

# **ECONOMIC GROWTH AND REGENERATION COMMITTEE AGENDA**



**Tuesday 22 October 2024**

**at 5.00pm**

**in Committee Room B  
at the Civic Centre, Hartlepool**

**MEMBERS:** ECONOMIC GROWTH AND REGENERATION SERVICES COMMITTEE

Councillors Bailey-Fleet, Dodds, Hargreaves, Lindridge, Male, Scarborough and Young

Parish Council Co-opted Member:

S Smith (Greatham Parish Council)

**1. APOLOGIES FOR ABSENCE**

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

**3. MINUTES**

- 3.1 To receive the minutes of the meeting held on 9 September 2024 (*previously circulated and published*).

**4. BUDGET AND POLICY FRAMEWORK**

None.

**5. KEY DECISIONS**

None.

**6. OTHER ITEMS REQUIRING DECISION**

- 6.1 Adult Literacy Crisis – Assistant Director (*Preventative and Community Based Services*)

**CIVIC CENTRE EVACUATION AND ASSEMBLY PROCEDURE**

In the event of a fire alarm or a bomb alarm, please leave by the nearest emergency exit as directed by Council Officers. A Fire Alarm is a continuous ringing. A Bomb Alarm is a continuous tone.

The Assembly Point for everyone is Victory Square by the Cenotaph. If the meeting has to be evacuated, please proceed to the Assembly Point so that you can be safely accounted for.

## 7. ITEMS FOR INFORMATION

- 7.1 Corporate Procurement Quarterly Reports on Contracts – *Executive Director of Development, Neighbourhoods and Regulatory Services*

### FOR INFORMATION

Date of next meeting – Tuesday 26 November at 9.30am in the Civic Centre, Hartlepool



# ECONOMIC GROWTH AND REGENERATION COMMITTEE

22 OCTOBER 2024



**Subject:** ADULT LITERACY CRISIS

**Report of:** Assistant Director (Preventative and Community Based Services)

**Decision Type:** Non-Key decision

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## 1. COUNCIL PLAN PRIORITY

<b>Hartlepool will be a place:</b>
- where people are enabled to live healthy, independent and prosperous lives.
- of resilient and resourceful communities with opportunities for all.
- that has an inclusive and growing economy.
- with a Council that is ambitious, fit for purpose and reflects the diversity of its community.

## 2. PURPOSE OF REPORT

- 2.1 Provide an overview of the literacy crisis facing the population of Hartlepool;
- 2.2 Raise awareness of how poor literacy impacts on individuals, families, society, and the economy
- 2.3 Raise the profile of adult literacy as a town-wide issue that requires a multi-sector approach to affect positive change.

## 3. BACKGROUND

- 3.1 The word literacy is defined as the ability to read, write, speak and listen in a way that lets us communicate effectively and make sense of the world.  
(Source: *The National Literacy Trust*).
- 3.2 In England, 16.4% of adults, or 7.1 million people, can be described as having "very poor literacy skills", equivalent to reading at, or below, the level of an

average 9 year old. This means they can understand short straightforward texts on familiar topics accurately and independently, and obtain information from everyday sources, but reading information from unfamiliar sources, or on unfamiliar topics, could cause problems. This is also known as being functionally illiterate. (Source: *The National Literacy Trust*).

- 3.3 Guidance tells us the average reading age in the North East is lower than the national average at between 9 to 11 years. To put that into context The Guardian Newspaper has a reading age of 14 and the Sun Newspaper has a reading age of 8.
- 3.4 The official Gov.uk website advises authors to write for a nine-year-old reading age.

#### **4. MEASURING ADULT LITERACY LEVELS**

- 4.1 “Reading ages” are not considered a meaningful measure of adult literacy. It is an imperfect measure, as the measurement of reading age halts at 16 years allowing for no recognition of further development.
- 4.2 In England, adult literacy is often referred to in terms of ‘levels’ – for example, a 2011 government survey of adult literacy skills found that 14.9% (or 1 in 7) of adults in England have literacy levels at or below Entry Level 3, which is equivalent to the literacy skills expected of a 9 -11 year old.
- 4.3 The government’s 2011 Skills for Life survey defines literacy across five levels:
  - Entry Level 1 is equivalent to literacy levels at age 5-7. Adults below Entry Level 1 may not be able to write short messages to family or read a road sign.
  - Entry Level 2 is equivalent to literacy levels at age 7-9. Adults with below Entry Level 2 may not be able to describe a child’s symptoms to a doctor or read a label on a medicine bottle.
  - Entry Level 3 is equivalent to literacy levels at age 9-11. Adults with skills below Entry Level 3 may not be able to understand labels on pre-packaged food or understand household bills.
  - Level 1 is equivalent to GCSE grades D-G. Adults with skills below Level 1 may not be able to read bus or train timetables or understand their pay slip.
  - Level 2 is equivalent to GCSE grades A\*-C. Adults with skills below Level 2 may not have the skills to spot fake news or bias in the media.
- 4.4 In 2015, the Organisation for Economic Co-operation and Development (OECD) conducted its Survey of Adult Skills which found that 16.4% (or 1 in 6) of adults in England, have literacy levels at or below Level 1, which is considered to be 'very poor literacy skills'.
- 4.5 The OECD defines literacy across six levels. People with Level 1 or below literacy skills are considered to have very poor literacy skills, while Level 3 is

considered the minimum literacy skills required for coping with everyday life. The levels are defined as follows:

- Below Level 1: Adults can read brief texts on familiar topics and locate a single piece of specific information. Only basic vocabulary knowledge is required and the adult is not required to understand the structure of sentences or paragraphs.
- Level 1: Adults can read relatively short digital or print texts to locate a single piece of information that is identical to or synonymous with the information given in the question. Knowledge and skill in recognising basic vocabulary, determining the meaning of sentences, and reading short paragraphs of text is expected.
- Level 2: Adults can make matches between the text, either digital or printed, and information. Adults can paraphrase or make low-level inferences.
- Level 3: Adults are required to read and navigate dense, lengthy or complex texts.
- Level 4: Adults can integrate, interpret or synthesise information from complex or lengthy texts. Adults can identify and understand one or more specific, non-central idea(s) in the text in order to interpret or evaluate subtle evidence-claim or persuasive discourse relationships.
- Level 5: Adults can search for, and integrate, information across multiple, dense texts; construct syntheses of similar and contrasting ideas or points of view; or evaluate evidence based arguments. Adults understand subtle, rhetorical cues and can make high-level inferences or use specialised background knowledge.

