



## Day Aggregates takes HR administration to the next level



A distributed UK business counts on Civica HR to streamline HR processes and support its migration to digital working.

### Keeping pace with growth

Day Aggregates is one of the UK's largest independent aggregate marketing companies with annual sales of more than 4 million tonnes. It supplies big construction projects, such as Crossrail and Heathrow Airport Terminal 5; and is a supply chain partner to major construction companies including BAM Nuttall, Balfour Beatty and Travis Perkins.

The company operates 17 sites and employs more than 420 people — a workforce that increased by 20% over two years. Expanding needs led to the replacement of its previous HR administration system with Civica HR.

“Our business had moved on and the demands were far greater than our off-the-shelf HR system could handle,” says Helen Morrell, HR Manager at Day Aggregates. “Civica’s core system does so much, and offers recruitment, training and development modules.”

“The Civica HR solution is really easy to navigate, with menu systems that make it straightforward for our site managers to use. They can easily see relevant and up-to-date information for everyone working at their yards.”

Helen Morrell, HR Manager at Day Aggregates

### Outcomes

- ▶ Streamlined HR administration for a growing workforce with a wide-ranging HR solution
- ▶ Efficiency improvements for the HR team with a single set of consolidated personnel records
- ▶ Easier access to HR information for managers and employees across a distributed network of sites
- ▶ Accurate maintenance of training and development records in line with audit and compliance requirements
- ▶ Support for organisation-wide strategy to migrate to digital working.

Easier access to information



Efficiency gains



Simplified compliance



The Civica HR solution simplifies access to up-to-date information for managers and employees across a network of sites, and underpins accurate record-keeping for compliance with policies and standards.



### Simplifying access to information

A key business driver for choosing the Civica solution was to give managers at all sites access to HR data for their teams, including absence, training and development, and appraisal information.

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### Demonstrating compliance

The nature of Day Aggregates' business means it must comply with a raft of policies, standards and regulations, especially relating to training. The Civica HR solution helps HR to ensure employees receive the right training when they need it, and simplifies accurate record-keeping.

For example, drivers must complete 35 hours of training every five years to maintain their Certificate of Professional Competency (CPC). Using the Civica solution, the HR team can create links between a driver's licence, profile and CPC training.

"It makes it really easy to record and report on the details, which were previously held on different spreadsheets, and were difficult to manage and collate," says Morrell. "Now I can easily get a report that tells me instantly where we are and where training is required."

Day Aggregates can also show records of the training received by operators of heavy plant machinery, such as excavators. "We can prove to the auditors for our annual ISO 9001 inspection that we're keeping up to date on training and competencies to meet quality and health and safety standards," says Morrell.

### Migrating to efficient digital working

Day Aggregates is working hard to reduce its reliance on paper throughout the organisation. The Civica solution is helping the HR team to deliver on that strategy. "It's a natural progression that delivers benefits to managers, employees and HR alike," says Morrell. "Although a lot of employees don't sit at a terminal during their working day, they can access systems on tablets and smartphones, so can easily access and view documents online."

As well as replacing paper holiday and absence forms with Civica HR processes, the company is using the system to manage policies such as health and safety, and drugs and alcohol. Instead of asking new employees to sign a paper record confirming their adherence to those policies, the details are administered online, with short survey tests to register understanding.

Recording individual results also supports demonstration of compliance with relevant standards; and presents a stronger case that employees are aware of requirements, and receive training when needed.

The HR team also intends to integrate the Civica HR e-recruitment module with its website, to streamline capture of applicants' details and CVs and enable automatic transfer of successful candidates' details to the HR system. "The recruitment module will save us a huge amount of time. We'll be able access the personnel data which means we won't have to duplicate effort," says Morrell, continuing:

"Using Civica means we have only one set of information, with no local records. It makes life so much easier, knowing that our data is accurate and up to date."

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17 sites sharing accurate recruitment, HR and training information

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