

Workforce Performance Report

June 2023

Based on May 2023 data

Looking after
our people

Belonging
in the **NHS**

Growing for
the future

New ways of
working and
delivering care

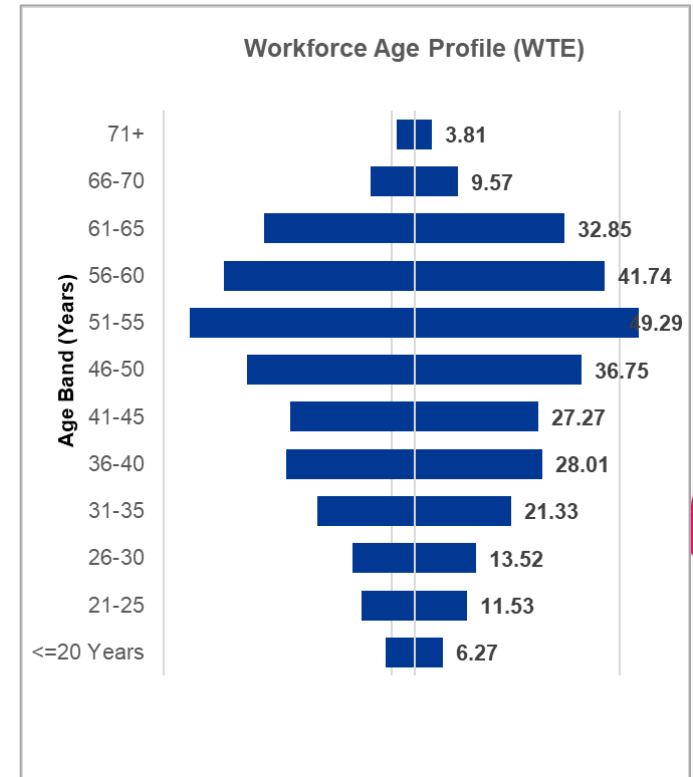
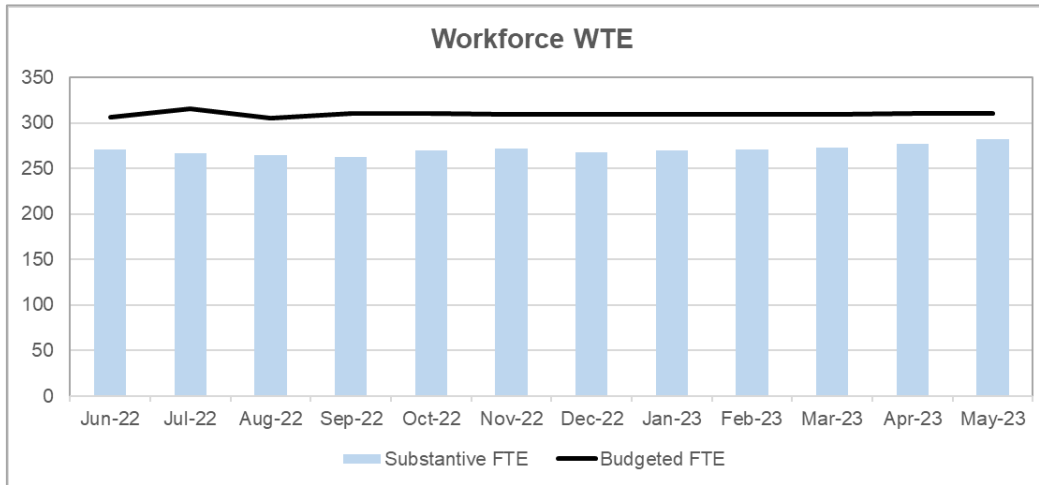
Workforce Performance Indicators

KPI	May 21	May 22	Apr 23	May 23	Target	Performance against Target	Difference to Last Month	Difference to Last Year
Staff Turnover Rate (Rolling 12 months)	10.44%	17.39%	22.42%	22.02%	12%	● 10.02%	● -0.40%	● 4.64%
% staff leaving within the first year (excl fixed term contracts)	16.38%	25.47%	29.93%	31.06%	12%	● 19.06%	● 1.13%	● 5.59%
Sickness Rate (monthly)	5.84%	5.42%	4.82%	4.12%	3.9%	● 0.22%	● -0.70%	● -1.30%
Appraisal Rate (Rolling 12 months)	18.83%	46.91%	86.12%	86.99%	90%	● -3.01%	● 0.87%	● 40.09%
Mandatory Training (Rolling 12 months)	90.00%	69.00%	88.00%	92.00%	90%	● 2.00%	● 4.00%	● 23.00%
Vacancy Rate	9.02%	11.95%	10.71%	9.10%	10%	● -0.90%	● -1.60%	● -2.85%

Executive Summary

- Turnover has slightly decreased in May from 22.42%% to 22.02%. (This incorporates voluntary and involuntary turnover).
- Staff leaving within the first year of employment is 31.06% and is a key area of concern and focus.
- Sickness has decreased in May from 4.82% to 4.12%. A contributing factor to this decrease is a reduction in sickness within the Domestic department.
- The appraisal rate in May is 86.99%. Appraisal rates have seen great improvement over the last 12 months.
- The overall compliance rate for the Mandatory Core elements of training is 92%, which is an increase from 88% last month and now takes HIF above the target rate of 90%.
- The vacancy rate in May is 9.10%, which is a decrease compared to last month's vacancy rate of 10.71%. This equates to 28.23wte vacancies.

