Employment Panel

Report of the meeting held on 18th November 2015

Matters for Information

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12. **WORKFORCE INFORMATION REPORT (QUARTER 2)**

The Panel has received a quarterly report on Human Resource matters impacting on the performance of the organisation during the period 1st July to 30th September 2015. The report includes the latest position and trends relating to:

- employee numbers;
- salary costs; and
- sickness absence reporting.

In reviewing the workforce information, the Panel have been informed that the workforce headcount has decreased slightly since the last quarter as staff within Building Control and Legal have been TUPED over to Cambridge City Council.

Members have been advised that the number of sickness days has increased by 367 days when compared to the previous quarter. The Panel has been advised that although sickness has increased, short term sickness has reduced with the rise attributed to long term sickness. In response to questions the Panel has been advised that stress is the biggest cause of long term sickness followed by musculoskeletal issues.

The Panel has noted that stress is not just an issue at the Council as the Charted Institute of Personnel and Development (CIPD) has stated that stress related sickness has risen across all the sectors. Stress within the public sector accounts for 79% of long term sickness absences compared to 34% within the Council. The CIPD have given the following reasons for work related stress: workloads and volumes of work, non-work factors, pressure to meet targets and lack of support from managers.

Following a query, Members have been advised that the Council are looking for opportunities to encourage staff back to work and that Human Resources will be speaking with the Heads of Service individually regarding cases of long term sickness within their Departments.

In response to a question on the benefits of working for the Council, the Managing Director has stated that the benefits include: the working environment (modern offices), flexible working schemes, no core

hours, generous leave packages, generous training opportunities, staff discounts at One Leisure, cycling packages and childcare packages.

13. **LGSS QUARTERLY PERFORMANCE AND MONITORING REPORT**

The Panel has received data on the performance of LGSS Human Resources, Payroll and Organisational Workforce Development services across the key service measures agreed under the current contract during the period 1st July to 30th September 2015.

LGSS' performance is measured in four areas, namely:

- General Service Standards;
- HR Strategic and Advisory;
- Recruitment and Payroll; and
- Organisational Workforce Development.

The Panel has been advised that a number of policies will be presented to the Panel within the next six months as there is a need for a rationalisation of policies across the Shared Services.

Members have been informed that LGSS provides the Council with 500 training places each year, however these include online accounts of which there are 367 at the Council. It is currently not known how active the online accounts are, as new starters have to activate an online account to carry out mandatory training but tend not to use the account afterwards. The Panel has been informed that the Council are now able to determine if new starters have completed their mandatory training.

The individual courses attended by employees have been presented to the Panel. Members have welcomed the new addition and have expressed their wish to see its inclusion continue. In addition, Members have requested a separate report to be presented at the next meeting of the Panel regarding the payment data inaccuracy highlighted within the performance and monitoring report.

Following a query regarding the requirement for employees to pay back training costs should they leave the Council within a defined period, the Managing Director has stated that in many employees' contracts there is no clause, however the Council have implemented the insertion of a clause into new starters' contracts.

J W Davies
Chairman