



James Ellis
Head of Legal and Democratic
Services

MEETING : HUMAN RESOURCES COMMITTEE
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : WEDNESDAY 23 NOVEMBER 2022
TIME : 7.00 PM

PLEASE NOTE TIME AND VENUE

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<https://www.youtube.com/user/EastHertsDistrict>

MEMBERS OF THE COMMITTEE

Councillor Rosemary Bolton (Chairman)
Councillors A Alder, S Bull, J Dumont, M McMullen, S Newton and
P Ruffles (Vice-Chairman)

Substitutes

Conservative Group: Councillors A Curtis and A Ward-Booth
Liberal Democrat Councillor M Goldspink

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

CONTACT OFFICER: Michele Aves
01279 502177
michele.aves@eastherts.gov.uk

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- must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
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AGENDA

1. Apologies

To receive apologies for absence.

2. Minutes - 21 September 2022 (Pages 5 - 15)

To receive the Minutes of the meeting held on 21 September 2022.

3. Declarations of Interest

To receive any Member's Declaration of Interest.

4. Chairman's Announcements

5. Health and Safety Quarterly Review for Quarter 2 - (July 2022 to September 2022) (Pages 16 - 28)

6. Human Resources Management Statistics for Quarter 2 (July - September 2022) (Pages 29 - 37)

7. 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 21
SEPTEMBER 2022, AT 7.00 PM

PRESENT: Councillor Rosemary Bolton (Chairman)
Councillors A Alder, S Bull, J Dumont,
M McMullen, S Newton and P Ruffles

OFFICERS IN ATTENDANCE:

Michele Aves	- Democratic Services Officer
Emily Cordwell	- Trainee Human Resources Officer
Peter Dickinson	- Health and Safety Officer
Katie Mogan	- Democratic Services Manager
Elly Starling	- Interim Head of Human Resources and Organisational Development

150 APOLOGIES

There were no apologies for absence.

151 MINUTES - 25 MAY 2022

It was moved by Councillor Ruffles and seconded by Councillor Dumont that the Minutes of the meeting

held on 25 May 2022 be confirmed as a correct record and signed by the Chairman. After being put to the meeting and a vote taken, this motion was declared CARRIED.

RESOLVED – that the Minutes of the meeting held on 25 May 2022 be confirmed as a correct record and signed by the Chairman.

152 DECLARATIONS OF INTEREST

There were rolling declarations of interest from Members of Parish/ Town Councils which were receiving services from East Herts Council's Human Resources Department.

153 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded participants to use their microphones when speaking.

The Chairman sent the Committee's well wishes to the Head of Human Resources and Organisational Development who was on long term sick leave, adding that they looked forward to his return.

The Chairman welcomed Elly Starling, Interim Head of Human Resources and Organisational Development to the meeting.

154 HEALTH AND SAFETY: MINUTES 3 MAY 2022 AND 30 AUGUST 2022

The Chairman thanked The Health and Safety Officer

for the two sets of Minutes from the Health and Safety Committee meetings held on 3 May 2022 and 30 August 2022.

RESOLVED – that the Minutes of the Health and Safety Committee held on 3 May 2022 and 30 August 2022 be received.

155 HEALTH AND SAFETY QUARTERLY REVIEW - QUARTER 1, APRIL 2022 TO JUNE 2022

The Chairman thanked the Health and Safety Officer for his comprehensive report and asked if any Members of the Committee had any questions regarding the report.

Councillor Alder referred to paragraph 8.2 of the report and conveyed her congratulations to all those involved with the event which was held at Pishiobury Park in Sawbridgeworth for Love Parks Weeks. Councillor Alder said that this event was well organised, publicised and attended.

Councillor Dumont said that it should be noted that if Members did not have any comments regarding Health and Safety this was an indicator that things were not going wrong and should be seen as a positive and not a negative. The Chairman said that this was correct, and that the report covered all areas of Health and Safety as this was a priority for the Council.

RESOLVED – that the Health and Safety Quarterly Review (Q1) report be considered and received.

156 ANNUAL EQUALITIES REPORT 2021/2022

The Interim Head of Human Resources and Organisational Development said that she had gone through the report and was satisfied that what was being done by the Human Resources Department was correct for the council, and that there were other areas which she wished to explore further.

The Interim Head of Human Resources and Organisational Development said that the part funding from Herts County Council for the equalities post had been lost. But she was certain that the work, plans and monitoring which were in place would ensure that the equalities agenda would be fully met via other means.

Councillor Dumont said that equality performance at the council was good, mirroring the population, and asked if recruitment for disabled applicants could be progressed/ prioritised. The Interim Head of Human Resources and Organisational Development agreed that this should be a priority, with equitable access for all important. She said that the Human Resources Team had arranged time to discuss such priorities, and that this would not be an arduous piece of work. The Interim Head of Human Resources and Organisational Development said that she would be able to update Members regarding this matter at the next meeting.

