Report to:	Employment and Staffing Committee 15th September 2023
Lead Cabinet Member:	John Williams
Lead Officer:	Jeff Membery

HR Recruitment, Retention and Absence Data – June and July 2023

Executive Summary

Monitoring of absence levels supports the HR team's approach to colleague's wellbeing.

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

HR Officers review data in this report to inform future policies and highlight areas where early intervention may be needed.

Following feedback received in May in respect to the blue on white colouring of charts, these have been updated into black/grey.

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

Throughout June the recruitment team advertised 18 jobs opportunities which attracted 130 job applications.

5 of the adverts were internal opportunities, four of which have been recruited in to and the fifth is awaiting update from the manager.

A Support Administrator role for Property Services (two posts) received 40 job applications and after seven interviews was successfully recruited in to the two posts.

Our apprentice planning vacancies received 29 job applications which is a fantastic result for the planning service – five offers have been made.

The Refuse Loader advert received 16 applications and recruited three new members of their team, and our Security Officer position attracted 12 candidates to which we recruited into one post.

In the report to Cabinet of May 2023 on the proposal to extend the 4 day week trial, it was reported that of the original 23 hard to fill roles that were previously being covered by agency staff, four roles had been recruited in to saving the Council nearly £300k. As of September 2023, nine roles have now been recruited in to saving the Council over £550k

Survey of those who have been interviewed for a role at SCDC.

We have begun collecting data to identify whether recruitment has improved. The above survey was sent out to 97 candidates interviewed over June and July 2023. 13 responses have been received to date. Although this is a disappointing response rate, in the future we are hoping to receive more feedback by sending out the survey on a more regular basis.

Career progression (22%) is the lead reason for candidates applying for roles with SCDC, followed by pay and reward (19%) and the 4-day week close behind with (17%).

Our online job application scored 4.5 stars out of 5.

A survey of staff after 3 months - post-induction follow up.

We have also begun collating data to gather information on our employees' induction experience. To date, we have received 34 responses (sent to 54 employees).

Most responses were positive. Two employees have said that they received a poor induction. A working group has been set up initially within the HR and Recruitment team to look at improving our induction and onboarding process. Chart 1 below illustrates the impact of the 4DW on decision to apply for a role.

