

PERFORMANCE MANAGEMENT PORTFOLIO DECISION RECORD

21st August, 2006

Present:

Councillor Peter Jackson (Performance Management Portfolio Holder)

Officers: Andrew Atkin, Assistant Chief Executive
Mic Bannister, Principal Procurement and Finance Officer
Emma Dixon, Estates Manager
George Hind, Energy Manager
Alison Oxley, Human Resources Manager
Pat Watson, Democratic Services Officer

35. Land to the rear of 71 Masefield Road, Hartlepool (*Head of Procurement and Property Services*)

Type of decision

Non-key

Purpose of report

To request consideration of a request to purchase land at the rear of 71 Masefield Road, Hartlepool

Issue(s) considered by the Portfolio Holder

The report detailed the proposed disposal of land and outlined the situation in relation to the Council's land holdings and planning implications.

Decision

- (a) The Portfolio Holder approved the disposal of the land to Housing Hartlepool in the terms outlined in the report.
- (b) The Portfolio Holder requested that the necessary conditions are attached to the sale to ensure that Housing Hartlepool cannot sell on any part of the area of land for profit.

36. Procurement and Project Management Protocols (*Head of Procurement and Property Services*)

Type of decision

Non-key

Purpose of report

To endorse procurement and project management requirements resulting from a scrutiny of the Headland Town Square Project.

Issue(s) considered by the Portfolio Holder

The report highlighted the conclusions from a Scrutiny exercise which required actions in terms of improved procurement and project management protocols.

Decision

The Portfolio Holder notes the report and endorsed the Action Plan.

37. Energy Management – Energy Saving Fund (*Head of Procurement and Property Services*)

Type of decision

Non-key

Purpose of report

To request consideration of the implementation programme of Energy Savings Fund Projects.

Issue(s) considered by the Portfolio Holder

The report outlined progress to date and identified potential energy saving schemes with recommendations for the programme of works for the year 2006/07.

Decision

The Portfolio Holder approved the two schemes listed below for implementation in the year 2006/07:-

- Bryan Hanson House – Heating Controls
- Leadbitter Buildings – Internal local Lighting Replacement & Controls

The costs to be augmented by contributions from the building operator to reduce the payback period.

38. 2 Lansdowne Road, Hartlepool (*Head of Procurement and Property Services*)

Type of decision

Non-key

Purpose of report

To obtain Portfolio Holder approval to commence marketing of 2 Lansdowne Road, Hartlepool.

Issue(s) considered by the Portfolio Holder

The report detailed the background to the acquisition of the property by the Council and described the proposed marketing process.

Decision

- (a) The Portfolio Holder agreed that, should no operational need be identified, authority be granted for the Estates Manager to market the property with a view to disposal of the Council's freehold interest for private residential use. If only business use is identified then a report to be brought back to the Portfolio Holder.
- (b) The Portfolio Holder requested that the Ward Councillors be kept informed of this issue.

39. Release of Covenant, St Columba's Church (*Head of Procurement and Property Services*)

Type of decision

Non-key

Purpose of report

To request Portfolio Holder approval to the release of a restrictive covenant on this site.

Issue(s) considered by the Portfolio Holder

The report described the background to the proposed housing development and the Council's role in supported living was described. The options for dealing with the release of covenant were also outlined.

Decision

That Portfolio Holder approved the release of covenant in the manner proposed to allow the supported living accommodation to be developed.

40. Land between 5 and 6 Northumberland Walk, Hartlepool (*Head of Procurement and Property Services*)

Type of decision

Non-key

Purpose of report

To request Portfolio Holder approval to the proposed disposal of the footpath between 5 and 6 Northumberland Walk, Hartlepool.

Issue(s) considered by the Portfolio Holder

The report outlined the rationale for the proposed closure of the footpath and indicated the options for the disposal of the land.

Decision

The Portfolio Holder approved the proposed disposal.

41. Small and Medium Sized Enterprise Concordat (*Head of Procurement and Property Services*)

Type of decision

Non-key

Purpose of report

To seek approval for the Council to declare its support for the Small and Medium Sized Enterprise (SME) Friendly Concordat.

Issue(s) considered by the Portfolio Holder

The background to potential SME concordat was outlined in the report and a copy of the document was attached as an appendix.

Decision

The Portfolio Holder agreed to sign the declaration of support on behalf of the Council for the Small and Medium Sized Business Friendly Concordat.

42. Chief Executive's Departmental Plan 2006/07 – 1st Quarter Report (*Assistant Chief Executive and Chief Personnel Services Officer*)

Type of decision

For information

Purpose of report

To inform the Portfolio Holder of the progress made against the Chief Executive's Departmental Plan 2006/07 in the first quarter of the year.

Issue(s) considered by the Portfolio Holder

The progress against the actions contained in the Chief Executive's Departmental Plan 2006/07 and the first quarter outcomes of key performance indicators.

