

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE - 3 OCTOBER 2018

REPORT BY THE HEAD OF HUMAN RESOURCES AND  
ORGANISATIONAL DEVELOPMENT

HUMAN RESOURCES MANAGEMENT STATISTICS: JULY TO  
SEPTEMBER 2018

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WARD(S) AFFECTED:        *None*

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**Purpose/Summary of Report**

Members are invited to consider the Human Resources (HR) Management Statistics for Quarter 2 (July – September 2018).

**RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE**

**That:**

<b>(A)</b>	<b>the HR Management Statistics for Quarter 2 (July to September 2018) be noted</b>
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**Background**

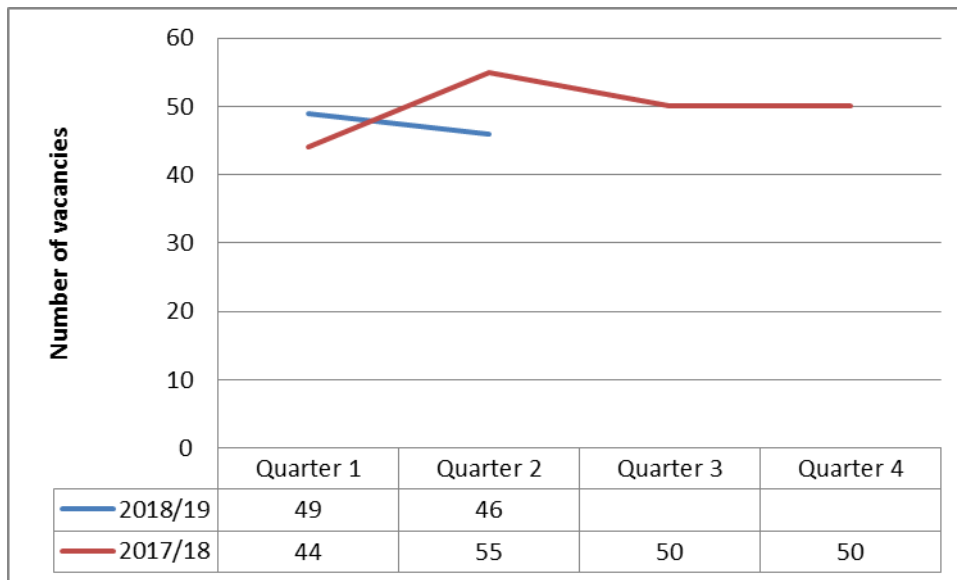
This report outlines the current performance against the annual HR targets as approved by the HR Committee.

**Report**

**1. Vacancy Data**

1.1 Figure 1 below shows that the number of vacancies in the council has fallen from 49 in Quarter 1 to 46 in Quarter 2 and is significantly lower than this time last year (55 vacancies in Quarter 2 2017/18)

**Figure 1 – Number of vacancies in the council**



1.2 The table below shows that 70% of the vacancies are actively being recruited to, 26% are on hold e.g. pending job redesign, potential review of structure and 4.3% are due to 'other' (e.g. covered by other temporary arrangements such as an external secondment or via a shared service with Stevenage Borough Council).

<b>Progress with vacancy</b>	<b>No. of posts</b>	<b>% age of vacant posts**</b>	<b>Comments</b>
Actively being recruited to:	32	70%	Out to advert (15)*, Shortlisting (1), interviewing (2), offer made but not yet started (14)
On hold – pending job redesign, imminent restructure	12	26%	
Other	2	4.3%	Egs include post being covered by an external secondee, post covered by a temporary shared service arrangement with Stevenage Borough Council

\*for 7 of these vacancies, several recruitment attempts have been unsuccessful as they are nationally difficult to recruit posts however they are currently being advertised.

