Annual Employment Report - 2020/2021 - Summary Report

Committee considering report:	Operations Board
Date of Committee:	12 August 2021
Portfolio Member:	Councillor Howard Woollaston
Date Head of Service agreed report: *(for Corporate Board)*	12th July 2021
Date Portfolio Member agreed report:	N/A- information only
Report Author:	Paula Goodwin
Forward Plan Ref:	

1   Purpose of the Report

To report on the Council workforce trends for the year ending 31st March 2021, including equality and diversity, as well as an establishment of posts overview.

2   Recommendation(s)

To note the report.

3   Implications and Impact Assessment

Implication	Commentary
Financial:	N/A
Human Resource:	N/A
Legal:	All local authorities are required to publish data on the workforce under the Public Sector Equality Duty.
Risk Management:	N/A
Property:	N/A

	Positive	Neutral	Negative	Commentary
Policy:	N/A			
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
Environmental Impact:		X		
Health Impact:		X		
ICT Impact:		X		
Digital Services Impact:		X		
Council Strategy Priorities:		X		
Core Business:		X		
Data Impact:		X		

Consultation and Engagement:	No consultation required

4 Executive Summary

4.1 The Annual Employment Report provides a summary of changes in the corporate workforce employed by West Berkshire Council (excluding schools) on 31st March 2021 compared to 31st March 2020. Where available, information from previous years is compared to provide longer term trend data. The report text contains a summary of the full data which is contained in the appendices.

4.2 Details of the Council's staffing establishment, including vacancies and full time equivalent employment can be found in Appendix B.

4.3 At the end of March 2021 there were 33 more employees working for the Council than at the end of March 2020. This is as a direct result of filling vacancies during the period stated.

4.4 Sickness absence has decreased from the previous year from an average of 9.65 days to 7.15 days per employee (excluding short term Covid-19 absence/isolation). The main reason for absence remains as being for stress, depression and mental health related. It is highly likely that Covid 19 will have impacted on this reason.

4.5 Staff employed on 31st March 2021 have completed less corporate courses during the previous year than the same measure in 2019-20. Staff undertaking eLearning training has increased from 77.31% to 84.47% due to new courses covering a wider range of training, a higher push on mandatory training completion as well as limited availability of classroom courses due to Covid-19.

4.6 The report contains data on equality and diversity in the workforce in Appendix A. All local authorities are required to publish data on the workforce under the Public Sector Equality Duty.

4.7 The Council continues to employ a higher percentage of Ethnic Minority staff than recorded in the 2011 Census. The Council also continues to employ slightly higher percentages of people with a disability compared to the local population in the 2011 Census.

4.8 The Council continues to employ a significantly lower percentage of female senior (25%) and middle (65.68%) managers compared to the percentage of its workforce that is female (77.35%). The Workforce Strategy has an objective to support actions that will enhance opportunities for women to be able to move into management roles at WBC.

4.9 The percentage of new starters (18.29%) who were aged under 25 was much higher than last year (10.29%), as well as the overall percentage of the workforce (3.75%) in this age range. Coupled with the percentage of leavers (5.63%) from the same age range, this is a positive move which is showing more younger people are staying with WBC. New starters joined in both apprenticeships and other roles across WBC.

5   Introduction & Background

5.1   The employee information in this report is based on employee headcount (i.e. the number of individuals employed on permanent or temporary contracts of employment). It excludes staff employed in schools, agency and casual workers. Details of the Council's staffing establishment, including vacancies and full time equivalent employment can be found in Appendix B.

5.2   The data relates to the workforce employed by the Council between 1st April 2020 and 31st March 2021. Where available, the data is compared to previous years to identify longer term trends.

5.3   Full data is supplied in tables as appendices within this report. The report text provides an overview analysis of the data.

6   Starter/Leavers and Recruitment

6.1   The number of employees has increased by 33 from 1512 to 1545. This is due to increased vacancies being filled during 2020/2021. The following are also reasons for this change:

- Creation of the community hub in response to COVID
- Restructures changes where posts have been vacant and filled
- An increase in Project and Programme Manager roles across the Council

6.2   An overview of WBC starters and leavers can be seen in the table below:

WBC Starters and Leavers 2020/2021		
	Starters	Leavers
Adult Social Care	55	54
Children and Family Services	23	16
Communities and Wellbeing	7	6
Education Services	25	21
Development and Planning	14	8
Director & Support (Place)	1	1
Environment	15	14
Public Protection	13	6
Customer Services and ICT	7	3
Finance and Property	9	7
Strategy and Governance	5	6
CEO and Support	1	0
	175	142

6.3   Recruitment data and recruitment hot spots are reported separately at present, however recruitment activity remains stable with a total of 278 posts being advertised with a good pool of applicants for most vacancies. Note that there were 175 new starters during 2020/2021 and 278 posts advertised. The posts included some short term and

temporary posts such as Kickstart but these are not listed as new starters from the data in the table.

6.4 COVID 19 has impacted nationally on recruitment activity during 2020/2021. Many businesses have had to halt their recruitment strategies until the crisis ends, whilst others have had to launch immediate recruitment campaigns to cope with exceptional demands, especially for key workers. For those industries still recruiting such as WBC, social distancing has presented new challenges, driving recruitment processes virtually in order to protect the health and safety of candidates, clients and employees.

6.5 Recruitment activity will play a pivotal role in mobilising the UK economy and workforce through Recovery, but will also to help clients adapt to a new 'normal' of recruiting, by providing job opportunities. HR and recruiting managers have had to adopt new technologies such as video interviews and virtual onboarding, to embracing flexibility with recruitment practices. The Workforce Strategy identifies some areas of action that will support recruitment activity as WBC moves forward and out of the pandemic.

7 Turnover

7.1 During 2020/2021, the Council saw 175 external starters and 142 external leavers during the year. Both of these are a sharp decrease from previous years, but is expected due to substantially lower turnover of staff during the Covid-19 pandemic. During the instability of the pandemic, far fewer staff decided to leave their jobs.

7.2 Another illustration of this is that employee turnover (all leavers) has decreased sharply from 14.08% to 9.29%.

7.3 Voluntary turnover only includes those who chose to resign or retire, and excludes leavers whose contracts ended by reason of redundancy, end of fixed term contract or other dismissals. In 2020/21, voluntary turnover was 8.44%, compared to 12.14% last year. The LGA have measured national turnover in Local Government as 13.4% (for the same period) and therefore WBC remains lower than this comparison figure.

8 Sickness Absence

8.1 The average number of days lost per person due to sickness absence was 7.15 in 2020/21 with a total of 10,961 working days lost during the year. This compares more favourably than 2019/20 when the average per person was 9.65 days with a total of 14,451 working days lost. The days lost through sickness absence appear to have been positively impacted by Covid-19 working arrangements. Latest figures from the Office for National Statistics (ONS) have shown COVID-19 accounted for 14% of all sickness absence in the UK since April 2020. While the pandemic may have led to additional sickness absence in some organisations, measures such as furloughing, social distancing, shielding and increased homeworking appear to have helped reduce other causes of absence, allowing the general downward trend to continue, according to the ONS. It reports the UK sickness absence rate has fallen to 1.8% in 2020, the lowest recorded level since their reporting began in 1995. During the pandemic many staff working at home would also have continued to do so rather than not attend for work as a result of sickness absence. Other staff were shielding and therefore not picking up the contagious infections which might otherwise have caused absence from work. Many

planned surgical procedures were also delayed during 2020, resulting in lower sickness absence rates.

8.2 Long term sick absence (28+ calendar days) accounted for 65.0% of all absence, compared to 56.4% last year. The following table shows the sickness absence reasons recorded for 2020/2021 and shows short term sickness reasons (grey) mapped against long term sickness absence reasons (blue). The table shows that for both short term and long term absence that "stress, depression and mental health related" is the highest reason for sickness absence during 2020/2021.
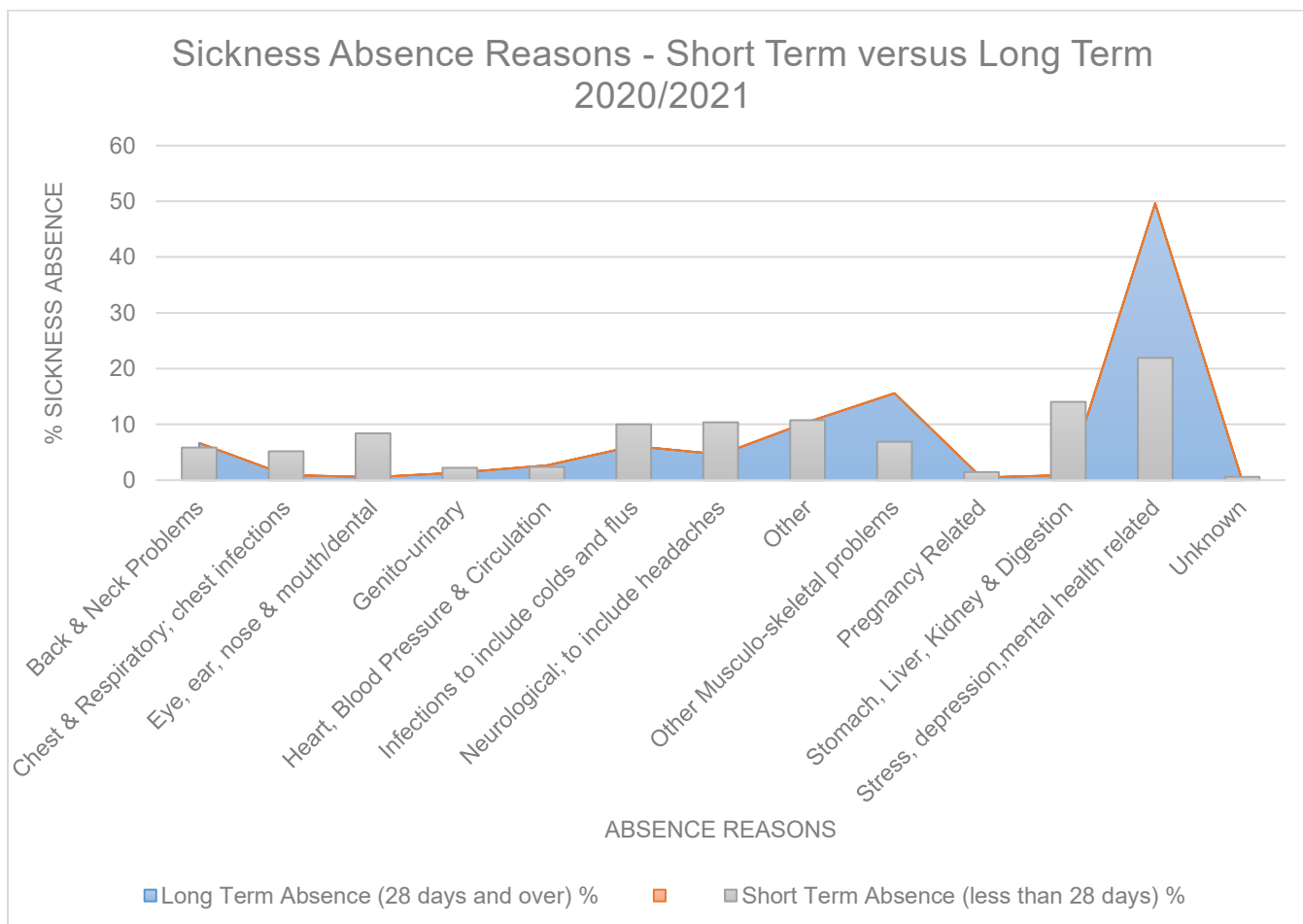
8.3 In total, 40.3% of all absence (long term and short term) was due to "stress, depression or mental health-related". Mental ill health has been a significant and growing challenge for organisations over the past few years, further exacerbated by COVID-19. Research conducted by the Chartered Institute of Personnel and Development on the impact of COVID-19 on UK working lives shows a range of worsening mental health effects on many people, particularly those with an existing mental health condition. In November 2020, mental health charity Mind revealed that more people had experienced a mental health crisis during the COVID-19 pandemic than ever previously recorded. Many people are experiencing a range of mental health issues, including stress, anxiety, depression, post-traumatic stress symptoms and burnout, and the effects are anticipated to be long-lasting for some.

