

HR Dashboard

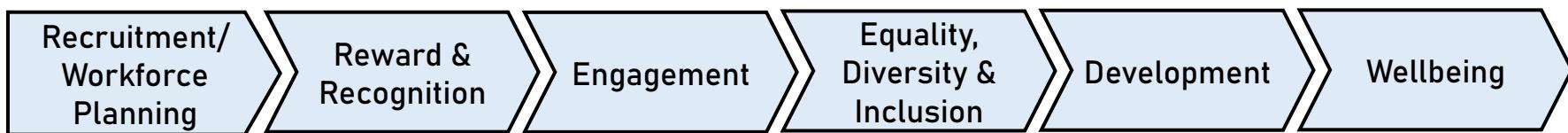
Employment Committee

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.



#TeamSK People Strategy

Attracting, developing and retaining our most valuable asset, our team

2022/2025

People Strategy Aim

Our People Strategy is our roadmap for attracting, developing and retaining our most valuable asset - YOU, the people that work here. It is at the heart of how we will become the best district in which to live, work, and visit. Its aim is to create a flexible, innovative organisation that has the skills, resilience and motivation to deliver and achieve the Council's objectives, and is a key component in driving high performance.

The Strategy sets out:

- where we are now;
- where we want to be; and
- how we plan to get there.

It describes the expectations we have of you and the behaviours of high performance and #TeamSK culture will help you succeed in your career at the Council.

The Strategy is designed to evolve with the needs of the Council and our employees. The Human Resources team will work with senior management to develop the framework and drive the implementation of the People Strategy.

We want every employee to own our People Strategy and play a role in its success. We will continually measure progress against the People Strategy's objectives using a variety of means, including employee and stakeholder opinion surveys, appraisals, and a dashboard of key performance indicators. Improvements will be made to the strategy as needed along our journey.

People and Strategy Objectives

- Recruitment** To attract the right people and retain them
- Development** To develop high-performing individuals and teams
- Engagement** To strengthen employee engagement, creating an inspired workforce
- Equality, Diversity and Inclusion** To improve the equality, diversity and inclusion of the organisation
- Reward and Recognition** Attracting and motivating our people with an attractive reward offer including pay and non-pay elements
- Wellbeing** Providing a safe and healthy working environment for our people



Recruitment/ Workforce Planning

Reward & Recognition

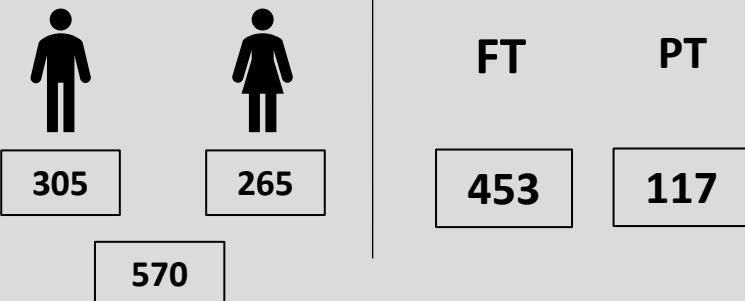
Engagement

Equality, Diversity & Inclusion

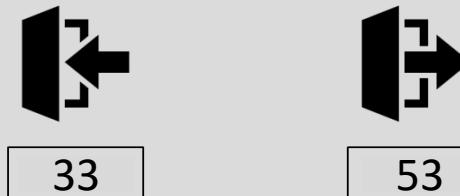
Development

Wellbeing

QTR 2 (24/25)

