

REPORT OF HEAD OF PEOPLE SERVICES

SUBJECT: HUMAN RESOURCES MANAGEMENT UPDATE

Pay And Grading Review

A further virtual meeting was held with the principal consultant at WME assigned to this project on 21 December 2023.

The purpose of the meeting was to discuss progress and moderation of fifty posts evaluated to date. The Consultants are planning to hold the final moderation panels on 24 January 2023 once all the evaluations have been completed.

This phase of the work that is outside of our control has slipped and consequently will impact on the start of Phases 2 and 3. At this time it is intended to make up time by concentration of time and resource so that the time frame is not extended beyond early March 2024.

Phase 2

Assimilating grades into existing pay structure, financial modelling, and Equal Pay Audit

Phase Three

Benchmarking salaries and development of a revised pay structure and feasibility study.

Proposed Phase Four

Following full consideration by the Authority through the governance and Committee structure, Implementation and appeals process.

Wellbeing Day

A Wellbeing Day was held at Llanion Park on 12 October 2023. This included an Occupational Health Nurse clinic where some basic health checks were undertaken. There were sessions held on the Menopause, Recognising the Signs of Stress, Yoga Taster Session, Emotional Freedom Technique Taster Session, Nature Connection Walk, and a comprehensive wellbeing information table.

Overall, the event was well-received and there are plans to hold similar events at different locations bi-annually. There was interest in the Yoga sessions becoming a

weekly event and a monthly walking for wellbeing event is held from Llanion Park led by one of the Rangers.

Sickness Absence

November's percentage of sickness absence was 2.59% which is below the public sector sickness absence rate of 3.6% (ONS).

The figures include three long-term sickness absence cases. Two of these cases relate to MSK health issues and one case relates to stress at work.

These figures may not be a true picture of sickness as the opportunity to work from home results in the 'working when unwell' group of staff.

The Sickness Absence Procedure is a priority for review in the first quarter of 2024 to ensure that it reflects best HR practice, and the changes in the issuing of fit notes.

This will be accompanied with line manager briefings and training to ensure that we reduce sickness absence and associated costs.

Employee Forum and Staff Representatives Group

Both groups met on 8 November 2023.

Employee Forum

The Employee Forum considered the paper on Staff Benefits and the case for the Authority seeking formal accreditation as a Real Living Wage Employer.

Staff representatives Group

A Chair and Deputy Chair were appointed at this meeting. The allocation of Representatives had been revised to reflect the new organisational structure and recent turnover of staff. The returned or newly appointed representatives were presented to the group and the schedule of meetings for 2024 agreed. The next meeting is on 11 January 2024.

Employment Legislation

There are a number of changes to employment legislation due to be implemented within the next 12 months that will impact on terms and conditions of employment and policies and procedures.

Carers' Leave Act 2024

Entitles employees who have caring responsibility for a dependant with long-term needs to 1 week of unpaid leave annually. This can be taken to cover attending appointments, meeting with other agencies etc.

The Workers Protection (Amendments of Equality Act 2010) Act 2023

This comes into effect from October 2024. It places the responsibility on employers to take reasonable steps to prevent sexual harassment of their employees in the workplace.

The Employment Relations (Flexible Working) Act 2023

Entitles workers to make two flexible working requests in any one year; this is a day-one right and no longer requires the employee to set out how their request may affect the business.

Other legislative changes involve annual leave entitlement and the right for workers under atypical contracts to request more predictable terms and conditions of work. This addresses issues around zero-hour contracts.

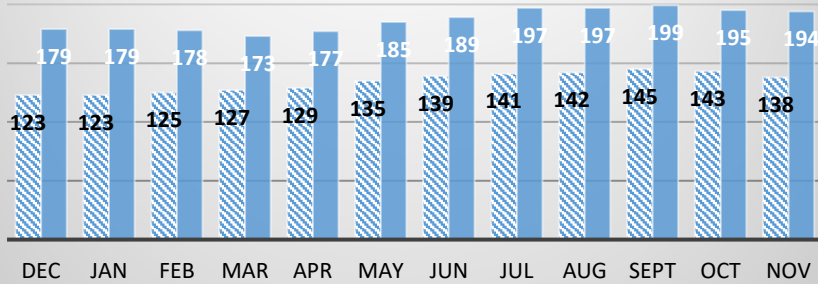
We are reviewing our current policies and procedures to ensure compliance with the new legislation. Briefing sessions and other modes of communication will be applied to ensure that line managers and staff are aware of the changes.

