



HR Quarterly Performance Report: January 2013

People stats 1/4/2012 - 31/3/2013 as at 31 December 2012

Current Headcount:	363	Number of leavers:	23
Number of Starters:	25	Vacant Number FTE funded hours (expressed as FTE):	31.58
Current Turnover:	6.35% (8.44%)	Number of posts advertised (national and local press):	18
Average advertising cost per vacancy (based on No of posts advertised)	£818.71 (£607.45 excluding senior appointments)	Average No short term sickness days per FTE staff in post:	2.74

The following actions support the People Strategy 2009-2012:

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

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

Resourcing/Reward

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. Human Resources are currently working on the implementation plan for bringing recruitment services in-house from April 2013.

Shared Services Programme Board agreed on 26 September 2012 that East Herts payroll system will transfer on to Wealden (Stevenage Borough Council's payroll system) will effect from 1 April 2013, to ensure East Herts is compliant with Real Time Information. The project is on track for completion and is currently in the testing data stage.

Learning and Development

HR has developed an E-Learning platform with VineEast and is currently trialling the system with Facilities Management Service, PA Executive team and other key employees who have helped design the programmes. A full launch is planned for January 2013.

As part of the Corporate Training Plan 2012/13 the following courses have being organised this quarter:

- Evac Chair Training - 10 attended
- Manual Handling & Working at Height Awareness – 20 attended
- Document Verification Training – 15 attended
- PACE Interview Procedures – 8 attended
- PDR Training - Manager's – 10 attended
- PDR Training – Staff – 11 attended
- Statement Writing and Prosecution Case Preparation – 6 attended
- RIPA Refresher – 12 attended

We have also funded the following to attend events run by the Hertfordshire Joint Learning Programme:

- Oct – 3 staff to attend Trainer Development
- Nov – 3 staff to attend Sensitive Facilitation of Change

HR Committee approved the Employee Engagement Action Plan in October 2012 which has now been launched to staff. Actions have and will be completed in 2012/13.

Policies

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

- Maternity/Paternity Policy

Equalities and Diversity

The 2011/12 Annual Employment Equality and Diversity report was approved by HR Committee in October 2012 and sets out a number of recommendations in 2012/13. The recommendation of completing a data cleanse was completed in December 2012 to support the new HR & Payroll system. Further actions will be updated at the next HR Committee in March 2013.

Shared Support Services Programme

Proposals on shared support services were made to CMT/SMB in December 2012 to proceed with formal shared services with SBC for ICT, Design, Print and Business Improvement services in 2013. Informal shared services to proceed for

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FM services with SBC in 2013 including consideration of joint procurement on cleaning, compliance and other supply contracts that are due for renewal or offer a saving. Human Resources service proposals to be reconsidered in 2013/2014.