

# **PERFORMANCE PORTFOLIO DECISION RECORD**

26th September 2008

The meeting commenced at 3.00 pm in the Civic Centre, Hartlepool

**Present:**

Councillor Pamela Hargreaves (Performance Portfolio Holder)

Officers: Andrew Atkin, Assistant Chief Executive  
Joanne Machers, Chief Personnel Officer  
Jo Wilson, Democratic Services Officer

## **27. Chief Executive's Departmental Plan 2008/09 – 1<sup>st</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 2008/09 in the first quarter of the year.

**Issue(s) for consideration by Portfolio Holder**

The report detailed the progress against the key actions identified in the Chief Executive's Departmental Plan 2008/09 for the period up to 30<sup>th</sup> June 2008. Of 86 actions seven either had not achieved or were not expected to achieve their target. Also included within the report were proposals to amend the target dates of a number of actions and the reasoning behind these proposals.

**Decision**

That achievement of key actions be noted and proposed new target dates be agreed.

## **28. Christmas and New Year Arrangements** *(Chief Personnel Officer)*

### **Type of decision**

Non-key.

### **Purpose of report**

To obtain a decision on the closure of most of the main administrative buildings during the Christmas and New Year period in 2008/09

### **Issue(s) for consideration by Portfolio Holder**

The report advised that in previous years Hartlepool Council had closed most of its administrative buildings for the period in between Christmas and New Year and employees had taken annual leave as appropriate. In 2004 Cabinet had given its support, in principle, to closure of the administrative buildings during the Christmas and New Year period every year, in line with past practice. They also agreed that leave arrangements at Christmas and New Year would continue to form part of on-going discussions with trade unions, regarding leave arrangements. The Single Status Agreement which had been implemented in 2008 contained a provision requiring employees to take up to four days of their annual leave entitlement to achieve a close down over the Christmas and New Year period.

The proposals for 2008/09 were that the main administrative buildings be closed from 25<sup>th</sup> December 2007 to 1<sup>st</sup> January 2008 with the additional option of closure on Friday 2<sup>nd</sup> January 2008. The Chief Executive was supportive of these recommendations as were the Trade Unions.

### **Decision**

That most of the main administrative buildings be closed between 25<sup>th</sup> December 2008 and 2<sup>nd</sup> January 2009 with employees taking leave from their current leave entitlement and that the usual essential, emergency, on-call and some other service arrangements apply and be publicised.

## **29. Single Status Agreement Appeals** *(Chief Personnel Officer)*

### **Type of decision**

Non-key.

### **Purpose of report**

To approve amendments to the Single Status Appeals Procedure and to provide an update on progress on appeals received.

### **Issue(s) for consideration by Portfolio Holder**

In December 2007 Cabinet had agreed that the Performance Portfolio Holder consider and approve all supporting annexes to the main body of the draft local Single Status Agreement. Consequently the Single Status Appeals Procedure was agreed by the Portfolio Holder in June 2008. As part of the procedure officers would bring regular updates of appeals received and progress in dealing with them. Details were given of the various deadline dates for employees to register, in writing, their intent to appeal, depending on their employment circumstances.

Once the Appeals Procedure was activated in July 2008 it became apparent that further guidance would be needed and the procedure was amended in terms of the informal process and the use of 'test cases' where similar or identical cases were received. The proposed changes had been formally considered at a Bridging the Gap meeting on 17<sup>th</sup> September 2008.

Details were given of the number of appeals submitted by individual departments, broken down into headings including intention to formally appeal submitted and formal appeal received.

### **Decision**

That the revised Single Status Agreement Appeals Procedure be endorsed and the number of appeals received and progress made in dealing with them be noted.

## **30. Corporate Complaints – April to June 2008** *(Assistant Chief Executive)*

### **Type of decision**

Non-key.

**Purpose of report**

To report to the Portfolio Holder on corporate complaints performance for the first quarter of 2008/09.