Chart 1

'Did the four day week trial impact on your decision to apply or accept a position at the Council?'
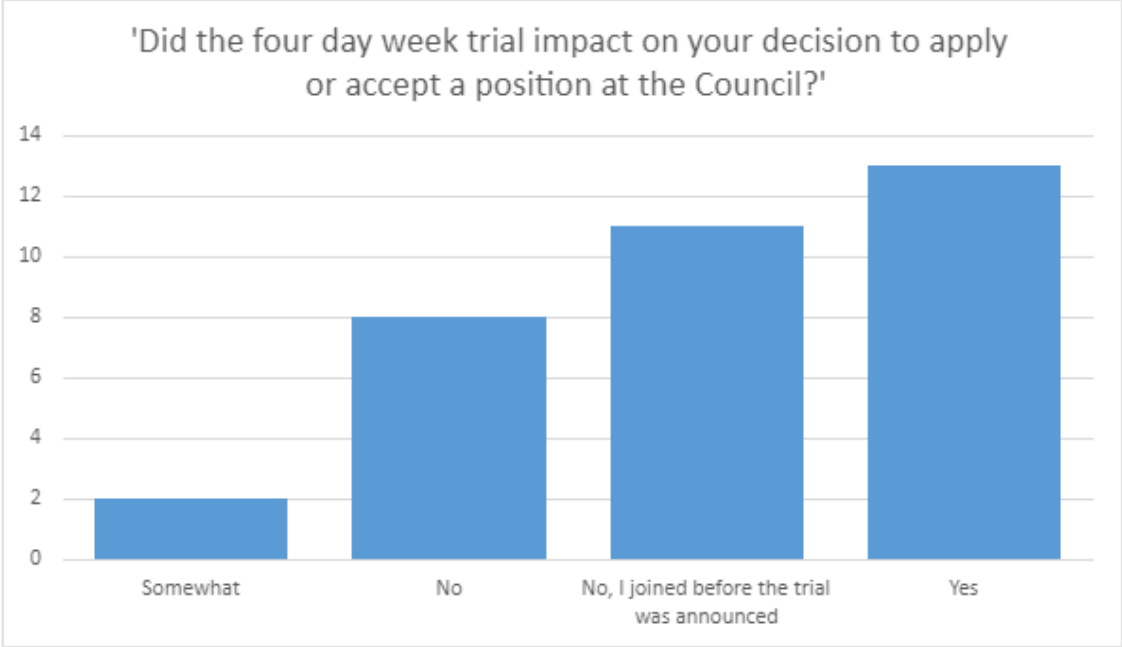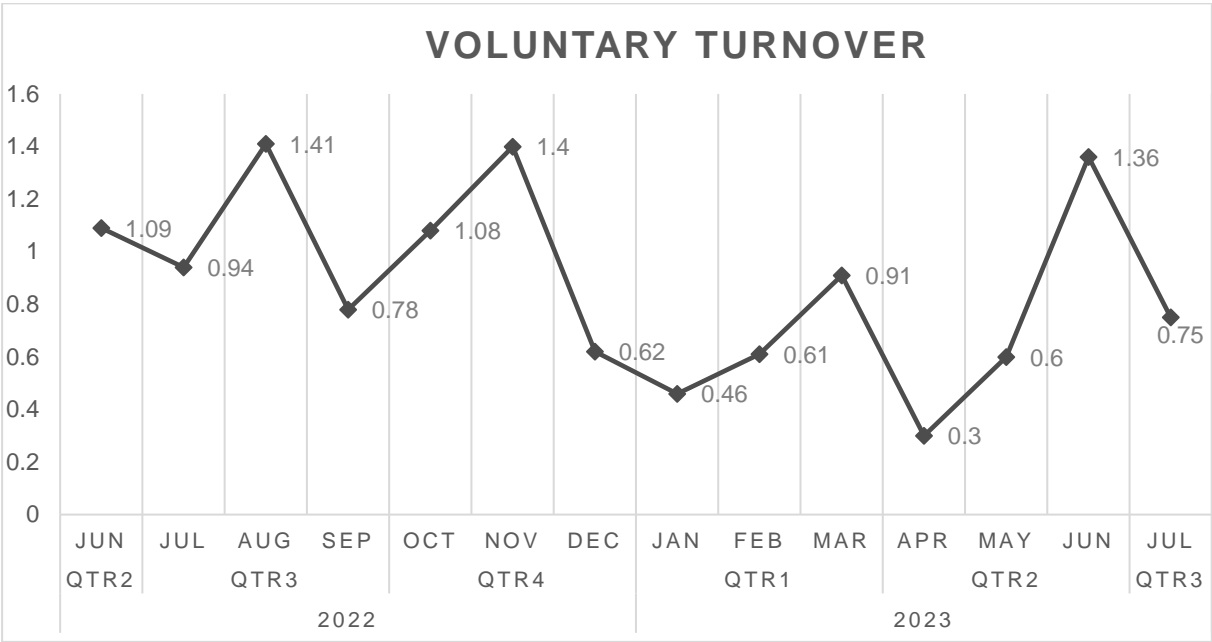
Review of any posts which are not successfully recruited to.

The HR and Recruitment team meet with hiring managers when the role is not successfully recruited to first time. A note is made internally to collate information and also discuss ways to improve the recruitment for the role with the hiring manager.

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

Voluntary Turnover – Chart 2

VOLUNTARY TURNOVER

	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Value	1.09	0.94	1.41	0.78	1.08	1.4	0.62	0.46	0.61	0.91	0.3	0.6	1.36	0.75

