

DECISION-MAKER:	GOVERNANCE COMMITTEE		
SUBJECT:	WORKFORCE DATA AND QUARTERLY HR STATISTICS		
DATE OF MEETING:	19 APRIL 2021		
REPORT OF:	SERVICE DIRECTOR, HR AND OD		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Janet King	Tel: 023 8083 2378
	E-mail:	Janet.king@southampton.gov.uk	
Deputy Chief Executive	Name:	Mike Harris	Tel: 023 8083 2882
	E-mail:	Mike.harris@southampton.gov.uk	
STATEMENT OF CONFIDENTIALITY			
None. This report contains no personal information relating to specific individuals.			
BRIEF SUMMARY			
<p>The Governance Committee requested a council wide breakdown of the workforce characteristics demonstrating the current profile in respect of diversity and equality across the Authority. Disclosure of personal characteristics is discretionary.</p> <p>The Committee also receive the attached quarterly reporting on HR Data – sickness absence and employee relations cases.</p>			
Disclosure of RECOMMENDATIONS:			
	(i)	To note the data as requested.	
REASONS FOR REPORT RECOMMENDATIONS			
1.	As requested by the Governance Committee.		
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED			
2.	N/A		
DETAIL			
3.	<p>The workforce data relies on personal submission from staff for input to their Business World employee record. An exercise to collect up to date information was completed in 2018/19 as part of the transition to the new system and switch from Resource Link to Business World and reminders are sent out with guidance to staff on input to the Business World system. New starters are asked for their data as a standard HR process. However, many staff still elect to not disclose ethnicity and/or disability.</p> <p>This means the overall picture is an indicative snapshot only at any time.</p>		
4.	The Workforce Data & Systems team requested employee information in order to have a more comprehensive profile of the workforce to help identify and inform any required actions.		
5.	Disclosure of personal characteristics is discretionary and in terms of combined data of “not supplied” and “prefer not to say” this applies in the following characteristics:		

	<ul style="list-style-type: none"> • Sexual Orientation 42% • Gender 36% • Ethnicity 33% • Disability 35%
6.	<p>Although the picture is incomplete the council is committed to diversity, equality and inclusion. As part of the 2021 work we are introducing focus groups for staff / trade union representatives to look at protected characteristics and invite discussion on any areas of concern identified. Feedback from the sessions will be used to inform positive work around Diversity and Inclusion and this has the sponsorship of the Executive Director Communities, Culture & Homes.</p>
7.	<p>Recruitment to vacant posts is always based on competency interviews against the published job specifications.</p>
8.	<p>Noted below is the 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.</p>
9.	<p>In the period January 2021 to March 2021 the Council had:</p> <p>A total of 8 dismissals:</p> <ul style="list-style-type: none"> • 2 for capability • 2 as a result of service restructures • 1 for sickness absence • 1 during probationary period • 2 as a result of VS <p>In addition, there were:</p> <ul style="list-style-type: none"> • 2 suspensions • 1 appeal where the decision was upheld
10.	<p>Overall sickness levels for the council showed an average 7.82 days per employee. This continues to show a month on month downward trend. The downward trend can be attributed to a number of factors:- improved reporting and closing of historic cases, more flexible working practices and, anecdotally, an improved focus on wellbeing helping people manage their own work life balance and health. The focus on absence management under the Executive Director for Children's Services has seen significant improvements.</p> <p>However key areas for focus are still evident in Wellbeing (Health and Adults) 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 and deep dive assessment in key areas will commence at the end of March 2021 once all data is returned and records updated.</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 88% of the overall absence occurrences, whilst long term sickness accounts for 12% 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 35% of the overall absence days lost, whilst</p>

	<p>the number of days lost to long term sickness accounts for 65% of the overall absence days lost. Main reasons for absence are attributed to mental health and wellbeing and muscular-skeletal. As part of the wellbeing work for 2021 these two key areas will continue to be addressed in terms of advice, guidance, learning and prevention as part of the wider wellbeing strategy.</p> <p>The absence data is regularly discussed with the Cabinet Member and the Chief Executive.</p>
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
11.	None
<u>Property/Other</u>	
12.	None
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
13.	Localism Act 2011
<u>Other Legal Implications:</u>	
14.	None
RISK MANAGEMENT IMPLICATIONS	
15.	None
POLICY FRAMEWORK IMPLICATIONS	
16.	None

KEY DECISION?	No
WARDS/COMMUNITIES AFFECTED:	N/A
<u>SUPPORTING DOCUMENTATION</u>	
Appendices	
1.	HR Table of Data – (Dismissals)
2.	Sickness Absence Data: Year ending March 2021 and trends
3	Sickness Absence Data: trends
4.	Covid Absence Data
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