

East Herts Council Report

Human Resources Committee

Date of Meeting: 16 February 2021

Report by: Head of Human Resources and Organisational Development

Report title: Human Resources Management Statistics for Quarter 3 (October - December 2020)

Ward(s) affected: None

Summary

RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE:

(a) The Human Resources Management Statistics for Quarter 3 (October - December 2020) be noted.

1.0 Proposal(s)

1.1 Members are invited to consider the Human Resources (HR) Management Statistics for Quarter 3 (October - December 2020).

2.0 Background

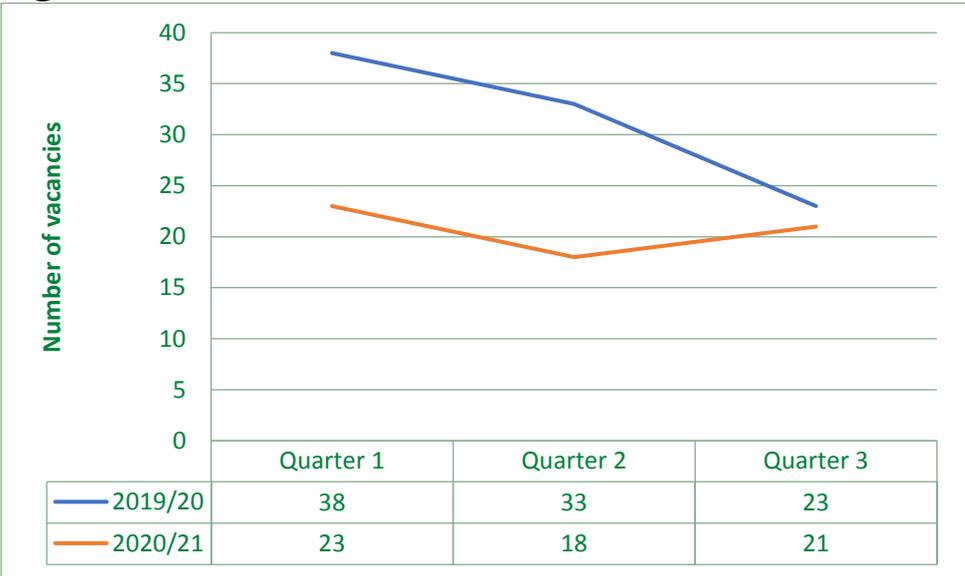
2.1 This report outlines the current performance against the annual HR targets as approved by the HR Committee and available benchmarking data.

3.0 Report

3.1 Vacancy Data and Recruitment

3.1.1 Figure 1 below shows that vacancies have increased from 18 in Quarter 2 to 21 at the end of Quarter 3 however they are lower compared to the same period last year (23 vacancies at the end of Quarter 3 in 2019/20).

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



3.1.2 At the end of quarter 3, recruitment had progressed¹ for 8 out of the 21 vacancies (38%).

3.1.3 During Quarter 3, eleven posts were advertised. Eight of the 21 posts (38%) have resulted in appointments. Three of the 21 posts (14%) were either at the shortlisting or interview stages when the quarter ended.

3.1.4 Ten of the 21 posts (48%) were on hold which is a decrease from 13 in Quarter 2: the previous solicitor posts have now been progressed and another post has been deleted. 7 posts are in Planning, 1 in Communications, Strategy and Policy and 2 in Strategic Finance and Property. The posts are being held due

¹ 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.

to reviews of the service structure and potential savings and are being covered by agency staff where required.

3.1.5 There has been a great success this quarter recruiting to the vacant solicitor posts which are historically difficult to recruit to posts. This is partly due to the increase to the grade from the existing grade 10 to career graded 10 – 11 (candidates can be appointed at grade 11 if they have at least 3 years post qualification experience) following a job evaluation process. It is also due to the roles being changed to having fewer areas of specialism following agreement by the Leadership Team to increase the headcount from 2 to 4 solicitor posts to cover the increased workload and remove the reliance on currently outsourced arrangements. Offers have been made for all four posts and candidates are currently undergoing pre-employment checks.

