



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

CAERPHILLY COUNTY BOROUGH COUNCIL
WORKFORCE INFORMATION REPORT Q4 2012



CAERPHELLY COUNTY BOROUGH COUNCIL

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Executive Summary

This is our Year End report for the 2011 – 2012 Financial year. This will also form the source of data for use with external reports to Welsh Government, Local Government Data Unit, National Statistics Office etc. This data will also be published on the Council's website for public access.

Our Workforce numbers have reduced slightly throughout the year in light of our published plans for meeting the requirements of the medium term financial plan. It is pleasing to note though that these reductions have slowed considerably, whilst at the same time we have delivered a balanced budget. Our Full time Equivalent headcount has reduced by 46 Full Time Equivalent posts from the beginning of the year (Q1) to year end. In terms of actual people this meant that we employed 109 less people from the beginning of the year to the end of the year. This has been achieved in the main through natural turnover, with posts that required to be filled being advertised internally in the first instance. This has also allowed us to redeploy significant numbers of staff across the organisation through our new Career Transfer arrangements, where with the support of our trades union partners we have been able to avoid the need for redundancies as has been seen in neighbouring authorities.

We have invested significant time and resources in addressing our historical poor record on sickness absence levels. Over the past year we have maintained this positive progress, and this has resulted in our annual % return dropping below 4% for the first time at 3.93%. This is a significant improvement and achievement, and is an area that has been prioritised by Corporate Management Team. Our days per FTE figure has reduced to its lowest point of 10.18 days lost per FTE, and whilst disappointing to still be in double digits, it is a positively improving trend. The authority has looked to improve the support it provides for staff, and significant returns are being seen on our investment in Occupational Health Services and our Employee Assistance Programme, which form part of a range of measures aiming to support staff in maintaining their health & wellbeing. It is worth championing our newly designed wellbeing process, as HR, H&S, TU reps and managers have all committed to this process and it has proved worthwhile in avoiding sickness or reducing the impact of periods of absence, bringing staff back to work in a supported process in a more timely manner.

Much publicity has been placed on sickness absence levels in the Public Sector versus those of the Private Sector. Our improvements are now placing us close to levels in the Private Sector, which considering the diversity and range of occupations we employ is in itself a success. It is of considerable note that over **46% of our workforce – close to half our employees took 0 days sickness during the year**. If you add to this those that took less than 5 days, the combined jumps to 70%. This is a credit to our employees.

Our workforce demographics have not changed significantly during the year. We continue to have an ageing population, with over 30% of the workforce falling into the 50+ category. Positive progress has been achieved in addressing our imbalance of younger workers in particular, though our traineeship and apprenticeship programmes, which will be continue to be developed over coming years. Our turnover has stabilised at close to 10%, which is a low turnover rate for an organisation of our size and complexity. This does limit the opportunity to introduce new employees to the organisation, and provide an infusion of new skills. Almost 3/4 of our employees are female, with approximately 50% of these being employed in a part time or job share capacity.



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WORKFORCE INFORMATION REPORT Authority Headcount Summary 31/03/2012

FTE Headcount Totals

Directorate	FTE Count Q3 Oct – December 10	FTE Count Q4 Jan 10 - March 11	FTE Count Q1 April 11 – June 11	FTE Count Q2 July – September 11	FTE Count Q3 Oct – December 11	FTE Count Q4 Jan12 - March 12
Corporate Services & CE	1053.79	1036.28	1032.43	1039.54	1034.21	1028.52
Directorate of Education & Lifelong Learning	3574.67	3580.68	3543.86	3490.49	3506.98	3351.35
Directorate of Social Services	1132.44	1,115.76	1115.33	1109.49	1111.05	1102.78
Directorate of the Environment	1047.17	1,062.44	1078.26	1069.56	1068.46	1241.39
Overall Authority Total	6811.07	6799.16	6769.89	6709.07	6720.70	6723.03

Headcount Totals

Directorate	Headcount Q3 Oct – December 10	Headcount Q4 Jan 10 – March 11	Headcount Q1 April 11 – June11	Headcount Q2 July 11– September 11	Headcount Q3 Oct 11– December 11	Headcount Q4 Jan12- March 12
Corporate Services & CE	1106	1101	1094	1102	1100	1079
Directorate of Education & Lifelong Learning	5869	5899	5796	5665	5682	5280
Directorate of Social Services	1516	1,508	1498	1490	1506	1506
Directorate of the Environment	1595	1,605	1677	1714	1708	2223
Overall Authority Total	9807	9805	9764	9658	9685	9655



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Sickness Summary Page

Authority Sickness Days Lost Per FTE
2010/2012

Directorate	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	Days Lost Per FTE Q2 July 11 – September 11	Days Lost Per FTE Q3 Oct 11 – December 11	Days Lost Per FTE Q4 Jan 12 – March 12
Corporate Services & CE	3.14	2.46	2.54	2.43	2.40	2.10
Directorate of Education & Lifelong Learning	2.96	3.07	2.23	1.73	2.35	2.89
Directorate of Social Services	4.24	3.85	2.88	3.87	3.61	3.28
Directorate of the Environment	2.58	2.90	2.54	2.96	2.93	2.62
Overall Authority Total	3.13	3.08	2.43	2.39	2.66	2.79

Total Authority Sickness Days Lost Per FTE 2008/09 & 2009/2010 & 2010/11 & 2011/12

Directorate	2008/09 Days Lost per FTE	2009/10 Days Lost per FTE	2010/11 Days Lost per FTE	2011/12 Days Lost per FTE
Corporate Services & CE	N/A	9.71	11.20	9.47
Directorate of Education & Lifelong Learning	N/A	11.45	10.67	8.65
Directorate of Social Services	N/A	15.63	14.25	13.45
Directorate of the Environment	N/A	10.90	9.97	12.29
Authority Total	13.48	11.83	11.19	10.18

2009/10 FTE Days Lost	2010/11 FTE Days Lost	2011/12 FTE Days Lost
7268.91	9891.33	9777.53
42202.47	38609.72	29984.77
17952.83	15985.99	14918.23
15793.86	12419.92	14152.13
83218.07	76906.96	68832.66



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Authority Sickness Percentage Report 01/10/2011- 31/12/2011

Directorate	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	2011/12 Sickness % Q2	2011/12 Sickness % Q3	2011/12 Sickness % Q4
Corporate Services & CE	4.72 %	3.96 %	3.36%	2.56%	4.01%	3.84%	3.91%	3.68%	3.69%	3.25%
Directorate of Education & Lifelong Learning	6.90 %	5.62 %	4.41%	2.87%	4.48%	4.77%	3.43%	2.64%	3.60%	4.43%
Directorate of Social Services	8.16 %	7.25 %	4.91%	4.95%	6.46%	6.03%	4.44%	5.88%	5.55%	5.07%
Directorate of the Environment	4.79 %	4.55 %	4.31%	3.97%	4.53%	4.53%	3.88%	4.48%	4.47%	4.01%
Authority Total	6.43 %	5.49 %	4.36%	3.41%	4.74%	4.80%	3.74%	3.63%	4.08%	4.28%

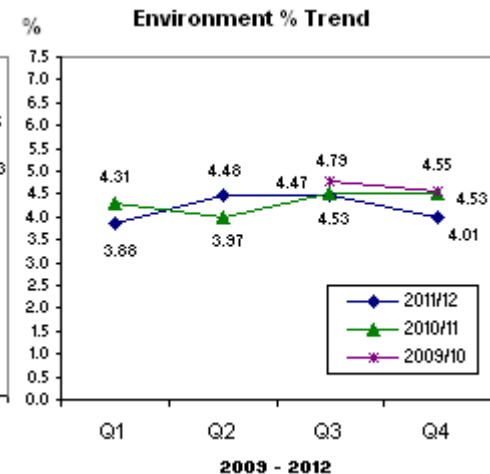
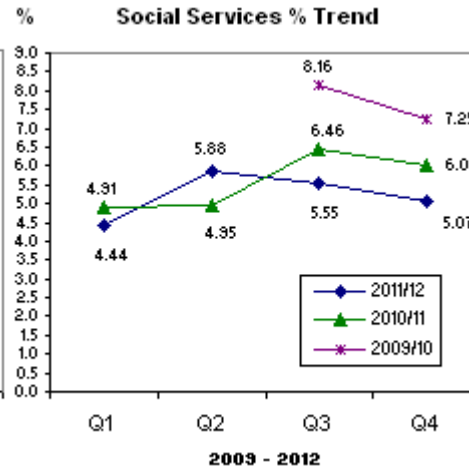
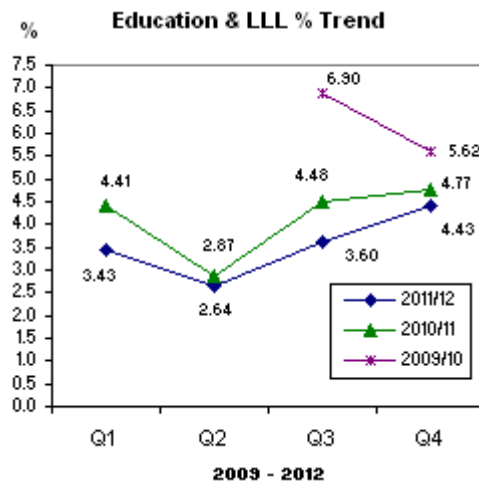
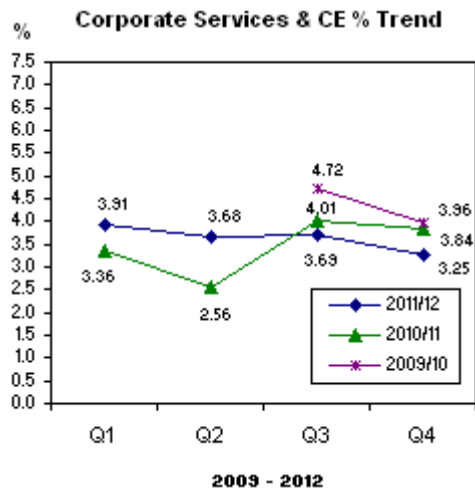
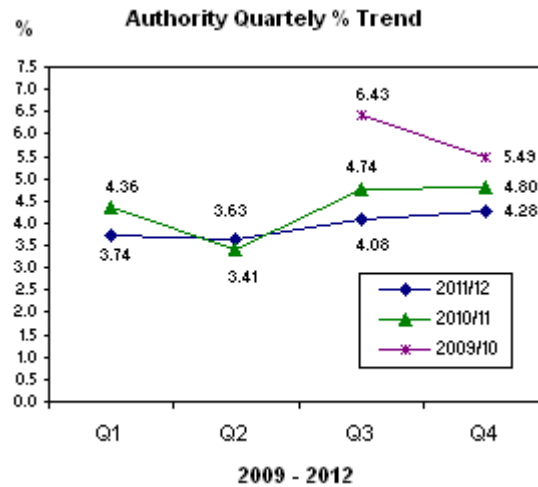
Authority Sickness Percentages 2009/10 & 2010/11 & 2011/12

Directorate	2009/10	2010/11	2011/12
Corporate Services & CE		3.64	3.64
Directorate of Education & Lifelong Learning		4.15	3.45
Directorate of Social Services		5.62	5.25
Directorate of the Environment		4.35	4.29
Authority Total	4.46	4.34	3.93



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Employee Sickness Days Taken 2009/2010, 2010/2011 & 2011/2012

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

Number of sick days Taken by Employee (2011/12) (Actual Days Lost)

	0 Days Sickness	1-5 Days Sickness	12+ Days Sickness
Number of Employees	4456	2399	1542

Employee Sickness as a Percentage of the Authority Headcount (2011/2012)

% Employees with 0 Sickness	% Employees with 1-5 Days Sickness	% Employees with 12+ Sickness
45.765	24.655	15.847



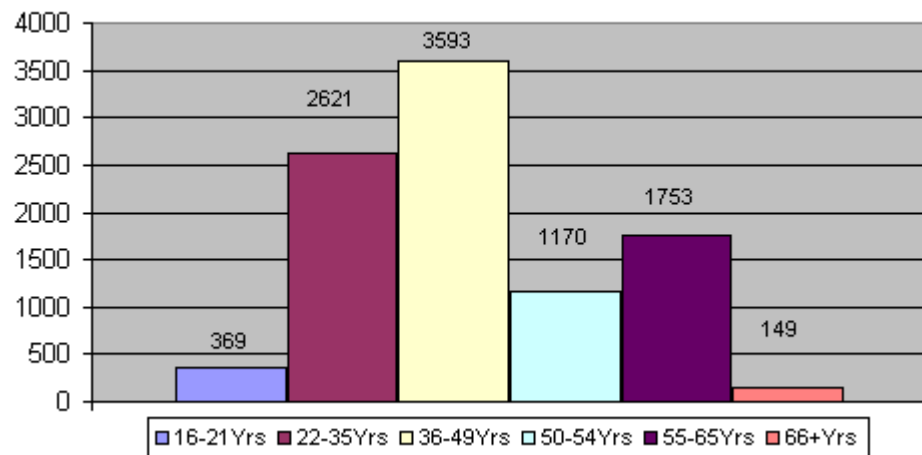
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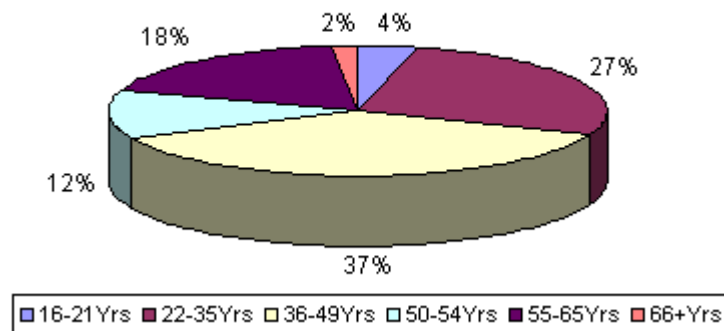
Turnover Summary by Directorate & Authority for 2008-2009, 2010-2011 & 2011-2012

