

Board Meeting – July 2022

HR Headline report

2022/23 Q1

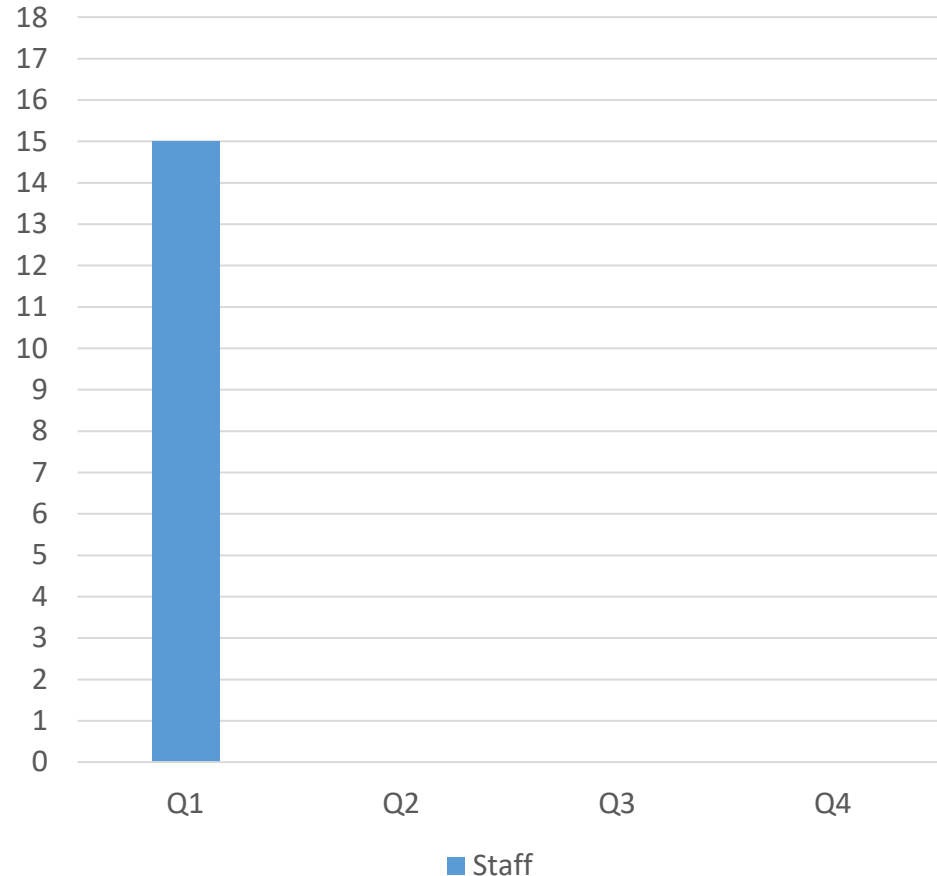
Overview of job roles Q1 2022/23

Role	Notes
Chief Executive Officer – 28 hours per week	
Senior Manager – Strategy & Engagement– 32 hours	Promotion for Engagement & Volunteer Manager
Engagement Project Officer – 35 hours	Individual's hours increased but overall hours reduced as have not replaced worker who eft
Volunteer Development Officer – 35 hours	Increased from 28 to allow for more engagement work
Partnership Board Officers x 2 – total of 49 hours	
Research Manager – 24 hours	
Research Officer – 28 hours	
Data Officer – 22 hours	
Communication & Campaign Manager – 35 hours	
Business Support Manager – 35 hours	
Administration Apprentice – 28 hours	Replacement for Administration Officer
Project Officers x 3 – total of 85 hours	

