



MEETING : HUMAN RESOURCES COMMITTEE
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : WEDNESDAY 16 JANUARY 2013
TIME : 3.00 PM

PLEASE NOTE TIME AND VENUE

MEMBERS OF THE COMMITTEE

Councillors C Woodward (Chairman), P Ballam, Mrs D Hone, J Ranger, P Ruffles, A Warman and N Wilson

Substitutes

Conservative Group: Councillor G McAndrew

(Note: Substitution arrangements must be notified by the absent Member to Democratic Services 24 hours before the meeting)

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DISCLOSABLE PECUNIARY INTERESTS

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
 - must not participate in any discussion of the matter at the meeting;
 - must not participate in any vote taken on the matter at the meeting;
 - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
 - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
 - must leave the room while any discussion or voting takes place.
2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.
3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.
4. It is a criminal offence to:
 - fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
 - fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
 - participate in any discussion or vote on a matter in which a Member has a DPI;

- knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

(Note: The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.)

AGENDA

1. Apologies

To receive apologies for absence

2. Chairman's Announcements

3. Minutes (Pages 5 - 12)

To receive the Minutes of the meeting held on 17 October 2012.

4. Declarations of Interest

To receive any Member's Declaration of Interest and Party Whip arrangements.

5. Pay Policy Statement (Pages 13 - 28)

6. Pension Auto Enrolment Report (Pages 29 - 34)

7. Human Resources - Quarterly Performance Report (Pages 35 - 42)

8. Human Resources Management Statistics (Pages 43 - 52)

9. Local Joint Panel - 5 December 2012

Members will recall that this meeting was postponed.

10. Health and Safety at Work Act 1974

11. Urgent Business

To consider such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.

MINUTES OF A MEETING OF THE
HUMAN RESOURCES COMMITTEE HELD
IN THE COUNCIL CHAMBER,
WALLFIELDS, HERTFORD ON
WEDNESDAY 17 OCTOBER 2012, AT 3.00
PM

PRESENT: Councillor Colin Woodward (Chairman)
Councillors P Ballam, G McAndrew,
J Ranger and P Ruffles

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Emma Freeman	- Head of People, ICT and Property Services
Jaleh Nahvi	- Human Resources Officer

167 APOLOGIES

Apologies for absence were submitted on behalf of Councillors Mrs D Hone, A Warman and N Wilson. It was noted that Councillor G McAndrew was substituting for Councillor Mrs D Hone.

168 MINUTES

RESOLVED – that the Minutes of the meeting held on 11 July 2012 be confirmed as a correct record and signed by the Chairman.

169 DECLARATIONS OF INTEREST

Notwithstanding changes arising from the Localism Act 2011 with regard to Declarations of Interest, Councillor P Ruffles

queried whether he should declare an interest in the matter referred to at Minute 170 by virtue of the fact that he was a Member of Hertfordshire County Council. Further clarification would be sought from the Council's Monitoring Officer.

170 RECRUITMENT REVIEW

The Head of People, ICT and Property Services submitted a report on the recruitment service following a decision by Hertfordshire County Council, not to renew the contract with Manpower which is due to expire on 7 April 2013. As a result of this and decisions which the Council still needed to make regarding Shared Services, the Head of People, ICT and Property Services was proposing an interim arrangement concerning recruitment. She explained what options were available in relation to temporary and permanent staff recruitment.

The Head of People, ICT and Property emphasised that it was necessary for the Council to have these arrangements in place until the Council had made a decision on Shared Services, which would be considered by the Executive on 28 November 2012. She explained that following a review of recruitment volumes, the HR service was confident that permanent recruitment could be handled in-house and that a full review of permanent recruitment be carried out as part of Shared Services.

Councillor J Ranger explained the software difficulties being experienced by East of England Local Government Association (EELGA) and their Regional Recruitment Portal. He stressed the need to ensure that decisions around advertising companies and agencies should consider what service they provided. Councillor J Ranger suggested that the Council should look for those who provided a "full service" such as acknowledging applications and providing timeframes to those applicants who were unsuccessful.

Councillor J Ranger supported the use of local suppliers in relation to temporary recruitment. Officers explained the Council's arrangements in relation to the use of temporary staff and Manpower's billing rates.

Members supported the recommendations as now detailed.

RESOLVED – that (A) the recruitment service for both permanent and temporary staff be managed in-house by the Human Resource services from 8 April 2013 including the exploration of partnership working with Stevenage and North Herts Councils;

(B) low cost advertising be explored, including the use of the HCC bulletin, Link and arrangements with other Councils and free websites;

(C) officers research further the timeframe and use of the EELGA portal given its software problems and if this was not feasible, then Officers explore the use of jobsgopublic.com, network group and bulk purchasing of advertisements; and

(D) officers establish supplier agreements with local suppliers but that no contracts be entered into for temporary recruitment until decisions have been made on Shared Services and a review of temporary recruitment undertaken.

171 ANNUAL EMPLOYMENT, EQUALITIES AND DIVERSITY REPORT

The Head of People, ICT and Property Services submitted a report summarising the recommendations from the 2011/12 Employment Equality and Diversity report and making a number of recommendations for 2012/13.

Councillor P Ruffles supported the production of the report commenting on the need for the Council to be sensitive to a culture of those whose characteristics were protected and queried whether the Council was doing as much as it could. Officers explained the Council's ongoing schemes to support equality and diversity and what reasonable adjustments had been made as a result of the positive responses received. The Head of People, ICT and Property Services explained that the Council was proactive in addressing the "softer" side

of cultural awareness and those with “protected characteristics”.

Councillor J Ranger commented that although he could not recommend anything for further inclusion, the Council must not become complacent. He appreciated the content of the report but expressed concern about the value of the extensive information produced.

