



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Employment Committee

15 June 2022

Report of: Councillor Annie Mason

Cabinet Member for People and Safer Communities



HR People Plan Update

A presentation to update on activity relating to the HR People Plan including an update on HR metrics from the HR Dashboard (2021/22 financial year).

Report Author

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Corporate Priority:	Decision type:	Wards:
High Performing Council	Administrative	All Wards

Reviewed by:	Alan Robinson, Deputy Chief Executive	6 June 2022
Approved by:	Karen Bradford, Chief Executive	8 June 2022
Signed off by:	Councillor Annie Mason, Cabinet Member for People and Safer Communities	8 June 2022

Recommendation (s) to the decision maker (s)

1. Notes and discusses information about activity relating to the HR Strategy.
2. Notes and discusses information provided in the dashboard for the 12 month period in the 2021/22 financial year.

1 The Background to the Report

1.1 Appendix Two contains a presentation that provides an update on South Kesteven's People Plan. This details activities and actions that are taking place aligned to each strand of the People Strategy that was previously signed off by Employment Committee. This is linked to HR Dashboard metrics which direct focus and actions.

1.2 The People Plan presentation in Appendix Two focuses on the 6 strands of the HR Strategy and provides an update against each strand containing the HR metrics and what actions are being taken/planned. A summary of the six strands is detailed below.

1.3 Engagement:

- People Panel launched increase employee involvement and employee voice.
- The Panel have been involved in communicating the Survey results to their teams across the Council and building the action plan based on the feedback they receive.
- Full survey results and action plan can be found in the separate report and appendix one.

1.4 Development:

- Last year, 112 learning events took place and we have 14 apprenticeships in progress.
- Appraisal conversations have been taking place during April/May focusing on development and performance conversations for last year and goals/personal development for this year.
- Upskilling on development conversations took place with c50 individuals in April.
- The Organisational Development Plan is being built based on the needs identified in the Appraisal conversations.
- New Learning Management System is being launched.

1.5 Recruitment/Workforce Planning:

- Our establishment is 546 (282 males and 264 females).
- During the 2021/22 year, we had 90 new starters and 119 leavers.
- Onboarding is being revised including a new corporate induction.
- Work is underway to improve the resignation process including recruitment timescales, handovers, contractual notice periods and attraction campaigns.

1.6 Equality, Diversity and Inclusion

- At the last presentation of the HR Dashboard, it was identified that limited Equality and Diversity information was held on iTrent. All staff have been requested to update their details and this has been done by a proportion of staff.
- Information for new starters is captured as part of the job application process with mandatory equality and diversity information.
- Activity includes actions through the Equalities Champions Group, relaunching the Menopause Café and a focus on succession of younger age ranges to address the age profile of the workforce.

1.7 Reward and Recognition:

- Recognition Strategy developed including changes to long service awards and planned introductions of monthly recognition draws and thank you cards.
- Pay Review Steering Group met in May 2022. Work is underway against the strands of activity:
 - Career grades to attract talent
 - Review of lower range of pay grades
 - Identification and resolutions for inconsistencies between pay grades
 - Development of a consistent process of benchmarking of roles

1.8 Wellbeing:

- Days lost to sick absence increased each quarter during 2021/22 with most amount of days lost being due to mental health absences.
- For long term sick, other top reasons included Musculo-skeletal related absences and back & neck problems.
- For short term sick, 317 days absence were attributed to Covid-19 which was the second most common reason to be on sick leave throughout last year.
- On average, 92% of return to works were completed, with 96% completed in quarter 4.
- Focus on absence recently has included allocating HR support to longest sick absence cases, significantly increasing the amount of 'return to works' completed and working with Occupational Health to resolve some cases.
- Upskilling on Attendance Management is being developed and a HR partnering focus on departments attendance management is being introduced.

1.9 The Employment Committee has requested that a comprehensive HR Dashboard be provided every six months to Committee. The dashboard for the period April 2021 to March 2022 is attached to this report at Appendix Three.

1.10 It is proposed that the dashboard information is presented at the Employment Committee and shared with Union representatives at the Joint Consultation and Negotiation Committee and wider employee groups.

1.11 The Dashboard (Appendix Three) covers the following themes:

- a) Establishment
- b) Sickness and Absence
- c) Starters and Leavers
- d) Performance Management
- e) Learning and Development and
- f) Equality and Diversity.

2 Financial Implications

2.1 The staffing budget is the most significant annual cost the Council incurs so it is of vital importance that the Council actively reviews and understands the composition, operation,

development and performance of its workforce to ensure it remains motivated, focussed, skilled in order to support the delivery of the Council’s Corporate Plan ambitions.

Financial Implications reviewed by: Richard Wyles, Interim Director of Finance

3 Legal and Governance Implications

3.1 There are no specific legal implications arising from this report.

Legal Implications reviewed by: Alan Robinson, Monitoring Officer

4 Equality and Safeguarding Implications

4.1 Please see paragraph 1.5. All private and confidential information is collated and stored securely on the iTrent system. No private or sensitive data is shared via the HR Dashboard.

5 Risk and Mitigation

5.1 Not Applicable

6 Community Safety Implications

6.1 Not applicable

7 How will the recommendations support South Kesteven District Council’s declaration of a climate emergency?

Not Applicable

8 Appendices

8.1 Appendix Two – People Plan Update

8.2 Appendix Three – HR Dashboard 2021/22

Report Timeline:	Date of Publication on Forward Plan (if required)	Not Applicable
	Previously Considered by	Not Applicable
	Final Decision date	8 June 2022