

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE – 9 JANUARY 2019

REPORT BY THE HEAD OF HUMAN RESOURCES AND
ORGANISATIONAL DEVELOPMENT

HUMAN RESOURCES MANAGEMENT STATISTICS: OCTOBER TO
DECEMBER 2018

WARD(S) AFFECTED: *None*

Purpose/Summary of Report

- Members are invited to consider the Human Resources (HR) Management Statistics for Quarter 3 (October – December 2018).

RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE

That:

(A)	The Human Resources Management Statistics for Quarter 3 (October to December 2018) be noted
------------	---

1.0 Background

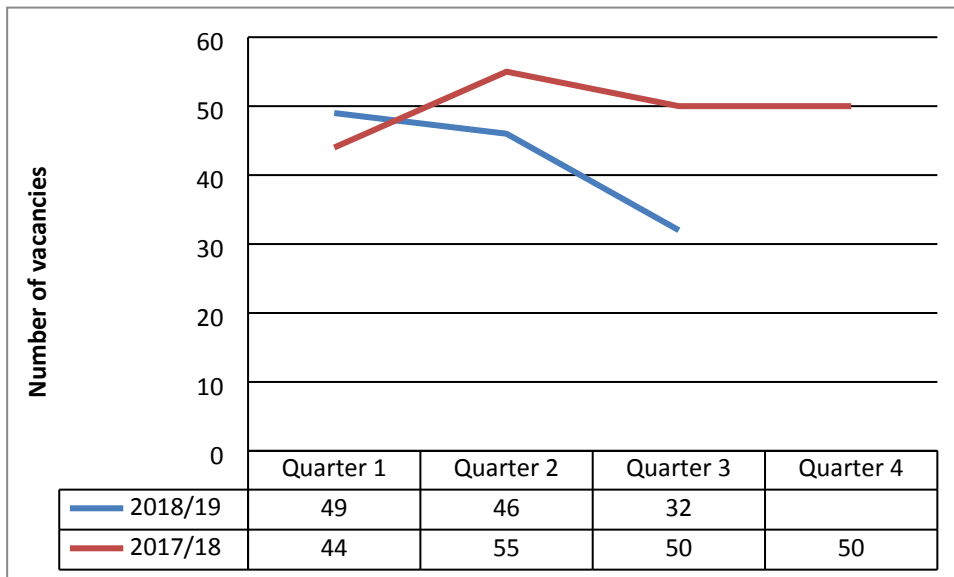
1.1 This report outlines the current performance against the annual HR targets as approved by the HR Committee.

2.0 Report

2.1 Vacancy Data

2.2 Figure 1 below shows that the number of vacancies in the council has fallen significantly from 46 in Quarter 2 to 32 in Quarter 3 and is significantly lower than this time last year (50 vacancies in Quarter 3 2017/18)

Figure 1 – Number of vacancies in the council



2.3 The table below shows that 50% of the vacancies are actively being recruited to, 28% are on hold e.g. pending job redesign, potential review of structure and 22% are due to 'other' (e.g. covered by other temporary arrangements such as an external secondment, on hold for potential digital East Herts saving or via a shared service with Stevenage Borough Council).

Progress with vacancy	No. of posts	% age of vacant posts**	Comments
Actively being recruited to:	16	50%	Out to advert (12)*, Shortlisting (2), offer made but not yet started (2)
On hold – pending job redesign, imminent restructure	9	28%	
Other	7	22%	Egs include post being covered by an external secondee, post covered by a temporary shared service arrangement with

