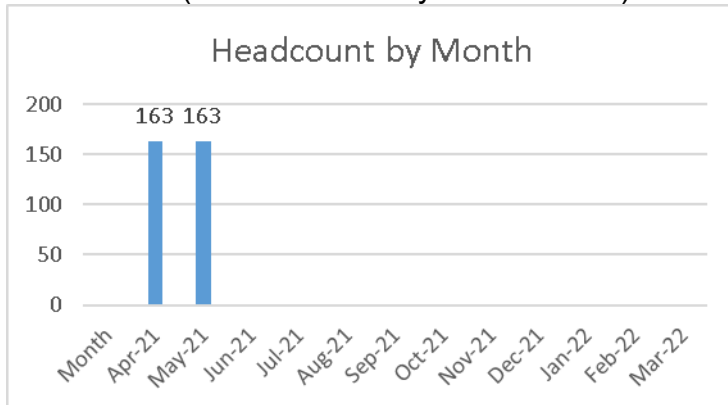


**REPORT OF HUMAN RESOURCES MANAGER**

**SUBJECT: HUMAN RESOURCES MONTHLY MANAGEMENT REPORT**

**Headcount** (as of the last day of the month)



**Joiners and Leavers**

<b>Staff Turnover</b>		
As at May 2021	<b>1.8%</b>	
<b>Month</b>	<b>Starters</b>	<b>Leavers</b>
April	3	
May	3	3

In May, 1 employee retired 2 employees resigned (one of which was recorded on the system as 'voluntary').

The Exit Interview process will be significantly redesigned in Q2, with staff receiving an online request to complete a short survey, which will be fully aligned with the questions from the Employee Opinion Survey. This will enable us to track reasons for leaving, against key drivers in the EOS.

**Recruitment**

May was a difficult month for recruitment. Indeed (our most successful recruitment site) terminated access to Webrecruit (who provide an e-recruitment portal to the Authority). The issue was escalated to our Client Relationship Manager for a refund on our monthly costs as the service has significantly compromised PNCPAs ability to recruit on-line. The access issue has thankfully been resolved for June onwards.

The Authority is starting to experience recruitment difficulties in some areas. Specifically Planning, Catering Supervisor (Carew), Wardens (West) and Events and Education (Castell Henllys). This highlights that significant and continued input is required to maintain an active recruitment position. Research will be carried out to determine the reasons so action can be taken.

## Employee Wellbeing

During April and May work was undertaken on activities on Employee Wellbeing including:

- Developing a new Bullying and Harassment Policy
- Consulting on new Flexible Working Policy
- Delivering of Resilience Training

Work is on-going with departmental managers updating Risk Assessments for all activities changing as a result of Covid-19 restrictions etc.. All Risk Assessments are approved, prior to issue, by the Human Resources Manager (as the Authority's H&S Advisor).

Work next month will focus on surveillance testing for Cilrhedyn Woodland Centre staff, to ensure compliance with HSE Guidance note EH44. The Authority's Sickness Absence procedure will also be updated.

## HR Operations/ER Case Management

Review of a number of key HR policies has commenced. Slow progress has been made due to departmental resource constraints. A fixed term, three day week HR Administrator starts June 2021, which will assist capacity.

April and May caused significant resource issues within Human Resources due to a number of complex ER issues.

Work and Wellbeing Review are being carried out by managers and staff across the Authority. An extended deadline of mid-June has been set for completion. 16% of staff / managers have completed and returned their forms to HR.

## Projects

### Disability Confident



Human Resources have signed the Authority up to be a Disability Confident employer through the DWP's scheme, aimed at

- challenging attitudes towards disability
- increasing understanding of disability
- removing barriers to disabled people and those with long-term health conditions; and
- ensuring that disabled people have the opportunities to fulfil their potential and realise their aspirations.

As part of this commitment the Authority has to - commit to inclusive and accessible recruitment; communicate vacancies and offer an interview to disabled people meeting essential job requirements; and provide reasonable adjustments and support existing employees.

Over the coming months, the Authority will be required to develop a plan to actively promote work experience to disabled candidates as part of the commitment.

### Cezanne HR System



Human Resources has nearly completed work to migrate data from Pobl y Parc to Cezanne HR. Cezanne HR will be the new system to replace SelectHR, which is due to become obsolete in 2022.

A temporary resource within HR from June, will enable the project to progress and an unresolved issue with shift patterns for casual and retail staff to be resolved. The system will be rolled out in a phased approach across departments. IT will be the first department to have the system rolled out to them in June and will also complete user acceptance testing at the same time, whilst the Data Protection Risk Assessment is being approved before full roll out.

CezanneHR Self Service via mobile app gives line managers / supervisors the ability to view compliance against core learning, absence management and view staffing profiles. Line Managers also directly manage absence reporting and annual leave through the system. Employees can see information about themselves, request leave & notify sickness and update address and other details. Additional functionality will be added once the system has successfully bedded.

### **Recommendation**

**Members are asked to note the report**

*(Further information is available from the Kelland Dickens, Human Resources Manager, on 01646 624825 – email [kellandd@pembrokeshirecoast.org.uk](mailto:kellandd@pembrokeshirecoast.org.uk)*