

QUARTERLY MONITORING REPORT

DIRECTORATE: Corporate and Policy

SERVICE: Legal, Organisational Development and Human Resources Services

PERIOD: Quarter 1 to period end 30th June 2009

1.0 INTRODUCTION

This monitoring report covers the Legal, Organisational Development, and Human Resources Services first quarter period up to period end 30th June 2009. It describes key developments and progress against key objectives and performance indicators for the service.

The way in which traffic light symbols have been used to reflect progress is explained within Appendix 3.

2.0 KEY DEVELOPMENTS

The Mersey Gateway Public Enquiry opened and all but concluded within the period. The Department continued to provide considerable support to the process including land acquisitions.

The work carried out by a small group of officers resulted in the Council accepting all proposed amendments on the Constitution in May.

The Department continues to provide Legal and HR support to the BSF programme.

3.0 EMERGING ISSUES

The HR and Legal Team continue to be heavily involved in activity geared to improving sickness absence through staff welfare initiatives and manager training and support. The teams continue to provide professional support to the efficiency review.

4.0 PROGRESS AGAINST KEY OBJECTIVES / MILESTONES

Total	6		5		1		0
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With the exception of the pay and grading review all key objectives are progressing as planned and additional details are provided within Appendix 1.

5.0 SERVICE REVIEW

There are no issues regarding service review to be reported for the period.

6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS

Total	5		5		0		0
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All are presently on target and additional details are provided within Appendix 2.

7.0 RISK CONTROL MEASURES

During the production of the 2009 -10 Service Plan, the service was required to undertake a risk assessment of all Key Service Objectives.

No 'high' risk, treatment measures were deemed to be necessary

8.0 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 2009 – 2010






9.0 DATA QUALITY

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, has been sourced directly from partner or other agencies, or where there are any concerns regarding the limitations of its use this has been clearly annotated.

10.0 APPENDICES


Appendix 1- Progress against Key Objectives/ Milestones
Appendix 2- Progress against Key Performance Indicators
Appendix 3- Explanation of traffic light symbols
Appendix 4- Financial Statement

Progress against key objective/milestones






Service Plan Ref.	Objective	Key Milestone	Progress Year end	Commentary
LOD 01	To provide a high quality legal service to the Council and its departments to ensure that the Council is able to deliver its services effectively.	Secure renewal of Lexcel & ISO Accreditation January 2010		On course for renewal by target date
LOD 02	To ensure that decision makers are supported through the provision of timely and accurate advice and information and are kept informed of changing legislation and responsibilities.	Review Constitution May 2009		Constitution has been reviewed as planned.
LOD 03	To provide efficient and effective Democratic Support Services that provides Elected Members, as key decision makers, with the necessary information, support and training opportunities to fulfil their individual potential and management and governance role effectively.	To ensure that all members have been given the opportunity of a having a MAP meeting		Programme of MAP interviews is being delivered as planned.
		To induct all new members – by October 2009		All new members to the authority have successfully been inducted.
LOD 04	To ensure the Council's strategic approach to the management of Human Resources is reviewed and is consistent with best practice and reflects a modern, excellent authority.	Complete and implement staffing protocol by Sept 2009		Work is presently progressing as planned for each of the milestones relating to this objective. Further detail will be provided at the half-year stage.

APPENDIX ONE – PROGRESS AGAINST KEY OBJECTIVES/ MILESTONES (Legal, Organisational Development and Human Resources Services)

Progress against key objective/milestones



Service Plan Ref.	Objective	Key Milestone	Progress Year end	Commentary
<p>LOD 04 cont'd</p>		<p>Implement Management Competency Framework and commence training programme by Sept 2009</p> <p>Implement a Leadership through Change Programme and complete training by February 2010</p>		
<p>LOD 05</p>	<p>To ensure that the Council rewards staff in accordance with legislation through a modern pay and grading system.</p>	<p>Implement the outcomes of the completed Pay and Grading Review and undertake any appeal hearings that may arise December 2009</p>		<p>Considerable progress is being made on hearing appeals. Updates will continue to be provided throughout the year.</p>

