

East Herts Council Report

HR Committee

Date of Meeting: 21 September 2022

Report by: Head of HR and OD

**Report title: Human Resources Management Statistics for Quarter 1
(April - June 2022)**

Ward(s) affected: None

Summary

RECOMMENDATIONS FOR HR Committee:

- To consider the Human Resources Management Statistics for Quarter 1 (April – June 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 1 (April – June 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 31 vacancies at the end of Quarter 1 (30 June 2022).

3.1.2 11 of the 31 posts (35%) have either been appointed to or recruitment processes are taking place.

3.1.3 20 of the 31 posts (65%) 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, 4 in Strategic Finance and Property, 1 in Legal and Democratic services, 11 in planning, 3 in Revenues and Benefits.

3.2 Employee Turnover

3.2.1 There were 11 leavers in Quarter 1 (April – June 2022) giving a turnover rate for the quarter of 3.5%. Based on the leavers from quarter 1, it is estimated that the turnover rate for the annual period 2022/23 will be **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 2021/22

	Q1	Q2	Q3	Q4
Number of Leavers 2021/22	12	11	9	15
Turnover rate 2020/21	3.6%	3.4%	2.8%	4.6%

Number of Leavers 2022/23	11			
Turnover rate 2021/22	3.5%			

3.2.2 Reasons for leaving in Quarter 1 included 3 staff leaving to achieve promotion, 1 to relocation, 1 to personal reasons, 1 to retirement, 2 for family responsibilities, 1 to compulsory redundancy and 2 for being unhappy in their role.

3.3 **Sickness Absence**

ALL absence

ALL Absence – Quarter 1

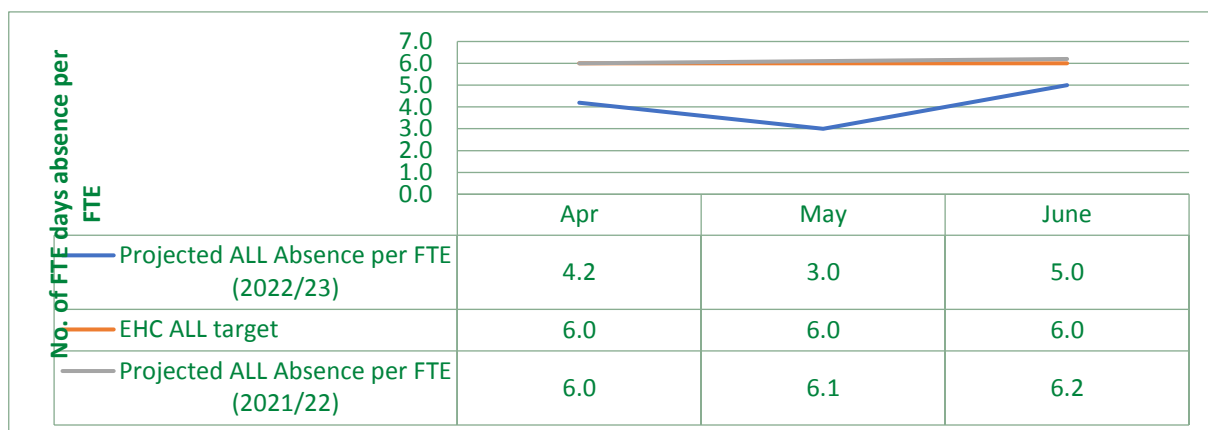
3.3.1 At the end of Quarter 4, the total number of sickness days taken was 303.62 full time equivalent (FTE) days. Of these, 253.54 FTE days (83.5%) were due to short term sickness and 50.08 FTE days (16.5%) were due to long term sickness. The percentage of time lost due to short term sickness is 1.4% and the percentage of time lost due to long term sickness is 0.3% which equates to a total percentage lost time of 1.7%.

