

PERFORMANCE MANAGEMENT PORTFOLIO DECISION RECORD

29th January 2007

The meeting commenced at 9.00 am at Belle Vue Community, Sports and Youth Centre, Kendal Road, Hartlepool

Present:

Councillor Peter Jackson (Performance Management Portfolio Holder)

Officers: Andrew Atkin Assistant Chief Executive
Graham Frankland, Head of Procurement and Property Services
Joanne Machers, Chief Personnel Officer
John Mennear, Assistant Director (Community Services)
Denise Ogden, Head of Neighbourhood Management
Peter Spies, Superintendent Registrar
Pat Watson, Democratic Services Officer

97. Your Business at Risk – Audit Commission Survey (Assistant Chief Executive)

Type of decision

Non key – for information.

Purpose of report

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"

Issue(s) considered by the Portfolio Holder

This report incorporated a brief introduction to the Council's approach to information security. The Portfolio Holder was reminded that the Audit Commission had been 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 had been developed and rolled out across the Council. This year (2006-2007) the Audit Commission had carried out a follow up survey relating to Council staff and Members' knowledge of information security and associated policies and procedures. The main conclusions of the survey were outlined in the report to the Portfolio Holder and attached as an appendix to the report as a complete copy of the survey document.

Decision

The Portfolio Holder:

- (a) noted the Council's work already undertaken in addressing information security issues and supported the Council's current approach to information security;
- (b) noted the results of the Audit Commission survey and thanked Council staff for their diligence, as detailed in 3.1 of the report;
- (c) agreed that information security is an inherent part of the Performance Management Portfolio.

98. Review of non statutory fees in the Registration Service *(Assistant Chief Executive)*

Type of decision

Non key.

Purpose of report

To request an increase in the locally set fees for non statutory services provided by the Register Office.

Issue(s) considered by the Portfolio Holder

The report described the current services and the appendices indicated the current fees and the proposed increases in fees for 2007/8. It was proposed that most fees be increased between 3 and 5%, broadly in line with inflation. The exception to this was a proposal to increase 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. The current fee being £40 and the proposed increase for 2007/08 was £56.50.

The Portfolio Holder expressed concern in relation to the proposed higher than inflation indicated above and as an alternative agreed the following:

Decision

The Portfolio Holder approved that fees for additional non statutory services be increased as outlined in the Appendix A to the report from 1st April 2007 **with the following exception;**

Fees for midweek marriage and civil partnership ceremonies in The Willows be set to recover an increased proportion of the true cost of the service, and that authority be delegated to the Assistant Chief Executive to oversee the phased-in rise over a three year period as opposed to the proposal in the report that a one off increase of 35% be implemented from April 2007.

The Portfolio Holder requested that a report on progress of this issue be brought to a future Portfolio meeting.

99. Employee Monitoring – Half Yearly Report 2006/07 (Chief Personnel Services Officer)

Type of decision

Non key.

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.

Issue(s) considered by the Portfolio Holder

The report to the Portfolio Holder indicated that 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.

The Portfolio Holder was also reminded that a comprehensive report in respect of the workforce profile at 1st April 2006, how it compared to the local labour market and recruitment monitoring, had been submitted to him on 26th June 2006. The current report provided updated details of

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

The information, with a number of explanatory tables and graphs, was provided under the following headings:

- Employee Monitoring Arrangements;
- Best Value Performance Indicators;
- Performance in the first six months of 2006/07;
- Ethnicity Performance in the first six months of 2006/07;
- Disability Performance in the first six months of 2006/07;
- Gender Performance in the first six months of 2006/07, and
- Age Performance in the first six months of 2006/07.

Actions to improve performance and/or monitoring arrangements undertaken in the first six months and those planned during the next six months were listed.

Decision

The Portfolio Holder noted the six monthly figures for 2006/07 and fully supported the actions taken during the first six months of 2006/07 and the planned future actions.

100. Procurement Update and Actions *(Head of Procurement and Property Services)*

Type of decision

Non key.

Purpose of report

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

Issue(s) considered by the Portfolio Holder

The report outlined new procurement procedures that would be implemented in the New Year and provided a general update on the various procurement and finance related projects. The report contained information under the following headings:

- Allocating a Contract Reference Number;
- New Supplier Accounts on Integra;
- Financial Management System (FMS) Update;
- Managed Print Service and ICT Consumables;
- Procurement Strategy;
- NEPO Joint Committee.

Decision

The Portfolio Holder noted the progress to date and fully supported the initiatives that would save the Council money.

101. Household Waste Recycling – Kerbside Collection Contract *(Head of Procurement and Property Services)*

Type of decision

Non key.

Purpose of report

To request 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.

