



TO COUNCILLOR:

Mrs L M Broadley (Chair)
J Kaufman

Mrs L Kaufman
C D Kozlowski

Mrs S B Morris

Dear Sir or Madam

I hereby **SUMMON** you to attend a meeting of the **PEOPLE COMMITTEE** to be held at the **COUNCIL OFFICES, STATION ROAD, WIGSTON** on **THURSDAY, 12 MARCH 2020** at **6.30 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices
Wigston
04 March 2020

Mrs Anne E Court
Chief Executive



<u>ITEM NO.</u>	<u>AGENDA</u>	<u>PAGE NO'S</u>
1.	Apologies for Absence To receive apologies for absence from Members to determine the quorum of the meeting in accordance with Rule 7 of Part 4 of the Constitution.	
2.	Appointment of Substitutes To appoint substitute Members in accordance with Rule 26 of Part 4 of the Constitution and the Substitution Procedure Rules.	
3.	Declarations of Interest Members are reminded that any declaration of interest should be made having regard to the Members' Code of Conduct. In particular, Members must make clear the nature of the interest and whether it is 'pecuniary' or 'non-pecuniary'.	
4.	Minutes of the Previous Meeting To read, confirm and sign the minutes of the previous meeting in accordance with Rule 19 of Part 4 of the Constitution.	3
5.	Action List Arising from the Previous Meeting There was no Action List arising from the previous meeting.	
6.	Petitions and Deputations To receive any Petitions and, or, Deputations in accordance with Rule(s) 11 and	



INVESTORS
IN PEOPLE

Accredited
Until 2019

Customer Service Centre: 40 Bell Street, Wigston, Leicestershire LE18 1AD
Council Offices: Station Road, Wigston, Leicestershire LE18 2DR
Tel: (0116) 288 8961 **Fax:** (0116) 288 7828



oadby-wigston.gov.uk



OadbyWigstonBC



Oadby_Wigston

12 of Part 4 of the Constitution and the Petitions Procedure Rules respectively.

7. People Update (Q2 & Q3 2019/20)

4 - 11

Report of the HR Advisor

For more information, please contact:

Democratic Services

Oadby and Wigston Borough Council
Council Offices
Station Road, Wigston
Leicestershire
LE18 2DR

t: (0116) 257 2775

e: democratic.services@oadby-wigston.gov.uk

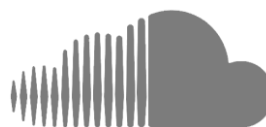
**You can access all available public meeting documents
and audio recordings electronically on:**



Our website **oadby-wigston.gov.uk** under
'Your Council' and
**'Meeting Dates,
Agendas & Minutes'**



Your smart **iPad**,
Android or
Windows tablet
device with the
'Modern.Gov' app



Our audio platform
**soundcloud.com/
oadbywigstonbc** or
smart device with the
'SoundCloud' app

**MINUTES OF THE MEETING OF THE PEOPLE COMMITTEE HELD AT THE COUNCIL
OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 12 SEPTEMBER 2019
COMMENCING AT 6.34 PM**

PRESENT

Mrs L M Broadley Chair

COUNCILLORS

J Kaufman

OFFICERS IN ATTENDANCE

S J Ball	Trainee Solicitor
Mrs A E Court	Chief Executive / Head of Paid Service
Ms S Ingman	HR Manager
Miss J Sweeney	Democratic & Electoral Services Officer

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors G A Boulter, M H Charlesworth and Mrs S B Morris.

Having counted the numbers of Members present and declared that there was not quorum present, the Chair adjourned the meeting.

THE MEETING CLOSED AT 6.35 PM



Chair

Thursday, 12 March 2020

*Printed and published by Democratic Services, Oadby and Wigston Borough Council,
Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

Agenda Item 7



People Committee	Thursday, 12 March 2020	Matter for Information
-------------------------	--------------------------------	-------------------------------

Report Title:

People Update (Q2 & Q3 2019/20)

Report Author(s):

Andrew Collin (HR Advisor)

