



**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

**Q1 Financial Year 2011-12**

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT Q1**



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

<b>EXECUTIVE SUMMARY .....</b>	<b>7</b>
<b>AUTHORITY HEADCOUNT SUMMARY 30/06/2011 .....</b>	<b>8</b>
<b>FTE Headcount Totals .....</b>	<b>8</b>
<b>Headcount Totals .....</b>	<b>8</b>
<b>SICKNESS SUMMARY PAGE .....</b>	<b>9</b>
<b>Authority Sickness Days Lost Per FTE .....</b>	<b>9</b>
<b>Total Authority Sickness Days Lost Per FTE 2008/09 &amp; 2009/2010 &amp; 2010/11 .....</b>	<b>9</b>
<b>Authority Sickness Percentage Report 01/04/2011- 30/06/2011.....</b>	<b>10</b>
<b>Authority Sickness Percentages 2009/10 &amp; 2010/11 &amp; 2011/12.....</b>	<b>10</b>
<b>Employee Sickness Days Taken.....</b>	<b>11</b>
<b>TURNOVER SUMMARY BY DIRECTORATE &amp; AUTHORITY FOR 2008-2009, 2010-2011 &amp; 2011-2012 .....</b>	<b>12</b>
<b>DIVERSITY SUMMARY 30/06/2011 .....</b>	<b>13</b>
<b>HEADCOUNT SUMMARY BY DIRECTORATE 30/06/2011 .....</b>	<b>14</b>
<b>HEADCOUNT SUMMARY BY DIRECTORATE 30/06/2011 .....</b>	<b>14</b>
<b>CE &amp; CORPORATE SERVICES.....</b>	<b>14</b>



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

<b>DIRECTORATE OF EDUCATION &amp; LIFELONG LEARNING .....</b>	<b>17</b>
<b>DIRECTORATE OF SOCIAL SERVICES .....</b>	<b>18</b>
<b>ENVIRONMENT GROUP .....</b>	<b>19</b>
<b>AUTHORITY POSITION SUMMARY 30/06/2011 .....</b>	<b>21</b>
<b>POSITION BASIS BY DIRECTORATE 30/06/2011.....</b>	<b>22</b>
Chief Executive & Corporate Services .....	22
Directorate of Education & Lifelong Learning.....	25
Directorate of Social Services .....	27
Environment Group.....	29
<b>POSITION TYPE BY DIRECTORATE 30/06/2011 .....</b>	<b>31</b>
Chief Executive & Corporate Services .....	31
Directorate of Education & Lifelong Learning.....	34
Directorate of Social Services .....	36
Environment Group.....	38
<b>TURNOVER SUMMARY BY DIRECTORATE .....</b>	<b>40</b>
Authority Leavers 01/04/2011 – 30/06/2011.....	40
Turnover Summary By Directorate 01/04/2011-30/06/2011 .....	40



CAERPHELLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Leaving Reasons Summary By Directorate 01/04/2011 – 30/06/2011 ..... 41

AGE PROFILE BY AUTHORITY AND DIRECTORATE - 30/06/2011..... 42

DIVERSITY SUMMARY BY DIRECTORATE 30/06/2011 ..... 43

LANGUAGES BY DIRECTORATE 30/06/2011 ..... 44

Corporate Services & CE..... 44

Directorate of the Education & Lifelong Learning ..... 47

Environment Group..... 52

Directorate of the Social Services..... 56

AGE BY SALARY RANGES 30/06/2011..... 62

Education & Lifelong Learning..... 62

Corporate Services & CE..... 62

Environment Group..... 63

Social Services ..... 63

MARITAL STATUS BY SALARY RANGE 30/06/2011 ..... 64

Corporate Services & CE..... 64

Education & Lifelong Learning..... 64



CAERPHELLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

<b>Environment Group.....</b>	<b>65</b>
<b>Social Services .....</b>	<b>65</b>
<b>ETHNIC ORIGIN BY SALARY RANGE 30/06/2011 .....</b>	<b>66</b>
<b>Corporate Services &amp; CE.....</b>	<b>66</b>
<b>Education &amp; Lifelong Learning.....</b>	<b>66</b>
<b>Environment Group.....</b>	<b>66</b>
<b>Social Services .....</b>	<b>66</b>
<b>DISABILITY BY SALARY RANGE 30/06/2011 .....</b>	<b>67</b>
<b>Corporate Services &amp; CE.....</b>	<b>67</b>
<b>Education &amp; Lifelong Learning.....</b>	<b>67</b>
<b>Environment Group.....</b>	<b>67</b>
<b>Social Services .....</b>	<b>67</b>
<b>GENDER BY SALARY RANGE 30/06/2011 .....</b>	<b>68</b>
<b>Corporate Services &amp; CE.....</b>	<b>68</b>
<b>Education &amp; Lifelong Learning.....</b>	<b>68</b>
<b>Environment Group.....</b>	<b>68</b>



CAERPHELLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Social Services ..... 68

SICKNESS DAYS LOST PER FTE BY DIRECTORATE 01/04/2011- 30/06/2011 ..... 69

CORPORATE SERVICES & CE ..... 69

DIRECTORATE OF EDUCATION & LIFELONG LEARNING ..... 75

DIRECTORATE OF SOCIAL SERVICES ..... 78

ENVIRONMENT GROUP ..... 80

SICKNESS PERCENTAGE REPORT BY DIRECTORATE 01/04/2011- 30/06/2011 ..... 83

CORPORATE SERVICES & CE ..... 83

DIRECTORATE OF EDUCATION & LIFELONG LEARNING ..... 88

DIRECTORATE OF SOCIAL SERVICES ..... 91

ENVIRONMENT GROUP ..... 93

GLOSSARY: ..... 96



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Executive Summary

Of particular note is the continued downward trend in the sickness absence figures. At year end we achieved a figure of 11.19 days sickness absence per FTE, which is an improvement on previous years and our lowest figure to date. Analysing Q1's result (2.54) against the comparator quarter last financial year (2.85), this is again showing a continued improvement. We are targeting a single figure outcome for this financial year (i.e 9.99 or better), and this is a challenging stretch target. On the evidence of the outcomes for the first quarter, this will be achievable, but only if the current downward trends can be maintained and improved upon.

Whilst we are looking to improve our sickness absence levels, we have put in place a range of support measures through our occupational health and employee assistance programmes. Our employee health and well being group is also looking at means to provide support and education for staff to enable them to improve their own health. It is interesting to note that despite some of the "negative publicity" that we sometimes receive in the press with regards to our absence rates, 41 % of our staff incurred absolutely no days of sickness absence in the last financial year. If you add to this those staff that took less than 5 days, this increases to a figure of 68% of the workforce who incurred a week or less of sickness absence. This demonstrates that the vast majority of our workforce, have very positive attendance records.

Our Headcount and FTE figures have shown a marginal decrease on the previous quarter. Part of this is as a result of variations in hours where individuals have reduced their hours, which results in the FTE totals being reduced. Our actual number of Heads employed has remained reasonably stable with a decline of only 9 individuals. We are anticipating that these figures may increase in the next quarter as new recruits under our Trainees and Apprenticeships schemes begin to enter our employment, and schools recruits in readiness for new autumn term come on board.

One area of slight concern is with the effects of reductions / cessation in grant funding income that will potentially effect our employment figures. We are currently analysing the net effect of these grant reductions and the potential impacts on employment of staff. In some cases it will lead to the inevitable loss of employment, as many of these individuals will be on fixed term contracts linked to the receipt of the grant income received. We have been reasonably successful to date in avoiding a situation of compulsory redundancies, however this is becoming more difficult as the volumes of staff requiring to be redeployed into alternative posts within the council increases. This is also made more difficult against the evidence of our natural turnover statistics which are slowing and limits the ability to transfer staff to roles as individuals leave. Our voluntary turnover figure has dropped to an all time low last year of 6.3%, with all turnover which would include retirements running at 10.9%. This limits the effect of the natural turnover of vacancies becoming available for staff who are displaced or whose fixed term contracts are coming to an end.



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Authority Headcount Summary 30/06/2011

#### FTE Headcount Totals

Directorate	FTE Count Q1 April - June 10	FTE Count Q2 July – September 10	FTE Count Q3 Oct – December 10	FTE Count Q4 Jan 10 - March 11	FTE Count Q1 April 11 – June 11
Corporate Services & CE	722.33	713.23	1053.79	1036.28	1033.92
Directorate of Education & Lifelong Learning	5895	3562.35	3574.67	3580.68	3556.57
Directorate of Social Services	1122.78	1122.03	1132.44	1,115.76	1114.10
Environment Group	1432.73	1409.14	1047.17	1,062.44	1079.01
<b>Overall Authority Total</b>	<b>6877.94</b>	<b>6809.75</b>	<b>6811.07</b>	<b>6799.16</b>	<b>6783.60</b>

#### Headcount Totals

Directorate	Headcount Q1 April - June 10	Headcount Q2 July – September 10	Headcount Q3 Oct – December 10	Headcount Q4 Jan 10 – March 11	Headcount Q1 April 11 – June 11
Corporate Services & CE	834	878	1106	1101	1096
Directorate of Education & Lifelong Learning	3598.10	5814	5869	5899	5884
Directorate of Social Services	1508	1506	1516	1,508	1500
Environment Group	1883	1893	1595	1,605	1613
<b>Overall Authority Total</b>	<b>9852</b>	<b>9817</b>	<b>9807</b>	<b>9805</b>	<b>9796.00</b>





CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Sickness Summary Page

Authority Sickness Days Lost Per FTE  
2010/2011

Directorate	Days Lost Per FTE Q1 April - June 10	Days Lost Per FTE Q2 July - September 10	Days Lost Per FTE Q3 Oct - December 10	Days Lost Per FTE Q4 Jan 10 - March 11	Days Lost Per FTE Q1 April 11 - June 11
Corporate Services & CE	2.19	1.68	3.14	2.46	2.60
Directorate of Education & Lifelong Learning	2.88	1.89	2.96	3.07	2.31
Directorate of Social Services	3.19	3.25	4.24	3.85	2.97
Environment Group	2.82	2.63	2.58	2.90	2.83
Overall Authority Total	2.85	2.25	3.13	3.08	2.54

Total Authority Sickness Days Lost Per FTE 2008/09 & 2009/2010 & 2010/11

Directorate	2008/09 Days Lost per FTE	2009/10 Days Lost per FTE	2010/11 Days Lost per FTE	2009/10 FTE Days Lost	2010/11 FTE Days Lost
Corporate Services & CE	N/A	9.71	11.20	7268.91	9891.33
Directorate of Education & Lifelong Learning	N/A	11.45	10.67	42202.47	38609.72
Directorate of Social Services	N/A	15.63	14.25	17952.83	15985.99
Environment Group	N/A	10.90	9.97	15793.86	12419.92
Authority Total	13.48	11.83	11.19	83218.07	76906.96



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Authority Sickness Percentage Report 01/04/2011- 30/06/2011

Directorate	2009/10 Sickness % Q2	2009/10 Sickness % Q3	2009/10 Sickness % Q4	2010/11 Sickness % Q1	2010/11 Sickness % Q2	2010/11 Sickness % Q3	2010/11 Sickness % Q4	2011/12 Sickness % Q1
Corporate Services & CE	N/A	4.72 %	3.96 %	3.36%	2.56%	4.01%	3.84%	3.99%
Directorate of Education & Lifelong Learning	N/A	6.90 %	5.62 %	4.41%	2.87%	4.48%	4.77%	3.54%
Directorate of Social Services	N/A	8.16 %	7.25 %	4.91%	4.95%	6.46%	6.03%	4.57%
Environment Group	N/A	4.79 %	4.55 %	4.31%	3.97%	4.53%	4.53%	4.31%
<b>Authority Total</b>	<b>N/A</b>	<b>6.43 %</b>	<b>5.49 %</b>	<b>4.36%</b>	<b>3.41%</b>	<b>4.74%</b>	<b>4.80%</b>	<b>3.90%</b>

Authority Sickness Percentages 2009/10 & 2010/11 & 2011/12

Directorate	2009/10	2010/11
Corporate Services & CE		3.64
Directorate of Education & Lifelong Learning		4.15
Directorate of Social Services		5.62
Environment Group		4.35
<b>Authority Total</b>	<b>4.46</b>	<b>4.34</b>



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Employee Sickness Days Taken

\*

Number of sick days Taken by Employee  
(2009/10) (Actual Days Lost)

	0 Days Sickness	1-5 Days Sickness	12+ Days Sickness
Number of Employees	4368	2410	1827

Employee Sickness as a Percentage of the  
Authority Headcount (2009/2010)

% Employees with 0 Sickness	% Employees with 1-5 Days Sickness	% Employees with 12+ Sickness
43.586	24.048	18.23

\*

Number of sick days Taken by Employee  
(2010/11) (Actual Days Lost)

	0 Days Sickness	1-5 Days Sickness	12+ Days Sickness
Number of Employees	4093	2607	1664

Employee Sickness as a Percentage of the  
Authority Headcount (2010/2011)

% Employees with 0 Sickness	% Employees with 1-5 Days Sickness	% Employees with 12+ Sickness
41.496	26.43	18.198

\* NB % Employees will not total 100%

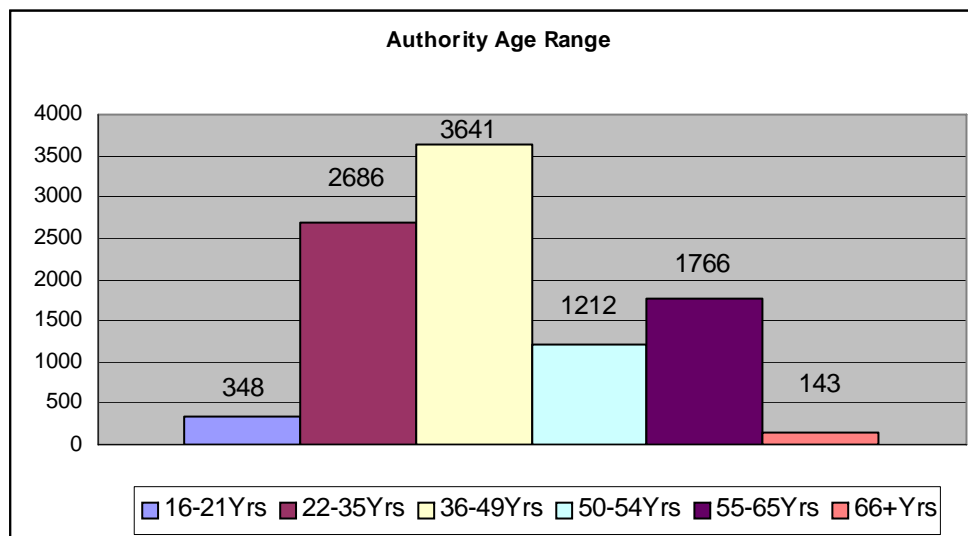


# CAERPHILLY COUNTY BOROUGH COUNCIL

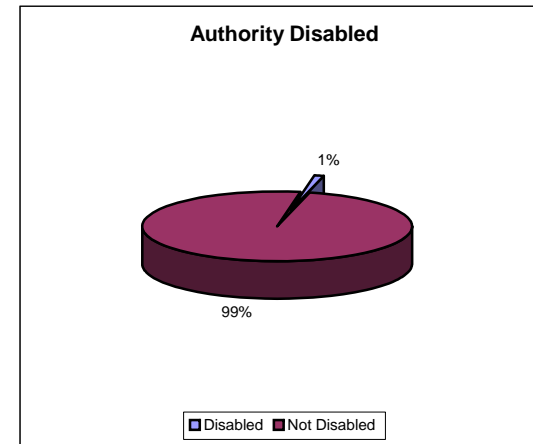
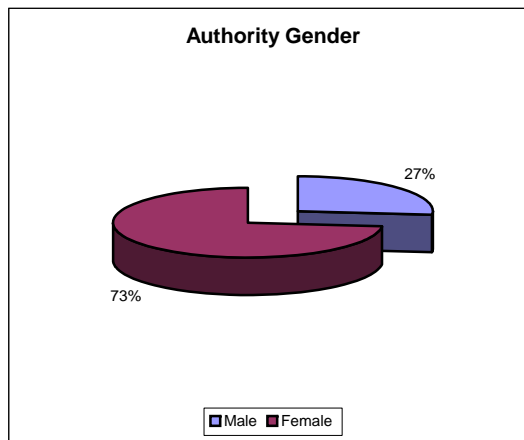
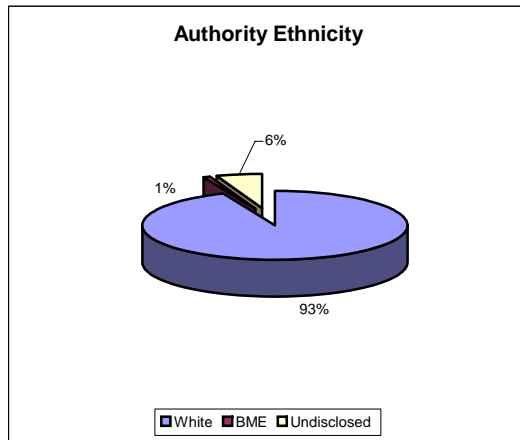
## WORKFORCE INFORMATION REPORT

