available grant would be equally shared on the basis of the number of grant received in the week – subject to the grant amount not exceeding the initial amount set at the end of the initial application period.</p> <p>The scheme will be actively promoted through the issue of a press release, use existing linkages with potentially eligible business, including via the Economic Development Team and direct communications where we have contact details.</p>
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ODR No. :

Value (this should be total cost)	£876,500 – funded from specific Government Grant
Period Covered	One off grant
Approach adopted by other Tees Valley Council	In line with Government guidance the Tees Valley Authorities have worked on developing the discretionary schemes and will be adopting broadly similar schemes.

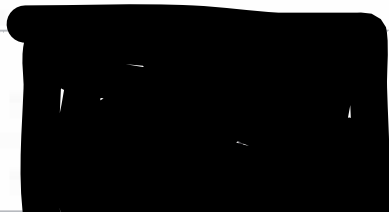
Signatures for retained copy only

Chief Executive - Gill Alexander



Decision made in consultation with:


Leader of the Council - Cllr Shane Moore




Chair of [Policy Committee] –



Chief Solicitor and Monitoring Officer – Hayley Martin



Director of Finance and Policy – Chris Little



Appendix D



HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 1 - Request for spending approval (including decisions which will reduce income) of UP TO £10,000 for a single issue, or £30,000 over three months
(For approval in excess of the above amounts use Form 2)

Date of Decision:

Officer Making Decision: Chief Executive, in consultation with the Leader of the Council, Chair of the relevant Committee and Chief Solicitor and Monitoring Officer.

Subject / Description & Reason for Decision: This decision was taken due to the cancellation/ postponement of meetings and in accordance with the National guidance/legislation in relation to Covid 19.

Type of Decision: The decision is essential to the Authority's response to the Covid 19 pandemic.

Nature of Delegation Being Exercised: Constitution Reference – CE15 – urgent decisions normally reserved to a Committee.

Any Declared Register of Interest No


Description of funding request/reduction in income request	<p>The Council currently commission 9 external operators to help the Council deliver Home to School Transport provision, while also providing services ourselves.</p> <p>Schools are operating at reduced pupil attendance, both supporting and educating the children of essential key workers. This has meant that temporarily 50% of our providers are no</p>
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	<p>longer delivering services on behalf the Council, while the remaining operators are working at significantly reduced capacity.</p> <p>We are currently paying all providers 100% of their contracted I payments, although as detailed above, most are not operating at their full potential. As it is challenging to source and retain operators to undertake the commissioned services it is important that we maintain as many of our local providers as possible, which ensures we will be able to deliver home to school transport when normality returns.</p> <p>On that basis we are proposing to reduce payments from 100% to 80% on 1st May, up until the end of the school term in July. The rationale for this proposal is that operators will have reduced fuel costs and an element of decreased maintenance costs. The proposal reflects the principles of Procurement Policy Note (PPN) 02/20 issued by the Cabinet Office as the arrangements will ensure the service continuity, employment and continuing viability of the supply chain.</p> <p>The arrangements will be conditional on operators not furloughing any staff and if they did furlough staff they would be unable to receive any payments from the Council.</p> <p>This proposal will save the Council £45,000 during this period.</p>
Value (this should be total cost)	The Council will save £45,000
Period Covered	1 st May to the end of the school term in July 2020.
Approach adopted by other Tees Valley Council	Most Tees Valley authorities and nearly all north east have reduced payments to some extent, with deductions meaning payments now range from 50% to 90%, with most paying between 70% and 80%.

ODR No. :

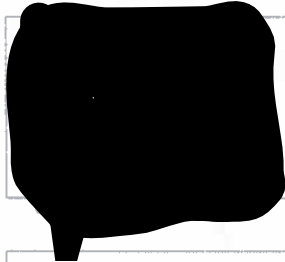
Signatures for retained copy only

Chief Executive - Gill Alexander



Decision made in consultation with:

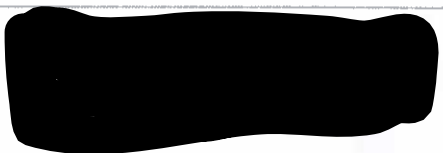
Leader of the Council - Cllr Shane Moore



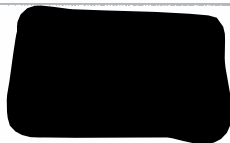
Chair of [Policy Committee] –



Chief Solicitor and Monitoring Officer – Hayley Martin



Director of Finance and Policy – Chris Little





HARTLEPOOL BOROUGH COUNCIL

CHIEF EXECUTIVE'S DECISION RECORD

Form 2 - Request for spending approval (including decisions which will reduce income) GREATER THAN £10,000 or greater than £30,000 over three months
(For approval below the above amounts use Form 1)

Date of Decision: 28th March 2020

Officer Making Decision: Chief Executive, in consultation with the Leader of the Council, Chair of the relevant Committee and Chief Solicitor and Monitoring Officer.

Subject / Description & Reason for Decision: This decision was taken due to the cancellation/ postponement of meetings and in accordance with the National guidance/legislation in relation to Covid 19.

Type of Decision: The decision is essential to the Authority's response to the Covid 19 pandemic.

Nature of Delegation Being Exercised: Constitution Reference – CE15 – urgent decisions normally reserved to a Committee.

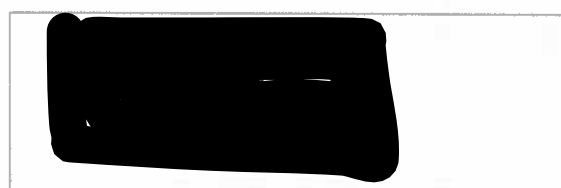
Any Declared Register of Interest: No

Description of funding request/reduction in income request	As part of the Cleveland LRF strategy for dealing with excess deaths, North Tees & Hartlepool Foundation Trust have identified Hartlepool Hospital for additional mortuary space and have refrigeration units and a supply of steel (not stainless but can be painted for infection control purposes). The latter can be made into racking with a lead time of days not weeks, it has not been paid for and they do not have any
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	<p>funding (estimated at 15-20K for refrigeration and 30-35K for racking).</p> <p>This additional provision will provide increased capacity for 60 bodies, the resource is maintained longer term and is seen to be of longer term benefit for the Foundation Trust this is in addition to the additional resources requested from MHCLG.</p> <p>Modelling data based on reasonable worst case scenario (advice provided by central government)</p> <p>Stockton - 1,578 total deaths Hartlepool - 746 total deaths Middlesbrough - 1,124 total deaths Redcar & Cleveland - 1,094 total deaths</p> <p>IN TOTAL – 4542 excess deaths across the 4 local authority areas in a 3 month period.</p> <p>In total the request is for approx. £50K of funding, suggestion that this could potentially be taken from the EU Exit LRF reserves</p>
Value (this should be total cost)	£50K
Period Covered	One off request and is a permanent fixture
Approach adopted by other Tees Valley Council	Approval was sought and obtained from the four Cleveland Chief Executives to release the fund on Saturday 28 th March 2020.

