

**Board Meeting – October
2022**

HR Headline report

2022/23 Q2

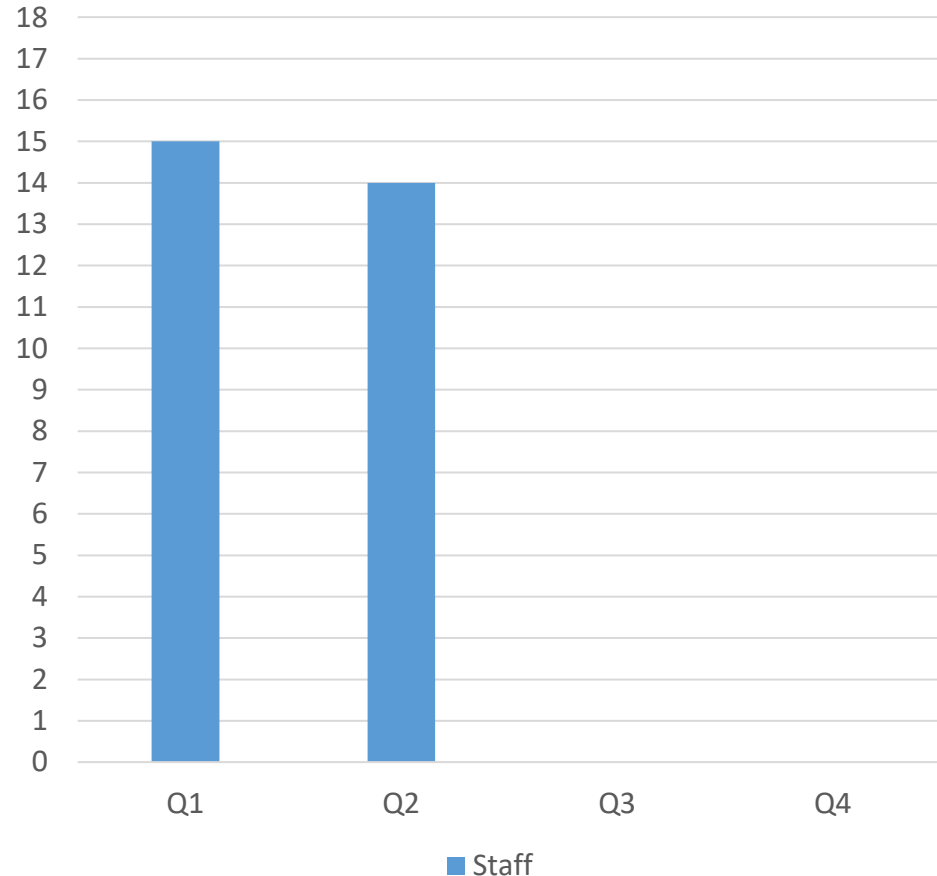
Overview of job roles Q2 2022/23

Role	Notes
Chief Executive Officer – 28 hours per week	
Senior Manager – Strategy & Engagement– 32 hours	
Engagement Project Officer – 35 hours	Temporary increase in hours to cover engagement shortfall
Volunteer Development Officer – 35 hours	Temporary increase in hours to cover engagement shortfall
Partnership Board Officers x 2 – total of 49 hours	
Research & Evidence Manager – 28 hours	Temporary increase in hours
Research Officer – 28 hours	
Data Officer – 22 hours	
Communications	Vacancy to be filled 10/10/22
Business Support Manager – 35 hours	
Administration Apprentice – 30 hours	Replacement for Administration Officer
Project Officers x 2 – total of 48 hours	
KMVP/KPJ Co-Ordinator – 35 hours	New role for previous Project Officer

