

FINANCE AND POLICY COMMITTEE

AGENDA



Monday 15 March 2021

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, Lindridge, Little, Marshall, Moore, Prince, 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 15 February 2021.
- 3.2 To receive the minutes of the meeting of the Safer Hartlepool Partnership held on 22 January 2021.
- 3.3 To receive the minutes of the meeting of the Health and Wellbeing Board held on 7 December 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 Capital Investment Strategy – National Museum for the Royal Navy Projects – *Managing Director*
- 5.2 Proposal for Pilot Bulky Waste Scheme – *Director of Neighbourhood and Regulatory Services*
- 5.3 Sale of Land at Coronation Drive – *Director of Resources and Development*
- 5.4 Neighbourhood Investment Programme Update – *Director of Neighbourhood and Regulatory Services (To Follow)*

6. OTHER ITEMS REQUIRING DECISION

- 6.1 Covid-19 Financial Position Update – *Director of Resources and Development*
- 6.2 General Enforcement Policy – *Chief Solicitor and Director of Neighbourhoods and Regulatory Services*

7. ITEMS FOR INFORMATION

No items.

8. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

For Information:

Dates and times of forthcoming meetings to be confirmed.



FINANCE AND POLICY COMMITTEE

MINUTES AND DECISION RECORD

15 FEBRUARY 2021

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, Jim Lindridge, Sue Little, Ann Marshall, Leisa Smith, John Tennant, Stephen Thomas and.

Also Present: Councillor Cameron Stokell as substitute for Councillor Mike Young in accordance with Council Procedure Rule 4.2.
Councillor Tony Richardson.
Mr Darab Rezai

Officers: Denise McGuckin, Managing Director
Hayley Martin, Chief Solicitor
Neil Wilson, Assistant Chief Solicitor
Chris Little, Director of Resources and Development
Beverley Bearne, Assistant Director, Development and Growth
Jill Harrison, Director of Adult and Community Based Services
Tony Hanson, Director of Neighbourhoods and Regulatory Services
Ed Turner, Communications and Marketing Team
David Cosgrove and Denise Wimpenny, Democratic Services Team

73. Apologies for Absence

Councillors Paddy Brown and Mike Young.

74. Declarations of Interest

None at this point in the meeting.

During the debate recorded at Minute 83, Councillor Thomas declared a personal interest.

75. Minutes of the meeting held on 25 February, 2021

With reference to Minute 63 “Medium Term Financial Strategy (MTFS) 2021/22 and 2022/23”, Councillor C Akers-Belcher referred to the £670m of new grant funding and requested that clarification be sought from Government as to how that funding should be committed within local authorities. The Member also sought detail of the specific amount granted to Hartlepool and how this was being utilised.

The Director of Resources and Development commented that the funding was for supporting the additional costs in providing LCTS to, what was expected to be, an increasing number of households during the year. Last year’s Government grant for LCTS had been mandated by Government at further reducing the burden on LCTS households directly. There was no such mandate attached to the funding for 2021/22. The funding for 2021/22 was being used to meet increased LCTS caseload costs and to protect all Council Tax payers and the Council’s budget.

The Chair indicated that as the clarification from Government had been requested, it should be sought by officers and shared with all Councillors.

The minutes of the meeting were confirmed.

76. Minutes of the meeting of the Safer Hartlepool Partnership held on 13 November 2020

Received.

77. Minutes of the meeting of the Health and Wellbeing Board held on 7 September 2020

Received.

78. Public Question**Issue(s) for consideration**

A public question for the Council meeting on 28 January 2021 had been received from Mr Darab Rezai. In accordance with Council Procedure Rule 9.8, the Managing Director, in consultation with the Chair of Council, considered that the question would be more appropriately referred to the next relevant Policy Committee for answer to be dealt with in accordance with the Council’s Protocol for Public Questions at Policy Committee meetings. The question had, therefore, been referred to this meeting of the Finance and Policy Committee.

Mr Rezai’s question, as submitted, was as follows –

Hartlepool is a beautiful seaside town, with so much potential. Our town has History and Heritage, a beautiful seafront and marina however that alone is not enough for our town to bring all generations into Hartlepool to benefit our community, residents and employment.

The town is in desperate need of an iconic building with multiple uses to bring people from the town and out of town to improve the economy and employment. The prime location for this iconic building would be Jackson's Landing.

The Hartlepool Borough Council has got plans to put a leisure centre on such a prime location, the leisure centre can be located anywhere accessible for the residents.

My question is:

In 2017 the Council enacted their policy that they would no longer run any commercial operations that did not make a profit and subsequently Inspiration Garden Centre at Tanfield was closed. Can you confirm that the Council has a robust business case for the new £20m leisure facility proposed for the Waterfront to both make a profit and repay the prudential borrowing of £10 million, given the Council Tax payers of Hartlepool have had to bear the burden of losses in this area of the Council budget for years?

Mr Rezai commented on his involvement with the hospitality and business community in the town and indicated that business leaders wished to see an iconic building on the Jackson's Landing site that would bring visitors and trade into the town. Mr Rezai did not consider relocating the leisure centre to the site would create that business and prosperity the town needed.

The Chair stated that he had been delighted to announce the replacement of the Mill House Leisure Centre at Jackson's Landing. The new facility would attract visitors and retain those who were travelling out of Hartlepool to visit better leisure facilities. Leisure facilities would always require a subsidy to make them affordable for local residents but in terms of the current leisure facilities across the whole of the town, these equated to only 1% of the average Council Tax bill; Child and Adult Social Care accounted for 58%. The new facility was to attract significant grant funding from the Tees Valley Combined Authority and the prudential borrowing required would not increase the Council Tax commitment to leisure. The Chair commented on the previous administration's closure of the Tanfield nursery and café stating that was the correct decision for the Council to make.

Mr Rezai questioned the spending on feasibility and design of the new leisure centre and maintained that an iconic entertainment's venue would bring more income into the Council and the town. The Chair commented that this had not always been Mr Rezai's belief and that Hartlepool already had some iconic buildings.

In the following debate some Members commented that these views were being expressed now when the Council had already committed itself to a

new leisure facility but had not come through the extensive consultation undertaken prior to the development of the plan for the future of leisure provision in the town. Members considered that there were already iconic buildings in the town and Hartlepool desperately needed the Mill House leisure centre to be replaced. The Managing Director also highlighted that the consultation process had considered a number of sites for the new leisure centre.

Members' commented on the business case for the new leisure facility indicating that this had not yet been presented to Members and this should be brought forward at the earliest opportunity so the Council could be seen to be open and honest with the public as to how much the new facility would cost and how much subsidy would be required on an ongoing basis. The Managing Director stated that the development of the business plan had been delayed due to the effects of the Covid-29 Pandemic but would be brought to Members early in the new Municipal Year.

Decision

That Mr Rezai be thanked for his question and that the debate be noted.

79. Council Plan 2021/22 - 2023/24 *(Managing Director)*

Type of decision

Budget and Policy Framework.

Purpose of report

The purpose of the report was to seek Committee approval to the proposed Council Plan 2021/22 – 2023/24 to go forward to Council for adoption.

Issue(s) for consideration

The Managing Director presented the draft Council Plan for Members' consideration. Subject to the Committee's approval, it was proposed to submit the plan to the next Council meeting on 25 February 2021 for adoption.

Members sought clarification as to the section "resilient and resourceful communities with opportunities for all" as to how that was to be delivered and measured. An indication of how much financial support had been provided to the food bank in this financial year was also sought. The Managing Director undertook to share the measures and the information on the foodbank with Members prior to Council.

The following recommendation was agreed without dissent.

Decision

That the Council Plan 2021/22 – 2023/24 be forward to Council for adoption.

80. Medium Term Financial Strategy – 2021/22 Statutory Budget and Council Tax Determination (*Director of Resources and Development*)

Type of decision

Budget and Policy Framework.

Purpose of report

The report provided details of the final 2021/22 Local Government Finance settlement announcement and advised Members of the arrangements to finalise the 2021/22 technical budget calculations to be referred to Council on 25th February 2021.

Issue(s) for consideration

The Director of Resources and development reported that the government's final settlement was issued on 4th February 2020 and there had been no changes to the provisional settlement. This included the Government confirming:

- a 2% core Council Tax Referendum Limit; and
- a 3% Adult Social Care precept which can either be applied in 2021/22 or deferred to 2022/23.

As previously reported to Finance and Policy Committee and Council the approved budget strategy for 2021/22 was reliant on the use of the Budget Support Fund (£4.212m) and one off Government Grant funding (£0.985m). These measures deferred a budget deficit from 2021/22 and the Council would need to develop a strategy to address a 2022/23 forecast deficit of £5.639m (including £4.047m deferred from 2021/22).

The Director confirmed that Cleveland Police and Crime Commissioner had confirmed a precept increase of £5.19 at Band D, 1.99%, which is below the £15 referendum set by Government. Cleveland Fire Authority had confirmed an increase of 1.9%, which is £1.50 at Band D. which is below the 2% referendum set by Government. The overall bill that people without a Parish Council precept would pay would increase by 0.32%, reflecting these increase and the freeze in Council's own Council Tax and Adult Social Care precept.

The following recommendations were agreed without dissent.

Decision

1. The Committee noted that the final 2021/22 Local Government Finance settlement had been issued on 4th February 2021 and there had been no changes to the provisional settlement and, therefore, there were no changes to the Budget and Council Tax proposals approved by Council on 28th January 2021;
2. The Committee noted that the detailed 2021/22 statutory Council Tax calculations, incorporating the Council Tax levels set by individual precepting authorities i.e. the Police and Crime Commissioner, Cleveland Fire Authority and individual parish councils, will be referred to Council on 25th February.

81. Allocation of the Community Pot (*Director of Adult and Community Based Services*)**Type of decision**

Non-key decision.

Purpose of report

To seek agreement from the Finance and Policy Committee regarding the allocation of the Community Pot.

Issue(s) for consideration

The Director of Adult and Community Based Services reported that the Committee made a decision on 13 August 2020 to create a Community Pot to support the COVID19 recovery. The Community Pot was created utilising the balance of New Burdens funding, an element of the Family Poverty Reserve, an underspend on ward Member budgets and the uncommitted balance of the Local Authority Emergency Assistance Grant for food and essential supplies giving a total of £225,000. The decision identified that £25,000 of the £225,000 would be used to support a programme of activities for young people, with the remaining £200,000 to be used to support community-led initiatives aimed at tackling the social and economic impact of COVID19.

The Director set out the recommendations of the officer/voluntary community sector group that had reviewed and considered all the bids submitted in accordance with the approved criteria. Details of all the bids received, which totalled over £1m outstripping the funding available were set out in a 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, (para 3) information relating to the financial or business affairs of any particular person (including the authority holding that information). Details of the projects that were recommended for approval

and the proposed amounts for each was set out in the open part of the report, where six bids were proposed for support. These recommendations would fully utilise the £200,000 available.

The Committee debated the proposals and specifically the criteria and decision making process. Members expressed concern that the projects would be sustainable and that the groups involved had been fully financially assessed. The Director stated that these were Voluntary and Community Sector (VCS) groups that wouldn't have audited accounts in the same way as commercial businesses but did submit annual accounts to the Charity Commissioners as required by law. Some Members considered that such groups should be subject to the same financial rigour as this was public money being spent. As Members indicated a desire to review some of the details set out in the exempt appendix to the report the meeting moved into closed session.

Decision

That the meeting move into closed session.

The meeting was in closed session.

82. 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 83 – Allocation of the Community Pot – 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).

83. Allocation of the Community Pot (*Director of Adult and Community Based Services*) 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)

Type of decision

Non-key decision.

Purpose of report

To seek agreement from the Finance and Policy Committee regarding the allocation of the Community Pot.

Issue(s) for consideration

During the short debate in closed session, Members raised questions around the monitoring of the expenditure of the money allocated to groups, particularly where there were several smaller VCS grouped together in a larger bid. Some Members suggested delaying the decision to allow review of the bids. The Director stated that the bids, some of which were very detailed, had been fully assessed by the panel. The Chair stated that had Members wanted to be involved in the process of considering the bids, they should have indicated that at the earlier meeting.

Councillor Thomas declared a personal interest as one of the bids was from a group based at West View Community Centre, where he was a Trustee of the West View Project - Children and Young Peoples Activity Centre Limited.

Decision

That the meeting return to open session

The meeting returned to open session.

84. Allocation of the Community Pot *(Director of Adult and Community Based Services)***Type of decision**

Non-key decision.

Purpose of report

To seek agreement from the Finance and Policy Committee regarding the allocation of the Community Pot.

Issue(s) for consideration

Members clarified that in future bids for the allocation of funds to the voluntary and community sector more robust vetting and monitoring should be included within the process. The Managing Director reminded Members that these funds were one-off monies and the process had followed corporate procedures.

The following recommendations were agreed without dissent.

Decision

That approval be given to the following funding allocations from the Community Pot: -

App. No	Proposal	Funding Requested	Recommended Funding from Community Pot
3	Financial Advice and Support (including benefit appeals)	£60,700	£34,500
5	Hartlepool Financial Inclusion Partnership	£36,500	£36,500
9	Get Connected – digital inclusion project	£40,900	£40,900
12	Community Led Inclusion Partnership	£48,800	£48,800
14	Supported Housing and Counselling for Homeless and Vulnerable	£15,000	£15,000
18	Accessible IT equipment and training	£24,300	£24,300

85. **Community Wealth Fund Alliance** *(Assistant Director, Preventative and Community Based Services)*

Type of decision

Non-key decision.

Purpose of report

To provide members with information regarding the Community Wealth Fund Alliance and to seek support from members to sign up to the Community Wealth Fund Alliance alongside 290 other civil society, public and private sector organisations.

Issue(s) for consideration

The Director of Adult and Community Based Services reported that the Community Wealth Fund Alliance is calling on government to release dormant assets of up to £4 billion for the creation of a new independent endowment – ‘The Community Wealth Fund’. This would provide long term investment putting left behind communities in charge of spend and enabling them to build on social capital and civic infrastructure that they need to ‘level up’ their areas to enable them to prosper.

The Community Wealth Fund Alliance has identified that there are four left behind communities in Hartlepool; Jesmond, Headland and Harbour, De Bruce and Manor House. The Victoria ward has not been identified

because of the assessment used identifying proximity and perceived access to services and the level of other activity in the ward. If the progression of the Community Wealth Alliance fund was successful it is proposed that all four wards would be awarded £2 million for a period of 10-15 years.

A Member highlighted that the Alliance had been petitioning for this support for over a decade and it need to be acknowledged that obtaining a share of such money was some way off, but being worked towards.

The following recommendation was agreed without dissent.

Decision

That the proposals be supported and that the Council signs up to the Community Wealth Fund Alliance either independently as an organisation or through a collaboration with the Voluntary and Community Sector.

86. Kilburn Road Resource Centre *(Director of Resources and Development)*

Type of decision

Non Key Decision.

Purpose of report

The purpose of this report was to seek approval to offer Kilburn Road Resource Centre for Community Asset Transfer on a lease basis.

Issue(s) for consideration

The Assistant Director, Development and Growth reported on the background to the Kilburn Road Resource Centre and indicated that, in view of the nature and use of the building and the recent history of it, it was proposed to offer the premises to let on a long term basis by way of a Community Asset Transfer. This is a recognised means of enabling not for profit organisations to deliver their own solutions to local needs and demands for services. The Community Asset Transfer process included a minimum 6 week marketing period during which tenders are invited for the opportunity. Interested parties are required to complete an assessment of their suitability and to provide written tenders which are then evaluated. Assuming an acceptable tender is received in this instance a lease would be granted which includes the requirements for community uses. Alternatively the premises could be let on a commercial basis or sold but these courses of action would be much less likely to retain the community uses and services.

Members questioned the need for the property to be marketed while there were current tenants in the building providing community services. It was

suggested that the Localism Act allowed for the transfer of the property to the current occupiers and that option should be pursued first rather than marketing.

The Chair supported the proposal and stated that should it be possible for the transfer be done at no cost to the Council, this should be done.

The following recommendation was agreed without dissent.

Decision

That approval be given to the potential of offering the property on a Community Asset Transfer basis subject to any provisions within the Localism Act and that conclusion of the process and approval of the detailed terms be delegated to the Director of Resources and Development in consultation with the Chair of the Committee.

87. Community Governance Review – Elwick *(Chief Solicitor)*

Type of decision

Non-key Decision.

Purpose of report

This report presents feedback from consultation with stakeholders in Elwick Parish and invited the committee to formulate a view upon the extent to which the proposals are implemented for consideration by Full Council.

Issue(s) for consideration

The Assistant Chief Solicitor reported on the receipt of an appropriate request for a Community Governance Review in the Elwick Parish and the result of the statutory consultation process.

A valid petition from 281 residents proposing that the area of the existing parish, immediately to west of Close Beck Wynyard (see Appendix 1) be removed from Elwick Parish Council and that a stand-alone Wynyard Parish Council (Hartlepool) be established in relation to that area. Of the 745 consultation letters sent, 93 responses were returned (12.5% response). Of those responses 97.8% (91 people) have been supportive of the proposal. Only 2.2% (2 people) have objected to the proposal, both of whom point to the additional level of bureaucracy that an additional parish would create. The proposal has the support of the Wynyard Residents Association and Elwick Parish Council.

Members were asked if they wished to support the proposals as set out in detail in the report together with a suggestion, in accordance with National Association of Local Councils Circular 1126, that both Parish Councils comprise of 7 Parish Councillors. The Assistant Chief Solicitor reported

that should the changes be supported by Council, they would be implemented at the next parish council election for Elwick in May 2022.

Members supported the proposals put forward. There was some questions and discussion around the future funding of the Parish Councils and the impact of the changes on Elwick's own budget.

The following recommendation was agreed without dissent.

Decision

That the Managing Director's business report to Full Council on 25 February 2021, in its consideration of the proposals, indicate this Committee's support for the proposals as reported and that a Parish Council of seven Parish Councillors be recommended in each case.

88. Community Governance Review – Greatham (Chief Solicitor)

Type of decision

Non-key Decision.

Purpose of report

This report presented feedback from consultation with stakeholders in Greatham Parish and invited this committee to formulate a view upon the extent to which the proposals are implemented for consideration by Full Council.

Issue(s) for consideration

The Assistant Chief Solicitor reported on the receipt of an appropriate request for a Community Governance Review in the Greatham Parish and the result of the statutory consultation process.

In March 2020, the Council received a valid petition from 257 residents proposing that the area of the existing parish, immediately to the north of Stockton Road (South Fens) be removed from Greatham Parish Council but without an alternative Parish Council being established. Of the 925 consultation letters sent, 92 responses were returned (10% response). Of those responses 77% (71 people) supported the proposal, 19% (17 people) were against the proposal and 4% (4 people) expressed no opinion. These consultation responses must also be considered alongside the 257 residents of the area who had signed and supported the originating petition.

Of those who support the proposal a common theme is that the residents of Greatham Village and those of South Fens do not view themselves as being part of a single cohesive community. They point to the geographical differences, the clear dividing boundary (the A689) and that the distinct

nature and appearance of the areas. A Member, and Ward Councillor for the Fens, commented that the response of the differences between the two communities was disappointing and should be viewed in light of the soon to be implemented ward boundary review which would place the two communities in the same Council Ward. The Chair indicated that his experience on the Headland, with a parish council within part of the ward, did not lead to a wider community disconnect.

The following recommendation was agreed without dissent.

Decision

That the Managing Director's business report to Full Council on 25 February 2021, in its consideration of the proposals, indicate this Committee's support for the proposals as reported and that a Parish Council of seven Parish Councillors be recommended.

89. Corporate Procurement Quarterly Report on Contracts *(Chief Solicitor)*

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 Chief Solicitor reported on the Contracts awarded by the Council in accordance with Contract Procedure Rules for the period November 2020 to February 2021.

As Members indicated a desire to review some of the details set out in the exempt appendix to the report the meeting moved into closed session.

Decision

That the meeting move into closed session.

The meeting was in closed session.

90. 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 91 – Corporate Procurement Quarterly Report on Contracts – 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).

91. Corporate Procurement Quarterly Report on Contracts *(Chief Solicitor)* 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)

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

During the debate in closed session questions were raised in relation to a contract with a local company who started a 'meals on wheels' type service during the Covid-19 Pandemic Lockdown. The Director of Adult and Community based Services clarified that the service had been aimed at people who were Clinically Extremely Vulnerable and shielding during the lockdown period. The service initially provide meals at Christmas and New Year and was then asked to extend the service for a further 6 week period. All those supported would be known to the Adults Social Services department and officers would have knowledge of any support they were

receiving from other groups. From the information it was possible to report how much each meal had cost but they had been provided in line with the council's policies on healthy eating and the service could meet individual's dietary requirements.

In future arrangements, Members sought some differentiation between paid employees and voluntary workers involved with such one-off contracts.

Decision

That the meeting return to open session.

The meeting returned to open session.

89. Corporate Procurement Quarterly Report on Contracts *(Chief Solicitor)*

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 Chief Solicitor reported on the Contracts awarded by the Council in accordance with Contract Procedure Rules for the period November 2020 to February 2021.

Decision

That the report be noted.

90. Any Other Items which the Chairman Considers are Urgent

None.

The Committee noted that the next meeting would be held on Monday 15 March, 2021 at 10.00 am,

The meeting concluded at 12.20 pm.

H MARTIN

CHIEF SOLICITOR

PUBLICATION DATE: 24 MARCH 2021

SAFER HARTLEPOOL PARTNERSHIP

MINUTES AND DECISION RECORD

22 JANUARY 2021

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:

Responsible Authority Members:

Councillor Moore, Elected Member, Hartlepool Borough Council
Councillor Tennant, Elected Member, Hartlepool Borough Council
Denise McGuckin, Managing Director, Hartlepool Borough Council
Tony Hanson, Assistant Director, Environment and Neighbourhood Services, Hartlepool Borough Council
Sylvia Pinkney, Assistant Director, Regulatory Services, Hartlepool Borough Council
Chief Inspector Peter Graham, Chair of Youth Offending Board
Karen Hawkins, NHS Hartlepool and Stockton on Tees and Darlington Clinical Commissioning Group
Jo Foreman, Partnership Manager, Durham Tees Valley Community Rehabilitation Company
Nick Jones, Cleveland Fire Authority

Other Members:

Craig Blundred, Director of Public Health, Hartlepool Borough Council
Joanne Hodgkinson, Voluntary and Community Sector Representative, Chief Executive, Safe in Tees Valley
Angela Corner, Director of Customer Support, Thirteen Group
Sally Robinson, Director of Children's and Joint Commissioning Services, Hartlepool Borough Council

Also Present:

Neil Harrison, Head of Service, Safeguarding and Specialist Services as substitute for Jill Harrison Director of Adult and Community Based Services, Hartlepool Borough Council,
Sarah Wilson as substitute for Lisa Oldroyd, Office of Police and Crime Commissioner for Cleveland
Councillor Tony Richardson

Officers: Jane Young, Assistant Director, Children's and Families
Ian Harrison, Trading Standards and Licensing Manager
Roni Checksfield, Youth Offending Service Team Manager
Kelly Prescott, TFTC Development and Information Systems Officer
Rachel Parker, Community Safety Team Leader
David Cosgrove, Principal Democratic Services Officer

19. Apologies for Absence

Superintendent Sharon Cooney, Neighbourhood Partnership and Policing Command, Cleveland Police.

John Graham, Director of Operations, Durham Tees Valley Community Rehabilitation Company.

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

20. Declarations of Interest

None.

21. Minutes of the meeting held on 13 November 2020

Confirmed.

22. Cleveland Integrated Offender Management (IOM) Scheme Update Presentation *(Durham Tees Valley Community Rehabilitation Company)*

Purpose of report

To present the background to and an update on the Cleveland Integrated Offender Management (IOM) Scheme.

Issue(s) for consideration

The Durham Tees Valley Community Rehabilitation Company (CRC) representative gave a detailed presentation to the Partnership on the background to and the implementation of the Cleveland IOM.

Currently there were around 50 involved in the scheme with the majority of those being male offenders. Details of the specific numbers and gender breakdown would be shared with Partnership members. Some of the main indicators and common factors included lifestyle, known associations and drug use, though with female offenders 'relationships' were a predominant factor in their offending. Normally contact would be face to face with offenders in the programme but during the Covid-19 pandemic this had switched to online contact using mobile phones, the internet and games consoles.

It was highlighted that as the Probation Service moved back to the integrated national model, this model of offender management would be largely rolled out to other areas as there had been some diverging models across the independent regions.

A copy of the presentation slides would be shared with the Partnership membership.

The Chair noted that this linked with the Strategic Assessment being considered later on the agenda but was concerned that Home Office data was generally two years old. The cohort behind a large proportion of the recorded 'low level' crime in Hartlepool was small, less than 20, but the effect these individuals had on their community could not be underestimated. Hopefully the impact of this scheme would see benefits for the local community.

The CRC representative agreed that while much of the crime was classed as 'low level' it still had an impact in the community. The scheme was though considered to be targeting the right people now. There had been work undertaken with partners to ensure they were all aiming their services at the right cohort of offenders to target interventions and gain the maximum benefit from those interventions.

The Chair thanked the CRC representative for the very informative presentation and looked forward to future updates on the success of the Integrated Offender Management Scheme.

The Chair also highlighted that there had been a loss of audio earlier in the meeting and apologised to those that had been viewing the meeting.

Decision

That the presentation and update be noted.

23. Anti-Social Behaviour Action Plan *(Director of Neighbourhoods and Regulatory Services)*

Purpose of report

To seek the views of the partnership in relation to an Action Plan that has been developed in response to an investigation into Anti-Social Behaviour undertaken by Hartlepool Borough Council's Audit and Governance Committee which was presented to the meeting on 4 September 2020

Issue(s) for consideration

The Trading Standards and Licensing Manager referred to the submission of the Audit and Governance Committee report highlighting its findings and recommendations following an investigation into Anti-social Behaviour in Hartlepool. The partnership had accepted the recommendations and

determined that an Action Plan would be developed that would be brought back for consideration.

A draft action plan had been developed and was set out as an appendix to the report. The action set out some updates on the actions that had already taken place and it was proposed that monitoring and actioning the plan be tasked to the newly established Anti-Social Behaviour Working Group. The Trading Standards and Licensing Manager added that it would be key to the implementation of the plan that partners applied resources to completing their actions.

The Chair supported the action plan and reiterated that the crucial part of implementing the action plan would be partners buying into and delivering all the elements of the action plan.

The following recommendation was agreed without dissent.

Decision

That the Action Plan developed in response to the recommendations of the Audit and Governance Committee investigation into Anti-social Behaviour in Hartlepool be approved.

24. Think Family – Hartlepool Troubled Families Programme Update *(Director of Children's and Joint Commissioning Services)*

Purpose of report

The report provided an overview of the Troubled Families Programme, known locally as Think Family and the positive impact it had had on families with multiple and complex needs since its inception in 2012. Details on what is currently known about the extension of the programme to 2022 were also outlined.

Issue(s) for consideration

The Director of Children's and Joint Commissioning Services reported that the original Troubled Families Programme, also known as 'phase one' ran from April 2012 to March 2015. Hartlepool was mandated to identify 290 families that met two or more of the three headline criteria and support them to achieve positive outcomes.

Positive outcomes were evidenced by a reduction in negative behaviours sustained for a minimum of six months known as significant and sustained progress and offered a financial incentive of 'payment by results' (PBR) to the local authority. Also, supporting an adult in the family into employment for a minimum of 26 weeks was also a positive outcome which yielded a PBR payment.

Fifty-one of the highest performing areas, including Hartlepool, were invited to be early adopters of phase two of the programme in September 2014. This gave the opportunity to influence the operating model for the national rollout of the programme in April 2015. Phase two ended in March 2020.

The basic principles of the programme remained the same but with the addition of a requirement to develop a local Family Outcomes Plan which reflected the expanded six key headline issues and the focussed on adults as well as young people. Hartlepool was mandated to identify and secure positive outcomes for 1000 families. This would have been difficult for one team to manage so the Think Family Team were disbanded and former members returned to their substantive posts charged with disseminating learning from phase one as the programme was mainstreamed across Council services.

In order to ensure the efficacy of the programme, MHCLG implemented a robust performance monitoring system which formed part of the terms of the programme. Hartlepool exceeded all targets by identifying and supporting 1324 families to achieve positive outcomes. HBC was identified, through MHCLG's own performance monitoring, as being the top performing authority in the North East for positive outcomes.

The Chair welcomed the report and the positive outcomes reported and particularly highlighted the positive feedback from families involved in the programme. The Chair noted the report as also to be submitted to the Audit and Governance Committee.

Decision

That the report and contents be noted. The Partnership also noted the report would be presented to the next meeting of the Audit and Governance Committee as part of the action plan following their recent scrutiny investigation around anti-social behaviour.

25. Strategic Assessment October 2019 – September 2020 *(Director of Neighbourhoods and Regulatory Services)*

Purpose of report

To receive the Strategic Assessment October 2019 – September 2020.

Issue(s) for consideration

The Assistant Director, Regulatory Services, Hartlepool Borough Council reported that the findings from the Strategic Assessment will inform the development of the next Safer Hartlepool Partnership's statutory Community Safety Plan due in April 2021.

Due to the ongoing COVID-19 pandemic, it has not been possible to hold the annual Face the Public event this year. With this in mind, the Strategic Assessment 2019/20 included feedback from consultation already

undertaken with the public and other key stakeholders in relation to the current priorities identified in the Community Safety Plan 2020/21. Officers thanked all those that had been involved in the development of the strategic assessment and the consultation to date.

The Chair commented that the Executive Summary was now a much better read and easier for people to understand. It was suggested that due to the delays created by the Covid-19 pandemic the current plan had only been fully adopted in December and it would be beneficial to minimise consultation on the next plan so that it could be ready for adoption at a much earlier date. The Chair agreed this would be appropriate.

Decision

That the report be noted.

26. Any Other Items which the Chairman Considers are Urgent

None.

27. Date and Time of Next Meeting

The Chair reported that a date for the next meeting had not yet been established but would be communicated to Members as soon as it had been confirmed.

The meeting concluded at 10.42 am

CHAIR

HEALTH AND WELLBEING BOARD

MINUTES AND DECISION RECORD

7 December 2020

The meeting commenced at 11.00 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 Moore, Leader of Council (In the Chair)

Prescribed Members:

Elected Members, Hartlepool Borough Council – Councillors Buchan, Thomas and Ward

Director of Public Health, Hartlepool Borough Council – Craig Blundred

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

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

Representatives of NHS Tees Valley CCG – Karen Hawkins and Jo Heaney

Representatives of Healthwatch – Christopher Akers-Belcher as substitute for Margaret Wrenn

Other Members:

Managing Director, Hartlepool Borough Council – Denise McGuckin

Director of Neighbourhoods and Regulatory Services, Hartlepool Borough Council – Tony Hanson

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

Dr Tim Butler, NHS England

Representative of Cleveland Police – Chief Inspector Peter Graham as substitute for Superintendent Sharon Cooney

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

Representative of Hartlepool and Stockton Health GP Federation – Fiona Adamson

Representative of Headteachers – Sonya Black

Also in attendance:-

Nicola Childs, Commissioning Lead, Children and Young People, Tees Valley CCG

Darren Best, Teeswide Safeguarding Adults Board

Zoe Sherry, Healthwatch

Councillors Brenda Harrison, Sue Little, Amy Prince, Carl Richardson and Tony Richardson

Officers: Danielle Swainston, Assistant Director, Joint Commissioning
Neil Harrison, Head of Safeguarding and Specialist Services
Joan Stevens, Statutory Scrutiny Manager
Denise Wimpenny, Democratic Services Team

16. Chair's Opening Remarks

Prior to commencement of business the Chair welcomed Sonia Black who had recently been appointed as the Board's representative for Head Teacher's.

The Chair also referred to the recent appointment of Craig Blundred to the post of Director of Public Health at Hartlepool Borough Council.

17. Apologies for Absence

None.

18. Declarations of interest by Members

Councillor Thomas – as an employee of Health Watch and Mental health Champion.

Councillor Ward – as a holistic practitioner at Alice House Hospice.

Cllr C Richardson also declared an interest later in the meeting (Minute 23 refers)

19. Minutes

The minutes of the meeting held on 7 September 2020 were confirmed.

The minutes of the meeting of the Outbreak Control Engagement Working Group held on 5 October 2020 were received.

20. Teeswide Safeguarding Adults Board Annual Report 2019/20 – *Director of Adult and Community Based Services and Independent Chair of Teeswide Safeguarding Adults Board*

The Director of Adult and Community Based Services presented the Safeguarding Board's annual report for 2019/20, a copy of which was appended to the report. The Board was advised that Darren Best, who was in attendance at the meeting, had recently been appointed to the position of Independent Chair of the Teeswide Safeguarding Adults Board and had

replaced Ann Baxter following her recent retirement and would present future reports on behalf of the four local authorities.

The Board was advised that it was a legal requirement to produce and publish an Annual Report on the effectiveness of safeguarding arrangements in the local area. The report provided an assessment of work that had been undertaken during the year to achieve its objective and implement its strategy. Work undertaken across the services included raising awareness and developing the role of safeguarding champions, neglect, domestic homicide reviews as well as focus around domestic violence and substance misuse. The Independent Chair referred to salient issues included in the report and provided information in terms of his employment history, experience and background.

Board Members welcomed the new Independent Chair and took the opportunity to place on record their thanks to the former Chair, Ann Baxter, for her hard work and contributions for a number of years.

Reference was made to the impact of the current pandemic in terms of the reduction in the number of safeguarding alerts and the implications as a result. Emphasis was placed upon the importance of ensuring such alerts were closely monitored and identified as a priority going forward.

Decision

The Board noted and endorsed the 2019/20 Annual Report of the Teeswide Safeguarding Adults Board.

21. Mental Health – System Development and Response to Covid-19 Pandemic - Presentation – *Tees Esk and Wear Valleys NHS Foundation Trust*

The Board received a detailed and comprehensive presentation in relation to the system development and response to the Covid 19 pandemic. The presentation focussed on estimated additional demands for primary and secondary mental health services as a result of the pandemic, the impact on Hartlepool's children and young people and their experience of Covid, social determinants and impact of poverty on mental health, protective factors for mental health and wellbeing, work of the Hartlepool Mental Health Forum, the challenges around the increase in referrals as lockdown eased, mental health and wellbeing developments, children and young peoples' services, the importance of a commitment to emotional wellbeing, mental health and partnership working as well as successes and next steps.

The Board debated issues arising from the presentation including the importance of support for young carers, the benefits of exercise and the need for early intervention in terms of access to mental health support. Reference was made to the increase in the number of people who were previously not known to services pre-Covid and emphasis was placed upon the importance of voluntary and local authority services working together to

identify such individuals at the earliest opportunity to avoid greater levels of future provision.

Decision

That the contents of the presentation and comments of Board Members be noted.

22. Needs LED Neurodevelopmental Pathway for Children and Young People - *Director of Commissioning – Children and Young People – NHS Tees Valley*

The representative from NHS Tees Valley CCG provided an update on the implementation of the 'Needs Led Neurodevelopmental Pathway' for children and young people across Hartlepool and Stockton on Tees.

