

HR & Payroll Service Plan key service objectives for 2022-23

See our website for the full [HR & Payroll Service plan](#)

| Looking forward : what we will do in 2022-23 (service objectives) | | | | |
|--|--|------------------------|-----------------------|-----------------|
| Key Service Objectives (please include consultation or procurement activity required) <i>Please highlight any projects so that they may be recorded and monitored in SPAR. See project guidance document for the definition of a project.</i> | Financial/ corporate resource | Lead Officers | Start date | End date |
| 1) Better homes and communities for all (Anti-Poverty Strategy) & 3) A resilient economy | | | | |
| Progress any recommendations agreed as a result of the independent Reward Review, including relevant changes to policy and practice. | Finance and payroll existing resources | Jo Fellows, HR Manager | April 2022 | Autumn 2022 |
| Undertake pilot work to develop and implement a 'grow our own' approach, utilising apprenticeships and career pathways, to mitigate against current recruitment and retention challenges and to support diversity and inclusion. This will then be used to inform wider and longer-term activity. Work commencing in January 2022. | Existing HR resource | Jo Fellows, HR Manager | April 2022 | Autumn 2022 |
| Undertake pilot work to widen potential sources of talent to mitigate against current recruitment and retention challenges and to support diversity and inclusion. This will then be used to inform wider and longer-term activity. Work commencing in January 2022. | | Jo Fellows, HR Manager | April 2022 | Winter 2022 |
| 2) A greener East Devon (to include any climate change objectives) | | | | |

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| <p>Agree and implement changes to working arrangements as a result of the Worksmart Review, including policies and practices associated with carbon reduction, where agreed and in compliance with current Government tax requirements. To also include a review of the existing behaviour framework and management commitments. Work to scope extent of change required will take place in early 2022.</p> | <p>Finance, HR and payroll existing resources, working with climate change officer and others as part of the Worksmart Review Working Group</p> | <p>Jo Fellows, HR Manager</p> | <p>April 2022</p> | <p>Autumn 2022</p> |
| <p>4) Other relevant considerations</p> | | | | |
| <p>Improve the Council's employer brand to increase attraction of potential candidates. Development work will commence in January 2022.</p> | <p>Existing HR resources with support from Strata. Ongoing brand promotion to also be supported by the Communications Team.</p> | <p>Jo Fellows, HR Manager</p> | <p>April 2022</p> | <p>Winter 2022</p> |
| <p>Review and implement any changes to the Performance Excellence Review (PER) process, informed by the Council Plan, service planning, the HSE Staff Survey and Worksmart Review.</p> | <p>HR existing resources</p> | <p>Jo Fellows, HR Manager</p> | <p>April 2022</p> | <p>June 2022</p> |

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| Review the current internal staff communications mechanisms and make improvements, informed by the HSE Staff Survey and Worksmart Review. To commence in early 2022. | HR and Communications graduate placements. Support from Communications Manager. | Jo Fellows, HR Manager | April 2022 | Winter 2022 |
| Commission an independent Management Review to consider improvements to leadership and management capacity (structure and job design) and capability (knowledge, skills and behaviours) and progress any agreed recommendations. To also be informed by the Worksmart Review. | Will require additional funding - tbc | Jo Fellows, HR Manager | Spring 2022 | tbc |
| Review and implement any changes to the Council's wellbeing and staff development offer, informed by the HSE Staff Survey, Worksmart Review and Management Review | HR existing resources | Jo Fellows, HR Manager | Tbc | Tbc |
| Undertake the 3-yearly Local Government Pension Scheme auto-enrolment process | Payroll existing resources | Jo Fellows, HR Manager | October 2022 | December 2022 |
| Prepare for and undertake liP re-accreditation (due 31 st January 2023) | HR existing resources | Jo Fellows, HR Manager | October 2022 | January 2023 |