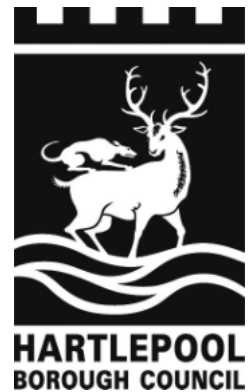


# PERFORMANCE PORTFOLIO DECISION SCHEDULE



Wednesday 18 January 2012

at 10.00 am

in Committee Room C, Civic Centre, Hartlepool

Councillor H Thompson, Cabinet Member responsible for Performance will consider the following items.

**1. KEY DECISIONS**

No items

**2. OTHER ITEMS REQUIRING DECISION**

- 2.1 Irrecoverable Debts - Sundry Debt Invoices – *Chief Finance Officer*
- 2.2 Irrecoverable Debts – Business Rates – *Chief Finance Officer*
- 2.3 Single Status Agreement Appeals – *Chief Customer and Workforce Services Officer*

**3. ITEMS FOR INFORMATION**

- 3.1 Statutory Workforce Equality Data Reporting Requirements – *Chief Customer and Workforce Services Officer*

**4. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS**

No items

**5. LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006**

**EXEMPT ITEMS**

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 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

**6. EXEMPT KEY DECISIONS**

No items

**7. OTHER EXEMPT ITEMS REQUIRING DECISION**

- 7.1 Approval for Compulsory Redundancy (para 4) - *Chief Customer and Workforce Services Officer*

## **PERFORMANCE PORTFOLIO**

Report to the Portfolio Holder

18th January 2012



**Report of:** Chief Finance Officer

**Subject:** IRRECOVERABLE DEBTS – SUNDRY DEBT INVOICES

### **SUMMARY**

#### **1.0 PURPOSE OF REPORT**

- 1.1 To seek the Portfolio Holder's approval to write-out a number of Sundry Invoices, which are now considered to be irrecoverable.

#### **2.0 SUMMARY OF CONTENTS**

- 2.1 The report highlights Sundry Invoices with balances of £1000 or more and details the reasons for each invoice remaining unrecovered.

#### **3.0 RELEVANCE TO PORTFOLIO MEMBER**

- 3.1 Under the Council's current financial procedures, debts of £1000 or more can only be authorised for write-out by the relevant Portfolio Holder.

#### **4.0 TYPE OF DECISION**

- 4.1 The decision is considered to be a non-key decision.

#### **5.0 DECISION MAKING ROUTE**

- 5.1 The Performance Portfolio Holder only.

#### **6.0 DECISION(S) REQUIRED**

- 6.1 That the Portfolio Holder approves the write-out of the attached Sundry Invoices for the reasons detailed.

**Report of:** Chief Finance Officer

**Subject:** IRRECOVERABLE DEBTS – SUNDRY DEBT  
INVOICES

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\* This item contains exempt information at Appendix A under Schedule 12A Local Government Act 1972, namely information relating to the financial or business affairs of a particular person (other than the Council) (para 7).

## **1. PURPOSE OF REPORT**

- 1.1 To seek the Portfolio Holder's approval to write-out a number of Sundry Invoices, which are now considered to be irrecoverable.

## **2. BACKGROUND**

- 2.1 The Council's financial procedure rules provide that any debt due to the Council of £1000 or more can only be written-out with the express permission of the Portfolio Holder.
- 2.2 Each year the council issues sundry debtor invoices to the value of £23m and typically over 97% of debt is collected within 3 months. The Council as part of business transformation has invested in new payment handling arrangements that are increasingly allowing payment to be taken by debit or credit card at the time of requesting services from the council over the internet or via Hartlepool Connect. These arrangements will reduce the need to raise and recover sundry debt invoices in future.
- 2.3 Whilst every effort is made to collect debts due to the Council, certain debts become irrecoverable, and this report seeks the Portfolio Holder's agreement for their write-out. If payment is eventually received in respect of the individual invoices recommended for write out, the invoice will again be reinstated on the Integra Debtors system.

