

VALE of GLAMORGAN

EMPLOYEE RELATIONS – **Human Resources** **Team Plan 2013/14**



BRO MORGANNWG

Team Manager	Lynette Davies – Employee Relations
Service Plan	Resources 2013/17
Date signed off	
Signed off by	

Outcome 1:	The Council's corporate objectives are achieved with the assistance of high quality support services.
-------------------	---

Objective 1:	To respond positively to the support needs of our customers and proactively promote our services.
---------------------	---

Context for this objective:	A key challenge for HR will be in supporting managers in the management of change over the next four years; a process that will be needed to help deliver organisation priorities and minimise the adverse effects of change for staff. The council's workforce plan will play a key role in addressing the council's workforce challenges and priorities over the next four years.
------------------------------------	---

Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
RSO1/A012 Workforce Plan. Appendix C Item 3	Review terms and conditions to support savings targets, increase employee flexibility and sharpen focus on performance. We plan to assist by: - Attendance at Change Forum to take notes. - Information/data collection.	Support for the Council in managing change whilst reducing the adverse affects of change for staff.	H	C Mason	01/04/2013	31/03/2014	1 member of staff for approx 3 days per month – within existing budget	Ongoing – requested to attend as required
RSO1/AO12 Workforce	Develop appropriate responses to recruitment and retention risks arising from	Support for the Council in managing	H	L Davies I Griffiths	01/04/2013	31/03/2014	2 members of staff as and when	New Market Forces process

Plan, Appendix C, Item 18	<p>the 2012 Job Evaluation process</p> <p>Plan to assist by:</p> <ul style="list-style-type: none"> - Administering /monitoring the Market Forces process - Attendance and contribution at Panel meeting. 	<p>change whilst reducing the adverse affects of change for staff.</p> <p>Management of recruitment and retention issues</p>					required. Within existing budget	introduced
RSO1/AO12 Workforce Plan, Appendix C, Item 27	<p>Develop, analyse and publish an equalities data set as part of the requirements of the Specific Duties for Public Authorities in Wales. Plan to assist by:</p> <ul style="list-style-type: none"> - - Developing HR report for insertion into Corporate report - Joint working with Equalities, Finance etc. - Reframing employment related equalities actions on the basis of the analysis of the equalities data set. 	<p>Support for the Council in managing change whilst reducing the adverse affects of change for staff.</p> <p>Publication of data within timescales</p>	H	L Davies P Brock	01/04/2013	01/03/2014	2 members of staff [1 currently approx 5 days per month, 1 approx 1.5 days per month. Within current budget	April 2013 report finalised. Ongoing work on how to collect/collate data and production of reports for future use.

Outcome 1	The Council's corporate objectives are achieved with the assistance of high quality support services.
------------------	---

Objective 2	To ensure that Council services are supported by the appointment, retention and deployment of skilled flexible and engaged employees
--------------------	--

Context for this objective:	The main priorities for Human Resources over the next four years will be to support the council's significant change agenda and in particular the increasing focus on collaboration and search for better and more cost effective methods of service delivery. The specific objectives and priorities are set out in the council's workforce plan.
------------------------------------	--

Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
RSO2/AO 15 CP Workforce Plan Appendix C Item 6	Support all service managers in the management of service change programmes. We plan to: Undertake job analyses of new posts/ changes to posts.	Consistent application of HR change management principles and compliance with legal requirements	H	I Griffiths C Mason	01/04/2013	31/03/2014	1 member of staff. Time allocated dependent on number of new posts. Within existing budget	Processes for analysis of posts in place.

RSO2/AO 16	<p>Undertake a review of all staffing and management structures to ensure congruence with services needs. Plan to assist by:</p> <ul style="list-style-type: none"> - Taking notes Supporting meetings by minuting key recommendation s/ actions. - Updating structures in accordance with outcomes of meetings. <p>Completing standardised template for comparison purposes.</p>	Appropriateness and consistency of all staffing structures and an organisation design template for future restructuring projects.	H	P Brock	01/04/2013	30/06/2014	1 member of staff. Approx 3 days per week. Within existing budget	Template completed. Meetings with Service Heads finalised. Now working with CMT.
RSO2/AO 19 Workforce Plan, Appendix C	Undertake a review of conditions of service in consultation with the trade unions to increase flexibility	Effective arrangements to improve service delivery and contribute to	H	C Mason P Brock L Davies	01/04/2013	31/03/2014	Involvement of 3 members of staff. Within existing	Current policies identified. Consultation process in place

Item 3	and contribute to savings targets. Plan to assist by: - Reviewing policy development and consultation processes - Ensuring Equalities Impact Assessments completed on all policies.	savings targets Robust employment policies/ procedures/ processes in place. Equality implications are identified and understood by Officers and Members Consistent approach in consultation in accordance with good industrial relations practice.					budget	
RSO2/AO 20 Workforce Plan, Appendix C Item 4	Review the use of agency staff across services to ensure cost effectiveness and an appropriate balance between the core and peripheral workforce. Plan to assist by: - Monitoring and	Support for the Council in managing change whilst reducing the adverse affects of change for staff.	H	CMason	01/04/2013	31/03/2014	1 member of staff, approx 30 minutes monthly within existing budget	Statistics being provided on a monthly basis

	reporting the number of agency staff employed within Human Resources on a monthly basis.							
RS02/AO 21	Strengthen the Council's approach to internal redeployment and support for staff at risk of redundancy. Plan to assist by: - Reviewing the Corporate redeployment process. - Implementing the redeployment process for adversely affected staff following Job Evaluation implementation.	Effective procedures to help avoid, reduce and mitigate the consequences of compulsory redundancy	H	C Mason H Scarrett	01/04/2013	31/03/2014	2 members of staff [1 being agency]. Agency from SS budget permanent member of staff from within existing budget	Processes in place. Areas being covered in relation to adversely affected staff will cease at end of September 2013. Strengthening of Corporate redeployment support being progressed.