3.3.2 At the end of Quarter 1, the number of FTE days absent per FTE was an average of 1.25 days.

ALL Absence - Annual period 2022/23

3.3.3 Figure 2 below shows that, based on the absences for the year so far, (i.e., absences at the end of June 2022) Projected sickness absence for the annual period 22/23 is estimates to be **5 days per FTE**. This is below the council’s annual target of 6 days.

Figure 2 – Annual absence for 2022/23



Short term absence

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

Short term absence - Quarter 1

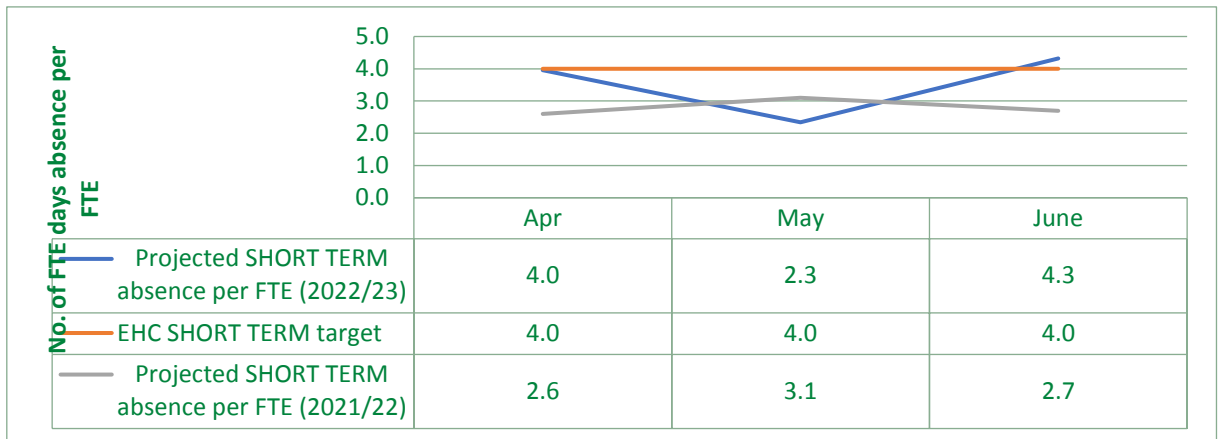
3.3.5 Sixty-five employees (19.6% of the total headcount) had short term sickness absence during Quarter 1 totalling 253.54 FTE days. This represents a percentage lost time rate of 1.4%.

3.3.6 At the end of Quarter 1, the number of short term FTE days absent per FTE was an average of 1.08 days.

Short term absence - Annual period 2022/23

3.3.7 Figure 3 below shows that, based on the absences for the year so far, (i.e., absences at the end of June 2022) It is estimated that short term sickness absence for the annual period 22/23 is estimates to be **4.3 days per FTE**. This is slightly above the council’s short term target of 4 days.

Figure 3 – Annual SHORT TERM absence for 2022/23



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 1

3.3.9 Four employees (1.2% of the total headcount) had long term sickness absence during Quarter 1 totalling 50.08 FTE days. This represents a percentage time lost rate of 0.3%.

3.3.10 All employees were offered support through the Employee Assistance Programme and a referral to Occupational Health. The reasons for long term absence were due to stress (one employee) and minor reasons (three employees) All employee’s have now returned to work.

