

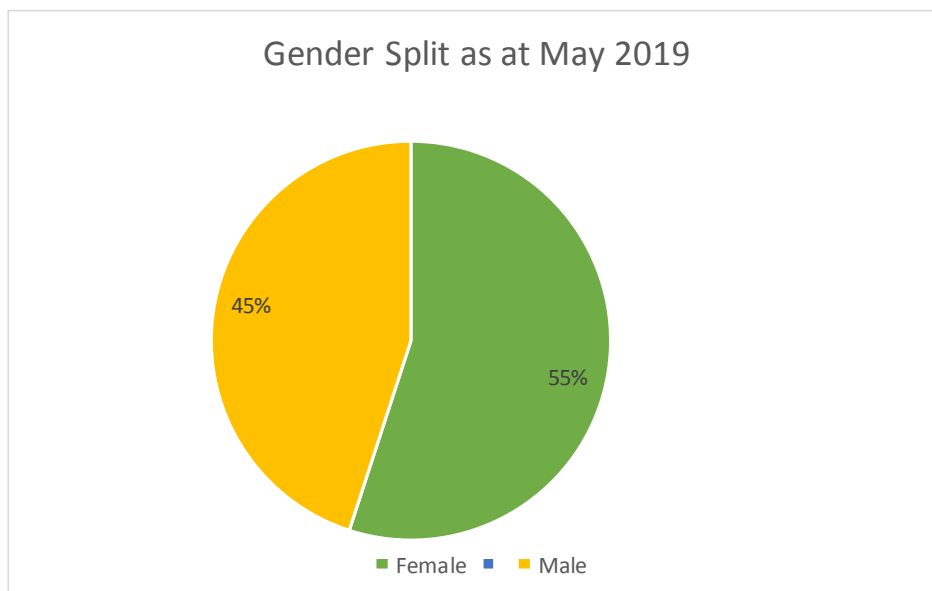
Salisbury City Council

HR Update Report Personnel Committee – 12 July 2019 Tracy Adams, HR Manager

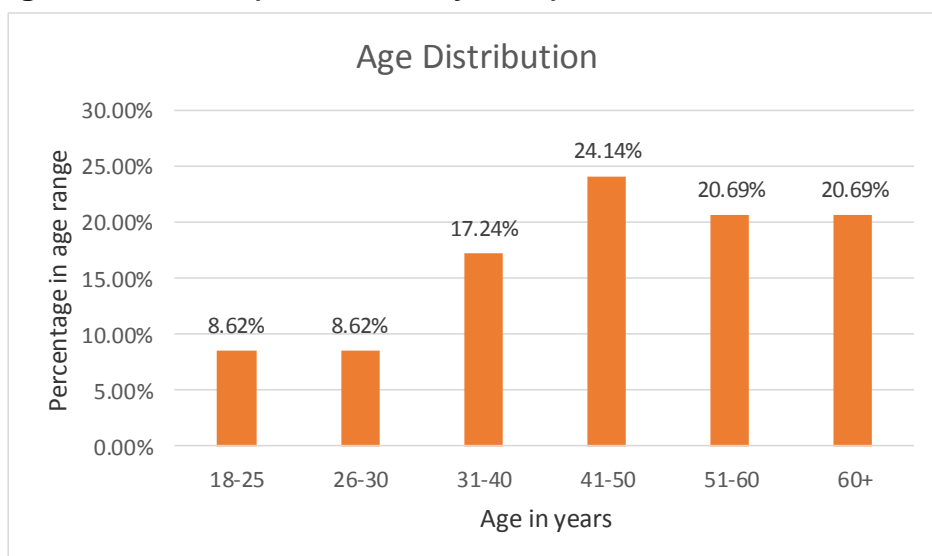
Staff Numbers (provided by Payroll as at end May 2019)

Number of people on payroll (includes part time, full time and casual staff)	73 Individual people
Current Vacant Posts: Customer Service Officer Business Team Support Officer	

Gender split as at end May 2019



Age distribution (as at end May 2019)



Turnover

Year	Jan-Mar	Apr-June	July-Sept	Oct-Dec
2016	Figures not available			5%
2017	7%	0%	10%	5%
2018	10%	10%	4%	11%
2019	7%	0%		

%= percentage turnover

Sickness information

Below is shown the average number of sickness episodes in a quarter and the percentage of hours available not worked due to sickness absence.

Year	Jan-Mar		Apr-June		July-Sept		Oct-Dec	
	Average number of episodes	Absence rate as percentage of available work time	Average number of episodes	Absence rate as percentage of available work time	Average number of episodes	Absence rate as percentage of available work time	Average number of episodes	Absence rate as percentage of available work time
2016	Figures not available						10	2.47%
2017	11	2.55%	7	2.15%	5	1.35%	6	0.9%
2018	11	2.7%	8	4.78%	7	4.09%	8	3.01%
2019	6	1.22%	3	1.01%				

It is encouraging to see a significant reduction in both the number of episodes and also the absence rate. April – June 2019 is showing the lowest number of episodes since records have been kept in October 2016.