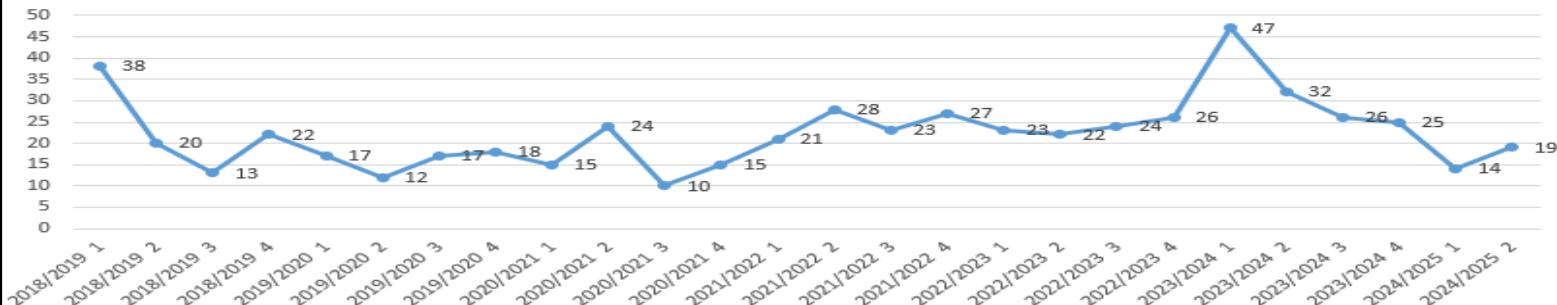


New Starters & Leavers

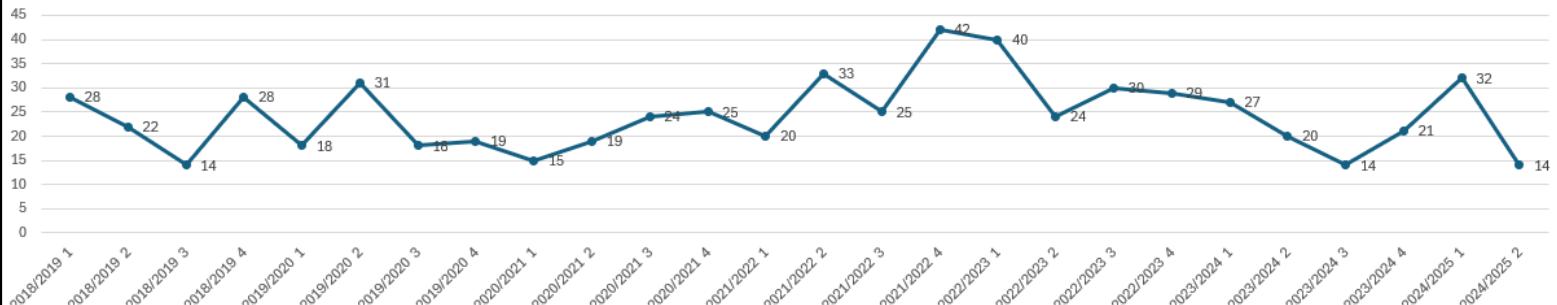


Starters and Leavers

Number of New Starters 2018 - 2024



Number of Leavers 2018 - 2024



Recruitment/ Workforce Planning

Reward & Recognition

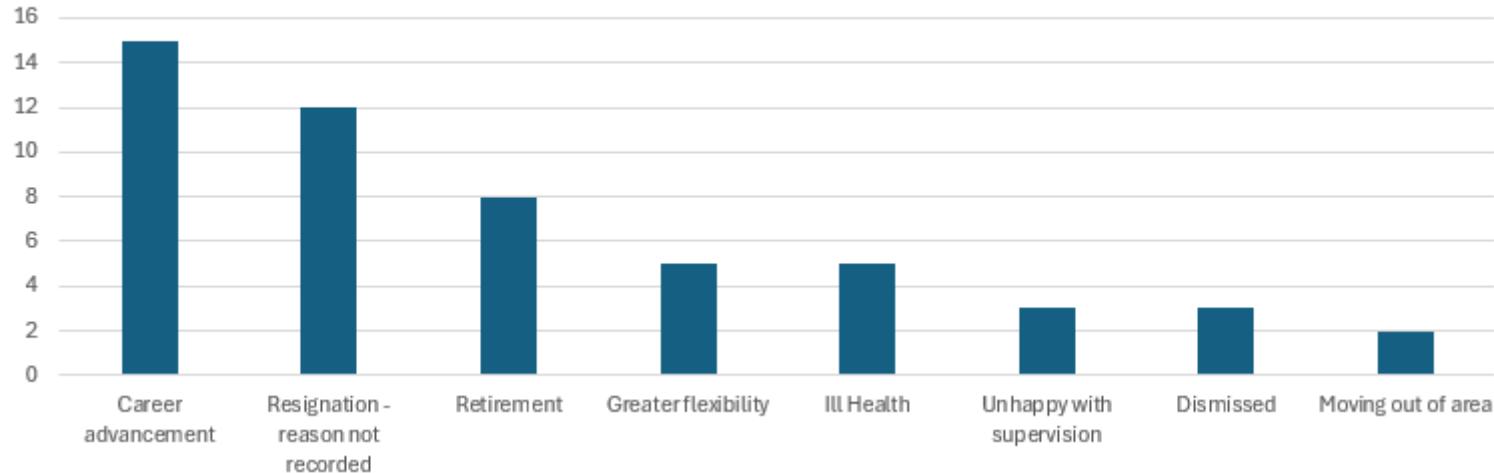
Engagement

Equality, Diversity & Inclusion

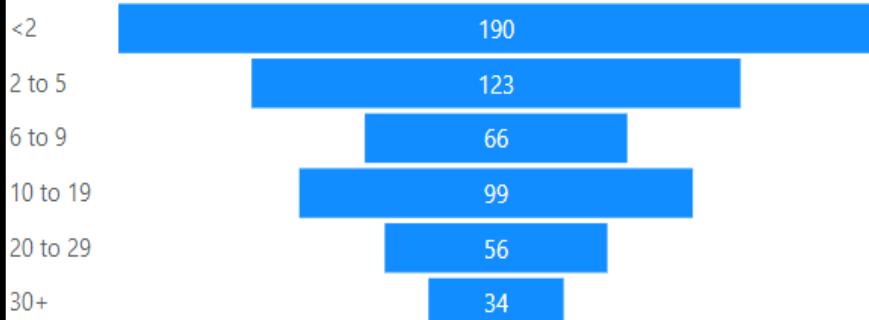
Development

