

**Agenda for consultative meeting of the
Personnel Committee
Thursday, 27th January, 2022, 10.00 am**



Members of Personnel Committee

Councillors I Thomas (Chair), V Ranger (Vice-Chair),
M Allen, M Armstrong, P Arnott, D Bickley,
K Blakey, F Caygill, B De Saram, I Hall,
P Hayward, R Lawrence, J Loudoun,
N Hookway and C Pepper

East Devon District Council
Blackdown House
Border Road
Heathpark Industrial Estate
Honiton
EX14 1EJ
DX 48808 HONITON
Tel: 01404 515616

www.eastdevon.gov.uk

Venue: online via zoom

Contact: Debbie Meakin dmeakin@eastdevon.gov.uk
(or group number 01395 517546)
19 January 2022

**Important - this meeting will be conducted online and recorded by Zoom only.
Please do not attend Blackdown House.
Members are asked to follow the [Protocol for Remote Meetings](#)**

This meeting is being recorded by EDDC for subsequent publication on the Council's website and will be streamed live to the Council's Youtube Channel at <https://www.youtube.com/channel/UCmNHQruge3LVl4hcgRnbwBw>

Public speakers are now required to register to speak – for more information please use the following link: <https://eastdevon.gov.uk/council-and-democracy/have-your-say-at-meetings/all-other-public-meetings/#article-content>

Between 8th December 2021 to 11th May 2022, the Council has delegated much of the decision making to officers. Any officer decisions arising from recommendations from this consultative meeting will be published on the webpage for this meeting in due course. All meetings held can be found via the [Browse Meetings](#) webpage.

- 1 Public speaking
- 2 Minutes of the previous meeting held on 30 November 2021 (Pages 3 - 6)
To agree the minutes of the previous meeting held on 30 November 2021.

3 Apologies

4 Declarations of interest

Guidance is available online to Councillors and co-opted members on making [declarations of interest](#)

5 Matters of urgency

Information on [matters of urgency](#) is available online

6 Confidential/exempt item(s)

To agree any items to be dealt with after the public (including the Press) have been excluded. There are no items which officers recommend should be dealt with in this way.

7 **Pay Policy Statement 2022/23** (Pages 7 - 10)

8 **Reward Review update** (Pages 11 - 14)

9 **People Data Report** (Pages 15 - 21)

10 **Personnel Forward Plan** (Page 22)

[Decision making and equalities](#)

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EAST DEVON DISTRICT COUNCIL**Minutes of the meeting of Personnel Committee held online via zoom on 30 November 2021****Attendance list at end of document**

The meeting started at 2.01 pm and ended at 3.20 pm

7 Public speaking

There were no members of the public registered to speak.

8 Minutes of the previous meeting 2 September 2021

The minutes of the consultative meeting of the Personnel Committee held on 2 September 2021 were agreed.

9 Declarations of interest

None.

10 Matters of urgency

None.

11 Confidential/exempt item(s)

None.

12 Recruitment and retention update

The HR Manager outlined to the committee the actions being progressed to mitigate against current recruitment and retention concerns. She outlined:

- The economic context, with low levels of unemployment and high vacancy rates, both nationally, and at local level;
- The agreed mitigations underway, including:
 - Independent reward review: an external consultant has been commissioned, with the intention to bring costed recommendations to the committee in January 2022 in order to be considered in the 2022/23 draft budget; Unison are involved in the review;
 - Recruitment strategy review: branding work to maximise supply of good candidates, including HR and managers making connections with recruitment agencies to understand their current offer;
 - “Grow our own” strategy: longer term strategy to have in place career pathways and strong apprenticeship schemes, planned to develop in two or three pilot areas. To aid this work, the Council has become a member of the South West Apprenticeship Ambassador Network.

The HR Manager was also pleased to announce to the committee that a HR graduate placement had been appointed to help deliver the actions outlined in the report.

The committee discussed:

- Welcoming the reward review and the work undertaken to date;
- Turnover data presented in statistical form needed to include numbers of staff, to set the percentage figures into context;
- In response to a question, no candidates had raised an issue of concern relating to the probability of unitary or government reorganisation;
- Links with East Devon secondary schools would be included as one of the actions, to promote the career paths of local government to school leavers;
- The process of applying market supplements was explained, including factoring the impact on existing staff.

The committee endorsed the report.

13 **Apprentice pay policy**

The report before committee set out changes to the current pay policy for newly recruited apprentices. The changes were proposed for the following reasons:

- Pay competitiveness in the local market
- “growing our own” strategy
- Council Plan priority one – better homes and communities for all
- Council Plan priority three – a resilient economy
- Maximise levy spend.

The committee agreed with the proposal.

RECOMMENDED to Council

That National Joint Council (NJC) rates are paid to newly recruited apprentices in accordance with the Council’s standard pay and grading structure.

14 **People data reporting proposals**

The report set out proposals for reporting people data to the committee. Such data will help inform policy decisions and retain oversight of the workforce.

The committee debated:

- Inclusion of age data so that the committee had an idea of when the impact of an aging workforce was likely to be acute;
- Reports to the Scrutiny Committee (as part of the key performance data) should continue, but the role of the Personnel Committee was to improve their skills in understanding human resources;
- Data sets should help inform succession planning;
- Key to have data that informs the work of the committee, and not to have excessive data that is either not specifically required or onerous to produce;
- Look to developing a format of presenting the data sets that helps both Members and officers in developing their HR plans;
- Benchmarking data welcomed to determine what areas need to be proactive, and what areas need a fresh approach;
- Useful to know the number of vacancies for each service.

