

## **Board Meeting - October 2021**

**HR Headline report**

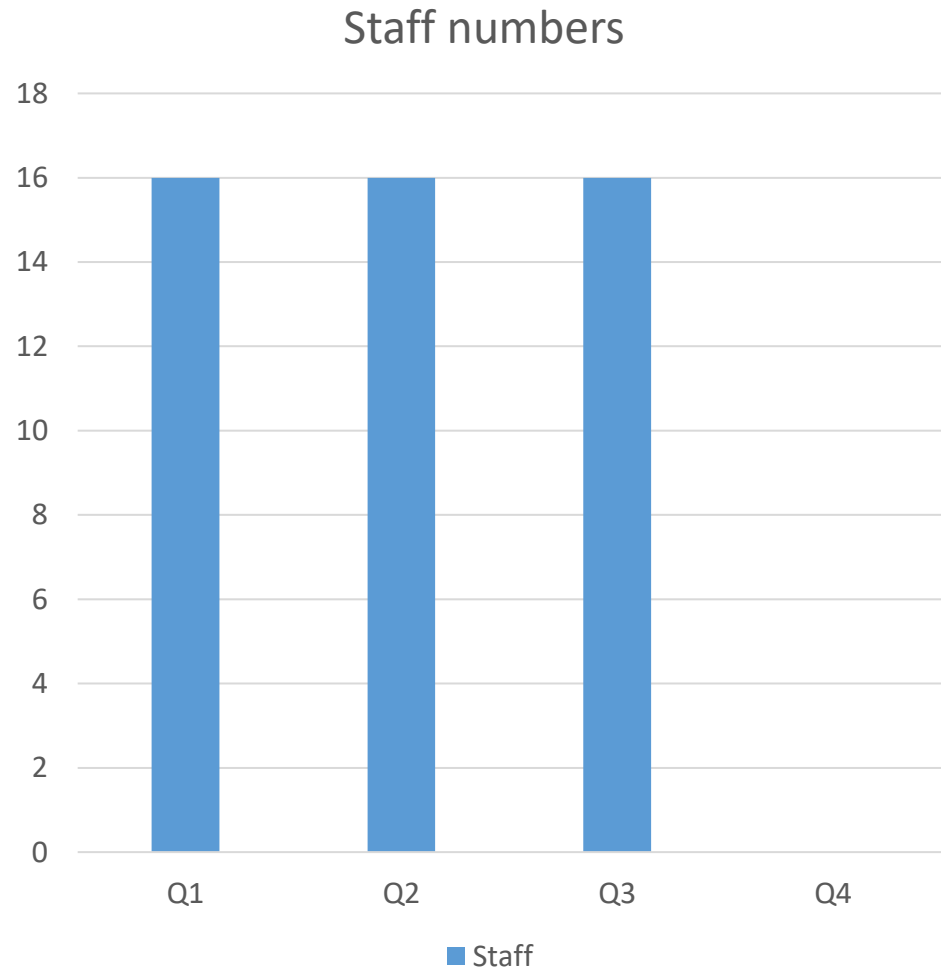
**2021/22 Q3**

# Overview of job roles Q3 2021/22

Role	Notes
Chief Executive Officer – 28 hours per week	
Engagement & Volunteer Manager – 32 hours	
Outreach Engagement Officers x 2 – total of 52 hours	
Volunteer Development Officer – 28 hours	
Partnership Board Officers x 1 – 28 hours	Vacancy due to one PB Officer leaving August 2021
Research Manager – 24 hours	
Research Officer – 28 hours	
Data Officer – 22 hours	
Communication & Campaign Manager – 35 hours	
Business Support Manager – 35 hours	
Administration Officer – 22.5 hours	
Project Manager – 28 hours	
Project Officer x 3 - total of 64 hours	New PO started September 2021

