Hartlepool Borough Council

Services to Academies and Schools
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Foreword

Councillor Chris Simmons

Welcome to Hartlepool Council’s 2014/15 brochure of services for schools and academies. This brochure outlines the range of services available from the Council and provides the contact details of our service leads who will be happy to discuss any specific requirements you may have to help you decide what aspects of a service would be most helpful to you and your pupils.

We aim to be as flexible as possible in meeting the requirements of your school. We are very familiar with our local schools and the communities which they serve and have developed a range of services that we feel offer excellent value for money compared with other commercial competitors in this field. Our experienced and highly trained workforce are extremely competent, known to you, and, as a local service, readily available to meet your needs, especially in a crisis. We offer services that you can trust to “do what it says on the tin”.

Our aim is to help you secure the very best educational experience for every child. We endeavour to provide high quality, professional services which offer value for money and support schools and academies in making the best possible use of their resources.

We look forward to working with you over the coming year and supporting you in maximising the opportunities and outcomes for our young people in the town.

Cllr Chris Simmons
Chair – Children’s Services Policy Committee
Lead Member for Children’s Services
We first launched our Services to Schools Brochure and Website in 2012. Our new brochure for 2014 is being launched to Schools and Academies.

We have been busy this year making improvements not only to our services, but to the way we communicate and engage with you. We are very pleased to launch this years brochure available on-line via our new Website.

The Services to Academies and Schools website features updated and extended content on services offered to you, easier navigation, an improved search facility and the ability for you to express an interest in a variety of services by a single point of contact.

The website includes a personal log-in function that will give you secure access to information specific to your school /academy, you will be able to view your individual contracts and service offers and speed up the process using the automated acceptance facility.

We remain committed to working in partnership with all schools and academies and very much hope that you will find this Website, and the services it offers, useful and informative.

“We aim to deliver excellent services that are value for money and help to sustain our communities through the provision of local jobs for local people.”

“We have a wide range of resources, knowledge and a local presence in Hartlepool to support your school when you need it”

We will work with you to ensure compliance with your responsibilities for:

- Health and Safety
- Service Quality Standards
- Equality and Diversity
- Insurance
- Legal Compliance
- Training and Qualifications
- Disclosure and Barring Service Checks (DBS)
- Risk Assessments
Section 1

Facilities and Site Services

4    Building Cleaning Support Services
5    School Catering
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7    Grounds Maintenance
8    Refuse & Recycling
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10   Printing Services
11   Emergency Planning
Service Description

The service provides a comprehensive, tailor made internal cleaning service to schools and academies and other locations throughout the town delivered by our team of trained cleaning staff.

Well-kept and tidy premises say a lot about your school or academy, they’re essential for everyone’s wellbeing - your staff, the children and the overall image you present.

The Building Cleaning team understand that first impressions matter. That’s why we are committed to providing value for money and quality.

We offer a wide range of high quality cleaning and associated services tailored to the needs of individual clients.

**Routine General Cleaning** - Specifications are tailored to your school/academy which includes daily, weekly and monthly tasks.

**Specialist Cleaning** - Such as carpet, light fittings and high level cleaning.

**Floor Sealing and Polishing** - An extremely specialist and worthwhile activity that requires a high degree of skill to leave floor surfaces looking their best whilst providing essential protection.

Benefits

You’ll find our highly trained workforce will provide you with a quality service which is value for money. When you acquire our services you’re assured that all staff are proficient in carrying out their duties.

All Building Cleaning staff have enhanced Disclosure and Barring Service (DBS) clearance.

You can contact Team Leaders direct should you have any queries.

**Portable Appliance Testing (P.A.T.)** - The team has the capacity to provide a service to satisfy European Directives and the Council’s own Health & Safety policy which recommends regular testing of all portable electrical appliances.

**Window Cleaning** - Working in partnership with our contractor, we can clean any windows, regardless of height or construction i.e. glass, polycarbonate. The team can tackle this very specialist work using safety approved equipment and materials.

**Relief Caretaking/Key Holding** - From our pool of highly trained staff, we can provide approved caretakers to carry out associated tasks to meet your needs.

Contact

Simon Cuthbert, Facilities Management Officer
Tel: 01429 523819
Email: simon.cuthbert@hartlepool.gov.uk
Service Description
Hartlepool School Catering service is committed to the government's new 'School Food Plan' and shares its vision for school food to be flavourful, fresh and of a consistent high quality, served by friendly staff.

Our Aims:
+ Increase take up to 70% of children eating a nutritious school lunch across the town.
+ To replace flight trays with the introduction of plates and bowls.
+ Develop a ‘whole school approach’ to food, with creative collaborations between head teachers, school cooks, children, teachers, governors and parents.
+ To develop 6 theme days per year.
+ Improve the way parents can pay for a school lunch.
+ Continuation of the kitchen refurbishment programme to improve and refurbish kitchens to a high standard.
+ To replenish utensils and equipment to school kitchens
+ To improve the branding of the school catering service
+ To develop the introduction of a breakfast provision to all pupils. No child should start the day hungry. (please contact us for further details).

All our School lunches meet the National Nutritional Standard.

We guarantee all food products used are sourced/procured appropriately to ensure economies of scale and good value for money. Everything is cooked fresh on site each day by our dedicated team and we currently provide around 7,000 lunches a day in 35 schools throughout Hartlepool.

Benefits
The overall take-up of school lunches provided by our School Catering Service in Hartlepool is currently 58%. This is far in excess of the national average. However, we want to work closely with schools in order to both sustain this level, but also to increase the current take up of both free and paid school lunches. In all of our schools we are dedicated to providing continuous improvement and as part of this we will regularly consult with schools, parents, children and governors over the coming year.

Our customers have the reassurance that all catering staff have a valid enhanced Disclosure and Barring Service clearance (DBS).

A school lunch in a primary school costs £1.90 per day and in a secondary school £2.10 per day. There are no proposals to increase this cost in the foreseeable future.

We know that first impressions matter and our Catering staff are highly trained to ensure that the pupil’s lunch time is a happy experience.

Great News!
From September 2014 the Government has announced it will fund ‘Universal Free School Lunches’ to every child in reception, year 1 and year 2. This is to ensure they receive a hot, healthy meal at lunchtime.

We will be working closely in the coming months, with individual primary schools to identify your needs for a smooth introduction of this initiative.

Contact
Lynne Bell, Facilities Management Officer
Tel: 01429 523850
Email: lynne.bell@hartlepool.gov.uk
Service Description

‘On the Menu’ is Hartlepool Borough Council’s bespoke catering facility, which provides a friendly and professional service to both internal and external customers.

The ‘On the Menu’ team live and work in Hartlepool, and offer a convenient and high quality catering service to all customers. From the moment a customer makes contact, we aim to provide a proficient fluid service which takes away any concerns associated with organising a catering event.

We pride ourselves on providing an excellent and flexible service, offering catering facilities for a range of events delivered on a morning, lunchtime, afternoon, evening and on a weekend. We offer a wide range of catering options, a flavour of which are included in our buffet brochure. The menus range from the provision of breakfasts, canapés, working lunches, afternoon teas, finger buffets, select your own ‘pick and mix’ buffet, healthy option buffet and a more formal buffet. We also offer hot buffets such as chilli / curry and rice, pasta dishes, and also tasty pie and pea suppers. Any specific allergies or dietary requirements are always catered for as required.

In addition to the team preparing and delivering delicious food and drinks, waitress service can also be provided for more formal events.

Benefits

We have worked with a range of schools and academies to provide food and drinks for a number of events, including the provision of breakfasts, traditional buffets, and also buffets that have been prepared to meet the exact requirements of the school.

Our customers also have the reassurance that all of our staff who provide services to schools have a valid enhanced Disclosure and Barring Service clearance (DBS).

We have received extremely positive feedback from our customers, which is testament to the hard work and dedication of the ‘On the Menu’ team. We are aware that each customer may have a diverse range of wants and needs and, as such, we endeavour to adapt the service to meet the expectations of all of our customers.

“We will adapt the service in order to deliver a bespoke catering service that meets your specific needs”

Contact

Carole Thelwell, Facilities Management Officer
Tel: 01429 523039
Email: carole.thelwell@hartlepool.gov.uk
Service Description

Grounds Maintenance is offered through Parks and Countryside HBC.

Local, and proud of the resources we care for
- We care for the towns green spaces Parks and Countryside bringing substantial investment in to children’s play facilities, parks, sports fields, green spaces and countryside in the town.

Engaging with young people
- We deliver a myriad of environmental education activities to academies/schools.
- We deliver the nationally recognised ‘Rookie Lifeguard’ experience involving hundreds of local school children in water safety and associated life skills learning experiences.

Investing in the future of young people
- We invest in young people through continued apprenticeships and training opportunities.
- We support young people with learning disabilities to achieve life skill goals within stimulating and friendly environments.

We provide quality supported by innovative, sustainable, common sense solutions
- We have modern, reliable grounds maintenance machinery.
- Our staff are experienced, competent, flexible and qualified to relevant industry standards.

Services Provided
- Grass cutting
- Hedge cutting
- Sports pitch care and line marking
- Tree safety works and maintenance
- Shrub bed planting and maintenance
- Weed control
- Exterior landscaping, including design, turfing, planting, decking
- Interior landscaping, indoor plants and trees, cut flower displays for special events
- Advice and guidance on seasonal planting and landscaping schemes.

Other services available
- Play equipment inspections and maintenance activities
- Environmental activities packages and outdoor classroom programmes— Countryside Team
- Rookie Lifeguard Programme—children's water safety activities package

Contact
Len Young, Horticulture Operations Officer
Tel: 01429 523012
Email: len.young@hartlepool.gov.uk
Service Description

This service is provided by the Waste and Environmental Services Section. Our trained and experienced staff have been collecting and disposing of Hartlepool Borough Council’s waste for many years. We can offer a range of waste and recycling services that will benefit your academy/school.

Trade Waste Collections

We offer a variety of industry approved, heavy duty plastic or metal lidded receptacles for the external storage of waste in a range of sizes to meet your needs.

Charges are determined by the number and size of receptacles required and the frequency of collection.

Unlike some other service providers, there are no hidden extras with our service; everything is included in the price.

Recycling Collections

Free recycling collections can be arranged when taking up a trade waste collection with us.

Use our new cages to collect cardboard and our free recycling bins to collect paper, tins and plastic.

We can also provide battery recycling and small electrical recycling free of charge.

Benefits

We offer:

- A confident and professional workforce.
- A bespoke, flexible service, tailored to meet your individual needs.
- Free recycling collections with a Trade Waste Agreement.
- The maintenance and replacement of damaged bins and cages free of charge.
- Competitive prices.
- Expert advice and guidance as and when required.

Confidential/Bulky Waste Collections

We can offer confidential waste disposal and bulky/unusual collections at competitive prices.

With many years of experience we have adopted a secure system which ensures waste remains confidential at all times.

“We offer a bespoke, flexible service, tailored to meet the individual needs of your school/academy”

Contact

Joanne Taylor, Environmental Projects Officer
Tel: 01429 284109
Email: joanne.taylor@hartlepool.gov.uk
GREEN SCHOOLS

Service Description

This Service is carried out by the Waste and Environmental Services Section who have successfully delivered environmental education and support to schools within the Borough for a number of years.

We can provide lessons and activities on the following:

- Energy
- Water
- Biodiversity
- School grounds
- Healthy living
- Transport
- Litter
- Waste
- Global citizenship

Benefits

Schools that have taken part have experienced enrichment in curricular delivery, an increase in environmental knowledge and pupils have also gained skills which promote sustainable living and good citizenship.

Schools have also enjoyed lower utility bills through pupils undertaking energy, waste and water audits, raising awareness and reducing resource consumption.

All schools/academies taking part in our environmental education packages will be supported in achieving the prestigious International Eco Schools ‘Green Flag Awards’.

Services Available

We are pleased to offer the following Green Schools packages:

**Going for Green**
Monday to Friday 8.00am – 5.00pm

- 30 x 1 hour sessions to assist schools/academies in achieving Eco-Schools Green Flag status
- Completion of Green Flag application form
- Mock Green Flag assessment
- One whole school/academy assembly
- Sessions will be timetabled in across the year at times suitable for both the school/academy and officer sessions will include the setting up and running of the eco-group
- Schools/academies will need to provide a suitable classroom for meetings

**Teacher Preparation Cover Sessions/Class Sessions**
Monday to Friday 8.00am – 5.00pm

- Tailor made sessions on a variety of environmental topics for morning or afternoon cover, including waste, water, energy and climate change.
- Sessions will need to be booked a term in advance
- Schools/academies will need to state topic required and age of pupils
- Schools/academies will need to provide a suitable classroom

**Green Schools Network Membership**

- Regular updates by email
- Green Schools Newsletter (3 times a year)
- Access to free resources and grant information
- Free places for year 5 pupils at Environment Roundabout event
- All officers delivering any aspect of the Green School Packages will have an enhanced Disclosure and Barring Service check.

Contact

Joanne Taylor, Environmental Projects Officer
Tel: 01429 284109
Email: joanne.taylor@hartlepool.gov.uk

Hartlepool Borough Council - Services to Academies & Schools
Service Description

The Council’s Print Room is fully equipped with high speed digitally controlled colour and mono printers, trimmers, binding facilities and much more to meet all your printing requirements.

Services Provided

We provide a full range of document printing services which include:

- Letterheads
- Compliment slips
- Business cards
- Envelopes
- Leaflets
- Booklets A4, A5
- Copying in colour/mono from A6 to A3
- NCR pads and books
- Sequential numbering
- Folding
- Padding
- Binding

Benefits

We offer:

- A flexible service, tailored to meet your individual needs.
- A confident and professional workforce.

