

DECISION-MAKER:	GOVERNANCE COMMITTEE		
SUBJECT:	QUARTERLY HR STATISTICS		
DATE OF DECISION:	11 FEBRUARY 2019		
REPORT OF:	SERVICE DIRECTOR, HR AND OD		
<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 Disciplinarys, dismissals, referrals to the police, suspensions and grievance. Additional summary information on levels of staff sickness was requested from September 2018 onwards.			
The report format is as requested and agreed with the Governance Committee.			
RECOMMENDATIONS:			
	(i)	To note the Quarter 3 2018/9 HR statistics as requested.	
REASONS FOR REPORT RECOMMENDATIONS			
1.	As requested by the Governance Committee.		
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED			
2.	N/A		
DETAIL (Including consultation carried out)			
3.	<p>Quarter 3: In the period October - December 2018 the Council had: A total of 7 dismissals:</p> <ul style="list-style-type: none"> • 0 on disciplinary grounds • 4 as a result of service restructures (3 in Children's Services, 1 in Intelligence, Insight and Communications) • 3 for sickness related absence • 0 during probationary period <p>In addition we had 4 suspensions; no Step 3 grievance resolution cases and no Appeals against dismissal.</p>		
4.	Overall sickness levels for the council showed an average 11.87 days per employee (short term absence). The sector "average" is 8.5 days. Short term absence accounts for 92% of overall absence.		
5.	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.	
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:		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	