Recommendation: Members are asked to NOTE this report

(Further information is available from Joy Arkley, Head of People Services, on 01646 624825 – email joya@pembrokeshirecoast.org.uk

Monthly Report – November 2023

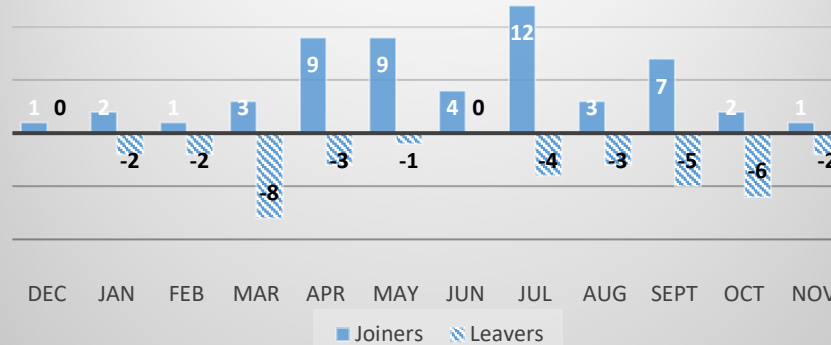
Headcount & FTE



Employees on Secondment: 1
 Employees on Maternity Leave: 3

Legend: FTE (hatched), Headcount (solid blue)

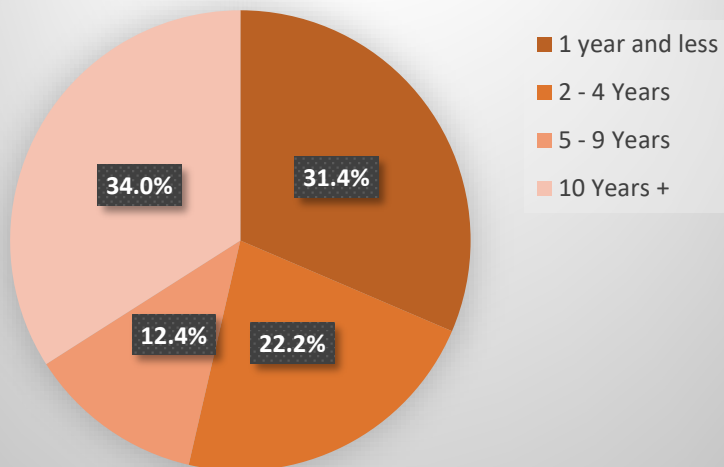
Joiners & Leavers



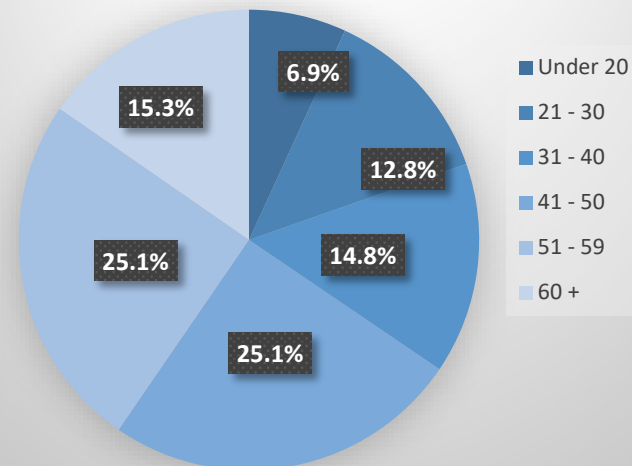
Reasons for Leaving		Reasons for Joining	
Retirement	0	Fixed Term	0
Resignation	0	New Hire	1
Seasonal	2	Seasonal	0

Turnover Rate
 9.63%
 %(UK Average 16.8%)

