

HR Committee

Date of Meeting: 15 February 2023

Report by: Head of HR and OD

**Report title: Human Resources Management Statistics for Quarter 3
(October - December 2022)**

Ward(s) affected: None

Summary

RECOMMENDATIONS FOR HR Committee:

- To consider the Human Resources Management Statistics for Quarter 3 (October - December 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 3 (October - December 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 44 vacancies at the end of Quarter 3 (31 December 2022).
- 3.1.2 5 of the 44 vacancies (12%) have been appointed to and 5 (12%) of the posts are currently out to advert.

- 3.1.3 19 of the 44 posts (44%) are within planning and include new posts that have been created from the service restructure. Recruitment for these roles is expected from February 2023.
- 3.1.4 4 vacancies are being covered by agency staff. 7 posts have not yet commenced recruitment due to service reviews, 6 of these are within strategic finance and property and the other in housing. The remaining 4 vacancies are pending recruitment advertising.

3.2 Employee Turnover

- 3.2.1 There were 9 leavers in Quarter 3 (October - December 2022) giving a turnover rate for the quarter of 2.9%. Based on the leavers so far, it is estimated that the turnover rate for the annual period 2022/23 will be **12%**. This has decreased by 0.1% since quarter 2 and is 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 2020/21	3.6%	3.4%	2.8%	4.6%
Number of Leavers 2022/23	11	8	9	
Turnover rate 2021/22	3.5%	2.5%	2.9%	

- 3.2.2 Reasons for leaving in Quarter 3 included 1 leaving to achieve promotion, 1 to relocation, 1 to retirement, 2 to change in career, 2 due to the end of fixed term contract, 1 for personal

reasons and 1 due to work related issues.

