

Departmental Quarterly Monitoring Report

<u>Directorate:</u>	Policy and Resources
<u>Department:</u>	Human Resources & Learning Development
<u>Period:</u>	Quarter 1 - 1 st April to 30 th June 2011

1.0 Introduction

This monitoring report covers the Human Resources Division first quarter period up to 30th June 2011. It describes key developments and progress against key objectives and performance indicators for the service.

The way in which symbols have been used to reflect progress is explained within Appendix 4.

2.0 Key Developments

During the first quarter of 2011, the H.R & Learning & Development (L&D) Centre of Excellence has continued to support the organisation through major restructuring exercises. During this period, we have seen employees leave the Council through both voluntary and compulsory means and have continued to provide training support to employees as they go through periods of change.

The L&D Team are currently working toward First Aid at Work accreditation, through the Health & Safety Executive. This work will continue throughout 11-12 with a view to start delivery in April 2012. Historically, Halton BC have commissioned external providers to deliver the training and by bringing this training in-house will contribute to the efficiency savings.

Consultation has commenced on revised terms and conditions as contained in the Staffing Protocol and other terms and conditions including premium payments.

Work has also progressed regarding the automation of transactional processes and an "I want HR" portal is currently in development.

During this quarter, The Heath school transferred to become an Academy and the TUPE transfer went ahead very smoothly.

Recently, advice and guidance was issued to all schools on the day of industrial action taken by two teaching unions. Although some schools closed or partially closed, with resulting knock on effects for parents – many of who are employees – the impact on the work of the Council was minimal.

3.0 Emerging Issues

As the proposals for budget savings are being considered, it is anticipated that consultation with the trade unions will require more time to enable full and fair consultation to take place.

Discussions are on-going concerning the transfer of the Public Health function and it is seen that this will continue into 2012.

L&D Team are currently working with the Health Improvement Team to identify and deliver training to ensure a seamless transition of Health functions within the Local Authority.

4.0 Service Objectives / milestones

4.1 Progress against 'key' objectives / milestones

Total	7		6		1		0
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The majority of objectives / milestones are progressing as planned although at this stage it is uncertain whether all potential equal pay claims can be settled within the financial year. 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.


5.0 Performance indicators

5.1 Progress Against 'key' performance indicators

Total	6		4		2		0
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For 'key' performance indicators further information is shown in Appendix 2.

5.2 Progress Against 'other' performance indicators

Total	0		0		0		0
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There are no 'other' indicators to report for the service.

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.

Where a Key service objective has been assessed and found to have an associated 'High' risk, progress against the application of this risk treatment measures will be reported in quarters 2 and 4

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 Financial Statement

Appendix 4 Explanation of the use of symbols





Appendix 1: Progress Against 'key' objectives / milestones

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

Milestones	Progress Q1	Supporting Commentary
To enhance individual learning opportunities through the design and delivery of a programme of coaching Dec 2011		The L&D team have developed and deliver Coaching Skills for Managers course that is available through the L&D Calendar.
Further develop capacity for e-learning opportunities and undertake promotional activities Dec 2011		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. 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 an organisational requirement. Uptake, and feedback regarding the quality of the e-learning packages, remains positive.
Further promote and develop 'skills for life' programme March 2012		The L&D Team are currently working with Adult Learning Team to deliver a programme of numeracy and literacy opportunities in-house. This will further develop the organisations skills base and provide opportunities to achieve level 2 in Maths & English

Appendix 1: Progress Against 'key' objectives / milestones



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

Milestones	Progress Q1	Supporting Commentary
Investigate and reconfigure business processes to further develop the HR Self-serve portal Sept 2011		Work is progressing well with the systems specified and the work currently in ICT Development
Engage with relevant stakeholders, including trade unions, in the renegotiation of revised terms and conditions including staff protocol Dec 2011		Discussions are on-going on a weekly basis and management have tabled revised terms for the consideration of the unions.
Provide support and advice to Directorates on the HR implications of revised structures such as Voluntary Early Retirement, redundancy etc. Dec 2011		Voluntary early retirement and redundancy expressions of interest which can be actioned in-year are progressing and work will continue on the budget proposals once more detail is known.
Conclude the settlement of outstanding Equal Pay claims March 2012		A number of the claims have been settled and further claims have been registered. There is a preliminary hearing review scheduled in October 2011 to look at one of the outstanding categories. Following that meeting more detail will be known regarding the outstanding claims and whether they can be settled before the end of the financial year.











Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 1	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 (Corporate)	9.68	9	2.24			This measure is subject to seasonal variation and therefore quarter 1 position, which shows a slight reduction of the 2.63 days for Q1 2010 – 11, will increase as we move through the year.
<u>HRLD LI 2a</u>	Total FTE Establishment	4269	N / A	4030	N / A	N / A	As would be expected in light of the ongoing efficiency agenda FTE Establishment has reduced from the same period last year i.e. 4373.
<u>HRLD LI 2b</u>	Total Staff (head count)	5642	N / A	5433	N / A	N / A	
<u>HRLD LI 3</u>	Current advertised vacancies	N / A	N / A	37 (exc, schools)	N / A	N / A	These new measures have been in place for a year. Comparing both the number of vacancies and the number of leavers with this quarter last year, both figures reflect a decline. This is most likely the result of changes within the local authority employment market as many authorities continue to reduce establishment levels in a bid to meet significant fiscal constraint and reduced central government budget allocations.
<u>HRLD LI 4</u>	Current leavers (head count)	N / A	N / A	48 (exc, schools)	N / A	N / A	

Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 1	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	56			There is some marginal movement in these measures from the same period last year with, at this stage, only the number of disabled not possibly meeting the annual target. However this position may change as we move forward through the year.
	b) From BME communities.	2.22	1.0	2.42			
	c) With a disability	1.45	3.50	0.75			
<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	1.15			The number of staff is marginally down on the preceding year's figure of 1.22%. Again it is too early to say whether annual target will be achieved.
<u>HRLD LI 9</u>	Minority Ethnic community staff as % of total workforce.	0.82	1.00	0.77			The workforce profile remains broadly in line with the BME representation within the wider population profile.
HRLD LI 10	% Of economically active disabled people in LA area.	14.8	N/A	16.3	N / A	N / A	These measures provide context to the two measures above concerning organisational employment levels. These measures are reported to provide context and therefore targets are inappropriate.
HRLD LI 11	Economically active BME population in LA area.	0.9	N/A	1.2	N / A	N / A	

¹ Performance targets for these measures take account of local demographic profiles

Appendix 3: Financial Statement

HUMAN RESOURCES

Revenue Budget as at 30th June 2011

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
<i>Expenditure</i>					
Employees	1,922	591	590	1	590
Employee Training	520	33	32	1	80
Supplies & Services	68	17	21	(4)	23
Total Expenditure	2,510	641	643	(2)	693
<i>Income</i>					
Fees & Charges	-23	-23	-44	21	-44
School SLA's	-269	0	0	0	0
Total Income	-292	-23	-44	21	-44
Net Operational Expenditure	2,218	618	599	19	649
<u>Recharges</u>					
Premises Support	451	113	113	0	113
Transport Recharges	20	5	5	0	5
Central Support Recharges	539	135	135	0	135
Support Recharges Income	-3,228	-807	-807	0	-807
Net Total Recharges	-2,218	-554	-554	0	-554
Net Departmental Total	0	64	45	19	95

Comments on the above figures:




In overall terms, spending is below budget at the end of the first quarter.

Regarding Income, Fees and Charges income is above budget, which is mainly due to charges made to Schools for the provision of additional HR support services.

It is expected that spending will be in line with the budget at the end of the year.




Appendix 4: Explanation of Symbols

Symbols are used in the following manner:

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

Direction of Travel Indicator

Where possible performance measures will also identify a direction of travel using the following convention

Green		<i>Indicates that performance is better as compared to the same period last year.</i>
Amber		<i>Indicates that performance is the same as compared to the same period last year.</i>
Red		<i>Indicates that performance is worse as compared to the same period last year.</i>
N/A		<i>Indicates that the measure cannot be compared to the same period last year.</i>