

NORTH EAST DERBYSHIRE DISTRICT COUNCIL

SCRUTINY PROJECT MANAGEMENT

DRAFT PROJECT PLAN

<u>NAME OF COMMITTEE:</u> Organisation Scrutiny	<u>SCRUTINY OFFICER:</u> Sue Veerman
SUBJECT TO BE REVIEWED	<ul style="list-style-type: none"> • Job Evaluation and Associated Benefits
REASON(S) FOR THE REVIEW	<ul style="list-style-type: none"> • Timely to look at what the Authority provides to support the recruitment and retention of staff
IDENTIFY APPROPRIATE CORPORATE OBJECTIVES	<ul style="list-style-type: none"> • Providing our customers with excellent service • Transforming our services
TERMS OF REFERENCE	<ul style="list-style-type: none"> • To support the review of options for the Job Review Scheme • To look at the value and effectiveness of the benefits the Council provides to recruit and retain staff
AIMS AND OBJECTIVES OF REVIEW	<ul style="list-style-type: none"> • To ensure the Authority has an effective package of measures in place to successfully recruit and retain staff
KEY ISSUES	<ul style="list-style-type: none"> • Pay Review Options • Recruitment and retention • Health and Well being • Disability/ reasonable adjustments • Flexible working arrangements • Environment/Social • Motivation • Market supplements • Career progression • Child care provision/working parents • Training/ development Opportunities • Impact of Strategic Alliance

TIMESCALE	ESTIMATED	REVISED	ACTUAL
Commencement	13 th September, 2017		
Finish	28 th February, 2018		
Report	18 th April, 2018		

METHOD(S) OF REVIEW:	<ul style="list-style-type: none"> • Interviews • Desktop research
IMPLICATIONS: (legislative, regulatory, etc)	
DOCUMENTARY EVIDENCE: (Internal/External)	<ul style="list-style-type: none"> • Relevant data from applications • Relevant policies/guidance notes • Job Evaluation review information
WITNESSES:	<ul style="list-style-type: none"> • Assistant Director Human Resources and Payroll - S Barker • Selection of managers where struggling to recruit - (leisure and Environment plus others) - Adrian Kirkham, S Gillott • Selection of officers • Union reps Unite (Mick Wheelan), Unison (Lisa Derbyshire), GMB representative
CONSULTATION/ RESEARCH:	<ul style="list-style-type: none"> • Nearby Councils comparison/benchmarking
SITE VISITS	

PROJECT OUTCOMES

CONCLUSIONS:

RECOMMENDATIONS:

CABINET CONSIDERED:

OUTCOME:

FOLLOW UP:

**REVIEW OF
PROCESS/COMMENTS:**

SIGNED OFF BY CHAIR:

DATE: