

# Hartlepool Borough Council



**Submission to the Local Government Boundary Commission  
for England on Council Size as part of the  
Electoral Review of Hartlepool Borough Council**

Submitted as approved by a meeting of Council on 25 August 2010.



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## 1. **Executive Summary**

- 1.1 The Electoral Review of Hartlepool Borough Council commenced on the 20<sup>th</sup> July, 2010 with a consultation on Council size, with submissions invited before 30<sup>th</sup> August 2010. The Council became an all purpose unitary authority following the Cleveland (Structural Change) Order, 1995. Since 2002 the Council has operated executive arrangements based upon an Elected Mayor and Cabinet model. The Mayor was initially elected in 2002 for a period of three years and from 2005, for a term of office of four years. The Council has 47 Councillors covering 17 electoral wards.
- 1.2 A Periodic Electoral Review through the Electoral Commission commenced in 2001 and concluded in 2003. Through the Borough of Hartlepool (Electoral Changes) Order 2003, 'all out' elections were held in 2004. The final recommendations upon this earlier review concluded that the existing electoral arrangements provided for an unequal representation of electors in Hartlepool. In nine of the seventeen wards the number of electors represented by each Councillor varied by more than 10% from the average for the Borough and two wards varied by more than 20%. It was anticipated, that by 2006 the situation was expected to continue with the number of electors per Councillor forecast to vary by more than 10% from the average in eight wards and by more than 20% in two wards. The recommendations as adopted formed the following electoral arrangements;
- Hartlepool Borough Council should have 47 Councillors, as at present;
  - There should be 17 Wards, as at present;
  - The boundaries of 15 of the existing Wards be modified and two Wards should retain their existing boundaries.
- 1.3 It was noted that the above recommendations would lead to improved levels of electoral equality but noted a forecast that in three Wards, Elwick, Greatham and Seaton there would be a marginal deterioration by more than 10% from the average for the Borough in 2006. During this earlier review, the then three main political groups on the Council supported the retention of 47 Councillors.
- 1.4 On the basis of the December, 2009 electoral register, Hartlepool met the criteria for a further electoral review, wherein 35% of the Council's wards had variances of more than 10% from the average.
- 1.5 The Local Government Boundary Commission for England (the Commission) are required by statute to take into account any changes

to the number and distribution of electors that are likely to take place within the next 5 years (the period 2011-2016).

- 1.6 The Borough is characterised by three distinct geographical elements:
- the main urban area of Hartlepool including Seaton Carew and the industrial areas to the south
  - an area of rural hinterland encompassing the settlements of Hart, Elwick, Dalton Piercy, Greatham and Newton Bewley.
  - the residential, employment and recreational area of Wynyard.
- 1.7 The Index of Multiple Deprivation (IMD 2007) ranks Hartlepool 19th out of the 354 English districts (% of population in the worst 10% of wards). Twelve of the seventeen wards either fully or partly fall within this IMD criteria. A significant percentage of the local population are in receipt of benefits and over a quarter of residents feel that they need to improve their literacy and/or numeracy. 29.5% of children are in poverty in the town.
- 1.8 The Council is in the process of preparing its Core Strategy. In broad terms the 'preferred' form of development over the next 15 years is for compact urban growth which will seek to consolidate new development within the existing built up area of Hartlepool – on brown-field and undeveloped sites, but with some significant areas of growth on green-field land to the west and south-west of the current built-up area. The main new development area will provide approximately 2,750 new dwellings (of which 500 are predicted to be built by 2016) on land to the west/south west of the Fens and Owton areas (currently part of the Elwick ward). Smaller sites (50-100 dwellings) are proposed along the western edge of town within the Park and Clavering areas. The other main areas of housing development - based on existing planning consents and estimated start and build rates are expected to be within the marina/Mainsforth Terrace area (Stranton ward), Middle Warren (Hart ward), the hospital site (Brus ward).
- 1.9 The Council, along with its housing partners have pursued a programme of housing market renewal focussing on some of the worst areas. A strategic intervention programme is being pursued involving clearance of 1300 -1500 properties and replacement with 600-700 new sustainable homes, principally within Stranton, Dyke House and Foggy Furze). Planning policies are also proposed to be included in the Core strategy which will seek to secure a minimum level of 10% affordable housing on any new developments of over 15 units.
- 1.10 Successful community regeneration programmes including New Deal for Communities, Working Neighbourhoods Funding, and

Neighbourhood Action Plan, Housing Market Renewal Funding and neighbourhood management activities have helped create strong local communities and encouraged active participation in local decision making.

- 1.11 The Council in this submission have considered the statutory criteria;
- Community Identity
  - Effective and Convenient Local Government
  - Electoral Equality
- 1.12 The significant involvement of Members as community advocates and leaders was recognised by the Audit Commission in their Comprehensive Performance Assessment (2007) and again in their Comprehensive Area Assessment (2009) of the Council. Members are proactively involved in a variety of ‘outside bodies’ and voluntary organisations for the benefit of their communities.
- 1.13 The Council on 11th December, 2008 resolved to maintain its present electoral arrangements through elections by ‘thirds’. By law the Commission is obliged to take into account *‘the scheme for elections employed by the Council....’* when it makes its recommendations. Further, the appropriate number for elections by thirds is three or a number divisible by three.
- 1.14 The present ‘Councillor to elector’ ratios at 1:1492 (average) are not so dissimilar from the projected figures for 2016, at 1:1569 (average). Consequently, there is evidence of and justification for the retention of the present Council size (**47**) as being the optimum number to accord with the relevant statutory criteria and to provide proper and appropriate representation to communities within the Borough of Hartlepool. The Council, therefore, endorses this sound and robust business case for retaining the current level of Councillors to safeguard the sustainability of Hartlepool Borough Council, which has a clear vision underpinned with an ethos of strengthening and empowering communities.
- 1.15 The Council also recognises that consideration may be given to sixteen three-member wards, which could assist in the advancement of Hartlepool’s community strategy and its commitment to the eradication of child poverty.

## **2. Introduction**

- 2.1 This submission by Hartlepool Borough Council to the Local Government Boundary Commission for England relates to the Electoral Review of the Borough, which commenced on the 20<sup>th</sup> July, 2010. The submission sets out the characteristics of the Borough of Hartlepool, the roles and functions of the Elected Mayor, his Cabinet and Councillors and provides recommendations upon the optimum number of Councillors for the Borough of Hartlepool. The Council's General Purposes Committee on the 12<sup>th</sup> July, 2010 established a Cross Party Working Group to make recommendations to the Committee and then to Council over the submission of the Council's proposals as part of the Electoral Review.
- 2.2 Hartlepool Borough Council is composed of an elected Mayor, elected every four years (except for the first term, from 2002, which was three years), and 47 councillors, with one-third elected three years in four. As a result of Periodic Electoral review undertaken by the Electoral Commission and concluded in 2003, all Members of the Council resigned in 2004 and their seats were filled in an all-out election that took place in May 2004. The Councillors elected served for 2, 3 or 4 years according to the election results. Councillors are democratically accountable to residents of their ward. The overriding duty of councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them.
- 2.3 In January 2003, the final recommendations of the previous electoral review (commenced in 2001) were published to reflect the 68,252 registered electors in Hartlepool, covering 17 Wards, with 47 councillors. The review included the projected electorate statistics to 2006 – as set out in Fig 1.

**Fig 1**

	<b>Ward name</b>	<b>Number of Councillors</b>	<b>Electorate (2001)</b>	<b>Number of electors per Councillor</b>	<b>Variance from average %</b>	<b>Electorate (2006)</b>	<b>Number of electors per Councillor</b>	<b>Variance from average %</b>
1	Brus	3	4,551	1,517	4	4,572	1,524	4
2	Burn Valley	3	4,523	1,508	4	4,365	1,455	-1
3	Dyke House	3	4,328	1,443	-1	4,169	1,390	-5
4	Elwick	1	1,386	1,386	-5	1,647	1,647	12
5	Fens	3	4,190	1,397	-4	4,037	1,346	-8
6	Foggy Furze	3	4,152	1,384	-5	4,000	1,333	-9
7	Grange	3	4,654	1,551	7	4,500	1,500	2
8	Greatham	1	1,711	1,711	18	1,648	1,648	12
9	Hart	3	4,137	1,379	-5	4,755	1,585	8
10	Owton	3	4,242	1,414	-3	4,087	1,362	-7
11	Park	3	4,276	1,425	-2	4,535	1,512	3
12	Rift House	3	4,670	1,557	7	4,531	1,510	3
13	Rossmere	3	4,382	1,461	1	4,469	1,490	2
14	St Hilda	3	4,283	1,428	-2	4,180	1,393	-5
15	Seaton	3	4,777	1,592	10	4,968	1,656	13
16	Stranton	3	3,806	1,269	-13	3,937	1,312	-10
17	Throston	3	4,184	1,395	-4	4,507	1,502	2
	<b>Totals</b>	<b>47</b>	<b>68,252</b>	<b>-</b>	<b>-</b>	<b>68,907</b>	<b>-</b>	<b>-</b>
	<b>Averages</b>	<b>-</b>	<b>-</b>	<b>1,452</b>	<b>-</b>	<b>-</b>	<b>1,466</b>	<b>-</b>

2.4 Those recommendations were as follows:

- That the existing electoral arrangements provided for an unequal representation of electors in Hartlepool:
  - In 9 of the 17 wards the number of electors represented by each Councillor varies by more than 10% from the average for the Borough and 2 wards varied by more than 20%;
  - By 2006 the situation is expected to continue, with the number of electors per Councillor forecast to vary by more than 10% from the average in 8 wards and by more than 20% in 2 wards.

On the basis of the above, recommendations for future electoral arrangements were that:

- Hartlepool Borough Council should have 47 Councillors, as at present
- There should be 17 wards, as at present
- The boundaries of 15 of the existing wards should be modified and 2 wards should retain their existing boundaries.

2.5 The purpose behind these proposals was to ensure that in future each Borough Councillor represents approximately the same number of electors, bearing in mind local circumstances and that;

- 15 of the proposed 17 wards and number of electors per Councillor would vary by no more than 10% from the Borough average
- This improved level of electoral equality is forecast to marginally deteriorate, with the number of electors per Councillor in 3 wards, Elwick, Greatham and Seaton expected to vary by more than 10% from the average for the Borough in 2006

2.6 On the basis of the December, 2009 electoral register, Hartlepool met the criteria for a further electoral review, wherein 35% of the Council's wards had variances of more than 10% from the average. The current electorate and variances thereto, are set out below in Fig 2;

**Fig 2**

<b>Name of unitary ward</b>	<b>Cllrs per ward</b>	<b>Electorate 2010</b>	<b>Variance 2010</b>
Brus	3	4,801	8%
Burn Valley	3	4,167	-6%
Dyke House	3	3,464	-22%
Elwick	1	1,683	14%
Fens	3	4,070	-8%
Foggy Furze	3	3,850	-13%
Grange	3	4,112	-7%
Greatham	1	1,713	16%
Hart	3	5,148	16%
Owton	3	4,081	-8%
Park	3	4,636	5%
Rift House	3	4,630	4%
Rossmere	3	4,734	7%
Saint Hilda	3	4,312	-3%
Seaton	3	5,253	19%
Stranton	3	3,996	-10%
Throston	3	4,766	8%

2.7 With particular reference to the current electoral arrangements operated by Hartlepool Borough Council, the Commission must also have regard “to the desirability of securing the appropriate number of Councillors in each ward of a District or Borough Council which elects by halves or by thirds”. The 2009 legislation also requires the Commission to take into account any changes to the number and distribution of electors that are likely to place within the next 5 years. These projections therefore cover the period from the anticipated end of the review (2011) until 2016. Details of these projections as supplied by Tees Valley Unlimited are illustrated in Fig 3 below.

**Fig 3**

Name of unitary ward	Number of cllrs per ward	Electorate 2010	Variance 2010	Electorate 2016	Variance 2016
Brus	3	4,801	8%	4,916	8%
Burn Valley	3	4,167	-6%	4,098	-10%
Dyke House	3	3,464	-22%	3,257	-20%
Elwick	1	1,683	14%	2,657	75%
Fens	3	4,070	-8%	4,022	-12%
Foggy Furze	3	3,850	-13%	3,939	-14%
Grange	3	4,112	-7%	4,074	-11%
Greatham	1	1,713	16%	1,677	10%
Hart	3	5,148	16%	5,445	20%
Owton	3	4,081	-8%	4,026	-12%
Park	3	4,636	5%	4,697	3%
Rift House	3	4,630	4%	4,678	3%
Rossmere	3	4,734	7%	4,759	4%
Saint Hilda	3	4,312	-3%	4,246	-7%
Seaton	3	5,253	19%	5,123	12%
Stranton	3	3,996	-10%	5,076	11%
Throston	3	4,766	8%	4,681	3%

2.8 The methodology for electorate projections for current boundaries is based on the following;

2.9 17+ Population

The projections for the number of electors in 2016 used the Tees Valley Unlimited (TVU) 2009 based population projections for the 17+ population for the whole Borough of Hartlepool. This has just been updated to incorporate the recently produced 2009 Mid Year Estimates from ONS. The projections are done using the POPGROUP software developed by Manchester University and used extensively across Local Authorities and regional bodies in England and Wales. The 17+ population is used as the electoral register

comprises all of those aged 17 or over when the register comes into effect.

2.10 The projections use national trends in birth and death rates and local migration information from the National Health Service Central Register. The ratio between the number of electors on the current Electoral Register and the TVU's projection for the 2010 17+ population is applied to the 17+ population for 2016. This gives an estimate for the total number of 2016 Electors for the Borough. If there were no change in the housing stock at all, the numbers of electors in each Ward or Polling District could be calculated by applying this ratio to the individual Ward/Polling District 2010 electorate.

