

# ADULT AND PUBLIC HEALTH PORTFOLIO

## DECISION SCHEDULE



**Monday 12<sup>th</sup> February 2007**

**at 9.00 am**

**in Committee Room 'C'**

Councillor R Waller, Cabinet Member responsible for Adult and Public Health will consider the following items.

**1. KEY DECISIONS**

No items

**2. OTHER ITEMS REQUIRING DECISION**

- 2.1 Day Service Improvement Plan – *Director of Adult and Community Services*
- 2.2 Revision of 2007/08 fees and charges – *Head of Public Protection*
- 2.3 Food Hygiene Award Scheme – *Head of Public Protection*

**3. ITEMS FOR INFORMATION**

- 3.1 Adult and Community Services Departmental Plan 2006/07 – 3<sup>rd</sup> Quarter Monitoring Report – *Director of Adult and Community Services*
- 3.2 Centre for Independent Living – *Director of Adult and Community Services*
- 3.3 Delivery of the Challenge Hartlepool project – *Director of Adult and Community Services*
- 3.4 Supporting People Briefing – *Director of Adult and Community Services*
- 3.5 Neighbourhood Services Departmental Plan 2006/07 – 3<sup>rd</sup> Quarter Monitoring Report – *Director of Neighbourhood Services*

**4. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS**

No items

## **ADULT AND PUBLIC HEALTH PORTFOLIO**

### **REPORT TO PORTFOLIO HOLDER**

12<sup>th</sup> February 2007



**Report of:** Director of Adult & Community Services

**Subject:** DAY SERVICE IMPROVEMENT PLAN

---

## **SUMMARY**

### **1.0 PURPOSE OF REPORT**

To further inform and update on the progress of the Learning Disability Improvement Plan for Day Services, as highlighted in the Commission for Social Care and Inspection (CSCI), report on services for People with Learning Disabilities in Hartlepool.

### **2.0 SUMMARY OF CONTENTS**

The report outlines the response to the CSCI improvement plan by bringing together an improvement plan for day services for people with learning disabilities in Hartlepool.

### **3.0 RELEVANCE TO PORTFOLIO MEMBER**

The report covers a key external monitoring document, which must be presented to an appropriate public meeting of Council.

### **4.0 TYPE OF DECISION**

Non Key: For information.

### **5.0 DECISION MAKING ROUTE**

Adult and Public Health Services Portfolio.

### **6.0 DECISION(S) REQUIRED**

To note the report and agree the action plan.

**Report of:** Director of Adult and Community Services

**Subject:** DAY SERVICE IMPROVEMENT PLAN

---

**1. PURPOSE OF REPORT**

- 1.1 To present the improvement plan, update on performance and agree the action plan for day service improvements.

**2. BACKGROUND**

- 2.1 *CSCI – Inspection report June/July 2006. Recommendation (4.2). The Council should complete an improvement plan for day services in conjunction both with current users, carers and those people who may need day services in the future.*

**3. ACTION PLAN**

- 3.1 A Departmental Action Plan has been drawn up in response to these recommendations (**APPENDIX 1**) and the actions included in plans for 2006/07 and 2007/08.

**4. CURRENT POSITION**

- 4.1 An improvement plan has been agreed at Cabinet on 16<sup>th</sup> November 2006, with targets and measures and actions to be taken, this request refers to Standard 4 Recommendation 4.2 from within.

**5. RECOMMENDATIONS**

- 5.1 To agree the action plan, targets, measures, and outcomes within the action plan.

Post Inspection Improvement Plan LD Day Opportunities (appendix 1)				
Workforce Training & Development				
TASK	WHEN	WHO	COMMENTS / ACTION	
Advertise & recruit a Disability Inclusion Manager	Jun 2006	L Bruce	NH Commenced 01/07/06	
Appoint consultant to review day opps. at Warren Road	Sep 2006	L Bruce	Open Door Service LTD, appointed to review people attending Warren Road, Complex needs service	
Arrange a meeting to offer feedback to senior staff of the CSCI inspection	July 2006	N Harrison	7/11/06 Meeting with SL / CS / RR / SR (initial meeting embargoed- follow up meeting 27/11/06 completed	
Review interim secondment posts of SL / LD	July 2006	N Harrison / L Bruce	10/07/06 Meeting with LD – Confirmed to continue in development role 10/07/06 Meeting with SL – Confirmed his post will change, to assist in the development of the service, requested change of circumstances forms, to be completed by 30/11/06	
Arrange a follow up meeting to discuss CSCI concerns with whole staff team	July 2006	N Harrison	11/07/06 Meeting held with Warren road staff, feedback information from CSCI interim report. Lessons learnt from adult protection outcomes. Info embargoed until November. Staff team meeting planned for 27/11/06	
Arrange a debrief with DH re issues of vulnerable adult outcomes	A.S.A.P	N Harrison / L Bruce Unison Rep.	7/07/06 Investigation outcome discussed, with DH and debrief with actions to address. Met with all senior links.	
Arrange follow up meeting to update staff on areas raised re adult protection and CSCI feedback	Aug 2006	N Harrison / S Lennon	Prepare training on:- <ul style="list-style-type: none"> <li>Report Writing Record keeping</li> <li>Values training</li> <li>Adult protection / guidance</li> </ul>	

Post Inspection Improvement Plan LD Day Opportunities				
Workforce Training & Development (cont)				
Develop an induction pack for staff, update and review personal files	Aug 2006	N Harrison	Develop a staff induction pack which will link to common induction and foundation standards, completed in (draft) attached for discussion	
Develop clear policies and procedures to reflect changes ensuring DIA are completed and updated as a result.	Sep 2006	N Harrison	Establish clear working practices policy, procedures and guidance, ensure compliance and roll out. To include access and referral routes. Commence with exclusions policy (draft)	
Review supervision and appraisal system establish a model to improve completion	Aug 2006	N Harrison / Senior Links	Identify current model, inefficiencies, establish model to reflect current demands of the service.  Establish method of reviewing. Sue Robinson / Steve Lennon exploring options to look at peer group supervisions.	
Ensure Workforce training and development and LDAF common induction standards are linked to National Minimum dataset, to enable an accurate profile of the workforce	Oct 2006	Gwenda Pout	Develop personal development portfolios, engage with staff through supervision and appraisal. Establish current framework and PDP, with the staff at warren road.	

Post Inspection Improvement Plan LD Day Opportunities				
<b>Service user participation</b>				
Establish a work group to look at inclusive opportunities	Sep 2006	S Booth C Hilton	Include people with complex and multiple learning disabilities within their local communities. Agreed 33 people to have My life Plans. Establish consultancy agreement with Open door.	
Examine current day service opportunities and evaluate their benefits with service user reps	Sep 2006	S Booth C Hilton S Lennon	Ensure service users have a voice and feel able to challenge current provision.  Arrange a day with Guest speaker exploring options for people accessing the wider community ( November event with Carolyn Carlson "Building Vibrant Communities") (DONE)	
Develop inclusive opportunities in a person centered way	Sep 2006	S Booth C Hilton N Harrison	Ensure all adults with complex and multiple needs are offered a person centered plan. (my life plan agreed as the preferred format, will adapt for individuals, (9 completed in Nov ) – tender out re PCP	
Review where appropriate PCPs to ensure activity.	Oct 2006	N Harrison	Ensure that the quality of person centered plans is reviewed. Engage with Open Door and Quality checking using Reg 26 proforma (CSCI)	
Investigate national models of good practice	Sep 2006	N Harrison S Lennon	Develop alternatives to Building based provision where appropriate ( Beacon Day arranged trip to Rotherham, L Duncan, P Kinnersley attended)	
Ensure there is accessible information for service users to make comments on service provision	Oct 2006	S Lennon	Develop accessible comments forms and raise awareness at service user meetings.  Facs consultation, info prepared by Val Stewart, DVD by Phil Dale. In control resource pack being developed, ordered 100 copies of easy read guides.  <i>Nov 27: Briefed on staff on YOU TUBE issues</i>	

