

East Herts Council Report Template

HR Committee

Date of Meeting: 21 June 2023

Report by: Head of HR and OD

**Report title: Human Resources Management Statistics for Quarter 4
(January - March 2023)**

Ward(s) affected: None

Summary

RECOMMENDATIONS FOR HR Committee:

- To consider the Human Resources Management Statistics for Quarter 4 (January – March 2023) 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 2023).

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 As at 31 March 2022, there were 37 vacant posts across the council. Four (4) posts were on hold (e.g. pending job or structure review), advertising/recruitment has commenced for 31 of the 33 vacancies, the remaining 2 are being reviewed

before advertising. From the 31 posts advertised 11 posts have now been filled i.e. an offer has been made and accepted, the candidates are being pre-employment checked or have agreed a start date following checks or have started.

- 3.1.2 The 31 posts include 22 vacancies in Planning which include new posts agreed in the restructure, from this 22, seven (7) have now been filled which includes 4 internal job moves (a further new planning vacancy was filled prior to the 31/3).
- 3.1.3 In terms of the other 9 vacancies four (4) have now been filled and the other 5 are being readvertised or searched for and they are in the following areas: 2 Solicitors in Legal and Democratic Services, one Technical Officer in Environmental Health, one HLF Officer in Operations (Parks) and one Senior Control Officer in Revenues and Benefits.
- 3.1.4 In addition to the 37 vacant posts 10 further vacant posts that had been on hold have now been deleted as a saving for 23/24 so have not been included as vacancies. These consisted of four (4) posts in Finance and Property, four (4) posts in Housing and Health (which includes savings for the corporate support hub) and two (2) posts in Revenues and Benefits.

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%. The turnover rate for the annual period 2022/23 is **11.9%**. This has decreased by 0.1% since quarter 3 and is lower than the local government average 14% for 2021/22 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	9
Turnover rate 2021/22	3.5%	2.5%	2.9%	2.9%

3.2.2 Reasons for leaving in Quarter 4 including 2 to retirement, 3 to change in career, 2 due to the end of fixed term contract, 1 for family responsibilities and 1 due to work related issues.

3.3 Sickiness Absence

ALL absence

ALL Absence – Quarter 4

3.3.1 At the end of Quarter 4, the total number of sickness days taken was 663.90 full time equivalent (FTE) days. Of these, 371.9 FTE days (56%) were due to short term sickness and 292 FTE days (44%) were due to long term sickness. The percentage of time lost due to short term sickness is 6.5% and the percentage of time lost due to long term sickness is 5.1% which equates to a total percentage lost time of 11.6%.

3.3.2 At the end of Quarter 4, the number of FTE days absent per FTE was an average of 7.5 days.

ALL Absence - Annual period 2022/23

3.3.3 Figure 2 below shows that, based on the absences for the year, sickness absence for the annual period 22/23 is **7.5 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 4

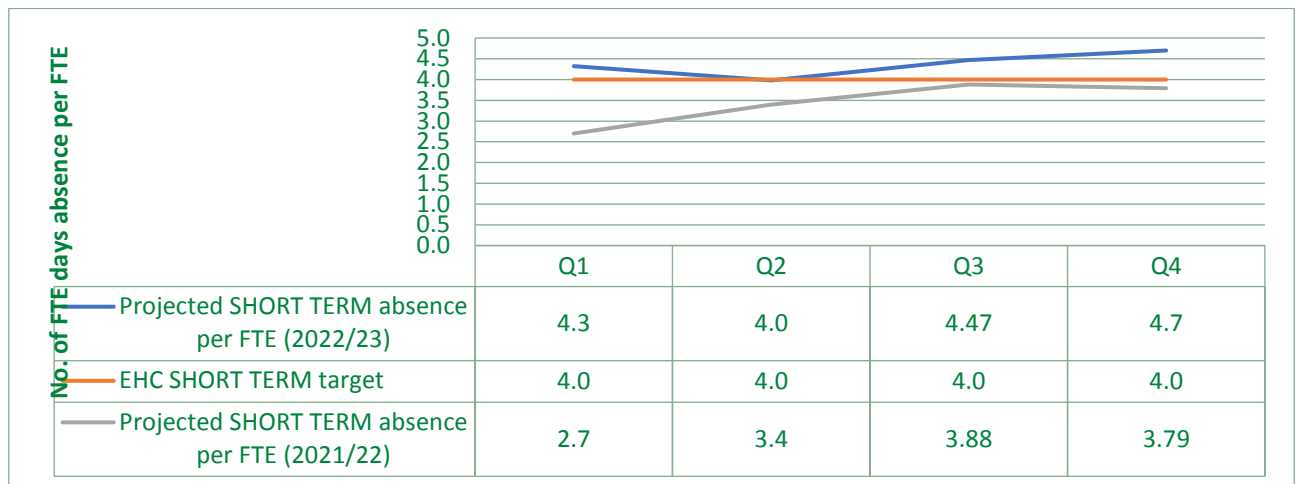
3.3.5 Seventy-five employees (24% of the total headcount) had short term sickness absence during Quarter 4 totalling 371.9 FTE days. This represents a percentage lost time rate of 6.5%.

