



## AGENDA ITEM: 8a

### SUMMARY

Report for:	<b>Finance and Resources Overview &amp; Scrutiny Committee</b>
Date of meeting:	<b>3<sup>rd</sup> March 2015</b>
<b>PART:</b>	<b>1</b>
If Part II, reason:	

<b>Title of report:</b>	<b>Quarter 3 Performance Report – Legal Governance, Democratic Services and People</b>
Contact:	<p>Cllr Neil Harden, Portfolio Holder for Residents and Regulatory Services (in respect of Legal Governance and People)  Cllr Andrew Williams, Leader of the Council (in respect of Democratic Services)</p> <p>Author/Responsible Officers:</p> <p>Steven Baker, Assistant Director (Chief Executive’s Unit)</p> <p>Mark Brookes, Group Manager (Legal Governance)  Jim Doyle, Group Manager (Democratic Services)  Matt Rawdon, Group Manager (People)</p>
Purpose of report:	To provide Members with the performance report for quarter 3 in relation to Legal Governance, Democratic Services and People.
Recommendations	That Members note the report.
Corporate objectives:	Resources and Value For Money; Optimise Resources and Implement Best Practice.
Implications:	<u>Financial</u>  None.
‘Value For Money Implications’	<u>Value for Money</u>  Monitoring Performance supports the Council in achieving Value for Money for its citizens.

Risk Implications	Risk Assessment completed for each service area as part of service planning and reviewed quarterly.
Equalities Implications	Equality Impact Assessment completed for each service area as part of service planning and reviewed quarterly.
Health And Safety Implications	None
Consultees:	Cllr Neil Harden, Portfolio Holder for Residents and Regulatory Services
Background papers:	Annex 1 : Quarter 3 Performance Report Annex 2: Operational Risk Register

- Members will find attached to this report the Corvu performance data for Legal Governance, Democratic Services and People, together with the Operational Risk Register, in relation to quarter 3 of 2014/15. The performance data does not reveal any major areas of concern which need to be particularly drawn to Members' attention. Set out below is some supplementary information about performance and activities of the services during quarter 3 which may be of interest to the Members of the Committee.

## **PEOPLE GROUP**

- This report includes the performance information relating to those services which make up the People Group i.e. Human Resources, Organisation Development & Training, Communications & Consultation and Community Partnerships.

### **HUMAN RESOURCES (HR)**

#### **Mental Health First Aid Programme**

- The Council has now 30 staff trained as mental health first aiders and all of the leadership team have received the half day 'lite' version of the course. The rest of the managers will be trained throughout 2015.

#### **Sickness Absence – Firstcare System**

- The Chief Officer Group (COG) has agreed to implement a new system for managing sickness absence to help reduce the Council's sickness absence. Firstcare adopts an absence reporting approach which will require staff to record their sickness with a qualified nurse. The new system will also provide improved management information and a more effective 'email chaser' facility to ensure managers are applying the policies consistently.

## **COMMUNICATIONS & CONSULTATION**

### **Corporate projects – Communications Support**

5. The Communications Team is supporting the 'Hemel Evolution, Dacorum - Look No Further' project, office consolidation and the new 'Recycle for Dacorum' waste collection service.

### **Statutory Notices Pilot**

6. The Department for Communities and Local Government have invited councils to bid to be part of a pilot to try out innovative ways of publicising statutory notices (for example planning applications and parking restrictions) as an alternative to simply relying on a notice published in a local newspaper. We have submitted a bid focussed on the following areas:
  - Increasing the use of social media and partnering with existing location based 'apps' to deliver statutory information to people.
  - Ensuring the wording is easily understood by working with the RNIB and Plain English campaign.
  - Adding Quick Response codes

### **COMMUNITY PARTNERSHIPS**

#### **Voluntary Sector Community Fair**

7. The Community Fair was recently held for the voluntary sector to hear about the great work the Dacorum Strategic Network had carried out and it provided them with the opportunity to suggest areas of concerns that the group could look at in the future. The fair also provided an excellent networking opportunity and the feedback indicated it was an overwhelming success, so we will look to run it again next year.

