

Report of Head of People Services

Subject: Pay and Grading Review Update

We are pleased to report that we are now into the implementation phase. Letters were sent to all staff on 28 November 2024 advising them of their revised pay grade. 9 posts were red circled and all 13 postholders have appealed against the outcome. The appeal process is in two stages and the informal stage has now been completed with all of the posts progressing to the formal appeal stage. Four dates have been allocated to these appeal hearings and the first three formal appeals will be heard on 13 January 2025. Appeals have been lodged by 9 staff in six posts that were not red circled, and these will be processed in due course. It is hoped to complete the implementation stage by the end of January 2025.

HR Policy Review

We are continuing to review and revise HR Policies and associated procedures. Exit Interviews has been added to the schedule for review

Sickness Absence

Sickness absence continues to be monitored closely. The rise in short term sickness absence reflects the seasonal norm around seasonal conditions such as cold, flu and respiratory infections.

Training Data

Compliance with mandatory training continues to be monitored and reported on regularly at the fortnightly Management Team meetings. There has been a marked improvement in the figures. Those with the lowest completion rates are training courses provided on a different platform to ELMS.

Prevention of Sexual Harassment in the Workplace will be added to the mandatory training.

Training Provision

A comprehensive training needs analysis of members, staff, and volunteers is scheduled for the first quarter and will be a priority once the pay and grading implementation stage has been completed. This will enable us to prioritise and source appropriate training (formal and informal)

Volunteering

Details of Volunteering activities is now included in the dashboard. We have had some response to our advertisement for volunteers in office and administrative roles.

Welsh Language Training

PCC have a team – Welsh in the Home and Welsh in the Workplace and we have had expressions of interest from 10 members of staff who are interested in attending an online 10-week taster course. It is hope that this course will begin either later this month or in February.

Should this course be a success then we would hope to be able to offer it to staff on a regular basis.

Work Experience

Several strands of work are developing in this area across a few different academic institutions including local schools, Pembrokeshire College, UWTS; and Swansea University. We are attending career events in schools. We have recently had college students undertake work experience with the Authority. We are nurturing relationships and networks with key staff from both the Authority and the academic institutions.

We have an undergraduate from the History Department of Swansea University undertaking their work placement module with us in the Spring semester. We are exploring placements for students at Masters level and or research dissertation topics.

Aberystwyth University is potentially another HEI where research and employability opportunities exist.

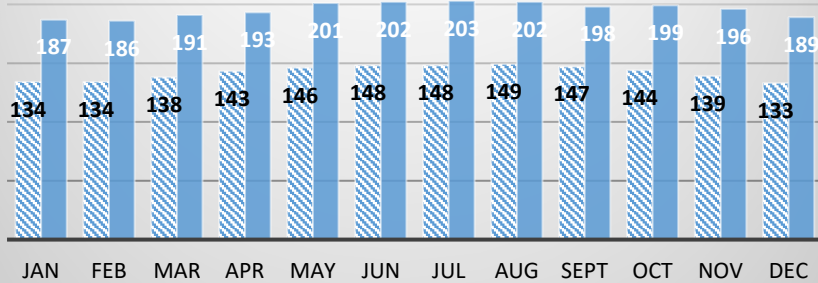
This is another key area of activity for People Services in 2025.

