

**Board of Directors Meeting
Tuesday 22nd February 2022**

Workforce Report

Agenda Item Number:		8.0
Presented for:	Information	
Report of:	Head of HR (Operational)	
Author (s):	Assistant HRBP	
Report History:	None	
Publication Under Freedom of Information Act:	This paper can be made available under the Freedom of Information Act 2000 if requested.	
Links to HIF's Objectives		
Deliver an efficient and effective service offering to Harrogate and District Foundation Trust		√
Create strong sustainable partnerships		
Develop sustainable organisational systems		
Develop and maintain a strong, efficient and agile workforce		√
Strengthen the local community through collaboration		

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

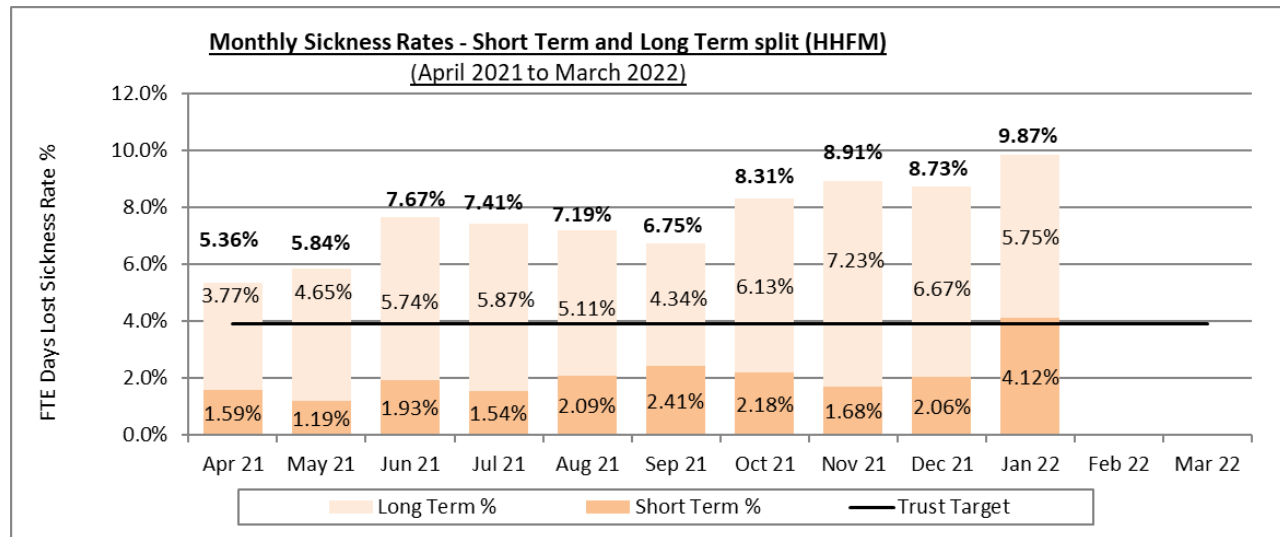
Workforce and Organisational Development Exceptional Report – December 2021

KEY MESSAGES

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

1.0 Absence

The HIF absence rate for January has seen an increase from 8.73% in December 2021 to 9.87% in January. Long term sickness has seen a decrease to 5.75% in January in comparison to the previous month, however short term sickness has doubled from 2.06% to 4.12%. The absence rate is over the overall Trust target of 3.9%.



