

# **PERFORMANCE MANAGEMENT PORTFOLIO DECISION RECORD**

26th June 2006

## **Present:**

Councillor Peter Jackson (Performance Management Portfolio Holder)

Also in attendance was Councillor J Marshall who was granted permission, by the Portfolio Holder, to speak on minute 1

Officers: Lucy Armstrong, Workforce Development Manager  
Tony Brown, Chief Solicitor  
Rachel Clark, HR Advisor  
Liz Crookston, Principal Strategy and Research Officer  
Graham Frankland, Head of Procurement and Property Services  
Joanne Machers, Chief Personnel Services Officer  
Kerry Trenchard, Strategy and Performance Officer  
Amanda Whitaker, Democratic Services Team Manager

## **1. Parish Council Election Re-charges** *(Chief Solicitor)*

### **Type of decision**

Non-key

### **Purpose of Report**

To invite the Portfolio Holder to consider a request by Headland Parish Council that the Borough Council should not recover the cost of Parish Council elections from the Parish Council.

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

The report set out the terms of Section 36(5) of the Representation Act 1983(as amended by the Local Government Finance(Repeals and Consequential Amendments) Order 1991). Following the 1991 amendment and in response to an enquiry from Dalton Piercy Parish Council, the Policy and Resources Committee had resolved that the costs of parish council elections should be recovered from the parishes (minutes of the meeting of the General Purposes Sub-Committee held on 19th March, 1993, approved and adopted by Council 15<sup>th</sup> April 1993). No change to that policy had been made.

The Parish Council's request had previously been referred to the General

Purposes Committee for determination. However, in the course of research into issues raised at the committee, it became apparent that, by the operation of the Local Authorities (Functions and Responsibilities) Regulations 2000, the matter was an executive function and thus was to be determined by the Portfolio holder rather than the General Purposes Committee.

The background to the request was outlined in the report. It was noted that over the last 20 months, 4 by-elections had been held in the Headland Parish. In 2005, the Parish Council had been issued with an invoice in respect of the first by election. The Chairman of the Headland Parish Council, Councillor Derek Allison, had subsequently requested that the costs of a by-election be met by the Borough Council rather than being recharged to the Parish Council.

A spreadsheet providing details of the relevant costs was appended to the report. At the request of Councillor Marshall, details of the build-up of the costs had been provided to the General Purposes Committee and was submitted to the Portfolio Holder. The Chief Financial Officer had advised that the Borough Council does not have any budget provision for funding parish council elections. He could accept an argument that where the size of the parish was so small that such a burden would fall disproportionately high then discretion would be appropriate. Given that the Headland is the largest of our parishes and would not therefore be deemed to be small, he does not think that this argument is appropriate. Therefore costs should be borne by the relevant democratic body.

The Portfolio Holder noted that, in addition to the expenses claimed in the invoice giving rise to this report, there were expenses, as yet unclaimed, relating to subsequent by-elections. Further, 2 vacancies had arisen on the parish council for which by-elections were to be held on 8<sup>th</sup> June and on a date yet to be fixed. In view of the referral of the matter to the Portfolio holder, the report commented on issues raised previously at the General Purposes Committee. Councillor Marshall had been invited to submit his questions for the purposes of this report and was in attendance at the meeting to advise of the issues which he requested the Portfolio Holder to note as follows:-

- Prior to the issue of the invoice referred to in the report, no other charges had been raised since the decision had been made, to recover costs, in 1993
- It was considered that the charges, agreed by the Council, fell disproportionately on some Parish Councils.
- The area covered by the Headland Parish Council was not an affluent area.
- A number of changes could occur, resulting in vacancies, which could absorb funding raised by Parish Council precepts.
- There should be Borough Council budget provision
- Legislation was such that Parish Councils were being 'forced' into co-

option arrangements.

Councillor Marshall concluded by requesting the Portfolio Holder to refer the issue back to the General Purposes Committee or to the Scrutiny Co-ordinating Committee to allow more discussion prior to a decision being made. The Chief Solicitor advised that reference to General Purposes Committee would be inappropriate.