#### 2.11 New Housing

Housing information was provided by the Hartlepool Borough Planning Officers showing the exact locations of identified sites with planning permission (as at the end of June, 2010) along with the expected number of houses to be built to 2016. TVU holds Local Authority boundary information in digitised format that allows the sites to be allocated to the relevant Ward or Polling District. Each new house is projected to generate just less than 2 electors (see below). From this, the initial figure for the number of electors is calculated as the current number of electors plus 2 electors for each new house (or minus 2 electors for each clearance). Once all the adjustments for the new housing have been made, all Wards or Polling Districts are adjusted equally so that they sum to the Hartlepool Borough 2016 total electorate.

#### 2.12 Electors per House

Movers tend to be younger people, often with families and with two or more adults present; fewer older people move for whom there are more single elector households. Hence the number of electors per household for movers is assumed to be higher than the overall average – this is confirmed by looking at Elector numbers in new properties built since 2001; for Hartlepool as a whole, the number of electors living in newer houses was 1.84 and this figure has been used for new build.

### 3. The Borough of Hartlepool

- 3.1 Hartlepool is located on the North East coast within the Tees Valley sub-region. It is a compact town, combining dense urban areas, an established marina and expanding suburbs with a number of distinct rural villages set in attractive countryside. The A19 passes through the western rural part of the Borough and the A1(M) is close by. Trains travel along the east coast connecting Hartlepool to Newcastle, the rest of the Tees Valley, York and London. Hartlepool also has a significant port facility and a world-class marina as well as easy access to both Durham Tees Valley and Newcastle Airports.
- 3.2 Hartlepool retains a clearly defined sense of its own history and identity, with a population of 91,900. The diverse nature of Hartlepool's population presents many challenges for the delivery of services which the Local Authority continues to successfully meet. This being illustrated by the award of either 'Excellent' or '4 Star' status in every Comprehensive Performance Assessment and a rating of 3 out of 4 through last years Comprehensive Area Assessment. It has been recognised that a quarter of the local population have 'limiting long term illnesses'. Life expectancy for both men and women is lower than the national averages and deaths from heart disease and cancer are significantly higher than average. The Borough also features a slightly higher proportion of both children and older people than the national average. Slightly less than 2% of the population are from Black and Ethnic minority communities. All told, 2.6% (ONS, 2007) of the total population are of groups other than 'White British'.
- 3.3 The Borough of Hartlepool comprises three distinct geographical elements:
- the main urban area of Hartlepool including Seaton Carew and the industrial areas to the south
  - an attractive rural hinterland within which lie the five villages of Hart, Elwick, Dalton Piercy, Greatham and Newton Bewley and,
  - the residential, employment and recreational area at Wynyard  
*(Hartlepool Core Strategy Issues and Options, October 2007)*
- 3.4 The Index of Multiple Deprivation (IMD 2007) ranks Hartlepool 19 out of 354 English districts (% of population in the worst 10% of wards). There are 17 wards in Hartlepool, as follows:

Elwick	Park	*Owton
Hart	**Grange	**Rossmere
*Brus	**Stranton	**Fens
*Saint Hilda	**Burn Valley	Greatham
**Throston	**Rift House	Seaton
*Dyke House	**Foggy Furze	

\*Full wards which fall within the worst 10% (IMD 2007)

\*\*Part wards which fall within the worst 10% (IMD 2007)

3.5 The Hartlepool Partnership provides the strategic partnership for the town and oversees the preparation and delivery of the Sustainable Community Strategy, Neighbourhood Renewal Strategy and Local Area Agreement. The Partnership includes key public, private and community sector representation with the Council providing the strategic management and servicing of the partnership. The elected Mayor is the chair of the Partnership. First published in 2002, the Community Strategy has been updated and the current strategy document which is entitled 'Hartlepool's Ambition' covers the period 2008 to 2020.

3.6 Hartlepool's Sustainable Communities Strategy establishes the vision of the town as being:-

***'Hartlepool will be a thriving, respectful, inclusive, healthy, ambitious and outward looking community, in an attractive and safe environment, where everyone is able to realise their potential.'***

The goal is:-

***"To regenerate Hartlepool by promoting economic, social and environmental wellbeing in a sustainable manner."***

3.7 The Neighbourhood Renewal Area (NRA) comprises full or part wards as shown above which fall within the worst 10% of wards as they do not meet the standards in the following key areas / themes (see generally below):

Jobs & Economy	Environment
Lifelong Learning & Skills	Housing
Health & Wellbeing	Culture & Leisure
Community Safety	Strengthening Communities

### 3.8 Community Strategy Objectives for each of these themes are;

- *Jobs and the Economy*-Develop a more enterprising, vigorous and diverse local economy that will attract new investment, enable local enterprises and entrepreneurs to be globally competitive and create more employment opportunities for local people.
- *Lifelong Learning and Skills*-All children, young people, individuals, groups and organisations are enabled to achieve their full potential through equal access to the highest quality education, lifelong learning and training opportunities.
- *Health and Wellbeing*-Work in partnership with the people of Hartlepool to promote and ensure the best possible health and wellbeing.
- *Community Safety*-Make Hartlepool a safer place by reducing crime and anti-social behaviour, and tackling drugs and alcohol misuse.
- *Environment*-Secure and enhance an attractive and sustainable environment that is clean, green, safe and valued by the community.
- *Housing*-Ensure that there is access to good quality and affordable housing in sustainable neighbourhoods and communities where people want to live.
- *Culture and Leisure*-Create a cultural identity for Hartlepool which attracts people to Hartlepool and makes us proud to live and work here.
- *Strengthening Communities*-Empower individuals, groups and communities, and increase the involvement of citizens in all decisions that affect their lives.

3.9 Communities across the NRA have been identified as part of the Neighbourhood Action Plan (NAP) process, the boundaries of which take into account natural and man-made boundaries. Some of the NAP boundaries straddle over two or three wards.

3.10 Hartlepool's current population (91,900) has increased by 3,300 on the 2001 Census<sup>1</sup>. Approximately 20% of the population are under 16, 12% of the population are aged 16 – 24; 25% are aged 25 – 44; 23% are aged 45 to retirement and; 19% are aged retirement and over<sup>1</sup>.

- 3.11 61% of the population are of working age, 25.3% of which receive key benefits<sup>1</sup>. 71.4% of those of working age are economically active with 62.7% of these in employment<sup>1</sup>. The official unemployment rate (based on the working age population) is 7.0%.
- 3.12 29.5% of children are in poverty in the town<sup>1</sup>. In 1999, the Government pledged a commitment to eradicate child poverty from a national baseline of 3.4 million children who were living in poverty during 1998 / 99. This resulted in the establishment of Government targets to cut child poverty by a quarter by 2004 / 05, by half by 2010 / 11 and to eradicate child poverty by 2020. The eradication of child poverty is a key target in Hartlepool's Local Area Agreement (LAA) between 2008 and 2011, with Hartlepool Borough Council being one of only 45 Local Authorities in the country to include NI 116 as a priority target. Under this indicator, the Council has a responsibility to respond to reduce the proportion of children in poverty, specifically in the delivery of the key public services that are critical to improving poor children's life chances; co-ordination of activities by key players to reduce worklessness and poverty; the tailoring of solutions to meet the needs of local people and; ensuring engagement of individuals and groups at risk of being marginalised. As part of the LAA refresh the 2010 / 11 target has been revised to be expressed in terms of the gap between Hartlepool and other North East Authorities. Child poverty also features prominently in the Sustainable Communities Strategy (2008).

*Source: Scrutiny Co-ordinating Committee, Interim Report, Child Poverty and Financial Inclusion in Hartlepool, April 2010)*

- 3.13 Nearly a quarter of Hartlepool residents (25%) feel that they need to improve their literacy and / or numeracy<sup>2</sup>. This presents many challenges and it is particularly important, therefore, for Ward Members to interact with their constituents on a face-to-face basis, ensuring that they serve the whole community.
- 3.14 Hartlepool has a population density (persons per hectare) of 9.8, with 40,500 households and 42,100 dwellings<sup>1</sup>. 51% of households are owner occupiers; 36% are social sector renters and; 12% are private renters<sup>2</sup>. In terms of house types, 14.3% are detached houses, 29.3% are semi-detached, 37% are terraced housing, 8.9% bungalows, 9.8% flats/maisonettes and 0.7% other accommodation types. Terraced housing is concentrated in the wards in and around the central area of town.
- 3.15 93% of residents are satisfied with their accommodation and 67% are very satisfied<sup>2</sup>. 12% of households feel that run down properties are a problem in Hartlepool<sup>2</sup>. 38% of households have a weekly gross income of between £100 and £300 which equates to between £5,200 and £15,600 per annum<sup>2</sup>. 23% of working age residents have GCSE

(grades A-C) / Vocational GCSE<sup>2</sup>. 63.1% of the working age population have achieved an NVQ2 or over<sup>2</sup>.

<sup>1</sup> *Tees Valley Joint Strategy Unit, 2010*

<sup>2</sup> *Ipsos MORI, 2008*

- 3.16 The Local Development Framework (LDF) provides the spatial element of the Community Strategy. The LDF has until recently been required to be in general compliance with the Regional Spatial Strategy (RSS) which sets the regional strategic framework for planning including the establishment of targets for new housing development, employment, land allocations and strategic infrastructure. On 6<sup>th</sup> July 2010 the Secretary of State for Communities and Local Government announced the revocation of Regional Spatial Strategies with immediate effect. This decision is subject to a legal challenge. The indication from government is, however, that they are looking to transfer decision-making away from the regional level down to the local level with councils and local communities having a greater say in the determination of local planning policy and priorities.
- 3.17 The RSS established housing targets for each individual local authority area over the plan period (originally 2004-21). For Hartlepool the total net housing growth figure was 2750 dwellings over this period with an annual target of between 390 and 400. Whilst the revocation of the RSS would remove the obligation on the Council of achieving these targets, the evidence of need established through strategic housing market assessments and the Councils ambition of growth identified in local and sub regional regeneration strategies, supports the need to deliver significant growth targets. In view of the recent downturn in new house building resulting from the credit crunch, and the reduced availability of public funding to support house building, the Council is currently reviewing its housing projections. Whilst this work is not yet complete, initial assessments suggest that the annual target may reduce to nearer 350 per annum, with the Elwick and Stranton wards being the ones most likely to see reduced growth over the short to medium term.
- 3.18 The Council is currently preparing its Core Strategy which as well as providing the strategic planning policy framework will identify those areas where new development and growth should take place. The Council is currently at the 'Preferred Options' stage where interested parties are being consulted on proposed policies. Proposals for housing reflect national priorities in seeking to balance supply and demand, support sustainable growth, provide affordable homes and improve sustainability and design.
- 3.19 In broad terms the 'preferred' form of development over the next 15 years is for compact urban growth which will seek to consolidate new

development within the existing built up area of Hartlepool – on brown-field and undeveloped sites, but with some significant areas of growth on green-field land to the west and south-west of the current built-up area. The main new development area will provide approximately 2,750 new dwellings (of which 500 are predicted to be built by 2016) on land to the west/south west of the Fens and Owton areas (currently part of the Elwick ward). Smaller sites (50-100 dwellings) are proposed along the western edge of town within the Park and Clavering areas.

- 3.20 The other main areas of housing development – based on existing planning consents and estimated start and build rates are expected to be within the marina/Mainsforth Terrace area (Stranton ward), Middle Warren (Hart ward), the hospital site (Brus ward). As part of the Councils housing regeneration programme, a key issue is the quality of the local housing stock which is characterised by large areas of older, terraced properties with limited amenities which are in low demand. Since 2003, the Council, along with its housing partners have pursued a programme of housing market renewal focussing on some of the worst areas. A strategic intervention programme is being pursued involving clearance of 1300 -1500 properties and replacement with 600-700 new sustainable homes, principally within Stranton, Dyke House and Foggy Furze). Planning policies are also proposed to be included in the Core strategy which will seek to secure a minimum level of 10% affordable housing on any new developments of over 15 units. Depending on location and local demand this provision could be transferred to alternative sites within the main housing regeneration areas.
- 3.21 Hartlepool's compact central area includes several town centre communities who have easy access to both town centre and local facilities. Successful community regeneration programmes including New Deal for Communities, Working Neighbourhoods Funding, and Neighbourhood Action Plan, Housing Market Renewal Funding and neighbourhood management activities have helped create strong local communities and encouraged active participation in local decision making. Whilst at the current time future public funding towards these areas is uncertain the key focus of community regeneration is likely to remain on the wards of Dyke House, Stranton, Grange, Foggy Furze, Rift House, Burn Valley, St Hilda, Brus, Owton and Throston.
- 3.22 In terms of broader regeneration activities, the Council's focus is towards investment in the central area of town. The main priorities revolve around continuing development of the marina area for mixed-use commercial, leisure and residential development; and, development of an Innovation and Skills Quarter (ISQ) which will support expansion plans for the two main higher/further education establishments, create new business start-up facilities and secure high quality environment as a means of attracting visitors and

investment. Adjacent to the town centre and marina, plans are being pursued to increase investment in the port. Original proposals for a mixed use development of 83 hectares of land (including up to 3000 dwellings) have been shelved by the owners of the port in favour of investment in large scale offshore wind and renewable energy development. This will lead to a significant increase in new job opportunities. The loss of the port land for housing has however led to the need to allocate new housing sites to the west and south-west of the town.

3.23 Beyond the central area, regeneration priorities include developing the town's tourism economy including enhancement and development opportunities at Seaton Carew, the Headland and the coastal fringes. The other main focus is on supporting and encouraging investment in the Southern Business Zone – which incorporates 17 individual industrial estates and business parks which ranging from small local businesses to large scale multi-national manufacturing companies.

