East Herts Council Report

Human Resources Committee

Date of Meeting: 5 August 2020

Report by: Head of Human Resources and Organisational Development

Report title: Human Resources Management Statistics for Quarter 4 (January – March 2020)

Ward(s) affected: None

Summary

RECOMMENDATION FOR Human Resources Committee:

(a)   That the Human Resources Management Statistics for Quarter 4   (January –March 2020) be noted.

1.0   Proposal(s)

1.1   Members are invited to consider the Human Resources (HR) Management Statistics for Quarter 4   (January – March 2020).

2.0   Background

2.1   This report outlines the current performance against the annual HR targets as approved by the HR Committee and available benchmarking data.

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 March 2020.

Table 1 – Vacancies

|	**Number of posts**
Posts actively being recruited to	5
Posts on hold	21
TOTAL	**26**

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. There were five posts during Quarter 4 that were actively being recruited to.

3.1.3 Twenty one posts were on hold. Ten of these were Planning posts that were being held due to an imminent review of the structure and were being covered as appropriate by agency staff. Three of these were Principal Planning Officer posts which are difficult-to-recruit-to-posts.

3.1.4 The remaining eleven posts on hold were due to e.g. pending a review of the job or the structure in the service area or potentially in relation to channel shift towards more online delivery. Two of these were solicitor roles which are difficult-to-recruit-to-posts. They were being covered by a combination of agency staff and 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.

3.1.5 Figure 1 shows that there were 26 vacancies in Quarter 4 which is slightly higher than in Quarter 3 (23 vacancies) but lower compared to the same period last year (31 vacancies).

Figure 1 – Number of overall vacancies

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2019/20	38	33	23	26
2018/19	49	46	32	31
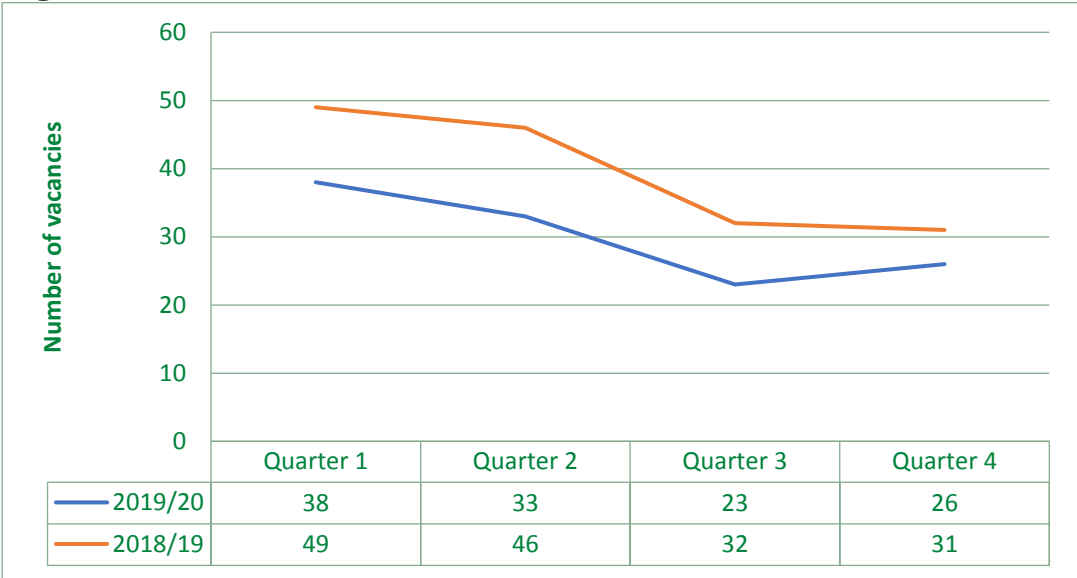
3.1.6 During Quarter 4 eleven posts were advertised. Seven posts (64%) were successfully filled, three with internal candidates and four with external candidates. Three of the remaining posts were still being progressed when the quarter ended. For the final remaining post, the manager, with support from HR, was considering alternative ways of filling it such as re-advertising and looking at job design.

