

Salisbury City Council

HR Update Report - Confidential

To City Clerk, Personnel Committee, SCC Administration Leaders (Cllr Tomes, Bayliss & Riddle) and SMT

Completed by: Tracy Adams, HR Manager

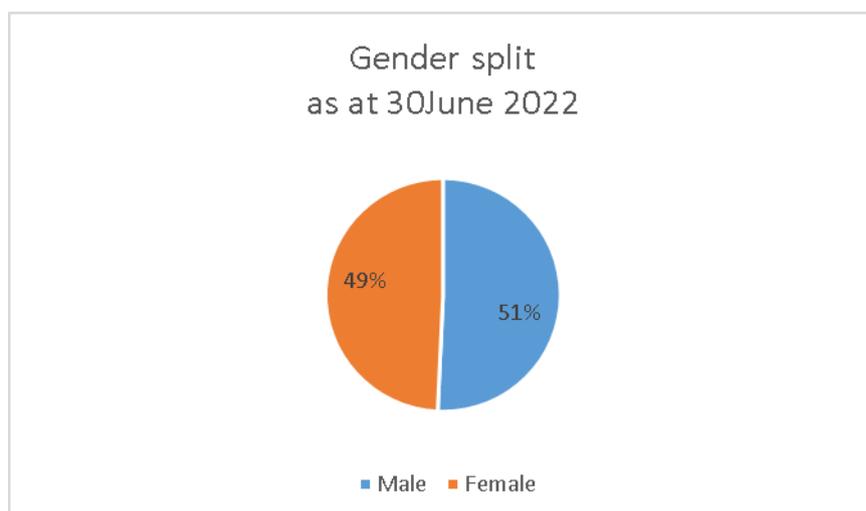
April – June 2022

Current Vacant Posts:

1 x Apprentice Corporate Services Assistant (courses being explored by Corporate Services Manager)

1 x Apprentice Grounds Operative (on hold as potential Apprentice due to transfer as part of Idverde inhousing)

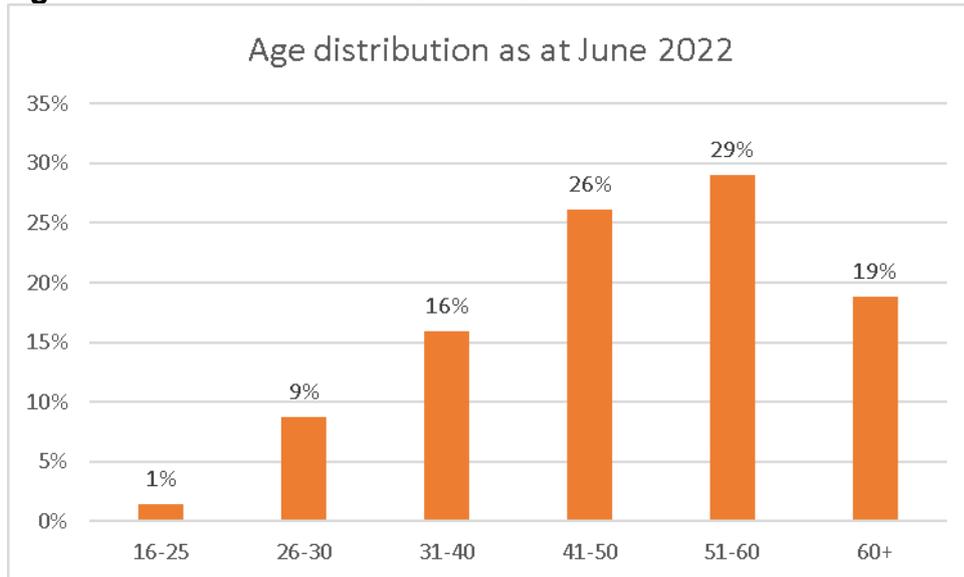
Gender Split



Previous gender split (Most recent quarter first)

Quarter	Male	Female
March 2022	52%	48%
December 2021	55%	45%
September 2021	55%	45%
June 2021	49%	51%
March 2021	48%	52%
December 2020	48%	52%
September 2020	49%	51%
June 2020	49%	51%
March 2020	49%	51%
December 2019	50%	50%
September 2019	48%	52%

Age distribution as at end June 2022



Previous quarter's age distribution (most recent quarter first)

Quarter	16-25	26-30	31-40	41-50	51-60	60+
March 2022	2%	9%	17%	29%	26%	18%
December 2021	5%	9%	17%	27%	24%	18%
Sept 2021	6%	8%	15%	21%	29%	21%
June 2021	7%	6%	18%	19%	28%	21%
March 2021	6%	9%	18%	23%	21%	23%
December 2020	5%	9%	17%	23%	20%	25%
Sept 2020	5%	11%	17%	23%	23%	22%
June 2020	4%	13%	18%	22%	21%	21%
March 2020	4%	13%	18%	22%	21%	21%
December 2019	5%	12%	18%	23%	21%	21%

