

FINANCE AND POLICY COMMITTEE

AGENDA



Monday 19 October, 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, Lindridge, Little, Marshall, Moore, Smith, Tennant, Thomas and Young.

1. APOLOGIES FOR ABSENCE

2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

3. MINUTES

- 3.1 To receive the minutes of the meeting of the Finance and Policy Committee held on 21 September 2020.

4. BUDGET AND POLICY FRAMEWORK ITEMS

No items.

5. KEY DECISIONS

- 5.1 Towns Fund Accelerated Funding Award – *Director of Resources and Development*

6. OTHER ITEMS REQUIRING DECISION

- 6.1 Covid-19 Financial Position Update – *Managing Director*

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.

7. ITEMS FOR INFORMATION

No items.

8. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

For Information:

Dates and times of forthcoming meetings of the Finance and Policy Committee –

Monday 30 November, 2020 at 10.00 am

Monday 18 January, 2021 at 10.00 am

Monday 15 February, 2021 at 10.00 am

Monday 15 March, 2021 at 10.00 am



FINANCE AND POLICY COMMITTEE

MINUTES AND DECISION RECORD

21 SEPTEMBER 2020

The meeting commenced at 10.00 am and was an online remote meeting in compliance with the Council Procedure Rules Relating to the holding of Remote Meetings and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Present:

Councillor Shane Moore (In the Chair)

Councillors: Christopher Akers-Belcher, James Brewer, Paddy Brown, Jim Lindridge, Sue Little, Ann Marshall, John Tennant, Stephen Thomas and Mike Young.

Officers: Denise McGuckin, Managing Director
Neil Wilson, Assistant Chief Solicitor
Chris Little, Director of Resources and Development
Beverley Bearne, Assistant Director, Development and Growth
Tony Hanson, Director of Neighbourhoods and Regulatory Services
David Cosgrove and Denise Wimpenny, Democratic Services Team

27. Apologies for Absence

Councillor Leisa Smith.

28. Declarations of Interest

None.

29. Minutes of the meeting held on 13 August 2020

Confirmed.

30. Minutes of the meetings of the Safer Hartlepool Partnership held on 10 January and 20 March 2020

Received.

31. Minutes of the meeting of the Health and Wellbeing Board held on 26 June 2020

Received.

32. Community Safety Plan 2020-2021 *(Director of Neighbourhoods and Regulatory Services)*

Type of decision

Budget and Policy Framework.

Purpose of report

To consider and comment on the Safer Hartlepool Partnership Community Safety Plan 2020-2021.

Issue(s) for consideration

The Director of Neighbourhoods and Regulatory Services reported that the process to develop an new three-year Community Safety Plan was due to commence earlier in the year by the Safer Hartlepool Partnership but had been 'over-taken' by the Coronavirus Pandemic. Due to this delay and the additional work required to produce a three-year plan it was agreed that a one-year plan for 2020-21 be developed with a new three-year plan deferred to next year.

The proposed strategic objective for 2020-21 was "To make Hartlepool a safe, prosperous and enjoyable place to live, work and visit". The key priorities for the Partnership in 2020/21 were Drugs and Alcohol; Anti-social Behaviour; and Domestic Violence. The draft plan had been approved by the Safer Hartlepool Partnership at its meeting on 4 September and was submitted to this Committee as part of an eight week consultation period which would utilise a wide range of mechanisms including local press and social media.

A Member referred to the most recent report from Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services, when Cleveland Police were rated as 'inadequate'. The Community Safety Plan referred to the significant joint working between the Council and Cleveland Police which involved significant expenditure on the Council's part but Members had not received any update on the progress the force had made in addressing the 'inadequate' rating. The Member suggested that a Members' Seminar be programmed to be held before the new Community Safety Plan was submitted to Council so that Members' were properly updated. There were significant concerns that had to be addressed. The Member also referred to a personal incident in recent days when they had been subject to a hate crime and when this was reported to the Police, they

were informed such incidents 'were not a priority' at this time. This was extremely concerning.

The Committee supported the proposal for a Members' Seminar and Members also voiced their concerns at the incident reported by the Member. The Managing Director stated that Cleveland Police were holding an event later in the week to outline the improvements made since the inspection report and she would discuss with the Police an appropriate date for a presentation to all Councillors.

