



TRAFFORD
COUNCIL



Employment Committee

People Update

28th February 2022

Health, Safety & 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 services remain COVID Safe to protect our front line staff.</p>	<p>In response to the Omicron Variant, enhanced Covid measures have remained in place with regular communications to our workforce and partners and support through our Covid 19 online training. Measures included:</p> <ul style="list-style-type: none"> • Continuing to work from home where possible • Managing occupancy levels within our buildings • Essential wearing of face coverings within our buildings. Masks are available at staff entrances • Lateral flow testing prior to attending the buildings • Reiterating hand hygiene, cleaning and distancing measures <p>As Government Plan B restrictions have eased, the arrangements are now under review with the support of Public Health and government guidance advice to allow a safe and managed reintegration of staff to the workplace.</p> <p>Direct support continues to our services in relation to risk assessments to manage Covid. Work also includes:</p> <ul style="list-style-type: none"> • Support in the packing and distribution of winter well packs • Advising on arrangements for essential Council and public meetings • Initial planning for the Election arrangements <p>Covid arrangements continue to be monitored and reviewed on a monthly basis. An operational group chaired by the Health and Safety Team continues to work with key partners, to oversee operational risk management and monitoring processes in line with Covid arrangements.</p>

Health, Safety & Wellbeing

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Reintegration: Homeworking Support	Providing a safe and healthy home working environment	<p>Under the Smarter Working programme, two of the work styles, 'home worker' and 'hybrid worker', give staff the opportunity to work in a home environment for all or part of their working hours on a permanent arrangement. A working group is supporting this programme of work to ensure the health, safety and wellbeing of staff including:</p> <ul style="list-style-type: none"> • The provision of refreshed DSE/Workstation and homeworking guidance to ensure workstation assessments are completed by staff and an appropriate home working environment is in place. • Support in appropriate furniture (chairs etc.) to be provided to staff where there is an assessed need for these items • Continued support for complex assessments where specialist advice is required <p>The first cohorts of staff are now being contacted to complete assessments and identify any further equipment needs to support a healthy and safe home working environment.</p>
Schools Support	Supporting our school with their health and safety arrangements	<p>We continue to support our schools on a broad range of health and safety and guidance.</p> <p>Covid support continues to be provided to schools through:</p> <ul style="list-style-type: none"> • Direct support under SLA arrangements • Attendance at outbreak control meetings as needed <p>Approximately 80 schools have now purchased the Health and Safety SLA for 2021-22.</p> <p>We have now secured an enhanced SLA with a Trust to deliver Health and Safety Support across their schools both within Trafford and outside of the borough. This strengthens our SLA arrangements and generates additional income within the Council. Schools SLA support will continue through the year with a programme of audits, access to our schools specific guidance and unlimited access to technical support on a wide range of health and safety issues.</p>

Health, Safety & Wellbeing

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Health and Safety Competent Advice	Supporting our Services with Health and Safety advice and guidance.	<p>The Health and Safety Team continue to provide competent health and safety support across the Council.</p> <p>We are currently developing a ‘Back to Basics’ health and safety programme to re-energise and engage with services on health and safety fundamentals post pandemic. This will include an audit programme and monthly communications on key issues including risk assessment, health and safety monitoring, accident and incident notification that will continue through the year</p> <p>Within the team, two of our Senior Health and Safety Advisors also have specialist lead roles and some of their work has included:</p> <p>Fire Safety Lead Support</p> <ul style="list-style-type: none"> • Supporting the library service in their health and safety arrangements for the recent opening of Timperley and Hale Library. This has included fire and risk assessment support. The Health and Safety Team will continue to provide advice and monitoring support to the service. • Evacuation chair training for staff at the Arts Centre • Fire evacuation drills and support at Altrincham Hub and with the library in conjunction with Health partners <p>Moving and Handling Lead Advice</p> <ul style="list-style-type: none"> • Delivery of 3 adult social care moving and handling training sessions • Assessments and training in the safe use of hoists for service users at schools • Trusted assessor training planned to enable social care staff to order assessed equipment needs and relieve the pressures on hospital discharges • Working with catering services to support assessments of staff with health needs in ensuring they can continue safely in their role.

