

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE - 13 MARCH 2019

REPORT BY THE HEAD OF HUMAN RESOURCES AND
ORGANISATIONAL DEVELOPMENT

HUMAN RESOURCES MANAGEMENT STATISTICS: JANUARY TO
MARCH 2019

WARD(S) AFFECTED: *None*

Purpose/Summary of Report

Members are invited to consider the Human Resources (HR) Management Statistics for Quarter 4 (January – March 2019).

RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE

That:

(A)	the HR Management Statistics for Quarter 4 (January to March 2019) be noted
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1.0 Background

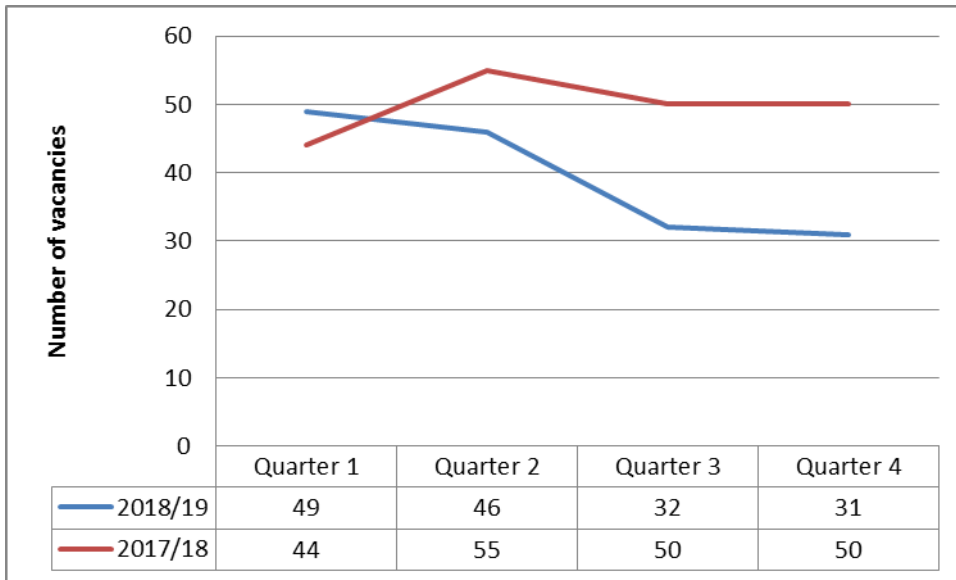
1.1 This report outlines the current performance against the annual HR targets as approved by the HR Committee.

1.0 Report

Vacancy Data

1.1 Figure 1 below shows that the number of vacancies in the council has fallen slightly from 32 in Quarter 4 to 31 in Quarter 4 and is significantly lower than this time last year (50 vacancies in Quarter 4 2017/18)

Figure 1 – Number of vacancies in the council



1.2 The table below shows that 28% of the vacancies are actively being recruited to, 62% are on hold e.g. pending job redesign, potential review of structure, 3% are due to 'other' covered by other temporary arrangements such as a secondment and 7% are not going to be filled and will be taken off the establishment.

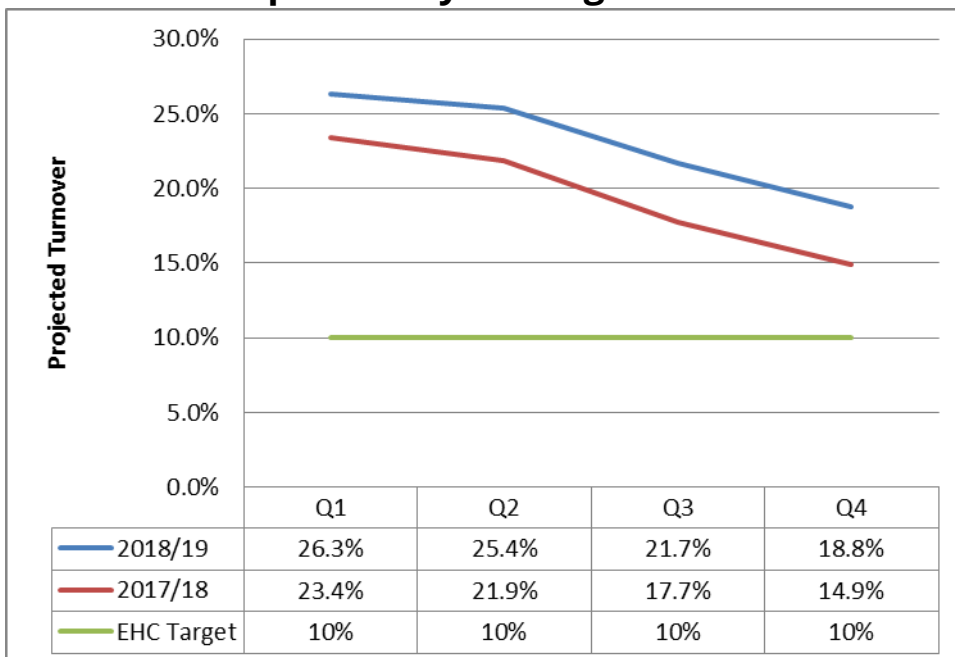
Progress with vacancy	No. of posts	% age of vacant posts	Comments
Actively being recruited to:	8	28%	Out to advert (5), offer made but not yet started (3)
On hold – pending job redesign, imminent restructure	18	62%	
Other	1	3%	Partly being covered by a secondment opportunity
Not being replaced	2	7%	One post vacant and not being back filled and the other is not being replaced as it was

