

East Herts Council Report

HR Committee

Date of Meeting: 23 November 2022

Report by: Head of HR and OD

**Report title: Human Resources Management Statistics for Quarter 2
(July - September 2022)**

Ward(s) affected: None

Summary

RECOMMENDATIONS FOR HR Committee:

- **To consider the Human Resources Management Statistics for Quarter 2 (July – September 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 2 (July – September 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 40 vacancies at the end of Quarter 2 (30 September 2022).
- 3.1.2 Recruitment has commenced for 5 of the 40 posts (12.5%) 3 posts have been unsuccessful with recruitment and will be going

back out to advert.

3.1.3 20 of the 40 posts (50%) are within planning and include new posts that have been created from the service restructure. Recruitment for these roles expected November 2022.

3.1.4 1 post is being covered by a consultant as we couldn't recruit permanently and for 1 post funding is being used for a shared service with Stevenage Borough Council. 10 of the 40 posts (25%) have not yet commenced recruitment due to service reviews. 4 in Strategic Finance and Property, 3 in Housing and Health and 3 in Revenues and Benefits.

3.2 Employee Turnover

3.2.1 There were 8 leavers in Quarter 2 (July – September 2022) giving a turnover rate for the quarter of 2.5%. Based on the leavers so far, it is estimated that the turnover rate for the annual period 2022/23 will be **12.1%**. This has decreased by 1.9% since quarter 1 and is now slightly lower 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 2021/22	3.6%	3.4%	2.8%	4.6%
Number of Leavers 2022/23	11	8		
Turnover rate 2022/23	3.5%	2.5%		

3.1.1 Reasons for leaving in Quarter 2 included 2 leaving to achieve

promotion, 1 to relocation, 1 to retirement, 1 for family responsibilities, 1 due to the end of fixed term contract and 2 to the private sector

3.3 Sickness Absence ALL absence

ALL Absence - Quarter 2

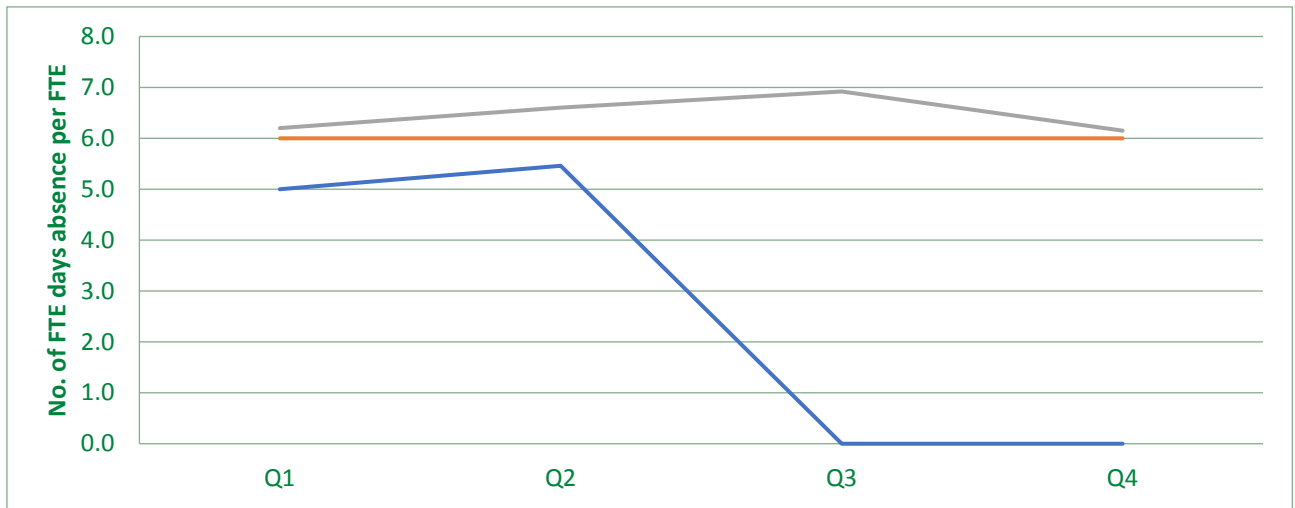
3.3.1 At the end of Quarter 2, the total number of sickness days taken was 399.21 full time equivalent (FTE) days. Of these, 240.76 FTE days (60.3%) were due to short term sickness and 158.45 FTE days (39.7%) were due to long term sickness. The percentage of time lost due to short term sickness is 1.3% and the percentage of time lost due to long term sickness is 0.9% which equates to a total percentage lost time of 2.2%.

