

HR Dashboard

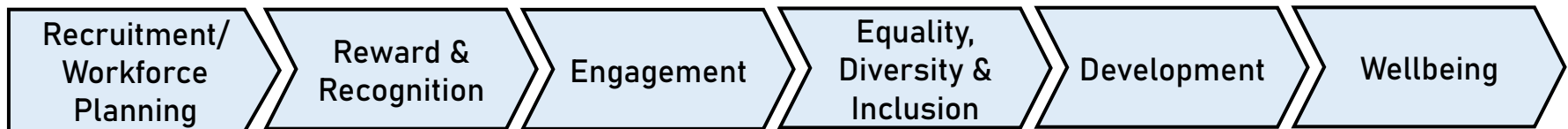
Employment Committee

P1 – P6 2024 - 25



Introduction

- The People Strategy, which was signed off by Employment Committee in 2022, included a focus on the areas outlined below.
- This presentation will discuss each strand, related HR metrics and activity against each taken place April-September 2024.



Recruitment/
Workforce
Planning

Reward &
Recognition

Engagement

Equality,
Diversity &
Inclusion

Development

Wellbeing

QTR 2 (24/25)



305



265

570

FT

453

PT

117

New Starters & Leavers



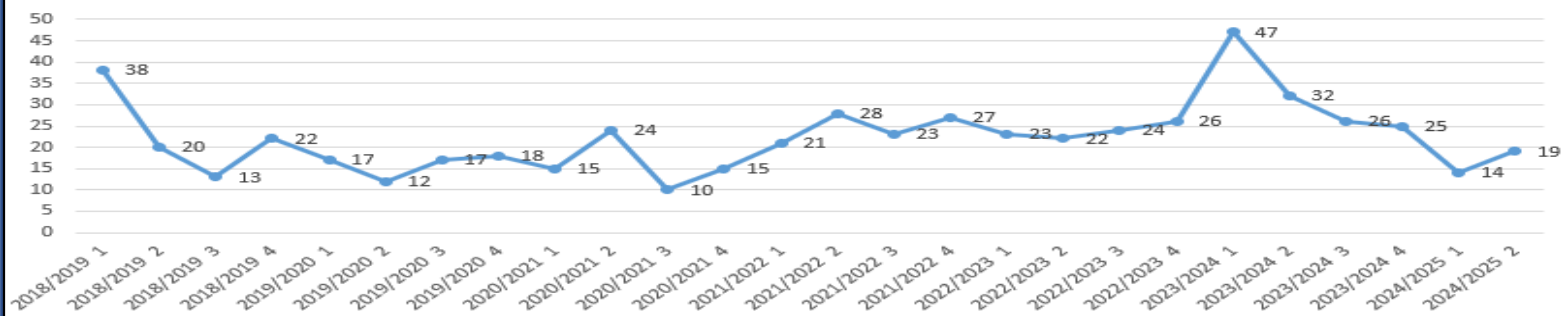
33