Length of Service



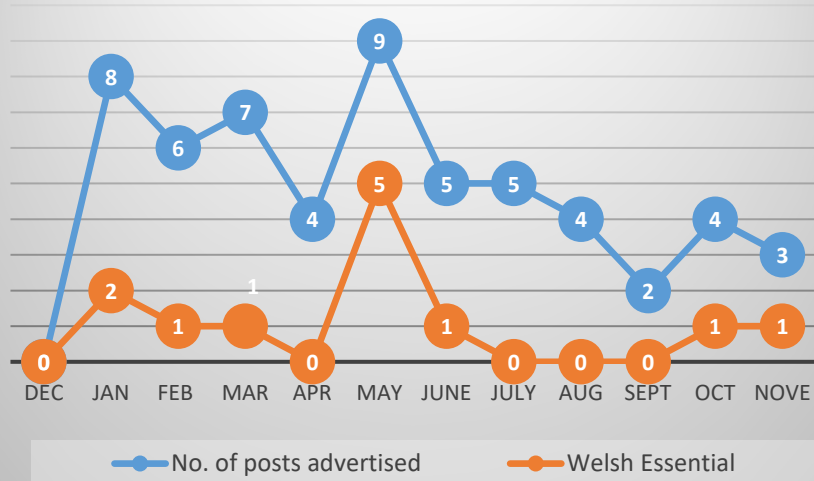
Age Distribution



Average Age
 45 years 2 months

Average Length of Service
 9 years 4 months

Number of posts advertised and Welsh essential posts



Welsh Language Skills

% age of Employees who have Work Welsh Level 1 or above

36.08%

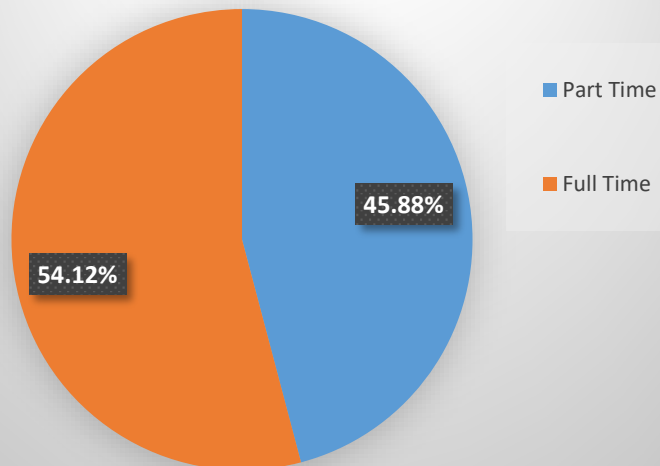
% age Employees who have Work Welsh Level 1 and/or Entry Level A1 or above

