

REPORT TO: CABINET MEMBER – CORPORATE SERVICES
DATE: 9th December 2009
SUBJECT: PERSONNEL DEPARTMENT – CORPORATE SERVICES
PORTFOLIO MONITORING 2009/10 - QUARTER 2
WARDS AFFECTED: ALL
REPORT OF: M.H. FOGG, PERSONNEL DIRECTOR
CONTACT OFFICER: VAL JONES, PERSONNEL MANAGER – Ext. 3374
**EXEMPT/
CONFIDENTIAL:** NO

PURPOSE/SUMMARY:

To update the Cabinet Member on progress towards implementation of the Personnel Department's Service Plan 2009/10.

REASON WHY DECISION REQUIRED:

To enable Members to monitor progress.

RECOMMENDATION(S):

To note progress in respect of the Personnel Department's Service Plan.

KEY DECISION: No

FORWARD PLAN: Not appropriate

IMPLEMENTATION DATE: Following the expiry of the "call-in" period for the Minutes of this meeting.

ALTERNATIVE OPTIONS:

Not appropriate.

IMPLICATIONS:**Budget/Policy Framework:** None**Financial:** None

| <u>CAPITAL EXPENDITURE</u> | 2006/ 2007 £ | 2007/ 2008 £ | 2008/ 2009 £ | 2009/ 2010 £ |
|--|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Gross Increase in Capital Expenditure | | | | |
| Funded by: | | | | |
| Sefton Capital Resources | | | | |
| Specific Capital Resources | | | | |
| <u>REVENUE IMPLICATIONS</u> | | | | |
| Gross Increase in Revenue Expenditure | | | | |
| Funded by: | | | | |
| Sefton funded Resources | | | | |
| Funded from External Resources | | | | |
| Does the External Funding have an expiry date? Y/N | When? | | | |
| How will the service be funded post expiry? | | | | |

Legal: None**Risk Assessment:** N/A**Asset Management:** None**CONSULTATION UNDERTAKEN/VIEWS****Not appropriate**

CORPORATE OBJECTIVE MONITORING:

| <u>Corporate Objective</u> | | <u>Positive Impact</u> | <u>Neutral Impact</u> | <u>Negative Impact</u> |
|----------------------------|---|------------------------|-----------------------|------------------------|
| 1 | Creating a Learning Community | | ✓ | |
| 2 | Creating Safe Communities | | ✓ | |
| 3 | Jobs and Prosperity | ✓ | | |
| 4 | Improving Health and Well-Being | | ✓ | |
| 5 | Environmental Sustainability | | ✓ | |
| 6 | Creating Inclusive Communities | ✓ | | |
| 7 | Improving the Quality of Council Services and Strengthening local Democracy | ✓ | | |
| 8 | Children and Young People | | ✓ | |

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

None

BACKGROUND:

1. This report provides information for the Cabinet Member - Corporate Services and the Cabinet Member - Performance on the Personnel Department's progress relative to the Departmental Service Plan (3 year objective) as at Quarter 2 of 2009/10.
2. As part of embedding performance management, all departmental service plans are entered onto the Council's SPRINT performance management system. The SPRINT documents which cover the Personnel Department's 3 year service plan are attached for information at **Annex A**.

Service Achievements

3. Satisfactory progress is being made with the departmental service plan, as detailed in **Annex A**.
4. The following paragraphs highlight some of the key areas of activity and achievement over the last 6 months.