Staff turnover

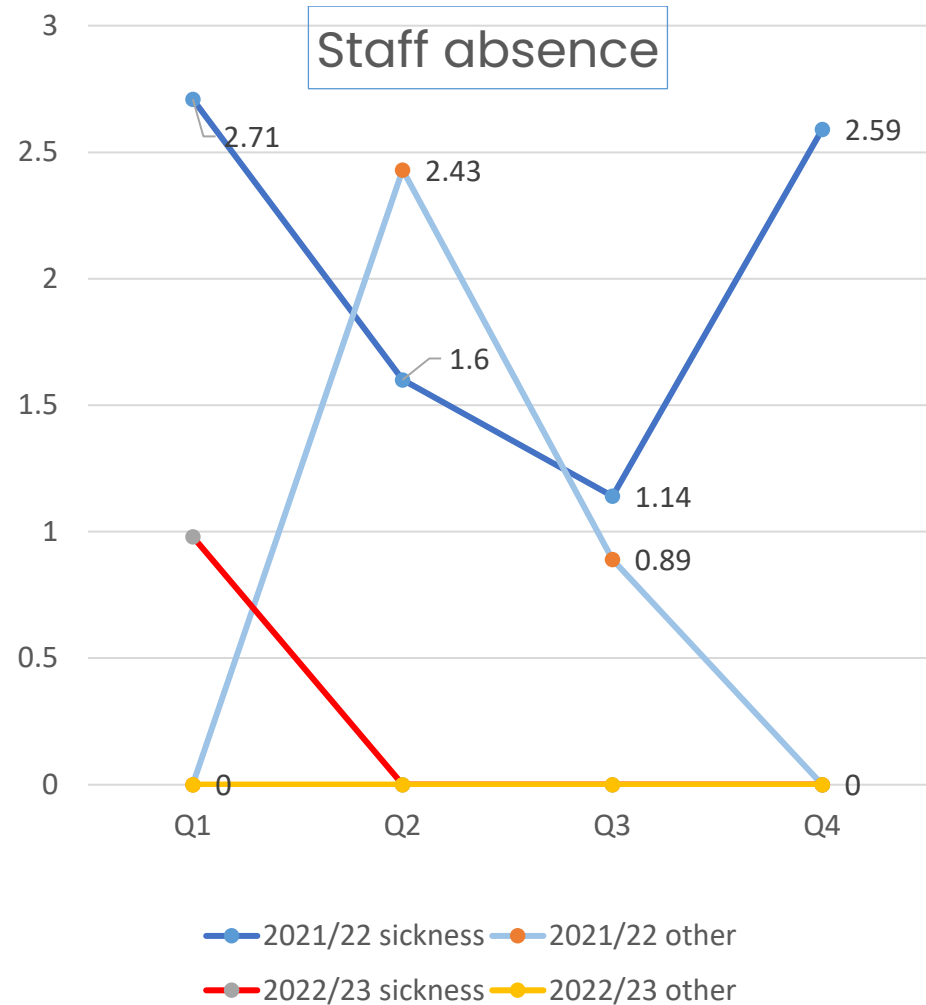
- Two new members of staff have been appointed to existing vacancies
- Two members of staff have left during the reporting period – one for career development /promotion and one during probation
- These have not been replaced hence reduction in numbers from 17 to 15
- No members of staff on Maternity Leave