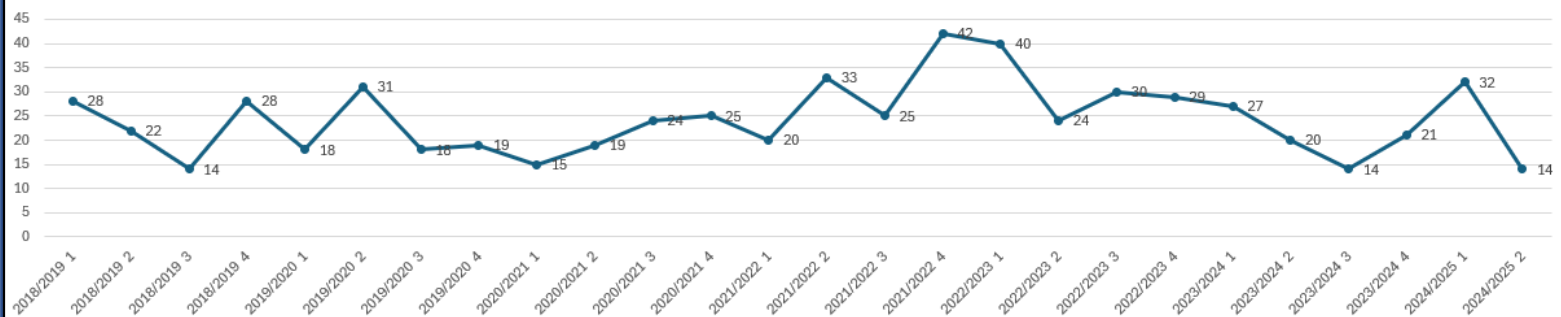
53

Starters and Leavers

Number of New Starters 2018 - 2024



Number of Leavers 2018 - 2024



Recruitment/
Workforce
Planning

Reward &
Recognition

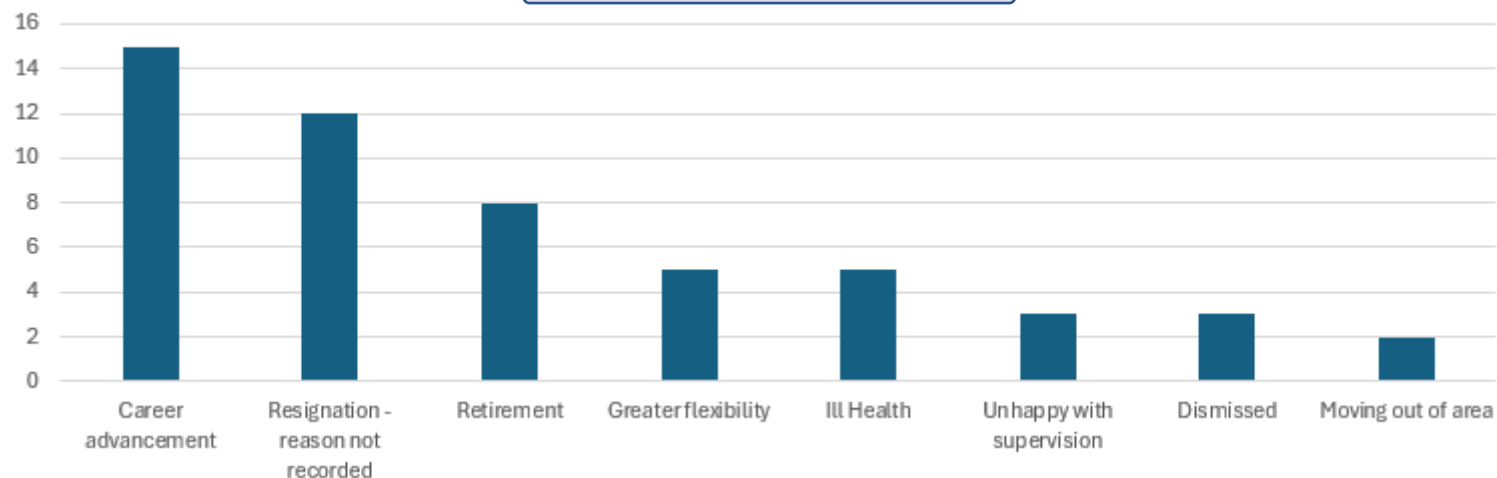
Engagement

Equality,
Diversity &
Inclusion

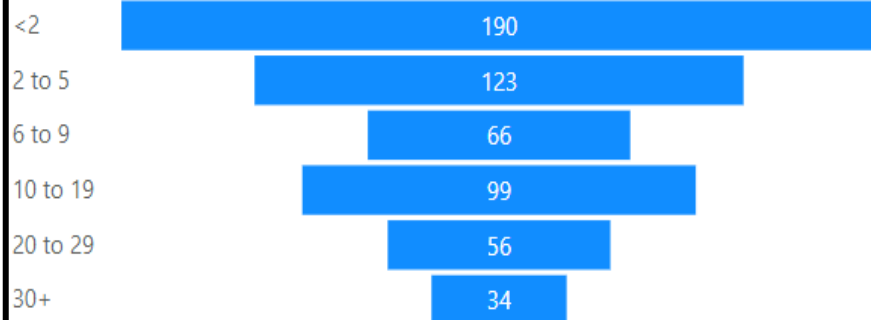
Development

Wellbeing

Reasons for leaving



Headcount by Service Time (Years)



Activity

- 5 team restructures
- Exit interviews with HR for all leavers to get feedback, insights and trends, and this is shared with Senior Leadership.
- Recruitment upskilling regularly offered to all Hiring Managers.



