

HR and Payroll Service Plan 2024-25

Link to the full draft [HR & Payroll Team Service Plan](#)

2.1	Service Objectives 2024-25 Service level priorities we will deliver in 2024/25 which support the Council Plan Priorities; Better homes & communities, A greener East Devon, A resilient economy and quality services. The priorities below mainly support quality services. The green travel staff benefit changes support a Greener East Devon and Grow our Own supports a Resilient Economy.
2.1.1	Year 2 workforce planning exercise and development of people strategy informed by people data (including improved learning and development data), workforce planning outcomes, liP Action Plan, Council Plan and Peer Challenge feedback
2.1.2	Implementation of changes to Standby and Call Out Policy and Scheme, following consultation and agreement by Personnel Committee
2.1.3	Staff Wellbeing Champions and staff networks implementation (the latter is subject to confirmation following staff survey feedback in late 2023)
2.1.4	Support implementation of M365 training for all staff
2.1.5	Occupational health provision review (in liaison with Teignbridge and Mid Devon councils) and subsequent implementation of any changes
2.1.6	Policy reviews to reflect legislative changes (e.g. Flexible Working Requests) and implementation of Metacompliance (to support policy awareness and compliance) following M365 roll-out

2.1.7	Chief Executive recruitment, appointment and induction
2.1.8	Explore implementation of further staff benefits – electric vehicle salary sacrifice, potential increase in Cycle to Work Scheme maximum allowance and AVC salary sacrifice scheme. New staff green travel page, promoting cycle, walking and public transport routes and HHH time to support active travel. EV charging provisions review.
2.1.9	Support implementation of climate change training for staff, utilising internal trainers who were trained in 2023
2.1.10	Continuing to develop recruitment approach (see project below)
2.1.11	Use of iTrent data to support people data reporting/dashboards, structure charts and M365 information (tbc) (see project below) Re-introduction of annual staff survey (including staff green travel information) and reporting via people data Implementation of regular mandatory training reporting to SLT Pay benchmarking and annual market supplement review
2.1.12	Finalise iTrent costings structures in line with new corporate finance system requirements iTrent move to Cloud solution and related system developments (tbc)
2.1.13	Continuing Grow Our Own project (see project below)
2.1.14	SLT development (see project below) and then review of wider leadership and management development offer
2.1.15	Equality, diversity and inclusion year 1 actions, subject to agreement and resource provision (see project below)
2.1.16	Support for potential organisational structural changes (tbc)

2.2	Key projects in 2024-25
2.2.1	Use of iTrent data to support people data reporting/dashboards, structure charts and MS365 information

2.2.2	Transfer of iTrent to Cloud solution (Strata project which will impact on EDDC HR and Payroll Team)
2.2.3	Recruitment improvements
2.2.4	Grow our Own
2.2.5	Senior Leadership Team development
2.2.6	Equality, Diversity and Inclusion policy and practice review