3.24 The coalition government has recently announced the abolition of regional development agencies and their replacement with more 'streamlined' local enterprise partnerships (LEPs). Details of how LEPs will function are still to be determined but government have indicated that they should provide strategic leadership in their areas and set out local economic priorities. They will be expected to create the right environment for business and growth by tackling issues such as planning, housing, local transport and infrastructure priorities. LEPs will be expected to form effective partnerships involving businesses and civic leaders with equal representation. At the time of preparing this submission, it is known that Tees Valley Unlimited (TVU) has submitted a bid to become a LEP covering the five Tees Valley Local Authority areas (Hartlepool, Stockton, Darlington, Middlesbrough and Redcar & Cleveland).

3.25 There are currently 5 Parish Councils within the Borough:

- Dalton Piercy
- Elwick
- Greatham
- Hart
- Headland

and 3 Parish Meetings:

- Brierton
- Claxton
- Newton Bewley

with a large area of the Borough being un-parished.

All the parishes are single warded and represent 9% of the electorate in the Borough.

- 3.26 The existence of Parish Councils and Parish Meetings provides a valuable additional layer of representation for the electorate locally, allowing for divergent views to be aired in a local environment, giving way for specific issues to be dealt with by the Parish Council or directed to the Borough Council. Parish Councils and their elected parish members, can assist the Borough Councillors who represent parished areas, in particular for those Borough Councillors whose Ward are geographically 'rural' and covers several parish councils. By comparison, in un-parished areas, there may be residents associations or other forums at which local issues are considered. An important factor of effective and convenient local government for parish councils is a direct and supportive partnership with the Borough Councillor(s) representing their area – in Hartlepool close working relationships exist and enhance the wellbeing for the parish electorate.
- 3.27 In Hartlepool, three members of a parish council form part of the membership of the Council's Standards Committee (**Appendix 1**). These representatives are entitled to vote at meetings and must be present when matters relating to parish councils or their members are being considered. Parish members are nominated annually by the Parish Councils on a rota basis. As part of the Neighbourhood Consultative Forum (of which there are 3 in Hartlepool) remit, the Chair & Vice-Chair of the forum will meet at least twice a year with representatives of the parishes in the forum area.

## 4. **Political Management**

### 4.1 **Functions of the full Council**

The Council will exercise the following functions:

- i) adopting and changing the Constitution;
- ii) approving or adopting the policy framework and the budget;
- iii) making decisions about any matter in the discharge of an Executive function which is covered by the policy framework or the budget, where the decision maker is minded to make it in a manner which would be contrary to the policy framework or contrary to/or not wholly in accordance with the budget (this is subject to the Budget and Policy Framework Procedure Rules, the Scrutiny Procedure Rules and the Access to Information Procedure Rules);
- iv) agreeing and/or amending the terms of reference for committees, deciding on their composition and making appointments to them (unless specified otherwise in this constitution);
- v) appointing representatives to outside bodies unless the appointment is an Executive function or has been delegated by the Council;
- vi) adopting an allowances scheme under Article 2.06;
- vii) changing the name of the area, conferring the title of honorary alderman or freedom of the borough;
- viii) confirming the appointment of the head of paid service;
- ix) making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal Bills;
- x) all local choice functions set out in Part 3 of the Constitution – Responsibility for Functions, which the Council decides should be undertaken by itself or delegated by Council to a committee or an officer, rather than the Executive; and
- xi) all other matters which by law must be reserved to Council.

## 4.2 **The Executive**

The Executive is the part of the Council which is responsible for most day-to-day decisions. The Executive is made up of the Mayor, who is elected by all residents, and a cabinet of Councillors whom he/she appoints. When major decisions are to be discussed or made, these are published in the Executive's forward plan in so far as they can be anticipated. If these major decisions are to be discussed with council officers at a meeting of the Executive, this will generally be open for the public to attend except where personal or confidential matters are being discussed. The Executive has to make decisions that are in line with the Council's overall policies and budget. If it wishes to make a decision that is outside the budget or policy framework, this must be referred to the Council as a whole to decide.

4.3 Neither the chair nor vice chair of the Council may be appointed to the Executive. Members of the Executive may not be members of an overview and scrutiny forum.

## 4.4 **Delegation by the Executive - information provided to Council**

At the annual meeting of the Council, the Mayor will present to the Council a written record of delegations made by him/her for the inclusion of the Council scheme of delegation. The document presented by the Mayor must contain information about the delegation of executive functions for the new municipal year (**Appendix 2**).

## 4.5 **Overview and Scrutiny**

There are five overview and scrutiny forums and a Scrutiny Co-ordinating Committee (**Appendix 3**). These support the work of the Executive and the Council as a whole. They allow citizens to have a greater say in Council matters by holding public inquiries into matters of local concern. These lead to reports and recommendations, which advise the Executive and the Council as a whole on its policies, budget and service delivery. Overview and scrutiny committees also monitor the decisions of the Executive. The Scrutiny Co-ordinating Committee can 'call-in' a decision which has been made by the Executive but not yet implemented. This enables it to consider concerns about the decision. It may recommend that the Executive reconsider the decision. The Scrutiny Co-ordinating Committee and the five scrutiny forums may also be consulted by the Executive or the Council on forthcoming decisions and the development of policy.

4.6 Key to the success of Overview and Scrutiny in fulfilling its role and functions (as further detailed in **Section 4**) is the development of clearly defined Work Programmes for each of the Forums / Co-ordinating Committee. As with all elements of the Scrutiny process, the selection of Work Programme items encourages and facilitates

community, officer and Councillor involvement. Through this process, a wide array of investigations have been identified and completed.

4.7 As part of the Work Programme agreed each year each, capacity is also retained to enable emerging issues to be looked at, that may arise on ad hoc basis. In addition to this, an important element of each year's Work Programme is Scrutiny involvement in Councils budget setting and policy development process. The Roles and Functions of Overview and Scrutiny are defined within the Council's Constitution as follows:

- i) review and/or scrutinise decisions made, or actions taken, in connection with the discharge of any of the Council's functions;
- ii) make reports and/or recommendations to the full Council and/or the Executive and/or any policy, joint or area committee in connection with the discharge of any of the Council's functions; and
- iii) consider any matter affecting the area or its inhabitants.
- iv) exercise the right to call-in for reconsideration decisions made but not yet implemented by the Executive.

#### 4.8 **Power to call-in**

The Scrutiny Co-ordinating Committee has the power under section 21 of the Local Government Act 2000 to call-in decisions made by the executive but not yet implemented. It is only permitted to call-in 12 decisions/proposed decisions per municipal year.

##### **Types of call-in**

There are two categories of call-in:

**Category 1** - where the principles of decision-making may not have been followed (see rule 16 below)

**Category 2** - where the decision or proposed decision may fall outside the budget and policy framework. (See rule 17)

#### 4.9 **Regulatory and other committees**

The Council will appoint committees to undertake a variety of regulatory and other functions that are the responsibility of the Council. The standing committees are listed below and full details of their functions can be found in Part 3 of the Constitution;

Audit Committee  
 Contract Scrutiny Committee  
 General Purposes Committee  
 Licensing Committee  
 Planning Committee  
 Standards Committee.

The Council will appoint such other committees as it considers appropriate to exercise any of its functions.

#### 4.10 Neighbourhood Consultative Forums

The Council will establish three neighbourhood consultative forums (**Appendix 4**). They will act as an important consultation mechanism for the Council, the Hartlepool Partnership and other regeneration partnerships in the Borough. Meetings of the forums will be open to the public, who will be encouraged to play an active role. The three forums will be based upon the following boundaries:

##### **North Neighbourhood Consultative Forum**

*Comprising the following wards:*

- ♦ Brus
- ♦ Dyke House
- ♦ Hart
- ♦ St Hilda
- ♦ Throston

##### **Central Neighbourhood Consultative Forum**

*Comprising the following wards:*

- ♦ Burn Valley
- ♦ Elwick
- ♦ Grange
- ♦ Foggy Furze
- ♦ Park
- ♦ Rift House
- ♦ Stranton

##### **South Neighbourhood Consultative Forum**

*Comprising the following wards:*

- ♦ Fens
- ♦ Greatham
- ♦ Owton
- ♦ Rossmere
- ♦ Seaton

The quorums for the three forums are based on one quarter of the membership and are as follows:

	<b>Quorum - Councillors</b>	<b>Quorum - Residents</b>	<b>Quorum - Total</b>
North	4	2	6
Central	5	3	8
South	4	2	6

#### **4.11 Council Meetings and Member Attendances**

In relation to attendance at Council meetings, a table attached (**Appendix 5**) identifies the number of, frequency of and expected attendances of Members on an annual planned and programmed basis.

#### **4.12 Joint Arrangements**

Since Local Government Reorganisation in 1996 the Councils in the former Cleveland County Council area have operated two joint arrangements; the Joint Archives Committee administered by Middlesbrough Borough Council and the Emergency Planning Joint Committee administered by Hartlepool Borough Council.

#### **4.13 Local Strategic Partnership**

Hartlepool Partnership is chaired by the elected Mayor and administered by the Borough Council. The Partnership brings together the Council, the private sector, Police, Fire, and regional, sub regional and local health providers, education providers, government offices, and the voluntary sector to deliver Hartlepool's Community Strategy. The Partnership is key in delivering the Local Area Agreement and Neighbourhood Renewal.

#### **4.14 Leadership Bodies**

Hartlepool Borough Council plays a full role in the governance of the Tees Valley sub regional area. Tees Valley Unlimited is a partnership of public, private and voluntary bodies which coordinate activities, appropriate to a city region level, designed to improve the economic performance of the entire Tees Valley.

## **5. Councillor Roles and Functions**

5.1 As outlined within paragraph 2.03 of the Council's Constitution the roles and functions of Councillors is expressed as follows;

### **(a) Key roles**

All Councillors and the elected Mayor will:

Collectively be the ultimate policy-makers and determine the budget and policy framework;

Represent their communities and bring their views into the Council's decision-making process, i.e. become the advocate of and for their communities;

Contribute to the good governance of the area and actively encourage community participation and people involvement in decision making;

Effectively represent the interests of their ward and of individual constituents;

Be available to represent the Council on other bodies; and

Maintain the highest standards of conduct and ethics.

### **(b) Rights and duties**

Councillors and the Elected Mayor will have such rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law and the provisions of this constitution.

Councillors and the Elected Mayor will not make public information that is confidential or exempt without the consent of the Council. They will not divulge information given in confidence to anyone other than a Councillor or officer entitled to know it.

For these purposes, "confidential" and "exempt" information is defined in the Access to Information Procedure Rules in Part 4 of this Constitution.

i) Collectively be the ultimate policy-makers and determine the budget and policy framework operating at all times in

accordance with the principles of decision making set out in Article 13 of the constitution (**Appendix 6**);

- ii) Represent their communities and bring their views into the Council's decision-making process, i.e. become the advocate of and for their communities;
- iii) Contribute to the good governance of the area and actively encourage community participation and citizen involvement in decision making;
- iv) Effectively represent the interests of their ward and of individual constituents;
- v) Be available to represent the Council on other bodies; and
- vi) Maintain the highest standards of conduct and ethics.
- vii) Members may also belong to a political party and/or group represented on the Council.
- viii) Members in positions which include the chairing of meetings, will seek to ensure that relevant codes are adhered to and all meeting participants, both Council and non-council, behave courteously at all times.
- ix) Some members will carry out all of these roles, others a selection depending, for example, on whether or not they are executive or non-executive members. Details of the protocols which apply to these specific roles are given under the relevant headings below.

5.2 All Members are entitled to raise matters of local concern, either as representatives of the Council or on behalf of individuals or groups of constituents. Specific departmental protocols for dealing with such approaches may be introduced by the relevant director or chief officer in order to facilitate an appropriate response to such enquiries.

5.3 Members will receive advice and assistance in their pursuit of local matters which is consistent with their responsibilities as elected members and local representatives. Individual members shall not seek to obtain a disproportionate amount of officer time in dealing with ward matters. If a director or chief officer feels that the demands of members in these circumstances are unreasonable, and this cannot be resolved informally, he/she will set out in writing the reasons, together with proposals for resolving matters. If agreement cannot be reached the matter will be referred to the Chief Executive to determine.

- 5.4 Consultation meetings with residents to discuss matters of local interest may be convened in a number of circumstances, for example by members, officers or residents themselves. Officers shall only attend such meetings with the agreement of the appropriate director or chief officer. When officers convene such meetings, they will ensure that all ward members and any other councillors who might reasonably have an interest in the subject (e.g. relevant executive portfolio holder) will be advised of the meeting and invited to attend.
- 5.5 When Members or local residents convene local meetings, officer attendance will be at the discretion of the relevant director or chief officer and will take account of the purpose of the meeting as stated by the convenor.
- 5.6 Essential to the development and delivery of focused / effective services in the town is the way in which the authority works with its partners, both locally and on a wider regional basis. Elected Members play a key part in this process, participating in the activities of decision making bodies covering such essential services areas as health provision. Councillors, have through the Overview and Scrutiny process, participated in groups such as the Tees Valley Joint Health Scrutiny Committee and newly created Regional Health Scrutiny Committee, to ensure that Hartlepool's views / needs are truly represented, locally and regionally. An example of the success of this process being the Section 244 Committee, constituted in conjunction with Stockton Borough Council, as part of [Momentum: Pathways to Health Care](#) consultation. Hartlepool's overview and Scrutiny process has an integral role to play in the development and delivery of Council services in the town. With 5 Standing Forums and a Co-ordinating Committee, the Scrutiny function in Hartlepool has been very successful in fulfilling its role in relation to:-
- i) Reviewing and/or scrutinising decisions made, or actions taken, in connection with the discharge of any of the Council's functions;
  - ii) Making reports and/or recommendations to the full Council and/or the Executive and/or any policy, joint or area committee in connection with the discharge of any of the Council's functions;
  - iii) Considering any matters affecting the area or its inhabitants;
  - iv) Exercising the right to call-in for reconsideration decisions made but not yet implemented by the Executive;
  - v) Policy development and review; and
  - vi) Finance (inc. the budget setting process).

