

**HUMAN RESOURCES DEPARTMENT
BUSINESS PLAN 2008-2009**

Objective	Target Date	Interim Target	Outcome	Priority	Activities	Officer Responsible	April 08 to June 2008
HR1 <ul style="list-style-type: none"> • Effective People • Managing People 	31/03/09	Monthly	Ensure that all colleagues within the HR department, are developed appropriately to undertake roles commensurate with their job descriptions	Med	<ul style="list-style-type: none"> • Identify the skill requirement for Department (Maintain skills matrix) Target Date – 30/09/08 • Complete PPDR's for all staff within HR Department and Admin. Target Date – 31/07/08 • Identify training needs. Agree action plans and approve post entry training requests as appropriate Target Date – 31/08/08 	HR Manager Corporate Head of HR (4 PPDR's) HR Manager (5 PPDR's) HR Manager (Equalities) (1 PPDR) Office Manager (3 PPDR's) Corporate Head of HR	

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HR2 <ul style="list-style-type: none"> • Effective People • Managing People 	31/03/09	Monthly	Standardised recruitment policy for all operational firefighters whether Wholetime or Retained	High	<ul style="list-style-type: none"> • Roll out of National Firefighter Selection process. 	Corporate Head of HR	
HR3 <ul style="list-style-type: none"> • Managing People 	31/03/09	Monthly	To ensure no more than 2.5 days/ shifts lost within the HR department as part of effective attendance management principles	High	<ul style="list-style-type: none"> • Application of sickness monitoring procedure • P11's and P12's completed for all sickness absence within 7 days of absence or return to work • Flexible working arrangements where appropriate, in line with Service Policy 	Corporate Head of HR HR Manager	

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HR4 <ul style="list-style-type: none"> • Seen as more than an emergency service 	31/03/09		Provide equalities monitoring statistics to inform the Services' future strategy in recruitment and retention of staff Publicise compliance with all Equality Schemes	High	<ul style="list-style-type: none"> • Analyse employee statistics on an annual basis according to gender, race, disability status, full and part time etc Target Date: Monthly • Identify key training objectives on equality and diversity issues - utilising the results of the Cultural Audit questionnaire Target Date – 30/06/08 • Provide training sessions on issues arising out of specific laws and relevant legislation E.g. Age Discrimination Target Date – 31/03/09 	<ul style="list-style-type: none"> • Corporate Head of Human Resources • HR Manager (Equalities) 	

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HR 5 <ul style="list-style-type: none"> • Effective People • Managing People 	31/03/09		Station Managers and County Commanders fully aware of the RDS recruitment process and procedures	High	<ul style="list-style-type: none"> • Awareness Days • Publications / newsletters • Station briefings 	HR Manager	
HR 6 <ul style="list-style-type: none"> • Effective People • Managing People 	31/03/09		To encourage applications from all sectors of local communities for Firefighter posts	High	<ul style="list-style-type: none"> • Undertake awareness days / Publicity events in conjunction with Learning and Development Department and WAG 	HR Manager	
HR7 <ul style="list-style-type: none"> • Effective People • Managing People 	31/03/09	Monthly	93% of new Contracts/Letters of appointment to new employees and/or internal staff gaining promotion/transfers etc issued within 1 week of decision	High	<ul style="list-style-type: none"> • To issue new contracts within 1 week of appointment 	Corporate Head of HR HR Manager Human Resources Officer	

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HR8 <ul style="list-style-type: none"> • Seen as more than an emergency service 	31/07/08	Monthly	Provide annual statistic returns for Welsh Assembly Government via Local Government Statistics Office		<ul style="list-style-type: none"> • Maintain up-to-date HR Systems • Development of HR Software System 	Corporate Head of HR HR Manager	
HR9 <ul style="list-style-type: none"> • Effective People 	31/03/09	6 monthly	Joint Collaborative / All Wales recruitment campaign resulting in new recruit firefighters	Med	<ul style="list-style-type: none"> • Joint Awareness • Joint advertising • POEST's 	Corporate Head of HR	
HR10 <ul style="list-style-type: none"> • Effective People • Managing People 	31/03/09		Documented internal processes to support effective succession planning	Med	<ul style="list-style-type: none"> • Produce skills matrices and succession planning policy 	HR Manager	
HR12 <ul style="list-style-type: none"> • Managing People 	31/03/09	Monthly	Provide Managers with timely and accurate information on absences levels	Med / High	<ul style="list-style-type: none"> • To provide monthly absence statistics to Managers 	HR Officer (Occupational Health) Occupational Health Assistant	

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HR13 <ul style="list-style-type: none"> • Effective People • Managing People 	31/03/09	Quarterly	To achieve Corporate Health Award (Silver)	Med	•	Corporate Head of HR	