



**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**

# Employment Committee

16 June 2021

**Report of:** Councillor Annie Mason

Cabinet Member for People and Safer Communities



## HR Dashboard

A presentation of a HR Dashboard providing establishment data and HR metrics for 2020/21 and the year to date.

### Report Author

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Corporate Priority:	Decision type:	Wards:
High Performing Council	Administrative	All Wards

<b>Reviewed by:</b>	Alan Robinson, Deputy Chief Executive	4 June 2021
<b>Approved by:</b>	Karen Bradford, Chief Executive	8 June 2021
<b>Signed off by:</b>	Councillor Annie Mason, Cabinet Member for People and Safer Communities	7 June 2021

### Recommendation (s) to the decision maker (s)

1. Notes the layout and data provided in the HR Dashboard and provides feedback regarding the design of the dashboard for future development.
2. Notes the information provided in the dashboard and provides feedback on the data for the HR workplan 2021/22 including a review of the equality and diversity information held on file at the council.

## **1 The Background to the Report**

- 1.1 The Employment Committee has requested that a HR Dashboard be provided at each Committee. The dashboard is attached to this report at Appendix One.
- 1.2 The HR team is working closely with the Organisation Development and Change team to identify ways of automating the dashboard, currently the information is collated manually and entered on to a power point presentation.
- 1.3 It is proposed that the dashboard information is presented at the Employment Committee and shared with Union representatives at the Joint Consultation and Negotiation Committee and wider employee groups.
- 1.4 The Dashboard for the 16 June 2021 Employment Committee covers the year 2020/21, where possible up to date information has been added as a comparison. Future dashboards will track year to date information.
- 1.5 The Dashboard covers the following themes:
  - a) Establishment
  - b) Sickness and Absence
  - c) Starters and Leavers
  - d) Performance Management
  - e) Learning and Development and
  - f) Equality and Diversity.
- 1.6 A review of the Equality and Diversity Information held on iTrent has identified that the information requires updating. It is proposed that a project team led by HR is put together to further review the information that is held by the Council and to develop a plan for updating the information that is held securely on file.

## **2 Financial Implications**

- 2.1 The staffing budget is the most significant annual cost the Council incurs so it is of vital importance that the Council actively reviews and understands the composition, operation, development and performance of its workforce to ensure it remains motivated, focussed, skilled in order to support the delivery of the Council's Corporate Plan ambitions.

**Financial Implications reviewed by: Richard Wyles, Interim Director of Finance**

## **3 Legal and Governance Implications**

- 3.1 There are no specific legal implications arising from this report.

**Legal Implications reviewed by: Shahin Ismail, Monitoring Officer**

## **4 Equality and Safeguarding Implications**

- 4.1 Please see paragraph 1.5. All private and confidential information is collated and stored securely on the iTrent system. No private or sensitive data is shared via the HR Dashboard

## **5 Risk and Mitigation**

- 5.1 Not Applicable

## **6 Community Safety Implications**

6.1 Not applicable

## **7 How will the recommendations support South Kesteven District Council's declaration of a climate emergency?**

- *Not Applicable*

## **8 Appendices**

8.1 Appendix One – HR Dashboard 2020/21 (June 21)

<b>Report Timeline:</b>	Date of Publication on Forward Plan (if required)	Not Applicable
	Previously Considered by	Not Applicable
	Final Decision date	16 June 2021