Deliver training on Community development	Oct 2006	Carolyn Carlson (Paradigm)	Arrange 2 day workshop with Community leaders, service users, carer's, support staff, and develop plan for possible future Day opportunities. (DONE – to collate info from day to use as baseline for a path for modernization)	
Post Inspection Improvement Plan LD Day Opportunities				
<b>Engaging Families</b>				
Ensure a protocol is in place and a framework to give carer's a forum to be heard  <i>Partners in policymaking / sharing the caring / Hartlepool carer's</i>	Sep 2006	S Lennon C Swinburne R Ryan N Forcer D Hutchinson S Robinson	Set up a carer's forum with opportunities to discuss on an individual or group session to address current service provision and identify concerns, comments and compliments. <i>Darran Hutchinson</i> – established links with parents carer's, is attending the day service modernization sub groups in York, and ensuring parents carer's are offered opportunities to attend. S Robinson also attending.	
Ensure opportunities exist to enable families to respond to information, activities, reports and service change.	Sep 2006	S Lennon L Duncan	Develop alternative communication methods, eg, web site, newsletter, questionnaires, and telephone calls, to ensure information about changes are clear. <i>(FACS info accessible, In Control and Direct payments. Suggest Newsletter for Warren road</i>	
Ensure families have the correct information to make informed choices, when making decisions	Oct 2006	N Harrison S Lennon	Produce a guide for family members and carer's on helping people make decisions who have difficulty making decisions. (Supported Decision Making guidance available on the internet, to explore putting together info.)	
Complete a telephone questionnaire with Carer's to ensure all people understand the improvements and feel involved	Oct 2006	N Harrison Senior Link Workers	Ensure that information is recorded for future use. To ensure that carer's have the opportunity to make informed choices.	
Develop alternatives to building based Respite / Short Term Care.  <i>Avalon / APS / Home from Home / Direct payments introduced to SW team</i>	Mar 2007	N Harrison S Lennon	Ensure that users and carers have access to a range of flexible support services to meet their needs. Look at Breakfast / Sitting services. Explore use of direct payments. Avalon / JSF attended social work team meetings.	

Post Inspection Improvement Plan LD Day Opportunities				
Quality				
Develop a working group to discuss how to address quality. (Independent of service provision)	Aug 2006	N Harrison L Duncan	Ensure representatives form each area:- <ul style="list-style-type: none"> <li>• Carer</li> <li>• Service user</li> <li>• Independent sector staff</li> <li>• Internal service staff</li> </ul> <i>(On Hold Awaiting FACS consultation to be completed)</i>	
Develop an audit tool that looks at service provision, staff, and service user feedback and checks the quality of the service	Aug 2006	N Harrison	<ul style="list-style-type: none"> <li>• Develop a pro-forma (? adapt reg 26)</li> <li>• Ensure covers statutory requirements (DRAFTED)</li> <li>• Ensure feedback is part of process</li> <li>• Identify frequency and responsibilities</li> </ul> <i>(Draft model awaiting feedback form carers Post FACS)</i>	
Develop clear guidance to enable the Audit tool to be utilised.	Oct 2006	N Harrison	Develop clear policy, procedure and practice guidance to enable quality to be measured. <i>(Awaiting feedback on tool)</i>	
Develop a business plan for each team to address and coordinate outcomes and objectives	Apr 2006	N Harrison S Lennon Senior Links	Develop a draft business plan (12/07/06) Link to appraisal system Review in October 2006	
Ensure the council complaints comments and compliments procedures are made in accessible format and people feel able to use without prejudice	OCT 06	N Harrison S Lennon	Ensure information is made available in a format that is accessible to people using Warren Road <ul style="list-style-type: none"> <li>• Ensure awareness training is delivered to all. (training ongoing )</li> </ul>	



Post Inspection Improvement Plan LD Day Opportunities				
<b>Day service improvement</b>				
Develop a toolkit and action plan to establish future service provision	Oct 2006	N Harrison LD Partnership Board Service users Family Carer's	Utilise VPST Toolkit:- <ul style="list-style-type: none"> <li>• DSM toolkit 1</li> <li>• DSM toolkit 2</li> <li>• Top ten tips for DSM</li> <li>• Public involvement engagement</li> </ul>	
Establish structure to support changes in day service provision	Apr 2007	N Harrison L Bruce	Identify a structure that will facilitate changes to service provision (structure proposals agreed, new post out to advert Dec)	
Identify In Control Champion for the LD service	July 2006	N Harrison S Ward K Millican	SW & KM Attended introductory workshop (2 days 18 <sup>th</sup> /19 <sup>th</sup> July)	
Identify potential risks around provision and direct payments	Sep 2006	N Harrison	Identify possible need to implement a decommissioning strategy to enable staff and budget transfer in the event of an uptake in direct payments (LB Developing commissioning strategy in Draft)	
Establish a link to North East Regional meetings	Jul 2006	N Harrison S Ward	John Waters – Dates in diary for next regional meeting	
Set up a working group for Hartlepool to be chaired by Director of A&CS	Aug 2006	N Bailey E Weir	Set up meeting with National lead, Identify pilot sites and size of group. J Stansfield attending. (IN Control)	
Develop links with community services.	Aug 2006	LD Partnership Board N Harrison	Arrange Intro. Meetings with leads from other departments. Identify current use of other venues and facilities (presentation on accessing community facilities delivered by Ian / David)	

Post Inspection Improvement Plan LD Day Opportunities				
Day service improvement (cont)				
Identify transport needs of people accessing a day service	Oct 2006	N Harrison S Lennon	Identify issues across the service and explore potential of alternative transport solutions. (attending corporate steering group on transport)	
Identify potential secondment to address and map community cohesion and services.	Aug 2006	N Harrison L Bruce	Identify potential for alternative provision and establish locality based services for a number of people receiving its service from Havlock / Warren road (Mental Health services undertaking similar project)	
Continue to develop links with Arts/ Leisure and recreation	Aug 2006	S Lennon Council Partners	Ensure strong links are in place for the future. Identify crosscutting themes and performance measures (new art studio opened)	
Use the Independent forum group to deliver feedback from the findings to local council members on the modernisation agenda	Nov 2006	N Harrison S Lennon Open Door	Develop a presentation form Open Door to enable local councillors to see the issues of local people with a learning disability <ul style="list-style-type: none"> <li>Set up a Values group. (SB)</li> </ul>	
Ensure policy, procedure and practice guidance, in relation to new policy are reviewed using diversity impact assessments Ensure that independent support groups are facilitated to enable people to speak up in a supported environment on issues such as Day care / Adult protection / Public Information	Mar 2007	N Harrison L Bruce S Lennon M Hunt	New policies and procedures around access and Identify core service functions of Warren Road.	
	Dec 2006	N Harrison Independent Forum Carer Service User	Establish, user forum to enable to make informed choices, feedback on quality issues and address carer and service user concerns.	

**ADULT AND PUBLIC HEALTH SERVICES  
REPORT TO PORTFOLIO HOLDER  
12 February 2007**



**Report of:** Head of Public Protection

**Subject:** REVISION OF 2007/2008 FEES AND CHARGES

---

**SUMMARY**

**1. PURPOSE OF REPORT**

To consider the annual review of fees and charges in respect of services, licences and registrations undertaken by the Public Protection and Housing Division.

**2. SUMMARY OF CONTENTS**

The report sets out the services, licences and registrations undertaken under various enactments, together with current and recommended fees for 2007/2008.

**3. RELEVANCE TO PORTFOLIO MEMBER**

Portfolio Holder has responsibility for Environmental Health, Trading Standards, Open Market and Bereavement Services, to which these charges apply.

**4. TYPE OF DECISION**

Non key.

**5. DECISION MAKING ROUTE**

Portfolio Holder decision.

**6. DECISION(S) REQUIRED**

To agree the fees and charges for 2007/2008.

**Report of:** Head of Public Protection

**Subject:** REVISION OF 2007/2008 FEES AND CHARGES

---

**1. PURPOSE OF REPORT**

- 1.1 To consider the annual review of fees charges in respect of various licences, registrations and services.

**2. BACKGROUND**

- 2.1 Charges for the various services offered by the Public Protection & Housing Division have been subjected to the annual review.

**3. PROPOSALS**

- 3.1 The suggested charges for 2007/2008 are set out as **Appendix 1**, with the current year's figures in brackets.
- 3.2 Suggested increases in charges are based on:
- (i) an average rise of 3%; or
  - (ii) a more accurate reflection of staff resources being utilised; or
  - (iii) bringing charges into line with other authorities.
- 3.3 Charges have generally been rounded off to the nearest pound where appropriate and are exclusive of VAT.
- 3.4 Proposed charges for the Cemeteries and Crematorium Services are set out separately as **Appendix 2** to this report.
- 3.5 Charges for burial and cremation services have been increased by approximately 6.5% overall. These increases are necessary to fund additional drainage works.

