

# **East Herts Council Report**

## **Human Resources Committee**

**Date of Meeting:** 5 November 2020

**Report by:** Head of Human Resources and Organisational Development

**Report title:** Human Resources Management Statistics for Quarter 2 (July - September 2020)

**Ward(s) affected:** None

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### **Summary**

#### **RECOMMENDATION FOR HR Committee:**

- (a) The Human Resources Management Statistics for Quarter 2 (July - September 2020) be noted.

#### **1.0 Proposal(s)**

1.1 Members are invited to consider the Human Resources (HR) Management Statistics for Quarter 2 (July - September 2020).

#### **2.0 Background**

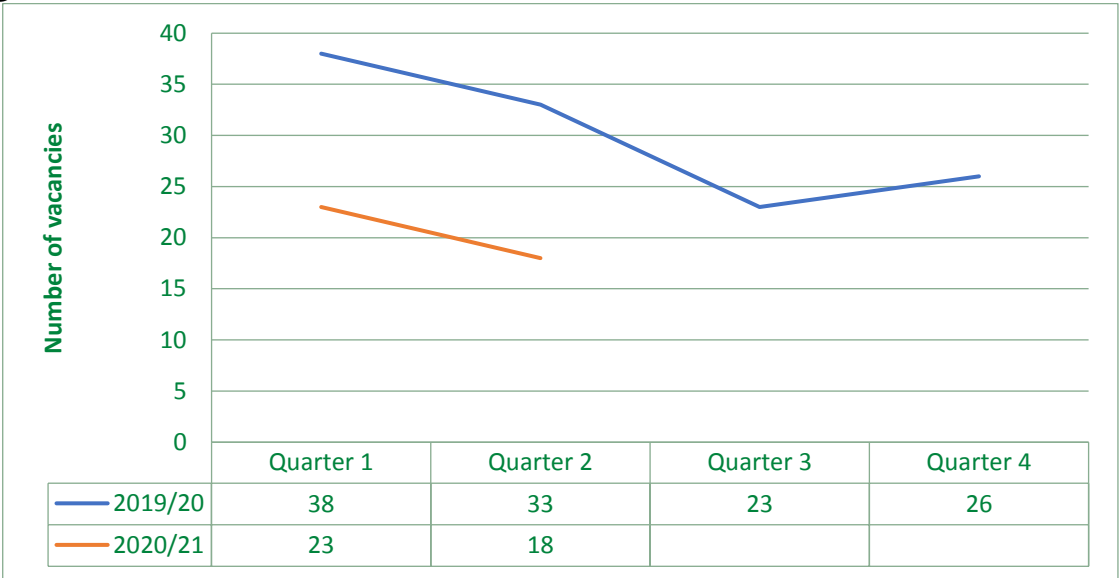
2.1 This report outlines the current performance against the annual HR targets as approved by the HR Committee and available benchmarking data.

### 3.0 Report

#### 3.1 Vacancy Data and Recruitment

3.1.1 Figure 1 below shows that vacancies have fallen from 23 in Quarter 1 to 18 at the end of Quarter 2 and are significantly lower compared to the previous year (33 vacancies at the end of Quarter 2 in 2019/20).

**Figure 1 - Number of vacancies at the end of each Quarter**



3.1.2 At the end of quarter 2, recruitment had progressed<sup>1</sup> for 5 out of the 18 vacancies (28%).

3.1.3 Thirteen posts (72%) were on hold which is a decrease from 18 in Quarter 1. Eight of the thirteen (7 in Planning and 1 in Customer Services) (62%) were being held due to an imminent review of the service structure and were being covered as appropriate by agency staff.

3.1.4 The remaining five posts (38%) were being held due to e.g. pending a review of the job or potentially in relation to channel shift towards more online delivery.

<sup>1</sup> Posts were either out to advert, at shortlisting, interview or pre-employment check stages, or an unconditional offer had been made but the candidate has not yet started.

3.1.5 During Quarter 2 seven posts were advertised. Two posts did not result in appointments being made and HR and the managers are revisiting the job descriptions and adverts before advertising again. The five remaining posts were either at the shortlisting or interview stages when the quarter ended.

3.1.6 A particularly popular role advertised in Quarter 2 was the Sustainability Policy and Projects Officer where 49 applications were received. Managers are currently shortlisting applicants.