Decision

The Portfolio Holder noted the achievement on actions and indicators.

43. Corporate Complaints – April to June 2006 (*Assistant Chief Executive*)

Type of decision

For information

Purpose of report

To report to the Portfolio Holder on corporate complaints performance for the first quarter of 2006/7.

Issue(s) considered by the Portfolio Holder

The report covered performance information on numbers of complaints, timescales for investigation and outcomes of investigations for formal complaints dealt with in the first quarter of 2006/07.

Decision

The Portfolio Holder

(a) noted the report and appendix

(b) commented that the Authority appeared to be learning from complaints and that 3 upheld complaints from a population of around 90,000 was a good percentage.

44. Neighbourhood Services Departmental Plan 2006/07 – 1st Quarter Monitoring Report (*Director of Neighbourhood Services*)

Type of decision

For information

Purpose of report

To inform the Portfolio Holder of the progress made against the Neighbourhood Services Departmental Plan 2006/07 in the first quarter of the year.

Issue(s) for consideration by Portfolio Holder

The report detailed progress against the actions contained in the Neighbourhood Services Departmental Plan 2006/07 and the first quarter outturns of key performance indicators.

Decision

The Portfolio Holder noted with pleasure the achievement on actions and indicators.

45. Employee Attendance 2006/007 – 1st Quarter (*Chief Personnel Services Officer*)

Type of decision

For information

Purpose of report

To update the portfolio holder on the Council's performance and action taken in the first quarter of 2006/7 and actions planned for the second quarter of 2006/7 in relation to employee absence.

Issue(s) considered by the Portfolio Holder

The report provided details of employee absence and action taken in the first quarter of 2005/6 and actions planned for the second quarter of 2006/7.

Decision

The Portfolio Holder noted the report and indicated that, although he realised that efforts had been made to improve the levels of absence, he had strong concerns and requested that each department reports on sickness levels and days lost to the October Portfolio Holder meeting and that where sickness levels are higher or no better than they were two years ago then departmental heads attend the Portfolio Holder meeting to explain why and what they intend

to do to improve the figures. The Chief Personnel Officer had been asked at a recent Portfolio meeting to ascertain best practices from authorities who are doing well at tackling this problem, this information is to be brought back to the October Portfolio meeting.

46. 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 47 – Wiltshire Way/Hart Lane Highway Improvement Scheme (*Head of Procurement and Property Services*)(Para. 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information.)

Minute 48 – Burn Valley Pupil Referral Unit, Elwick Road, Hartlepool (*Head of Procurement and Property Services*)(Para. 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information.)

Minute 49 – 36 Rydal Street, Hartlepool – (*Head of Procurement and Property Services*)(Para. 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information.)

47. Wiltshire Way/Hart Lane Highway Improvement Scheme (*Head of Procurement and Property Services*)

Type of decision

Non-key

Purpose of report

To obtain Portfolio Holder approval to the purchase of land in connection with the above scheme and the leasing of land back to surrounding land owners for the purpose of car parking.

Issue(s) considered by the Portfolio Holder

The report outlined the background to the requirement for land and the nature of the various land interests involved. The proposed land transactions were also outlined and suggested values for the required land were stated.

Decision

The Portfolio Holder approved:

1. The proposed purchases of land to enable the Highways Improvement

Scheme to be carried out subject to the terms agreed.

2. The proposed leases to the adjacent land owners for the purposes of car parking subject to the terms agreed.
3. The Council taking management agreements over the land to be leased for the purposes of car park management and maintenance.
4. The Council's Estates Manager to complete negotiations and agree terms with the freeholder of the doctor's surgery in the manner proposed.

48. Burn Valley Pupil Referral Unit, Elwick road, Hartlepool (*Head of Procurement and Property Services*)

Type of decision

Non-key

Purpose of report

To advise the Portfolio Holder about the outcome of the recent marketing of the former Pupil Referral Unit at Burn Valley and to obtain approval to the proposed course of action.

Issue(s) considered by the Portfolio Holder

The report detailed the outcome of the recent marketing of the former Pupil Referral Unit at Burn Valley and requested approval to the course of action proposed.

Decision

The decision is included in the exempt Decision Record.

49. 36 Rydal Street, Hartlepool (*Head of Procurement and Property Services*)

Type of decision

Non-key

Purpose of report

To advise the Portfolio Holder about the outcome of the recent marketing of 36 Rydal Street and to obtain approval to the proposed course of action.

Issue(s) considered by the Portfolio Holder

The report contained information about the method of marketing, the number of enquiries received, the number of bids submitted and a proposal for completing the sale of the property.

Decision

That decision is included in the exempt Decision Record.

J A BROWN

CHIEF SOLICITOR

PUBLICATION DATE: 24th August 2006