

FINANCE AND EFFICIENCY PORTFOLIO DECISION RECORD

19 February 2009

The meeting commenced at 10.00 a.m. in the Civic Centre, Hartlepool

Present:

Councillor Robbie Payne (Finance and Efficiency Portfolio Holder)

Officers: Mike Ward, Chief Financial Officer
Graham Frankland, Head of Procurement, Property and Public Protection
David Dockree, Estates Manager
Angela Hunter, Principal Democratic Services Officer

40. Chief Executive's Departmental Plan 2008/09 – 3rd Quarter Monitoring Report *(Chief Financial Officer, Chief Solicitor and Director of Neighbourhood Services)*

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 three quarters of the year.

Issue(s) for consideration by Portfolio Holder

The report provided an overview of the third quarter across the Finance, Legal and Procurement Divisions. It included the key actions that were included within the Plan with an update on progress against every action and where appropriate against relevant performance indicators. A short summary which explained progress made to date, identifying the expected outcome of each action set out within the plan was also included using the Covalent system.

The Chief Financial Officer highlighted that the areas identified as being delayed within the financial section were expected to be back on target and completed within this financial year. The Portfolio Holder was asked to note that additional staff were being recruited to deal with the speed of processing changes in circumstances. This recruitment was being funded from a number

of vacant posts already within the Division and would ensure that the Council remained in the top quartile for the speed of response to new claims and changes in circumstances where it affected entitlement.

The Portfolio Holder expressed concern at the length of time it was taking to process job evaluation appeals and suggested a report be submitted to Cabinet to provide an update on progress.

Decision

- (i) The achievements of key actions were noted and the changes in completion dates indicated within the report were approved.
- (ii) That a report be submitted to a future Cabinet meeting outlining progress made to date in the job evaluation appeal process.

41. 5 Year Procurement Plan (*Head of Procurement, Property and Public Protection*)

Type of decision

Non key.

Purpose of report

To update the Portfolio Holder on the Council's updated 5 Year Procurement Plan.

Issue(s) for consideration by Portfolio Holder

The original plan was approved by the Portfolio Holder on 27 November 2006 and had been updated and reported back to the Portfolio Holder on a regular basis. The report outlined the national and local picture, the Council's Procurement Strategy, links to the Efficiency Strategy and Business Transformation Programme. The Plan acts as a strategic tool to bring together the significant procurement activity of the Council linking with elements of the Council's strategic framework. It was noted that since the last update, the Council's register of contacts had been developed and Departments had been active in this process. However, there was some work to do in analysing spend and putting appropriate contracts in place.

The Portfolio Holder indicated that as Procurement Champion he would like to be involved more and suggested that a meeting be arranged with relevant officers to discuss the Council's procurement process including work on Schools Transformation procurements.

Decision

The updated 5 Year Procurement Plan was approved.

42. Public Attendance at Portfolio Holder meetings

Due to additional information being required, item 7.3 – Dyke House Community Resource Centre, Wharton Terrace was to be withdrawn from the agenda. The Portfolio Holder apologised to the members of the public in attendance for this item. Concern was expressed by the Portfolio Holder that he had not been informed that members of the public were likely to be in attendance and was therefore unable to inform them in advance that this item would be withdrawn. The Portfolio Holder requested that he be informed when officers were aware that members of the public would be attending future Portfolio meetings.

43. Local Government (Access to Information) (Variation) Order 2006

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 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 44 – Briarfields House - This item contains exempt information under Schedule 12A Local Government Act 1972, namely information relating to the financial or business affairs of any particular person (including the authority holding that information) (Para 3).

Minute 45 – Caretaker's House, Elizabeth Way, Seaton Carew – This item contains exempt information under Schedule 12A Local Government Act 1972, namely information relating to the financial or business affairs of any particular person (including the authority holding that information) (Para 3).

Minute 46 – Dyke House Community Resource Centre, Wharton Terrace - This item contains exempt information under Schedule 12A Local Government Act 1972, namely information relating to the financial or business affairs of any particular person (including the authority holding that information) (Para 3).

Minute 47 – Former NDNA Nursery Building, Masefield Road – This item contains exempt information under Schedule 12A Local Government Act 1972, namely information relating to the financial or business affairs of any particular person (including the authority holding that information) (Para 3).

Minute 48 – Land adjoining 7 Mary Rose Close, Seaton Carew, TS25 1GL - This item contains exempt information under Schedule 12A Local Government Act 1972, namely information which is likely to reveal the identity of an individual) (Para 2).

Minute 49 – Rockhaven, 36 Victoria Road – This item contains exempt information under Schedule 12A Local Government Act 1972, namely information relating to the financial or business affairs of any particular person (including the authority holding that information) (Para 3).

