

# Workforce Report

## Quarter Three 2021-22

This report looks at the workforce profile of Huntingdonshire District Council during the first Quarter of the financial year, **1 October 2021 to 31 December 2021**.

The key findings from the workforce profile report are:

- The permanent/fixed term employed workforce had a headcount of **646** and an FTE (full-time equivalent) total of **590.03** as of 31 December 2021. The total number of employees is higher than at the end of the previous Quarter however there has been a decrease in the FTE total from 592.2 as of 30 September 2021, which means fewer full-time employees. These figures do not include our Variable or contingent workforce.
- Forecasted spend on all pay costs for employees is currently estimated to be around £230,000 lower than budget, based on financial forecasting done by service managers, as at end of Q3.
- The annual average sickness figure has increased to **6.0 days lost** per FTE from 5.4 days per FTE reported for the previous Quarter Q2 and has also increased compared to the same Quarter last year (Q3 2020/21 5.8 days lost). However, is typical to be higher than other reported quarters in the year and still low in comparison to absence levels we have seen in previous years. Note: in line with all other relevant quarters previously reported the absences linked to Covid-19 – which includes staff unable to work from home, who isolated – have not been counted. However, any sickness absences related to Covid-19 is included.
- The total number of sickness absence days lost in Quarter Three is higher than in the previous Quarter, with increase in short term but reduction in long-term absences compared to the previous Quarter.
- **28%** of the workforce (181 employees) had any sickness absence during Quarter Three.
- The highest reported absence category in Q3 was Cold/Flu this is typical for this time of year. HDC invested in providing frontline operational staff with flu jabs, to try to mitigate the impacts on service delivery from anticipated flu outbreaks and the absences from these services due to cold/flu was just under 40% of the total cold related absences reported in this period.

- 9 employees had long-term sickness (absences of 28 days or longer) in Quarter Three, this is down from the last quarter (10 employees) and lower than reported for Q3 last year (15 employees).
- The HR caseload increased in Q3 compared to Q2 by around 15%. **56%** of the active cases managed in Q3 relate to either long-term or short-term sickness absences. 67% of all cases were managed informally, while 33% were dealt with under formal procedures and policies.

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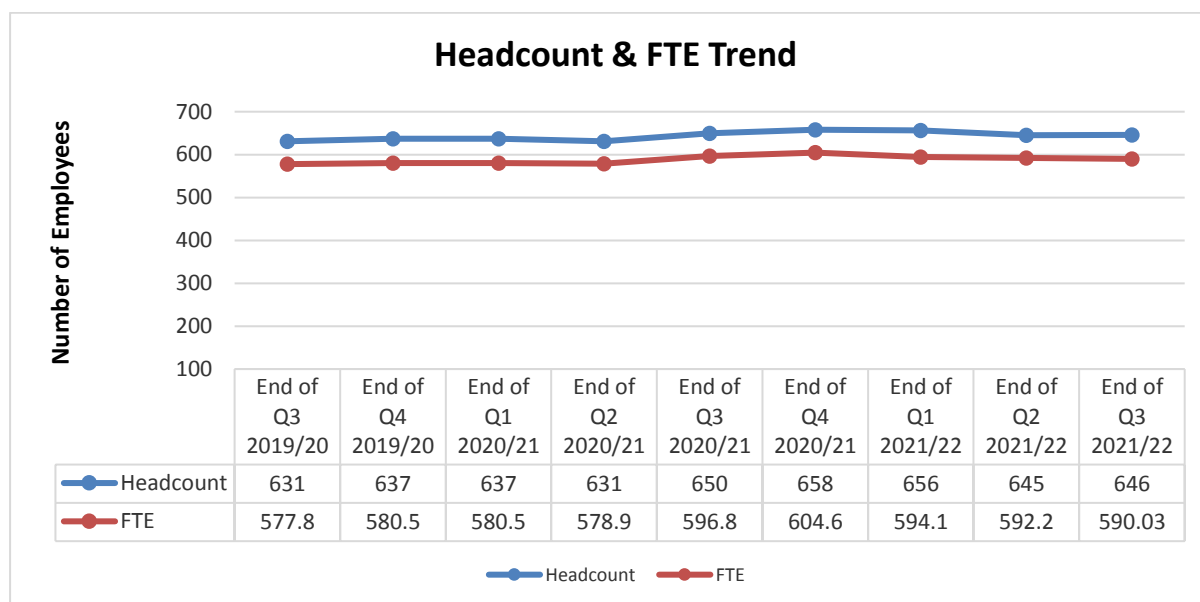
## 1.0 EMPLOYEE PROFILE

**Definition: Headcount** is the number of employees working within the Council, counting primary roles only.

A **full time equivalent** (referred to as FTE) is a measure of an employee's workload to make the position comparable across the workforce based on a 37-hour full-time working week. For example, an FTE of 0.5 indicates that the employee works half of a full-time working week (18.5 hours).

### 1.1 HEADCOUNT AND FTE

At the end of Quarter Three (31 December 2021), the total number of permanent and Fixed term employees employed by Huntingdonshire District Council was 646 (excluding those employed on a variable or casual hour basis) with the number of full-time equivalent posts at 590.03.



### 1.2 WORKFORCE BY CONTRACT TYPE

Data on Variable employees (zero hours basis contracts) is included in the below table. However, data on Variables are not included in the other areas of the workforce reporting. Variables are typically employed in multiple positions across Leisure services; though a small number of Variables are employed in Operations, Recovery Services, ICT. At the end of Q3 HDC had 392 individuals employed in 870 posts. Variables who have not worked in 6-month period are removed from our books.

Below table numbers may vary as includes employees with multiple contracts/positions.

| Employment Type    | Count of Type |
|--------------------|---------------|
| Fixed Term         | 63            |
| Permanent          | 581           |
| Secondment         | 15            |
| <b>Grand Total</b> | <b>659</b>    |
| Variable employees | 392           |

### 1.3 PAYBILL

The following table shows the Council's budget, forecasted spend on pay costs (including National Insurance and pension contributions) for all employees but excludes hired staff (contractors and agency staff). Forecasted spend on pay costs for employees by end of financial year, is estimated to be £230,000 lower than budget, which is a reduction from the forecast last quarter. The Spend on agency/contractors is forecast to absorb this underspend; and will further be funded from grant funding and reserves.

| Year    | Budget (£) | Actual (£) | Forecast (£)  |
|---------|------------|------------|---------------|
| 2015/16 | 22,555,973 | 20,779,737 |               |
| 2016/17 | 22,526,917 | 21,903,947 |               |
| 2017/18 | 24,591,631 | 23,536,053 |               |
| 2018/19 | 25,230,515 | 23,192,646 |               |
| 2019/20 | 24,871,268 | 23,941,696 |               |
| 2020/21 | 25,679,601 | 24,240,402 |               |
| 2021/22 | 25,377,310 |            | 25,146,859.19 |

### 1.4 HIGH EARNERS

**Definition: High earners** are classified as employees who are paid at £50,000 or above. This information is already published annually in line with the Government's commitment to improve transparency across the public sector and the target hasn't changed since it was introduced. The Councils pay policy distinguishes authorisation of salaries over £75,000 per annum.