1.1 Absence Management

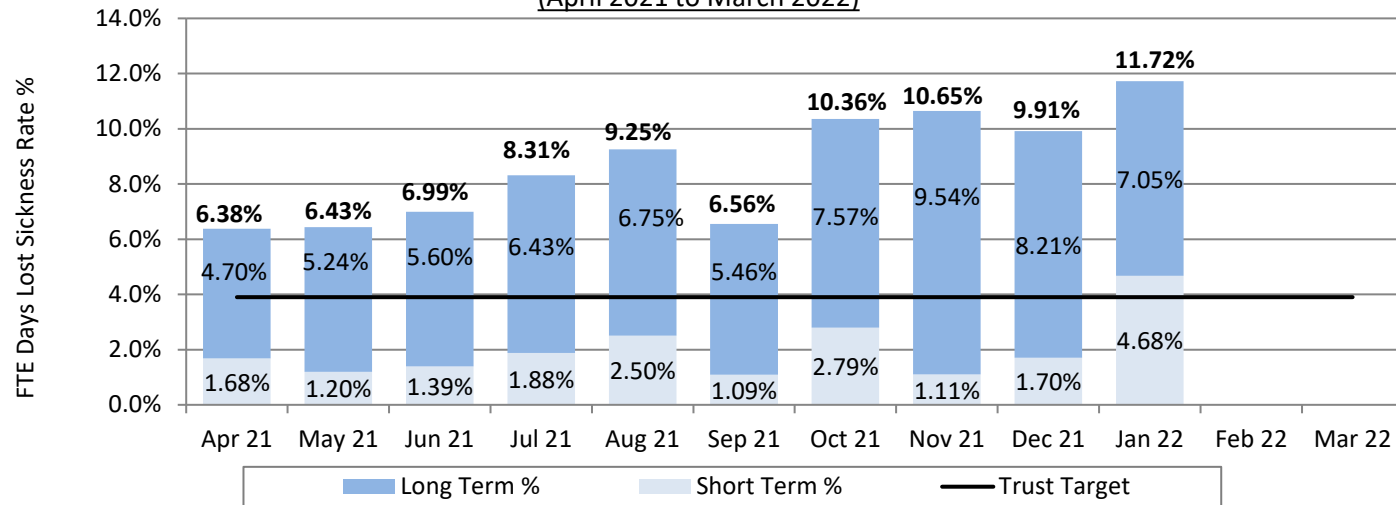
Long term sickness absence is being proactively managed, a number of individuals returned to work in January. We currently have 6 individuals recorded as long term sick in January however, 2 of these have now had their employment ended due to ill health capability. Meetings are being arranged for 2 others to discuss options available.

- 4 [REDACTED] – (including those suffering with Long COVID).
- 1 [REDACTED]
- 1 [REDACTED]

Short-term sickness has doubled in the month with 26 episodes related to Chest and Respiratory complaints

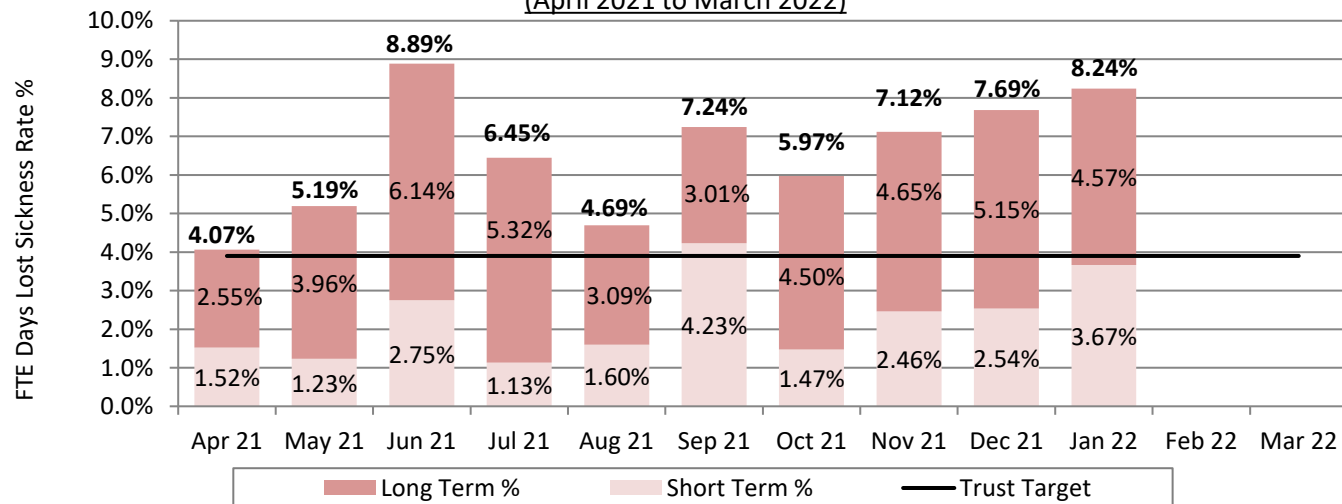
Monthly Sickness Rates - Short Term and Long Term split (HHFM - A4C Contract)