“We aim to deliver an excellent high quality service that is value for money”

Contact

Dave Lancaster, Printing Officer
Tel: 01429 523015 or 523026
Email: printroom@hartlepool.gov.uk or dave.lancaster@hartlepool.gov.uk
EMERGENCY PLANNING

**Service Description**

The Cleveland Emergency Planning Unit (CEPU) provides an emergency planning service to the four local authorities in the former Cleveland area. The role of the CEPU is to ensure the local authorities are prepared to respond to emergencies and to support the emergency services and the community.

**Services included**

The Cleveland Emergency Planning Unit provides:
- Advice and support on emergency planning issues during office hours
- Duty Officer provision operating on a 24 hours basis 365 days per year
- Advice and guidance in writing and testing emergency plans
- Understanding and coping with school emergencies
- Identification of risks in your area
- Business/Service Continuity advice and guidance
- Links with emergency services and other agencies

**Benefits**

Having effective emergency planning arrangements in place meets the statutory duties under the Civil Contingencies Act (2004) and also fulfils the moral duty of ensuring the safety of students and staff.

Business / Service Continuity ensures that critical activities are identified and prioritised in advance of an incident ensuring a more effective response and recovery.

**Additional Services**

CEPU is able to provide a number of more specific services built around your specific situation and needs:
- School Emergency Response Team Training
- Production of Emergency Plans
- Exercising and testing School Emergency Plans
- Business Continuity Exercising
- Bespoke training
- Operational debriefing
- Conference and room hire

“We provide specific emergency planning support built around your needs, helping you to deal with any situation.”

**Contact**

Rachael Campbell, Principal Emergency Planning Officer
Tel: 01642 232442
Email: Rachael.campbell@hartlepool.gov.uk
Section 2

Management Support Services

13 Internal Audit and Governance (Academies)
15 Payroll Services
16 Insurance and Risk Management
17 Legal Services
19 Public Relations
21 Financial Services to Schools
23 Financial Services to Academies
24 Information Technology
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INTERNAL AUDIT AND GOVERNANCE—Academies only

Service Description

Internal Audit provides independent assurance to Management and the Governing Body, including the Responsible Officer, on the adequacy and effectiveness of the Academy’s internal control, governance and risk management arrangements. The provision of guidance and support to advise on the development and implementation of a risk management framework which encourages and supports the effective management of significant risks, and in doing so provides assurance in relation to the governance and internal control responsibilities of the Governing Body.

Services Included

Internal Audit
To provide general controls assurance in respect of the Academy’s key systems undertaking the following work:

- Review of monthly bank reconciliations, including the timeliness and the validity of reconciling items;
- Review control account reconciliations to ensure that they have been correctly prepared and authorised;
- Review of payroll to ensure that any changes have been appropriately authorised;
- Check a sample of payments (invoices) to orders/orders to delivery notes to ensure that purchases are bona fide, documentation is complete and has been appropriately checked and authorised;
- Review receipts received from the YPLA and sponsors and check that the amounts received agree to source documentation;
- Check income collected reconciles to primary records, is correctly recorded within accounting systems and banked promptly;
- Review and test the procedure for the collection of overdue income;
- Review a sample of expenses claims to ensure there is appropriate documentation to support the claim is appropriately authorised;
- Review the returns to the DFE to ensure the information supplied is consistent with the underlying accounting records and internal management reports;
- Carry out spot checks of petty cash balances and supporting vouchers;
- Review the systems of control which ensures that stocks, stores and other assets are recorded and adequately safeguarded against loss or theft;
- Provide guidance and assistance with the supporting documentation required for the Self Assessment Return on Financial Management and Governance.

Contact
Noel Adamson, Head of Audit and Governance
Tel: 01429 523173
Email: noel.adamson@hartlepool.gov.uk

Hartlepool Borough Council - Services to Academies & Schools
INTERNAL AUDIT AND GOVERNANCE—Academies only
(continued)

Contracts and Procurement:
Contract Audit work focuses on the controls within your Academy’s contractual procedures and individual contracts to review and assess their adequacy, ensuring contracts are properly based and managed and payments are appropriate.

Special Investigations:
This work is largely in response to allegations of irregularity being brought to Internal Audit’s attention. This work is often sensitive and requires great care, tact and diplomacy and attention to detail. A report to the Governing Body is most often the output from this work where all audit findings are described along with recommendations regarding potential disciplinary action or referral to the Police, and guidance on improving controls to minimise the risk of such matters arising again.

Fraud Prevention and Detection:
Prevention work focuses on developing good procedures, policies and guidance for managers and ensuring awareness so that appropriate controls are in place to avoid irregularities. Detection work focuses on proactively examining the transactions of your Academy, using specialist analytical software, to identify potential fraudulent activity. Detection work will be determined through fraud self assessments, intelligence from other auditors and research into the latest fraud threats.

Risk Management:
This work will initially focus on the creation of a formal risk register and Policy Statement on Risk Management. From there, support will be provided to assist in the monitoring and reviewing of risks identified within the register, and will also include assistance in the production of a Risk Statement for inclusion in the Annual Report.

Benefits
Internal Audit is already regarded very highly and provides value within schools across the Borough in terms of the service provided. Internal Audit has developed excellent working relationships with Business Managers, Head Teachers and Governors over the years within maintained schools and has now positioned itself to continue providing quality services as schools transfer to Academy Status.

“I internal Audit provides independent assurance to Management and the Governing Body on the adequacy and effectiveness of the Academy’s internal control, governance and risk management arrangements.”

Contact
Noel Adamson, Head of Audit and Governance
Tel: 01429 523173
Email: noel.adamson@hartlepool.gov.uk

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Service Description

The service provides a comprehensive payroll service in a secure environment. This is in compliance with national and local conditions of service, and all relevant legislation affecting the payment of salaries.

Costed Service

Provision of payroll services to all school employees. We calculate the gross to net payment, including the interpretation and operation of terms and conditions relating to sickness, maternity and statutory and non-statutory deductions from pay. We provide an enquiry and advice service during normal office hours, in person, by phone or e-mail. Service features include:

- All statutory returns sent to HMRC and pension schemes.
- Review all timesheets/claim forms prior to calculation and processing of payroll.
- Action all incremental progression, ad-hoc payments and honoraria as advised.
- Implement national pay awards and calculate arrears of pay as appropriate.
- Process all starters and leavers and amendments to employee details as notified.
- Calculate and process occupational and statutory payments for sickness, maternity and adoption absence.
- Provide information to statutory bodies concerning individual employees, both current and former.
- Calculate and process all pension related deductions.
- Process third party deductions to appropriate bodies.
- Complete the annual return of service for all teachers.
- Administer salary sacrifices in relation to childcare vouchers and cycle scheme.
- Maintain interface with the Financial Management System for budget purposes.

Free Service

Two significant legislative changes are scheduled to impact on Payroll Services in 2014/15. These are changes to the Local Government Pension Scheme (LGPS) 2014 and School Teachers Pay & Conditions document (STPCD). The Council will implement both of these schemes, scheduled for introduction in April 2014 and September 2014 respectively, on behalf of the schools within the existing service arrangements, subject to the school not deviating significantly from the existing proposals.

Contact

Nicola Hesse, Payroll Manager
Tel: 01429 523152
Email: nicola.hesse@hartlepool.gov.uk
INSURANCE AND RISK MANAGEMENT

Service Description

The service provides a comprehensive Insurance and Risk Management function to schools, delivered by a team of well motivated and experienced staff.

Costed Service

The service provided will:

- Procure and maintain a comprehensive portfolio of insurance covers to meet the requirements of all schools.
- Maintain a high level of quality in the service it provides.
- Manage the investigation and processing of all insurance claims including individual advice, support and guidance on all aspects of the claims process.
- Provide prompt comprehensive advice on any insurance issues.
- Provide risk management advice and guidance.
- Ensure compliance with all insurance and risk management legislation.
- Provide timely updates on current and closed claims including areas of concern.
- Arrange regular dialogue meetings to discuss any issues or changes in requirements.

- Ensure that the service delivers cost effective outcomes.
- Provide periodic articles of interest relating to educational issues

Free Service

All aspects of advice, guidance or support connected with the provision of the Insurance and Risk Management service.

“A comprehensive insurance and risk management function to schools, delivered by a team of well-motivated and experienced staff”

Contact

Paul Hamilton, Insurance & Risk Manager
Tel: 01429 523170
Email: paul.hamilton@hartlepool.gov.uk
**Service Provider**
Legal Services Division of the Chief Executive’s Department.

**Purpose**
To provide schools and academies with legal advice and assistance, with matters relating to their day-to-day management. Additionally, where required, to provide legal representation in a Court or Tribunal, and to conduct any legal transaction or matter in accordance with client instructions.

**Description of Standard Service**
Legal advice and assistance will be delivered as a ‘standard service’ by qualified lawyers either as admitted Solicitors or Fellows or Members of the Institute of Legal Executives whose specialist areas include:

- Education law
- Child Care law
- Contract law
- Criminal law
- Common law
- Social Services law
- Land Law
- Governance and Constitutional law
- Employment law
- Debt recovery
- Civil litigation
- Data Protection and Freedom of Information
- Planning and Highways Law

Standard service delivery will include conducting correspondence with solicitors in both contentious and non-contentious matters.

Additionally, the Council Legal Services will offer on a case by case basis and at a cost notified and agreed with the particular school, additional services. These include but are not limited to representations in courts and tribunals, to negotiating on behalf of the school, drafting legal documents such as licences and hire agreements, advising on the terms and conditions therein, advising on the potential legal implications relating to negligence, nuisance, and all issues relating to laws relevant to education of children and young persons within schools and academies.

“All matters will be dealt with expeditiously with the view of resolving problems and completing instructions as expeditiously as possible.”

Whilst legal representation within court/tribunal proceedings is part of these additional services offered, the objective will be to provide legal advice and assistance which will endeavour to keep client schools out of a court/tribunal setting.

A telephone advice service will be provided under an annual retainer fee to provide expedient resolution of problems wherever possible. Written confirmation of advice will be provided (at no additional cost).

Cont’d
Bespoke Services

Such other additional services will be provided upon particular client request to provide a ‘bespoke service’, for example, a pro-active service giving notice of changes in areas of law of particular interest to the client school or academy or “warning notices” of legal pitfalls which have come to light with advice on how to avoid them. Such services will be chargeable.

Performance

The principal objective of the Service Provider will be to provide a high quality legal service to client schools and academies with an emphasis on personal service tailored to the particular needs and characteristics of the schools and academies in question.

Service Support

Lead Officers:

Alyson Carman - Legal Services Manager/Solicitor
Hayley Martin - Solicitor
Marian Williams – Principal Legal Assistant

Service delivery will be maintained within the Personal Services Section of the Legal Division with support from the Litigation Section and the other lawyers and legal professionals dependent on the specialism required.

All requests should be directed through the Lead Officers for advice and support.

The service provides a comprehensive Insurance and Risk Management function to schools and academies, delivered by a team of professional and experienced staff.

Contact

Alyson Carman, Legal Services Manager
Tel: 01429 523092
Email: alyson.carman@hartlepool.gov.uk
PUBLIC RELATIONS

Service Description

A public relations service to help schools and academies deal with all enquiries which they receive from the media.

These can often be very sensitive, involving issues as diverse as accidents, staff suspensions, complaints from parents, children who have wandered out of the school/academy, unexpected closures, etc.

Media enquiries can also stem from a more positive source, such as, for example, a school/academy being praised in a Government report or a pupil gaining an award.

Maintaining an academies reputation is paramount and dealing properly with, and communicating the right messages to, the media is a vital part of this.

The Public Relations Unit will act as the main point of contact for all incoming media enquiries and will advise the school/academy of the best way of dealing with the enquiry. In the case of newspaper enquiries, in most cases these will involve the Public Relations Unit drafting (in conjunction with the Headteacher or other appropriate senior member of staff) a written statement from the school which the Public Relations Unit would then issue to the media.

In the event of enquiries from TV and radio stations, these may involve preparing a representative of the school/academy for media interview, for which the Public Relations Unit would provide support and advice on the key messages to convey during the interview, or they may entail preparing and issuing a statement.

In the event of an unplanned closure, the Public Relations Unit will help the school/academy to publicise the closure via BBC Tees, Hartlepool Mail and other media including social media.

The Public Relations Unit will also be happy to provide general advice and guidance on PR/communications-related issues.

On request, a member of the Public Relations Unit would be able to attend one of the school’s governor meetings each year to discuss public relations/communications.

Service Provider

This service will be provided by Hartlepool Council’s Public Relations Unit, based in the Chief Executive’s Department, Level 2, Civic Centre, Victoria Road, Hartlepool.

The Public Relations Team comprises Public Relations Manager Alastair Rae and Public Relations Officers Julian Heward and Steve Hilton.

Cont’d
Financial Information

Please contact the Public Relations unit to discuss charges for our services.

Additional services we offer include:

- A proactive public relations service (i.e. writing and issuing press releases for the media).
- Half-day media training courses to help equip staff with the skills and techniques needed for giving effective radio and television interviews.

Service Support

The Public Relations Unit can be contacted as follows:

Alastair Rae
Tel: 01429 523510 / 0758 123 9557
Email: alastair.rae@hartlepool.gov.uk

Steve Hilton
Tel: 01429 284065 / 0758 717 0237
Email: steve.hilton@hartlepool.gov.uk

Julian Heward
Tel: 01429 523044 / 0794 763 5135
Email: julian.heward@hartlepool.gov.uk

In emergencies the Public Relations Unit can also be contacted out of hours on evenings and weekends via the Council’s out-of-hours contact number (01429 869424).

