

EMPLOYEE WORKFORCE REPORT 2022 – 2023

1. RECOMMENDATIONS

- 1.1 That HR Committee note the employee workforce profile and support the priorities as laid out in the 'Next Steps' section at point 4.

2. INTRODUCTION

- 2.1 The aim of this report is to provide key workforce data and an overview of initiatives in place to support employees in the past year.

3. BACKGROUND

- 3.1 This report was previously known as HR Metrics. It has been widened to cover statistics relating to an employee lifecycle. The aim is to provide a useful means of analysing and understanding the workforce.
- 3.2 The Employee Workforce Report is attached in full as **Appendix 1**.

4. WORKFORCE PROFILE FINDINGS (Page 21)

4.1 Our People

Our workforce profile has remained primarily the same to the previous year. It is primarily representative of the New Forest Community according to the 2021 Census results ([New Forest population change, Census 2021 – ONS](#)).

4.2 Attract

The diversity of the applicants we attracted has increased in the past year. The average number of applicants per recruitment campaign has remained similar to the previous year.

4.3 Engage

All new employees are welcomed to the Council with induction remaining critical to the process. A separate managers induction is given to those with people responsibilities.

4.4 Develop

We continue to invest in our employees through corporate and role specific training. We support Apprenticeships and have been successful in being able to offer full time permanent employment to some at the end of their scheme.

4.5 Reward

Reward remains critical to our people. Case work and workplace issues continue to contribute to the workload of the HR Team. The team aims to support managers in finding resolutions to these issues.

4.6 Retain

External turnover has reduced in the previous 12 months. 26% of those leavers left within 12 months of starting their employment.

5. NEXT STEPS (Page 22)

- 5.1 We continue to explore different ways to analyse the workforce data to understand more about our people.
- 5.2 We are reviewing the results of the employee survey with an employee working group and will use this to develop and improve issues affecting the workforce.
- 5.3 A workforce Equality and Diversity group are reviewing our workforce profile and policies. These conversations will be used to implement improvements moving forward.
- 5.4 We continue to review how to engage with employees and intend to review our categories for recording sensitive employee information using the recent Census 2021 information. Any changes will be consulted on and well communicated with employees.
- 5.5 We continue to embed health and wellbeing into the organisation and support managers and employees in this. The Councils proactive approach to supporting employees with reasonable adjustments remains a priority.
- 5.6 The Council aims to remain an employer of choice and will continue reviewing the employee benefits package by December 2023.
- 5.7 The Council is procuring a new Learning Management System to support the ongoing development of workforce training, the creation of career pathways where possible and excellent onboarding for new employees.
- 5.8 A Leadership Development Programme will be introduced for all senior managers. Managers are crucial to addressing the people challenges that we will face and it is paramount that they possess the skills necessary for them to be supportive and encouraging of the workforce.

6. FINANCIAL IMPLICATIONS

- 6.1 There are none as a direct consequence of this report, however varying financial information is included throughout the report, including agency spend (page 12-13), employee costs (page 18-19) and training and development (page 15).

7. EQUALITY & DIVERSITY IMPLICATIONS

- 7.1 These issues are considered throughout the workforce profile report.
- 7.2 Where the ethnic group size has been less than 50, care has been taken to ensure that individuals cannot be identified.

8. CRIME & DISORDER IMPLICATIONS

- 8.1 There are none arising from this report.

9. ENVIRONMENTAL IMPLICATIONS

- 9.1 None arising from this report.

10. DATA PROTECTION IMPLICATIONS

10.1 None arising from this report.

11. EMT COMMENTS

11.1 EMT noted the statistics and comments throughout the report. These statistics will contribute to the wider and ongoing transformation strategic work.

12. EMPLOYEE SIDE COMMENTS

12.1 Employee side asked for clarification on a number of points which have now been included within the reports. These were:

- The comparator for last year in relation to agency spend.
- The gender split in relation to double increments.
- The Operational vs Office based split in relation to leavers in the first 12 months of service.

12.2 Employee side also asked for reassurance on the support given to those who may be experiencing menopausal symptoms, Bearing in mind the age and gender profile of the workforce.

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Background Papers:

None