			previously funded through reserves.
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2.0 Employee Turnover

- 2.1. As at Quarter 4, projected employee turnover is estimated to be above the council's target.
- 2.2 Figure 2 below shows that based on the number of leavers between 1 April 2018 and 28 February 2019 (57 in total), projected turnover is estimated to be 18.8% for the year. This has fallen since Quarter 3 (21.7%) however it is above the council's target of 10%. The projected turnover rate for Quarter 4 is higher in 2018/19 compared to the same period last year (14.9% in Quarter 4 of 2017/18).
- 2.3 As predicted, projected turnover has continued to fall each quarter as the year has progressed following a similar pattern to the previous year.

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



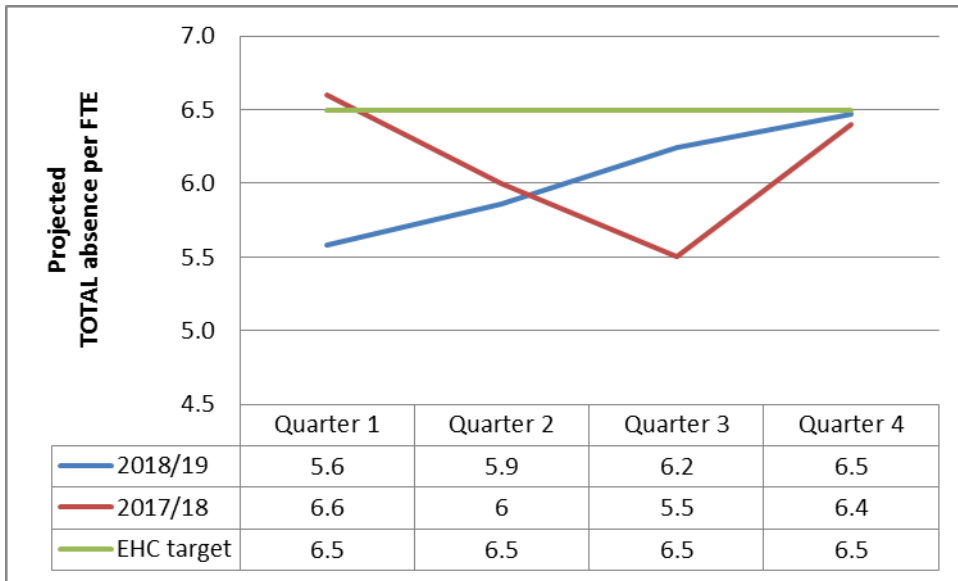
* due the timing of this report, figures are correct as at 28 February 2019

- 2.4 Given the high turnover figures, HR have persistently chased voluntary leavers to return their exit questionnaires. As a result, completion rates remain high at the end of Quarter 4 - 72% - the same as the previous quarter. Where appropriate, HR Officers have also been following up questionnaires by interviewing leavers to capture further information which may assist in determining trends.
- 2.5 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.

3.0 Sickness Absence

- 3.1 As at Quarter 4, the council is below target overall on projected sickness absence. Short Term Sickness Absence is below target however long term sickness (20 days or more) is above target.
- 3.2 Figure 3 below shows that, as at Quarter 4* projected sickness absence for 2018/19 is estimated to be 6.5 days per FTE which is the same as the council's target. It has increased since Quarter 3 (6.2 days per FTE) and is slightly higher than the same quarter in 2017/18 (6.4 days per FTE).