*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

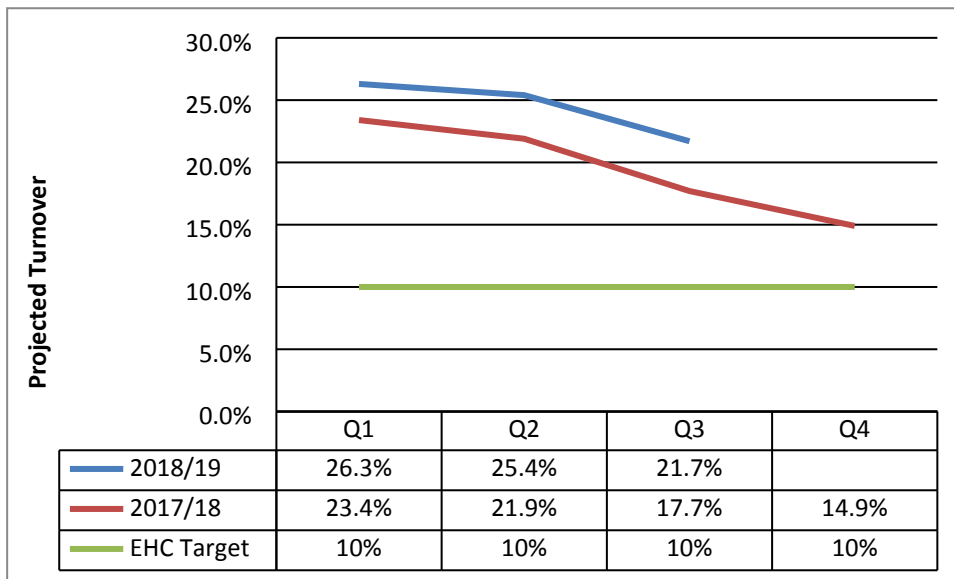
2.4 Employee Turnover

2.5 There were 54 leavers (47 voluntary and 7 involuntary) between 1 April and 31 December 2018. Based on this figure, projected turnover is 21.7% for the year which has fallen slightly since Quarter 2 (25.4%) however it is above the council's target of 10%. The projected turnover rate for Quarter 3 is higher in 2018/19 compared to the same period last year (17.7% in Quarter 3 of 2017/18).

Quarter	Number of Leavers	Projected Turnover for 2018/19 (TARGET 10%)	Compared to the same period last year (2017/18)
Quarter 1	22	26.3%	23.4%
Quarter 2	20	25.4%	21.9%
Quarter 3	12	21.7%	17.7%

2.6 It is anticipated that projected turnover will continue to 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



2.7 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 at the end of Quarter 3 are at 72% (slightly down from 74% in 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.

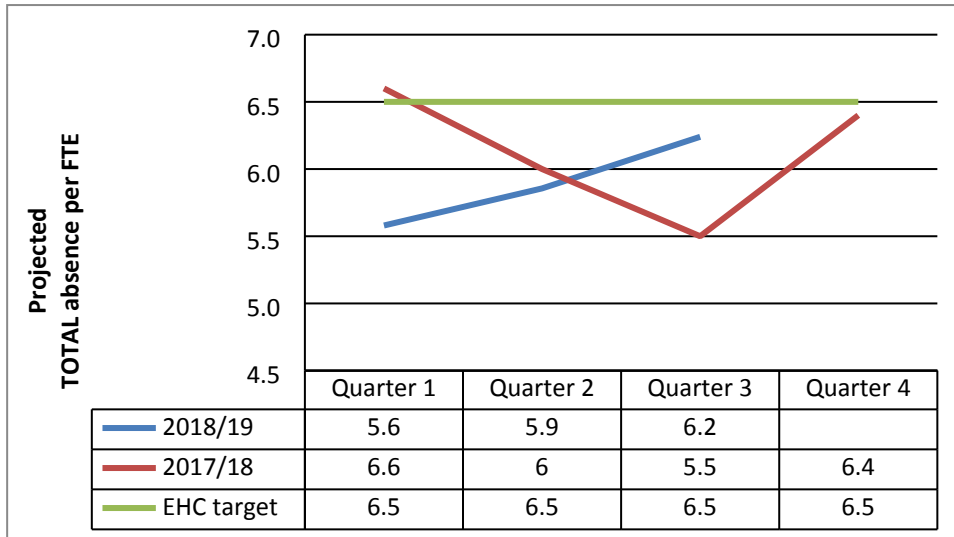
2.8 Exit Questionnaire data is given in confidence to HR however leavers are encouraged to give their permission to share the data with their managers so that they can take any actions as appropriate. Exit Questionnaire data is analysed in full in the Annual Turnover Report which will be presented to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

3.0 Sickness Absence

3.1 Figure 3 below shows that, based on sickness absence data as at Quarter 3, projected sickness absence for 2018/19 is higher

(6.2 days) compared to the same quarter in 2017/18 (5.5 days) and is below the council's target (6.5 days). It has increased slightly since Quarter 2 (5.9 days).

