

A meeting of the **EMPLOYMENT COMMITTEE** will be held in **THE CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **WEDNESDAY, 18TH SEPTEMBER 2024** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

## **AGENDA**

### **APOLOGIES**

**1. MINUTES** (Pages 5 - 8)

To approve as a correct record the Minutes of the meeting of the Committee held on 26th June 2024.

**Contact Officer: A Roberts - 388015**

**2. MEMBERS' INTERESTS**

To receive from Members declarations as to disclosable pecuniary, other registerable and non-registerable interests in relation to any Agenda item. See Notes below.

**Contact Officer: Democratic Services - 388169**

**3. WORKFORCE INFORMATION REPORT - QUARTER 1** (Pages 9 - 26)

To consider an update on HR matters impacting on the performance of the organisation.

**Contact Officer: K Hans - [kiran.hans@huntingdonshire.gov.uk](mailto:kiran.hans@huntingdonshire.gov.uk)**

**4. WORKFORCE PROFILE AND ACTION PLAN** (Pages 27 - 46)

To consider and comment on the Workforce Profile and Action Plan.

**Contact Officer: K Hans - [kiran.hans@huntingdonshire.gov.uk](mailto:kiran.hans@huntingdonshire.gov.uk)**

**5. WORKFORCE STRATEGY UPDATE**

To receive an oral update on the Workforce Strategy.

Contact Officer: K Hans - [kiran.hans@huntingdonshire.gov.uk](mailto:kiran.hans@huntingdonshire.gov.uk)

## 6. REPRESENTATIVES OF EMPLOYEES

At the request of representatives of employees to consider a range of issues.

9th day of September 2024

**Michelle Sacks**

Chief Executive and Head of Paid Service

### **Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests.**

Further information on [Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests is available in the Council's Constitution](#)

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The District Council also permits filming, recording and the taking of photographs at its meetings that are open to the public. Arrangements for these activities should operate in accordance with [guidelines](#) agreed by the Council.

**Please contact Anthony Roberts ,Democratic Services, Tel: 01480 388169 / email [Anthony.Roberts@huntingdonshire.gov.uk](mailto:Anthony.Roberts@huntingdonshire.gov.uk) if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.**

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the [District Council's website](#).

**Emergency Procedure**

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

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## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the EMPLOYMENT COMMITTEE held in the GROUND FLOOR MEETING ROOM (CONINGSBY/BOURNE ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN on Wednesday, 26 June 2024

PRESENT: Councillor A Blackwell – Chair.

Councillors S Cawley, L Davenport-Ray, S A Howell, P Kadewere and D N Keane.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors P A Jordan and C Lowe.

### 4 MINUTES

The Minutes of the meetings of the Committee held on 17th April and 22nd May 2024 were approved as correct records and signed by the Chair.

### 5 MEMBERS' INTERESTS

No declarations of interests were received.

### 6 WORKFORCE STRATEGY

Consideration was given to a report by the Strategic HR Manager to which was append Pillars 1, 2 and 3 of the Workforce Strategy. Copies of the report and appendices are appended in the Minute Book. Following a question by Councillor Davenport-Ray, the Strategic HR Manager informed Members that the Council was in the process of recruiting two full-time-equivalent officers to support the delivery of the Strategy.

Councillor Cawley asked about the provisions in the Strategy to promote physical well-being. It was confirmed that the Council provided employees with free membership of One Leisure. Following further questions by Councillor Cawley, the Committee was advised that the terms of the Strategy relating to reward required forward planning and an understanding of the market. The latter included benchmarking. The Chief Executive stressed that while pay was significant, other factors attracted individuals to work. D Pope confirmed that pay was an important issue as were a number of other issues.

Having noted the intention to submit the Action Plan to the next meeting of the Committee for endorsement, Members placed on record their appreciation of the work of N Harpham and N Bane in producing a high quality and easy to read document. It was then

RESOLVED

- a) that the full Workforce Strategy be endorsed, and

- b) that the Council be recommended to approve the Strategy at its meeting on 17th July 2024.

## **7 WORKFORCE INFORMATION REPORT QUARTER FOUR 2023-24**

The Committee received and noted a report on Human Resources matters impacting on the performance of the Council during the period 1st January to 31st March 2024. The report included the latest position and trends relating to employee numbers, salary costs and sickness absence. A copy of the report is appended in the Minute Book.

The Committee was informed that the total number of employees at the end of the last quarter was virtually the same as at the end of the previous quarter and that the total spend on pay costs for employees in 2023/24 was £330k higher than the year's budget. The report indicated that four employees had retired in the quarter. Members recognised the employees' achievements and asked that their congratulations be passed on to them.

Members' attention was drawn to the success of a recent recruitment initiative, which was designed to encourage applications for vacant posts in the Development Management section. A video, which had been produced to support the initiative, was played to the Committee. It was intended to use such initiatives for future recruitment drives. In response to a question by Councillor Keane, it was confirmed that the video had been posted on LinkedIn. In addition, candidates had reported they had used LinkedIn to obtain background information about the Council.

Regarding health and safety, and after a question by Councillor Cawley, the Committee was informed that all manual staff received manual handling and safe lifting training in a face-to-face context. On a related subject, all Lifeguards received monthly training. Councillor Cawley suggested that the Council should introduce a system to record near-misses.

The Chair expressed concern at the reported sickness absence trends, particularly those attributed to stress. It was reported that these cases tended to be associated with longer serving employees. In that context and following a question by Councillor Davenport-Ray, the Committee noted that the position reported was consistent with national trends and was held by some to reflect that economic situation.

Councillor Keane asked about the use made by the Council of apprenticeships. Members were advised that full use was made of the Apprenticeship Levy and that courses varied in their costs. Furthermore, they could be taken up at different stages of individuals' careers and the establishment of a network of apprentices provided them with an extra layer of support. Members commended the Council's approach to apprenticeships.

Following a further question by the Chair, the Committee was acquainted with the new arrangements for the iCare Awards, which would become an ongoing process. Members were advised that they were able make nominations.

D Pope questioned the definition of High Earners given the length of time the current one had been in place. It was confirmed that the figure was prescribed in

legislation but that the Council would consider whether there was scope to report any additional information voluntarily. The Strategic HR Manager would liaise with the East of England Local Government Association on this question. It was then

RESOLVED

- a) that the contents of the report be noted, and
- b) that the Council place on record its recognition of and gratitude for the excellent contribution made by the employees who have recently retired from employment in the local government service and pass on its best wishes for a long and happy retirement.

## **8 WORKFORCE PROFILE REPORT**

The Committee gave consideration to a report by the Strategic HR Manager (a copy of which is appended in the Minute Book), which contained the annual summary of the profile of the workforce according to their protected characteristics as required by the Equality Act 2010. Following a question by Councillor Davenport-Ray, the Committee was advised that the potential of social media to attract candidates had been investigated and use had been made of it but not to target particular demographic groups. Having requested that the use of the term “gender” was reviewed, it was

RESOLVED

that the report be received and noted.

## **9 USE OF CONSULTANTS, HIRED STAFF AND TEMPORARY STAFF 2023/24**

Consideration was given to the report by the Director of Finance and Corporate Resources (a copy of which is appended in the Minute Book) containing the annual monitoring information on the use of interim staff. Having been acquainted with new requirements to submit information to the Government, Members were informed that compared with the previous year there had been a net decrease of £315k in the cost of interim staff. The Council continued to use consultants when external funding was available and when the Council needed technical and professional advice.

In response to a question by Councillor Davenport-Ray, the Committee was informed that the reported position differed from that contained in the Workforce Report (Minute No 24/7 Refers) because the latter comprised capital and revenue costs and external funding received after the Budget was set.

Following a question by Councillor Keane, it was explained that consultants and temporary staff had been used to bring the Old Falcon, St Neots into use, which would mean it had a value. The Market Towns Programme covered its use as an asset. Whereupon, it was

RESOLVED

that the contents of the report be noted.

## **10 REPRESENTATIVES OF EMPLOYEES**

D Pope informed Members that the Employee Representative Group was looking forward to engaging with the Council on the Workforce Strategy. He also reported that the Group had supported three individuals on cases in the last quarter. Following a question by Councillor Cawley, Mr Pope also reported that the Group had directed individuals who were experiencing restructuring to appropriate sources of advice.