Recruitment/
Workforce
Planning

Reward &
Recognition

Engagement

Equality,
Diversity &
Inclusion

Development

Wellbeing

Our #TeamSK Recognition Strategy includes:

#TeamSK Thank You

Since the launch of #TeamSK Thank You, **over 1000 nominations** have been made thanking colleagues for their hard work, achievements and support.



Our October winner....

Thank you Craig Dickinson (Planning). Craig, like all the planners, is very busy with his workload, balancing that with Uni and life. However, Craig ALWAYS makes time for people. Not only does he answer the questions I have, he will go through the complete process so that I understand why it is the answer. He takes that extra bit of time to show me exactly what to do, so that I can do it next time. Nothing is too much trouble for Craig. Thank you. (Adam Knowles)

Nikki Johnson (Housing)
Working as the Decant Officer on the challenging Earlesfield Project Nikki always makes sure the tenants are informed and updated on the works and when they will be moving back home, a real asset. (Andy Evans)

Thank you Aleksandra Wasowska (Sheltered Housing). Always works hard and is very helpful and supportive team member. (Triny)

Thank you Liam Page (Benefits). Keeps the Benefits team's spirits up. (Deb Goodwin)

Thank you Adele Convery (Public Protection). Adele is so efficient and a great support to our team. I really appreciate all she does. (Claire Watson)

Thank you Adam Knowles (Planning Enforcement). Having only recently joined SK, Adam is already bringing great energy to support our wellbeing agenda and making an impact wider than his role. Thanks Adam for your ideas and support. (Fran Beckitt)

Thank you cards



Awards Evening – May 2024



Long Service

There were 9 long service awards being given this financial year, celebrating 10, 20, 30 and 40 years at the Council.

Pay Award

Pay award given for 24/25 ranged from 5.8% to 2.5% depending on grade.

Extra Leave

5

extra days annual leave after 5 years continuous service.



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Recruitment/
Workforce
Planning

