

SERVICE PLAN 2009/10 – PERSONNEL & DEVELOPMENT

NOW ANALYSIS

THE SERVICE

Objective: To support the organisation both strategically and operationally in managing, developing, resourcing and rewarding its people to help achieve the Council's objectives.

Budget: Gross Expenditure £499,420
Net Expenditure £499,420

Staffing: 7FTE (9 Headcount)

Teams:

Payroll: monthly processing of salaries and allowances for all staff and councillors

Recruitment:
providing advice, guidance and support to managers on recruitment and selection.

Training & Development:
developing training and development programmes and initiatives to help meet corporate and service development needs.

Policy & Procedural advice:
developing and reviewing HR policies, providing advice on their application. Supporting managers with complex employment relations issues.

PERFORMANCE

Information on performance can be found in the quarterly Budget and Performance Monitoring Reports to the Executive

WHERE ANALYSIS

GOALS

Short Term 2009/10	Medium Term	Long Term
<ol style="list-style-type: none"> 1. Develop Workforce Strategy that will inform refreshed workforce action plan. GQS 2. Support Management team in developing strategies to meet key corporate issues. GQS 3. Support the organisation in delivering the Budget Reduction Strategy. GQS 4. Continue to review policies and procedures to ensure compliance with legislative changes produce guidance documents for all staff. GQS 5. Roll out competence framework and Talent Book across the organisation. LL 6. Working with MKIP and others look for opportunities to deliver and procure services in partnership. LL3 6. Develop employment strategies across MKIP that support partnership working. LL3 7. Carry out a staff survey and build action plan from results. CF 8. Carry out an liP Health check. GQS 9. Roll out programme of Equality Impact Assessment across Personnel policy, procedure and practice. LL 	<ul style="list-style-type: none"> • Implement a new pay strategy. GQS • Undertake liP accreditation. GQS. • Build on progress of 2009/10 staff survey action plan. GQS • Continue to explore opportunities to procure and deliver services in partnership. LL3 • Implement the roll out of the change programme. GQS • Implement shared services arrangement. GQS 	<ul style="list-style-type: none"> • Implement the roll out of the change programme. GQS • Carry out a staff survey develop action plan. GQS

IMPROVEMENT PLAN/STRATEGIES

People & Finance	Technology	Strategies
<ul style="list-style-type: none"> • Ensure the team is sufficiently trained to provide a consistent, proactive and resilient service to customers • Ensure the P&D team have training to be able to use the Personnel system. 	<ul style="list-style-type: none"> • Continue to work with ICT and Communications teams to exploit the functionality and potential of 'my portal'. • Increased use of DIP systems. • Continued transfer of manual systems onto computer based systems. • Review of Payroll system to ensure it continues to be fit for purpose. 	<ul style="list-style-type: none"> • Workforce Strategy and OD Action Plan. • Corporate Plan. • Develop relationships and networks to help explore partnership arrangements for all aspects of P&D service.