At the end of Quarter Three 30 employees were paid at FTE salaries of £50,000 or above, representing 4.6% of the total workforce. Just over 1% of the workforce are paid salaries over £75,000. The total number of employees classed as high earners has decreased from 31 at the end of the previous Quarter.

## 1.5 LEAVERS

During Quarter Three, **30** full-time/part-time employees on permanent or fixed-term contracts left the organisation, which is **lower** than the total leaving in the previous Quarter (51).

The table below sets out the length of service of all leavers in Q3 except for Kickstart placements. 7 of the 30 leavers in Q3 were Kickstart placements ending at the end of their funded 6 months placement.



17 of the leavers from Q3, resigned to take up other posts with either commercial or public sector employers, with 89% of those resigning for other posts going to private sector and 11% remaining in public sector employment. The 2 leavers who retired had a combined Service with local government, of 73 years.

| Leaving Reason                  | Fixed Term | Permanent | Total     |
|---------------------------------|------------|-----------|-----------|
| Leaver - Dismissal - Ill Health |            | 1         | 1         |
| Leaver - End of Contract        | 7          |           | 7         |
| Leaver - Retirement             |            | 2         | 2         |
| Leaver - Voluntary Resignation  | 3          | 17        | 20        |
| <b>Total</b>                    | <b>10</b>  | <b>20</b> | <b>30</b> |

The tables below show the above leavers by age band and then service and whether they left voluntarily or not. Turnover was highest in age band up to 40 years, but 7 of the leavers were end of Kickstart placements (scheme targeted at 16-24 year olds).

| Age Band           | Voluntary | Involuntary | Total     | Turnover |
|--------------------|-----------|-------------|-----------|----------|
| <40                | 9         | 8           | 17        | 2.63%    |
| 40-44              | 4         | 0           | 4         | 0.62%    |
| 45-49              | 2         | 0           | 2         | 0.31%    |
| 50-54              | 1         | 0           | 1         | 0.15%    |
| 55-59              | 5         | 0           | 5         | 0.77%    |
| 60-64              | 1         | 0           | 1         | 0.15%    |
| <b>Grand Total</b> | <b>30</b> | <b>0</b>    | <b>30</b> |          |

| Service                         | Voluntary | Involuntary | Total     | Turnover by service* |
|---------------------------------|-----------|-------------|-----------|----------------------|
| 3CICT                           | 4         | 0           | 4         | 4.8%                 |
| Chief Operating Officer         | 7         | 0           | 7         | 3.8%                 |
| CLT/Exec Support/Transformation | 1         | 0           | 1         | 9%                   |
| Corporate Resources             | 1         | 0           | 1         | 1.8%                 |
| Leisure & Health                | 1         | 0           | 1         | 0.84%                |
| Operations                      | 8         | 5           | 13        | 9.15%                |
| Recovery Services               | 0         | 3           | 3         | 6.6%                 |
| <b>Grand Total</b>              | <b>0</b>  | <b>30</b>   | <b>30</b> |                      |

\* Turnover calculated by leavers against service size.

In the last quarter, 16 completed leavers questionnaires were received, representing 100% of voluntary leavers. The top reasons for voluntary leavers leaving the organisation can be grouped as follows: Job Change (56%); Salary/Benefits (56%); Working Relationships (13%); Opportunity for Career Development (13%); Relocating (13%) and Family Reasons (6%). In terms of the feedback - the top-rated response for leavers questionnaires about what they most liked about working for HDC related to flexibility, the opportunities to learn but also the autonomy given and trust put in them being positive. In response to the question what they least liked about working for HDC the answers which came up more than once were Pay (4/16); lack of reward/recognition (3/16); unnecessary processes creating bureaucracy (3/16).

We have seen the return to HDC employment of 3 leavers within the last 6 months, in Q3.

## 1.6 TURNOVER

In the 12 months to 31<sup>st</sup> December 2021, 159 employees left the Council. As a proportion of the average number of permanent employees over this period, the

overall annual turnover rate for employees is 24.3%, which is higher than previous quarter.

This figure is the overall turnover rate, which includes all leavers – retiring, leaving through redundancy and dismissals (including end of contracts). However, if the turnover was based on purely voluntary leavers such as resignations or early retirement (representing departures that are unpredictable and can have adverse impact on the organisation) the ‘true’ annual turnover rate would be 16.4%.

EELGA (East of England Local Government Association) shares benchmark data from other Local authorities across the region. The last reporting was deferred due to covid, so the data still relates to 2020. Across the 19 Authorities (that participated) the average benchmark was 14.68%, however, when comparing the definition of Turnover and reducing the benchmark pool to those 8 authorities that take the same approach as HDC to calculating employee Turnover, the average across those 8 authorities is 15.02%. CIPD (HR professional body) report that Turnover levels can vary widely between occupations and industries and can vary from region to region - with higher turnover levels typically found in retail, leisure, call centres.

## **1.7 RECRUITMENT METRICS**

Recruitment activity looks to have dropped from last quarter, however, the advertised roles included roles with multiple positions (Leisure and Waste) and typically recruitment activity slows in Q3 for around 3-4 weeks to account for Christmas break. People Management the CIPD publication, recently reported online (Jan 2022) that vacancy levels nationally have reached another record high; with the general outlook for the economy being encouraging, experts say competition for talent will remain fierce with fewer candidates looking for each job.

Of the 43 offers made 7 were existing HDC staff (5 from Kickstart programme), promoted or moving into other positions around the council. HR team will continue to support the business with creating opportunities to grow and develop our workforce; careers and mobility around services. These things will benefit the organisation in attracting and retaining talent; increasing collaboration and allowing us to better meet skills shortage challenges.