(April 2021 to March 2022)

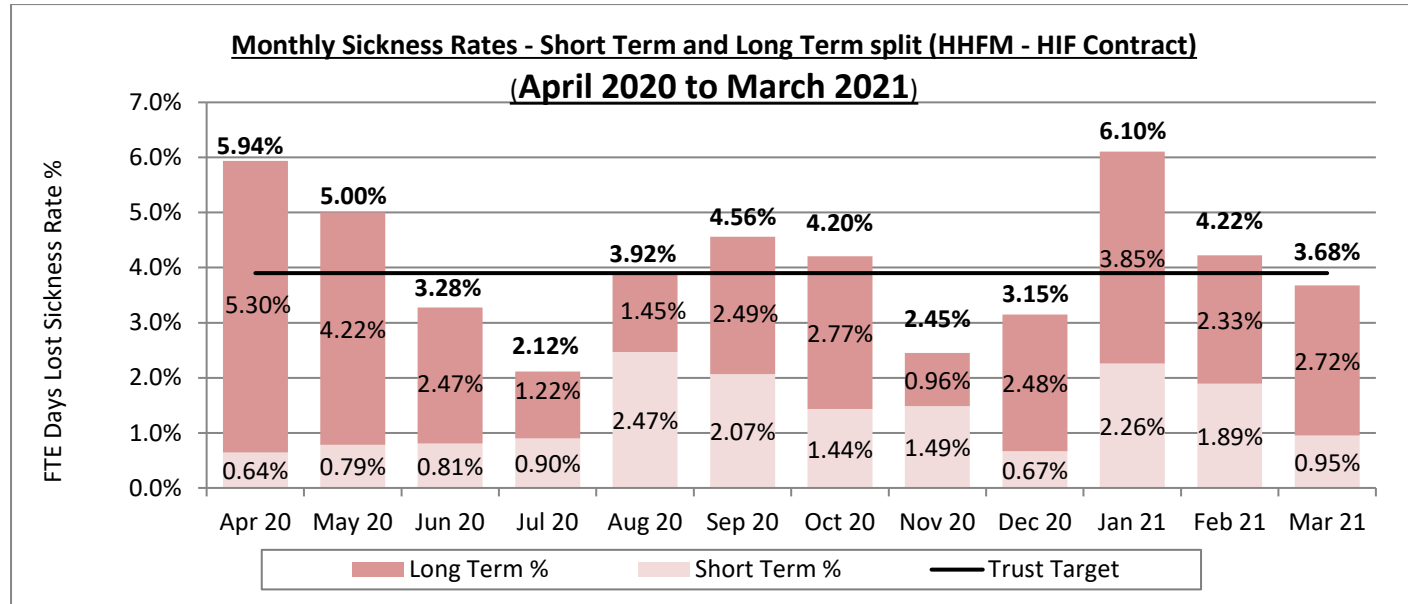


Monthly Sickness Rates - Short Term and Long Term split (HHFM - HIF Contract)

(April 2021 to March 2022)



Terms and Conditions changed in May 2021, and HIF contracted employees received pay for the first 3 days of sickness absence, the chart below shows a comparator of absence rates for those on HIF Contracts for the same period last year.



