



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNCIL

PERSONNEL COMMITTEE

18 NOVEMBER 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 2024/25 Quarter 2 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

403 new employees started work for the council between 1st April 2024 – 30th September, 2024, compared with 425 leavers.

Schools have the highest number of leavers which equates to 51% of overall leavers. This is a common theme due to high levels of temporary contracts across our schools.

Support Services & Transformation have the second highest number of leavers, accounting for 12% of all leavers followed by Streetcare Services at 8% of overall leavers for Q2. This is consistent with previous quarters.

The top leaving reason in Quarter 1 was 'Resignation - Personal', accounting for just under 17% of all leavers, followed by 'Retirement' (14%) and "End of Contract" (12%). The Talent Management Team continue to support managers to secure and retain talent where required. The team also undertake reviews of exit questionnaires and meet with impending leavers to establish why the employee is leaving the organisation.

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 6.39. This is an increase when compared to the same quarter last year, which was 5.8. The increase is consistent with other Welsh Councils who are also reporting an increase in sickness absence.

Long-term absences contribute to three quarters of the entire FTE days lost for Q2 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 report sets out the 'Top 10 Reasons for Sickness Absence'; we can see that stress and bereavement represent the highest reasons for sickness absence again for this quarter. However, bereavement has seen a slight decrease in number of days when compared to the same quarter last year. Anxiety Disorders and Post Operation have seen the greatest increase when compared to the same quarter last year.

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 which includes a dedicated helpline, signposting and free counselling. The salary finance benefit is also available to access salary advances, savings and financial advice for employees.

The highest average FTE days absent for quarter 1 was in Adult Services (11.2 days), Streetcare Services (9.7 days), and Engineering and Transport (8 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

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