1. Total Workforce

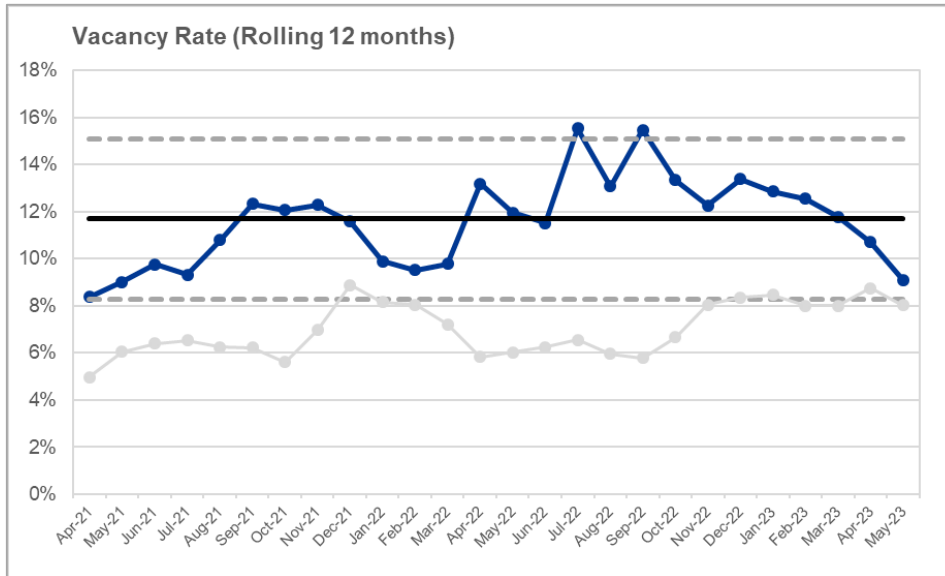


Workforce Indicator	Budget WTE	Substantive WTE	Difference WTE
Workforce Total	310.18	281.95	28.23
AfC Contract		103.81	
HIF Contract		178.14	

Commentary

- The graph displays that HIF has generally seen small growth since September and has a substantive workforce of 281.95wte as at May 2023. This is an increase of 12.77wte compared to May 2022.
- 63% of the substantive workforce are on a HIF contract.
- 31.2% of the workforce are aged 56 and over. The areas with over 50% of staff aged 56 and over are Car Parking, Fire Precaution, Staff Accommodation, Board of Directors and Administration.

2. Vacancies

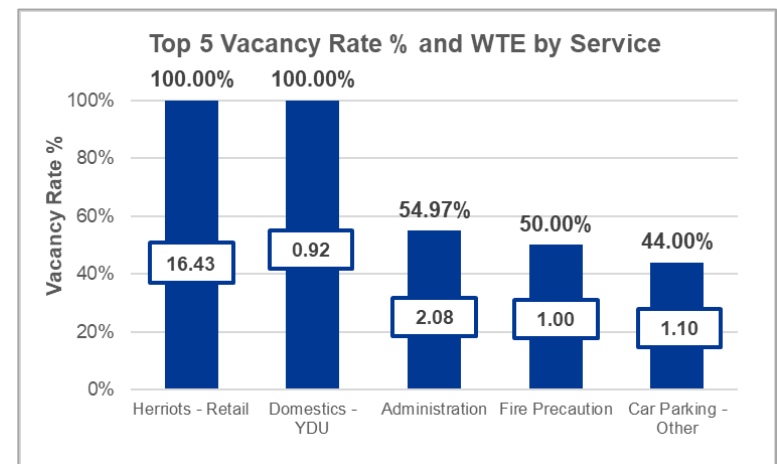


Pay Grade (AfC and HIF combined)	Vacancy WTE	Vacancy %
Band 2	13.63	6.96%
Band 3	10.33	16.84%
Band 4	6.12	30.88%
Band 5	5.00	25.00%
Band 6	1.40	28.00%
Band 7	2.20	25.00%
Band 8a	3.00	100.00%
Band 8b	0.00	0.00%
Band 8c	0.00	0.00%
Band 8d	0.00	0.00%
Band 9	0.00	0.37%
Non Executive Directors	-1.00	-33.33%

Workforce Indicator	Vacancy Rate	Vacancies WTE	Pipeline WTE
Vacancies	9.10%	28.23	TBC