Chair



## Workforce Report Quarter One 2024-25

### Report Highlights

Report Section	Measure	Trend	Q4 2023/24	Q1 2024/25
1.1	<a href="#">Headcount</a>	↑	649	653
1.1	<a href="#">FTE</a>	↑	591.19	597.62
1.2	<a href="#">Variable Employees</a>	↑	456	465
1.4	<a href="#">High Earners</a>	↑	50	56
1.5	<a href="#">Leavers</a>	↑	20	30
1.6	<a href="#">Turnover</a>	↑	12.4%	13.4%
1.7	<a href="#">Employment Offers Made</a>	↑	67	69
2.0	<a href="#">Sickness Days Lost per FTE</a>	↑	8.2	8.6
2.3	<a href="#">Sickness Absence – Long-Term</a>	↑	64.5%	65.6%
3.0	<a href="#">HR Caseload</a>	↑	89	95
3.1	<a href="#">HR Caseload – Sickness Absence Management</a>	↑	56%	58%
			2024/25 Budget	2024/25 Forecast
1.3	<a href="#">Pay bill – Total</a>	↑	£30.7m	£31.9m
1.3	<a href="#">Pay bill – Employees</a>	↑	£30.4m	£30.8m
1.3	<a href="#">Pay bill – Contract &amp; Agency Staff</a>	↑	£0.3m	£1.1m

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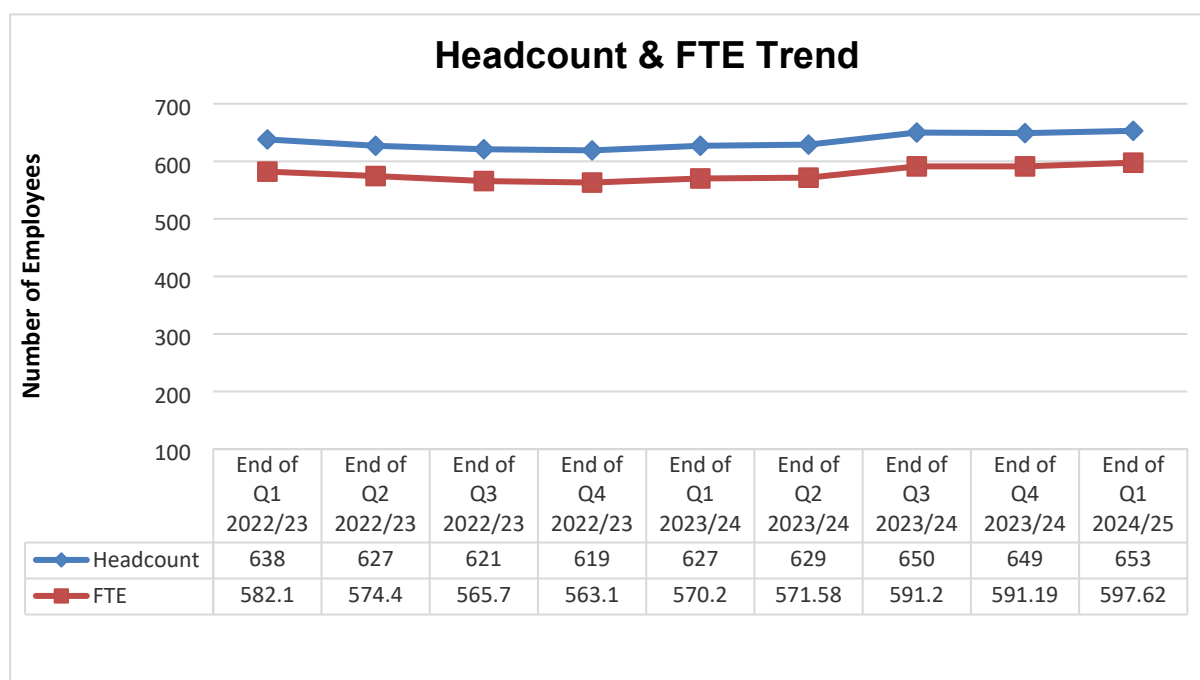
## 1.0 EMPLOYEE PROFILE

**Definition: Headcount** is the number of employees working within the Council, counting primary roles only.

A **full time equivalent** (referred to as FTE) is a measure of an employee's workload to make the position comparable across the workforce based on a 37-hour full-time working week. For example, an FTE of 0.5 indicates that the employee works half of a full-time working week (18.5 hours).

### 1.1 HEADCOUNT AND FTE

At the end of Quarter One (30 June 2024), the total number of permanent and Fixed term employees employed by Huntingdonshire District Council was 653 (excluding those employed on a variable or casual hour basis) with the number of full-time equivalent posts at 597.62.



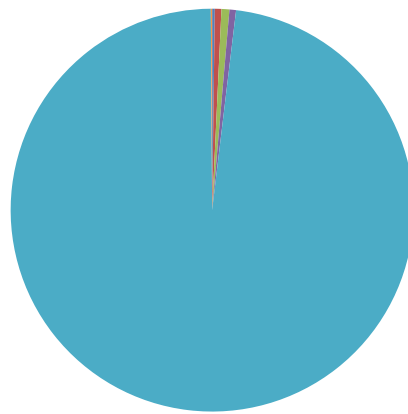
### 1.2 WORKFORCE BY CONTRACT TYPE

Data on Variable employees (zero hours basis contracts) is included in the below table. However, data on Variables are not included in the other areas of the workforce reporting. Variables are typically employed in multiple positions across Leisure services; though a small number of Variables are employed in Operations, Recovery Services, and ICT. At the end of Q1 HDC had 465 individuals employed in 948 posts. This is an increase from quarter four.

Below table numbers may vary as includes employees with multiple contracts/positions.

Employment Type	Q4 2023/24	Q1 2024/25
Fixed Term	52	41
Permanent	577	588
Apprentice	0	2
Secondment/Acting Up	23	22
<b>Grand Total</b>	<b>652</b>	<b>653</b>
Variable employees	456 (939)	465 (948)

### Breakdown of where variable contracts are used

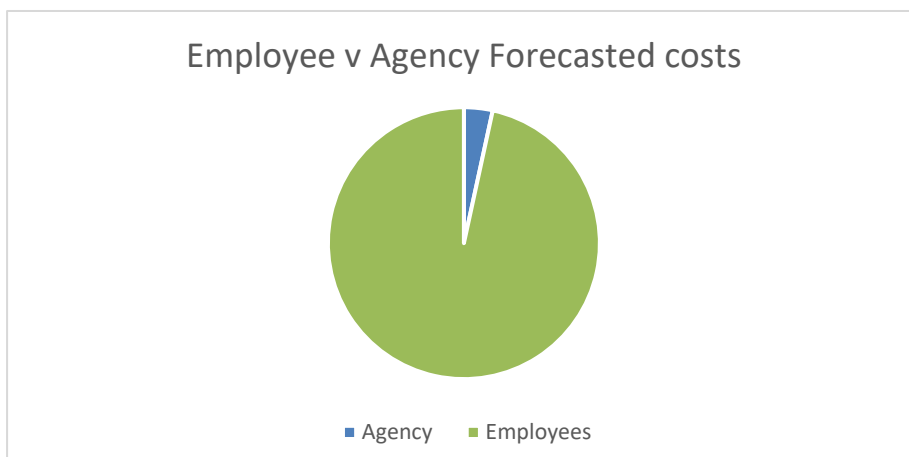


■ Community Services ■ Countryside Services ■ Facilities ■ ICT ■ Leisure ■ Markets

## 1.3 PAYBILL

The following table shows the Council's budget and forecasted spend on pay costs (including National Insurance and pension contributions) for all employees but excluding hired staff (contractors and agency staff). Forecasted spend on pay costs for employees is estimated to be £415,000 (1.4%) higher than budget. There is an estimated overspend of £751,000 on contractors and agency staff compared to a budget of £337,335. Netting out at an overspend of £1,167,000 against the staffing budget.

Year	Employee Paybill Budget (£)	Employee Paybill Actual (£)	Employee Paybill Forecast (£)
2017/18	24,591,631	23,536,053	
2018/19	25,230,515	23,192,646	
2019/20	24,871,268	23,941,696	
2020/21	25,679,601	24,240,402	
2021/22	25,377,310	25,421,307	
2022/23	27,330,175	26,467,958	
2023/24	27,848,427	27,157,627	
2024/25	30,414,245		30,830,139



## 1.4 HIGH EARNERS

**Definition: High earners** are classified as employees who are paid at £50,000 or above. This information is already published annually in line with the Government's commitment to improve transparency across the public sector and the target hasn't changed since it was introduced. The Councils pay policy distinguishes authorisation of salaries over £75,000 per annum.

At the end of Quarter One 56 employees were paid at FTE salaries of £50,000 or above, representing 8.8% of the total workforce. 1.2% of the workforce are paid salaries over £75,000. The total number of employees classed as high earners has increased since the previous Quarter (50), this is driven by the pay award moving more people in to the high earners band.

## 1.5 LEAVERS

During Quarter One, 28 full-time/part-time employees on permanent or fixed-term contracts left the organisation, which is higher than the total leaving in the previous Quarter (20).

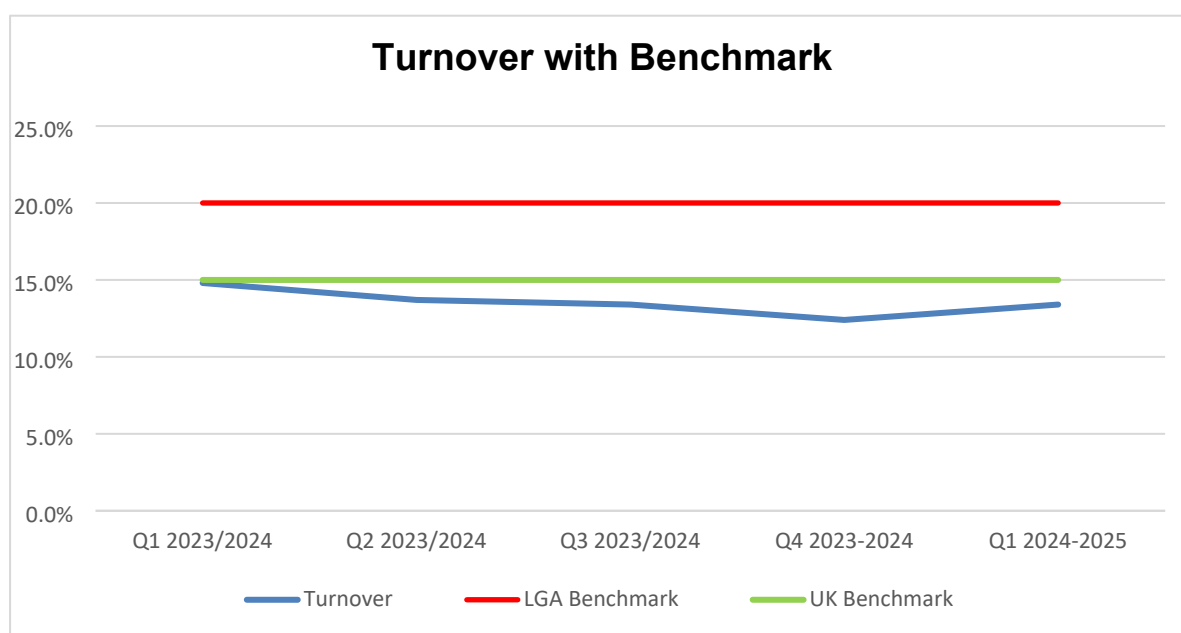
7 of the leavers from Q1, resigned to take up other posts with either commercial or public sector employers, this is an increase from the 4 in last quarters report. This increase matches to the 4 fixed term leavers during the quarter whose contracts ended. There were 4 individuals who retired that had a combined Service with local government of 85 years.