Directorate	2008 - 2009		2009 - 2010		2010 - 2011		2011 - 2012	
	All Turnover %	Vol Turnover %	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%	6.08%	1.38%
Directorate of Education & Lifelong Learning	14.81%	9.65%	13.38%	10.03%	11.29%	7.04%	12.48%	8.33%
Directorate of Social Services	9.67%	4.61%	7.31%	4.50%	7.29%	4.24%	6.98%	3.59%
Directorate of the Environment	13.40%	8.24%	11.03%	5.31%	12.08%	6.64%	10.49%	5.53%
Total Authority	14.13%	8.49%	12.62%	8.19%	10.92%	6.30%	10.73%	6.43%

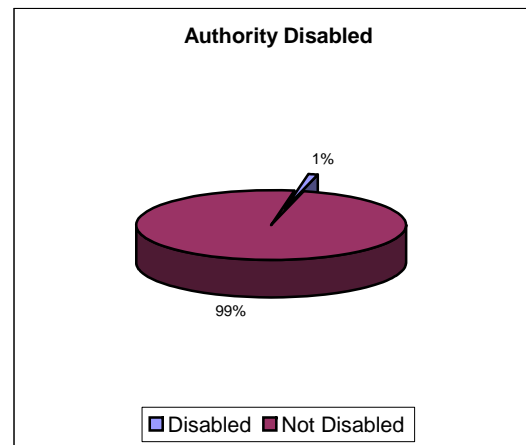
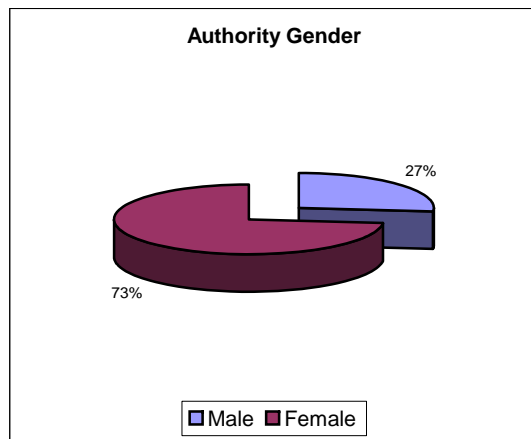
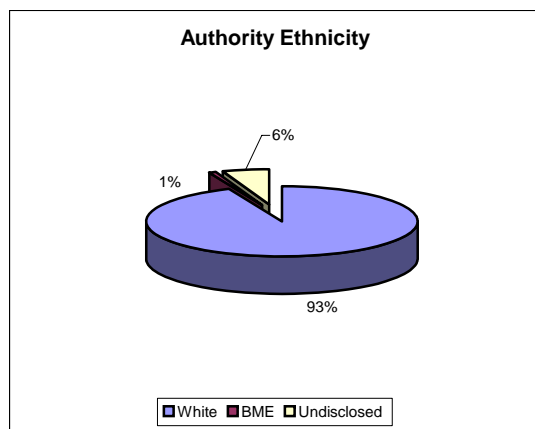
Authority Age Range



Authority Age Range %



Diversity Summary 31/03/2012





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Headcount Summary By Directorate 31/03/2012

TOTAL:	CE & CORPORATE SERVICES	Headcount Q1	1094	FTE Q1	1032.43	Headcount Q2	1102	FTE Q2	1039.54	Headcount Q3	1100	FTE Q3	1034.21	Headcount Q4	1079	FTE Q4	1028.52
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	HC Q1	HC Q2	HC Q3	HC Q4	FTE Q4	FTE Q1	FTE Q2	FTE Q3	FTE Q4		HC Q1	HC Q2	HC Q3	HC Q4	FTE Q3	FTE Q4	FTE Q1	FTE Q2	FTE Q3	FTE Q4
Chief Executive	4	4	4	3	5	3	3	3	2.70	Legal Services***	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Deputy CE & Secretary	2	2	2	2	2	2	2	2	2	Legal & Governance	53	53	54	58	24.53	47.63	47.63	46.41	46.31	49.45
Corporate Finance	204	203	199	198	198.21	192.05	191.04	188.05	187.14	Heads & Admin	6	6	6	6	6.49	5.49	5.49	5.42	5.42	5.42
Head & Secretary	2	2	2	2	1.59	1.59	1.59	1.59	1.59	Litigation & Welfare (Legal L& W)	19	19	16	20	10.61	17.71	17.71	17.71	14.96	18.96
Accountancy	32	32	31	31	27.98	28.98	28.98	28.58	28.58	Planning / Land & Highways (Legal P/L& H)	8	8	10	9	7.43	7.43	7.43	7.42	9.07	8.07
Council Tax & Benefits	85	84	83	81	82.21	79.06	78.45	77.39	75.31	Electoral Services	5	6	6	6	N/A	5.00	5	4.86	4.86	5.00
Finance (Seconded)	39	38	37	38	42.60	38.60	37.60	36.60	37.60	Corporate Monitoring	15	14	16	17	N/A	12.00	12	11	12	12
Income	14	15	15	15	13.40	13.40	14.00	14.00	14	ICT & Property Services****	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Internal Audit	12	12	11	11	10.61	10.61	10.61	10.11	10.24	Information & Citizen Engagement	200	200	194	199	222.09	188.28	187.78	188.21	182.61	186.38
Procurement Services	20	20	20	20	19.81	19.81	19.81	19.81	19.81	Head & Secretary	2	2	2	1	2	2	2	2	2	1
*Economic Development Tourism & European Affairs	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Business Support (IT)	36	35	32	32	35.22	35.42	35.42	34.42	31.42	31.42
Heads & Admin	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Communications	17	18	17	19	16.50	18.50	17.00	18	17	19
Advisory Services	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Corporate Property	N/A	N/A	N/A	N/A	33.35	N/A	N/A	N/A	N/A	N/A
Community Regeneration	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Customer First	64	65	64	68	54.62	52.96	53.96	55.39	54.79	57.83
European	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Development (IT)	40	39	38	38	38.40	38.40	38.40	37.40	36.40	36.13
Fast4Ward	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	IT Operations (IT)	41	41	41	41	42	41.00	41	41	41	41
Operations	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Procurement***	N/A	N/A	N/A	N/A	24	N/A	N/A	N/A	N/A	N/A
Programme Delivery	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Head	N/A	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A
Strategy, Funding & Support	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Business (Procurement)	N/A	N/A	N/A	N/A	7	N/A	N/A	N/A	N/A	N/A
Tourism	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Contract (Procurement)	N/A	N/A	N/A	N/A	16	N/A	N/A	N/A	N/A	N/A



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	HC Q3	HC Q4	HC Q1	HC Q2	HC Q3	HC Q4	FTE Q2	FTE Q3	FTE Q4	FTE Q1	FTE Q2	FTE Q3	FTE Q4
Human Resources	99	99	99	111	110	109	91.58	92.71	91.64	91.12	102.87	101.87	101.20
Head & Secretary	2	2	2	2	2	2	2	2	2	2	2	2	2
Health, Safety & Welfare	12	15	15	26	26	26	9.18	11.04	13.19	13.41	24.30	24.30	24.46
HR Partner Teams				25	23	21					24.65	22.65	20.65
Employee Service Centre	27	27	26	45	46	48	24.02	24.75	23.59	23.19	39.51	40.51	42.68
HR Strategy & Development				13	13	12					12.41	12.41	11.41
Chief Executive HR/ Corporate Services/LLL	5	5	5	N/A	N/A	N/A	7	5	5	4.86	N/A	N/A	N/A
Education HR	5	5	5	N/A	N/A	N/A	13.25	5	5	5	N/A	N/A	N/A
Environment HR/ Policy & Performance*****	6	6	N/A	N/A	N/A	N/A	8.58	5.58	5.58	N/A	N/A	N/A	N/A
Environment (HR)			6	N/A	N/A	N/A				5.78	N/A	N/A	N/A
HR Shared Service*****	17	17	N/A	N/A	N/A	N/A	4.68	14.63	15.06	N/A	N/A	N/A	N/A
Employee Service Centre (HR)			17	N/A	N/A	N/A				14.87	N/A	N/A	N/A
MA Team	7	7	7	N/A	N/A	N/A	2	6.60	6.60	6.60	N/A	N/A	N/A
Occupational Health Unit	3	N/A	N/A	N/A	N/A	N/A	2.50	2.50	N/A	N/A	N/A	N/A	N/A
Organisational Development Unit*****	2	2	N/A	N/A	N/A	N/A	1	1.81	1.81	N/A	N/A	N/A	N/A
Strategy & Operations			2	N/A	N/A	N/A				1.81	N/A	N/A	N/A
Policy & Performance	N/A	N/A	N/A	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
Social Services HR	5	5	5	N/A	N/A	N/A	16.38	5	5	5	N/A	N/A	N/A
HR Development	9	9	9	N/A	N/A	N/A	N/A	8.80	8.80	8.60	N/A	N/A	N/A
Policy & Performance	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Head & Secretary	2	N/A	N/A	N/A	N/A	N/A	2	2	N/A	N/A	N/A	N/A	N/A
Committee Services	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Democratic Services	14	N/A	N/A	N/A	N/A	N/A	10	11	N/A	N/A	N/A	N/A	N/A



CAERPHILLY COUNTY BOROUGH COUNCIL

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	HC Q2	HC Q3	HC Q4	HC Q1	HC Q2	HC Q3	HC Q4	FTE Q2	FTE Q3	FTE Q4	FTE Q1	FTE Q2	FTE Q3	FTE Q4
Electoral Services	5	5	N/A	N/A	N/A	N/A	N/A	5	5	N/A	N/A	N/A	N/A	N/A
Emergency Planning	3	3	N/A	N/A	N/A	N/A	N/A	3	3	N/A	N/A	N/A	N/A	N/A
Performance Management	7	7	N/A	N/A	N/A	N/A	N/A	6.41	6.38	N/A	N/A	N/A	N/A	N/A
Policy & Research	12	12	N/A	N/A	N/A	N/A	N/A	11.44	11.44	N/A	N/A	N/A	N/A	N/A
Registrars	14	14	N/A	N/A	N/A	N/A	N/A	5.80	5.80	N/A	N/A	N/A	N/A	N/A

	HC Q3	HC Q4	HC Q1	HC Q2	HC Q3	HC Q4	FTE Q2	FTE Q3	FTE Q4	FTE Q1	FTE Q2	FTE Q3	FTE Q4
**Housing	435	439	444	444	450	445	N/A	426.83	429.84	434.55	435.11	440.95	436.54
Building Maintenance DLO	271	272	280	281	283	277	N/A	270	271.38	279.12	280.12	282.12	276.17
Head	2	1	1	2	2	2	N/A	2	1	1	2	2	2
Private Sector Housing	49	49	50	50	50	50	N/A	46.23	46.27	47.56	47.56	47.03	46.72
Public Sector Housing	104	110	107	105	110	109	N/A	100.81	105.32	101.93	99.93	104.80	104.58
Strategy & Resources	9	8	6	6	5	8	N/A	7.41	5.87	4.95	5.50	5.00	7.07

	HC Q3	HC Q4	HC Q1	HC Q2	HC Q3	HC Q4	FTE Q2	FTE Q3	FTE Q4	FTE Q1	FTE Q2	FTE Q3	FTE Q4
Performance & Property	86	72	70	69	63	62	43.65	73.22	69.97	68.31	66.91	59.91	59.31
Head & Secretary		2	2	2	2	2			2.00	2	2	2	2
Building Consultancy	29	29	27	26	20	19	N/A	28.60	28.34	26.60	25.20	19.20	18.60
Corporate Property		34	34	34	35	35			33.35	33.35	33.35	33.35	33.35
Performance Management		7	7	7	6	6			6.27	6.35	6.35	5.35	5.35
WHQS Programme	9	46	53	53	52	8	N/A	7.91	8.72	8.98	8.98	8.48	3.81

*Economic Development is now located within the Directorate of the Environment.

