

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

**PERSONNEL COMMITTEE**

**19<sup>TH</sup> FEBRUARY 2018**

**REPORT OF THE HEAD OF HUMAN RESOURCES – S.REES**

**Matter for Information**

**WARD(S) AFFECTED: All**

**Employee Portal**

**1. Purpose of Report**

The purpose of this report is to update Members in relation to a new ICT development which will assist the Council in communicating with all employees and improving workforce data, called the Employee Portal. A short demonstration of the Employee Portal will take place at Committee for Members information.

**2. Background information**

The initial development was commissioned by the HR Team and was a modest development in order to improve the data capture of accurate and up-to-date personal data, to include equalities information, welsh language information and other information on employees.

Once this development work commenced, it became evident that this could be further developed into an Employee Portal, a database, accessible by both service managers and employees which would enable them to record / update their own data.

The first phase of the development of the portal was to provide access for employees with intranet access, with the second phase being access for all employees of the Council via their personal smartphones, tablets PCs etc.

### **3. Employee Portal**

The key aims of the Employee Portal are:-

- To improve the way the Council communicates with all its employees by developing a new channel of communication. Employees will be encouraged to visit the portal by placing Payslip and P60 information there (and other relevant features) in order to incentivise them to keep their information up-to-date.
- To allow employees (in agreement with their manager) to see a summary of their leave taken, a team leave calendar and to request leave using the portal.
- To provide managers with a Manager Dashboard, containing tools to support them in the management of staff, and through which they will encourage employees to keep information up-to-date. This will include Workforce Planning Information, Job description and person specifications, the part-time annual leave calculator, flexi spreadsheets, etc. which is currently under development.
- To provide employees with relevant information in relation to their employment all in one place and if they do not have intranet access at work, they will be able to access this information from home or their mobile device. Employees will be required to update their details on a regular basis and when things change.

### **4. Focus Groups**

In order to prioritise development work, focus groups were held during the summer of 2017, facilitated by the HR and ICT Teams. Around 60 employees, from across the Council attended to ensure that what was being developed was user friendly and relevant to all our employees. The focus groups were extremely positive as all attendees were interested and engaged. From each of the focus groups, employees came up with ideas for improvements and new ideas to be taken forward.

### **5. Current Position**

The employee portal was officially launched to employees with intranet access during week commencing 21<sup>st</sup> August 2017. An article appeared In the Loop on Thursday 31<sup>st</sup> August. Since this date, 2,500 employees

with intranet access have registered, which represents the majority of office based staff.

In order to ensure the security of the portal, a full penetration test has been carried out by an external company. Once suggested amendments have been made, the Employee Portal will be ready to be launched to all employees of the Council to access remotely.

## **6. Consultation**

There is no requirement under the Constitution for external consultation on this item.

## **7. Financial Impact**

There is no financial impact associated with this report

## **8. Equality Impact Assessment**

There are no equality impacts associated with this report.

## **9. Workforce Impacts**

This development will have a positive impact on the workforce as it will improve the way the Council communicates with all employees, particularly those who are front line employees and not office based.

## **10. Recommendation**

It is RECOMMENDED that Members NOTE the information provided in relation to the Employee Portal.

## **FOR INFORMATION**

## **11. Officer contact**

Sheenagh Rees, Head of Human Resources, Email: [s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk) or tel. 01639 763315

Diane Hopkins, Principal HR Manager, Email – [d.b.hopkins@npt.gov.uk](mailto:d.b.hopkins@npt.gov.uk) or tel. 01639 763012

## **12. Appendices**

None

## **13. List of Background Papers**

None