53.61%

%age of staff able to communicate bilingually

18.56%

Part Time Distribution



Gender Distribution

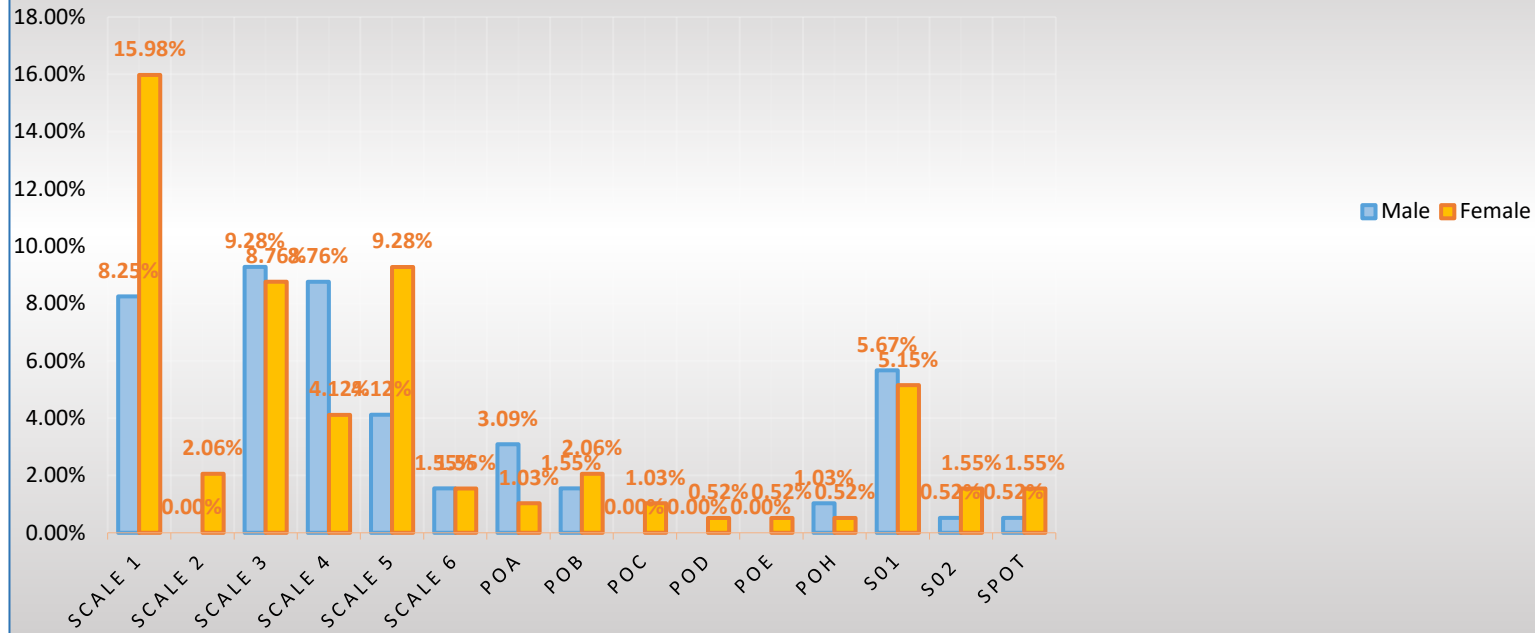
- 55.67% Female
- 44.33% Male

Gender Distribution of Full and Part Time Working

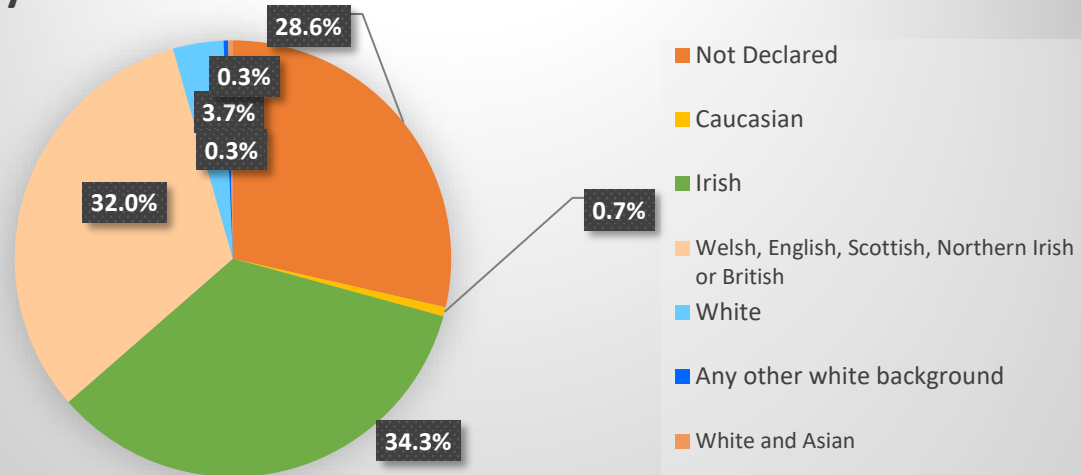
Of 45.88% Part Time 28.09% - Male and 71.91% - Female
 Of the 54.12% Full Time 58.1% - Male and 41.9% - Female