**4. RECOMMENDATIONS**

- 4.1 It is recommended that the suggested charges be agreed as from 1 April 2007 where applicable.

## 2.2 Appendix 1

### LICENCES, REGISTRATIONS AND SERVICES

1.	<b><u>PET ANIMALS ACT 1951</u></b>	£110 (£105) plus any veterinary surgeon's fee where such an inspection is considered necessary.
	<b><u>ANIMAL BOARDING ESTABLISHMENTS ACT 1963</u></b>	£110 (£105) plus any veterinary surgeon's fee where such an inspection is considered necessary.
	<b><u>THE BREEDING OF DOGS ACT 1973</u></b>	£110 (£105) plus any veterinary surgeon's fee where such an inspection is considered necessary for 0-5 breeding bitches, £160 (£155) for 6-10 breeding bitches, Pro-rata for over 10 breeding bitches.
	<b><u>SLAUGHTER ACT 1974</u></b>	£50 (£50) Licence to slaughter animals.
	<b><u>RIDING ESTABLISHMENTS ACT 1964 AND 1970</u></b>	£110 (£105) plus any veterinary surgeon's fee where such inspection is considered necessary.
	<b><u>DANGEROUS WILD ANIMALS ACT 1976</u></b>	£110 (£105) plus any veterinary surgeon's fee where such inspection is considered necessary.
	<b><u>VARIATION OF LICENCE</u></b>	£50 plus any veterinary surgeon's fees where such inspection is considered necessary.
2.	<b><u>COPY OF ANY LICENCE</u></b>	£25 unless cost of copy is a statutory fee.
3.	<b><u>FOOD SAFETY ACT 1990</u></b>	
	'Export' Certificates	£60 + VAT (£55)
	Food Condemnations	
	- Certificate and removal	£60 + VAT (£55) for up to 1 hr - additional time at £35/hr (£30). Plus the costs incurred by the Department for removal.

**FOOD SAFETY ACT 1990 (continued)**

- Certificate only	£55 + VAT (£55)
Basic Food Hygiene Course per person	£36 + VAT (£36)
Intermediate Food Hygiene Course - per person. (Course Handbook also included).	£100 + VAT (£100)
Food Register Examination Charges	
- per 100 premises (or part)	£100 (£100)
- per individual entry	£30 (£30)
Tees Valley Food Hygiene Award Re-Rating visit	£150

4. **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT, 1982**

Acupuncture, tattooing, ear piercing, electrolysis

- premises	£108 (£105)
- person	£56 (£55)

5. **SEX ESTABLISHMENT**

New licence £1065 (£1030).

Renewal £320 (£310).

6. **PEST CONTROL**

**Domestic Premises**

Rats, mice, fleas (human), bed bugs and cockroaches	No charge
Other pests (including wasps, fleas (animal related), moles, woodlice, silverfish, earwigs, etc):	£28 (£27) per hour + materials + VAT as below

**PEST CONTROL (continued)**

Wasps nests	from £31 (£29) + VAT	£36.43 (£34.10)
Fleas	from £38 (£34) + VAT	£44.65 (£39.95)
Moles	from £28 (£27) + VAT (labour only)	£32.90 (£31.75)

**Business Premises**

Rats, mice, fleas (human), bed bugs and cockroaches £40 (£37) per hour + materials + VAT as below

Other pests (including wasps, fleas (animal related), moles, woodlice, silverfish, earwigs, etc)

Wasps nests	from £42 (£39) + VAT	£49.35 (£45.83)
Fleas	from £50 (£44) + VAT	£58.75 (£51.70)
Moles	from £40 (£37) + VAT (labour only)	£47.00 (£43.48)

**7. GAME ACT 1831**

Licence to sell game £60 (£55)

**8. STATEMENT OF FACT**

£100 for up to 2hrs officers time  
Cost /hr thereafter £35

**9. LOCAL GOVERNMENT (MISC. PROV.) ACT 1976**

Hackney Carriages and Private Hire Licences:

Hackney Carriage Vehicle	£260 (£250)
Hackney Carriage Driver	£55 (£50)
Private Hire Vehicle	£260 (£260)
Private Hire Driver	£55 (£50)
Dual Driver	£80 (£80)
Private Hire Operator	£190 (£190)
Transfer of Vehicle ownership	£15 (£15)
Replacement Vehicle	£55 (£55)
Renewal of Backing Plates	£24 (£24)

# 10. THURSDAY OPEN MARKET

Charge for standard stall. (Plus £23 (£22)  
proportional increases dependent on  
additional space used by traders).

Charge during January and February for £17 (£16.50)  
stall-holders with full attendance.

If holiday is taken or any other absence £6 (£5)  
without notification a service charge will  
be levied.

If payment is not received at the Civic £6 (£5)  
Centre by 12 noon on market day, an  
admin charge will be made.

# 11. WEDNESDAY ANTIQUES MARKET

Charge for standard stall. (Plus £19 (£18)  
proportional increases dependent on  
additional space used by traders).

Charge during January and February for £14 (£13.50)  
stall-holders with full attendance

If holiday is taken or any other absence £5 (£4)  
without notification a service charge will  
be levied.

If payment is not received at the Civic £5 (£4)  
Centre by 11.30 am on market day, an  
administration charge will be made.

# 12. STREET TRADING

All fees include a £50.00 non-refundable application charge, which will be retained by  
Hartlepool Borough Council, should an application be refused or withdrawn.

<u>Street Trading Consents</u>	<b>0500 hrs – 1800 hrs</b>		<b>1800 hrs – 0500 hrs</b>	
Annual	£1030	(£1000)	£2060	(£2000)
½ Yearly	£618	(£600)	£1236	(£1200)
Monthly	£155	(£150)	£310	(£300)
Weekly	£105	(£100)	£210	(£200)



**STREET TRADING (continued)**

	<b>0500 hrs – 1800 hrs</b>		<b>1800 hrs – 0500 hrs</b>	
Daily	£52	(£50)	£103	(£100)
Annual fee for fixed hot food	£1030	(£1000)	£2060	(£2000)

**Street Trading Licence**

Weekly	£210	(£200)
Daily	£52	(£52)

Where attending Wednesday, Thursday open market, Farmers Market or Maritime Festival, the above fee will not be charged as it is covered in the existing charges.

**13. LICENSING ACT FEES AND CHARGES (Statutory Fees)**

<b><u>Band</u></b>	<b><u>Rateable Value</u></b>	<b><u>Conversion Fee</u></b>	<b><u>Conversion plus Variation</u></b>	<b><u>Variation Fee and New Applications</u></b>	<b><u>Annual Fee</u></b>
A	No rateable value to £4300	£100	£120	£100	£70
B	£4301-£33000	£190	£250	£190	£180
C	£33001-£87000	£315	£395	£315	£295
D	£87001-£125000	£450	£550	£450	£320
D*	See Note 1 below	£900	£1000	£900	£640
E	£125001 and above	£635	£755	£635	£350
E*	See Note 2 below	£1905	£2025	£1905	£1050

**Note 1:** For premises that have a band D rateable value (as detailed above) and which are used exclusively or primarily for the supply of alcohol for consumption on the premises, the licence fee is doubled.

**Note 2:** For premises that have a band E rateable value (as detailed above) and which are used exclusively or primarily for the supply of alcohol for consumption on the premises, the licence fee is multiplied by a factor of three.

**Note 3:** For large events, where the expected attendance will be greater than 5,000, an additional fee may be payable. Please contact the Council's Licensing Team for more details.

**14. POISONS ACT, 1972**

Initial Registration	£54 (£52)
Re-registration	£32 (£31)
Change of details to register	£24 (£23)

15. **MANUFACTURE & STORAGE OF EXPLOSIVES REGULATIONS 2005**

(Fee set under the Health & Safety Fees Regulations 2006)

Initial Registration of premises	£72 (£60)
Renew al of Registration	£36 (£36)
Initial Licence to store	£120 (£100)
Renew al of Licence	£77 (£75)

16. **FIREWORKS ACT 2003**

Licence to Supply	£500 (Statutory Fee)
-------------------	----------------------

17. **PETROLEUM CONSOLIDATION ACT 1928**

Fees set under Health and Safety (Fees) Regs. 2005.

