

HR SERVICE ACTION PLAN 2011/12											
Action Title	Priority	Description of the Action	Desired Outcome	Sub-Action	Milestones	Planned Start Date	Due Date	Assigned To	Managed By	What L&D is reqd to achieve the action?	Budget
KEY - Colour coding the Actions to show 'the drivers for change'											
Corporate Plan commitments		Implementation of audit report recommendations		An agreed efficiency saving / BPI recommendation		action arising from PESTLE/SWOT analysis					
Climate Change Strategy commitments		Legislation		Assurance Statement actions		Action arising from EIA					
PLEASE DO NOT MERGE CELLS											
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Organisational Development											
Restructure	Core Business / Continuous Improvement	Support Organisational Restructures during 2011/12	Staff are well supported through change	Communications, Consultation informal, group, TU and individual, paperwork and administration, advice, and support redundancy cases inc any appeals., outplacement activities.	next steps report, staff briefings, consultation opens, consultation closes, Feedback, final outcome; changes implemented.	01/02/11	01/08/11	Kerry Shorrocks, Maggie Williams, Rebecca Skinner, Gail Dennehey Jo Keshishian, Liz Goddard, Pauline Shaw, Kathy Newman	Kerry Shorrocks	none	Within existing budgets
Shared Managed Services East/North Herts & Stevenage	Core Business / Continuous Improvement	Involvement in Project to Consider whether to proceed with Shared Services for HR, Exchequer, Facilities and IT for EHDC/NHDC and SBC	Decisions on each service are subject to agreed final robust business case	Project meetings, project work, communications, consultation informal, group, TU and individual, paperwork and administration, advice, and support in change management.	Strategic Business Case Prepared Significant Progress by March 2012	09/05/11	30/09/2011 31/03/12	Kerry Shorrocks/Liz Goddard	Kerry Shorrocks	none	Dependant on amount of resource required it may not be possible from within existing budgets
SMS Payroll & HR Admin (Project to link to decision above on shared services)	Core Business / Continuous Improvement	Consider options for the future of Payroll (Project to link to decision above on shared services)	A robust cost effective service is delivered	Find cover for payroll project, plan the project.	Strategic high level business case Communications prepared	01/03/11	31/03/12	Liz Goddard Tony Sinclair	Kerry Shorrocks	none	
Recruitment (Project to link to decision above on shared services)	Core Business / Continuous Improvement	Consider options for the future of recruitment (Project to link to decision above on shared services)	look at alternatives to provide the service at the best value for money for the Council	Explore service that could be provided by Manpower HCC contract. Consider what other options there are and what steps need to be taken, prepare a draft business case	Strategic Business Case Prepared Significant Progress by March 2012	09/05/11	30/09/2011 31/03/12	Kerry Shorrocks/Rebecca Skinner	Kerry Shorrocks	none	
Other Shared Services	Core Business / Continuous Improvement	HR support and advice on on a complex mixture of TUPE, Redundancy, Selection, Terms and Conditions, Change, Consultation, Communications, Employment Law, Policies, Equalities, People Management, Training and Development and Outplacement support.	Staff are well supported through change	Meetings, Communications, Consultation informal, group, TU and individual, paperwork and administration, advice, and support redundancy TUPE cases inc any appeals.	Implementaion Planning Consultation pilot Go Live	01/04/11	31/03/12	Kerry Shorrocks, Maggie Williams, Rebecca Skinner, Gail Dennehey Jo Keshishian	Kerry Shorrocks	none	
SMS OH	Core Business / Continuous Improvement	Consider options for the future of OH provision	A robust cost effective service is delivered	Plan the project	Contract renewal or change to Serco OH Contract	01/06/11	31/12/11	Maggie Williams	Kerry Shorrocks	none	
IIP	Core Business / Continuous Improvement	Implement actions from previous assessment and	Activities are in place to ensure the workforce is managing and	Implement action plan Arrangements for next	Re-accredited at next assessment in September 2011	01/01/11	30/09/11	Liz Goddard	Kerry Shorrocks	Briefing sessions for staff and	Within existing budgets