3.3 Sickness Absence

ALL absence

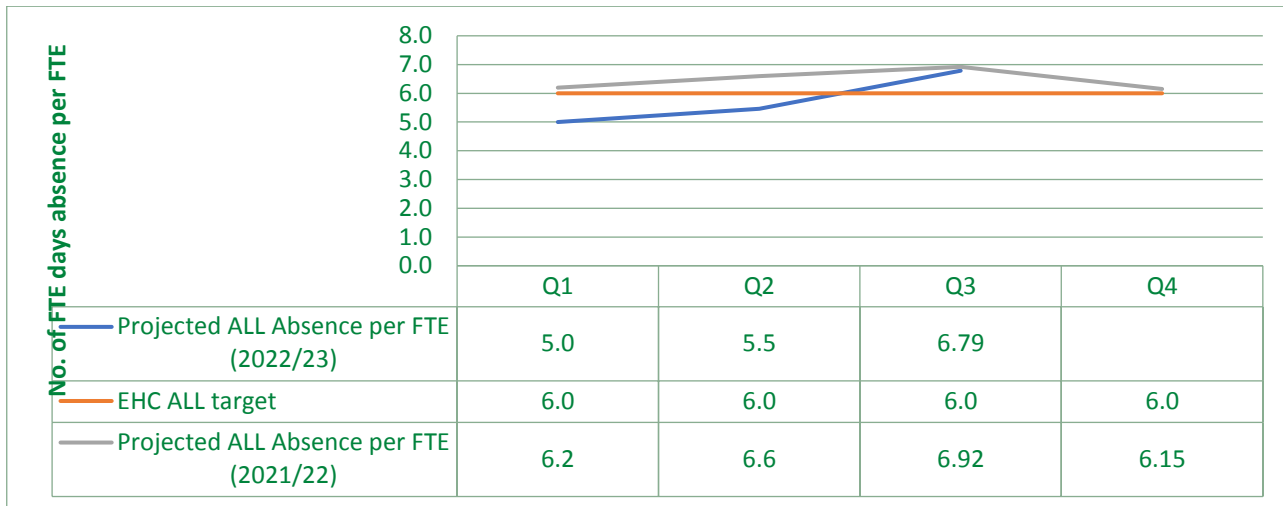
ALL Absence - Quarter 3

- 3.3.1 At the end of Quarter 3, the total number of sickness days taken was 622.75 full time equivalent (FTE) days. Of these, 357.94 FTE days (58%) were due to short term sickness and 264.81 FTE days (42%) were due to long term sickness. The percentage of time lost due to short term sickness is 6.2% and the percentage of time lost due to long term sickness is 4.6% which equates to a total percentage lost time of 10.8%.
- 3.3.2 At the end of Quarter 3, the number of FTE days absent per FTE was an average of 5.09 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 December 2022) Projected sickness absence for the annual period 22/23 is estimates to be **6.79 days per FTE**. This is slightly above 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 3

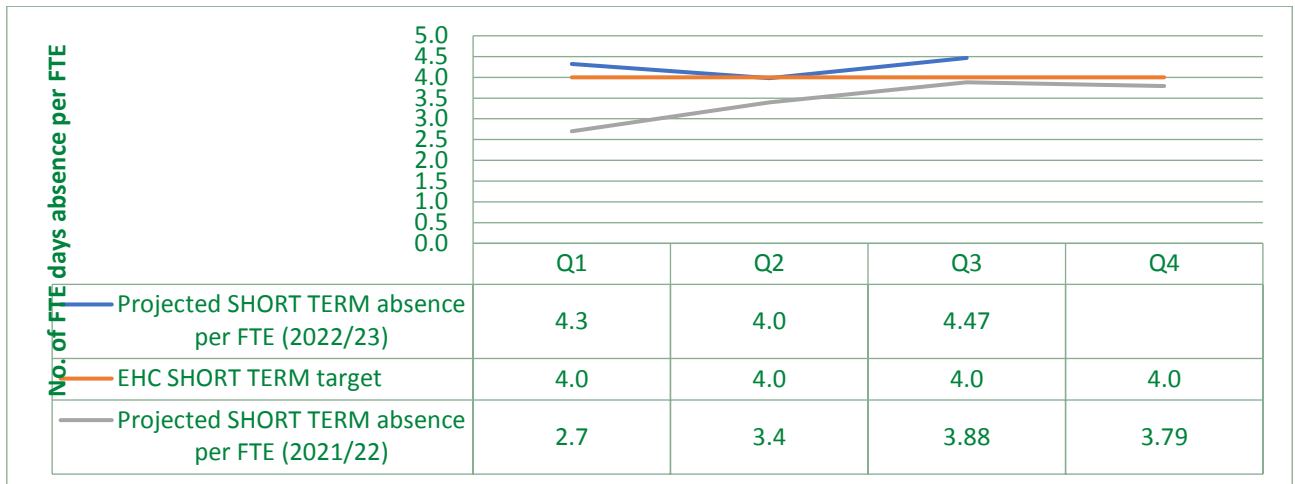
3.3.5 Ninety employees (29% of the total headcount) had short term sickness absence during Quarter 3 totalling 357.94 FTE days. This represents a percentage lost time rate of 6.2%.

3.3.6 At the end of Quarter 3, the number of short-term FTE days absent per FTE was an average of 3.35 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 December 2022) It is estimated that short term sickness absence for the annual period 22/23 is estimates to be 4.47 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 3

3.3.9 Eight employees (4.6% of the total headcount) had long term sickness absence during Quarter 3 totalling 264.81 FTE days. This represents a percentage time lost rate of 2.6%.

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 (one employee) Stress (three employees), Mental Health (two employees), Muscular and back pain (one employee) and recurring medical reason (one employee). Four of the eight employees are now back to work.