Minute 50 – Proposed lease of land to the rear of Tees Bay Retail Park – This item contains exempt information under Schedule 12A Local Government Act 1972, namely information relating to the financial or business affairs of any particular person (including the authority holding that information) (Para 3).

- 44. Briarfields House** (*Head of Procurement, Property and Public Protection*) This item contains exempt information under Schedule 12A Local Government Act 1972, namely information relating to the financial or business affairs of any particular person (including the authority holding that information) (Para 3).

Type of decision

Non key

Purpose of report

To provide results of the marketing exercise in relation to the sale of Briarfields House and to seek the Portfolio Holder's view on the way forward.

Issue(s) for consideration by Portfolio Holder

The report outlined the background to the marketing exercise and set the scene for consideration of the offers received which were opened at the Contract Scrutiny Committee on 16 February 2009. Further details were included within the exempt section of the minutes.

Decision

The decision was detailed within the exempt section of the minutes.

- 45. Caretaker's House, Elizabeth Way, Seaton Carew** (*Head of Procurement, Property and Public Protection*) This item contains exempt information under Schedule 12A Local Government Act 1972, namely information relating to the financial or business affairs of any particular person (including the authority holding that information) (Para 3).

Type of decision

Non key.

Purpose of report

To advise the Portfolio Holder of the current position regarding this vacant residential property.

Issue(s) for consideration by Portfolio Holder

The report outlined the details of the proposed management agreement. Further details were included within the exempt section of the minutes.

Decision

The decision was detailed within the exempt section of the minutes.

- 46. Dyke House Community Resource Centre, Wharton Terrace** (*Head of Procurement, Property and Public Protection*) This item contains exempt information under Schedule 12A Local Government Act 1972, namely information relating to the financial or business affairs of any particular person (including the authority holding that information) (Para 3).

Due to additional information being required, this item was deferred to the next meeting of the Portfolio Holder on 26 March 2009.

- 47. Former NDNA Nursery Building, Masefield Road** (*Head of Procurement, Property and Public Protection*) This item contains exempt information under Schedule 12A Local Government Act 1972, namely information relating to the financial or business affairs of any particular person (including the authority holding that information) (Para 3).

Type of decision

Non key.

Purpose of report

To obtain Portfolio Holder approval to the terms of the lease as set out in the report.

Issue(s) for consideration by Portfolio Holder

The report set out the terms of lease provisionally agreed. Further details were included within the exempt section of the minutes.

Decision

The decision was detailed within the exempt section of the minutes.

- 48. Land adjoining 7 Mary Rose Close, Seaton Carew, TS25 1GL** (*Head of Procurement, Property and Public Protection*) This item contains exempt information under Schedule 12A Local Government Act 1972, namely information which is likely to reveal the identity of an individual (Para 2).

Type of decision

Non key.

Purpose of report

To advise the Portfolio Holder about an expression of interest in the purchase of open space land adjoining 7 Mary Rose Close, Seaton Carew.

Issue(s) for consideration by Portfolio Holder

The background to the case and current recommendations were included within the report. Further details were included within the exempt section of the minutes.

Decision

The decision was detailed within the exempt section of the minutes.

- 49. Rockhaven, 36 Victoria Road** (*Head of Procurement, Property and Public Protection*) This item contains exempt information under Schedule 12A Local Government Act 1972, namely information relating to the financial or business affairs of any particular person (including the authority holding that information) (Para 3).

Type of decision

Non key.

Purpose of report

To obtain authorisation from the Portfolio Holder for the Council to grant a lease renewal to Hartlepool Voluntary Development Agency and also to recover rent arrears from the tenant.

Issue(s) for consideration by Portfolio Holder

The report provided details regarding the history and current situation of 36 Victoria Road. Further details were included within the exempt section of the minutes.

Decision

The decision was detailed within the exempt section of the minutes.

- 50. Proposed Lease of Land to the Rear of Tees Bay Retail Park** (*Head of Procurement, Property and Public Protection*) This item contains exempt information under Schedule 12A Local Government Act 1972, namely information relating to the financial or business affairs of any particular person (including the authority holding that information) (Para 3).

Type of decision

Non key.

Purpose of report

To seek approval for the granting of a lease on land to the rear of Tees Bay Retail Park known as the Slag Banks, in a bid to settle a claim for adverse possession made to the Land Registry.

Issue(s) for consideration by Portfolio Holder

The report contained background information on the historical use of the land, the possession claims and the proposed terms of the lease. Further details were included within the exempt section of the minutes.

Decision

The decision was detailed within the exempt section of the minutes.

The meeting concluded at 10.50 am.

P J DEVLIN

CHIEF SOLICITOR

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