Licence to keep petroleum spirit of a quantity not exceeding 2,500 litres	£38 (£36)
Licence to keep petroleum spirit of a quantity 2,500 litres, not exceeding 50,000 litres	£53 (£51)
Licence to keep petroleum spirit of a quantity exceeding 50,000 litres	£108 (£102)
Transfer of licence	£8 (£8)

18. **MOTOR SALVAGE OPERATORS LICENCE**

£70 (Statutory Maximum Fee)

19. **GAMING ACT 1968**

Permit for the use of machines for gaming by way of amusement with prizes.

Sec 34	£32 (statutory fee)
Sec 34(5E)	£250 (maximum fee allow ed)

20. **LOTTERIES AND AMUSEMENT ACT 1976**

Permit for the provision of Amusements with prizes by Prize Bingo Section (16) of the Act. £32 (Statutory fee)

Sec (5) £35 (Statutory fee)

Renewal £17.50 (Statutory fee)

21. **SAFETY OF SPORTS GROUNDS** £125 (£120) + admin costs

22. **HOME RENOVATION GRANTS** Administration charge 12% (12%)

23. **DISABLED FACILITIES GRANTS** Administration charge 12% (12%)

24. **DERATTING CERTIFICATES** (Statutory fees)

Ships below 1,001 gross tonnage	£45 (£43)
Ships from 1,001 to 3,000 gross tonnage	£91 (£86)
Ships from 3,001 to 10,000 gross tonnage	£137 (£129)
Ships from 10,001 to 20,000 gross tonnage	£182 (£172)
Ships from 20,001 to 50,000 gross tonnage	£227 (£214)
Ships over 50,000 gross tonnage	£272 (£257)



**HARTLEPOOL  
BOROUGH COUNCIL**

# **DEPARTMENT OF NEIGHBOURHOOD SERVICES**

## **CEMETERIES AND CREMATORIUM**

### **TABLE OF CHARGES**

IN RESPECT OF

HARTLEPOOL CREMATORIUM

STRANTON GRANGE CEMETERY

WEST VIEW ROAD CEMETERY

NORTH CEMETERY

OLD CEMETERY  
(SPION KOP)

**WITH EFFECT FROM 1 APRIL 2007**

## Appendix 2

### CEMETERIES

#### PURCHASED GRAVE SPACES

1. For the purchase of the exclusive right of burial by a resident in the Borough of Hartlepool:

	Division A	Division B/C
a) In an earthen grave	£474.00	£309.00
b) In a brick grave or vault	£800.00	£600.00

#### PLEASE NOTE THAT:

- i] These charges are exclusive of the burial fee payable for each interment (see 2 below).
- ii] Double charges will be payable for the exclusive right of burial by a person not resident in the Borough of Hartlepool except in the case when the deceased was a resident at the time of death.
- iii] Exclusive right of burial in a brick grave or division "A" type grave must be purchased prior to the interment.
- iv] Fees for the preparation of a deed of grant and for the entry of the particulars in the "Register of Purchased Graves" are included in the exclusive right of burial charges.
- v] Fees for the erection of memorials and for the right of placing a second or subsequent inscription on a memorial are included in the above charges.

#### 2. INTERMENT FEES

- a) For the burial of the body of a stillborn child in the stillborn communal areas (exclusive right of burial cannot be purchased in this area).

£29.00

- b) For the burial of a stillborn child:

Division A	£139.00
Division B/C	£ 91.00

- c) For the burial of a child whose age at the time of death did not exceed 12 years:

Division A	£139.00
Division B/C	£ 91.00

## Appendix 2

- d) For the burial of the body of a person whose age at the time of death exceeded 12 years:

Division A	£290.00
Division B/C	£276.00

- e) Service in Cemetery or Crematorium Chapel before proceeding to graveside, or for a memorial service.

£58.00

### PLEASE NOTE THAT:

- i] The charges set out in 2 (a), (b), (c) and (d) above relate to the burial of a resident of Hartlepool. The charges in respect of non-residents should be double those stated above.
- ii] The term "Resident" for the purpose of Clause 2 hereof means a person who at the time of his or her death resided within the Borough of Hartlepool or who has been so resident at any time during the twelve months preceding his or her death and includes a person who normally resided in Hartlepool but who, at the time of death, was not in Hartlepool. In the case of a stillborn, the child will be deemed a resident if the parents reside within the said Borough.
- iii] In the event of a body of a child being interred in the same casket as the body of its parent, no fee shall be payable to the Authority in respect of such child.
- iv] Burial fees include the use of grass matting and when necessary the turfing or seeding of the grave during the appropriate season, allowing a reasonable time to elapse so that the ground may be in a suitable condition.
- v] All lawn plot graves are maintained solely by the burial authority. Planting is not allowed. Kerbs, enclosures or flat stones are not allowed on lawn plots.
- vi] At least two complete days notice (not including Saturdays, Sundays or Public Holidays) of any proposed interment must be given at the Cemeteries and Crematorium office in writing, on the form prescribed by the Council.
- vii] Interment times are as follows:
- |                    |                    |
|--------------------|--------------------|
| Monday to Thursday | 9.30 am to 3.30 pm |
| Friday             | 9.30 am to 2.30 pm |

## Appendix 2

### 3. **REGISTRATION AND SEARCH FEES**

- a) For the execution of the transfer of the grant to the exclusive right of burial in a grave space and for the entry of the particulars in the "Register of Purchased Graves".

£22.00

- b) For a search in the "Register of Burials" kept by the Cemeteries Registrar:

£14.00

- c) For a search in the "Register of Purchased Graves" kept by the Chief Executive:

£14.00

### 4. **MEMORIALS, INSCRIPTIONS ETC**

PLEASE NOTE THAT:

- i] All memorials and inscriptions remain the responsibility of their respective owners and are subject to the approval of the Cemeteries and Crematorium Registrar.
- ii] All applications to erect memorials must be completed on the prescribed form and signed by the grave owner and the person who is to carry out the work and delivered to the Cemeteries and Crematorium Office at least 24 hours prior to fixing.
- iii] Maximum size memorial allowed, 4 feet in height and 36 inches x 20 inches at base.
- iv] Wooden or metallic memorials including crosses are not allowed in the cemeteries.
- v] Memorials are not allowed to be erected on any unpurchased ground.

### 5. **PLANTING AND TENDING GRAVES (NOT APPLICABLE TO LAWN PLOTS)**

- |    |   |        |
|----|---|--------|
| a) | Turfing of grave space and maintenance one year:    | £53.00 |
| b) | Each subsequent turfing and maintenance per year:   | £53.00 |
| c) | Maintenance only:                                   | £36.00 |
| d) | Planting twice yearly with flowers and maintenance: | £54.00 |

### CREMATORIUM

#### 1. CREMATORIUM FEES

- |    |  |         |
|----|--|---------|
| a) | Cremation of foetal remains or a stillborn child<br>(Medical Referee's fees waived)                              | £12.00  |
| b) | Cremation of a child under twelve years of age<br>(Medical Referee's fees waived)                                | £20.00  |
| c) | Cremation of a person aged twelve years or over<br>(Medical Referee's fees not included, see additional charges) | £418.00 |

#### PLEASE NOTE THAT:

The cremation fees include the following:

- ◆ The use of the chapel
- ◆ The use of the organ (organist's charges are extra)
- ◆ A copy of the Registrar's or Coroner's Disposal Certificate
- ◆ The temporary storage of cremated remains for one month after the cremation service
- ◆ A suitable container for the removal of the cremated remains from the crematorium

#### CREMATION TIMES

Monday to Thursday	9.40 am to 4.00 pm (Last Service - Committal Only)
Friday	9.40 am to 3.00 pm (Last Service - Committal Only)

#### 2.) ADDITIONAL CHARGES

- |    |  |        |
|----|--|--------|
| a) | Medical Referee's fees   |        |
|    |  | £20.00 |
| b) | Extended service time (additional 20 minutes)<br><b>(This should be ordered at the time of booking, subject to availability)</b> |        |
|    |  | £58.00 |
| c) | <u>Additional</u> copy of Registrar's or Coroner's Disposal Certificate:   |        |
|    |  | £9.00  |
| d) | Certificate of Cremation (certified extract from an entry in the Cremation Register).  |        |
|    |  | £9.00  |



## Appendix 2

### 3. INTERMENT OF CREMATED REMAINS

- |    |                     |         |
|----|---------------------|---------|
| a) | In an earthen grave | £108.00 |
|----|---------------------|---------|

### 4. INTERMENT OF CREMATED REMAINS (SPECIAL PLOTS)

- |    |  |         |
|----|--|---------|
| a) | In the cremated remains special plot   | £108.00 |
| b) | Purchase price of site including deeds | £110.00 |

PLEASE NOTE THAT:

- 1) Exclusive right of burial in a special plot must be purchased prior to the first interment (see 3b above).
- 2) Double fees apply to non-residents regarding the purchase of sites and for the burial of cremated remains as with full burials.
- 3) Charges for permission to lay stone and for the right of placing a second or subsequent inscription on a stone are included in the above purchase price of site.