Staff turnover

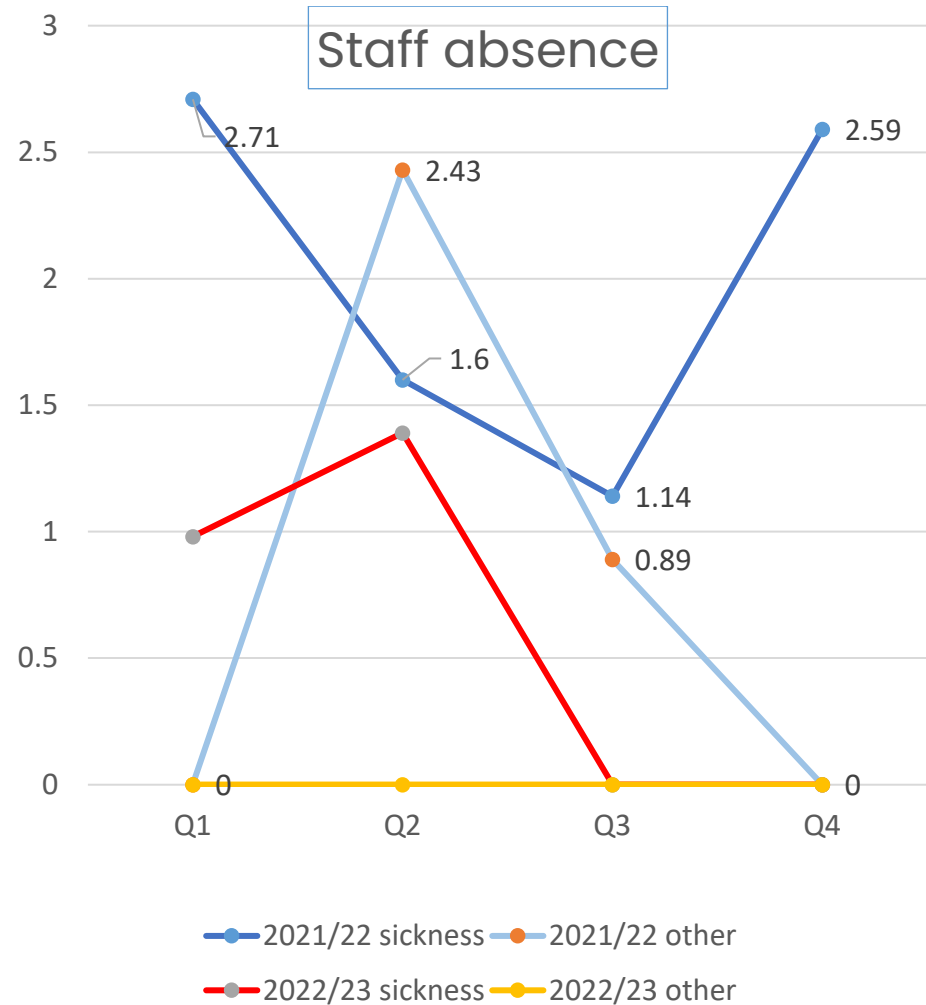
- One member of staff left during the reporting period for career development /promotion
- Successful recruitment for replacement, starting outside the period of this report hence reduction in numbers from 15 to 14
- No members of staff on Maternity Leave

