

HIF BOARD REPORT APRIL 2023 WORKFORCE REPORT

Agenda Item Number:		12
Presented for:	Information	
Report of:	Head of HR (Operational)	
Author (s):	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:
<p>Workforce Data as required including further details of sickness absence in particular Long Term Sickness Absence = For information and discussion</p>

Workforce and Organisational Development Exceptional Report

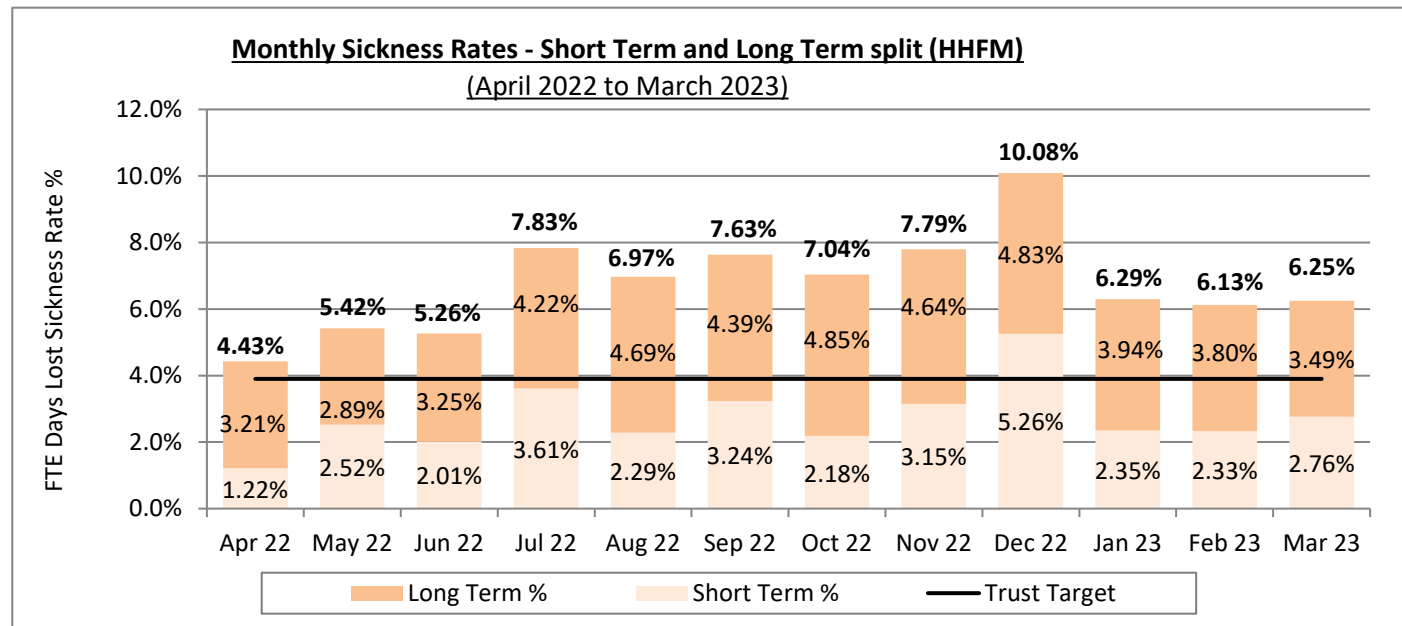
