



<b>Report to:</b>	Employment and Staffing Committee 28 June 2023
<b>Lead Cabinet Member:</b>	John Williams
<b>Lead Officer:</b>	Jeff Membery

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## **HR Recruitment, Retention and Absence Data for May 2023**

### **Executive Summary**

Monitoring of absence data enables us to review where interventions are required to support wellbeing in the organisation.

Review of recruitment and turnover information is critical to ensure that the Council is aware of any risk areas in terms of resourcing and delivering services to the public.

This new format report is both more timely in providing members with the information from the previous month and also focuses on a strategic overview of recruitment and absence activity within the Council, avoiding the need to redact potentially sensitive information. Much of this report is also now produced automatically by the Council's new HR software system, increasing efficiency, and releasing officer time to work on other areas. The data contained in this report is reviewed by officers in the HR team and is used to inform future policies and highlight areas where early intervention may be required.

### **Key Decision**

- No

### **Recommendations**

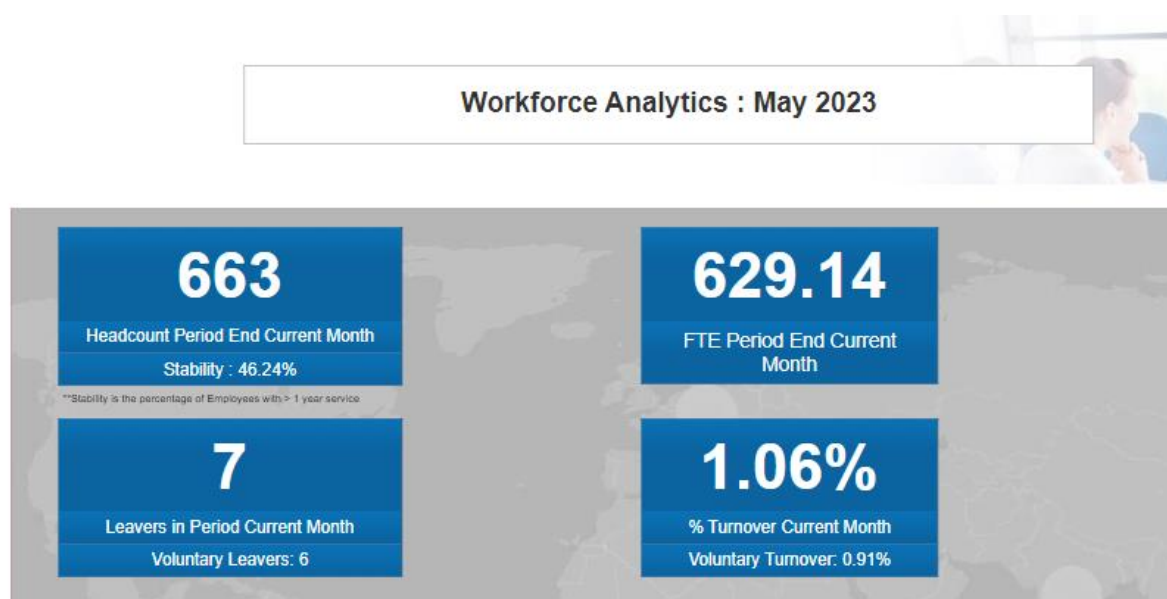
- To note the report.

#### Reasons for Recommendations

It is important that members are kept up to date with recruitment, retention and absence data.

## Details

### Recruitment and Turnover



One of the expected outcomes of the 4-day week was an improvement in the number of vacancies that were successfully recruited to. In May 2023, 14 Jobs were advertised of which 9 were filled, 1 withdrawn by the manager and 4 are currently going through the interview process. Although still early in the extended trial, the signs are positive that recruitment is becoming easier for the Council.

The number of applications received per advertised vacancy has also increased, and that metric will be included in this report in the September reporting cycle for this committee.

Other data that will be collected to identify whether recruitment has improved will include:

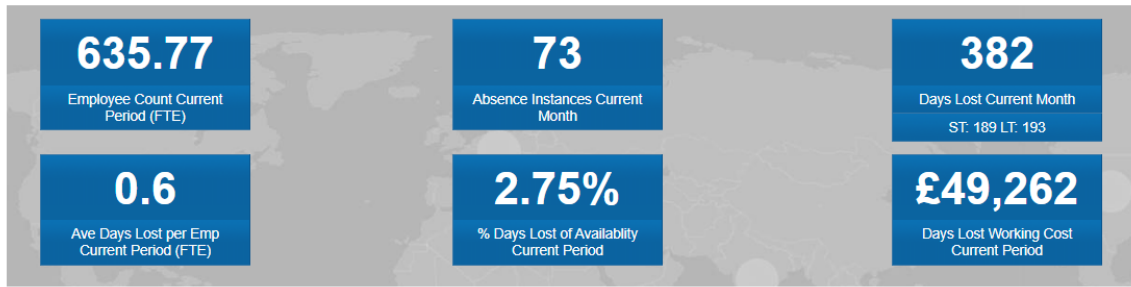
- a survey of staff after 6 months, as part of their post-induction follow up
- a survey of those who have been unsuccessful at interview
- a review of any posts which are not successfully recruited to.

The new HR software module for recruitment is also due to launch in July/August. This will also allow more comprehensive monitoring of our success in recruiting into vacant posts.

### Absence data

Absence data for May has remained relatively stable when compared with April, with an increase of 65 days lost (382 vs. 317 days). This equates to 2.75% days lost in May.

## Absence Analytics May 2023



Days Lost Working Cost Current vs Previous Month – this equates to a 65-day increase but is a reduction on absence in 2022/23 where absence was 395 days for the month (extracted from the reported 1187 days for the quarter reported to E&S committee in October 22). Most of the increase between April 23 and May 2023 was in the Shared Waste Service.

Org Structure	Days Lost Working Cost Previous Period	Days Lost Working Cost Current Period	Variance
<b>Total</b>	317 £43,816.51	382 £49,261.93	£5,445.43

### % days lost of available period Current vs Previous Month

Org Structure	% Days Lost of Availability Previous Period	% Days Lost of Availability Current Period	Variance
<b>Total</b>	2.50%	2.75%	0.25%

## Implications

### Staffing

This report provides data about absence and recruitment both of which are directly relevant to staffing and the work of the Employment and Staffing Committee.

## **Alignment with Council Priority Areas**

### **A modern and caring Council**

The review and response to these statistics helps us to inform policies and support measures for staff and to identify any improvement opportunities

### **Background Papers**

None

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