



## HR Quarterly Performance Report: October 2012

### People stats 1/4/2012 - 31/3/2013 as at 30 September 2012

Current Headcount:	359	Number of leavers:	17
Number of Starters:	9	Number FTE funded hours (expressed as FTE):	31.68
Current Turnover:	4.74% (9.47%)	Number of posts advertised (national and local press):	14
Average advertising cost per vacancy (based on No of posts advertised)	£363	Average No short term sickness days per FTE staff in post:	1.77 (as at 31.8.12)

The following actions support the People Strategy 2009-2012:

### Management Actions to mitigate increased pressures (Medium Term Financial Plan)

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HR is currently supporting a number of service changes including restructures, transfers and shared service programmes.

### Resourcing/Reward

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The Council is currently in contract with Manpower for permanent and temporary recruitment. The contract is based on a master contract with Hertfordshire County Council (HCC) which expires in April 2013. It is proposed to bring the recruitment service back in house from April 2013. A separate report has been sent to HR Committee October 2012 for approval.

Shared Services Programme Board agreed on 26 September 2012 that East Herts payroll system will transfer onto Wealden (Stevenage Borough Council's payroll system) will effect from 1 April 2013 to ensure East Herts is compliant with Real Time Information. The procurement of a new HR & Payroll system will proceed in shared services once a decision on shared services has been made in November 2012.

The allowance for regular Home Workers has increased in accordance with Inland Revenue Rate for 2012/13 to £216 per annum. This allowance has not increased since 2008/09 which was £156 per annum. About 40 employees currently receive this allowance. It is recommended to increase the home working allowance from 1 April 2012 to £216 per annum.

Hay Group is currently completing a senior pay review for Heads of Service and above. Recommendations will be presented to HR Committee in January 2013.

## **Learning and Development**

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HR is currently developing the regional E-Learning platform with VineEast and is planning to launch the system in October 2012.

The corporate and training plan 2012/13 has been launched and courses are currently being planned.

The Council was reviewed in April by Investors in People and the Council successfully passed all 39 indicators. A joint staff survey and IIP action plan has been sent to HRC in October 2012.

## **Policies**

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The following policies are currently being reviewed/developed for the next quarter:

- Social Media Policy
- Disturbance Policy (Shared Services)
- Code of Conduct Policy
- Maternity/Paternity Policy
- Disclosure and Barring Policy

## **Equalities and Diversity**

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The 2011/12 Annual Employment Equality and Diversity reports has been sent to HR Committee in October 2012 and sets out a number of recommendations in 2012/13.

## **Shared Support Services Programme**

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East Herts, North Herts and Stevenage councils agreed in October/November 2011 that partnership is a viable option for some support services. It has been confirmed that the detailed business case will be taken to Members at all three councils for a final decision on **28 November 2012**.

Ongoing consultation started with the Trade Unions, Staff and the North Herts Staff Consultative Forum in June 2012. Consultation on the final version of the detailed business case will commence in October 2012.

The Programme team are currently working on a customer survey to be sent to staff on the services in scope, to ascertain their view on the current service they receive and what they would like the new service to provide. Work on service performance indicators and service level agreements has commenced.