

**Harlow District Council – Workforce Stats Quarter 1 2024**

The workforce statistics set out in this appendix show the position as at end of Quarter 1 2024/25. This position acts as baseline for future comparisons and analysis of workforce data which will take place at quarters 2, 3 and 4.

Data tables are included to show the employee journey from start of employment, through to exit. Data tables 1- 5 show number of employees employed by the organisation per department area, full time and part time employees and permanent and fixed term employees.

Data tables 6 – 8 show data relating to staff absence, including the impact of short and long term sickness on working days lost. Management of sickness absence, including employee support is detailed within the data table commentary.

Data tables 9- 11 breakdown demographic characteristics of staff based on age and ethnicity, including comparison of these demographics within the workforce against Harlow population as a whole. Census data is used as a comparator for this analysis based on the high numbers of local people employed by the council.

## Harlow District Council – Workforce Stats Quarter 1 2024

Chart 1 Headcount by Service Quarter 1

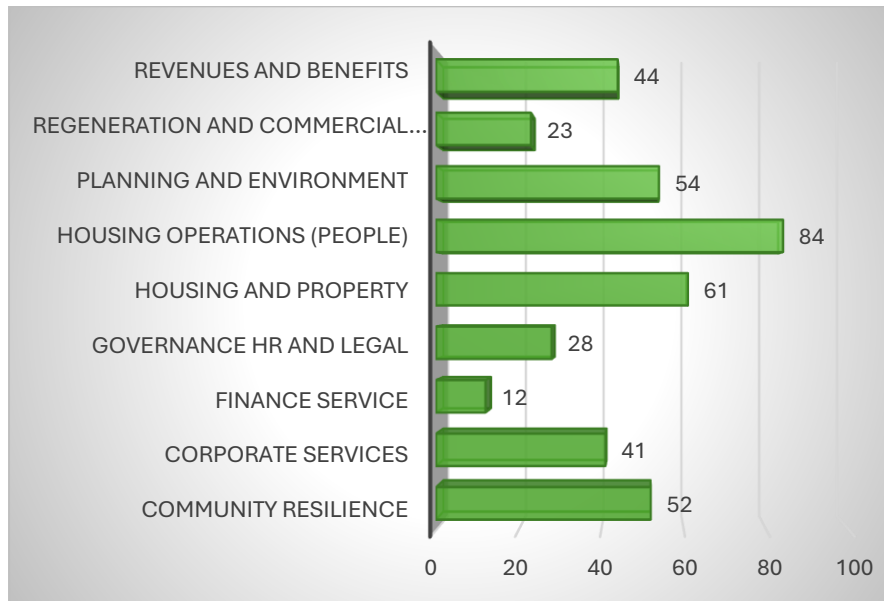


Chart 1 shows the distribution of headcount across our Services as at end of Quarter 1. The highest headcount is in Housing teams, and Planning and Environment teams.

The lowest headcount is within our Finance Services and Regeneration & Commercial Development teams.

The total headcount at the end of the Quarter 1 is 399 employees this includes (permanent and fixed term employees).

\*Total casuals' headcount is not included in this chart, however the casual's headcount is 93 workers

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**Chart 2 FTE by Service of Quarter 1**