Leaving Reason	Permanent	Fixed-term
Dismissal – Capability	1	
Dismissal - Ill Health	1	
Dismissal – Misconduct	1	
End of Contract	0	4

Failed Probation	2	
Redundancy – Voluntary	2	
Retirement	4	
Voluntary Resignation	11	2
<b>Total</b>	<b>22</b>	<b>6</b>

## 1.6 TURNOVER

In the 12 months to 30 June 2024 87 employees left the Council. As a proportion of the average number of permanent/Fixed Term employees over this period, the overall annual turnover rate for employees is 13.4%, which is higher than the previous quarter.



Whilst turnover has increased slightly we expected to see this with the increased number of fixed term contracts expiring.

## 1.7 RECRUITMENT METRICS

Recruitment activity has significantly increased from last quarter.

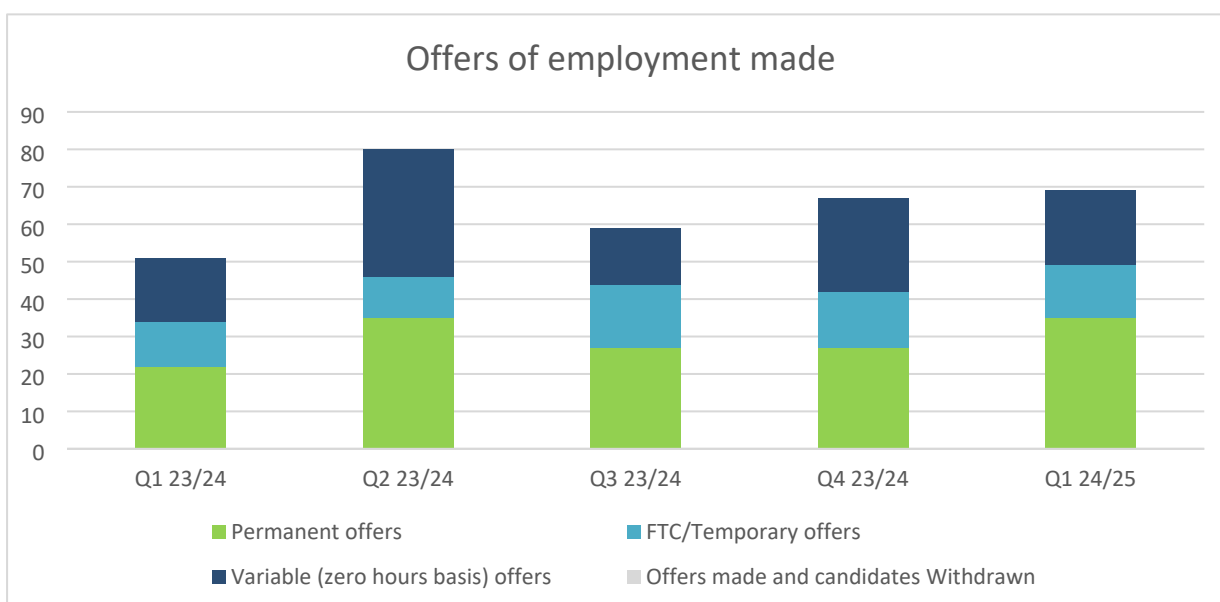
Of the 69 offers made through core recruitment activities, 17 were existing HDC staff, promoted or moving into other positions around the council. The HR team will continue to support the business with creating opportunities to grow and develop our workforce, careers, and mobility around services.

Advertised Roles	Q1 23/24	Q2 23/24	Q3 23/24	Q4 23/24	Q1 24/24
	39	65	41	46	83

Advertised Roles per business area	Q1 23/24	Q2 23/24	Q3 23/24	Q4 23/24	Q1 24/25
ICT	4	5	5	7	6
Corporate Services (HR, Finance, Facilities, Dem Services)	6	6	4	15	8
COO (Development/Planning, Community, Revs & Bens, Customer Services)	6	11	5	2	9
Strategic Housing & Growth	0	1	0	2	2
One Leisure	7	11	12	6	36*
Recovery Services (Car parking; Countryside, Parks & Open Spaces)	9	9	0	3	1
Operations (Waste, CCTV, Grounds Maintenance, Street Cleaning)	3	22	12	11	17
Executive/Transformation/Communications	4	0	3	0	4

\*see section 1.8, which refers to One Leisure review.

Number of candidates applied	Q4 22/23	Q1 23/24	Q2 23/24	Q3 23/24	Q1 24/25
	356	341	322	362	604



## 1.8 RECRUITMENT CHALLENGES/SUCCESSSES

We have had an exceptionally busy period with recruitment activities across the Council this quarter, which is in part, due to the One Leisure review.

Very encouragingly, the data continues to demonstrate a real success in our reach of candidates with an impressive 604 applications compared to 362 in the previous quarter which reflects our increased number of vacancies and represents a 66.85% increase in attraction.

As reported last quarter we have been closely monitoring our new LinkedIn advertisements which showed early promise. I'm delighted to report that over the last quarter we achieved 195,000 impressions, 10,578 job views and 741 total apply clicks. This is very encouraging, and we will continue to use all the tools at our disposal to grow our LinkedIn network.

A particular area of focus for the team this quarter has been supporting the One Leisure review and associated recruitment activities, receiving 79 expressions of interest which included 20 from our variable staff talent pool, arranging and facilitating 23 interviews and extending 49 offers. Work now continues to recruit for the remaining nine vacancies, which has proved challenging but that is in part due to the volume as well as the particular skill sets (i.e. management experience in the Leisure industry), we are seeking to attract.

## 1.9 EMPLOYEE ENGAGEMENT

Activities that have taken place in the last quarter to help support employee engagement and aide in retention the following activities have taken place:

- The 4 Industrial Placement students from Cambridge Regional College (CRC), including 2 returners from last year, have completed their placements with us. The placements were successful in that the managers are thinking ahead with a view to offering apprenticeship opportunities for at least one student within the 3C ICT service area.  
These placements allow college students the opportunity to gain valuable work experience while bringing new ideas to HDC and allowing us to be showcased at CRC as a potential place of work for their students in the future.
- We launched the quarterly nominations process for the annual iCare awards.
- We launched the AVC scheme through My Money Matters, allowing our employees to save for their future via a pension whilst saving tax and national insurance.



Planned future activities are:

- A second cohort of level 3 leadership and management apprentices to be launched in September.
- There are 3 staff who have received unconditional offers of acceptance for their chosen University apprenticeships, and these will begin in September.
- Continue to work with managers and individuals to explore apprenticeship opportunities and to provide up to date apprenticeship information when required.
- Move to deliver the Workforce strategy action plan.

### Apprenticeships

At the end of Quarter One (30 June 2024), there were 31 current apprentices, during that time Learning and Development signed up 3 new apprentices and they are undertaking Data Analyst and Facilities Management apprenticeships. All 31 apprentices are existing employees seeking development opportunities.

The figures shown in the table below are as at the end of June 2024.

Q	Live apprenticeships	Level 3	Level 4	Level 5	Level 6	Level 7	Signed up during this period
Q1	31	5	10	7	1	8	3

## 2.0 SICKNESS ABSENCE

**Definition:** Long term sickness is classified as a continuous period of absence of 28 or more calendar days. All other periods of absence are defined as **short term**.

