

# PERFORMANCE MANAGEMENT PORTFOLIO DECISION RECORD

21st December 2006

## **Present:**

Councillor Peter Jackson (Performance Management Portfolio Holder)

Officers: Graham Frankland, Head of Procurement and Property Services  
Peter Turner, Principal Strategy Development Officer  
Wally Stagg, Organisational Development Manager  
Pat Watson, Democratic Services Officer

## **91. Data Quality – Audit Commission Report** (*Assistant Chief Executive*)

### **Type of decision**

Non-key

### **Purpose of report**

To provide the Portfolio Holder with the results of the Audit Commission's work on data quality

### **Issue(s) considered by the Portfolio Holder**

The report advised that the Audit Commission had introduced an audit of data quality. This was a new development for the Audit Commission but data quality, due to its importance in demonstrating and measuring success, had always been integrated into the planning and performance management arrangements for the Council. The findings of the report had also been provided to Scrutiny Co-ordinating Committee and Audit Committee. The Audit Summary report was attached as an appendix and the Council Response was outlined in the report.

The Portfolio Holder referred to 3.2 of the report and asked if the inconsistencies between departments had been addressed. The Principal Strategy Development Officer advised that inconsistencies that affected data quality would be addressed.

### **Decision**

That the Portfolio holder:

- i. noted the report of the Audit Commission
- ii. noted that data quality is an inherent part of the Performance Management Portfolio, and
- iii. agreed to receive a report on data quality should this be required in future resulting from any internal or external review.

## **92. Draft Workforce Development Strategy 2007-2012** (*Chief Personnel Officer*)

### **Type of decision**

Non-key

### **Purpose of report**

To inform the Portfolio Holder of the development of a new Workforce Development Strategy covering the period from 2007-2012 and ask for endorsement to continue to develop the strategy with a view to implementation from April 2007.

To seek approval from the Portfolio Holder to undertake a consultation exercise with Employees, Elected Members and other key stakeholders as to the content of the strategy.

### **Issue(s) considered by the Portfolio Holder**

The report indicated that the Corporate Workforce Development arrangements are part of the Corporate Way Forward Change Management Programme. Its aim is to ensure that Hartlepool Borough Council has a workforce that meets the current and future service needs of the community and is shaped to meet external pressures and drivers. It is integral to departmental plans and contributes positively to the council's long term vision and objectives.

The draft Strategy document was attached as an appendix. The Organisational Development Officer advised that this was an ambitious Strategy subject to consultation. It had been welcomed by the Trade Unions as a document to develop. The Portfolio Holder asked if there was a mechanism for keeping the Trade Unions involved and the Organisational Development Officer indicated that the Workforce Development Group responsible for overseeing the implementation of the strategy includes 2 trade union representatives.

**Decision**

The Portfolio Holder was pleased about this development for staff and approved the draft content of the Workforce Development Strategy 2007-2012 and agreed to the consultation proposal recommended in the report.

**93. Early and Ill Health Retirements 2006/07 – Half Yearly 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 the first six months of 2006/07, in relation to early and ill health retirements.

**Issue(s) considered by the Portfolio Holder**

The report provided details of the Council's performance in relation to early retirements and ill health retirements. The breakdown of early retirements and ill health retirements by department was attached as an appendix.

The Portfolio Holder said he felt Officers set some targets too stringently and asked, in an attempt to set less ambitious targets, if checks could be made with schools to gain information about their future plans. The Organisational Development Officer advised that this could be difficult but would arrange for liaison with schools.

**Decision**

The Portfolio Holder noted the report.

**94. No Smoking Matters** (*Chief Personnel Officer*)

**Type of decision**

Non-key

**Purpose of report**

To update the Portfolio Holder and Consultative Group members on the main smoking provisions of the Health Act 2006, progress within the Council on achieving Smoke-free premises by December 2006 and to suggest, for further consideration, a possible area where employee protection from passive smoking could be improved.

### **Issue(s) considered by the Portfolio Holder**

The report provided details of the main smoking provisions of the Health Act 2006, progress within the Council on achieving Smoke-free premises by December 2006 and suggested a possible area where employee protection from passive smoking could be improved. Full details of progress against the plan were included in an appendix. Arrangements were in hand for departments to apply for, and achieve, the Gold Award as quickly as possible. The situation in relation to Tanfield Road Crematorium was outlined verbally.

The Portfolio Holder indicated that he was pleased with the way the Plan had been implemented with the support of the Trade Unions. He felt it would benefit staff health and agreed with the arrangements at the Crematorium.

### **Decision**

The Portfolio Holder noted the report, fully supported the work undertaken and thanked Officers for their work.

## **95. 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 paragraphs 1 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 96 – Officer Request to undertake work for another organisation – Director of Children's Services and Chief Personnel Officer (Para 1 – Information relating to an individual)

## **96. Officer Request to undertake work for another**

**organisation** (*Director of Children's Services and Chief Personnel Officer*)

This 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 an individual (para 1).

### **Type of decision**

Non-key

### **Purpose of report**

To provide information regarding a request from an Officer of the Children's Services to undertake work for another organisation.

**Issue(s) considered by the Portfolio Holder**

The report set out the details of a request from an Officer of the Children's Services Department to undertake work for another organisation. Details of the anticipated work were also outlined.

**Decision**

The Portfolio Holder advised that he had consulted the Portfolio Holder for Children's Services before making this decision. He agreed to note the request and the approval of the Director of Children's Services, and added his approval, on the basis outlined in the report.

**J A BROWN**

**CHIEF SOLICITOR**

**PUBLICATION DATE: 3<sup>rd</sup> January 2007**