We continue to find posts in Commercial Estates and Development management challenging to fill.

The focus for 2022 needs to be on retention of staff as vacant posts are going to be harder and could be more costly to fill and will impact on the existing business and team workloads. Our management positions become critical in engaging with staff regarding performance and potential; and taking steps that where we can (and where appropriate) we retain those staff considering leaving.

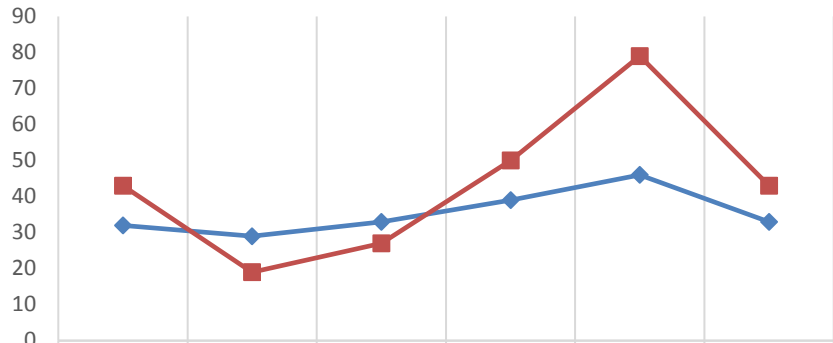


| Recruitment Metrics                |   | Q2 20/21 | Q3 20/21 | Q4 20/21 | Q1 21/22 | Q2 21/22 | Q3 21/22 |
|------------------------------------|---|----------|----------|----------|----------|----------|----------|
| Advertised Roles                   | Advertised Roles  | 32       | 29       | 33       | 39       | 46       | 33       |
| Offers of employment made          | Total Offers made:  | 43       | 19       | 27       | 50       | 79       | 43       |
|                                    | Permanent offers  |          |          | 20       | 27       | 26       | 16       |
|                                    | FTC/Temporary offers  |          |          | 7        | 9        | 16       | 4        |
|                                    | Variable (zero hours basis) offers                                |          |          | 0        | 12       | 37       | 23       |
|                                    | Offers made and candidates Withdrawn                              |          |          | 1        | 2        | 5        | 3        |
| Advertised Roles per business area | ICT   | 11       | 7        | 6        | 7        | 13       | 6        |
|                                    | Corporate Services (HR, Finance, Facilities, Dem Services)        | 3        | 5        | 4        | 9        | 4        | 3        |
|                                    | COO (Development/Planning, Community, Revs & Bens)                | 3        | 10       | 6        | 4        | 8        | 9        |
|                                    | Strategic Housing & Growth  | 0        | 0        | 3        | 1        | 0        | 4        |
|                                    | One Leisure   | 5        | 1        | 3        | 21       | 7        | 5        |
|                                    | Recovery Services (Car parking; Countryside, Parks & Open Spaces) | 0        | 0        | 2        | 4        | 4        | 1        |
|                                    | Operations (Waste, CCTV, Grounds Maintenance, Street Cleaning)    | 9        | 5        | 8        | 8        | 8        | 5        |
|                                    | Executive/Transformations/Communications                          | 1        | 1        | 1        | 0        | 2        | 0        |
| Grade of roles advertised          | A   | 0        | 0        | 0        | 0        | 1        | 1        |
|                                    | B   | 2        | 4        | 0        | 0        | 5        | 1        |
|                                    | C   | 9        | 6        | 11       | 21       | 14       | 8        |
|                                    | D   | 3        | 2        | 3        | 9        | 5        | 3        |
|                                    | E   | 3        | 3        | 3        | 3        | 2        | 7        |
|                                    | F   | 3        | 5        | 3        | 8        | 7        | 4        |
|                                    | G   | 10       | 4        | 6        | 7        | 8        | 6        |
|                                    | H   | 0        | 3        | 3        | 4        | 1        | 2        |
|                                    | I   | 2        | 2        | 3        | 2        | 1        | 1        |
|                                    | SM  | 0        | 0        | 0        | 0        | 0        | 0        |
|                                    | AD  | 0        | 0        | 1        | 0        | 1        | 0        |
|                                    | Director  | 0        | 0        | 0        | 0        | 0        | 0        |

|  |  |             |             |             |             |             |             |
|--|--|-------------|-------------|-------------|-------------|-------------|-------------|
| Most popular source of recruitment - candidate shortlisted for interview | First  | Indeed      | Indeed      | HDC Website | HDC Website | HDC Website | Internal    |
|  | Second   | Agency      | Agency      | Indeed      | Indeed      | Internal    | HDC Website |
|  | Third  | HDC Website | HDC Website | Agency      | Agency      | Agency      | Agency      |
| Most Popular source of recruitment - candidate offered                   | First  | Indeed      |             | Internal    | Internal    | HDC Website | Internal    |
|  | Second   | Internal    |             | HDC Website | HDC Website | Internal    | HDC Website |
|  | Third  | HDC Website |             | Agency      | Agency      | Agency      | Agency      |
| Average time from Date Job Advertised to closing date                    | Calendar Days. Note this may not be the full days vacant on establishment but is the date when hiring manager starts recruitment activity. | 16          | 19          | 14.5        | 18          | 14          | 16          |
| Average time from Date Job Advertised to shortlisting completed          |  | 20          | 22          | 15          | 20          | 15          | 18          |
| Average time from Date Job Advertised to offer                           |  | 32          | 32          | 26          | 36          | 28          | 32          |
| Average time from Date Job Advertised to employment start date           |  | 55          | 55          | 52.5        | 62          | 52          | 54          |

