













## Organisational Development – Quarter 4 Business Plan 2010/11 Monitoring Report








### Key to Status Icons

Action Status	
 Action Completed	 Overdue – Due date passed before action completed
 Action In Progress within due date	 Action Cancelled
 Check Progress – action approaching due date or associated milestone not yet complete and passed due date; Action Not Started	

Code & Title	Expected Outcome	Milestones	Milestone Due Date	Milestone Completed?	Status Icon	Action Progress	Action Due Date	Latest Status Update
<b>Total Reward and Engagement Strategy</b> <i>OD/OD/004</i>	Improved levels of recruitment and retention of staff	Decision on extension of You at Work contract	25 Dec 2009	Yes		60 %	31 Mar 2011	To be reviewed.
		Decision on cafeteria benefits	31 Jan 2011	No				
		Implementation of Total Reward statement	31 Mar 2011	No				
		Implementation of salary sacrifice scheme		Yes				
		Implementation of Total Reward System		Yes				
<b>HR Shared Service Projects</b> <i>EEC/001.2a</i>	An efficient HR service is provided and financial savings are made.					100 %	31 Jul 2011	
Occupational	An efficient HR service is					50 %	31 Jul	PQQ has been completed

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Health services <i>EEC/001.2a1</i>	provided and financial savings are made						2011	as well as the Method Statement. The project is on target for completion by January 2012. The contract will also cover Surrey.
Recruitment <i>EEC/001.2a2</i>	An efficient HR service is provided and financial savings are made					40 %	31 Jul 2011	The contract is due to go out for retender. The recruitment selection process is being streamlined, and application forms and reference forms are being standardised to gain further efficiencies.
Employment Law advice <i>EEC/001.2a3</i>	An efficient HR service is provided and financial savings are made					0 %	31 Jul 2011	Specification being developed (HCC)
Learning & Development Services <i>EEC/001.2a4</i>	An efficient HR service is provided and financial savings are made					50 %	31 Jul 2011	Training needs are currently being pooled across Districts which will lead to joint procurement of training.
<b>1team</b> <i>EEC/001.3a</i>	To develop and recruit staff to meet changing priorities whilst achieving efficiencies	Establish project board and work streams	30 Apr 2010	Yes		84 %	30 Sep 2011	Admin workshops held and recommendations being presented to the Project Board
		Work stream project plans developed	30 Sep 2010	Yes				
		Resources prioritisation process to be agreed with CMT	26 Oct 2010	Yes				
		Launch of process to SMT	02 Nov 2010	Yes				
		1team goes live with First 1team Board meeting	09 Nov 2010	Yes				

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		Analyse skills survey	17 Dec 2010	Yes				
		Review of Project and Communication	Oct 2011					
<b>Support new Finance Systems</b> <i>OD/OD/006</i>	Improved workforce information	Preparation of user forum training	19 Feb 2010	Yes		100 %	01 Oct 2010	Complete
		Delivery of training to user forums	26 Feb 2010	Yes				
		Preparation of end user training	31 Mar 2010	Yes				
		Delivery of end user training	01 Oct 2010	Yes				
<b>East Hants &amp; WCC Waste Project</b> <i>OD/OD/007</i>	Cost efficient provision of waste service	Initial consultation with affected staff	25 Aug 2009	Yes		60 %	01 Oct 2011	Currently in the mobilisation period to go live on the 1 <sup>st</sup> October 2011.
		Options report to Members	25 Aug 2009	Yes				
		Decision on options	31 Dec 2009	Yes				
		Tenders to be reviewed	31 Dec 2010	Yes				
		Consultation with affected staff	01 Oct 2011	Yes				
		Consultation with affected staff, unions and contractors	01 Oct 2011	No				
		Implementation of joint working/contract	01 Oct 2011	No				
		Feasibility study		Yes				

Code & Title	Expected Outcome	Milestones	Milestone Due Date	Milestone Completed?	Status Icon	Action Progress	Action Due Date	Latest Status Update
		New client staff structure defined		Yes				
		Preparation, review and completion of tender PQQ's		Yes				
<b>Organisational Development</b> <i>OD/OD/013</i>		Implement new structure	01 Apr 2010	Yes		100 %	31 Mar 2011	Results of 2010 survey completed and fed back to Heads of Teams. Action plans developed for each team area. Overall cultural change work ongoing.
		Staff survey results feedback	30 Apr 2010	Yes				
		IDEA review & change support	31 May 2010	Yes				
		Stress survey feedback	31 May 2010	Yes				
		Develop change plan	01 Jun 2010	Yes				
		Implementation of plan linked to key activities	31 Mar 2011	Yes				
<b>Renew of Housing maintenance contract</b> <i>OD/OD/015</i>						80 %	01 Oct 2011	Ongoing work in line with property services timetable.
<b>Supporting service redesign and reviews</b> <i>OD/OD/017</i>						0 %	31 Mar 2012	Ongoing work and support for all phases being given to CMT, Managers & staff and union consultation