

**RESOURCES SCRUTINY COMMITTEE
1 AUGUST 2008**

BRIEFING NOTE

POSITION STATEMENT FOR THE PERSONNEL SERVICES UNIT

2008/9 Service Plan – Positive outcomes

- ‘Shared Services’ with Town and Parish Councils
- Corporate sickness rate (appendix 1)
- Accidents at work – no enforcement notices (appendix 1)
- ‘E’ – recruitment progress – reduced costs
- Apprentice recruitment
- Low turnover - 5%
- Health & Safety Risks

Negative outcomes

- Corporate sickness rate has worsened slightly
- Some examples of recruitment difficulty

Slippage

- Production of Workforce Plan scrapped
- Issue of new Statement of Particulars delayed

Local Government Review work

- Heavy involvement - Gathering and sharing information
- Interim recruitment protocol
- Trade Union Forum
- Chief Executive Recruitment
- Job Evaluation – baseline information – pay
- ‘Business as usual’ – staffing matters
- Early Retirement/Voluntary Redundancy Policy
- Management of Change Policy
- Payroll Substream - software harmonisation
- Health & Safety Substream – Delivery Models

Appendices

- Appendix 1 2008/9 Action Plan
- Appendix 2 Sickness/Accident Performance

Appendix 1

ACTION PLAN					
Objective	Outcomes required	High level actions	Measure of success	Target	Lead Officer
Objective 1 Implement and update the Council's HR Strategy	Improved employee performance	Implement the Workforce Plan.	Successful recruitment and retention. Low turnover Few skills gaps	May 2008	R. Gott
		Explore manager/employee self-service	More electronic transactions	Sept 2008	R. Gott
		Explore opportunities for further 'shared' services	Economies of scale	Ongoing in 2008/9	R. Gott
		Contribute as necessary to LGR HR Working Parties	Fair resolution of issues	Ongoing in 2008/9	R Gott
Objective 2 Reduce sickness absence	improved corporate capacity and reduced cost of sickness	Maintain high profile campaign	Improve BVPI to top quartile	March 2009	R. Gott
Objective 3 Produce a health & safety plan	improved health & safety at work	Review last year's plan Consider new legislation Prioritise new work	No enforcement notices Less accidents Adoption of plan External Awards	July 2008 (publish) and ongoing	D Walker
Objective 4 Maximise benefits from North East Jobs Portal and e-recruitment	improved efficiency and cost effectiveness	Review publications spend Analyse response rates	Streamlined processes Cost effective adverts	Ongoing 2008/9	R. Gott

Objective 5 Review major contracts	Value for money	Renegotiate Occupational Health Contract	New/extended contract in place	April 2008	R Gott/D Walker
		Renegotiate Hosted HR/Payroll Software Contract	New/extended contract in place	August 2008	R Gott
Objective 6 Support East Durham Homes to achieve 2 or 3 stars	improved housing standards	Provide efficient and cost effective Payroll and Health & Safety Services	Compliance with Service level agreement	Ongoing 2008/9	R. Gott

Appendix 2

SICKNESS PERFORMANCE

Year	Rate per employee
2000/2001	12.5 days
2001/2002	12.0 days
2002/2003	12.5 days
2003/2004	14.5 days
2004/2005	11.3 days
2005/2006	8.7 days
2006/2007	8.5 days
2007/2008	9.3 days

REPORTABLE ACCIDENTS PERFORMANCE *

Year	Target	Actual
2000/2001	27.5	27.5
2001/2002	26.1	32.3
2002/2003	24.7	15.8
2003/2004	23.4	26.5
2004/2005	22.7	12.7
2005/2006	22.0	12.3
2006/2007	21.3	15.6
2007/2008	20.6	18.7
2008/2009	19.9	
2009/2010	19.3	

* Number of reportable accidents per 1000 employees