3.1.7 One particularly successful recruitment campaign during Quarter 4 was for the European Regional Development Funding (ERDF) Contract Manager where twelve applications were received, five applicants were interviewed, and one appointment was made. The candidate is yet to start.
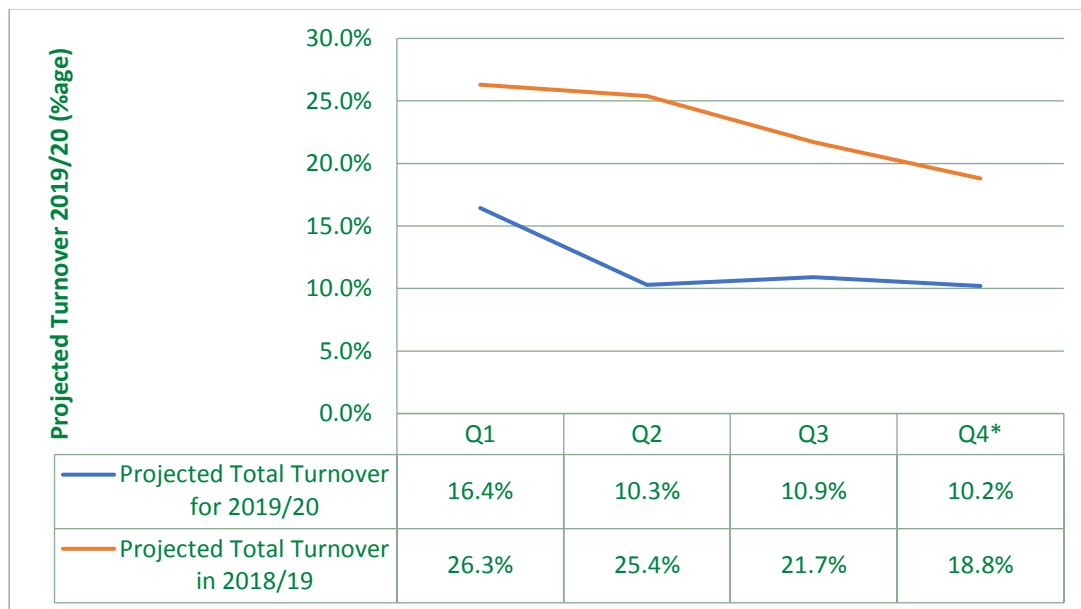
3.2   Employee Turnover

3.2.1 There were 7 leavers in Quarter 4. The total number of leavers for the whole of 2019/20 was 34 giving an annual turnover of 10.2%. Turnover in 2019/20 is considerably lower than in 2018/19 (18.8%) and lower than the local government average (14% for 2018/19 for Local Authority districts in the UK).

Quarter	Number of leavers
Quarter 1	12
Quarter 2	5
Quarter 3	10
Quarter 4	7
TOTAL	**34**

3.2.3 Figure 2 shows the turnover projections that were estimated at the end of each quarter during 2019/20 with the exception of Quarter 4 which shows *actual* turnover. Projected turnover generally fell throughout the year which follows a similar downward trend to the previous year.

Figure 2 – Summary of quarterly projections for Turnover during 2019/20

	Q1	Q2	Q3	Q4*
Projected Total Turnover for 2019/20	16.4%	10.3%	10.9%	10.2%
Projected Total Turnover in 2018/19	26.3%	25.4%	21.7%	18.8%

* The Q4 figure is actual turnover (rather than projected)

