

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE - 18 JANUARY 2017

REPORT BY THE HEAD OF HUMAN RESOURCES AND
ORGANISATIONAL DEVELOPMENT

HUMAN RESOURCES MANAGEMENT STATISTICS: OCTOBER -
DECEMBER 2016

WARD(S) AFFECTED: *None*

Purpose/Summary of Report

Members are invited to consider the Human Resources (HR)
Management Statistics for QTR 3: 1 October 2016 – 14 December 2016

<u>RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE</u>
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That:

(A)	the Human Resources Management Statistics for October to December 2016 be approved
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1.0 Background

1.1 This report outlines the current performance against the annual
HR targets as approved by the HR Committee.

2.0 Report

2.1 Establishment

2.1.1 The number of funded posts as at 14 December 2016 is 400. The
total headcount is 357. The number of vacant posts is therefore
43 posts.

2.1.2 The established FTE as at 14 December is 342.07. The current
FTE is 310.04. The number of vacant funded hours (expressed
as FTE posts) is therefore 32.03.

2.2 Turnover

- 2.2.1 The turnover rates for the period 1 October – 14 December 2016 are based on the average headcount for this period (355).
- 2.2.2 The current turnover rate for the council is 10.4%; this equates to 37 leavers for the period 1 April to 14 December 2016. The projected turnover for 2016/17 is 13.9% which is above the target of 10%.
- 2.2.3 The current voluntary leaver's rate is 8.45%; this equates to 30 voluntary leavers for the period 1 April to 14 December 2016. The projected voluntary turnover for 2016/17 is 11.3% which is above the target of 7%. During the period 1 April – 14 December 2016, 4 voluntary leavers left due to retirement, 6 due to a change in career, 2 to achieve promotion, 2 due to personal reasons, 2 to relocate, 1 to undertake study, 5 due to 'other', 2 due to family reasons and 6 took voluntary redundancy.
- 2.2.4 Voluntary leavers came from various services: 5 were from Revenues and Benefits, 5 from Planning and Building Control, 4 from Legal and Democratic Services, 1 from Corporate Support, 4 from Health and Housing, 6 from Communications, Strategy and Policy, 1 from Strategic Finance and Property, 1 from Operations and 3 were former Heads of Service.
- 2.2.5 Of the 7 involuntary leavers, 6 left due to redundancy and 1 due to 'other'. This does not include Building Control staff who TUPE'd out in August 2016.
- 2.2.6 The council continues to encourage internal movement within the organisation to fill vacancies. To date, thirty four (34) vacancies have been advertised. Nine (9) posts were advertised internally only, three (3) posts externally only and twenty three (22) posts were advertised internally and externally. The posts advertised include permanent and temporary roles.
- 2.2.7 Of the thirty four (34) advertised roles, five (5) internal appointments and twenty five (25) external appointments have been made. Recruitment is still on going for four (4) of the vacancies.

2.3 Sickness Absence

- 2.3.1 Sickness Absence is divided into short and long-term sickness. Long term sickness absence is consecutive sickness absence for 28 days plus.

- 2.3.2 The following outturns are for the period 1 October – 30 November 2016. Data for the month of December was not available at the time of writing this report.
- 2.3.3 The average short-term sickness absence per FTE is currently 2.0 days overall. At the current rate the projected short-term sickness for the year is 3.0 days which is below the target of 4.5 days.
- 2.3.4 The average long-term sickness absence per FTE is currently 1.8 days overall. There were two employees on long term sick absence between 1 October and 30 November 2016. One employee remains off sick and is being supported by managers and HR. The other is back at work. At the current rate the projected long-term sickness for the year is 2.7 days which is above the target of 2 days.
- 2.3.5 The total sickness absence per FTE is currently 3.9 days. At the current rate, the projected total sickness absence for the year is 5.8 days which is below the target of 6.5 days.