Councillor G McAndrew queried the Council’s duty of care to those members of staff who chose not to declare that they had a disability. The Council’s position was clarified, in that as soon as a disability had been declared, then adjustments could be made.

Members approved the Annual Equalities and Diversity Report and supported the recommendations for 2012/13.

RESOLVED – that (A) the Annual Equalities and Diversity Report be supported;

(B) Officers review the Council’s equalities monitoring targets for disability and ethnicity when the Census 2011 data became available;

(C) the data cleanse be refreshed as part of the HR and Payroll system upgrade and following on from this, the disability status be refreshed every two years to ensure accuracy of information held;

(D) arrangements for recruitment (in-house or external) be reviewed to ensure that relevant checks are in place for recruitment monitoring and which also supports the Council’s commitment under the Jobcentre Plus Disability “Two Ticks” Scheme; and

(E) staff who undertake training via the Council’s Professional and Vocational Training Policy be monitored so that this information could be incorporated into the 2012/13 equalities report.

The Head of People, ICT and Property Services submitted a report following the results of a staff survey undertaken in November 2011 and an Investors in People (IIP) award which had highlighted some areas for improvement. Corporate Management Team had subsequently supported the development of an Employee Engagement Action Plan to address issues of concern.

The Head of People, ICT and Property Services explained that some of the values in the “status” column of the Action Plan attached to the report now submitted, had been completed. Updates were provided.

Councillor J Ranger expressed concern regarding the generally low rates of completion for PDRs. He urged Corporate Management Team to take a more forceful approach with those Managers who did not follow through the process, suggesting that the Managers responsible should be negatively appraised one level on their own PDR assessments. Councillor J Ranger stated that jobs were continually evolving and that PDRs gave staff an opportunity to raise concerns. The Head of People ICT and Property Services explained that PDR returns now stood at 72% and how the process operated.

Members approved the Employee Engagement Action Plan as amended and supported the concerns regarding a more forceful approach to be taken against Managers who did not follow the PDR process.

RESOLVED – that the Employee Engagement Action Plan as amended, be approved.

173 UPDATE ON 2011 EQUAL PAY AUDIT ACTIONS

The Head of People, ICT and Property Services submitted a report updating Members on the actions identified in the 2011 Equal Pay Audit.

In response to a query by Councillor J Ranger regarding the use of HAY to quality assure a selection of recent job

evaluations, the Head of People, ICT and Property Services provided an update.

Members noted the report and the updates.

RESOLVED – that the report be noted.

174 HUMAN RESOURCES MANAGEMENT STATISTICS: APRIL - SEPTEMBER 2012

The Head of People, ICT and Property Services submitted a report detailing performance indicators for the period 1 April to 30 September 2012, the detail of which was set out in the report now submitted.

Councillor J Ranger expressed concern regarding the corporate training statistics of 4.74% against a target of 48.28% and suggested that staff should be encouraged to take up “E” learning. The Head of People, ICT and Property Services explained that that this figure did not include recent web based training centred on Data Protection. Officers advised that HR had introduced regular emails to all staff on what training was available. This was welcomed.

The Committee Chairman reminded Officers that Members had previously supported the suggestion of mandatory “E” learning and of its application particularly in relation to health and safety matters.

Members were very concerned regarding the PDR statistics and the important role of Managers and Heads of Service in ensuring that they should meet the Council’s target of 100%. It currently stood at 72%. In the circumstances, Members supported a suggestion that those Managers who failed to follow through the process, should be negatively appraised one level on their own PDR assessments.

Members noted the quarterly performance statistics.

RESOLVED – that (A) the quarterly performance statistics be noted;

(B) the introduction of the training bulletin be welcomed;

(C) those Managers who failed to reach a PDR completion target of 100% should be negatively appraised one level on their own PDR assessment and that this issue be referred to Corporate Management Team with the results reported back to Human Resources Committee; and

(D) Officers consider the use of “E” learning for mandatory matters.

175 HUMAN RESOURCES - QUARTERLY PERFORMANCE UPDATE

The Head of People, ICT and Property Services submitted a report summarising people management statistics and human resource delivery for the quarter up to October 2012, the detail of which was set out in the report now submitted.

The Head of People, ICT and Property Services drew attention to the fact that the Inland Revenue had increased the home worker allowance from £156 to £216 and that this would be backdated from 1 April 2012 for the 40 home workers who currently received this tax free allowance.

Members were reminded that a meeting of the Executive had been scheduled for 28 November 2012 to consider the business case for the Shared Services Programme.

Members noted the report and supported the increase in the Home Working allowance to £216 with effect from 1 April 2012.

RESOLVED – that (A) the quarterly performance report be noted; and

(B) the increase in the Home Working allowance to £216 per annum effect from 1 April 2012 be approved.

The meeting closed at 4.40 pm

Chairman

Date

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE – 16 JANUARY 2013

COUNCIL – 20 FEBRUARY 2013

REPORT BY HEAD OF PEOPLE, ICT AND PROPERTY SERVICES

PAY POLICY STATEMENT 2013/2014

WARD(S) AFFECTED: *None specific*

Purpose/Summary of Report

To approve the Pay Policy Statement 2013/14

<u>RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE:</u>	
(A)	to support approval of the Pay Policy Statement 2013/14
<u>RECOMMENDATION FOR COUNCIL:</u>	
(A)	to approve the Pay Policy Statement 2013/14

1.0 Background

1.1 A pay policy statement is required to be produced annually under section 38 of the Localism Act and to be published by 31 March immediately preceding the financial year it relates too. Regard is to be had to any guidance from the Secretary of State in producing this statement.