5.7 The success of Scrutiny in Hartlepool, and its importance in allowing citizens to have a greater say in Council matters, is demonstrated through a variety of routes:

- **The diverse array of investigations undertaken.** Between [April 2005 and April 2009](#), 59 investigations, with a further 15 undertaken in [2009/10](#) (including referrals / Call-ins of Executive decisions).
- **The level of take up, and achievement, of Scrutiny recommendations.** A comprehensive process for the monitoring of Scrutiny recommendations has been in place since 2005/06 and at the end of 2009/10 results showed that 83% of all Scrutiny Forum recommendations had been achieved, with 16% expected to be achieved. It was also shown that only 1% of all Scrutiny recommendations were either rejected by the Executive or no longer deliverable.
- **The quality and innovative nature of the Overview and Scrutiny process in Hartlepool.** Details of the Council's achievements through the Scrutiny Process are published each year in the [Overview and Scrutiny Annual Report](#). Whilst the success of all investigations can be measured through the implementation and impact of recommendations on a local basis, success can also be measured on a wider regional and national basis. On this basis, particular attention must be drawn to the success of investigations undertaken in relation to:-
  - (i) [‘Appropriate Accommodation for Homeless Young People for Whatever Reason’](#). The findings of the Children's Services Scrutiny Forum were recognised as examples of good practice by a national charity (Shelter) and the National Youth Reference Group (NYRG). The process undertaken by the Forum was also included in the benchmarking guide for joint working entitled ‘Improving Outcomes for Children and Young People in Housing Need’.
  - (ii) [‘Access to Recreation Facilities for Vulnerable / Older People’](#). The investigation, undertaken by the Adult and Community Services Scrutiny Forum, was identified as a good practice case study for inclusion in a Centre for Public Scrutiny guide relating to ‘Reviewing the Needs of an Ageing Society’.
  - (iii) Co-option of Young People on to the Children's Services Scrutiny Forum. The co-option of young people in this way has further succeeded in providing a new and ‘first hand’ perspective to the work of overview and scrutiny. In 2008, the Council put

forward for a 'Children and Young People Now' Award for its development and implementation of this innovative scheme.

- **The quality of Scrutiny involvement in the process for policy development and the setting of the Council's budget.** An effective process has been developed and implemented for the conduct of consultations through Scrutiny in relation to the setting of Council policy / strategies and its budget process. An example of the success of this process being detailed exploration of the each year's budget proposals and Departmental / Corporate Plans through each individual Forum.

**Through Scrutiny, residents and other interested groups / bodies have been given the opportunity to participate in / influence the way in which the Council provides key local services.** Examples of this being the development of the Councils Allotments Strategy and formulation of a response to the Government's Green Paper on 'Shaping the Future of Care Together'.

- 5.8 The role of Scrutiny in Hartlepool is an integral part of the process for the provision of effective services in the town. Key to this is the ability to work proactively through the setting of challenging and diverse Work Programmes and reactively in dealing with referrals and potential Call-ins, as demonstrated above. Essential to every element of the process, from work programming to final reports, is the involvement of well informed, enthusiastic Councillors.
- 5.9 The maximum number of Councillors in Hartlepool who are eligible to participate as Scrutiny members is currently limited to 40 by the prohibition of the 8 Executive members from serving on Scrutiny. On this basis, in 2010/11 75% of eligible Councillors (30 in total) took up places on one or more Scrutiny Forums / Committee (filling the 51 available seats). This figure has varied little over recent years with 75.6% of eligible Councillors serving on scrutiny in 2009/10 and 70.7% in 2008/09. Thus, reflecting the level of interest in, and recognition of, the difference that can be made through the scrutiny process.
- 5.10 Pressure placed upon the time of Councillors in ensuring the continued quality of scrutiny input into the democratic process and delivery of services, is considerable. In 2009/10 a total of 86 formal Scrutiny meetings were held to facilitate completion of 15 individual investigations. On a proportional basis, this equates to approximately 6 meetings per investigation in order to undertake the necessary in-depth exploration of an issue and formulation of a final report with quality, value adding recommendations.

- 5.11 Over and above this there is also a requirement of Councillor involvement in Tees Valley and Regional Health Scrutiny arrangements (as detailed above). Again the value of Scrutiny involvement is clearly demonstrated in ensuring that Hartlepool's voice is heard on a Tees Valley and Regional basis around key issues such as the location of a new hospital and other substantial variations in health service provisions. Involvement in this process adds to the pressures placed upon the time of the three Councillors appointed by the Council to participate, with an average of 11 meetings to be attended each year (this being an average over a three year period).
- 5.12 A reduction in the number of Councillors would significantly increase the pressure placed upon those serving on Scrutiny and in turn have a detrimental effect on the level and quality of Scrutiny that could be undertaken. This in turn would impact on the delivery and development of Council services in the future.
- 5.13 Another key tool used by Councillors in communicating and identifying / reacting to the needs of their constituents is the use of Ward Surgeries. Within each Municipal year the Council provides support for 12 Ward Surgeries within each individual Ward, although individual Councillors can make their own arrangements outside of this prescribed figure. Across Hartlepool, a total of 82 Ward Surgeries were held in 2009/10, with a comparable figure (84) projected for 2010/11. The number of Ward Surgeries held demonstrates the importance of face-to-face advice and contact with residents in dealing with ward related issues.

## 6. Statutory Criteria

### (i) Community identity

- 6.1 It is difficult to define a community so they have been assessed in terms of facilities and local identity in the following table. It is proposed that the boundaries remain the same in the most part, however, some changes have been proposed but it should be noted that these would have implications on ward sizes.

Elwick	Mainly rural area with a small cluster of residential properties incorporating the villages of Elwick, Dalton Piercy, Newton Bewley, Hart and Wynyard. Close to urban projected housing area and extension of Middle Warren and a south western extension as well as small village extension to Elwick and Hart. There are two primary schools, along with churches, public houses and individual shops situated in the ward.
Hart	There are two separate communities of Clavering estate and Hart Station, divided by Easington Road. Incorporates two major roads and largely residential area. The two Middle Warren communities are currently straddled over the Hart, Elwick and Throston wards. Two primary schools are situated in the ward: Barnard Grove at Hart Station and Clavering School. There is a small local centre and a supermarket and public house to the north of Clavering. The ward also comprises a golf course, community centre and play area in Clavering.
Brus	Incorporates the West View and King Oswy estates. It also comprises one secondary school: St Hild's and two primary schools: West View and St. John Vianney's as well as four churches. It is also home to Mayfield Park Rugby Club. A hospital, cemetery, industrial estate, community centre, library, several advice and resource centres, two main shopping areas in King Oswy and Brus corner, a number of public houses and King George IV Playing fields characterise the area.
Saint Hilda	Incorporates two distinct communities within the Headland and Central estates and comprises two primary schools, a number of churches, the Town Square, Borough Hall, several community / sport and leisure centres, several large converted civic

	<p>buildings, two local shopping parades, a number of public houses / clubs, rugby ground, football ground, cemetery, open space / play area, operational Port Authority land and a working fish quay. It is also a key tourist area, having the visitors centre and Heugh Gun Battery within the ward. The Central Estate Management Organisation (CEMO), a community owned company made up of residents of the Central estate serves the Central community. There are also a number of Residents Associations and community / voluntary groups operating within the ward.</p>
Throston	<p>There are three distinct communities within the ward, Throston estate, the southern part of Middle Warren and north of Hart Lane area. The ward incorporates residential area, three primary schools and one special school: Throston, Jesmond, Sacred Heart and Springwell Special School. The sport and recreation ground serves the north of the town and a golf course, rugby club / ground are within the ward. There is a local centre at the top of Wiltshire Way and individual shops across the ward. A community centre and library also serve the ward.</p>
Dyke House	<p>Incorporates Dyke House Sports &amp; Technology College and Brougham Primary School as well as St. Oswald's Church and the Nasir Mosque. Hartlepool Enterprise Centre, which houses a wide range of small businesses, is also situated in the ward. There are two main shopping parades on Raby Road and Chatham Road. Community facilities include Wharton Annexe, the Brougham Centre attached to Brougham Primary School, the Avondale Centre attached to Dyke House Sports and Technology College and Chatham House, all of which provide a range of services and activities to the local community. The recently refurbished St. Oswald's Church Hall is also available for use by the community. The North Cemetery features prominently in the ward and the Friends of North Cemetery strive to improve it in many ways. A number of Residents Associations represent the ward. The ward is also the focus of significant housing market renewal activity.</p>
Park	<p>Incorporates Naisberry Park, West Park, the Tunstall area and the Wooler Road area. The ward comprises a cricket club, historic Victorian park with café, community facilities and play area, Summerhill</p>

	Country Park, High Tunstall Secondary School and Ward Jackson Primary School, two public houses and one supermarket. It is an area of largely low density residential properties including a range of executive homes in West Park and prestigious properties.
Grange	There are two distinct parts within the ward with a mix of terraced houses and large Victorian / Edwardian town houses. Lynnfield School, which has a community learning centre attached to it, is in the ward, along with a number of churches including Grange Road Methodist Church which has a resource centre attached to it. There is a local centre at Murray Street including a multi-cultural centre (Salaam Centre). There are a number of shops along Duke Street as well as a number of social clubs in the area.
Stranton	This is the main town centre ward comprising railway station, transport interchange, higher and further education establishment, Hartlepool United Football Club and ground, Mill House Leisure Centre, Middleton Grange Shopping Centre, retail park, museums, art gallery, central library, Civic Centre and brewery. Two primary schools: St. Joseph's RC and Ward Jackson, along with a number of churches are situated in the ward. To the western part are large terraced houses and flats at the marina. The ward has three distinct communities at the marina, Burbank and town centre fringe. There is an increase in population projected particularly within marina area.
Burn Valley	The ward is made up of three very small distinct communities with one primary school. To the north of Elwick Road there are large terraced streets and Victorian semi's and detached houses as well as small terraced streets in the south of the ward. Burn Valley Gardens is in the ward having play facilities and which leads to Summerhill. There is a shopping parade along Elwick Road and a number of individual shops across the area. St. Matthew's Hall / Community Centre is situated in the ward along with the Salvation Army.
Rift House	There are two distinct communities in the ward divided by Catcote Road, however, in recent years through the Neighbourhood Action Plan process in particular are coming together more as one community. The ward comprises a secondary school, two sixth form

	<p>colleges, two primary schools: Kingsley and Rift House as well as Catcote Special School. The former Brierton School site and Brierton Sports Centre are in the ward, along with a rugby club and recreation ground serving the whole of the town. There is a shopping parade on Catcote Road, along with a retail development together with a variety of shops on Oxford Road. Community venues include the Rift House Community Building, Kingsley School Children's Centre, Rift House Children's Centre, Browning Avenue Baptist Church Hall and St. Columba Church Hall. Laurel Gardens, a sixty unit extra care facility is currently under construction in Orwell Walk. There are two Residents Associations operating in the ward.</p>
Foggy Furze	<p>The ward comprises Belle Vue and Foggy Furze. Approximately half of the ward is home to Longhill and Sandgate Industrial Estates with the other half residential area, the two areas of which are divided by the A689. There are two primary schools in the ward: Stranton, which has a community-learning centre attached to it and St. Cuthbert's School. A number of churches are situated in the ward, along with a library and the Belle Vue Centre, which provides a range of services and activities to the local community. There are two main shopping parades and numerous public houses / clubs.</p>
Owton	<p>Incorporates a good range of local facilities including local shopping parades at Brierton Lane, Catcote Road / Wynyard Road and St. Patrick's on Owton Manor Lane. Community facilities include Owton Manor Community Centre and Library, Owton Rossmere Resource Centre, Manor West Centre and the premises of the Solid Rock Youth Project, Manor Residents' Association and Owton Fens Community Association (OFCA), from which a variety of services are delivered. Manor College of Technology plus two primary schools: Owton Manor and Grange are situated in the ward, alongside two churches which serve the area. Owton is a strong community, which has a strong sense of identity with five key community / voluntary groups operating within the ward.</p>

Rossmere	There are three distinct communities in the ward divided by the A689, one being adjoined to the Foggy Furze ward. Employment land and businesses are situated either side of Brenda Road. Rossmere Park, which has play facilities is situated in the ward, along with a cemetery, play area at Jutland Road and recreation ground. The ward has a good range of local facilities including shopping parades at Jutland Road and lower Owton Manor Lane. Community venues include Jutland Road Community Centre, Rossmere Community Building. There are four primary schools situated in the ward, along with a number of churches. The ward is also represented by a number of active Residents Associations and community/ voluntary groups.
Fens	A large proportion of the ward is home to a major business park which takes in Queens Meadow and the Corus Pipe Mill. The A689 divides the industrial land and residential area. There is one primary school in the ward, a local shopping parade on Catcote Road and two public houses.
Greatham	The ward is mainly rural with two distinct communities divided by the A689. The community to the north fits more closely with the Fens ward, however the boundary fits with the parish council boundary and incorporation of these properties within the Fens ward would greatly reduce the population of Greatham ward. There is one primary school, three public houses, two churches, a Post Office and a small number of shops.
Seaton	Is a distinct settlement, separated from the rest of the town and is a seaside resort with traditional seafront attractions. It incorporates a large proportion of industrial land to the South of the ward. It has a library, community centre, shopping parades at Elizabeth Way and Station Lane, several public houses / clubs, golf course, cricket ground, local parks and playing fields. Two primary schools and two churches are also situated in the ward.