(i) Strategic Budget Review (SBR)

5. The Personnel Director has been closely involved in the SBR, and is working with the Chief Executive and the Director of Transformation to address the HR issues which arose from the proposed revised senior management structure, which was approved by Cabinet on 29th October 2009, and by the Overview and Scrutiny Committee on 10th November 2009.
6. In addition to the staffing structure on-going work continues relative to the culture of the organisation and, in particular, to the future provision of HR and training services. A number of key staff in the Personnel Department are involved with these areas of development, alongside colleagues from other departments, to progress these matters.
7. The requirement to achieve savings within the Council will inevitably have an impact on staffing levels, and the Personnel Department will play a key role in managing the changes. This work is already in train (e.g. several officers are concerned with managing the recent search for volunteers for early retirement/redundancy; others are undertaking feasibility studies on potential initiatives to achieve corporate savings), and it is anticipated that the department's resources will be further drawn upon as the organisational changes are implemented.

(ii) Pay & Grading Review and Equal Pay

8. A Pay & Grading Committee was established in May 2009, comprising 6 Elected Members, to steer the Pay & Grading Review, to make the necessary strategic decisions, and to make recommendations to Cabinet, as appropriate. The Committee has met on a number of occasions, most recently on 10th November 2009. The Committee has given formal approval for a specific pay model to be used as the basis for negotiation with the Trade Unions; it has also given approval to arrangements designed to help mitigate the losses of those employees whose posts are downgraded as a result of the job evaluation process. The Committee maintains an overview of the progress of the Pay and Grading Review.
9. A revised implementation date of 1st October 2010 is being considered to allow sufficient time for full consultation with employees, and for the financial implications to be addressed.

10. With regard to Equal Pay cases, the programme of work, to February 2010, which was agreed in May 2009 with the Employment Tribunal, and which related to some 500 claims against the Council, is continuing. In addition, the internal equal pay grievances and appeals, which are a pre-requisite for the Tribunal appearances next year, are being progressed. Arising from this, there is an indication from some appellants that they would be willing to take a settlement payment from the Council, if it were increased from the original offer. The Pay and Grading Committee has resolved that this proposal should be pursued, as it would be a lower cost to the Council than successful ET claims.
11. The work in respect of Equal Pay claims is being led by the Assistant Personnel Director (Policy), who is a qualified solicitor, specialising in employment law. This enables the Council to have the benefit of "in-house" expert advice, not only in this area of work, but in respect of all HR matters.

(iii) Investors in People

12. The Council has been recommended for the liP Corporate Award, following an inspection and survey of the whole Authority during the period from April to October 2009.
13. This is a major achievement for the Council, and is the culmination of many years of best practice within departments; it is of particular relevance to the Personnel Department, as the department has been the lead on liP for many years, and has provided assistance and encouragement to departments to help them meet the requirements of the liP standard.

(iv) Apprenticeship Scheme

14. 121 employees have taken part in Sefton's Apprenticeship scheme, undertaking qualifications in a range of occupational areas, since the scheme began in September 2005. In addition, 232 staff have been able to access Level 2 and Level 3 qualifications through Train to Gain, and Public Sector funds.
15. In October 2009 approval was given by the Cabinet Member for Corporate Services for the induction of a Corporate Apprenticeship programme for 101 positions across the Authority, targeted at young people who are not in education, employment or training (NEET). A proportion of the places will also be used for young people who are currently being supported by the Leaving Care Team within Children's Services, which will provide them with access to structured training and potential employment, and will support the Council's role as Corporate parent.
16. The apprenticeships will last for a minimum of 51 weeks, full time, with at least 7 hours per week dedicated to training and development, which will be delivered by external training providers with whom the Council already has a relationship under the existing apprenticeship arrangements.
17. Should the apprentice complete the 51-week period without obtaining employment, then the apprenticeship will be terminated, with notice being given at week 41. There will be a structured exit strategy, which will incorporate robust employability skills training to support the apprentice in progressing into employment.
18. The proposed timescale for the programme is to appoint 51 apprentices by December 2009, and the balance during the period from January 2010 to March 2010.

Performance Indicators

19. The department is responsible for collating and contributing to a number of Best Value Performance Indicators which are shown at Annex B. The following comments are offered relative to these BVPI's

BVPI 12 - days sickness per member of staff.

