

# **FINANCE AND PERFORMANCE MANAGEMENT PORTFOLIO**

## **DECISION RECORD**

28<sup>th</sup> November, 2005

### **Present:**

Councillor Peter Jackson (Finance and Performance Management Portfolio Holder)

Officers: Andrew Atkin, Assistant Chief Executive  
Lisa Anderson, Research Officer  
Steve Carroll, Estates and Assets Manager  
Graham Frankland, Head of Procurement and Property Services  
Joanne Machers, Chief Personnel Services Officer  
John Morton, Assistant Chief Financial Officer  
Alison Swann, H R Advisor  
Pat Watson, Democratic Services Officer

## **2. HR Strategy Development** (*Chief Personnel Services Officer*)

### **Type of decision**

Non Key

### **Purpose of report**

To set out the importance of revising the current HR strategy and seek the Portfolio Holder's confirmation about member involvement in developing a new strategy that reflects current and future people demands.

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

The report included information about how and why the current strategy needs to be revised, the contents within which the strategy needs to develop and how the strategy might be revised and developed.

### **Decision**

The Portfolio Holder:

- (a) Noted the plans to develop a revised HR strategy.
- (b) Confirmed that the strategy should be developed with Portfolio Holder direction.
- (c) Requested that there be Scrutiny involvement – it was suggested that three or four Scrutiny Member working group be formed to take part in the process and make recommendations to the Scrutiny Coordinating Committee

### **3. Financial Support for the Hartlepool Joint Trade Union Committee Additional ICT Arrangements** *(Chief Personnel Services Officer)*

#### **Type of decision**

Non Key

#### **Purpose of report**

To request Portfolio Holder agreement to the provision of financial support for the Hartlepool Joint Trade Union Committee ICT arrangements.

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

The report provided background information and details of the support requested by the Hartlepool Joint Trade Union Committee (HJTUC).

#### **Decision**

The Portfolio Holder agreed to the funding of managed service costs of a laptop for the HJTUC at an annual cost of £943, which was within the current budget provision.

### **4. Workforce Information** *(Chief Personnel Services Officer)*

#### **Type of decision**

Non Key

#### **Purpose of report**

To confirm the workforce information already provided to the Portfolio Holder and seek the Portfolio Holder's view on other workforce information that should be formally reported.

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

The report listed the formal reports already presented to the Portfolio Holder regarding workforce matters and suggested other management analysis that might be provided.

#### **Decision**

The Portfolio Holder:

- (a) Noted the workforce information reported currently.
- (b) Requested that a register be compiled containing a full list of employees, with funding details (whether mainstream or funded) and start/finish dates – all with a view to an exit strategy, ie employment

- ends or transfer to mainstream funding.
- (c) Requested that once the above register is compiled it should be kept up-to-date and that departments should feed the information to Human Resources for this purpose.

## **5. Neighbourhood Services Departmental Plan (Performance Management) Update September 2005** (Director of Neighbourhood Services)

### **Type of decision**

Non Key

### **Purpose of report**

To update the Portfolio Holder on performance of the Neighbourhood Services Departmental Plan for 2005/06, covering the period from 1<sup>st</sup> April 2005 to 30<sup>th</sup> September 2005 and request agreement.

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

The report gave background information and appended to the report were the Departmental Plan Indicator Report and the Quarterly Update Report.

### **Decision**

The Portfolio Holder:

- (a) Agreed the Departmental Plan update report.
- (b) Referred to the Indicator Report, Nos. L102, SSO9 and SSO11 and asked to be updated on plans/targets to address the issues.

## **6. Treasury Management Review as at 30<sup>th</sup> October** (Chief Financial Officer)

### **Type of decision**

Non Key

### **Purpose of report**

To provide the Portfolio Holder with an update on the Treasury Management position for the current year and to recommend a change to the Treasury Management Strategy in the light of the recent economic situation.

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

The detailed report outlined borrowing and lending to date, the latest forecast for interest rates, recommended changes to the Treasury Management Strategy and changes to the Council's Counter-party list.