Reward &
Recognition

Engagement

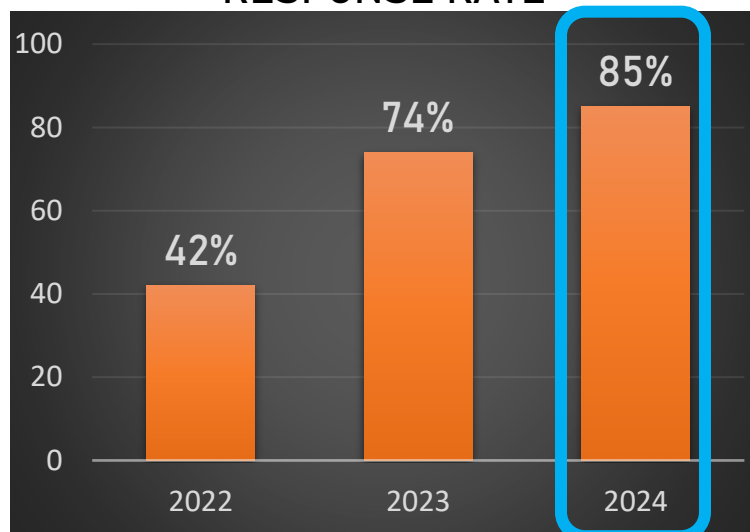
Equality,
Diversity &
Inclusion

Development

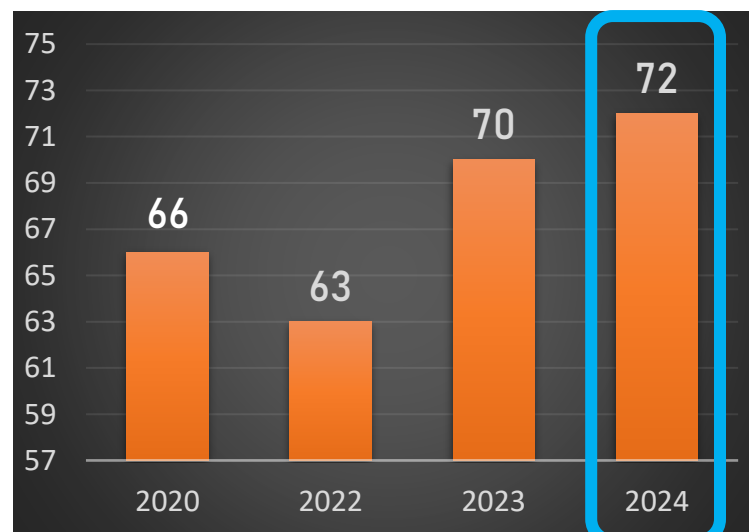
Wellbeing

Engagement Survey 2024

RESPONSE RATE



ENGAGEMENT INDEX



Feedback discussions in every
team focusing on...

- Teamwork
- Managing change
- Training, development and career opportunities
- Workload
- Morale



Recruitment/
Workforce
Planning

Reward &
Recognition

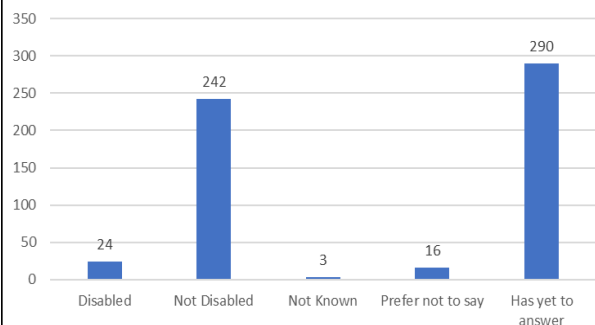
Engagement

Equality,
Diversity &
Inclusion

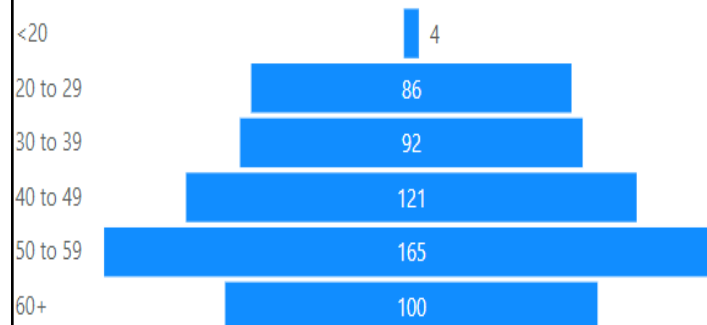
Development

Wellbeing

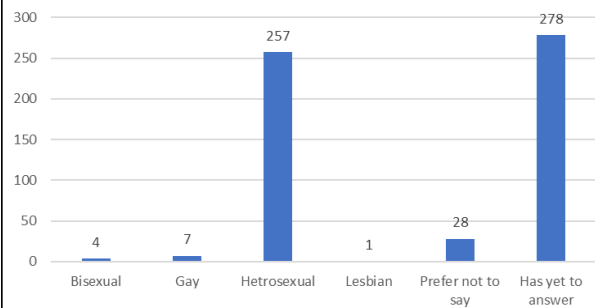
Disability



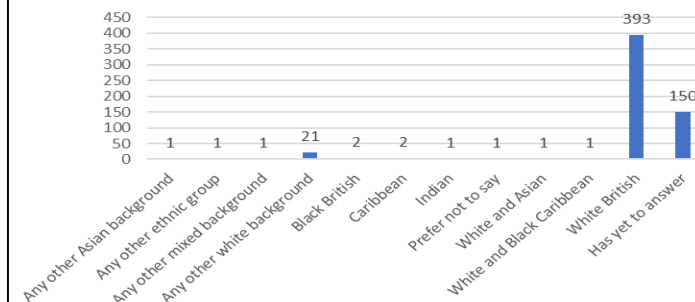
Employee Age Range



Sexual Orientation



Ethnicity



-0.98%

mean pay gap

0% median
pay gap

Gender pay gap 2023
(2022 mean gender pay gap
-3.38%)

