



## HR Quarterly Performance Report: March 2013

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

Current Headcount:	361	Number of leavers:	27
Number of Starters:	25	Vacant Number FTE funded hours (expressed as FTE):	35.48
Current Turnover:	7.48% (6.35%)	Average No short term sickness days per FTE staff in post:	3.68

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 continuing to support a number of service changes including restructures, transfers and shared service programmes. These include restructures in:

Environmental Services  
Community Health and Safety Services

### Resourcing/Reward

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The Council's contract with Manpower for permanent and temporary recruitment expires in April 2013. Human Resources are currently working on the implementation plan for bringing recruitment services in-house from April 2013. Permanent recruitment will be manager led, with appropriate support from HR. Three preferred suppliers will shortly be identified for temporary staff as an interim measure, with a full EU tender process due to be completed by October 2013.

The transfer of the East Herts Payroll & Human Resources system continues. East Herts are working with Wealden and Stevenage Borough Council to ensure all the appropriate data will be inputted and available when the new system goes live on the 1 April 2013. This will ensure East Herts is compliant with Real Time Information.

## **Learning and Development**

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HR launched Skillsbuild an E-Learning platform with VineEast in January 2013. Currently 42 members of staff have accessed and participated in the E Learning courses available.

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

- Negotiating a Better Deal with Supplier's – 5 attended
- Report Writing Skills – 6 attended
- UCA - 68 attended
- Recruitment Skills – 4 attended
- E Learning Drop In – 15 Attended

## **Policies**

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

- Recruitment and Selection
- Employee Handbook
- Redeployment

## **Equalities and Diversity**

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Human Resources will be reviewing its Equal Pay Aduit during the next quarter,

## **Shared Support Services Programme**

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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. HR are currently working with the interim ICT Head of Service and Stevenage HR Team