

# **East Herts Council Report**

## **Human Resources Committee**

**Date of Meeting:** 26 May 2021

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

**Report title:** Human Resources Management Statistics for Quarter 4 (January - March 2021)

**Ward(s) affected:** None

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### **Summary**

#### **RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE:**

**(a) To consider the Human Resources Management Statistics for Quarter 4 (January - March 2021) and provide any comments to the Head of HR and OD.**

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

1.1 Leadership Team/Members are invited to consider the Human Resources (HR) Management Statistics for Quarter 4 (January - March 2021).

#### **2.0 Background**

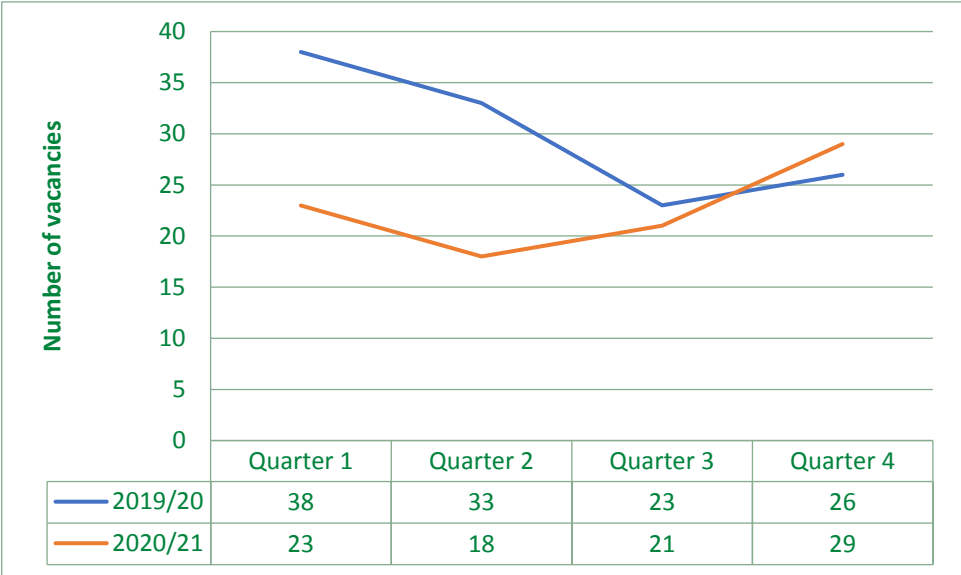
2.1 This report outlines the current performance against the annual HR targets as approved by the HR Committee and available benchmarking data.

### 3.0 Report

### 3.1 Vacancy Data and Recruitment

3.1.1 Figure 1 below shows that vacancies have increased from 23 in Quarter 3 to 29 at the end of Quarter 4 and are higher compared to the same period last year (26 vacancies at the end of Quarter 4 in 2019/20).

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



3.1.2 At the end of quarter 4, recruitment had progressed<sup>1</sup> for 6 out of the 29 vacancies (21%).

3.1.3 During Quarter 4, ten posts were advertised. Seven of the 29 posts (24%) have resulted in appointments. Two of the 29 posts (7%) had not yet closed at the end of the quarter. One post had not been successful and further options are being considered.

3.1.4 Twenty of the 29 posts (70%) were on hold. 10 posts are in Planning, 3 in Communications, Strategy and Policy, 2 in Strategic Finance and Property, 2 in Housing and Health, 1 in Operations, 1 in Revenues and Benefits, and 1 in Executive Support. The posts are being held due to reviews of the service

<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.

structure and potential savings and are being covered by agency staff where required.

