

LUTON BOROUGH COUNCIL

**COMMUNITY DEVELOPMENT HUMAN RESOURCES IMPROVEMENT PLAN
(DRAFT)**

JANUARY 2007

Foreword

This improvement plan has been developed in response to an investigation conducted into complaints made by staff working within the Community Development service. The plan addresses the recommendations of the investigation, but also includes, for completeness, work that has been in progress since the complaints were first received.

It is proposed that members may wish to comment on the actions set out in this plan. In that connection, a separate informal meeting will be arranged to consult with members prior to the plan being considered by the Executive.

It is important that members regard the HR Plan as an integral part of the Service improvement plan developed by the Head of Service, which has been approved by the Executive.

Chris Goulding
Head of HR

Investigation Recommendation	Activity	Responsible Person(s)	Target	Complete
HR should play an active role within the service until confidence is restored.	HR involved in all recruitment to posts within Community Centres and line managers undertake the Council's fair selection course.	HR Manager H&CL - HoS	December 2007	
Disciplinary policy and procedure training needs to be expanded	Disciplinary Policy and procedure course will be extended too 2.5 days.	Employee Relations HR Manager	May 2007	
A training needs analysis will be conducted to ensure that managing people skills are fully developed	Seek CLMT approval for the Managing People module to be mandatory as part of the Gold Programme and implement for all managers.	Unit Manager Recruitment and Development	May 2007 – Approval Implement – 2-3 years	
Ensure there is sufficient HR capacity to manage major structural change.	Review C&L HR Team structure as part of the HR Value for Money review and make proposals for adoption.	HR Manager C&L	Autumn 2007	
All HR advisers receive training to deal with racism, harassment, bullying.	HR Advisers receive equalities and diversity training (unless evidence of completion)	Head of HR	By September 2007	

Investigation Recommendation	Activity	Responsible Person(s)	Target	Complete
NEW	Job Descriptions of all managers to be amended to include managing people as a core requirement and to consult with managers.	Head of HR	By October 2007	
All HR Advisers to receive training to deal with racism, harassment and bullying	HR Advisers receive Harassment and bullying training – dealing with racism (unless evidence of completion).	Head of HR	By November 2007	
Improve management systems	Management checking system to ensure that probationary meetings, appraisals and supervision are carried out.	Managers briefed by HR	December 2007	
Improve consultative arrangements and communication	Consultation with trade unions at LJNCC about Action plan and including monitoring	Head of HR	Ongoing	
Ensure good appointment at Bury Park	Bury Park – ensure manager appointed meets the revised spec. for the post and has the necessary skills.	HR Manager H&CL	TBC	
No employees should take up posts on mgt. Comm. and remain an employee	No employees should take up posts on management committees – HR to ensure.	Head of Service	TBC	
Future Grievances	Investigations into all future Grievances within the service should continue to be supported by HR in H&CL and the Head of Service should be involved, but the process needs to demonstrate objectivity.	HR Manager H&CL / Head of Service	TBC	

Investigation Recommendation	Activity	Responsible Person(s)	Target	Complete
Future Training needs analysis	Training needs identified of staff from new job descriptions	Head of Service	TBC	

