

East Herts Council Report

Human Resources Committee

Date of Meeting: 12 February 2020

Report by: Head of Human Resources and Organisational Development

Report title: Human Resources Management Statistics for Quarter 3 (October – December 2019)

Ward(s) affected: None

Summary

RECOMMENDATIONS FOR Human Resources Committee:

- (a) Human Resources Management Statistics for Quarter 3 (October – December 2019) be noted.

1.0 Proposal(s)

- 1.1 Members are invited to consider the Human Resources (HR) Management Statistics for Quarter 3 (October – December 2019).

2.0 Background

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

3.0 Report

3.1 Vacancy Data and Recruitment

- 3.1.1 Table 1 below shows the vacancy position across the council as at 31 December 2019.

Table 1 – Vacancies

| | Number of posts |
|-----------------------------------|------------------------|
| Posts actively being recruited to | 3 |
| Posts on hold | 16 |
| Other | 4 |
| TOTAL | 23 |

3.1.2 Posts being actively recruited to include those that are currently being advertised, at shortlisting or interview stages, pending pre-employment checks, or applicants have received an unconditional offer and have not yet started at the council.

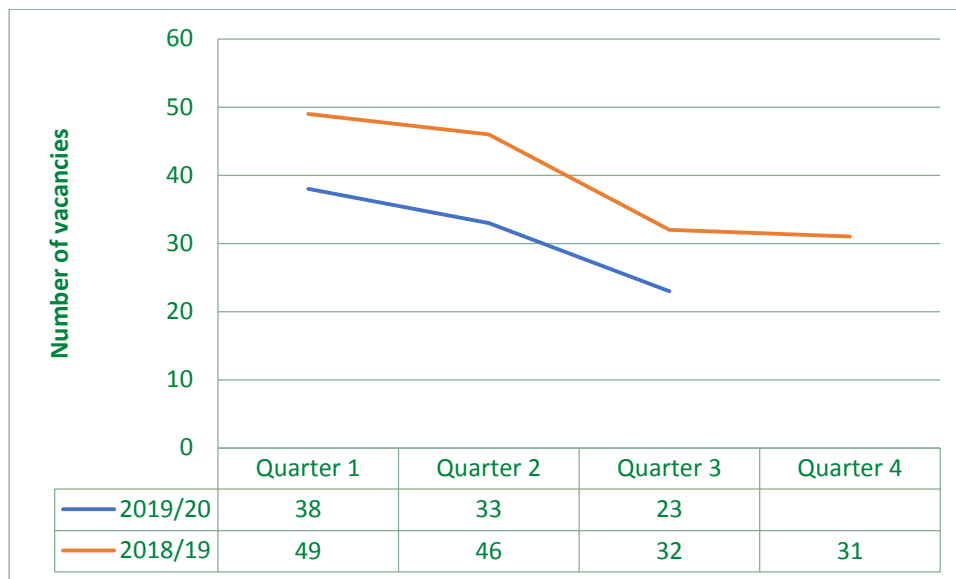
3.1.3 Sixteen posts were on hold. Eleven of these are Planning posts that are being held due to an imminent review of the structure and are being covered as appropriate by agency staff. The remaining five posts that were on hold were due to e.g. posts moving to the single customer services team or potentially for digital East Herts savings.

3.1.4 Five of the posts on hold are difficult-to-recruit-to-posts of which three are Principal Planning Officer posts and two are solicitor posts. The Principal Planning Officers posts are being temporarily covered by agency staff. The solicitor roles are being covered by legal support from Barking and Dagenham Council on a 6 month trial basis which will be reviewed by the new Head of Legal and Democratic Services who begins in February.

3.1.5 Four posts were vacant due to 'other' reasons (e.g. being covered by an honorarium arrangement, or the manager is looking at redesigning the job).

3.1.6 Figure 1 shows that vacancies in Quarter 3 have fallen since Quarter 2 (33 vacancies) and are significantly lower compared to the same period last year (32 vacancies).

Figure 1 – Number of overall vacancies



3.1.7 During Quarter 3 seven posts were advertised. Six posts (86%) were successfully filled (one on the second attempt), three with internal candidates and three with external candidates. The Electoral Services Officer post was put on hold due to the December election however shortlisting will recommence in the new year.

3.1.8 Particularly successful recruitment campaigns during Quarter 3 include the Head of Legal and Democratic Services where fourteen applications were received, eight applicants were interviewed, and one appointment was made and the Democratic Services Officer post where twelve applications were received, six were interviewed and one appointment was made. The Head of Legal and Democratic Services is due to start in post on 3 February 2020 and the Democratic Services Officer has already started in post.