The committee agreed in principle the data sets listed in the provided appendix 1 and 2, requesting that further work on the report format be undertaken by officers in conjunction with the Chair and the Portfolio Holder for Council and Corporate Co-ordination to bring back to the next meeting of the committee.

15 **Worksmart review update**

The HR Manager outlined the progress on the Worksmart review. The review had three areas of focus:

- How the council continues to meet customer needs
- How the council supports sustainability and mitigates against climate change
- How the council provides an attractive working environment that supports recruitment and retention, high performance, staff engagement and inclusion.

Staff would be updated before the Christmas break on the review; and work would continue in January on the principles of Worksmart, moving to prioritising actions to implement the revised approach.

The review was also closely linked with work on reviewing how customer service is delivered.

Comments included:

- Welcoming the holistic and inclusive approach to the review
- Need to clearly communicate to customers how their services would continue to be delivered
- Include in the focus for review the need for continuing efficiency
- Expectation of customers too from Councillors to be accessible via various means, such as viewing meetings online
- Care in supporting those staff who may have experienced mental health issues due to the pandemic, as they return to a hybrid approach of working.

The committee noted the report presented.

16 **Personnel Forward plan**

The committee noted the forward plan, with the addition of a future report on resourcing.

The timing of presenting the annual people data report would be considered in the context of budget planning.

Attendance List

Councillors present:

I Thomas (Chair)

M Allen

M Armstrong

D Bickley

K Blakey

B De Saram

P Hayward

R Lawrence

J Loudoun

N Hookway

Councillors also present (for some or all the meeting)

G Jung
P Faithfull
E Rylance

Officers in attendance:

Joanna Fellows, Corporate HR Manager
Debbie Meakin, Democratic Services Officer
Mark Williams, Chief Executive

Councillor apologies:

V Ranger
I Hall

Chair

Date:



Report to: Personnel Committee

Date of Meeting 27th January 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Pay Policy Statement 2022/23

Report summary:

The annual review of the Council's Pay Policy Statement, as required under the Localism Act and Constitution.

Is the proposed decision in accordance with:

Budget Yes No

Policy Framework Yes No

Recommendation:

That the Personnel Committee recommend to Council the adoption of the Pay Policy Statement 2022/23.

Reason for recommendation:

Paragraph 2.10.5b of the Constitution requires the Personnel Committee to consider and make recommendations to Council in relation to the Pay Policy Statement in line with the Localism Act, which requires the Council to review its Pay Policy Statement on an annual basis.

Officer: Jo Fellows, HR Manager. Email: jfellows@eastdevon.gov.uk

Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk;

Links to background information The current Pay Policy Statement is available at: [Pay policy statement for senior officers - East Devon](#). The Council's Data Transparency Code information relating to pay is available at: [Pay and reward policies and senior staff pay - East Devon](#).

Link to [Council Plan](#)

Priorities (check which apply)

- Better homes and communities for all
 - A greener East Devon
 - A resilient economy
-

Report in full

1. The Localism Act 2011 requires councils to annually prepare and approve a Pay Policy Statement setting out its policy for each financial year relating to the remuneration of Chief Officers and other employees and the relationship between the pay of Chief Officers and the lowest paid employee. The Personnel Committee must consider and make recommendations to Council in relation to the Pay Policy Statement.
 2. Appendix 1 sets out the proposed Pay Policy Statement for 2022/23. The format of the Statement has been slightly revised from previous years, however it continues to contain all the information as required under the Localism Act.
 3. Paragraph 5 in the Pay Policy Statement includes references to the pay multiple, which illustrates the relationship between the lowest and highest paid employees in the Council. The pay multiple figure is currently 6.6:1, which remains within the Council's agreed 10:1 maximum ratio.
 4. In line with Government guidance, the Pay Policy Statement is published on the Council's website once agreed.
 5. It should be noted that any changes to pay as a result of the independent Reward Review will need to be reflected in the Pay Policy Statement once confirmed, with any amendments presented to Committee and then Full Council for approval.
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Financial implications:

There are no direct financial implications to comment on.

Legal implications:

The legal position is detailed in the report and no further comment is required.

Appendix 1

Pay Policy Statement (April 2022 - March 2023)

1. Introduction

- 1.1. Section 38 of the Localism Act 2011 requires English and Welsh local authorities to produce a statutory pay policy statement for each financial year which sets out the council's policies relating to the remuneration of chief officers (a term which includes both statutory and non-statutory chief officers) and the relationship between the remuneration of the highest and lowest paid.
- 1.2. This document sets out East Devon District Council's pay policy statement which is reviewed annually and published on the Council's website.
- 1.3. In the context of managing scarce public resources, remuneration at all levels within the Council needs to be adequate to secure and retain high-quality employees dedicated to the service of the public, but at the same time needs to avoid being unnecessarily generous or otherwise excessive. We have already adopted a pay and reward strategy which complements this pay policy statement and seeks to ensure that pay and reward systems facilitate the retention and recruitment of employees with the right skills and capabilities and takes account of regional and national variations and local market factors.
- 1.4. The Council has adopted the Code of Recommended Practice for Local Authorities on Data Transparency, in respect of its approach to publication of and access to information relating to the remuneration of senior officers. This includes Senior Salaries data which has the details of the remuneration of the authorities' senior staff, including key responsibilities and allowances. This is published on the Council's website and/or in the Annual Statement of Accounts.

