

PERFORMANCE PORTFOLIO DECISION SCHEDULE



Friday 12th December 2008

at 1.00 pm

**in Committee Room B
Civic Centre, Hartlepool**

Councillor Hargreaves, Cabinet Member responsible for Performance will consider the following items.

1. KEY DECISIONS

No items

2. OTHER ITEMS REQUIRING DECISION

- 2.1 Chief Executive's Departmental Plan 2008/09 – 2nd Quarter Monitoring Report
– *Assistant Chief Executive and Chief Personnel Officer*
- 2.2 Qualification Based Training Application – *Director of Regeneration and Planning Services*

3. ITEMS FOR INFORMATION

- 3.1 Employee Attendance 2008/9 – *Chief Personnel Officer*

4. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS

No items

PERFORMANCE PORTFOLIO

Report to Portfolio Holder

12 December 2008



Report of: Assistant Chief Executive and Chief Personnel Officer

Subject: CHIEF EXECUTIVE'S DEPARTMENTAL PLAN
2008/09 – 2ND QUARTER MONITORING
REPORT

SUMMARY

1. PURPOSE OF REPORT

To inform the Portfolio Holder of the progress made against the Chief Executive's Departmental Plan 2008/09 for the first six months of the year.

2. SUMMARY OF CONTENTS

The progress against the actions contained in the Chief Executive's Departmental Plan 2008/09.

3. RELEVANCE TO PORTFOLIO MEMBER

The Portfolio Member has responsibility for performance management issues.

4. TYPE OF DECISION

Non-key.

5. DECISION MAKING ROUTE

Portfolio Holder meeting 12 December 2008.

6. DECISION REQUIRED

Achievement on actions be noted and new target dates agreed

Report of: Assistant Chief Executive and Chief Personnel Officer

Subject: CHIEF EXECUTIVE'S DEPARTMENTAL PLAN
2008/09 – 2ND QUARTER MONITORING
REPORT

PURPOSE OF REPORT

1. To inform the Portfolio Holder of the progress made against the key actions identified in the Chief Executive's Departmental Plan 2008/09 for the period up to 30 September 2008.

BACKGROUND

2. The Performance Management Portfolio Holder agreed the Chief Executive's Departmental Plan in May 2008.
3. The Chief Executives Department is split into five divisions, with Corporate Strategy and Human Resources reporting to the Performance Portfolio Holder. Issues relating to the Finance, Legal Services and Procurement Divisions are reported separately to the Finance and Efficiency Portfolio Holder.
4. The Chief Executive's Departmental Plan 2008/09 sets out the key tasks and issues within an Action Plan to show what is to be achieved by the department in the coming year. The plan also describes how the department contributes to the Organisational Development Actions as laid out in the 2008/09 Corporate Plan. It provides a framework for managing the competing priorities, communicating the purpose and challenges facing the department and monitoring progress against overall Council aims.
5. The Council recently procured a new piece of software, called Covalent, which is used to collect and analyse corporate performance. During the year Covalent will be used to collect performance information detailed in the Corporate Plan, the five Departmental Plans as well as Service and Operational Plans. The new system will also be used to monitor Risk Management across the council within the Performance Management Framework.
6. Each Division has also produced a Divisional Service Plan, detailing the key tasks and issues facing each division in the coming year. Each plan contains an action plan, detailing how each individual division intends to contribute to the Organisational Development Actions

contained in the Corporate Plan, as well as the key tasks and priorities contained in the Chief Executives Departmental Plan. Divisional Chief Officers will have the lead responsibility for managing performance of issues and tasks identified in their divisional plans. Where appropriate, issues can be escalated for consideration by CEMT.

SECOND QUARTER PERFORMANCE

7. This section looks in detail at how the Corporate Strategy Division and Human Resources Division have performed in relation to the key actions that were included in the Chief Executives Departmental Plan 2008/09. On a quarterly basis officers from across the department are asked, via Covalent, to provide an update on progress against every action contained in the Departmental Plan and, where appropriate, every Performance Indicator.
8. Officers are asked to provide a short commentary explaining progress made to date, and asked identify the expected outcome of each action set out in the Departmental Plan. The following traffic lights are used within the Covalent:



Achieved Target



Expected to achieve target



Target not achieved



Not expected to achieve target

OVERVIEW OF PERFORMANCE

9. Within the Corporate Strategy and Human Resources Divisions there were a total of 84 actions identified in the 2008/09 Departmental Plan. Table 1, below, summarises the progress made, to the 30 September 2008, towards achieving these actions.

Table 1 – Corporate Strategy/Human Resources progress summary

		Corporate Strategy	Human Resource	Total
	Achieved Target	13	4	17
	Expected to achieve target	46	16	62
	Target not achieved	2	0	2
	Not expected to achieve target	0	3	3

	Total	61	23	84
--	--------------	-----------	-----------	-----------

10. A total of 17 actions (20%) have been reported as having achieved their targets and a further 62 (74%) are noted as expected to achieve their target.
11. However, two actions (2%) has been highlighted as not achieving their target and a further 3 (4%) not expecting to achieve their future target date for completion. More information on these actions can be found in the relevant sections below.

Corporate Strategy Division

12. The Plan contained 61 actions that were the responsibility of the Corporate Strategy Division. After the first six months 13 actions had been completed (21%), and a further 46 (75%) were assessed as being on target to be completed by the target date. However, 2 actions did not achieve their target (4%). The tables below details these actions, together with a comment explaining why the deadline has not been met and any appropriate remedial action.

Table2: Corporate Strategy Actions where target was not achieved

Ref	Action	Date to be Completed	Comment
Outcome: Develop and Implement Business Transformation Programme (OD A13)			
CED A040	Determine overall Business Transformation Programme	31/07/2008	The programme will be determined by mid January 2009 due to delays in the receipt of information from the advisers and the need to review this prior to the establishment of the programme. See request for date change later in report.
CED A041	Implementation of Transformation priorities	31/08/2008	The implementation of the programme is allied to the review of the business cases received and is anticipated to commence late January. See request for date change later in report.