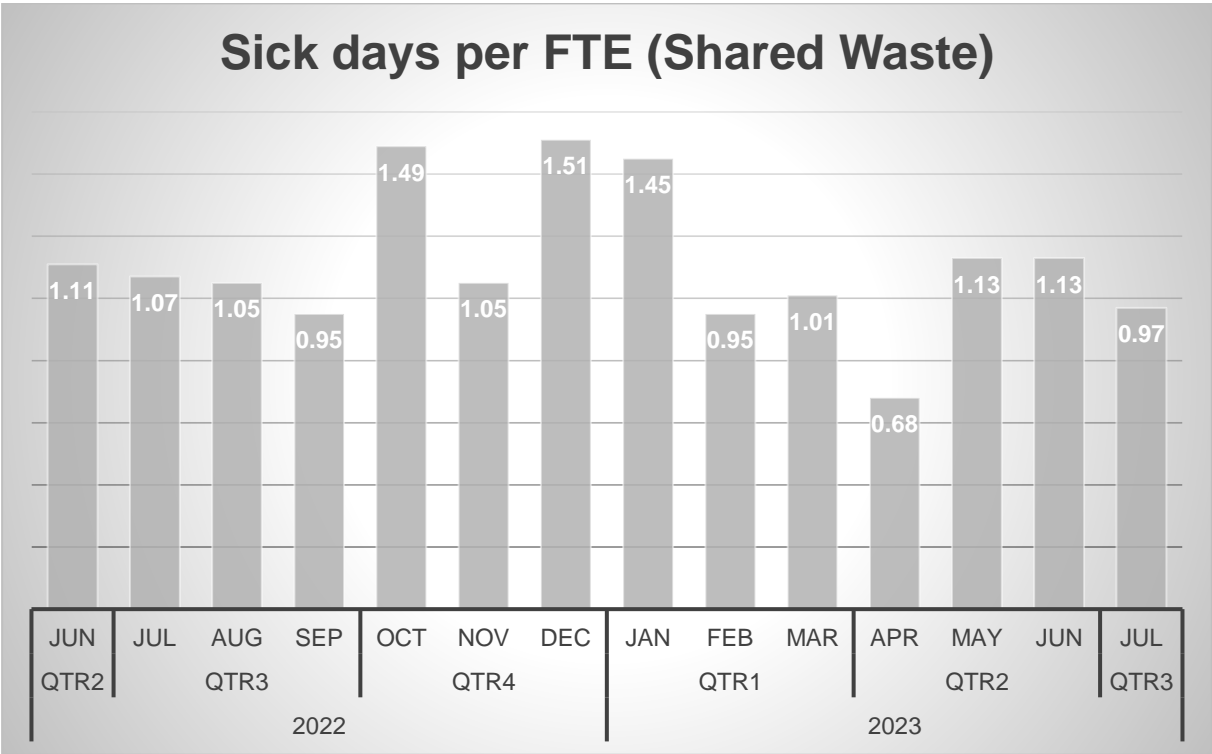QTR2 | QTR3 | QTR4 (2022) | QTR1 | QTR2 | QTR3 (2023)

The voluntary turnover rate in June 2023 spiked to 1.36. This then falls in July 2023 to 0.75. Whilst this is an increase in turnover in comparison to earlier in the year, there were two voluntary leavers choosing to retire early and one leaver resigning due to moving out of the area/ill health. Whilst classified as voluntary, these are out of the Council's control and without these three leavers, the figure for June would be 0.91.