## 3.2 Employee Turnover

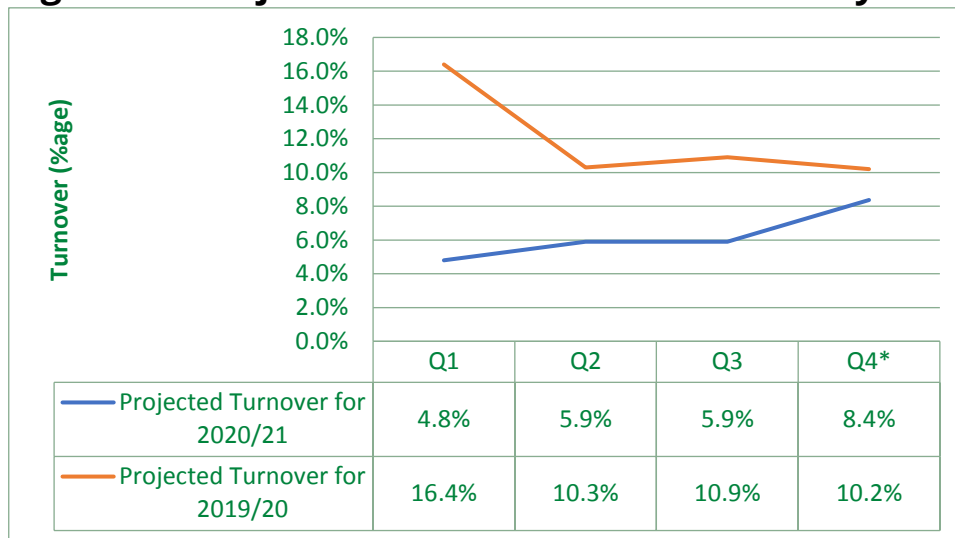
3.2.1 Figure 2 below shows that there were 13 leavers in Quarter 4 giving a turnover rate of 3.9% for the quarter which is an increase since Quarter 3 (1.5%). 5 of the 13 leavers in Quarter 4 were involuntary leavers due to redundancy (all were all Hertford Theatre staff).

**Figure 2 – Number of Leavers and Turnover rate in each quarter**

	Q1	Q2	Q3	Q4
Number of Leavers	4	6	5	13
Turnover rate	1.2%	1.8%	1.5%	3.9%

3.2.2 Figure 3 shows the turnover projections that were estimated at the end of each quarter during 2020/21 with the exception of this quarter (Quarter 4) which shows actual turnover. Actual turnover at the end of Quarter 4 (for the period 1 April 2020 – 31 March 2021) is 8.4% which is lower than the same quarter in 2019/20 (10.2%) and 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**



Q4\* is *actual* turnover

### 3.3 Sickness Absence

#### ALL absence

#### **ALL Absence – Quarter 4**

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%.

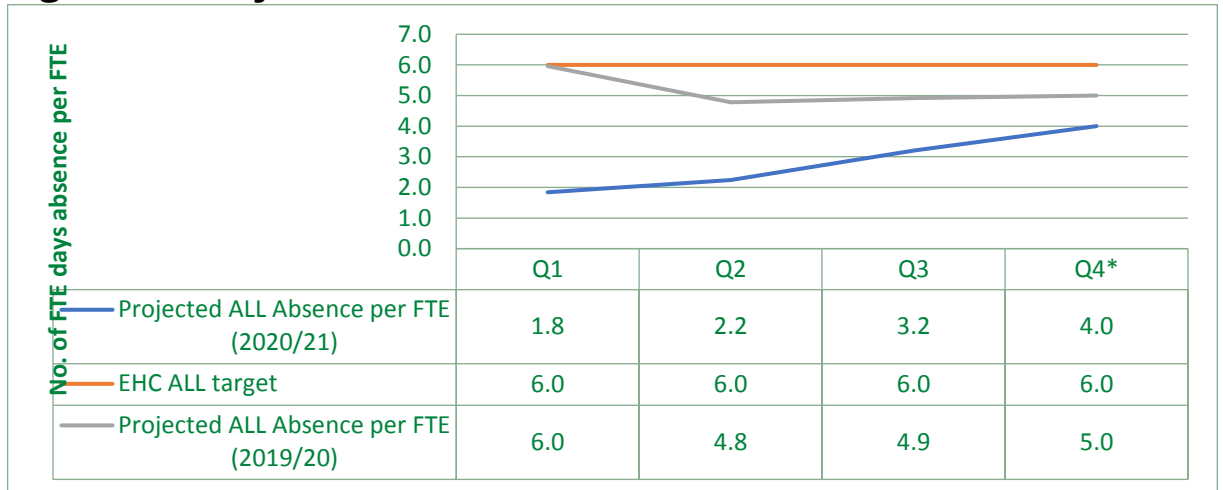
3.3.2 At the end of Quarter 4 (31 March 2021), the number of FTE days absent per FTE was an average of 4.0 days.

