

**HIF BOARD MEETING  
JUNE 2022  
WORKFORCE REPORT**

<b>Agenda Item Number:</b>		<b>This will be added by the Secretariat</b>
<b>Presented for:</b>	Presented, Information,	
<b>Report of:</b>	Head of HR (Operational)	
<b>Author (s):</b>	Assistant HRBP	
<b>Report History:</b>	NONE.	
<b>Publication Under Freedom of Information Act:</b>	1. This paper can be made available under the Freedom of Information Act 2000 if requested.	
<b>Links to HIF's Objectives</b>		
<b>Deliver an efficient and effective service offering to Harrogate and District Foundation Trust</b>		✓
<b>Create strong sustainable partnerships</b>		
<b>Develop sustainable organisational systems</b>		
<b>Develop and maintain a strong, efficient and agile workforce</b>		✓
<b>Strengthen the local community through collaboration</b>		

<b>Recommendation:</b>	
Workforce Data as required including further details of sickness absence in particular Long Term Sickness Absence = For information and discussion	

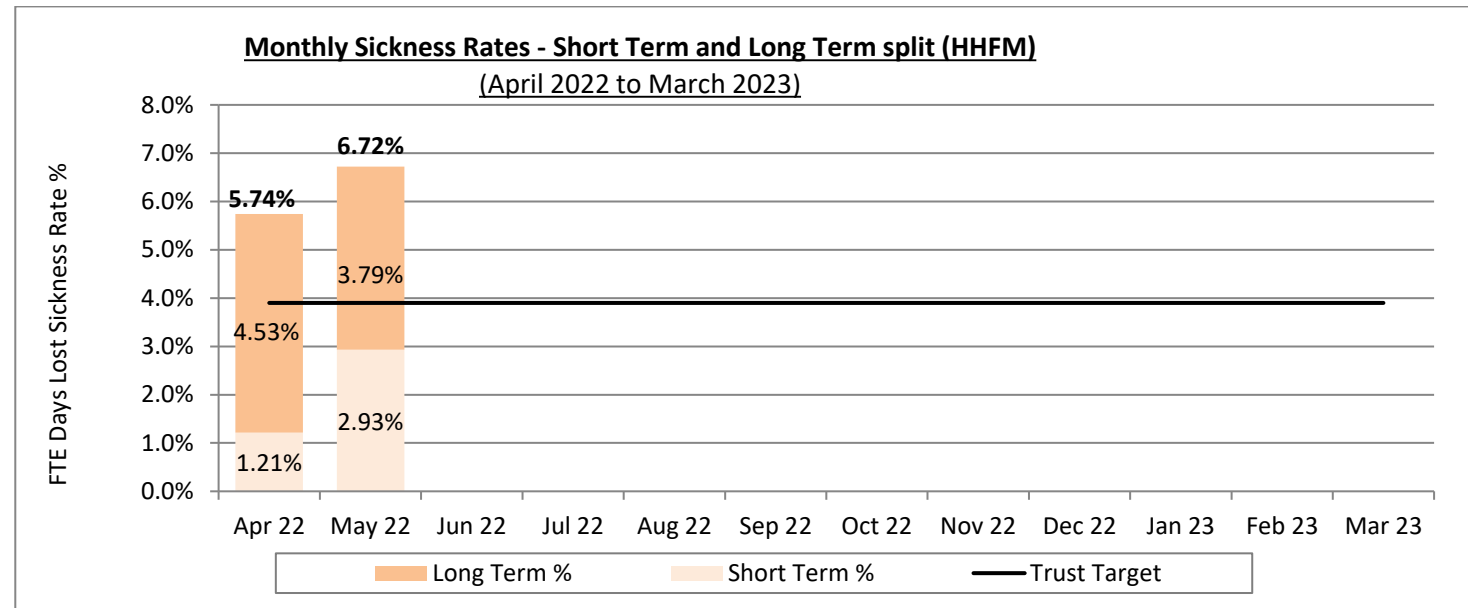
## Workforce and Organisational Development Exceptional Report – June 2022

