



<b>People Committee</b>	<b>Wednesday, 07 December 2022</b>	<b>Matter for Information</b>
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**Report Title:** **People Update (Q1 & Q2 2022/23)**

**Report Author(s):** **Philippa Fisher (Strategic Director)**

<b>Purpose of Report:</b>	To provide an overview of Q1 and Q2 key HR statistics and to report on current projects and the Council's current vacancy management position.
<b>Report Summary:</b>	The report sets out the 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>	Philippa Fisher (Strategic Director) (0116) 257 2677 <a href="mailto:philippa.fisher@oadby-wigston.gov.uk">philippa.fisher@oadby-wigston.gov.uk</a>  Trish Hatton (Head of Customer Service & Transformation) (0116) 257 2700 <a href="mailto:trish.hatton@oadby-wigston.gov.uk">trish.hatton@oadby-wigston.gov.uk</a>
<b>Corporate Objectives:</b>	Providing Excellent Services (CO3)
<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.

## 1.0 Workforce Report

This report looks at the workforce profile of the Council during the first and second quarter of the financial year 2022/2023;

- Quarter One - April 2022 – June 2022.
- Quarter Two – July 2022 – September 2022.

The key findings were as follows:

### 1.1 Sickness Levels

#### Quarter One – April 2022 – June 2022

Days lost per FTE are as follows for sickness levels for Quarter 1 – April 2022 to June 2022.

This includes both long term and short-term sickness. There are no distinct patterns for short term sickness. There is a significant decrease compared to last year's quarter.

Sickness totals				
	Apr-22	May-22	Jun-22	Q1 Total
Total Number of sick days	49	96	83.5	228.5
Days lost per FTE	0.28	0.55	0.48	1.31

#### Comparison – Quarter One – April 2021 – June 2021

*Average sickness of days lost in Q1 2021 were 2.55 per FTE.*

#### Quarter Two – July 2022 to September 2022

Days lost per FTE are as follows for sickness levels for Quarter 2 – July 2022 to September 2022.

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

Sickness totals				
	Jul-22	Aug-22	Sep-22	Q2 Total
Total Number of sick days	112	105.5	71.5	289
Days lost per FTE	0.64	0.61	0.41	1.65

## Days Lost

#### Quarter One – April to June 2022

The total number of days lost in Quarter 1 2022 - 2023 was 228.5. 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 1. None of these relate to long COVID.

There is a significant decrease compared to Q1 2021.

#### Comparison on Quarter One – April to June 2021

*The total number of days lost in Q1 was 393.50.*

#### Quarter Two – July to September 2022

The total number of days lost in Quarter 2 2022 – 2023 was 289.

There were 3 members of staff absent due to long-term sickness in Quarter 2. None of these relate to long COVID. This is a reduction of one member of staff on the previous quarter.

## **2.0 Employee Profile**

### **2.1 Headcount and FTE**

#### Quarter One – April 2022 – June 2022

The profile of FTE for Quarter 1 2022/2023 is as follows:-

Permanent Member of staff	- 174.05
Temporary Staff	- 21.0
Total Staff FTE	- 184.0

#### Quarter Two – July 2022 – September 2022

The profile of FTE for Quarter 2 2022/2023 is as follows:-

Permanent Member of staff	- 175.25
Temporary Staff	- 16.0
Total Staff FTE	- 185.0

Temporary staff are primarily covering vacancies where the Council is experiencing difficulty in recruitment due to national specialist shortages such as planning and environmental health.

In addition, temporary capacity is delivered for the waste function. This is to cover sickness and bank holidays over each quarter. The sickness is to cover a full-time position that has been long term. This member of staff will now return to their permanent position in Q3. It is important to note that we have had additional holidays during 2022/2023 due to the Queen's Platinum Jubilee.

A total of 258 days in Quarter 1 and 307 days in Quarter 2.

#### Comparison on previous quarter 4 – 2021/2022

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

### 3.0 Leavers & Turnover

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

#### Quarter 1 – March – June 2022/2023

In Quarter 1 2022/2023, the Council had 6 permanent staff leavers. This equates to a 3.20%.

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

#### Quarter 2 – July – September 2022/2023

In Quarter 2 2022/2023, the Council had 8 permanent staff leavers. This equates to a 4.30%.

These staff left for various reasons from various departments. It is also important to note that although permanent members of staff, some of these positions were grant funded and the funding and contract had come to the end of their term.

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

#### Comparison Quarter 4 2021/2022

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

#### 4.0 Recruitment

##### Quarter 1 – March to June 2022/2023

The tables below show the vacancies that the Council had in Quarter 1 2022/2023 and the status of whether these vacancies are filled and still remaining open.

##### Filled vacancies

Vacancy	Status
Technical officer - CSC x 2	Filled
Parking Administrator	Filled
Head of Customer Service & Transformation	Filled
Senior Legal Executive	Filled
Customer Service Improvement Manager	Filled
Finance Business Partner	Filled
Selective Licencing Officer	Filled
Technical Officer	Filled
Collector/Loader	Filled
HGV Driver x2	Filled

Vacancies still open at the end of the quarter – None.

##### Quarter 2 – July to September 2022/2023

The tables below show the vacancies that the Council had in Quarter 1 2022/2023 and the status of whether these vacancies are filled and still remaining open.

##### Filled vacancies

Vacancy	Status
Customer Service Officer	Filled
Customer Service Supervisor	Filled
Head of Finance	Filled
Finance Officer	Filled
Environmental Health Technical Officer	Filled
Corporate Projects Officer	Filled

Vacancies still open at the end of the quarter – None.

## 5.0 Pay Award

The National Joint Council for Local Government Services and the Trade Unions have reached an agreement on the employee pay award for 2022/23 - with effect from 1 April 2022, an increase of £1,925 for all staff. For staff that are on the Real Living Wage pay rate, the appropriate pay calculation for that will be made.

As part of the pay deal, agreement was reached for one additional day (pro rata for part-timers) to annual leave entitlement, this means this will be added to the annual leave entitlement from 1 April 2023.

## 6.0 Working with Partners/Providers

### East Midlands Council

The Council's continues to expand its working in partnership with the East Midlands Council. The Council is currently working on specific projects as training, workshops, harnessing expertise when required and seconding an experienced and skilled HR Manager while the Council currently goes out to recruitment for this vacancy.

### Croner HR Support

The Council continues to work with Croner. This continues to deliver resilience and consistency across our HR function. Reviews have commenced on our policies and procedures and ensuring we are compliant with current legislation. Croner have also reviewed our staff contracts and employment handbook. This is all backed up by insurance.

## 7.0 Vacancy Management Plan

In January 2022 the Council had an LGA Peer Review, one of the recommendations was to:-

*"Pick up pace on key areas e.g. recruitment, communications strategy, business support and engagement. These key areas include clarifying the role of the unfilled Strategic Director post and filling all vacancies, including appropriate interims as soon as possible, especially the Human Resources staff to reduce pressure on other staff and increase pace"*

The Council already has in existence robust processes and systems in place for Recruitment. However, in response to this recommendation the Council now has a vacancy management plan which is reviewed on a monthly basis at Senior Leadership Meetings. This enables transparency on length of time to recruit, alternative ways of filling vacancies, potential areas of concern on staff turnover and potential pinch points within specific functions.