

**HUMAN RESOURCES KEY PERFORMANCE INDICATORS AND
WORKFORCE INFORMATION REPORT – QUARTERLY UPDATE No 1
August 2009**

Board Meeting

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1 September 2009

Author(s)/Presenter and title	Chris Stocks, Head of Human Resources
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Purpose of Paper	
Please find attached the quarterly updates in relation to the Human Resources Key Performance Indicators and Workforce Information Report. These are included in the supporting information pack for Board members.	
Key Messages	
<p>Issues to note in the attached report include: -</p> <ol style="list-style-type: none"> 1. The report for the first time is broken down by Provider Services and NHS Sheffield statistics. 2. Revised and detailed reporting on leavers and leavers reasons. 3. Continued reduced levels of staff turnover to current level of 9.13% Provider Services and 10.23% in NHS Sheffield. 4. High levels of PDPs received from NHS Sheffield with two Directorates achieving 100%. Continued work required in Provider Services with 48% received. 5. Levels of attendance Statutory and Mandatory training have increased apart from basic Life Support which was known as attendance is now every 12 months not 24 as previous. 	
Strategic/Performance implications including links to Achieving Balanced Health	
N/A	
Resource Implications (including Revenue, Capital, Staffing etc.)	
The KPI report does not directly identify resource issues, however further work is planned for example in reducing further the level of staff sickness during 2009/10.	

Links to Targets eg Business Plan, UoR, WCC, SfBH, NHSLA, IG Toolkit, and BAF
Robust monitoring of sickness, turnover and equalities data are all key components of the PCTs actions plans relating to NHSLA, SfBH etc
Associated Risks to the PCT
Failure to achieve targets has a detrimental effect on the PCTs external assessments and failure to comply with legislative requirements could see financial penalties applied
Consultation Requirements
There are no consultation requirements linked to these reports
Equality/Diversity Impact
<p>The reports themselves do not have a negative or positive impact upon equality and diversity issues.</p> <p>HR Policy reviews have built into the process a fully documented Equalities Impact Assessment stage.</p>
Recommendations
The Board are asked to note the attached reports.