KEY MESSAGES

Please note that all data is based on March information

1.0 Absence

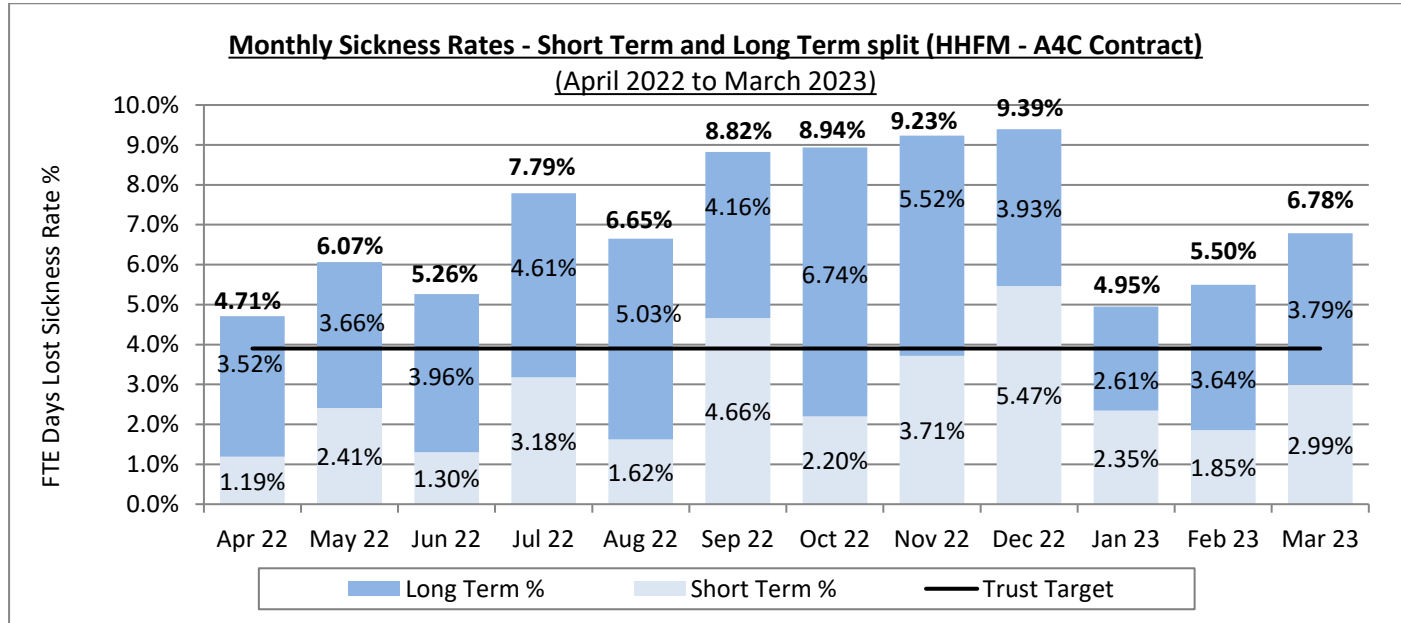
The HIF absence rate has remained fairly static over the past three months at 6.25% in March 2023. The average rate over the past 12 months is 6.76% which is considerably higher than the similar size wholly owned subsidiary at Airedale whose sickness in month was 5.59% and average for the past 12 months is 5.98%