2. Definitions

- 2.1. For the purposes of this statement chief officers are the:
 - 2.1.1. Chief Executive Officer
 - 2.1.2. Strategic Leads including section 151 officer and monitoring officer responsibilities
 - 2.1.3. Service Leads.
- 2.2. For the purposes of this statement officers (including the lowest paid employees) are those on grades 1-11 of the local determined grading structure. The lowest paid employees are defined as employees paid on Spinal Column Point 1 of the National Joint Council for Local Government Services (NJC) Pay Scale (the lowest point of grade 1).
- 2.3. Spot salaries - These are salaries which are a specific sum and are not related to a grade with increasing levels of pay.
- 2.4. Pay multiple - This is calculated by comparing all taxable earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of benefits in kind) for the chief executive compared to median earnings and the lowest paid in the organisation.

3. Officers (including Lowest Paid Employees)

- 3.1. Officers on grades 1-11 of the local determined grading structure are eligible for annual incremental increases up the NJC pay scale set out within their grade until they reach the top of their grade. Any annual pay awards are determined by national NJC agreement. A job evaluation scheme is used to determine the grade for each post.

4. Chief Officers

- 4.1. The Chief Executive and Chief Officers on grades CO1 or CO2 are subject to Joint Negotiating Committee (JNC) for Chief Executive/Chief Officer terms and conditions, those on STL1 and STL2 grades are on either JNC or NJC conditions depending on the post and Service Leads are on NJC conditions. All grades, except the Chief Executive who is on a spot salary, are salary progression to the top of the relevant grade. Salaries are based on job evaluation points which relate to the pay and grading structure for senior officers as designed by South West Regional Employers.
- 4.2. The Personnel Committee is responsible for considering and recommending the appointment, remuneration and terms in the event of the cessation of employment of senior officers, in line with its Terms of Reference, the Pay Policy Statement, the Council's employment policy and statutory regulations and guidance.
- 4.3. At present, there are no additional payments made to senior officers which specifically relate to performance such as performance related pay or bonuses.
- 4.4. Any termination payments to senior officers where the value is over £100K, on ceasing office will comply with our redundancy policy and only be made with the express approval by full council.
- 4.5. The Committee would not normally recommend the re-employment of individuals to senior officer positions who have recently left the Council (for any reason) in any capacity (either as an employee, consultant or contractor). If this does occur, it will be subject to the provisions of the Modification Order.
- 4.6. As outlined in the Pay and Reward Strategy the use of market supplements may be applied in certain circumstances.
- 4.7. Additional payments are made by central government to officers carrying out additional duties at elections. These payments are not within the scope of this policy.

5. Relationship between Chief Officers and employees who are not Chief Officers

- 5.1. The Data Transparency Code requires authorities to publish the ratio of chief executive to median earnings, as a means of illustrating the relationship between the lowest and highest paid. Through this pay policy statement we will track this multiple annually and will publish the following information on the Council's website, as part of the Data Transparency Code information:
 - 5.1.1. details of the taxable remuneration to calculate the Median FTE pay for the workforce
 - 5.1.2. the remuneration of the lowest paid employee
 - 5.1.3. the annual Median FTE of the authorities workforce.
- 5.2. Through this policy the pay multiple of the chief executive will be monitored annually. Should the multiplier between the annual salary paid to a full time employee on the lowest spinal column point and the annual salary paid to the chief executive be greater than 10:1, this will be reported by the Personnel Committee to Full Council for consideration.

Report to: Personnel Committee

Date of Meeting 27th January 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Reward Review Update

Report summary:

To provide an update on the independent Reward Review and make recommendations for next steps.

Is the proposed decision in accordance with:

Budget Yes No

Policy Framework Yes No

Recommendation:

1. That the Personnel Committee agree to further work being undertaken on the Reward Review including the development of detailed options and costings, with this additional work funded from some of the monies already allocated to pay within the 2022/23 budget.
2. That no decisions are made at this stage about whether the Council should become a Real Living Wage Employer and instead, this is included in the next phase of the Reward Review, as outlined above.

Reason for recommendation:

The independent Reward Review has identified that some improvements could be made to our grading structure and pay competitiveness and more work is required to determine how this can be resolved, including the budgetary impacts.

Officer: Jo Fellows, HR Manager

Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

Equalities impact Medium Impact

An equality impact assessment will be undertaken once the implications of this work are further understood.

Climate change Low Impact

Risk: Medium Risk; Failure to address pay issues may impact on recruitment and retention and therefore service delivery. Detailed risk analysis of the potential options to address this will form part of the next steps for this work.

Links to background information The Reward Review was agreed by Committee on 2nd September 2021 ([210902 Personnel Ctte report Independent Review Workforce Priorities.pdf \(eastdevon.gov.uk\)](#)) and an update on progress was provided to Committee on 30th November 2021 ([211130 Recruitment Retention Update for Personnel Ctte FINAL.pdf \(eastdevon.gov.uk\)](#)). Paragraph 2 of the report has been informed by Labour Force Survey, Office for National Statistics and Institute for Employment Studies reports ([Labour Market Statistics, December 2021 | Institute for Employment Studies \(IES\) \(employment-studies.co.uk\)](#) and [Average weekly earnings in Great Britain - Office for National Statistics \(ons.gov.uk\)](#), December 2021).

Link to [Council Plan](#)

Priorities (check which apply)

- Better homes and communities for all
- A greener East Devon
- A resilient economy

Report in full

1. Introduction

- 1.1. This report provides an update on the progress of the independent Reward Review and makes recommendations about the next steps.

