



Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate

SIGNED OFF BY	Head of Organisational Development
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TO	Employment Committee
DATE	Monday, 29 July 2019
EXECUTIVE MEMBER	Portfolio Holder for Corporate Direction and Governance

KEY DECISION REQUIRED	N
WARDS AFFECTED	(All Wards);

SUBJECT	Workforce Data Summary
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RECOMMENDATIONS
<ul style="list-style-type: none">(i) That the Employment Committee notes the Workforce Data summary provided(ii) The Employment Committee agrees that the data presented is the set of key data/HR measures to be reported to the Committee on a regular basis.(iii) That the Employee Demographic and Organisation Workforce Measures data to be reported annually, at the first Employment Committee meeting of the municipal year, with the exception of sickness and turnover data.(iv) That the sickness and turnover data is reported twice a year to the Committee, at the first Employment Committee meeting of the municipal year and again after six months.

EXECUTIVE SUMMARY
This report and annexes provides the Employment Committee with an overview of the Council's workforce data – high level summary of the workforce profile relating to equalities and employee relations and key HR measures. The data is provided in order to help the Employment Committee understand the make up of the organisation and key measures that give an indication of the organisation's health.

BACKGROUND

1. Following the recent Governance/Constitution review by the Governance Task Group, a number of recommendations were approved relating to changes relating to the Council's committees, including the Employment Committee.
2. The following was agreed by the Council –
To ensure the Employment Committee makes a positive input to strategic recruitment and cultural development, the following roles and responsibilities be added to the terms of reference for the Employment Committee:
 - a. Oversight and engagement (with relevant Officers) in respect of the development of the Organisational Development Strategy – which includes the talent attraction/development/ retention strategy for staff and the Council's Management Structure.
 - b. Establishing a critical friend role in relation to ensuring the Organisational Development Strategy is on track and fit for purpose. This should include consultation around the annual Service and Financial Planning process and Pay Policy Statement.
 - c. That the application of a. and b. (above) be detailed in an annual work programme to be agreed at the start of each Municipal Year by the Employment Committee.
3. To help the Employment Committee fulfil its role, it is important that Members understand the make up of the organisation. The data provided in the Annex is to help with this understanding.

KEY INFORMATION

Workforce Summary

1. The Council needs to understand, plan and develop its workforce requirements for the future in order to provide excellent services to the community it serves and to support the Council's vision, aims and values.
2. To set some context and help the Employment Committee understand the makeup of the Council's workforce and key HR measures, overview/high level data has been compiled for the Employment Committee to consider and note. Please see the information outlined in Annex 1a and 1b.
3. The Employment Committee were provided with, and asked to note, the Workforce Summary report at the meeting on 20th June 2019. A brief discussion was held with the Committee on this date and a number of requests were made for additional data and/or slightly revised data. Therefore, the information provided in the Annexes has been updated following the Employment Committee meeting on 20th June.
4. The Employment Committee Members are asked to note this data and agree this is the set of key data to be reported to them on a regular basis.

It is recommended that the 'Employee Demographic' data is reported to the Employment Committee annually, at the first meeting of the Employment Committee of the new municipal year.

It is recommended that the Organisation Workforce Measures are reported to the

Employment Committee once a year, again at the first Employment Committee meeting of the new municipal year, with the exception of sickness and turnover data. It is recommended that days lost due to sickness absence (short term, long term and combined) and turnover is reported to the committee twice a year. The exact meetings are to be agreed – but it is suggested this is reported at the first Employment Committee meeting of the year to set context and again after six months.

CONSULTATION

4. The Employment Committee were provided with the initial draft of the Workforce Summary data at the meeting of 20th June 2019. What is presented in the Annex of this report is a revised version of this document, taking on board comments and suggestions made at the previous meeting.

ANNEXES

1. Workforce Summary Data
2. Gender Pay Gap Report