## **3. FINANCIAL IMPLICATIONS**

- 3.1 The council as part of its financial accounts preparation undertakes analysis and sets aside a provision for potential non collection of sundry debt. The amounts identified for write out can be accommodated within the assessed provision.

- 3.2 The appendices attached to this report details the individual Sundry Invoices over £1000, and the reasons why each invoice remains unrecovered:

**Appendix A – Private Individuals \***

**Appendix B – Limited Companies**

- 3.3 For the debt where there the company involved has gone into liquidation the liability to the council was registered but the council has been advised that there will be no funds to pay the council.

- 3.2 All debts submitted for write-out from the accounting records have been comprehensively scrutinised by officers.

**4. RECOMMENDATION**

- 4.1 That the Portfolio Holder agrees to write-out debts to the value of £15,843.84 in respect of irrecoverable Sundry Debtor Invoices.

**5. CONTACT OFFICER**

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Assistant Chief Finance Officer  
Chief Executive's Department  
Email: [john.morton@hartlepool.gov.uk](mailto:john.morton@hartlepool.gov.uk)  
Direct line 01429 523093

**Sundry Debt Write offs over £1000 (Companies) – Miscellaneous Reasoning    Appendix B**  
**Period 19.1.11 to 15.12.11**

The follow ing Sundry Debt are the balances left outstanding follow ing exhaustive recovery action been taken.

<b>Debtor No</b>	<b>Name and Address</b>	<b>Due date</b>	<b>Amount</b>	<b>Reason for Write off</b>
8056425	Tyne Tees Surveyors Ltd 4a Laburnum Street, Ashington	13.5.2010	£1311.00	Liquidation
8056293	Innerdynamics Coaching Limited	10.2.2010	£5741.86	Liquidation

**TOTAL TO BE WRITTEN OFF £7052.86**

## **PERFORMANCE PORTFOLIO**

Report to Portfolio Holder

18<sup>th</sup> January 2012



**Report of:** Chief Finance Officer

**Subject:** IRRECOVERABLE DEBTS – BUSINESS RATES

### **SUMMARY**

#### **1.0 PURPOSE OF REPORT**

- 1.1** To seek the Portfolio Holder's approval to write-out a number of business rates debts, which are now considered to be irrecoverable.

#### **2.0 SUMMARY OF CONTENTS**

- 2.1** The report highlights business rates accounts with outstanding debts of £1000 or more and details the reasons for each debt remaining unrecovered.

#### **3.0 RELEVANCE TO PORTFOLIO MEMBER**

- 3.1** Under the Council's current financial procedures, debts of £1000 or more can only be authorised for write-out by the relevant Portfolio Holder.

#### **4.0 TYPE OF DECISION**

- 4.1** The decision is considered to be a non-key decision.

#### **5.0 DECISION MAKING ROUTE**

- 5.1** The Performance Portfolio Holder only.

#### **6.0 DECISION(S) REQUIRED**

- 6.1 That the Portfolio Holder approves the write-out of the attached business rates accounts for the reasons detailed.



**Report of:** Chief Finance Officer

**Subject:** IRRECOVERABLE DEBTS – BUSINESS RATES

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\* This item contains exempt information at Appendix A under Schedule 12A Local Government Act 1972, namely information relating to the financial or business affairs of a particular person (other than the Council) (para 7).

**1. PURPOSE OF REPORT**

- 1.1 To seek the Portfolio Holder's approval to write-out a number of business rates accounts, which are now considered to be irrecoverable.