**We're an
Age-friendly
Employer**

Activity

- EDI focus how we reflect the community and ensure an inclusive internal environment.
- Focus on being an inclusive place to work including the holding the Menopause Café and launching a Carer's network, celebrating Black History Month and raising awareness of hidden disabilities.
- Blind recruitment



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Recruitment/
Workforce
Planning

Reward &
Recognition

Engagement

Equality,
Diversity &
Inclusion

Development

Wellbeing

Apprentices



2

23

4

- 23 Apprenticeships
- Second network meeting held 9th Oct and well attended

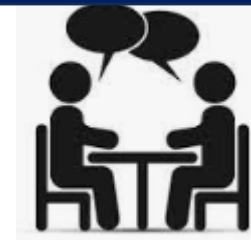
Line Manager Forum



Line Manager Forum supports the development of 50+ managers across the Council.

4 sessions held to date.

Appraisals



100% of appraisals completed for 24/25.
Outputs built into the Workforce Development Plan.

Training



£76,732

462 Employees
attended events

73 Learning
Events

- Combination of paid for, free and internal courses.
- Learning Management System providing many online courses.

Bitesize Learning



- Training courses sharing knowledge and expertise within the Council so far with more planned.

Development Drive



- Focus on holistic development including coaching, mentoring, internal work experience etc.



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Recruitment/
Workforce
Planning

Reward &
Recognition

Engagement

Equality,
Diversity &
Inclusion

Development

Wellbeing

Sick Absence:

902

24/25 short term
sickness YTD

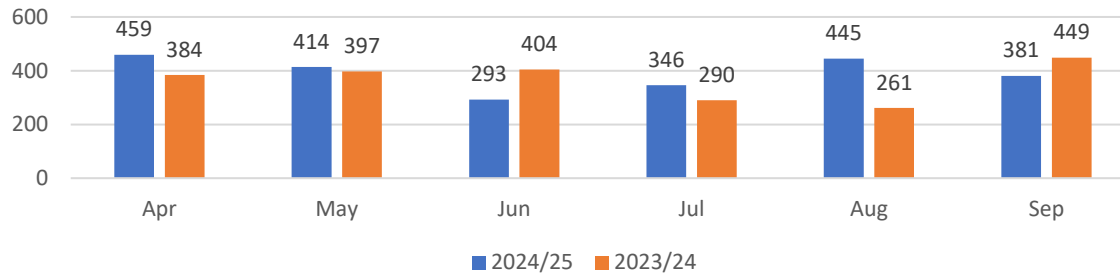
1595

24/25 long term
sickness YTD

4.7

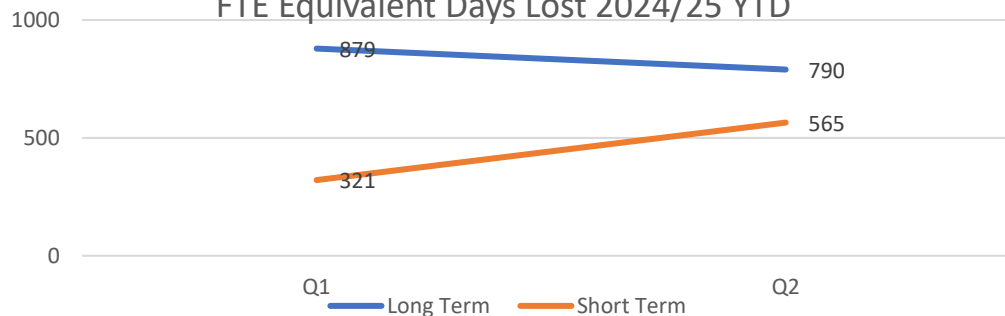
24/25 YTD Average
Sickness per FTE

Sickness Absence Comparison 2024/25 and 2023/24



- 4.7 days lost per employee for half year compared to 5.05 days for the same period the previous year.