Main areas of focus around age distribution is looking at ways to increase younger workers. In the last quarter the following actions were taken:

- HR Manager attended 6th form interviews on behalf of City Council at Godolphin School as opportunity to discuss what Council does
- Communities team are actively exploring offering college placements to Wiltshire College students

Unplanned turnover

From January 2020 the turnover figure has only included those unplanned resignations i.e. anyone retiring, moving location, dismissed through misconduct or performance or ill health dismissals will not be included

Year	Jan-Mar	Apr-June	July-Sept	Oct-Dec
2016	Figures not available			5%
2017	7%	0%	10%	5%
2018	10%	10%	4%	11%
2019	7%	0%	2% (represents 1 person)	3% (represents 2 people)
2020	0%	0%	2% (represents 1 person)	2% (represents 1 person)
2021	0%	2% (represents 1 person)	6%	2% (represents 1 person)
2022	6%	0%		

There were no leavers in the last quarter. The recruitment market is particularly active at the moment with lots of initiatives being offered to attract staff. It is particularly encouraging staff are choosing to remain at the Council.

As requested by Cllr Wells, HR Manager will include further details in this section on main reasons given for leaving. As turnover is low and so that the information is not identifiable (this is to encourage openness in those conversations) the main reason is put as a percentage of the reasons given over the last 6 months (December 2021 – June 2022).

For completeness the reason for leaving includes planned and unplanned turnover.

Reason	Percentage of leavers stating this as main reason
Moving out of area	25%
Career progression	25%
Job not as expected	25%
End of fixed term contract	25%

Sickness information

Information below does not include COVID absences but does show both short and long term absences

Year	Jan-Mar		Apr-June		July-Sept		Oct-Dec	
	Average number of episodes	Absence rate as percentage of available work time	Average number of episodes	Absence rate as percentage of available work time	Average number of episodes	Absence rate as percentage of available work time	Average number of episodes	Absence rate as percentage of available work time
2016	Figures not available						10	2.47%
2017	11	2.55%	7	2.15%	5	1.35%	6	0.9%
2018	11	2.7%	8	4.78%	7	4.09%	8	3.01%
2019	6	1.22%	3	1.01%	8	3.19%	9	2.74%
2020	8	1.44%	3	1.50%	6	3.93%	7	4.23%
2021	6	2.68%	4	0.59%	6	3.31%	6	2.04%
2022	5	1.77%	4	1.21%				

April-June 2022 figure includes a long term absence. Without this figure the rate would be 0.5%

COVID

Number of days lost due to COVID reasons, this may include requirement to self isolate or during March when advice was those in a vulnerable group should not attend the workplace until a risk assessment had been completed

Number of days lost

Apr 2021 – June 2021	July 2021- September 2021	October 2021 – December 2021	Jan-March 2022	April – June 2022
3 days 1 member of staff	3 days 1 member of staff	42 days 4 members of staff	41.5 days 8 members of staff	59 days 13 members of staff

April-June 2022 has seen a further increase in the number of days lost to COVID related absences. These are still from people who have had tests confirm the infection. Absences are spread amongst different teams and locations within the Council so no evidence to indicate further measures required at this stage.

Staff who were well enough to work (and able to work from home) are not included in the above numbers.

Staff Development – April – June 2022

Type of course/area of development	April 2022 – June 2022 Number of individuals attending a specific event (a person may have attended a number of events i.e. 1 person attended both First Aid and Fire Warden)
Health & Safety	31
Information Technology	3
Leadership & Management	1
Legislative	6
Service enhancing	3
Equality and Diversity	5
Health & Wellbeing	0

Mandatory or task based courses (I – internal facilitation E – external facilitation)	Personal skills based courses (I – internal facilitation E – external facilitation)
Cyber security – E First Aid – E Food Safety - E H&S – completing risk assessments – I Asbestos awareness – E H&S Essentials – E Manual Handling – E Safeguarding – E Diversity & Inclusion – I Wildflower - E	Coaching (participation) I Coaching (delivery) E First Line Management Skills - E

Recruitment costs and outcomes

When a vacancy arises this is offered internally initially. If there are no successful candidates within SCC current staff who meet the criteria required for the role then a decision is made with the HR Manager and recruiting manager as to the most effective methods of advertising.

January 2022 – March 2022

Job	Where advertised (Cost in brackets if applicable)	Where successful candidate had seen job
No recruitment activities this quarter		