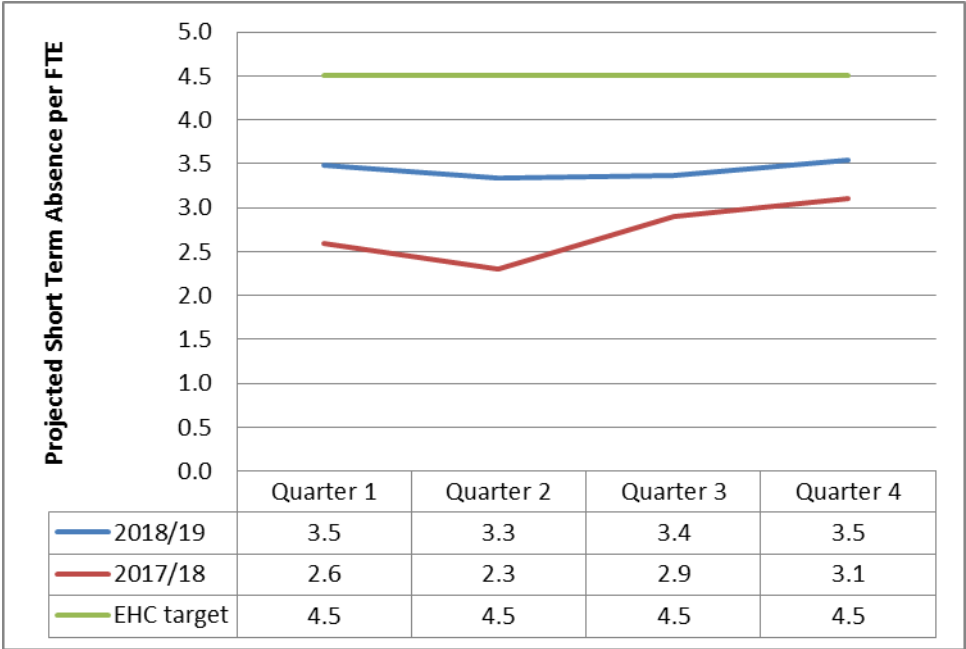
Figure 3 – Projected absence for 2018/19 compared to last years' figures



*Quarter 4 is based on figures as at the end of February as data for March was not available at the time of writing the report

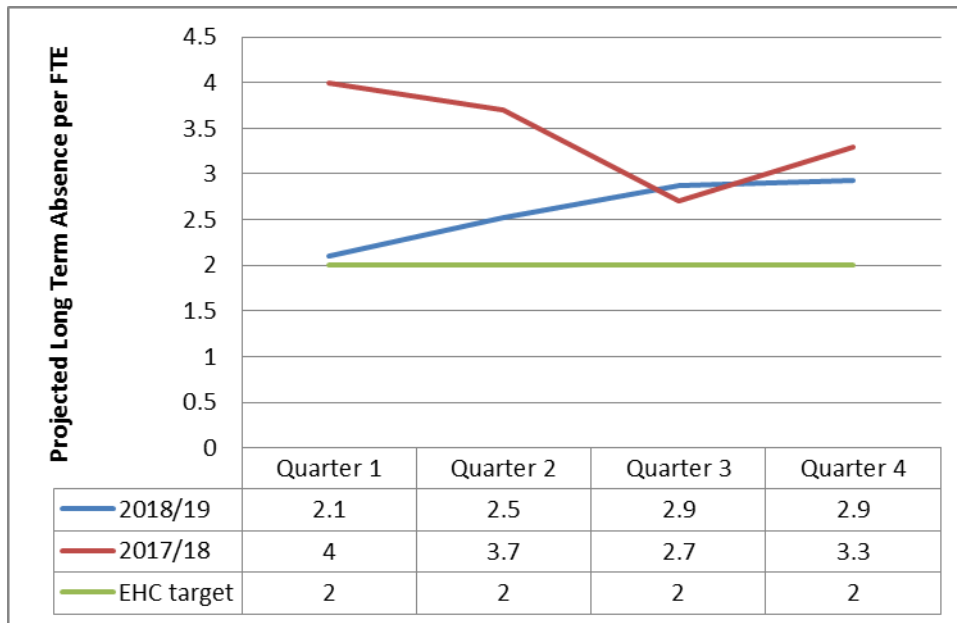
3.3 Figure 4 below shows that, as at Quarter 4 projected short term absence is 3.5 days per FTE which is well below the council's target (4.5 days per FTE). It has increased slightly from Quarter 3 (3.4 days per FTE) and is higher than the same quarter last year (3.1 days per FTE in 2017/18).

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



3.4 Figure 5 below shows that, as at Quarter 4 projected long term absence is estimated to be 2.9 days per FTE which is above the council’s target of 2 days. There has been no change from the previous quarter and it is lower than the same quarter last year (3.3 days in 2017/18).

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



3.5 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 December 2018 to 31 January 2019 there were no reportable* and 1 non-reportable accident involving employees. (Stats are not yet available for February 2019).

* 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 April 2018 to 14 February 2019, 93 learning and development events were held and there were 1795 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 February 2019.

	Target	EHC Percentage
Disability		
Leadership Team with a disability	5%	0%
Employees with a disability	5%	3.9%
Ethnicity		
Leadership Team members from BAME groups	4.5%	20%
Employees from BAME groups	4.5%	7.1%
Gender		
Leadership Team members who are female	51%	60%
Employees who are female	51%	71%
Full Time/Part 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%	2.7%

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

8. 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

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