

PERSONNEL COMMITTEE

8-March 2004

PERSONNEL DEPARTMENT PERFORMANCE MONITORING

REPORT OF THE DIRECTOR OF PERSONNEL

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RECENT REFERENCES:

PER63 Personnel Department Budget 2004/05 and Performance Monitoring - 10.11.03

PER56 Personnel Department Performance Monitoring to January 2004 – 10.11.03

EXECUTIVE SUMMARY:

This report provides financial performance information to the end of January 2004 for the Personnel Department and contains an update on the Performance Indicators.

RECOMMENDATIONS:

That the Committee's comments on the financial performance information and Performance Indicators be forwarded to Cabinet for consideration.

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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 January 2004.
- 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 January 2004.
- 2.2 Personnel trading account overspend (line a, k and p) - £7,062 is due to agency staff, staff advertisements and management overheads offset by savings in consultancy.
- 2.3 The employee related expenses are showing an overspend of £4,375 (Lines d and k). This is due to the staff welfare and recruitment budgets being overspent. There has been an increase in the first half of the year in the number of Occupational Health referrals linked to the implementation of the Sickness Absence Management policy. There has also been a slight increase in the Occupational Health referral fees in November.
- 2.4 There are savings in Corporate training (line e). These figures include the Christmas holiday period when fewer courses are arranged.
- 2.5 The overspend in the management overheads is due to IT and printing charges being more than anticipated.

3. Performance Indicators

- 3.1 The Corporate Health indicators and local performance indicators covering the period April 2003 to December 2003 are shown in Appendix 2. There are no significant changes in the Corporate Health Indicator information. There is a slight reduction in the number of leavers this quarter which may reflect the holiday period which falls into this quarter. However, if this level is maintained the annual total is likely to be a similar to last year. The introduction of the Sickness and Absence Management Policy and the associated training which has taken place during this quarter has resulted in a drop in the absence figures of two days per person. Part of this decrease is due to the resolution of some long term sickness cases which have been managed in line with the policy which represents 200 days reduction. However, the majority of this decrease is due to a reduction of short term sickness absence which represents 600 days. This reduction has also been achieved during the winter quarter when sickness levels tend to increase. The effectiveness of the implementation of Sickness Absence Policy will be fully reviewed and reported back to Members at a future committee.

- 3.2 The local performance indicators continue to show an absence of disciplinary or grievance cases. The reduction in long term sickness cases has been mirrored by a reduction in the number of referrals to occupational health in this quarter. However, the number of referrals to occupational health is likely to show an increase in future quarters as short term persistent absence cases are dealt with under the Sickness Absence Management Policy.
- 3.3 The number of posts evaluated using the NJC job evaluation scheme has not significantly altered from the last quarter along with the number of posts evaluated using the Hay job evaluation scheme. However, these figures will increase, linked to both the organisation structure changes that will occur with the introduction of the Customer Service Centre and the newly created posts in several departments, along with regrading appeals following significant changes to posts.
4. Equal Opportunities Monitoring
- 4.1 As agreed (PER 59) the Personnel Performance Monitoring report includes the equalities and diversity information as set out in the Equality and Diversity Policy Action Plans. This enables the monitoring of trends on a quarterly basis along with progress updates on the action plans.
- 4.2 Appendix 3 shows the breakdown by gender, disability and race of current staff within the Council. Information to June 2003 was previously presented to this Committee (PER59), the attached gives further monitoring information for the period to December 2003.
- 4.3 The information shows no significant changes from the last report with a fairly evenly split between male and female current staff, a slight decrease in staff declaring themselves disabled and 2% of current staff from an ethnic minority group.
- 4.4 Appendix 4 shows a breakdown of applications received by gender, disability and race. The table also shows applicants shortlisted and those appointed using the same headings. There are no significant changes from the information reported to this committee in PER59.
5. Business Plan
- 5.1 Detailed progress was reported on the current business plan objectives in PER56 on 8 September 2003 and is shown updated in Appendix 5. There have been no significant changes. It is estimated that the majority of objectives will be completed by the end of the business plan period and each of the objectives outline the progress to date.
- 5.2 The ongoing work that has been carried out and highlighted in the business plan in some objectives will be continued into the next year and beyond. This will form part of the key objectives up to 2007 and relates in particular to the need to establish a workforce plan, a skills and development plan and workforce remodelling plan along with a programme for a learning organisation. This will involve the development of relevant strategies to position the Council as an employer of choice and facilitate change to improve productivity and performance management and the delivery of the improvement plan.

- 5.3 The business plan for the coming year has been presented to this Committee in draft form as a separate report (PER 68). The Business Plan follows the new corporate format.

OTHER CONSIDERATIONS:

6. CORPORATE STRATEGY (RELEVANCE TO):

- 6.1 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.

7. RESOURCE IMPLICATIONS:

- 7.1 None

BACKGROUND DOCUMENTS:

Working papers in the Finance Department

APPENDICES:

- Appendix 1 Personnel Department – Budget Monitoring Summary to end of January 2004
- Appendix 2 Performance Indicators
- Appendix 3 Equal Opportunities Monitoring – Current Employees
- Appendix 4 Equal Opportunities Monitoring - Recruitment
- Appendix 5 Business Plan Action Plan - Update