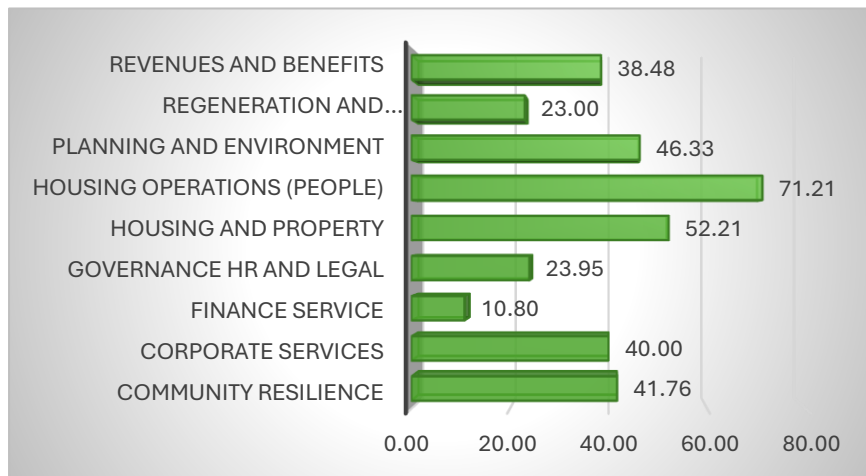


Chart 2 outlines the distribution of Full Time Equivalent staff (FTE) across the Services as at end of Quarter 1.

Total figure of the FTE is equal to 347.74 against the total headcount of 399.

N.B. future reports will show a comparison of increase or decrease against FTE across the Council as part of the analysis.

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**Chart 3** Breakdown of Employee Basis as of Quarter 1

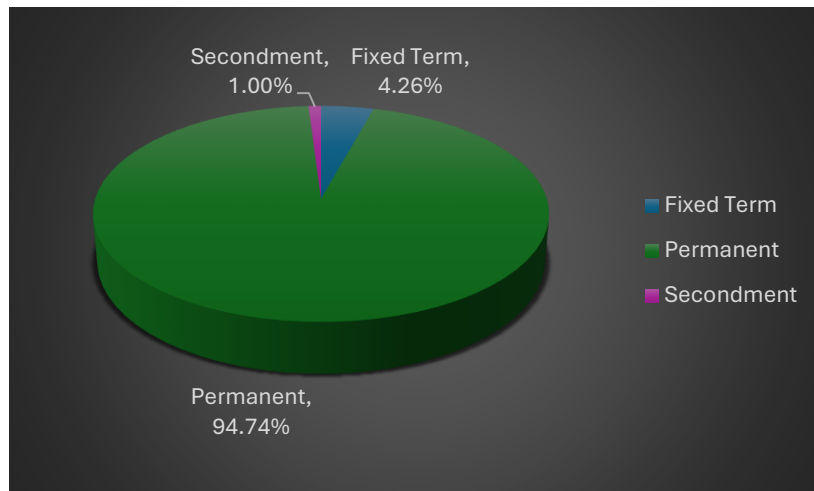
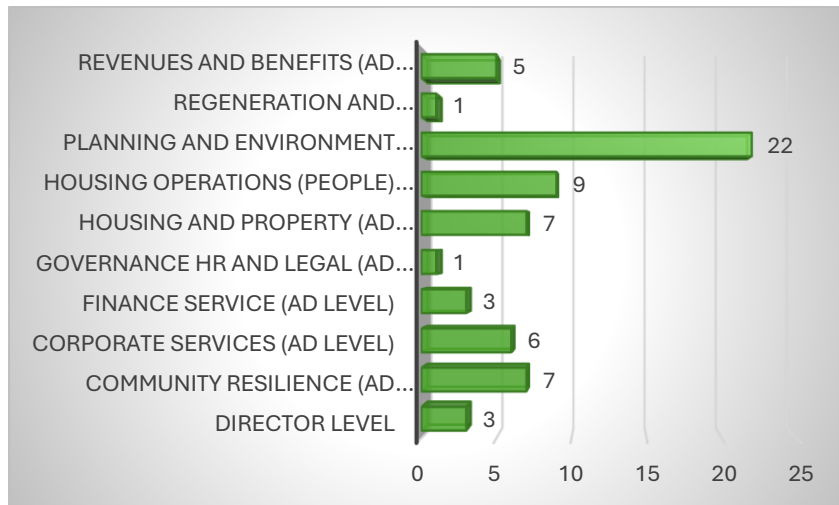


Chart 3 outlines the employment basis of those directly employed by the council, this shows that 94.74% of our workforce are in permanent roles.

As at end of first quarter of 2024/25 there were 378 permanent employees, 17 fixed term employees, and 4 employees on secondment (the figure for seconded staff can be added to the permanent employees as they are seconded from permanent posts).