The report provided background information to partnership activity and actions undertaken to date. Whilst the pandemic had impacted on the ability to carry out ASD assessments as observations of the child in a number of settings was not possible due to restricted access, these observations were now back in place where education settings would allow access. Tees Valley CCG was also in the process of reviewing the Sunflower Sensory Programme to ensure it was meeting the needs of families, details of which were included in the report. The CCG, Local Authority and Parent Care Forum continued to work in partnership to promote the needs led approach with ongoing feedback being sought from parents. Statistical information was also provided in relation to the number of referrals and assessments.

In the discussion that followed, Board Members debated at length issues arising from the report. Clarification was provided in response to queries raised in relation to the positive feedback from parents, early intervention arrangements, progress to date in terms of integrating the ADHD diagnostic pathway into this system, changes in the family support team's working arrangements to meet the needs of families during the pandemic as well as examples of joint working on commissioning services. Board Members welcomed the report and, in particular, the positive changes to the assessment process and the support arrangements for families from the first point of contact to diagnosis, the benefits of which were outlined.

Decision

That the update and comments of Board Members be noted.

23. Covid 19 Update – Presentation – Director of Public Health

The Director of Public Health provided an updated presentation on the ongoing coronavirus position in Hartlepool as at 2nd December. The presentation focussed on the following:-

- Hartlepool and UK Covid 19 case rates per 100,000 population
- Weekly Covid cases as a comparator with the England average up to 27 November
- Covid cases rolling averages
- Hartlepool and England Covid 19 related death rates per 100,000 population
- Geographical locations of Covid cases in Hartlepool

In the discussion that followed, the Director of Public Health responded to issues raised arising from the presentation. Clarification was provided in relation to the proposed roll out arrangements of the Covid 19 vaccine in Hartlepool, the update of the flu-vaccine, the recently adopted referral process and support available for individuals suffering from long Covid.

At this point in the meeting Councillor C Richardson declared an interest referring to his mother's current residence in a care home.

In response to clarification sought on the proposed visiting arrangements in care homes, the Director of Public Health, representatives from the GP Federation and CCG updated Board Members in detail of their understanding of how the lateral flow tests for family members would be rolled out in care homes to enable visits to take place. It was highlighted that testing arrangements would be linked to visiting policies and tiers, the timescales of which were still uncertain.

Decision

The Board noted the contents of the presentation.

24. Date and Time of Next Meeting

It was reported that the next meeting would be held on 1 March 2021 at 11.00 am.

25. Chair's Concluding Remarks

The Chair took the opportunity to thank the Board for their contributions and to wish everyone a Merry Christmas and Happy New Year.

The meeting concluded at 13.10 pm.

CHAIR

FINANCE AND POLICY COMMITTEE

15th March 2021



Report of: Managing Director

Subject: CAPITAL INVESTMENT STRATEGY – NATIONAL MUSEUM FOR THE ROYAL NAVY PROJECTS

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Key Decision - General Exception Notice Applies.

2. PURPOSE OF REPORT

2.1 To obtain a decision in relation to the release of capital funding.

3. BACKGROUND

3.1 The Council's master plan for the Waterfront site is designed to maximise the sustainability and use of this flagship site and address the longstanding issues of this site following the closure of the former Jacksons Landing Retail Outlet.

3.2 The Covid-19 pandemic has accelerated the move towards on-line shopping and this will continue to impact for many years. The Council's approved investment strategy for the Waterfront is based on:

- establishing a new leisure facility for use by residents and visitors;
- further development and expansion of the National Museum for the Royal Navy (NRNM) to enhance this key visitor attraction; and
- enhancement of the public realm to connect these significant developments and schemes to be funded if the Town Deal bid is successful.

3.3 The approved Capital Investment Strategy has earmarked resources for the Waterfront projects and development work is continuing to enable schemes to be brought forward to tender stage and the subsequent award of contracts.

- 3.4 This investment is funded from a combination of external grant funding, including Tees Valley Combined Authority (TVCA) grant funding, and prudential borrowing.

4. NMRN INVESTMENT

- 4.1 Funding has been allocated for the development of new exhibition space to enhance the existing NMRN visitor offer. Council officers are currently working with colleagues from the NMRN and TVCA to prepare the business cases to drawdown the approved funding as required by national conditions relating to Combined Authorities funding. This process will take several months to complete.
- 4.2 The NMRN has identified a potential opportunity to secure a major collection of swords which are of national significance and are currently in the ownership of a private individual who wishes to sell this collection. Securing this collection would provide a major national visitor attraction for the expanded NMRN exhibition space. The collection of 300 swords is world class and is the finest collection of naval edged weapons ever assembled and includes Lord Nelson's personal fighting sword which he always carried into battle.
- 4.3 The NMRN are exploring various external funding opportunities to meet all, or part, of the costs of acquiring this collection. However, these options will take many months to progress. External funders are also reviewing their priorities in response to the Covid-19 pandemic and the requirement in the short-term to allocate funding to support recovery of the museum sector during the recovery phase. This is likely to delay decision on releasing funding for new priorities.
- 4.4 In addition, it is anticipated that the Chancellor March 2021 Budget may extend an existing scheme which supports the expansion of museum exhibitions. The existing scheme enables museums to reclaim £80,000 of exhibition tax relief for each gallery created. It is envisaged that if this scheme continues the number of gallery created over the life of the project to extend the NMRN will cover the acquisition costs. There will be a cash flow position to manage regarding the phasing of the tax relief income being received.
- 4.5 In view of the uncertainty regarding potential external funding streams the NMRN has requested that as a fall back the Council releases some of the existing funding to purchase the swords collection. The NMRN recognise that this funding will need to be repaid. The loan agreement with NMRN will specify repayment from either one, or a combination (which is the more likely scenario), or the following:
- securing external grant funding;
 - securing HMRC exhibition tax credit income;

- value engineering of the new exhibition space – provided this still achieves the agreed objectives; or
- repaid from other NMRN sources.

5. FINANCIAL, RISK AND ASSET MANAGEMENT CONSIDERATIONS

- 5.1 Financial details of the funding request are detailed 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, (paragraph 3) information relating to the financial or business affairs of any particular person (including the authority holding that information.** The loan agreement will cover interest payments in respect of the loan agreement.
- 5.2 If the NMRN drawdown this facility details of the valuation agreed will be reported to a future meeting if they are successful in securing this collection.
- 5.3 There are risk implications in relation to the potential funding sources to repay the loan agreement and the legal agreement will address this issue to ensure the Council's financial position is protected. Additionally, the detailed design work with the NMRN on the overall project may enable these costs, or an element, to be funded from within the overall budget allocation, which would reduce the value of the loan that needs to be provided.

6. LEGAL CONSIDERATIONS

- 6.1 The Council's Chief Solicitor will conclude the contract in line with the principles detailed in paragraph 4.5.

7. CONSULTATION

- 7.1 No consultation has been carried out in connection with this matter.

8. CHILD AND FAMILY POVERTY

- 8.1 There are no child and family poverty implications relating to this report.

9. EQUALITY AND DIVERSITY CONSIDERATIONS

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

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

10.1 There are no Section 17 considerations relating to this report.

11. STAFF CONSIDERATIONS

11.1 There are no staff considerations relating to this report.

12. RECOMMENDATIONS

12.1 It is recommended that the Committee

- i) approves the proposals to release funding requested as detailed 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, (paragraph 3) information relating to the financial or business affairs of any particular person (including the authority holding that information;**
- ii) Delegates authority to the Managing Director to complete the legal agreement with NMRN in accordance with the principles detailed in paragraph 4.5;
- iii) Note that if the NMRN drawdown this facility details of the valuation agreed will be reported to a future meeting.

13. REASONS FOR RECOMMENDATIONS

13.1 To provide a fall back funding option.

14. BACKGROUND PAPERS

14.1 None

15. CONTACT OFFICER

15.1 Denise McGuckin
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FINANCE AND POLICY COMMITTEE

15th March 2021



Report of: Director of Neighbourhoods and Regulatory Services

Subject: PROPOSAL FOR PILOT BULKY WASTE SCHEME

1. TYPE OF DECISION/APPLICABLE CATEGORY

- 1.1 Key Decision (ii)
- 1.2 General Exception applies because this report was requested following a meeting of Finance and Policy Committee on 25th January 2021 to be brought to this Committee meeting.

2. PURPOSE OF REPORT

- 2.1 On 1st December 2020, it was agreed that consideration of an annual ward bulky waste pilot scheme be explored and presented to Finance and Policy Committee for consideration as part of the 2021/22 budget considerations. Two options were presented for consideration by Members at the meeting of Finance and Policy Committee on 25th January and it was agreed that a further report would be considered by this Committee which explored those options further and clarified points raised by Members at Finance and Policy.
- 2.2 Therefore a general exception was sought to ensure this report could be brought back to this Committee at the request of Members, meaning there was a departure from the Forward Plan.

3. BACKGROUND

- 3.1 On 1st December 2020 it was agreed at the meeting of the Neighbourhood Services Committee:

“i) To request full Council to consider the introduction of an annual ward bulky waste scheme; and

ii) That consideration of an annual ward bulky waste pilot scheme (1 per ward) be referred to the Finance and Policy Committee for consideration as part of the 2021/22 budget considerations.”

- 3.2 Two options were presented to Finance and Policy Committee for consideration at their meeting held on 25th January 2021.
- 3.3 Those two options were:
- Option 1 – The Council could provide 60 free bulky waste collections per ward on a first come, first served basis, which totals 660 in total. The total costs would be approximately £20,000, consisting of additional officer capacity, vehicle and disposal costs of £7,000, and reduced maximum income of £13,000 based on the current arrangement of £20 per collection for three items per household; or
 - Option 2 – self funded extension of existing scheme. Under this option the Council would recruit an additional team to support the existing arrangements on a full time basis, which would double the number of paid collections that residents would be entitled to access, and at the same time, reduce the waiting times associated with requests for bulky waste removals. This proposal would support residents throughout the year. This arrangement is expected to be cost neutral to the Council as the income collected from the paid bulky waste collections will offset the costs incurred for additional officer capacity, vehicle and disposal costs operating on a full time basis.
- 3.4 A lengthy discussion took place regarding the proposals presented above and Members sought clarification on a number of matters raised and requested a separate report.
- 3.5 Therefore on 25th January 2021 it was agreed at the meeting of the Finance and Policy Committee:
- “That the proposal from the Neighbourhood Services Committee for an annual ward bulky waste pilot scheme (1 per ward) be deferred for further consideration by this Committee before the end of the financial year.”*
- 3.6 Detailed analysis has been carried out to compare the benefits of introducing a free bulky waste collection against a self-funded extension of the existing paid collection scheme.
- 3.7 Free Bulky Waste collection schemes were paid for by some Members out of their ward budgets and the impact of those on fly tipping figures has been assessed against three of those most recent local Member initiatives.
- 3.8 A free ward funded ‘collection service’ was offered to the Foggy Furze ward during the period Tuesday 26th February 2019 to Thursday 28th February 2019 offering 40 slots each day and the service was fully booked. Annually Foggy Furze accounted for 5% of all fly tipping in 2019. However in February 2019 there was still 9 reported fly tipping incidents despite the initiative being in place that month, while there were still 5 reported cases of fly tipping in March and 6 in April.

- 3.9 A free ward funded 'collection service' was offered to De Bruce ward during the period Thursday 4th March 2020 to Wednesday 7th March 2020 offering 40 slots each day for 4 days, the service take up was approximately 75%, meaning all slots were not utilised by residents of this ward. Annually De Bruce accounted for 4% of all fly tipping in 2020. In March there were still 7 reported cases of fly tipping despite approximately 40 free collection slots not being used, while in April, the figure rose to 9 and in May it rose again to 14 cases of fly tipping in the ward.
- 3.10 A free ward funded 'collection service' was offered to Manor House ward during the period Thursday 12th March 2020 to Wednesday 18th March 2020 offering 40 slots each day for 5 days and the service was fully booked. Annually Manor Ward accounted for 12% of all fly tipping in 2020. However in March there were 25 reported cases of fly tipping, while in April, the figure rose to 28 and in May it rose again to 42 cases of fly tipping in the ward.
- 3.11 On 23rd March 2020 the national lock down was announced and the bulky waste collection scheme ceased, and the Household Waste Recycling Centre was also closed.
- 3.12 While reported incidents of fly tipping were relatively low in March at 176 cases, April saw a clear increase in fly tipping, which continued into May where the figure was 305 cases when the Household Waste Recycling Centre reopened. However there was no immediate impact or a reduction in fly-tipping incidents following the opening of this site.
- 3.13 By July 2020 the figure had risen to the 443 reported fly tipping cases when the paid bulky waste collection service was reintroduced and August saw an immediate impact with a significant reduction in fly tipping incidents, dropping to 294 cases, which continued right through to December, which saw only 148 cases.
- 3.14 The majority of fly tipping in Hartlepool happens in back streets and is not what is traditionally thought of as 'fly tipping' but is often reported as such. It is appreciated these incidents that concern residents are addressed by the cleansing team.
- 3.15 Our investigations have established that fly tipping is carried out by individuals and businesses who tip their own rubbish, and by businesses that operate waste collection services and charge a fee for their service, then dump the waste without incurring the costs of legitimate disposal.
- 3.16 Therefore the significant majority of fly tipping is household waste, ranging from black sacks to mattresses, fridges and furniture, and as such they can either be disposed at the Household Waste Recycling Centre, or collected via a paid for Bulky Waste collection.

4. PROPOSALS

- 4.1 It is proposed that the Council would introduce a self-funded extension of the existing scheme for a further 12 months based on the current charging requirements of £20 for 3 items, discounted to £10 for those on benefits, while the collection of one mattress only is charged at £7.50. The extension would ensure there is recurring demand to sustain the additional income.
- 4.2 The Council would recruit additional staff initially on suitable fixed-term contracts with the intention to double the number of weekly paid collections slots, and at the same time, reduce the waiting times associated with requests for bulky waste removals. This proposal would support residents throughout the year.
- 4.3 This arrangement is expected to be cost neutral to the Council as the income collected from the paid bulky waste collections will offset the costs incurred for additional officer capacity, vehicle and disposal costs operating on a full time basis, and as such will create additional roles on a fixed term basis.
- 4.4 This proposal is based on the information presented in Section 3 of the report which demonstrates that the reintroduction of bulky waste collections had a positive impact on reducing the number of fly tipping cases across the Borough.
- 4.5 Furthermore demand for the service currently outstrips the supply, therefore by doubling the number of slots available for residents to access 12 months of the year at cost is likely to be more sustainable, self-financing and have a greater impact on reducing the number of fly tipping cases.
- 4.6 Members should note that an assessment of alternative models of service delivery as requested has been completed and these are detailed below for information.
- 4.7 One option was an offer to provide 60 free bulky waste collections per ward on a first come, first served basis, which totals 660 in total. The total costs would be between approximately £13,100 and £19,700, consisting of additional officer capacity, vehicle and disposal costs and lost income from paid collections. The costs of £6,500 for officers, a vehicle and disposal has been calculated based on the current Bulky Waste service costs which operate at £65,000 a year, and it is expected that to deliver that number of collections will take about 5 weeks. The lost income from paid collections would be between a minimum of £6,600 to a maximum of £13,200 based on payments of £10 or £20 respectively.
- 4.8 Based on the findings detailed in Section 3 of the report and the costs associated with introducing a free bulky waste collection across all wards, the benefits of introducing a time limited scheme are not a sustainable option for addressing cases of fly tipping.

- 4.9 Furthermore it only assists those residents who happen to have bulky waste items ready for collection at that particular point, as it is not a long term viable option which helps residents wishing to access the bulky waste collection scheme 12 months of the year.
- 4.10 The Council also considered the establishment of a framework of partners for the delivery of a bulky waste collection scheme, with the Council ceasing to offer the service and acting as a referral mechanism for enquiries from residents to those who form part of that developed framework.
- 4.11 However with this approach there would be staffing implications resulting in possible redundancies or TUPE implications, depending on the model introduced, as the current service is self-funding, with the income generated covering the costs of running this particular service, so this proposal would impact on those roles.
- 4.12 We also looked at the costs for delivering the service, along with the charges that we offer, and whether they could be decreased. However when assessing those against the private sector, we identified that our costs are comparable at a figure of £20 for collections, although the Council does offer the discount for those on benefits that others are unable to provide.
- 4.13 Therefore the Council is very competitive with other providers who offer the same service and any cost reduction would have a detrimental impact on the Council's budget as it would create a cost pressure for a service that is currently self-financing in its service delivery.
- 4.14 A working group has been established, involving partners from all sectors, including local litter picking initiatives, to consider how fly tipping can be tackled and how it may be made easier for people to 'do the right thing' and the findings of the agreed option will also feed into this, while an update report will be presented to a future Neighbourhood Services Committee for information.
- 4.15 A number of actions are being considered, developed and implemented by the group, which is supported by the approach of 'education, prevention and enforcement'.
- 4.16 This group has met twice so far and has discussed the potential of increasing bulky waste collection services available throughout the year and recognise that the current delays in people being able to dispose of their large items legally through a quick bulky waste collection service, creates a need, or a temptation, for them to dispose of them in a more reckless manner, so would support the proposal presented.
- 4.17 This is supported by some of the groups findings to date which appears to suggest that a large proportion of bulky waste fly tipping is done by a small number of waste collectors who charge to take rubbish off people, therefore they are used to paying for their rubbish to be removed, although they want it

to happen quickly, which is something the private sector has been offering and our proposal will help to address.

- 4.18 Thirteen Group have also advised that their free collection events unfortunately encountered problems as non-residents, and even businesses, were travelling into the area and dumping their waste and items into the facilities provided for local residents.
- 4.19 The group have also identified that there appears to be uncertainty around the service the Council offers, the costs involved, etc., therefore it is also proposed that a publicity campaign is undertaken which clarifies what the Council can offer and the benefits of using our services.