The following decisions were agreed without dissent.

Decision

1. That the Draft Safer Hartlepool Partnership Community Safety Plan 2020-2021 be noted.
2. That a Members' Seminar be arranged for a date prior to the consideration of the finalised Community Safety Plan by Council so that Cleveland Police can update Councillors on the progress made in addressing the issues raised in the most recent report from Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services, when Cleveland Police were rated as 'inadequate'.

33. Northgate House Lease Extension (*Director of Resources and Development*)

Type of decision

Key Decision (test (i)) Forward Plan Reference No. RN04/20.

Purpose of report

The report sought approval for the extension of the lease to the current tenant of Northgate House.

Issue(s) for consideration

The Director of Resources and Development reported that Northgate House, (formerly known as Bryan Hanson House) had been let to Northgate Information Solutions UK since March 2014. The lease was due to expire in March 2021 but it had provisionally been agreed to extend the existing lease on the terms set out in the confidential appendix to the report. 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, (paragraph 3) information relating to the financial or business affairs of any particular person (including the authority holding that information).

The proposed extension of the lease at the same rent as the original amount was considered to represent present market rental value and was

considered likely to do so for the next few years. Were the property to fall vacant at the end of the current term it was considered there would be a significant void period and difficulty in re-letting at a similar rental level. These risks had been exacerbated by the economic impact of the Covid-19 pandemic and the decision of many businesses to reduce their use of office space.

Members supported the proposals and supported the view that there was no desire for another void office building in the town. A Member indicated that they wished to raise a question that may relate to the details set out in the confidential appendix to the report and the Chair, therefore, sought a proposal to exclude the press and public from the meeting.

Decision

That further consideration of the details contained within the confidential appendix to the report be undertaken in closed session.

34. 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 35 – (Northgate House Lease Extension) – 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 (paragraph 3) information relating to the financial or business affairs of any particular person (including the authority holding that information).

35. Northgate House Lease Extension *(Director of Resources and Development)* 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 (paragraph 3) information relating to the financial or business affairs of any particular person (including the authority holding that information)

Type of decision

Key Decision (test (i)) Forward Plan Reference No. RN04/20.

Purpose of report

The report sought approval for the extension of the lease to the current tenant of Northgate House.

Issue(s) for consideration

A Member raised questions in relation to the 'feed in tariffs' generated by the solar panels on Northgate House and what level of income/cost offset these created. The Director of Resources and Development undertook to provide these details to the Committee.

Decision

That the meeting return to open session.

The meeting returned to open session.

36. Northgate House Lease Extension *(Director of Resources and Development)***Type of decision**

Key Decision (test (i)) Forward Plan Reference No. RN04/20.

Purpose of report

The report sought approval for the extension of the lease to the current tenant of Northgate House.

Issue(s) for consideration

The Chair proposed the recommendations as set out in the report together with the provision of the information requested in relation to the solar panels on the building.

The following decision was agreed without dissent.

Decision

That the extension of the lease as set out in the 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, (paragraph 3) information relating to the financial or business affairs of any particular person (including the authority holding that information).

37. Rodney Street Bungalow Acquisition (*Director of Resources and Development*)

Issue(s) for consideration

The Director of Resources and Development reported that there were still some issues to be resolved in relation to the scheme and requested that the matter be deferred to the next meeting of the Committee.

Decision

That the matter be deferred to the next meeting of the Committee.

38. Any Other Items which the Chairman Considers are Urgent

None.

The Committee noted that the next meeting would be held on Monday 19 October, 2020 commencing at 10.00 am.

The meeting concluded at 10.20 am

H MARTIN

CHIEF SOLICITOR

PUBLICATION DATE: 29 SEPTEMBER 2020

FINANCE AND POLICY COMMITTEE

19th October 2020



Report of: Director of Resources and Development

Subject: TOWNS FUND ACCELERATED FUNDING AWARD

1. TYPE OF DECISION/APPLICABLE CATEGORY

Key Decision test (i) applies. General Exception Provisions Apply.