8.4 Sickness absence caused by stress, depression and other mental health illness in WBC has increased by 30%. 4,415 days lost in 2020/21 compared to 3,400 days in 2019/20. This includes a 66% increase within Adult Social Care. We believe this is linked to the Covid-19 pandemic; both the particular stresses of working through the pandemic in some service areas and isolation linked to an increase in home working. Findings from the WBC Covid-19 staff survey show that a higher proportion of staff (37%) responded that their mental health and wellbeing had deteriorated during Covid-19 compared with 19% that reported an improvement. Additional support and counselling has been provided to some colleagues, and the Employee Assistance Programme was established from 1st July 2020. Absence related to stress, depression and mental illness will be monitored closely in the next year.

8.5 Covid-19 isolation absence (up to 28 days) for 2020/21 amounted to 1,097 days lost. For Q4 2019/20 this was 416 days lost. This is not recorded in the sickness figures, because it did not impact on sick pay entitlement.

8.6 Long term Covid-19 (28+ calendar days) absence is included in the sickness figures under the "Infections, to include colds and flu" category.

8.7 The need to continue the trend to support employee wellbeing has never been greater and organisations should consider how to proceed to ensure wellbeing is high on the agenda for the future. The following are wellbeing initiatives that organisations are using and implementing as gathered from a survey by the CIPD.

- Employee assistance programme Increasing awareness of mental health issues across the workforce
- Access to counselling service
- Phased return to work and/or other reasonable adjustments
- Mental health first aid training
- Promotion of flexible working options
- Mental health/wellbeing champions
- Training for staff to build personal resilience (for example coping techniques, mindfulness)
- Training managers to support staff with mental ill health
- Increased focus on identifying mental ill health among staff who work remotely
- Greater involvement of occupational health specialists

All of these are either currently offered by WBC or will be in the very near future as part of wellbeing and the Workforce Strategy.

9   In House Training Provision

9.1 WBC provides a training programme accessible to all employees, including those in schools. Additionally, training is provided at a subsidised cost to partner organisations, such as early years' settings and social care providers, and to foster carers. The training programme continues to provide a wide range of courses to suit the needs of services across the council. The training programme for 2021/22 is published on the intranet.

9.2 In 2009 the Council launched its e-learning platform (Learning Pool), since then there has been an on-going significant shift from traditional classroom-based training to on-

line learning, especially for refresher training. E-learning is a flexible and responsive way of providing key training and information. HR launched the upgrade to the platform on 1st July 2021. This allows employees and to book onto both face to face courses and access e-learning courses via the Learning Pool Website which can be accessed externally. There is increased functionality which benefits all Staff and Managers, including certification, reminder notifications, calendar appointments, waiting lists, and audiences, which enable HR to target training and reports more quickly.

9.3   Throughout 2020/2021 the training provision has been adapted to deliver many courses virtually, where possible, using Zoom video-conferencing software. It was possible to go ahead with some classroom courses with agreement from a Public Health panel. HR have updated courses into the Adapt software which allows users to "scroll" through e-learning rather than just "click next". This has a more modern layout, and is easier to use on any device, such as mobile devices. New and interesting courses are added often, and the new functionality of audiences (assigning groups of people to courses) is a fast way of getting high profile courses to the right people. The training team continue to update and refresh courses throughout the year. There has been an increase in the number of videos showing staff how to overcome problems or use new functionality within existing systems, which have been received very well. In response to Covid-19 we purchased a suite of training specifically for Social Care workers (The Social Care Catalogue) which covers a wide range of specific courses covering the care certificate and other areas of social care practice. We have had excellent feedback about it so far and have added more specific courses throughout the year.

9.4   For staff employed on 31st March 2021, 1611 courses or 21.71% of in-house training during 2020/21 was in the classroom or delivered virtually using Zoom, and 5808 courses or 78.29% were e-learning.

9.5   The percentage of staff undertaking e-learning increased this year to 84.47% from 77.31% last year. The majority of the corporate e-learning courses are mandatory for all staff, normally with a three year refresher so volumes vary year to year depending on which staff need to complete refreshers.

9.6   There was a drop to 43.43% (from 54.89%) of employees attending a classroom/virtual course. 90.42% of staff completed either an e-learning or classroom/virtual course in 2020/21. The COVID 19 pandemic will have impacted on classroom attendance during 2020/21 due to government restrictions and although a switch has been made to virtual courses, where possible, many employees may have struggled to find time to attend training due to the change in working arrangements and workload due to the pandemic. As a result of this the fact that so many employees completed some training during 2020/21 is a huge achievement.

9.7   Some mandatory courses are reported as part of the Corporate Health Indicators. A push on raising completion levels by Services contributes to better overall figures.

9.8   Since April 2018 the number of classroom courses available has decreased in certain mandatory areas and been replaced with e-learning modules. Therefore the number of e-learning courses has increased and the number of classroom courses has decreased.

10   Apprenticeships/Kickstart Placements

10.1 The apprenticeship levy came into effect on 6th April 2017. The number of new apprentices enrolled during 2020/21 did see a dip this financial year due to the impact of Covid-19. We are hopeful that the figures will bounce back in the next financial year. A number of schools and services have embraced the opportunity that the apprenticeship levy brings in terms of upskilling their workforce and employing new apprentices. WBC have an Apprenticeship Strategy and related KPI's within the recently reviewed and updated Workforce Strategy that highlight the ambition to support employment and training opportunities for young people, although apprenticeships are not specific to under 25's. There is also ambition to support more work experience opportunities and graduate schemes and internships/traineeships going forward too.

10.2 Corporately, we have enrolled 206 people onto an apprenticeship programme since the introduction of the levy with 52 enrolled in the 2020/21 financial year, and whilst the majority of enrolments are for existing staff members, the focus is gradually changing with two new personal assistants starting as apprentices within CEO and Support. We are hopeful that having taken advantage of the government's Kickstart Scheme, with 8 placements to date, that some of these placements will be able to convert to apprenticeships in the future.

10.3 HR previously launched the Social Work and Occupational Therapy Degree Apprenticeships with Winchester and Coventry Universities, with great success, and we are now going into our third year of enrolments. HR is continuing to work with Birmingham University to enrol managers on their Level 7 Senior Leader Degree Apprenticeship and we are currently undertaking a procurement exercise to take advantage of the new Youth Worker Standard that has become available.

10.4 HR have also worked with local charity, the Newbury Community Furniture Project as well as Southeast Centre for the Built Environment Limited, to transfer some of our levy in order to fund 5 of their staff to enrol on apprenticeships. We hope to do more levy transfers in the future that will benefit the West Berkshire community. HR have also supported 62 enrolments from schools onto apprenticeships (10 during the 2020/21 financial year) and continue to encourage the use of the levy for schools staff.

11   Equality and Diversity

11.1 Continuing the monitoring of the equality profiles of recent years, this report looks at the profile of the WBC workforce in terms of sex, disability, age, ethnic origin and part time working.

11.2 The data is collated from the HR/Payroll Information System (Resourcelink) which includes information provided by employees when they were job applicants and some further information provided directly by employees through the HR self-service module (MyView). Applicants are asked to define themselves according to their ethnic origin and whether or not they consider themselves to have a disability as defined under the Equality Act 2010. In some cases individuals choose not to define themselves. The data in these categories, therefore, is based on those who have chosen to define themselves as male/female, having a disability, or minority ethnic. Age data is collected

automatically as it is necessary for administrative purposes, such as entry to the pension scheme.

