

**Board of Directors
Tuesday 21st February 2022
WORKFORCE REPORT**

Agenda Item Number:		15.
Presented for:	Information	
Report of:	Head of HR (Operational)	
Author (s):	HR Business Partner	
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

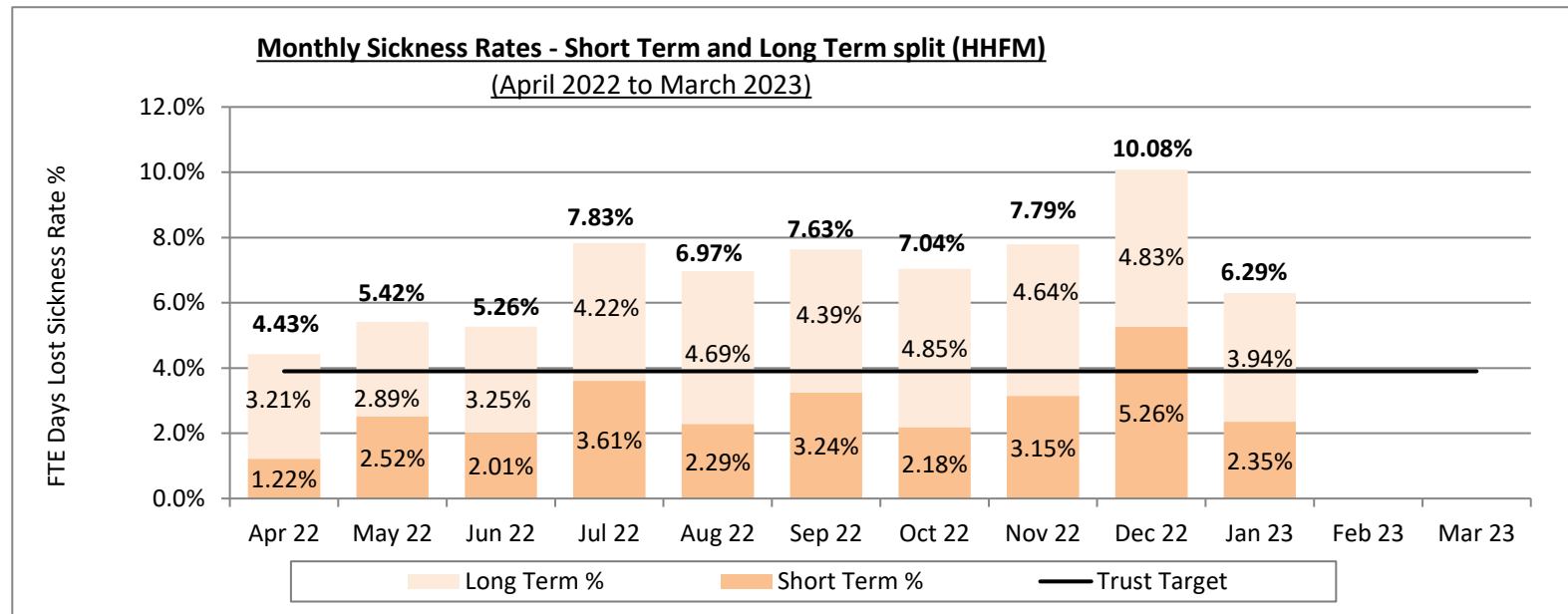
Workforce and Organisational Development Exceptional Report

