



People Committee	Wednesday, 06 July 2022	Matter for Information
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Report Title:

People Update (Q4 2021/22)

Report Author(s):

Philippa Fisher (Strategic Director)

Purpose of Report:	To provide an overview of Q4 key HR statistics and to report on current projects and recruitment
Report Summary:	The report sets out latest management information and statistics for ill-health absence, employment relations and staff turnover.
Recommendation(s):	That the content of the report and appendix be noted.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Philippa Fisher (Strategic Director) (0116) 257 2677 philippa.fisher@oadby-wigston.gov.uk</p> <p>Trish Hatton (Head of Customer Service & Transformation) (0116) 257 2700 trish.hatton@oadby-wigston.gov.uk</p>
Corporate Objectives:	Providing Excellent Services (CO3)
Vision and Values:	<p>Accountability (V1) Respect (V2) Teamwork (V3) Innovation (V4) 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) 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.

Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	None.
Appendices:	1 – Framework for Health and Wellbeing Hub

1.0 Workforce Report

This report looks at the workforce profile of the Council during the fourth quarter of the financial year 2021/2022 January 2022 – March 2022. The key findings were as follows:

1.1 Sickness Levels

Days lost per FTE are as follows for sickness levels for Quarter 4 2021/2022. 1.06 for January, 0.4 for February and 0.3 for March. Average 1.56 FTE over the quarter.

This includes both long term and short-term sickness. There are no distinct patterns for short term sickness.

Comparison for 2020/2021 – Quarter 4

Average sickness levels in Quarter 4, .91 days lost per FTE.

Days Lost

The total number of days lost in Quarter 4 was 340.50. The total number of days lost through occasional sickness in Quarter 4 was 28 days.

The total number of days of long term sickness lost in Quarter 4 was 150 days. This has been trending down since the last report in September 2021.

There were 4 members of staff absent due to long term sickness in Quarter 4. None of these relate to long COVID.

Comparison for 2020/2021 – Quarter 4

The total number of days lost in Quarter 4 was 156.
Total days of long-term sickness lost in Quarter 4 was 23 days.

Total number of employees absent due to long-term sickness in Quarter 4 is 1.

2.0 Employee Profile

2.1 Headcount and FTE

The profile of FTE for Quarter 4 2021/2022 is as follows:-

Permanent Member of staff	- 170.45
Temporary Staff	- 13.4
Total Staff FTE	- 183.85

Comparison Quarter 4 2020/2022

Permanent Members of Staff and Temporary Staff - 169

Total Staff FTE - 161.31

3.0 Leavers & Turnover

The turnover statistics below measures the percentage of employees who leave the Council.

In Quarter 4 2021/2022, the Council had 6 permanent staff leavers. This equates to a turnover of 3.30%.

These staff left for various reasons from various departments so there are no trend patterns.

Division	Number of Staff Leavers
Built Environment	2
Customer Service & Transformation (including Refuse and Recycling)	1
Finance	2
Law & Democracy (including Community & Wellbeing)	1

Comparison 2020/2021 – Quarter 4

The Council had 10 permanent staff leavers.

Division	Number of Staff Leavers
Built Environment	1
Customer Service & Transformation (including Refuse and Recycling)	3
People Team	2
Law & Democracy (including Community & Wellbeing)	3
Finance	1

4.0 Recruitment

The tables below shows the vacancies that the Council had in Quarter 4 and the status of whether these vacancies are filled and still remaining open.

Filled vacancies

Vacancy	Status
2 nd Line Support Engineer	Filled
Senior Network & Infrastructure Engineer	Filled
Senior Finance Business Partner	Filled
2 x Housing Estate Caretakers	Filled
Housing Options Officer	Filled
Resilience and Safety Officer	Filled
Finance Officer	Filled
Selective Licensing Team Leader	Filled
Strategic Director	Filled
Legal Electoral & Democratic Manager	Filled
2 x Customer Service Technical Officers	Filled

Vacancies still open

Vacancy	Status	Comments
HR Manager	Not Filled	Back filled by temporary contract
2 x Senior Environmental Health Officer	Not Filled	Nationally there is currently a shortness of EHO.

5.0 Mental Health and Wellbeing

Mental health and wellbeing of staff has come to the forefront as part of the pandemic. As such we have design and launched a Health and Wellbeing Hub on our IT platform, which gives useful health tips, health food options, mental health guidance and exercise tips via videos. See Appendix 1 for framework.

We have also added to our capacity of fully trained Mental Health First Aiders who can support staff with advice and guidance. We now have 5 Mental Health First Aiders. The First Aiders can also sign post staff to various websites, partners and help support groups and other mental health institutions.

6.0 Agile Working

All the preliminary work has now been completed to ensure the full launch of Agile Working. This includes workshops with Managers, staff briefings, the creation of an Agile Working Policy, business plans per service area, individual preference discussions with staff, ensuring that there are no detrimental effects to the service levels provided. Formal implementation to take effect 6 June 2022.

7.0 Croner HR Support

To support our HR function the Council has commenced working with Croner. This is an independent well-known company which will give the Council resilience and consistency across our HR function. This includes regular reviews of our policies and procedures and ensuring we are compliant with current legislation. This is all backed up by insurance.