Recommendation: Members are asked to NOTE this report

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

Monthly Report – Dec 2024

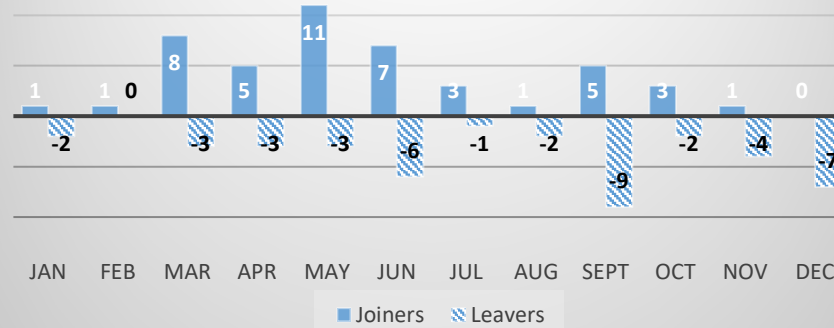
Headcount & FTE



Employees on Secondment: 0
 Employees on Maternity Leave: 1

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

Joiners & Leavers



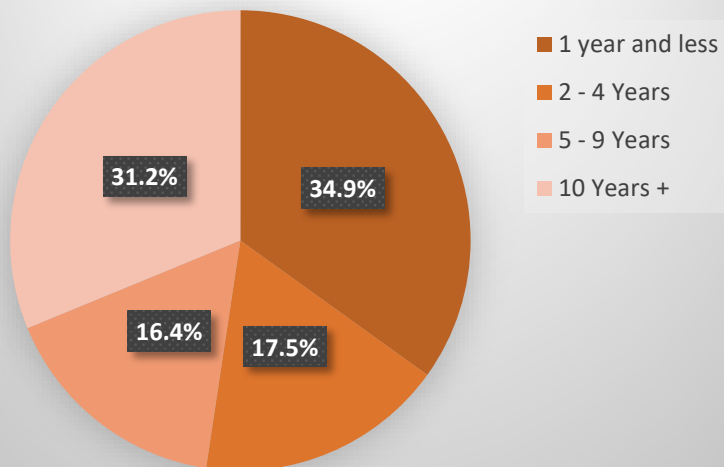
JAN FEB MAR APR MAY JUN JUL AUG SEPT OCT NOV DEC

Legend: Joiners (solid blue), Leavers (hatched)

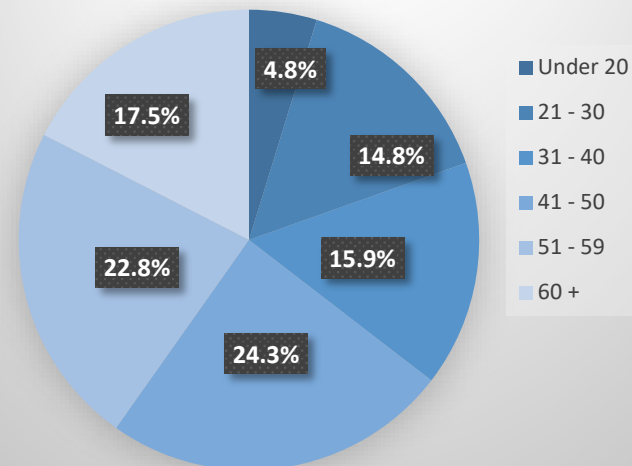
Reasons for Leaving		Reasons for Joining	
Retirement	1	Fixed Term	
Resignation	3	New Hire	
Other	2		
Seasonal/Fixed Term	1	Seasonal	

Turnover Rate **13.8%** ↑
 % (UK Average 16.8%)