### KEY MESSAGES

Please note that all data is based on May's information

#### 1.0 Absence

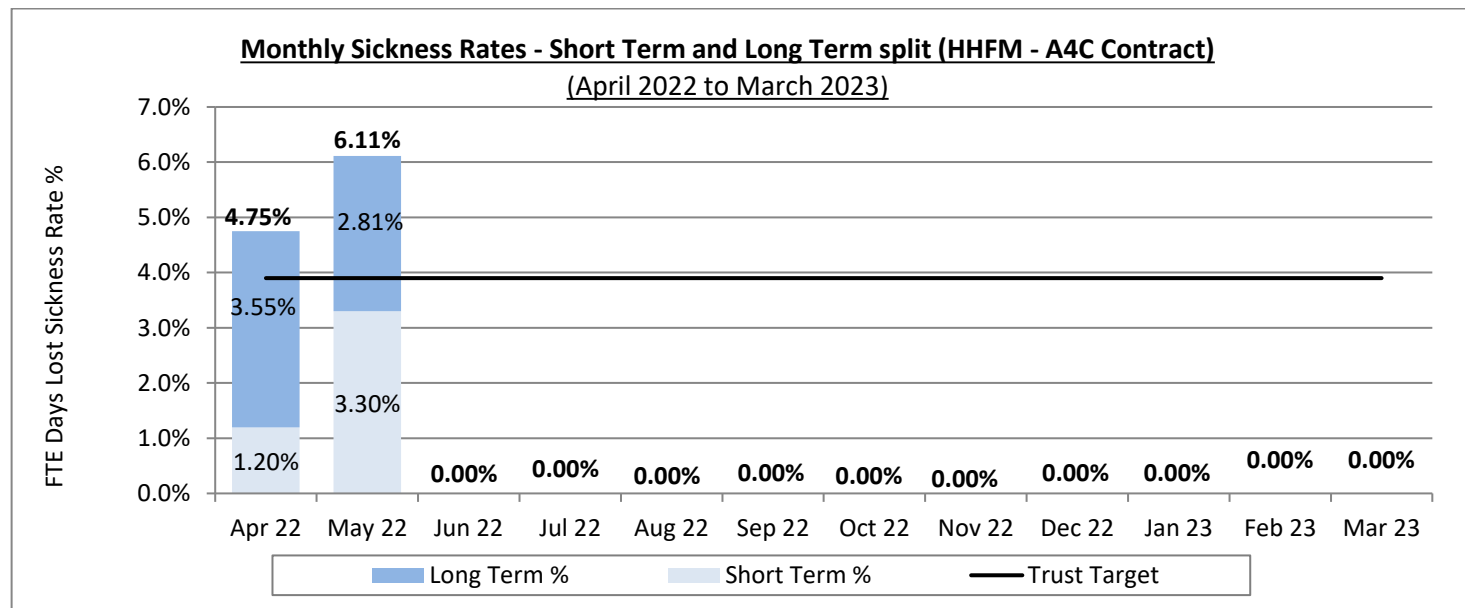
The HIF absence rate for May has seen an increase to 6.72%. Short-term sickness has increased from 1.21% to 2.93% and long term sickness has decreased from 4.53% to 3.79%. The absence rate is still considerably higher than the Trust target of 3.9% and the Trust actual percentage of 4.44%