2. Background and Context

- 2.1. The Review was commissioned in light of concerns regarding the competitiveness of the Council's current pay rates and the impact this was having on recruitment and retention. The Committee agreed a budget of £25,000 for this work and consultants were selected via a procurement framework to undertake the Review.
- 2.2. The consultants have undertaken the following actions since mid-November 2021:
 - 2.2.1. Mobilisation and collation of background data and information
 - 2.2.2. Labour market data pay benchmarking against a sample of agreed jobs across the Council
 - 2.2.3. Reporting of initial findings and potential options for next steps.
- 2.3. The Review should also be considered within the wider economic context, which continues to have an impact on the Council. The December 2021 figures from the Labour Force Survey and the Office for National Statistics (ONS) continued to highlight the low levels of unemployment and high levels of vacancies and 'economic inactivity' (those who are not engaged in the labour market) across the UK economy. The ONS report that growth in regular pay (excluding bonuses) was 4.3% among employees in August to October 2021, which in real terms (adjusted for inflation) is 1.0% for regular pay.

2.4. Alongside this, as reported to Committee on 30th November 2021, there are other pressures on pay rates which will need to be accommodated:

2.4.1. The National Local Government Pay Negotiations – this continues to remain unresolved. The trade unions balloted their members regarding potential industrial action but due to a low turnout, this will not be progressed. We await further information from the national employers and trade unions. The last time staff received a national pay award was for the 2020/21 financial year, when the award was 2.75%.

2.4.2. Increase in the National Minimum Wage and National Living Wage from April 2022.

2.4.3. Increase in National Insurance Contributions from April 2022.

2.5. As reported in November, the Council also needs to make a decision about whether to implement its aspiration to be a Real Living Wage Employer and to promote the Real Living Wage to other employers, as part of the Anti-Poverty Strategy. The current Real Living Wage rate is £9.90 per hour.

3. Review Findings

3.1. The initial findings of the Review have highlighted that we have good governance and controls in place to ensure pay fairness and transparency, although the current number of market supplements are of concern (which we have already acknowledged and is one of the reasons for the review).

3.2. The Review also found that some of our roles are in line with market rates whilst others are not.

4. Next Steps

4.1. The findings indicate that there is not necessarily a simple solution to the issues with market competitiveness. Although a percentage increase across all grades remains one option, this would not necessarily deal with the nuances. However, if we were to just focus on increased pay rates where it has been identified that we are behind the market, this would have wider impacts on the overall grading structure, as well as raising potential employee relations concerns. There are of course also the budgetary impacts of any change.

4.2. It is therefore proposed that further work is undertaken to identify potential options and their related costs.

4.3. It is recognised that this is high priority to provide some certainty to current and prospective employees and to support recruitment and retention. In light of internal capacity pressures, it is proposed that further external consultancy support is commissioned via the existing procurement framework. External support also provides the Council with specialist and independent reward knowledge which would be helpful in seeking an appropriate solution. £300-£500k has already been built into the 2022/23 budget to accommodate any pay increases as a result of the Review and it is proposed that a small proportion of this is utilised to fund this additional work.

4.4. Bearing in mind the above, it is proposed that the Council does not make any decisions about becoming a Real Living Wage Employer at this stage. The costs and implications of the Real Living Wage will be built into the development of potential options and costs, as part of the next phase of the Reward Review work.

5. Conclusion

5.1. This is a complex area of work which needs to balance organisational needs alongside the wider context. Good progress is being made, but further work is required.

Financial implications:

As outlined in the report, the review is still in progress. The proposed budget for 2022/23 includes a sum of £450k for possible costs associated with the General Fund (assumed cost of £300k to £500k, with a 75% allowance included in the budget). It is proposed that part of this budget is used to engage the independent consultant in providing options to implement a solution. It is considered there is availability within the budget to meet this cost assuming the sum is no more than £20k.

Legal implications:

There are no specific legal implications requiring comment.

Report to: **Personnel Committee**



Date of Meeting 27th January 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

People Data Report

Report summary:

This report provides key data on the workforce, to support policy decision making and an overview of workforce matters.

Is the proposed decision in accordance with:

Budget Yes No

Policy Framework Yes No

Recommendation:

That the Committee endorses the content of the report.

Reason for recommendation:

To support policy decision making and an overview of workforce matters.

Officer: Jo Fellows, HR Manager. jfellows@eastdevon.gov.uk

Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk;

Links to background information [211130 People Data Proposals Report for Personnel Ctte FINAL.pdf \(eastdevon.gov.uk\)](#)

Link to [Council Plan](#)

Priorities (check which apply)

- Better homes and communities for all
 - A greener East Devon
 - A resilient economy
-

Report in full

1. This is the first regular report to be provided to Committee following agreement to the people data proposals on 30th November 2021. The report aims to inform policy decisions and to provide an overview on workforce matters.
2. The report is at Appendix 1 and reflects the data available from the HR system up to 31st December 2021, unless otherwise stated. Particular areas to note are as follows:
 - 2.1. **Headcount** - Headcount has slightly reduced to 502 (461.26 FTE) following a small increase since August 2021 but staffing numbers still remain within the budgeted amount of 475.50 FTE. There has been a small increase in staffing numbers compared to the 2020/21 financial year (as at 31st March 2021 the headcount was 487 and FTE was 448.30).
 - 2.2. **Vacancies and Recruitment** - There has been a slight decrease in vacancies across the Council (from 27 in November 2021 to 23 on 1st January 2022). The time taken to fill vacancies has slightly increased from 93.55 to 100.62 days, mainly due to the Christmas period. High level benchmarking data suggests that c100 days to fill a vacancy is common.
 - 2.3. **Market Supplements** - The number of market supplements has slightly reduced due to postholders leaving the Council, but they remain high compared to previous years – an issue being addressed through the Reward Review.
 - 2.4. **Agency Workers** - The number of agency workers being engaged across the Council has reduced from 34 in November to 22 at the end of December. This may also be linked to the Christmas period but further information is unknown as this is managed locally by service areas.
 - 2.5. **Turnover** - Turnover remains at around 1% per month and cumulative turnover since April 2021 suggests that the Council's projected turnover rate at the end of the financial year will be 10.08% for voluntary turnover (compared to 6.97% for 2020/21) and 1.85% non-voluntary turnover (compared to 3.07% for 2020/21). It is difficult to get relevant and up to date benchmarking data to compare this against, particularly in the current economic climate, as the last published local government turnover data is from 2017/18.
 - 2.6. **Sickness Absence** - The number of working days lost per FTE overall within the Council due to sickness absence has decreased since November 2021, from 1.30