Commentary

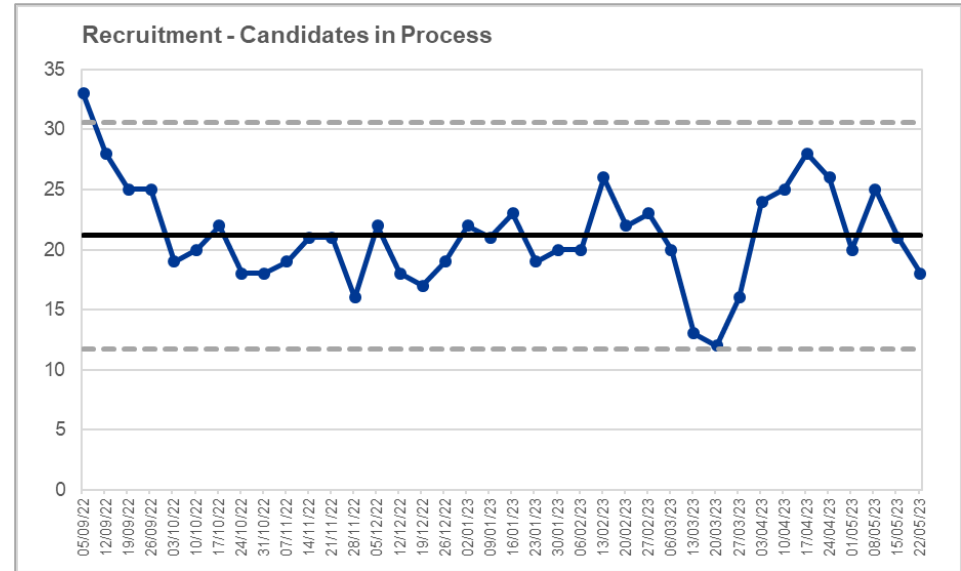
- HIF's vacancy rate in May is 9.10%, which is a decrease to last month which was 10.71%. This equates to 361.25wte vacancies.
- A negative vacancy position denotes an over-establishment.



3. Recruitment Activity

Commentary

- There are currently 18 candidates who are going through the recruitment process. This figure excludes those who have been received a conditional offer.
- Further recruitment data is unavailable for this month's report due to the TRAC system being down.



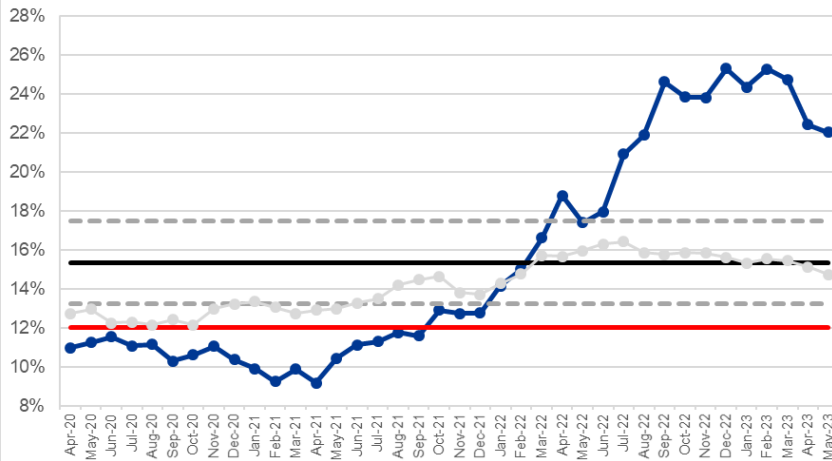
Workforce Indicator	Pipeline WTE	Number of Live Adverts
Recruitment	TBC	TBC

Current Data

Candidates in Process	Candidates Awaiting Conditional Offers	Candidates with Confirmed Start Dates
18	TBC	TBC

4a. Turnover

Staff Turnover Rate (Rolling 12 months)

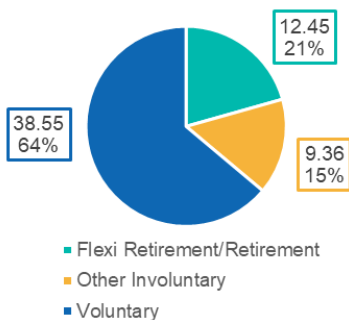


Commentary

- Turnover has seen a decrease to 22.02% in May 2023 from 22.42% last month, however remains at a very high rate.
- 21% of leavers over the last 12 months are due to retirements, which includes those who intend on flexi-retiring and returning to HIF.
- 64% of leavers over the last 12 months are due to voluntary resignations.
- The most known common theme cited as the reason for voluntary resignation is 'Work Life Balance' which accounts for 22% of the overall number of leavers within the voluntary resignation category and 14% of all leavers.