11.3 Other protected characteristics set out in the Equality Act 2010 such as sexual orientation and religion have been included more recently, because enough data has now been collected through the recruitment process. However, there are still large percentages of staff recorded as "unknown" in these categories. We aim to improve data collection for equalities through asking staff to update MyView because many of the workforce joined WBC before this data was requested on appointment. "Prefer not to say" will remain an option to select for those staff who would rather not provide sensitive information.

11.4 Where possible, equality and diversity data has been compared to that available for the district population from the 2011 census. 2021 census data is not yet available. Data is also compared to the LGA Workforce Survey England and Wales 2020/2021.

12   Equality Headlines

12.1 A high proportion (77.35%) of female employees is typical for a unitary authority. This figure has remained stable for many years, and is unlikely to change significantly. The LGA Workforce Survey shows that in local government there are 76% of female employees and 24% of male employees. (This excludes schools and the fire service). The following table shows the WBC gender profile for the last 5 years which has remained consistent in male/female split.
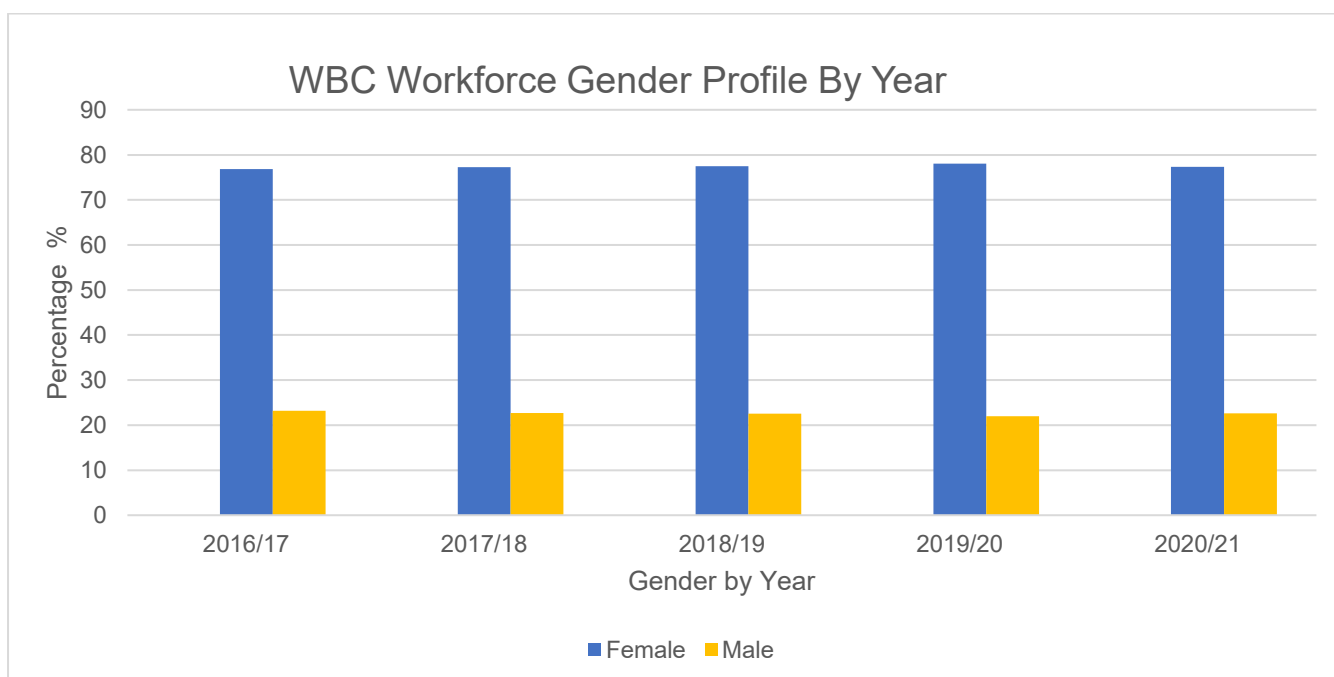
12.2 The percentage of employees who declare themselves to have a disability (3.88%) is a small increase on last year. It is slightly higher than the proportion of working age (16-65) residents in the 2011 Census who reported their day to day activities were limited 'a lot' by disability (3.2%).   Therefore WBC continues to employ a representative proportion of the local working population with disabilities. The LGA state a national figure of 3.3% of those that have declared a disability. The following table shows the

disability percentages rates for the last 5 years at WBC. It can be seen that for each year the figure has been higher than the 2011 census figure and has shown a steady increase recently.

WBC Workforce Percentage of Workforce with a Declared Disability (as defined within the Equality Act 2010).
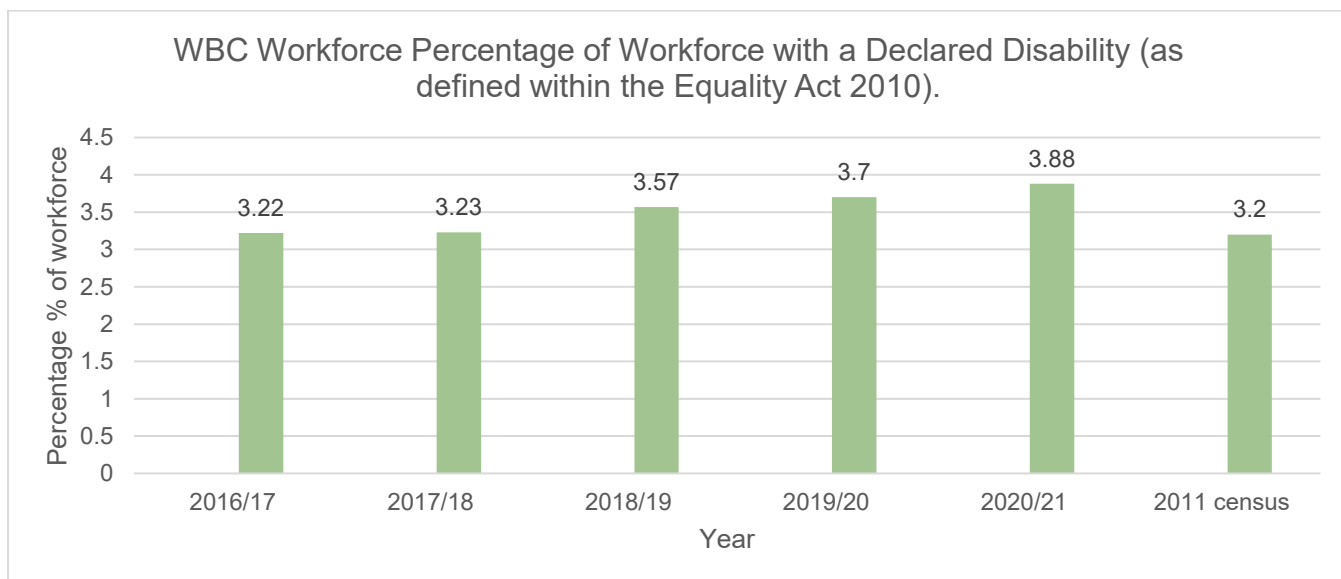
12.3 The percentage of employees who declare themselves ethnic minorities (6.99%) is higher than the figure for the district population based on the 2011 Census (5%). Although this is a slight decrease from last year (7.08%), this is the sixth consecutive year that we have reported that ethnic minorities are equal to or exceeds the proportion in the local population. The LGA cite a figure of 10.1% for ethnic minority employees. This figure may be higher than the figure for WBC as some employees at WBC will have chosen not to specify this detail whereas the LGA have confirmed figures. The table below shows the WBC ethnic minority percentage rate declared for the last 5 years which has shown a steady increase although a slight reduction as at March 2021.

WBC Workforce Percentage (Ethnic Minorities)
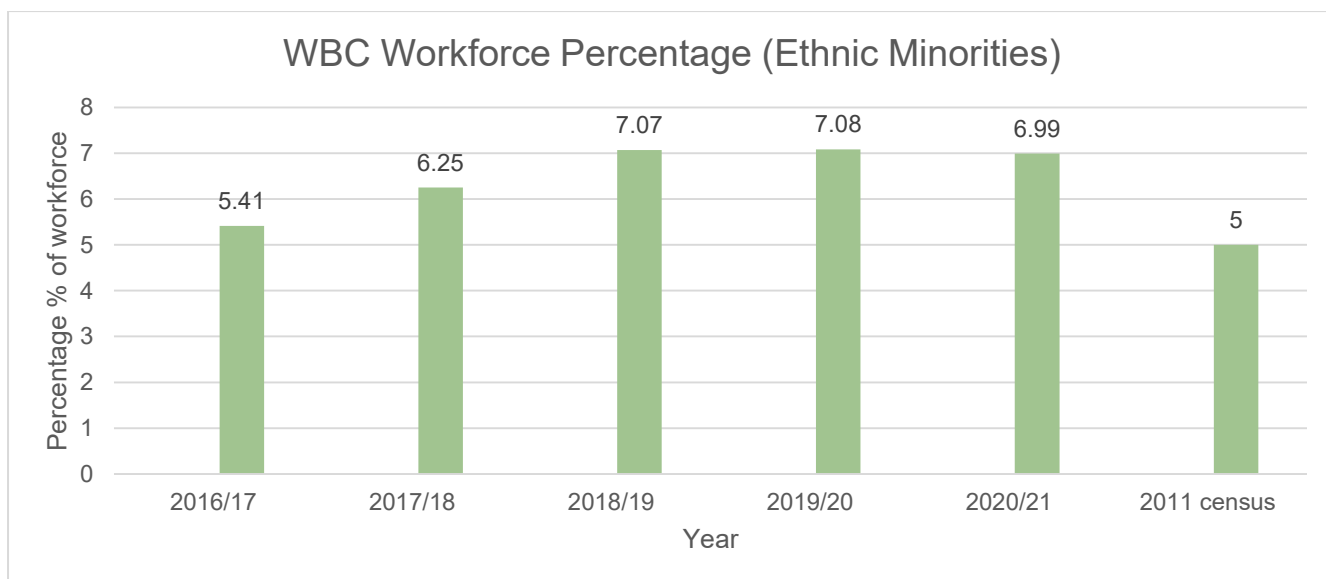
12.4 The age profile for the Council shows that 76.37% of employees were aged between 35 and 64. An older workforce is typical of local government and is shown in the table below. 3.75% of employees were aged under 25 and 5.05% were 65 and over. The

age profile of the workforce has remained relatively stable. The LGA survey states the following detail in relation to age of the local government workforce:

Age range – in years	Percentage of the local government workforce (LGA)
Under 25	4.6%
25 to 39	24.8%
40 - 64	66.9%
Over 65	3.5%
Unknown	0.2%

12.5   The following table shows the age profile of WBC workforce for the last 5 years. There is very little fluctuation in the age profile over the last 5 years. Recruitment to posts that have been filled by employees aged 25 and under has been higher than in previous years as stated earlier in the report and the Workforce Strategy outlines a commitment to supporting future employment for those in this age category.
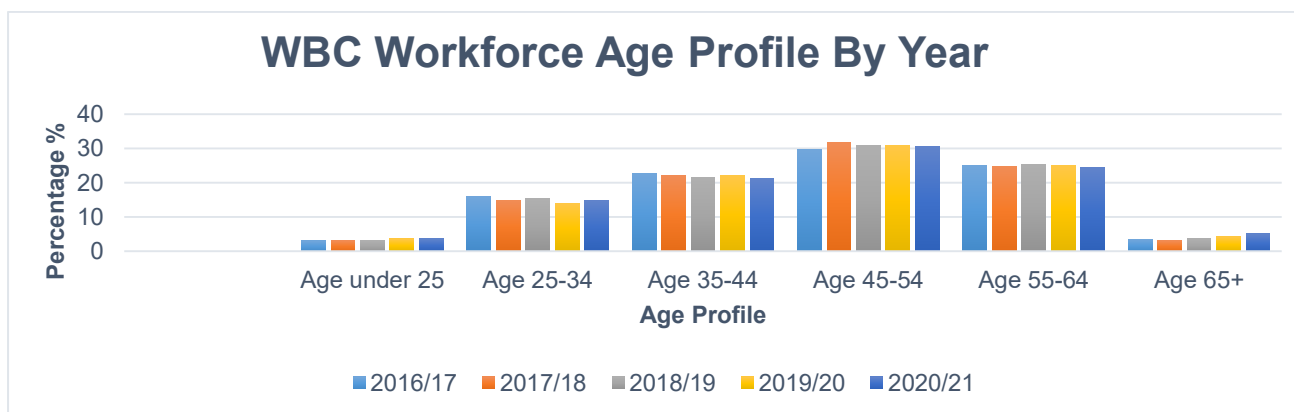
13   Pay and Grading – Equality information

13.1 82.51% of jobs on the lowest WBC grades (B-F) are occupied by women. However, only 65.68% of middle managers (K-M) and 25% of senior managers (defined as Heads of Service, Service Leads, Directors and the Chief Executive) were female. As women occupy 77.35% of all jobs in the Council, this shows that proportionately more female employees were employed in lower paid jobs in the Council, and proportionately more men were employed in higher paid jobs.

13.2 Senior managers are defined as the Chief Executive, Service Leads, Directors and Heads of Service – 1.04% of the total workforce, of which 25% are female, which is a rise from 13.33% last year. Within the Workforce Strategy there is an action to consider how WBC can support an approach to increase the number of women in management roles.

13.3 6.99% of all employees declare themselves as being of minority ethnic origin. 49.07% of this group of employees are in the lowest grade group (B-F) compared to 36.63% of all employees in the Council; this drops to 0% for senior management jobs.

13.4 With regard to the 3.88% of employees declaring themselves to have a disability, the percentage of employees in each grade group with a disability is fairly evenly distributed and comparable to the proportion of total employees in each grade band. There are 12.25% of senior managers with a disability.

13.5 There has been a decrease from 66.67% to 62.5% of senior managers who are aged between 45 and 64. This reflects the level of experience required for these roles, but also more appointments of younger senior managers.

14 Part Time Working – equality information

14.1 89.27% of part time employees are women. We assume this is because women are more likely to take on caring responsibilities for children or other dependants. The percentage of part-time staff has decreased slightly from last year, at 36.18% from 38.82%. There are a high proportion of part time and female employees in ASC and Education where the service lends itself to part time working opportunities and is also likely to be attractive to female employees as a profession.

14.2 54.74% of part time workers are in the lowest graded jobs (B-F); this compares to 36.64% of all Council employees who are in this pay band.

14.3 No senior managers work part time and 27.12% of middle managers work part time. The lack of part-time working at a senior level may reflect the difficulty of carrying out higher level management duties on a part time basis, and that the higher percentage of men working in these roles are less likely to want to work part time. It is positive to see such a good percentage of middle managers who are able to work flexibly and achieve a work-life balance.

14.4 Age, disability and ethnic minority status are not particularly correlated with part time working.

15 Starters and Leavers – equality information

15.1 Of the 175 new starters, there was a slightly lower proportion who were female (71.43%) than in the current workforce (77.35%). There was also a higher proportion of starters from ethnic minority groups (10.29%) than in the current workforce which has positively contributed to the higher ethnic minority representation in the workforce. The percentage of starters declaring a disability (3.43%) was slightly below that % in the current workforce.

15.2 The percentage of new starters who were aged under age 25 was 18.29%. This is a large increase from the previous year, when only 10.29% of new starters were under 25.

15.3 Of the leavers in 2020/21, 12.8% were ethnic minorities, 4.93% declared a disability and 77.46% were female. These figures follow general trends for these characteristics through the workforce, starters and leavers, and do not show any particular areas of concern.

16 Training – equality information

16.1 Take up of internal training opportunities varies with age, with 100% of under 25s completing some form of training (classroom, virtual or eLearning) this year compared to only 61.54% of over 65s.

16.2 The proportion of people from different groups taking up internal training is broadly in line with the overall 90.42% of the workforce. There are no characteristic groups which seem to be limited in terms of access to corporate training.

17 Supporting Information

Data is collated from our HR Information System (Resourcelink). The 2011 Census was used to show comparisons against the local community. LGA Workforce Survey Data from 2020/2021 was used along with CIPD data (Chartered Institute of Personnel and Development).

18 Proposals

This report contains no specific recommendations and is for information only. However, this data will be used to inform future actions within the Workforce Strategy, Apprenticeship Strategy and Equality and Diversity Strategy.

19 Conclusion

19.1 The analysis of workforce data reveals no significant unexpected trends.

19.2 To seek to improve the equality data collection for WBC workforce due to high levels of unknown categories in protected characteristics.

19.3 That the pandemic has impacted on mental health negatively and that there needs to be continued support for wellbeing initiatives as COVID 19 remains part of everyday life.

20 Appendices

20.1 Appendix A – Annual Employment Report- Employment Data and Supporting Information

20.2 Appendix B – Establishment Information

20.3 Appendix C – Graphs of key changes

Operations Board recommendation

*(add text)

Background Papers: N/A

Subject to Call-In:

Yes: ☐   No: ☒

The item is due to be referred to Council for final approval	☐
Delays in implementation could have serious financial implications for the Council	☐
Delays in implementation could compromise the Council's position	☐
Considered or reviewed by Overview and Scrutiny Management Committee or associated Task Groups within preceding six months	☐
Item is Urgent Key Decision	☐
Report is to note only	☒

Wards affected: N/A

Officer details:

Name: Paula Goodwin
Job Title: HR Service Lead
Tel No: 01635 503839
E-mail: paula.goodwin1@westberks.gov.uk

Document Control

Document Ref:		Date Created:	
Version:		**Date Modified:**	
Author:			
Owning Service			

Change History

Version	Date	Description	Change ID
1			
2			

Appendix A

Annual Employment Report – Employment Data Supporting Information

1. Headlines

Staff employed by West Berkshire Council	31/03/17	31/03/18	31/03/19	31/03/20	31/03/21
Headcount	1460	1488	1486	1512	1545
Full time employees in workforce (%)	62.40	62.23	62.52	61.18	63.82
Part time employees in workforce (%)	37.60	37.77	37.48	38.82	36.18

Category (% of workforce)	2016/17	2017/18	2018/19	2019/20	2020/21	2011 census
Female	76.85	77.28	77.46	78.04	77.35	n/a
Male	23.15	22.72	22.54	21.96	22.65	n/a
Disability declared (definition in Equality Act 2010)*	3.22	3.23	3.57	3.70	3.88	3.20
Ethnic Minority	5.41	6.25	7.07	7.08	6.99	5.00
Age under 25	3.15	3.23	3.23	3.70	3.75	n/a
Age 25-34	15.89	14.92	15.28	14.02	14.82	n/a

Age 35-44	22.67	22.11	21.53	22.09	21.36	n/a
Age 45-54	29.79	31.65	30.89	30.89	30.61	n/a
Age 55-64	24.93	24.87	25.30	25.00	24.40	n/a
Age 65+	3.56	3.23	3.77	4.30	5.05	n/a

2.   Turnover

	2016/17	2017/18	2018/19	2019/20	2020/21
Number of starters in year	167	246	209	243	175
Number of leavers in year	241	223	211	211	142
Turnover (%)	16.24	15.13	14.19	14.08	9.29
Voluntary turnover (%)	12.26	12.01	12.30	12.14	8.44
Average length of service of leavers	8y 3m	7y 3m	5y 8m	6y 2m	6y 8m
Average length of service of employees employed at year end	8y 8m	8y 5m	8y 8m	8y 7m	8y 8m
Stability index (% employees at year end with 12 or more months' service)	89.11	86.29	89.23	87.10	90.29

