

FINANCE AND PERFORMANCE PORTFOLIO DECISION RECORD

18 May 2010

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

Present:

Councillor Robbie Payne (Finance and Efficiency Portfolio Holder)

Officers: Graham Frankland, Assistant Director (Resources)
Joanne Machers, Chief Customer and Workforce Services Officer
Wally Stagg, Organisational Development Manager
Peter Turner, Performance and Consultation Manager
Julie Wilson, Organisational Development Advisor
Lisa Anderson, Research Officer
Amy Waters, Principal Housing Regeneration Officer
Dale Clark, Estates and Asset Manager
Philip Timmins, Estates and Valuation Officer
David Hart, Strategic Procurement Manager
Sarah Bird, Democratic Services Officer

163. Christmas and New Year Arrangements 2010 – 2014 *– Chief Customer and Workforce Services 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 periods in 2010 – 2014.

Issues for Consideration

The report advised that in previous years the Authority has closed most of its administrative buildings for the period in between Christmas and New Year and employees have taken annual leave as appropriate. It had been agreed with Trades Unions and built into the Single Status Agreement that employees can be required to take up to 4 days annual leave over the Christmas and New Year period.

Decision

The Portfolio Holder approved that most of the main administrative buildings be closed between Christmas 2010 and New Year 2011 (and the subsequent following Christmas and New Year periods in 2011, 2012, 2013 and 2014) 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 (e.g. Libraries).

163. Sustainable Procurement Policy Statement – *Strategic Procurement Manager*

Type of Decision

Non key

Purpose of Report

To seek endorsement of the proposed Sustainable Procurement Policy Statement

Issues for Consideration

The statement detailed Hartlepool Borough Council's intentions with regard to incorporating sustainability issues into its procurement activities and reiterated the significance of sustainable procurement in delivering Hartlepool's Community Strategy.

The previous document had covered both the policy and strategy but this report covered the Policy Statement and a report covering the Strategy would be brought to a future meeting for decision. The issue of Child and Family Poverty was of concern to the Authority and this would be incorporated into the Strategy.

The Portfolio Holder expressed concern that not all procurement staff were following procedures when seeking to procure goods and services. He suggested that as many agreements with suppliers be put in place as practicable in order to discourage staff from doing this. He was assured that there was clear guidance for staff but training would be held to reinforce this.

Decision

The Portfolio Holder endorsed the Sustainable Procurement Policy Statement as a base to the revision of the Council's Sustainable Procurement Strategy to be reported to a future meeting of the Portfolio Holder.

The Portfolio Holder decided that should goods or services be procured outside of the approved corporate framework then the Authority would not be responsible for payment.

164. Single Status Agreement Appeals – Chief Customer and Workforce Services Officer

Type of Decision

Non key.

Purpose of Report

To provide an update on progress on appeals received and obtain ratification of Appeals Panel outcomes in respect of High Priority Appeals.

Issues for Consideration

The report provided a background to the Appeals Procedure together with an update on the progress of appeals received and requested ratification of Appeals Panel outcomes in respect of 14 High Priority Appeals.

Individuals concerned were outlined in a confidential appendix to the report.

This item contains exempt information under Schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information)(Variation) Order 2006) namely information relating to an individual (Para 1)

The Portfolio Holder asked that letters sent informing employees of the outcome of their appeals be more personal to the employee.

Decision

The Portfolio Holder noted the progress made and ratified the Appeals Panel Outcomes in respect of Council employees (as detailed in the 'Not For Publication' schedule attached to the report).

165. Proposed Transfer of Land at Belle Vue, Hartlepool – Principal Housing Regeneration Officer

Type of Decision

Non key

Purpose of Report

To seek Portfolio Holder's approval in respect of the proposed transfer of 0.69 ha of land including 13 houses at Belle Vue to facilitate delivery of the Phase 1 Housing Regeneration programme.

Issues for Consideration

The report highlighted current progress of the housing regeneration scheme at Belle Vue and provided details of the Homes and Communities Agency kick-start scheme for delivery of the mixed tenure housing development. Housing Hartlepool had applied for funds from the scheme but one condition was that the Council demonstrate its support for the development through the contribution of land at nil value.

Decision

The Portfolio Holder approved the transfer of the Council's land holding at Belle Vue to Housing Hartlepool at nil value to facilitate delivery of the Housing Market Renewal scheme. However, because of the recent change of Central Government it was unclear whether the funding would still be available to facilitate the scheme. Should this not go ahead, then the land would not be transferred to Housing Hartlepool.

