



TRAFFORD
COUNCIL



Employment Committee

People Update

6th September 2021

Health, Safety and Wellbeing

People Workstream Area	Work Overview	Key Outcomes / Deliverables
<p>Covid-19: Making our Trafford Buildings and Services COVID Secure</p>	<p>Measures to ensure our buildings and other settings remain COVID Safe to protect our front line staff.</p>	<p>Following the Government lifting of restrictions on 19 July 2021, we are continuing to protect our workforce and partners using our buildings through a managed approach to the use of office space. Emphasis remains on caution given the current variant rates regionally and nationally.</p> <p>Arrangements include</p> <ul style="list-style-type: none"> • Occupancy levels continue to be managed and monitored within our buildings with an electronic sign in process in place when accessing and exiting TTH and Sale Waterside. • Face coverings are recommended when moving through our buildings or within meeting rooms with others • We are maintaining space at desks, through the building and within meeting rooms.. • Increased cleaning regimes and hand hygiene arrangements continue. • COVID Risk assessments have been reviewed and refreshed for our buildings <p>On site Lateral Flow Testing is available for staff at TTH. We have supported relocation of this facility to the library space. This has allowed the reopening of the Terrace and potential additional meeting space. The new provides continued effective delivery of LFT testing both for our staff and other cohorts and is also available to be used for COVID and Seasonal Flu vaccinations.</p> <p>Following the changes to self- isolation rules on the 16 August, we have been able to increase the capacity of our meeting rooms at TTH and Sale Waterside to 1 meter plus spacing. This allows for improved use of the rooms for essential meetings where needed whilst still managing the risks of COVID transmission in those spaces through hands, face, space and ventilation measures.</p> <p>Our Returning to Work Guidance and Frequently Asked Questions have been updated on our COVID Health and Safety Pages and continue to be communicated regularly through manager and staff briefings.</p> <p>A multiagency operational re-integration group is in place and meets every two weeks. The group reviews key reintegration and health and safety operational issues to manage COVID risks and behaviours within our buildings.</p> <p>COVID arrangements continue to be reviewed on a monthly basis.</p>

Health, Safety & Wellbeing

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COVID-19: Service Support	Supporting our services	<p>We continue to support our front line services in managing the risk of COVID transmission to protect staff and ensure business continuity.</p> <ul style="list-style-type: none"> • Our risk assessment templates have been updated to reflect the latest HSE and government guidance which services can use to support their ongoing COVI arrangements • We provide competent advice and support to services on the risk assessments they have put into place particularly front line teams such as Adults and Children's Services, Registrars, Libraries and Arts Services
COVID-19: Staff at Greater Risk	Protecting our staff at Greater Risk of COVID-19	<p>We continue to review the Government guidance for persons who are Clinically Extremely Vulnerable (CEV) or at greater risk from COVID</p> <p>CEV staff are still able to work from home where this is possible and a individual risk assessment process allows service leads to consult with staff and ensure any additional protective measures are in place for them to work safely. We are also providing targeted support to teams where the nature of their work requires specific consideration in supporting CEV staff</p>
COVID 19: Staff Working from Home	Supporting our staff to work from home	<p>Support has remained in place for staff to work from home through:</p> <ul style="list-style-type: none"> • Working from home workstation guidance and support on our intranet pages to provide a safe and healthy work station • Easy access to IT equipment (laptop risers, keyboards, mice and headphones) • Specific workstation assessment support through the Health and Safety Team • Wellbeing support and guidance <p>Six wellbeing principals have been adopted and endorsed by our corporate leadership team with advice to line managers and colleagues on meetings, keeping connected, taking scheduled breaks, communications and annual leave. Digital Microlearn sessions have been delivered to support managers and staff in making digital technology work for you with safety and wellbeing in mind. The staff Health and Wellbeing Pages have been refreshed and now include a Digital Wellbeing page providing further advice for staff in maintain a healthy digital culture at Trafford.</p> <p>As part of the wider reintegration work we are supporting future changing workstyles and ensuring appropriate health and safety considerations are integral to the process in terms of workstation assessments, set up and equipment provision.</p>

