

PERFORMANCE PORTFOLIO DECISION RECORD

12th December 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 Smithson, Head of Community Strategy
Rachel Clark, HR Adviser
Jo Wilson, Democratic Services Officer

44. Qualification Based Training Application (*Director of Regeneration and Planning Services*)

Type of decision

Non-key.

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 had previously indicated informal agreement to this request.

Issue(s) for consideration by Portfolio Holder

In line with the Council's qualification based policy and procedure approval was sought for the Head of Support Services to undertake a recognised qualification which was outside the normal corporate training programme. 'Raising Our Game' was a Masters level programme designed to develop leaders who could create 'Places that Work' for existing and future generations. The full cost would be met by the Tees Valley Joint Strategy Unit through Multi Area Agreement related funding. The Portfolio Holder had previously indicated informal agreement to the request to include one or two staff members on this course.

Decision

That the application for qualification based training be approved.

45. Chief Executive's Departmental Plan 2008/09 – 2nd 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 for the first six months of the year.

Issue(s) for consideration by Portfolio Holder

The report detailed the progress against the actions contained in the Chief Executive's Departmental Plan 2008/09 and the second quarter outturns of key performance indicators. Of 61 actions within the Corporate Strategy Division 2 actions had not achieved their target. All Performance Indicators were on target.

Within Human Resources 3 of 23 actions were not expected to be completed. Details of the actions and reasons for lack of completion were given. There was only one performance indicator for this division, NI14 Avoidable Contact. Data collection was due to commence in October 2008

Details were also given of proposed changes in target dates for a number of actions across both divisions and requested removal of actions altogether.

The Portfolio Holder queried the reasons for the delay in implementation of the new HR payroll system. The Assistant Chief Executive advised that unavoidable delays in the procurement process had affected the timescale. He also highlighted that the Financial Services Manager was currently part of the Business Transformation Team and would therefore be able to link the two issues together.

Decision

That achievements of key actions be noted and proposed new target dates and removal of identified actions be agreed.

46. Employee Attendance 2008/9 – 2nd Quarter (*Chief Personnel Officer*)

Type of decision

Non-key.

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.

Issue(s) for consideration by Portfolio Holder

The report provided details of employee absence for the second quarter of 2008/9 and actions taken across the Council. This showed a continued steady improvement from previous years with a drop from 10.48 in the second quarter of 2007/8 to 9.38 in the second quarter of 2008/9. The HR Adviser informed the Portfolio Holder that Hartlepool Borough Council had recently entered the third quartile of the BVPI Performance Indicators.

Decision

That the report be noted.

The meeting concluded at 3.15 pm

PETER DEVLIN

CHIEF SOLICITOR

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