

<b>This report is public</b>	
<b>Workforce Statistics for Quarter 3 2023-24</b>	
<b>Committee</b>	Personnel Committee
<b>Date of Committee</b>	7 February 2024
<b>Portfolio Holder presenting the report</b>	Portfolio Holder for Corporate Services, Councillor Dallimore
<b>Date Portfolio Holder agreed report</b>	30 January 2024
<b>Report of</b>	Assistant Director of Human Resources, Claire Cox

## Purpose of report

To provide the Personnel Committee with an update on CDC's workforce including measuring staff well-being and to highlight the actions officers are taking to address any issues.

## 1. Recommendations

The Personnel Committee resolves:

- 1.1 To review and note the workforce data for Quarter 3 of 2023/24 provided in Appendix one

## 2. Executive Summary

- 2.1 This report outlines statistical data in relation to CDCs workforce at the end of quarter 3 of 2023/24 for information.

## Implications & Impact Assessments

Implications	Commentary
<b>Finance</b>	There are no financial implications directly associated with this report. This is historic information for which any costs will already have been incurred. Rachel Ainsworth, Finance Business Partner, 24 January 2024
<b>Legal</b>	Monitoring employment statistics assists the Council to understand its employment trends and this will aid compliance with employment law obligations. Shiraz Sheikh, Assistant Director of Law and Governance and Monitoring Officer, 25 January 2024

<b>Risk Management</b>	There are no risks arising directly from this report. Celia Prado-Teeling, Performance & Insight Team Leader, 25 January 2024			
<b>Impact Assessments</b>	Positive	Neutral	Negative	Commentary
<b>Equality Impact</b>		X		There are no equalities nor inclusion implications arising directly from this report. By monitoring and reporting on the protected characteristics of our workforce, the organisation can use this data to maintain and continually improve our inclusive recruitment and employment practices. Celia Prado-Teeling, Performance & Insight Team Leader, 25 January 2024
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		x		
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
<b>Climate &amp; Environmental Impact</b>		X		There are no sustainability implications arising directly from this report.
<b>ICT &amp; Digital Impact</b>		X		
<b>Data Impact</b>		X		
<b>Procurement &amp; subsidy</b>		X		
<b>Council Priorities</b>	.			
<b>Human Resources</b>	N/A			
<b>Property</b>	N/A			
<b>Consultation &amp; Engagement</b>	N/A			

## Supporting Information

### 3. Background

- 3.1 Workforce Data for Quarter 3 of 2023/24 has been produced and is available at appendix one of this report. HR monitor workforce data on a quarterly basis to identify emerging trends in staff wellbeing and organisational development. Comparative data is included to assist CDC with benchmarking against the local government sector and, for sensitive information such as ethnicity, gender, age, against the make-up of the district and the UK overall.

### 4. Details

- 4.1 The workforce profile report provides commentary and data for quarter 3 of 2023/24. It also includes past data where this is available. This report provides annual analysis on key data such as turnover and absence rates.

- 4.2 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
- Percentage of working time lost due to sickness absence
- Age profile
- Gender profile
- Ethnicity profile
- Disability profile
- Sexual orientation profile
- Apprenticeship information

- 4.3 At Personnel Committee in June 2023, it was requested that further data analysis be provided in relation to the sensitive information categories. Our collection of this data has vastly improved, and HR are continuing to encourage all employees to provide this data. CDC recognise this is not mandatory but are encouraging staff to share as widely as possible as all information helps inform future policies / programmes of support.

### 5. Alternative Options and Reasons for Rejection

- 5.1 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.

## 6 Conclusion and Reasons for Recommendations

- 6.1 Monitoring workforce data helps CDC to measure how well it is supporting staff - focusing on wellbeing and personal development so it can identify issues at the earliest opportunity to address them effectively. It is also helpful for some data sets to compare how we are performing against the rest of the local government sector, to ensure it remains an attractive employer and retains its staff.

### Decision Information

<b>Key Decision</b>	N/A
<b>Subject to Call in</b>	N/A
<b>If not, why not subject to call in</b>	N/A
<b>Ward(s) Affected</b>	N/A

### Document Information

<b>Appendices</b>	
<b>Appendix 1</b>	Workforce Profile Data – Quarter 3, 2023-24
<b>Background Papers</b>	N/A
<b>Reference Papers</b>	N/A
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