

## **Item 5b HR Statistics and Workforce Matters**

STaR shared procurement service is a new and ground breaking initiative and its success will be dependent on the capability and competency of the team and their ability to support the three Councils to deliver both operational and strategic business objectives.

The majority of the staff have come from the three Councils, with six new starters who have been recruited externally. Several of the team members have been newly promoted and there is understandably a mix of cultural and operational behaviours and activities.

It is therefore recognised that a robust, comprehensive and fully inclusive training plan is established for the team as a whole, as well as personalised development programmes which focus on the individual.

The training plan is attached in appendix 1 and demonstrates our commitment to this process.

Appendix 2 lists the current HR Statistics relating to the service.

# Appendix 1 STaR Training Plan

For All Staff

		<b>Source</b>	<b>Date</b>
<b>Understanding Category Management &amp; its successful implementation</b>	<p>Developing necessary skills for successful category management</p> <p>Understanding category management challenges</p> <p>Tools and methods to analyse and mitigate risks in category strategy</p>	3 x quotations and bidder selected	January - February 2015
<b>Contract management approach to Procurement</b>	<p>Purchasing cycle and key stages of influence of Procurement Managers</p> <p>The role of Procurement in specification development with key stakeholders</p> <p>Understanding performance management and supplier management</p>	As above	January - February 2015
<p><b>Excel Spreadsheets</b></p> <p><b>Using / inputting data for key management reports for STaR</b></p> <p><b>Contract Register</b></p> <p><b>Savings Register</b></p> <p><b>Work Plan</b></p> <p><b>Time sheets</b></p>	<p>Basic and intermediate skills</p> <p>Data conventions / how the spreadsheets work / connectivity / what is required of you?</p>	Data Analyst	<p>November 2014 complete.</p> <p>Follow up training to be provided by end March</p>
<b>Improve commercial skills of team in terms of delivering savings</b>	Demonstrate to the team how Cat Mgt is used to deliver business objectives in other organisations	TBC	January 2015

	Training / examples of best practice in terms of savings	Senior Category Managers	December 2014 Complete
<b>Standard Documentation and work processes</b>	Standard processes and templates to be implemented and used going forwards	Senior Category Managers	December 2014  Complete
<b>KPIs</b>	How KPI requirement are embedded into standard processes	Team Meeting & Senior Category Managers	November 2014  Further work needed (Social Value)
<b>Legal Training to commence and ongoing programme of up skilling</b>	Governance processes and how they relate procurement  Contracting and T's & C's.  TUPE regulations including impact on LG Pension obligations  Data Protection  Ad hoc Case Law - explanation & relevance	STaR Legal Formal training & "lunch time" learning sessions	February 2015 onwards
<b>EU Procurement Directives</b>	Understand the legal framework for public procurements as amended 2014	Legal and Senior Category Managers	February 2015
<b>Risk, risk registers and risk mitigation</b>	Introduction to risk registers for STaR and project specific	Phase 1 delivered Audit & Risk	October 2014 complete Phase 2

	procurement activity	Manger Stockport Phase 2 Team meeting activity	February 2015
<b>The Transparency Code</b>	Understanding the implications of requirements, and what we need to do to ensure compliance.	Rob Anderson/Legal	November 2014 Complete, follow up required March 2015
<b>Social Value Act</b>	How this will be embedded in our processes and documentation	DoP/SCM's	January 2015 Complete
<b>Customer Services Training</b>		TBC	TBC
<b>Financial Training</b>		LA Finance Officers	TBC
<b>The Chest</b>		Commercial Enablement	TBC

### **Training Plan for Category Managers & Senior Category Managers**

		<b>Source</b>	<b>Date</b>
<b>Management Training</b>	Managing the Stretch and Strain of Change	Trafford Council North West via North West Employers Organisation	DoP, NM & GI completed Sept 2014.  NB & Cat Mgrs 2015
	Emotionally-Intelligent Leadership for Successful Change		
	Creating Meaningful dialogue		

### **Personalised Training Programme**

Self assessment questionnaire was issued to the team in November 2015

All managers to review and agree personalized training programme by end February 2015. Training Plan to be reviewed formally within 6 months

End

## Appendix 2 STaR HR Statistics

Starters/Leavers FTE & Headcount by Department (Apr 2014 – Nov 2014)				
	Starters		Leavers	
	Headcount	FTE	Headcount	FTE
STaR	4	4	0	0

Absence				
Days Lost/Trigger by Directorate 01/04/14 – 30/11/14				
	Average FTE Days Lost	Total FTE Days Sick	Long Term	Short Term
STaR	7.8	157.5	6.7	1.1

Short Term/Long Term & Absence by Reason			
Reason	Days Lost (headcount)	Short Term (headcount)	Long Term (headcount)
Gastrointestinal Problems (Abdominal Pain, Gastroenteritis, Vomiting, Diarrhoea)	43 (5)	20 (4)	23 (1)
Anxiety/Stress/Depression/ Other Psychiatric Illness	21 (1)		21 (1)
Headache, Migraine	46.5 (1)		46.5 (1)
Other Known Causes - Not Elsewhere Classified, E.g. Malaise, Poorly	44 (1)		44 (1)
Other Musculoskeletal Problems (Exclude Back Problems)	2 (1)	2 (1)	
Back Problems	1 (1)	1 (1)	

End