2. PURPOSE OF REPORT

- 2.1 The purpose of the report is to update the committee on the award of £1m in accelerated funding from the Towns Fund.
- 2.2 The report seeks approval from the Finance and Policy Committee to spend the funding on 15 Church Street and the former Shades Hotel in line with the recommendations of the Town Deal Board.
- 2.3 The report also includes the details of the revised costs and business case for 15 Church Street.

3. BACKGROUND

- 3.1 The Towns Fund is central to the government's ambition to level up the country – creating jobs and building stronger and more resilient local economies and communities.
- 3.2 In recognition of the importance of this fund and the pressing need in the towns that have been selected to benefit, the government is bringing forward funding to this financial year to support projects that will make an immediate impact in towns.
- 3.3 Hartlepool has been awarded a grant of £1m to fund capital projects that can be delivered within the current financial year. The grant will be used to

support capital spend within the intervention framework as set out in the Towns Fund Further Guidance.

- 3.4 The Towns Fund aims to unleash the economic success of towns and high streets across the country, levelling up communities and ensuring everyone can contribute to and benefit from economic growth. The accelerated funding is designed to make an immediate impact in supporting growth and the recovery during the pandemic.
- 3.5 A Town Deal Board has been established to bring together public, private and community sectors to provide strategic leadership to the Economic Regeneration of the town and the development of the Town Deal. The Town Deal Board serves as an advisory function to the Council and is a Government requirement for the development of a Town Deal.

4. PROPOSALS

- 4.1 Given that the funding must be spent by the end of the current financial year only shovel ready projects that align with the Towns Fund eligibility framework can be considered.
- 4.2 This considerably limits the options of how the funding can be spent. At the present time only two schemes that meet the criteria are sufficiently advanced and therefore deliverable within the timescales. These projects are 15 Church Street, which has Planning Permission in place and is ready to start on site, and a targeted programme of works to 16 Church Street (the former Shades Hotel).
- 4.3 The Town Deal Board considered options for the £1m Accelerated Funding at the 23rd July Board meeting and agreed with the proposal to focus 15 Church Street and Shades to continue the regeneration of the Church Street area. Alternative options were discussed, however it was concluded that these schemes were the most deliverable and had the greatest alignment with the Town Deal criteria within the constrained timescales.
- 4.4 The proposed works for each building are outlined in the sections below.

5. 15 CHURCH STREET

- 5.1 15 Church Street (formerly Mama Mias) is located in the Innovation and Skills Quarter adjoining Shades and was acquired by the Council in August 2018. At the time of purchase, the property had been disused for a

considerable period and was in generally poor condition. The purpose of the acquisition was to further the regeneration of Church Street by renovating the property and bringing it back into use. The property comprises a ground floor hot food takeaway shop and two upper floors of residential accommodation.

- 5.2 It is proposed to re-configure the upper floors into two no. 2 bedroom flats to be let within the Council's Housing Revenue Account. It is proposed to renovate the ground floor and to let it as a self-contained retail unit within former Use Classes A1, A2 and A3 (i.e. shop (excluding hot food takeaway) or professional and financial services) or as a café, (now embodied within Use Class Order E5), dependent on market demand. It will not be let as a hot food takeaway as this would be detrimental to the letting and management of the flats and the diversification of the area.
- 5.3 A report was considered by the Finance and Policy Committee on the 11th March 2019 where funding was approved from General Fund Borrowing and HRA borrowing to fund the refurbishment costs of £207,000. The funding package included a potential grant of £30,000 from the Townscape Heritage grant scheme, subject to a successful application.
- 5.4 The timescales mean that it is unlikely that the £30,000 from the Heritage Fund will be able to contribute towards the refurbishment of 15 Church Street as there is insufficient time to comply with the Heritage Fund's procurement rules. Discussions are ongoing with the Heritage Fund however an exemption is unlikely to be approved.
- 5.5 The revised pre-tender estimate is set out in Confidential Appendix 1 **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).** Due to the tight timescales outlined above the Finance and Policy Committee is requested to delegate the approval of final costs to the Director of Resources and Development in Consultation with the Chair of the Finance and Policy Committee following a value engineering exercise. The costs will be reported back to the Finance and Policy Committee upon completion of the project.
- 5.6 Further to the report of the 11th March 2019, the application for £74k grant funding from Homes England was successful. This will be used to supplement the Accelerated Funding from the Towns Fund.