The Counter-party list was appended as exempt information under Schedule 12A Local Government Act 1972, namely, information relating to the financial or business affairs of a particular person (other than the Council) (para 7).

### **Decision**

The Portfolio Holder:

- (a) Noted the report and the action taken by the Chief Financial Officer as detailed in paragraph 4.3 of the report and commented that he was happy the Council had a prudent finance section.
- (b) Approved the strategy of funding any remaining borrowing requirements for 2005/06 from the short-term loans until long-term rates again fall to the trigger point of 4.3%.
- (c) Authorised the Chief Financial Officer to undertake strategic borrowing of up to £20m if interest rates move unexpectedly.
- (d) Approved the Counter-party list attached to the report as an exempt appendix.

## **7. Land Adjacent 20 Northwold Close** (*Head of Procurement and Property Services*)

### **Type of decision**

Non Key

### **Purpose of report**

To obtain Portfolio Holder comments on the proposed disposal of land adjacent to 20 Northwold Close, Hartlepool.

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

The report provided detailed background information relating to the application for retrospective consent.

The proposed terms in relation to the transaction were attached as an appendix which contained exempt information under Schedule 12A Local Government Act 1972, namely terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services (para 9)

The Portfolio Holder expressed concern at the taking of the land without permission and asked how the moving of the fence would affect neighbours. The Estates and Assets Manager indicated that the fence would be aligned and neighbours would be consulted.

### **Decision**

The Portfolio Holder approved the proposed disposal of the land subject to the following conditions:

- (a) That the line of sight of the fence be complied with and that neighbours are not affected/inconvenienced.
- (b) That the proposed purchaser bears the Council's reasonable legal and surveyor's fees/costs incurred in the transaction.
- (c) That costs incurred in relation to enforcement issues be reimbursed by the proposed purchaser.
- (d) That if the proposed purchaser is unwilling to bear the above costs in full then he should reinstate the fence.

**8. Cromwell Street Depot** (*Head of Procurement and Property Services*)

**Type of decision**

Non Key

**Purpose of report**

To advise the Portfolio Holder of the current position and request authority to the proposed disposal of the Cromwell Street Depot.

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

The report contained details of the site and the building, including a plan. Also included were background information, the financial implications / estimated capital receipt and officer recommendations.

**Decision**

The Portfolio Holder authorised officers to:

- (a) Determine any demand internally from other service users.
- (b) If not required by other department's, officers to place the property on the open market and seek to dispose of the whole property by informal sealed tender.

**9. Land Between 13-14 Willow Walk** (*Head of Procurement and Property Services*)

**Type of decision**

Non Key

**Purpose of report**

To request Portfolio Holder authority to proceed with the disposal of land.

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

The report described the land, an alleyway between 13 and 14 Willow Walk

and a plan was attached to the report. The land remained in Council ownership following the housing stock transfer to Housing Hartlepool. The current proposal was that the alleyway be stopped up and the land transferred into the garden of 14 Willow Walk which is in the ownership of Housing Hartlepool. The land would be used for domestic garden only and in order to facilitate the sale it would be necessary for an application to be made to the Highway Authority and Magistrates Court for a Road Closure Order in respect of the area.

The proposed terms in relation to the transaction were attached as an appendix which contained exempt information under Schedule 12A Local Government Act 1972, namely terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services (para 9)

### **Decision**

The Portfolio Holder authorised the disposal of the land on the condition that the Purchaser would be responsible for the payment of the Council's reasonable legal and surveyor's costs incurred in connection with this matter whether or not the transaction proceeds.

## **10. 5 Year Procurement Plan** (*Head of Procurement and Property Services*)

### **Type of decision**

Non Key

### **Purpose of report**

To request Portfolio Holder approval to the Council's 5 Year Procurement Plan in line with the requirements of the National Procurement Strategy.