FTE Equivalent Days Lost 2024/25 YTD



Recruitment/
Workforce
Planning

Reward &
Recognition

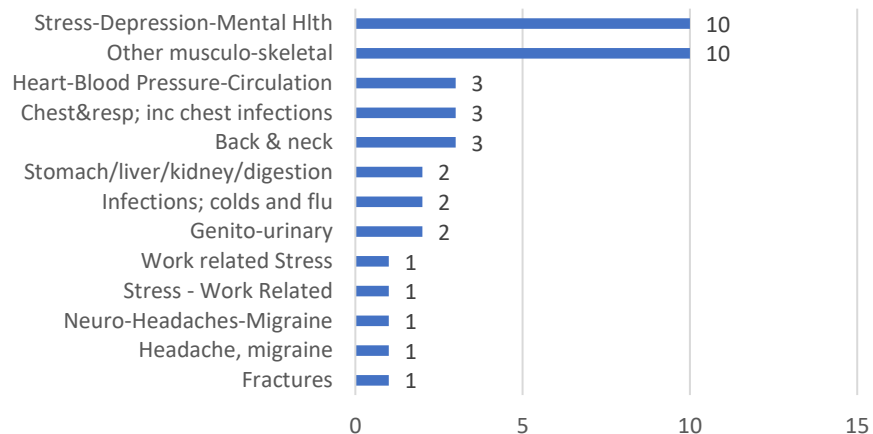
Engagement

Equality,
Diversity &
Inclusion

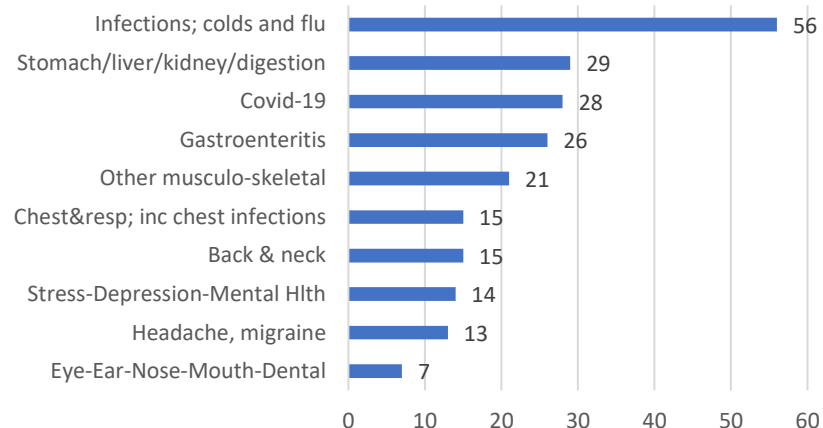
Development

Wellbeing

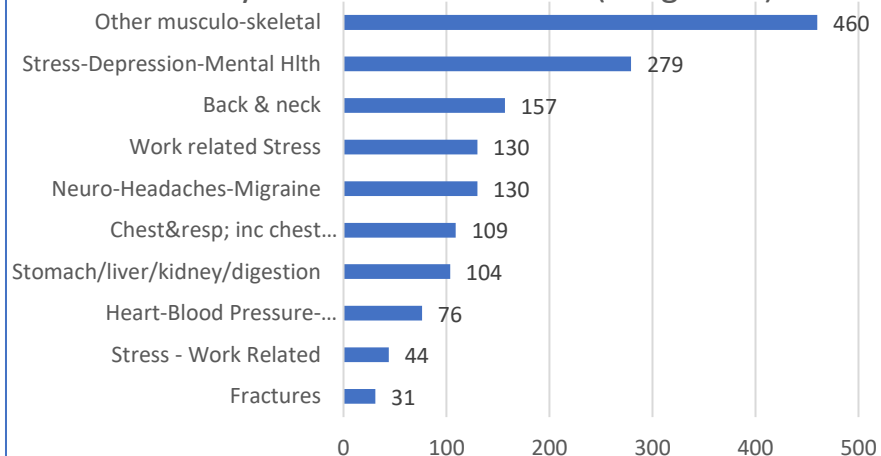
Top 10 Reasons for Absence (Long Term)