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.



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.



Recruitment/
Workforce
Planning

Reward &
Recognition

Engagement

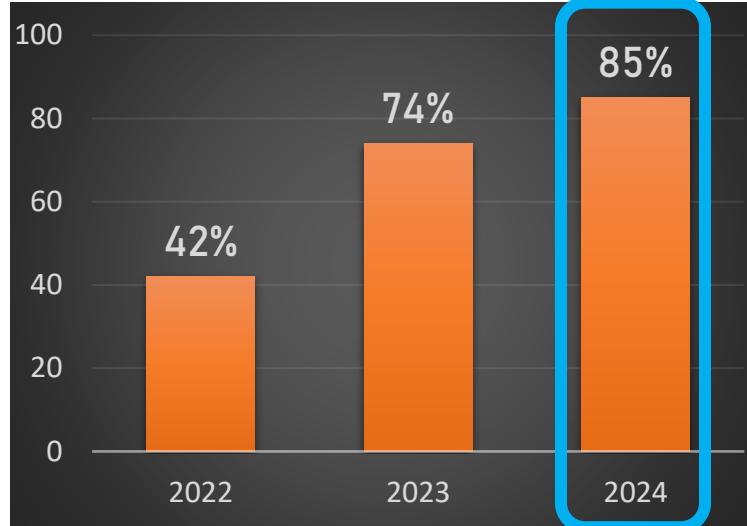
Equality,
Diversity &
Inclusion

Development

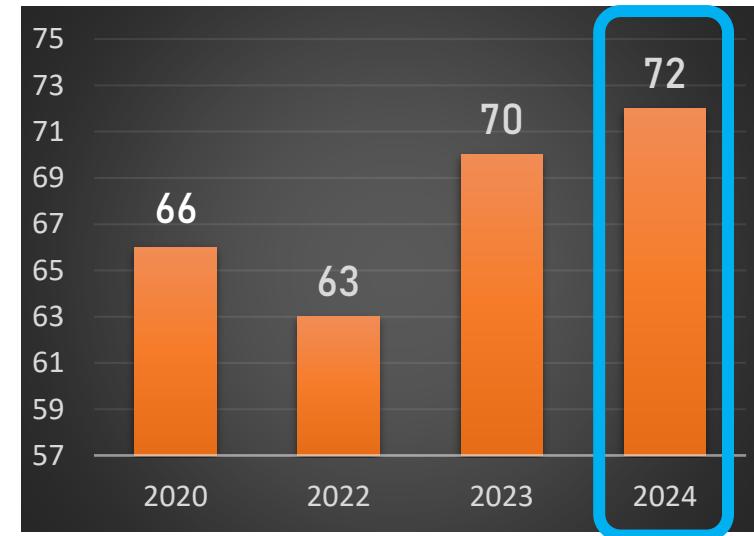
Wellbeing

Engagement Survey 2024

RESPONSE RATE



ENGAGEMENT INDEX



Feedback discussions in every
team focusing on...