Length of Service

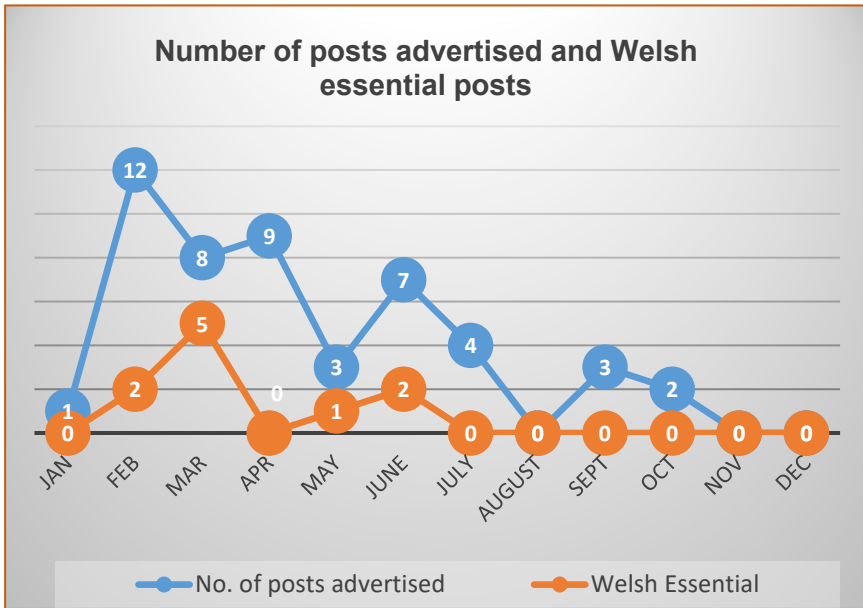


Age Distribution



Average Age
45 years 1 month

Average Length of Service
8 years 7 months

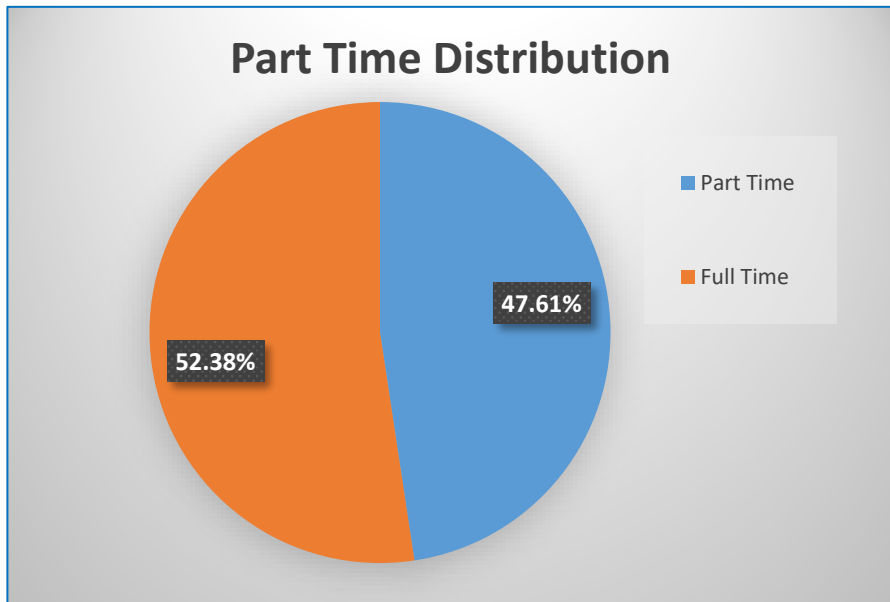


Welsh Language Skills

% age of Employees who have Work Welsh Level 1 or above
54.50%

% age Employees who have Work Welsh Level 1 and/or Entry Level A1 or above
94.18%