Signatures for retained copy only

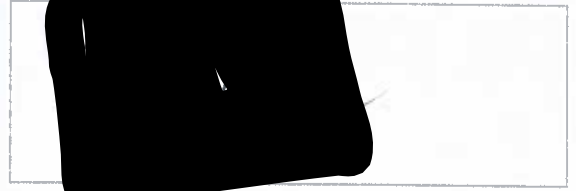
Chief Executive - Gill Alexander



ODR No. :

Decision made in consultation with:

Leader of the Council - Cllr Shane Moore



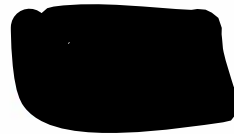
Chair of [Policy Committee] –



Chief Solicitor and Monitoring Officer – Hayley Martin



Director of Finance & Policy



FINANCE AND POLICY COMMITTEE

29th June 2020



Report of: Director of Regeneration and Neighbourhoods

Subject: TOWNS FUND, TOWN CENTRE MASTERPLAN
AND HIGH STREET TASKFORCE

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non-key decision.

2. PURPOSE OF REPORT

- i) to inform the Finance and Policy Committee of the invitation for Hartlepool to develop proposals for a £25m Town Deal, the creation of a Town Centre Masterplan and Hartlepool's involvement in the Pilot of the High Street Task Force.
- ii) to provide details of the £173k capacity funding allocated to Hartlepool to support the development of a Town Investment Plan and will seek approval for the governance arrangements and membership of a new Town Deal Board.
- iii) to seek approval for the Council to take on the role of "Lead Council" for the Towns Fund which will involve being the accountable body for the capacity funding and future Town Deal, setting out and publishing how the capacity funding will be spent, convening the Town Deal Board and ensuring robust governance arrangements and compliance with the Towns Fund Prospectus and any subsequent Government guidance.

3. TOWN DEAL

3.1 Hartlepool has been identified as one of 100 places that have been invited to develop proposals for a Town Deal, as part of the Government's £3.6bn Towns Fund programme. The Towns Fund forms part of the Government's levelling up agenda aimed at rebalancing the national economy by boosting economic growth and raising living standards. The aim of the fund is to address growth constraints and unlock the economic potential of areas such as Hartlepool. The fund will also form part of the Government's broader COVID-19 recovery package.

3.2 The Government will consider investing up to £25m in each Town Deal, dependent upon the business cases put forward. In some cases, the Government will also consider proposals beyond the scope of the Fund to leverage additional public investment within the Town Deal, working closely with other departments across government.

3.3 The Towns Fund will provide the core public investment in Town Deals. The objective of the Fund is to drive the economic regeneration of towns to deliver long term economic and productivity growth through:

Urban regeneration, planning and land use: ensuring towns are thriving places for people to live and work, including by: increasing density in town centres; strengthening local economic assets including local cultural assets; site acquisition, remediation, preparation, regeneration; and making full use of planning tools to bring strategic direction and change.

Skills and enterprise infrastructure: driving private sector investment and ensuring towns have the space to support skills and small business development.

Connectivity: developing local transport schemes that complement regional and national networks, as well as supporting the delivery of improved digital connectivity

3.4 The Government expects that the initial plans for Town Deals will be led by Local Authorities who are required to establish a Town Deal Board to develop an evidence-based Town Investment Plan. The Town Investment Plan must be agreed by members of the Town Deal Board.

3.5 Proposals set out in the Town Investment Plan which align with the Towns Fund objectives will act as the basis for agreeing investment from the Government through business cases. Agreeing a Town Deal will be dependent on government receiving high-quality proposals that meet the objectives of the fund.

3.6 The timescale for agreeing a Town Deal is currently unknown due to the impact of Covid-19 although further guidance is expected to be released by the Government by the end of June 2020.

3.7 The boundary for Hartlepool's Town Deal can be found within **Appendix 1** (Appendix 2). The Town Deal Prospectus can be found at the following website: www.gov.uk/government/publications/towns-fund-prospectus

4. TOWN INVESTMENT PLAN

4.1 Before a Town Deal can be agreed Hartlepool must develop a well-evidenced Town Investment Plan, setting out a clear understanding of the area, focusing on its assets, opportunities and challenges.

- 4.2 The Town Investment Plan must establish investment priorities that can drive economic growth. The amount of investment from the Towns Fund will be determined based on the strength of the Investment Plan amongst other relevant factors.
- 4.3 The Town Investment Plan must complement other pre-existing strategy documents that have been developed with local partners such as the Hartlepool Economic Growth Strategy 2019-2021.
- 4.4 Investment from the Towns Fund also needs to be aligned with the government's clean growth objectives, where possible, and as a minimum must not conflict with the UK's legal commitment to cut greenhouse gas emissions to net zero by 2050.
- 4.5 The Town Investment Plan should capture existing government and local initiatives and suggest ways of better coordinating investments, where this could lead to further economic growth. The Town Investment Plan's will be a locally-owned document which will not require sign off by government.
- 4.6 The Town Deal is about driving long-term transformative change to local economies. It's therefore anticipated that Town Deals will focus on capital investment.