### Turnover Summary by Directorate & Authority for 2008-2009, 2010-2011 & 2011-2012

Directorate	2008-2009		2009-2010		2010-2011	
	All Turnover %	Vol Turnover %	All Turnover %	Vol Turnover %	All Turnover %	Vol Turnover %
Corporate Services	16.23%	6.30%	16.70%	4.94%	9.70%	2.68%
Directorate of Education & Lifelong Learning	14.81%	9.65%	13.38%	10.03%	11.29%	7.04%
Directorate of Social Services	9.67%	4.61%	7.31%	4.50%	7.29%	4.24%
Environment Group	13.40%	8.24%	11.03%	5.31%	12.08%	6.64%
<b>Total Authority</b>	14.13%	8.49%	12.62%	8.19%	10.92%	6.30%



**Diversity Summary 30/06/2011**





# CAERPHELLY COUNTY BOROUGH COUNCIL

## WORKFORCE INFORMATION REPORT

### Headcount Summary By Directorate 30/06/2011

<b>TOTAL:</b>	<b>CE &amp; CORPORATE SERVICES</b>	<b>Headcount Q2</b>	<b>878</b>	<b>FTE Q2</b>	<b>713.23</b>	<b>Headcount Q3</b>	<b>1106</b>	<b>FTE Q3</b>	<b>1053.79</b>	<b>Headcount Q4</b>	<b>1101</b>	<b>FTE Q4</b>	<b>1036.28</b>	<b>Headcount Q1</b>	<b>1096</b>	<b>FTE Q1</b>	<b>1033.92</b>
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	HC Q2	HC Q3	HC Q4	HC Q1	FTE Q2	FTE Q3	FTE Q4	FTE Q1		HC Q2	HC Q3	HC Q4	HC Q1	FTE Q2	FTE Q3	FTE Q4	FTE Q1
Chief Executive			5	4			5	3	Legal Services***	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Deputy CE & Secretary	2	2	2	2	2	1.59	2	2	Legal & Governance	29	26	53	53	27.53	24.53	47.63	47.63
Corporate Finance	194	192	210.00	204	182.50	180.50	198.21	192.05	Heads & Admin	7	7	6	6	6.49	6.49	5.49	5.49
Head & Secretary	2	2	2	2	1.59	2	1.59	1.59	Litigation & Welfare (Legal L&W)	11	11	19	19	10.61	10.61	17.71	17.71
Accountancy	33	32	31.00	32	30.18	29.18	27.98	28.98	Planning / Land & Highways (Legal P/L&H)	11	8	8	8	10.43	7.43	7.43	7.43
Council Tax & Benefits	88	88	88.00	85	82.30	82.30	82.21	79.06	Electoral Services	N/A	N/A	5	5	N/A	N/A	5.00	5
Finance (Secoded)	44	43	43.00	39	43.41	42.41	42.60	38.60	Corporate Monitoring	N/A	N/A	15	15	N/A	N/A	12.00	12
Income	15	15	14.00	14	14.40	14.40	13.40	13.40	ICT & Property Services***	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Internal Audit	12	12	12.00	12	10.61	10.61	10.61	10.61	Information & Citizen Engagement	239	236	201	201	224.63	222.09	188.28	188.28
Procurement Services	N/A	N/A	20.00	20	N/A	N/A	19.81	19.81	Head & Secretary	2	2	2	2	2	2	2	2
*Economic Development Tourism & European Affairs	240	N/A	N/A	N/A	117.34	N/A	N/A	N/A	Business Support (IT)	36	36	36	36	35.22	35.22	35.42	35.42
Heads & Admin	2	N/A	N/A	N/A	2	N/A	N/A	N/A	Communications	17	17	19	19	16.50	16.50	18.50	18.50
Advisory Services	73	N/A	N/A	N/A	13.42	N/A	N/A	N/A	Corporate Property	34	34	N/A	N/A	33.35	33.35	N/A	N/A
Community Regeneration	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Customer First	67	65	63	63	56.16	54.62	52.96	52.96
European	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Development (IT)	40	40	40	40	38.40	38.40	38.40	38.40
Fast4Ward	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	IT Operations (IT)	43	42	41	41	43	42	41.00	41
Operations	109	N/A	N/A	N/A	47.79	N/A	N/A	N/A	Procurement***	24	24	N/A	N/A	24	24	N/A	N/A
Programme Delivery	48	N/A	N/A	N/A	46.72	N/A	N/A	N/A	Head	1	7	N/A	N/A	1	1	N/A	N/A
Strategy, Funding & Support	8	N/A	N/A	N/A	7.40	N/A	N/A	N/A	Business (Procurement)	7	7	N/A	N/A	7	7	N/A	N/A
Tourism	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Contracts (Procurement)	16	16	N/A	N/A	16	16	N/A	N/A



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

	HC Q2	HC Q3	HC Q4	HC Q1	FTE Q2	FTE Q3	FTE Q4	FTE Q1
<b>Human Resources</b>	<b>98</b>	<b>99</b>	<b>99</b>	<b>99</b>	<b>91.58</b>	<b>92.71</b>	<b>91.64</b>	<b>91.12</b>
Head & Secretary	2	2	2	2	2	2	2	2
Chief Executive HR/ Corporate Services/LLL	7	5	5	5	7	5	5	4.86
Corporate Health & Safety	10	12	15	15	9.18	11.04	13.19	13.41
Education HR	14	5	5	5	13.25	5	5	5
Employee Service Centre	26	27	27	26	24.02	24.75	23.59	23.19
Environment HR/ Policy & Performance	9	6	6	6	8.58	5.58	5.58	5.78
HR Shared Service	5	17	17	17	4.68	14.63	15.06	14.87
MA Team	2	7	7	7	2	6.60	6.60	6.60
Occupational Health Unit	3	3	N/A	N/A	2.50	2.50	N/A	N/A
Organisational Development Unit	1	2	2	2	1	1.81	1.81	1.81
Policy & Performance	1	N/A	N/A	N/A	1	N/A	N/A	N/A
Social Services HR	18	5	5	5	16.38	5	5	5
HR Development	N/A	9	9	9	N/A	8.80	8.80	8.60
<b>Policy &amp; Performance</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Head & Secretary	2	2	N/A	N/A	2	2	N/A	N/A
Committee Services	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Democratic Services	13	14	N/A	N/A	10	11	N/A	N/A
Electoral Services	5	5	N/A	N/A	5	5	N/A	N/A
Emergency Planning	3	3	N/A	N/A	3	3	N/A	N/A
Performance Management	7	7	N/A	N/A	6.41	6.38	N/A	N/A
Policy & Research	12	12	N/A	N/A	11.44	11.44	N/A	N/A
Registrars	14	14	N/A	N/A	5.80	5.80	N/A	N/A



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

	HC Q2	HC Q3	HC Q4	HC Q1	FTE Q2	FTE Q3	FTE Q4	FTE Q1
<b>**Housing</b>		435	439	443		426.83	429.84	433.55
<b>Building Maintenance DLO</b>		271	272	280		270	271.38	279.12
Head		2	1	1		2	1	1
Private Sector Housing		49	49	50		46.23	46.27	47.56
Public Sector Housing		104	110	106		100.81	105.32	100.93
Strategy & Resources		9	8	6		7.41	5.87	4.95

	HC Q2	HC Q3	HC Q4	HC Q1	FTE Q2	FTE Q3	FTE Q4	FTE Q1
<b>Performance &amp; Property</b>	56	86	72	69	43.65	73.22	69.97	67.31
<b>Head &amp; Secretary</b>			2	2			2.00	2
Building Consultancy	N/A	29	29	27	N/A	28.60	28.34	26.60
Corporate Property			34	33			33.35	32.35
Performance Management			7	7			6.27	6.35
<b>WHQS Programme</b>	N/A	9	46	49	N/A	7.91	8.72	8.98

\*Economic Development is now located within the Environment Group.

\*\*Housing was previously located within the Environment Group but now falls under Corporate Services.

\*\*\* Procurement now fall within the Service Area of Corporate Finance

\*\*\*Legal Services are now Legal & Governance

\*\*\*ICT and Property are now information and Citizen Engagement





# CAERPHELLY COUNTY BOROUGH COUNCIL

## WORKFORCE INFORMATION REPORT

### Headcount Summary By Directorate 30/06/2011

<b>TOTAL:</b>	<b>DIRECTORATE OF EDUCATION &amp; LIFELONG LEARNING</b>	<b>Headcount Q2</b>	<b>5814</b>	<b>FTE Q2</b>	<b>3562.35</b>	<b>Headcount Q3</b>	<b>5869</b>	<b>FTE Q3</b>	<b>3574.67</b>	<b>Headcount Q4</b>	<b>5899</b>	<b>FTE Q4</b>	<b>3580.68</b>	<b>Headcount Q1</b>	<b>5884</b>	<b>FTE Q1</b>	<b>3556.57</b>
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	HC Q2	HC Q3	HC Q4	HC Q1	FTE Q2	FTE Q3	FTE Q4	FTE Q1		HC Q2	HC Q3	HC Q4	HC Q1	FTE Q2	FTE Q3	FTE Q4	FTE Q1
Director & Secretary	2	2	2	2	2	2	2	2	<b>Planning &amp; Strategy</b>	25	25	17	18	22.10	22.10	15.10	15.43
<b>Learning Education and Inclusion</b>	<b>525</b>	<b>527</b>	<b>520</b>	<b>515</b>	<b>386.95</b>	<b>388.25</b>	<b>385.29</b>	<b>381.31</b>	Awards / Student Support	5	5	5	5	4.50	4.50	4.50	4.50
Head & Admin	82	84	89	90	69.04	71.05	70.29	72.74	Health & Safety, Transport & Complaints / Customer Service	18	16	8	7	15.60	14.60	7.60	6.60
Additional Learning Needs	263	261	254	250	167.97	165.35	163.25	159.55	School Planning, Admissions & Placement	2	2	2	4	2	2	2	3.33
Admin, Finance & IT	23	23	23	22	20.97	20.87	20.97	19.27	Complaints/Customer Care	N/A	2	2	2	N/A	2	1	1
***Behaviour Support	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<b>Our Schools our Future</b>	4	4	4	4	4	4	4	4
***Education Psychology Service	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<b>Schools</b>	3968	4033	4,079	4,085	2578.12	2594.85	2,618.88	2,604.98
***Education Welfare	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Inclusion Staff - Relief	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Governor Support	7	7	7	7	6	6	6	6	Primary Schools	2228	2260	2,289	2,263	1441.79	1450.64	1,474.56	1,472.59
Social Inclusion	55	57	57	58	49.94	51.94	51.74	52.78	Secondary Schools	1411	1436	1,447	1,441	1031.49	1040.12	1,036.35	1,023.43
Visually Impaired Service	31	31	31	31	28.95	28.95	28.95	28.95	Supply Teachers	280	288	302	324	0.00	0.00	0.00	0.00
Youth Access	14	14	14	13	14	14	14.00	13	Trinity Fields Special School	148	154	158	152	104.84	104.09	107.98	106.52
Music Service	50	50	45	44	30.09	30.09	30.09	29.03	After School Clubs				55				2.44
<b>Lifelong Learning &amp; Leisure</b>	<b>1656</b>	<b>1651</b>	<b>1,662</b>	<b>1,618</b>	<b>569.18</b>	<b>563.47</b>	<b>555.41</b>	<b>548.85</b>									
Head & Admin	6	1	1	1	6	1	1.00	1									
Catering	678	676	674	639	206.14	203.72	201.44	200.28									
Community Education & Libraries	568	569	577	573	203.68	204.54	201.48	195.27									
Leisure Service	294	292	288	278	102.25	99.97	98.25	98.16									
Music & Arts Service	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A									
Sports Development	134	138	151	155	37.11	40.24	40.24	42.14									
Blackwood Miners Institute	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A									
Ynys Hywel Activity Centre	39	40	40	37	14	14	13.00	12									

\*\*\*These area now fall under Social Inclusion



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Headcount Summary By Directorate 30/06/2011

<b>TOTAL:</b>	<b>DIRECTORATE OF SOCIAL SERVICES</b>	<b>Headcount Q2</b>	<b>1506</b>	<b>FTE Q2</b>	<b>1122.03</b>	<b>Headcount Q3</b>	<b>1516</b>	<b>FTE Q3</b>	<b>1132.44</b>	<b>Headcount Q4</b>	<b>1508</b>	<b>FTE Q4</b>	<b>1115.76</b>	<b>Headcount Q1</b>	<b>1500</b>	<b>FTE Q1</b>	<b>1,114.10</b>
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	HC Q2	HC Q3	HC Q4	HC Q1	FTE Q2	FTE Q3	FTE Q4	FTE Q1
<b>Director &amp; Staff</b>	2	2	2	6	2	2	2	6
<b>Adult Services</b>	1125	1132	1,150	1,146	772.37	779.35	785.73	782.73
Assistant Director	1	1	1	1	1	1	1	1
ACRF	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Assessment & Service Improvement	73	72	74	73	68.47	67.47	69.51	68.76
Contracting & Quality Assurance	25	24	23	21	23.39	23	22.00	20.00
Health Social Care & Well being	3	3	4	4	3	3	4	4
Learning Disability	550	546	553	548	386.68	383.68	383.61	381.22
Mental Health & Learning Disability	78	78	79	80	74.71	72.53	71.53	72.13
Physical Disability & Sensory Impairment	356	371	381	383	188.61	202.78	207.20	207.53
Protection of Vulnerable Adults (POVA)	11	15	16	16	11	13.89	14.89	14.60
South East Wales Emergency Duty Team	26	26	26	26	11	11	11	11
Supporting People	6	N/A	N/A	N/A	5.50	N/A	N/A	N/A
Pan Gwent Integrated Community Equipment Service.	1	1	1	N/A	1	1	1	N/A
Secretariat				3				2.50

	HC Q2	HC Q3	HC Q4	HC Q1	FTE Q2	FTE Q3	FTE Q4	FTE Q1
<b>Children's Services</b>	274	278	277	304	255.92	259.18	256.53	279.47
Assistant Director Administration (Children's Services)	1	1	1	1	1	1	1	1
Children's Services East	27	27	30	31	25.42	25.82	28.84	30.03
Children's Services North	53	50	49	50	48.36	45.36	43.45	44.54
Children's Services South	42	44	43	43	38.33	40.92	40.05	39.46
Looked After Children	54	54	53	54	48.80	48.30	46.80	47.59
Quality & Planning	15	17	16	19	14.60	16.20	15.41	18.22
Youth Offending	43	46	45	44	42.50	44.68	43.18	42.19
Training & Development	17	17	17	17	13.07	13.07	13.11	13.51
Secretariat				3				3
<b>Resourcing &amp; Performance</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Business Support</b>	109	108	83	49	91.74	91.91	71.50	45.89
Finance (Social Services)	76	74	49	37	62.86	62.03	41.58	34.08
Performance Management (Social Services)	16	17	17	12	15.81	16.81	16.81	11.81



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Headcount Summary By Directorate 30/06/2011

<b>TOTAL:</b>	<b>ENVIRONMENT GROUP</b>	<b>Headcount Q2</b>	<b>1893</b>	<b>FTE Q2</b>	<b>1409.14</b>	<b>Headcount Q3</b>	<b>1595</b>	<b>FTE Q3</b>	<b>1047.17</b>	<b>Headcount Q4</b>	<b>1605</b>	<b>FTE Q3</b>	<b>1,062.44</b>	<b>Headcount Q1</b>	<b>1,613</b>	<b>FTE Q4</b>	<b>1,079.01</b>
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									HC Q2	HC Q3	HC Q4	HC Q1	FTE Q2	FTE Q3	FTE Q4	FTE Q1	
Director & Admin	3	2	N/A	N/A	2	1	N/A	N/A	Public Services	952	953	942	951	544.65	542.12	533.88	554.47
									Heads & Admin	3	4	4	4	3	4	4.00	4
Building Maintenance DLO*	267	N/A	N/A	N/A	266.38	N/A	N/A	N/A	Building Cleaning	538	542	536	541	168.39	467.67	168.39	171.01
Heads & Admin	40	N/A	N/A	N/A	40	N/A	N/A	N/A	Fleet Management	4	4	4	N/A	4	4	3.50	N/A
Building Services	216	N/A	N/A	N/A	215.38	N/A	N/A	N/A	Parks Services	158	157	154	162	115.74	115.93	112.47	134.45
Estimating	11	N/A	N/A	N/A	11	N/A	N/A	N/A	Vehicle Maintenance	14	14	14	N/A	14	14	14.00	N/A
									Waste Management	240	237	235	231	239.51	236.51	231.51	227.51
Engineering and Transport	244	242	266	268	179.70	180.85	202.89	200.48	Fleet Management & Vehicle Maintenance				18				17.50
Head & Secretary	2	2	2	2	2	2	2.00	2	Housing*	188	N/A	N/A	N/A	176.29	N/A	N/A	N/A
Engineering Projects Group	30	33	33	32	28.90	31.90	31.90	30.90	Head	1	N/A	N/A	N/A	1	N/A	N/A	N/A
Highways Operations Group	97	96	95	93	96.30	95.30	94.30	92.30	Private Sector Housing	49	N/A	N/A	N/A	46.23	N/A	N/A	N/A
Transportation Engineering	115	111	136	141	52.50	51.65	74.69	75.28	Public Sector Housing	104	N/A	N/A	N/A	101.00	N/A	N/A	N/A
									Strategy & Resources	34	N/A	N/A	N/A	28.06	N/A	N/A	N/A
									Property Services**	29	N/A	N/A	N/A	28.60	N/A	N/A	N/A
									Building Consultancy	29	N/A	N/A	N/A	28.60	N/A	N/A	N/A

\* Building Maintenance DLO now located within Housing – Corporate Services.

