



Report to:	Finance, Resources, and Corporate Committee
Date:	7 March 2024
Subject:	Workforce - HR Management Information
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Is this a key decision?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the report contain confidential or exempt information or appendices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1:	
Are there implications for equality and diversity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1. Purpose of this Report

- 1.1 To provide an update on data relating to the Combined Authority's workforce and to highlight areas of good performance, points to note and areas of risk.

2. Information

HR Management Information

- 2.1 The attached HR Management Information (MI) report at **Appendix 1** provides detail and analysis concerning employee sickness, turnover and workforce stability measures, the EDI profile of the organisation and information relating to the fulfilment of vacancies. This report reflects Quarter 3 (Q3) 2023/24, October to December 2023, which is the latest report available at time of publication¹. This document is produced for internal management purposes and shared with the Committee each quarter for ongoing oversight of performance. This follows a more detailed report about workforce development and diversity which was presented to the January meeting of the Committee.

¹ It should be noted that the data source for this report remains the legacy HR Information System Carval as the transition to the replacement system CiA was in the middle of this reporting period and dual input into Carval and CiA continued until the end of December.

- 2.2 The report builds upon the MI provided for Q1 and Q2 and is now beginning to provide an indication of trends in performance. It is anticipated that this will be built upon for subsequent quarters for a year-on-year comparison.
- 2.3 Time lost to sickness increased during the quarter and is now similar in comparison to figures seen regionally and in the wider local government sector. The increase in short term absences could be a reflection of winter flu season, an increase in reporting (due to publicity around the importance of this data in the CiA transition) or both. The move to CiA as a data source will enable reporting of absence reason, which should help clarify the reasons behind the increase.
- 2.4 Staff turnover and stability rates continue to be broadly positive. Overall, the Combined Authority is able to retain its experienced staff. However low rates of turnover do have some associated challenges, for example it limits the pace at which we can improve the diversity of our workforce overall, to ensure it is representative of the population of West Yorkshire.
- 2.5 Our staff profile in relation to EDI measures continues to show signs of improvement, with notable steps towards being more representative seen in staff recruited in the past 12 months. There is still more work to do to ensure this is reflected across all teams and levels of the organisation, and a particular need to increase ethnic diversity at more senior grades. Further information was provided to the Committee at its January meeting including the gender and ethnicity pay gap reports.
- 2.6 Recruitment activity was lower than in previous quarters, a reflection in the pause in recruitment undertaken during the CiA transition and this is expected to increase in Q4 to meet agreed organisational priorities. Overall time to recruit increased slightly. In terms of vacancy fulfilment there is a 50/50 split between external recruitment and existing internal resources fulfilling the need. This is positive, as it means that the organisation is both bringing in new talent and supporting internal development and promotion.
- 2.7 A more comprehensive report about the Combined Authority's plans for workforce development was received by the Committee at its January meeting.

3. Tackling the Climate Emergency Implications

- 3.1 There are no climate emergency implications directly arising from this report.

4. Inclusive Growth Implications

- 4.1 There are no inclusive growth implications directly arising from this report.

5. Equality and Diversity Implications

- 5.1 The Combined Authority is committed to becoming an employer of choice and a leader in EDI. The ongoing monitoring of EDI measures is fundamental to ensure we are making progress towards our ambitions.



6. Financial Implications

6.1 There are no financial implications directly arising from this report.

7. Legal Implications

7.1 There are no legal implications directly arising from this report.

8. Staffing Implications

8.1 This report summarises the current performance to enable HR to inform workforce planning and the recruitment strategy for the Combined Authority.

9. External Consultees

9.1 No external consultations have been undertaken.

10. Recommendations

10.1 That the information provided is considered and noted.

11. Background Documents

There are no background documents referenced in this report.

12. Appendices

Appendix 1 – Management Information – WYCA – Q3 2324 FINAL EXT