

BUSINESS PLAN MONITORING STATEMENT FOR THE HUMAN RESOURCES DIRECTORATE

FOR THE PERIOD JANUARY 2007 TO MARCH 2007

1. KEY MESSAGES

The Human Resources Directorate continued to support the Council through a major change programme. In addition to giving advice and guidance to Directors the team were heavily involved in providing one to one support to employees directly affected by the restructures.

The TUPE transfer of over 100 employees within the Housing directorate took place at the end of March requiring significant HR input to ensure legislation was adhered to. Further TUPE support is required with the proposed TUPE transfer of Property to Liberata.

The Job Evaluation project continues to take a significant amount of resources and will continue to be resource intensive until a new pay and grading structure is implemented after agreement with the Trade Unions

A Joint Consultative Committee JCC was introduced which provides a forum for discussion, consultation and negotiation between Senior Managers and representatives of the Councils recognised trade union Unison on all employment relations matters.

The first Chief Executive Awards ceremony was organised, which recognised and rewarded both individuals and teams in areas of excellence including attendance, innovation and improving performance indicators. The IIP Accreditation was officially awarded to the Council at the ceremony.

SERVICE PERFORMANCE INDICATORS	CURRENT POSITION	FORECAST OUTTURN
Number of green PI's	4	
Number of blue PI's	0	
Number of red PI's	6	
Number of PI's not yet measured		

2. BUDGET UPDATE

SERVICE LEVEL BUDGET MONITORING 2006/2007

HUMAN RESOURCES

JANUARY 2007

£'000 £'000

ORIGINAL CASH BUDGET

697

Add Adjustments for In year cash movements

Slippage from 2005/2006

Virements to other Services

Transfer from earmarked reserve

(2)
11

ADJUSTED CASH BUDGET

706

Less Corporate Savings:

- Savings on vacant posts etc.

CURRENT CASH BUDGET

706

FORECAST

EXPENDITURE

- Busy Bees scheme: administration costs

- Recruitment costs:

- Occupational Health

2

Agency introduction & consultancy fees

30

Advertising (net)

32

22

- Training	(40)
- Health & Safety service	(40)
- Lone Working System	(5)
- Additional agency staff costs not in budget	4
- Legal fees	5
- Savings from staff vacancies (net)	<u>(16)</u>

Expenditure under (-) or over (+) current cash budget (6)

INCOME	
- Busy Bees scheme: NI rebate	(2)
- Staff secondment	<u>(40)</u>

Income under (+)/ over (-) achieved (42)

FORECAST CASH OUTTURN 2006/2007

658

Key Assumptions

- Young Persons Development 1 FTE, £5K costs per year
- Busy Bees Scheme admin costs covered by NI rebate.
- Job Evaluation exercise to come in under budget:
- Agency costs covered by savings on vacant posts.
- Training savings are against profiled budget to-date. The Training Manager has indicated that these may be absorbed by increased demand for corporate training and member development. Virements will be requested if this proves to be the case.

Key Issues/Variables

Spending on agency introduction & consultancy fees was not in the base budget and resulted

from the need to fill posts within HR quickly with limited resources.

Spending on recruitment for other Directorates is currently running ahead of budget.

A significant proportion of the overspend on recruitment relates to the appointment of 3 Director level posts

An under spend on Health and Safety is the result of outsourcing the function to Bolton

The income from staff secondment has been increased to include agreed salary on costs.

Spending on legal fees is a direct result of the TUPE transfer of employees in Property and Housing

Key Actions

Closely monitor activity against JE and Training budgets.

3. SERVICE DEVELOPMENTS IN 2006/07

Investors in People

The Council was formally awarded the nationally recognised IIP accreditation, which is valid for 3 years. The IIP logo is now contained within all external advertisements demonstrating our commitment to value and invest in our employees.

North West Charter for Elected Member Development

The Council were awarded the Charter in 2006, highlighting our commitment to the profile and standard of member development.

Induction

HR developed and launched a new comprehensive Corporate Induction Programme, to ensure that all new entrants are effectively integrated into the Council.

Job Evaluation

Although the pay and grading review is still underway and negotiations are at a critical stage with the Trade Unions, the Job Evaluation exercise has been completed. . All posts have been evaluated and a maintenance programme is currently being introduced to enable any new posts/changes/restructures in the future to be evaluated in accordance with the equal pay legislation.

4. PERFORMANCE

Indicator Description	Target at 31 Dec 2006	Performance at 31 Dec 2006	Comments
BVPI 11a % Of Women in Top % of Earners	32	34.78 Green Star	
BVPI 11b Black and Ethnic Minority Employees in top 5% of earners	0.75	0 Red Triangle	Despite the actions already taken the total number of BME employees is low. Further actions are planned in accordance with the equality agenda
BVPI11c Disabled employees in top 5% of earners	6.00	8.70 Green Star	
BV012 Days/ Shifts Lost to sickness (Corporate)	9.00	10.24 Red Triangle	The actions already introduced on improved monitoring and analysis of attendance and the consistent application of a new attendance policy in all areas of the Council should see an improvement in attendance.
BV14 Early Retirements	0.17	1.52 Red Triangle	Restructures throughout the Council have resulted in an unusually high % of early retirements however it is

BV15 III Health Retirements	0.17	0.22 Triangle	Red	envisaged that this will not be repeated. The PI equates to 1 employee retiring on the grounds of ill health. Although the Council is working hard to create a healthy workforce/lifestyle instances of permanent ill health may still occur
16a % Disabled employees	3.65	3.38 Triangle	Red	Actions are planned for 07/08 to a) refresh data collected on employees to identify those who consider themselves to have a disability. b) explore work experience opportunities with local disability groups c) Advertise vacancies with a strapline actively encouraging applications from all sections of the community
BV17a % Ethnic Minority Employees	1.6	1.69 Star	Green	
Human Resources- Sickness Absence	9.00	1.03 Star	Green	
Human Resources - Invoices Processed within 30 working days	96.5	89.49 Triangle	Red	Actions to improve this have already been introduced
Human Resources - Budget Spend- Year End Forecast	100	Not available		

5. CONCLUSION

The Human Resources Directorate has reported a number of major achievements over the last 12 months, and has played a huge role in transforming the authority. The 2007/08 HR Business Improvement Plan sets out a challenging agenda for the coming year that builds on these successes and will continue the drive to deliver an excellent service.

Lorraine Charlesworth
DIRECTOR OF HUMAN RESOURCES