### 5. INTERMENT OF CREMATED REMAINS (TRIBUTE AREA)

- |    |  |         |
|----|--|---------|
| a) | In the cremated remains tribute area   | £108.00 |
| b) | Purchase price of site including deeds | £192.00 |

PLEASE NOTE THAT:

- 1) Exclusive right of burial in tribute area must be purchased prior to the first interment (see 3b above).
- 2) Double fees apply to non-residents regarding the purchase of sites and for the burial of cremated remains as with full burials.
- 3) Charges for permission to erect memorial and for the right of placing a second or subsequent inscription on a stone are included in the above purchase price of site.

## Appendix 2

### 6. INSCRIPTIONS IN BOOK OF REMEMBRANCE

a)	2 line entry (single)	£52.00
b)	5 line entry (double)	£94.00
c)	8 line entry (treble)	£135.00
d)	Badge/floral emblem (including 5 lines)	£185.00
e)	Full coat of arms (including 8 lines)	£227.00

### 7. MEMORIAL CARDS

a)	2 line entry	£26.00
b)	5 line entry	£44.00
c)	8 line entry	£56.00
d)	Badge/floral emblem (including 5 lines)	£150.00

### 8. MISCELLANEOUS CHARGES

a)	Urns to contain remains:	
	i] Polished wood	£43.00
	ii] Plastic container	£10.00
b)	Packing and despatch of remains	£50.00

### 9. STREWING OF CREMATED REMAINS

a)	At reserved time with mourners/minister, or from another cremation authority	£23.00
----	--	--------

### 10. VASE BLOCK TABLET MEMORIALS IN GARDEN OF REMEMBRANCE

a)	Complete memorial	£310.00
b)	Reunited/replacement tablet for above	£110.00
c)	Replacement flower container	£4.00

**ALL CHARGES ARE INCLUSIVE OF VAT**

**ADULT AND PUBLIC HEALTH SERVICES  
REPORT TO PORTFOLIO HOLDER  
12 February 2007**



**Report of:** Head of Public Protection

**Subject:** Food Hygiene Award Scheme

---

**SUMMARY**

**1. PURPOSE OF REPORT**

To seek Portfolio Holders approval for Food Hygiene Award Scheme.

**2. SUMMARY OF CONTENTS**

The report gives details of a Tees Valley Food Hygiene Award Scheme.

**3. RELEVANCE TO PORTFOLIO MEMBER**

The Portfolio Holder for Adult & Public Health has responsibility for Environmental Health.

**4. TYPE OF DECISION**

Non key.

**5. DECISION MAKING ROUTE**

Adult & Public Health Services Portfolio Holder.

**6. DECISION(S) REQUIRED**

Approval of the Food Hygiene Award Scheme.

**Report of: Head of Public Protection**

**Subject: FOOD HYGIENE AWARD SCHEME**

---

## **1. PURPOSE OF THE REPORT**

That approval is granted to publicise food hygiene information on Hartlepool food outlets.

## **2. BACKGROUND**

- 2.1 Environmental health staff undertake a risk-based programme of food hygiene inspections each year, to check compliance with the law and also to provide advice to encourage high standards. Each year a significant number of the businesses inspected fail to conform to legislative requirements to varying degrees of seriousness. This level of non-compliance is fairly consistent year on year.
- 2.2 Since 2005, Improvement Notices have been served on six premises for food hygiene offences and the closure of two premises was agreed in order to protect the public. Some food premises are found to exhibit poor standards, which are not sufficient to warrant legal action, requiring considerable officer time to change practices and improve standards. Very often the same contraventions are identified from one inspection to the next.
- 2.3 Whilst it is not envisaged that enforcement activity will diminish, in order to make significant improvements in catering establishments, different approaches are needed. The publication of food hygiene information should encourage improvement in the standards in most businesses, releasing officer's time to focus on improving the standards in the poorer premises.
- 2.4 Consumer groups are keen for local authorities to publish information about food hygiene standards in food premises. The Freedom of Information Act entitles a member of the public, or press, to request copies of correspondence sent to food businesses by the Council. The Information Commissioner, Richard Thomas, has stated, "The public has a right to know what health inspections uncover. Well run restaurants have nothing to fear – and much to gain – from public scrutiny... the presumption should be in favour of disclosure unless there are very good reasons why the information should not be released." To date Hartlepool has received nine freedom of information requests about hygiene standards in food businesses.
- 2.5 The Food Hygiene Award Scheme is an opportunity to publicise food hygiene information in the form of a star rating to enable the public to make a more informed choice about where they purchase food, and to drive up standards in Hartlepool.

- 2.6 The Food Standards Agency is proposing to launch a national scheme to publish food hygiene information. There are currently three pilots underway in London Boroughs, the East Midlands and in Scotland. However, the proposed national scheme is not due to be launched until 2008 at the earliest, despite requests from many local authorities for it to be launched much sooner. Several local authorities have decided to develop their own schemes ahead of the national scheme.

### **3. The Tees Valley Scheme**

- 3.1 Given the compact nature of the sub region, it would be confusing if more than one scheme operated locally. The five Tees Valley environmental health services have examined the pilot schemes and feel it would be advantageous to adapt the London model for use locally.
- 3.2 This scheme utilises a star rating for display on the business premises. The star ratings will be calculated from the risk rating information obtained by Environmental Health Officers as part of their inspections. The risk rating information is governed by national guidance. The lower the food hygiene risk, the higher the star rating. There will be very clear written guidance regarding the scheme, provided to all businesses prior to its implementation.
- 3.3 Following a routine food hygiene inspection, a star rating will be calculated. The business will be advised of the rating in their post-inspection letter. Businesses will be awarded a branded certificate, showing the star rating, to be voluntarily displayed at the entrance to the premises. It is proposed that all food premises will be included in the award scheme. It is proposed for the scheme to commence on 1 April 2007.
- 3.4 The star rating will also be published through the Council's Website with a link to a national website "Scores on the Doors.org.uk". This website is currently used by 15 local authorities to publish the ratings of their food businesses, with another 57 local authorities currently piloting the idea. This site has approximately 6,000 hits a month.
- 3.5 Appendix 1 shows an example from the "Scores on the Doors" trial website of data for Hartlepool food businesses. It is proposed that when the scheme is launched provisional star ratings will be calculated from the information obtained from the last inspection of the premises. The website will advertise that the ratings are provisional until the next programmed inspection is carried out.
- 3.6 The star rating profile for Hartlepool food businesses based on last inspection data is shown in Appendix 2 46% of food businesses would be rated 3, 4 and 5 star premises, 7% of businesses would receive a zero star rating.
- 3.7 The star rating profiles for Liverpool, Southwark and Middlesbrough (pilot stage only) are shown in Appendix 2, with a comparison of Hartlepool's ratings showing there is general consistency in the standards in food premises between these local authorities.

- 3.8 The “Scores on the Doors” website can also be used to promote other award schemes such as Best Bar None, Smoke Free and the businesses themselves can provide additional information such as photographs and example menus to promote their business.
- 3.9 Businesses would also be given the opportunity to comment on their star rating through the website. Any appropriate comments from the business following an inspection can be posted with their premises details on the website but only through consultation with the inspecting officer or the Environmental Health Team.
- 3.10 Businesses will be advised of their right to appeal against their star rating and it is proposed that complaints of this nature will be dealt with through the usual Corporate Complaints route. Any requests from businesses to re-assess their star rating will only be accepted when at least six months has lapsed since their last inspection. This is to enable the businesses to demonstrate long-term commitment to improvement. A charge will be made for re-rating inspections, which are requested by businesses and are outside of their premises’ normal inspection programme.

