

SALISBURY CITY COUNCIL

Subject : Human Resources Update
Committee : Personnel Committee
Date : 24 April 2024
Author : Tracy Adams, Head of Human Resources

1. Report Summary:

- 1.1 A high-level overview for Personnel Committee relating to staffing in Salisbury City Council (SCC).

2. Staff Survey 2023:

- 2.1 Each year SCC asks staff to give us some feedback.
- 2.2 The most recent feedback was received in December 2023.
- 2.3 A summary of the findings can be found in Appendix A.
- 2.4 The feedback, completed by 45% of the workforce, is largely positive and to be celebrated.
- 2.5 This information will be used, alongside other HR tools such as the aims of the Chief Executive Officer (CEO), turnover, Employee Relations learning and general ad-hoc findings to determine areas of focus to main a culture of continual improvement.

3. SCC – Future (Managers briefing):

- 3.1 The Senior Management Team met with SCC managers across all departments and grades during week commencing 25 March 2024.
- 3.2 The aim of the meeting was to share CEO vision for future of the Council and share clear expectations for the year ahead.
- 3.3 Managers were invited to give anonymous feedback on how they experienced the briefing.
- 3.4 The general theme from feedback of those who attended is that the session was particularly useful, specifically understanding the developing new direction of the organisation along with clear reinforcement on the importance on standards.

4 Recruitment:

- 4.1 In general terms, SCC has attracted a good number of applicants for *most* roles. One role of to note, which is not covered by reports at this meeting, is that of Streetscene Officer (maternity cover), which is proving challenging to fill.
- 4.2 The main cause for concern is the breadth of the role; combining a hand-on, practical and outside role with that of an office-based administrator.
- 4.3 The Human Resources Manager has investigated potential barriers and supported the Streetscene Manager with approaches to attract candidates, such as highlighting those wishing to move into their first line management role. However, this has not led to a successful outcome.
- 4.4 The HR Manager will continue to work with Streetscene Manager on options.
- 4.5 As part of a modernisation process, the Committee are asked to re-interpret Standing Orders. Currently custom and practice have been for *any* changes to establishment needing to be *agreed* at Personnel Committee. Several reports at this evening's meeting demonstrates this and as such can clearly delay recruitment and agility of the Council to deliver work agreed with Administration Group Leaders.
- 4.6 The new interpretation would require Officers to seek approval of the committee for any changes to establishment which go above allocated budget.
- 4.7 In addition, Officers would still be required to report, for information purposes, on any significant changes to their portfolios.

5 HR data

- 5.1 The usual HR 'quarterly' data has not been provided in this report. As a new appointment, the new CEO would like to take this opportunity to review the provision of data, with the Head of Human Resources, to ensure the robustness of and quality of data is as good as it can be. Meaningful information will be reported at the next meeting of the Personnel Committee.

6 SCC Staff stress survey

- 6.1 For the 3rd year SCC will be using the HSE Stress Indicator Tool to review how staff experience working at SCC and to inform future practice.
- 6.2 Details of this tool can be found: [Stress Indicator Tool \(SIT\) \(hse.gov.uk\)](https://www.hse.gov.uk/stress-indicator-tool/)
- 6.3 Head of HR suggests highlights from the report, due to be produced mid-May, will be shared at the following Personnel Committee.

7 Recommendation

- 7.1 To note the contents of this report.

7.2 To approve a movement in defining which establishment changes need approval at committee:

7.2.1 Officers must seek approval of the committee for any changes to establishment which go above allocated budget.

7.2.2 Officers are still required to report, for information purposes, on any significant staffing changes to their portfolios.

7.3 For members to contact the CEO with any themes which they would like to see explored in future reporting of performance indicators.

8 Wards Affected: All

9 Background papers: Nil

10 Implications:

10.1 Financial: None at this stage.

10.2 Legal: None.

10.3 Personnel: All employees of the Council.

10.4 Environmental Impact: None

10.5 Equalities Impact Statement: None at this stage.

Appendix A

2023 SCC Staff Survey - in numbers

