

HR UPDATE

1.0 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 TUPE TO FREEDOM LEISURE.

- 2.1 The final pay for transferring staff was processed on July 20th.
- 2.2 All termination forms for Hampshire Pensions have now been completed for each post that the Health and Leisure staff held.
- 2.3 Employee records have been transferred to Freedom in a secure manner.

3.0 KICKSTART PLACEMENTS

- 3.1 We have recruited to the following 7 kickstart placements:
 - 3.1.1 We have three placements successfully underway in Planning Admin, Housing Maintenance Data Entry and Housing Maintenance.
 - 3.1.2 Our Kickstart placement in Open Spaces has just secured a permanent role with the Open Spaces team. This would not have been the case without the Kickstart opportunity.
 - 3.1.3 The Maintenance, Customer Service and Waste Kickstarts were all offered but they have since stopped.
- 3.2 11 Kickstart placements did not receive successful applications – they were readvertised over a period of two months and using different methods. These are currently on hold, and we will reconsider in October.
- 3.3 All Kickstart vacancies were included in the overall total vacancies this year in section 5.1 below.
- 3.4 The in-depth Kickstart training programme we put in place is now well underway including:
 - 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

4. SHAREPOINT

- 4.1 HR is a pilot service for the transfer of files from Meridio into Sharepoint.
- 4.2 A large mapping exercise has been completed to decide what still needs to be transferred and how it will look in the sharepoint system.
- 4.3 This has resulted in a review of all data kept and a good cleansing exercise has been completed.
- 4.4 A comprehensive UAT (User Acceptance Test) exercise will now be undertaken.
- 4.5 Our anticipated go live date is 18th October.

5. RECRUITMENT

- 5.1 In the 5 months since 1st April 2021, we have processed 105 vacancies. Nine of these are still currently live.
- 5.2 17 of these vacancies were not filled first time. These were:
- 5 in Waste (Loaders and Drivers) – some candidates withdrew, some adverts attracted no applicants - vacancies are currently live
 - 2 in Housing Customer Services (one full time permanent where the candidate withdrew and one casual post). The full-time role has now been split into part time posts, as there were more well skilled applicants for recent part time vacancies. Both are being readvertised externally.
 - Economic Development Team Leader – successfully readvertised internally and appointed to – now filled
 - CCTV maternity cover – readvertised
 - Building Cleaner – readvertised
 - Mobile Cleaner – candidate withdrew and offered to another candidate – now filled
 - 2 Leisure Attendants – in May – not progressed
 - Multi-skilled Operative – Carpentry advertised twice, and candidate withdrew
 - Electrician – no suitable candidates - currently using agency and taking stock
 - Gas Engineer – candidate withdrew - readvertised
 - Grounds Maintenance Operative – successfully readvertised and external appointment – now filled
- 5.3 Typically we would receive on average 15 applications for a role. During 2020/21 we received an increase to approximately 20 applications, likely related to people losing their jobs.

- 5.4 Since April 2021 we have seen a reduction in applications for most roles to an average of 5 to 10, sometimes no applications have been received, or commonly only up to five applications with only two or three suitable for interview. In some cases candidates have withdrawn pre-interview or after being offered the post.
- 5.5 Chief Executive Recruitment. Although we used an Executive Search agency to assist with this there was inevitably a degree of organisation required to ensure this all went smoothly.

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