Workforce Indicator	Target %	Actual %	Difference %
Turnover	12.00%	14.73%	+2.73%

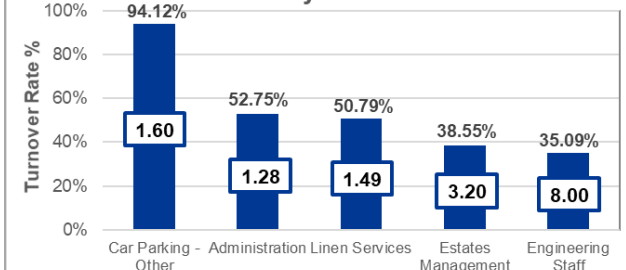
Leaving Reasons



Voluntary Resignations



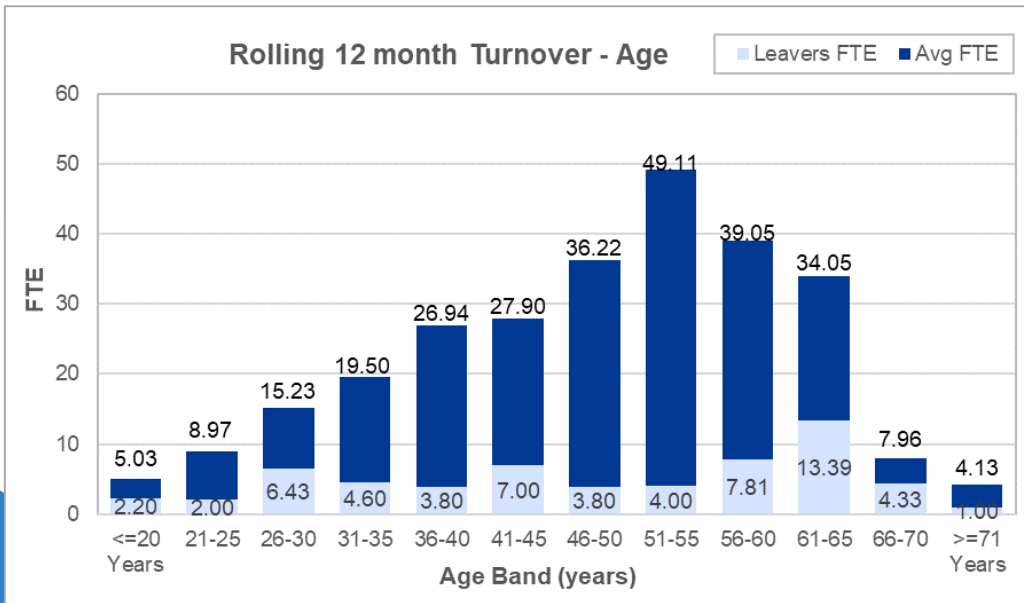
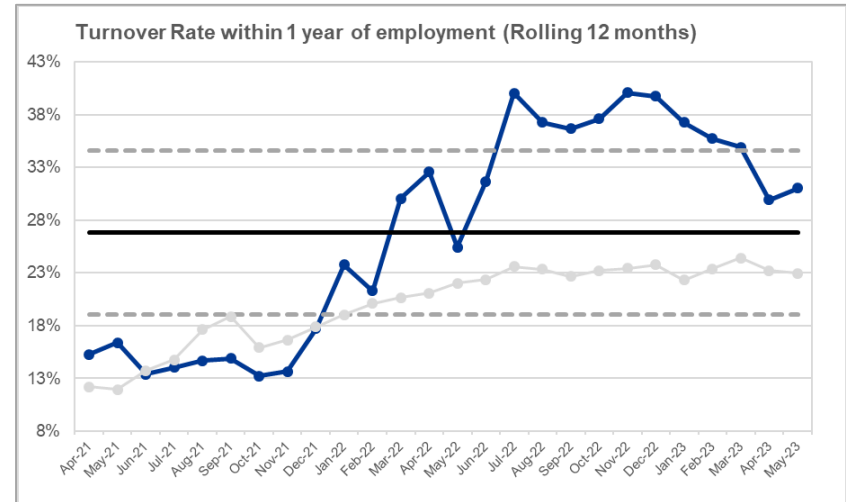
Top 5 Turnover Rate % and Leavers WTE by Service



4b. Turnover – Less than one year's service and Age

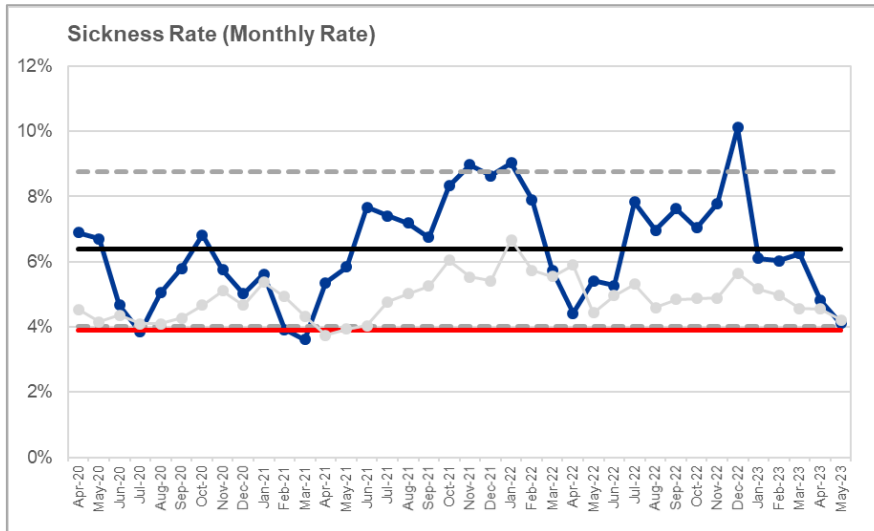
Commentary

- The turnover rate of those within the first year of service is 31.06% in May
- 37% of leavers over the last 12 months have less than 2 years' service with HIF.
- The highest turnover is seen within the upper age bands and 44% of leavers over the last 12 months are aged 56 years and over.



Age Band (Years)	Leavers WTE	Turnover %
20 Years and under	2.20	43.71%
21-25	2.00	22.30%
26-30	6.43	42.19%
31-35	4.60	23.59%
36-40	3.80	14.11%
41-45	7.00	25.09%
46-50	3.80	10.49%
51-55	4.00	8.14%
56-60	7.81	20.01%
61-65	13.39	39.33%
66-70	4.33	54.44%
71 Years and over	1.00	24.23%

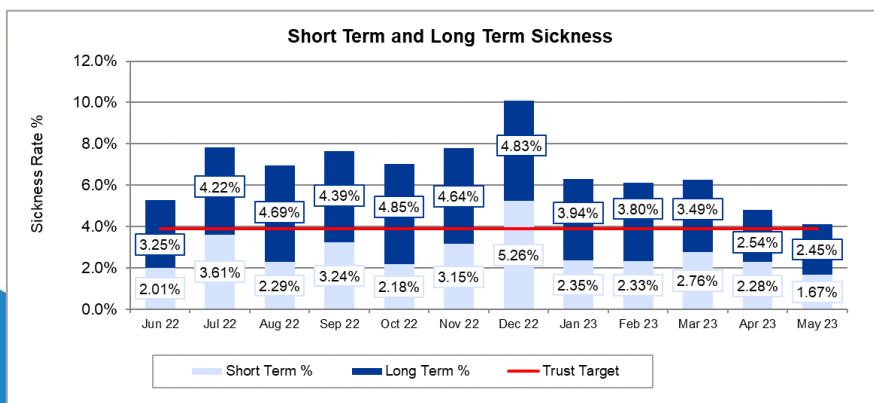
5a. Sickness



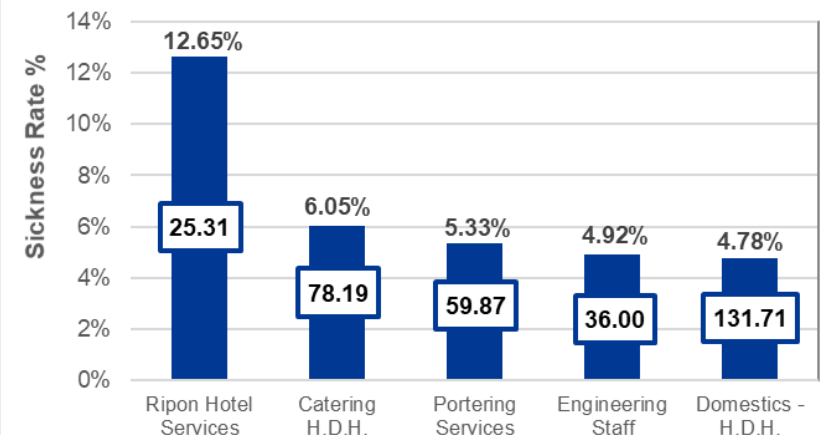
Commentary

- Sickness rates have seen a great reduction in sickness over the last 6 months, reducing from 10.12% in December to 4.12% in May.
- Short term sickness is at the lowest level compared to the previous 12 months and has decreased this month from 2.28% to 1.67%. Long term sickness has also decreased from 2.54% to 2.45%.
- A great reduction in sickness within Domestics is the greatest contributing factor to the decrease in sickness in HIF this month.

Workforce Indicator	Target %	Actual %	Difference %
Sickness	3.90%	4.12%	+0.22%

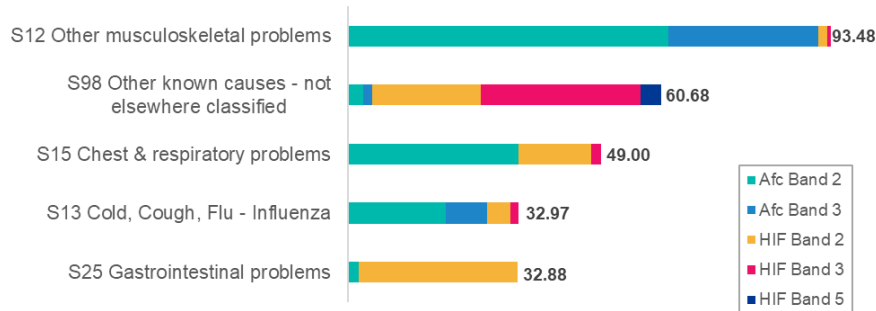


Top 5 Sickness Rate % and FTE Days Lost by Service



5b. Sickness – Sickness Reasons

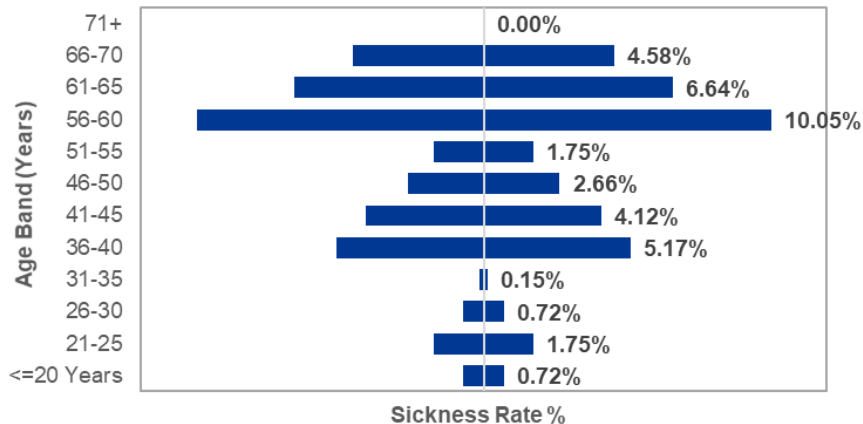
Top 5 Sickness Reasons (May 2023)



Sickness by Contract (May 2023)

Contract	Sickness %
Agenda for Change	5.48%
HIF	3.38%

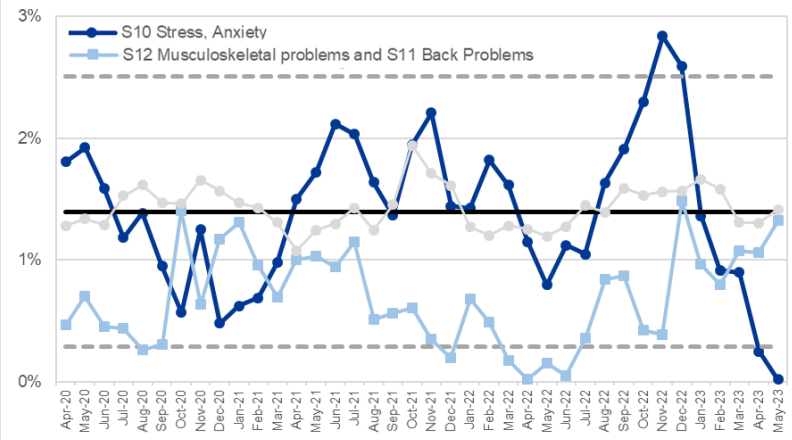
Sickness Rate Age Profile



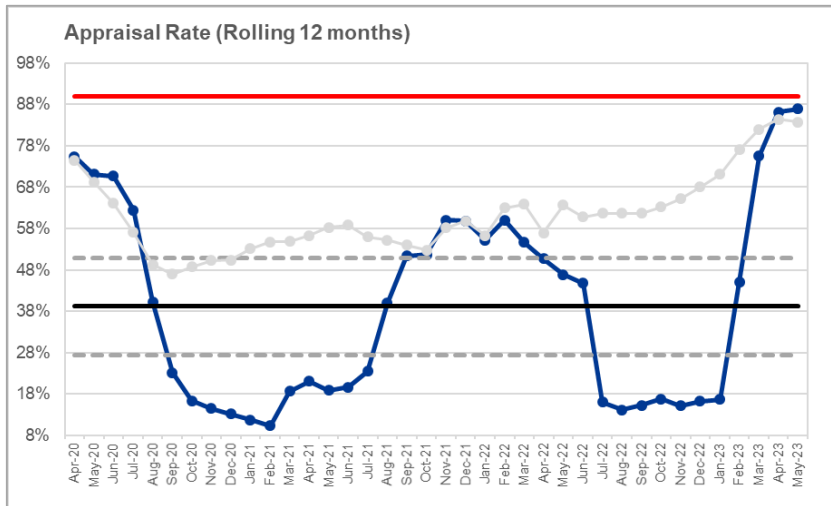
Commentary

- May has seen a reduction in sickness due to 'S28 Injury, fracture' and also 'S98 Other known causes - not elsewhere classified', however sickness due to 'S12 Other musculoskeletal problems' and 'S11 Back Problems' have seen an increase.
- The sickness rate of those on an AfC contract (5.48%) is higher than those on a HIF contract (3.38%).
- With the exception of the 36-40 years age band, sickness rates are highest in the age bands 56 years and over.

S10 Stress, Anxiety, Depression Sickness Rate (Monthly Rate)



6. Appraisals



Workforce Indicator	Target %	Actual %	Difference %
Appraisals	90.00%	86.99%	-3.01%

