

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 1 (April - June 2020)

Ward(s) affected: None

Summary

RECOMMENDATION FOR Human Resources Committee:

- (a) The Human Resources Management Statistics for Quarter 1 (April - June 2020) be noted.

1.0 Proposal(s)

- 1.1 Members are invited to consider the Human Resources (HR) Management Statistics for Quarter 1 (April - June 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 30 June 2020.

Table 1 - Vacancies

	Number of posts
Posts actively being recruited to	5
Posts on hold	18
TOTAL	23

3.1.2 There were 23 vacancies in Quarter 1 which is significantly lower than the same period last year (38 vacancies in Quarter 1 2019/20).

3.1.3 Five posts were actively being recruited. These 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.

3.1.4 Eighteen posts were on hold. Ten of these were being held due to an imminent review of the service structure and were being covered as appropriate by agency staff.

3.1.5 The remaining eight posts on hold were due to e.g. pending a review of the job 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 trial basis. The Head of Legal and Democratic Services is currently updating the solicitor job descriptions in preparation for recruitment.

3.1.6 During Quarter 1 six posts were advertised. One post (17%)

was successfully filled with an external candidate. Five of the remaining posts were still being progressed when the quarter ended.

3.1.7 A particularly popular role advertised in Quarter 1 was the Hertfordshire Climate Change & Sustainability Partnership Co-ordinator where 173 applications were received. Managers are currently shortlisting applicants.

3.2 Employee Turnover

3.2.1 There were 4 leavers in Quarter 1. Based on this number, projected annual turnover for 2019/20 is estimated to be 4.8% which is considerably lower than for the same period last year (16.8% in Quarter 1 in 2019/20) and lower than the local government average (14% for 2018/19 for Local Authority districts in the UK).

3.3 Sickness Absence

ALL absence

ALL Absence - Quarter 1

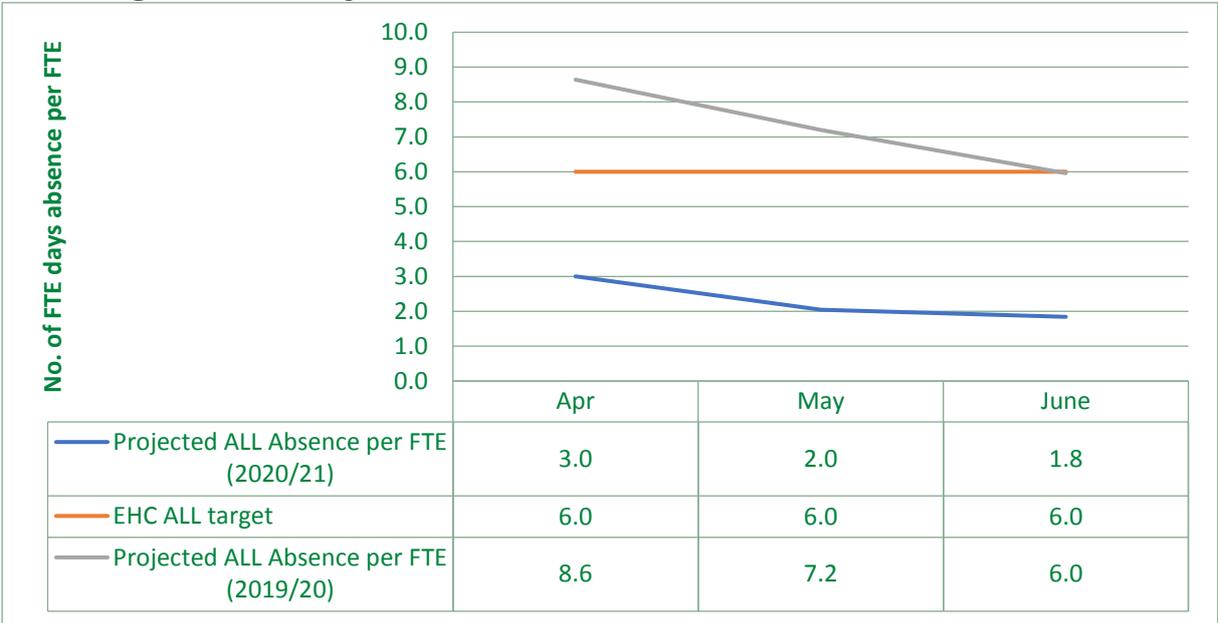
3.3.1 At the end of Quarter 1, the total number of sickness days taken was 135.49 full time equivalent (FTE) days. Of these, 64.48 FTE days (48%) were due to short term sickness and 71.01 FTE days (52%) were due to long term sickness. The percentage of time lost due to short term sickness is 0.4% and the percentage of time lost due to long term sickness is also 0.4% which equates to a total percentage lost time of 0.8%.