4.6 The NHS Readability Tool is an online tool which analyses texts for readability and determines a reading age as a guide. (Source: [https://newcastlelse.github.io/nhs\\_readability\\_react/](https://newcastlelse.github.io/nhs_readability_react/))

4.7 The UK reading age is calculated on the Flesch Kincaid system of measurement. This is a US based algorithm that can be converted into a UK average reading age. Flesch Kincaid is also the algorithm used by Microsoft Word, so calculated reading ages should be consistent.

4.8 The tool works by analysing submitted text and splitting it into paragraphs and single words. Words are also analysed for syllable content. Words with 4 or more syllables are classed as long words. Replacing longer words with simpler alternatives will help reduce the overall reading age of the text. The average reading age in the UK is 11, so text readability should be as close to 11 as possible, although 13 or below is also a good result.

## 5. HARTLEPOOL LITERACY LEVELS

5.1 The Office for National Statistics (ONS) Census 2021 Hartlepool population datasets show that there are 74,681 residents aged 16+ years, 81% of the total population for Hartlepool.

Age Range	Population count	Population %
0 - 15 years	17,653	19%
16 - 64 years	56,449	61%
65+ years	18,232	20%
Total Population	92,334	

- 5.2 Percentage of usual residents aged 16 years and over by highest level of qualifications. (Census 2021):

Highest qualification	Percentage %	Population No. (approximate)
No qualifications	23.6	17,625
Level 1 and entry level qualifications	9.6	7,169
Level 2 qualifications	14.7	10,978
Level 3 qualifications	18.5	13,816
Level 4 or above qualifications	24.0	17,923
Other	9.5	7,095

- 5.3 Equivalent literacy levels for Hartlepool population aged 16 years and over based on the highest qualification indicate that 24,794 (33.2%), a third of the adult population are functionally illiterate.

Highest qualification	Literacy Levels	Hartlepool Population
No qualifications	equivalent to literacy levels at age 5-7	17,625 (23.6%)
Entry level 1	equivalent to literacy levels at age 5-7	7,169 (9.6%)
Entry level 2	equivalent to literacy levels at age 7-9	
Entry level 3	equivalent to literacy levels at age 9-11	
Level 1 qualifications	very poor literacy skills	10,978 (14.7%)
Level 2 qualifications	poor literacy skills	
Level 3 qualifications	considered the minimum literacy skills required for coping with everyday life	13,816 (18.5%)
Level 4 or above qualifications		17,923 (24%)
Other		7,095 (9.5%)

An alternative literacy measure is the “Literacy Score” which is a measure of literacy vulnerability developed by the National Literacy Trust and Experian.

- 5.4 Scores influence constituency literacy rankings which measure literacy need in every electoral ward and parliamentary constituency in England. Each constituency’s literacy score is built on Experian’s data expertise and the National Literacy Trust’s understanding of the socioeconomic factors most

closely associated with low literacy, including levels of education, income and unemployment.

- 5.5 Literacy Score ranking in 2017 of 533 constituencies, Hartlepool ranked 33rd of places with the greatest literacy need. Comparably Middlesbrough ranked as first of all constituencies.

## **6. INDIVIDUAL IMPACT OF POOR LITERACY**

- 6.1 Those who live with complete or functional illiteracy are faced with the prospect of poor health outcomes, welfare dependency, a lack of social cohesion, a higher level of crime and lack of self-worth. Poor literacy also limits a person's ability to engage in activities that require either critical thinking or a solid base of literacy and numeracy skills.
- 6.2 Challenges with all aspects of literacy can affect confidence and self-esteem as well as making it difficult to navigate everyday life. Without the ability to read or write, many illiterate people become trapped in a cycle of poverty with limited opportunities for employment or income generation.
- 6.3 Some everyday choices require literacy to make informed decisions:
- Reading a medicine label
  - Reading an official letter, i.e. from the Council, NHS
  - Understanding actions required in an official letter
  - Reading a food nutritional label
  - Balancing a bank account
  - Filling out a job or benefit application
  - Reading a bank statement or understanding a loan agreement
  - Comparing the cost of two items
  - Working out the correct change at a supermarket
  - Understanding government policies and voting in elections
  - Using a computer for banking or online shopping
  - Assisting children with homework
- 6.4 Without literacy, people cannot create individual financial wealth, encourage entrepreneurship amongst their communities, nor build healthy and stable families. The lost opportunities of each individual human contribution to the political, cultural, or economic areas of society are countless.

## **7. SOCIETAL IMPACT OF POOR LITERACY**

- 7.1 Illiteracy represents an enormous social cost to those faced with it.
- 7.2 Illiteracy hampers a person's access and ability to understand health information for themselves and their families, and increases the likelihood of high-risk sexual behaviour, due to lack of sexual and reproductive education and inadequate or no use of contraception. The consequences of not understanding health information are stark. Low health literacy has been linked to poor general health, increased hospital admissions, low use of

preventative services (such as vaccination and screening) and reduced life expectancy.

- 7.3 Crime is also significantly linked to illiteracy. Helping prisoners to become functionally literate has been shown to improve their educational attainment and reduce the likelihood of reoffending.
- 7.4 Illiterate people are more likely to drop out of school, and subsequently be reliant on welfare due to a lack of or low-paying employment.
- 7.5 Adults with poor literacy face social isolation, stigma, and exclusion as they are unable to complete simple daily tasks many take for granted like reading a utility bill, instructions on medication or their child's school report. Which has a knock-on impact to societal demand for information, advice and guidance services to read and explain letters, help with form filling, and supporting with issues poor literacy impacts. Demand could be reduced and refocused on the more complex issues presenting at advice agencies.