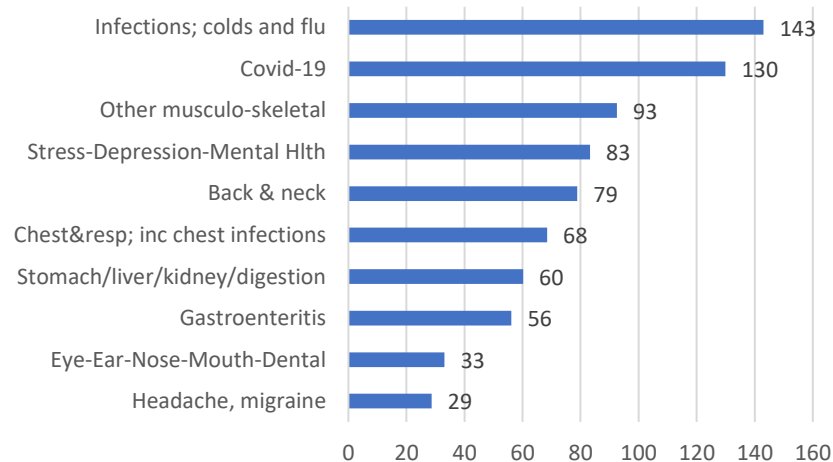
Top 10 Reasons for Absence (Short Term)



Days Lost Due to Absence (Long Term)



Days Lost Due to Absence (Short Term)



Recruitment/
Workforce
Planning

Development

Engagement

Equality,
Diversity &
Inclusion

Reward &
Recognition

Wellbeing



Number of visits to
Employee Assistance
Programme 24/25 YTD:
44 Calls



99%

225 return to work
conversations completed
24/25 YTD



Number of visits to Mental
Health First Aiders 24/25
YTD:
96
(28 Mental Health First Aiders)
Network meetings – April &
September 2024

Activity

- HR partnering focuses on departments attendance management.
- Longest sick absence cases have been allocated HR support.
- Upskilling on Attendance Management is regularly delivered to team leaders and managers.



Recruitment/
Workforce
Planning

Reward &
Recognition

Engagement

Equality,
Diversity &
Inclusion

Development

Wellbeing

Feedback on Wellbeing

- 'Good support'
- 'I think the wellbeing efforts this past year have been the best yet'

- Increase session visibility
- Vary session locations and times and session content

Wellbeing Spotlight



Team spotlight session (Sept) raised employee awareness of:

- The wellbeing groups' role
- The upcoming Wellbeing Plan
 - MHFA network
 - Signpost support

'Learning New Skills' Sessions'



- Crochet (Oct)
- Djembe Drumming (Nov)
- Wreath Making (Nov)
- Festive Crafts (Dec)

Mental & Social Wellbeing



- Development of the Mental Health First Aider Network (May)
- Breast Cancer Afternoon Tea (Aug)
 - Gardening Session (Aug)
- World Mental Health Day – Tea and Talk Sessions (Oct)

Carers Forum



- Launch of the #TeamSK carers forum

Physical wellbeing



- 5K a Day (May)
- Football (July)
- #TeamSK Spin Session (Sept)
- Self defense session (Sept)
- CPR training session (Sept)
 - Health Checks (Oct)



Recruitment/
Workforce
Planning

Reward &
Recognition

Engagement

Equality,
Diversity &
Inclusion

Development

Wellbeing

Disciplinary



Factfinding
Investigation

9



No case to
answer

0



Awaiting
outcome

0



1st
Written
Warning

3



Final
Written
Warning

2



Dismissal

4

Grievances



0

Activity

- New disciplinary policy (approved by Employment Committee in June 2024)
- Accompanying guides, templates and flowcharts launched.
- All managers invited to disciplinary training to upskill on the new policy and completing investigations.



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Recruitment/
Workforce
Planning

Reward &
Recognition

Engagement

Equality,
Diversity &
Inclusion

Development

Wellbeing

HR Future Focus

Employment Rights Bill

- Changes to zero hours contracts
- Unfair dismissal rights – 2 year qualifying period to bring an unfair dismissal claim is set to be removed.
- Flexible working rights
- Increased protection for pregnant and new mothers

HR Hub Development

- Launching new section on the HR Hub on Equality, Diversity and inclusion.
- Continuing policy updates and manager guidance

Other HR Focuses for H2 2024/25

- Code of conduct refresh
- Training needs analysis
- Engagement, wellbeing and development plans deployment