3.3   Sickness Absence

Overall absence

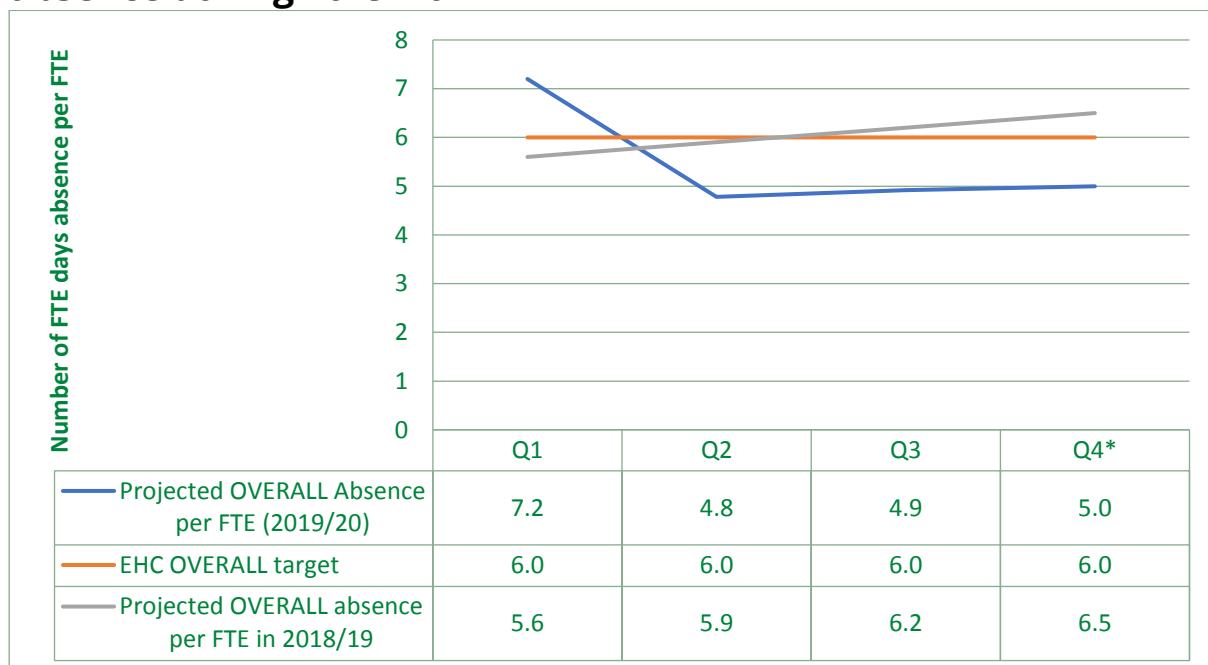**Quarter 4 overall absence data**
3.3.1 In Quarter 4, the total number of sickness days taken was

383.53 full time equivalent (FTE) days. Of these, 247.9 FTE days (65%) were due to short term sickness and 135.63 FTE days (35%) 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 0.7% which equates to an overall percentage lost time rate of 2%.

Overall absence for the annual period 2019/20

3.3.2 Figure 3 below shows projections for overall absence in 2019/20 at the end of each quarter with the exception of Quarter 4 which shows *actual* overall absence. For the annual period of 2019/20 overall absence was 5 days per FTE which is below the council's overall annual target of 6 days and lower than in 2018/19 (6.5 days per FTE).

Figure 3 – Summary of quarterly projections for OVERALL absence during 2019/20

	Q1	Q2	Q3	Q4*
Projected OVERALL Absence per FTE (2019/20)	7.2	4.8	4.9	5.0
EHC OVERALL target	6.0	6.0	6.0	6.0
Projected OVERALL absence per FTE in 2018/19	5.6	5.9	6.2	6.5

* The Q4 figure is actual absence (rather than projected)