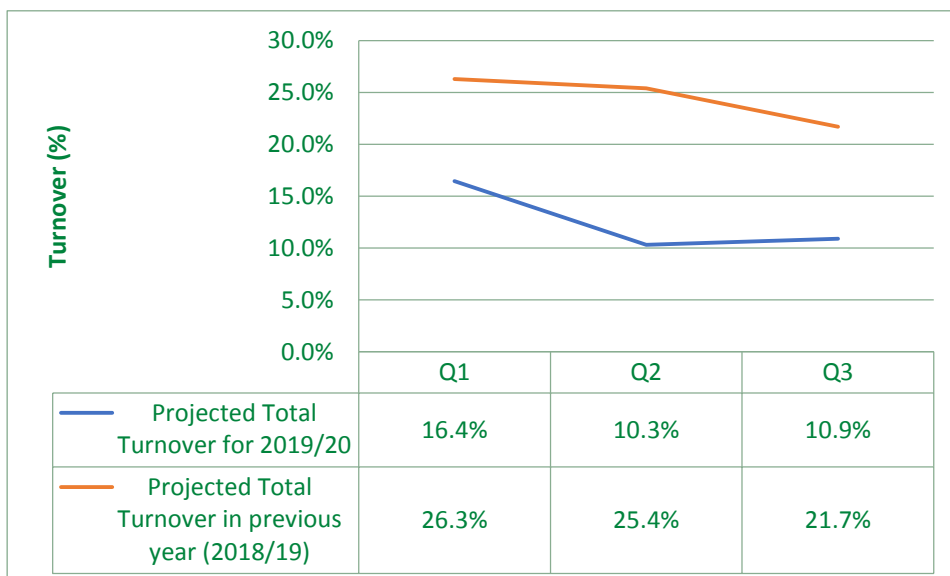
3.2 Employee Turnover

3.2.1 There were 10 leavers in Quarter 3, making the total number of leavers for the year so far (April – December 2019) 27.

| Quarter | Number of leavers |
|--------------|-------------------|
| Quarter 1 | 12 |
| Quarter 2 | 5 |
| Quarter 3 | 10 |
| TOTAL | 27 |

3.2.2 Projected annual turnover for 2019/20 is estimated to be 10.9% which is considerably lower than for the same period last year (21.7% in Quarter 3 in 2018/19) and lower than the local government average (14% for 2018/19 for Local Authority districts in the UK).

Figure 2 – Projected Turnover for 2019/20



3.3 Sickness Absence

Overall absence

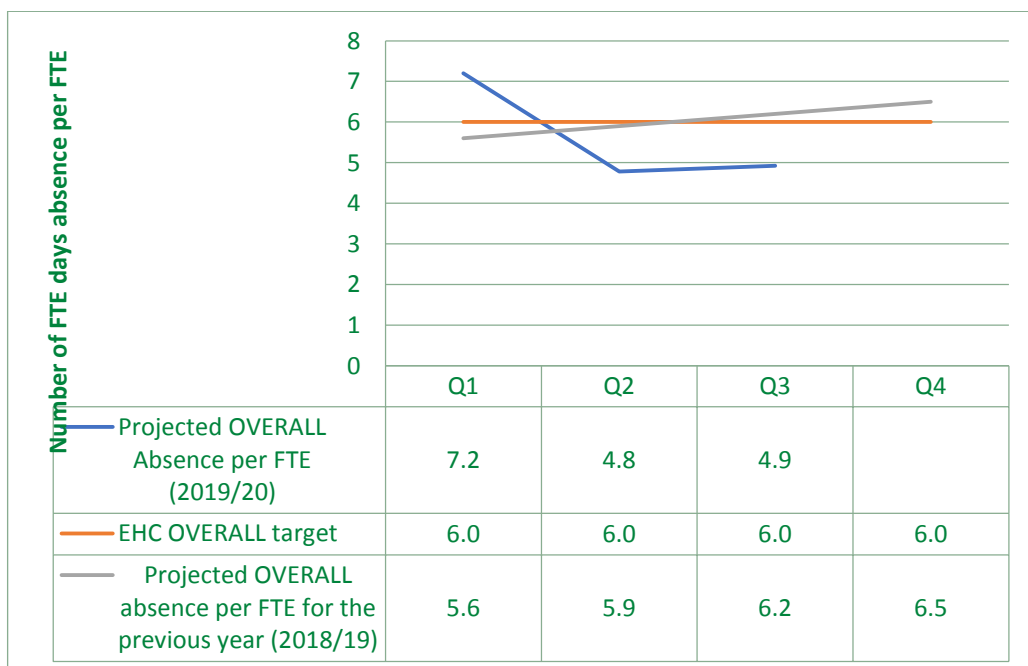
Quarter 2 overall absence data

3.3.1 In Quarter 2, the total number of sickness days taken was 368.47 full time equivalent (FTE) days. Of these, 251.18 FTE days (68%) were due to short term sickness and 117.29 FTE days (32%) were due to long term sickness. The percentage of time lost due to short term sickness is 1.3% and the percentage of time lost due to long term sickness is 0.6% which equates to an overall percentage lost time rate of 1.9%.

