

Appendix 1 HR 2020/2021 Service Work Plan

Action	Corporate Objective	Target/Aim/Outcome	Planned Start Date	Due Date	Assigned to	Other services required
2020/21						
Review of format and content of all HR Policies	Support the delivery of all Council Objectives	Ensure all policies are fair, necessary and consistent and are formatted with a customer facing focus.	01/11/2018	31/03/2021	HR Managers	Users of policies
Increased HR automation of processes	Support the delivery of all Council Objectives	Implement changes to e-administration and process handling of HR work.	01/04/2019	30/06/2020	HR Managers	Customer Services, IT
Preparation for renewal of People Strategy for 2020 to 2026	Support the delivery of all Council Objectives	Research for creation of an efficient strategy to meet the needs of the council's workforce and people resources which gives the Council value for money. Deliver on findings.	31/10/2019	30/09/2020	Kerry Shorrocks	Service Directors for workforce planning input
1-2 year pandemic People/Resources recovery plan.	Support the delivery of all Council Objectives	Due to the impact of Corona Virus creating a new people Strategy will be delayed instead Finance and HR will work together on a 1-2 year pandemic People/Resources recovery plan	July 2020	September 2020	Kerry Shorrocks Rebecca Webb and Ian Couper	Finance
Equalities Reporting	Support the delivery of all	Provision of accurate information in relation	01/04/2020	30/03/2021	Maggie Williams	HR

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	Council Objectives	to reporting requirements.				
Benefits Review	Support the delivery of all Council Objectives	Understanding of value to employees of current benefits package to determine future direction and possible provision of new benefits.	01/06/2020	30/03/2021	Maggie Williams	HR
Brexit and impacts on employment Law	Enable an enterprising and co-operative economy	Legislation emanating from the EU has been the leading source of UK employee legislation over the last 15 to 20 years. HR must be abreast of the changes arising from Brexit and implement correct employment law to protect the council.	01/04/2020	31/03/2021	HR Team	Legal
Gender Pay Gap (GPG) reporting and delivery of action plan	Enable an enterprising and co-operative economy	Provision of accurate information in relation to reporting requirements. Deliver on action plan e.g. leadership development, succession planning.	01/04/2020	30/03/2021	Maggie Williams, Kerry Shorrocks, Keith Crampton	
Bereavement Leave	Support the delivery of all Council Objectives	Establish appropriate bereavement leave provisions with statutory requirements forming a baseline. Communicate new provisions	01/04/2020	31/03/2021	Kerry Shorrocks, Maggie Williams	

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<p>Complete the revised DBS Policy and also explore options of leaving our umbrella body status due to declining number of DBS Checks.</p>	<p>Support the delivery of all Council Objectives</p>	<p>Complete the policy review and also create an info note business case that explains the decline in numbers of DBS checks and explores alternatives to being an umbrella body</p>	<p>01/04/2020</p>	<p>30/03/2021</p>	<p>Kerry Shorrocks Jo Keshishian</p>	
<p>Create an overarching Organisational Development Programme -'Shaping our future'</p>	<p>Support the delivery of all Council Objectives</p>	<p>Build on existing work and pull together all relevant strands to develop an organisational culture and capability to meet the future needs of the Council</p>	<p>01/04/2020</p>	<p>30/03/2021</p>	<p>Ian Couper Keith Crampton</p>	
<p>Mental Health Financial Wellbeing</p>	<p>Support the delivery of all Council Objectives</p>	<p>Building on the work already done on Mental health a particular emphasis will go on helping people manage their finances. It's well known that money worries are the greatest contributor to overall stress</p>	<p>01/04/2020</p>	<p>30/03/2021</p>	<p>Kerry Shorrocks Helen Bylett Jo Keshishian</p>	