

## 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, disciplinarys and sickness absence matters.

### 2. ITRENT HR SYSTEM

- 2.1 The final aspect of the HR system to go live has been the performance module. Managers and employees are now able to start their performance reviews
- 2.2 We are pleased to announce that we have been able to support this module with an online video which is available for all to see.

### 3. PAY AWARD 2020

- 3.1 The National pay award has now been agreed at 2.75%.
- 3.2 We have already implemented this, backdated to April so there is no further action required.

### 4. FURLOUGH

- 4.1 The closure of the Leisure centres from 18 March has meant that we have furloughed 396 employees.
- 4.2 All five leisure centres have now reopened. Due to social distancing we have had to work up a different programme for group exercise instructors.
- 4.3 This has meant that some Group Exercise instructors remain on furlough until a more permanent programme is put in place.
- 4.4 It is anticipated that the swimming instructors will return to work on 21 September.
- 4.5 Some smaller group of instructors also remain on furlough – Gym Instructors, Trampoline Instructors and Assistant Swimming Instructors.
- 4.6 It is anticipated that Gym Instructors will return at the beginning of November.

## **5. MOVING FORWARD**

- 5.1 Comprehensive risk assessments have been completed for all areas within the Leisure Centres and these have been shared with Employee Side
- 5.2 All five of our Health and Leisure Centres have now reopened. Many changes have been made to ensure that the facilities are safe for both customers and staff.
- 5.3 A limited programme of Group Exercise classes are now running. Children swimming classes will also be running by the end of September.
- 5.4 All our Information Offices are now open, except for Hythe. Again robust risk assessments have been completed and shared with both staff and Employee side.
- 5.5 We are currently working on guidance for staff and risk assessments for a phased reopening of ATC.

## **6. HEALTH AND LEISURE REVIEW**

- 6.1 After the initial delay due to COVID 19, the review is now progressing, with updated information provided to bidders in early September. We will continue to meet with Trade Unions and Staff forums regularly. We aim to have open staff and customer forums in December/January.

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