

PLEASE NOTE VENUE

PERFORMANCE MANAGEMENT PORTFOLIO

DECISION SCHEDULE



Monday 29th January 2007

at 9.00 am

**at Conference Room 3, Belle Vue Community,
Sports & Youth Centre, Kendal Road, Hartlepool**

Councillor Jackson, Cabinet Member responsible for Performance Management will consider the following items.

1. KEY DECISIONS

None

2. OTHER ITEMS REQUIRING DECISION

- 2.1 Your Business at Risk – Audit Commission Survey – *Assistant Chief Executive*
- 2.2 Review of non statutory fees in the Registration Service – *Assistant Chief Executive*
- 2.3 Employee Monitoring – Half Yearly Report 2006/07 – *Chief Personnel Services Officer*
- 2.4 Procurement Update and Actions – *Head of Procurement and Property Services*
- 2.5 Household Waste Recycling – Kerbside Collection Contract – *Head of Procurement and Property Services*
- 2.6 Trincomalee Wharf Development, Jackson Dock – *Head of Procurement and Property Services*

3. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS

None

Continued/.....

PLEASE NOTE VENUE

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) Act 1985

4. KEY DECISION

None

5. OTHER ITEMS REQUIRING DECISION

- 5.1 E.Auction for Stationery (para 3) – *Head of Procurement and Property Services*
- 5.2 Land at Gleneagles Road (para 3) – *Head of Procurement and Property Services*
- 5.3 Wingfield Castle Education Suite - Deck Replacement (para 3) – *Head of Procurement and Property Services*

PERFORMANCE MANAGEMENT PORTFOLIO

Report To Portfolio Holder

29th January 2007



Report of: Assistant Chief Executive

Subject: Your Business At Risk – AUDIT COMMISSION SURVEY

SUMMARY

1.0 PURPOSE OF REPORT

The purpose of this report is to provide the Portfolio Holder with an update on the Council's approach to information security and a related survey by the Audit Commission on Council staff, entitled Your Business at risk

2.0 SUMMARY OF CONTENTS

This report incorporates a brief introduction to the Council's approach to information security and the Audit Commission's survey on information security and the response of the authority.

3.0 RELEVANCE TO PORTFOLIO MEMBER

This matter forms a part of the Portfolio holder's responsibilities

4.0 TYPE OF DECISION

For information only – no decision required.

5.0 DECISION MAKING ROUTE

Portfolio holder meeting.

6.0 DECISION(S) REQUIRED

That the Portfolio holder:

- i. notes the Council's work already undertaken in addressing information security issues.
- ii. notes the results of the Audit Commission survey
- iii. notes that information security is an inherent part of the Performance Management Portfolio.

Report of: Assistant Chief Executive

Subject: Your Business At Risk – AUDIT COMMISSION SURVEY

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide the Portfolio Holder with background to the Councils information security work and the results of the Audit Commission's survey on information security.

2. BACKGROUND

- 2.1 Information security is the term given to a range of processes that help protect information from unauthorised use. With the Council's ever increasing reliance on the availability of information coupled with the need to ensure information is held securely a requirement to audit the Councils approach to information security was identified. Because of this the Audit Commission were invited to review the Council's information security arrangements, late in 2005. In response to the findings of the review a number of policies and procedures were developed and rolled out across the Council.
- 2.2 This year the Audit Commission have carried out a follow up survey relating to Council staff knowledge of information security and associated policies and procedures. In addition due to its importance in ensuring information remains confidential and available, information security has also recently been integrated into the planning and performance management arrangements for the Council.

3. FINDINGS OF THE AUDIT COMMISSION SURVEY

- 3.1 Attached, as appendix 1, is the Audit Commission report on the your business at risk survey. The main conclusions of the report were:
- 3.1.1 That overall "there appears to be a high level of understanding by IT users of IT risks and information security"
 - 3.1.2 That council staff scored highly and better than the national average in most areas of the survey.
 - 3.1.3 That "systems, policies and procedures are in place to minimise IT risks".

- 3.2 In summary the findings are that the majority of Council staff are familiar with the issues around information security.

4. COUNCIL RESPONSE

- 4.1 For the Audit Commission survey the Council scores higher than the national average. There are, however, a small number of policy areas where staff awareness could be an issue and we are continuing to raise awareness of the policies through user groups, Management Matters, Newslines and the Intranet.
- 4.2 Ensuring information is held securely and is available when needed, is inherent in the authority's overall approach to planning and performance management and in the portfolio holder's portfolio. The information security policies and procedures, in conjunction with the Council's risk management strategy will ensure that members and staff will have information available to support them in their roles. The Audit Commission report confirms that the process the Council has adopted in informing staff about information security and its impact is being effective. To ensure that awareness of information security issues continues at this level and indeed increases, support for the information security process is sought from the Portfolio holder.

5.0 RECOMMENDATIONS

- 5.1 That the Portfolio holder:
- i. notes the report of the Audit Commission
 - ii. notes that information security is an inherent part of the Performance Management Portfolio
 - iii. supports the Council's current approach to information security

Your Business @ Risk Survey

Hartlepool Borough Council

Audit 2006-2007

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Audit in the public sector is underpinned by three fundamental principles:

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For further information on the work of the Commission please contact:

Audit Commission, 1st Floor, Millbank Tower, Millbank, London SW1P 4HQ

Tel: 020 7828 1212 Fax: 020 7976 6187 Textphone (minicom): 020 7630 0421

www.audit-commission.gov.uk

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Introduction

- 1 The growth of the e-agenda, the anticipated increase in the use of new technologies, greater public access and more joined up working also means increased risks for public sector bodies. Computer viruses, IT fraud, hacking, invasion of privacy and downloading of unsuitable material from the internet remain real threats to many organisations. Confidence in technologies that are influencing the way we live and work is being eroded and organisations must address these issues if the increased use of new technology is not to be matched by a similar increase in IT abuse.
- 2 An Audit Commission's report, published in 2005, concluded that although organisations have got better at establishing anti-fraud frameworks, cultures and strategies, failures in basic controls are still a problem and the upsurge in the use of newer technologies has not been matched by enhanced security measures.
- 3 The Audit Commission has developed an online survey, designed to help organisations to:
 - raise awareness of the risks associated with their increasing use of technology;
 - gauge the level of knowledge within their organisations of such risks;
 - highlight areas where risks are greatest; and
 - take positive action to reduce risks.
- 4 In partnership with Hartlepool BC, we ran the online survey in late July 2006. This brief report summarises the responses by staff at Hartlepool (see Appendix 1) and indicates where further action is necessary.

Main conclusions

- 5 Our conclusions are based upon responses from around 350 staff at Hartlepool BC. Overall results are very positive. In many of the areas covered by our survey, there appears to be a high level of understanding by IT users of IT risks and security.
- 6 In most areas, the council scores highly and better than the national average - as indicated by the Commission's national database which currently contains almost 15,000 responses from around 80 public sector organisations. The key message from the survey is that, systems, policies and procedures appear to be in place to minimise IT risks.
- 7 Key messages are also shown below (see Table 1) together with those areas where Hartlepool might improve its current arrangements. These have been discussed and agreed with officers.

Table 1 Key messages

A brief summary of responses to our survey.

Positive messages	Areas requiring attention	Suggested action
Business disruption risk		
Most users (92 per cent) think that the council takes the threat of virus infection very seriously. Virus protection software is installed on machines and regularly updated. Procedures for reporting virus infections are clear and only 3 per cent (nationally 13 per cent) claim to have suffered a virus infection on their machine.	Virus protection software is updated automatically when staff log on. Fewer staff are aware of this process. An ICT Noticeboard on the council's intranet has been used in the past to alert staff when new viruses are discovered but 40 per cent of staff are unaware of this.	Inform staff.
Password use and maintenance follows best practice. Individual machines and the council's network require the use of username and password for access. Password changes are enforced.	None.	

Positive messages	Areas requiring attention	Suggested action
Financial loss risk		
<p>A high percentage (80 per cent) claim they have access to the information they need to do their job (national average 78 per cent).</p> <p>The council has been clear in telling staff what rules exist regarding private use of IT facilities – 96 per cent say they have been informed (national average 88 per cent).</p> <p>Staff are prevented from copying software from and to their machines.</p>	<p>Over half of respondents are not aware of the existence or content of the council's anti-fraud strategy.</p> <p>A small minority (3 per cent) of users are allowed – they claim – to copy software onto or from their machines.</p>	<p>Inform staff.</p> <p>Check this out.</p>
Reputational damage risk		
<p>A very high proportion of IT users:</p> <ul style="list-style-type: none"> • know that their internet activity is monitored; • know that the downloading of unsuitable material and misuse of personal data is a disciplinary matter; • have access to internet and email usage protocols; and • know that the use of unlicensed software is prohibited. 	<p>Over half of respondents are not aware of the procedures that prevent very large files and executable programs from reaching them through email or how these files may be released.</p> <p>Over half of respondents do not know that HBC has a data protection officer.</p> <p>Levels of awareness of information related legislation vary.</p>	<p>Review quarantine processes and inform staff.</p> <p>Inform staff.</p> <p>Review whether staff training programmes provide appropriate coverage.</p>

Positive messages	Areas requiring attention	Suggested action
Loss of user confidence risk		
An Information Security Policy is available on the council's intranet.	Only half of respondents are aware of the existence of an information security policy and their responsibilities.	Improve communication.

Source: Audit Commission

Appendix 1 – Detailed survey results

Table 2 **Which Department do you work in? (only complete if agreed by your Authority/Trust)**

Department name	Percentage (%)
Department 1	32%
Department 2	18%
Department 3	0%
Department 4	19%
Department 5	16%
Department 6	2%
Department 7	12%
Department 8	0%
Department 9	1%

Table 3 The risk of business disruption

Statement	Yes (%)	No (%)	Don't know (%)	Not Applicable (%)
My organisation takes the threat of a virus infection very seriously.	92%	0%	8%	0%
Virus protection software is installed on my machine.	91%	0%	8%	0%
Virus protection software is regularly updated on my machine.	40%	3%	57%	0%
I have been given clear instructions about dealing with emailed files from external sources.	77%	14%	9%	0%
I am sent an alert when new viruses are discovered and am told what to do and what not to do.	57%	23%	17%	2%
I know how to report a virus infection if I suffer an infection on my machine.	78%	16%	6%	0%
I have suffered a virus infection on my machine.	3%	91%	5%	1%
Whenever I have suffered a virus infection, my machine was cleansed and restored quickly.	4%	1%	7%	88%
To log on to my machine I must enter a user name and password.	99%	0%	0%	0%
To log on to my organisation's network I must enter a user name and password.	94%	4%	1%	0%
I am forced to change my password by the system on a regular basis, for example, every month.	99%	1%	0%	0%
To access the computers and systems I use to do my job I must remember more than two passwords.	86%	13%	0%	0%
I have not written my password(s) down.	75%	25%	0%	0%
I am not authorised to enter our computer rooms.	34%	15%	37%	14%

Table 4 The risk of financial loss

Statement	Yes (%)	No (%)	Don't know (%)	Not Applicable (%)
My organisation has an anti-fraud strategy.	40%	0%	59%	0%
I know what the key elements of the strategy are.	18%	31%	44%	7%
I only have access to the information I need to do my job.	80%	11%	8%	1%
I am prevented from installing any software on my machine.	84%	3%	12%	0%
I am prevented from copying software from my machine.	72%	3%	25%	0%
My computer is clearly security-marked.	83%	6%	11%	0%
I know what are my organisation's rules are covering private use of IT facilities and in particular what is and what isn't acceptable.	96%	1%	2%	1%

Table 5 The risk of reputational damage

Statement	Yes (%)	No (%)	Don't know (%)	Not Applicable (%)
I am allowed access to the internet only by connections provided by my organisation.	91%	5%	4%	0%
I have been informed that my access to the internet will be monitored.	91%	5%	3%	0%
It has been made clear to me that my organisation's policy is that accessing or storing unsuitable material is a disciplinary matter.	99%	1%	0%	0%
Emails sent to me from outside my organisation that contain very large files or executable programs etc are prevented from reaching me.	39%	10%	50%	1%
I have access to written protocols covering email usage and language.	87%	4%	9%	0%
I have been informed by my organisation that the use of unlicensed software is prohibited.	86%	7%	6%	0%
I am prevented from installing software on my machine.	83%	3%	14%	1%
Internal Auditors or IT staff in my organisation have checked the software on my machine.	50%	4%	46%	1%
My organisation has a documented data protection policy.	85%	0%	15%	0%
My organisation has appointed a data protection officer.	51%	1%	49%	0%
I have been required to sign a confidentiality undertaking as part of my conditions of service.	59%	23%	18%	1%
My responsibilities under the Data Protection Act have been explained to me.	76%	16%	7%	0%

Statement	Yes (%)	No (%)	Don't know (%)	Not Applicable (%)
I have been informed that the misuse of personal data will be treated as a disciplinary offence by my organisation.	87%	6%	6%	1%
My PC is automatically timed out after a short period of inactivity and my password and user name must be entered to resume the session.	97%	3%	0%	0%

Table 6 I am aware of the implications of the following legislation

Legislation	Percentage (%)
The Computer Misuse Act	40%
The Freedom of Information Act	90%
The Human Rights Act	67%
The Public Interest Disclosure Act	29%
The Data Protection Act	93%

Table 7 Loss of public or user confidence

Statement	Yes (%)	No (%)	Don't know (%)	Not Applicable (%)
My organisation has an Information Security policy.	64%	0%	36%	0%
I have been provided with a copy of the policy.	39%	31%	26%	4%
I have been informed about the policy and what I must and must not do.	50%	26%	21%	4%
Senior management in my organisation is committed to the policy and its observance.	49%	1%	48%	1%
I know where to find written procedures for reporting a security incident.	47%	31%	22%	0%
Someone in my organisation is specifically responsible for IT security.	63%	1%	35%	0%

PERFORMANCE MANAGEMENT PORTFOLIO HOLDER

29th January 2007



Report of: Assistant Chief Executive

Subject: REVIEW OF NON STATUTORY FEES IN THE
REGISTRATION SERVICE

SUMMARY

1. PURPOSE OF REPORT

The purpose of the report is to request an increase in the locally set fees for non statutory services provided by the Register Office.

