

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

Agenda Item No. 7

meeting date: WEDNESDAY, 7 NOVEMBER 2018
title: HUMAN RESOURCES CAPACITY
submitted by: JANE PEARSON – DIRECTOR OF RESOURCES
principal author: MICHELLE SMITH – HEAD OF HR

1. PURPOSE

1.1 To inform Members of current workloads within the Human Resources (HR) Section.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – The provision of an effective HR service ensures that the Council can meet the service needs of the Community.
- Corporate Priorities – The HR Section undertakes work that is fundamental to the efficient and effective deployment of staff across all areas of the Council and contributes to our priority of being a well-managed Council.
- Other Considerations - None.

2 BACKGROUND

2.1 The HR Section is made up of the following posts:

1 x Head of HR (37hrs)
1 x HR Officer (Job Share FTE 37hrs)
0.5 x HR Administrator (18.5hrs)

2.2 This structure has been in place for over 10 years, and over that period we have seen a significant increase in workload across a range of HR disciplines eg recruitment, pro-active absence management and staff turnover, together with an increase in general staffing issues, which in turn increases administration work within the Section.

2.3 We also are also required to continually review and update our HR Policies and Procedures in line with ever changing and increasing employment legislation.

2.4 Workloads within the Section are consistently high (we do not experience any particular 'peaks and troughs' during a year) and all members of the team regularly work beyond normal contractual hours. Overall our roles are re-active and we have very limited capacity to address more pro-active work.

2.5 Whilst I am the designated Head of HR, my workload is not 100% dedicated to HR matters as my other role responsibilities include: management of Health and Safety, Corporate Policy and Performance, Corporate Communications and Central Administration services (Typing and Printing). I am also responsible for Member Development. In addition, I act as a Complaints Officer for the Council and take a key role in various corporate projects as required eg capital schemes for the replacement of printing equipment and central telephony.

3 ISSUES

3.1 Having reviewed our HR activity over the last 12-18 months I can report the following statistics for the HR team:

1 April 2017 – 31 March 2018

Dealt with 73 vacancies, processed 461 applications and carried out 211 interviews

58 staff appointed

Staff turnover was 14.99% (up from 10.66% in the previous year)

34 leavers during the period

*Average Days lost to sickness absence 9.35 days (up from 7.45 in the previous year)

*Average cost of absence £231,376 (an increase of £53,928)

6 Disciplinary cases

1 April 2018 – 30 October 2018

Processed 20 leavers

Dealt with 47 vacancies, currently a further 8 vacancies to be advertised

25 staff appointed

Processed 129 applications

Currently dealing with 7 cases of long term sickness absence (over 4 weeks absence) in accordance with our Absence and Capability procedures

*figures calculated on an annual basis

3.2 Other tasks carried out by the team include:

Daily advice on a wide range of HR matters

Inductions for all new starters

Exit Interviews for all resignations

Comprehensive File Notes on individual staffing matters

Compilation of Performance Management data/PI's

Occupational Health referrals

Committee reports

Ongoing review of policies and procedures

DBS checks

Provision of a well-structured and high quality Work Experience programme in support of local schools

3.3 There are also areas of work that have to be given less priority due to the commitments above eg equalities, development of existing HR systems, investigation into Health and Well-Being initiatives that could help reduce sickness absence, more detailed analysis of any areas for improvement highlighted in staff surveys.

4. RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – Potential to incur costs from Tribunal claims if staffing issues are not handled effectively.
- Technical, Environmental and Legal – Potential for legal challenge or sanction if our policies and procedures are not up to date or if we are non-compliant.

- Political - No political implications identified.
- Reputation - The reputation of the authority as a good employer may be affected if we are unable to deliver a professional and timely service.
- Equality & Diversity - No equality and diversity implications identified.

5 **CONCLUSION**

5.1 That the report be noted.

MICHELLE SMITH
HEAD OF HR

JANE PEARSON
DIRECTOR OF RESOURCES

BACKGROUND PAPERS
None.

For further information please ask for Michelle Smith, extension 4402.

REF: MS/CMS/PERSONNEL/