

Departmental Quarterly Monitoring Report

Directorate: Policy and Resources

Department: Human Resources & Learning Development

Period: Quarter 4 - 1st January 2012 to 31st March 2012

1.0 Introduction

This monitoring report covers the Human Resources Division fourth quarter period up to 31st March 2012. It describes key developments and progress against all objectives and performance indicators for the service.

Given that there are a considerable number of year-end transactions still to take place a Financial Statement for the period has not been included within this report in order to avoid providing information that would be subject to further change and amendment. The final 2011 / 12 financial statements for the Department will be prepared once the Council's year-end accounts have been finalised and made available via the Council's Intranet. A notice will also be provided within the Members' Weekly Bulletin as soon as they are available.

2.0 Key Developments

Eileen O'Meara has now been appointed to the post of Director of Public Health until 2013 and prior to the formal transfer of Public Health to the Local Authority.

The project to streamline transactional processes continues with further enhancements to the HR self serve portal with Request to Amend Establishment Structures and Leaver's Process being added to the on-line mileage claims.

A Pay Policy Statement, as required by the Localism Act, was approved by full Council on 07th March.

Additionally the Council's People Plan was endorsed by Executive Board on 29th March. The plan provides a framework through which we can build on the skills, knowledge and commitment of all staff in order to achieve our strategic aims.

Further information relating the plan can be accessed via the intranet through the following link

<http://intranet/content/newsroom/latestnews/2645355?a=5441>

3.0 Emerging Issues

The Corporate Training Centre is due to be relocated in August 2012. At present the Learning & Development Team are reviewing and identifying suitable locations in order that the transition to new premises can be accomplished within the necessary timeframe.

There will be a requirement for the authority to provide Her Majesty's Revenue and Customs with Real Time Information (RTI) regarding employee earnings as of April 2013. As we move into the coming financial year this will necessitate a thorough review of existing payroll processes and practices to ensure that accuracy of data being extracted from Halton's systems to support the new national ICT infrastructure for the provision of welfare benefits.

Additionally for May 2013 the government require automatic enrolment into pension schemes. Any decision by an employee to opt out of the scheme must be subject to a three year rolling review.

These initiatives will require an appropriate level of resource during the coming financial year in order to ensure that the authority remains compliant with its responsibilities.

4.0 Service Objectives / milestones

4.1 Progress against 'key' objectives / milestones

Total	7		7		0		0
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All of the key objectives / milestones for the service have progressed as planned and additional details are provided within Appendix 1.

4.2 Progress against 'other' objectives / milestones

Total	0		0		0		0
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There are no 'other' objectives / milestones for the service to be reported.

5.0 Performance indicators

5.1 Progress Against 'key' performance indicators

Total	6		2		0		4
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A number of measures, primarily related to staff profiles, have failed to achieve their annual target and additional details are provided within Appendix 2.

5.2 Progress Against 'other' performance indicators

Total	2		1		0		1
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The number of employee Personal Action Plans returned to the central team is disappointingly low and has failed to achieve target. Additional details of progress are provided within Appendix 3.

6.0 Risk Control Measures

During the development of the 2011 -12 service activity, the service was required to undertake a risk assessment of all Key Service Objectives.

No 'high' risk, treatment measures were identified.

7.0 Progress against high priority equality actions

As a result of undertaking a departmental Equality Impact Assessment no high priority actions were identified for the service for the period 2011 – 2012

8.0 Data quality statement

The author provides assurance that the information contained within this report is accurate and valid and that every effort has been made to avoid the omission of data. Where data has been estimated, sourced externally, or where there are any concerns regarding the limitations of its use this has been clearly annotated.

9.0 Appendices




Appendix 1 Progress against 'key' objectives / milestones

Appendix 2 Progress against 'key' performance indicators

Appendix 3 Progress against 'other' performance indicators





Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
HRLD O1	<i>To enhance the efficiency and effectiveness of corporate training opportunities through the design and implementation of appropriate learning interventions</i>

Milestones	Progress Q 4	Supporting Commentary
To enhance individual learning opportunities through the design and delivery of a programme of coaching Dec 2011		<p>The Learning & Development Team have developed and deliver Coaching Skills for Managers course that is available through the L&D Calendar.</p> <p>Accreditation for Coaching Skills training with the Institute of Leadership & Management at levels 3 & 5 has now been achieved</p>
Further develop capacity for e-learning opportunities and undertake promotional activities Dec 2011		<p>E-Learning is now in place for both employees with existing internet access and arrangements have been made for equipment to be available for employees who do not personally have internet access.</p> <p>The range of e-learning courses has increased and L&D officers have now been trained to design and deliver specific courses that have been identified as organisational requirements.</p> <p>The L&D team are currently developing specific e-learning modules on Dignity in Care, Affordable Warmth, Data Protection, the Bribery Act and Safer Recruitment within Adult Services.</p>
Further promote and develop 'skills for life' programme March 2012		<p>The L&D Team have organised, in conjunction with the Adult Learning Team, another Skills for Life Programme. Start date is 20th Feb. for 9 weeks. The programme includes Maths and English modules, therefore enhancing Halton skills levels.</p>