“Maintaining reputation is paramount and dealing properly with, and communicating the right messages to, the media is a vital part of the service”
FINANCIAL SERVICES TO SCHOOLS

Service Description
The Financial Services team are highly experienced and qualified finance professionals who provide a full range of high quality financial services to schools.

Our services include:
- Finance officers who will investigate and resolve your financial queries
- On site visits and remote access support including the use of PC Support with budget planning—including the HCSS modelling tool and scenario planning
- Enquiry and advice service
- Closure support—processing accruals and prepayments
- Production of monitoring reports from Integra
- Help with the administration of your bank account and VAT returns
- Provision of Training for School Staff and Governors
- Bursar support
- Cover for clerk duties

Benefits of the Service
The Team have an excellent understanding and in depth knowledge of schools and schools funding in Hartlepool. We strive to provide financial services to the highest standard of professional competency and efficiency. We have strong links with other services within the Council e.g. Payroll, HR, ICT, Legal Services.

By working with us you have an experienced partner working with your interests at heart, based in Hartlepool, who will provide support when and where you need it.

Basis of Charge
There are standard support packages, tailored for Secondary and Primary Schools. In addition there is an option to procure Bursar and additional support

The Secondary package includes:
- Provision of annual budget pack
- Forward Planning - Provision of multi year financial forecasts
- Benchmarking – providing comparative information on school’s spending and income with statistically similar schools, in graph format.
- Budget Monitoring – routine Autumn term visit.
- Capital planning and monitoring
- SIMS Finance and Personnel system support
- Completion of sales invoices
- Processing of income analysis sheets
- Local bank account
- Processing and payment of internal invoices
- Payment of Regeneration and Neighbourhood Services invoices
- VAT advice
- Loans to Schools Scheme
- Leasing
- Use of Purchase Cards
- Completion of the statutory Consistent Financial Reporting (CFR) returns
- Year end processes

Cont’d
FINANCIAL SERVICES TO SCHOOLS (continued)

The **Primary package** includes the items listed above plus the additional services listed below:

- Provision of school budget setting visit
- Forward Planning - Provision of multi year financial forecasts including reports to governors including community facilities forecasts
- Budget Monitoring – termly visits, including monitoring of community facilities, and attendance at governor meetings where required

In addition to the Primary Package schools can utilise services from the Bursar Service and Additional Support Service. These are charged at an hourly rate, (including office based preparatory and post visit follow up work)

**A Bursar Service includes the following:**
- Processing reconciliation files
- Checking staff commitments and adjusting records in Personnel where necessary
- Processing budget virements
- Carry out year end checks
- Production of standard SIMS report
- Assisting with bank account reconciliations
- Assisting with the maintenance of school meals system

**Additional support available:**
- Update on current issues under consideration by the Schools Forum
- Assistance with grant applications
- Provision of training to Head Teachers, Administrators, Bursars, covering all financial aspects of schools
- Clerk duties, administrative support
- Pre academy advice and support

“An experienced partner, working with your interests at heart, based in Hartlepool, who will provide support when and where you need it”

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**Contact**
Sandra Shears, Head of Finance—Corporate and Schools
Tel: 01429 523492
Email: sandra.shears@hartlepool.gov.uk
FINANCIAL SERVICES TO ACADEMIES

Service Description
The Financial Services team are highly experienced and qualified finance professionals who provide a full range of high quality financial services to maintained schools and academies.

There are a range of services available, giving academies the flexibility to choose only the services required no matter how small. You have the option to “pick and mix” support and advice which meets academies’ individual needs.

In addition to the packages previously provided to maintained schools, the team can offer support for statutory functions transferred to academies: such as Internal Audit and the production of the Annual Accounts.

Benefits of the Service
The Team have an excellent understanding and in depth knowledge of schools in Hartlepool. We strive to provide financial services to the highest standard of professional competency and efficiency.

We have strong links with other services within the Council e.g. Payroll, HR, SIMS, ICT, Legal Services. By working with us you have an experienced partner with your interests at heart, based in Hartlepool, who will provide support when and where you need it.

Services Available:
• Annual Statement of Accounts preparation
• Preparation and review of the Whole of Government Accounts (WGA)
• Manage the external audit of the Statement of Accounts and WGA
• VAT advice
• Completion of VAT returns to HMRC

• Education Funding Agency (EFA) Returns – including Annual Budget Forecast Return
• Assistance with the preparation of the Financial Management and Governance Self Assessment (FMGS)
• Setting up and/or maintenance of an Asset Register
• Setting up of a Chart of Accounts
• Treasury Management advice, management of cash flow and forecasting and banking arrangements.
• Check capital funding requirements and conditions of bids
• Processing invoices and raising sundry debtor invoices

Internal Control:
• Internal Audit Function
• Internal control systems, financial and non financial.
• Set up financial procedures, processes and regulations
• Governance arrangements

Additional support covering:
• Update on current issues under consideration by the Schools Forum
• Assistance with grant applications
• Provision of training to Head Teachers, Governors, Administrators, Bursars, covering all financial aspects of schools
• Bursar Service including administrative support, maintenance of financial system and bank reconciliations.
• Critical Friend – Intended to challenge academy’s systems and processes.

Contact
Sandra Shears, Head of Finance—Corporate and Schools
Tel: 01429 523492
Email: sandra.shears@hartlepool.gov.uk
Service Provider

A Service Level Agreement exists between Hartlepool Borough Council and Northgate-PS. Schools are able to buy back into this ICT service provision. Areas covered by this “buy back” attract the same level of service as those for all council departments i.e. they are specified in the SLA.

Description of Service

Standard Service - Across the Council

Northgate-IS Service Desk
Northgate-IS provides a Service Desk facility, which is currently based in Hartlepool. The purpose of the Service Desk is to take and log all calls relating to IT services from end users. Calls are logged in a database system, the user is given a unique Call Reference Number and the call is completed as first time fix, if possible.

The Standard Service Desk hours of operation are:
08.00 – 17.30 Monday to Thursday
08:00 – 17:00 Friday
(Bank Holidays excluded).

The Service Desk can be contacted as follows:
External Number: 01429 523666
E: Mail: nsd@northgate-is.com

Faults
The initial call and call resolution targets will be determined by the nature of the problem. A Service Desk Analyst will allocate a priority to the call as determined below:

Priority A - server issue where: system down due to Infrastructure or Application fault e.g. Sims.net or Sims.net server failure or directly affecting performance at business critical time e.g. statutory return (4 hrs)

Priority B - server issue where: major business impact directly affecting performance of a core part of the service e.g., individual database or Sims-net module down – no workaround available (8 hrs)

Priority C – PC issue where: loss of non-core part of service e.g. individual admin PC where there is a workaround or alternative available (16 hrs)

Desktop Support
Support of any desk-side devices under SLA to a level that suits.
- Desktop PC hardware including peripherals, scanners, printers, whiteboards etc.
- All desktop software support including Microsoft Windows, Office and any 3rd party liaison.

Non Standard Service - School Specific
Sims.net Support
This service will assist the school in maintaining and utilising its Management Information System. Service includes:
- Telephone and on-site technical support for problems encountered in the use of Sims-net software
- Liaison with CAPITA technical helpdesk to resolve problems with Sims.net

Cont’d
The user is given a unique Call Reference Number and the call is completed as first time fix, if possible.

**School Responsibilities**

The school is responsible for:

- The accuracy of information supplied on the relevant matters and for ensuring that instructions / requests for services are clear and despatched in good time so that agreed timescales and deadlines can be met.
- The physical security of the administration equipment installed at their premises and for ensuring protection against unauthorised access.
- Ensuring that all faults or systems failures are reported as soon as encountered directly to the Service Desk.
- Ensuring that equipment is not altered or relocated other than by Northgate-PS staff.
- Ensuring that the Service Desk is notified of changes of staff using the systems in order that appropriate identification codes and access to systems can be adjusted accordingly.

**Automatic Reconciliation of Financial Data**

Support to schools in obtaining all available financial data generated by Accounts try a quick and easy procedure. Service includes:

- Telephone support for problems with linking to the corporate financial system
- Assist in the upload finance data from Accounts.

**Data Backups**

EXCLUDES SCHOOLS WHO RUN CD BACKUPS

**Communications and Network Support**

External links from the School to the Civic Centre and to the Internet are provided under the Broadband for Schools service, which is the subject of a separate contract and SLA between the Council’s Corporate Finance (Children’s) Department and Northgate-IS.

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**Contact**

**Name:** Service Desk  
**Tel:** 01429 523666  
**Email:** nsd@northgate-is.com

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CASH COLLECTION

Service Provider

The Cash Collection Service for the Council is currently provided by Security Plus+ Ltd.

Description of Service

Security Plus+ Ltd will make collections from schools at times which can be agreed with the Council. Additional visits can also be arranged. Separate collections can also be arranged for school dinner money and canteen collections, again on days which can be agreed.

Each school will be provided with their own bags and labels which should be used for cash and cheques. Cash and cheques should be bagged separately. Income will be credited to the school on receipt of Income Analysis sheets in the Finance Division, Civic Centre.

Please note that it is the school’s responsibility to notify the Senior Cashier in the Finance Division of any collection dates when the school will be closed. Schools may also be contacted at certain times to check requirements for times such as holidays e.g. Christmas holidays.

Key Issues

The Council has managed to negotiate a competitive price for the service by including the whole cash collection requirements for the Council in one contract. Please note that if the school is to be closed on a cash collection day, notification must be given in advance to Lynda Cusworth/Sue Guffick on (01429) 523143.

Financial Information

Usually, 39 collections are made each year but the council is invoiced on a monthly basis.

Should the school require a different level of service to that stated above, then the Cash Collection Service can be tailored to meet the school’s needs.

“Separate collections can also be arranged for school dinner money and canteen collections, again, on days which can be agreed”

Contact

Lynda Cusworth/Sue Guffick, Senior Cashiers
Tel: 01429 523143
Email: lynda.cusworth@hartlepool.gov.uk
sue.guffick@hartlepool.gov.uk

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Section 3

Transportation Services

28 Road Safety & Sustainable Travel
29 Private Hire Transport
30 Home to School Transport
31 Fleet Services
Service Description

Our professional and experienced team deliver Road Safety and Sustainable Travel projects and initiatives that promote safety, reduce road casualties, improve health and fitness, contribute to improving the local environment and help cut carbon emissions.

The service is focussed around the delivery of Road Safety Education and targeted Sustainable Travel promotions to develop life skills and enable and encourage the use of more active modes of travel for school journeys. Key promotional campaigns are delivered throughout the year along with the implementation of Safer Routes to School and the provision of cycle parking at schools. Driver training for school/academy staff can also be delivered.

Services Available

Working in partnership with the emergency services, academies, schools, neighbourhoods and charities we deliver the following services:

- Road Safety Awareness Training
- Practical Pedestrian Training
- Bikeability Cycle Training
- Bus Behaviour Training
- Seatbelts/Cycle Helmets/Be Safe Be Seen Awareness Campaigns
- Crucial Crew
- School Gate Parking Initiatives
- Cycle to School Promotion
- Walk to School Promotion
- Walking Buses/WoW Campaigns
- School Travel Plan Development
- School Crossing Patrol Service
- Design of Safer Routes to School
- Secure Cycle Parking for Schools

We also deliver a comprehensive driver training and assessment service including:

- Accident analysis and investigation
- Driver refreshers/re-training
- Fuel efficient driving
- Minibus training to test standard
- And; driver training services to those drivers without the appropriate D1 classification on their licence.

Benefits

- Improved safety around your site
- Reduced traffic and parking problems
- Improved local environment/reduced carbon emissions
- Increased pupil knowledge of road safety, personal safety and the local environment
- Healthier, fitter and more alert pupils
- Compliance with current legislation to ensure staff become safer road users
- By training staff in driving minibuses we can satisfy legal requirements and address your schools duty of care in respect of work related road safety

“By working in partnership with academies, schools, businesses and neighbourhoods we aim to deliver high impact initiatives that deliver lasting health, safety and environmental benefits to all road users”

Contact

Paul Watson, Road Safety and Sustainable Travel Team Leader
Tel: 01429 523590
Email: paul.watson@hartlepool.gov.uk
**Service Description**

The Passenger Transport Services Team have a variety of vehicles available for private hire to schools at very competitive rates:

- 67 seat coaches
- 31 seat coach
- 22/24 seat wheelchair accessible buses
- 17 seat wheelchair accessible buses
- 17 seat minibuses

The team also have Managed Contracts with a number of operators and can act as an agent for schools/academies to obtain services through contract where the Passenger Transport Service cannot meet their needs.

Each school/academy is allocated a named Transport Officer who will assist them in organising any of their transport and travel needs.

Services can be provided for educational visits, swim programme sessions, extended academy services, sporting events and events outside of normal school/academy hours.

**Benefits to Your School**

Drivers fully trained in the delivery of passenger transport provision.

Competitive rates to local, regional and national destinations.

Wide range of vehicle types, including 67/33 seat coaches, 17 seat minibuses and wheelchair accessible vehicles.

All staff have Disclosure and Barring Service clearance.

“Each school is allocated a named Transport Officer who will assist them in organising any of their transport and travel needs”

**Contact**

Judith Maughan, Passenger Transport Co-ordinator
Tel: 01429 523769
Email judith.maughan@hartlepool.gov.uk
Service Description

It is the Authority’s responsibility to make arrangements for all eligible* children to travel to school in reasonable safety and comfort and arrive there without stress or difficulty, so that they can benefit from their education.

We do this by making sure that pupils do not have unnecessarily long journey times and are not expected to walk an unreasonably long distance to catch the bus. We also make sure that our Drivers and Passenger Assistants are all appropriately trained and have an enhanced Disclosure and Barring Service Check and that the vehicles meet the necessary safety standards, including fitting seatbelts wherever possible.

