



<b>People Committee</b>	<b>Tuesday, 21 September 2021</b>	<b>Matter for Information and Decision</b>
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**Report Title:** **People Update (Q1 2021/22)**

**Report Author(s):** **Vicki Hewitt (People Manager)**

<b>Purpose of Report:</b>	To provide an overview of Q1 key HR statistics and to report on current projects and recruitment.
<b>Report Summary:</b>	The report sets out latest management information and statistics for ill-health absence, employment relations and staff turnover.
<b>Recommendation(s)</b>	<b>That the content of the report be noted</b>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	Anne Court (Chief Executive/ Head of paid service) (0116) 257 2602 <a href="mailto:anne.court1@oadby-wigston.gov.uk">anne.court1@oadby-wigston.gov.uk</a>  Vicki Hewitt (People Manager) (0116) 257 2721 <a href="mailto:vicki.hewitt@oadby-wigston.gov.uk">vicki.hewitt@oadby-wigston.gov.uk</a>
<b>Corporate Objectives:</b>	Providing Excellent Services (C03)
<b>Vision and Values:</b>	Accountability V1 Respect V2 Teamwork V3 Innovation V4 Customer Focus V5
<b>Report Implications:-</b>	
Legal:	There are no implications arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	Reputation Damage (CR4) Organisational / Transformational Change (CR8)
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.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.

Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	None.
<b>Background Papers:</b>	None.
<b>Appendices:</b>	None.

## 1. Workforce Report

1.1 This report looks at the workforce profile of the Council during the first quarter of the financial year 2021/2022 1<sup>st</sup> April – 30<sup>th</sup> June 2021. The key findings were as follows:

### 1.2 Sickness Levels

Average sickness levels in total for Q1 were 2.55 days lost per FTE which has increased from Q4 (1.61 days lost per FTE). This includes both long term and short term sickness, and there has been no pattern for short term sickness, for example 1-2 days for cough/colds, headaches etc.

### 1.3 Days Lost

The total number of days lost in Q1 was 393.50 compared to Q4 where it was 156.

The total number of days of long term sickness lost in Q1 was 284, which has significantly increased from Q4 (23). There were 4 members of staff absent due to various reasons who have been supported by the People Team, their GP's and the Occupational Health Team to help bring them back in to work.

The total number of employees absent due to long term sickness in Q1 was 4. COVID is not included in this data due to government guidance. There was 1 member of staff absent with Long COVID in Q1.

## 2. Employee Profile

### 2.1 Headcount & FTE

Figures do not include agency staff or contractors.

#### Headcount

Q1's headcount was 167 (FTE 155.83), down by 2 from Q4. This has been due to leavers in the Community & Wellbeing service.

### 2.2 Leavers

During Q1 9 staff left the Council. No specific reasons were given as to why anyone left other than career progression. Exit interviews are always offered.

Service	Q1 Leavers
Built Environment	1
Community & Wellbeing	5
Law & Democracy	1
Customer Services	1
People Team	0
Finance and Resources	1
SLT	0

Totals	9
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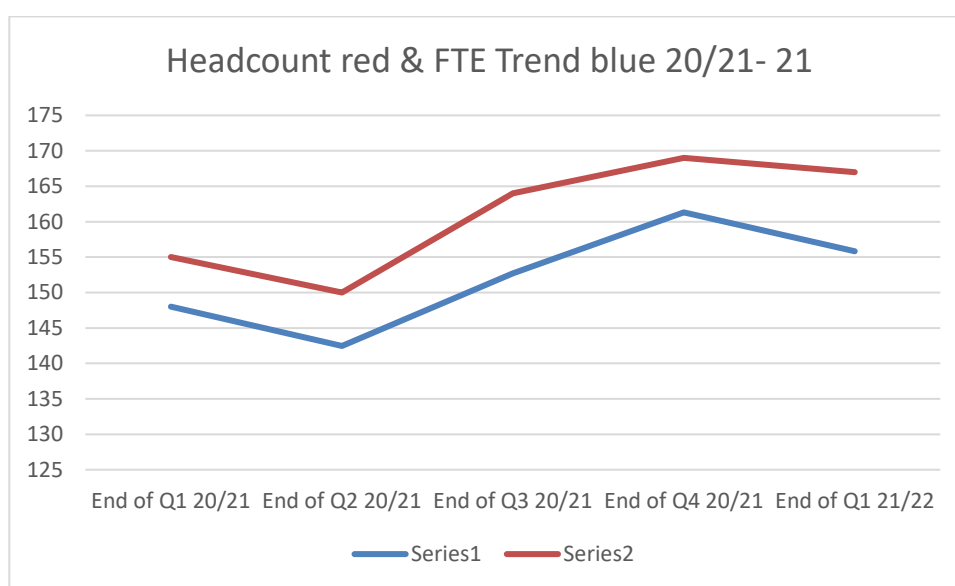
This shows a slight decrease from Q4 where there were 10 leavers.