In addition to direct employment, HDC also utilise Agency Workers, either for Interim or short-term usage for specific posts and projects.

**Chart 4** Vacancies per Service for Quarter 1 2024



**Chart 4** details the distribution of vacancy positions across our Services as of Quarter 1. In the Planning sector there is an increased demand for skilled professionals. According to a survey carried out by the Royal Town Planning Institute 82% of Local Authority Planners had advised that their employer had experienced difficulties when it came to hiring Planners – with 68% respondents suggesting the competitive salaries are a key stumbling block for Local Authorities.

The Council has been working with the LGA regarding their Pathways to Planning and we hope to move forward to the next cohort of Planning Graduates.

According to the Chartered Institute of Environmental Health there is a shortage of resources and many Local authorities are using Agency Staff due to an unprecedented demand for services. Reporting that 56% of Local Authorities report that they have environment health vacancies for 6 months or more. One of the reasons states was due to the lack of Environmental health officers who were fully qualified and experienced.

Chart 5 outlines leavers by reason for the 10 staff who left the authority during Quarter 1.

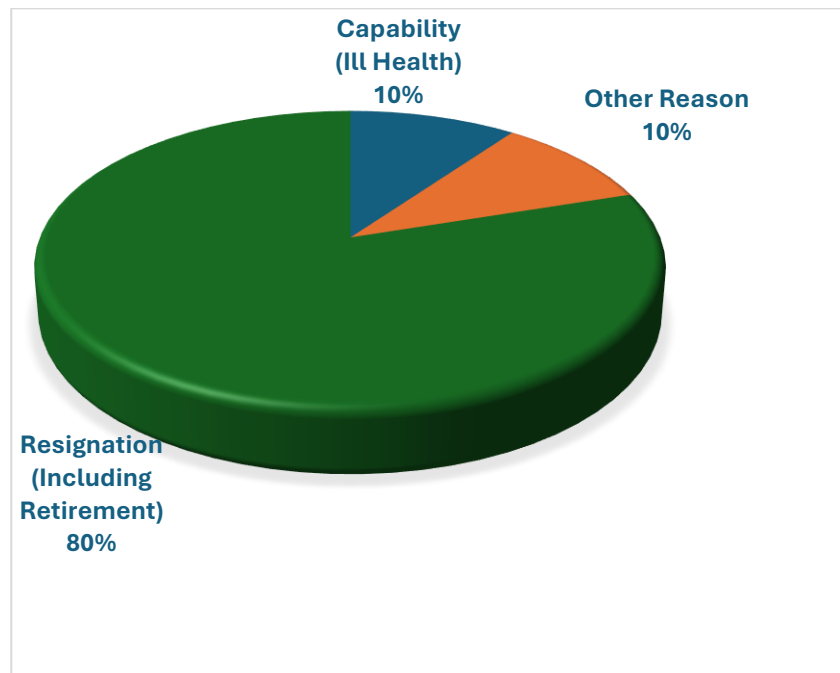
Of the 10 leavers recorded during the above period, resignation (including retirement) is the highest reason for leaving, accounting for 80%, or 8 staff.

When a resignation is received within HR, employees are provided with an acceptance of resignation letter and an electronic exit questionnaire to complete electronically, which is sent back to HR.

The exit questionnaire is designed to help Harlow Council to be pro-active about managing the retention of staff. We value the comments of employees leaving the Council.

The exit questionnaire is optional and only 3 of the 10 leavers completed this.