- 5.7 A full breakdown of the costs and funding for 15 Church Street can be found within Confidential Appendix 1 of this report. **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. 16 Church Street (Former Shades Hotel)

- 6.1 The former Shades Hotel is a Grade II Listed building, which is identified on Historic England's "at risk" register. The building exerts a detrimental impact on the surrounding streetscape and has a negative impact upon investor confidence within the area. The building was acquired by the Council to save the building and enable refurbishment plans to be developed.
- 6.2 Plans have been developed which involve creating a new commercial use within the building with funding provided through an application to the National Lottery Heritage Enterprise Fund. A series of emergency repair works have recently been undertaken to improve the structure of the building and secure its immediate future.
- 6.3 Unfortunately, the current Covid-19 pandemic has meant that the wider refurbishment plans have had to be paused as the Lottery have temporarily closed their funding programme whilst they respond to the crisis. It is anticipated that the funding programme will re-open later in the year, however no timescales have yet been announced.
- 6.4 The Accelerated funding from the Towns Fund offers the opportunity to secure the future of the building and stop any further deterioration. A carefully selected programme of works has been identified to ensure that the works can be delivered in the current financial year and will not be impacted at a later date by the full refurbishment scheme.
- 6.5 It is proposed to spend the grant on structural works, a new roof to halt the deterioration of the building through water ingress, and works to improve the external appearance of the building.
- 6.6 The advantage of completing the identified works using the Accelerated Funding is that it will reduce future grant funding requirements, therefore increasing the viability of bringing the building back into a long term productive use.

- 6.7 A key aim of the scheme is to improve the external appearance of the building on the streetscape. This could be achieved through the delivery of hoardings at ground floor level, or a building wrap to cover the Church Street and Lynn Street elevations. The hoardings and building wrap could offer the opportunity to work with the local creative sector, schools and colleges through an arts project.
- 6.8 Further work is required to determine the feasibility and costs of the hoardings and building wrap and whether they represent value for money. The deliverability of these options cannot be guaranteed at this stage. It is likely that additional funding will be required for the building wrap as a bespoke scaffolding design will be required. Options around the leasing or purchasing scaffolding will be explored. It is proposed to develop these options and report them back to the Finance and Policy Committee for consideration.

7. RISK IMPLICATIONS

- 7.1 The renovation scheme for 15 Church Street has been fully costed and includes a contingency but any building project of this type carries a level of risk that costs will prove to be higher due to unforeseen issues arising. The current Covid Pandemic is likely to have a volatile impact upon prices due to the impact upon supply chains. Given the high level of design work and surveys undertaken on the building it is considered that this risk is minimal and sufficient contingency has been made available to mitigate this risk.
- 7.2 There are risks with Shades due to the poor condition of the building and working with a Listed Building of this nature. A substantial amount of survey work has been undertaken to date to try to mitigate this risk and a contingency has been built into the costs.
- 7.3 A condition of the grant funding from both Homes England and the Towns Fund is that the funding has to be spent within the current financial year. Due to the tight timescales, there is a significant risk that any delays would impact upon the completion of either building. This risk will be mitigated by ensuring detailed programmes are developed and robust Project Management arrangements are implemented. There is however the risk of unforeseen delays whilst on site.
- 7.4 There is an additional risk with Shades as Listed Building consent is required which will impact upon when works can start on site. The Heritage and Countryside Manager has been consulted and supports the proposals so the risk of not gaining Listed Building Consent is considered to be low.

8. FINANCIAL CONSIDERATIONS

- 8.1 The Council has been awarded £1m in accelerated funding via a S31 grant. This funding must be spent within the current financial year on projects that are in line with the Towns Fund Intervention Framework.
- 8.2 A summary table of the capital costs and funding is shown in Table 1 in Confidential Appendix 1. **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)**
- 8.3 If the costs for 15 Church Street are value engineered down as a result of the exercise outlined in Confidential Appendix 1, the amount of borrowing required will reduce thereby creating a saving to the Council.
- 8.4 The Homes England Grant will only be used on 15 Church Street in line with the grant approval criteria.
- 8.5 The grant funding from the Towns Fund and Homes England means that the Council may not have to use previously approved borrowing to pay for the proposed works to 15 Church Street and Shades. Provision has been made within the budget for a reasonable level of risk so that any unidentified expenditure can be absorbed within the existing budget.

