

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

Agenda Item No.

meeting date: WEDNESDAY, 17 MARCH 2010
title: APPROVAL OF HUMAN RESOURCES SERVICE PLAN 2010/2011
submitted by: HUMAN RESOURCES MANAGER
principal author: MICHELLE SMITH

1 PURPOSE

1.1 To consider and approve the Ribble Valley Borough Council Human Resources Service Plan 2010/2011.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions – This key service document sets out how this Council is to ensure that it is a well managed Council which effectively deploys its human resources to deliver excellent services.
- Community Objectives –
- Corporate Priorities - To be a well managed Council.
- Other Considerations – This document also supports the Council's core values of ensuring that access to services is available to all and that we appreciate and invest in our staff. The plan also recognises Human Resources best practice.

2 BACKGROUND

2.1 As part of the development of the Human Resources function to meet the requirements for comprehensive performance assessment and to improve our performance, an annual service plan has been prepared for 2010/2011.

3 ISSUES

3.1 I attach as an Appendix to this report the finalised annual Human Resources Service Plan in relation to Ribble Valley Borough Council. For consistency, the Plan is set out in the agreed corporate format.

3.2 A copy of this document will also be placed on the Ribble Valley Borough Council website for reference purposes.

3.3 It is believed appropriate for the Plan to be submitted to the relevant Council Committee for approval to ensure local transparency and accountability.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – None.

- Technical, Environmental and Legal – Whilst there are no environment or legal implications, this is an essential performance management and review document.
- Political – This document confirms the Council's commitment to being a well managed and efficient Council.
- Reputation – This document meets this Council's obligations in relation to producing a comprehensive document clearly stating the Council's intentions in relation to service delivery and development.

5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Note the production of the Human Resources Service Plan 2010/2011.
- 5.2 Approve the document for implementation in the next financial year within available resources.

HUMAN RESOURCES MANAGER

For further information please ask for Michelle Smith, extension 4402.