

## 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.
- 1.2 We also continue to provide Payroll and HR Advisory services to the National Park Authority.

### 2. FURLOUGH

- 2.1 The Leisure Centres reopened from 12 April, with group exercise classes returning from 17 May.
- 2.2 There are a number of staff still on furlough. These are mostly Activity Leaders, Gymnastics Instructors and Yoga Instructors.

### 3 TUPE TO FREEDOM LEISURE.

- 3.1 The final TUPE data will be sent to Freedom by 12 June. This will ensure a smooth handover between payrolls as Freedom pay slightly earlier than us on the 15<sup>th</sup> of the month.
- 3.2 Pension services have asked for two lists to be provided, one with current contributors to the pension scheme and one of current staff who would be eligible to join in the future. These two lists have been provided once and will be provided again just shortly after the transfer.
- 3.3 All current pension contributors will need to have termination forms for each post they hold. This amounts to around 425 forms to be completed. These will be completed as soon as possible after the final pay is processed.
- 3.4 Employee records will be transferred to Freedom in a secure manner. This is likely to be through an encrypted hard drive shortly after the date of transfer.

### 4. AGENCY FRAMEWORK AGREEMENT – JUNE 21 – MARCH 25

- 4.1 We have undertaken a further tender exercise to review and renew this framework agreement.
- 4.2 There are now 16 agencies in the framework for managers to use for Agency workers/Search and selection. This sets standard terms for ease of use,

secures favourable terms to us, and ensures workers receive necessary parity in relevant terms and conditions.

- 4.3 When looking for agency workers, the framework is to be used in the first instance – if suitable workers cannot be secured then alternatives can be considered.

## **5. KICKSTART PLACEMENTS**

- 5.1 We have recruited to the following 7 kickstart placements :  
Data Entry, Waste, Grounds Maintenance, Maintenance (x2), Customer Service, Planning Admin.
- 5.2 Our Waste and Grounds Maintenance placements started in May and are doing really well and enjoying themselves.
- 5.3 The Customer Service, Planning and Data Entry placements start mid-June.
- 5.4 An in-depth training programme has been put in place to assist our placements, as follows:
- A full NFDC induction, including any specific role related induction
  - Role specific ongoing mentoring and skills development will be provided day to day on-the-job with the line manager/mentor
  - A half-hour telephone careers advice call with our Employee Support Line provider
  - Training course on CV writing and interview prep
  - Interview practice 1
  - 'Embracing Equality and Diversity' training session
  - 'Importance of team working and how you fit within a team' (Belbin profile)
  - Time management training
  - Safeguarding training
  - Interview practice 2
- 5.5 All other placements have been advertised for a further month and will close 6<sup>th</sup> July.

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