% of leavers - reason	2016/17	2017/18	2018/19	2019/20	2020/21
Death in service	0.00	0.92	0.95	1.42	2.11
Dismissal (other than redundancy)	2.49	1.84	2.84	1.42	1.41
Early retirement	3.73	3.23	3.32	0.00	0.70
End of fixed term contract	1.24	2.30	0.95	5.21	2.82
Ill health retirement	0.83	0.46	0.47	1.90	2.11
Redundancy	16.18	11.06	8.06	3.79	0.70
Voluntary resignation	61.00	69.59	75.83	82.94	78.87
Retirement	10.79	10.60	7.58	1.42	11.26
TUPE transfer	3.73	0.00	0.00	0.95	0.00

3.   Absence

Working days lost to sickness absence	2016/17	2017/18	2018/19	2019/20	2020/21
Short term absence only (under 28 calendar days) - average per person	3.83	4.02	4.43	4.21	2.50
All absences - average per person	8.79	8.59	9.84	9.65	7.15
Total working days lost	12,861	12,722	14,657	14,451	10,961

Top reasons for absence (%)	2016/17	2017/18	2018/19	2019/20	2020/21
Stress, depression or anxiety-related	23.8	21.3	25.3	23.5	40.3
Other musculoskeletal problems (not back)	13.0	14.9	14.0	12.1	12.5
Other reason	10.9	7.2	10.8	11.0	10.5
Infections, to include colds and flu	11.4	13.6	10.6	10.3	7.6

4.   Grading

	Grade	% of all employees in this grade
B-F		36.64
G-J		47.06
Middle managers	Grades K-M and Soulbury grades	15.28
Senior managers	Head of Service, Service Leads, Directors, Chief Executive	1.04

Female employees as percentage of employees in this grade	2017	2018	2019	2020	2021
B-F	83.91	82.96	83.87	84.42	82.51
G-J	75.63	77.69	77.73	77.84	78.27
Middle managers	66.09	64.76	64.09	66.52	65.68
Senior managers	31.58	26.67	20.00	13.33	25.00

Grade	Ethnic Minority % of those in this grade	% of all ethnic minority employees who are in this grade
B-F	9.36	49.07
G-J	5.78	38.89
Middle managers	5.51	12.04
Senior managers	0.00	0.00

Grade	% of those in this grade who have a disability i.e. representation in workforce	% of all those who have a disability who are in this grade
B-F	3.53	33.33
G-J	4.26	51.67
Middle managers	2.97	11.67
Senior managers	12.5	3.33

	% of those in this grade in each age group (rows total to 100)					
Grade	**Under 25**	**25-34**	**35-44**	**45-54**	**55-64**	**65+**
B-F	7.07	15.72	15.90	25.62	28.45	7.24
G-J	2.48	17.47	25.03	29.85	21.46	3.71
Middle managers	0.00	5.51	22.46	44.92	23.31	3.81
Senior managers	0.00	0.00	31.25	31.25	31.25	6.25

Grade	**% of those in this grade who work part time**	**% of those who work part time who are in this grade**
B-F	54.06	54.74
G-J	26.00	33.81
Middle managers	27.12	11.45
Senior managers	0.00	0.00

5.   Part Time Working

Category	% of this group who work part time	% of part time employees who are in this group
Female	41.76	89.27
ETHNIC MINORITIES	37.04	7.16
Having a disability	38.33	4.11

	% of those working full or part time in each age group					
Category	Under 25	25-34	35-44	45-54	55-64	65+
Full time	4.46	17.55	20.99	31.74	22.21	3.04
Part time	2.50	10.02	22.00	28.62	28.26	8.59

6.   Starters and Leavers

% of all starters who were from this group	2016/17	2017/18	2018/19	2019/20	2020/21
Female	76.65	78.05	78.47	77.37	75.00
ETHNIC MINORITIES	11.38	12.60	17.70	10.29	15.63
Having a disability	4.19	3.25	4.78	3.29	6.25

% of all starters during the year who were in this age range	2016/17	2017/18	2018/19	2019/20	2020/21
Under 25	10.18	10.57	12.44	10.29	18.29
25-34	31.14	24.80	24.40	19.34	26.86
35-44	23.95	17.89	23.92	25.51	17.71
45-54	24.55	29.27	24.88	25.93	24.00
55-64	8.98	16.67	14.35	17.70	12.00
65+	1.20	0.81	0.00	1.23	1.14

% of all leavers during the year who were from this group	2016/17	2017/18	2018/19	2019/20	2020/21
Female	76.35	77.42	75.83	73.46	77.46
Ethnic Minority	7.47	7.83	12.80	10.43	12.68
Having a disability	4.98	4.61	3.32	4.74	4.93

% of all leavers during the year who were in this age range	2016/17	2017/18	2018/19	2019/20	2020/21
Under 25	5.81	2.91	6.16	3.32	5.63
25-34	19.09	19.35	14.22	19.43	16.20
35-44	16.18	17.97	25.12	20.38	21.13
45-54	21.58	20.28	22.75	24.17	21.83
55-64	28.22	26.73	24.64	25.12	22.54
65+	9.13	8.76	7.11	7.58	12.68

7. Training (completion of internal training courses for staff employed on 31/03/2021)

	2016/17	2017/18	2018/19	2019/20	2020/21
Number of employees who attended at least one classroom/virtual course	864	1111	968	830	671
Percentage of employees attending classroom/virtual courses	59.18	74.66	65.14	54.89	43.43
Number of classroom/virtual courses completed	2891	3351	3291	2713	1611
Number of employees who completed at least one e-learning course	813	1042	1287	1169	1305
Percentage of employees undertaking e-learning	55.68	70.03	86.61	77.31	84.47
Number of e-learning courses completed	2450	4085	5218	4663	5808
Number of employees completing any course (e-learning or classroom)	1187	1340	1408	1348	1397
Percentage of employees completing any course (e-learning or classroom)	81.30	90.05	94.76	89.15	90.42
Total courses completed	5341	7436	8509	7376	7419

Completed at least one training course this year %	2016/17	2017/18	2018/19	2019/20	2020/21
Female	82.44	87.39	95.31	89.66	91.05
Male	77.51	85.80	92.84	87.35	88.29
Ethnic Minority	86.08	95.70	94.29	86.92	86.11
Having a disability	85.11	85.42	92.45	89.29	88.33
All employees	81.30	90.05	94.76	89.15	90.42

Completed at least one training course this year %	2016/17	2017/18	2018/19	2019/20	2020/21
Under 25	91.30	100.00	100.00	94.64	100.00
25-34	85.34	91.44	97.80	92.92	92.58
35-44	82.18	90.88	97.19	90.42	87.58
45-54	84.60	90.66	96.30	89.93	94.50
55-64	75.55	87.84	90.69	87.83	89.66
65+	61.54	72.92	71.43	67.69	61.54

8.   Apprenticeships

Age of Staff enrolled on a workplace Apprenticeship	2018	2019	2020	2021
Under 25	13.04	11.11	14.46	7.75
25-34	21.74	31.75	26.51	27.13
35-44	21.74	19.05	22.89	32.56
45-54	26.09	30.16	27.71	27.13
55-64	17.39	7.94	8.43	5.43
65+	0.00	0.00	0.00	0.00

9. Protected Characteristics – Sexual Orientation

	2018	2019	2020	2021
Bisexual	0.67	0.67	0.93	1.36
Gay/Lesbian	0.74	0.94	0.93	0.91
Heterosexual	50.47	52.83	56.28	58.58
Other	0.27	0.61	0.73	0.84
Prefer not to answer	4.77	5.11	5.22	5.24
Prefer to self-describe	0.00	0.00	0.00	0.06
Unknown	43.08	39.84	35.92	33.01

10.   Protected Characteristics – Religion

	2018	**2019**	**2020**	**2021**
Agnostic	0.87	1.14	1.59	1.94
Atheist	2.69	3.16	4.43	4.98
Buddhist	0.07	0.07	0.07	0.13
Christian	28.23	30.15	30.89	32.23
Hindu	0.74	0.67	0.40	0.26
Jewish	0.00	0.07	0.07	0.00
Muslim	0.40	0.40	0.40	0.39
None	17.94	18.30	19.71	20.39
Other Religion/Belief	1.21	1.48	1.65	1.62
Prefer not to answer	5.17	5.18	5.22	5.18
Sikh	0.27	0.20	0.26	0.39
Unknown	42.41	39.17	35.32	32.49

<div align="right">**Appendix B**</div>

Annual Employment Report 2020/21
Appendix B - Establishment Summary 2020/21

11. Introduction

11.1 The data used to complete this report is taken from the HR system Resourcelink.

11.2 This report summarises the WBC Establishment as at 31/03/21 and the reasons for the variance between 31/03/20 and 31/03/21.

12. Total Establishment

12.1 The Establishment Post FTE is 1621.98 FTE as at 31/03/2021, an increase of 45.38 FTE (2.9%) since last reporting at 31/03/2020 (1576.60).

12.2 During 2020/21, 116 (108.63 FTE) new posts were created, 62 (-56.75 FTE) posts deleted and 92 (-6.51 FTE) post FTE values amended.

The Establishment Post FTE, Occupied FTE, Vacant FTE and Funding FTE arrangements by Service as at 31/03/2021 can be seen in the table below, along with the comparison to 31/03/2020.