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 continue to work with our 18th Cohort of the EPIC manager programme which started in October - 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 are also promoting our Coaching for Managers service through various communications and have so far seen 31 people come forward to utilise the service. • We have temporarily postponed our Micro Learn bite size sessions in December and January and instead supported colleagues in HR to deliver sessions to managers on the requirements around Fixed Term Contracts. • We continue to review our EPIC Manager offer regularly. We are creating a workshop on Outcomes Focused Leadership to support the on-going plans for hybrid working and are also completing a review of our Interview Skills course which will reflect the feedback received on this module and provide additional scenario based questions. • We are also developing additional resources for coaching skills so all managers can consider great coaching questions and techniques in regular dialogue and Check-in sessions. • We have started to review the refreshed Vision and Corporate Priorities and how these form the starting point in the 'why?' as leaders and managers. All relevant workshops and documents will reflect the changes. • We also continue to support individual teams with interventions based on identified leadership needs. This includes working with Children's services supporting their phase two service re-design having delivered 2 workshops for managers on managing the psychology of change.
Management & Leadership Development & Succession Planning	#LEAP Programme Supporting individuals who aspire to step up and make an EPIC LEAP into management.	<ul style="list-style-type: none"> • The first cohort of the LEAP Management Programme is now 10 months in to programme and completed there first skills workshop in Jan 2022. This session included them working with two of our Coaching Professional apprentices to practice there coaching skills and receive some feedback from them on how to improve there questioning skills. • A second cohort is being recruited to currently with a planned start date of March 2022. This programme will be promoted during National Apprenticeship Week.

Organisation Development

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Health & Wellbeing	#StayEPIC This Winter campaign	<ul style="list-style-type: none"> • The #Stay EPIC This Winter campaign has been developed to support the workforce to look after their own wellbeing and check-in on colleagues over the winter period. This consists of different themes over the months of December through to February which cover physical, mental and financial wellbeing, with new resources being added to the intranet. So far, we have also delivered Lunch and Learn sessions on the following topics: <ul style="list-style-type: none"> - New Year, New You? – focus on setting achievable resolutions /goals for the new year – 12 attendees - Seasonal Affective Disorder – an overview of SAD symptoms and treatments (delivered by SelfHelp) – 20 attendees - Money, Money, Money – an overview of the financial wellbeing information and tools available via the Money Helper website (delivered by the Money and Pensions Service) – 14 attendees - Need a loan? Beware Sharks, Scams and Shocking Interest Rates! – a warning about the dangers of loan sharks and how to borrow money safely (delivered by Stop Loan Sharks) – 3 attendees • Some staff stories have also been shared to encourage storytelling and sharing of coping strategies: <ul style="list-style-type: none"> - Video of colleague talking about his mental health experience - Story from a colleague about being an EPIC Pioneer and Mental Health First Aider - Story from a colleague about their hidden disabilities and support from attending Staff Disability Group
Wellbeing	Promoting Active Travel	<p>The staff led Active Travel Group continues to meet to encourage and enable more active and sustainable travel. An Active Travel Survey is in the final stages for communication and distribution to inform the direction and focus of the Active Travel Group. Further priorities have been identified including:</p> <ul style="list-style-type: none"> • Promoting our changing rooms and shower facilities at TTH and Sale (just refurbished) through a first person video similar to that completed for our COVID arrangements • Focusing on further promoting cycling and walking more at the pre-employment stage and induction of staff.

