

CABINET MEMBERS REPORT TO COUNCIL

20 November 2019

COUNCILLOR SARAH BUTIKOFER – CORPORATE SERVICES (HR)

For the period October to November 2019

1 Progress on Portfolio Matters.

As part of the ongoing BPR work in the HR team, we have been working closely with members of the IT team to produce HR metrics on the new InPhase system. A pilot is being carried out with all leave data and is currently being tested in the team before being shared with managers. This will ultimately result in managers having access to timely data which can be presented and analysed in a variety of ways; to inform actions and forward planning. At the present time only leave data is being considered but longer term there is potential for the scope of the data to be expanded.

Workforce Profile and Recruitment Statistics have been produced and will be published on the intranet and public website in due course.

Annually, we are required to report the percentage of our organisational headcount that are 'new apprenticeship starts'. This reporting has been completed for this year and published on time. The reporting date is a snapshot in time and shows us to be slightly below our target of 2.3%, reporting 1.6%. Since the calculations were run, we have recruited a further 4 apprentices and agreed progression to a higher level apprenticeship for another of our existing apprentices. This, in combination with plans to deliver management training via an apprenticeship route in the future (subject to a procurement process), mean that we should be on track for the 2.3% target at the final assessment, which considers performance across the date range of April 2017-2021.

As mentioned in the last report, booking for face-to-face training ('classroom') sessions has moved online to the Skillgate system. This has been a success to date with both the booking and administration of training courses. The next steps will be to include the evaluation of learning and development in the system, as well as a manager approval stage for training requests. The impending General Election however, may mean that some courses will need to be postponed to the New Year, due to staff and room availability.

Finally, following the departure of one of the HRBPs over the summer, we have now filled this role via an internal promotion. This left another vacancy and opportunity for development and promotion, resulting in one final backfill vacancy which has now been recruited to. The new employee will join us the

end of November and this will mean the team will be fully resourced for the first time since May.

2 Forthcoming Activities and Developments.

Consultation will begin with Unison shortly regarding a proposed change to the current Employee Volunteering Policy which will provide more of an environmental focus and also allow volunteering activities to be undertaken on Council owned assets. Subject to a successful consultation with Unison, it is hoped that the policy can then be re-launched to tie in with National Volunteering Day on 5 December 2019.

In the next few months, Gender Pay Gap figures will be analysed and a review of the action plan undertaken.

There has not been any movement on the national pay claim since the last report to Full Council. At a national level, the employers' side have advised that they will not be in a position to respond to the pay claim until the new year - once the impact of the forthcoming General Election is known.

3 Meetings attended

JSCC – 8 October 2019