*Eligible children

Transport will be provided free of charge for those pupils of primary and secondary age, who reside within the Borough and who are travelling over the statutory walking distance to/from the main entrance of their nearest suitable school/academy. Please note that in some instances the nearest school/academy may not be the partner secondary school.

The statutory walking distances are:

- 2 miles up to the age of 11 years (Primary pupils)
- 3 miles from the age of 11 - 16 years (Secondary pupils)

For children who receive free school meals or whose parents receive their maximum level of Working Tax Credit, we will provide transport for secondary school pupils in Years 7 to 11 who go to:

- one of their 3 nearest qualifying schools, if that school is more than 2 but less than 6 miles from the child’s home; or
- the nearest suitable school preferred because of religion or belief, where the school is more than 2 but less than 15 miles from the child’s home.

Children who need special transport arrangements

Free home-to-school transport will be provided in line with the policy set out above. We may provide transport for your child if they are unable to walk because of a disability or mobility problem, including temporary medical conditions (such as a broken limb). This will normally be agreed as part of the statutory assessment process or when you provide relevant medical evidence to the Passenger Transport Team.

“The Authority will strive to ensure that journey times to and from the school/academy for pupils are reasonable, so that no pupil is disadvantaged by the routes in use and provide transport, where necessary, which is safe and meets the requirements of all parties whilst remaining cost effective”

Contact

Judith Maughan, Passenger Transport Co-ordinator
Tel: 01429 523769
Email judith.maughan@hartlepool.gov.uk
FLEET SERVICES

Service Description

Fleet Services offer a wide variety of services that your School or Academy can access which include:

Vehicles :

- Vehicle maintenance and repairs (including staff)
- MOT’s - IV, V and VII – (including Staff)
- LOLER testing
- Vehicle Hire Service
- Vehicle Procurement (specification & modifications)
- Specialist vehicle procurement/Provision
- Pre Purchase Car/vehicle inspections
- Brake roller testing Facility (vehicle brakes)

“*I was late getting my MOT but the staff were exemplary in their efforts to get my MOT done on time, fast and efficient what more can one ask?”*  
  
  Satisfied Customer

Benefits to Your School

*We offer competitively priced services for all aspects of our service delivery.*

Iron Mongery :

- Perimeter fencing etc
- Fabrication/manufacture/welding
- Modification
- Repair and installation

Vehicle Hire:

We have a range of vehicles available for private hire. We require a minimum of 24 hours notice to ensure we have a vehicle available for you.

<table>
<thead>
<tr>
<th>Vehicles</th>
<th>Daily Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Van</td>
<td>£31.52</td>
</tr>
<tr>
<td>Transit Van</td>
<td>£39.12</td>
</tr>
<tr>
<td>Car - Ford Focus size</td>
<td>£36.00</td>
</tr>
<tr>
<td>Car - Ford Mondeo size</td>
<td>£45.60</td>
</tr>
<tr>
<td>People Carrier</td>
<td>£55.20</td>
</tr>
<tr>
<td>Vehicle with Driver (17 seater to 67 seater available)</td>
<td>Price available on request</td>
</tr>
</tbody>
</table>

Contact

Dave Morton, Fleet Services Team Leader
Tel: 01429 523817
Email dave.morton@hartlepool.gov.uk
Section 4

Education

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35  School Improvement Partner Programme
36  The Hartlepool Psychology Team
38  Free School Meals Support
39  School Admissions
40  School Admission Appeal Hearings
41  School Performance Data
43  Statutory Returns for Academies
44  Governing Body & Trust Board Support
46  School Licences
48  11-19 Educational Services
**Service Description**
Hartlepool schools have stated that they require from the Local Authority:
- An ongoing commitment from the Local Authority to work together with schools
- Forensic analysis of school performance
- A service that keeps schools up-to-date with the latest thinking, as well as keeping abreast of regional, national and international initiatives
- Highly credible, collaborative support and challenge, including a school review when requested
- Solutions that take account of the local context
- A core team of outstanding teachers to work with and support schools on their improvement journey
- Targeted support for schools exhibiting any vulnerabilities
- Support for succession planning and leadership
- Help for schools in building capacity and continually improving

**Service Offer**
Hartlepool Local Authority is determined to continue offering high quality support and challenge to its schools through the School Improvement Service Level Agreement. The Education Division has recently increased in size and will grow again during 2013-14.

Amongst the team we have three fully accredited and trained school inspectors (primary and secondary); high quality expertise in the Early Years Foundation Stage and primary literacy and numeracy; attendance and inclusion staff support schools in working with some of our most vulnerable and hard to reach young people. For full details of all of the teams in the Education Division please see the Contact Directory 2013-14. Further copies can be obtained from the Senior School Improvement Advisor.

The School Improvement Team has excellent links with the Hartlepool Teaching School Alliance to maximise the potential support available to all schools. This partnership also enables us to support newly qualified teachers and teachers in training very effectively, and to draw down funding to support particular school issues or innovative teaching and learning projects.

As a simple measure of our work, over 78% of our educational establishments are judged as good or outstanding by Ofsted (which places Hartlepool in the top 20% of local authorities in the country). Our espoused target is that every establishment will be good or outstanding by September 2015.

Cont’d
All of the school improvement services we offer are quality assured at the highest level with ongoing monitoring and evaluation of all our programmes. Schools in Hartlepool can therefore be confident that when they engage in school improvement work with their Local Authority, there will be a measurable impact upon their school and the work carried out will be making a real difference to young people’s lives.

We will work with individual schools or clusters to provide appropriate solutions that meet your needs. Our services will target one or more of these key school improvement areas by offering, or brokering, the support needed to move your school forward in:

- Preparing for an Ofsted or SIAMS inspection
- Improving the quality of teaching in school
- Improving basic skills and standards in numeracy, literacy, oracy and ICT
- Behaviour and discipline, including behaviour for learning
- Maximising resources for supporting individual pupils
- Developing a high quality and flexible curriculum that engages and challenges all pupils
- Developing and building leadership and management capacity
- School self-evaluation and strategic planning
- Attracting and recruiting high quality staff.

“All of the school improvement services we offer are quality assured at the highest level with ongoing monitoring and evaluation of all our programmes”

Contact
Dean Jackson, Assistant Director, Education
Tel: 01429 523736
Email: dean.jackson@hartlepool.gov.uk
Service Description

The SIP (School Improvement Partner) has two core functions:

- to provide school leaders with support and challenge, in proportion to individual need, in areas identified by the school and/or by the Local Authority;
- to provide the Local Authority with reliable and accurate data concerning its schools’ evaluated judgements against the 5 areas in the School Inspection Handbook, and regularly updated indicative data around ‘headline 1’ pupil outcomes.

Service Offer

The SIP will visit school for the equivalent of 1 day each school term at times agreed with the school. The formal outcome of each term’s visit(s) will be an updated SIP report.

The SIP report will be a cumulative document such that by the end of each school year a final, full report will be available for school leaders and governors. The Achievement section will be completed in the autumn term of each school year; the other sections completed throughout the year in negotiation with school leaders, to take account of school development priorities and timescales.

The SIP report template will focus on the data and information described above. It is anticipated that relatively little text will be needed in the SIP report because the school’s summary self-evaluation document (updated termly) may be appended to the termly SIP report.

SIP visits will occur after the second week of each term (unless by prior agreement, providing the data and information outlined above are available).

Split grades will not be used for judgements presented in SIP reports – school leaders and the SIP will agree the best fit grade that describes the school’s position at that moment in time. These grades will be revisited each term.

The SIP Programme is quality assured by either the Senior School Improvement Adviser or the Assistant Director for Education. Every SIP report is read by one of these two senior officers to ensure that our high standards are being met and our approach with schools is absolutely consistent. All Hartlepool School Improvement Partners meet at the beginning of each term to receive key messages and updates. This too is part of the quality assurance process underpinning the vital service to schools.

Contact

Mark Patton, Senior School Improvement Advisor
Tel: 01429 523932
Email: mark.patton@hartlepool.gov.uk
Service Description

The Hartlepool Psychology Team applies psychology to improve outcomes for children and young people, particularly those with special or additional educational needs.

The Educational Psychologists work in consultation with schools, early years settings, and other agencies within Child & Adult Services in relation to issues and concerns about learning and the emotional and social development of children and young people. The team works in a collaborative, solution-focused way in order to:

- maximise learning outcomes of children and young people
- promote the pro-social behaviour and emotional well-being of children and young people
- support schools and early years settings in the development of their capacity to improve outcomes for children and young people
- support schools and early years settings to promote inclusion
- support parents and carers to enhance the educational, social and emotional development of their children and young people

What can an Educational Psychologist offer?

Educational Psychologists use a range of skills to meet the needs of individuals, groups and organisations including:

- **Consultation and advice** - using solution focused approaches
- **Psychological assessments** - using a range of methods to inform interventions;
- **Psychological interventions** - to promote psychological wellbeing, social, emotional and behavioural development and to raise educational standards;
- **Delivery of Professional Development and Training** - to be able to support the learning of others in the application of psychological skills, knowledge, practices and procedures;
- **Research and Evaluation** - to conduct, evaluate and disseminate research activities.

“100% of schools believed that involving the Educational Psychologist improved the outcomes of the young person involved”

*Psychology Team Evaluation – July 2013*
Buyback Services Offered

Educational Psychology time can be commissioned at a cost of £400 per day**. The minimum package that can be purchased is 10 days per academic year.

The use of this buyback time is discussed at termly planning meetings between the EP and relevant school staff.

This time can be used for:
- Consultation with the EP about any pupil or groups of pupils with emerging special or additional educational needs.
- Assessment and advice for pupils delivered through the Psychology Team’s usual ‘plan-do-review’ model of service delivery. This can include:
  - Detailed observation and analysis of learning and behaviour
  - Specialist assessment in all areas of development and learning
  - Written reports providing analysis of findings and recommended ways forward to promote progress
  - Liaison with other professionals
  - Attendance at school review meetings or Team Around the Child/Family meetings
  - Home visits
- Support to develop and implement interventions for individual children, groups of children and work with parents. These activities will be tailored to suit individual needs but examples could include:
  - Social skills and circle time programmes to promote positive social skills
  - Circle of friends approaches for those children who have difficulty sustaining positive relationships
  - Group work to address emotional literacy and resilience. Often based on solution oriented approaches, cognitive behavioural therapy approaches and/or narrative approaches such group work can help to manage strong emotions such as anger or anxiety
  - Preparing pupils for transition to secondary school
- Whole school development and staff training with regard to a wide range of psychological topics including:
  - Running solution oriented meetings
  - Responding to crisis, bereavement and loss
  - Working memory
  - Managing strong emotions
  - Communicating with teenagers
  - Autism
  - Specific learning difficulties
  - Attachment
  - Vulnerable brains
  - Precision teaching
  - Narrative approaches

**An Educational Psychology ‘day’ includes ‘front facing work’ AND ‘back office tasks’ e.g. report writing, liaison with other services etc. As a rough estimate the back office time is roughly equivalent to the front facing time for assessments and training.

Contact
Jacqui Braithwaite, Principal Educational Psychologist
Tel: 01429 284209
Email: jacqui.braithwaite@hartlepool.gov.uk
Service Description

The service provides prompt and regular notification to schools of their pupils entitlement to Free School Meals.

Free Service

Free School Meal awards are determined by legislation.

Claims for Free School Meals can be made by telephoning the Benefits Section direct on 01429 284188 or by completing an application form.

Application forms are available in schools and direct from the Civic Centre, Victoria Road, Hartlepool, TS24 8AY.

Once an application for Free School Meals has been received systems are checked to verify eligibility. This information is used to make a decision. Schools and parents are then notified of the outcome.

The main services provided are:

- Telephone notification to schools when pupils become eligible for Free School Meals.
- Free School Meal Promotion and Take Up Campaigns
- Weekly processing of electronic reports detailing:
  - Any entitlement changes affecting pupils;
  - An update report of all current eligible recipients. (Reports are only issued when changes to pupil entitlement have occurred.)

Funding for this service was approved to be de-delegated by the Schools Forum so is provided to schools at no additional cost.

“We aim to provide you with prompt and accurate notification of a pupil’s entitlement to Free School Meals”

Contact
Carol Purdy, Principal Awards Officer
Tel: 01429 523160
Email: carol.purdy@hartlepool.gov.uk
SCHOOL ADMISSIONS

Service Description

The Local Authority (LA) is the admissions authority in respect of community and voluntary controlled schools, while the governing body is the admissions authority in respect of voluntary aided and foundation schools.

Mandatory Requirement of the Local Authority

LAs must draw up a coordinated scheme for every maintained school (excluding special schools) in its area, to ensure that, as far as is reasonably practicable, every parent of a child living in the LA area who has applied for a school place in the normal admission round receives an offer of one, and only one, school place on the same day.

LAs, as the commissioner of services and champion of parents, are expected to be vigilant in assessing the admissions arrangements of schools in its area and objecting to unfair practices, according to the School Admissions Code.

The LA must set admission arrangements before the Secretary of State finalises arrangements by 15th April each year.

The LA prepares cases for and presents school admission appeals for community and voluntary controlled schools.

The LA can, as part of a buy back arrangement, prepare and present appeals for Voluntary Aided schools and Academies.

The LA also offers services to Voluntary Aided schools and Academies to assist with ranking application forms at normal intake.

Voluntary Aided/Foundation/Academy Schools

The Admissions Team can also provide work on behalf of the Governing Body/Academy Trust of the school. This is work which is over and above the LAs statutory responsibilities which are provided at no cost to the schools within the Borough.

