Workforce Report Quarter Two 2023-24

Executive Summary

This report looks at the workforce profile of Huntingdonshire District Council during the Second Quarter of the financial year, 01 July 2023 to 30 September 2023.

The key findings from the workforce profile report are:

- The permanent/fixed term employed workforce headcount is 629 and the full-time equivalent (FTE) total is 571.58 as of 30 September 2023. This is higher than at the end of the previous Quarter where the headcount was 627 and the FTE 570.2 These figures do not include our variable or contingent workforce.

- Forecasted spend on pay costs for employees is estimated to be £528,000. lower than expected against a budget of £ 27,848,427 (equating to us spending 98.1% of the anticipated staffing budget). In contrast to this there is an estimated overspend of £814,000 on contractors and agency staff against an expected spend of £326,000. Netting out at an underspend of £285,000 against staffing budget when the underspend and the existing budget are taken into account.

- Turnover has decreased to 13.7% from the 14.8% reported in the previous Quarter with the top reason for leaving being job change, with the next being other covering things from retirement to ill health. The areas with the highest turnover in this Quarter are Strategic Insights and Delivery (SI&D), Operations and Planning.

- SI&D is a small directorate with a number of services that sit under it and with leavers in a number of areas this makes the annualised turnover higher. Operations is an area that is expected to be higher. Planning continues to be high, however there were only 2 leavers from the department in the quarter.

- Turnover continues to reduce this quarter, which has been a continuous trend for the last 12 months and is now below both the LGA and National average and remains on target with the Corporate PI's.

- The number of roles advertised in the quarter has increased compared to the previous quarter, with 65 roles advertised compared to 39 the previous quarter. The number of offers made increased from 51 in the previous Quarter to the 80 in the current Quarter. The most difficult areas to recruit to within HDC are Planning and Leisure.

- Following a trial to use Public Practice, who provide specialist skills to be placed within hard-to-fill positions within Local Authorities, we successfully recruited an associate in the role of Senior Development Officer, using this and other methods to help improve our reach to candidates.

- In the period there has been a number of engagement activities, most notably the launch of the Level 5 and Level 7 Leadership and Management apprenticeships. Both of these courses have seen high levels of interest. We have also commenced twelve more apprenticeships 1 of which is for new hires to HDC joining on an apprenticeship contract.

- The annual average sickness figure has increased to 8.3 days lost per FTE from 7.9 days per FTE reported for the previous Quarter and has increased compared to the same Quarter last year (Q1 2022/23 7.9 days lost). This is however lower than the CIPD National reported days lost for absence in the public sector which is reported at 10.6 days per person.

- Sickness has increased in the last quarter, which due to it being the summer months was not expected, however this increase has been driven by long term sickness (20 people) that we are seeing and not short term sickness, which is low as expected, current days lost per FTE sits at 3.8 days. As you will see in the case work data there has been an increase in sickness cases which demonstrates that they are being managed appropriately by managers

- The HR caseload increased significantly in this Quarter compared to previous one.   Nearly 60% of the active cases managed in the Quarter relate to sickness absence management. 87.2% of cases were managed informally.

- At the previous committee it was asked about if there are any KPIs around Health and Safety and whilst there are not at the moment HDC are in the process of switching us over to a new online Accident Management System which will automatically generate a variety of KPI's for the authority as well ones for individual departments (e.g. Office staff, Operations, One Leisure). This is being worked on with our neighbouring councils so we can have a consistent approach.

- Work has commenced on the engagement for the workforce strategy to ensure that the strategy that is being created is reflective of our current workforce and their needs. This important commitment, an action within the Corporate Plan, is focused on our future needs for our workforce. Dedicated resource is in place to deliver a wide range of work, engaging with staff, employee groups and Unions to help the Council have a stronger plan for our future needs. Staff surveys, workshops, research work to find external best practice and many other activities are underway

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Date: 20 October 2023

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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 One (30 September 2023), the total number of permanent and Fixed term employees employed by Huntingdonshire District Council was 629 (excluding those employed on a variable or casual hour basis) with the number of full-time equivalent posts at 571.58.

Headcount & FTE Trend

	End of Q2 2021/22	End of Q3 2021/22	End of Q4 2021/22	End of Q1 2022/23	End of Q2 2022/23	End of Q3 2022/23	End of Q4 2022/23	End of Q1 2023/24	End of Q2 2023/24
Headcount	645	646	656	638	627	621	619	627	629
FTE	592.2	590.03	597.65	582.1	574.4	565.7	563.1	570.2	571.58
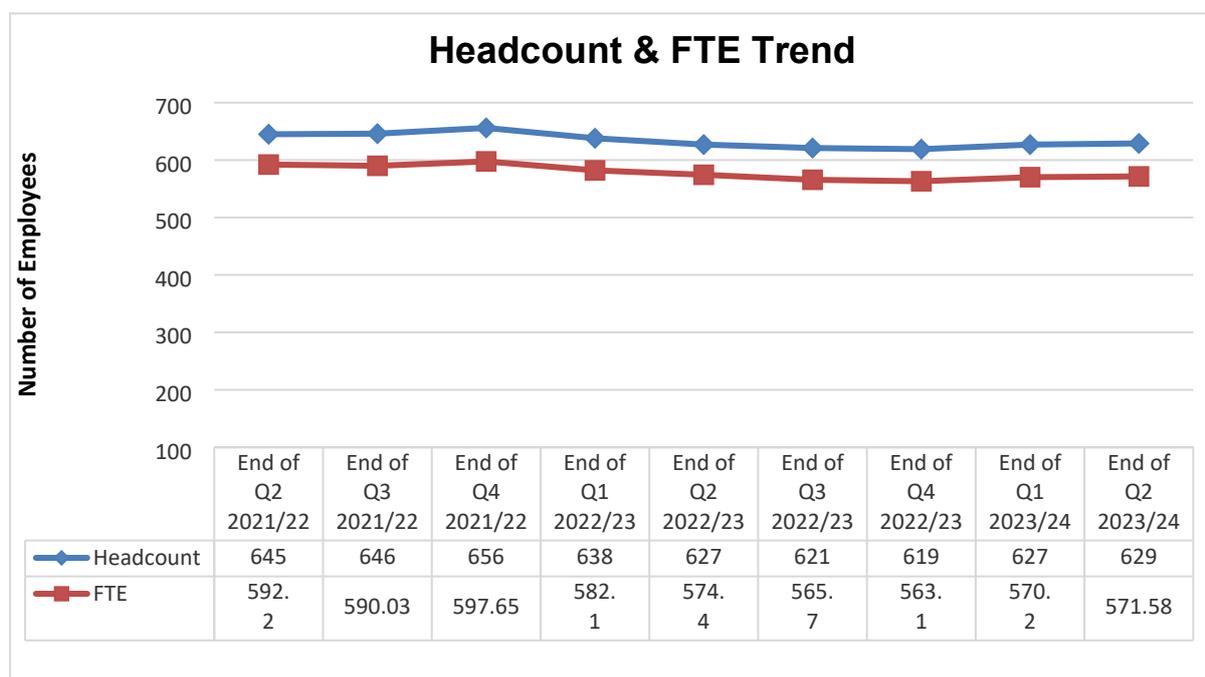
1.2   WORKFORCE BY CONTRACT TYPE

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 Q2 HDC had 448 individuals employed in 975 posts. This is an increase from quarter one.

