



# **West Suffolk Workforce development annual data**

## **2018/19**

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# Contents

1.	Headcount (permanent and temporary)	3
2.	Headcount (casuals)	4
3.	Age analysis	5
4.	Gender	6
5.	Turnover	7
6.	Reasons for leaving	7
7.	Full time v part time	8
8.	Full time v part time by gender	9
9.	Pay Bands by gender	10
10.	Disability	11
11.	Sickness absence	12
12.	Corporate training	13
13.	Apprenticeships	14
14.	Ethnicity	15

## 1. Headcount (permanent and temporary)

This data is based on permanent and temporary staff at 31 March 2019 including Apprentices and one zero hours contract.

Service area	Permanent headcount	Temporary headcount	Total	Headcount as % of whole staff	Full time equivalents
Anglia Revenues Partnership (ARP)	60	1	61	8.59%	55.19
Leadership Team	9	0	9	1.27%	9.00
Families and Communities including Projects	76	24	100	14.09%	84.84
Growth	34	2	36	5.07%	33.85
HR, Legal and Democratic including core PA's team	52	7	59	8.31%	54.27
Operations	291	7	298	41.97%	278.42
Planning and Regulatory	82	3	85	11.97%	75.99
Resources and Performance	52	10	62	8.73%	58.81
<b>Total</b>	<b>656</b>	<b>54</b>	<b>710</b>	<b>100.00%</b>	<b>650.37</b>

## 2. Headcount (casuals)

Service area	Casual headcount
Anglia Revenues Partnership (ARP)	0
Leadership Team	0
Families and Communities including Projects	0
Growth	24
HR, Legal and Democratic including core PA's team	39
Operations	77
Planning and Regulatory	6
Resources and Performance	0
<b>Total</b>	<b>146</b>

### 3. Age analysis

This data is based on full, part permanent and temporary staff and also includes one zero hours contract but **does not** include casual staff. It shows the age profile of staff on 31 March 2019.

Service area	Head count	<20	20-30	31-40	41-50	51-60	61-65	>65	Average age
Anglia Revenues Partnership (ARP)	61	1	5	10	16	23	6	0	48
Leadership Team	9	0	0	2	4	3	0	0	47
Families and Communities including Projects	100	1	14	20	28	26	9	2	44
Growth	36	1	3	10	11	11	0	0	43
HR, Legal and Democratic including core PA's team	59	1	11	10	12	24	1	0	44
Operations	298	2	39	44	86	96	25	6	46
Planning and Regulatory	85	0	15	23	16	25	6	0	43
Resources and Performance	62	1	16	10	15	20	0	0	40
<b>Total</b>	<b>710</b>	<b>7</b>	<b>103</b>	<b>129</b>	<b>188</b>	<b>228</b>	<b>47</b>	<b>8</b>	<b>45</b>
<b>Total %</b>	-	<b>0.99%</b>	<b>14.50%</b>	<b>18.17%</b>	<b>26.48%</b>	<b>32.11%</b>	<b>6.62%</b>	<b>1.13%</b>	

## 4. Gender

This data is based on permanent and temporary staff and also includes one zero hours contract but does not include casuals. It shows the gender profile on 31 March 2019.

Service area	Headcount	Male	Female	% male	% female
Anglia Revenues Partnership (ARP)	61	12	49	19.67%	80.33%
Leadership Team	9	4	5	44.44%	55.56%
Families and Communities including Projects	100	10	90	10.0%	90.0%
Growth	36	14	22	38.89%	61.11%
HR, Legal and Democratic including core PA's team	59	12	47	20.34%	79.66%
Operations	298	237	61	79.53%	20.47%
Planning and Regulatory	85	30	55	35.29%	64.71%
Resources and Performance	62	39	23	62.90%	37.10%
<b>Total</b>	<b>710</b>	<b>358</b>	<b>352</b>	<b>50.42%</b>	<b>49.58%</b>

## 5. Turnover

The figures shown below include permanent staff and temporary staff with 12 months service or more.

Turnover	%
Voluntary	9.69%
All	10.77%

## 6. Reasons for leaving

Reason for leaving	Number	Percentage of leavers
Resignation	55	71.43%
Redundancy	0	0.00%
Retirement	8	10.39%
Dismissal	2	2.60%
Failed probation period	5	6.49%
Ill health retirement	0	0.00%
End of temporary contract	6	7.79%
Other reason	1	1.30%
<b>Total</b>	<b>77</b>	<b>100.00%</b>

## **7. Full time v part time**

This data is based on permanent and temporary staff and also includes one zero hours contract but does not include casuals. It shows the full and part time profile on 31 March 2019.