Appendix 1: Progress Against 'key' objectives / milestones



Ref	Objective
HRLD O2	<i>Implement appropriate Human Resource related organisational control and information processes to ensure that statutory obligations and corporate business needs are met.</i>

Milestones	Progress Q 4	Supporting Commentary
Investigate and reconfigure business processes to further develop the HR Self-serve portal Sept 2011		This is ongoing as more processes are identified that can be undertaken electronically.
Engage with relevant stakeholders, including trade unions, in the renegotiation of revised terms and conditions including staff protocol Dec 2011		Extensive consultation has now been concluded and responses are being considered in order to inform the provision of revised terms and conditions.
Provide support and advice to Directorates on the HR implications of revised structures such as Voluntary Early Retirement, redundancy etc. Dec 2011		The provision of support and advice has continued throughout the period and it is likely that this will remain a requirement as we move into the future.
Conclude the settlement of outstanding Equal Pay claims March 2012		Where possible Equal Pay Claims have been concluded with some being dealt with through the Council's legal advisers.











Appendix 2: Progress Against Key Performance Indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 4	Current Progress	Direction of Travel	Supporting Commentary
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Corporate Health

<u>HRLD LI 1</u>	The number of working days / shifts lost due to sickness (all Council staff including teachers).	9.68	9	9.03			Although marginally missing its target the position has improved considerably year on year with a fall from 13.52 days in 2008 – 09..
<u>HRLD LI 2a</u>	Total FTE Establishment	4269	N / A	3,938	N / A	N / A	As would be expected the numbers of staff have reduced since 2010 – 11 although involuntary redundancy has been deployed only twice.
<u>HRLD LI 2b</u>	Total Staff (head count)	5642	N / A	5, 280	N / A	N / A	
<u>HRLD LI 3</u>	Current advertised vacancies	N / A	N / A	TBA	N / A	N / A	
<u>HRLD LI 4</u>	Current leavers (head count)	N / A	N / A	TBA	N / A	N / A	


Appendix 2: Progress Against Key Performance Indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 4	Current Progress	Direction of Travel	Supporting Commentary
Fair Access							
<u>HRLD LI 7</u>	The percentage of top 5% of earners that are ¹						
	a) women	51.37	50	58.27			The current position is broadly in line with that of last year with female / BME representation being slightly higher than anticipated. The reduced overall FTE base and voluntary early retirement / redundancy is also likely to have impacted upon the figures.
	b) From BME communities.	2.22	1.0	2.73			
	c) With a disability	1.45	3.50	0.61			
<u>HRLD LI 8</u>	No of staff declaring that they meet the Disability Discrimination Act as a % of the total workforce.	1.15	5.00	1.21			Although significantly below annual target the proportion of self – declared staff meeting the DDA is marginally up on the 2010 – 11 year end.
<u>HRLD LI 9</u>	Minority Ethnic community staff as % of total workforce.	0.82	1.00	0.89			Year end position, although marginally lower than target, is slightly higher than 2010 – 11 and in line with trend over previous years.
HRLD LI 10	% Of economically active disabled people in LA area.	14.8	N/A	This data is no longer available from published national sources.			
HRLD LI 11	Economically active BME population in LA area.	0.9	N/A				

¹ Performance targets for these measures take account of local demographic profiles
Q4 2011/12 HR & Learning Development

Appendix 3: Progress Against 'Other' Performance Indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 4	Current Progress	Direction of Travel	Supporting Commentary
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Cost & Efficiency							
HRLD LI 5	% of Employee Development Review / Personal Action Plan returns						
	a) Communities Directorate	New measure for 2011 - 2012	50	4%		N/A	Intelligence gathered from Personal Action Plans provides one source of information to assist in the development of future training programmes. Whilst the figures for the return of forms to the L & D Team are disappointingly low this does not necessarily mean that forms are not being completed by Managers within Departments. The team will discuss with managers any potential limitations of existing processes in order to ensure that intelligence relating to staff skill sets / training requirements can be fully exploited.
	b) Children & Enterprise Directorate		50	4%			
	c) Corporate, Policy, & Planning Directorate		50	9%			
HRLD LI 6	% of training delegates attending as proportion of places reserved	New for 2011 - 12	80%	94%		N/A	High levels of attendance have been secured during the year.