### **Decision**

(i) A decision on the recovery of election costs from Headland Parish Council was deferred

(ii) The issue was referred to the Scrutiny Co-ordinating Committee

(iii) The Portfolio Holder advised that he would be particularly interested in the views of the Scrutiny Co-ordinating Committee on the following:-

- How much the Borough Council charges
- If the Borough Council doesn't charge, where the funding comes from
- What would be an acceptable number of Parish Council elections in a year
- If the Scrutiny Co-ordinating Committee considers charges should go to Parish Councils, how those costs are staggered

(iv) A further report to be presented to the Portfolio Holder, including the views of the Scrutiny Co-ordinating Committee.

## **2. Risk Mitigation** (*Chief Executive*)

### **Type of decision**

Non-key.

### **Purpose of report**

To inform the Portfolio Holder about the current position with regard to the senior management staffing arrangements within the Children's Services Department.

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

The report set out the current situation regarding the senior management arrangements within the Children's Services Department. The senior management structure, within the Department, provided for a Director and four Assistant Directors. Two of these Assistant Director posts had been vacant, together with the Head and "number 2" posts of the Department's Finance Team, for up to 18 months. The risks arising from the unfilled posts had initially been reported to Cabinet in June 2005. The risks outlined in that initial report, in the main, continued to be relevant.

As a consequence of the approval of additional funding by Cabinet in June, interim arrangements had been put in place as detailed in the report. Although those interim arrangements had operated effectively, it was considered that the risks needed to be mitigated on a longer term basis. Consideration had been given to re-advertising both Assistant Director posts. However, this was considered not to be feasible for reasons outlined in the report. The preferred option was to consolidate the interim arrangements to stabilise the management of the service and to retain the confidence of partners and stakeholders both prior to and during the Joint Area Review later in the year. The financial implications of the proposal were noted by the Portfolio Holder.

### **Decision**

The Portfolio Holder noted the action taken to mitigate risk of staff loss and commented that he was happy to support the arrangement to retain the confidence of partners and stakeholders as the Council was about to go into a very important review, it is not sensible to be looking to change the team at this time, and also noting that funding of the arrangements would be met from savings from other vacancies within the Department. The Portfolio Holder asked that the posts indicated in the report be actively pursued with the goal of having them filled by staff employed by Hartlepool Borough Council, by next April.

## **3. Chief Executive's Departmental Plan 2005/06 – 4th Quarter Review** *(Assistant Chief Executive and Chief Personnel Services Officer)*

### **Type of decision**

Non-key.

### **Purpose of report**

To inform the Portfolio Holder of the progress made against the key issues identified in the Chief Executive's Departmental Plan 2005/06 and the progress of key performance indicators through out the year.

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

The report and appendices detailed progress against the Chief Executive's Departmental Plan 2005/06 and the 4<sup>th</sup> quarter outturns of key Performance Indicators. Officers highlighted those tasks which had not met targets and gave explanations as to why those targets had not been achieved.

### **Decision**

- (i) The achievement of key tasks and outturns of performance indicators were noted.
- (ii) The Portfolio Holder complimented Officers on the number of targets which had been achieved but expressed concern regarding BV12 – the number of days lost due to sickness absence. The Chief Personnel Services Officer was requested to liaise with other Local Authorities to determine which Authorities have been particularly successful at addressing sickness absence and how they have achieved that success.

## **4. Draft Corporate Consultation and Involvement Plan** (Assistant Chief Executive)

### **Type of decision**

Non-key.

### **Purpose of report**

To report to the Portfolio Holder on the authority's current plans for consultation and involvement in 2006/07.

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

The report set out information on plans by the Council's departments to consult and involve residents, services users, partners and stakeholders during 2006/07.