1.2 A pay policy statement for a financial year must set out the Authority's policies for the financial year relating to:

- the remuneration of chief officers
- the remuneration of the lowest paid employees
- the relationship between chief officers remuneration and that of other officers

- 1.3 The statement must include the authority's policies relating to:
- a) the level and elements of remuneration for each chief officer
 - b) remuneration of chief officers on recruitment
 - c) increases and additions to remuneration for each chief officer
 - d) the use of performance related pay for chief officers
 - e) the use of bonuses for chief officers
 - f) the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority, and
 - g) the publication of and access to information relating to remuneration of chief officers.

- 1.4 The term 'remuneration' covers:
- a) the chief officers salary or, in the case of chief officers engaged by the authority under a contract for services,
 - b) payments made by the authority to the chief officers for those services
 - c) any bonuses payable by the authority to the chief officers
 - d) any charges, fees or allowances payable by the authority to the chief officers
 - e) any benefits in kind to which the chief officers are entitled as a result of the chief officer's office or employment
 - f) any increase in or enhancement of the chief officer's pension entitlement where the increase or enhancement is as a result of a resolution of the authority, and
 - g) any amounts payable by the authority to the chief officers on the chief officers ceasing to hold office under or be employed by the authority, other than amounts that may be payable by virtue of any enactment.

1.5 A pay policy statement for a financial year may also set the Authority's policies for the financial year relating to the other terms and conditions applying to the authority's chief officers.

1.6 The Secretary of State published 'The Code of Recommended Practice for Local Authorities on Data Transparency' on 29 September 2011. The Code enshrines the principles of transparency and asks councils to follow three principles when publishing data they hold; responding to public demand; releasing data in open formats available for re-use; and, releasing data in a timely way. This includes data on senior salaries and the structure of their workforce. The pay policy statement has been written using these principles.

2.0 Report

2.1 Pay Policy Statement 2013/14 (Essential Reference Paper B).

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

Localism Bill – Part 1 Local Government – Chapter 5 Standards
The Code of Recommended Practice for Local Authorities on Data
Transparency

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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/Objectives (<i>delete as appropriate</i>):	People This priority focuses on enhancing the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable.
Consultation:	This report has been shared with officers who are listed in the Pay Policy Statement.
Legal:	The actions assist the Council in complying with section 22 of the Localism Act.
Financial:	As detailed in the report.
Human Resource:	As detailed in the report.
Risk Management:	None.

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Pay Policy Statement 2013/2014

Status of this statement

A pay policy statement is required to be produced annually under section 38 of the Localism Act. Regard is to be had to any guidance from the Secretary of State in producing this statement.

Any decision under powers delegated in the Council’s Constitution with regard to remuneration to be taken from 1 April 2013 to 31 March 2014 will be bound by and must comply with this Statement.

The Head of People, ICT and Property Services must be consulted prior to any decision impacting on remuneration where there is any question regarding compliance with the Statement.

Coverage

This statement sets out the Council’s policy with regards to:

- the remuneration of Chief Officers
- the remuneration of the lowest paid employees
- the relationship between Chief Officers remuneration and that of other officers

“Remuneration” for the purposes of this statement includes three elements:

- basic salary
- pension
- all other allowances arising from employment

“Chief Officers” covers more than the Council’s usual definition for the purposes of this statement.

The Council regards the following as its “Chief Officers”

Chief Executive and Director of Customer and Community Services
Director of Finance and Support Services
Director of Neighbourhood Services

There is a statutory requirement that for the purposes of producing this statement that the following posts (Senior Management Team) be covered by the policy statement along side the above 3 posts.

Head of Democratic and Legal Services
Head of People, ICT and Property Services
Head of Finance and Performance
Head of Revenues and Benefits Shared Service
Manager of Corporate Risk
Head of Environmental Services
Head of Customer Services and Parking
Head of Communications, Engagement and Cultural Services
Manager Economic Development
Head of Planning and Building Control Services
Head of Community Safety and Health Services
Manager of Housing Services

In this policy statement the term “Chief Officers” refers to the Chief Executive/Director and two Directors in that where there any differences in terms of the policy it is between this group and all other employees. For the second group of posts noted above there is no differentiation between this group and all other employees.

The Policy for 2013/14

Objectives of the policy

(a) to ensure a capable and high performing workforce

In respect of Chief Officers and all other employees the Council’s policy is to set remuneration sufficient to attract and retain adequately experienced, trained and qualified individuals to deliver the Council’s priorities.

(b) simplicity, clarity and fairness between employees and between the Council and the community.

The Council aims to be transparent on pay to its staff, prospective staff and the wider community. Therefore other than the 5% addition after 3 years service the Council does not pay any bonus, performance enhancement, hospitality or expenses allowance to any of its employees. This approach avoids processing costs of multiple allowance schemes and is fair in that “status” is never a determinant of entitlement to benefits or allowances.

(c) To differentiate between remuneration and other employee related expenses.

The Council will meet or reimburse authorised travel, accommodation and subsistence costs for attendance at approved business meetings and training

events. The Council does not regard such costs as remuneration but as non pay operational costs. This policy is applied consistently to Chief Officers and other employees.

Remuneration subject to national and local determination

The national context

Pay bargaining

The Council is a member of the local government employers association for national collective bargaining in respect of Chief Officers and other employees. There are separate negotiations and agreements in respect of each of these three groups. Changes from national negotiations generally take effect from 1 April each year and are retrospective to 1 April where agreements are struck later than 1 April. It is the Council’s policy to implement national agreements. Chief Officers are under the JNC conditions of service including pay. All other employees are under the NJC national agreement on pay and conditions of service.

Pay of the Chief Officers was last increased in April 2008 and of other staff in April 2009. Subject to negotiations the Council will apply any settlement reached in respect of April 2013 but is currently budgeting for a 1% increase. The current expectation is that the next increase will be a 1% increase in each of 2013 and 2014 both of which will be offset by an equal reduction in respect of East Herts Council local award.

