

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE - 4 JULY 2018

REPORT BY THE INTERIM HEAD OF HUMAN RESOURCES AND
ORGANISATIONAL DEVELOPMENT

HUMAN RESOURCE MANAGEMENT STATISTICS: APRIL TO JUNE 2018

WARD(S) AFFECTED: *None*

Purpose/Summary of Report

Members are invited to consider the Human Resources (HR) Management Statistics for Quarter 1 (April – June 2018).

<u>RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE</u>	
That:	
(A)	the HR Management Statistics for Quarter 1 (April to June 2018) be noted

Background

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

Report

1. Establishment and Recruitment

1.1 The table below summarises the council's establishment and vacancy data as at 14 June 2018.

	Quarter 1
Number of funded posts	382
Total headcount	333
Vacant posts	49
Established FTE	337.08
Actual FTE	290.26
Vacant FTE posts	46.82

2. Employee Turnover

- 2.1. There were 22 leavers (20 voluntary and 2 involuntary) between 1 April and 30 June 2018. Based on this figure, projected turnover is 26.3% for the year which is above the council's target of 10%.

Quarter	Number of Leavers	Projected Turnover for 2018/19 (TARGET 10%)
Quarter 1	22	26.3%

3. Sickness Absence

- 3.1 The table below shows absence data for the period 1 April – 31 May 2018 (data for the month of June was not available at the time of writing this report).
- 3.2 Based on Quarter 1 data, the projected sickness absence rate for the year is 5.58 days per FTE which is below the target of 6.5 days.

	Quarter 1
Short term absence per FTE to date	0.58
Projected Short Term absence	3.48
Long Term absence per FTE to date	0.35
Projected Long Term absence	2.1
Total absence per FTE to date	0.93
Projected Total Absence	5.58

Long term sickness absence is 28 plus consecutive calendar days

The council's targets are short term = 4.5 days, long term = 2 days, total = 6.5 days

4. Work-related accidents

4.1 During the period 1 April to 31 May 2018 there were no reportable* or non-reportable accidents involving employees.

* Reportable accidents are those where the council has a statutory duty under Reporting of Injuries, Diseases and Dangerous Occurrence Regulation's 2013 (RIDDOR) to inform the Health and Safety Executive (HSE).

5. Learning and Development

5.1 During the period 1 April to 14 June 2018, 64 learning and development events were held and there were 475 participants.

6. Performance Management

6.1 Date for the completion of Performance Development Reviews (PDRs) in 2018/19 will be reported on at the end of the PDR year – i.e. HRC in April 2019.

7. Equalities Monitoring Indicators

7.1 The table below shows a summary of equalities data for employees as at 14 June 2018.

Disability:		
Leadership Team members with a disability	5%	0%
Employees with a disability	5%	3.8%
Ethnicity:		
Leadership Team members from BAME groups	4.5%	16.7%
Employees from BAME groups	4.5%	4.5%
Gender:		
Leadership Team members who are female	51%	75%
Employees who are female	51%	71%
Part Time/Full Time:		
Employees who are part time	27%	36%
Employees who are part time and female	21%	33%
Employees who are part time and male	6%	2.6%

The Leadership Team = Chief Executive, Directors and Heads of Service.

8. Policy Development

8.1 The following policies are currently under review:

- Bullying and Harassment
- Diversity & Equality
- Appeals
- General Leave
- Whistleblowing
- Managing Change

9.0 Implications/Consultations

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

Background Papers

None

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