**3.2 Employee Turnover**

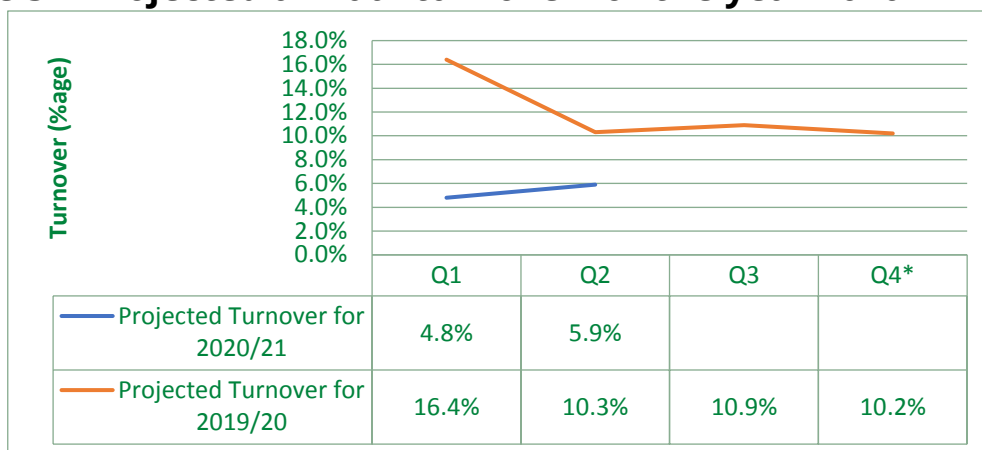
3.2.1 Figure 2 below shows that there were 6 leavers in Quarter 2 giving a turnover rate of 1.8% which is an increase since Quarter 1 (1.2%).

**Figure 2 - Number of Leavers and Turnover in each quarter**

	<b>Q1</b>	<b>Q2</b>
Number of Leavers	4	6
Turnover rate	1.2%	1.8%

3.2.2 Based on the number of leavers for the year so far (10 leavers), Figure 3 below shows that projected annual turnover for 2020/21 is estimated to be 5.9%. It has increased from 4.8% which was the projected figure at the end of Quarter 1 however it is considerably lower than for the same period last year (10.3% in Quarter 2 in 2019/20). It is also lower than the local government average (14% for 2018/19 for Local Authority districts in the UK).

**Figure 3 – Projected annual turnover for the year 2020/21**



### 3.3 Sickness Absence

#### ALL absence

#### ALL Absence – Quarter 2

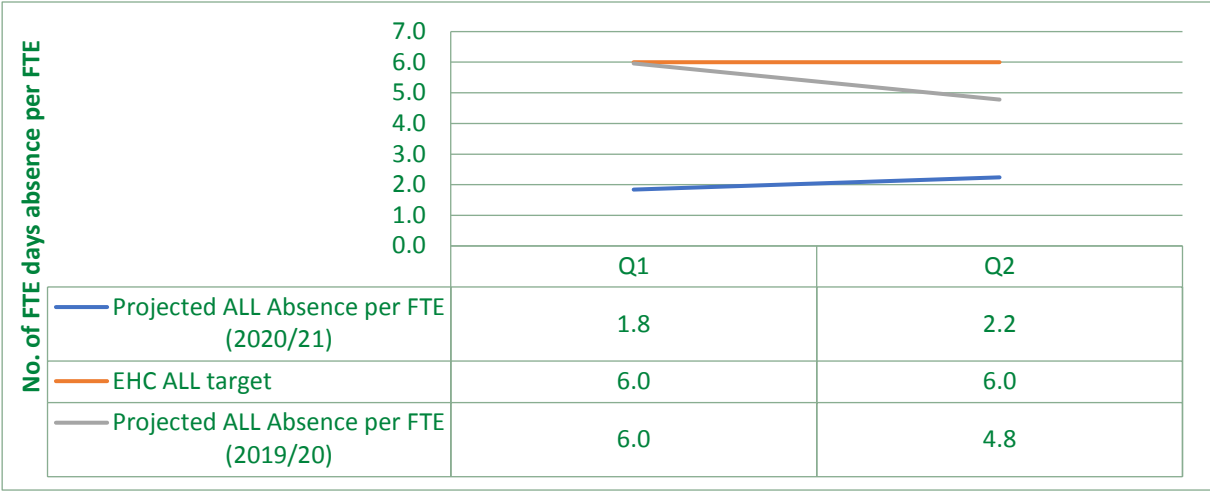
3.3.1 At the end of Quarter 2, the total number of sickness days taken was 197.61 full time equivalent (FTE) days. Of these, 128.04 FTE days (65%) were due to short term sickness and 69.57 FTE days (35%) were due to long term sickness. The percentage of time lost due to short term sickness is 0.7% and the percentage of time lost due to long term sickness is also 0.4% which equates to a total percentage lost time of 1.1%.

3.3.2 At the end of Quarter 2 (September 2020), the number of FTE days absent per FTE was an average of 1.12 days.

#### ALL Absence - Annual period 2020/21

3.3.3 Based on the absence data at the end of Quarter 2 (September 2020) it is estimated that projected sickness absence for the whole year 2020/21 will be 2.2 days per FTE. This is significantly below the council’s annual target of 6 days and lower than the projected annual level for the same period last year (4.8 days per FTE in Quarter 2 in 2019/20). See Figure 4 below.