The Chairman referred to page 66 of the report and asked when the latest Census data would be available. The Interim Head of Human Resources and Organisational Development said that the latest phase

two data was expected towards the end of this year/early 2023 and would be used when available.

The Chairman said that the report was pleasing and showed that the council was improving.

Councillor Dumont referred page 54 of the report and asked if the date when the Leadership Team approved the report was a typing error. The Interim Head of Human Resources and Organisational Development confirmed that the month of September was a typing error and instead should have read 30 August 2022. She advised that this typing error would be corrected.

It was moved by Councillor Alder and seconded by Councillor McMullen that the recommendations, as detailed, be approved. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that (A) The Annual Equalities Report 2021/2022 be noted; and

(B) the recommendations set out in the 2022/2023 action plan are considered and approved.

157 HUMAN RESOURCES MANAGEMENT STATISTICS
QUARTERLY REPORT - QUARTER 1, APRIL - JUNE 2022

The Human Resources Officer said that she was happy to answer any questions which Members had regarding the report.

Councillor Alder referred to the equalities monitoring

indicators as seen at paragraph 3.5.1 of the report and said that it would be helpful to have numbers given as well as percentages. The Human Resources Officer said that this preference would be noted for the next report.

The Chairman referred to page 92 of the report and asked for an update on the number of job vacancies at the council. The Human Resources Officer said that there were currently twenty job vacancies which were yet to commence recruitment. The Human Resources Officer said that these vacancies were currently being covered by agency staff or were under review, with the majority being within the Planning Department which had just undergone restructure. She said that the job vacancies which existed within the Legal Department and the Revenues and Benefits Department were on pause as these were difficult posts to recruit to and therefore different advertising campaigns were to be looked at.

The Interim Head of Human Resources and Organisational Development said that one of her areas of speciality was the recruitment of difficult posts. She said she would be working with the Human Resources Team to investigate what could be done to create a package to attract suitable candidates to such vacancies.

Councillor Dumont said that the vacancies within the Planning Department were not just an issue for East Herts Council and there was a national shortage of Planning Officers. He acknowledged that recruitment to East Herts was further challenged by its location on

the border of London and London weighting, but that delays in planning applications were an issue that residents were coming to Members about. Councillor Dumont asked if there was anything which could be done differently to recruit to Planning vacancies, including the possible recruitment of candidates outside of the area who could work remotely. He asked if such actions could be detailed in the next report. The Human Resources Officer said that the Planning Department had just undergone a restructure, with most posts now being career graded. She said that this had been implemented to aid the recruitment and retention of officers following staff exit interviews which had given the lack of career development within the Planning Department as a reason for leaving the organisation. The Human Resources Officer said that new adverts for the current Planning Department vacancies were due to go out in the next two to four weeks.

Councillor Bull asked if smaller planning applications were being dealt with more quickly. The Human Resources Officer said that the more junior posts were already in situ to enable this, adding that these posts were easier to recruit to.

The Interim Head of Human Resources and Organisational Development said that there were other recruitment tools which could be explored, including Human Resources policies which are not currently being used, for example in terms of remuneration. The Interim Head of Human Resources and Organisational Development said that a full analysis of what was going on around the council was

required, and that she had joined the Hertfordshire Heads of Human Resources Group to obtain a true picture of the competition.

The Chairman said that the turnover and sickness of employees looked good and asked how East Herts compared to other local authorities. The Interim Head of Human Resources and Organisational Development said that any current information relating to this was only anecdotal and that she would be working with the Hertfordshire Heads of Human Resources Group to understand issues within Hertfordshire, the wider area and nationally.

The Chairman referred to page 97 of the report and asked what percentage of staff were attending training and how this was monitored. The Human Resources Officer said that approximately ten percent of council staff were attending training, and this was scoped from the appraisal system. She said that training courses were advertised to staff, many of which were online/virtual sessions.

RESOLVED – that the Human Resources Management Statistics for Quarter 1 (April – June 2022) be considered and received.

158 HUMAN RESOURCES AND PAYROLL TEAM UPDATE REPORT

The Interim Head of Human Resources and Organisational Development introduced the report and said that the Human Resources payroll system continued to provide challenges, which were being worked through under the charge of the highly skilled

and knowledgeable Payroll Manager. She said that the payroll system was a shared service with Stevenage Borough Council and that there were some tie ups required.

The Interim Head of Human Resources and Organisational Development said that in terms of training and development eight 'The Art of Brilliance' workshops had been offered to staff. She said that the Corporate Induction was working and that there was a strong push for a Future Managers Programme to aid the council's ageing workforce profile.

The Interim Head of Human Resources and Organisational Development said that it was understood from the results of the Staff Wellbeing Survey that people preferred to learn face to face rather than virtually. She said that surgeries for managers to enable further Management Development Training were planned and that she was keen to have a structured learning plan, corraling resources.

