

**CORPORATE SERVICES - (HUMAN RESOURCES)
 QUARTERLY REVIEW OF KEY PERFORMANCE TARGETS FOR 07/08**

| KEY OPERATIONAL TARGETS/OUTPUTS | TARGET / QUARTER | ACHIEVED QUARTER ONE | ACHIEVED QUARTER TWO | ACHIEVED QUARTER THREE | ACHIEVED QUARTER FOUR | TOTALS |
|--|-------------------------|-----------------------------|-----------------------------|-------------------------------|------------------------------|---------------|
| Review Induction process and pack | 4th | | | | | Not Achieved |
| Each staff member to receive a minimum of 4 days training per year | 100% | 30% | 50% | 70% | 90% | Not Achieved |
| 2008/2009 Staff Learning Programme to be development and issued | 4th | | | | | Not Achieved |
| Administer PFP process | 4th | | | | ✓ | Not Achieved |
| External Consultants commissioned to design and administer annual employee survey (to include | 4th | | | In progress | ✓ | Achieved |
| Absence report to the Corporate Services Sub-Committee | 8 reports per year | 2 | 2 | 2 | 2 | 8 |
| Administer and run CHA's Staff and Committee Conference(s) | 1st & 4th | 1 | N/A | N/A | 1 | 2 |
| Plan and organise Staff Away Day(s) | 3 per year | 1 | N/A | 1 | 1 | 3 |
| Review of all HR processes and procedures | | | | | | Not Achieved |