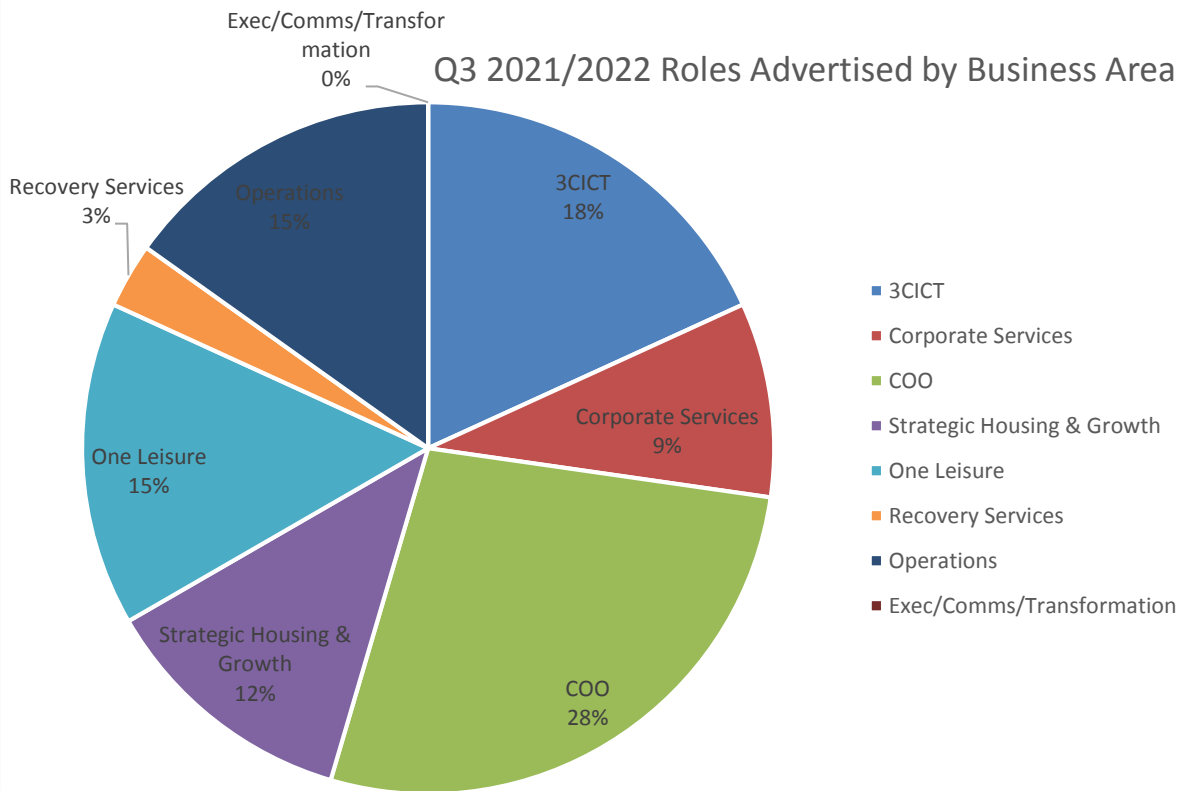
## RECRUITMENT ACTIVITY

◆ Advertised Roles     ■ Offers of employment made



|                             | Q2 2020/2021 | Q3 2020/2021 | Q4 2020/2021 | Q1 2021/2022 | Q2 2021/2022 | Q3 2021/2022 |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| ◆ Advertised Roles          | 32           | 29           | 33           | 39           | 46           | 33           |
| ■ Offers of employment made | 43           | 19           | 27           | 50           | 79           | 43           |

Q3 2021/2022 Roles Advertised by Business Area



## 2.0 SICKNESS ABSENCE

**Definition:** Long term sickness is classified as a continuous period of absence of 28 or more calendar days. All other periods of absence are defined as **short term**.

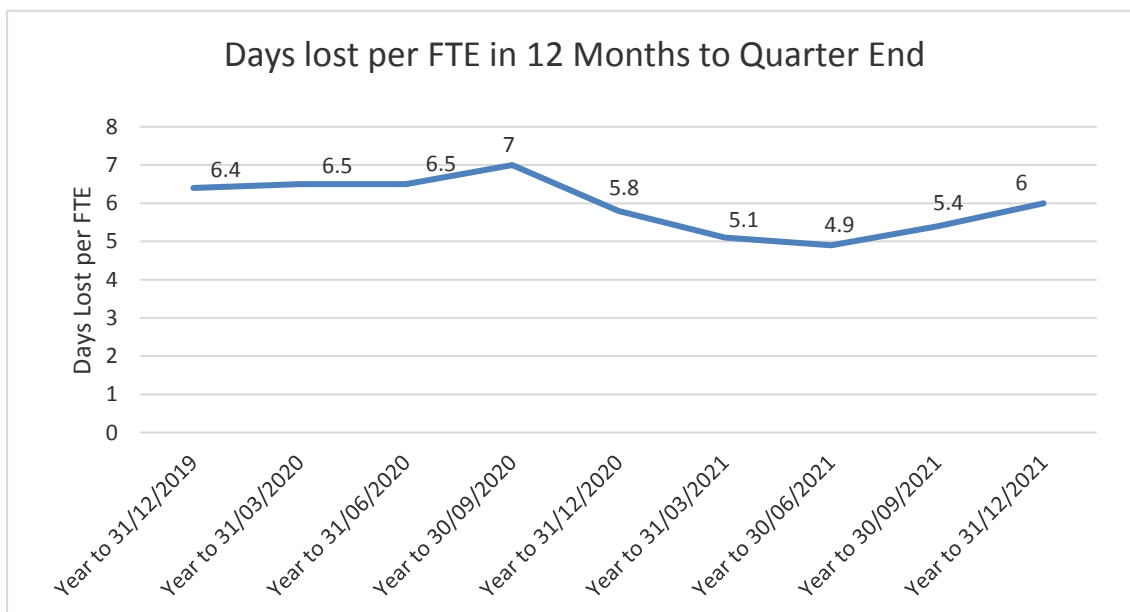
The absence data is calculated per full-time equivalent (FTE) as per the guidelines set out in the previous Best Value Performance Indicators (former statutory dataset) for sickness to account for adjustments in working hours.

Trigger points for management action under HDC policy are as follows:

- 3 or more periods of absence in a rolling 3-month period
- 6 or more periods of absence in a rolling 12-month period
- 8 working days or more in a rolling 12-month period
- Long term absence of 28 calendar days or more
- Pattern of absence (e.g. regular Friday and/or Monday; repeated absences linked to holidays)