The Interim Head of Human Resources and Organisational Development said that she was keen for the East Herts Together Group to continue to enable staff to be involved with the Transformation Programme and the results of the Wellbeing Survey. She said that as she was the Interim Head of Human Resources and Organisational Development, she did not wish to undermine the plans of the regular post holder and wanted the team to be able to follow through on any plans made in his absence when he returned to work.

Councillor Newton referred to paragraph 5.3 of the report and said that the services provided to external organisations by the Human Resources Department were brilliant, but variable. She asked where the division was should Members need Human Resources advice separate to that structure. The Interim Head of Human Resources and Organisational Development said that should anything be outside of the Service Level Agreement Members should contact her, adding that such trading of services was great, but that East Herts Council must be the priority. She said that all charges for providing such services were now covering costs, but that tracking was needed to ensure that all activities were being accounted for and that staff were getting job satisfaction.

Councillor Dumont asked who had ownership of the newly implemented Applicant Tracking System (ATS), ensuring that users were being trained and delays avoided. The Human Resources Officer said that Claire Kirby, Human Resources Officer had responsibility for the ATS managers, all of whom had received system training (which was recorded). She said that managers had also been given the customer services contact details for the system supplier and each manager was monitored monthly to check if they had any issues with the system. The Human Resources Officer said that to date no issues had been reported, and the system was working well.

The Interim Head of Human Resources and Organisational Development said that it was very important that all recruiting managers followed good

practice to maximise opportunities to capture good staff.

Councillor Newton referred to paragraph 7.3 of the report and asked why the submitting of overtime claims via MyView by staff had not progressed. The Human Resources Officer said that although the module was easy to build and easy to train staff to use, the Head of Human Resources and Organisational Development had wanted to review the overtime policy prior to his sickness leave.

RESOLVED – that the Human Resources and Payroll Team Update Report be noted and received.

159 URGENT BUSINESS

There was no urgent business.

The meeting closed at 7.35 pm

Chairman
Date

Agenda Item 5

East Herts Council Report

Human Resources Committee

Date of Meeting: 23 November 2022

Report by: Head of HR and Organisational Development

Report title: Health and Safety Quarterly Review (Q2) – July 2022 to September 2022

Ward(s) affected: N/A

Summary

RECOMMENDATIONS FOR (LT/Human Resources Committee):

- (a) To consider the Health and Safety Quarterly Review (Q2) – July 2022 to September 2022 and provide comments to the Head of HR & OD and the Health and Safety Officer.**

1.0 Executive Overview

- 1.1 This report sets out the Health and Safety (H&S) Management Statistics and service updates for Quarter 2 (July 2022 to September 2022) and includes a summary of.

Non-Reportable and Reportable Accidents

Accidents involving employees and members of the public on council premises.

Accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
(RIDDOR 2013)

Contract compliance and monitoring

The Health and Safety Officer can report that there have been

no safety incidents or site accidents in respect to the following major contracts.

Capital Projects;

Hertford Theatre – Growth and Legacy Project
Hartham Swimming Pool and Gym Refurbishment

Premises and Sites

Office premises inspections are now being undertaken with the Property Team and Unison.

Parks, Open Spaces and Play Areas.

There have been no reported incidents or accidents in respect to the parks, open spaces and play areas.

Lone Working Contract

Roll out of new devices continues with teams in Housing and Health receiving new devices.

The Facilities Management, Property Services and Estates and Asset Management Teams are scheduled for roll out in November 2022.

Modern Workplace Review

Inspection of standard operator seat assets
New meeting rooms

Safety Committee

2.0 Background

2.1 The Health and Safety Officer reports to the HR Committee each quarter. This report will be submitted to Safety Committee and has been considered by the Leadership Team and Executive Members, who review the report before it is submitted to the HR Committee.

3.0 Safety Committee

- 3.1 Safety Committee met on Tuesday 30 August 2022. The minutes of the meeting are included with this report.
- 3.2 Contract Managers and Contract Project Managers are invited to attend Safety Committee to provide feedback on the main and capital projects.

4.0 Work and Non-Work-Related Accident Reports

For the purposes of the report:

I.P refers to Injured Person

Non-Reportable Accidents do not need to be reported under RIDDOR 2013 and may include minor cuts etc.

- 4.1 There were no reportable accidents under the Reporting of Incidents Diseases and Dangerous Occurrence Regulations (RIDDOR) for the period July 2022 to September 2022.
- 4.2 There were 2 non reportable work-related accidents for the period 1 July 2022 to 30 September 2022; the two incidents were not a result of any procedural, mechanical or structural failure or defect.
- 4.3 Swimming Pools and Open Spaces. There were 35 minor non reportable accidents reported across the 5 swimming pools and gyms between April 2022 and June 2022 in respect to users and 3 minor accidents concerning SLM employees. None of the reported accidents were the result of any procedural or equipment related failure and a sample of the type of accident recorded is included below:
 - IP Scratched hand climbing out of the pool. Area inspected for fault or defect – none found

- IP Strained calf muscle during group exercise – No root cause determined.
- Swimmer got into difficulty and required assistance – Swimmer left comfort zone and ignored safety warning signs.
- IP Nose started to bleed whilst swimming – No specific cause or injury.
- IP Jumped into pool striking a tooth with their hand – Skill execution error.
- IP Swam into teacher during swimming class – Skill execution error and perception judgement.

