

Report to	-	Licensing and General Purposes Committee
Date	-	15 April 2019
Report of the	-	Executive Director
Subject	-	Staffing Digest – April 2018 to March 2019

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

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**Human Resources Manager: Maria Benford**

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### **Introduction**

1. This Staffing Digest covers the period April 2018 to March 2019, aiming to give Members an appreciation of progress in the field of staff management. It is proposed that this report is given on an annual basis to this meeting from now on.

### **Recruitment**

2. Recruitment has remained active during this period. Turnover is currently assessed as 7.49% for the first six months of this year and 4.56% for the latter part of the year. 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.

### **Employment Relations**

3. There have been two investigative hearings during this period. Both were resolved.

### **Employment Initiatives**

4. The new Workforce Plan Phase 2 is being worked on. This covers issues of future flexible working, the future local government manager skill set, workforce planning and redefining Rother District Council roles/specifications.
5. Apprenticeships – We have successfully recruited six apprentices into various roles and service areas around the authority. We have our first apprentice under the new government scheme completing their qualification later this month. We have been delighted with the success of this scheme and looking forward to continuing with this success.
6. We have invested in an HR & Payroll extension to the new Unit 4 finance system. The payroll section went live in July 2018 and we have continued the development work on the HR side which we hope to release early summer 2019.

## Training

7. Rother In-House Training – the in-house IT sessions remain popular and sessions are usually full.
8. Management Training – Unfortunately the previously successful Sussex Training Consortium (STC) management diploma has ceased and we are looking at alternative options.
9. STC Training – the partnership has offered a wide range of programmes and there are new training events in the pipeline. This includes progress on Continuing Professional Development (CPD) training for professions. Rother attendances in this period have been:

### Core Programme

a. Managing Mental Health	2 delegates
b. Taking Witness Statements	4 delegates
c. Lone Working	35 delegates
d. General Data Protection Regulation	11 delegates
e. Managing Your Own Stress	2 delegates
f. Project Management	1 delegate
g. Political Awareness	5 delegates
h. Commercial awareness	5 delegates
i. NUDGE	7 delegates
j. Stress	3 delegates
k. Assertiveness	3 delegates
l. Conflict Resolution	3 delegates
m. Managing Multiple Priorities	2 delegates
n. Difficult Customers	7 delegates
o. Resilience	1 delegate
p. Building Personal Resilience	2 delegates
q. Presentation Skills	1 delegate
r. Train the Trainer	3 delegates
s. First Aid – Appointed person	1 delegate
t. Construction Design and Management Awareness	6 delegates
u. Pre-Retirement Seminar	6 delegates

### CPD

v. Planning Law Update	6 delegates
w. Processing of Planning Applications	3 delegates
x. Employment Law for HR managers	1 delegate

10. The Executive Directors and Heads of Service all undertook the heart of health and safety training 'IOSH Safety for Executives and Directors' on 16 January 2019 and all passed the necessary certification.

## Health and Safety

11. One staff Health and Safety incident has occurred during this period. This involved a member of staff having their trousers caught by a dog. An investigation was completed and actioned.

12. A well-being programme has been created. We have started this with a number of well-being workshops, lunchtime drop in sessions and NHS health checks in the past year. We are looking at building on the success of these with further drop in sessions and workshops.
13. We had three minor staff accidents reported during this year. This is down six from the previous year. All have been investigated and no further action was found necessary.
14. We continue to provide refresher training for our first aiders as their qualifications expire. We also have a waiting list should anybody decide not to renew their qualification.

## **Policy**

15. No new policies have been brought forward in this period. Our Pay Policy has been updated in line with the pay award for 2018/19.

## **Pay award 2019/20**

16. In 2018 this Committee recommended a two year pay settlement. This was subsequently approved at Cabinet and full Council (Minute references LG17/18, CB17/94 and C18/13 refer).
17. The final recommendation was:
  - 1) the Council's commitment to matching the Living Wage from the Living Wage Foundation be continued for staff on SCP6 for 2018/19 and 2019/20 (representing a pay settlement offer of 3.6% for these staff only); and
  - 2) subject to the Council's current financial position and outlook being maintained, a two year pay settlement increase of 2% each year for 2018/19 and 2019/20 be approved.
18. It is confirmed that the approved budget for 2019/20 incorporates the agreed pay rise and therefore the second year of the settlement will take effect from 1 September 2019.

Malcolm Johnston  
Executive Director

## **Risk Assessment Statement**

No risks are foreseen with this report.