

Report to: STAR Joint Committee
Date: 20th July 2016
Report for: Review and Discussion
Report of: Business Improvement Manager

Report Title

HR Statistics – 2016/17 Quarter 1

Purpose

The purpose of this report is to:

- Advise Joint Committee Members on the HR statistics for STAR Procurement staff for Q1 of the financial year April 2016 to March 2017

Recommendations

- STAR Procurement Joint Committee notes the content of the statistical information provided

Contact person for access to background papers and further information:

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Background

Financial Impact:	None
Legal Impact:	None
Human Resources Impact:	Subject matter of the report comprises cumulative quarterly statistical information relating to HR matters within STAR Procurement
Asset Management Impact:	None
E-Government Impact:	None
Risk Management Impact:	None
Health and Safety Impact:	None

Consultation

No public consultation required

Reasons for Recommendation(s)

The HR Statistics update is issued for information and the Joint Committee is asked to note its contents

1. Summary

- 1.1 TMBC HR Service has provided its first quarterly report of 2016-17 on the STAR Procurement team's HR performance
- 1.2 Key movement between the information provided in Appendix 1 to this report and the previous 2015-16 Q4 statistics are:
 - 1.2.1 One member of staff has left STAR Procurement
 - 1.2.2 Three members of staff have joined STAR Procurement
 - 1.2.3 Average FTE days lost is 1.64 days
 - 1.2.4 Average long term sickness is 1.11 days
- 1.3 The long term sickness absence statistics for Q1 comprise one individual absence due to a fractured limb and the reduction in mobility resulting from the injury. This was mitigated by the member of staff working from home when appropriate
- 1.4 It is noted that a member of staff has recently commenced treatment for cancer and whilst this is not reflected in absence figures to date this will have a negative impact on the long term sickness data in future reports

2. Recommendations

- 2.1 It is recommended that STAR Procurement Joint Committee notes the content of the statistical information provided

Appendix 1: HR Statistics 2016-17 Q1

Part 1 – Leavers and New Starters

Starters/Leavers FTE & Headcount by Department (01/04/2016 –30/06/2016)				
	Starters		Leavers	
	Headcount	FTE	Headcount	FTE
STaR	3	2.8	1	1

Part 2 – Sickness Absence by Reason

Short Term/Long Term & Absence by Reason			
Reason	Days Lost (headcount)	Short Term (headcount)	Long Term (headcount)
Cold, Cough, Flu Influenza	10 (2)	10 (2)	0 (0)
Gastrointestinal Problems (Abdominal Pain, Gastroenteritis, Vomiting, Diarrhoea)	3 (1)	3 (1)	0 (0)
Injury, Fracture	31 (1)	0 (0)	31 (1)
Other Known Causes – Not Elsewhere Classified, E.g. Malaise, Poorly	1 (1)	1 (1)	0 (0)
Skin Disorders	1 (1)	1 (1)	0 (0)

Part 3 – Sickness Absence Summary

Absence				
Days Lost/Trigger by Directorate 01/04/2016 – 30/06/2016				
	Average FTE Days Lost	Total FTE Days Sick	Short Term Average	Long Term Average
STaR	1.64	46	0.54	1.11