

## **APPENDIX 1**

### **Extract of Executive Board and Executive Board Sub Committee Minutes Relevant to the Corporate Services Policy and Performance Board**

#### **EXECUTIVE BOARD MEETING HELD ON 8 APRIL 2010**

##### **EXB115 CALENDAR OF MEETINGS 2010/11**

The Board received the report of the Strategic Director, Resources which set out the proposed the proposed Calendar of Meetings for the 2010/11 Municipal Year appended to the report for information.

RESOLVED: That the Council be recommended to approve the Calendar of Meetings for the 2010/2011 Municipal Year as appended to the report.

##### **EXB116 HALTON BOROUGH COUNCIL'S PEOPLE STRATEGY**

Members considered a report of the Strategic Director, Resources which presented a draft of the Council's People Strategy for consideration and comment. It was reported that the Council had initiated two processes that had a significant impact on the way it organised itself as in:

- 1) the Efficiency Review which was changing the way the Council worked; and
- 2) the work with the Leadership Centre to improve the way that the Council's Management Team and Executive Board and in particular make space for the development of strategic policy, complemented by the advice from Sensei UK to Management Team on managing change.

It was noted that Halton Borough Council was developing a People Strategy as this was a major factor in any organisation's ability to implement change and would be dependent upon the availability and potential of its workforce. The strategy had been prepared by a cross-directorate working group and included representatives from Trades Unions.

It was further noted that the People Strategy was founded upon the principle that developing the people best develops organisations for example if the people were well trained and well motivated they would feel they were being treated well and then organisational performance would follow. The report also set out what

a People Strategy was, the purpose of a People Strategy and the implications of the Strategy.

The Board was advised that this was an essential piece of work and was relevant at this point in time in the authority and welcomed the report.

RESOLVED: That the People Strategy for Halton Borough Council be approved.

#### EXB117 CORPORATE INFORMATION GOVERNANCE HANDBOOK AND ALLIED POLICIES PROCEDURE- KEY DECISION

The Board received a report of the Strategic Director, Corporate and Policy which set out a new policy framework for Information Governance within the Council. Members were advised that the Council had a Corporate Information Governance Group which had met over the last year to produce a user friendly information guidance document. A range of Workshops had been held to develop policies and guidance for areas services which were outlined in the report.

It was reported that following this work a range of new or revised policy documents had been produced together with the Corporate Information Governance User Handbook (CIGUH) and were appended to the report for consideration.

It was further noted that following the formal approval of the CIGUH the Handbook with links to the Council's policy documents embedded in the Handbook, would be available on the intranet and this document would effectively act as the Council Policy for Information Guidance. Various ways on which the CIGUH and allied guidance would be communicated was set out in the report for information.

RESOLVED: That the new Corporate Information Governance Handbook and Allied Procedures be endorsed.