

# **Report**

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Report to:	<b>Corporate Resources Committee</b>
Date of Meeting:	<b>20 May 2009</b>
Report by:	<b>Executive Director (Corporate Resources)</b>

Subject:	<b>People Connect Progress Report</b>
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## **1. Purpose of Report**

1.1. The purpose of the report is to:-

- ◆ advise of progress made in implementing HRMS Self Service throughout South Lanarkshire Council, Lanarkshire Valuation Joint Board (LVJB) and South Lanarkshire Leisure

## **2. Recommendation(s)**

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that progress to date be noted.

## **3. Background**

- 3.1. A business case on the benefits of HR Self Service was developed by representatives from Personnel, Finance and IT Services during the first quarter of 2008. This was presented to the Corporate Resources Committee on 7 May 2008 and approval to begin the project was granted. The business case strongly advocated the benefits of a dedicated Project Team and the team was established during the summer of 2008.
- 3.2. The requirement to implement HR Self-Service to support the delivery of modern HR policies features in the Council's People Strategy, 'Connecting through People'. Under the Council Value, 'Accountable, effective and efficient', we have identified the implementation of self service as one of the ways in which we can seek to develop and improve services.

## **4. Progress to date**

- 4.1 A Project Steering Group (PSG) has been formed with key stakeholders including the Project team, middle and senior managers from Resource Personnel, IT Business and Finance teams. The PSG is responsible to the Project Review Board (PRB) for the delivery of the project and is tasked with taking key decisions to ensure that the end product meets all operational requirements.
- 4.2. The project has been divided into 4 phases of roll out, starting with those with dedicated PC access and culminating with those with little or no direct access to a PC. Phase 1 was successfully launched in February 2009 and involved around 1,300 employees across all Resources.

- 4.3. Employees and Managers in phase 1 can view and update basic employee details which include name, address, telephone number, e-mail address and emergency contact details. Managers and employees can also view but not update salary information, absences and PDR outcomes. Employees also have access to their own payslip.
- 4.4. The Communication Strategy was formally launched in January with an initial article in The Works magazine, and complimented by a dedicated intranet site. The site is the main source of information and includes all communications; personnel circulars; management bulletins; handy hints; training information; frequently asked questions and contact details for the project team. This site has been well used to date and supports the delivery of training briefings for new users.

## **5. Next Steps**

- 5.1. Phase 2 is currently being rolled out to provide this functionality to another 3,400 employees. The planned go-live date is the end of May 2009.
- 5.2. Further functionality is also being developed to commence roll out in June/July 2009. This will include allowing employees to request all types of leave; submit expense claims and training requirements and allow managers to authorise such requests.
- 5.3. Discussions are underway in respect of elected members and a pilot group will be established to enable access to their personal records including viewing their own payslip. There is currently no requirement for additional functionality for this group.
- 5.4. The project team is also considering the roll out of People Connect to employees who have limited or no access to a computer. Some examples currently under discussion include use of administrators for data input and communal use kiosks that specific groups of employees would have access to.

## **6. Employee Implications**

- 6.1. None.

## **7. Financial Implications**

- 7.1. Expenditure in connection with the communication and training strategies will be met from the project budget.

## **8. Equality Impact Assessment and Consultation Arrangements**

- 8.1. An initial equality impact assessment has identified the need to capture monitoring information on the new processes. An action plan will be developed to do this and a full assessment will be carried out within 12 months if required.
- 8.2. A demonstration of People Connect to the JTUC Executive was held in January 2009. Consultation is ongoing with the Trades Union and the Resources as the functionality is developed.

**Robert McIlwain**  
**Executive Director (Corporate Resources)**

1 May 2009

**Link(s) to Council Objectives**

- ◆ Sustainable development
- ◆ Accountable effective and efficient
- ◆ Excellent Employer

**Previous References**

HR Self Service Business case, Corporate Resources Committee 7<sup>th</sup> May 2008

**List of Background Papers**

- ◆ Oracle HR Self-service Business Case

**Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

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