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

Employment Type	Quarter Two	Quarter One
Fixed Term	41	36
Permanent	574	578
Secondment/Acting Up	18	20
Grand Total	**633**	**634**
Variable employees	448 (975)	421 (925)

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 excluding hired staff (contractors and agency staff). Forecasted spend on pay costs for employees is estimated to be £528,760 lower than budget (equating to us spending 98.1% of the anticipated staffing budget). In contrast to this there is an estimated overspend of £814,000 on contractors and agency staff compared to a budget of £326,015. Netting out at an underspend of approximately £285,650 against staffing budget when the underspend and the existing budget are taken into account.

Year	Budget (£)	Actual (£)	Forecast (£)
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	25,421,307	
2022/23	27,330,175	26,467,958	
2023/24	27,848,428		27,319,655

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 Two 53 employees were paid at FTE salaries of £50,000 or above, representing 8.4% of the total workforce. 1.1% of the workforce are paid salaries over £75,0000. The total number of employees classed as high earners has

increased from the previous Quarter (47). This increase is primarily down to the cost of living pay award that was agreed in October 2023.

1.5   LEAVERS

During Quarter Two, 18 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 (23).

6 of the leavers from Q2, resigned to take up other posts with either commercial or public sector employers, which is the same as last quarters report. There were 3 individuals who retired that had a combined Service with local government of 43 years.

Leaving Reason	Fixed Term	Permanent	Total
Leaver - Dismissal - Capability	0	1	1
Leaver - Dismissal - Misconduct	0	1	1
Leaver - Failed Probation	1	0	1
Leaver - Retirement	0	3	3
Leaver - Settlement Agreement	0	1	1
Leaver - Voluntary Resignation - Health Reasons	0	1	1
Leaver - Voluntary Resignation - New Job Offer (Private)	0	3	3
Leaver - Voluntary Resignation - New Job Offer (Public)	0	3	3
Leaver - Voluntary Resignation - Other	2	2	4
Grand Total	**3**	**15**	**18**

The table below show the above leavers service and whether they left voluntarily or not.

Service	Involuntary	Voluntary	Total	Turnover by Service *
Strategic Insights and Delivery	0	5	5	8.40%
Operations	2	5	7	5.15%
Planning	0	2	2	4.55%
Corporate Services	0	1	1	1.72%
3C-ICT	1	0	1	1.22%
Leisure and Health	0	1	1	1.01%
COO Division	0	1	1	0.73%
Grand Total	**3**	**15**	**18**	

* Turnover calculated by leavers against service size (head count, based on average size of the service across the quarter)

At the June 2023 employment committee, we were asked to share reasons for leaving across HDC, to do this we have interrogated the exit interview data that we receive, this will not be for all leavers as it is voluntary to complete. But in the last 12 months with have received 51 completed exit interviews and the table below shows a summary of the highest rated first reasons for leaving. Some employees may have added more than one reason but we have just considered the first. The top reasons for leaving are:

Primary Reason for leaving	
Job Change	18
Salary/Benefits	11
Retirement	6
End of contract	3
Dissatisfaction	2
Relocation	2
Returning to Education	2
Flexible Working	2

As reflected in previous quarters the highest reasons for leaving are job change and salary and benefits. Through the workforce strategy we will work to understand what further benefits would be attractive to employees and also work to highlight the variety of careers within HDC to focus on our internal talent before reaching to the market.

In terms of the feedback - the top-rated response for leavers questionnaires about what they most liked about working for HDC related to the flexibility they had working here and the people they worked with.   In response to the question what they least liked about working for HDC the answer which came up the most was the lack of communication. Communication is one of the areas that will be looked at as part of the workforce strategy.

1.6   TURNOVER

In the 12 months to 30 September 23, 87 employees left the Council. As a proportion of the average number of permanent/Fixed Term employees over this period, the overall annual turnover rate for employees is 13.7%, which is lower than the previous quarter. This figure also continues the trend of turnover remaining within the forecast for the PI for turnover published within the Corporate Plan and reported to members as a part of the Q2 performance report.

As can be seen from the graph below there was a steady rise in turnover in 2021 with the figures peaking in March 2022 reaching 28%. Since that point the turnover

figures have been reducing. As can be seen by the two benchmarking lines we now below both the LGA benchmark and the UK Average.
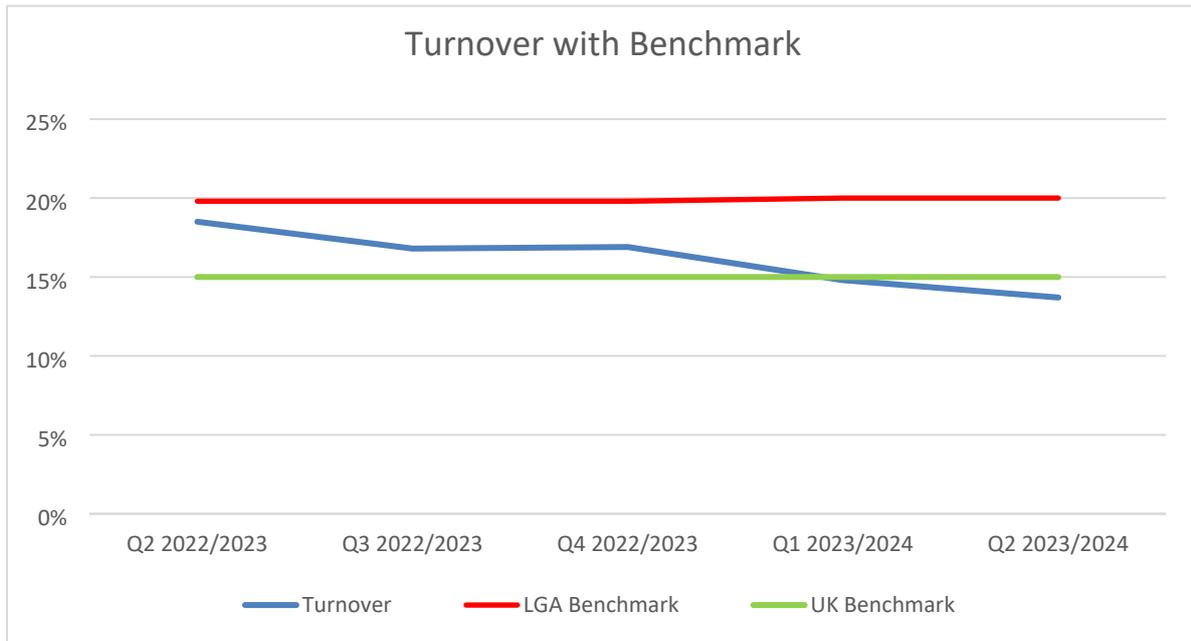
External factors are still impacting our turnover rates and pay still being the most frequent reason for people leaving which shows the economic climate is still playing a part. We expect to see the decreasing trend to continue with the external jobs market shrinking.

