

## REPORT OF PERSONNEL MANAGER

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**SUBJECT: The Authority's Personnel Service**

### **BACKGROUND**

This is the first report to the Audit and Corporate Services Review Committee on the Authority's Personnel Service - information is presented in 3 sections:

- **Scope and Role**

This section identifies the breadth of the service and its role, along with benchmarking data.

- **Impact**

This section uses indicator trends to evaluate the impact of personnel initiatives.

- **The future**

This section raises key issues for the next 1-2 years.

### **1. Scope and Role**

Since 2003, the service has been led by a Personnel Manager reporting to the Chief Executive, with a part time Health and Safety Adviser and a half time admin support post. This gives a staffing FTE of 2.1. The service costs £78,300 (2011-12) and it also manages the corporate training and health budgets (£31,600). Recruitment advertising is managed by the team but charged to departmental budgets.

Our role includes:

- Employee resourcing: this includes recruiting and selecting staff, work force planning (our plan is part of the people strategy), terms and conditions, work patterns etc
- Employee Relations: staff involvement and consultation including with unions (this includes the staff representatives group and Employee Forum), implementation of Single Status (job evaluation), disciplinary and other 'disputes', mediation.

- Employee Development: employee training and development, appraisal processes, personal development plans, job shadowing, secondments.
- Health and Safety/Well being: this includes safe working, health promotion, Occupational Health, counselling service provision, employee engagement, and flexible working/life balance.
- Organisational development and change: includes identifying and changing/embedding appropriate management styles, culture, structures and processes, teambuilding/process improvement, 'work study' type facilitation, employee engagement.
- Employment Law: across areas as diverse as maternity, contracts of employment, dismissal etc
- Pensions: the LG pension scheme benefits and provisions and its discretionary elements, the interpretation and application of the regulations to specific circumstances
- Fairness and Equality: predominantly relating to employment issues although the Personnel Manager also contributes to corporate equality issues.

Responsibility for the management and development of individual employees is that of line management...the skill for personnel staff is to be able to support line managers to excel at managing their people.

This is achieved partly via personnel policies, processes and practices, which provide the framework and the tools for the management of people, but also through skills development, performance management, guidance and advice.

We are currently working to a short-term People Strategy, covering the period to March this year, with 3 main HR objectives:

- Laying the foundation for staffing change
- Building resilience and adaptiveness
- Developing the personnel service.

## **2. Impact**

Information/data showing the impact of the team on areas such as absence and well-being, succession planning, flexible working and healthy and safe working will be available at the meeting.

## **3. The Future**

Key objectives for the team are:

To ensure that our managers and leaders have and use the right skills and capabilities to make change effective and to deliver performance.

To implement an HR Information System and be able to demonstrate real efficiencies and procedural and cultural outcomes.

*Background papers:*  
*NPA February 2011 People Strategy*  
*IWA research report*