

EAST AYRSHIRE COUNCIL

PERSONNEL AND PROPERTY SUB - COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE - 21 NOVEMBER 2000

CORPORATE HUMAN RESOURCE INFORMATION SYSTEM

Report by the Depute Chief Executive/Director of Corporate Resources

1. PURPOSE OF REPORT

- 1.1 To provide the Sub-Committee with a progress report on the operation of the Corporate Human Resource Information System (Cyborg).

2. BACKGROUND

- 2.1 A report relating to the introduction of an integrated Payroll/HR computer system was submitted to the Sub-Committee at its meeting on 2 March 1999.
- 2.2 The integrated system was implemented with effect from 3 September 1999 and a dedicated multi-departmental Project Team has been developing the integrated system with a Chief Officer level Steering Group overseeing the process.
- 2.3 Technical difficulties have restricted the reporting of employee data contained within the Corporate Human Resource Information System.

3. CURRENT POSITION

- 3.1 Recent developments have improved maintenance and reporting functionality and an updated and more user friendly version of the system (Version 4.5) has been operational from October 2000.
- 3.2 Departmental HR users have received the appropriate training on the updated Version 4.5.
- 3.3 The introduction and development of a Reporting Tool (Cognos) together with a commitment from all departmental users to complete and maintain employee information, has enabled significant progress to be made in meeting corporate and departmental reporting requirements.
- 3.4 Procedures have been introduced to ensure that the appropriate employee data is being input to the system for all new employees and a data capture exercise is ongoing to ensure that this information is held on existing employee records.
- 3.5 The post structure on the system is currently being updated to reflect recently revised departmental establishment structures. It is anticipated that this exercise will be completed by 31 December 2000.

- 3.6 An initial menu of standard corporate and departmental reports has been developed which will provide a reporting facility at corporate and departmental local user level on the following topics:
- (a) Employee Turnover Report at council, department and employee group level, where appropriate
 - (b) Employee Headcount Summary on employee group basis
 - (c) Employee Status Summary
 - (d) Age Profile
 - (e) Equal Opportunities Monitoring
 - (f) Staffing Watch
 - (g) Authorised Establishment
- 3.7 It is anticipated that the system will provide members with a menu and sample of employee information reports by April 2001. The Sub-Committee's views at that time will allow the Head of Personnel to provide relevant information for members which will also link effectively to COSLA's Staffing Watch reports.
- 3.8 The Head of Personnel will arrange a short demonstration of the Corporate Human Resource Information System on request from any members of the Sub-Committee.

4. POLICY/LEGAL IMPLICATIONS

- 4.1 NIL

5. FINANCIAL IMPLICATIONS

- 5.1 As in any IT system there will be an ongoing maintenance requirement for the integrated Payroll/HR computer system and this has been considered by the Head of Information Technology in establishing the Council's future revenue budget for these purposes.

6. RECOMMENDATIONS

- 6.1 The Sub-Committee is asked to:-
- (a) note the progress made in introducing the Corporate Human Resource Information System to the Council; and
 - (b) ask the Head of Personnel to report to a future meeting of the Sub-Committee on future reporting proposals.

Fiona Lees
Depute Chief Executive/Director of Corporate Resources

3 November 2000

LIST OF BACKGROUND PAPERS

1. Report to the Personnel and Property Sub-Committee of the Policy and Resources Committee, 2 March 1999.

Anyone wishing further information should contact Graham Haugh, Head of Personnel (Telephone 01563 576092)

AGENDA