3.3.2 At the end of Quarter 2, the number of FTE days absent per FTE was an average of 2.73 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 September 2022) Projected sickness absence for the annual period 22/23 is estimates to be **5.5 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 2

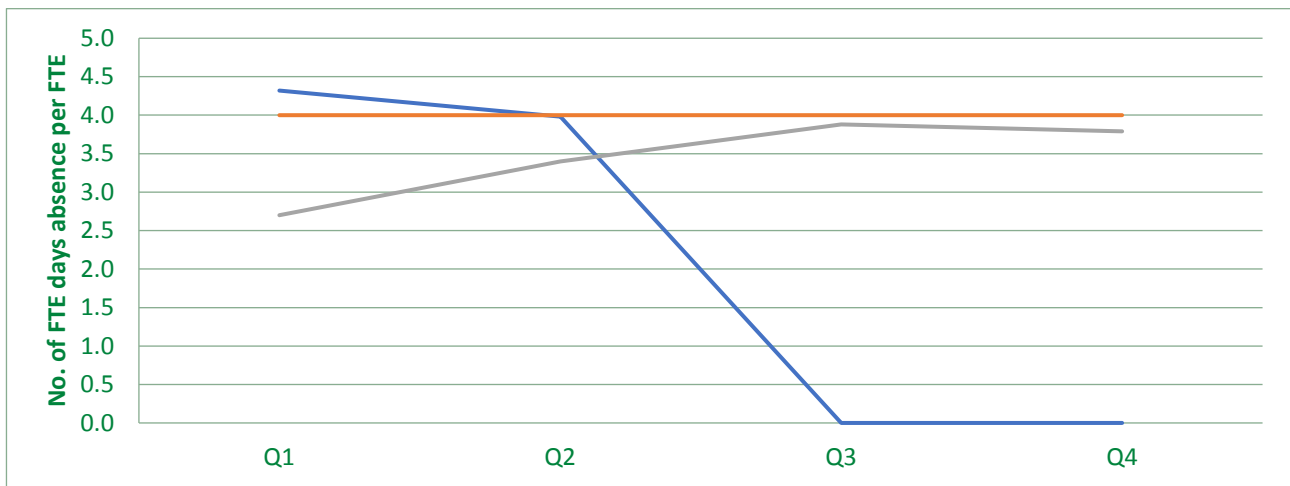
3.3.5 Sixty-five employees (20.7% of the total headcount) had short term sickness absence during Quarter 2 totalling 240.76 FTE days. This represents a percentage lost time rate of 1.3%.

3.3.6 At the end of Quarter 2, the number of short-term FTE days absent per FTE was an average of 1.99 days.

Short term absence - Annual period 2022/23

3.3.7 Figure 3 shows that, based on the absences for the year so far, (i.e., absences at the end of September 2022) It is estimated that short term sickness absence for the annual period 22/23 is estimates to be **4 days per FTE**. This is in line with 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 2

3.3.9 Seven employees (2.2% of the total headcount) had long term sickness absence during Quarter 2 totalling 158.45 FTE days. This represents a percentage time lost rate of 0.9%.