1.7   RECRUITMENT METRICS

Recruitment activity has increased from last quarter which is what you'd expect following the summer.

Of the 80 offers made 10 were existing HDC staff, promoted or moving into other positions around the council. The HR team will continue to support the business with creating opportunities to grow and develop our workforce, careers, and mobility around services.

Advertised Roles	Q2 22/23	Q3 22/23	Q4 22/23	Q1 23/24	Q2 23/24
	45	30	48	39	65

Advertised Roles per business area	Q2 22/23	Q3 22/23	Q4 22/23	Q1 23/24	Q2 23/24
ICT	8	3	2	4	5
Corporate Services (HR, Finance, Facilities, Dem Services)	2	5	3	6	6

COO (Development/Planning, Community, Revs & Bens, Customer Services)	10	12	3	6	11
Strategic Housing & Growth	0	3	2	0	1
One Leisure	23	6	18	7	11
Recovery Services (Car parking; Countryside, Parks & Open Spaces)	3	5	0	9	9
Operations (Waste, CCTV, Grounds Maintenance, Street Cleaning)	6	11	17	3	22
Executive/Transformation/Communications	2	0	3	4	0

Number of candidates applied	Q2 22/23	Q3 22/23	Q4 22/23	Q1 23/24	Q2 23/24
	209	183	296	356	341

The most popular source of recruitment for candidates offered employment are:

> ➢ The HDC website
> ➢ Internal applicants
> ➢ External website (Indeed/LinkedIn/Facebook)
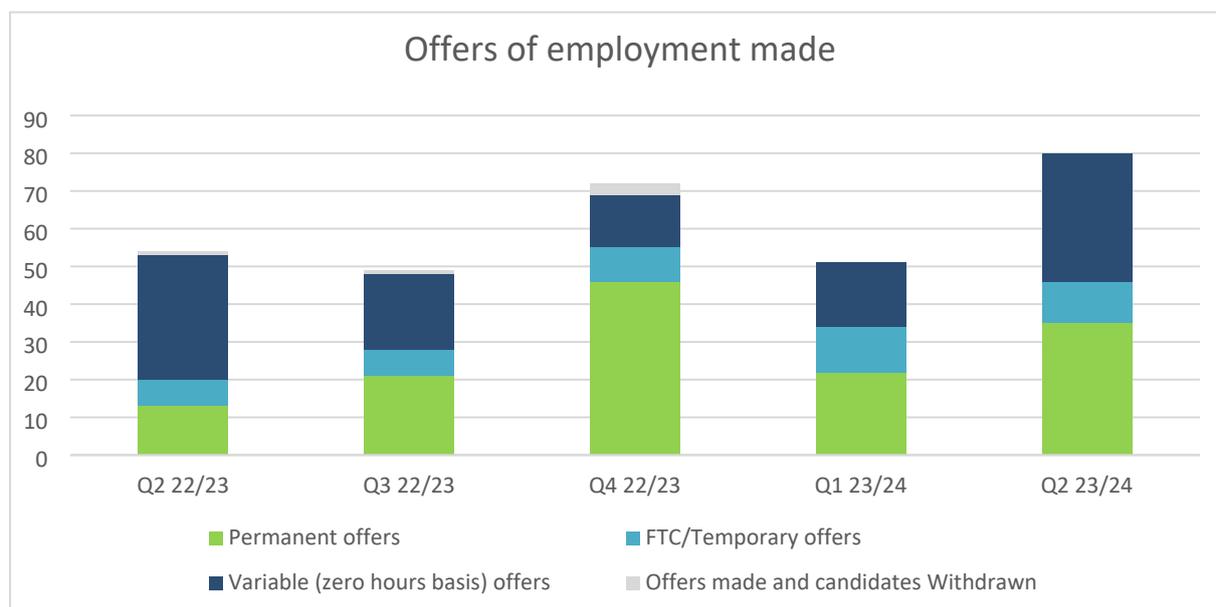
1.8 RECRUITMENT CHALLENGES/SUCCESSES

It has been an incredibly busy quarter and the recruitment team have been working hard to provide a more agile and proactive service. We now offer mid-way check in's with hiring managers to get a sense of quality of candidates and are able to offer

intervention of paid advertising if necessary which is resulting in a reduction of failed campaigns.

Work continues on improvements to our careers website to promote HDC as an employer of choice which will include a 'staff voices' page where we can highlight the positive experiences of our colleagues and showcase that we truly are a flexible employer. This is due to go live shortly, and an update will be shared in the Q3 report.

To improve candidate experience, we have created and successfully trialed an online application form which will be used for the majority of roles to align with the launch of the improved career website.

Challenges for recruitment continue in roles which are grades A-C, we have re-imagined our approach to social media in the hopes this yields increased applications.

Following a trial to use Public Practice, who provide specialist skills to be placed within hard-to-fill positions within Local Authorities, we successfully recruited an associate in the role of Senior Development Officer. Historically, this has been a very challenging role to recruit for with a number of failed campaigns, this is an excellent example of the benefits of approaching recruitment in a different way.

The most difficult Service to recruit currently is One Leisure, particularly cleaning staff and Team Leaders. This is not unique to HDC, according to Employer News, 94% hospitality and leisure businesses are struggling to recruit, with vacancies for cleaning staff (20%), front of house staff (18%), and delivery staff (16%) causing the most issues. There are particularly acute shortages of cleaners in the East Midlands and the East of England (28%) with a number of organisations within the area competing for the same talent. The HR team are supporting One Leisure and these issues will form part of the thinking with any service review with career pathways very much at the forefront.