Average Hours worked per week 31.5

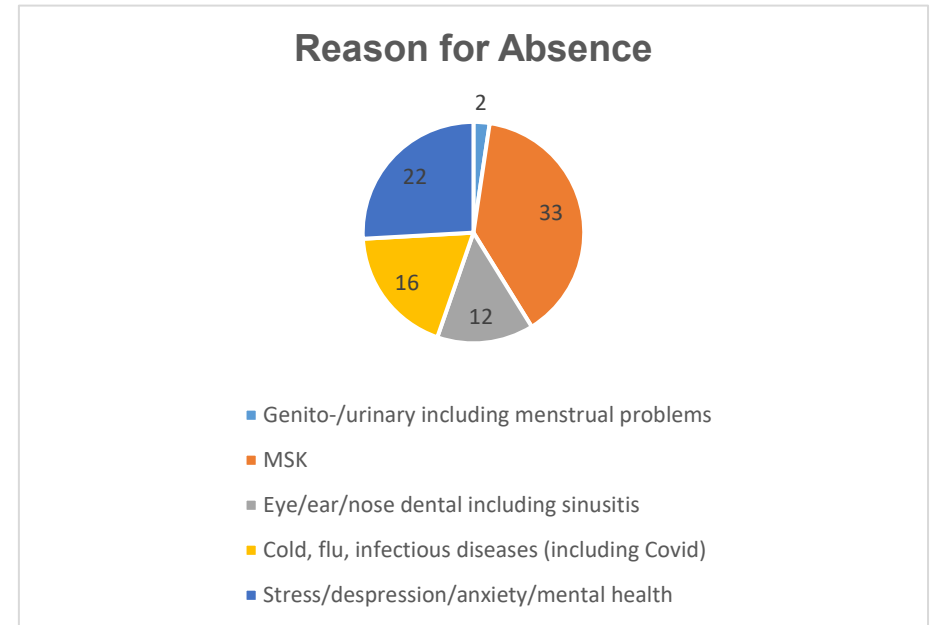
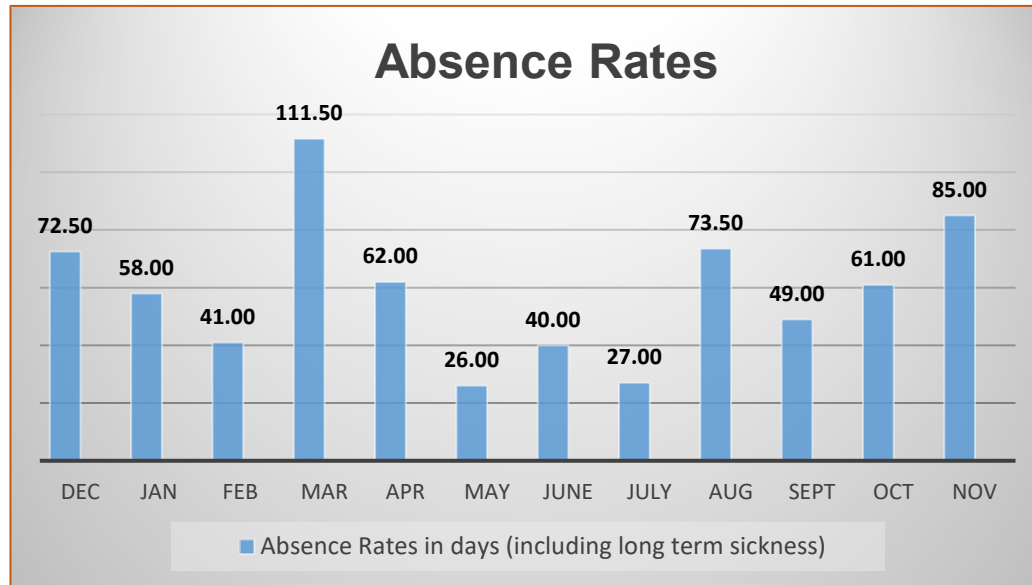
DISTRIBUTION OF GRADES BY GENDER



Ethnicity Distribution



SICKNESS DATA



Annual Average Sick Days Per Employee

Inc long term sickness : 0.32 days

Exc long term sickness: 0.20 days

• **Monthly % Hours lost to sickness absence per employee: 2.59%**

• **YTD :1.87%**

Monthly Cost of Absence

£8587.69

September Absence by Location

Wardens/Rangers	44
Centres	10
Llanion	31

Public Sector Sickness Absence rate 2022:

3.6%

Source: ONS

TRAINING NOTES:

ABRASIVE WHEELS: 2 Employees
Online Training sourced.

CAT + GENNY: All employees requiring training were scheduled for training. 3 Employees were unable to attend the planned training due to sickness and home emergency. Further training to be sourced – online raining insufficient

LEGIONELLA TESTING: . Further online training booked for January 2024.

Safeguarding: Compliant number has dropped – all employees whose current certification is over 3 years are marked as non-compliant and have been contacted to redo their Safeguarding Training.

Data Protection – Figure for completion has fallen some employees need to recomplete the training as they originally completed the training in November of last year

We have also introduced Mandatory Training for Fire Safety and Introduction to Health & Safety – data for these modules will be available from January 2024.

TRAINING DATA