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

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



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

***Legal Services are now Legal & Governance

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

**** Environment HR /Policy and Performance is now Environment (Group) HR in Q1 2011

*****HR Shared Service is now Employee Service Centre (HR) in Q1 2011

***** Organisation Development Unit is now Strategy and Operations in Q1 2011

In Q2 2011 Human Resources consists of:

Health, Safety & Welfare
HR Partner Teams
Employee Service Centre
HR Strategy & Resources
Head & Secretary



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Headcount Summary By Directorate 31/03/2012

TOTAL:	DIRECTORATE OF EDUCATION & LIFELONG LEARNING	Headcount Q1	5796	FTE Q1	3543.86	Headcount Q2	5665	FTE Q2	3490.49	Headcount Q3	5682	FTE Q3	3506.98	Headcount Q4	5280	FTE Q4	3351.35
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	HC Q1	HC Q2	HC Q3	HC Q4	FTE Q1	FTE Q2	FTE Q3	FTE Q4		HC Q1	HC Q2	HC Q3	HC Q4	FTE Q1	FTE Q2	FTE Q3	FTE Q4
Director & Secretary	2	2	2	2	2	2	2	2	Planning & Strategy	17	10	10	11	14.43	7.83	7.90	9
Learning Education and Inclusion	513	482	480	469	380.43	357.64	356.03	350.56	Awards & Student Support	4	4	4	4	3.50	3.50	3.50	3.60
Head & Admin	90	88	19	16	72.74	68.90	17.60	15.60	H&S, Transport & Complaints/ Customer Care*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Additional Learning Needs	248	237	235	231	158.67	152.02	152.28	153.06	School Planning, Admissions & Placement	4	4	4	4	3.33	3.33	3.40	3.40
Admin, Finance & IT	22	22	23	23	19.27	19.17	20.17	20.30	Complaints / Customer Care	2	2	2	2	1	1	1	1
**Behaviour Support	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Health & Safety	7	N/A	N/A	N/A	6.60	N/A	N/A	N/A
**Education Psychology Service	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Head & Admin				1				1
**Education Welfare	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Our Schools our Future	4	4	4	4	4	4	4	4
Governor Support	7	7	N/A	N/A	6	6	N/A	N/A	Schools	4034	3998	4011	3988	2595.97	2575.83	2592.57	2625.64
Social Inclusion	58	50	51	52	52.78	45.77	46.77	47.53	Inclusion Staff - Relief	N/A	N/A	N/A	N/A	NA	NA	NA	N/A
Visually Impaired Service	31	29	28	28	28.95	27.19	25.19	25.07	Primary Schools	2243	2243	2259	2282	1465.58	1463.08	1476.38	1501.14
Youth Access	13	12	9	5	13	12	9	5	Secondary Schools	1409	1384	1382	1391	1021.43	1005.49	1007.49	1015.88
Music Service	44	37	39	39	29.03	26.59	26.59	26.43	Supply Teachers	313	300	292	226	0.00	0.00	0.00	0.00
Standards Quality & Assessment***			68	68			51.43	51.38	Trinity Fields Special School	152	151	156	156	106.52	104.83	107.26	107.61
School & Pupil Support***			8	7			7.00	6.20	After School Clubs	55	58	54	55	2.44	2.44	1.44	1
Lifelong Learning & Leisure	1,617	1,623	1,593	936	548.85	551.80	546.61	360.15	Music & Arts Service	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Head & Admin	1	0	N/A	N/A	1	0	N/A	N/A	Blackwood Miners Institute	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Catering*****	647	650	643	N/A	200.28	198.67	193.75	N/A									
Community Education & Libraries	564	566	566	551	195.27	204.19	205.21	213.26									
Leisure Service	278	283	274	262	98.16	96.56	96.22	95.08									
Sports Development	156	158	144	143	42.14	44.38	43.43	44.81									
Ynys Hywel Activity Centre *****	37	34	27	N/A	12	8	8	N/A									
Outdoor Education Service				29				7									

* Now Health & Safety in Q1 2011. ** These areas now fall under Social Inclusion. *** New Units in Q2 2011 ***** Yns Hywel Activity Centre unit ended Q4 2012, now called Outdoor Education Service. ***** Catering now under Public protection in the Directorate of the Environment.



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT Headcount Summary By Directorate 31/03/2012

TOTAL:	DIRECTORATE OF SOCIAL SERVICES	Headcount Q1	1498	FTE Q1	1115.33	Headcount Q2	1490	FTE Q2	1109.49	Headcount Q3	1506	FTE Q3	1111.05	Headcount Q4	1506	FTE Q4	1102.78
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	HC Q1	HC Q2	HC Q3	HC Q4	FTE Q1	FTE Q2	FTE Q3	FTE Q4		HC Q1	HC Q2	HC Q3	HC Q4	FTE Q1	FTE Q2	FTE Q3	FTE Q4
Director & Staff	6	9	8	8	6	9	8	8	Children's Services	303	291	287	291	278.97	271.62	266.71	269.79
Adult Services	1,146	1,148	1,169	1162	783.96	781.83	790.31	778.95	Assistant Director	1	1	2	1	1	1	2	1
Assistant Director	1	1	1	1	1	1	1	1	Administration (Children's Services)	42	42	45	44	39.92	39.92	42.46	41.26
ACRF	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Children's Services East	31	34	41	38	30.03	33.03	38.64	35.83
Assessment & Service Improvement	73	70	72	73	68.76	65.76	67.76	67.76	Children's Services North	51	52	35	39	45.54	46.75	32.64	36.34
Contracting & Quality Assurance	21	21	22	21	20.00	20.00	21.00	20	Children's Services South	43	32	40	41	39.46	31.31	37.89	39.05
Health Social Care & Well being	4	4	5	5	4	4	4.40	4.40	Looked After Children	54	54	53	56	47.59	48.19	47.16	48.72
Learning Disability**	548	551	N/A	N/A	382.22	379.82	N/A	N/A	Quality & Planning	19	18	18	21	18.22	16.80	16.40	19.40
Mental Health & Learning Disability	80	81	9	9	72.13	74.13	9	9	Youth Offending	42	39	34	33	40.69	38.10	32.50	31.68
Provider Services*			555	544			380.97	370.13	Training & Development	17	17	17	16	13.51	13.51	14.01	13.51
Physical Disability & Sensory Impairment	382	382	388	390	207.26	209.12	208.05	206.43	Secretariat	3	3	3	3	3	3	3	3
Protection of Vulnerable Adults (POVA)	17	15	92	93	15.10	14.50	84.13	84.73	Resourcing & Performance	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
South East Wales Emergency Duty Team	26	31	33	33	11	11	11	12	Business Support	50	49	50	50	46.39	45.04	46.04	46.04
Pan Gwent Integrated Community Equipment Service.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Finance (Social Services)	38	37	39	39	34.58	33.58	35.58	35.58
Secretariat	3	3	3	4	2.50	2.50	3	3.50	Performance Management (Social Services)	12	12	11	11	11.81	11.46	10.46	10.46



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Headcount Summary By Directorate 31/03/2012

TOTAL:	DIRECTORATE OF THE ENVIRONMENT	Headcount Q1	1677	FTE Q1	1078.26	Headcount Q2	1714	FTE Q2	1069.56	Headcount Q3	1708	FTE Q3	1068.46	Headcount Q4	2223	FTE Q4	1241.39
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	HC Q1	HC Q2	HC Q3	HC Q4	FTE Q1	FTE Q2	FTE Q3	FTE Q4		HC Q4	HC Q1	HC Q2	HC Q3	HC Q4	FTE Q1	FTE Q2	FTE Q3	FTE Q4
Director & Admin	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Public Services	942	959	959	988	957	554.65	540.38	554.38	542.07
									Heads & Admin	4	4	4	4	4	4	4	4	4
Building Maintenance DLO*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Building Cleaning	536	549	550	555	530	171.19	169.68	168.68	164.78
Heads & Admin	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Fleet Management	4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Building Services	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Parks Services	154	161	149	162	159	133.45	109.68	112.68	109.22
Estimating	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Vehicle Maintenance	14	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Engineering and Transport	272	277	279	279	201.90	203.76	204.35	204.18	Fleet Management & Vehicle Maintenance		18	18	19	19	17.50	17.50	18.50	18.50
Head & Secretary	2	2	2	2	2	2	2	2	Waste Management ***	235	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Engineering Projects Group	31	28	28	29	29.90	26.90	26.90	27.90	Waste Strategy & Operations		232	242	253	250	228.51	239.51	250.51	245.57
Highways Operations Group	94	98	98	97	93.30	97.30	97.30	96.30	Housing*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Transportation Engineering	145	149	151	151	76.70	77.55	78.15	77.98	Head	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
									Private Sector Housing	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Property Services **	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Public Sector Housing	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Building Consultancy	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Strategy & Resources	N/A	N/A	N/A	N/A	N/A	N/A	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.
 *** Waste Management is now called Waste Strategy & Operations Q1 2011



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Headcount Summary By Directorate 31/03/2012

	HC Q2	HC Q3	HC Q4	HC Q1	HC Q2	HC Q3	HC Q4	FTE Q1	FTE Q2	FTE Q3	FTE Q4	FTE Q1	FTE Q2	FTE Q3	FTE Q4
Planning & Regeneration**	104	295	276	329	341	328	322	100.16	99.56	214.59	209.22	209.80	212.37	202.80	195.60
Head & Secretary	2	2	2	3	3	3	3	2	2	2	2	3	3	3	3
Building Control	5	5	5	5	5	6	5	5	5	5	5	5	5	6	5
Countryside	41	40	38	41	42	38	42	40.20	39.60	40	38	40.60	41.60	38	42
Economic Development	N/A	190	173	225	236	226	218	N/A	N/A	112.63	109.26	109.24	110.81	103.84	93.64
Development Control	16	16	16	15	15	15	15	15.68	15.68	15.68	15.68	14.68	14.68	14.68	14.68
Planning Administration	23	26	26	24	24	24	24	20.68	20.68	23.68	23.68	21.68	21.68	21.68	21.68
Strategic Planning & Urban Renewal	17	16	16	16	16	16	16	16.61	16.61	15.61	15.61	15.61	15.61	15.61	15.61
Public Protection	121	117	133	129	130	129	770	111.74	111.96	108.61	116.46	112.27	112.73	112	299.53
Head	1	1	1	1	1	1	1	1	1	1	1.00	1	1	1	1
Catering ***							644								191.11
Divisional Support Unit	9	9	8	8	8	8	9	8.34	8.34	8.34	7.34	7.34	7.34	7.34	7.75
Community Safety	39	38	38	34	34	34	30	32.68	32.68	32.33	32.48	28.48	29.15	29.15	25.76
Environmental Health	43	41	41	41	41	44	43	40.71	40.94	38.94	38.94	38.75	38.75	41.91	41.31
Trading Standards & Licensing	29	28	28	28	28	27	27	29	29	28	27.89	27.89	27.89	27	27
Emergency Planning**	N/A	N/A	3	3	3	NA	N/A	N/A	N/A	N/A	3.00	3	3	N/A	N/A
Registrars	N/A	N/A	14	14	15	15	16	N/A	N/A	N/A	5.80	5.80	5.60	5.60	5.60

* Formerly Planning Services

** Emergency Planning Ending in Q2 2011

*** Catering New in Q4 2012



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Authority Position Summary 31/03/2012

Position Basis

Directorate	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
Corporate Services & CE	921	2	1	154	1	11	1090
Directorate of Education & Lifelong Learning	1756	128	4	977	2161	1746	6772
Directorate of Social Services	669		4	738		139	1550
Directorate of the Environment	829	4	6	642	736	494	2711
Overall Total	4175	134	15	2511	2898	2390	12123

Position Type

Directorate	Casual	Fixed Term	Permanent	Temporary	Total
Corporate Services	11	118	954	7	1090
Directorate of Education & Lifelong Learning	1748	1677	3295	52	6772
Directorate of Social Services	139	99	1309	3	1550
Directorate of the Environment	494	119	2064	34	2711
Overall Total	2392	2013	7622	96	12123



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Position Basis By Directorate 31/03/2012 Chief Executive & Corporate Services

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
CE & Secretary	2			1			3
Deputy CE & Sec	2						2
Corporate Finance	161			36	1		198
Head & Secretary	1			1			2
Accountancy	23			8			31
Council Tax & Benefits	61			19	1		81
Finance (Seconded)	37			1			38
Income	13			2			15
Internal Audit	7			4			11
Procurement Services	19			1			20
Housing	414			35			449
Heads & Admin	2						2
Building Maintenance DLO	274			3			277
Private Sector Housing	39			11			50
Public Sector Housing	95			15			110
Strategy Resources	4			6			10



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT Position Basis By Directorate 31/03/2012 Chief Executive & Corporate Services

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
Information & Citizen Engagement	161	1	1	36			199
Head & Secretary	1						1
Business Support (IT)	28			4			32
Communications	19						19
Customer First	41			27			68
Development (IT)	31	1	1	5			38
IT Operations (IT Ops)	41						41
Legal & Governance	44			8		6	58
Heads & Admin	4			2			6
Litigation & Welfare (Legal L&W)	17			3			20
Planning / Land & Highways (Legal P/L&H)	6			3			9
Corporate Monitoring	12					5	17
Electoral Services	5					1	6
Human Resources	78	1		31			110
Head & Secretary	2						2
Health, Safety & Welfare	19	1		6			26
Employee Service Centre	28			21			49
HR Partner Teams	19			2			21
HR Strategy & Development	10			2			12



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT
Position Basis By Directorate 31/03/2012
Chief Executive & Corporate Services

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
Performance & Property	56			6		1	63
Head & Secretary	2						2
Building Consultancy	19			1			20
Corporate Property	32			2		1	35
Performance Management	3			3			6
WHQS Programme	3			1		4	8



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Position Basis By Directorate 31/03/2012

