



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

<b>SIGNED OFF BY</b>	Head of Organisational Development
<b>AUTHOR</b>	Kate Brown, Head of Organisational Development
<b>TELEPHONE</b>	Tel: 01737 276092
<b>EMAIL</b>	Kate.Brown@reigate-banstead.gov.uk
<b>TO</b>	Employment Committee
<b>DATE</b>	15 July 2020
<b>EXECUTIVE MEMBER</b>	Portfolio Holder for Corporate Direction and Governance

<b>KEY DECISION REQUIRED</b>	N
<b>WARDS AFFECTED</b>	N/A

<b>SUBJECT</b>	Workforce Summary – 2019/20 data, and Covid-19 Workforce Update
----------------	---

<b>RECOMMENDATIONS</b>
<p>(i) <b>The Employment Committee is asked to note the content of the bi-annual Workforce Data summary, comprising of sickness absence and employee turnover data</b></p> <p>(ii) <b>The Employment Committee is asked to note the summary of challenges affecting our workforce during Covid-19, their effects and opportunities they provide.</b></p>

<b>EXECUTIVE SUMMARY</b>
<p>This report and annex material provides the Employment Committee with an overview of the Council's workforce for the 2019/2020 year.</p> <p>The high-level summary of the workforce data including sickness absence, employee turnover and equalities data, is to give an indication of the organisation's health and workforce demographic.</p> <p>The summary of our workforce during Covid-19 captures the different challenges the organisation and workforce have encountered during this period, and the effects on services and new ways of working for the future.</p>

## **BACKGROUND**

1. It was agreed at the Employment Committee of 29 July 2019, that Employee Demographic and Organisation Workforce Measures data be reported annually, at the first Employment Committee meeting of the municipal year, with the exception of sickness and turnover data.
2. Due to Covid-19 delaying this meeting until July, information is provided in this report/annex therefore relates to the 2019-2020 year. This data helps give an indication of the organisation's health.

## **KEY INFORMATION**

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. Key workforce information helps to inform and shape this, also taking into account organisational health indicators such as turnover and sickness absence rates.
3. Ways in which the workforce has adapted to the Covid-19 crisis, the restrictions and challenges on a personal level, and the increased requirements to support our workforce and communities, have provided an opportunity of reflection on potential new ways of working in the future.

## **CONSULTATION**

1. The Employment Committee were provided with a mid-year Workforce Summary report at the meeting of 21 January 2020. Annex 1 of this report is the agreed end of year.

## **ANNEXES**

1. Workforce Summary – 2019/20 data
2. Covid-19 Workforce Update
3. NWoW – OD Great People Briefing Note