2. SUMMARY OF CONTENTS

The report briefly describes the current levels of fees and seeks approval for fee increases in all fees for 2007/8.

3. RELEVANCE TO PORTFOLIO HOLDER

The Registration Services form part of this portfolio.

4. TYPE OF DECISION

Non-key

5. DECISION MAKING ROUTE

Decision for portfolio holder.

6. DECISION(S) REQUIRED

The Portfolio Holder is recommended to approve that:-

Fees for additional non statutory services be increased as outlined in Appendix A, from 1st April 2007.

Report of: Assistant Chief Executive

Subject: REVIEW OF NON STATUTORY FEES IN THE
REGISTRATION SERVICE

1. PURPOSE OF REPORT

The purpose of the report is to request an increase in the locally set fees for non statutory services provided by the Register Office

2. CURRENT SERVICE

The Council, in conjunction with central government, currently provides the statutory Registration Service based at the Register Office on Raby Road. The provision of statutory ceremonies for marriage and civil partnership in approved premises attract local, non statutory services.

At present non statutory services are provided including naming and renewal of vows ceremonies which align with the statutory birth and marriage registration provision, and individual citizenship ceremonies aligned to the statutory service provided on behalf of the Home Office.

There are two types of ceremony available in the Raby Road premises. A simple statutory ceremony held in 'The Register Office', effectively the office of the Superintendent Registrar, and an enhanced ceremony in 'The Willows' suite. Since this was introduced there has been no demand for the former.

A Nationality Checking Service was introduced in December 2006, also on behalf of the Home Office, and local non statutory services are set.

Local fees may be set to recover the true cost of providing the service. Hartlepool's fees are amongst the lowest in the North East, while the service remains of high quality offering excellent value for money. This fee income is a significant element of our business plan.

There are five distinct groups of fees; marriages and civil partnerships in Approved Premises, including The Willows; alternative civil ceremonies; individual or bespoke Citizenship ceremonies; Nationality Checking Service and Approval of Premises for Civil Marriage and Civil Partnerships.

3. STATUTORY FEE CHANGES BY CENTRAL GOVERNMENT

Central Government have not made any changes to the statutory services for 2007/8.

4. PROPOSED INCREASES EFFECTIVE 1ST APRIL 2006

It is proposed that most fees are increased between 3 and 5%, broadly in line with inflation, and take account of the levels of fees set by neighbouring authorities.

The exceptions to this are:

It is recommended that an increase in the fees for midweek marriage and civil partnership ceremonies in The Willows, formerly The Register Office marriage suite, be set to recover an increased proportion of the true cost of the service, in line with fees already set for Saturdays. Fees for ceremonies in The Willows are not set to recover the full true cost of the service but rather achieve a fair and reasonable balance in the market. This will not affect the statutory fee for a ceremony in the Register Office.

Although expressed demand is relatively low, consideration must be given to offering ceremonies on Sundays and Public Holidays which were previously not offered. New fees have been proposed.

It is proposed that Nationality Checking Service Fees remain unchanged for 2007/8 because they have only recently been introduced.

The fee for the approval of premises for civil marriage and civil partnership ceremonies has not been reviewed since 1996. It is proposed that this be increased above the rate of inflation.

The proposed increases are contained in Appendix A

5. RISKS

There are no significant risks associated with the introduction of this increase.

6. RECOMMENDATIONS

The Portfolio Holder is recommended to approve that:-

Fees for additional non statutory services be increased as outlined in Appendix A, from 1st April 2007.

Appendix A

N.B. All marriage and civil partnership fees exclude the statutory certificate fee of £3.50 per certificate.

2006/7 Fee	Proposed 2007/8 Fee
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**Marriages and Civil Partnerships in
approved Premises**

	2006/7 Fee	Proposed 2007/8 Fee
Office Hours Monday to Friday:	£238.50	£246.50
Out of Office Hours Monday to Friday: and all day Saturday:	£273.50	£286.50
Sundays and Bank Holidays:	£349.00	£361.50

Marriages and Civil Partnerships in
The Willow s
(Approved Premise, formerly The Register Office
Marriage Suite)

	2006/7 Fee	Proposed 2007/8 Fee
Mid Week:	£40.00	£56.50
Out of Office Hours Monday to Friday: and Saturday to 11.30 am.:	£72.00	£76.50
Saturday from 12.00 noon to 12.30 pm:	£103.00	£111.50
Saturday from 1.00 pm:	No fee previously set	£191.50
Sunday / Public Holiday	No fee previously set	£291.50

Alternative Civil Ceremonies

(i.e. Naming, Renew al, Commitment)

	2006/7 Fee	Proposed 2007/8 Fee
Office Hours Monday to Friday:	£134.00	£145.00
Out of Office Hours Monday to Friday: and all day Saturday:	£191.00	£200.00
Sundays and Bank Holidays:	£222.00	£230.00

**Citizenship Ceremonies
In the Willows or Register Office**

	2006/7 Fee	Proposed 2007/8 Fee
Office Hours Monday to Friday:	£51.50	£53.00
Out of Office Hours Monday to Friday: and all day Saturday:		£75.00
Sundays and Bank Holidays:		£150.00

**Citizenship Ceremonies
At an approved premise**

Office Hours Monday to Friday:	£87.50	£90.00
Out of Office Hours Monday to Friday: and all day Saturday:		£105.00
Sundays and Bank Holidays:		£180.00

Alternative civil ceremonies may also be held in other suitable external premises subject to a brief inspection by the Registration Service Manager in line with the guidance by our partner organisation, Civil Ceremonies Ltd., for an additional fee of **£30.00**.

Approval of premises for marriage and Civil Partnership.

Initial application	£750.00	£850.00
Appeal	£200.00	£230.00

A full list of current fees is attached at Appendix B

Appendix B

Hartlepool Registration Service Fees 2007/2008

(1 April 2007 to 31 March 2008)

Marriages and Civil Partnerships

Register Office **£40.00 + £3.50 = £43.50**
 (Monday to Friday & Saturday morning)

The Willows (decommissioned ceremony room)

Monday to Friday	£56.50 + £3.50 = £60.00
Saturday (up to & including 11.30pm)	£76.50 + £3.50 = £80.00
Saturday (from 12.00noon – 12/30 pm)	£111.50 + £3.50 = £115.00
Saturday (from 1.00 pm)	£191.50 + £3.50 = £195.00
Sunday/Public Holiday	£291.50 + £3.50 = £295.00

Approved Premises

Monday to Friday	£246.50 + £3.50 = £250.00
Saturday	£286.50 + £3.50 = £290.00
Sunday/Public Holiday	£361.50 + £3.50 = £365.00

Total fees as above include one statutory certificate.
 Additional certificates are available at £3.50 each, on the same day.

Other Civil Ceremonies (inc: Naming Ceremonies and Renewal of Vows)**The Willows**

Monday to Friday	£145.00
Saturday	£200.00
Sunday/Public Holiday	£230.00

Approved Premises

Monday to Friday	£145.00
Saturday	£200.00
Sunday/Public Holiday	£230.00

Other suitable external premises

Monday to Friday	£175.00
Saturday	£230.00
Sunday/Public Holiday	£260.00

Civil Ceremony fees include one certificate. Additional certificates available at £3.50 each

Approved Premises Licence Fee

Approving premises as venues for Marriage and Civil Partnerships	£850.00
Appeal against refusal to issue approval	£230.00

Citizenship Ceremonies – Individual.

*Including new **Citizenship Renewal Ceremonies***

The Willows (decommissioned ceremony room)

Monday to Friday	£53.00
Saturday	£75.00
Sunday/Public Holiday	£150.00

Approved Premises

Monday to Friday	£90.00
Saturday	£105.00
Sunday/Public Holiday	£180.00

Fee applies to an individual ceremony for one person or for all members of one family.

Nationality Checking Service

Service introduced December 2006 No fee increase recommended for 2007/8.

Adult single application	£45.00
Married or Civil Partnership Couple applying at same time	£60.00
Married or Civil Partnership Couple and up to 2 children applying at same time	£70.00
Additional children on parent's application	£15.00
One or more children under 18 who apply separately from parents	£15.00

Other Suitable Premises

Inspection of premise for a one off ceremony	£30.00
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PERFORMANCE MANAGEMENT PORTFOLIO

Report To Portfolio Holder

29 January 2007



Report of: Chief Personnel Officer

Subject: EMPLOYEE MONITORING – HALF YEARLY
REPORT 2006/7

SUMMARY

1.0 PURPOSE OF REPORT

To update the Portfolio Holder on the Council's performance in relation to the profile of the current workforce, applicants for jobs and employees undertaking corporate training in the first six months of 2006/7, actions taken during the period and planned future actions.

2.0 SUMMARY OF CONTENTS

The report provides details of the Council's performance in relation to the profile of the current workforce and applicants for jobs in the first six months of 2006/7, actions taken during the period and planned future actions.

3.0 RELEVANCE TO PORTFOLIO MEMBER

Corporate Performance

4.0 TYPE OF DECISION

This is not a key decision.

5.0 DECISION MAKING ROUTE

Portfolio Holder only.

6.0 DECISION(S) REQUIRED

Note the report.

Report of: Chief Personnel Officer

Subject: EMPLOYEE MONITORING – HALF YEARLY REPORT 2006/7

1. PURPOSE OF REPORT

To update the Portfolio Holder on the Council's performance in relation to the profile of the current workforce, applicants for jobs and employees undertaking corporate training in the first six months of 2006/7, actions taken during the period and planned future actions.

2. BACKGROUND

The Council's Equality and Diversity in Employment Policy includes a commitment to "strive for a workforce that reflects the diversity of the population of Hartlepool". The Equality Standard for Local Government (BVPI 2a) requires (to varying extents depending upon the level of the Standard) profiling of the Council workforce and the local labour market with a view to comparisons being made and action being taken to reduce any differences. In addition Corporate Health Best Value Performance Indicators apply to the workforce in terms of gender, ethnicity and disability. A comprehensive report in respect of the workforce profile at 1.4.06, how it compared to the local labour market and recruitment monitoring was submitted to the Portfolio Holder on 26 June 2006. This report provides updated details of

- a) the relevant Best Value Performance Indicators (where these are available) and
- b) the profile of applicants and appointees in respect of jobs advertised between 1 April 2006 and 30 September 2006
- c) the profile of employees receiving corporate training.