1.2 Cost of Absence

Cost of Absence	£
February 2021	XXXXX
March 2021	XXXXX
April 2021	XXXXX
May 2021	XXXXX
June 2021	XXXXX
July 2021	XXXXX
August 2021	XXXXX
September 2021	XXXXX
October 2021	XXXXX
November 2021	XXXXX
December 2021	XXXXX

January 2022

XXXXX

2.0 ER Cases

2.1

Department	Allegation	Outcome
Domestics	Fact Find concluded –	First Written Warning outside Hearing.

3.0 Turnover

3.1 The table below shows Turnover for the year, this information is being reviewed to assist in workforce planning including recruitment events

DIRECTORATE	DEPARTMENT	1st Feb 2021	31st Jan 2022	AVERAGE	Leavers	TURNOVER
Harrogate Healthcare Facilities Management	HHFM Administration	4	4	4.0	3	50.00%
Harrogate Healthcare Facilities Management	HHFM Board of Directors	2	2	2.0	0	0.00%
Harrogate Healthcare Facilities Management	HHFM Car Parking - Other	3	3	3.0	0	0.00%
Harrogate Healthcare Facilities Management	HHFM Catering H.D.H.	53	53	53.0	5	5.77%
Harrogate Healthcare Facilities Management	HHFM Coffee Shop	3	4	3.5	0	0.00%
Harrogate Healthcare Facilities Management	HHFM Domestics - H.D.H.	101	98	99.5	10	10.05%
Harrogate Healthcare Facilities Management	HHFM Domestics - YDU	1	1	1.0	0	0.00%
Harrogate Healthcare Facilities Management	HHFM Engineering Staff	23	22	22.5	4	17.78%
Harrogate Healthcare Facilities Management	HHFM Estates Management	10	9	9.5	2	21.05%
Harrogate Healthcare Facilities Management	HHFM Fire Precaution	1	0	0.5	1	200.00%
Harrogate Healthcare Facilities Management	HHFM Healthcare Waste Management Team	5	6	5.5	1	18.18%
Harrogate Healthcare Facilities Management	HHFM Hotel Services Management	6	6	6.0	0	0.00%
Harrogate Healthcare Facilities Management	HHFM Linen Services	4	5	4.5	1	22.22%
Harrogate Healthcare Facilities Management	HHFM Management Team	2	2	2.0	0	0.00%
Harrogate Healthcare Facilities Management	HHFM Medical Equipment Library	5	4	4.5	1	22.22%
Harrogate Healthcare Facilities Management	HHFM Portering Services	52	48	50.0	9	18.00%
Harrogate Healthcare Facilities Management	HHFM Ripon Hotel Services	7	8	7.5	0	0.00%
Harrogate Healthcare Facilities Management	HHFM Sterile Services	32	33	32.5	7	21.54%
HHFM TOTAL		314	308	311.0	44	14.15%

4.0 Appraisals

DEPARTMENT	Number of Assignments	Assignments Appraised	% Appraised
HHFM DIRECTORATE	297	164	55.22%
HHFM Administration	5	5	100.00%
HHFM Board of Directors	3	0	0.00%
HHFM Car Parking - Other	3	3	100.00%
HHFM Catering H.D.H.	52	6	11.54%
HHFM Coffee Shop	4	0	0.00%
HHFM Domestics - H.D.H.	105	97	92.38%
HHFM Domestics - YDU	1	1	100.00%
HHFM Ripon Hotel Services	7	7	100.00%
HHFM Engineering Staff	19	0	0.00%
HHFM Estates Management	8	3	37.50%
HHFM Hotel Services Management	6	5	83.33%
HHFM Linen Services	3	3	100.00%
HHFM Management Team	1	0	0.00%
HHFM Healthcare Waste Management Team	5	2	40.00%
HHFM Portering Services	45	7	15.56%
HHFM Medical Equipment Library	3	2	66.67%
HHFM Sterile Services	27	23	85.19%