



HR Annual Review 2013/2014

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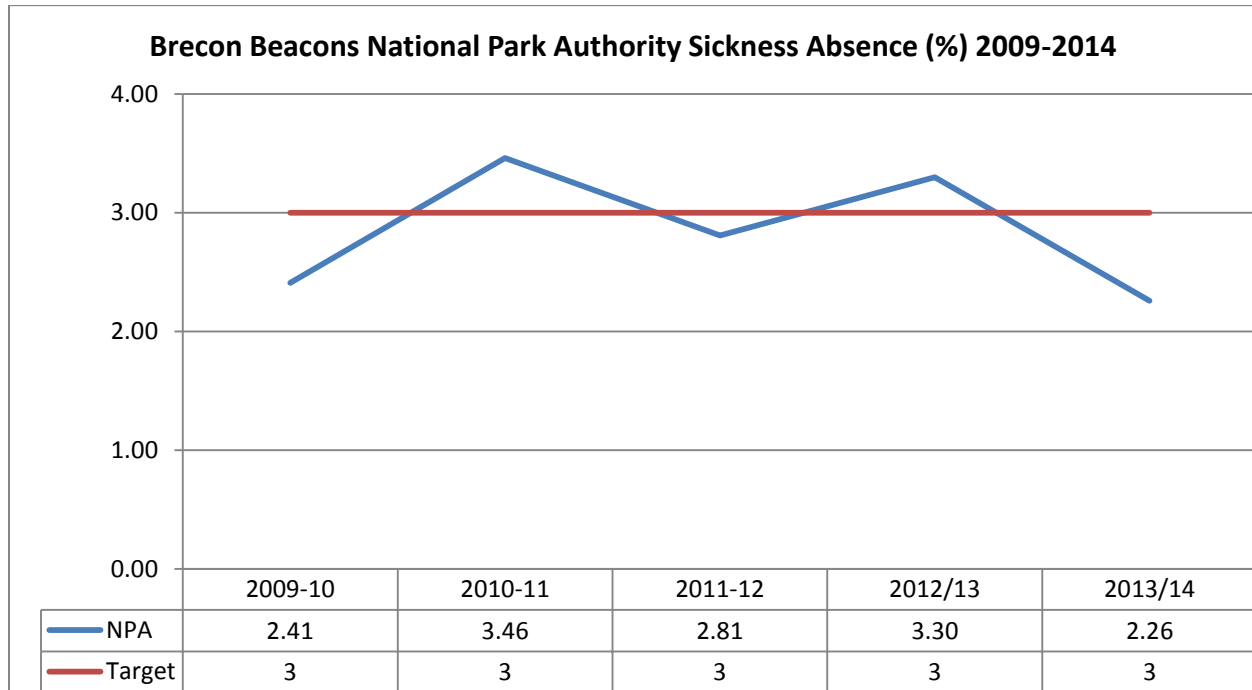
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1. Performance Trends:

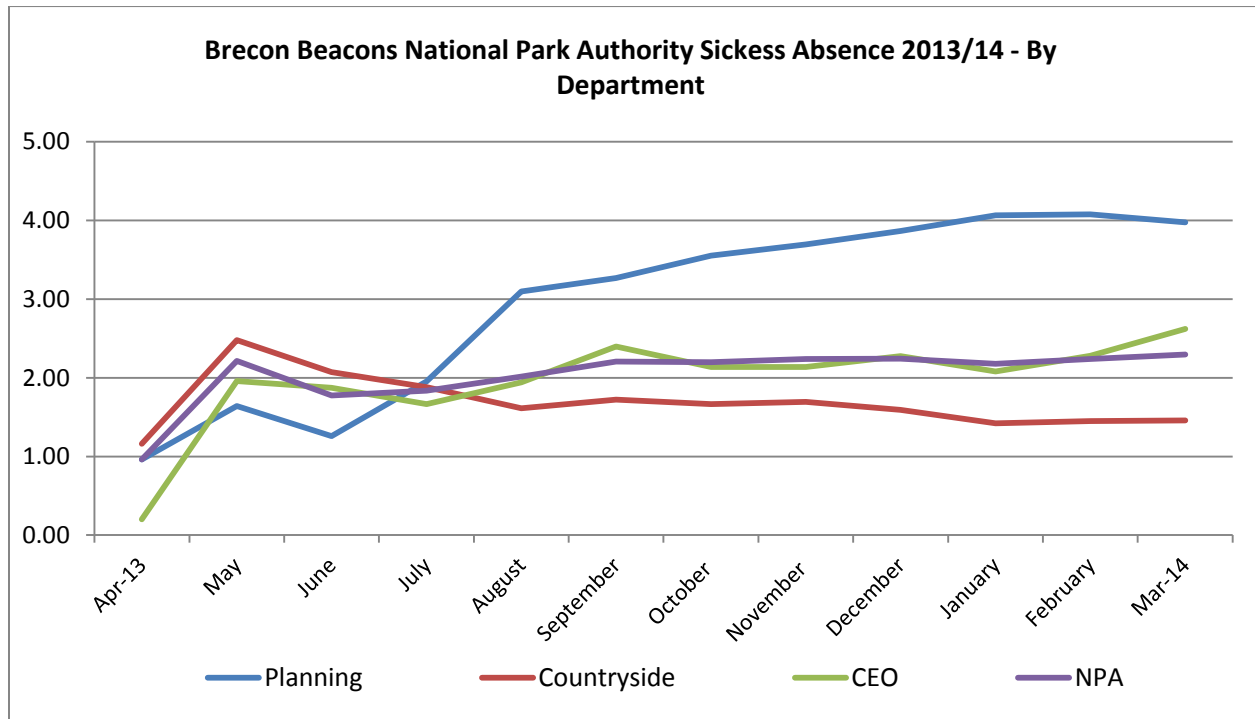
1.1 Sickness absence



The Authority saw a decrease in employee sickness absence during the period 2013-2014 from 3.3% to 2.26% with a decrease in the number of days lost through sickness absence falling from 968 days (2011/12) to 654 days - an average of 6 days lost per Full Time Equivalent.

National Park	Performance Indicator		
	% Turnover	No. of days lost per FTE through Sickness absence	% Sickness absence per FTE
Brecon Beacons	14.73%	6	2.26%
Snowdonia	9%	6.6	2.99%
Pembrokeshire Coast	5.2%	8.9	3.9%