Such services include:

• Carrying out consultation on a school’s admission arrangements;
• Offer/rank places using the school’s determined admission arrangements;
• Reallocate places that become available after National offer date;
• Maintain and update waiting lists and reallocate places in accordance with the school’s admission arrangements;
• Issue and process appeal packs to parents, acknowledging receipt of appeal and gathering paperwork to forward to Democratic Services (in order for the appeal to be set up);
• Lodged Appeals—gathering information and preparation of school’s case, which will be sent to the Headteacher for checks before issuing to Democratic Services by statutory deadline;
• Single and Multiple Appeal Hearings—Assisting Headteacher or presenting an appeal on behalf of the Governing Body.

Please see following section for Democratic Services and Solicitor charges for Appeal Hearings.

Contact

Sue Beevers, Admissions, School Place Planning & Support Services Manager
Tel: 01429 523672
Email: sue.beevers@hartlepool.gov.uk
Service Description

Voluntary Aided/Foundation Schools
Admission/Exclusion Appeals

The cost of this service is based on average time spent on non community school appeals by Democratic Services Officers.

There is a flat rate fee for the organisation and servicing of an appeals hearing, regardless of the number of individual appeals within one hearing which includes, staff costs relating to organising and clerking hearings, photocopying and postage.

In the event that the appeal is cancelled a 50% charge will be incurred in respect of organising the appeal, photocopying and postage will be incurred. However, if the appeal is cancelled within 24 hours of the scheduled hearing date the full payment will be incurred. Additional fees for catering and venue hire will be payable by the school.

Contact
David Cosgrove, Principal Democratic Services Officer
Tel: 01429 523019
Email: david.cosgrove@hartlepool.gov.uk

Additional costs will also be incurred for the Council’s Solicitor’s attendance and advice at hearings at an hourly rate as outlined above.
Service
A standard package of basic analysis and support is already available to schools as part of their entitlement. The team also provide support and guidance for the completion of statutory returns i.e. School Census, School Workforce Census and Key Stage returns.

An additional buy back service (Package A for Primary, Package B for Secondary and Package C for Special) is offered to schools that require support and training in the development and use of individual pupil level, group, class, cohort, year group and school performance data. Additional analysis includes Foundation Stage Profile (from entry to nursery), Key Stage 1, Key Stage 2, Year 7 progress tests, Key Stage 3, GCSE / GNVQ, Post 16, deprivation, PIVATS recording facility and Tracking Pupil Progress in SIMS.

Service Provider
Performance Management (Children) Section.

Service Description
The Performance Management (Children) Section will provide support that includes the following:

- Developing systems to monitor and evaluate pupil performance including developing pupil-tracking systems, cohort analysis i.e. SEN, GAT, Interventions, mobility, vulnerable groups, etc.
- Development and support of the Tracking Pupil Progress system within SIMS.net including markssheets and analysis tools (primary only). Regular user groups will be held and are open to all schools using the Tracking Pupil Progress system.
- Quarterly data meetings with secondary schools.
- Support for Assessment Manager 7 within SIMS.
- Comparative data to assist the process of annual review.
- Data and statistical analysis e.g. analysis booklets, value added, regression analysis and chances tables for individual schools and specific cohorts, including comparator groups and benchmarking.
- Developing individual pupil forecasting models based on prior attainment for pupil and school target setting.
- Provision of electronic performance data e.g. pupil, class, year group, school data, excel spreadsheets, PDF, SIMS XML file formats etc.
- Analysis of new statutory tests - Year 1 Reading test, English Baccalaureate, etc.
- Provision of monitoring system for Foundation Stage including support.
- Provision of school context and deprivation information
- Support in the use of RAISE online and interpretation of reports
- PIVATS recording facility, including training, support and report writing.
- Two-way secure data transfer facility for transferring data between the Local Authority and schools.
- Customised in-service training programmes etc.
- Provision of ad hoc bespoke analysis to support inspection. Cont’d
Key Issues

As part of the school self review process, schools are required to monitor and evaluate pupil and school progress. Schools experiencing problems with the development of systems to monitor and evaluate pupil progress, pupil-tracking systems, electronic data systems, pupil performance forecasting, developing pupil and school targets and target setting models can receive additional advice and support. Support can also be provided to enhance/improve existing systems.

It is envisaged that the additional service will enable schools to identify strengths and weaknesses of pupils at an earlier stage in their development. Other issues include gender, class, subject, cohort, year group, Key Stage, whole school, ethnic minority groups, deprivation and other types of analysis.

The Performance Management (Children) Section has considerable experience in analysing and interpreting pupil performance. They can support and help schools in developing school based systems to assist in school self review processes and provide advice on new reporting requirements and analysis i.e. deprivation indicators.

If you would like further information, please contact the Performance Management (Children) Team:

“...and can support schools in developing school based systems to assist in school self review processes”

Contact
Kay Forgie, Performance & Information Manager
Tel: 01429 284119
Email: kay.forgie@hartlepool.gov.uk
Description of Service:

The Performance Management (Children) Section will support academies to accurately and successfully complete the Termly School Census and/or School Workforce Census.

Details of the Service Offered:

The Statutory Return Support Service will enable academies to make accurate, validated and timely submissions to the Department for Education in relation to the School Census and/or School Workforce Census. Support includes:

- Guidance on DfE requirements in relation to the relevant statutory return
- Support and guidance on the use of COLLECT
- Data cleaning and validation against alternative data sources
- Data cleaning and validation of a dry run return (multiple dry runs can be validated for an additional charge)
- Error and query resolution
- Helpdesk support
- Up to one half day on site support (additional on site support can be arranged for an additional charge)
- Reduced rates for training in the use of Personnel 7 in SIMS.net

Benefits to the Academy:

This service will enable academies to make a successful statutory return submission to the Department for Education. Data submitted via the School Census is used by the DfE and Ofsted to allocate funding and analyse school performance so it is essential that returns are accurate and timely. The Performance Management (Children) Section has many years experience in dealing with these collections and can support your academy throughout the full process.

“The Statutory Return Support Service will enable academies to make accurate, validated and timely submissions to the Department for Education.”

Contact

Kay Forgie, Performance & Information Manager
Tel: 01429 284119
Email: kay.forgie@hartlepool.gov.uk
GOVERNING BODY AND TRUST BOARD SUPPORT

Service Description

Governor and Trust Support is provided by the Child and Adult Services Department as part of the Education Division. The Service is provided on a buy back basis with agreements reviewed each year although consideration would also be given to multi-year agreements. Under the scheme each school has a dedicated Support Officer.

The service provides:
- Clerking service to the Governing Body
- Clerking services to Academies and Multi Academy Trust Boards
- Governor Induction training and information pack
- Governor training on topical issues such as academy conversion, roles and responsibilities, understanding school data e.g. RAISE online and Data Dashboards
- Governor briefings
- Advice and guidance through face-to-face meetings or via telephone or email support
- Access to the national bank of e-learning resources

The Governing Body and Trust Board Support Service provides a service set out in line with School Governance Procedures Regulations and those provided in line with the Local Authority’s service standards. You will be allocated a Lead Support Officer who will provide information, advice and guidance to your Governing Body with regard to their statutory duties and legal responsibilities; keep accurate data on membership details and monitor governor vacancies; assist with the appointment of governors and carry out administrative tasks before and after meetings.

Our aim is to provide efficient and effective clerking of Governing Bodies as well as supporting Local Governing Bodies and Academies working in partnership.

Buying into the LA Support Service provides Governing Bodies with quick and easy access to individuals and reduces the burden of routine administration, allowing you to focus on other school priorities.

As part of the buy back scheme, your Support Officer will provide the following services as set out in the Governance Procedure (England) Regulations:
- Convene meetings
- Assist in the setting of agendas
- Circulate agendas and papers

“Our aim is to provide efficient and effective clerking of Governing Bodies as well as supporting Local Governing Bodies and Academies working in partnership”
At a Governing Body meeting your Support Officer will:
- Record all items of business
- Give advice to governors on procedural matters
- Report back on matters arising from previous meetings or correspondence
- Present and explain reports from the Local Authority
- Provide a copy of agreed documents for public inspection.

There are also a number of additional optional services provided to the main package of support including:

- Clerking additional meetings of the Governing Body - the Clerk to the Governing Body must call any additional meetings. Support can be made available to schools for the organisation and clerking of additional Governing Body meetings.
- Support in calling and clerking committees of the Governing Body
- Printing of reports/policies for distribution with agendas to governors
- Change of status of a school
- Advice in dealing with complaints directed to the Governing Body
- Organise and deliver bespoke training for individual Governing Bodies

The education landscape is subject to regular change and it is recognised that Governing Bodies are sometimes faced with new challenges and increased responsibilities. The Governing Body and Trust Support Service will try to work as flexibly as possible and is happy to discuss any additional support and requests from Governing Bodies.

Schools are legally required to appoint a Clerk to their Governing Body. For Community or Voluntary Controlled schools the Clerk is a representative of the Local Authority. Schools that do not buy into the LA Service would still need to appoint a Clerk and notify the Local Authority who will confirm the appointment. For Voluntary Aided, Foundation Schools and Academies it is the Governing Body, Local Governing Body or Multi Academy Trust Board that is responsible for the appointment of the Clerk.

The Governing Body is responsible for ensuring that its school is managed effectively, complies with the law and delivers quality education. It is vital that the Governing Body is well informed and well organised in order for it to be effective in carrying out its significant and increasing responsibilities. Your Support Officer will be a source of advice to your Governing Body, providing information on recent changes as a result of new Education Legislation affecting the operation of the Governing Body.

Contact
Ann Turner
Governor Support Officer
Tel: 01429 523766
Email: ann.turner@hartlepool.gov.uk

Contact
Derek Gouldburn
Governor Support Officer
Tel: 01429 523767
Email: derek.gouldburn@hartlepool.gov.uk
SCHOOL LICENCES

Service
To provide schools with the Performing Rights Society (PRS) for music licences and the Anti-Virus Software licence.

Service Provider
Sue Beevers of Child & Adult Services Department will administer the PRS on behalf of the schools.

Description of Service
Performing Rights Society: This licence covers the public performance of any copyright music controlled by PRS. It covers the musical and lyrical composition of any music played. It allows the public performance of music at concerts, discos, and school fetes as well as Parent Teacher Association functions, youth club events and the booking of school premises by third parties e.g. Scout Groups, dance and aerobic classes. It also covers the use of radio/tape/CD players used as background music in non-curricular related activities on school premises, as well as the music on telephone systems when the caller is put on hold.

Please note that where a PRS licence is in operation, a PPL (Phonographic Performance Limited) licence is usually required. The PPL Licence differs from the PRS Licence. The PRS licence goes to composers and publishers in relation to the copyright element of the musical and lyrical composition. The PPL Licence goes to record companies and performers taking part in the actual sound recording. PPL offer no discounts for a group purchase of their licence, therefore there is no advantage in the Local Authority purchasing this licence on behalf of schools and including it as part of this Buyback. For further information on the PPL licence, visit [www.cefm.co.uk](http://www.cefm.co.uk). Tel: 01494 836233

Anti Virus Software Licence
The Anti Virus Software Licence, supplied by Network Associates for curriculum PCs within schools, allows schools to download upgrades to software from the Internet. Upgrades can be downloaded as frequently as required.

Northgate-IS supplies the Anti Virus Software Licence for administration PCs as part of the current managed service scheme.

Cont’d
Key Issues: Due to economies of scale and the extensive coverage of the Authority’s licences, the LA has attracted substantial discounts on school licences. Please note, however, that this discount has been negotiated on the basis that all schools will buy back into the scheme.

The funding for school licences has now been charged to schools, along with the benefit of discounted licence fees. However, to ensure that the scheme remains a viable option i.e. that all schools continue to benefit from discounted licence fees, it is imperative that all schools buy back into the scheme.

Important: Please note that non-participation in a licence agreement can incur significant penalties.

Financial Information

This is a simple buy back scheme where the amount charged to schools equates to the cost of the licences.

Service Support

For further details of the Performing Rights Society licence, please contact Sue Beevers, on (01429) 523672 or e-mail sue.beevers@hartlepool.gov.uk.

If you have any legal queries regarding these licences, please contact Marian Williams, Senior Legal Assistant on (01429) 523086 or e-mail marian.williams@hartlepool.gov.uk.

Contact

Sue Beevers, Admissions, School Place Planning & Support Services Manager
Tel: 01429 523672
Email: sue.beevers@hartlepool.gov.uk
11-19 EDUCATIONAL SERVICES

Service Description

The aim of the Child and Adult 11-19 Education Team is to support the 11-19 Partnership to deliver the key performance indicators from key stages 3 to 5. The team support members to improve attainment in GCSE’s, ‘A’ level and vocational qualifications at age 16 -19.

The team works on key strategies including narrowing the attainment gap for young people who come from disadvantaged backgrounds and supporting transition from pre to post 16 and to further and higher education.

Team members lead and support the delivery of the 11-19 strategic plan by leading and supporting key 11-19 working groups including the Raising Achievement, maths and English Collaborative and Careers Education, Information and Advice.

The team has extensive experience of working in partnership with all of the secondary schools, colleges and work based providers within Hartlepool and has been much valued by all for a number of years. They support schools and service providers in offering an Alternative Education Curriculum for learners in years 10 and 11, with post-16 funding queries and are responsible for ensuring the implementation of the Raising Participation Age Strategy.

Details of the Service Offered

- Support from the 11-19 team with curriculum planning, development in English and mathematics and the wider implications of the 16-19 Study Programme, and arrange, organise, co-ordination and chairing of good practice working groups, for example: CEIAG - Alternative Education – Raising Achievement.


- The organisation and chairing of termly meetings for partners involved in the delivery of alternative education.

- One to one pastoral learner support and mentoring for young people who have been identified as vulnerable.