Organisation Development

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Member Development	Enhance development opportunities for elected members.	<ul style="list-style-type: none"> • 2 Members were booked on the Personal Safety session with the LGA. Personal safety was top of the agenda in the autumn months. We refreshed the personal safety information on the intranet and communications to all Members on how to report and deal with incidents or any concerns • We delivered a Values Based Recruitment session in November,. This was attended by 9 Members, with great response as it helped them understand their roles and responsibilities in the recruitment process. • We attended the Standards Committee and following through actions to improve Member take up with the 3 core eLearning modules. The Member Development Steering are looking to review the learning offer for 2022.
Engagement	Supporting, designing and delivering Let's Talk sessions for leaders and colleagues.	<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. We delivered 2 "Leaders" event on the 20 January 2022. This session focused on CLT & Executive updates, along with updates from Public Health, Finance and ICT on the MS365 programme. In addition we also delivered a session on wellbeing which focused on promoting the winter wellbeing plan and the current resources and tools available to colleagues and managers. • We have committed to undertake Best Companies Engagement Survey again later this year/early 2022. The survey and its functionality have changed somewhat since we last undertook the survey in 2019. We presented a paper to CLT for consideration and are just awaiting feedback around the timing of the survey. Once confirmed pre-communications and promotions will take place. In the meantime the "behind the scenes" activity in preparing us for the survey is ongoing. • We continue to support our colleagues in Adult Services following on from the launch of their internal "wellbeing survey" which was undertaken in September 2021. To date we have supported with the analysis and communication of the survey feedback and facilitation of the first two EPIC taskforce focus groups. The first session was an introductory and scene setting meeting and the second focus group that took place on the 04 February was focused on "culture and values".

Organisation Development

People Workstream Area	Work Overview	Key Outcomes / Deliverables
Reward and Recognition	Reward and Recognition schemes	<ul style="list-style-type: none">• Our Time to Shine awards ceremony took place virtually on the 07 December 2021. The 90 minute event included the presentation of the awards in the 8 categories alongside an opening video celebrating the great achievements of our work in the borough and some fun interactive engagement in the form of some rounds of Blankety Blank. In total 213 colleagues attended the event. As acknowledged by our Deputy Chief Executive some of the most heart-warming moments were where colleagues virtually applauded the great nominations and storytelling creating waves of emotion on screen.• We are now planning and preparing for our Long Service Award Event. This event will take place virtually in March 2022 and will celebrate the achievements and dedication of all colleagues that celebrated 25 Years service in 2021.• We paused our EPIC Star Awards during November and December, whilst delivering our Time to Shine Event. We have now relaunched the EPIC star scheme for January and re-branded our Cheers for Peers Cards in the new corporate colours. Both Schemes have been promoted in January separately and alongside our Winter Wellbeing Plan, highlighting the importance and power of gratitude and the tools available at the Council to support you to share positive feedback.

Organisation Development

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Children 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 now delivered 4 sessions to date. This includes some reflective space and development with SLT looking at key change and leadership models as they continue their transition. The work is linking directly to their strategy, ambitions and OFSTED improvements. We're now reviewing the approach as vacant posts continue to be filled. • We are also offering support to the fortnightly Children's Leadership Forums and have facilitated work on providing a framework of the key questions the service should ask and challenge each other on. We have also reflected on the change journey and discussed the emotions and behaviours we feel and are presented and how to manage these. • We have continued our offer for both Managing Change workshops (looking at this from an individual perspective and also a workshop for Managers around the psychology of change). We continue to offer support as and when required within individual teams. In December, we facilitated a team away for the vulnerable adolescent services completing a team review of their Strengths, Weaknesses, Opportunities and Threats (SWOT) and also looking at their branding and mission statement .
Equality & Diversity	Embedding ED&I into the learning offer at Trafford	<ul style="list-style-type: none"> • As part of our '#StayEPIC This Winter' campaign we have delivered sessions on the 'Power Of Gratitude' as we know that 80% of people have hidden disability, including mental health. Gratitude can reduce stress inducing cortisol and release the feel good hormone serotonin. • Also as part of the campaign, we have shared personal stories from colleagues about their experiences of mental health and hidden disabilities to help de-stigmatise these conversations, share coping strategies, and encourage everyone to live our EPIC Value of Inclusion. • Our 'Inclusive leader' and 'Values Based Recruitment sessions continue to be delivered to Managers. During October we delivered both session to our Elected Members, with excellent feedback for our in-house delivery.