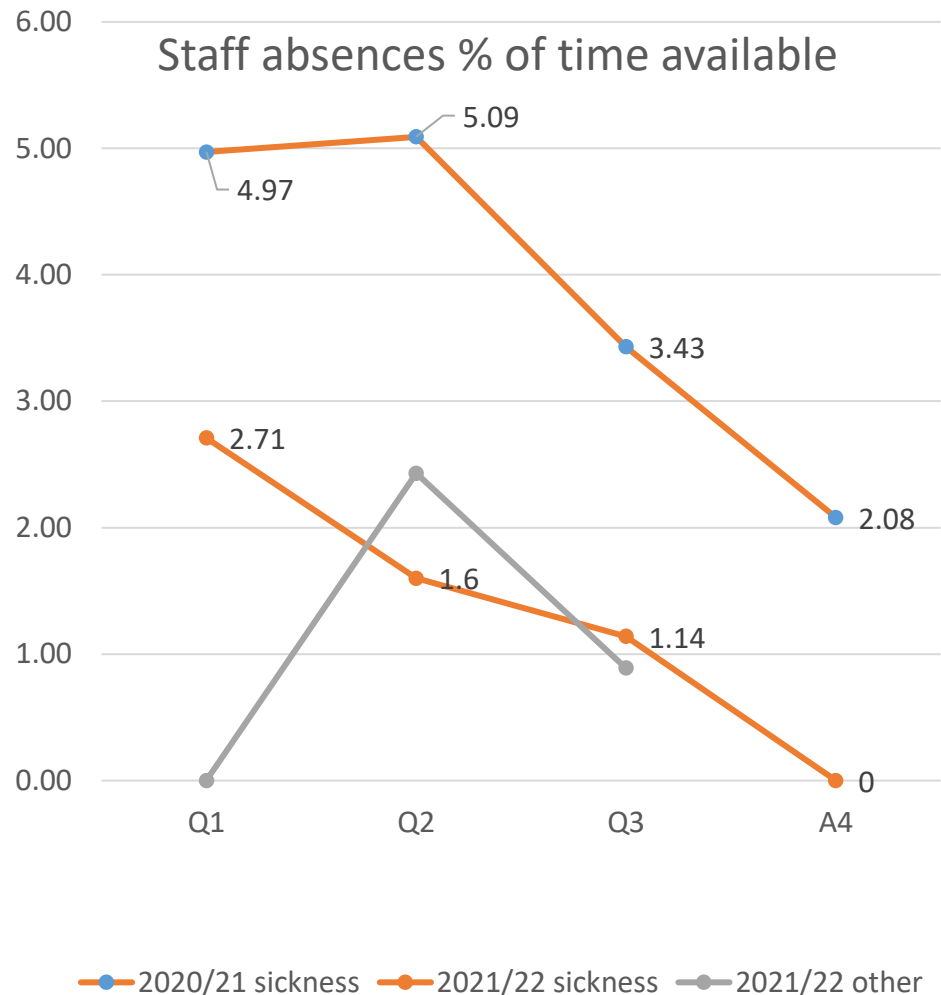
# Staff turnover

- No members of staff have left or been appointed during the reporting period
- No members of staff on Maternity Leave
- One current vacancy for Partnership Board Officer
- Total of two staff have left during the year to date
- Exit interview report will be prepared at the end of the financial year



