

ANGUS COUNCIL

RESOURCES & CENTRAL SERVICES COMMITTEE

3 FEBRUARY 2005

SERVICE PLAN PROGRESS/PERFORMANCE REPORT – PERSONNEL SERVICES

REPORT BY CHIEF EXECUTIVE

ABSTRACT

This report advises of progress made by Personnel Services as at 30 September 2004 in actioning its priority objectives for 2004/05 prior to inclusion within the Chief Executive's Department Service Plan and Progress Report which will be submitted to the Strategic Policy Committee.

1. RECOMMENDATION

The Committee:

- i Note the progress which is being made to implement the actions in the Service Plan.
- ii Note that this will be incorporated within the Chief Executive's Department Service Plan and Progress Report to the Strategic Policy Committee.
- iii Instructs the Personnel Services Manager to prepare a Service Plan update for 2005/06 for submission to the June meeting of the Resources & Central Services Committee.

2. BACKGROUND

On 4 December 2003 the Resources & Central Services Committee approved Personnel Services' Service Plan for the period 2003-07.

On 9 September 2004 the Committee approved the 2004/05 update of the Plan.

That Committee also noted that a progress report would be prepared for consideration by this Committee at its first meeting in 2005.

This report informs Members of progress on priority objectives and targets as at 30 September 2004.

As part of the Chief Executive's Department, information contained in this report will be included in the Chief Executive's Department Service Plan Progress Report which will be submitted to the Strategic Policy Committee.

3. PRIORITY OBJECTIVES PROGRESS UPDATE

Actions in Personnel Services' Service Plan are largely progressing on target and of the actions due to be completed within the first six months of the financial year the following key achievements are highlighted:

- The facility for job applicants to apply for jobs 'on-line' has been introduced.
- Our Recruitment & Selection Manual has been comprehensively revised and issued to all staff involved with the recruitment process.
- A Redeployment Policy has been prepared and approved by committee.
- A series of Employment Development Advisory Bulletins giving advice on policy, procedures and other relevant matters has been introduced and is available on the corporate intranet.

With regard to longer term actions, as at 30 September 2004:

- Implementation of the Scottish Councils' job evaluation scheme remains on target for April 2006.

- Training Services are on target to meet their New Deal contractual target of 40% of trainees on programmes progressing into jobs.

Due to a variety of reasons some objectives for the financial year have had to be rescheduled: some have been delayed due to factors outwith the control of Personnel Services, some have been rescheduled as a result of day-to-day demands upon the service.

For this latter group reprioritisation has centred on those objectives over which there was no real necessity to complete by the original target dates albeit they will be completed within the tenure of the Service Plan.

The Committee is particularly asked to note that:

- The target date for reviewing the council's Harassment Policy is now June 2005.
- The issue of a staff discount book to employees is now scheduled for March 2005.
- Revisions to the Induction Information Pack are now targeted for March 2005.
- Safety Advisory Bulletins will now be launched in April 2005.

4. KEY PERFORMANCE INDICATORS

Personnel Services compiles key performance indicators both as a support service and as a measure of the performance of the human resource function across the council.

Both sets of indicators are based on end of financial year returns.

The corporate HR indicators are reported the Resources & Central Services Committee and the Services' own indicators included within the Annual Service Plan update as also reported to this Committee.

With specific regard to the Training Services' Section the key performance indicators for the first six months of the financial year were:

- The job entry rate of those leaving the New Deal 18-25 Environment Task Force programme was 66.67% against a contractual target of 40%.
- The job entry rate of those leaving the New Deal 25+ programme was 41% against a contractual target of 40%.

5. FINANCIAL IMPLICATIONS

There are no financial implications associated with the terms of this report.

6. HUMAN RIGHTS IMPLICATIONS

There are no human rights implications associated with this report.

7. CONSULTATION

The Director of Finance and Director of Law & Administration have been consulted on the terms of this report.

A B Watson
Chief Executive

HR/PerServMan

NOTE No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973, (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above Report.