TOP 10 companies posting: past 12 months

384 Employers Competing

The number of employers recruiting within the sector, in Cambridgeshire & Peterborough and therefore competing for the same talent over the past 12 months

Source: Datacity /Lightcast
Data includes: Sector core industries – Exercise and Fitness; Leisure Operations; Community Sport; Health and Wellbeing; Performance Sport; Adventure Sport. Data excludes: Sector bodies and training, development and education organisations

1.9   EMPLOYEE ENGAGEMENT

Activities that have taken place in the last quarter to help support employee engagement and aide in retention the following activities have taken place:

- The Level 5 Leadership and Management apprenticeship cohort was launched on 4th September this cohort is an open cohort working together with a cohort from Lambeth Council. The Level 7 Leadership and Management apprenticeship has been advertised to all staff with a good level of interest and applications are currently being worked through with the next programme planned to start in October.

    Planned future activities are to:

- For the next level apprenticeship courses to start and our level 3 cohort in Leadership and management to complete their apprenticeships. Following the success of this level there is work underway to see when and how we can offer another cohort.
- The HR Manager – Projects has joined HDC to lead the creation and implementation of the workforce strategy and will achieve this through engagement with the entire workforce.

- The 2023/24 pay award has been agreed following engagement with UNISON and the whole staff body.

Learning & development

From the beginning of July through to the end of September 2023 Learning and Development have signed up 12 new apprenticeships; 11 are existing employees

and 1 is a new apprentice contract. The apprenticeships being undertaken range from Level 7 Chartered town planner, and Community sports and health officer at Level 3. Two of the Level 3 Leadership and Management cohort have left HDC and their apprenticeships have been stopped as their new employer does not accept transfers.

The figures shown in the table below are as at the end of September 2023.

Enquiries	Live apprenticeships	Level 3	Level 4	Level 5	Level 6	Level 7	Signing up
4	44	27	4	10	1	2	7

1.10 TIME OFF FOR TRADE UNION DUTIES

Following the agreement of the Time off for Trade Union Duties this report will capture the facilities time for Stewards. The details in quarter 2 are:

Period	Training Hours	Official Duties Hours
Q1	111	22
Q2	0	41

The training hours are reflective of new Steward training.

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
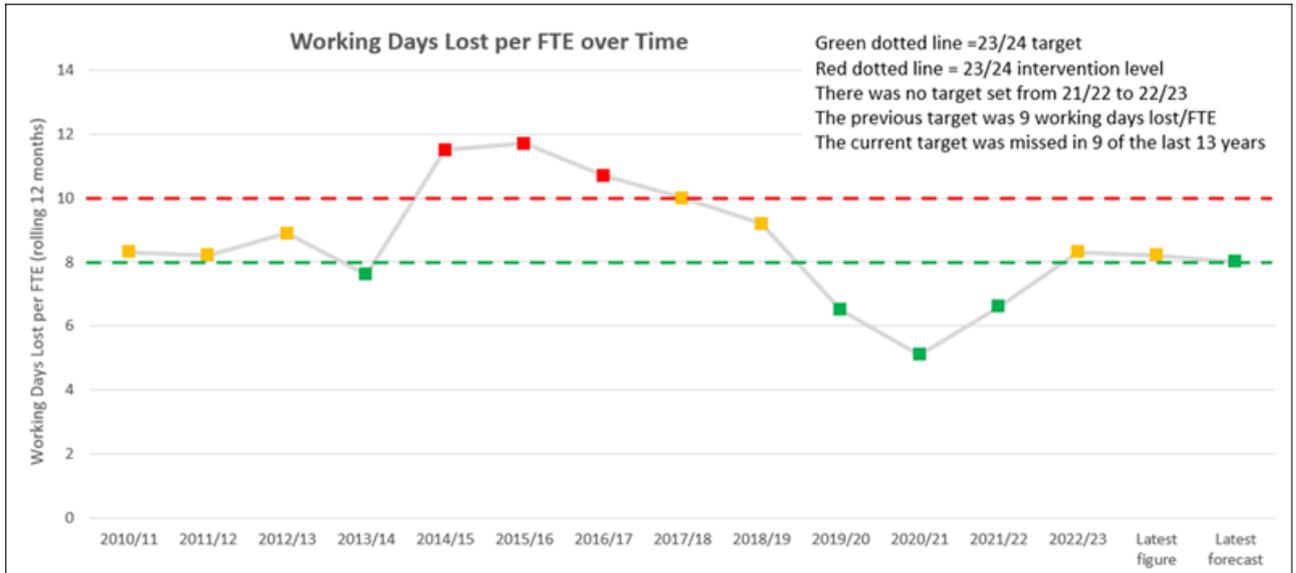
The graph shows the trend in sickness absence per FTE employee over a rolling period to the end of each Quarter since September 2021. It shows that sickness absence to the end of Quarter two has increased to 8.2 days per FTE. If we were to remove long-term sickness from these figures then it would equate to 3.8 days per FTE.

Days lost per FTE in 12 Months to Quarter End

Period	Days Lost per FTE
Year to 30/09/2021	5.4
Year to 31/12/2021	6
Year to 31/03/2022	6.6
Year to 30/06/2022	7.6
Year to 30/09/2022	7.9
Year to 31/12/2022	8.4
Year to 31/03/2023	8.3
Year to 30/06/2023	7.9
Year to 30/09/2023	8.2
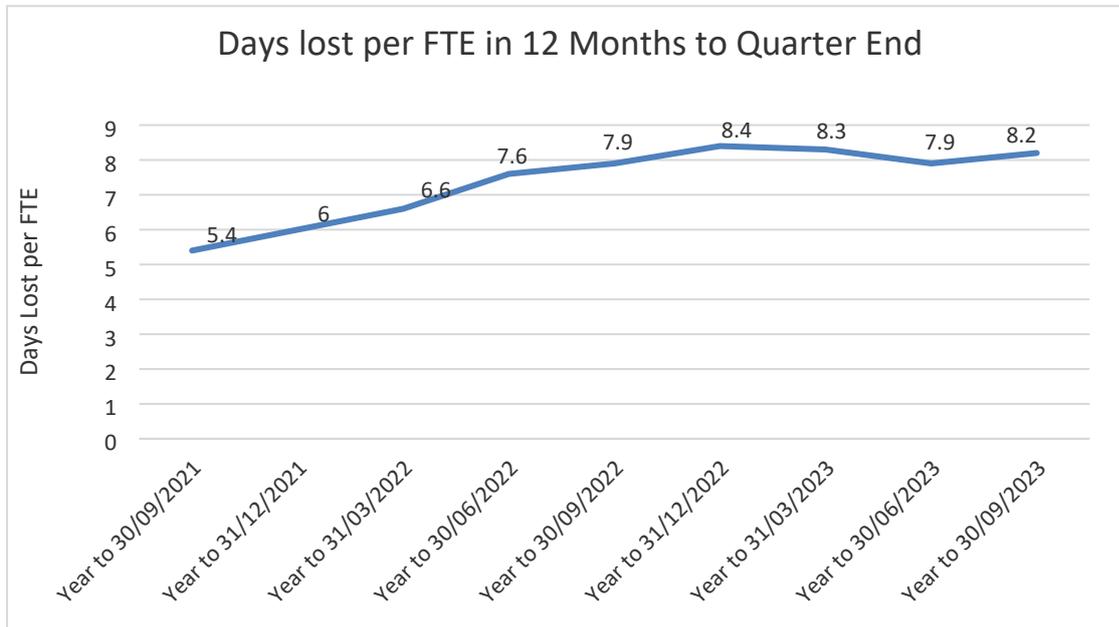
The graph below shows Working days lost per FTE over time and highlights that we had historically low levels of sickness during covid times but now we have returned to normal our sickness levels. These levels sit against a backdrop of nationally record high sickness levels. The CIPD has recently reported that national sickness average for the public sector of 10.6 days per employee. HDC is currently well below this figure.