Health, Safety & Wellbeing

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Schools Support	Supporting our school with in their health and safety arrangements	<p>In preparation for Schools returning in September, the School COVID risk assessment template has been updated to reflect the latest Government Guidance and circulated to all Trafford Schools. This provides them with an effective tool on which to base their COVID arrangements and support a safe learning environment for pupils and staff.</p> <p>As part of the schools Health and Safety SLA, we have continued to support schools through:</p> <ul style="list-style-type: none"> • COVID Specific advice and support as required • Dedicated wider health and safety support through our Senior Advisors through site visits, telephone and virtual support. • Audit monitoring support: providing a toolkit to schools to be able to review their health and safety arrangements in place and identify any areas for development with advice and guidance form the Health and Safety Team. <p>78 schools used the SLA in 2020-21 and the SLA for 2021-22 has been available to purchase with an encouraging level buy back from schools.</p>
Reintegration – New Ways of Working	Health and safety considerations for changing workstyles and workspaces for the full reintegration of staff	<p>As part of the new ways of working workforce engagement piece, we are supporting this through:</p> <ul style="list-style-type: none"> • Health and safety needs in terms of assessment and work station equipment requirements for each work style • Changes to building occupancy and Service need within the buildings • Consideration to workspaces including collaborative/break out space and more active working e.g. standing desk opportunities to support the health, safety and wellbeing of staff.

Organisation Development

People Workstream Area	Work Overview	Key Outcomes / Deliverables
Management & Leadership Development	EPIC Manager Virtual Programme Supporting Managers to be EPIC.	<ul style="list-style-type: none"> We have now completed or commenced 14 cohorts of our EPIC Manager programme with more cohorts due to start in September. The feedback continues to be really positive from individuals particularly with the reflective learning circles where managers bring challenges to their cohort to help reflect on their approaches. We have continued our Micro Learn bite size sessions for leaders and managers that provide additional thinking and resources on key topic areas. The latest of these focussed on the impact of digital wellbeing looking at the habit loop that digital apps and social media draw us into and tips on how to manage the digital workplace to better work for you. We continue to review our EPIC Manager offer regularly. Upcoming development includes a refresh of our e-learning module for managers on Finance and looking at on-going wellbeing resources taking the learning and feedback from the last year. We also support individual teams with interventions based on identified leadership needs. This includes working with Children's services supporting their re-design work and also we're working alongside the IT and Digital teams as they continue their transformation of services.
Management & Leadership Development & Succession Planning	#LEAP Programme Supporting individuals who aspire to step up make an EPIC LEAP into management.	<ul style="list-style-type: none"> The first cohort of the LEAP Management Programme is now 5 months in to programme. Feedback from both the learners and the college has been extremely positive. In August the learners sat the first of there Institute of Leadership and Management Qualification (ILM) examinations. Each new manager has now started there coaching relationship with our new coaches, this is planned to support them both to develop their skills. A second cohort is starting to be recruited to in September 2021, with a planned start date of January 2022.
Member Development	Enhance development opportunities for elected members.	<ul style="list-style-type: none"> Member Induction – 11 new councillors, plus all existing councillors, were given the opportunity to attend a virtual Induction Programme. This consisted of 'Welcome' and 'Meet the Chief Exec' events, along with four induction workshops, introducing Members to each directorate of the organisation. A programme of four, short pre-council training events has been scheduled, starting with Values-Based Recruitment in September 2021, and is currently being signed-off for approval.

Organisation Development

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<p>Health & Wellbeing</p>	<p>Creation of a variety of “How To Guides” and training to support colleagues to remain healthy and productive in this new environment.</p>	<ul style="list-style-type: none"> • We have refreshed and re-launched our new Health and Wellbeing Pages. The pages collate all the resources and support available under themed areas e.g. resilience, managing stress, returning to the office and financial wellbeing. In addition we have added a number of additional “fluid books and guides” on topics such as Mental Health, resilience and thriving during isolation to support colleagues. Alongside these tools and in recognition that we learn in a myriad of ways we have also introduced our “bites” learning series, which are bite-sized Ted Talks with a series of reflection questions to encourage colleagues to implement their learning. • We continue to support and promote national campaigns such as 30 Days wild (July) Walk this May and currently promoting Cycle to Work Day. Our next event to highlight is World Suicide Prevention Day on the 10 September. We plan to host a number of resources on our new Health and Wellbeing Pages, along with other potential sessions. • We delivered our final Health and Wellbeing Micro-learn on the 04 August which focussed on Digital Wellbeing. Our next focus for our Micro-learns will be Equality, Diversity and Inclusion. • We are currently exploring resources for flu vaccinations for colleagues who fall outside of our section 75 health and social care teams and government guidelines. This will be a blended offer of voucher or face to face appointment.
<p>Induction</p>	<p>Creation of a more streamlined induction to support and ease the pressure on managers.</p>	<ul style="list-style-type: none"> • We are currently undertaking a review of our corporate induction to make sure that all new starters that join Trafford get off to their very best start. • We want to move past a simple refresh of the documents and create an induction which is engaging for managers, helps them build the right culture and warm welcome to their team and sets the right pace and support for the new colleague relevant to their band, knowledge and skills. • We are to create a blended proposal that will give the best experience and welcome to new starters and also use ours and managers time and resources in an effective way.