- Support academies, schools and colleges in their new duty to provide independent and impartial Careers Education and Guidance from Year 8 to Year 13.

- Event Management. Co-ordination and management of work related learning and career events for students including STEM and higher education activities and visits.
11-19 EDUCATIONAL SERVICES (continued)

- Ensuring the effective implementation of Raising the Participation Age and compliance with Data Sharing Protocols (Privacy Notice).
- Provide advice and support on the continuing funding legislation developments in the 11-19 education sectors including those affecting post 19 High Needs Students. The management of an ILR (Individual Learner Record) system for HNS.
- Work in partnership to develop transition pathways for High Needs Students post 16 / 19.
- Signpost and help to identify collaborative funding opportunities. Assist in the preparation of bids to secure external funding.
- Attendance & support at meetings with External Agencies.

Benefits
- Identification and maximisation of funding opportunities and understanding the implications of the changes to the post 16 study programmes.
- Ensure the academy meets its duties and complies with the RPA guidance as academies will be held to account for the destinations of their leavers.
- Raising awareness, aspirations and motivation of students to participate in the world of learning and work including non-traditional sectors.
- Ensuring that any alternative provision that the academy uses has been quality assured and that safeguarding procedures are in place.
- Individually tailored programmes of education for vulnerable learners.
- Support from 11-19 team in purchasing software as part of the local authority area contracts which can provide substantial savings, CLEAPPS, LEACAN, CASCAiD.

“The team has extensive experience of working in partnership with all of the secondary schools, colleges and work based providers within Hartlepool “

Contact
Tom Argument, 11-19 Advisor
Tel: 01429 287366
Email: tom.argument@hartlepool.gov.uk
Section 5

Leisure

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LEARN TO SWIM

Service Description

The service enables the Authority to centrally organise the Primary Swimming Programme, which entitles schools to reduced costs for pool hire, dedicated lifeguard and tuition. We currently offer this programme to Key Stage 2 pupils.

Details of the Service Offered

Pupils will be taught water skills such as floating, sculling, surface diving, treading water, using a variety of strokes on the front and back and carry out swimming challenges related to speed, distance and personal survival. They will also be taught water safety principles.

The main aim in key Stage 2 is to accomplish the National Curriculum 25 metre swim using a recognisable stroke.

Benefits to the School/Academy

Delivery of a high quality Learn to Swim Programme, children will receive certification of their achievements and children have the potential to achieve 25m swimming and survival skills.

Contact
Laura Lidster
Tel: 01429 223791
Email: laura.lidster@hartlepool.gov.uk

£52 per lesson to accommodate 30 school pupils.

Entry to swimming Gala is £20 per gala.
LEISURE FACILITIES

Service Description
Access to high quality sport, physical activity and fitness facilities across Hartlepool.

Service Offered
Mill House Leisure Centre
Casual or available to hire
- Swimming Pool – Diving Boards and Water Slide, Swimming Lessons, Aquafit, Lane Swimming
- 6 Court Sports Hall – 5 aside, Basketball, Badminton, Table Tennis, Circuit Training, Coaching Course
- Squash Courts
- Studio – Exercise Classes, Cyclefit Classes, Kettlebell classes, Meetings, Training Provision, Permanent AV Equipment, Kitchen
- Fitness Suite – Quality Technogym Equipment - Cardio Vascular, Resistance, Loose Weights
- Meeting Room - Training Provision, Permanent AV Equipment
- Outdoor Courts – Football, Skate Park

Borough Hall
Casual or available to hire
- Large Events Hall
- Bar facilities
- Meeting Rooms – Meetings, Training Provision

Brierton Sports Centre
Casual or available to hire
- 4 Court Sports Hall – 5 aside, Basketball, Badminton, Table Tennis, Circuit Training, Coaching Course
- Fitness Suite – Quality Technogym Equipment - Cardio Vascular, Resistance, Loose Weights
- Studio – Exercise Classes, Spinning Classes
- Training Gym – Exercise Classes, Training
- Dance Studio
- Meeting Room - Training Provision

Headland Sports Hall
Casual or available to hire
- 4 Court Sports Hall – 5 aside, Basketball, Badminton, Table Tennis, Circuit Training, Coaching Course
- Fitness Suite—Quality Technogym Equipment - Cardio Vascular, Resistance, Loose Weights

Benefits
Increased access to high quality facilities. Pricing varies dependant upon area being hired

Contact (Mill House)
Name: Craig Mitchelson
Tel: 01429 223791
Email: craig.mitchelson@hartlepool.gov.uk

Contact (Brierton Sports Centre/Grayfield’s)
Name: Steven Liddell
Tel: 01429 284864
Email: steven.liddell@hartlepool.gov.uk

Contact (Headland Sports Hall/Borough Hall)
Name: Jacky Sullivan
Tel: 01429 236564
Email: jacky.sullivan@hartlepool.gov.uk
Service Description

Hartlepool Borough Council’s Outdoor Activity team are an AALS licensed provider of outdoor and adventurous activities, we also hold a learning outside the classroom badge which means that we provide quality sessions in the following activities:

- Rock Climbing
- Gorge Walking
- Mountain Biking
- Caving
- Hill Walking
- Archery
- Canoeing/kayaking

Service Offered:

We can provide ‘packaged and tailored’ activities to meet the needs of the individual organisation. We can support your academic syllabus with a variety of Adventurous activities including:

- residential experiences
- development courses
- activity days

Benefits

Our participants will experience the outdoors in a safe and enjoyable way in areas of outstanding natural beauty such as the Lake District and the North Yorkshire Moors.

Young people who are lucky enough to get the opportunity to make use of the service continually tell us how much they have enjoyed their experiences with us, and teachers frequently tell us that we are creating memorable experiences for their pupils.

Contact

Adam Reah, Outreach Activities Co-ordinator
Tel: 01429 284591
Email: adam.reah@hartlepool.gov.uk
Service Description

Carlton Outdoor Education Centre is a 68 bedded residential centre based on the edge of the picturesque North York Moors and provides high quality activities, accommodation and good home cooking for both groups and individuals. The centre can be booked for a fully catered residential group or on an accommodation only basis. Self catering use and group camping is welcome.

The Centre is available as a meeting/conference venue and catering is available on request.

Service Offered

Activities available include bush-craft, caving, climbing (both outdoors and indoors), camping, canoeing, bouldering, shelter building, mine exploration, orienteering, high and low ropes course, archery, expeditions, teacher training and team building activities.

Additionally, the centre also provides opportunities for visitors to complete or embark upon, The John Muir Award, National Indoor Climbing Awards, Duke of Edinburgh Award scheme, British Canoe Union Paddlepower scheme, GCSE/AS/A Level FIELDWORK opportunities and lots more...

Benefits to the School/Academy

There are a number of benefits from choosing Carlton OEC, amongst which is the provision of a knowledgeable instructional team who bring with them a wide variety of experiences to offer both groups and individuals. We offer a bespoke service so each programme is unique to your groups needs.

“The outcomes were all achieved- children made progress and improvements in all areas.”

Lynnfield Primary School

Contact
Nigel Horne, General Manager
Tel: 01642 712229
Email: nigel.horne@hartlepool.gov.uk
SPORT & PHYSICAL ACTIVITY

Service Description

Outreach Service providing community and targeted activities and services for a broad range of groups. Specialist coaches who meet the minimum standards of redeployment and provide coaching and activities in a range of environments.

Service Offered

Coaches available to deliver PPA cover, after school provision, support events and holiday programmes. Support can be offered to establish school club links, bespoke packages to meet the needs of a school and access to teacher training courses.

Benefits to the School/Academy

Delivery of high quality sport and physical activity, access to training for teaching staff and exit routes to sustain pupil’s activity long term.

Prices vary depending on services being accessed, we are very competitive.

Contact
Gemma Ptak
Tel: 01429 523441
Email: gemma.ptak@hartlepool.gov.uk
Service Description

100 acre Country Park located on the western edge of Hartlepool. Local nature reserve, purpose made Boulder area, BMX Track and High Ropes and is the base for the Outdoor Activities Team. Summerhill offers:

- Excellent venue for meetings and events.
- Café
- Free parking

Service Offered

We can provide ‘packaged and tailored’ activities to meet the needs of the individual organisation. We can support your academic syllabus with activities that can be site or off site based.

On site- Healthy Heritage, Environmental and Habitat focused activities, Climbing, Archery, BMX and High Ropes, Balance Bikes.

Off site: - Outdoor activity packages to support GCSE course requirements.

Benefits

Summerhill can provide you with a package to support your academic course requirements. Within easy reach of Hartlepool, Tees Valley and South Durham.

Contact

Summerhill Visitors Centre
Tel: 01429 284584
Email:

John Swallow, Outreach Officer
Tel: 01429 284592
Email: john.swallow@hartlepool.gov.uk
EDUCATIONAL VISITS TO THE MUSEUM OF HARTLEPOOL

Service Description

Making a Mark Project

The Making a Mark project for local schools is a partnership between the Museum of Hartlepool, Hartlepool Art Gallery and other Tees Valley Museums supported by the Arts Council and The National Portrait Gallery, London. The project is free and offers students aged 5 to 18, the chance to be curious, collaborative and creative in making their own marks, inspired by our local heroes and heritage.

Schools can choose or adapt a programme of study which involves a minimum of two visits to complete three workshop sessions at the Hartlepool venues working with a Cultural Education Officer with the possibility of working with a professional artist and/or help with travel costs. The programme is free and runs until March 2015 covering themes such as Portraits, Local Heroes and the Victorians. Please contact Lisa Newton for more details.

Loan Boxes

The Museum of Hartlepool also offers loan boxes covering a wide range of topics, such as Egyptians, Romans and Tudors, these contain a variety of real and replica objects, curriculum linked activities and resources.

The boxes can be loaned for a half term for a small charge. Please contact Jo-Anne Cole for more details.

Contact
Lisa Newton, Education Officer
Tel: 01429 523449
Email: lisa.newton@hartlepool.gov.uk

Jo-anne Cole, Learning Development Officer
Tel: 01429 523483
Email: jo-anne.cole@hartlepool.gov.uk
Section 6

Building Design & Construction

59  Reactive & Cyclical Maintenance
60  Building Regulation Permission & Advice
61  Building Survey Condition Reports
62  Building Design & Professional Advice
63  Legionella
64  Electrical Installation & Condition Reports
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REACTIVE & CYCLICAL MAINTENANCE

Service Description

With a flexible and motivated workforce who provide technically qualified and competent staff to undertake any job regardless of size, providing you with peace of mind and a professional and efficient service.

We provide all our clients with competitive estimates prior to works being undertaken as well as offering set rates for smaller jobs. Fixed prices can also be arranged for specialist electrical and mechanical services with all work carried out to meet statutory legislation and the highest standards of workmanship and quality.

This service has a team of technical experts who can offer you the best advice and provide you with a service tailored to the individual operation of the site / school. Visits will be prearranged via appointment to ensure the team work in line with site specific procedures; with out of hours and a 24 hour call-out service available.

Cyclical maintenance checks include all aspects of mechanical, electrical, plumbing and heating maintenance; as well as fire alarms, emergency lighting, air handling, ventilation and air conditioning equipment. Documentation is provided to the client on completion to meet compliance with statutory regulations; including electrical and gas test certificates and fault sheets.

Benefits

- Supervisors who can manage and ensure that on site client requirements are met.
- Rapid response team available 24 hours a day.
- Extensive knowledge of buildings.
- All Building Maintenance staff have enhanced Criminal Records Check (CRQ) clearance.
- All Team Leaders are equipped with mobile phones for immediate response to customer enquiries.

Electricians

Employees are trained to the 17th edition regulations and have a vast wealth of knowledge in all electrical maintenance and installation work.

Plumbing and Gas Engineers

Highly trained and competent with knowledge and experience in domestic and commercial environments. Gas operatives are registered with Gas Safe Register and cover the many aspects within this specialist field, such as domestic and non-domestic, LPG, and Catering gas work.

Internal and External Building Works

Fully trained staff for all services in the building trade, including bricklaying, joinery, plastering, painting and decorating.

Contact

Colin Bolton, Building Design Manager
Tel: 01429 523399
Email: colin.bolton@hartlepool.gov.uk

Hartlepool Borough Council - Services to Academies & Schools 59
**Benefits**

Using Hartlepool LABC for your project will ensure you meet all your obligations under the Building Regulations.

Free advice and VAT free charges if paid direct by the school (or the Local Authority design team).

Each project is allocated a professional member of the team from initial pre-design through to completion.

We fully understand that most if not all projects are required to be completed before term time and for this reason we provide same day inspections. So should your builder hit any unexpected issues we are ready to help, allowing the work to progress without further delay.

**What We Offer You**

- Professional advice from a dedicated team
- Free 1 hour pre-project advice for all projects
- To work with your chosen designer to get the best project possible to meet your needs and the Building Regulations
- Close working relationship with Development Control for schemes requiring Planning Permission
- Completion of all relevant statutory consultations
- Competitive charges without a reduction in service delivery
- Deduction of any pre-advice cost from appraisal charge
- Specific surveyor for your project from start to finish
- VAT free charges if paid by you (or LA design team)
- Full site inspection service as work progresses
- Same day site inspections
- Local Knowledge of buildings and ground conditions
- Provision of all necessary documentation included in costs through to completion of your project

**Service Description**

Many building projects such as the construction of an internal wall, removal of a wall or door or internal alterations to form a new room right through to full rebuilds and new extensions will require permission under the Building Regulations.

The Council’s Local Authority Building Control section provides a complete professional, efficient, competitive and cost effective service designed to provide you with the Building Regulation approval you legally require for your project.

To ensure you get the best possible advice at the earliest stage we offer the first 1 hour of advice entirely free. Even if this hour is exceeded the costs incurred will be deducted direct from your application plan appraisal charge when you submit the project application to the Local Authority.