3. EMPLOYEE MONITORING ARRANGEMENTS

3.1 The Race Relations (Amendment) Act 2000 stipulates that the Council has a responsibility to monitor, by racial group, the following

- a) staff in post in the Council and individual schools
- b) applicants for employment, training and promotion in the Council and individual schools
- c) for the Council and individual schools with 150 or more full time equivalent staff the number of staff:

- i) receiving training
 - ii) benefiting or suffering a detriment as a result of performance assessment procedures
 - iii) involved in grievance procedures
 - iv) subject to disciplinary procedures
 - v) ending employment
- 3.2 It is best practice to undertake similar monitoring with respect to gender, disability and age. Furthermore, Level 4 of BVPI2 (The level [if any] of the Equality Standard for Local Government to which the authority conforms) requires regular monitoring to take place and for this to be made widely available.
- 3.3 This monitoring report is restricted to applicants for employment, and in a new development, to employees receiving corporate training. Monitoring will be extended as and when further data is available.
- 3.4 The recruitment monitoring analysis excludes
 - a) applicants for jobs where HR are not involved in the recruitment process (i.e. non Headteacher jobs in schools and many weekly paid jobs in the Council) and
 - b) posts advertised internally only.
- 3.5 The training monitoring analysis relates solely to training provided via the Workforce Development section within HR and does not include any data in respect of schools employees.
- 3.6 Joint guidance regarding the approach to be taken when monitoring schools recruitment and training data has been issued by the Employers Organisation, Department for Education and Skills and Commission for Race Equality. The guidance, most of which has general applicability, is as follows:

Factor	Comparison or benchmark
Applicants for posts	Teachers: ethnicity of teachers in the region or in comparable LEA's, using information published in DfES publication 'School Workforce in England' Support Staff: economically active population
Applicants shortlisted	Use 4/5ths rule to compare "success rates" of white applicants selected for interview with black and minority ethnic applicants
Candidates appointed	Use 4/5ths rule to compare "success rates" of white applicants with black and minority ethnic applicants

Factor	Comparison or benchmark
Employees receiving training	Profile of employees

4. BEST VALUE PERFORMANCE INDICATORS

4.1 As part of the best Value regime, the following Corporate Health Performance Indicators have been set:

- BVPI11a The percentage of top 5% of earners that are women
- BVPI11b The percentage of top 5% of earners from black and minority ethnic communities
- BVPI11c The percentage of top 5% of earners who have a disability
- BVPI16a The percentage of staff with disabilities
- BVPI16b The percentage of the working age population with disabilities
- BVPI16x The percentage of staff with disabilities, compared with the percentage of the working age population with disabilities
- BVPI17a The percentage of staff from minority ethnic communities
- BVPI17b The percentage of the working age population from minority ethnic communities
- BVPI17x The percentage of staff from minority ethnic communities compared with the percentage of working age population from minority ethnic communities

This report provides updated performance information in respect of BVPI 16a and BVPI 17a only, since these are the ones regularly reported to the Portfolio Holder as part of the Chief Executive's Department Service Plan monitoring. The remaining BVPI's are calculated at year-end only.

5. PERFORMANCE IN THE FIRST SIX MONTHS OF 2006/7

- 5.1 The performance in the first six months of 2006/7 is summarised by ethnicity (section 6), disability (Section 7) gender (Section 8) and age (section 9). Each section is broken down into performance in terms of
- a) employees in post
 - b) applicants for posts
 - c) corporate training provided to employees

- d) actions taken to improve performance and/or monitoring arrangements and
- e) actions planned to improve performance and/or monitoring arrangements

5.2 Analysis of the applicants for posts and employees receiving corporate training is limited to those where the applicants or employees receiving training provide monitoring information. To include those applicants or employees who do not provide monitoring information would involve making assumptions such as the proportion of male and female applicants that do not provide gender monitoring information is identical to the proportion of male and female applicants who do. Such assumptions have no basis and bring in unnecessary subjectivity.

6. ETHNICITY PERFORMANCE IN THE FIRST SIX MONTHS OF 2006/7

6.1 The performance information presented in respect of ethnicity performance is summarised into

- a) those from minority ethnic backgrounds and
- b) those from white backgrounds.

This ensures consistency of approach with the BVPI17a definitions and, given the small numbers involved, makes the analysis more meaningful. Further breakdowns by individual ethnic group are available if required.

6.2 At 30 September 2006, the percentage of employees (including school employees) from minority ethnic backgrounds was 0.8% compared to a performance of 0.7% at 30 September 2006, 0.8% at 1 April 2006 and a target of 0.8%. The actual number of employees from minority ethnic backgrounds has increased from 23 at 30 September 2005 to 26 at 31 March 2006 and 27 at 30 September 2006.

6.3 976 people declared their ethnicity and applied for jobs advertised across the Council during 1 April 2006 to 30 September 2006. Details of their background and relative success in obtaining a job is detailed in Table 1.

Table 1

Stage	Applicants from White Backgrounds	Applicants from Minority Ethnic Backgrounds	All declared Applicants	4/5ths rule met?
%age (no.) of applications received	98.67% (963)	1.33% (13)	100% (976)	N/A

Stage	Applicants from White Backgrounds	Applicants from Minority Ethnic Backgrounds	All declared Applicants	4/5ths rule met?
%age (no.) of applicants shortlisted	45.38% (437)	23.08% (3)	45.08% (440)	No
%age (no.) of shortlisted applicants who were appointed	18.99% (83)	33.33% (1)	19.09% (84)	Yes

Further analysis by department is attached at Appendix 1.

- 6.4 As can be seen from Table 1, a significant majority of applicants were from white backgrounds. The 4/5ths rule detailed in paragraph 3.6 is exceeded in respect of candidates appointed where shortlisted applicants from minority ethnic backgrounds are more likely to be appointed than white applicants. However, the 4/5ths rule is not met in respect of shortlisted candidates. This situation is different to the whole of 2005/6 where the 4/5ths rule was met in respect of both shortlisting and appointment. This change may be attributable to the small numbers of applicants from minority ethnic backgrounds. However, this situation will continue to be kept under review.
- 6.5 294 employees who declared their ethnicity on training monitoring forms received corporate training in the period 1 April 2006 to 30 September 2006. Details of their ethnic background is detailed in Table 2.

Table 2

	Employees from White Backgrounds	Employees from Minority Ethnic Backgrounds
%age (no) of employees receiving corporate training	99.0% (291)	1.0% (3)
%age (no) of workforce (excluding school employees)	99.0% (2254)	1.0% (22)

Further analysis by department is attached at Appendix 1.

- 6.6 The results of the analysis show, that in terms of ethnicity, the percentage of employees (whilst small) from minority ethnic backgrounds in the workforce and accessing corporate training are

identical. This will be monitored over the next six month period to ascertain if these results are consistent.

6.7 Actions to improve performance and/or monitoring arrangements undertaken in the first six months include

- Development, and distribution, of guidance to employees on reporting discrimination, bullying and harassment
- Promote the Equality Standard for Local Government
- Continue to work towards achieving level 3 of the Employment section of the Equality Standard for Local Government by March 2008
- Development of Workforce Development Strategy
- Development of Exit Interview Questionnaire

6.8 Actions planned to improve performance and/or monitoring arrangements during the next six months include

- Survey of school employees to ensure up to date monitoring information
- Approval of Workforce Development Strategy
- Undertake INRA's (retrospective impact assessments) in respect of the Disciplinary and Grievance procedures
- Improvements to the data recording in respect of employees where the disciplinary or grievance procedures is invoked and HR are involved
- Implementation of Exit Interview Questionnaire
- Departments review monitoring outcomes in respect of recruitment processes and access to corporate training
- Continue to develop training monitoring and incorporate the outcomes into the six monthly and annual Workforce Development reports to Portfolio Holder

7. DISABILITY PERFORMANCE IN THE FIRST SIX MONTHS OF 2005/6

7.1 At 30 September 2006, the percentage of employees (including schools employees) declaring a disability was 4.78% compared to a performance of 2.61% at 30 September 2005, 4.41% at 1 April 2006 and a target of 4.42%. The actual number of employees declaring a disability has increased from 75 at 30 September 2005, 146 at 31 March 2006 and 157 at 30 September 2006.

7.2 972 people declared whether they had a disability and applied for jobs advertised across the Council during 1 April 2006 to 30 September 2006. Details of applicants with a disability and their relative success in obtaining a job is detailed in Table 3.

Table 3

Stage	Applicants with no declared disability	Applicants with a declared disability	All declared Applicants	4/5ths rule met?
%age (no.) of applications received	98.77% (960)	1.23% (12)	100.00% (972)	N/A
%age (no.) of applicants shortlisted	29.17% (280)	25.00% (3)	29.12% (283)	Yes
%age (no.) of shortlisted applicants who were appointed	27.50% (77)	66.67% (2)	27.92% (79)	Yes

Further analysis by department is attached at Appendix 2.

7.3 As can be seen from Table 3, a significant majority of applicants did not declare they had a disability. The 4/5ths rule detailed in paragraph 3.4 is exceeded in respect of both shortlisted applicants and candidates appointed. In the first six months of 2005/6, the 4/5ths rule was met in both respects, although over the full year, the appointment success rate dropped below the 4/5ths. There is therefore variable statistical evidence about success rates which may be explained by the small numbers involved. However, this situation will continue to be kept under review.

7.4 287 employees who declared their disability on training monitoring forms received corporate training in the period 1 April 2006 to 30 September 2006. Details of their disability is detailed in Table 4.

Table 4

	Employees with no declared disability	Employees with a declared disability
%age (no) of employees receiving corporate training	95.82% (275)	4.18% (12)
%age (no) of workforce (excluding school employees)	93.98% (2137)	6.02% (137)

Further analysis by department is attached at Appendix 2.

7.5 The results of the analysis show, that in terms of disability, the percentages of those employees accessing training, are not representative of employees across the workforce who have declared a

disability. One of the reasons for this could be that the actual corporate training sessions offered during this time period did not specifically suit certain areas of work, for example weekly paid employees. There was little specific management development activity during this period which could also be a contributing factor towards the actual outturn results. This will be monitored over the next six month period to ascertain if these results are consistent.

7.6 Actions to improve performance and/or monitoring arrangements undertaken in the first six months include

- Continue to provide placements for the ILM project for those on Incapacity Benefit
- Development of Disability Equality Scheme including consultation with disabled people and employees
- Promote the Equality Standard for Local Government
- Continue to work towards achieving level 3 of the Employment section of the Equality Standard for Local Government by March 2008
- Development, and distribution, of guidance to employees on reporting discrimination, bullying and harassment
- Development of Workforce Development Strategy
- Development of Exit Interview Questionnaire

7.7 Actions planned to improve performance and/or monitoring arrangements during the next six months include

- Survey of school employees to ensure up to date monitoring information
- Approval of Workforce Development Strategy
- Undertake INRA's (retrospective impact assessments) in respect of the Disciplinary and Grievance procedures
- Improvements to the data recording in respect of employees where the disciplinary or grievance procedures is invoked and HR are involved
- Implementation of Exit Interview Questionnaire
- Departments review monitoring outcomes in respect of recruitment processes and access to corporate training
- Continue to develop training monitoring and incorporate the outcomes into the six monthly and annual Workforce Development reports to Portfolio Holder

8. GENDER PERFORMANCE IN THE FIRST SIX MONTHS OF 2005/6

8.1 Updated performance data is not available in terms of the gender profile of the workforce. At 1 April 2006, the workforce (including school employees) comprised 25.71% male employees and 74.29% female employees compared to 50.90% males and 49.10% in the local (Hartlepool) labour market. A year on year target of increasing the

male workforce by 2% has been set with specific targets of 26.22% (male) and 73.78% (female) being set for 2006/7".

- 8.2 1014 people declared their gender and applied for jobs advertised across the Council during 1 April 2006 to 30 September 2006. Details of applicants gender and their relative success in obtaining a job is detailed in Table 5.

Table 5

Stage	Male Applicants	Female Applicants	All declared applicants
%age (no.) of applications received	37.87% (384)	62.13% (630)	100% (1014)
%age (no.) of applicants shortlisted	23.96% (92)	31.43% (198)	28.60% (290)
%age (no) of shortlisted applicants who were appointed	19.57% (18)	31.82% (63)	27.93% (81)

Further analysis by department is attached at Appendix 3.

- 8.3 As can be seen from Table 5, the majority of applicants were female. A greater proportion of females were shortlisted and appointed (compared to males) which will tend to increase the percentage of females within the workforce contrary to the Council's target to increase the proportion of males.
- 8.4 293 employees who declared their gender on training monitoring forms received corporate training in the period 1 April 2006 to 30 September 2006. Details of their ethnic background is detailed in Table 6.

Table 6

	Male Employees	Female Employees
%age (no) of employees receiving corporate training	29.69% (87)	70.31% (206)
%age (no) of workforce (excluding school employees)	30.57% (809)	69.43% (1837)

Further analysis by department is attached at Appendix 3.

- 8.5 The results of the analysis show, that in terms of gender, the percentages of those employees accessing training, are in line with

percentage gender-split of employees across the workforce. This will be monitored over the next six month period to ascertain if these results are consistent.