5. FINANCIAL CONSIDERATIONS

- 5.1 There is no provision within the base budget for this service, however as it is proposed to be a self-financing service piloted for 12 months, there should be no financial implication for the Council if the current service provision is simply extended. However officers will closely monitor performance, including any financial implications, and if the service is not performing as we expect, we will report this back to members at the earliest opportunity.
- 5.2 In previous years some Members approved local initiatives and funded from their Ward Members Budgets, which were removed as part of the 2019/20 budget.
- 5.3 If Members decided to implement an alternative approach, then those costs will become a pressure on the Council given that there is no budget allocation in the MTFS for 2021/22 for this.
- 5.4 If the Committee recommends adopting an option which requires budget funding a report will need to be submitted to Council to seek funding approval to either meet the costs:
- As a first call on any managed revenue underspend that is achieved in 2021/22; or
 - If an under spend is not achieved to meet the funding commitment from the Budget Support Fund. If this fall back options needs to be adopted Members are reminded of the robustness advice provided in the Medium Term Financial Strategy report and the need to protect the Budget Support Fund to help manage the budget deficit deferred from 2021/22 to 2022/23.

6. LEGAL CONSIDERATIONS

- 6.1 Local authorities are responsible for investigating, clearing and taking appropriate enforcement action in relation to small scale fly-tipping on public land as fly tipping is a criminal offence under the Environmental Protection Act 1990.

- 6.2 There is a legal obligation for anyone who carries waste as part of a business to be registered with the Environment Agency. This registration is generally referred to as a 'waste carriers licence'. Anyone who offers a service of collecting or removing waste for disposal must be registered as a waste carrier with the Environment Agency.

7. STAFF CONSIDERATIONS

- 7.1 The Council would recruit additional staff, initially on suitable fixed-term contracts, to deliver the proposal outlined in the report.

8. OTHER CONSIDERATIONS

Risk Implications	No relevant issues
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
Asset Management Considerations	No relevant issues

9. RECOMMENDATIONS

- 9.1 Based on the findings of the investigative work detailed in this report, it is proposed that the Council would introduce a self-funded extension of the existing scheme for a further 12 months based on the current charging requirements of £20 for 3 items, discounted to £10 for those on benefits.
- 9.2 If Members agree to this recommendation, it is also recommended that a publicity campaign is undertaken to promote the service and ensure that the public are aware of the services on offer.
- 9.3 If an option is recommended by the Committee which requires funding a request, it will need to be submitted to Council as detailed in paragraph 5.4 of the report.

10. REASONS FOR RECOMMENDATIONS

- 10.1 This would provide a more sustainable and long term option to help support the work of the Council in reducing fly tipping by providing more options to residents to dispose of their bulky waste.

11. BACKGROUND PAPERS

- 11.1 Fly Tipping Update – Neighbourhood Services Committee 1st December 2020
- 11.2 Medium Term Financial Strategy (MTFS) 2021/22 and 2022/23 – 25th January 2021

12. CONTACT OFFICERS

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- Director of Finance and Policy ☐
- Chief Solicitor/Monitoring Officer ☐
- Managing Director - Finance and Policy Committee only ☐

FINANCE AND POLICY COMMITTEE

Date 15th March 2021



Report of: Director of Resources and Development

Subject: SALE OF LAND AT CORONATION DRIVE

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Key Decision (test (i)) General Exception Applies.

2. PURPOSE OF REPORT

2.1 The purpose of this report is to seek approval for the sale of residential development land at Coronation Drive.

3. BACKGROUND

3.1 The Council owns an area of land extending to approximately 5.6 ha (13.82 acres) adjoining Coronation Drive and Warrior Drive, shown hatched on the plan at **APPENDIX 2**. Neighbouring and uses are mainly residential, together with a large area of public open space to the north and a restaurant and leisure development to the east.

3.2 The site is brownfield land with former uses including a timber yard, railway sidings and spoil dumping from the former Seaton Carew Iron Works. The site is now grassed but the spoil heap mounds (approximately 10 metres in height) remain and prior to any residential development the land will require very extensive remediation works. In addition, parts of the site have a peat covering to depths of up to 3.0 metres, which is a further impediment to development due to the need for piled or raft foundations, or to avoid building over these areas. Based on ground investigation reports prepared by a number of firms of geotechnical engineers since 2013, remediation costs have been estimated as 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).**

3.3 Notwithstanding the nature of the site outlined above it has been identified as a suitable location for housing development since at least 2010. The majority of the land (approximately 7.25 acres) is identified as a housing site in the Local Plan adopted in 2018 (reference HSG 3) and it was one of 3

sites over which options were granted to a previous potential purchaser in a development agreement signed in 2014 which facilitated the Seaton Carew Regeneration Masterplan. Unfortunately they did not proceed to buy and develop the site, principally due to the ground conditions, and the option lapsed. More recently the Council has considered the sale of the site with other residential developers and attempted to obtain grant funding for remediation of the land through the Land Release Fund and via Homes England. Such grant applications have not been successful as it has been considered that the cost per deliverable housing unit would be excessive and therefore developer interest fell away.

- 3.4 However following discussions with a major developer specialising in residential urban regeneration, an offer has been received from them for the purchase of the land. The terms are 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).**

4. PROPOSALS

- 4.1 Notwithstanding the offer submitted, further intrusive site investigation works are proposed by the interested party that will produce a fully costed remediation strategy and thus the appropriate sale price of the land in the contract as well as section 106 contributions based on scheme viability.
- 4.2 No options are submitted for consideration other than the recommendation given that the interested party is prepared to proceed at risk on the site investigation work.

5. FINANCIAL CONSIDERATIONS

- 5.1 Successful completion of the proposed sale will result in a capital receipt contributing to the Medium Term Financial Strategy targets as well as enhanced Council Tax revenue. Depending on the mix of properties it is estimated the additional recurring Council Tax income will be between £230,000 and £263,000 once the development is complete and this will help achieve Council Tax growth target included in Medium Term Financial Strategy.
- 5.2 The capital receipt will be received over two/three financial years and the first instalment is anticipated to be received in 2021/22. It is recommended that progress in achieving this land sale is reported during the year and this will then enable a strategy for using this money to be developed as part of the 2022/23 MTFS plan. At that time there should also be greater certainty in relation to the costs of the approved capital plan and any costs impacts that may have arisen from Brexit or Covid, as the economic impact of both remains uncertain.

6. ASSET MANAGEMENT CONSIDERATIONS

- 6.1 The decision to take a commercial approach means that the Council should obtain full market value for any property it disposes of and should not pay any more than market value for acquisitions.
- 6.2 By virtue of detailed assessment of ground conditions, remediation strategy and thus remediation costs, correct market value of the land can be ascertained.

7. RISK IMPLICATIONS

- 7.1 If Members determine they wish to progress with the proposal from the current developer a detailed legal agreement will need to be completed, covering the points below and included in the terms 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).**
- Confirmation of actual sales price, net of section 106 contributions and any potential abnormal costs;
 - Arrangement for release of legal title in land to ensure the Council's financial position is protected, including the impact of the developer not being able to complete the site for whatever reasons;
 - Conditions precedent of purchase i.e. satisfactory planning permission is secured.
- 7.2 In any sale of development land there is a risk that the sale does not proceed due to factors such as abnormal costs, planning issues, finance and changing market conditions. In this instance whilst such factors cannot be ruled out entirely, the developer has already had sight of the site investigation reports and remediation strategy and precise cost will be further ascertained by the extra survey work. The majority of the site is within an area allocated for housing in the adopted Local Plan and there are significant regeneration benefits to be gained from the mound removal. The developer has indicated that demand for new housing in this area will return and they are starting to plan for recovery. The level of risk is therefore considered acceptable and pursuing this proposal should achieve a capital receipt which would otherwise not be achieved.

8. LEGAL CONSIDERATIONS

- 8.1 The Council's Chief Solicitor will be instructed to conclude the contracts.

9. CONSULTATION

- 9.1 There will be a process of public consultation as part of the planning application.

10.0 OTHER CONSIDERATIONS

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

11. RECOMMENDATIONS

- 11.1 Committee is recommended to note the proposed offer 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).**
- 11.2 Following further site investigations undertaken by the developer, a further report will be submitted to a future F and P Committee to enable Members to consider the proposed sale terms in relation to the actual value of the capital receipt and section 106 contributions.
- 11.3 Note that progress in achieving this land sale will be reported as part of the 2022/23 budget process to enable Members to approve as strategy for using these resources once it is certain the sale will be completed.

12. REASONS FOR RECOMMENDATIONS

- 12.1 To determine a strategy in relation to the land referred to in the report.
- 12.2 The terms are considered to represent full market value for the land and the build out of the site will contribute to the ongoing vitality of Seaton Carew , enhanced Council Tax income and more generally the provision of housing in the borough.
- 12.3 The prospective purchaser and developer of the site is a well-established and well financed housing developer with considerable experience and expertise in dealing with sites requiring extensive remediation. Further intended intrusive site investigation work by the housing developer will help determine precise ground conditions and remediation strategy and cost. This will enable officers to precisely assess correct sale value and the degree of section 106 contributions appropriate by virtue of site viability.

13. BACKGROUND PAPERS

- 13.1 Finance and Policy Committee 21.9.15 (Agenda Item 5.2 and Minute 81).

14. CONTACT OFFICERS

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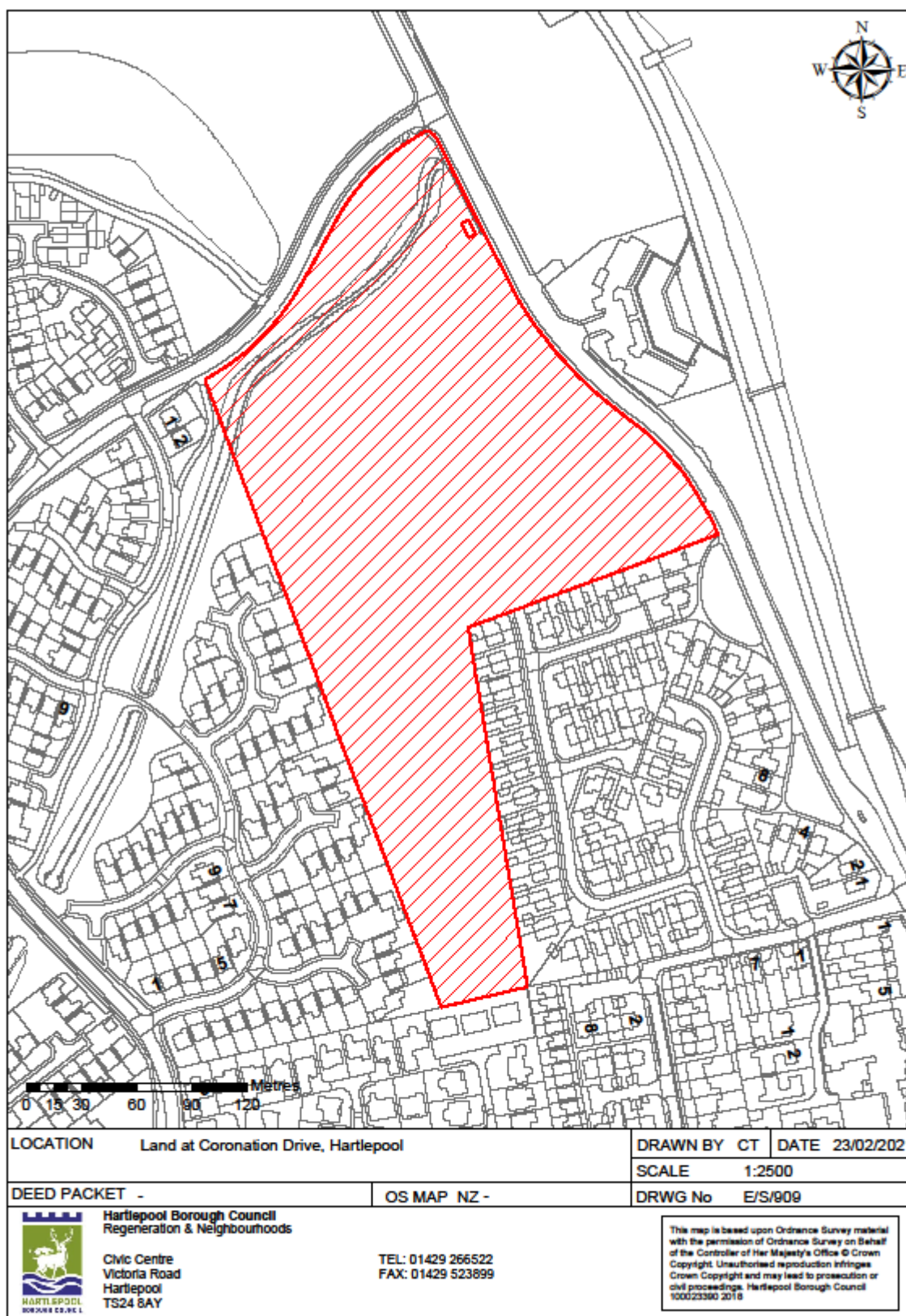
POVERTY IMPACT ASSESSMENT FORM

1. Is this decision a Budget & Policy Framework or Key Decision? YES				
If YES please answer question 2 below				
2. Will there be an impact of the decision requested in respect of Child and Family Poverty? 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			

Plan



FINANCE AND POLICY COMMITTEE

15th March 2021



Report of: Director of Regeneration and Neighbourhoods

Subject: NEIGHBOURHOOD INVESTMENT PROGRAMME
UPDATE

1. TYPE OF DECISION/APPLICABLE CATEGORY

- 1.1 Key Decision (ii)
- 1.2 General Exception applies because this report was requested following a meeting of Finance and Policy Committee on 25th January 2021 to be brought to this Committee meeting.

2. PURPOSE OF REPORT

- 2.1 To provide an update on the capital investment programme that delivered improvements to neighbourhoods across Hartlepool through the Neighbourhood Investment Programme.
- 2.2 The report also proposes three schemes for approval as part of the under spend remaining from the original allocation.
- 2.3 The report seeks Members approval to consider a themed approach to future projects based on the £1m allocation previously approved by Full Council.

3. BACKGROUND

- 3.1 In March 2017 the Finance and Policy Committee considered a programme of capital investment to deliver improvements to neighbourhoods.
- 3.2 Schemes were submitted by Ward Members for consideration and assessed on the following criteria:
 - A scheme falls within an area in need of physical and social regeneration;
 - The scheme contributes towards community wellbeing; and
 - The scheme has a positive impact on community safety.

- 3.3 The Neighbourhood Investment Programmes has benefitted from funds provided from Thirteen Group and other third parties such as Mondegreen and Sport England, which has led to a total investment of over £2.75m in projects across the Borough.
- 3.5 In total 66 projects were considered, and these included the initial list and those subsequently added over the past four years.
- 3.6 To date 28 projects have been completed projects, 5 schemes are in progress, while 3 have funding agreed.
- 3.7 These have included small projects, such as the Queens Canopy Trees and memorial area at Summerhill and cleaning the statues in Church Square, to larger schemes comprising enhancements to Rossmere Park, the relaying of tennis courts in Seaton Carew and investment in four play areas across the Borough.
- 3.8 A selection of completed schemes are shown in **Appendix 1**.

4. PROPOSALS

- 4.1 At a Members Seminar held on 1st March 2021, a presentation was given to update Members on the success of the projects undertaken and to seek their support with the schemes proposed for the existing under spend.
- 4.2 Furthermore Members views and aspirations were sought with regards to the new budget allocation and whether the same criteria should be applied for the implementation of new schemes.
- 4.3 There is an unallocated amount of £260,000 from the original £1.5m allocated for this project.
- 4.4 Three schemes were presented to Members at the seminar to take forward with the under spend, which Members supported, and are:
- 4.5 British Cycling Bid
£250,000 of funding has been secured from British Cycling's Places to Ride Programme, to develop accessible, traffic-free, community facilities and opportunities that encourage more people to cycle more often and hence lead healthier, more active lives. The project will focus primarily on Summerhill Country Park, with supporting activity at Seaton Park, and will target young people, families, disabled people and women.

At Summerhill, the project will comprise:

- A 750m, "free-form", tarmac-surfaced, fenced and floodlit cycle track. Set on and across gently sloping terrain, the track incorporates varying elevations and degrees of cornering difficulty, suitable and safe for riders of all ages and abilities;
- A dedicated 10m x 10m flat, tarmac-surfaced "balance bike and learn-to-ride" area;

- A 35m x 5m tarmac-surfaced “warm-up” and “cool down” area adjacent to the existing BMX facility;
- Demountable floodlighting and spectator fencing for the BMX track start straight;
- A landscaping scheme on key corners of the BMX track to improve rider safety when cornering at speed;
- Secure cycle storage for use by Manilla Cycling Club, NE BMX and Summerhill Country Park, to accommodate up to 40 bikes;
- The purchase of 6 adapted cycles to provide disabled people, their families and carers with equal access and opportunities to develop skills, confidence and enjoy broader personal benefits; and
- There will be no capital infrastructure built at Seaton Park, however a cycling activity programme for young people, families and adults, including disabled people, will be delivered within the park.

Funding is required for the Council to take this project forward, therefore it is proposed to allocate £120,000 from the Neighbourhood Investment Programme budget, which will help us to secure the £250,000 from the British Cycling’s Places to Ride Programme.

4.6 Seascapes

SeaScapes covers the Magnesian Limestone Coast from south of the River Tyne to the River Tees. The boundary runs from the England Coast Path out to 6 nautical miles and is united by unique geology, the natural environment and a shared cultural heritage. The project, supported by the National Lottery Heritage Fund, aims to better protect and celebrate this heritage-rich and distinctive coastline. Twenty interconnected projects will be delivered over a period of four years, many of which will be in Hartlepool. These will include the Hartlepool Lights scheme which will repairs and restore the Highlight located on the Waterfront and Beacon Tower on North Pier; both grade II listed.

