CYNGOR SIR YNYS MÔN

Pwyllgor: Pwyllgor Sgriwtini Corfforaethol
Dyddiad y cyfarfod: 16.12.10
Cyfarwyddwr Corfforaethol Perthnasol: Lynn Ball
Aelod Portffolio Perthnasol: Y Cynghorydd Cliff Everett

Y wybodaeth ddiweddaraf am y Cynllun Gweithredu AD yn dilyn adroddiad i'r Pwyllgor Sgriwtini Corfforaethol ar 30 Medi 2010.

Pwrpas yr adroddiad

1.0   Pwrpas yr adroddiad yw rhoi'r wybodaeth ddiweddar ar bwyntiau penodol a godwyd gan y Pwyllgor Sgriwtini Corfforaethol, fel sydd wedi ei nodi isod, yn dilyn cyflwyniad gan y Rheolydd Gwasanaethau Adnoddau Dynol ar y Cynllun gweithredu AD i'r Pwyllgor Sgriwtini Corfforaethol ar 30 Medi 2010. Y pwyntiau hynny oedd:-

2.0   – diweddariad ar y System Compel/Northgate

3.0   – diweddariad ynghylch a wnaed unrhyw gynnydd o ran perchenogaeth o'r system Oriau Hyblyg

4.0   – diweddariad ar weithredu Polisi mewn perthynas â chyflogi ymgynghorwyr, staff asiantaeth ac unigolion sydd wedi ymddeol ac sy'n derbyn pensiwn galwedigaethol gan y cyflogwr.

5.0   – diweddariad ar y drafodaeth mewn perthynas â'r Contract Iechyd Galwedigaethol a gwerth am arian.

6.0   – diweddariad ar Gynllunio Ymlaen/Rheoli Doniau mewn perthynas â'r "Strategaeth Pobl."

Carys Edwards, Rheolydd Gwasanaethau Adnoddau Dynol.
Gwasanaethau Cyfreithiol a Phwyllgorau

Dyddiad 30.11.10

Atodiadau

Cynllun Gweithredu AD (wedi ei ddiweddaru)

Swyddog Cyswllt: Carys Edwards

HR ACTION PLAN   *Updated 27/9/10 * updated 5/10/10 * 14/10/10; updated * 15/11/10

Short Term to up to January 2010   Green = Completed

Medium Term up to April 2011   Amber = Pending/ On Track

Long Term up to July 2011   Red = Timescale being delayed

Long Term Plus to September 2011

	Activity	Lead/ Principal Officer	Timescale	Milestone/Action	Dependency	Status
	Improve the HR Service: Structure & Systems					
1	Budget for HR -Bid submitted to the Director of Finance for the Revenue Budget 2010-11 Bids Process	SLG/LB/ SM	SM submitted bid 2/7/10 26/27 July 2010		Budget required to support recovery plan	Completed
2	Change name to Human Resources Service	LB/CE	Short Term	Send out IOACC email		Completed
3	Create HR Vision with HR Team	SM/CE	Oct/Nov 2010 Short Term			Completed
4	Centralise HR administration; improve back office systems; eliminate paper systems and move to on-line systems	LB/SM/CE	Not able to identify timescale until decision made on which system to purchase	Pending presentations by Compel & Northgate to ratify decision	Dependent on software upgrade decision	Delayed

	Activity	Lead/ Principal Officer	Timescale	Milestone/Action	Dependency	Status
5	Strengthen internal meetings between HR teams and Central HR *Whole HR meetings quarterly to include Education & Leisure and Social Services HR *Central HR meetings monthly *Team meetings weekly *Professional HRO/TO meetings	SM/CE	Short Term	September /October 2010		Completed
6	Redesign HR site on Intranet to provide easily accessible HR information for IOACC	SM/CE/ Diana Burns + Web Team	Long Term		In line with Corporate Programme for Web site upgrade	On track
7	Communication Plan for new HR service	SM/CE	Short Term	CE IOACC email re HRO's	Support from Comms Team	Pending on Track
8	Establish HR Forum: meet quarterly	SM/CE	Short Term			Complete
9	Relocate HR Team into County Hall	LB/CE	Provisional date September 2010 Short Term	20/9/10	Dependent on Property support	Completed
	Delegation Framework The role of HR and the Role of the Manager					
10	Develop HR Offer to IOACC	SM/CE	October Short Term	Written & agreed		Completed

	Activity	Lead Officer	Timescale	Milestone/Action	Dependency	Status
11	Develop Delegation Framework Role of HR/Role of Manager	SM/CE	Draft Framework completed 4/9/10 Oct 2010	HR Forum September	Attached to Corporate Delegation Framework Timetable	Work completed from HR perspective
12	Identify "HR" activities being devolved to managers with action plans for implementation Flexi Scheme will be devolved	SLG/DB/LB SM/CE	Commence October 2010 Medium Term	Devolution Action Plans	Managers fail to comply with framework	Pending on Track
	Improve Communication					
13	Improve communication between SLG & HR	LB/SLG	Short Term	CE to attend SLG to provide regular updates on progress		Completed
14	Agree HR branding & vision Include on all HR documents	SM/CE/ HR Team	Short Term	September 2010	Vision agreed CE/CW meet with company	Completed
15	Develop HR Bulletin Template	SM/CE Donna Jones	Short Term	Start October 2010		Pending on Track By 30/11/10
16	Align HR Action Plan with Corporate Recovery Plan	SM/CE/JP	Short Term	25/8/10		Completed
17	Improve and develop HR intranet site	SM/CE/MW	Medium Term		Dependent upon Support from web team	Pending on Track