Directorate of Education & Lifelong Learning

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
Director & Secretary	2						2
Learning Education and Inclusion	127	34		54	239	27	481
Heads & Admin	14	1			1		16
Additional Learning Needs	32	7		14	170	18	241
Admin, Finance & IT	11	1		11			23
Governor Support							N/A
Music Service	19			15		5	39
Social Inclusion	26	11		9	6		52
Visually Impaired Service	12	2		1	14		29
Youth Access	1	4					5
School & Pupil Support	5			2			7
Standards Quality & Assessment	7	8		2	48	4	69
Lifelong Learning & Leisure	200	5		382	347	822	1756
Ynys Hywel Activity Centre							
Catering							
Community Education & Libraries	106	5		279	339	153	882
Leisure Service	52			91	1	540	684
Sports Development	35			12	7	106	160
Outdoor Education Service	7					23	30



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT Position Basis By Directorate 31/03/2012 Directorate of Education & Lifelong Learning

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
Planning & Strategy	7			4			11
Planning Awards / Student Support	3			1			4
Complaints & Customer Care				2			2
School Planning, Admissions & Placement	3			1			4
Heads	1						1
Our Schools Our Future	4						4
Our Schools Our Future	4						4
Schools	1416	89	4	537	1575	897	4518
After School Clubs	1			1		55	57
Primary Schools	716	27	2	329	1182	330	2586
Secondary Schools	668	56	2	196	299	245	1466
Supply Teachers						226	226
Trinity Fields Special School	31	6		11	94	41	183



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT Position Basis By Directorate 31/03/2012 Directorate of Social Services

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
Director	8						8
Adult Services	391		2	667		139	1199
Assistant Director	1						1
Assessment & Service Improvement	62			11			73
Contracting & Quality Assurance	19			2			21
Health Social Care & Well being	4			1			5
Learning Disability							N/A
Mental Health & Learning Disability	9						9
Physical Disability & Sensory Impairment	75			275		44	394
Protection of Vulnerable Adults (POVA)	72			22			94
South East Wales Emergency Duty Team	11			2		20	33
Provider Services	135		2	353		75	565
Secretariat	3			1			4
Children's Services	232		2	58			292
Assistant Director	1						1
Administration (Children's Services)	37		1	7			45
Children's Services East	31			7			38
Children's Services North	33			6			39
Children's Services South	36			5			41
Looked After Children	34			22			56
Quality & Planning	18			2			20
Youth Offending Team	29			4			33
Secretariat	3						3
Training & Development	10		1	5			16



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Position Basis By Directorate 31/03/2012 Directorate of Social Services

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
Business Support (Resourcing & Performance)	38			13			51
Finance (Social Services)	30			9			39
Performance Management (Social Services)	8			4			12



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Position Basis By Directorate 31/03/2012
 Directorate of the Environment

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
Engineering & Transport	168		1	34	70	6	279
Head & Secretary	2						2
Engineering Projects Group	26			3			29
Highways Operations Group	95		1	1			97
Transportation Engineering	45			30	70	6	151



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT Position Basis By Directorate 31/03/2012 Directorate of the Environment

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
Planning & Regeneration	170		5	49	1	108	333
Head & Secretary	3						3
Building Control	5						5
Countryside	42						42
Economic Development	71		3	44	1	108	227
Development Control	14			1			15
Planning Administration	20		2	3			25
Strategic Planning & Urban Renewal	15			1			16
Public Protection	115	4		63	585	206	973
Head	1						1
Catering	20	4		42	585	192	843
Community Safety	21			9			30
Divisional Support Unit	5			4			9
Environmental Health	36			7			43
Trading Standards & Licensing	27						27
Registrars	5			1		14	20
Emergency Planning							N/A
Public Services	376			496	80	174	1126
Heads & Admin	4						4
Building Cleaning	8			471	80	119	678
Parks Services	105			15		50	170
Waste Strategy & Operations	241			9		5	255
Fleet Management & Vehicle Maintenance	18			1			19



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Position Type By Directorate 31/03/2012 Chief Executive & Corporate Services

	Casual	Fixed Term	Permanent	Temporary	Total
CE & Secretary			3		3
Deputy CE & Secretary			2		2
Corporate Finance		14	184		198
Head & Secretary			2		2
Accountancy		4	27		31
Council Tax & Benefits		1	80		81
Finance (Seconded)		4	34		38
Income		3	12		15
Internal Audit			11		11
Procurement Services		2	18		20



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT Position Type By Directorate 31/03/2012 Chief Executive & Corporate Services

	Casual	Fixed Term	Permanent	Temporary	Total
Information & Citizen Engagement		16	183		199
Head & Secretary			1		1
Business Support (IT)		2	30		32
Communications		3	16		19
Customer First		3	65		68
Development (IT)		4	34		38
IT Operations (IT)		4	37		41
Legal & Governance	6	3	49		58
Heads & Admin		1	5		6
Litigation (Legal Litigation)		2	18		20
Planning & Highways (Legal P&H)			9		9
Corporate Monitoring	5		12		17
Electoral Services	1		5		6
Human Resources		31	79		110
Head & Secretary			2		2
Health & Safety & Welfare		7	19		26
Employee Service Centre		16	33		49
HR Strategy & Development		3	9		12
HR Partner Teams		5	16		21



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Position Type By Directorate 31/03/2012

Chief Executive & Corporate Services

	Casual	Fixed Term	Permanent	Temporary	Total
Performance & Property	1	1	60	1	63
Head & Secretary			2		2
Building Consultancy			20		20
Corporate Property	1	1	32	1	35
Performance Management			6		6
Housing		49	394	6	449
Head			2		2
Building Maintenance DLO		23	251	3	277
Private Sector Housing		5	44	1	50
Public Sector Housing		15	93	2	110
Strategy & Resources		6	4		10
WHQS Programme	4	4			8



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT Position Type By Directorate 31/03/2012 Directorate of Education & Lifelong Learning

	Casual	Fixed Term	Permanent	Temporary	Total
Director & Secretary			2		2
Learning Education and Inclusion	27	147	306	1	481
Heads & Admin		8	8		16
Additional Learning Needs	18	49	174		241
Admin, Finance & IT		2	21		23
Music Service	5		34		39
Social Inclusion		15	36	1	52
Visually Impaired Service		1	28		29
Youth Access		5			5
School & Pupil Support		2	5		7
Standards Quality & Assessment	4	65			69
Lifelong Learning & Leisure	823	588	334	11	1756
Catering					N/A
Community Education & Libraries	154	531	191	6	882
Leisure Service	540	20	119	5	684
Sports Development	106	33	21		160
Ynys Hywel Activity Centre					N/A
Outdoor Education Service	23	4	3		30
Our Schools Our Future		4			4
Our Schools Our Future		4			4



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT
Position Type By Directorate 31/03/2012
Directorate of Education & Lifelong Learning

	Casual	Fixed Term	Permanent	Temporary	Total
Planning & Strategy		3	8		11
Awards / Student Support			4		4
Complaints / Customer Care			2		2
School Planning, Admissions & Placement		2	2		4
Heads		1			1
Schools	898	935	2645	40	4518
After School Clubs	55	1		1	57
Primary Schools	330	678	1546	32	2586
Secondary Schools	246	220	995	5	1466
Supply Teachers	226				226
Trinity Fields Special School	41	36	104	2	183



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT Position Type By Directorate 31/03/2012 Directorate of Social Services

	Casual	Fixed Term	Permanent	Temporary	Total
Director			8		8
Adult Services	139	55	1002	3	1199
Assistant Director			1		1
Assessment & Service Improvement		4	69		73
Contracting & Quality Assurance		5	15	1	21
Health Social Care & Well being		2	3		5
Mental Health & Learning Disability		2	7		9
Physical Disability & Sensory Impairment	44	16	334		394
Protection of Vulnerable Adults (POVA)		9	84	1	94
South East Wales Emergency Duty Team	20	1	12		33
Provider Services	75	16	473	1	565
Secretariat			4		4
Children's Services		39	253		292
Assistant Director			1		1
Administration (Children's Services)		6	39		45
Children's Services East		2	36		38
Children's Services North		8	31		39
Children's Services South		1	40		41
Looked After Children		4	52		56
Quality & Planning		6	14		20
Training & Development		5	11		16
Secretariat			3		3
Youth Offending		7	26		33
Business Support Total		5	46		51
Finance (Social Services)		3	36		39
Performance Management (Social Services)		2	10		12



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Position Type By Directorate 31/03/2012 Directorate of the Environment

	Casual	Fixed Term	Permanent	Temporary	Total
Engineering & Transport	6	25	247	1	279
Head & Secretary			2		2
Engineering Projects Group		4	25		29
Highways Operations Group		9	88		97
Transportation Engineering	6	12	132	1	151
Planning Services & Regeneration	108	48	175	2	333
Head & Secretary		1	2		3
Building Control		1	4		5
Countryside		11	30	1	42
Development Control			15		15
Economic Development	108	34	85		227
Planning Administration			24	1	25
Strategic Planning & Urban Renewal		1	15		16
Public Protection	206	28	731	8	973
Head & Secretary			1		1
Catering	192	20	627	4	843
Community Safety		4	26		30
Divisional Support			8	1	9
Environmental Health		1	39	3	43
Trading Standards & Licensing		3	24		27
Registrars	14		6		20
Public Services	174	18	911	23	1126
Heads & Admin			4		4
Building Cleaning	119	3	550	6	678
Parks Services	50	6	107	7	170
Waste Strategy & Operations	5	8	233	9	255
Fleet Management & Vehicle Maintenance		1	17	1	19



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Turnover Summary By Directorate

Authority Leavers 01/01/2012 – 31/03/2012

Directorate	People at Start Point	People at End Point	Average People Headcount	All Leavers (People)	Voluntary Leavers (People)	Q4 All Turnover %	Q4 Voluntary Turnover %	Q3 All Turnover %	Q3 Voluntary Turnover %	Q2 All Turnover %	Q2 Voluntary Turnover %	Q1 All Turnover %	Q1 Voluntary Turnover %
Corporate Services	1100	1076	1088	16	4	1.47%	0.37%	1.64%	0.27%	1.37%	0.55%	1.28	0.18
Directorate of Education & Lifelong Learning	5682	5280	5481	83	60	1.51%	1.09%	1.66%	1.06%	4.88%	3.16%	1.53	1.04
Directorate of Social Services	1506	1506	1506	30	17	1.99%	1.13%	1.13%	0.53%	1.48%	0.74%	2.06	1.27
Directorate of the Environment	1708	2223	1965.50	65	35	3.30%	1.78%	2.28%	1.40%	3.32%	1.54%	2.24	1.18
Chief Executive	4	3	3.5	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Totals	9685	9655	9670	***192	115			1.72%	0.98%	3.84%	2.31%	1.72	1.01

Turnover Summary By Directorate 01/03/2012- 31/03/2012

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	0	1	2	0	5	1	7	16
Directorate of Education & Lifelong Learning	0	11	7	33	15	13	4	83
Directorate of Social Services	1	3	1	7	7	8	3	30
Directorate of the Environment	1	3	9	33	6	9	4	65
Chief Executive	0	0	0	0	0	0	0	0
Authority Total	2	18	19	72	32	31	18	192

*** You will note that both the Authority turnover totals and Leaver Reason total is 192 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.



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Leaving Reasons Summary By Directorate 01/01/2012 – 31/03/2012

Leaving Reason	Corporate Services inc CE	Directorate of Education & Lifelong Learning	Directorate of Social Services	Directorate of the Environment	Authority Total
Absenteeism	2	2	3	3	10
Better Job Prospects					
Death in Service	1		2		3
Dismissal	1	1	1	1	4
Dismissal on Ill Health Grounds - Tier 1		1	3		4
Dismissal on Ill Health Grounds - Tier 2					
Dismissal on Ill Health Grounds - Tier 3					
End of Apprenticeship					
End of Fixed Term Contract	1	8		2	11
End of Relief Employment		8		16	23
End of Seasonal Work					
Failed Probation					
Forced Redundancy				1	1
Gross Misconduct					
Ill Health - Medical Severance	3			2	5
Leaver Reason Blank					
Mutual Agreement			1	1	2
Personal Reasons		2			2
Resignation - Early Release of Pen Benefits	1	1		1	3
Retirement at 65	1				1
Retirement over 65					
Secondment to other Authority					
Voluntary Redundancy – No Release of Pen Benefits					
Voluntary Redundancy/ VER – Release of Pen Benefits					
Voluntary Resignation	4	60	17	35	115
Voluntary Resignation – 60-65 No Release of Pen Benefits					
Voluntary Resignation – 60-65 Release of Pen Benefits	2		3	2	7
Transfer				1	1
Transfer – Re-organisation					
Transfer - Secondment					
Directorate Total	16	83	30	65	192



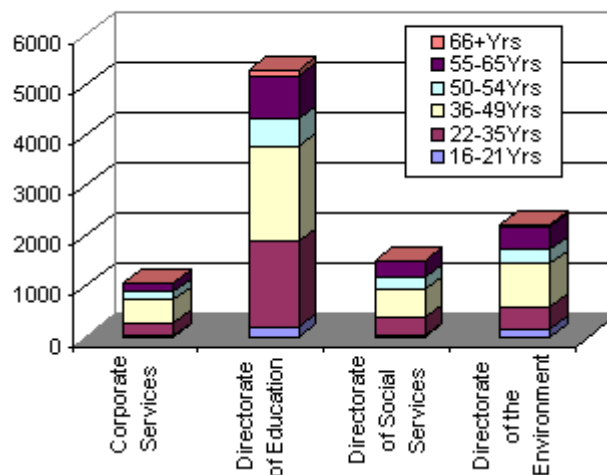
CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Age Profile By Authority and Directorate - 31/03/2012

