



HR Quarterly Performance Report: May 2011

People stats 1/4/2010 - 31/3/2011 as at 31 March 2011

Current Headcount:	357	Number of leavers:	30
Number of Starters:	20	Number FTE funded vacancies:	15.75
Current Turnover:	8.24%	Number of posts advertised (national and local press):	14
Average advertising cost per vacancy (based on No of posts advertised)	£581.84	Average No short term sickness days per FTE staff in post:	4.73

The following actions support the People Strategy 2009-2012:

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

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

Resourcing

Recruitment has been limited to priority roles and advertised internally first. Some recruitment has been advertised externally through Manpower where the post has not been filled internally but this has been limited and continues to be monitored.

The recruitment and selection policy is currently being updated to reflect best practice and support Manpower procedures.

Learning and Development

A Members Training Plan has been developed to support members in the initial months of this electoral term. A full and comprehensive training calendar for the year will be set round to members directly once finalised.

Corporate Training Plan (CTP)

The Corporate training plan 2010/11 has been completed focusing on change management, business improvement, flexible/home working, mandatory and legal training. The end of year report will be presented to HRC in July 2011.

The Corporate Training Plan 2011/12 is currently being developed.

PDRS

The full year PDR reviews were completed in January/February 2011. The return rate of performance reviews is 73% and 67% objectives set. Outstanding forms are being chased as a priority.

ESSENTIAL REFERENCE PAPER B

A PDR quality review is currently being completed on the 2010/11 end of year PDRs. This is to ensure that PDRs are of good quality and are graded correctly. A report will be made to CMT and HRC following the outcome of the review.

Policies

The following policies are subject to approval by HR Committee May 2011:

- Secondment policy
- Probation policy

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

- Maternity policy (being updated to reflect the new Paternity entitlements)
- Bullying & Harassment policy
- Disturbance policy
- Job Evaluation policy

Equalities and Diversity

The Equality Act includes a specific duty to publish annual details about equality in the workforce. Organisations are required to publish the first set of workforce data and analysis by the 31st December 2011.

The workforce data requirements of the duty are beyond scope of the Council's current employee data. The general equality duty also requires the Council to analyse the effect of the organisation's functions on all protected groups. To meet this requirement a data cleanse has been completed in April 2011. A report and any associated action plan will be sent to CMT and on to HRC July 2011.

Following the data cleanse, an Equal Pay Audit will be completed in July/August 2011. The proposed methodology will be reported to LJP in June 2011 and HRC in July 2011. It is planned that the outcome of the review is reported in September/October 2011.

In accordance with the removal of the default retirement age, a collective agreement has been reached with Unison that employee's contracts of employment are amended to remove the retirement age of 65.

C3W Programme

This quarter has focused on the internal moves within Wallfields and preparing for the office moves from Bishops Stortford to Wallfields in July 2011.

A review of the traffic light assessments was completed in February 2011 using a short follow-up questionnaire to see if employees' circumstances have changed since the exercise was first completed. A 98% return rate was achieved. Follow up meetings were held with Heads of Service, which resulted in the final traffic light figures of: 1 red, 2 amber and 335 green. Any remaining red or amber ratings are due to genuine unresolved issues arising from the move, such as travel or childcare arrangements. Green ratings mean that a member of staff can work from home, flexibly or has a workstation at Wallfields or Charringtons House.

A car parking procedure has been developed outlining the proposed procedure for managing Wallfields car park once Wallfields is the main office base.

A review was completed on the feasibility of introducing Pool Cars. It was concluded that it was not cost effective until the protections as a result of the review of terms and conditions cease.

Other

Cycle to Work Scheme

The Council will go out to tender on the Cycle to Work Scheme in June 2011.