Organisation Development

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<p>Engagement</p>	<p>Supporting, designing and delivering Let's Talk sessions for leaders and colleagues.</p>	<ul style="list-style-type: none"> • Let's Talk Events – We continue to support the organisation and delivery of our Let's Talk sessions to all colleagues and leaders. Our last "All colleague" events were delivered on the 15 July 2021. Alongside updates from the Chief Executive and the Leader we delivered a session on "Health Inequalities and the impact on Health and Wellbeing". • We have committed to undertake Best Companies Engagement Survey again later this year/early 2020. The survey and its functionality have changed somewhat since we last undertook the survey in 2019. We are summarising the options for the survey to CLT and will promote with colleagues the work undertaken within this space since our last survey, to encourage colleagues to share their feedback with us again when we launch the survey. • Work has been undertaken to define our 4 new working styles to support our re-integration plans and new ways of working. We have run a series of "New Ways of Working" engagement events with colleagues. In total across the 7 events around 240 colleagues attended to share their feedback about the proposals and what challenges and benefits they see from the proposed new SMART working styles. We are currently collating all the feedback to update CLT. • We wrote and submitted 2 entries for the MJ awards (Workforce Transformation) and the PPMA Awards (best change management initiative). We received notification that we have been shortlisted as a finalist for our PPMA entry. The results will be announced via a live virtual ceremony on the 14 September 2021.
<p>Apprenticeships and Work Placements</p>	<p>Supporting and developing skills and opportunities to colleagues in Trafford.</p>	<ul style="list-style-type: none"> ▪ May saw confirmation of the new yearly government apprenticeship target of 2.3% of the workforce based on 31 March 2021. The overall target is 104 apprenticeship starts between 1 April 2021 and 31st March 2022. The target includes 46 new apprenticeship starts in our levy paying schools. This leaves a target of 58 across the council directorates. Since the 1st April we have had 26 new starts with 4 of these in schools. ▪ 2 Supported internship placements will start in September 2021 within the library service. These are part of the United Response programme running for students from Loreto College. If successful it is hoped we can offer future placements.

Organisation Development

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Children's Services	Supporting CS redesign project	<ul style="list-style-type: none"> ▪ We continue to work alongside the project team with the service re-design and provide on-going support to Senior Leadership Team with regards Organisational Development interventions. We have delivered 2 sessions to date. This includes some reflective space and development with SLT looking at key change models as they continue their transition and facilitating meaningful challenge on behaviours. ▪ We have continued our offer for both managing change (looking at this from an individual perspective and also a workshop for Managers around the psychology of change. In addition we have been advertising and running sessions on Interview Skills for colleagues looking to progress their career within the service. • We continue to offer support as and when required within individual teams. This has included the facilitation of team meetings across our Youth Engagement Services looking at team dynamics and personality types with the Street Talk team and bringing the Connexions team together to celebrate success and consider their personal mission statements in what inspires them in being EPIC. • We are also involved with the planning and interventions for the upcoming practice week.
Equality & Diversity	Embedding ED&I into the learning offer at Trafford	<ul style="list-style-type: none"> ▪ Working with our colleagues in the staff groups we will focus our next suite of Micro Learn sessions on Equality Diversity and Inclusion. The content of these sessions will be defined and co-delivered by our staff groups and we are aiming to start delivery in September 2021 with the first session focusing on reasonable adjustments. ▪ We are working with our staff groups to celebrate and promote diversity events, and produced and publicised a managers guide to supporting colleagues during Ramadan in April and highlighted World MS Day in May. Our next event to highlight is Disability Awareness Day on the 12 September. ▪ Representatives from the staff forum groups attended the pilot session of the EPIC Manager “Leading EDI – Inclusive Leadership” Model to help support us to shape the content of the module. A feedback session with those who attended took place and we evolved the content based on this feedback. We have now scheduled dates for the re-launch of the session in September. ▪ As part of our work with the Association for Public Service Excellence we have asked colleagues to participate in our Fairness and inclusion Survey to share their thoughts on working for Trafford, the services we deliver and any helpful ideas they may have to support us to improve fairness and inclusion. Currently 218 colleagues have completed the survey, and analysis of the results will take place over the next couple of weeks.