## **4. Issues**

- 4.1 There is no definite date set for the national scheme to be launched. We understand that 26 local authorities have launched their own schemes based on one of the three FSA pilots. Hartlepool could choose to wait for the national scheme to be launched, however, this may mean waiting for up to two years or more. Any delay, particularly if neighbouring authorities went ahead, could disadvantage those businesses in Hartlepool that might expect to market their high star rating.
- 4.2 Preliminary work has been done with neighbouring authorities to develop a local award. It is possible that this may be superseded by the national scheme, however this is expected to be similar and our inspection data can be easily converted, if necessary. It would be advantageous to work in partnership other with our Tees Valley partners to avoid confusion for businesses and the public, and to encourage improved food hygiene standards now.
- 4.3 There is currently an annual maintenance cost for the “Scores on the Doors” website of approximately £2500. It is expected that free websites will be available in the future, financed through advertising, however these sites are very much in their early stages of development at this time. “Scores on the Doors” is a well-established site, which is leading the way in the promotion of food hygiene information. The cost can be met from existing budgets.
- 4.4 The Freedom of Information Act 2000 and Environmental Information Regulations 2004 came into force on 1 January 2005. Apart from exemptions relating to Public Security, Privacy of the Individual, etc, the general principle is to give citizens the right to access information held by Public Authorities unless this can be shown not to be in the public interest. This is also supported by the Information


Commissioner's case decision regarding Bridgend [County Borough] Council in 2005.


- 4.5 As from 1 January 2005, a member of the public, or press, has been entitled to request copies of correspondence sent to food businesses by the Council's enforcement officers. The information provided as part of the food award scheme is that which is already in the public arena and available on request. The scheme is making the information more accessible to the public in a more meaningful format.

## **5. RECOMMENDATIONS**

- 5.1 That approval is given to publish food hygiene information in the form of a Food Hygiene Award Scheme in Hartlepool, to contribute to a wider Tees Valley Award Initiative.

## APPENDIX 1


**HARTLEPOOL**  
**BOROUGH COUNCIL**



Giselle O'Donovan @ Hartlepool Borough Council ([Logout](#))

[Home](#) > [Hartlepool Borough Council](#) > PIZZA HUT (UK) LTD

### PIZZA HUT (UK) LTD

**PIZZA HUT (UK) LTD**  
 HARTLEPOOL  
 TS24 0XR  
  
 Tel: 860888  
  
**Description:**  
 CAFE/RESTAURANT

No Image Available

Click [here](#) to see this businesses location on a map.

**Primary Inspections:** (When available, Click on award scheme name for description.)


Food Hygiene - 10th September, 2005	
Tees Valley Award Scheme	★★★★★
Confidence in Management	High
Food Hygiene Compliance	Very Good
Structural Compliance	Good


**Right to Reply**  
 None currently published

If you are the proprietor of this establishment feel free to exercise your right to reply by [clicking here](#).

If you are the proprietor of this establishment and would like to add a picture of your premises or have a website link added, you can do so by [clicking here](#).




**HARTLEPOOL**  
**BOROUGH COUNCIL**



Giselle O'Donovan @ Hartlepool Borough Council ([Logout](#))

[Home](#)  
[Find a Council](#)  
[Find a Business](#)  
  
[FAQs](#)  
[About the Service](#)  
  
[Control Panel](#)  
  
[Contact Webmaster](#)  
[Report a Fault](#)

[Home](#) > [Hartlepool Borough Council](#) > MARKS & SPENCER

## MARKS & SPENCER

**MARKS & SPENCER**  
 140 MIDDLETON GRANGE CENTRE  
 HARTLEPOOL  
 TS24 7RD

Tel: 01429 275459

**Description:**  
 DEPARTMENT STORE

No Image Available

Click [here](#) to see this businesses location on a map.

**Primary Inspections:** (When available, Click on award scheme name for description.)

Food Hygiene - 1st November, 2006	
Tees Valley Award Scheme	★★★★★
Confidence in Management	High
Food Hygiene Compliance	Very Good
Structural Compliance	Good

**Right to Reply**  
 None currently published

If you are the proprietor of this establishment feel free to exercise your right to reply by [clicking here](#).

If you are the proprietor of this establishment and would like to add a picture of your premises or have a website link added, you can do so by [clicking here](#).

**APPENDIX 2****COMPARISON OF STAR RATINGS OF HARTLEPOOL FOOD BUSINESSES WITH OTHER LOCAL AUTHORITIES.**

	<b>Middlesborough (pilot)</b>	<b>Hartlepool</b>	<b>Southwark</b>	<b>Liverpool</b>
<b>RATING</b>				
5*	2%	2%	2%	2%
4*	18%	20%	27%	14%
3*	34%	24%	31%	30%
2*	28%	38%	24%	34%
1*	10%	9%	9%	17%
0*	8%	7%	7%	3%

## **ADULT AND PUBLIC HEALTH PORTFOLIO**

Report To Portfolio Holder

12 February 2007



**Report of:** Director of Adult and Community Services

**Subject:** ADULT AND COMMUNITY SERVICES  
DEPARTMENTAL PLAN 2006/07 – 3<sup>RD</sup>  
QUARTER MONITORING REPORT

---

### SUMMARY

#### **1. PURPOSE OF REPORT**

To inform the Portfolio Holder of the progress made against the Adult and Community Services Departmental Plan 2006/07 in the first three quarters of the year.

#### **2. SUMMARY OF CONTENTS**

The progress against the actions contained in the Adult and Community Services Departmental Plan 2006/07, and the third quarter outturns of key performance indicators.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

The Portfolio Member has responsibility for performance management issues in relation to Adult Services.

#### **4. TYPE OF DECISION**

Non-key.

#### **5. DECISION MAKING ROUTE**

Portfolio Holder meeting 12<sup>th</sup> February 2007.

#### **6. DECISION REQUIRED**

Achievement on actions and indicators be noted.

**Report of:** Director of Adult and Community Services

**Subject:** ADULT AND COMMUNITY SERVICES  
DEPARTMENTAL PLAN 2006/07 – 3<sup>RD</sup>  
QUARTER MONITORING REPORT

---

## **1. PURPOSE OF REPORT**

- 1.1 To inform the Portfolio Holder of the progress made against the key actions identified in the Adult and Community Services Departmental Plan 2006/07 and the progress of key performance indicators for the period up to 31<sup>st</sup> December 2006.

## **2. BACKGROUND**

- 2.1 The Adult and Community Services Department includes Community Services, reporting to Culture, Leisure and Transportation Portfolio Holder, and Adult Services reporting to the Adult and Public Health Portfolio Holder.
- 2.2 The Adult and Community Services Departmental Plan 2006/07 sets out the key tasks and issues with an Action Plan to show what is to be achieved by the department in the coming year. The plan also describes how the department contributes to the Organisational Development Improvement Priorities as laid out in the 2006/07 Corporate Plan. It provides a framework for managing the competing priorities, communicating the purpose and challenges facing the department, and monitoring progress against overall Council aims.
- 2.3 The Council has introduced an electronic Performance Management Database for collecting and analysing corporate performance. In 2006/07 the database will collect performance information detailed in the Corporate Plan and the five Departmental Plans. The aim is that the database will eventually collect performance information for all levels of the Council, including individual service/operational plans in each department.

## **3. QUARTER THREE PERFORMANCE**

- 3.1 This section looks in detail at how the Adults Services Division has performed in relation to the key actions and performance indicators that were included in the Adult and Community Services Departmental Plan 2006/07.

- 3.2 On a quarterly basis officers from across the department are asked, via the Performance Management database, to provide an update on progress against every action contained in the Departmental Plan and, where appropriate, every Performance Indicator.
- 3.3 Officers are asked to provide a short commentary explaining progress made to date, and asked to traffic light each action based on whether or not the action will be, or has been, completed by the target date set out in the Departmental Plan. The traffic light system has been slightly adjusted in 2006/07, following a review of the system used previously. The traffic light system is now: -

Red	- Action/PI not expected to meet target
Amber	- Action/PI expected to be meet target
Green	- Action/PI target achieved

- 3.4 Within the Adult Services there were a total of 104 actions and 28 Performance Indicators identified in the 2006/07 Departmental Plan. Table 1, below, summarises the progress made, to the 31 December 2006, towards achieving these actions and PIs.

Table 1 – Adults Services progress summary

	Adults Services	
	Actions	PIs
Green	20	0
Amber	65	20
Red	4	3
Annual	2	5
Completed	13	0
Total	104	28

- 3.5 A total of 33 actions (31.7%) have already been completed or achieved, and a further 65 (62.5%) are on target to be completed by the target date. However, four actions have been highlighted as not being on target. More information on these actions can be found in the relevant sections below.
- 3.6 It can also be seen that 20 (71%) of the Performance Indicators have been highlighted as being expected to hit the target. There are no indicators currently being highlighted as having achieved the target, but many indicators have annual targets ending in March 2007, and will be unable to be signed off until then. It can be seen that 3 indicators have been highlighted as not being expected to hit the year end target, and an explanation for this is given in the relevant sections below. There are 5 indicators that are only collected on an annual basis and therefore no updates are available for those indicators.