Short term absence

3.3.3 Absences of less than four weeks are considered to be short term sickness absence.
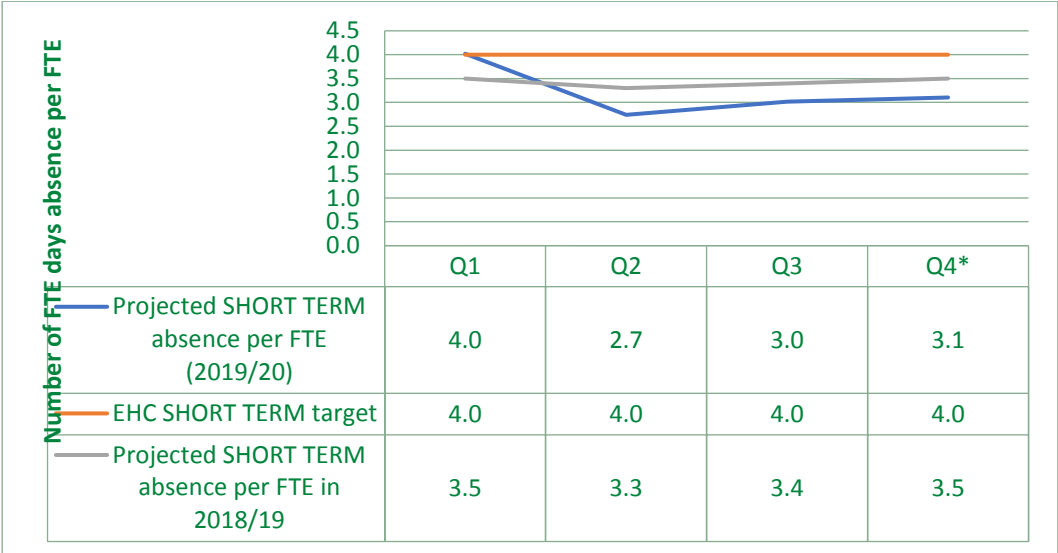
Quarter 4 short term absence data

3.3.4 Eighty Four employees (24.9% of the total headcount) had short term sickness absence during Quarter 4 totalling 247.9 FTE days. This represents a percentage lost time rate of 1.3%.

Short term absence for the annual period 2019/20

3.3.5 Figure 4 below shows projections for short term absence in 2019/20 at the end of each quarter with the exception of Quarter 4 which shows the *actual* short term absence rate. For the annual period of 2019/20, short term absence was 3.1 days per FTE which is lower than the council's short term annual target of 4 days and also lower than in 2018/19 (3.5 days per FTE).

Figure 4 – Summary of quarterly projections for SHORT TERM absence during 2019/20

	Q1	Q2	Q3	Q4*
Projected SHORT TERM absence per FTE (2019/20)	4.0	2.7	3.0	3.1
EHC SHORT TERM target	4.0	4.0	4.0	4.0
Projected SHORT TERM absence per FTE in 2018/19	3.5	3.3	3.4	3.5

* The Q4 figure is actual absence (rather than projected)

Long Term absence

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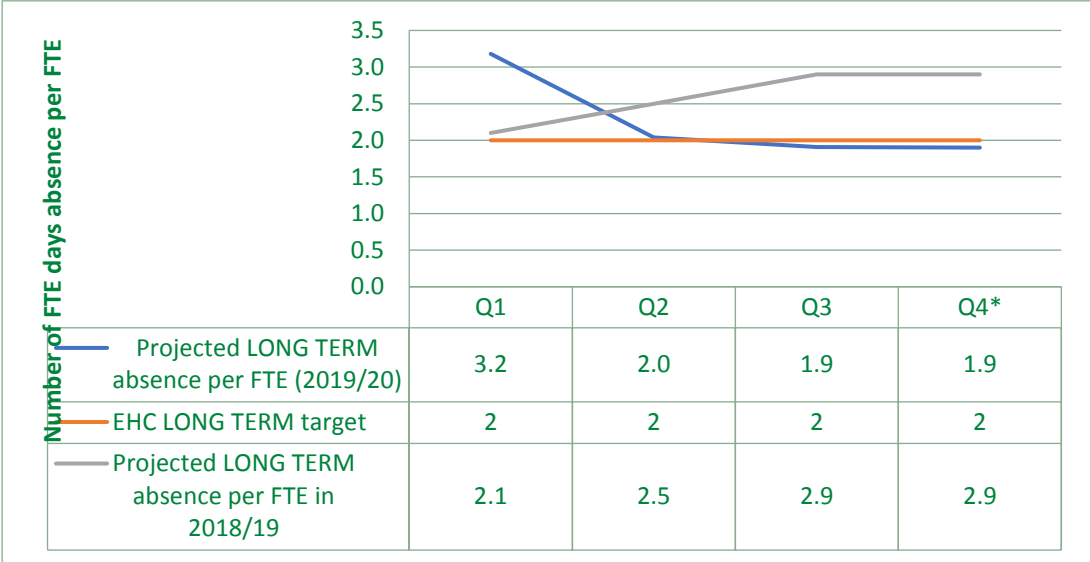
Quarter 4 long term absence data