Organisation Development

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Microsoft365 Programme	Roll out of M365 software across the council	<p>The Organisational Development team are working alongside the IT and Digital team in supporting different elements of the M365 programme. This includes:</p> <ul style="list-style-type: none">-Meetings to plan the training requirement for the different releases of the M365 programme-Support the development and role of the Digital Champions with planning in place for regular champions engagement sessions-Identifying pilot teams to commit through the M365 upgrade room and pilot training and other initiatives-Work with the communication and engagement work stream in identifying opportunities including an M365 update provided at the Leaders Let's Talk session in January and updates provided to the EPIC Pioneer group

Organisation Development

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Personal Development	<p>Coaching provision At Trafford Supporting colleagues to develop and grow.</p> <p>Mentoring support for Trafford College Students</p>	<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. • 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 10 colleagues undertaking this apprenticeship and 31 colleagues undertaking a coaching relationship with a qualifying coach, this includes 10 (LEAP attendees). • Following on from numerous meetings with Trafford College we are now planning to meet up to 12 of the students in early March to start the programme. • Colleagues undertaking the Coaching Professional Apprentice have undertaken 3 sessions on mentoring delivered by a local Mentoring Network company.

Organisation Development

People Workstream Area	Work Overview	Key Outcomes / Deliverables
<p>Social Work Development</p> <p>Children and adult services</p>	<p>Assessed and Supported Year in Employment (ASYE)</p> <p>Student placements</p> <p>Social worker degree apprenticeship</p> <p>Step Up to social work</p>	<ul style="list-style-type: none"> • We continue to offer a programme of support and assessment to our newly qualified social workers in their first year, this involves a protected caseload, additional 1:1 supervision and assessment against the Knowledge and Skills Statements • 17 NQSWs in Children’s Services; 9 NQSWs in Adult Services • All have received bespoke 121 coaching on main challenges within their current role in the last quarter (18 in January) • Facilitated learning sets 6 weekly in Adults and Children’s services to develop knowledge and skills Services and skills • Planned case reflective sets for NQSWs in Children’s to be facilitated going forward • Planned ASYE Assessor support group meeting quarterly <ul style="list-style-type: none"> • Social workers are supported to train to be practice educators, to facilitate and assess social work students on their final placements and complete PE CPD associated with this role (16 placements in total) <ul style="list-style-type: none"> • 30 month programme for staff in the service to train to be social workers in partnership with Manchester Metropolitan University, via the apprenticeship route (using the levy). • Cohort 1 (2019-2021) 4 staff qualified via this route in Sept 2021 • Cohort 2 (2020-2023) 6 staff members mid-way through their degree programme, while working full time • Cohort 3 (2021-2024) 5 staff members have started the programme and enjoying this great learning opportunity <ul style="list-style-type: none"> • 2 students have joined Trafford from the GM Step Up to social work partnership. This is a fast track post graduate social work training, which is completed in 15 months.