Organisation Development

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Personal Development	Coaching provision At Trafford Supporting colleagues to develop and grow.	<ul style="list-style-type: none"> • In line with our people strategy objectives and acting upon feedback from our b-Heard engagement survey we are developing our coaching offer for managers and colleagues. • We launched our Coaching Apprenticeship during National Apprenticeship Week. The apprenticeship will take 12-18 months to complete and colleagues will be awarded an ILM certificate in Coaching. • Our pool of qualified coaches will then support us to coach colleagues with their personal and professional development. • The first of our Coachees are due to complete there apprenticeship in first quarter of 2022. • We currently have 12 colleagues undertaking this qualification. • At present we have 22 colleagues undertaking a coaching relationship with a qualifying coach, this includes 10 (LEAP attendees).
CCG Support	OD Support for CCG colleagues	<ul style="list-style-type: none"> • We are continuing to work with CCG managers and have promoted our EPIC Manager Modules and Micro-Learn sessions to colleagues in the CCG. We are also sharing through the Friday briefing the health and wellbeing offers from the NHS, GM Partners and Trafford Council. • We are supporting the briefings for all impacted health and social care colleagues on the transition into the ICS model. These have now been completed with feedback gathered to support additional communication and engagement needs • The CCG have now launched their reward and recognition scheme “CCG Stars” across the organisation. Colleagues will be encouraged to nominate their co-workers who have displayed the CCG values and gone the extra mile in their day to day roles. The first monthly awards are due to take place shortly.
Kick-Start	Supporting 16-24 gain meaningful high quality placements and job opportunities.	<ul style="list-style-type: none"> ▪ Following our successful Kickstart application to the DWP, we have now appointed to 2 external placements and 12 internally. ▪ So far we have held 3 wrap around support sessions with our internal placements exploring, how to keep them safe online, our EPIC values and Team Work. ▪ They will be learning about customer service in September and undertaking recruitment support and mock interviews in October 2021. ▪ We have started to recruit to our second cohort of placements which are planned to start in October 2021. ▪ Our Kickstart scheme has been promoted via the Trafford Council communication links and has also appeared in an article written by Councillor Freeman.

Policy, Reward and Workforce Intelligence

People Workstream Area	Work Summary	Key Outcomes / Deliverables
Workforce returns	Information provision regarding the impact that COVID-19 is having on staff availability both internally and also for external returns.	<ul style="list-style-type: none"> • Several reports being provided for different audiences – different frequencies. • Reports are informing national public sector workforce impact of COVID-19. • Understanding of which services most impacted by COVID-19 related absence. • Production of a monthly workforce availability/resourcing report for RCG.
Self Isolation Guidance	From 16.08.21 those who are classed as legally exempt no longer need to self-isolate if they are identified as a close contact of a positive case	<ul style="list-style-type: none"> • Updated policy position for managing those who have been identified as a close contact in the workplace in consultation with colleagues in Public Health. • Guidance for both colleagues and managers published on the intranet • Communications for managers and all colleagues on the changes
Reintegration – New Ways of Working	Exploring options and agreeing the most appropriate approach for the Council in relation to where and how staff work when full reintegration can happen.	<ul style="list-style-type: none"> • Agreement in principle for TRAFFORD SMART working concept with 4 different workstyles. This features a ‘hybrid’ work style where relevant roles spend time in different locations including the home, office, partner bases, with service users etc. • Workforce engagement took place during July with 7 sessions where staff could find out about the proposals and provide input. Dedicated intranet page created with presentation, recording of a session and feedback form. • Analysis of the feedback undertaken and report will go back to CLT. • Toolkit with underpinning policy and guidance is being developed. • Enabling work streams are progressing led by other services, including work space redesign, hybrid meeting room proof of concept, exploring the ICT that will be most beneficial and roll-out of M365.