Staff numbers



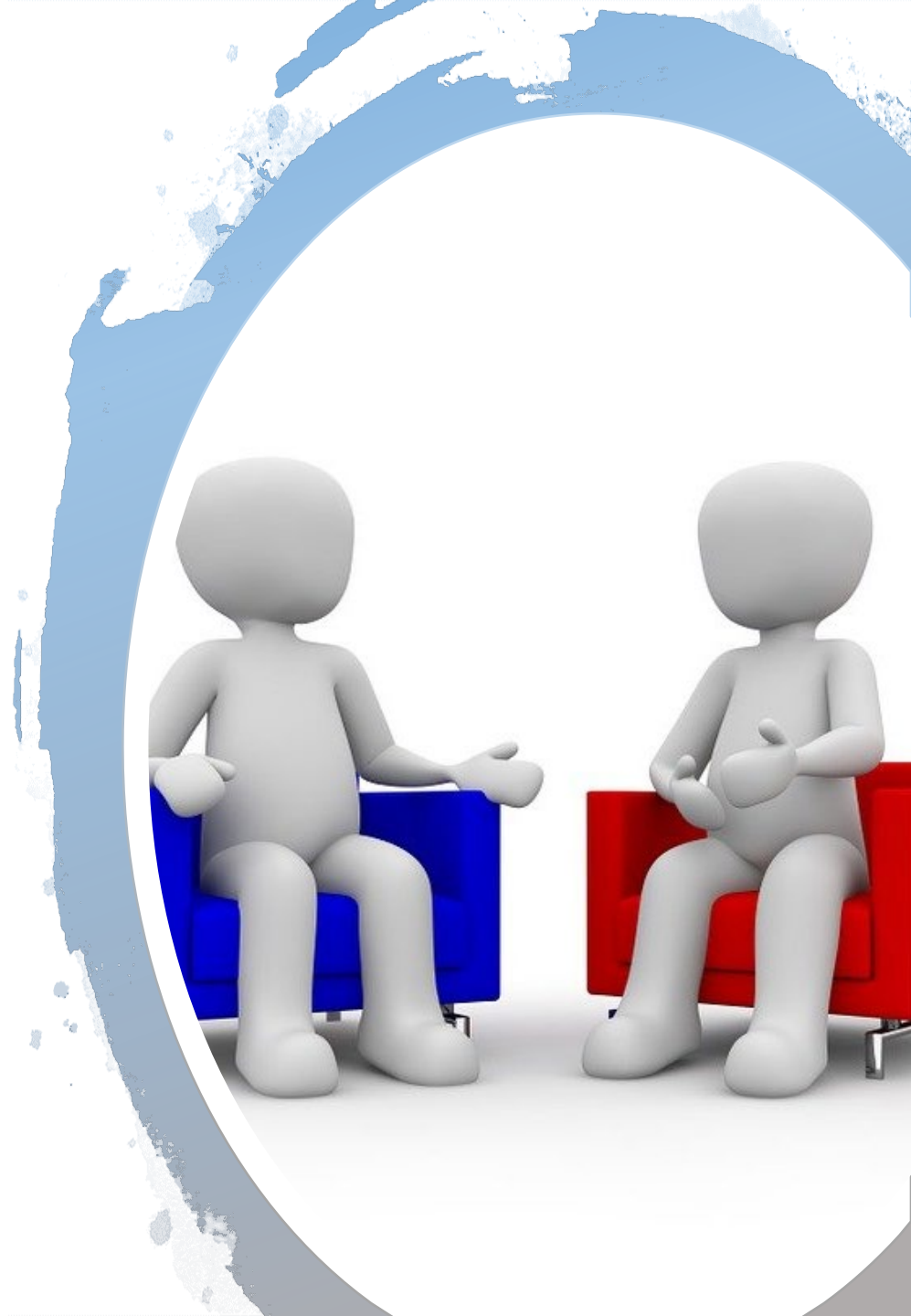
Absence

- 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)
- 4 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

- Manager appraisals due July with staff to follow
- 18 1-2-1s were carried out during Q1
- 1-2-1s are recorded on standard form which includes
 - staff health & wellbeing and workload
 - achievements and action points
 - training needs



Volunteer Support & Communication

Q3 2022/23

Activity	Outputs
Updates, info and opportunities shared	21
Quarterly Newsletters	1 – sent 11/ 05/2022
Quarterly HCAF	1/06/2022 combined with volunteer week
KMVP volunteer meetings	2 – 17/05/2022 & 23/06/2022
One to one catch ups	4
Online training	Demographics and HYS update sessions - Ageing well briefing session Safeguarding modules x 3 vols (Partnership board promoters don't do hub training, we go through an easy read safeguarding document with them. They are ways supported by a member of staff, who would raise any safeguarding concern not the volunteer.)
In-person training	No in-person training this quarter
Recognition & celebration activity	Coffee and cake catch up in volunteer week

Volunteer Recruitment Q1 2022/23

Activity	Outputs
Promotion	Social media posts, talks at 2 colleges to promote Youth Champion role, active promotion at community events, e.g RCS, hospital drop-ins. Volunteer Cornwall update role info.
Enquiries	7 – KMVP – 4 via social & 3 from in-person event 16 – HWC – 12 in person at talks and events, 2 staff connections & 2 online
New volunteers	1 – KMVP , 5 HWC (3 partnership board community protomers
Induction completed	6
Volunteers left	3 – end of mat leave, found new student placement taking up spare time.

