

**Board Meeting – January
2024**

HR Headline report

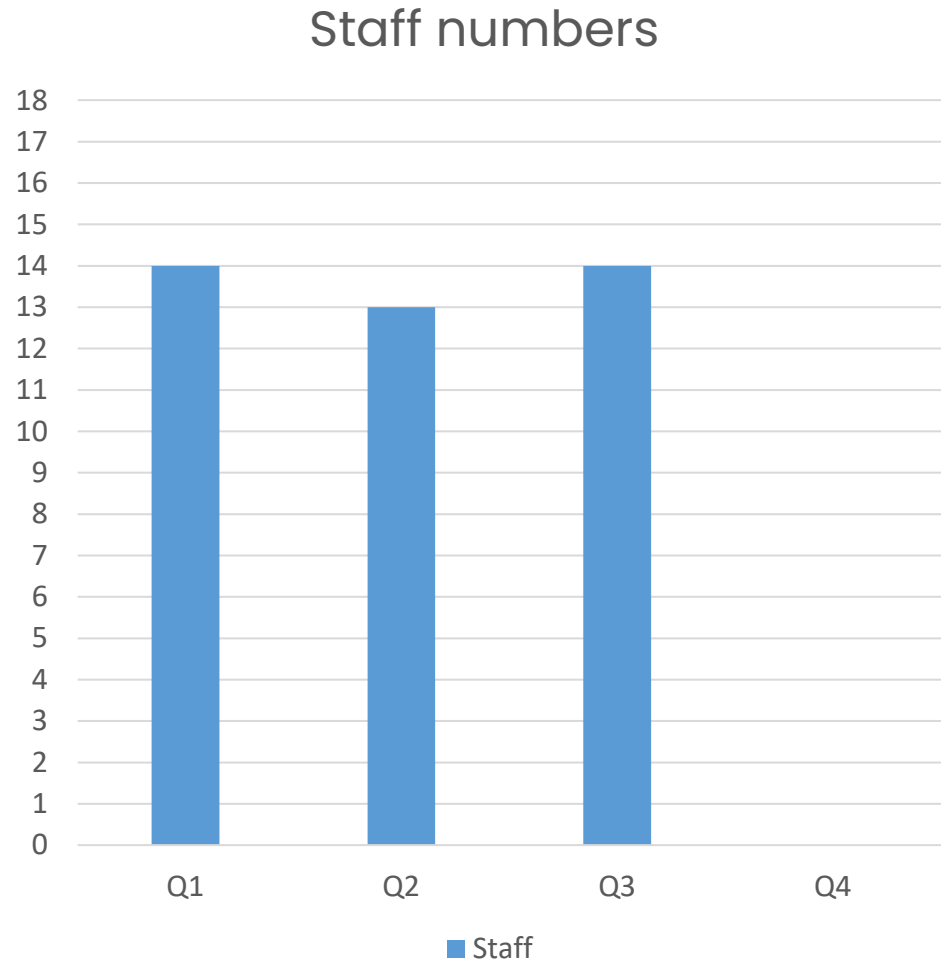
2023/24 Q3

Overview of job roles as at 31/12/24

Role	Notes
Chief Executive Officer – 35 hours per week	New CEO commenced 04/12/23
Senior Manager – Strategy & Engagement– 32 hours	
Engagement Project Officer – 35 hours	
Volunteer Development Officer – 30 hours	Split between volunteer development & engagement
Partnership Board Officers x 2 – total of 49 hours	
Research & Evidence Manager – 30 hours	
Research Officer – 28 hours	
Data Officer – 21 hours	
Engagement Research Officer – 21 hours	
Business Support Manager – 30 hours	Reduced to 30 hours 01/12/23
Business Support Administrator – 3 hours	Provided by previous employee
KMPV Senior Lead, Expert by Experience – 24 hours	
Perinatal Manager – 35 hours	
KMVP Engagement Officer – 21 hours	