In addition to pay the national agreements cover other terms and conditions such as annual leave and allowances for use of private vehicles on council business. The Council pays car allowances in accordance with these national scales which are the same for Chief Officers and other staff. The current rates (which were last increased in April 2009) are:

Essential User Rates	451 - 999cc	1000 - 1199cc	1200 & Above
Lump sum per annum (Monthly payment pro rata)	£846 £70.50	£963 £80.25	£1,239 £103.25
Per mile - first 8,500 miles (Monthly mileage pro rata)	36.9p	40.9p	50.5p
Per mile - after 8,500 miles	13.7p	14.4p	16.4p
Amount of VAT per mile in Petrol element	1.400p	1.543p	1.681p

Essential Reference Paper “B”

Casual User Rates			
Per mile - first 8,500 miles (Monthly mileage pro rata)	46.9p	52.2p	65.0p
Per mile - after 8,500 miles	13.7p	14.4p	16.4p
Amount of VAT per mile in Petrol element	1.400p	1.543p	1.681p

The Local Government Pension Scheme and policy with regard to the exercise of discretions

Pension provision is an important part of the remuneration package.

All employees may join the local government pension scheme. The scheme is a statutory scheme with contributions from employees and from employers. For more comprehensive details of the local government pension scheme see

<http://www.lgps.org.uk/lge/core/page.do?pageld=1>

Neither the scheme nor the Council adopt different policies with regard to benefits for any category of employee: the same terms apply to the Chief Officers and other staff.

The scheme provides for the exercise of discretion that allow for retirement benefits to be enhanced. The Council will consider each case on its merits but has determined that its usual policy is not to enhance benefits for any of its employees. This policy statement reaffirms this in respect of Chief Officers and other employees.

The pension scheme provides for flexible retirement. In applying the flexible retirement provision no distinction is made between the Chief Officers and other employees. The scheme requires that a minimum reduction in working hours of 25% is made and/or there is a reduction in grade and that any consequential payments to the pension fund are recoverable in three years with the discretion to extend the three years in exceptional circumstances. The Council's Human Resources Committee will consider requests from a Chief Officer and directors will consider requests from other employees.

Local variations and allowances

Pay evaluation and the local award

All employees other than Chief Officers have their basic pay determined by a job evaluation scheme (the Hay scheme) which ensures that different jobs having the same value are paid at the same rate. The “job score” determines the pay scale for the job range within which there is provision for progression

by annual increments until the top of the pay scale is reached. Most pay scales have 5 increments.

A benchmarking exercise for Chief Officers using the HayGroup job evaluation scheme was completed in October 2012.

All employees other than Chief Officers currently become eligible for a 5% local award in addition to basic pay on completion of 3 years satisfactory service. The Council will reduce this payment to 2% by phased reduction at the same rate as any increase in pay is agreed under the national pay settlements.

Chief Officers are paid a fixed spot salary with no provision for incremental progression or additional payment on completion of a period of service. The salaries of these posts will however be reduced by 3% to reflect the reduction in the 5% addition paid to other employees with the same basis of phasing the reduction.

Discontinued benefits and allowances in run off

All employees were able to join a health insurance scheme sponsored by the Council. As a cost saving measure this benefit is being discontinued with effect from 16 January 2014. The Chief Executive/Director of Customer and Community Services and Director of Neighbourhood Services remain members of the scheme during its run off. For 2013/14 the cost of this benefit is £5,483.20 (gross).

The Council operated a car lease scheme until January 2010 which provided for a contribution by the council up to a ceiling amount towards the annual cost of car suitable for council business. Leases in place when the scheme was discontinued will remain in place to the end of their generally three year term and a cash sum paid in lieu to January 2014 where leases are run off sooner. Where officers were in receipt of a cash equivalent sum this will remain payable to January 2014.

The cash or lease car benefit payable in 2013/14 in respect of Chief Officers ranges from £3,900 to £5,066 and from £3,528 to £4,120 for Senior Management team.

Allowances on appointment

The Council's policy is to not pay any form of “signing on” fee or incentive payment when recruiting.

Where it is necessary for a newly appointed employee to relocate to take up appointment the Council may make a contribution towards relocation expenses.

The same policy applies to, Chief Officers and other employees in that payment will be made against a range of allowable costs for items necessarily incurred in selling and buying a property and moving into the area.

The costs include estate agents fees, legal fees, stamp duty, storage and removal costs, carpeting and curtains, short term rental etc. The council will pay 80% of some costs and 100% of others or make a fixed sum available.

If an employee leaves within three years of first employment they normally will be required to reimburse a proportion of any relocation expenses.

Details of the full scheme can be found in the Council’s Relocation Policy.

Redundancy payments and payments on termination

The Council has a single redundancy scheme which applies to all employees without differentiation. The Council does not provide any further payment to employees leaving the Council’s employment other than in respect of accrued leave which by agreement is untaken at the date of leaving. Where termination of employment is subject to a compromise agreement that agreement may include a negotiated payment in exchange for which the employee undertakes not to pursue claims against the Council. The relevant Director in respect of other employees and the Human Resources Committee in respect of a Chief Officer shall only approve such payments where having regard to all the circumstances of the case and in particular the potential costs of alternative action and after taking appropriate advice they determine the sum involved is reasonable.

The redundancy payment is based on the length of continuous local government service which is used to determine a multiplier which is then applied to actual pay. The maximum number of years service taken into account is 20 and the resulting maximum payment is 78 weeks pay for anyone aged 61 or older. Details of the full scheme can be found in the Council’s Redundancy Policy.

Additional Payments, Professional fees and subscriptions.

The Council will meet the cost of a legal practicing certificate for all those employees where it is a requirement of their employment. No other professional fee or subscription is paid. The Council makes this distinction on the basis of the relative cost to the employee and does not differentiate between Chief Officers and other staff.