Working Days Lost per FTE over Time

Green dotted line =23/24 target
Red dotted line = 23/24 intervention level
There was no target set from 21/22 to 22/23
The previous target was 9 working days lost/FTE
The current target was missed in 9 of the last 13 years

2.2 TREND OF WORKING DAYS LOST ACROSS HDC BY QUARTER

The total number of working days lost in Quarter Two (1199) this is higher than in the previous Quarter; as is the days lost per FTE (2.0) for sickness absence.

Trend of Days Lost per FTE per Quarter
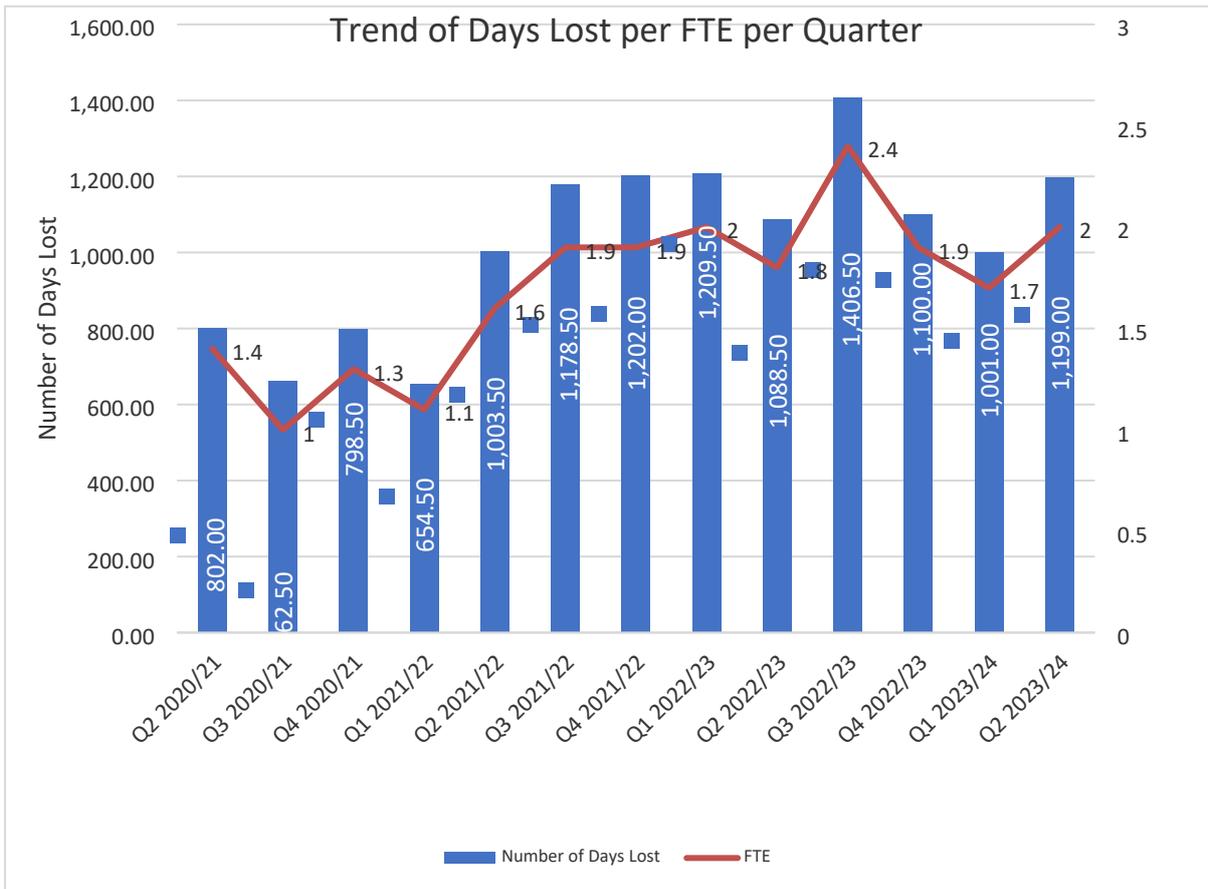
124 employees were absent due to sickness in Quarter Two which is 19.6%* of all those employed during the period (excluding those with variable/casual posts only).

(*percentage is based on average headcount during Quarter)

2.3   REASONS FOR SICKNESS ABSENCE

Please see the top 5 reasons for sickness absence by category below: -

Absence Reason	Days Lost	Employees	Percentage
Musculoskeletal problems inc back and neck	287	12	23.94%
Stress Anxiety Depression (Personal)	229	10	19.10%
Cough cold flu influenza eye ear nose and throat problems (including infection)	115.5	24	9.63%
Gastrointestinal - abdominal pain vomiting diarrhoea gastroenteritis	106.5	26	8.88%
Asthma chest respiratory heart cardiac circulatory	87	6	7.26%

In the last 3 years the top 5 reasons have been:

Reason 22-23	Total Number of days
Stress Anxiety Depression (Personal)	623.5
Musculoskeletal problems inc back and neck	513
Asthma chest respiratory heart cardiac circulatory	461
Cough cold flu influenza eye ear nose and throat problems (including infection)	455
Gastrointestinal - abdominal pain vomiting diarrhoea gastroenteritis	416

Reason 21-22	Total Number of days
Covid-19	816.5
Musculoskeletal problems inc back and neck	537.5
Benign and malignant tumours or cancers	500
Cough cold flu influenza eye ear nose and throat problems (including infection)	452.5
Asthma chest respiratory heart cardiac circulatory	388.5

Reason 20-21	Total Number of days
Musculoskeletal problems inc back and neck	500
Stress Anxiety Depression (Personal)	472
Injury fracture	344.5
Asthma chest respiratory heart cardiac circulatory	248
Gastrointestinal - abdominal pain vomiting diarrhoea gastroenteritis	215.5

These reports show that the top 5 reasons remain consistent and in line with what we have been seeing recently.

