

East Herts Council Report

Human Resources Committee

Date of Meeting: 24 November 2021

Report by: Head of Human Resources and
Organisational Development

Report title: Human Resources Management Statistics
for Quarter 2 (July - September 2021)

Ward(s) affected: None

Summary

RECOMMENDATIONS FOR HUMAN RESOURCES COMMITTEE:

(A) To consider the Human Resources Management Statistics for Quarter 2 (July - September 2021) and provide any comments to the HR Officer/Head of HR and OD.

1.0 Proposal(s)

1.1 Members are invited to consider the Human Resources (HR) Management Statistics for Quarter 2 (July - September 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 There were 27 vacancies at the end of Quarter 2 (30 September 2021). This is lower than in Quarter 1 (29 vacancies).
- 3.1.2 At the end of Quarter 2, recruitment had progressed¹ for 13 out of the 27 vacancies (48%).
- 3.1.3 During Quarter 2, thirteen posts were advertised. Ten of the 27 posts (37%) have resulted in appointments. Two of the posts had not been successful. For the remaining post further options are being considered.
- 3.1.4 Fourteen of the 27 posts (52%) were on hold. 6 posts are in Planning, 2 in Communications, Strategy and Policy, 3 in Strategic Finance and Property, 1 in Housing and Health, 1 in Operations, and 1 in Executive Support. The posts are being held due to reviews of the service structure as part of the transformation project and potential savings and are being covered by agency staff where required.

3.2 Employee Turnover

- 3.2.1 There were 11 leavers in Quarter 2 (July – September 2021) giving a turnover rate for the quarter of 3.4%. Based on the number of leavers so far in Quarters 1 and 2, it is estimated that the turnover rate for the annual period 2021/22 will be **14.1%**. This is higher than the projections in the same quarter in the previous year (5.9% in Quarter 2 in 2020/21) and it is slightly higher than the local government average (14% for 2018/19 for Local Authority districts in the UK). It has however fallen since the previous quarter (14.5% in Quarter 1).

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.

Figure 1 - Leavers and Turnover throughout 2020/21

	Q1	Q2	Q3	Q4
Number of Leavers 2020/21	4	6	5	13
Turnover rate 2020/21	1.2%	1.8%	1.5%	3.9%
Number of Leavers 2021/22	12	11		
Turnover rate 2021/22	3.6%	3.4%		

3.1.1 Reasons for leaving in Quarter 2 included 3 staff leaving due to personal reasons, 3 leavers were as a result of redundancies made at Hertford Theatre as a result of its closure, 1 to change their career, 1 to achieve promotion, 1 to undertake study, 1 due to family responsibilities and 1 due to 'other'. We expect the turnover rate to reduce throughout the year following the recent increase which has seen an increase in retirements, lifestyle changes as well as redundancies due to the theatre closing.

3.3 Sickiness Absence

ALL absence

ALL Absence - Quarter 2

3.3.1 At the end of Quarter 2, the total number of sickness days taken was 508.49 full time equivalent (FTE) days. Of these, 269.49 FTE days (53%) were due to short term sickness and 239 FTE days (47%) were due to long term sickness. The percentage of time lost due to short term sickness is 1.4% and the percentage of time lost due to long term sickness is 1.3% which equates to a total percentage lost time of 2.7%.

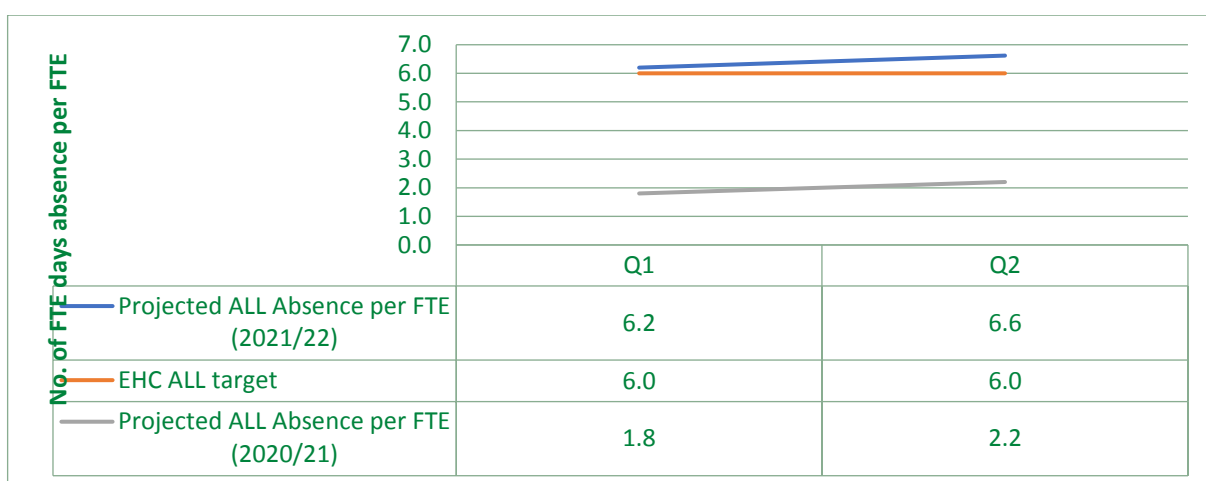
3.3.2 At the end of Quarter 2, the number of FTE days absent per

FTE was an average of 3.31 days.