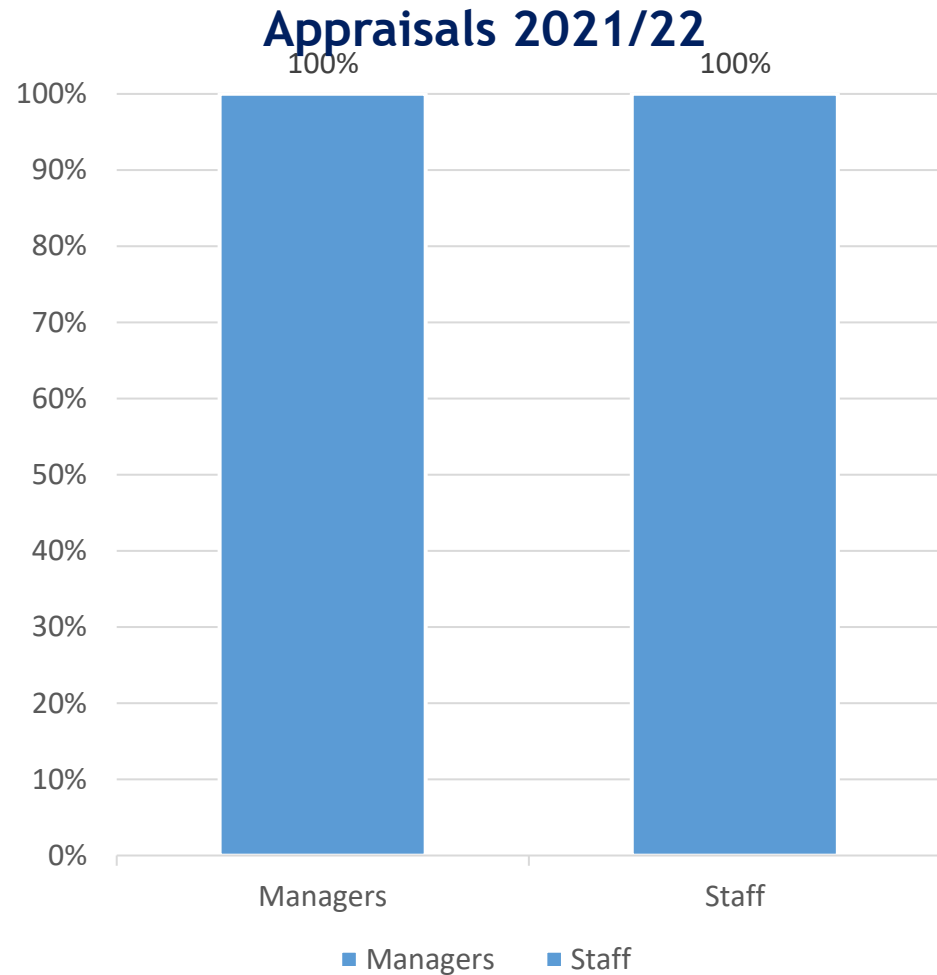
# Absence

- Figures calculated on percentage of total staff hours absence against total staff hours available
- Top line is 2020/21 (last year)
- Bottom line is 2021/22 (current year)
- 2 short term periods of sickness (less than one week)
- One short term period related to Covid-19
- One period of parental leave and one day of dependant's leave
- RTW interview priority remains priority - sickness absence management policy work in progress



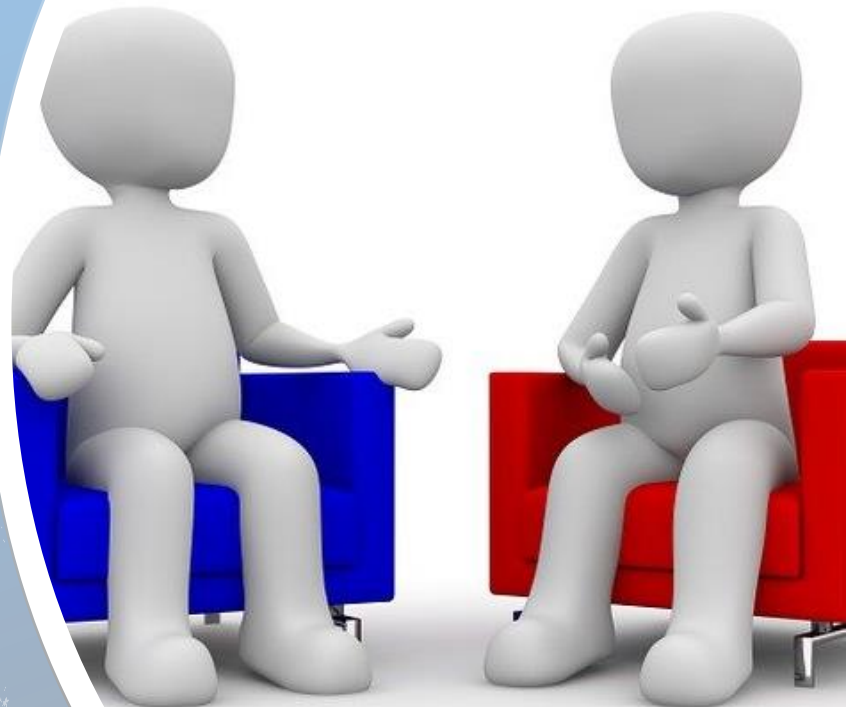
# Appraisals

- 100% of appraisals for Line managers completed during June
  - Objectives based on Business Plan
  - Includes objective on effective line management of staff
- 100% of appraisals for existing staff completed in July
  - Staff have opportunity to complete a self-appraisal form in advance, and managers are encouraged to prepare in advance
  - Includes objective on flexibility of role and contributing to HC as a whole
- Standard format used and includes training needs



# 1-2-1s

- 20 1-2-1s were carried out during Q2 (this figure includes staff, managers and CEO)
- Central logging system for line managers to record planned and actual 1-2-1s with staff reports
- 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 2021/22

