

DECISION-MAKER:		GOVERNANCE COMMITTEE	
SUBJECT:		QUARTERLY HR DATA	
DATE OF DECISION:		10 TH FEBRUARY 2020	
REPORT OF:		SERVICE DIRECTOR HR AND OD	
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Janet King	Tel: 023 8083 2378
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STATEMENT OF CONFIDENTIALITY			
None. This report contains no personal information relating to specific individuals.			
BRIEF SUMMARY			
<p>The Governance Committee requested quarterly, council wide information on key employment data covering sickness absence disciplinaries, dismissals, referrals to the police, suspensions and grievances. Additional summary information on levels of staff sickness was requested from September 2018 onwards.</p> <p>Sickness absence levels in key front lines areas remain high and of concern and focused work is in place for these areas.</p>			
RECOMMENDATIONS:			
	(i)	To note the Quarter 3 2019/20 HR statistics as requested.	
REASONS FOR REPORT RECOMMENDATIONS			
1.	Data requested by Governance Committee for review.		
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED			
2.	N/A		
DETAIL (Including consultation carried out)			
3.	<p>Quarter 3:</p> <p>In the period October 2019 – December 2019 the Council had a total of 26 dismissals:</p> <ul style="list-style-type: none"> • 0 on disciplinary grounds • 0 for capability • 1 via settlement agreement • 19 as a result of service restructures • 6 for sickness absence • 0 during probationary period • 1 Step 3 grievance resolution cases <p>During Q3 there was 1 suspension.</p> <p>HR received 1 appeal in Q3 in respect of a flexible working request where the decision was in favour of the employee</p>		

4.	Overall sickness levels for the council showed an average 11.29 days per employee (3.09%). The sector “average” is 8.5 days. Short term absence accounts for 90% of the overall absence occurrences, whilst long term sickness accounts for 10% of the overall absence occurrences. The HR team provide managers with detailed absence data monthly.
5.	The HR team provide managers with monthly absence data and detail down to individual case level. HR work with managers 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. Workshops are in place for 2020 to help improve management oversight and attention to absence and look at improving understanding of and attention to reasons for absence and reducing the overall levels of sickness. Other initiatives include the introduction of free flu jabs for staff (Winter 2019 clinics held), the training of Wellbeing Champions to help spot early signs of stress and mental health issues, a pilot flexible working scheme to improve work/life balance and improved accommodation under the SWoW project. A continued focus on absence is a priority for 2020/21.
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
6.	None
<u>Property/Other</u>	
7.	none
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
8.	S 111 LGA 1972, S1 Localism Act 2011
<u>Other Legal Implications:</u>	
9.	None
RISK MANAGEMENT IMPLICATIONS	
10.	None
POLICY FRAMEWORK IMPLICATIONS	
11.	None
KEY DECISION?	No
WARDS/COMMUNITIES AFFECTED:	none
<u>SUPPORTING DOCUMENTATION</u>	
Appendices	
1.	Q3 HR table of data (Summary)
2.	Q3 Sickness absence data (Summary)

Documents In Members' Rooms

1.	None	
Equality Impact Assessment		
Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.		No
Data Protection Impact Assessment		
Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.		No
Other Background Documents		
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	