

SUPPORT SERVICES OVERVIEW & SCRUTINY PANEL

Annex to the Tracking Resolutions



1. School Escort Sickness (Resolution 52 (1) 24.11.11)

Mark Grimley, Assistant Director for Human Resources and Organisational Development would provide a written response to all members on the absence of school escorts.

The answer has been provided in the table below:

PASSENGER ASSISTANTS - Average days sick per FTE - Dec 10 - Nov 11

	Total Days	Total FTE	Average Days per FTE
Grand Total	681.12	61.34	11.10

2. Staff sickness levels (Resolution 52 (2) 24.11.11)

Mark Grimley, Assistant Director for Human Resources and Organisational Development would provide a report to all members on employee sickness levels by grade.

The answer has been provided in the two tables below:

COUNCIL WIDE (Excl Schools) - Average days sick per FTE by grade - Dec 10 - Nov 11

Grade equivalent	Total Days	Total FTE	Average Days per FTE
Less than A	122.63	8.81	13.92
Grade A	1555.93	128.98	12.06
Grade B	1767.39	129.44	13.65
Grade C	7432.81	598.23	12.42
Grade D	6431.55	558.06	11.52
Grade E	5947.96	593.92	10.01
Grade F	1843.92	247.99	7.44
Grade G	236.50	26.10	9.06
Grade H	4025.76	462.18	8.71
Grade I	1302.45	207.63	6.27
Grade J	1368.09	136.41	10.03
Grade K	127.90	49.40	2.59
Grade L	77.60	27.00	2.87
Greater than L	113.50	46.00	2.47
Grand Total	32353.99	3220.13	10.05

SCHOOLS - Average days sick per FTE by grade - Dec 10 - Nov 11

Grade equivalent	Total Days	Total FTE	Average Days per FTE
Less than A	41.00	18.37	2.23
Grade A	2234.48	171.68	13.02
Grade B	1287.34	177.16	7.27
Grade C	5879.69	593.06	9.91
Grade D	2965.18	311.54	9.52
Grade E	1780.71	249.38	7.14
Grade F	368.88	107.03	3.45
Grade G	440.10	103.23	4.26
Grade H	1647.07	297.20	5.54
Grade I	3034.68	509.33	5.96
Grade J	199.50	48.48	4.12
Grade K	178.00	41.22	4.32
Grade L	105.40	32.80	3.21
Greater than L	322.50	75.00	4.30
Grand Total	20484.53	2735.48	7.49

3. Appraisals (Resolution 53 24.11.11)

Agreed that Eve Skuse, Head of Organisational Development, email all panel members the current figures and statistics for the Chief Executive's Department appraisal completion rates and the guidance provided to departments on appraisal when going through a restructure.

The answer has been provided below:

Chief Executives Appraisal Completion Rate

Overall, Chief Executive's Unit has a completion rate of 89% as at the end of November (3 months after the deadline).

Restructures & Appraisals

The following advice has been issued to departments undergoing restructures:

- Early planning appraisals is critical as this will maximum the time available and ease the implementation of appraisals within the appraisals window
- Ensure that if a manager leaves then all their appraisals have been completed and entered onto the system before they leave and that the new manager has all the necessary paperwork.
- Ensure clear arrangements which managers would provide 360 feedback and which managers would conduct an appraisal in a restructure and ensure carefully planned in to ensure load is spread over a reasonable period.
- Ensure HR-SAP Team has been sent all the appropriate documentation to ensure that the HR-SAP system reflects any changes that have been made and managers in the new structure are quickly given access to Manager Online access to cover all the staff they are appraising or are shown how to use the e-forms system.
- Line Manager should complete an appraisal before an employee enters the redeployment pool and secures an alternative role and should conduct an appraisal even when they know the employee is leaving.
- If there are issues with completing an employee's appraisal, managers must contact their HR Advisor or the Competencies Team to alert them of the issues and discuss possible solutions. They must not wait until the deadline has expired and Competencies Team are chasing the missing appraisal.
- HR Advisors and the Competencies Team are available at all times to support managers and staff through this process.

4. Local Suppliers (Resolution 53 24.11.11)

Paul Chapman, Lead Officer would provide figures to all panel members on how many local suppliers were employed by the council.

We currently have 38,345 local creditors on our system.