

**Board Meeting – August
2023**

HR Headline report

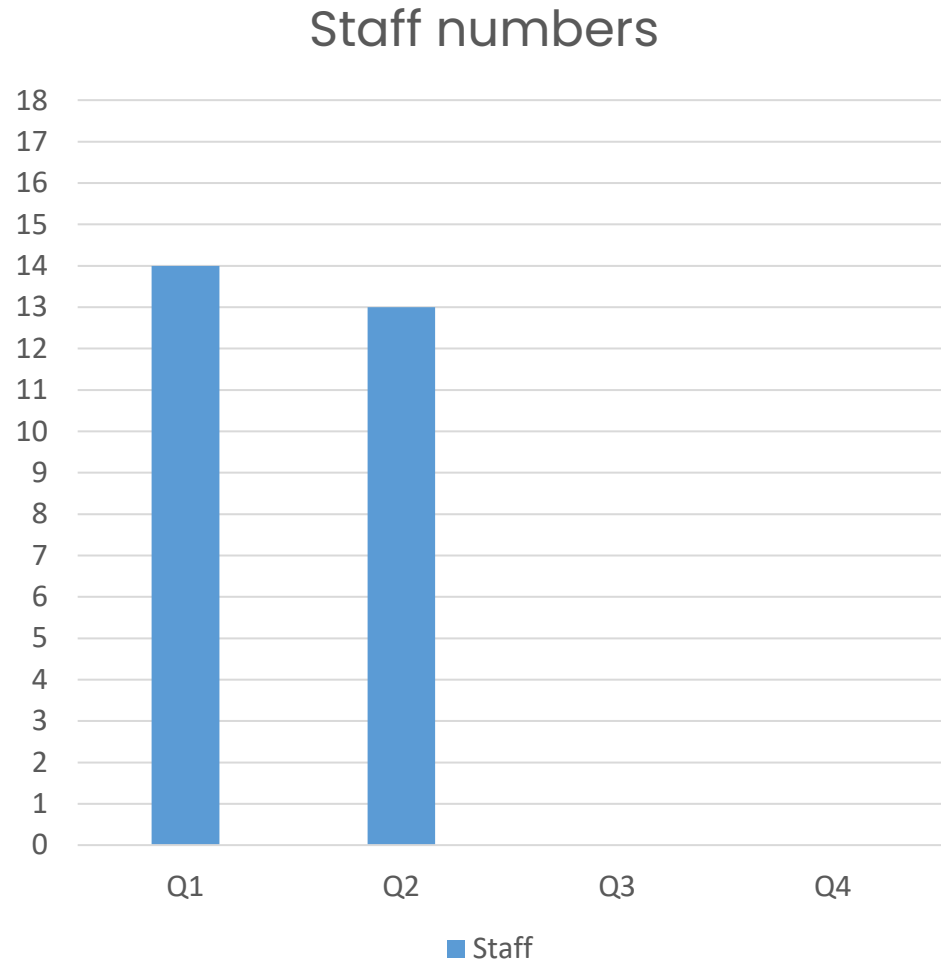
2023/24 Q2

Overview of job roles as at 30/09/23

Role	Notes
Chief Executive Officer – 28 hours per week	Interim lead consultant appointed
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 – 22 hours	To be reduced to 21 hours from 01/10/23
Engagement Research Officer – 21 hours	
Business Support Manager – 35 hours	
KMPV Senior Lead, Expert by Experience – 24 hours	Temporarily working 32 hours Sept/Oct
Perinatal Manager	Post filled from 18/09/23
KMVP Engagement Officer – 21 hours	

