

Rother District Council

Report to	-	Licensing and General Purposes Committee
Date	-	13 July 2020
Report of the	-	Executive Director
Subject	-	Staffing Digest – April 2019 to March 2020

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

Human Resources Manager: Maria Benford

Introduction

1. This Staffing Digest covers the period April 2019 to March 2020, 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 7.49% for the first six months of this year and 5.71% 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.

Voluntary Redundancy

3. A total of 12 Voluntary Redundancies took place in March 2020.

Employment Relations

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

Employment Initiatives

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 and 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 summer 2020.

Training

7. Rother In-House Training – The Rother Corporate Training Plan has been developed with the view of helping to support staff in achieving the corporate objectives, promote good mental health and wellbeing and to progress

Continuing Professional Development (CPD). The in-house IT sessions remain popular and sessions are usually full. Unfortunately, a number of training workshops have been cancelled due to COVID-19.

8. Following extensive research and sourcing, we have invested in an online training platform (iHASCO). This has allowed staff to complete training while home working and has been used for delivering mandatory training to the full workforce. We will look to develop the online platform further in the future to deliver various training to staff.

Rother District Council Corporate Training

a. Anxiety – fight & flight	11 delegates
b. IT Workshops	8 delegates
c. Resilience, changes and stress at work	9 delegates
d. Depression & unhelpful habits	8 delegates
e. First Aid Refresher	9 delegates
f. Dealing with customers presenting mental health issues, substance abuse, suicidal behaviour	24 delegates
g. Health & Safety for managers	8 delegates
h. Lone Working	36 delegates
i. Challenging negative thoughts	9 delegates
j. Dealing with conflict	10 delegates
k. Asbestos awareness	7 delegates
l. Legionella awareness	7 delegates
m. Health & Safety update	15 delegates
n. Driving for work	7 delegates
o. Dealing with mental health in the Workplace – skills for Managers	15 delegates
p. Fire Warden	12 delegates
q. Investigative interviewing masterclass	12 delegates
r. Strategies in managing stress	8 delegates

iHASCO – Online training

s. GDPR essentials	146 delegates
t. Cyber security awareness	116 delegates

9. Sussex Training Consortium (STC) Training – the partnership has offered a wide range of programmes, including progress on CPD training for professions. Rother attendances in this period have been:

STC

a. Project management	2 delegates
b. CDM (Construction Design & Management)	5 delegates
c. Managing in a political environment	2 delegates
d. Engaging through social media	4 delegates
e. PACE (Police and Criminal Evidence)	4 delegates
f. Permitted development	7 delegates
g. Drainage	9 delegates
h. Open source internet & social media	

	Investigation, the law and best practice	3 delegates
i.	Train the trainer	5 delegates
j.	Commercial awareness	2 delegates
k.	Dealing with difficult conversations	6 delegates
l.	Building personal resilience	3 delegates
m.	Presenting & communicating with Impact	5 delegates
n.	Coaching skills	4 delegates
o.	Assertiveness	10 delegates
p.	Investigative interviewing	4 delegates
q.	Managing your stress & mental health in the workplace	1 delegate
r.	Conflict resolution	2 delegates
s.	Managing mental health & stress at work for team leaders	3 delegates

Health and Safety

10. A well-being/stress policy has been created. We have started our well-being programme 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.
11. 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.
12. 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

13. No new policies have been brought forward in this period. Our Pay Policy was updated in line with the pay award for 2019/20.
14. We are in the process of undertaking a Policy review and plan to include “factsheets” to outline the key points along with a new online policy index to aid accessibility

Malcolm Johnston
Executive Director

Risk Assessment Statement

No risks are foreseen with this report.