



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Employment Committee

17 November 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 the period April to September 2021/22.

Report Author

Jane Jenkinson (Senior HR Officer)



01476 406137



j.jenkinson@southkesteven.gov.uk

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

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|-----------------------|--|-----------------|
| Reviewed by: | Alan Robinson (Deputy Chief Executive) | 4 November 2021 |
| Approved by: | Karen Bradford (Chief Executive) | 8 November 2021 |
| Signed off by: | Councillor Annie Mason (Cabinet Member for People and Safer Communities) | 9 November 2021 |

Recommendation (s) to the decision maker (s)

- Notes and discusses the information provided in the dashboard for the six-month period April to September 2021**

1 The Background to the Report

- 1.1 The Employment Committee has requested that a comprehensive HR Dashboard be provided every six months to Committee. The dashboard for the period April to September 2021 is attached to this report at Appendix One.
- 1.2 The HR team is continuing to work closely with the Organisation Development and Change team to develop the dashboard and roll out a version to managers.
- 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 17 November 2021 Employment Committee covers the year to date 2021/22.
- 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 There has been a reduction in the number of return to work interviews completed in both Quarter 1 and Quarter 2. The HR team are working with managers to ensure these are completed and will send reminders on a monthly basis.
- 1.7 In Quarter 1, 7.3% of the return to work interviews had not been completed. The actual number of return to work interviews not completed in this quarter is 11.
- 1.8 In Quarter 2, 15.4% of return to work interviews had not been completed. The actual number of return to work interviews not completed in this quarter is 28.
- 1.9 At the last presentation of the HR Dashboard, it was identified that limited Equality and Diversity information was held on iTrent. All staff have been requested to update their details and this has been done by a proportion of staff.
- 1.10 Information for new starters is captured as part of the job application process with mandatory Equality and Diversity information that has to be provided.

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, Assistant Director of Finance and s151 Officer

3 Legal and Governance Implications

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

Legal Implications reviewed by: Graham Watts, Head of Democratic Services and Deputy 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?

7.1 Not Applicable.

8 Appendices

8.1 Appendix One – HR Dashboard 2021/22 (April to September 2021)