

<b>DECISION-MAKER:</b>	<b>GOVERNANCE COMMITTEE</b>		
<b>SUBJECT:</b>	Quarterly HR Statistics		
<b>DATE OF DECISION:</b>	10 <sup>th</sup> June 2019		
<b>REPORT OF:</b>	Service Director, HR&OD		
<b><u>CONTACT DETAILS</u></b>			
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<b>STATEMENT OF CONFIDENTIALITY</b>			
None.			
<b>BRIEF SUMMARY</b>			
The Governance Committee requested quarterly, council wide information on key employment data covering disciplinaries, dismissals, referrals to the police, suspensions and grievances. Additional summary information on levels of staff sickness was requested from September 2018 onwards.			
The report format is as requested and agreed with the Governance Committee.			
<b>RECOMMENDATIONS:</b>			
	(i)	To note the Quarter 4 2018/9 HR statistics.	
<b>REASONS FOR REPORT RECOMMENDATIONS</b>			
1.	As requested by the Governance Committee.		
<b>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED</b>			
2.	N/A		
<b>DETAIL (Including consultation carried out)</b>			
3.	<p>Quarter 4: In the period January – March 2019 the Council had: A total of 7 dismissals:</p> <ul style="list-style-type: none"> <li>• 2 on disciplinary grounds</li> <li>• 0 as a result of service restructures</li> <li>• 4 for sickness absence</li> <li>• 0 during probationary period</li> <li>• 0 Step 3 grievance resolution cases</li> <li>• 0 Appeals against dismissal with the dismissal decision upheld in each case.</li> <li>• 1 Dismissal by mutual consent</li> </ul> <p>1 employee was suspended.</p>		
4.	Overall sickness levels for the council showed an average 12.49 days per employee (5.35%). The sector “average” is 8.5 days. Short term absence accounts for 92% of the overall absence occurrences, whilst long term sickness accounts for 8% of the overall absence occurrences. Levels of		

	absence remain an ongoing concern and improved reporting and data for managers has been put in place for 2019/20 alongside workshops for managers to ensure they understand and fulfil their role in absence management and conduct robust return to work meetings.	
5.	The HR Service provide managers with monthly absence data and detail and look to identify and address “hot spots” and underlying issues against which to target interventions including information, support, occupational health appointments, phased return and in some cases, dismissal.	
6.	The HR advisory team are working with managers in areas of high sickness absence to look at specific causes and trends and identify interventons which can be considered to help improve absence and bring forward return to work dates.	
<b>RESOURCE IMPLICATIONS</b>		
<b><u>Capital/Revenue</u></b>		
7.	None.	
<b><u>Property/Other</u></b>		
8.	None.	
<b>LEGAL IMPLICATIONS</b>		
<b><u>Statutory power to undertake proposals in the report:</u></b>		
9.	None.	
<b><u>Other Legal Implications:</u></b>		
10.	None.	
<b>RISK MANAGEMENT IMPLICATIONS</b>		
11.	None.	
<b>POLICY FRAMEWORK IMPLICATIONS</b>		
12.	None.	
<b>KEY DECISION?</b>		<b>Yes/No</b>
<b>WARDS/COMMUNITIES AFFECTED:</b>		
<b><u>SUPPORTING DOCUMENTATION</u></b>		
<b>Appendices</b>		
1.	Q4 HR table of data (Summary)	
2.	Q4 Sickness absence data (Summary)	
<b>Documents In Members’ Rooms</b>		
1.	None	
<b>Equality Impact Assessment</b>		
<b>Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.</b>		<b>Yes/No</b>
<b>Data Protection Impact Assessment</b>		

<b>Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.</b>		<b>Yes/No</b>
<b>Other Background Documents</b>		
<b>Other Background documents available for inspection at:</b>		
<b>Title of Background Paper(s)</b>	<b>Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)</b>	
1.		
2.		