## **8. IMPACT ON CHILDREN**

- 8.1 Functionally illiterate parents who then have children tend to have lower expectations regarding schooling.
- 8.2 Work is often placed before education, and the children of parents who have failed to complete primary school have the tendency to do the same.
- 8.3 When illiterate adults take the step to improve their own literacy skills, it has a net positive effect on their children. These newly learning adults can help their children with homework, encourage enthusiasm in the learning process, and communicate effectively with teachers.
- 8.4 In Hartlepool educational attainment in secondary age pupils decreases compared to primary age. One commonly shared theory is that at Secondary school the pupils are exceeding their parent's educational abilities, hence the parents are unable to help them with their homework.

## **9. ECONOMIC IMPACT**

- 9.1 In 2018, illiteracy was estimated to cost UK economy approximately £80 billion. However there are often-hidden costs of functional illiteracy that poses even more significant costs to the economy.
- 9.2 The financial cost of illiteracy to the economy includes: £24.8 billion on welfare, unemployment and social programs. An additional £55.2 billion is lost through lower personal income, productivity or business earnings.
- 9.3 Long-term GDP growth will stagnate as the proportion of adults with functional illiteracy increases. (Source: World Literacy Foundation 2018)



## 10. PROPOSALS/OPTIONS FOR CONSIDERATION

- 10.1 To develop a Literacy Strategy setting out the ambition for every resident of Hartlepool, regardless of their age. The journey towards strong literacy, oral and digital skills starts with family and pre-school settings, it continues through school, college, other training environments and employment.

The priority is to enable adults to further improve their skills acquisition including those who, for whatever reason, didn't gain the necessary skills when they were at school. This will require collaborative working to support 'the journey' to enable children, families and residents to flourish, along with our town.

- 10.2 To further engage and capitalise on the support already offered to Hartlepool by The Book Trust and National Literacy Trust. Utilise expert support and identify areas of good practice regionally and nationally.
- 10.3 A 12 month fixed term project officer will be employed through one off non-recurring funding secured externally through Jobs and Skills Service. This capacity will lead the development of the strategy through a coproduction model, and coordinate the internal and external task force and action plans. By creating the right foundations and collaboration it will ensure that there is sustained governance and leadership of this work beyond the 12 month period as it will be embedded into organisational practice, planning and decision making.
- 10.4 Literacy is a cross organisational issue for Hartlepool Borough Council. Literacy Champions will be recruitment from each Council department to be part of the internal task force and will develop a council-wide action plan to identify key areas for development, with clear time scales, and desired outcomes. The Literacy Champions will be responsible for identifying key actions for their service/department to ensure the barriers facing those with poor literacy are removed, starting with literacy checking the readability of information produced by the council aimed at the public. This includes publicity, social media, resources, letters and information to ensure the literacy levels reflect the local community.
- 10.5 A Literacy User Forum will be established to check the accessibility of information, communication and other aspects of literacy related considerations aimed at the public.
- 10.6 A "call to action" will be mobilised to local businesses, education providers, VCSE and wider Hartlepool networks and organisations to join the external task force. The group membership will not be limited but will focus on creating a town-wide literacy action plan, identifying key areas for development and mapping who can deliver on each outcome. There must be a clear partnership between schools and families, health, businesses, VCSE and all elements of a community to have a sustained impact.

- 10.7 There will be a Literacy Summit (funded through external grant) to launch this work to raise awareness of the importance of this and enable open dialogue with all interested parties to gain further insight into how this work should be taken forward. A 'pledge' approach will be considered to gain commitment to this work.
- 10.8 Work has started on health literacy within the Community Hubs, supporting those who need support to understand diagnosis, medication and what they may need to consider in their daily lives. This work will continue to develop and link closely to the wider literacy developments.
- 10.9 Evaluate the qualitative and quantitative outcomes across a range of measures. Research has shown that greater levels of literacy improve life-expectancy, reduce poverty, increase employment levels and enhance an individual's wellbeing, as well as many other significant gains. Take baseline measures and map progress annually on those measures.

## 11. OTHER CONSIDERATIONS/IMPLICATIONS

<b>RISK IMPLICATIONS</b>	<p>The impact of poor literacy has been detailed throughout the report. Without some significant action to address this crisis we will continue to see exacerbation of inequalities.</p> <p>Access to services will continue to be limited where there is an over professionalisation of communications and consideration isn't given to our service design, workforce training and customer engagement plans to manage the adult literacy crisis.</p>
<b>FINANCIAL CONSIDERATIONS</b>	Although there are no tangible local measures of the financial impact of the literacy levels of our communities it is clear there are implications as outlined in section 9.
<b>SUBSIDY CONTROL</b>	Not applicable
<b>LEGAL CONSIDERATIONS</b>	Not applicable
<b>CHILD AND FAMILY POVERTY</b>	As outlined in section 6, 7 and 8 the impact of poor literacy is extensive and doesn't just impact adults but has a 'knock on' impact to their children and families.
<b>EQUALITY AND DIVERSITY CONSIDERATIONS</b>	There are multiple considerations in terms of equality and diversity including the accessibility of our services and information and how do we diversify our engagement and communication not just based on educational attainment but literacy issues relating to nationality.

	<p>The importance of literacy is being able to effectively educate people on diversity and equality. Recent violence and disorder in our communities has highlighted 'misinformation' and 'education' amongst some of the issues. Individuals involved in the incidents have been unable to understand the issues discussed in politics, interpret issues that affect their local communities for example immigration or religious beliefs and are unable to articulate themselves in a more positive way. This results in behaviours that are not deemed as acceptable in our society however we need to consider how we can manage this when people's issues are complex.</p>
<b>STAFF CONSIDERATIONS</b>	<p>It is proposed that some staff resource from our Community Hubs are assigned to support the coordination and progression of this work in the immediate term to ensure this work can progress at pace.</p>
<b>ASSET MANAGEMENT CONSIDERATIONS</b>	<p>Not applicable</p>
<b>ENVIRONMENT, SUSTAINABILITY AND CLIMATE CHANGE CONSIDERATIONS</b>	<p>There are three key pillars to sustainability and this topic contributes extensively to the economic and social aspect as already detailed in the report.</p> <p>There will be further benefit to the wider sustainability and climate change agenda if we are able to educate our communities in an accessible and practical way. Based on our literacy levels it is unknown how many people understand this and how this applies to them.</p>
<b>CONSULTATION</b>	<p>Engagement has been ongoing within the Community Hubs specifically linked to Jobs and Skills and Library Services.</p> <p>Although this highlights some of the issues experienced by some of our customers there is a requirement to do more work on this.</p> <p>Colleagues within TVCA Employment, Education and Skills Advisory Group have been presented with our position in terms of Adult Literacy to raise the profile of the need for additional investment into this area. This has prompted other local authority colleagues to consider this issue more strategically and some positive work has happened.</p> <p>There has been some engagement of colleagues in the Voluntary and Community Sector who have been able to support the current position and the need for action in terms of adult literacy. Many of our community organisations are</p>

	engaging with individuals who have low literacy levels and it is important we consider the sectors role in terms of reaching communities with low literacy skills.
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## 12. RECOMMENDATIONS

Members note the content of the report and agree the following actions:

- 12.1 To commit to raise the local literacy levels and improve the equality of opportunity for all residents; support the development of an internal plan of action to ensure the barriers facing those with poor literacy are removed. Starting with literacy checking the readability of information produced by the council aimed at the public. This includes publicity, social media, resources, letters and information to ensure the literacy levels reflect the local community.
- 12.2 To support the development of a multi-sector partnership, committed to working together to drive change for our most vulnerable residents in Hartlepool and ensure a clear process of monitoring and evaluation to demonstrate impact.
- 12.3 To raise awareness of the local literacy crisis including health and digital literacy, and lead a cultural change to reduce the stigma felt by adults with poor literacy who are reluctant to seek help.
- 12.4 To support adults with low literacy levels to increase their self-esteem and teach them of the benefits of improving their reading and writing skills. This requires a multi-sector commitment to support reading and writing skills and the Council will be a leading advocate in this.

## 13. REASONS FOR RECOMMENDATIONS

- 13.1 To manage the demand driven by the adult literacy crisis in Hartlepool and support a multi-agency approach to addressing this.

## 14. BACKGROUND PAPERS

- The Economic and Social Cost of Illiteracy. A White Paper by the World Literacy Foundation (2018) <https://worldliteracyfoundation.org/wp-content/uploads/2021/07/TheEconomicSocialCostofIlliteracy-2.pdf>
- NIHR – National Institute for Health and Care Research. Health information are you getting our message across (2022) <https://evidence.nihr.ac.uk/collection/health-information-are-you-getting-your-message-across/>
- The National Literacy Trust <https://literacytrust.org.uk/>
- The Office for National Statistics (ONS) Census 2021 <https://www.ons.gov.uk/census>
- The NHS Readability Tool [https://newcastlelse.github.io/nhs\\_readability\\_react/](https://newcastlelse.github.io/nhs_readability_react/)

**15. CONTACT OFFICERS**

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Tel: (01429) 523826

Sign Off:-

Managing Director	Date: 19 September 2024
Director of Finance, IT and Digital	Date: 19 September 2024
Director of Legal, Governance and HR	Date: 19 September 2024

# ECONOMIC GROWTH AND REGENERATION COMMITTEE

22<sup>ND</sup> OCTOBER 2024



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

**Report of:** Executive Director of Development, Neighbourhoods  
and Regulatory Services

**Decision Type:** For information

## 1. COUNCIL PLAN PRIORITY

<b>Hartlepool will be a place:</b>
- where people are enabled to live healthy, independent and prosperous lives.
- where those who are vulnerable will be safe and protected from harm.
- of resilient and resourceful communities with opportunities for all.
- that is sustainable, clean, safe and green.
- that has an inclusive and growing economy.
- with a Council that is ambitious, fit for purpose and reflects the diversity of its community.

## 2. PURPOSE OF REPORT

- 2.1 To satisfy the requirements of the Council's Contract Procedure Rules with regard to the Economic Growth and Regeneration Committee:
- Receiving and examining quarterly reports on the outcome of contract letting procedures including those where the lowest/highest price is not payable/receivable; and
  - Receiving and examining reports on any exemptions granted in respect of the Council's Contract Procedure Rules.

### 3. BACKGROUND

- 3.1 The Council's Contract Procedure Rules require that the following information be presented to the Economic Growth and Regeneration Committee on a quarterly basis:

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

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

### 4. INFORMATION FOR REVIEW

- 4.1 Tender information

**Appendix A** details the required information for each procurement tender awarded since the last quarterly report along with the social value percentage weighting that was incorporated at the application stage.

#### 4.2 Exemption information

**Appendix B** provides details of the required information in relation to Contract Procedure Rules exemptions granted since the last Corporate Procurement Quarterly Report on Contracts. Exemption request forms have been amended to detail reasons why Hartlepool based firms have not been selected and this information is now being collated.

#### 4.3 Commercial / Confidential information

**Appendix C** includes the commercial information in respect of the tenders received and any confidential information relating to Contract Procedure Rule exemptions or contract extensions. **This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3) information relating to the financial or business affairs of any particular person (including the authority holding that information).**

### 5. OTHER CONSIDERATIONS / IMPLICATIONS

<b>RISK IMPLICATIONS</b>	No relevant issues.
<b>FINANCIAL CONSIDERATIONS</b>	No relevant issues.
<b>LEGAL CONSIDERATIONS</b>	No relevant issues.
<b>CHILD AND FAMILY POVERTY</b>	No relevant issues.
<b>EQUALITY AND DIVERSITY CONSIDERATIONS</b>	No relevant issues.
<b>STAFF CONSIDERATIONS</b>	No relevant issues.
<b>ASSET MANAGEMENT CONSIDERATIONS</b>	No relevant issues.
<b>ENVIRONMENT, SUSTAINABILITY AND CLIMATE</b>	No relevant issues.



