

## **RESOURCES SCRUTINY COMMITTEE**

**6 JANUARY 2009**

### **BRIEFING NOTE**

#### **POSITION STATEMENT FOR THE PERSONNEL SERVICES UNIT**

##### **2008/9 Service Plan – Positive outcomes**

- ‘Shared Services’ continue with Town and Parish Councils
- Corporate sickness rate has improved (appendix 1)
- ‘E’ – recruitment progress – reduced costs
- Low turnover - 5.34%
- LGR – significant contribution in a number of areas
- Accidents at work continuing to reduce – no enforcement notices (appendix 1)
- Agreed Health and Safety Strategy 2008/9 – reported to Mgt Team – good progress

##### **Slippage**

- Issue of new Statement of Particulars delayed, but process has commenced with view to issue in new year

##### **Local Government Review work**

- ‘Business as usual’ – staffing matters – TUPE letters
- Heavy involvement – Workstreams and project/work groups
- Interim recruitment protocol continuing
- Trade Union Forum
- Heads of Service recruitment – Heads of Service – 2<sup>nd</sup> phase recruitment
- Job Evaluation – baseline information gathered – interim pay arrangements agreed – wider harmonisation agenda progressing
- Management of Change Policy/Managers Handbook
- Payroll Substream - software harmonisation progressed to testing stage
- Health & Safety Substream – proposals to Programme Board

##### **Appendices**

Appendix 1 2008/9 Action Plan

Appendix 2 Sickness/Accident Performance



**ACTION PLAN**

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

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

## Appendix 1

### 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
2008/2009	9.1 days (2 <sup>nd</sup> quarter results)

### 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	17.3 (2 <sup>nd</sup> quarter results)
2009/2010	19.3	

\* Number of reportable accidents per 1000 employees