**Chart 5** Leavers by Reason as of Quarter 1

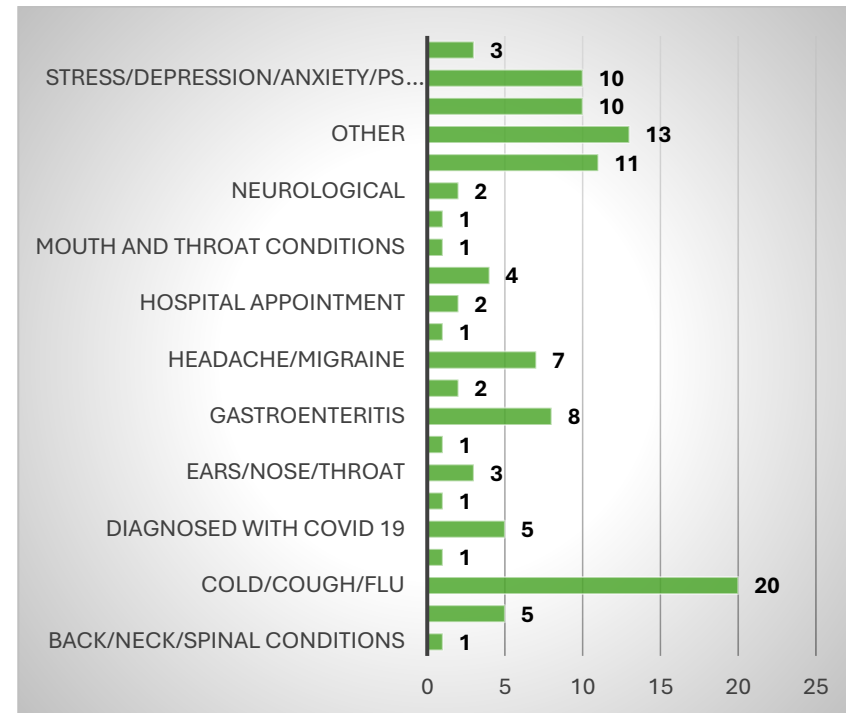


**Chart 6 (a) Sickness Absence Occasion by Reason Quarter 1**

Chart 6 (a) shows the number of sickness absence occasions by reason across all departments over the period April 2024 to June 2024. Cold/Flu/Viral infection has seen the most incidents across this period, with 20 instances.

There were 112 of sickness occasions recorded in Quarter 1.

All sickness absences are recorded on the iTrent (HR & Payroll System) by the employee’s line manager. Sickness absence is followed up by a Return-to-Work meeting between the employee and the line manager to discuss the absence and any support that may be required. This may include any reasonable adjustments and can be supported with a referral to Harlow Occupational Health Service.



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**Chart 6 (b)** Sickness Absence Days Lost by Reason Quarter 1

