

People and Resources Committee, 9 February 2023

Matters Arising

Executive summary and recommendations

Attached is an actions list as agreed at the last public meeting of the People and Resources Committee.

10 November 2022		
1	<p>Item 8. Business Change Portfolio Performance Report – Q2 2022-23 (report ref: PRC 38/22)</p> <p>8.6 The Committee noted that internal audit time reviewing benefits realisation was already scheduled in this year’s internal audit plan and the Executive would update the Committee with progress.</p>	<p>Executive:</p> <p>As per the agreement we deferred the audit review from last year and instead agreed to engage with BDO to facilitate a series of workshops to review progress today, to share best practices and to plan an embedding model. We have used the work completed to date to develop Benefit Reporting dashboards (produced each month) and have embedded a benefit analysis at both investment case submission stage, and at the point of initiation as a mandatory step. This approach was used in the investment planning process this year. Processes are now also mandated at closure to document a benefit realisation plan and lodge with closure documentation and be tracked by Business Change post project.</p> <p>The first review session facilitated by BDO occurred at the HCPC offices 23 Jan and was attended by members of Business Change, Quality Assurance, and the Head of IT and Digital. The objective</p>

		<p>was to assess the current approach, identify opportunities to simplify and to reduce blockers to utilisation. Whilst the output is being collated, the key points were that (1) intangible benefits should be drawn directly from existing strategic plans (such as the People Strategy, or the Digital strategy) where possible, (2) Investment prioritisation should (in addition to linking to corporate plan objectives, benefits should also be linked to Key strategies (such as the Digital and the People strategy), (3) Investment priorities should be based on benefit value as priority over cost, but consider the full ROI where possible and (4) possibly agree a short list of non-tangible “corporate benefits” to tighten focus on benefit selection.</p> <p>The output of the session is planned to be brought into the current process model, after which follow-up sessions with a broader stakeholder group will be set up to test the assumptions reached, and then to start to embed.</p>
2	<p>Item 9. Finance Report – September 2022 (report ref: PRC 39/22)</p> <p>9.4 The Chair of Committee challenged the Executive to explore the feasibility of charging applicants for increased banks fees. He questioned if charges were a separate issue to registration fees. The Executive would consult the Chair of Committee outside of the meeting.</p>	<p>Executive:</p> <p>There are no plans to separate the scrutiny and registration fees from other associated costs such as bank charges.</p>
3	<p>Item 11. HR Performance Report Q2 2022-23 (report ref: PRC 41/22)</p> <p>11.4 The Executive noted that the numbers for staff in the finance report differed to those in the HR report and assured the</p>	<p>Executive:</p> <p>It was agreed with the HR team that the cut of the data will be after the month in question and any reporting of</p>

	<p>Committee that this was a simple timing difference of when the data was extracted by the finance team, to allow for the timely production of monthly management reports. The figure published by HR was the actual corrected number and the Executive committed to align these numbers for future Committee meetings. The Committee welcomed that the agency staff numbers were reducing but noted that focus on this was still needed.</p>	<p>establishment figures will be based on the HR report, which will have the most up-to-date figures. Agency figures are being monitored and are budgeted to be phased out for next financial year as key vacant posts are filled.</p>
4	<p>Item 14. Employee forum update (verbal)</p> <p>14.5 The Committee confirmed they wanted to hear from the Employee Chair's successor going forward and once in place the Committee should decide on the frequency.</p>	<p>Executive:</p> <p>Engagement with a new employee forum chair will be arranged once appointed. Verbal updates to the Committee should be linked to EF meeting frequency</p>

Decision

The Committee is requested to note the document. No decision is required.

Background information

Please refer to individual papers and minutes for the background to decisions.

Resource implications

None

Financial implications

None.

Appendices

None.

Date of paper

2 February 2023