Directorate	Categories						Directorate Total
	16-21	22-35	36-49	50-54	55-65	66+	
Corporate Services & CE	18	258	452	153	196	2	1079
Directorate of Education & Lifelong Learning	199	1678	1908	537	853	105	5280
Directorate of Social Services	22	348	567	232	330	7	1506
Directorate of the Environment	146	450	846	290	448	43	2223
Overall Authority Totals	369	2621	3593	1170	1753	149	9655

Age Profile





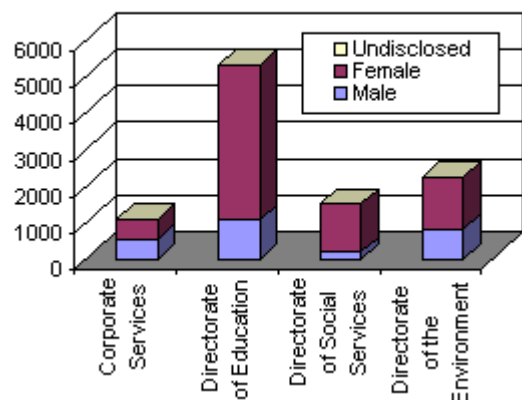
CAERPHELLY COUNTY BOROUGH COUNCIL

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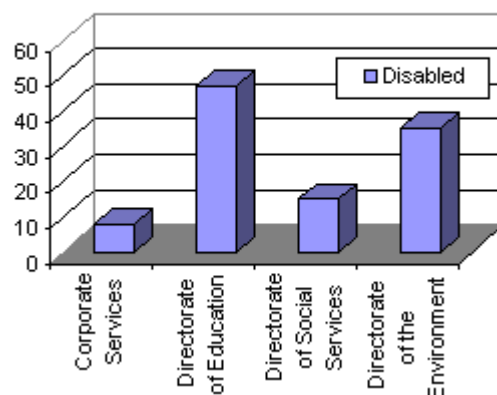
Diversity Summary By Directorate 31/03/2012

Directorate	Male	Female	Undisclosed	White	BME	Undisclosed	Disabled
Corporate Services & CE	560	519	0	1051	10	18	8
Directorate of Education & Lifelong Learning	1070	4210	0	4835	37	408	47
Directorate of Social Services	198	1308	0	1452	22	32	15
Directorate of the Environment	807	1416	0	2094	12	117	35
Authority Total	2581	7074	0	9032	80	543	98

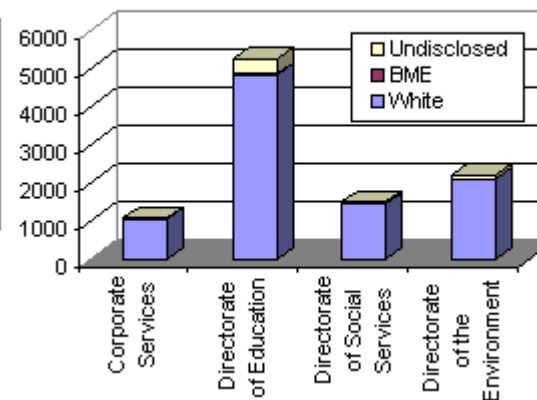
Gender



Disabled



Ethnicity





CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Languages By Directorate 31/03/2012
Corporate Services & CE

British Sign Language		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
	Reading						3
	Speaking/ Use				3		
	Understanding				3		
	Writing						3
	Total Staff who use British Sign Language	3					
	Difference to previous quarter	-3					
	% Change over previous quarter	50.00	Qtr3=6	Qtr2=6	Qtr1=7	Qtr4=7	Qtr3=7

French		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1	3	1	8	1
	Speaking/Use	1	1	3	8	1
	Understanding	1	1	3	8	1
	Writing	1	1	3	8	1
	Total Staff who use French	14				
	Difference to previous quarter	-2				
	% Change over previous quarter	12.50	Qtr3=16	Qtr2=17	Qtr1=17	Qtr4=17

German		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading			3	1	2
	Speaking/Use		1	2	2	1
	Understanding			2	2	2
	Writing			3	1	2
	Total Staff who use German	6				
	Difference to previous quarter	0				
	% Change over previous quarter	0.0	Qtr3=6	Qtr2=7	Qtr1=7	Qtr4=7



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Italian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/Use	1				
	Understanding	1				
	Writing	1				
	Total staff who use Italian	1				
	Difference to previous quarter	0				
% Change over previous quarter	0.0	Qtr3=1	Qtr2=1	Qtr1=1	Qtr4=1	

Maltese		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading					
	Speaking/ Use					
	Understanding					
	Writing					
	Total staff who use Maltese	0				
	Difference to previous quarter	0				
% Change over previous quarter	0.0	Qtr3=0	Qtr2=1	Qtr1=1	Qtr4=1	

Spanish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1	2		1	
	Speaking/ Use	1	1	1	1	
	Understanding	1		2	1	
	Writing	1		2	1	
	Total staff who use Spanish	4				
	Difference to previous quarter	-1				
% Change over previous quarter	20.00	Qtr3=5	Qtr2=5	Qtr1=5	Qtr4=5	



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Turkish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading					
	Speaking/ Use					
	Understanding					
	Writing					
	Total staff who use Turkish	0				
Difference to previous quarter	-1					
% Change over previous quarter	100.00	Qtr3=1	Qtr2=1	Qtr1=1	Qtr4=1	

Welsh		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	6	6	5	8	
	Speaking/ Use	6	5	3	11	
	Understanding	7	3	5	9	1
	Writing	7	3	5	9	1
	Total staff who use Welsh	25				
Difference to previous quarter	-5					
% Change over previous quarter	16.66	Qtr3=30	Qtr2=32	Qtr1=33	Qtr4=32	



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Languages By Directorate 31/03/2012

Directorate of the Education & Lifelong Learning

		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
Braille	Reading	15	3	2			
	Speaking/ Use						20
	Understanding	15	4	1			
	Writing						20
	Total staff who use Braille	20					
	Difference to previous quarter	0					
	% Change over previous quarter	0.0	Qtr3=20	Qtr2=20	Qtr1=20	Qtr4=20	Qtr3=20

		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
Breton	Reading			1		
	Speaking/Use			1		
	Understanding			1		
	Writing			1		
	Total staff who use Breton	1				
	Difference to previous quarter	0				
	% Change over previous quarter	0.0	Qtr3=1	Qtr2=1	Qtr1=1	Qtr4=1

		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
British Sign language	Reading						23
	Speaking/Use	1	1	1	13	7	
	Understanding		1	1	12	9	
	Writing						23
	Total staff who use British Sign Language	23					
	Difference to previous quarter	1					
	% Change over previous quarter	4.54	Qtr3=22	Qtr2=23	Qtr1=23	Qtr4=24	Qtr3=24



CAERPHILLY COUNTY BOROUGH COUNCIL

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Dutch		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading					
	Speaking/Use					
	Understanding					
	Writing					
	Total staff who use Dutch	0				
Difference to previous quarter	0					
% Change over previous quarter	0.0	Qtr3=0	Qtr2=0	Qtr1=1	Qtr4=1	

French		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	2	8	4	6	
	Speaking/ Use	3	4	7	6	
	Understanding	2	6	5	2	5
	Writing	2	7	5	6	
	Total staff who use French	20				
Difference to previous quarter	-1					
% Change over previous quarter	4.76	Qtr3=21	Qtr2=21	Qtr1=22	Qtr4=24	

German		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	2	2		2	
	Speaking/ Use	2	1	1	2	
	Understanding	2	2		2	
	Writing	2	2		2	
	Total staff who use German	6				
Difference to previous quarter	0					
% Change over previous quarter	0.0	Qtr3=6	Qtr2=8	Qtr1=8	Qtr4=8	



CAERPHILLY COUNTY BOROUGH COUNCIL

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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	
	Total staff who use Italian	4				
	Difference to previous quarter	0				
% Change over previous quarter	0.0	Qtr3=4	Qtr2=4	Qtr1=4	Qtr4=4	

Makaton		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
	Reading						1
	Speaking/ Use				1		
	Understanding				1		
	Writing						1
	Total staff who use Makaton	1					
	Difference to previous quarter	0					
% Change over previous quarter	0.0	Qtr3=1	Qtr2=1	Qtr1=1	Qtr4=1	Qtr3=2	

Russian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding				1	
	Writing					1
	Total staff who use Russian	1				
	Difference to previous quarter	0				
% Change over previous quarter	0.0	Qtr3=1	Qtr2=1	Qtr1=1	Qtr4=1	



CAERPHILLY COUNTY BOROUGH COUNCIL

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Serbian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use		1			
	Understanding				1	
	Writing				1	
	Total staff who use Serbian	1				
	Difference to previous quarter	0				
% Change over previous quarter	0.0	Qtr3=1	Qtr2=1	Qtr1=1	Qtr4=1	

Spanish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1	2		1	
	Speaking/ Use	1	2		1	
	Understanding	1	2		1	
	Writing	1	2		1	
	Total staff who use Spanish	4				
	Difference to previous quarter	1				
% Change over previous quarter	33.33	Qtr3=3	Qtr2=4	Qtr1=4	Qtr4=6	

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



CAERPHILLY COUNTY BOROUGH COUNCIL

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Welsh		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	73	5	5	18	
	Speaking/ Use	71	6	6	17	1
	Understanding	17	5	4	17	58
	Writing	68	10	4	16	3
	Total staff who use Welsh	101				
	Difference to previous quarter	-3				
	% Change over previous quarter	2.88	Qtr3=104	Qtr2=109	Qtr1=110	Qtr4=112



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Languages By Directorate 31/03/2012

Directorate of the Environment

Arabic		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/ Use	1				
	Understanding	1				
	Writing	1				
	Total staff who use Arabic	1				
	Difference to previous quarter	0				
% Change over previous quarter	0.0	Qtr3=1	Qtr2=1	Qtr1=1	Qtr4=1	

British Sign Language		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
	Reading						5
	Speaking/Use		1		4		
	Understanding		1		4		
	Writing						5
	Total staff who use British Sign Language	5					
	Difference to previous quarter	1					
% Change over previous quarter	25.00	Qtr3=4	Qtr2=6	Qtr1=5	Qtr4=5	Qtr3=3	

French		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading			2	7	1
	Speaking/Use			2	8	
	Understanding			1	6	3
	Writing			1	6	3
	Total staff who use French	10				
	Difference to previous quarter	0				
% Change over previous quarter	0.0	Qtr3=10	Qtr2=11	Qtr1=11	Qtr4=11	



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	
	Total staff who use German	5				
Difference to previous quarter	0					
% Change over previous quarter	0.0	Qtr3=5	Qtr2=5	Qtr1=5	Qtr4=5	

Greek		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding					1
	Writing				1	
	Total staff who use Greek	1				
Difference to previous quarter	0					
% Change over previous quarter	0.0	Qtr3=1	Qtr2=1	Qtr1=1	Qtr4=1	

Italian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding				1	
	Writing				1	
	Total staff who use Italian	1				
Difference to previous quarter	0					
% Change over previous quarter	0.0	Qtr3=1	Qtr2=1	Qtr1=1	Qtr4=1	



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Kurdish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/ Use	1				
	Understanding	1				
	Writing	1				
	Total staff who use Kurdish	1				
	Difference to previous quarter	0				
% Change over previous quarter	0.0	Qtr3=1	Qtr2=1	Qtr1=1	Qtr4=1	

Russian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding					1
	Writing				1	
	Total staff who use Russian	1				
	Difference to previous quarter	0				
% Change over previous quarter	0.0	Qtr3=1	Qtr2=1	Qtr1=1	Qtr4=1	

Spanish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				2	
	Speaking/ Use				2	
	Understanding				2	
	Writing				2	
	Total staff who use Spanish	2				
	Difference to previous quarter	1				
% Change over previous quarter	100.00	Qtr3=1	Qtr2=1	Qtr1=1	Qtr4=1	



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Turkish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading			1		
	Speaking/ Use					1
	Understanding			1		
	Writing					1
	Total staff who use Turkish	1				
	Difference to previous quarter	0				
	% Change over previous quarter	0.0	Qtr3=1	Qtr2=1	Qtr1=1	Qtr4=1

Welsh		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	12	3	6	8	1
	Speaking/ Use	12	3	5	10	
	Understanding	9	3	5	8	5
	Writing	11	3	4	11	1
	Total staff who use Welsh	30				
	Difference to previous quarter	1				
	% Change over previous quarter	3.45	Qtr3=29	Qtr2=30	Qtr1=30	Qtr4=30



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Languages By Directorate 31/03/2012

Directorate of the Social Services

British Sign Language		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
	Reading						14
	Speaking/ Use		1	3	10		
	Understanding		1	3	9		1
	Writing						14
	Total staff who use British Sign Language	14					
	Difference to previous quarter	0					
	% Change over previous quarter	0.0	Qtr3=14	Qtr2=13	Qtr1=13	Qtr4=13	Qtr3=14