Role	Notes
Updates, info and opportunities shared	15
Quarterly Newsletters	1 – sent 11/ 11/2021
Quarterly HCAF	Postponed then cancelled due to lack of numbers
One to one catch ups	4
Online training	8
In-person training	6 - Sensitive conversations training 1 – ASIST 1- Mental Health First Aid
Recognition & celebration activity	1 –Christmas quiz and morning tea

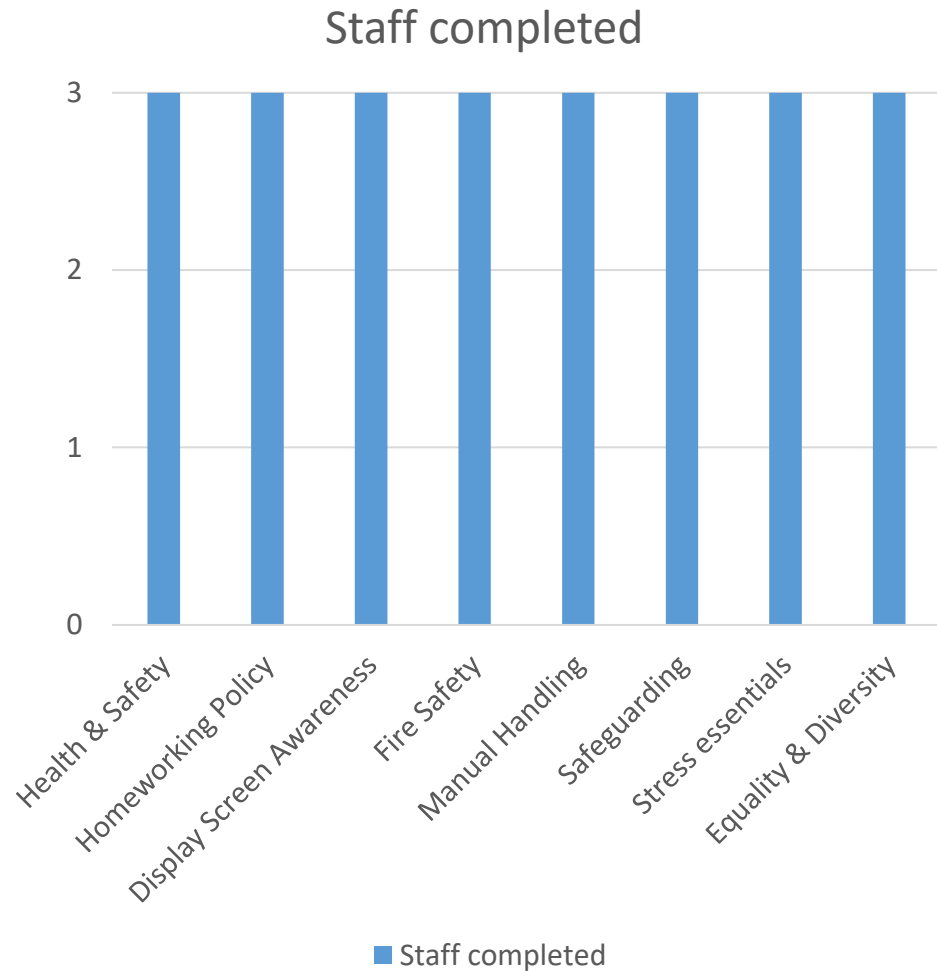
# Volunteer Recruitment Q3 2021/22

Role	Notes
Promotion	Website updated, social media posts, shared with volunteer Cornwall and across networks
Enquiries	9
New volunteers	2
Induction completed	2
Opportunities shared	9 Carers Hospital Discharge Interviews Telephone HYSs Derriford Drop-ins Winter fairs x2 Farmers market Focus group support Diabetic amputee interviews
Volunteer Hours	39



# Mandatory Training

- All current members of staff at start of reporting period completed mandatory training in 2020/21
- Training matrix highlights dates for refresher training
- Three new members of staff have undertaken mandatory training in 1<sup>st</sup> and 2<sup>nd</sup> quarter of 2021/22
- All have completed the 8 mandatory modules



# 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
- Training needs were captured at staff appraisals
- Training Plan produced at presented to Board at Q2 including any financial considerations
- Includes general training courses available to all (including volunteers where applicable)
- Also includes individual developmental training