KEY MESSAGES

Please note that all data is based on January information

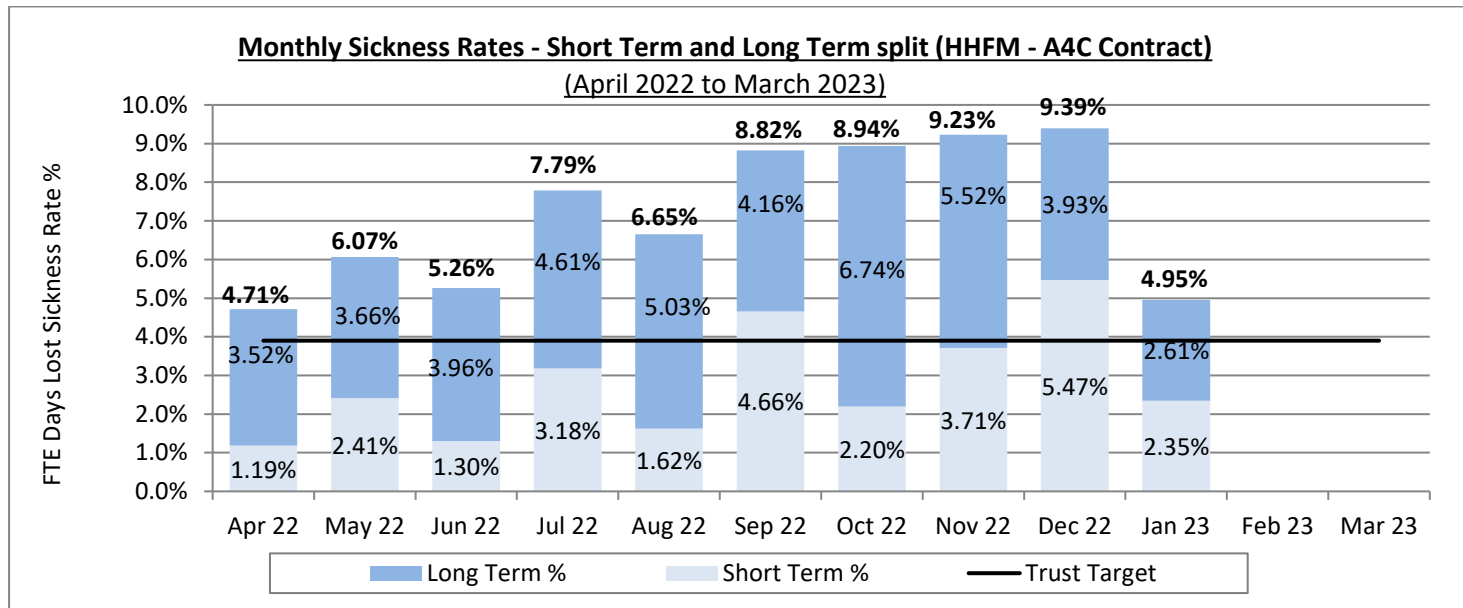
1.0 Absence

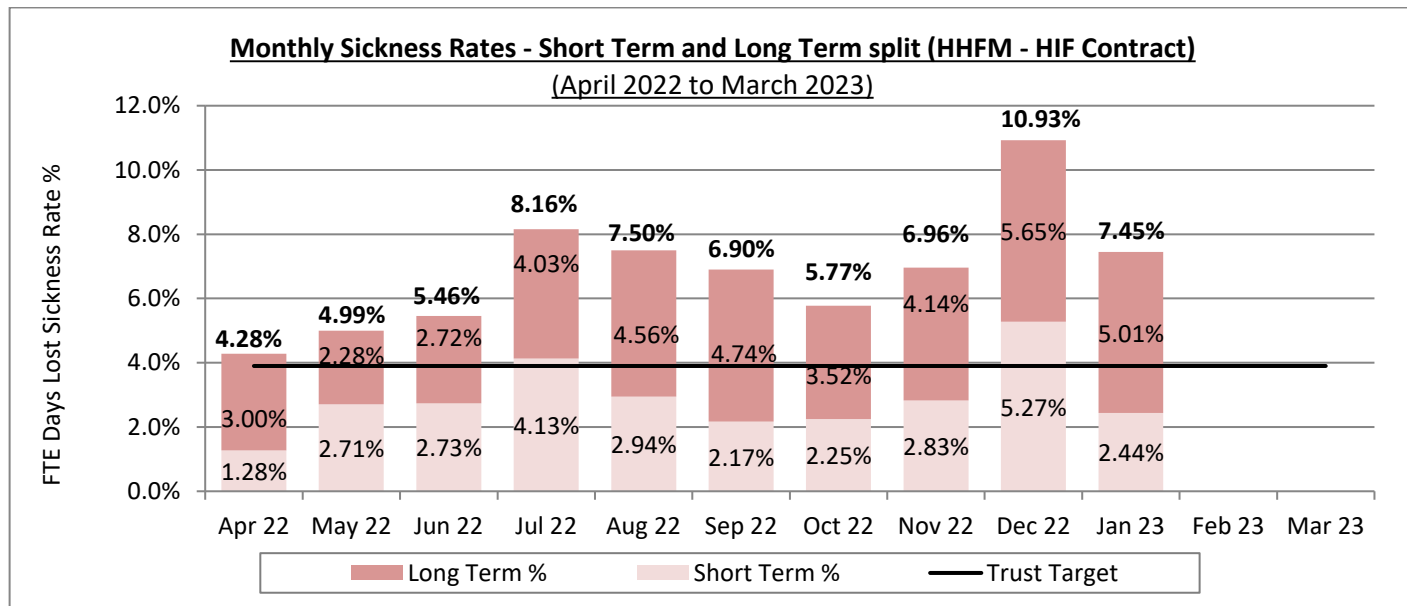
The HIF absence rate has reduced by 3.79% during January to 6.29%. Short-term sickness has reduced by 2.91% and Long-term sickness by 0.89%. Although the absence rate is still considerably higher than the target of 3.9%, sickness absence continues to be pro-actively managed, by ensuring standard absence management processes are in place e.g. training of supervisors in return to work interviews.



1.1 Absence between A4C contracts and HIF Contracts of Employment

Comparing the absence rates between the two contracts, HIF contracted staff continue to exceed A4C contracts for both short term and long term sickness absence.





1.2 Absence Management

Due to the large increase in absence in January some focussed work on short-term absence commenced.

