



## HR Quarterly Performance Report: June 2013

People statistics 1/4/2013 - 31/3/2014

At 30 June 2013:

Current Headcount	347	Number of Leavers	7
Number of Starters	6	Vacant Number of FTE posts (funded hours expressed as FTE):	30.31
Current Turnover	2.02%	Average number of short term sickness days per FTE staff in post:	0.43 days
Common reason for leaving	Retirement and personal reasons.	PDRS completed to date:	94.3%

Following the last quarter, we reported that 180 PDRs had been completed, this has now increased to 263, an increase of 46%. The missing numbers in directorates are accounted as follows;

Customer and Community Services – 1 PDR outstanding related to partnership working.

Finance and Support Services - 8 PDRs outstanding due to some transition of staff : reviews are now booked in.

Neighbourhood Services – 7 PDRS outstanding :PDR's are now booked in, and are being monitored.

Objectives have been agreed with 273 staff: 16 objectives are outstanding. The reasons are 2 are disputed: a few staff have been absent :some staff are in transition. The missing objectives in directorates are accounted as follows;

Customer and Community Services – 1 objective setting outstanding

Finance and Support Services - 11 objectives setting outstanding

Neighbourhood Services – 4 objectives setting outstanding

These are now booked into diaries, and are being monitored.

HR are continually supporting the Heads of Service and Directors to ensure the rest of the PDR's are completed.

The following actions support the People Strategy 2009-2013

### **Shared Support Services Programme**

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Proposals on shared support services were made to CMT/SMB in December 2012 to proceed with formal shared services with SBC for ICT, Design, Print and Business Improvement services in 2013. The consultation process commenced on the 14 May 2013 with staff and Unison and closed on the 14 June 2013.

<b>Activity</b>		<b>When</b>
Consultation with unions from EH and SBC, and regional	UNISON and management	14/5/2013
Meeting with Directors of Internal resources from E Herts and SBC, HR and UNISON.  All staff have confirmed that they attended and were consulted in the meeting.	EH Employees	14/5/2013
Subsequent meeting between HR and one service support officer who did not attend the meeting	Orphaned service	15/5/2013
Informal unison meeting with HR at East Herts	EH HR and Unison	20/5/2013
1-1s with all staff and HR and management at East Herts	EH employees	
Informal drop ins 5/6 2.30- 3.30 12/6 2-3.00 17/6 – 12am – 4pm	EHC employees with managers and HR	June 2013
Meeting with Print and Graphic team	EH employees and managers	12/6/2013
Feedback from consultation and a further opportunity to raise issues with unions from EH and SBC, and regional. Date offered was 12 <sup>th</sup> , but regional not available. Offered 13 <sup>th</sup> at 11.30, regional not available.	EH and SBC management team HR and unions	13/ 6/2013

### **Key issues raised**

Staff were pleased to have the opportunity to raise concerns: many of those were helpful suggestions which will inform the development of shared services.

The business case will be amended to include some of these suggestions. An induction plan is being developed which will be shared with staff.

The business plan will go to Executive in July 2013. The proposed transfer date is the 1<sup>st</sup> August 2013.

### **Monitor Absence Levels**

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Short term absence is currently at 0.43 days lost per FTE. Last year it was 0.79 days. This shows a reduction of 0.36 days per FTE.

Long term absence is currently at 1.30 days lost per FTE. Last year it was 1.17 days. This shows an increase of 0.13 days per FTE.

The total absence lost last year was 6.19 days per FTE, we project that over the following year it will be 6 days per FTE.

### **Management Actions to mitigate increased pressures (Medium Term Financial Plan)**

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HR is continuing to support a number of service changes including restructures, transfers and shared service programmes. These include:

- Community Health and Safety Services

### **Resourcing/Reward**

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The Council has an interim 6 month contract with an external supplier for temporary recruitment. All permanent recruitment is being managed, at the moment, internally by line managers with some support from HR. As advertising is not centralised, we are not able to report on costs at this point in time.

### **Payroll**

The transfer of the East Herts Payroll & Human Resources system went live on 1 April. At present we are continuing to work on the new system.

### **Learning and Development**

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The Corporate Training for 2013/14 was agreed in March 2013. Courses are currently been planned for the forthcoming year and further E Learning training is in development.

As part of the Corporate Training Plan 2013/14 the following courses have being held in April and May:

- Corporate Induction – 10 attended
- Recruitment Training – 18 attended
- Trainer Development - 7 attended

## **Policies**

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The following policy is currently being reviewed :

- Grievance Policy

## **HR Strategy**

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Work on revising the HR strategy will commence in August 2013.

## **Disability two ticks**

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The council's Disability "Two Ticks" accreditation is reviewed by JobCentre Plus every year and in May the Council passed the 2013 assessment. The assessor praised the way the council embraces the ethos of the five commitments it entails.

### *The symbol*

The symbol is given by JobCentre Plus to employers who have agreed to take action to meet five commitments regarding the employment, retention, training and career development of disabled employees.

The five commitments:

- To interview all disabled applicants who meet the minimum (essential) criteria for a job vacancy
- To have a mechanism in place to discuss, at any time, but at least once a year, with disabled employees what can be done to make sure they can develop and use their abilities
- To make every effort when employees become disabled to make sure they stay in employment
- To take action to ensure that all employees develop the appropriate level of disability awareness to make these commitments work
- To annually review the five commitments.