

<b>DECISION-MAKER:</b>	<b>GOVERNANCE COMMITTEE</b>			
<b>SUBJECT:</b>	Workforce Data and Quarterly HR Statistics			
<b>DATE OF MEETING:</b>	26 <sup>th</sup> July 2021			
<b>REPORT OF:</b>	<b>Service Director, HR and OD</b>			
<b><u>CONTACT DETAILS</u></b>				
<b>AUTHOR:</b>	<b>Name:</b>	<b>Service Director HR and OD</b>	Tel:	023 8083 2378
	<b>E-mail:</b>	<a href="mailto:Janet.king@southampton.gov.uk">Janet.king@southampton.gov.uk</a>		
<b>Deputy Chief Executive</b>	<b>Name:</b>	<b>Deputy Chief Executive</b>	Tel:	023 8083 2882
	<b>E-mail:</b>	<a href="mailto:Mike.harris@southampton.gov.uk">Mike.harris@southampton.gov.uk</a>		

<b>STATEMENT OF CONFIDENTIALITY</b>	
None. This report contains no personal information relating to specific individuals.	
<b>BRIEF SUMMARY</b>	
<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>	
<b>Disclosure of RECOMMENDATIONS:</b>	
(i)	To note the data as requested.
<b>REASONS FOR REPORT RECOMMENDATIONS</b>	
1.	As requested by the Governance Committee.
<b>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED</b>	
	N/A
<b>DETAIL</b>	
2..	<p><b>The workforce data</b> 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; since this regular reminders are sent out with guidance to staff on input/update to their Business World record to help ensure as accurate a picture as possible.</p> <p>New starters are asked for their data as a standard HR process to enable us to have an overview of the workforce profile. 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>
3.	<p>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:</p> <ul style="list-style-type: none"> <li>• Sexual Orientation 42%</li> <li>• Gender 35%</li> </ul>

	<ul style="list-style-type: none"> <li>• Ethnicity 29%</li> <li>• Disability 35%</li> </ul>
4.	<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 Management Team under the Executive Director Communities, Culture and Neighbourhoods.</p>
5.	<p>Recruitment to vacant posts is always based on competency interviews against the published job specifications.</p>
6.	<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>
7.	<p>In the period April 2021 to end June 2021 the Council had:</p> <p>A total of 8 dismissals:</p> <ul style="list-style-type: none"> <li>• 1 as a result of service restructures</li> <li>• 5 for sickness absence</li> <li>• 2 for disciplinary</li> </ul> <p>In addition, there were:</p> <ul style="list-style-type: none"> <li>• 4 suspensions</li> </ul>
8.	<p>Overall sickness levels for the council showed an average 7.43 days per employee. 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>Some of the downward trend can be attributed to the flexibility of working practices which have increased during the last year enabling staff to work remotely.</p> <p>The sector “average” is 8 days.</p> <p>The total number of <b>absences</b> in the last 12 months, shows that short term absence accounts for 89% of the overall absence occurrences, whilst long term sickness accounts for 11% of the overall absence occurrences.</p> <p>The total number of <b>days</b> 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>Main reasons for absence are attributed to mental health and wellbeing and muscular-skeletal conditions. 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>

	Covid related absence data is also collected to help us understand the impact of the pandemic (Covid cases; self-isolation; after effects of vaccination). The absence data is regularly discussed with the Chief Executive and Directorate Management Teams.
<b>RESOURCE IMPLICATIONS</b>	
<b><u>Capital/Revenue</u></b>	
6.	None
<b><u>Property/Other</u></b>	
7.	None
<b>LEGAL IMPLICATIONS</b>	
<b><u>Statutory power to undertake proposals in the report:</u></b>	
8.	There are no proposals, this report is only management information.
<b><u>Other Legal Implications:</u></b>	
9.	None
<b>RISK MANAGEMENT IMPLICATIONS</b>	
10..	None
<b>POLICY FRAMEWORK IMPLICATIONS</b>	
11.	None

<b>KEY DECISION?</b>	<b>No</b>
<b>WARDS/COMMUNITIES AFFECTED:</b>	None
<b><u>SUPPORTING DOCUMENTATION</u></b>	
<b>Appendices</b>	
1.	Workforce Data – Council wide and by Directorate
2.	Sickness absence data Month on month trend
3.	Covid related absence data

**Documents In Members' Rooms**

1.	
2.	
<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>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>No</b>

**Other Background Documents****Other Background documents available for inspection at:**

<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.	