

On-Call Conversion Project

Monthly Converting Station Progress Report



Project Title	On-Call Conversion Project
Station Name	32 South Woodham Ferrers
Station Manager	<i>Dan Wastell</i>
Project Manager	Laura Taylor
Project Executive	Moira Bruin
Reporting Period	January 2022

Activity This Period

Day-crew employee engagement activity	The DC staff are engaged formally on a bi-monthly basis by the Project team. Additionally there are regular discussions between SM and DC staff in relation to station conversion. Initial conversations are now being had around the retention of wholetime support posts for the station post conversion. Letters have been sent to current DC staff to confirm if they are interested. SM is regularly liaising with all parties to ensure that queries are answered where possible.
On-Call employee engagement activity	The on-call staff appear to be getting on reasonably well with generally good morale observed. Development shifts are being offered to all that can partake, and this has led to an up-turn in TASK/PdrPro related learning. Bi-monthly engagement meetings are regularly held between project team and staff (the last one was 17 th January), which have been reported to be productive.
On-Call conversion / recruitment activity	The station has begun another recruitment drive. This had been delayed due to the on-going political issues associated with the station conversion. Now that the public meeting has occurred, it is now considered that this is the time to look to get recruitment back on track for the station. A meeting has been organised to look at the best approach to recruitment in the town. Advertisement will likely be conducted via a leaflet drop, social media avenues and via combined community safety/targeted recruitment sessions being held in the local area. This has all now been confirmed, with four station drop in sessions now arranged for the next 3/4 months. The second of these sessions was recently conducted, with two potential applicants attending the station.



Workforce Progress Report

FTE	Headcount	# Employees on the run	# off the run (long-term absence, sabbatical, etc).	# OICs	#BA FF	#FF (non-BA)	# FF Drivers	# OIC Drivers
6	7	6	1 (development plans in place)	0	3	4	1	0

ASW Used this Period	ASW Total Cost	Availability of the Appliance this Period (%)
		94% January to date

	Phase 1	Phase 2	Phase 3
Employee Progress Status	4	2	1

# Applications in Athena	# Progressed Applications	# Passed Pre-Fit	# Confirmed for next OC new recruit squad
5	3	0	0

Issues / Risks	<p>The DC establishment has reduced to 6. The CM & FF (driver) positions have unfortunately still not been filled. This will likely be readvertised, although the SM has had several conversations will potentially interested parties and will chase this accordingly.</p> <p>All remaining DC staff have been offered and accepted an extension through to 31/07/22.</p> <p>The current ridership situation (around DC staff) means that the stations availability has been inconsistent. This is predominantly due to DC staff being sent out as opposed to bringing outduties in order to keep the appliance on the run, as well as COVID related issues.</p>
Key Decisions	
Additional Information	<p>Of the six DC staff who were wrote to in relation to an expression of interest post conversion, all have now replied, with all but one stating that they would like to move to their base posts from July 31st. Whilst somewhat surprising, this now allows time for measures to be taken in appointing embedded staff to take up the positions in time for conversion. It is anticipated that this process will begin shortly.</p>