3.3.2 At the end of Quarter 1 (June 2020), the number of FTE days absent per FTE was an average of 0.46 days.

ALL Absence - Annual period 2019/20

3.3.3 Based on the absence data at the end of Quarter 1 (June 2020) it is estimated that projected sickness absence for the whole year 2020/21 will be 1.8 days per FTE. This is below the council's annual target of 6 days and lower than the projected annual level in Quarter 1 in 2019/20 (6 days per FTE). See Figure 3 below.

Figure 3 – Projected annual absence for 2020/21



Short term absence

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

Short term absence - Quarter 1

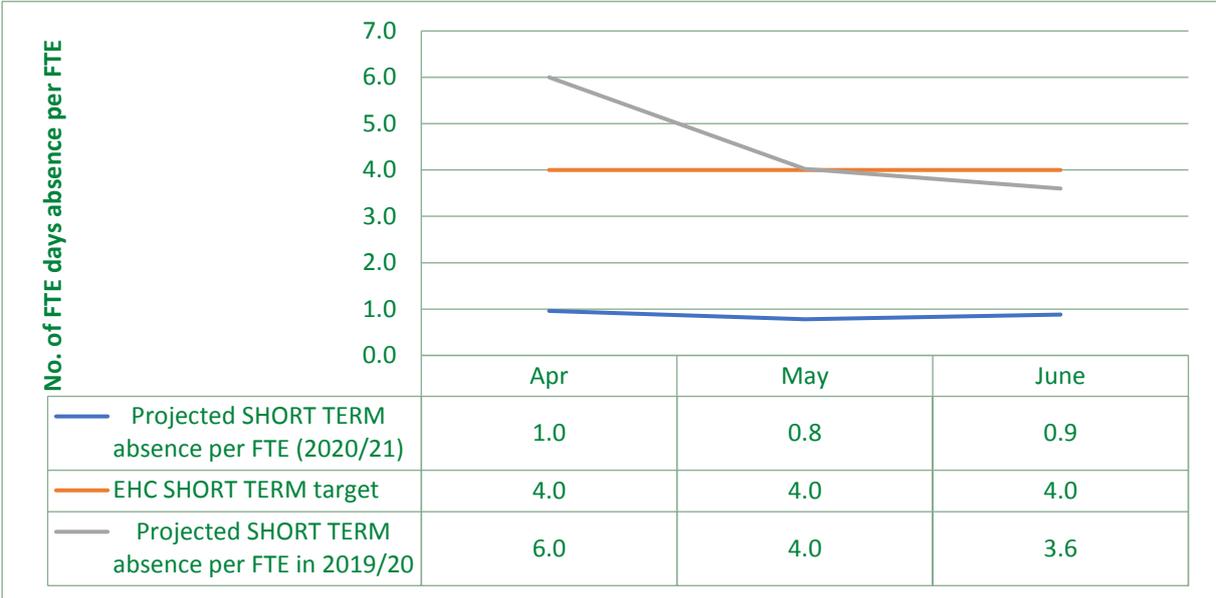
3.3.4 Twenty Three employees (6.9% of the total headcount) had short term sickness absence during Quarter 1 totalling 64.48 FTE days. This represents a percentage lost time rate of 0.4%.

3.3.5 At the end of Quarter 1, the number of short term FTE days absent per FTE was an average of 0.22 days.

Short term absence - Annual period 2019/20

3.3.6 Based on short term absence data at the end of Quarter 1 (June 2020), it is estimated that projected short term sickness absence for the whole year 2020/21 will be 0.9 days per FTE. This is below the council’s short term target of 4 days and lower than the projected annual level in Quarter 1 in 2019/20 (3.6 days per FTE). See Figure 3 below.

Figure 4 – Projected annual SHORT TERM absence for 2020/21



Long Term absence

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

Long term absence – Quarter 1

3.3.8 Four employees (1.2% of the total headcount) had long term sickness absence during Quarter 1 totalling 71.01 FTE days. This represents a percentage time lost rate of 0.4%.