## 2.3 Turnover

Turnover measures the percentage of employees who leave an organisation over a period of time. The table below shows the employee turnover across the Council for Q1 this year and Q4 of last year.

	Q1 21/22	Q4 20/21
Leavers	9	10
Headcount	167	169
Turnover	5.39%	5.91%

Usual turnover is between 12-15 %  
Below shows from quarter 1 2020 to quarter 1 2021



## 3. Sickness Absence

### 3.1 Q1 sickness stats

Long term sickness absence is defined as a continuous period of absence exceeding 20 working days or more. Short term sickness is any period less than 20 working days. Trigger points are used to manage absence and highlight levels and patterns of sickness absence. All employees who have been absent have a return to work interview within 24 hours of them returning and logged on to PeopleHR.

#### April 2021 Sickness Stats

Service Area	Total FTE	Long term	Short term	Total days	Average days per FTE
Customer Services	62.76	44.00	8.00	52.00	0.83
Finance and Resources	26.02	44.00	18.00	62.00	0.42
Community and Wellbeing	1.00	0.00	7.00	7.00	0.14
Built Environment	34.85	0.00	7.00	7.00	0.20
Law and Democracy	23.80	0.00	4.00	4.00	0.17

SLT	3.00	0.00	0.00	0.00	0.00
People team	3.00	0.00	0.00	0.00	0.00
<b>Grand total</b>	<b>154.43</b>	<b>88.00</b>	<b>44.00</b>	<b>132.00</b>	<b>0.85</b>

### May 2021 Sickness Stats

Service Area	Total FTE	Long term	Short term	Total days	Average days per FTE
Customer Services	62.76	50.00	4.00	54.00	0.86
Finance and Resources	25.02	55.00	3.00	58.00	2.32
Community and Wellbeing	1.00	0.00	0.00	0.00	0.00
Built Environment	33.85	0.00	2.00	2.00	0.06
Law and Democracy	23.80	0.00	0.00	0.00	0.00
SLT	3.00	0.00	0.00	0.00	0.00
People team	3.00	0.00	0.00	0.00	0.00
<b>Grand total</b>	<b>152.43</b>	<b>105.00</b>	<b>9.00</b>	<b>114.00</b>	<b>0.75</b>

### June 2021 Sickness Stats

Service Area	Total FTE	Long term	Short term	Total days	Average days per FTE
Customer Services	64.76	45.00	21.00	66.00	1.02
Finance and Resources	26.02	46.00	5.50	51.50	1.98
Community and Wellbeing	1.00	0.00	0.00	0.00	0.00
Built Environment	33.85	0.00	19.50	19.50	0.58
Law and Democracy	23.20	0.00	10.50	10.50	0.45
SLT	3.00	0.00	0.00	0.00	0.00
People team	4.00	0.00	0.00	0.00	0.00
<b>Grand total</b>	<b>155.83</b>	<b>91.00</b>	<b>56.50</b>	<b>147.50</b>	<b>0.95</b>

### 3.2 Sickness Stats Q1 2020 v Q1 2021

	Month	Total FTE	Long Term	Short Term	Total Days	Ave. days Per FTE/ mth
<b>Q1 20</b>	April 20	166.33	91	12	102	0.61
	May 20	163.33	78	34	83	0.69
	June 20	158.68	84	21	105	0.66
<b>Q1 21</b>	April- 21	154.43	88	44	132	0.82
	May-21	152.43	105	9	114	0.75
	June-21	155.83	91	56.50	147.5	0.95

### 3.3 Coronavirus

In the above reporting, no employees who had contracted COVID have been included in the data. The 2 members of staff that were absent during quarter 4, 1 had returned during quarter 1.

