

<b>Subject:</b>	<b>Human Resources &amp; Organisational Development Annual Report</b>		
<b>Date of Meeting:</b>	<b>25 July 2017</b>		
<b>Report of:</b>	<b>Executive Director, Finance &amp; Resources</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Alison Mcmanamon</b>	<b>Tel: 01273 293629</b>
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<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE****1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 The Human Resources & Organisational Development (HROD) service comprises Human Resources, Health and Safety and Workforce and Organisational Development.
- 1.2 The purpose of the annual report is to highlight the contribution the service has made in supporting the organisation over the last 12 months and set out the focus of our activity this year.

**2. RECOMMENDATIONS:**

- 2.1 That the Committee note the annual report of activity, assurance and business plan priorities from the Human Resources & Organisational Development (HROD) Service.

**3. CONTEXT/ BACKGROUND INFORMATION****3.1 General Background**

- 3.2 HR&OD's contribution to the organisation has to be defined by providing a good payroll and administration service and having well defined policies, advice, assurance frameworks and training and development on workforce issues. Furthermore the service is a key enabler for delivery of the modernisation programme in delivering a modern council.
- 3.3 It is important that HR/OD has a visible role in the organisation and is able to add challenge, provide solutions and define activities that will enable the council to meet its priorities. The challenging landscape for the council in delivering services against restricted budgets means that HR/OD needs to add value to the planning and options.
- 3.4 The annual report provides an overview of the broad range of activities undertaken by the HROD service including information on:

- Training and Development
- The Culture Change programme
- How we have supported managers with complex casework
- An outline of the strategic HR support provided particularly in relation to workforce planning
- Recruitment activity
- Provision of Occupational Health support
- Health and Safety advice and assurance
- Payroll and pension activities
- Policy and project work
- Partnership and engagement activity and impact including the first Community Initiatives Partnership annual report

3.5 It includes many achievements as well as the challenges faced. In addition, it sets out the current Business Plan priorities and how people can get involved by providing feedback on their experiences and help to influence how we shape our service for the future.

3.6 The Council's workforce is the greatest resource it has and the report provides context and assurance on what is done to support this resource.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

4.1 Not applicable

#### **5. COMMUNITY ENGAGEMENT & CONSULTATION**

5.1 Not applicable

#### **6. CONCLUSION**

6.1 No decision is sought

#### **7. FINANCIAL & OTHER IMPLICATIONS:**

##### Financial Implications:

7.1 There are no direct implications arising from the recommendations in this report. Workstreams for 2017/18 including culture change and preparation for Orbis are expected to met by existing resources.

*Finance Officer Consulted: Peter Francis*

*Date: 7/07/17*

##### Legal Implications:

7.2 This annual report provides assurance regarding the control mechanisms which are maintained in order to ensure that the council's employment and health and

safety practices remain compliant in a changing legislative context. There are no other legal implications arising from this report.

*Lawyer Consulted: Victoria Simpson*

*Date: 10/07/17*

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. HR&OD Annual report for 2016/17
2. Health & Safety Annual report 2016/17
3. Health & Safety Annual Incident Report 2016/17
4. Community Initiatives Annual Report 2016/17