It is proposed that £10,000 is allocated from this budget in order to facilitate a scheme of restoration works for each structure.

4.7 Seaton Carew Bus Station Public Toilets

Seaton Carew is a key location for residents and visitors to Hartlepool. More than ever over the past year the prom has been used by people taking their daily exercise, demonstrating the popularity of the area. The bus station is a grade II listed building and provides key public facilities to the south of the area. It is proposed that the remaining allocation of £130,000 is allocated to support work to the property in order to ensure these essential facilities are of a standard expected by those users.

5. **PHASE 2 NEIGHBOURHOOD INVESTMENT PROGRAMME**

- 5.1 Members views at the seminar was that the focus of the future £1m funding should be directed towards to infrastructure that supports health, physical activity and play, improved toilet facilities and shopping parades.

- 5.2 There were 30 projects not taken forward, therefore taking into account the requests of Members at the seminar and those schemes that remain outstanding, they can be split into the following three themes:

- 5.3 Infrastructure that supports Health, Physical Activity and Play
Masefield Road and on Midlothian field – Provision for 2 x Under 11's play areas alongside new adult keep fit equipment. *Headland* – Improvements to sports facilities on Town Moor and the building of a proper football pitch (3G) for the Headland community with goalposts, nets etc. and free admission. *Coronation Drive* – Create a woodland/park/walking /running /nature trail environment on the landfill site along Coronation Drive. The project would be a direct benefit to the health and wellbeing of Seaton residents and would add to the physical public space improvements.
Central Park – Enhancement works to support infrastructure which will enhance the space from Section 106 contributions and as part of the housing development being built near to this site.

Rift House Recreation – improvements to the playing fields, facilities on site, car parks, and the creation of a walking route around the site with planting.

- 5.4 Toilet Facilities
 In addition to the improvements to the toilet facilities proposed above for the Seaton Carew Bus Station Toilets, we will undertake a survey and identify an estimated cost for improvements to the other public toilets that we operate at Coronation Drive, the Headland, Rossmere Park and Ward Jackson Park.

- 5.5 Shopping Parades
North end of Fens Shops – Improvement to car park as it is now inadequate to cater for the amount of cars using this facility. This would reduce congestion and improve public safety.
Northgate facades Improvements to facades on Northgate – the current appearance makes the whole area look neglected. Improvements would benefit shopkeepers, residents and visitors.
Sea Front (from Seaton Hotel to Station Lane) – Repave both sides of Seaton front up to Station Lane with high quality paving slabs. Such a project would benefit community safety and improve the visual impact for locals and tourists. Should the pavement be able to be widened it could enable some businesses to position tables and chairs.

- 5.6 COVID19
 Members may wish to consider whether we should set aside a pot of money to commemorate COVID19, as we are currently working with the Voluntary and Community Sector and will be undertaking some public consultation as to how best to mark COVID19. Furthermore there is an allocation in the capital programme towards a sculpture on the waterfront, so it is possible that we could look to integrate the concept of this with some funding from the Neighbourhood Investment Programme to support that.

- 5.6 It is proposed, subject to member approval, that the above schemes are assessed by officers to come up with high level estimated costs and to also look at alternative funding options to support the delivery of those.

- 5.7 Once potential funding options are explored and estimated costs identified, it is proposed to bring a further report back to Finance and Policy Committee that will set out how the schemes compare against the £1m budget allocation for the second phase of this project.

6. RISK IMPLICATIONS

- 6.1 The risk associated with this programme relates to ongoing maintenance and future revenue liabilities. It is considered that the proposed projects outline in this report can be maintained through existing revenue budgets.

7. FINANCIAL CONSIDERATIONS

Neighbourhood Investment Programme

- 7.1 The Neighbourhood Investment Programme has secured over an additional £1.2m of funding to support the Council's investment of £1.5m and those contributions are detailed in the table below.

	£'000
Council Borrowing	1,500
Additional Funding :	
Thirteen Group	400
Section 106	160
External Grants	700
	(0)
Total Budget	2,760

- 7.2 The proposed schemes to be taken forward and the associated costs with delivering those are detailed in the table below.

	£'000
Unallocated Budget B/F	260
Additional Expenditure :	
British Cycling Scheme	120
Seascapes	10
Seaton Carew Bus Station	130
	(0)
Unallocated Budget C/F	0

8. LEGAL CONSIDERATIONS

- 8.1 The programme of investment supports the priorities set out within the Council Plan and is supported by the general power of competence provided for in Section 1 to 8 of the Localism Act 2011.

9. CONSULTATION

- 9.1 Consultation was carried out with Members in November 2016 in order to inform Councillors of the intention to develop this programme and to obtain initial views.
- 9.2 Further consultation has taken place in those areas where works are proposed prior to schemes being implemented. Where appropriate consultation has been carried out with Ward Members, residents and Parish Councils.
- 9.3 A member's seminar was also carried out on 1st March 2021 to seek the views and support of Members, and these have been factored into this report and the recommendations proposed.

10. CHILD AND POVERTY IMPLICATIONS

- 10.1 The improvement to existing play and recreation, or the provision of new play spaces and exercise facilities will benefit children and families in our local communities.

11. ASSET MANAGEMENT CONSIDERATIONS

- 11.1 The capital investment programme will renew and improve the authority's assets and should therefore have a positive effect on maintenance budgets.

12. OTHER CONSIDERATIONS

Equality and Diversity Considerations	No relevant issues
Section 17 of The Crime And Disorder Act 1998 Considerations	No relevant issues

13. RECOMMENDATIONS

- 13.1 That Committee notes the current progress on implementing the Neighbourhood Investment Programme.
- 13.2 That committee approves to provide match funding of £120,000 for the British Cycling Bid and accept the award of £250,000.

- 13.3 That Committee approves the proposed works to provide funding towards Seascape Project of £10,000.
- 13.4 That Committee approves the proposed works to Seaton Carew Bus Station Public Toilets of £130,000.
- 13.5 That Committee approve the proposal set out in Section 4.6 of the report to allow officers to undertake further work to identify high level estimated costs and explore other funding options to support the delivery of those schemes.

14. REASONS FOR RECOMMENDATIONS

- 14.1 The report provides an update on the current position of the Neighbourhood Investment Programme.
- 14.2 The report provides details of proposed new schemes to be included in the Neighbourhood Investment Programme.

15. BACKGROUND PAPERS

- 15.1 Finance and Policy Committee Report, 10th February 2020, Neighbourhood Investment Programme and Highway Improvement Programme.
- 15.2 Finance and Policy Committee Report, 22nd July 2019, Neighbourhood Investment Programme.
- 15.3 Finance and Policy Committee Report, 17th December 2018, Neighbourhood Investment Programme.
- 15.4 Finance and Policy Committee Report, 12th March 2018, Neighbourhood Investment Programme.
- 15.5 Finance and Policy Committee Report, 27th March 2017, Neighbourhood Investment Programme.
- 15.6 Neighbourhood Services Committee Report, 12th September 2018, Highway Improvement Programme.
- 15.6 Neighbourhood Services Committee Report, 13th June 2018, Neighbourhood Investment Programme.

16. CONTACT OFFICERS

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- Director of Finance and Policy ☐
- Chief Solicitor/Monitoring Officer ☐
- Managing Director - Finance & Policy Committee only ☐

APPENDIX 1 – Neighbourhood Investment Programme 2017 – 2021

Place



Enhancements in public spaces have including new paving and public realm works to Whibty Street, King Oswy Drive Shops and Rossmere Park.

Play



There has been investment in five play areas across the town including the installation of an accessible piece of equipment on each site.

Community



Projects have include the creation of a memorial area at Summerhill, new tennis courts in Seaton Carew, improved access to Redheugh Gardens War Memorial and the cleaning of stautes in Church Square and Street.

FINANCE AND POLICY COMMITTEE

15 March 2021



Report of: Director of Resources and Development

Subject: Covid-19 Financial Position Update

1. TYPE OF DECISION / APPLICABLE CATEGORY

None Key.

2. PURPOSE OF REPORT

- 2.1 To provide information in relation to funding provided by the Government as direct financial support to address the financial impacts of Covid on the Council and funding the Government allocated to the Council to pay out to third parties.

3. BACKGROUND

- 3.1 Detailed reports on the Covid-19 financial position were considered by Finance and Policy Committee on 29th June 2020 and 19th October 2020, which reflected information available at the time. Further updates on the impact on the Council's strategic financial position and changes in Government Covid funding allocated to the Council we detailed in Medium Term Financial Strategy reports considered by this Committee on 13th August 2020, 30th November 2020 and 25th January 2021.
- 3.2 Previous reports advised Members that the funding position was changing and evolving as the full extent of the financial impact of Covid-19 on the economy and councils budgets / resources became clear. The reports also advised Members of the significant uncertainties as Government policy was evolving and also defining the additional responsibilities they required councils to lead on. This regularly resulted in significant delays between the headline policy announcement and detailed grant allocations for individual councils, which made financial and service planning extremely challenging. Additionally, different formula for allocating financial support were also used, which also increased uncertainty.
- 3.3 At the start of the pandemic there were significant concerns across the local government sector that the financial impacts on budgets and resources were not being recognised by the Government. This was particularly the case in relation to the impact on Council Tax income and the increase in

households eligible for Local Council Tax Support and income streams councils rely on, such as car parking income, leisure fees etc.

- 3.4 As detailed later in the report the Local Government Association (LGA) and the Ministry for Communities, Housing and Local Government (MHCLG) have worked extremely closely to present the case to the Treasury for appropriate funding to address the financial impact of Covid on councils. This process has been supported by councils, including Hartlepool, providing monthly returns to provide the evidence base to demonstrate the reductions in income / increased costs and thereby unlock funding from the Treasury.
- 3.5 This report is divided into a number of sections to cover the key areas of funding.

4. FUNDING TO SUPPORT DIRECT FINANCIAL IMPACT OF COVID ON COUNCILS IN 2020/21

- 4.1 At the start of the pandemic the direct impact on local authorities budgets' was the most uncertain area and the position took many months to resolve. As the position developed the Government made four funding announcements between 16th March 2020 and 12th October 2020. Nationally the Government has provided £4.7 billion and the Council was allocated £9.325m.
- 4.2 Alongside this funding announcement the Government also announced the following complimentary measures. These issues need to be considered as a package of support owing to the complexity of the funding system for councils and the linkages between the Government's support packages:
- Flexibility to spread 2020/21 Council Tax and Business Rates Collection Fund deficits over three financial years (2021/22, 2022/23 and 2023/4). Usually Collection Fund deficits must be repaid within one year;
 - Grant support towards 2020/21 Council Tax and Business Rates Collection deficits;
 - Grant support towards income shortfalls (excluding commercial income).
- 4.3 The final position in relation to the impact on the Council's budget and resources will not be known until the actual outturn is completed. In broad terms the key issues relate:
- Financial support of the Adult Social Care sector;
 - Increased Looked After Children costs , attributable to the impact of Covid;
 - Local furloughing support for casual workers;
 - Additional mortuary capacity;
 - Personal Protective Equipment;
 - Shielding Support;

- Accommodation for homeless;
- Income losses for car parking, leisure facilities and trading accounts;
- 2020/21 Council Tax and Business Rates deficits.

- 4.4 The position in relation to 2020/21 Council Tax and Business Rates deficits were reported in the MTFS report as these deficits are funded from a combination of the grant referred to in paragraph 4.1 and specific additional funding.
- 4.5 As reported in the MTFS there remains a risk that the actual 2020/21 Business Rates deficit may be higher than forecast owing to the increased number of appeals submitted by businesses to the Valuation Office Agency (VOA) as a result of the economic impact of Covid. This is a national issue and may result in an increase in the number of outstanding appeals. If these appeals are successful this will increase the 2020/21 deficit.
- 4.6 In summary as reported to Finance and Policy Committee in November it is still expected that the fourth tranche of grant funding (£9.325m) and forecast income compensation grant (£3.115m) will cover the direct 2020/21 financial impact. The final outturn against this funding will be reported after the year end.

5. FUNDING TO SUPPORT DIRECT FINANCIAL IMPACT OF COVID ON 2021/22 BUDGET

- 5.1 As detailed in the 25th January 2021 MTFS report the Government has allocated £1.55 billion as un-ringfenced funding for Covid-19 expenditure pressures and stated this is the final Covid grant they will pay to councils.
- 5.2 Government expects the funding to be focused on Covid pressures impacting on adult social care, children's services, public health services, households waste services, shielding the clinically vulnerable, homelessness and rough sleeping, domestic abuse, managing excess deaths, support for re-opening this country and the additional costs associated with the local election in May 2021.
- 5.3 On 25th January Finance and Policy Committee were verbally advised of a letter from the Department of Health and Social Care to Chief Executives and Directors of Adults' Social Care which reinforced use of this funding for pressures impacting on adult social care continuing into 2021/22 **(Appendix A)**. This letter made reference to examples of compensating providers for income lost owing to temporary reductions in demand, helping meet increased insurance costs, supporting cash-flow and helping providers deal with costs of other increased workforce and training pressures. The Director of Adult and Community Based Services is continuing to work with local care providers.
- 5.4 The Committee noted the Council has been allocated £3.178m and noted the uncertainties and potential demands on this one off funding. In accordance with the approved MTFS any proposed use of this grant will be

subject to separate reports to Finance and Policy Committee for consideration and approval.

- 5.5 It was also approved that if this grant is not needed to fund additional service and financial pressures it will be used to replace use of the Council's own reserves, which will then put the Council in a better financial position to manage future financial challenges and risks, and will help mitigate the ongoing financial impact of Covid on the Council.

- 5.6 As Members are aware the Council faces a 2022/23 deficit of £5.639m, including £4.047m deferred from 2021/22, and a plan to address this will need to be developed.

6.0 FUNDING TO SUPPORT SPECIFIC GOVERNMENT OBJECTIVES

- 6.1 The Government has provided sixteen grant schemes to support specific Government policy objectives, or specific additional Covid activities they require councils to undertake (**Appendix B**). Each of the grant schemes have their own reporting requirements, generally requiring monthly returns and authorisation by each councils section 151 officer (which is a normal requirement for specific grant regimes).

- 6.2 These grants have been allocated using formula determined by the Government and in many cases will support activity in 2020/21 and 2021/22. Therefore, there will be carry forward of these grants at the end of the current financial year. It is not yet clear if any unused grants will be reviewed and potentially subject to clawback in 2021/22. If any of this funding is claw-backed there will be no impact on the Council's financial position as the grants have been provided for a specific purpose.

- 6.3 Use of the Contain Outbreak Fund will be driven by the local infection rate and the measures that need to be implemented to manage this position. Whilst infection rates have reduced during the latest lockdown and recently published national data shows the effectiveness of the vaccine the situation can change quickly. The fund needs to be used for both prevention and response to outbreaks and so there is an element of planned expenditure and reactive. For example if there was a local outbreak of the South African variant additional outbreak control measures would need to be implemented quickly. In financial terms there is a potential risk in relation to the Contain Outbreak Fund and the ability to carry forward this grant at the year end to meet expenditure commitments in 2021/22. This is currently considered to be a low risk and should it arise the commitments will need to be funded from the main 2021/22 Covid-19 grant detailed in section 5. A spending plan for public health related COVID-19 spend has been produced and will be reviewed on a regular basis. This is currently funding programmes such as Community COVID Champions, community support and additional public health input.

- 6.4 As detailed in **Appendix B** the total value of the funding allocated to the Council is £3.820m and the majority of this funding relates to three grants,

namely - Contain Outbreak Fund / Test and Trace, Covid Winter Grant scheme and Mass Covid Community Testing.

- 6.5 In line with Government reporting requirements **Appendix B** shows the current spend and commitments (which includes commitments in 2021/22) account for 75% (£2.824m) of the allocated funding.

7.0 2020/21 ADDITIONAL ONE OFF SUPPORT FOR LOCAL COUNCIL TAX SUPPORT SCHEME HOUSEHOLDS

- 7.1 The Government provided £500m of one-off funding and their strong expectation was councils would use this funding to provide all recipients of working age LCTS during 2020/21 with a further reduction in their annual council tax bill of £150.
- 7.2 The Council was allocated £1.864m and applied a reduction of £167.22, slightly higher than the £150 Government minimum level, as this fully removed the Council Tax liability for approximately 65% of working age LCTS households. At the time this decision was made an assessment of the forecast increase in working age households eligible for LCTS support of 12%, arising from the economic impact of Covid-19, was made to ensure costs would not exceed the cash limited grant allocated to the Council.
- 7.3 As summarised in the following table the actual level of support provided is higher than the initial forecast as the number of eligible households has been higher than forecast. The latest forecast outturn is broadly in line with the position reported in the MTFS report to this Committee on 25th January 2021 of £0.3m.

2020/21 One of LCTS Funding and forecast commitments

	Initial Forecast £'m	Current Forecast Outturn £'m
Grant allocation	1.864	1.864
Less Support provided to eligible working age households	(1.480)	(1.570)
Uncommitted Funding	0.384	0.294

- 7.4 The Government are not providing specific funding to continue this additional support in 2021/22.
- 7.5 The uncommitted funding of £0.294m will be used to fund existing 2020/21 commitments in relation to Local Welfare Support and other related support. This use is permitted by the Government guidance regarding this grant as the only mandated requirement was to reduce LCTS Council Tax bills by – which the Council's scheme exceeded. This arrangement will enable the Council's own resources to be carried forward. As detailed in the MTFS a strategy for using this resource will be developed as part of the

2022/23 budget and one option may require these resources to be allocated to offset the costs of LCTS if caseloads do not reduced as anticipated during 2021/22 and continue at a higher level in 2021/22 or 2022/23.