	<p>Workforce Planning Benchmarking</p> <ul style="list-style-type: none"> - Collect data - Complete surveys - Attendance at WLGA Benchmarking Meetings 			L Davies				<p>Attending WLGA Benchmarking meetings approximately twice per year. Survey completed on an annual basis</p>
	<p>Policies</p> <ul style="list-style-type: none"> - Review of Policy consultation process - Check policies due for review - Develop/ review policies 	<p>Robust system in place for policy development/ review and consultation</p>	M	L Davies C Mason	01/04/2013	31/03/2014	2 members of staff from within existing budget	<p>Review of Policy consultation process done.</p>
	<p>Complete Job Evaluation Appeals</p> <ul style="list-style-type: none"> - Administration of documentation for Moderation Group/ Appeals Panels - Attendance at Moderation Group / Appeals Panels 	<p>All appeals finalised by deadline date.</p>	H	L Davies Job Analysts	01/04/2013	30/06/2013	5 members of staff. 3 from SS budget, 2 within existing budget	<p>Appeals process finalised by deadline date</p>

	<ul style="list-style-type: none"> - Providing advice/guidance on processes to Moderation Group / Appeals Panels - Letters to staff following decisions of Moderation Group / Appeals Panels 							
	<p>Complete residual parts of Single Status.</p> <ul style="list-style-type: none"> - Develop and implement Regrading Procedure - Assist with transferring of Craft employees to Single Status - Review annual leave arrangements - Casuals and contracts 	Associated procedures/ processes in place.	H	L Davies	01/04/2013	31/03/2014	1 member of staff from within existing budget	Ongoing
	Participate in SS/JE Consultative Forum with local and	Good consultative arrangements in	H	L Davies	01/04/2013	31/12/2014	1 member of staff from within	Meetings previously held fortnightly now

	regional joint trade unions. - Arrange meetings - Prepare documentation - Take notes - Investigate issues - Liaison with TU's	place for finalising implementation of job evaluation and associated Single Status issues					existing resources/ budget	being held on a monthly basis.
	Maintain update information on JE analyser/ spreadsheets.	Comprehensive up to date data maintained.	M	I Griffiths	01/04/2013	31/04/2014	1 member of staff from within existing budget	Ongoing
	Sort all JE process documentation and files into user friendly, accessible order in readiness for potential audit	Documentation organised in a user friendly way	H	Job Analysts	01/07/2013	30/12/2013	4 members of staff, 1 from within existing budget, 3 from SS budget	Ongoing
	Liaise with Legal / external Solicitors on specific issues.	Priorities are progressed to meet deadlines of	H	C Mason L Davies	01/04/2013	31/03/2014	From within existing resources/	Progressing in line with processes when issues

	- Appeals - Employment Tribunals	appeals/ employment tribunals.					budget	ongoing
	Provide timely and accurate statistical information/ reports required in relation to performance indicators.	Accurate reports/statistics provided within deadlines.	M	C Mason	01/04/2013	31/03/2014	From within existing resources/ budget	Information required on a quarterly basis
	Discuss requirements of Green Dragon at team meetings and encourage team to follow guidelines.	Staff respond proactively to sustainability issues and contribute towards gaining /maintaining relevant levels required.	M	L Davies	01/04/2013	31/03/2014	From within existing resources/ budget	Standing item on team meeting agendas
	Corporate equalities requirements - Attend Vale Equalities Meetings representing HR on a quarterly basis. - Part of working	Attendance at meetings	M	L Davies P Brock	01/04/2013	31/03/2014	From within existing resources / budget	Equalities Meetings held on a quarterly basis. Working group meeting regularly

	group dealing with Equalities Act requirements in relation to HR - Collection of statistics in line with the Equalities Act - Annual report							
	Discuss Vale Equalities and Welsh Language scheme at team meetings.	Staff respond proactively to sustainability issues and contribute towards gaining/ maintaining relevant levels required	M	L Davies	01/04/2013	31/03/2014	From within existing resources/ budget	Standing items on team meeting agendas
	Attend compulsory training courses and relevant training required for post duties.	Compulsory training attended, relevant training updated.	M	All team	01/04/2013	31/03/2014	From within existing resources/ budgets	Ongoing training/ e-learning being done in line with PDR's and when compulsory
	Participate in Terms and Conditions group meetings with	Consistent approach in accordance with	H	L Davies C Mason	01/04/2013	31/03/2014	2 members of staff from within	Meetings held on a monthly basis

	joint trade unions consulting on Single Status issues and change management.	good industrial relations.					existing resources/ budget	
	Complete Statutory Surveys as and when required ie Quarterly Public Sector Survey, annual compulsory employment surveys etc	Comply with statutory requirements. Surveys completed and returned by deadlines.	M	S Crockford	01/04/2013	31/03/2014	From within existing resources/ budget	As and when required
	Freedom of Information requests - Progress in line with Corporate process - Investigate - Prepare documentation - Response prepared, checked, sent - Liaison with FOI Officer	Requests dealt with in line with deadlines.	M	ER Team	01/04/2013	31/03/2014	3 members of staff From within existing resources/ budgets	As and when required