

West Suffolk Workforce Development Annual Data

2015/2016

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1. Headcount (Permanent & Temporary)

This data is based on permanent and temporary staff at 31 March 2016 including Apprentices and 3 zero hours contracts.

Service Area	Permanent Headcount	Temporary Headcount	Total	Headcount as % of whole staff	Full Time Equivalents
Anglia Revenues Partnership (ARP)	56	0	56	8.96%	49.89
Chief Executive including Corporate Directors	3	0	3	0.48%	3.00
Families & Communities including Projects	56	5	61	9.76%	47.89
Housing	31	7	38	6.08%	34.14
HR, Legal & Democratic including core PA's team	48	5	53	8.48%	46.98
Operations	273	3	276	44.16%	260.49
Planning and Growth	79	2	81	12.96%	71.52
Resources & Performance	48	9	57	9.12%	55.46
Total	594	31	625	100%	571.37

2. Headcount (Casuals)

Service Area	Casual Headcount
Anglia Revenues Partnership (ARP)	0
Chief Executive including Corporate Directors	0
Families & Communities including Projects	15
Housing	0
HR, Legal & Democratic including core PA's team	58
Operations	76
Planning and Growth	31
Resources & Performance	0
Total	180

3. Age Analysis

This data is based on full, part permanent and temporary staff and also includes zero hours contracts but **does not** include casual staff. It shows the age profile of staff on 31 March 2016.

Service Area	Head count	<20	20-30	31-40	41-50	51-60	61-65	>65	Average age
Anglia Revenues Partnership (ARP)	56	0	6	8	12	28	2	0	48
Chief Executive including Corporate Directors	3	0	0	0	3	0	0	0	47
Families & Communities including Projects	61	0	6	11	14	1	5	4	49
Housing	38	1	3	9	11	14	0	0	44
HR, Legal & Democratic including core PA's team	53	4	5	8	15	17	2	2	45
Operations	273	4	46	34	84	81	23	4	45
Planning and Growth	81	0	9	26	27	18	1	0	43
Resources & Performance	57	4	9	13	17	13	1	0	40
Total	625	13	84	109	183	192	34	10	Average 45
Total %		2.08%	13.44%	17.44%	29.28%	30.72%	5.44%	1.6%	

4. Gender

This data is based on permanent and temporary staff and also includes 3 zero hours contracts but does not include casuals. It shows the gender profile on the 31 March 2016.

Service Area	Headcount	Male	Female	% Male	% Female
Anglia Revenues Partnership (ARP)	56	12	44	21.43%	78.57%
Chief Executive including Corporate Directors	3	2	1	66.67%	33.33%
Families & Communities including Projects	61	7	54	11.48%	88.52%
Housing	38	9	29	23.69%	76.31%
HR, Legal & Democratic including core PA's team	53	8	45	15.09%	84.91%
Operations	276	222	54	80.43%	19.57%
Planning and Growth	81	31	50	38.27%	61.73%
Resources & Performance	57	31	26	54.39%	45.61%
Total	625	322	303	51.52%	48.48%

5.

6. Turnover

The figures shown below include permanent staff and temporary staff with 12 months service or more.

Turnover	March 2016
Voluntary	10.79%
All	16.19%

7. Reasons for leaving

Reason for leaving	Number	Percentage of leavers
Resignation	54	54.55%
Redundancy	11	11.11%
Retirement	8	8.08%
Dismissal	6	6.06%
Within probation period	3	3.03%
Ill health retirement	1	1.01%
End of temporary contract	4	4.04%
Other reason*	12	12.12%
Total	99	100%

*Tupe - 10 (Verse), other - 2

8. Full Time v Part Time

This data is based on permanent and temporary staff and also includes 3 zero hours contracts but does not include casuals. It shows the full and part time profile on the 31 March 2016.

