

North East Derbyshire District Council

Organisation Scrutiny Committee

6 September 2022

Annual Report of Human Resources and Organisational Development 2021/22

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 2021/22 financial year.

1 Report Details

Recruitment & Selection

- 1.1 During the reporting period, the Council have placed 121 adverts for job vacancies at NEDDC, (last year 71 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.
- 1.2 207 new employment contracts (in 2020/21 there were 110 contracts) and 152 variation to employment contracts were processed during 2021/22 (last year there were 186 variations to contracts). Following, the Covid pandemic as services began to return to more normal operating activities, there was a significant increase in workforce movement, restructuring and advertising vacancies.
- 1.3 There were 100 leavers during the reporting period, with the top three reasons for leaving being Resignation (53), End of Contract (13), and Retirement (10). Last year there were 68 leavers. Please note this figure includes casual and seasonal employees.

Employee Health & Wellbeing

- 1.5 The sickness absence outturn figure for the reporting period was 13.18 days per Employee (11.38 days if Covid related absence was discounted). The target was 8.5 days per employee.

Sickness Absence Summary – 2018-2022

| | 18/19 | 19/20 | 20/21 | 21/22 | 2021/22 Year Costs |
|--------------------|--------------|--------------|--------------|--------------|---------------------------|
| Quarter One | 2.35 | 2.28 | 1.17 | 2.40 | £84,952.94 |

| | | | | | |
|------------------------|------------|-------------|-------------|--------------|--------------------|
| Quarter Two | 2.00 | 2.21 | 2.12 | 3.75 | £143,255.10 |
| Quarter Three | 2.37 | 2.09 | 2.15 | 3.40 | £127,065.91 |
| Quarter Four | 2.98 | 2.56 | 1.92 | 3.63 | £142,898.97 |
| Overall Outturn | 9.7 | 9.14 | 7.36 | 13.18 | £498,172.92 |

Reasons for Absence – 2019-2022

| | 19/20 | 20/21 | 2021/22 |
|------------------------|---|---|---|
| Quarter One | 1 Hospital/Operations 2 Stomach/Kidney/Liver 3 Stress/Depression | 1 Other Musc/Skeletal 2 Stress/Depression 3 Viral Infection | 1 Stress/Depression 2 Other Musc/Skeletal 3 Stomach/Kidney/Liver |
| Quarter Two | 1 Other Musc/Skeletal 2 Stress/Depression 3 Other | 1 Stress/Dep/M.Health 2 Other Musc/Skeletal 3 Back problems | 1 Other Musc/Skeletal 2 Stress/Depression 3 Covid Symptoms |
| Quarter Three | 1 Other Musc/Skeletal 2 Stress/Depression 3 Viral Infection | 1 Covid Symptoms 2 Stress/Depression 3 Operations/Hospital | 1 Stress/Depression 2 Operations/Hospital 3 Viral Infection |
| Quarter Four | 1. Other Musc/Skeletal 2 Viral Infection 3 Eye, Ear, Nose, Mouth | 1 Stress/Dep/M.Health 2 Other Musc/Skeletal 3 Covid Symptoms | 1 Covid Symptoms 2 Stress/Depression 3 Operation/Hospital |
| Overall Outturn | 1 Other Musc/Skeletal 2 Ops/Post OP/Hosp 3 Stress/Dep/M.Health | 1 Stress/Dep/M.Health 2 Other Musc/Skeletal 3 Covid Symptoms | 1 Stress/Depression 2 Other Musc/Skeletal 3 Covid Symptoms |

For 2021/22, 3125.7 days were attributed to long-term absence and 2356 days attributed to short-term sickness absence.

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

Over the reporting year (2021/22), NED has had 87 long-term cases, last year there were 45 cases.

Covid Absences

| Totals for 2021/22 | Mill Lane Based | Depot Based | Leisure Centres | Total |
|---|------------------------|--------------------|------------------------|--------------|
| No Shielding | 0 | 0 | 0 | 0 |
| No Self-Isolating | 18 | 42 | 20 | 80 |
| No of confirmed cases | 80 | 47 | 39 | 166 |
| No of Covid symptoms related absence days | 191 | 341.5 | 221 | 753.5 |

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
- Menopause Awareness Workshop
- 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

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 One Team Event in July, mental health awareness training, menopause awareness workshop, in-house learning and development programme.
- 1.10 Over the course of the year 2021/22, 79 learning and development courses were supported by the Council, including professional qualifications, vocational courses and short courses for a range of employees across all services.
- 1.11 Key work has been undertaken to implement the Agile Working Policy. HR has played a significant role in the corporate agile working activities over the last 12 months.

Apprenticeships/Trainees

- 1.12 During 2021/22, there were 3 Apprenticeships and 2 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 2021/22

- Embedding Agile Working
- Continuing to streamline, improve and develop HR practices and working relationships with key stakeholders
- Delivering a fully integrated service
- Coaching Managers
- Supporting Transformation initiatives such as Service Reviews
- Rolling out a Corporate Learning and Development Programme 2022
- Successful Employee Development Programmes tailored to individual Officers
- Mental Health, Safeguarding, Prevent Training available to all employees
- Rolling out a Health and Wellbeing Framework 2022
- Gender pay gap reporting
- Provision of Services to other Councils and Parish Councils
- One Team Event in July 2022
See the video of the day: <https://youtu.be/7HcelvuyVbw>.
- Long Service and Retirement Awards Event in April 2022

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

To note the report

7 Decision Information

| | |
|---|-------------------------------|
| Is the decision a Key Decision? | No |
| District Wards Affected | N/A |
| Links to Corporate Plan priorities or Policy Framework | Transforming our organisation |

8 Document Information

| Appendix No | Title |
|-------------------------------|-----------------------|
| | |
| Background Papers | |
| N/A | |
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