



## HR Quarterly Performance Report: June 2008

### People stats 1/4/2008- 31/3/2009 as at 31 May 08

Current Headcount:	338	Number of leavers:	8
Number of Starters:	4	Number FTE vacancies:	37
Current Turnover:	0.02%	Number of posts advertised (national and local press):	8
Average advertising cost per vacancy (based on No of posts advertised)	£2,015	Average No short term sickness days per employee:	0.67

### Resourcing

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Discussions are currently ongoing with HCC on outsourcing the recruitment process by joining HCC recruitment contract with Manpower.

The key objectives of the contract would be to fill all permanent vacancies as a priority, to reduce usage of temps down to those necessary to cover sickness, leave and peaks of work and to minimise the use of temps to cover for vacant posts.

Our ongoing vision of the East Herts Council's Recruitment Service is that it will:

- continue to develop streamlined, efficient and effective recruitment processes and systems to source high quality people to deliver Council's services
- reduce the time taken to fill vacancies
- predict and resolve skill shortages and gaps
- provide a strong emphasis on customer care for managers and candidates
- maximise the use of IT where appropriate
- facilitate any workforce reductions as a result of budget shortfalls by making organisational change a positive experience in terms of employment and employability
- provide timely and accurate management information to inform recruitment strategy and provide monitoring information
- provide continuous improvement, including back office functions
- deliver competitive advantage in the recruitment marketplace
- provide better quality services at reduced costs.

### Learning and Development

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EHC have retained the liP status. liP action plan has been developed to address the areas of improvement following the post recognition review (subject to approval at HRC). Implementation process to be monitored.

Performance Development Review Scheme has been redesigned looking at process and documentation, ensuring employees objectives are linked to council's priorities and service plans, employee performance and contribution is recognised and learning and development needs are

identified. A monitoring process has been designed to ensure PDRS are carried out twice a year. The new process is currently in consultation with Heads of Service.

June/July cycle of Mid/Yearly Performance and Development reviews are currently being carried out.

Corporate Training plan is currently being developed, based on corporate and individual learning and development needs identified as part of the PDRS process. This will include the development of a middle management training programme.

EHC are to participate in HCC management graduate trainee scheme 2008/09.

## **Policies**

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The schedule for review/development of HR policies has been updated. This will include a new corporate uniformed look and feel for the policies, ensuring issue no and date are clear. This will ensure that managers and staff are using the most up-to-date policy.

The following policies have now been approved and have been adopted this quarter:

- Disturbance Allowance Scheme
- Job Evaluation Protocol, Procedure and Appeal process

The following policies are currently being reviewed/developed for the next quarter:

- Acceptable Use of Emails policy (HRC for approval)
- Grievance policy (reviewed)
- Disciplinary policy (reviewed)
- Absence management (reviewed)
- Stress Management policy (developed)
- Learning and development policy (developed)

## **Equalities and Diversity**

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HR has been working closely with the Community Planning team on the first draft Equality and Diversity policy, scheme and action plan. HR is a member of the Officer Group.

## **Changing the Way we Work**

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HR has started to research the policies and processes needed to support this change programme.

## **Other**

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Unison's Local Government Committee is in national agreement to strike on 16<sup>th</sup> and 17<sup>th</sup> July on local government pay matters.

A review of HR management stats and the development of reports has been started to improve accuracy, relevance and efficiency.