Projected overall absence for 2019/20

3.3.2 Figure 3 below shows that projected overall absence for the annual period of 2019/20 is estimated to be 4.9 days per FTE which is below the council's overall annual target of 6 days and lower than the same period last year (6.2 days).

Figure 3 – Projected OVERALL absence for 2019/20



Short term absence

3.3.3 Absences of less than four weeks are considered to be short term sickness absence.

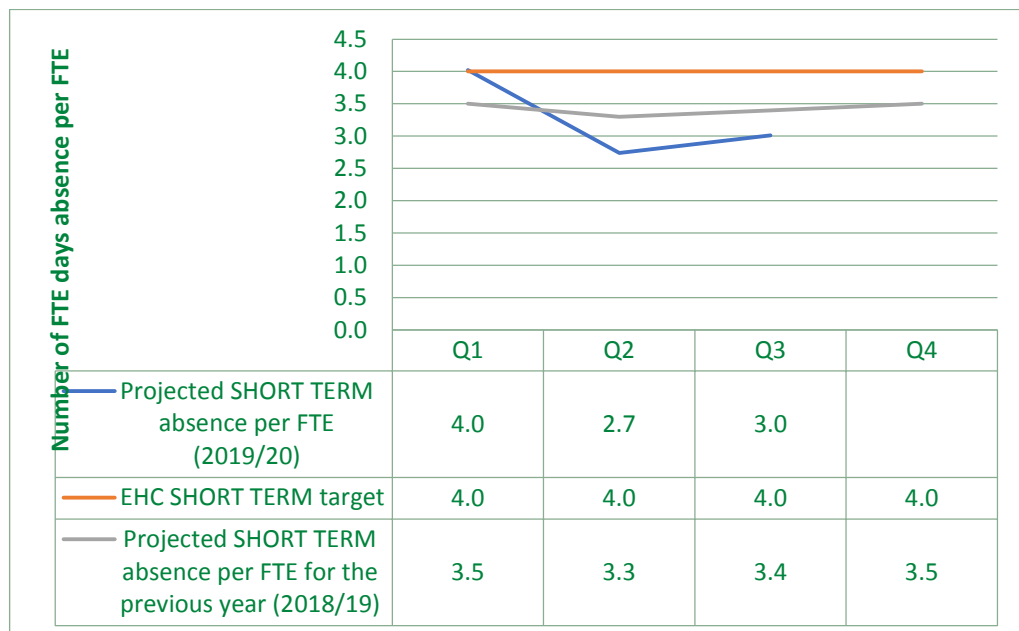
Quarter 3 short term absence data

3.3.4 One hundred employees (29.9% of the total headcount) had short term sickness absence during Quarter 3 totalling 251.18 FTE days. This represents a percentage lost time rate of 1.3% due to short term absence in Quarter 3.

Projected short term absence for 2019/20

3.3.5 Figure 4 below shows that projected short term absence for the annual period of 2019/20 is estimated to be 3 days per FTE which is below the council's short term target of 4 days and lower than the same period last year (3.4 days).

Figure 4 – Projected SHORT TERM absence for 2019/20



Long Term absence

3.3.6 Absences in excess of 4 weeks/28 consecutive calendar days are considered to be long term sickness absence.

Quarter 3 long term absence data

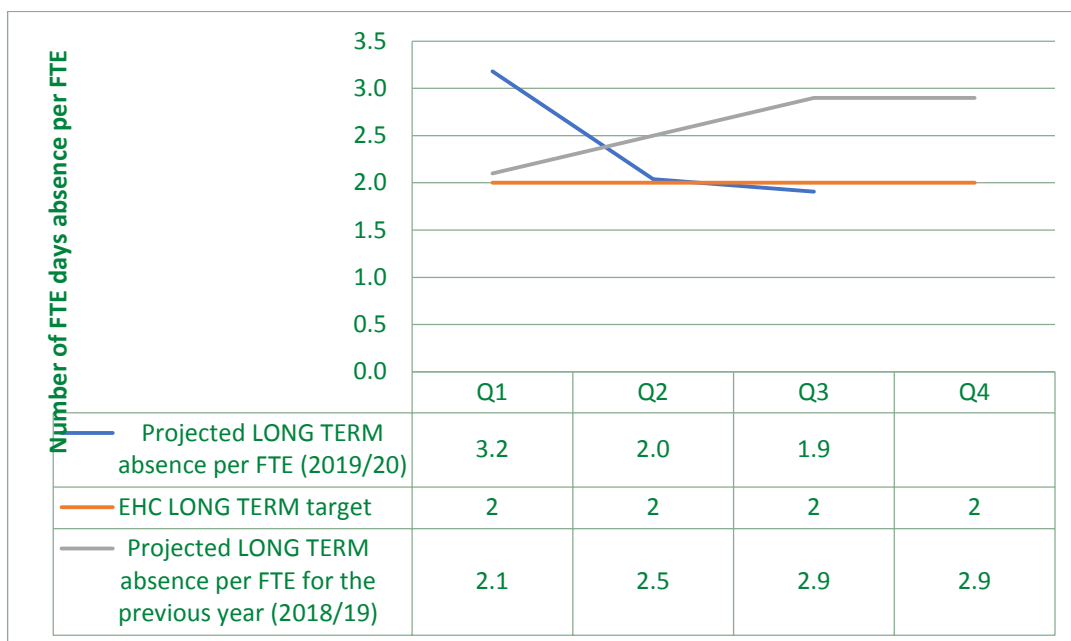
3.3.7 Six employees (2% of the total headcount) had long term sickness absence during Quarter 3 totalling 117.29 FTE days. This represents a percentage time lost rate of 0.6% due to long term absence.