<b>CHANGE CONSIDERATIONS</b>	
<b>CONSULTATION</b>	No relevant issues.

## 6. RECOMMENDATIONS

- 6.1 That the Committee note and comment on the contents of the report.

## 7. REASONS FOR RECOMMENDATIONS

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

## 8. BACKGROUND PAPERS

- 8.1 There are no background papers.

## 9. CONTACT OFFICERS

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Tel: 01429 523002

Sign Off:-

Managing Director	Date: 07/10/2024
Director of Finance, IT and Digital	Date: 07/10/2024
Director of Legal, Governance and HR	Date: 07/10/2024

**APPENDIX A – TENDER INFORMATION** (details the required information for each procurement tender awarded since the last quarterly report along with the social value percentage weighting that was incorporated at the application stage)

Date of Contract Award	Contract Name and Reference Number	Description of Goods / Services being procured	Duration of Contract (optional extensions in brackets)	Department / Service area procuring the goods / services	Details of Companies invited including location	Details of Bids received	Basis of award decision if not lowest/highest price payable / receivable	Outcome of contract letting procedures	Previous Provider / Location
9.11.23	The purchase of 6 No. Peugeot Expert Standard manual vans – DN 695142	6 No. Peugeot Expert Standard manual vans	N/A	Development, Neighbourhoods & Regulatory Services – Fleet Services	25 companies from the NEPO/TPPL Vehicle Framework – Lot 2 Light Commercial vehicles	Motus Group UK Limited, Derbyshire	Quality 50% Price 50%	Motus Group UK Limited, Derbyshire	N/A
19.12.23	Throston Grange Lane Pedestrian Crossing / Golden Flatts Pedestrian Crossing Upgrades – DN 697848	Throston Grange Lane Pedestrian Crossing / Golden Flatts Pedestrian Crossing Upgrades	3 months	Development, Neighbourhoods & Regulatory Services	5 companies on the Select list invited to tender	Hall Construction Services Ltd, Durham. Highway Construction Services, Stockton. Rainton Construction, Durham Seymour Civil Engineering, Hartlepool	100% Price	Highway Construction Services, Stockton.	N/A

19.12.23	York Road / Victoria Rd Traffic Signals Upgrade – DN 697863	York Road / Victoria Rd Traffic Signals Upgrade	3 months	Development, Neighbourhoods & Regulatory Services	5 companies on the Select list invited to tender	Hall Construction Services Ltd, Durham. Highway Construction Services, Stockton. Rainton Construction, Durham Seymour Civil Engineering, Hartlepool	100% Price	Hall Construction Services Ltd, Durham.	N/A
19.12.23	Perinatal Mental Health and Parent-Infant Relationship Support Service within Family Hubs in Hartlepool - DN 695526	The provision of a perinatal mental health support service to parents with mild to moderate mental health needs or who are vulnerable to perinatal mental health issues. They will support families on an individual and group basis from pre-birth to their child's second birthday.	15 months	Child and Adult Services / Public Health	Open invitation	NCT, Bristol Infiniti Ventures Ltd – Xact Medical, London	70% Quality 20% Social Value 10% Price	NCT, Bristol.	N/A
12.1.24	Reimagining Museum of Hartlepool  Architect-led Multidisciplinary Team: Design Competition – DN 681000	This competition aims to identify and appoint a multidisciplinary team capable of providing comprehensive design services for both the Museum of Hartlepool (MoH) and its historic asset, the Wingfield Castle (WC).	2024 on-going	Adults & Community Based Services	Open invitation (Restricted Tender Procedure)	<u>Stage 1 Responses</u> AOC Architecture, London Benedetti Architects, London Buttress Architects Ltd, Manchester Chris Dyson Architects, London Corstophine & Wright Ltd, Warwickshire De Matos Ryan, London De Novo Architecture, Surrey	60% Quality 10% Social Value 30% Price	LDN Architects, Edinburgh	N/A

## 7.1

						<p>Donald Insall Associates Limited, Cheshire  Giles Quarme Ltd, London  Halliday Clark Ltd, Ikley  JDDK Architects Ltd, Newcastle  LDN Architects, Edinburgh  Logic Architecture, Middlesbrough  Mosedale Gillatt Architects Ltd, Newcastle  Pringle Richards Sharratt Ltd, London  Purcell, London  Ryder Architecture, Newcastle  Studio Evans Lane, London</p> <p><u>Stage 2 Responses</u>  AOC Architecture, London  De Matos Ryan, London  Donald Insall Associates Ltd, Cheshire  LDN Architects, Edinburgh  Purcell, London</p>			
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19.1.24	The provision of Security Services – DN 695601	The provision of suitably trained security personnel to cater for the needs of routine, non-routine, emergency work and on occasions work at short notice for Council-owned and managed properties and locations.	36 months	Development, Neighbourhoods & Regulatory Services	4 local companies invited to tender	NE Security Ltd, Hartlepool Next Level Security, Wynyard. Steadfast Security Solutions, Durham. Vistech Services Ltd, Middlesbrough	50% Price 40% Quality 10% Social Value	NE Security Ltd, Hartlepool	NE Security Ltd, Hartlepool
21.2.2024	Rossmere Youth Centre Refurbishment – DN 697507	Schedule of works to deliver Rossmere Youth Centre refurbishments.	12 months	Development, Neighbourhoods & Regulatory Services	Internal HBC invited plus 3 companies also invited to tender	Wharton Construction, Darlington Hobson Smith Construction Ltd, Stockton Vickers Construction, Stockton HBC Construction	100% price	Wharton Construction, Darlington	N/A
15.3.2024	The Provision of Rehabilitation and Transitional Care in a Care Home – DN 702289	The contract will be a block contract for 20 beds in one unit in one care home. One of the beds will be reserved for people being discharged from hospital under a virtual ward* or for people in the community on a virtual ward* who need further oversight, cannot remain at home but do not require a hospital admission.	24 months	Children & Joint Commissioning – Adults	Open Invitation	Marton Care Homes, East Yorkshire	60% Quality 30% Price 10% Social Value	Marton Care Homes, East Yorkshire	Marton Care Homes, East Yorkshire