Exit interviews have taken place with all but 1 leaver who refused an exit interview. The feedback from the voluntary leavers was mixed; some resigned partly due to feeling unsettled following a change programme and ICT issues.
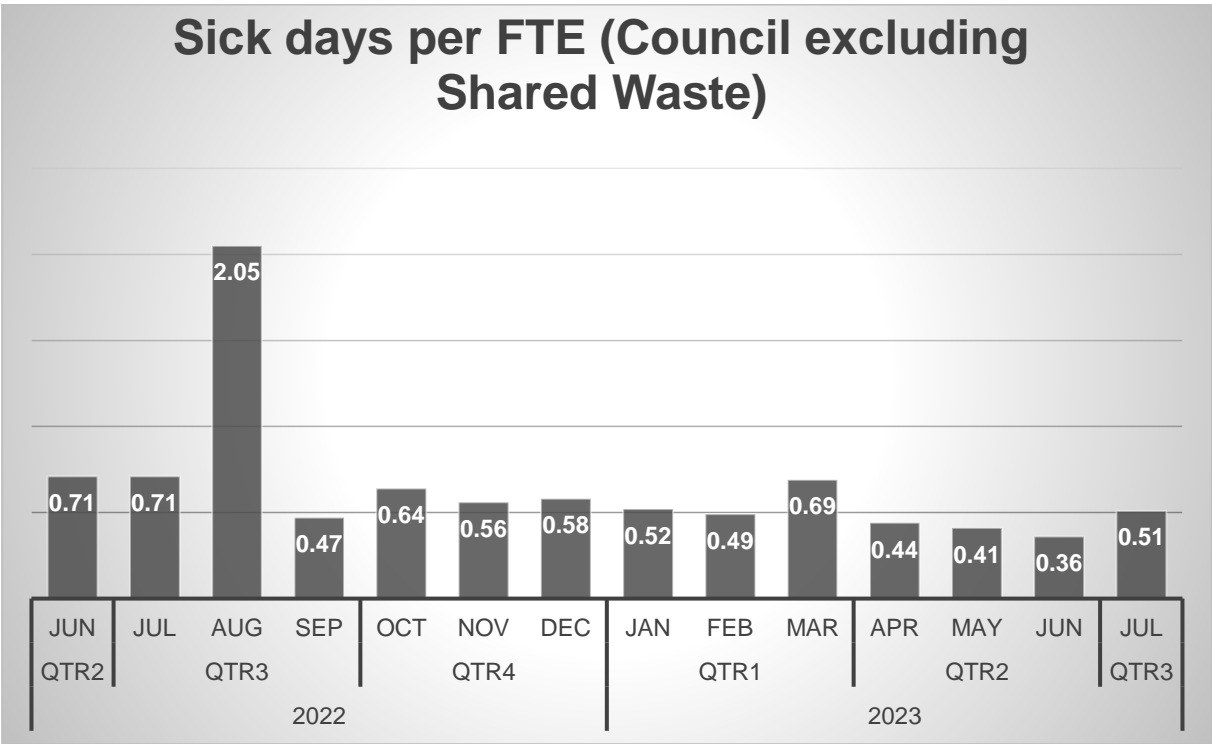
The HR team encourages those leaving to share this information with their manager, or allow us to share this information with their manager so that continuous improvement can be sought, however, on this occasion a high number wished for the exit interview information to remain confidential within HR.
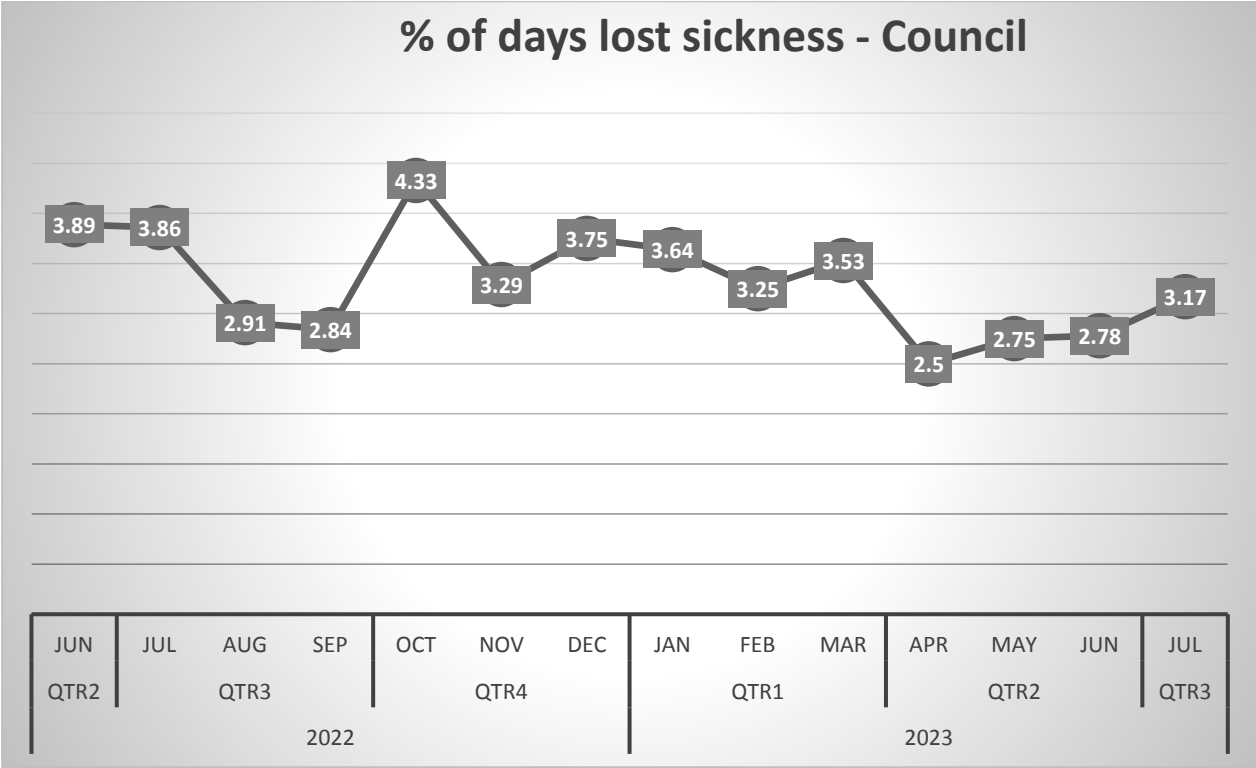
Sickness absence data
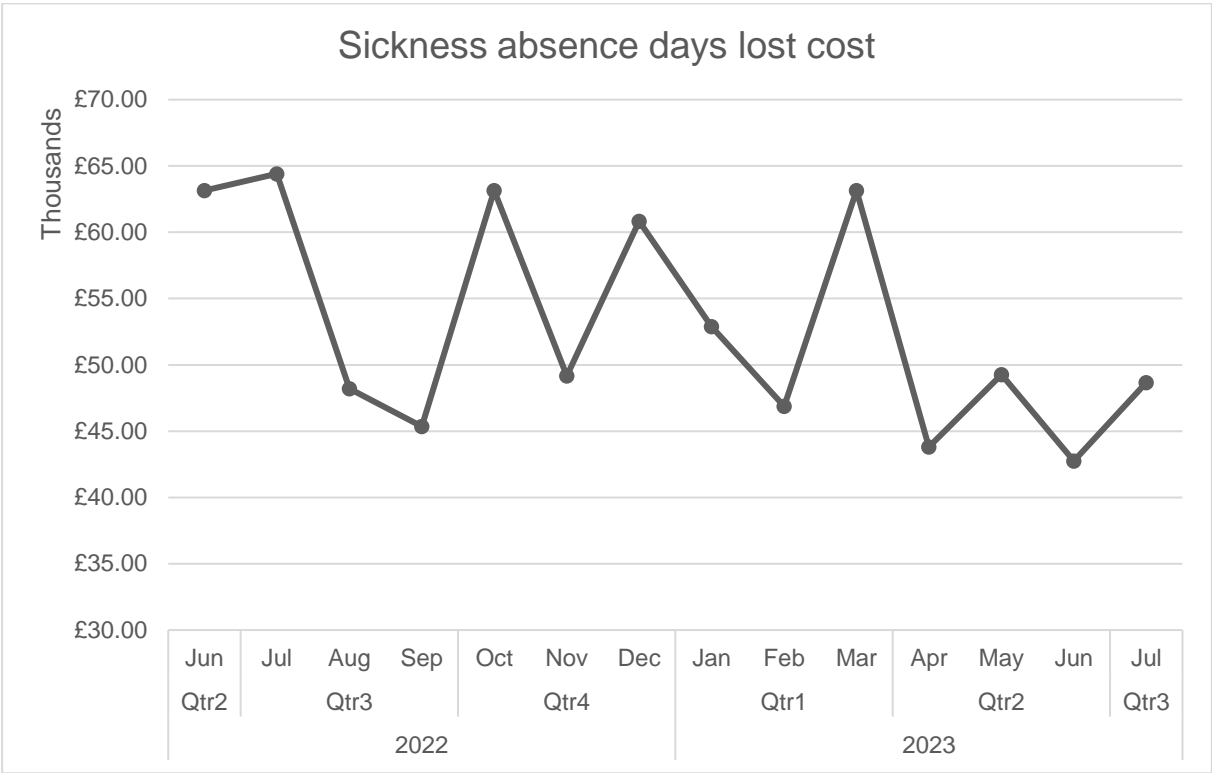
Chart 3 – Sick days per FTE (Shared Waste)

