

CORPORATE POLICY AND PERFORMANCE BOARD

At a meeting of the Corporate Policy and Performance Board on Thursday, 10 January 2013 in the Civic Suite, Town Hall, Runcorn

Present: Councillors Gilligan (Chairman), Roberts (Vice-Chairman), E. Cargill, Dennett, C. Loftus, A. Lowe, N.Plumpton Walsh, G. Stockton and Wainwright

Apologies for Absence: Councillors S. Hill and A.McInerney

Absence declared on Council business: None

Officers present: H. Coen, I. Leivesley, M. Reaney, M. Simpson and L. Unsworth

Also in attendance: None

ITEM DEALT WITH UNDER DUTIES EXERCISABLE BY THE BOARD

Action

CS29 MINUTES

The Minutes from the meeting held on 30 October 2012 were taken as read and signed as a correct record.

CS30 PUBLIC QUESTION TIME

It was reported that no public questions had been received.

CS31 EXECUTIVE BOARD MINUTES

The Minutes relating to the Corporate Services Portfolio which had been considered by the Executive Board were submitted to the Board for information.

RESOLVED: That the minutes be noted.

CS32 SSP MINUTES

The minutes relating to the Corporate Services Portfolio which had been considered by the Halton Strategic Partnership Board (HSPB) were submitted for information.

Members discussed the asset management group and queried whether the underspend had been allocated. In response it was noted that this had been allocated and information would be provided at the next meeting via the

HSPB minutes.

RESOLVED: That the minutes be noted.

CS33 SUSTAINABLE COMMUNITY STRATEGY MID-YEAR REVIEW 2012/13

The Board received a report which provided information on the progress in achieving targets contained within the 2011-2016 Sustainable Community Strategy (SCS) for Halton, and highlighted the annual 'light touch' review of targets and measures.

It was noted that the new Sustainable Community Strategy and its associated 'living' 5 year delivery plan was approved by the Council on 20 April 2011. The strategy identified five community priorities that would form the basis of collective partnership intervention and action over the coming five years. The strategy was informed by and brought together national and local priorities and was aligned to other local delivery plans such as that of the Halton Children's Trust. It was explained that by being a 'living' document, it would provide sufficient flexibility to evolve as continuing changes within the public sector continued to emerge, eg, the restructuring of the NHS and Public Health delivery and the delivery of the 'localism' agenda.

Attached at Appendix 1 to the report was a report on progress for the six month period April to September 2012, which included a summary of all indicators for each of the five community priorities:

- A Healthy Halton;
- Employment Learning & Skills in Halton;
- A Safer Halton;
- Children & Young People in Halton; and
- Environment & Regeneration in Halton.

Members were advised that a full report for each community priority was available via a link which provided specific indicators and targets for each of the five priorities reported to the respective Policy and Performance Board.

Members were advised that an annual 'light touch review' of targets contained within the SCS had been conducted to ensure that targets remained realistic over the 5 year plan to close the gaps in performance against regional and statistical neighbours. This review had been conducted with all Lead Officers being requested to review

targets for 2013/14, 2014/15 and 2015/16. Targets were then updated where appropriate in the light of actual/anticipated performance, with supporting commentary submitted to explain the rationale for changes to targets set, in the target setting templates. It was noted that all SCS measures were included in the draft medium term Directorate Business Plans 2013-16.

The Board was asked to consider the inclusion of any additional measures to the set to 'narrow gaps' in performance where appropriate or respond to legislative/policy changes, thereby ensuring that all measures remained 'fit for purpose'.

Members discussed the amount of people working full time to part time hours and the need for an additional measure for the number of people working less than 20 hours per week.

RESOLVED: That the report and comments made be noted.

CS34 DRAFT SINGLE EQUALITY SCHEME 2013 TO 2015

The Board received a report from the Strategic Director Policy and Resources which informed them of the draft revised Single Equality Scheme for 2013 to 2015.

Members were advised that the previous Single Equality for 2009 – 2012 had expired at the end of the 2012 calendar and whilst the Equality Act 2010 did not impose a legislative duty on public sector organisations to produce an Equality Scheme, it was considered good practice nationally to have an up to date scheme in place.

The Single Equality Scheme was proposed, which conveyed the Council's commitment to all the protected characteristics as defined by the Equality Act 2010. It was noted that since the approval of the scheme in 2009, there had been a number of important legislative changes which had been incorporated in the new draft scheme.

It was reported that the proposed draft Scheme was designed to be a living document as the sections illustrating Halton's demographic information, the workforce profile and information about equality objectives could be updated annually and thereby contained in one document. If possible the scheme would contain a section, also updated annually, which described other examples of the Council's equality and diversity activities and achievements during that

year. This would ensure that the Council would always have an up to date scheme on the Intranet and Internet.