166. Chief Executive's Departmental Plan 2009/10 – 4th Quarter Monitoring Report – *Chief Customer and Workforce Services Officer*

Type of Decision

Non key.

Purpose of Report

To inform the Portfolio Holder of the achievements made against the Chief Executive's Departmental Plan for 2009/10 for the period ending 31 March 2010.

Issues for Consideration.

The report detailed the progress against the actions contained in the Chief Executive's Departmental Plan 2009/10. There were 159 actions being monitored in the Department Plan. 86% of these were reported as being on target and a further 6% as making acceptable progress. The report detailed those actions and performance indicators which had not achieved, or were not expected to achieve targets. The overall report for 2009/10 performance indicator results would be reported to Cabinet at a future meeting.

Decision

The Portfolio Holder noted the progress on key actions and performance indicators and the current rating of risks.

167. Corporate Complaints 2009/10 – *Research Officer*

Type of Decision

Non key.

Purpose of Report

To report to the Portfolio Holder on complaints performance for 2009/10/

Issues for Consideration

The report covered performance information on formal complaints for 2009/10. The numbers of formal complaints received by most departments are at similar levels to previous years. There had been an improvement in the proportion of social care complaints investigated within target deadlines. Departments continued to work on remedying complaints and learning from those contacts with service users. However a number of corporate complaints had been reported outside of deadlines in quarter 3 of 2010, complaints officers had been asked to emphasise to investigating officers the importance of dealing with complaints promptly.

Decision

The Portfolio Holder noted the report.

168. Viewpoint – Citizen's Panel Results – *Research Officer*

Type of Decision

Non key.

Purpose of Report

To inform the Portfolio Holder of the results of the 30th phase of Viewpoint, Hartlepool Borough Council's citizen's panel that was distributed in September 2009.

To bring to the attention of the Portfolio Holder that an additional Viewpoint survey was carried out in December 2009. This Viewpoint survey asked questions about a new nuclear power station for Hartlepool and the results from which were fed back to Cabinet on 15 February 2010.

Issues for Consideration

The report presented the results from the 30th Viewpoint Questionnaire which included Recycling and Kerbside Collections and Transport. It also summarised the results obtained through the 31st Viewpoint questionnaire which covered 'A New Nuclear Power Station for Hartlepool'. The results from this Viewpoint survey were reported to Cabinet on 15 February 2010.

Key findings were:-

- In 2009 more Viewpoint members were satisfied with the kerbside collection service, found the service easier to use and recycled more household items more often than in previous years.
- Viewpoint members were more likely to travel using the car, rather than using public transport, cycling or walking. 60% of respondents make short journey by car at least once a week. Results were broadly similar to those obtained in 2007, suggesting that little has changed in the travelling habits of Hartlepool residents in the last two years.
- Prior to receiving the questionnaire, 90% Viewpoint members were aware that a nuclear power station might be built in Hartlepool and 60% of respondents generally supported a new nuclear power station being built in Hartlepool. 70% of Viewpoint members felt that a new nuclear power station would bring benefits to Hartlepool, the main benefit being employment opportunities and job security.

The Portfolio Holder asked whether there was a difference in the recycling habits of those living in the centre of the town as opposed to residents living in areas such as Fens, Seaton Carew and Clavering. The Research Officer agreed to provide him with these details.

Decision

The Portfolio Holder noted the results of the survey.

169. 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

Minute 170 – Qualification Based Training Applications. This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely (para 1) information relating to any individual

Minute 171 – Briarfields Building Plot. This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely (para 3) information relating to the financial or business affairs of any particular person (including the authority holding that information)

170. Qualification Based Training Applications – *Organisational Development Advisor*

Type of Decision

Non key.

Purpose of Report

To seek approval from the Portfolio Holder for one application for qualification support from the Regeneration and Neighbourhoods Department.

Issues for Consideration.

The report outlined details of the corporate policy on post entry training and details of the requests.

Decision

This was outlined in the exempt section of the minutes.

171. Briarfields Building Plot – *Assistant Director (Resources)*

Type of Decision

Non key.

Purpose of Report

To update the Portfolio Hold in connection with the development of a building plot at Briarfields and seeks approval to the way forward.

Issues for consideration

These were outlined in the exempt section of the minutes.

Decision

This was contained in the exempt section of the minutes.

The meeting concluded at 10.31 am.

P J DEVLIN
CHIEF SOLICITOR

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