

UPDATE

1. BACKGROUND

- 1.1 This report gives an update on HR matters since the last HR Committee.

2. ITRENT HR SYSTEM

- 2.1 Since the last update in June we have introduced the online travel and expenses module for officers, Members and the National Park Authority.
- 2.2 From a payroll perspective we have also introduced timesheets for Leisure Centres. This means the input is done at the Centres and goes directly into the payroll system.
- 2.3 The next element for payroll to rollout is the online overtime claim form. It is anticipated that this will be trialled at Appletree Court during October.
- 2.4 Further modules will be rolled out during this year including:
- Recruitment Portal
 - Learning and Development
 - Performance

3. HOUSING MAINTENANCE REORGANISATION

- 3.1 A fundamental review of Housing Maintenance has been undertaken over the last four months.
- 3.2 The Housing Maintenance Service is responsible for maintaining the Council's housing stock which currently sits at 5,088 properties, made up of tenanted houses, flats, hostels and schemes providing extra care.
- 3.3 A full consultation exercise was undertaken with recommendations being made to Executive Management Team on the proposed way forward.
- 3.4 In total 17 new posts were recommended including the creation of a new Service Manager. Some of these costs were offset by the deletion of 7 vacant posts.
- 3.5 Other changes include the now two teams sharing resources of a central Business Support and Customer Services hub who will deal with the administration of the business, customer service, workforce planning and finances across the whole of the Housing Maintenance Service. Both parts of

the Service will draw upon these central resources in order to discharge their respective functions.

- 3.6 Further changes were made including a dedicated Health and Safety Advisor and Training Co-ordinator who will also bring necessary skills and knowledge into the Service.
- 3.7 The changes made will strengthen the council's ability to look after our housing stock and ensure legislative requirements are met.

4.0 ARMED FORCES RECRUITMENT

- 4.1 We have signed up with RightJob Online job matching which seeks to help organisations looking to employ ex-military personnel.
RightJob is the CTP's free online job board, created specifically for employers with jobs for ex-military personnel, and accessible by over 14,000 skilled and experienced individuals, ready to enter the civilian workforce.
- 4.2 Now that we have registered, we can post and manage our jobs via the online portal. The CTP can provide a job matching service, notifying candidates of appropriate vacancies and providing CV and application advice.
- 4.3 The CTP is the official provider of Armed Forces Resettlement, and is government funded; therefore, this service is provided free of charge to both ex-military personnel and employers, ensuring maximum gain and exposure for both parties.
- 4.4 This will be used as an additional tool in our recruitment campaigns.

5.0 HEALTH AND LEISURE REVIEW

- 5.1 The Council is currently undertaking a review of its five Health and Leisure Centres.
- 5.2 The next stage is Invitation to Negotiate (ITN) – which we aim to issue in the middle of November.
- 5.3 The presentation attached shows the progress so far and the timeline for future milestones in the process.
- 5.4 We have been in discussion with the unions on the review through ESLP and other meetings. We have shared with the unions the TUPE information from the contract.
- 5.5 Further meetings will be arranged with Employee Side to discuss their concerns before ESLP meet again in November.

6.0 DBS CHECKS

- 6.1 In the past there were only three types of criminal record check available; standard, enhanced and enhanced with children's and/or adults barred list checks.
- 6.2 For any check to have been carried out, the post applied for must have been included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975.
- 6.3 There is now an additional basic check. The basic check can be used for any position or purpose. A basic certificate will contain details of convictions and cautions for the Police National Computer (PNC) that are considered to be unspent under the terms of the Rehabilitation of Offenders Act (ROA) 1974.
- 6.4 The cost of a basic check is currently £25. We are unable to undertake checks ourselves so have engaged the services of another company. This will cost in the region of £6 per application.
- 6.5 The company that we are using for our Basic DBS checks is CareCheck, they have been operating since April 2002. They are purely a DBS umbrella, meaning that applications submitted have their undivided attention and they have a success rate of 90% of applications submitted are completed within 24 hours.
- 6.6 All new employees will be asked to complete a check before their employment is confirmed.
- 6.7 In due course it is recommended that all existing staff are also asked to complete a DBS checks.
- 6.8 Should a DBS check come back with convictions or cautions on then consideration will be given to the nature of the conviction, when it was and the role the candidate is applying for or the employee is already in.

7.0 PAY – NEXT STEPS

- 7.1 Currently our spine point values do not match the spine point values of the NJC scheme.
- 7.2 We have completed a review of our bands 1-4 over the last two years and this is covered in the report presented today.
- 7.3 It does still mean however that the NJC pay award given each year, particularly when there are % increases given, is difficult to translate into our own spine point values.

- 7.4 This note is to advise the committee that work will be done through the Employee Side Liaison Panel to address this issue and updates and recommendations will be provided to the Committee in due course.

8. CHANGES TO SICKNESS PROCEDURE

- 8.1 Recommendations have been made to the Employee Side Liaison Panel to introduce changes to the corporate sickness procedure.
- 8.2 It is generally accepted amongst the staff that the process for dealing with short term sickness is not robust enough and does not discourage employees from taking odd days as illness. Indeed this was raised by the staff as an issue to Bob Jackson and Cllr Rickman on their regular meet the staff sessions.
- 8.3 Discussions have taken place with employee side and different avenues explored. In conclusion it was best felt that to avoid any possible discrimination changes to the corporate sickness policy were preferable.
- 8.4 One change recommended is to introduce new sickness trigger points for short term sickness. The other recommendation is that we remove some of the stages in the current process.
- 8.5 As at present any absence related to disability will be monitored but is likely to be discounted in the normal trigger points. Managers will be encouraged to speak to HR for further advice in this matter.
- 8.6 The changes will be implemented with effect from October 1st. Management Advice notes will be updated accordingly and further brief bite training sessions will be arranged during October.
- 8.7 Communication on the changes will be through Service Managers, Operational Managers and employee notices.

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