

## PERFORMANCE REVIEW TEAM MEETING - Q2 2009/10

**SERVICE AREA: CORPORATE**

**DATE: 17 November 2009**

**PRESENT: Cllr Stuart Langhorn; Roger Muckle ; Nadine Muschamp; Richard Tulej**

NO	AGREED ACTIONS QUARTER 2	RESPONSIBILITY	PROGRESS
1	Actions Outstanding from Quarter 1		
	3 above Capacity to Deliver an effective HR service in particular in respect of delivering the major restructurings	Chief Exec /Head of Legal & HR	Noted that recruitment to posts in HR had taken place but restructuring itself will need to ensure that the HR service has the skills and capacity to be effective. This will be addressed following the completion of the senior management restructure. Any interim arrangements will ensure that the service business plan including any restructurings, can be delivered. <b>COMPLETE</b>
	4 Review the Council's occupational health provision in terms of addressing long term sickness absence	Chief Exec /Head of Legal & HR	Not progressed to date. <b>REQUEST CABINET MEMBER &amp; SERVICE HEAD TO REVIEW OPTIONS FOR IMPROVEMENT</b>  <b>Briefing received. See action agreed quarter 3</b>
	6 Equality Framework for Local Government - progress	Chief Exec / Head of Corporate Strategy	Still outstanding. Flagged up in Use of Resources Judgement. Awaiting recommendations from KMPG before developing action plan <b>REQUEST CHIEF EXEC TO DEVELOP STRATEGY</b>

			<p>FOR IMPROVEMENT FOLLOWING RECEIPT OF KPMG REPORT</p> <p><b>HCS attended meeting with Cllrs Langhorn and Fletcher (20/01/10) to discuss opportunities that arise from the creation of the new Community Engagement Service. Agreement that commitment to equalities must be identified by members as a priority ( as currently included within Corporate Plan) before resources can be allocated. Community Engagement Service identified as most potential to be the lead Service. HCS has also been contacted again by NWEQ Equalities Gateway with an offer of further support. Meeting arranged for 16 February.</b></p> <p><b>See Actions Agreed Quarter3</b></p>
	7 Dance Strategy	CD Regen/ HD of Cultural Service	<p>Still outstanding</p> <p><b>REQUEST CD &amp; HEAD OF SERVICE TO BRIEF LEADER &amp; CABINET PORTFOLIO HOLDER</b></p> <p><b>Leader and Cabinet briefed – no further action</b></p>
	9 Search fees – income drop Prepare options paper to reduce staff to break even	Chief Exec / HD of Legal & HR	<p>Still outstanding.</p> <p><b>REQUEST CHIEF EXEC TO ADDRESS AS PART OF RESTRUCTURING</b></p> <p><b>No immediate plans for service restructure. Will be reviewed following completion of senior management</b></p>

			<b>restructuring. No further action</b>
	10 Legal Library – costs. Prepare options paper for Cabinet member for reducing costs and sharing with other councils	Chief Exec / HD of Legal & HR	Take forward as part of Budget process <b>REQUEST CHIEF EXEC &amp; HEAD OF SERVICE TO PREPARE OPTIONS PAPER FOR LEADER &amp; CABINET PORTFOLIO HOLDER</b>  <b>Briefing note received. No further action</b>
2	Planning Services :-  Morecambe Central Redevelopment & Luneside West	CD Regen/ HD of Planning	<b>REQUEST CD &amp; HEAD OF SERVICE TO BRIEF LEADER &amp; CABINET PORTFOLIO HOLDER</b>  <b>Leader and Cabinet briefed – no further action</b>
3	Target CH8 Sickness absence	Chief Exec / HD of Legal & HR	<b>REQUEST CHIEF EXEC &amp; HEAD OF SERVICE TO REVIEW EXISTING PROVISION OF OCCUPATIONAL HEALTH AND OPPORTUNITIES FOR MAKING HR POLICIES RELATING TO SICKNESS ABSENCE MORE EFFECTIVE</b>  <b>Briefing note Received. See agreed actions quarter 3</b>
4	Target CH9 Equality Framework ( see 1 (3) & (6) above )	Chief Exec / HD of Legal & HR	<b>REQUEST CHIEF EXEC TO DEVELOP STRATEGY FOR IMPROVEMENT FOLLOWING RECEIPT OF KPMG REPORT</b> <b>REQUEST CHIEF EXEC TO ADDRESS IN THE RESTRUCTURING PROPOSALS</b>  <b>See response to 1(6) above. Any establishment changes will be considered following completion of senior management restructure for</b>

			<p><b>Community Engagement Service</b></p> <p><b>See agreed actions quarter 3</b></p>
5	<p>Financial Monitoring Report – note that variances were being analysed by Cabinet portfolio holders and that a revised budget would be prepared for December Cabinet. However, no financial monitoring information had been received from Cultural services in time for this meeting</p>	<p>CD (Regen)</p>	<p><b>REQUEST CHIEF EXECUTIVE &amp; CD(REGEN) TO REVIEW POSITION AND TAKE APPROPRIATE ACTION</b></p> <p><b>COMPLETED</b></p>