

Report of Head of People Services

Subject: Human Resources Management Report

Pay and Grading Review Update

A further virtual meeting was held with the principal consultant at WME assigned to this project on 7 February 2024. Some of the evaluation results were shared but the evaluations are not yet complete. This will result in some slippage with the project timeline which was set as early March 2024.

The original proposal was for a bundle of 100 jobs to be evaluated. 121 jobs will have been evaluated by the completion of this stage of the review.

In order to prevent further slippage WME have submitted a proposal whereby they will undertake the remainder of the work included in the pay and grading review. This will incur additional costs highlighted below. This is work that was planned to be undertaken internally. However, by outsourcing the work we will free up some staff capacity to undertake other work.

Moderation Panels have been arranged for the week of 12 March 2024. Where 10% - 12 posts will be subject to a full moderation.

Costs

Bundle of 20 posts	£3,150
Moderation Panel	£2,500
Grading Structure Options	£2,500
Equality Impact	£625
TOTAL	£8,775

A virtual meeting has been arranged for 23 February 2024 including the Chief Executive when the implications of this slippage will be discussed and a revised timeline clarified.

Wellbeing Day

As part of the evaluation of the Wellbeing Event held in October 2023 staff were asked whether they would like to have similar events in the future. The consensus was that events twice a year held across the Authority would be welcome. In order to ensure that the limited resources available meet the staff needs it is planned to extend the role of Staff Reps to

include Wellbeing in their remit. This is a signposting function but a full briefing of what this will entail will be given at the next Staff Reps meeting on the 15th March 2024.

Yoga

A Yoga Taster Session was included in the Wellbeing Day. 16 members of staff have indicated that they would be interested in attending Yoga sessions either in the evening after work or lunchtime. The practicalities around site closure time are currently being explored. The offering includes in-person and virtual attendance. The sessions will be delivered by a member of staff who is also a qualified Yoga Instructor. Staff will be required to pay a modest weekly fee to meet the costs.

HR Policy Review

A large number of HR policies and procedures are in need of updating to reflect recent changes in legislation and best HR practice. The HR team held an HR Policy Review Day on 12 February 2024. The following policies were reviewed and updated:

Sickness Absence
Alcohol and Substance Abuse
Grievance
Bullying and Harassment
Domestic Abuse

The proposed changes are not fundamental but provide an opportunity to consolidate some policies e.g. Sickness Absence includes short-term and long-term sickness and the menopause.

A meeting is scheduled with the Performance and Compliance Officer before the revised policies will be adopted. Guidance notes and training materials have been developed in preparation for implementation.

It is intended to hold monthly HR policy review days until this programme of work is completed. The next policies to be reviewed are those that are grouped as family friendly.

Sickness Absence

A total of 87 working days were lost due to sickness absence in January. 37% of these absences were recorded as cold, flu and infectious diseases. A further 26% of absences were recorded as being due to mental health conditions.

There is one employee who has been absent since October with stress and he is being supported by Occupational Health and his line manager.

20% of absences were recorded as stomach complaints. These three categories account for the highest causes of sickness absence in January. It is noteworthy that we had no absences attributable to musculoskeletal conditions in January. Mental health and musculoskeletal conditions are typically the most common cause of sickness absence.

January's percentage of sickness absence was 2.75% which is below the public sector sickness absence rate of 3.6% (ONS).

Benchmarking across the National Parks on sickness absence reporting is currently underway to ensure that the management information is recorded and reported consistently and in the most appropriate meaningful way to inform and facilitate decision making and the health and wellbeing strategy.

Training Data

The Training Data continues to be monitored with individuals and line managers being alerted to training needs as refresher training becomes due. Safeguarding training for a number of staff became due from January 2024, it is on a 3-year cycle, and it is anticipated that training compliance will improve in the coming weeks. The training is available on ELMS and frequent system reminders are issued as well as close monitoring by HR.

A number of courses that are included as mandatory are categorised in this way by the Authority, the HSE does not consider them to be mandatory so whilst there is still work to be done achieve 100% compliance we are working to achieve this but we are not in breach of any statutory or regulatory body.

