

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

16th May 2016

Report of the Head of Human Resources – Sheenagh Rees

Matter for Information

Wards Affected: All Wards

BUSINESS PLAN 2016/2017 – HUMAN RESOURCES

1. Purpose of Report

1.1 To present the business plan for the Human Resources Division covering the period 1st April 2016 to 31st March 2017 for information. The plan will be presented to the Policy and Resources Scrutiny Committee on 19th May 2016 for endorsement.

2. Background

2.1 The Council introduced a revised Performance Management Framework in 2014 / 2015. One of the requirements within that framework is the production of business plans by heads of service. The timetable for finalising business plans covering the financial year 2016 / 2017 is 31st May 2016.

2.2 Following a Wales Audit Office review of the Council's performance management arrangements in 2015, the business planning arrangements for 2016 / 2017 have been strengthened by the inclusion of workforce planning and property asset management. The business planning process also now requires a clear link to be made between priorities, actions and measures.

2.2 The HR Division Business Plan appended at Appendix 1 covers the functions of:

- Human Resources
- Health & Safety
- Occupational Health Unit
- Learning, Training & Development
- Joint Resilience Unit

3. Monitoring, Review and Delivery

- 3.1 The Business Plan will be reviewed with the Cabinet Member for Corporate Services on a quarterly basis.
- 3.2 The priorities within the plan are the basis of the personal objectives between the Chief Executive and Head of Human Resources. Achievement of the personal objectives will be reviewed in a mid-year appraisal meeting as part of the Council's performance appraisal arrangements.
- 3.3 Report cards will be developed by each Accountable manager which will contain detailed information on performance indicators and targets for improvement. These will be reviewed by the Head of Human Resources and respective managers on a quarterly basis to ensure that each team is on track to deliver the actions set out in the business plan.
- 3.4 All employees within the Division will have a performance appraisal which will identify appropriate personal objectives based on the business plan, to ensure the link between the priorities of the Council and each member of staff is maintained. The performance appraisal will also identify learning and development activities to support the delivery of the priority actions.

4. Recommendation

It is RECOMMENDED that Members note the Human Resources Division's Business Plan for the financial year 2016 / 2017 attached at Appendix 1 to this report.

5. Equality impact assessment

There is no requirement for an equality impact assessment.

6. Workforce impacts

The Business Plan seeks to ensure that all employees within the HR Division have clear priorities and objectives, as part of the Council's performance management framework.

7. Legal impacts

There are no legal impacts arising from this report.

8. Financial impacts

The Business Plan has been developed on the basis of a reduced budget allocation to be made available to the Division for 2016 / 2017, as agreed by Council in March 2016.

9. Consultation

There is no requirement under the Constitution for external consultation on this item.

10. Risk Management

Please refer to Principle 5 – Risk Management contained within Appendix 1.

11. Appendices

Appendix 1 – The HR Division Business Plan 2016 / 2017

12. Background Papers

HR Division Business Plan 2015 / 2016

13. Officer Contact

For further information on this report item, please contact Sheenagh Rees, Head of Human Resources on extension 3315 or e-mail s.rees5@npt.gov.uk