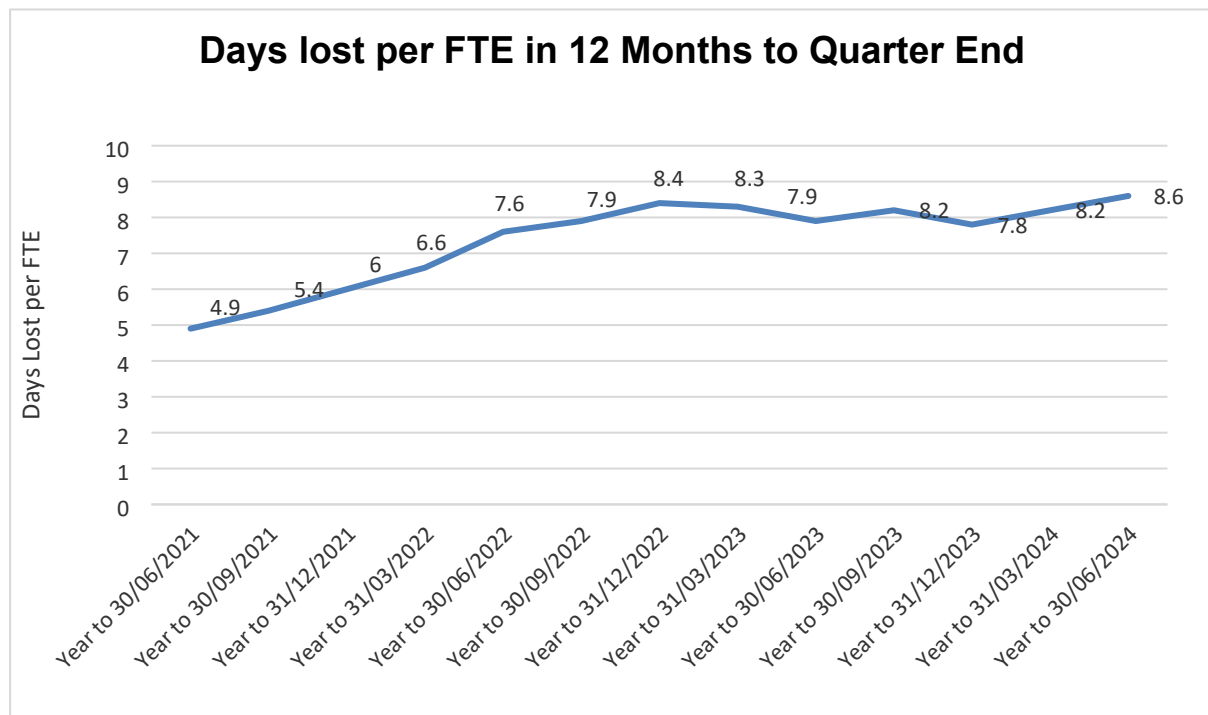
The absence data is calculated per full-time equivalent (FTE) as per the guidelines set out in the previous Best Value Performance Indicators (former statutory dataset) for sickness to account for adjustments in working hours.

Trigger points for management action under HDC policy are as follows:

- 3 or more periods of absence in a rolling 3-month period
- 6 or more periods of absence in a rolling 12-month period
- 8 working days or more in a rolling 12-month period
- Long term absence of 28 calendar days or more
- Pattern of absence (e.g., regular Friday and/or Monday; repeated absences linked to holidays)

## 2.1 TREND OF WORKING DAYS LOST ACROSS HDC

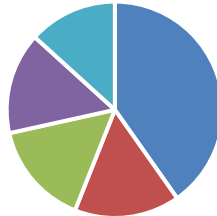
The graph shows the trend in sickness absence per FTE employee over a rolling period to the end of each Quarter since June 2021. It shows that sickness absence to the end of Quarter One has increased, to 8.6 days per FTE.



## 2.2 REASONS FOR SICKNESS ABSENCE

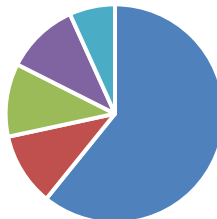
Please see the top 5 reasons for sickness absence by category below: -

### Top 5 Reasons - Days Lost



- Gastrointestinal - abdominal pain vomiting diarrhoea gastroenteritis
- Stress Anxiety Depression (Personal)
- Injury fracture
- Asthma chest respiratory heart cardiac circulatory
- Stress Anxiety Depression (Work and Personal)

### Top 5 reasons - No of employees off per each reason



- Gastrointestinal - abdominal pain vomiting diarrhoea gastroenteritis
- Stress Anxiety Depression (Personal)
- Injury fracture
- Asthma chest respiratory heart cardiac circulatory
- Stress Anxiety Depression (Work and Personal)

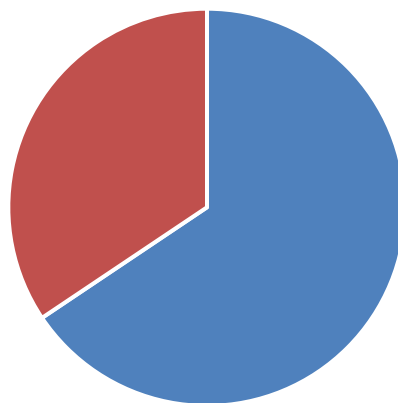
## 2.3 SICKNESS ABSENCE BREAKDOWN

Days lost due to long-term sickness has stayed the same in Q1 compared to the previous Quarter. The % of long-term absence increased slightly due to the reduction in short term sickness days this quarter.

Quarter	Total days of long-term sickness	Total Working days lost (Short term sickness)	% of total absence long-term	% of total absence short-term
Q2 2022/23	647 (11)	441.5	59.40%	40.60%
Q3 2022/23	771 (15)	635.5	54.82%	45.18%
Q4 2022/23	348 (8)	752	31.6%	68.4%
Q1 2023/24	590 (11)	411	58.9%	41.1%
Q2 2023/24	820 (20)	379	68.3%	31.7%
Q3 2023/24	878 (24)	541	61.8%	38.2%
Q4 2023/24	859 (29)	472	64.5%	35.5%
Q1 2024/25	859 (22)	449.5	65.6%	34.4%

\*Brackets denotes number of employees absent.

**Q1 2024/2025**

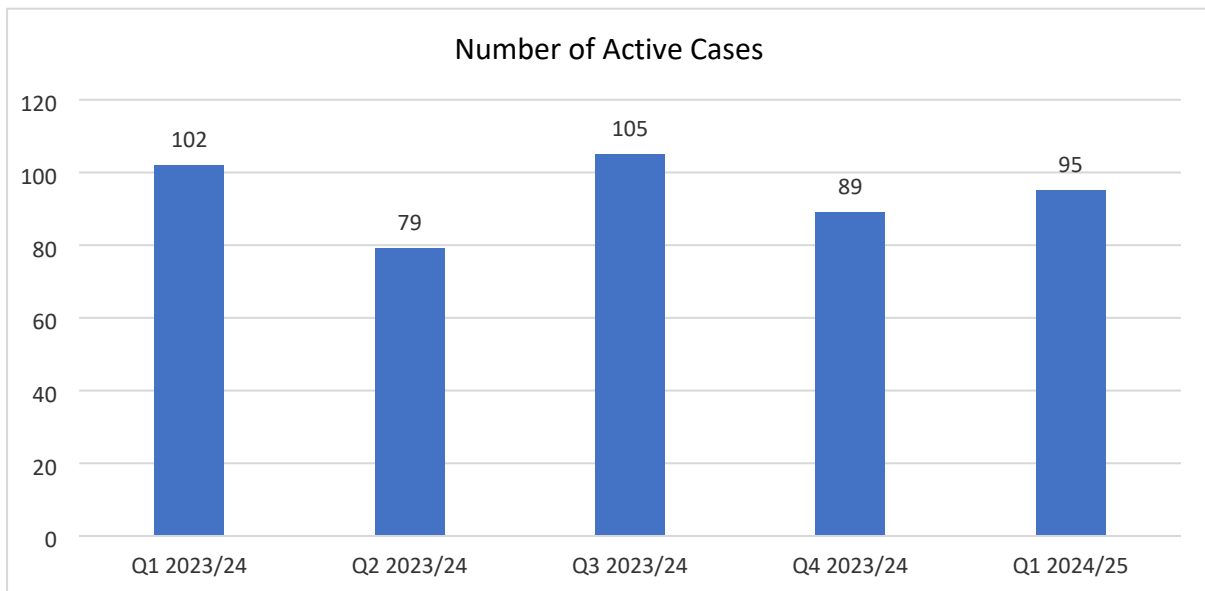


■ % of total absence long term ■ % of total absence short term

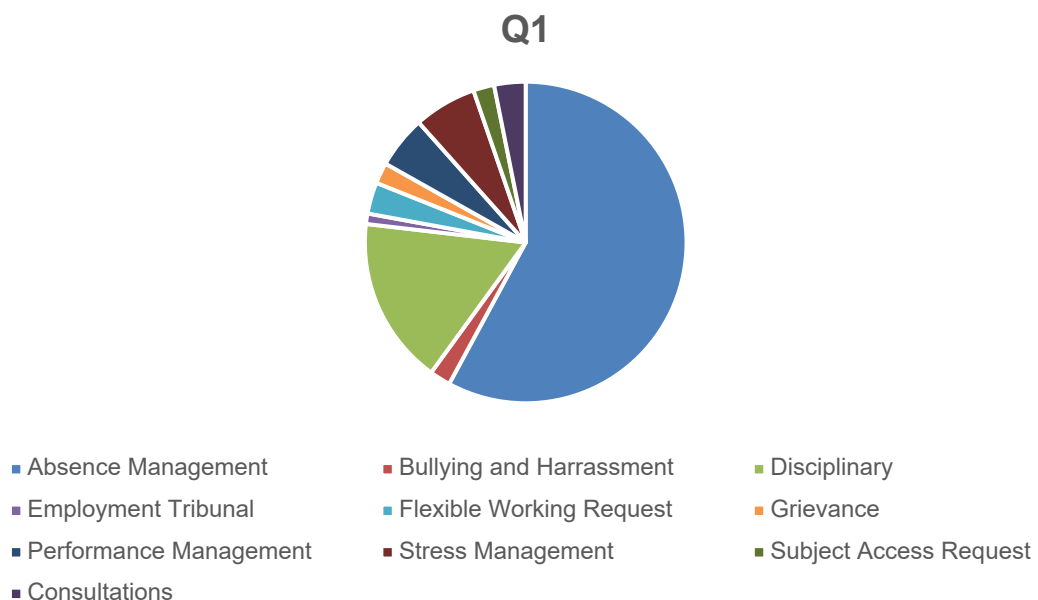
### 3.0 HR CASELOAD

The HR Team’s caseload is recorded to provide an indicator of the type of HR issues that the organisation has been dealing with over the last 12 months.