In October 2005, the Council had adopted the suite of four strategies, collectively known as "Communicating with your Council". One of these four strategies was the Corporate Consultation Strategy. The basic principles of the Consultation Strategy were outlined in the report. In order to assist in the promotion of these principles, an initial, draft Consultation and Involvement Plan had been developed which set out the consultation work that was being planned for the coming year, a copy of which was appended to the report. Copies of the Plan would be placed on the Council's website and Intranet. The information brought together in the plan would also be added to the Council's e-consultation database which formed part of Your Town Your Say, the new e-consultation system. This would enable employees, members, the public and partners to look at what work is planned and, in the course of time, have access to reports and results.

The Portfolio Holder noted that the Council and its departments has a wide range of groups and forums which it used for consulting with local residents and partners, involving people in planning and designing services and

engaging them in decision making processes. Some of the groups and forums that the Council engages with were listed in Appendix B. Departments would be working together to ensure that full use be made of the groups and forums already in existence and that work was not duplicated.

### **Decision**

The report was noted.

## **5. Corporate Complaints** *(Assistant Chief Executive)*

### **Type of decision**

Non-key.

### **Purpose of report**

To inform the Portfolio Holder of performance information on formal complaints for 2005/06.

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

The report advised that in 2005/06, a total of 49 formal complaints had been recorded by departments. This was an increase from 33 complaints recorded in 2004/05 and a return to levels recorded in 2003/04 when 62 complaints had been recorded. The departments handling the highest numbers of complaints were the Neighbourhood Services Department (19 complaints) and the Finance Division of the Chief Executive's Department (17 complaints).

Direct comparisons could not be made for the year on year performance of the Children's Services and Adult & Community Services Departments due to the re-organisation of the Council's departments in 2005. However it appeared that overall complaints about the service areas dealt with by these two new departments had not risen significantly in the last 12 months. The number of complaints dealt with by the Finance Division had increased and this was in part due to the initiative which reviewed all households in receipt of the Single Person Discount for Council Tax. There had also been an increase in the number of complaints to the Regeneration & Planning Services Department from no complaints in 2004/05 to five complaints in 2005/06. This was however a return to the level recorded in 2003/04 when 4 complaints were made.

The report addressed the following areas:-

- Meeting targets
- Outcomes of Complaints Investigations

- Remedies for Complainants
- Learning from Complaints
- Complaints referred to the Local Government Ombudsman

It was noted that all Councils receive an annual letter from the Local Government Ombudsman which details: the complaints received by the Ombudsman and the outcome of his investigations in the previous year; comments on the Council's performance; and comments on liaison arrangements with the Council. This letter is due to arrive in late June and would be reported to the next meeting of the Performance Management Portfolio Holder.

### **Decision**

(i) That the report be noted.

(ii) The Portfolio Holder commented that he was pleased to note that the target for reporting back to a complainant with a written response to their complaint, after a thorough investigation, had been achieved in 88% of cases and that Departments were keen to learn from complaints and taking steps to prevent their recurrence.

## **6. Energy Management Consumption and Cost** *(Head of Procurement and Property Services)*

### **Type of decision**

Non-key.

### **Purpose of report**

To inform the Portfolio Holder of the overall trend in energy consumption and costs and highlight budget pressures

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

The report set out the Council's energy consumption performance in comparison with the previous year and provided information on Green Energy, Electronic Billing, Energy Efficiency and Energy Accreditation.

### **Decision**

The report was noted.

## **7. Energy Management Consumption and Cost** *(Head of Procurement and Property Services)*

### **Type of decision**

Non-key.

## **Purpose of report**

To provide information on the overall trend in energy consumption and costs and to highlight budget pressures..

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

The report set out energy consumption at Council properties, during the period 2002-2006, together with anticipated future energy cost increases. Hartlepool Borough Council is part of the North Eastern Purchasing Organisation (NEPO) which achieves a discount on fuels in the region on 25%.

Attached as an appendix were the NEPO March Energy Update Notes which illustrate the complexities in the current energy market place and the purchase options available. The Energy Procurement Group, a team comprising local authority energy managers, procurement officers and the energy suppliers to secure the best possible prices, is undertaking negotiations in relation to gas, electricity and water supplies.

