

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

**PERSONNEL COMMITTEE**

**9<sup>TH</sup> SEPTEMBER 2019**

**REPORT OF THE HEAD OF HUMAN RESOURCES – 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 2019 / 20 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, Welsh language ability and this report focuses on the key area 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. For example, an analysis of sickness absence data has shown a significant number of absences result from mental health conditions. This data has helped to inform the Council's strategy to support the mental health and wellbeing of the workforce and has led to the Council's partnership with Time to Change Wales, a mental health awareness campaign designed to reduce stigma and discrimination in relation to mental health and, which will be formally launched at Staff Council later this month.

The data presented in this report may raise questions for Members, so for example, where Members see fluctuations in sickness absence levels in particular services, they may want to take the opportunity to refer this to the relevant scrutiny committee for further investigation.

## **Sickness absence**

The Local Government All Wales benchmarking figures for sickness absence in 2018 / 2019 show an average FTE days lost across the 22 councils of 10.48 FTE days. Neath Port Talbot's end of year figure of 9.79 FTE days places the Council at 7<sup>th</sup> place in the benchmarking table.

Quarter 1 data for 2019 / 2020, compared with the same period last year, shows a 16% reduction in days lost to sickness absence.

Chart 5 provide an overview of the breakdown between long term absence (continuous absence of 28 days or more) and short term absence (continuous absence of less than 28 days). Consistent with previous year, the majority of absence is linked to long term absence.

Chart 6 sets out data in relation to the top ten reasons for sickness absence. As already referred to, a number of categories relate to mental health. This data also shows the breakdown in each category between long term and short term absence.

Chart 7 sets out Quarter 1 sickness absence by service area, with a comparison to the same period last year. When considering this table, it will also be helpful for Members to compare this with the number of employees employed within each service (provided in Chart 3).

## **Future reporting**

It is intended to present workforce information to Members at each meeting of Personnel Committee. Members are asked to consider the data set before them, providing feedback at Committee on its usefulness and whether there is any other information (subject to availability) Members would be interested in receiving at future meetings.

## **Financial Impacts:**

No implications.

**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.

**Recommendations:**

It is recommended that Members note the workforce information report.

**FOR INFORMATION****Officer contact**

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