



## HR Quarterly Performance Report: January 2012

### People stats 1/4/2011 - 31/3/2012 as at 30 November 2011

Current Headcount:	384	Number of leavers:	23
Number of Starters:	44 (including those transferred from Stevenage Revenues & Benefits)	Number FTE funded vacancies:	22.83
Current Turnover:	6.22%	Number of posts advertised (national and local press):	0 (7 posts web/bulletin)
Average advertising cost per vacancy (based on No of posts advertised)	0 (placement cost £250 per post)	Average No short term sickness days per FTE staff in post:	2.53

The following actions support the People Strategy 2009-2012:

### Management Actions to mitigate increased pressures (Medium Term Financial Plan)

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HR is currently supporting a number of service changes including restructures, transfers and shared service programmes.

### Resourcing

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East Herts has expressed an interest in exploring the East of England's Regional Recruitment Portal project. A typical portal is set up using business process improvement principles and can immediately introduce savings associated with back office administration.

It introduces or replaces:

- Job board for each employer
- Job search functionality across multiple employers/ regions
- vacancy advertising
- social marketing
- applicant tracking

- CRB processing
- job tools for applicants
- workforce development tools
- direct and automated feed of adverts into other organisations such as JCP and specialist recruitment sites

It creates a “critical mass” of vacancies attracting candidates to a single site. Regional recruitment portals exist in four of the English regions. They have replaced individual authority jobs boards and the end to end candidate management systems where they exist, and introduced them where systems were not in place.

In recent months they have also enabled authorities to create and share “talent pools”, driving down redundancy levels and enabling the recruitment of specialist staff without costly external recruitment.

## **Learning and Development**

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East Herts was awarded the Members Charter for supporting members in training and development.

The Corporate Training Plan 2011/12 this quarter has focused on running training courses to support service restructures offering interview skills for internal staff. Training is also planned on the updated PDR process to ensure managers have the skills and knowledge to carry out the PDR process. This was a recommendation from the PDR Quality Review.

East Herts has joined the Regional E-Learning Project, sponsored by EELGA and Improvement East. Project is planned for spring 2012.

## **PDRS**

CMT gave approval in February 2011 for the HR team to complete a quality checking exercise. The aim of the exercise was to ensure that PDRs are of good quality, are graded correctly, that objectives are SMART and learning and development needs are identified and met.

Between April and September 2011 the HR team checked a spot sample of 158 PDRs (46% of staff). These were selected by taking two PDRs from each grade, service area and ensuring that at least one PDR was spot checked for each manager. These PDRs were checked and returned to managers with relevant feedback. Managers were asked to incorporate the feedback given into their next reviews.

The recommendations from the PDR Quality Review were approved by CMT in October 2011 and go on to HR Committee in January 2012 to note.

## **Policies**

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The following policies are subject to approval by HR Committee January 2012:

- Retirement Policy
- Volunteering Policy

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

- Recruitment Policy
- Redundancy Policy
- Disturbance Policy (Shared Services)

## **Equalities and Diversity**

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This quarter has focused on the completion of the Equal Pay Audit 2011. Recommendations are made in the Equal Pay Audit Report December 2011 to the HR Committee in January 2012.

The Equality and Diversity Report 2010/11 updates the Council on equalities and diversity data. This report is subject to approval at HR Committee in January 2012.

## **Shared Support Services Programme**

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East Herts, North Herts and Stevenage councils have agreed on 8 November 2011 that partnership is a viable option for some support services.

The three authorities will now jointly develop a detailed business case for sharing:

- ICT
- Human Resources and Payroll
- Facilities Management; and
- Print Services

North Herts and East Herts also agreed to develop a detailed business case for sharing:

- Estates Management services

An initial suggestion to include Exchequer services (creditors and debtors) in the scope of the project was not deemed viable for partnership at this stage.

Each service will now be examined in depth in conjunction with managers in each area to see what savings might be made. The initial business case, upon which

councillors made their decision, outlines that savings across the three authorities of up to £750,000 could be found.

As well as significant financial savings, it is hoped that sharing can provide opportunity for sustainable and resilient services, delivering a level of quality and efficiency that is not achievable individually.

Staff in the services in scope will be consulted and involved in the process as the detailed business case for each area is developed and potential changes to the services are considered.

The final detailed business plan should be available by spring 2012 ready for consideration by all three Councils. Only at this stage will a decision be made as to whether a partnership should definitely go ahead.

## **Other**

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