22.4.2024	The purchase of 1 No. 26 Tonne Refuse Collection Vehicle – DN 771550	26 Tonne Refuse Collection Vehicle	n/a	Development Neighbourhoods & Regulatory Services – Fleet Services	19 companies invited on NEPO/TPPL Vehicle Framework Lot 1 - OEM Chassis 12.5t – 44t including spare parts and maintenance contracts	Bell Truck & Van, Gateshead	50% Quality 50% Price	Bell Truck & Van, Gateshead	n/a
20.5.2024	Occupational Health Services – DN 719702	The provision of occupational health services to Hartlepool B.C. employees	36 month	Legal, Governance and Human Resources	4 companies invited to tender	Durham County Council, Durham Newcastle Premiere Health, Newcastle North Tees & Hartlepool NHS Trust, Stockton-on-Tees Tees Medical Services Limited, Middlesbrough	50% Quality 40% Price  10% Social Value	Durham County Council, Durham	Durham County Council, Durham
11.6.2024	Tractor – DN 725835	The provision of a tractor	n/a	Development Neighbourhoods & Regulatory Services – Fleet Services	4 local companies invited to tender	Ripon Farm Services, Darlington Thomas Sherriff & Co, Northumberland Tuckwells, Essex Turner Groundcare, Cheshire	100% Price	Ripon Farm Services, Darlington	n/a
24.6.2024	Window Refurbishment Works 2024/25 - CETL & Horizon School – DN 725918	Window Refurbishment – CETL & Horizon School	n/a	Development, Neighbourhoods & Regulatory Services – Building Consultancy	5 companies invited to tender	Frostree Limited, Stockton Hadrian Window Systems Limited, Newcastle Polar NE, Middlesbrough NE&C Home, Washington	100% Price	Polar NE, Middlesbrough	n/a

						Sovereign Group Limited, Lancashire			
11.7.2024	Smoking Cessation Services – DN 722755	Hartlepool Borough Council are seeking to commission a provider to lead the development, implementation and delivery of a targeted Stop Smoking Service in Hartlepool that provides appropriate, evidence based support for smokers who want to quit.	The contract will be for 3 years commencing 1 <sup>st</sup> August 2024 for 32 months and may be extended for an additional 1 year, subject to future commissioning intentions, satisfactory performance and availability of funding	Public Health Services	Open Tender	County Durham & Darlington NHS Foundation Trust, Darlington Healthworks, Newcastle North Tees & Hartlepool Trust, Stockton Solutions for Health, Reading	90% Quality 10% Social Value	North Tees & Hartlepool Trust, Stockton	n/a
9.9.2024	Access Control System – DN 726366	Hartlepool Borough Council are seeking an access control provider for their new active wellbeing hub, Highlight.	September 2024 for a period of 3 years	Adult & Community Based Services – Preventative & Community Based Services	2 companies invited to tender	ASP, Dumbartonshire Omega Security Systems, Bradford	60% Quality 30% Price 10% Social Value	ASP, Dumbartonshire	n/a

**Appendix B - Procurements Exempted from Council Contract Procedure Rules**

(provides details of the required information in relation to Contract Procedure Rules exemptions granted since the last Corporate Procurement Quarterly Report on Contracts. Exemption request forms have been amended to detail reasons why Hartlepool based firms have not been selected and this information is now being collated)

Dept.	Service Unit	Company Name	Company based at	Duration	Description	Approval
Adults & Community Based Services	Heritage & Open Spaces	Southbay Civil Engineering Limited	South Shields	13.11.2023 – 30.4.2024	The PS Wingfield Castle is a historic paddle steamer located in the Hartlepool Marina and forms part of the museum collection for Hartlepool Borough Council and as an exhibition piece for the National Museum of the Royal Navy (NMRN). The ship is owned and maintained by Hartlepool Borough Council. There is a requirement to appoint a specialist company in order to undertake a scheme of emergency works in order to safeguard the vessel, as there is significant risk of sinkage if left to sit through another winter.	Request Approved by James Magog, Jill Harrison and Hayley Martin - 9.11.2023
Adults & Community Based Services	Heritage & Open Spaces	Tricolor Associates	Cambridge	13.11.2023 – 1.6.2024	Tricolor Associates have a strong track record in securing NLHF funds for local authorities including Hull Maritime and Preston Park Museum and Grounds. The appointment of this company will allow the Museum of Hartlepool project to submit an Expression of Interest to NLHF before the end of the calendar year to ensure HBC can submit a full Round 1 NLHF application before May 2024. These milestones have been developed in consultation with partners NMRN and will ensure that capital bids for the Waterfront projects do not compete against each other.	Request Approved by James Magog, Jill Harrison and Hayley Martin - 20.11.2023
Children & Joint Commissioning	Children - Commissioning	Changing Futures North East	Hartlepool	1.4.2024- 31.3.2025	Changing Futures North East will co-deliver the Parenting When Separated intervention for Hartlepool Families between 1st April 2024 and 31st March 2025. Parenting When Separated (developed by Parents Plus) is a 6-session group work programme for separated parents. It supports parents to develop an effective co-parenting relationship with their child's other parent and support their children through the changes and transitions due to separation and their changing needs as they get older. There may be National accredited providers who can offer this programme, however, initial enquiries have failed to identify such programmes, and again it is important to have	Request Approved by James Magog, Jill Harrison and Hayley Martin - 03.01.2024