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

The report gave detailed background information, included a copy of the Plan as an appendix, and described the following:

- National and Local Picture
- Procurement Strategy
- Links to Efficiency Statement

The report also provided information on Principles, covering the following:

- Establish priorities
- Improved Effectiveness / Efficiency
- Cross boundary working
- Collaboration
- Commissioning Framework

Involvement with Members, Staff and Suppliers was also covered in the report and in conclusion the Portfolio Holder was advised that the 5 Year Procurement Plan had been through a range of consultations via the Corporate Procurement Group, Corporate Management Team and Departmental Management Teams to provide a position statement. The Portfolio Holder accepted that procurement would evolve over time as procurement exercises develop.

### **Decision**

The Portfolio Holder approved the 5 Year Procurement Plan and reminded officers that identified good practices should be fed into the Plan and shared.

## **11. Use of Resources – Procurement Spend** *(Head of Procurement and Property Services and Chief Financial Officer)*

### **Type of decision**

Non Key

### **Purpose of report**

To seek approval to the completion of the process identified in an appendix to the report to allow a full and complete analysis of the Council's purchasing and procurement spend and to implement control measures.

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

The report set out detailed background information on the need to carry out the exercise to evidence and contribute to a number of National and Corporate issues. The link to corporate objectives and the financial implications were also included in the report together with officer recommendations.

### **Decision**

The Portfolio Holder:

- (a) Noted the completed exercise.
- (b) Agreed that the services provide the timely resource input into data analysis and subsequent actions.
- (c) Agreed that savings targets would be set for departments / service areas based on the results of the exercise.

## **12. Employee Attendance 2005/6 – Second Quarter and Half Yearly Report** *(Chief Personnel Services Officer)*

### **Type of decision**

For information

### **Purpose of report**

To update the Portfolio Holder on the Council's performance action taken in the second quarter of 2005/06 and future actions planned in relation to employee absence.

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

The detailed report and appendices provided information about employee absence, actions taken in the second quarter of 2005/06 and future actions planned.

### **Decision**

The Portfolio Holder noted the improvements and hoped that more could be achieved.

## **13. Local Government Pension Scheme Update** (*Chief Personnel Services Officer*)

### **Type of decision**

For information

### **Purpose of report**

To advise the Portfolio Holder of the recent developments in respect of possible changes to the Local Government Pension Scheme (LGPS).

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

The report provided background information and details of proposals for changes to the LGPS in England and Wales that had been submitted to the Deputy Prime Minister by the Local Government Association and the Trade Unions. The report also described a possible way forward.

A copy of Circular No. 177 from The Local Government Pensions Committee was attached to the report.

### **Decision**

The Portfolio Holder noted the report, welcomed the recent progress and hoped that, through talks, agreements could be reached.

## **14. Redeployment Policy and Associated Procedures** (*Chief Personnel Services Officer*)

### **Type of decision**



For information

### **Purpose of report**

To advise the Portfolio Holder of agreements reached with the Hartlepool Joint Trade Union Committee in respect of minor changes to the Redeployment Policy and its associated Procedures.

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

The report provided details of agreements reached in respect of the Redeployment Policy and its associated Procedures.

### **Decision**

The Portfolio Holder noted the report and expressed his thanks to the team and the Trade Unions for working together to reach agreement.

## **15. Viewpoint Citizen's Panel Results** *(Assistant Chief Executive)*

### **Type of decision**

For information

### **Purpose of report**

To inform the Portfolio Holder of the results of the 'Special' phase of Viewpoint, Hartlepool Borough Council's Citizen's Panel distributed in July 2005, and advise of a Citizen Panel refresh.

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

The report contained detailed background information and indicated that the topics covered in this phase were 'Recycling' and 'Night Time in Hartlepool Town Centre'. A detailed summary of the main results on both the above topics was provided. A Special Edition Viewpoint Survey Results Overall Report was attached as an appendix.

The report also provided some information of the Citizen Panel refresh.

### **Decision**

- (a) The Portfolio Holder expressed the view that Viewpoint is an excellent scheme that provides invaluable replies / information. He expressed some concern at the results shown at 3.15 and 3.19 and commented on the good work undertaken which he hoped was being used by the various department of the Council.
- (b) That a copy of the Viewpoint report be issued to the Chair of Licensing Committee with a note to say that the Portfolio Holder would welcome the Licensing Committee reviewing the document and would welcome any comments.