**2. BACKGROUND**

- 2.1 The Council's financial procedure rules provide that any debt due to the Council of £1000 or more can only be written-out with the express permission of the Portfolio Holder.
- 2.2 The council currently bills and collects on behalf of central government for a national business rates pool about £27million of business rates each year. Whilst every effort is made to collect these sums due for which the council is responsible for collecting, certain debts become irrecoverable, and this report seeks the Portfolio Holder's agreement for their write-out.
- 2.3 Some of the write-outs included in the attached schedules are debts relating to businesses that have gone into liquidation. In these cases the Council's options to recover the outstanding debt are limited to submitting a claim in insolvency proceedings. As the Council is rarely successful in recovering the debt via these proceedings, the debt is written out of the accounting system in the first instance, with the proviso that the debt will be reinstated on the system if a payment is subsequently received.
- 2.4 For those debts relating to businesses in 'administration' the Council has legal recourse to seek payment of the outstanding business rate amount from the Administrators, as an expense of the administration. This action is procedurally taken by the council in such scenarios however successful recovery is dependent on the ability of the business to generate revenue whilst in administration. Invariably such action regrettably is often unsuccessful and therefore as a proactive measure write out of the accounts is the recommended course of

action. However, if any payment is received the associated debt will be re-instated on the system.

### **3. FINANCIAL IMPLICATIONS**

- 3.1. Any business rates debts assessed as irrecoverable are written out against the business rate yield for the central government national business rates pool and therefore have no direct impact on local council taxpayers.
- 3.2. The appendices attached to this report detail the individual business rates debts over £1000, and the reasons why each debt remains unrecovered:

**Appendix A – Sole Traders / Bankruptcy\***

**Appendix B – Sole Traders / Absconded, Other\***

**Appendix C - Limited Companies / Liquidation, Dissolved**

- 3.3 All debts submitted for write-out from the accounting records have been comprehensively scrutinised by officers.

### **4. RECOMMENDATIONS**

- 4.1 That the Portfolio Holder agrees to write-out debts to the value of £42,360 (plus £889.50 costs) in respect of irrecoverable business rates.

### **5. CONTACT OFFICER**

John Morton  
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Chief Executive's Department  
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Direct line 01429 523093

**Business Rates Accounts**  
**Company Liquidation/Bankruptcy**  
**Over £1000**

From April 11

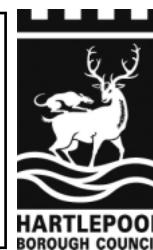
**APPENDIX C**

Account Ref	Name	Address	Amount (£)	Costs	From	To	Reason for write off
9050250394	Local Heros Pub Company Ltd	Owton Lodge, Seaton Carew	£2,040.38	£0.00	01/04/10	03/12/10	Liquidation
9050297951	Gibral Galia Ltd	Kals Winebar, 25-26 Church Street	£1,699.85	£0.00	01/04/10	25/01/11	Dissolved
9050306381	Go-Go Bar & Café Ltd	20 Church Street	£1,964.57	£0.00	01/09/09	18/06/10	Dissolved
9050313299	Spider Clothing Ltd	95/96 Middleton Grange	£14,976.46	£134.50	20/08/10	11/01/11	Liquidation
		TOTALS	£20,681.26	£134.50			

## **PERFORMANCE PORTFOLIO**

Report to Portfolio Holder

18 January 2012



**Report of:** Chief Customer and Workforce Services Officer

**Subject:** SINGLE STATUS AGREEMENT APPEALS

---

### **SUMMARY**

#### **1. 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.

#### **2. SUMMARY OF CONTENTS**

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

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

Corporate Issues.

#### **4. TYPE OF DECISION**

Non Key.

#### **5. DECISION MAKING ROUTE**

Portfolio meeting only.

#### **6. DECISION(S) REQUIRED**

To note progress on appeals received and ratify Appeals Panel outcomes in respect of High, Medium, Low and Very Low Priority Appeals.

**Report of:** Chief Customer and Workforce Services Officer

**Subject:** SINGLE STATUS AGREEMENT APPEALS

---

## 1. PURPOSE OF REPORT

- 1.1 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.

## 2. BACKGROUND

- 2.1 The Single Status Appeals Procedure was agreed at the Performance Portfolio Holder meeting on 27 June 2008. This has been reviewed in the light of experience of operating it for High Priority Appeals and a revised Appeals Procedure has been implemented following Performance Portfolio ratification.

