
REPORT TO: Cabinet Member Resources

DATE: 17 December 2008

DEPARTMENT: Department of Resources

REPORTING OFFICER: Dianne Kilburn, Head of Human Resources

SUBJECT: **HUMAN RESOURCES DRAFT GENERAL FUND REVENUE BUDGET 2009/2010**

1.0 INTRODUCTION

1.1 The purpose of this report is to consider budget details for the Human Resources Section within the Department of Resources as they relate to services for which the portfolio holder has responsibility.

1.2 The report sets out the following financial information:-

- The revised estimates for 2008/2009.
- Original estimate for 2009/2010.
- Use of reserves
- Details of efficiency savings
- A request for discretionary growth in 2009/2010

1.3 The Director of Resources has been consulted during the preparation of this report.

1.4 This report will be scrutinised at the Organisation Improvement and Environment on 14 January 2009.

2.0 RECOMMENDATIONS

2.1 That the Cabinet Member:-

- (a) Notes the revised estimates for 2008/2009.

- (b) Recommends the original estimates for 2009/2010 to Cabinet.
- (c) Note the efficiency savings made in the Business Unit.
- (d) Recommends the growth item to Cabinet.

3.0 ALTERNATIVE OPTIONS CONSIDERED AND RECOMMENDED FOR REJECTION

3.1 No alternative options considered.

4.0 HUMAN RESOURCES SECTION

- 4.1 The Human Resources Business Unit provides a central advisory service to all departments on all aspects of personnel management, including training and development, and health and safety.
- 4.2 Since the devolvement of certain personnel activities in 1992/93, the cost centre has taken on a more strategic role working towards the fulfilment of the Council's Human Resources Strategy and corporate objectives including policy development, corporate procedures and guidelines, corporate training initiatives and involvement in corporate projects.
- 4.3 There are a number of major corporate initiatives that require resourcing and work has been re-allocated to enable these to happen. However, this means that some day to day work will not get done.

5.0 EXPLANATION OF THE MAJOR VARIANCES

Revised Estimates 2008/2009

5.1 There is an overall increase of £19,660 from the original to the revised estimate. (See page A2).

5.2 The variances are summarised as follows:-

- Unison Branch Secretary increased hours + 16
- Honoraria JEQ (Reserves) + 2
- Employee now paying superannuation + 2

5.3 The Human Resources budget also carries the budget to pay for the 30 hours time off arrangement for the Branch Secretary, Unison, approved by the Human Resources Committee in 2008. This has now been increased to a full time off arrangement until 31 August 2009. Unison have agreed to contribute £1,000 to this cost.

Original Estimates 2009/2010

5.4 There is an overall increase of £19,390 in the draft revenue budget for 2009/10. (See page A3).

5.5 The variances are summarised as follows:-

- | | |
|-----------------------|------|
| • Pay award | + 11 |
| • ECDL (Cash savings) | - 5 |
| • Computer SLA | + 13 |

6.0 USE OF RESERVES

6.1 In line with CIPFA Guidance, reserves are reviewed as part of both final accounts and the budget process.

6.2 The use of the Human Resources Business Unit reserves in the current and future years were reported to Council in September 2008 and are subject to Business Unit rules regarding the level of authority.

6.3 Appendix B gives details of the Earmarked Reserves for this Business Unit have been reviewed. These balances are considered adequate. The Council has embarked upon the single status project and the budget held in reserve is now being appropriated.

7.0 EFFICIENCY SAVINGS

7.1 The Business Unit has identified its target of £5,000 cash savings from ECDL within Corporate Training.

8.0 DISCRETIONARY GROWTH 2009/2010

8.1 To make permanent the current temporary post for the Unison Branch Secretary. (See attached Growth Pro Forma).

9.0 FINANCIAL RISK MANAGEMENT

9.1 The Human resources budget is primarily a staffing budget and as such is controllable. However, within the Human Resources Budget are the Council's Occupational Health Budget and the Council's Training Budget. In terms of Occupational Health the budget is used for medical referrals, medical clearance, and counselling. As such it is not possible to accurately predict demand for one year to the next. The budget is carefully monitored to ensure it meets demands. The consequences of not being able to fully fund demand may result in employees not being referred for counselling and/or employees not being referred to Occupational Health for a view on their medical condition/ill health retirement. Such delays may result in prolonged sickness absence and hinder the management of the sickness absence. Should such an event occur departmental management would be asked to fund the cost.

In terms of the Corporate Training budget this is managed on the basis of training need demand. Again the budget is closely monitored. In the event of

the budget not meeting training needs demands the training will be held over until the following year.

Background Papers -

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SUSTAINABILITY ASSESSMENT/POLICY CONSIDERATIONS

		Implications are		
		Positive	Neutral	Negative
A	Economy		✓	
B	Environment		✓	
C	Social Equity			
(i)	General		✓	
(ii)	Customer Care/People with Disabilities		✓	
(iii)	Health Implications		✓	
D	Crime and Disorder Implications		✓	

If all comments lie within the shaded areas, the proposal is sustainable.