SCC have introduced a number of initiatives aimed at improving mental health and it is widely recognised that there is a link between mental and physical health.

Initiatives have included:

- Appointing and training Mental Health Champions (January 2019)
- Time to Talk coffee session delivered by Mental Health champions designed to promote discussion around mental health(February 2019)
- A project group was set up and developed a health and wellbeing ideas document at how SCC can improve the health and wellbeing of its staff – currently being implemented (Nov-April)
- Articles in Gilbert’s Gossip promoting mental health tips and strategies (February – June)
- A theme each week during stress awareness month (April) and during Mental Health Awareness week in May.
- Mental Health First Aid box including books and resources aimed at mental wellbeing

Staff development – Jan-March 2019 and Apr-June 2019

Number of individual staff who have received funding training: 21

Type of course/area of development	Jan-March 2019 Number of people attending	Apr-June 2019 Number of people attending
Health & Safety	16	34
Information Technology		5
Leadership & Management	13	12
Legislative	7	3
Service enhancing	8	2
Equality and Diversity	45	2

Courses above include:

January – March 2019	April-June 2019
Facilitated by internal SCC staff <ul style="list-style-type: none"> • Values and Diversity workshop – facilitated by HR Manager • Working well as a team workshop • Manual handling • Monthly Leadership & Management Workshop 	Facilitated by internal SCC staff: <ul style="list-style-type: none"> • Manual handling • Values and Diversity • Monthly Leadership and Management Workshop

<p>External training:</p> <ul style="list-style-type: none"> • Essentials of payroll • Job Evaluation • Mental Health Champion • NABMA (Markets) • Planning awareness • Safeguarding • SMT Leadership and High Performing Teams development • Brush Cutter training 	<p>External training:</p> <ul style="list-style-type: none"> • First Aid • Asbestos awareness • Legionella awareness • Safeguarding • Website • Chapter 8 Training (working by roadside) • Employment Law – Disability and Ill Health
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Training and Development Planned for 2019 – March 2020

Title	Open to	Length	Number of sessions	Provider/ Facilitator
Resilience	All staff	1 day	4 sessions	Positive Life Management
Inclusion and bias	All staff	1 day	5 sessions	Positive Life Management
Values and Diversity	All staff	½ day	4 sessions	HR Manager
Communication skills	All staff	½ day	2 sessions	Positive Life Management
Customer Service	All staff	1 day	1 session	South West Councils
Making every contact count	Mental Health Champions	½ day	2 sessions	Wiltshire County Council
Pension information session	All staff	1 hour	1 session	Wiltshire Pension Fund
Dementia Awareness Information Session	All staff	1 hour	1 session	Alzheimer's Society
Stress and Mental Health Awareness for Managers	Line Managers	1 day	2 sessions	Positive Life Management
Line Managers Workshops	Line Managers	½ day	9 sessions	HR Manager
Recruitment	Line Managers	½ day	2 sessions	HR Manager

Recruitment costs and outcomes

When a vacancy arises this is offered internally initially. If there are no successful candidates within SCC current staff who meet the criteria required for the role then a decision is made with the HR Manager and recruiting manager as to the most effective methods of advertising.

Following the restructure there were a number of roles which required filling and our usual methods were followed but agency staff were appointed who had been carrying out the work temporarily through their agency. Although this is a more expensive method of recruitment savings were gained during the induction phase.

It is a requirement under Agency Worker Regulations that all agency staff have access to job vacancies.

July 2018 – June 2019

Job	Where advertised (Cost in brackets if applicable)	Where successful candidate had seen job
Operations Manager	Guardian (£600) LGA Website Indeed SCC Website Social media (£100)	Salisbury City Council Website
Markets Assistant (August 2018)	LGA Website Indeed Journal Website Social Media (£100)	No appointment made
Streetscene Officer	LGA Website Indeed Website Social Media (£72) Agency (£1120)	Agency
Grounds Operative	LGA Website Indeed Website Social Media (£72) Agency (£1043)	Agency
Facilities Manager	LGA Website FM World (£670) Indeed Website Social Media (£75) Agency (£2188)	Agency
Customer Service officer	LGA Website Indeed Website Social Media (£200)	Indeed

Facilities Officer	LGA Website Indeed Website Social Media (£75)	Indeed
Business & Communications Manager	Indeed (£500) Social Media Website	Indeed
Communities team Support Officer	Indeed (£150) Social Media (£100) SpireFM Website	Internal applicant
Apprentice Grounds Operative	Government Apprenticeship site Indeed Website	Government Apprenticeship site
Communities Officer	Indeed (£150) Social Media (£100) Wiltshire Council (£110) Spire FM CTP (Armed forces resettlement)	Wiltshire Council
Markets Assistant (February 2019)	Indeed Journal (£215) Social Media (£100) Spire FM CTP (Armed Forces Resettlement)	Internal applicant
Streetscene Officer (Feb 2019)	Indeed (£150) Social Media (£100) Spire FM CTP (Armed Forces Resettlement)	Indeed