

# REPORT TO THE PERSONNEL LICENSING & ADMINISTRATION COMMITTEE Report No. 13

<b>Date of Meeting</b>	<b>3<sup>rd</sup> September 2007</b>
<b>Title of Report</b>	<b>Annual Monitoring Report – 2006/07</b>
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

**Summary of Report**  
 To provide members of the Committee with statistical information on various areas of the Council’s performance on Human Resources related matters in 2006/07. This is the 5<sup>th</sup> annual monitoring report submitted.

**Officer Recommendations**  
**The Personnel Licensing & Administration Committee is asked to note the report and any actions that have been identified for improvement.**

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 Resources related issues.

## **2. Options and Options Appraisal**

- 2.1 Option 1: To note the report and the recommended actions being taken against the headings to improve performance.
- 2.2 Option 2: To note the report and make alternative recommendations against the headings to improve performance

## **3. Background Information & Current Position**

- 3.1 This is the fifth annual report submitted to Members giving an overall performance of the Council on Human Resource issues. This report covers the period from 1 April 2006 to 31 March 2007 and includes a range of new statistical information relating to the Council's workforce and recruitment.

- 3.2 Comparisons have been made, where possible, with the previous two years.

- 3.3 The report has been broken down into appendices as follows:-

Appendix A - Equal Opportunities - Workforce Monitoring  
Appendix B – Sickness Absence Statistical Information  
Appendix C – Recruitment Analysis.

## **4. Equal Opportunities Legislation**

- 4.1 There is a statutory requirement under the Race Relations Amendment Act 2000, Disability Discrimination Act 2005 (Amended) and the Equality Act 2006 (Gender Equality Duty) for all public bodies to monitor and report on equal opportunities.

The following is a list of areas that the Council should record and monitor:-

- 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

Human Resources continue 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.

The only areas we are unable to report on are currently applicants for training, employees who receive training and those who suffer a detriment or benefit as a result of 'performance assessment' (appraisal). However Human Resources have made progress in the recording of some training and this will significantly improve once the Training and Development Co-ordinator is appointed and in post.

## **5. Appendix A – Equal Opportunities – Workforce Monitoring**

5.1 This Appendix provides a breakdown of the Council's workforce by Ethnicity, Gender, Disability and Age. The analysis has further been extended to include information on employees by Grade, part-time/job share working, a breakdown of employees involved in disciplinary and grievance procedures together with an analysis of leavers and turnover.

### **5.2 Summary of Actions**

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:-

- Employment of a Training Co-ordinator who will monitor applicants for training, employees who receive training and those who suffer a detriment or benefit as a result of 'performance assessment' (appraisal).
- Undertaking actions contained in the Council's Equality & Diversity Policy, Disability & Gender Equality Schemes for example:- reviewing the Council's Harassment Policy, providing regular statistical information to managers on workforce profiling.
- Taking positive action to encourage applications from under-represented groups, this includes black, minority ethnic groups. Attendance at careers fairs targeting minority 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 are currently taking place within the Customer Services and Cleansing & Amenities service areas.
- Providing HR training – Recruitment & Selection, Disciplinary & Grievance and Attendance and Welfare Management. Also 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.
- Continuation of the delivery of HR/ICT/Fraud Inductions to new employees informing them of their responsibilities in accordance with a number of Council policies including the Council's Code of Conduct, Disciplinary, Attendance Management, Information Management and Data Security and the Fraud Strategy.
- Questionnaire to be sent to employees requesting them to verify existing personal details held on them and consider declaring any disabilities they may have that have a substantial effect on their ability to carry out their day to day work.

## 6. Appendix B – Sickness Absence Monitoring

- 6.1 The Council has unfortunately seen a significant increase in the level of sickness absence from 9.44 days during 2005/06 to 13.27 days during 2006/07. 13.27 days places the Council in the bottom quartile for Best Value Performance Indicator 12 which records the average number of working days/shifts lost to sickness absence per full time equivalent. We are unable to make comparisons with the Daventry Group (the Council's benchmarking group) as the information is not available at this time.
- 6.2 Appendix B provides a three year comparison of the average number of days lost due to sickness per business area. In addition analysis has been carried out reporting on the reasons for sickness absence. NB the figures used for the calculation of absence by reasons are actual absences from the business regardless of whether these absences have been for full or part day working. The categories used to record sickness absence by reason are those laid out by the Local Government Employers' Organisation.
- 6.3 Clearly there has been a significant increase in the level of sickness absence during 2006/07. However during 1.4.07 to 30.6.07 there has been a decrease of 159 days sickness compared to the same period in the previous year.

Listed below are a number of benefits available to employees to ensure that their health and welfare is maintained together:-

- Employee Assistance Programme, which provides legal advice and a telephone and face-to-face counselling service.
- Health insurance schemes that give access to medical services at an early stage. Private Medical Insurance was made available in 2006/07 to all Cleansing & Amenities employees who qualify. Thus far only one of the eligible employees has taken up the offer. The provision of Private Medical Insurance is being reviewed as part of the Council's Pay & Reward project.
- Occupational Health Service that includes pre-employment checks to ensure that employees are fit for the work expected of them.
- Employee Support Officers - a number of employees across each Business Area have been trained to provide support and assistance to employees regarding any concerns that they may have.

### 6.4 Summary of Actions

Actions that are being undertaken to address the high levels of sickness absence are:-

- Review of the Attendance Management Policy
- Providing regular sickness absence statistics to managers
- Attendance Management Workshops to be delivered to all line managers
- Induction programme for new managers on HR policies
- Delivery of HR/ICT/Fraud Induction for all new employees to raise their awareness of their responsibilities in accordance with Council policies, including the

## Attendance Management

- Additional resource dedicated to managing attendance within the Cleansing & Amenities service

## 7. Appendix C - Recruitment Analysis

- 7.1 Appendix C provides an analysis of recruitment activity during 2006/07 with comparisons of the previous two years.
- 7.2 We received a total of 976 applications from various sources and this represented an increase compared to the previous year. We also had an increase of 61% in the number of vacancies advertised.
- 7.3 This Appendix now includes additional information on the number of internal applicants for posts, new starters appointed and internal promotions. This information has also been analysed with regard to Ethnicity, Gender and Disability.

## 8. Financial Implications

- 8.1 The cost of sickness including on-costs to the Council in 2006/07 was £479,100 compared with £327,856 in 2005/06 and £245,249 in 2004/05. The potential cost of making the Private Medical Insurance available during 2006/07 to all Cleansing & Amenities employees who qualify, was expected to be £12,500 the actual cost due to the low level of take up was £500.

## 9. Human Resources Implications

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

## 10. Equality and Diversity Implications

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

<b>Appendices:</b>	<ul style="list-style-type: none"><li>• <b>Appendix A - Equal Opportunities - Workforce Monitoring</b></li><li>• <b>Appendix B – Sickness Absence Statistical Information</b></li><li>• <b>Appendix C – Recruitment Analysis</b></li></ul>
<b>Background Documents Used in the Preparation of this Report:</b>	<ul style="list-style-type: none"><li>• <b>Pyramid data-base</b></li><li>• <b>BVPI information from other LAs</b></li><li>• <b>CIPD information</b></li><li>• <b>Local Government Research &amp; Analysis Data</b></li></ul>

## Previous Decisions Connected with this Report

<b>Report</b>	<b>Committee &amp; Date</b>	<b>Minute Reference</b>
<b>Annual Monitoring Report 2006/07</b>	Local Joint Consultative Committee – 25 July 2007	LJCC14