



HR Quarterly Performance Report: March 2014

People stats 1/4/2013 – 31/3/2014 as at 28 February 2014

Current Headcount:	347	Number of leavers:	36
Number of Starters:	44	Vacant Number FTE funded posts (expressed as FTE):	15.26
Current Turnover:	12%	Number of posts advertised:	57
Average No short term sickness days per FTE staff in post:	4.10 days	Average No long term sickness days per FTE staff in post:	1.20 days

The following actions support the People Strategy 2009-2013:

Resourcing/Reward

Pension Auto-enrolment has been completed with staff joining the LGPS from 1 April 2014.

A promotion campaign on changes to the LGPS from 1 April 2014 was carried out in February/March 2014, ensuring staff were kept informed on the LGPS changes and how they will affect them. Information, advice and guidance were provided to staff.

The recruitment process was brought back into house in 2013 and has been supported by a temporary administrative support in HR. The recruitment process will be reviewed in 2014.

Learning and Development

The Learning and Development programme 2013/14 has been completed and is subject to review by the HR Committee in April 2014.

The Learning and Development programme 2014/15 has been designed and is subject to approval by HR Committee April 2014.

East Herts continues to be a member of the Regional Vine East Project and launched its E Learning platform, Skillsbuild, to all staff in January 2013. The course list is currently being updated and the E Learning programme will be re-launched in 2014/15.

64.48% of PDR's reviews have been completed for the end of year cycle. 54.51% of objectives have been set for 2014/15. The senior management team continue to chase outstanding reviews and objectives.

Policies

The following policy is requested to be approved by HR Committee April 2014:

- Safeguarding Vulnerable Children and Adults Policy

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

- Expenses policy
- Absence Management policy
- Disciplinary Policy
- Retirement Policy

Equalities and Diversity

An Equal Pay Audit will be completed during 2014. This work will commence in the first quarter.

Here to Help programme

The Here to Help organisational development programme started in January 2014. The initial workshops were facilitated by an external consultant and the project is now being led by the Head of People and Property Services with support from managers and HR Officers.

The programme is currently delivering workshops to managers and staff. The workshops are for managers and staff to have the opportunity to contribute to the development of the Council's values and behaviours.

The Here to Help programme is about celebrating what is good, sharing good practice, making things better and unlocking barriers. The workshops are to

encourage staff to think about doing more with what they have (not more with less). The workshops will result in action plans being generated and implemented across the Council.

The learning and development opportunities identified from the workshops and actions plans will be incorporated in the Learning and Development Programme 2014/15.

Other

East Herts are to participate in the **National Graduate Development Programme 2014**. The national scheme promotes local government to the graduate market on behalf of all councils in England and Wales. The graduate will work on strategic projects across the council having a minimum of three placements during their programme.

In 2013/14 East Herts took part in the **District Council's Network Development Programme**. The officer who completed the programme gave positive feedback on all aspects of the programme. East Herts will continue to support this programme in 2014/15.