

HUMAN RESOURCES – BUSINESS PLAN 2010-2011

<p>Purpose of Service</p>	<ul style="list-style-type: none"> • To provide effective professional leadership on human resource and equality matters and to ensure the provision to the authority of strategic, corporate and operational advice on human resource issues; • To lead on the development of policy, setting of standards and the promotion of best practice in all areas of human resource management; • To support the mainstreaming of equality and diversity throughout the Council's services; • To ensure that the Council's HR practices fully support and complement its aims and objectives, meet legal requirements and meet best practice; • To maintain and develop employee and industrial relations. <p style="text-align: center;"><i>The department aims to provide an excellent service to all with whom it has contact.</i></p>
<p>Service Priorities</p>	<ul style="list-style-type: none"> • To complete formal appeals for Job Evaluation under Single Status. • To complete our Equality Impact Assessment Timetable and put mechanisms in place to ensure the screening of all new/revised policies. • To continue training and development initiatives which will effectively prepare staff for the challenges of RPA within current budget constraints. • To develop effective leadership at all levels that will help to motivate staff, assist them to realise their potential and raise standards and performance throughout the organisation. • To ensure that Equality and Diversity are effectively mainstreamed across the Council and informs the decision-making process. • To complete in-house training on the Council's Attendance Improvement Programme, continuing to monitor compliance of the policy. • To implement the Disability & Gender Action Plans and develop a comprehensive work-life balance policy to meet changing needs. • To develop a Well-being Policy which incorporates initiatives which create a healthy working environment and maximise attendance and effectiveness at work. • To continue working with HR Cluster Group to develop policies and measures which will ease the transition to the new super council. • Continue to maximise the use of IT to improve service delivery. • Continue to monitor the operation of the Contract on the provision of agency staff. • To complete Refresher Recruitment & Selection Training for all panel members
<p>Staffing</p>	<ul style="list-style-type: none"> • 2 full-time and 1 part-time

	<ul style="list-style-type: none"> • continue to develop staff in terms of relevant HR competencies, good practice/standards and changes in/introduction of new legislation.
Key Partners	<ul style="list-style-type: none"> • Council members and officers • Local Government Staff Commission • Employers Organisation • Northern Ireland Joint Council • Recognised Trade Unions (GMB, T&G, Unite, NIPSA) • People & Performance Management Association • Chartered Institute of Personnel & Development • Training Providers • Occupational Health (Occupational Health Unit, Cullybackey Health Centre)
Resource Management	<ul style="list-style-type: none"> • Work within budget limits – Budget £108,154 • Accurate completion of statutory returns
Results	<ul style="list-style-type: none"> • Formal Appeals for Job Evaluation completed by December 2010 • Completion of EQUIA timetable – ongoing • Deliver initiatives under the Disability and Gender Action Plans – on-going • Continued updating/reviewing of policy and policy development in line with changes in/new legislation -ongoing • Reports/statutory returns completed within deadlines – on-going • Corporate Training Programme based on Needs Analysis implemented – on-going • Childcare Voucher Scheme assessed and decision reached by September 2010 • Implementation of new Discipline/Grievance Procedure by September 2010 • Health and well being programme established by September 2010 • Implementation of HSE Management Standards on Stress by March 2011 • Development of Work-life Balance Policy by December 2010 • Completion of training on Refresher Recruitment and Selection by March 2011