\*\*Some figures have been rounded up

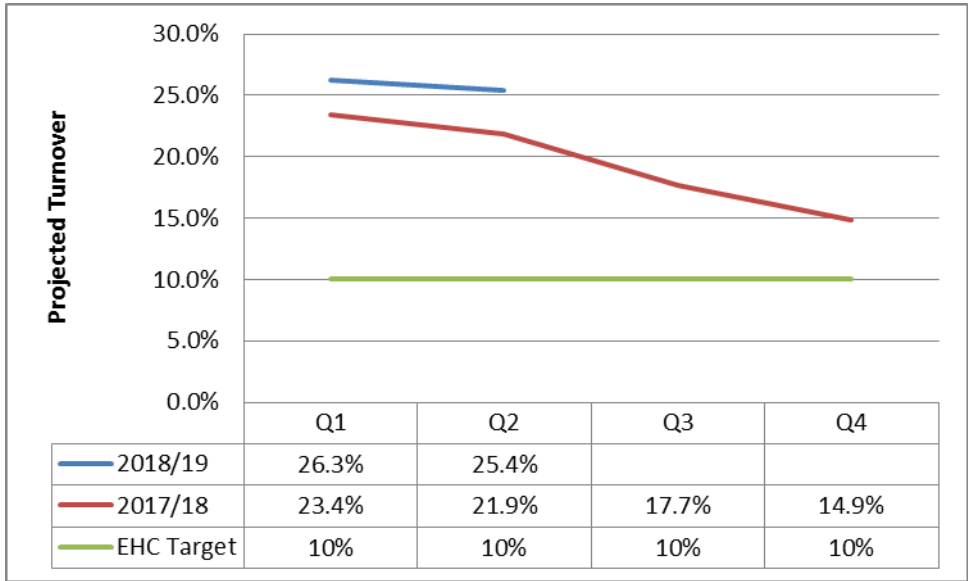
## 2. Employee Turnover

2.1. There were 42 leavers (35 voluntary and 7 involuntary) between 1 April and 30 September 2018. Based on this figure, projected turnover is 25.4% for the year which has fallen slightly since Quarter 1 (26.3%) however it is above the council's target of 10%. The projected turnover rate for Quarter 2 is higher in 2018/19 compared to the same period last year (21.9% in Quarter 2 of 2017/18).

<b>Quarter</b>	<b>Number of Leavers</b>	<b>Projected Turnover for 2018/19 (TARGET 10%)</b>	<b>Compared to the same period last year (2017/18)</b>
Quarter 1	22	26.3%	23.4%
Quarter 2	20	25.4%	21.9%

2.2 It is anticipated that projected turnover will fall each quarter as the year progresses following a similar pattern to the previous year: in 2017/18 projected turnover in Quarter 1 was high (23.4%) however it fell to 14.9% by Quarter 4. Please see Figure 2 below.

**Figure 2 – Projected Turnover 2018/19 and comparisons with the previous years' figures**



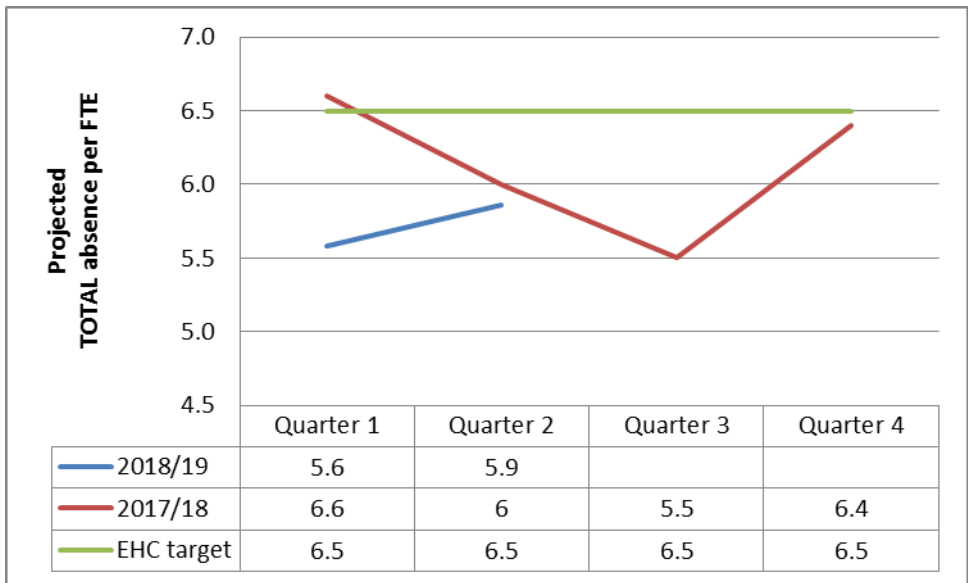
2.3 Given the turnover figures, HR have put considerable effort into contacting and following up on voluntary leavers for the return of their exit questionnaire and as a result completion rates have increased from 42% in 2017/18 to 74% as at the end of Quarter 2. Where appropriate, HR Officers have also been following up questionnaires by interviewing leavers to capture further information which may assist in determining trends.

