

# **Cherwell District Council**

## **Personnel Committee**

**13 June 2023**

### **Workforce Profile Statistics**

#### **Report of Chief Executive**

This report is public.

#### **Purpose of report**

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

#### **1.0 Recommendations**

Officers recommend the committee:

- 1.1 Reviews and notes the workforce data for Quarter 4 of 2022/23 provided in Appendix one.

#### **2.0 Introduction**

- 2.1 Workforce Data for Quarter 4 of 2022/23 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.

### 3.0 Report Details

- 3.1 The workforce profile report provides commentary and data for quarter 4 of 2022/23. It also includes past data where this is available, some of which dates back to April 2020 – the start of the COVID-19 pandemic. Monitoring data through the pandemic helps us to understand how things have changed or are changing as the world continues to adjust to a new normal. This report provides annual analysis on key data such as turnover and absence rates.
- 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
  - Percentage of working time lost due to sickness absence
  - Age profile
  - Gender Profile
  - Ethnicity Profile
  - Apprenticeship information
- 3.3 The workforce statistics for quarter one of 2022/23, highlighted we were missing a significant amount of sensitive information on our employees. Since then, officers have been encouraging all staff to complete this information on our HR system. By quarter 2, completion rates had improved by almost 20% from 48.75% to 68.73% and in quarter 3, the completion rate now stands at 75.86%. There has been a further rise in quarter 4 to 80.17%.
- 3.4 HR will continue to encourage all employees to provide this data, whilst stressing they don't have to disclose it, but we need to know if they'd prefer not to. This is so we can demonstrate that we have collected all the sensitive information our staff are willing to share with us, which will help inform future policies and services.
- 3.5 The Q1 reported also highlighted a need to improve the exit interview process as leavers were choosing not to complete the questionnaire. The data collected through this process can be very informative, in highlighting areas of dissatisfaction or that require improving to increase staff retention. Since quarter one, HR has updated the process so that leavers are asked to complete the questionnaire but also invited to a meeting with a member of the team to discuss their responses. HR implemented the new process in the last quarter and of the 15 leavers in quarter 3, 46.66% provided an exit questionnaire and attended a meeting with a member of

the HR team. In quarter 4, the exit interview completion rate had increased to 72.72%. HR expect the completion rates to continue to improve as the process is embedded further. The data gathered so far has been shared with service managers where appropriate.

## **4.0 Conclusion and Reasons for Recommendations**

4.1 Monitoring workforce data helps CDC to compare how it's performing against the rest of the local government sector, to ensure it remains an attractive employer and retains its staff. It also helps the council to measure how well it's supporting staff's wellbeing and development so it can identify issues at the earliest opportunity to address them effectively.

## **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:

Leanne Lock, Strategic Finance Business Partner

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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:

Shiraz Sheikh, Assistant Director of Law, Governance and Democratic Services and Monitoring Officer, [Shiraz.Sheikh@cherwell-dc.gov.uk](mailto:Shiraz.Sheikh@cherwell-dc.gov.uk)

### **Risk Implications**

7.3 There are no risks arising directly from this report.

Comments checked by:

Shona Ware, Assistant Director – Customer Focus, 01295 221652

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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:

Shona Ware, Assistant Director – Customer Focus, 01295 221652

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### **Sustainability Implications**

There are no sustainability implications arising directly from this report Comments checked by:

Jo Miskin, Climate Action Manager, 01295 221748, [jo.miskin@cherwell-dc.gov.uk](mailto:jo.miskin@cherwell-dc.gov.uk)

## **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

### **Lead Councillor**

N/A

## **Document Information**

### **Appendix number and title**

- Appendix 1 – Workforce Profile Data – Quarter 4 2022/23

### **Background papers**

None

### **Report Author and contact details**

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