13. Within 2008/09 the Corporate Strategy Division completed a number of actions, including: -

- A risk management session on 10 July completes officer risk training. Three risk management sessions added to the LMDP training programme and will be conducted throughout the year.
- All Overview and Scrutiny Committees received first 6 monthly monitoring report of progress of scrutiny recommendations made since the 2005/06 Municipal Year in June 2008 and SCC on 4 July 2008. Next round to be issued Dec 08 / Jan 09.

Members found this data invaluable, more so that it showed the outcomes/value added by scrutiny.

- Democratic Services targets achieved for informal meetings, submission of finalised reports following those meetings and implementation of decisions and outcomes following Annual Council meeting.
- Evaluation of the work and added value of the Overview and Scrutiny arrangements have been undertaken by Scrutiny Chairs on 10 Sept 08 and reported to SCC on 8 Oct 08 through Chair of SCC's Progress Reports

14. Corporate Strategy Division currently monitors 23 Performance Indicators 21 (91%) of which are expected to achieve their target with a further 2 (9%) already having achieved their target.

Human Resources Division

15. The Plan contained 23 actions that were the responsibility of the Human Resources Division. As at 30 September a total of 4 actions (17%) had been completed, and a further 16 (70%) were on target to be completed by the target date stated in the plan. However, 3 actions (13%) are not expected to be achieved by the target date. Table 4 below details these actions, together with a comment explaining why the deadline has not been met and any appropriate remedial action and request for new target dates.

Table 4: Human Resources Actions where action will not be completed by the target date

Ref	Action	Date to be Completed	Comment
Outcome: Develop and Implement Efficiency Strategy (OD A 14)			
CED A150	Undertake Employee administration review project	31/03/2009	Allocated as a workstream following KPMG review to Kevin Shears to determine business case. See request for removal later in report.
CED A151	Implement HR aspects of new Payroll/HR system	31/03/2009	Procurement exercise in progress. ITT issued to five organisations who submitted satisfactory PQOs. Return date 26.11.08
CED A140	Implement Plans to Effectively Use Resources and Invest in the Future	31/03/2009	Funding not obtained to continue use of the skills portal within HBC, which will ultimately affect the ability to meet this action within the timescale.

16. Within 2008/09 the Human Resources Division completed a number of actions, including: -

- A review and consideration of implementing Contacting the Council best practice PI's.

- Excellent progress is being made with implementing plans to review, develop and promote the Contact Centre.
- Good progress is being made within the Postal Services review and an alternative postal provider will be trialled from October 2008

17. Human Resources Division only has one Performance Indicator NI 14 Avoidable contact. Data collection for this PI commences in October 2008.

Request for changes to Target dates

18. The following actions have been identified by departments as actions which need to have their target dates changed for various reasons and Portfolio Holder is asked to approve these date changes.

Code	Action	Initial Due Date	Proposed due date	Comment
CED A040	Determine overall Business Transformation Programme	31/07/2008	31/01/2009	The programme will be established by January due to delays in information received and the need to review this to establish a robust programme
CED A041	Implementation of Transformation priorities	31/08/2008	31/01/2009	The delivery of the programme priorities is dependant upon the establishment of the programme which is not scheduled to be completed until late January
CED A151	Implement HR aspects of new Payroll/HR system	31/03/2009	01/07/2009	Procurement timetable amended. System not expected to be live until 1 July 2009

Request for removal of Actions

19. The following actions have been identified by departments as actions which need to be removed from the Departmental Plan and Portfolio Holder is asked to approve these removals.

Code	Action	Initial Due Date	Comment
CED A150	Undertake Employee administration review project	31/03/2009	Incorporated into Business Transformation Programme
CED A226	TVJSU Information and Forecasting group - attend meetings and disseminate information	31/03/2009	This meeting no-longer exists. Portfolio Holder is asked to agree to remove action.

Recommendations

20. It is recommended that achievements of key actions are noted and agree to proposed new target dates and to removal of identified actions.

PERFORMANCE PORTFOLIO

Report to Portfolio Holder

12 December 2008



Report of: Assistant Chief Executive and Chief Personnel Officer

Subject: CHIEF EXECUTIVE'S DEPARTMENTAL PLAN
2008/09 – 2ND QUARTER MONITORING
REPORT

SUMMARY

1. PURPOSE OF REPORT

To inform the Portfolio Holder of the progress made against the Chief Executive's Departmental Plan 2008/09 for the first six months of the year.

2. SUMMARY OF CONTENTS

The progress against the actions contained in the Chief Executive's Departmental Plan 2008/09.

3. RELEVANCE TO PORTFOLIO MEMBER

The Portfolio Member has responsibility for performance management issues.

4. TYPE OF DECISION

Non-key.

5. DECISION MAKING ROUTE

Portfolio Holder meeting 12 December 2008.

6. DECISION REQUIRED

Achievement on actions be noted and new target dates agreed

Report of: Assistant Chief Executive and Chief Personnel Officer

Subject: CHIEF EXECUTIVE'S DEPARTMENTAL PLAN
2008/09 – 2ND QUARTER MONITORING
REPORT

PURPOSE OF REPORT

1. To inform the Portfolio Holder of the progress made against the key actions identified in the Chief Executive's Departmental Plan 2008/09 for the period up to 30 September 2008.