### 3.1 BREAKDOWN OF HR CASES BY TYPE



During Quarter One there were 95 cases in progress, of which 17 were dealt with under formal procedures. The Overall total was higher than in the previous Quarter.

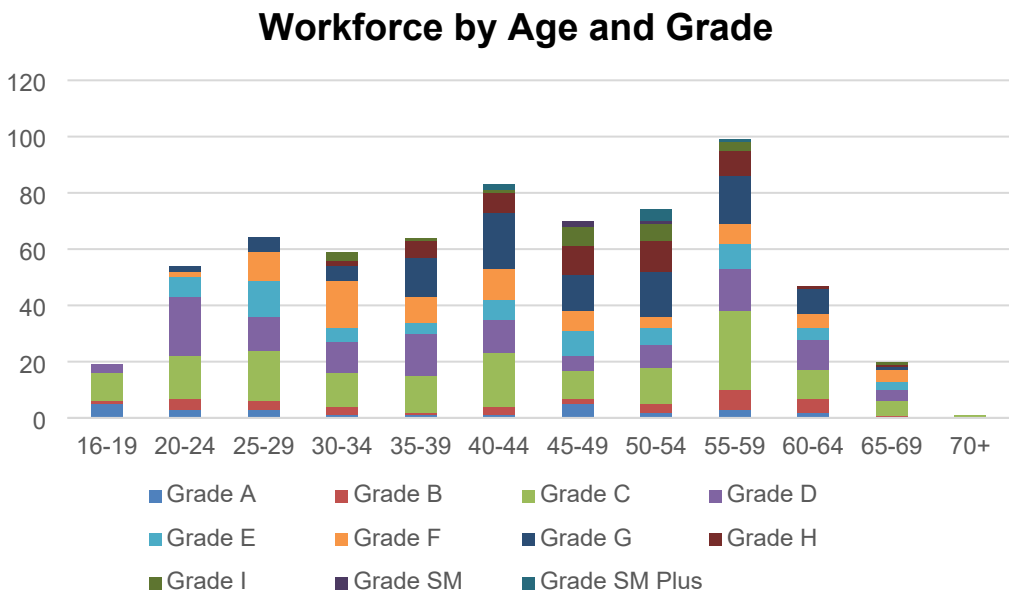


## 4.0 EQUALITIES DATA

Equality Data may be presented using percentages and not specific numbers as in some cases the sharing of specific numbers would mean that a small group of people could be easily identified.

### 4.1 WORKFORCE BY AGE AND GRADE

The number of employees by 5-year age band is depicted below by pay grade. Please note that where an employee has two jobs on different grades, they have been counted within their age band against both grades.

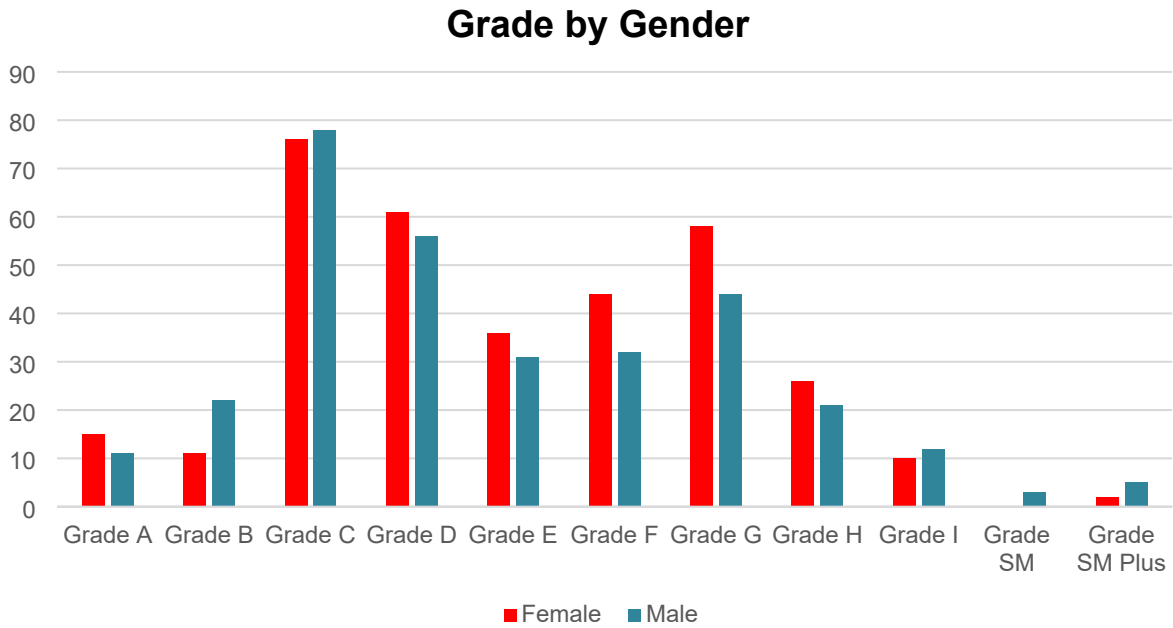


For the purposes of simplifying this graph, employees who have transferred into the Council on existing terms and conditions have been linked to Huntingdonshire District Council pay grades based on their current salary levels.

### 4.2 WORKFORCE BY GENDER



### 4.3 EMPLOYEES BY GRADE AND GENDER



### 4.4 WORKFORCE BY ETHNICITY

Ethnicity	% of workforce
Asian	1.84%
Black	1.84%
Mixed	1.38%
Other	0.46%
White	81.47%
Not Declared	13.02%

### 4.5 DISABILITY DATA

Disability Status	% of work force
No	72.52%
Yes	11.79%
Not Declared	15.47%
Not Known	1.23%

## 5.0 ACCIDENT / INCIDENT REPORTS

This section reports on the number and nature of accidents and incidents occurring in owned, managed and occupied premises or associated with work activities undertaken by the Council's employees, during the period 01 April to 30 June 2024.

**Definition:** Accidents reported to the Incident Control Centre under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations are referred to as RIDDOR accidents.

### 4.1 OPERATIONS SERVICES

There were no RIDDOR accidents reported.

There were four non-RIDDOR accidents relating to employees recorded.

The table below summarises these by nature and severity:

Type	Category	No of cases				
		2023/24				2024/25
		Q1	Q2	Q3	Q4	Q1
Non-RIDDOR accident	Struck by a moving vehicle	0	0	1	0	0
Non-RIDDOR accident	Slips, trips or falls on same level	2	2	3	1	1
Non-RIDDOR accident	Struck by moving, including flying/falling, object	2	0	1	1	1
Non-RIDDOR accident	Strike against something fixed or stationary	1	0	0	0	0
Non-RIDDOR accident	Injured while handling, lifting or carrying	0	0	0	0	1
Non-RIDDOR accident	Fall From height	0	0	0	0	1

### 4.2 OFFICE-BASED PREMISES

There were no RIDDOR accidents reported.

There was one non-RIDDOR accidents relating to employees recorded.

The table below summarises these by nature and severity:



Type	Category	Severity	No of cases				2024/25
			Q1	Q2	Q3	Q4	Q1
Non-RIDDOR accident	Struck by moving, including flying/falling, object	First aid	1	0	0	0	0
Non-RIDDOR accident	Slips, trips or falls on same level	First aid	0	1	1	0	0
Non-RIDDOR accident	Slips, trips or falls on same level	Taken to Hospital	0	0	0	0	1
Non-RIDDOR accident	Injured while handling, lifting or carrying	First aid	0	0	0	1	0

### 4.3 ONE LEISURE AND ONE LEISURE ACTIVE LIFESTYLES

There were no RIDDOR accidents reported.

There were two non-RIDDOR accidents relating to an employee recorded.

The following table summarises these by nature and severity

Type	Category	Severity	No of cases				2024/25
			Q1	Q2	Q3	Q4	Q1
Non-RIDDOR accident	Slips, trips or falls on same level	Taken to Hospital	1	0	0	0	0
Non-RIDDOR accident	Strike against something fixed or stationary	Hospital Recommended	1	0	0	0	0
Non-RIDDOR accident	Struck by moving, including flying/falling, object	First Aid	2	1	0	1	1
Non-RIDDOR accident	Slips, trips or falls on same level	First Aid	1	0	0	0	0
Non-RIDDOR accident	Other kind of accident	First Aid	0	0	1	0	0
Non-RIDDOR accident	Exposure to fire or heat	First Aid	0	0	1	0	0
Non-RIDDOR accident	Other kind of accident – medical	First Aid	0	0	0	0	1

A total of seventy eight accidents were recorded involving non-employees.

There were no RIDDOR reportable accidents involving non-employees recorded.

There were eleven recommendations to seek further medical attention and one ambulance was called.

