

East Herts Council Report

HR Committee

Date of Meeting: 25 May 2022

Report by: Head of Human Resources and Organisational Development

Report title: Human Resources Management Statistics for Quarter 4 (January - March 2022)

Ward(s) affected: None

Summary

RECOMMENDATIONS FOR HR Committee:

- (a) To consider the Human Resources Management Statistics for Quarter 4 (January - March 2022) 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 4 (January – March 2022).

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 4 (31 March 2022).

3.1.2 Two of the 27 posts have been appointed and recruitment has progressed¹ for 7 out of the remaining 25 vacancies (28%).

3.1.4 Eighteen of the 27 posts (67%) are being held due to reviews of the service structure as part of the transformation project, are yet to commence recruitment and are being covered by agency staff where required. 1 in Communications, Strategy and Policy, 3 in Strategic Finance and Property, 4 in Housing and Health, 1 in Legal and Democratic services, 8 in planning, 1 in HR.

3.2 Employee Turnover

3.2.1 There were 15 leavers in Quarter 4 (January – March 2022) giving a turnover rate for the quarter of 4.6%. Based on the numbers from all four quarters, the annual period 2021/22 is **14.4%**. This has increased by 1.8% since quarter 3 (21/22) and is now slightly higher than the local government average (14% for 2018/19 for Local Authority districts in the UK).

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	9	15
Turnover rate 2021/22	3.6%	3.4%	2.8%	4.6%

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.

3.1.1 Reasons for leaving in Quarter 4 included 4 staff leaving to personal reasons, 4 to retirement, 3 for promotion, 2 for new career opportunities and 2 due to end of fixed term contracts.

3.3 Sickness Absence

ALL absence

ALL Absence – Quarter 4

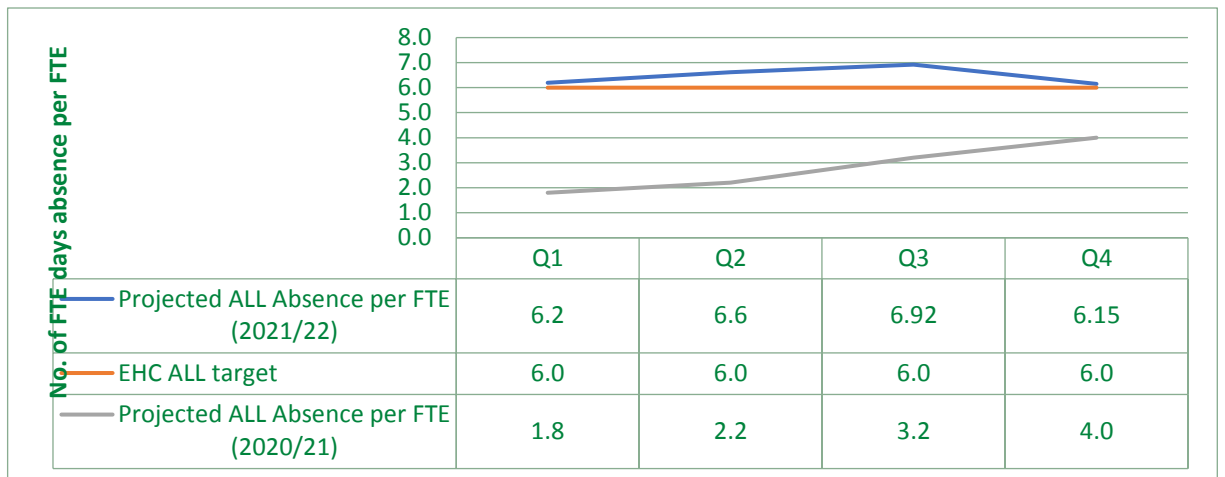
3.3.1 At the end of Quarter 4, the total number of sickness days taken was 263.47 full time equivalent (FTE) days. Of these, 244.01 FTE days (92%) were due to short term sickness and 19.46 FTE days (8%) were due to long term sickness. The percentage of time lost due to short term sickness is 1.3% and the percentage of time lost due to long term sickness is 0.1% which equates to a total percentage lost time of 1.4%.

