

**REPORT AUTHOR:** CHIEF FIRE OFFICER

**SUBJECT:** HUMAN RESOURCES QUARTER THREE PROGRAMME & PROJECTS REPORT 2018-19  
(April 2018 to March 2019)

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Background Papers: Previous Human Resources Quarterly Performance Summary Reports

Implications (tick ✓):

LEGAL		✓	FINANCIAL	✓
HUMAN RESOURCES		✓	EQUALITY IMPACT	✓
ENVIRONMENTAL			POLICY	✓
CORPORATE RISK	Known	✓	OTHER (please specify)	
	New			

*Any implications affecting this report are noted at the end of the report.*

**PURPOSE:**

To provide the Human Resources Policy and Challenge Group with with a report for 2018/19 Quarter Three, detailing progress and status of the Human Resource Programme and Projects to date.

**RECOMMENDATION:**

Members acknowledge the progress made on Human Resource Programme and Projects and consider any issues arising.

## **1. Programmes and Projects 2018/19**

- 1.1 Projects contained in this report have been reviewed and endorsed in February 2018 by the Authority's Policy and Challenge Groups as part of their involvement in the annual process of reviewing the rolling four-year programme of projects for their respective areas in order to update the CRMP in line with the Authority's planning cycle.
- 1.2 The review of the current programme of strategic projects falling within the scope of the Human Resource Policy and Challenge Group has confirmed that:
- No new projects have been added to the Human Resource portfolio in the last period;
  - The existing project and workstreams continue to meet the criteria for inclusion within the strategic improvement programme;
  - The current project is within the medium-term strategic assessment for Human Resource areas; and
  - The current programme is capable of incorporating, under one or more existing projects, all anticipated additional strategic improvement initiatives relating to Human Resources over the next three years.
- 1.3 Full account of the financial implications of the Human Resource Programme for 2018/19 to 2021/22 has been taken within the proposed 2018/19 Budget and Medium-Term Financial Plan, as presented to the Authority for agreement in February 2018.
- 1.4 A key point of note for this period is that the **HR & Payroll Project, Phase 2** is now complete, and a recommendation has been made to the Programme Board to formally close the project.
- 1.5 The Corporate Management Team monitors progress of the Strategic Projects monthly. The Strategic Programme Board will now review the Programme quarterly with the next Programme Board review scheduled on 24 May 2019.

## **2. Programme and Projects - Summary and Exception Reports Q3 – 2018/19**

No exceptions.

**PAUL FULLER CBE QFSM MStJ DL  
CHIEF FIRE OFFICER**

## HUMAN RESOURCES PROGRAMME REPORT

Strategic Corporate Services Project not in a Programme

APPENDIX A

Project Description	Performance Status	Comments
HR/Payroll System and Services	<b>Phase 2</b> <b>Green</b>	<p><b>30 January 2019: HR &amp; Payroll Project</b></p> <p><b>Aim:</b> Implement a new HR/Payroll Business system and associated payroll services to support and optimise HR and Payroll activities across the Service.</p> <p>Stage 2 of the project was approved for closure by the Project Board on 18 January 2019, and Project Closure and Benefits Handover reports will be submitted to the Programme Board at the end of February.</p> <p><b>Time &amp; Expenses (T&amp;E):</b></p> <p>Following a positively received pilot in November/December 2018, Phase 2 of the HR &amp; Payroll Project – delivery of the Time &amp; Expenses module - successfully went live on 03 January 2019. Scope reduction was applied so that Time only applied to support staff, due to the implementation of the Gartan Rota system, which will deal with Grey Book "Time". T&amp;E was delivered on time and to budget.</p> <p>Two currently unresolved T&amp;E issues should be addressed by MHR as part of the re-write of the T&amp;E module, scheduled for around August 2019. PayPM's contract has now come to an end, and the T&amp;E module has transferred to business as usual. Management of T&amp;E risks now falls under the iTrent Risk Management Plan in BaU.</p>

Project Description	Performance Status	Comments
HR/Payroll System and Services, cont....	Phase 2 Green	<p><b>30 January 2019: HR &amp; Payroll Project, Cont....</b></p> <p><b>Web Recruitment:</b></p> <p>Online recruitment for Green Book staff was successfully implemented to a high standard within budget with effect from July 2018. To date:</p> <ul style="list-style-type: none"> <li>• 15 vacancies have been advertised and successfully recruited.</li> <li>• 1 vacancy has been advertised with no appointment made.</li> <li>• 155 candidates have been processed through the system.</li> </ul> <p>The shortlisting functionality within iTrent v10.29 is currently not compatible with BFRS processes so a decision was made to wait until further upgrades are implemented before utilising this function.</p> <p>Work is being carried out in the Development platform to explore the suitability of the Recruitment module for On Call (RDS) recruitment with a view to going live on 01/04/2019. Further implementation will be required in the future for Wholetime Recruitment.</p>