



<b>AUDIT AND GOVERNANCE COMMITTEE</b>	<b>AGENDA ITEM No:</b>
<b>19<sup>th</sup> July 2019</b>	<b>PUBLIC REPORT</b>

## **HR Update Report**

### **1.0 PURPOSE**

- 1.1 To provide the Committee with an update on HR issues following risks identified by the Internal Auditors report

<b><u>DECISION REQUIRED</u></b>	
<b>FROM:</b>	<b>19<sup>th</sup> July 2019</b>
<b>Lead Officer:</b>	<b>Martin Jeynes (HR Manager)</b>
That the Committee notes the update provided by the HR Manager.	

### **2.0 BACKGROUND**

- 2.1 At a previous meeting of the Audit and Governance Committee meeting the Combined Authority's Internal Auditors submitted a report which provided assurance to the Committee that activities undertaken across the Combined Authority were appropriately managed, monitored and delivered in accordance with set governance, controls and risk management frameworks.

### **3.0 HR Action Plan Update**

- 3.1 The consultation on the recent restructuring proposals for the CPCA has now ended though the process for the review of Job Evaluation is still ongoing therefore Job Evaluations will continue to be reviewed.
- 3.2 The comments and observations from the recent Corporate Governance Review (Report March 19) have been accepted and a corrective action plan was put in place with immediate effect.
- 3.3 An HR Manager has been appointed reporting directly to John Hill (Chief Executive) demonstrating the level of commitment to this function. In March 2019, a Governance review was undertaken the results of which were submitted to the Audit and Governance Committee on the 31<sup>st</sup> May 2019. ([Governance Review](#))

- 3.4 Responses to the concerns from the Corporate Governance review have been outlined below:
- 3.4.1 A full review of central personnel files has taken place to identify if any documents needed for audit and legal compliance are missing. We are now in the process of contacting all employees to ensure we have up to date records.
  - 3.4.2 The transfer of all staff from Peterborough City Council was concluded in April 2019 and a request for the transfer of all historic personnel records has been made to the PCC to allow for centralised control at the Combined Authority
  - 3.4.3 Job descriptions and person specifications have been written in line with the recent organisation restructure and subsequent recruitment program.
  - 3.4.4 With the current focus on recruitment we have prioritised the updating of all documentation covering authorisation to recruit, advertisements, interviews, selection, appointments and induction.
  - 3.4.5 28 policy and procedure documents have now been completed and a further gap analysis will take place later in the year.

#### **4. Key objectives agreed with Chief Executive:**

- 4.1 To complete the delivery of the restructure with focus on the recruitment program: the total number of roles to fill is 30.
- 4.2 To identify and form a team to act as the Job Evaluation Appeals Panel to manage any potential appeals and future developments in the business structure.
- 4.3 To introduce a Performance Appraisal Process to focus on delivery of objectives and to support the changes around the incremental pay policy. This also addresses recommendation HR2 in the Corporate Governance Report March 19.
- 4.4 To review, standardise, update and reissue CPCA contracts for all employees.
- 4.5 Introduce a staff representative body (Forum) to focus on employee engagement and satisfaction.

The target completion date is October 2019

#### **5. Update - July 2019**

- 5.1 The key HR focus since the previous update has been on recruitment. The Human Resources Adviser has now been appointed and has been part of the team (for the last month) focussing primarily on supporting the teams on the recruitment programme whilst updating or creating the necessary documentation for this process. The personnel files have continued to be reviewed in readiness for audit.

#### **6. Response to the concerns from the Corporate Governance review (audit)**

- 6.1 Personnel Files - completion planned for end of August 2019. Primarily the collection of personal details forms and re-issue of CPCA logoed Contracts still to complete.
- 6.2 All information held by PCC has been transferred to CPCA
- 6.3 Job Descriptions for all roles at the Combined Authority have now been completed.
- 6.4 Recruitment and onboarding process now in place. Flow chart and policy to be written.
- 6.5 Key HR policies – these have been completed (and are to be reviewed in January 2020)

## **7 Key objectives agreed with CEX**

- 7.1. Recruitment:
  - 7.1.1 Complete - 15 roles
  - 7.1.2 Interview planned - 5 roles
  - 7.1.3 Pre- Interview search - 12 roles (transport and Legal teams)
- 7.2 Job Evaluation panel formed (team of 3) to allow for future review of existing or new roles. Will need to expand on this team to provide a impartiality and wider expertise.
- 7.3 Appraisal Performance Process – Next key priority with recruitment programme now more than 50% complete
- 7.4 Recruitment and onboarding process 90% complete as updated in real time with actual recruitment taking place
- 7.5 Staff Forum. Next key activity along with Performance Appraisal

Completion date still on target for October 2019

## **8.0 FINANCIAL IMPLICATIONS**

- 8.1 There are no financial implications

## **9.0 LEGAL IMPLICATION**

- 9.1 There are no legal implications

## **10.0 EQUALITIES IMPLICATION**

- 10.1 None

## **11.0 APPENDICES**

11.1 None

<u>Source Documents</u>	<u>Location</u>
None	