



PROCUREMENT

Report to: STAR Joint Committee
Date: 2nd May 2017
Report for: Decision & Information
Report of: Business Improvement Manager

Report Title

HR Update

Summary

The purpose of this report is to:
- Provide an update on the current HR position for STAR Procurement
- Seek agreement for future HR updates from STAR Procurement to be issued when required by changes / by highlight or exception

Recommendations

The recommendation of this report is that the Joint Committee:
- Notes the contents of the report
- Agrees to future HR updates being issued when required by changes / by highlight or exception

Contact person for access to background papers and further information:

Name: Mark Pearson
Phone: 07875 635562

Background

Table with 2 columns: Impact Category and Impact Value. Rows include Financial, Legal, Human Resources, Asset Management, E-Government, Risk Management, and Health and Safety impacts, all listed as 'None'.

Consultation

No public consultation required

Reasons for Recommendation(s)

STAR Procurement (STAR) has issued quarterly HR Statistics updates since inception. Over the past 12 months, sickness absence and staff churn have both decreased significantly and STAR considers that it is now appropriate to only report on HR matters by exception or where a change in Establishment is being requested, which may impact on resources and require agreement of the Joint Committee

1. Current Establishment

- 1.1 STAR currently comprises an establishment of 30 permanent posts, equating to 28.1 FTE
- 1.2 STAR is currently carrying 3 vacancies, equating to 2.8 FTE. These comprise:
 - 1.2.1 2no. Procurement Officer vacancies; these vacancies have been created by internal interim promotions with two procurement officers given the opportunity of acting-up into Category Manager positions. This assists STAR with its current resourcing requirements and provides an opportunity for staff development. STAR proposes to temporarily backfill one of these vacancies by means of internal recruitment from the developing talent of Trainee Procurement Officers, again to offer a staff development opportunity
 - 1.2.2 PA to Director of Procurement (0.8 FTE) vacancy. STAR is carrying this vacancy pending an establishment review

2. Temporary Appointments

- 2.1 STAR has currently appointed 2 temporary Procurement Officers on 12-month fixed term contracts. These appointments are made to enable STAR to undertake additional commissions, namely Stockport Together and Working Health. Additional income from these commissions is funding these two appointments

3. Staffing & Sickness

- 3.1 In 2016-17, STAR has seen a decrease in long term sickness from average 9.27 days to 3.78 days, a reduction of 61%
- 3.2 In 2016-17, STAR has seen a reduction in staff turnover from 9 leavers in 2015-16 to 5 leavers in 2016-17. This reflects a more stable team establishment and reduces the risk to the STAR Councils which a more transitory establishment would provide
- 3.3 In October 2017, a member of staff (0.5 FTE) will be taking maternity leave. STAR will look at a range of options for backfilling this post, closer to this date

4. Future Plans

- 4.1 STAR is considering the appointment of a Business Administration Apprentice, which may lead to a permanent change in STAR establishment. This will be a full time opportunity taking advantage of the new national requirements for apprenticeships within the public sector. The appointment will also give STAR an opportunity to create a pathway from apprenticeship to Trainee Procurement Officer. STAR has previously provided a pathway to full time employment for two apprentices, one of whom was a Trafford employee on a voluntary basis; the second, a Stockport employee on its Apprenticeship programme. These two people now have full time employment as Trainee Procurement Officers within STAR

5. Recommendations

- 5.1 It is recommended that:
 - 5.1.1 The Joint Committee notes the contents of this report
 - 5.1.2 The Joint Committee agrees that future HR updates shall be given when required by proposed changes / by highlight or exception