At December 2012, three employees receive this benefit one of whom is the Director of Neighbourhood Services as monitoring officer.

On appointment, the Director designated “Chief Executive and Director of ..” will receive a payment of up to £25,000 per year.

The post designated as the Council’s S151 Officer will receive a payment of up to £10,000 per year.

The post designated as Monitoring Officer will receive a payment of up to £10,000 per year.

The post designated Head of Paid Service will receive a payment of up to £10,000 per year.

Provided that no one officer will receive more than one of the above additional payments.

Where any Head of Service post is evaluated at a level which the “Chief Executive and Director of” determines to be significantly above the level recognised by the evaluation scheme an addition of up to 10% may be paid subject to annual review.

This pay statement does not include the Returning Officer payment (see report to Council February 2007).

Higher level car user allowance

The Council has set a threshold of 2000 miles per year of business travel at which the higher rate of allowance the “Essential User Allowance” becomes payable. This threshold applies to Chief Officer as to all other employees.

Setting Salaries

For the posts of

Chief Executive and Director of Customer and Community services
Director of Finance and Support Services
Director of Neighbourhood Services

The Council will normally use external advisers when making an appointment. A major input from the adviser is information and advice as to the appropriate level at which to pitch the salary to be successful in recruiting. This statement is part of the process by which these salaries are reviewed. Fixed spot salaries will be set informed by the HayGroup Report on Senior Pay at East Herts Council (October 2012) as benchmarking information.

As part of the general review of all employees’ terms and conditions agreement was reached to forgo the first 3% of any future pay award arising from national agreements for these posts.

Pay ceilings

For 2013/14 the basic pay ceiling (i.e. excluding additional payments, professional fees and subscriptions and travel allowances) for Director posts

will be £90,000. As noted above national agreed pay settlements will be applied. For other posts covered by this statement the pay ceiling will be

Post	£
Head of Democratic and Legal Services	55,452
Head of People, ICT and Property Services	55,452
Head of Finance and Performance	55,452
Manager of Corporate Risk	40,741
Head of Environmental Services	55,452
Head of Customer Services and Parking	55,452
Head of Communications, Engagement and Cultural Services	55,452
Head of Revenues and Benefits Shared Services	55,452
Manager Economic Development	33,661
Head of Planning and Building Control Services	55,452
Head of Community Safety and Health Services	55,452
Manager of Housing Services	26,499

Pay floor

The pay floor is the remuneration of the lowest paid employees. “Lowest paid” is defined as the average pay of the 2% (8 individuals) of the Council’s employees with the lowest hourly rate. Where any employee is less than full time their pay is multiplied up to full time and the aggregate full time equivalent pay for the group divided by 8 to determine the average.

This definition of lowest paid is used to capture a meaningful number of employees avoiding distortions of a lesser number or an extended group such as lowest quartile which would require excessive averaging.

As at December 2012 this average was £15,522.25.

The Council will not pay basic pay less than the amount applicable to the bottom point of the national pay scales as agreed from time to time by the local government employers. Employees in this group will be entitled to all other benefits – fringe payments, local allowance (5%), car allowances, pension, relocation, redundancy as all other employees.

Pay multiples

The council does not explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another post or group of posts. The use of multiples cannot capture the complexities of a dynamic and highly varied workforce in terms of job content and skills required. Nor does it readily address the treatment of in house provided as against labour intensive bought in services if pay multiples are used as some sort of benchmark.

In terms of overall remuneration packages the Council’s policy is to differentiate by setting different levels of basic pay to reflect differences in

Essential Reference Paper “B”

responsibilities but not to differentiate on other allowances, benefits and payments it makes.

The Council would not expect the remuneration of its highest paid employee to exceed 10 times that of the lowest group of employees.

Heads of Service reporting to Directors are paid basic salaries in a range of £45,587 to £55,452. There are 9 such posts.

Other than Chief Officers and heads of services pay ranges are as follows

Grade	Minimum £	Maximum £	Mid point £	Number of employees in the grade band ***
1/2	12,489	16,830	14,886	2.85
3	15,725	19,126	16,995	43.47
4	16,830	20,858	18,789	13.89
5	19,126	23,708	21,188	75.89
6	20,858	26,276	23,333	24.03
7	23,708	29,236	26,664	37.24
8	27,849	31,754	29,623	27.47
9	29,236	33,661	31,302	33.14
10	34,549	38,961	36,759	23.15
11	36,313	40,741	38,501	12.84
12	40,741	50,424	45,849	3.50
Total				297.47

*** Whole Time Equivalent

Future appointments and interim arrangements

In the event of a vacancy –, Chief Officer or other employee – the arrangements set out above will apply in respect of permanent appointments.

If the need arises to provide agency or interim cover the policy is to seek to cap the cost of that appointment at no more than that of the permanent appointment taking into account additional employment costs – pension contributions, national insurance, paid leave etc. However, where necessary a higher “market rate” will be paid to secure a suitable individual and market rate will be established by reference to soft market testing, external advice and dialogue with peer authorities.

Publication and access to information

The publication of and access to information relating to remuneration of Chief Officers will be set out in this document and published on the Council's website.

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EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE – 16 JANUARY 2013

REPORT BY HEAD OF PEOPLE, ICT AND PROPERTY SERVICES

AUTO PENSION ENROLMENT

WARD(S) AFFECTED: NONE

Purpose/Summary of Report

- To update Human Resources Committee on Auto Pension Enrolment

<u>RECOMMENDATIONS FOR HUMAN RESOURCES COMMITTEE:</u>	
That:	
(A)	That the Committee notes the Executive Summary on Auto Pension Enrolment

1.0 Background

1.1 East Herts Council operates the local government pension scheme (LGPS). From 1 October 2012 the Local Government Pension Scheme (Miscellaneous) Regulations 2012 came into force, making it eligible for staff with under a three months contract to join the LGPS. This change 'Contractual Enrolment' is separate from the 'Auto Pension Enrolment' changes which will come into effect from the Council's staging date. This change has been implemented.

