

# **PERFORMANCE PORTFOLIO DECISION RECORD**

20 July 2010

The meeting commenced at 3.00 pm in the Civic Centre, Hartlepool

## **Present:**

Councillor Jonathan Brash (Performance Portfolio Holder)

Officers: Andrew Atkin (Assistant Chief Executive)  
John Morton (Assistant Chief Finance and Customer Services Officer)  
Wally Stagg (Organisational Development Manager)  
Angela Hunter (Principal Democratic Services Officer)

## **1. Customer and Financial Services Section – Annual Reports 2009/10** *(Chief Customer and Workforce Services Officer)*

### **Type of decision**

Non-key.

### **Purpose of report**

To provide the Portfolio Holder with an update on the various sections performance and key achievements during the year April 2009 to March 2010 including the Annual Diversity Report.

### **Issue(s) for consideration by Portfolio Holder**

The report contained background information on each of the service areas in the Customer & Financial Services Section of the Customer & Workforce Services Division together with details of performance and key achievements during 2009-10. For each of the following service areas, an Annual Report was included as an appendix, each of which also contained next year's targets and the key projects/issues for 2010-11:

- Diversity
- Hartlepool Connect
- Registration & Nationality
- Revenues & Benefits
- Shared Services

The Assistant Chief Finance and Customer Services Officer summarised the annual reports and provided additional clarification where requested. The Portfolio Holder commended the excellent work undertaken to increase the uptake of benefits and questioned how this could be further improved. The Assistant Chief Finance and Customer Services Officer indicated that there were a number of new initiatives being explored and confirmed that the Portfolio Holder would be kept updated with any progress in this area.

In response to a question from the Portfolio Holder, the Assistant Chief Executive confirmed that work was ongoing to review the service agreements and charges to outside bodies and the scope to provide additional services and generate new income streams.

In conclusion, the Portfolio Holder was pleased with the progress and achievements highlighted within the annual reports and agreed that this should be promoted extensively and in the Council's Hartbeat magazine to ensure that employees get the credit they deserve for their hard work and commitment to the provision of local authority services.

## **Decision**

The report and associated appendices were noted.

## **2. Local Government (Access to Information) (Variation Order) 2006**

Under Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following items of business on the grounds that they involved 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) (Variation) Order 2006.

**Minute 3 – Temporary Special Leave Arrangement** - namely information relating to a particular employee, former employee or applicant to become an employee of the Council (*Para 1*).

**Minute 4 – Approval for Compulsory Redundancy** - namely information relating to any consultations or negotiations in connection with any labour relations matter arising between the authority or A Minister of the Crown and employees of, or office holders under, the authority (*Para 4*).

**Minute 5 – Progression within Grade** - namely information relating to a particular employee, former employee or applicant to become an employee of the Council (*Para 1*) and information relating to the financial or business affairs of any particular person (including the authority holding that information (*Para 3*)).

- 3. Temporary Special Leave Arrangement** (*Chief Customer and Workforce Services Officer*) 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 information relating to a particular employee, former employee or applicant to become an employee of the Council (*Para 1*).

**Type of decision**

Non-key.

**Purpose of report**

This report requests the approval to grant a temporary work pattern on a paid special leave basis for a member of staff.

**Issue(s) for consideration by Portfolio Holder**

The report provided some background to the circumstances of the case and the proposed way forward.

**Decision**

Further details can be found in the exempt section of the minutes.

- 4. Approval for Compulsory Redundancy** (*Chief Customer and Workforce Services Officer*) 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 information relating to any consultations or negotiations in connection with any labour relations matter arising between the authority or A Minister of the Crown and employees of, or office holders under, the authority (*Para 4*).

**Type of decision**

Non key.

**Purpose of report**

To seek a decision regarding the future employment of an employee in Child and Adult Services who was affected by the removal of funding for their post.

**Issue(s) for consideration by Portfolio Holder**

This report set out the redundancy process which had been followed and the impact on a specific post and post-holder.

**Decision**

Further details can be found in the exempt section of the minutes.

- 5. Progression within Grade** (*Director of Child and Adult Services and Chief Customer and Workforce Services Officer*) 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 information relating to any individual (*Para 1*) and 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**

This report requests Portfolio Holder approval to progress an officer to the maximum point of their current band to reflect the additional duties they have undertaken.

**Issue(s) for consideration by Portfolio Holder**

Details of the departmental restructure were given together with the impact on the post-holder and the Director's request.

**Decision**

Further details can be found in the confidential section of the minutes.

The meeting concluded at 3.46 pm.

**P J DEVLIN**

**CHIEF SOLICITOR**

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