

**HUMAN RESOURCES COMMITTEE
15 NOVEMBER 2016**

REPORT OF CORPORATE DIRECTOR (CORPORATE SERVICES)

A.2 STAFF STATISTICS REPORT

(Report prepared by Anastasia Simpson and Katie Wilkins)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To provide Members of the Human Resources Committee with updated and current staffing statistics.

EXECUTIVE SUMMARY

The analysis of workforce data provides Members with statistics relating to the staff employed within the Council, and how this compares to the Tendring District and national averages. Tendring District Council currently has 479 FTE (full time equivalent) employees. The FTE figure equates to 738 employees in total (including casual staff and Career Track Learners) this is made up of 363 full time and 375 part time staff.

RECOMMENDATION(S)

It is recommended:

(a) That the content of this report be noted.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

Current staffing statistics demonstrate that Tendring employs above the local average for both disability and ethnicity, and flexible working opportunities have ensured that the female proportion of the workforce has been retained in line with the District trend. Such positive profiles demonstrate our intention to 'recognise the diversity and equality of individuals' as detailed in our 'Values' within the Corporate Plan.

FINANCE, OTHER RESOURCES AND RISK

There are no direct financial implications.

LEGAL

It is good practice for the Council to regularly monitor its workforce, and ensures compliance with the Equalities Act 2010.

OTHER IMPLICATIONS

None.

PART 3 – SUPPORTING INFORMATION

BACKGROUND

Human Resources works with a software package called Teamspirit. This database allows us to capture the Council's employee's personal data, to enable regular monitoring of the workforce profile. Teamspirit was formally adopted within Human Resources on 19th December 2014, replacing the previous system, Workforce. As Teamspirit is also used by the Council's Payroll Services, the information is now integrated between both employment and payroll functions. The database monitors the workforce as a whole, including all 'employees' which also includes Career Track Learners and those staff on Casual Employment Contracts.

Workforce Statistics

The Council's workforce of 738 staff, has a high number of Tendring residents, with only 50 staff (6.7%) living outside of the District. This demonstrates that the Council is seen as a positive employer among local residents. Staff, who work in the community that they live in, will also have a personal interest in the services provided by the Council.

Of those employed, 405 are female (55%) and 333 are male (45%). This is a positive shift, as this indicates that the Council is attracting and retaining women in the workplace, and that employment practices are supportive of families and work life balance. The latest data by the Office for National Statistics demonstrates, of those residents in Tendring who are economically active, 63.9% are female and 76.9% are male. Of the 738 staff employed, 363 are full time and of which 183 are male (50.4%) and 180 are female (49.6%). Of the remaining 375 part time staff, 150 are male (40%) and 225 are female (60%). Of those, 507 are fully contracted staff, 29 are Career Track Learners in full time employment, and 202 staff are employed on a casual basis.

Age Profile

As we are measuring a complete workforce, we are able to see a wider spectrum of ages across the organisation. There continues to be a larger proportion of staff falling within the 41 to 50 age bracket, with the next highest age range being 51 to 60 years.

Disability Profile

Of the 507 contracted staff (excluding apprentices), 18 have self-declared that they have a disability. The Council has been awarded the 'Two Ticks' accreditation for the past 19 years running. The government has recently made a commitment to halve the employment gap for disabled people with the introduction of the new Disability Confident scheme, this builds on the best practices of the 'two ticks' model. Based on our work to date, the Council has been awarded the Level 2 – Disability Confident Employer badge under the new scheme and is continuing work towards obtaining Level 3.

Ethnicity Profile

Of those staff who have declared their ethnicity, 7% declared they were of an ethnic origin other than 'White British'. The 2011 Census statistics show that in Tendring 2.4% of residents declared themselves as being from a minority ethnic group. Therefore the Council fairly represents the community with the diversity within its workforce.

Sickness Absence

The 2015 CIPD Absence Management Survey shows that the average number of days lost per employee due to sickness absence, within the public sector has increased from 7.9 days per employee in 2014, to 8.7 days in 2015. The absence figure for the Council in 2015 was 8.97 days. Long term absence was reported as 6.63 days and short term absence was 2.34 days, which showed the rate to be just above the UK average. Current absence figures show a total of 9.47 days, long term absence is reported at 6.96 days and short term absence 2.51 days, which is slightly higher than last year's statistics. Sickness absence continues to be actively managed. Absence Management training for managers is now underway and options to reduce viral short term sickness absence are currently being investigated, in partnership with Provide. The Council continues to support employees' mental health using a range of methods to do so, this includes: provision of a counselling service, flexible working options/improved work-life balance, corporate gym membership and access to an occupational health specialist.

BACKGROUND PAPERS FOR THE DECISION

Profile of Tendring May 2016
Teamspirit report
Office for National Statistics data April 2015 – March 2016
CIPD Annual Survey Report 2015

APPENDICES

Appendix A – Staffing Data

Number of Employees (including Career Track Learners)

Total workforce	738	
Female	405	55%
Male	333	45%

Full Time	363	
Female	180	49.6%
Male	183	50.4%

Part Time	375	
Female	225	60%
Male	150	40%

