

REPORT TO SCRUTINY COMMITTEE - RESOURCES
Date of Meeting: 2 July 2014
Report of: Human Resources Business Manager
Title: Annual Workforce Profile & Learning & Development Report

Is this a Key Decision?

No

Is this an Executive or Council Function?

No

1. What is the report about?

The purpose of this report is to provide:

- a comprehensive profile of the Council's workforce (as at 31 March 2014) benchmarked where appropriate against the Labour Market Statistics for Exeter as captured by the 2011 Census and the workforce profile as at 31 March 2013.
- HR performance data in respect of people resources and sickness absence during 2013-14
- information in respect of approach to Learning & Development activity for 2013-15

In order to inform members of ongoing people management activity.

2. Recommendations:

There are no recommendations resulting from this report.

3. Reasons for the recommendation:

Given the limitations in respect of opportunities to influence the diversity of the Council's workforce, and in light of activities already in progress and a need to focus limited resources on building resilience and supporting employees through significant change, there are no recommendations resulting from this report.

Further work is expected to be undertaken over the coming 12 months to collate and report information in respect of:

- Time off for trade unions activities (to meet data transparency regulations)
- Employees with caring responsibilities
- Time off associated with caring responsibilities
- Employees contracted under flexible working arrangements
- Employees by occupational group

4. What are the resource implications including non financial resources.

None.

5. Section 151 Officer comments:

Not Applicable.

6. What are the legal aspects?

Not Applicable.

7. Monitoring Officer's comments:

Not Applicable.

8. Report details:

8.1 Context

The Council's total workforce continues to reduce year on year in light of efficiencies and budget restrictions. In light of the financial savings facing the Council over the next four years to deliver a balanced budget, recruitment activity is severely curtailed, and therefore any opportunity to influence the diversity of our workforce is also significantly reduced.

In addition, the Council continues to face significant changes over the coming years in respect of not only the financial impact of diminishing government grant funding, but also service delivery to make further efficiencies and ensure we are delivering the right and effective services to our communities. The Council's priorities in respect of its people resources therefore has to be focussed on building flexibility and resilience in its existing workforce, and supporting our employees through immense change and future reductions.

In light of this, limited analysis of the data in the attached appendices has been undertaken and no actions are planned over the coming year save for those associated with ongoing organisational change. In this respect, ongoing change programmes and service planning will need to take account of the diversity of units and any workforce planning needs.

8.2 Existing Activity

Human Resources has undertaken a review of the collection and reporting of employee data to ensure that our monitoring activity is aligned with the public sector general equality duty and reporting / publishing of such data is reasonably achievable and relevant.

In July 2013 we introduced monthly performance monitoring data in respect of use of people resources and sickness absence statistics which has been reported at Strategic Management Team (Performance) meetings. From July 2014 this data will instead be reported quarterly to the Joint Consultation and Negotiation Committee.

In 2014 we implemented an annual check of the personal data we hold about our employees aimed at ensuring the data was accurate and up to date and providing an opportunity to improve the information held in respect of protected characteristics (marital status, disability etc.). This highlighted the following areas for which we will be compiling information to supplement future reporting activity.

- Data in respect of caring responsibilities and associated time off
- Data in respect of numbers of employees contracted under flexible working arrangements
- Recording of the occupational group of employees to aid workforce planning

During the compiling of this report, the DCLG published the Local Government Transparency Code 2014. Many of the requirements of this code in respect of employee related data are already in place, with further work underway in respect of gathering and reporting the data relating to time off for Trade Union activities.

We are currently exploring ways of ensuring that any external recruitment activity we undertake is more visible to candidates from black and minority ethnic communities. We are already a disability two tick employer, and have ensured our new internet recruitment pages highlight this and our commitment to be a Mindful Employer.

8.3 Workforce Profile and Performance Data

Attached as Appendix A is a comprehensive workforce profile which explains the diversity of employees of Exeter City Council and where appropriate, provides a comparison in respect of the diversity of the community we serve.

Information in respect of the Council's human resources performance data for 2013-14 is contained in Appendix B incorporating information which highlights the Council's reducing establishment as well as providing information of sickness absence, case management, recruitment activity and employee turnover.

Finally, the Council's approach to Learning and Development Activity during 2013-15 taking account of a reduction in the corporate training budget of circa 25% for this financial year is contained in Appendix C.

9. How does the decision contribute to the Council's Corporate Plan?

The information contained in this report is for noting only.

10. What risks are there and how can they be reduced?

The information contained in this report is for noting only.

11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

The information contained in this report is for noting only.

12. Are there any other options?

The information contained in this report is for noting only.

Caroline Hall
Human Resources Business Manager

Local Government (Access to Information) Act 1972 (as amended)
Background papers used in compiling this report:-

[Http://www.nomisweb.co.uk/census/2011/key_statistics](http://www.nomisweb.co.uk/census/2011/key_statistics)

Workforce Data – monitoring and analysing the profile of our workforce (Kären Jamieson, HR Business Partner)

Contact for enquires: Democratic Services (Committees), Room 2.3, 01392 265275