FTE days lost to 0.82 FTE days lost but is currently slightly higher than the average per month in 2020 (0.79 days). The top three reasons for absence, whether it be short, medium or longer term, remain fairly consistent month to month and continue to be managed in accordance with the Council's Sickness Absence Policy. Covid-related sickness absence has increased since September, with 14.5 working days lost in December, but this remains lower than the 44 days lost maximum so far this financial year in July 2021. We regularly monitor Covid-related absence, particularly in light of the Omicron variant, and ensure that all staff continue to comply with the Council's Covid-safe measures.

- 2.7. It should be noted that for the service level data, HR have identified that some changes need to be made to the HR system reporting structures to align with the current organisational reporting lines. Work to resolve this is on hold until decisions are made about when to commission the independent management structure review, which is scheduled for spring 2022.
- 2.8. In some of the areas there is limited historical data available (for example vacancies). However, as the reporting progresses it will be possible to provide this information.
- 2.9. Benchmarking data is not currently included in the report as it has been difficult to identify meaningful comparative data, bearing in mind the current context, such as the wider employment market. However, the HR team will continue to attempt to identify relevant information.

3. Members are asked to endorse the content of the report and use this to inform decision making.

Financial implications:

There are no direct financial implication arising from this report.

Legal implications:

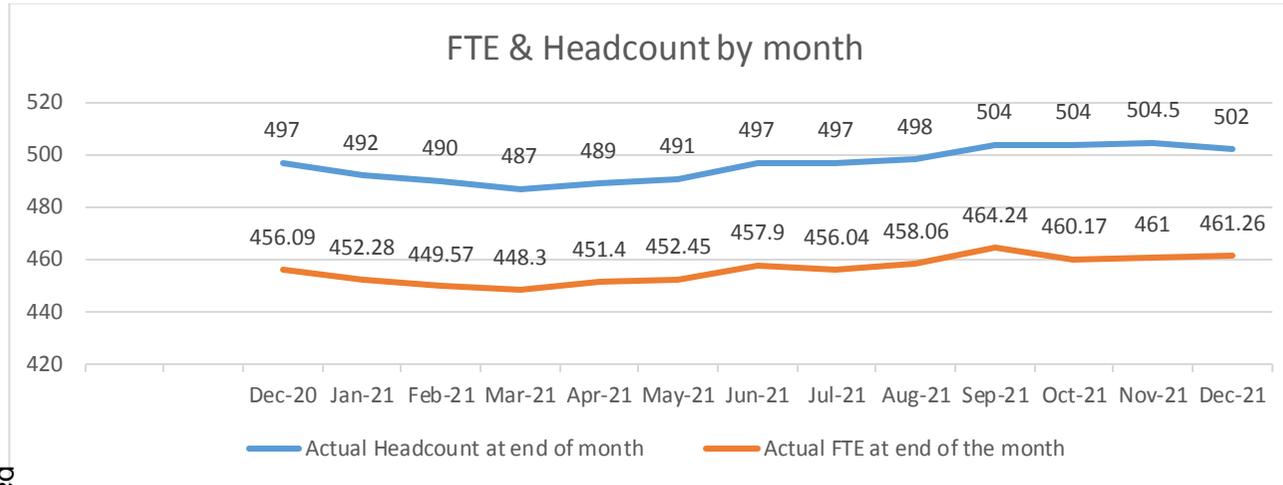
There are no specific legal implications requiring comment.

Appendix 1 - East Devon District Council People Data

Data as at: 31 December 2021



Headcount



Actual Headcount:	502
Full Time Equivalent:	461.26
Budgeted FTE for 2020/21:	475.5

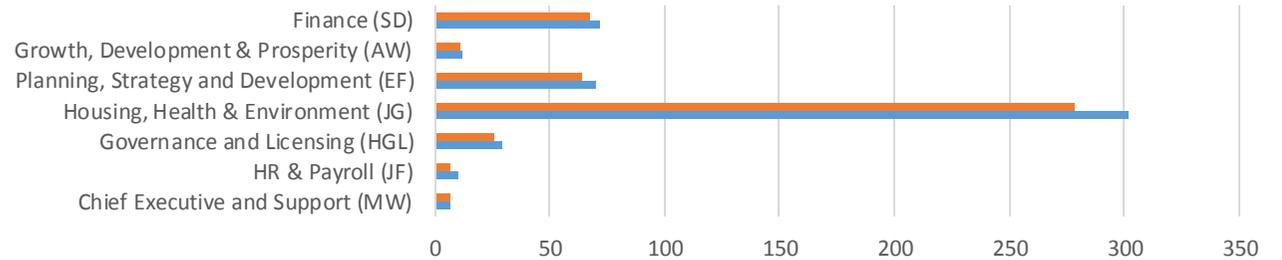
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This data incorporates permanent, fixed term and apprentice employees. It excludes casuals, agency workers and contractors.

