

Report to:	QSMTM
Report by:	Helen Gardner-Swift, Head of Corporate Services Kim Berry, Finance and Administration Manager
Meeting Date:	12 May 2021
Subject/ Title: (and VC no)	Workforce Trends for period 1 April 2020 - 31 March 2021 VC150528
Attached Papers (title and VC no)	None

Purpose of report

- The purpose of this Committee Report (CR) is to provide the Staff in Post (SIP) data for the period 1 April 2020 – 31 March 2021.

Recommendation and actions

- I recommend that:
 - The Senior Management Team (SMT) note the CR
 - The CR is published in full as set out in paragraph 12.

Executive summary

- Key statistics:

Measure	Q2 2020-21	Q4 2020-21	Change from previous quarter
Staff in post (SIP) (headcount)	25	25	0
Male	5	5	0
Female	20	20	0
FTE:	23.2	23.2	0
Male / female ratio (headcount)	1:4	1:4	0

- Changes to staffing and working patterns from Q2 to Q4 are as follows:

Q2

- Staff member – leaver x 1
- Staff member – permanent reduction in part time working hours – 0.91FTE to 0.83FTE

Q4

- No change

Risk impact

5. This report helps us to monitor and report on organisational staffing levels and helps us to mitigate the risk of inappropriate level of human resources to enable the Commissioner to deliver statutory functions.

Equalities impact

6. Workforce monitoring informs our equalities work, providing us with a way of tracking key indicators.

Resources impact

7. No identified impact.

Operational/ strategic plan impact

8. No identified impact.

Privacy impact

9. There is no direct privacy impact arising from this report.

Records management impact (including any key documents actions)

10. None.

Consultation and Communication

11. Publication of QSMTM minute and CR.

Publication

12. I recommend that this CR is published in full.