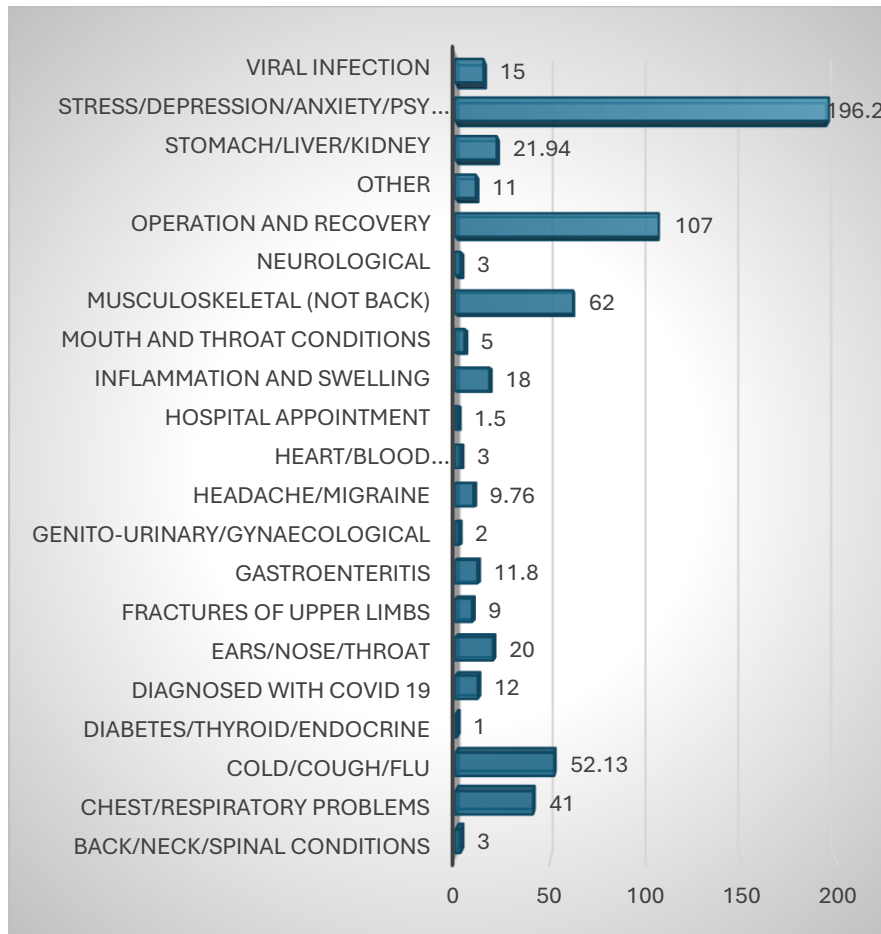


Chart 6 (b) captures short term and long-term Sickness Absence equating to 605.33 days in total for Quarter 1

The highest reason for sickness absence is Stress/Depression/Anxiety/Psychological. Support is provided to all employees including access to the Council's Occupational Health counselling service for employees and Councillors

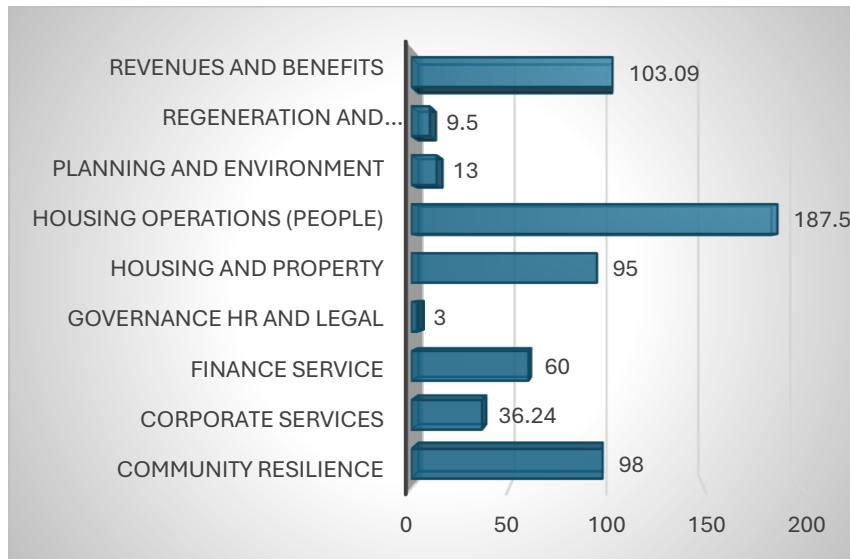
As detailed in Chart 6 (a) support can be provided via Occupational Health Counselling referrals and medical referrals to an Occupational Health Doctor to seek advice and guidance.

For any employee who reports that they are experiencing workplace stress, are referred internally to the Health & Safety department to undertake a workplace stress assessment in order to provide support.



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**Chart 7** Sickness Days Lost by Service Quarter 1



As mentioned above on Chart 1 Housing Department (covered by Housing Operations (People) and Housing and Property) are the largest services in the Council. The days lost by service indicates that the same services have high days lost, the next areas that show high on Chart 6 are Revenues & Benefits and Community Resilience.