Volunteer Activity Q1 2022/23

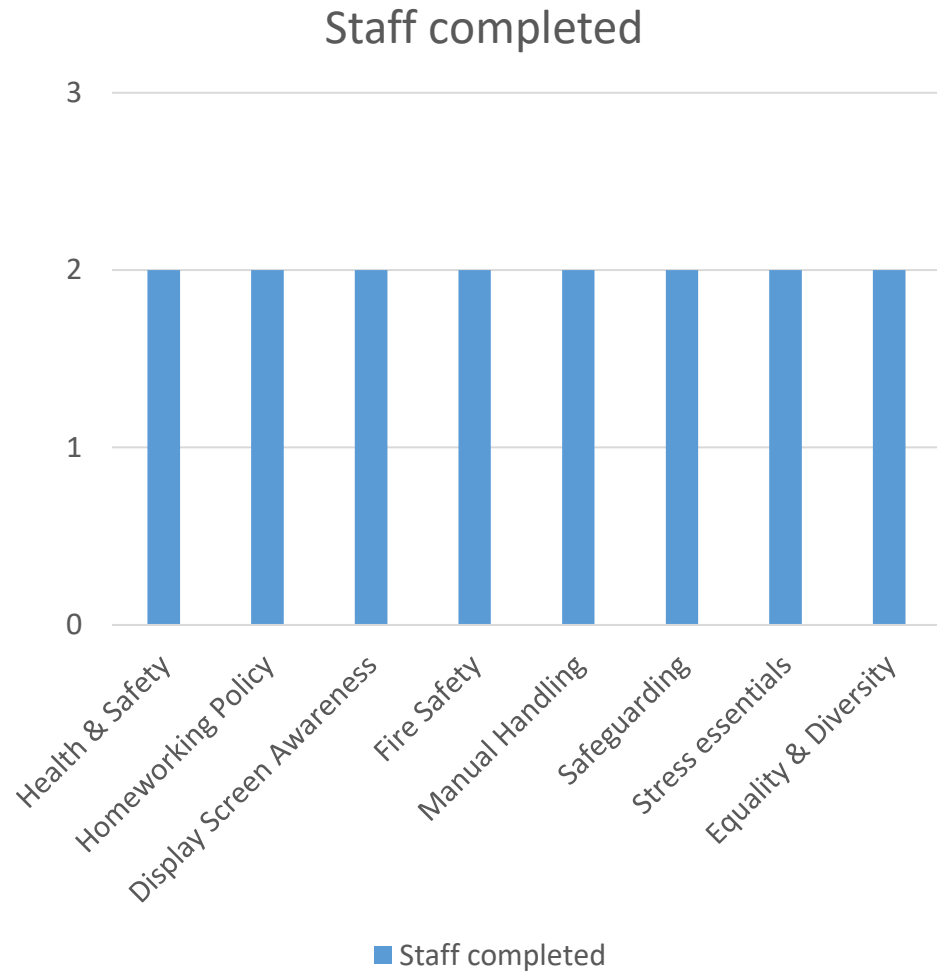
Activity	Outputs
Opportunities shared	<ul style="list-style-type: none">• Community Event- family Hubs x2• Royal Cornwall Show• SWAS meetings• Reconnection Tour - St Erme Community Centre• Blue Light Day• Falmouth Uni drop-in• Newquay Health Centre Drop-in• Saltash Drop-in• Callywith College drop-in• Distributing posters and leaflets• Telephone interviews - MHSP project• Telephone interviews - Ageing Well• Social media posts - KMVP• Social media volunteering promotional film x2• Pride

Volunteer Activity Q1 2022/23

Activity	Outputs
Volunteer Hours	<p data-bbox="710 358 1711 444">Approx. 75 hours (88 hours if including meetings and training)</p> <ul data-bbox="710 494 1711 1058" style="list-style-type: none"><li data-bbox="710 494 1450 615">• Community Event- family Hubs<ul data-bbox="794 536 1450 615" style="list-style-type: none"><li data-bbox="794 536 1450 572">- Wadebridge 2 x volunteer 6 hours<li data-bbox="794 572 1450 615">- Bodmin 2x volunteer 6 hours<li data-bbox="710 622 1518 658">• Royal Cornwall Show – approx. 23 hours<li data-bbox="710 665 1344 701">• SWAS meetings – 1 vol 5 hours<li data-bbox="710 708 1450 743">• Blue Light Day – 2 volunteers 8 hours<li data-bbox="710 751 1566 786">• Falmouth Uni drop-in – 1 volunteer 4 hours<li data-bbox="710 793 1470 829">• Saltash Drop-in – 1 volunteer 4 hours<li data-bbox="710 836 1673 872">• Callywith College drop-in – 2 volunteers 6 hours<li data-bbox="710 879 1711 915">• Distributing posters and leaflets – approx. 3 hours<li data-bbox="710 922 1624 958">• Social media posts – KMVP approx. 10 hours ?<li data-bbox="710 965 1711 1058">• Social media volunteering promotional film x2 – 2 volunteers – 1 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.
- 2 new staff joined during Q1
- Both have completed 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
- Nw Project Officers have completed Qualitative Analysis Healthwatch England webinar
- New Administration Assistant has completed Sensitive Conversations training
- Team Awayday held