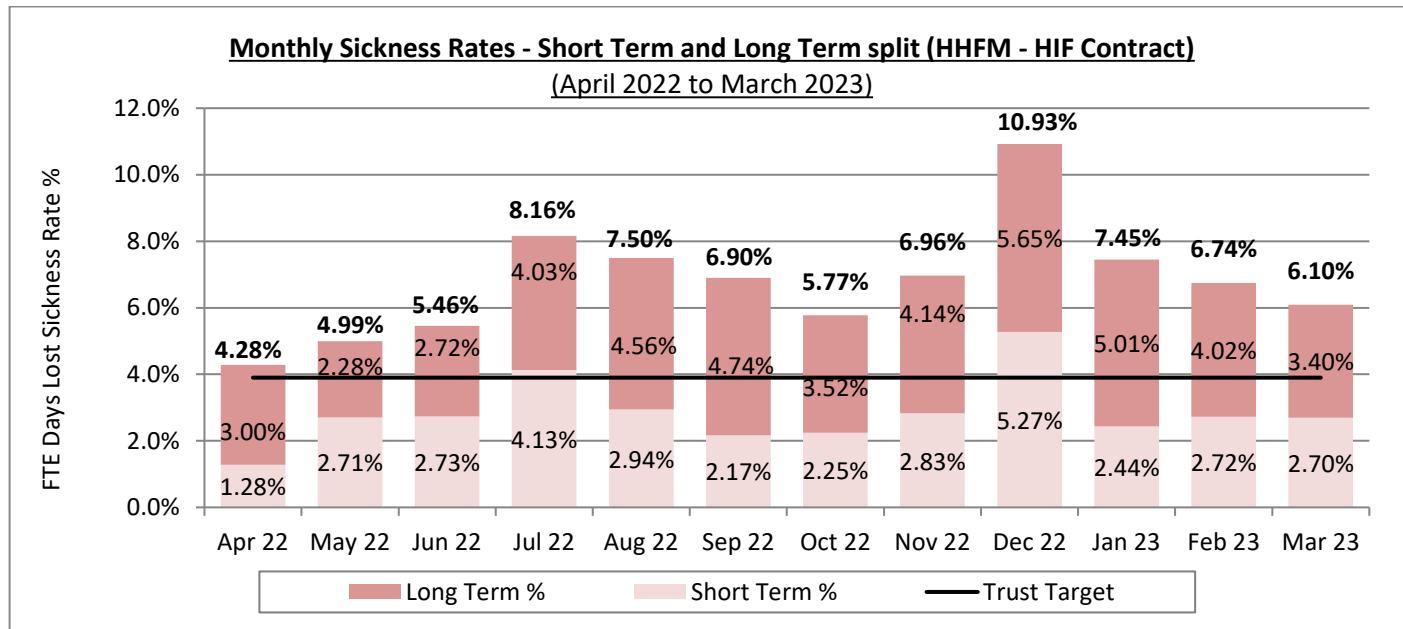
Sickness Absence continues to be proactively managed and return to work interviews have improved.



1.1 Absence between A4C contracts and HIF Contracts of Employment

Comparing the absence rates between the two contracts, sickness has increased for the TUPE'd A4C contracted staff this month at 6.78% and HIF contracted staff at 6.10%. At the point of this report we had 189 substantive staff employed on HIF contracts of employment and 123 substantive staff on Agenda for Change Contracts.





At the start of March there were **xxxxxxxx** recorded absent due to Long Term Sickness, 5 of which returned to work and 3 who left the organisation during March.

- **xxxxxxxx**
- **xxxxxxxx** **xxxxxxxx**, **xxxxxxxx**
- **xxxxxxxx** **xxxxxxxx**
- **xxxxxxxx** **xxxxxxxx**
- **xxxxxxxx** **xxxxxxxx**
- **xxxxxxxx**

Open Ended LTS as at 31st Mar 2023

Months Absent	Headcount	Actions
1 - 3	9	
3 - 6	2	1 x left 1 x injury at work
6 - 9	4	1 x planned RTW 1 x left 2 x authority to dismiss
9 - 12	0	
12+	0	

1.2 Cost of Absence

	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Avg for Year
Directorate Total	£21,882	£28,241	£24,623	£39,287	£34,392	£37,125	£36,113	£39,282	£49,430	£29,255	£27,249	£30,211	£33,091
A4C Contract	£13,082	£16,539	£13,533	£20,983	£16,587	£21,947	£22,042	£23,035	£22,233	£10,709	£11,399	£15,711	£17,317
HIF Contract	£8,800	£11,703	£11,090	£18,305	£17,805	£15,178	£14,071	£16,247	£27,198	£18,546	£15,849	£14,500	£15,774

1.3 Absence Reasons

The main reasons for absence in March are as follows, managers have been asked to review RTWs and ensure that information is updated with actual reasons of absence, to avoid recording other known causes (however, some illnesses are not defined within the ESR system). Of the 8 absences recorded as S98 – Other known causes (1 person with 2 assignments on bereavement absence, 1 awaiting an operation, 1 x injury at work, 1 x injury outside of work – 3 not disclosed at this point in time).