Progress against key performance indicators

Ref	Description	Actual 2008/9	Target 09/10	Quarter 1	Progress	Commentary
Corporate Equality, Diversity & Cohesion						
<u>LOD 2</u> (BVPI 11/ LOD 4)	The percentage of top 5% of earners that are: -					
	Women	45.58	45.00	48.39		Current figure slightly ahead of annual target.
	From black and ethnic minority communities	0.83	2.5	1.28		On target
	With a disability	2.87	3.30	2.92		On target
<u>LOD 3</u> (BVPI 16a/ LOD 8)	No of staff declaring that they meet the Disability Discrimination Act as a % of the total workforce.	1.21	1.5	1.21		On target
<u>LOD 4</u> (BVPI 17a/ LOD 10)	Minority Ethnic community staff as % of total workforce.	0.78	1.00	0.77		On target

APPENDIX TWO – PROGRESS AGAINST KEY PERFORMANCE INDICATORS (Legal, Organisational Development and Human Resources Services)




Progress against key performance indicators

Ref	Description	Actual 2008/9	Target 09/10	Quarter 1	Progress	Commentary
Corporate Health						
<u>LOD 6</u> (BVPI 12/ LOD 5)	The number of working days / shifts lost due to sickness (Corporate)	13.52	11.25	2.52		Performance at quarter 1 falls within expected level
<u>LOD 8</u> (LOD 2)	No. Of Members with Personal Development Plans (56 Total)	52	52 (92%)	52		We are presently ahead of our target for the year.

APPENDIX TWO – PROGRESS AGAINST KEY PERFORMANCE INDICATORS (Legal, Organisational Development and Human Resources Services)

Explanation of Traffic Light Symbols

The traffic light symbols are used in the following manner:

	<u>Objective</u>	<u>Performance Indicator</u>
<u>Green</u>	 Indicates that the <u>milestone/objective is on course to be achieved</u> within the appropriate timeframe.	Indicates that the <u>target is on course to be achieved</u> .
<u>Amber</u>	 Indicates that it is <u>unclear</u> at this stage, <u>whether the milestone/objective will be achieved</u> within the appropriate timeframe.	Indicates that it is either <u>unclear</u> at this stage or too early to state whether the target is on course to be achieved.
<u>Red</u>	 Indicates that it is <u>highly likely or certain that the milestone/objective will not be achieved</u> within the appropriate timeframe.	Indicates that the <u>target will not be achieved</u> unless there is an intervention or remedial action taken.

LEGAL, ORGANISATIONAL DEVELOPMENT AND HUMAN RESOURCES SERVICES

Revenue Budget as at 30th June 2008

	Annual Revised Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance To Date (overspend) £'000	Actual Including Committed Items £'000
<u>Expenditure</u>					
Employees	3,377	823	805	18	818
Members Expenses	766	205	204	1	204
Premises	550	123	123	0	123
Supplies & Services	567	134	110	24	283
Training Costs	188	14	14	0	14
Civic Catering & Functions	87	22	4	18	5
Legal Expenses	92	46	55	(9)	55
Transport	61	15	13	2	15
Asset Charges	6	0	0	0	0
Support Services	2,370	561	561	0	561
Total Expenditure	8,064	1,943	1,889	54	2,078
<u>Income</u>					
Land Charges	-300	-75	-32	(43)	-32
Printing Recharges	-303	-76	-76	0	-76
SLA to Schools	-228	-57	-57	0	-57
Licence Income	-303	-50	-50	0	-50
Other Income	-60	-15	-17	2	-17
Support Service Recharges	-3,871	-934	-934	0	-934
Total Income	-5,065	-1,207	-1,166	(41)	-1,166
Net Expenditure	2,999	736	723	13	912

Comments on the above figures:

In overall terms spending to the end of quarter 1 is below budget. Within this overall position, income from Land Charges will show a significant shortfall against budget by year end, due to increased competition from Personal Search agents, there was a shortfall last year of over £237k. It is likely that the shortfall this year will be in the region of £170k. This is partly offset by additional income from licensing and other income.