Policy, Reward and Workforce Intelligence

People Workstream Area	Work Summary	Key Outcomes / Deliverables
Trade Union Facility Time Reporting	As a public sector employer, on an annual basis we must report and publish information on facility time for employees who are trade union representatives. Returns both for the Central Function and the Education Function. Also reported as part of the Transparency Code 2015.	<ul style="list-style-type: none"> • All data collected for the returns from different sources (TU reps, Finance etc.). • Calculations undertaken. • Return submitted via the Government portal. • Data published on the Council's website as part of the Transparency Code 2015 requirements.
Schools Job Evaluation for support staff	Job evaluation for schools to move their support staff onto the NJC pay scale.	<ul style="list-style-type: none"> • 4 schools who have purchased support recently - working with them to undertake the JE and consult with affected staff and implement. • Develop SLA so schools fully understand the benefits and risks, the process, the service which will be provided and costs. • Promote the SLA to schools still to go through a JE review for their support staff.
Voluntary Severance Scheme	Offer to employees of Voluntary Severance scheme in September 2020 with agreed leaving dates of either 31 st March 21 or 30 th September 21. This has given staff the opportunity to explore options outside the Council and also provide savings for the Council.	<ul style="list-style-type: none"> • 23 employees left on 31st March • 22 employees due to leave on 30th September and 1 in October. Settlement Agreements have been issued and signed copies received back. Reaffirmation letters will be sent in September. • Final costs and savings to be collated for Finance. • Voluntary Severance policy in draft and once finalised to be used by services as appropriate, during service redesign.

Policy, Reward and Workforce Intelligence

People Workstream Area	Work Summary	Key Outcomes / Deliverables
Domestic Abuse Charter	The Council is committed to signing up to the Domestic Abuse Charter, which calls on employers to support employees experiencing domestic abuse.	<ul style="list-style-type: none"> • Liaison with GMB regarding requirements and signing up. • Reviewing the Council's existing policy and getting input from our internal expertise and also review by an employee with lived experience of domestic abuse. • Liaising with charities/training providers to upskill our Mental Health First Aiders so they can be a point of contact for staff. • E-learning module available for staff to raise awareness. • Campaign to raise awareness when all resources are in place.
Cycle to Work Scheme provider review	The cycle scheme contract with Halfords is now finalised.	<ul style="list-style-type: none"> • Finalising new contract with Halfords now completed • Increase in the spend limit to £2,000 so that staff can consider options such as electric bikes. This supports our sustainable and health and well-being agendas.
Birthday leave	To acknowledge and reward staff for their commitment during the pandemic, staff being given birthday leave.	<ul style="list-style-type: none"> • Scheme scoped out – for leave between 1st August 2021 and 31st July 2022, with service criterion of 1 year. • Scheme created in MiTrent so relevant staff can see and book their leave. • Consideration of the best approach for staff who are unable to take the leave, i.e. some staff attached to schools who work during term time. • Intranet page developed with full details of the scheme. • Communications for managers and all employees.
Flexi-time variation to number of flexi-days.	As an acknowledgement of the pressures staff have been under during the pandemic, decision made that this year, staff can take an additional 2 flexi-days.	<ul style="list-style-type: none"> • Paper with proposal produced for CLT with sign-off on the decision that there will be a variation to the normal policy position that up to 13 flexi days can be taken. Staff can take up to 2 extra days before 31st March and reduce flexi-balances. • Communications have gone out to managers and staff. • Working with ICT to refine the existing flexi-time system so that from 1st April all positive balances will be reduced to 16 hours in line with the policy position. • Further communications to staff, particularly towards the end of the financial year.