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# WORKFORCE PROFILE

as at 31 March 2024 with Action Plan September 2024



## Equality Act 2010: Public Sector Equality Duty

The purpose of this report is to provide an annual summary of the profile of the workforce of Huntingdonshire District Council (HDC) by their protected characteristics as defined under the Equality Act 2010.

All public sector employers, including local authorities, have a statutory duty under the Equality Act (2010) to publish the equality profile data it holds for its directly employed workforce on a regular annual basis. The latest workforce information for HDC is based on data obtained as at 31 March 2024.

The three aims of the Equality Duty are:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it
- Foster good relations between people who share a protected characteristic and people who do not share it

As equality monitoring questions are optional, the Council does not hold a full set of information for every employee. Where employees did not answer or did not want to state their protected characteristics, these are shown as “not shared”

## Huntingdonshire District Council 2023/24 - Headcount and Gender identity



The figures are spilt by Total Headcount

### What does this data tell us?

- The census data 2021 shows that 49.6% of the population of Huntingdonshire are men, whilst HDC workforce is made up of 49% male (48% in 2023). In comparison the census data shows 50.4% Females, whilst HDC workforce is made up of 51% females (52% in 2023).
- In terms of those living in the District who are employed the split is 52.5% male and 47.5% Female. Therefore the makeup is reflective of the local demographic and demonstrates a fairly even split in the workforce by gender identity.

### What are we doing well and where do we need to improve?

- Our last Gender Pay Gap data for 31 March 2023 demonstrated that HDC have a lower than average Gender Pay Gap. The next report is due to be published by 31 March 2025.
- Flexibility, remote working and flexi scheme are promoted through recruitment processes where possible and dependent on the role. HDC employ 151 part time employees, 6 compressed hours e.g. 9 day fortnight contracts and 1 annualised hours contracts.

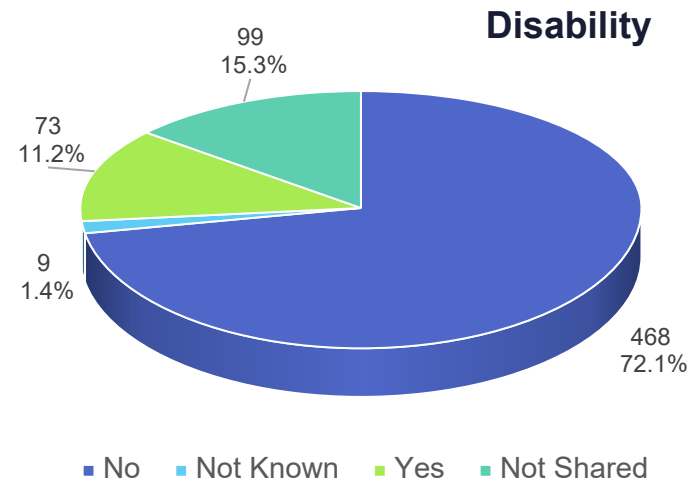
- HDC website has been updated with our pledges including the menopause pledge and we are now including this when advertising roles.

**Actions:**

- Further work needs to be done on education around menopause generally and in particular with managers so that they are able to support staff in the best way.

## Huntingdonshire District Council 2023/24 – Disability

Year	No	Yes	Not Known	Not Shared
2022	186 (28.3%)	32 (4.8%)	9 (1.3%)	429 (65.4%)
2023	400 (64.6%)	65 (10.5%)	8 (1.2%)	146 (23.5%)
2024	468 (72.1%)	73 (11.2%)	9 (1.4%)	99 (15.3%)



### What does this data tell us?

- The census data shows that under the Equality Act category for 'day to day activities limited a lot and limited a little' we have a 16.3% make up in our demographic. HDC shows a make up of staff that have declared a disability at 11.25%. Please note the Census data would include people who are not of working age as well as people who are not able to work due to their disability or other reasons.
- The Census results show for people living in the District that are employed 9.6% are disabled under the Equality Act. The data demonstrates that compared to those that are employed HDC employs a higher percentage of people that have shared they have a disability compared to the census data.

### What are we doing well and where do we need to improve?

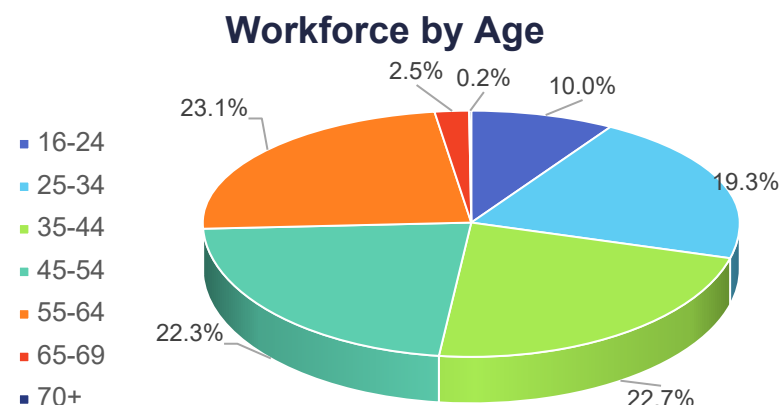
- HDC is signed up to being a Disability Confident Employer, which is a commitment to improving the way we recruit, retain and develop disabled people, this pledge is also now being used on the website for recruitment.
- The Disability at work policy has recently been reviewed in May 2024 and now includes information on Access to Work Scheme.
- The Adjustments Passport is being used by staff and managers where they have a disability, health condition or need temporary adjustments to enable them to carry out their role by facilitating conversations between employees and their line manager to capture the adjustments agreed.
- Work has been completed on communicating the option to use the adjustments passport with managers and employees that have declared a disability. Information has been included in new starter documents, in sickness management forms and is shared with employees that change their disability status on the HR/Payroll system.
- Sickness forms now include a reminder about the Disability at Work Policy when managing sickness to ensure employees are given a copy and the forms make it clearer to document reasonable adjustments as part of the discussion.

#### **Actions:**

- HDC will need to continue to increase the declaration rate.
- Explore with IT a Dyslexia friendly font, so that emails can be in the correct size, justified appropriately and using the correct font.
- Explore Mindful employer charter, this charter is about taking positive approach to mental health at work.

## Huntingdonshire District Council 2023/24 – Age

Age Group	16-24	25-34	35-44	45-54	55-64	65-69	70+
Number of Employees & percentage	65 10%	125 19.3%	147 22.7%	145 22.3%	150 23.1%	16 2.5%	1 0.2%



### What does this data tell us?

- The census data age brackets are quite large so this makes it difficult to get an accurate comparison of age against the demographic.
- HDC data has a fairly even spread, except for the lower age group category 16-24 and 65+. However when including our variable workforce in the headcount, who predominantly work in leisure, the 16-24 category increases to 27%.

### What are we doing well and where do we need to improve?

#### Actions:

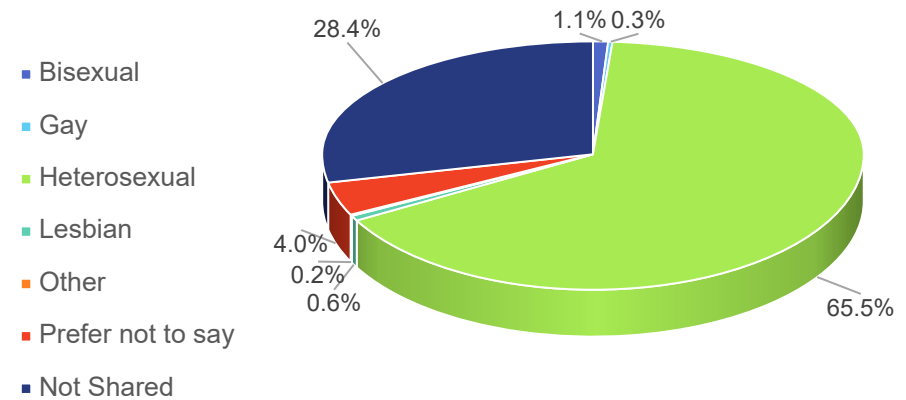
- The recruitment team have been going out to colleges to attract potential applicants and will continue to do this.
- HDC will continue to work with local colleges to give students opportunities where possible.
- Continue to work on bringing in more Apprenticeships
- Workforce strategy engagement sessions spoke to staff about what they value at HDC and what they want to see more of and these have formed part of the action plan for strategy and include areas such as mentoring for all employees but to also help younger employees.



## Huntingdonshire District Council 2023/24 - Sexual Orientation

Sexual Orientation	No of Employees and percentage	
Bisexual	7	(1.1%)
Gay	2	(0.3%)
Heterosexual	425	(65.5%)
Lesbian	4	(0.6%)
Other	1	(0.2%)
Prefer not to say	26	(4%)
Not Shared	184	(28.4%)

**Sexual Orientation**



### What does this data tell us?

- The census data shows the make-up of people that declared themselves as lesbian or gay to be 1.3%, HDC is below this at 0.9%, (2.7% last year), the reduction is linked to the increase in head count as the actual disclosure rate has increased. In relation to being bisexual HDC has a 1.07% declaration (1% last year) and the Huntingdonshire demographic data shows 1.1%. Heterosexual make up of Huntingdonshire was 91% as opposed to HDC where it is 65%, this could be linked to the high number of not shared rate. Similarly the Census question on sexual orientation was a voluntary question and therefore not completed by everyone (4% preferred not to say).

