

JSCC HR Retention and Equalities Update
22nd June 2011

***PART 1 – PUBLIC DOCUMENT**

AGENDA ITEM No.

1. SUMMARY

- 1.1 To update JSCC on the current position with regard to equalities in employment and the Council's retention rate.

FORWARD PLAN

- 2.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

3. BACKGROUND

- 3.1 Equalities and the retention of staff are projects contained in the People Strategy. This report is to update JSCC on progress with equalities and retention in relation to our employees.
- 3.2 This Report covers leavers from the Council during the period 1st October 2010 to 31st March 2011, looks at the reasons for leaving and identifies any retention issues that need to be addressed.

4. ISSUES

- 4.1 The turnover figure for the period 1st October 2010 to 31st March 2011 was 6.68%. Turnover for the period April 2010 to March 2011 was 10.63%. As a benchmark, the median average annual turnover rate for local government is 10% (the lowest since first recorded in 2001) and for districts is 9% (taken from the 2010 Local Government Workforce Survey).
- 4.2 23 people (not including Play Scheme Workers on short term contracts) left the Council in the period October 2010 to March 2011. Of these 12 (52%) were resignations for new jobs, relocation or as a result of a TUPE transfer. This was very similar to the percentage who left for the same reason in the previous period (53%). 5 people (22%) left due to retirement. Of these one person left due to retirement on ill health grounds, one at normal retirement age and three prior to normal retirement age. The remainder of those who left did so for reasons of reaching the end of their fixed term contract (18%), redundancy (4%) and death in service (4%).
- 4.3 4% of leavers (1 person) was from an ethnic minority group and 2 (9%) had a declared disability. The former figure is well below the current overall percentage of ethnic minority staff in the workforce (11%).
- 4.4 All the leavers were over the age of 25 with 9 being in the age range 25 and 44 and 14 over 45. As in the previous period, the largest number of leavers (11) was in the 55 to 64 years age band.

- 4.5 52% of leavers were in the grades ranging from 1 to 3. 17% were in the grade ranges of 4 to 6. 26% in the range of 7 to 9 and 4% were in the range of grades 10 to 13.
- 4.6 The number of male (8) and female leavers (15) exactly reflects the overall make up of the organisation which is 35% male and 65% female.
- 4.7 Although slightly above the local government and district median average rate the overall turnover rate remains low and no problems about retention have been identified from the leaver data.
- 4.8 For voluntary resignations exit questionnaires and or exit interviews are routinely carried out to establish clear reasons for leaving.

5. EQUALITIES PERFORMANCE

We are maintaining our performance indicators BV11a, b and c, BV16a and 17a.

- α BV 11a - top 5% of earners that are women is currently at 35.64% (Local government median average is 44% - 2010 Local Government Workforce Survey)
- α BV 11b - top 5% of earners that are from ethnic minority groups remains at 0%. (Local government median average is 2% - 2010 Local Government Workforce Survey)
- α BV 11c - top 5% of earners that are disabled is at 11.88%, (Local government median average is 3% - 2010 Local Government Workforce Survey)
- α BV16a – the percentage of employees with a disability is 5.43%, which is just below the target of 5.78%
- α BV17a – the percentage of employees from an ethnic minority group is 7.49%, which is just below the target of 7.7%. We are still improving our levels of ethnic minority employees and are aspiring through succession planning to continue to make progress.

6. EQUALITIES DATA

- 6.1 We collect equalities data from our employees and potential employees through the recruitment process. We also periodically request updates from all employees, however despite a number of exercises to improve the quantity of data held, a significant number of staff choose not to provide the information in certain categories e.g. disability, religion and sexual orientation.
- 6.2 Where an employee has declined to give the information their file has been annotated accordingly to prevent future requests causing frustration or distress. We will however continue to promote the message that the more complete data we have, the more accurate an equalities picture we can obtain for the Council, which will enable us to gauge what equalities actions we need to take.

7. LEGAL IMPLICATIONS

- 7.1 These are outlined in the body of the report.

8. FINANCIAL AND RISK IMPLICATIONS

- 8.1 All actions mentioned in the report can be accommodated from within existing budgets.
- 8.2 Risk relating to workforce planning is currently a Top Risk for NHDC. Equalities and Diversity are no longer a Top Risk following an external assessment which found the Council to be “achieving” against the new Equalities Framework. These risks are monitored by the Audit and Risk Committee.

9. HUMAN RESOURCE AND EQUALITIES IMPLICATIONS

9.1 The HR implications are outlined in the body of the report.

10. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS

None

11. RECOMMENDATIONS

11.1 JSCC to note the update on retention and progress with equalities in relation to our employees.

12. REASONS FOR RECOMMENDATIONS

12.1 To maintain the awareness of the retention and equalities situation by the JSCC.

13. ALTERNATIVE OPTIONS CONSIDERED

None

14. APPENDICES

None

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16. BACKGROUND PAPERS

None