

CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

Date of Meeting	Thursday 15 th November 2018
Report Subject	Workforce Information Report – Quarter 1 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 first 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
- 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 to review and advise on organisational performance in workforce management.
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REPORT DETAILS

1.00	EXPLAINING THE WORKFORCE INFORMATION REPORT
1.01	Headcount and Full Time Equivalent (FTE) The headcount and FTE figures for quarter one show an overall decrease of 28 FTE across the Council since April, Non-schools show a decrease of 12 FTE, and Schools show an overall decrease of 16 FTE. The majority of leavers did so on a voluntary basis and not as part of planned organisational change, so it is likely that some of the positions vacated will be filled in the coming months, subject to a business case being submitted to justify filling them.
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? <ul style="list-style-type: none">• 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 turnover percentage for the Council during quarter one is 2.02%. The 60 leavers from Non-Schools and 59 from Schools represent a total figure of 119 leavers for quarter one.
1.04	Attendance The FTE days lost for the Council during quarter one is 2.58. This is a downturn when compared to the same period in 2017/18 (2.15 FTE). Despite the downturn, we continue to build on reducing attendance which resulted in Flintshire being ranked the 4 th highest performer for 2017/18 when benchmarked against other Welsh Local Authorities with a total of

	8.89 days lost per FTE.
1.05	<p>Performance Appraisals and Development</p> <p>Based on the latest data extract we are making good progress and seeing an upward trend in the completion levels of appraisals across all portfolios, with the overall completion rate reported in iTrent standing at 85.4%. All portfolios are required to provide an appraisal plan which details the following:</p> <p>a) the number and 0% of appraisals completed and date entered onto iTrent, and b) the number and % of appraisals scheduled and dates entered into iTrent. In addition, if either a) and b) are below 100% portfolios are required to provide a detailed plan with actions to address. Portfolio leads together with their HR Business Partner are responsible for progressing identified actions in the plans with a view to achieving the 100% target in year.</p>
1.06	<p>Resource Management (Agency Workers)</p> <p>The total agency spend for quarter one is £412,000, which is within our Q1 target of £475,000 (£1.9m for 2018/19). The largest agency spend is within Streetscene and Transportation (£203,000), and the second largest spend was within Social Services (£91,000). Social Services and, Streetscene and Transportation are responsible for 85% of the overall agency spend for quarter one.</p> <p>Overall, there were 80 active agency placements on 30 June 2018. At the time of running the report 39 placements exceeded the 12 week Agency Worker Regulations threshold. At the time of writing this report, the number of active agency placements is down to 67, the majority of the reduction attributable to the filling vacant posts in Streetscene.</p>
1.07	<p>Equality and Diversity Workforce Monitoring</p> <p>Workforce diversity monitoring is an important means of demonstrating, implementing and promoting equality of opportunity.</p> <p>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.</p>

2.00	RESOURCE IMPLICATIONS
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2.01	None arising directly from this report.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
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3.01	None as the dashboard report appended to this report details existing actual out-turns in the various measures.
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4.00	RISK MANAGEMENT
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4.01	None arising directly from this report.
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5.00	APPENDICES
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5.01	Appendix One: Dashboard – Workforce Information Report Q1 2018/19
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6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
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6.01	<p>None.</p> <p>Contact Officer: Sharon Carney, Senior Manager, Human Resources and Organisational Development. Telephone: 01352 702139 E-mail: sharon_carney@flintshire.gov.uk</p>
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7.00	GLOSSARY OF TERMS
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7.01	<p><u>Headcount and FTE</u> This will provide information on the current levels of the Council’s workforce.</p> <p><u>Age Profiling</u> 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.</p> <p><u>Employee Turnover and Stability (Including Redundancies and Early Retirements)</u> 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.</p> <p><u>Attendance</u></p>
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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.

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.