Skill execution errors arise as a result of individual action and not as a result of any equipment or procedural failure.

The Health and Safety Officer would like to inform the Committee that the figures for Grange Paddocks remain consistent due to the high footfall.

Q2 Non-Reportable Accidents – Jul, Aug, Sept 2022

Swimming Pool & Gym	July	August	September	TOTAL
Hartham	4	2	3	9
Fanshawe	1	1	0	2
Leventhorpe	0	1	0	1
Grange Paddocks	9	3	3	15
Ward Freman	1	0	0	1
Employees (SLM)	0	0	0	0
Contractors	0	0	0	0
TOTAL	15	7	6	28

Q1 Table for comparison

Q1 Non-Reportable Accidents – Apr, May, Jun 2022

Swimming Pool &	April	May	June	TOTAL
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Gym				
Hartham	0	0	1	1
Fanshawe	0	2	2	4
Leventhorpe	0	0	3	3
Grange Paddocks	7	8	9	24
Ward Freman	0	0	0	0
Employees (SLM)	3	0	0	3
Contractors	0	0	0	0
TOTAL	10	10	15	35

Q2 Non-Reportable Accidents – Jul, Aug, Sept 2022

EHC Employees	July	August	September	TOTAL
	0	0	0	0
TOTAL	0	0	1	1

Q1 Table for comparison

Q1 Non-Reportable Accidents – Apr, May, Jun 2022

EHC Employees	April	May	June	TOTAL
	0	0	0	0
TOTAL	0	0	1	1

Q2 Non-Reportable Accidents – Jul, Aug, Sept 2022

Parks, Open Spaces, Members of the Public	July	Aug	Sept	TOTAL
Play Area	0	0	0	0
TOTAL	0	0	0	0

Q1 Table for comparison

Q1 Non-Reportable Accidents – July, August, September 2022

Parks, Open Spaces, Members of the Public	July	August	September	TOTAL
Play Area	0	0	0	0
TOTAL	0	0	0	0

An analysis of the number and type of accidents have not shown any abnormal trends or patterns over the course of the second quarter for 2022 and no unusual or abnormal number of accidents when compared to Q1.

The Contract Manager for Sport and Leisure Management (SLM) has arranged for the Health and Safety Officer to be able to access relevant health and safety information pertinent to the Councils five pools and gyms.

The Contract Manager will ask for comparable sites to be built into a comparison so we have like for like site's for the dual use with gym (Fanshawe and Leventhorpe, dual use pool only (Ward Freman), Large pool and gym site with no sport hall (Grange Paddocks) and a Medium site pool/ gym and no sport hall (Hartham). The Contract Manager is discussing this option with the Everyone Active Regional H&S Quality manager.

4.4 3G pitch

The New 3G Pitch at Grange Paddocks is now complete and open for use.

4.5 Hartham Leisure Centre (HLC)

First floor slab has been poured

Ground floor slab to be poured next

Roof should start to be installed in the next few weeks

1st gym fit out meeting has taken place to begin planning how SLM will kit out the gym and how much time and space Cadman need to give SLM to get the building ready to open.

4.7 Summary

4.7.1 The project manager overseeing the work has maintained a high standard of inspections and the Health and Safety Officer has observed exceptional levels of health and safety practice demonstrated throughout.

5.0 Contract Management and Compliance

5.1 In order to fulfil its duty of care, all contracts are overseen by a contract manager who is responsible for ensuring the contract is being delivered safely and the contractor has the appropriate safety procedures in place. The Health and Safety Officer works with the service contract managers to improve the information reporting processes and to ensure pertinent information is being monitored/reported and relevant action is being taken (when required) to Safety Committee, Leadership Team and Human Resources Committee.

The following updates should be noted:

5.2 Buntingford Service Centre

5.2.1 The Health and Safety Officer can report that the Councils Property Team commissioned the installation of speed humps and digital speed control signs in the depot yard, and it was observed during a site visit that vehicles were reducing speed.

5.2.2 The Health and Safety Officer can report that quarterly Depot User Meetings have been diarised for the remainder of 2022 and for 2023.

5.2.3 The depot has now been supplied with a defibrillator, on site contractors have been asked to compile details of users for training.