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



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Recruitment/ Workforce Planning

Reward & Recognition

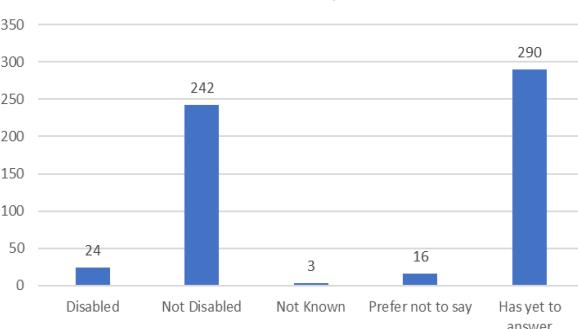
Engagement

Equality, Diversity & Inclusion

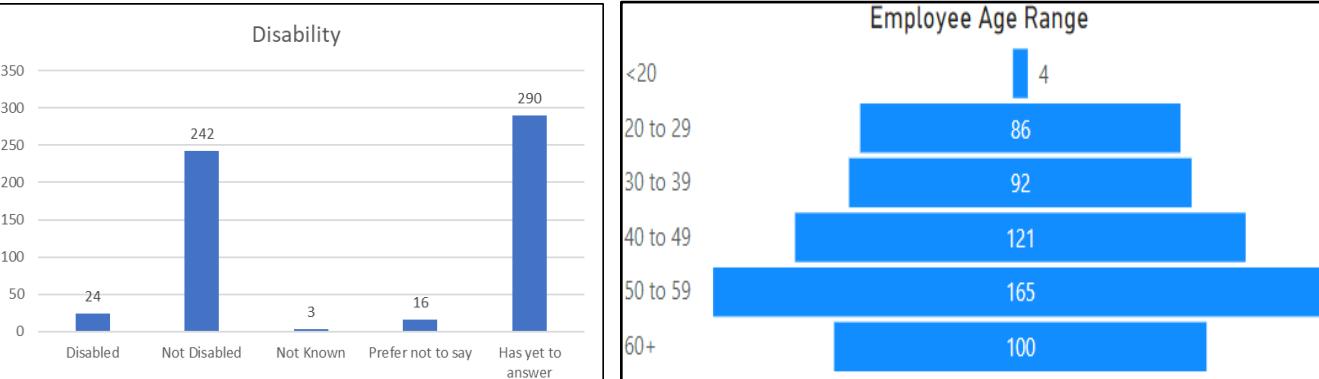
Development

Wellbeing

Disability



Employee Age Range



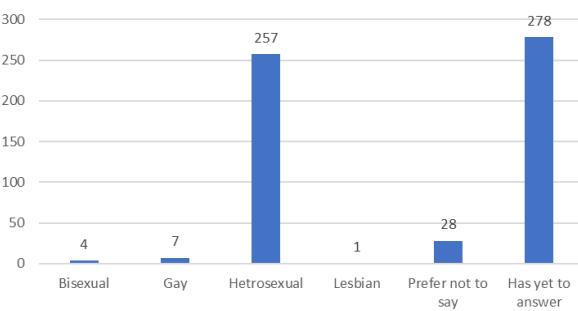
-0.98%

mean pay gap

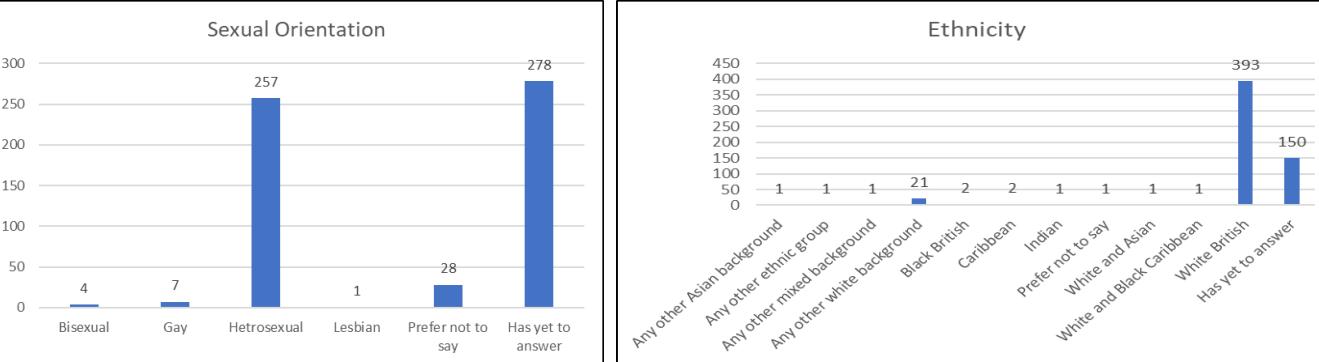
0% median
pay gap

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

Sexual Orientation



Ethnicity



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



Recruitment/
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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



462 Employees
attended events

£76,732

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
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Reward &
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Engagement

Equality,
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Development

Wellbeing

Sick Absence:

902

24/25 short term
sickness YTD

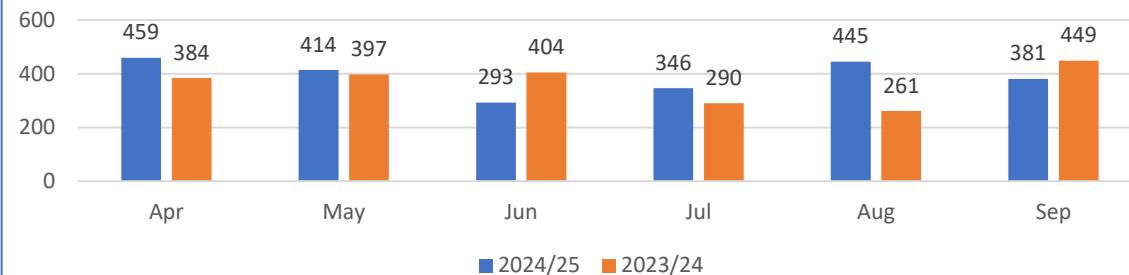
1595

24/25 long term
sickness YTD

4.7

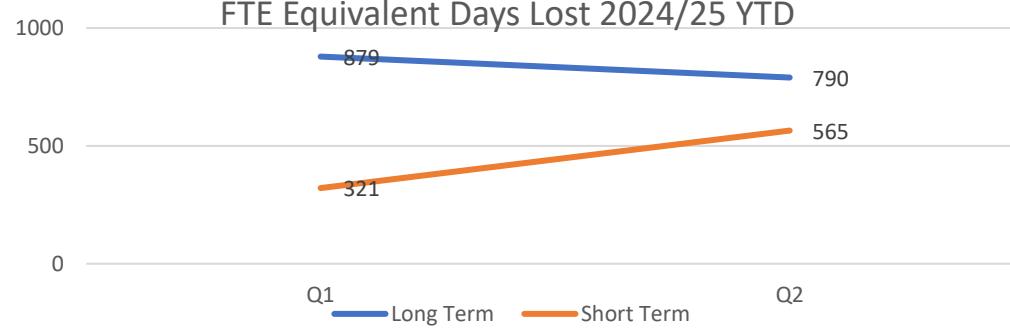
24/25 YTD Average
Sickness per FTE

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

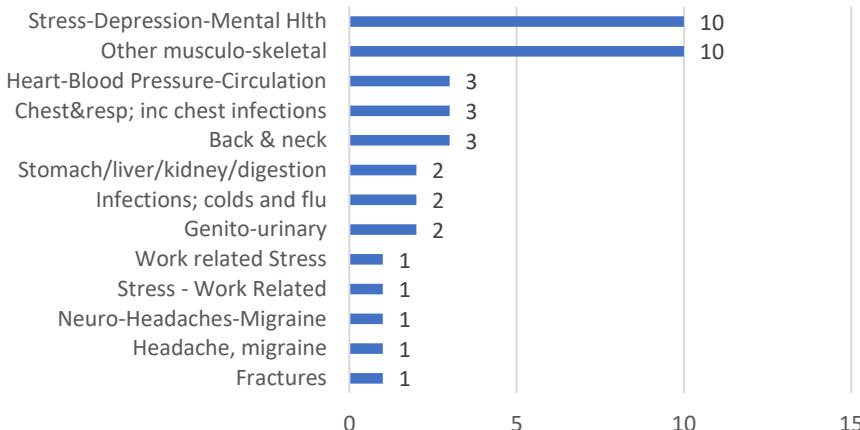
Engagement

Equality, Diversity & Inclusion

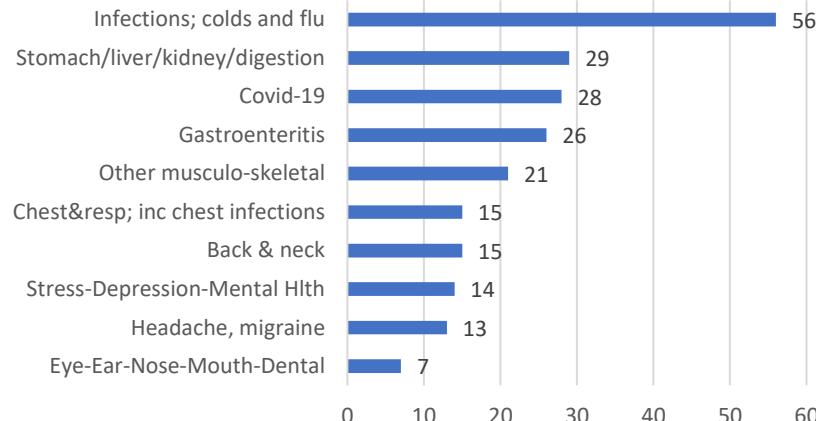
Development

Wellbeing

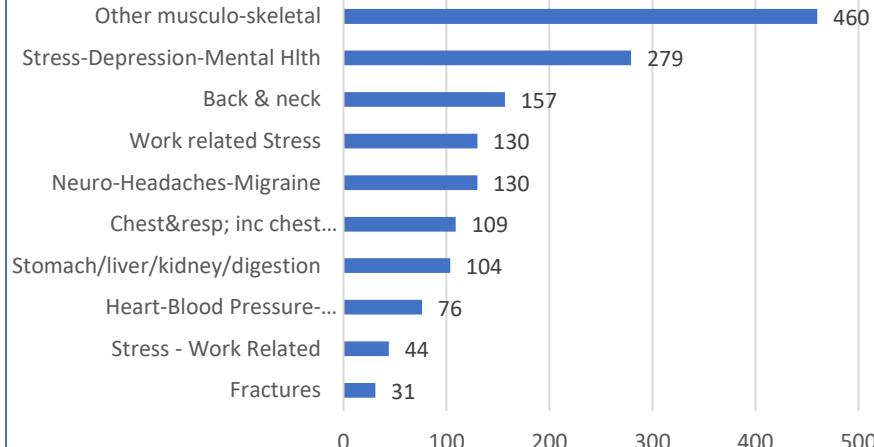