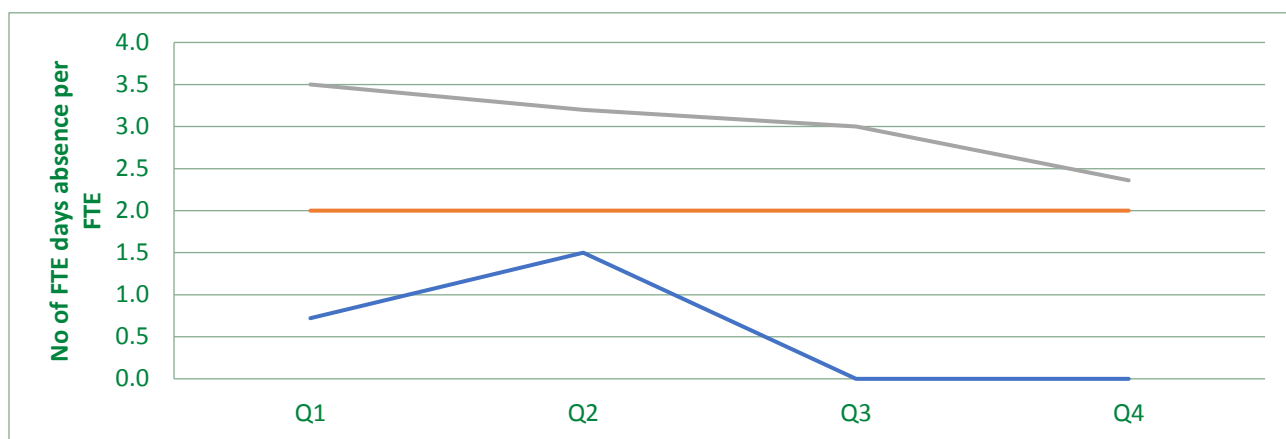
3.3.10 All employees were offered support through the Employee Assistance Programme and referred to Occupational Health. The reasons for long term absence were due to acute medical conditions (two employees) Mental Health (2 employees), Muscular and back pain (2 employees) and minor reasons (one employee) Four of the seven employees are now back to work.

3.3.11 At the end of Quarter 2, the number of long term FTE days absent per FTE was 0.75 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 September 2022), it is estimated that long term sickness absence for the annual period 2022/23 will be **1.5 days per FTE**. This is below the council's long-term target of 2 days.

Figure 4 Annual LONG TERM absence for 2022/23



3.4 Learning and Development

In Quarter 2, we continued delivering Resilience Workshops with the 'Art of Brilliance'. Two sessions took place during the quarter on Brilliant Strengths and How to Find Your Brave. A total of approx. 40 people attended the online sessions

3.4.2 In Quarter 2, Three sessions were delivered to managers on how to use the new applicant tracking system 'Web Recruit' including viewing applications, shortlisting candidates, and inviting to interview. All sessions were delivered virtually through zoom and 51 employees attended.

3.4.3 In Quarter 2, PeopleSafe delivered online training to 7 employees on the use of the MySOS Lone worker device. This included familiarisation with the device functionality, alarm receiving centre response, portal administration and general use.

3.4.4 The annual mandatory e-learning training programme will be refreshed in quarter 3. Courses will be going live from December 2022 for employees to complete in line with their appraisal.

3.4.5 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
ATS Hiring Manager Training	51	3
People Safe Device User Training	7	2
Resilience Workshop- Brilliant Strengths	25	1
Resilience Workshops – How to find you brace	15	1
Total	98	7

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 2022).

	Comparison to population data	EHC Staff and Percentage
Disability		
Leadership Team with a disability	5% CENSUS 2011	0%
Employees with a disability	5% CENSUS 2011	3.9% (12 employees)
Ethnicity		

Leadership Team members from BAME groups	4.5% CENSUS 2011	10% (1 employee)
Employees from BAME groups	4.5% CENSUS 2011	13.4% (41 employees)
Gender		
Leadership Team members who are female	51% NOMIS 2019	40% (4 employees)
Employees who are female	51% NOMIS 2019	73% (224 employees)
Sexual Orientation (Gay, Lesbian, Bisexual)		
Leadership Team	2.1% ONS 2018	20% (2 employees)
Employees	2.1% ONS 2018	2.3% (7 employees)

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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