**Figure 4 – Projected annual absence for 2020/21**



**Short term absence**

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

**Short term absence - Quarter 2**

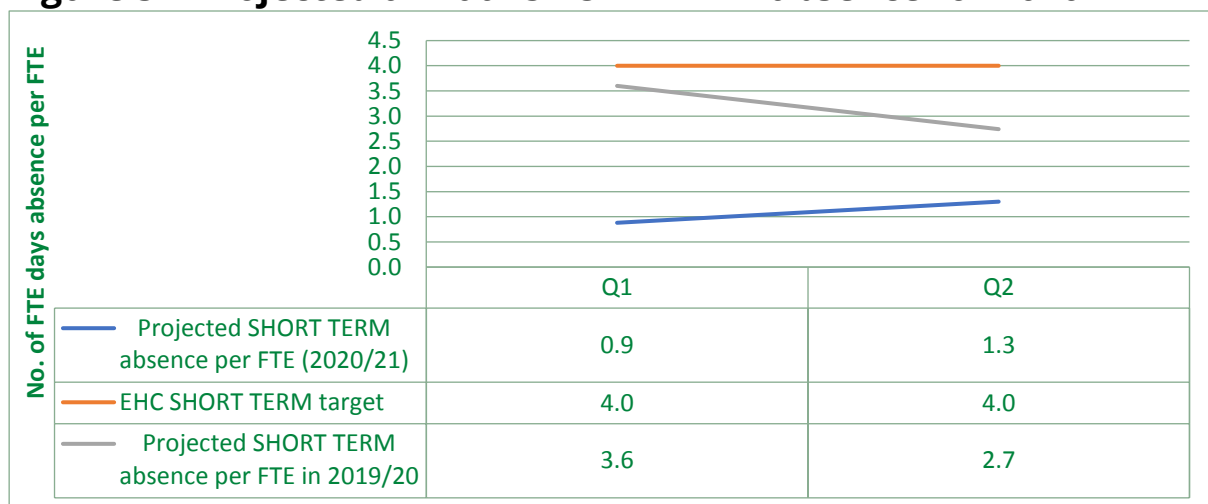
3.3.5 Thirty Three employees (9.8% of the total headcount) had short term sickness absence during Quarter 2 totalling 128.04 FTE days. This represents a percentage lost time rate of 0.7%.

3.3.6 At the end of Quarter 2, the number of short term FTE days absent per FTE was an average of 0.65 days.

**Short term absence - Annual period 2020/21**

3.3.7 Based on short term absence data at the end of Quarter 2 (September 2020), it is estimated that projected short term sickness absence for the whole year 2020/21 will be 1.3 days per FTE. This is below the council’s short term target of 4 days and lower than the projected annual level for the same period last year (2.7 days in Quarter 2 in 2019/20). See Figure 5 below.

**Figure 5 – Projected annual SHORT TERM absence for 2020/21**



### Long Term absence

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

#### Long term absence – Quarter 2

3.3.9 Two employees (0.6% of the total headcount) had long term sickness absence during Quarter 2 totalling 69.57 FTE days. This represents a percentage time lost rate of 0.4%.

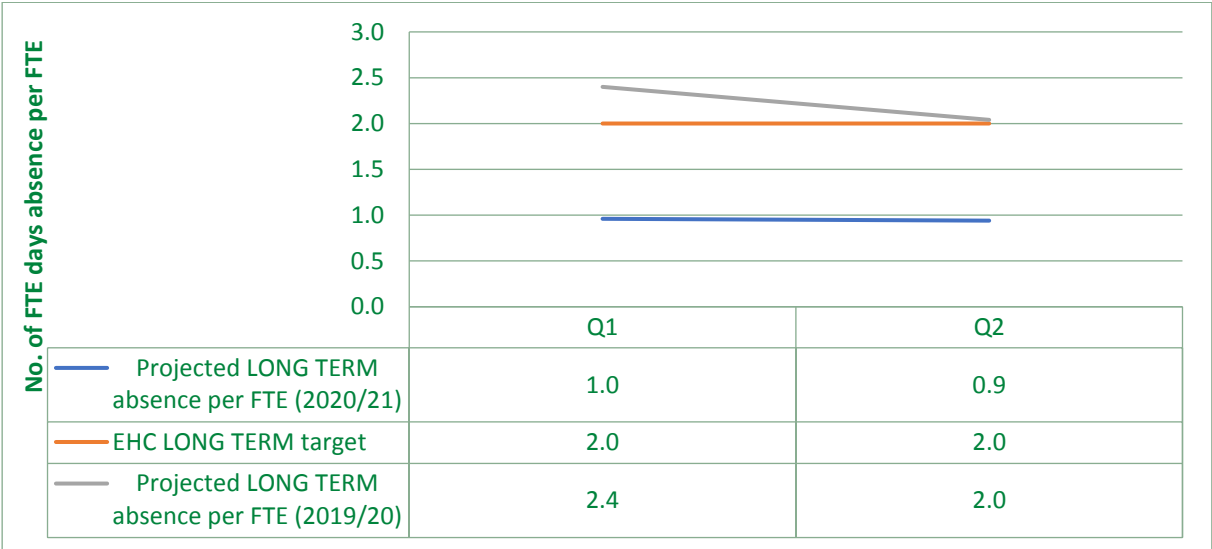
3.3.10 The two employees have been offered support through the employee assistance programme and through referrals to Occupational Health/taking medical advice from Specialists. The reasons for long term absence were for acute medical conditions and reoccurring medical conditions. One employee has now chosen to retire due to their health condition. The remaining employee has an acute medical condition and is receiving Specialist medical support (although this has been impacted/delayed by the Pandemic and difficulties over diagnosis) and is being supported by their manager under the Absence Management Policy.