Purpose of Report:	To provide an overview of key management statistics in relation to HR, current projects/initiatives and introduce any relevant policies or procedures to Members.
Report Summary:	The report sets out the latest Management information (statistics) for ill health absence, ER cases and staff turnover.
Recommendation(s):	That the content of the report be noted.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Stephen Hinds (Deputy Chief Executive) (0116) 257 2681 stephen.hinds@oadby-wigston.gov.uk</p> <p>Victoria Hewitt (HR Manager) (0116) 257 2721 victoria.hewitt@oadby-wigston.gov.uk</p> <p>Andrew Collin (HR Advisor) (0116) 257 2638 andrew.collin@oadby-wigston.gov.uk</p>
Corporate Objectives:	Providing Excellent Services (CO3)
Vision and Values:	<p>Accountability (V1)</p> <p>Respect (V2)</p> <p>Teamwork (V3)</p> <p>Innovation (V4)</p> <p>Customer Focus (V5)</p>
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	<p>Reputation Damage (CR4)</p> <p>Organisational / Transformational Change (CR8)</p>
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	

Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Deputy Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	None.
Appendices:	None.

1. Workforce Report

- 1.1 This report looks at the workforce profile of Oadby & Wigston Borough Council during the third quarter of the financial year and runs from the period 01 October 2019 – 31 December 2019.

The key findings from the workforce profile report are as follows:

- The workforce had a headcount of 170 and an FTE (full time equivalent) count of **161.14** as of 31 December 2019. The total number of employees is up from 169 at the end of the second quarter as is the FTE count which was 158.08 at 30 September 2019.
- The annual average sickness figure has increased from the previous Quarter to **2.73** days lost per FTE but this is lower than the same period last year where 3.13 days were lost per FTE.
- The total number of days lost in Quarter Three was higher than in the previous Quarter, with both short term and long-term sickness rising. This does however reflect the typical trend of lower absences in summer months.
- **72.5%** of the workforce had no sickness during Quarter Three.
- **7** employees had long term sickness in Quarter Three. This has gone up from **5** in the previous quarter.

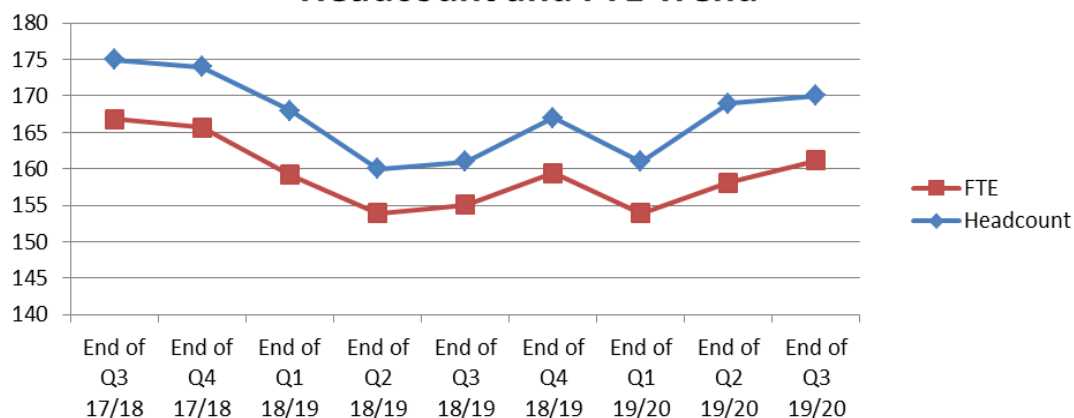
2. Employee Profile

2.1 Headcount and FTE

At the end of Quarter Three (31st December 2019), the total number of employees employed by Oadby and Wigston Borough Council was 170 and the number of full-time equivalent posts was 161.14. (Figures do not include agency staff or contractors:

(Continued overleaf)

Headcount and FTE Trend



	End of Q3 17/18	End of Q4 17/18	End of Q1 18/19	End of Q2 18/19	End of Q3 18/19	End of Q4 18/19	End of Q1 19/20	End of Q2 19/20	End of Q3 19/20
FTE	166.86	165.67	159.2	153.91	155.19	159.39	153.87	158.08	161.14
Headcount	175	174	168	160	161	167	161	169	170

2.2 High Earners

Under the guidance of the Department for Communities and Local Government (DCLG), the Council publishes positions in the Council that attract a salary above £58,200 in its Pay Policy Statement. The number of employees earning this figure at the end of Quarter Three stood at 4. This is higher than the previous Quarter where this figure stood at 3 employees.

2.3 Leavers

During Quarter Three, 5 employees left the Council. All were permanent employees with 4 working full time and one working part time. All leavers were through voluntary resignation. This is compared to 10 departures in the previous quarter.