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

3.3.3 Sickness absence for the whole year 2020/21 (4.0 days per FTE) is significantly below the council’s annual target of 6 days and lower than the projected annual level for the same period last year (5 days per FTE in Quarter 4 in 2019/20). See Figure 4

below.

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



Q4\* is *actual* absence

**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%.

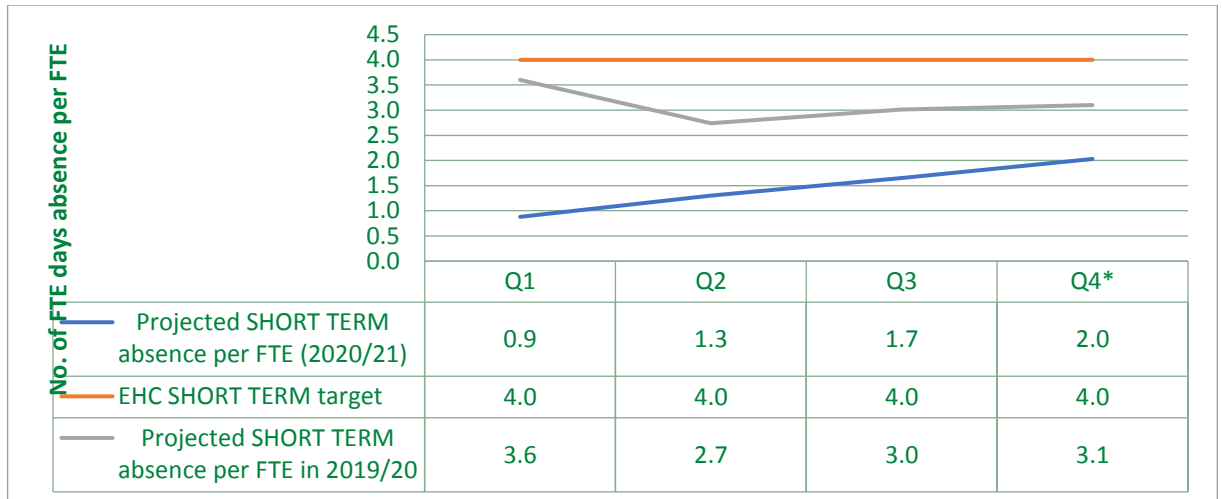
3.3.5 At the end of Quarter 3, the number of short term FTE days absent per FTE was an average of 2.0 days.

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

3.3.6 Short term sickness absence for the whole year 2020/21 (2.0 days per FTE) is below the council’s short term target of 4 days and lower than the projected annual level for the same period last year (3.1 days in Quarter 4 in 2019/20). Working from home has impacted on sickness absence in that staff are more willing to work whilst not feeling fully well as they don’t need to

commute and can manage breaks/rest more easily. There has been an increase in Q3 and Q4 and some this relates to COVID and COVID Vaccinations which can result in 1-3 days of feeling unwell based on current experience. 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

