

**Six Month Performance Update Report****Human Resources- 2016/2017**

<b>Support the delivery of major change initiatives, e.g. Transformation programme, Support Services Review, LATC</b>	<b>Baseline (from previous year if applicable)</b>	<b>Target</b>	<b>6 month/ yearly update report</b>
Carry out a quarterly pulse survey as part of the corporate employee engagement agenda	Jan-Feb 2016	30/06/16	Not Achieved <sup>1</sup>
Following the annual appraisal process, establish the Performance Related Increment (PRI) Panel to consider the provisional ratings awarded, and determine final ratings where the provisional ratings differ, in consultation with the managers concerned.	N/a	31/07/16	Achieved <sup>2</sup>
Support the delivery of service reviews, including ICT and Finance (e.g. TUPE etc)	N/a	31/03/17	Achieved <sup>3</sup>
Work with ICT, and use process mapping techniques, to identify where core HR tasks can be carried out more efficiently and effectively, e.g. annual leave cards, expenses forms etc.	N/a	31/03/17	In Progress <sup>4</sup>
<sup>1</sup>	Corporate Management Team have decided not to have quarterly surveys, but instead to have one annual pulse survey on a number of key topics, e.g. the organisation, corporate objectives, communication etc. To be circulated in January 2017.		
<sup>2</sup>	PRI Moderation Panel held in August. 84 people that were awarded a rating of "excellent" or "outstanding", 47 were eligible to receive an increment. The other 37 were already on the top of their pay scales. In addition, the 7 members of staff who were rated as 'outstanding' were paid the lump sum payment of 1% of their basic salary with their August pay.		
<sup>3</sup>	Support provided in TUPE transferring the audit service to the LGSS from 1 October 2016.		
<sup>4</sup>	Work underway to procure a new HR/Payroll system that will include a self-service portal for updating personal details and managing claim forms annual leave cards electronically.		

<b>Provide consistent and effective procedures for monitoring attendance, and for managing the consequences of absence for the functioning of the Council</b>	<b>Baseline (from previous year if applicable)</b>	<b>Target</b>	<b>6 month/ yearly update report</b>
Maintain the low level of short-term sickness absence, e.g. number of days lost per full-time equivalent employee (fte)	3.3 days	3.3 days	<sup>1</sup> 1.62 days
<sup>1</sup>	Based on a total of 296.5 days lost to short term absence and 243 days lost to long term absence.		

<b>Ensure that HR Policies and Procedures are legally compliant and support the Council to deliver its Corporate Priorities</b>	<b>Baseline (from previous year if applicable)</b>	<b>Target</b>	<b>6 month/ yearly update report</b>
Update the Council's Capability Policy to include changes in legislation and best practice	N/a	31/08/16	Not Achieved <sup>1</sup>
Review all existing HR web pages to ensure that only up to date, accurate and relevant information is live on the Council's website	N/a	30/11/16	In progress
Update the Council's Disciplinary Policy to include changes in legislation and best practice	N/a	31/12/16	Pending start date
Update the Council's Grievance Policy to include changes in legislation and best practice	N/a	31/12/16	Pending start date
Update the Council's Recruitment & Selection Policy to include changes in legislation and best practice	N/a	31/03/17	Pending start date
<sup>1</sup>	Not achieved due to staff changes within HR team. Deadline changed to 31/12/16.		

<b>Ensure that reward systems are fair and cost-effective</b>	<b>Baseline (from previous year if applicable)</b>	<b>Target</b>	<b>6 month/ yearly update report</b>
Coordinate the Leading Lights Award Scheme to recognise and reward staff who have demonstrated exceptional attitude and performance	N/a	31/12/16	In progress <sup>1</sup>
Support the EELGA Talent Bank Associate, to move the Job Evaluation/Single Status project to a timely and reasonable conclusion	N/a	31/03/17	In progress <sup>2</sup>
<sup>1</sup>	Scheme ran in May - 9 nominations for Customer Services Award; no nominations for Innovation Award. Awards Panel held in June. Winner was Communities and Partnerships Manager. To be ran again in November. Winners to attend the Achievement Ceremony.		
<sup>2</sup>	CMT have agreed to move forward and complete the transition to the Green Book Job Evaluation Scheme. Briefings with Service Leads and Unison have taken place. Next step to arrange training for job evaluators.		

<b>Support the Council in developing the knowledge and skills of its workforce, to ensure that staff have the capability to achieve corporate objectives</b>	<b>Baseline (from previous year if applicable)</b>	<b>Target</b>	<b>6 month/ yearly update report</b>
Roll-out the new Leadership and Management Development programme to CMT and Service Leads	N/a	30/09/16	Achieved <sup>1</sup>
<sup>1</sup>	Training commenced in September for CMT. 20 Service Leads to attend between October and March. Two groups both attending 6 sessions.		

**Service Delivery Champions to review six month performance report and write down their comments in the box below.**

**Name of Member representative:-**

**Councillor Anna Bailey**

**Comments:-**

Thanks to the small HR team for the significant effort they have made to continue to meet the objectives they set out to achieve. I am pleased to see the low levels of short term sickness absence. Of particular note recently is the successful implementation of the new Performance Related Increments scheme and the Moderation Panel which went through its first full year cycle this year; a number of improvements have been identified including changes to the paperwork and methods of encouraging all staff to take ownership of this process. Not mentioned here is the process of authorising changes to the establishment, a process which works well and I believe in a timely manner, to allow services across the Council to get on with making the changes they need to. I am pleased that we have finally identified a way of completing the job evaluation work.