Service Unit	Post FTE 31Mar21	Occupied FTE 31Mar21	Vacant FTE 31Mar21	Post FTE 31Mar20	Occupied FTE 31Mar20	Vacant FTE 31Mar20
Adult Social Care	459.86	370.37	89.49	450.03	363.89	86.14
Children and Family Services	166.27	146.39	19.88	163.93	139.90	24.03
Director & Support (People)	3.00	3.00	0.00	3.00	3.00	0.00
Education Services	170.60	146.83	23.77	162.37	139.42	22.95

Communities and Wellbeing *	63.59	55.65	7.94	11.11	9.32	1.79
People	**863.32**	**722.25**	**141.07**	**790.44**	**655.54**	**134.91**
Development and Planning	119.03	95.36	23.67	107.76	88.83	18.93
Director & Support (Place)	2.00	2.00	0.00	2.00	2.00	0.00
Public Protection and Culture *	135.82	111.39	24.43	178.53	149.84	28.69
Environment ****	162.55	148.21	14.34	155.55	137.98	17.57
Place	**419.39**	**356.96**	**62.44**	**443.84**	**378.65**	**65.19**
Commissioning	25.50	23.00	2.50	23.42	22.39	1.03
Customer Services and ICT	78.84	71.07	7.78	77.48	70.03	7.45
Director (Resources)	1.00	1.00	0.00	1.00	1.00	0.00
Finance and Property	129.16	111.25	17.91	134.52	110.34	24.17
Strategy & Governance ***	101.34	77.92	23.43	96.68	78.95	17.74
Resources **	**335.84**	**284.23**	**51.61**	**333.10**	**282.71**	**50.38**
CEO & Support **	3.42	3.00	0.42	9.23	6.73	2.50
Council Total	**1621.98**	**1366.44**	**255.54**	**1576.60**	**1323.62**	**252.98**

Service Unit	Wbc Funded Fte 31Mar21	Wbc Joint Fte 31Mar21	Wbc External Fte 31Mar21	Wbc Funded Fte 31Mar20	Wbc Joint Fte 31Mar20	Wbc External Fte 31Mar20
Adult Social Care	454.74	3.12	3.00	444.62	3.41	3.00
Children and Family Services	139.96	9.91	16.39	137.64	9.41	16.88
Director & Support (People)	3.00	0.00	0.00	3.00	0.00	0.00
Education Services	109.63	21.27	40.10	105.99	21.34	36.15
Communities and Wellbeing *	52.87	0.00	9.72	3.51	0.00	7.60
People	**760.21**	**34.30**	**69.22**	**694.77**	**34.15**	**63.63**
Development and Planning	108.38	0.65	10.00	100.26	0.00	7.50
Director & Support (Place)	2.00	0.00	0.00	2.00	0.00	0.00
Public Protection and Culture *	82.44	43.49	10.89	123.89	44.75	9.89
Environment ****	155.55	3.00	4.00	148.55	3.00	4.00
Place	**348.37**	**47.14**	**24.89**	**374.70**	**47.75**	**21.39**

Commissioning	23.50	2.00	0.00	21.42	2.00	0.00
Customer Services and ICT	71.84	2.00	5.00	70.48	2.00	5.00
Director (Resources)	1.00	0.00	0.00	1.00	0.00	0.00
Finance and Property	93.75	17.69	17.72	92.71	19.72	22.09
Strategy & Governance ***	87.01	13.33	1.00	83.81	12.37	1.00
Resources **	**277.11**	**35.02**	**23.72**	**268.92**	**36.09**	**28.09**
CEO & Support **	3.42	0.00	0.00	8.23	0.00	1.00
Council Total	**1389.10**	**116.45**	**117.82**	**1346.60**	**117.99**	**114.11**

13.   Significant Establishment Post FTE changes during 2020/21

Structure changes during 2020/21:

Closure of Walnut Close care home.

*Communities and Wellbeing (was Public Health & Wellbeing).

- Building Communities Together team transferred in from CEO & Support 4.81 FTE.
- Culture – Libraries, Shaw House and Museum teams transferred in from Public Protection & Culture 39.33 FTE.

**CEO & Support removed from Resources Directorate.

*** Strategy & Governance formed – Merger of Human Resources, Legal Services and Strategic Support.

**** Transport and Countryside renamed Environment.

Significant post changes during 2020/21 were:

a) Executive Director of Place post created (replaces Director Environment).
b) Service Directors in Adult Social Care, Communities & Wellbeing and Environment created. (New Service Director for Strategy & Governance created in 2019/20).
c) Heads of Service in Adult Social Care, Legal and Strategic Support & Transport and Countryside deleted.
d) Service Lead in Adult Social Care created.
e) Unit Manager posts created in Birchwood and Notrees/Willows Edge care homes.

The following table shows establishment post FTE changes by Service during 2020/21:

Service	New posts created			Posts deleted			Change to existing post FTE		
Council **+45.38 FTE**	**+108.64 FTE**			**-56.75 FTE**			**-6.51 FTE**		
Adult Social Care +9.84 FTE	**+16.11 FTE**			**-4.09 FTE**			**-2.18 FTE**		
Service Director - ASC	1.00	04762	Service Director Adult Social Care						
Management & Support	1.00	04765	Admission and Engagement Manager	1.00	02213	Head of Adult Social Care	0.04	00950	Quality Assurance Manager
	0.50	04839	Communication Officer				(0.50)	01794	ASC Senior Management Administrator
	1.00	04847	Service Lead						
Adult Social Care – Central	1.00	04835	Social Care Practitioner	0.28	02653	Occupational Therapist	0.05	03682	Occupational Therapist
	1.00	04891	Occupational Therapist	1.00	04278	Occupational Therapist	0.08	04265	Social Care Practitioner
Adult Social Care – East	0.61	04821	Team Leader	0.81	03892	Social Worker	(0.22)	03584	Team Leader

	1.00	04834	Social Care Practitioner			0.11	03744	Occupational Therapist
Adult Social Care – West	1.00	04833	Social Care Practitioner			0.27	03558	Occupational Therapist
						(0.27)	04305	Occupational Therapist

Service	New posts created			Posts deleted		Change to existing post FTE		
Client Financial Services	1.00	04844	Deputyship Officer			(0.14)	03044	Financial Assessment & Charging Team Mgr
	0.57	04845	Project Manager			(0.43)	03514	Deputyship Officer
						0.19	03524	Senior Fin.Assessmen & Charging Officer
Greenfield House RC						0.28	03637	Care Practitioner
						(0.19)	03789	Care Practitioner
Reablement						(0.27)	01543	Reablement Co-ordinator
						0.27	03404	Reablement Co-ordinator
Safeguarding Adults	1.00	04849	Social Care Practitioner					
Transitions						0.19	03589	Administrator

Birchwood	0.43	04759	Apprentice Administration Assistant	1.00	04470	Team Leader		(0.39)	04458	Administrator	
								(1.80)	04461	Dementia Practitioner	
	1.00	04854	Senior Nurse					3.03	04466	Residential Care Officer	
	1.00	04855	Wellbeing & Activity Lead					0.65	04467	Residential Care Officer - Nights	
	1.00	04867	Unit Manager					(5.08)	04468	Registered General Nurse	
								1.00	04471	Activities Assistant	
								0.10	04472	Housekeeper	
Notrees	1.00	04856	Activities Assistant					(0.12)	00650	Care Home Administrative Officer	
	1.00	04864	Residential Unit Manager					(0.31)	00665	Care Practitioner	
								0.41	00675	Domestic Assistant	
Walnut Close								(0.05)	00705	Residential Care Officer	
								0.05	00709	Dementia Practitioner	
Willows Edge								0.14	00628	Care Home Administrator	
								(0.14)	01482	Dementia Practitioner	
								1.00	02398	Activity Assistant	
Willows Edge & Notrees								(0.14)	04354	Residential Unit Manager	

Annual Employment Report - 2020/2021 - Summary Report

Children and Family Services +2.34 FTE	+7.00 FTE				-3.99 FTE				-0.67 FTE			
Contact, Advice & Assessment Service					0.50	01889	Assessment Support Assistant		0.30	03957	Social Worker	
Management & Support	1.00	04777	Apprentice Business Supp. Assist. Admin.		1.00	01844	PA to Head of CFS					
	1.00	04848	Apprentice Complaints Officer									
LSCB team					1.00	04419	LSCB & Systems Change Service Manager					
					0.49	04539	BBO Project Officer					
Family Placement Team	1.00	04880	Senior Social Worker SGO									
	1.00	04896	Newly Qualified Social Worker									
Family Safeguarding East and West	1.00	04815	Apprentice Business Supp. Assist. Admin.						(0.39)	03079	Business Support Assistant Administrator	
	1.00	04816	DA Practitioner (Perpetrator Worker) FS									
Service	**New posts created**				**Posts deleted**				**Change to existing post FTE**			
Quality Assurance & Safeguarding					1.00	04514	Business Support Administrator		(0.25)	01846	Business Support Administrator	

Targeted Intervention Team						(0.01)	02965	Business Support Assistant Administrator
						(0.32)	04378	Intervention Worker
The Edge	1.00	04804	Apprentice Substance Misuse Worker				
CEO & Support **-5.81 FTE**	**0.00 FTE**			**-1.00 FTE**			**-4.81 FTE (transfer of Building Communities Together team to Communities and Wellbeing service)**
				1.00	04517	MEAM Co-ordinator	
Commissioning **+2.08 FTE**	**+4.00 FTE**			**-1.92 FTE**			**-0.00 FTE**
	1.00	04827	Procurement Officer	1.00	01058	Contracts & Commissioning Officer	
	1.00	04831	Supplier Relationship Manager	0.92	04653	Energy Contracts Officer	
	1.00	04870	Procurement Business & Category Manager				
	1.00	04884	Procurement Officer				
Communities and Wellbeing **+52.47 FTE**	**+8.09 FTE**			**0.00 FTE**			**+0.24 change in FTE** **+44.14 transferring in from other services** 4.81 Building communities team from CEO & Support 39.33 Culture (Libraries, Museum, Shaw House) from PP&C
	1.00	04859	Service Director -				

			Communities & Wellbeing							
Building Communities Together	1.00	04774	Community Coordinator (Engagement)							
	1.00	04775	Community Hub Manager							
	1.09	04776	Community Hub Response Officer							
	1.00	04846	Programme Manager							
	1.00	04853	Programme Manager - Local Communities							
Libraries							0.14	04450	Library Manager - Newbury	
Public Health & Wellbeing	1.00	04832	Project Officer - Outbreak Control				0.12	03925	Programme Manager	
	1.00	04838	Prog.Off. Wider Determinants of Health				(0.20)	04603	Project Officer – Traded Services	
							0.19	04358	Programme Support Officer - Healthy Comm	
Customer Services & ICT **+1.37 FTE**	**+2.68 FTE**			**-0.70 FTE**			**-0.61 FTE**			
ICT	1.00	04836	Mobile Devices Support Engineer				(1.00)	00048	Courier	
	0.68	04837	Mobile Phone Project Technician				0.39	00104	Service Desk Support Analyst	
	1.00	04869	ICT & Mobile Device Technician							
Customer Services				0.70	04657	Customer Services				