## 2.1 TREND OF WORKING DAYS LOST ACROSS HDC OVER ROLLING 12 MONTH PERIODS

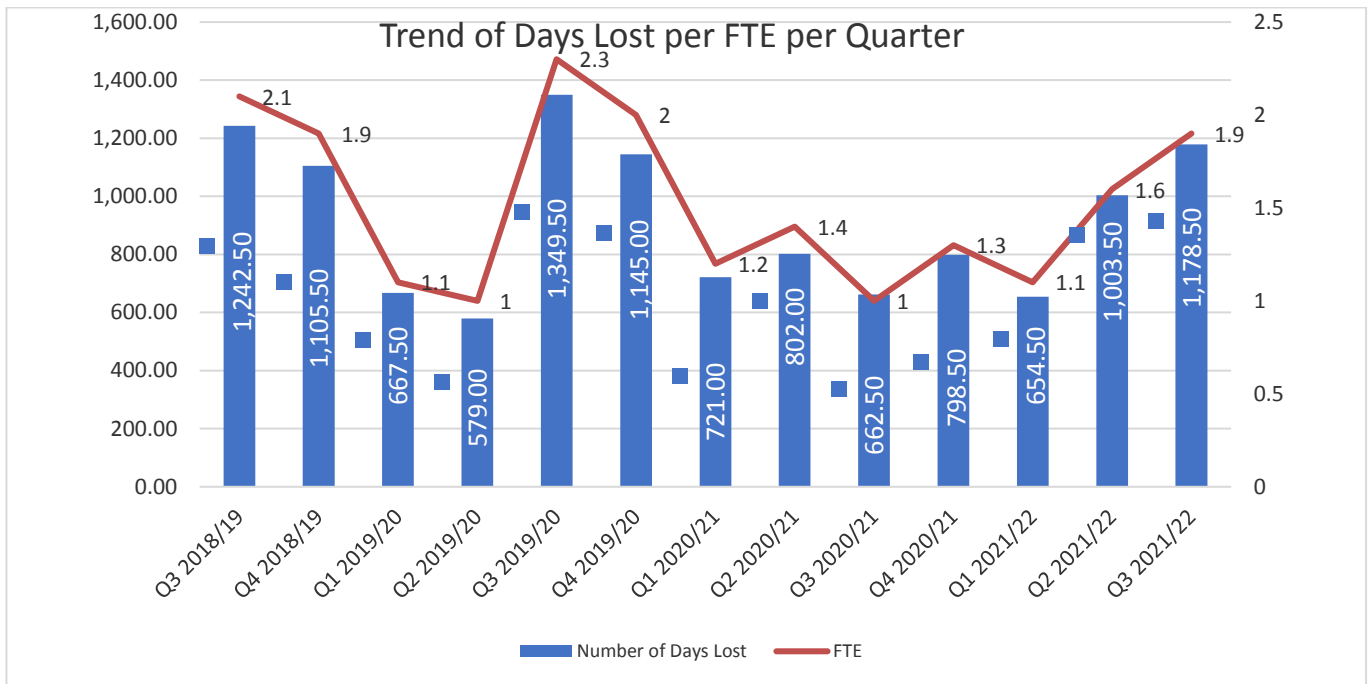
The graph shows the trend in sickness absence per FTE employee over a rolling 12-month period to the end of each Quarter since December 2019. It shows that sickness absence to the end of Quarter Three has increased, to 6.0 days per FTE, but remains lower compared to results over recent year.



## 2.2 TREND OF WORKING DAYS LOST ACROSS HDC BY QUARTER

The total number of working days lost in Quarter Three (1178.5) is higher than in the previous Quarter; as is the days lost per FTE (1.9) for sickness absence. Covid sickness absences are included within sickness absences (however, those Isolating

unable to work from home or shielding and unable to work from home are not included).



## 2.3 REASONS FOR SICKNESS ABSENCE

Please see sickness reporting by category below: -

| Absence Reason   | Quarter 3 2021/2022 |           |            |
|--|---------------------|-----------|------------|
|  | Days Lost           | Employees | Percentage |
| 3rd party accidents  | 11                  | 1         | 0.91%      |
| Accident at Work   | 15                  | 1         | 1.24%      |
| Asthma chest respiratory heart cardiac circulatory                         | 79.5                | 11        | 6.58%      |
| Benign and malignant tumours or cancers                                    | 2                   | 1         | 0.17%      |
| Blood Disorders  | 2                   | 1         | 0.17%      |
| Cough cold flu influenza eye ear nose and throat problems (including infec | 232                 | 86        | 19.7%      |
| Covid-19   | 189                 | 36        | 16.03%     |
| Endocrine / glandular - diabetes thyroid metabolic                         | 39                  | 2         | 3.23%      |
| Gastrointestinal - abdominal pain vomiting diarrhoea gastroenteritis       | 83.5                | 23        | 6.92%      |

|  |      |    |        |
|--|------|----|--------|
| Genito urinary and gynaecological          | 22   | 3  | 1.82%  |
| Headache migraine dental oral              | 66.5 | 26 | 5.51%  |
| Injury fracture                            | 100  | 5  | 8.28%  |
| Musculoskeletal problems inc back and neck | 126  | 11 | 10.63% |
| Stress Anxiety Depression                  | 211  | 10 | 17.47% |

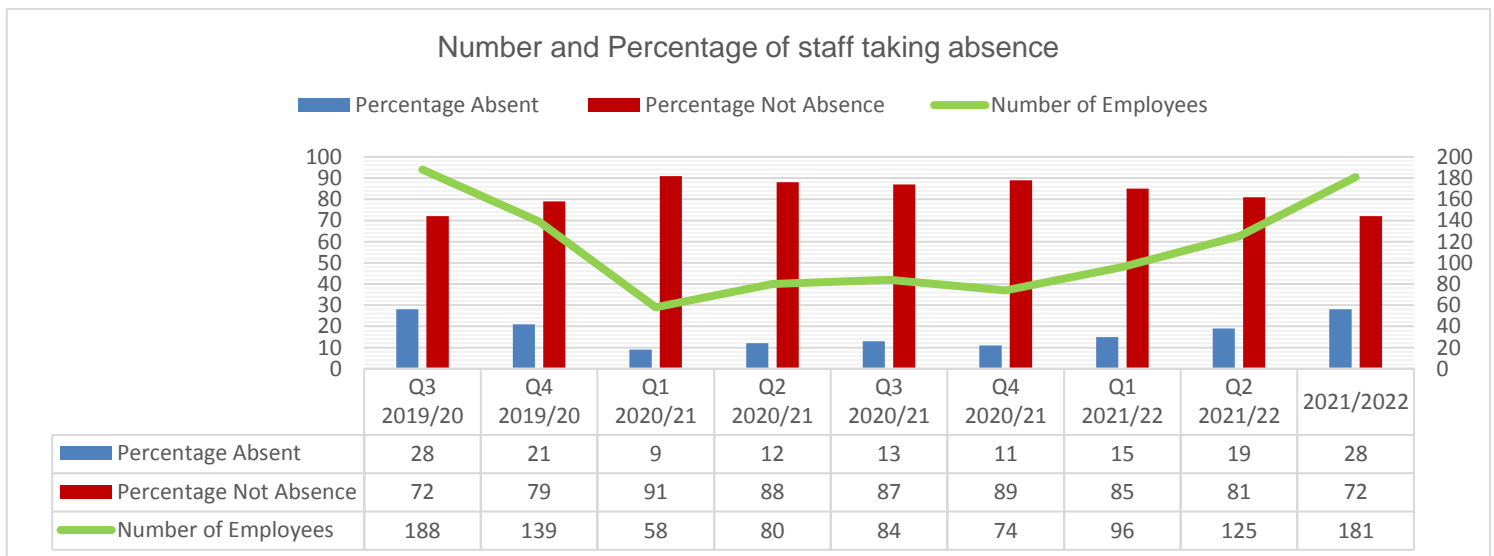
Absences have increased across 7 categories since the last quarter but reduced significantly in Musculoskeletal related absences which was the highest reported absence category last quarter.