\*\* Property Services is now located within Performance & Property – Corporate Services.



**CAERPHELLY COUNTY BOROUGH COUNCIL**  
**WORKFORCE INFORMATION REPORT**

**Headcount Summary By Directorate 30/06/2011**

	HC Q1	HC Q2	HC Q3	HC Q4	HC Q1	FTE Q1	FTE Q2	FTE Q3	FTE Q4	FTE Q1
<b>Planning &amp; Regeneration**</b>	<b>105</b>	<b>104</b>	<b>295</b>	<b>276</b>	<b>278</b>	<b>100.16</b>	<b>99.56</b>	<b>214.59</b>	<b>209.22</b>	<b>212.80</b>
Head & Secretary	2	2	2	2	3	2	2	2	2.00	3
Building Control	5	5	5	5	5	5	5	5	5.00	5
Countryside	42	41	40	38	41	40.20	39.60	40	38.00	40.60
Economic Development	N/A	N/A	190	173	174	N/A	N/A	112.63	109.26	112.24
Development Control	16	16	16	16	15	15.68	15.68	15.68	15.68	14.68
Planning Administration	23	23	26	26	24	20.68	20.68	23.68	23.68	21.68
Strategic Planning & Urban Renewal	17	17	16	16	16	16.61	16.61	15.61	15.61	15.61
<b>Public Protection</b>	<b>121</b>	<b>121</b>	<b>117</b>	<b>133</b>	<b>128</b>	<b>111.74</b>	<b>111.96</b>	<b>108.61</b>	<b>116.46</b>	<b>111.27</b>
Head	1	1	1	1	1	1	1	1	1.00	1
Divisional Support	9	9	9	8	8	8.34	8.34	8.34	7.34	7.34
Community Safety	39	39	38	38	34	32.68	32.68	32.33	32.48	28.48
Environmental Health	43	43	41	41	41	40.71	40.94	38.94	38.94	38.75
Trading Standards & Licensing	29	29	28	28	27	29	29	28	27.89	26.89
Emergency Planning	N/A	N/A	N/A	3	3	N/A	N/A	N/A	3.00	3
Registrars	N/A	N/A	N/A	14	14	N/A	N/A	N/A	5.80	5.80

\*\* Formerly Planning Services



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Authority Position Summary 30/06/2011

#### Position Basis

Directorate	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
Corporate Services & CE	934	1	4	149	1	42	<b>1131</b>
Directorate of Education & Lifelong Learning	1800	142	2	1129	2388	2221	<b>7682</b>
Directorate of Social Services	673		5	755		106	<b>1539</b>
Environment Group	835		8	661	98	202	<b>1804</b>
Overall Total	<b>4242</b>	<b>143</b>	<b>19</b>	<b>2694</b>	<b>2487</b>	<b>2571</b>	<b>12156</b>

#### Position Type

Directorate	Casual	Fixed Term	Permanent	Temporary	Total
Corporate Services	42	107	969	13	<b>1131</b>
Directorate of Education & Lifelong Learning	2222	1450	3938	72	<b>7682</b>
Directorate of Social Services	106	107	1324	2	<b>1539</b>
Environment Group	202	98	1471	33	<b>1804</b>
Overall Total	<b>2572</b>	<b>1762</b>	<b>7702</b>	<b>120</b>	<b>12156</b>



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Position Basis By Directorate 30/06/2011  
Chief Executive & Corporate Services

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
<b>CE &amp; Secretary</b>	<b>2</b>		<b>2</b>				<b>4</b>
<b>Deputy CE &amp; Sec</b>	<b>2</b>						<b>2</b>
<b>Corporate Finance</b>	<b>168</b>			<b>36</b>	<b>1</b>		<b>205</b>
Head & Secretary	1			1			2
Accountancy	23			9			32
Council Tax & Benefits	67			18	1		86
Finance (Seconded)	38			1			39
Income	13			1			14
Internal Audit	7			5			12
Procurement Services	19			1			20
<b>Housing</b>	<b>416</b>		<b>1</b>	<b>27</b>			<b>444</b>
Heads & Admin	1						1
Building Maintenance DLO	278			2			280
Private Sector Housing	41			9			50
Public Sector Housing	92		1	14			107
Strategy Resources	4			2			6



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Position Basis By Directorate 30/06/2011 Chief Executive & Corporate Services

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
<b>Information &amp; Citizen Engagement</b>	<b>164</b>	<b>1</b>	<b>1</b>	<b>35</b>			<b>201</b>
Head & Secretary	2						2
Business Support (IT)	32			4			36
Communications	18			1			19
Customer First	36			27			63
Development (IT)	35	1	1	3			40
IT Operations (IT Ops)	41						41
<b>Legal &amp; Governance</b>	<b>42</b>			<b>8</b>		<b>3</b>	<b>53</b>
Heads & Admin	4			2			6
Litigation & Welfare (Legal L&W)	15			4			19
Planning / Land & Highways (Legal P/L&H)	6			2			8
Corporate Monitoring	12					3	15
Electoral Services	5						5
<b>Human Resources</b>	<b>71</b>			<b>29</b>			<b>100</b>
Head & Secretary	2						2
Chief Executive / Corporate Services / LLL	4			1			5
Corporate Health & Safety	10			5			15
Education HR	5						5
Employee Service Centre	16			10			26
Environment HR / Policy & Performance	5			1			6
HR Shared Service	9			9			18
MA Team	6			1			7
Organisational Development Unit	1			1			2
Social Services HR	5						5
HR Development	8			1			9



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Position Basis By Directorate 30/06/2011 Chief Executive & Corporate Services

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
<b>Performance &amp; Property</b>	<b>64</b>			<b>6</b>			<b>70</b>
Head & Secretary	2						2
Building Consultancy	27			1			28
Corporate Property	31			2			33
Performance Management	4			3			7
<b>WHQS Programme</b>	<b>5</b>			<b>8</b>		<b>39</b>	<b>52</b>





## CAERPHILLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Position Basis By Directorate 30/06/2011 Directorate of Education & Lifelong Learning

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
<b>Director &amp; Secretary</b>	<b>2</b>						<b>2</b>
<b>Learning Education and Inclusion</b>	<b>139</b>	<b>44</b>		<b>67</b>	<b>247</b>	<b>38</b>	<b>535</b>
Heads & Admin	24	8		4	49	5	90
Additional Learning Needs	35	10		19	174	30	268
Admin, Finance & IT	11			10	1		22
Governor Support	4			3			7
Music Service	21			20		3	44
Social Inclusion	28	13		10	7		58
Visually Impaired Service	13	3		1	16		33
Youth Access	3	10					13
<b>Lifelong Learning &amp; Leisure</b>	<b>217</b>	<b>6</b>		<b>512</b>	<b>643</b>	<b>1155</b>	<b>2533</b>
Head & Admin	1						1
Ynys Hywel Activity Centre	12					28	40
Catering	22	2		146	532	127	829
Community Education & Libraries	101	4		257	97	324	783
Leisure Service	50			98	1	557	706
Sports Development	31			11	13	119	174



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Position Basis By Directorate 30/06/2011 Directorate of Education & Lifelong Learning

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
<b>Planning &amp; Strategy</b>	<b>12</b>	<b>1</b>		<b>5</b>			<b>18</b>
Awards / Student Support	4			1			5
Health & Safety, Transport & Complaints / Customer Service	5	1		1			7
Complaints & Customer Care				2			2
School Planning, Admissions & Placement	3			1			4
<b>Our Schools Our Future</b>	<b>4</b>						<b>4</b>
Our Schools Our Future	4						4
<b>Schools</b>	<b>1426</b>	<b>912</b>		<b>545</b>	<b>1498</b>	<b>1028</b>	<b>4590</b>
After School Clubs	2			1		54	57
Primary Schools	701	282		350	1120	314	2515
Secondary Schools	692	57		180	290	295	1514
Supply Teachers						323	323
Trinity Fields Special School	31	6		14	88	42	181



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Position Basis By Directorate 30/06/2011 Directorate of Social Services

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
<b>Director</b>	<b>6</b>						<b>6</b>
<b>Adult Services</b>	<b>392</b>		<b>2</b>	<b>678</b>		<b>106</b>	<b>1178</b>
Assistant Director	1						1
Assessment & Service Improvement	63			10			73
Contracting & Quality Assurance	19			2			21
Health Social Care & Well being	4						4
Learning Disability	144		2	361		64	571
Mental Health & Learning Disability	61			19			80
Physical Disability & Sensory Impairment	73			282		28	383
Protection of Vulnerable Adults (POVA)	14			2			16
South East Wales Emergency Duty Team	10			2		14	26
Secretariat	3						3
<b>Children's Services</b>	<b>235</b>		<b>3</b>	<b>68</b>			<b>306</b>
Assistant Director	1						1
Administration (Children's Services)	36		1	6			43
Children's Services East	27			4			31
Children's Services North	38			12			50
Children's Services South	31			11			42
Looked After Children	35			21			56
Quality & Planning	16			3			19
Youth Offending Team	39			5			44
Secretariat	3						3
Training & Development	9		2	6			17



## CAERPHILLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Position Basis By Directorate 30/06/2011 Directorate of Social Services

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
Business Support (Resourcing & Performance)	40			9			49
Finance (Social Services)	29			8			37
Performance Management (Social Services)	11			1			12



CAERPHELLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Position Basis By Directorate 30/06/2011  
Environment Group

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
<b>Engineering &amp; Transport</b>	<b>168</b>		<b>1</b>	<b>34</b>	<b>61</b>	<b>5</b>	<b>269</b>
Head & Secretary	2						2
Engineering Projects Group	29			3			32
Highways Operations Group	92		1	1			94
Transportation Engineering	45			30	61	5	141



## CAERPHILLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Position Basis By Directorate 30/06/2011 Environment Group

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
<b>Planning &amp; Regeneration</b>	<b>187</b>		<b>6</b>	<b>50</b>	<b>1</b>	<b>49</b>	<b>293</b>
Head & Secretary	3						3
Building Control	5						5
Countryside	40			1			41
Economic Development	90		4	44	1	49	188
Development Control	14			1			15
Planning Administration	20		2	3			25
Strategic Planning & Urban Renewal	15			1			16
<b>Public Protection</b>	<b>98</b>		<b>1</b>	<b>22</b>		<b>12</b>	<b>133</b>
Head	1						1
Community Safety	24			10			34
Divisional Support Unit	6			2			8
Environmental Health	33		1	7			41
Trading Standards & Licensing	26			1			27
Registrars	5			2		12	19
Emergency Planning	3						3
<b>Public Services</b>	<b>382</b>			<b>555</b>	<b>36</b>	<b>136</b>	<b>1109</b>
Heads & Admin	4						4
Building Cleaning	11			530	36	105	682
Parks Services	124			17		31	172
Waste Management	226			7			233
Fleet Management & Vehicle Maintenance	17			1			18



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Position Type By Directorate 30/06/2011 Chief Executive & Corporate Services

	Casual	Fixed Term	Permanent	Temporary	Total
<b>CE &amp; Secretary</b>			4		4
<b>Deputy CE &amp; Secretary</b>			2		2
<b>Corporate Finance</b>		11	194		205
Head & Secretary			2		2
Accountancy		4	28		32
Council Tax & Benefits			86		86
Finance (Seconded)		3	36		39
Income		2	12		14
Internal Audit			12		12
Procurement Services		2	18		20



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Position Type By Directorate 30/06/2011 Chief Executive & Corporate Services

	Casual	Fixed Term	Permanent	Temporary	Total
<b>Information &amp; Citizen Engagement</b>		10	191		201
Head & Secretary			2		2
Business Support (IT)		1	35		36
Communications			19		19
Customer First			63		63
Development (IT)		5	35		40
IT Operations (IT)		4	37		41
<b>Legal &amp; Governance</b>	3	2	48		53
Heads & Admin			6		6
Litigation & Welfare (Legal L&W)		1	18		19
Planning / Land & Highways (Legal P/L&H)			8		8
Corporate Monitoring	3		12		15
Electoral Services		1	4		5
<b>Human Resources</b>		29	71		100
Head & Secretary			2		2
Chief Executive HR / Corporate Services DPU/ LLL		1	4		5
Corporate Health & Safety		1	14		15
Education HR		3	2		5
Employee Service Centre		9	17		26
Environment HR / Policy & Performance		1	5		6
HR Shared Service		7	11		18
MA Team		2	5		7
Organisational Development Unit			2		2
Social Services HR		3	2		5
HR Development		2	7		9





## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Position Type By Directorate 30/06/2011 Chief Executive & Corporate Services

	Casual	Fixed Term	Permanent	Temporary	Total
<b>Performance &amp; Property</b>		1	69		70
Head & Secretary			2		2
Building Consultancy			28		28
Corporate Property		1	32		33
Performance Management			7		7
<b>Housing</b>		41	390	13	444
Head			1		1
Building Maintenance DLO		24	250	6	280
Private Sector Housing		2	47	1	50
Public Sector Housing		15	86	6	107
Strategy & Resources			6		6
<b>WHQS Programme</b>	39	13			52



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Position Type By Directorate 30/06/2011 Directorate of Education & Lifelong Learning

	Casual	Fixed Term	Permanent	Temporary	Total
<b>Director &amp; Secretary</b>			2		2
<b>Learning Education and Inclusion</b>	38	167	328	2	535
Heads & Admin	5	74	11		90
Additional Learning Needs	30	55	182	1	268
Admin, Finance & IT		2	20		22
Governor Support		2	5		7
Music Service	3	5	36		44
Social Inclusion		17	40	1	58
Visually Impaired Service			33		33
Youth Access		12	1		13
<b>Lifelong Learning &amp; Leisure</b>	1155	352	1009	17	2533
Head & Admin			1		1
Catering	127	15	681	6	829
Community Education & Libraries	324	272	181	6	783
Leisure Service	557	22	122	5	706
Sports Development	119	36	19		174
Ynys Hywel Activity Centre	28	7	5		40
<b>Our Schools Our Future</b>		4			4
Our Schools Our Future		4			4



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Position Type By Directorate 30/06/2011 Directorate of Education & Lifelong Learning

	Casual	Fixed Term	Permanent	Temporary	Total
<b>Planning &amp; Strategy</b>		8	10		18
Awards / Student Support			5		5
Health & Safety, Transport & Complaints / Customer Care		6	1		7
Complaints / Customer Care			2		2
School Planning, Admissions & Placement		2	2		4
<b>Schools</b>	1029	919	2589	53	4590
After School Clubs	54	1		2	57
Primary Schools	315	682	1482	36	2515
Secondary Schools	295	204	1002	13	1514
Supply Teachers	323				323
Trinity Fields Special School	42	32	105	2	181



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Position Type By Directorate 30/06/2011 Directorate of Social Services

	Casual	Fixed Term	Permanent	Temporary	Total
<b>Director</b>		3	3		6
<b>Adult Services</b>	106	62	1008	2	1178
Assistant Director			1		1
Assessment & Service Improvement		4	69		73
Contracting & Quality Assurance		6	14	1	21
Health Social Care & Well being		1	3		4
Learning Disability	64	22	485		571
Mental Health & Learning Disability		8	71	1	80
Physical Disability & Sensory Impairment	28	19	336		383
Protection of Vulnerable Adults (POVA)		2	14		16
South East Wales Emergency Duty Team	14		12		26
Secretariat			3		3
<b>Children's Services</b>		39	267		306
Assistant Director			1		1
Administration (Children's Services)		2	41		43
Children's Services East			31		31
Children's Services North		2	48		50
Children's Services South		2	40		42
Looked After Children		1	55		56
Quality & Planning		5	14		19
Training & Development		7	10		17
Secretariat			3		3
Youth Offending		20	24		44



## CAERPHILLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Position Type By Directorate 30/06/2011 Directorate of Social Services

	Casual	Fixed Term	Permanent	Temporary	Total
Business Support Total		3	46		49
Finance (Social Services)		1	36		37
Performance Management (Social Services)		2	10		12
Training & Development					



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Position Type By Directorate 30/06/2011 Environment Group

	Casual	Fixed Term	Permanent	Temporary	Total
<b>Engineering &amp; Transport</b>	<b>5</b>	<b>17</b>	<b>247</b>		<b>269</b>
Head & Secretary			2		2
Engineering Projects Group		3	29		32
Highways Operations Group		2	92		94
Transportation Engineering	5	12	124		141



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Position Type By Directorate 30/06/2011 Environment Group

	Casual	Fixed Term	Permanent	Temporary	Total
<b>Planning Services &amp; Regeneration</b>	<b>49</b>	<b>50</b>	<b>192</b>	<b>2</b>	<b>293</b>
Head & Secretary		1	2		3
Building Control			5		5
Countryside		8	32	1	41
Development Control			15		15
Economic Development	49	40	99		188
Planning Administration			24	1	25
Strategic Planning & Urban Renewal		1	15		16
<b>Public Protection</b>	<b>12</b>	<b>7</b>	<b>112</b>	<b>2</b>	<b>133</b>
Head & Secretary			1		1
Community Safety		4	30		34
Divisional Support			7	1	8
Environmental Health		3	37	1	41
Trading Standards & Licensing			27		27
Emergency Planning			3		3
Registrars	12		7		19
<b>Public Services</b>	<b>136</b>	<b>24</b>	<b>920</b>	<b>29</b>	<b>1109</b>
Heads & Admin			4		4
Building Cleaning	105	2	567	8	682
Parks Services	31	22	111	8	172
Waste Management			221	12	233
Fleet Management & Vehicle Maintenance			17	1	18