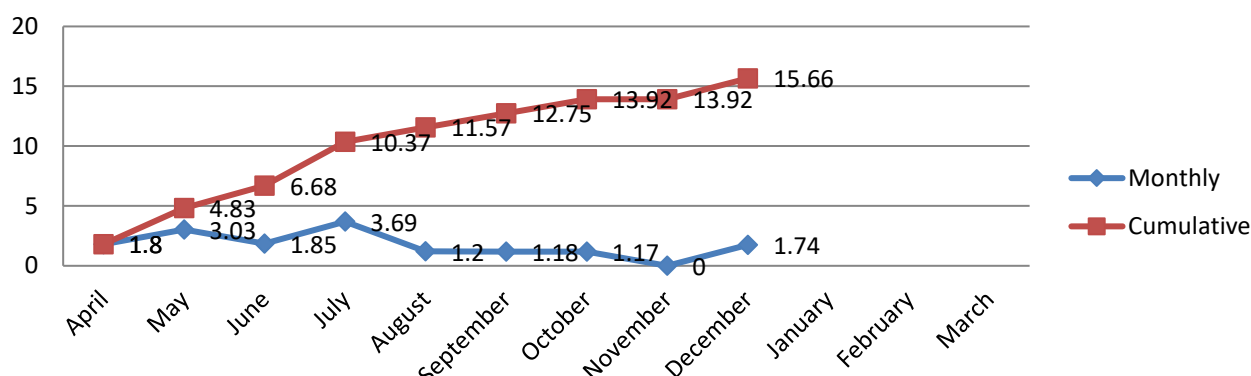
Leaving Reason	Service	Total
Voluntary Resignation	Environmental Health	1
	Customer Service	1
	Revenues and Benefits	1
	Depot	1
	Mayor's Office	1

2.4 Turnover

The below chart shows the employee turnover across the Council for the full Financial year, up to the end of Quarter Three. Turnover measures the percentage of employees who

leave an organisation over a period of time. In Quarter Three there was accumulative turnover of 2.91%. This is a reduction on the previous quarter where turnover was measured at 6.07%.

Staff Turnover 2019/20



3. Sickness Absence

A period of Long Term sickness is classified as a continuous period of absence that exceeds 4 weeks. All other periods are considered to be short term.

Trigger points for management action under the OWBC policy are as follows:

- 3 or more periods of absence over a 12 month rolling period (5 periods for DDA employees).
- 10 or more days absence within a rolling 12 month period (15 days for DDA employees).
- Long term absence of 4 working weeks or more.

3.1 Trend of the Working Days lost across OWBC per quarter

The total number of working days lost in Quarter Three is higher than in the previous quarter and the days lost per FTE has also increased. This is a typical trend as sickness levels tend to be lower in the summer months. However there has been a reduction on the days lost and FTE days per person lost compared to this time last year with a chart below for comparison.

(Sickness Stats 2019/20)

Month	Total FTE	Long term	Short term	Total days	Average days per FTE per Month	Cumulative Figure (YTD)	Cumulative Figure (per quarter)	
April	158.39	30.00	45.00	75.00	0.47	0.47	Qu 1	0.47
May	155.97	0.00	48.00	48.00	0.31	0.78		0.78
June	153.87	20.00	55.00	75.00	0.49	1.27		1.27
July	155.53	54.00	52.50	106.50	0.68	1.95	Qu 2	0.68
August	156.59	43.00	37.00	80.00	0.51	2.46		1.19

September	158.08	52.00	85.00	137.00	0.87	3.33		2.06
October	161.2	115.00	80.00	195.00	1.21	4.54	Qu 3	1.21
November	163.2	100.0	48.50	148.50	0.91	5.45		2.12
December	161.14	48.00	50.00	98.00	0.61	6.06		2.73
January	0	0.00	0.00	0.00	#0	0	Qu 4	0
February	0	0.00	0.00	0.00	0	0		0
March	0	0.00	0.00	0.00	0	0		0

(Sickness Stats 2018/19)