Providing a Human Resources Service											
People Strategy	Core Business / Continuous Improvement	Update and refresh People Strategy with incorporated Workforce Development Plan	An updated People Strategy and Workforce development plan is launched	HoS meetings, Work plan preparation, Document update, Report to JSCC	Launch of new PS on Intranet	01/03/11	01/06/11	Kerry Shorrocks/Liz Goddard	Kerry Shorrocks	none	Within existing budgets
Pay & Rewards											
Reorganisation	Core Business / Continuous Improvement	Review of Reorganisation Policy	We have a policy fit for purpose to support change in speedy, fair and efficient manner.	Benchmark Policies, Draft Policy changes or a new policy, Consult Implement	Launch of new or updated Policy on Intranet	01/06/11	31/12/11	Kerry Shorrocks, Maggie Williams	Kerry Shorrocks	none	
Maternity/ Adoption/Paternity Leave/Paternity Adoption Leave	Core Business / Continuous Improvement	New rights April 2011	Legislative requirements met.	Redraft of Policies in line with legislation. Consultation on Policies with Managers and TU. Implementation of new Policies.	Launch of new Policy on Intranet	01/02/11	01/04/11	Kerry Shorrocks, Maggie Williams	Kerry Shorrocks	None	Within existing budgets
Flexible Working	Core Business / Continuous Improvement	Extended rights to request flexible working April 2011	Legislative requirements met.	Redraft of Policy in line with legislation. Consultation on Policy with Managers and TU. Implementation of new Policy	Launch of new Policy on Intranet	01/02/11	01/04/11	Kerry Shorrocks, Maggie Williams	Kerry Shorrocks	None	Within existing budgets

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Right to Request time off procedure	Core Business / Continuous Improvement	Create a generic procedure for all right to request time off legislation ie training, caring, or for child	Legislative requirements met.	Redraft of Policy in line with legislation, once position on time off for training clarified. Consultation on Policy with Managers and TU. Implementation of new Policy	Launch of new Policy on Intranet	01/02/11	01/06/11	Kerry Shorrocks, Maggie Williams, Liz Goddard	Kerry Shorrocks	None	Within existing budgets
Recruitment & Retention											
Equalities	Core Business / Continuous Improvement	Equality Act 2010 and update and refresh of HR Equalities action pan	Legislative requirements met.	Review of Policy once details of new public sector duty known. Refresh Equalities Action Plan	Revised Policy published and launch of new Plan on Intranet	01/02/11	01/04/11	Kerry Shorrocks, Maggie Williams, Rebecca Skinner, Gail Dennehey	Kerry Shorrocks	None	Within existing budgets
Agency Workers	Core Business / Continuous Improvement	Agency Workers Regulations	Legislative requirements met.	Compare Framework Agency terms & conditions with NHDC. Review UTW Policy as required	Revised Policy published and supporting documentation as required.	01/06/11	01/10/11	Kerry Shorrocks, Maggie Williams	Kerry Shorrocks	None	Within existing budgets
Staff Survey	Core Business / Continuous Improvement	Prepare for 2012 Staff Survey	Survey completed	plan survey question changes make arrangements for survey roll out create communications plan	Suvey sent out Survey returned with good response rate	01/11/12	31/03/11	Kerry Shorrocks	Kerry Shorrocks		
Retirement	Core Business / Continuous Improvement	Review the Council's Policy on working beyond age 65 following the removal of the Default Retirement Age	Legislative requirements met whilst retaining the required flexibility to manage the profile of the workforce.	Redraft of Policy in line with legislation and new pension discretions. Consultation on Policy with Managers and TU. Implementation of new Policy	Launch of new Policy on Intranet	01/02/11	01/04/11	Kerry Shorrocks, Maggie Williams, Liz Goddard	Kerry Shorrocks	Review of pre-retirement courses	Within existing budgets
2012 Olympics	Core Business / Continuous Improvement	Preparation for Olympics 2012	Services maintained through a period of increased staff absence.	Plan leave arrangements and procedure for volunteers communications	Communication of arrangements	30/09/12	31/12/2011 and monthly thereafter	Kerry Shorrocks, Rebecca Skinner	Kerry Shorrocks	None	Within existing budgets