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Turnover Summary By Directorate

Authority Leavers 01/04/2011 – 30/06/2011

Directorate	People at Start Point	People at End Point	Average People Headcount	All Leavers (People)	Voluntary Leavers (People)	Q1 All Turnover %	Q1 Voluntary Turnover %	Q4 All Turnover %	Q4 Voluntary Turnover %	Q3 All Turnover %	Q3 Voluntary Turnover %	Q2 All Turnover %	Q2 All Voluntary Turnover %
Corporate Services	1,094	1,092	1,903	14	2	1.28	0.18	1.10 %	0.64 %	1.78%	0.95%	1.51%	0.70%
Directorate of Education & Lifelong Learning	5,867	5,884	5,875.50	90	61	1.53	1.04	1.69 %	0.94 %	1.46%	0.93%	5.12%	3.58%
Directorate of Social Services	1,503	1,500	1,501.50	31	19	2.06	1.27	1.47 %	0.73 %	1.91%	1.32%	2.12%	1.13%
Environment Group	1,607	1,613	1,610	36	19	2.24	1.18	3.52 %	1.98 %	1.99%	1.21%	2.38%	0.90%
Chief Executive	4	4	4					0.00%	0.00%				
<b>Totals</b>	<b>9,774</b>	<b>9,796</b>	<b>9,785</b>	<b>***168</b>	<b>99</b>	<b>1.72</b>	<b>1.01</b>	<b>1.90</b>	<b>1.06</b>	<b>1.69</b>	<b>1.07</b>		

Turnover Summary By Directorate 01/04/2011-30/06/2011

Leavers Length of Service

Directorate	<1 Mth	<6 Mth	<1 Yr	<5 Yrs	5 - 9 Yrs	10 - 19 Yrs	20+ Yrs	Directorate Total	
Corporate Services					3	2	9	14	
Directorate of Education & Lifelong Learning			17	12	27	11	12	11	90
Directorate of Social Services				1	5	6	11	8	31
Environment Group			2	3	13	4	1	13	36
Chief Executive									0
Authority Total			19	16	43	24	26	40	168

\*\*\* You will note that both the Authority turnover totals and Leaver Reason total is 168 this is due to the fact that some leavers held a post within the more than one Directorate at the time of leaving the authority and therefore will appear in each of these Directorates for the Directorate breakdown but only once in the authority figures.





## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Leaving Reasons Summary By Directorate 01/04/2011 – 30/06/2011

Leaving Reason	Corporate Services inc CE	Directorate of Education & Lifelong Learning	Directorate of Social Services	Environment Group	Authority Total
Absenteeism		1	5		6
Better Job Prospects					
Death in Service	1				1
Dismissal	1	5			6
Dismissal on Ill Health Grounds - Tier 1		1	2		3
Dismissal on Ill Health Grounds - Tier 2					
Dismissal on Ill Health Grounds - Tier 3					
End of Apprenticeship					
End of Fixed Term Contract		9		2	11
End of Relief Employment		4	1		5
End of Seasonal Work					
Failed Probation					
Forced Redundancy					
Gross Misconduct					
Ill Health - Medical Severance				2	2
Leaver Reason Blank					
Mutual Agreement	2	1		2	5
Personal Reasons					
Resignation - Early Release of Pen Benefits	3	4		2	9
Retirement at 65		2	1	1	3
Retirement over 65		1	1	1	3
Secondment to other Authority					
Voluntary Redundancy – No Release of Pen Benefits					
Voluntary Redundancy/ VER – Release of Pen Benefits					
Voluntary Resignation	2	61	19	19	99
Voluntary Resignation – 60-65 No Release of Pen Benefits					
Voluntary Resignation – 60-65 Release of Pen Benefits	5	1	2	7	15
Transfer					
<b>Directorate Total</b>	<b>14</b>	<b>90</b>	<b>31</b>	<b>36</b>	<b>168</b>



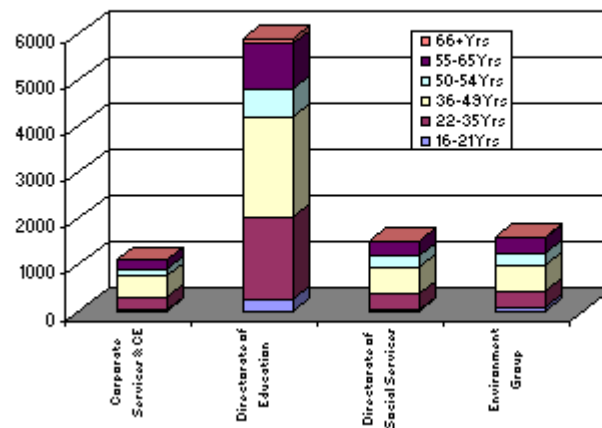
CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Age Profile By Authority and Directorate - 30/06/2011

Directorate	Categories						Directorate Total
	16-21	22-35	36-49	50-54	55-65	66+	
Corporate Services & CE	11	277	456	157	194	1	1096
Directorate of Education & Lifelong Learning	246	1779	2154	626	966	113	5884
Directorate of Social Services	14	356	577	230	320	3	1500
Environment Group	91	332	574	240	343	33	1613
Overall Authority Totals	348	2686	3641	1212	1766	143	9796

Age Profile





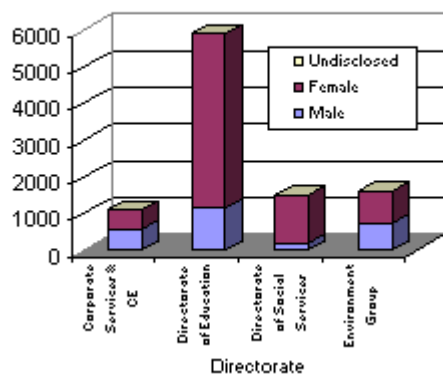
## CAERPHILLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

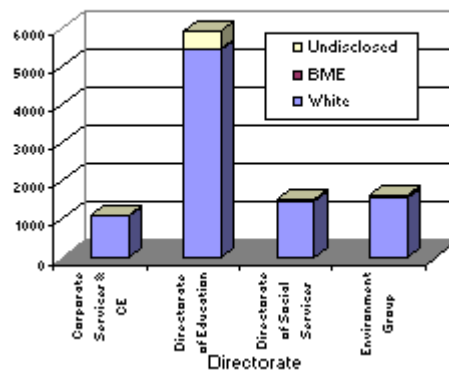
#### Diversity Summary By Directorate 30/06/2011

Directorate	Male	Female	Undisclosed	White	BME	Undisclosed	Disabled
Corporate Services & CE	564	532	0	1065	10	21	6
Directorate of Education & Lifelong Learning	1,148	4,736	0	5,402	33	449	55
Directorate of Social Services	193	1,307	0	1,450	20	30	15
Environment Group	753	860	0	1,536	9	68	26
<b>Authority Total</b>	<b>2,611</b>	<b>7,185</b>	<b>0</b>	<b>9,171</b>	<b>70</b>	<b>555</b>	<b>98</b>

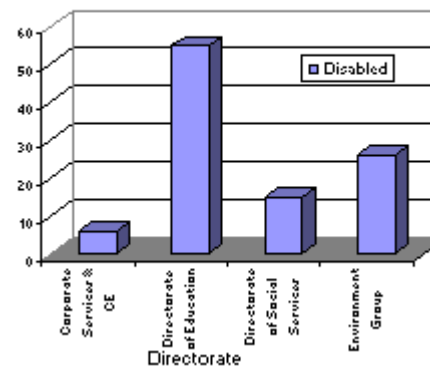
**Gender**



**Ethnicity**



**Disabled**





CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Languages By Directorate 30/06/2011  
Corporate Services & CE

British Sign Language		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
	Reading						7
	Speaking/ Use				7		
	Understanding				7		
	Writing						7
	<b>Total Staff who use British Sign Language</b>	<b>7</b>					
	Difference to previous quarter	<b>0</b>					
	% Change over previous quarter	<b>0.0</b>			<b>Qtr4=7</b>	<b>Qtr3=7</b>	<b>Qtr2=9</b>

French		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	
	Reading	1	3	2	10	1	
	Speaking/Use	1	1	4	9	2	
	Understanding	1	1	3	10	2	
	Writing	1	1	3	10	2	
	<b>Total Staff who use French</b>	<b>17</b>					
	Difference to previous quarter	<b>0</b>					
	% Change over previous quarter	<b>0.0</b>			<b>Qtr4=17</b>	<b>Qtr3=19</b>	<b>Qtr2=18</b>

German		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	
	Reading			3	1	3	
	Speaking/Use		1	3	2	1	
	Understanding			2	3	2	
	Writing			3	2	2	
	<b>Total Staff who use German</b>	<b>7</b>					
	Difference to previous quarter	<b>0</b>					
	% Change over previous quarter	<b>0.0</b>			<b>Qtr4=7</b>	<b>Qtr3=8</b>	<b>Qtr2=7</b>



CAERPHELLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Italian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/Use	1				
	Understanding	1				
	Writing	1				
	<b>Total staff who use Italian</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>		<b>Qtr4=1</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	

Maltese		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/ Use	1				
	Understanding	1				
	Writing	1				
	<b>Total staff who use Maltese</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>		<b>Qtr4=1</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	

Spanish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1	2		2	
	Speaking/ Use	1	1	1	2	
	Understanding	1		2	2	
	Writing	1		2	2	
	<b>Total staff who use Spanish</b>	<b>5</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>		<b>Qtr4=5</b>	<b>Qtr3=5</b>	<b>Qtr2=3</b>	



CAERPHELLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Turkish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding				1	
	Writing				1	
	<b>Total staff who use Turkish</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>			<b>Qtr4=1</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>

Welsh		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	11	6	6	10	
	Speaking/ Use	11	5	4	13	
	Understanding	12	3	6	11	1
	Writing	12	3	6	11	1
	<b>Total staff who use Welsh</b>	<b>33</b>				
	<b>Difference to previous quarter</b>	<b>1</b>				
<b>% Change over previous quarter</b>	<b>3.12</b>			<b>Qtr4=32</b>	<b>Qtr3=35</b>	<b>Qtr2=30</b>



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Languages By Directorate 30/06/2011  
 Directorate of the Education & Lifelong Learning

Braille		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
	Reading	15	3	2			
	Speaking/ Use						20
	Understanding	15	4	1			
	Writing						20
	<b>Total staff who use Braille</b>	<b>20</b>					
	<b>Difference to previous quarter</b>	<b>0</b>					
<b>% Change over previous quarter</b>	<b>0.00</b>				<b>Qtr4=20</b>	<b>Qtr3=20</b>	<b>Qtr2=5</b>

Breton		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading			1		
	Speaking/Use			1		
	Understanding			1		
	Writing			1		
	<b>Total staff who use Breton</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.00</b>			<b>Qtr4=1</b>	<b>Qtr3=2</b>	<b>Qtr2=2</b>

British Sign language		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
	Reading						23
	Speaking/Use	1	2	2	12	6	
	Understanding	1	2	1	11	8	
	Writing						23
	<b>Total staff who use British Sign Language</b>	<b>23</b>					
	<b>Difference to previous quarter</b>	<b>-1</b>					
<b>% Change over previous quarter</b>	<b>4.16</b>				<b>Qtr4=24</b>	<b>Qtr3=24</b>	<b>Qtr2=22</b>



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
<b>Dutch</b>	Reading	1				
	Speaking/Use	1				
	Understanding	1				
	Writing	1				
	<b>Total staff who use Dutch</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
	<b>% Change over previous quarter</b>	<b>0.00</b>		<b>Qtr4=1</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>
		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
<b>French</b>	Reading	2	8	5	7	
	Speaking/ Use	3	4	8	7	
	Understanding	2	6	6	3	5
	Writing	2	7	5	8	
	<b>Total staff who use French</b>	<b>22</b>				
	<b>Difference to previous quarter</b>	<b>-2</b>				
	<b>% Change over previous quarter</b>	<b>8.33</b>		<b>Qtr4=24</b>	<b>Qtr3=24</b>	<b>Qtr2=24</b>
		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
<b>German</b>	Reading	2	3	1	2	
	Speaking/ Use	2	2	2	2	
	Understanding	2	2	1	2	1
	Writing	2	2	1	3	
	<b>Total staff who use German</b>	<b>8</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
	<b>% Change over previous quarter</b>	<b>0.0</b>		<b>Qtr4=8</b>	<b>Qtr3=8</b>	<b>Qtr2=10</b>





CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Italian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1	1	1	1	
	Speaking/ Use	1	1	1	1	
	Understanding	1		2		1
	Writing	1		2	1	
	<b>Total staff who use Italian</b>	<b>4</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.00</b>		<b>Qtr4=4</b>	<b>Qtr3=5</b>	<b>Qtr2=5</b>	

Makaton		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
	Reading						1
	Speaking/ Use				1		
	Understanding				1		
	Writing						1
	<b>Total staff who use Makaton</b>	<b>1</b>					
	<b>Difference to previous quarter</b>	<b>0</b>					
<b>% Change over previous quarter</b>	<b>0.00</b>			<b>Qtr4=1</b>	<b>Qtr3=2</b>	<b>Qtr2=2</b>	

Russian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding				1	
	Writing					1
	<b>Total staff who use Russian</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.00</b>		<b>Qtr4=1</b>	<b>Qtr3=1</b>	<b>Qtr2=0</b>	



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
<b>Serbian</b>	Reading			1		
	Speaking/ Use		1			
	Understanding			1		
	Writing			1		
	<b>Total staff who use Serbian</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
	<b>% Change over previous quarter</b>	<b>0.0</b>		<b>Qtr4=1</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>

		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
<b>Spanish</b>	Reading		2		2	
	Speaking/ Use		2		2	
	Understanding		2		2	
	Writing		2		2	
	<b>Total staff who use Spanish</b>	<b>4</b>				
	<b>Difference to previous quarter</b>	<b>-2</b>				
	<b>% Change over previous quarter</b>	<b>33.33</b>		<b>Qtr4=6</b>	<b>Qtr3=6</b>	<b>Qtr2=5</b>

		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
<b>Turkish</b>	Reading					
	Speaking/ Use					
	Understanding					
	Writing					
	<b>Total staff who use Turkish</b>	<b>0</b>				
	<b>Difference to previous quarter</b>	<b>-2</b>				
	<b>% Change over previous quarter</b>	<b>100.0</b>		<b>Qtr4=2</b>	<b>Qtr3=2</b>	<b>Qtr2=2</b>



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
<b>Welsh</b>	Reading	76	7	7	20	
	Speaking/ Use	74	8	8	19	1
	Understanding	19	5	5	20	61
	Writing	71	11	4	21	3
	<b>Total staff who use Welsh</b>	<b>110</b>				
	<b>Difference to previous quarter</b>	<b>-2</b>				
<b>% Change over previous quarter</b>	<b>1.78</b>					

Qtr4=112    Qtr3=113    Qtr2=123



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Languages By Directorate 30/06/2011

Environment Group

Arabic		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/ Use	1				
	Understanding	1				
	Writing	1				
	<b>Total staff who use Arabic</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>			<b>Qtr4=1</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>

British Sign Language		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
	Reading						5
	Speaking/Use			1	4		
	Understanding			1	4		
	Writing						5
	<b>Total staff who use British Sign Language</b>	<b>5</b>					
	<b>Difference to previous quarter</b>	<b>0</b>					
<b>% Change over previous quarter</b>	<b>0.0</b>				<b>Qtr4=5</b>	<b>Qtr3=3</b>	<b>Qtr2=3</b>

French		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading			3	7	1
	Speaking/Use			3	8	
	Understanding			2	6	3
	Writing			2	6	3
	<b>Total staff who use French</b>	<b>11</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.00</b>			<b>Qtr4=11</b>	<b>Qtr3=10</b>	<b>Qtr2=12</b>



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

German		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading		1	2	2	
	Speaking/Use		1	2	2	
	Understanding		1	1	3	
	Writing		1	1	3	
	<b>Total staff who use German</b>	<b>5</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>					
			<b>Qtr4=5</b>	<b>Qtr3=6</b>	<b>Qtr2=7</b>	

Greek		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding				1	
	Writing				1	
	<b>Total staff who use Greek</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>					
			<b>Qtr4=1</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	

Italian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding				1	
	Writing				1	
	<b>Total staff who use Italian</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>					
			<b>Qtr4=1</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Kiswahili		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading					
	Speaking/ Use					
	Understanding					
	Writing					
	<b>Total staff who use Kiswahili</b>	<b>0</b>				
<b>Difference to previous quarter</b>	<b>0</b>					
<b>% Change over previous quarter</b>	<b>0.00</b>			<b>Qtr4=0</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>

Kurdish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/ Use	1				
	Understanding	1				
	Writing	1				
	<b>Total staff who use Kurdish</b>	<b>1</b>				
<b>Difference to previous quarter</b>	<b>0</b>					
<b>% Change over previous quarter</b>	<b>0.0</b>			<b>Qtr4=1</b>	<b>Qtr3=1</b>	<b>Qtr2=2</b>

