

## **REPORT OF CABINET MEMBER FOR PERSONNEL AND PERFORMANCE**

### **KEY ISSUES AND ACTIVITIES**

#### **Purpose of the report**

1. The report seeks to update Members on various issues relating to the Personnel and Performance portfolio.

#### **Implementation of the Pay Strategy for School Support Staff**

2. All current employees affected by the evaluation process (approximately 4,500 employees) received offer letters for all of their school based employment by the end of April.
3. 19 signing events have taken place to date for staff to attend to accept their payment, including two large events in the Easter holidays. 2,502 employees have attended events to accept their cheques and a further 611 are booked onto planned events scheduled to take place in May. It is intended to run signing events through the summer term with a view to concluding these before the summer holidays. It was hoped to conclude the signing process earlier but this has not been possible due to the availability of external independent advisors.
4. The voluntary aided schools have provided the County Council with delegated authority to make offers and sign the legal agreement on their behalf and offers are now being made to this group of employees.
5. Letters were sent in April to 341 employees where the five year option is applicable confirming their pay protection option and this has now been actioned for April's pay. Staff who selected the three and four year options, where increments are payable, will receive letters during May confirming their option.
6. Previous reports have advised that 645 appeals had been logged. To date, 621 appeals have been evaluated and 521 have been considered at Stage 1 by the Appeals panel. Employees have the opportunity for a second stage appeal where they can attend the panel and 130 employees have now indicated their wish to progress to the second stage of the appeal process. The process of second stage appeals has begun and an extensive programme of appeal panels is planned to take place in schools over the summer term.

7. Of the 521 appeals considered to date, 109 received an increased score and moved up a grade as a consequence. 300 posts have remained the same and 112 have received an increased score but not sufficient to alter the grade. The changes on appeal tend to result from further information being provided to better describe the role rather than any systemic issues with the evaluation process.
8. The letter sent to head teachers on 1<sup>st</sup> March 2012 requested details of new and changed jobs since 1<sup>st</sup> September 2008. A significant amount of information has now been received and evaluation of these posts will begin when the current Stage 1 appeals have been evaluated. Indicative grades continue to be issued to schools to ensure there is no delay in recruiting to vacant posts.

## **Wellbeing and Attendance Management**

9. Absence data for Quarter 4 (1<sup>st</sup> January to 31<sup>st</sup> March 2012) will be the first set of absence information to be drawn from the Business Management System (BMS), and the initial report from this system will show 12 months of rolling data for those directly employed staff whose records were migrated onto the new system on 1<sup>st</sup> December 2011.
10. Pending the implementation of Phase 2 of the BMS programme in November 2012 this data will sit alongside a separate Cyborg report for school based staff and other non-school based staff not covered by BMS Phase 1. Ultimately, after Phase 2 has gone live, all sickness absence data will be joined up through the BMS.
11. Work is currently in hand to finalise the absence data for the final quarter of the year but early indications are that the target of an average of 8.5 days absence per employee will be achieved.
12. Subject to County Council approval of the proposed new Governance Arrangements, it is anticipated that the final quarter data will be available to inform a full performance report on sickness absence rates and action plans for improvement to the first meeting of the Personnel Committee under these new arrangements on 13<sup>th</sup> June 2012.

## **Corporate Performance Management**

### **Catering & Facilities Management**

13. In my last report I provided a comprehensive update on the likely end of year position. That position i.e. recovering all costs associated with service delivery, levels of financial returns to schools and the elimination of the £2.3 million subsidy provided by the Authority to cover the impact cost increases for implementing National Job Evaluation will be achieved. Income levels have been boosted with an 8% increase in meal numbers served and in spite of the extremely volatile food pricing market during the year the selling price for school meals has and is likely to have been the same for approaching three years.

**COUNTY COUNCILLOR ANDY STEWART  
CABINET MEMBER FOR PERSONNEL AND PERFORMANCE**