- (c) The Portfolio Holder also felt the report would be a useful document to be used by the Police and service partners.

## **16. Corporate Complaints – July to September 2005**

*(Assistant Chief Executive)*

### **Type of decision**

For information

### **Purpose of report**

To report to the Portfolio Holder on corporate complaints performance for the second quarter of 2005/06.

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

The report covered performance information on numbers of complaints, timescales for investigation and outcomes of investigations for formal complaints dealt with in the period July to September 2005. An appendix to the report contained detailed figures.

The report also covered the following:

- Remedies for complainants
- Learning from complaints
- Reporting of Social Care complaints

### **Decision**

The Portfolio Holder:

- (d) noted the report and actions since the previous report, and
- (e) asked that his thanks be passed to the officers concerned.

## **17. Chief Executive's Departmental Plan 2005/06 – 2<sup>nd</sup> Quarter Review** *(Chief Financial Officer/Chief Solicitor)*

### **Type of decision**

For information

### **Purpose of report**

To inform the Portfolio Holder of the progress made against the Chief Executive's Departmental Plan 2005/06 in the second quarter of the year.

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

The report and appendices detailed progress against the Chief Executive's

Departmental Plan 2005/06 and the second quarter outturns of key performance indicators.

### **Decision**

The Portfolio Holder:

- (a) noted the achievement on task and indicators, and
- (b) expressed slight concern at the percentages of key tasks achieved, although he accepted that ambitious targets had been set.

## **18. Local Government (Access to Information) Act 1985**

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) Act 1985

- Minute 19 – Land at Rear of 17 Middlegate, Hartlepool - This item contains exempt information under Schedule 12A Local Government Act 1972, namely terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services (para. 9)
- Minute 20 – North Central Hartlepool Regeneration, Sale of 14 Belk Street, Hartlepool - This item contains exempt information under Schedule 12A Local Government Act 1972, namely terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services (para. 9)
- Minute 21 – Use of Purchase Cards for Schools Catering Food Procurement - This item contains exempt information under Schedule 12A Local Government Act 1972, namely the amount of expenditure proposed to be incurred by the Council under a particular contract for the acquisition or disposal of property or the supply of goods or services (para. 8)

## **19. Land at Rear of 17 Middlegate, Hartlepool** (*Head of Procurement and Property Services*)

### **Type of decision**

Non Key

### **Purpose of report**

To request Portfolio Holder authority to transfer land.

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

The report contained details of existing arrangements together with details of claim for possessory title and request for transfer of land.

The terms of transfer, included in the exempt decision record, are exempt information under Schedule 12A Local Government Act 1972, namely terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services (para 9).

### **Decision**

Authority was given to the transfer of land subject to rights of access by the Council being formalised.

## **20. North Central Hartlepool Regeneration, Sale of 14 Belk Street, Hartlepool** *(Head of Procurement and Property Services)*

### **Type of decision**

Non Key

### **Purpose of report**

To seek Portfolio Holder approval to the sale of 14 Belk Street, owned by Hartlepool Borough Council, to the resident of 4 Belk Street.

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

The report set out the background to the acquisition of this property and reasons to now dispose of the property.

The terms of transfer, included in the exempt decision record, are exempt information under Schedule 12A Local Government Act 1972, namely terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services (para 9).

### **Decision**

The Portfolio Holder approved the disposal of 14 Belk Street at the restricted value.

## **21. Use of Purchase Cards for Schools Catering Food Procurement** *(Head of Procurement and Property Services)*

### **Type of decision**

For information

### **Purpose of report**

To brief the Portfolio Holder on the progress made on the extension of the use of purchasing cards to include school catering food procurement.

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

The report detailed progress made to date.

Further details, included in the exempt decision record, are exempt information under Schedule 12A Local Government Act 1972, namely terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services (para 9).

### **Decision**

The Portfolio Holder noted the report and progress.

**J A BROWN**

**CHIEF SOLICITOR**

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