

# North East Derbyshire District Council

## Organisation Scrutiny

31 August 2021

### **Annual Report of Human Resources and Organisational Development 2020/21**

**Report Author: HR & OD Manager**

#### **Purpose of the Report**

- To inform and update the Organisational Scrutiny committee on a range of employee related issues pertaining to the 2020/21 financial year.

#### **1 Report Details**

##### **Recruitment & Selection**

- 1.1 During the reporting period, the Council have placed 71 adverts for job vacancies at NEDDC, (last year 94 adverts were placed). Work is continuing to market and promote 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 our online recruitment service, which has been upgraded.
- 1.2 110 new employment contracts (in 2019/20 there were 209 contracts) and 186 variation to employment contracts were processed during 2020/21 (last year there were 195 variations to contracts)
- 1.3 There were 68 leavers during the reporting period, with the top three reasons for leaving being End of Contract (10), Resignation (21), and Retirement (7). (Last year there were 85 leavers).

##### **Employee Health & Wellbeing**

- 1.5 The sickness absence out-turn figure for the reporting period was 7.36 days per employee. This is a reduction on the previous year but higher than our target of 8.5 days per employee.

#### Sickness Absence Summary – 2017-2021

	<b>2017/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>Current Year Costs</b>
<b>Quarter One</b>	2.71	2.35	2.28	1.17	£42,561.66
<b>Quarter Two</b>	1.86	2.00	2.21	2.12	£76,562.37
<b>Quarter Three</b>	2.91	2.37	2.09	2.15	£73,500.42

<b>Quarter Four</b>	3.08	2.98	2.56	1.92	£70,306.47
<b>Overall Outturn</b>	<b>10.55</b>	<b>9.7</b>	<b>9.14</b>	<b>7.36</b>	<b>£262,930.92</b>

Reasons for Absence – 2018-2021

	18/19	19/20	20/21
<b>Quarter One</b>	1 Stress/Dep/M.Health 2 Stomach/Kidney/Liver 3 Ops/Post OP/Hosp	1 Hospital/Operations 2 Stomach/Kidney/Liver 3 Stress/Depression	1 Other Musc/Skeletal 2 Stress/Depression 3 Viral Infection
<b>Quarter Two</b>	1 Other Musc/Skeletal 2 Stress/Dep/M.Health 3 Other	1 Other Musc/Skeletal 2 Stress/Depression 3 Other	1 Stress/Dep/M.Health 2 Other Musc/Skeletal 3 Back problems
<b>Quarter Three</b>	1 Other Musc/Skeletal 2 Stress/Dep/M.Health 3 Viral Infection	1 Other Musc/Skeletal 2 Stress/Depression 3 Viral Infection	1 Covid Symptoms 2 Stress/Depression 3 Operations/Hospital
<b>Quarter Four</b>	1. Other Musc/Skeletal 2. Viral Infection 3. Ops/Post OP/Hosp	1. Other Musc/Skeletal 2 Viral Infection 3 Eye, Ear, Nose, Mouth	1 Stress/Dep/M.Health 2 Other Musc/Skeletal 3 Covid Symptoms
<b>Overall Outturn</b>	<b>1 Other Musc/Skeletal</b> <b>2 Stress/Dep/M.Health</b> <b>3 Stomach/Kidney/Liver</b>	<b>1 Other Musc/Skeletal</b> <b>2 Ops/Post OP/Hosp</b> <b>3 Stress/Dep/M.Health</b>	<b>1 Stress/Dep/M.Health</b> <b>2 Other Musc/Skeletal</b> <b>3 Covid Symptoms</b>

For 2020/21, 1463.5 days were attributed to long-term absence and 1382.5 days attributed to short-term sickness absence.

In comparison, for 2019/20, 1915 days were attributed to long-term absence and 1648.5 days attributed to short-term sickness absence.

Over the reporting year (2020/21), NED has had 45 long-term cases, last year there were 52 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.

- Information has been provided to Heads of Service on an in depth analysis of sickness absence patterns and trends
- Regular review of Occupational Health Provision
- Regular sickness absence management training each quarter

## **Health and Wellbeing Initiatives**

1.7 The initiatives undertaken during the year include:

- 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
- Occupational Health, Counselling, Physiotherapy and Eye examinations
- Cycle to work scheme and Kaarp Benefits.
- Health surveillance and vaccination programme in place.
- Mental Health / Supporting Employees at Work briefings
- Resilience Training
- Twice weekly wellbeing bulletin during the pandemic
- Health & Wellbeing Notice Boards at all sites
- Promotion of Work Well initiatives and information
- Facilitating access to Council Leisure facilities
- Covid-19 advice, guidance, statistics and risk assessments
- Lead role in supporting new ways of working implementation

It is important to note the HR Team has been significantly involved in the response to the COVID-19 pandemic which commenced at the end of March 2020.

## **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. Some activities have proven successful such as mental health awareness training, resilience training, Leadership Academy, in-house learning and development programme.

1.10 Key work has been undertaken to develop and implement the Agile Working Policy. HR has played a significant role in the corporate agile working activities and roll out over the last 12 months.

## **Apprenticeships/Trainees**

1.11 During 2020/21 one apprenticeship, three trainees and two interns commenced at

the Council. Discussions take place on a regular basis with all Service Managers to explore options for Apprenticeships, Trainees and Interns across the Council.

## **HR & OD Achievements 2020/21**

- Supporting Covid Response
- Continuing to streamline, improve and develop HR practices and working relationships with key stakeholders
- Delivering a fully integrated and joint service
- Coaching Managers
- Implementation of new E-recruit system
- Supporting Transformation initiatives such as Service Reviews
- Rolling out a Corporate Learning and Development Programme 2021
- Successful Leadership Development Programme (ILM Level 3, 5 and 7 together with an internal Leadership training course)
- Mental Health and Resilience Training available to all employees
- Rolling out a Health and Wellbeing Framework 2021
- Gender pay gap reporting
- Provision of Services to other Councils and Parish Councils

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

2.1 N/A

## **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>	No
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<b>District Wards Affected</b>	N/A
<b>Links to Corporate Plan priorities or Policy Framework</b>	Transforming our organisation

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**Document Information**

<b>Appendix No</b>	<b>Title</b>
<b>Background Papers</b>	
N/A	
<b>Report Author</b>	<b>Contact Number</b>
Sara Gordon - HR & OD Manager	Ext 7677