- Catering Department - Supervisors trained in RTW interviews
- Review of number of employees on each Stage of the policy has commenced

At the start of January there were [REDACTED] recorded absent due to Long Term Sickness, 5 of which returned to work during January and 1 who has left due to [REDACTED]

- [REDACTED] – 1 RTW
- [REDACTED] – 3 RTW, 1 leaver
- [REDACTED] 1 Car Park - 1 RTW
- [REDACTED]
- [REDACTED]

1.3 Cost of Absence

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

1.4 Absence Reasons

The main 5 reasons for absence in January are as follows:

Absence Reason	Headcount	Number of Episodes	FTE Days Lost	% of overall sickness
S10 Anxiety/stress/depression/other psychiatric illnesses	7	7	128.60	24.60%
S98 Other known causes - not elsewhere classified	8	8	104.13	19.92%
S11 Back Problems	4	4	66.00	12.63%
S13 Cold, Cough, Flu - Influenza	17	18	56.95	10.89%
S15 Chest & respiratory problems	5	5	39.00	7.46%

2.0 Staff Turnover

Staff Turnover (FTE) now stands at 24.18%

	Average Headcount	Avg FTE	Leavers Headcount	Leavers FTE	LTR Headcount %	LTR FTE %
HHFM - January	306.00	267.02	74.00	65.01	24.18%	24.35%
HHFM - December	302.50	263.81	76.00	66.75	25.12%	25.30%

3.0 Appraisals

The Appraisal rate remains at 16.61%, group appraisal documentation has been launched and are planned to commence

	Assignments Appraised	Number of Assignments	% Appraised
HHFM DIRECTORATE	48	289	16.61%

4.0 Statutory and Mandatory Training

Compliance rates stands at 82%, staff are being released from duty to complete their training.

Certification Name	Required	Not Achieved	Compliance %
Equality, Diversity and Human Rights	284	55	81%
Fire Safety	284	53	81%
Health & Safety	284	11	96%
Infection Control Level 1	117	27	77%
Infection Prevention & Control (Including Hand Hygiene) Level 2	167	31	81%
Information Governance and Data Security	284	41	86%
Moving & Handling - Safer Manual Handling	284	48	83%
Risk Management - Risk Awareness	284	14	95%
Safeguarding Children Level 1	284	51	82%
Adult Basic Life Support with paediatric modifications	33	22	33%
Blood Transfusion - Collection from Fridge	29	7	76%
Bullying and Harassment Facilitator Led	13	7	46%
Conflict Resolution - Breakaway Skills	34	19	44%
Conflict Resolution Physical Intervention Reactive	6	3	50%
Dementia Awareness	179	46	74%
EPRR - CBRNE/hazmed - PPE & Decontamination - Tent Construction	12	10	17%
Food Hygiene	42	42	0%
Inoculation Incident	139	6	96%
Medical Devices 0	67	3	96%
Mental Capacity Act (Including DOLs Awareness) Level 1	97	8	92%
Moving & Handling - Safer Moving & Handling of Patients and Equipment Facilitator Led	20	12	40%

Preventing Radicalisation - Basic Prevent Awareness	284	50	82%
Safeguarding Adults Level 1	246	35	86%
Safeguarding Adults Level 2	38	15	61%
Overall Compliance	3511	616	82%

5.0 Statutory and Mandatory Training

The overall compliance for HIF has risen to **83%**.

Certification Name	Required	Not Achieved	Compliance %
Equality, Diversity and Human Rights	286	56	80%
Fire Safety	286	56	80%
Health & Safety	286	11	96%
Infection Control Level 1	111	24	78%
Infection Prevention & Control (Including Hand Hygiene) Level 2	175	30	83%
Information Governance and Data Security	286	37	87%
Moving & Handling - Safer Manual Handling	286	44	85%
Risk Management - Risk Awareness	286	12	96%
Safeguarding Children Level 1	286	52	82%
Adult Basic Life Support with paediatric modifications	38	28	26%
Blood Transfusion - Collection from Fridge	32	5	84%
Bullying and Harassment	12	6	50%
Conflict Resolution - Breakaway Skills	40	23	43%
Conflict Resolution Physical Intervention Reactive	5	1	80%
Dementia Awareness	186	48	74%
Dementia Tier 1	1	0	100%
EPRR - CBRNE/hazmed - PPE & Decontamination - Tent Construction	13	11	15%
Food Hygiene	47	47	0%
Inoculation Incident	139	4	97%
Learning Disabilities Awareness Level 1	4	0	100%
Medical Devices 0	73	3	96%
Mental Capacity Act (Including DOLs Awareness) Level 1	92	6	94%
Moving & Handling - Safer Moving & Handling of Patients and Equipment	24	15	38%
Preventing Radicalisation - Basic Prevent Awareness	286	51	82%
Safeguarding Adults Level 1	244	34	86%
Safeguarding Adults Level 2	42	15	64%
Overall Compliance			83%