

<b>DECISION-MAKER:</b>	<b>GOVERNANCE COMMITTEE</b>		
<b>SUBJECT:</b>	QUARTERLY HR STATISTICS		
<b>DATE OF DECISION:</b>	11 <sup>th</sup> June 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. This report contains no personal information relating to specific individuals.			

#### **RECOMMENDATIONS:**

- i. To note the Quarter 4 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. The 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 4:** In the period January – March 2018 the Council had:

- 1- Final Written Warnings;

A total of 11 dismissals:

- 1 on disciplinary grounds
- 7 as a result of Phase 3 service restructures (2 in Adult, Housing and Communities, 4 in Children and Families, 1 in Transaction and Universal Services)
- 1 on capability
- 1 for ill health reasons
- 1 “other” (settlement agreement)
  
- No referrals to the police
- 2 suspensions which are both concluded
- No Step 3 grievance resolution cases

4. Our HR policies are regularly reviewed for legislative compliance and business effectiveness. There have been no revisions since those approved at HR and OD Board and CMT and formally published in November 2017.
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, specific interventions 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-Q4 table of data
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**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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