

PERFORMANCE MANAGEMENT PORTFOLIO DECISION RECORD

26th March, 2007

The meeting commenced at 9.00 a.m. in the Civic Centre, Hartlepool

Present:

Councillor Peter Jackson (Performance Management Portfolio Holder)

Officers: Andrew Atkin, Assistant Chief Executive
Graham Frankland, Head of Procurement and Property Services
Jo Wilson, Democratic Services Officer

**126. Chief Executive's Departmental Plan 2007/08 –
Proposed Objectives and Actions** (*Assistant Chief Executive
and Chief Personnel Officer*)

Type of decision

Non-key

Purpose of report

To inform the Portfolio Holder of, and request comments on, the proposed objectives and actions for inclusion in the Chief Executive's Departmental Plan 2007/08.

Issue(s) considered by the Portfolio Holder

Each year the Chief Executive's Department produces a Departmental Plan, which includes an action plan that details the key objectives and actions that the department will deliver in the coming year. The plan also describes how the department will contribute to the Organisational Development objectives that are being proposed for inclusion in the 2007/08 Corporate Plan.

The Departmental Plan will be subject to quarterly monitoring throughout 2007/08 by both the Finance and Performance Management Portfolio Holders. The Chief Executive's Department is split into four divisions, with Corporate Strategy and Human Resources reporting to the Performance Management Portfolio Holder. Issues relating to the Finance and Legal Services Divisions are reported separately to the Finance Portfolio Holder. Issues relating to Procurement are included in the Performance Management Portfolio and were therefore included in this report.

The Portfolio Holder asked if the CPA recommendations on procurement

were included in the Departmental Plan. The Assistant Chief Executive confirmed this, indicating officers would be looking at issues in relation to resourcing procurement. The Portfolio Holder advised that he would consider the allocation of additional financial resources to support procurement.

Decision

That the proposed objectives and actions be noted.

127. Progress in implementing the Equality Standard for Local Government (*Chief Personnel Officer*)

Type of decision

Non-key

Purpose of report

To inform the Portfolio Holder of the outcome of an informal audit undertaken by DIALOG, the Equality Unit of the IDeA, on the Council's progress in implementing the Equality Standard for Local Government and actions proposed in response to the report.

Issue(s) considered by the Portfolio Holder

The Equality Standard is a framework that sets up a way of working within local authorities that will make mainstreaming equality into service delivery and employment an issue for all the Council's work. The Council had declared itself as being at Level 2 and set a target of achieving Level 3 of the Equality Standard for Local Government by March 2008. Any declarations of Level 3 and 5 of the Standard were subject to external validation and the award of the Equality Mark (launched in February 2007) by the Improvement and Development Agency (IDeA) and the Centre for Local Policy Studies (CLPS)

DIALOG, the Equality Unit of the IDeA, had been commissioned to undertake an audit of the progress made in respect of the Standard and to identify areas where further work was needed. The audit included a very detailed desk top review of a range of Corporate, Departmental and Equality Documents and a comprehensive range of interviews with Council Chief Officers, Middle Managers, Junior Officers, Front Line Staff, Staff Groups, Stakeholders and the Portfolio Holder for Performance Management.

The Summary findings were:

- Overall there was strong evidence to support the Council's claim at Level 2 of the Standard. There were some areas that could be usefully enhanced to embed the significant progress that had been made to date.
- In light of the foundations having been established for Level 2 the Council were now well placed to progress a Level 3 claim. For this

reason a proposed action plan was set out to support the Council's work in moving towards this goal. It was evident from this that the Council was currently progressing some elements of Level 3 activity.

DIALOG also suggested 7 areas where improvements could be made:

- Member engagement
- Self assessment
- INRA's/DIA's
- Consultation
- Equality Officer
- Lead on Equality
- Information Systems

It was recommended that Member engagement be referred to the Scrutiny Co-ordinating Committee to consider how to improve the scrutiny equality arrangements and the Member Development Group to consider how best to address the member development issues.

