



HR Quarterly Performance Report: October 2011

People stats 1/4/2011 - 31/3/2012 as at 31 August 2011

Current Headcount:	385	Number of leavers:	21
Number of Starters:	42 *(36 of which were transferred from SBC)	Number FTE funded vacancies:	23.55
Current Turnover:	5.45%	Number of posts advertised (national and local press):	4
Average advertising cost per vacancy (based on No of posts advertised)	£250.00 (this is just the placement fee, all vacancies have been advertised for free)	Average No short term sickness days per FTE staff in post:	1.67

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

Hertfordshire County Council recruitment contract with Manpower expires on 31 March 2013. East Herts recruitment contract will also expire on this date. HCC have started the procurement procedure for this contract with East Herts as a named authority and therefore East Herts will be able to access recruitment services and benefit from economies of scale.

Learning and Development

The Corporate training plan 2011/12 has now been launched.

East Herts is a named authority on the Reed training contract with HCC to access training courses, providers and benefit from economies of scale.

East Herts has joined the Regional E-Learning project, sponsored by EELGA and Improvement East.

PDRS

The mid year PDR reviews were completed in June/July 2011. The return rate of performance reviews is 38%. Outstanding forms are being chased as a priority. A PDR Quality review was completed in April to September 2011, a full report with recommendations will be made to HR Committee in January 2012.

ESSENTIAL REFERENCE PAPER “B”

East Herts currently does not have a mentoring programme, informal mentoring is completed by Heads of Services and managers within services on an adhoc basis, as part of an individuals learning and development needs.

Policies

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

- None

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

- Recruitment Policy
- Retirement Policy
- Redundancy Policy
- Volunteering Policy

Equalities and Diversity

Data Cleanse

In order to prepare for the Council's obligations under the Equalities Act 2011 Human Resources carried out a data cleanse exercise in April 2011. Staff were asked to update all their personal information including monitoring details for gender, marital status, nationality, ethnicity, religion, sexual orientation and disability in accordance with the protected characteristics set out in the Equalities Act. Staff were given the option of declaring their monitoring information or simply stating 'prefer not to say' in categories they did not wish to disclose. The return rate was 97%. Some staff did choose to use the option of not declaring however in general they were willing to share information.

Removal of Default Retirement Age

In April this year the government repealed the statutory default retirement age. The Council sort collective agreement to remove its default retirement age and now individual's will choose when they wish to retire (this does not alter the provisions of the Local Government Pension Scheme). All staff were written to and advised of the change to their contracts. Human Resources are currently working on policies to support this change, including an updated retirement policy.

Equalities & Diversity

There are no proposals to change the current equalities targets (last reported Jan 11, HR quarterly Stats update and agreed in the HR quarterly stats update July 2009).

Human Resources are currently working with the Equalities Officers Group to ensure the assigned HR actions in the Comprehensive Corporate Equalities Plan (CEP) are completed. The CEP is currently being reviewed and updated by the Community Projects Team. Once this has been completed and the results of HR's Equal Pay audit are known a report will be brought to Human Resources Committee detailing the Council's equalities data for 2010/11 and proposing targets and recommendations for 2012/13.

C3W Programme

C3W Programme is completed. Staff have relocated to Wallfields or Charringtons House and/or are working in new ways; working from home or hot desking. A new telephone system has been installed and a car parking rota has been implemented. Facilities Management and ICT are working on resolving minor issues regarding the move. The disturbance allowance will commence in September 2011.

Shared Support Services programme

ESSENTIAL REFERENCE PAPER “B”

East Herts Council, North Hertfordshire District Council and Stevenage Borough Council have all committed to explore sharing services for Facilities Management, Human Resources and Payroll, ICT, some Print services, Creditors & Debtors and Estates (North Herts and East Herts only).

The opportunities for sharing services are being assessed with the services in scope and Members will make a decision on whether partnership is a viable option on 31st October (Stevenage) and 8th November (East Herts and North Herts).

Between June and September workshops with Heads of Service and service representatives took place and some valuable information has been gathered to develop the assessment of options which will be put to Members. Through the workshops information has been gained on:

- How the current services function, including structures, service standards and customer interaction;
- Service cost drivers and how these impact on performance and quality of service;
- The commonality and differences between the three authorities and the potential opportunities that could be achieved through a shared service;

The outputs from these workshops have been presented back to the Directors leading the programme, feeding into the assessment of options and discussion with CMT. Should all three authorities agree that Partnership is a viable option, the next stage will involve developing a more detailed business case for those areas approved by Members, as well as undertaking consultation with staff.

Other

Apprenticeships & Future Jobs Fund

The Council has worked with Herts Regional College over the last 18 months to develop apprenticeship opportunities. Last year a business and administrative apprentice joined the PA team. This was a successful programme with the individual gaining both their Level 2 NVQ and a permanent position within the Council. This year Hertford Theatre is in the process of recruiting a technical apprentice to work with the technical manager.

A number of the Council's contractors also offer apprenticeships:

- John O'Connor (grounds maintenance)
- SLM (Leisure)
- Veolia (Waste disposal)

The Future Jobs Fund (FJF) is closed to any further bids as a result of the Government's announcement on efficiency savings in May 2010. The last on which an FJF employee could start work was the 31 March 2011. The Council did not use the Future Jobs Fund in the placement of its apprentice and this fund is no longer open for bids. However Human Resources will work with Herts Regional College to identify any further funding streams.