5. HARTLEPOOL TOWN DEAL BOARD

- 5.1 As set out above, the Council is also required to establish a Town Deal Board. Hartlepool's Town Deal Board was therefore established in January 2020 in line with the Government's requirements.
- 5.2 The Town Deal Board is the vehicle through which the vision and strategy for the town is defined. It will produce a Town Investment Plan that will inform the Town Deal, including the amount of investment secured through the Towns Fund.
- 5.3 The role of the board is to:
- Develop and agree an evidenced based Town Investment Plan
 - Develop a clear programme of interventions
 - Coordinate resources and influence stakeholders.
- 5.4 The Town Deal Board's governance structure and ways of working are set out in the Terms of Reference in **Appendix 1**. All members of the Town Deal Board are expected to adhere to the Nolan principles of public life and the specified Code of Conduct. The Town Deal Board is not a formally constituted body and shall hold no monies or assets.
- 5.5 The Towns Fund Prospectus provides a detailed framework for who may be part of the Town Board. The Town Deal Board must include the Tees Valley Combined Authority, the Member of Parliament for Hartlepool, local

businesses and investors and community representatives. The Board must also be chaired by a private sector representative. The Hartlepool Town Deal Board includes representatives from EDF, The NHS Foundation Trust, North East Chamber of Commerce and Hartlepool College of Further Education. A schedule detailing the full membership of the Hartlepool Town Deal Board can be found within the Terms of Reference in **Appendix 1**.

- 5.6 The Finance and Policy Committee is requested to endorse the Terms of Reference in **Appendix 1** and receive feedback from the Town Deal Board as appropriate.

6. TOWN CENTRE MASTERPLAN

- 6.1 Hartlepool town centre, like many town centres is facing an unprecedented number of challenges including increased competition from online retailing, the growth of out of town retailing, changing consumer preferences and the impacts from the recent Covid pandemic.
- 6.2 Hartlepool town centre is not unique in this regard and must respond to these challenges by diversifying and finding new ways to attract footfall and visitors. The town centre can no longer rely on traditional retail uses in order to ensure its long term sustainability.
- 6.3 Achieving the required level of structural change will be challenging and requires strong local leadership and intervention by the Local Authority, using all of its powers with the backing of local stakeholders and the wider community.
- 6.4 It's important that a strong strategic vision is developed that can help drive the required change. It is widely recognised that effective strategic thinking and masterplanning are required in partnership with public and private sector organisations including local businesses in order to achieve this.
- 6.5 Individual town centres need to identify the mix that best suits their specific characteristics and local strengths. It is widely recognised that a scattergun approach of light touch interventions is not the solution for Town Centres facing large structural issues.
- 6.6 Town centres can however thrive if they adapt becoming activity based community gathering places where retail is a smaller part of a wider range of uses and activities. Green space, leisure arts and culture, heritage, health and social care services must combine with housing to create areas based on social interaction. High street retail needs to carve out a separate role focussing on providing "experience" and "convenience".
- 6.7 In order to respond to these challenges a town centre masterplan has been commissioned to renew and reshape Hartlepool Town Centre in a way that improves experience, drives growth and ensures future sustainability. The Masterplan will be developed in consultation with the local community and will set out a series of costed interventions that will deliver the vision and the required level of transformational change.

- 6.8 The boundary for the Masterplan includes the Town Centre, the Civic Quarter and the Innovation and Skills Quarter (See plan in **Appendix 1** (Appendix 2)). A wider less focussed boundary has been included as a red circle to ensure that the existing investment priorities within the Central Area of Hartlepool such as the Hartlepool Waterfront, and the existing leisure facilities at Hartlepool Marina are considered in a holistic way to create a critical mass of activity and investment.
- 6.9 The masterplan will consider a number of issues in addition to the future of the town centre including the end use for the Mill House site once Mill House Leisure Centre has been relocated, the aspirations of Hartlepool United Football Club and the next stage of delivery within the Innovation and Skills Quarter to continue the momentum of recent investment within the area.
- 6.10 The Town Centre Masterplan will be developed in consultation with local residents, businesses and stakeholders so it becomes locally owned and adopted. The Masterplan can be used as an evidence base to help inform the Town Investment Plan.
- 6.11 The Masterplan will be used to inform a bid to the Government's Future High Street Fund which provides funding for transformational change in town centres. A strong strategic vision and evidence base is a key requirement of the fund.

7. High Street Taskforce

- 7.1 Hartlepool has been invited to take part in the Pilot of the High Street Taskforce programme and is the only North East Local Authority to be included at this stage being one of the initial twenty locations in the country to be announced.
- 7.2 The High Street Taskforce was commissioned by the Government as part of its Plan for the High Street. The taskforce has been set up to strengthen local leadership in high streets and town centres in England. It is run by the Institute of Place Management and brings together a range of organisations based on reinventing and restructuring places.
- 7.3 The aim of the taskforce is to develop place leaders, co-ordinate a national approach to High Streets and Town Centres and provide access to data and information. The taskforce hope that building local capacity and expertise and supporting collaboration will support regeneration.
- 7.4 The taskforce offers a number of products and services including advice and mentoring, place development workshops, online learning, toolkits and webinars and local data dashboards. These products will help to support a bid to the next round of the Future High Streets Fund.
- 7.5 The High Street Taskforce visited Hartlepool in March 2020 to undertake an "Unlocking your place potential" visit. The purpose of the visit was to

diagnose the main barriers to transformation and determine what support they are able to offer.

- 7.6 The initial work with the taskforce has identified the need for a cohesive vision for the town centre and the need for greater partnership working between the public, private and voluntary sectors to increase the capacity for change.
- 7.7 A range of support has been offered to Hartlepool including specialist technical expertise, online resources, mentoring and Developing Place Leaders and Place Analysis training.
- 7.8 The Pilot of the High Street Taskforce has however been paused due to COVID-19. The taskforce have been developing a range of materials and guidance to help local authorities and other place leaders respond to COVID-19. This includes a recovery framework which can be found at: www.highstreettaskforce.org.uk/covid-19-recovery

8. RISK IMPLICATIONS

- 8.1 No implications.

