

# **PERFORMANCE MANAGEMENT PORTFOLIO DECISION RECORD**

31st October 2005

**Present:**

Councillor Peter Jackson (Performance Management Portfolio Holder)

Officers: Andrew Atkin, Assistant Chief Executive  
Mic Bannister, Principal Procurement & Finance Officer  
Steve Carroll, Estates and Asset Manager  
George Hind, Energy Manager  
Sally King, H R Advisor  
Joanne Machers, Chief Personnel Services Officer  
Ian Parker, Director of Neighbourhood Services  
Alastair Rae, Public Relations Officer  
Pat Watson, Democratic Services Officer

## **63. Media Protocol** (*Assistant Chief Executive*)

**Type of decision**

Non Key Decision

**Purpose of report**

To seek the Portfolio Holder's approval of a Media Protocol for Hartlepool Borough Council.

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

The report described why there is a need for a protocol and how it would operate. The Portfolio Holder was advised that, in essence, the Media Protocol is a written interpretation of what actually happens in practice at the moment. It would provide a much clearer understanding as to what is expected from officers and Councillors when dealing with the media and vice-versa.

**Decision**

The Portfolio Holder approved the Media Protocol as detailed in the report and requested that it be circulated to all Members and the local media.

## **64. North East Purchasing Organisation - Energy Procurement** *(Head of Procurement and Property Services)*

### **Type of decision**

Non Key Decision

### **Purpose of report**

To provide the Portfolio Holder with information and an update on the arrangements in place with North East Purchasing Organisation (NEPO) for the procurement of Energy. Background information was provided and the report contained detailed paragraphs relating to the following:

- NEPO Strategy
- NEPO Objectives
- NEPO Joint Committee
- NEPO Liaison Officers
- NEPO Energy Contracts - relating to gas, electricity, pricing etc.
- Current Market Conditions
- Prices for 12 months commencing 1<sup>st</sup> April 2005
- Procurement Protocols

In respect of financial implications, the Portfolio Holder was advised that purchasing electricity and gas through a nationally recognised consortium brought financial benefits to the Borough Council. It was estimated that the financial reward to HBC of being part of the NEPO contracts since 1996 was in the region of £1m. The report also indicated that the Council needed to continually assess the benefits of being part of the NEPO contract and take strategic actions accordingly.

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

The report reviewed the existing arrangements and highlighted the significance of being a member of a nationally recognised collaborative purchasing organisation.

### **Decision**

The Portfolio Holder endorsed the arrangements, accepted that a flexible arrangement was needed and noted the future action.

## **65. Furniture Fair Building, Station Yard, Hartlepool** *(Head of Procurement and Property Services)*

### **Type of decision**

Non Key Decision

**Purpose of report**

To seek Portfolio Holder approval for the purchase of the former 'Furniture Fair' building in Station Yard.

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

The report contained background to the proposed acquisition, outlined the terms agreed and recommended approval to the purchase. A site plan was included with the report and the financial implications of the proposal were contained within 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 approved the acquisition of the former Furniture Fair building in Station Yard in the terms outlined in the report..

**66. Communicating with your Council** (*Assistant Chief Executive/Chief Personnel Services Officer*)

**Type of decision**

Non Key Decision

**Purpose of report**

To provide an update of the development process for the suite of strategies and to seek the Portfolio Holder's endorsement.

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

The report outlined the background to development of the suite of strategies and advised that the similarities and overlapping content in the Corporate Communications, Customer Services, Consultation and Complaints and Comments Strategies had led to a recent decision to present those four strategies together as one suite. A brief introductory document, at appendix 1, presented a summary of the overarching aims and objectives, showed a diagrammatical format of how all four strategies fit together and summarised the purpose of each strategy. Each strategy, at appendix 2, was presented in the same consistent format.

The report also provided information relating to the impact of other strategies, implementation, next steps and presentation.

## **Decision**

The Portfolio Holder:

- (a) approved in principle the suite of strategies, as detailed in the report.
- (b) approved the implementation of the actions identified in the report and the strategies.
- (c) agreed to reconsider the strategies after i) the findings of the Best Value Review of Strengthening Communities and ii) the Diversity Impact Assessment.
- (d) agreed to receive a report on progress and impact at the same time as the year end report of the Chief Executive's Service Plan.

### **67. "Meet the Buyer" Event 29th September, 2005** *(Head of Procurement and Property Services)*

#### **Type of decision**

For information.

#### **Purpose of report**

To provide an update on the launching of the "Selling to Hartlepool Borough Council" Guide at the "Meet the Buyer" Event on 29<sup>th</sup> September, 2005.

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

The report highlighted the significance and purpose of the Guide and the Council's progress to date. The Meet the Buyer – Procurement Safari event held on 29<sup>th</sup> September 2005 was reported on orally; it was felt that this had been very successful and there had been good feedback. A copy of the Selling to Hartlepool Borough Council leaflet was attached to the report and details of how it had been distributed were provided.

#### **Decision**

The Portfolio Holder noted the progress to date. He was pleased at the success of the Meet the Buyer event and the interest shown both on the day and later feedback and asked officers to consider making this a yearly event

### **68. Officer's Guide to Procurement** *(Head of Procurement and Property Services)*

#### **Type of decision**

For information.

