

PERSONNEL COMMITTEE

8 September 2003

PERSONNEL DEPARTMENT PERFORMANCE MONITORING

REPORT OF THE DIRECTOR OF PERSONNEL

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RECENT REFERENCES:

PER52 Personnel Department Actual Expenditure 2002/03

PER42 Personnel Department Performance Monitoring to February 2003

EXECUTIVE SUMMARY:

This report provides financial performance information to the end of July 2003 for the Personnel Department and contains an update on the Performance Indicators and the Personnel Department Business Plan 2003/2004.

RECOMMENDATIONS:

That the report be noted.

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### PERSONNEL DEPARTMENT PERFORMANCE MONITORING

#### Report of the Director of Personnel

#### 1 Introduction

- 1.1 This paper sets out budget monitoring and other performance information to the end of July 2003.
- 1.2 Details of Personnel's Services may be found in the budget book pages 37 to 42.

#### 2 Budget Monitoring

- 2.1 Appendix 1 shows the Budget Monitoring summary to the end of July 2003.
- 2.2 Personnel trading account overspend (line a) and k)) - £10,117 is due to agency and temporary staff and staff advertisements.
- 2.3 The employee related expenses are showing a small overspend; (Lines d, k and l) - £3,850. This is due partly to the staff welfare budget being overspent and the staff canteen Guildhall rent which is higher than budgeted for. This will be adjusted in the revised budget.
- 2.4 There are savings currently in Corporate training (line e). This relates to the seasonal nature of training and development courses. Less courses are arranged during the holiday period because greater numbers of staff are away combined with the remaining staff being required to cover the delivery of the service.
- 2.5 There is a saving in the management overheads due to IT and office support charges being less than anticipated.

#### 3. Performance Indicators

- 3.1 The Corporate health Indicators and the local performance indicators covering the period April 2003 to June 2003 are shown in Appendix B. There are no significant changes in the Corporate Health Indicator information. There is a slight increase in the number of voluntary leavers and this figure is likely to be subject to seasonal variation. Information gained from exit interviews is being monitored closely to pick up on possible trends. The slight increase in the number of days sick per Member of staff as shown is also likely to be subject to seasonal variation. With the introduction of the Sickness and Absence Management Policy and the resolution of a number of long term sickness cases it is anticipated that there will be a reduction in this figure in the next quarter.
- 3.2 The local performance indicators continue to show a significant reduction in the number of disciplinary cases investigated and formal grievances raised. The increase in the number of long term sickness cases which was reported previously, PER 52, has resulted in a slight increase in the number of referrals to Occupational

Health. Sickness and Absence Management is a key priority for the coming year and these cases are being monitored closely.

3.3 As reported at the previous meeting the number of posts evaluated using the NJC job evaluation scheme has increased which reflects new posts being evaluated, the deadline for submissions to a panel for the original appeals being set and being appealed at all levels and regrading requests following significant changes to posts.

4. Business Plan 2003/04

4.1 Whilst a major element of the work of the Personnel Department is reactive and demand led, the current business plan objectives which were agreed at Cabinet (CAB 609) are shown in Appendix C. Detailed progress is given for each objective and whilst the majority of objectives are on target there is a slight slippage in completion dates for some objectives. However, it is estimated that all objectives will be completed by the end of the business plan period.

OTHER CONSIDERATIONS:

5. CORPORATE STRATEGY (RELEVANCE TO):

5.1 The need to make the best use of all available resources by continued clear financial planning within the City Council is an integral part of the Corporate Strategy.

6. RESOURCE IMPLICATIONS:

6.1 None

BACKGROUND DOCUMENTS:

Working papers in the Finance and Personnel Departments

APPENDICES:

Appendix A Personnel Department – Budget Monitoring Summary to end of July 2003.

Appendix B Performance Indicators – Update on Progress

Appendix C Business Plan 2003/04 – Update on Progress