#### **Get, Set Go Dacorum**

8. Since the launch of Get, Set Go Dacorum in September 2014, nine projects have commenced. Please see below the attendance rates as requested by Members -:

September 2014 start dates -

Rush Judo – 100% of annual target of 10

October 2014 start dates –

Back 2 Netball – 60% of annual target of 25

Grovehill Family Fun sessions – 85% of annual target of 40

Much Stronger Together Football – 45% of annual target of 60

November 2014 start dates –

The Puffins – 100% of annual target of 10 (doubled target within three months)

Stay with it Programme – 26% of annual target of 70

Go for Fit women and girls – 43% of annual target of 30

January 2015 start dates –

Culturally Aware Fitness – so far 45% of annual target of 40  
Sports Match “Buddy” scheme – so far 26% of annual target of 30

February 2015 - May 2015 start dates –

ENJOY Family – so far 10% of annual target of 50  
A Taste of Fitness – so far 10% of annual target of 30  
Youth Boxing  
Adventure in the Playgrounds – multi-sport sessions  
Expansion of Stay With It Programme (Adeyfield & Cavendish School)  
Skates Galore / Xtreme – utilising Gadebridge Skate Park  
Cycle your Family to Fitness – linking with Dacorum Cycle Hub  
Mosque engagement activities – likely to be badminton and possibly volleyball  
DENS project – linking with The Elms offering service users sporting opportunities

The key performance indicator designed by Sport England focusses on the number of participants over 14 years old only.

## **ORGANISATIONAL DEVELOPMENT AND TRAINING**

### **Appraisals – on line**

9. The corporate training team will be implementing a new system so that appraisals can be carried out online, which will support Dacorum Anywhere and provide ‘live’ data for managers to ensure all staff have an appraisal. We are currently on track for this to go live on 1 April 2015 in line with the new appraisal year.

## **LEGAL GOVERNANCE**

10. Legal Governance continues to be heavily involved in many of the Council’s critical projects. In particular, significant legal support is being provided in relation to the Gade Zone regeneration project. On the 23<sup>rd</sup> January 2015 the Development Agreement with Gade Zone Developments Limited and RG Carter Construction Limited (Guarantor) was completed. The Development Agreement documents and regulates the commercial terms for the Gade Zone development which will bring forward the development of the new Council offices “the Forum” (including library and ancillary uses), residential development, development of 39/41 the Marlowes and the Market Square.
11. The team also completed a contract (subject to the grant of planning permission) for the purchase of Martindale School, Boxted Road, Hemel Hempstead for £4,090,000. The site is being purchased for the Council House New Build project.

12. The team frequently represent the Council in the courts and tribunals, leading on injunctions, prosecutions and defending employment tribunal cases. The following cases, which took place in the last quarter, may be of particular interest to Members:

- Following a long running land dispute and court case the team have secured a legally binding undertaking to prevent a landowner from obstructing or disturbing a public footpath in Wilstone, Nr Tring. The team also secured a court declaration regarding the width of the footpath which has been disputed by the landowner for over 20 years.
- On 9th January the team successfully prosecuted Royal Mail Group Ltd after the company failed to comply with health and safety law and regulations in relation to its employees at its Royal Mail Home Counties North Mail Centre, Hemel Hempstead. The company pleaded guilty to two offences and was fined £40,000 (£20,000 for each offence, the maximum under law), and ordered to pay the Council's costs.

## **GIS**

13. The new system has been installed and the phase 1 roll-out plan has commenced with the property and estates team. Further work to integrate the planning system and environmental health system with the new GIS will commence in February and March.

## **Licensing**

14. The third quarter is the busiest period for the team because of the number of licence renewals and applications and therefore this has been given priority.

## **DEMOCRATIC SERVICES**

### **Member Support Services**

15. During Quarter 3, Member Support managed and organised the following:

- Published 38 Agendas
- Completed 37 Sets of minutes
- Spent 52 hours at evening meetings
- Processed 32 public speaker requests
- Processed 6 Portfolio Holder decisions.

### **Member Development**

16. We have held 6 training sessions in Quarter 3 :

23rd October – Solving the Local Government Finance Jigsaw – 12 attendees

4th November – Understanding Local Government Finances – 10 attendees

19th November – Emergency Planning Awareness - 7 attendees  
27th November – Learn More About Your Ward - 5 attendees  
4th December – Training for Members of the Standards Committee – 7 attendees  
17th December – Audit Training – 5 attendees

17. The reduced target of 3 training sessions per year for each Member is not being achieved. The current figures include the Christmas holiday period which is always quiet and may also reflect the competing priorities for members in the lead up to the election period.

The current breakdown of Member attendance is :

7% of Members having reached or exceeded target  
11.8% of Members have completed 2 training sessions  
23.5% of Members have completed 1 training sessions  
56.9% have completed 0 training sessions

18. There are 4 further training sessions planned for Quarter 4
19. Member Induction Plans are continuing for post- election 2015 with the option of a 2<sup>nd</sup> Induction Day held on a Saturday rather than an evening to assist Members who may work full-time.

### **Operational Risk Register**

20. The updated Operational Risk Register is annexed to the report.