

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 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.
- 2.2 We are just waiting for the first whole cycle to be completed with an external candidate being moved through to becoming an employee.
- 2.3 The final aspect of the HR system to go live will be the performance module. This will include a much improved probation workflow and our new performance management process.
- 2.4 We have a consultant coming to finalise a few points in early April and it is hoped that the system will be live in May.

3. EQUALITIES TRAINING

- 3.1 The HR Advisory team have provided three more Equalities training sessions for employees at Appletree Court with a minimum of 20 attending each one.
- 3.2 We have also delivered an out of hours training session for the Information Officers
- 3.3 We will be providing another session over the lunchtime period to pick up Customer Services employees.

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 which 36 employees attended.

4.2 A further session was run on 2 March which 26 people attended. 10 of these were from outside organisations.

5.0 HR BRIEF BITE SESSIONS

5.1 HR are pleased to announce the introduction of a new brief bite session – Menopause and the Workplace.

5.2 The first session has been booked for the end of March.

6.0 PAY AWARD 2020

6.1 In response to the Employee Side claim, the Employers side have offered a 2% pay rise for all employees. This was almost immediately dismissed by Employee Side. Further negotiations will now take place.

6.2 As an interim measure it has been agreed to implement a 2% pay award for employees from April. If the final agreement in excess of this then any additional payment will be backdated.

7.0 EMPLOYEE SURVEY

7.1 The employee survey 2020 is now live.

7.2 This is being promoted to employees in a number of ways.

- A link has been put on Forestnet,
- There is a link on the front page of the HR hub.
- We are emailing directly those in Leisure and Operations who don't have access to Forestnet but that have provided us with a personal email address.
- Posters have displayed in office, leisure centres and depots.
- The members of the Employee Forum have been asked to remind colleagues to complete the survey.

8.0 LEGISLATION CHANGES EXPECTED 6 APRIL 2020

8.1 There are two changes in legislation which are expected to be in place ready for implementation on 6 April 2020

8.2 The first is a change to the Reference Period for 'A weeks Pay' for holiday pay calculations. Previously we have used 12 weeks as a reference period. From 6 April this will change to a reference period of 52 weeks.

- 8.3 The second is the Right to a Written Statement of Particulars. This has always been a right but should have been given within 2 months of starting work. This is now a day one right.
- 8.4 It would be rare for us to start an employee without them receiving their contract of employment before starting. We will ensure that moving forward this doesn't happen at all.
- 8.5 Both of these changes were recommendations from the Governments Good Work Plan.

9.0 PARENTAL BEREAVEMENT LEAVE AND PAY

- 9.1 This is likely to also come into effect from April 6 but we are waiting for confirmation of all the details.
- 9.2 The definition of a bereaved parent is likely to include guardians, foster parents and those covered by a court order.
- 9.3 The definition of a child will be those under 18 years of age or stillborn after 26 weeks.
- 9.4 The leave and pay entitlement is likely to be two weeks taken either as a block or as separate weeks. Paid at the statutory rate of pay and taken within 56 weeks of bereavement.
- 9.5 It is likely that there will be no requirement for any length of service to qualify for the leave. It is expected that there will be a requirement for 26 weeks service for any entitlement to the pay provisions.
- 9.6 Once the details are confirmed we will update our policies accordingly.

For further information contact:

Name: Heleana Aylett
Title: HR Service Manager
Tel: 02380 285588
E-mail: Heleana.aylett@nfdc.gov.uk