The Portfolio Holder noted that the energy market is highly volatile with unseasonable trends apparent and it is not possible to give an exact prediction at this time of what the increase in energy costs will be but the balance of probability is that they will be in line with the following estimates:-

- Gas a 60% cost increase
- Electricity a 70% cost increase is forecast
- Water a 12% cost increase based on the predicted aggregated rise in the cost of water and surface water charges.

For 2007/8 the major budget pressure of rising energy costs needs to be considered in the budget process which is just commencing.

Departmental fuel cost projection were presented which were based on actual figures with some estimated figures for 2006 07 and increases for 2007 08 at 25% and 20% for gas /electricity. Water increases are much more complex but the changes for RV/Area costs had been calculated and allowed a 5% growth for water sewage charges. It was highlighted that the increases beyond 2007 were speculative but would give some indication of likely increases.

## **Decision**

- (i) The position was noted and a further report would be submitted when firm information was available on energy cost increases for the forthcoming year.



- (ii) The pressures for future years, to be included in the 2007/08 budget process, were noted.
- (iii) The Portfolio Holder requested that a campaign be undertaken to promote energy efficiency and good housekeeping across the Council to address the rising costs prior to April 2007. The Portfolio Holder commented that he would like to be actively involved in the campaign.

## **8. Neighbourhood Services Departmental Plan (Performance Management) Update March 2006** *(Head of Procurement and Property Services)*

### **Type of decision**

Non-key.

### **Purpose of report**

To consider the update on performance of the Neighbourhood Services Departmental plan for 2005 / 2006, covering the period from the 1<sup>st</sup> April 2005 to 31<sup>st</sup> March 2006.

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

The report advised that this Council's corporate aims had been developed to align with those of the community plan and the Hartlepool Partnership. The Neighbourhood Services Departmental Plan showed how the department would complement and work towards these corporate aims. This Departmental Plan Update sets out the department's aims and objectives and included performance to the end of March 2006 against a range of key national and local indicators. The Plan also detailed service development initiatives that were planned for the year. These were the product of a developing culture that emphasised the importance of outcomes and a focus on customers in planning service delivery. A summary of the progress achieved during 2005 / 2006 had been recorded against these service improvements.

A copy of the plan was appended to the report.

### **Decision**

- (i) The update to the Plan was approved.
- (ii) The Portfolio Holder requested that a letter be sent to him detailing how the Department is to improve on Indicator Numbers TE18, SS09 and SS11.

**9. Land at Warren Road/Davison Drive, Hartlepool** *(Head of Procurement and Property Services and Director of Regeneration and Planning Services)*

**Type of decision**

Non-key.

**Purpose of report**

To obtain Portfolio Holder approval to the proposed marketing of the land to selected parties.

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

The report set out an outline to the background behind the proposal to sell the land, with rationale for the proposed marketing of the site. The likely financial capital receipt to be achieved was detailed in a confidential appendix.

The land at Warren Road and Davison Drive shown hatched on the plan attached at Appendix 1 was formerly occupied by Tarran style bungalows, which were demolished as they were defective properties under the 1985 Housing Act. The sites had since been grassed over and had remained vacant. They were maintained on the Council's asset register as potential development sites, but had now been de-allocated from the Local Plan as sites with housing potential. This Development Brief was attached to the report as Appendix 2.

There had been an approach to the Council from a developer with a view to establishing a partnership arrangement. The proposal involved residential development and assistance with the regeneration of the area. As a result of this interest, it was proposed that the site be selectively marketed to ensure that the Council maximised its potential to achieve best consideration. The proposed marketing strategy was contained within the confidential financial Implications section of the report (the 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 the financial or business affairs of any particular person (including the authority holding that information).

**Decision**

(i) The Portfolio Holder approved the proposed course of action and referred to the consequential beneficial impact of the proposal on the appearance of the area and the improved security for West View Primary School.

(ii) Officers were requested to involve Ward Councillors in proposals for the sale of the land.

## **10. Land Between 11-12 Studley Road** (*Head of Procurement and Property Services*)

### **Type of decision**

Non-key.

