



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNCIL

PERSONNEL COMMITTEE

2ND SEPTEMBER 2024

REPORT OF THE HEAD OF PEOPLE AND ORGANISATIONAL DEVELOPMENT – SHEENAGH REES

Matter for information

Wards Affected: All wards

Workforce Information Report

Purpose of Report

The purpose of this report is to provide Members with the 2023/24 Quarter 4 Workforce Information report. The report is attached at Appendix 1.

Executive Summary:

This report provides Members with a range of data and information in relation to the workforce of the Council.

Workforce Information:

This data set has been developed to provide Members with:

- an overview of the Council's workforce, including how many people we employ, where we employ them, how we employ them (work patterns), their protected characteristics and Welsh language ability.
- data on joiners and leavers by service area, age and grade and includes the top ten reasons for leaving the Council.
- information on key aspects of sickness absence.

Understanding how our workforce is distributed across the Council and analysing trends in workforce activity helps inform workforce planning, strategies and key decision making.

Joiners / Leavers

679 new employees started work for the council between 1st April 2023 – 31st March 2024, compared with 693 leavers.

48% of all leavers are from Schools, but it is worth noting that schools make up just under 40% of the council's overall workforce, and governing bodies utilise a high number of temporary contracts.

Support Services & Transformation have the second highest number of leavers, accounting for 11% of all leavers. This is due to the high turnover of School Catering and Cleaning roles within Access Managed Services. Support is being provided to the managers of this service from the HR team and the Talent Management Team to help them develop recruitment and retention strategies.

The top leaving reason in Quarter 4 was 'End of Contract' accounting for just under 18% of all leavers, closely followed by 'Resignation – No Reason Provided' (13%) and 'Retirement' (12%). Members will remember that a review of leaving reasons carried out last year and whilst we have now removed 'Resignation, No Reason Provided' from

the pick list of options that managers can select, because this happened part way through the year, this reason is still reflected in the overall data for the year. From 1st April 2024, members will no longer receive data that refers to 'no reason provided', and the data will breakdown resignation into more informatiive categories for a better understanding of why employees are exiting the organisation. As 72% of leaving reasons are categorised as 'employee initiated', this analysis is important to form retention strategies.

Sickness absence data

The sickness absence data presented in this report includes the distribution of sickness levels across the council, and the top ten reasons for sickness absences. This data enables trends and areas to be further analysed and scrutinised.

The average number of days absent due to sickness absence was 12.73. Whilst a slight reduction, this is not a significant change when compared to the figure of 12.78 reported in Q4 of 2022/2023.

It appears that long-term absences contribute to three quarters of the entire FTE days lost for 2023/2024. Long term absences have increased by 8% when compared to 2022/2023.

The report sets out the 'Top 10 Reasons for Sickness Absence', we can see that stress and bereavement continue to represent the highest reasons for sickness absence for this quarter. However, we have seen an increase in cancer and work-related stress in Q4.

In terms of actions to help support employees manage their mental health and general well-being, the Council launched an Employee Assistance Programme in January 2024. The programme includes a wellbeing platform which offers a wide range of mental, physical and financial resources/ services including a dedicated helpline and counselling services. This new initiative is available free of charge to all employees across the Council as a supportive resource.

The highest average FTE days absent for quarter 4 was in Streetcare Services (19 days), Adult Services (17 days) and Children & Young People Services / Schools Support Staff (15 days per service). Digital Services has seen the biggest decrease from 18 days (22/23) to 11 day (23/24). Leisure Tourism Heritage & Culture has had the greatest increase from 3 days (22/23) to 12 days (23/24). This department is relatively new, only being established in the structure in 2022, this could account for a low absence FTE in 2022/2023.

Financial Impacts:

Staffing costs account for 46% of overall Council expenditure.

Integrated impact assessment:

There is no requirement to undertake an Integrated Impact Assessment as this report is for monitoring / information purposes.

Valleys Communities Impacts:

No implications

Workforce Impacts:

Workforce information support workforce planning activity and the development of workforce strategies.

Legal Impacts:

No implications.

Risk Management Impacts:

No implications.

Consultation:

There is no requirement under the Constitution for external consultation on this item.

Appendices

Appendix 1 – Workforce Information Report

Recommendations:

It is recommended that Members note the workforce information report.

FOR INFORMATION

Officer contact

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