**What are we doing well and where do we need to improve?**

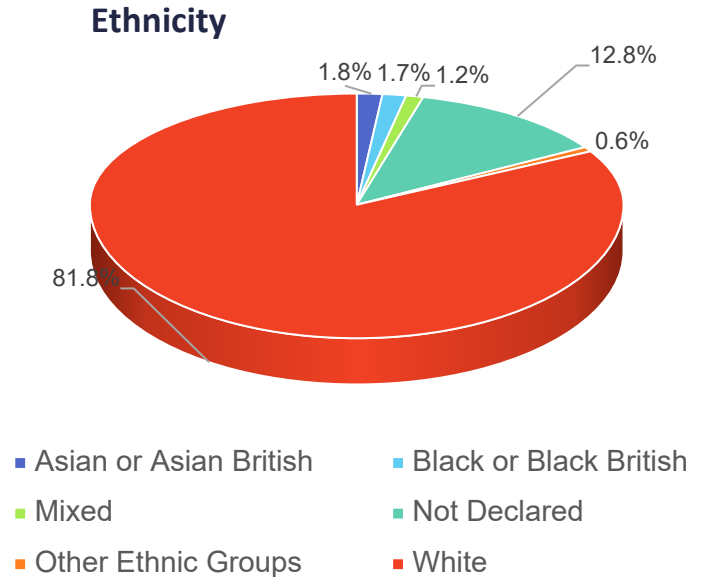
- HDC fly the pride flag and share communications regarding this.
- Disclosure rate had increased since last year 28% have not shared this year compared to 37% last year.
- Further work needs to be done on the not shared rate and education on the categories will help with this.

**Actions:**

- Explore Attending Cambridge Pride as an employer.
- There will be actions that come through the workforce strategy that will contribute to this area.

**Huntingdonshire District Council 2023/24 - Ethnicity**

Ethnicity	Asian	Black	Mixed	Other	White	Not Shared
Number of Employees 2022	13 1.98%	3 0.46%	4 0.61%	4 0.61%	469 71.49%	163 24.85%
Number of Employees 2023	13 2.1%	7 1.1%	6 1%	4 0.6%	470 75.9%	119 19.2%
Number of Employees 2024	12 1.8%	11 1.7%	8 1.2%	4 0.6%	531 81.8%	83 12.8%



### What does this data tell us?

- The census data shows an Asian make up of Huntingdonshire as 3.2%, HDC employ 2% in this category. Black as 1.5% and HDC employ 2% in this category. Mixed is 2.2% in the census data and HDC employ 1%. Under the category 'other' the census data shows 0.7% and HDC has a figure of 0.6%. For those that declared themselves as white the census data showed 85.2% and HDC workforce is made up of 82% in this category (75.9% last year).
- We don't have data for all of our employees (13%), therefore direct comparisons with the Census can not be made, although this is an improvement as last year the figure was 19.2%.

### What are we doing well and where do we need to improve?

- HDC advertise on network groups to reach diverse audiences and will continue to do this.
- Work on improving the declaration rate has helped but this can always be improved.

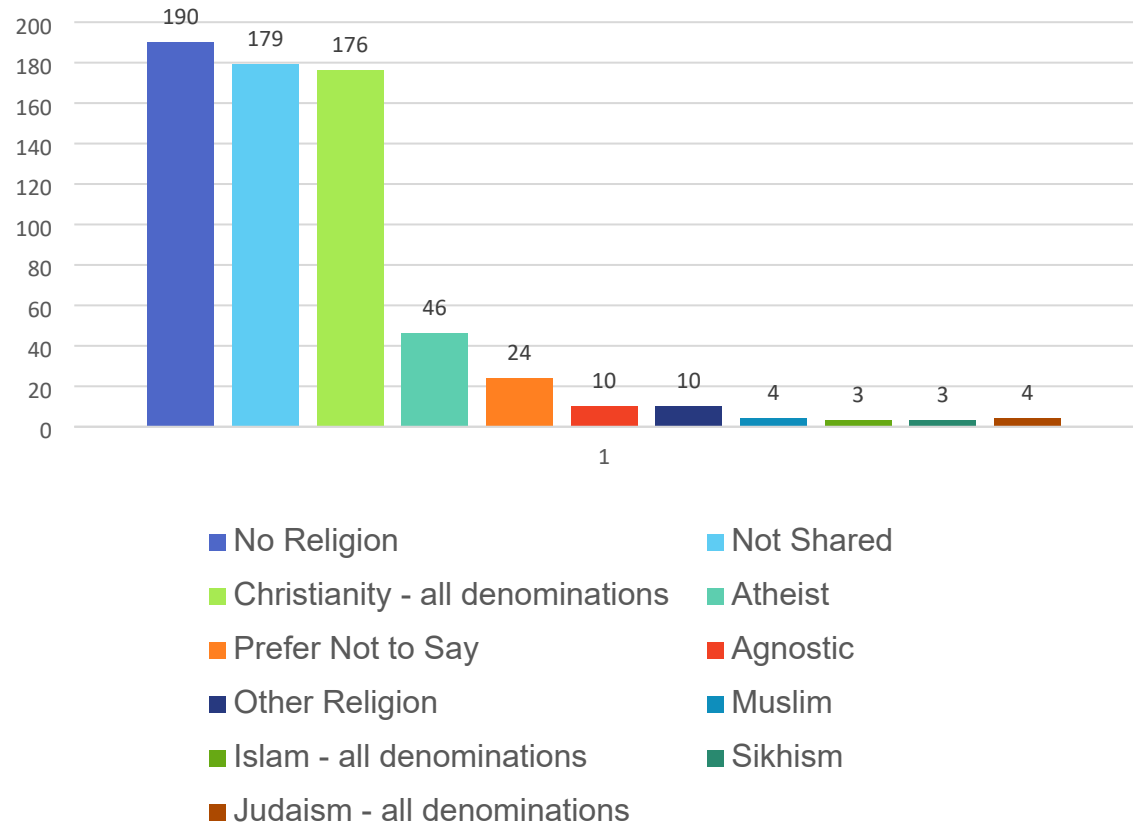
#### **Actions:**

- Improve declaration rate
- Explore The Race at work charter and UNISON Anti Racism Charter to see which actions can be implemented at HDC.

# Huntingdonshire District Council 2023/24 - Religion Belief

Religion	Number of Employees and Percentage
Agnostic	10 (1.5%)
Atheist	46 (7.1%)
Christianity - all denominations	176 (27.1%)
Islam - all denominations	3 (0.5%)
Judaism - all denominations	4 (0.6%)
Muslim	4 (0.6%)
No Religion	190 (29.3%)
*Other Religion	10 (1.5%)
Prefer Not to Say	24 (3.7%)
Sikhism	3 (0.5%)
Not Shared	179 (27.6%)

Top 11 - Religion Belief



\* Other categories have 2 or less employees

### What does this data tell us?

- The Census data shows among employed people living in the District:
  - 48.1% had no religion (includes Atheist and Agnostic), HDC has 38% in this category.
  - 43.4% were Christian – HDC has 27% in this category.
  - 0.1% were Jewish – HDC has 0.6% in this category
  - 1.2% were Muslim – HDC has 0.6% in this category
  - 0.2% were Sikh - HDC has 0.5% in this category
  - 0.6% responded with other religion - HDC has 1.5% in this category (includes religion's where under 2 employees have responded)
- The information shows that whilst some percentages have decreased compared to last year the actual numbers for all the religions has stayed the same or increased. The percentage decrease is due to the head count increase.

### What are we doing well and where do we need to improve?

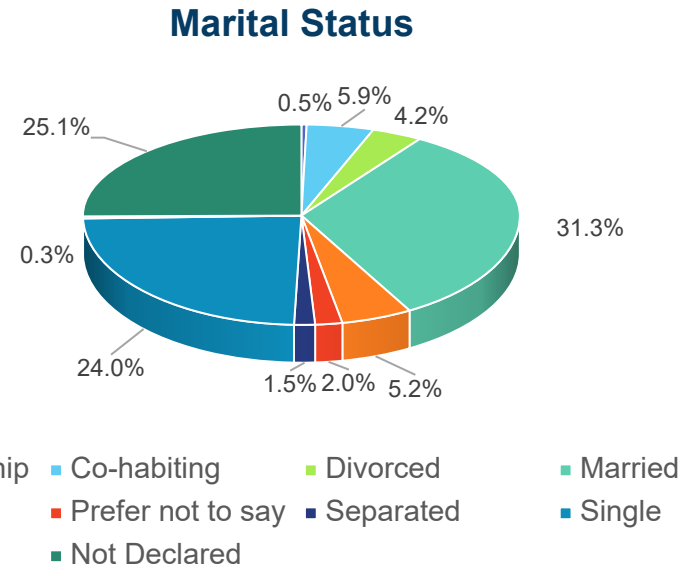
- HDC's not shared rate is 28%, which has improved from last year when this was reported as 36%.
- We have updated our recruitment processes and systems to combine some categories to make a comparison with the census data more reflective.

#### **Actions:**

- More data is needed on the non-declaration rate.
- Workforce Strategy includes actions around this area including networking groups and celebration of cultural days.

## Huntingdonshire District Council 2023/24 – Marital Status

Marital Status	Number of Employees and percentage
Civil Partnership	3 (0.5%)
Co-habiting	38 (5.9%)
Divorced	27 (4.2%)
Married	203 (31.3%)
Partner	34 (5.2%)
Prefer not to say	13 (2.0%)
Separated	10 (1.5%)
Single	156 (24.0%)
Widowed	2 (0.3%)
Not Shared	163 (25.1%)



### What does this data tell us?

- The census data shows married/in a civil partnership as 50%, HDC data shows 34% in this category.
- HDC have a 75% declaration rate as this is not mandatory data to share.