### **Purpose of report**

To obtain authority to proceed with a disposal of land.

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

The alleyway between 11 and 12 Studley Road was shown on the plan attached to this report as Appendix 1. It was situated in a housing area which was transferred to Housing Hartlepool as part of stock transfer in March 2004. The alleyway remained in the Council's ownership. Housing Hartlepool had received a number of complaints from residents regarding anti social behaviour resulting from the alleyway and had therefore requested that they be allowed to acquire the land. It was proposed that the land be stopped up and added to the garden of 12 Studley Road, which was a property owned by Housing Hartlepool. The financial implications were enclosed in a confidential appendix (the item contained 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 the financial or business affairs of any particular person (including the authority holding that information).

### **Decision**

The Portfolio Holder noted that the residents of the properties concerned supported the proposal and approved the disposal of the land to address anti-social behaviour resulting from the alleyway.

## **11. Land Adjacent Unit 4 Brierton Lane Shops** (*Head of Procurement and Property Services*)

### **Type of decision**

Non-key.

### **Purpose of report**

To obtain Portfolio Holder Approval to the proposed disposal of land.

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

The Owton Manor Neighbourhood Watch and Residents Association (OMWNW&RA) was formed in October 2002, primarily operating on a voluntary basis. The success of the Association was such that it employed 2 staff. Over the previous 12 months the Association had received 3,500 walk in clients and operated a number of clubs and courses for the community. Membership of the group was open to all and included 800 households now in their Neighbourhood Watch Scheme. The Association regularly received requests for additional courses to be run but had thus far been unable to extend their provision because of a lack of space within their existing premises, Unit 4 Brierton Lane. They had suggested that they be allowed to purchase the land adjacent their property (shown hatched on the plan appended to the report), which had previously been the subject of anti social behaviour problems to the Council. The terms which had been proposed to the OMWNW&RA were set out in a confidential appendix (the information contained 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 the financial or business affairs of any particular person (including the authority holding that information).

### **Decision**

The disposal of the land was approved on the terms set out in the confidential appendix..

## **12. Early and Ill Health Retirements 2005-06 – Annual Report** (*Chief Financial Officer and Chief Personnel Services Officer*)

### **Type of decision**

Non-key.

### **Purpose of report**

To update the Portfolio Holder on the Council's performance in 2005/06 and future targets in relation to early and ill health retirements.

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

Details of the Council's performance and future targets in relation to early retirement and ill health retirements were set out in the report. Detailed breakdowns of the performance against the two Corporate Health Performance Indicators were set out in the report. The two indicators were:-

BVPI14 The percentage of employees retiring early (excluding ill health retirements) as a percentage of the total workforce

BVPI15 The percentage of employees retiring on the grounds of ill health as a percentage of the total workforce

A detailed breakdown of 2005/06 performance by departments was appended to the report. In line with the Audit Commission recommendations, details of the costs to the Council associated with the release of employees who were members of the Teesside Pension Fund were also circulated as Appendix B.

In relation to 2006/07 and future years' indicators and targets, the Government had provided upper quartile targets, which all authorities should aim to reach. Locally the Council had set three year targets for the BVPIs. which were set out in the report. The Portfolio Holder noted that Early retirements only occurred after individual employees decide to apply or compulsory redundancies were declared. Since the Council could not control whether an employee submits an application, the setting (and achievement) of targets was relatively arbitrary, particularly as the Council used early retirements as part of its change management arrangements and had no control over decisions made by schools. However, the target, if achieved, would represent median performance.

The future targets for ill health retirements (BVPI15) had been set at a level which, if achieved, would represent upper quartile performance. The target was above 2005/6 performance as history would indicate that this level of performance could not be maintained.

### **Decision**

The outturn figures for 2005/06 were noted and the targets set for 2006/07 onwards were endorsed.

## **13. Workforce Profile and Monitoring – Annual Report 2005/6** *(Chief Personnel Services Officer)*

### **Type of decision**

Non-key.