2.4 Work-related accidents

- 2.4.1 Work related accidents are reported at the Safety Committee and include inputs from the council's trade and domestic refuse and grounds maintenance contractors if accidents occur at Buntingford Service Centre only.
- 2.4.2 The report now includes statistics from the swimming pools from the leisure services contractor, Sport and Leisure Management.
- 2.4.3 Reportable accidents are those where the council has a statutory duty under Reporting of Injuries, Diseases and Dangerous Occurrence Regulation's 2013 (RIDDOR) to inform the Health and Safety Executive (HSE).
- 2.4.4 During the period 1 October – 30 November 2016 there were no reportable accidents.
- 2.4.5 Non reportable accidents are those that do not fall under the category above and are used to identify trends to prevent more serious accidents / incidents e.g. slips, trips, minor cuts etc.
- 2.4.6 During the period 1 October – 30 November 2016, there were 4 non reportable accidents involving employees.

2.5 Learning and Development

- 2.5.1 From 1 October to 14 December 2016 there were 14 new starters

to the council (this figure does not include internal changes and transfers). All new starters attended the corporate inductions held on 8 November and 15 December 2016. The target for attendance at Corporate Induction is 100%.

2.5.2 The Learning and Development programme for 2016/17 was approved by the HR Committee in July 2016. Events/courses held between 1 April – 14 December 2016 are as follows:

Event/Course	No of participants	Type/number of sessions held
Business Objects	8	2
First Aid at Work	11	6
Recruitment & Interview Skills	2	1
Action on Hearing Loss	9	1
Outplacement Support	4	1
Mental Health Awareness	2	1
Project Management	6	1
Business Objects	9	1
Emergency Planning	7	1
WRAP	127	6
Corporate Induction	27	3
Lone Worker	3	1
Bite Size Training (on new Absence Policy, new PDR process & updates on L&D and H&S)	97	11
Leadership Team RIPA Training and RIPA authorisation	13	1
Dementia Friends	12	2
Local Authority Challenge	7	1
Fire Marshal	39	6
Procurement	16	1
RIPA/PACE	9	1
Business Writing Training	10	1
Contract and relationship management programme	11	1
Evacuation Chair	9	1
TOTAL	438	51

2.6 Performance Management

2.6.1 It was agreed at HR Committee in July 2016 that for the 2016/17

Performance Development Review (PDR) year all services (including Revenues and Benefits) will have one annual PDR review between January and March with regular one to ones throughout the year. A report on PDR completion will be available at the next HR Committee in April 2017.

2.7 Equalities Monitoring Indicators

- 2.7.1 The equalities monitoring data reported is based on a snapshot of employees (excluding casuals) as at 14 December 2016.
- 2.7.2 The Leadership Team statistics quoted refer to the Chief Executive, Directors and Heads of Service.
- 2.7.3 The current percentage of employees with a disability is 3.4%, which is the same as the October 2016 outturn (3.4%) and lower than the target indicator of 5%. For the Leadership Team the outturn is 0% against an indicator of 5%.
- 2.7.4 The percentage of Black, Asian and Minority Ethnic (BAME) employees is 4.2% which is the same as the October 2016 outturn (4.2%) and lower than the council's indicator of 4.5%. The outturn for the Leadership Team is 8.3% against an indicator of 4.5%.
- 2.7.5 Females make up 71.9% of the workforce. Within the Leadership Team, 50% are females, which is almost as high as the target indicator of 51%.

2.8 Policy Development

- 2.8.1 The following policies are currently under review:
- Probation Policy (HR Committee 18 January 2017)
 - Managing Performance Policy (HR Committee 18 January 2017)
 - Disturbance Allowance Policy (Local Joint Panel March 2017)
 - Homeworking Policy (Local Joint Panel March 2017)
 - Redeployment Policy (Local Joint Panel March 2017)

2.9 Quarterly Outturns Overview

See **Essential Reference Paper B** for outturn table

3.0 Implications/Consultations

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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