- 2.2 The revised procedure provides:

- “The Executive Member with responsibility for Workforce Services will be regularly advised of appeals received and progress made in dealing with them” and;
- “All Appeal Panel outcomes must be ratified by the Executive Member with responsibility for Workforce Services or Governors (Governing Body, Pay Review Committee or Appeals Committee), as appropriate, prior to any changes being implemented.”

- 2.3 Appeals are prioritised in accordance with the Single Status Agreement as detailed in Table 1.

**Table 1**

Priority	Type of Appeal
High	Appeals received from current employees who are continuing to receive protection at 1 July 2008/ Appeals which do not need an Appeals Panel to meet/ Appeals from employees who leave the Council from areas where job losses are needed/ Appeals from employees who retire from the Council due to ill health and the Teesside Pension Fund Doctor (for LGPS members) or the Council's Occupational Health Advisor (for non LGPS members) has determined that they meet the Local Government Pension Fund Tier 3 Ill Health criteria

<b>Medium</b>	Appeals received from current employees who were receiving protection prior to 1 July 2008/Appeals received from current employees who do not gain initially
<b>Low</b>	Appeals received from current employees who gained initially
<b>Very Low</b>	Former employees

- 2.4 A timetable for processing all outstanding appeals by 31 December 2011 was established.
- 2.5 Provision for the ongoing costs of appeal outcomes has been made in the Council's base budget since 2007/08 to meet the cost of implementing any successful appeals from 1<sup>st</sup> April 2007. This provision was initially set at £400,000, inclusive of employers national insurance and pension costs, for 2007/08. This figure has been increased in the budget by the annual cost of living pay award and is currently £415,000. Schools have made separate provision in their own budgets for appeals by school staff.
- 2.6 In order to ensure equality of treatment, as far as possible, the revised Appeals Procedure, as detailed in 2.1 above, made provision for employees whose high priority appeals were considered under the original Appeals Procedure to
- a) receive the same documentation (i.e. Directors comments on the appeal, including the sore-thumbed factors and any subsequent clarification provided to the Appeals Panel by the Director) as appellants whose appeals have been considered since April 2011
  - b) challenge, clarify or expand upon information already provided by the Director or appellants but not provide new information in respect of appealed factors
  - c) provide new evidence in respect of the sore thumbbed factors
  - d) attend the Appeals Panel to present their case (in which case the Director or representative will also present their case to the Appeals Panel)
- 2.7 There is no obligation on appellants to do anything in respect of 2.6 a) - d) above. For example they may decide
- i) to do nothing
  - ii) to receive the documentation and then not submit any additional information
  - iii) to receive the documentation and submit additional written information and subsequently decide not to proceed at any time up to the day before the Appeals Panel actually meeting

to consider any additional information provided to them in writing and/or verbally and review the appeal outcome in light of the additional information provided.

- iv) to receive the documentation and submit additional written information and decide not to attend the Appeals Panel
- v) to receive the documentation and submit additional information and decide to attend the Appeals Panel.

- 2.8 48 high priority appellants requested copies of the documentation submitted to the Appeals Panel which they have not previously received. 3 high priority appellants within this group whose pay band reduced on appeal and/or who are at risk of leaving early next year as a result of budget reductions have recently been sent the additional paperwork. It is anticipated that any reconsideration of their appeal will be heard in February/March this year. The remaining 45 appellants who have requested the additional information will have this sent out to them during January – March with a view to any appeals being reconsidered during June/July this year.

### 3. CURRENT POSITION ON APPEALS

- 3.1 Outstanding appeals (including where the outcome has not yet been ratified) are shown in Table 2. This table will be updated on an ongoing basis to remove those appeals which have been withdrawn or ratified.

