

Cherwell District Council

Personnel Committee

17 October 2022

Workforce Profile Statistics

Report of Chief Executive

This report is public

Purpose of report

To provide CDC workforce profile statistics to the Personnel Committee for information and review.

1.0 Recommendations

The meeting is recommended:

- 1.1 To review the information and statistics provided at appendix one recognising this is a 'new start point' and the data provided will evolve over future reports.
- 1.2 To suggest if any additional statistics may be of use on an on-going basis.

2.0 Introduction

- 2.1 Workforce data at CDC has not been forthcoming over the past few years. The main reason for this has been that HR were utilising systems that were not set-up in a way where data could be easily extracted, and were therefore, holding most workforce data across numerous excel spreadsheets.
- 2.2 The introduction and development of iTrent, CDC's HR and Payroll system, has made it easier to pull together workforce statistics as a source of useful analysis and information regarding establishment, turnover and leavers, sickness absence and equality data. The plan is to further develop this report to aid analysis and identify any trends and issues.

3.0 Report Details

- 3.1 The workforce profile report, at appendix one, provides commentary and data on a quarterly basis (going back to April 2020). This is to add context to this first new CDC report and coincides with the start of the COVID-19 pandemic. It is informative

to review data both throughout the pandemic and any trends emerging as the world returned to a new normal.

3.2 The report provides statistics on:

- Headcount & FTE
- Employment and role basis
- Agency usage
- Turnover
- Leavers by length of service
- Leavers by reason
- Sickness absence incidents by reason
- Sickness absence rates –all absence, short-term, long-term, stress-related
- Age profile
- Gender Profile
- Ethnicity Profile
- Apprenticeship information

3.3 Since the Employee Self-Service (ESS) module was launched within iTrent, employees have been able to update their own personal data. When implementing iTrent, the decision was taken not to transfer sensitive information, such as ethnicity or disability, from the existing system as this was not believed to be up to date but to collect this from employees at the point the ESS module launched. The data in the report shows that this was not as successful as hoped. Some of this is due to the fact that colleagues working in the depot locations have not had easy access to iTrent as a result of the pandemic and a need for appropriate equipment to access the system to be set up in situ. This is being worked through and HR are working closely with the Environmental Services management team to complete some training and drop-in sessions to assist this group of staff in using ESS. Collection of sensitive data will form part of this.

3.4 HR have completed some timely reminders to all employees that this functionality is available to them and requested that sensitive information is completed, and it is hoped that more employees will have completed this for reporting in quarter 2. HR will continue to complete timely reminders and request this data is completed. We cannot force employees to disclose sensitive data, but the data items requested have an option for employees to choose not to disclose this information and will record this for reporting purposes.

3.5 The report at appendix one acknowledges a need to review the exit interview process that is currently undertaken at CDC, as whilst leavers are offered an opportunity to complete an exit interview and sent a link to the form as part of their leaver's correspondence, this opportunity is rarely taken up. Data provided at exit interview can be very informative, especially in helping the council with issues such as retention by highlighting areas of dissatisfaction.

3.6 This data is to be further developed to include some useful comparatives from across the public sector, and other local authorities where possible, for workforce information and census information for the district for sensitive information to ensure that as an employer we are representative of the make-up of our district.

4.0 Conclusion and Reasons for Recommendations

- 4.1 It is hoped that the information provided in appendix one is both informative and insightful. The data provided should be viewed as a starting point for workforce profiling at CDC and HR hope to be able to build on this further.
- 4.2 Personnel Committee Members are invited to suggest and request alternatives, amendments and additions to the data that can then be provided on a quarterly basis going forward.

5.0 Consultation

N/A

6.0 Alternative Options and Reasons for Rejection

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: Not to complete workforce statistics, this option is rejected as workforce analytics will enable CDC to address challenges and efficiencies in the workforce more efficiently.

7.0 Implications

Financial and Resource Implications

- 7.1 There are no financial implications directly associated with this report. This is historic information for which any costs will already have been incurred.

Comments checked by:

Michael Furness, Assistant Director of Finance (S151 Officer),
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Legal Implications

- 7.2 Monitoring employment statistics assists the Council to understand its employment trends and this will aid compliance with employment law obligations.

Comments checked by:

Shahin Ismail, Interim Monitoring Officer, Shahin.Ismail@cherwell-dc.gov.uk

Risk Implications

- 7.3 There are no risk management implications arising directly from this report. Any arising risks will be managed by the relevant service operational risk register and escalated to the leadership risk register as and when necessary.

Comments checked by:

Celia Prado-Teeling, Interim Assistant Director – Customer Focus, 01295 221556

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Equalities and Inclusion Implications

7.4 There are no equalities nor inclusion implications arising directly from this report

Comments checked by:

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8.0 Decision Information

Key Decision

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

Wards Affected

N/A

Links to Corporate Plan and Policy Framework

N/A

Document Information

Appendix number and title

- Appendix 1 – Workforce Profile Data – Quarter 1 2022-23

Background papers

None

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