

<b>Report to:</b>	QSMTM Q4 Part 2 2022-23
<b>Report by:</b>	Helen Gardner-Swift, Head of Corporate Services (HOCS) Kim Berry, Finance and Administration Manager (FAM)
<b>Meeting Date:</b>	26 May 2023
<b>Subject/ Title:</b> (and VC no)	Workforce Trends for period 1 April 2022 - 31 March 2022 VC186886
<b>Attached Papers</b> (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 2022 – 31 March 2023.

## 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 for 2022-23:

Measure	Q2 2022-23	Q4 2022-23	Change from Q2
Staff in post (SIP) (headcount)	20	23	+3
Male	3	5	+2
Female	17	18	+1
FTE:	18.58	21.39	+2.81
Male / female ratio (headcount)	1:6 (rounded up)	1:4 (rounded up)	

- Changes to staffing and working patterns in 2022-23 are as follows:

### Q1

- Leaver x 2 – 2 FTE

### Q2

- Leaver x 1 – 0.5 FTE
- Increase in hours x 1 – 0.90 to 1.0 FTE
- Increase in hours x 1 – 0.81 to 1.0 FTE

### Q3

- Decrease in hours x 1 – 1.0 to 0.81 FTE

**Q4**

- New start x 3 – 3.0 FTE

**Risk impact**

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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**

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

**Resources impact**

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7. No identified impact.

**Operational/ strategic plan impact**

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8. No identified impact.

**Privacy impact**

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

**Records management impact (including any key documents actions)**

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10. None.

**Consultation and Communication**

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11. Publication of QSMTM minute and CR.

**Publication**

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