Policy, Reward and Workforce Intelligence

People Workstream Area	Work Summary	Key Outcomes / Deliverables
Vaccination as a Condition of Deployment	Ensuring compliance with the legislation that came in on 11 th November and 1 st April and likely revocations of both	<ul style="list-style-type: none"> • Supported the business to ensure compliance for any staff required to work either on an ongoing or occasional basis in Ascot House. • Supported Resourcing Team to ensure changes to our recruitment practice so that staff in scope are fully vaccinated as a condition of the role. • Supporting relevant businesses to determine which roles would be in scope for the 1 April legislation and establishing vaccination status. • With the news that both sets of regulations may be revoked, supporting the business with communications out to staff regarding what this means for them. • Watching for national guidance further to parliamentary process and supporting the business with appropriate staff engagement and actions as a result.
Fixed Term Contract briefing sessions	Designing and delivering training sessions for managers on Fixed Term Contracts as we have a significant number in place linked to the Covid Contain fund	<ul style="list-style-type: none"> • Training session designed which covers the use of FTCs and the process by which to end them safely. • Communications to promote the sessions – open to all managers but specifically targeted at those who have staff currently on FTCs. • Holding the sessions. • Improving intranet content on FTCs and supporting template letters.
Schools Trade Union SLA for 2022/23	We offer our schools access to both teaching and support staff Trade Union reps through an SLA and also de-delegation arrangements for those covered by the Funding Forum	<ul style="list-style-type: none"> • Based on the Trade Union costs and level of ‘buy-back’ and SLA purchase in the current financial year, work out a cost per pupil for each of Unison and Teachers Trade Union support. • Take the proposal to the schools Funding Forum meeting – decision taken to ‘buy-back’ this service. • Set up SLA on the Trafford Services for Education purchasing platform. • Communicate the SLA and encourage purchase.

Policy, Reward and Workforce Intelligence

People Workstream Area	Work Summary	Key Outcomes / Deliverables
9 Day Fortnight Scheme	Offer of 9 day fortnight working pattern for staff where their service can support the reduction in hours - contributing to corporate budget savings	<ul style="list-style-type: none"> • Scheme process designed. • Dedicated intranet page created and communications to managers and staff to launch and repeat reminders. • On the closing date, processing applications through to sign-off. • For those agreed - implementation through GMSS for 1st April. • Savings confirmed to Finance.
Queen's Jubilee Bank Holiday	To enable a four-day weekend to celebrate the Jubilee, there is an additional Bank Holiday in 2022 – the normal late May Bank Holiday will now be on Thursday 2 June 2022, with the additional Bank Holiday on Friday 3 June.	<ul style="list-style-type: none"> • Worked through the implications for employees of the Council and schools. • Approach agreed for schools and communication via the Schools bulletin. • Considered the different staffing groups within the Council and how we ensure that all receive the extra time off, or a payment in lieu. • Report to Corporate Leadership Team outlining approach. • Changes to the leave scheme in I-Trent HR and Payroll system for 2022/23. • Liaison with specific services regarding their individual approach where it varies from the standard. • Communications to managers and staff.
Annual Pay Award 2021/22	Negotiations for this year's pay award have been protracted and for most staff groups has yet to be agreed (at the time of writing).	<ul style="list-style-type: none"> • Keeping abreast of national negotiations. • With ballots for Industrial Action from two unions, prepared for the possibility of a strike – however no mandate for strike action from our main union. • Implementing uplifts from 1 April 2022 for staff on scale points 1 and 2 to ensure pay remains in line with new National Minimum Wage rate. However if the pay award is agreed before this date it will be applied instead. • Communicating with staff.

Policy, Reward and Workforce Intelligence

People Workstream Area	Work Summary	Key Outcomes / Deliverables
Pension Discretions Policy Review	Full review of our policy	<ul style="list-style-type: none"> • Move to the GMPF's updated discretions template. • Go through existing policy and add in the new discretions and proposed position for them and any changes to existing discretions. • Input from Directors of HR and Finance for decisions. • Paper taken to Corporate Leadership Team for sign-off. • Paper taken to Employment Committee for sign-off. • Creating intranet page with link to the policy and communicating to staff.
Working Well Passport	This is a document which can be used by staff to detail information about their individual needs and any support/adjustments that have been agreed by their manager. When an employee's manager changes they can share the passport with them.	<ul style="list-style-type: none"> • Research and benchmarking. • Drafting the passport and supporting guidance in collaboration with colleagues in the Organisational Development team. • Engagement and input from our staff groups and Trade Union colleagues to help shape it. • Sharing with the Corporate Leadership Team for sign-off. • Creating intranet page and communicating to staff.