### What are we doing well and where do we need to improve?

#### Action:

- Improve data captured in this area

## Conclusion

Equality and diversity is about acceptance, fairness and respect and recognising individual differences. HDC want to create a workforce that is representative of our community, this will enable the council to:

- Value the skills of a diverse work pool
- Ensure that the services we provide are delivered by employees that understand our local community.
- Develop an inclusive workforce, which promotes and delivers improvements on equality through our policies and practices by ensuring they are not having an adverse impact
- Eliminate any barriers that certain groups may face
- Challenge any discrimination in the work place

The data in this report shows that HDC workforce is fairly reflective of the local demographic, however there are some areas that can be focused on. Whilst there are actions included in this report, further work will be part of the workforce strategy action plan, for example networking groups, workplace wellbeing charter, exploring other pledges and workplace social wellbeing.

## Equality Action Plan 2023/24

Equality Actions		Owned by	Notes	Progress
<b>Gender</b>	Update HDC website with the pledge and include this in advertisement of roles.	Sam Sanderson	Pledges are on Internet recruitment page which now includes a section on Equality Diversity and Inclusion. <a href="https://www.huntingdonshire.gov.uk/jobs/working-for-the-council/equality-diversity-and-inclusion/">https://www.huntingdonshire.gov.uk/jobs/working-for-the-council/equality-diversity-and-inclusion/</a>	Completed
	Further work needs to be done on education around menopause generally and in particular with managers so that they are able to support staff in the best way.	Kiran Hans	This work will be carried out through Workforce Strategy	Carry over
	Creation of Menopause champions to lead the work in this area.	Kiran Hans	This will be reviewed as part of Workforce Strategy to decide the best way to deliver	Carry over
<b>Disability</b>	Work is in progress to communicate the adjustments passport with managers and employees that have shared their disability status.	Kiran Hans	The adjustments passport was launched and shared with employees and managers. New starters have this information on a welcome email as part of onboarding process. Information has been shared with managers and employees and is included on templates for when managers are having sickness meetings.	Completed
	Ensure the new Disability at Work Policy is incorporated into existing processes for managing sickness to ensure employees are given a copy.	Kiran Hans	This has been included in Action Stage 1 and 2 forms.	Completed



	Review sickness forms to enable reasonable adjustments to be a part of the discussions and documented.	Kiran Hans	This has been added to Action Stage 1 and 2 forms.	Completed
	Update the website with the Disability Confident Pledge and include this in recruitment adverts.	Sam Sanderson	Pledges are now part of jobs page	Completed
	Explore with IT a Dyslexia friendly font, so that emails can be in the correct size, justified appropriately and using the correct font.	Leanne Harfield	This will be part of Workforce Strategy	Carry over
	Explore Mindful employer charter, this charter is about taking positive approach to mental health at work.	Leanne Harfield	Part of Workforce Strategy	Carry over
<b>Age</b>	The recruitment team have been going out to colleges to attract potential applicants and will continue to do this.	Julie Holland	This has included Cambridge Regional College, St Peters Secondary School, event at Coneygear Centre and quarterly DWP events to attract potential applicants (this does attract a mixture of applicants including a younger market and disabled candidates.	Completed/ Ongoing
	Work continues on Industrial Placements to attract younger candidates.	Julie Holland	Placed candidates on Industrial Placements (2 in ICT). The college is moving away from Industrial Placements and their focus will be work experience.	Completed
	Continue to work on bringing in more Apprenticeships	Julie Holland	3 completed Apprenticeships (ICT, Planning and Housing), over 30 live apprenticeships during the period.	Completed/ Ongoing

	Workforce strategy will speak to staff about what they value at HDC and what they want to see more of.	Nic Harpham	Engagement sessions completed	Completed
<b>Sexual Orientation</b>	Work needs to be done on the not shared rate and education on the categories on the system will help with this, as this could be contributing to the shared rate.	Kiran Hans	Part of Workforce Strategy	Carry over
<b>Ethnicity</b>	Improve declaration rate and explore breaking down categories such as white into 'white other' to give a better comparison against Census data.	Kiran Hans	Reviewed but decided not priority at present but will be considered again in future.	Completed
	Explore The Race at work charter and UNISON Anti Racism Charter to see which actions can be implemented at HDC.	Leanne Harfield	Explore as part of Workforce Strategy.	Carry over
	Feed into the workforce strategy on culture and cultural celebrations and what employees feel could be done in this area.	Kiran Hans	Feedback has been given through engagement sessions and this is in the workforce strategy action plan.	Completed
<b>Religion and Belief</b>	As above feed into work force strategy to celebrate cultural days	Leanne Harfield	Feedback has been given through engagement sessions and this is in workforce strategy action plan.	Completed

	Explore combining some categories going forward to help with comparison	Kiran Hans	Categories have been combined on system	Completed
<b>General Actions</b>	Work during 2022/2023 has focused on decreasing the number of employees that have not shared their protected characteristics. This has helped to improve the data but will need to continue through managers and individuals by explaining the benefits of capturing this information and by being specific about the data that is missing.	Kiran Hans	In 2024/2025 more targeted approach and education on categories such as sexual orientation.	Completed/ Ongoing
	Update the Equal Opportunities Policy.	Kiran Hans/ Leanne Harfield/ Lisa Morris		Carry over
	Training on Equal Opportunities		Equality, Diversity and Inclusion are mandatory training, reminder has been sent out to all staff and managers to complete.  The new iLearn system due to be implemented in September will send automatic reminders.	Completed
	HR involvement in Equality meetings with other Councils to share best practice.	Kiran Hans/Nic Harpham	A variety of networking meetings have taken place in last 12 months and will continue to do so.  <ul style="list-style-type: none"> <li>Code Network meetings 13/12: Influence through Authentic Leadership.</li> </ul>	Completed

			<ul style="list-style-type: none"> <li>• Code Network 27/02: Collaborative teams meeting to discuss leadership</li> <li>• Code Network 06/02: Attracting people to work in Local Government</li> <li>• Workforce Planning Networking Meeting</li> </ul>	
	Unconscious bias training for managers relating to recruitment.		<p>Module is available and mandatory. Reminder has been sent to complete to all managers and staff.</p> <p>The new iLearn system due to be implemented in September will send automatic reminders.</p>	Completed
	Make the roles advertised look more accessible to people who may not have the exact skills by advertising training opportunities relating to roles.	Leanne Harfield/Sam Sanderson	<p>This is regularly part of adverts, example used below: If you're ready to dive into a rewarding career that keeps you on your toes and offers opportunities for growth, we'd love to hear from you! If this role sounds perfect but you don't hold a national Pool Lifeguard Qualification (NPLQ), don't be put off – we can provide you with everything you need to become qualified!</p>	Completed/ Ongoing
	Focussing more on transferable skills to allow more people to apply rather than being prescriptive, in addition asking for equivalent experience rather than the focus being on qualifications.	Leanne Harfield/Sam Sanderson	Job Descriptions and adverts are being reviewed so that they are focussed on equivalent experience or transferable skills.	Completed
	Explore employee networks for different groups to support and develop each other, feed into HR Policies,	Leanne Harfield/Kiran Hans	Part of Workforce Strategy Action Plan	Carry over

	communications, learning and development and Equality actions.			
	Review where and how we promote our roles, ensuring inclusivity.	Leanne Harfield/Sam Sanderson	Advertise and work with DWP amongst others.	Completed

## Equality Action Plan 2024/25

Equality Actions		Owned by	Progress
	<b>Actions carried over</b>		
<b>Gender</b>	Further work needs to be done on education around menopause generally and in particular with managers so that they are able to support staff in the best way.	Kiran Hans	
	Consider creation of Menopause champions to lead the work in this area.	Kiran Hans	
<b>Disability</b>	Explore with IT a Dyslexia friendly font, so that emails can be in the correct size, justified appropriately and using the correct font.	Leanne Harfield	
	Explore Mindful employer charter, this charter is about taking positive approach to mental health at work.	Leanne Harfield	
<b>Sexual Orientation</b>	Work needs to be done on the not shared rate and education on the categories on the system will help with this, as this could be contributing to the shared rate.	Kiran Hans	

<b>Ethnicity</b>	Explore The Race at work charter and UNISON Anti Racism Charter to see which actions can be implemented at HDC.	Leanne Harfield	
<b>General Actions</b>	Update the Equal Opportunities Policy.	Leanne Harfield/ Lisa Morris	
	Explore employee networks for different groups to support and develop each other, feed into HR Policies, communications, learning and development and Equality actions.	Leanne Harfield/Kiran Hans	
<b>New Actions 2024/2025</b>			
<b>Gender</b>	Social Enterprise – for ladies out of work, upskilling ladies to come and work for us.	Kiran Hans	
<b>Disability</b>	Explore Ability pathway – job site aimed at reducing barriers to recruitment as a jobs site to tap in to disabled talent pool.	Sam Sanderson	
	Disability plus status	Kiran Hans	
<b>Sexual Orientation</b>	Explore Attending Cambridge Pride as an employer.	Kiran Hans	
<b>General Actions</b>	Workforce Strategy includes a number of areas that will support the work around Equalities.	Kiran Hans	