**Table 2**

Department	Posts Appealed (and number of appellants)/Priority				
	High	Medium	Low	Very Low	Total
Chief Executive's	0 (0)	3 (4)	0 (0)	0 (0)	3 (4)
Child and Adults	0 (0)	3 (7)	3 (9)	6 (6)	12 (22)
Regeneration and Neighbourhoods	0 (0)	1 (1)	8 (12)	2 (2)	11 (15)
Schools	0 (0)	0 (0)	1 (1)	0	1 (1)
<b>Total</b>	<b>0 (0)</b>	<b>7 (12)</b>	<b>12 (22)</b>	<b>8 (8)</b>	<b>27 (42)</b>

- 3.2 As can be seen from Table 2, there are 27 outstanding appeals of which 21 are to be ratified through this report. The 6 outstanding appeals were not completed prior to Christmas 2011 for a variety of reasons including unavailability of appellants to attend the appeals panel, long term sickness of the appellant's line manager, further information being required and trade unions not being able to support their members due to other priorities. A meeting of the Appeals Panel is scheduled for 12 January 2012 to consider the outstanding appeals. It is anticipated that the outcomes will be reported to your February 2012 meeting.

- 3.2 The Outcomes of Appeals ratified previously are detailed in Table 3 below.

**Table 3**

	Pay band increased on Appeal and Outcome Ratified (no of appellants)	Pay band stayed the same on Appeal and Outcome Ratified (no of appellants)	Pay band decreased on Appeal and Outcome Ratified (no of appellants)
Chief Executive's	8 (12)	19 (32)	1 (1)
Child and Adults	10 (16)	34 (86)	6 (7)
Regeneration and Neighbourhoods	19 (22)	54 (69)	7 (11)
Schools	2 (4)	6 (6)	0 (0)
<b>Total</b>	<b>39 (54)</b>	<b>113 (193)</b>	<b>14 (19)</b>

#### 4. PROGRESS ON APPEALS

- 4.1 Since the last report the Appeals Panel has met on 6 occasions and has agreed outcomes, subject to ratification, in respect of 21 appeals relating to 34 appellants. A number of appeals which had been scheduled to be heard were also withdrawn.
- 4.2 In determining the appeal outcomes, the Appeal Panels have considered the submissions made by the appellant as well as 'sore-thumbing' the original evaluation. This is essential to ensure the robustness of individual evaluations and the job evaluation scheme as a whole. Whilst there are three possible overall outcomes (pay band increases, pay band remains the same or pay band decreases), this may mask changes to particular factor levels and/or 'tidying up' of evaluations which does not affect overall pay bands.
- 4.3 A summary of the outcomes, of the Appeals Panels as detailed in 4.1 above is set out in Table 4.

**Table 4**

	Pay band increased on Appeal and Outcome Ratified (no of appellants and those affected by the	Pay band stayed the same on Appeal and Outcome Ratified (no of appellants and those affected by the outcome)	Pay band decreased on Appeal and Outcome Ratified (no of appellants and those affected by the outcome)
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	outcome)		
Chief Executive's	0 (0)	2 (2)	0 (0)
Child and Adults	2 (9)	9 (10)	0 (0)
Regeneration and Neighbourhoods	3 (7)	4 (5)	0 (0)
Schools	0 (0)	1 (1)	0 (0)
Total	5 (16)	16 (18)	0 (0)

- 4.4 As indicated above, the Portfolio Holder is responsible for ratifying the outcomes in respect of Council employees whereas Governors are responsible for ratifying the outcomes in respect of school employees. Similarly, the Council is responsible for any changes in employee costs for Council employees whereas schools are responsible for any changes in employee costs for school employees.
- 4.5 It is anticipated that a summary of the ongoing and back pay costs of implementing appeal outcomes will be provided at your February 2012 meeting. In some instances pay bands increase but there are no ongoing costs because the higher pay band has been previously awarded at some point after the date of appeal or the post has been deleted.
- 4.6 Further details of the outcomes of individual appeals is included in the "Not for Publication" **Appendix B** attached to this report.

