

Report to: STAR Joint Committee
Date: 18th October 2016
Report for: Review and Discussion
Report of: Business Improvement Manager

Report Title

HR Statistics – 2016/17 Quarter 2

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

The STAR 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 statistics in respect of the STAR Procurement team for the period to 31st August 2016. The full Q1 and Q2 statistics for the period to 30 September 2016 are not yet available
- 1.2 Key movement between the information provided in Appendix 1 to this report and the previous 2016-17 Q1 statistics are:
 - 1.2.1 Two members of staff has left STAR Procurement
 - 1.2.2 Four members of staff have joined STAR Procurement
 - 1.2.3 Average FTE days lost is 3.92 days
 - 1.2.4 Average long term sickness is 2.82 days
- 1.3 The long term sickness absence statistics for the year to date comprise:
 - 1.3.1 As previously reported, 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
 - 1.3.2 As previously reported, one individual absence due to a member of staff having commenced treatment for cancer. The continuation of this treatment and recovery time will impact on the statistics in the forthcoming quarter. The member of staff is in regular contact with STAR Procurement and is responding well to the course of treatment
- 1.4 The following comparisons with the STAR position at the same quarter of 2015-16 have been made to highlight year-on-year improvements in terms of average days lost and average long term sickness:
 - 1.4.1 Average FTE days lost indicates a 57% reduction, from 9.2 to 3.9 days
 - 1.4.2 Average long term sickness indicates a 65% reduction, from 8.4 to 2.8 days

2 Recommendations

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

Appendix 1: HR Statistics 2016-17 Q2

Part 1 – Leavers and New Starters

Starters/Leavers FTE & Headcount by Department (01/04/2016 –31/08/2016)				
	Starters		Leavers	
	Headcount	FTE	Headcount	FTE
STaR	4	3.8	2	2

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	11 (2)	11 (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	49 (2)	1 (1)	48 (1)
Skin Disorders	1 (1)	1 (1)	0 (0)

Part 3 – Sickness Absence Summary

Absence				
Days Lost/Trigger by Directorate 01/04/2016 – 31/08/2016				
	Average FTE Days Lost	Total FTE Days Sick	Short Term Average	Long Term Average
STaR	3.92	95	0.57	2.82