Bulgarian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading					
	Speaking/Use					
	Understanding					
	Writing					
	Total staff who use Bulgarian	0				
	Difference to previous quarter	0				
	% Change over previous quarter	0.0	Qtr3=0	Qtr2=0	Qtr1=1	Qtr4=1

Croatian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/Use	1				
	Understanding	1				
	Writing	1				
	Total staff who use Croatian	1				
	Difference to previous quarter	0				
	% Change over previous quarter	0.0	Qtr3=1	Qtr2=0	Qtr1=1	Qtr4=1



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Dutch		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	1
	Speaking/Use	1	1			
	Understanding		1			1
	Writing			1		1
	Total staff who use Dutch	2				
Difference to previous quarter	0					
% Change over previous quarter	0.0	Qtr3=2	Qtr2=3	Qtr1=3	Qtr4=3	

French		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1	1	6	7	1
	Speaking/Use	1	1	6	8	
	Understanding	1	1	7	5	2
	Writing	1	1	6	7	1
	Total staff who use French	16				
Difference to previous quarter	1					
% Change over previous quarter	6.66	Qtr3=15	Qtr2=18	Qtr1=18	Qtr4=17	

German		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	4			5	1
	Speaking/ Use	4		1	5	
	Understanding	4		1	4	1
	Writing	4		1	4	1
	Total staff who use German	10				
Difference to previous quarter	-1					
% Change over previous quarter	9.09	Qtr3=11	Qtr2=11	Qtr1=11	Qtr4=11	



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Greek		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading					
	Speaking/ Use					
	Understanding					
	Writing					
	Total staff who use Greek	0				
Difference to previous quarter	0					
% Change over previous quarter	0.0	Qtr3=0	Qtr2=1	Qtr1=1	Qtr4=1	

Hindi		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading		1			
	Speaking/ Use				1	
	Understanding				1	
	Writing		1			
	Total staff who use Hindi	1				
Difference to previous quarter	0					
% Change over previous quarter	0.0	Qtr3=1	Qtr2=1	Qtr1=1	Qtr4=1	

Hungarian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/ Use	1				
	Understanding	1				
	Writing	1				
	Total staff who use Hungarian	1				
Difference to previous quarter	0					
% Change over previous quarter	0.0	Qtr3=1	Qtr2=1	Qtr1=1	Qtr4=1	



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Italian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/ Use	1				
	Understanding	1				
	Writing	1				
	Total staff who use Italian	1				
	Difference to previous quarter	-1				
% Change over previous quarter	50.00	Qtr3=2	Qtr2=2	Qtr1=2	Qtr4=2	

Malayalam		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/ Use	1				
	Understanding	1				
	Writing	1				
	Total staff who use Malayalam	1				
	Difference to previous quarter	0				
% Change over previous quarter	0.0	Qtr3=1	Qtr2=1	Qtr1=1	Qtr4=1	

Nepali		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding				1	
	Writing				1	
	Total staff who use Nepali	1				
	Difference to previous quarter	0				
% Change over previous quarter	0.0	Qtr3=1	Qtr2=1	Qtr1=1	Qtr4=1	



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				
	Total staff who use Portuguese	1				
	Difference to previous quarter	0				
% Change over previous quarter	0.0	Qtr3=1	Qtr2=1	Qtr1=1	Qtr4=1	

Romanian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	4				
	Speaking/ Use	4				
	Understanding	4				
	Writing	4				
	Total staff who use Romanian	4				
	Difference to previous quarter	0				
% Change over previous quarter	0.0	Qtr3=4	Qtr2=4	Qtr1=4	Qtr4=4	

Russian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding					1
	Writing				1	
	Total staff who use Russian	1				
	Difference to previous quarter	0				
% Change over previous quarter	0.0	Qtr3=1	Qtr2=1	Qtr1=1	Qtr4=1	



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
	Total staff who use Spanish	6				
	Difference to previous quarter	0				
% Change over previous quarter	0.0	Qtr3=6	Qtr2=6	Qtr1=6	Qtr4=6	

Turkish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading		1			
	Speaking/ Use		1			
	Understanding		1			
	Writing		1			
	Total staff who use Turkish	1				
	Difference to previous quarter	0				
% Change over previous quarter	0.0	Qtr3=1	Qtr2=1	Qtr1=1	Qtr4=1	

Welsh		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	12	13	5	9	2
	Speaking/ Use	14	4	12	11	
	Understanding	12	7	7	7	8
	Writing	11	9	10	9	2
	Total staff who use Welsh	41				
	Difference to previous quarter	1				
% Change over previous quarter	2.50	Qtr3=40	Qtr2=42	Qtr1=42	Qtr 4=43	



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Age by Salary Ranges 31/03/2012

		£12312	£38463-£131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
		-							
		£41616							
Corporate Services & CE	16-21	Female	6						6
		Male	12						12
		Unspecified							
	22-35	Female	145						145
		Male	113						113
		Unspecified							
	36-49	Female	241	2					243
		Male	203	6					209
		Unspecified							
	50-54	Female	62	1					63
		Male	85	5					90
		Unspecified							
	55-65	Female	61						61
		Male	127	8					135
		Unspecified							
	66+	Female	1						1
		Male	1						1
		Unspecified							
	Total Staff		1057	22					1079

		£12312	£38463-£131645	Adult tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:	
		-								
		£41616								
Education & Lifelong Learning	16-21	Female	121			6	1		128	
		Male	71						71	
		Unspecified								
	22-35	Female	767	3	14	16	8	534	2	1344
		Male	183		4	6		141		334
		Unspecified								
	36-49	Female	1085	10	30	70	3	399		1597
		Male	149	1	5	37		119		311
		Unspecified								
	50-54	Female	312	2	8	23		97	1	443
		Male	46		1	13		34		94
		Unspecified								
	55-65	Female	423	4	15	29		152	1	624
		Male	135	3	9	25		57		229
		Unspecified								
	66+	Female	67		2			5		74
		Male	29		1			1		31
		Unspecified								
	Total Staff		3388	23	89	219	17	1540	4	5280



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

		£12312							
		-							
		£41616	£38463-£131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
Directorate of the Environment	16-21	Female	85						85
		Male	61						61
		Unspecified							
	22-35	Female	287						287
		Male	163						163
		Unspecified							
	36-49	Female	560	4					564
		Male	276	6					282
		Unspecified							
	50-54	Female	172						172
		Male	117	1					118
		Unspecified							
	55-65	Female	278						278
		Male	166	4					170
		Unspecified							
	66+	Female	30						30
		Male	13						13
		Unspecified							
	Total Staff		2208	15					2223

		£12312							
		-							
		£41616	£38463-£131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
Social Services	16-21	Female	22						22
		Male							
		Unspecified							
	22-35	Female	307						307
		Male	41						41
		Unspecified							
	36-49	Female	478	6					484
		Male	80	3					83
		Unspecified							
	50-54	Female	205						205
		Male	25	2					27
		Unspecified							
	55-65	Female	280	4					284
		Male	44	1			1		46
		Unspecified							
	66+	Female	5	1					6
		Male	1						1
		Unspecified							
	Total Staff		1488	17				1	1506



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Marital Status by Salary Range 31/03/2012

Corporate Services & CE	£12312- £41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Civil Partnership	1						1
	Dissolved Civil Partnership							
	Divorced	63	1					64
	Married	602	17					619
	Separated	15						15
	Single	275	1					276
	Surviving Civil Partnership							
	Undisclosed	23						23
	Widowed	4						4
With Partner	74	3					77	
Total Staff	1057	22						1079

Education & Lifelong Learning	£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Civil Partnership	5		1			1	7
	Dissolved Civil Partnership	1						1
	Divorced	155		3	11		47	216
	Married	1915	15	58	167	2	873	3033
	Separated	50	1		1		14	66
	Single	941	4	16	24	13	473	1472
	Surviving Civil Partnership	1					1	2
	Undisclosed	138	3	6	6	1	39	193
	Widowed	40			1		6	47
With Partner	142		5	9	1	86	243	
Total Staff	3388	23	89	219	17	1540	4	5280



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Marital Status by Salary Range 31/03/2012

Directorate of the Environment		£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Civil Partnership	5							5
	Dissolved Civil Partnership	1							1
	Divorced	103	1						104
	Married	1203	12						1215
	Separated	26							26
	Single	610	1						611
	Surviving Civil Partnership								
	Undisclosed	133							133
	Widowed	17							17
	With Partner	110	1						111
	Total Staff	2208	15						2223

Social Services		£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Civil Partnership	2							2
	Dissolved Civil Partnership								
	Divorced	123							123
	Married	887	14				1		902
	Separated	30	1						31
	Single	305	1						306
	Surviving Civil Partnership								
	Undisclosed	16							16
	Widowed	19	1						20
	With Partner	106							106
	Total Staff	1488	17				1		1506



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Ethnic Origin by Salary Range 31/03/2012

Corporate Services & C.F.		£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	BME	10							10
	Undisclosed	18							18
	White	1029	22						1051
	Total Staff	1057	22						1079

Education & Lifelong Learning		£12312 - £41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	BME	20		1	1	2	9		33
	Undisclosed	273	2	14	9	2	112		412
	White	3095	21	74	209	13	1419	4	4835
	Total Staff	3388	23	89	219	17	1540	4	5280

Directorate of the Environment		£12312 - £41616	£38463- £131645	Adult tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	BME	11							11
	Undisclosed	117	1						118
	White	2080	14						2094
	Total Staff	2208	15						2223

Social Services		£12312 - £41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	BME	21							21
	Undisclosed	32	1						33
	White	1435	16				1		1452
	Total Staff	1488	17				1		1506



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Disability by Salary Range 31/03/2012

Corporate Services & CE		£12312 - £41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Not Disabled	1027	22						1049
	Not Known	22							22
	Disabled	8							8
	Total Staff	1057	22						1079

Education & Lifelong Learning		£12312 - £41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Not Disabled	3061	23	87	210	14	1427	4	4826
	Not Known	288			7	3	109		407
	Disabled	39		2	2		4		47
	Total Staff	3388	23	89	219	17	1540	4	5280

Directorate of the Environment		£12312 - £41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Not Disabled	2007	15						2022
	Not Known	166							166
	Disabled	35							35
	Total Staff	2208	15						2223

Social Services		£12312 - £41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Not Disabled	1448	17				1		1466
	Not Known	25							25
	Disabled	15							15
	Total Staff	1488	17				1		1506



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Gender by Salary Range 31/03/2012

Corporate Services & CE	£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Male	541	19					560
	Female	516	3					519
	Undisclosed							
	Total Staff	1057	22					1079

Education & Lifelong Learning	£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Male	613	4	20	81		352	1070
	Female	2775	19	69	138	17	1188	4210
	Undisclosed							
	Total Staff	3388	23	89	219	17	1540	4

Directorate of the Environment	£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Male	796	11					807
	Female	1412	4					1416
	Undisclosed							
	Total Staff	2208	15					2223

Social Services	£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Male	191	6				1	198
	Female	1297	11					1308
	Undisclosed							
	Total Staff	1488	17				1	1506



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Sickness Days Lost Per FTE by Directorate 01/01/2012- 31/03/2012

CORPORATE SERVICES & CE

Corporate Services & CE	Q2 09/10	Q3 09/10	Q4 09/10	Q1 10/11	Q2 10/11	Q3 10/11	Q4 10/11	Q1 11/12	Q2 11/12	Q3 11/12	Q4 11/12
	2.75	3.02	2.5	2.19	1.68	3.14	2.46	2.54	2.43	2.40	2.10

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	2011/12 Days Lost Per FTE Q2	2011/12 Days Lost Per FTE Q3	2011/12 Days Lost Per FTE Q4
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Accountancy	4.43	4.15	1.38	1.03	0.45	1.76	2.74	4.06	2.02	0.57	0.03
Council Tax & Benefits	4.99	5.01	2.58	1.45	0.82	1.93	1.06	1.01	2.89	1.48	1.49
Finance (Seconded)	2.90	1.96	3.06	0.25	0.06	1.51	2.92	0.89	0.90	0.49	0.37
Income	2.52	1.11	1.17	0.85	0.35	2.71	2.52	1.87	0.44	0.71	1.22
Internal Audit (Audit)	0.45	0.63	1.57	0.09	0.00	0.48	0.28	0.57	3.25	0.00	0.49
Head & Secretary	0.00	0.43	0.43	0.00	0.00	0.00	0.00	1.40	1.86	0.00	0.00
Procurement Services				N/A	N/A	N/A	0.00	0.30	1.11	0.00	4.57
Corporate Finance	3.89	3.54	2.32	0.95	0.48	1.76	1.63	1.40	2.02	0.84	1.29



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Sickness Days Lost Per FTE by Directorate 01/01/2012- 31/03/2012

CORPORATE SERVICES & CE

Section	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	2011/12 Days Lost per FTE Q2	2011/12 Days Lost per FTE Q3	2011/12 Days Lost per FTE Q4
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Advisory Services	N/A	N/A	3.06	1.56	0.00	N/A	N/A	N/A	N/A	N/A
Business Development	1.40	0.85	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Community Regeneration	3.49	0.96	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
European	3.63	1.36	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fast4Ward	1.18	5.37	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Operations	N/A	N/A	1.94	2.23	0.60	N/A	N/A	N/A	N/A	N/A
Programme Delivery	N/A	N/A	3.15	1.78	0.00	N/A	N/A	N/A	N/A	N/A
Strategy, Funding and Support	N/A	N/A	0.53	0.23	N/A	N/A	N/A	N/A	N/A	N/A
Tourism	0.50	0.55	0.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Heads & Admin	0.00	0.00	0.00	0.0	N/A	N/A	N/A	N/A	N/A	N/A
Economic Development Tourism & European Affairs	1.65	1.33	2.41	1.81	0.24	N/A	N/A	N/A	N/A	N/A