					a local provider with an in-depth understanding of the needs of our families	
fc Development, Neighbourhoods & Regulatory Services	Consultancy Services	National Civils and Utilities Ltd	Stokesley	February 2024 – on site	The costs cover groundworks, foundations, pathways, water connection, foul connection, electrical connection and remedial works to the site. All works with the exception of the service connections were originally included in the Cleveland Site Safe order dated Jan-2023 as CSS were the main contractor for the scheme delivery. CSS have been through their own procurement process to obtain a sub-contractor for these types of work, and engaged NCU on the basis of their cost effective rates and the quality of work and reliability.	Request Approved by James Magog, Tony Hanson and Hayley Martin - 26.1.2024
Children & Joint Commissioning	Public Health	Foundations	Middlesbrough	One-off Procurement	Funding has been given to local authority through ICB (health inequalities grant) to deliver respiratory support/ service to individuals that are supported through START. Request for direct award as this service needs to be delivered by the clinical element of the START (Hartlepool Substance Misuse Service) therefore no other provider can provide to this cohort of individuals	Request Approved by James Magog, Sally Robinson and Hayley Martin - 9.2.2024
Children & Joint Commissioning	Public Health	Recovery Connections	Middlesbrough	1.4.2024 – 31.3.2025	Recovery Connections deliver recovery based support to individuals in recovery from substance misuse. Recovery Connections are a Lived Experienced Recovery Organisation (LERO). START (Our local substance misuse services) already work with Recovery Connections as HBC commissioned them to support the delivery of building recovery in the communities.	Request Approved by James Magog, Sally Robinson and Hayley Martin - 21.2.2024
Development, Neighbourhoods & Regulatory Services	Consultancy Services	Hall Construction	Durham	1.3.2024 – 28.2.2025	These works are classed as emergency due to the nature of the damage to the coastal defence structures at the Headland. Hall Construction have provided an estimate to undertake the required repairs, as designed by HBC. As this contractor were involved through ECI during the design development and delivered the physical works, it is both cost effective and imperative for continuity and knowledge transfer that they undertake these repairs as they have an intrinsic knowledge of the construction methodology, which is particularly critical with 'tidal works'	Request Approved by James Magog, Tony Hanson and Hayley Martin - 21.2.2024
Children & Joint Commissioning	Joint Commissioning	Changing Futures North East	Hartlepool	1.4.2024 – 31.3.2025	HBC have been successful in securing grant funding from the DfE towards a Family Group Conference/ Family Network pilot (as part of the testing programme that the DfE are putting in place to see how the new reforms for Children's Social Care will work). HBC and CFNE submitted a joint bid as CFNE are the only local provider with the skills and accreditation to undertaken Family	Request Approved by James Magog, Sally Robinson and Hayley Martin - 22.2.2024

					Group Conferences. We therefore need to passport the funding as a direct award.	
Children & Joint Commissioning	Joint Commissioning	Changing Futures North East	Hartlepool	1.4.2024 – 31.3.2025	HBC have been successful in securing grant funding from the DfE towards a Befriending / Mentoring Programme for Care Leavers. The application was submitted jointly by both HBC and Changing Futures and due to being a joint bid we need to passport the funding to CFNE as a direct award. CFNE and HBC work closely together on a number of projects and are the only local provider with the framework and accreditation to do the work (as set out in the bid to DfE).	Request Approved by James Magog, Sally Robinson and Hayley Martin - 22.2.2024
Children & Joint Commissioning	Children's Commissioning	Datix Limited	London	One Off Procurement	Following the transfer of the 0-19 Healthy Child programme to HBC in 2018, it was identified that there was no systematic incident reporting system, as recommended by NHS Patient Safety Incident management. Datix is the only risk register system used by the NHS and partner agencies in the Teesvalley and all the 0-19 clinical staff have experience in Datix incident recording	Request Approved by James Magog, Sally Robinson and Hayley Martin - 22.2.2024
Preventative & Community Based Services	Adult & Community Based Services	Tim Snaith	York	8.3.2024 – 31.3.204	Over the weekend of 2/3 March a large piece of plaster fell from the lath and plaster (fibrous) ceiling above one of the stairwells between the ground floor and first floor balcony, leaving a hole of c3.5 ft x 9ft. The weight of the plaster would have been between 15-25kgs. The falling plaster has also damaged the buildings' fire alarm system. Given the gravity of the situation and the need for urgent, specialist fibrous plaster advice, we would like to commission Tim Snaith, a specialist historic plaster consultant to undertake inspections of both the Borough Hall and Town Hall Theatre as an immediate priority. Mr Snaith was the lead plasterwork consultant for The Globe in Stockton and has been recommended by David Wilmore, a Theatre Consultant, who supported recent work on the Borough Hall.	Request Approved by James Magog, Jill Harrison and Neil Wilson – 7.3.2024
Development, Neighbourhoods & Regulatory Services	Public Protection	PHS Home Solutions	Houghton Le Spring	1.3.2024 – 30.6.2024	HBC entered into a consortium with Darlington, Stockton and Redcar & Cleveland Councils and were awarded funding through the HUG2 Competition to deliver energy efficiency improvements to privately-owned homes in the Boroughs through grant aiding works such as solar PV, double-glazing, air-source heat pumps and insulation. Darlington Borough Council is the consortium lead and they have led on the procurement. A contract has been awarded to Esh Construction however, contract negotiations are ongoing and unlikely to be resolved this	Request Approved by James Magog, Tony Hanson and Neil Wilson – 11.3.2024

