

## **CORPORATE SERVICES POLICY AND PERFORMANCE BOARD**

*At a meeting of the Corporate Services Policy and Performance Board on Tuesday, 3 November 2009 in the Civic Suite, Town Hall, Runcorn*

Present: Councillors Gilligan (Chairman), A. Lowe (Vice-Chairman), J. Bradshaw, Browne, E. Cargill, Dennett, D. Inch, Norddahl and Wainwright

Apologies for Absence: Councillors Edge and Nolan

Absence declared on Council business: None

Officers present: M. Reaney, G. Ferguson, T. Dean, I. Leivesley, R. Mackenzie and S. Riley

Also in attendance: None

### **ITEM DEALT WITH UNDER DUTIES EXERCISABLE BY THE BOARD**

		<i>Action</i>
CS23	MINUTES	
	The Minutes from the meeting held on 8 <sup>th</sup> September 2009 were taken as read and signed as a correct record.	
CS24	PUBLIC QUESTION TIME	
	It was reported that no public questions had been received.	
CS25	EXECUTIVE BOARD MINUTES	
	The Minutes of the Executive Board and the Executive Sub-Committee relating to the work of the Corporate Services Policy and Performance Board since its last meeting were submitted for information.	
	Councillor Lowe requested further information regarding the position of temporary and agency staff in respect of the efficiency review. It was agreed that the Strategic Director Corporate and Policy would write to Councillor Lowe with the information requested.	Strategic Director Corporate and Policy
	Arising from the discussion the Chairman requested	

that the Board's satisfaction be noted for the cooperation of the RSL's on the Council adaptations policy.

RESOLVED: That the minutes be noted.

CS26 SSP MINUTES

The Minutes relating to the Corporate Services Portfolio which had been considered by the Halton Strategic Partnership Board were submitted to the Board for consideration.

RESOLVED: That the minutes be noted.

CS27 SICKNESS MONITORING

The Board considered a report on the number of working days lost in the first quarter of 2009/10 (1<sup>st</sup> April to 30<sup>th</sup> June 2009), outlining trends and patterns of sickness.

The report provided detailed information on the total number of working days lost within each directorate, the average number of days lost per employee and the length of absences due to sickness absence. In addition, Members were advised on sickness absence within schools for both school based and directorate staff. The Human Resources Section was currently delivering training to schools in managing attendance and the Assistant Personnel/Welfare Officer was working closely with schools to support them in resolving absence related issues in line with school policy.

With regard to sickness absence monitoring this was being carried out and regular reports would be brought forward. Also regular meetings would take place with Risk Management to discuss the problem areas as they arose and the Assistant Personnel/Welfare Officers continued to support managers across the Authority in managing attendance.

RESOLVED: That the report be noted.

CS28 ACCIDENT STATISTICS

The Board considered a report which outlined the corporate accidents and incidents during the first 6 months of the current financial year (April to September 2009). There had been a reduction in reported incidents compared with the previous two years, especially accidents resulting in over 3 days absence from work. The report provided a detailed breakdown by type of incident and by directorate.

It was noted that if any serious accidents occurred a report be brought back to this Board.

RESOLVED: That the report be noted.

CS29 BUSINESS PLANNING 2010 – 13

The Board received a report of the Strategic Director, Corporate and Policy which gave Members the opportunity to contribute to the development of Business Plans for the coming financial year. The Strategic Director reported that the main challenges for the Authority over the next three years were the ongoing efficiency review and balancing Council budgets.

It was noted that each Department had been required to develop a medium-term business plan, in parallel with the budget, that was subject to annual review and refresh. Given the changes to departmental structures that were presently emerging, it was proposed that this year, four Directorate Plans would be produced rather than 19 Departmental Service Plans. This would provide a means of setting objectives for newly configured service departments. At this stage, Members were invited to identify a small number of areas for development or improvement that they would like to see reflected within those plans. Strategic Directors would then develop draft plans which would be available for consideration by Policy and Performance Boards early in the New Year.

It was further noted that Service Objectives and Performance Indicators and targets would be developed by each Department and this information would be included within Appendices to the Directorate Plan. Additionally, relevant departments would still be required to provide Quarterly Performance Monitoring Reports in their existing format during the coming 2010/11 financial year. Plans could only be finalised once budget decisions had been confirmed in March.

RESOLVED: That the priority areas identified for development or improvement over the next three years be noted.

*Meeting ended at 7.45 p.m.*