

Report to	-	Licensing and General Purposes Committee
Date	-	10 April 2017
Report of the	-	Executive Director of Resources
Subject	-	Staffing Digest – October 2016 to March 2017

Recommendation: It be **RESOLVED:** That the report be noted.

Service Manager: John Collins

Introduction

1. This Staffing Digest covers the period October 2016 to March 2017, aiming to give Members an appreciation of progress in the field of staff management.

Recruitment

2. Recruitment has remained active during this period. Turnover is currently assessed as 4% for this period (5.4% for previous period). Issues around professional post recruitment have been raised and remain a concern. We are currently successful in filling posts, but it is not without issues and this position could easily change.

Employment Relations

3. There has been one disciplinary hearing in this period.

Employment Initiatives

4. The new Workforce Plan Phase 1 is being worked on. This covers issues of apprentices, new skill sets for staff and managers and also looking at the customer relationship between HR and services. Phase 2 will be started in the new financial year.
5. The Government's position on public sector apprenticeships is still very unclear. We are waiting further guidance, but it is clear we will have a number of apprentice posts over the next years.

Training

6. Rother In-House Training – the in-house IT sessions remain popular and sessions are usually full.
7. Management Training – The Sussex Training Consortium (STC) management training programmes for 2017 are in place and two of our managers are taking up the first line manager programme. We will take a number of places on the middle manager programme in the autumn.

8. STC Training – The partnership has offered a wide range of programmes and there are new training events in the pipeline. This includes progress on CPD training for professions. Rother attendances in this period have been:

Core Programme

a. PACE	05/10/16	2 Delegates
b. Conflict Resolution	05/10/16	11 Delegates
c. Lone Working	05/10/16	1 Delegate
d. RIPA	01/11/16	1 Delegate
e. Social Media	15/11/16	11 Delegates
f. Project Management Stage 1	23/11/16	2 Delegates
g. Time Management	08/12/16	7 Delegates
h. Assertiveness	15/12/16	3 Delegates
i. Resilience Training for Managers	17/01/17	2 Delegates
j. Managing Conflict in Teams	19/01/17	8 Delegates
k. Telephone Skills for Conflict resolution	09/02/17	16 Delegates
l. Change Management	16/02/17	8 Delegates
m. Social Media	28/02/17	1 Delegate
n. Project Management Stage 2	01/03/17	3 Delegates
o. Managing Multiple Priorities	30/03/17	7 Delegates

CPD

a. Fatal Accident Investigation	04/10/16	11 delegates
b. Investigating Neighbourhood Noise	18/10/16	3 delegates

Health and Safety

9. No Health & Safety incidents have occurred during this period.

Policy

10. No new policies have been brought forward in this period.

Malcolm Johnston
Executive Director of Resources

Risk Assessment Statement

No risks are foreseen with this report.