CCP Phase 1 – Guidelines on conducting efficiency and effectiveness reviews

Discussion

1. Part of the systems and processes work stream of the corporate change programme is the development of guidelines for managers on conducting efficiency and effectiveness reviews.

2. A draft of this paper was discussed by SMT on 12th January 2009. It has been subsequently amended and comments incorporated after consultation with the TUS.

3. The amended version is now being presented to SLT for approval.

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Dependencies & Resource Implications

4. There are no immediate dependencies or resource implications in the implementation of these guidelines, although a number of offices have a part to play in providing advice and support to the process.

Equalities Implications

5. These guidelines will help to embed equalities issues in the review process, so should have a positive overall impact on all groups of staff.

6. By ensuring that managers know when it is appropriate to consider equalities issues and by embedding the equalities impact assessment process into the reviews process there should be a more effective emphasis on equalities issues whilst conducting reviews.

7. The equalities manager was fully consulted in the preparation of these guidelines.

Publication Scheme

8. This paper and the guidelines should be published once the guidelines have been agreed with SLT.

Next Steps
9. The next steps will be to make the guidelines available to managers and staff.

**Decision**

10. SLT is invited to discuss the amended guidelines and, if appropriate, agree to their adoption.

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