**This item contains exempt information under Schedule 12A Local Government Act 1972, namely information relating to a particular employee, former employee or applicant to become an employee of the Council (para 1)**

- 4.7 The Portfolio Holder will continue to receive reports regarding appeal outcomes for Council employees that require ratification before they can be implemented. Appeal decisions for school employees require Governor ratification before they can be implemented and, where appropriate, arrangements will be made to obtain such ratification in respect of appeals from school employees.
- 4.8 Trade unions will be updated regularly at the monthly Single Table Meeting with Hartlepool Joint Trade Unions Committee Representatives regarding the appeals programme and appeal decisions which have been ratified.

## 5. RECOMMENDATION

- 5.1 The Portfolio Holder notes the progress made and ratifies the Appeals Panel Outcomes in respect of Council employees (as detailed in the "Not for Publication" schedule attached to this report).

## **6. REASONS FOR RECOMMENDATIONS**

- 6.1 The Appeals Procedure is an integral part of the Single Status agreement and requires that the Executive Member with responsibility for Workforce Services be regularly advised of progress made in dealing with appeals received and ratifies the outcomes of Appeals Panels in respect of Council employees.

## **7. BACKGROUND PAPERS**

Cabinet report 23 December 2007.  
Cabinet report 27 May 2008.  
Performance Portfolio report 27 June 2008  
Performance Portfolio report 26 September 2008  
Performance Portfolio report 2 February 2009  
Performance Portfolio report 26 February 2009  
Performance Portfolio report 16 April 2009  
Finance and Performance Portfolio report 14 July 2009  
Finance and Performance Portfolio report 5 November 2009  
Finance and Performance Portfolio report 23 February 2010  
Finance and Performance Portfolio report 23 March 2010  
Finance and Performance Portfolio report 30 April 2010  
Finance and Performance Portfolio report 18 May 2010  
Cabinet report 16 August 2010  
Performance Portfolio report 26 October 2010  
Cabinet report 21 February 2011  
Performance Portfolio report 22 February 2011  
Performance Portfolio report 23 March 2011  
Performance Portfolio report 14 September 2011  
Performance Portfolio report 8 November 2011  
Performance Portfolio report 7 December 2011

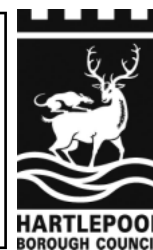
## **8. CONTACT OFFICER**

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## **PERFORMANCE PORTFOLIO**

Report to Portfolio Holder

18 January 2012



**Report of:** Chief Customer and Workforce Services Officer

**Subject:** **STATUTORY WORKFORCE EQUALITY DATA REPORTING REQUIREMENTS**

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### SUMMARY

#### **1. PURPOSE OF REPORT**

To advise the Portfolio Holder of the arrangements being made to comply with statutory workforce equality data reporting requirements.

#### **2. SUMMARY OF CONTENTS**

The report sets out the arrangements being made to comply with statutory workforce equality data reporting requirements.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

The Portfolio Holder has responsibility for Workforce Services.

#### **4. TYPE OF DECISION**

Non Key.

#### **5. DECISION MAKING ROUTE**

Performance Portfolio Holder only.

#### **6. DECISION(S) REQUIRED**

That the Portfolio Holder notes the report.

**Report of:** Chief Customer and Workforce Services Officer

**Subject: STATUTORY WORKFORCE EQUALITY DATA REPORTING REQUIREMENTS**

---

**1. PURPOSE OF REPORT**

- 1.1 To advise the Portfolio Holder of the arrangements being made to comply with statutory workforce equality data reporting requirements.

**2. BACKGROUND**

- 2.1 The Equality Act 2010 (Specific Duties) Regulations 2011 place workforce equality data reporting requirements on the Council. Updated guidance on how to meet the requirements of the above regulations was provided by the Equality and Human Rights Commission on 15 December 2011.

- 2.2 The Regulations provide that where a public body employs 150 or more employees, information on the effect that the public body's policies and practices have had on employees who share a protected characteristic must be published.

- 2.3 The Equality Act 2010 defines the protected characteristics as

- age
- disability
- gender reassignment
- pregnancy and maternity
- race
- religion or belief
- sex, and
- sexual orientation

It also applies to marriage and civil partnership, but only in respect of the requirement of the general duty to have due regard to the need to eliminate discrimination.

