EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE - 3 JULY 2019

REPORT BY THE HEAD OF HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

HUMAN RESOURCES MANAGEMENT STATISTICS: QUARTER 1 (APRIL TO JUNE 2019)

WARD(S) AFFECTED: *None*

Purpose/Summary of Report

Members are invited to consider the Human Resources (HR) Management Statistics for Quarter 1 (April – June 2019).

RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE	
That:	
(A)	the HR Management Statistics for Quarter 1 (April to June 2019) be noted

Background

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

Report

1.   Vacancy Data

1.1   As at the end of May 2019, there were 38 vacancies across the council. Of these, 20 were being actively recruited to, 8 were on hold (e.g. for digital East Herts savings), 4 were vacant following unsuccessful recruitment attempts, and 6 were vacant due to

other reasons (e.g. post is temporarily vacant whilst post holder is on secondment or post is being covered through an acting up arrangement). Vacancies have fallen compared to the same time last year (49 vacancies).

2.   Employee Turnover

2.1.   Due to the timing of the report, data is only available up to the end of May 2019.

2.2   As shown in Figure 2 below, projected turnover for 2019/20 is estimated to be higher than the council's target. However it has fallen during the quarter and is significantly lower than in the same period last year (26.4% in May 2018).
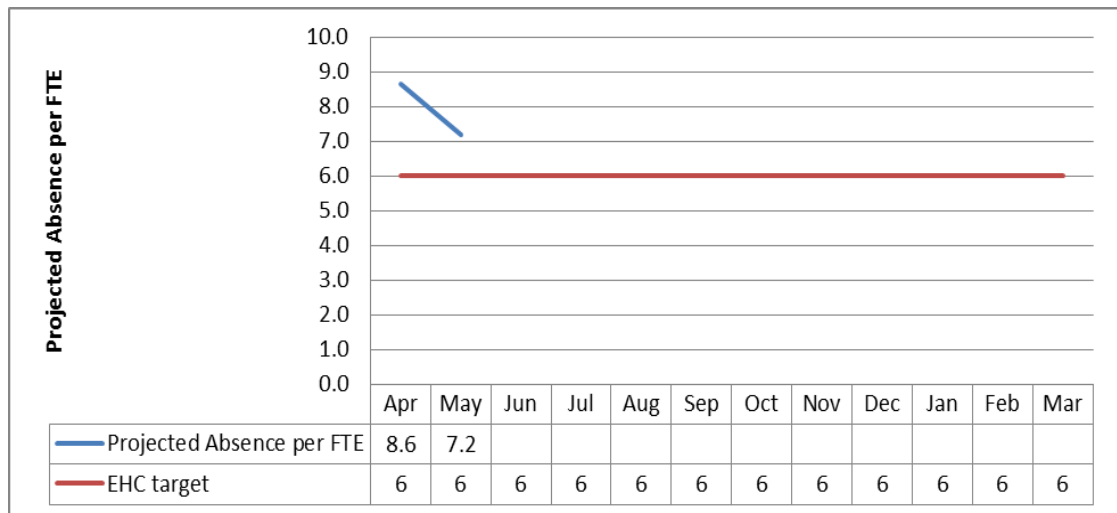
Figure 2 – Projected Turnover for 2019/20

	Apr	May
Projected turnover	18.3%	14.6%
EHC Target	10%	10%
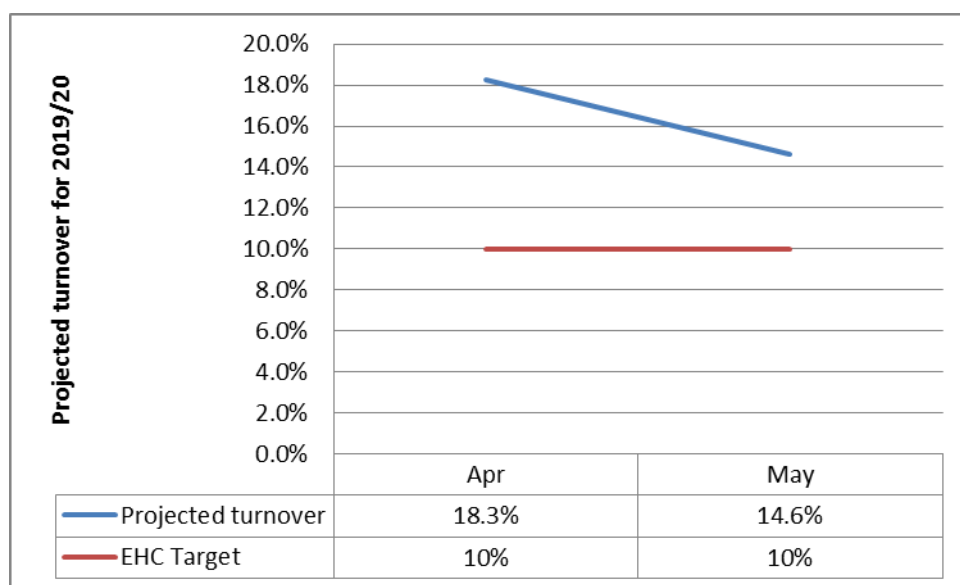
3.   Sickness Absence