Members noted the draft scheme had been approved by the Corporate Equality and Diversity Group and a consultation exercise had been undertaken with partners from the Halton Strategic Partnership Equality, Engagement and Cohesion (EEC) Group and Council staff.

The Board referred to a bubble diagram which detailed a comparison of HBC's workforce to the overall profile for the Borough of Halton.

Members welcomed the document and agreed that it be submitted to the Executive Board for final approval then it be posted on the Council's web site as a draft version in January 2013.

RESOLVED: That the Policy and Performance Board:

1. Note the contents of the draft Single Equality Scheme for 2013 to 2015; and
2. Agree that the draft scheme be submitted to Executive Board for final approval.

CS35 PERFORMANCE MANAGEMENT REPORTS - QUARTER 2 OF 2012-13

The Board received the Performance Management Reports for Quarter 2 of 2012-13, from the Strategic Director Policy and Resources and was requested to consider and raise any questions or points of clarification in respect of performance management.

Members were advised that the key priorities for development or improvement in 2012-15 were agreed by Members and were included in the Directorate Plans. The report detailed progress against service objectives/milestones and performance targets, in relation to and described factors affecting the service for each of the following areas:

- Financial Services;
- Human Resources and Organisational Development;
- ICT Infrastructure;
- Legal and Democracy;
- Policy and Performance;

- Property Services; and
- Catering, Stadium and Registration Services.

Arising from discussion of the report Members noted that the take up of free school meals was below target and discussed ways to encourage use of the service in addition to reducing the stigma for pupils receiving them. It was further noted that in light of the proposed welfare reforms there would be changes to benefits and the criteria for those who received free school meals. The Board requested an update be brought to a future meeting once the new criteria for free school meals was received.

RESOLVED: That

1. the report and comments made be noted;
2. an update report be brought to a future meeting regarding the change in criteria for receipt of free school meals as a result of the proposed welfare reform.

Strategic Director
- Communities

CS36 DIRECTORATE BUSINESS PLANS 2013-16

The Board received an update on business planning for the period 2013-16 and was requested to consider the Directorate priorities, objectives and targets for services for this period that fell within the remit of this Policy and Performance Board.

It was reported that each Directorate was required to develop a medium term business plan, in parallel with the budget, that was subject to annual review and refresh. The Board's input to the business planning process and the setting of priorities for the Directorate was an important part of this process. It was noted that key priorities for the various functional areas reporting to this Board were agreed by Members on 30 October 2012.

Given the remit of this Board, it was stated that the Directorate Plans for all three Directorates; Policy and Resources, Children and Enterprise and Communities were appended to the report, so that the cross cutting services (Property Services and Catering, Stadium and Registration Services) could be available for consideration by this Board.

Members who wished to make any additional comments on the draft business plans were requested to do so via the relevant Operational Director by 18 January 2013 to allow for inclusion in the draft plans. The plans would

then be revised following receipt of Members' comments and would go to Executive Board for approval on 7 February 2013, along with the draft budget.

The Board wished to place on record its thanks to the Performance and Improvement team for producing the Directorate Business Plans.

RESOLVED: That the Board Members pass any detailed comments that they may have on the draft Business Plans to the relevant Operational Director by 18 January 2013.

CS37 ANNUAL REPORT FOR ADULT SOCIAL CARE, CHILDREN & YOUNG PEOPLE AND CORPORATE COMPLAINTS AND COMPLIMENTS (2011 - 12)

The Strategic Director, Policy and Resources, presented the Annual Report for Adult Social Care, Children and Young People and Corporate Complaints and Compliments (2011-12).

The report provided an analysis of complaints processed under all three of the Council's Complaints Procedures during 2011-12. Further, it provided a trend analysis showing a breakdown of the number of complaints received for each of the financial years from 2007-08 to 2011-12.

Information was also provided to Members on the number of complaints received and resolved during 2011-12 by the three separate complaints procedures, and the success rate for replying to complaints within the target time for stage one complaints. It was noted that the nature of corporate complaints received covered a relatively wide range of Council services; libraries, planning, waste management, environmental health, business rates/council tax and highways. The report went on to discuss the outcome of corporate complaints in all directorates and gave examples of complaints made.

It was noted that further to a request by Members of the Board the Annual Report would now include compliments that had been received by the Council. These totalled 267 for the year 2011-12 and examples of compliments received were detailed in the report.

Arising from discussion of the report Members noted that there were two different panels for hearing complaints against a decision made by the Council, which were the

Corporate Complaints Panel and the Appeals Panel. It was suggested that reasons for having both be explored and reviewing the Constitution to change the remit of the Appeals Panel.

RESOLVED: That

1. the contents of the report be noted; and
2. the option of reviewing the Constitution regarding a change to the remit of the Appeals Panel be explored.

Strategic Director
- Policy &
Resources

Meeting ended at 8.00 p.m.