

Council Joint Consultative Committee on 26 June 2006
General Purposes Committee on 29 June 2006
The Executive on 4 July 2006

Report title: **Employee Profile Analysis**

Report of: **Head of Personnel**

1. Purpose: To advise the Committee of the key workforce statistics for the last financial year 1 April 2005 to 31 March 2006.

2. Recommendations

Note the contents of the attached Employee Profile Analysis in appendix A.

Report authorised by:



for Chief Executive

Contact officer: **Stuart Young, Head of Personnel**

Telephone: **3174**

3. Access to information:

Local Government (Access to Information) Act 1985

No documents that require to be listed were used in the preparation of this report.

4 Introduction

- 4.1 The Employee Profile has been produced using information from the Council's management information system SAP.
- 4.2 It provides key information about the workforce for the period 1 April 2005 to 31 March 2006.
- 4.3 The data is for Haringey employees excluding teachers, casual staff and agency workers.
- 4.4 The Employee Profile helps the Personnel Service to plan and target actions that will improve the Council's workforce profile, ensure the Council has a workforce that is representative of the community it serves, and that the objectives of the HR Strategy are achieved.
- 4.5 The Employee Profile attached at Appendix A provides a wealth of information about the workforce including ethnic breakdown, age analysis, turnover, sickness absence, disciplinary and accident statistics.
- 4.6 The Profile is broken down into sections to make it easier to digest.
 - At the front is a contents page.
 - On pages 2-5 are key 'At a Glance' tables and charts that summarise key statistics about the council workforce
 - There are 5 sections covering Workforce Statistics, Employee Turnover, Sickness Absence Management, Disciplinary Cases, Health & Safety.
 - Each section has a summary at the front which provides a brief analysis of the key headline data in the section and actions Personnel Services have taken or plan to take to improve the workforce profile.
 - The summaries for each section can be found on pages 6, 18, 24, 30 and 36.

5 Key Information

- 5.1 The Employee Profile is based on information for 7556 staff. This excludes teachers and casual staff. Note - the Council employs approx 2200 Teachers.
- 5.2 Approximately 70% of the workforce are women.
- 5.3 Approx. 46% of the workforce are from black & minority ethnic groups compared with the Haringey population of approx 34% black & minority ethnics.
- 5.4 The Council is one of only 3 Inner London authorities with black & minority ethnic representation over 40%.

- 5.5 Approx. 26% of the Top 5% earners in the Council are from black & minority ethnic groups. This Best Value Performance Indicator puts the Council 1st in London.
- 5.6 Approx. 46% of the workforce work part time (less than 36 hours per week).
- 5.7 The average age of the workforce is 43 years old.
- 5.8 Employee turnover rates stood at 15% over the last year. This is broadly in line with turnover levels in other London boroughs.
- 5.9 The Council's sickness absence levels stand at 10.4 days average per employee. This puts the Council in the bottom quartile of London Borough performance.
- 5.10 Personnel Services have been working to improve absence management. Long term sickness absence accounts for 50% of overall sickness levels. Personnel have worked hard with managers to reduce outstanding long term absence cases by 33% over the last 6 months. It should be noted however, that this reduction will not improve the statistics for several months because absence levels are based on the last 12 months performance.
- 5.11 Personnel have worked hard to improve sickness absence input and this has improved by 23% over the last year.
- 5.12 There were 124 disciplinary cases handled over the last year. This accounts for only 2.3% of the workforce.

6 HR Strategy

- 6.1 The information provided by the Employee Profile Analysis will feed into the strategic plans and actions that HR develops for workforce planning purposes.
- 6.2 The HR Strategy 2004-2007 provided a vision to improve service performance by ensuring people perform. Many of the actions and work undertaken by HR over the past 2 years has helped to improve the workforce profile.
- 6.3 The work undertaken by HR services in delivering on the HR Strategy is the subject of a separate committee report on this agenda.

7. Legal comments

- 7.1 The Head of Legal Services has been consulted on the content of this report. While the statistics set out in the report and its appendix are for noting, the strategic plans and actions referred to as being informed by

the content of these statistics will assist the Council in meeting its statutory and common law duties as an employer.

8. Financial implications

- 8.1 There are no financial implications that have not already been accounted for within the Council's cash limited budgets.

9. Equal opportunities implications

- 9.1 Equalities issues have been incorporated within the body of the report and in the attached Employee Profile at appendix A.
- 9.2 The information provided in the report will be utilised to help to ensure the Council continues its good work in promoting diversity and achieving Levels 3 and 4 of the Equality Standards for Local Government.