HR Operations Team

People Workstream Area	Work Summary	Key Outcomes / Deliverables
HR 'One Front Door' Service Delivery Model	Modernise and Streamline access into the HR service	<ul style="list-style-type: none"> • Monitoring and review of the effectiveness / success of this new operating model. • Move of Schools HR Consultants into the wider HR Consultancy Team, alongside refresher schools HR training for all HR Consultants • Pro-active absence management activity. • Continue to discuss the data report requirements with GMSS.
Employee Relations	Providing professional employment law advice on a wide range of employment issues, for a wide range of customers.	<ul style="list-style-type: none"> • Responding to, and supporting Managers in addressing complex employment matters. • Co-ordination of service redesign and TUPE activity. • Effective risk assessment and progression of employment matters. • HR advice and support to Chair/Members at formal Hearings and Appeals. • Regular liaison with Trade Union colleagues to identify and resolve issues at an early stage. • Engagement / liaison with ACAS and the Employment Tribunal, as appropriate.
Development / Enhancements		<ul style="list-style-type: none"> • Support with the development of Manager Guidance and Policy. • Support in development of Manager training in specific HR matters, to give managers the skills and confidence to appropriately address employee relations activity. • Continuous improvement and review of internal HR processes to ensure clarity, efficiency and accuracy.

HR Operations Team

People Workstream Area	Work Summary	Key Outcomes / Deliverables
HR Service Level Agreements	HR SLA's for Sept 22 - Aug 23	<ul style="list-style-type: none"> • Exploring revisions for the 2022 /2023 SLA delivery and opportunities for joint SLA option with HR Consultancy and GMSS. • Development of SLA for CCG. • Exploration and exploitation of new business opportunities
Training	HR Updates	<ul style="list-style-type: none"> • Continuation of termly breakfast briefings for senior leaders in schools; sessions planned for March 2022 • Co-development and delivery of rolling programme of briefing sessions to Managers on key / core HR themes
Traded Services (Schools)	HR Service Delivery	<ul style="list-style-type: none"> • Review of all schools' policies ongoing; some have been consulted on and are now being published for those schools who purchase the HR SLA, others are currently being consulted on with TU's, and others are being reviewed/updated for consultation shortly. • Engagement with legal and recognised Trade Unions representatives to review terms of reference and attendance of JNC meetings and Schools Panel meetings.

HR Operations Team

People Workstream Area	Work Overview	Key Outcomes / Deliverables
HR Service Delivery: Large Redesign Projects	Children's Service Redesign	<ul style="list-style-type: none"> • Recruitment activity continues to fill remaining Phase 1 vacancies. • Engagement with external recruiters regarding bespoke Social Worker recruitment campaign. • Phase 2 Redesign programme underway, which focuses on two service areas: No Wrong Door (NWD) and Early Help. <ul style="list-style-type: none"> a) NWD underway, consultation with Trade Unions and staff commenced. Anticipated implementation date 1st April 22. Relatively small redesign, around 25 people in scope. b) Early Years in project planning phase, potentially involves a larger scope of people, approx. 85. Anticipated implementation date mid 2022.
	CCG TUPE-out to ICS	<ul style="list-style-type: none"> • Continued support to the CCG with the safe transfer of people into the Integrated Care System (ICS). • Original proposed Transfer Date of 01 April 2022 now extended to 01 July 2022. • Continued Trafford representation on the GM Human Resources Delivery Group which includes HR representatives from the 12 sender organisations. The purpose of the group is work collectively and collaboratively delivering the HR work plan to support the ICS safe transition and to support the establishment of the new ICS statutory body. • Currently on track in the delivery of the HR elements ICS Programme Plan and are working collaboratively with colleagues from MHCC to share resources, approach and best practice.