20. There was a slight increase of 0.4 days in this BVPI between 2007/2008 (8.89 days) and 2008/09 (8.93 days). However, the Quarter 1 and 2 figures for 2009/10 (1.75 days and 1.64 days respectively) show a downward trend this year so far, and compare favourably with the corresponding Quarters for 2008/09 -2.25 days and 1.83 days respectively.

BVPI 15 – Ill health retirement as a % of the total workforce

21. There was a considerable reduction in this BVPI between 2007/08 and 2008/09, from 0.23% to 0.15%. The target for 2009/10 was set at 0.10%, and the cumulative figure for Quarters 1 and 2 is 0.04%; if levels in the second half of the year are similar, it is anticipated that the target will be achieved. Having said this, figures can vary considerably from year to year because each case is dealt with on its own merits, and is subject to meeting the strict criteria for ill-health retirement.

BVPI 14 – Early Retirement (excluding ill-health) as a % of the total workforce

22. The level of early retirement for the full year 2007/08 was 1.35%, and this was improved upon in 2008/09, when the level was 1.24%.
23. Given the Council's current Strategic Budget Review, which entails significant organisational change, and given the recent invitation to employees to apply for Voluntary Early Retirement/Redundancy (VER/VR), this BVPI is likely to show a significant increase in 2009/10. There has been an increase from 0.23% in Quarter 1 to 1.05% in Quarter 2, and, given current circumstances, this upward trend will continue.

BVPI 11a - % of Top Earners who are Women.

24. There was a significant increase in this BVPI from 36.88% in 2007/08 to 44.49% in 2008/09. So far in 2009/10, there has been a decrease from 43.49% to 42.74%.
25. This indicator is calculated using salaries, and it can therefore fluctuate considerably with increases in salary (e.g. incremental progression of employees; pay awards) and decreases (e.g. a new starter who is at the bottom of the grade, replacing a leaver who was at the top).
26. The overall make-up of the workforce is 40% male and 60% female; this BVPI indicates that, in the most senior posts, women are under-represented. The Positive Action Working Group (a sub-group of the Corporate Equalities Group) has an agenda which includes consideration of creating opportunities for more women to develop the skills and knowledge to move into senior management roles in the future. In the longer term, this should assist in the balance of male/female being more in line with the balance in the workforce overall.

BVPI 16a - % of Local Authority Employees with a Disability

BVPI 11c - % of Top Paid 5% of staff who have a Disability

27. The number of staff with a disability has decreased slightly in the overall workforce from 2.39% in 2007/08 to 2.08% in 2009/10; the number of disabled staff in the top 5% of earners has also dropped; from 2.70% to 2.52% in the same period.
28. Quarters 1 and 2 of 2009/10 show a similar trend, with BVPI 16a reducing from 2.05% to 1.99%, but with BVPI 11c rising very slightly from 2.54% to 2.55%.
29. There are various initiatives to assist the employment of disabled people in the Council, including the Positive About Disabled People symbol (the “two ticks” symbol); on-going dialogue with external groups representing disabled people; the establishment of a staff support group for disabled employees; and attendance by Council Officers at recruitment/employment events aimed at encouraging and assisting disabled people into employment.

BVPI 17a - % of Local Authority Employees who are from Ethnic Minority Communities

BVPI 11b - % of top 5% of earners who are from an Ethnic Minority.

30. For the year 2008/09 employees from ethnic minority communities made up 1.29% of the workforce; Quarters 1 and 2 of 2009/10 indicate a small decrease in this figure, to 1.26% and 1.25% respectively. The level of employees from a minority group in the top 5% of earners has remained stable at 1.98% in 2008/09, to 1.98% and 1.99% in Quarters 1 and 2 of 2009/10.
31. There has been a reduction in the number of employees from ethnic minority backgrounds from 1.42% in 2007/08 to 1.29% in 2008/09. The Council continues to advertise its posts in the South of Liverpool area to try to reach the minority ethnic population there, and also place job adverts on the Black and Equality Merseyside website. Dialogue continues with the Sefton MBE staff forum (established in conjunction with partner organisations) to provide support to staff, and to provide a forum for consultation on employment matters.