8.6 Actions to improve performance and/or monitoring arrangements undertaken in the first six months include

- Development, and distribution, of guidance to employees on reporting discrimination, bullying and harassment
- Review the Workforce Development Plan
- Development of Workforce Development Strategy
- Promote the Equality Standard for Local Government
- Continue to work towards achieving level 3 of the Employment section of the Equality Standard for Local Government by March 2008
- Development of Exit Interview Questionnaire

8.7 Actions planned to improve performance and/or monitoring arrangements during the next six months include

- Approval of Workforce Development Strategy
- Undertake INRA's (retrospective impact assessments) in respect of the Disciplinary and Grievance procedures
- Improvements to the data recording in respect of employees where the disciplinary or grievance procedures is invoked and HR are involved
- Implementation of Exit Interview Questionnaire
- Departments review monitoring outcomes in respect of recruitment processes and access to corporate training
- Continue to develop training monitoring and incorporate the outcomes into the six monthly and annual Workforce Development reports to Portfolio Holder

9. AGE PERFORMANCE IN THE FIRST SIX MONTHS OF 2005/6

9.1 Updated performance data is not available in terms of the age profile of the workforce. Table 7 details the age composition of the workforce (including school employees), the local (Hartlepool) labour market at 1 April 2006 and targets set for 1 April 2007.

Table 7

Age Group	Percentage of employees at 1.4.06	Percentage of Local (Hartlepool) Labour Market	1.4.07 target
Aged 16-17	0.31	4.64	0.37%
Aged 18-24	5.90	12.05	6.02%
Aged 25-34	18.88	20.02	19.25%
Aged 35-44	29.60	24.5	29.00%
Aged 45-54	29.80	21.58	29.20%

Age Group	Percentage of employees at 1.4.06	Percentage of Local (Hartlepool) Labour Market	1.4.07 target
Aged 55-64	15.36	17.03	15.64%
Aged 65+	0.11	N/A	0.11%

- 9.2 1019 people declared their age and applied for jobs advertised across the Council during 1 April 2006 to 30 September 2006. Monitoring systems currently use slightly different age ranges to the workforce profile age ranges. However, common age ranges are used in this report although it should be stressed that the monitoring data is therefore only an approximation. Details of their age range and success in obtaining a job is detailed in Table 8.

Table 8

	Aged 16-24	Aged 25-34	Aged 35-44	Aged 45-54	Aged 55-65+	All declared Applicants
%age (no.) of applications received	31.89% (325)	28.46% (290)	23.06% (235)	13.25% (135)	3.34% (34)	100.00% (1019)
%age (no.) applicants shortlisted	29.23% (95)	28.28% (82)	27.23% (64)	30.37% (41)	29.41% (10)	28.66% (292)
%age (no.) shortlisted applicants who were appointed	26.32% (25)	21.95% (18)	37.50% (24)	34.15% (14)	30.00% (3)	28.77% (84)

Further analysis by department is attached at Appendix 4.

- 9.3 As can be seen from Table 7, the most under-represented employee age group (when compared to the local labour market) is the 16-24 age group. Table 8 indicates that the greatest proportion of applicants are aged 25 and under, and they appear not to have dissimilar shortlisting and appointment success rates as other groups. This is a marked improvement on 2005/6 where the success rates were significantly lower than other age groups. However, this situation will continue to be kept under review.
- 9.4 291 employees who declared their age on training monitoring forms received corporate training in the period 1 April 2006 to 30 September 2006. Details of their ethnic background is detailed in Table 9.

Table 9

	Aged 16-24	Aged 25-34	Aged 35-44	Aged 45-54	Aged 55-65+
%age (no.) of employees receiving training	11.68% (34)	21.99% (64)	29.90% (87)	26.80% (78)	9.62% (28)
%age (no) of workforce (excluding school employees)	6.51% (171)	14.80% (389)	30.43% (800)	31.49% (828)	16.79% (441)

Further analysis by department is attached at Appendix 4.

9.5 The results of the analysis show, that in terms of age profile, the percentages of those employees accessing training vary, in some cases widely, with age profile of employees across the workforce. Employees aged up to 34 accessed corporate training disproportionate (significantly higher) to the workforce profile as did those aged 55 and over (significantly lower). One of the reasons for this could be that the actual corporate training sessions offered during this time period did not specifically suit certain areas of work, for example weekly paid employees. There was little specific management development activity during this period which could also be a contributing factor towards the actual outturn results. This will be monitored over the next six month period to ascertain if these results are consistent.

9.6 Actions to improve performance and/or monitoring arrangements undertaken in the first six months include

- Preparation for implementing the Employment Equality (Age) Regulations 2006, including ensuring adverts do not discriminate on the grounds of age and that the placing of adverts facilitates applications from people of all ages
- Consultation with people of all ages via the 'Talking with Communities' consultation arrangements
- Promote the Equality Standard for Local Government
- Work towards achieving level 3 of the Employment section of the Equality Standard for Local Government by March 2008
- Development, and distribution, of guidance to employees on reporting discrimination, bullying and harassment
- Development of Workforce Development Strategy
- Development of Exit Interview Questionnaire

9.7 Actions planned to improve performance and/or monitoring arrangements during the next six months include

- Implementing the Employment Equality (Age) Regulations 2006
- Approval of Workforce Development Strategy
- Undertake INRA's (retrospective impact assessments) in respect of the Disciplinary and Grievance procedures
- Improvements to the data recording in respect of employees where the disciplinary or grievance procedures is invoked and HR are involved
- Implementation of Exit Interview Questionnaire
- Departments review monitoring outcomes in respect of recruitment processes and access to corporate training
- Continue to develop training monitoring and incorporate the outcomes into the six monthly and annual Workforce Development reports to Portfolio Holder
- Ensure that training monitoring age ranges are comparable with the workforce profile data from April 2007 onwards.

10. RECOMMENDATION

That the Portfolio Member note the six monthly figures for 2006/7, the actions taken during the first six months of 2006/7, and planned future actions.

Appendix 1

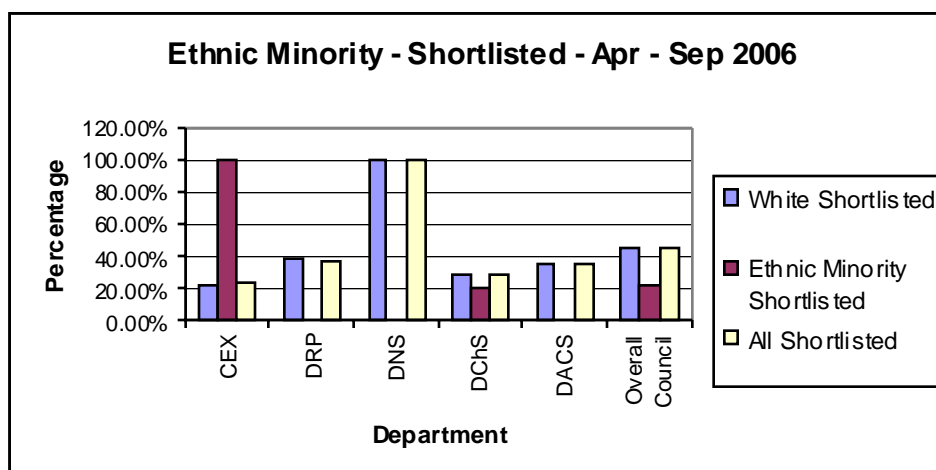
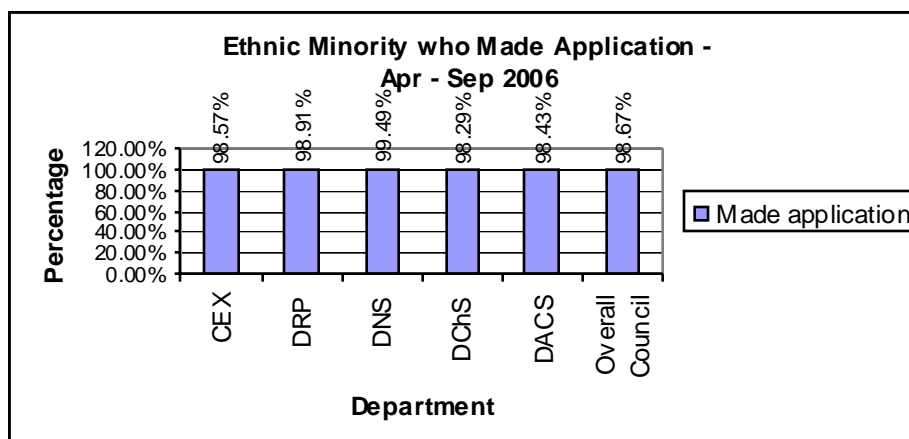
ETHNICITY PERFORMANCE BY DEPARTMENT

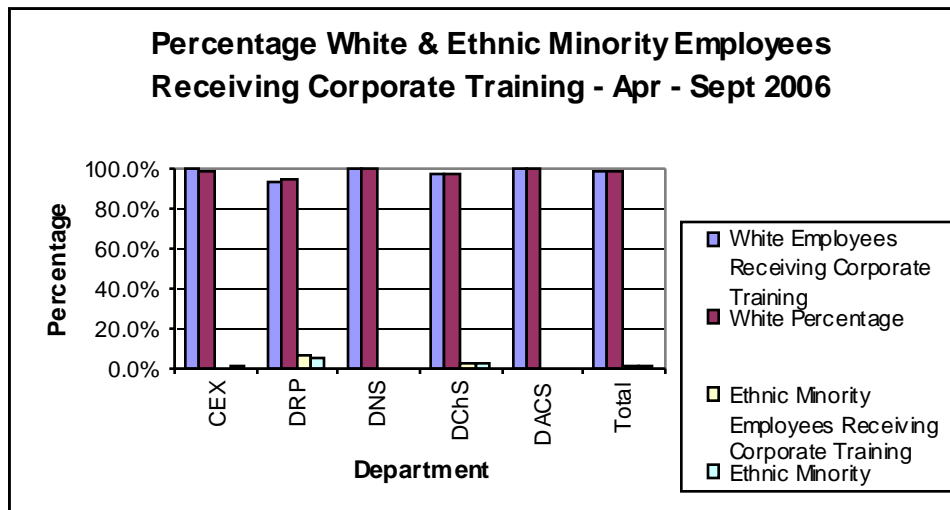
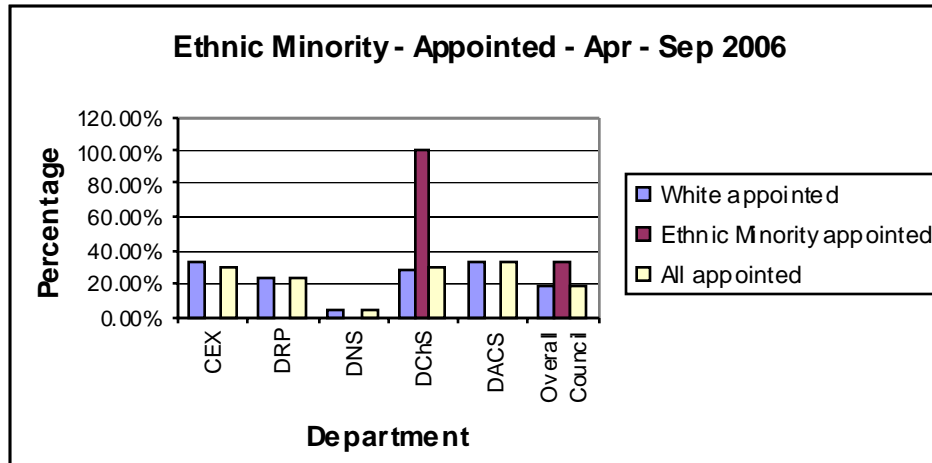
ETHNICITY						
Apr - Sept	CEX	DRP	DNS	DChS	DACS	Overall Council
RECRUITMENT						
White Applicants						
Made application	138	91	196	287	251	963
Shortlisted	31	35	196	84	91	437
Shortlisted applicants who are appointed	10	8	10	24	31	83
Ethnic Minority Applicants						
Made application	2	1	1	5	4	13
Shortlisted	2	0	0	1	0	3
Shortlisted applicants who are appointed	0	0	0	1	0	1
All Applicants						
Made application	140	92	197	292	255	976
Shortlisted	33	35	196	85	91	440
Shortlisted applicants who are appointed	10	8	10	25	31	84
TRAINING	CEX	DRP	DNS	DChS	DACS	Overall Council
White Employees						
Receiving Corporate Training	93	31	55	56	56	291
Employed (excluding school employees)	277	136	957	358	526	2254
Ethnic Minority Employees						
Receiving Corporate Training	0	2	0	1	0	3
Employed (excluding school employees)	2	8	3	7	2	22

Appendix 1 cont.