3.3.9 All four employees have been offered support through the employee assistance programme and through referrals to Occupational Health. The reasons for long term absence were for acute medical conditions (e.g. heart attack, cancer), and

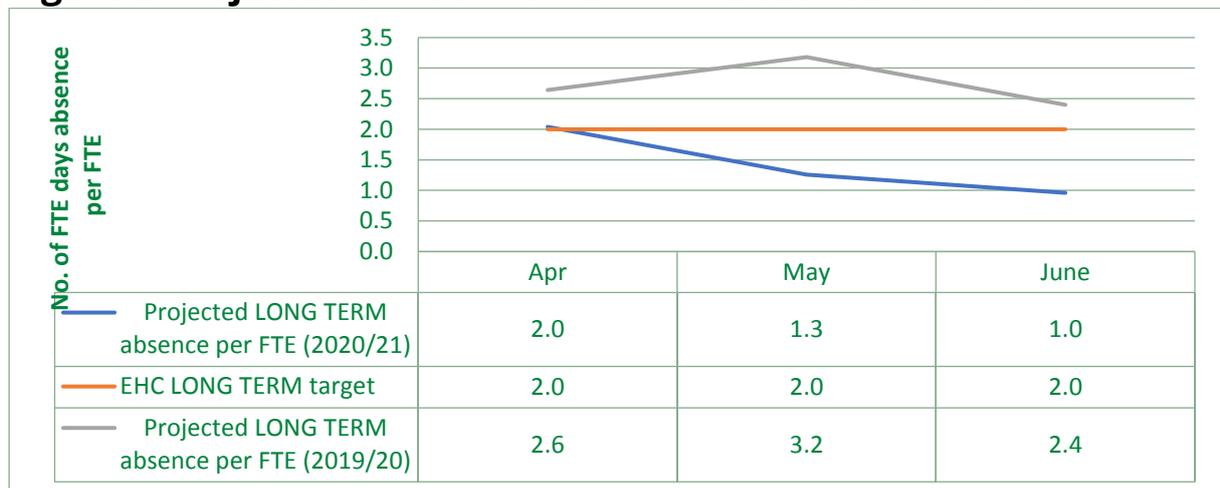
reoccurring medical conditions (e.g. angina, allergies). All except one employee have returned to work. The remaining employee has an acute medical condition and continuing to be supported by Occupational Health and management.

3.3.10 At the end of Quarter 1, the number of long term FTE days absent per FTE was 0.24 days.

LONG TERM absence - Annual period 2020/21

3.3.11 Based on long term absence data at the end of Quarter 1 (June 2020), it is estimated that projected long term sickness absence for the whole year 2020/21 will be 1 day per FTE. This is below the council’s long term target of 2 days and lower than the projected annual level in Quarter 1 in 2019/20 (2.4 days per FTE). See Figure 5 below.

Figure 5 Projected annual LONG TERM absence for 2020/21



3.4 Learning and Development

3.4.1 Between April and June 2020, there were 5 in-house learning and development events held and 28 participants in total. Please note these figures do not include the in-house e-learning courses delivered through our Skills Build platform. These will be included in the annual Learning and Development report.

3.4.2 Due to the Covid-19 lockdown, most events that were scheduled were able to continue using the Zoom platform. However, some events such as the Evacuation Chair Basic Operator and the Defibrillator/Cardiac Arrest Response training could not continue due to the practical nature of the events and will be re-arranged once the social distancing parameters allow.

3.4.3 The Human Resources Officer is working with training providers to look at ways to adapt the training programme in for 2020/21 to enable events to take place on-line or through e-learning platforms.

Event/Course	No of participants	Type/number of sessions held
Customer Service Complaints Process	10	2
Supplier GDPR Assurance Training	5	1
Members enquiry training	13	2
Total	28	5

3.4 Equalities Monitoring Indicators

3.6.1 The table below shows a summary of equalities data for employees as at 30 June 2020.

	Target	EHC Percentage
Disability		
Leadership Team with a disability	5%	0.0%
Employees with a disability	5%	4.2%
Ethnicity		
Leadership Team members from BAME groups	4.5%	11.1%
Employees from BAME groups	4.5%	6.5%
Gender		
Leadership Team members who are female	51%	44.5%

Employees who are female	51%	72.2%
Full Time/Part Time		
Employees who are part time	27%	38%
Employees who are part time and female	21%	33.8%
Employees who are part time and male	6%	4.2%

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 30 June 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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