- 2.4 The Equality and Human Rights Commission (EHRC) guidance provides that "Publishing information is not simply a matter of demonstrating the sufficiency of your equality evidence base. More importantly, it is about demonstrating **how you have used your evidence base to have due regard** to the aims of the general equality

duty (i.e. how you have used it in making a particular decision or in the way you have delivered your work)".

2.5 The EHRC guidance also states that it would expect to see information on:

- the race, disability, gender and age distribution of the workforce at different grades, and whether they are full time or part time\*
- an indication of the likely representation on sexual orientation and religion and belief, provided that no-one can be identified as a result
- an indication of any issues for transsexual staff, based on engagement with transsexual staff or equality organisations\*
- gender pay gap information
- information about occupational segregation\*
- grievance and dismissal information for people with relevant protected characteristics.
- complaints about discrimination and other prohibited conduct from staff\*
- details and feedback of engagement with staff and trade unions\*
- quantitative and qualitative research with employees e.g. staff surveys\*
- records of how the organisation has had due regard to the aims of the duty in decision-making with regard to employment, including any assessments of impact of equality and any evidence used\*
- details of policies and programmes that have been put in place to address equality concerns raised by staff and trade unions\*

An asterisk (\*) indicates new or significantly amended expectations in the final EHRC guidance.

2.6 The EHRC guidance also states that it would be useful if information was published in relation to the protected characteristics on:

- return to work rates after maternity leave

- success rates of job applicants
- take-up of training opportunities
- applications for promotion and success rates
- applications for flexible working and success rates
- other reasons for termination, like redundancy and retirement
- length of service/time on pay grade
- pay gap information for other protected groups

2.7 The Regulations provide that the Council have to publish the relevant information not later than 31st January 2011 (the publication date has changed from 31 July 2011 and 31 December 2011) and every 12 months thereafter. Information about employees in schools where the Council is (technically) the employer i.e. Community Schools and Voluntary Controlled Schools is included in the Council information and does not need to be published separately. Other Schools (Aided and Foundation) with 150 or more employees have until 6 April 2012 to publish the information. Having published the information, it must be updated and published at least once every year, following the last date of publication. Aided and Foundation schools with less than 150 employees do not have to publish any information.

2.8 Two schools who buy back the Council's HR services (High Tunstall and English Martyrs) have more than 150 employees and therefore need to comply with the requirement to publish data.

2.9 By virtue of its Equality and Diversity in Employment Policy, the Council has set itself a target of "Striving for, and achieving in the longer term, a workforce that reflects the diversity of the population of Hartlepool".

2.10 An annual workforce profile report has been submitted to the Portfolio Holder in previous years which reflects the position as at 31 March each year. As the workforce report has previously included some of the information included in 2.5 and 2.6 above, it was envisaged that this would be extended to cover the statutory requirements (where data is available). As the specific guidance from the EHRC has only just been received, the workforce data is being finalised.

### **3. PROPOSED ARRANGEMENTS FOR COMPLYING WITH THE STATUTORY REQUIREMENTS**

3.1 As indicated above, there is a statutory duty to publish workforce information by 31 January 2012. Under normal circumstances, a report would be submitted to the Portfolio Holder prior to the information being published. However this will not be possible and arrangements are in

place to publish the report on the Council's website before the statutory deadline of 31 January 2012. A copy of the published data will be submitted to the Portfolio Holder's meeting in February 2012 for information.

- 3.2 It is also intended that a further workforce report will be prepared over the spring/summer months to reflect the position at 31 March 2012 and thereafter as at 31 March each year. This will move the publication date back into line with previous practice and will allow for meaningful year on year comparisons.
- 3.3 High Tunstall and English Martyrs schools have been advised of the requirements to publish workforce data and arrangements are in place to support them in doing so.

#### **4. RECOMMENDATIONS**

- 4.1 That the Portfolio Holder notes the report.

#### **5. CONTACT OFFICER**

Wally Stagg  
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