ETHNICITY						
Percentage - Apr - Sep	CEX	DRP	DNS	DChS	DACS	Overall Council
RECRUITMENT						
White Applicants						
Made application	98.57%	98.91%	99.49%	98.29%	98.43%	98.67%
Shortlisted	22.46%	38.46%	100.00%	29.27%	36.25%	45.38%
Shortlisted applicants who are appointed	32.26%	22.86%	5.10%	28.57%	34.07%	18.99%
Ethnic Minority Applicants						
Made application	1.43%	1.09%	0.51%	1.71%	1.57%	1.33%
Shortlisted	100.00%	0.00%	0.00%	20.00%	0.00%	23.08%
Shortlisted applicants who are appointed	0.00%	0.00%	0.00%	100.00%	0.00%	33.33%
All Applicants						
Made application	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Shortlisted	23.27%	38.04%	99.49%	29.11%	35.69%	45.08%
Shortlisted applicants who are appointed	30.30%	22.86%	5.10%	29.41%	34.07%	19.09%
TRAINING						
	CEX	DRP	DNS	DChS	DACS	Overall Council
White Employees						
Receiving Corporate Training	100.0%	93.9%	100.0%	98.2%	100.00%	99.0%
Employed (excluding school employees)	99.3%	94.4%	99.7%	98.1%	99.6%	99.0%
Ethnic Minority Employees						
Receiving Corporate Training	0.0%	6.1%	0.0%	1.8%	0.0%	1.0%
Employed (excluding school employees)	0.7%	5.6%	0.3%	1.9%	0.4%	1.0%

Appendix 1 cont





Appendix 2

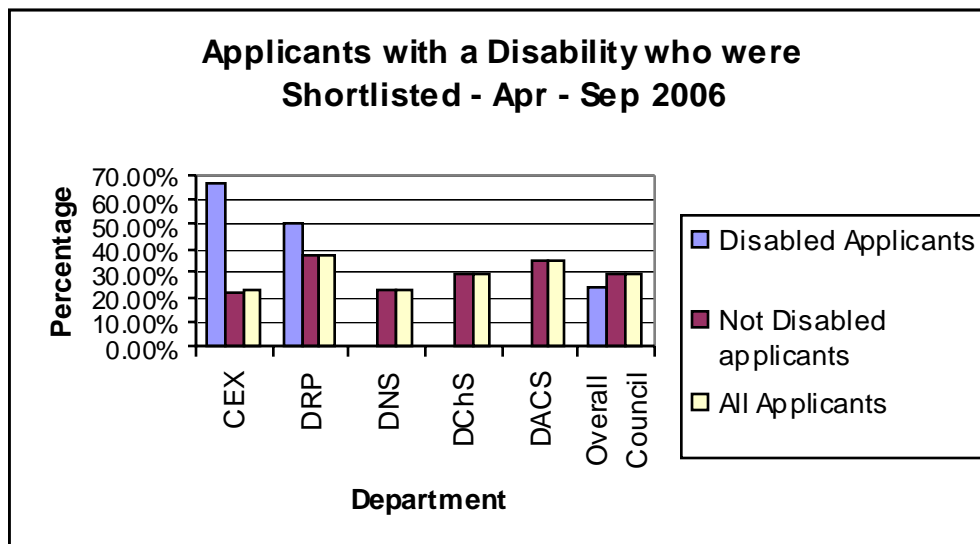
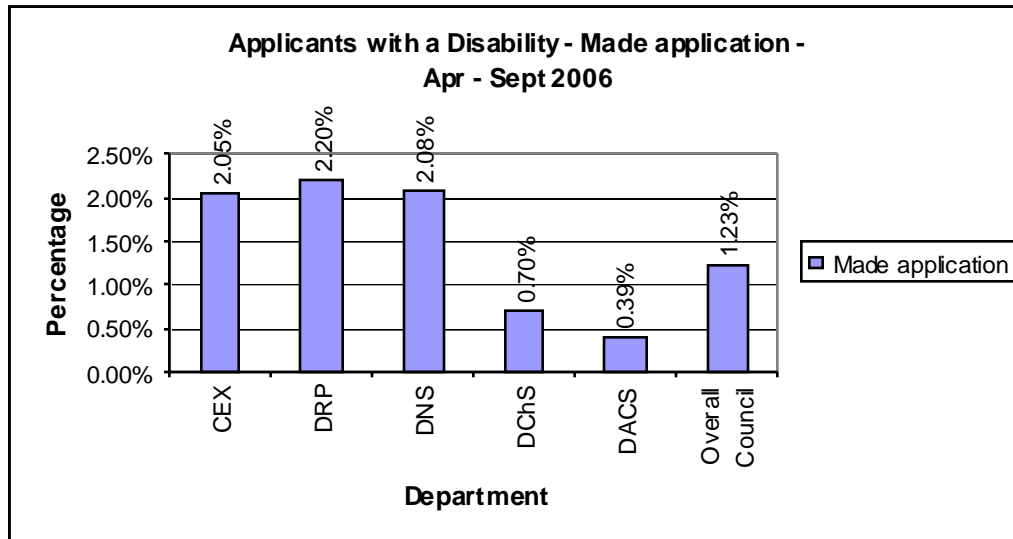
DISABILITY PERFORMANCE BY DEPARTMENT

DISABILITY						
Apr - Sep	CEX	DRP	DNS	DChS	DACS	Overall Council
RECRUITMENT						
Disabled Applicants						
Made application	3	2	4	2	1	12
Shortlisted	2	1	0	0	0	3
Shortlisted applicants who are appointed	1	2	0	0	0	2
Not Disabled Applicants						
Made application	143	89	188	285	255	960
Shortlisted	31	33	43	83	90	280
Shortlisted applicants who are appointed	8	7	8	23	31	77
All Applicants						
Made application	146	91	192	287	256	972
Shortlisted	33	34	43	83	90	283
Shortlisted applicants who are appointed	9	8	8	23	31	79
TRAINING	CEX	DRP	DNS	DChS	DACS	Overall Council
Disabled Employees						
Receiving Corporate Training	9	0	2	0	1	12
Employed (excluding school employees)	22	11	52	12	40	137
Not Disabled Employees						
Receiving Corporate Training	84	33	51	54	53	275
Employed (excluding school employees)	257	133	907	352	488	2137

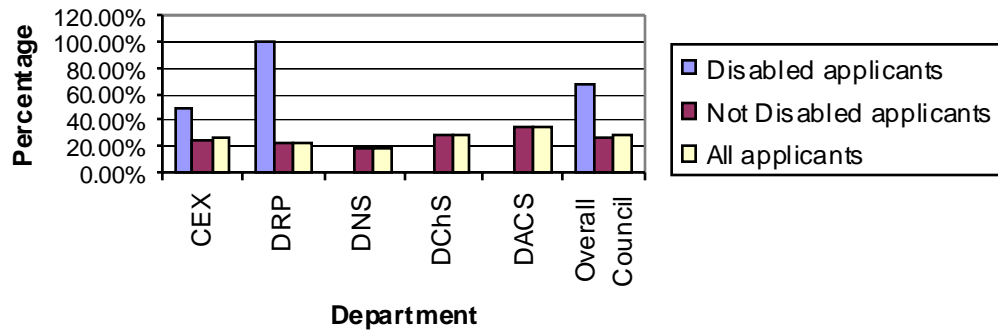
Appendix 2 cont.

DISABILITY						
Percentage - Apr - Sep	CEX	DRP	DNS	DChS	DACS	Overall Council
RECRUITMENT						
Disabled Applicants						
Made application	2.05%	2.20%	2.08%	0.70%	0.39%	1.23%
Shortlisted	66.67%	50.00%	0.00%	0.00%	0.00%	25.00%
Shortlisted applicants who are appointed	50.00%	100.00%	0.00%	0.00%	0.00%	66.67%
Not Disabled Applicants						
Made application	97.95%	97.80%	97.92%	99.30%	99.61%	98.77%
Shortlisted	21.68%	37.08%	22.87%	29.12%	35.29%	29.17%
Shortlisted applicants who are appointed	25.81%	21.21%	18.60%	27.71%	34.44%	27.50%
All Applicants						
Made application	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Shortlisted	22.60%	37.36%	22.40%	28.92%	35.16%	29.12%
Shortlisted applicants who are appointed	27.27%	23.53%	18.60%	27.71%	34.44%	27.92%
TRAINING	CEX	DRP	DNS	DChS	DACS	Overall Council
Disabled Employees						
Receiving Corporate Training	9.68%	0.00%	3.77%	0.00%	1.85%	4.18%
Employed (excluding school employees)	7.89%	7.64%	5.42%	3.30%	7.58%	6.02%
Not Disabled Employees						
Receiving Corporate Training	90.32%	100.00%	96.23%	100.00%	98.15%	95.82%
Employed (excluding school employees)	92.11%	92.36%	95.58%	96.70%	92.42%	93.98%

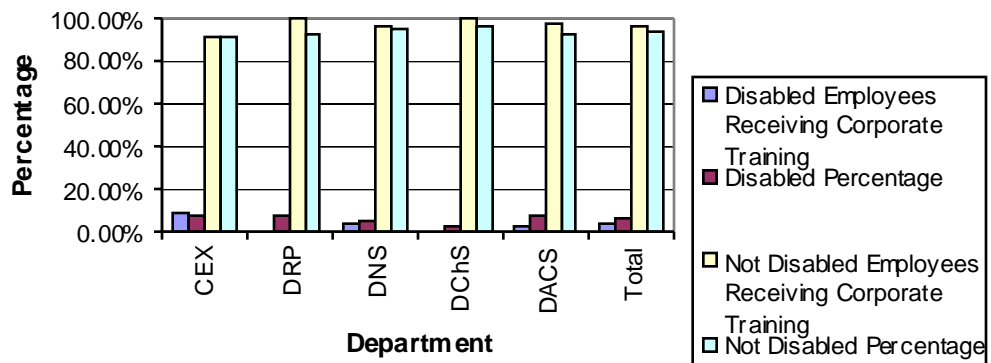
Appendix 2 cont



Applicants with a Disability who were Appointed - Apr - Sep 2006



Percentage Disabled & Non Disabled Employees Receiving Corporate Training - Apr - Sept 2006



Appendix 3

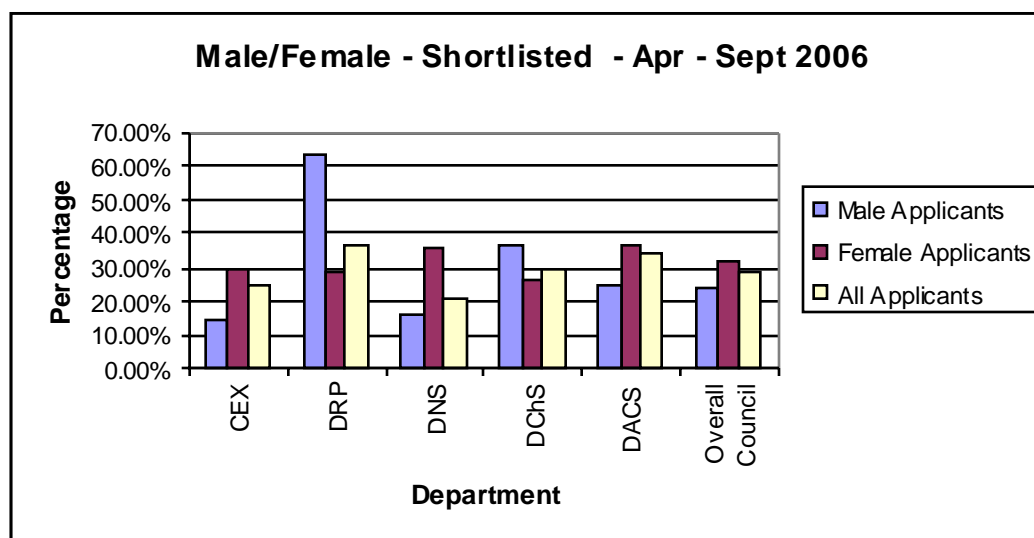
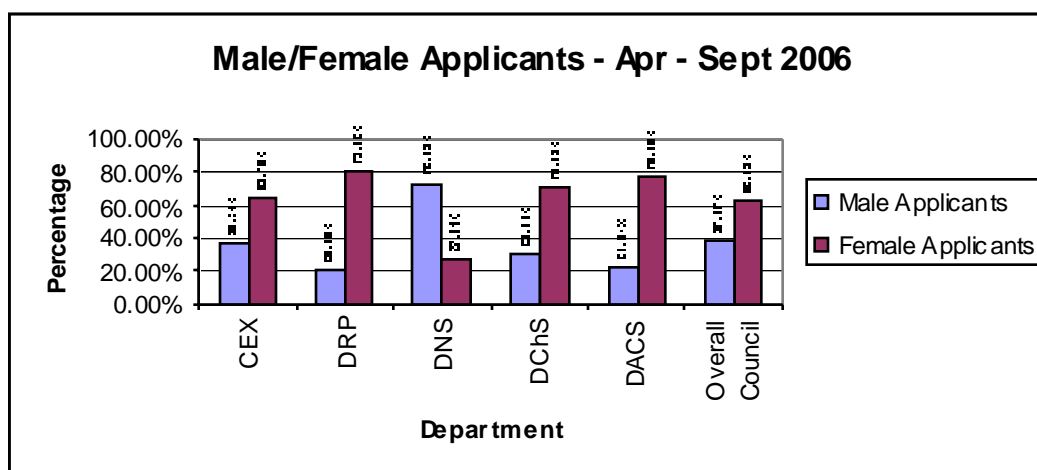
GENDER PERFORMANCE BY DEPARTMENT

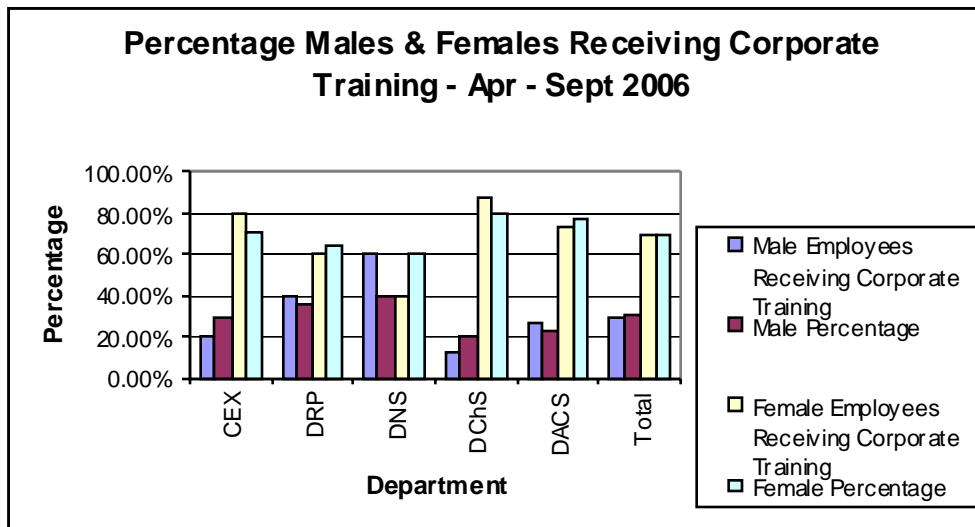
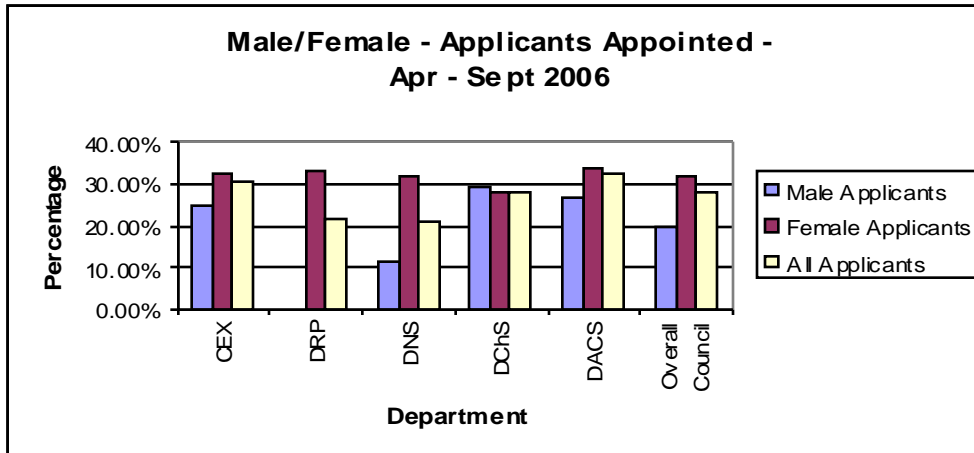
GENDER						
Apr - Sep	CEX	DRP	DNS	DChS	DACS	Overall Council
RECRUITMENT						
Male applicants						
Made application	54	19	165	85	61	384
Shortlisted	8	12	26	31	15	92
Shortlisted applicants who are appointed	2	0	3	9	4	18
Female Applicants						
Made application	95	72	62	204	197	630
Shortlisted	28	21	22	54	73	198
Shortlisted applicants who are appointed	9	7	7	15	25	63
All Applicants						
Made application	149	91	227	289	258	1014
Shortlisted	36	33	48	85	88	290
Shortlisted applicants who are appointed	11	7	10	24	29	81
TRAINING	CEX	DRP	DNS	DChS	DACS	Overall Council
Male Employees						
Receiving Corporate Training	19	13	33	7	15	87
Employed (excluding school employees)	86	66	420	93	144	809
Female Employees						
Receiving Corporate Training	74	20	22	50	40	206
Employed (excluding school employees)	214	118	612	390	503	1837

Appendix 3 cont.

GENDER						
Percentage - Apr - Sep	CEX	DRP	DNS	DChS	DACS	Overall Council
RECRUITMENT						
Male applicants						
Made application	36.24%	20.88%	72.69%	29.41%	23.64%	37.87%
Shortlisted	14.81%	63.16%	15.76%	36.47%	24.59%	23.96%
Shortlisted applicants who are appointed	25.00%	0.00%	11.54%	29.03%	26.67%	19.57%
Female Applicants						
Made application	63.76%	79.12%	27.31%	70.59%	76.36%	62.13%
Shortlisted	29.47%	29.17%	35.48%	26.47%	37.06%	31.43%
Shortlisted applicants who are appointed	32.14%	33.33%	31.82%	27.78%	34.25%	3.82%
All Applicants						
Made application	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Shortlisted	24.16%	36.26%	21.15%	29.41%	34.11%	28.60%
Shortlisted applicants who are appointed	30.56%	21.21%	20.83%	28.24%	32.95%	27.93%
TRAINING	CEX	DRP	DNS	DChS	DACS	Overall Council
Male Employees						
Receiving Corporate Training	20.43%	39.39%	60.00%	12.28%	27.27%	29.69%
Employed (excluding school employees)	28.67%	35.87%	40.70%	19.25%	22.26%	30.576%
Female Employees						
Receiving Corporate Training	79.57%	60.61%	40.00%	87.72%	72.73%	70.31%
Employed (excluding school employees)	71.33%	64.13%	59.30%	80.75%	77.74%	69.43%

Appendix 3 cont.





Appendix 4

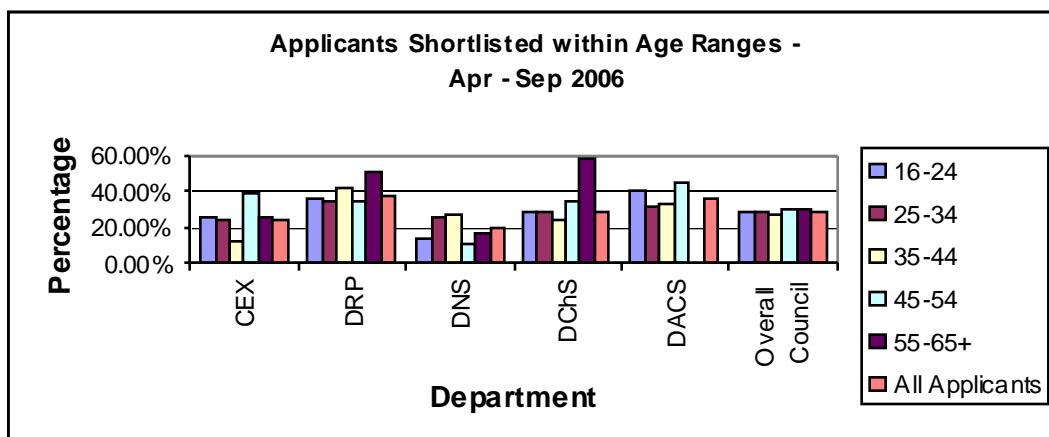
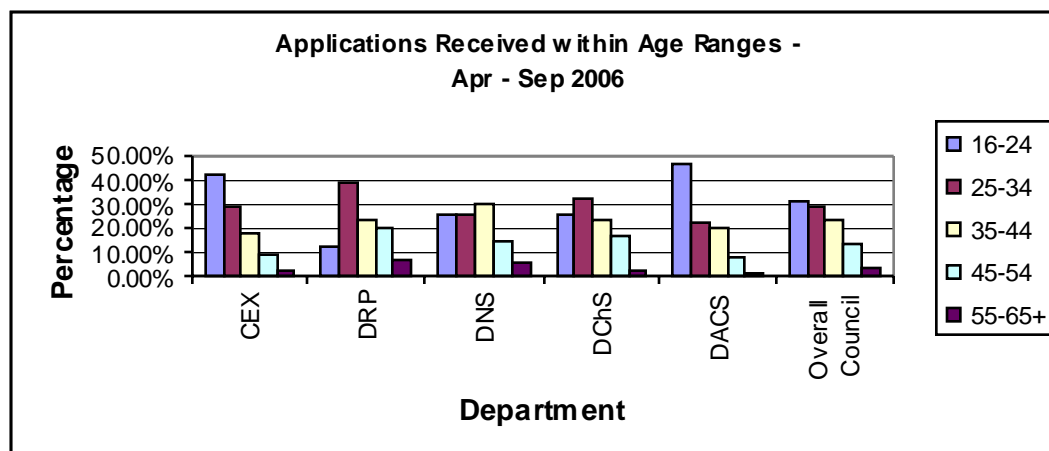
AGE PERFORMANCE BY DEPARTMENT

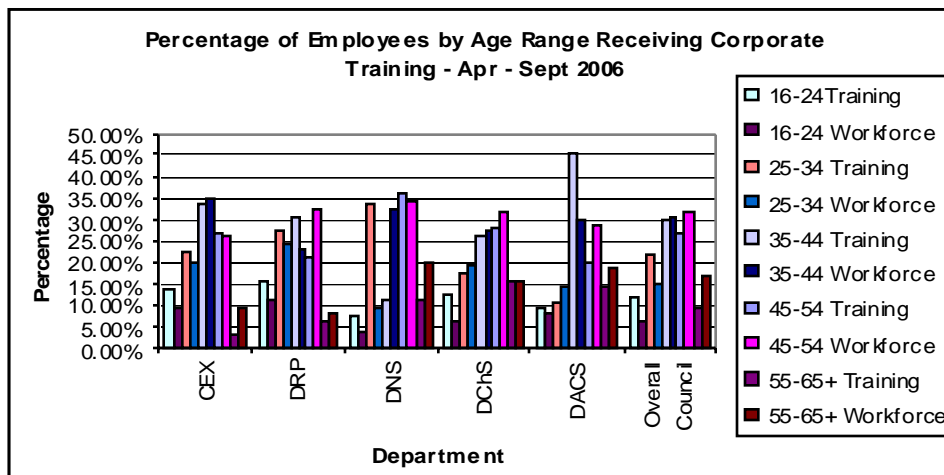
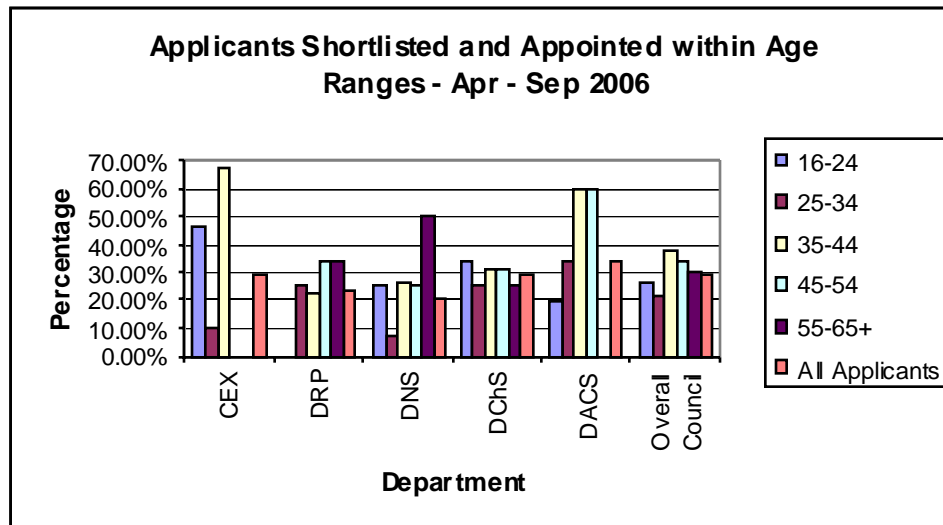
AGE						
Apr - Sep	CEX	DRP	DNS	DChS	DACS	Overall Council
RECRUITMENT						
16-24						
Made application	61	11	60	74	119	325
Shortlisted	15	4	8	21	47	95
Shortlisted applicants who are appointed	7	0	2	7	9	25
25-34						
Made application	42	36	59	95	58	290
Shortlisted	10	12	15	27	18	82
Shortlisted applicants who are appointed	1	3	1	7	6	18
35-44						
Made application	25	21	68	68	53	235
Shortlisted	3	9	19	16	17	64
Shortlisted applicants who are appointed	2	2	5	5	10	24
45-54						
Made application	13	18	34	48	22	135
Shortlisted	5	6	4	16	10	41
Shortlisted applicants who are appointed	0	2	1	5	6	14
55-65+						
Made application	4	6	12	7	5	34
Shortlisted	1	3	2	4	0	10
Shortlisted applicants who are appointed	0	1	1	1	0	3
All Applicants						
Made application	145	92	233	292	257	1019
Shortlisted	34	34	48	84	92	292
Shortlisted applicants who are appointed	10	8	10	25	31	84
TRAINING	CEX	DRP	DNS	DChS	DACS	Overall Council
16-24						
Receiving Corporate Training	13	5	4	7	5	34
Employed (excluding school employees)	29	21	39	29	53	171
25-34						
Receiving Corporate Training	21	9	18	10	6	64
Employed (excluding school employees)	60	45	97	93	94	389
35-44						
Receiving Corporate Training	31	10	6	15	25	87
Employed (excluding school employees)	105	43	331	130	191	800
45-54						
Receiving Corporate Training	25	7	19	16	11	78
Employed (excluding school employees)	78	60	351	154	185	828
55-65+						
Receiving Corporate Training	3	2	6	9	8	28
Employed (excluding school employees)	28	15	207	73	118	441

Appendix 4 cont.

