

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

Report Title

HR Statistics – Quarter 4 2015/2016

Purpose

The purpose of this report is to:

- Advise Joint Committee Members on the HR statistics for STAR Procurement staff for the financial year April 2015 to March 2016 inclusive

Recommendations

- STAR Procurement Joint Committee notes the content and 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 the 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. The Joint Committee will be able to query any aspect of the report during the course of the Joint Committee Meeting

1. Summary

- 1.1 TMBC HR Service has provided its final quarterly report of 2015-16 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 Q1-3 statistics are:
 - 1.2.1 One member of staff has left STAR Procurement
 - 1.2.2 Average FTE days lost has increased from 10.66 to 11.19 days
 - 1.2.3 Average long term sickness has decreased in the period from 9.45 days to 9.27 days
- 1.3 The sickness absence statistics have been skewed by two individual employees, accounting for 258 of the 291 (89%) days lost in the period 1st April 2015 to 31 March 2016. This has been discussed in previous reports to the Joint Committee. In accordance with our previous comments, the average long term absence has reduced slightly in Q4
- 1.4 Short term sickness absence has increased slightly in Q4 from 1.21 to 1.92.
- 1.5 STAR Senior Management Team will continue to focus on reducing sickness absence levels by following Trafford absence policy and raising the issue through various team meetings.

2. Recommendations

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

Appendix 1: HR Statistics 2015-16 Q1 to Q4

Part 1 – Leavers and New Starters

Starters/Leavers FTE & Headcount by Department (01/04/2015 – 31/03/2016)				
	Starters		Leavers	
	Headcount	FTE	Headcount	FTE
STaR	9	9	8	8

Part 2 – Sickness Absence by Reason

Short Term/Long Term & Absence by Reason			
Reason	Days Lost (headcount)	Short Term (headcount)	Long Term (headcount)
Anxiety/Stress/Depression/Other Psychiatric Illness	107 (1)	0 (0)	107 (1)
Cold, Cough, Flu Influenza	20 (5)	20 (5)	0 (0)
Ear, Nose, Throat	2 (1)	2 (1)	0 (0)
Gastrointestinal Problems (Abdominal Pain, Gastroenteritis, <u>Vomiting, Diarrhoea</u>)	59 (8)	17 (8)	42 (1)
Other Musculoskeletal Problems (Exclude Back Problems)	92 (1)	0 (0)	92 (1)
Other Known Causes - Not Elsewhere Classified, E.g. Malaise, Poorly	5 (2)	5 (2)	0 (0)
Third Party Accident	6 (1)	6 (1)	0 (0)

Part 3 – Sickness Absence Summary

Absence				
Days Lost/Trigger by Directorate 01/04/2015 – 31/03/2016				
	Average FTE Days Lost	Total FTE Days Sick	Short Term Average	Long Term Average
STaR	11.19	291	1.92	9.27