



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNCIL

PERSONNEL COMMITTEE

22ND MAY 2023

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 2022/23 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

809 new employees started work for the council during the 12 month period from 1st April 2022 – 31st March 2023, compared with 761 leavers. However, Members should note that 111 of the leavers were people employed on fixed term contracts within the Test, Trace and Protect Team, a temporary team established to support the NHS and control the spread of Covid 19. The number of starters, 809, should really be compared with a leaver figure of 650, showing that overall, the council is ahead of the curve in maintaining capacity within the workforce, although of course, there are areas of the council where recruitment remains a challenge.

Sickness absence data

The sickness absence data presented in this report includes the distribution of sickness levels across the council, the top ten reasons for sickness absences and also, specifically focuses on the distribution of Covid-19 related absences. This data enables trends and areas to be further analysed and scrutinised.

The sickness absence figure for Quarter 4 in 2022/23 compared with the same period in 2021/22, shows a decrease of 0.5 FTE days lost per employee for sickness absence, from 13.28 days to 12.78 days which represents a 3.76% decrease.

In Quarter 4 of this year, the number of days lost to short-term sickness absences and long-term sickness absences both decreased compared to Quarter 4 last year.

The report sets out the 'Top 10 Reasons for Sickness Absence', and we can see that Covid, stress and bereavement represent the top three reasons for sickness absence in Quarter 4 2022/23.

However, the number of days of sickness absence due to these three reasons all show a decrease when compared to the same period last year. Covid accounts for 12.75% of all sickness absence.

The highest average FTE days absent were in Adult Services (19 days), Streetcare Services (19 days) and Digital Services (18 days).

Both Adult Services and Streetcare Services show a slight decrease in the number of days lost per FTE compared to Quarter 4 last year whereas, Digital Services shows the greatest increase in the number of days compared to the same period last year.

Members should note that sickness due to Covid is shown to be substantially higher in Schools, amongst both teaching and support staff, with the next highest being in Adult Services, followed by Streetcare Services.

Financial Impacts:

Sickness absence has a financial impact on the council, where posts have to be covered, this will add to the council's overall payroll.

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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