AGE						
Percentage - Apr - Sep	CEX	DRP	DNS	DChS	DACS	Overall Council
RECRUITMENT						
16-24						
Made application	42.07%	11.96%	25.75%	25.34%	46.30%	31.89%
Shortlisted	24.59%	36.36%	13.33%	28.38%	39.50%	29.23%
Shortlisted applicants who are appointed	46.67%	0.00%	25.00%	33.33%	19.15%	26.32%
25-34						
Made application	28.97%	39.13%	25.32%	32.53%	22.57%	28.46%
Shortlisted	23.81%	33.33%	25.42%	28.42%	31.03%	28.28%
Shortlisted applicants who are appointed	10.00%	25.00%	6.67%	25.93%	33.33%	21.95%
35-44						
Made application	17.24%	22.83%	29.18%	23.29%	20.62%	23.06%
Shortlisted	12.00%	42.86%	27.94%	23.53%	32.08%	27.23%
Shortlisted applicants who are appointed	66.67%	22.22%	26.32%	31.25%	58.82%	37.50%
45-54						
Made application	8.97%	19.57%	14.59%	16.44%	8.56%	13.25%
Shortlisted	38.46%	33.33%	11.76%	33.33%	45.45%	30.37%
Shortlisted applicants who are appointed	0.00%	33.33%	25.00%	31.25%	60.00%	34.15%
55-65+						
Made application	2.76%	6.52%	5.15%	2.40%	1.95%	3.34%
Shortlisted	25.00%	50.00%	16.67%	57.14%	0.00%	29.41%
Shortlisted applicants who are appointed	0.00%	33.33%	50.00%	25.00%	0.00%	30.00%
All Applicants						
Made application	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Shortlisted	23.45%	36.96%	20.60%	28.77%	35.80%	28.66%
Shortlisted applicants who are appointed	29.41%	23.53%	20.83%	29.76%	33.70%	28.77%
TRAINING						
16-24	CEX	DRP	DNS	DChS	DACS	Overall Council
Receiving Corporate Training	13.98%	15.15%	7.55%	12.28%	9.09%	11.68%
Employed (excluding school employees)	9.67%	11.41%	3.80%	6.05%	8.27%	6.50%
25-34						
Receiving Corporate Training	22.58%	27.27%	33.96%	17.54%	10.91%	21.99%
Employed (excluding school employees)	20.00%	24.46%	9.46%	19.42%	14.66%	14.80%
35-44						
Receiving Corporate Training	33.33%	30.30%	11.32%	26.32%	45.45%	29.90%
Employed (excluding school employees)	35.00%	23.37%	32.29%	27.14%	29.80%	30.43%
45-54						
Receiving Corporate Training	26.88%	21.21%	35.85%	28.07%	20.00%	26.80%
Employed (excluding school employees)	26.00%	32.61%	34.24%	32.15%	28.86%	31.49%
55-65+						
Receiving Corporate Training	3.23%	6.06%	11.32%	15.79%	14.55%	9.62%
Employed (excluding school employees)	9.33%	8.15%	20.20%	15.24%	18.41%	16.77%

Appendix 4 cont.





PERFORMANCE MANAGEMENT PORTFOLIO

Report To Portfolio Holder

29th January 2007



Report of: Head of Procurement & Property Services

Subject: PROCUREMENT UPDATE AND ACTIONS

SUMMARY

1.0 PURPOSE OF REPORT

To provide the Portfolio Holder of procurement developments and the implementation of new procedures to improve the procurement function.

2.0 SUMMARY OF CONTENTS

The report outlines new procurement procedures that will be implemented in the New Year and provides a general update on the various procurement and finance related projects.

3.0 RELEVANCE TO PORTFOLIO MEMBER

Portfolio Holder is the procurement champion.

4.0 TYPE OF DECISION

Non key decision

5.0 DECISION MAKING ROUTE

Portfolio Holder only

5.0 DECISION(S) REQUIRED

That the Portfolio Holder notes the progress to date

Report of: Head of Procurement and Property Services

Subject: PROCUREMENT UPDATE AND DEVELOPMENTS

1.0 PURPOSE OF REPORT

- 1.1 To provide the Portfolio Holder of procurement developments and the implementation of new procedures to improve the procurement function

2.0 BACKGROUND

- 2.1 The report outlines new procurement procedures that will be implemented in the New Year and provides a general update on the various procurement and finance related projects.

3.0 ALLOCATING A CONTRACT REFERENCE NUMBER

- 3.1. With effect from 1st January 2007, the Procurement Unit are proposing to implement a new system whereby all contracts and future tenders over the value of £15K for goods/services and £45k for works are allocated with a contract reference number. i.e. in line with the Contract Procedure Rules.
- 3.2 The Procurement Unit could maintain a Contract List which details all current and forthcoming contracts through the departmental representatives of the Corporate Procurement Group and / or key contacts. The list will be updated periodically and as and when the Procurement Unit are notified of a new contract; an update, etc., The Contract List can be viewed corporately via the Intranet and on the web site for all our suppliers (including future supplier contracts).
- 3.3 The Procurement Unit has numbered the Contract List retrospectively and future contracts will be numbered sequentially thereafter. It is proposed that the reference number will be allocated by the Procurement Unit at the advertisement stage or earlier if possible and must be detailed within the advert. It should also be detailed on any related documents, i.e., tender letter, form of tender, return envelope, etc.
- 3.4 Tenders which progress to the Contract Scrutiny Panel without a contract reference number will be communicated to the Procurement Team who will then contact the relevant department in order to obtain the relevant details and allocate a reference number at this stage. It is

hoped that this occurrence will be minimal if the system is communicated effectively.

- 3.5 Completion of this exercise will allow the Procurement Unit to review the goods and service provision of the Council and have a clear picture of the current procurement spend in terms of current and forthcoming contracts within the Authority.
- 3.6 Other benefits include:
- Ensures Contract Procedure Rules / EU are being followed.
 - Check on compliance with procurement strategy.
 - Best use of existing contracts / arrangements.
 - Supplier adoption / update Selling to the Council guide.
 - Identify potential collaboration across Tees Valley or North East region.
 - Standardise processes.
 - Make link to standard documents.

4.0 NEW SUPPLIER ACCOUNTS ON INTEGRA

- 4.1 With effect from January 2007 a new system is being implemented whereby any new requests made to the Finance Department for additional supplier/contractors to be added to the Integra FMS must be first approved by the Procurement Unit. A proforma has been devised which will require the following details:-

- Name and address of supplier/contract
- Nature of expenditure
- Annual turnover
- What method of payment the supplier/contractor requires (a preference for electronic payments, i.e., BACS)
- Contract reference number if applicable

- 4.2 Since Integra went 'live' there have been approximately 1300 requests for new accounts to be set up on Integra; some of these suppliers have been used only once; other have not been used at all. It has been estimated that it costs £50 every time a new supplier is added to the system. The implementation of this process will have the following positive benefits:-

- Enable the Procurement Unit to guide staff to the correct supplier/contractor to procure goods/services from, e.g., if an officer requests a stationery company to be set up as a new account, the Procurement Unit can advise them that there is already a contract in place.
- Reduce administration and improve efficiency
- Reduce costs
- Monitor spend more effectively

- Increased volume of BACS payments
- Improved compliance with contract procedure rules

5.0 FINANCIAL MANAGEMENT SYSTEM (FMS) UPDATE

5.1 In the original FMS proposal, 3 phases were envisaged, with Phase 2 relating to E-Procurement and encompassing the following IT components:

- Invoice Approval
- Expenses Module
- Integra e-series module
- Integra e-quotations module
- Integra Catalogue management
- Optional interfaces (Marketplace punch-out and purchasing card interface)

5.2 At the time, there were too many unknowns surrounding how the Authority might potentially link with external marketplaces. Consequently, Northgate was only able to price this phase indicatively. This meant in turn that whilst Cabinet approved the whole project in principle including this phase that formal costs for this phase were not approved and Hartlepool B.C. didn't contract for it with Northgate.

5.3 More recently, FMS Phase 3 was brought forward to the current period deferring decisions about Phase 2 until the New Year.

5.4 Representatives from Finance, Procurement, Northgate and IBS (Northgate's sub-contractor for the Integra Suite) have revisited the original scope of Phase 2. Northgate will now produce a revised proposal for this work that can be approved at Partnership Board and Cabinet enabling this Phase of the Project to be delivered this Financial Year.

6.0 FURNITURE

6.1 A collaborative exercise has been undertaken with Darlington Borough Council in respect of furniture.

6.2 A 'mini competition' between current NEPO suppliers was undertaken. The core list of furniture purchased by both of authorities was collated and forwarded to ten companies to price.

6.3 The most competitive prices received were from Albany Office Equipment in Gateshead, their submission was the most cost effective in terms of price, delivery, after sales services, etc.

- 6.4 In December 2006, details of the range of furniture Albany and finalised prices were inputted into the Integra system. As part of the arrangement Albany produced a user friendly web site featuring our core range of products and shows all the necessary details including the price to be included on orders. The Integra catalogue will default to the expense head to be used, with the rare exception of capital purchases. All orders will be automatically sent by Integra via email upon correct authorisation within the system.
- 6.5 All users were advised of the new arrangement which became effective on 19th December 2006. On discussions with Albany the system is working effectively.
- 6.6 It is estimated that the Albany prices are 60% more competitive. The total spend for furniture in 2005/6 was approximately £160k, the cheaper prices from Albany could glean the Authority approx £96k in savings on the purchase of furniture.

7.0 MANAGED PRINT SERVICE AND ICT CONSUMABLES

- 7.1 Discussions have been taking place with Northgate regarding the provision of a new Managed Print Service. In late 2006, Northgate together with its consulting partner Force-Techie delivered a presentation to Hartlepool BC setting out a proposed approach. Hartlepool BC have now requested that Northgate proceed with the initial 'discovery stage' of the process where by an audit of the authorities current printers, copiers, faxes and scanners will take place. Northgate have proposed that the 'discovery exercise' commences in early February 2007.
- 7.2 The Executive Sponsor of the Project is the Head of Procurement and Property Services. The Project is being managed by Corporate Strategy with a project team which comprises of representatives from Procurement, Finance, Children's Services, Adult & Community Services and the Chief Executives Department.
- 7.3 Early indications are that there is substantial savings to be made.

8.0 PROCUREMENT STRATEGY

- 8.1 A review of Procurement Strategy is underway and a draft version should be available for consultation in February 2007 and subsequently presented to the Portfolio Holder for approval.

9.0 NEPO JOINT COMMITTEE

- 9.1 In February 2007, Hartlepool will be hosting the NEPO Joint Committee. The event is hosted on a rota basis. The meeting involves all NEPO Members and Liaison Officers from their respective Authorities meeting together to approve and award contracts, approve future tender lists and other current issues affecting the consortium. Due to the delays in the Civic Centre works, the meeting will be held in the Belle Vue Community Centre.
- 9.2 Hartlepool will also be hosting the NEPO Annual Committee scheduled for July 2007.