%age of staff able to communicate
24.34%



Gender Distribution

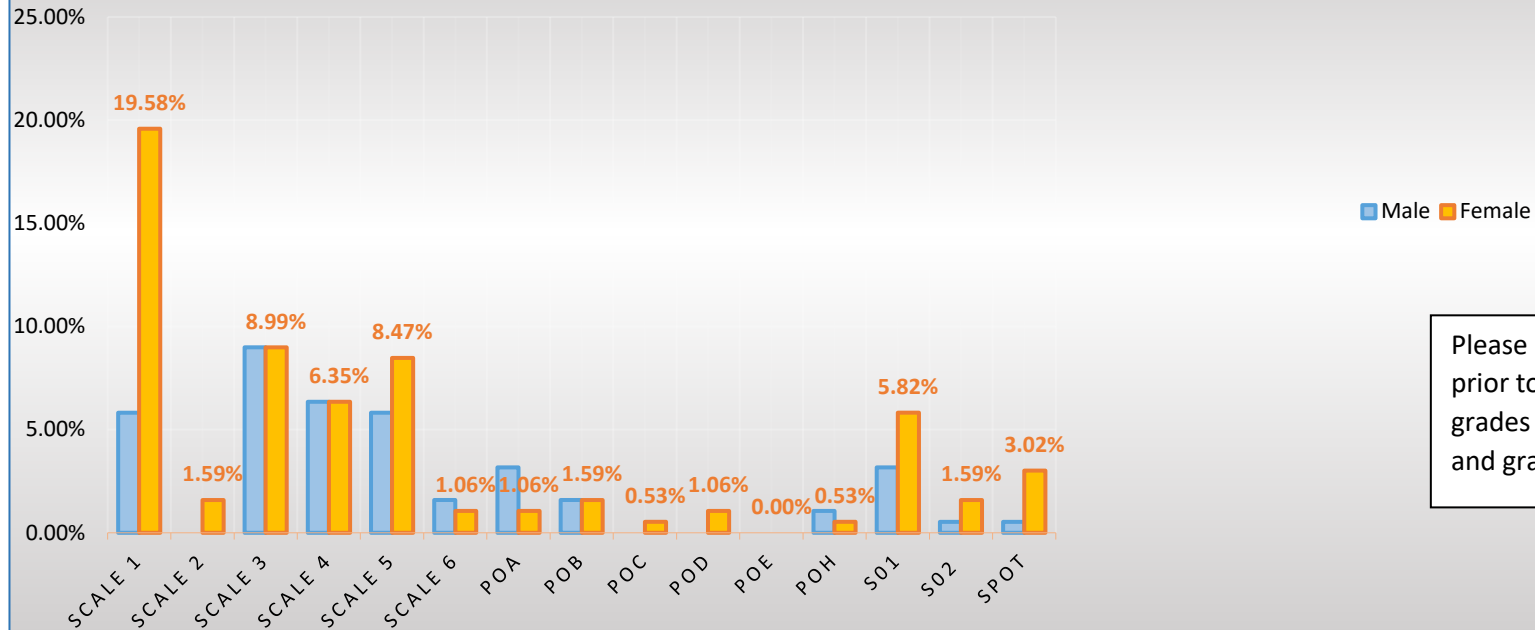
- 61.38% Female
- 38.62% Male

Gender Distribution of Full and Part Time Working

Of the 47.61% Part Time 22.22% - Male and 77.78% - Female
Of the 52.38% Full Time 53.54% - Male and 46.46% - Female