9. LEGAL CONSIDERATIONS

- 9.1 There are no legal implications as a result of this report. Statutory consents will be sought as part of the project development process.

10. CONSULTATION

- 10.1 The Town Deal Board have been consulted and agreed with the proposal to spend the funding on 15 Church Street and Shades. The Town Deal Board have the role as an advisory group to the Council.
- 10.2 The recent consultation for the Towns Fund highlighted support for the continued investment within the Church Street area. Shades has been consistently highlighted as a priority to address due to its significant detrimental impact upon the streetscape. It is a concern for businesses within the area.
- 10.3 There was a consultation on Shades in February 2020 during the development of the Heritage Enterprise application, where the heritage value of the building was recognised. Consultation was also undertaken on the planning application for 15 Church Street during the planning process.

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

There are no impacts on child and family poverty as a result of this report.

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

There are no equality and diversity implications as a result of this report.

13. STAFF CONSIDERATIONS

13.1 There are no staff considerations as a result of this report.

14. ASSET MANAGEMENT CONSIDERATIONS

14.1 Both 15 Church Street and Shades require works to bring them back into use and ensure their long term future as a viable income producing assets as well as broadening the scope of the Council's commercial and residential portfolio.

15. RECOMMENDATIONS

15.1 The Finance and Policy Committee is requested to:

1. Note that the Council has been awarded £1m from the Towns Fund Accelerated Fund.
2. Note the recommendation of the Town Deal Board to spend the funding on 15 Church Street and Shades.
3. Approve the funding set out in Confidential Appendix 1 to refurbish 15 Church Street and create residential and commercial accommodation.
4. Approve the funding set out in Confidential Appendix 1 to carry out targeted repairs to the former Shades Hotel to help secure the future use of the building.
5. Following the value engineering exercise outlined in paragraph Confidential Appendix 1, delegate the approval of costs for 15 Church Street to the Director of Resources and Development in consultation with the Chair of the Finance and Policy Committee.

16. REASONS FOR RECOMMENDATIONS

- 16.1 The recommendations will bring 15 Church Street back into a productive use helping both the regeneration of Church Street and creating an asset in the Council's property portfolio.
- 16.2 The recommendations will secure the future of the former Shades Hotel until a larger refurbishment scheme to convert the building and bring it back into use can be delivered.
- 16.3 The £1m funding must be spent on projects that can be delivered within the current financial year. The projects identified represent the only options given that they are at an advanced stage and can start on site within the short term.

17. BACKGROUND PAPERS

- 17.1 Finance and Policy Report, 11th March 2019, 15 Church Street Renovation

18. CONTACT OFFICERS

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Sign Off:-

Managing Director	<input type="checkbox"/>
Director of Resources and Development	<input type="checkbox"/>
Chief Solicitor	<input type="checkbox"/>

FINANCE AND POLICY COMMITTEE

19 October 2020



Report of: Managing Director

Subject: Covid-19 Financial Position Update

1. TYPE OF DECISION / APPLICABLE CATEGORY

None Key.

2. PURPOSE OF REPORT

2.1 To provide details of

- i) decisions taken in relation to the delivery of the Council's response to the Covid-19 pandemic;
- ii) Information in relation to the "Local authority test and trace service support grant";
- iii) Information in relation the "Local Restrictions Support Grant";
- iv) Information in relation to the "Test and Trace Support Payment" arrangements;
- v) Information in relation to the "Reopening High Street Safely Fund"; and
- vi) Information in relation to the "Emergency Active Travel Fund".

3. SERVICE DELIVERY DECISION RECORDS

3.1 As reported to Council on 10th June 2020 and Finance and Policy Committee on 29th June councils have played a key role in responding to the pandemic and it had been necessary to make decisions at speed and then implement these decisions. These decision related to section 31 grants received from Government to support the Covid 19 response. The Government has provided two tranches of un-ringfenced grant funding of £1.6 billion – total £3.2 billion. Different formula 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.

