

SLOUGH BOROUGH COUNCIL

REPORT TO: Employment & Appeals Committee
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PART I **FOR INFORMATION**

ANNUAL WORKFORCE REPORT

1 Purpose of Report

- 1.1 This is the first annual report that provides information on the workforce i.e., staffing levels, diversity, and demographics of the current workforce. This report will be used as the basis of all future annual workforce reports.

2 Recommendation(s)/Proposed Action

- 2.1 The Committee is asked to note the annual workforce profile for 2021/22.

In future years this report will be presented in July to ensure the data captures the full year effect.

3. Headlines

- 3.1 This section contains information about the non-schools' workforce as of 17th March 2022. In future years these figures will show comparative data with previous years information.

Please refer to Appendix A which shows the Workforce Profile Information (March 2022), which provides a breakdown of staffing levels, agency numbers, gender profile etc.

Staffing levels

- 3.2 The councils' current full time equivalent (FTE) staffing is 918.46 (1005 headcount). Please note that from the previous report the headcount figure has decreased due to leavers between January – March 2022 (Please see Appendix A – Leavers Information). We are developing a strategy and action plan to address recruitment and retention.

- 3.3 There are 769 full time (77%) employees and 236 (23%) part time employees. This reflects the council's approach to engaging with part time workers.

Agency Workers

- 3.4 There are a total of 251 agency workers (as of 17th March) across the council which are covering permanent roles and project work. This number is fluctuating as any gap presented by staff leaving are filled with agency / temporary workers especially in difficult to recruit posts. The increased agency rates are for service critical roles (eg finance) which continues to put pressure on agency expenditure.

Gender

- 3.5 The councils' gender is currently made up of 61% female and 39% male. This is typical of a local authority profile which delivers social care functions.
- 3.6 Analysis of salary bands indicate that women are represented across all the bands. Highest number of female employees fall within levels 4 – 6. The bar graph (in Appendix A) indicates that there is a higher proportion of females to males in the SML & Other levels category (which 'includes Advisory Teachers, Educational Psychologists as well as Associate Directors and Executive Directors).

Ethnicity Data

- 3.7 The ethnicity data is difficult to assess as there are 578 (57.5%) employees who have not disclosed their ethnicity details. We are taking action through increased awareness and targeted communications to increase staff confidence to encourage employees to disclose their equalities information. This will be done through messaging through the self-serve module on the HR/ Payroll Agresso system requesting staff to complete the relevant data fields and through staff messages in the all user Newsround bulletin. We will explain that it helps us to monitor the impact of key policies and decisions. However, it is important to recognise and respect that the provision of such information is a personal and optional choice for staff.

The ethnicity profile of our workforce is as follows:

- 15.7% Asian or Asian British
- 5.7% Black or Black British
- 0.5% Chinese or other Ethnic Group
- 1% Mixed
- 19.6% White
- 57.5% Undisclosed

Disability Data

- 3.8 The disability profile of our workforce is as follows:
- 7% have declared a disability
 - 22% disclosed they were non disabled
 - 5% preferred not to state their disability
 - 66% have not disclosed their disability status

- 3.9 In both data sets for ethnicity and disability, we have requested that employees complete this information on their records as explained above.

Age Profile

- 3.10 The age profile of the council shows that most of the workforce are aged between 35 and 64.

16 – 24	4%
25 -34	13%
35 – 44	27%
45 – 54	29%
55 – 64	26%
65+	1%
TOTAL	100%

Leavers details

- 3.11 The number of staff that left the council during the calendar year 2021 was 307. The highest reason for leaving was voluntary resignation, followed by redundancy. The elevated levels due to redundancy is because of the last restructure of the council.
- 3.12 The table on page 6 shows a detailed breakdown of the reasons for leaving for the period Jan – March 2022.

