

Report of the Chief Executive

HR STAFFING1. Purpose of report

To request the creation of an established permanent HR Officer role and request the transfer of the existing HR Apprentice to that role.

2. Details

The current establishment within the Council's HR team is 2 Full Time Equivalent (FTE) HR Officers and a full time HR Apprentice. The apprentice role was created in early 2019 following the voluntary redundancy of a 0.5 FTE HR officer. The reasons for the creation of the apprentice role were two-fold: (1) to explore learning and development opportunities utilising the National Apprenticeship Levy and to be seen as 'leading from the front' for the Council in this area; (2) the long term working arrangements / pattern of the HR Officer post needed reviewing and revising. Those arrangements comprised a pattern of 2-day/3-day alternate weeks totalling only 5 working days per fortnight. The post had been full-time until 2013 when maternity/parental commitments required a reduced hours contract. This working arrangement had proved to be unsustainable and impractical.

In May 2019, the appointment of an apprentice, using the Apprenticeship Levy, provided a welcome addition to the HR Team. Since that time, this officer has proved an invaluable staffing resource and details of her contribution are included in appendix 1. Her employment with the Authority is due to finish in November 2020. It is envisaged that the HR function at the Authority is going to increase in the short and medium term. The main drivers for this are the introduction of the Organisational Development Strategy, the recovery strategy from the Covid 19 crisis, and the situation with Liberty Leisure. Appendix 2 provides a comparison of HR staffing levels across local authorities in the county, and shows the small team which Broxtowe has in comparison with others.

To transfer the HR apprentice to a permanent post on a career grade (with advancement beyond a certain point dependent on obtaining certain qualifications) would accord with the provisions of the Organisational Development Strategy. For HR to be a lead section on this would also send out a clear message that the Authority is actively implementing its new strategy. A proposed job description and person specification are attached at appendices 4 and 5.

3. Financial details

Financial details and union comments are attached at appendix 3.

Recommendation

The Committee is asked to RESOLVE that the creation of a permanent HR Officer post be approved, with the subsequent transfer of the current apprentice into that post, and to the changes to the establishment.

Background papers

Nil