Training Provision

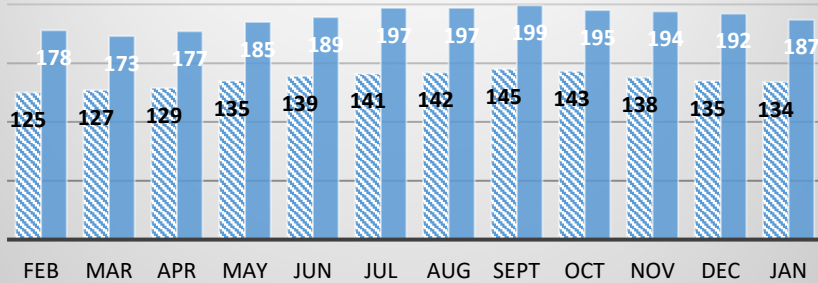
A training needs assessment form is to be issued to all staff to identify the training needs of all staff. This information will be analysed to identify common training needs and priorities as well as how these training needs can be met in the current financial climate. There are a number of training opportunities through Academi Wales that are at no cost to the employer and include training interventions meeting various training needs from taster sessions to ILM accredited training.

Recommendation: Members are asked to NOTE this report

(Further information is available from Joy Arkley, Head of People Services, on 01646 624825 – email joya@pembrokeshirecoast.org.uk

Monthly Report – January 2024

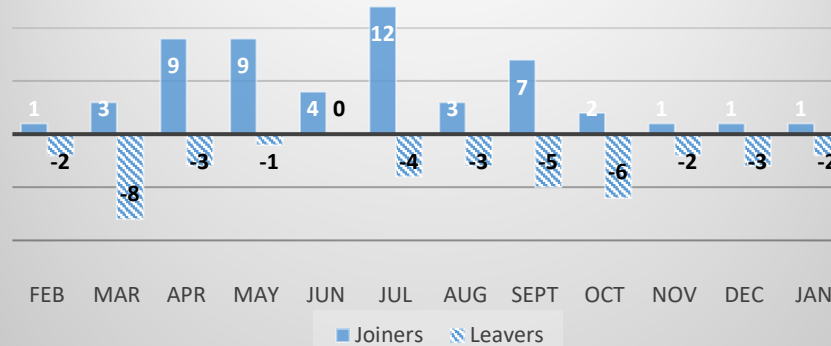
Headcount & FTE



Employees on Secondment 1
 Employees on Maternity Leave 3

▨ FTE ■ Headcount

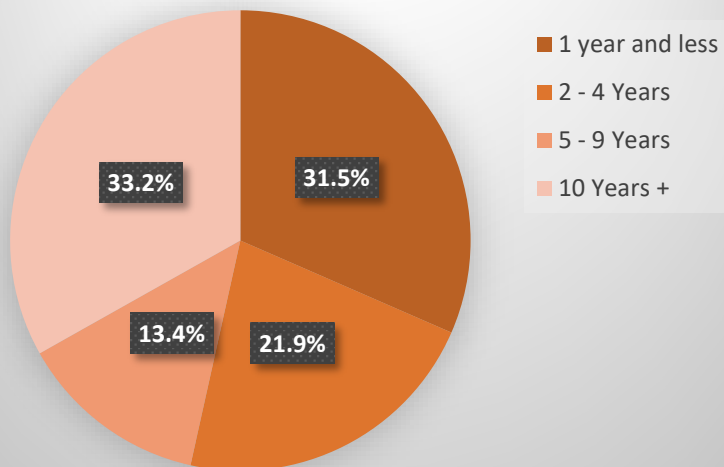
Joiners & Leavers



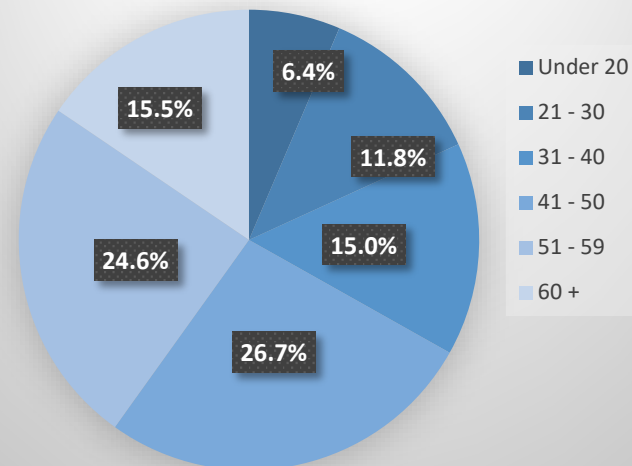
Reasons for Leaving		Reasons for Joining	
Retirement	2	Fixed Term	1
Resignation	0	New Hire	0
Fixed Term	0	Seasonal	0