- 3.2 As previously reported the funding provided and the additional income support scheme does not provide sufficient funding to address the financial impact of Covid-19, including the impact on the Collection Fund. A strategy for funding the forecast shortfall was previously reported. It is still hoped that the Spending Review may provide additional funding towards Collection Fund deficits, which would reduce the previously forecast shortfall.

- 3.3 The decisions have been made in accordance with part 3 of the Constitution which delegates authority to the Managing Director 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 Managing Director (or in his/her absence the Director of Resources and Development) 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,

- 3.4 Details of previous decision records were reported to Finance and Policy Committee on 29th June. As requested by full Council on 10th June this report provides details of additional Decision Records which have been approved and a copy of this report will be circulated to all Members. Details of previous decisions that have been extended and additional decisions that have been made are detailed in **Appendix A** and summarised below:

Decision Records Extended

- 20-03 - Payment to Casual Workers to retain operational capacity
- 20-17 - Care Homes – Additional Covid-19 costs

Additional Decision Records

- 20-24 – Building adaptations to ensure Covid-19 compliant

4. LOCAL AUTHORITY TEST AND TRACE SERVICE SUPPORT GRANT

- 4.1 In addition to the £3.2 billion allocated to support councils referred to in the previous section the Government is providing £300 million to help councils work with Public Health England to focus on the containment of local outbreaks and to control the transmission of the virus. Hartlepool has been allocated £825,809.
- 4.2 There is a requirement on a councils Chief Executive (Managing Director) and Chief Internal Auditor to ensure the conditions attached to the “Local

Authority Test and Trace Service Support Grant Determination” are complied with. Failure to comply may result in a requirement to repay all or part of the grant.

- 4.3 Appropriate arrangements have been put in place to manage this grant and regular updates on further usage of this grant will be reported to future meetings. There is clearly a potential risk that expenditure may exceed the funding allocated if additional local measures to control an outbreak are required. As the situation continues to evolve the Government may provide additional funding, potentially on a targeted basis if a specific area requires increased intervention to control a local outbreak.

5. LOCAL RESTRICTIONS SUPPORT GRANT

- 5.1 On 9th September 2020 the Government announced funding to support businesses that are required to close due to localised restrictions being put in place to manage Covid-19. Localised restrictions are legally binding and determined by the Secretary of State for Health and Social Care using powers in Part 2A of the Public Health (Control of Disease) Act 1984.
- 5.2 On 25th September 2020 the Government issued detailed guidance on the operation of this scheme and the key support is as follows:
- For each three-week period that restrictions are imposed as a result of the use of Government powers eligible businesses with a rateable value less than £51,000 on the date of commencement of the local restrictions will receive £1,000 per qualifying period.
 - For business with a rateable of exactly £51,000 or above the payment is £1,500 per qualifying period.
- 5.3 Councils will be fully reimbursed for the costs of the above payments by Government and will be expected to use existing information to pay grants immediately local restrictions are implemented. Businesses will be required to confirm that they are eligible for the grant schemes. Further details with regard to eligibility are detailed in **Appendix B**.
- 5.4 In addition, Councils will also receive an additional 5% top up amount to help other businesses affected by closures which may not be on the business rates list. These payments will be subject to an application process and can fund any amount up to and including £1,500. The guidance suggests that councils may wish to support micro-businesses with fixed costs or support businesses that are critical for their local economies.
- 5.5 The value of the 5% top up amount will depend on the value of mandatory grants paid out. At this stage it is not possible to determine the potential value of this support as at the time this report was prepared the Secretary of State for Health and Social Care had not imposed any specific business closures on Hartlepool.