## **(ii) Effective and Convenient Local Government**

- 6.2 The Coalition Government have indicated in their “Programme for Government” that “localism” will feature strongly in their radical programme for reform relating to communities and local government. It is detailed within that document:

*“The Government believes that it is time for a fundamental shift of power from Westminster to people. We will promote decentralisation and democratic engagement, and we will end the era of top down government by giving new powers to local Councils, communities, neighbourhoods and individuals”.*

- 6.3 This potential seismic change will involve the promotion and “radical devolution of power and greater financial autonomy to local government” as well as to community groups. Indeed some of the measures indicated through the Coalition Government will have a fundamental impact upon the role of elected Members and the delivery of effective and convenient local government. The above agenda, is a wide and comprehensive series of planned reforms which will have an impact both for this Council and local government in general. Some of the planned reforms impacting upon local authorities and their communities are further set out below and include;

- The creation of “directly elected Mayors” (which has clear resonance for Hartlepool Borough Council), *“subject to confirmatory referendums and full Scrutiny by elected Councillors”.*
- Council’s to have a *“general power of competence”*
- To allow Council’s *“to return to the Committee system, should they wish to”*
- A radical reform of the Planning system *“to give neighbourhoods far more ability to determine the shape of the places in which their inhabitants, live, based on the principles set out in the Conservative party publication “Open Source Planning”.*
- The provision of *“incentives for local authorities to deliver sustainable development, including the new homes and businesses”.*
- That Councillors will be *“given the power to vote on large salary packages for unelected Council officials”.*

- 6.4 The White Paper: “Equity and Excellence: Liberating the NHS” (2010) also heralds the transfer of PCT health improvement functions to local authorities, building upon the “wellbeing” powers of local authorities. This will require local authorities to promote the “joining up” of local NHS services, social care and health improvement. These proposals are designed to achieve “local democratic legitimacy” through, for example, the operation of Health and

Wellbeing Boards, adopting a strategic approach through the integration of health and safeguarding services with the involvement of local authority members being pivotal.

- 6.5 This legislative programme will have a fundamental impact upon the “future shape” of this Council as well as the representational roles and community engagement/ involvement of Councillors. If anything this calls for a more enhanced role for Councillors and any depreciation in the existing number of Councillors, could have a detrimental impact upon the effective and convenient local government within the Borough. It has been recognised by the Audit Commission in their ‘Comprehensive Performance Assessment’ (2007) of the Borough that;

***“Councillors of all parties are involved in community leadership; for example, the five Scrutiny Committees are actively supported by Resident Representatives, and Neighbourhood Consultative Forums, involve all Ward Councillors in effective engagement with local communities”.***

- 6.6 In their Comprehensive Area Assessment (2009) the Council were seen to be “performing well” and it was further noted;

***“It is making good progress on its priorities and is contributing strongly to the Hartlepool Partnership initiatives. Hartlepool Council works well with its local partners on very challenging and ambitious plans to revitalise the town and secure a better future for the people of Hartlepool. It understands the local community and its needs well because it carries out a lot of research and involves local people and organisations in developing plans. It delivers good and improving services....”***

- 6.7 Members of the Borough Council are involved in a variety of outside bodies (**Appendix 7**) and there is also a close connection with the many voluntary organisations and bodies operating within the Borough (**Appendix 8**). This engagement illustrates the “diversity” of the Council in its involvement with its community. This would be jeopardised together with the sustainability of Councillor involvement should there be any reduction in the present Council size. Members know their community and act as strong community advocates, as illustrated in the above commentary provided through the Audit Commission. The Council is somewhat unique in that it operates an electoral scheme based on election by thirds. This retains some consistency and experience within the membership of the Council and avoids any deficit or dilution of the skills and experience of Members operating as a corporate body and as individuals acting as

community champions have particular knowledge of their communities, its needs, requirements and aspirations. Consequently the development of a “professional Councillor” is to be avoided, in that the current arrangements and remuneration through allowances provides effective engagement and value for money, as well as present accountability of Members to their communities.

### (iii) Equality of Representation

- 6.8 In the document ‘Electoral reviews: technical guidance’ issued by the Boundary Commission (April 2010), it is recommended that the following be considered when developing a proposal for Council size:
- **The model of local governance used by the authority.** These models have impacts on the workload of councillors and the working practices of the council, and therefore will have an effect on the number of councillors needed by the Council.
  - **Community identity.** What and where is the community, and, more importantly, what defines it and marks it out as a separately identifiable community.
  - **Effective and convenient local government.** Warding arrangements proposed to ensure that wards are internally coherent with reasonable road links across the ward so that it can be easily traversed and that all electors in the ward can access it without having to travel through an adjoining ward.
- 6.9 Each of these issues has been extensively reviewed and considered by the authority with supportive reasoning contained within this submission. This submission presents the case for the recommended **Council Size for Hartlepool Borough Council**, which concludes that the optimum Council size to enable convenient and effective local government to continue and to serve the population of Hartlepool should be **47**.
- 6.10 Of note, under Section 57 of the 2009 Act, any local authority which elects the whole Council every 4 years, or has resolved to do so (the legislative ‘timetable’ under the 2007 Act, decrees that this must be accomplished by 31/12/2010 or every fourth year thereafter), can also request that the Commission conduct an electoral review and make recommendations for single Member wards or divisions.
- 6.11 This Council on 11 December, 2008, resolved (following an earlier referral to the General Purposes Committee) to maintain its present electoral arrangements of elections through ‘thirds’. The ‘technical guidance’ indicates that the Commission is obliged to take into

account 'the scheme for elections employed by the Council when making our recommendations' (para 5.28 refers and S.2(3)(d) of Schedule 2 to the 2009 Act). Consequently, 'the appropriate number for elections by thirds is three, or a number divisible by three'. It is suggested that even as a presumption, the optimum number of electors per Councillor recommended within this submission as **47** accords both with the applicable legislation through the statutory criteria and upon the evidence and reasoning of this submission.

6.12 The current ratio of electors to Councillor as well as the projections to 2016, are exhibited below in fig 4. It will be discerned from the electorate of approximately 69,330 that this provides an average of slightly over 4,000 electors across the 17 wards. Based on an average of the figures for 2010, it is noted a Councillor to elector ratio of 1:1492. On the basis of projections for 2016, this figure is marginally higher on a ratio of 1:1569. It is recognised, that the most marked variance relates to Elwick upon the projections, but nevertheless, the overall ratios are not of so significant a variance to affect the optimum number of Councillors as recommended within this submission.

Fig 4 Councillor to Electors Ratios

Ward	Properties	Electors 2010	Ratio 2010	Electors 2016	Ratio 2016
Brus	3017	4797	1:1599	4916	1:1639
Burn Valley	2706	4150	1:1383	4098	1:1366
Dyke House	2527	3465	1:1155	3257	1:1086
Elwick	939	1677	1:1677	2657	1:2657
Fens	2198	4063	1:1354	4022	1:1341
Foggy Furze	2336	3842	1:1281	3939	1:1313
Grange	2636	4100	1:1367	4074	1:1358
Greatham	917	1698	1:1698	1677	1:1677
Hart	3156	5145	1:1715	5445	1:1815
Owton	2646	4078	1:1359	4026	1:1342
Park	2352	4632	1:1544	4697	1:1566
Rift House	2786	4635	1:1545	4678	1:1559
Rossmere	2802	4752	1:1584	4759	1:1586
Saint Hilda	2709	4306	1:1435	4246	1:1415
Seaton	2801	5250	1:1750	5123	1:1708
Stranton	3202	3984	1:1328	5076	1:1692
Throston	2617	4756	1:1585	4681	1:1560

## 7. Conclusions

- 7.1 The report to the Electoral Commission (January 2003) recommended that Hartlepool Borough Council should have **47** Councillors, as at present. Further, there should be 17 wards, as at present, although the boundaries 15 of the existing wards should be modified and two wards should retain their existing boundaries. It is asserted, that given the fairly recent nature of that earlier periodic electoral review that no significant change is required in this further electoral review and not in relation to the appropriate Council size, which should be retained as **47**.
- 7.2 In that earlier review, it was recognised that the optimum number of Councillors was required to represent approximately the same number of electors, taking into account local circumstances. Accordingly, it was anticipated in 15 of the proposed 17 wards the number of electors per Councillor would vary by no more than 10% from the Borough average. However, it was also noted that in seeking to achieve this improved level of electoral equality there would be some deterioration in the number of electors per Councillor in three wards, Elwick, Greatham and Seaton, which were expected to vary by more than 10% from the average for the Borough in 2006.
- 7.3 The projections to 2016 are based on a number of criteria, particularly existing planning permissions and estimates of projected build rates as part of the overall five year housing supply and taking into account current housing market conditions. This is predicated on how the market performs but the Council are reasonably confident of such developments being achieved. The Council is currently consulting on Preferred Options on its Core Strategy and the adoption of the Core Strategy is programmed for September, 2012. Although, it is noted the Commission would take into account the Regional Spatial Strategy (RSS), as indicated in their technical guidance (April 2010) issued by the Commission, RSS is now effectively abolished by the Coalition Government. This will have an impact upon the Council's ability to control when development takes place. As the Core Strategy is not yet adopted and further consultation is yet to take place there is no guarantee that all developments will come to fruition over the period 2011-2016. It is however anticipated that the main strategic sites at Claxton, Brierton Lane and Eaglesfield Road will remain within the strategy and come forward for development within this period.
- 7.4 The 2009 Act requires the Commission to take into account the electoral scheme operated by an authority when making its recommendations. Further, the Commission is required to seek to recommend the appropriate number of Councillors to be returned from each ward. To this end, the legislation is specific that the appropriate number for election by thirds is three or a number

divisible by three. Members of this authority discussed at length whether or not it should amend its electoral scheme and decided not to do so through the Council resolution in December, 2008.

7.5 Given the unique brand of Hartlepool, its aims and objectives as defined within its community strategy and the needs of individuals within the Borough, this can only be met through an appropriate number of Councillors. It is therefore the firm belief of Members of this authority that a coherent, justified and overwhelming conclusion for the optimum number of Councillors should be **47** as at present. It is acknowledged that a review of the composition of ward areas and their boundaries could be beneficial, but through further detailed consideration as the Commission develops and engages through the process of this further electoral review.

7.6 The Council, therefore, endorses this sound and robust business case for retaining the current level of Councillors to safeguard the sustainability of Hartlepool Borough Council, which has a clear vision underpinned with an ethos of strengthening and empowering communities. The Council also recognises that consideration may be given to 16 three-member wards, which could assist in the advancement of Hartlepool's community strategy and its commitment to the eradication of child poverty.

## 8. **Recommendations**

1. That this Council retains its current Council size of **47** elected Councillors.
2. That Council recognises that consideration may be given to 16 three-member wards, which could assist in the advancement of the aims and objectives of Hartlepool's Community Strategy and its commitment to the eradication of child poverty.

## APPENDIX 1

### **Article 9** **The Standards Committee**

#### **9.01 Standards Committee**

The Annual Council meeting will establish a Standards Committee.

#### **9.02 Composition**

##### **(a) Membership**

The Standards Committee will be composed of the following:

- seven Councillors (other than the Mayor);
- four persons who are not Councillors or officers of the Council or any other body having a standards committee (known as “the independent members”); and
- three members of a parish council wholly or mainly in the Council’s area.

##### **(b) Independent members**

Independent members will be entitled to vote at meetings;

##### **(c) Parish members**

The parish members will be entitled to vote at meetings. They must be present when matters relating to parish councils or their members are being considered.

##### **(d) Parish Councils sub-committee**

The Standards Committee may appoint a sub-committee to exercise the function set out in Article 9.03 (vii) below. Such a sub-committee will include the Chair of the Committee (who will Chair the Sub-Committee) and one parish member. However the Standards Committee may decide to exercise those functions itself.

### **(e) Chairing the Committee**

The Chair and Vice-Chair of the committee will be independent members of the committee.

### **9.03 Role and Function**

The Standards Committee will have the following roles and functions:

- i) promoting and maintaining high standards of conduct by the Mayor, Councillors, co-opted members and church and parent governor representatives;
- ii) assisting the Mayor, Councillors, co-opted members and church and parent governor representatives to observe the Members' Code of Conduct;
- iii) advising the Council on the adoption or revision of the Members' Code of Conduct;
- iv) monitoring the operation of the Members' Code of Conduct;
- v) advising, training or arranging to train the Mayor, Councillors, co-opted members and church and parent governor representatives on matters relating to the Members' Code of Conduct;
- vi) granting dispensations to the Mayor, Councillors, co-opted members and church and parent governor representatives from requirements relating to interests set out in the Members' Code of Conduct;
- vii) dealing with any reports from a case tribunal or interim case tribunal, and any report from the monitoring officer on any matter which is referred by an ethical standards officer to the monitoring officer; and
- viii) the exercise of (i) to (vii) above in relation to the parish councils wholly or mainly in its area and the members of those parish councils.
- ix) To recommend changes to full Council in relation to the promotion and maintenance of high ethical standards within the Authority;
- x) Promoting and maintaining high standards of conduct by officers;

- xi) Assisting officers to observe a Code of Conduct for Employees and advising the Council on the adoption or revision of such a Code of Conduct for Employees;
- xii) Monitoring the operation of a Code of Conduct for Employees;
- xiii) Dealing with the grant and supervision of exemptions from political restrictions in respect of all relevant Council posts;
- xiv) To receive and make recommendations to the Audit Committee as may be required in relation to the better governance of the Council
- xv) To consider complaints relating to the conduct of Members of the Council under the Member/Employee Protocol and the Planning Code of Practice;
- xvi) To monitor the operation of the Council's Anti-Fraud and Corruption Policy so far as it relates to the actions of Members of the Council;
- xvii) And to report on such matters to Council with recommendations thereon and that the Council may from time to time arrange for other functions to be discharged by the Standards Committee;

#### **9.04 Quorum**

The quorum shall be four, which shall include three Councillors and one independent member. Where the committee is dealing with parish/town council issues the quorum shall be 5, which shall include three Councillors, one independent member and a parish/town council representative.