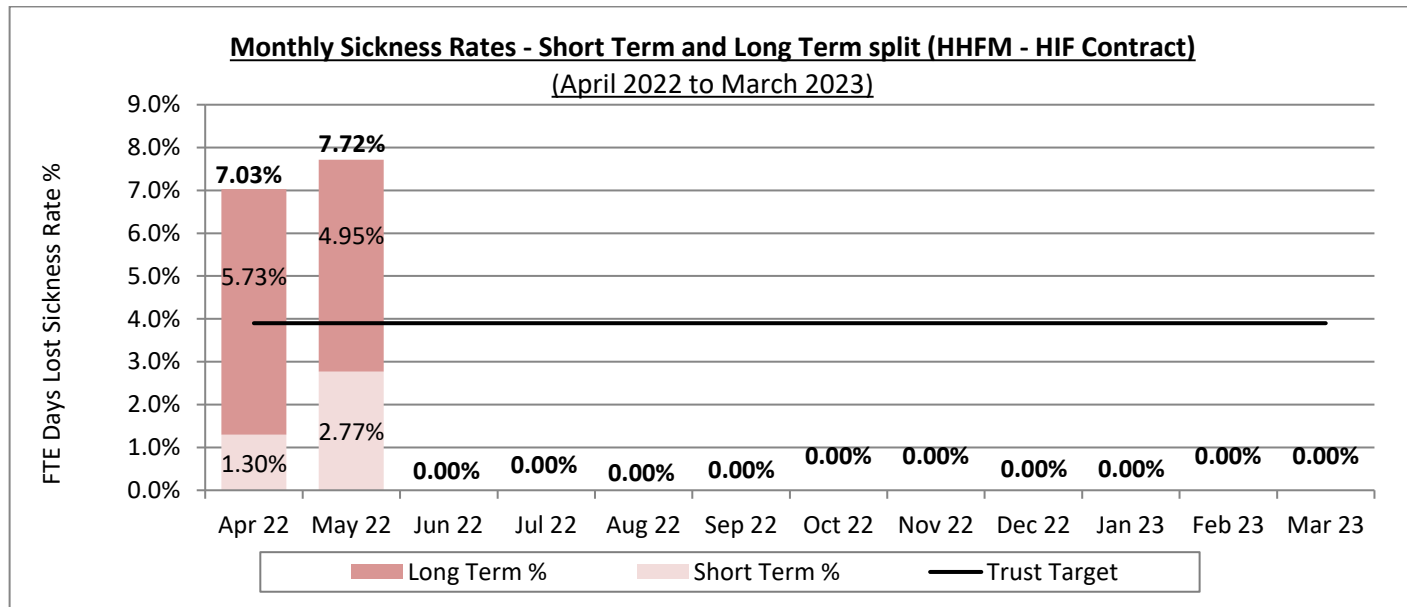


### 1.1 Absence between A4C contracts and HIF Contracts of Employment

Comparing the absence rates between the two contracts short term sickness is higher for those on A4C contracts by 0.53% and long-term sickness is higher on the HIF contracts by 2.14%

	<b>A4C Contracts</b>	<b>HIF Contracts</b>
SHORT TERM ABSENCE	3.30%	2.77%
LONG TERM ABSENCE	2.81%	4.95%
<b>OVERALL ABSENCE</b>	<b>6.11%</b>	<b>7.72%</b>





## 1.2 Absence Management

Long term sickness absence is being proactively managed, however, [REDACTED] who are adding to the long-term sickness figures had not had their COVID absence closed when they returned to work. The following staff are recorded as long-term sick in May

- [REDACTED] – 3 have now returned to work.
- [REDACTED] – 2 absences not closed, 1 now returned to work
- [REDACTED]
- [REDACTED] - 2 absences not closed, 1 individual has RTW [REDACTED] and the other has now left the organisation

### 1.3 Cost of Absence

	Apr 22	May 22
Directorate Total	£29,553	£34,692
A4C Contract	£12,261	£15,062
HIF Contract	£17,291	£19,630

### 1.4 Absence Reasons

Absence Reason	Headcount	# Episodes	FTE Days Lost	% of Overall Sickness
S15 Chest & respiratory problems	12	12	185.30	33.20%
S25 Gastrointestinal problems	16	16	88.36	15.83%
S10 Anxiety/stress/depression/other psychiatric illnesses	3	3	66.00	11.82%
S99 Unknown causes / Not specified	14	16	65.73	11.78%
S98 Other known causes - not elsewhere classified	10	10	34.31	6.15%
S23 Eye problems	1	1	31.00	5.55%
S19 Heart, cardiac & circulatory problems	2	2	24.00	4.30%
S30 Pregnancy related disorders	1	1	24.00	4.30%
S28 Injury, fracture	2	2	19.00	3.40%
S12 Other musculoskeletal problems	3	3	11.00	1.97%
S16 Headache / migraine	6	6	4.35	0.78%
S11 Back Problems	1	1	2.00	0.36%
S13 Cold, Cough, Flu - Influenza	1	1	1.87	0.33%
S21 Ear, nose, throat (ENT)	1	1	0.69	0.12%
S22 Dental and oral problems	1	1	0.60	0.11%
	74	76	558.21	

## 2.0 ER Cases

### 2.1

Department	Type of Case	Stage
XXXXXXXXXX	Disciplinary.	Investigation
XXXXXXXXXX	Disciplinary	Investigation