5.2.4 The Health and Safety Officer can report that waste consultant Eunomia Research & Consulting have completed a survey of Buntingford Depot focussing on functionality, long term sustainability and flexibility, this piece of work dovetails with the work being undertaken to begin preparation for the shared waste service contract tender. The Health and Safety Officer will continue to support the Project Officer throughout the process.

6.0 Parking Enforcement Contract

For the purposes of the report the Councils Parking Contract Provision is delivered by APCOA - APCOA's name originates from the former US parent company and is an abbreviation for Airport Parking Corporation of America.

6.1 The Health and Safety Officer receives monthly site inspections from the Service Development Manager and Parking Contract Manager on the overall performance of the Parking Enforcement contract (with APCOA) and it can be reported that that there have been no accidents in regard to car parks or Multi Story Car Parks (MSCP's) during this quarter.

7.0 Parks and Open Spaces Management Contract

7.1 There have been no incidents or accidents reported for this period and no incidents involving the Councils Grounds Maintenance Contractor, Glendale.

8.0 Lone Worker Contract Update

- 8.1 The Health and Safety Officer would like to advise the Committee that the new lone working service provision implementation is continuing.

The Revenue Inspection and Enforcement Team have received new devices and training on its use and Service Managers have received training on using the Lone Worker Management Portal which can be used to monitor device functionality, location, and operational status.

The roll out and training has been completed for Housing and Health.

The Facilities Management, Property Services and Asset and Estates Management Team are being rolled out in November

9.0 Contract and Development Support for Leisure Development Projects / Capital Programmes

- 9.1 The Health and Safety Officer continues to liaise with the Leisure and Parks Development Officer (Leisure) on the progress of improvement programmes and projects.
- 9.2 The Health and Safety Officer has met with the Front of House Manager to review the Drill Hall venue for Hertford Theatres Christmas show and continues to provide advice and support on safety arrangements.
- 9.3 Significant progress is being made as the demolition phase continues at Hertford Theatre. of the redevelopment continues. on the Work has commenced on the next phase of Hertford Theatres Growth and Legacy Project. The Health and Safety Officer has received a suite of documents in relation to the design and build and will be liaising with the Project Manager and the Theatre Team as the project evolves. GPF

Lewis are now releasing a newsletter advising neighbouring businesses of progress, site operation times, delivery of materials and site contact details.

- 9.4 The Health and Safety Officer can advise the committee that there have been no on-site accidents or incidents.

10.0 Modern Workspace

10.1 The Health and Safety Officer, Head of Strategic Finance and Property and the UNISON Branch Secretary have undertaken an audit of office seating. In addition to this the chairs in the Council chamber have been replaced after a number were found to be defective and beyond repair, the metal frames were sent to be recycled and the remaining elements disposed of. The chairs have been replaced with seating that the Council already had which avoided the expense of purchasing new chairs.

10.2 As part of the review 307 office operator chairs were inspected of which 71 were identified as no longer fit for purpose, the Committee are advised that some of the chairs are over 30 years old the average life expectancy of a standard operator chair is between 7 and 8 years.

The following factors were considered when identifying chairs for replacement.

- Wear and tear
- Functionality of component parts such as wheels, arms, back rest, adjustment mechanisms
- Defect or damage

The head of Strategic Finance and Property has identified a procurement framework from which we can acquire sample

chairs to trial to ensure that we obtain chairs that are fit for purpose.

10.3 The Health and Safety Officer has been working with the Corporate Property Services Manager on updating the furniture and layout of the meeting rooms at Wallfields to create greater flexibility. Room layout guides and capacities will be developed and calculated so people will be able to make informed choices for events and meetings.

10.4 The Health and Safety Officer has been working with the modern workspace transformation team on the changes being implemented in Wallfields to create new working space and meeting rooms.

The Rivers Suite has now been completed offering meeting spaces with TV screens and Wi-Fi access.

Additional safety guides and information will be displayed for users.

11.0 Learning and Development – Partnership training and future events

11.1 The Health and Safety Officer is exploring options for a personal safety awareness course.

11.2 With the new lone working contract now in place a series of training sessions are taking place during the roll out of the new devices.

11.3 The next group of First Aiders will be undertaking their requalification training on the 15th and 16th November 2022.

12.0 Options

N/A

13.0 Risks

14.1 have been identified appropriate assessment has been made with relevant controls or mitigation put in place.

14.0 Implications/Consultations

Community Safety

As covered by the report the measures or controls put in place will impact positively on community safety e.g., re parks and open spaces or reception re-opening to the public.

Data Protection

No

Equalities

No patterns or links in the data that accidents are related to any protected characteristics. In terms of developments reasonable adjustments are made to support disabilities and ensure disabled access.

Environmental Sustainability

No

Financial

No

Health and Safety

Yes – as described in the report

Human Resources

Yes – Health and Safety is part of the HR & OD Service

Human Rights

No

Legal

Yes - Health and Safety practice, reporting and monitoring is in place to comply with legal requirements and the report has been reviewed by LT which includes the Head of Legal and Democratic Services.