Russian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding					1
	Writing				1	
	<b>Total staff who use Russian</b>	<b>1</b>				
<b>Difference to previous quarter</b>	<b>0</b>					
<b>% Change over previous quarter</b>	<b>0.0</b>			<b>Qtr4=1</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Spanish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading			1		
	Speaking/ Use				1	
	Understanding					1
	Writing				1	
	<b>Total staff who use Spanish</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.00</b>			<b>Qtr4=1</b>	<b>Qtr3=0</b>	<b>Qtr2=1</b>

Turkish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading			1		
	Speaking/ Use					1
	Understanding			1		
	Writing					1
	<b>Total staff who use Turkish</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>			<b>Qtr4=1</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>

Welsh		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	10	3	6	10	1
	Speaking/ Use	10	3	5	12	
	Understanding	9	3	6	9	3
	Writing	9	3	4	13	1
	<b>Total staff who use Welsh</b>	<b>30</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>			<b>Qtr4=30</b>	<b>Qtr3=26</b>	<b>Qtr2=31</b>



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Languages By Directorate 30/06/2011

Directorate of the Social Services

		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
<b>British Sign Language</b>	Reading						13
	Speaking/ Use		1	2	10		
	Understanding		1	2	9		1
	Writing						13
	<b>Total staff who use British Sign Language</b>	<b>13</b>					
	<b>Difference to previous quarter</b>	<b>0</b>					
	<b>% Change over previous quarter</b>	<b>0.0</b>				<b>Qtr4=13</b>	<b>Qtr3=14</b>

		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
<b>Bulgarian</b>	Reading					1
	Speaking/Use				1	
	Understanding				1	
	Writing					1
	<b>Total staff who use Bulgarian</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
	<b>% Change over previous quarter</b>	<b>0.0</b>			<b>Qtr4=1</b>	<b>Qtr3=1</b>

		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
<b>Croatian</b>	Reading	1				
	Speaking/Use	1				
	Understanding	1				
	Writing	1				
	<b>Total staff who use Croatian</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
	<b>% Change over previous quarter</b>	<b>0.0</b>			<b>Qtr4=1</b>	<b>Qtr3=1</b>





## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

Dutch		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				2	1
	Speaking/Use	1	1		1	
	Understanding		1			2
	Writing			1	1	1
	<b>Total staff who use Dutch</b>	<b>3</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
	<b>% Change over previous quarter</b>	<b>0.0</b>		<b>Qtr4=3</b>	<b>Qtr3=3</b>	<b>Qtr2=3</b>

French		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1	2	6	8	1
	Speaking/Use	1	1	6	10	
	Understanding	1	2	7	5	3
	Writing	1	1	7	8	1
	<b>Total staff who use French</b>	<b>18</b>				
	<b>Difference to previous quarter</b>	<b>1</b>				
	<b>% Change over previous quarter</b>	<b>5.88</b>		<b>Qtr4=17</b>	<b>Qtr3=17</b>	<b>Qtr2=18</b>

German		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	4	1		5	1
	Speaking/ Use	4	1	1	5	
	Understanding	4	1	1	4	1
	Writing	4	1	1	4	1
	<b>Total staff who use German</b>	<b>11</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
	<b>% Change over previous quarter</b>	<b>0.00</b>		<b>Qtr4=11</b>	<b>Qtr3=10</b>	<b>Qtr2=10</b>



CAERPHELLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Greek		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use					
	Understanding				1	1
	Writing				1	
	<b>Total staff who use Greek</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
	<b>% Change over previous quarter</b>	<b>0.0</b>		<b>Qtr4=1</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>

Hindi		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading		1			
	Speaking/ Use				1	
	Understanding				1	
	Writing		1			
	<b>Total staff who use Hindi</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
	<b>% Change over previous quarter</b>	<b>0.0</b>		<b>Qtr4=1</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>

Hungarian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/ Use	1				
	Understanding	1				
	Writing	1				
	<b>Total staff who use Hungarian</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
	<b>% Change over previous quarter</b>	<b>0.0</b>		<b>Qtr4=1</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>



CAERPHELLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Italian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1			1	
	Speaking/ Use	1			1	
	Understanding	1			1	
	Writing	1			1	
	<b>Total staff who use Italian</b>	<b>2</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>			<b>Qtr4=2</b>	<b>Qtr3=2</b>	<b>Qtr2=2</b>

Malayalam		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/ Use	1				
	Understanding	1				
	Writing	1				
	<b>Total staff who use Malayalam</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>			<b>Qtr4=1</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>

Nepali		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding				1	
	Writing				1	
	<b>Total staff who use Nepali</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>			<b>Qtr4=1</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Portuguese		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/ Use	1				
	Understanding	1				
	Writing	1				
	<b>Total staff who use Portuguese</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>			<b>Qtr4=1</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>

Romanian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	4				
	Speaking/ Use	4				
	Understanding	4				
	Writing	4				
	<b>Total staff who use Rumanian</b>	<b>4</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>			<b>Qtr4=4</b>	<b>Qtr3=4</b>	<b>Qtr2=4</b>

Russian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding					1
	Writing				1	
	<b>Total staff who use Russian</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>			<b>Qtr4=1</b>	<b>Qtr3=1</b>	<b>Qtr2=0</b>



## CAERPHILLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

Spanish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	2	1	1	2	
	Speaking/ Use	2	1	2	1	
	Understanding	3		2		1
	Writing	1	1	3		1
	<b>Total staff who use Spanish</b>	<b>6</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
	<b>% Change over previous quarter</b>	<b>0.0</b>		<b>Qtr4=6</b>	<b>Qtr3=6</b>	<b>Qtr2=8</b>

Turkish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading		1			
	Speaking/ Use		1			
	Understanding		1			
	Writing		1			
	<b>Total staff who use Turkish</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
	<b>% Change over previous quarter</b>	<b>0.0</b>		<b>Qtr4=1</b>	<b>Qtr3=1</b>	<b>Qtr2=2</b>

Welsh		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	12	13	5	10	2
	Speaking/ Use	14	4	12	12	
	Understanding	12	7	7	8	8
	Writing	11	9	10	10	2
	<b>Total staff who use Welsh</b>	<b>42</b>				
	<b>Difference to previous quarter</b>	<b>-1</b>				
	<b>% Change over previous quarter</b>	<b>2.32</b>		<b>Qtr 4=43</b>	<b>Qtr3=41</b>	<b>Qtr2=42</b>



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Age by Salary Ranges 30/06/2011

		£12312 - £41616	£38463-£131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:	
<b>Corporate Services &amp; CE</b>	16-21	Female	2						2	
		Male	9						9	
		Unspecified								
	22-35	Female	159							159
		Male	118							118
		Unspecified								
	36-49	Female	244	2						246
		Male	205	5						210
		Unspecified								
	50-54	Female	58	1						59
		Male	92	6						98
		Unspecified								
	55-65	Female	65							65
		Male	122	7						129
		Unspecified								
	66+	Female	1							1
		Male								
		Unspecified								
	<b>Total Staff</b>		<b>1075</b>	<b>21</b>						<b>1096</b>

		£12312 - £41616	£38463-£131645	Adult tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:	
<b>Education &amp; Lifelong Learning</b>	16-21	Female	159			6	3		168	
		Male	78						78	
		Unspecified								
	22-35	Female	891		15	16	4	492	4	1422
		Male	214		1	7		135		357
		Unspecified								
	36-49	Female	1338	11	27	60	2	395	1	1834
		Male	150	3	8	34		125		320
		Unspecified								
	50-54	Female	371	2	9	25	1	106	1	515
		Male	58	1	4	14		34		111
		Unspecified								
	55-65	Female	480	5	13	34	1	187		720
		Male	133	5	7	34		67		246
		Unspecified								
	66+	Female	69		2			6		77
		Male	32		1			3		36
		Unspecified								
	<b>Total Staff</b>		<b>3973</b>	<b>27</b>	<b>87</b>	<b>224</b>	<b>14</b>	<b>1553</b>	<b>6</b>	<b>5884</b>



CAERPHELLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

		£12312							
		-							
		£41616	£38463-£131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
<b>Environment Group</b>	16-21	Female	59						59
		Male	32						32
		Unspecified							
	22-35	Female	181						181
		Male	151						151
		Unspecified							
	36-49	Female	299	2					301
		Male	267	6					273
		Unspecified							
	50-54	Female	121						121
		Male	117	2					119
		Unspecified							
	55-65	Female	176						176
		Male	163	4					167
		Unspecified							
	66+	Female	22						22
		Male	11						11
		Unspecified							
<b>Total Staff</b>		<b>1599</b>	<b>14</b>					<b>1613</b>	

		£12312							
		-							
		£41616	£38463-£131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
<b>Social Services</b>	16-21	Female	12						12
		Male	2						2
		Unspecified							
	22-35	Female	316						316
		Male	40						40
		Unspecified							
	36-49	Female	493	5					498
		Male	75	4					79
		Unspecified							
	50-54	Female	201	1					202
		Male	27	1					28
		Unspecified							
	55-65	Female	271	4					276
		Male	42	1			1		44
		Unspecified							
	66+	Female	3						3
		Male							
		Unspecified							
<b>Total Staff</b>		<b>1482</b>	<b>16</b>				<b>1</b>	<b>1500</b>	



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Marital Status by Salary Range 30/06/2011

Corporate Services & CE		£12312- £41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Civil Partnership	1							1
	Dissolved Civil Partnership								
	Divorced	68	1						69
	Married	601	16						617
	Separated	14							14
	Single	286	1						287
	Surviving Civil Partnership								
	Undisclosed	27							27
	Widowed	4							4
	With Partner	74	3						77
<b>Total Staff</b>	<b>1075</b>	<b>21</b>						<b>1096</b>	

Education & Lifelong Learning		£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Civil Partnership	3	1						4
	Dissolved Civil Partnership	1							1
	Divorced	171		3	16	1	53		244
	Married	2222	19	49	171	2	901	4	3368
	Separated	52	1				15		68
	Single	1088	2	18	22	9	451	1	1591
	Surviving Civil Partnership						1		1
	Undisclosed	220	3	12	5	1	38	1	280
	Widowed	43			1		6		50
	With Partner	173	1	5	9	1	88		277
<b>Total Staff</b>	<b>3973</b>	<b>27</b>	<b>87</b>	<b>224</b>	<b>14</b>	<b>1553</b>	<b>6</b>	<b>5884</b>	





## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Marital Status by Salary Range 30/06/2011

Environment Group		£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Civil Partnership	3							3
	Dissolved Civil Partnership	1							1
	Divorced	80	1						81
	Married	901	11						912
	Separated	16							16
	Single	429	1						430
	Surviving Civil Partnership								
	Undisclosed	82							82
	Widowed	10							10
	With Partner	77	1						78
<b>Total Staff</b>	<b>1599</b>	<b>14</b>						<b>1613</b>	

Social Services		£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Civil Partnership	1							1
	Dissolved Civil Partnership								
	Divorced	119							119
	Married	886	13				1	1	901
	Separated	27	1						28
	Single	291	1						292
	Surviving Civil Partnership								
	Undisclosed	16							16
	Widowed	18	1						19
	With Partner	124							124
<b>Total Staff</b>	<b>1482</b>	<b>16</b>				<b>1</b>	<b>1</b>	<b>1500</b>	



CAERPHELLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Ethnic Origin by Salary Range 30/06/2011

Corporate Services & CF		£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	BME	10							10
	Undisclosed	21							21
	White	1044	21						1065
	<b>Total Staff</b>	<b>1075</b>	<b>21</b>						<b>1096</b>

Education & Lifelong Learning		£12312 - £41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	BME	24		1	1		7		33
	Undisclosed	309	2	20	9	1	107	1	449
	White	3640	25	66	214	13	1439	5	5402
	<b>Total Staff</b>	<b>3973</b>	<b>27</b>	<b>87</b>	<b>224</b>	<b>14</b>	<b>1553</b>	<b>6</b>	<b>5884</b>

Environment Group		£12312 - £41616	£38463- £131645	Adult tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	BME	9							9
	Undisclosed	67	1						68
	White	1523	13						1536
	<b>Total Staff</b>	<b>1599</b>	<b>14</b>						<b>1613</b>

Social Services		£12312 - £41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	BME	20							20
	Undisclosed	29	1						30
	White	1433	15				1	1	1450
	<b>Total Staff</b>	<b>1482</b>	<b>16</b>				<b>1</b>	<b>1</b>	<b>1500</b>

WORKFORCE INFORMATION REPORT

Disability by Salary Range 30/06/2011

Corporate Services & CE		£12312 - £41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Not Disabled	1046	21						1067
	Not Known	23							23
	Disabled	6							6
	<b>Total Staff</b>	<b>1075</b>	<b>21</b>						<b>1096</b>

Education & Lifelong Learning		£12312 - £41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Not Disabled	3576	26	84	214	13	1437	6	5356
	Not Known	352	1	1	8	1	110		473
	Disabled	45		2	2		6		55
	<b>Total Staff</b>	<b>3973</b>	<b>27</b>	<b>87</b>	<b>224</b>	<b>14</b>	<b>1553</b>	<b>6</b>	<b>5884</b>

Environment Group		£12312 - £41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Not Disabled	1500	14						1514
	Not Known	73							73
	Disabled	26							26
	<b>Total Staff</b>	<b>1599</b>	<b>14</b>						<b>1613</b>

Social Services		£12312 - £41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Not Disabled	1443	16				1	1	1461
	Not Known	24							24
	Disabled	15							15
	<b>Total Staff</b>	<b>1482</b>	<b>16</b>				<b>1</b>	<b>1</b>	<b>1500</b>



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Gender by Salary Range 30/06/2011

Corporate Services & CE		£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Male	546	18						564
	Female	529	3						532
	Undisclosed								
	<b>Total Staff</b>	<b>1075</b>	<b>21</b>						<b>1096</b>

Education & Lifelong Learning		£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Male	665	9	21	89		364		1148
	Female	3308	18	66	135	14	1189	6	4736
	Undisclosed								
	<b>Total Staff</b>	<b>3973</b>	<b>27</b>	<b>87</b>	<b>224</b>	<b>14</b>	<b>1553</b>	<b>6</b>	<b>5884</b>

Environment Group		£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Male	741	12						753
	Female	858	2						860
	Undisclosed								
	<b>Total Staff</b>	<b>1599</b>	<b>14</b>						<b>1613</b>

Social Services		£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Male	186	6				1		193
	Female	1296	10					1	1307
	Undisclosed								
	<b>Total Staff</b>	<b>1482</b>	<b>16</b>				<b>1</b>	<b>1</b>	<b>1500</b>



## CAERPHILLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

Sickness Days Lost Per FTE by Directorate 01/04/2011- 30/06/2011

#### CORPORATE SERVICES & CE

Corporate Services & CE	Q1 09/10	Q2 09/10	Q3 09/10	Q4 09/10	Q1 10/11	Q2 10/11	Q3 10/11	Q4 10/11	Q1 11/12
	2.26	2.75	3.02	2.5	2.19	1.68	3.15	2.46	2.60

Section	2009/10 Days Lost per FTE Q1	2009/10 Days Lost per FTE Q2	2009/10 Days Lost per FTE Q3	2009/10 Days Lost per FTE Q4	2010/11 Days Lost per FTE Q1	2010/11 Days Lost per FTE Q2	2010/11 Days Lost per FTE Q3	2010/11 Days Lost per FTE Q4	2011/12 Days Lost Per FTE Q1
Accountancy	1.43	4.43	4.15	1.38	1.03	0.45	1.76	2.74	4.06
Council Tax & Benefits	3.32	4.99	5.01	2.58	1.45	0.82	1.93	1.06	1.01
Finance (Seconded)	0.72	2.90	1.96	3.06	0.25	0.06	1.51	2.92	0.89
Income	0.29	2.52	1.11	1.17	0.85	0.35	2.71	2.52	2.39
Internal Audit (Audit)	0.18	0.45	0.63	1.57	0.09	0.00	0.48	0.28	0.57
Head & Secretary	1.11	0.00	0.43	0.43	0.00	0.00	0.00	0.00	1.40
Procurement Services					N/A	N/A	N/A	0.00	0.15
Corporate Finance	1.93	3.89	3.54	2.32	0.95	0.48	1.76	1.63	1.42



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Sickness Days Lost Per FTE by Directorate 01/04/2011- 30/06/2011 CORPORATE SERVICES & CE