10.0 RECOMMENDATIONS

- 10.1 That the Portfolio Holder notes the progress to date.

PERFORMANCE MANAGEMENT PORTFOLIO

Report To Portfolio Holder

29th January 2007



Report of: Head of Procurement and Property Services

Subject: HOUSEHOLD WASTE RECYCLING
KERBSIDE COLLECTION CONTRACT

SUMMARY

1.0 PURPOSE OF REPORT

To obtain Portfolio Holder approval to enter into a partnership with other Tees Valley local authorities for the joint procurement of the Household Waste Recycling Collection contract.

2.0 SUMMARY OF CONTENTS

The reports provides a brief explanation of the current operation and contractual commitments, the proposed procurement route, and details of partnering authorities

3.0 RELEVANCE TO PORTFOLIO MEMBER

Portfolio holder has responsibility for procurement of services

4.0 TYPE OF DECISION

Non-key

5.0 DECISION MAKING ROUTE

Portfolio Holder only.

6.0 DECISION(S) REQUIRED

That Portfolio Holder grants authority for the Head of Neighbourhood Management to enter into a partnership with other Tees Valley local authorities in the procurement of the household waste recycling collection contract in line with the proposals covered in the body of the report.

Report of: Head of Procurement and Property Services

Subject: HOUSEHOLD WASTE RECYCLING
KERBSIDE COLLECTION CONTRACT

1. PURPOSE OF REPORT

- 1.1 To obtain Portfolio Holder approval to enter into a partnership with other Tees Valley local authorities for the joint procurement of the Household Waste Recycling Collection contract.

2. BACKGROUND

- 2.1 The existing Recycling contract enables residents to recycle cans, glass, paper and textiles in their own home and present them for collection on a fortnightly basis by the existing contract Abitibi Recycling. The contract was awarded in 2000/1 for a five-year term with the option to extend for a further 12 months. This option was secured due to the introduction of alternate weekly collections across the town.
- 2.2 The existing contract will terminate on the 31st March 2007, however it is recognised that the procurement of a new contract will extend beyond that date and negotiations with Abitibi have commenced to extend the existing contract for a further three months.
- 2.3 The authority operates a 25- year waste disposal contract in partnership with Stockton, Middlesbrough and Redcar Borough Councils with SITA, which is currently in its 11th year. The Waste Management Development Officer, who is jointly employed by the four boroughs, undertakes the management of this contract. The relevant Heads of Service from all 4 boroughs meet on a regular basis not only to monitor the waste disposal contract but to explore further partnership opportunities.
- 2.4 The four authorities commissioned a feasibility study in the summer of 2006/7 to explore further joint working opportunities. The outcome of which recommends we work towards the procurement of joint contracts for recycling, and look to consolidate resources across the service areas to gain efficiencies and a standardised service where appropriate.

3. CONTRACTUAL INFORMATION

- 3.1 In 2005/6 Middlesbrough Borough Council awarded a 3-year kerbside recycling contract with a 2 year extension option. Redcar Borough Councils contract terminates 31st March 2007, as does our own. As such it is proposed Redcar and Hartlepool procure a Household Waste Kerbside Recycling contract to run co-terminus with the Middlesbrough contract, i.e. length of contract will be for two years with an option for a two year extension, providing all Tees Valley authorities two options for harmonising services. (**Appendix 1** provides a timetable for the procurement of this service)
- 3.2 Stockton Borough Council currently carry out their kerbside recycling service in-house, however, they have expressed an interest to be involved at least in the pre-qualification procurement stages, in line with the Tees Valley collaboration. We are awaiting confirmation from Darlington Borough Council.
- 3.3 It is proposed the contract documentation will include a specification for each authority enabling local issues to be addressed e.g. Hartlepool residents who live in terraced houses have requested future collections be in the back street as the wheeled bin collections are, and a change in the plastic bag for paper.
- 3.4 The contract schedule of rates will include the provision of a reduction in rates dependent upon the number of local authorities involved, i.e. as and when other authorities enter the contract the contractor will provide a percentage discount to be shared across the partner authorities.
- 3.5 There is the potential for our own in-house service team to prepare a bid which will be assessed prior to the completion of the pre-qualification evaluation.
- 3.6 Once the contract is awarded each authority will have responsibility for managing the service within their own borough in line with their specification.

4.0 RECOMMENDATIONS

- 4.1 That Portfolio Holder grants authority for the Head of Neighbourhood Management to enter into a partnership with other Tees Valley local authorities in the procurement of the household waste recycling collection contract in line with the proposals covered in the body of the report.

Item	Date	Responsible authority
Advertise in local media and place OJU notice	29 th January 2007	Redcar BC
Pre qualification return date	23 rd February	Redcar BC
Pre qualification evaluation	W/c 26 th February	ALL
Tender documentation sent out	5 th March	Hartlepool BC
Return date	30 th March	Hartlepool BC
Tender Evaluation	W/c 2 nd April	ALL
Contract award	1 st May	ALL
Start date	4 th May	ALL

PERFORMANCE MANAGEMENT PORTFOLIO

Report To Portfolio Holder

29th January 2007



Report of: Head of Procurement and Property Services

Subject: TRINCOMALEE WHARF DEVELOPMENT,
JACKSON DOCK

SUMMARY

1.0 PURPOSE OF REPORT

To advise Portfolio Holder as to the outcome of the recent marketing and negotiations with developers in connection with the disposal of the 'Trincomalee Wharf' site at Jackson Dock on the Marina, together with proposed terms for the various land transactions that are required to assemble the site for the development.

2.0 SUMMARY OF CONTENTS

The report outlines the background to the case drawing on the outcome from the Cabinet meeting of 20th June 2005. It then details the results of the marketing process and the negotiations with developers since this time to result in a preferred developer, with terms that are proposed outlined. The financial implications section of the report also details the likely capital receipt that is to come to the Council for its interest in the land and also the terms which have been proposed by English Partnerships in order to facilitate the sale by way of land assembly.

3.0 RELEVANCE TO PORTFOLIO MEMBER

Portfolio Holder has responsibility for the Council's land and property assets.

4.0 TYPE OF DECISION

Non key

5.0 DECISION MAKING ROUTE

Portfolio Holder only

6.0 DECISION(S) REQUIRED

1. That Portfolio Holder authorise the Estates Manager to progress the granting of a Development Agreement and Lease to Developer 2 subject to the terms proposed in this report (including any minor amendments which may occur as a result of continuing negotiations).
2. That Portfolio Holder notes the terms subject to which it is proposed that English Partnerships transfer the land to the Council
3. That Portfolio Holder notes the terms subject to which it is proposed that the Council grants a lease to the HMS Trincomalee Trust.

Report of: Head of Procurement and Property Services

Subject: TRINCOMALEE WHARF DEVELOPMENT,
JACKSON DOCK

1. PURPOSE OF REPORT

- 1.1 To advise Portfolio Holder as to the outcome of the recent marketing and negotiations with developers in connection with the disposal of the 'Trincomalee Wharf' site at Jackson Dock on the Marina, together with proposed terms for the various land transactions that are required to assemble the site for the development.

2. BACKGROUND

- 2.1 Trincomalee Wharf, comprising 1.1ha on the south side of Jackson Dock and with a further 0.28 ha of open water area within the Dock, was marketed nationally between January-April 2006 with a development brief indicating the site's suitability for a mixed use development. A plan showing the site boundaries can be seen attached to **Appendix 1** of this report, with a plan showing the different interests involved attached at **Appendix 2**.
- 2.2 The brief had been subject to public consultation and approved by the HMS Trincomalee Board and Cabinet on 20th June 2005. Developers were asked to submit draft plans of the proposals and financial terms offered on the basis that selection would be based both on the quality of the proposal and the financial terms offered.
- 2.3 The freehold of the land is currently partly owned by the Council and partly owned by English Partnerships, with the HMS Trincomalee Trust having a 999 year lease in part of the site. The Cabinet Report on 20th June 2005 agreed that the Council would accept ownership of English Partnerships' part of the site, and would then enter into a 999 year lease with the HMS Trincomalee Trust over the whole site. The HMS Trincomalee Trust would then enter into a long lease with the chosen developer. Although this was agreed in principle, English Partnerships decided that they would not provide the Council with terms for the transfer until a developer was selected, to allow them to have the maximum input possible into this process. Terms have now been proposed and these can be viewed within the Financial Implications Section of this report.

- 2.4 The closing date for submissions was 27th April 2006.

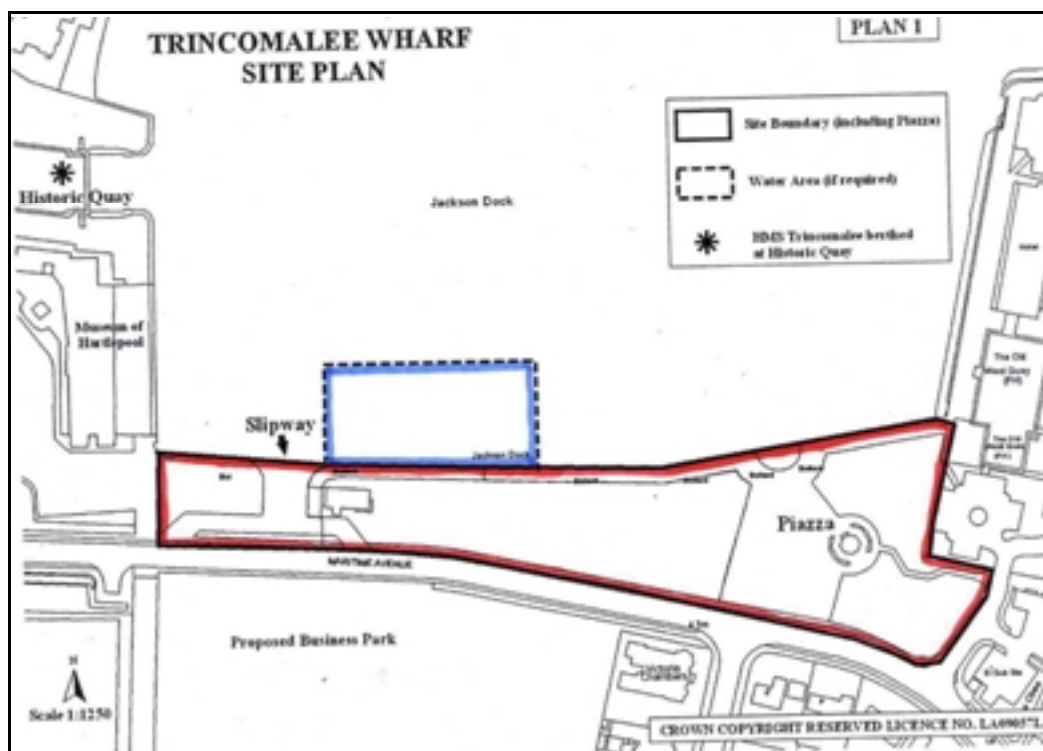
3. FINANCIAL INFORMATION

- 3.1 Details of offers and negotiations and included in the Confidential Appendix 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).

4. RECOMMENDATIONS

- 4.1 That Portfolio Holder authorise the Estates Manager to progress the granting of a Development Agreement and Lease to Developer 2 subject to the terms proposed in this report (including any minor amendments which may occur as a result of continuing negotiations).
- 4.2 That Portfolio Holder notes the terms subject to which it is proposed that English Partnerships transfer the land to the Council.
- 4.3 That Portfolio Holder notes the terms subject to which it is proposed that the Council grants a lease to the HMS Trincomalee Trust.

Site Plan



**TRINCOMALEE WHARF
SITE PLAN**

Jackson Dock

Proposed Business Park

Scale 1:1250

Legend:

- A EP freehold - water area leased to the Trust
- B EP freehold - land area leased to the Trust
- C HBC freehold - slipway
- D HBC freehold - waterside
- E HBC freehold - piazza
- F HBC freehold - the piazza steps
- G HBC freehold
- H HMS Trincomalee berthed at Historic Quay Jackson Dock

The site plan shows a coastal area with several designated zones. Zone A is a rectangular area in the upper center. Zone B is a large area to the right of A. Zone C is a small area to the left of B. Zone D is a narrow strip along the coast between B and C. Zone E is a large area to the right of B. Zone F is a small area within E. Zone G is a small area to the left of C. Zone H is a small area at the top left. The plan also shows the Jackson Dock, the Proposed Business Park, and the Historic Quay. A scale bar indicates 1:1250. A north arrow is located in the bottom left corner. The text 'CROWN COPYRIGHT RESERVED LICENCE NO. LA6967/L' is visible at the bottom right.