Turnover Rate
 12.73% ↑
 % (UK Average 16.8%)

Length of Service



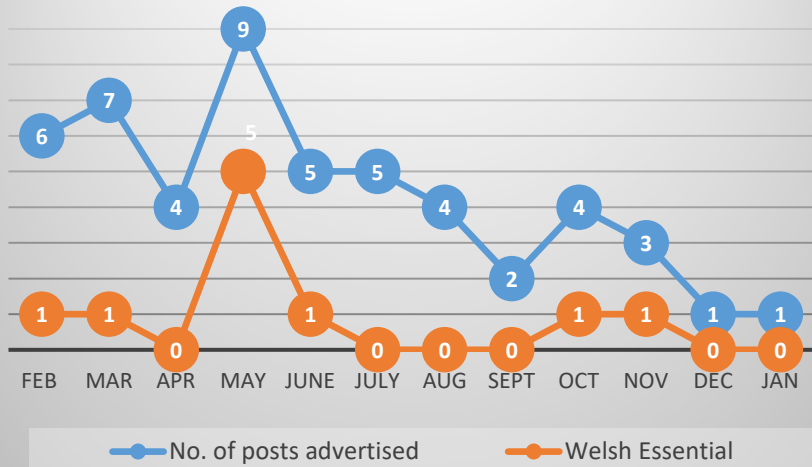
Age Distribution



Average Age
 45 years 3 months

Average Length of Service
 9 years 4 months

Number of posts advertised and Welsh essential posts



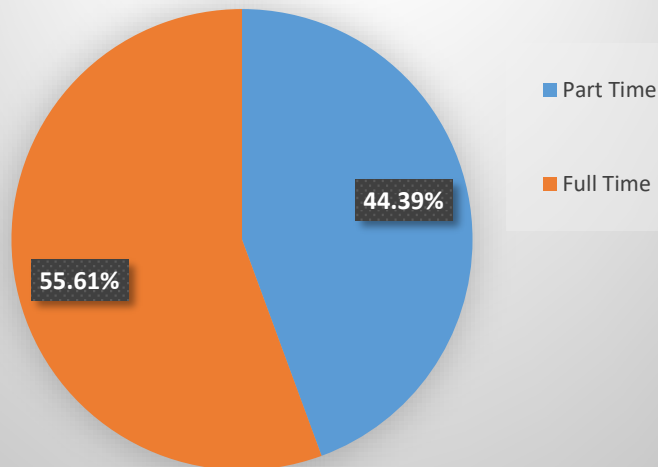
Welsh Language Skills

% age of Employees who have Work Welsh Level 1 or above
37.97%

% age Employees who have Work Welsh Level 1 and/or Entry Level A1 or above
58.82%

