

## **SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Employment & Appeals Committee

**DATE:** 16<sup>th</sup> February 2022

**CONTACT OFFICER:** Surjit Nagra – AD Customer &HR

**AUTHOR:** Belinda Collins – Interim Group Manager HR  
**(For all enquiries:)**

**WARD(S):** All

### **PART I** **FOR INFORMATION**

#### **WORKFORCE PROFILE**

1. **Purpose of Report**

The purpose of this report is to present to the committee the workforce profile for the Council. This report is a snapshot in time, with information taken in mid-January 2022.

2. **Recommendation**

The Committee are asked to note the contents of the report and the attached workforce profile appendices.

3. **Background Information (to be read in conjunction with Appendix A & B)**

As of 22<sup>nd</sup> January 2022, the council workforce headcount was 1,338. This figure includes permanent employees and vacancies.

Currently, the Council has engaged 225 agency/ temporary workers. 181 of the workers are occupying vacant positions (please note this number is still being verified). 44 of the total agency workers are working on projects and are not covering posts.

The Gender profile of the council's workforce is made up of 61% women and 39% male. This ratio is typical of a unitary council which more females employed due its responsibility for the health and social care profession, and is nationally in keeping with local government.

6.3% of our workforce has declared a disability. However, there is a large proportion of staff that have not completed this field on their personnel record. This non-disclosure is being addressed through an exercise to request staff to check all their personal data on the Agresso system which will include updating their equalities data.

23% of the Council's headcount is made up of part time workers, which demonstrates the council's flexibility around work-life balance.

The age profile demonstrates that most of the workforce are between 25 & 64 years of age. The age band with the highest percentage of workers within the organisation is 45-54 years, closely followed by 35-44 years. There is a relatively low proportion of staff in the 16-24 years age group.

Appendix B refers to members requested information on the council's policy & procedures in relation to the workforce, their renewal dates and where they have been used. This information has been captured in Appendix B (this is presented in summary, due to the confidential nature of the data).

A plan is being developed to update key policies that require a review.

Sickness Absence for the last calendar year was 4.2 %.

Both the Local Government Association and the Equality and Human Rights Commission recommend collecting and analysing equality information about employees in order to: -

- Identify key issues
- Assess performance
- Take action

#### **4. Data reporting**

Wider data relating to protected characteristics linked to issues such as disciplinary, capability, grievance, complaints of discrimination etc have only just been implemented in the Agresso system.

The Council is developing a suite of reports to provide to managers and members to "see at a glance" the profile of their team with data that includes age distribution, ethnicity, gender, and length of service. HR will be working with managers to support their use of the dashboard to inform workforce planning within teams.

During 2022, further work will be developed to enable the council to report on protected characteristics and recruitment.

The information that will continue to be collected and disseminated will be used to inform relevant strategies. The recovery and renewal plans will ensure that the council continues to develop a more diverse and inclusive workforce.

Going forward the workforce profile will be updated annually and reported to the Employment and Appeals Committee in April each year. The data will also be used to identify key metrics against which to measure council progress.

This report is factual in nature and is based on information held by the council.

**5. Appendices**

Appendix A – Workforce Profile and Information January 2022

Appendix B - Council Policies and Procedures and workforce implications