Section	2009/10 Days Lost per FTE Q1	2009/10 Days Lost per FTE Q2	2009/10 Days Lost per FTE Q3	2009/10 Days Lost per FTE Q4	2010/11 Days Lost per FTE Q1	2010/11 Days Lost per FTE Q2	2010/11 Days Lost per FTE Q3	2010/11 Days Lost per FTE Q4	2011/12 Days Lost Per FTE Q1
Advisory Services	N/A	N/A	N/A	N/A	3.06	1.56	0.00	N/A	N/A
Business Development	0.60	0.53	1.40	0.85	N/A	N/A	N/A	N/A	N/A
Community Regeneration	0.45	2.44	3.49	0.96	N/A	N/A	N/A	N/A	N/A
European	0.26	0.26	3.63	1.36	N/A	N/A	N/A	N/A	N/A
Fast4Ward	3.60	0.46	1.18	5.37	N/A	N/A	N/A	N/A	N/A
Operations	N/A	N/A	N/A	N/A	1.94	2.23	0.60	N/A	N/A
Programme Delivery	N/A	N/A	N/A	N/A	3.15	1.78	0.00	N/A	N/A
Strategy, Funding and Support	N/A	N/A	N/A	N/A	0.53	0.23	N/A	N/A	N/A
Tourism	0.98	0.88	0.50	0.55	0.00	N/A	N/A	N/A	N/A
Heads & Admin	0.00	6.00	0.00	0.00	0.00	0.0	N/A	N/A	N/A
Economic Development Tourism & European Affairs	1.15	1.29	1.65	1.33	2.41	1.81	0.24	N/A	N/A
Business Support (I.T)	8.11	9.12	10.67	6.76	1.36	2.60	4.65	3.96	6.28
Communications	0.57	2.82	1.25	0.29	0.17	0.37	1.33	2.73	9.08
Corporate Property	1.83	2.22	0.93	1.49	0.31	0.27	0.49	N/A	N/A
Customer First	3.85	3.54	4.32	4.51	4.45	4.34	6.13	4.07	3.15
Development (I.T)	0.85	0.83	3.43	1.78	0.55	0.64	2.40	0.48	0.98
IT Operations (I.T Ops)	5.45	3.22	2.64	2.79	4.70	2.28	2.19	1.64	0.12
Head & Secretary	6.50	1.50	1.50	3.00	2.00	3.50	2.00	37.00	0.00
Information & Citizen Engagement					2.39	2.13	3.27	3.00	3.18
ICT & Property Services	3.72	3.61	4.08	3.28	N/A	N/A	N/A	N/A	N/A



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

Sickness Days Lost Per FTE by Directorate 01/04/2011- 30/06/2011

#### CORPORATE SERVICES & CE

Section	2009/10 Days Lost per FTE Q1	2009/10 Days Lost per FTE Q2	2009/10 Days Lost per FTE Q3	2009/10 Days Lost per FTE Q4	2010/11 Days Lost per FTE Q1	2010/11 Days Lost per FTE Q2	2010/11 Days Lost per FTE Q3	2010/11 Days Lost per FTE Q4	2011/12 Days Lost Per FTE Q1
Corporate Monitoring					N/A	N/A	N/A	0.16	3.58
Electoral Services					N/A	N/A	N/A	0.00	0.00
Litigation & Welfare (Legal L&W)	3.64	1.25	3.96	2.58	0.47	0.00	0.28	7.66	5.85
Planning / Land & Highways (Legal P/L&H)	0.10	0.62	0.74	4.99	0.48	1.71	0.56	0.00	2.61
Heads & Admin	0.00	0.93	0.70	1.74	0.29	0.00	2.63	0.86	2.92
Legal & Governance					0.43	0.65	0.96	2.98	3.82
Legal Services (Legal)	1.36	0.92	1.90	3.31	N/A	N/A	N/A	N/A	N/A
Building Consultancy					N/A	N/A	N/A	1.65	0.60
Corporate Property					N/A	N/A	N/A	1.17	1.62
Performance Management					N/A	N/A	N/A	0.61	0.65
Head & Secretary					N/A	N/A	N/A	0.00	0.00
Performance & Property					N/A	N/A	N/A	1.28	1.08
WHQS Programme					N/A	N/A	2.28	0.20	0.33



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

Sickness Days Lost Per FTE by Directorate 01/04/2011- 30/06/2011

#### CORPORATE SERVICES & CE

Section	2009/10 Days Lost per FTE Q2	2009/10 Days Lost per FTE Q3	2009/10 Days Lost per FTE Q4	2010/11 Days Lost per FTE Q1	2010/11 Days Lost per FTE Q2	2010/11 Days Lost per FTE Q3	2010/11 Days Lost per FTE Q4	2011/12 Days Lost Per FTE Q1
Chief Executive / Corporate Services / LLL	0.38	0	1.31	0.00	0.00	0.67	0.00	0.00
Corporate Health & Safety	0.93	4.1	0.2	2.84	0.98	0.45	0.16	3.95
Education HR	4.12	1.9	3	5.56	6.17	14.20	3.00	0.00
Employee Service Centre	6.22	5.18	5.19	7.78	5.19	4.87	2.40	0.35
Environment HR Policy & Performance	0	6.13	4.35	0.22	0.12	0.12	0.00	0.55
HR Shared Service				N/A	N/A	4.68	3.68	1.97
MA Team				N/A	N/A	0.45	0.15	0.91
Occupational Health Unit	0.77	0	1.2	1.00	12.00	2.40	N/A	N/A
Organisation Development Unit	0	2.33	1.33	0.00	0.00	0.00	5.88	2.80
Policy & Performance Unit	0	0	7.5	0.00	0.00	N/A	N/A	N/A
Social Services HR	0.78	1.11	2.94	9.70	4.95	1.40	0.60	13.00
HR Development				N/A	N/A	0.00	0.00	0.23
Head & Secretary	0	4	0.5	0.00	0.00	0.00	0.00	0.00
Human Resources	2.62	2.85	3.18	5.16	3.66	3.06	1.57	1.88





CAERPHELLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Section	2009/10 Days Lost per FTE Q2	2009/10 Days Lost per FTE Q3	2009/10 Days Lost per FTE Q4	2010/11 Days Lost per FTE Q1	2010/11 Days Lost per FTE Q2	2010/11 Days Lost per FTE Q3	2010/11 Days Lost per FTE Q4	2011/12 Days Lost Per FTE Q1
Building Consultancy				N/A	N/A	1.75	1.65	N/A
Committee Services	0.13	0.29	0.83	N/A	N/A	N/A	N/A	N/A
Democratic Services	0.00	0.67	1.33	1.68	0.00	1.73	N/A	N/A
Electoral Services	1.60	0.00	1.43	0.00	0.80	0.00	N/A	N/A
Emergency Planning	0.00	0.00	0.00	0.00	0.00	0.00	N/A	N/A
Performance Management (Perf Man)	0.42	0.30	0.57	0.79	0.31	0.00	0.61	N/A
Policy & Research	0.32	3.12	2.3	0.42	0.26	1.31	N/A	N/A
Registrars	0.52	6.60	2.67	0.00	2.51	2.41	N/A	N/A
Head & Secretary	0.50	0.00	1.5	2.00	0.00	0.00	0.00	0.00
Policy & Performance	0.43	1.88	1.56	N/A	N/A	N/A	N/A	N/A
Performance & Property				0.68	0.55	1.24	1.28	N/A
Building Services				N/A	N/A	N/A	N/A	N/A
Estimating				N/A	N/A	N/A	N/A	N/A
Housing				N/A	N/A	N/A	N/A	N/A
Head & Staff				N/A	N/A	N/A	N/A	N/A
Building Maintenance				N/A	N/A	N/A	N/A	N/A
Business (Procurement)	1.50	0.00	0.29	0.43	0.00	0.00	N/A	N/A
Contracts (Procurement)	0.00	0.24	1	3.19	2.66	0.13	N/A	N/A
Head	0.00	5.00	0.00	0.00	0.00	0.00	N/A	N/A
Procurement Services	0.43	0.36	0.75	2.25	1.77	0.08	N/A	N/A



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Sickness Days Lost Per FTE by Directorate 01/04/2011-30/06/2011

Corporate Services & CE

Section	2009/10 Days Lost per FTE Q2	2009/10 Days Lost per FTE Q3	2009/10 Days Lost per FTE Q4	2010/11 Days Lost per FTE Q1	2010/11 Days Lost per FTE Q2	2010/11 Days Lost per FTE Q3	2010/11 Days Lost per FTE Q4	2011/12 Days Lost per FTE Q1
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Building Maintenance DLO				N/A	N/N	5.42	2.80	3.02
Private Sector Housing				N/A	N/N	3.63	1.86	0.81
Public Sector Housing				N/A	N/A	9.11	3.46	4.31
Strategy & Resource				N/A	N/A	11.99	10.88	7.58
Head & Staff				N/A	N/A	12.00	0.00	0.00
Housing				N/A	N/A	6.24	2.98	3.14

Deputy CE & Secretary							3.50	0.00
Chief Executive & Staff	0	1	1.5	0.00	0.00	0.00	1.25	10.83



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

Sickness Days Lost Per FTE by Directorate 01/04/2011- 30/06/2011

#### DIRECTORATE OF EDUCATION & LIFELONG LEARNING

Directorate of Education & Lifelong Learning	Q1 09/10	Q2 09/10	Q3 09/10	Q4 09/10	Q1 10/11	Q2 10/11	Q3 10/11	Q4 10/11	Q1 11/12
	3.09	2.37	4.42	3.54	2.88	1.89	2.96	3.07	2.31

Section	2009/10 Days Lost per FTE Q1	2009/10 Days Lost per FTE Q2	2009/10 Days Lost per FTE Q3	2009/10 Days Lost per FTE Q4	2010/11 Days Lost per FTE Q1	2010/11 Days Lost per FTE Q2	2010/11 Days Lost per FTE Q3	2010/11 Days Lost per FTE Q4	2011/12 Days Lost Per FTE Q1
Additional Learning Needs	3.18	2.51	4.08	2.99	2.75	4.52	5.20	4.71	3.93
Admin, Finance & IT	10.25	6.18	4.71	7.25	5.05	4.77	6.84	4.89	4.14
Behaviour Support	3.36	2.49	5.80	5.37	N/A	N/A	N/A	N/A	N/A
Education Psychology Service	3.77	5.59	6.07	5.31	N/A	N/A	N/A	N/A	N/A
Education Welfare	7.03	7.20	2.65	4.96	N/A	N/A	N/A	N/A	N/A
Governor Support	1.25	0.42	1.27	0.81	0.00	0.00	1.83	0.17	0.00
Music Service	N/A	N/A	N/A	N/A	2.33	1.07	0.83	2.02	0.48
Social Inclusion	N/A	N/A	N/A	N/A	5.58	3.94	4.79	5.17	2.84
Visually Impaired Service	3.49	3.05	4.41	4.27	4.82	1.52	3.06	5.38	6.80
Youth Access					5.38	7.86	0.54	0.61	1.23
Heads & Admin	1.49	2.98	3.88	3.63	3.22	2.92	1.29	3.76	1.43
Learning, Education and Inclusion	3.27	3.43	4.21	4.05	3.73	3.61	3.81	4.23	3.12



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

Sickness Days Lost Per FTE by Directorate 01/04/2011- 30/06/2011

#### DIRECTORATE OF EDUCATION & LIFELONG LEARNING

Section	2009/10 Days Lost per FTE Q1	2009/10 Days Lost per FTE Q2	2009/10 Days Lost per FTE Q3	2009/10 Days Lost per FTE Q4	2010/11 Days Lost per FTE Q1	2010/11 Days Lost per FTE Q2	2010/11 Days Lost per FTE Q3	2010/11 Days Lost per FTE Q4	2011/12 Days Lost Per FTE Q1
Blackwood Miners Institute					N/A	N/A	N/A	N/A	N/A
Ynys Hywel Activity Centre					6.71	2.64	1.07	0.67	0.42
Catering	3.35	3.66	6.50	4.5	3.61	3.22	3.63	4.44	4.00
Community Education & Libraries	2.95	2.73	4.27	3.36	2.34	1.81	2.46	1.79	1.43
Leisure Service	4.11	2.63	3.97	3.08	1.89	2.79	2.20	2.47	2.33
Marketing (Ed & Leisure)	1.00	10.00	2.33	2.00	N/A	N/A	N/A	N/A	N/A
Music & Arts Service	2.72	3.94	4.18	2.81	N/A	N/A	N/A	N/A	N/A
Sports Development	0.17	1.13	0.21	0.27	1.73	1.47	0.72	1.05	2.79
Youth Access	5.86	0.39	3.21	1.17	N/A	N/A	N/A	N/A	N/A
Head & Admin	0.00	0.77	0.00	0.00	9.50	0.17	0.00	0.00	0.00
Lifelong Learning & Leisure	3.18	2.97	4.69	3.44	2.87	2.48	2.67	2.78	2.60
Our Schools Our Future	N/A	N/A	N/A	9	7.00	3.50	9.00	5.00	17.00



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Sickness Days Lost Per FTE by Directorate 01/04/2011- 30/06/2011

DIRECTORATE OF EDUCATION & LIFELONG LEARNING

Section	2009/10 Days Lost per FTE Q1	2009/10 Days Lost per FTE Q2	2009/10 Days Lost per FTE Q3	2009/10 Days Lost per FTE Q4	2010/11 Days Lost per FTE Q1	2010/11 Days Lost per FTE Q2	2010/11 Days Lost per FTE Q3	2010/11 Days Lost per FTE Q4	2011/12 Days Lost Per FTE Q1
Awards / Student Support	0.00	0.00	0.00	8.44	13.33	13.11	10.89	11.11	0.00
Health & Safety, Transport & Complaints/Customer Care	0.43	1.71	2.72	1.35	1.99	0.51	0.53	0.86	0.00
Complaints /Customer Care					N/A	N/A	0.00	0.00	2.00
School Planning, Admissions & Placement	11.14	0.67	0.29	0.00	0.00	0.00	0.00	0.00	0.00
Secretariat	6.67	1.15	2.69	8.08	N/A	N/A	N/A	N/A	N/A
Head	0.00	0.00	0.00	0.00	N/A	N/A	N/A	N/A	N/A
Planning & Strategy	2.51	1.17	1.84	2.94	3.93	3.03	2.58	3.65	0.13
After School Club									0.00
Primary Schools	N/A	N/A	N/A	N/A	2.90	1.50	2.73	2.76	1.91
Schools	3.07	2.14	4.40	3.53	N/A	N/A	N/A	N/A	N/A
Supply Teachers					N/A	N/A	N/A	N/A	N/A
Secondary Schools	N/A	N/A	N/A	N/A	2.54	1.37	3.00	2.99	2.23
Trinity Fields Special School	N/A	N/A	N/A	N/A	3.43	3.62	4.22	5.02	3.85
Schools	3.07	2.14	4.40	3.53	2.78	1.53	2.90	2.94	2.12
Director & Secretary	N/A	N/A	N/A	N/A	4.67	0.00	2.50	15.00	0.00



## CAERPHILLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

Sickness Days Lost Per FTE by Directorate 01/04/2011- 30/06/2011

#### DIRECTORATE OF SOCIAL SERVICES

Directorate of Social Services	Q1 09/10	Q2 09/10	Q3 09/10	Q4 09/10	Q1 10/11	Q2 10/11	Q3 10/11	Q4 10/11	Q1 11/12
	4.11	3.93	5.22	4.57	3.19	3.25	4.24	3.85	2.97

Section	2009/10 Days Lost per FTE Q1	2009/10 Days Lost per FTE Q2	2009/10 Days Lost per FTE Q3	2009/10 Days Lost per FTE Q4	2010/11 Days Lost per FTE Q1	2010/11 Days Lost per FTE Q2	2010/11 Days Lost per FTE Q3	2010/11 Days Lost per FTE Q4	2011/12 Days Lost Per FTE Q1
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ACRF					0.00	0.00	N/A	N/A	N/A
Assessment & Service Improvement	6.66	2.71	4.95	6.87	4.49	2.55	3.50	2.08	2.75
Contracting & Quality Assurance (Contracting & QA)	0.81	0.35	2.33	0.92	0.33	0.49	5.60	6.58	1.93
Health Social Care & Well-being	0.67	1.76	0.64	18.67	15.67	2.00	1.33	0.50	3.50
Learning Disability	5.44	5.45	9.8	5.69	3.75	3.86	4.75	4.53	4.06
Mental Health & Learning Disability	3.68	2.81	4.24	2.44	3.60	2.72	3.69	3.05	3.03
Pan Gwent Integrated Community Equipment Service					0.00	0.00	0.00	0.00	N/A
Physical Disability & Sensory Impairment	3	1.44	1.65	4.78	3.13	3.56	4.90	4.03	2.50
Protection Of Vulnerable Adults (POVA)	3.63	0.16	0.9	1.6	0.68	0.18	0.40	0.56	0.89
South East Wales Emergency Duty Team	0.11	1.11	0.53	3.12	2.51	4.45	2.71	8.62	3.79
Supporting People	N/A	N/A	10.61	0.25	8.83	12.0	N/A	N/A	N/A
Secreteriat									0.00
Head & Secretary	0	0	0	4	0.00	0.00	0.00	0.00	0.00
<b>Adult Services</b>	<b>4.72</b>	<b>4.48</b>	<b>5.66</b>	<b>5.1</b>	<b>3.55</b>	<b>3.46</b>	<b>4.47</b>	<b>4.06</b>	<b>3.29</b>



CAERPHELLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Sickness Days Lost Per FTE by Directorate 01/04/2011- 30/06/2011