2.4   SICKNESS ABSENCE BREAKDOWN

Days lost due to long-term sickness has increased in Q2, from the previous Quarter. The % of absence increased due to the reduction in headcount.

Quarter	Total days of long-term sickness	Total Working days lost (Short term sickness)	% of total absence long-term	% of total absence short-term
Q2 2022/23	647 (11)	441.5	59.40%	40.60%
Q3 2022/23	771 (15)	635.5	54.82%	45.18%
Q4 2022/23	348 (8)	752	31.6%	68.4%
Q1 2023/24	590 (11)	411	58.9%	41.1%
Q2 2023/24	820 (20)	379	68.3%	31.7%

*Brackets denotes number of employees absent.

2.5   SICKNESS ABSENCE REPORTING BY SERVICE

The table below shows the sickness by service. It can be seen it has decreased from last quarter in 4 services, and increased in 5, compared to the last quarter.

Service	Number Employees absent in Quarter 2	Total days sick Q2	Total days sick Q1	
Chief Operating Officer	30	353.5	384	↓
Corporate Services	9	61	22	↑
Digital & ICT Services	12	134.5	49	↑
Executive	1	1	2	↓
Growth	1	12	1	↑
Leisure and Health	21	30	110	↓
Operations	33	465	261	↑
Planning	14	16	137	↓
Strategic Insights & Delivery	8	126	35	↑
OVERALL	**124 (19.6% of HDC employees*)**	**1199**	**1001**	↑

*percentage is based on average head count during Quarter.

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 the last 12 months.

3.1   BREAKDOWN OF HR CASES BY TYPE
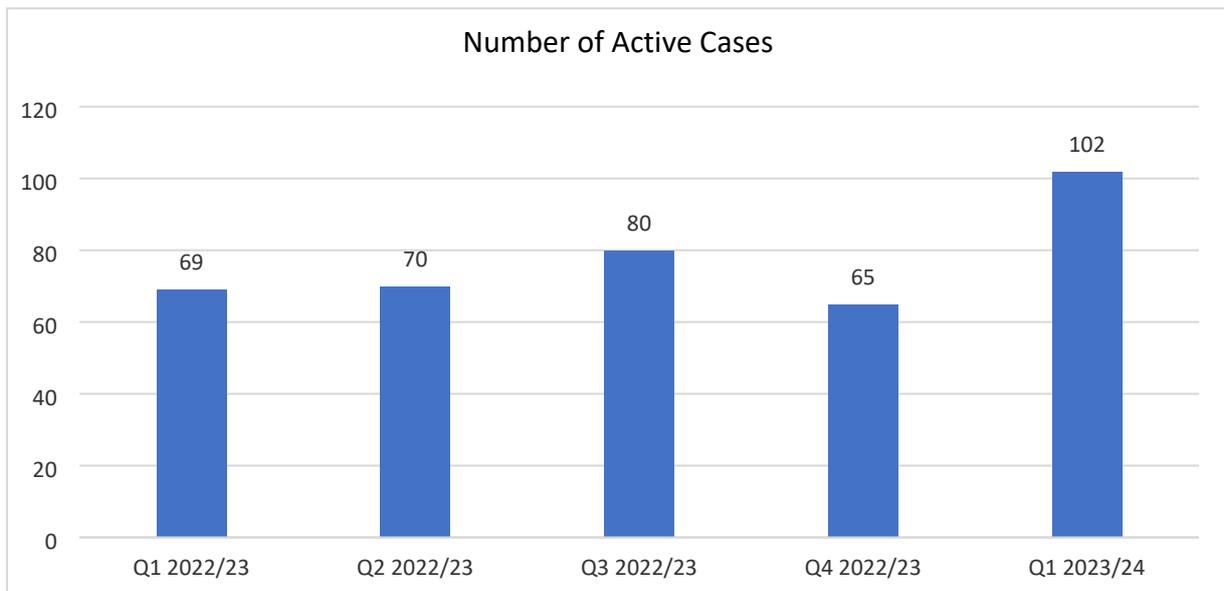
During Quarter two, there were 102 cases in progress, of which 13 were dealt with under formal procedures. The Overall total was higher than in the previous Quarter, with cases for the previous Quarter also shown below for comparison purposes. In

line with our absence data it can be seen that sickness is being actively managed as this is the area where we see highest case work consistently.

Type of Case	Informal Cases	Formal Cases	Total Q2	Previous Quarter
Appeals	0	0	0	0
Capability – Sickness	49	10	59	37
Capability – Performance	4	0	4	3
Consultations (including TUPE)	0	0	0	1
Bullying and Harassment	0	1	1	1
Disciplinary	18	1	19	8
Employment Tribunals	0	0	0	0
Flexible Working Requests	3	0	3	6
Grievance	6	0	6	4
Probation	1	1	2	0
Subject Access Request	0	0	0	0
Other	8	0	8	5
Total	**89**	**13**	**102**	**65**

4.0   EQUALITIES DATA

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 GRADE

As requested at the January 2023 employment committee we are including the workforce based on Age and 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. This information shows that we do not have any specific pinch points around this with age groups spread across the grades.