Staff numbers



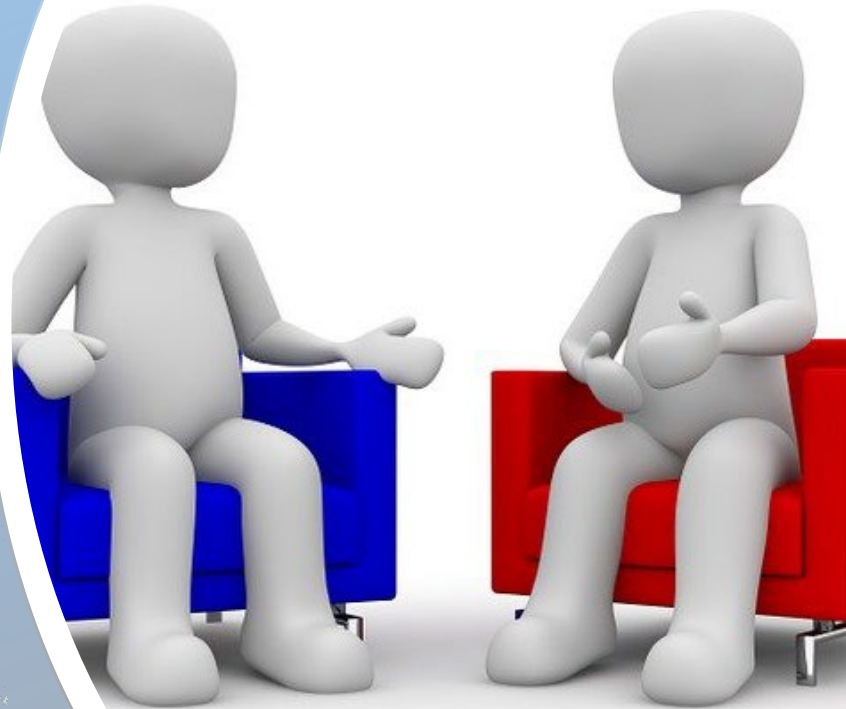
Absence

- Figures calculated on percentage of total staff hours absence against total staff hours filled
- Top line is 2021/22 (last year)
- Bottom line is 2022/23 (current year)
- 5 short-term absences sickness absence (one Covid)
- No other absences
- RTW interview priority remains priority as part of Recruitment & Retention Policy



Appraisals and 1-2-1s

- All manager appraisals completed – Staff appraisals to follow Q3
- 13 1-2-1s were carried out during Q2
- 1-2-1s are recorded on standard form which includes
 - staff health & wellbeing and workload
 - achievements and action points
 - training needs



Volunteer Support & Communication

Q2 2022/23

Activity	Outputs
Updates, info and opportunities shared	23
Quarterly Newsletters	1 – sent 1/08/2022
Quarterly HCAF	27/07/2022 combined with summer catch up
KMVP volunteer meetings	3 – 15/07/2022, 23/08/2022 & 20/09/2022
One to one catch ups	3
Online training	Safeguarding modules x 5 vols
In-person training	No in-person training this quarter – sensitive convo workshop booked for next quarter
Recognition & celebration activity	Coffee and cake catch up in park for summer

Volunteer Recruitment Q2 2022/23

Activity	Outputs
Promotion	Social media posts, active promotion at community events. Volunteer Cornwall update role info.
Enquiries	5 – KMVP – 4 via social & 1 from in-person event 22 – HWC – 18 in person at talks, events, & 4 online (2 via volunteer Cornwall)
New volunteers	2 – KMVP , 5 HWC
Induction completed	7
Volunteers left	4 – end of mat leave, changed their mind due to study commitments, health issues, no longer interested