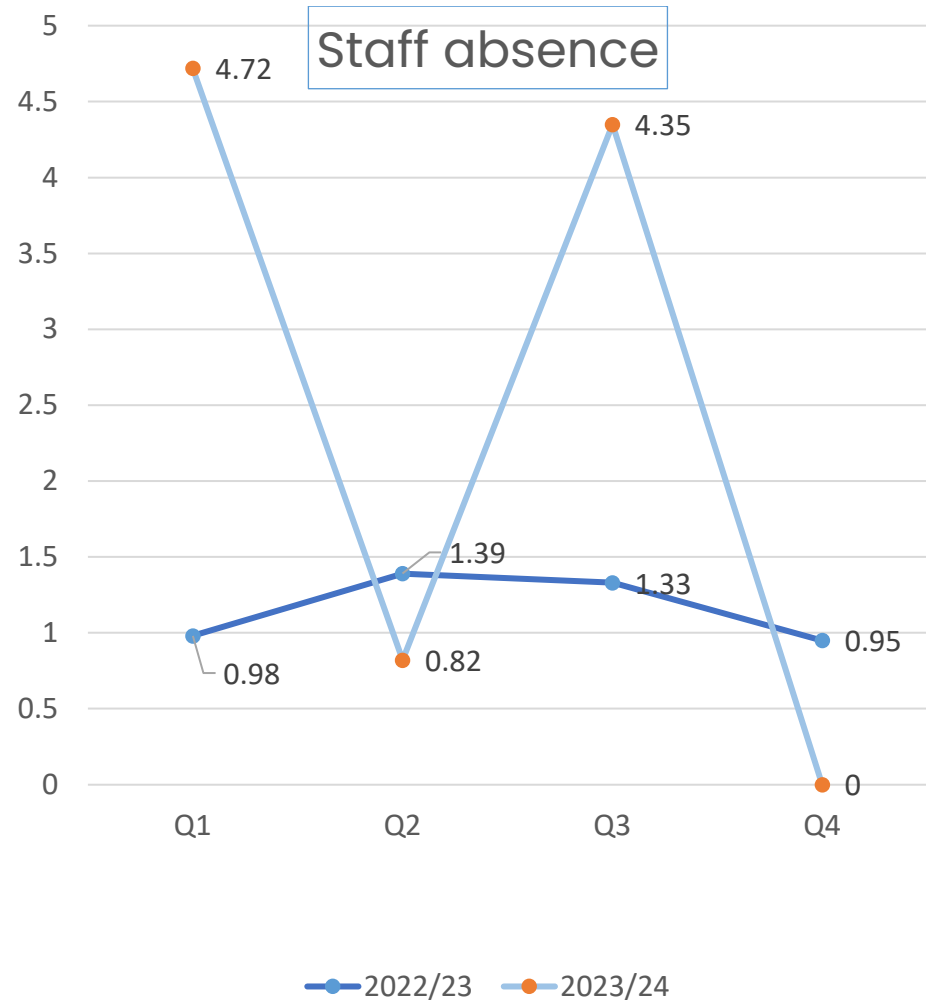
Staff turnover

- New CEO appointed December 2024
- No staff left during Q3



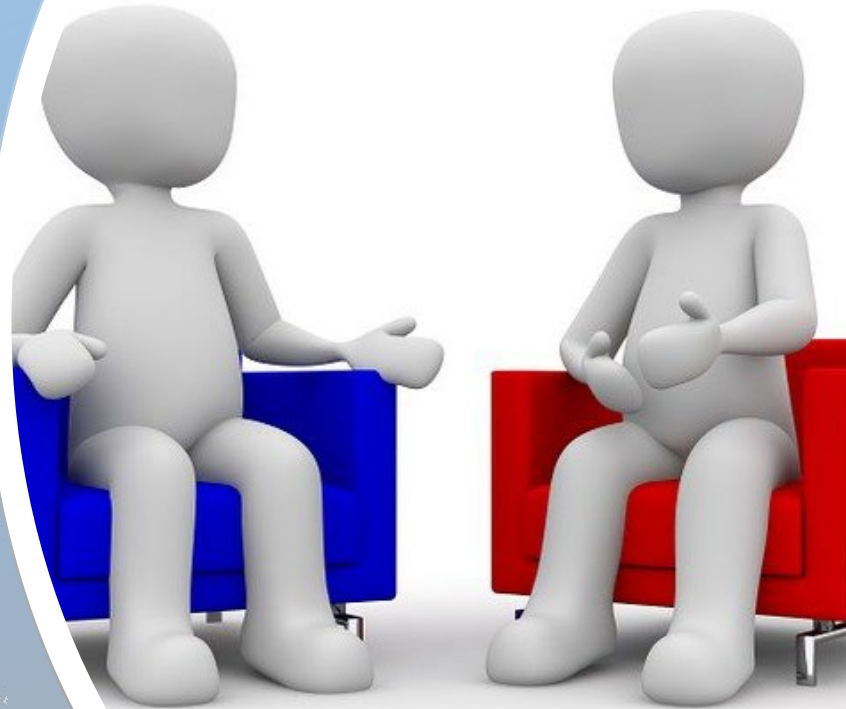
Absence

- Figures calculated on percentage of total staff hours absence against total staff hours filled
- Dark blue line is 2022/23 (last year)
- Light blue line is 2023/24 (current year)
- 1 long term absence in Q3
- 4 short term absences in Q3



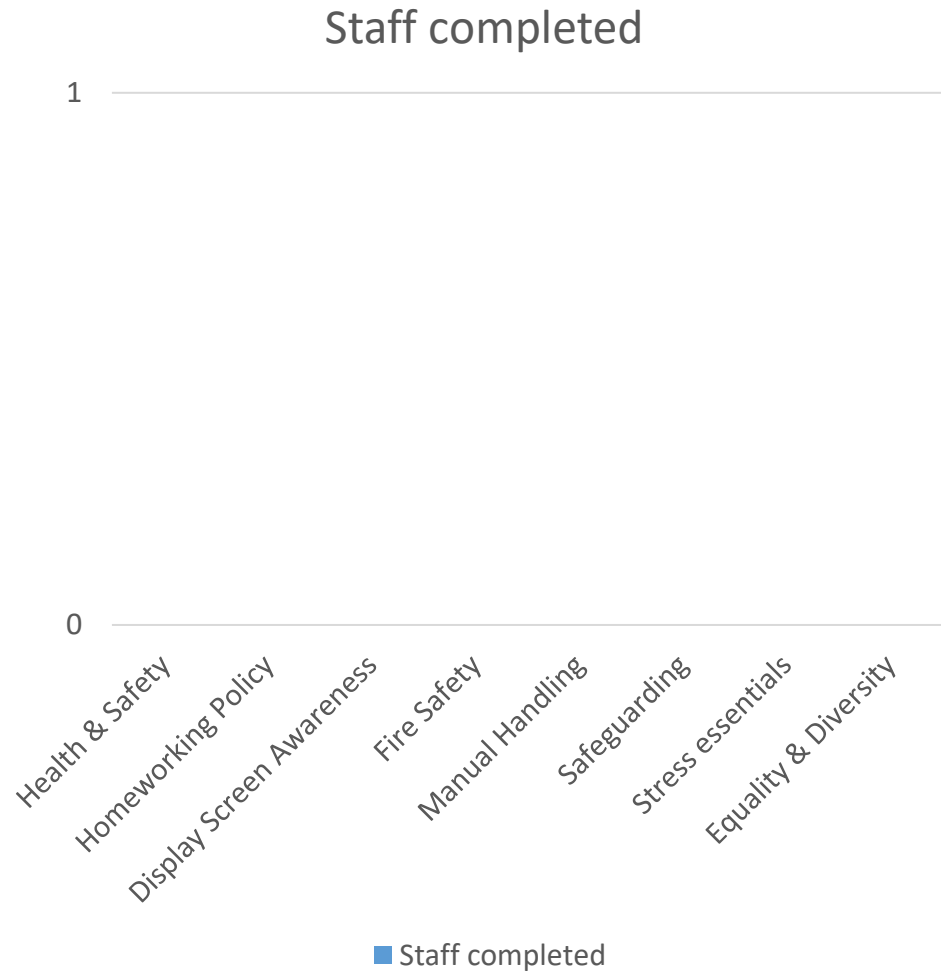
Appraisals and 1-2-1s

- Manager appraisals conducted Q1 by Chair
- Staff appraisals completed in Q2 2023
- 18 1-2-1s carried out during Q3



Mandatory Training

- No mandatory training completed during Q3
- Mandatory training to be reviewed by ODAG January 24



Other training

- Developmental training is encouraged and is measured against three criteria:
 - Relevance to role
 - Benefit to organisation
 - Benefit to individual to progress within organisation
- A sensitive conversation training course was held for new volunteers (these are held regularly throughout the year to ensure new staff and volunteers are able to attend)