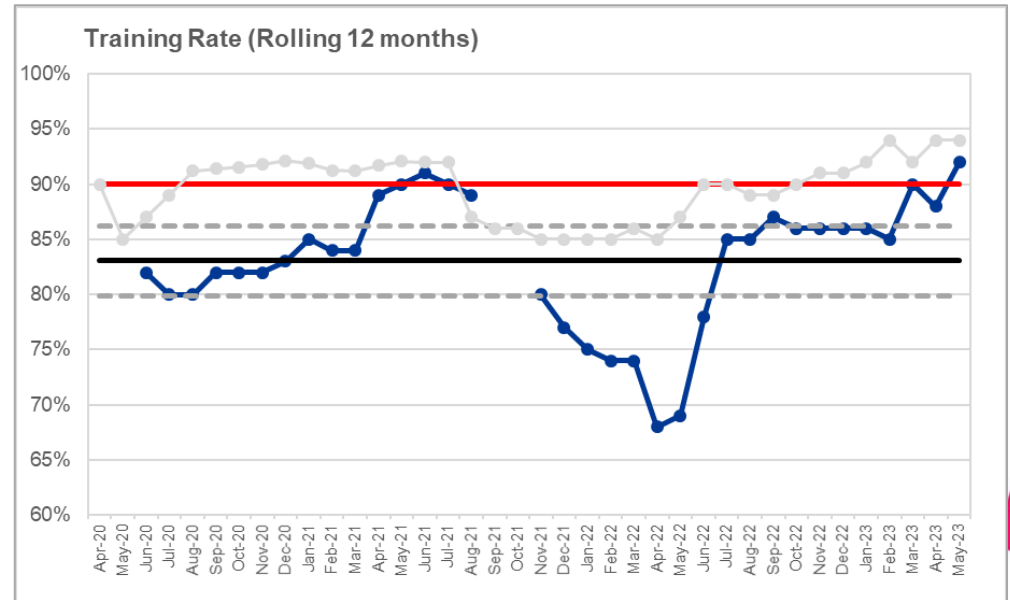
Commentary

- The appraisal rate in May is 86.99%, which is a minimal increase in comparison to April, which saw an appraisal rate of 86.12%.
- 32 appraisals are still outstanding as at 31st May 2023.

Service	Appraisals Overdue	Appraisal %
HIF Administration	2	0.0%
HIF Board of Directors	2	50.0%
HIF Car Parking – Other	3	0.0%
HIF Catering H.D.H.	3	92.1%
HIF Coffee Shop	0	100.0%
HIF Domestics - H.D.H.	8	90.5%
HIF Engineering Staff	4	76.5%
HIF Estates Management	4	50.0%
HIF Fire Precaution	1	0.0%
HIF Healthcare Waste Management	0	100.0%
HIF Hotel Services Management	2	60.0%
HIF Linen Services	0	100.0%
HIF Management Team	1	50.0%
HIF Portering Services	1	96.7%
HIF Ripon Hotel Services	0	100.0%
HIF Staff Accommodation	0	100.0%
HIF Sterile Services	0	100.0%
HIF Transport Exs.	1	83.3%

7. Mandatory Training

Service	% Compliance
HIF Administration	96.7%
HIF Bank	77.4%
HIF Board of Directors	75.6%
HIF Car Parking – Other	90.0%
HIF Catering H.D.H.	85.4%
HIF Coffee Shop	83.3%
HIF Domestic - H.D.H.	96.1%
HIF Engineering Staff	100.0%
HIF Estates Management	85.1%
HIF Fire Precaution	90.0%
HIF Healthcare Waste Management	85.7%
HIF Hotel Services Management	94.7%
HIF Linen Services	97.5%
HIF Management Team	93.0%
HIF Portering Services	75.2%
HIF Ripon Hotel Services	97.3%
HIF Staff Accommodation	100.0%
HIF Sterile Services	98.8%
HIF Sterile Services Bank	83.6%
HIF Transport Exs.	81.2%

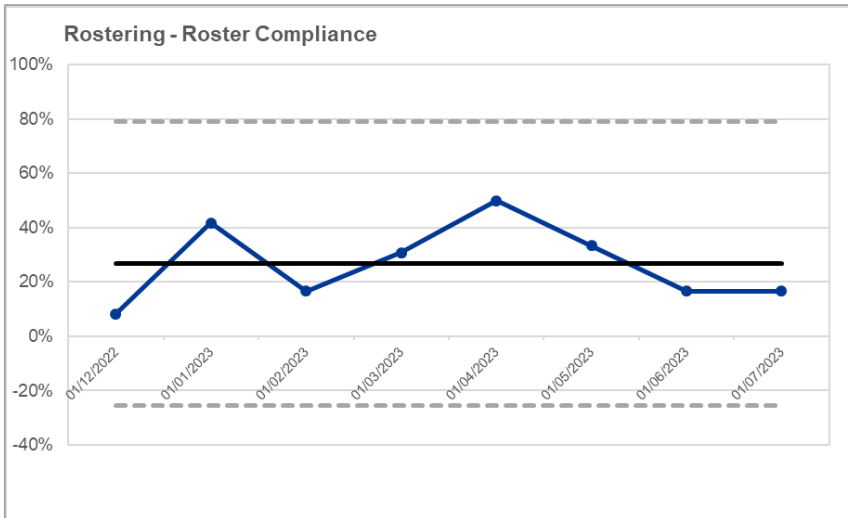


Workforce Indicator	Target %	Actual %	Difference %
Training	90%	92%	+2%

Commentary

- The data shown is for the end of May for the Mandatory Core elements of training. The overall compliance rate for substantive HIF staff is 92% and this has increased from 88% last month.
- The data for September 2021 and October 2021 is not available, this is due to the migration of training from ESR to Learning Lab.

