Sefton Council

SEFTON METROPOLITAN BOROUGH COUNCIL

Sefton's Performance Reporting and Information NeTwork (SPRINT)

Departmental Service Plan Monitoring

Personnel

Quarter 2 2008/09

Author: Policy and Performance

Print Date: 23/10/2008

Action	Authorising Officer	Lead Officer	Deadline	Status
DSP-PER-AP-001 - Review Council's Pay & Reward Systems.	Mike Fogg	Steve Harper	31-Mar-2011	On Target

Progress Summary

Period	Action Plan Status	% Complete
Quarter 2	On Target	70
Quarter 1	On Target	60

Progress

Data validation exercise is almost complete. evaluation of school based jobs is in its final stages. Agreed information to be imported into cost modelling software.

Preferred Pay Structure to be finalised and shared with the trade unions who intend to ballot their membership on whether or not it is acceptable.

Further work to be completed on reviewing enhancements and allowances

Issues affecting current/future progress & corrective actions

Cost and legal challenges remain a major concern and will have implications for the implementation date

A decision to unstay GMB and Unite equal pay grievances in preparation for Employment Tribunal hearings has diverted some resource away from completing the new pay structure.

Activities	Comments	Lead Officer	Deadline	Status
1 - Complete Pay and Grading Review and Appeals		Mike Fogg	31-Mar-2011	On Target
2 - Establish Equal Pay Policy and regularly review		Steve Harper	31-Mar-2011	On Target
3 - Process Equal Pay Claims		Steve Harper	31-Mar-2011	On Target

Action	Authorising Officer	Lead Officer	Deadline	Status
DSP-PER-AP-002 - Implement the HR aspects of the Major Service Review and Sefton 2010.	Mike Fogg	Jan McMahon	31-Mar-2010	On Target

Progress Summary

Period	Action Plan Status	% Complete
Quarter 2	On Target	60
Quarter 1	On Target	30

Progress

HR aspects of MSR successfully completed. Refer to ASP01-PER-AP-003 point 2

Issues affecting current/future progress & corrective actions

Activities	Comments	Lead Officer	Deadline	Status
Contribute to MSR and Sefton 2010, in accordance with Council's overall plan.		Jan McMahon	31-Mar-2010	On Target

Action	Authorising Officer	Lead Officer	Deadline	Status
DSP-PER-AP-003 - To review and update Sefton's Pay and Workforce Strategy having regard to the major service review and Sefton 2010 and national priorities.	Mike Fogg	Jo Lloyd	31-Mar-2010	On Target

Progress Summary

Period	Action Plan Status	% Complete
Quarter 2	On Target	40
Quarter 1	On Target	20

Progress

Skills for Life

· Strategy agreed
· Self-assessment against the Go Award completed
· Draft action plan written
· 2 successful learning at work days held
· Draft time-off agreement written – undergoing consultation
· Successful Union Learn bid for funding to recruit Union Learning Reps

Succession Planning

· Evaluation of Merseyside pilot being undertaken

Issues affecting current/future progress & corrective actions

Activities	Comments	Lead Officer	Deadline	Status
Review and update Pay and Workforce Strategy in light of developments relative to MSR and 2010 and national priorities.		Jo Lloyd	31-Mar-2010	On Target

Action	Authorising Officer	Lead Officer	Deadline	Status
DSP-PER-AP-004 - Develop Service Level Agreement with schools for HR Services	Mike Fogg	Jan McMahon	31-Mar-2011	On Target

Progress Summary

Period	Action Plan Status	% Complete
Quarter 2	On Target	80
Quarter 1	On Target	60

Progress

SLA developed and with Legal for review

Costs need to be reviewed in light of MSR

Issues affecting current/future progress & corrective actions

Impact of MSR as yet unclear

Activities	Comments	Lead Officer	Deadline	Status
Establish sustainable SLA with schools in respect of HR services, for future years		Jan McMahon	31-Mar-2011	On Target

Action	Authorising Officer	Lead Officer	Deadline	Status
DSP-PER-AP-005 - To implement the new Local Government Pension Scheme	Mike Fogg	Jan McMahon	31-Mar-2011	On Target

Progress Summary

Period	Action Plan Status	% Complete
Quarter 2	On Target	75
Quarter 1	On Target	73

Progress

Policy currently being updated

Issues affecting current/future progress & corrective actions

Requirements from actuaries still unknown to Merseyside Pension Fund, therefore impact on Sefton as yet unknown.

Activities	Comments	Lead Officer	Deadline	Status
Develop and amend local pension policy to reflect changes in LGPS regulations		Jan McMahon	31-Mar-2011	On Target

Action	Authorising Officer	Lead Officer	Deadline	Status
DSP-PER-AP-006 - Implement and monitor the 2007/2011 H&S Strategy	Mike Fogg	Blair Hilton	31-Mar-2010	On Target

Progress Summary

Period	Action Plan Status	% Complete
Quarter 2	On Target	50
Quarter 1	On Target	15

Progress

The 2nd Cabinet paper dealing with the Council's plans (in partnership with the PCT) for health promotion was presented on 23 July to H&SC Cabinet by Director of Public Health, and on 7 August to Cabinet

The Lift your Lifestyle programme, offering basic screening and lifestyle advice to employees, has now been extended to staff aged 40 plus (previously 50+).

Issues affecting current/future progress & corrective actions

Activities	Comments	Lead Officer	Deadline	Status
Develop a sustainable health promotion service for Council employees		Blair Hilton	31-Mar-2010	On Target

Action	Authorising Officer	Lead Officer	Deadline	Status
DSP-PER-AP-007 - Improve Equalities in respect of Employment and Training in Sefton	Mike Fogg	Val Jones	31-Mar-2010	On Target

Progress Summary

Period	Action Plan Status	% Complete
Quarter 2	On Target	50
Quarter 1	On Target	38

Progress

1. Continued participation in working groups relating to disability, gender and race equality schemes, and in Positive Action Working Group.

2. Dignity at Work Policy revised, Council participating in Diversity Champion Programme with Stonewall - the UK's leading LGB Equality organisation

3. Personnel Department 81% towards Equality Standard Level 4 as at September 2008

4. A mapping exercise of all equalities training provision has been undertaken; this will be used to identify any gaps

Issues affecting current/future progress & corrective actions

Activities	Comments	Lead Officer	Deadline	Status
1 - Develop, implement and review Sefton's Disability and Race and Gender Equality Schemes		Val Jones	31-Mar-2009	On Target
2 - Review Personnel Policies and practices to ensure compliant with equality legislation and best practice		Val Jones	31-Mar-2010	On Target
3 - Achieve Equality Standard Level 5		Val Jones	31-Mar-2010	On Target
4 - Work with SEP to develop and implement Equality training strategy		Jo Lloyd	28-Feb-2009	On Target

Action	Authorising Officer	Lead Officer	Deadline	Status
DSP-PER-AP-008 - To contribute to environmental sustainability within Sefton	Mike Fogg	Val Jones	31-Mar-2009	On Target

Progress Summary

Period	Action Plan Status	% Complete
Quarter 2	On Target	50
Quarter 1	On Target	40

Progress

Good Housekeeping practices are carried out within the department e.g. facilities to recycle paper, cardboard, cans, glass and magazines

Memo sent to all staff in July 2008, promoting sustainability actions such as switching off PCs, lights and equipment; recycling; use of public transport or car share where possible.

Issues affecting current/future progress & corrective actions

Activities	Comments	Lead Officer	Deadline	Status
Revise housekeeping policy to include level 2 actions, consult staff and implement policy (once advice is available from Technical Services Department)		Val Jones	31-Mar-2009	On Target