6. TEST AND TRACE SUPPORT PAYMENTS

- 6.1 On Sunday 20th September the Government announced initial details of this scheme. Late on 25th September the Local Government Association shared a copy on guidance issued by the Department of Health and Social Care, which indicated this was a working draft and future changes to the guidance will be made in the coming days. The guidance set out what councils will need to do to enable people in their area to claim the Test and Trace Support Payment.
- 6.2 From 28th September 2020 there will be a new legal duty on anyone who tests positive for COVID-19, or are identified by NHS Test and Trace as a close contact, to self-isolate.
- 6.3 From the same date the Government is providing funding for a new Test and Trace Support Payment Scheme of £500 for people on low incomes who are unable to work while they are self-isolating because they cannot work from home. The scheme will run until 31st January 2021. Someone can claim more than once (if they are told to self-isolate multiple times) if they meet the eligibility criteria for each individual claim and their periods of self-isolation do not overlap.
- 6.4 To be eligible for the Test and Trace Support Payment, an individual must:
- have been asked to self-isolate by NHS Test and Trace either because they've tested positive for coronavirus or have recently been in close contact with someone who has tested positive;
 - be employed or self-employed;
 - be unable to work from home and will lose income as a result; and
 - be currently receiving Universal Credit, Working Tax Credit, Income-based Employment and Support Allowance, Income-based Jobseeker's Allowance, Income Support, Housing Benefit and/or Pension Credit.
- 6.5 Councils are required to have a system in place to administer these arrangements no later than 12 October, which will need to be able make backdated payments to 28th September. Councils are required to provide both an online application system and an alternative system for non-digital users.
- 6.6 The key requirements on Councils are:
- to validate and pay claims within 3 days of receipt. This includes obtaining a Contact Tracing and Advice (CTAS) number to validate the claim from the NHS Test and Trace service;
 - Make payments to the individual's bank account;
 - Provide information to HMRC on payments made as depending on an individual circumstances the £500 may be liable for income tax, but not national insurance;
 - Maintain detail records of payments made;

- If either post-payment verification checks or other means identifies that someone receiving the support has not self isolated councils are required to refer the case to the police. Guidance will follow on how to handle recovery of payments made to individuals.
- 6.7 The Government will meet the cost of payments to individuals and also indicated they will provide funding for council set-up and ongoing administration costs – although details have not yet been provided.
- 6.8 In line with the guidance we will advise people receiving this grant how to exercise their “first right of appropriation” on the £500 payment, so their bank does not use it to pay their overdraft if they are overdrawn. Under these arrangements an individual can write to instruct their bank to use the funds to pay their electricity bill, water bill, rent etc.

7. REOPENING HIGH STREET SAFELY FUND (RHSSF)

- 7.1 The Council has secured £82,445 from the £50 million European Regional Development Fund (ERDF). As Members are aware there a strict conditions regarding the use of ERDF and this funding will be used on communication and public information activity to ensure that the reopening of local economies can be managed successfully and safely.
- 7.2 The ERDF grant will be used for publicity and signage regarding safe social distancing and for marketing and awareness campaigns to encourage people to support local businesses and to start using local facilities. These activities will complement existing local activity to avoid duplication.
- 7.3 A copy of the Grant Action Plan submitted to the European Regional Development Fund can be found in **Confidential Appendix C. 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).**

8. EMERGENCY ACTIVE TRAVEL FUND

- 8.1 Following unprecedented levels of walking and cycling across the UK during the pandemic, the Emergency Active Travel funds will help encourage more people to choose alternatives to public transport when they need to travel, making healthier habits easier and helping make sure the road, bus and rail networks are ready to respond to future increases in demand.
- 8.2 The emergency grant funding supports local transport authorities with producing cycling and walking facilities. The funding is in 2 tranches:
- Tranche 1 supports the installation of temporary projects for the COVID-19 pandemic; and

- Tranche 2 the creation of longer-term projects.

- 8.3 The Council were awarded £86,000 of Emergency Active Travel Funding and a copy of the bid submitted to the Department for Transport via the Tees Valley Combined Authority can be found in **Confidential Appendix D. 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).**

9. RECOMMENDATION

- 9.1 It is recommended that Members note the report.

10. REASONS FOR RECOMMENDATION

- 10.1 To provide details requested by Members and to keep Members informed of funding allocated by the Government to support councils meet the costs of Covid, to support business and to support individuals required to self-isolate.