**Purpose of report**

To provide an update on the launching of the "Officers Guide to Procurement" to HBC Staff.

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

The report highlights the purpose of the Guide and the Council's progress to date. A copy of the leaflet, which would be distributed to staff via lotus notes, was attached to the report.

**Decision**

The Portfolio Holder noted the progress to date.

**69. Chief Executive's Departmental Plan 2005/06 - 2nd Quarter Review** *(Assistant Chief Executive/Chief Personnel Services Officer)*

**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 Portfolio Holder was reminded that the Chief Executive's Department Service Plan 2005/06 had been agreed by him in April 2005 and this set out the key tasks and issues within an Action Plan and identified what was to be achieved by the department in the coming year. The 1<sup>st</sup> quarter review had been reported on 8<sup>th</sup> August 2005 and the current report indicated progress against the Plan and the second quarter outturns of key performance indicators.

The Assistant Chief Executive presented a detailed report and described the Departmental Plan Quarterly Update Report at appendix 1 and the Corporate Plan Performance Indicator Progress Summary at appendix 2. The Portfolio Holder noted that a further report on BVPI 12 would be presented to the next meeting.

**Decision**

The Portfolio Holder noted the achievement on task and indicators and

commented that Officers/staff should have a “pat on the back” for the results achieved..

## **70. Early and Ill Health Retirements 2005/6 - Half Yearly Report** (*Chief Financial Officer/Chief Personnel Services Officer*)

### **Type of decision**

For information.

### **Purpose of report**

To update the Portfolio Holder on the Council's performance in the first six months of 2005/06, in relation to early and ill-health retirements.

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

The report provided background information and details of the Council's performance in relation to early retirements and ill health retirements. Appended to the report were i) a departmental breakdown, ii) a progress report of the cost of early payment of pensions, and iii) a progress report on the cost of non pension payments.

### **Decision**

The Portfolio Holder noted the report.

## **71. 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 72 - Land at Alma Street/Tankerville Street (para 9 - 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)

Minute 73 - Mill House Café Concession (para 9 - 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)

Minute 74 - Dyke House Resource Centre (para 9 - 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)

Minute 75 - HMS Trincomalee Trust (para 9 - 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)

Minute 76 - Honorarium: JC (para 9 - 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)

## **72. Land at Alma Street/Tankerville Street** (*Head of Procurement and Property Services*) (Para 9)

### **Type of decision**

Non Key

### **Purpose of report**

To request consideration to the proposed disposal of land at Alma Street/Tankerville Street.

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

The report outlined a proposal that had received from the Muslim Welfare Association, detailed the results from consultations with interested parties and provided an overview of the proposed marketing and disposal process. The financial implications were included in the report.

### **Decision**

The Portfolio Holder gave authority, in principle, for disposal of the land in the terms indicated in the report.

## **73. Mill House Café Concession** (*Head of Procurement and Property Services*) (Para 9)

### **Type of decision**

Non Key

### **Purpose of report**

To request authority to vary the terms of an agreement.

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

The Portfolio Holder was reminded of the history and background in relation to the Millhouse Café and updated on the current situation. An outline of the

current terms and charges was provided together with the reason for termination by the operator and the proposed new terms/financial implications.

### **Decision**

The Portfolio Holder:

- (a) authorised Officers to set up a new agreement based upon the revised terms, as detailed in the report;
- (b) requested that Officers monitor the service and review the situation in the light of any changes in market condition and level of demand for the service provided.

## **74. Dyke House Resource Centre** (*Head of Procurement and Property Services*) (Para 9)

### **Type of decision**

Non Key

### **Purpose of report**

To request authority to vary the terms of an agreement.

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

The report detailed background information and set out the terms of the current occupation and proposed changes, together with the financial implications. .

### **Decision**

The Portfolio Holder:

- (a) authorised Officers to vary the terms of the agreement, as outlined in the report, in so far as the service charge element would be reduced for the reasons stated in the report;
- (b) requested that a review of the arrangement be undertaken in six months time;
- (c) requested that he receive feedback in relation to future arrangements for the staff member involved.

## **75. HMS Trincomalee Trust** (*Head of Procurement and Property Services*) (Para 9)

### **Type of decision**

Non Key



**Purpose of report**

To obtain authority to lease accommodation at the Hartlepool Maritime Experience to the HMS Trincomalee Trust.

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

The report contained background reasons giving rise to the Trust's accommodation requirements and set out draft terms for the proposed lease agreement.

**Decision**

- (a) The Portfolio Holder authorised Officers to complete a lease of accommodation at the Hartlepool Maritime Experience to the HMS Trincomalee Trust on the terms set out in the report.
- (b) The Portfolio Holder also agreed that the value of the rental should be reflected in the accounts for the financial contribution to the Trincomalee.

**76. Honorarium** (*Chief Personnel Services Officer/Director of Children's Services*) (Para 9)

**Type of decision**

Non Key

**Purpose of report**

To request consideration of the payment of an honorarium.

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

Detailed background information, reasons for the request and a description of the additional duties undertaken were outlined in the report. The Portfolio Holder was also advised of the financial implications.

**Decision**

The Portfolio Holder authorised the payment of an honorarium in the terms indicated in the report.

**J A BROWN**

**CHIEF SOLICITOR**

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