

PERFORMANCE PORTFOLIO DECISION RECORD

13 August 2010

The meeting commenced at 4.00 pm in the Civic Centre, Hartlepool

Present:

Councillor Jonathan Brash (Performance Portfolio Holder)

Officers: Andrew Atkin, Assistant Chief Executive
Caroline O'Neill, Assistant Director (Performance and Achievement)
Joanne Smithson, Head of Performance and Partnerships
Stuart Langston, Health, Safety & Wellbeing Manager
Sarah Bird, Democratic Services Officer

6. Counselling Services – Health, Safety & Wellbeing Manager

Type of Decision

Non key.

Purpose of Report

To inform the Portfolio Holder of the intention to procure a provider of counselling services and seek the Portfolio's Holder's approval to letting the contract on a price/performance basis.

Issues for Consideration

The report detailed why it was important for the Authority to provide counselling services for employees and that feedback from those using this service had expressed support for this service. It was proposed to undertake a joint procurement exercise with Middlesbrough Borough Council. By working in partnership with the other Local Authority it was hoped that efficiency savings could be achieved, however it was clarified that services for Hartlepool would be local to its area. It was acknowledged that the provision of this service was a contributory factor towards the reduction in the number of staff sickness days.

The Portfolio Holder sought clarity on the reasoning behind the 60:40 quality price ratio for evaluating any tender submissions received and was informed that due to the limited variation in prices associated with such services the weighting in favour of quality was necessary to ensure the appropriate service was procured. The portfolio holder expressed his support for this. The Portfolio Holder asked whether consultation had been undertaken with the

NHS and was informed that links were being developed with the assistant director of public health.

Decision

The Portfolio Holder noted the content of the report and approved the procurement exercise on the basis of 60% quality and 40% price.

7. Employee Sickness Absence Annual Report 2009/10 – Health, Safety & Wellbeing Manager

Type of Decision

Non key

Purpose of Report

To update the Portfolio Holder on the Council's performance in 2009/10 in relation to employee sickness, future targets and to receive endorsement of actions proposed to achieve the targets.

Issues for Consideration

The report provided details of employee sickness absence in 2009/10. The target figure for the Council was 9.5 days absence per whole time equivalent (wte). The end of year figure showed an improved figure of 9.43 days per wte which was an improvement for the third year running. This had been achieved by intervention and support measures such as the Counselling services detailed above. Breakdowns were given by department and details of a number of actions planned for 2010/11 to achieve targets were outlined.

The Portfolio Holder asked how the target for next year compared to previous years and was informed that over the past four years when sickness absence had peaked at 13.5 days wte, Initial targets had been a 2 day reduction but although this had been achieved on two occasions, further targets were not as high although were as challenging to achieve. It had been anticipated that the major restructuring of departments may have impacted on sickness levels but this had not had as much impact as expected. It was hoped that this would also be the case with the proposed spending review due in October.

The Portfolio Holder asked that figures be broken down between long, medium and short term sickness, which demonstrated that long term sickness makes up the majority within the authority, and that this breakdown be included in any publication of the results. .

Decision

The Portfolio Holder noted the employee absence in 2009/10 and future targets and proposed actions for 2010/11 were endorsed.

8. Complaints to the Local Government Ombudsmen in 2009/10 – Performance and Consultation Manager

Type of Decision

Non key.

Purpose of Report

To report to the Portfolio Holder on the content of the Local Government Ombudsman's (LGO) Annual review of complaints made against the authority in 2009/10.

Issues for Consideration

The report and its appendix outlined that the Local Government Ombudsman received 17 Hartlepool enquiries and complaints in the year to 31 March 2010. Of these 11 had been further investigated, with 2 local settlements i.e. when a council takes or agrees to take action to come to a satisfactory response. The details of these local settlements were outlined in the report. Complaints were handled on an average of 21.2 days which was within the Local Government Ombudsman guidelines of 28 days.

The 2010 Annual Review was positive and did not highlight any areas of concern or make any recommendations for action. No public reports against the Council were issued. Favourable comments had been made in relation to training and how complaints were investigated within the Council.

Decision

The Portfolio Holder noted the report.

9. 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 it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of the Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information)(Variation) order 2006

Minute 10 – Approval for compulsory redundancy – 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 4) information relating to any consultations or negotiations, or contemplated 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.

Minute 11 – Employees in Tied Accommodation - 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 4) information relating to any consultations or negotiations, or contemplated 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

10. Approval for Compulsory Redundancy – Health, Safety & Wellbeing Manager

Type of Decision

Non key.

Purpose of Report

To seek a decision regarding the future employment of three employees in Child and Adult Services who are affected by restructuring within services linked to approved service delivery option reviews.

Issues for Consideration

The report set out the redundancy process which had been followed and the impact on specific post and postholders.

Decision

This is set out in the exempt section of the minutes.

11. Employees in Tied Accommodation – Health, Safety & Wellbeing Manager

Type of Decision

Non key.

Purpose of Report

To obtain Portfolio Holder approval to the proposed Single Status Agreement amendments following the Tied Accommodation Review, subject to the outcome of the trade union ballot and an indication from the trade unions whether they are able to enter into a collective agreement on behalf of their members. To confirm the funding arrangements in respect of employee relocation payments arising from school relocation.

Issues for Consideration

The reported provided details of the proposed Single Status Agreement amendments following the Tied Accommodation Review.

Decision

This was contained within the exempt section of the minutes.

The meeting concluded at 4.31 pm

**P J DEVLIN
CHIEF SOLICITOR**

PUBLICATION DATE: 19 August 2010