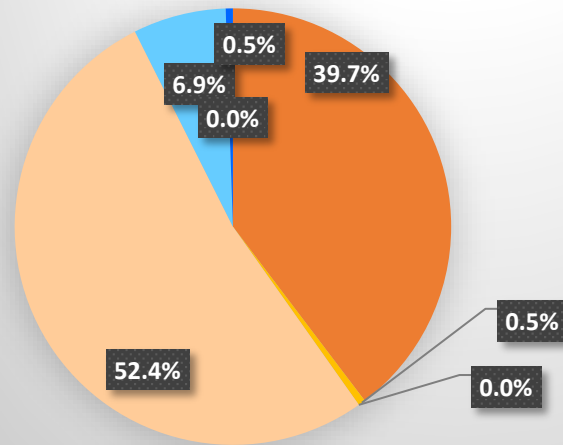
Average Hours worked per week 30.78

DISTRIBUTION OF GRADES BY GENDER



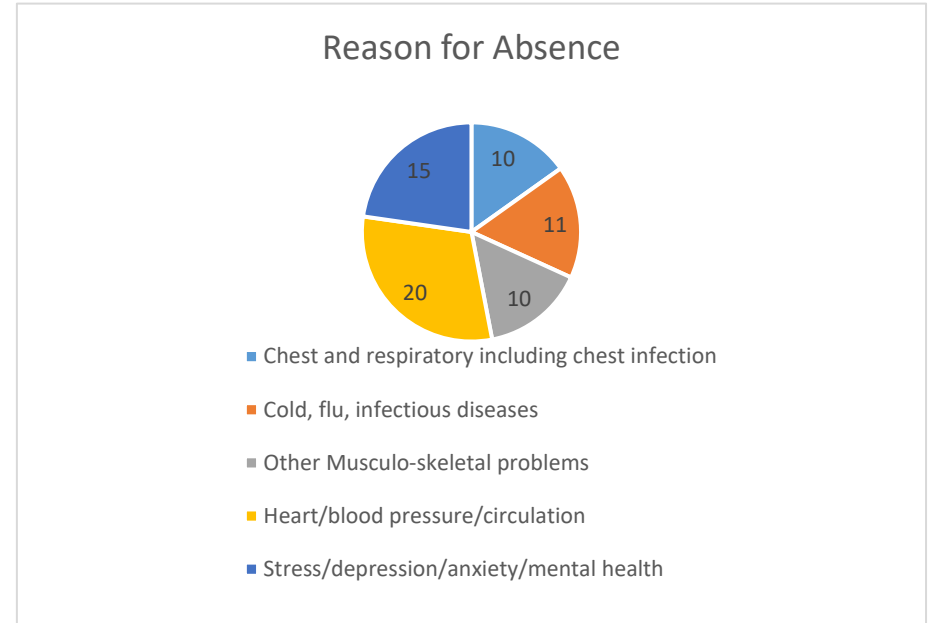
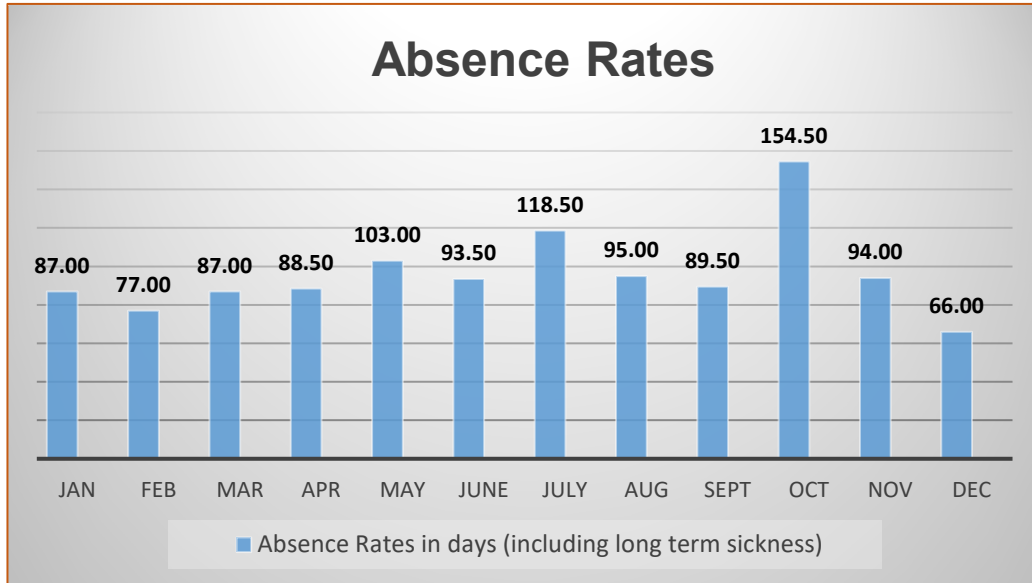
Please note data here is prior to the change in grades following the pay and grading review

Ethnicity Distribution



- Not Declared
- Caucasian
- Irish
- Welsh, English, Scottish, Northern Irish or British
- White
- Any other white background
- White and Asian

SICKNESS DATA



Annual Average Sick Days Per Employee
 Inc long term sickness : 0.49 days
 Exc long term sickness: 0.21 days

• **Monthly % Hours lost to sickness absence per employee: 2.47%**
 • **YTD :3.17%**

Monthly Cost of Absence
 £6668.09 ↓

December Absence by Location

Wardens/Rangers	49.50
Centres	2.00
Llanion	14.50

Public Sector Sickness Absence rate 2022:
 3.6%
 Source: ONS

TRAINING NOTES:

Safeguarding: Training expires every 3 years, many of the non-compliant have only just expired –reminders have been sent.

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

Health & Safety – New mandatory training for all employees. Training is undertaken via ELMS.