Workforce by Age and Grade
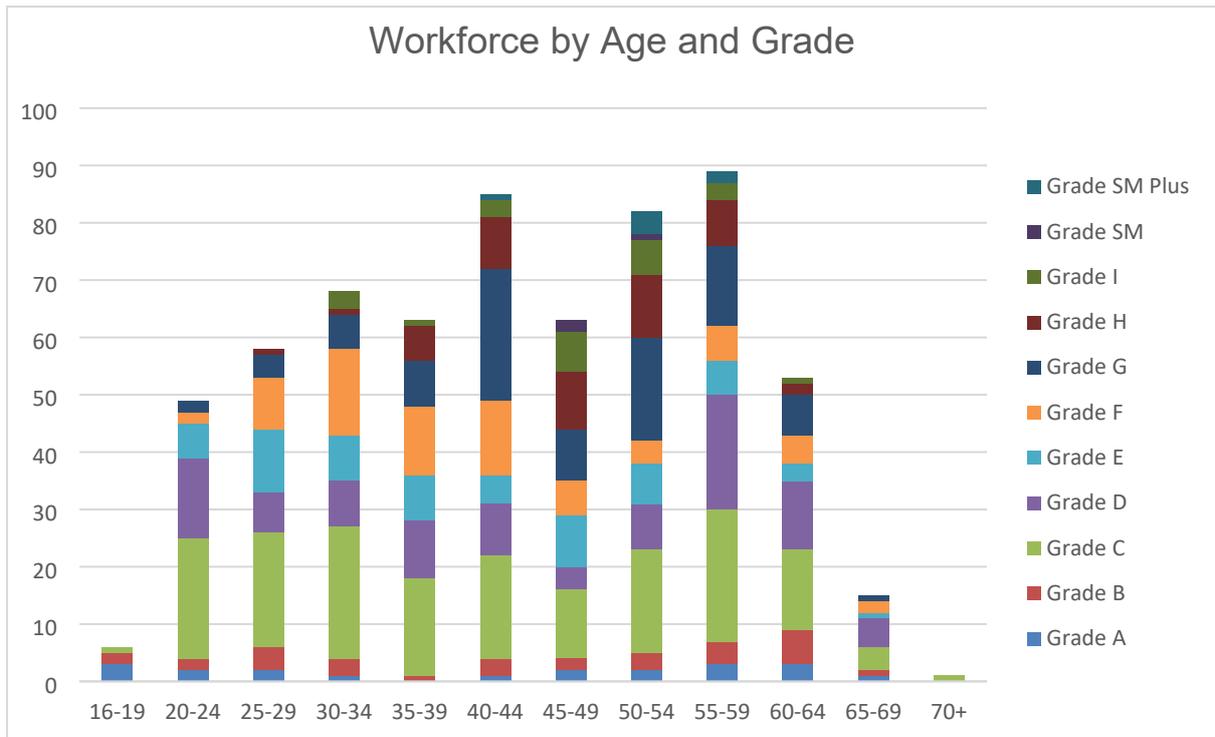
For the purposes of simplifying this graph, employees who have transferred into the Council on existing terms and conditions have been linked to Huntingdonshire District Council pay grades based on their current salary levels.
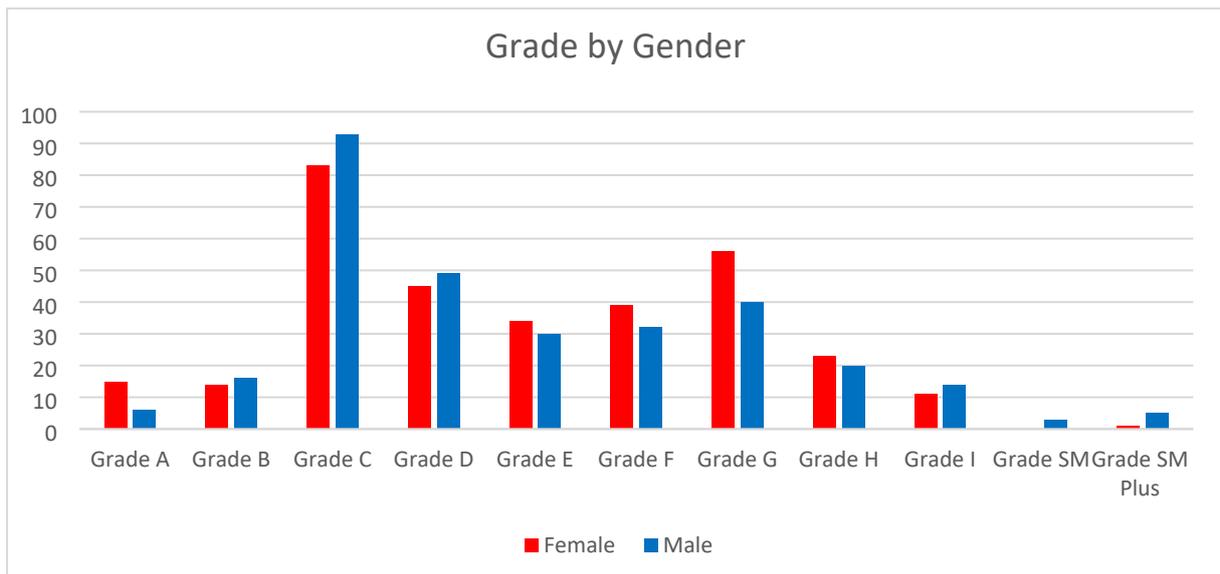
4.2   WORKFORCE BY GRADE AND LENGTH OF SERVICE

Grade by Length of Service
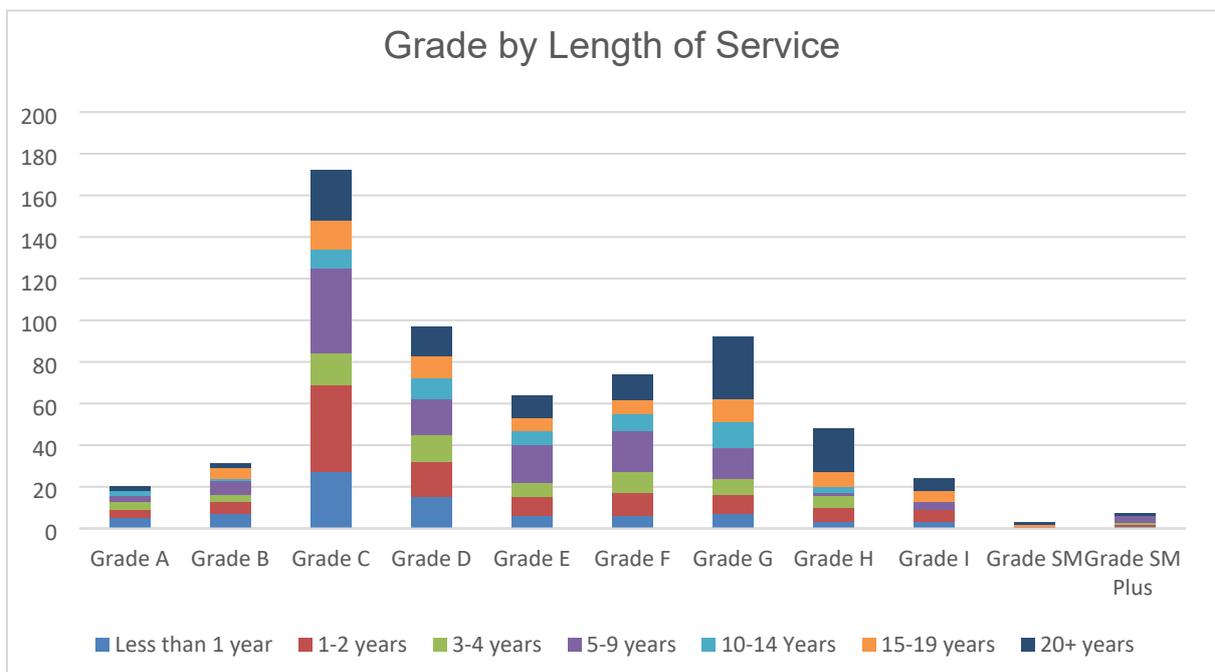
4.3   WORKFORCE BY GENDER

