

CAMBRIDGESHIRE COUNTY COUNCIL WORKFORCE

To: **Staffing and Appeals Committee**

Date: **8th May 2018**

From: **Martin Cox, HR Director**

Electoral division(s): **All**

Forward Plan ref: **N/A** *Key decision:* **No**

Purpose: To provide Committee with an overview of the workforce profile and employee relations activity for the year 2017-2018.

Recommendations: The Committee is asked to take note of the information contained in the report.

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1.0 PURPOSE

- 1.1 The purpose of this report is to provide Members with an overview of the Cambridgeshire County Council workforce and employee relations activity.

2.0 THE WORKFORCE

- 2.1 Appendix one provides a visual overview of our workforce. As of 31st March 2018, Cambridgeshire County Council (CCC) had a headcount of 5366 (of which 381 work within LGSS), equating to 3586 full time equivalents.
- 2.2 80% of employees are female, this compares to a local government average of 75% female. Latest census dataⁱ outlines that the Cambridgeshire population is almost equally split with a male/female percentage of 49.9%/50.1%.
- 2.3 The average age of a CCC employee is 45.5 years old, and the average length of service is 7 years.
- 2.4 Over 67% of employees are on the nationally agreed National Joint Council (NJC) grades, with 24% paid on the Professional and Management grades, 3% on the Corporate Leadership Team (CLT) pay line and the remaining spread across other pay grades.

3.0 TURNOVER

- 3.1 638 employees left Cambridgeshire County Council employment last year, giving an overall turnover figure of 11.9%. Comparators include the local government average of 13% and the national UK figure of 16.5%, demonstrating that we have a healthy level of turnover.
- 3.2 The turnover figures across the Council are fairly evenly spread, with Public Health seeing the highest levels and Place and Economy the lowest. It should be noted that Public Health are the smallest directorate in CCC which can often skew turnover data.
- 3.3 The average age of a leaver at Cambridgeshire is 44.7, slightly lower than the average age of an employee, and the average length of service of a leaver is currently 5.7 years.

4.0 EMPLOYEE RELATIONS AND ABSENCE

- 4.1 Overall the number of employee relations cases that were raised in 2017/18 decreased from 2016/17. However, a notable increase is in the number of performance/capability cases being managed, with a 40% increase in the figures between the two years. A new improving performance policy was launched across the Council early in 2016, so the increase is a positive sign that managers are becoming more confident in using this policy.
- 4.2 The appeals against dismissal policy was changed in 2015, and the responsibility for hearing these appeals was passed from Members to Officers. The data demonstrates that the number of appeals being raised has significantly increased since the change.
- 4.3 Absence levels for the year 2017/18 were 6.92 days lost per full time equivalent employee. The latest data from the Local Government Association (LGA) outlined the number of days lost in 2015/16 was 8.8 days per Full time Equivalent (FTE) and this figure had stayed fairly static for the 5 years previous to this.

5.0 SUMMARY

- 5.1 In summary, the data and analysis outlined above demonstrates that Cambridgeshire County Council's employee profile is relatively comparable with local government averages, and turnover levels within the Council are healthy.
- 5.2 Further work is being carried out to review the gender pay gap, and a report will be brought back to Staffing and Appeals Committee in August to present the findings and suggested actions resulting from this review.
- 5.3 Reports are being developed in the new ERP Gold system and more comprehensive reports will enable us to bring Staffing and Appeals Committee future and more in-depth workforce reports when requested.
- 5.4 The Staffing and Appeals Committee is asked to note the content of this report.

Source Documents	Location
None	

ⁱ 2011 Census data