1.2 All employers will be required to comply with new pension duties 'Auto Pension Enrolment' which are being introduced in stages from October 2012. East Herts Council 'staging date' is 1st January 2014.

1.3 The Executive Summary on Auto Pension Enrolment gives information on the changes and the processes the Council will need to comply with from 1 January 2014.

1.4 East Herts current membership of the LGPS as at December 2012 is 310 employees; 48 employees have opted out of the scheme. Current practice is that all employees may join the LGPS and are enrolled into the scheme from the date of employment with the Council. Employees who do not wish to join the scheme must opt of the scheme in writing.

2.0 Report

2.1 See the Executive Summary on Auto Pension Enrolment: January 2013 **Essential Reference Paper “B”**.

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

Contact Officer: Emma Freeman – Head of People, ICT and Property Services
01992 531635
Emma.freeman@eastherts.gov.uk

Report Author: Emma Freeman – Head of People, ICT and Property Services

ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives <i>(delete as appropriate):</i>	People This priority focuses on enhancing the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable.
Consultation:	<i>As detailed in the report</i>
Legal:	<i>None</i>
Financial:	<i>Services who have employees that are currently not members of the LGPS are working with Finance Support Services to budget from 1st January 2014 for those staff to become members. Staff will have the option to opt out of the scheme but as part of the regulations will be invited into the scheme as stated under employer duties.</i>
Human Resource:	<i>As detailed in the report</i>
Risk Management:	<i>None</i>

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Auto Pension Enrolment

Detailed below is an executive summary on the Auto pension enrolment requirements.

Executive Summary

All employers will be required to comply with new pension duties which are being introduced in stages from October 2012 (starting with the largest employers). Every employer in the UK will be allocated a date from which the duties will first apply to the employer, known as the employer's 'staging date'.

An employer's 'staging date' is based on the number of people in the employer's PAYE scheme on 1 April 2012. The Pensions Regulator will write to employers to notify them of their 'staging date' at 12 months and 3 months in advance of their 'staging date'. An additional notification will be issued to larger employers at 18 months in advance of their 'staging date' due to the anticipated longer lead in time needed.

The purpose of these letters is to make employers aware of their duties. They will explain the requirements and direct employers to information that will help them to comply. Employers will also be told how to register with The Pensions Regulator after their duty date.

East Herts 'staging date' is 1st January 2014

Although employers will be subject to the duties from their 'staging date' it is important to note that some provisions of the legislation, in particular the prohibition against inducing opt-outs, prohibited recruitment conduct and unfair dismissal and detrimental treatment safeguards apply to all employers from 1 July 2012.

Workers that will be subject to auto-enrolment are known as 'eligible jobholders'. These are workers who (a) earn more than the minimum earnings threshold, (b) are aged between 22 and state pension age; and (c) who work in the UK. Other workers are subdivided into 'non-eligible jobholders' and 'entitled workers'. Employer duties are not limited to just eligible jobholders and are summarised as follows:

- Automatically enrol eligible jobholders into an automatic enrolment scheme, although the employer can apply a 3 month postponement period (or "waiting period") before doing so,
- Pay a minimum level of employer contributions or provide a minimum level of benefits for eligible jobholders who are enrolled into the automatic enrolment scheme,

ESSENTIAL REFERENCE PAPER B

- Tell eligible jobholders they have been automatically enrolled, provide specified information to them, and inform them they have the right to opt out of the scheme if they wish to,
- Advise non-eligible jobholders that they can join a qualifying scheme, provide specified information to them, and inform them that the employer will make a contribution to the qualifying scheme if they join,
- Advise entitled workers that they can join a pension scheme (under the automatic enrolment legislation this does not have to be a qualifying scheme and the employer is not required to contribute to it but, where the LGPS is used as the qualifying scheme, employer contributions to the LGPS will nevertheless be mandatory in accordance with the regulations governing the LGPS) and provide the entitled worker with specified information,
- Process opt-ins and opt-outs,
- Keep accurate records to demonstrate how they have complied with their automatic enrolment duties, including records of opt-outs, opt-ins and re-enrolment,
- Keep records about the pensions scheme(s) used to comply with their duties,
- Monitor their workers' eligibility status for automatic enrolment purposes, which will include keeping track of workers' age and earnings at all times,
- Register with The Pensions Regulator within four months of their 'staging date' and at their subsequent re-enrolment dates.
- Avoid any action whose sole or main purpose is to seek to induce an entitled worker, non-eligible jobholder or eligible jobholder to opt out of the pension scheme,
- Not screen out job applications on grounds relating to potential pension scheme membership as an eligible jobholder or suggest that a job applicant's success could depend on whether or not, should they become an eligible jobholder, they opt out of the pension scheme.

The HR service will be working with payroll to implement these new requirements. The proposed new HR and Payroll system will support the monitoring and reporting requirements.

For further information please contact the Head of People, ICT and Property Services.

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE – 16 JANUARY 2013

REPORT BY HEAD OF PEOPLE, ICT AND PROPERTY SERVICES

HUMAN RESOURCES QUARTERLY PERFORMANCE REPORT – 16 JANUARY 2013

WARD(S) AFFECTED: NONE

Purpose/Summary of Report

- To update Human Resources Committee on people management and HR delivery

<u>RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE:</u>	
That:	
(A)	the Committee notes the quarterly performance report

1.0 Background

1.1 Following a request from the Chairman of Human Resources (HR) Committee a report on HR Team Current and Future Events April 2008 was submitted to HR Committee on 24 April 2008. The Committee welcomed the report and requested updates to be provided to each Committee.

