

# **HR COMMITTEE – 12 JANUARY 2023**

## **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. ITRENT**

3.1 We are currently in the middle of testing for the Itrent upgrade. The new version will go live late February. There should be minimal down time (one day) while the upgrade takes place. This a mandatory annual upgrade and there will be no change to Employee Self-Service. Manager Self-Service will function in the same way, with a different background.

3.2 We continue to progress with our work towards single sign on, and we have been able to carry out further rigorous testing as part of the testing for the upgrade detailed above. This is a joint HR and ICT project. Training guides with videos will be available, and training sessions will take place at the depots. This will be live from 27<sup>th</sup> January, after the system is down for 1 day on 26<sup>th</sup> January for the live implementation to take place. From therein, there will be no password requirement to access Employee or Manager self-service.

### **4. LEARNING MANAGEMENT SYSTEM**

4.1 We are currently in the middle of a procurement exercise for a new Learning Management System.

4.2 We have been working closely with ICT to consider options and a working group has been established with employees from across the council to ensure that we capture future needs of the system

4.3 Next steps will include the evaluation of tenders and then presentations from final bidders before a decision is made.

## **5.0 RECRUITMENT BRANDING**

- 5.1 We have progressed with our branding, and are awaiting final production of our new banner, flyer and website landing page for our jobs. Our theme is 'A Place for you – discover your next job'. We've added QR codes so when we start getting out to recruitment events in the new year, potential applicants can scan the code to get straight to our jobs pages. Our flyers are able to be updated for each event so that they show current vacancies. We hope to develop the branding further in the new year with 'real life' employees to replace the forest background. We will also use this branding for a refuse vehicle at each depot.

## **6.0 CASUAL WORKERS**

- 6.1 We have worked over the past few months to update our casual contract terms and the way we pay these workers, to ensure they are in line with recent employment law changes. All relevant managers, and the workers themselves have been kept informed, and will work to new 'casual assignments' under an overriding casual contract from the new year.

## **7.0 APPRENTICESHIP UPDATE**

- 7.1 We have just worked with an existing employee in our Streetscene team with great potential, considering leaving to find future opportunities, to undertake the Level 3 Team Leader Apprenticeship programme alongside his current role, so that he is ready for any future progression roles.
- 7.2 We also have our new HR Apprentice, Molly, starting with us in the new year, and look forward to welcoming her to our team, giving her some excellent opportunities to develop her skills in the HR Admin team, and welcoming her new ideas and input into the team.

## **8.0 CHRISTMAS QUIZ**

- 8.1 We are pleased to have been able to arrange the famous Christmas Quiz again, the first time since 2019. We have 29 teams (approx. just short of 200 people) between Town Hall Lymington and Appletree Court. There's 10 rounds including a 'guess who' picture round from the Leadership Team, and a festive Climate Change round.
- 8.2 Our team organise it all, including the hosts, helpers, organising the teams and setting the questions. It's an excellent social opportunity for staff to get together. This year it coincides with Christmas Jumper day.

## **9.0 EMPLOYEE ENGAGEMENT SURVEY**

- 9.1 We are currently running the survey and the results will be available soon.
- 9.2 At the time of writing, we have had 322 returns. This equates to just over 41%. This is a considerable improvement on previous return rates.

9.3 Service Managers will be provided with data which relates to their own service area.

9.4 The workforce data will be presented in a corporate report.

## **10.0 EMPLOYEE BENEFITS PORTAL**

10.1 We have partnered with Edenred and the My Lifestyle employee benefits portal has now been launched to staff.

10.2 Further information on the take up by staff will be provided at the next committee.

## **11.0 INCLUSIVE LANGUAGE TRAINING**

11.1 We will be running three Inclusive Language training sessions in the new year as part of our commitment to Equality and Diversity.

11.2 Once delivered we will consider feedback and decide if additional sessions are required.

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