

CABINET MEMBERS REPORT TO COUNCIL

23 September 2020

COUNCILLOR S BUTIKOFER - CABINET MEMBER FOR CORPORATE SERVICES & STRATEGY (HUMAN RESOURCES)

For the period June 2020 to September 2020

1 Progress on Portfolio Matters.

The Senior Leadership Team restructure is ongoing. Have completed two rounds of consultations with each member of the SLT, and anticipate confirmation of the structure (subject to approval from FC) within the next week.

2 Forthcoming Activities and Developments.

Not strictly forthcoming, and some are retrospective since joining in April

- Have moved occupational health providers. This benefits us by having appointments within 5 days as opposed to four weeks, as was the case with our previous provider. All medical opinion is now provided by Dr's as opposed to mainly Nurse. More efficient booking and document exchange using a secure portal.
- Financial – have removed £9k worth of costs from an HR advice service over the next three years. Reduced our Skillgate (ELearning software) costs by 10% over the next two years. 10% reduction in agency fees for the planning roles, these are now at 15%.
- Launched our corporate training plan
- Updated the appraisal process, moved from an appraisal to a new, revised and efficient process. By 16th September, we have completed two manager training sessions, and two all staff sessions. We've had a significant amount of positive feedback from employees and managers.
- Supported by the Head of IT and Digital Transformation, we are re-procuring our HR and payroll software. We are also being supported by a consultant to drive more efficiency and reporting capacity from the software
- We've adapted our recruitment process to continue recruiting through COVID
- One Business Partner has led a re-org in part of property services to enable more efficient cover of responsibilities through the week, and

cost reductions

- One Business Partner has put significant work into recruiting into our Planning service. Since April 2020 we have recruited into five roles. And have an interview next week for a Senior Planning Officer.
- We've put a significant amount of time and effort into developing a wellbeing page to support through COVID
- We've run organisational wide menopause awareness training
- Our flu vaccination campaign is planned and waiting to go
- All officers pay will increase by 2.75% this month, and will be backdated to April 2020
- All HR transparency data has been produced, and shared
- Launched a new employee benefits portal

3 Meetings attended

Monthly EELGA Heads of HR calls
Inclusivity and Diversity with Emma Denny and Lucy Hume