ALL Absence – Annual period 2021/22

3.3.3 Figure 2 below shows that, based on absences for the year so far (i.e. absences as at the end of September 2021), projected sickness absence for the annual period 2021/22 is estimated to be **6.6 days per FTE**. This is slightly above the council’s annual target of 6 days.

Figure 2 – Projected annual absence for 2021/22



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 Sixty employees (18.5% of the total headcount) had short term sickness absence during Quarter 2 totalling 269.49 FTE days. This represents a percentage lost time rate of 1.4%.

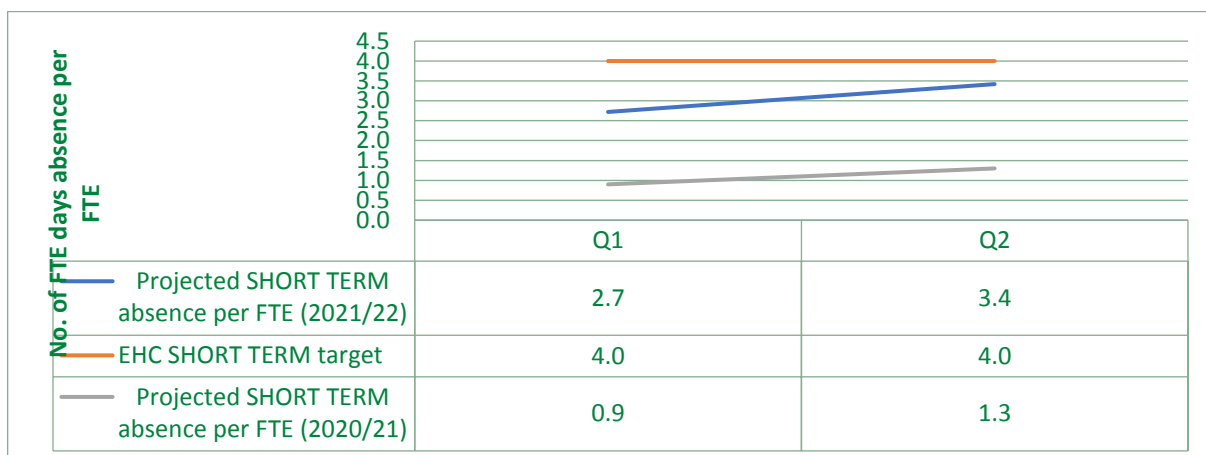
3.3.6 At the end of Quarter 2, the number of short term FTE days absent per FTE was an average of 1.71 days.

Short term absence - Annual period 2021/22

3.3.7 Figure 3 below shows that, based on short term absences for the year so far (as at the end of September 2021), it is

estimated that short term sickness absence for the annual period 2020/21 will be **3.4 days per FTE**. This is below the council's short term target of 4 days.

Figure 3 – Projected annual SHORT TERM absence for 2021/22



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 Nine employees (2.8% of the total headcount) had long term sickness absence during Quarter 2 totalling 239 FTE days. This represents a percentage time lost rate of 1.3%.

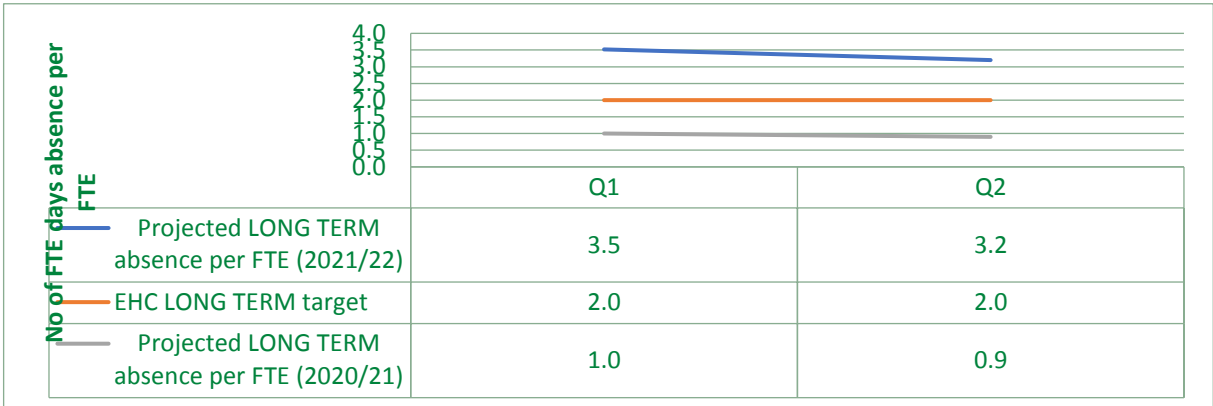
3.3.10 The nine employees have been offered support through referrals to Occupational Health/taking medical advice from Specialists where appropriate. The reasons for long term absence were for injuries (1 employee), mental health (2 employees), acute medical conditions (2 employees), reoccurring medical conditions (1 employee), and stress (3 employees). Six employees have now returned to work. Two employees have left the council, one for ill health and the other chose not to return from an external secondment. The employee who remains absent is being supported by their manager and HR 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 1.60 days.