Working closely with you and your chosen architect we will become part of your design team to ensure we assist you in not just obtaining current Building Regulation approval but also to add value to your project by ensuring compliance can and will be achieved.

For larger projects involving the need for Planning permission we also bring the added advantage of working closely with the Development Control team from the project inception to completion to ensure no conflicting advice is given.

Through our plan appraisal service we will ensure you not only achieve suitable compliance with the current Building Regulations but also ensure the project meets your needs and requirements too.

Once a design and specification has been agreed and approval given our work does not stop as we continue to work closely with your builder and architect to inspect the work on site as it progresses ensuring the project continues to meet the requirements of the Building Regulations.

**Contact**

Garry Hutchison MRICS, Building Control Manager
Tel: 01429 523290
Email: garry.hutchison@hartlepool.gov.uk
Service Description

The Building Survey Condition Report promotes sound property management by reporting on school buildings health. It does this by collecting together inspection information about the condition of the fabric of a building to support both the strategic and operational aspects of asset management. Inspections are undertaken by our qualified and experienced building surveyors who rigorously follow Royal Institution of Chartered Surveyors guidance.

Each report identifies defects, where they are found, and provides advice on how to prioritise capital expenditure. The report can therefore be used to assist in the careful targeting of investment in repair and maintenance schemes to ensure significant failures do not occur and impact the delivery of education.

The Core Service

Inspections scrutinise both external and internal areas to establish the current physical condition of each building element with regards to whether or not deterioration or defects have occurred. So that a program of repair or renewal can be established priorities are allocated according to the seriousness of the deterioration or defect. Additionally estimates of the costs for the associated repair or renewal works are included.

Benefits

The report identifies the work necessary to bring premises up to a Grade A state of repair and to rectify any breaches of legislation.

Once in a serviceable state of repair only routine maintenance should be needed.

These costs are for bringing the element up to Grade A condition and include preliminaries, contingencies and professional fees.

Although the surveys are non-intrusive they are sufficiently thorough so as to identify the need for any further surveys or tests.

The Building Survey Condition Report presents the inspection data so as to enable informed decisions to be made on issues such as:

- Where to improve the physical and operational condition of buildings. This in turn will enhance the suitability for teaching and learning.
- Where improvements can be made to increase compliance with health and safety and other statutory requirements.
- Where fabric improvements can be made to improve energy efficiency.

Contact

Colin Bolton, Building Design & Management Manager
Tel: 01429 523399
Email: colin.bolton@hartlepool.gov.uk
Service Description

The Building Design & Management Section provides expertise in the following technical disciplines: Architecture, Landscape, Mechanical and Electrical Design Services, Contract Management, Project Management, Quantity Surveying, CDM, Clerk of Works and Inspection. This enables the section to provide a one stop shop service for the full range of building related projects, ranging from the very small to the very large and complex.

We pride ourselves on the array of services that we can offer to really make the difference to our clients. This is particularly true when sustainability and environmental considerations play a major role in our clients’ decisions.

We provide forward thinking construction and property advice available through our in-house team of experts, who possess a passion for both core services and innovation. Clients will benefit at every stage of the construction cycle to successful project delivery.

Our in-depth knowledge gained by working as lead designer and technical advisor for the Local Authority other authorities, PCT, Fire Brigade, education sector, community sector as well as funders and contractors (design and build), combined with other specialist sector expertise, enables us to provide well rounded professional advice.

Services available:

- Architectural Design
- Landscape Architect Design
- Mechanical Services Design
- Electrical Services Design
- Client/Employers Agent
- Quantity Surveying Services
- Project Management

Benefits

Using BD&M will ensure that all regulations and legal requirements are met, including H&S (CDM), Planning, Building Regulations, Gas (Installation and Use) Regulations, IEE Regulations (electricity) and a host of others, to protect the client. In addition to this, using us to project management schemes will ensure that build quality, cost targets and programme are all achieved in accordance with the clients requirements.

- Option Appraisals
- Energy Efficiency Advice
- Preparation of Design Briefs or advice
- Preparation of Survey Reports
- Feasibility and Option Studies (Creative Ideas)
- Estimates
- Sketch Schemes
- Site Supervision
- Advice on Procurement of Building Work
- Cost Advice
- Design and Construction Advice
- Construction Health and Safety Advice
- Advice on Lottery Applications
- Model Making and Computer Visualisations
- Site Surveys
- Building Services Condition Reports
- Building Condition Reports
- Advice on Planning and Building Regulation Matters
- Obtain Planning, Building Regulation and Listed Building Consent
- Sustainability Advice
- Legionella, Electrical and Gas Risk Assessments, Management, Inspection, Monitoring, Testing and Advice

More detail on the services we provide is available on request.

Contact
Colin Bolton, Building Design & Management Manager
Tel: 01429 523399
Email: colin.bolton@hartlepool.gov.uk
Service Description

Our qualified Legionella Inspectors (risk assessors) carry out detailed surveys of properties and produce Risk Assessments. We also carry out the inspection monitoring and testing identified in the water hygiene program which is derived from the risk assessment.

The service we provide will ensure compliance with the Approved Code of Practice ACOP L8.

Our aim when carrying out a Legionella risk assessment is to ensure you understand your water systems, the risks posed to staff, the public and your responsibilities. Upon completion, we will provide advice on the best course of action to ensure the risk of Legionella proliferation is prevented or minimised.

The Core Service

The Risk Assessment will identify any foreseeable risk of Legionellosis, assess that risk and produce a scheme to minimise it through redesign or planned operation, maintenance and monitoring procedures.

Following completion of the Risk Assessments, a water hygiene risk management programme will be produced for each academy (based on information identified within the risk assessments).

This will also include a timetable and indicate a priority list for each task. The water hygiene management programmes break down into two distinct sections:

(a) Day to day inspections, monitoring and sampling that will be carried out by specialist in-house staff.
(b) Analysis of water samples for Legionella/portable tests. This function must be carried out by a UKAS accredited laboratory.

Benefits

More and more emphasis is being placed on employers to maintain viable and auditable Health and Safety systems of work for the workplace. In order to comply with the many statutory requirements laid out by law we will develop and tailor solutions around your needs. Your Health and Safety is at the core of our service.

All of the above information is recorded within property dedicated Logbooks. These are held on site and include specific records of the following information:

- Water treatment regimes
- Chemical dosing
- Cleaning and disinfection
- Maintenance
- Inspections
- Monitoring results
- Laboratory results
- Temperature readings
- Any physical, chemical, biological parameters measured

Risk assessments are valid for 2 years, but may need to be reviewed sooner if there are changes to the building, the water system or its use, signs that the current control measures are no longer adequate, or a case of Legionella/Legionellosis is associated with the system.

Failure to comply may be used in criminal proceedings in a court of law in contravention to HSWA 1974, COSHH 2002 and MHSWA 1999.

Full details of the SLA for this service including costs are issued on an annual basis or on request.

Contact

Ian Kershaw, Legionella Team Leader
Tel: 01429 523376
Email: ian.kershaw@hartlepool.gov.uk
Service Description

What are Electrical Installation Condition Reports?
Electrical Installation Condition Report is the name given to a process of visual and physical testing conducted on installations throughout the United Kingdom, in order to ascertain Electrical Integrity and Safety. These inspections are carried out by our qualified, experienced electrical inspection engineers. Testing is carried out to the current edition of the wiring regulations BS7671 and all associated codes of practice (ACOP’s).

The reason this is done is to ensure safety for you and everyone within the school and is a legal requirement, Regulation 4(2) of the Electricity at Work Regulations 1989 requires that "As may be necessary to prevent danger, all systems shall be maintained as to prevent, so far as is reasonably practicable, such dangers".

The Core Service

The electrical condition report procedure of the fixed wiring installation can be split into two components: Visual Inspection; and Electrical Testing.

Together these ensure compliance with the Electricity at Work Regulations 1989. The Inspection Frequency for schools is:
- Visual Inspection – 100% completed 5-yearly
- Electrical Testing – 100% completed 5-yearly

However in respect of electrical testing in Secondary Schools we complete approximately 20% of the building area, each is carried out as part of a rolling programme. Therefore over 5 years 100% of the building and associated electrical installation will be tested and inspected. Additionally for Domestic Premises (caretakers housing) Electrical Testing and Visual Inspection are completed 10-yearly.

Benefits

More and more emphasis is being placed on employers to maintain viable and auditable Health and Safety systems of work for the workplace. In order to comply with the many statutory requirements laid out by law we will develop and tailor solutions around your needs. Your Health and Safety is at the core of our service.

Visual Inspection: The inspection will comprise a careful scrutiny of the installation to ascertain if there has been any deterioration or damage to the electrical system. A report will be issued containing a list of any damage or defects (if applicable) complete with repair priority code, recommended repair action and estimate of costs.

Electrical Testing: Electrical testing will be completed in addition to the visual inspection as detailed above. Items that will be tested are: EARTHING, POLARITY, INSULATION and RESIDUAL CURRENT DEVICES (RCDs), etc. A Condition Report will be produced to BS 7671: 2008 Requirements for Electrical Installations (I.E.E. Wiring Regulations 17th Edition) containing:

- Detailed information about the main incoming supply and main switchgear
- A test schedule for each distribution board detailing information of each sub-circuit
- Detailed information about the supply to the distribution board
- Test results for Insulation Resistance, Earth Loop Impedance and RCD trip times for each circuit
- A defect list (if applicable) as per the visual inspection
- A drawing indicating locations of defects
- ’As installed’ layout drawings

Full details of the SLA for this service including cost are issued on an annual basis or on request.

Contact
Andrew Dent, Electrical Engineering Team Leader
Tel: 01429 523384
Email: andrew.dent@hartlepool.gov.uk
Service Description

The Energy Management section is based within the Building Consultancy section and is operational between the hours of 8:00am and 4:30pm.

The Energy Management officer will provide advice and assistance on the following core elements:

Building Energy Management Systems (B.E.M.S.)

The BEMS system is an automatic energy management tool which operates the heating within buildings at optimum levels. This will allow the system to calculate the best (optimised) time to begin the heating cycle therefore reducing the carbon footprint of our buildings.

All holiday periods are entered remotely

Fuel Purchase & Monitoring

In order to be proactive in the energy procurement market, Hartlepool Borough Council purchases its energy through the NEPO contracts. These contracts are recognised by Central Government as being an example of best practice and are also compliant with all European Union legislation. These contracts are of a flexible nature and allow for your energy to be purchased in “clips” when market conditions are favourable.

The energy contract is one of the largest in the country and all the major suppliers are invited to tender.

The Energy Management section will, on your behalf, record details of energy consumptions for individual buildings and feed this information into the tender process. He will also arrange for validation and payment of all utility charges within prescribed timescales to benefit from attractive rates.

Display Energy Certificates.

As part of the Energy Performance of Buildings Regulations 2012, all public buildings over a certain size, require a Display Energy Certificate. The Energy Management Officer is accredited through the BRE (Building Research Establishment) to carry out these surveys. He will, using bespoke software, produce the certificates and advisory reports for your buildings.

Contact
Dave Hammond, Energy Management Officer
Tel: 01429 523223
Email: dave.hammond@hartlepool.gov.uk
Service Description

Our qualified Asbestos management Inspectors P405 qualified provide advice and guidance to comply with the councils policy and procedures and the Control of asbestos regulations (C.A.R. 2012.) regulations. The property management group ensure that the council maintains an asbestos register and updates to the Site asbestos checking forms and hold the records for up to 40 years on all asbestos management issues relating to buildings.

The Core Service

Compilation and Maintenance of the Corporate Asbestos Register

The PMG will hold all of the original survey reports and use these to compile a corporate asbestos register for the authority. This register shall be maintained and updated using the information provided to the PMG by Site Asbestos Checking Officers (SACOs). The Asbestos Permit to Work and Authorisation for Non-licensable Work system and any other relevant sources will also be used by the PMG to update the register.

Issue and Re-Issue of Asbestos Survey Reports

The PMG has provided each building with a copy of the asbestos survey report for that premises. This Asbestos Survey is also available on the Intranet under the Staff information for each individual premise. This will also include additional surveys completed.

The PMG shall ensure that the asbestos survey report is re-issued to each building concerned as requested by the Responsible Person, or Person Arranging the Work on a Request basis.

Issue of Checklists and Survey Reports

The PMG will then re-issue to SACOs annually the customised Form A and survey report. In both cases these will be revised to take into account changes, including re-encapsulation or removal of ACMs, which have taken place since the last issue. The revised documents will normally be issued during the month of April. This SACO FORM A is also available on the Intranet under the Staff information for each individual premise.

Up-dating of Asbestos Records

The PMG will receive information from completed Form A, SACO checklist’s and use these to keep up to date asbestos records for all premises covered by this procedure.

On request, the PMG will make up to date information on asbestos in buildings available to council officers, schools, contractors and others planning work in the buildings concerned, as well as to statutory undertakings, emergency services and others having a legitimate requirement for the information.

Contact

Stephen Horne, Principal Building Surveyor
Tel: 01429 523385
Email: stephen.horne@hartlepool.gov.uk
Issuing of Asbestos Permit to Work and Authorisation for Non-Licensable Asbestos Work

The PMG will issue Permits to Work for licensable work and Authorisations for Non-licensable Asbestos Work where appropriate.

The PMG will receive and retain the original copies of all asbestos clearance notes, special waste consignment notes, smoke test reports, air sampling tests reports, the Asbestos Permit to Work or Authorisation for Non-licensable Work and all other relevant documentation for each project.

Information on any work involving ACMs received by the PMG generated by these procedures or otherwise, will be used by PMG in a timely manner to update the asbestos survey reports for the buildings concerned.