### **Purpose of report**

To update the Portfolio Holder on the Council's workforce profile performance in 2005/6, how it compared to the local population and applicants for jobs in

2005/06, actions taken during the period and planned future actions and targets.

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

The Portfolio Holder considered a comprehensive report, together with accompanying appendices, which set out details of the Council's workforce profile performance in 2005/6, how it compared to the local population and applicants for jobs in 2005/06, actions taken during the period and planned future actions and targets.

**Decision**

The report was noted and the targets set were endorsed.

**14. Employee Survey 2005** (*Chief Personnel Services Officer*)

**Type of decision**

Non-key.

**Purpose of report**

To obtain the Portfolio Holder's endorsement of the 2005 Employee Survey Action Plan.

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

The results of the 2005 Employee Survey and draft action plan had been reported to the Portfolio Holder's meeting held on 3<sup>rd</sup> April 2006. Further consideration of the draft action plan had now taken place at a Corporate Management Team Away Day and is being considered within Departmental Management Teams (DMT). A revised Action Plan was appended to the report.

It was noted that Corporate Management Team (CMT) had concentrated on three strategic aspects of the 2005 Employee Survey namely

- Managing Diversity and Equality
- Leadership and Change
- Managing Pressure of Work

These linked to issues raised at a Corporate Management Team briefing for managers immediately prior to the Away Day.

Departmental management teams were currently considering the results and

developing their own action plans to address issues specific to their department. To include the departmental action plans in this report would have resulted in a very long and detailed action plan.

### **Decision**

- (i) The 2005 Employee Survey Action Plan was endorsed.
- (ii) The Portfolio Holder requested that the 2006 Employee Survey include feedback on action taken as a result of the 2005 Employee Survey.

## **15. Annual Race and Diversity Report** (*Chief Personnel Services Officer*)

### **Type of decision**

Non-key.

### **Purpose of report**

To obtain the Portfolio Holder endorsement of the Annual Race and Diversity report and action plan for achieving Level 3 of the Equality Standard for Local Government (BVPI 2a) by 2007/8.

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

The report provided details of the Council's performance against the Corporate Race and Diversity Scheme 2005-08 and actions planned to achieve Level 3 of the Equality Standard for Local Government by 2007/8.

The Council's Corporate Race and Diversity Scheme 2005-2008 (Appendix A) was approved by Cabinet on 6<sup>th</sup> June 2005. This met the requirements of both the Race Relations (Amendment) Act 2000 and the BVPI2a - Equality Standard for Local Government (the 'Equality Standard'). The 2000 Act also required Councils to publish an annual report detailing performance against the Race and Diversity Scheme. Attached at Appendix B was the Annual Race and Diversity Report. Key Corporate achievements in 2005/6 were set out in the report, together with actions planned to achieve level 3 of the Equality Standard by 2007/08.

The Diversity Steering Group, which reported directly to Corporate Management Team, has agreed an action plan (Appendix D) designed to ensure that the Council progressed from Level 2 of the Equality Standard to Level 3 in two years. Where possible, existing arrangements (Corporate Procurement Group, Corporate Consultation Group etc) were being used to take the necessary actions.

### **Decision**

- (i) The Annual Race and Diversity Report was endorsed, including the target of achieving Level 3 of the Equality Standard for Local Government (BVPI2a) and the action plan to achieve this.
- (ii) The Portfolio Holder requested that his appreciation be conveyed to those involved in achieving Level 2 of the Equality Standard.

## **16. Get On (Go) Local Government Award** (*Chief Personnel Services Officer*)

### **Type of decision**

Non-key.

### **Purpose of report**

To report on the GO Award Action Plan which met the criteria to gain the full Get On Local Government Award.