318   **309**

4.4   EMPLOYEES BY GRADE AND GENDER

Grade by Gender

Female   Male

4.5   WORKFORCE BY ETHNICITY

Ethnicity	% of workforce
Asian	2.07%
Black	1.44%
Mixed	0.96%
Other	0.64%
White	81.18%
Not Declared	13.72%

4.6   DISABILITY DATA

Disability Status	% of work force
No	71.61%
Yes	10.85%
Not Known	1.75%
Not Declared	15.79%

5.0   ACCIDENT / INCIDENT REPORTS

This section reports on the number and nature of accidents and incidents occurring in owned, managed and occupied premises or associated with work activities undertaken by the Council's employees, during quarter 2.

Definition: Accidents reported to the Incident Control Centre under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations are referred to as RIDDOR accidents.

5.1   OPERATIONS SERVICES

There were no RIDDOR accidents reported.
There were two non-RIDDOR accidents relating to employees recorded.

The table below summarises these by nature and severity:

Type	Category	Severity	No of cases	
			Q1	Q2
Non-RIDDOR accident	Slips, trips or falls on same level	Taken to Hospital	1	1
Non-RIDDOR accident	Strike against something fixed or stationary	Hospital Recommended	1	0
Non-RIDDOR accident	Struck by moving, including flying/falling, object	First Aid	2	0
Non-RIDDOR accident	Slips, trips or falls on same level	First Aid	1	1

5.2   OFFICE BASED PREMISES

There were no RIDDOR accidents reported.
There were no non-RIDDOR accidents relating to employees recorded.
There was one non-RIDDOR accident relating to a non-employee recorded.

The table below summarises these by nature and severity:

Type	Category	Severity	No of cases	
			Q1	Q2
Non-RIDDOR accident	Struck by moving, including flying/falling, object	First aid	1	0
Non-RIDDOR accident	Slips, trips or falls on same level	First aid	0	1

5.3   ONE LEISURE AND ONE LEISURE ACTIVE LIFESTYLES

There were no RIDDOR accidents reported.
There was one non-RIDDOR accident relating to an employee recorded.

The following table summarises these by nature and severity:

Type	Category	Severity	No of cases	
			Q1	Q2
Non-RIDDOR accident	Slips, trips or falls on same level	Taken to Hospital	1	0
Non-RIDDOR accident	Strike against something fixed or stationary	Hospital Recommended	1	0
Non-RIDDOR accident	Struck by moving, including flying/falling, object	First Aid	2	1
Non-RIDDOR accident	Slips, trips or falls on same level	First Aid	1	0

A total of thirty-five accidents were recorded involving non-employees.
There were no RIDDOR reportable accidents involving non-employees recorded.
There were nine recommendations to seek further medical attention and two ambulances were called.

At the previous committee it was asked about if there are any KPIs around Health and Safety and whilst there are not at the moment HDC are in the process of switching us over to a new online Accident Management System which will automatically generate a variety of KPI's for the authority as well ones for individual

departments (e.g. Office staff, Operations, One Leisure). This is being worked on with our neighbouring councils so we can have a consistent approach.

6.0   EQUALITY ACTIONS 2023 – SUMMARY ON A PAGE

		Status
Gender	Update the website with the pledge and include this in advertisement of roles.	
	Further work needs to be done on education around menopause generally and in particularly with managers so that they are able to support staff in the best way.	
	Creation of Menopause champions to lead the work in this area.	
Disability	Work is in progress to communicate the adjustments passport with managers and employees that have declared a disability.	Completed
	Ensure the new Disability at Work Policy is incorporated into existing processes for managing sickness to ensure employees are given a copy.	Completed
	Review sickness forms to enable reasonable adjustments to be a part of the discussions and documented.	Completed
	HDC will need to continue to increase the declaration rate	
	Update the website with the Disability Confident Pledge and include this in recruitment adverts.	
	Explore with IT a Dyslexia friendly font, so that emails can be in the correct size, justified appropriately and using the correct font.	
	Explore Mindful employer charter, this charter is about taking positive approach to mental health at work.	

Age	The recruitment team have been going out to colleges to attract potential applicants and will continue to do this.	Completed
	Work continues on Industrial Placements to attract younger candidates.	Completed
	Continue to work on bringing in more Apprenticeships	Completed
	Workforce strategy will speak to staff about what they value at HDC and what they want to see more of	Ongoing
Sexual Orientation	Work needs to be done on the not declared rate and education on the categories on the system will help with this, as this could be contributing.	
Ethnicity	Improve declaration rate and explore breaking down categories such as white into 'white other' to give a better comparison against Census data.	
	Explore The Race at work charter and UNISON Anti Racism Charter to see which actions can be implemented at HDC.	
	Feed into the workforce strategy on culture and cultural celebrations and what employees feel could be done in this area.	
Religion and Belief	As above feed into work force strategy to celebrate cultural days	
	More data is needed on the non-declaration rate.\n\nExplore combining some categories going forward to help with comparison	
General Actions	Work during 2022/2023 has focused on decreasing the number of employees that have not declared their protected characteristics. This has helped to improve the data but will need to continue through managers and individuals by explaining the benefits of capturing this information and by being specific about the data that is missing.	

		Update the Equal Opportunities Policy.	
		Training on Equal Opportunities	
		HR involvement in Equality meetings with other Councils to share best practice.	
		Run unconscious bias training for managers relating to recruitment.	
		Make the roles advertised look more accessible to people who may not have the exact skills by advertising training opportunities relating to roles.	
		Focusing more on transferable skills to allow more people to apply rather than being prescriptive, in addition asking for equivalent experience rather than the focus being on qualifications.	
		Explore employee networks for different groups to support and develop each other, feed into HR Policies, communications, learning and development and Equality actions.	
		Review where and how we promote our roles, ensuring inclusivity.	