



HR half year report 2024 to 2025

Performance measure	Target and reporting timescale	Half year update
Provide support to managers and staff to deliver the actions set out in the Council's Equality, Diversity and Inclusion Policy	Ongoing, annually	Target on track Members can view the Council's progress against the Equality, Diversity and Inclusion Action Plan 2021 to 2024 in the Annual Equality Monitoring Report .
Update the Equality, Diversity and Inclusion Policy for 2025-2028	Draft policy to be presented to committee in July 2024 to commence public consultation and proposed implementation date of 1 January 2025	Target on track Draft policy presented to committee in September and public consultation has commenced. Feedback and updated policy will be presented back to Committee in January 2025.
Publish the annual equality monitoring report for the period 1 April to 31 March each year	As required, annually	Target exceeded The Annual Equality Monitoring Report for 2023 to 2024 has been published on the Council's website.
Calculate the Council's gender pay gap for the period 1 April to 31 March each year and report to committee	As required, annually	Target exceeded The gender pay gap for 2023 to 2024 was reported to committee in September. The mean gender pay gap was 9% and the median gender pay gap was 10.3%.

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Promote initiatives to raise awareness of health and wellbeing, and support employees who are experiencing mental ill health to access sources of support	As identified, annually	<p>Ongoing</p> <p>HR fund 6 sessions of counselling or Cognitive Behaviour Therapy (CBT) for employees who are experiencing mental ill-health problems. Since 1 April 2024, 5 people have requested and been offered support plans.</p> <p>HR also coordinated 6 sessions of health checks with approximately 40 people seen and checked for auditory, respiratory, skin and vision with advice provided to both staff and the Council.</p> <p>HR provide ad-hoc reimbursement for flu vaccinations for front line staff.</p>
By 30 September 2024, introduce a Menopause at Work policy to develop understanding and support of menopause at work issues	By 30 September 2024, following consultation with Unison	<p>Target on track</p> <p>The draft Menopause at Work Policy was presented to Unison on 27 September to commence consultation.</p>
Maintain the low level of short-term sickness absence, that is, number of days lost per full-time equivalent employee (FTE)	3.4 days per FTE recurring target, annually	<p>Target on track</p> <p>At the 6-month review period, the short-term sickness absence is at 1.86 days lost per FTE.</p>
Once the negotiations with the trade unions have ended, make the necessary changes to the Council's pay scale to meet the requirements of the National Joint Council (NJC)	As required, annually	<p>Target on track</p> <p>The pay award has just been agreed and arrangements will be made to pay this to staff with their November pay.</p>

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pay award from 1 April 2024, re-modelling the pay spine if required		
Following the appraisal deadline, establish the Performance Related Increment Panel to consider the ratings of 'outstanding' and determine final ratings	As required, annually	<p>Target exceeded</p> <p>PRI Moderation Panel held in May 2024. 15 people were awarded 'outstanding', 153 'excellent', 22 'good', 6 'no official rating and 1 'needs improvement'.</p>
Coordinate Job Evaluation Panels to ensure that all new and significantly changed jobs have been evaluated fairly and systematically	As required, annually	<p>Ongoing</p> <p>Job Evaluation panels continue to be arranged promptly when a new request is received. 17 carried out since 1 April 2024.</p>
Update the Council's Pay Policy Statement and present to Full Council in February each year	February 2025, annually	<p>Not yet started</p> <p>Will be presented to Full Council in February 2025.</p>
Continue to create new, and update existing, HR policies and procedures following changes in legislation or best practice	As required, annually	<p>Ongoing</p> <p>The following policies have been created or updated since April 2024:</p> <ol style="list-style-type: none"> 1. Agency and Off payroll working 2. Family Leave and Flexible Working 3. Menopause at Work 4. Equality, Diversity and Inclusion
By 30 September 2024, review the Performance management (appraisal) scheme and look at	By 30 September 2024	<p>Target on track</p> <p>Exploring options to automate the appraisal process.</p>

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options for making the process more efficient		
Appraisals undertaken by 31 March each year	100%, annually	<p>Not yet started</p> <p>There has been no progress on this target yet because the appraisal deadline is 31 March 2025.</p>
<p>Regularly review risks associated with Human Resources as detailed within the Corporate Risk Register:</p> <ul style="list-style-type: none"> • non-compliance with employment legislation, resulting in costly litigation and/or employment tribunal claims and reputational damage • increased sickness levels impacting on team capacity and morale 	As required, annually	Ongoing
<p>By 31 March 2025, implement a volunteering policy which supports staff to do a range of volunteering opportunities that positively impact the community, helps vulnerable people in our society and/or helps to improve the environment in East Cambridgeshire.</p>	By 31 March 2025	<p>Target on track</p> <p>The HR Administrator has carried out a benchmarking exercise to ascertain what other local authorities are doing in terms of employer supported volunteering. There has been no progress on the policy yet because the target date is 31 March 2025.</p>