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

In 2001, the Government launched its Skills for Life Strategy aimed at improving adult literacy and numeracy skills. In response to the Government strategy the (now defunct) Employers Organisation developed the Local Government Skills for Life Strategy. A key element of the Council's Workforce Development Plan 2005, approved by the Portfolio Holder on 13 June 2005 was the implementation of a Skills for Life strategy and training programme. The achievement of the GO Award would be a key milestone in achieving this. The Chairman of the Council, Chief Executive and Hartlepool Joint Trade Union Committee (HJTUC) committed to achieving the award in December 2005. Following this commitment the Council had nine months in which to develop and submit its action plan to the Employers Organisation.

Following the demise of the Employers Organisation, responsibility for the GO Award had transferred to the Improvement and Development Agency (IDeA). Skills for Life now formed part of the assessment criteria for Investors in People (IIP) and achievement of the GO Award would help provide evidence in this respect. The IDeA were in discussion with the Audit Commission as to how the award would be able to be used in future CPA inspections.

In March 2006, the Council made its submission with an action plan to the Employers Organisation, a copy of which was appended to the report. The aims of the action plan were set out in the report. The action plan was subsequently approved.. The Council was the second authority in the North East to have its action plan approved. A regional Peer Assessment process



for the full award (through which all criteria can be evidenced as having been met) was currently being developed.

### **Decision**

The report was noted.

## **17. Workforce Development Plan – 2005/6 Annual Report** (Chief Personnel Services Officer)

### **Type of decision**

Non-key.

### **Purpose of report**

To advise the Portfolio Holder of the progress made and planned future actions in respect of the Workforce Development Plan.

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

The Council's Workforce Development Plan Framework 2005-2010 (Appendix A) was approved at the Performance Management Portfolio Holder meeting held on 13 June 2005. At that time it was intended that the plan would be developed after six months, once the corporate restructure was implemented.

The Plan was divided into 3 parts. Part 1 concentrated upon associated organisational development issues. Part 2 examined workforce development plans and strategies that support organisational development. Part 3 was dedicated to ensuring that members and people involved in service delivery are equipped with the appropriate skills and display the desired behaviours required to realise the corporate vision. Some Workforce Development initiatives have been included in the 2006/7 Corporate Plan as set out in the report.

Since the plan was approved, progress had been made as detailed in the report. The resignation of the Workforce Development and Diversity Manager had had an adverse impact on the delivery of the Workforce Development Plan. Appendix A provided details of overall progress against the plan. In the first six months of 2006/7, the actions planned were detailed.

### **Decision**

The report was noted and the Portfolio Holder welcomed the recent

appointment to the post of Workforce Development Manager.

## **18. Local Government Access to Information**

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 involves the likely disclosure of exempt information as defined in paragraph 3 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 19 – Proposed Murray Street – *Head of Procurement and Property Services* (Para 3 - 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 the financial or business affairs of any particular person (including the authority holding that information).

Minute 20 – former Cromwell Street Depot, Cromwell Street, Hartlepool – *Head of Procurement and Property Services* (Para 3 - 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 the financial or business affairs of any particular person (including the authority holding that information).

## **19. Proposed Murray Street Car Park** (*Head of Procurement and Property Services*)

### **Type of decision**

Non-key.

### **Purpose of report**

To obtain approval to the Council taking a lease of a car park in Murray Street.

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

The report set out the need for a car park, anticipated costs and expected income likely to be generated from a car park, details of which are set out in the confidential section of the minutes.

### **Decision**

The Estates Manager was authorised to complete negotiations with Hartlepool

Revival to enter into a lease for the car park.

**20. Former Cromwell Street Depot, Cromwell Street, Hartlepool** (*Head of Procurement and Property Services*)

**Type of decision**

Non-key.

**Purpose of report**

To advise the Portfolio Holder of the outcome of the recent marketing of this property and propose the disposal to the preferred bidder.

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

The report set out background to a proposed disposal and outcome of the marketing period, with a recommended course of action resulting in disposal of the site. Full details of the issues considered are set out in the confidential section of the minutes.

**Decision**

The Portfolio Holder authorised the disposal of the site to Bidder Number 1 subject to planning approval and any other Conditions the Council require for the sale.

**J A BROWN**

**CHIEF SOLICITOR**

**PUBLICATION DATE: 29th June 2006**