Service Area	Headcount	Full time	Part Time	% Full time	% Part time
Anglia Revenues Partnership (ARP)	56	38	18	67.86%	32.14%
Chief Executive including Corporate Directors	3	3	0	100%	0%
Families & Communities including Projects	61	32	29	52.46%	47.54%
Housing	38	26	12	68.42%	31.58%
HR, Legal & Democratic including core PA's team	53	37	16	69.81%	30.19%
Operations	276	242	34	87.68%	12.32%
Planning & Growth	81	59	22	72.84%	27.16%
Resources & Performance	57	52	5	91.23%	8.77%
TOTAL	625	489	136	78.64%	21.76%

9. Full time v Part time by Gender

Service Area	Headcount	Full time Male	Full time Female	Part time Male	Part time Female
Anglia Revenues Partnership (ARP)	56	11	27	1	17
Chief Executive including Corporate Directors	3	2	1	0	0
Families & Communities including Projects	61	5	27	2	27
Housing	38	9	17	0	12
HR, Legal & Democratic including core PA's team	53	6	31	2	14
Operations	276	209	33	13	21
Planning & Growth	81	30	29	1	21
Resources & Performance	57	31	21	0	5
Total	625	303	186	19	117

10. Pay Bands by Gender

Band	Male	Female	Male %	Female %
Apprentice	3	3	50%	50%
A	0	3	0%	100%
B	9	9	50%	50%
C	106	50	67.95%	32.05%
D	79	95	45.40%	54.60%
E	45	61	42.45%	57.55%
F	34	46	42.50%	57.50%
G	14	15	48.27%	51.73%
H	17	9	65.38%	34.62%
I	10	8	55.56%	44.44%
Head of Service	3	3	50%	50%
Director/CEO	2	1	66.67%	33.33%
Total	322	303		

11. Disability

The figures below are for full time, part time and temporary staff and are based on data available on 31 March 2016.

Service Area	Headcount	Recorded responses	No of staff who declare themselves disabled	% *
Anglia Revenues Partnership (ARP)	56	50	2	2%
Chief Executive including Corporate Directors	3	3	0	0%
Families & Communities including Projects	61	60	7	11.66%
Housing	38	34	2	5.88%
HR, Legal & Democratic including core PA's team	53	52	2	3.85%
Operations	276	248	11	4.43%
Planning & Growth	81	77	1	1.29%
Resources & Performance	57	53	3	5.66%
Total	625	577	28	4.85%

* Percentage of staff declaring a disability where it is known

12. Sickness Absence

Reason for Absence	Total Days
Working days lost due to Industrial Injury	55.26
Working days lost due to Stress/Depression/Anxiety	356.03
Other	3426.05
Total working days lost	3837.34
Average per FTE	6.61

13. Corporate Training

The figures below are based on permanent and temporary staff and **do not** include casual staff or leavers. It shows the data as at 31 March 2016 for training events attended.

Service Area	Total number of Events attended per employee	Events per male	Events per female	Events per Full Time	Events per Part Time
Chief Executive including Corporate Directors	7	3	4	7	0
Families & Communities including Projects	82	16	66	52	30
Housing	87	26	61	68	19
HR, Legal & Democratic including core PA's team	106	18	88	87	19
Operations	178	131	47	153	25
Planning & Growth	95	44	51	74	21
Resources & Performance including ARP	89	35	54	79	10
Total	644	273	371	520	124
%		42%	58%	81%	19%

14. Apprenticeships

This shows the number of apprentices in the organisation as at 31 March 2016.

Service Area	Apprentice Temporary	Permanent Staff—also studying apprenticeship qualifications
Anglia Revenues Partnership (ARP)	0	0
Chief Executive including Corporate Directors	0	0
Families & Communities including Projects	0	1
Housing	0	0
HR, Legal & Democratic including core PA's team	2	0
Operations	0	4
Planning & Growth	1	0
Resources & Performance	3	1
Total	6	6

15. Ethnicity

The figures below are based on full time, part time and temporary staff and are based on date available on 31 March 2016.

Band	British	Black Caribbean /African	Asian	Mixed back ground	Any other White background	Irish	Not declared
Apprentice	6	0	0	0	0	0	0
A	3	0	0	0	0	0	0
B	15	0	0	1	0	0	2
C	130	1	0	0	3	0	22
D	148	0	0	0	3	0	23
E	94	0	1	2	2	0	7
F	70	0	0	0	5	0	5
G	24	0	0	0	0	0	5
H	25	0	0	0	1	0	0
I	18	0	0	0	0	0	0
Head of Service	6	0	0	0	0	0	0
Director /CEO	3	0	0	0	0	0	0