Service	New posts created			Posts deleted			Change to existing post FTE
			Advisor				
Service	**New posts created**			**Posts deleted**			**Change to existing post FTE**
Development and Planning **+11.26 FTE**	**+27.11 FTE**			**-19.18 FTE**			**+0.60 FTE change in FTE** **+2.73 FTE transferred in**
							Transport policy team transferred to Environment -1.92 Archaeological team transferred in from Public Protection & Culture +3.65 Project Manager post transferred in from Property +1.00
Housing	1.00	04865	Employment and Training Officer	1.00	04721	Supported Lettings Officer	
				1.00	00570	Housing Register Supervisor	
	1.00	04770	Rough Sleeper Navigator				
	1.00	04850	Occupational Therapist (Housing)	1.00	00571	Housing Options Officer	
				1.00	01947	Housing Options Officer	
	0.61	04766	Housing Service Administration Assistant	1.00	03219	Housing Options Officer	
	1.00	04788	Private Sector Lettings Negotiator	0.50	03953	DHP Assessment Officer	
				1.00	04111	Housing Options Officer	
	1.00	04789	Homelessness Prevention & Relief Team Lr	1.00	04115	Housing Options Officer	
				1.00	04116	Housing Options Officer	
	1.00	04794	Homelessness Prevention & Relief Officer	0.50	04477	Advanced Homelessness Prevention Officer	
	1.00	04795	Homelessness Prevention &				

			Relief Officer		1.00	04552	Housing Options Officer	
	1.00	04797	Homelessness Prevention & Relief Officer		1.00	04559	Housing Options Officer	
	0.50	04798	Housing Support Officer		1.00	04561	Advanced Homelessness Prevention Officer	
	1.00	04800	Housing Allocations Team Leader		1.00	04562	Landlord Liaison Officer	
	1.00	04801	Homelessness Prevention & Relief Team Lr		0.50	04612	Housing Management Officer	
					2.00	04684	Housing Options Officer	
	1.00	04802	Homelessness Prevention & Relief Officer		1.00	04611	Homelessness Reduction Coordinator	
	1.00	04805	Homelessness Prevention & Relief Officer					
	1.00	04806	Homelessness Prevention & Relief Officer					
	1.00	04807	Homelessness Prevention & Relief Officer					
	1.00	04808	Homelessness Prevention & Relief Officer					
	1.00	04809	Homelessness Prevention & Relief Officer					
	1.00	04810	Homelessness Prevention & Relief Officer					
	1.00	04818	Private Sector Lettings Negotiator					
	1.00	04825	Housing Support Officer					
	1.00	04778	Rough Sleeper Navigator					

	1.00	04799	Homelessness Reduction Team Leader							
Planning Services				0.68	00793	Planning Services Support Assistant				
Planning & Transport policy	1.00	04760	Economy Manager	1.00	00020	Economic Development Officer	0.60	02992	Senior Planning Officer
	1.00	04782	Economic Development Officer	1.00	03901	Senior Minerals and Waste Officer			
	1.00	04792	Town Centre Administrator						
	1.00	04883	Business Engagement Officer						
	1.00	04852	Principal Minerals and Waste Officer						

Director and Support +0.0 FTE	+1.00 FTE			-1.00 FTE			+0.00 FTE		
	1.00	04763	Executive Director Place	1.00	00002	Corporate Director			

Service	New posts created			Posts deleted			Change to existing post FTE		
Education Service **+8.24 FTE**	**+14.25 FTE**			**-6.00 FTE**			**-0.01 FTE**		
Access, Planning & Trading	0.15	04840	Admissions Officer	0.70	03451	Service Manager			

Emotional Health Academy	1.00	04803	Mental Health Worker				0.19	04667	Referral Coordinator
	1.00	04874	Mental Health Worker						
Early Years, Vulnerable Learners and Families	1.00	04822	EMTAS Learning Adviser EAL	0.80	00524	EMTAS Team Manager	0.10	02271	EYFS Improvement Adviser
	0.61	04823	EMTAS Team Leader	1.00	04494	Family Hub Support Assistant	(0.10)	03025	VST Consultant (Safeguarding)
	1.00	04882	Family Support Worker	0.60	04576	Virtual School Teacher Consultant SENCO	0.36	03105	Family Wellbeing Worker
							(0.01)	03330	EYFS Improvement Adviser
							0.11	04162	Family Wellbeing Hub Manager
							0.20	04163	EY Information, Data and Funding Officer
							(0.19)	04166	EY Information, Data and Funding Officer
							(0.39)	04422	EY Information, Data & Funding Officer
							0.04	04541	Specialist Info. Officer EY/L
							0.20	04649	Family Hub Support Assistant
							(0.34)	04725	EY Information, Data and Funding Officer
Educational	1.00	04771	SEMH Practitioner	1.08	04362	Therapeutic Thinking Support Worker			
	0.54	04772	SEMH Practitioner	0.82	04363	Therapeutic Thinking			

Department	FTE	Post	Title	FTE	Post	Title	FTE	Post	Title
	0.60	04773	SEMH Practitioner			Support Worker			
				1.00	04364	Therapeutic Thinking Support Worker			
Educational Psychology	1.00	04791	Assistant Educational Psychologist				0.20	03356	Educational Psychologist
							0.14	04543	Senior Educational Psychologist
							(0.20)	04568	Educational Psychologist
							(0.20)	04692	Administrative Officer
SEN Inclusion and Disabled Children	2.00	04787	Castle Gate Deputy Manager				(0.28)	01714	EDIT Advisory Teacher
	0.40	04783	SEN & DCT Administration Assistant				0.60	02434	EDIT Coordinator
							(1.00)	02686	Autism Spectrum Advisor
	1.00	04786	Autism Team Coordinator				(0.19)	03019	Occupational Therapist
	1.80	04829	Autism Specialist Teaching Assistant				0.19	03284	Occupational Therapist
	0.15	00440	Case Officer				(0.20)	03949	Assistant SEN Manager (Transition & 16+)
							(0.40)	04069	EHC Assessment Co-ordinator
							0.70	04183	EHC Assessment Co-ordinator

						0.04	04366	SEN Case Officer		
						0.60	04533	Assistant SEN Manager		
School Improvement and Governance	1.00	04817	16-24 Support Officer			(0.19)	01007	School Improvement Officer		

Service	New posts created			Posts deleted			Change to existing post FTE			
Environment +7.00 FTE	**+5.00 FTE**			**-3.00 FTE**			**+0.08 FTE change in FTE** **+4.92 FTE transferred in from other services** 3.00 from PP&C (Energy team)1.92 from Dev. & Planning (Transport policy team)			
	1.00	04761	Service Director Environment	1.00	00271	Head of Transport & Countryside	0.16	00292	Parking Officer	
	1.00	04767	Environment Delivery Manager	1.00	00290	Parking Manager	0.08	02335	Transport Policy Team Leader	
				1.00	02721	Systems Manager	(0.20)	03212	Senior Waste Officer	
	1.00	04826	Environment Delivery Officer				0.11	03850	Principal Waste Officer	

Annual Employment Report - 2020/2021 - Summary Report

	FTE	Code	Title	FTE	Code	Title	FTE	Code	Title
	1.00	04841	Environment Delivery Officer				(0.07)	04195	Secretary (Local Access Forum)
	1.00	04858	Principal Parking Officer						
Finance & Property **-5.36 FTE**	**+6.59 FTE**			**-5.38 FTE**			**-5.57 change in post FTE** **-1.00 project manager FTE transferred to Dev. & Planning**		
Benefits				1.00	02849	Benefits Visiting Officer	(4.05)	00224	Benefits Assessment Officer
Revenues							(1.22)	03116	Administrative Assistant
							(1.00)	03122	Local Taxation Officer
Property	0.50	04781	Property Assets Officer						
Accountancy	1.00	04830	Deputy Finance Manager	1.00	01066	Finance Manager (Capital & Treasury Mgt)	0.24	00552	Accountant
	0.49	04861	Finance Manager				0.39	01067	Accountant
	0.80	04872	Senior Accountant – Treasury	0.76	04072	Senior Accountant	(0.04)	01664	Accountant
				0.81	01017	Schools Finance Manager	0.50	04550	Assistant Accountant
	1.00	04812	Accountant	0.81	04619	Senior Accountant - Projects	(0.39)	04680	Senior Accountant
	1.00	04843	Schools Accountancy Manager						
Financial Accounting & Assurance	1.00	04813	Principal Auditor	1.00	03666	Insurance Officer (Schools)			
	0.80	04857	Insurance & Finance Administrator						
Strategy & Governance **+4.66 FTE**	**+4.70 FTE**			**-1.00 FTE**			**+0.96 FTE**		

	1.00	04758	Apprentice Payroll Assistant	1.00	00956	Head of Legal & Strategic Support		0.81	03012	Assistant Payroll Manager		
	0.70	04764	Equality & Diversity Officer									
	1.00	04793	Digital Communications Officer					0.15	03761	Human Resources Officer		
	1.00	04860	Digital Services Officer									
	1.00	04871	Principal Policy Officer -Digital Democracy									

| Service	New posts created			Posts deleted			Change to existing post FTE
Public Protection and Culture **-42.71 FTE**	**+12.11 FTE**			**-9.49 FTE**			**+0.65 FTE change in post** **-45.98 transferred to other services** -39.33 to Communities and Public Health (Culture - Libraries, Shaw House, Museum) -3.00 to Environment (Energy team) -3.65 to Dev. & Planning (Archaeological team)
	1.00	04851	Principal Officer – Policy & Governance				
	1.00	04863	Principal Officer – Policy & Governance				
	1.00	04868	Principal Policy Officer (Cult & Leisure)				
Case Management				1.00	04739	Business Manager	

