

Report of Chief Officer (HR)

Report to Scrutiny Board (Resources and Council Services)

Date: 25 June 2012

Subject: People Plan – Quarter 4 2011/12

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. As previously agreed at an earlier Board meeting this report contains the Quarter 4 results for the People Plan in 2011/12. The report also covers the out-turn position on appraisals as requested by the Board at an earlier meeting.

Recommendations

- 1.1 Scrutiny Board (Resources and Council Services) are asked to note the position as at 31 March 2012 on the People Plan measures and targets. The Board are also requested to note the position on appraisals in 2011/12.

2 Purpose of this report

- 2.1 To present the Scrutiny Board (Resources and Council Services) with People Plan scorecard information for March 2012. In addition, as requested by Members at their March meeting, specific People Plan themes are also to be presented as part of the quarterly reporting arrangements.
- 2.2 In this quarter two themes are highlighted for Members. The out-turn for appraisals in 2011/12 is covered as part of this report. A paper on Engagement is being presented as a separate report.

3 Background information

- 3.1 At the Board meeting on 5 March 2012 Members agreed to consider the contents of the People Plan scorecards on a quarterly basis.
- 3.2 At the same meeting Members requested a specific discussion on appraisals, engagement, attendance, leadership development and equality and diversity. In order to respond to this a quarterly programme has been put in place to consider these specific areas of interest raised by Members of the Board.

4 Main issues

- 4.1 Council wide, and Directorate, scorecards for Quarter 4 2011/12 are attached as Appendix 1 of this report. The results were reported to the Corporate Leadership Team on 22 May 2012.
- 4.2 The key points to note from 2011/12 are re-accreditation against the Investors in People standard, a reduction in days lost due to sickness of 0.8 days per employee compared to 2010/11 and the appraisal figures showing that 92% of staff had a full appraisal during 2011/12.
- 4.3 Whilst Appendix 2 of this report outlines the position on appraisals in more detail it should also be noted that in addition to a full appraisal 80% of staff had an interim review during 2011/12.
- 4.4 The feedback provided by Members at the last meeting on the format of the information has also been considered and the Quarter 1 information for 2012/13 which will be presented to Members in September will include targets (where available) and a comparison with the previous year's out-turn.
- 4.5 Information has also been requested from Core Cities to enable further comparisons on key indicators.

5 Corporate Considerations

5.1 Consultation and Engagement

- 5.1.1 No implications

5.2 Equality and Diversity / Cohesion and Integration

- 5.2.1 The Equality and Diversity Unit were key consultees during the preparation of the People Plan.

5.3 Council Policies and City Priorities

- 5.3.1 The HR service is key to supporting the business areas in the delivery of the Council outcomes and priorities.

5.4 Resources and Value for Money

- 5.4.1 A number of the current targets set in the People Plan are designed to assist the Council deliver it's services within the overall approved budget.

5.5 Legal Implications, Access to Information and Call In

5.5.1 No implications.

5.6 Risk Management

5.6.1 No implications.

6 Recommendations

6.1 Scrutiny Board (Resources and Council Services) are asked to note the position as at 31 March 2012 on the People Plan measures and targets. The Board are also requested to note the position on appraisals in 2011/12.

7 Background documents

7.1 None