9. FINANCIAL CONSIDERATIONS

- 9.1 Hartlepool Borough Council has received £173k capacity funding from the Towns Fund via a Section 31 grant to support the development of a Town Deal Board and Investment Plan. Utilising this funding a multi-disciplinary team has been appointed to support the development of the Town Investment Plan and Town Centre Masterplan.
- 9.2 Following a competitive tender process Arcadis have been appointed as the lead contractor with support from Genecon. Both Arcadis and Genecon have substantial experience of developing Investment plans and Town Centre Masterplans. Genecon produced the Hartlepool Economic Growth Strategy 2019-21.
- 9.3 The cost of the commission is £145,045 from the £173,029 Capacity Funding provided by the Government. The remaining capacity funding will contribute towards business case development to inform the development of the Town Deal.
- 9.4 Agreeing a Town Deal with investment from the Towns Fund of up to £25m will be dependent on government receiving high-quality proposals that meet the objective of the fund and follow the further guidance to be published. If government is not content with the quality of proposals, including their alignment with the objective of the Towns Fund then it is unlikely a Town Deal would be agreed. The Town Investment Plan will be reported back to Finance and Policy Committee once complete.

10. LEGAL CONSIDERATIONS

- 10.1 There are no legal considerations as a result of this report.

11. CONSULTATION

- 11.1 The development of proposals for the Town Deal will be informed by a public consultation and stakeholder engagement. This will involve interviews with key stakeholders, online displays and questionnaires and workshops. The Town Deal Board will also be consulted on the development of the Town Investment Plan and Town Centre Masterplan.
- 11.2 A Stakeholder engagement plan will be developed setting out the methods of consultation at each stage of the process.

12. CHILD/FAMILY POVERTY CONSIDERATIONS

- 12.1 The Town Deal is part of Governments levelling up agenda aimed at rebalancing the national economy by boosting economic growth and raising living standards. The investment proposals in the Town Deal will be aimed at growing the Hartlepool economy and increasing employment which in turn will help to reduce child and family poverty (see **Appendix 2**).

13. EQUALITY AND DIVERSITY CONSIDERATIONS

- 13.1 No relevant issues.

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

- 14.1 The Town Centre Masterplan will examine ways to bring empty and derelict buildings back into use and therefore will reduce the opportunity for crime and anti-social behavior.

15. STAFF CONSIDERATIONS

- 15.1 No relevant issues.

16 ASSET MANAGEMENT CONSIDERATIONS

- 16.1 The Town Centre Masterplan will examine the future redevelopment of the Mill House area following the relocation of the Mill House Leisure Centre. The town centre masterplan will also examine opportunities for the public

sector buildings within the Civic Quarter building upon the recommendations of the One Public Estate Study.

17. RECOMMENDATIONS

17.1 The Finance and Policy Committee are requested to:

- Endorse the Town Deal Board Terms of Reference in **Appendix 1**
- Approve taking on the role of “Lead Council” for the Towns Fund which will involve being the accountable body for the capacity funding and future Town Deal, setting out and publishing how the capacity funding will be spent, convening the Town Deal Board and ensuring robust governance arrangements and compliance with the Towns Fund Prospectus and any subsequent Government guidance.
- Note the £173k capacity funding allocated to Hartlepool and the commission for a multi-disciplinary team to develop a Town Investment Plan and Town Centre Masterplan.
- Note Hartlepool’s involvement in the High Street Taskforce.

18. REASONS FOR RECOMMENDATIONS

18.1 To proceed with the development of a Town Deal Investment Plan which will inform a Town Deal with the Government worth up to £25m. To also proceed with the development of a Town Centre Masterplan to provide a framework for the regeneration of the town centre.

19. BACKGROUND PAPERS

19.1 There are no background papers for this report.

20. CONTACT OFFICERS

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Sign Off:-

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

Town Deal Board Terms of Reference

HARTLEPOOL BOROUGH COUNCIL

Hartlepool Town Deal Board

Terms of Reference



June 2020

V. 2

Revisions Log

Version	Date	Revision
V.2	April 2020	<p>Additional detail and sections added to align with further draft guidance from the Government and comments from the January Board meeting.</p> <p>Revisions include: Updated Town Deal Boundary map, Purpose and functions of the board, updated quorum, decision making and quorum, chair and deputy chair term and responsibilities, accountable body arrangements, sub group procedures, participants of the Town Deal Board, substitutes, meeting procedures, declarations of interest, risk management, complaints procedure.</p>

Contents

1.0 Purpose and Functions of the Town Deal Board	14
2.0 Roles & Responsibility of Participants	15
3.0 Standards of Behaviour	15
4.0 Principles	16
5.0 Membership	16
6.0 Chair and Deputy Chair Term and Responsibilities	17
7.0 Attendance at Meetings	18
8.0 Appointment of Substitutes	18
9.0 Meeting Procedures	18
10.0 Quorum	19
11.0 Sub Groups	19
12.0 Declaration of Interest	20
13.0 Decision Making and Voting	20
14.0 Information, Advice and Support	20
15.0 Risk Management	21
16.0 Performance Management	21
17.0 Accountable Body Arrangements	21
18.0 Procurement	22
19.0 Secretarial and Technical Support Arrangements	22
20.0 Legal Status	22
21.0 Freedom of Information Act	22
22.0 Transparency	22
23.0 PR and Media Protocol	23
24.0 Whistle Blowing Policy	23
25.0 Gifts and Hospitality	23
26.0 Complaints Procedure	23
27.0 Removal of a Member from the Board	23
28.0 Public Access to Board Meetings	24
29.0 Stakeholder Engagement Strategy	24
30.0 Updating the Terms of Reference	26

31.0 Geography	26
APPENDIX 1: Membership of the Hartlepool Town Deal Board	28
APPENDIX 2: Stakeholder Engagement Strategy	Error! Bookmark not defined.

1.0 Purpose and Functions of the Town Deal Board

The Hartlepool Town Deal Board is a strategic body created in response to Hartlepool being identified as a Town that may benefit from the Towns Fund. The Hartlepool Town Deal Board brings together the private, public and community sectors to provide strategic leadership to develop and deliver an Investment Plan and schedule of interventions to secure government funding, and which sets out a clear understanding of the area, focusing on its assets, opportunities and challenges.

The Town Deal Board will be the vehicle through which the vision and strategy for the town is defined. It will produce a Town Investment Plan and inform the Town Deal, including the amount of investment secured through the Towns Fund.