8. TEST AND TRACE SUPPORT PAYMENTS

8.1 The Government delegated responsibility to councils to administer the Test and Trace Support payments scheme, which provides payments of £500 to eligible individuals required to self-isolate. This is a Government defined scheme, although councils were also given additional one off funding for locally determined discretionary payments for those cases where the applicant met the criteria but was not in receipt of one of the specified benefits. Details reported on 19th October 2020 are provided in **Appendix C** for Members convenience.

8.2 The Council's local scheme was initially introduced with the following local criteria:

- Household income thresholds broadly in line with benefit cap amount;
- Savings limit of £3,000; and
- Demonstrable financial hardship

8.3 The Government initially intended the scheme to run until 31st January 2021 and subsequently extended to 31st March 2021 whilst providing a top up to the discretionary funding. A further extension to the 30 June is now likely, including additional discretionary funding, although the exact details are still to be confirmed.

8.4 Officers have prioritised assessing these claims, whilst ensuring normal benefit assessment work has continued. As at 26th February the position was as follows:

- Expenditure on the mandatory scheme was £108,500 against the latest Government grant allocation of £114,000. The Council will receive additional grant funding should the grant allocation be exceeded as further eligible claims are paid;
- £62,000 of discretionary payments have been made, representing 79% of the increased Government funding allocation;
- The discretionary local scheme was amended with effect from 1st January 2021 to remove the household income thresholds and the need to demonstrate financial hardship. Removal of these criteria increases the likelihood of support for more households suffering a financial loss due to isolating, and therefore increasing the prospect that isolation periods will be adhered to. The savings limit was retained as a mechanism to meet the Government's financial hardship criteria, but is set at a relatively high value to ensure households retain their savings to manage future financial shocks not related to Covid.

This change increased the discretionary payments that are being approved. Therefore, when this change was made £15,000 of the available administration grant provided by the Government for this scheme was allocated as a contingency to top the discretionary pot up if this is necessary. The balance of the administration grant is being used to meet the cost of managing this scheme.

- 8.5 The government has indicated that the scheme will be extended to include payments to a parent or guardian of a child required to isolate when schools return to from the 8 March onwards. Whilst the detail is being developed, in conjunction with Local Authorities, it is clear that such an expansion will significantly increase the administrative complexity of this scheme and likely increase the volume of discretionary payments being made.

9. FINANCIAL SUPPORT TO THE CARE SECTOR

- 9.1 In addition to the financial support funded from the grants detailed in section 4 councils were responsible for distributing specific funding to the care sector and ensuring providers used this funding as intended by the Government, as follows:

- Infection Control Fund – Tranche 1 - £1.145m
- Infection Control Fund – Tranche 2 - £1.061m
- Workforce Capacity Fund - £0.251m
- Rapid Testing Fund – Care Home Testing £0.280m

10. FINANCIAL SUPPORT TO BUSINESS

- 10.1 The Government has provided significant funding to support businesses and two areas have been managed by councils as detailed in the following paragraphs:

10.2 Business Rates Relief

- 10.3 The Government has provided grant funding to enable 100% Business Rate Relief to be provided to business in the retail, hospitality, leisure and nursery sectors. For Hartlepool business this support totals £11.639m and cover 46.7% of the total annual Business Rates paid by all Hartlepool businesses (excluding the Power Station), which highlights the extent of this support. The support includes relief provided to the major supermarkets who have all agreed to repay this money to the Government, which will reduce the cost to the Government.

- 10.4 It is anticipated that the Chancellor's March 2021 budget may extend the above reliefs and also extend the period business grants are paid for. Details will be reported when available.

- 10.5 As requested by HM Treasury we will not issue 2021/22 Business Rates bills for these business until the position for 2021/22 has been clarified by the Government.

10.6 Business Grants

10.7 The Government has also provided funding to enable councils to pay grants to business at different stages over the last twelve months to reflect the impact of national lock downs and tier restrictions.

10.8 Business Grants – paid prior to October 2020

10.9 The Council recognises the importance of paying grant as quickly as possible, whilst ensuring the highest standards of probity for spending public funds.

10.10 The Council acted quickly to make payments under the “Grant Funding Schemes (Small Business Grant Fund and Retail, Hospitality and Leisure Grant Fund)” and at 20th April 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 this had increased to 94% of eligible businesses (1,493) and a total of £16.765m had been paid out.

10.11 In total these arrangements the Council has paid the following Business grants:

- Mandatory grants £17.495m
- Discretionary grants £0.854m

10.12 Business Grants – paid after to October 2020

10.13 The complexity of the Government’s Business Support Grant packages to support businesses increased as a result of the evolving nature of local and national restrictions put in place by the Government to manage Covid-19 from 3rd October onwards. These are in addition to the grants paid during the Spring/Summer 2020. These arrangements were extremely complex and the range of grants available and timescale they applied to are detailed in **Appendix D**.

10.14 A number of these grant schemes have been non-discretionary schemes where the Council has been required to follow the government regulations and guidance, so removing any local discretion. Funding provided under these schemes is fully reconcilable i.e. the Council will receive funding equal to the amount paid out in Business Grants.

10.15 The government has provided discretionary funding for two schemes;

- Local Restrictions Grant (Open) – given the government published a suggested criteria, and in addition, the funding formula identified the amounts per businesses based on this criteria, the Council mirrored this approach in its local scheme. A new allocation is provided for each eligible period of restrictions.

- Additional Restrictions Grant – a funding allocation of £2.705m was provided, based on population and is eligible for spend to the 31 March 2022. The Council has focused this fund on immediate financial support of businesses, rather than earmarking for recovery, and therefore introduced a scheme to support a number of business sectors impacted by the pandemic. The scope of this scheme was subsequently widened to increase the breadth of business supported.

For discretionary schemes, the funding provided by Government is cash limited and as such the Council has to manage the position carefully to avoid any overspend on the scheme.

- 10.16 The period since local restrictions were introduced in October has seen the Council area move between a number of local tiers and national lockdown periods. This, coupled with the number of grant schemes available, has inevitably led to a significant administrative burden on the teams administering these payments. This administration is further increased by weekly returns to government and pre and post payment fraud work. The Government has acknowledged this burden and is undertaking an assessment to consider whether new burdens funding will be paid to Local Authorities.
- 10.17 The current payment eligibility period has recently been extended to the 31st March. At the time of preparing the report the Council was in the process of paying this additional tranche of grant and reviewing all the outstanding claims for the Additional Restrictions Grant. We await guidance and allocations for the subsequent period beyond 31st March, however, the government has confirmed it is committed to some form of grants continuing until restrictions end and changes may be announced in the Chancellor's March Budget.

Support Scheme / Strand	Businesses Supported	Support Provided (23/2/21)
Non-Discretionary Grant Scheme		
Local Restrictions Grant (Closed) - Support for rate paying businesses mandated to close by government. - On 22 nd February 2020 it was announced these grants will continue to 31.03.21	772	£3,324,705
Closed Lockdown Payment - A one-off support payment for the national lockdown period commencing on the 5 th January 2021.	736*	£3,273,000
Local Restrictions Grant (Sector) - Support for nightclubs, dance halls and discotheques, sexual entertainment venues and hostess bars.	1	£1,572
Christmas Support for Wet-Led Pubs - A one-off support payment for the Christmas trading period for Wet-Led Pubs. Payable to the business rate-payer.	76	£76,000

Discretionary Grant Scheme		
Local Restrictions Grant (Open) - Support for the Hospitality, Leisure and Accommodation sector, open but restricted during periods of Tier 2 and Tier 3 local restrictions.	265	£374,074
Additional Restrictions Grant – Strand 1 - Support for closed non rate-paying in person businesses, including those operating out of the home.	77	£284,466
Additional Restrictions Grant – Strand 2 - Support for rate-paying businesses that supply the retail, hospitality, accommodation and leisure sectors.	43	£222,820
Additional Restrictions Grant – Strand 3 - Support for larger supply chain businesses (more than 100 employees)	2	£50,000
Additional Restrictions Grant – Strand 4 - A one-off support payment for the Christmas trading period for Dry-Led Pubs or those operated by management companies that are not the ratepayer of the property.	3	£3,000
Additional Restrictions Grant – Strand 5 - Support for small retail open during the current lockdown commencing on the 5 th January 2021.	22	£44,000
Additional Restrictions Grant – Strand 6 - Support for taxi drivers and proprietors	398	£197,500
Additional Restrictions Grant – Strand 7 - Support for early years settings and registered childcare providers	59	£52,250
Additional Restrictions Grant – Strand 8 - Support for home based businesses detrimentally impacted, but not in receipt of other local or national support.	0	£0
Total	2,454	£7,903,387

*A business receiving Local Restrictions Grant (open) would also be in receipt Local Restrictions Grant (closed).

11. CONCLUSION

- 11.1 At the start of the pandemic in March 2020 it was not expected that we would see the level of public sector spending being incurred to support public services (including councils), businesses and individuals. This report details the funding provided by the Government to directly support councils and the funding councils have managed to successful and quickly pay out – whilst maintaining high standards of financial probity.
- 11.2 In 2020/21 total Government support for Hartlepool is approximately £59m and in summary consists of:
- support for Hartlepool Businesses covering business rates relief and grant support – which accounts of 64% (£37.9m) of the total funding;

- support of households, the care sector and specific Government Covid requirements they require councils to undertake – which accounts for 15% (£8.6m) of the total funding;
 - support for councils services and reductions service income and council Tax income – which accounts for 21% (£12.5m) of the total funding.
- 11.3 At the start of the pandemic there were significant concerns that councils would not receive the funds they needed to address the many different financial impacts they would be faced with. However, as the position became clearer and evidence was presented to Government they provided significant funding. From Hartlepool's perspective this funding should cover the financial impact in 2020/21.
- 11.4 The position for 2021/22 remains uncertain and will continue to be monitored carefully and details reported to future meetings. Based on current information, the continued roll out of the vaccine and continuing reductions in infection rates it is anticipated the funding provided by the Government in 2021/22 of £3.178m (Hartlepool's allocation of the £1.55 billion final Covid grant) should be sufficient to meet costs arising during the recovery phase. As detailed in the MTFS report any proposals to use this money require approval of this Committee.
- 11.5 There remain significant uncertainties in relation to the impact of the road map announced by the Prime Minister and the recovery. Locally these risks and uncertainties include:
- The impact of furloughing support being withdrawn on unemployment and businesses failures;
 - The recovery and sustainability of business rates income – particularly in those sectors most impacted by the pandemic;
 - The impact of the overall economic recovery, for example when will the LCTS caseload reduce to the pre-Covid level, will the local social care sector require ongoing financial support, will income levels recover to the pre-Covid level before March 2022 and will the increase in Looked after Children reduce.
- 11.6 The financial figures in the report do not show the scale and dedication of the work behind the scenes by staff across all departments to take on additional responsibilities, whilst continuing to fulfil their normal duties and in many cases manage the challenges of working from home.
- 11.7 The Corporate Management Team are extremely proud of the work of our teams over the past twelve months and would take this opportunity to formally record our thanks and appreciation.

12 RECOMMENDATION

- 12.1 It is recommended that Members note the report.

13. REASONS FOR RECOMMENDATION

13.1 To provide details requested by Members.

14. BACKGROUND PAPERS

- Finance and Policy Committee 29th June 2020 - Covid-19 Financial Position Update
- Finance and Policy Committee 13th August 2020 - Financial Position Update 2020/21 to 2022/23
- Finance and Policy Committee 30th November 2020 – Financial Position Update 2020/21 to 2022/23
- Finance and Policy Committee 19th October 2020 - Covid-19 Financial Position Update
- Finance and Policy Committee 25th January 2021 – Medium Term Financial Strategy (MTFS) 2021/22 and 2022/23

15. CONTACT OFFICER

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**Department
of Health &
Social Care**

CARE

21st January 2021

Directors of Adults' Social Services of Local Authorities in England

CC: Chief Executives of Local Authorities in England

Dear colleague,

COVID-19 has presented challenges that go beyond anything we could have expected, and I want to thank you for your ongoing commitment in dealing with the impact of the pandemic. We recognise that it has been extremely difficult and that colleagues across local government, and the wider social care sector, are working tirelessly to ensure that people are supported to be safe and well.

We also know that despite the welcome news about effective vaccines these challenges will persist for some time. Adult social care is a significant priority for local authorities - on average adult social care accounts for approximately 35% of local authority spend during normal times (excluding spend from the Better Care Fund), and councils have told us that pressures in this area account for half of their additional COVID-19 related spend. This means the acute pressures facing the adult social care sector during this pandemic are felt just as strongly in local government.

The pressures facing local authorities mean that we are committed to ensuring local government, and adult social care services in particular, have access to the funding they need during these difficult times. Our Adult Social Care COVID-19 Winter Plan, published in September, set out the actions Government would take to support the sector, including the provision of an extra £546 million for the Infection Control Fund, taking the total fund to over £1.1 billion. This funding continues to support adult social care providers to reduce the rate of COVID-19 transmission within and between care settings, with 84% of care home providers reporting that they are now paying normal wages to staff who need to self-isolate. We were also pleased to pay the second instalment of the extended fund on 22nd December. We are grateful for all of the hard work councils have done to distribute and monitor the use of this funding to date.

On 23rd December the Secretary of State announced an additional £149 million to support providers with the delivery of lateral flow device testing. In addition to these funding streams, on 16th January the Secretary of State announced a further £120m to help increase staffing capacity in social care. Indicative allocations for local authorities can be found on gov.uk and further information about the fund will be provided in due course: <https://www.gov.uk/government/news/social-care-to-receive-269-million-to-boost-staff-levels-and-testing>

Recognising that getting people out of hospital safely is a priority for the NHS, we have also provided £1.88bn of funding via the NHS to support enhanced discharge since last March. At this time, supporting safe discharge from hospital is more important than ever. We expect all DASSs will already be working closely with the NHS to ensure safe and timely hospital discharges to a range of care environments, including domiciliary care. However, where there are any reasons for delay, we would ask that NHS and local government work together in the relevant area to address these quickly and safely.

To help local authorities maintain all their work to deal with the impact of the pandemic, the Secretary of State for Housing, Communities and Local Government has announced £1.55bn of funding will go to local authorities in April 2021 to help local authorities respond to COVID-19 pressures across all services, including adult social care. The Ministry for Housing, Communities and Local Government has provided further detail on the funding arrangements here: <https://www.gov.uk/government/publications/covid-19-emergency-funding-for-local-government>

The funding is not ringfenced and is intended to help councils address COVID-19 pressures. The adult social care sector is at the front line of the response to COVID-19 and has a vital role in ensuring the safety and security of the most vulnerable in society. We anticipate that a large proportion of this funding will be needed to fund additional pressures on adult social care services, as has been the case in previous rounds of unringfenced funding.

From your experiences this year you will know as well as anyone how to support your local care sector, but we would encourage local authorities to consider using this funding to help with COVID-19 pressures that are not explicitly addressed by other funding sources. For example:

- Compensating providers for the income they have lost as a result of temporary reductions in demand such as by continuing to pay on plan. This is to reflect that, for many care homes, the majority of costs are 'fixed' (e.g. mortgage payments).
- Helping providers meet the rising costs of insurance premia, which are increasing across the sector as a result of the contraction of the insurance market for adult social care.
- Protecting providers' cashflow for example by paying in advance and providing temporary financial support such as loans to help ensure the sustainability of the local care market.
- Helping providers deal with the costs of other increased workforce and training pressures.

It is important to note that the £1.55bn of unringfenced funding does not include further money for infection control pressures in 2021-22.

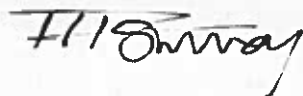
We recognise that the insurance market has been changing in response to the pandemic, and that some care providers have found it difficult or impossible to obtain adequate cover. This has arisen for some designated settings taking on COVID-positive individuals when they are discharged from hospital and has resulted in some care homes being unable to take on this important role. That is why, as set out in a Written Ministerial Statement on 18th January, we have introduced temporary and targeted state-backed indemnity arrangements which will help fill gaps in commercial insurance cover, and support care homes registered, or intending to register, as Designated Settings. The Written Ministerial Statement is available here: <https://questions-statements.parliament.uk/written-statements/detail/2021-01-18/hcws718>. Details are available on NHS Resolution's website, who are administering

the scheme on behalf of DHSC: <https://resolution.nhs.uk/covid-19-and-business-continuity/claims-management/>

We will continue to monitor the progress of the virus and keep the COVID-19 pressures on the sector, including pressures related to infection control funding and insurance, under review.

Thank you again for all your efforts at this challenging time.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'T. Surrey', written in a cursive style.

Tom Surrey

Director, Adult Social Care Quality Directorate, Department of Health and Social Care

THE STATE OF NEW YORK, in SENATE,

January 11, 1900.

REPORT OF THE

COMMISSIONER OF THE LAND OFFICE

FOR THE YEAR 1899.