BACKGROUND

2. The Performance Management Portfolio Holder agreed the Chief Executive's Departmental Plan in May 2008.
3. The Chief Executives Department is split into five divisions, with Corporate Strategy and Human Resources reporting to the Performance Portfolio Holder. Issues relating to the Finance, Legal Services and Procurement Divisions are reported separately to the Finance and Efficiency Portfolio Holder.
4. The Chief Executive's Departmental Plan 2008/09 sets out the key tasks and issues within an Action Plan to show what is to be achieved by the department in the coming year. The plan also describes how the department contributes to the Organisational Development Actions as laid out in the 2008/09 Corporate Plan. It provides a framework for managing the competing priorities, communicating the purpose and challenges facing the department and monitoring progress against overall Council aims.
5. The Council recently procured a new piece of software, called Covalent, which is used to collect and analyse corporate performance. During the year Covalent will be used to collect performance information detailed in the Corporate Plan, the five Departmental Plans as well as Service and Operational Plans. The new system will also be used to monitor Risk Management across the council within the Performance Management Framework.
6. Each Division has also produced a Divisional Service Plan, detailing the key tasks and issues facing each division in the coming year. Each plan contains an action plan, detailing how each individual division intends to contribute to the Organisational Development Actions

contained in the Corporate Plan, as well as the key tasks and priorities contained in the Chief Executives Departmental Plan. Divisional Chief Officers will have the lead responsibility for managing performance of issues and tasks identified in their divisional plans. Where appropriate, issues can be escalated for consideration by CEMT.

SECOND QUARTER PERFORMANCE

7. This section looks in detail at how the Corporate Strategy Division and Human Resources Division have performed in relation to the key actions that were included in the Chief Executives Departmental Plan 2008/09. On a quarterly basis officers from across the department are asked, via Covalent, to provide an update on progress against every action contained in the Departmental Plan and, where appropriate, every Performance Indicator.
8. Officers are asked to provide a short commentary explaining progress made to date, and asked identify the expected outcome of each action set out in the Departmental Plan. The following traffic lights are used within the Covalent:



Achieved Target



Expected to achieve target



Target not achieved



Not expected to achieve target

OVERVIEW OF PERFORMANCE

9. Within the Corporate Strategy and Human Resources Divisions there were a total of 84 actions identified in the 2008/09 Departmental Plan. Table 1, below, summarises the progress made, to the 30 September 2008, towards achieving these actions.

Table 1 – Corporate Strategy/Human Resources progress summary

		Corporate Strategy	Human Resource	Total
	Achieved Target	13	4	17
	Expected to achieve target	46	16	62
	Target not achieved	2	0	2
	Not expected to achieve target	0	3	3

	Total	61	23	84
--	--------------	-----------	-----------	-----------

10. A total of 17 actions (20%) have been reported as having achieved their targets and a further 62 (74%) are noted as expected to achieve their target.
11. However, two actions (2%) has been highlighted as not achieving their target and a further 3 (4%) not expecting to achieve their future target date for completion. More information on these actions can be found in the relevant sections below.

Corporate Strategy Division

12. The Plan contained 61 actions that were the responsibility of the Corporate Strategy Division. After the first six months 13 actions had been completed (21%), and a further 46 (75%) were assessed as being on target to be completed by the target date. However, 2 actions did not achieve their target (4%). The tables below details these actions, together with a comment explaining why the deadline has not been met and any appropriate remedial action.

Table2: Corporate Strategy Actions where target was not achieved

Ref	Action	Date to be Completed	Comment
Outcome: Develop and Implement Business Transformation Programme (OD A13)			
CED A040	Determine overall Business Transformation Programme	31/07/2008	The programme will be determined by mid January 2009 due to delays in the receipt of information from the advisers and the need to review this prior to the establishment of the programme. See request for date change later in report.
CED A041	Implementation of Transformation priorities	31/08/2008	The implementation of the programme is allied to the review of the business cases received and is anticipated to commence late January. See request for date change later in report.

13. Within 2008/09 the Corporate Strategy Division completed a number of actions, including: -

- A risk management session on 10 July completes officer risk training. Three risk management sessions added to the LMDP training programme and will be conducted throughout the year.
- All Overview and Scrutiny Committees received first 6 monthly monitoring report of progress of scrutiny recommendations made since the 2005/06 Municipal Year in June 2008 and SCC on 4 July 2008. Next round to be issued Dec 08 / Jan 09.

Members found this data invaluable, more so that it showed the outcomes/value added by scrutiny.

- Democratic Services targets achieved for informal meetings, submission of finalised reports following those meetings and implementation of decisions and outcomes following Annual Council meeting.
- Evaluation of the work and added value of the Overview and Scrutiny arrangements have been undertaken by Scrutiny Chairs on 10 Sept 08 and reported to SCC on 8 Oct 08 through Chair of SCC's Progress Reports

14. Corporate Strategy Division currently monitors 23 Performance Indicators 21 (91%) of which are expected to achieve their target with a further 2 (9%) already having achieved their target.

Human Resources Division

15. The Plan contained 23 actions that were the responsibility of the Human Resources Division. As at 30 September a total of 4 actions (17%) had been completed, and a further 16 (70%) were on target to be completed by the target date stated in the plan. However, 3 actions (13%) are not expected to be achieved by the target date. Table 4 below details these actions, together with a comment explaining why the deadline has not been met and any appropriate remedial action and request for new target dates.

Table 4: Human Resources Actions where action will not be completed by the target date

Ref	Action	Date to be Completed	Comment
Outcome: Develop and Implement Efficiency Strategy (OD A 14)			
CED A150	Undertake Employee administration review project	31/03/2009	Allocated as a workstream following KPMG review to Kevin Shears to determine business case. See request for removal later in report.
CED A151	Implement HR aspects of new Payroll/HR system	31/03/2009	Procurement exercise in progress. ITT issued to five organisations who submitted satisfactory PQOs. Return date 26.11.08
CED A140	Implement Plans to Effectively Use Resources and Invest in the Future	31/03/2009	Funding not obtained to continue use of the skills portal within HBC, which will ultimately affect the ability to meet this action within the timescale.

16. Within 2008/09 the Human Resources Division completed a number of actions, including: -

- A review and consideration of implementing Contacting the Council best practice PI's.

- Excellent progress is being made with implementing plans to review, develop and promote the Contact Centre.
- Good progress is being made within the Postal Services review and an alternative postal provider will be trialled from October 2008

17. Human Resources Division only has one Performance Indicator NI 14 Avoidable contact. Data collection for this PI commences in October 2008.

Request for changes to Target dates

18. The following actions have been identified by departments as actions which need to have their target dates changed for various reasons and Portfolio Holder is asked to approve these date changes.