Any staff who are absent from work are always offered the occupational health service and Employee Assistance Programme (EAP), which is confidential.

During COVID health and wellbeing has been something at the forefront of the Council's employee relations. We have continued to communicate with all staff and help ensure staff have felt supported and engaged.

Since July 2021 we have seen an increase of COVID positive staff, which is an increase from 2020. We offer workplace lateral flow tests to all of staff.

#### **4. Employee Relations**

During quarter 1 there was 1 employee engaging in a capability programme and there was 1 disciplinary. Sickness meetings are carried out regularly for long term sickness employees. All LTS employees have been referred to occupational health. There were no employment tribunals in quarter1.

#### **5. Agile Working Policy**

Meetings are now scheduled for line managers to sit down with their team members to decide the needs of the business and department and to look at ways of working for each member of staff. More details will be shared once these meeting have taken place in September and October.

There continues to be limited staff working in Bushloe House, especially since there has been a rise in positive cases (non contracted at work) to ensure the safety of all staff. This is being managed well to ensure safety and service delivery. Regular communication between senior leadership team, managers and team members continue regularly.

#### **6. PeopleHR- New system**

The people team have received good feedback on the new HRMS system. Staff have access via mobile phones or computers to book holidays, log 121's record sickness and receive the latest staff updates.

#### **7. Recruitment**

##### **Agency workers**

The same situation remains as in quarter 4 report due to an increase of work in the Finance and planning department.

Across the Council there are currently 16 agency workers with the exception of the Depot, where agency staff are frequently used due to seasonal work and sickness to ensure service delivery. The 16 agency workers are working within the planning and housing teams due to staff leaving and short notice periods and additional workload making it difficult to recruit quickly, also market forces means the pool of permanent staff for recruitment is very limited in certain areas. Due to an increase in regeneration work within all planning departments, permanent roles are harder to fill as candidates will use agencies as they will pay higher for the skillset requirements. Recruitment is taking place for permanent posts within the team and once appointed we will no longer use the agencies, it is anticipated that an increase of permanent workers will be evident in the next People Committee report for quarter 2.

Due to the COVID work and business grants the Council has had to use some agency staff within the Revenues and Benefits team to keep on top of the high workload. The Council has and continues to recruit for permanent staff, but this has been a lot more difficult than anticipated due to skill shortages and lack of candidates. All agency staff will be released

once permanent posts are filled and all agency workers have the opportunity to apply for internal roles. The Council recently recruited for a number of key posts including a new Revenue and Benefits Manager and Finance Manager.

### **Roles filled recently**

Graduate Community Physical Activity, Health and Sport Assistant
Community Health improvement Officer
Grants Officer
Senior Housing Surveyor
Revenues Officer FTC
Finance Debt Recovery Officer
Democratic Services Officer
Housing options officer
Economic Regeneration Manager
Customer Service FTC 6 months x3 made permanent more recently
Communications Officer
Assistant Corporate Asset Manager

### **Recruitment**

The Council continues to recruit in-house rather than through the use of agencies. Since March 2021 the savings for permanent recruitment have been between £76,182 – £101,582. If the Council recruits from agency to permanent there are negotiations to keep the fee as low as possible.

### **Apprenticeships**

The Council has 5 apprentices within the Housing and Environmental Health departments. This forms part of our workforce planning.

### **Employee Wellbeing**

Employee health and wellbeing is at the forefront of the People team and a group has reformed with lots of new staff members and we will spend time promoting employee health and wellbeing by supporting the NHS calendars. The aim is to re-launch this in October with further details to follow.