Trafford Resourcing Function

People Workstream Area	Work Overview	Key Outcomes / Deliverables
Resource Hub/BAU: Recruitment	To ensure continuity of recruitment activity across the Council, and traded services	<ul style="list-style-type: none"> • Identified the resource requirements post March 2022 which will continue to be funded via the COVID contain grant underspend and any ring-fence arrangements to ensure a fair & transparent recruitment process is in place. • Implemented the exit strategy to ensure the safe exit of the temporary COVID resources at the end of March 22. Staff will have the opportunity to apply for any vacancies. • Supported the delivery of the winter warmer packs to vulnerable adults on the 22, 23 and 24 December by recruiting over 150 volunteers from staff and residents. • Supported the recruitment of staff volunteers to work at Ascot over Christmas and New Year to help with visitors and provide admin support – 11 staff volunteered. • Supported the recruitment of staff volunteers to help with the delivery of Christmas meals to our vulnerable residents – 10 staff volunteered. • Launched a social media campaign to support the priority recruitment within our Provider Services in Adults and over 75 CVs have been sent in to recruitment. • Supported the recruitment of staff volunteers to help deliver the vaccination programme to 12 to 15 year olds in schools. • DBS Clearance project (new legislation) – over 200 retrospective basic DBS checks to undertake for staff who access financial systems.

Trafford Resourcing Function

People Workstream Area	Work Overview	Key Outcomes / Deliverables
Resource Hub/BAU: Recruitment	To ensure continuity of recruitment activity across the Council, and traded services	<ul style="list-style-type: none">• Supporting Adults to develop a recruitment & retention strategy.• Continuing to roll out our new Application Tracking System across the Council which will improve the overall recruitment experience for candidates and managers.• Implementation of the new agency contract (REED) and reviewing agency pay rates.• Continuing to support the Values Based Recruitment Training and recently rolled this out to members.• Revised vacancy management process in place to ensure all vacancies are filled internally whenever possible.• All the team have received training to update the content of Greater Jobs Trafford pages so there will be further improvements to promote why Trafford is a great place to work and there is a new revised application form which we can tailor and simplify, improvements to include video/blogs which will help promote vacancies that are more difficult to fill.• Supported OfSE with another recruitment event which took place in January.

Trafford Resourcing Function

People Workstream Area	Work Overview	Key Outcomes / Deliverables
Kick-Start	Supporting 16-24 gain meaningful high quality placements and job opportunities.	<ul style="list-style-type: none"> ▪ Cohort 1 has now graduated with 6 out of the 9 young people gaining ongoing employment within the council. ▪ Cohort 2 are coming to the end of there wrap around support and we are working with them on there next steps. ▪ Recruitment to cohort 3 has started and so far 9 young people have been recruited. We still have 10 vacancies to recruit to before the 1st March 2022. ▪ We attended a Kickstart DWP Jobs fair on Thursday 3rd February 2022 to recruit to the remaining placements. These placements will be required to be filled by the 31 March in line with the Kickstart/DWP requirements. 4 people expressed an interest but 1 had already secured a placement elsewhere however, the remaining 3 have been put forward for a placement: 1 in recruitment, 1 in provider services and 1 in schools. There is another job fair taking place week commencing 28 February to further promote the remaining vacancies.
Apprenticeships and Work Placements	Supporting and developing skills and opportunities to colleagues in Trafford.	<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 117 apprenticeship starts between 1 April 2021 and 31st March 2022. The target includes 61 new apprenticeship starts in our levy paying schools. This leaves a target of 56 across the council directorates. Since the 1st April we have had 43 new starts with 10 of these in schools. ▪ 2 Supported internship placements are ongoing within the library service. These are part of the United Response programme running for students from Loreto College. These are proving successful with managers reporting the students are becoming a valuable resource and students asking if they can work more hours.