



HR Quarterly Performance Report: September 2013

People statistics 1/4/2013 - 31/3/2014 as at 30 September 2013

Current Headcount	361	Number of Leavers	34
Number of Starters	22	Vacant Number of FTE posts (funded hours expressed as FTE):	50.01
Current Turnover	9.14%	Average number of short term sickness days per FTE staff in post: (August)	0.39 days
Common reason for leaving	16 left to be part of ICT print and design shared services. 6 chose to retire. 8 left due to personal and career reasons. 1 leaver took severance, 1 leaver was dismissed and 2 left due to end of contract.		

Shared Support Services Programme

Since the last quarterly report the shared service for ICT print and design started on August 1 as planned.

Monitor Absence Levels

Short term absence is currently at 0.39 days lost per FTE. Last year it was 0.34 days. This shows an increase of 0.05 days per FTE.

Long term absence is currently at 0.62 days lost per FTE. Last year it was 1.22 days. This shows a reduction of 0.6 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.

Performance

Managers are reviewing progress against PDRs: the next quarterly report will include numbers reviewed and targets met.

Recruitment

In the last quarter, East Herts have advertised 31 posts- a mixture of both internal and external vacancies.

Learning and Development

As part of the Corporate Training Plan 2013/14 the following training opportunities have been delivered in June, July and August, a total of 64 places:

- Time Management - 4 attended
- Political Sensitivity – 7 attended
- Managing Customer Services - 4 attended
- Wealden Report Training – 4 attended
- Project Management - 5 attended
- Pensions Pre-Retirement Briefing – 23 attended
- PDR Training – 8 attended
- HAY Training – 9 attended

Policies

The grievance policy was revised. All policies were reviewed and prioritised in the policy development plan. The next policy to take forward is absence.

HRIS

The implementation of the HR information system, which is shared with Stevenage Borough Council, is continuing. The first priority will be to provide greater detail in absence reporting.

Pay Award

The increase in the Outer Fringe allowance which was agreed nationally from £555 to £561 was implemented in August 2013. The national pay award of 1%

Essential Reference Paper “B”

was agreed in July: this means that the local award for those employees whose performance is satisfactory and who are eligible after completing three years service, has now been reduced to 4% in line with East Herts terms and conditions.

Wellbeing Day

A wellbeing day to promote an active and healthy working lifestyle has been arranged for 17th October 2013.

Staff Handbook

Staff handbook has been updated to take account of new policies: it is now more concise and user friendly. It is currently being reformatted to improve the presentation. Updates include:

A welcome from the Chief Executive

Update to legislation changes and policy updates

Information on Recruitment, Disclosure and Barring, Social Media and Fire Safety

Copies of the staff handbook will be circulated to members of the Human Resources committee once this is completed.

HR Strategy

Work on revising the HR strategy has commenced.