The objective of the Towns Fund is to drive the economic regeneration of towns to deliver long term economic and productivity growth through:

Urban regeneration, planning and land use: ensuring towns are thriving places for people to live and work, including by: increasing density in town centres; strengthening local economic assets including local cultural assets; site acquisition; remediation preparation; regeneration; and making full use of planning tools to bring strategic direction and change.

Skills and enterprise infrastructure: driving private sector investment and ensuring towns have the space to support skills and small business development.

Connectivity: developing local transport schemes that complement regional and national networks, as well as supporting the delivery of improved digital connectivity.

The role of the board is to:

1. Develop and agree an evidenced based Town Investment Plan
2. Develop and agree a clear programme of interventions
3. Develop a comprehensive stakeholder engagement plan that will engage with businesses and communities in a creative way so they can influence the development of the interventions and the Town Investment Plan.
4. Coordinate resources and influence stakeholders
5. Oversee the development of the Hartlepool Town Centre Masterplan.

The Board shall undertake its duties and responsibilities in line with the requirements of the Towns Fund Prospectus (November 2019) and any subsequent guidance that may be issued.

The Hartlepool Town Deal Board is not a formally constituted body and shall hold no monies or assets. These Terms of Reference shall constitute the formal Constitution of the Town Deal Board. The Town Deal Board will serve as an advisory function to Hartlepool Borough Council (“the Council”).

In addition the business of the Board will be dealt with in accordance with Hartlepool Borough Councils policies, procedures and codes, where relevant.

2.0 Roles & Responsibility of Participants

The main role of all the participants of the Town Deal Board is to play an active part in the development of the Town Investment Plan and Hartlepool Town Centre Masterplan.

Members will bring their own perspectives and also represent their organisation, interest group or area. They will be recognised for their valuable contribution bringing ideas, knowledge and expertise to the process.

Participants need to take a Borough wide perspective and develop consensus in the best interests of Hartlepool.

Participants are required to adhere to these Terms of Reference.

3.0 Standards of Behaviour

As a participant of the Town Deal Board, whether in meetings / briefings or working on behalf of the group the following guidelines outline what is expected of them:

Each Board Member is under an obligation to act in accordance with the Council’s governing documents. This includes each Board Member signing up to abide by the Nolan Principles of public life. Board Members shall duly sign and return the Code of Conduct on an annual basis.

All Members must adhere to the Nolan Principles:

1. Selflessness Board Members should act solely in terms of the public interest.

2. Integrity Board Members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity Board Members must act and take decisions impartially, fairly and on merit, using the best evidence and without any form of discrimination or bias.

4. Accountability Board Members are accountable to the best interests of Hartlepool and the principle objectives of the Board.

5. Openness The Board must act and take decisions in an open and transparent manner.

6. Honesty Board Members should act with honesty, objectivity and integrity.

7. Leadership Board Members should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

4.0 Principles

All participants of the Town Deal Board will strive to apply the following principles:

Commitment: to attend every meeting where possible. To be properly prepared for briefings by reading any paperwork beforehand.

High Quality Debate: to remain focussed and strategic and to contribute positively to discussions and work with other participants to achieve consensus and take important decisions regarding the strategic development of the Town Deal. The Town Deal Board is not to be used to air individual grievances or complaints unless they affect the performance of the Town Deal Board.

Representative: to raise areas of strategic concern and contribute their experience and expertise to discussions and decisions to achieve good workable solutions.

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

5.0 Membership

Participation is by invitation only from Hartlepool Borough Council in consultation with the Chair.

The Hartlepool Town Deal Board shall comprise representatives of;

- All Tiers of Local Government
- The Member of Parliament for Hartlepool

- Local Businesses and Investors
- Prominent members of civic, faith organisations and voluntary organisations

The Hartlepool Town Deal Board may comprise representatives of;

- Business Improvement Districts (BIDs)
- Jobcentre Plus
- Anchor institutions including:
 - The wider business community
 - Universities and Further Education Colleges
 - Academies and Schools
 - Hospitals
 - Development corporations
 - Local sports teams
 - Cultural and creative institutions
 - Housing sector including housing developers and housing associations
- Arms-length bodies and other non-departmental government agencies
- Other private investors and developers:

The Town Deal Board may call on professional advice and support if deemed necessary. This will include external consultants to support the development of the Town Deal Investment Plan and Town Centre Masterplan.

The participants identified may change over time at the discretion of the Chair and Chief Executive of the Council. Participants can be removed from the Town Deal Board if they do not adhere to the Terms of Reference.

The Membership of the Hartlepool Town Deal Board can be found in **Appendix 1**.

6.0 Chair and Deputy Chair Term and Responsibilities

The Board shall appoint a Chair and Deputy Chair who will serve for a period of 24 months before re-election.

Two Members of the Town Deal Board will be will be nominated as Chair and Deputy Chair.

In the absence of the Chair, the Deputy Chair will assume the responsibilities of the Chair.

The Economic Regeneration Team will consult the Chair from time to time on progress of works required to be undertaken on individual interventions and the developing Investment Plan.

The Chair may convene an informal meeting of all or some of the Board Members to inform progress of a particular matter arising under the development of individual interventions.

The Chair may meet third parties and attend events on any matter pertaining to the Investment Plan and individual interventions to progress activity and outcomes.

7.0 Attendance at Meetings

Members will endeavour to attend all meetings of the Town Deal Board, however if they are unable to attend any meeting then they should submit their apologies in advance of the meeting. As flexibility and continuity is essential to partnership working, each Member may identify a named substitute who may attend on their behalf when necessary.

8.0 Appointment of Substitutes

All Board members should appoint named substitutes to the Board. The named substitute will be the only person to attend in the absence of the Board member.

9.0 Meeting Procedures

Meetings of the Town Deal Board will be called by the Chair of the Town Deal Board.