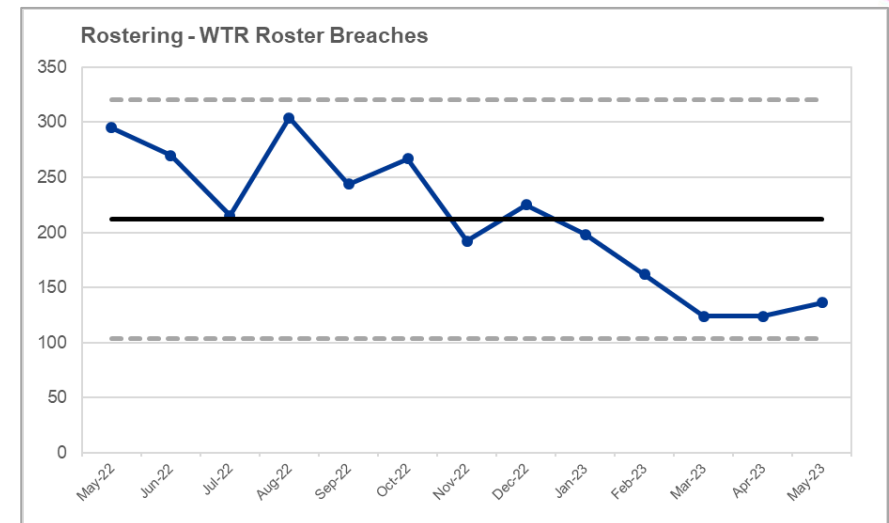
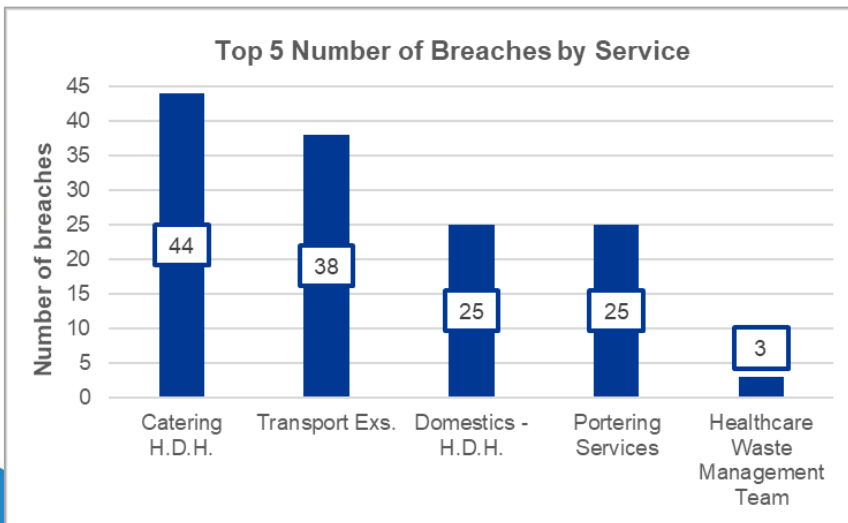
8. Rostering



Workforce Indicator	Roster Publication Compliance	Number of Breaches
Rostering	16.7%	136

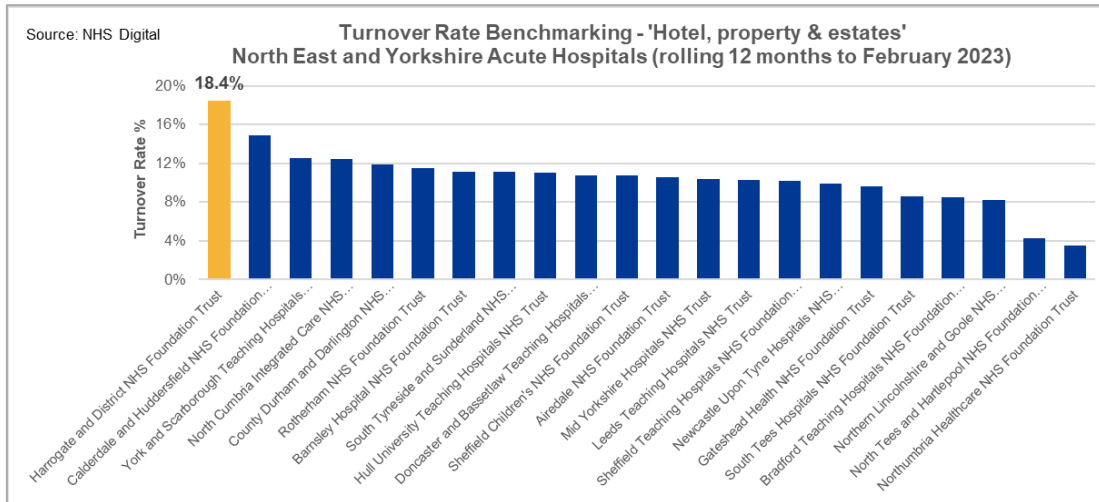
Commentary

- Only 2 of the 12 rosters starting 3rd July were published on time in May. These were the Catering and Sterile Services rosters.
- 43% of the breaches in May were due to employees not achieving a minimum of 2 days off in 14 or 1 in 7.



Workforce Performance Indicators Benchmarking

The benchmarking data below is based on the latest data available from NHS Digital and filtering to the staff group 'Hotel, property & estates' which consists of Engineering staff within Estates.



Turnover

- The turnover data is based on Engineering staff for the rolling 12 months to February 2023.
- Our organisation shows to have the greatest turnover rate of all acute hospitals in the North East and Yorkshire region, with a rate of 18.4%.
- Calderdale and Huddersfield NHS Foundation Trust has the second highest rate, with a rate of 14.8%.

Sickness

- The sickness data is based on Engineering staff, for the month of January 2023.
- Our organisation sits in the bottom half of sickness rates and has a sickness rate of 6.81%.
- South Tyneside and Sunderland NHS Foundation Trust has the highest sickness rate for January, with a rate of 12.34%.