Issue(s) considered by the Portfolio Holder

The reports provided a brief explanation of the current operation and contractual commitments, the proposed procurement route, and details of partnering authorities. A timetable for the procurement of the Household Waste Kerbside Recycling contract was attached as an appendix.

Decision

The Portfolio Holder granted 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.

102. Trincomalee Wharf Development, Jackson Dock (Head of Procurement and Property Services)

Type of decision

Non key.

Purpose of report

To advise the 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.

Issue(s) considered by the Portfolio Holder

The report outlined the background to the case drawing on the outcome from the Cabinet meeting of 20th June 2005, and detailed the results of the marketing process and the negotiations with developers since this time to result in a preferred developer. A plan showing the site boundaries was attached as Appendix 1 to the report and a plan showing the different interests involved was attached as Appendix 2.

The financial implications and details of offers and negotiations were included in Appendix 3 which contained exempt information under Schedule 12A of the Local Government Act 1972 (as amended by the local Government (Access to Information) (Variation) Order 2006), namely, information relating to the financial or business affairs of any particular

person (including the authority holding that information). The financial section of the report also detailed 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.

The Portfolio Holder asked if the proposed development was in line with the approved specification and was advised that it was. He also asked if the development would be in place in time for the Tall Ships event in 2010. The Head of Procurement and Property Services advised that the development would progress as soon as possible.

Decision

The Portfolio Holder:

- (a) authorised the Estates Manager to progress the granting of a Development Agreement and Lease to Developer 2 (indicated in the exempt section of the report) subject to the terms proposed, detailed in the exempt section of the report (including any minor amendments which may occur as a result of continuing negotiations)
- (b) noted the terms subject to which it was proposed that English Partnerships transfer the land to the Council, and
- (c) noted the terms subject to which it was proposed that the Council grants a lease to the HMS Trincomalee Trust

103. 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 involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

Minute 104 – EAuction for Stationery – *Head of Procurement and Property Services* (Para 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information))

Minute 105 – Land at Gleneagles Road – *Head of Procurement and Property Services* (Para 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information))

Minute 106 – Wingfield Castle Education Suite – Deck Replacement – *Head of Procurement and Property Services* (Para 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information))

104. E.Auction for Stationery (*Head of Procurement and Property Services*)

Type of decision

Non key. 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 the financial or business affairs of any particular person (including the authority holding that information).

Purpose of report

To provide the Portfolio Holder with an update regarding the e-auction for stationery and the implications for local suppliers and to request a decision regarding the way forward.

Issue(s) considered by the Portfolio Holder

The report provided the Portfolio Holder with detailed information under the following headings:

- Background;
- Pre-Qualifications Process and Final Results;
- Current Arrangements;
- Savings Opportunity;
- Implications for Local Suppliers;
- Other Local Authorities;
- NEPO Constitution;
- Proposed Approach.

The Portfolio Holder indicated that he was happy with the approach to be taken because of savings but was sorry to see that local companies were not taking part despite assistance from the Council. He asked for monitoring of instances where a fast response is needed.

Decision

The Portfolio Holder approved the approach to stationery procurement as detailed in the report.

105. Land at Gleneagles Road (*Head of Procurement and Property Services*)

Type of decision

Non key. 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 the financial or business affairs of any particular person (including the authority holding that information).

Purpose of report

To request Portfolio Holder approval to the proposed sale of land.

Issue(s) considered by the Portfolio Holder

The report summarised the background to the proposal for the residents at 14-22 Gleneagles Road to purchase land to the rear of their properties. The report also detailed the financial implications of the sale of the land and it was proposed that the land to be transferred should contain a covenant restricting the use of the land to that of domestic garden.

Decision

The Portfolio Holder granted authority for the Estates Manager to dispose of the areas of land subject to the terms agreed, as indicated in the report, plus other reasonable terms as would usually be found in a transfer for this type of land.

106. Wingfield Castle Education Suite – Deck Replacement *(Head of Procurement and Property Services)*

Type of decision

Non key. 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 the financial or business affairs of any particular person (including the authority holding that information).

Purpose of report

To request the Portfolio Holder's approval to the Education Suite project being procured via the Council's Partnering arrangement for LEA, Corporate Planned Maintenance and Minor Building works and the Deck Work by specialist contractors.

Issue(s) considered by the Portfolio Holder

The report to the Portfolio Holder outlined the background and reasons for the Education Suite and Deck Works projects to be procured via the routes indicated. The financial implications were included in the report.

Decision

- (a) The Portfolio holder agreed to the Education Suite project being procured via the Council's Partnering arrangement for LEA, Corporate Planned Maintenance and Minor Building works.
- (b) The Portfolio Holder agreed to the appointment of specialist marine engineering contractors for the Wingfield Castle deck replacement.

J A BROWN

CHIEF SOLICITOR

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