Code	Action	Initial Due Date	Proposed due date	Comment
CED A040	Determine overall Business Transformation Programme	31/07/2008	31/01/2009	The programme will be established by January due to delays in information received and the need to review this to establish a robust programme
CED A041	Implementation of Transformation priorities	31/08/2008	31/01/2009	The delivery of the programme priorities is dependant upon the establishment of the programme which is not scheduled to be completed until late January
CED A151	Implement HR aspects of new Payroll/HR system	31/03/2009	01/07/2009	Procurement timetable amended. System not expected to be live until 1 July 2009

Request for removal of Actions

19. The following actions have been identified by departments as actions which need to be removed from the Departmental Plan and Portfolio Holder is asked to approve these removals.

Code	Action	Initial Due Date	Comment
CED A150	Undertake Employee administration review project	31/03/2009	Incorporated into Business Transformation Programme
CED A226	TVJSU Information and Forecasting group - attend meetings and disseminate information	31/03/2009	This meeting no-longer exists. Portfolio Holder is asked to agree to remove action.

Recommendations

20. It is recommended that achievements of key actions are noted and agree to proposed new target dates and to removal of identified actions.

PERFORMANCE PORTFOLIO

Report To Portfolio Holder

12th December 2008



Report of: Director of Regeneration and Planning Services

Subject: QUALIFICATION BASED TRAINING APPLICATION

SUMMARY

1.0 PURPOSE OF REPORT

To seek formal approval from the Portfolio Holder for an application for qualification based training from the Regeneration and Planning Department. The Portfolio Holder has previously indicated informal agreement to this request.

2.0 SUMMARY OF CONTENTS

The report outlines the corporate policy on post entry training and details of the request.

3.0 RELEVANCE TO PORTFOLIO MEMBER

The Portfolio Holder has responsibility for Workforce Development activity.

4.0 TYPE OF DECISION

Non key.

5.0 DECISION MAKING ROUTE

Portfolio Holder only.

6.0 DECISION(S) REQUIRED

The Portfolio Holder is requested to confirm approval to the application for this qualification based training.

Report of: Director of Regeneration and Planning Services

Subject: QUALIFICATION BASED TRAINING APPLICATION

1. PURPOSE OF REPORT

- 1.1 To seek formal approval from the Portfolio Holder for an application for qualification based training from the Regeneration and Planning Department. The Portfolio Holder has previously indicated informal agreement to this request.

2. BACKGROUND

- 2.1 For a number of years, the council has had in place a qualification based policy and procedure which is applied if an employee requests and is granted approval to undertake a recognised qualification outside of the normal corporate training programme.
- 2.2 The Qualification Based Training Guide 2007, which was approved by the Portfolio Holder in 2007, includes a section on decision making. The guide states that power to approve support for qualification based training rests with the relevant Chief Officer. However in a number of special circumstances, including where the course leads to qualification at Masters level or above, portfolio holder approval is also required.
- 2.3 The availability of a place on this course was raised at CMT and offered across the Council. Two potential candidates came forward but eventually one only candidate retained an interest given the personal commitments required. From a departmental and corporate perspective the applicant described below is supported in his interest in this training.

3. APPLICATION DETAILS

- 3.1 Approval is requested for the Head of Support Services in Regeneration and Planning Department to take up a place on the 'Raising our Game' programme. This Masters level programme has been developed by the Homes and Communities Academy and is accredited by the Institute of Leadership and Management. Successful completion of the programme results in the award of a 'Certificate in Leading Sustainable Communities'.

- 3.2 The aim of the course is to 'to develop leaders who can create *'Places that Work'* for both existing and future generations'. Topics such as leadership and vision, leading projects, community engagement and partnership working will be covered and are each considered within the context of creating and maintaining a sustainable community.
- 3.3 The cost of the programme is £2,000 but this will be met in full by the Tees Valley Joint Strategy Unit (JSU) through Multi Area Agreement (MAA) related funding who are sponsoring the course in the Tees Valley during 2008/09. The programme will be delivered in Middlesbrough and will involve 11 days away from the workplace for the postholder between now and June 2009.
- 3.4 The programme is directly relevant to the current role of the Head of Support Services and will further develop his professional knowledge in leading, shaping and delivering strong and prosperous communities. In addition, the training sessions will also provide valuable opportunities for networking and sharing good practice with staff from the other Tees Valley local authorities, the JSU and One North East. This will also strengthen the involvement of Hartlepool Council in Tees Valley Unlimited and associated MAA regeneration activity.
- 3.5 The Portfolio Holder has previously indicated informal agreement to the request to include one or two staff members in this course.

4. RECOMMENDATIONS

- 4.1 That the Portfolio Holder is requested to confirm approval to the application for this qualification based training.

5. REASONS FOR RECOMMENDATIONS

- 5.1 Reasons are:-

- The qualification requested is at an appropriate level to the applicant and the training is directly relevant to their job role.
- Valuable opportunities for networking and sharing good practice with colleagues from other public sector organisations in the sub region will also arise during the programme.
- Full costs of the training programme are being met by the Tees Valley Joint Strategy Unit.

CONTACT OFFICER

Peter Scott

Director of Regeneration and Planning

01429 523401 or peter.scott@hartlepool.gov.uk

PERFORMANCE PORTFOLIO

Report To Portfolio Holder

12th December 2008



Report of: Director of Regeneration and Planning Services

Subject: QUALIFICATION BASED TRAINING APPLICATION

SUMMARY

1.0 PURPOSE OF REPORT

To seek formal approval from the Portfolio Holder for an application for qualification based training from the Regeneration and Planning Department. The Portfolio Holder has previously indicated informal agreement to this request.

2.0 SUMMARY OF CONTENTS

The report outlines the corporate policy on post entry training and details of the request.

3.0 RELEVANCE TO PORTFOLIO MEMBER

The Portfolio Holder has responsibility for Workforce Development activity.

4.0 TYPE OF DECISION

Non key.