Top 10 Reasons for Absence (Long Term)



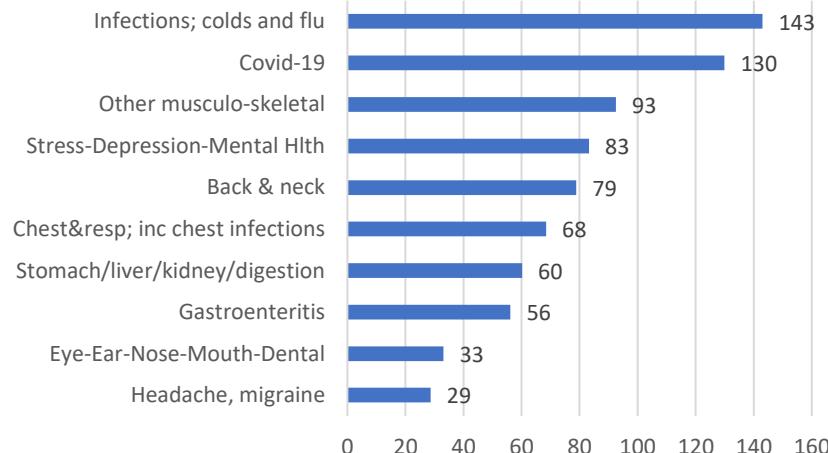
Top 10 Reasons for Absence (Short Term)



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



#TeamSK Spotlight

Internal Wellbeing

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)



Disciplinaries



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.

Recruitment/
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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

