

## HR services end of the year report 2022 to 2023

Performance measure	Link to Corporate Plan priority	Target and reporting timescale	Baseline/output from 2021 to 2022	Owner and co-owners	Outcome or output 2022 to 2023
<b>Provide support to managers and staff to deliver the actions set out in the Council's Equality, Diversity and Inclusion Policy</b>	Social and community infrastructure	As required, annually	New performance measure.	Corporate Management Team Council members Service leads HR team	In progress - members can view the Council's progress against the Equality, Diversity and Inclusion Action Plan 2021 to 2024 in the <a href="#">Annual Equality Monitoring Report</a> .
<b>Publish the annual equality monitoring report for the period 1 April to 31 March every year</b>	Social and community infrastructure	As required, annually	Annually.	HR Manager	Achieved – the <a href="#">Annual Equality Monitoring Report</a> for 2021 to 2022 has been published on the Council's website.
<b>Calculate the Council's gender pay gap for the period 1 April to 31 March each year and report to committee</b>	Social and community infrastructure	As required, annually	Annually.	HR Manager	The gender pay gap for 2021 to 2022 was reported to committee in October. The mean gender pay gap had reduced to 7.7% and the median gender pay gap had reduced to 8.5%.
<b>Promote initiatives to raise awareness of health and wellbeing, and support employees who are experiencing mental ill-health to access sources of help</b>	Social and community infrastructure	As identified, annually	Ongoing.	Service leads HR team	The Council now has 15 qualified Mental Health First Aiders (MHFA) to anyone experiencing a mental health issue or crisis.  HR fund 6 sessions of counselling or Cognitive Behaviour Therapy (CBT) for employees who are experiencing mental ill-health problems. Since 1 April 2022, 10 people have requested and been offered support plans.  HR have funded menopause support workshops.
<b>Maintain the low level of short-term sickness absence, that is number of days lost per full-time equivalent employee (FTE)</b>	Social and community infrastructure	3.4 days per FTE, annually	3.4 days	HR team Service leads Line managers	At the 10-month review period, the short-term sickness absence is at 4.1 days lost per FTE, based on a total of 805 days lost. Of that total, 212 are related to Covid-19 and long Covid. As the target for the year is 3.4 days per FTE, we have already exceeded this at 10 months and this will continue to increase until the end of the financial year.

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Once the negotiations with the trade unions have ended, make the necessary changes to the Council's pay scale to meet the requirements of the National Joint Council (NJC) pay award, backdated to 1 April 2021, re-modelling the pay spine if required	Sound financial management	As required, annually	1 April 2020	HR Manager Payroll Officer	The pay award was agreed and implemented in November 2022. As part of the pay award, it has also been agreed that: a) all NJC staff will get an increase of one day's annual leave from 1 April 2023 (pro rata for part-timers) b) spinal column point 1 will be deleted from the Council's pay scale from 1 April 2023
Following the appraisal deadline, establish the Performance Related Increment Panel to consider the ratings of 'outstanding', and determine final ratings where the provisional ratings differ, in consultation with the managers concerned	Sound financial management	As required, annually	Achieved by May 2020 – appraisals were cancelled for 2020 to 2021.	HR Manager PRI Panel	PRI Moderation Panel held in May 2022. 20 people were awarded 'outstanding', 131 'excellent', 26 'good', 7 'no official rating and nil 'needs improvement'. 7 had no appraisal.
Review the existing Leading Lights Award Scheme and improve the processes for recognising and rewarding staff who have demonstrated exceptional attitude and performance	Sound financial management	As identified, annually	New performance measure.	HR Manager	Not achieved - CMT asked for the Leading Lights Award Scheme to remain on hold.
Coordinate Job Evaluation Panels to ensure that all new and significantly changed jobs have been evaluated fairly and systematically	Sound financial management	As required, annually	As required.	HR Manager 14 trained job evaluators	Job Evaluation panels continue to be arranged promptly when a new request is received. 23 jobs evaluated between April 2022 and February 2023. Job evaluation training held in November 2022. We now have 14 trained job evaluators.
Update the Council's Pay Policy Statement and present to Full Council in February each year	Sound financial management	February 2024, annually	Achieved by February 2022.	HR Manager	Presented to Full Council in February 2023.
Continue to create new, and update existing, HR policies and procedures	Sound financial management	As required, annually	As required	HR Manager	The Extra Responsibility Allowance Policy and the Acting Up Policy have been updated in 2022 to 2023.

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following changes in legislation or best practice					
Review and improve the existing exit interview procedures to increase participation rates and to improve the quality of the information being collected	Sound financial management	As required, annually	New performance measure.	HR team	The changes to the Exit Survey which members requested, to increase participation rates and to improve the quality of the information being collected, came into effect from 1 June 2022. In this period, 11 of the 17 leavers completed the revised survey.
Continue to look for opportunities to promote the recruitment of apprentices to meet the target as set by the Apprenticeship Levy of 2.3% of the workforce, this equates to 4 apprentices	Sound financial management	As identified, annually	3 apprentices.	CMT Service leads HR team	The public sector apprenticeships target came to an end on 31 March 2022. From this date there will no longer be a target set for public sector employers. However, the Council will continue look for opportunities to recruit apprentices. We currently have 4.
Appraisals undertaken by 31 March 2022	Sound financial management	100%, annually	100% achieved.	HR Manager	Achieved.
Regularly review risks associated with Human Resources as detailed within the Corporate Risk Register: <ul style="list-style-type: none"> <li>• non-compliance with employment legislation, resulting in costly litigation and/or employment tribunal claims and reputational damage</li> <li>• increased sickness levels impacting on team capacity and moral</li> </ul>	Sound financial management	As required, annually	Ongoing.	HR team	In progress.