5.0 DECISION MAKING ROUTE

Portfolio Holder only.

6.0 DECISION(S) REQUIRED

The Portfolio Holder is requested to confirm approval to the application for this qualification based training.

Report of: Director of Regeneration and Planning Services

Subject: QUALIFICATION BASED TRAINING APPLICATION

1. PURPOSE OF REPORT

- 1.1 To seek formal approval from the Portfolio Holder for an application for qualification based training from the Regeneration and Planning Department. The Portfolio Holder has previously indicated informal agreement to this request.

2. BACKGROUND

- 2.1 For a number of years, the council has had in place a qualification based policy and procedure which is applied if an employee requests and is granted approval to undertake a recognised qualification outside of the normal corporate training programme.
- 2.2 The Qualification Based Training Guide 2007, which was approved by the Portfolio Holder in 2007, includes a section on decision making. The guide states that power to approve support for qualification based training rests with the relevant Chief Officer. However in a number of special circumstances, including where the course leads to qualification at Masters level or above, portfolio holder approval is also required.
- 2.3 The availability of a place on this course was raised at CMT and offered across the Council. Two potential candidates came forward but eventually one only candidate retained an interest given the personal commitments required. From a departmental and corporate perspective the applicant described below is supported in his interest in this training.

3. APPLICATION DETAILS

- 3.1 Approval is requested for the Head of Support Services in Regeneration and Planning Department to take up a place on the 'Raising our Game' programme. This Masters level programme has been developed by the Homes and Communities Academy and is accredited by the Institute of Leadership and Management. Successful completion of the programme results in the award of a 'Certificate in Leading Sustainable Communities'.

- 3.2 The aim of the course is to 'to develop leaders who can create *'Places that Work'* for both existing and future generations'. Topics such as leadership and vision, leading projects, community engagement and partnership working will be covered and are each considered within the context of creating and maintaining a sustainable community.
- 3.3 The cost of the programme is £2,000 but this will be met in full by the Tees Valley Joint Strategy Unit (JSU) through Multi Area Agreement (MAA) related funding who are sponsoring the course in the Tees Valley during 2008/09. The programme will be delivered in Middlesbrough and will involve 11 days away from the workplace for the postholder between now and June 2009.
- 3.4 The programme is directly relevant to the current role of the Head of Support Services and will further develop his professional knowledge in leading, shaping and delivering strong and prosperous communities. In addition, the training sessions will also provide valuable opportunities for networking and sharing good practice with staff from the other Tees Valley local authorities, the JSU and One North East. This will also strengthen the involvement of Hartlepool Council in Tees Valley Unlimited and associated MAA regeneration activity.
- 3.5 The Portfolio Holder has previously indicated informal agreement to the request to include one or two staff members in this course.

4. RECOMMENDATIONS

- 4.1 That the Portfolio Holder is requested to confirm approval to the application for this qualification based training.

5. REASONS FOR RECOMMENDATIONS

- 5.1 Reasons are:-

- The qualification requested is at an appropriate level to the applicant and the training is directly relevant to their job role.
- Valuable opportunities for networking and sharing good practice with colleagues from other public sector organisations in the sub region will also arise during the programme.
- Full costs of the training programme are being met by the Tees Valley Joint Strategy Unit.

CONTACT OFFICER

Peter Scott

Director of Regeneration and Planning

01429 523401 or peter.scott@hartlepool.gov.uk

PERFORMANCE PORTFOLIO

**Report to Portfolio Holder
12 December 2008**



Report of: Chief Personnel Officer

Subject: EMPLOYEE ATTENDANCE 2008/9 –
2nd QUARTER

SUMMARY

1. PURPOSE OF REPORT

To update the Portfolio Holder on performance up to the second quarter of 2008/9 and actions taken in relation to employee sickness absence.

2. SUMMARY OF CONTENTS

The report provides details of employee sickness absence for the second quarter of 2008/9 and actions taken across the Council.

3. RELEVANCE TO PORTFOLIO MEMBER

Corporate issues.

4. TYPE OF DECISION

Non-key decision.

5. DECISION MAKING ROUTE

Portfolio Holder only.

6. DECISION(S) REQUIRED

Note the report.

Report of: Chief Personnel Officer

Subject: EMPLOYEE ATTENDANCE 2008/9 –
2nd QUARTER

1.0 PURPOSE OF REPORT

- 1.1 To update the Portfolio Holder on performance up to the second quarter of 2008/9 and actions taken in relation to employee absence.

2.0 BACKGROUND

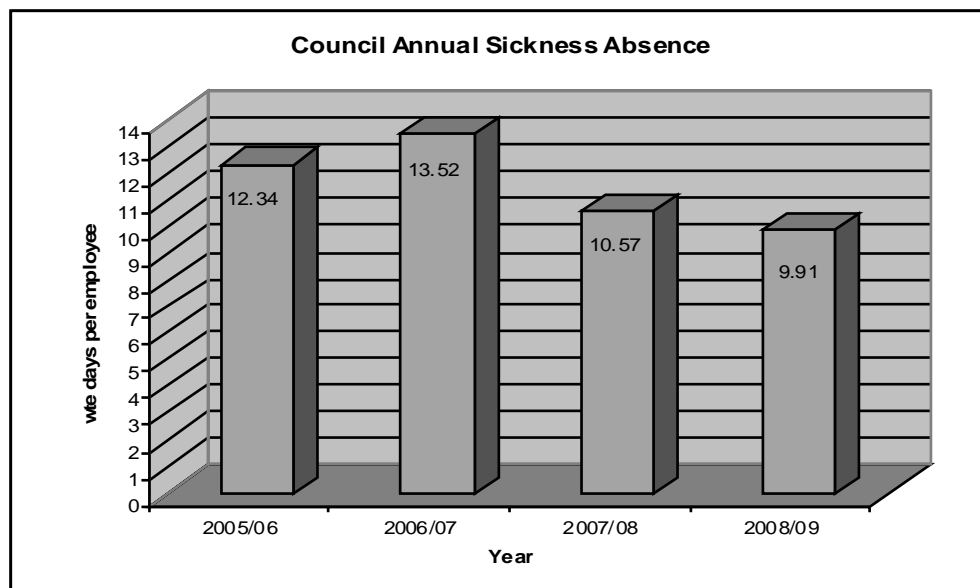
- 2.1 The extent to which employees are absent from work due to illness has a direct impact on the quality, level and cost of the provision of services. As such the Government has included BVPI12 – The number of working days/shifts lost due to sickness absence in its group of Corporate Health Performance Indicators.

