

## **APPENDIX A**

### **HR Improvements Delivered & In Progress**

Below are just some of the deliverables that have been achieved and work that is in progress. Business as usual continues whilst the basic HR services is being re-aligned.

#### **Human Resources Business Partnering Team**

##### **Key achievements to date**

- Attendance at Directorate Management Meetings providing an effective strategic business partnering service with stakeholders resulting in clear alignment and delivery of organisation goals and objectives.
- Improved workforce reporting and development of measurable, performance driven KPIs.
- Modernisation of policies and procedures with 4 that have been completed and 4 in consultation with one that has been implemented – Hybrid Working Policy and Procedure. Envisaged to have at least 10 set to be implemented by March 2024.
- Trial of health and wellbeing app called 'Headspace' commencing in January 2024 which will provide the focus on a wellbeing strategy.
- Creation of a re-defined HR intranet page with updated tools for managers to enable a self-service model.

##### **In progress**

- Further work on workforce data to inform key initiatives and data to inform where focus is to be targeted.
- Continuing to review policies and procedures.
- Complete the review process for the Occupation Health Contract and Employee Assistance Programme
- Reducing the agency spend in directorates working with Finance and the Directorate Management team.
- Supporting organisational change programmes resulting from the Senior Management reorganisation.

#### **Recruitment**

##### **Key achievements to date**

##### **Successful procurement and implementation of Applicant Tracking System:**

- Providing a seamless user experience for Recruiting Managers
- Giving candidates a simple and transparent journey through the application process.
- Access to more job boards to create more opportunities for candidates to view our roles.
- Ability to provide a suite of meaningful reports to Senior Officers to scrutinise and see where successes and challenges are within the process.
- Reportable ED&I data

## **Successful procurement and award of Temporary Labour Contract:**

- Monday 20<sup>th</sup> November, full Council ratified the decision to award Matrix SCM the contract for the Temporary Labour Contract.
- This contract is a four-year award, broken down into two years, with one year plus one-year extensions.
- Whilst Matrix is the incumbent supplier, the contract management of the new contract will be governed with tighter controls and more meaningful reporting to enable us to see where spend and tenure needs to be challenged. It is recommended that Slough Borough Council recruit an Agency Contract Officer, who will have oversight of the activity and work closely with Matrix and internal stakeholders to ensure best practice and value for money.

## **Successful Procurement and Engagement of Recruitment (Director Posts)**

- Successfully procured a recruitment partner to support the recruitment process for the newly created Director roles.

## **Partnering with Diversifying Group Job Board (Diversifying.io)**

- In line with Slough Borough Councils vision to improve diversity and inclusion, we have now partnered with The Diversifying Group and made an investment into securing their job board for our roles to be further promoted.
- Created an employer's profile on their website to enhance our brand and commitment to ED&I within our recruitment and selection process.
- As part of the partnership, Diversifying Group have also delivered training to HR, Recruitment and WFD colleagues, around three key areas of recruitment, with a view to mirroring the training within internally.

## **In Progress**

- Director recruitment in process – Tranche one at Longlisting and Technical interview stages – Final panel interview dates secured.
- Director recruitment – Tranche two roles have been released and close w/c 8<sup>th</sup> January 2024
- First Head of Service Roles to go-live in December – To be advertised and recruited to by SBC (No assistance from Starfish)
- On-going work to SBC Career site to build out content per directorate to promote the great work going on within each directorate.
- Workforce Improvement – Actively working on reduction of agency spend in partnership with HR and finance colleagues.
- Mobilisation of the new Temporary Labour Contract (Go Live – 24<sup>th</sup> March 2024)

## **Workforce Development Team**

### **Key achievements to date**

### **Corporate induction**

- Researched Corporate Induction including CIPD best practice, Local Berkshire Authority benchmarking and delegate feedback which have been incorporated into our revised corporate induction proposal, which we have started to implement.
- Corporate induction now is face-to-face and scheduled on a monthly for all new starters (permanent, interim and temps).
- Developed interactive group element to increase engagement,
- Included a top tips section for new starters to promote useful information available on our intranet and encourage self-serve.
- Full implementation dependent on completion of the organisational restructure, which will impact content.

### **Mandatory Training**

- Mandatory training report developed and sent to the Senior Leadership Team (SLT) to cascade down monthly to progress and encourage greater compliance levels. Current levels of compliance vary between 55 – 65%.
- A revised mandatory training proposal has been created reducing the number of modules from 8 to 5, to better reflect compliance needs and SBC standards we wish to engender.

### **Onboarding**

- New approach to Onboarding in development with the aim of enhancing candidate and new starter experience throughout the process.

### **Apprenticeships**

- Two new apprenticeships have been approved in youth work.

*NEXT STEPS FOR THIS TEAM, EG WORKFORCE STRATEGY TO ALIGHT WITH BUDGET AN OPERATING MODEL ETC*