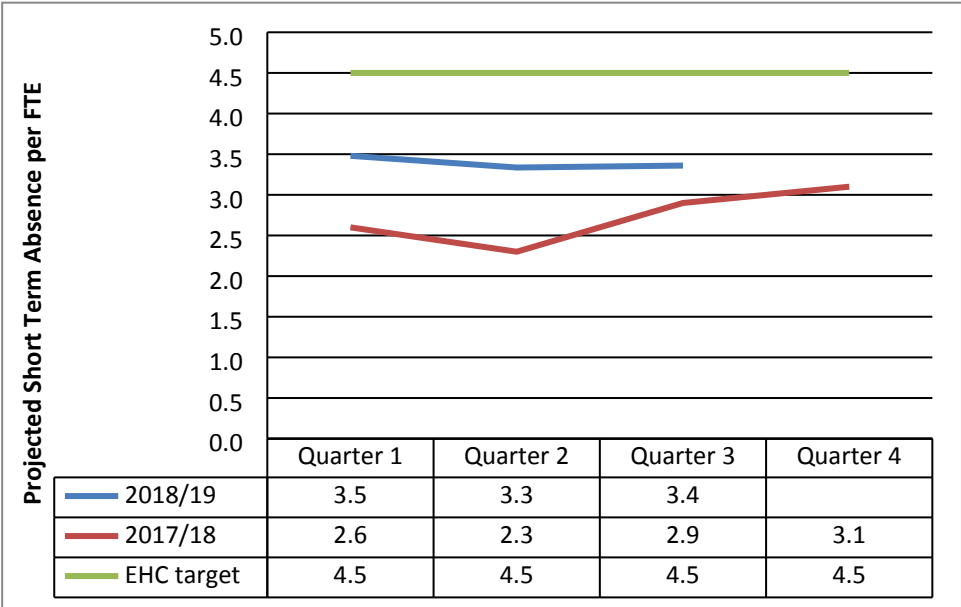
Figure 3 – Projected absence for 2018/19 compared to last years' figures



*Quarter 3 is based on figures as at the end of November as data for December was not available at the time of writing the report

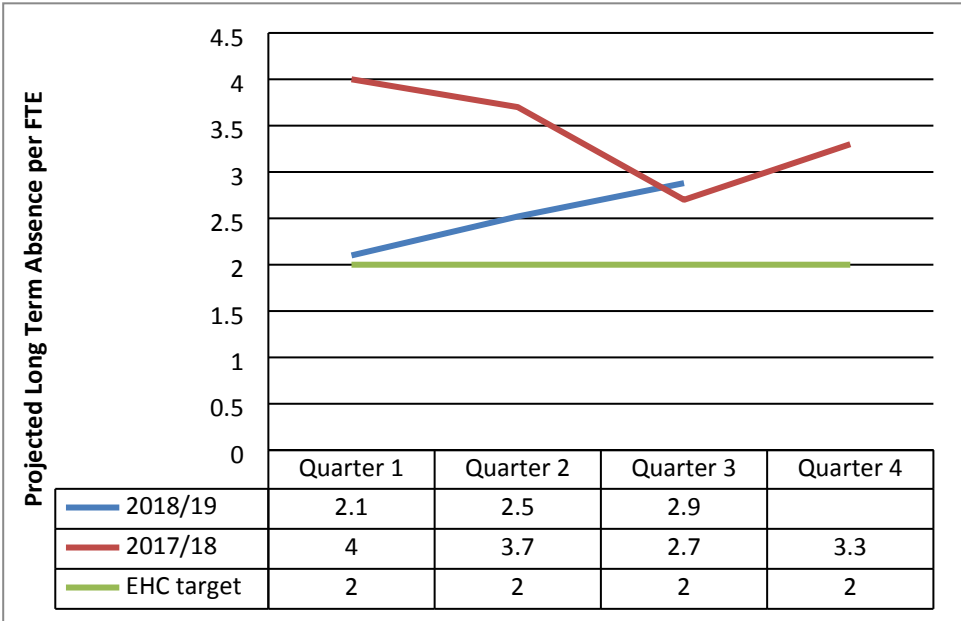
3.2 Figure 4 below shows that projected short term absence has increased slightly from 3.3 days in Quarter 2 to 3.4 days in Quarter 3 and is well below the council's target of 4.5 days. It is higher than the same period last year (2.9 days in 2017/18).

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 slightly higher (2.9 days) than the same period last year (2.7 days in 2017/18) and it has increased since the previous quarter (2.5 days). It 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.

4.0 Work-related accidents

4.1 During the period 1 September to 30 November 2018 there were no reportable* and 3 non-reportable accidents involving employees. (Stats are not yet available for December 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).

5.0 Learning and Development

5.1 During the period 1 October to 14 December 2018, 86 learning and development events were held and there were 1058 participants.

6.0 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 June/July 2019.

7.0 Equalities Monitoring Indicators

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

	Target	EHC Percentage
Disability		
Leadership Team with a disability	5%	0%
Employees with a disability	5%	4.0%
Ethnicity		

Leadership Team members from BAME groups	4.5%	20%
Employees from BAME groups	4.5%	6.6%
Gender		
Leadership Team members who are female	51%	70%
Employees who are female	51%	75%
Full Time/Part Time		
Employees who are part time	27%	37%
Employees who are part time and female	21%	34%
Employees who are part time and male	6%	2.8%

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

8.0 Policy Development

8.1 The following policies are currently being reviewed:

- Appeals
- 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 Human Resources and Organisational Development, Extn: 2141.
kate.leeke@eastherts.gov.uk

Report Author: Vicki David – Human Resources Officer Extn: 1652. vicki.david@eastherts.gov.uk