	Activity	Lead Officer	Timescale	Milestone/Action	Dependency	Status
	Improve Leadership & Capacity of HR Team					
18	Recruit HR Service Manager	LB/SM	w/c 23/8/10 Short Term			Completed
19	Recruit 2 x Human Resources Officers	CE/SM	w/c 23/8/10 Short Term		65K from Bid	Completed
20	Advertise 3rd HRO position	CE/LB	Longer Term		Decision LB/CE	Pending on Track July 2011
21	Review job titles and other HR posts to align with new service	SM/CE	Medium Term			Pending on Track 30/11/2010
22	Allocate HROs to Directorates/ services; agree individual projects from job description initially allocated to each HRO	SM/CE/RH	Short to Medium Term September 2010			Completed
23	e-storage of personal files	CE/ MW/DB	Medium to Longer Term+	CE/Miriam source supplier; identify cost profile	Identify remaining funding	On track April – July 2011
24	End to end recruitment process: on – line recruitment application	CE/MJ	Not able to identify timescale until decision made on which system to purchase	Pending presentations by Compel & Northgate to ratify decision	Dependent on software upgrade decision	Delayed

	Activity	Lead Officer	Timescale	Milestone/Action	Dependency	Status
25	Develop on-line access systems to HR e.g. booking training on line	CE/MW	Not able to identify timescale until decision made on which system to purchase	Pending presentations by Compel & Northgate to ratify decision	Dependent on software upgrade decision	Delayed
26	Establish the HR Projects Framework on HR intranet site so managers can access who is leading on which HR project	SM/CE/RH	Medium Term	RH to develop		Pending on Track
	Improve Skills of HR Team					
27	Sessions with HR Team on Service Improvement Plan; development of HR Service; creating the vision for HR; staff development plan; HR staff contribution to service improvement streamlining systems and processes.	SM/ CE/ RH	Short to Medium Term	September 2010		Completed Workshops held September
28	HR Roles are clearly defined and understood within the team	SM/CE/ RH	Short to Medium Term	September 2010		Completed
29	Creating HR Team development plan On- going advice & guidance to HR team Coaching & Development for HR Service Manager Team development for HRO's Develop HR business partner skills	SM	September 2010 onwards Short to Longer Term	Team Development & HRO Sessions held		Pending on Track
30	HRO sharing knowledge and advice with each other in their meeting	CE/RH/ HRO's	Short Term Sept/Oct 2010			Meeting established

	Activity	Lead Officer	Timescale	Milestone/Action	Dependency	Status
31	Shadowing &mentoring; courses where appropriate for HRO's	RL/ HRO's	Short to Longer Term		Budget As above	Pending on Track
	Improve HR Systems & Accessible Workforce Data					
32	Develop case management system to monitor sickness absence and conduct cases	CE/RH/MD	Short term	RH/MD to develop system by end October		Pending on Track
33	Improve presentation of Sickness Absence Data	CE/MD	Short Term	MD revise by early November		Pending on Track
34	Purchase software upgrade with additional functionality	SLG/CE	Not able to identify timescale until decision made on which system to purchase	Pending presentations by Compel & Northgate to ratify decision	Dependent on software upgrade decision	Delayed
35	Develop Project Plan for software implementation + rollout	SM/CE/SM	Not able to identify timescale until decision made on which system to purchase	Pending presentations by Compel & Northgate to ratify decision	Dependent on software upgrade decision	Delayed

	Activity	Lead Officer	Timescale	Milestone/Action	Dependency	Status
36	Introduce Managers & Employee Self Service	CE/ MW/IT Team	Not able to identify timescale until decision made on which system to purchase	Pending presentations by Compel & Northgate to ratify decision	Dependent on software upgrade decision	Delayed
37	HR data regularly inputted on to HR data system by identified officers	CE/RH	Not able to identify timescale until decision made on system to which purchase	Pending presentations by Compel & Northgate to ratify decision	Dependent on software upgrade decision	Delayed
38	Develop a suite of HRPI's Agree with SLG & Executive	SM/SLG	Not able to identify timescale until decision made on which system to purchase	Basket of HRPI's Completed - August 2010.	Population of HRPI's dependent on software upgrade decision	Delayed
	Strategic Projects					
39	Develop and Implement a Corporate Appraisal Scheme with Competency Framework	SM/CE/MW	Longer Term+		Contained in Strategic Projects budget allocation	Pending on Track

	Activity	Lead Officer	Timescale	Milestone/Action	Dependency	Status
40	Review HR Policies & Procedures and format into user friendly templates on intranet	SM/CE/HRO's	Longer Term+	These will be produced on a rolling programme to dovetail into phases of the Manager's Toolkit	Contained in budget allocation for Toolkit	Programme developed to revise policies and establish Toolkit training programme Individual HR officers assigned to revise policies MW managing training resources
41	Manager's Toolkit Improving Skills of Managers	SM/CE/MW	Medium to Longer Term+	ditto	Contained in budget allocation for Toolkit	As above
42	Improved Absence Management	SM/MD	Medium to Longer Term+		Contained in Strategic Projects budget allocation	Pending on Track
43	Develop People Strategy for IOACC	SM /CE	Medium to Longer Term+		Contained in Strategic Projects budget allocation	Pending on Track
44	Explore Shared Services with North Wales authorities: OH provision; Education HR Services & Training	CE/DL	Medium to Longer Term+			Pending on Track
45	Review the OH provision (in conjunction with exploring shared service with others)	SM/CE/ DL	Medium to Longer Term+		No contract in place. The current budget is Insufficient to cover service.	Pending on Track

Project Management Summary

Date	Total Activities	Completed	Pending	Delayed
September 2010	45	8	29	8
October 2010	45	13	24	8
November 2010	45	17	20	8
December 2010	45			