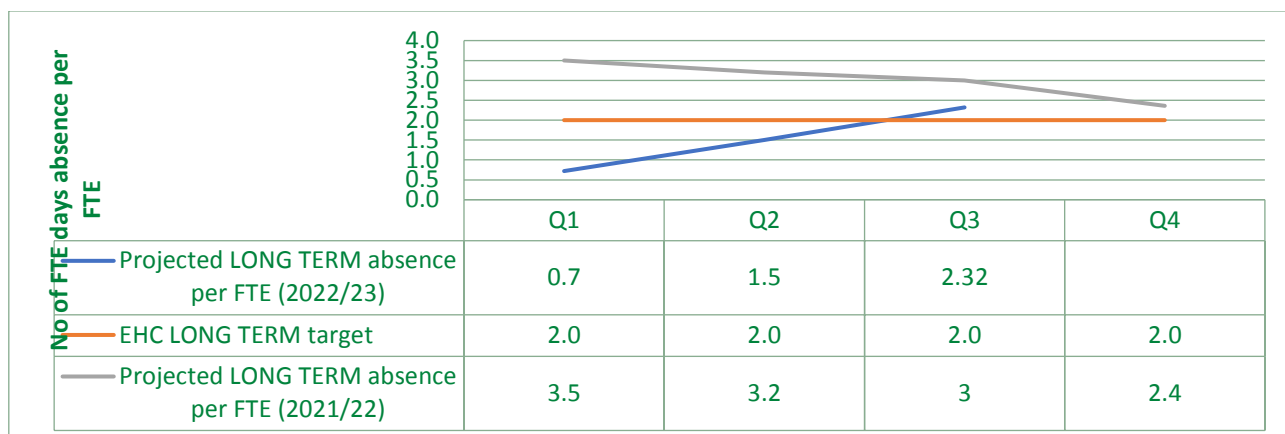
3.3.11 At the end of Quarter 3, the number of long term FTE days absent per FTE was 1.74 days.

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 December 2022), it is estimated that long term sickness absence for the annual period 2022/23 will be 2.3 days per FTE. This is slightly above 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 3, we continued delivering Resilience Workshops with the 'Art of Brilliance'. Three sessions took place during the quarter on Mental Health, Self-care and Bounce back ability. A total of 58 people attended the online sessions
- 3.4.2 In Quarter 3, there was first aid at work requalification training for 6 employees. All employees successfully completed the course and retained their certification.
- 3.4.3 In Quarter 3, People Safe delivered online training to 20 employees over two sessions 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 is currently being refreshed. Courses will be going live in January 2023 for employees to complete in line with their appraisal by end of March. HR will be looking for a new e-learning provider going forward.

3.4.5 The following is a summary of the learning and development events that were held in Quarter 3:

Event/Course	No of Participants	Number of sessions held
Mod gov Training	13	1
People Safe Device User Training	20	2
Resilience Workshop- From Mental Health to Mental Wealth	19	1
Resilience Workshops – It’s all about you	21	1
Resilience Training – Bounce back ability	18	1
First Aid at Work Requalification	6	1
Total	97	7

3.5 Equalities Monitoring Indicators

3.5.1 The table below shows a summary of employee equalities

data at the end of Quarter 3 (30 December 2022).

	Comparison to local population data	EHC Staff and Percentage
Disability		
Leadership Team with a disability	5% <small>CENSUS 2011</small>	0%
Employees with a disability	5% <small>CENSUS 2011</small>	5% (13 employees)
Ethnicity		
Leadership Team members from BAME groups	4.5% <small>CENSUS 2011</small>	10% (1 employee)
Employees from BAME groups	4.5% <small>CENSUS 2011</small>	14% (43 employees)
Gender		
Leadership Team members who are female	51% <small>NOMIS 2019</small>	40% (4 employees)
Employees who are female	51% <small>NOMIS 2019</small>	82% (225 employees)
Sexual Orientation (Gay, Lesbian, Bisexual)		
Leadership Team	2.1% <small>ONS 2018</small>	20% (2 employees)
Employees	2.1% <small>ONS 2018</small>	3% (9 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

Section 3.5 has equalities data which makes comparison of East Herts Leadership Team and Employees against key equality data. The census data applies to census 2011 this will be updated in future papers as the 2021 Census is now available. The data shows that East Herts Council employs a diverse workforce with some areas of overrepresentation. Fuller analysis of Equalities data including action planning is undertaken in the Annual Equalities Report which will also reflect 2021 census data.

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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