2.4 Exit Questionnaire data is given in confidence to HR however leavers are encouraged to give their permission to share the data with their managers so that they can take any actions as appropriate. Exit Questionnaire data is analysed in full in the Annual Turnover Report which will be presented to HRC in July 2019.

### 3. **Sickness Absence**

3.1 Figure 3 below shows that, based on sickness absence data as at Quarter 2, projected sickness absence for 2018/19 is slightly lower (5.9 days) compared to the same quarter in 2017/18 (6 days) and is below the council's target (6.5 days). It has however increased slightly since Quarter 1 (5.6 days).

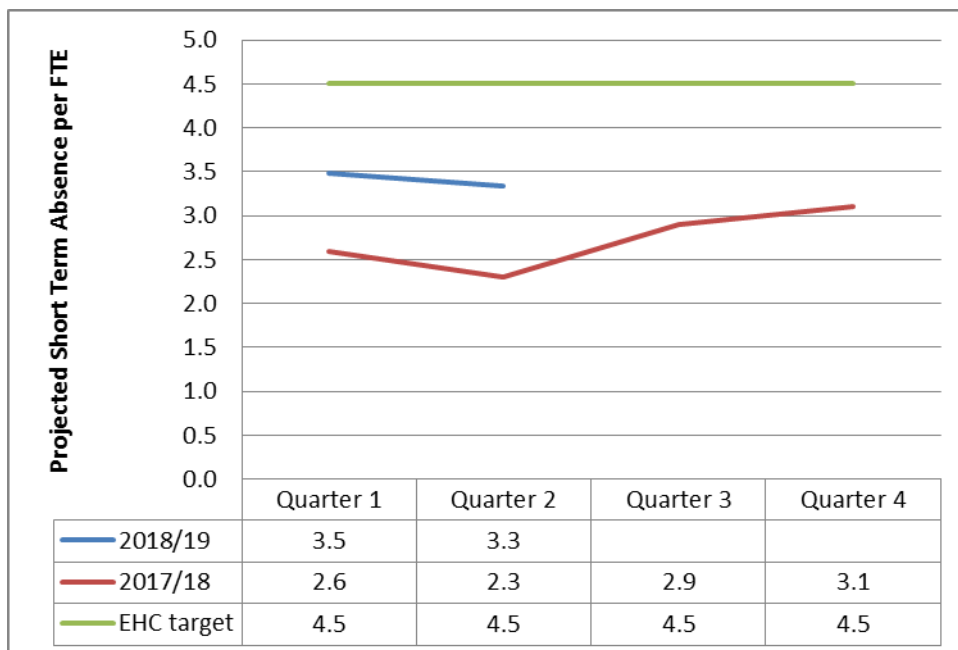
**Figure 3 – Projected absence for 2018/19 compared to last years’ figures**



\*Quarter 2 is based on figures as at the end of August as data for September was not available at the time of writing the report