Sick days per FTE (Shared Waste)

	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Value	1.11	1.07	1.05	0.95	1.49	1.05	1.51	1.45	0.95	1.01	0.68	1.13	1.13	0.97
Quarter	QTR2		QTR3			QTR4			QTR1			QTR2		QTR3
Year	2022							2023						

Chart 4 – Sick days per FTE (Council excluding Shared Waste)

Sick days per FTE (Council excluding Shared Waste)

	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Value	0.71	0.71	2.05	0.47	0.64	0.56	0.58	0.52	0.49	0.69	0.44	0.41	0.36	0.51
Quarter	QTR2		QTR3			QTR4			QTR1			QTR2		QTR3
Year	2022							2023						

Chart 5 - % of days lost due to sickness – (Council)

% of days lost sickness - Council

3.89	3.86	2.91	2.84	4.33	3.29	3.75	3.64	3.25	3.53	2.5	2.75	2.78	3.17

JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
QTR2		QTR3			QTR4			QTR1			QTR2		QTR3
		2022									2023		

Chart 6 – Sickness absence days lost cost (Council)

Sickness absence days lost cost

As seen in chart 6, the cost to the Council for sickness absence days lost is substantially lower in June and July 2023 compared with June and July 2022.

The HR team are aware of the need for external benchmarking and are currently exploring options to provide this information corporately. The latest LGA inform data is for 2021/2022 and stands at a mean of 9.2 days per FTE. The SCDC data for August 2022 – July 2023 stands at 7.72.

Sickness absence FTE days per employee (2021/22) for England

Period	Sickness absence rate		
	Days per person		
	Minimum for East (ADASS Region)	Mean for East (ADASS Region)	Maximum for East (ADASS Region)
2021/22	9.1	9.2	9.3

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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