Decision

That the report be noted and the actions endorsed, including referral of the Member engagement proposals to the Scrutiny Co-ordinating Committee and Member Development Group.

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

Type of decision

Non-key

Purpose of report

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

Issue(s) considered by the Portfolio Holder

In August 2006 it was reported that the Council and Three River Housing Group had been successful in a bid to the Department of Health for funding to assist in the development of supported housing for people with Learning Disabilities. This housing was to be developed on land adjacent to St Columba's Church. Special consideration was given to the release of covenant on this site to enable the scheme to proceed. It was noted that Three Rivers Housing Association were applying to the Housing Corporation for funding to develop the remainder of the Church site and should this funding be obtained an application would be made for the release of the restrictive covenant on the remainder of the site.

Three Rivers Housing Association had now approached the Council with

plans to develop the remainder of the site into flats, including the demolition of the church and the construction of a new parish centre. This matter had been to the Central Neighbourhood Consultative Forum on 23rd March 2006 and received planning permission on 30th March 2006. The financial implications were noted in the report.

The Portfolio Holder approved the release of the covenant, requesting that the Ward Councillors be informed of the decision.

Decision

That the release of the covenant be approved subject to the terms proposed and that Ward Councillors be notified.

129. Former Rent Office, Owton Manor Lane and Infill Sites, Dyke House *(Head of Procurement and Property Services)*

Type of decision

Non-key

Purpose of report

To obtain Portfolio Holder approval to the proposed land transactions.

Issue(s) considered by the Portfolio Holder

The Council and Housing Hartlepool had recently been approached by ward members regarding the availability of funding to contribute to the refurbishment of St Patrick's Shops. Housing Hartlepool had suggested that rather than contribute direct funding to the scheme they could assist with the regeneration of the general area by purchasing, and demolishing, the former Owton Manor Rent Office. They also requested the option to purchase sites within the Dyke House Estate to develop housing. If Housing Hartlepool were to develop these sites the Council would benefit as it would be granted 100% nomination rights over the properties.

Decision

That authority be granted for the disposal of the sites subject to the terms proposed, with the capital sum being received by the Council being used for regeneration activities and that Ward Councillors in both wards be notified.

130. Land at Greenock Road, Hartlepool *(Head of Procurement and Property Services)*

Type of decision

Non-key

Purpose of report

To obtain Portfolio Holder approval to the disposal of land

Issue(s) considered by the Portfolio Holder

In December 2006 North Star Housing Group approached the Council to ask what land might be available for a housing development to provide general needs housing within the social rented sector. Previous negotiations for a privately owned site in Murray Street had failed and the Housing Corporation funding they had been allocated had a time limit of the end of March 2007. New Deal for Communities had been consulted and indicated that whilst they would have preferred that the housing was located within the New Deal for Communities Regeneration area they were aware that North Star had made every effort to find an alternative site to no avail and would therefore give their support to the scheme progressing elsewhere.

North Star had concluded that the area of public open space at Greenock Road might be appropriate. Housing Hartlepool, NDC and the Housing Strategy Team had all confirmed their support but any disposal would need to be subject to consultation with residents and Ward Members as part of the planning process. The development would consist of the erection of 10 dwellings.

The financial implications were noted in the report.

Decision

That approval be granted to the transfer of land subject to the terms proposed and that Ward Councillors be notified of the decision.

131. Land at the rear of 3 Victoria Place, Hartlepool *(Head of Procurement and Property Services)*

Type of decision

Non-key

Purpose of report

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

Issue(s) considered by the Portfolio Holder

In 2006 the Council's Estates Section carried out a review of the various garage sites let out to parties on the Headland. This noted that although many of the garages were adjacent to residential properties the residents living in the area were not necessarily the ones taking garages. It was considered that this situation could not be rectified en masse given the scale and length of time for which the garage site tenants had been in occupation.

