

Meeting Date: 14<sup>th</sup> September 2021

Public/Private\*: Public

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

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## **FINANCIAL SERVICES**

The draft Statement of Accounts for 2020/21 have been prepared and were published before the revised statutory deadline of 31<sup>st</sup> July 2021. The external audit process on these statements is underway.

## **HR & PAYROLL**

- The new personnel in the HR & Payroll Manager are settling in well
- **Returning to the Civic Centre:** The team is actively supporting work streams relating to the Civic Centre once again becoming the main place of work. The 'return to the workplace' is anticipated to take place at the end of September 2021
- **Recruitment:** Development of the iTrent Recruitment module is planned for September which will support a more efficient recruitment process for both managers and new employees
- **Kickstart:** Engagement of up to two Kickstart employees has been approved to help create some capacity within the team to support the iTrent implementation and a Data retention project

## **ORGANISATIONAL DEVELOPMENT**

OD have supported the lateral flow testing at Boustead's and to date over 1,300 tests have been completed, individuals have been shown and encouraged now to complete at home.

Apprenticeship funding has been used to support additional management training to level 3 and level 5 qualifications, currently 10 people on programme.

The ICT development hosted by Jamie Jackson continues to be well received by employees and includes recorded provision emailed to Members, additional delivery under planning for Member development.

Plans underway to provide support and development to employees regarding the Local Government Reorganisation.

### **ELECTORAL REGISTRATION**

The Elections Team are well into the annual canvass and are just about to move to the next stage of property communication prior to sending canvassers out to door knock the non-responding properties.

### **INFORMATION MANAGEMENT – LEGAL SERVICES**

- Recent counts for information requests (From 26<sup>th</sup> June 2021 – 20<sup>th</sup> August 2021):
- Environmental Information Regulations requests received - 11
- Environmental Information Regulations requests responded to - 10
- Freedom of Information Act requests received – 102
- Freedom of Information Act requests responded to - 90
- Data Protection Act requests received – 3
- Data Protection Act requests responded to – 8

### **PERFORMANCE REPORTING**

The Quarter 1 2021/22 Performance Report will be presented at the three Overview and Scrutiny Panels in late August and early September before being discussed at Executive on 27<sup>th</sup> September.