

HR COMMITTEE – 11 AUGUST 2022

HR UPDATE

1.0 RECOMMENDATION

1.1 That the Committee note the contents of this report.

2.0 BACKGROUND

2.1 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.

2.2 We also continue to provide Payroll and HR Advisory services to the National Park Authority.

3.0 ITRENT

3.1 We have now completed the renewal with ITrent for another four years.

3.2 The Performance Management aspect of the system is now working correctly. The new 22/23 form has been launched successfully, and a report can be run from October each year to show progress.

3.3 The password and memorable word logins are often raised as a downside to the system by users, and we had over 450 requests to reset within the last 6 months. We are working with ICT to enable 'single sign-on' for all users. We are in the process of testing the software and establishing a process for this to work for us. We had hoped that this would be in place during July, but this has now been rescheduled to later in the year.

3.4 We are embarking on a project with ICT to procure an up-to-date intuitive Learning Management System, which we hope to have in place by April 2023 if possible.

4.0 RECRUITMENT

4.1 As of 21st July, we had 14 live vacancies.

4.2 From 20th May to 21st July, we had 39 vacancies, and 26 new starters. 3 vacancies during this period were not filled first time (all 3 have gone back out and we have successfully recruited – Performance & Business Improvement Officer, Democratic Services Officer and Cleaner.

- 4.3 We also participated in the Ukrainian event in Brockenhurst, which was attended by over 60 people. The HR Admin team enjoyed taking part and had many enquiries, especially in our apprenticeship opportunities. We have some great ideas to develop our recruitment publicity further and will build on this during the next six months, with a view to being able to attend a wide range of events to promote ourselves as an employer of choice.

5.0 APPRENTICESHIPS & T-LEVEL PLACEMENTS

- 5.1 We have run a series of presentations for all services on apprenticeship opportunities and how these can work within services. We have looked at new apprentice opportunities, apprenticeships as a route of training for current employees, and using apprenticeships for trainee roles.
- 5.2 Feedback from the sessions was shared with EMT.
- 5.3 Since the presentations, we are now in the process of advertising for Groundworker and Human Resource apprenticeships, as well as our Accountancy Apprenticeship opportunity which has recently closed and had a very good range of candidates – interviews will take place during August. We also have a current employee who will be starting the Chartered Manager Degree apprenticeship through Solent University in the Spring. Additionally, we are recruiting to a trainee role - Junior ICT analyst – this is a two-year fixed term role and will be underpinned by Level three apprenticeship study.
- 5.4 We have investigated T-level placements and registered our interest. To date, no colleges within 25 miles are undertaking T-Level courses in relevant subject areas during the 22/23 academic year. We will continue to review this situation.

6.0 ADDITIONAL VOLUNTARY CONTRIBUTIONS (AVC'S)

- 6.1 A contract to AVC Wise has been awarded enabling Shared Cost AVCs (Additional Voluntary Contributions) to be rolled out to our employees. This went live on 01 August 2022
- 6.2 AVC Wise host webinars to introduce the benefits of Shared Cost AVCs to employees. This enables employees to make an informed choice if the benefit is right for them. 5 webinars are being hosted by AVC wise during August and September for all employees.
- 6.3 These webinars have been advertised to all staff through email, forestnet and posters at the depots.

7.0 REVIEW OF HYBRID WORKING

- 7.1 When the council introduced its' hybrid working policy 'Worksmart' last year it was always with the intention of reviewing it this year.

7.2 At the time of writing, we are in the middle of a consultation with the staff to gain their feedback on the initiative.

7.3 A series of questions are being asked including:

- Does it work for you?
- How do you believe it impacts effective delivery of Council Services?
- What would you like to see changed, if anything?
- Does it help with your work-life balance?
- Do you believe it impacts on team and collaborative working?
- Do you have any thoughts on the way in which space is now utilised at ATC?
- Do you feel having this flexibility helps the Council to achieve its' aim of being an employer of choice?

7.4 Staff have a variety of methods to give feedback. Flipcharts and forms have been provided, face to face sessions have been arranged and some staff are responding directly to the notification email.

7.5 Once the results are collated a further report will be provided to the HR Ctte.

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