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REPORT TO: POLICY AND RESOURCES COMMITTEE

SUBJECT: WORKFORCE PROFILING DATA

BY: CORPORATE DIRECTOR (CORPORATE SERVICES)

1. REASON FOR REPORT

- 1.1 To inform the Committee of 2015 Quarter 3 Workforce Profiling Data.
- 1.2 This report is submitted to Committee in terms of Section III A 33(a) of the Council's Administrative Scheme relating to the deployment of employees.

2. BACKGROUND

- 2.1 The Council collects workforce data for the development of the framework for assisting with workforce planning. The data is generated on a quarterly basis and reported to CMT on a six-monthly basis. There are two parts to the information: part one is the basic workforce information on staffing complements, equalities, turnover and absence (produced quarterly), whilst part two contains more detail on vacancies, and analysis of the figures and is produced on a six-monthly basis for reporting to CMT.
- 2.2 This is the 'part one' report covering Q3 (October to December) 2015.

3 SUMMARY OF IMPLICATIONS

(a) Council / Community Planning Priorities

Workforce profiling supplies data to the Council's Workforce Planning process which supports the Council's aim of being a good employer. The aim is to take account of the Council's priorities and ensure the workforce is available and prepared to deliver these.

(b) Policy and Legal

None

(c) Financial implications

None

(d) Risk Implications

None

(e) Staffing Implications

None

(f) Property

None

(g) Equalities

None

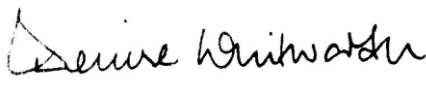
(h) Consultations

The information is provided to CMT on a six-monthly basis.

4. CONCLUSION

4.1 2015 Quarter 3 Workforce Profiling Data is set out in Appendix A of the report.

Author of Report: Jane Fordyce, HR Officer
Background Papers: Policy and Resources Committee Minute dated 15-02-11
Ref: H:\Admin\Reports\P & R\Workforce Profiling Q3 2015-16 (info report) .doc

Signature: 

Date: 4 April 2016

Designation: Head of Human Resources & ICT

Name: Denise Whitworth