

## **UPDATE**

### **1. BACKGROUND**

- 1.1 The HR Strategy for 2018 – 2022 includes an action plan (Appendix A) and this report will cover recent changes which have been introduced in order to achieve the desired outcomes of the action plan.

### **2. ITRENT HR SYSTEM**

- 2.1 The council has procured a new HR / Payroll system called ITrent and we went live with the payroll element, employee self-service and manager self-service from April this year.
- 2.2 We are calling the system the HR Hub. It has provided improved management information, it allows employees to access the system from home and supports the principles of smarter working.
- 2.3 Feedback from employees and managers has been very positive. The new look and feel of the system gives a more modern and fresh approach to HR information.
- 2.4 There are further elements that will be introduced into payroll including:
- Fast Entry Timesheets for Leisure Centres
  - On Line Overtime Claims
- 2.5 Further modules will be rolled out during this year including:
- Travel and Expenses (including NPA and Members)
  - Recruitment
  - Learning and Development
  - Performance

### **3. SABBATICAL LEAVE**

- 3.1 EMT are pleased to have endorsed the introduction of a Sabbatical Leave policy. (Appendix B).
- 3.2 EMT recognise that in some areas recruitment and retention is becoming increasingly difficult and that any measure that may help to address this would be welcome.
- 3.3 The policy would enable employees to take a break from the workplace (normally for personal reasons) without feeling that resigning is the only way to do this.

- 3.4 It is envisaged that this policy could support staff during a difficult time whilst allowing them to return to the workplace and therefore retaining the skills and knowledge longer term within the council.

#### **4. EMPLOYEE WELLBEING POLICY**

- 4.1 The HR Strategy action plan specifically looks to promote wellbeing initiatives to support both physical and mental wellbeing
- 4.2 The Wellbeing Policy (Appendix C) seeks to bring together a number of initiatives that the Council already supports and also introduces the smarter working aspect and its effect on wellbeing.
- 4.3 The policy also now provides information on the Mental Health First Aiders within the council and the support and resources which are available.
- 4.4 EMT were happy to support the policy and in particular were pleased to note the commitment made to support both flexible working and mental health.

#### **5. PAY**

- 5.1 We are committed to reviewing our pay structures this year and ensuring that they are flexible and fit for purpose.
- 5.2 We have over the last year implemented changes to our Bands 1-4 however pay remains a key issue at all levels as recruitment and retention becomes increasingly difficult.
- 5.3 We have a Pay and Reward Work Programme (Appendix D) and we will be reviewing these issues at the Employee Side Liaison Panel before recommendations are put before this Committee.

#### **6. MOVING FORWARD**

- 6.1 We will continue to look for ways to deliver the requirement of the HR Strategy implementing best practice.
- 6.2 We remain committed to providing terms and conditions that will make us an employer of choice.
- 6.3 Further updates of progress made will be reported at each HR Committee.

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