Sickness Absence

32. The Personnel Department’s Sickness absence rate for quarter 1 of 2009/10 was 0.89% for short term sickness, and 2.62% for long term sickness.
33. The short term sickness compares well with the Council target of 2.20%. Long term sickness is in excess of the target of 1.80%; this is due to 3 cases. The employees concerned have returned to work since Quarter 1, and so the impact of these absences will not adversely affect the department in the long term.
34. At the Cabinet Member - Performance meeting on 7th July 2009, there was discussion about the possibility of accessing Sickness Absence data via the SPRINT system, and it was decided that the most appropriate method to achieve this would be to upload the quarterly sickness absence report (which is submitted by the Personnel Director to the Cabinet Member - Corporate Services) onto the system. Arrangements have been made to implement this, and the sickness absence report of 11th November 2009 is available on the SPRINT system; future reports will be uploaded as and when they are approved.

Risks

35. Costs associated with the Council’s Pay & Grading Review, and with Equal Pay claims, continue to be the most significant risks to the department, and to the Council as a whole. Costs in respect of the Pay & Grading Review are estimated to be in excess of £4million.

36. Added to the above, there are likely to be significant employee relations consequences arising from the Pay & Grading review, and from the significant organisational changes arising from the Strategic Budget Review. To reduce such risks, on-going consultation is taking place with trade unions, and information bulletins about the SBR are being communicated to staff from Senior Management.

Equalities

37. The Council is aiming to achieve Level 4 of the (former) Equalities Standard, and corporately is almost at this level, with all but one area of the Council meeting the 95% requirement. The Personnel Department is at 98%, and so has achieved its contribution to the Corporate aim.
38. The work of the Personnel Department is very much concerned with equalities; the department is responsible for ensuring that personnel policies and procedures are compliant with equality legislation, and that best practice is observed. There is an on-going process of reviewing policies, and, there is a requirement to undertake Equality Impact Assessments.
39. The Personnel Department is involved in a range of equalities, including contributing to the Gender, Disability and Race Equality Schemes, participating in the Corporate Equalities Group, and the Positive Action Group, providing equalities training and undertaking regular monitoring of the workforce.

Sustainability

40. The department participates in the cardboard collection service, uses recycling bins for cans, glass, paper etc. and observes good house keeping practices such as switching off computer monitors, photocopiers, lights etc. when not in use. Low energy/energy efficient equipment is also used where possible, when replacing existing office equipment.
41. All staff in the department have been given access to the sustainability desk-top training package, which has been promoted by the Environmental Protection Department. The aim is to ensure that all staff have undertaken the training by the end of December 2009. Completion of the training will enable the department to reach level 2 of the Good Housekeeping practice relative to sustainability.
42. On a corporate level, as part of the Car Allowance working party, the department is considering measures which could be introduced to reduce environmental damage by transport to and from work, and within work. For example, car sharing, increased use of public transport, availability of low emission cars for work purposes etc. These initiatives will be explored, and the outcomes reported to the Cabinet Member for Corporate Services in due course.

Conclusion

43. The department is involved in several key issues – Pay and Grading Review; Equal pay claims; Strategic Budget Review. All these matters have required significant HR input, and inevitably have resulted in some areas of work being delayed. Added to this, three full-time members of staff are dedicated to other areas to assist in urgent HR matters (2 to Children's Services, and 1 to Sefton New Directions). In respect of Equal Pay claims the appointment of an Assistant Director (Policy) has provided direct access to legal advice in-house, and represents a saving to the Council, as well as helping progress in matters of employment law.