3.1   Figure 3 below shows that as at the end of May, projected sickness absence for 2019/20 is estimated to be above the council's target. It is higher than the same time last year (5.6 days).
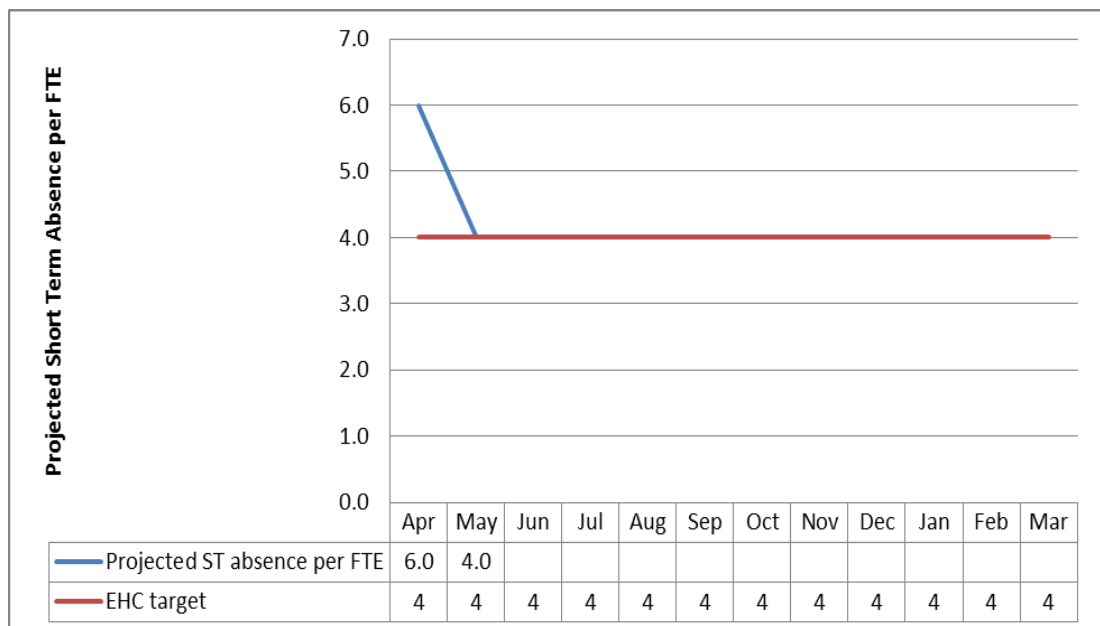
Figure 3 – Projected absence for 2019/20

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Projected Absence per FTE	8.6	7.2										
EHC target	6	6	6	6	6	6	6	6	6	6	6	6

