

## **PERFORMANCE PORTFOLIO DECISION RECORD**

14th December 2007

The meeting commenced at 3pm in the Avondale Centre, Dyke House,  
Hartlepool

### **Present:**

Councillor Pamela Hargreaves (Performance Portfolio Holder)

Officers: Joanne Machers, Chief Personnel Officer  
Sajda Banaras, Strategy and Performance Officer  
Jo Wilson, Democratic Services Officer

### **34. Chief Executive's Departmental Plan 2007/08 – 2<sup>nd</sup> Quarter Monitoring Report** *(Assistant Chief Executive and Chief Personnel Officer)*

#### **Type of decision**

Non-key

#### **Purpose of report**

To inform the Portfolio Holder of the progress made against the Chief Executive's Departmental Plan 2007/08 in the second quarter of the year.

#### **Issue(s) considered by the Portfolio Holder**

The report detailed the progress against the actions contained in the Chief Executive's Departmental Plan 2007/08 and the second quarter outturns of key performance indicators. All of the 74 actions within the Corporate Strategy Division had been, or were on target to be, completed while only one of the six Corporate Strategy Performance Indicators was not expected to be achieved. Details were given of the reason for this. In Human Resource five of the 70 actions were not expected to be completed on target. Details were given of the reasons for this. All Human Resources performance indicators were on target.

The Portfolio Holder queried the anticipated failure to complete five of the Human Resources Actions and was advised by the Chief Personnel Officer that the deadlines might need to be altered. The Portfolio Holder further asked if the Performance Indicator relating to the implementation of the Contact Centre Partnership Working Action Plan had been amended from the original and was advised that this was the same deadline which had

previously been reported as not being expected to be completed and it was proposed to move this to 2008/9.

The Portfolio Holder was also advised that the achievement of Corporate IIP Status had been delayed until the Children's Services Department was completed. Failure to meet targeted improvements of health and safety arrangements was the result of the vacancy in the Wellbeing Team and this should be rectified in January when this post would be filled permanently.

With reference to the proposed changes to the deadline dates for these actions the Portfolio Holder agreed them, paying particular attention to the actions relating to the revised pay and grading structure which she requested be progressed as fast as humanly possible. The Chief Personnel Officer indicated that a report on this issue was to be considered by Cabinet on 21<sup>st</sup> December 2007.

With reference to the single Corporate Strategy performance indicator which was not expected to be completed the Strategy and Performance Officer reported that measures had been put in place to stop a recurrence of this including control sheets for all performance indicators.

#### **Decision**

1. That the proposed revisions to the completion dates as detailed be agreed
2. That the achievement of key actions and second quarter outturns of performance indicators be noted

### **35. Workforce Development and Workforce Planning 2007/8 – 6 Month Progress Report 1<sup>st</sup> April-30<sup>th</sup> September 2007** *(Chief Personnel Officer)*

#### **Type of decision**

Non-key

#### **Purpose of report**

To advise the Portfolio Holder of the progress made and planned future actions in respect of the Workforce Development and Workforce Planning corporate activities during the period 1<sup>st</sup> April to 30<sup>th</sup> September 2007.

#### **Issue(s) considered by the Portfolio Holder**

In 2005 the Officer of the Deputy Prime Minister, the Employers Organisation and the Local Government Association produced the Local Government Pay and Workforce Strategy – "Transforming the Organisation, Improving Performance". This strategy identifies five priorities for local authorities:

Organisational Development

Leadership

Developing the Skills and Capability of Staff

Resourcing, Recruitment and Retention

Pay and Rewards

In response to this Hartlepool Borough Council produced a Workforce Development Plan in 2005 which has since been superseded by the introduction of the Workforce Development Strategy 2007-2012 in April 2007. The Workforce Development Strategy has four key objectives:

Develop and Promote Active, Visible and Effective Leadership

Continually Improve what we do

Develop the Skills of the Workforce

Effectively Use Resources and Invest in the Future

Each objective has a number of specific supporting actions.

Detailed information was given as to the progress made in the first six months of 2007/08 on the four objectives. The external funding opportunities accessed to date in 2007/08 were also listed and details were given of employee monitoring statistics with reference to corporate training. The Portfolio Holder asked if there was any reason more females than males were accessing training, other than the demographic make-up of the Council. The Chief Personnel Officer confirmed that this was the reason. The Portfolio Holder indicated she would prefer to see actual numbers in addition to percentage statistics in relation to the breakdown by ages.

A report on this would also be going to the Local Joint Consultative Committee in January.

In relation to IIP the Portfolio Holder queried the level of member involvement and suggested that discussions surrounding these issues be offered to each of the political groups to gauge their interest and any ideas they might have about how they can be effectively involved in the process. She also noted that the presentation to the Member Development Group had been poorly attended.

The Portfolio Holder indicated that another Member had queried the Personal Development Plan (PDP) process for members with herself, having supplied the information and not having heard anything since. The Portfolio Holder reflected that this had been her experience too, having not received any correspondence following the interview. The Chief Personnel Officer confirmed that PDPs should have been written up in their final form and circulated to the individual concerned. The Portfolio Holder asked that she make enquiries on this and communicate a response to all Members who had participated in the exercise.

The Portfolio Holder requested an update on management development and was told that NVQs 3, 4 and 5 were currently being developed via pilot

programmes to ensure that they met the relevant needs before being rolled out council-wide. Resources and funding were in place. The Portfolio Holder asked if coaching skills would be included and was advised this would not be mandatory but offered to individual managers based on identified need.

The Portfolio Holder was impressed by the number of professional development actions taking place and congratulated all those who had taken part and worked hard.

### **Decision**

That the report be noted

**J A BROWN**

**CHIEF SOLICITOR**

**PUBLICATION DATE: 19<sup>th</sup> December 2007**