

## Report of Head of People Services

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### Subject: Human Resources Management Report

#### Pay and Grading Review Update

Work is progressing on the Pay and Grading Review. Regular contact is being maintained with WME and we visited them in Birmingham on 6 September to refine pay modelling options. The next step will be to begin consultation with the Trade Unions. In the meantime letters are being prepared to go to all staff to include a Total Reward Statement and the agreed job description in its revised format.

#### HR Policy Review

We are continuing to review and revise HR Policies. We have recently completed Sickness Absence Management and Recruitment. We have amalgamated some policies so that where appropriate there is a single point of reference e.g. Menopause is included in Sickness Absence, References is included in Recruitment etc. We have introduced sending out core questions to interview candidates ahead of the interview and whilst this is still fairly new feedback from both recruitment managers and candidates has been positive.

We have networked with other employers to discuss the challenges that we have faced when specifying Welsh Language as an essential requirement. This has provided us with insight and we now include practical examples of when the postholder would be required to use Welsh.

Whilst it would be premature to state the impact these measures are having, we have had 45 completed applications for a Communications Officer post and 22 applications for a Maternity cover Area Ranger post and 11 applications for a Planning officer. These are the highest number of applications we have had for some time and we were able to make appointments to the posts.

We are meeting with the Health & Safety Project Manager and our Occupational Health provider to review the Employee Health and Wellbeing and Managing Pressure and Reducing Stress Policies.

We have been advised by the Disability Confident Employers Adviser to seek Level 2 accreditation based on the work that we currently do to attract recruit and retain staff who have or acquire a disability as defined in the Equality Act 2010.

We have held some workshops, initially to Team Leaders to underpin the implementation of the new policies on Recruitment and Sickness Absence. These are focused discussion

sessions including case studies and recent employment tribunal decisions to encourage action learning.

These will continue to be offered on a regular basis and will be incorporated into HR for Non-HR Managers programme

### **Sickness Absence**

Sickness absence continues to be monitored closely. Most of the sickness absence relates to three members of staff who have been off for more than 28 days. One of these cases is a muscular skeletal condition where surgery will be needed, and we are working closely with the individual to explore retraining and redeployment. One case of long-term sickness involves post-operative recovery.

### **Wellbeing Champions**

An introductory workshop was delivered in early July, primarily to the Staff Representative Group members to explore the potential of introducing this voluntary role. The workshop centred around a holistic approach to employee wellbeing based on 7 pillars of wellbeing. A draft role outline has been prepared and is out for consultation within that group.

### **Training Data**

Compliance with mandatory training is being monitored and reported on regularly at the fortnightly Management Team meetings. There has been a marked improvement in the figures. Those with the lowest completion rates are not training courses provided via ELMS system.

### **Training Provision**

The results of the Wellbeing and Development Review process in relation to training and development needs are being collated.

### **Voluntary Staff Benefits**

A revised suite of Voluntary Benefits was launched on 1 August 2024. These benefits are being delivered through Vivup, our Employee Assistance Provider and include salary sacrifice schemes, lifestyle savings, home electronics, vehicle PCP scheme, staff recognition scheme. 33.6% of staff have registered to date. We are continuing to promote the benefits via the Staff Representative Group, Management Team and Staff Newsletter.

### **Volunteering**

The Volunteering team transferred from Engagement and Inclusion to People Services at the end of 2023. This has enabled us to look at integrating the recruitment processes for staff and volunteers. We are also planning to include office-based volunteering opportunities in the near future. We actively promote volunteering on all of our recruitment advertisements and when we visit careers and schools events include volunteering opportunities. Volunteers played an important role in our attendance at the Pembrokeshire show. I

attended the Volunteers Forum for the first time on 17 July 2024 which provided an opportunity to meet more Volunteers and explore with them further opportunities and raise any concerns.

In July, which is the most up-to-date information available, a total of 78 volunteers completed 809 hours of activities.

We are supporting National Volunteering Day on 20 September with events planned at Castell Henllys.

**Recommendation: Members are asked to NOTE this report**

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