

Meeting Date: 7th January 2020

Public/Private*: Public

Title: **Finance, Governance & Resources Portfolio Holder's Report –
Councillor Gareth Ellis**

HR AND PAYROLL

- Business as usual for HR and Payroll
- Developments of I-Trent for the move to Electric are underway with a proposed implementation date of 1st February 2020
- Once Electric is embedded then a move to online recruitment will follow – creating efficiencies in the recruitment process but allowing applicants a more streamlined way to apply for vacancies
- A review of casual and agency workers and associated policies is underway
- An Audit of attendance management commenced November 2019 with results due early in 2020

INFORMATION MANAGEMENT – LEGAL SERVICES

- Recent counts for information requests (From 12 October 2019 – 29 November 2019):
- Environmental Information Regulations requests received – 66
- Environmental Information Regulations requests responded to - 63
- Freedom of Information Act requests received – 88
- Freedom of Information Act requests responded to - 99
- Data Protection Act subject access requests received – 0
- Data Protection Act subject access requests responded to – 0
- Data Protection Act Third Party requests received – 3
- Data Protection Act Third Party requests responded to – 3

ORGANISATIONAL DEVELOPMENT

The Wellbeing Day was held on the 14th of November at the Civic Centre and was well attended with over 170 people participating on the day.

The Celebration of Learning event was held on the 3rd of December and included many of the 70 candidates who achieved a qualification in the last 12 months. Qualifications ranged from numeracy and literacy skills to level 6 in legal. We had a good turn out from Members which is always welcomed.

The Management Competency Standards Training started in this last quarter and focuses on the reviewed competency standards.

3 Loaders from the Refuse Teams have been trained in driving the lorries as part of the grow your own strategy to help combat the difficulties in recruitment for drivers.

FINANCIAL SERVICES

Budget preparations for 2020/21 are now underway with Reports being considered by Executive and Scrutiny Panels in December. A draft budget for consultation was issued on 16th December with a consultation open until 13th January 2020. Final considerations will then be made for Council to debate and approve a Budget in February.

ELECTORAL REGISTRATION

The Elections Team had to publish the revised Electoral Register early on 1st November instead of 1st December, due to the General Election being called.

The Elections Team have been working on preparations for the General Election within a tight timescale.

ICT UPDATE

- Reviewing current ICT Expenditure and contracts to feed into Service Review
- 7 Councillors are left to be enrolled onto the new security for Office365/Windows 10
- Cyber Security and Data Protection mini roadshow held - 5th December 2019
- Server Move of Civic APP (Flare) completed during w/c 2nd December – server 2008 migration plan
- Planning for Windows 10 1903/1909 started
- Upgrade to Civica Cash Receipting completed