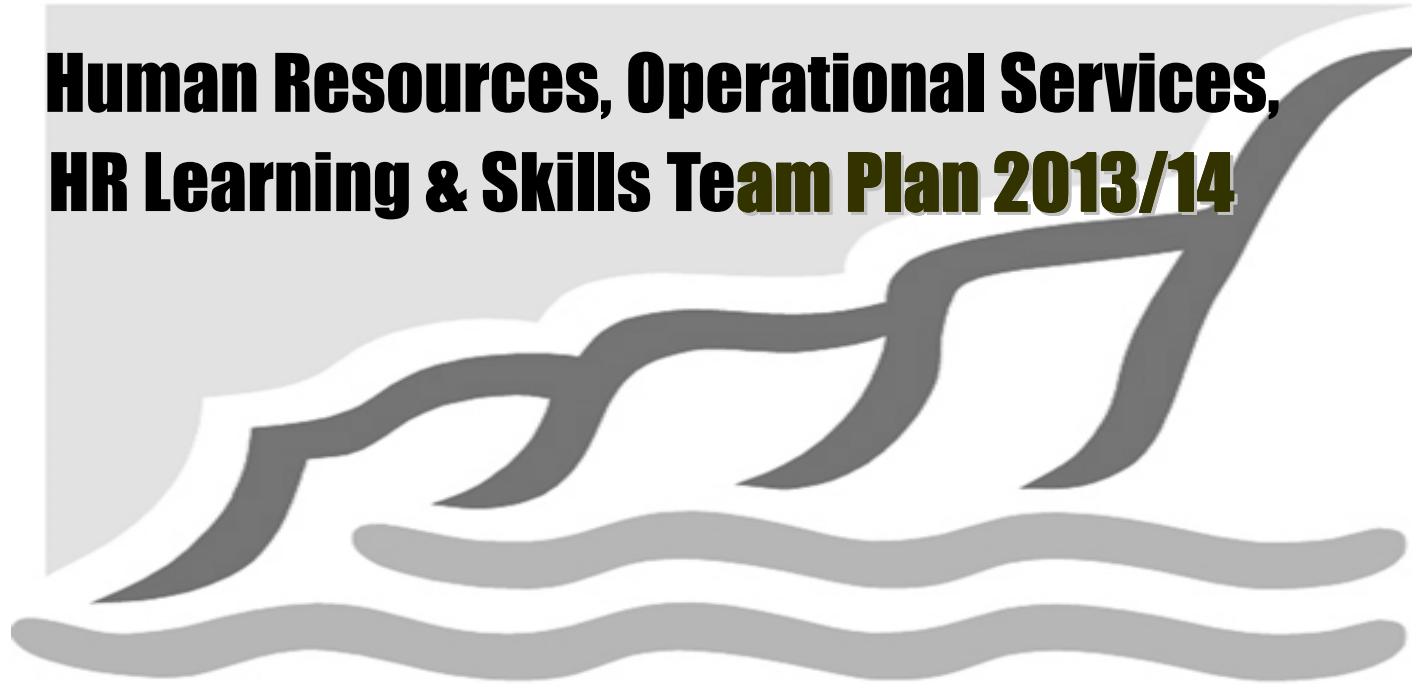


VALE of GLAMORGAN

Human Resources, Operational Services, HR Learning & Skills Team Plan 2013/14



BRO MORGANNWG

Team Manager	Sue Alderman
Service Plan	Resources – Operational Services, HR Learning & Skills Team
Date signed off	October 2013
Signed off by	A Unsworth

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

Objective 1:	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
RS01/AO12	Deliver year 1 actions of the corporate workforce plan; Action 4 Review Agile Working Policy	To ensure policy supports flexibility in the Council to meet future needs	H	A Jones	15/10/13	31/01/14	1 Personnel Officer 12 working days	
RS01/AO12	Deliver year 1 actions of the corporate workforce plan:	To have clear guidance on provisions for Head teachers	M	S Alderman	01/10/13	28/02/14	1 Officer x 15 days	

	Action 5 Develop Trade Unions consultation arrangements: Produce Facilities Agreement for Teacher unions	and TA reps and to keep within agreed budgets						
--	--	---	--	--	--	--	--	--

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

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

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
RS02/AO 15	Support service managers in the management of service change programmes: We will assist L& S Managers with change programmes for JES: Youth Service review:	Consistent application of change management principles and compliance with legal requirements.	H	A Watkins A Jones S Alderman	01/09/13	31/07/14	3 HR Officers within existing resource	

	Review of Libraries							
	Support Head teacher/Governors to merge 3 special Schools to form Ysgol Y Deri on the PLC	Appropriate staffing structures in place to facilitate smooth transition	H	Alyson Watkins	01/07/13	31/12/14	HR officer within existing resource	
	Support L&S and Heads/Governors with the provision of shared services for the PLC	Robust provision in place to support St Cyres and Ysgol Y Deri for their shared service provision including Catering: Cleaning: Maintenance	H	Sue Alderman	01/07/13	31/12/14	HR officer within existing resource	
	Work in collaboration with HR colleagues from CSC to develop Schools Policies, e.g. Pay Policy	Consistent approach across consortia to assist Head teachers effectively manage their schools	M	Sue Alderman	01/09/13	31/12/14	HR officer within existing resource	

Rs02/AO 27	Support Chief Officers in delivering key actions for the 20/13/14 as outlined in the Corporate Workforce Plan 2013-17.	Monitor labour turnover figures across key occupational groups	M	Sue Alderman	01/09/13	31/12/14	HR Officer within existing resource	
------------	--	--	---	--------------	----------	----------	-------------------------------------	--