*Quarter 1 is based on figures as at the end of May as data for June was not available at the time of writing the report
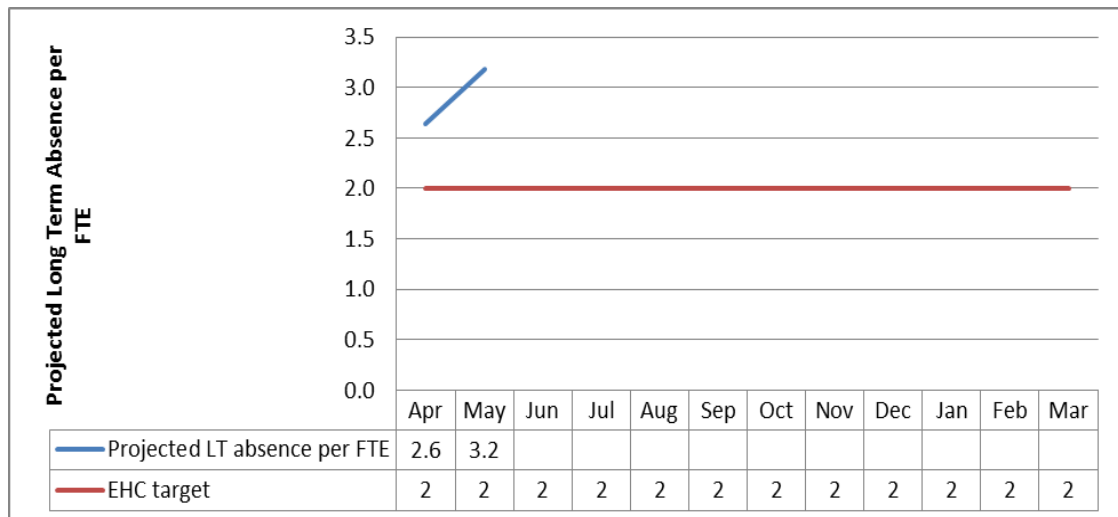
3.3   Figure 4 below shows that, projected short term absence for 2019/20 is estimated to be on target.   It is higher than the same time last year (3.5 days).

Figure 4 – Projected SHORT TERM absence for 2019/20

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Projected ST absence per FTE	6.0	4.0										
EHC target	4	4	4	4	4	4	4	4	4	4	4	4

3.4   Figure 5 below shows that, projected long term absence for 2019/20 is estimated to be above the council's target.   It is higher than the same time last year (2.1 days).

Figure 5 – Projected LONG TERM absence for 2019/20

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Projected LT absence per FTE	2.6	3.2										
EHC target	2	2	2	2	2	2	2	2	2	2	2	2

Chart: Projected Long Term Absence per FTE

3.5 HR are working closely with managers to support employees who are on long term 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. Further details on how the council is supporting employees on long term absence can be found in the Employee Health and Wellbeing report 2018/19 which is also being considered at this HR Committee meeting.

4. Work-related accidents

4.1 During the period 1 April and 31 May 2019 there were no reportable* or non-reportable accidents involving employees. (The data is not yet available for June 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. Learning and Development

5.1 During the period 1 April and 31 May 2019, 15 learning and development events were held and there were 134 participants.

Event/Course	No of participants	Type/number of sessions held
Procurement	10	1
First Aid at Work (Refresher)	4	1
Safeguarding	62	3
Corporate Induction	5	1
E Car Training	27	4
Hertfordshire County Council (Introduction to Personal Financial Planning)	5	1
Hertfordshire County Council (Retirement - Half Day)	3	1
Attending meetings and networking	5	1
My View Sickness	6	1
Dementia Friends	7	1
TOTAL	**134**	**15**

6. Performance Management

6.1 Performance Development Reviews (PDRs) for the period 2018/19 should be completed by 31 March 2019. As at the time of writing this report, 90% of PDRs have been completed. A breakdown by service area is shown in **Essential Reference Paper B.**

7. Equalities Monitoring Indicators

7.1 The table below shows a summary of equalities data for employees as at 14 June 2019.

	Target	EHC Percentage
Disability		
Leadership Team with a disability	5%	0.0%
Employees with a disability	5%	3.9%
Ethnicity		
Leadership Team members from BAME groups	4.5%	20.0%
Employees from BAME groups	4.5%	7.3%
Gender		
Leadership Team members who are female	51%	60.0%
Employees who are female	51%	71.6%
Full Time/Part Time		
Employees who are part time	27%	36.6%
Employees who are part time and female	21%	33.5%
Employees who are part time and male	6%	3.0%

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

8.   Policy Development

8.1   The following policies are currently being reviewed/developed and expected to be considered at the September LJP and the October HRC:

- Recruitment, Induction and Probation
- Disciplinary
- Code of Conduct
- Bulling and Harassment
- Managing Performance
- Absence Management Policy
- General Leave (and related leave policies)
- Training and Development
- Staff and management Core Competences
    – new development planned to support Values and behaviours

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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