1.2 The report was redesigned to include an update on people management and HR delivery. The first report was submitted to HR Committee on 16 July 2008.

1.3 This report will be updated and submitted to each Committee on a quarterly basis.

1.4 The report will be used to report on progress on the People Strategy 2009-2012 and demonstrate the difference being made to the Council as a result of implementation of the strategy.

2.0 Report

2.1 See the HR Quarterly Performance Report: January 2013
Essential Reference paper B.

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

Contact Officer: Emma Freeman – Head of People, ICT and Property
Services
01992 531635
Emma.freeman@eastherts.gov.uk

Report Author: Emma Freeman – Head of People, ICT and Property
Services

ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives <i>(delete as appropriate):</i>	People This priority focuses on enhancing the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable.
Consultation:	<i>None, update report</i>
Legal:	<i>None</i>
Financial:	<i>None</i>
Human Resource:	<i>As detailed in the report</i>
Risk Management:	<i>None</i>

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HR Quarterly Performance Report: January 2013

People stats 1/4/2012 - 31/3/2013 as at 31 December 2012

Current Headcount:	363	Number of leavers:	23
Number of Starters:	25	Vacant Number FTE funded hours (expressed as FTE):	31.58
Current Turnover:	6.35% (8.44%)	Number of posts advertised (national and local press):	18
Average advertising cost per vacancy (based on No of posts advertised)	£818.71 (£607.45 excluding senior appointments)	Average No short term sickness days per FTE staff in post:	2.74

The following actions support the People Strategy 2009-2012:

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

HR is currently supporting a number of service changes including restructures, transfers and shared service programmes.

Resourcing/Reward

The Council is currently in contract with Manpower for permanent and temporary recruitment. The contract is based on a master contract with Hertfordshire County Council (HCC) which expires in April 2013. Human Resources are currently working on the implementation plan for bringing recruitment services in-house from April 2013.

Shared Services Programme Board agreed on 26 September 2012 that East Herts payroll system will transfer on to Wealden (Stevenage Borough Council's payroll system) will effect from 1 April 2013, to ensure East Herts is compliant with Real Time Information. The project is on track for completion and is currently in the testing data stage.

Learning and Development

HR has developed an E-Learning platform with VineEast and is currently trialling the system with Facilities Management Service, PA Executive team and other key employees who have helped design the programmes. A full launch is planned for January 2013.

As part of the Corporate Training Plan 2012/13 the following courses have being organised this quarter:

- Evac Chair Training - 10 attended
- Manual Handling & Working at Height Awareness – 20 attended
- Document Verification Training – 15 attended
- PACE Interview Procedures – 8 attended
- PDR Training - Manager's – 10 attended
- PDR Training – Staff – 11 attended
- Statement Writing and Prosecution Case Preparation – 6 attended
- RIPA Refresher – 12 attended

We have also funded the following to attend events run by the Hertfordshire Joint Learning Programme:

- Oct – 3 staff to attend Trainer Development
- Nov – 3 staff to attend Sensitive Facilitation of Change

HR Committee approved the Employee Engagement Action Plan in October 2012 which has now been launched to staff. Actions have and will be completed in 2012/13.

Policies

The following policies are currently being reviewed/developed for the next quarter:

- Maternity/Paternity Policy

Equalities and Diversity

The 2011/12 Annual Employment Equality and Diversity report was approved by HR Committee in October 2012 and sets out a number of recommendations in 2012/13. The recommendation of completing a data cleanse was completed in December 2012 to support the new HR & Payroll system. Further actions will be updated at the next HR Committee in March 2013.

Shared Support Services Programme

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. Informal shared services to proceed for

FM services with SBC in 2013 including consideration of joint procurement on cleaning, compliance and other supply contracts that are due for renewal or offer a saving. Human Resources service proposals to be reconsidered in 2013/2014.

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EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE 16 JANUARY 2013

REPORT BY HEAD OF PEOPLE, ICT AND PROPERTY SERVICES

HUMAN RESOURCES MANAGEMENT STATISTICS APRIL 2012 – NOVEMBER 2012

WARD(S) AFFECTED: *None specific*

Purpose/Summary of Report

This report considers the HR performance indicators for the period 1 April 2012 – 30 November 2012

<u>RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE :</u>	
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That	
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(A)	the Committee considers the HR Management Statistics April 2012 – November 2012 and determines any action it wishes officers to take arising from that consideration
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1.0 Background

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

2.0 Report

2.1 Turnover

2.2 The turnover rates for the period 1 April 2012 – 30 September 2012 are based on the average headcount for this period (360.5).

2.3 The current turnover rate for the Council is 5.83%, this equates to 21 leavers in the first 8 months of 2012/13. Based on this rate the projected turnover for 2012/13 is 8.75%, which is below the target of 10%.

2.4 The current voluntary leaver's rate is 5.27%, this equates to 19

voluntary leavers. The projected rate is 7.91% which is just above the target of 7%.

2.5 The Council continues to encourage internal movement within the organisation to fill vacancies and all vacancies must be advertised internally first, unless there are clear business reasons for going to external recruitment immediately. This financial year 49 vacancies have been advertised internally first. This includes fixed-term contracts, secondments and maternity cover. Of these, 28 were filled internally and 15 were filled externally. The recruitment processes for 6 of these roles are still in progress.

2.6 In the first 8 months of 2012/13 there have been 22 external appointments in total. This includes posts which were advertised prior to the 1 April 2012. These posts went to external recruitment because either internal recruitment was not successful or the position required skills or qualifications not held by current members of staff.