- Items for the agenda should be communicated to the Economic Regeneration Team the Friday two weeks before the meeting.
- Reports and any appendices should be received electronically by the Economic Regeneration Team by 12:00 noon on the Friday 2 weeks prior to the meeting – **reports received after this deadline are not guaranteed to be included on the agenda.**
- The agenda and papers for meetings shall be approved by the Chair.
- Reports are presented on the agenda in four categories:
 - Presentation

- Items for Approval
- Item for Discussion
- Items for Information
- Presentation material (e.g. PowerPoint presentations) should be received by the Economic Regeneration Team 48 hours before the meeting.
- The Economic Regeneration Team should be informed of any additional persons attending the meeting to present a report or take part in a presentation.
- Papers for the Town Deal Board meetings will be made available by the Economic Regeneration Team at least a week before the meeting. Copies of papers for meetings will also be placed on the Hartlepool Borough Council website unless they contain exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information))

Minutes shall be kept of the Town Deal Board meetings. Accuracy of the minutes shall be the responsibility of the meeting Chair. Minutes shall remain draft until formally approved by the relevant meeting Chair. Any queries arising from minutes shall be raised at the subsequent meeting. The Council has responsibility for ensuring that accurate minutes are kept for all meetings.

Draft minutes shall be published promptly within two weeks of the Board meeting.

10.0 Quorum

Any six members of the Town Deal Board including the Chair (or Deputy Chair), Leader of Hartlepool Borough Council and Chief Executive of the Council or their nominated substitutes shall constitute a quorum for the meeting of the Town Deal Board.

11.0 Sub Groups

Occasionally a Sub Group of the Hartlepool Town Deal Board may need to be established to expedite a particular matter, which requires focussed activity or where a more specialist membership is required.

These would normally have a specific remit and period of operation to oversee or undertake a specific task, reporting directly to the Town Deal Board. The Town Deal Board will set out the terms and remit of any Sub Group.

Membership of the sub group would be decided by the Board.

12.0 Declaration of Interest

Each member of the Town Deal Board is required to declare any personal, prejudicial or disclosable pecuniary interest (direct or indirect) in any agenda items. Where an interest is prejudicial or is otherwise a disclosable pecuniary interest the member shall take no part in the discussion or decision making about that item. All such declarations must be included in the minutes of the meeting.

Board Members shall duly sign and return the Hartlepool Town Deal Boards Declaration of Interests on an annual basis. A register of interest will be maintained by the Council.

13.0 Decision Making and Voting

Each member of the Board shall have one vote which may be cast on matters considered at the meeting by a show of hands. Votes can only be cast by members attending a meeting of the Board.

The general rule about decision making by the Board is that any decision of the Board must be a majority decision at a meeting. In the event of a tied vote the Chair will have a casting vote.

If an urgent decision is required which cannot be deferred until a subsequent meeting then a special meeting can be arranged. If this is not practicable then the Chair in discussion with the Deputy Chair, Chief Executive and Leader of Hartlepool Council may take a decision jointly. The decision must be reported to the next scheduled meeting.

14.0 Information, Advice and Support

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

- relevant
- accurate

- timely
- objective
- clear and concise
- reliable

15.0 Risk Management

The Town Deal Board will take a planned and systematic approach to identifying, evaluating and responding to risks. It will consider the full range of activities and responsibilities and continuously check that various good management disciplines are in place.

16.0 Performance Management

The Town Deal Board is responsible for bringing together key public, private and community sector representatives within the Borough in order to develop a Town Deal Investment Plan and Town Centre Masterplan for Hartlepool.

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

17.0 Accountable Body Arrangements

Hartlepool Borough Council remains the accountable body for all monies received through capacity funding and any other funding that will be allocated from the Towns Fund and will set out how this money is spent.

Hartlepool Borough Council will be represented on the Board by the Leader and Chief Executive of the Council and will be the link between the two bodies in the development of outcomes under those functions set out in section 2.0.

Hartlepool Borough Council's Finance and Policy Committee will receive reports on the progress of activities in line with the Council's Constitution.

The Board may make recommendations to the Finance and Policy Committee prior to the submission of the Town Investment Plan.

18.0 Procurement

The procurement policies of the Council will apply. Any delivery partners will be identified using the procurement policies of the Council and contracts published in accordance with the Council's policies and procedures.

19.0 Secretarial and Technical Support Arrangements

Secretarial support will be provided by the Economic Regeneration Team of Hartlepool Borough Council.

Other Departments of the Council and external organisations will attend as required.

20.0 Legal Status

The Town Deal Board is not a legal entity. It is not the accountable body for any grant or funding regime.

This Terms of Reference does not change, replace, substitute or amend in any way the Statutory duties or other responsibilities of partners.

It does not change, replace, substitute or amend in any way partner's own management or accountability frameworks.

21.0 Freedom of Information Act

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

22.0 Transparency

The Town Deal Board will be "open by default" about the Town Deal Board, Town Investment Plan and Outline business cases.

23.0 PR and Media Protocol

Press and media enquiries shall be referred to the Chair and the Council before any official statement is made by individual members of the Town Deal Board.

24.0 Whistle Blowing Policy

Where it is alleged that the Board is acting in breach of the law or failing to safeguard public funds the whistleblowing procedure of the Council will be applied.

25.0 Gifts and Hospitality

The Council has a policy setting out its position on the receipt of gifts and hospitality. All Board members are required to abide by the terms of that policy.

26.0 Complaints Procedure

Hartlepool Borough Council is keen to ensure that all board members, partners and residents are happy with the procedures and arrangement in place for the board.

If however an individual is dissatisfied they should first of all verbally raise their concern with a member of the Town Deal Board Secretariat team who will endeavour to resolve the problem quickly and amicably.

In the event of the issue not being resolved the individual should then make a formal complaint, in writing, to the Chair detailing the nature of the complaint. The Chair will then ask the Chief Executive of Hartlepool Borough Council to investigate in line with the Council's Corporate Complaints Procedure which can be found on the website below: https://www.hartlepool.gov.uk/info/20004/council_and_democracy/429/complaints_compliments_and_compliments.

27.0 Removal of a Member from the Board

In the event that a Board Member's conduct falls short of that expected and a breach of the Code of Conduct has taken place, the Board may agree resolution remove that Board Member from the Town Deal Board.

This may only occur when;

- i. The Board Member has been given at least 14 clear days notice in writing of the meeting of the Board at which the resolution will be proposed and the reasons why it will be proposed; and
- ii. The Board Member has been given a reasonable opportunity to make representations to the meeting in person and/or in writing. The other Board Members must consider any representations made by the Board Member and inform them of their decision following such consideration.