HR Operations Team

People Workstream Area	Work Summary	Key Outcomes / Deliverables
HR 'One Front Door' Service Delivery Model	Streamline access into the HR service	<ul style="list-style-type: none"> • Continue to promote and redirect managers and staff to the 'One Front Door' advice line, and the rolling out of the training plan to GMSS employees. • The use of the 'One Front Door' service is starting to increase, which is reflective of the soft launch. • Continue to discuss the data report requirements with GMSS.
HR Service Delivery Model	Modernise and streamline access into the HR service	<ul style="list-style-type: none"> • Implementation of HR Advice Service from 1 September 2021 for schools who purchase the HR SLA - effective triage of all new HR queries received, enable redirection of queries to the appropriate HR colleague at the first point of contact, generate faster responses to customers • Completing delivery of Schools HR Training Programme to GMSS Specialist Advisors, to support the new model

HR Operations Team

People Workstream Area	Work Summary	Key Outcomes / Deliverables
Service Level Agreements	Review and issue of HR SLA's for 21/22	<ul style="list-style-type: none"> • Publishing and marketing of HR Consultancy SLA offer for 2021/22 to schools and traded services • 38 customers confirmed purchase of the HR SLA for 2021/22 to date. 14 customers yet to confirm and being contacted • Exploring options for HR Consultancy SLA for schools employing in-house HR specialists. Bespoke HR SLA package offered on a trial basis to one school • Exploring revisions for the 2022 SLA delivery and opportunities for joint SLA option with HR Consultancy and GMSS
Training	HR Updates	<ul style="list-style-type: none"> • Continuation of breakfast briefings for senior leaders in schools; sessions delivered in September and October 2021
Traded Services (Schools)	HR Service Delivery	<ul style="list-style-type: none"> • Contributing to the LGA consultation on proposed School Teachers Pay and Conditions Document 2021/22, collating feedback from Head Teachers to inform this • Summer program of Schools HR policy development. Revision of 9 current policies and drafting new Model Pay Policy for 2021/22. To be consulted with TU's in September 2021 • Revision of schools JNC terms of reference

HR Operations Team

People Workstream Area	Work Overview	Key Outcomes / Deliverables
HR Service Delivery - Redesign	Children's Service Redesign	<ul style="list-style-type: none"> • Phase One implementation is ongoing. This is being completed in a phased approach, taking each level in stages to ensure we accommodate any vacancies that are realised for the next level and ultimately the wider service; reinforcing the commitment to provide opportunities and develop our internal talent in the first instance. Below is a summary of the progress so far: <ul style="list-style-type: none"> ○ Strategic Lead Safeguarding, successfully filled by an interim and is progressing to external recruitment. ○ 6 Head of Service roles, 2 have now been appointed via 1 Strategic Lead assimilation and 1 Service Manager appointed after a successful interview process. Remaining 4 roles have interim resource allocated and are progressing through internal / external recruitment process. ○ Designated Children Safeguarding Officer currently being delivered by a newly recruited interim. This position has been advertised internally and will now progress to external recruitment. ○ 16 Practice Manager roles, 8 have been filled via assimilation of current Service Managers or a ring-fenced interview process for current Team Leaders. The remaining roles are currently being advertised to the wider service. ○ Practice Lead role successfully filled after interview of a current Service Manager. ○ Youth Justice Manager, currently being advertised to the wider service. • All ring-fenced roles have undergone a robust selection process, including: Application, Partner Panel and Young People Panel interview, Timed Assessment Question, Presentation, Competency Interview and Leadership Discussion with either the Corporate Director or Director of Early Help & Children's Social Care, depending on the seniority of role. • Progressing with the next level to determine the Advanced Practitioner role outcomes. These are being offered to the remaining Team Leaders and to the current Senior Practitioners. Colleagues will identify which area / part of the service would be their 1st, 2nd, 3rd choice. The final decision of allocation will be made by senior managers ensuring the right skills and experience are positioned to best meet the needs of Trafford's children. • The biggest cohort of staff, Social Workers will go through this process during September with the remaining roles in phase one to follow swiftly. • To assist with the recruitment of Social Workers and strengthen Trafford's brand, a procurement exercise is near completion • We are now preparing for phase two, with planned delivery of engagement sessions.

HR Operations Team

People Workstream Area	Work Overview	Key Outcomes / Deliverables
Traded Services (CCG)	HR Service Delivery	<p>ICS:</p> <ul style="list-style-type: none">• We continue to support the statutory ICS transition programme and the safe transfer of CCG colleagues to the ICS with effect from 1 April 2022• Attendance at the fortnightly Greater Manchester HR Delivery Group as a representative for the CCG and other forums such as the Transition Board and Health and Social Care Recovery Board.• Currently undertaking Phase 1 activity – Data Collection <p>NHS Staff Survey:</p> <ul style="list-style-type: none">• Supporting the CCG's participation in the 2021 NHS Staff Survey.• National questionnaire's to be distributed by participating organisation to colleagues by 4 October, survey closes on 26 November 2021

