Herefordshire Council

Key HR Measures

1. The committee has identified key measures it would like included in this report and these are included in paragraphs 2 to 15 below.

2. **Absence**- the council measures its absence rate in terms of the average days lost per full time employee (fte) and the following table shows the average number of days lost, by directorate for the last 5 financial years.

	Number of working days lost per fte				
	2017-2018	2018-2019	2019-2020	2020 – 2021	2021-2022
Economy & Environment	6.36	6.21	6.52	5.19	7.73
Children & Young People	7.12	7.34	9.24	6.13	6.68
Community Wellbeing	12.64	12.99	12.04	10.83	11.17
Corporate Services	-	-	4.16	4.82	5.81
Council as a whole	**8.22**	**8.37**	**8.67**	**6.87**	**8.05**

3. The table shows absence rates increasing to their pre-pandemic levels. Community Wellbeing consistently has the highest rate of days lost per FTE and targeted joint work with HR, managers and unions has failed to illicit any significant improvement. It should be recognised that workers in this service work with some of the most vulnerable members of the community and whilst some office or home based workers may be able to continue working with minor colds or infections, workers in this directorate must pay higher regard to infection control.

4. The council's absence rates benchmark reasonably well with the local government average of 8.3 days (source LG Inform Benchmarking).

5. The council also monitors reasons for absence and in the last 12 months the most common reasons across the council are stress (35.83%) infections (26.25%) other (17.48%) coronavirus (7.88%) long term conditions (7.42%) anatomical conditions (5.15%).

6. **Ratio of agency to employed staff** – the table below shows the ratio of agency workers to council employed staff in post. There are limitations to this data and it should be used with caution. For instance it does not capture some workers who are engaged directly though agencies.

	% of council employed staff				
	2017-2018	2018-2019	2019-2020	2020 -2021	2021-2022
Economy & Environment	97.85	98.38	98.77	98.82	98.08
Children & Young People	95.50	92.91	93.26	92.11	83.59
Community Wellbeing	94.42	95.94	95.87	92.69	92.71
Corporate Services	-	-	93.15	92.67	91.66
Council as a whole	**95.92**	**95.74**	**95.26**	**94.07**	**91.51**

7. **Turnover and vacancies** – the table below shows the number of starters, leavers and the turnover rate for the council as a whole. A deeper dive into the turnover statistics show that all areas of the council have seen an increase in turnover with a steeper increase in Community Wellbeing and Children and Young People directorates. The table also includes the number of vacancies which have been managed in the corresponding years and the significant increase in recruitment activity in 2021/2022.

	2017-2018	2018-2019	2019-2020	2020 -2021	2021-2022
New starters	169	177	180	190	265
Leavers	158	152	140	167	238
Turnover rate %	13.03	12.43	10.88	12.45	17.56
Live vacancies (number of jobs recruited to)	375	394	346	379	554

8. **Mandatory training completion rates**- the council has a suite of mandatory training courses which must be completed on a cyclical basis. The council aims for 95% completion rate for all modules and the current completion rates are listed against this year's courses in the table below. Non-compliance with mandatory training without good reason is treated as a potential disciplinary offence.

	Completion rates by directorate				
	Children & Young People	Community Wellbeing	Corporate Services	Economy & Environment	Topic average
Info. governance	90%	98%	98%	95%	**95%**
Info. Security	90%	97%	95%	98%	**95%**
Health & Safety	83%	96%	94%	97%	**91%**
Fire Safety	90%	97%	96%	98%	**95%**
Fraud Awareness	86%	96%	96%	97%	**93%**
Display Screen Equipment (DSE)	82%	95%	95%	96%	**91%**

Directorate Average	86.8%	96.5%	95.6%	96.8%	

Equality and Diversity Dimensions

9. The council publishes a summary of its diversity statistics on an annual basis in its 'Equality in Employment' report which can be found here. The majority of diversity data the council holds relies on self-report by employees at the time of their appointment and staff have the ability to update and add to their diversity data at any time during the course of their employment. Capturing data at the time of appointment is by far the most effective way to get the data and the council has been hampered in this by a recruitment system that does not capture this data by default. In September 2022 the council launched a new recruitment system which will be able to capture this data by default and an increase in data capture rates is anticipated.

10. A summary of the council's diversity data as at 31 December 2021 can be found the tables below.

11. **Age profile of workforce**

	Total	Total %
Age 16-24	48	3.5
Age 25-29	97	7.1
Age 30-44	433	31.9
Age 45 – 59	595	43.8
Age 60 - 64	142	10.5
Age 65 – 74	39	2.9
Age over 74	3	0.2
Total	1,357	100

12. **Workforce by gender**

	Total	Total %
Female	1026	75.6
Male	331	24.4

13. **Workforce by Sexual Orientation -** 2.4% of employees have identified as lesbian, gay, bisexual or other, slightly higher than the 2.0% in 2020 and 2019. An estimated 2.7% of the UK population aged 16 years and over identified as lesbian, gay or bisexual in 2019, an increase from 2.2% in 2018 (source: ONS).

	Total	Total %
Bisexual	6	0.4
Gay	8	0.6
Heterosexual	780	57.5
Lesbian	17	1.3

Other	1	0.1
Prefer not to say	349	25.7
information not obtained	196	14.4

14. **Disability profile of workforce -** 4.0% of the workforce has identified as being disabled, and this figure is the same for full-time employees, and slightly lower for part-time employees (3.7%). Of the 218 new starters in 2021, 3.7% identified as being disabled, which is in line with the existing workforce. Unfortunately 61.5% of new starters in 2021 failed to provide information on their disability status.

	Total	Total %
Disabled	54	4
Not disabled	760	56
Prefer not to say	16	1.2
Information not obtained	527	38.8

15. **Ethnicity profile of workforce** - The approximate percentage of Asian, Black and other ethnically diverse people in Herefordshire's working age population is 4.9% (source: 2011 Census). This compares to 6.9% of the Council's overall workforce as at 31 December 2021 (6.7% in 2020). Of the 218 new starters in 2021, 20.8% identified as an ethnicity other than White British, which is a very high figure. Unfortunately 56.9% of new starters have failed to provide information on their ethnicity, signifying that our process for encouraging people to provide diversity data needs to be improved.

	Total	Total %
Any other Ethnic Group	3	0.2
Asian or Asian British - Any other	5	0.4
Asian or Asian British – Indian	7	0.5
Asian or Asian British – Pakistani	2	0.1
Black or Black British – African	5	0.4
Black or Black British – Caribbean	4	0.3
Chinese	2	0.1
Mixed - Any mixed background	7	0.5
White - Any other White background	55	4.1
White - Gypsy/Romany, Irish Traveller	4	0.3
Total BAME employees	**94**	**6.9**
White – British	798	58.8
Prefer not to say	104	7.7
Information not obtained	361	26.6