## 3.0 Staff Turnover

Staff Turnover for the past year has risen to 18.78% in comparison to the Trust which stands at 15.67%

DEPARTMENT	Average Headcount	Avg FTE	Leavers Headcount	Leavers FTE	LTR Headcount %	LTR FTE %
HHFM Administration	4	3.29	3	2.57	75.00%	78.30%
HHFM Board of Directors	3	2.50	0	0.00	0.00%	0.00%
HHFM Car Parking - Other	3	2.00	0	0.00	0.00%	0.00%
HHFM Catering H.D.H.	52	43.63	8	6.50	15.38%	14.90%
HHFM Coffee Shop	3	2.82	1	0.64	33.33%	22.70%
HHFM Domestics - H.D.H.	101	82.19	15	10.76	14.85%	13.09%
HHFM Domestics - YDU	1	0.50	0	0.00	0.00%	0.00%
HHFM Engineering Staff	22	21.05	5	4.10	23.26%	19.48%
HHFM Estates Management	10	8.90	2	2.00	20.00%	22.47%
HHFM Fire Precaution	1	1.00	1	1.00	100.00%	100.00%
HHFM Healthcare Waste Management Team	5	4.50	1	1.00	22.22%	22.22%
HHFM Hotel Services Management	6	5.80	1	1.00	16.67%	17.24%
HHFM Linen Services	5	3.12	0	0.00	0.00%	0.00%
HHFM Management Team	3	2.45	0	0.00	0.00%	0.00%
HHFM Medical Equipment Library	3	2.00	1	1.00	40.00%	50.00%
HHFM Portering Services	45	43.40	8	6.32	17.78%	14.56%
HHFM Ripon Hotel Services	8	6.00	0	0.00	0.00%	0.00%
HHFM Sterile Services	33	29.91	10	9.80	30.30%	32.77%
HHFM Transport Exs.	4	3.50	0	0.00	0.00%	0.00%

## 4.0 Appraisals

4.1 Appraisal rate has dropped this month to 46.81% across HIF departments under 50% completion are listed below::

DEPARTMENT	Assignments Appraised	Number of Assignments	% Appraised
<b>HHFM DIRECTORATE</b>	<b>144</b>	<b>307</b>	<b>46.91%</b>
HHFM Administration	1	5	20.00%
HHFM Board of Directors	0	3	0.00%
HHFM Car Parking - Other	1	3	33.33%
HHFM Catering H.D.H.	5	51	9.80%
HHFM Coffee Shop	0	3	0.00%
HHFM Engineering Staff	1	16	6.25%
HHFM Estates Management	0	6	0.00%
HHFM Fire Precaution	0	1	0.00%
HHFM Healthcare Waste Management Team	1	4	25.00%
HHFM Hotel Services Management	0	5	0.00%
HHFM Linen Services	0	5	0.00%
HHFM Portering Services	5	42	11.90%
HHFM Transport Exs.	2	8	25.00%

## 5.0 Statutory and Mandatory Training

The overall compliance for HIF has risen to 74% 3853 individual sessions required and 1000 not achieved.

Department	Assignment Count	Non Compliant	Percentage Compliant
421 Level 4 HHFM Coffee Shop	3	30	19%
421 Level 4 HHFM Domesticity - YDU	1	8	39%
421 Level 4 HHFM Catering H.D.H.	53	356	47%
421 Level 4 HHFM Board of Directors	4	24	54%
421 Level 4 HHFM Estates Management	8	45	63%
421 Level 4 HHFM Portering Services	57	371	63%
421 Level 4 HHFM Domesticity - H.D.H.	109	476	70%
421 Level 4 HHFM Medical Equipment Library	5	23	73%
421 Level 4 HHFM Hotel Services Management	5	20	73%
421 Level 4 HHFM Engineering Staff	21	43	83%
421 Level 4 HHFM Management Team	2	3	86%
421 Level 4 HHFM Healthcare Waste Management Team	5	8	87%
421 Level 4 HHFM Linen Services	5	5	90%
421 Level 4 HHFM Sterile Services	31	42	90%
421 Level 4 HHFM Ripon Hotel Services	8	9	91%
421 Level 4 HHFM Car Parking - Other	3	2	93%
421 Level 4 HHFM Administration	9	6	93%