Trafford Resourcing Function

People Workstream Area	Work Overview	Key Outcomes / Deliverables
Resource Hub	To provide a temporary resources to support COVID related activity and funded from the Contain Grant.	<ul style="list-style-type: none"> • Continuing to support the rapid recruitment to bring in a range of resources to support the COVID 19 – new business cases approved. • Introduction of a revised vacancy clearance process for COVID 19 temporary resources to ensure vacancies are filled internally where possible. • Advise on the creation and job evaluation of new roles to ensure that they were fit for purpose to support COVID 19 Recovery and Re-integration plans. • Continuing to recruiting to a pool of COVID Business Administration staff to provide resources that can be deployed to a number of critical areas e.g. mass testing, vaccination sites, contact tracing and community engagement. • Liaison with line managers to identify staff shortages / future demand and skill set required. • Use of business intelligence and existing relationships to proactively explore possible resourcing options. • Supporting Children’s to develop a Social Worker Recruitment Campaign and procure a recruitment consultancy to work in partnership with. • Supporting the development of an exit strategy to safely exit the temporary resources at the end of March 22
BAU: Recruitment	To ensure continuity of recruitment activity across the Council, and traded services	<ul style="list-style-type: none"> • Piloting the new Application Tracking System and reviewing plans to role this out across the Council – managers will be able to shortlist and schedule interviews on-line, pre-employments checks can be carried on-line which will improve the overall recruitment experience for candidates and managers. • Successfully procured a new agency Social Worker Framework. • Supporting the procurement process for the new agency contract. • Supporting the Values Based Recruitment Training. • Introduction of an updated vacancy authorisation process to ensure all vacancies are filled internally whenever possible. • Developed guidance to assist managers when recruiting virtually. • All interviews and assessments are now carried out via Teams. This is working well as managers become more confident with this way of working. • Executive Recruitment – supported the successful recruitment of the Director of Development & Assistant Director of Provider Services. Currently supporting the recruitment of the Director of Legal. • Content of GreaterJobs Trafford pages updated to show applicants what it’s like to work at Trafford.

Workforce Reform

People Workstream Area	Work Overview	Key Outcomes / Deliverables
<p>Trafford Recovery & Locality Plan / Integrated Care System</p>	<p>Development of workforce strategy and priorities to enable delivery of the Trafford Recovery & Locality Plan – Health & Social Care</p> <p>Delivery of Workforce Transition Work stream of the Integrated Care System Programme</p>	<ul style="list-style-type: none"> • The Trafford Locality Workforce Group have continued to meet monthly, steering the development towards are collectively priorities and being updated and sharing information on the Integrated Care System development. • The Virtual Workforce Information System (VWIS) now has the full Trafford locality workforce data on the system. We are hoping to put in a bid for financial support from GM to help implement VWIS. Over the next few months we aim to: <ol style="list-style-type: none"> (1) Refine the quality of the data so we can report at neighbourhood level and subsequently build Neighbourhood workforce plans. (2) Trafford PCN data is being used in a pilot to drill down to neighbourhood level (3) Attend Strategic Workforce Planning Train the Trainer sessions led by GM in Oct/Nov 21, now a trainer has been procured. (4) Front line VWIS users have been identified in Adults Services and they will be on boarded onto the project. (5) Embed usage of / reporting from VWIS through upskilling our system leaders/managers. • Our Trafford Health and Wellbeing Task and Finish Group have met twice. It has identified cross system Health and Wellbeing challenges, along with some quick wins we can focus on to collectively support our workforce. This group has been paused over July/August due to annual leave and will pick up on key tasks in September. • We have continued to support the Integrated Care System Transformation Programme: <ul style="list-style-type: none"> • We continue to support the statutory ICS transition programme and the safe transfer of CCG colleagues to the ICS with effect from 1 April 2022 • Attendance at the fortnightly Greater Manchester HR Delivery Group as a representative for the CCG and other forums such as the Transition Board and Health and Social Care Recovery Board. • Currently undertaking Phase 1 activity – Data Collection <p><u>NHS Staff Survey</u></p> <ul style="list-style-type: none"> • Supporting the CCG’s participation in the 2021 NHS Staff Survey. • National questionnaire’s to be distributed by participating organisation to colleagues by 4 October, survey closes on 26 November 2021