%age of staff able to communicate bilingually
20.32%

Part Time Distribution



Gender Distribution

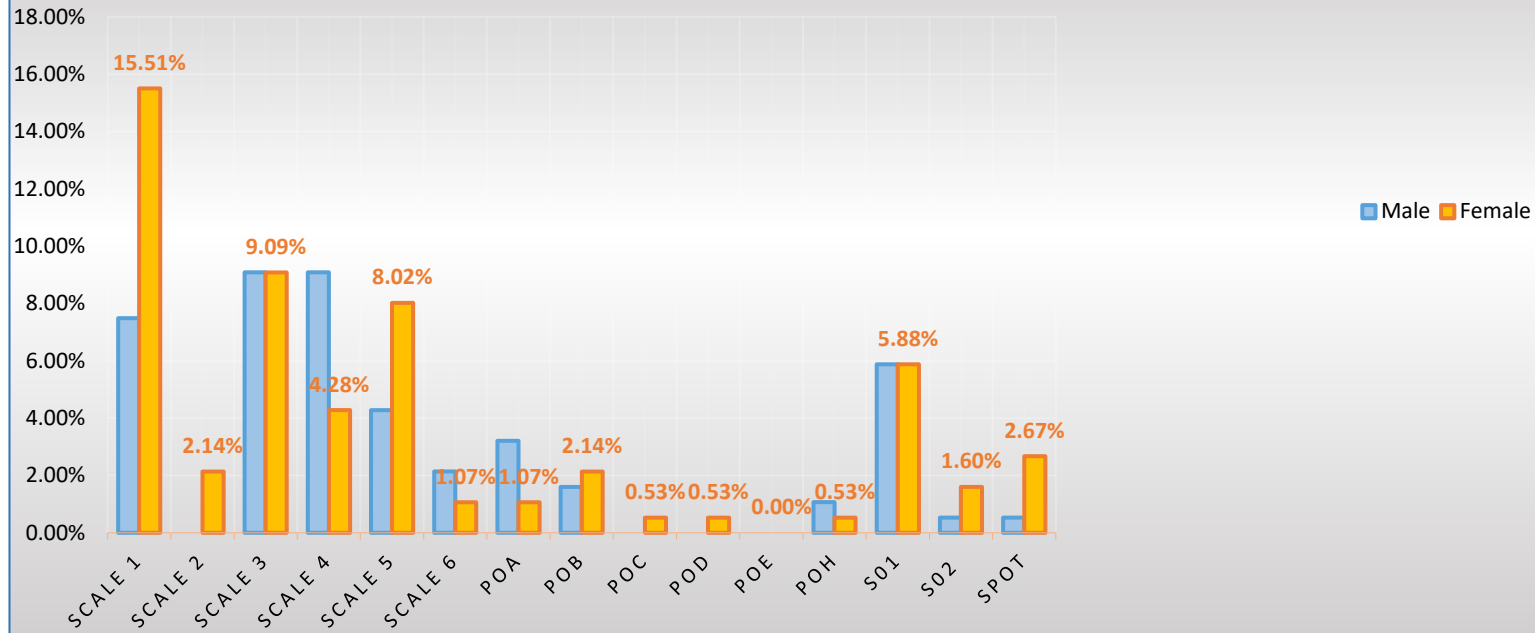
- 55.08% Female
- 44.92% Male

Gender Distribution of Full and Part Time Working

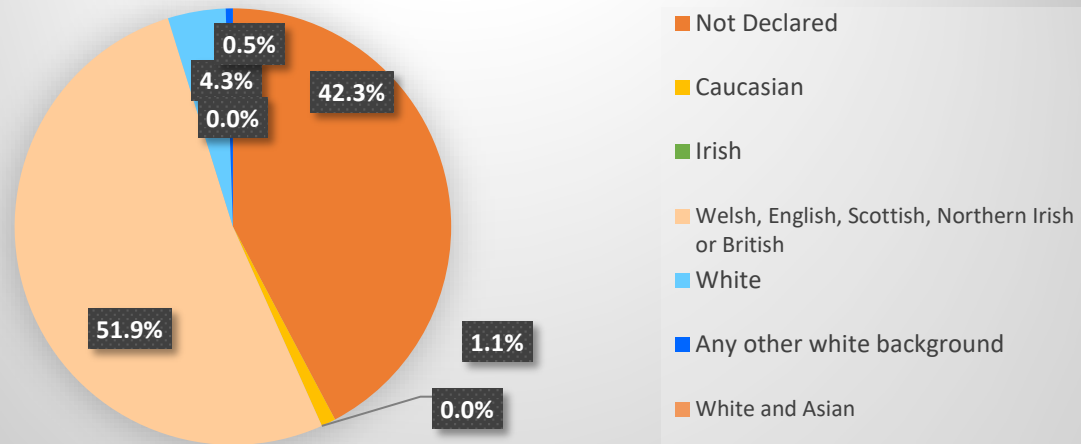
Of the 44.39% Part Time 28.92% - Male and 71.08% - Female
Of the 55.61% Full Time 57.69% - Male and 42.31% - Female