Headcount is the actual number of employees.

Full Time Equivalent (FTE) measures employees in a way that makes them comparable although they may work a different number of hours per week. The unit is obtained by comparing an employee's average number of hours worked to the average number of full time hours. A full-time person is therefore counted as 1 FTE, while a part-timer employed for 18.5 hours a week where full-time work consists of 37 hours, is counted as 0.5 FTE.

Headcount and FTE by Service Area

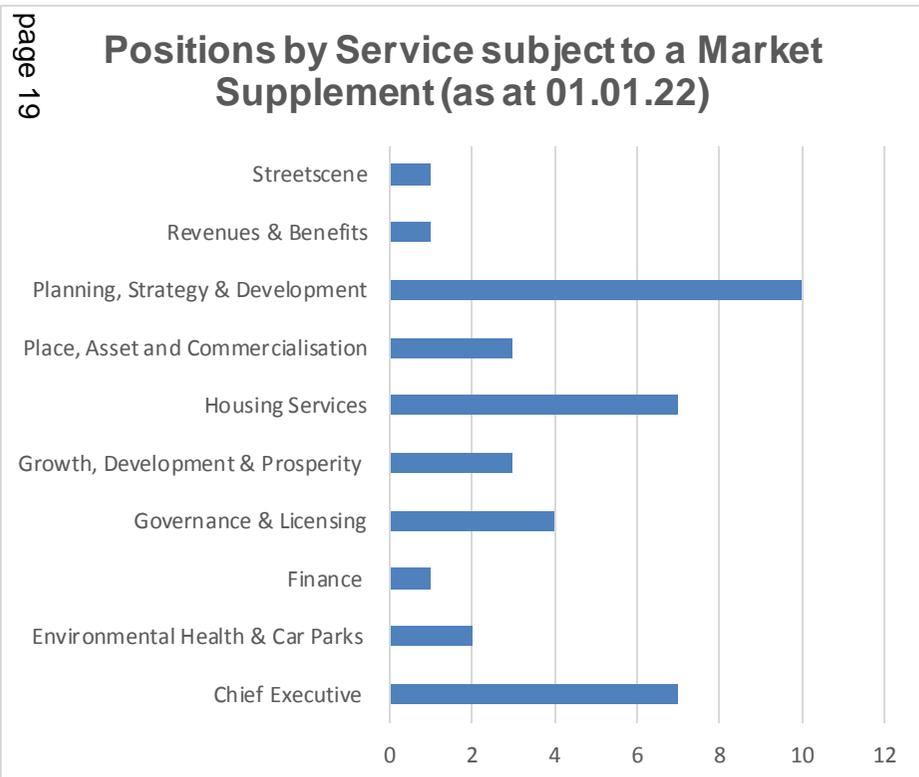
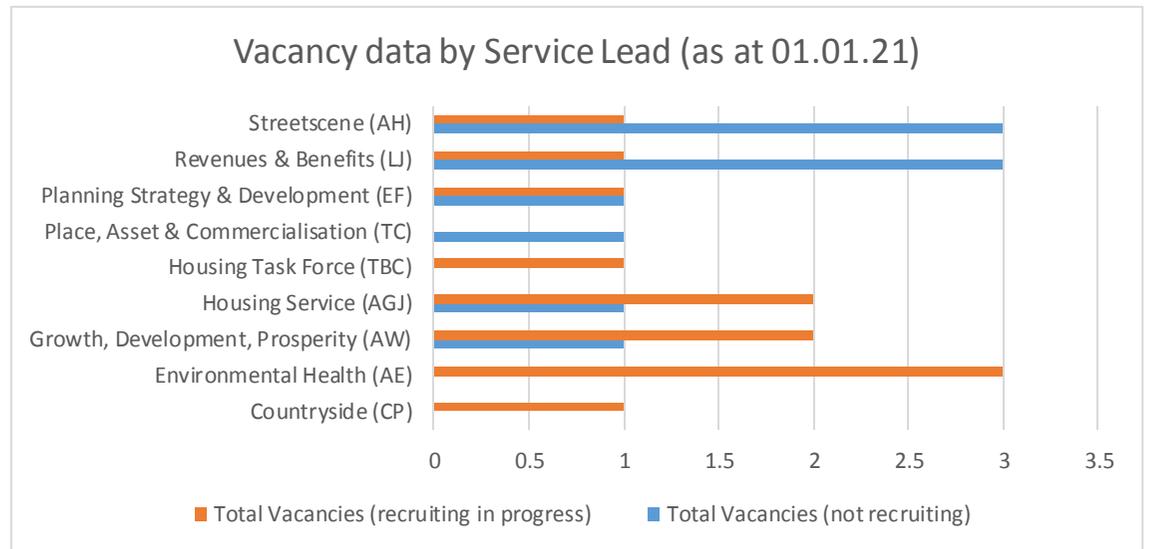


	Chief Executive and Support (MW)	HR & Payroll (JF)	Governance and Licensing (HGL)	Housing, Health & Environment (JG)	Planning, Strategy and Development (EF)	Growth, Development & Prosperity (AW)	Finance (SD)
FTE	6.75	7.1	25.79	278.51	63.74	11.6	67.34
Headcount	7	10	29	302	70	12	72

■ FTE ■ Headcount

Vacancies, Agency Workers, Market Supplements and Recruitment

	This month	Last reporting period
Total Vacancies for EDDC (Recruiting in Progress & Not Recruiting)	23	27
Total number of Market Supplements	39	41
Average length of time a Recruiting in Progress vacancy is vacant	100.62 days	93.55 days
Total Positions filled by Agency	22	34



Last Reporting Period – this was early November 2021, as reported to Personnel Committee on 30th November 2021.

