

## 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 The final aspect of the HR system to go live will be the performance module. This includes a much-improved probation workflow and our new performance management process.
- 2.2 The module has been built and is currently being tested by a number of users. Once feedback from this has been gathered, we will look to roll this out across the organisation.

### 3.0 PAY AWARD 2020

- 3.1 As an interim measure it was agreed to implement a 2% pay award for employees from April.
- 3.2 An improved offer of 2.75% has been made by the National Employers. Whilst not accepted by the Trade Unions we have implemented the additional 0.75% backdated to April in May. If the final agreement is in excess of this, then any additional payment will be backdated to 1<sup>st</sup> April 2020.

### 4.0 FURLOUGH

- 4.1 The closure of the Leisure centres from 18 March has meant that we have furloughed 396 employees.
- 4.2 Originally staff were furloughed until the end of May, this has now been extended until the end of June.
- 4.3 Leisure centres are in Step 3 of the government roadmap, but currently no dates on when the Leisure centres can reopen.
- 4.4 The Government has confirmed that the furlough scheme will continue to run until October however after the end of July it will not be in its current format, but no further details are yet available.

## **5.0 STEPPING UP**

- 5.1 Since the lockdown, due to the willingness and cooperation of our staff we have been able to run the majority of our services with very little disruption to the public.
- 5.2 The ICT we have in place has meant that a large proportion of our staff have been able to work from home accessing the systems they need and staying in touch via skype.
- 5.3 In some of our essential services such as refuse we have managed to redeploy staff from other areas in order to keep any disruption to a minimum.
- 5.4 A number of other staff including Elections and Leisure staff not furloughed have been key in ensuring that the food hub based at Applemore has been successful in ensuring the delivery of food to the most vulnerable in our district.
- 5.5 For some staff working from home is not an option and they needed to still access Appletree Court. With the correct procedures in place they have managed to ensure social distancing is followed and that ATC remains a safe place to work.

## **6.0 MOVING FORWARD**

- 6.1 There have been many changes implemented in order to make the return to work for staff safe and in line with government guidelines.
- 6.2 Changes are being made at Information Offices and Health and Leisure Centres ready for when they can reopen. These include Perspex screens between staff and customers and floor markings to ensure social distancing.
- 6.3 Managers will be working with the Facilities team and Health and Safety to ensure that the correct risk assessments are conducted in line with the Covid secure guidelines.

## **7.0 HEALTH AND LEISURE REVIEW**

- 7.1 The review was delayed initially until the end of June 2020. We are awaiting further information on the recovery timeline of the Leisure centres, once this is available, we will be considering this information at the Task and Finish group and a way forward will be recommended to Cabinet.

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