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**Chart 8** Short term & Long-term Sickness Days Lost by Service Quarter 1

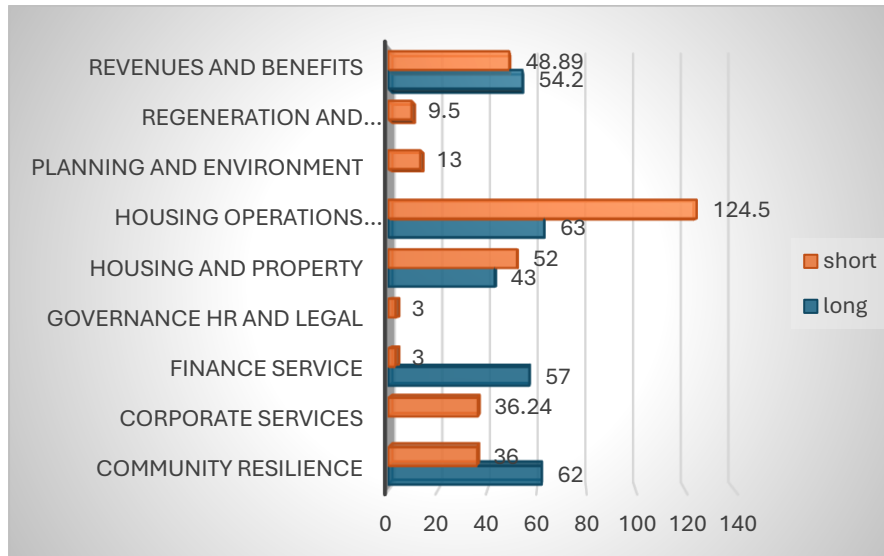


Chart 8 displays the days lost because of short and long term sickness by Service for Quarter 1.

HR continue to ensure that Occupational Health support is accessed at the point that employee sickness is classified as long-term unless there are benefits to instigate this sooner.

If the sickness results in long term absence, a referral to Occupational Health is made to ensure that support mechanisms can be put in place as soon as possible.

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**Chart 9** Employee Age Profile as of Quarter 1 of 2024

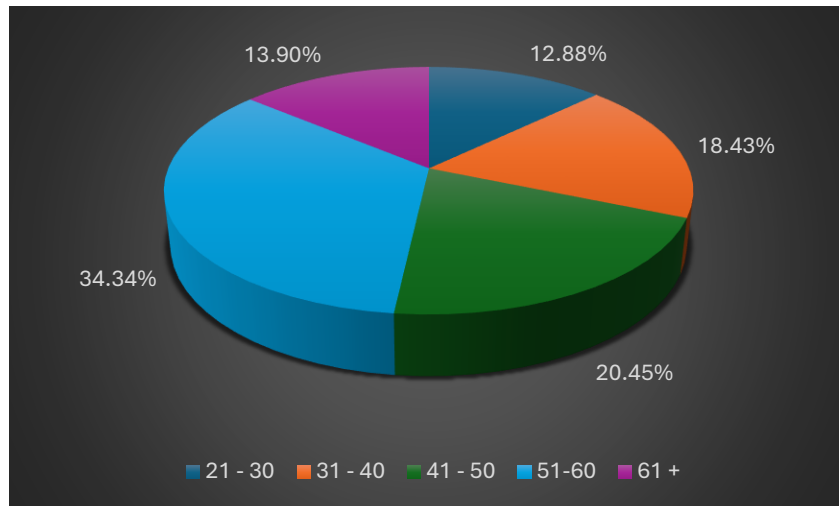


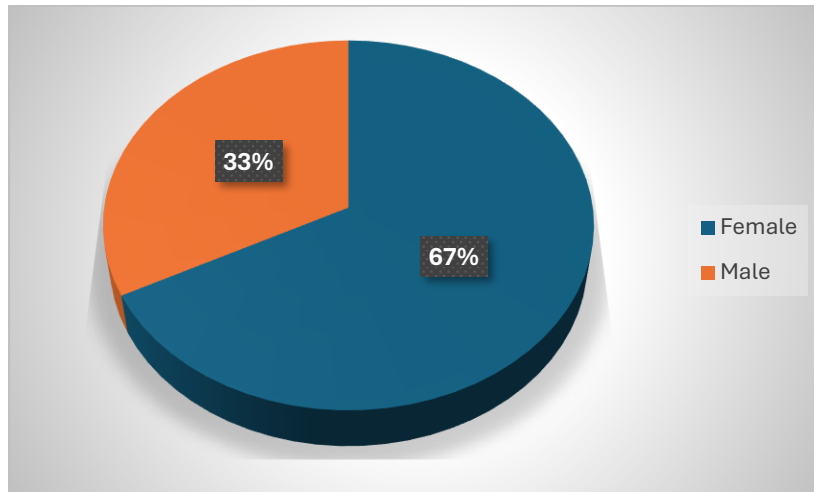
Chart 9 shows a breakdown by age of the HDC workforce, expressed in percentage.

