



HR Quarterly Performance Report: October 2008

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

Current Headcount:	343	Number of leavers:	16
Number of Starters:	17	Number FTE funded vacancies:	36
Current Turnover:	4.66%	Number of posts advertised (national and local press):	18
Average advertising cost per vacancy (based on No of posts advertised)	£1,624.30	Average No short term sickness days per employee:	4.57

Resourcing

A report is due to CMT in October 2008 to recommend the agreement with Hertfordshire County Council and Manpower for the provision of recruitment services. This will detail the cost benefit analysis and proposed implementation dates for temporary and permanent service provision.

Audit Commission – ‘Tomorrow’s People’ June 2008

This report looks at the recruitment and retention pressures currently facing councils in the light of demographic and other changes. It assesses the potential risks to key services of councils failing to properly plan their workforces and it evaluates the progress councils have made. The report contains case studies of good recruitment and retention practice to help other councils improve their own workforce strategies. An action plan for East Herts Council will be reported at the HR Committee on 7 January 2009.

Learning and Development

Corporate Training Plan (CTP)

CTP 08/09 has been developed to show the business purpose and target audience. It identifies the L&D priorities for the Council 08/09 – based on L&D needs identified from staff performance development reviews, corporate priorities and supports the Changing the Way We Work programme.

The programme covers a range of skills from:

- Customer service (supporting Customer Service Strategy)
- Project management
- Management competencies
- Legal and mandatory training
- Change management

CTP supports the change process the Council is going through, both in terms of business operations and its requirements and expectations of its employees; focusing on building skills and changing behaviours.

Two policies have been developed to support the CTP, Learning and Development policy and Professional, Career and Vocational Study policy.

Management Development Programme

A draft Management Development Programme has been agreed, that leads on from leadership programme 07/08 focusing on development needs for middle management. It supports the change management process, ensuring managers have the knowledge, competence and confidence to manage people and service effectively.

Target audience is middle managers. Three programmes are planned in Jan 09, April 09 and September 09 with twelve delegates attending each programme.

Heads of Service have been asked to be part of the programme, to share their knowledge and to mix business theory and actual practice at EHC. Heads of Service will also be mentors for managers on the programme, where appropriate.

Workforce Development initiatives

HR is currently looking into Workforce Development initiatives and external funding that East Herts could take advantage off to support learning and development in the Council.

Policies

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:

- Acceptable Use of Emails policy

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

- Stress Management policy (HRC for approval)
- Learning and development policy (HRC for approval)
- Professional, Career and Vocational Study policy (HRC for approval)
- Grievance policy (to be reviewed)
- Disciplinary policy (to be reviewed)
- Absence management (to be reviewed)
- Staff Handbook (to be developed)

Equalities and Diversity

As part of the Equality Action plan Equality Impact Assessments will be carried out for HR services. Deadline for completion to be agreed.

Changing the Way we Work

HR is part of the Programme Board for Changing the Way We Work Programme and has contributed to the draft Programme Plan and Programme Brief. HR will work in partnership with the Programme Board on people management and organisation wide issues throughout the programme.

Current actions are:

1. To agree a checklist of policies and procedures to be audited, to ensure they support the programme's objectives.

2. To agree the HR actions identified in the Programme Plan.
3. To report on the HR issues, risks and considerations.

Other

Herts HR Partnership

The Head of HR is a member of the Herts HR Partnership. The purpose is to identify areas for joint / partnership working to increase HR capacity and effectiveness across Hertfordshire. Specific responsibilities are:

- To identify areas for joint / partnership working
- To research new ways of working in partnership
- To implement joint / partnership working where it has been identified to benefit HR
- To share HR best practice across Hertfordshire
- To contribute to the Pathfinder project
- To provide a pool of investigators to assist in complex case work.
- To identify areas for joint procurement of training / systems / products

Areas of discussion this quarter are Contract consolidation briefing, Protocol for shared posts, Recruitment survey, Joint policy work, Apprenticeship schemes and Employee Assistance programmes.

Pay matters

To update on the local government pay matters. The following statement was issued on 1 September 2008 by the NJC Joint Secretaries:

“The joint statement of 24th July 2008 committed the parties to enter into negotiations “with the aim of securing an employment package which is fit for the future with positive industrial relations, high quality and efficient local services and resolves the current dispute”. Those negotiations commenced at a meeting of the NJC Joint Secretaries on 12th August.

The Joint Secretaries and NJC Executive aim to resolve as soon as possible the current dispute over pay for 2008/09.