

## **PERFORMANCE PORTFOLIO DECISION RECORD**

8 November 2011

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

**Present:**

Councillor Hilary Thompson (Performance Portfolio Holder)

Officers: Wally Stagg, Organisational Development Manager  
Rachel Clark, HR Business Partner  
Denise Wimpenny, Principal Democratic Services Officer

### **26. 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, Medium, Low and Very Low Priority Appeals.

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

The report provided background information to the Appeals Procedure together with an update on progress of appeals received and requested ratification of Appeals Panel outcomes in respect of High, Medium, Low and Very Low Priority Appeals.

It was reported that a timetable for processing all outstanding appeals by December 2011 was now in place. Details of outstanding appeals together with outcomes of appeals previously ratified were set out in the report.

The Portfolio Holder was referred to a schedule of Appeal Outcomes of individual appeals for ratification, attached as a confidential appendix to the report.

In response to the Portfolio Holder's request for clarification, the

Organisational Development Manager confirmed that all outstanding appeals were on track for completion by 31 December 2011 in accordance with the agreed timetable. The Chair stated that the level of appeals within the Regeneration and Neighbourhoods Department was slightly higher than other departments within the Council to which the Organisational Development Manager outlined the possible reasons for this variance.

### **Decision**

- (i) That progress to date be noted.
- (ii) That the Appeals Panel Outcomes in respect of Council Employees, as detailed in a confidential appendix to the report be ratified.

## **27. Employee Attendance 2011/12 – 2<sup>nd</sup> Quarter - Chief Customer and Workforce Services Officer**

### **Type of Decision**

Non key

### **Purpose of Report**

To update the Portfolio Holder on sickness absence management performance up to the second quarter of 2011/12 and actions taken across the Council.

### **Issues for Consideration**

The report provided details of employee sickness absence for the second quarter of 2011/12 and actions taken across the Council to achieve this. The Portfolio Holder was informed that the target figure for 2011/12 was 8.80 days absence per wte (whole time equivalent). The end of year prediction at the end of the second quarter showed an outturn of 8.26 days per whole time equivalent employee per annum. There had been continuous improvement since 2006, as detailed in the Council's annual sickness absence statistics included in the report. The Council continued to focus on sickness absence management to ensure the Council achieved its target of 8.80 wte.

The report included sickness absence statistics by department which identified there was an overall downward trend in sickness absence rates across all departments compared with the last three years. It was envisaged that the Council should meet its overall sickness absence target for the year.

A breakdown of long, medium and short term sickness absence was included in the report. Long term absence had decreased in 2011/12 and short and medium term absence had increased. Details of ongoing actions to help to achieve the future sickness targets were set out in the report.

The Portfolio Holder was pleased to note the year on year improvements in sickness absence management. The potential reasons for a decrease in long

term absence and a slight increase in short and medium term absence was discussed as well as the sickness monitoring process.

### **Decision**

The Portfolio Holder noted the employee absence in the second quarter of 2011/12 and actions taken across the Council to improve absence management.

## **28. 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 item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraphs 1 and 4 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 29 – Approval for Compulsory Redundancy (Paragraph 4 – namely 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.

## **29. Approval for Compulsory Redundancy – *Chief Customer and Workforce Services Officer***

### **Type of Decision**

Non key

### **Purpose of Report**

To seek a decision regarding the future employment of an employee who was affected by a reorganisations as part of the efficiency savings agenda of the Council for 2012/13. Employees affected are identified on a schedule attached as a confidential appendix.

### **Issues for Consideration.**

The report set out the redundancy process which had been followed and the impact on the specific post and post holder. Further details were included in the exempt section of the minutes.

**Decision**

The decision was set out in the exempt section of the minutes.

The meeting concluded at 10.15 am.

**P J DEVLIN**

**CHIEF SOLICITOR**

**PUBLICATION DATE: 14 NOVEMBER 2011**