

PERFORMANCE MANAGEMENT PORTFOLIO DECISION RECORD

23rd April, 2007

The meeting commenced at 9.00 a.m. at Belle Vue Community, Sports & Youth Centre, Kendal Road, Hartlepool

Present:

Councillor Peter Jackson (Performance Management Portfolio Holder)

Officers: Andrew Atkins, Assistant Chief Executive
Joanne Machers, Chief Personnel Officer
Graham Frankland, Head of Procurement and Property Services
Jo Wilson, Democratic Services Officer

135. Data Quality Policy (*Assistant Chief Executive*)

Type of decision

Non-key

Purpose of report

To seek approval of the Council's Data Quality Policy

Issue(s) for consideration by Portfolio Holder

The Audit Commission in 2006 introduced an audit of data quality. This was a new development from the Audit Commission but data quality, due to its importance in demonstrating and measuring success, had always been integrated into the planning and performance management arrangements for the Council.

The Audit Commission examined the Council's data quality arrangements and the outcomes were reported to the Portfolio Holder on 21st December 2006. To further improve its arrangements the Council has developed a Data Quality Policy. Consultation had been undertaken with all departments and the Internal Auditor to ensure the proposed approach was practical and robust.

The policy aims were:

- For Hartlepool Borough Council to be recognised for good practice on the collection, recording, analysis and reporting of accurate, reliable and consistent performance data to inform the decision making process,
- To provide Council employees with a framework to ensure sufficient action is being taken to meet the data quality objectives set and

- To meet external audit standards and requirements

A wide range of Council employees play a role in ensuring data quality but it was recognised that certain individuals and groups were key to this process as follows:

- Corporate Management Team and Departmental Management Teams
- Heads of service/ service managers
- Performance Indicator Co-ordinators
- Performance Indicator responsible officers

The responsibilities of these groups were set out in the policy which was being circulated to all officers with responsibilities. Briefings were being arranged where appropriate. The Policy also referred to the responsibilities of the Performance Management Portfolio Holder as the lead councillor for performance management, including data quality. The draft Data Quality Policy and supporting information was attached as an appendix.

Decision

That the Data Quality Policy be approved for dissemination to responsible officers.

136. Corporate Performance Management Solution *(Assistant Chief Executive)*

Type of decision

Non-key

Purpose of report

To inform the Portfolio Holder of the intention to procure a Corporate Performance Management Solution and the progress made to date and to seek approval to letting the contract on a Price/Performance basis.

Issue(s) for consideration by Portfolio Holder

As part of the recent Corporate Assessment Inspection the Audit Commission had recognised that the Council had good performance management and that there was a strong performance management culture throughout the organisation. However, the systems that facilitate the Council's Performance Management arrangements were disjointed, with different systems used to monitor and report different aspects of performance management.

Annual reporting of Performance Indicator Information was conducted using a separate database, administered by Corporate Strategy, and the information collected using a paper based collection system. In addition the Council's risk management arrangements were administered using a separate Access database, currently administered by Northgate.

Initial informal investigations had shown that there were a large number of potential suppliers in the marketplace. Therefore, an invitation for Expressions of Interest was to be advertised in the local press and a professional journal by the end of April. A pre-qualification questionnaire would be used for initial short listing. It was proposed that a Price/Performance ratio of 50:50 be used.

Decision

That the report be noted and approval be given to the procurement exercise on the basis of 50:50 Price/Performance ratio.

137. Draft Gender Equality Scheme (GES) (Chief Personnel Officer)

Type of decision

Non-key

Purpose of report

To obtain Portfolio Holder endorsement of the Draft Gender Equality Scheme, associated action plan and formal consultation proposals and a determination whether the final scheme should be referred to Cabinet for formal approval.

Issue(s) for consideration by Portfolio Holder

The Council's Corporate Race and Equality Scheme 2005-2008 sets out the planned approach to be taken in order to ensure that the Council is compliant with current equality and diversity legislation and the duties placed on public bodies as a result of this. New legislation on gender has come into force via the Equality Act 2006, placing a general duty on public bodies to actively promote gender equality and eliminate unlawful discrimination. Details were given of additional specific duties which the Council must have regard to.

A central requirement of the new duty is the publication of a Gender Equality Scheme by 30th April 2007. This would reflect on all policies, procedures and practices, including employees, service users and the wider community. In order to facilitate consultation and engagement with stakeholders a Gender Equality Employees working group had been set up. This included employees, Trade Unions, service users from ethnic minorities and representatives from voluntary organisations. Since the Council currently has a Race and Diversity Scheme and Disability Equality Scheme it was proposed that the Gender Equality Scheme be developed as an interim measure as an addendum to these. Reviews of all 3 schemes would be due in 2008 when consideration would be given to the possibility of incorporating them into a combined scheme.

The draft Gender Equality Scheme document was attached as an appendix. The Chief Personnel Officer advised that a typographical error had been made in the section relating to Gender Impact Assessments and should

read “To ensure that men, women and transgender are not disadvantaged by the Council’s decisions and activities”.

Decision

1. That the Draft Gender Equality Scheme and associated action plan be endorsed.
2. That consultation with the wider community be endorsed
3. That following consultation the final scheme be referred to Cabinet for formal approval when the consultation results are formally reported along with the consultation results for the Disability Equality Scheme.

138. Working Beyond the Default Retirement Age – Draft Policy (*Chief Personnel Officer*)

Type of decision

Non-key

Purpose of report

To obtain Portfolio Holder endorsement of the Draft Working Beyond the Default Retirement Age Policy, as required by the Employment Equality (Age) Regulations 2006.

Issue(s) for consideration by Portfolio Holder

From 1st October 2006 the Employment Equality (Age) Regulations made it unlawful to discriminate against workers, employees, job seekers and trainees because of their age. These regulations set a default retirement age of 65 however all employees have the right to request to work beyond this and all requests must be given due consideration. Agreement of requests would be based on a 3-year extension period and employees would have the right of appeal against a decision not to allow them to continue working.

Decision

That the draft Working Beyond the Default Retirement Age Policy be endorsed.

J A BROWN

CHIEF SOLICITOR

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