

# Workforce Information and Activity Report

Whole Council 2017/2018

# WIAR - background

- Produced since end 2013
- Informative and encourages engagement in OD Activity
- Shows trends and highlights opportunities for development
- Produced quarterly by directorate and full council – finds way to all employees (HSCP includes NHS Info also)

# Attendance

- Is an SPI measure
- Is a constant challenge – Inverclyde target is < 9 days on average lost per employee
- 14/15 - 10.03; 15/16 – 8.58; 16/17 – 9.45; 17/18 – 9.22 workdays lost per FTE employee
- Recent activity to address

# Performance Appraisal

- Introduced in 2011/2012 covers all SJC employees – teachers have professional update
- Target for completed appraisals is 90% (achieved 94%)
- Competency based – 7 apply to all with additional 3 preserve of senior managers
- Identify Development needs

# Employee Demographics & Workforce Planning

- No. of employees has increased from 3996 in 16/17 to 4102 in 17/18
- 51% of our employees attend full time & 49% attend part time
- 85% of our employees have permanent employee status & 15% have temporary employee status
- Annual employee turnover sits at 7.53%

# Employee Demographics & Workforce Planning

- 26% of our employees are over 55 years of age
- 4% of our employees are under 25 years of age
- 65% of our employees are graded A – G
- 25% covered by Living Wage
- 87% Pension Scheme Membership
- 75% of our employees are female and 25% are male

# HR/OD Support Activity

- Disciplines show a satisfactory decline – 76 to 43
- Grievances show a satisfactory decline – 31 to 14
- Trade union membership is estimated @ 53%
- Work Life balance request are on the increase – 59 to 83 and above
- Employees utilising the buy and bank leave scheme has increased from 59 to 169

# HR/OD Support Activity

Trade Union (Facility Time Publication Requirements) Regulations 2017:

- Trade Union Activity hours 2017/18 – 3,890
- Relevant union officials:
  - 2 Full Time
  - 21 workplace stewards
- Total cost of Facility Time - £83k
- % of Total Pay Bill (£120m) – 0.07



# HR/OD Support Activity

- Employees utilising cycle to work scheme has increased – 55 to 76, following dip in uptake
- Employees utilising childcare voucher scheme has increased – from 75 to 117
- Training accessed approx. 5,700 instances (face-to-face & eLearning)
- Job evaluation appeals remains very low

Questions?