3.3.2 At the end of Quarter 4, the number of FTE days absent per FTE was an average of 6.15 days.

ALL Absence - Annual period 2021/22

3.3.3 Sickness absence for the whole year 2021/22 is 6.15 days per FTE. This is slightly above the council's annual target of 6 days. Figure 2 below shows the comparison of 2020/21 and 2021/22. Mental health and COVID related absences have impacted sickness levels this quarter. Other councils also reported increased sickness absences for similar reasons.

Figure 2 – 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 4

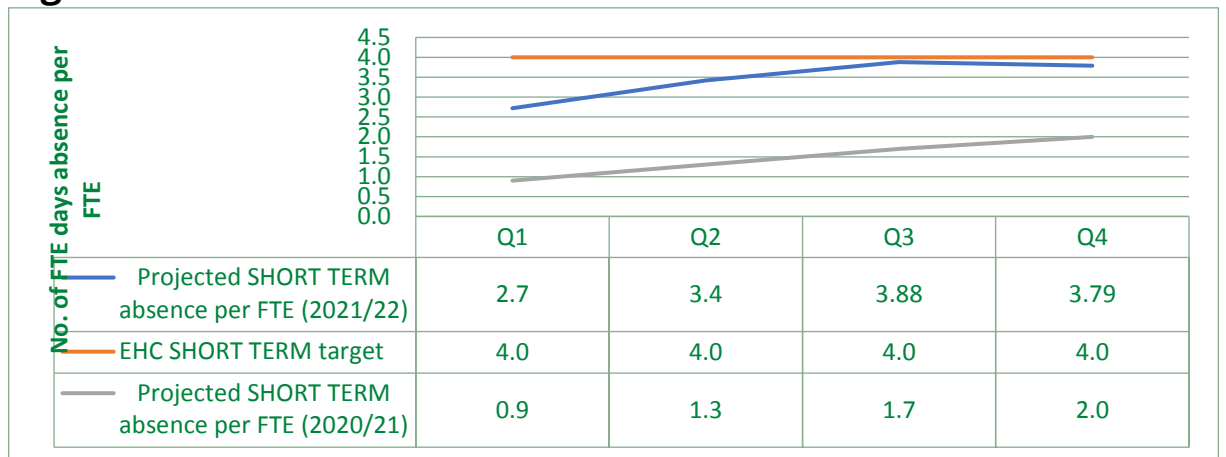
3.3.5 Seventy Six employees (23.6% of the total headcount) had short term sickness absence during Quarter 4 totalling 244.01 FTE days. This represents a percentage lost time rate of 1.3%.

3.3.6 At the end of Quarter 4, the number of short term FTE days absent per FTE was an average of 2.91 days.

Short term absence - Annual period 2021/22

3.3.7 Figure 3 below shows the short term sickness absence per FTE to be 3.79 for the annual period 2021/22. This is below the council's short term target of 4 days.

Figure 3 – 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 4

3.3.9 One employee (0.3% of the total headcount) had long term sickness absence during Quarter 4 totalling 19.46 FTE days. This represents a percentage time lost rate of 0.3%.

3.3.10 The employee was offered support through the Employee Assistance Programme and a referral to Occupational Health. The reason for long term absence was due to stress but the employee has now returned to work.

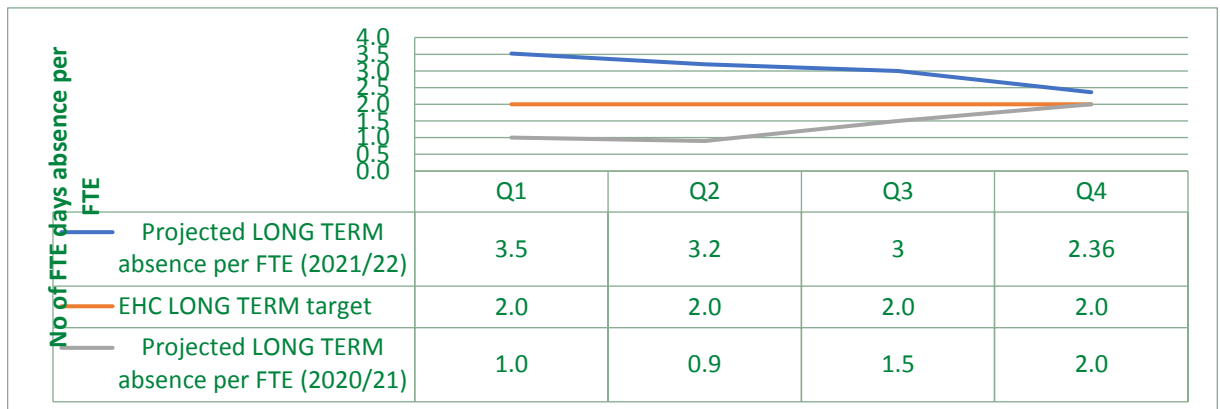
3.3.11 At the end of Quarter 4, the number of long term FTE days absent per FTE was 2.36 days.

