

DECISION-MAKER:	GOVERNANCE COMMITTEE		
SUBJECT:	Quarterly HR Statistics		
DATE OF DECISION:	14 th December 2020		
REPORT OF:	Service Director, Human Resources and Organisational Development		
<u>CONTACT DETAILS</u>			
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STATEMENT OF CONFIDENTIALITY	
None. This report contains no personal information relating to specific individuals.	
BRIEF SUMMARY	
The Governance Committee requested quarterly, council wide information on key employment data covering disciplinaries, dismissals, referrals to the police, suspensions and grievances and information on levels of staff sickness.	
The report format is as requested and agree with the Governance Committee.	
RECOMMENDATIONS:	
(i)	To note the September, October and November 2020 HR statistics.
REASONS FOR REPORT RECOMMENDATIONS	
1.	As requested by the Governance Committee to track and review HR data.
2.	
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	
	N/A
DETAIL (Including consultation carried out)	
3.	<p>In the period September to November 2020 the Council had:</p> <p>A total of 10 dismissals:</p> <ul style="list-style-type: none"> • 3 on disciplinary grounds • 0 for capability • 1 via settlement agreement • 1 as a result of service restructures • 4 for sickness absence • 1 during probationary period <p>In addition, there were:</p> <ul style="list-style-type: none"> • 3 Step 3 grievance resolution cases • 3 suspensions

	<ul style="list-style-type: none"> • 3 appeals 2 where the decision was upheld • 0 police referrals
4.	<p>Overall sickness levels for the council showed an average 9.29 days per employee (2.75%). This continues to show a month on month downward trend, however key areas for focus are still evident in Wellbeing (Health and Adults) and Place where there are high levels of front-line workers. HR are also looking at particular roles in relation to sickness absence to determine any job design issues which may contribute to absence levels and which can be addressed.</p> <p>The sector “average” is 8 days.</p> <p>The total number of absences in the last 12 months, shows that short term absence occasions account for 91% of the overall absence occurrences, whilst long term sickness accounts for 9% of the overall absence occurrences.</p> <p>The total number of days lost to absence in the last 12 months, shows that short term absence accounted for 38% of the overall absence days lost, whilst the number of days lost to long term sickness accounts for 62% of the overall absence days lost.</p> <p>The absence data is regularly discussed with the Chief Executive.</p>
5.	<p>The HR team 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.</p>
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.	None
<u>Other Legal Implications:</u>	
9.	None
RISK MANAGEMENT IMPLICATIONS	
10.	None
POLICY FRAMEWORK IMPLICATIONS	
11.	None

KEY DECISION?	No
WARDS/COMMUNITIES AFFECTED:	
<u>SUPPORTING DOCUMENTATION</u>	

Appendices	
1.	HR table of data (Summary)
2.	a) October Sickness absence data (Summary) b) Absence reporting month on month
3.	Covid sickness data
Documents In Members' Rooms	
1.	
2.	
Equality Impact Assessment	
Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.	Yes/No
Data Protection Impact Assessment	
Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.	Yes/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.	
2.	