Volunteer Activity Q2 2022/23

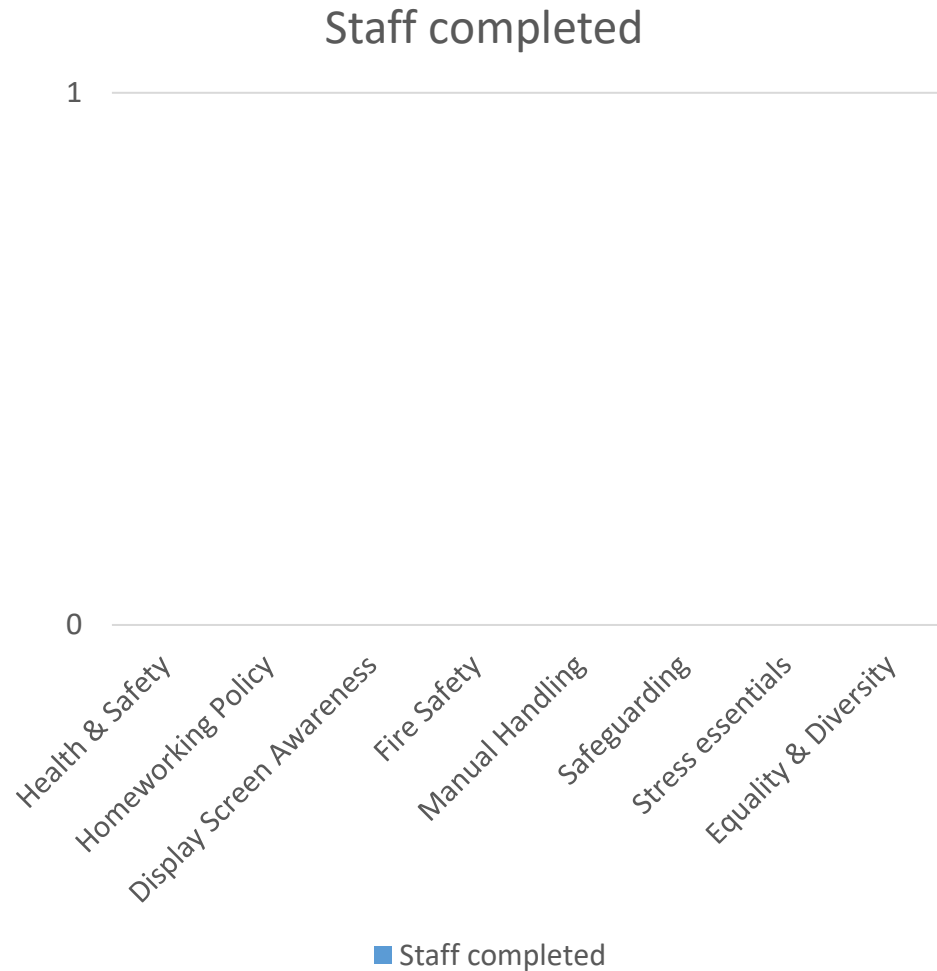
Activity	Outputs
Opportunities shared	<ul style="list-style-type: none">• Ageing Well interviews• Bodmin Wellness Hub• Blue Light Day• Telephone interviews - MHSP project• Stithians Show• Saltash Health Centre• Pride• Penzance Drop in Library• St Erme Funday• Tregony Heavy Horse Show• GP drop -Perranporth• Callington Community Day• Freshers Truro• Stithians Wellbeing Fair• Coffee & Chat• Freshers St Austell• Freshers Eden• Freshers Newquay

Volunteer Activity Q2 2022/23

Activity	Outputs
Volunteer Hours	<p data-bbox="710 358 1707 444">Approx. 75 hours (not including meetings and catch ups)</p> <ul data-bbox="710 494 1707 1315" style="list-style-type: none"><li data-bbox="710 494 1634 529">• Ageing Well interviews – 2 volunteer – 21 hours<li data-bbox="710 551 1460 586">• Blue Light Day 2 volunteers – 3 hours<li data-bbox="710 608 1470 644">• Stithians Show – 1 volunteer – 3 hours<li data-bbox="710 665 1595 701">• Saltash Health Centre – 1 volunteer –3 hours<li data-bbox="710 722 1335 758">• Pride – 4 volunteers – 12 hours<li data-bbox="710 779 1688 815">• Penzance Drop in Library – 2 volunteers – 6 hours<li data-bbox="710 836 1702 872">• Tregony Heavy Horse Show – 1 volunteer – 3 hours<li data-bbox="710 893 1599 929">• GP drop –Perranporth – 1 volunteer – 2hours<li data-bbox="710 951 1696 986">• Callington Community Day – 1 volunteer 3- hours<li data-bbox="710 1008 1479 1043">• Freshers Truro – 2 volunteers –6 hours<li data-bbox="710 1065 1657 1100">• Stithians Wellbeing Fair – 2 volunteers –5 hours<li data-bbox="710 1122 1460 1158">• Coffee & Chat – 1 volunteer 2.5 hours<li data-bbox="710 1179 1534 1215">• Freshers St Austell – 1 volunteer 2.5 hours<li data-bbox="710 1236 1537 1272">• Freshers Newquay – 1 volunteer 2.5 hours

Mandatory Training

- All members in staff in post at 01/04/21 completed mandatory training in previous reporting year.
- Training matrix highlights dates for refresher training – many due for refresher
- There were no new members of staff during Q2



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
- 3 members of staff have completed Easy Read training
- 2 members of staff have commenced a BSL awareness course
- A trauma-informed course is being evaluated for experienced staff and volunteers