Provision of Advice and Guidance

If it is reported that ACMs have been disturbed, and in other situations where it is appropriate, the PMG will assist the Health Safety and Wellbeing Team in formulating and providing advice and guidance on remedial or removal work.

Emergency Procedures

If it is reported that ACMs have been disturbed in an Emergency situation then PMG will issue a Form J to recognise the emergency work being completed. The total duration for any emergency work must not exceed two hours. The SACO will be sent this form J to recognise that asbestos has been removed or remedial work in the emergency.

Full details of the SLA for this service including costs are issued on an annual basis or on request.

Benefits

More and more emphasis is being placed on employers to maintain viable and auditable Health and Safety systems of work for the workplace. In order to comply with the many statutory requirements laid out by law we will develop and tailor solutions around your needs. Your Health and Safety is at the core of our service.

Contact

Stephen Horne, Principal Building Surveyor
Tel: 01429 523385
Email: stephen.horne@hartlepool.gov.uk
The law has been designed so that you only have to make reasonable changes, but if you fail to do what is reasonable, a disabled person could take legal action against you for treating them unfairly. If your school does not provide disabled access to disabled people, you could be breaking the law. A reasonable adjustment is a change you need to make to your school in order to meet the duties of the DDA.

Examples of reasonable adjustments

Making adjustments to the premises such as improving access routes and ensuring that they are free of clutter, or redecorating part of your premises to provide better contrast to someone with a visual impairment.

Providing appropriate or additional training for staff who may come into contact with customers with disabilities, to assist them in the provision of services to and for people with different types of disabilities.

Making service literature and instructions more accessible e.g. providing a Braille version for blind customers.

Since 1 October 2004 the duties additionally say that service providers should make reasonable adjustments to "physical features".

Cont’d
What is a "physical feature"?

Here is a long but not exhaustive list: steps, stairways, kerbs, exterior surfaces and paving, parking areas, building entrances and exits (including emergency escape routes), internal and external doors, gates, toilet and washing facilities, public facilities (such as telephones, counters or service desks), lighting and ventilation, lifts and escalators.

It is important to realise these features aren't just buildings or indoor facilities. They could include seating in the street or a pub garden, stiles and paths in a country park, fixed signs in a shop or a leisure facility. Your duty is not just to put a ramp at the front entrance of your building (although that may be a useful thing to do) but to look at all aspects of your services and consider what changes you can make to the full range of physical features.

You may plan a number of changes as part of a refurbishment or a continuing access improvement programme. Something which might not be considered a reasonable adjustment now could well be considered reasonable in future.

Access should not be considered once and then forgotten

The law gives you a choice: You can remove the physical feature, alter it, find a way of avoiding it or provide the service another way. The DRC (now EHRC) strongly recommends that you consider removing the physical feature or altering it. This is often the safest option because it is the most likely to make the service accessible. It means that disabled people receive the services in the same way as other customers. This is called an 'inclusive' approach. All disability act access audits undertaken by Access All Areas pay great attention to 'Reasonable Adjustment'. We have vast experience in this area. We have proven that this approach will save your business money by recommending not only what is reasonably expected of you to comply with the legislation.

Access Audits Survey

The reasons for carrying out an access audit survey are to help meet the requirements of the Equality Act 2010 and improve disabled access and egress and in turn increase your custom and turnover as well as help protect you from claims of disability discrimination. It is necessary to carry out an access audit to establish what action is needed. This takes the form of an initial consultation with you to determine your school needs followed by an access audit inspection of the premises.

A comprehensive access audit report will then be produced, this will become your plan forward. Your report will detail current non-compliance and recommend a course of action to be implemented as a future plan. Photographs within your report will identify areas of non-compliance. Priorities will be given to work recommended. Some items (Especially Health & Safety issues) may need to be carried out immediately whereas other items could be added to the regular maintenance program of your building. Some larger items may need to be included in a feasibility study which can be undertaken by ourselves.
Service Description

The Building Design & Management Section provides expertise in independent advice, scheme design, procurement and Project Management of security systems.

These systems can range from small access and intruder alarm systems through to complex single site, multi site and town centre CCTV systems, with off site monitoring, utilising up to date wireless and IP technology.

Our in depth knowledge gained by working as lead designer and technical advisor for Hartlepool Councils town centre CCTV system, Fire Brigade, PCT, education and community sectors, combined with other specialist sector expertise, enable us to provide well rounded professional advice.

We have provided innovative solutions for a variety of establishments using our technical expertise. These include:

The use of wireless and IP technology to allow removal of expensive BT fibre optic network rental costs for the town centre CCTV system comprising over sixty cameras.

Relocation of the CCTV and alarm monitoring centre involving fibre optic transmission network, CCTV control equipment and telephone services.

Benefits to your School/Academy

Using BD&M will ensure that all regulations and legal requirements are met, including H&S, Planning, Data Protection Act, ICO Codes of Practice and signage. In addition to this, using us will ensure that systems are delivered in terms of functionality, performance and price to the clients requirements.

Advanced integrated door access control system of over 1500 users to enable real time monitoring, attendance and reporting.

Services available:

- Preparation of Design Briefs or advice
- Preparation of Survey Reports
- Estimates
- Design Services
- Advice on Procurement
- Advice/Obtain Planning Approval
- Advice on routine and reactive maintenance agreements

Contact

Andrew Dent, Electrical Engineering Team Leader
Tel: 01429 523384
Email: andrew.dent@hartlepool.gov.uk
Service Description

Our construction team of multi-skilled operatives covers all aspects of construction from planned maintenance to refurbishments and new build schemes. No project is too small or too large. We are confident in our ability to complete every project, regardless of size, on time and within budget.

We are now part of the new Building Design and Construction Section and through this change we intend to improve customer experience. We are a client focused team that wants to ensure your satisfaction with a high quality product creating long term value and long lasting relationships.

In conjunction with the Building Design Team we can provide a full design and build service to clients. Clients will benefit at every stage of the construction cycle to a successful project conclusion with a service tailored to your requirements.

We provide all our clients with competitive fixed price quotations as well as offering set rates for smaller jobs. Costs can be provided for a full construction service or for individual specialist areas i.e. building, electrical or mechanical. All work is carried out to meet statutory legislation and the highest standards of workmanship and quality.

Benefits to your School/Academy

Using us will ensure that all regulations & legal requirement are met, including H&S, CDM, Gas (Installation and Use) regulations, IEE Regulations (electricity) and a host of others. In addition to this we will project manage schemes to ensure that build quality, cost targets and programmes are all achieved in accordance with the clients requirements.

Electricians

Employees are trained to the 17th edition regulations and have a wealth of knowledge in all electrical installation work

Plumbing and Gas Engineers

Highly trained and competent with knowledge and experience in domestic and commercial environments. Gas operatives are registered with Gas Safe Register and cover the many aspects within this specialist field, such as domestic and non-domestic, LPG, and Catering gas work.

Building

Fully trained staff for all services in the building trade, including bricklaying, joinery, plastering, painting and decorating.

Contact

Colin Bolton, Building Design & Management Manager
Tel: 01429 523399
Email: colin.bolton@hartlepool.gov.uk
Section 7

Workforce Support

73 Health, Safety and Wellbeing Advisory Service
74 Organisational Development Services
75 HR Advisory & Support Services
Service Description

The Health, Safety and Wellbeing Service provides a cost effective health and safety consultancy service to school/academy management. The service is provided by highly qualified professionals who aim to deliver a quality service to schools/academies. The service also manages some wellbeing support services such as occupational health, counselling and physiotherapy, which are provided by third parties.

Services included

The Health, Safety and Wellbeing Services provide you with:

- Advice and support on health and safety issues between the hours of 9.00—16.30 Monday to Friday (except on bank holidays).
- An annual health and safety compliance audit and issue of a full report on the findings of the audit and any remedial action needed.
- Advice and support on fire risk assessment.
- Assistance in complying with the Council’s procedure for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Access to all Hartlepool Borough Council’s health and safety policies, procedures and safety alerts.
- Provision of two on-site training courses for a maximum of 12 people, normally on Fire Safety Awareness and Fire Warden in accordance with industry best practice i.e. Annually.

Benefits

The law requires organisations including schools to have access to competent health and safety advice. The staff delivering the service would act as the school/academy competent health and safety person whilst also keeping the school/academy up to date with appropriate information, legal updates etc. This not only reduces the risk of accidents and injuries it minimises the risk of legal action, criminal records or costly insurance claims.

Additional Services (separate charge)

The service also provides a wide range of cost effective health and safety training courses including:

- Manual Handling
- Health and Safety Awareness
- Fire Safety Awareness
- Fire Warden—Roles and Responsibilities
- Personal Safety
- Practical Risk Assessment
- Accident Investigation and reducing the cost of claims
- Control of Substances Hazardous to Health
- IOSH Managing Safely (accredited)
- CIEH Level 2 Award in Health and Safety (accredited)

The provision of an annual formal health and safety inspection of play equipment including multiplay units and trim trails to ensure they meet the requirements of both law and relevant British Standards. These inspections are undertaken by officers qualified to the Register of Play Inspectors International. The service includes a risk assessment and issue of a full report on the condition of the equipment and any remedial action needed.

Contact

Stuart Langston, Health, Safety and Wellbeing Manager
Tel: 01429 523560
Email: stuart.langston@hartlepool.gov.uk
Service Description
The service provided to schools and academies is designed to build and maintain a strategic Council wide (including schools) framework designed to ensure equality in employment, be an employer of choice, improve the capacity of the workforce and avoid costly equal pay claims.

The main components of the strategic framework are:

- the Single Status Agreement;
- Job Evaluation scheme for school support staff;
- the corporate employee relations machinery via the Single Table Group;
- the total rewards package i.e. all the tools which may be used to attract, motivate and retain employees. Total rewards include everything the employee perceives to be of value resulting from the employment relationship.

In addition schools have access to the corporate training organised by the Organisation Development Team.

Standard Services
The services provided include:

- Consultation on, and access to the Single Status Agreement;
- Maintenance, review and updating of the Job Evaluation Scheme;
- Response to the national review of the JE scheme;
- Maintenance, review, updating and provision of ‘off the shelf’ local job profiles;
- Advice on matching to local job profiles;
- Measurement of new and existing job roles where no job profile exists;
- Benchmarking the local profiles against nationally developed school support profiles;
- Undertaking equal pay audits and developing action plans to address any issues arising;
- Access to corporate training;
- Developing and maintaining a total rewards package including the provision of salary sacrifice schemes.

Benefits of Accessing the Standard Service
The benefit of accessing the standard service is that schools and academies can be reassured that they have a fair and transparent pay system for their support staff which is regularly reviewed to ensure it is fit for purpose, meets academy and school needs and minimises equal pay risks.

Headteachers also have immediate access to the latest version of the Single Status Agreement. Changes to it are negotiated centrally with the trade unions following consultation on significant issues.

Contact
Wally Stagg, Organisational Development Manager
Tel: 01429 523052
Email: wally.stagg@hartlepool.gov.uk
Service Description

The aim of the Human Resources Service is to work with Headteachers and Governors to support the achievement of efficient and effective management of schools/academies through the provision of a high quality, cost effective and comprehensive service to schools/academies delivered by qualified and experienced HR Professionals.

The Dedicated HR Schools team provides a comprehensive HR advisory service for schools and academies. This all-inclusive option allows schools and academies to make an upfront one off payment for HR advice and guidance services for the year, ensuring costs of unforeseen HR issues are covered. It provides the security that support is available when required. Your school/academy will be allocated a named HR Officer to provide support for all casework including independent investigations, conciliation and management support in negotiations with staff representatives. This includes participation in any formal hearings under disciplinary, grievance, capability, sickness absence and redundancy procedures. Should the complexity of the school issue warrant escalation to senior management/governor level, and/or an additional number of HR professionals, this is incorporated at no additional charge.

Benefits to your school

We have an excellent understanding of the needs in Hartlepool and an in-depth knowledge of Hartlepool’s Schools/Academies; we strive to operate at the highest standards of professional competency, conduct and confidentiality and to provide advice and assistance in accordance with the requirements of all relevant education and employment legislation.

Unlimited access to the services of the Schools’ Dedicated HR Team, including three visits per academic year, plus additional visits as and when required.

“An excellent understanding of the needs in Hartlepool and an in-depth knowledge of Hartlepool Schools and Academies”

Contact

Alison J Swann, HR Business Partner
Tel: 01429 523543
Email: alison.swann@hartlepool.gov.uk
HR ADVISORY AND SUPPORT SERVICES

Services Included

The HR Advisory & Support Services provide you with:

- Experienced Schools HR staff that operate at the highest standards of professional competency to support schools/academies in developing tangible school improvement.
- Delivery of a personal and focused service that is reliable, flexible, confidential and responsive.
- Strategic approach to support recruitment and retention of the school’s/academy’s workforce.
- Detailed knowledge and experience of schools/academies and council policies and procedures, which have already been tested against ACAS guidelines and employment case law.
- Strong working relationships with schools/academies, trade unions and professional associations.
- Advice and support on all employee relation issues including disciplinary, capability, grievance, redundancy, early retirement, sickness absence, performance, and occupational health referrals.
- Advice and information on Statutory Payments, Local Government pensions, Teachers Pensions, the application of pay and conditions of service including the School Teachers Pay and Conditions Document and the Single Status Agreement for non teaching staff.
- Administration of DBS applications; annual salary assessment, work permits and recruitment.
- Provision and maintenance of a comprehensive set of HR procedures and policies for schools to adopt.
- Implementation of national initiatives and changes in national terms and conditions.

Contact
Alison J Swann, HR Business Partner
Tel: 01429 523543
Email: alison.swann@hartlepool.gov.uk