**Issue(s) for consideration by 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 first quarter of 2008/09. 15 formal complaints had been received in the quarter, with three quarters of them responded to within authority deadlines. A quarter of complaints were upheld fully or in part.

**Decision**

That the report be noted.

**31. Corporate Investor in People Status (IIP) (*Chief Personnel Officer*)**

**Type of decision**

Non-key.

**Purpose of report**

To inform the Portfolio Holder of the successful assessment by Assessment North East that has resulted in the Council being awarded Corporate IIP status.

**Issue(s) for consideration by Portfolio Holder**

In April 2007 a commitment was made in the Workforce Development Strategy to achieve IIP on a corporate basis by July 2008 and for all departments to work together to increase the “profile” level of Corporate IIP status year on year. A successful external assessment took place in July 2008 and in August 2008 the IIP Recognition Panel commended the efforts of the organisation and endorsed the recommendation that the Standard had been fully met. Copies of the full report and IIP National Standard were attached to the report for the Portfolio Holder’s attention. A formal feedback session was to be arranged to which key stakeholders and those interviewed during the assessment process would be invited, including members of Cabinet, the Local Joint Consultative Committee and the

Corporate Management Team. In addition an Action Plan would be produced to address identified corporate areas for development. Each department would prepare an action plan to address areas for development within their department. The Corporate IIP group would monitor progress against the departmental action plans.

The Portfolio Holder queried the arrangements in place for promotion of the awarding of Corporate IIP status. The Chief Personnel Officer advised that plans were in place to hold a joint Cabinet/Scrutiny event where the assessors would give feedback. A Managers briefing from the Corporate Management Team would take place next week.

### **Decision**

That the report be noted.

## **32. Framework for a Fairer Future – The Equality Bill** (Chief Personnel Officer)

### **Type of decision**

Non-key.

### **Purpose of report**

To report on the forthcoming Government proposals of the Equality Bill and its impact on the Council's Equality work.

### **Issue(s) for consideration by Portfolio Holder**

The Government had introduced an Equality Bill to Parliament designed to strengthen protection, advance equality and simplify the law. A summary of the main provisions was attached to the report for the Portfolio Holder's attention while details on each provision were given within the report as follows:

- Introducing a new Equality Duty in the public sector
- Ending Age Discrimination
- Requiring Transparency
- Extending the Scope of Positive Action
- Strengthening Enforcement

### **Decision**

That the report be noted

### **33. 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)(Variation) Order 2006

Minute 34 – Single Status Agreement (Para 4) This item contains exempt information under Schedule 12A Local Government Act 1972, namely information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

Minute 35 – Approval for Compulsory Redundancy (Para 4) This item contains exempt information under Schedule 12A Local Government Act 1972, namely information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority

### **34. Single Status Agreement** *(Chief Personnel Officer)*

#### **Type of Decision**

Non key.

#### **Purpose of report**

To obtain Portfolio Holder endorsement of proposed changes to the Single Status Agreement and to supporting documents to it.

#### **Issues for consideration by Portfolio Holder**

In December 2007 Cabinet had agreed that the Performance Portfolio Holder consider and approve all supporting annexes to the main body of the draft local Single Status Agreement. Since Cabinet agreed the draft Single Status Agreement in May 2008 a number of issues had arisen which required changes to be made to it. The Report contained details of these proposed changes and supporting documents to it. The proposed changes had been formally considered at a Bridging the Gap meeting on 17<sup>th</sup> September.

#### **Decision**

That the changes to the Single Status Agreement and supporting documents to it be endorsed.

### **35. Approval for Compulsory Redundancy** *(Chief Personnel Officer)*

#### **Type of Decision**

Non key.

#### **Purpose of report**

To seek a decision regarding the future employment of employees.

#### **Issues for consideration by Portfolio Holder**

Details are set out in the exempt section of the minutes.

#### **Decision**

The decision is set out in the exempt section of the minutes.

The meeting concluded at 3.50 pm

**PETER DEVLIN**

**CHIEF SOLICITOR**

**PUBLICATION DATE: 2<sup>nd</sup> October 2008**