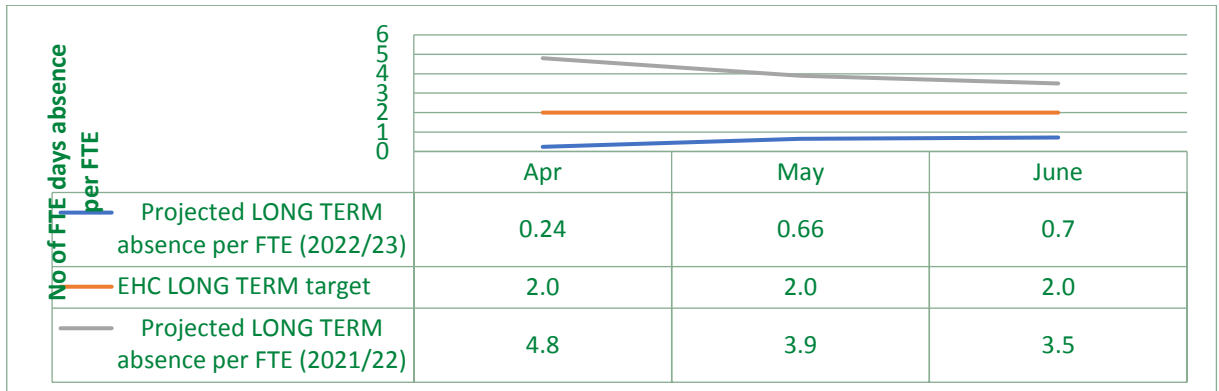
3.3.11 At the end of Quarter 1, the number of long term FTE days absent per FTE was 0.18 days.

LONG TERM absence - Annual period 2022/23

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 June 2022), it is estimated that long term

sickness absence for the annual period 2022/23 will be **0.7 days per FTE**. This is significantly below the council’s long term target of 2 days.

Figure 4 Annual LONG TERM absence for 2022/23



3.4 Learning and Development

- 3.4.1 In Quarter 1, we stated a programme of Resilience Workshops with an outside provider, *'Art of Brilliance'*. We commissioned 8 x one-hour workshops which commenced in April 2022, and which will run to December 2022, (excluding August), which are available to all staff. Three sessions took place during the quarter, with a total of approx. 65 people attending the online sessions. We also commissioned 2 x half day, face to face Resilience workshops for managers, which were delivered in-house in June 2022. A total of 20 managers attended these workshops.
- 3.4.2 In Quarter 1, Three in-house corporate learning and development events were held over seven sessions and one hundred and twenty-one 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.
- 3.4.3 The Information Governance and Data Protection Manager, Tyron Suddes delivered training to employees on Data breach. Three

sessions were held in quarter 1, and eighty-three employees attended.

3.4.4 Our Corporate Induction took place in June 2022. The event was delivered virtually through Zoom by Jane Mackie, HR & OD Manager and included revised and updated content. Seven employees attended.

3.4.5 In Quarter 1, training was delivered on Sustainability by David Thorogood, Environmental Sustainability Co-ordinator. Thirty-one employees attended over three sessions.

3.4.6 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

3.4.7 The following is a summary of the learning and development events that were held in Quarter 1:

Event/Course	No of Participants	Number of sessions held
Corporate Induction	7	1
Sustainability Training	31	3
Data Breach Training	83	3
Resilience Workshops – Staff	65	3

Resilience Workshops - Managers	20	2
Total	206	12

3.5 Equalities Monitoring Indicators

3.5.1 The table below shows a summary of employee equalities data at the end of Quarter 1 (i.e. 30 June 2022).

	Comparison to population data	EHC Percentage
Disability		
Leadership Team with a disability	5% CENSUS 2011	0%
Employees with a disability	5% CENSUS 2011	3.9%
Ethnicity		
Leadership Team members from BAME groups	4.5% CENSUS 2011	10%
Employees from BAME groups	4.5% CENSUS 2011	13.5%
Gender		
Leadership Team members who are female	51% NOMIS 2019	40%
Employees who are female	51%	74%

	NOMIS 2019	
Sexual Orientation (Gay, Lesbian, Bisexual)		
Leadership Team	2.1% ONS 2018	20%
Employees	2.1% ONS 2018	2.3%

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

Contact Officer

Jane Mackie, HR and OD Manager

Contact Tel No 01992 531652

Jane.Mackie@eastherts.gov.uk

Report Author

Emily Cordwell, HR Officer

Emily.Cordwell@eastherts.gov.uk