There shall be no right of appeal from a decision of the Board's decision to terminate the membership of a Board Member

A Board Member shall cease to be a member of the Hartlepool Town Deal Board in the following if the Board Member gives written notice to the Chair of their notice of Resignation.

28.0 Public Access to Board Meetings

The Town Deal Board will be closed to the public and press unless invited. Specially designated seating may be provided for observers. Observers will not be allowed to comment or address the Town Deal Board unless asked to do so by the Chair.

The Town Deal Board Secretariat Team should be informed of any persons attending the meeting to observe in advance.

Members of the public may wish to contact the Town Deal Board. Any such contact will be managed by the Economic Regeneration Team and contact details will be published on the Hartlepool Borough Council website. The Economic Regeneration Team may where appropriate, engage with the Chair and/or wider Board.

29.0 Stakeholder Engagement Strategy.

The Town Deal Board will engage with stakeholders in line with the Hartlepool Community Engagement and Cohesion Strategy 2018-2021.

This Community Engagement and Cohesion Strategy sets out the principles of:

- Engaging with our communities so that they can have an active role in shaping the future of our town by influencing local decisions.

- Support our communities to take part and deliver on local priorities by providing them with opportunities to develop their skills, confidence, and local networks
- Strengthen the bonds between our communities, improve tolerance and understanding and reduce tensions

The Town Deal Board will be committed to working with all local stakeholders in a consistent, collaborative, inclusive and open manner to develop a robust Town Investment Plan for Hartlepool.

How will we achieve this?

- Keep as wide a range of stakeholders informed of the Towns Fund utilising a variety of methods and tools.
- Listen to our stakeholders
- Ensure that we work in partnership with other people, businesses and organisations where this adds value to the engagement process.
- Work with local people, businesses and organisations to understand the range and type of information that they are interested in

To achieve effective engagement the Town Deal Board will:

Inform

The board will provide information about events, opportunities to get involved and decisions made relating to the Town Investment Plan and wider Towns Fund Programme. This will be achieved through the website, newsletters and email updates, social media, press releases and displays.

Consult

The board will invite community and stakeholder opinion on the issues facing Hartlepool and how these can be addressed through the Town Investment Plan and Towns Fund Programme. This will be achieved through the “My Town Campaign” Hartlepool Online Panel Consultation Groups, social media and the website.

Involve

The Board will work with stakeholders to ensure that issues are understood and debated. This will be achieved through the Consultative Forum and Focus groups and workshops.

The Town Deal Board will develop and adopt a Stakeholder Engagement Strategy.

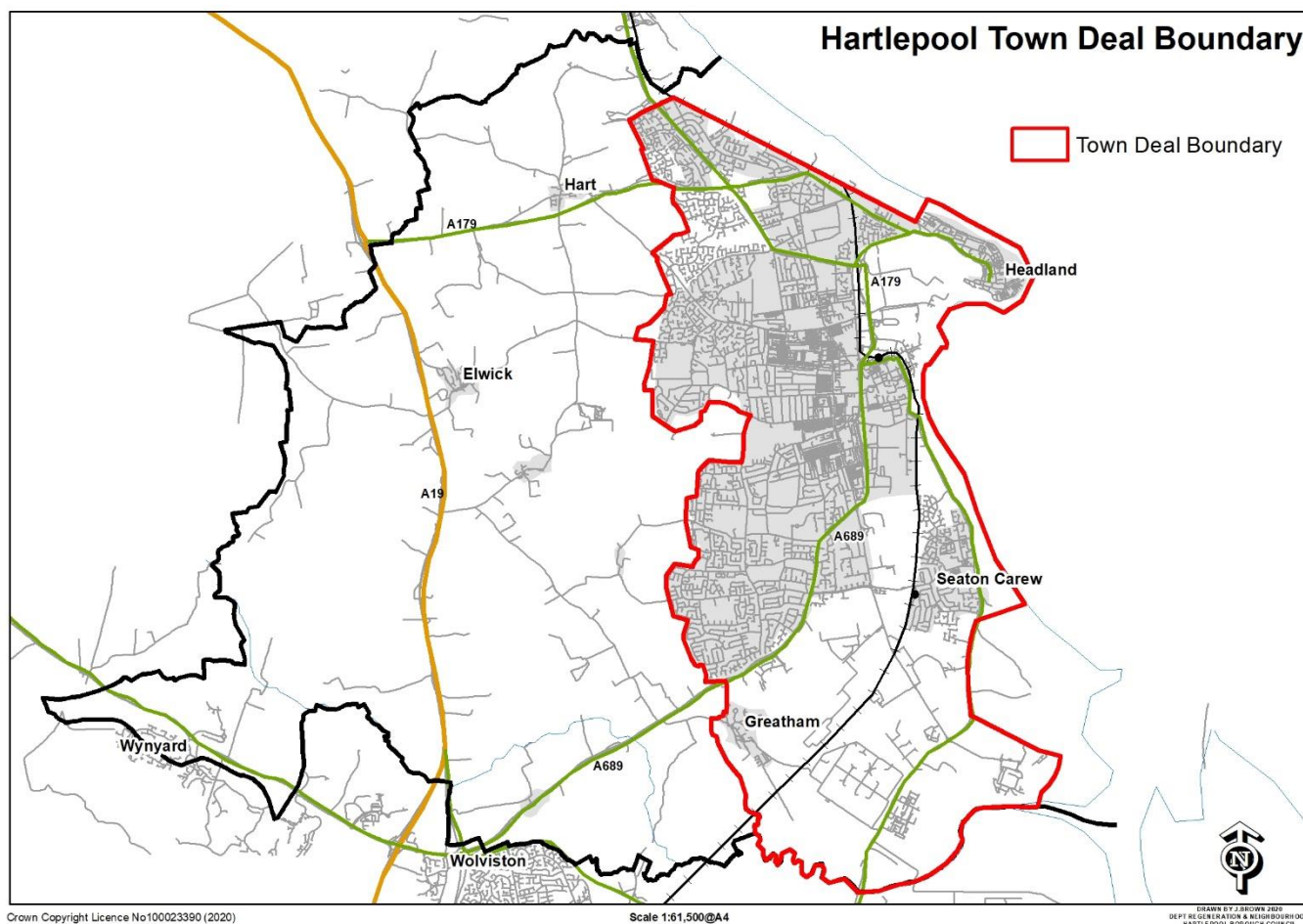
30.0 Updating the Terms of Reference

The Government may publish further guidance on the operation and function of Town Deal Boards and these Terms of Reference must be reviewed in accordance with any such guidance.

