

DEPARTMENT BUSINESS PLAN 2009 – 2010

Description:

Resources:

Mid and West Wales Fire and Rescue Service

Performance Management Framework Objectives

Customer	Trusted and respected by communities		More than emergencies	Saving lives and protecting communities
Finance and Resources	Managing within budget	Making efficiencies	Allocating resources to priorities	Alternative funding and resources
Business Process	Managing people		Risk reduction planning	Partnership working
Learning and Growth	Effective and empowered people			

**PEOPLE & ORGANISATIONAL DEVELOPMENT DEPARTMENT
HUMAN RESOURCES
BUSINESS PLAN FOR YEAR APRIL 2009 - MARCH 2010**

Ref	Objectives	Target Date	Progress Monitor	Outcome	Activities	Officer Responsible	Cost / Savings £	Budget/ Funding Source
HR1	Effective People Managing People	31/03/10	Monthly	All colleagues within the HR department developed appropriately to undertake roles commensurate with their job descriptions	Undertake a skills and qualifications audit of HR staff (Maintain skills matrix) Target Date – 31/03/10 Complete PPDR's for all staff within HR Department and Admin. Target Date – 31/08/09 Identify training needs. Agree action plans and approve post entry training requests as appropriate Target Date – 31/08/09	Head of HR Head of HR (7 PPDR's) HR Officers (2 PPDR's each) Office Manager (3 PPDR's)		Support Staff Training Budget
HR2	Managing People	31/03/10	Monthly	No more than 2 days/ shifts lost within the HR function as part of effective attendance management principles	Application of sickness monitoring procedure P11's and P12's completed for all sickness absence within 7 days of absence or return to work Introduce flexible working arrangements where appropriate, in line with Service Policy	Corporate Head of P & OD Head of HR		

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HR3	Effective People Managing People	31/03/10	Monthly	94% of new Contracts/Letters of appointment to new employees and/or internal staff gaining promotion/transfers etc issued within 1 week of decision	To issue new contracts within 1 week of appointment	Human Resources Officer - Establishment		
HR4	Managing People	31/07/09	Monthly	Provision of annual statistic returns for Welsh Assembly Government via Local Government Statistics Office	Maintain up-to-date HR Systems Development of HR Software System	Head of HR		
HR5	Managing People	31/03/10	Monthly	Managers provided with timely and accurate information on absences levels	To provide monthly absence statistics to Managers	HR Officer (Occupational Health)		

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HR6	Effective People	31/06/09	Monthly	New recruit firefighters available for progression to initial training	Joint Collaborative / all Wales recruitment campaign	Corporate Head of P & OD Head of HR	£35,000	New
HR7	Effective People Managing People	31/03/10	Quarterly	Station Managers and County Commanders fully aware of the NFS RDS recruitment process and procedures	Awareness Days Publications / newsletters Station briefings	Head of HR		
HR8	Effective People Managing People	31/03/10	Monthly	National Firefighter Selection Tests implemented into RDS recruitment processes	Roll out of National Firefighter Selection process.	Head of HR	£5,000	New

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HR 9	Managing People	31/03/10	Monthly	Revised Service Standing Order Personnel to reflect creation of P & OD Department	Review Service Policies issued by HR and prepare a more user friendly P & OD Service Standing Order Separate policies and guidance notes and undertake Equality Impact Assessments on any existing and new policies	HR Officer - Relations		
HR10	Effective People Managing People	31/03/10	Quarterly	To achieve Corporate Health Standard (Silver)	Prepare Corporate Health Standard application Roll out standard to all employees	Corporate Head of P & OD		
HR11	Managing People	31/03/10	Quarterly	Procurement of new Occupational Health Contract	Tender exercise for new contract	Corporate Head of P & OD		
HR12	Managing People	31/03/10	Quarterly	Contract in place for Aids to Vision Scheme	Tender exercise for new contract	Head of HR		