Specific Wards

No

16.0 Background papers, appendices and other relevant material

N/A

Contact Officer Elly Starling – Interim Head of HR and OD
Contact Tel No – x2141
Elaine.starling@eastherts.gov.uk

Report Author Peter Dickinson – Health and Safety Officer
Peter.dickinson@eastherts.gov.uk

East Herts Council Report

HR Committee

Date of Meeting: 23 November 2022

Report by: Head of HR and OD

Report title: Human Resources Management Statistics for Quarter 2 (July - September 2022)

Ward(s) affected: None

Summary

RECOMMENDATIONS FOR HR Committee:

- **To consider the Human Resources Management Statistics for Quarter 2 (July - September 2022) and provide any comments to the HR Officer/Head of HR and OD.**

1.0 Proposal(s)

- 1.1 Members are invited to consider the Human Resources (HR) Management Statistics for Quarter 2 (July - September 2022).

2.0 Background

- 2.1 This report outlines the current performance against the annual HR targets as approved by the HR Committee and available benchmarking data.

3.0 Report

3.1 Vacancy Data and Recruitment

- 3.1.1 There were 40 vacancies at the end of Quarter 2 (30 September 2022).
- 3.1.2 Recruitment has commenced for 5 of the 40 posts (12.5%) 3 posts have been unsuccessful with recruitment and will be going

back out to advert.

3.1.3 20 of the 40 posts (50%) are within planning and include new posts that have been created from the service restructure. Recruitment for these roles expected November 2022.

3.1.4 1 post is being covered by a consultant as we couldn't recruit permanently and for 1 post funding is being used for a shared service with Stevenage Borough Council. 10 of the 40 posts (25%) have not yet commenced recruitment due to service reviews. 4 in Strategic Finance and Property, 3 in Housing and Health and 3 in Revenues and Benefits.

3.2 Employee Turnover

3.2.1 There were 8 leavers in Quarter 2 (July – September 2022) giving a turnover rate for the quarter of 2.5%. Based on the leavers so far, it is estimated that the turnover rate for the annual period 2022/23 will be **12.1%**. This has decreased by 1.9% since quarter 1 and is now slightly lower than the local government average (14% for 2018/19 for Local Authority districts in the UK).

Figure 1 - Leavers and Turnover throughout 2021/22

	Q1	Q2	Q3	Q4
Number of Leavers 2021/22	12	11	9	15
Turnover rate 2021/22	3.6%	3.4%	2.8%	4.6%
Number of Leavers 2022/23	11	8		
Turnover rate 2022/23	3.5%	2.5%		

3.1.1 Reasons for leaving in Quarter 2 included 2 leaving to achieve

promotion, 1 to relocation, 1 to retirement, 1 for family responsibilities, 1 due to the end of fixed term contract and 2 to the private sector

3.3 Sickness Absence ALL absence

ALL Absence - Quarter 2

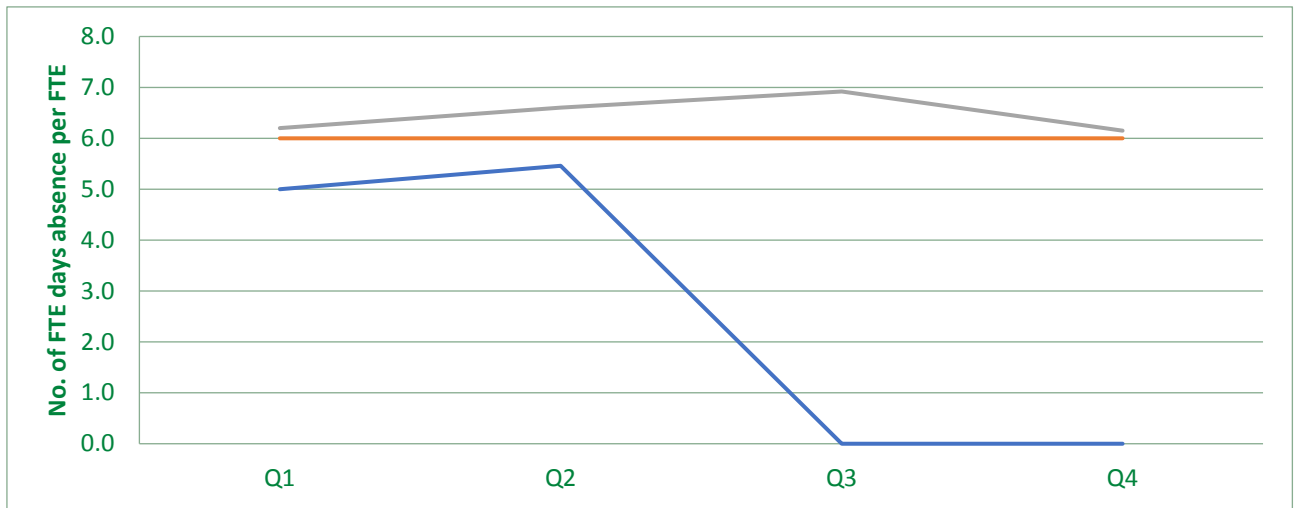
3.3.1 At the end of Quarter 2, the total number of sickness days taken was 399.21 full time equivalent (FTE) days. Of these, 240.76 FTE days (60.3%) were due to short term sickness and 158.45 FTE days (39.7%) were due to long term sickness. The percentage of time lost due to short term sickness is 1.3% and the percentage of time lost due to long term sickness is 0.9% which equates to a total percentage lost time of 2.2%.