3.3.11 At the end of Quarter 2, the number of long term FTE days absent per FTE was 0.47 days.

**LONG TERM absence - Annual period 2020/21**

3.3.12 Based on long term absence data at the end of Quarter 2 (September 2020), it is estimated that projected long term sickness absence for the whole year 2020/21 will be 0.9 days per FTE. This is below the council’s long term target of 2 days and lower than the projected annual level for the same period last year (2 days per FTE in Quarter 2 in 2019/20). See Figure 6 below.

**Figure 6 Projected annual LONG TERM absence for 2020/21**



**3.4 Learning and Development**

3.4.1 In Quarter 2 there were 5 corporate learning and development events held and 29 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 The development of the e-learning platform continues and a new course ‘Protecting yourself and others from Coronavirus’ has gone live, having been developed from an Environmental Health Presentation. The following courses are being updated and revised as part of our annual mandatory training programme. The courses will be relaunched in November 2020

so they are available for staff to complete for the annual Performance Development Reviews (PDRs).

- Data Protection (GDPR) updated for 2020 including Brexit changes
- Health and Safety updated for 2020 including references to COVID-19
- Safeguarding updated for 2020 to reflect policy revisions and updated definitions
- Equalities and Diversity - updated for 2020 to include end of course test
- Lone Working (mandatory for lone working officers)

3.4.3 The Organisational Development & Human Resources Officer is working in partnership with the Anti-Fraud and Corruption Service, Risk Management and Legal to launch an e-learning Fraud Awareness Course which will be available to all staff.

3.4.4 To support the East Herts Together project two further e-learning courses are in development. Email Etiquette, which will look at how staff can use emails positively and effectively without feeling overloaded or stressed. Managing Home Working, to support staff and managers by reminding officers how to keep in touch and communicate to avoid feeling isolated, remind individuals to take regular breaks, ensure staff are meeting regularly with their managers and managing their workload.

3.4.5 Discussions are continuing with different providers to be creative with the delivery of learning and development while staff work from home and there continues to be a limited number of staff in the buildings. Courses are being reviewed and amended to enable virtual delivery. The first virtual pre-retirement course will be held in November 2020.



<b>Event/Course</b>	<b>No of participants</b>	<b>Type / Number of sessions held</b>
Dementia Friends	6	1
Corporate Induction	7	1
Introduction to Wellbeing	8	2
Mindfulness	6	1
Able Futures Webinars	2	-
<b>Total</b>	<b>29</b>	<b>5</b>

### **3.4 Equalities Monitoring Indicators**

3.6.1 The table below shows a summary of equalities data for employees at the end of Quarter 2 (i.e. 30 September 2020). The sexual orientation data has been added for Quarter 2 with the comparison data being taken from the latest East Herts Resident data from the Office for National Statistics (ONS) in 2018. The comparison data has been revised in line with updated benchmarking data within the annual equalities report for 2019/20. Unfortunately more up to date resident data is not yet available for Ethnicity and Disability however Gender data for 2018 is available and has been reflected in the comparison data below.

	<b>Comparison to population data</b>	<b>EHC Percentage</b>
<b>Disability</b>		
Leadership Team with a disability	5% CENSUS 2011	0.0%
Employees with a disability	5% CENSUS 2011	4.2%
<b>Ethnicity</b>		
Leadership Team members from BAME groups	4.5% CENSUS 2011	10%
Employees from BAME groups	4.5% CENSUS 2011	6.9%
<b>Gender</b>		
Leadership Team members who are female	51% NOMIS 2019	40%
Employees who are female	51% NOMIS 2019	72.3%
<b>Sexual Orientation</b>		
Leadership Team	2.1% ONS 2018	10%
Employees	2.1% ONS 2018	2.4%

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

#### **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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