3.3.8 All six employees have been offered support through the employee assistance programme and through referrals to Occupational Health. The reasons for long term absence were for mental health issues, stress (both personal and work related), acute medical conditions (e.g. heart attack, cancer) and reoccurring medical conditions (e.g. angina, allergies). Absences continue for all but one employee.

Projected LONG TERM absence for 2019/20

3.3.9 Figure 5 below shows that projected long term absence for the annual period of 2019/20 is estimated to be 1.9 days per FTE which is lower than the council's long term target of 2 days and lower than the same period last year (2.9 days).

Figure 5 – Projected LONG TERM absence for 2019/20



3.4 Learning and Development

3.4.1 From April to December 2019, there were 47 learning and development events held and there were 355 participants.

| Event/Course | No of participants | Type/ Number of sessions held |
|-----------------------------------|--------------------|-------------------------------|
| Introduction to Procurement | 18 | 2 |
| First Aid at work refresher | 8 | 2 |
| Safeguarding | 84 | 5 |
| Corporate Induction | 12 | 3 |
| E Car Training | 27 | 4 |
| Attending meetings and networking | 5 | 1 |
| My View Sickness | 6 | 1 |

| | | |
|--|------------|-----------|
| Dementia Friend | 7 | 1 |
| Difficult conversations | 9 | 2 |
| Recruitment | 7 | 1 |
| HR Court Training | 17 | 1 |
| First Aid at Work | 9 | 1 |
| Hertfordshire County Council (Introduction to Personal Financial Planning) | 10 | 2 |
| Hertfordshire County Council (Retirement - Half Day) | 8 | 1 |
| Dealing with violence and aggression | 42 | 4 |
| Democratic Services Drop In | 11 | 2 |
| Ladder User and Working at Height | 20 | 2 |
| Fire Marshall Bitesize | 27 | 6 |
| Electrical Safety Awareness | 2 | 1 |
| Budget Monitoring | 6 | 1 |
| Intend procurement | 4 | 1 |
| Project Management Bitesize | 6 | 1 |
| Managing the Tender Process | 7 | 1 |
| Risk Management Bitesize | 3 | 1 |
| Total | 355 | 47 |

3.5 Performance Management

3.5.1 Data for the completion of Performance Development Reviews (PDRs) in 2019/20 will be reported on at the end of the PDR year – i.e. at HRC in May 2020.

3.6 Equalities Monitoring Indicators

3.6.1 The table below shows a summary of equalities data for

employees as at 31 December 2019.

| | Target | EHC Percentage |
|--|---------------|---------------------------|
| Disability | | |
| Leadership Team with a disability | 5% | 0.0% |
| Employees with a disability | 5% | 4.6% |
| Ethnicity | | |
| Leadership Team members from BAME groups | 4.5% | 13.0% |
| Employees from BAME groups | 4.5% | 7.7% |
| Gender | | |
| Leadership Team members who are female | 51% | 50.0% |
| Employees who are female | 51% | 72.7% |
| Full Time/Part Time | | |
| Employees who are part time | 27% | 36.2% |
| Employees who are part time and female | 21% | 33.1% |
| Employees who are part time and male | 6% | 3.1% |

The Leadership Team comprises the Chief Executive, Deputy Chief Executive and Heads of Service. N.B There were 8 employees in the Leadership Team as at 31 December 2019 as the Head of Strategic Finance and Property and the Head of Legal and Democratic Services had left the council and their permanent replacements had not yet started.

4.0 Implications/Consultations

Community Safety

No

Data Protection

No

Equalities

No

Environmental Sustainability

No

Financial

No

Health and Safety

No

Human Resources

As detailed in the report

Human Rights

No

Legal

No

Specific Wards

No

5.0 Background papers, appendices and other relevant material

None

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