



SOUTH
KESTEVEN
DISTRICT
COUNCIL



Employment Committee

Date 16 November 2022


Report of: Councillor Annie Mason

Cabinet Member for People and Safer
Communities

HR Dashboard Update

Report Author

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This report provides narrative to the HR metrics from the HR Dashboard covering quarter 1 and quarter 2 of the 2022/23 financial year.

Recommendations

That the Committee:

- 1. Notes the information provided in the dashboard for the first 6 months of the 2022/23 financial year.**

Decision Information

Does the report contain any exempt or confidential information not for publication?

No

What are the relevant corporate priorities?

High performing Council

Which wards are impacted?

All

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

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

Richard Wyles, Chief Finance Officer

Legal and Governance

1.2 There are no specific legal implications arising from this report.

Risk and Mitigation

1.3 Not applicable

Health and Safety

1.4 Not applicable

Diversity and Inclusion

1.5 Diversity and inclusion statistics are outlined in the dashboard stats (appendix one), slide 14.

Safeguarding

1.6 Not applicable

Human Resources

1.7 This report, in its entirety, relates to human resources and covers HR metrics and data that underpin our people strategy.

Community Safety

1.8 Not applicable.

Mental Health and Emotional Wellbeing

- 1.9 Wellbeing is a key part of the People Strategy and data included in the dashboard relates to this topic. Please see section 2.5 below on wellbeing and absence, and slide 9-13 of the HR Dashboard (appendix one).

Climate Change

- 1.10 Not applicable.

2. Background to the Report

- 2.1 The Employment Committee requested that a comprehensive HR dashboard be provided every six months to Committee. The dashboard for the period April to September 2022 is attached to this report in Appendix One.

- 2.2 The dashboard covers the following themes and narrative for each is outlined below:

- Establishment
- Starters and leavers
- Absence
- Equality and diversity
- Employee relations case data
- Learning and development

- 2.3 Establishment

- Headcount reduced slightly through the first half of this year from 558 to 534. This is in line with some restructuring activity.
- Nearly 70% of our workforce are aged over 40, with the largest numbers in the age range of 50-59 (32%).
- Nearly half (48%) of our workforce have been working for SKDC less than 5 years.

- 2.4 New starters and leavers

- During the first half of the year (22/23), we have had 40 new starters and 64 leavers.
- After high attrition levels in quarter 4 and quarter 1 (42 and 40 leavers respectively), which was impacted by a large investigation, the number of leavers significantly fell in quarter 2 (24).
- HR now invite all leavers to an exit interview. The outputs of these so far have included:
 - 82% of leavers said they would work for SKDC again in the future
 - 82% said they would recommend working here

2.5 Absence and wellbeing

- Average 6.65 days lost per FTE for Q1 and Q2, with a total of 958 days lost to short term sick and 2390 to long term.
- The top reason for long term absence is due to mental health, and for short term it's Covid and stomach related illness.
- SKDC has increased the support for those off sick with mental health related illness including partnering with the 'Access to work' programme which is a DWP funded scheme providing trained professionals to support our colleagues.
- 98% of return-to-work meetings were completed in quarter 2 following absences and 97.3% in quarter 1.

2.6 Equality and diversity

- Internal diversity stats are limited by the data held with large numbers having not yet recorded their answer to questions on disability, sexual orientation, ethnicity and religion.
- Graphs on slide 15 of Appendix A provide the data we do have on disability, sexual orientation, ethnicity and religion.

2.7 Employee relations case data

- 8 disciplinary cases have been opened between April-September 2022 and there have been no grievances raised.

2.8 Learning and development

- We've had 305 places that employees have filled on training courses (with more offered). This includes 40 different learning events by both external providers and internal sessions.
- The number of employees on apprenticeships has increased to 14 with more opportunities being advertised in quarter 3.
- The Learning Management System has been launched this year with all colleagues provided with access to the online learning.

3. Consultation

3.1 The dashboard metrics are also shared and discussed with our Union Representatives.

4. Appendices

4.1 Appendix one – HR Dashboard