

General Purposes Committee on 28 June 2007
Council Joint Consultative Committee on 23 July 2007

Report title: **Employment Profile 2006 - 2007**

Report of: **Head of HR**

1. Purpose: To advise the Committee of the key workforce statistics for the last financial year 1 April 2006 to 31 March 2007.

2. Recommendations

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



Report authorised by:

Asst. Chief Executive – People & OD

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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 Employment 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 2006 to 31 March 2007.
- 4.3 The data is for Haringey employees excluding teachers, casual staff and agency workers.
- 4.4 The Employment Profile helps the HR 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 Employment Profile in the attached Appendix 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.
 - The opening section outlines council performance compared with other councils and sectors.
 - This is followed by a section that compares current council performance with last years performance
 - Pages 10-13 provides key 'At a Glance' tables and charts that summarise key statistics and tables from the main Employment Profile report.
 - The remaining sections provide information 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.

5 Key Information

- 5.1 The Employment Profile is based on information for 6985 staff. This excludes teachers and casual staff. Note - the Council employs approx 1600 Teachers and 1700 casual staff.
- 5.2 Approximately 74% of the workforce are women.
- 5.3 Approx. 45% 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 ranked 2nd in London for the number of black & minority ethnic staff based on comparative data from 2006.

- 5.5 Approx. 18% of the Top 5% earners in the Council are from black & minority ethnic groups. This places the council in the top quartile of performers in London. It should be noted that the percentage of representation has fallen since last year since the Audit Commission has now clarified we have to now include centrally employed Teachers in the statistics. This has increased the number of staff that fall into the top 5% of earners and changed the percentage of black & minority ethnic representation.
- 5.6 Approx. 48% 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 The number of disabled staff has increased to 3.8% of the workforce, from 2.1% last year.
- 5.9 Employee turnover rates stood at 14.6% over the last year. This is broadly in line with turnover levels in other London boroughs.
- 5.10 We have done more work this year to understand the level of resignations by age, grade and length of service. As a result we have identified that relatively high levels of turnover occur within the first 2 years of starting in the council, and in particular at Principal Officer grades. There are also high levels of resignations in the 25 – 34 age range. This is probably due to marketability and the willingness to pursue or change jobs, location, etc. However, if we can identify the reasons for these staff groups leaving and as a result improve retention levels, this will have an impact on the resignation levels of those with less than 2 years service. It is likely succession planning and career paths will need to be considered to improve this.
- 5.11 The Council's sickness absence levels now stand at 9.14 days average per employee compared with a performance at this time last year of 10.37 days. This represents a step change in performance.
- 5.12 The HR Service has been working to improve absence management over the past year by focussing on long term sickness absence and better management of cases with managers.
- 5.13 126 employee disciplinary cases were handled over the last year. This accounts for only 2.6% of the workforce. We have also worked with managers over the last year to improve the management of suspension cases. As a result we have reduced the average length of suspension from 157 days last year to 92 days on average now.

6 HR Strategy

- 6.1 The information provided in the Employment Profile 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 & OD services in delivering on the HR Strategy is the subject of a separate committee report on this agenda.

7. Legal comments

- 7.1 Legal Services have been copied into the 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 Employment Profile at appendix.
- 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.