LONG TERM absence - Annual period 2021/22

3.3.12 Figure 4 below shows that, based on long term absences for the year so far (i.e. as at the end of September 2021), it is estimated that long term sickness absence for the annual period 2021/22 will be **3.2 days per FTE**. This is above the council’s long term target of 2 days. With the reduction of Long-term sickness cases this will hopefully reduce and is being well managed through the absence procedures.

Figure 4 Projected annual LONG TERM absence for 2021/22



3.4 Learning and Development

3.4.1 In Quarter 2, ten in-house corporate learning and development events were held over nineteen sessions and two hundred and six employees participated. Please note these figures do not include the in-house e-learning courses delivered through the Skills Build platform. These will be included in the Annual Learning and Development report.

3.4.2 The roll out of the in-house Corporate Sustainability and Climate Change Training continued. David Thorogood, Environmental Sustainability Co-Ordinator, led the presentations supported by the OD and HR Co-Ordinator. In

Quarter 2, one session was delivered virtually through Zoom and four employees attended the event.

- 3.4.3 The talking menopause sessions were delivered in July with three separate events for women, Leadership team and managers. This training identified menopause and how to support this in the workplace. All sessions were held face to face and 26 employees attended in total.
- 3.4.4 Helen Farrell, who was the HR and OD Co-ordinator, delivered Coping with Change sessions as part of the East Herts Transformation Programme. In quarter 2, two sessions were delivered virtually through zoom and thirty nine employees attended. A further two events were delivered in October 2021.
- 3.4.5 In quarter 2, Corinne Crosbourne, Equalities, Diversity and Inclusion Officer delivered three virtual information sessions on Equality Impact Assessments. Fifty Nine employees attended this event.
- 3.4.6 Our Corporate Induction took place in September 2021. The event was delivered virtually through Zoom and included revised and updated content and new presenters as the OD and HR Co-Ordinator and now the trainee HR Officer continues to refresh/update the content for each event.
- 3.4.7 The Employment Policy Training for Managers took place in September. The training was delivered to managers in bite-size virtual sessions advising them of the policy changes they need to be aware of to ensure the policies are implemented consistently across the council. In quarter 2, five courses were delivered and forty two employees attended.
- 3.4.8 Employees continue to complete the annual mandatory training programme through SkillsBuild, the council's e-

learning platform. The following courses will be live from December 2021 for all employees to complete:

- Safeguarding 2021/22
- Fire safety 2021/22
- Annual Health and safety refresher 2021/22
- Email Etiquette and email management
- Data Protection 2021/22
- Diversity and Inclusion in the workplace 2021/22
- Lone working (mandatory for lone workers)

3.4.9 The Data Protection course has been revised to include all the appropriate updates and changes made by the new Information Governance and Data Protection Manager.

3.4.10 The email etiquette course is new and has been developed by the HR and OD co-ordinator in partnership with East Herts Together. This has been devised to help manage and use emails more effectively.

3.4.11 The following learning and development events are planned to be delivered in Quarter 3:

- First Aid at work
- Emergency First Aid for the Homeless Team
- RIPA
- CPIA
- Mediation
- Data Protection policy training

3.4.12 The Trainee HR Officer who is currently co-ordinating L&D continues to work with our training providers to ensure key training is delivered in a safe way.

3.4.13 The following is a summary of the learning and development events that were held in Quarter 2:

Event/Course	No of Participants	Number of sessions held
Talking Menopause	26	3
Time Management	10	1
Policy Training for Managers	41	5
Study Skills	4	1
Corporate Sustainability and Climate Change Training	4	1
Information Sessions on Equality Impact Assessments	59	3
Corporate Induction	9	1
Mental Health First Aid Refresher	8	1
Mental Health Peer Support	6	1
Coping with Change	39	2
Total	206	19

3.4 Equalities Monitoring Indicators

3.4.1 The table below shows a summary of employee equalities data at the end of Quarter 1 (i.e. 30 September 2021).

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

	Comparison to population data	EHC Percentage
Disability		
Leadership Team with a disability	5% CENSUS 2011	0.0%
Employees with a disability	5% CENSUS 2011	3.6%
Ethnicity		

Leadership Team members from BAME groups	4.5% CENSUS 2011	10%
Employees from BAME groups	4.5% CENSUS 2011	10.3%
Gender		
Leadership Team members who are female	51% NOMIS 2019	40%
Employees who are female	51% NOMIS 2019	71.2%
Sexual Orientation (Gay, Lesbian, Bisexual)		
Leadership Team	2.1% ONS 2018	20%
Employees	2.1% ONS 2018	1.8%

The Leadership Team comprises the Chief Executive, Deputy Chief Executive and all 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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