3.3.6 At the end of Quarter 4, the number of short-term FTE days absent per FTE was an average of 4.7 days.

Short term absence - Annual period 2022/23

3.3.7 Figure 3 below shows that, based on the absences for the year, short term sickness absence for the annual period 22/23 is 4.7 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 4

3.3.9 Five employees (1.6% of the total headcount) had long term sickness absence during Quarter 4 totalling 292 FTE days. This represents a percentage time lost rate of 5.1%.

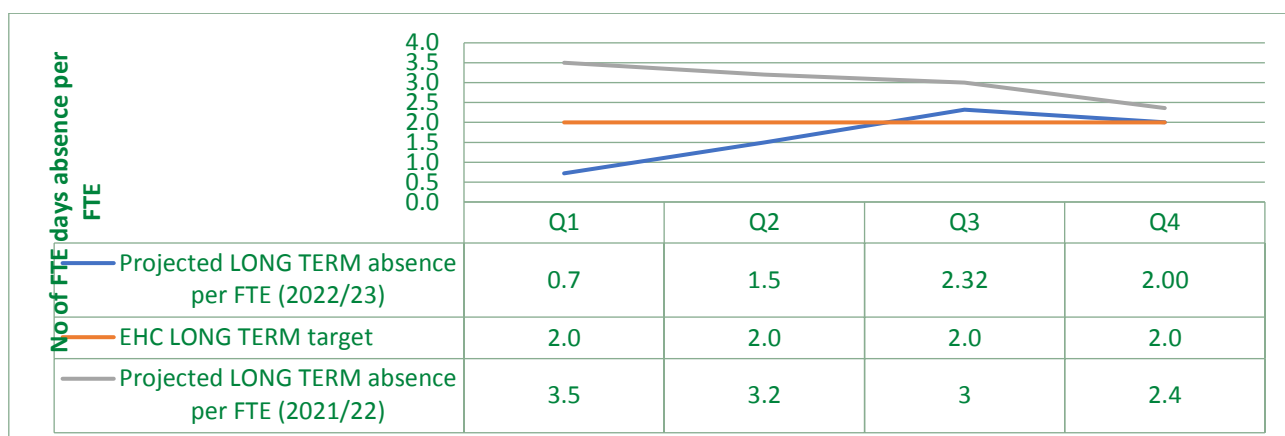
3.3.10 All employees were offered support through the Employee Assistance Programme and referred to Occupational Health. The reasons for long term absence were all stress related. Four of the five employees resigned from their post and the other employee is now back to work.

3.3.11 At the end of Quarter 4, the number of long-term FTE days absent per FTE was 2.80 days.

LONG TERM absence - Annual period 2022/23

3.3.12 Figure 4 below shows that, based on long term absences, the sickness absence for the annual period 2022/23 is 2.8 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 4, we delivered RIPA training, virtually over teams covering an overview of corporate roles and responsibilities and current inspection issues. A total of 15 people attended the online session.

3.4.2 In Quarter 4, PACE training was delivered twice over a 2-day course. 19 employees attended and completed the training.

3.4.3 People Safe delivered online training to 6 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 was relaunched with a new provider 'SkillGate'. Courses went live

from March 2023 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 4:

Event/Course	No of Participants	Number of sessions held
RIPA	15	1
PACE	19	2
Standards for Tattoo and Body Piercing Premises	5	1
MySOS Lone Worker training	6	1
Commercial Skills Training	12	1
Total	57	6

3.5 Equalities Monitoring Indicators

3.5.1 The table below shows a summary of employee equalities data at the end of Quarter 4 (31 March 2023).

	Comparison to local population data	EHC Staff and Percentage
Disability		
Leadership Team with a disability	13.6% <small>CENSUS 2021</small>	10% <small>(1 employee)</small>
Employees with a disability	13.6% <small>CENSUS 2021</small>	4.5% <small>(14 employees)</small>
Ethnicity		
Leadership Team members from BAME groups	6.8% <small>CENSUS 2021</small>	10% <small>(1 employee)</small>

Employees from BAME groups	6.8% CENSUS 2021	14% (42 employees)
Gender		
Leadership Team members who are female	51.6% CENSUS 2021	40% (4 employees)
Employees who are female	51.6% CENSUS 2021	73% (219 employees)
Sexual Orientation (Gay, Lesbian, Bisexual)		
Leadership Team	2.1% CENSUS 2021	20% (2 employees)
Employees	2.1% CENSUS 2021	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

The 2021 Census data which is now available has been added to the Equalities data table in section 3.5. The ethnicity figure for BAME has increased from 4.5% to 6.8% in East Hertfordshire. The most significant increase is the Disabled comparison, where it has increased from 5% to 13.6%. The 2011 Census asked if the household had someone with a disability whereas the 2021 Census asked individuals to choose from a number of categories: the two Disabled categories under the Equality ACT were 'Disabled under the Equality Act: Day-to-day activities limited a lot' (4.9%) and 'Disabled under the Equality Act: Day-to-day activities limited a little' (8.8%) these figures have been added together to provide the 13.6% total (it is worth noting that where activities are limited a lot it may mean the person is unable to work). The Gender and Sexual orientation figures which had been updated from ONS and NOMIS in 2018 and 2019 (so were not based on the 2011 census) have basically stayed consistent. Before the equalities report is produced staff will be reminded to check their equality data is up to date.

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

Simon O'Hear, Head of HR & OD

Contact Tel No 01279 502141

Simon.O'Hear@eastherts.gov.uk

Report Author

Emily Cordwell, HR Officer

Emily.Cordwell@eastherts.gov.uk