<b>Service area</b>	<b>Headcount</b>	<b>Full time</b>	<b>Part time</b>	<b>% Full time</b>	<b>% Part time</b>
Anglia Revenues Partnership (ARP)	61	44	17	72.13%	27.87%
Leadership Team	9	9	0	100%	0.00%
Families and Communities including Projects	100	55	45	55.0%	45.0%
Growth	36	28	8	77.78%	22.22%
HR, Legal and Democratic including core PA's team	59	43	16	72.88%	27.12%
Operations	298	254	44	85.23%	14.77%
Planning and Regulatory	85	60	25	70.59%	29.41%
Resources and Performance	62	53	9	85.48%	14.52%
<b>Total</b>	<b>710</b>	<b>546</b>	<b>164</b>	<b>76.90%</b>	<b>23.10%</b>



## 8. Full time v part time by gender

Service area	Headcount	Full time male	Full time female	Part time male	Part time female
Anglia Revenues Partnership (ARP)	61	10	34	2	15
Leadership Team	9	4	5	0	0
Families and Communities including Projects	100	10	45	0	45
Growth	36	14	14	0	8
HR, Legal and Democratic including core PA's team	59	10	33	2	14
Operations	298	223	31	14	30
Planning and Regulatory	85	26	34	4	21
Resources and Performance	62	37	16	2	7
<b>Total</b>	<b>710</b>	<b>334</b>	<b>212</b>	<b>24</b>	<b>140</b>

## 9. Pay Bands by gender

Band	Male	Female	Male %	Female %
Apprentice	3	7	30.0%	70.0%
A	0	1	0.00%	100%
B	0	6	0.00%	100%
C	123	47	72.35%	27.65%
D	81	107	43.09%	56.91%
E	54	81	40.0%	60.0%
F	36	49	42.35%	57.65%
G	25	22	53.19%	46.81%
H	17	13	56.67%	43.33%
I	14	13	51.85%	48.15%
Assistant Director	2	4	33.33%	66.67%
Director/CEO	2	1	66.67%	33.33%
Other	1	1	50.0%	50.0%
<b>Total</b>	<b>358</b>	<b>352</b>	<b>50.42%</b>	<b>49.58%</b>

## 10. Disability

The figures below are for full time, part time and temporary staff and are based on data available on 31 March 2019.

Service area	Headcount	Recorded responses	No of staff who declare themselves disabled	% *
Anglia Revenues Partnership (ARP)	61	41	2	4.88%
Leadership Team	9	9	0	0.00%
Families and Communities including Projects	100	84	5	5.95%
Growth	36	35	0	0.00%
HR, Legal and Democratic including core PA's team	59	56	2	3.57%
Operations	298	236	9	3.81%
Planning and Regulatory	85	77	2	2.60%
Resources and Performance	62	54	2	3.70%
<b>Total</b>	<b>710</b>	<b>592</b>	<b>22</b>	<b>3.72%</b>

\* Percentage of staff declaring a disability where it is known

**11. Sickness absence**

<b>Reason for absence</b>	<b>Total days</b>
Working days lost due to industrial injury	48.18
Working days lost due to stress/depression/anxiety	521.77
Other	2441.24
Total working days lost	3011.19
Average days lost per FTE	4.81

## 12. Corporate training

The figures below are based on permanent and temporary staff and **do not** include casual staff or leavers. It shows the data as at 31 March 2019 for training events attended.

Service area	Total number of events attended	Events attended by males	Events attended by females	Events attended by full time employees	Events attended by part time employees
Leadership Team	2	2	0	2	0
Families and Communities including Projects	330	21	309	210	120
Growth	42	23	19	32	10
HR, Legal and Democratic including core PA's team	129	20	109	108	21
Operations	251	185	66	231	20
Planning and Regulatory	148	32	116	113	35
Resources and Performance including ARP	189	51	138	155	34
<b>Total</b>	<b>1091</b>	<b>334</b>	<b>757</b>	<b>851</b>	<b>240</b>
<b>%</b>	<b>-</b>	<b>30.61%</b>	<b>69.39%</b>	<b>78.00%</b>	<b>22.00%</b>

### 13. Apprenticeships

This shows the number of apprentices in the organisation as at 31 March 2019.

Service area	Apprentices
Anglia Revenues Partnership (ARP)	1
Chief Executive including Corporate Directors	0
Families and Communities including Projects	2
Growth	1
HR, Legal and Democratic including core PA's team	3
Operations	1
Planning and Regulatory	0
Resources and Performance	2
<b>Total</b>	<b>10</b>

## 14. Ethnicity

The figures below are based on full time, part time and temporary staff and are based on date available on 31 March 2019.

Band	British	Black Caribbean /African	Asian	Mixed back ground	Any other white background	Irish	Not declared
Apprentice	4	0	0	0	0	0	6
A	1	0	0	0	0	0	0
B	3	0	0	0	0	0	3
C	122	0	0	1	9	0	38
D	160	0	0	0	5	0	23
E	111	0	1	1	6	0	16
F	69	0	1	1	6	0	8
G	39	0	0	1	0	1	6
H	25	0	0	0	2	0	3
I	27	0	0	0	0	0	0
Assistant Director	5	0	0	0	0	1	0
Director /CEO	3	0	0	0	0	0	0
Other	1	0	0	0	0	0	1
<b>Total</b>	<b>570</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>28</b>	<b>2</b>	<b>104</b>