Online training undertaken through ELMS:

Safeguarding

Equality

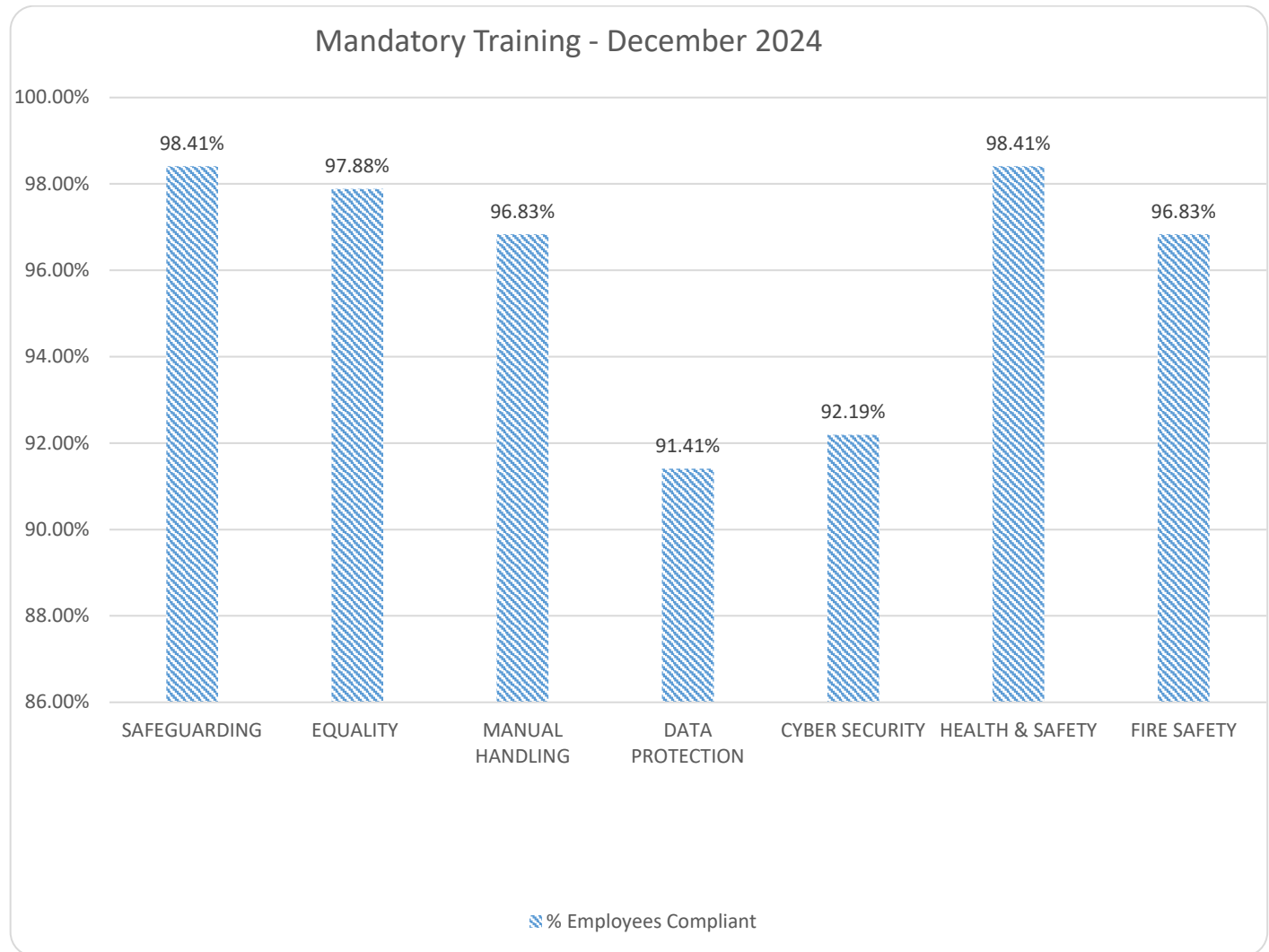
Manual Handling

Health & Safety

Fire Safety

Figures include employees who are currently on long term sickness absence. A further reminder has been sent to all Line Managers asking them to ensure their Teams complete the training.

