

CAMBRIDGESHIRE COUNTY COUNCIL WORKFORCE

To: **Staffing and Appeals Committee**

Date: **28th November 2019**

From: **Martin Cox, HR Director**

Purpose: **To provide Committee with an overview of the workforce profile and employee relations activity.**

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

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1.0 THE WORKFORCE

- 1.1 **Appendix one** provides a visual overview of the workforce. As of 30th September 2019, Cambridgeshire County Council (CCC) had a headcount of 3978 (excluding 688 relief workers) equating to 3382 FTE. The headcount has significantly decreased in the past year following the transfer out of approximately 700 Catering and Cleaning Services (CCS) employees.
- 1.2 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%.
- 1.3 The average age of a CCC employee is 45 years old, and the average length of service is 7 years. These are comparable with last year's figures of 45.5 years old and 7.7 years.
- 1.4 Over 58% of employees are on the nationally agreed NJC grades, with 31% paid on the Professional and Management grades, less than 1% on the CLT pay line and the remaining spread across other pay grades.

2.0 TURNOVER

- 2.1 Excluding those transferred out from CCS, 499 employees left Cambridgeshire County Council employment last year. Although this is less than the 638 leavers last year, as the overall workforce is smaller this has resulted in a higher turnover figure of 12.7%, compared to last year's 11.4%. Comparators include the local government average of 12.9% and the national UK figure of 15%, demonstrating that we still have a healthy level of turnover.
- 2.2 The turnover figures across the Council are fairly evenly spread, with centrally employed school teams seeing the highest levels and Place and Economy the lowest.
- 2.3 The average age of a leaver at Cambridgeshire is 42.11, lower than last year's age of 44.7 years old and the average employee age. The average length of service of a leaver is currently 6.41 years compared to last year's 5.7 years, positively demonstrating that employees are staying with us slightly longer.

3.0 EMPLOYEE RELATIONS AND ABSENCE

- 3.1 The total number of formal employee relations cases saw a decrease from 327 last year. The number of absence cases being managed has increased, which can be seen as a positive indicator when considered alongside the reduction in overall sickness absence figures.
- 3.2 The figures for the newly launched respect at work policy are illustrated and positively demonstrate that this is already being used to resolve concerns.
- 3.3 Absence levels for this year have decreased to 5.16 days lost per full time equivalent from 6.92 days lost last year. The latest data from the LGA outlines the national Council average is 8.6 days per FTE.

4.0 SUMMARY

- 4.1 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.
- 4.2 Managers receive monthly HR updates and dashboards summarising their workforce data.

APPENDICES

1. Cambridgeshire County Council Workforce Profile Year Ending September 2019

ⁱ 2011 Census data

Source Documents	Location
None	Not applicable