ALBANY:

J. B. LEECH, STATE PRINTER, 1899.

SPECIFIC GOVERNMENT GRANTS**6.1 APPENDIX B**

Grant	Grant Allocation	Spend & Commitments as at Jan 21	Current Uncommitted Balance	Description
	£'000	£'000	£'000	
Contain Outbreak Fund / Test & Trace	2,231	1,460	771	Support test & trace and outbreak control measures
COVID Winter Grant Scheme	397	397	0	Meals during school holidays aimed at FSM pupils/families
Mass COVID Community Testing ##	206	136	70	Funding based on number of tests undertaken at Community Test Centre (Mill House)
Additional Home to School Transport	158	158	0	Additional costs arising from increased vehicles/cleaning to ensure social distancing
Local Authority Emergency Assistance Grant for Food and Essential Supplies	147	147	0	Contributions to That Bread & Butter Thing and Community Pot
Clinically Extremely Vulnerable Grant	134	83	51	Community Hub
Culture Recovery Fund	115	115	0	Funding awarded following bid for performances at Borough Hall
COVID Emergency Active Travel Fund	96	96	0	Additional support for travel
Re-opening High Streets Safely	82	82	0	Re-opening High Streets safely
Compliance & Enforcement Grant	64	64	0	Street Ambassadors
Next Steps Accommodation Programme	56	45	11	Housing Support for Homeless
Rough Sleeping Emergency Funding	53	14	39	To support Rough Sleepers
Domestic Abuse Services Grant	50	0	50	To pump-prime Domestic abuse services
Education & Wellbeing Grant	23	23	0	Support wellbeing of children
Cold Weather Fund	6	6	0	Housing Support for Homeless
Rough Sleepers Contingency Fund	2	2	0	To support Rough Sleepers
Total	3,820	2,828	992	

Grant allocation based on forecast test numbers and will be reduced to reflect actual test numbers if these are lower.

EXTRACT FROM FINANCE AND POLICY COMMITTEE REPORT 19.10.20**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.

				3 Oct - 4 Nov (Tier 2)	1 Nov - 4 Nov (Tier 2 - <i>Sector only</i>)	5 Nov - 1 Dec (National Restrictions)	2 Dec - 15 Dec (Tier 3)	16 Dec - 29 Dec (Tier 3)	30 Dec - 30 Dec (Tier 3)	31 Dec - 4 Jan (Tier 4)	5 Jan - 15 Feb (National Restrictions)	15 Feb - 31 Mar (National Restrictions)
National Schemes												
Local Restrictions Grant (Closed) / Local Restrictions Grant (Closed) Addendum	In person businesses that have been mandated to close (or substantially close).	Application Required	RV <=£15,000			£1,334 per 27 day period.	£667 per 14 day period.	£667 per 14 day period.	£667 per 14 day period. <i>1 day - £47.64</i>	£667 per 14 day period. <i>5 days - £238.21</i>	£2,001 per 42 day period. <i>Closing Date 31 March 2021</i>	£2,096 per 44 day period <i>Closing Date 31 May 2021</i>
			RV >£15,000 <£51,000			£2,000 per 27 day period.	£1,000 per 14 day period.	£1,000 per 14 day period.	£1,000 per 14 day period. <i>1 day - £71.43</i>	£1,000 per 14 day period. <i>5 days £357.14</i>	£3,000 per 42 day period. <i>Closing Date 31 March 2021</i>	£3,143 per 44 day period <i>Closing Date 31 May 2021</i>
			RV =>£51,000			£3,000 per 27 day period.	£1,500 per 14 day period.	£1,500 per 14 day period.	£1,500 per 14 day period. <i>1 day - £107.14</i>	£1,500 per 14 day period. <i>5 days £535.71</i>	£4,500 per 42 day period. <i>Closing Date 31 March 2021</i>	£4,714 per 44 day period <i>Closing Date 31 May 2021</i>
Sector Grant	Nightclubs, dance halls, and discotheques. Sexual entertainment venues and hostess bars	No application required - the Council will pay grant to eligible Businesses	RV <=£15,000		£667 per 14 day period. <i>4 days - £190.57</i>		£667 per 14 day period.	£667 per 14 day period.	£667 per 14 day period. <i>1 day - £47.64</i>			
			RV >£15,000 <£51,000		£1,000 per 14 day period. <i>4 days £285.71</i>		£1,000 per 14 day period.	£1,000 per 14 day period.	£1,000 per 14 day period. <i>1 day - £71.43</i>			
			RV =>£51,000		£1,500 per 14 day period. <i>4 days £428.57</i>		£1,500 per 14 day period.	£1,500 per 14 day period.	£1,500 per 14 day period. <i>1 day - £107.14</i>			
Christmas Support for Wet-led pubs		Application Required	£1,000 one off payment for December			£1,000 one off payment <i>Closing Date 28 February 2021</i>						
Closed Business Lockdown Payment	In person businesses that have been mandated to close (or substantially close).	No application required - the Council will pay grant to eligible Businesses	RV <=£15,000								£4,000 one off payment <i>Closing Date 31 March 2021</i>	
			RV >£15,000 <£51,000								£6,000 one off payment <i>Closing Date 31 March 2021</i>	
			RV =>£51,000								£9,000 one off payment <i>Closing Date 31 March 2021</i>	

				3 Oct - 4 Nov (Tier 2)	1 Nov - 4 Nov (Tier 2 - Sector only)	5 Nov - 1 Dec (National Restrictions)	2 Dec - 15 Dec (Tier 3)	16 Dec - 29 Dec (Tier 3)	30 Dec - 30 Dec (Tier 3)	31 Dec - 4 Jan (Tier 4)	5 Jan - 15 Feb (National Restrictions)	15 Feb - 31 Mar (National Restrictions)
Local Discretionary Schemes												
Local Restrictions Grant (Open) (Discretionary)	Hospitality, Accommodation and Leisure Sector, open but severely restricted during Tier 2 and 3. All these business will move into closed category under Tier 4 / National Restrictions	Application Required - apply under the closed grant scheme.	RV <=£15,000	£934 per 28 days. 33 days - £1,100.79			£467 per 14 day period.	£467 per 14 day period.	£467 per 14 day period. 1 day - £33.36			
			RV >£15,000 <£51,000	£1,400 per 28 day period. 33 days - £1,650			£700 per 14 day period.	£700 per 14 day period.	£700 per 14 day period. 1 day - £50			
			RV >=£51,000	£2,100 per 28 day period. 33 days - £2,475			£1,050 per 14 day period.	£1,050 per 14 day period.	£1,050 per 14 day period. 1 day - £75			
Additional Restrictions Grant	Strand 1 - non-rate paying, in-person businesses that are closed but have property costs. Expanded to include businesses operating from home.	Application Required	All			£934 per 27 day period.	£467 per 14 day period.	£467 per 14 day period.	£467 per 14 day period. 1 day - £33.36	£467 per 14 day period. 5 days - £166.79	£1,401 per 42 day period. £2,000 one-off payment (50% of Governments Closed Business Lockdown payment)	£1,468 per 44 day period.
	Strand 2 - RV businesses who supply retail, hospitality, accommodation and leisure sectors	Application Required	RV <=£15,000			£934 per 27 day period.	£467 per 14 day period.	£467 per 14 day period.	£467 per 14 day period. 1 day - £33.36	£467 per 14 day period. 5 days £166.79	£1,401 per 42 day period. £2,000 one-off payment (50% of Governments Closed Business Lockdown payment)	£1,468 per 44 day period.
			RV >£15,000 <£51,000			£1,400 per 27 day period.	£700 per 14 day period.	£700 per 14 day period.	£700 per 14 day period. 1 day - £50	£700 per 14 day period. 5 days - £250	£2,100 per 42 day period. £3,000 one-off payment (50% of Governments Closed Business Lockdown payment)	£2,200 per 44 day period.
			RV >=£51,000			£2,100 per 27 day period.	£1,050 per 14 day period.	£1,050 per 14 day period.	£1,050 per 14 day period. 1 day - £75	£1,050 per 14 day period. 5 days - £375	£3,150 per 42 day period. £4,500 one-off payment (50% of Governments Closed Business Lockdown payment)	£3,300 per 44 day period.
	Strand 3 - larger companies (+100 employees) that have been detrimentally impacted)	Application Required	£25,000 per 2 month period.			£25,000 per 2 month period				£25,000 per 2 month period		
	Strand 4 - Christmas Pub Support - non ratepaying or dry pubs	Application Required - apply under Christmas wet led pub support scheme.	£1,000 one off payment for December				£1,000 one off payment					
	Strand 5 - Support for retail remaining open but impacted by	Application Required	RV <=£51,000 RV >=£51,000								£2,000 payment Not eligible under this scheme	
	Strand 6 - Support for Taxi Drivers / Taxi vehicle owners	No application required - internal records will be used to make grant payments	Per taxi driver licence Per taxi vehicle licence									£250 one-off payment £500 one-off payment (capped at £10,000)
	Strand 7 - Support for Early Years settings	No application required - internal records will be used to make grant payments	Nurseries Registered Childcare providers									£2,000 one-off payment £500 one-off payment
	Strand 8 - Impacted Businesses not in receipt of any other grant support from Local or National Government	Application Required	All								£1,000 payment	

FINANCE AND POLICY COMMITTEE

15 March 2021



Report of: Chief Solicitor and Director of Neighbourhoods and Regulatory Services

Subject: GENERAL ENFORCEMENT POLICY

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non Key

2. PURPOSE OF REPORT

2.1 The purpose of the report is to seek approval of a General Enforcement Policy, as set out in Appendix 1, which sets out the approach of Hartlepool Borough Council towards enforcement. It has been drafted in line with these principles, and aims to ensure all enforcement:

- is consistent, transparent, accountable, proportionate and targeted;
- is risk-based to ensure an effective use of resources;
- improves protection for the community and businesses;
- and reduces the regulatory burden on businesses.

3. BACKGROUND

3.1 Enforcement functions sit across a number of teams and departments within the Council and whilst there are some service specific enforcement policies, it was considered necessary to introduce an overarching general enforcement policy which encompasses all aspects of enforcement work undertaken.

3.2 The purpose of the policy is to explain clearly the corporate approach towards enforcement. It provides guidance to enforcement officers, businesses, consumers and the general public on the range of options that are available to achieve compliance with the legislation that we enforce.

3.3 The policy summarises Hartlepool Council's approach to bringing about compliance with the legislation it enforces. It is an 'umbrella' policy which applies to the enforcement activities of the Council. Where additional

service specific policies, procedures, codes and guidance exist that detail the enforcement options and requirements for a function, those documents will also comply with this policy where appropriate.

- 3.4 The policy is not limited to formal enforcement action such as prosecution, but can include a range of interventions that seek to achieve compliance with the law, such as the provision of advice.
- 3.5 This policy is intended to provide guidance for officers, businesses, consumers and the public. It is not in itself a statement of law and does not affect the discretion of the Council to take legal proceedings where this is considered to be in the public interest.
- 3.6 The Department for Business Innovation and Skills Better Regulation Delivery Office published a Regulators' Code in 2014 which regulators must have regard to when developing policies and operational procedures that guide their regulatory activity. This code and associated guidance has been used to develop the General Enforcement Policy. The code sets out that regulators should, amongst other things, consider the impact on business and business representatives before changing policies.

4. CONSULTATION

- 4.1 In order to consider the views of businesses and residents, a consultation exercise was carried out, which ran from 17 August 2020 and closed on 14 December 2020. This was available on the Council's website and was promoted through social media. In addition to this, a number of key partners and organisations, such as housing providers, letting agents, advice agencies, police and fire authority were contacted directly by email to raise awareness of the consultation. Information about the consultation was also distributed to an online panel of approximately 150 members. The consultation questions and responses are set out in Appendix 2.
- 4.2 A total of 72 responses were received of which 63 were general and 9 from organisations.
- 4.3 Of the responses received:
- 77% agreed or strongly agreed with the purpose of the policy, whilst 8.5% disagreed or strongly disagreed;
 - 72% agreed or strongly agreed with the approach taken to develop the policy and its aims, whilst 9% disagreed or strongly disagreed;
 - 85% agreed or strongly agreed with the overall aim of the enforcement policy, whilst 7.5% disagreed or strongly disagreed;
 - 85% agreed or strongly agreed with the proposed approach to enforcement, using compliance advice, guidance and support as a first response, whilst 10.5% disagreed or strongly disagreed;
 - 85% agreed or strongly disagreed with the factors that will be taken into consideration when deciding whether action is proportionate, whilst 11% disagreed or strongly disagreed; and

- 84% agreed or strongly agreed with the circumstances and rationale behind the range of available sanctions, whilst 9% disagreed or strongly disagreed.

5. PROPOSALS

- 5.1 It is proposed that the draft enforcement policy is adopted in full.
- 5.2 No options are submitted for consideration other than the recommendation.

6. OTHER CONSIDERATIONS

Risk Implications	No relevant issues
Financial Considerations	No relevant issues
Legal Considerations	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
Asset Management Considerations	No relevant issues

7. RECOMMENDATIONS

- 7.1 It is recommended that the General Enforcement Policy attached at Appendix 1 is adopted. Where there are existing or proposed service specific policies, procedures, codes and guidance, these will need to comply with the overarching policy.

8. REASONS FOR RECOMMENDATIONS

- 8.1 The Council has responsibilities for enforcement which sit across a number of service areas and this policy is intended to be an overarching policy which applies to all of those enforcement activities, and whilst there may be additional service specific policies, procedures, codes and guidance, these will need to be consistent with the overarching policy.

9. BACKGROUND PAPERS

- 9.1 Regulators' Code, Department for Business Innovation & Skills, Better Regulation Delivery Office, April 2014
<https://www.gov.uk/government/publications/regulators-code>
- 9.2 The Code for Crown Prosecutors, CPS, October 2018
<https://www.cps.gov.uk/publication/code-crown-prosecutors>

10. CONTACT OFFICERS

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Sign Off:-

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



General

Enforcement Policy

Executive Summary

The purpose of this General Enforcement Policy is to explain clearly the approach of Hartlepool Borough Council towards enforcement. It has been drafted in line with these principles, and aims to ensure all enforcement:

- is consistent, transparent, accountable, proportionate and targeted;
- is risk-based to ensure an effective use of resources;
- improves protection for the community and businesses;
- and reduces the regulatory burden on businesses.

Scope and meaning of 'Enforcement'

This policy summarises Hartlepool Council's approach to bringing about compliance with the legislation it enforces. It is an 'umbrella' policy which applies to the enforcement activities of the Council. Where additional service specific policies, procedures, codes and guidance exist that detail the enforcement options and requirements for a function, those documents will also comply with this policy where appropriate.

'Enforcement,' in the context of this policy, includes any criminal or civil action taken by the Council aimed at ensuring that individuals or businesses comply with the law. The term 'enforcement' therefore has a wide meaning and applies to all dealings between the Council and those upon whom the law places responsibilities i.e. the duty holder.

Within the context of this policy the term 'duty holder' applies to all individuals or corporate bodies who have a statutory duty under any of the legislation enforced by the Council.

It is not limited to formal enforcement action such as prosecution, but can include a range of interventions that seek to achieve compliance with the law, such as the provision of advice.

This policy is intended to provide guidance for officers, businesses, consumers and the public. It is not in itself a statement of law and does not affect the discretion of the Council to take legal proceedings where this is considered to be in the public interest.

Where practical, beneficial and cost effective we will co-ordinate our work and share data with other regulators, when there are planned inspections of the same business. This is to avoid duplication and to minimise burdens on the business.

This General Enforcement Policy does not cover the collection and enforcement of payment of Council Tax and Business Rates which are administered in accordance with the Local Government Finance Act 1992 and associated regulations.

Introduction

We have a responsibility to protect the communities we serve, using the legislative tools delegated by Central Government. Councils implement, administer and enforce a raft of legislation designed to protect health, local economies and the environment. In doing this, we have flexibility to determine the most appropriate methods for enforcement, to suit local needs and ensure value for money.

Our vision for the borough is:

“Hartlepool will be a vibrant, welcoming and inspiring place to live, visit, work, invest and grow up in.”

Consistent and fair application of our enforcement powers is in delivery of this vision.

General Principles

This policy is written in accordance with the Government’s ‘Better Regulation Agenda’. Specifically, the policy and its appendices implement regulatory principles required under the Legislative and Regulatory Reform Act 2006 and other relevant guidance. It is based on the following reports, legislation and guidance:

- The Enforcement Concordat;
- The Regulators’ Compliance Code;
- The Hampton Review and the Macrory Review;
- Advice from government departments and agencies;
- Existing legislation, such as the Human Rights Act 1998 and Regulation of Investigatory Powers Act 2000;
- Corporate policies, such as the Corporate Complaints, Comments and Compliments Policy;
- Best practice; and
- ‘The Code for Crown Prosecutors’.

The policy aims to promote efficient and effective approaches to regulatory inspection and enforcement, which improve regulatory outcomes without imposing unnecessary burdens, in accordance with the Regulators’ Code.

In certain instances we may conclude that a provision in the Code is either not relevant or is outweighed by another provision. We will ensure that any decision to depart from the Code will be properly reasoned, based on material evidence and documented.

Council enforcement officers should act within the scope of their delegated authority and all enforcement activities, including investigations and formal actions, should be conducted in compliance with the statutory powers of the officer and all other relevant legislation.

This legislation includes, but is not limited to, the Police and Criminal Evidence Act 1984, the Criminal Procedure and Investigations Act 1996, the Regulation of Investigatory Powers Act 2000, the Human Rights Act 1988, the Protection of Freedoms Act 2012, the Equality Act 2000 and in accordance with any procedures and Codes of Practice made under this legislation in so far as they relate to enforcement powers and responsibilities.

Where there is a need for Hartlepool Borough Council to use, store or share enforcement information with other agencies, we will follow the provisions of the Data Protection Act 2018, which is the UK’s implementation of the General Data Protection Regulation (GDPR) 2018.

Aims - General Enforcement

We aim to ensure our enforcement actions are:

- **Proportionate**

The enforcement action will relate to the risks to health and safety, the environment or amenity and/or the extent of nuisance to the public. Enforcement actions will be proportionate to any risks, or to the seriousness of any breach. Care will be taken to ensure that no unnecessary costs are incurred;

- **Fair and accountable**

Officers employed by the Council must comply with the principles set out in this Enforcement Policy. Our activities will be open to public scrutiny, with clear and accessible policies, and fair and efficient complaints procedures;

- **Consistent**

We will seek to be consistent in applying our enforcement powers by, as far as possible, dealing with similar circumstances in a similar manner. However consistency of approach does not mean uniformity. Each case is unique and will be considered on its own facts and merits;

- **Transparent**

Hartlepool Council will help individuals, organisations or businesses to understand what is expected of them and what they should expect from us. We will also ensure that everyone can distinguish advice from legal obligations. Requirements and recommendations will be put in writing if requested;

- **Targeted and risk-based**

Our resources will be targeted primarily on activities by the individuals, organisations or businesses giving rise to the most serious risks to health and safety, the environment or statutory nuisance to the public.