The highest reporting absence trends over Q3, is Cold/Flu which is consistent with the time of year. HDC provided flu jabs to all frontline staff to limit the impact of flu outbreaks. Stress, Anxiety, Depression remains in top related absences and Covid related sickness was 3<sup>rd</sup> highest in Q3.

| Reason for Stress related Absence             | Days Lost  | No of People | Percentage of days absent |
|---|------------|--------------|---------------------------|
| Stress Anxiety Depression (Personal)          | 41         | 3            | 19.43%                    |
| Stress Anxiety Depression (Work and Personal) | 86         | 4            | 40.75%                    |
| Stress Anxiety Depression (Work)              | 84         | 4            | 39.8%                     |
| <b>Total</b>                                  | <b>211</b> | <b>10</b>    |                           |

## 2.4 NUMBER OF EMPLOYEES WITH ANY DAYS OF SICKNESS ABSENCE IN QUARTER

181 employees were absent due to sickness in Quarter Three which is 28% of all those employed during the period (excluding those with variable/casual posts only). Q3 is typically a higher reporting absence period, due to seasonal colds etc



## 2.5 LONG-TERM SICKNESS ABSENCE BREAKDOWN

| Quarter    | Employees taking long-term sick leave | Total days of long-term sickness | % of total absence long-term |
|------------|---------------------------------------|----------------------------------|------------------------------|
| Q4 2018/19 | 17 (10% of those sick)                | 503                              | 45%                          |
| Q2 2019/20 | 13 (12%)                              | 391.5                            | 55%                          |
| Q3 2019/20 | 12 (10%)                              | 310                              | 50%                          |
| Q3 2019/20 | 26 (14%)                              | 833                              | 59%                          |
| Q4 2019/20 | 28 (20%)                              | 724.1                            | 63%                          |
| Q2 2020/21 | 18 (31%)                              | 551.4                            | 76%                          |
| Q3 2020/21 | 15 (19%)                              | 517.3                            | 65%                          |
| Q3 2020/21 | 15 (18%)                              | 412                              | 62%                          |
| Q4 2020/21 | 15 (18%)                              | 541                              | 68%                          |
| Q2 2021/22 | 6 (6%)                                | 259                              | 40%                          |
| Q3 2021/22 | 9 (4.9%)                              | 375                              | 31.8%                        |

Days lost due to long-term sickness has decreased in Q3, from the previous Quarter.

## 2.6 SICKNESS ABSENCE REPORTING BY SERVICE

The table below shows that sickness (overall) has increased from last quarter and in 4 services, with reduction in absences across 3 of the services, compared to Q2.

| Service                         | Number Employees absent in Quarter 3  | Total days sick Q3 | Total days sick Q2 |          |
|---------------------------------|---------------------------------------|--------------------|--------------------|----------|
| Chief Operating Officer         | 52                                    | 350.5              | 229.5              | ↑        |
| CLT/Exec Support/Transformation | 3                                     | 7                  | 7                  | →        |
| Corporate Resources             | 7                                     | 34                 | 11                 | ↑        |
| Digital & ICT Services          | 29                                    | 104                | 127                | ↓        |
| Growth                          | 3                                     | 22                 | 26                 | ↓        |
| Leisure and Health              | 21                                    | 87                 | 44                 | ↑        |
| Operations                      | 52                                    | 404.5              | 519                | ↓        |
| Recovery                        | 14                                    | 169.5              | 40                 | ↑        |
| <b>OVERALL</b>                  | <b>181<br/>(28% of HDC employees)</b> | <b>1178.5</b>      | <b>1003.5</b>      | <b>↑</b> |

The following two tables provide the split by service for long term and short-term sickness absences. The number of days recorded for the previous quarter are listed in brackets in the second column.

| Service | Total days sick – short-term | Employees absent in Quarter – short-term sickness |
|---------|------------------------------|---|
|---------|------------------------------|---|

|                                 |                        |   |
|---------------------------------|------------------------|---|
| Chief Operating Officer         | 208.5 (169.5) ↑        | 49                                      |
| CLT/Exec Support/Transformation | 7 (7) →                | 3                                       |
| Corporate Resources             | 34 (11) ↑              | 9                                       |
| Digital & ICT Services          | 104 (73) ↑             | 31                                      |
| Growth                          | 22 (26) ↓              | 3                                       |
| Leisure and Health              | 87 (44) ↑              | 21                                      |
| Operations                      | 265.5 (162) ↑          | 49                                      |
| Recovery                        | 75.5 (40) ↑            | 12                                      |
| <b>OVERALL</b>                  | <b>803.5 (532.5) ↑</b> | <b>177 (27.3% of all HDC employees)</b> |

| Service                         | Total days sick – long-term | Employees absent in Quarter – long-term sickness |
|---------------------------------|-----------------------------|--|
| Chief Operating Officer         | 142 (60) ↑                  | 4  |
| CLT/Exec Support/Transformation | 0 (0) →                     | 0  |
| Corporate Resources             | 0 (0) →                     | 0  |
| Digital & ICT Services          | 0 (54) ↓                    | 0  |
| Growth                          | 0 (0) →                     | 0  |
| Leisure and Health              | 0 (0) →                     | 0  |
| Operations                      | 139 (357) ↓                 | 3  |
| Recovery                        | 94 (0) ↑                    | 2  |
| <b>OVERALL</b>                  | <b>375 (471) ↓</b>          | <b>9 (1.3% of all HDC employees)</b>             |

Note: Numbers of employees shown as absent in the short-term and long-term tables do not necessarily add up to totals shown in the first table because some individuals had both long-term and short-term absences.