LONG TERM absence - Annual period 2021/22

3.3.12 Figure 4 below shows long term absences for the annual year 2021/22 is **2.36 days per FTE**. This is slightly above the council's long term target of 2 days.

However, there has been a reduction of Long-term sickness cases from 8 in quarter 3 down to 1 in quarter 4, which was well managed through the absence procedures.

Figure 4 Annual LONG TERM absence for 2021/22



3.4 Learning and Development

3.4.1 In Quarter 4, eight in-house corporate learning and development events were held over twelve sessions and two hundred and thirty 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 Jane Mackie, the HR & OD Manager, along with Simon O’Hear, Head of HR&OD delivered PDR training to both staff and managers. The sessions went over the new and updated form which included competencies and 360 feedback forms. In quarter 4, six sessions were delivered virtually through zoom and two hundred and fifty five employees attended.

3.4.3 The Information Governance and Data Protection Manager, Tyron Suddes delivered training to employees on Data breach. Three sessions were held in quarter 4, and eighty nine employees attended.

3.4.4 Our Corporate Induction took place in January 2022. The event was delivered virtually through Zoom by Emily Cordwell, HR Officer and included revised and updated content. Seven employees attended.

3.4.5 In Quarter 4, training was delivered on an introduction to procurement, how to manage the tender process and understanding contract management. This was delivered by the Corporate Procurement Manager and 19 employees attended.

3.4.6 Accessibility Training was delivered by the Digital Content Manager to ensure we comply with new government legislation. 40 employees attended over 3 sessions.

3.4.7 Employees continue to complete the annual mandatory training programme through SkillsBuild, the council's e-learning platform. The following courses went live from December 2021 for all employees to complete, in line with their PDR:

- Safeguarding 2021/22
- Fire safety 2021/22
- Email Etiquette and email management
- Data Protection 2021/22
- Diversity and Inclusion in the workplace 2021/22

3.4.8 A fire safety course has been developed in response to the blended working. The course is designed to remind all employees of their duties and responsibilities to familiarise themselves with the fire evacuation procedures, routes of escape, assembly points and general fire safety.

3.4.9 The email etiquette course has now been launched on skills build. This course has been devised to help manage and use emails more effectively.

3.4.13 The following is a summary of the learning and development events that were held in Quarter 4:

Event/Course	No of Participants	Number of sessions held
PDR Training	255	6
Corporate Induction	7	1
Managing the tender process	19	2
Data Breach Training	89	3
Accessibility Training	40	3
Total	410	15

3.4 Equalities Monitoring Indicators

3.4.1 The table below shows a summary of employee equalities data at the end of Quarter 4 (i.e. 31 March 2022).

	Comparison to population data	EHC Percentage
Disability		
Leadership Team with a disability	5% <small>CENSUS 2011</small>	0%
Employees with a disability	5% <small>CENSUS 2011</small>	4.3%
Ethnicity		
Leadership Team members from BAME groups	4.5%	10%

	CENSUS 2011	
Employees from BAME groups	4.5%	12.8%
	CENSUS 2011	
Gender		
Leadership Team members who are female	51%	40%
	NOMIS 2019	
Employees who are female	51%	74%
	NOMIS 2019	
Sexual Orientation (Gay, Lesbian, Bisexual)		
Leadership Team	2.1%	20%
	ONS 2018	
Employees	2.1%	2.3%
	ONS 2018	

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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