Over 50% percent of our workforce are between 41 – 60 and currently we have no one employed under 21.

According to *Infinistats (Centralised HR Performance Benchmarking)* the average age for Councils in East of England is 46.32, with Harlow Council's average age lightly higher at 47.

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**Chart 10** Employee Sex Profile Percentage as of Quarter 1 of 2024



According to the ONS Census 2021 out of a population of 93,328 within the Harlow District, the population has increased by 6,100 in the past year. There are more females in Harlow, accounting for 51.3% of the population and males 48.7% of population; this is also reflected in the sex profile of council employees.

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**Chart 11** Employee Race including colour, nationality, ethnic or national origin Profile percentage for Quarter 1

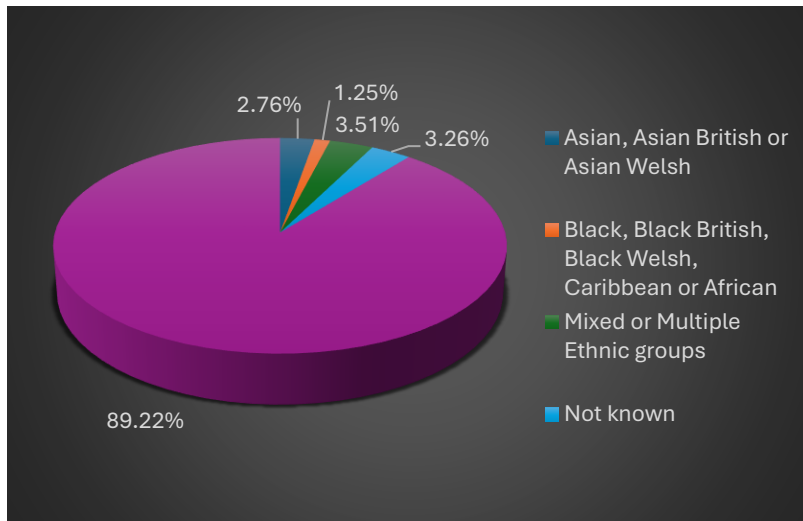


Chart 10 shows a breakdown of race including colour, nationality, ethnic or national origin within Harlow Council as percentage.

Harlow Council workforce is predominantly White British which is 89.22% of the workforce recorded in this category.

Comparative data has been sought from the ONS 2021 Census with the category *White* showing 82.7% of Harlow population, this category compares with the make-up of our workforce.

**Table 11 (b)** Ethnicity Profile for Harlow ONS 2021 Census

**Ethnic group, national identity, language and religion**

Ethnic group	Persons	
	Harlow Local Authority	
	count	%
All usual residents	93,330	100.0
Asian, Asian British or Asian Welsh	5,555	6.0
Black, Black British, Black Welsh, Caribbean or African	5,827	6.2
Mixed or Multiple ethnic groups	3,048	3.3
White	77,214	82.7
Other ethnic group	1,686	1.8

In order to protect against disclosure of personal information, records have been swapped between different geographic areas and counts perturbed by small amounts. Small counts at the lowest geographies will be most affected.

Source: ONS - 2021 Census (TS021)

For *Asian, Asian British or Asian Welsh* category 2.76% of employees for Harlow Council and Harlow population is 6%.

*Black, Black British, Black Welsh, Caribbean or African* 1.25% represents Harlow Council employees comparing to 6.2% of Harlow population.

*Mixed or multiple ethnic groups* represent 3.51% of Harlow Council employees slightly higher than the 3.3% of Harlow population.

*Not known* ethnic group represents 3.26% of Harlow Council workforce.