The Council had been approached by the tenant occupying the garage site to the rear of 3 Victoria Place requesting that her licence be terminated. The owners of 3 Victoria Place had therefore been asked whether they would consider either purchasing the site or taking a licence on it. They requested a licence, with a view to purchase in 6 months time. The Estates Manager had arranged for the previous licence to be terminated and a new licence completed under delegate authority.

The financial implications were noted in the report.

Decision

That approval be granted to the proposed sale of land

132. Leasing of space within Owton Manor Community Centre (*Head of Procurement and Property Services*)

Type of decision

Non-key

Purpose of report

To obtain Portfolio Holder approval for the granting of a lease to Cleveland Police to occupy a room in Owton Manor Community Centre.

Issue(s) considered by the Portfolio Holder

Hartlepool Police currently occupy space in the Owton Manor Community Centre but had requested that they be permitted to occupy two further rooms for storage space. The annual rent for the two rooms would be £900, to be paid by the Council's Youth Offending Services and Drug Action Team.

Decision

That the granting of a lease to Cleveland Police be approved.

133. Green Waste Composting Service (*Head of Procurement and Property Services*)

Type of decision

Non-key

Purpose of report

To obtain Portfolio Holder approval to enter into partnership with other Tees Valley local authorities for the joint procurement of a Green Waste Composting Service.

Issue(s) considered by the Portfolio Holder

In January 2007 the Head of Procurement and Property Services was approached by the Waste Development Officer, jointly employed by the four Tees Valley Councils with a view to exploring a joint working opportunity for the composting of green waste. The existing arrangement for the composting of green waste had been a joint arrangement between Hartlepool and Stockton Councils with Andrew Thompson. This company collect green waste from the individual Council's Recycling Centres and take it to their premises near Sedgefield. Middlesbrough, Darlington and Redcar and Cleveland all have their own individual arrangements.

The proposed contract would be a framework arrangement whereby the successful contractor would provide a site or sites to which the Council would be able to bring Green Waste to be made into compost. Details of optional additional services were outlined. Each authority would have responsibility for managing the service in line with their requirements.

Decision

That authority be granted to enter into a joint tendering exercise with other Tees Valley local authorities in the procurement of a green waste composting service in line with the proposals covered in the report.

134. Diversity in Procurement Update (*Head of Procurement and Property Services*)

Type of decision

Non-key

Purpose of report

To provide an update on the inclusion of the Local Government Equality Standard in the Council's procurement processes.

Issue(s) considered by the Portfolio Holder

Improving the way the Council buys goods and services was a key factor in modernising local government but a specific requirement of the Government's National Procurement Strategy and Gershon Efficiency Agenda. The Council's decision to adopt the Local Authority Equality Standard places a number of requirements with regard to equality and diversity that need to be mainstreamed into the Council's procurement processes. A report endorsing the Officers Guide to Procurement and associated Standard Contract Documents was approved by the Portfolio Holder in August 2005.

Since the last update in October 2006 a Corporate Procurement Group had been established to ensure that the Officers Guide and Contract Documents were updated as appropriate. A Diversity in Procurement subgroup was formed from member of the Corporate Procurement Group to consider the

necessary changes to the Guide and Documents required by the Equality Standard. The Council's target of reaching level 3 of the Equality Standard by March 2008 required a number of equality and diversity objectives to be mainstreamed into the Council's procurement process. The following objectives had been met via a number of actions:

- To promote equality and diversity
- For agencies delivering services on behalf of the Council include within contracts a requirement to deliver an effective and appropriate service, fairly and without discrimination
- Provide training for managers on the implementation of the equality standard within procurement

The following objectives would be met by making appropriate changes to the Standard Contract Documents:

- Establish mechanisms for ensuring that equality targets are met by suppliers through contract management
- Establish monitoring of contracts to secure equal employment and equal service delivery targets.

The Diversity in Procurement subgroup is awaiting guidance from Corporate Strategy before these objectives are actions but it is expected that all the necessary work will have been carried out by March 2008.

Decision

That the progress to date be noted.

J A BROWN

CHIEF SOLICITOR

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