

PERFORMANCE MANAGEMENT PORTFOLIO DECISION RECORD

4th December 2006

Present:

Councillor Peter Jackson (Performance Management Portfolio Holder)

Officers: Emma Dixon, Estates Manager
Wally Stagg, Organisational Development Officer
Pat Watson, Democratic Services Officer

84. Local Government Access to Information

Under Section 100A(4) of the Local Government Act 1982, 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 85 – Proposed Purchase of Property (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))

85. Proposed Purchase of Property (*Head of Procurement and Property Services*)

Type of decision

Non-key

Purpose of report

To request Portfolio Holder approval to the proposed purchase of property.

Issue(s) for consideration by Portfolio Holder

The Portfolio Holder considered a report which was exempt under section 100A(4) of the Local Government Act 1982 – the report contained 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 namely information relating to the financial or business affairs of any particular person (including the authority holding that information). The report contained background to the proposed purchase and information regarding the property and the proposed method of purchase.

Decision

The Estates Manager was authorised to bid for the property in accordance with details set out in the exempt report and minutes.

FOLLOWING CONSIDERATION OF THE ABOVE ITEM THE MEETING
RETURNED TO OPEN SESSION

86. Christmas and New Year Arrangements (*Chief Personnel Officer*)

Type of decision

Non-key

Purpose of report

To obtain a decision on the closure of most of the main administrative buildings during the Christmas and New Year period in 2006/7.

Issue(s) considered by the Portfolio Holder

The report advised that in previous years, apart from 1999/2000 when the arrangements were a little different because of the Millennium arrangements, this Council had closed most of its administrative buildings for the period in between Christmas and New Year and employees have taken annual leave as appropriate. In 2004 Cabinet had given its support, in principle, to closure of the administrative buildings during the Christmas and New Year period every year, in line with past practice.

Decision

The Portfolio Holder:

- (a) agreed to the closure of the main administrative buildings between Christmas and New Year (27th, 28th and 29th December 2006) and associated arrangements,
- (b) requested that a report relating to the Christmas and New Year arrangements for next year (2007/08) be presented to the Portfolio meeting in October 2007.

87. Draft Disability Equality Scheme (DES) (*Chief Personnel Officer*)

Type of decision

Non-key

Purpose of report

To request Portfolio Holder endorsement of the Draft Disability Equality Scheme associated action plan (as required by the Disability Discrimination Act 2005) and formal consultation proposals, and a determination as to whether the final scheme (following consultation) should be referred to Cabinet for formal approval.

Issue(s) considered by the Portfolio Holder

The report provided detailed of the background information on the Disability Equality Scheme, the legal position, the Council's commitment and arrangements so far, the draft scheme with action plans and future options/recommendations for consideration.

Decision

The Portfolio Holder endorsed the draft Disability Equality Scheme, associated action plan and proposed formal consultation and requested that the final scheme (following consultation) be referred back to this Portfolio to enable any issues to be addressed before referral to Cabinet for formal approval.

88. Employee Attendance 2006/07 – Second Quarter and Half Yearly Report (*Chief Personnel Officer*)

Type of decision

Non-key

Purpose of report

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

Issue(s) considered by the Portfolio Holder

The report provides details of employee absence, action taken in the second quarter of 2006/7 and future actions planned.

Decision

The Portfolio Holder noted the report and reiterated his earlier request that, where performance had worsened, a departmental representative should attend the Portfolio Meeting to explain the absences and answer any necessary questions. The Portfolio Holder expressed his disappointment that his earlier wish had not been adhered to.

89. HR Policies and Procedures *(Chief Personnel Officer)*

Type of decision

Non-key

Purpose of report

To obtain the Portfolio Holder's ratification of the Draft Support for Alcohol, Drugs and Substance Abuse Policy and Procedure agreed with the Hartlepool Joint Trade Union Committee.

Issue(s) considered by the Portfolio Holder

The report provided details of an agreement reached with the Hartlepool Joint Trade Union Committee regarding support to be provided to employees who abuse alcohol, drugs or other substances.

Decision

The Portfolio Holder ratified the agreement with the Hartlepool Joint Trade Union Committee.

90. Workforce Development Plan – Progress Update – April-September 2006 *(Chief Personnel Officer)*

Type of decision

Non-key

Purpose of report

To advise the Portfolio Holder of the progress made during the first six months of 2006/7 and planned future actions in respect of the Workforce Development Plan 2005-2010.

Issue(s) considered by the Portfolio Holder

The detailed report provided information on progress made and planned future actions in respect of the Workforce Development Plan 2005-2010.

The report also contained information relating to external funding that had been accessed during the period April to September 2006 and funding that was being applied for between October 2006 and March 2007.

Decision

The Portfolio Holder:

- (a) noted the report, and
- (b) asked to be kept informed, informally in the first instance, of any failure in the funding applications.

J A BROWN

CHIEF SOLICITOR

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