



## Report

# Modernisation Programme

## OBJECTIVE COMPLETION REPORT

**Thematic  
Project Board  
name**



### HRM THEMATIC PROJECT BOARD

**Project  
reference**  
*(National Framework  
Paragraph No)*

**5.13 Regional HR Strategy  
5.19 Regional Equality Strategy  
5.37 Occupational Health  
6.11 Workforce Development  
6.11 Resorting**

**Release**

Date: 17/10/2007

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Document Version - 2

## Document History

**Purpose of Report** *To provide the Thematic Project Board and Business Change Managers with a summary of deliverables achieved in the completion of an objective and the actions necessary to implement the aforesaid deliverables within each respective fire and rescue authority.*

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**Document Location** *This document is only valid on the day it was printed.  
The source of the document will be found in the Control section of the Project File maintained by the Project Manager.*

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### Document Author(s)

Name	Title	Version	Reference
Christine Walker	Project Manager	1	HRM/CW/01

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### Objective Description

**Summary of objective completed (as specified within WMRMB Programme Plan 2005/06 - refer to relevant section of Appendix C).**

**HR Strategy**

1. Develop a Regional HR Strategy
2. Co-ordinate approach to delivery of HR in the Region:- Process streamlining of effort; adoption of strategy across the Region; and the sharing of good ideas and knowledge

**Regional Equality Strategy**

1. Promote establishments that reflect local communities
2. Adoption of a Regional Strategy by all 5 Fire & Rescue Services
3. Develop a Model for Equality & Diversity Training & deliver a unified approach to the
4. Equality Standard for Local Government
5. Develop a consistent good practice framework for Race equality schemes
6. Establish a policy framework for equality and diversity policies and procedures

**Occupational Health**

Provision of efficient and effective occupational health and sickness/ill health Management within the Region. Including shared occupational health services, common health advice and reduced sickness absence.

**Workforce Development**

The implementation of a regional workforce development strategy, including common approaches and policies relating to; IPDR, Assessment and Development Centres, Firefighter, Supervisory and middle Management Development Programmes and Workplace Assessment.

**Resourcing**

1. The achievement of more efficient and effective resourcing within the Region, based on the establishment of good practice in workforce planning, community outreach networks and the use of national processes for recruitment and progression.
2. Meeting national targets for under represented groups.

**Distribution**

Name/Organisation	Date of Issue	Version	Reference
<ul style="list-style-type: none"> <li>• Thematic Project Board</li> <li>• Business Change Managers</li> <li>• Programme Office</li> </ul>	17/10/07	1	HRM/CW/01

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**Description of objective:**

**HR Strategy** – (5.13) see Summary of Objective

**Equality & Diversity Strategy** – (5.19) see Summary of Objective

**Occupational Health** – (5.37) see Summary of Objective

**Workforce Development** – (6.11) see Summary of Objective

**Resourcing** – (6.11) see Summary of Objective

**Deliverables derived from objective:**

**HR Strategy** – (5.13) Completed and Published. Devolved work streams agreed in key areas of activity to ensure continuous improvement. These include:

- Leadership
- Establishment of Community Outreach Network
- Succession Planning
- Review of IPDR procedures and frameworks
- Establishment of HR forum

**Regional Equality Strategy** – (5.19) Developed and agreed through Regional action plan's and devolved work streams for 5 Area's of Equality & Diversity.

- Equality standard for Local Government
- Race equality Scheme
- Equality Policies and Procedures
- Equality & Diversity Strategy for Region
- **Equality & Diversity Training (Not Delivered)**

**Occupational Health** - (5.37)

Regional Strategy developed, agreed and adopted. Sub Group created to develop regional standards for key medical areas i.e. visual and common health advice.

**Workforce Development** – (6.11)

Common policies developed and agreed for IPDR's, ADC's, FF development, Supervisory and Middle Manager development and Workplace Assessment. Aiding in the facilitation of transfer of staff within the region.

**Resourcing** – (6.11)

Encompassed in HR Strategy (5.13 and Workforce Development (6.11)

	Benefit Description	Measure	Review Date
<b>Benefits to be derived from deliverables:</b>	1. Improved Capacity	Joint Delivery of FF Phase 1 Development, ADC's and some Management Development Programmes	Complete and on going
	2. Notable Practice	Inclusion in case studies as illustrated in DCLG case study for management development	Achieved and on going
	3. Consistency	Establishment of regional approved supplier list for learning and development programmes  Regional Delivery of FF Phase 1 and ADC's	Complete and on going
	4. Efficiencies	Financial and resource savings made through effective collaboration i.e. bulk buying of recruitment DVD's realising a saving of £6,750	On going

**Actions required by Business Change Managers:**

None outstanding

**Implementation timescale(s):**

Some slippage in the implementation timescale for Occupational Health (5.37) primarily due to the availability of people resources. However this is back on track with outputs evident. With the exception of Occupational Health, implementation has been achieved and the action plans developed are working effectively. Review and evaluation arrangements are in place.

**Potential issues/risks:**

Efficient and Effective use of People Resources and strategies will continue to be prioritised and monitored and monitored through the regional HR Exchange Group.

Partial commitment or withdrawal of active engagement from regional partners.

**Post-implementation review date:**

Review process to be incorporated into the TOR for the HR Exchange Group.

**Certificate of completion:**

**See Appendix A**

## Appendix A - Certificate of Objective Completion

	Role	Name	Signature	Date
<i>I am satisfied that this project has delivered, as far as is reasonably practicable, the objective(s) specified in the Programme Plan.</i>	<b>Senior Responsible Owner</b>			
<i>I can confirm that this project has delivered the objective stated and that I will now take the necessary actions to implement the deliverables within my Fire and Rescue Authority</i>	<b>Business Change Managers</b>			
<i>I can confirm that the issues and risks identified have been recorded in the Programme Issue and Risk Logs.</i>	<b>Risk Manager</b>			
<i>I can confirm that the objective has been completed and the Programme Plan Milestone Map and Benefits Realisation Plan have been amended accordingly.</i>	<b>Programme Manager</b>			