



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## **NEATH PORT TALBOT COUNCIL**

### **PERSONNEL COMMITTEE**

**10<sup>TH</sup> FEBRUARY, 2025**

### **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 3 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**

511 new employees started work for the council between 1<sup>st</sup> April 2024 – 31<sup>st</sup> December, 2024, compared with 563 leavers.

The Talent Management Team continue to support managers with their Recruitment activities in attracting, interviewing and appointing suitable candidates to roles across the Council. The team also attend local Job Fayres to promote job opportunities at NPT as well as publicising vacancies on Social Media.

Schools have the highest number of leavers which equates to 46% 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 12% of all leavers and Streetcare Services have 13% of overall leavers for Q3. This is consistent with previous quarters.

The top leaving reason in Quarter 1 was 'Resignation - Personal' accounting for 17% of all leavers, followed by 'End of Contract (14%)' and "Retirement" (14%).

## **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 10.06. This is an increase when compared to Q3 2024/25 which was 9.2. The increase is consistent with other Welsh Councils who are also reporting an increase in sickness absence.

Long-term absences continue to dominate the FTE days lost for Q3 2024/2025. The HR Team support managers 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 continue to represent the highest reasons for sickness absence for this quarter. Anxiety Disorder is the third top reason and has seen an increase of 54% when compared to the same quarter of 2023/2024. Similarly, Post Operation has seen an increase of 64%. With the exception of Bereavement/Grief Reaction every reason has seen an increase in the number of days lost.

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 3 was in Adult Services (17 days), Streetcare Services (14 days), and Engineering and Transport (12 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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