Table2: Adults Services Actions not completed on target / not on target

Ref	Action	Milestone	Comment
ACS015	To use Assistive Technology (Telecare) to increase people supported at home to 1800 (120 new users)	30/09/06	At least 60 people will have had a Telecare Service in the first 6 months of operation.
ACS062	Revise and resubmit POPP bid for next round	31/05/06	Bid submitted, but unsuccessful
ASC014	Work with RSL's to increase range of supported accommodation – Adults Placement Scheme for 10 people	31/03/07	Scheme established but need to advertise more widely to increase capacity.
ASC045	To reduce older people in residential / nursing care to 415 or less	31/03/07	Numbers dropping, but too slowly to reach original target. Target may need revision.

Table3: Adults Services PI's not on target

Ref	PI	Milestone	Comment
ACS PI6	Number of adult placement places	10 – March 07	Recruitment of suitable carers ongoing and further advertising planned.
ACS PI8	Number of sick days per employee	13 – March 07	Sickness beginning to reduce, but not sufficient to meet target
ACS PI10	Number of older people in residential and nursing care	415 – March 07	Target may have been unrealistic

3.7 Within the third quarter Adult Services Division completed a number of actions, including: -

- Completed the strategy to increase the social inclusion of people with mental health issues
- Increase in numbers of people with learning disabilities who have person-centred plans
- Significant increase in people with a disability accessing further education, leisure, sport, etc.

3.8 From 1 December 2006 the Supporting People programme comes within this Profile. Future Performance reports will include the relevant actions and indicators.

#### **4. RECOMMENDATIONS**

- i) It is recommended that achievement of key actions and third quarter outturns of performance indicators are noted.

CONTACT OFFICER: Alan Dobby, Assistant Director (Support Services)

## **ADULT AND PUBLIC HEALTH PORTFOLIO**

Report to Portfolio Holder  
12<sup>th</sup> February 2007



**Report of:** Director of Adult & Community Services

**Subject:** CENTRE FOR INDEPENDENT LIVING

---

### **SUMMARY**

#### **1.0 PURPOSE OF REPORT**

To inform and update the Portfolio Holder and to further progress the work on developing a centre for independent living in Hartlepool, previously reported by the Prime Ministers Strategy Unit "Improving the life chances of Disabled People" January 2005.

#### **2.0 SUMMARY OF CONTENTS**

The report outlines the work completed by Paul Hyde an Independent Consultant, working on behalf of Hartlepool Partners on the potential options for developing a Centre for Independent Living

#### **3.0 RELEVANCE TO PORTFOLIO MEMBER**

The report asks for the Councils support to enable an independent review of an existing day centre for people with Physical Disabilities (Havelock) to be considered within an options appraisal as a centre for Independent living.

#### **4.0 TYPE OF DECISION**

Non Key: For information.

#### **5.0 DECISION MAKING ROUTE**

Adult and Public Health Services Portfolio.



**6.0 DECISION(S) REQUIRED**

To note the report agree to take into consideration the preferred option, and enable council officers to take this to consultation.

**Report of:** Director of Adult and Community Services

**Subject:** CENTRE FOR INDEPENDENT LIVING

---

**1. PURPOSE OF REPORT**

- 1.1 To further progress the development of a centre for Independent Living in Hartlepool as recommended in the Prime Ministers Strategy Unit report January 2005, "Improving the life chances of Disabled People".

**2. BACKGROUND**

- 2.1 Hartlepool Partners in association with a number of other voluntary sector partners including Hartlepool Carers, Hartlepool Access Group HVDA and the Deaf Centre have been looking into the formation of a Community Interest Company (CIC) and looking at the development of a centre for independent living in Hartlepool
- 2.2 In brief, an appraisal prepared by Paul Hyde (Independent Consultant) has identified as a preferred option to redevelop an existing day centre (Havelock) as the Centre for independent living in Hartlepool.
- 2.3 Other options explored included:-
- The Phoenix Centre
  - New Build
  - Purchase or lease on the open Market

**3. CURRENT POSITION**

- 3.1 The Havelock Centre currently provides day opportunities to around 80 people with physical disabilities and has an overall staffing budget of £500,000.
- 3.2 Referrals to the centre have decreased over time and the use of the building is limited to around 20 people attending on a daily basis, as the majority of day opportunities are being delivered from other sites and community venues.
- 3.3 The feasibility study aims to provide the Adult and Community Services department with a range of options to consider which would explore potential to extend opening times, increase income and revenue, and offer additional services to the wider community.

#### **4. LOCAL AND NATIONAL PRIORITIES**

- 4.1 Improving the life chances of disabled people. By 2025, disabled people in Britain should have full opportunities and choices to improve their quality of life, and will be respected and included as equal members of society.
- 4.2 This ambitious goal will require a step-change in the way we deal with the disadvantage faced by disabled people.
- 4.3 Three key goals have been identified in this report as the most important determinants of disabled people's life chances:
  - Empowered citizens with choice and control over how additional needs are met;
  - Support for families with young disabled children;
  - Smooth transition into all aspects of adulthood; and improved employability.
- 4.4 In each of these areas, the Government's strategy for achieving the vision is based on:
  - Removing barriers to inclusion;
  - Meeting individual needs; and
  - Empowering people.

#### **5. RISK**

- 5.1 Financial implications, Staff / HR implications, Political sensitivity Performance Assessment, Customer / Service User Impact will all be considered during consultation.

#### **6. IMPACT ASSESSMENT**

- 6.1 The development of a centre for independent living would give greater choice and control to the wider community and ensure people with disabilities where at the heart of decision making. Policy and protocols would be considered using the current Diversity impact assessments and Impact needs risk assessments.

#### **7. RECOMMENDATIONS**

- 7.1 To note the preferred option and agree to pursue with a feasibility study and consult with service users, and staff on potential for utilising Havelock as a Centre for independent living.

## **ADULT AND PUBLIC HEALTH PORTFOLIO**

Report to Portfolio Holder

12<sup>th</sup> February 2007



**Report of:** Director of Adult and Community Services

**Subject:** DELIVERY OF THE CHALLENGE  
HARTLEPOOL PROJECT

---

### **SUMMARY**

#### **1.0 PURPOSE OF REPORT**

- 1.1 To update the Portfolio Holder on the proposed delivery of the Challenge Hartlepool project

#### **2.0 SUMMARY OF CONTENTS**

- 2.1 The report describes the proposals to deliver a Challenge Hartlepool project

#### **3.0 RELEVANCE TO PORTFOLIO MEMBER**

- 3.1 The report relates directly to the provision for Adult Education.

#### **4.0 TYPE OF DECISION**

- 4.1 This decision is a non-key decision.

#### **5.0 DECISION MAKING ROUTE**

- 5.1 Adult and Public Health Portfolio.

#### **6.0 DECISION(S) REQUIRED**

- 6.1 To note the report

**Report of:** Director of Adult and Community Services

**Subject:** DELIVERY OF THE CHALLENGE  
HARTLEPOOL PROJECT

---

## **1. PURPOSE OF REPORT**

- 1.1 To inform the Portfolio Holder of the delivery of the Challenge Hartlepool project.

## **2. BACKGROUND**

- 2.1 The Adult Education Service was allocated in December £8,200 by the Learning and Skills Council to deliver a Skills for Life project within Hartlepool.
- 2.2 The project is contracted to deliver two main objectives. Firstly it is to produce a directory of Skills for Life learning opportunities, which are available for any adults across the town. Secondly it is to deliver a range of activities which engage adults in Skills for Life activities.
- 2.3 The directory will be developed in partnership with other organisations and will include the opportunities on offer within a range of Skills for Life providers. This will give potential learners a range of information to enable them to make informed choices.
- 2.4 The Skills for Life activities will be based on the 'Test the Town' framework. This has been successfully used in a number of towns in the past.
- 2.5 The activities are based on the use of Quizdom software which provides for activities to be delivered as a quiz which uses an electronic voting tool to record the learners answers.
- 2.6 The activity sessions will be delivered in a range of locations during March. After consultation with a range of partners a number of venues have been identified. A variety of venues will be used to ensure that learners have the widest possible access to the opportunities. These will include for example Libraries, Community Centres, Pubs and the workplace.

2.7.1 It is envisaged that the project will engage at least 150 learners in Skills for Life activities. It is also planned that 60% of these learners will progress onto further study and will have the opportunity to gain a qualification in Literacy and or Numeracy.

2.8 The service is working with a number of organisations to ensure that the events are well publicised. Publicity is planned to begin in February.

### **3. FINANCIAL IMPLICATIONS**

3.1 This project is fully funded from the Learning and Skills Council so there are no financial implications

### **4. RECOMMENDATIONS**

4.1 It is recommended that the Portfolio Holder note this report.

## **ADULT AND PUBLIC HEALTH PORTFOLIO**

Report to Portfolio Holder

12 February 2007



**Report of:** Director of Adult and Community Services

**Subject:** SUPPORTING PEOPLE BRIEFING

---

### **SUMMARY**

#### **1.0 PURPOSE OF REPORT**

To provide an initial briefing on Supporting People, following its transfer to the Portfolio.

#### **2.0 SUMMARY OF CONTENTS**

The report outlines the nature and scale of the Supporting People programme, and refers to some current developments, including the forthcoming inspection.

#### **3.0 RELEVANCE TO PORTFOLIO MEMBER**

The Supporting People lead in Cabinet lies with the Portfolio Holder. The programme is highly relevant to the Adults' portfolio and strategies. The Portfolio Holder is a member of the Supporting People Partnership Board.

#### **4.0 TYPE OF DECISION**

Non-key.

#### **5.0 DECISION MAKING ROUTE**

Adult and Public Health Portfolio, 12 February 2007.

#### **6.0 DECISION(S) REQUIRED**

To note the report and receive further briefings in due course.

**Report of:** Director of Adult and Community Services

**Subject:** SUPPORTING PEOPLE BRIEFING

---

**1. PURPOSE OF REPORT**

To provide an initial briefing on Supporting People, following its transfer to the Portfolio.

**2. INFORMATION ON SUPPORTING PEOPLE PROGRAMME**

- 2.1 From 1 December 2006 the responsibility for Supporting People transferred formally to this Portfolio.
- 2.2 Supporting People is a partnership programme between the Council, Teesside Probation, and the PCT. It aims to make sure that vulnerable adults get the housing related support they need to live more independently, and thus avoid living unnecessarily in a care home or hospital, for example, or on the streets.
- 2.3 The programme is grant funded by DCLG, and commissions support such as community alarms, hostels, sheltered accommodation, and floating support in people's own homes.
- 2.4 Currently, the Supporting People Programme Grant amounts to £3.98m, and provides support to 4288 "units" across all tenures. It helps deliver a range of objectives in several areas of the Community Strategy, such as community safety, homelessness, drug and alcohol action, and teenage pregnancy. Service users include many vulnerable adults who also have dealings with Adult Services, such as people with a disability or mental ill health issues, and older people.
- 2.5 Since the Programme began in 2003, Hartlepool has introduced 16 new services, providing 1598 places at a cost of £1.37m. It has also remodelled 27 services and decommissioned 12 which were not strategically relevant or not suitable. This activity has improved the Programme and focussed it on better outcomes for service users. There has also been a measurable improvement in quality of service provision. However, there is still much to do.



### **3. CURRENT DEVELOPMENTS**

- 3.1 The Audit Commission carried out an inspection of Supporting People in 2005 and made a number of recommendations, particularly around governance and management processes. Since then there has been a big improvement in these areas, including expansion and relocation of the Supporting People Team. The next inspection is scheduled for late March 2007, and this will provide further external perspectives to direct future developments.
- 3.2 The Commissioning Body is seeking additional data on housing-related support needs, from which to further develop priorities and future commissioning plans. A Housing Needs Survey is currently underway, covering the whole town and reaching marginal groups such as rough sleepers. The questions have been tailored to also include information on support needs, and the resulting data should be available in this quarter.
- 3.3 Part of the Supporting People grant has been aligned with the LAA outcomes, in order to maximise its effectiveness. Ministers are minded to require the whole of the grant to be aligned or pooled by 2009, but details of these plans have not yet been announced.

### **4. RECOMMENDATIONS**

- 4.1 That the report be noted, and further update reports be brought on a regular basis.

## **ADULT & PUBLIC HEALTH SERVICES PORTFOLIO**

Report to Portfolio Holder  
12 February 2007



**Report of:** Director of Neighbourhood Services

**Subject:** NEIGHBOURHOOD SERVICES  
DEPARTMENTAL PLAN 2006/07 – 3RD  
QUARTER MONITORING REPORT

---

### **SUMMARY**

#### **1. PURPOSE OF REPORT**

To inform the Portfolio Holder of the progress made against the Neighbourhood Services Departmental Plan 2006/07 up to the end of December 2006.

#### **2. SUMMARY OF CONTENTS**

The progress against the actions contained in the Neighbourhood Services Departmental Plan 2006/07 and the third quarter outturns of key performance indicators.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

The Portfolio Member has responsibility for adult and public health services issues.

#### **4. TYPE OF DECISION**

Non-key.

#### **5. DECISION MAKING ROUTE**

Portfolio Holder meeting 12 February 2007.

#### **6. DECISION REQUIRED**

Achievement on actions and indicators be noted

**Report of:** Director of Neighbourhood Services

**Subject:** **NEIGHBOURHOOD SERVICES  
DEPARTMENTAL PLAN 2006/07 – 3RD  
QUARTER MONITORING REPORT**

---

## **PURPOSE OF REPORT**

1. To inform the Portfolio Holder of the progress made against the key actions identified in the Neighbourhood Services Departmental Plan 2006/07 and the progress of key performance indicators for the period up to 30 December 2006.

## **BACKGROUND**

2. The Adult and Public Health Services Portfolio Holder agreed the Neighbourhood Services Departmental Plan in July 2006.
3. The Portfolio Holder for Adult & Public Health Services has responsibility for part of the Neighbourhood Services Departmental Plan.
4. The Neighbourhood Services Departmental Plan 2006/07 sets out the key tasks and issues along with an Action Plan to show what is to be achieved by the department in the coming year.
5. The Council's electronic performance management database is used for collecting and analysing performance information across the Neighbourhood Services Department.
6. Each section within the department produces a Service Plan, detailing the key tasks and issues facing them in the coming year. Each plan contains an actions, detailing how each individual section contributes to the key tasks and priorities contained within the Neighbourhood Services Departmental plan and ultimately those of the Corporate plan.

## **THIRD QUARTER PERFORMANCE**

7. This section looks in detail at how the Neighbourhood Services Department have performed in relation to the key actions and performance indicators that were included in the Neighbourhood Services Departmental Plan 2006/07 and which the Portfolio Holder for Adult and Public Health Services has responsibility for.
8. On a quarterly basis officers from across the department are asked, via the Performance Management database, to provide an update on

progress against every action contained in the performance plans and, where appropriate, every performance indicator.

9. Officers are asked to provide a short commentary explaining progress made to date, and asked to traffic light each action based on whether or not the action will be, or has been, completed by the target date set out in the plans. The traffic light system is now: -

Red	- Action/PI not expected to meet target
Amber	- Action/PI expected to be meet target
Green	- Action/PI target achieved

10. Within the Neighbourhood Services Departmental Plan there are a total of 95 actions and 117 Performance Indicators identified. The Portfolio Holder for Adult & Public Health Services has responsibility for 10 of these actions and 10 of these performance indicators. Table 1, below, summarises the progress made, to the 31 December 2006, towards achieving these actions and performance indicators.

Table1 – Neighbourhood Services progress summary

	Departmental Plan		Adult & Public Health Services Portfolio	
	Actions	PIs	Actions	PIs
Green	25	22	3	-
Amber	61	62	7	-
Red	5	4	-	-
Annual	4	29	-	-
Total	95	117	10	10

11. A further action has been completed this quarter in addition to the two from the previous quarters for which the Portfolio Holders has responsibility. The remainder are on target to be completed by the year-end.
12. It can also be seen that five of the Performance Indicators have been highlighted as being expected to hit the target and a further two indicators currently being highlighted as having achieved the target. The remaining indicators are only collected on an annual basis and therefore no update is available for those at present.

## RECOMMENDATIONS

13. It is recommended that achievement of key actions and third quarter outturns of performance indicators are noted.