



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNCIL

PERSONNEL COMMITTEE

11TH DECEMBER, 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 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

401 new employees started work for the council between the period 1st July 2023 to 30th of September 2023, compared with 406 leavers. 53% of leavers are within the schools service area where temporary contracts are prevalent.

The top leaving reason in Quarter 2 was "end of contract", closely followed by "resignation – no reason provided". As previously reported, the leaving reasons within the HR system have been reviewed, particularly around resignations. "No reason provided" is no longer an option for managers to pick when processing a leaver, and an alternative resignation reason will need to be recorded. This will give us much richer information around the reasons why people leave the council's employment and enable us to develop strategies to prevent some people from leaving our employment. This data will start to feature when we report on Quarter 3.

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 average number of days absent due to sickness absence was 5.8. This has remained the same when compared to the same quarter last year (Q1 22/23).

In Quarter 2 of this year, long-term absences continue to represent almost three quarters of the entire FTE days lost for 2023/2024 Q2. Long term absences have increased slightly whereas short term absences have decreased when compared to Q2 22/23.

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 the same as the last quarter. All have seen increases this quarter when compared to Q2 22/23. However, "coronavirus – confirmed" has decreased significantly, we expect this trend to continue going forward.

The greatest increase seen was "cancer" which increased by 58% when compared with Q1, followed by "back pain" which has increased by 52%.

The highest average FTE days absent were in Streetcare Services (9.9 days), Adult Services (8.2 days) and Children & Young People Services (7.7 days).

Digital Services and Planning & Public Protection have seen a substantial decrease in FTE days when compared to the same quarter last year. However, Education Development and Support Services & Transformation have seen FTE days increase the most compared to

Q2 22/23. Housing & Communities and Leisure, Tourism Heritage and Culture are relatively new service areas that did not exist on the structure in the same quarter last year. Therefore, there is no comparative sickness data for these services from last year.

Financial Impacts:

Sickness absence has a financial impact on the council, where posts have to be covered; this will increase 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

Sheenagh Rees, Head of People and Organisational Development,
Email: s.rees5@npt.gov.uk or tel. 01639 763315