CORPORATE RESOURCES OVERVIEW AND SCRUTINY

Date of Meeting	Thursday 13th December 2018
Report Subject	Workforce Information Report – Quarter 2 2018/19
Portfolio Holder	Cabinet Member for Corporate Management
Report Author	Senior Manager, Human Resources and Organisational Development
Type of Report	Operational

EXECUTIVE SUMMARY

To provide Members with an update for the second quarter for 2018/19. This report provides details of the following:

- Headcount and Full Time Equivalent (FTE)
- Organisational Age Profile
- Employee Turnover and Stability (Including Redundancies and Early Retirements)
- Attendance
- Performance Monitoring (Appraisals)
- Resource Management (Agency Workers)
- Equality and Diversity

The format of this report and the accompanying Workforce Information is intended to focus on organisational performance and trends, with the information being presented in a dashboard format. The dashboards are a visual presentation of data, showing the current status and historical trends of the Council's performance against key performance indicators.

The report provides a brief narrative on the overall performance against a number of indicators. A more detailed explanation is provided on an exceptional basis where performance is falling below organisational performance indicators or where there has been a significant movement, either upwards or downwards, in the reported trends. The narrative will include an explanation for the movement in trend and details of any proposed actions to improve or maintain performance.

The performance information for the whole organisation is split to show Schools and Non-Schools data separately.

RECOMMENDATIONS	
1	Members comment on Workforce Information Report for quarter two 2018/19 to 30 June 2018.

REPORT DETAILS

1.00	EXPLAINING THE WORKFORCE INFORMATION REPORT
1.01	**Headcount and Full Time Equivalent (FTE)** The headcount and FTE figures for quarter two show an overall decrease of 13 FTE across the Council since April, Non-schools show an increase of 24 FTE, and Schools show an overall decrease of 37 FTE.
1.02	**Age Profiling** Age profiling the organisation, departments and teams is an important part of understanding the age demographics of our workforce and where we may need to focus attention. Why do we use age profiling? • to identify work areas with a high average age • to help plan for retirements and how we will recruit or retain staff • to highlight patterns and trends across our workforce • to assist workforce planning. Understanding our age profile supports good workforce planning, enables the Council to provide a guide to the future number of potential retirements and succession plan by identifying any skill gaps that may arise. Without an analysis of age profile, no workable long term planning can be made.
1.03	**Employee Turnover and Stability (Including Redundancies and Early Retirements)** The cumulative turnover percentage for the Council during 2018/19 is 7.48%. The quarter two turnover in isolation is 5.46%, which is a figure based on 157 leavers from Non-Schools and 167 from Schools, totalling to 324 leavers for the quarter. This is due to the high volumes of leavers within Schools at the end of the academic year, and also the turnover of the Summer Playscheme workers who are engaged on a seasonal basis.
1.04	**Attendance** The cumulative FTE days lost for the Council 2018/19 is 4.72. This is a downturn when compared to the same period in 2017/18 which recorded 3.70 FTE days lost. The Q2 figure for Non-Schools is 2.51, an improvement on the same period last year. Schools have seen a downturn when compared to the same period last year. The HR Business Partner team are working closely with schools to ensure attendance is managed consistently.

1.05	**Performance Monitoring (Appraisals)**
	A report on the full year position will be provided in January 2019 as agreed during the last meeting of this committee. As requested, the data will be provided by service in addition to Portfolio.
1.06	**Resource Management (Agency Workers)**
	The cumulative agency spend for 2018/19 as at quarter 2 is £773,000, which significantly within our target of £950,000. As expected, the largest cumulative agency spend is within Streetscene and Transportation (£395,000), and the second largest cumulative spend is within Social Services (£170,000).
	Overall, there were 64 active agency placements on 30 September 2018. At the time of running the report 40 placements exceeded the 12 week Agency Worker Regulations threshold.
1.07	**Equality and Diversity Workforce Monitoring**
	Workforce diversity monitoring is an important means of demonstrating, implementing and promoting equality of opportunity.
	Ongoing promotion and monitoring is carried out to gather information on the diversity of our workforce including potential recruits as well as existing employees. The Council collects diversity information based on current UK equality legislation which aims to prevent discrimination on grounds of age, disability, gender, race, sexual orientation, religion and other protected characteristics. Information gathered can if analysed regularly, help us to identify barriers that prevent access to employment and career development for certain groups of people, and to develop solutions, such as positive action plans or alternative policies and practices.

2.00	**RESOURCE IMPLICATIONS**
2.01	None arising directly from this report.

3.00	**CONSULTATIONS REQUIRED / CARRIED OUT**
3.01	None as the dashboard report appended to this report details existing actual out-turns in the various measures.

4.00	**RISK MANAGEMENT**
4.01	None arising directly from this report.

5.00	**APPENDICES**
5.01	Appendix One: Dashboard – Workforce Information Report Q2 2018/19

6.00	**LIST OF ACCESSIBLE BACKGROUND DOCUMENTS**
6.01	**Contact Officer:** Sharon Carney, Senior Manager, Human Resources and Organisational Development. **Telephone:** 01352 702139 **E-mail:** sharon_carney@flintshire.gov.uk

7.00	**GLOSSARY OF TERMS**
7.01	**Headcount and FTE** This will provide information on the current levels of the Council's workforce. **Age Profiling** The purpose of providing the Organisational Age Profile is to enable the Council to provide a guide to the future number of potential retirements and succession plan by identifying any skill gaps that may arise. Without an analysis of age profile, no workable long term planning can be made. **Employee Turnover and Stability (Including Redundancies and Early Retirements)** This information will provide the awareness of trends in turnover rates within the Council for potential measure to be put in place for high turnover rates, if applicable. **Attendance** Attendance remains a high priority in the Council and will provide detailed information on the areas for improvement for absence/attendance. Stage 1 and Stage 2 capability hearings are the formal stages of the Attendance Management policy where sanctions including dismissal take place. **Performance Management (Appraisals)** Reporting on performance appraisals and development will enable more effective monitoring of potential training needs for future planning. **Resource Management** This information will include the usage of agency workers within the Council. **Equality and Diversity Workforce Monitoring** Information will be provided to inform what measures, if any, need to be implemented to prevent inequalities within the Council.