DIRECTORATE OF SOCIAL SERVICES

Section	2009/10 Days Lost per FTE Q1	2009/10 Days Lost per FTE Q2	2009/10 Days Lost per FTE Q3	2009/10 Days Lost per FTE Q4	2010/11 Days Lost per FTE Q1	2010/11 Days Lost per FTE Q2	2010/11 Days Lost per FTE Q3	2010/11 Days Lost per FTE Q4	2011/12 Days Lost Per FTE Q1
Administration (Children's Services)	1.99	0.96	2.27	2.04	0.71	3.01	5.12	1.59	2.01
Children's Services East	3.36	3.84	7.73	3.4	4.59	4.34	3.08	3.03	0.20
Children's Services North	3.91	5.35	7.06	2.71	1.53	2.83	2.99	2.87	1.30
Children's Services South	3.93	2.82	4.39	2.6	5.54	3.08	5.19	4.95	3.96
Looked After Children	1.62	1.19	3.58	2.88	1.09	1.78	1.89	2.89	2.65
Quality & Planning	7.91	4.27	4.14	4.35	4.11	5.10	2.86	3.23	0.75
Training & Development	5.64	6.72	7.04	7.46	0.31	0.00	0.00	4.05	0.23
Youth Offending	0.92	2.21	2.64	5.64	2.41	3.17	4.31	3.07	0.70
Secretariat									0.00
Assistant Director	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Children's Services</b>	<b>2.84</b>	<b>2.75</b>	<b>4.44</b>	<b>3.25</b>	<b>2.54</b>	<b>3.01</b>	<b>3.64</b>	<b>3.08</b>	<b>1.70</b>
Finance (Social Services)	1.56	2.51	3.96	3.84	1.89	2.13	4.99	5.19	5.27
Performance Management (Social Services)	5.69	0.16	0.79	1.92	1.51	4.44	3.95	0.24	0.25
Head	0.00	0.00	0.00	1	N/A	N/A	N/A	N/A	N/A
Head & Staff					75.00	N/A	N/A	N/A	N/A
<b>Business Support</b>					<b>2.02</b>	<b>2.22</b>	<b>4.10</b>	<b>3.84</b>	<b>3.98</b>
Resourcing & Performance	2.57	2.60	3.80	3.94	N/A	N/A	N/A	N/A	N/A
<b>Director &amp; Staff</b>	<b>0.00</b>	<b>0.00</b>	<b>4.00</b>	<b>0.00</b>	<b>0.50</b>	<b>0.50</b>	<b>0.00</b>	<b>19.50</b>	<b>11.50</b>



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

Sickness Days Lost Per FTE by Directorate 01/04/2011- 30/06/2011

#### ENVIRONMENT GROUP

Environment Group	Q1 09/10	Q2 09/10	Q3 09/10	Q4 09/10	Q1 10/11	Q2 10/11	Q3 10/11	Q4 10/11	Q1 11/12
	3.01	3.54	3.07	2.87	2.82	2.63	2.58	2.90	2.83

Section	2009/10 Days Lost per FTE Q1	2009/10 Days Lost per FTE Q2	2009/10 Days Lost per FTE Q3	2009/10 Days Lost per FTE Q4	2010/11 Days Lost per FTE Q1	2010/11 Days Lost per FTE Q2	2010/11 Days Lost per FTE Q3	2010/11 Days Lost per FTE Q4	2011/12 Days Lost Per FTE Q1
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Building Services	3.03	3.58	2.88	1.79	1.72	2.53	0.00	N/A	N/A
Estimating	2.04	1.74	1.11	2.11	0.23	0.0	N/A	N/A	N/A
Heads & Admin	3.80	2.01	3.01	3.8	5.50	1.66	N/A	N/A	N/A
Building Maintenance DLO	3.10	3.28	2.84	2.09	2.21	2.29	N/A	N/A	N/A

Engineering Projects Group	4.19	4.96	0.14	3.24	3.56	1.90	0.13	0.19	1.86
Highways Operations Group	9.07	4.81	4.34	4.01	2.92	3.11	4.34	2.87	5.33
Transportation Engineering	1.66	4.46	4.81	3.07	4.00	2.59	4.40	3.79	2.18
Head & Secretary	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Engineering & Transport	3.32	4.68	3.76	3.58	3.30	2.73	3.60	2.76	3.56

Housing Technical	0.00	0.33	2.33	0.00	N/A	N/A	N/A	N/A	N/A
Private Sector Housing	1.54	1.74	1.16	1.82	1.92	1.04	N/A	N/A	N/A
Public Sector Housing	4.95	3.99	3.45	5.22	3.68	4.26	N/A	N/A	N/A
Strategy & Resources	5.65	9.33	11.98	5.61	7.93	4.20	N/A	N/A	N/A
Head	4.00	3.00	10.00	0.00	4.00	0.00	N/A	N/A	N/A
Housing	4.34	3.98	3.76	4.45	3.90	3.39	N/A	N/A	N/A





## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Sickness Days Lost Per FTE by Directorate 01/04/2011-30/06/2011 ENVIRONMENT GROUP

Section	2009/10 Days Lost per FTE Q1	2009/10 Days Lost per FTE Q2	2009/10 Days Lost per FTE Q3	2009/10 Days Lost per FTE Q4	2010/11 Days Lost per FTE Q1	2010/11 Days Lost per FTE Q2	2010/11 Days Lost per FTE Q3	2010/11 Days Lost per FTE Q4	2011/12 Days Lost Per FTE Q1
Building Control	0.00	0.43	0.00	0	0.40	0.60	0.00	0.00	9.40
Countryside	0.47	0.16	0.70	0.7	1.58	1.10	1.91	1.67	1.41
Development Control	0.20	0.56	0.89	0.64	0.00	3.89	0.70	0.51	1.98
Economic Development							6.39	3.68	1.95
Planning Administration	5.59	0.24	3.52	3.32	0.77	0.79	1.76	4.37	2.51
Strategic Planning & Urban Renewal	2.12	2.84	4.41	2.56	0.31	0.00	0.59	0.38	1.47
Head & Secretary	0.00	3.50	1.00	0	0.00	0.00	0.00	0.00	0.00
Planning & Regeneration					0.87	1.25	3.16	2.79	2.03
Planning Services	1.68	0.75	1.84	1.47	N/A	N/A	N/A	N/A	N/A
Building Consultancy	2.43	3.84	0.67	0.59	1.78	0.63	N/A	N/A	N/A
Property Services	2.43	3.84	0.67	0.59	1.78	0.63	N/A	N/A	N/A
Community Safety	1.95	2.66	1.03	4.77	4.30	2.89	3.86	2.76	4.24
Divisional Support Unit	0.15	1.15	0.00	4.03	0.00	0.72	0.98	6.57	4.02
Emergency Planning					N/A	N/A	N/A	0.00	0.00
Registrars					N/A	N/A	N/A	7.41	4.32
Environmental Health	0.41	1.06	1.23	2.86	3.01	1.41	2.48	1.28	0.77
Trading Standards & Licensing	2.24	2.24	1.49	2.86	2.03	0.48	0.71	2.19	3.14
Head	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Public Protection	1.32	1.82	1.19	3.28	2.88	1.54	2.30	2.53	2.62



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

Sickness Days Lost Per FTE by Directorate 01/04/2011- 30/06/2011

#### ENVIRONMENT GROUP

Section	2009/10 Days Lost per FTE Q1	2009/10 Days Lost per FTE Q2	2009/10 Days Lost per FTE Q3	2009/10 Days Lost per FTE Q4	2010/11 Days Lost per FTE Q1	2010/11 Days Lost per FTE Q2	2010/11 Days Lost per FTE Q3	2010/11 Days Lost per FTE Q4	2011/12 Days Lost Per FTE Q1
Building Cleaning	3.51	3.84	4.19	2.7	3.26	2.80	4.14	4.08	2.80
Fleet Management	N/A	N/A	N/A	17.25	6.25	0.50	0.00	0.00	N/A
Parks Services	3.51	4.78	3.35	3.44	2.39	2.41	2.40	1.92	2.85
Vehicle Maintenance	5.93	5.21	0.00	0.86	2.07	2.00	0.21	0.00	N/A
Waste Management	2.26	1.08	3.22	2.6	3.22	3.85	3.25	3.08	3.00
Fleet Management & Vehicle Maintenance									3.77
Heads & Admin	0.70	1.08	4.29	0.4	0.00	0.00	0.00	8.50	0.00
Public Services	3.00	4.04	3.48	2.8	3.02	3.11	3.22	3.09	2.91
Property Support Services	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Support Services	18.95	0	0	N/A	N/A	N/A	N/A	N/A	N/A
Engineering Support Services	0	0		N/A	N/A	N/A	N/A	N/A	N/A
Support Services	8.24	0	0	N/A	N/A	N/A	N/A	N/A	N/A
	8.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Director & Secretary	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	N/A



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

Sickness Percentage Report by Directorate 01/04/2011- 30/06/2011

#### CORPORATE SERVICES & CE

Corporate Services & CE	Q3 09/10	Q4 09/10	Q1 10/11	Q2 10/11	Q3 10/11	Q4 10/11	Q1 11/12
	4.72 %	3.96%	3.38%	2.56%	4.02%	3.84%	3.99%

Section	2009/10 Sickness % Q3	2009/10 Sickness % Q4	2010/11 Sickness % Q1	2010/11 Sickness % Q2	2010/11 Sickness % Q3	2010/11 Sickness % Q4	2011/12 Sickness % Q1
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Accountancy	6.48 %	2.20%	1.60%	0.67%	2.66%	4.33%	6.08%
Council Tax & Benefits	7.83 %	4.10%	2.23%	1.23%	2.92%	1.66%	1.55%
Finance (Seconded)	3.07 %	4.86%	0.38%	0.09%	2.29%	4.56%	1.37%
Income	1.73 %	1.85%	1.24%	0.53%	4.10%	3.92%	3.68%
Internal Audit (Audit)	0.98 %	2.50%	0.15%	0.00%	0.72%	1.44%	0.87%
Head & Secretary	0.67 %	0.68%	0.00%	0.00%	0.00%	0.00%	2.15%
Procurement Services			N/A	N/A	N/A	0.00%	0.23%
Corporate Finance	5.53 %	3.68%	1.46%	0.73%	2.67%	2.56%	2.17%

Advisory Services	2.19 %	N/A	4.87%	2.37%	0.00%	N/A	N/A
Business Development	5.45 %	1.35%	N/A	N/A	N/A	N/A	N/A
Community Regeneration	5.68 %	1.53%	N/A	N/A	N/A	N/A	N/A
European	1.84 %	2.15%	N/A	N/A	N/A	N/A	N/A
Fast4Ward	0.00 %	8.52%	N/A	N/A	N/A	N/A	N/A
Operations	N/A	N/A	3.06%	3.42%	100.00	N/A	N/A
Programme Delivery	N/A	N/A	4.81%	2.69%	0.00%	N/A	N/A
Strategy, Funding and Support	N/A	N/A	0.81%	0.37%	7.32%	N/A	N/A
Tourism	0.78 %	0.87%	0.00%	N/A%	N/A	N/A	N/A
Heads & Admin	0.00 %	0.00%	0.00%	0.00%	N/A	N/A	N/A
Economic Development Tourism & European Affairs	2.58 %	2.12%	3.74%	2.76%	13.22%	N/A	N/A



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Sickness Percentage Report by Directorate 01/04/2011- 30/06/2011

#### CORPORATE SERVICES & CE

Section	2009/10 Sickness % Q3	2009/10 Sickness % Q4	2010/11 Sickness % Q1	2010/11 Sickness % Q2	2010/11 Sickness % Q3	2010/11 Sickness % Q4	2011/12 Sickness Q1
Business Support (I.T)	16.67 %	10.72%	2.09%	3.94%	7.05%	6.19%	9.66%
Communications	1.95 %	0.45%	0.25%	0.56%	2.02%	4.78%	13.98%
Corporate Property	1.45 %	2.37%	0.48%	0.41%	0.74%	N/A	N/A
Customer First	6.75 %	7.16%	6.83%	6.55%	9.36%	6.35%	4.83%
Development (I.T)	5.35 %	2.83%	0.85%	0.96%	3.63%	0.75%	1.51%
IT Operations (I.T Ops)	4.13 %	4.43%	7.23%	3.45%	3.34%	2.58%	0.19%
Head & Secretary	2.34 %	4.76%	3.08%	5.30%	3.03%	28.91%	0.00%
Information & Citizen Engagement			3.66%	3.22%	4.97%	4.70%	4.89%
ICT & Property Services	6.38 %	5.20%	N/A	N/A	N/A	N/A	N/A
Litigation & Welfare (Legal L&W)	6.19 %	4.10%	0.72%	0.00%	0.43%	12.00%	9.00%
Planning / Land & Highways (Legal P/L&H)	1.15 %	7.92%	0.74%	2.59%	1.02%	0.00%	4.01%
Heads & Admin	1.09 %	2.75%	0.44%	0.00%	3.98%	1.35%	4.49%
Electoral Services			N/A	N/A	N/A	0.00%	0.00%
Corporate Monitoring			N/A	N/A	N/A	0.25%	5.51%
Legal & Governance	2.96 %	5.25%	0.66%	0.98%	1.55%	4.64%	5.88%



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Sickness Percentage Report by Directorate 01/04/2011-30/06/2011 CORPORATE SERVICES & CE

Section	2009/10 Sickness % Q3	2009/10 Sickness % Q4	2010/11 Sickness % Q1	2010/11 Sickness % Q2	2010/11 Sickness % Q3	2010/11 Sickness % Q4	2011/12 Sickness Q1
Chief Executive / Corporate Services / LLL	0.00 %	2.08%	0.00%	0.00%	1.05%	0.00%	0.00%
Corporate Health & Safety	6.40 %	0.31%	4.35%	1.49%	0.69%	0.26%	6.09%
Education & HR	2.96 %	4.76%	8.31%	9.96%	21.58%	4.69%	0.00%
Employee Service Centre	8.10 %	8.25%	12.27%	8.35%	7.45%	3.79%	0.54%
Environment HR / Policy & Performance	9.57 %	6.90%	0.33%	0.18%	0.18%	0.00%	0.85%
HR Development			N/A	N/A	0.00%	0.00%	0.36%
HR Shared Service			N/A	0.00%	7.24%	5.87%	2.99%
MA Team			N/A	0.00%	0.69%	0.24%	1.40%
Occupational Health Unit	0.00 %	1.90%	1.53%	20.98%	3.64%	N/A	N/A
Organisation Development Unit	3.65 %	2.12%	0.00%	0.00%	0.00%	9.20%	4.31%
Policy & Performance Unit	0.00 %	11.90%	0.00%	0.00%	N/A	N/A	N/A
Social Services HR	1.74 %	4.67%	14.93%	7.36%	2.13%	0.94%	20.00%
Head & Secretary	6.25 %	0.79%	0.00%	0.00%	0.00%	0.00%	0.00%
Human Resources	4.45 %	5.05%	7.94%	5.73%	4.77%	2.47%	2.89%



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Sickness Percentage Report by Directorate 01/04/2011-30/06/2011

#### COPORATE SERVICES & CE

Section	2009/10 Sickness % Q3	2009/10 Sickness % Q4	2010/11 Sickness % Q1	2010/11 Sickness % Q2	2010/11 Sickness % Q3	2010/11 Sickness % Q4	2011/12 Sickness Q1
Building Consultancy			N/A	N/A	N/A	N/A	N/A
Committee Services	0.45 %	1.32%	N/A	N/A	N/A	N/A	N/A
Democratic Services	1.04 %	2.12%	2.70%	0.00%	2.62%	N/A	N/A
Electoral Services	0.00 %	2.27%	0.00%	1.23%	0.00%	N/A	N/A
Emergency Planning	0.00 %	0.00%	0.00%	0.00%	0.00%	N/A	N/A
Performance Management	0.47 %	0.90%	1.21%	0.47%	0.00%	N/A	N/A
Policy & Research	4.87 %	3.65%	0.66%	0.40%	1.99%	N/A	N/A
Registrars	10.31 %	4.24%	0.00%	3.91%	3.66%	N/A	N/A
Head & Secretary	0.00 %	2.38%	3.08%	0.00%	0.00%	N/A	N/A
Policy & Performance	2.93 %	2.48%	N/A	N/A	N/A	N/A	N/A
Building Services			N/A	N/A	N/A	N/A	N/A
Estimating			N/A	N/A	N/A	N/A	N/A
Building Maintenance DLO			N/A	N/A	4.13%	4.34%	4.67
Private Sector Housing			N/A	N/A	2.78%	2.91%	1.24
Public Sector Housing			N/A	N/A	6.93%	5.38%	6.68
Strategy & Resources			N/A	N/A	7.32%	19.38%	11.71
Head & Staff			N/A	N/A	10.34%	0.00%	0.00
Housing			N/A	N/A	4.74%	4.64%	4.84



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Sickness Percentage Report by Directorate 01/04/2011- 30/06/2011

#### CORPORATE SERVICES & CE

Section	2009/10 Sickness % Q3	2009/10 Sickness % Q4	2010/11 Sickness % Q1	2010/11 Sickness % Q2	2010/11 Sickness % Q3	2010/11 Sickness % Q4	2011/12 Sickness % Q1
Business (Procurement)	0.00 %	0.45%	0.66%	0.00%	0.00%	N/A	N/A
Contracts (Procurement)	0.37 %	1.59%	4.90%	4.02%	0.19%	N/A	N/A
Head	7.81 %	0.00%	0.00%	0.00%	0.00%	N/A	N/A
Procurement Services	0.56 %	1.19%	3.46%	2.68%	0.13%	N/A	N/A
Building Consultancy			N/A	N/A	1.34%	2.57%	0.93%
Corporate Property			N/A	N/A	N/A	1.83%	2.48%
Performance Management			N/A	N/A	N/A	0.94%	1.00%
Head & Staff			N/A	N/A	N/A	0.0%	0.00%
Performance & Property			1.06%	0.83%	1.52%	2.00%	1.66%
WHQS Programme			N/A	N/A	2.41%	0.29%	0.51%
Deputy CE & Secretary		1.56%	0.00%	0.00%	0.00%	5.47%	0.00%
Chief Executive & Staff						1.95%	16.67%



