

**TITLE OF REPORT: RETENTION AND EQUALITIES UPDATE****REPORT OF THE CORPORATE HUMAN RESOURCES MANAGER****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 1<sup>st</sup> April 2011 to 30<sup>th</sup> September 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 1<sup>st</sup> April 2011 to 30<sup>th</sup> September 2011 was 9.7%, which is significantly higher than in the previous 6 months (6.68%) and reflects the increase in redundancies and dismissals detailed below. 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 32 people (not including Play Scheme Workers on short term contracts) left the Council in the period April 2011 to September 2011. Of these 12 (37.5%) were resignations for new jobs or relocation and 4 (12.5%) were as a result of a TUPE transfer. The number of resignations was the same as in the previous period. 2 people (6.25%) left due to retirement. Of these one person left over the age of 65 and one prior to normal retirement age under the 85 year rule. 9 leavers (28%) were due to redundancy which was a large increase from the previous quarter (4%) and reflects the outcome of the Council's 2011 Restructure. 9.5% (3 members of staff) were dismissed in this period, 2 for misconduct and one on capability grounds. The remainder of those who left (2 – 6.25%) did so as they had reached the end of their fixed term contract.

- 4.3 6% of leavers (2 people) was from an ethnic minority group and none had a declared disability. The former figure is below the current overall percentage of ethnic minority staff in the workforce (8.12%).
- 4.4 One leaver was under the age of 25 with 4 being in the age range 25 -34, 9 in the age range 35 – 44 and 7 in the age band 45 to 54. As in the previous two periods, the largest number of leavers (10) was in the 55 to 64 years age band. There was one leaver in the over 65 age range.
- 4.5 31.25% of leavers were in the grades ranging from 1 to 3. 18.75% were in the grade ranges of 4 to 6. 12.5% in the range of 7 to 9 and 37.5% were in the range of grades 10 to 13.
- 4.6 The number of male leavers (13 – 41%) is slightly higher than the percentage of males in the Council which is 35% and number of female leavers (19 – 59%) is slightly below that in the overall make up of the organisation which is 65%.
- 4.7 The overall turnover rate remains low and is broadly in line with national figures for both local government as a whole and district councils. 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 35.08% (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 11.69%, (Local government median average is 3% - 2010 Local Government Workforce Survey)
- α BV16a – the percentage of employees with a disability is 5.84%, which is just above the target of 5.78%
- α BV17a – the percentage of employees from an ethnic minority group is 8.12%, which is just above 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 Workforce Planning is currently a Top Risk for NHDC. The Council's Top Risks are monitored by the Finance, Audit and Risk Committee.

**9. HUMAN RESOURCE IMPLICATIONS**

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

**10. EQUALITIES IMPLICATIONS**

10.1 Part of the work we do on equalities is to train our staff to understand their role in complying with the Public Sector Equality Duty by eliminating unlawful discrimination, harassment and victimisation and fostering good relations with colleagues and as officers of the council with our service users. Other Equalities implications are outlined in the body of the report.

**11. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS**

11.1 None

**12. RECOMMENDATIONS**

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

**13. REASONS FOR RECOMMENDATIONS**

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

**14. ALTERNATIVE OPTIONS CONSIDERED**

None

**15. APPENDICES**

None

**16. CONTACT OFFICERS**

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**17. BACKGROUND PAPERS**  
None.