3.3.7 Seven employees (2.1% of the total headcount) had long term sickness absence during Quarter 4 totalling 135.63 FTE days. This represents a percentage time lost rate of 0.7% due to long term absence.

3.3.8 All seven employees have been offered support through the employee assistance programme and through referrals to Occupational Health. The reasons for long term absence were for reoccurring medical conditions (e.g. angina, allergies), acute medical conditions (e.g. heart attack, cancer), mental health issues, and stress (both personal and work related). With one exception, all employees have returned to work. The remaining employee has an acute medical condition and is being supported by Occupational Health.

LONG TERM absence for the annual period 2019/20

3.3.9 Figure 5 below shows projections for long term absence in 2019/20 at the end of each quarter with the exception of Quarter 4 which shows the *actual* long term absence rate. For the annual period of 2019/20 long term absence was 1.9 days per FTE which is just under the council's long term annual target of 2 days for 2019/20 and lower than in 2018/19 (2.9 days per FTE).

Figure 5 – Summary of quarterly projections for LONG TERM absence during 2019/20

	Q1	Q2	Q3	Q4*
Projected LONG TERM absence per FTE (2019/20)	3.2	2.0	1.9	1.9
EHC LONG TERM target	2	2	2	2
Projected LONG TERM absence per FTE in 2018/19	2.1	2.5	2.9	2.9

* The Q4 figure is actual absence (rather than projected)

3.4   Learning and Development

3.4.1 From April to March 2020, there were 61 in-house learning and development events held and there were 454 participants. Please note these figures only include face to face in-house courses and do not include the in-house e-learning courses delivered through our skills build platform. These will be included in the annual HR report.

Event/Course	No of participants	Type/ Number of sessions held
Introduction to Procurement	22	3
First Aid at work refresher	8	2
Safeguarding	84	5
Corporate Induction	19	4
E Car Training	27	4
Attending meetings and networking	5	1
My View Sickness	6	1

Dementia Friend	7	1
Difficult conversations	28	4
Recruitment	7	1
Court Training	17	1
First Aid at Work (Qualification)	12	2
Retirement - Personal Financial Planning	15	3
Retirement - Half Day	8	1
Dealing with violence and aggression	58	6
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
Working with Volunteers	8	1
Risk Management Bitesize	3	1
Communication Team Away Day	4	1
Mental Health Training (Managers)	33	4
Total	**454**	**61**

3.5   Performance Management (PDRs)

3.5.1 Progress on the completion of Performance Development Reviews (PDRs) in 2019/20 will be reported on at the next HR Committee in August 2020.

3.6   Equalities Monitoring Indicators

3.6.1 The table below shows a summary of equalities data for employees as at 31 March 2020.

	Target	EHC Percentage
Disability		
Leadership Team with a disability	5%	0.0%
Employees with a disability	5%	4.5%
Ethnicity		
Leadership Team members from BAME groups	4.5%	11.0%
Employees from BAME groups	4.5%	6.9%
Gender		
Leadership Team members who are female	51%	44.0%
Employees who are female	51%	72.2%
Full Time/Part Time		
Employees who are part time	27%	35.6%
Employees who are part time and female	21%	32.3%
Employees who are part time and male	6%	3.3%

The Leadership Team comprises the Chief Executive, Deputy Chief Executive and Heads of Service. N.B There were 9 employees in the Leadership Team data as at 31 March 2020 (the interim Head of Strategic Finance and Property has not been included as he is not an employee of the council).

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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