



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNCIL

PERSONNEL COMMITTEE

25TH SEPTEMBER 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 2023/24 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

118 new employees started work for the council between the periods of 1st April 2023 – 30th of June 2023, compared with 144 leavers. 40% of leavers are within the school's service area where temporary contracts are prevalent.

The top leaving reason in Quarter 1 was "Resignation – no reason provided". Leaving reasons which are provided by line managers into the iTrent employment database are currently under review, particularly around resignations. "No reason provided" will cease to be a leaving reason and an alternative resignation reason will need to be recorded going forward. This will increase our reporting and analytical capabilities; to become more aware of why an employee has decided to leave the organisation.

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, specifically focuses on the distribution of

Covid-19 related absences. This data enables trends and areas to be further analysed and scrutinised.

The average number of days absent due to sickness absence has decreased from 3.18 days (Q1 22/23) to 2.9 days in this Quarter.

In Quarter 1 of this year, the number of days lost to short-term sickness absences increased by 36% when compared to the same Quarter in 2022/2023, whereas days lost to long-term sickness absence decreased by 51%. However, long-term absences represent almost three quarters of the entire FTE days lost for 2023/2024 Q1.

The report sets out the 'Top 10 Reasons for Sickness Absence', and we can see that stress, bereavement and post op represent the top three reasons for sickness absence for this quarter. Post op is a new introduction as a top 10 reason compared to the last Quarter.

Covid is no longer one of the top ten reasons for absence as it has decreased significantly when compared to the same quarter last year. However, you will see that stress has increased slightly and bereavement has increased by 30% compared to the same time last year.

Anxiety shows the greatest increase in the number of sickness days in comparison to the same period last year, an increase of 53%.

The highest average FTE days absent were in Streetcare Services (4.2 days) Adult Services (3.9 days) and Support Services and Transformation (3.7 days).

Streetcare Services does show a decrease in the number of days lost per FTE compared to Quarter 1 last year. Although Adult Services and Support Services and Transformation show a slight increase, Leisure Tourism Heritage & Culture have the biggest increase overall.

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 pay bill.

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.

Officer contact

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