Where available we will apply national schemes for assessing risks and targeting enforcement.

We must adhere to these principles to be compliant with the aims of this policy. This applies not only when carrying out the enforcement, but also when setting policies, principles and standards, and providing guidance relating to enforcement activities.

Methodology

We will take a balanced approach to enforcement, using compliance advice, guidance and support as a first response in the case of many breaches of legislation that are identified.

We may give talks to community and business groups, and provide a variety of leaflets. We also offer free advice on a wide range of subjects via telephone, personal visit or via our website.

You can expect our staff to:

- be courteous and helpful;
- identify themselves by name and provide a contact point for further dealings;
- give clear and simple advice;

6.2 APPENDIX 1

- confirm in writing, if requested, explaining what you must do to comply with the law, and the recommended best practice;
- minimise the cost of compliance wherever possible;
- give you a reasonable time to comply (unless immediate action is necessary in the interest of health, safety, the environment or to prevent evidence being lost); and
- maintain confidentiality, except where we have a legal obligation to disclose information.

Decisions on enforcement action are taken in accordance with the principles set out by the Macrory Review of Regulatory Penalties. Policies are expected to aim to:

- change the behaviour of the offender;
- eliminate any financial gain or benefit from non-compliance (where possible);
- be responsive, and consider what is appropriate for the particular offender and regulatory issue;
- be proportionate to the nature of the offence and the harm caused;
- restore the harm caused by regulatory non-compliance, where appropriate; and
- deter future non-compliance.

To ensure we take proportionate action that is targeted at cases requiring it, the following factors will be taken into consideration:

- the nature and seriousness of any alleged offence;
- the previous history of the individual, group or business and confidence in management (if relevant);
- the consequence of non-compliance;
- any action taken by the responsible person / organisation, to resolve the situation;
- the likely effectiveness of various enforcement options;
- what is in the public interest;
- the views of any victim, injured party or relevant person to establish the nature and extent of any harm or loss, and its significance;
- sufficiency of evidence to support the action; and
- whether it is considered expedient to take enforcement action.

We have a range of enforcement options available to us, which are set out in **Appendix 1**.

In choosing which enforcement sanction(s) to take Hartlepool Council will aim to change the inappropriate behaviour causing the problem and to deter future non-compliance.

The enforcement sanction(s) chosen will be proportionate to the nature of the non-compliance and the harm caused by it and appropriate to the individual/business which the action is taken against.

Enforcement action will be followed up as appropriate and further enforcement sanctions may be pursued if the initial action has not achieved the desired outcome. For example, non-compliance with a statutory notice may result in prosecution.

In some circumstances matters may be referred from or to another agency for enforcement action. Our staff will liaise and may take joint action with other Council teams and/or appropriate local or national agencies and/or external organisations in order to achieve enforcement aims.

Enforcement activities will be conducted in compliance with the statutory powers of the officer and relevant legislation, statutory guidance and Codes of Practice.

The Authority is committed to recovering the costs of any enforcement action, where permitted to do so, and will ensure that such recovery of costs is appropriate and proportionate. The use of the Proceeds of Crime Act will be considered as a means to ensure that profits derived from criminal activity are recovered from those responsible.

Appeals

You can appeal against our action, for certain forms of enforcement, such as statutory notice and prosecution. We will advise you if you can appeal and the timescale in which you must make the appeal.

We are always willing to discuss with you the reasons why we have acted in a particular way, or asked you to act in a particular way. If you have been unable to resolve your concerns with the inspecting officer you can contact the officer's line manager for an informal review of the matter.

Complaints

If you are concerned that any enforcement action taken by us is not in accordance with this policy, you can complain. It will be dealt with in line with the Council's Complaints Policy. This can be accessed at: <https://www.hartlepool.gov.uk>

In respect of health and safety advice given which you think is incorrect, or goes beyond what is required to control the risk adequately, there is an additional means of challenging this if the above Council process has not resolved your concern. In such cases you may appeal to the Independent Regulatory Challenge Panel.

Details can be found at:

<http://www.hse.gov.uk/contact/challengepanehtm>

Review

This policy will be reviewed periodically to accommodate changes in legislation, local needs and the views of our customers.

Appendix 1 Enforcement Sanctions

It is outside the scope of this General Enforcement Policy to discuss, in detail, specific legislation relating to the various regulatory sanctions available to the Council. (See **Appendix 2** for a list of these policies).

All policies will be written in line with this General Enforcement Policy. For guidance, the following is a brief explanation of the regulatory sanctions available.

Verbal and Written Warnings

We will take a balanced approach to enforcement, using compliance advice, guidance and support as a first response in the case of many breaches of legislation that are identified.

Advice is provided, sometimes in the form of a warning letter, to assist individuals and businesses in rectifying breaches as quickly and efficiently as possible, avoiding the need for further enforcement action.

If a similar future breach is identified, a warning letter will be persuasive in considering the most appropriate enforcement action to take on that occasion. Such a letter cannot be cited in court as a previous conviction but it may be presented in evidence.

Voluntary Undertakings

Under certain circumstances Hartlepool Council may accept voluntary undertakings that breaches will be rectified and/or recurrences prevented. Hartlepool Council will take any failure to honour voluntary undertakings very seriously and enforcement action is likely to follow.

Statutory (Legal) Notices

In respect of many breaches, Hartlepool Council has powers to issue various statutory notices, for example: Minded to Notices, Stop Notices, Suspension Notices, Community Protection Notices, Improvement Notices, Prohibition Notices and Emergency Prohibition Notices.

Statutory Notices can be used in situations including:

- where there is, or may be, a significant risk to public health or the environment;
- a statutory nuisance is occurring, or is likely to occur or recur; and
- the consequences of not taking immediate and decisive action to abate, or prohibit, the activity giving rise to the significant risk to public health, or statutory nuisance, would be unacceptable; or
- where unauthorised development has occurred.

A statutory notice will clearly set out actions which must be taken and the timescale within which they must be taken. The notice is likely to require that any breach is rectified and/or prevented from recurring. It may also prohibit specified activities until such time as the breach has been rectified and/or safeguards put in place to prevent a recurrence.

Where a statutory notice is issued and there is a statutory right of appeal, an explanation will be provided to the recipient.

Statutory notices are legally binding and failure to comply can be a criminal offence which can lead to prosecution and/or (where appropriate) the carrying out of work in default.

Some notices issued in respect of premises may be affixed to premises and/or registered as local land charges.

Work in Default

This is a generic term for work carried out, usually as a result of failure to comply with a statutory notice. The following circumstances may apply:

- there has been no appeal against the notice, or an appeal has been quashed;
- it is considered more appropriate/effective than prosecution, or a successful prosecution has been taken and the problem remains;
- the problem may be so serious that it requires quick remediation through work in default at the same time as prosecution; and
- the recipient of the notice has requested this and given an undertaking in writing to pay.

When deciding whether to carry out works in default, the following will be considered:

- the seriousness of the defect, and the urgency of the need to remedy the situation;
- the ability of the Council to reclaim the cost of remediating the works, including an administration charge, if the recipients appeal against the costs; and
- the recipient's comments on the notice.

In commissioning any works to enable work in default, the Council's standing orders governing financial matters will apply. This includes the provisions requiring works in emergency situations.

We will seek to recover all of our costs associated in undertaking works in default.

Enforced Sale Policy

This enables the Council to recover debts associated with the taking of enforcement action which have not been recovered, pursuant to the Council's usual debt recovery processes. It may also result in the return to occupation of problematic vacant properties following an ownership change.

Detention and/or Seizure of Goods / Equipment

In respect of some breaches the Council has powers to detain or seize goods and/or equipment and may initiate a prosecution.

Where a statutory notice is issued and there is a statutory right of appeal, an explanation will be provided to the recipient.

Penalty Notices

The Council has powers to issue penalty notices, which include administrative, financial and civil penalties, in respect of some breaches. This course of action may be chosen as a more efficient and effective way of dealing with the offence.

A penalty notice is not a criminal fine and does not appear on an individual's criminal record. If a financial penalty is not paid, we may commence criminal proceedings or take other enforcement action in respect of that breach.

If a financial penalty is paid in respect of a breach, we will not take any further enforcement action in respect of that breach. Payment of a financial penalty does not provide immunity from further action in respect of similar or recurrent breaches.

The Council is only able to issue penalty notices where it has specific powers to do so. If penalty notices are available, their use is at the Council's discretion.

Orders and Injunctions

In some circumstances, for example where there is an immediate risk to public health, the environment or a heritage asset or extraordinary statutory nuisance, Hartlepool Council may seek a direction from the court (in the form of an order or an injunction) that a breach is rectified and/or prevented from recurring.

The court may also direct that specified activities be suspended until the breach has been rectified and/or safeguards have been put in place to prevent future breaches.

Failure to comply with a court order constitutes contempt of court, a serious offence which may lead to imprisonment.

Hartlepool Council is required to seek Enforcement Orders after issuing some enforcement notices, providing the court with an opportunity to confirm the restrictions imposed by the notice. Otherwise, Hartlepool Council will usually only seek a court order if it has serious concerns about compliance with voluntary undertakings or a notice.

Simple Caution

A Simple Caution may be offered as an alternative to prosecution for some less serious offences, where a person admits an offence and consents to the caution.

Normally a Simple Caution will only be offered for first offences. The offender should not have received a Simple Caution for a similar offence within the last two years.

The aim of a Simple Caution is to:

- deal quickly and simply with less serious offences;
- divert less serious offences away from the courts; and
- reduce the chances of repeat offences.

This course of action is normally considered when the criteria for prosecution are met but extenuating circumstances suggest a more lenient approach would achieve the same objectives.

It may be appropriate when:

- the interests of justice will not be served by court action;
- offences of a minor nature are not actioned following service of a statutory notice and there is no risk to health/safety; or
- a 'technical' offence has been committed that must be formally recorded.

The investigating officer must compile a prosecution file before the Simple Caution is offered to the alleged guilty party. They must be given sufficient information to understand the significance of a Simple Caution.

If the Simple Caution is refused, the Council will pursue the offence through a prosecution, except in exceptional circumstances.

A simple Caution will appear on the offender's criminal record. It is likely to influence how the Council and others deal with any similar breaches in the future, and may be cited in court if the offender is subsequently prosecuted for a similar offence.

Prosecution

The Council will use discretion in deciding whether to initiate a prosecution. The primary purpose is to help prevent harm, and while prosecution can draw attention to the need for compliance with the law, other approaches to enforcement can be more effective.

When deciding whether to prosecute Hartlepool Council will have regard to The Code for Crown Prosecutors.

Prosecution will only be considered when the Council is satisfied that there is evidence to provide a realistic prospect of conviction against the defendant(s) and that prosecution would be in the public interest.

Circumstances which are likely to warrant prosecution are where:

- death was a result of a breach of legislation;
- there has been a blatant or reckless disregard for the law;
- there have been repeated breaches which give rise to significant risk, or persistent and significant poor compliance;
- the offence involves a risk to public health, safety or wellbeing, harm to the environment or where an unacceptable business advantage is gained;
- the offender has failed to correct potential risks after being given a reasonable opportunity to do so;
- the offence involves failure to comply with a statutory notice or a repetition of a breach which was subject to a Simple Caution;
- evidence suggests that the offence was premeditated; or
- an officer was intentionally obstructed or deceived in the course of their duties.

The Council will also consider prosecution, where the following circumstances apply:

- it is considered appropriate in the circumstances as a way to draw general attention to the need for compliance with the law and the maintenance of standards required by the law, and conviction may deter others from similar failures to comply with the law;
- a breach that gives rise to significant risk has continued despite relevant warnings from employees, or their representatives, or from others affected by a work activity; and
- where officers are assaulted we will also seek Police assistance with a view to seeking the prosecution of offenders.

Throughout the decision making process legal advice will be taken.

Where enforcement action is taken through the courts we will seek to recover legitimate costs from convicted offenders.

Proceeds of Crime

Any money or assets earned because of, or in connection with, an offence can be recovered under the Proceeds of Crime Act 2002. In relevant cases, we will consider taking action under the Proceeds of Crime Act to confiscate the proceeds of those who benefit from criminal conduct.

Refusal, Suspension, Revocation of a Licence / Registration / Consent / Permit / Or Similar

A business or individual may require prior approval such as a licence, consent, registration, permit or badge before carrying out a certain activity.

Hartlepool Council administers numerous licensing and permitting regimes, each having different rules for making applications and their determination. Hartlepool Council also has a

role to play in ensuring that appropriate standards are met in relation to licences/permits issued by other agencies.

Most licences and other permissions have conditions attached which lay down requirements that a business or individual must have regard to. Breach of a condition may be a civil or criminal matter.

Enforcement sanctions available to Hartlepool Council include:

- refusal to grant a licence/consent /permit/badge;
- suspension/revocation of a licence/registration/permit;
- inspection, seizure and cancellation of a permit or badge;
- refusal to vary a licence/permit; and
- the imposition of conditions to a licence/permit.

These actions will be proportionate to the risk to public health or safety, and will be applied when:

- there is a record of non-compliance with breaches of licence/permit conditions; and
- confidence in the person responsible is low.

Failure to apply for or renew certain licences and registrations in respect of a premises may lead to Hartlepool Council considering whether a Management Order is appropriate.

Reasonable warnings and advice about the consequences of such actions will be provided to duty holders.

When considering future applications Hartlepool Council may take previous breaches and enforcement action into account.

Retrospective Applications

In certain circumstances the council may seek a retrospective application to regularise any unauthorised activity.

No Action

In some circumstances it will be appropriate to take no action. This includes where there is no statutory contravention, or risk to public health or safety or the environment, and where there is evidence of satisfactory practices and management controls.

Except for Planning, it may be appropriate to take no action where the cost of compliance to the offender outweighs the detrimental impact of the contravention, or the cost of the required enforcement action to Hartlepool Council outweighs the detrimental impact of the contravention on the community.

A decision to take no action may also be taken where formal enforcement is inappropriate in the circumstances, such as where the offender has ceased to trade, or where formal action would seriously damage their wellbeing. In such cases Hartlepool Council will take into account the public interest principle and advise the offender and/or the complainant of the reasons for taking no action.

6.2 APPENDIX 1

Where the law provides the complainant with other options to resolve issues which affect them, such as civil remedies, we will direct them to relevant information. This may involve referral to other council departments, external organisations or advising them to seek independent legal advice.

Appendix 2

List of Service Specific Enforcement Policies

Public Protection Enforcement Policy

Hartlepool Borough Council Housing Services Enforcement Policy

For more information about Hartlepool Borough Council:

www.hartlepool.gov.uk

www.facebook.com/hartlepoolcouncil
www.twitter.com/hpoolcouncil

Tel: (01429) 266522

If you know someone who needs this information in a different format, for example large print, Braille or a different language, please call (01429) 266522.

Hartlepool Borough Council

December 2019



General Enforcement Policy

Consultation Period 17 August 2020 to 14 December 2020

Consultation Responses

Question 1 – Do you agree or disagree with the purpose of this policy?

72 answered

Answer Choice	No of Responses
Strongly Agree	26
Agree	29
Neither Agree nor Disagree	11
Disagree	4
Strongly Disagree	2
TOTAL	72

Question 2 – Do you agree or disagree with the approach taken to develop this policy and its aims?

57 answered, 15 skipped

Answer Choice	No of Responses
Strongly Agree	12
Agree	29
Neither Agree nor Disagree	11
Disagree	2
Strongly Disagree	3
TOTAL	57

Question 3 – Do you agree or disagree with the overall aim of the enforcement policy?

54 answered, 18 skipped

Answer Choice	No of Responses
Strongly Agree	24
Agree	22
Neither Agree nor Disagree	4
Disagree	2
Strongly Disagree	2
TOTAL	54

Question 4 – Do you agree or disagree with the proposed approach to enforcement, using compliance advice, guidance and support as a first response?

48 answered, 24 skipped

Answer Choice	No of Responses
Strongly Agree	20
Agree	21
Neither Agree nor Disagree	2
Disagree	4
Strongly Disagree	1
TOTAL	48

Question 5 – Do you agree or disagree with the factors that will be taken into consideration when deciding whether action is appropriate?

45 answered, 27 skipped

Answer Choice	No of Responses
Strongly Agree	14
Agree	23
Neither Agree nor Disagree	3
Disagree	2
Strongly Disagree	3
TOTAL	45

Question 6 – Appendix 1 of the draft policy sets out the range of enforcement sanctions available. Do you agree with the circumstances and rationale behind each of the options available?

43 answered, 29 skipped

Answer Choice	No of Responses
Strongly Agree	15
Agree	21
Neither Agree nor Disagree	3
Disagree	3
Strongly Disagree	1
TOTAL	43

Breakdown of Respondents

43 answered, 29 skipped

Options	No of Responses
A tenant of a private landlord	4
A tenant of a social landlord, e.g. the Council or Thirteen	2
An owner/occupier	29
A business owner within Hartlepool/ Licence Holder	0
A private landlord operating in Hartlepool	1
A social landlord operating in Hartlepool	1
A letting agent operating in Hartlepool	0
A voluntary organisation or advice service	0
An employee of Hartlepool Borough Council	1
Prefer not to say	3
Other (Ex-resident representative, Fire Officer)	2
TOTAL	43