## 2.7 LONG TERM/SHORT TERM ABSENCE TRENDS

This Table shows an increase in working days lost due to Short Term absences but reduction in Long-Term sickness compared to Q2 HR and managers continue to monitor absences and short-term absences are more likely to hit triggers through absence management process.

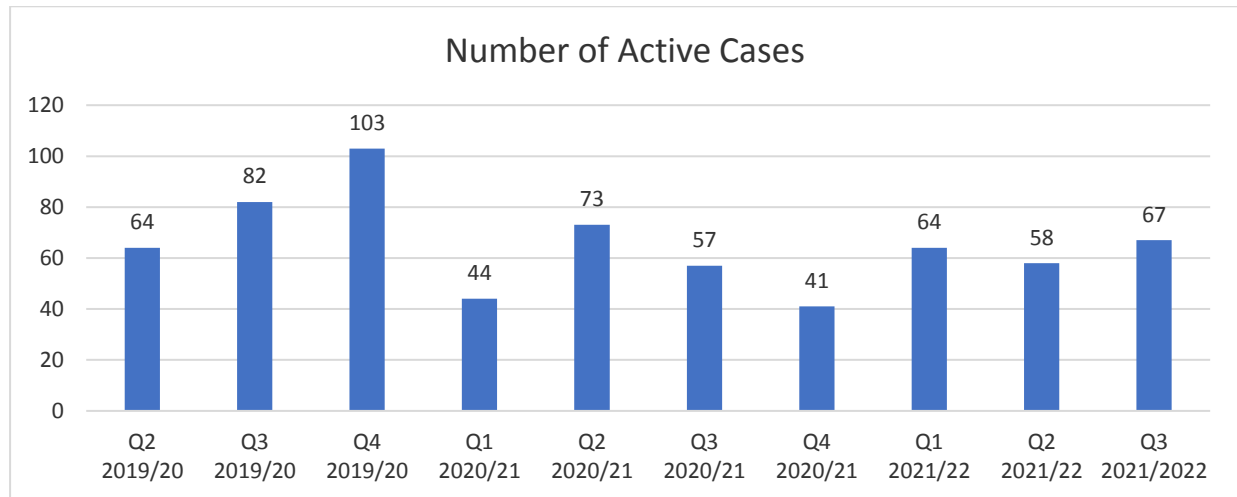
| Quarter    | Total Working days lost (Short term sickness) | Total working days lost (Long term sickness) |
|------------|---|--|
| Q3 2020/21 | 285   | 517  |
| Q4 2020/21 | 257.5   | 541  |
| Q1 2020/21 | 395.5   | 259  |
| Q2 2021/22 | 532.5   | 471  |
| Q3 2021/22 | 803.5   | 375  |



### 3.0 HR CASELOAD

The HR Team's caseload is recorded to provide an indicator of the type of HR issues that the organisation has been dealing with over time.

#### 3.1 BREAKDOWN OF HR CASES BY TYPE FOR THE QUARTER



During Quarter Three, there were 67 cases in progress, of which 22 (33%) were dealt with under formal procedures. The Overall total was higher than in the previous Quarter, with cases for the previous Quarter also shown below for comparison purposes. Some more complex case work will continue across quarters to manage.

| Type of Case                     | Informal Cases | Formal Cases | Total Q3  | Previous Quarter |
|----------------------------------|----------------|--------------|-----------|------------------|
| Appeals                          | 0              | 1            | 1         | 2                |
| Capability – Long Term Sickness  | 8              | 2            | 10        | 9                |
| Capability – Short Term Sickness | 21             | 8            | 29        | 21               |
| Capability – Performance         | 6              | 0            | 6         | 2                |
| Consultations (including TUPE)   | 2              | 0            | 2         | 3                |
| Bullying and Harassment          | 4              | 2            | 6         | 6                |
| Disciplinary                     | 0              | 7            | 7         | 7                |
| Employment Tribunals             | 0              | 1            | 1         | 2                |
| Grievance                        | 0              | 1            | 1         | 2                |
| Probation                        | 3              | 0            | 3         | 2                |
| Subject Access Request           | 0              | 0            | 0         | 2                |
| Other                            | 1              | 0            | 1         | 0                |
| <b>Total</b>                     | <b>45</b>      | <b>22</b>    | <b>67</b> | <b>58</b>        |

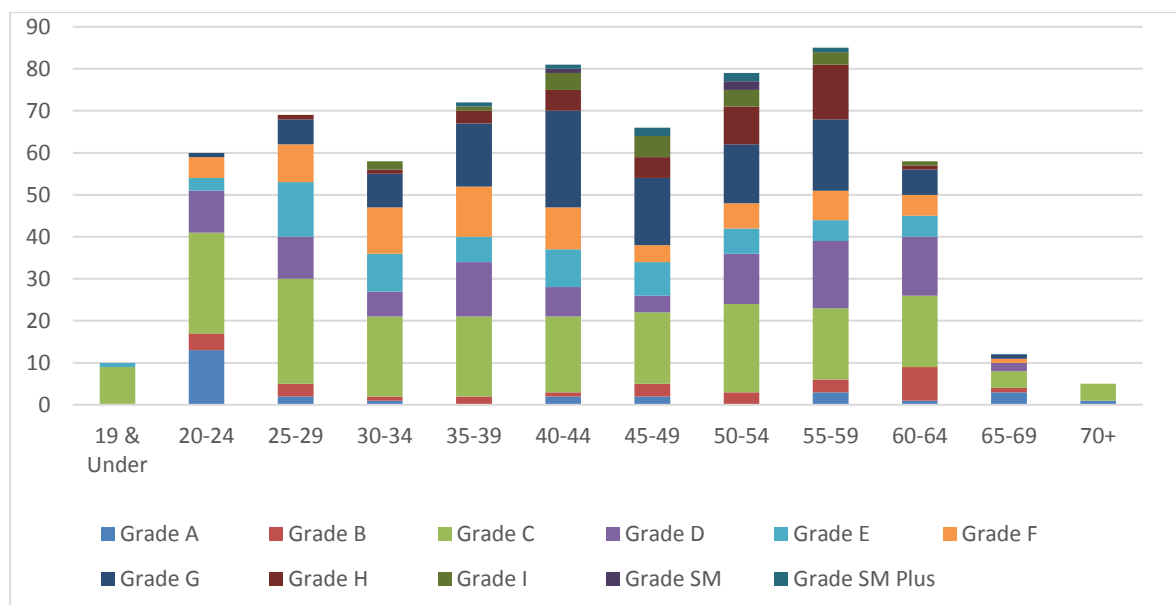
## 4.0 EQUALITIES DATA

As part of our commitment to promoting Equality; Diversity and Inclusion in employment, we have added more Equalities data through our workforce reporting, (trend data where applicable will be captured over time).