3.2 Employee Turnover

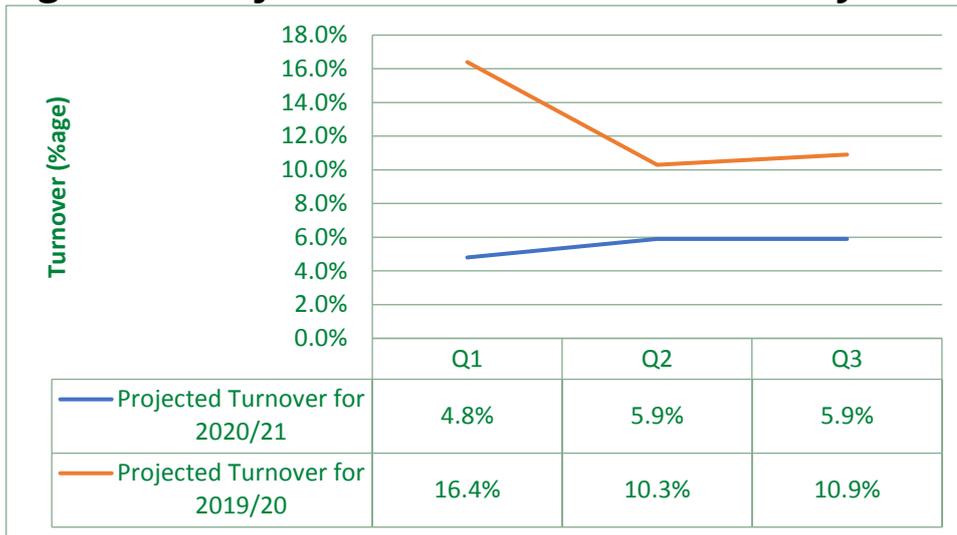
3.2.1 Figure 2 below shows that there were 5 leavers in Quarter 3 giving a turnover rate of 1.5% which is a decrease since Quarter 2 (1.8%).

Figure 2 – Number of Leavers and Turnover in each quarter

	Q1	Q2	Q3
Number of Leavers	4	6	5
Turnover rate	1.2%	1.8%	1.5%

3.2.2 Based on the number of leavers for the year so far (15 leavers), Figure 3 below shows that projected annual turnover for 2020/21 is estimated to be 5.9%. It has remained at 5.9% which was the projected figure at the end of Quarter 2 however it is considerably lower than for the same period last year (10.9% in Quarter 3 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 3

3.3.1 At the end of Quarter 3, the total number of sickness days taken was 367.73 full time equivalent (FTE) days. Of these, 180.78 FTE days (49%) were due to short term sickness and 186.95 FTE days (51%) were due to long term sickness. The percentage of time lost due to short term sickness is 0.97% and the percentage of time lost due to long term sickness is 1% which equates to a total percentage lost time of 1.97%.

3.3.2 At the end of Quarter 3 (December 2020), the number of FTE days absent per FTE was an average of 2.35 days.

ALL Absence - Annual period 2020/21

3.3.3 Based on the absence data at the end of Quarter 3 (December 2020) it is estimated that projected sickness absence for the whole year 2020/21 will be 3.2 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 (4.9 days per FTE in Quarter 3 in 2019/20). See Figure 4 below.

Figure 4 – 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 3

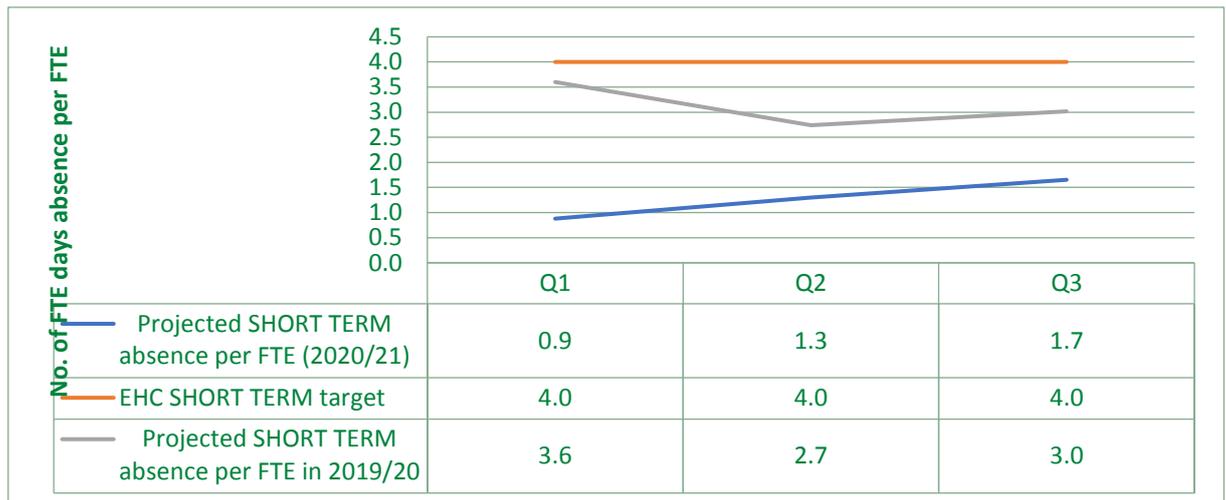
3.3.4 Fifty Four employees (16.1% of the total headcount) had short term sickness absence during Quarter 3 totalling 180.78 FTE days. This represents a percentage lost time rate of 0.97%.

3.3.5 At the end of Quarter 3, the number of short term FTE days absent per FTE was an average of 1.24 days.

Short term absence - Annual period 2020/21

3.3.6 Based on short term absence data at the end of Quarter 3 (December 2020), it is estimated that projected short term sickness absence for the whole year 2020/21 will be 1.7 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 (3.0 days in Quarter 3 in 2019/20). See Figure 5 below.

Figure 5 – 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 3

3.3.8 Six employees (1.8% of the total headcount) had long term sickness absence during Quarter 3 totalling 186.95 FTE days. This represents a percentage time lost rate of 1%.