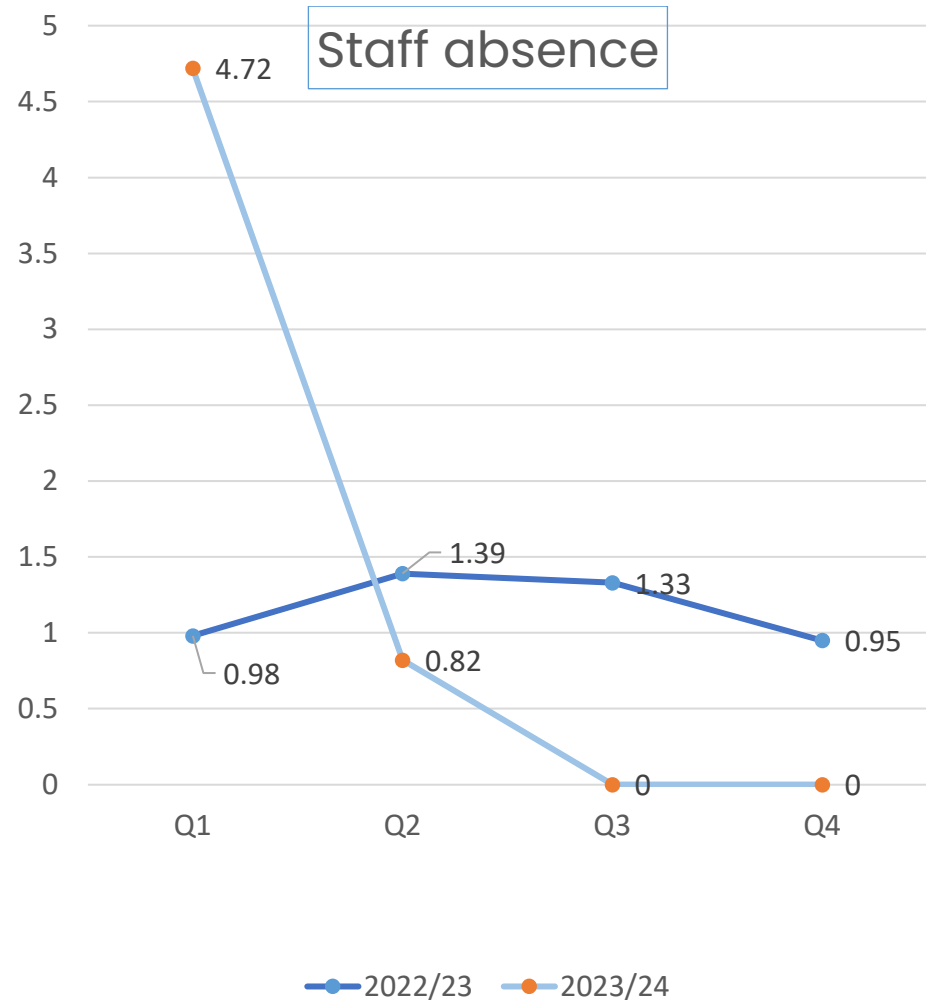
Staff turnover

- Departure of CEO
- One member of staff appointed
- One vacancy for Business Support Officer not filled