3.0 THE COUNCIL'S PERFORMANCE FOR THE 2nd QUARTER OF 2008/9

- 3.1 The target figure for 2008/9 for the Council is 9.80 days absence per wte employee (whole time equivalent). The end of year prediction at the end of the 2nd quarter shows we are still on track to achieve this target as illustrated in Figure 1 below.

Figure 1 shows a continued steady improvement from the previous years. The Council continues to focus on sickness absence management to enable it to achieve, and improve on, its target.

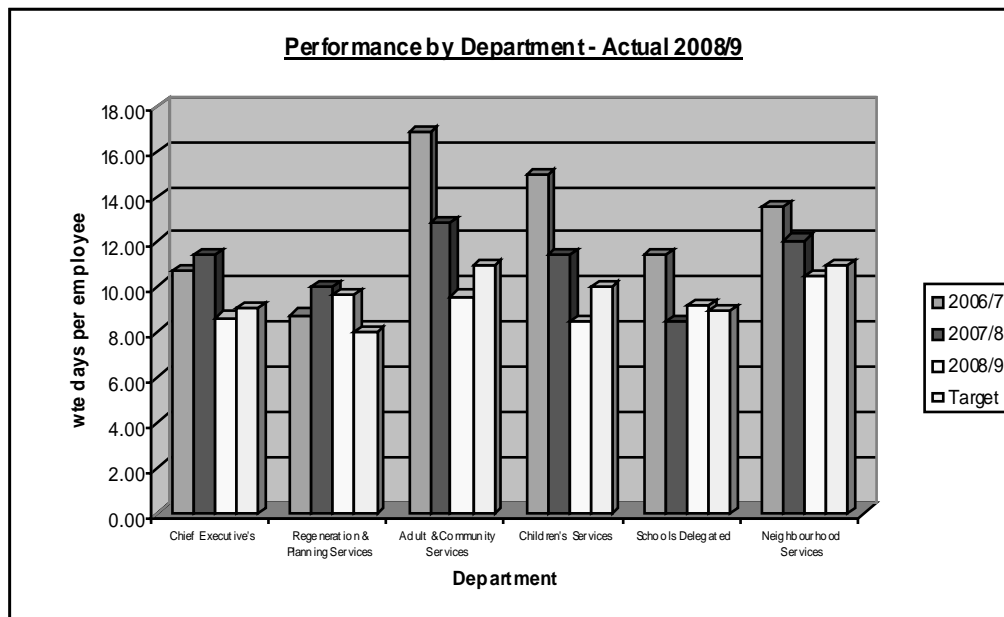
Figure 1



- 3.2 Figure 2 below illustrates the actual performance for each Department and Schools as at 30 September 2008. This can be compared to performance over the last two years. The final column shows the 2008/9 annual target set by each Department and Schools.

The table identifies that there is an overall downward trend in sickness absence rates across all Departments and Schools as compared with the last two years

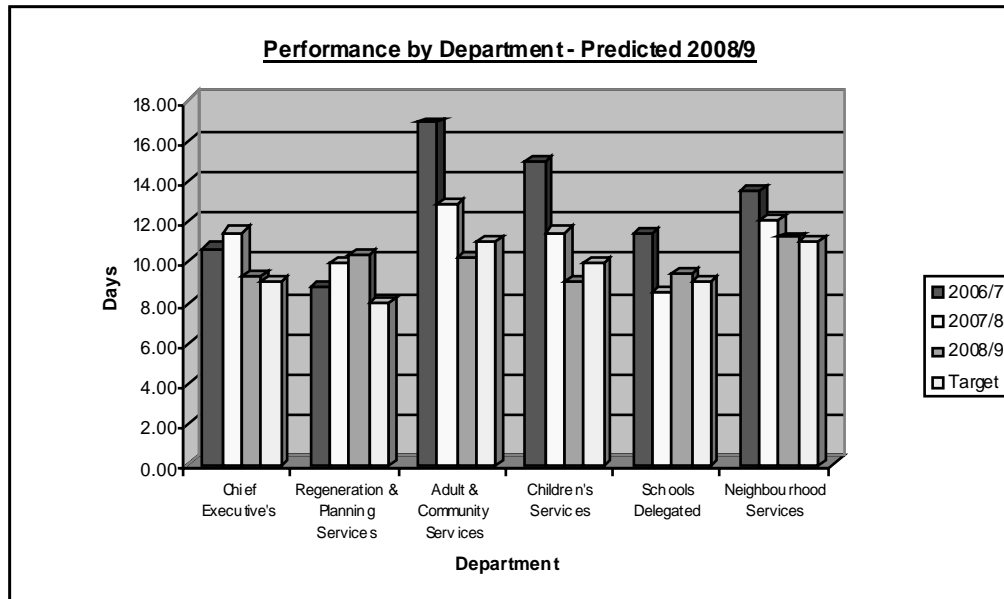
Figure 2



- 3.3 Figure 3 below identifies the end of year predicted figures for each Department and all Schools as at 30 September 2008 and forecasts the performance as at 31 March 2009. This can be compared to the actual performance over the last two years. The final column shows the 2008/9 annual target set by each Department and Schools.

These figures illustrate an improvement for all Departments which is a positive start to 2008/9.

Figure 3



3.4 Table 1 below illustrates the actual **2nd quarter** (April to September) average sickness absence days per wte employee for the whole Council and a comparison of performance at the 1st and 2nd quarters in the last 2 years. The results in 2008/9 continue to show an encouraging decline in sickness compared to the previous two years. It also shows that the rates have remained stable for the first 6 months of this year.