3.3.9 The six employees have been offered support through referrals to Occupational Health/taking medical advice from Specialists where appropriate. The reasons for long term absence were for acute medical conditions (1 employee), reoccurring medical conditions (1 employee), minor illnesses (2 employees), work related stress (1 employee) and Covid (1 employee). The two employees with minor illnesses have now returned to work. The employee with Covid and the employee with work related stress returned to work shortly after the quarter ended. The 2 employees who remain absent are being supported by their manager under the Absence Management Policy.

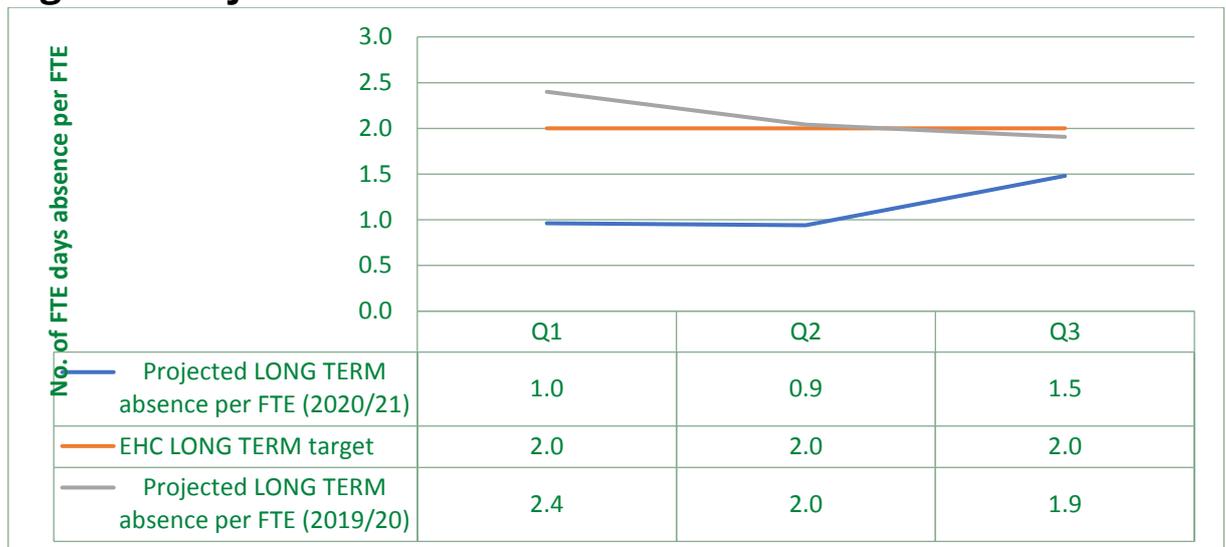
3.3.10 At the end of Quarter 3, the number of long term FTE days

absent per FTE was 1.11 days.

LONG TERM absence - Annual period 2020/21

3.3.11 Based on long term absence data at the end of Quarter 3 (December 2020), it is estimated that projected long term sickness absence for the whole year 2020/21 will be 1.5 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 (1.9 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 3 there were three types of corporate learning and development events held over five sessions and 61 employees participated 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 Three Performance Development Review (PDRs) training events were held for managers in December and will be offered again in January to ensure managers have the opportunity to attend the training before they carry out the PDR's in their service

areas. The events are being delivered in-house through Zoom.

3.4.3 The pre-retirement course delivered by Affinity was oversubscribed and another session has been arranged in February 2021 following positive feedback. This course was delivered virtually through Teams.

3.4.4 The annual mandatory training programme was launched on SkillsBuild, the council's e-learning platform. The following courses are available for staff to complete as part of their annual Performance Development Reviews (PDRs).

- Safeguarding 2020/21
- Diversity and Inclusion in the Workplace 20/21
- Annual Health & Safety Refresher 2020/21
- Data Protection Briefing
- Lone Working (mandatory for lone working officers)

3.4.5 The OD & HR Co-ordinator continues to work with our training providers to ensure key training is delivered in a safe way.

Event/Course	No of participants	Number of sessions held
Pre-Retirement Course	28	1
Corporate Induction	06	1
Management PDR Sessions	27	3
Total	61	5

3.5 Equalities Monitoring Indicators

3.5.1 The table below shows a summary of equalities data for employees at the end of Quarter 3 (i.e. 31 December 2020).

	Comparison to population data	EHC Percentage
Disability		
Leadership Team with a disability	5% CENSUS 2011	0.0%
Employees with a disability	5% CENSUS 2011	4.2%
Ethnicity		
Leadership Team members from BAME groups	4.5% CENSUS 2011	10%
Employees from BAME groups	4.5% CENSUS 2011	6.9%
Gender		
Leadership Team members who are female	51% NOMIS 2019	40%
Employees who are female	51% NOMIS 2019	72.7%
Sexual Orientation		
Leadership Team	2.1% ONS 2018	10%
Employees	2.1% ONS 2018	2.1%

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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