

REPORT TO THE PERSONNEL, LICENSING AND ADMINISTRATION COMMITTEE		Report No. 9
Date of Meeting	8 th September 2008	
Title of Report	Annual Monitoring Report – 2007/08	
Link to Corporate Priorities	This report links to all of the Council's corporate aims and to the corporate priority on Equalities and Social Inclusion.	
Public Report	Yes	

<p>Summary of Report</p> <p>To provide members of the Committee with statistical information on various areas of the Council's performance on Human Resources related matters in 2007/08. The report also includes an equality monitoring report for 2007/08 (Appendix D) on the equality work that has been carried out in relation to the Council's various Equality & Diversity Policies.</p>
<p>Officer Recommendations</p> <p>That the Personnel, Licensing and Administration Committee note the report and any actions that have been identified for improvement.</p>

Other than those implications agreed with the relevant Officers and referred to below, there are no other implications associated with this report.				
Financial Implications	Legal Implications	Community & Environmental Implications	Human Resources Implications	Equality & Diversity Implications
Yes	None	None	Yes	Yes

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1. Introduction

- 1.1 The purpose of the report is to provide members of the Committee with statistical information on various areas of the Council's performance on Human Resource issues. In addition the report includes an equality monitoring report for 2007/08 providing an up-date on the equality work that has been carried out in relation to the Council's various Equality & Diversity policies.

2. Options and Options Appraisal

- 2.1 Option 1: To note the report and actions taken against the headings to improve performance.

3. Background Information and Current Position

- 3.1 This is the sixth Annual Monitoring Report submitted to Members giving an overall performance of the Council on Human Resource issues. For the first time the annual equality monitoring report is contained within this report, attached as Appendix D. This report covers the period from 1 April 2007 to 31 March 2008.
- 3.2 Comparisons have been made, where possible, with the previous two years in relation to employment monitoring statistics.
- 3.3 The report has been broken down into appendices dealing with the separate areas that are monitored.

4. Appendix A – Equal Opportunities Workforce Monitoring

- 4.1 The Council has a specific duty under the Race Relations Amendment Act 2000 to monitor the following areas:

- Employees in post
- Applicants for jobs (internal and external)
- Applicants for promotion
- Applicants for training (secondment, acting-up, work-shadowing as well as formal courses)
- Employees who receive training (secondment, acting-up, work-shadowing as well as formal courses)
- Employees who suffer a detriment or benefit as a result of 'performance assessment' (appraisal)
- Employees who lodge grievances or who are subject to disciplinary action
- Those who cease employment with the Council

Best Value Performance Indicator 2b – the duty to promote race equality is also linked to the above specific duties on employment, performance can be seen in paragraph 4 of Analysis of Ethnicity.

- 4.2 Appendix A provides details of information that we are able to provide at the present time. Human Resources continues to improve its management information system and as a result we are able to report on most of the areas required by the specific duty.

4.3 In addition to ethnic monitoring there is a requirement to monitor gender and disability in connection with National Performance Indicators and other national surveys. Therefore, the data in page 2 of Appendix A relates to employees and the data on page 3 of Appendix B relates to applicants for employment with disabilities as defined under the Disability Discrimination Act.

4.4 This appendix now also includes information on the training received by Councillors and employees.

5. Appendix A - Turnover and Leavers

5.1 Turnover and reasons for leaving is contained in Appendix A – Equal Opportunities Workforce Monitoring.

5.2 The overall turnover figure has increased since last year from 14.54% to 15.15%. There has been an increase in turnover over the past 3 years. Average turnover in the public sector is 13.7% (source: Recruitment, retention and turnover survey 2007).

6. Appendix B – Recruitment Analysis

6.1 Appendix B provides more information and analysis, based on the recruitment activity that took place over the specified term and compared to the previous two years.

6.2 We received a total of 851 applications; this did however represent a 35.1% decrease compared to the previous year. The number of vacancies advertised fell slightly compared to 2006/07. This activity level may be related to the unitary decision as many positions within the Council have been advertised as secondment opportunities for employees within the five constituent authorities.

7. Appendix C – Sickness Absence Monitoring

7.1 The number of average working days lost due to sickness absence (Best Value Performance Indicator 12) was 12.81 days, a slight improvement on last year's performance of 13.27 days. This places the Council in the bottom quartile. Whilst there were only a couple of days less sickness the slight improvement was mainly as a result of more full-time equivalent employees being in post during 2007/08 compared to the previous year. (All employees who are employed on a temporary/fixed term basis with more than one year's service are included).

7.2 Appendix C provides an analysis of the sickness absence by reason and reports on long term and short term sickness absences.

8. Appendix D – Equalities Monitoring Report 2007/08

8.1 Appendix D provides an up-date on the equality work that has been carried out in relation to the Council's various Equality & Diversity Policies. The Council has three separate action plans in relation to its three equality policies (Corporate Equality & Diversity Policy, Disability Equality Scheme and Gender Equality Scheme). A copy of each Action Plan can be found at the end of the Appendix with an up-date against each action.

9. Summary of Actions

9.1 Actions that are being undertaken by Human Resources to address any equality

imbalances in the Council's workforce, as well as meeting other aspects of Equal Opportunities legislation are:-

- A Training Co-ordinator is now in post and is responsible for monitoring the equalities training that employees receive within the Council.
- Taking positive action to encourage applications from under-represented groups, this includes black, minority ethnic groups. Working with Shaw Trust and other similar organisations to provide work placement opportunities for people who are disadvantaged in the labour market due to disability, ill health or other social circumstances. Work placements have taken place within Human Resources and Cleansing and Amenities.
- Providing HR training – Recruitment & Selection and general skills training for managers.
- Ensuring that new managers are made aware of HR policies upon joining the Council in order for them to effectively manage their staff early on.
- Further details of actions carried out in relation to addressing equality imbalances within the authority can be found within the body of the equality monitoring report (**see Appendix D**).

10. Financial Implications

- 10.1 The cost of sickness including on-costs to the Council in 2007/08 was £452,487 compared with £479,100 in 2006/07 and £327,856 in 2005/06.

11. Human Resources Implications

- 11.1 All Human Resources implications are contained within the body of the report.

12. Equality & Diversity Implications

- 12.1 The production of this monitoring report goes to meeting our obligations in relation to equalities legislation which includes the Race Relations Amendment Act 2000, Employment Equality (Age) Regulations 2006, the Disability Discrimination Act 2005 (Amended) and the Equality Act 2006 (Gender Equality Duty).

Appendices:	<ul style="list-style-type: none"> • Appendix A – Equal Opportunities – Workforce Monitoring • Appendix B – Recruitment Analysis • Appendix C - Sickness Absence Monitoring • Appendix D – Equality Monitoring Report
Background Documents Used in the Preparation of this Report:	<ul style="list-style-type: none"> • Pyramid data-base • BVPI Information from other LA's • CIPD Information • Local Government Research & Analysis Data

Previous Decisions Connected with this Report

Report	Committee & Date	Minute Reference
Annual Monitoring Report	LJCC 6 th August 2008	LJCC5