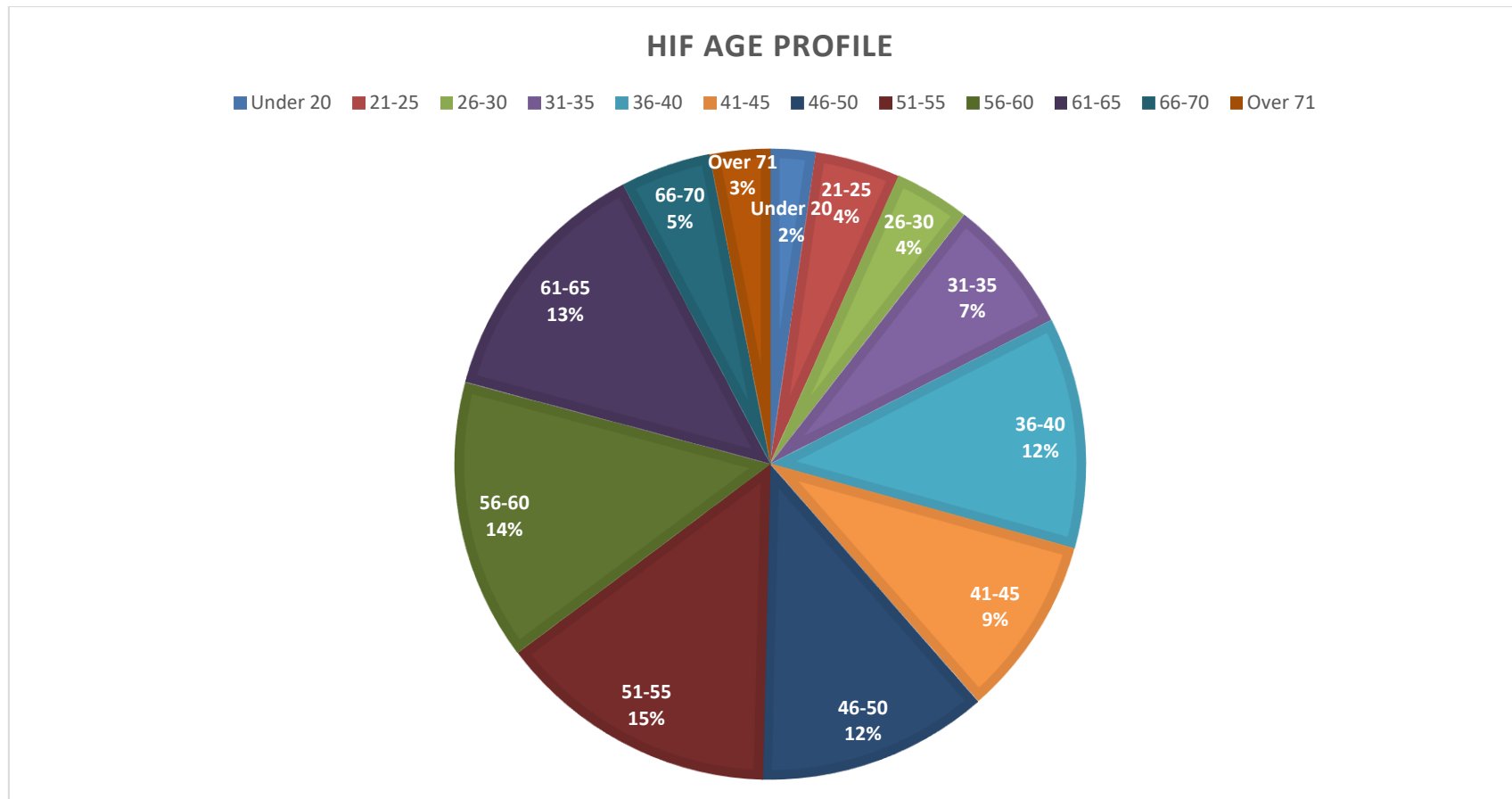
Absence Reason	Headcount	# Episodes	FTE Days Lost	% of Overall Sickness
S98 Other known causes - not elsewhere classified	8	8	132.00	25.02%
S12 Other musculoskeletal problems	7	7	79.00	14.97%
S10 Anxiety/stress/depression/other psychiatric illnesses	3	3	75.87	14.38%
S13 Cold, Cough, Flu - Influenza	12	13	70.68	13.40%
S28 Injury, fracture	4	4	52.36	9.92%
S25 Gastrointestinal problems	13	13	34.99	6.63%
S15 Chest & respiratory problems	8	9	33.96	6.44%
S16 Headache / migraine	6	7	16.00	3.03%
S11 Back Problems	2	2	11.00	2.08%
S27 Infectious diseases	1	1	6.00	1.14%
S19 Heart, cardiac & circulatory problems	2	2	5.00	0.95%
S30 Pregnancy related disorders	1	1	4.00	0.76%
S99 Unknown causes / Not specified	1	1	2.67	0.51%
S17 Benign and malignant tumours, cancers	1	1	2.13	0.40%
S22 Dental and oral problems	1	1	1.00	0.19%
S26 Genitourinary & gynaecological disorders	1	1	1.00	0.19%
	71	74	527.65	