#### **9.05 Appointment of independent and parish members**

##### **Independent members**

Independent members of the Committee will serve for four years. At the end of each term the selection process will be determined by that Committee in accordance with regulations, however Council must approve the nominations of the Committee.

##### **Parish members**

The parish members will be nominated annually by the Parish Councils on a rota basis.

## APPENDIX 2

PORTFOLIO HOLDER	RESPONSIBILITY
<b>The Mayor</b>	<ol style="list-style-type: none"><li data-bbox="820 412 1394 808">1. Functions of Cabinet, Cabinet Committees and Portfolio Holders where they have been unable to act under Executive Procedure Rule 3(iii) and where no appropriate arrangements are in place for cover, for example through the attendance of the Mayor or through temporary amendments to the delegation scheme.</li><li data-bbox="820 853 1394 992">2. Executive Functions where they have not been delegated within the executive delegation scheme and do not involve a key decision.</li></ol>

## APPENDIX 2

EXECUTIVE PORTFOLIO	SCOPE OF PORTFOLIO
<p>1. <b>Community Safety and Housing Portfolio Holder</b></p>	<ul style="list-style-type: none"> <li>• <b>Policy Framework</b> <ul style="list-style-type: none"> <li>- Community Strategy</li> <li>- Crime &amp; Disorder Reduction Strategy</li> <li>- Development Plan</li> <li>- Housing Strategy</li> </ul> </li>   <li>• <b>Other Plans &amp; Strategies</b> <ul style="list-style-type: none"> <li>- Annual Drugs Treatment Plan</li> <li>- Cleveland Emergency Planning Unit Annual Plan</li> <li>- Community cohesion policy and strategy</li> <li>- Empty Homes Strategy</li> <li>- Fuel Poverty Strategy</li> <li>- Hartlepool Incident Response Plan</li> <li>- Housing Strategy</li> <li>- Trading Standards Service Delivery Plan</li> </ul> </li>   <li>• <b>Service Areas &amp; Functions</b> <ul style="list-style-type: none"> <li>- Asylum Seekers</li> <li>- Building Control</li> <li>- Child Poverty **</li> <li>- Community Safety, including prevention and enforcement of anti-social behaviour</li> <li>- Conservation and Ecology</li> <li>- Development Control</li> <li>- Design Champion</li> <li>- Drugs</li> <li>- Emergency Planning</li> <li>- Historic Environment Champion</li> <li>- Housing Market Renewal</li> <li>- Housing Services (Public &amp; Private)</li> <li>- Integrated Regional Strategy *</li> <li>- Local Area Agreement</li> <li>- Local Strategic Partnership</li> <li>- Multi Area Agreements *</li> <li>- Planning Policy</li> <li>- Sustainability Champion</li> <li>- Sustainable Development</li> <li>- Tall ships</li> <li>- Tees Valley Partnership Issues</li> <li>- Trading Standards</li> <li>- Voluntary Sector Compact and Strategy</li> </ul> </li> </ul>

\* shared with Regeneration and Economic Development

\*\* all portfolios – Lead Children’s Services

## APPENDIX 2

EXECUTIVE PORTFOLIO	SCOPE OF PORTFOLIO
<p>2. <b>Transport and Neighbourhoods Portfolio Holder</b></p>	<ul style="list-style-type: none"> <li>• <b>Policy Framework</b> <ul style="list-style-type: none"> <li>- Local Transport Plan</li> </ul> </li> <li>• <b>Other Plans &amp; Strategies</b> <ul style="list-style-type: none"> <li>- Contaminated Land Plan</li> <li>- Climate Change Strategy</li> <li>- Headland Coast Protection Strategy Study</li> <li>- Highway Asset Management Plan</li> <li>- Highway Maintenance Plan</li> <li>- Highway Network Management Plan</li> <li>- Neighbourhood Management &amp; Empowerment Strategy</li> <li>- Neighbourhood Action Plans</li> <li>- Network Management Plan</li> <li>- Rights of way Improvement Plan</li> <li>- Shoreline Management Plan</li> <li>- Waste Management Strategy</li> <li>- Winter Maintenance Plan</li> </ul> </li> <li>• <b>Service Areas &amp; Functions</b> <ul style="list-style-type: none"> <li>- Building Services</li> <li>- Child Poverty **</li> <li>- Coastal Protection</li> <li>- Contaminated Land</li> <li>- Climate Change</li> <li>- Environmental Enforcement</li> <li>- Environmental Initiatives</li> <li>- Facilities Management e.g. building maintenance and cleaning</li> <li>- Grounds Maintenance</li> <li>- Highways</li> <li>- Horticulture</li> <li>- Land drainage</li> <li>- Neighbourhood Management</li> <li>- Neighbourhood Renewal</li> <li>- Pride in Hartlepool</li> <li>- Property Maintenance</li> <li>- Public Conveniences</li> <li>- Transport Services and Fleet (Vehicle Procurement and Maintenance)</li> <li>- Rights of Way</li> <li>- Strategic Transport</li> <li>- Traffic and Transportation</li> <li>- Waste Management</li> </ul> </li> </ul>

\*\* all portfolios – Lead Children’s Services

## APPENDIX 2

EXECUTIVE PORTFOLIO	SCOPE OF PORTFOLIO
<p><b>3. Regeneration and Economic Development Portfolio Holder</b></p>	<ul style="list-style-type: none"> <li>• <b>Policy Framework</b></li> <li>• <b>Other Plans &amp; Strategies</b> <ul style="list-style-type: none"> <li>- Economic Development Strategy</li> </ul> </li> <li>• <b>Service Areas &amp; Functions</b> <ul style="list-style-type: none"> <li>- Apprenticeships</li> <li>- Business Support and Tourism</li> <li>- Child Poverty **</li> <li>- Economic Assessments</li> <li>- Enterprise Development</li> <li>- Employability and Training</li> <li>- Integrated Regional Strategy *</li> <li>- Multi Area Agreements *</li> <li>- Regeneration Policy</li> <li>- Regeneration Programmes</li> <li>- Regional Economic Strategy</li> <li>- Regional and Sub Regional Engagement Boards</li> <li>- Training</li> <li>- Town Centre Partnership / Steering Group</li> <li>- Town wide regeneration and Major Projects</li> <li>- Urban Regeneration Company Issues</li> <li>- Worklessness</li> </ul> </li> </ul>

\* shared with Community Safety and Housing

\*\* all portfolios – Lead Children's Services

## APPENDIX 2

EXECUTIVE PORTFOLIO	SCOPE OF PORTFOLIO
<p>4. <b>Culture, Leisure and Tourism Portfolio Holder</b></p>	<ul style="list-style-type: none"> <li>• <b>Policy Framework</b></li> <li>• <b>Other Plans &amp; Strategies</b> <ul style="list-style-type: none"> <li>- Allotment Strategy</li> <li>- Archaeology Forward Plan</li> <li>- Arts &amp; Museums Forward Plan</li> <li>- Arts Strategy</li> <li>- Library Plan</li> <li>- Local Cultural Strategy</li> <li>- Park Management Plans</li> <li>- Play Facilities Strategy</li> <li>- Playing Pitch Strategy</li> <li>- Sport and Recreation Strategy</li> <li>- Swim Development Strategy</li> <li>- Tourism Strategy</li> </ul> </li> <li>• <b>Service Areas &amp; Functions</b> <ul style="list-style-type: none"> <li>- Allotments</li> <li>- Archaeological Service</li> <li>- Child Poverty **</li> <li>- Community Buildings</li> <li>- Community Grants Pool</li> <li>- Cultural Services (Arts, Museums and Events)</li> <li>- Foreshore Services and Beach Lifeguards</li> <li>- Libraries and Information</li> <li>- Libraries Stock Management Plan</li> <li>- Outdoor Play Facilities</li> <li>- Parks and Countryside</li> <li>- Sports and Recreation</li> <li>- Tourism</li> </ul> </li> </ul>

\*\* all portfolios – Lead Children's Services

## APPENDIX 2

EXECUTIVE PORTFOLIO	SCOPE OF PORTFOLIO
<p>5. <b>Children's Services Portfolio Holder</b></p>	<ul style="list-style-type: none"> <li>• <b>Policy Framework</b> <ul style="list-style-type: none"> <li>- Children and Young People's Plan</li> <li>- Youth Justice Plan</li> </ul> </li>   <li>• <b>Other Plans &amp; Strategies</b> <ul style="list-style-type: none"> <li>- Departmental and Divisional Plans</li> <li>- Children's Centres and Extended Schools Strategy</li> <li>- Children's Fund Plan (expires 2008)</li> <li>- Child Poverty Strategy</li> <li>- Education Asset Management</li> <li>- SEN and Disability Action Plan</li> </ul> </li>   <li>• <b>Service Areas &amp; Functions</b> <ul style="list-style-type: none"> <li>- 14-19 development</li> <li>- Access to Education</li> <li>- Admissions Policy</li> <li>- Carlton Outdoor Education Centre</li> <li>- Child and Adolescent Mental Health Services</li> <li>- Children's Fund</li> <li>- Children's Trust and commissioning development.</li> <li>- Children's Workforce Development</li> <li>- Child Poverty **</li> <li>- Commissioning of statutory and discretionary social care services for vulnerable children, including children in need, children with disabilities, looked after children and child protection</li> <li>- Connexions</li> <li>- Directly provided social care services (children)</li> <li>- Early Years provision</li> <li>- Education policy and planning</li> <li>- Extended Schools and Children's Centres</li> <li>- Information sharing and assessment</li> <li>- Local Safeguarding Children Board</li> <li>- Looked After Children</li> <li>- Play and out of hours care</li> <li>- Raising educational achievement</li> <li>- School governance</li> <li>- Schools Transformation</li> <li>- School transport</li> <li>- Special Educational Needs</li> <li>- Youth Offending</li> <li>- Youth Service</li> </ul> </li> </ul>

\*\* all portfolios – Lead Children's Services

## APPENDIX 2

EXECUTIVE PORTFOLIO	SCOPE OF PORTFOLIO
<p>6. <b>Adult and Public Health Services Portfolio Holder</b></p>	<ul style="list-style-type: none"> <li>• <b>Policy Framework</b> <ul style="list-style-type: none"> <li>- Commissioning Strategies for Vulnerable People</li> <li>- Food Law Enforcement Service Plan</li> </ul> </li> <li>• <b>Other Plans &amp; Strategies</b> <ul style="list-style-type: none"> <li>- Adult Learning Plan</li> <li>- Annual Training Plan</li> <li>- Disability Strategy</li> <li>- Health &amp; Safety Services Plan</li> <li>- Mental Health Strategy</li> <li>- Older Persons Strategy</li> <li>- Older Persons Mental Health Strategy</li> <li>- Public Health Strategy</li> <li>- Supporting People Strategy</li> </ul> </li> <li>• <b>Service Areas &amp; Functions</b> <ul style="list-style-type: none"> <li>- Bereavement Services</li> <li>- Child Poverty **</li> <li>- Commissioning of Statutory and Discretionary Social Care Services for Vulnerable Adults, i.e.               <ul style="list-style-type: none"> <li>› Older People</li> <li>› People with Learning Disabilities</li> <li>› People with Mental Health Problems</li> <li>› People with Physical Disabilities</li> <li>› People with Sensory Loss</li> </ul> </li> <li>- Co-ordination and development of public health response</li> <li>- Directly Provided Social Care Services (Adults)</li> <li>- Environmental Health</li> <li>- Lifelong Learning and Support</li> <li>- Older Persons Champion</li> <li>- Open Market</li> <li>- Protection and Vulnerable Adults</li> <li>- Service Development / integration with Partners</li> <li>- Supporting People</li> </ul> </li> </ul>

\*\* all portfolios – Lead Children's Services

## APPENDIX 2

EXECUTIVE PORTFOLIO	SCOPE OF PORTFOLIO
<p>7. <b>Deputy Mayor, Finance and Procurement Portfolio Holder</b></p>	<ul style="list-style-type: none"> <li>• <b>Policy Framework</b> <ul style="list-style-type: none"> <li>- Annual Capital Budget</li> <li>- Annual Revenue Budget</li> </ul> </li> <li>• <b>Other Plans &amp; Strategies</b> <ul style="list-style-type: none"> <li>- Accommodation Strategy</li> <li>- Asset Management Plan</li> <li>- Capital Strategy</li> <li>- Commissioning and Procurement Strategy</li> <li>- Debt Recovery Strategy</li> <li>- Efficiency Strategy</li> <li>- Insurance Strategy</li> <li>- Treasury Management Strategy</li> <li>- Whistleblowing Policy</li> </ul> </li> <li>• <b>Service Areas &amp; Functions</b> <ul style="list-style-type: none"> <li>- Capital Programme</li> <li>- Centralised Property Management</li> <li>- Child Poverty **</li> <li>- Council Operational Depots</li> <li>- Consultancy Services</li> <li>- Efficiency Champion</li> <li>- Energy Management</li> <li>- Financial Services</li> <li>- Land and Property Acquisition and Disposal</li> <li>- Legal Services</li> <li>- Printing and Reprographics</li> <li>- Procurement Champion</li> <li>- Regional Procurement Strategy</li> <li>- Registration and Electoral Services</li> <li>- Services for Members</li> <li>- Standards and Ethics</li> <li>- Stores and Purchasing</li> <li>- Strategic Asset Management Planning</li> <li>- Sustainable Construction</li> <li>- Sustainable Procurement Champion</li> <li>- The Leased Estate</li> </ul> </li> </ul>

