

CABINET MEMBERS REPORT TO COUNCIL

25 June 2019

COUNCILLOR BÜTIKOFER – CORPORATE SERVICES - HR

For the period March 2019 to June 2019

1 Progress on Portfolio Matters.

The new pay scales (including annual pay award) are in place and were implemented on time (1 April 2019), following approval at Full Council on 27 February 2019. This was the product of collaborative working between HR, Payroll and UNISON. The smooth implementation was much helped by the work of the Payroll Officer on not just the new structure itself, but also on providing supporting information for staff and managers.

Each year, Gender Pay Gap figures are published as required by statute. The requirement this year was to publish by 30 March 2019 (regarding figures as at 31 March 2018). The [latest report](#) was published on time and is available on the Council's website. The report shows an improved position compared to last year as well as an action plan for the coming year. Our mean pay gap reduced from 14.60% to 11.1%. Our median pay gap reduced from 27.5% to 15.1%.

Following receipt and circulation of the IIP Assessment report, the Council sought the views of employees across the organisation as to what the key messages from the report were and what action should be taken. This feedback was gained in a number of ways – via our Staff Focus Group (SFG) (including UNISON), a survey which Extended Managers Team (EMT/SFG) members were invited to complete, an HR team workshop, a Corporate Leadership Team (CLT) workshop and an off-site session facilitated by our IIP Assessor in April 2019. That session was attended by 22 employees and looked not just at the IIP Assessment report, but also a report from feedback sessions ran in March where our female colleagues were invited to share their views on their experiences of working at the Council.

The HR Manager has since been working to bring all of the feedback together to inform the revised People Strategy. This is still a work in progress in first draft form and is due to be shared with CLT for discussion and further development on 16 July 2019.

Whilst the HR service is not subject to a wholesale Business Process Review (BPR), a number of our processes are being reviewed and improved, which often involves an element of digital transformation. An online application form is ready for testing, but is just awaiting some final technical input from IT. The

content and functionality of the jobs pages on our website are also being reviewed and work has started to revise our appraisal process, taking into account feedback from the staff focus group, managers and the IIP report.

2 Forthcoming Activities and Developments.

Each year Workforce Profile Statistics are produced, partly to fulfil our responsibilities under the Equality Act. These are currently being finalised and should be published July 2019. The next statutory reporting requirement will be Apprenticeship figures, due in September 2019.

The People Strategy and action plan will need to be finalised and communicated. Work will then commence on the action plan.

3 Meetings attended

Joint Staff Consultative Committee (JSCC) - April 2019. (HR Business Partner attended on behalf of HR Manager who was on annual leave)