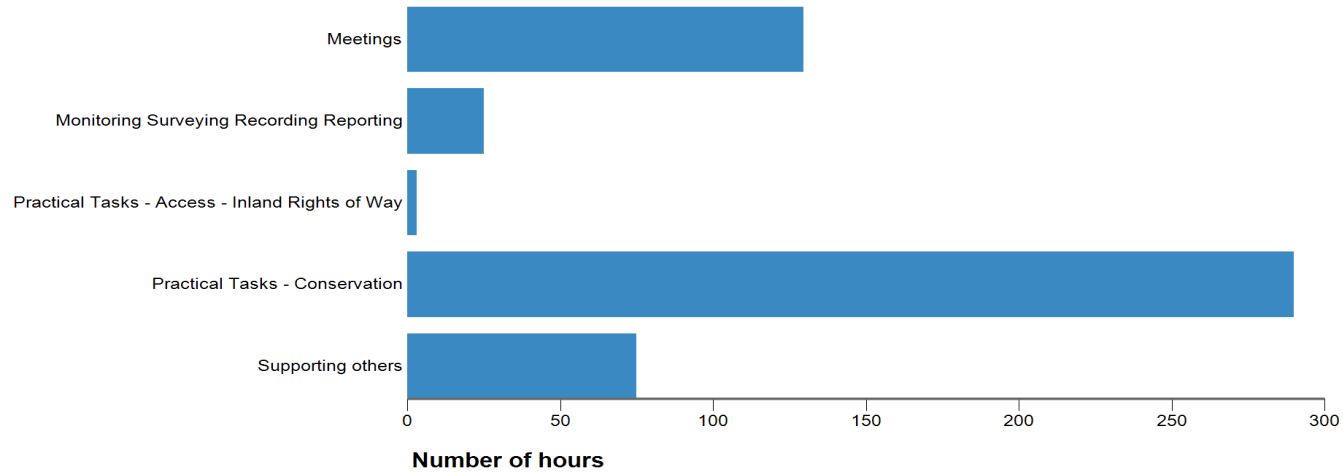
TRAINING DATA



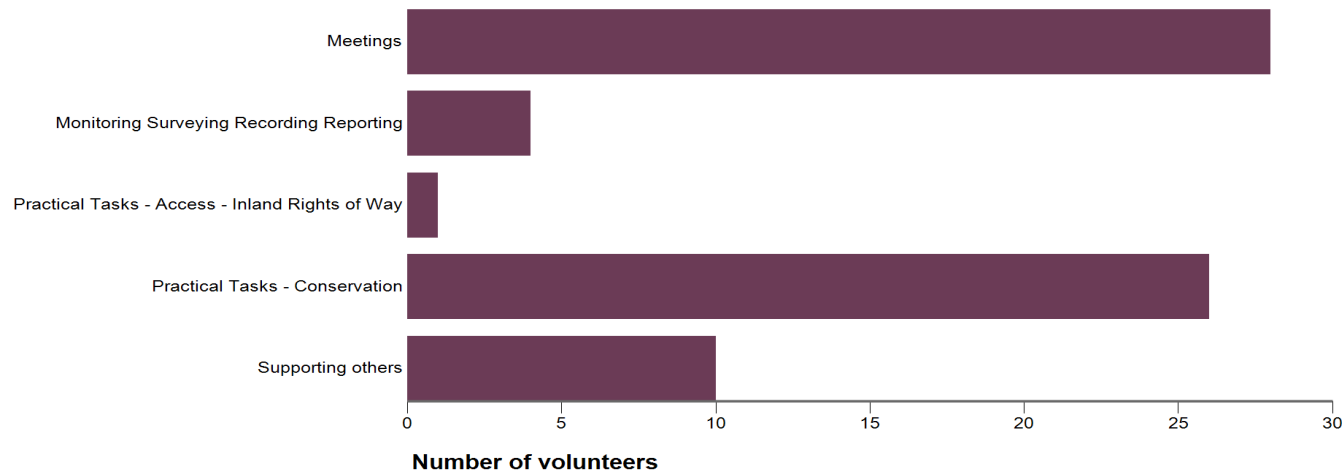
Volunteering

Activity Logged December 2024

Logged Hours By Activity Category