\*\* all portfolios – Lead Children’s Services

## APPENDIX 2

EXECUTIVE PORTFOLIO	SCOPE OF PORTFOLIO
<p>8. Performance Portfolio Holder</p>	<ul style="list-style-type: none"> <li>• <b>Policy Framework</b> <ul style="list-style-type: none"> <li>- Corporate Plan</li> </ul> </li>   <li>• <b>Other Plans &amp; Strategies</b> <ul style="list-style-type: none"> <li>- Anti Fraud and Corruption Strategy</li> <li>- Corporate Equality and Diversity Plan</li> <li>- Customer Care Strategy</li> <li>- Equality and Diversity Scheme</li> <li>- HR Strategy</li> <li>- ICT Strategy</li> <li>- People Framework (incl HR &amp; Workforce Development Strategies)</li> <li>- Risk Management Strategy</li> <li>- Workforce Development Strategy</li> </ul> </li>   <li>• <b>Service Areas &amp; Functions</b> <ul style="list-style-type: none"> <li>- Business Transformation</li> <li>- Benefits</li> <li>- Child Poverty **</li> <li>- Comprehensive Area Assessment</li> <li>- Corporate Strategy</li> <li>- Council Profile</li> <li>- Customer Services (CRM, Contact Centre)</li> <li>- Democratic Services</li> <li>- E-Champion</li> <li>- Equality and Diversity</li> <li>- Equality and Diversity Champion</li> <li>- General Office Services</li> <li>- Health &amp; Safety</li> <li>- Human Resources</li> <li>- ICT</li> <li>- Performance Management including consultation and data quality</li> <li>- Public Relations</li> <li>- Registrars</li> <li>- Revenues</li> <li>- Risk Management Champion</li> <li>- Shared Services</li> <li>- Staff and Member Development (incl council apprenticeships)</li> </ul> </li> </ul>

\*\* all portfolios – Lead Children’s Services



### APPENDIX 3

<b>Scrutiny Co-ordinating Committee</b>	
<b>Membership:</b>	<b>16 Councillors</b> <b>3 Resident Representatives</b>
<b>Quorum:</b>	<b>6 (drawn from at least two political groups)</b>
<b>FUNCTIONS</b>	<b>DELEGATIONS</b>
<ol style="list-style-type: none"> <li>1 To work with the five forums to decide an annual overview and scrutiny work programme, including the programme of any ad-hoc forum that it appoints, to ensure that there is efficient use of the forums and that the potential for duplication of effort is minimised.</li> <li>2 To lead the involvement of overview and scrutiny in the development of the budget and the plans and strategies that make up the policy framework and to delegate issues for consideration to the forums.</li> <li>3 Where matters fall within the remit of more than one overview and scrutiny forum, to determine which of them will assume responsibility for any particular issue and to resolve any issues of dispute between overview and scrutiny forums.</li> <li>4 To receive requests from Members, the executive and/or the full council for items (including those referred via the Councillor Call for Action mechanism) to be considered by overview and scrutiny forums and to allocate them, if appropriate to one or more overview and scrutiny forum.</li> </ol>	

<p><b>Scrutiny Co-ordinating Committee</b> (continued)</p>	
<p>5 To put in place and maintain a system to ensure reports from overview and scrutiny to the executive are managed efficiently and do not exceed any limits set out in this constitution (this includes making decisions about the priority of reports, if the volume of such reports creates difficulty for the management of executive business or jeopardises the efficient running of the council business).</p> <p>6 To exercise the power of call-in in relation to Executive decisions made as set out in Section 21 (3) of the Local Government Act 2000, or allocate them to the appropriate overview and scrutiny forum for consideration.</p> <p>7 Assessing, monitoring and advising on the role of the Council's central support services in supporting the Council's progress towards the Community Strategy's priority aims, including:-</p> <ul style="list-style-type: none"> <li>- General policies of the Council relating to the efficient use of resources (people, money, property, information technology); and</li> <li>- District Auditor performance reports, the District Auditor's Annual Audit Letter, Best Value Performance Indicators and health and safety issues.</li> </ul>	

### APPENDIX 3

<p><b>Children’s Services Scrutiny Forum</b></p>	
<p><b>Membership:</b></p>	<p><b>9 Councillors</b></p> <p><b>1 C of E Diocese representative – vacancy</b></p> <p><b>1 Roman Catholic representative – D Relton</b></p> <p><b>1 Parent Governor representatives – (Primary) vacancy</b></p> <p><b>1 Parent Governor representative (Secondary) vacancy</b></p> <p><b>3 Resident Representatives</b></p> <p><b>Children and Young Persons Representatives: 6 vacancies.</b></p>
<p><b>Quorum:</b></p>	<p><b>4 Councillors (drawn from at least two political group) + 1 voting co-opted member.</b></p>
<p><b>FUNCTIONS</b></p>	<p><b>DELEGATIONS</b></p>
<p>To consider issues relating to specialist (intervention), targeted (prevention) and universal services for children and young people.</p>	

### APPENDIX 3

<p><b>Regeneration and Planning Services Scrutiny Forum</b></p>	
<p><b>Membership:</b></p>	<p><b>9 Councillors</b> <b>3 Resident Representatives:</b></p>
<p><b>Quorum:</b></p>	<p><b>4 (drawn from at least two political groups)</b></p>
<p><b>FUNCTIONS</b></p>	<p><b>DELEGATIONS</b></p>
<p>To consider issues relating to regeneration, the community strategy, building control, development control, economic development, landscape and conservation, strategic housing and community safety.</p>	

### APPENDIX 3

<b>Adult and Community Services Scrutiny Forum</b>	
<b>Membership:</b>	<b>9 Councillors</b> <b>3 Resident Representatives:</b>
<b>Quorum:</b>	<b>4 (drawn from at least two political groups)</b>
<b>FUNCTIONS</b>	<b>DELEGATIONS</b>
To consider issues relating to specialist targeted and universal services in relation to Adults, culture and leisure.	

### APPENDIX 3

<b>Health Scrutiny Forum</b>	
<b>Membership:</b>	<b>9 Councillors</b> <b>3 Resident Representatives:</b>
<b>Quorum:</b>	<b>4 (drawn from at least two political groups)</b>
<b>FUNCTIONS</b>	<b>DELEGATIONS</b>
To consider issues relating to and to exercise the powers of the Health and Social Care Act 2001 in considering the provision of health services at both local and regional levels.	

### APPENDIX 3

<b>Neighbourhood Services Scrutiny Forum</b>	
<b>Membership:</b>	<b>9 Councillors</b> <b>3 Resident Representatives</b>
<b>Quorum:</b>	<b>4 (drawn from at least two political groups)</b>
<b>FUNCTIONS</b>	<b>DELEGATIONS</b>
To consider issues relating to property, technical services, environmental services, emergency planning, public protection and housing.	

## APPENDIX 4

<b>Neighbourhood Consultative Forum (North)</b>	
<b>Membership:</b>	<b>Elected representatives of the following Wards: Brus, Dyke House, Hart, St Hilda and Throston.</b> <b>15 Councillors.</b> <b>8 Resident Representatives:</b>
<b>Quorum:</b>	<b>6 (4 Councillors and 2 Resident Representatives)</b>
<b>FUNCTIONS</b>	<b>DELEGATIONS</b>
<ol style="list-style-type: none"> <li>1 To be a focal point for local consultation on the provision of Neighbourhood Services.</li> <li>2 To enable discussion to take place with executive councillors on issues of local interest.</li> <li>3 To advise the Council executive, overview and scrutiny committees, the Hartlepool Partnership and Regeneration Partnerships on matters of interest to their area.</li> <li>4 To be a key part of the Council, Hartlepool Partnership and Regeneration Partnerships local consultation process.</li> </ol>	

## APPENDIX 4

<b>Neighbourhood Consultative Forum (North)</b> (continued)	
<b>FUNCTIONS</b>	<b>DELEGATIONS</b>
<p>5 To assist all councillors in listening to and representing their community.</p> <p>6 To help build partnerships between the local authority, other local public, private and voluntary sector organisations and the public.</p> <p>7 To assist in the development of the Community Plan</p> <p>8 To enable the Chair of the forum to liaise on behalf of the Council with Chairs of local Parish Councils.</p> <p>9 To hold Local Police Consultation meetings in partnership with the Chief Constable.</p> <p>10 To recommend minor works for the general improvement of the area from a budget specifically allocated for this purpose.</p>	<p>Approval of minor works recommendations is delegated to the Community Safety and Housing Portfolio Holder</p>

## APPENDIX 4

<p><b>Neighbourhood Consultative Forum (Central)</b></p>	
<p><b>Membership:</b></p>	<p><b>Elected representatives of the following Wards: Burn Valley, Elwick, Foggy Furze, Grange, Park, Rift House and Stranton.</b></p> <p><b>19 Councillors</b></p> <p><b>10 Resident Representatives:</b></p>
<p><b>Quorum:</b></p>	<p><b>8 (5 Councillors and 3 Resident Representatives)</b></p>
<p><b>FUNCTIONS</b></p>	<p><b>DELEGATIONS</b></p>
<ol style="list-style-type: none"> <li>1 To be a focal point for local consultation on the provision of Neighbourhood Services.</li> <li>2 To enable discussion to take place with executive councillors on issues of local interest.</li> <li>3 To advise the Council executive, overview and scrutiny committees, the Hartlepool Partnership and Regeneration Partnerships on matters of interest to their area.</li> <li>4 To be a key part of the Council, Hartlepool Partnership and Regeneration Partnerships local consultation process.</li> <li>5 To assist all councillors in listening to and representing their community.</li> </ol>	

## APPENDIX 4

<b>Neighbourhood Consultative Forum (Central)</b> (continued)	
<b>FUNCTIONS</b>	<b>DELEGATIONS</b>
<p>6 To help build partnerships between the local authority, other local public, private and voluntary sector organisations and the public.</p> <p>7 To assist in the development of the Community Plan.</p> <p>8 To enable the Chair of the forum to liaise on behalf of the Council with Chairs of local Parish Councils.</p> <p>9 To hold Local Police Consultation meetings in partnership with the Chief Constable.</p> <p>10 To recommend minor works for the general improvement of the area from a budget specifically allocated for this purpose.</p>	<p>Approval of minor works recommendations is delegated to the Community Safety and Housing Portfolio Holder.</p>

## APPENDIX 4

<p><b>Neighbourhood Consultative Forum (South)</b></p>	
<p><b>Membership:</b></p>	<p><b>Elected representatives of the following Wards: Fens, Greatham, Owton, Rossmere and Seaton.</b></p> <p><b>14 Councillors</b></p> <p><b>7 Resident Representatives:</b></p>
<p><b>Quorum:</b></p>	<p><b>6 (4 Councillors and 2 Resident Representatives)</b></p>
<p><b>FUNCTIONS</b></p>	<p><b>DELEGATIONS</b></p>
<ol style="list-style-type: none"> <li>1 To be a focal point for local consultation on the provision of Neighbourhood Services.</li> <li>2 To enable discussion to take place with executive councillors on issues of local interest.</li> <li>3 To advise the Council executive, overview and scrutiny committees, the Hartlepool Partnership and Regeneration Partnerships on matters of interest to their area.</li> <li>4 To be a key part of the Council, Hartlepool Partnership and Regeneration Partnerships local consultation process.</li> <li>5 To assist all councillors in listening to and representing their community.</li> <li>6 To help build partnerships between the local authority, other local public, private and voluntary sector organisations and the public.</li> </ol>	

## APPENDIX 4

<p><b>Neighbourhood Consultative Forum (South)</b> (continued)</p>	
<p><b>FUNCTIONS</b></p>	<p><b>DELEGATIONS</b></p>
<p>7 To assist in the development of the Community Plan.</p> <p>8 To enable the Chair of the forum to liaise on behalf of the Council with Chairs of local Parish Councils.</p> <p>9 To hold Local Police Consultation meetings in partnership with the Chief Constable.</p> <p>10 To recommend minor works for the general improvement of the area from a budget specifically allocated for this purpose.</p>	<p>Approval of minor works recommendations is delegated to the Community Safety and Housing Portfolio Holder.</p>

## APPENDIX 5

Body	Number of Members	Freq of Meetings	Projected No of Individual Atts by Cllrs per annum
Council (including Mayor)	48	10	480
Cabinet	8	24	192
Community Safety & Housing Portfolio	1	12	12
Transport & Neighbourhoods Portfolio	1	12	12
Regeneration & Economic Development Portfolio	1	12	12
Culture, Leisure and Tourism	1	12	12
Children's Services Portfolio	1	12	12
Adult and Public Health Portfolio	1	12	12
Finance and Procurement Portfolio	1	12	12
Performance Portfolio	1	12	12
Grants Committee	3	4	12
Planning Committee	18	12	216
Audit Committee	7	4	28
Contract Scrutiny Committee	9	24	216
General Purposes Committee	9	6	54
General Purposes Appeals and Staffing Committee	5	12	60
Licensing Committee	15	4	60
Constitution Committee	11	7	77
Constitution Working Group	11	7	77
Civic Honours Committee	7	4	28
Standards Committee	7	6	42
North Neighbourhood Consultative Forum	15	6	90
Central Neighbourhood Consultative Forum	19	6	114
South Neighbourhood Consultative Forum	14	6	84
Pride In Hartlepool	7	8	56
Scrutiny Co-ordinating Committee	16	11	176
Children's Services Scrutiny Forum	9	8	72
Regeneration and Planning Services Scrutiny Forum	9	8	72
Adult and Community Services Scrutiny Forum	9	8	72
Health Scrutiny Forum	9	8	72
Neighbourhood Services Scrutiny Forum	9	8	72
Corporate Parent Forum	7	4	28

Conservation Area Advisory Committee	2	4	8
Central Police and Community Safety Consultative Forum	19	4	76
North Police and Community Safety Consultative Forum	15	4	60
South Police and Community Safety Consultative Forum	14	4	56
Appointments Panel	8	5	40
Central Neighbourhood Consultative Forum Parish Liaison Meeting	1	3	3
Licensing Act Sub-Committees	3	10	30
Hackney Carriage Sub-Committee	5	9	45
Hartlepool United Executive Committee	4	3	12
Local Joint Consultative Committee	9	3	27
Council Working Group	48	3	144
Electoral Review Working Group	9	3	27
<b>TOTAL</b>			<b>3074</b>

<b>ARTICLE 13</b> <b>DECISION MAKING</b>
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**13.01 Responsibility for decision making**

The Council will issue and keep up to date a record of what part of the Council or individual has responsibility for particular types of decisions or decisions relating to particular areas or functions. This record is set out in Part 3 of this Constitution.