2.0 Staff Turnover

Staff Turnover (FTE) now stands at 24.75% for the past 12 months. In comparison to Airedale WOS whose turnover for the past 12 months is 14.67% our turnover is high, however Airedale Hospital does not have the surrounding private hospitality businesses in comparison to Harrogate who are competing for the same types and disciplines of staff.

3.0 Age Profile

From the diagram below you can identify that the majority of staff within HIF fall within the 51 to 65 year old category, as the majority of positions within HIF have a high proportion of moving and handling involved in the day to day duties, this may account for both some of the short-term and long-term sickness absence.



4.0 Appraisals

The Appraisal rate has dramatically increased in the last month following the introduction of the group appraisals which are directly linked to the department and company objectives.

	Assignments Appraised	Assignment Count	Percentage Compliant
HIF Directorate Total	182	241	75.52%

5.0 Statutory and Mandatory Training

Compliance rates have increased to 86%, staff are being released from duty to complete their training.

Certification Name	Required	Not Achieved	Compliance %
Equality, Diversity and Human Rights	298	22	93%
Fire Safety	298	39	87%
Health & Safety	298	111	63%
Infection Control Level 1	121	11	91%
Infection Prevention & Control (Including Hand Hygiene) Level 2	177	17	90%
Information Governance and Data Security	298	26	91%
Moving & Handling - Safer Manual Handling	298	20	93%
Risk Management - Risk Awareness	298	8	97%
Safeguarding Children Level 1	209	20	90%
Adult Basic Life Support with paediatric modifications	37	23	38%
Blood Transfusion - Collection from Fridge	32	6	81%
Bullying and Harassment	15	7	53%
Conflict Resolution - Breakaway Skills	39	23	41%
Conflict Resolution Physical Intervention Reactive	7	4	43%
Dementia Awareness	191	16	92%
EPRR - CBRNE/hazmed - PPE & Decontamination - Tent Construction	12	10	17%
Food Hygiene	46	35	24%
Inoculation Incident	147	3	98%

Medical Devices 0	71	2	97%
Mental Capacity Act (Including DOLs Awareness) Level 1	101	4	96%
Moving & Handling - Safer Moving & Handling of Patients and Equipment Facilitator Led	23	14	39%
Preventing Radicalisation - Basic Prevent Awareness	298	19	94%
Safeguarding Adults Level 1	256	19	93%
Safeguarding Adults Level 2	42	11	74%
Safeguarding Children Level 2	143	66	54%
Overall Compliance	3755	536	86%