

Cherwell District Council

Personnel Committee

12 September 2023

Workforce Profile Statistics

Report of Chief Executive

This report is public

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.

1.0 Recommendations

The meeting is recommended:

- 1.1 To Review and note the workforce data for Quarter 1 of 2023/24 provided in Appendix one.

2.0 Introduction

- 2.1 Workforce Data for Quarter 1 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.

3.0 Report Details

- 3.1 The workforce profile report provides commentary and data for quarter 1 of 2023/24. 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
- Disability profile
- Sexual orientation profile
- Apprenticeship information

3.3 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 and the CEO 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.

4.0 Conclusion and Reasons for Recommendations

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.

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

Risk Implications

- 7.3 There are no risks arising directly from this report.

Comments checked by:

Natasha Barnes, CSC Service Delivery Manager, 01295 227965
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Equalities and Inclusion Implications

- 7.4 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.

Comments checked by:

Natasha Barnes, CSC Service Delivery Manager, 01295 227965
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Sustainability Implications

- 7.5 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

8.0 Decision Information

Key Decision N/A

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 2023-24

Background papers

None

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