Average Hours worked per week 31.56

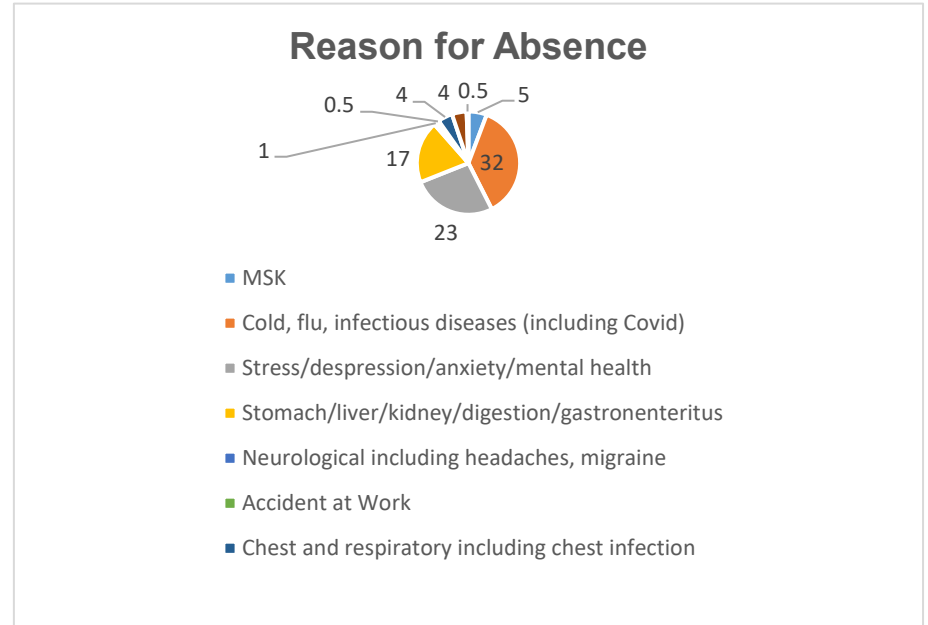
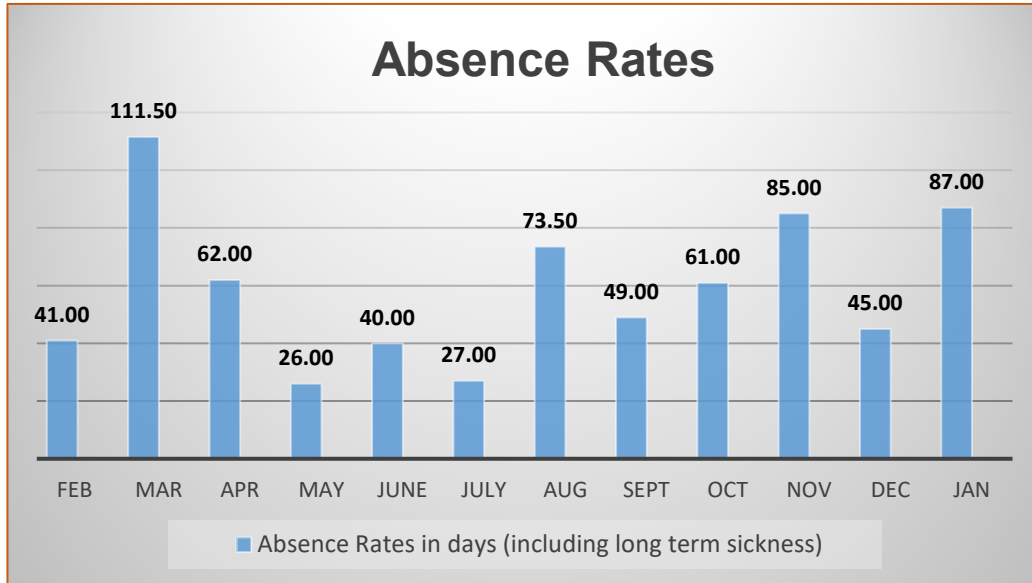
DISTRIBUTION OF GRADES BY GENDER



Ethnicity Distribution



SICKNESS DATA



Annual Average Sick Days Per Employee
 Inc long term sickness : 0.31 days
 Exc long term sickness: 0.20 days

• **Monthly % Hours lost to sickness absence per employee: 2.75%**
 • **YTD :2.75%**

Monthly Cost of Absence
£8789.75

January Absence by Location

Wardens/Rangers	54
Centres	2
Llanion	31

Public Sector Sickness Absence rate 2022:
3.6%
 Source: ONS

TRAINING NOTES:

Safeguarding: Training expires every 3 years, many of the non-compliant have only just expired –reminders have been sent.

Data Protection – Figure for completion has fallen some employees need to recomplete the training as they originally completed the training in November of last year. Reminders have been sent out.

Health & Safety – New mandatory training for all employees. Training is undertaken via ELMS.

TRAINING DATA