					financial year. As they have already successfully delivered similar works on behalf of HBC (contract ref DN600287) and are in a position to carry out work as soon as an order can be raised we consider that they are best placed to undertake this work. The full value of work procured will be paid for out of funds held by Darlington	
Children & Joint Commissioning	Children's Commissioning	National Literacy Trust	London	One Off Procurement	The council have been successful in receiving funding to deliver family hubs. There are strict requirements in the DfE programme guide that any activities delivered to support Early Language and Home Learning Environment must be included within the Early Intervention Foundation (EIF) guidebook or approved by DFE. There is a requirement to offer a home learning environment evidence based outreach programme to children aged 3-4 years old	Request Approved by James Magog, Hayley Martin and Sally Robinson – 8.4.2024
Children & Joint Commissioning	Public Health	North Tees and Hartlepool (NTH) NHS Foundation Trust	Stockton	One Off Procurement	Hartlepool Borough Council (HBC) and Stockton-on-Tees (SBC) are funding 2-3 Substance Misuse workers to work within North Tees Hospital to work a long side the Alcohol Care Team that they currently have. North Tees recognised their Alcohol Care Team did not have the expertise in substances to be able to deliver the support needed, therefore approached the local authorities with the identified gap and asked if we would support with the funding due to our supplemental substance misuse treatment and recovery grant (SSMTRG). The funding would come jointly from Hartlepool Borough Council and Stockton-On-Tees Borough Council.	Request Approved by James Magog, Hayley Martin and Sally Robinson – 8.5.2024
Development Neighbourhoods and Regulatory Services	Planning and Development / Building Control	ACCURIS formerly S&P Global (IHS)	Bracknell	28.4.2024 - 28.4.2025	There is a requirement to access the various additional standard documents referred to in the building regulation in order to both provide a fee earing building control provision and building regulation statutory enforcement. These documents include British standards, Building bulletin documents, Health technical information etc	Request Approved by James Magog, Neil Wilson and Tony Hanson – 31.7.2024
Preventative & Community Based Services	Adult & Community Based Services	Axiom Events Group Limited	Middlesbrough	16.9.2024 – 1.4.2025	Following the closure of the Town Hall theatre, we commissioned Axiom to initially undertake a pre-opening technical audit of stage lighting; lighting rigs and to a LOLER (Lifting Operations and Lifting Equipment Regulations) inspection. The report concluded at the end of July 2024. The documents' summary statement indicating the serious scale and nature of the problem at the theatre. Due to the late emergence of the safety issues relative to the planned reopening date of the theatre, we have been unable to go to tender to secure quotes from	Request Approved by James Magog, Hayley Martin and Jill Harrison – 12.9.2024

					alternative, potential suppliers, hence the exemption request.	
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**Contract Extension Information**

Dept.	Service Unit	Company Name	Company based at	Duration	Description	Approval
Adults & Community Based Services	Heritage & Open Spaces	Artelia Projects UK Ltd	London	01.11.23 – 01.01.2024	Artelia have continued as Project Managers to NMRN and have been abreast of the projects over the last two years as the feasibility and project development stages of HBC projects have been undertaken. Since the contract date end Artelia have provided additional services and outcomes at no cost and which have accelerated the programme to this point. The Authority is now entering more extensive and intensive phases of the three Waterfront regen capital projects we need to secure project management services. Due to the value of the contract, we intend to appoint via a framework to comply with public contract thresholds. This extension will enable the projects to maintain momentum during a critical phase of works with the mobilisation of contractors for Wingfield and procurement of a design team for MOH. We anticipate additional procurement of project management services in January via NEPRO/Bloom	Request Approved by James Magog, Jill Harrison and Hayley Martin - 1.12.2023
Children & Joint Commissioning	Adult - Commissioning	Trustees of the Hospital of God	Hartlepool	1.4.2024-31.3.2025	The Trustees of the Hospital of God have provided a day centre and social inclusion opportunities for people living with dementia in Hartlepool for over 14 years. The current contract commenced on 1 April 2019 for 3 years with options to extend for a further 2 years to 31 March 2024 subject to satisfactory performance. The contract was awarded after a successful tender submission. Hospital of God were the only organisation to tender and are considered the dementia "experts" in Hartlepool. The extension would allow the opportunity for the Head of Transformation to lead on the co-production of a strategy around dementia services. The Hospital of God also delivers a Dementia Advisory Service under contract with the Council. The contract for this service is due to terminate on 31 August 2026. A new co-produced dementia strategy could also include the services provided	Request Approved by James Magog, Jill Harrison and Hayley Martin - 1.12.2023

					under this contract to solidify the dementia offer across the borough.	
Development, Neighbourhoods & Regulatory Services	Highway Services	Wynyard Park Limited	Billingham	5.4.2024 – 30.11.2024	Creation of new access from The Pentagon to Musgrave Garden Lane, Wynyard Park. The same contractor – Wynyard Park Ltd – will be used as with the first phase of works. This supplier is already on-site and able to carry out the works at a more economic benefit compared to procuring an outside contractor bringing in their own plant and these associated extra costs.	Request Approved by James Magog, Jill Harrison and Hayley Martin – 16.1.2024
Development, Neighbourhoods & Regulatory Services	Corporate Strategy and Performance	Granicus Limited	London	18.4.2024 – 19.4.2025	There is a requirement to extend the use of the consultation and engagement platform for a further year whilst work to review and consolidate the Council's website portfolio is completed. The website review will identify whether there is still a need for a separate consultation and engagement platform. There are significant consultation activities that need to be undertaken over the next 12 months and a platform to facilitate this work is vital.	Request Approved by James Magog, Hayley Martin and Denise McGuckin – 3.4.2024
Children & Joint Commissioning	Adult – Commissioning	Disabled Enabled Limited	Hertfordshire	One Off Procurement	Disabled Enabled Limited has been commissioned by the Council for the last 6 years, initially to produce website <a href="https://www.accessable.co.uk/hartlepool-borough-council">https://www.accessable.co.uk/hartlepool-borough-council</a> and thereafter to update and maintain. The site hosts information on 175 venues across the Borough and provides accessibility information together with a full assessment of the range of services offered at the venue. There is a requirement to extend this arrangement.	Request Approved by James Magog, Hayley Martin and Jill Harrison – 27.3.2024
Children & Joint Commissioning	Adult Commissioning	This is Focus Limited	Bournemouth	1.4.2024 – 31.3.2025	HBC has contracted with This is Focus since 2009 to develop and maintain the Hartlepool Now website. There have been refreshes of the system over that time and the app was developed and launched in 2013. It would be more cost effective to offer a contract to the existing provider to maintain the existing site. The alternative would mean we would need to commission a new provider, which would require substantial start-up costs to source the information and create a new website.	Request Approved by James Magog, Hayley Martin and Jill Harrison – 2.8.2024