Compliance & Enforcement	0.61	04842	Enforcement Officer	1.00	04695	Enforcement Officer	0.21	02196	Enforcement Officer – Road Traffic
				1.00	04696	Enforcement Officer	0.05	02594	Principal Trading Standards Officer
				1.00	04537	Environmental Control Officer			
							0.20	03689	Environmental Health Officer
Environmental Quality							0.19	03883	Senior Environmental Health Officer
Joint Emergency Planning	1.00	04780	Emergency Planning Officer	1.00	03653	Strategic Support Officer			
	1.00	04819	Emergency Planning Officer	1.00	04547	Emergency Planning Assistant			
	1.00	04824	Emergency Planning Officer	1.00	04548	Emergency Planning Assistant			
Partnership Support	1.00	04768	Customer Delivery Support Officer						
	0.50	04814	Customer Delivery Support Officer						
Programme	1.00	04769	Snr. Officer (Community Protec. & Health)	1.00	00874	Lead Officer (Crime Prevention & Health)			
	1.00	04784	Environmental Control Officer						
	1.00	04785	Environmental Control Officer						
Response	1.00	04811	Environmental Health Officer	0.49	04398	Customer Care Technical Clerk			
Trading Standards				1.00	04637	Enforcement Officer			

Appendix C

Annual Employment Report 2020/21
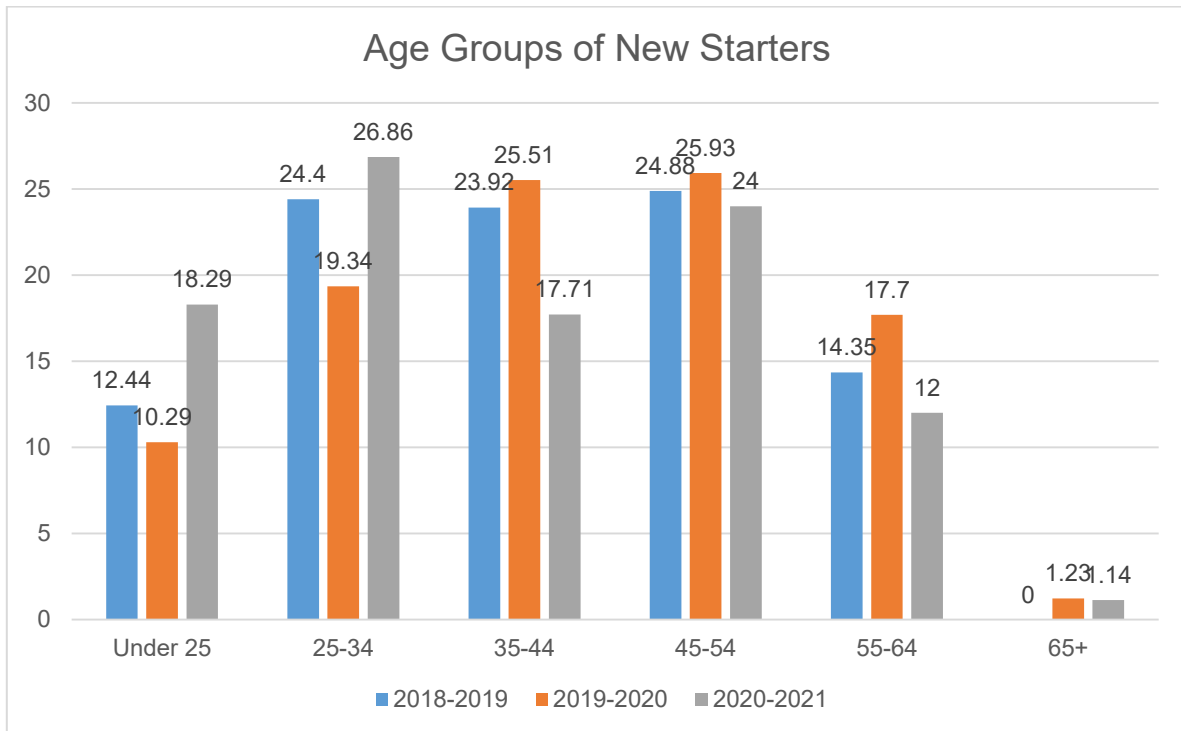# Appendix C – Variances in 2020-2021

1   Introduction

1.1   The Annual Employment Report monitors key employment data over time.   Usually, West Berkshire Council has been fairly stable in terms of workforce indicators, but 2020-2021 has seen some interesting changes to the normal trends.   This is likely to be related to the Covid-19 pandemic and its effect on employment during an unstable time.

1.2   The graphs below are a selection of some of key differences in some indicators in such an unusual year.

1.3   Average days lost due to sick absence decreased significantly. This may be because many staff were home working, as well as less circulation of illnesses due to lockdown. As mentioned previously, only Covid-19 absences over 28 days are included in these figures.
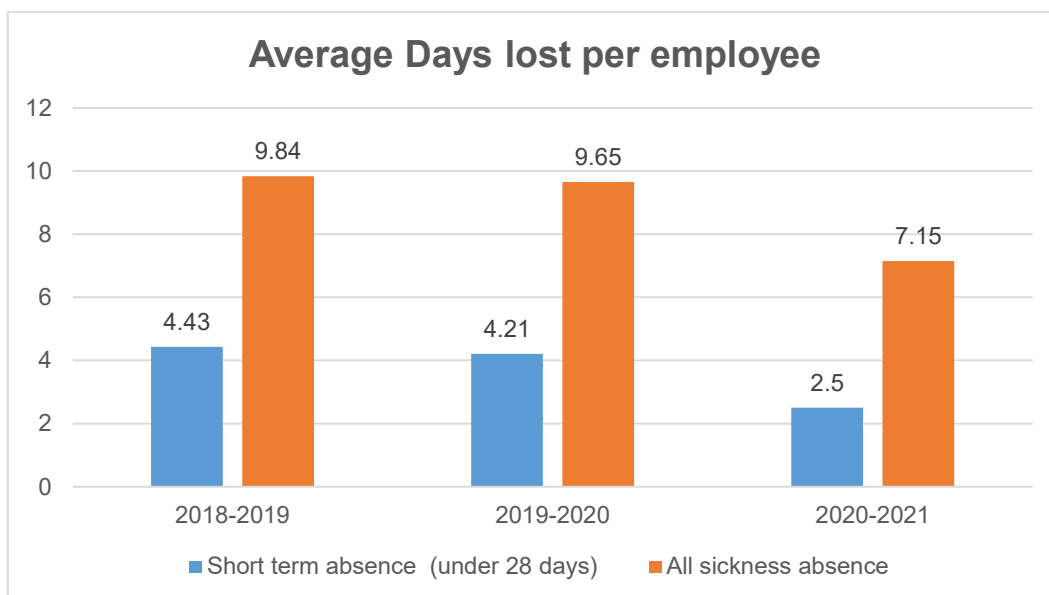
1.4 WBC recruited younger staff this year which is different from previous years. 45% of new starters were 34 or under.

Age Groups of New Starters

Age Group	2018-2019	2019-2020	2020-2021
Under 25	12.44	10.29	18.29
25-34	24.4	19.34	26.86
35-44	23.92	25.51	17.71
45-54	24.88	25.93	24
55-64	14.35	17.7	12
65+	0	1.23	1.14

1.5 Staff Turnover has decreased due to staff more likely to remain in current jobs during the instability of a pandemic. It will be interesting to see the impact to staff turnover when the pandemic lessens.

Staff Turnover %

	Voluntary	Involuntary
2018-2019	12.3	1.89
2019-2020	12.14	1.94
2020-2021	8.44	0.85
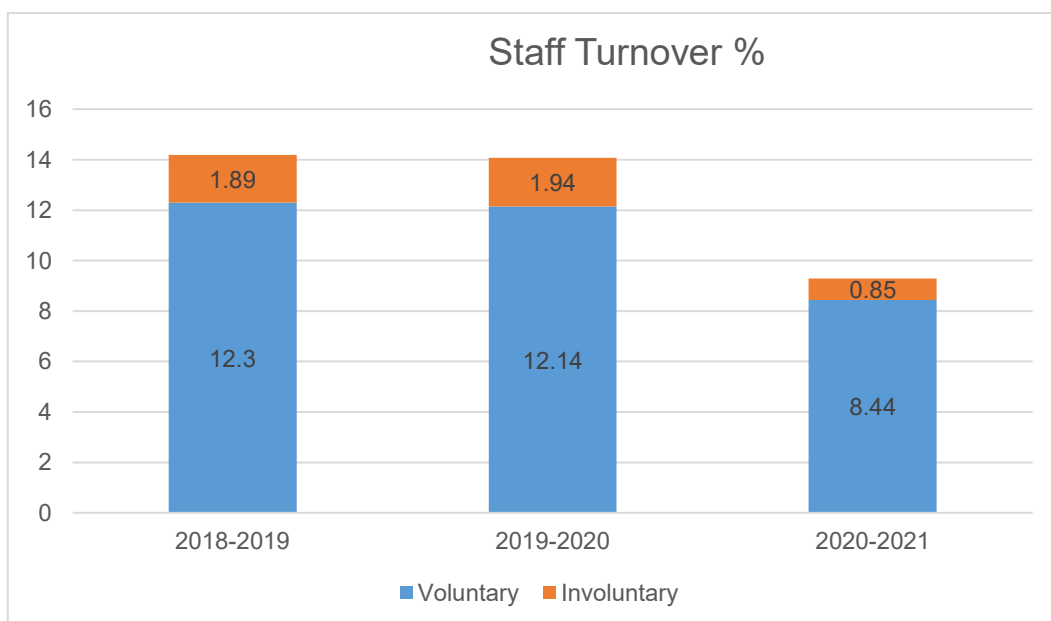
1.6 Due to some recent appointments, the % of women in senior management has increased to 25%