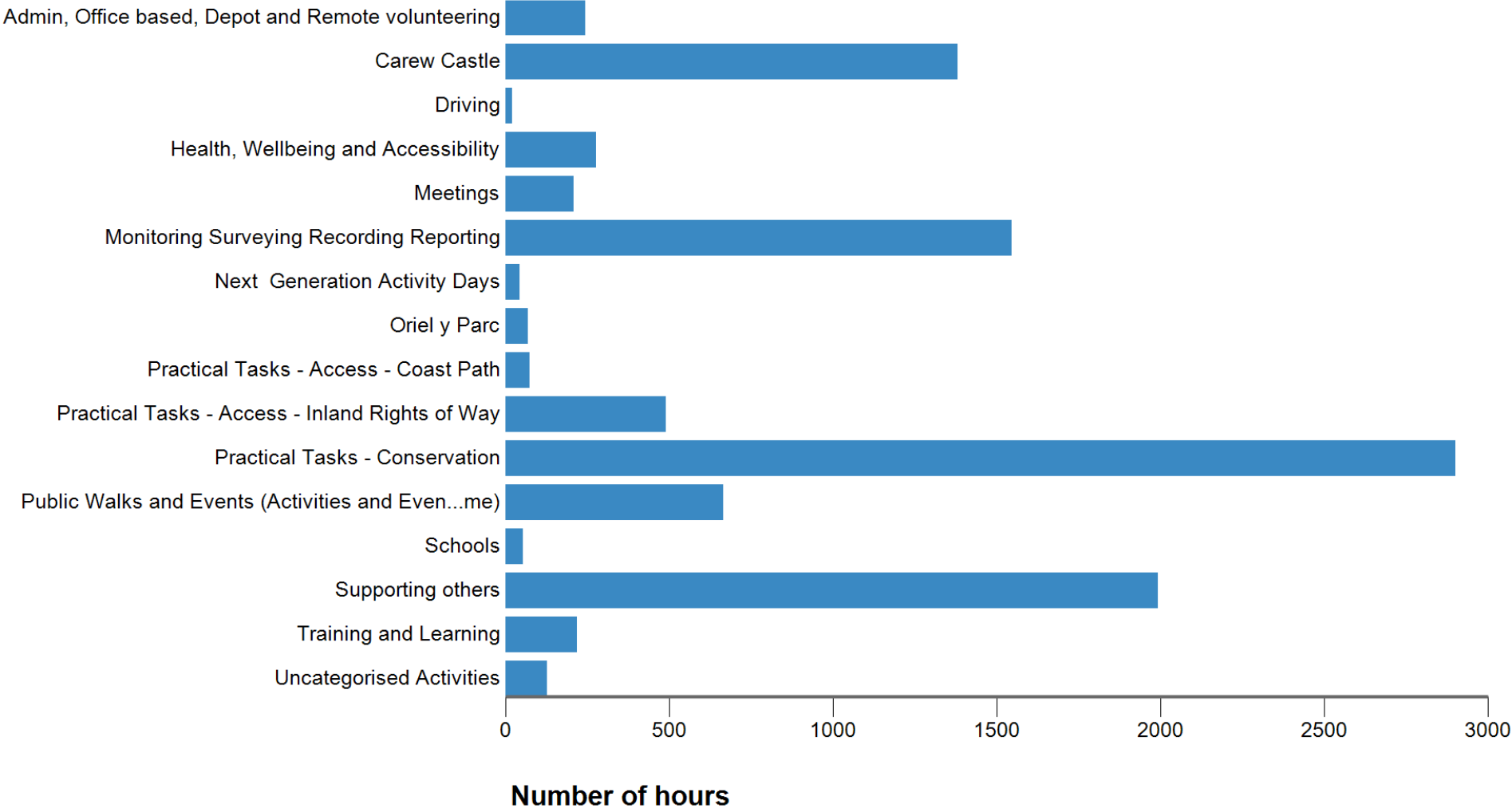


Number Of Volunteers By Activity Category



YTD Activity Totals 2024

Logged Hours By Activity Category



Number Of Volunteers By Activity Category

