



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## **NEATH PORT TALBOT COUNCIL**

### **PERSONNEL COMMITTEE**

**2<sup>ND</sup> SEPTEMBER, 2024**

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

#### **Matter for information**

**Wards Affected: All wards**

#### **Workforce Information Report Quarter 1 2024 / 2025**

#### **Purpose of Report**

The purpose of this report is to provide Members with the 2024/25 Quarter 1 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**

160 new employees started work for the council between 1<sup>st</sup> April 2024 – 30<sup>th</sup> June 2024, compared with 150 leavers.

Schools have the highest number of leavers which equates to 26% of overall leavers. This is a common theme due to high levels of temporary contracts in this area.

Support Services & Transformation have the second highest number of leavers, accounting for 13% of all leavers and Streetcare Services have 12% of overall leavers for Q1. This is consistent with previous quarters.

The top leaving reason in Quarter 1 was 'Resignation - Personal' accounting for just under 27% of all leavers, followed by 'Resignation – job related' (17%) and 'Retirement' (13%). The Talent Management Team are working with managers to secure and retain talent where required. The team also carry out reviews of exit questionnaires and meet with pending leavers to establish why the employee is leaving the organisation.

As 74% 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 3.43. This is an increase when compared to Q1 2023/23 which was 2.9.

Long-term sickness absence has increased significantly when compared to Q1 2023/2024. Long-term absences now contribute to three quarters of the entire FTE days lost for Q1 2024/2025. Managers continue to be supported by the HR Team when implementing the Council's Maximising Attendance at Work Policy to manage long-term and short-term absences. The increase in absence is consistent with other Councils across Wales who are also experiencing an increase in sickness absence cases.

The report sets out the 'Top 10 Reasons for Sickness Absence'; we can see that stress and bereavement represent the highest reasons for sickness absence for this quarter. However, bereavement has seen a slight decrease in number of days when compared to the same quarter last year. There has been an overall increase for every other absence reason displayed, particularly Stress, Stress Work and mental health related reasons.

In terms of actions to help support employees manage their mental health and general well-being, the Employee Assistance Programme is still available to all employees and includes a dedicated helpline, signposting and free counselling. The rise in cost-of-living could also

be having a detrimental impact on employee's well-being. As support, the salary finance benefit is also available to access salary advances, savings and financial advice for employees. There is a planned re-publicizing of both initiatives, so employees are aware of the initiatives and how to access them.

The highest average FTE days absent for quarter 1 was in Adult Services (5.7 days), Streetcare Services (4.87 days), and School Support Staff (4.41 days). HR Officers are currently working with managers to ensure cases are being managed as per the Council's Policy.

**Financial Impacts:**

Staffing costs account for 49% 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**

Sheenagh Rees, Head of People and Organisational Development,  
Email: [s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk)