

**Cabinet Committee on Performance Improvement**  
**10 December 2015**

**Report of the Chief Executive**

**Part I**

Electoral Division affected:  
All

**Corporate Human Resources – Health Check Report**  
(Appendix 'A' refers)

Contact for further information:

Katie Dunne, 01772 535787, Human Resources Service, Corporate Services

[Katie.Dunne@lancashire.gov.uk](mailto:Katie.Dunne@lancashire.gov.uk)

**Executive Summary**

This Corporate Human Resources (HR) 'Health Check' report provides information across the authority against key metrics regarding workforce information for the 2<sup>nd</sup> quarter in year 2015/16.

The Corporate Human Resources key metrics regularly monitor and report against workforce data including: sickness absence; the numbers of starters and leavers; reasons for leaving; redeployment activity; vacancy numbers and recruitment costs.

The data highlights that in the 2<sup>nd</sup> quarter (Q2) of 2015/16:

- The number of FTE days lost per employee due to sickness absence was 2.47.
- The number of starters decreased by 17.4% in Q2 of 2015/16 compared with Q2 of 2014/15.
- The number of leavers was up by 33% in Q2 of 2015/16 compared with Q2 of 2014/15.
- Turnover increased from 3% in Q2 of 2014/15 to 4% in Q2 of 2015/16.
- The number of recruitment adverts decreased by 23.93% in Q2 of 2015/16 compared with Q2 of 2014/15.

**Recommendation**

The Cabinet Committee is asked to comment on, and note, the content of the report and the detailed information at Appendix 'A'.

## **Background and Advice**

This report provides a summary of key human resource activity within the County Council for the second quarter (Q2) of 2015/16 and for the same period in 2014/15 for comparative purposes. The detailed information is shown at Appendix 'A'.

This is the first time that the HR 'Health Check' data has been presented following implementation of Phase 1 of the County Council's Transformation. The data has been aligned, wherever possible, to the County Council's new structure, i.e., to the new Service Block structure rather than Directorates. Unfortunately, we are unable to present accurate information against all service blocks for quarter 2, however we should be able to do so from quarter 3 (January 2016) onwards. In addition it is not possible to compare Service Block performance to Directorate performance in the previous year, although it is still possible to compare overall County Council performance and this is reflected in the detail below.

## **Sickness Absence**

The overall sickness absence out turn figure for Q2 2015/16 was 2.47 days lost per employee (excluding schools). The figure for Q2 2014/15 was 2.44.

The top reason for absence due to sickness was Mental Health which accounted for 29% of all absence. The top reason for absence in the same period 2014/15 was also Mental Health (27%).

## **Starters/Leavers**

The data shows that the number of new starters in Q2 in 2015/16 has decreased by 17.4% to 237 compared with 287 in Q2 of 2014/15. The number of leavers in Q2 in 2015/16 has increased by 33% to 536 compared with 402 in Q2 of 2014/15. This is to be expected due to the ongoing Council Transformation. Voluntary resignation accounted for more than 47% of the total leavers in Q2. Voluntary redundancies accounted for just less than 20%.

Q2 turnover was 4%.

## **Recruitment Activity**

The data provides combined detail on both the number of recruitment adverts placed both internally and externally, and the number of positions advertised, as some adverts include multiple positions. The number of adverts has decreased in Q2 of 2015/16 to 410 compared with 539 in Q2 of 2014/15, the number of positions advertised has decreased by 24%.

Requests for external recruitment advertising are still being closely scrutinised.

## **Employment Programmes**

The Employment and Support Team have delivered 252 new starts onto employment programmes in Q2 of 2015/16 compared to 261 in Q2 of 2014/15.

## **Consultations**

N/A

## **Implications:**

This item has the following implications, as indicated:

## **Risk management**

No significant risks have been identified in relation to the proposals contained within this report.

## **Local Government (Access to Information) Act 1985**

### **List of Background Papers**

N/A

Reason for inclusion in Part II, if appropriate

N/A