Business Support (I.T)	10.67	6.76	1.36	2.60	4.65	3.96	6.28	4.61	3.52	3.99
Communications	1.25	0.29	0.17	0.37	1.33	2.73	8.17	4.26	4.41	0.56
Corporate Property	0.93	1.49	0.31	0.27	0.49	N/A	N/A	N/A	N/A	N/A
Customer First	4.32	4.51	4.45	4.34	6.13	4.07	3.04	2.99	4.18	5.13
Development (I.T)	3.43	1.78	0.55	0.64	2.40	0.48	0.98	0.69	1.07	1.26
IT Operations (I.T Ops)	2.64	2.79	4.70	2.28	2.19	1.64	0.12	0.20	1.22	0.83
Head & Secretary	1.50	3.00	2.00	3.50	2.00	37.00	0.00	30.00	32.50	5.00
Information & Citizen Engagement			2.39	2.13	3.27	3.00	3.04	2.62	3.12	2.77
ICT & Property Services	4.08	3.28	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A



CAERPHILLY COUNTY BOROUGH COUNCIL

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Sickness Days Lost Per FTE by Directorate 01/01/2012 - 31/03/2012

CORPORATE SERVICES & CE

Section	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	2011/12 Days Lost Per FTE Q2	2011/12 Days Lost Per FTE Q3	2011/12 Days Lost Per FTE Q4
Corporate Monitoring			N/A	N/A	N/A	0.16	3.58	4.78	0.00	0.42
Electoral Services			N/A	N/A	N/A	0.00	0.00	0.00	0.63	0.88
Litigation & Welfare (Legal L&W)	3.96	2.58	0.47	0.00	0.28	7.66	5.96	5.65	0.69	0.00
Planning / Land & Highways (Legal P/L&H)	0.74	4.99	0.48	1.71	0.56	0.00	2.61	7.12	0.00	0.19
Policy, Equalities & Community Planning										0.00
Heads & Admin	0.70	1.74	0.29	0.00	2.63	0.86	2.92	0.00	0.00	1.83
Legal & Governance			0.43	0.65	0.96	2.98	3.86	4.42	0.29	0.41
Legal Services (Legal)	1.90	3.31	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Building Consultancy			N/A	N/A	N/A	1.65	0.60	2.72	0.61	0.11
Corporate Property			N/A	N/A	N/A	1.17	1.59	1.86	1.14	1.62
Performance Management			N/A	N/A	N/A	0.61	0.65	6.37	0.42	0.40
Head & Secretary			N/A	N/A	N/A	0.00	0.00	0.00	0.00	0.00
Performance & Property			N/A	N/A	N/A	1.28	1.07	2.56	0.86	1.00
WHQS Programme			N/A	N/A	2.28	0.20	0.33	0.00	4.64	5.77



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CORPORATE SERVICES & CE

Section	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	2011/12 Days Lost Per FTE Q2	2011/12 Days Lost Per FTE Q3	2011/12 Days Lost Per FTE Q4
Health, Safety & Welfare	0.2	2.84	0.98	0.45	0.16	3.95	2.00	1.16	0.12
HR Partner Teams							3.84	2.41	2.35
Employee Service Centre	5.19	7.78	5.19	4.87	2.40	0.35	0.25	0.57	0.72
HR Strategy & Development							0.08	0.29	0.13
Head & Secretary	0.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Human Resources	3.18	5.16	3.66	3.06	1.57	1.86	1.50	1.09	0.83
Chief Executive / Corporate Services / LLL	1.31	0.00	0.00	0.67	0.00	0.00	N/A	N/A	N/A
Education HR	3	5.56	6.17	14.20	3.00	0.00	N/A	N/A	N/A
Environment HR Policy & Performance*	4.35	0.22	0.12	0.12	0.00	0.55	N/A	N/A	N/A
Environment (HR)						0.55	N/A	N/A	N/A
HR Shared Service		N/A	N/A	4.68	3.68	1.97	N/A	N/A	N/A
Employee Service Centre (HR) **						2.03	N/A	N/A	N/A
MA Team		N/A	N/A	0.45	0.15	0.91	N/A	N/A	N/A
Occupational Health Unit	1.2	1.00	12.00	2.40	N/A	N/A	N/A	N/A	N/A
Organisation Development Unit***	1.33	0.00	0.00	0.00	5.88	N/A	N/A	N/A	N/A
Strategy & Operations						2.80	N/A	N/A	N/A
Policy & Performance Unit	7.5	0.00	0.00	N/A	N/A	N/A	N/A	N/A	N/A
Social Services HR	2.94	9.70	4.95	1.40	0.60	12.60	N/A	N/A	N/A
HR Development		N/A	N/A	0.00	0.00	0.23	N/A	N/A	N/A

* Environment HR Policy & Performance is now called the Environment (HR) Q1

** HR Shared Service is now called Employee Service Centre (HR). Q1

*** Organisation Development Unit is now called Strategy & Operations Q1



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

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



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Corporate Services & CE

Section	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	2011/12 Days Lost per FTE Q2	2011/12 Days Lost Per FTE Q3	2011/12 Days Lost Per FTE Q4
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Building Maintenance DLO			N/A	N/N	5.42	2.80	3.02	2.64	4.20	2.63
Private Sector Housing			N/A	N/N	3.63	1.86	0.81	0.40	1.71	2.88
Public Sector Housing			N/A	N/A	9.11	3.46	4.11	3.46	3.15	3.32
Strategy & Resource			N/A	N/A	11.99	10.88	7.58	6.34	2.29	0.00
Head & Staff			N/A	N/A	12.00	0.00	0.00	0.00	0.00	0.00
Housing			N/A	N/A	6.24	2.98	3.09	2.62	3.64	2.77

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



CAERPHILLY COUNTY BOROUGH COUNCIL

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Sickness Days Lost Per FTE by Directorate 01/01/2012- 31/03/2012

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	Q2 11/12	Q3 11/12	Q4 11/12
	4.42	3.54	2.88	1.89	2.96	3.07	2.23	1.73	2.35	2.89

Section	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	2011/12 Days Lost per FTE Q2	2011/12 Days Lost per FTE Q3	2011/12 Days Lost per FTE Q4
Additional Learning Needs	4.08	2.99	2.75	4.52	5.20	4.71	3.72	2.64	3.27	4.10
Admin, Finance & IT	4.71	7.25	5.05	4.77	6.84	4.89	4.14	0.99	3.44	1.85
Behaviour Support	5.80	5.37	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Education Psychology Service	6.07	5.31	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Education Welfare	2.65	4.96	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Governor Support	1.27	0.81	0.00	0.00	1.83	0.17	0.00	0.00	48.22	N/A
Music Service	N/A	N/A	2.33	1.07	0.83	2.02	0.48	1.51	0.00	2.88
Social Inclusion	N/A	N/A	5.58	3.94	4.79	5.17	3.13	2.24	3.87	2.17
Visually Impaired Service	4.41	4.27	4.82	1.52	3.06	5.38	6.80	4.11	3.43	3.10
Youth Access			5.38	7.86	0.54	0.61	0.38	0.00	0.00	0.00
School and Pupil Support									0.00	0.00
Standards Quality & Assessment									8.74	6.94
Heads & Admin	3.88	3.63	3.22	2.92	1.29	3.76	1.37	3.47	1.90	2.50
Learning, Education and Inclusion	4.21	4.05	3.73	3.61	3.81	4.23	3.03	2.56	3.62	3.75



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Sickness Days Lost Per FTE by Directorate 01/01/2012- 31/03/2012

DIRECTORATE OF EDUCATION & LIFELONG LEARNING

Section	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	2011/12 Days Lost per FTE Q2	2011/12 Days Lost per FTE Q3	2011/12 Days Lost per FTE Q4
Blackwood Miners Institute			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ynys Hywel Activity Centre			6.71	2.64	1.07	0.67	0.42	2.35	2.63	N/A
Catering	6.50	4.5	3.61	3.22	3.63	4.44	3.86	4.26	4.03	N/A
Community Education & Libraries	4.27	3.36	2.34	1.81	2.46	1.79	1.37	2.90	2.16	2.63
Leisure Service	3.97	3.08	1.89	2.79	2.20	2.47	2.16	3.57	5.24	4.07
Marketing (Ed & Leisure)	2.33	2.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Music & Arts Service	4.18	2.81	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sports Development	0.21	0.27	1.73	1.47	0.72	1.05	2.79	2.21	0.82	2.18
Youth Access	3.21	1.17	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Outdoor Education Service										0.00
Head & Admin	0.00	0.00	9.50	0.17	0.00	0.00	0.00	N/A	N/A	N/A
Lifelong Learning & Leisure	4.69	3.44	2.87	2.48	2.67	2.78	2.50	3.45	3.27	2.91
Our Schools Our Future	N/A	9	7.00	3.50	9.00	5.00	17.00	4.75	0.00	0.00



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Sickness Days Lost Per FTE by Directorate 01/01/2012- 31/03/2012

DIRECTORATE OF EDUCATION & LIFELONG LEARNING

Section	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	2011/12 Days Lost per FTE Q2	2011/12 Days Lost per FTE Q3	2011/12 Days Lost per FTE Q4
Awards / Student Support	0.00	8.44	13.33	13.11	10.89	11.11	0.00	0.00	0.00	0.00
Health & Safety, Transport & Complaints/Customer Care	2.72	1.35	1.99	0.51	0.53	0.86	N/A	N/A	N/A	N/A
Health & Safety							0.00	N/A	N/A	N/A
Complaints /Customer Care			N/A	N/A	0.00	0.00	2.00	1.00	0.00	0.00
School Planning, Admissions & Placement	0.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Secretariat	2.69	8.08	N/A	N/A	N/A	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	N/A	N/A	0.00
Planning & Strategy	1.84	2.94	3.93	3.03	2.58	3.65	0.14	0.09	0.00	0.00
After School Club							0.00	0.00	0.00	0.00
Primary Schools	N/A	N/A	2.90	1.50	2.73	2.76	1.89	1.27	1.98	2.57
Schools	4.40	3.53	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Supply Teachers			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Secondary Schools	N/A	N/A	2.54	1.37	3.00	2.99	2.07	1.09	2.09	2.87
Trinity Fields Special School	N/A	N/A	3.43	3.62	4.22	5.02	3.77	4.57	4.31	5.22
Schools	4.40	3.53	2.78	1.53	2.90	2.94	2.04	1.33	2.12	2.79
Director & Secretary	N/A	N/A	4.67	0.00	2.50	15.00	0.00	0.00	0.00	0.00



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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	Q2 11/12	Q3 11/12	Q4 11/12
	5.22	4.57	3.19	3.25	4.24	3.85	2.88	3.87	3.61	3.28

Section	2009/10 Days Lost per FTE Q3	2009/10 Days Lost per FTE Q4	2009/10 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	2010/11 Days Lost per FTE Q1	2011/12 Days Lost Per FTE Q2	2011/12 Days Lost Per FTE Q3	2011/12 Days Lost Per FTE Q4
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ACRF			0.00	0.00	N/A	N/A	N/A	N/A	N/A	N/A
Assessment & Service Improvement	4.95	6.87	4.49	2.55	3.50	2.08	2.12	3.54	3.59	4.40
Contracting & Quality Assurance (Contracting & QA)	2.33	0.92	0.33	0.49	5.60	6.58	1.78	0.22	1.61	2.76
Health Social Care & Well-being	0.64	18.67	15.67	2.00	1.33	0.50	3.50	0.13	3.57	0.00
Learning Disability	9.8	5.69	3.75	3.86	4.75	4.53	4.07	5.75	N/A	N/A
Mental Health & Learning Disability	4.24	2.44	3.60	2.72	3.69	3.05	2.78	3.60	4.13	2.11
Pan Gwent Integrated Community Equipment Service			0.00	0.00	0.00	0.00	N/A	N/A	N/A	N/A
PDSI	1.65	4.78	3.13	3.56	4.90	4.03	2.46	3.17	3.21	3.08
Provider Services									5.23	3.40
Protection Of Vulnerable Adults (POVA)	0.9	1.6	0.68	0.18	0.40	0.56	0.87	0.07	2.55	3.97
South East Wales Emergency Duty Team	0.53	3.12	2.51	4.45	2.71	8.62	2.88	1.32	4.72	5.58
Supporting People Secretariat	10.61	0.25	8.83	12.0	N/A	N/A	N/A	N/A	N/A	N/A
Head & Secretary	0	4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adult Services	5.66	5.1	3.55	3.46	4.47	4.06	3.19	4.31	4.13	3.42



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DIRECTORATE OF SOCIAL SERVICES

