

Member Report – For Information

Organisational Plan Metrics - Workforce



Report to: Employment Health and Safety Committee
Report from: Head of Strategic Policy, Performance and Improvement
Portfolio: Resources
Report Date: 25th September 2024
Council Priority: Strong and Sustainable Council

HEADLINE POSITION

1.0 Summary of report

The report provides the Employment Health and Safety Committee with details of the organisation's performance in relation to the workforce metrics, adopted as part of the organisational scorecard within the Council's Organisational Plan.

DETAILED PROPOSALS

2.0 What are the objectives of the report and how do they link to the Council's priorities

2.1 The Council's Corporate Plan includes an underpinning priority to ensure that the organisation is "Strong and sustainable". A key element of the Council's work is to ensure strong corporate governance, to provide assurance to elected members and residents that the organisation is well run and provides value for money to residents. It is a key part of ensuring that the organisation is legally compliant, with robust processes in place to manage money, the workforce, health and safety, risk and performance.

2.2 This report seeks to provide context and assurance over what is being done in respect of matters relating to the workforce.

3.0 Background and summary

3.1 The following table sets out the indicators included at appendix 1 as well as a brief description of what they mean. Providing members with this information is intended to ensure accountability as well as draw upon the expertise of members of the committee in order to make improvements.

Indicator	Description
Workforce number	The total number of employees within an area.
Full time equivalent (FTE)	This is the how many full-time equivalent posts there is within an area. For example, with a workforce of four 18.5 hours staff there would be two full time equivalent.

Sickness: average FTE days lost over 12 months	This is a rolling twelve-month figure of the average number of days taken per FTE, different areas have different targets dependent upon the nature of services provided.
Sickness: days lost over last 12 months	This is the cumulative number of days lost to sickness.
Valid permitted drivers checks	In order to drive for business purposes all staff are required to provide a series of documents such as insurance and proof of licence.
Complete home worker DSE carried out	Staff are required to complete a home worker display screen equipment check to provide assurance that their home working environment is suitable.
Percentage appraisals completed	Each member of staff is to be appraised every twelve months. The figure provided is a rolling twelve month percentage.
Sickness absence reviews outstanding	When staff are off sick and hit a trigger a sickness absence review is to be undertaken by the manager to establish underlying reasons for sickness as well as further support which could be provided.

3.0 Key messages

3.1 Some of the key messages behind the data are:

- Council-wide sickness absence. The main reasons for absence amongst the workforce are stress, depression, anxiety or fatigue, hospital/post operative, infections – stomach / chest and back/neck Musculo-skeletal.
- Council-wide: of those off for stress, depression, anxiety or fatigue 72% is for personal reasons, 28% work based.
- Council-wide: The average duration of absence for the 12 months at the end of July was ~80% 0-20 days, 20% longer than that.
- The highest sickness absence rates are within the Growth, Environment and Enterprise directorate. It is often the case that in areas where the work is more manual as opposed to office based that sickness absence is higher.
- Appraisal figures whilst below their target are improving, Adults and Communities and Growth, Enterprise and Environment and Resources are performing at similar percentage levels, Children and Families is somewhat lower at present.
- Permitted driver checks is an area which requires further work to ensure compliance with this requirement. Whilst improving, Adults and Communities currently has the lowest figure.
- Some of the trends experienced in Redcar and Cleveland are mirrored elsewhere. The following table is drawn from LG Inform, this information was submitted voluntarily to the Local Government Association. As is clear in the table the response rate has differed year to year, it nonetheless provides some indication of how the Council compares to elsewhere.

Period	Redcar and Cleveland	Minimum for All Unitary authorities	Mean for All Unitary authorities	Maximum for All Unitary authorities	Response rate
2018/19	8.05	5.4	10.1	13.1	48.21%
2019/20	8.54	no value	no value	no value	
2020/21	7.59	1.5	7.9	12.4	41.54%
2021/22	8.8	2.2	9	13.6	23.08%
2022/23	9.46	5.9	10.2	13.9	29.23%

4.0 Improving Performance

The work to improve performance in relation to this suite of measures can be summarised as follows:

- Process improvement – work is being done on Agresso the council’s workforce and finance tool to ensure information is easily available and processes proportionate.
- Increased accountability – raising the profile of these measures at elected member level and senior management.
- Staff support – working with staff to ensure that they are best supported to do their job, looking after their health and wellbeing as best as possible.
- Staff reward and recognition – championing and celebrating the work of staff through internal communications as well as through the Mayor’s Thank you.
- In line with the Workforce Strategy putting in place a learning and development programme to provide access to learning which will upskill and support staff in their jobs.
- Management action – in instances where processes and procedures are not being followed, or there are recurrent issues with sickness, management action can be taken.
- Benchmarking and networking.

5.0 Appendices and Background Papers

Appendix 1- Organisational Scorecard.

6.0 Recommendation

That Members note the content of this report and provide a steer over areas for improvement.

7.0 Contact Officer

6.1 Name: Michael Lyth

6.2 Position Head of Strategic Policy, Performance and Improvement

6.3 Email address Michael.lyth@redcar-cleveland.gov.uk

6.4 Telephone Number 01642 774774