Table 1

Sickness Rate	2006/7	2007/8	2008/9
1 st Quarter	12.17	11.16	9.39
2 nd Quarter	11.83	10.48	9.38

3.5 Actions Underway

- The new Occupational Health Service to proactively promote and market employee support initiatives to positively increase the options for employees who become ill and in turn, impact on the sickness absence rates.

- Sickness Champions strategically reviewing key reasons for absence and implementing practical measures to reduce impact on employee sickness absence
- A Wellbeing Strategy to promote the health, safety and general wellbeing of the Council's employees.
- Review of sickness absence management arrangements in light of the Single Status Agreement.
- Implementation of a Stress Risk Assessments action plan across the Council.
- Departments are recognising the high rates and the need to manage sickness absence so awareness of the issues is far greater. Departments are reviewing communication methods to ensure sickness absence management maintains a high profile.

Actions Planned

A number of actions are planned for 2008/9 that is expected to help in achieving sickness targets in the future. These are set out below.

- Review of statistics and monitoring information as a result of the plans for the implementation of an integrated HR/Payroll computerised system.
- A closer partnership with trade unions to work together to manage sickness absence in the Council as part of the Single Status programme.
- Continued review of flexible working measures, including home working, may impact on the rates in the future.

4. RECOMMENDATIONS

That employee absence up to and including the second quarter of 2008/9 and actions taken or planned, be noted.

5. BACKGROUND PAPERS

None

6. CONTACT OFFICER

Rachel Clark,
Human Resources Adviser
Tel: 01429 284346
Email: rachel.clark@hartlepool.gov.uk

PERFORMANCE PORTFOLIO

**Report to Portfolio Holder
12 December 2008**



Report of: Chief Personnel Officer

Subject: EMPLOYEE ATTENDANCE 2008/9 –
2nd QUARTER

SUMMARY

1. PURPOSE OF REPORT

To update the Portfolio Holder on performance up to the second quarter of 2008/9 and actions taken in relation to employee sickness absence.

2. SUMMARY OF CONTENTS

The report provides details of employee sickness absence for the second quarter of 2008/9 and actions taken across the Council.

3. RELEVANCE TO PORTFOLIO MEMBER

Corporate issues.

4. TYPE OF DECISION

Non-key decision.

5. DECISION MAKING ROUTE

Portfolio Holder only.

6. DECISION(S) REQUIRED

Note the report.

Report of: Chief Personnel Officer

Subject: EMPLOYEE ATTENDANCE 2008/9 –
2nd QUARTER

1.0 PURPOSE OF REPORT

- 1.1 To update the Portfolio Holder on performance up to the second quarter of 2008/9 and actions taken in relation to employee absence.

2.0 BACKGROUND

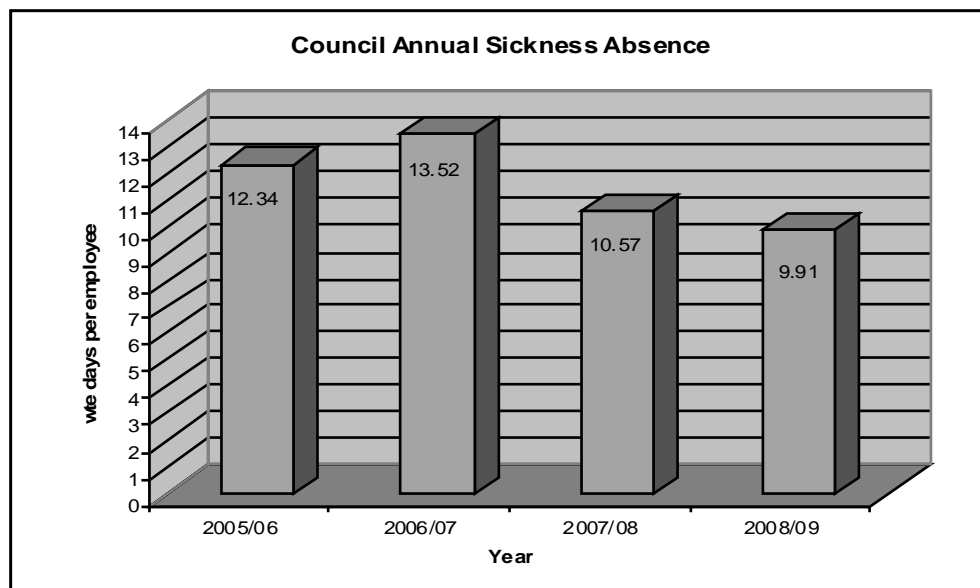
- 2.1 The extent to which employees are absent from work due to illness has a direct impact on the quality, level and cost of the provision of services. As such the Government has included BVPI12 – The number of working days/shifts lost due to sickness absence in its group of Corporate Health Performance Indicators.

3.0 THE COUNCIL'S PERFORMANCE FOR THE 2nd QUARTER OF 2008/9

- 3.1 The target figure for 2008/9 for the Council is 9.80 days absence per wte employee (whole time equivalent). The end of year prediction at the end of the 2nd quarter shows we are still on track to achieve this target as illustrated in Figure 1 below.

Figure 1 shows a continued steady improvement from the previous years. The Council continues to focus on sickness absence management to enable it to achieve, and improve on, its target.

