

**North East Derbyshire District Council**

**Organisation Scrutiny Committee**

**4 July 2018**

<b>Annual Report of Human Resources and Organisational Development 2017/18</b>
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**Report of the HR & OD Manager**

This report is public

**Purpose of the Report**

- To inform and update the Organisation Scrutiny committee on a range of employee related issues pertaining to the 2017/18 financial year.

**1 Report Details**

**Recruitment & Selection**

- 1.1 During the reporting period, the Council have placed 66 adverts for job vacancies at NEDDC. Work is underway to explore marketing and promoting the Council as a good employer to attract candidates. This includes career days, increased use of social media, branding as well as continuing our partnership with Derbyshire County Council in relation to using their recruitment service, which will be upgraded during 2018.
- 1.2 206 new employment contracts and 334 variation to employment contracts were processed during 2017/18.
- 1.3 There were 58 leavers during the reporting period, with the top three reasons for leaving being Resignation (27), End of Contract (8) and Retirement (5).
- 1.4 Exit Questionnaires have been sent out routinely but are rarely returned and therefore difficult to analyse what little information is provided.

**Employee Health & Wellbeing**

- 1.5 The sickness absence out-turn figure for the reporting period was 10.55 days per employee. This is a slight reduction on the previous year but higher than our target of 8.5 days per employee.

#### Sickness Absence Summary – 2015-2018

	<b>2017/18</b>	<b>2016/17</b>	<b>2015/16</b>
Days lost per FTE employee Outturn	10.55	11.35	11.78
Days Lost	3859.5	4090.5	4283.61

#### Reasons for Absence – 2015-2018

<b>2017/18 Top Three Sickness Reasons</b>	<b>2016/17 Top Three Sickness Reasons</b>	<b>2015/16 Top Three Sickness Reasons</b>
Stress/Mental Health	Stress/Mental Health	Stress/Mental Health
Stomach/Kidney/Liver	Stomach/Digestion	Operations & Hospital
Musculo/Skeletal	Musculo/Skeletal	Back and neck

For 2017/18, 2473 days were attributed to long-term absence and 1386.5 days attributed to short-term sickness absence.

In comparison, for 2016/17, 2469 days were attributed to long-term absence and 1621 days attributed to short-term sickness absence.

For this last financial year, short-term sickness absence has decreased and long-term absence has remained the same.

Over the reporting year, NEDDC has had 48 long-term cases, last year there were 49 cases.

#### 1.6 Actions currently being taken to address sickness absence:

- HR Link Officers working directly with Service Managers and providing monthly sickness analysis reports.
- Action Plans produced for service areas to assist Managers in awareness of actions required and support needed for employees concerned.
- Commencing work on more in depth analysis of sickness absence patterns and trends
- Procurement of a new Occupational Health Provider from August 2018
- Regular sickness absence management training

### Health and Wellbeing Initiatives

#### 1.7 There have been a number of initiatives undertaken during the year including:

- Access to an Employee Assistance Programme offering 24/7 telephone and on-line support to employees covering a range of topics, including confidential telephone counselling.
- Health Checks offered to employees across 5 sites.
- Occupational Health, Counselling, Physiotherapy and Eye examinations
- Cycle to work scheme, Childcare Vouchers and Kaarp Benefits.
- Health surveillance and vaccination programme in place.
- Lunch-time Walks and Activity sessions such as Yoga, quizzes
- Mental health, resilience and sleep well briefings
- Healthy Eating Week

- Dress down fundraising Fridays successfully raising the following across both Councils:
  - £258.10 for Macmillan
  - £301 for Wear it Pink
  - £355.53 for Children in Need
  - £81 for Save the Children

## **Organisational Development**

1.8 Organisational Development covers a range of workstreams that include:

- Workplace Culture
- Work Environment
- Employee Engagement & Experience
- Workforce Development
- Recruitment & Retention
- Employee Health & Wellbeing

1.9 There are a wide range of different activities being undertaken across the Council that fall under the above workstreams and result in varying levels of success. It is recognised that many activities undertaken are ad hoc and focus on particular areas of the organisation without involving all employees and relevant officers who should be consulted. For example, the Work Well Group has proven successful in generating ideas and implementing activities, yet more can be done to support this group and link actions into the wider corporate agenda.

1.10 A strategic group led by the HR & OD Manager has been formed to ensure a holistic and corporate approach to Organisational Development. This enables the Council to:

- Make better use of professional expertise
- Bring together all strands of organisational development with a view to building towards next year's employee survey and ongoing workforce development
- Bring together relevant key Officers to discuss ideas, feedback and proposals relevant to organisational development and action them as appropriate
- Directly link back to SAMT
- Build on the Councils commitment to Organisational Development

## **Apprenticeships**

1.11 The Apprenticeship target at NEDDC for 2017/18 was nine based on Headcount. Seven Apprenticeships commenced through a combination of existing staff undertaking training and external recruitment. The target for 2018/19 is eleven. Discussions take place on a regular basis with all Service Managers to explore options for Apprenticeships across the Council.

## **HR & OD Achievements 2017/18**

- Continuing to streamline, improve and develop HR practices and working relationships with key stakeholders
- Review of the HR Service following the restructure in December 2016
- Delivering a fully integrated and joint service across the Strategic Alliance
- Coaching Managers
- Development of HR System and Roll out of HR Self Service
- Supporting Transformation initiatives such as Service Reviews
- Introducing fit for purpose Service Managers Forum
- Implementation of Apprenticeship Levy
- Rolling out a Corporate Learning and Development Programme
- Employee Celebration Awards
- Gender pay gap reporting
- Offering Services to other Councils and Parish Councils

## **2 Conclusions and Reasons for Recommendation**

- 2.1 This report provides information on a range of employee related issues pertaining to the 2017/18 financial year.

## **3 Consultation and Equality Impact**

- 3.1 None specifically in relation to this report, although consultation and equality issues are addressed in each specific area of reporting as required and appropriate.

## **4 Alternative Options and Reasons for Rejection**

- 4.1 N/A

## **5 Implications**

### **5.1 Finance and Risk Implications**

As covered within the report

### **5.2 Legal Implications including Data Protection**

As covered within the report

### **5.3 Human Resources Implications**

As covered within the report

## **6 Recommendations**

N/A

## 7 Decision Information

<b>Is the decision a Key Decision?</b> A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: BDC: <i>Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> NEDDC: <i>Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
<b>Is the decision subject to Call-In?</b> (Only Key Decisions are subject to Call-In)	No
<b>Has the relevant Portfolio Holder been informed</b>	Yes/No
<b>District Wards Affected</b>	All
<b>Links to Corporate Plan priorities or Policy Framework</b>	Transforming our organisation

## 8 Document Information

Appendix No	Title
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
<b>Report Author</b>	<b>Contact Number</b>
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