

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE – 16 APRIL 2014

REPORT BY HEAD OF PEOPLE AND PROPERTY SERVICES

HUMAN RESOURCES PERFORMANCE INDICATORS AND TARGETS

WARD(S) AFFECTED:      NONE

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**Purpose/Summary of Report**

- To review and agree the proposed Human Resources Performance Indicators (PIs) and targets for 2014/2015

**RECOMMENDATIONS FOR HR COMMITTEE:**

**That:**

(A)	the proposed annual Human Resources and Performance Indicator targets for 2014/2015 be approved.

1.0      Background

The Human Resources (HR) Performance Indicators (PI)s are monitored monthly between Directors Management Team (DMT) Health Check and Covalent.

The annual targets for the following PIs will need to be agreed;

- EHPI 12a – Number of short-term sickness absence days per FTE staff in post
- EHPI 12b - Number of long-term sickness absence days per FTE staff in post
- EHPI 12c – Total number of sickness absence days per FTE staff in post
- Ill Health Retirements

- 1.1 The annual Sickness Absence Report 2013/14 will be sent to the HR Committee in July 2014.
- 1.2 The Absence Management Policy is currently being reviewed and will progress to Local Joint Panel in June 2014 and HR Committee in July 2014.

2.0 Trend Performance

2.1 Short-term sickness absence days per FTE staff in post

Year	Target	Actual
2013/2014 (as at 28 Feb 14)	5 days	4.10 days
2012/2013	5 days	4.50 days
2011/2012	5 days	3.69 days

It is proposed that the target remains at 5 days FTE for short-term absence. Short-term absence is at a managed level currently. The Councils Absence Management process should continue to be followed and used by the management teams of East Herts Council. It is therefore also recommended that the Council continues to promote the support available to employees concerning stress and personal resilience.

2.2 Long-term sickness absence days per FTE staff in post

Year	Target	Actual
2013/2014 (as at 28 Feb 14)	2.5 days	1.20 days
2012/2013	2.5 days	1.70 days
2011/2012	2.5 days	1.81 days

It is proposed that target is lowered to 2 days per FTE to reflect the fact that has been a decrease in long-term sickness and for the last three years the Council has been under its target for long-

term sickness.

## 2.3 Total Number of sickness absence days per FTE staff in post

Year	Target	Actual
2013/2014 (as at 28 Feb 14)	7.5 days	5.30 days
2012/2013	7.5 days	6.20 days
2011/2012	7.5 days	5.50 days

The average total number of day's sickness absence in 2013 within local government was 9.0 days according to the CIPD Annual Survey 2013.

It is proposed that the target for total sickness days changes to 7.0 days for 2014/15 due to the reduction in long term sickness. The focus continues to remain on reducing absence but equally in managing it effectively.

## 2.4 Recommended targets for 2014/15

	Target
Short term sickness absence	5.0 days
Long term sickness absence	2.0 days
Total No of sickness absence	7.0 days

## 2.5 Ill Health Retirements

Since April 2011 to date. There have been 2 ill health retirements from the Council.

## 3.0 Implications/Consultations

### 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None

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