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Sickness Percentage Report by Directorate 01/04/2012 - 30/06/2011

DIRECTORATE OF EDUCATION & LIFELONG LEARNING

Directorate of Education & Lifelong Learning	Q3 09/10	Q4 09/10	Q1 10/11	Q2 10/11	Q3 10/11	Q4 10/11	Q1 11/12
	6.90%	5.62%	4.41%	2.87%	4.48%	4.77%	3.54%

Section	2009/10 Sickness % Q3	2009/10 Sickness % Q4	2010/11 Sickness % Q1	2010/11 Sickness % Q2	2010/11 Sickness % Q3	2010/11 Sickness % Q4	2011/12 Sickness % Q1
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Learning, Education and Inclusion

Additional Learning Needs	6.38 %	4.75%	4.12%	4.63%	7.78%	7.21%	5.98%
Admin, Finance & IT	7.36 %	11.51%	7.62%	7.08%	10.18%	7.51%	6.28%
Governor Support	1.98 %	1.28%	0.00%	0.00%	2.78%	0.26%	0.00%
Behaviour Support	9.07 %	8.52%	N/A	N/A	N/A	N/A	N/A
Education Psychology Service	9.48 %	8.43%	N/A	N/A	N/A	N/A	N/A
Education Welfare	4.15 %	7.87%	N/A	N/A	N/A	N/A	N/A
Music Service			3.35%	1.54%	1.23%	3.08%	0.72%
Social Inclusion	N/A	N/A	8.32%	6.01%	7.13%	8.10%	4.33%
Visually Impaired Service	6.90 %	6.78%	7.42%	2.30%	4.64%	8.41%	10.46%
Youth Access	5.02 %	1.86%	8.14%	11.90%	0.81%	0.95%	1.89%
Heads & Admin	6.06 %	5.76%	4.94%	4.38%	1.97%	5.81%	2.22%
Learning, Education and Inclusion	6.58 %	6.42%	5.61%	4.66%	5.72%	6.52%	4.77%





## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Sickness Percentage Report by Directorate 01/04/2011- 30/06/2011

#### DIRECTORATE OF EDUCATION & LIFELONG LEARNING

Section	2009/10 Sickness % Q3	2009/10 Sickness % Q4	2010/11 Sickness % Q1	2010/11 Sickness % Q2	2010/11 Sickness % Q3	2010/11 Sickness % Q4	2011/12 Sickness % Q1
Blackwood Miners Institute			N/A	N/A	N/A	N/A	N/A
Catering	10.15 %	7.14%	5.52%	4.83%	5.49%	6.93%	6.14%
Ynys Hywel Activity Centre			10.33%	4.00%	1.62%	1.03%	0.64%
Community Education & Libraries	6.68 %	5.33%	3.61%	2.75%	3.70%	2.80%	2.24%
Leisure Service	6.21 %	4.89%	2.94%	4.25%	3.33%	3.86%	3.57%
Marketing (Ed & Leisure)	3.65 %	3.17%	N/A	N/A	N/A	N/A	N/A
Music & Arts Service	6.54 %	4.45%	N/A	N/A	N/A	N/A	N/A
Sports Development	0.33 %	0.43%	2.71%	2.25%	1.04%	1.64%	4.29%
Head & Admin	0.00 %	0.00%	14.62%	0.25%	0.00%	0.00%	0.00%
Lifelong Learning & Leisure	7.33 %	5.46%	4.42%	3.75%	4.04%	4.36%	4.02%
Our Schools Our Future	N/A	14.29%	10.77%	5.30%	13.64%	7.81%	26.15



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Section	2009/10 Sickness % Q3	2009/10 Sickness % Q4	2010/11 Sickness % Q1	2010/11 Sickness % Q2	2010/11 Sickness % Q3	2010/11 Sickness % Q4	2011/12 Sickness Q1
Awards / Student Support	0.00 %	13.40%	20.87%	19.90%	17.66%	17.33%	0.00%
Health & Safety, Transport & Complaints/ Customer Care	4.24 %	2.14%	3.04%	0.78%	0.83%	1.48%	0.00%
Complaints/ Customer Care			N/A	N/A	0.00%	0.00%	3.08%
School Planning, Admissions & Placement	0.45 %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Secretariat	4.21 %	12.82%	N/A	N/A	N/A	N/A	N/A
Head	0.00 %	0.00%	N/A	N/A	N/A	N/A	N/A
Planning & Strategy	2.87 %	4.67%	6.40%	4.60%	3.96%	5.98%	0.20%
After School Clubs							0.00%
Primary Schools	N/A	N/A	4.44%	2.35%	4.14%	4.29%	2.94%
Schools	6.87 %	N/A	N/A	N/A	N/A	N/A	N/A
Secondary Schools	N/A	5.60%	3.88%	2.12%	4.52%	4.64%	3.42%
Trinity Fields Special School	N/A	N/A	5.25%	5.49%	6.37%	7.73%	5.90%
Supply Teachers					N/A	0.00%	N/A
Schools	6.87 %	5.60%	4.25%	2.38%	4.38%	4.58%	3.25%
Director & Secretary	0.00%	0.00%	5.38%	0.00%	3.79%	23.44%	0.00%



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Sickness Percentage Report by Directorate 01/04/2011-30/06/2011

#### DIRECTORATE OF SOCIAL SERVICES

Directorate of Social Services	Q3 09/10	Q4 09/10	Q1 10/11	Q2 10/11	Q3 10/11	Q4 10/11	Q1 11/12
	8.16%	7.25%	4.91%	4.95%	6.46%	6.03%	4.57%

Section	2009/10 Sickness % Q3	2009/10 Sickness % Q4	2010/11 Sickness % Q1	2010/11 Sickness % Q2	2010/11 Sickness % Q3	2010/11 Sickness % Q4	2011/12 Sickness % Q1
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ACRF			0.00%	0.00%	0.00%	N/A	N/A
Assessment & Service Improvement	7.74 %	10.91%	7.00%	3.91%	5.41%	3.23%	4.26%
Contracting & Quality Assurance (Contracting & QA)	3.63 %	1.46%	0.51%	0.73%	8.41%	10.88%	3.05%
Health Social Care & Well-being	1.00 %	29.63%	24.10%	3.03%	2.02%	0.78%	5.38%
Learning Disability	15.31 %	9.03%	5.78%	5.86%	7.24%	7.13%	6.26%
Mental Health & Learning Disability	6.63 %	3.88%	5.54%	4.09%	5.62%	4.79%	4.54%
Pan Gwent Integrated Community Equipment Service			0.00%	0.00%	0.00%	0.00%	N/A
Physical Disability & Sensory Impairment	2.58 %	7.59%	4.80%	5.44%	7.45%	6.28%	3.84%
Protection Of Vulnerable Adults (POVA)	1.41 %	2.54%	1.04%	0.29%	0.52%	0.88%	1.40%
South East Wales Emergency Duty Team	0.83 %	4.96%	3.85%	6.78%	4.13%	13.40%	5.80%
Secretariat							0.00%
Supporting People Head & Staff	16.57 %	0.39%	14.00%	19.75%	N/A	N/A	N/A
	0.00 %	6.35%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Adult Services</b>	<b>8.85 %</b>	<b>8.09%</b>	<b>5.47%</b>	<b>5.27%</b>	<b>6.82%</b>	<b>6.37</b>	<b>5.06%</b>



CAERPHELLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Sickness Percentage Report by Directorate 01/04/2011- 30/06/2011

**DIRECTORATE OF SOCIAL SERVICES**

Section	2009/10 Sickness % Q3	2009/10 Sickness % Q4	2010/11 Sickness % Q1	2010/11 Sickness % Q2	2010/11 Sickness % Q3	2010/11 Sickness % Q4	2011/12 Sickness % Q1
Administration (Children's Services)	3.54 %	3.23%	1.09%	4.73%	7.64%	2.50%	3.13%
Children's Services East	12.09 %	5.40%	7.10%	6.78%	4.61%	4.50%	0.30%
Children's Services North	11.03 %	4.30%	2.36%	4.23%	4.61%	4.43%	2.05%
Children's Services South	6.86 %	4.13%	8.61%	4.70%	7.89%	7.95%	6.10%
Looked After Children	5.59 %	4.58%	1.68%	2.68%	2.94%	4.54%	4.13%
Quality & Planning	6.47 %	6.90%	6.38%	7.67%	4.34%	5.06%	1.13%
Youth Offending	4.13 %	8.95%	3.72%	4.75%	6.48%	4.80%	1.09%
Training & Development	11.00%	11.84%	0.49%	0.00%	0.00%	6.31%	0.35%
Secreteriat							0.00%
Assistant Director	0.00 %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Children's Services</b>	<b>6.94 %</b>	<b>5.15%</b>	<b>3.93%</b>	<b>4.58%</b>	<b>5.53%</b>	<b>4.80%</b>	<b>2.63%</b>
<b>Resourcing &amp; Performance</b>							
Finance (Social Services)	6.18 %	6.09%	2.90%	3.22%	7.52%	8.32%	8.15%
Performance Management (Social Services)	1.23 %	3.04%	2.30%	6.77%	5.83%	0.37%	0.39%
Head	0.00 %	1.59%	78.13%	N/A	N/A	N/A	N/A
Business Support			3.10%	3.36%	6.16%	6.08%	6.15%
Resourcing & Performance	5.94 %	6.26%	N/A	N/A	N/A	N/A	N/A
<b>Director &amp; Staff</b>	<b>6.25 %</b>	<b>0.00%</b>	<b>0.77%</b>	<b>0.76%</b>	<b>0.00%</b>	<b>30.47%</b>	<b>17.69%</b>



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

Sickness Percentage Report by Directorate 01/04/2011-30/06/2011

#### ENVIRONMENT GROUP

Environment Group	Q3 09/10	Q4 09/10	Q1 10/11	Q2 10/11	Q3 10/11	Q4 10/11	Q1 11/12
	4.79%	4.55%	4.31%	3.97%	4.53%	4.53%	4.31%

Section	2009/10 Sickness % Q3	2009/10 Sickness % Q4	2010/11 Sickness % Q1	2010/11 Sickness % Q2	2010/11 Sickness % Q3	2010/11 Sickness % Q4	2011/12 Sickness % Q1
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Building Services	4.50 %	2.85%	2.65%	3.84%	0.00%	N/A	N/A
Estimating	1.74 %	3.35%	0.35%	0.00%	N/A	N/A	N/A
Heads & Admin	4.70 %	6.03%	8.46%	2.52%	N/A	N/A	N/A
Building Maintenance DLO	4.44 %	3.31%	3.40%	3.48%	0.00%	N/A	N/A

Engineering Projects Group	0.22 %	5.14%	5.54%	2.86%	0.19%	0.29%	2.83%
Highways Operations Group	6.77 %	6.37%	4.52%	4.72%	6.65%	4.48%	8.20%
Transportation Engineering	7.52 %	4.88%	6.11%	3.97%	6.70%	5.93%	3.35%
Head & Secretary	1.56 %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Engineering & Transport	5.88 %	5.68%	5.10%	4.15%	5.45%	4.32%	5.47%

Housing Technical	3.65 %	0.00%	N/A	N/A	N/A	N/A	N/A
Private Sector Housing	1.81 %	2.89%	2.95%	1.58%	N/A	N/A	N/A
Public Sector Housing	5.40 %	8.29%	5.62%	6.62%	N/A	N/A	N/A
Strategy & Resources	18.72 %	8.91%	12.25%	6.51%	N/A	N/A	N/A
Head	15.63 %	0.00%	6.15%	0.00%	N/A	N/A	N/A
Housing	5.88 %	7.06%	5.97%	5.23%	N/A	N/A	N/A



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Sickness Percentage Report by Directorate 01/04/2011-30/06/2011

#### ENVIRONMENT GROUP

Section	2009/10 Sickness % Q3	2009/10 Sickness % Q4	2010/11 Sickness % Q1	2010/11 Sickness % Q2	2010/11 Sickness % Q3	2010/11 Sickness % Q4	2011/12 Sickness % Q1
Building Control	0.00 %	0.00%	0.62%	0.91%	0.00%	0.00%	14.46%
Countryside	1.10 %	1.11%	2.45%	1.66%	2.89%	2.61%	2.16%
Development Control	1.40 %	1.01%	0.00%	5.87%	1.06%	0.80%	3.04%
Economic Development			N/A	N/A	4.87%	5.78%	3.03%
Planning Administration	5.50 %	5.27%	1.19%	1.20%	2.50%	6.81%	3.89%
Strategic Planning & Urban Renewal	6.89 %	4.07%	0.50%	0.00%	0.89%	0.60%	2.27%
Head & Secretary	1.56 %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Planning & Regeneration			1.34%	1.88%	3.50%	4.37%	3.13%
Planning Services	2.88 %	2.34%	N/A	N/A	N/A	N/A	N/A
Building Consultancy	1.05 %	0.94%	2.74%	0.95%	N/A	N/A	N/A
Property Services	1.05 %	0.94%	2.74%	0.95%	N/A	N/A	N/A
Community Safety	1.61 %	6.39%	6.33%	4.22%	5.60%	4.13%	6.35%
Divisional Support Unit	0.00 %	7.57%	0.00%	1.09%	1.49%	10.06%	6.15%
Environmental Health	1.92 %	4.55%	4.63%	2.10%	3.77%	2.00%	1.19%
Trading Standards & Licensing	2.33 %	4.54%	3.13%	0.73%	1.08%	3.36%	4.84%
Emergency Planning			N/A	N/A	N/A	0.005	0.00%
Registrars			N/A	N/A	N/A	11.55%	6.63%
Head & Staff	0.00%	0.00%	0.00%	0.00	0.00%	0.00%	0.00%
Public Protection	1.86 %	5.21%	4.38%	2.29	3.45%	3.88%	4.00%



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WORKFORCE INFORMATION REPORT

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ENVIRONMENT GROUP

Section	2009/10 Sickness % Q3	2009/10 Sickness % Q4	2010/11 Sickness % Q1	2010/11 Sickness % Q2	2010/11 Sickness % Q3	2010/11 Sickness % Q4	2011/12 Sickness % Q1
Building Cleaning	6.55 %	4.29%	4.99%	4.25%	6.24%	6.35%	4.29%
Fleet Management		27.38%	9.62%	0.76%	0.00%	0.00%	N/A
Parks Services	5.23 %	5.46%	3.46%	3.49%	3.64%	3.00%	4.12%
Vehicle Maintenance	0.00 %	1.36%	3.19%	3.03%	0.32%	0.00%	N/A
Waste Management	5.02 %	4.12%	4.95%	5.78%	4.93%	4.82%	4.61%
Fleet Management & Vehicle Maintenance							5.80%
Heads & Admin	6.70 %	0.63%	0.00%	0.00%	0.00%	13.28%	0.00%
Public Services	5.43 %	4.45%	4.57%	4.65%	4.87%	4.82%	4.40%
	0.00%	0.00%	0.00%	0.00	0.00	1.95%	N/A
Director & Admin	0.00%	0.00%	0.00%	0.00	0.00	1.95%	N/A



## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Glossary:

##### Headcount

**Definition.** The overall count of the number of employees applicable to the heading i.e. count of all persons. For example 10 people working in a department then this is 10 Headcount for the department.

##### FTE Headcount

**Definition: Full-Time Equivalent (FTE)**—The total of part-time and full-time employees equated to the number of full-time positions. It will never be more than the headcount. For example: If the full time working hours of a position are 37 hours per week, and a person's standard contractual working hours in that position per week are 18.5, then that person contributes 0.5 to the FTE Headcount.

##### **Assumptions:**

The above definitions of Headcount and FTE Headcount will be applied consistently when determining authority totals, Directorate and Service area totals, Department Totals etc.

The effect of this is that each total must be considered separately due to existence of multiple position holders and cannot be added together to make a whole.

##### Sickness Days Lost Per FTE

**Definition:** The number of working days/shifts per full time equivalent (FTE) local authority employee lost, due to sickness absence. The figures count both long and short-term sickness absences. Casual Employees are not included in the statistics. The definition follows that determined by the Welsh Assembly Government HR Performance Indicator CH002.





## CAERPHELLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### **Percentage Sickness**

Definition: The amount of time lost to the authority due to sickness absence expressed as a percentage of the time which should have been worked. The figures count both long and short-term sickness absences. Casual Employees are not included in the statistics.

**Calculation:** The percentage of working days lost due to sickness is calculated by dividing the number of FTE days lost due to sickness (numerator) by the total number of FTE working days in the period (denominator).

#### **Position Basis By Directorate**

The position basis is a breakdown of all occupied positions within the authority and displays the basis of the current occupancy of the position at the report date. Each position held by an employee is counted therefore the totals will always be greater than the Headcount figures for the authority and the Headcount figures for each Directorate, due to the existence of multiple position holders. The total column figures will always add up to the sum of all positions within the whole Department, Section, Service Area and Directorate that you are viewing.

#### **Position Type By Directorate**

As with the position basis above the position type is a breakdown of all occupied positions within the authority and displays the type of the current occupancy of the position at the report date. Each position held by an employee is counted therefore the totals will always be greater than the Headcount figures for the authority and the Headcount figures for each Directorate due to the existence of multiple position holders. The total column figures will always add up to the sum of all positions within the whole Department, Section, Service Area and Directorate that you are viewing.