Apprenticeships

- 3.13 The council continues to run a successful apprenticeship programme. Currently there are 22 employees in the council on apprenticeship programmes and 16 have completed their apprenticeships. The apprentices are within services such as building control, planning and transport and occupational therapy and are part of the grow your own scheme.

Mandatory Training

- 3.14 The programme for mandatory training is embedded in the organisation and compliance is increasing. It should be noted that due to turnover this is also impacting the compliance figures. However, to December the annual compliance rate for the first 9 months of the year was 77.8% and up to 17th March 2022, the compliance rate is 82.26%.

The training requirements and method of delivery is being reviewed by Corporate Leadership Team to ensure the training is high quality and effective, as well as reviewed methods of promoting the training to ensure maximum uptake. Please note that the rate will always be affected by staff absence on maternity leave and sickness and by starters and leavers, therefore the rate is unlikely to ever get up to 100%.

Return to Office

- 3.15 The council is working with service areas to identifying the new ways of working and how staff are returned to the office space. Services are engaging with the staff teams to look at the most effective way of delivering the services to our residents ensuring the different models of delivering services arising from the last two years is factored into this. There are no firm numbers available as to how many staff are back in the offices.

Market Supplements

- 3.16 The number of posts that currently are in receipt of a market supplement are 38 posts. These posts include Mental Health Social Workers, Electoral Services Manager, Business Development Manager, Networks Lead, Superintendent Registrar, Highways Development Lead, Planning Policy Manager, Principal Planning Officer, Development Manager (Planning) Senior Housing Regulations Officer, Principal Trading Officer, Principal EHO and Safety Officer. These posts are awarded a market supplement through a review process which benchmarks salaries against other local authorities and where there are recruitment challenges.

4. Health & Safety Information

4.1 Accident and Incident Data

The table below shows the number of accidents and incidents that were reported to the health and safety team and those that required reporting as RIDDOR incidents as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 to the Health and Safety Executive.

RIDDOR puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

Criteria	2021
Number of Accidents/Incidents reported (SBC)	81
No of RIDDOR	2

4.2 Below are details of the two RIDDOR reported accidents in 2021

- June 2021: DSO - IP was exiting a refuse cab vehicle, in doing so stepped onto a bottle and their ankle rolled over.
- October 2021: Slough Crematorium - IP was lifting 20L water bottle onto a van, in doing so IP injured their back.

4.3 Risk Assessments

The following are the risks assessments that were undertaken in 2021 by the health and safety team.

Criteria	2021
DSE Risk Assessments & queries	69

Eye test Vouchers issued	52
Stress Risk Assessments & queries	12
Pregnancy Risk Assessments & queries	5
Back to Work Risk Assessments & queries	16

Updates

- There has been an increase in DSE risk assessments and queries since 2019 due to the COVID pandemic and working from home.
- There was a decrease in eye test vouchers during 2020 due to the lockdown and opticians being shut and only undertaking emergency appointments, but this has increased since last year.
- There has been a gradual increase over the last 2 years because of stress risk assessments due to the COVID pandemic and staff feeling isolated as well as the transformation programme.

5. Next Steps

- 5.1 The council is constantly reviewing the workforce data to ensure accuracy across the organisation. However, due to the level of change experienced within the organisation over the last 2/3 years this has been an ongoing challenge. Establishment reports are now available for managers to review and monitor their workforce data in their own service areas.
- 5.2 The workforce data will underpin the recovery and renewal programme and HR will support the programme focusing on the following key themes. These themes will be translated into a People Strategy and detailed action plans will flow from this to meet short, medium and long-term actions.
- developing our Staff
 - engaging our staff.
 - supporting our staff
 - rewarding and recognising our staff's performance
 - create a positive workplace culture
 - employer of Choice
 - managing Change effectively
- 5.3 A future report will be presented to the committee in October 2022, which will outline the people strategy including the formal action plan to cover the work that is required to achieve the above.

6 Appendices

Appendix A – Workforce Profile Information – March 2022

7 Background Papers

None