

VALE of GLAMORGAN

Operational Services – Human Resources Team Plan 2013/14



BRO MORGANNWG

Team Manager	Janice Ballantine – Operational Services Corporate and Community Services
Service Plan	Resources 2013/17
Date signed off	January 2014
Signed off by	A Unsworth

Outcome 1:	The Council's corporate objectives are achieved with the assistance of high quality support services.
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Objective 1:	To respond positively to the support needs of our customers and proactively promote our services.
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Context for this objective:	Due to the budgetary restraints facing the Council, staffing numbers may be reduced across all Directorates and support required for managers to enable this reduction whilst maintain service delivery..
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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 4	Deliver Year 1 actions of the corporate workforce plan. Review the use of agency staff across the services	Reduction in number of staff on the establishment however, this needs to be balanced by skills and expertise we need to retain.	H	A Unsworth/ J Ballantine	01/04/2013	31/03/2014	3 member of staff for 30 days	New agency contract due to be implemented in January 2014
RSO1/AO12 Workforce Plan, Appendix C,	Review the flexible working policies to support service developments, customer demands and an increasing	Review of flex and special leave scheme enable	H	A Unsworth K Phillips	01/04/2013	31/03/2014		Numerous meeting final draft with Director for

Item 8	focus on performance Review of Flex and special leave scheme	greater flexibility and a limit on hours of special leave taken						referral CMT
RSO1/AO12 Workforce Plan, Appendix C, Item 9	Modernisation of HR policies to support the needs of the Agile Working Policy and developments in mobile technology	Review of policies ensure a robust method of monitoring, support and flexibility to assist managers with agile working requirements	High	A Unsworth/ VPOs	01/04/2014	30/6/2014	5 staff 15 days	Some progress to date
RSO1/AO12 Workforce Plan Appendix C Item 26	Development of specific protocols with Cardiff Council and the UHB to support developing integration projects within social care	A structured approach to managing collaboration and greater understanding of Cardiff Council and UHB	High	A Unsworth J Ballantine	01/04/2013	30/10/2014 Extended by 12 months		Progress delayed awaiting response from UHB to draft protocol.

Outcome 1	The Council's corporate objectives are achieved with the assistance of high quality support services.
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Objective 2	To ensure that Council services are supported by the appointment, retention and deployment of skilled flexible and engaged employees
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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.
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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.	Consistent application of the change management process	H	A Unsworth J Ballantine	01/04/2013	31/03/2014	3 members of staff 30 days	ongoing
RSO2/AO 20	Review the use of Agency Staff across services to ensure cost effectiveness	Implantation of new contract with randstad will allow greater	H	R Bergman / J Ballantine	01/04/13	31/3/14	3 member of staff 25 days	On course

	and an appropriate balance between the core and peripheral workforce	reporting and analysis of agency workers						
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