

## **HR COMMITTEE – 30 JANUARY 2020**

### **HR UPDATE**

#### **1. BACKGROUND**

- 1.1 This report gives an update on HR matters since the last HR Committee. These matters are in addition to the reactive caseload which includes job evaluations, restructuring advice, grievances, disciplinaries and sickness absence matters.

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

- 2.1 Since the last update in September we have introduced the online overtime claim form. This was trialled successfully at Appletree Court during November with the first payments being made in December pay.
- 2.2 The rollout will continue with Streetscene, Open Spaces, Coastal and Information Offices in January and Refuse and the National Park Authority in February.
- 2.3 We have successfully set up and processed the pay for the Hythe and Dibden Parish elections
- 2.4 We have successfully built, tested and implemented the Learning and Development module. This allows employees to enter, update and view their records of learning and training attended.
- 2.5 Currently on a monthly basis all e-learning is uploaded onto the system and managers and e-Learning module owners can now track any outstanding training which is required. This will be updated daily from February 2020. This is possible due to a separate, purpose built online report platform which has been built which automatically pulls up to date accurate information from the Hub.
- 2.6 In operational areas where mandatory training needs are high, and have been previously very difficult to coordinate, we are working with relevant Service Managers to use the Hub to bulk upload historical information, and record future training.
- 2.7 Where renewal dates are applicable, employees will receive an alert one month before the course is due. Managers can run reports by course title or by all employees to easily see training requiring renewal.
- 2.8 Since early January we have been live with the recruitment portal. This provides a much better and more modern environment for potential employees to search for vacancies. They can sign up for email alerts when jobs become available and book interview slots on line.
- 2.9 The portal also provides much improved management information for recruiting managers. They are able to see current vacancies, applications for those that have applied and how the process is progressing.
- 2.10 The final aspect of the HR system to go live will be the performance module. Work has already commenced on this and we anticipate this being live during March.

### **3. EQUALITIES TRAINING**

- 3.1 The HR Advisory team have provided Equalities training to all the operational areas at the Depots up to and including Service Manager level.
- 3.2 So far we have delivered 16 sessions for 258 employees.
- 3.3 We will be providing sessions for all public facing employees at Appletree Court in February / March.

### **4.0 MANAGING SUICIDAL CONVERSATIONS**

- 4.1 Following on from the council supporting 12 Mental Health First Aiders, we ran a further course on managing suicidal conversations.
- 4.2 This was delivered by a representative from the Samaritans. We ran 2 half day sessions for a total of 36 employees. It was attended by employees from service areas including Housing, Tax and Benefits, Leisure and HR. Feedback was very positive.
- 4.3 A further session is being arranged for February for some employees who wanted to attend but were unable to. If there are spare spaces on the session then these will be offered out to other organisations.

### **5 DBS CHECKS**

- 5.1 All new employees are now asked to complete a basic check before their employment is confirmed.
- 5.2 We have now started the process of asking existing staff to complete a basic DBS check. This will be done on a four year rolling programme.
- 5.3 Should a DBS check come back with convictions or cautions shown then consideration will be given to the nature of the conviction, when it was and the role the candidate is applying for or that the employee is already in.

### **6 HR BRIEF BITE SESSIONS**

- 6.1 During December we ran Brief Bite sessions for managers and supervisors on Managing Performance, Sickness Management and Recruitment. The attendance was as follows:
  - Recruitment = 9 employees
  - Managing Performance = 8 employees
  - Managing Sickness = 10 employees

### **7 APPRENTICESHIP TRAINING**

- 7.1 11 employees have started apprenticeship training programmes. A separate update report details this.

## **8.0 PAY ADJUSTMENT**

- 8.1 We have now implemented the changes that were agreed to for some of the spine points within bands 3 -5.
- 8.2 These changes were backdated to April and employees have received the relevant pay.
- 8.3 There were a number of employees in Band 2 who were also given an increase in their spinal column point, depending on when they were appointed.

## **9.0 PAY AWARD 2020**

- 9.1 As yet there is no further information on the negotiations for this years' pay award. Negotiations were put on hold due to the General Election.
- 9.2 The next meeting is being held on 21 January. An update will be given at the meeting if any agreement has been reached.

## **10.0 EMPLOYEE SURVEY**

- 10.1 An employee survey is planned for February / March. We will be working with Hampshire County Council to issue the survey and collate and analyse the results.
- 10.2 It is hoped that by using an external provider it will encourage employees to provide honest and frank feedback.
- 10.3 Members of the Employee Forum have been involved in the content of the survey and will play a key role in encouraging their colleagues to complete it.

## **11.0 NPA PARTNERSHIP**

- 11.1 We continue to provide HR services to the National Park Authority. Currently this includes payroll services, HR advice and job evaluations.
- 11.2 The NPA also has access to the HR Hub for annual leave, sickness and travel claims.

## **12.0 FLU VACCINATION VOUCHERS**

- 12.1 Again for the winter period this year operational staff at the depots were given the opportunity to collect a flu voucher in order to obtain the flu jab at local chemists. All Service Managers were contacted in September asking for numbers and an order for the flu vouchers was placed shortly after. In total the Council have purchased 88 flu vouchers this season with the majority now being used.
- 12.2 It is important to note that often due to pre-existing medical conditions and age eligibility some employees are offered the flu vaccination via their own GP surgery.

### **13.0 EMPLOYEE ASSISTANCE PROGRAMME**

- 13.1 Our contract with the EAP programme has been extended for a further 12 months.
- 13.2 In October a representative from the support line was available during lunchtime in the Workplace Café for employees to drop in and understand more about the services provided. More publicity is planned for 2020 in the form of podcasts/briefing sessions in order to further reach employees including operational teams.
- 13.3 During the recent equalities training awareness has also been raised of the existence of the employee support line.

### **14.0 10<sup>th</sup> ANNUAL CHRISTMAS QUIZ**

- 14.1 We ran our 10<sup>th</sup> annual Christmas Quiz, which has grown to around 200 participants and is worth all the time in preparation and coordination as it is really valued by so many staff and is a great team building exercise.

### **15.0 RECOMMENDATION**

- 15.1 That the report be noted.

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