

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

POLICY AND RESOURCES SCRUTINY COMMITTEE

27 July 2016

Report of the Head of Human Resources – Sheenagh Rees

Matter for Monitoring

Wards Affected: All Wards

SERVICE REPORT CARD – OCCUPATIONAL HEALTH SERVICE

1. Purpose of Report

1.1 To present the Service Report Card for the Occupational Health Service covering the period 1st April 2016 to 31st March 2017.

2. Service Report Card

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. Members endorsed the business plan for the HR Division at the May meeting of this committee.

2.2 Report cards must then be developed by each Accountable manager containing 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.

2.3 The Report Card attached at Appendix 1 has been developed by Corporate Occupational Health and Safety and Emergency Planning Manager, the Accountable Manager for the Occupational Health Service.

3. Recommendation

It is recommended that Members note the Service Report Card for the Occupational Health Service 2016 / 2017 attached at Appendix 1 to this report.

4. Equality impact assessment

There is no requirement for an equality impact assessment.

5. Workforce impacts

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

6. Legal impacts

There are no legal impacts arising from this report.

7. 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.

8. Consultation

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

9. Appendices

Appendix 1 – Service Report Card – Occupational Health Service 2016 / 2017

10. Background Papers

HR Division Business Plan 2016 / 2017

13. Officer Contact

For further information on this report item, please contact:

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