SEFTON METROPOLITAN BOROUGH COUNCIL



Sefton's Performance Reporting and Information NeTwork (SPRINT)

Departmental Service Plan Monitoring

Personnel

Quarter 2 2009/10

Author: Performance and Partnerships

Print Date: 23/10/2009

| <u>Action</u> | <u>Authorising Officer</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> |
|---|----------------------------|---------------------|-----------------|---------------|
| COR-PER-AP-034 Implement and monitor the 2007/2011 Health and Safety Strategy | Mike Fogg | Mike Fogg | 31-Mar-2010 | On Target |

| <u>Progress Summary</u> | | |
|-------------------------|---------------------------|-------------------|
| <u>Period</u> | <u>Action Plan Status</u> | <u>% Complete</u> |
| Quarter 2 | On Target | 50 |

| <u>Progress</u> | <u>Issues affecting current/future progress & corrective actions</u> |
|---|---|
| Progress continues against the annual work plan for the Unit, as agreed by the Corporate H&S Forum. | <p>There are limitations in the capacity and capability of the Health Unit in continuing the development of a professional OH service to current best practice.</p> <p>Proposals on restructuring the Unit in line with any Council structural changes are being developed.</p> |

| <u>Action</u> | <u>Authorising Officer</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> |
|--|----------------------------|---------------------|-----------------|---------------|
| COR-PER-AP-065 Ensure all personnel policies are non-discriminatory and promote diversity through the Council's prioritised programme of Equality Impact Assessments | Mike Fogg | Mike Fogg | 31-Mar-2010 | On Target |

| <u>Progress Summary</u> | | |
|-------------------------|---------------------------|-------------------|
| <u>Period</u> | <u>Action Plan Status</u> | <u>% Complete</u> |
| Quarter 2 | On Target | 50 |

| <u>Progress</u> | <u>Issues affecting current/future progress & corrective actions</u> |
|--|---|
| <p>Positive Action Working Group continues to meet and is making progress to develop actions to promote equality and diversity.</p> <p>Progress towards Level 4 of the equality standard is good - corporate level is 95% (June 2009). The Council needs to achieve 95% to declare attainment of Level 4.</p> <p>The Personnel Department has achieved 98% and all other workbook areas have achieved 95% or more with just one exception.</p> | <p>EIA training has been provided and a schedule of EIAs on personnel policies is being developed, to be completed by the end of October 2009. EIAs will then become part of the on-going review and updating process of HR policies.</p> |

| <u>Action</u> | <u>Authorising Officer</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> |
|--|----------------------------|---|-----------------|---------------|
| COR-PER-AP-074 Obtain the Investors in People Standard on a corporate basis and achieve Investors in People accreditation in the remaining departments | Mike Fogg | Mike Fogg | 31-Mar-2010 | Overdue |
| <u>Progress Summary</u> | | | | |
| <u>Period</u> | <u>Action Plan Status</u> | <u>% Complete</u> | | |
| Quarter 2 | Overdue | 90 | | |
| <u>Progress</u> | | <u>Issues affecting current/future progress & corrective actions</u> | | |
| Corporate assessments have been taking place since April 2009 - they are due to be completed in October 2009. We will then be informed of the result. | | | | |

| <u>Action</u> | <u>Authorising Officer</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> |
|---|----------------------------|---------------------|-----------------|---------------|
| COR-PER-AP-075 In implementing the Council's Pay & Workforce Strategy, review the HR Strategy | Mike Fogg | Mike Fogg | 31-Mar-2010 | Delayed |

| <u>Progress Summary</u> | | |
|-------------------------|---------------------------|-------------------|
| <u>Period</u> | <u>Action Plan Status</u> | <u>% Complete</u> |
| Quarter 2 | Delayed | 60 |

| <u>Progress</u> | <u>Issues affecting current/future progress & corrective actions</u> |
|--|--|
| It is difficult to prepare a pay and workforce strategy following the MSR transfer and in addition, the strategic budget review (SBR) is ongoing and without knowing if there will be further outsourcing phases; the outcome of the pay and grading review is not yet known. These factors will have an impact on the shape of the Council and the skills its workforce will require in future. | The factors outlined in the "progress" column have prevented the achievement of this target by 31.03.09. |

| <u>Action</u> | <u>Authorising Officer</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> |
|---|--|---|------------------------|----------------------|
| DSP-PER-AP-001 - Review Council's Pay & Reward Systems. | Mike Fogg | Steve Harper | 31-Mar-2011 | On Target |
| <u>Progress Summary</u> | | | | |
| <u>Period</u> | <u>Action Plan Status</u> | <u>% Complete</u> | | |
| Quarter 2 | On Target | 75 | | |
| Quarter 1 | On Target | 75 | | |
| <u>Progress</u> | | <u>Issues affecting current/future progress & corrective actions</u> | | |
| <p>The pay and grading committee have now confirmed the pay model to be negotiated with the trade unions. A revised implementation date of 1st October 2010 is being considered following an indication from the trade unions that they would like more time to consult with their members.</p> | | <p>Implementing the outcome of the pay and grading review will produce a significant increase in costs. These will have to be mitigated so they can be accommodated.</p> <p>The trade unions are likely to resist any changes to allowances that are now being considered. This may delay progress.</p> | | |
| <u>Activities</u> | <u>Comments</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> |
| 1 - Complete Pay and Grading Review Appeals | | Steve Harper | 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 |
| 4 - Prepare and Implement New Pay & Grading Structure | The pay and grading committee have now confirmed the pay model to be negotiated with the trade unions. A revised implementation date of 1st October 2010 is being considered following an indication from the trade unions that they would like more time to consult with their members. | Mike Fogg | 31-Mar-2010 | Delayed |

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

| <u>Progress Summary</u> | | |
|-------------------------|---------------------------|-------------------|
| <u>Period</u> | <u>Action Plan Status</u> | <u>% Complete</u> |
| Quarter 2 | On Target | 70 |
| Quarter 1 | On Target | 70 |

| <u>Progress</u> | <u>Issues affecting current/future progress & corrective actions</u> |
|---|---|
| <p>All the HR aspects of the MSR are complete.</p> <p>Plans for Sefton 2010 have been replaced by the Strategic Budget Review which will have significant HR implications. A Transformation Team has been created to identify where savings can be made to address major budget gaps in the next 3 years.</p> | <p>Some services will have to be re-organised to deliver the scale of savings that are required. This will involve consultation with the trade unions and staff which will take time.</p> |

| <u>Activities</u> | <u>Comments</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> |
|---|---|---------------------|-----------------|---------------|
| Contribute to MSR and Sefton 2010, in accordance with Council's overall plan. | <p>HR aspects of the MSR are complete</p> <p>Sefton 2010 has, in effect, been replaced by the Strategic Budget Review, which will present different and significant HR implementation issues.</p> <p>Progress will be subject to the development of the Strategic Budget Review, and its associated working groups.</p> | Linda Nicholls | 31-Mar-2010 | On Target |

| <u>Action</u> | <u>Authorising Officer</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> |
|--|--|--|------------------------|----------------------|
| 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 Hold |
| <u>Progress Summary</u> | | | | |
| <u>Period</u> | <u>Action Plan Status</u> | <u>% Complete</u> | | |
| Quarter 2 | On Hold | 0 | | |
| Quarter 1 | On Hold | 0 | | |
| <u>Progress</u> | | <u>Issues affecting current/future progress & corrective actions</u> | | |
| Review and updated Pay & Workforce Strategy in light of developments relative to MSR and 2010 and national priorities. | | This action plan has been overtaken by work in relation to the Strategic Budget Review, structure and culture of Sefton MBC. The development of an Organisational Development Plan for Sefton will incorporate "Pay and Workforce" elements. | | |
| <u>Activities</u> | <u>Comments</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> |
| Review and update Pay and Workforce Strategy in light of developments relative to MSR and 2010 and national priorities. | This Action Plan has been overtaken by work in relation to the Strategic Budget Review, structure and culture of Sefton MBC. The development of an Organisational Development Plan for Sefton will incorporate "Pay and Workforce" elements. | Jo Lloyd | 31-Mar-2010 | On Hold |