11. CONTACT OFFICER

Denise McGuckin
Managing Director
Denise.McGuckin@hartlepool.gov.uk
01429 523001

ODR No.: 30-03



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

Description of funding request/reduction in income request	<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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ODR No. :

	<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 casual 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	<p>1st March 2020 until further notice.</p>
Approach adopted by other Tees Valley Council	<p>Authorities were considering similar arrangements, although calculation period maybe different.</p>

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



MANAGING DIRECTOR DECISION RECORD

EXTENSION FORM

Date of Extension: 15.09.20

<p>Reason for Extension</p>	<p>The original decision was reviewed as the lock down was removed as services began to re-commence and opportunities for alternative work increased. On this basis staff affected were advised that the final payments would be made in August (for July hours). At that time it was understood that this was the position across the Tees Valley.</p> <p>A further review has been undertaken to reflect the increased infection rate and potential risks this may have on services casual workers help to deliver, and potential requirements for casual workers to undertake other duties to support the response to increased infection rate.</p> <p>The revised proposal is to continue the existing scheme to 31.10.20, which will include removing support if an employee declines alternative work and active management of casual workers to maximise alternative work. The extension period aligns with the Government timetable for withdrawing the furloughing scheme.</p> <p>The other Tees Valley councils are adopting similar extensions.</p>
<p>Value of Extension (total cost/income reduction)</p>	<p>Initial estimate was £68k per month, which equates to a total potential cost for 4.5 months up to July of £306k</p> <p>The actual monthly cost to the end July was significantly less than forecast as the reduction in unavailable hours was less than anticipated and more alternative work was available. Therefore, for the 4.5 months up to July the total cost was £133k.</p> <p>The estimated monthly cost of extending this arrangement is £12k, based on current levels of work,</p>

	<p>which equates to a total forecast additional cost for August, September and October of £36k.</p> <p>The total cost of support, including the extension period, is less than envisaged when the initial decision was made as the number of casual hours of work supported has been actively managed.</p>
Period Covered	01.08.20 to 31.10.20

Managing Director – Denise McGuckin

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.

ODR No. : 20-04

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 returned 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



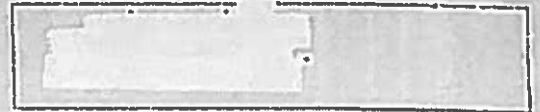
DIRECTOR OF FINANCE & PLU

ODR No. :

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



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



ODR No. :

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

CHIEF EXECUTIVE'S DECISION RECORD

EXTENSION FORM

ODR No. 20-17

Date of Extension:

Reason for Extension	Extension until September 2020 of the COVID Premium paid to care providers (with the option for monthly review). Extension required as financial pressures for care providers continue to be significant. Other LAs in the region have agreed the same approach.
Value of Extension (total cost/income reduction)	DW to confirm.
Period Covered	July – September 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 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



Funding required to facilitate building adaptations to allow HBC buildings to be safely occupied in line with COVID-19 guidance's. The £20,000 is based on a high level assessment of the works likely to be required including building material, plant and labour. These works have been identified from the outputs of the Organisational Recovery workstream inspections. Any further funding in excess of this original

ODR No. :

	application will be subject to a further decision record.
Value (this should be total cost)	£20,000
Period Covered	1 st of July 2020- 1 st of October 2020
Approach adopted by other Tees Valley Council	Works are to bring HBC buildings in-line with national guidance.

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

LOCAL RESTRICTIONS SUPPORT GRANT

Eligibility

Business may be eligible if it:

- occupies property on which it pays business rates;
- is in a lockdown area and has been required to close because of local restrictions that resulted in a first full day of closure on or after 9 September. The funding is not retrospective;
- has been required to close for at least 3 weeks because of the lockdown; and
- has been unable to provide its usual in-person customer services from its premises. This could for example include a café/restaurant that operate primarily as an in-person venue, but which have been forced to close those services and provide a takeaway-only service instead.

Eligible businesses will get one grant for each property liable for business rates within the lockdown zone.

Exclusions

- businesses which are able to continue to operate during the lockdown because they do not depend on providing direct in-person services from their premises;
- businesses that have chosen to close, but have not been required to close as part of the local lockdown;
- businesses that are still subject to national closures such as nightclubs; and
- businesses that have reached the state aid limit.