3.3.2 At the end of Quarter 2, the number of FTE days absent per FTE was an average of 2.73 days.

ALL Absence - Annual period 2022/23

3.3.3 Figure 2 below shows that, based on the absences for the year so far, (i.e., absences at the end of September 2022) Projected sickness absence for the annual period 22/23 is estimates to be **5.5 days per FTE**. This is below the council's annual target of 6 days.

Figure 2 – Annual absence for 2022/23



Short term absence

3.3.4 Absences of less than four weeks are considered to be short term sickness absence.

Short term absence - Quarter 2

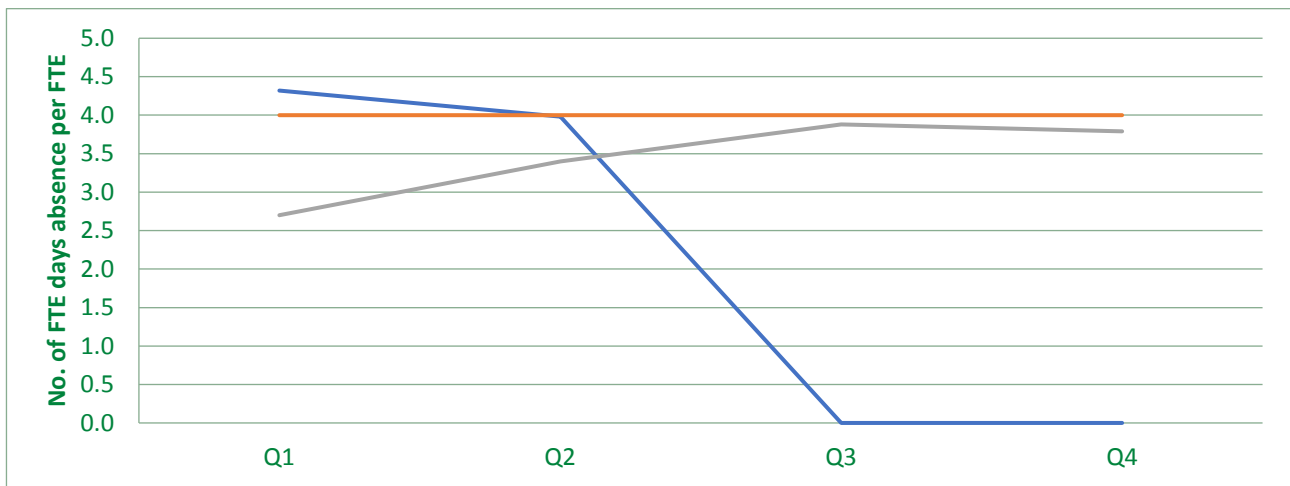
3.3.5 Sixty-five employees (20.7% of the total headcount) had short term sickness absence during Quarter 2 totalling 240.76 FTE days. This represents a percentage lost time rate of 1.3%.

3.3.6 At the end of Quarter 2, the number of short-term FTE days absent per FTE was an average of 1.99 days.

Short term absence - Annual period 2022/23

3.3.7 Figure 3 shows that, based on the absences for the year so far, (i.e., absences at the end of September 2022) It is estimated that short term sickness absence for the annual period 22/23 is estimates to be **4 days per FTE**. This is in line with the council’s short-term target of 4 days.

Figure 3 – Annual SHORT TERM absence for 2022/23



Long Term absence

3.3.8 Absences in excess of 4 weeks/28 consecutive calendar days are considered to be long term sickness absence.

Long term absence – Quarter 2

3.3.9 Seven employees (2.2% of the total headcount) had long term sickness absence during Quarter 2 totalling 158.45 FTE days. This represents a percentage time lost rate of 0.9%.

