

## **HEAD OF PEOPLE AND BUSINESS CHANGE**

### **1. Human Resources**

- a) To determine all operational issues relating to :
- Strategic Human Resources
  - Employment Services
  - Total Reward
  - Health and Safety issues
  - Organisational Development and Training
- b) To determine procedures to provide good employee relations with all the recognised trade unions and their representatives.
- c) To determine action necessary to ensure adherence to corporate Human Resources policies as agreed by Council.
- d) To determine operational actions for all payroll matters and arrange payment of national pay awards.

### **2. Business Change**

To determine all operational issues relating to Business Service development and Business Improvement, Including the BIP Team

### **3. Partnership and Policy**

To determine all operational issues relating to

- Partnerships and Planning
- Policy Development
- Performance

### **4. IT Systems and support**

- I. To determine standards of technology to be used by elected members and employees and to determine standards of communications systems appropriate to members, officers and schools and other Council functions, particularly in regard to advances in technology.
- II. To determine arrangements to ensure the confidentiality, integrity and availability of all data held in Council ICT systems.
- III. To determine standards of technology used to provide a comprehensive internal communications system.
- IV. To determine standards and when to take advantage of technological changes relating to ICT and communication in all forms.

V. To determine requests for I.C.T. and Communications purchases

VI. To determine the appropriate level of operational support for IT systems

vii. To determine all operational issues relating to:

- Electronic Document management systems
- Information Development
- Document Services

**5. Customer Insight**

- To determine operational issues in relation to the gathering, recording, analysis and maintenance of customer insight data.

**6. Spatial Data**

- To determine all operational issues in relation to the gathering, recording and maintenance of spatial data.
- To determine the naming and numbering of streets

**7. General**

To determine matters relating to Human Resources, tenders, finance, land and buildings, operational plans and legal agreements relating to this service area and as contained in the general delegation of powers to all Heads of Service set out in Part 1 of this scheme of delegation