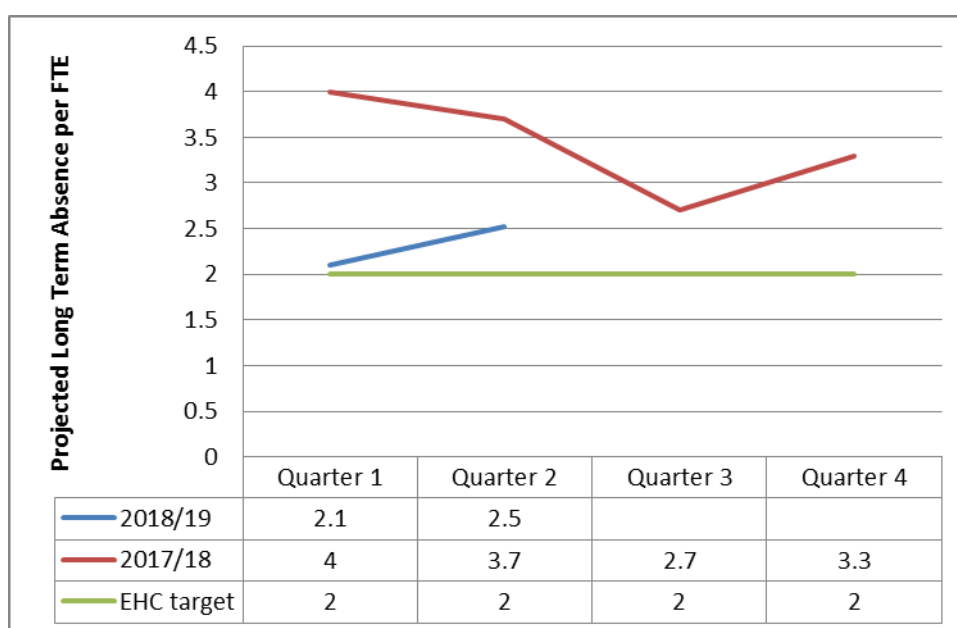
3.2 Figure 4 below shows that projected short term absence has fallen from 3.5 days in Quarter 1 to 3.3 days in Quarter 2 and is well below the council’s target of 4.5 days. It is however higher than the same period last year (2.3 days in 2017/18).

**Figure 4 – Projected SHORT TERM absence for 2018/19 compared to the previous years’ figures**



3.3 Figure 5 below shows that projected long term absence is considerably lower (2.5 days) than the same period last year (3.7 days in 2017/18) however it has increased since the previous quarter (2.1 days) and is above the council's target of 2 days.

**Figure 5 - Projected LONG TERM absence for 2018/19 compared to last years' figures**



3.4 HR are working closely with managers to support employees who are on long term sickness absence through e.g. referrals to Occupational Health and making adjustments to their

work/workplace to assist them in returning to work at the appropriate time.

#### **4. Work-related accidents**

- 4.1 During the period 1 July to 30 August 2018 there were no reportable\* and 1 non-reportable accident involving employees. (Stats are not yet available for September 2018).

\* 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 July to 14 September 2018, 72 learning and development events were held and there were 952 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 July 2019.

#### **7. Equalities Monitoring Indicators**

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

	<b>Target</b>	<b>EHC Percentage</b>
<b>Disability</b>		
Leadership Team with a disability	5%	0%
Employees with a disability	5%	3.4%
<b>Ethnicity</b>		
Leadership Team members from BAME groups	4.5%	16.7%

Employees from BAME groups	4.5%	6.2%
<b>Gender</b>		
Leadership Team members who are female	51%	75%
Employees who are female	51%	74%
<b>Full Time/Part Time</b>		
Employees who are part time	27%	39%
Employees who are part time and female	21%	36%
Employees who are part time and male	6%	2.5%

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

## 8. Policy Development

8.1 The following policies are currently being reviewed:

- Bullying and Harassment
- Appeals
- General Leave
- Organisational Change
- Flexible Working

## 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

Contact Officer: Kate Leeke - Head of HR and OD Ext. 2141  
[Kate.Leeke@eastherts.gov.uk](mailto:Kate.Leeke@eastherts.gov.uk)

Report Author: Vicki David - HR Officer Ext. 1652  
[Vicki.David@eastherts.gov.uk](mailto:Vicki.David@eastherts.gov.uk)