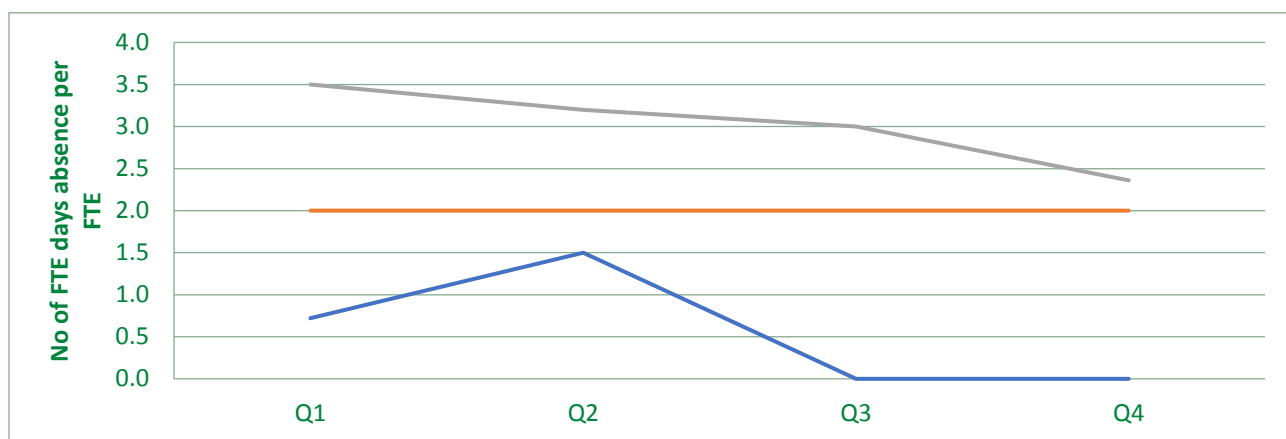
3.3.10 All employees were offered support through the Employee Assistance Programme and referred to Occupational Health. The reasons for long term absence were due to acute medical conditions (two employees) Mental Health (2 employees), Muscular and back pain (2 employees) and minor reasons (one employee) Four of the seven employees are now back to work.

3.3.11 At the end of Quarter 2, the number of long term FTE days absent per FTE was 0.75 days.

LONG TERM absence - Annual period 2022/23

3.3.12 Figure 4 below shows that, based on long term absences for the year so far (i.e. as at the end of September 2022), it is estimated that long term sickness absence for the annual period 2022/23 will be **1.5 days per FTE**. This is below the council's long-term target of 2 days.

Figure 4 Annual LONG TERM absence for 2022/23



3.4 Learning and Development

In Quarter 2, we continued delivering Resilience Workshops with the 'Art of Brilliance'. Two sessions took place during the quarter on Brilliant Strengths and How to Find Your Brave. A total of approx. 40 people attended the online sessions

3.4.2 In Quarter 2, Three sessions were delivered to managers on how to use the new applicant tracking system 'Web Recruit' including viewing applications, shortlisting candidates, and inviting to interview. All sessions were delivered virtually through zoom and 51 employees attended.

3.4.3 In Quarter 2, PeopleSafe delivered online training to 7 employees on the use of the MySOS Lone worker device. This included familiarisation with the device functionality, alarm receiving centre response, portal administration and general use.

3.4.4 The annual mandatory e-learning training programme will be refreshed in quarter 3. Courses will be going live from December 2022 for employees to complete in line with their appraisal.

3.4.5 The following is a summary of the learning and development events that were held in Quarter 2:

Event/Course	No of Participants	Number of sessions held
ATS Hiring Manager Training	51	3
People Safe Device User Training	7	2
Resilience Workshop- Brilliant Strengths	25	1
Resilience Workshops – How to find you brace	15	1
Total	98	7

3.4 Equalities Monitoring Indicators

3.4.1 The table below shows a summary of employee equalities data at the end of Quarter 1 (i.e. 30 September 2022).

	Comparison to population data	EHC Staff and Percentage
Disability		
Leadership Team with a disability	5% CENSUS 2011	0%
Employees with a disability	5% CENSUS 2011	3.9% (12 employees)
Ethnicity		

Leadership Team members from BAME groups	4.5% CENSUS 2011	10% (1 employee)
Employees from BAME groups	4.5% CENSUS 2011	13.4% (41 employees)
Gender		
Leadership Team members who are female	51% NOMIS 2019	40% (4 employees)
Employees who are female	51% NOMIS 2019	73% (224 employees)
Sexual Orientation (Gay, Lesbian, Bisexual)		
Leadership Team	2.1% ONS 2018	20% (2 employees)
Employees	2.1% ONS 2018	2.3% (7 employees)

The Leadership Team comprises the Chief Executive, Deputy Chief Executive and all Heads of Service.

4.0 Implications/Consultations

Community Safety

No

Data Protection

No

Equalities

No

Environmental Sustainability

No

Financial

No

Health and Safety

No

Human Resources

As detailed in the report

Human Rights

No

Legal

No

Specific Wards

No

5.0 Background papers, appendices and other relevant material

None

Contact Officer

Jane Mackie, HR and OD Manager

Contact Tel No 01992 531652

Jane.Mackie@eastherts.gov.uk

Report Author

Emily Cordwell, HR Officer

Emily.Cordwell@eastherts.gov.uk