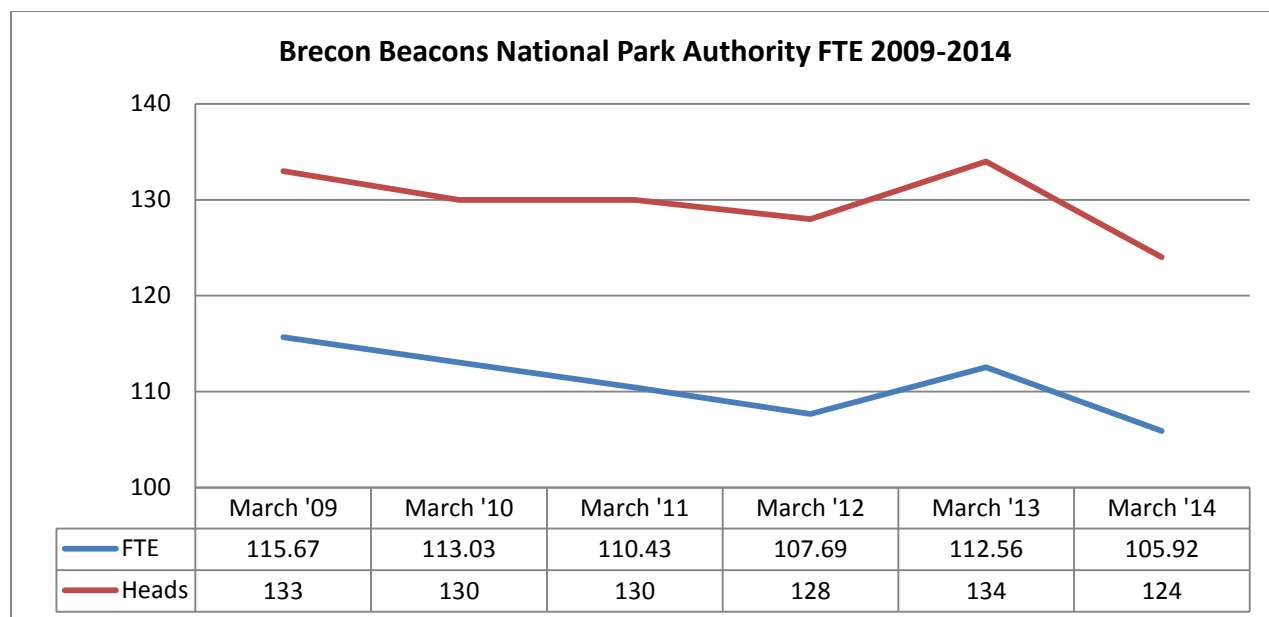
1.2 Sickness absence by Department



Overall each Directorate sickness absence rate has reduced from the 2012-13 figures. The Countryside Directorate maintains the lower levels of sickness absence with a total of 1.4% (2012-13 1.98%); Planning Directorate has experienced one case of long term absence which has had an impact on the overall figure of 3.98% (2012-13 – 5.89%) and the CEO Department’s absence figure reduced from 3.72% (2012-13) to 2.57%.

1.3 Headcount and Full Time Equivalent. (FTE)

During the last twelve months the Authority's FTE decreased by 5.89% from 112.56 to 105.92 and the numbers of staff employed at the Authority decreased by 7.46% from 134 to 124. This is in part attributable to a number of externally funded Fixed Term Contracts coming to an end and recent Voluntary and Compulsory redundancies across the Authority.



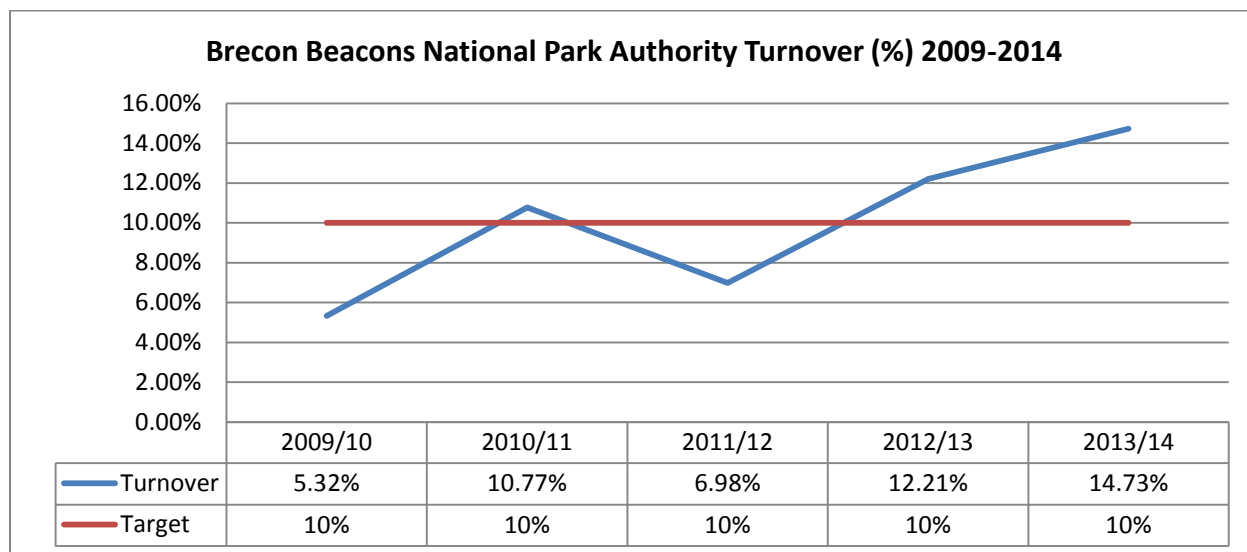
1.4 Headcount and Full Time Equivalent (FTE) by Department

The following table highlights the resourcing changes by Directorates 2013-14

Headcount changes 2013 - 2014 by Department						
Department	Heads			FTE		
	31/03/2013	31/03/2014	% change	31/03/2013	31/03/2014	% change
Planning	32	29	-9.37%	28.01	25.91	-7.49%
Countryside	76	72	-5.26%	61.59	59.21	-3.86%
CEO	26	23	-11.53%	22.95	20.8	-9.37%
NPA	134	124	-7.46%	112.55	105.92	-5.89%

1.5. Turnover

Turnover increased in 2013-14 from 12.21% (2012-13) to 14.73% with 5x employees resigning, 2x employees retiring, 5x end of fixed term contract, 2x leaver through ill health / other and 4x redundancies.