The Board may amend these terms of reference at any time and will be reviewed on an annual basis.

31.0 Geography

The Towns Fund Programme will cover the area outlined in the map below and any revisions agreed with the Government.



Economic Regeneration Team

Hartlepool Borough Council

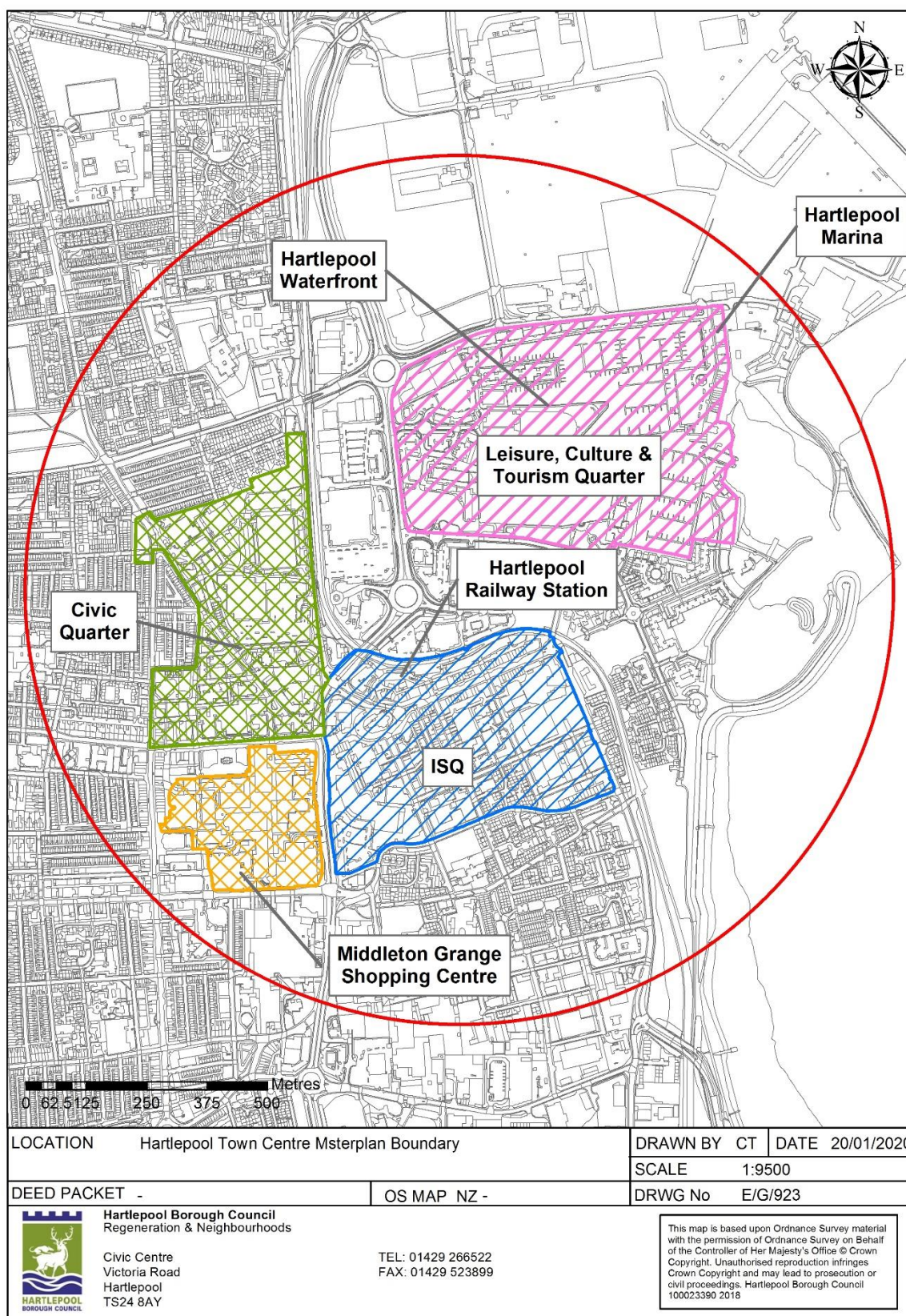
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APPENDIX 1: Membership of the Hartlepool Town Deal Board

Hartlepool Town Deal Board Members:

- AP Consultancy Services (North East) Ltd- Alby Pattison **(Chair)**
- Hartlepool MP- Mike Hill
- Leader- Hartlepool Borough Council
- Chief Executive- Hartlepool Borough Council
- Deputy Leader- Hartlepool Borough Council
- Chair of Regeneration- Hartlepool Borough Council
- Director of Regeneration and Neighbourhoods- Hartlepool Borough Council
- Tees Valley Combined Authority- Alison Fellows
- North East Chamber of Commerce (Hartlepool)- Gill Danby
- Federation of Small Businesses (Hartlepool) Colin Griffiths
- Hartlepool United Football Club- Martin Jesper
- Middleton Grange Shopping Centre- Ross Burns
- National Museum of the Royal Navy- Ros Adamson
- Hartlepool College of Further Education- Darron Hankey
- Northern School of Art- Martin Raby
- Love Hartlepool- Maxine Craig
- One Public Estate- Catherine Conroy
- Homes England- Marie Kiddell
- Network Rail- Stephen Hind

Appendix 2: Town Centre Masterplan Boundary



POVERTY IMPACT ASSESSMENT FORM

1. Is this decision a Budget & Policy Framework or Key Decision? NO				
If YES please answer question 2 below				
2. Will there be an impact of the decision requested in respect of Child and Family Poverty? YES/NO				
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				
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

POVERTY IMPACT ASSESSMENT FORM

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