

CORPORATE POLICY AND PERFORMANCE BOARD

*At a meeting of the Corporate Policy and Performance Board on Tuesday, 21 May 2013
in the Civic Suite, Town Hall, Runcorn*

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

Apologies for Absence: Councillors A. Lowe

Absence declared on Council business: None

Officers present: M. Reaney, A. Jones, I. Leivesley, T. Dean and P. McWade

Also in attendance: None

ITEM DEALT WITH UNDER DUTIES EXERCISABLE BY THE BOARD

Action

CS1 MINUTES

The Minutes from the meeting held on 26 February 2013 were taken as read and signed as a correct record.

CS2 PUBLIC QUESTION TIME

It was noted that no public questions had been received.

CS3 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.

The following was noted following Members queries:

- A report on the Discretionary Support Scheme introduced in April 2013, would go to its working party in July for Members consideration. Information on the Scheme's progress would then be provided at the next Corporate PPB;
- The Board requested an update on property matters at the next meeting;

- Members were informed that provision for a permanent traveller site in Halton was required due to the introduction of the National Traveller Planning Policy;
- It was confirmed that the annual review of the Council's Constitution was taken to full Council in April for approval;
- The 'Matrix' contract was used to procure agency workers which had resulted in savings. The procurement of agency workers was predominantly for the Communities Directorate providing front line services;
- Members requested that the fees and charges which fell within this PPB's remit be brought to them before the next budget was finalised.

Strategic Director
- Policy &
Resources

RESOLVED: That the minutes and comments made be noted.

CS4 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.

It was noted that a progress report on the work of the HSPB would be brought to the next meeting of the Board.

RESOLVED: That the minutes be noted.

Strategic Director
- Policy &
Resources

CS5 MEMBER DEVELOPMENT GROUP MINUTES

The Minutes relating to the Member Development Group held on 11 December 2012 were presented to the Board for information.

RESOLVED: That the minutes be noted.

CS6 ANNUAL REPORT

The Board received the Annual Report of the Corporate Services Policy and Performance Board for 2012/13.

It was noted that the Work Programmes for 2013/14 would focus on a review of the Council's Complaints system,

and a consideration of issues surrounding the Discretionary Social Fund.

RESOLVED: That the report be approved.

CS7 CORPORATE ACCIDENT / INCIDENT REPORT

The Board received the corporate accident statistics and associated trends for 1 April 2012 to 31 March 2013.

It was highlighted that there had been an increase in the number of risk assessments, near misses and use of the Lone Worker Monitoring system. Conversely there had been an increase in RIDDOR reportable 'over 7 day' accidents, commensurate to this was the increase in the number of days lost. Incident trends had been identified and were included in the recommendations in the report.

It was also highlighted that defibrillators would be provided in all Council buildings with a high footfall, and that North West Ambulance were supplying the defibrillators, the required training and maintenance at no cost the Authority.

The Operational Director – Commissioning and Complex Care, attended the meeting to present some background information on the physical incidents being reported within the Communities Directorate. He provided an insight into the background of the service users involved, the incidents themselves and, in particular, the support provided to staff.

Following Members discussions on the report the following was noted:

- Prior to allowing contractors onto Council premises a process of scrutiny was applied which ensured they were compliant with Council procedures. Following a recent Prohibition Notice that was served on the Council however, the scrutiny process of contractors would be reviewed;
- The Board wished to note that following the presentation on the physical incidents in the Communities Directorate, they had been reassured that the staff involved were being fully supported by the Council;

RESOLVED: That the report be noted.

CS8 PERFORMANCE MANAGEMENT REPORTS FOR QUARTER 4 OF 2012/13

The Strategic Director Policy and Resources presented the Performance Management Reports for quarter 4 of 2012/13.

It was noted that the key priorities for development or improvement in 2012-15 were agreed by Members and included in Directorate Plans, for the following functional areas reporting to the Corporate Services Policy and Performance Board in relation to the Council's priority of Corporate Effectiveness and Business Efficiency:

- Financial Services;
- Human Resources and Organisational Development;
- ICT Infrastructure;
- Legal and Democracy;
- Policy and Performance;
- Property Services; and
- Catering, Stadium and Registration Services.

The report provided details of progress against service objectives / milestones and performance targets, in relation to and described factors affecting the service for each of the above areas. Members were requested to consider and raise any questions or points of clarification in respect of these and the following comments were noted:

- Members wished to congratulate staff within the Revenues and Benefits Service for implementing the policies required due to recent significant changes in legislation;
- The Council was presently writing to employees regarding the Pension Auto Enrolment Scheme and a workshop was planned for staff in the coming weeks;
- Follow up was requested regarding whether Halton had fallen below the threshold required to be included in the Carbon Reduction Commitment Energy Efficiency Scheme (CRC). Members would be advised by email;
- Members wish to convey thanks to the Council's Legal Team and the Stadium's Catering Services for achievements with regards to the Lexel accreditation and the take up of school meals;

It was noted that the full department quarterly reports

were available on the Members Information Bulletin or via the link provided in the report.

Resolved: That the quarter four reports be noted.

CS9 SUSTAINABLE COMMUNITY STRATEGY YEAR END PROGRESS REPORT 2012/13

The Board received a report from the Strategic Director, Policy and Resources, on the progress in achieving targets contained within the 2011 – 2016 Sustainable Community Strategy (SCS) for Halton.

The Board was reminded that the SCS was a central document for the Council and its partners that provided an evidenced based framework through which actions and shared performance targets could be developed and communicated.

The new SCS Strategy and its associated 'living' five year delivery plan (2011-16) 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. By being a living document it would provide sufficient flexibility to evolve as continuing changes within the public sector continued to emerge, eg., restructuring of the NHS and Public Health delivery, and the delivery of the 'localism' agenda.

Members were presented with Appendix 1, a report on progress for the period to year end, 31 March 2013, which included a summary of all indicators for each of the five shared strategic priorities of the Halton Strategic Partnership (HSP):

- A healthy Halton;
- Employment, Learning and Skills in Halton;
- A safer Halton;
- Children and Young People in Halton; and
- Environment and Regeneration

It was noted that the full reports for each of the strategic priorities were reported to the respective Policy and Performance Boards as well as the HSP.

It was reported 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 subsequently updated where appropriate in the light of actual/anticipated performance and all SCS measures were included in the draft medium term Directorate Business Plans 2013-16.

Members noted the progress summary to year end and agreed that all present measures remained fit for purpose.

RESOLVED: That the report be noted.

Meeting ended at 7.53 p.m.