Month	Total FTE	Long term	Short term	Total days	Average days per FTE per Month	Cumulative Figure (YTD)	Cumulative Figure (per quarter)	
April	160.97	73.00	51.00	124.00	0.77	0.77	Qu 1	0.77
May	160.56	80.00	48.00	128.00	0.80	1.57		1.57
June	159.2	100.00	46.50	146.50	0.92	2.49		2.49
July	156.62	84.00	44.00	128.00	0.82	3.31	Qu 2	0.82
August	155.12	83.00	51.50	134.50	0.87	4.17		1.68
September	153.91	52.00	47.00	99.00	0.64	4.82		2.33
October	154.91	112.00	70.00	182.00	1.17	5.99	Qu 3	1.17
November	156.41	78.50	104.00	182.50	1.17	7.16		2.34
December	155.1	75.00	47.00	122.00	0.79	7.94		3.13
January	157.02	66.00	51.00	117.00	0.75	8.69	Qu 4	0.75
February	157.71	20.00	24.00	44.00	0.28	8.97		1.02
March	159.39	21.00	62.00	83.00	0.52	9.49		1.54

3.2 Reasons for Sickness Absence

The reasons for sickness across Quarter Three are shown in the table below.

Sickness Absence Reason	Quarter Three 2019/20	
	Employees	Days Lost
Allergy	1	3
Anxiety	2	5
Chest/respiratory	3	13

Cold/Flu	11	20.5
Deep Vein thrombosis	1	63
Diarrhoea/vomiting	7	16
Dizziness/faint	3	4
Fatigue	2	34
Genito-urinary/gynaecological	1	14
Headache/migraine	6	17
Hernia	1	1
Infection	1	4
Musco-skeletal	8	157
Other	5	46
Operation/Surgery	1	2
Stomach/liver/kidney/digestion	1	44
Work related stress	1	31

Musco-skeletal issues was the main cause of days lost in Quarter Three. This includes ailments such as joint disorders, sprains, strains and back pain. Cold and flu was the most common cause of absence.

During Quarter Three, 3 members of staff were off due to mental health conditions with 36 working days lost in the Quarter. This has come down drastically from the same Quarter last year where 166 working days were lost to Mental Health issues. The Council subscribes to a Employee Assistance Programme as part of the staff benefits. Employees can ring this service in confidence and get support for mental health conditions. The Council has also recently trained members of staff to be Mental health first aiders.

3.3 Sickness Absence Reporting by Department

The below charts show a breakdown of the sickness by department throughout the Third Quarter. They break down how many days were lost and the split of long term and short term sickness and the average days lost per person.

Sickness Report Summary - October 2019

Service Area	Total FTE	Long term	Short term	Total days	Average days per FTE
Customer Services	14.50	0.00	3.00	3.00	0.21
Finance and Resources	41.73	23.00	15.00	38.00	0.91
Community and Wellbeing	58.14	92.00	28.00	120.00	2.06
Built Environment	27.80	0.00	1.00	1.00	0.04
Senior Leadership Team	6.00	0.00	5.00	5.00	0.83

Law and Democracy	13.03	0.00	28.00	28.00	2.15
Grand total	161.2	115.00	80.00	195.00	1.21

Sickness Report Summary - November 2019

Service Area	Total FTE	Long term	Short term	Total days	Average days per FTE
Customer Services	15.50	0.00	3.00	3.00	0.19
Finance and Resources	41.73	21.00	12.50	33.50	0.80
Community and Wellbeing	50.54	37.00	8.00	45.00	0.89
Built Environment	36.40	21.00	22.00	43.00	1.18
Senior Leadership Team	6.00	0.00	0.00	0.00	0.00
Law and Democracy	13.03	21.00	3.00	24.00	1.84
Grand total	163.2	100.00	48.50	148.50	0.91

Sickness Report Summary - December 2019

Service Area	Total FTE	Long term	Short term	Total days	Average days per FTE
Customer Services	14.50	0.00	6.00	6.00	0.41
Finance and Resources	41.67	0.00	16.00	16.00	0.38
Community and Wellbeing	50.54	16.00	15.00	31.00	0.61
Built Environment	36.40	16.00	13.00	29.00	0.80
Senior Leadership Team	6.00	0.00	0.00	0.00	0.00
Law and Democracy	12.03	16.00	0.00	16.00	1.33
Grand total	161.14	48.00	50.00	98.00	0.61

3.3 Number of Employees with any days of sickness absence in the Quarter

47 employees were absent due to sickness in Quarter Three, which is 27.5 of all those employed during the period.

4. Employee Relations

4.1 ER Cases

The number of active cases during Quarter Three are shown in the table below.

Reason	Number of Cases
Disciplinary	4

Capability	1
Grievance	0
Sickness	1
Tribunal	2