

Progress on Key Objectives in HR Business Plan 2006/07

No	Corporate Priority	What will we do?	When will we do it?	Q1	Q2	Q3	Q4	Comments
1.	Supports the Corporate Strategy 'Working Better'	<p>Flexible Working Project – Implementation of flexible working practices. Develop and implement a Flexible Working Policy, Home working Policy, Lone Worker Policy and Security Policy to support the implementation of flexible working practices</p> <p>Support the accommodation review</p>	31 March 2006	<p>☺</p> <p>☺</p>				<p>Q1 Flexible Working Group meets regularly to manage this project. Proof of concept areas for home working and hot desking are in place and will be developed further in line with accommodation changes. Surgery work is being developed along with mobile working. Home working policy drafted and sent out for consultation. Process in place to request flexible working.</p> <p>Q1 Director of HR working with Head of Facilities to support development of West Wing and hot desking facilities</p>
2.	Supports the Corporate Strategy 'Working Better'	<p>Support the implementation of phase 2 of CSC.</p> <p>Customer care training</p>	Completed by September 06 in accordance with action plan	<p>☺</p> <p>☺</p>				<p>Q1 Phase 2 underway in line with action plan.</p> <p>Q1 Training and Development Advisor and Head of Customer Service working together on corporate approach</p>

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3.	Supports the Corporate Strategy 'Working Better'	Implementation of Workforce Development Plan action plan	In accordance with the dates included in the action plan	☹				Q1 Work on the action plan has been delayed due the requirement to target resources to deliver other work priorities. Some progress has been made against interventions identified in the Workforce Development Plan. A new timescale has been set for the development and implementation of the action plan.
4.	Supports the Corporate Strategy 'Working Better' through the implementation of Workforce Development Plan	Develop and implement a Pay and Reward Strategy	Strategy developed by August 2006 & implemented in accordance with action plan Revised timescale April	☺				Q1 Benchmarking has been undertaken and research into the feasibility of flexible benefits packages is being analysed.
5.	Supports the Corporate Strategy 'Working Better' through the implementation of Workforce Development Plan. Requirement under Age Discrimination Legislation	Develop and implement a Severance Strategy including revised Retirement and Pensions policies	April – October Revised timescale for Severance Strategy December 06	☺				Q1 Pension Policy reviewed and report to Personnel Committee in September 06 for agreement. Development of Severance was delayed awaiting further guidance from Pensions which has now been received. Timescale for implementation revised

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6.	Supports the Corporate Strategy 'Working Better'	Implement and further develop an integrated HR/Payroll system with self service facility for staff and managers for appraisal, absence, leave recording and training records Further develop management information and workforce analysis	To be implemented April 06 To commence July 06	☺ ☺				Q1 System implemented for all staff beginning of April. Additional functions, including absence, e-forms, recruitment, training and appraisals implemented incrementally. Q1 BVPI information produced. Quarter 1 information now being developed
7.	Requirement under the Single Status Agreement 2004	Equal Pay Audit	Plan in place by March 06 Revised timescale End September 2006	☹				Q1 Analysis currently being done by consultant. Report to be completed by end September
8.	Supports the Corporate Strategy 'Working Better'	Review absence management policy and processes including a review of the use of Occupational Health services Continued absence management training	May 2006 Revised timescale November 06 July - March	☹ ☺				Q1 Review of sickness absence to Personnel Committee September 06. Absence policy to be reviewed by Nov 06 following implementation of Selima system and revised absence reporting methods. Review of Occupational Health Services linked to HIOWLA project.

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9.	Supports the Corporate Strategy 'Working Better'	Review and set action plan for working towards Level 2 of the CRE Equality Standard.	Oct - April	☹				Q1 Some initial work done with PIG group which will be developed.
10.	Supports the Corporate Strategy 'Working Better – Managing the Council Effectively'	Development of output based, measurable competencies	June – October	☺				Q1 Work in progress following focus group review of existing competencies. Appraisal process reviewed.