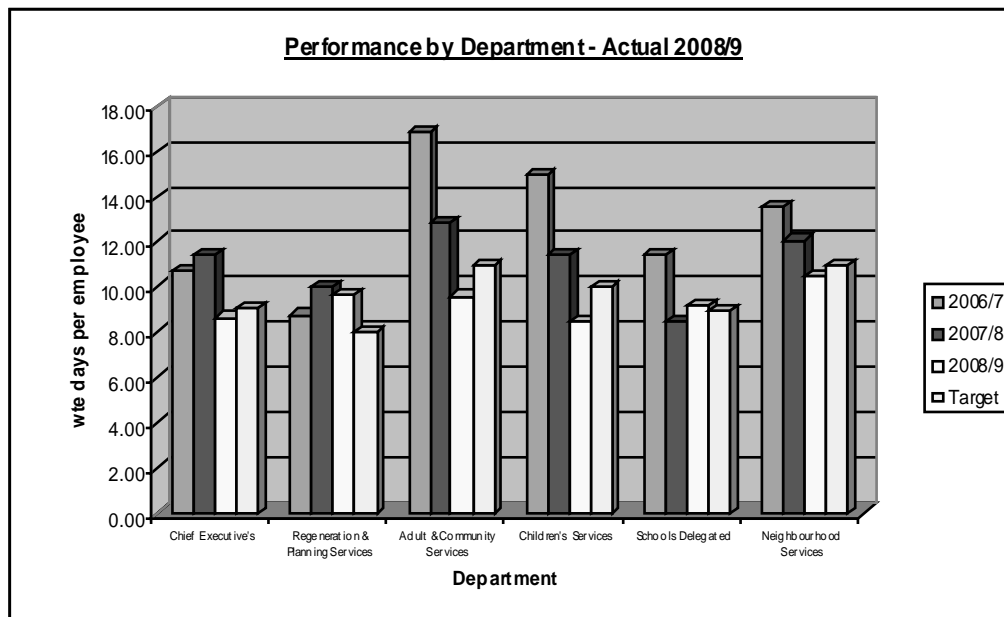
Figure 1



- 3.2 Figure 2 below illustrates the actual performance for each Department and Schools as at 30 September 2008. This can be compared to performance over the last two years. The final column shows the 2008/9 annual target set by each Department and Schools.

The table identifies that there is an overall downward trend in sickness absence rates across all Departments and Schools as compared with the last two years

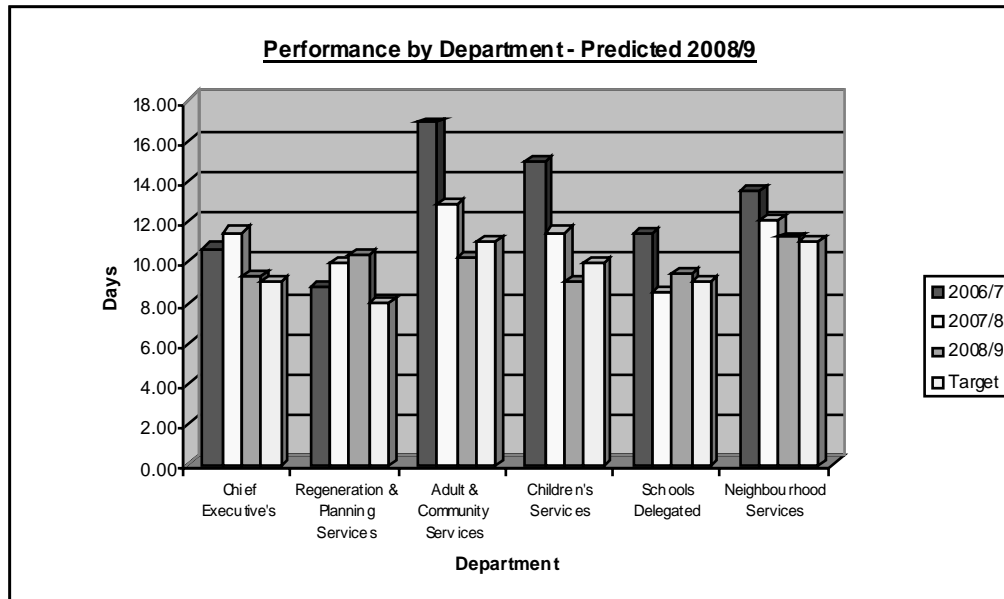
Figure 2



- 3.3 Figure 3 below identifies the end of year predicted figures for each Department and all Schools as at 30 September 2008 and forecasts the performance as at 31 March 2009. This can be compared to the actual performance over the last two years. The final column shows the 2008/9 annual target set by each Department and Schools.

These figures illustrate an improvement for all Departments which is a positive start to 2008/9.

Figure 3



3.4 Table 1 below illustrates the actual **2nd quarter** (April to September) average sickness absence days per wte employee for the whole Council and a comparison of performance at the 1st and 2nd quarters in the last 2 years. The results in 2008/9 continue to show an encouraging decline in sickness compared to the previous two years. It also shows that the rates have remained stable for the first 6 months of this year.

Table 1

Sickness Rate	2006/7	2007/8	2008/9
1 st Quarter	12.17	11.16	9.39
2 nd Quarter	11.83	10.48	9.38

3.5 Actions Underway

- The new Occupational Health Service to proactively promote and market employee support initiatives to positively increase the options for employees who become ill and in turn, impact on the sickness absence rates.

- Sickness Champions strategically reviewing key reasons for absence and implementing practical measures to reduce impact on employee sickness absence
- A Wellbeing Strategy to promote the health, safety and general wellbeing of the Council's employees.
- Review of sickness absence management arrangements in light of the Single Status Agreement.
- Implementation of a Stress Risk Assessments action plan across the Council.
- Departments are recognising the high rates and the need to manage sickness absence so awareness of the issues is far greater. Departments are reviewing communication methods to ensure sickness absence management maintains a high profile.

Actions Planned

A number of actions are planned for 2008/9 that is expected to help in achieving sickness targets in the future. These are set out below.

- Review of statistics and monitoring information as a result of the plans for the implementation of an integrated HR/Payroll computerised system.
- A closer partnership with trade unions to work together to manage sickness absence in the Council as part of the Single Status programme.
- Continued review of flexible working measures, including home working, may impact on the rates in the future.

4. RECOMMENDATIONS

That employee absence up to and including the second quarter of 2008/9 and actions taken or planned, be noted.

5. BACKGROUND PAPERS

None

6. CONTACT OFFICER

Rachel Clark,
Human Resources Adviser
Tel: 01429 284346
Email: rachel.clark@hartlepool.gov.uk