| <u>Action</u> | <u>Authorising Officer</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> |
|--|----------------------------|--|------------------------|----------------------|
| DSP-PER-AP-004 - Develop Service Level Agreement with schools for HR Services | Mike Fogg | Linda Nicholls | 31-Mar-2011 | On Target |
| <u>Progress Summary</u> | | | | |
| <u>Period</u> | <u>Action Plan Status</u> | <u>% Complete</u> | | |
| Quarter 2 | On Target | 99 | | |
| Quarter 1 | On Target | 95 | | |
| <u>Progress</u> | | <u>Issues affecting current/future progress & corrective actions</u> | | |
| SLA now implemented with schools and will need to be amended as and when required. | | Regular meetings are being held with schools to address any issues they may have with the SLA. | | |
| <u>Activities</u> | <u>Comments</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> |
| Establish sustainable SLA with schools in respect of HR services, for future years | | Linda Nicholls | 31-Mar-2011 | On Target |

| <u>Action</u> | <u>Authorising Officer</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> |
|---|----------------------------|---------------------|-----------------|---------------|
| DSP-PER-AP-005 - To implement the new Local Government Pension Scheme | Mike Fogg | Linda Nicholls | 31-Mar-2012 | On Target |
| <u>Progress Summary</u> | | | | |
| <u>Period</u> | <u>Action Plan Status</u> | <u>% Complete</u> | | |
| Quarter 2 | On Target | 95 | | |
| Quarter 1 | On Target | 95 | | |
| <u>Progress</u> | | | | |
| <u>Issues affecting current/future progress & corrective actions</u> | | | | |
| Policy continues to be updated and developed. | | | | |
| <u>Activities</u> | | | | |
| <u>Comments</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> | |
| Develop and amend local pension policy to reflect changes in LGPS regulations | Linda Nicholls | 31-Mar-2012 | On Target | |

| <u>Action</u> | <u>Authorising Officer</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> |
|---|----------------------------|---|------------------------|----------------------|
| DSP-PER-AP-006 - Implement and monitor the 2007/2011 H&S Strategy | Mike Fogg | Blair Hilton | 31-Mar-2010 | On Target |
| <u>Progress Summary</u> | | | | |
| <u>Period</u> | <u>Action Plan Status</u> | <u>% Complete</u> | | |
| Quarter 2 | On Target | 50 | | |
| Quarter 1 | On Target | 50 | | |
| <u>Progress</u> | | <u>Issues affecting current/future progress & corrective actions</u> | | |
| The Health Unit continues to work with the PCT and Leisure Services on health promoting activities. | | None | | |
| <u>Activities</u> | <u>Comments</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> |
| Develop a sustainable health promotion service for Council employees | | Blair Hilton | 31-Mar-2010 | On Target |

| <u>Action</u> | <u>Authorising Officer</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> |
|---|----------------------------|---------------------|-----------------|---------------|
| DSP-PER-AP-007 - Improve Equalities in respect of Employment and Training in Sefton | Mike Fogg | Val Jones | 31-Mar-2013 | On Target |

| <u>Progress Summary</u> | | |
|-------------------------|---------------------------|-------------------|
| <u>Period</u> | <u>Action Plan Status</u> | <u>% Complete</u> |
| Quarter 2 | On Target | 25 |
| Quarter 1 | On Target | 20 |