Turnover by Department						
	Planning		Countryside		CEO	
	2012-13	2013-14	2012-13	2013-14	2012-13	2013-14
Resigned	2	2	5	2	1	1
Retired	1	0	1	1	1	1
Fixed Term	1	2	2	2		1
Redundancy	0	1	1	2		1
Other	1	1				2
Total	5	6	9	7	2	6

1.6. Recruitment

	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013-14</u>
Internal Recruitment	0	3	14	5	1
External Recruitment	11	8	11	18	8
Countryside	5	1	12	10	4
Planning	4	3	11	9	3
CEO	2	4	2	4	2
Total	11	11	25	23	9

The average time taken to recruit an applicant from placing an advert to issuing a contract increased from 5.0 to 5.4 weeks i.e. 27 working days

2. Learning & Development Report

2.1 Summary

HR delivered a total of 583 (644 in 2012/13) training days, an average of 4.7 days (4.8 days in 2012/13) per employee with 129 (133 in 2012/13) different training events. The Learning and Development budget was £32,000 (£40,000 in 2012/13) an average of £258 per employee (£298 in 2012/13).

2.2 Professional Development

In 2012/13 the Authority supported two members of staff through their professional studies and delivered additional modules to support the ILM Level 5 Management Development Programme provided by the University of Glamorgan for Line Managers.

2.3 Health & Safety

Summary:

	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
Directing Safely	5			
Line Manager Awareness	18			
Health & Safety Awareness		76		
Fire Warden	12			
Manual Handling				16
Throw Rope / Water Safety Management	0	27		9
CAT Scanning				14
Automated External Defibrillator	2			6
First Aid	17	27	19	17
Minibus	9	3	1	14
4x4 training	5	5	11	
Tractor	5			
Trailer Training post 97		2		2
POETS		11		
Trailer maintenance			4	
All Terrain Vehicles	8			2
Dumper / Digger / Roller				14
Chain saw	0			14
Brushcutter		2		
Woodchipper		9		
Food Hygiene			7	2

Our HR Officer secured £5,587 additional funding support from Farming Connect towards Lantra approved courses.

2.4 Promoting Understanding

During the year the range of training designed to support the promotion of understanding and enjoyment included training courses in Woodlands Management, Child Protection training, John Muir award training and Tree Care and Protection Training

Our commitment to delivering our services through the medium of the Welsh language was sustained through our support of University of Aberystwyth Welsh language courses. We have supported 13 members' staff to learn Welsh both at HQ and at evening classes

The Authority supported the Society of National Park Staff events with 5 staff attending the study weekend in the Lake District National Park.

2.5 Social Inclusion / Equality training

The following Social Inclusion / Equality training events were provided during 2013/14

Course	No. of attendees
Social Inclusion workshop	14
Disability Awareness workshop	0
Deaf Awareness workshop	13

2.6 IT Training

The Authority completed a review of staff IT Training needs and as a result provided training in Access and 18 staff were trained in GIS (Geographical Information Systems) awareness.

3. Health & Safety update

3.1 Summary of Accidents / Incidents 2009-14

Who involved	Year	2009	2010	2011	2012	Total	
Staff		10	6	4	18	8	46
Volunteer		1		1		1	3
Children (on NPA activities)		2	5	10	7	7	31
Adults (on NPA activities)		1		1		2	4
Children (Non NPA activities)			1		1		2
Adults (Non NPA activities)		1		4	1		6
Total		15	12	20	27	18	74

Types of reports	Year	2009	2010	2011	2012	Total	
Minor Accidents		12	9	15	11	17	64
Reported Incidents		2	3	5	16	1	27
RIDDOR reported		1	1	0	0		2
							0
Total		15	13	20	27	18	75

Staff Related motor vehicle accidents	2010	2011	2012	2013	Total
No of incidents	15	8	5	12	40
Total					
Cost £	£ 5,563.00	£ 2,052.00	£ 1,414.00	£ 3,496.42	£ 12,525.42
					Average £
					£ 313.14

3.2 Training and development

3.2.1 Authority vehicles

We have provided a number of training events this year to ensure proficiency and refresher training for the range of vehicles operated by the Authority including minibus, ATV, and Plant training.

3.2.2 First Aid

During the year 17 staff and volunteers completed their First Aid refresher training and 6 staff completed their AED (Automated External Defibrillator) course.

3.3 Health & Wellbeing

Following its success in previous years, we continued to run annual health checks for employees supported by our Occupational Health Unit - Insync Corporate Health Care and organised all staff day out