Equality Data may be presented using percentages and not specific numbers as in some cases the sharing of specific numbers would mean that a small group of people could be easily identified.

### 4.1 WORKFORCE BY AGE AND PAY GRADE

The number of employees by 5-year age band is depicted below by pay grade. Please note that where an employee has two jobs on different grades, they have been counted within their age band against both grades. 63% of the workforce are younger than 50 years of age.



For the purposes of simplifying this graph, employees who have transferred into the Council on existing terms and conditions have been linked to Huntingdonshire District Council pay grades based on their current salary levels.

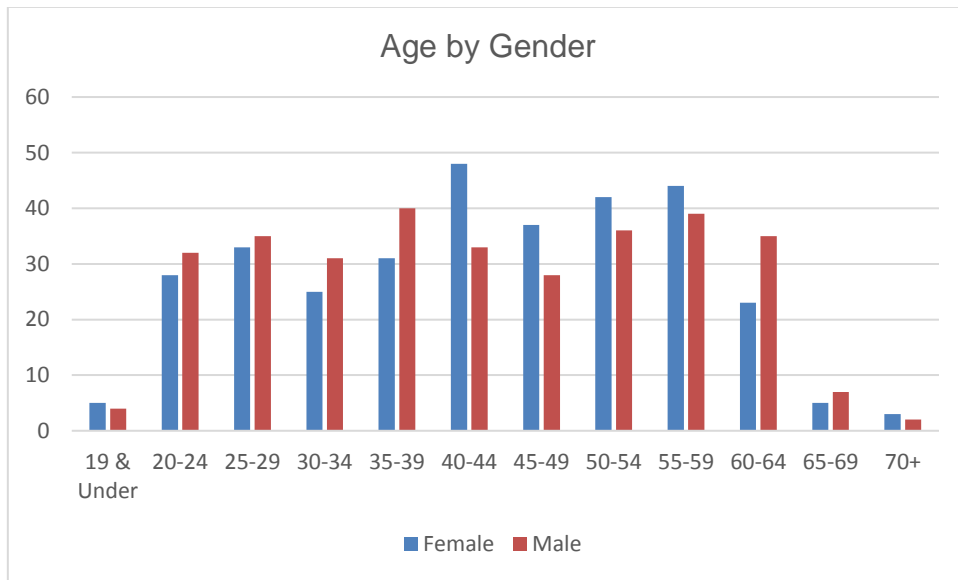
### 4.2 GENDER PAY GAP

Employers with 250 or more employees must publish figures comparing average pay by gender across the organisation. This data is produced and published annually, in line with regulations and the most recent report was included in the Q4 workforce reporting (June 2021). An update will be provided when new data is available Q4 2021/22.

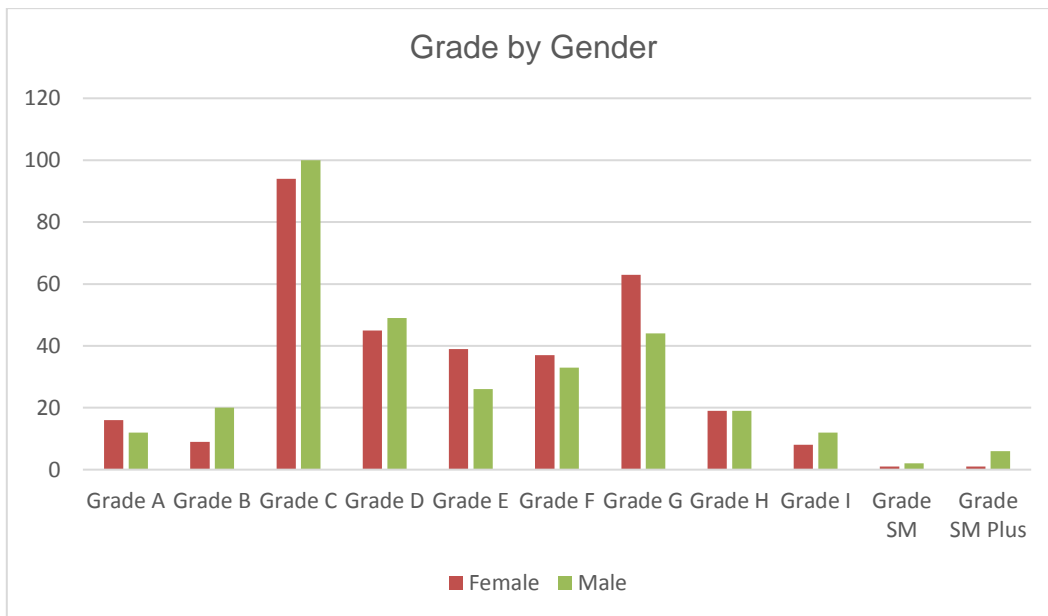
### 4.3 WORKFORCE BY GENDER



### 4.4 AGE BY GENDER



### 4.5 EMPLOYEES BY GRADE BY GENDER



#### 4.6 WORKFORCE BY ETHNICITY

| <b>Ethnicity</b> | <b>% of workforce</b> |
|------------------|-----------------------|
| Asian            | 1.86%                 |
| Black            | 0.31%                 |
| Mixed            | 0.46%                 |
| Other            | 0.77%                 |
| White            | 65.79%                |
| Workforce Stated | 69.2%                 |
| Not Declared     | 30.80%                |

#### 4.7 DISABILITY DATA

| <b>Disability Status</b> | <b>% of work force</b> |
|--------------------------|------------------------|
| No                       | 15.48%                 |
| Yes                      | 2.79%                  |
| Not Declared             | 81.73%                 |

##### \*Not Declared

Like most similar employers, the Council does not have data that is 100% up to date – with some of the workforce either preferring not to state or simply not responding. We recognize this can make it difficult to draw conclusions that are statistically robust. There has been a small shift in data collected since last quarter, but HR team will engage with the workforce around importance of this data and deal with reluctance to share, so we will be in better position for our Public Sector Equality Reporting later this year.