

Human Resources - Issue of Contracts

ANNEX C

Test: Select a sample of ten contracts issued to manual workers at Schools review the timely issue of the contract.

Source: Manual workers files selected at random from cabinets

Name	Contract Requested	Start Date	Date Contract Issued	Time taken to Issue Contract (weeks)	Time taken from Start Date (weeks)
A	24/09/99	13/09/99	02/12/99	10	13
B	13/09/99	06/09/99	02/12/99	12	12
C	07/12/99	06/12/99	22/12/99	2	2
D	16/11/99	01/12/99	22/12/99	5	3
E	24/09/99	27/09/99	22/12/99	12.5	12
F	01/09/99	27/09/99	02/12/99	13	9
G	10/11/99	15/11/99	24/11/99	2	1
H	14/09/99	20/09/99	05/10/99	3	2
I	06/07/99	05/10/99	04/11/99	17	4
J	20/09/99	20/09/99	04/11/99	6.5	6

Average

8.3

6.4

Human Resources

Test: Select a sample of fourteen contracts for teachers and review the time taken to issue the contract.

Source: Manual Record of Appointments

Name	Contract Requested	Start Date	Contract Issued	Time taken to Issue Contract (weeks)	Time taken from Start Date (weeks)
A	27/04/99	01/09/99	06/09/99	20	1
B	29/03/99	01/09/99	21/06/99	12	N/A
C	21/04/99	01/09/99	06/09/99	20	1
D	16/11/99	01/09/99	18/11/99	0.5	11*
E	01/03/99	01/09/99	22/06/99	15	N/A
F	08/04/99	01/09/99	22/06/99	11	N/A
G	22/10/98	01/09/99	09/02/99	16	N/A
H	01/07/99	01/09/99	13/09/99	10.5	2
I	07/07/99	01/09/99	15/07/99	1	N/A
J	01/04/99	01/09/99	10/05/99	5.5	N/A
K	20/05/99	01/09/99	28/06/99	5.5	N/A
L	20/05/99	01/09/99	28/06/99	5.5	N/A
M	14/06/99	01/09/99	06/09/99	12	1
N	18/06/99	01/09/99	24/09/99	14	3

N/A denotes contract issued prior to commencement of employment

* Contract requested after Start Date

Test : Select a sample of ten contacts for non- teaching staff whose contracts have been amended

Source: Manual record of amendments held by Human Resources

Name	Contract Requested	Contract Issued	Time Scale (weeks)
A	24/03/99	05/05/99	6.5
B	31/03/99	15/04/99	2
C	31/03/99	21/04/99	3
D	07/09/99	22/09/99	2
E	17/12/99	22/12/99	1
F	17/12/99	22/12/99	1
G	16/07/99	30/07/99	2
H	07/09/99	29/09/99	3
I	29/03/99	25/05/99	8
J	01/04/99	15/04/99	2

Results average

3.05