

HUMAN RESOURCES

Report By: Personnel Manager, Well-being

Wards Affected

None

Purpose

1. To report on the sickness absence and other matters for the Environment Directorate

Considerations

2. Attached at appendix 1 is the human resources report taken from the Computerised Human Resources Information System (CHRIS). It has been broken down by Divisions to show the restructure of the Directorate.
3. The report covers the year 1st October 2003 – 30th September 2004. The figure is for all employees excluding casuals. This means the numerator and denominator are similar to but not the same as BV PI 12. It allows the inclusion of people who will be counted at the year-end and whose attendance needs to be managed.
5. The report shows a comparison of the sickness for the year ending 31st March 2004 against the year ending 30th September 2004 by sickness type. Alongside the average absence is a column showing the FTE lost against sickness reason followed by a column showing the numbers from each division that have had more than 4 absences in the past six months.
6. The mid term days lost at 9.52 per FTE has increased and is due partly to the fact that three people have been suffering from long term medical absence and are still absent. This has been addressed and managed to allow the overall figure for the current financial year ending on 31st March 2005 to be close to the target of 7 FTE days lost per employee.
7. The Directorate has nine employees who have taken more than four short-term absences in the past six months. The Directorate Personnel Officer has been notified and she is working with the employee's managers to resolve any outstanding issues.
8. The Council target for employing people with disabilities is 1% and the Directorate on the whole is meeting this target easily with 1.5%
9. The mid term percentage of minority ethnicity employed at 2.31% is well above the nominal target set for the Council.
10. The mid term turnover figure has increased slightly to 10.8% because of the restructure and the decreasing overall numbers employed within the directorate.

Recommendation:

That the report is noted.