**13.02 Principles of decision making**

All decisions of the Council will be made in accordance with the following principles:

- i) proportionality (i.e. the action must be proportionate to the desired outcome);
- ii) in accordance with the constitution;
- iii) due consultation and the taking of professional advice from officers;
- iv) respect for human rights and equality;
- v) best value;
- vi) a presumption in favour of openness;
- vii) clarity of aims and desired outcomes;
- viii) due consideration of options available to the decision taker;
- ix) consideration of relevant matters only;
- x) subsidiary (i.e. delegation of decisions to the most appropriate level);
- xi) efficiency (i.e. decisions must not be unnecessarily delayed);  
and
- xii) reasonableness.

### 13.03 Types of decision

**(a) Decisions fall into two broad categories:**

- Those that are the responsibility of Council
- Those that are the responsibility of the Executive

**(b) Council decisions**

The main functions of the Council are set out in paragraph 4.01 of Article 4. Some of these are only exercisable by Council, others may be delegated to committees or officers. Details of the functions for which Council is responsible and their delegation can be found in Part 3 of the Constitution.

**(c) Executive decisions**

Executive decisions can be taken by the Mayor, the Cabinet, a committee of the cabinet, individual cabinet members, officers or joint arrangements. Details of responsibility for Executive functions can be found in Part 3 of the Constitution.

Executive decisions fall into two categories and these are described in sections (d) and (e) below.

**(d) Key decisions**

A key decision is an Executive decision which falls within one or more of the following categories:

- (i) any decision which is financially significant because it will result in income, expenditure or savings with a gross full year effect of £100,000 or greater, and has not previously been made public;

**or**

- (ii) any decision which the originator of the report, in consultation with his or her chief officer, believes may have a significant impact on communities living or working in an area comprising one or more wards.

**A decision is not defined as key in the following circumstances:**

- (a) a bid of £100,000 or greater for funding made by the

Council to third parties where a further report will be submitted for approval of the scheme, should the bid be successful;

- (b) expenditure which is inevitable (as defined by the Chief Executive) for the day to day provision of services (e.g. day to day supplies, payment of energy bills etc.);
- (c) a transaction which is carried out as part of the efficient administration of the Council's finances within the Council's agreed policies, e.g. Treasury management activities;
- (d) a decision to invite tenders or sign contracts shall not be treated as a key decision insofar as the purpose of the contract is to fulfil the policy intention of a key decision, implement an explicit policy within the approved budget or policy framework, implement a capital project named in the approved capital programme or provide for the continuation of an established policy or service;
- (e) a decision in which the essential characteristics of the proposal are included in the budget in sufficient detail to allow interested parties to understand it;
- (f) a decision which is a direct consequence of implementing a previous key decision, except where one of the tests above, has not previously been applied\*; and
- (g) an exempt decision regarding care packages, service responses and expenditure for care and accommodation which relate to individual service users.

*\*For example a programme of highways works totalling £400,000 may be considered as a key decision under test (i). When the programme is considered by Cabinet only broad details of each scheme may be available and therefore test (ii) could not be applied. When proposals for each scheme are being worked up for consideration by members they would need to be considered in terms of test (ii). A project within the programme to replace street lighting across the borough where columns had reached the end of their life would probably not be caught by test (ii). Whereas a proposal to introduce new street lighting in a housing estate, greatly improving provision, would be covered by test (ii).*

**Further explanation:**

- the Budget and the plans and strategies that make up the policy framework will be included in the forward plan but not subject to call-in;
- a proposal made by the Executive to Council to amend the policy framework will be a key decision;
- where the Executive has been granted power by the Council to amend any aspect of the policy framework, a decision to do so will be a key decision;
- overview and scrutiny reports are not in themselves key, although the Executive's response may be key;
- a report's author in consultation with her/his chief officer will determine whether a decision is key;

A decision taker may only make a key decision in accordance with the requirements of the Executive Procedure Rules set out in Part 4 of this Constitution.

**(e) Other Executive decisions**

Decisions which are not key decisions may be taken in a variety of ways depending on the body or individual that is responsible for that decision. Full details of how decisions should be taken can be found in Part 3 of this constitution, Responsibility for Functions and in the Access to Information Procedure Rules in Part 4 of the constitution.

**13.04 Decision making by the full Council**

Subject to Article 13.08, the Council meeting will follow the Council Procedures Rules set out in Part 4 of this Constitution when considering any matter.

**13.05 Decision making by the Executive**

Subject to Article 13.08, the Executive will follow the Executive Procedures Rules set out in Part 4 of this Constitution when considering any matter.

### **13.06 Decision making by overview and scrutiny committees**

Overview and scrutiny committees will follow the Overview and Scrutiny Procedures Rules set out in Part 4 of this Constitution when considering any matter.

### **13.07 Decision making by other committees and sub-committees established by the Council**

Subject to Article 13.08, other Council committees and sub-committees will follow those parts of the Council Procedures Rules set out in Part 4 of this Constitution as apply to them.

### **13.08 Decision making by Council bodies acting as tribunals**

The Council, a Councillor or an officer acting as a tribunal or in a quasi judicial manner or determining/considering (other than for the purposes of giving advice) the civil rights and obligations or the criminal responsibility of any person will follow a proper procedure which accords with the requirements of natural justice and the right to a fair trial contained in Article 6 of the European Convention on Human Rights.

## APPENDIX 7

### Outside Bodies 2010 - 2011

<b>Archives Joint Committee</b>	1 Member
<b>Cleveland Emergency Planning Joint Committee</b>	1 Member
<b>Association of North East Councils</b>	2 Members
Executive	1 Member
<b>Hartlepool Economic Forum</b>	1 Member
<b>Hartlepool Partnership</b>	7 Members
<b>Hartlepool Revival Board</b>	1 Member
<b>Local Government Association</b>	
General Assembly	2 Members
Urban Commission	1 Member
Rural Commission	1 Member
<b>North Tees and Hartlepool NHS Foundation Trust</b>	1 Member
<b>Safer Hartlepool Partnership</b>	4 Members
Executive	1 Member
<b>Tees Valley Leaders &amp; Chief Executives Meeting</b>	2 Members
<b>Tees Valley Unlimited</b>	
Leadership Board	1 Member
Planning and Economic Strategy	1 Member
Transport Tees Valley	1 Member
Housing Board	1 Member
<b>Regional Flood Defence Committee</b>	1 Member
(Rotates 2-yearly with Redcar and Cleveland Borough Council)	
<b>Schools Admission Forum</b>	5 Members of the Children's Services Scrutiny Forum
<b>Tall Ships Board</b>	
Executive Members	4 Members of the Executive
Non-Executive Members	7 members
<b>Tees Valley Joint Health Scrutiny Committee</b>	3 Members of Health Scrutiny Forum

<b>Tees Valley Local Access Forum</b>	1 Member
<b>Association for Public Service Excellence</b>	2 Members
<b>Durham Coast Rail Line Steering Group</b>	1 Member
<b>Durham Heritage Coast Partnership Steering Group</b>	1 Member
<b>Hartlepool and District Sports Council</b>	3 Members
<b>Hartlepool Power Station Community Liaison Committee</b>	4 Members
<b>Housing Hartlepool</b>	4 Members
<b>HMS Trincomalee Trust</b> (3 year term expires 2011)	2 Members
<b>National Society for Clean Air</b>	3 Members
<b>Museums Libraries Archives North East</b>	1 Member
<b>Northern Consortium of Housing Authorities</b>	2 Members
<b>North East Strategic Migration Partnership</b>	1 Member
<b>North East Rural Affairs Commission</b>	1 Member
<b>Regional Arts Council</b>	1 Member
<b>Standing Advisory Council for Religious Education</b>	2 Members
<b>Tees Valley Arts – Board of Directors</b>	1 Member
<b>North East Purchasing Organisation</b>	3 Members
<b>Cleveland Police Authority</b>	3 Members
<b>Cleveland Police Joint Committee</b>	4 Members
<b>North Eastern Sea Fisheries Committee</b>	1 Member
<b>Local Joint Consultative Committee</b>	9 Members
<b>National Association of Councillors Northern Branch</b>	3 Members
<b>General Management Committee</b>	3 Members
<b>North East Regional Employers Organisation</b>	3 Members
<b>Executive</b>	1 Member

<b>Teesside Pension Fund</b>	1 Member
<b>Tees Valley Environmental Protection Group</b>	3 Members
<b>Together Project Steering Group</b>	5 Members
<b>Age Concern Teesside</b>	1 Member
<b>Brierton Community Sports Centre Management Committee</b>	1 Member
<b>Cleveland Fire Authority</b>	4 Members
<b>Durham Tees Valley Airport Board</b>	1 Member
<b>Durham Tees Valley Airport Consultative Committee</b>	1 Member
<b>Furness Seamen's Pension Fund</b>	2 Members
<b>Hartbeat (Barnado's)</b>	1 Member
<b>Hartlepool Access Group</b>	2 Members
<b>Hartlepool Carers</b>	1 Member
<b>Hartlepool Citizen's Advice Bureau</b>	2 Members
<b>Hartlepool Deaf Centre</b>	2 Members
<b>Hartlepool Fair Trade Town Steering Group</b>	1 Member
<b>Hartlepool Families First</b>	1 Member
<b>Hartlepool Indoor Bowling Club</b>	1 Member
<b>Hartlepool People Centre</b>	1 Member
<b>Hartlepool Voluntary Development Agency</b>	3 Members
<b>Hartlepool War Memorial and Crosby Homes</b>	1 Member
<b>Henry Smith Educational Trust</b>	4 Members
<b>Heugh Battery Trust</b>	1 Member
<b>Merchant Navy Welfare Board</b>	1 Member
<b>New Deal for Communities Steering Group</b>	3 Members
<b>North Tees Women's Aid</b>	1 Member
<b>Northern Regional Brass Band Trust</b>	1 Member

<b>Outdoor Bowls Consortium</b>	2 Members
<b>Owton Fens Community Association</b>	2 Members
<b>Owton Rossmere Community Enterprise Limited</b>	1 Member
<b>PATCH Management Committee</b>	1 Member
<b>Preston Simpson Scholarship in Music</b>	3 Members
<b>River Tees Port Health Authority</b>	2 Members
<b>Sarah Alice Todd Charity</b>	2 Members
<b>Seaton Community Centre</b>	3 Members
<b>SITA Board</b>	1 Member
<b>Sterndale Scholarship</b>	2 Members of the Children's Services Scrutiny Forum
<b>The Studio Management Committee</b>	1 Member
<b>Teesside Environmental Trust</b>	1 Member
<b>Teesmouth Field Centre</b>	1 Member
<b>Tees Valley Community Foundation – Grant Giving Panel</b>	1 Member
<b>Victoria and Jubilee Homes</b>	4 Members
<b>West View Advice and Resource</b>	1 Member
<b>West View Project</b>	3 Members

## APPENDIX 8

There are a large number of Residents Associations and other groups operating within the Borough, involving Members in their respective communities. The following table identifies some of those groups; in order provide an illustration of that community (and Member) involvement. The community / voluntary sector is a key partner in the design and delivery of services that communities want. The Hartlepool Compact aims to strengthen the relationship between the public sector and the community / voluntary sector, working towards shared objectives to improve the quality of people's lives within Hartlepool.

<b>Ward</b>	<b>Residents Association</b>
Elwick	None
Hart	Clavering and Hart Station Residents Association Hartfields Residents Association
Brus	Brus Ward Residents Association
Saint Hilda	Headland Residents Association Friends of Regent Square Moorside Residents Association Galleys Field Residents Association
Throston	Throston Grange Residents Association Springwell Residents Association Middle Warren Action Group
Dyke House	Dyke House Residents Association Middleton & Raby Road Action Group Lancaster Road Residents Association Friends of North Cemetery
Park	Park Residents Association
Grange	Cobden Area Residents Association Lynnfield Area Residents Association Hartwell Residents Association Hutton Avenue Residents Association
Stranton	Dent / Derwent Residents Association Furness, Cameron & Belk Residents Association
Burn Valley	Burn Valley North Residents Association Oxford Road Residents Association
Rift House	Rift House Community Association Rift House East Residents Association

Foggy Furze	St. Cuthbert's Residents Association Stockton Road Residents Association Belle Vue Residents Association
Owton	Owton Fens Community Association (OFCA) Manor Residents Association Owton Manor West Neighbourhood Watch & RA
Rossmere	Bramley Court Residents Association Friends of Rossmere Park Rossmere Residents Group (Section A East)
Fens	Fens Residents Association
Greatham	Greatham Community Association
Seaton	Elmtree Community Action Group Elmtree Park Community Association Seaton Carew Residents Association