NOT Recruiting Vacancies - Vacancies that are not currently part of the recruiting process, where a valid Authority to Recruit is in place or the position has been vacant for less than 1 month. This may be because they are on hold or recruitment is being prepared.

Recruiting in Progress - Vacancies being recruited to.

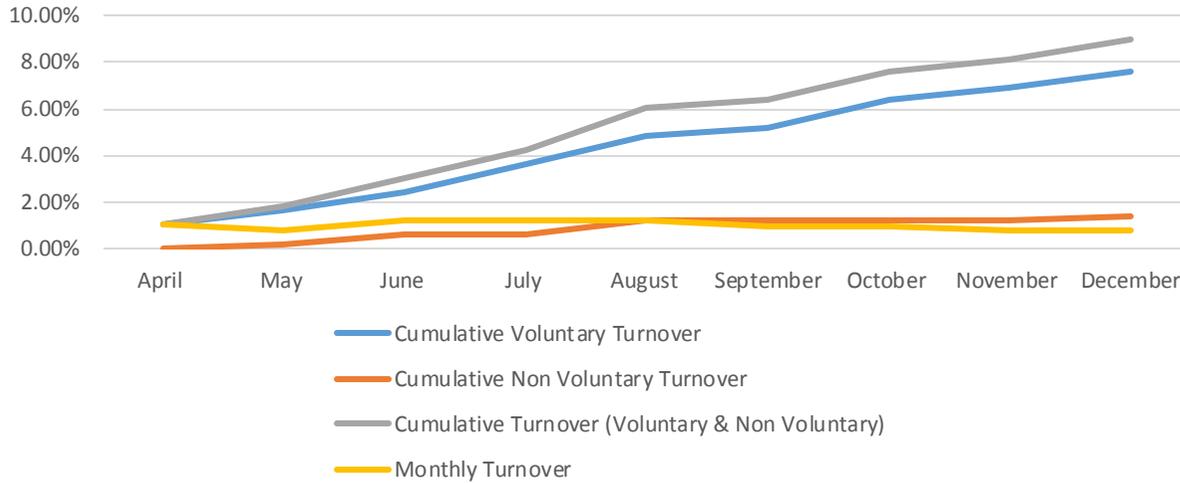
Average length of time a vacancy is vacant – this counts the number of calendar days a Recruiting in Progress Vacancy has been vacant. The count is from either when the post became vacant or when a new post was added to the HR system. It is only possible to calculate this figure for the Council as a whole due to HR system capabilities.

Agency - The number of posts that are currently filled by Agency Workers. The numbers by Service or costs are not held centrally in the HR system.

Market Supplement – An additional payment made in excess of the job evaluated grade because of recruitment issues linked to market pressures, as per the Market Supplement Policy. Based on the number of people rather than vacant positions that may attract a market supplement.

Turnover

Cumulative Employee Turnover % by Type
(April 21-December 21)



Employee turnover is measured by the percentage of leavers during a period and is shown as a cumulative month on month trend.

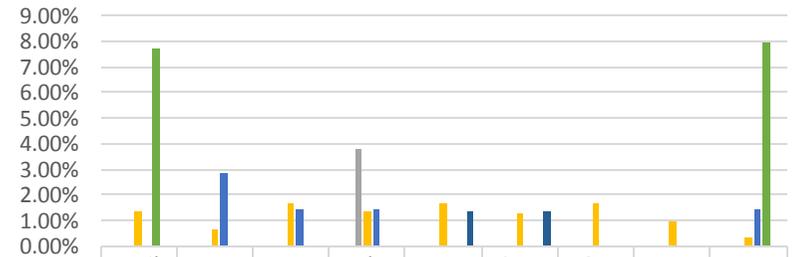
Voluntary turnover only includes resignations. As at 31 December Voluntary Turnover was 7.56% for the period April to December and is projected to be 10.08% at the end of year.

Non Voluntary Turnover includes dismissals, redundancy, end of fixed term contracts, and ill health retirement and is currently 1.39% and is projected to be 1.85% at the end of the year.

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Actual Leavers By Service	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Chief Executives	0	0	0	0	0	0	0	0	1
HR & Payroll	0	0	0	0	0	0	0	0	0
Governance & Licensing	0	0	0	1	0	0	0	0	0
Housing, Health, Environment	4	2	6	3	5	4	5	3	1
Planning, Strategy & Development	0	1	1	1	0	0	0	1	1
Grow th, Development & Prosperity	1	0	0	0	0	0	0	0	1
Finance	0	0	0	0	1	1	0	0	0