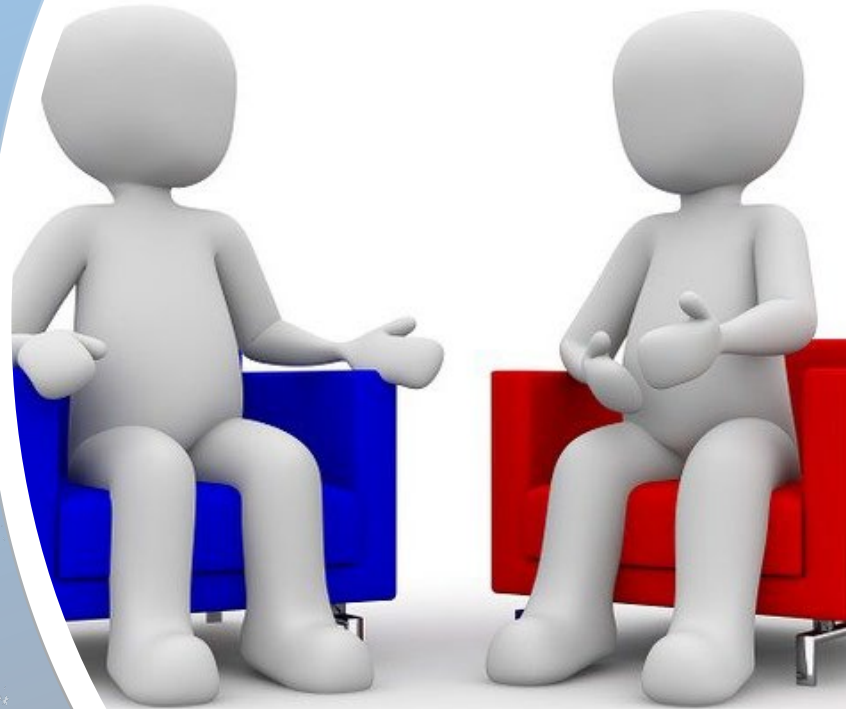
Absence

- 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)
- 5 short term absences for Q2
- No other absences



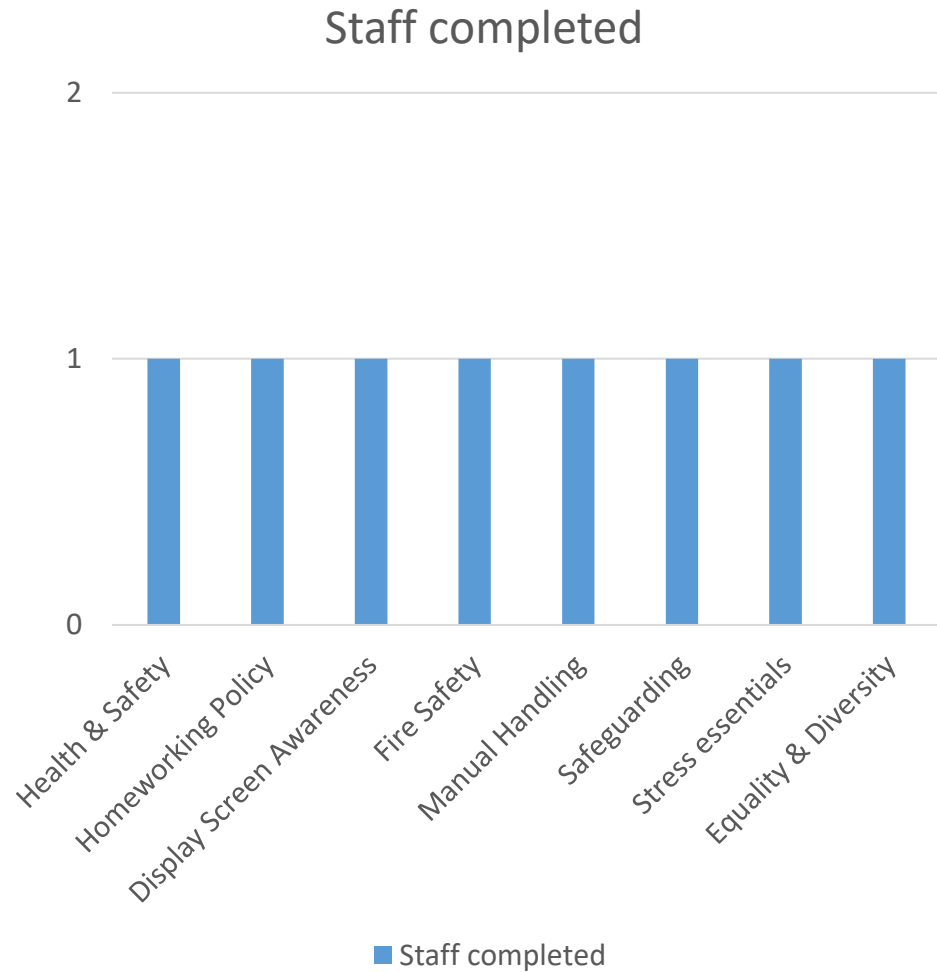
Appraisals and 1-2-1s

- Manager appraisals conducted Q1 by Chair
- Staff appraisals completed in Q2 2023
- 20 1-2-1s carried out during Q2



Mandatory Training

- One member of staff who started in Q1 has now completed all mandatory training



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
- 1 member of staff is attained Distinction at end of Apprenticeship
- 1 member of staff has enrolled on Deaf Awareness Court