

Renfrewshire Valuation Joint Board (VJB) improves staff morale, productivity and security with HFX's Imperago

Flexible working legislation and government security requirements for staff working on electoral rolls and Council tax supported with solutions by HFX



Renfrewshire Valuation Joint Board (VJB) was established by the Valuation Joint Boards (Scotland) Order 1995 to carry out the statutory valuation functions in respect of Non-Domestic Rating and Council Tax Banding for properties within the constituent councils; Renfrewshire, East Renfrewshire and Inverclyde. Formally established on 1 April 1996, it was also given the responsibility of carrying out Electoral Registration on behalf of the three constituent authorities. The Board members consist of Councillors representing Renfrewshire, East Renfrewshire and Inverclyde Councils.



IMPROVING STAFF WORK:LIFE BALANCE

“Being able to offer flexible working practices is extremely motivating for our staff - it fosters a trusted way of working that enables the members of staff to have an improved work:life balance and, through that, greater job-satisfaction.”

*Joe Gallacher, Senior Admin Officer
at Renfrewshire Valuation Joint Board*

EMBRACING MODERN WAYS OF WORKING

Renfrewshire VJB relies upon the efficiency of its staff to provide the many necessary services to the members of the public. It has long been a supporter of flexible working for its employees and invested in an employee time management system from hfx to manage working hours, access control, security, holidays and absence.

Current government legislation states that every employee now has the right to request flexible working - having flexible start & finish times or working from home.

Renfrewshire VJB's working policies and adoption of HFX Imperago successfully demonstrate how this can be put into practice for the benefit of both employer and employee.



“The HFX Imperago system gives us a fantastic management tool for security and for flexible working - it has enabled us to implement the new working rules seamlessly, is easy for staff to use and has given us the opportunity to retain experienced staff with the new working policies.”

Alasdair MacTaggart, Assessor at Renfrewshire Valuation Joint Board

IMPROVED REPORTING & VISIBILITY OF DATA FOR MANAGERS

The integration of the system for time & attendance, access control and staff shift patterns provides the management team with valuable reports, from departmental overviews to individual activity.

It enables them to practice more modern and flexible ways of working, supporting a more diverse workforce and to plan for busy working periods and quieter times, while being flexible enough to meet each employee's personal requests. The HR team are able to monitor breaks away from the PC and office, poor timekeeping or possible misuse of the flexible hours policy.

Staff can build up 'flexi' hours for an additional day's leave a month - all captured through the system's core time keeping facility in a transparent and fair way that can be approved by managers. Renfrewshire VJB has introduced a flexible retirement option, where staff can work on a part time shift pattern (e.g. 5 working days over 10 working days), administered using the hfx system.



Improved access and data security

The integrated nature of HFX Imperago supports the needs of today's organisations to manage data access and security. For Renfrewshire VJB, this is particularly important, since much of the data that the staff handle relates to 'personal identity', with a street value if stolen.

Renfrewshire VJB uses the staff entry card to control access to the building, to meet the organisation's Public Sector Network (PSN) requirements to monitor access to secure areas and data. The cards, which will incorporate photo ID, are required to be worn on display at all times. The card is used for security ID, access and is required to be worn on display at all times.

Access to different rooms is managed centrally and by card only. A clear desk policy is operated with all work files locked away in a secure room with swipe card access that is logged. This ensures that the data is secure & that staff are protected for lone working and from suspicion of theft or malpractice.

"There are significant security benefits in knowing who is where. Requirements highlighted by a PSN audit have shown us where we need to take control of physical and IT security. With hfx we have now merged this with our working practices & developed a model that can be adopted anywhere that needs to manage a high security environment."



LOVED BY STAFF

"HFX Imperago has been welcomed by staff as it provides a totally transparent way to record working time, including business absence. It enables us to correlate and calculate working hours, meal allowances & travel claims easily and promptly, and we can see at a glance who is in the office."

*Joe Gallacher, Senior Admin Officer
at Renfrewshire Valuation Joint Board*

ABOUT HFX

The HFX group is one of the UK's leading developers of Cloud SaaS workforce solutions that provide over 800 organisations of all sizes and sectors including Central and Local Government, construction, retail, recruitment and manufacturing with the tools they need to control labour costs, increase their efficiency and minimise compliance risk in today's business environment.

The full solution includes - Time & Attendance, Flexitime, Rostering, Access Control, Visitor Registration, Job & Task Booking, Workforce Optimisation, Operational HR, Forecasting & Budgeting and integrates seamlessly with all major HR and payroll systems.



To find out more about HFX please call **03333 447872**
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