Voluntary Turnover % by Service per month

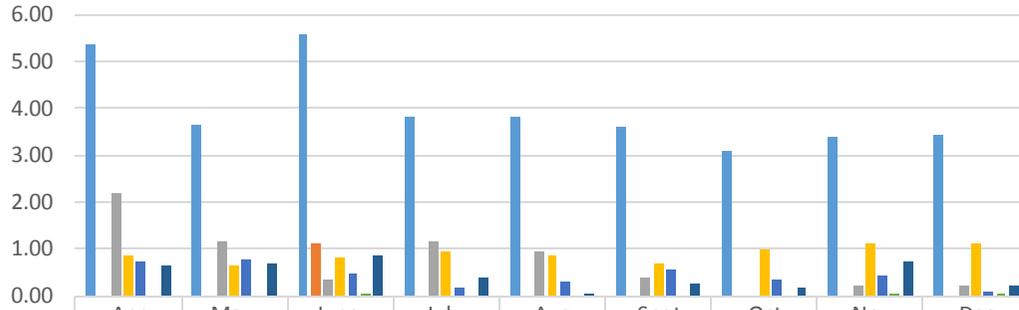


Chief Executive and Support	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
HR & Payroll	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Governance and Licensing	0.00%	0.00%	0.00%	3.77%	0.00%	0.00%	0.00%	0.00%	0.00%
Housing, Health & Environment	1.40%	0.69%	1.70%	1.35%	1.68%	1.32%	1.65%	0.99%	0.33%
Planning, Strategy and Development	0.00%	2.84%	1.42%	1.42%	0.00%	0.00%	0.00%	0.00%	1.42%
Growth, Development & Prosperity	7.69%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	8.00%
Finance	0.00%	0.00%	0.00%	0.00%	1.36%	1.38%	0.00%	0.00%	0.00%

Sickness Absence

Working days lost per FTE (Apr to Dec 21)	Working days lost per FTE (Apr to Dec 20)	Last Reporting Period (November)	This reporting period (December)
7.40 (0.82 days per month)	7.17 (0.79 days per month)	1.30 days	0.82 days

Working days lost per FTE by service area



	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Chief Executive and Support	5.39	3.65	5.57	3.83	3.83	3.60	3.11	3.41	3.46
HR & Payroll	0.00	0.00	1.13	0.00	0.00	0.00	0	0.00	0.00
Governance and Licensing	2.18	1.18	0.35	1.14	0.95	0.37	0.00	0.23	0.2
Housing, Health & Environment	0.86	0.66	0.81	0.96	0.85	0.70	0.99	1.14	1.12
Planning, Strategy and Development	0.72	0.77	0.46	0.19	0.29	0.56	0.33	0.43	0.09
Growth, Development & Prosperity	0	0	0.02	0	0	0	0	0.06	0.01
Finance	0.65	0.67	0.85	0.39	0.03	0.27	0.19	0.75	0.23

Top 3 reasons for absence

Short term (<8 days)

1. Cold/Flu
2. Phased return
3. Stomach, Kidney, Liver, Digestion

Medium term (>8 days, <2 months)

1. Personal stress, anxiety, fatigue
2. Neurological, Headache, Migraine
3. Hospital treatment/operation

Long term (>2 months)

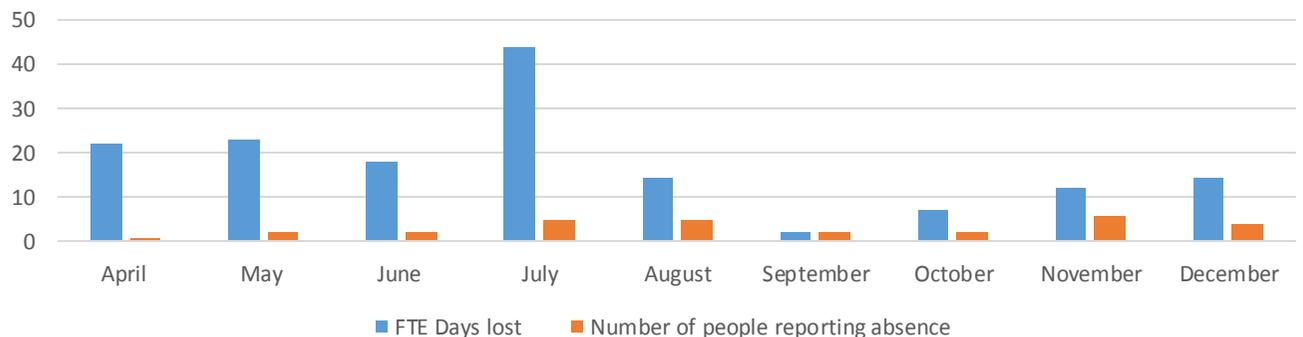
1. Personal stress, anxiety, fatigue
2. Other muscular skeletal problems
3. Stress, anxiety, fatigue (Work related)

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Last Reporting Period – this was early November 2021, as reported to Personnel Committee on 30th November 2021.

Phased return is an approach used to rehabilitate and re-integrate an employee who has been absent for a significant period back into the workplace. This approach allows the employee to gradually return at a slower pace and is key to ensuring the likelihood of further absence is reduced as well as helping the employee to feel supported on their return to work. Phased returns are normally for a period of 2 -4 weeks.

FTE days lost due to Covid -19 (April 21 - December 21)



Personnel Committee Forward Plan 2022 (as at January 2022)

Decision / matter	Comments
14th April 2022	
Staff morale and wellbeing update	Informed by the re-run of the HSE staff survey that took place in November/December 2021
Management Review	Decision was made at 2 nd Sept 21 Ctte to delay until Spring 2022 following completion of Reward Review. Likely to return to Ctte April 2022
People Data report	As per appendix 1 of People Data Reporting Proposals report to November 2021 committee meeting
Summer 2022 (date TBC)	
Annual People Data report	As per appendix 2 of People Data Reporting Proposals report to November 2021 committee meeting
Wellbeing update	Informed by the outcomes of the Worksmart Review
Autumn 2022 (date TBC)	
People Data monthly report	As per appendix 1 of People Data Reporting Proposals report to November 2021 committee meeting
liP reaccreditation preparation	By Autumn 22 we will be further into the planning for liP reaccreditation so it may be timely to bring a paper at that point

Specific terms and conditions/HR policy proposed changes that are not part of any wider reviews/areas of work, to be brought to the Ctte as required.