| <u>Progress</u> | <u>Issues affecting current/future progress & corrective actions</u> |
|---|--|
| <p>Ongoing update/revision of Personnel policies continues.</p> <p>Personnel department has achieved 98% of Level 4 of the Equality Standard.</p> | <p>The Equality Framework has replaced the Equality Standard for Local Government, which has 3 levels of achievement (rather than 5 in the Equality Standard). The highest level is "Excellence" and corporately the Corporate Equalities Group, chaired by the Chief Executive, has undertaken to achieve "Excellence" by March 2011. This will allow actions to be completed for departments to achieve 95% of the (former) Level 4, before moving onto the required actions to attain "Excellence".</p> |

| <u>Activities</u> | <u>Comments</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> |
|---|--|---------------------|-----------------|---------------|
| 1 - Review Personnel Policies and practices to ensure compliant with equality legislation and best practice | Ongoing update / revision of Personnel policies continues. | Val Jones | 31-Mar-2013 | On Target |
| 2 - Achieve Equality Standard Level 5 (Level 3 in Revised Standard) | <p>Personnel Department is 98% towards Level 4 of the Equality Standard.</p> <p>Corporately, the achievement date for Level 4 of the Equality Standard has been revised from June 2009 to August 2009 by the Corporate Equalities Group. This is to allow for sufficient time for all Council Departments to achieve 95% of Level 4 as required by the Standard.</p> | Val Jones | 31-Mar-2011 | On Target |

| <u>Action</u> | <u>Authorising Officer</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> |
|--|---|---|------------------------|----------------------|
| DSP-PER-AP-008 - To contribute to environmental sustainability within Sefton | Mike Fogg | Val Jones | 31-Mar-2010 | On Target |
| <u>Progress Summary</u> | | | | |
| <u>Period</u> | <u>Action Plan Status</u> | <u>% Complete</u> | | |
| Quarter 2 | On Target | 70 | | |
| Quarter 1 | On Target | 70 | | |
| <u>Progress</u> | | <u>Issues affecting current/future progress & corrective actions</u> | | |
| Revise housekeeping policy to include level 2 actions, consult staff and implement policy. | | Resource to progress actions is now in place. Completion ahead of target is still achievable. | | |
| <u>Activities</u> | <u>Comments</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> |
| Revise housekeeping policy to include level 2 actions, consult staff and implement policy | <p>Good House-Keeping practices continues, including the recycling of paper, glass etc use of double-sided printers to reduce paper usage, switching off lights, computer monitors etc when not in use.</p> <p>Some delay in progressing to Level 2 due to reduced staff resource, but completion ahead of deadline should still be achievable.</p> | Val Jones | 31-Mar-2010 | On Target |

44. Overall it is considered that progress towards departmental objectives has been positive.

PERSONNEL DEPARTMENT - CORPORATE SERVICES**PORTFOLIO MONITORING 2009/10 - QUARTER 2**

| Ref | Description | 2008/09 Actual | 2009/10 Target | 2009/10 Q1 | 2009/10 Q2 |
|------------|---|---------------------------|---------------------------|-----------------------|-----------------------|
| 11a | % of top 5% earners that are women | 44.49% | 46% | 43.49% | 42.74% |
| 11b | % of top 5% of earners from black & ethnic minorities | 1.98% | 2.64% | 1.98% | 1.99% |
| 11c | % of top paid 5% of staff who have a disability New indicator introduced 05/06 | 2.52% | 3.15% | 2.54% | 2.55% |
| 12 | Days sick per member of staff | 8.93 days | 8.75 days | 1.75 days | 1.64 days |
| 14 | Early retirements (excl. ill health) as a % of the total workforce | 1.24% | 1.20% | 0.23% | 1.05% |
| 15 | Ill health retirements as a % of the total workforce | 0.15% | 0.10% | 0.03% | 0.01% |
| 16a | Staff with disabilities | 2.08% | 3% | 2.05% | 1.99% |
| 17a | Staff from ethnic minorities | 1.29% | 1.50% | 1.26% | 1.25% |