

<b>DECISION-MAKER:</b>		<b>GOVERNANCE COMMITTEE</b>		
<b>SUBJECT:</b>		QUARTERLY HR STATISTICS		
<b>DATE OF DECISION:</b>		February 12 <sup>th</sup> 2018		
<b>REPORT OF:</b>		Service Director HR and OD		
<b><u>CONTACT DETAILS</u></b>				
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<b>STATEMENT OF CONFIDENTIALITY</b>				
None.				

#### **RECOMMENDATIONS:**

- i. To note the Quarter 3 2017/8 HR statistics as requested.

#### **REASONS FOR REPORT RECOMMENDATIONS**

1. The Governance Committee requested quarterly, Council wide information on key employment data covering disciplinaries, dismissals, and referrals to the police, suspensions and grievances. A format for the information was agreed with the Committee for reports from November 2017 onwards.

#### **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

2. None.

#### **DETAIL (Including consultation carried out)**

3. **Quarter 3:** In the period October – December 2017 the Council had:

- 0 Final Written Warnings;

A total of 31 dismissals:

- 3 on disciplinary grounds
- 17 as a result of Phase 3 service restructures (6 in Adult Social Care, 6 in Growth and 5 in Children and Families)
- 1 on capability
- 6 for ill health reasons
- 1 due to unsuccessful completion of probationary period
- 3 “other” (2 agreed settlement exits and 1 by mutual consent of termination of contract)
- no referrals to the police
- 2 suspensions with investigations underway
- 0 grievance cases

4. Our HR policies are regularly reviewed for legislative compliance and business effectiveness. The revised policies for 2017 were approved at HR and OD Board and CMT and formally published in November 2017. The inclusion of mediation as a suitable step to resolve appropriate matters at matters at a service level with a trained mediator is now in place and two cases have been managed through this route avoiding formal grievance process.
5. Case work is supported by the HR Advisor to the service area to ensure application of correct policies and procedures and consistency of practice. The monitoring is tracked by the HR Management team to help identify any specific areas or issues of concern which require additional investigation or support.  
The data highlights no key areas of concern in respect of any specific service at this time.

## **RESOURCE IMPLICATIONS**

### **Capital/Revenue**

6. None

### **Property/Other**

7. Not applicable.

## **LEGAL IMPLICATIONS**

### **Statutory power to undertake proposals in the report:**

8. S.101 Local Government Act 1972 and associate employment legislation

### **Other Legal Implications:**

9. None

## **POLICY FRAMEWORK IMPLICATIONS**

10. None

**KEY DECISION?** No

<b>WARDS/COMMUNITIES AFFECTED:</b>	None
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## **SUPPORTING DOCUMENTATION**

### **Appendices**

1.	Q1-Q3 table of data
2.	Q3 Disciplinary Dismissals Detail

### **Documents In Members' Rooms**

	None
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### **Equality Impact Assessment**

Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out?	No
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### **Other Background Documents**

#### **Equality Impact Assessment and Other Background documents available for inspection at:**

Title of Background Paper(s)

Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)

1.	None	
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