

## **HR UPDATE**

### **1. RECOMMENDATION**

- 1.1 That the Committee note the contents of this report.

### **2. 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 The mandatory annual upgrade had now been completed. 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 are delighted that we now have single sign on in place. This has been a joint project with ICT.

### **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 providers and then presentations from final bidders before a decision is made.
- 4.4 We are aiming to have a new system in place by the end of the Summer.

### **5. RECRUITMENT**

- 5.1 In the 3rd quarter (Oct – Dec 22) we had 33 vacancies. 25 were filled first time. From 1st January there have been 27 vacancies to 15/02/2023. At 15<sup>th</sup> February, there were 17 live jobs.
- 5.2 Of the eight vacancies that were not filled first time, six have now been successfully recruited to. These are:

Housing Performance Assistant  
LGV driver Totton  
Business Admin Apprentice  
HGV Driver - Streetscene  
CCTV Operator  
Environmental Health Officer

- 5.3 The two remaining vacancies are for two Tenancy Management officers, and these are currently being re-advertised.
- 5.4 The HR Admin team have recently attended LinkedIn training, so that we can better promote the Council as an employer of choice, with regular updates on what makes us great.
- 5.5 We are now promoting the 'Wheels to Work' scheme on our job adverts which may make us more accessible for those without transport.

## **6. CAREER EVENTS**

- 6.1 We attended our first recruitment event since lockdown, this was at the Hythe job centre and focussed on promoting our jobs to those with disabilities. Approximately 40 people attended the event, and our team had some good conversations with a range of job seekers.
- 6.2 We are looking forward to attending the next event in March. This is to be held at Lymington Job Centre.

## **7. APPRENTICESHIP UPDATE**

- 7.1 The annual Apprentice of the Year challenge will this year be held on May 24<sup>th</sup>. Three of our four new apprentices will take part this year.
- 7.2 Our HR Apprentice has now been with us a couple of months and is really starting to get to know our systems and processes, as well as starting her apprenticeship studies, and she is already making a positive contribution to the team and bringing new ideas.

## **8. INCLUSIVE LANGUAGE TRAINING**

- 8.1 The Inclusive Language training sessions have had really positive feedback from staff and as a result we have arranged for one more to be delivered in March as part of our commitment to Equality and Diversity.

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