

## **WORKFORCE INFORMATION REPORT QUARTER 1 AND 2 (2014/15)**

### **GLOSSARY OF TERMS**

#### **Headcount and FTE**

This will provide information on the current levels of the Council's workforce.

#### **Organisational Age Profile**

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.

#### **Performance Appraisals and Development**

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 level of recruitment activity within the Council and monitor the usage of agency workers.

#### **Equality and Diversity**

Information will be provided to implementation measure to prevent inequalities within the Council.