2.7 Sickness Absence

2.8 Sickness Absence is divided into short and long-term sickness to enable easier analysis. Sickness absence is classed as long-term after the 28th day of consecutive sickness absence.

2.9 The following outturns are for the period 1 April 2012 – 30 November 2012.

2.10 The average short-term sickness absence per FTE is currently 2.74 days overall. At the current rate the projected short-term sickness for the year is 4.11 days against a target of 5 days.

2.11 The average long-term sickness absence per FTE is 1.43 days. As at 30 November 2012 there were no members of staff on long-term sick. At the current rate the projected long-term sickness for the year is 2.15 days against a target of 2.5 days.

2.12 Training and Development / Performance Management

2.13 In the first 8 months of 2012/13 there were 22 new starters to the Council (this figure does not include internal changes and transfers). The first induction of the year was held in September. 15 new starters attended. The remainder either had not started at the council or where unable to attend the date. These new starters will attend the next quarterly corporate induction in the new year. The current outturn for attendance at Corporate Induction is 68% against a target of 100%.

2.14 The Council's PDR Scheme runs on two cycles. The Revenues and Benefits Service have their full PDR in June/ July. The rest of the Council have a full PDR in December/ January and a six month review in June/ July. The corporate outturn for the June/ June round was 79.94%. The outturn for the Revenues and Benefits Service was 100%.

2.15 The Corporate Training plan for 2012/13 was approved at the HR Committee in July 2012 and is now being implemented. As at 30 November 2012 90.15% of staff had received corporate training against a target of 48.28%. Further training is scheduled for December and the new year.

2.16 Equalities Monitoring

2.17 The equalities monitoring data reported is based on a snapshot of employees (excluding casuals) as at 30 November 2012. It was agreed at Human Resources Committee in October 2012 that the indicators would also be reported for the Council's middle management group (grades 9 – 12). The Senior Management Group statistics quoted refer to the Chief Executive, Directors and Heads of Service.

2.18 The current percentage of employees with a disability is 2.74%, against an indicator of 5.21%. This is a slight decrease from the September 2012 outturn of 2.77%. In the middle management group the outturn is 4.40%. In the Senior Management Group (SMG) the outturn is 8.33% against an indicator of 11.76%.

2.19 The percentage of staff of Black and Minority Ethnic Origin is 6.03%. This is an increase from the September 2012 outturn (5.56%) and exceeds the Council's indicator of 5.45%. In the middle management group the outturn is 4.39%. There is no change in the outturn for SMG, 0% against an indicator of 5.88%.

2.20 Women make up 64.74% of the workforce. In the middle management group 43.96% of employees are women. Within SMG, women account for 25% of staff against an indicator of 41.17%.

2.21 The current equalities indicators will be reviewed once the relevant Census 2011 population data is released.

2.21 Quarterly Outturns Overview

2.22 **Essential Reference Paper "B"** details the outturn table in more

detail.

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

HR Management Statistics 1 April 2012 – 30 September 2012
(HR Committee October 2012)

Contact Officer: Emma Freeman – Head of People, ICT and
Property Services Ext 1635
Emma.Freeman@eastherts.gov.uk

Report Author: Jaleh Nahvi – Human Resources Officer
Jaleh.Nahvi@eastherts.gov.uk

ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/Objectives (<i>delete as appropriate</i>):	People This priority focuses on enhancing the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable.
Consultation:	As this is a statistics update no consultation has been carried out.
Legal:	None
Financial:	None
Human Resource:	None
Risk Management:	None.

ESSENTIAL REFERENCE PAPER 'B'

	East Herts Target	Outturns as at 30 November 2012
ESTABLISHMENT		
		363
Total Headcount of Established Posts	N/A	(nb average for period April – November, 360.5)
Number of Funded Posts	N/A	386
Number of Vacant Posts	N/A	24
Current FTE	N/A	308.52
Established FTE	N/A	338.55
Vacant funded hours (expressed as FTE posts)	N/A	31.96
TURNOVER		
Turnover Rate - Annual Accumulative (All Leavers as a % of the headcount)	10%	5.83%
Voluntary Leavers as a Percentage of Staff in Post	7%	5.27%
Percentage of Ill Health Retirements	3.23%	0.28%
SICKNESS ABSENCE		
No. of short-term sickness absence days per FTE staff in post	5 days	2.74 days
No. of long-term sickness absence days per FTE staff in post	2.5 days	1.43 days
Total number of sickness absence days per FTE staff in post	7.5 days	4.17 days
TRAINING		
Percentage of New Starters receiving Corporate Inductions	100%	68%
Percentage of Staff with a Training Plan	100%	79.94%
Percentage of PDR reviews completed (Jun/ July 2012)	100%	79.94%
Percentage of Staff that have received Corporate Training	48.28%	90.15%
EQUALITIES MONITORING		
	Indicators	
Percentage of SMG with a Disability	11.76%	8.33%
Percentage of Staff with Disabilities	5.21%	2.74%
Percentage of SMG from BME	5.88%	0%
Percentage of BME Employees	2.30%	6.03%
Percentage of SMG that are Women	41.17%	25%
Percentage of Women Employees	N/A	64.74%
Percentage of Men Employees	N/A	35.26%

ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/Objectives (<i>delete as appropriate</i>):	People This priority focuses on enhancing the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable.
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Legal:	None
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Human Resource:	None
Risk Management:	None.

ESSENTIAL REFERENCE PAPER 'B'

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Percentage of Ill Health Retirements	3.23%	0.28%
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Percentage of Staff with Disabilities	5.21%	2.74%
Percentage of SMG from BME	5.88%	0%
Percentage of BME Employees	2.30%	6.03%
Percentage of SMG that are Women	41.17%	25%
Percentage of Women Employees	N/A	64.74%
Percentage of Men Employees	N/A	35.26%

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