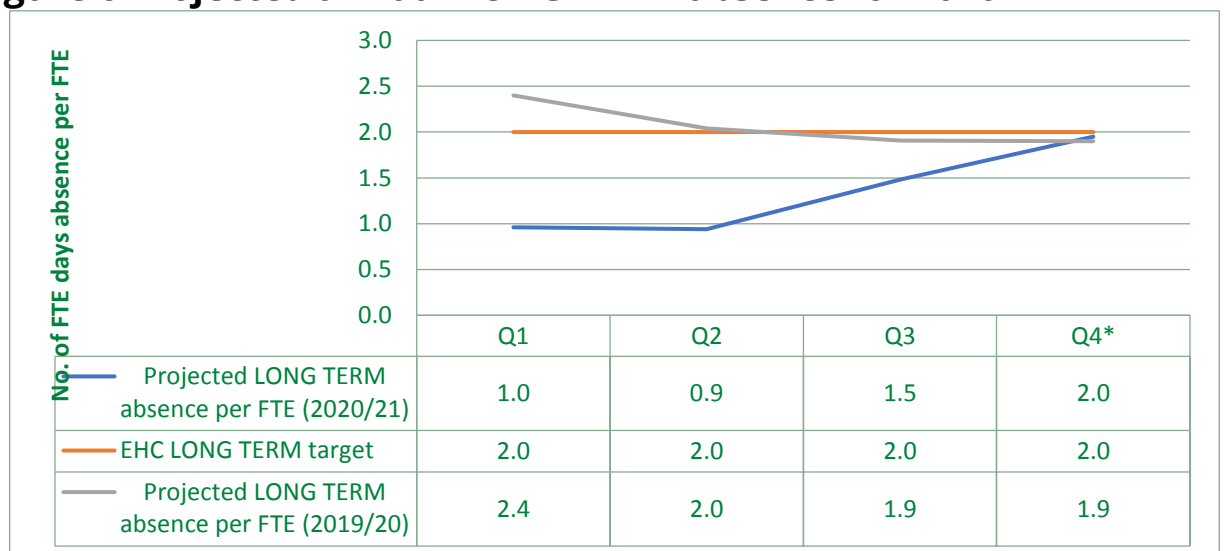
employees who remain absent are being supported by their manager under the Absence Management Policy.

3.3.10 At the end of Quarter 4, the number of long term FTE days absent per FTE was 2.0 days.

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

3.3.11 Long term sickness absence for the whole year 2020/21 (1.5 days per FTE) 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 4 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 4 there were eight types of corporate learning and development events held over 14 sessions and 93 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 more Performance Development Review (PDRs) training events were held for managers in February to capture the

managers who couldn't attend in December and to ensure the new managers were trained on the council's PDR process. The events were delivered in-house through Zoom.

3.4.3 A second pre-retirement course was delivered by Affinity. This course was delivered virtually through Microsoft Teams.

3.4.4 Three virtual events were held to ensure the council was health and safety and risk compliant:

- Asbestos Training
- Project Risk Management
- Legionella Risk Management

3.4.5 The annual PACE refresher (Police and Criminal Evidence Act 1984) training took place in March and a date is being arranged for the RIPA (Regulation of Investigatory Powers Act 2000). These courses are run annually and the attendance is externally audited. This event was held over Zoom and delivered by an external provider.

3.4.6 Two corporate inductions took place in January and March welcoming our new starters to East Herts. These were virtual in-house events.

3.4.7 The roll out of the Corporate Sustainability and Climate Change Training commenced and is being delivered to all employees via Zoom, presented by David Thorogood and Helen Farrell.

3.4.8 Employees continue to complete the annual mandatory training programme through SkillsBuild, the council's e-learning platform. The following courses are available for employees 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)

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

<b>Event/Course</b>	<b>No of participants</b>	<b>Number of sessions held</b>
Pre-Retirement Course	10	1
Corporate Induction	09	2
Management PDR Sessions	08	3
Asbestos Training	12	1
Project Risk Management	14	1
Legionella Risk Management	11	1
PACE Refresher	05	1
Corporate Sustainability and Climate Change Training	24	4
<b>Total</b>	<b>93</b>	<b>14</b>

3.4.10 The OD & HR Officer has commenced the development work for the 2021 Electoral Training. An e-learning course will be

available for all poll clerks and a virtual course will be prepared and delivered in-house through Zoom for the presiding officers.

### 3.5 Equalities Monitoring Indicators

3.5.1 The table below shows a summary of equalities data for employees at the end of Quarter 4 (i.e. 31 March 2021).

3.5.2 Employees were asked to update their personal details on MyView in March 2021 and therefore the data below will reflect this.

	<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	4.6%
<b>Ethnicity</b>		
Leadership Team members from BAME groups	4.5% CENSUS 2011	10%
Employees from BAME groups	4.5% CENSUS 2011	7.7%
<b>Gender</b>		
Leadership Team members who are female	51% NOMIS 2019	40%

Employees who are female	51% NOMIS 2019	73.7%
<b>Sexual Orientation</b>		
Leadership Team	2.1% ONS 2018	20%
Employees	2.1% ONS 2018	1.9%

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

**Contact Officer**

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