Section	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	2011/12 Days Lost Per FTE Q2	2011/12 Days Lost Per FTE Q3	2011/12 Days Lost Per FTE Q4
Administration (Children's Services)	2.27	2.04	0.71	3.01	5.12	1.59	2.01	3.06	1.92	2.12
Children's Services East	7.73	3.4	4.59	4.34	3.08	3.03	0.20	0.73	3.50	2.50
Children's Services North	7.06	2.71	1.53	2.83	2.99	2.87	0.98	1.29	2.60	5.19
Children's Services South	4.39	2.6	5.54	3.08	5.19	4.95	3.96	8.57	6.23	3.32
Looked After Children	3.58	2.88	1.09	1.78	1.89	2.89	2.65	3.48	1.52	2.19
Quality & Planning	4.14	4.35	4.11	5.10	2.86	3.23	0.75	1.03	6.57	3.60
Training & Development	7.04	7.46	0.31	0.00	0.00	4.05	0.23	1.63	2.89	2.95
Youth Offending	2.64	5.64	2.41	3.17	4.31	3.07	0.72	3.29	1.61	3.50
Secretariat							0.00	0.00	0.00	1.33
Assistant Director	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.50	0.00
Children's Services	4.44	3.25	2.54	3.01	3.64	3.08	1.65	2.97	3.30	3.05
Finance (Social Services)	3.96	3.84	1.89	2.13	4.99	5.19	5.15	4.01	3.47	0.76
Performance Management (Social Services)	0.79	1.92	1.51	4.44	3.95	0.24	1.52	1.98	0.32	9.73
Head	0.00	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Head & Staff			75.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Business Support			2.02	2.22	4.10	3.84	4.22	3.49	2.72	2.80
Resourcing & Performance	3.80	3.94	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Director & Staff	4.00	0.00	0.50	0.50	0.00	19.50	11.50	7.78	0.00	0.38



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THE DIRECTORATE OF THE ENVIRONMENT

Directorate of the Environment	Q3 09/10	Q4 09/10	Q1 10/11	Q2 10/11	Q3 10/11	Q4 10/11	Q1 11/12	Q2 11/12	Q3 11/12	Q4 11/12
	3.07	2.87	2.82	2.63	2.58	2.90	2.54	2.96	2.93	2.62

Section	2009/10 Days Lost per FTE Q3	2009/10 Days Lost per FTE Q4	2009/10 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	2011/12 Days Lost per FTE Q2	2011/12 Days Lost per FTE Q3	2011/12 Days Lost per FTE Q4
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Building Services	2.88	1.79	1.72	2.53	0.00	N/A	N/A	N/A	N/A	N/A
Estimating	1.11	2.11	0.23	0.0	N/A	N/A	N/A	N/A	N/A	N/A
Heads & Admin	3.01	3.8	5.50	1.66	N/A	N/A	N/A	N/A	N/A	N/A
Building Maintenance DLO	2.84	2.09	2.21	2.29	N/A	N/A	N/A	N/A	N/A	N/A

Engineering Projects Group	0.14	3.24	3.56	1.90	0.13	0.19	1.92	0.63	0.71	2.08
Highways Operations Group	4.34	4.01	2.92	3.11	4.34	2.87	4.61	4.52	3.34	2.30
Transportation Engineering	4.81	3.07	4.00	2.59	4.40	3.79	2.14	2.47	3.14	3.97
Head & Secretary	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	0.00
Engineering & Transport	3.76	3.58	3.30	2.73	3.60	2.76	3.23	3.15	2.93	2.89

Housing Technical	2.33	0.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Private Sector Housing	1.16	1.82	1.92	1.04	N/A	N/A	N/A	N/A	N/A	N/A
Public Sector Housing	3.45	5.22	3.68	4.26	N/A	N/A	N/A	N/A	N/A	N/A
Strategy & Resources	11.98	5.61	7.93	4.20	N/A	N/A	N/A	N/A	N/A	N/A
Head	10.00	0.00	4.00	0.00	N/A	N/A	N/A	N/A	N/A	N/A
Housing	3.76	4.45	3.90	3.39	N/A	N/A	N/A	N/A	N/A	N/A



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Sickness Days Lost Per FTE by Directorate 01/01/2012- 31/03/2012

THE DIRECTORATE OF THE ENVIRONMENT

Section	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	2011/12 Days Lost Per FTE Q2	2011/12 Days Lost Per FTE Q3	2011/12 Days Lost Per FTE Q4
Building Control	0.00	0.00	0.40	0.60	0.00	0.00	9.40	0.20	0.91	0.40
Countryside	0.70	0.7	1.58	1.10	1.91	1.67	1.33	0.10	1.93	1.56
Development Control	0.89	0.64	0.00	3.89	0.70	0.51	2.04	0.89	0.41	0.27
Economic Development					6.39	3.68	1.80	2.56	1.91	1.83
Planning Administration	3.52	3.32	0.77	0.79	1.76	4.37	2.40	3.23	2.31	0.88
Strategic Planning & Urban Renewal	4.41	2.56	0.31	0.00	0.59	0.38	1.47	0.32	0.35	3.01
Head & Secretary	1.00	0	0.00	0.00	0.00	0.00	0.00	1.33	5.33	1.00
Planning & Regeneration			0.87	1.25	3.16	2.79	1.92	1.79	1.75	1.60
Planning Services	1.84	1.47	N/A	N/A	N/A	N/A	N/A	N/A	NA	N/A
Building Consultancy	0.67	0.59	1.78	0.63	N/A	N/A	N/A	N/A	N/A	N/A
Property Services	0.67	0.59	1.78	0.63	N/A	N/A	N/A	N/A	N/A	N/A
Catering										2.89
Community Safety	1.03	4.77	4.30	2.89	3.86	2.76	4.24	6.84	7.12	4.17
Divisional Support Unit	0.00	4.03	0.00	0.72	0.98	6.57	4.02	0.00	0.00	0.69
Emergency Planning			N/A	N/A	N/A	0.00	0.00	0.00	0.00	N/A
Registrars			N/A	N/A	N/A	7.41	4.32	2.62	1.44	2.32
Environmental Health	1.23	2.86	3.01	1.41	2.48	1.28	0.77	0.31	0.67	1.87
Trading Standards & Licensing	1.49	2.86	2.03	0.48	0.71	2.19	3.08	1.45	0.73	0.48
Head	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Public Protection	1.19	3.28	2.88	1.54	2.30	2.53	2.61	2.34	2.33	2.57



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Sickness Days Lost Per FTE by Directorate 01/01/2011- 31/03/2012

Directorate of the ENVIRONMENT

Section	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	2011/12 Days Lost Per FTE Q2	2011/12 Days Lost Per FTE Q3	2011/12 Days Lost Per FTE Q4
Building Cleaning	4.19	2.7	3.26	2.80	4.14	4.08	2.68	2.68	3.70	3.47
Fleet Management	N/A	17.25	6.25	0.50	0.00	0.00	N/A	N/A	N/A	N/A
Parks Services	3.35	3.44	2.39	2.41	2.40	1.92	2.51	4.48	3.57	1.79
Vehicle Maintenance	0.00	0.86	2.07	2.00	0.21	0.00	N/A	N/A	N/A	N/A
Waste Management	3.22	2.6	3.22	3.85	3.25	3.08	N/A	N/A	N/A	N/A
Waste Strategy & Operations							2.39	4.06	3.79	2.99
Fleet Management & Vehicle Maintenance							3.77	3.77	5.44	4.00
Heads & Admin	4.29	0.4	0.00	0.00	0.00	8.50	0.00	0.00	2.75	0.00
Public Services	3.48	2.8	3.02	3.11	3.22	3.09	2.54	3.69	3.77	2.90
Property Support Services	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Support Services	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Engineering Support Services	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Support Services	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	0.00	0.00	0.00	0.00	0.00	0.00	N/A	N/A	N/A	N/A
Director & Secretary	0.00	0.00	0.00	0.00	0.00	0.00	N/A	N/A	N/A	N/A



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Sickness Percentage Report by Directorate 01/01/2012 - 31/03/2012

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	Q2 11/12	Q3 11/12	Q4 11/12
	4.72 %	3.96%	3.36%	2.56%	4.01%	3.84%	3.91%	3.68%	3.69%	3.25%

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	2011/12 Sickness % Q2	2011/12 Sickness % Q3	2011/12 Sickness % Q4
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Accountancy	6.48 %	2.20%	1.60%	0.67%	2.66%	4.33%	6.08%	3.04%	0.89%	0.05%
Council Tax & Benefits	7.83 %	4.10%	2.23%	1.23%	2.92%	1.66%	1.55%	4.36%	2.28%	2.30%
Finance (Seconded)	3.07 %	4.86%	0.38%	0.09%	2.29%	4.56%	1.37%	1.37%	0.74%	0.58%
Income	1.73 %	1.85%	1.24%	0.53%	4.10%	3.92%	2.87%	0.67%	1.10%	1.88%
Internal Audit (Audit)	0.98 %	2.50%	0.15%	0.00%	0.72%	1.44%	0.87%	4.93%	0.00%	0.75%
Head & Secretary	0.67 %	0.68%	0.00%	0.00%	0.00%	0.00%	2.15%	2.84%	0.00%	0.00%
Procurement Services			N/A	N/A	N/A	0.00%	0.47%	1.68%	0.00%	7.03%
Corporate Finance	5.53 %	3.68%	1.46%	0.73%	2.67%	2.56%	2.14%	3.05%	1.30%	1.99%

Advisory Services	2.19 %	N/A	4.87%	2.37%	0.00%	N/A	N/A	N/A	N/A	N/A
Business Development	5.45 %	1.35%	N/A	N/A	N/A	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	N/A	N/A	N/A
European	1.84 %	2.15%	N/A	N/A	N/A	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	N/A	N/A	N/A
Operations	N/A	N/A	3.06%	3.42%	100.00	N/A	N/A	N/A	N/A	N/A
Programme Delivery	N/A	N/A	4.81%	2.69%	0.00%	N/A	N/A	N/A	N/A	N/A
Strategy, Funding and Support	N/A	N/A	0.81%	0.37%	7.32%	N/A	N/A	N/A	N/A	N/A
Tourism	0.78 %	0.87%	0.00%	N/A%	N/A	N/A	N/A	N/A	N/A	N/A
Heads & Admin	0.00 %	0.00%	0.00%	0.00%	N/A	N/A	N/A	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	N/A	N/A	N/A



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Sickness Percentage Report by Directorate 01/01/2012- 31/03/2012

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	2011/12 Sickness Q2	2011/12 Sickness Q3	2011/12 Sickness Q4
Business Support (I.T)	16.67 %	10.72%	2.09%	3.94%	7.05%	6.19%	9.66%	7.03%	5.54%	6.14%
Communications	1.95 %	0.45%	0.25%	0.56%	2.02%	4.78%	12.26%	6.48%	6.79%	0.85%
Corporate Property	1.45 %	2.37%	0.48%	0.41%	0.74%	N/A	N/A	N/A	N/A	N/A
Customer First	6.75 %	7.16%	6.83%	6.55%	9.36%	6.35%	4.70%	4.56%	6.45%	8.02%
Development (I.T)	5.35 %	2.83%	0.85%	0.96%	3.63%	0.75%	1.51%	1.03%	1.64%	1.94%
IT Operations (I.T Ops)	4.13 %	4.43%	7.23%	3.45%	3.34%	2.58%	0.19%	0.30%	1.87%	1.28%
Head & Secretary	2.34 %	4.76%	3.08%	5.30%	3.03%	28.91%	0.00%	45.45%	50.00%	7.69%
Information & Citizen Engagement			3.66%	3.22%	4.97%	4.70%	4.67%	3.98%	4.82%	4.27%
ICT & Property Services	6.38 %	5.20%	N/A	N/A	N/A	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%	9.17%	8.55%	1.05%	0.00%
Planning / Land & Highways (Legal P/L&H)	1.15 %	7.92%	0.74%	2.59%	1.02%	0.00%	4.01%	10.82%	0.00%	0.28%
Heads & Admin	1.09 %	2.75%	0.44%	0.00%	3.98%	1.35%	4.49%	0.00%	0.00%	2.73%
Electoral Services			N/A	N/A	N/A	0.00%	0.00%	0.00%	0.97%	1.37%
Corporate Monitoring			N/A	N/A	N/A	0.25%	5.51%	7.14%	0.00%	0.64%
Policy, Equalities & Community Planning										0.00%
Legal & Governance	2.96 %	5.25%	0.66%	0.98%	1.55%	4.64%	5.94%	6.67%	0.44%	0.63%



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Sickness Percentage Report by Directorate 01/01/2012- 31/03/2012 CORPORATE SERVICES & CE

Section	2009/10 Sickness % Q4	2010/11 Sickness % Q1	2010/11 Sickness % Q2	2010/11 Sickness % Q3	2010/11 Sickness % Q4	2011/12 Sickness % Q1	2011/12 Sickness % Q2	2011/12 Sickness % Q3	2011/12 Sickness % Q4
Health, Safety & Welfare	0.31%	4.35%	1.49%	0.69%	0.26%	6.09%	3.23%	1.77%	0.19%
HR Partner Teams							6.21%	3.65%	3.71%
Employee Service Centre	8.25%	12.27%	8.35%	7.45%	3.79%	0.54%	0.38%	0.88%	1.08%
HR Strategy & Development							0.16%	0.45%	0.20%
Head & Secretary	0.79%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Human Resources	5.05%	7.94%	5.73%	4.77%	2.47%	2.87%	2.41%	1.67%	1.28%
Chief Executive / Corporate Services / LLL	2.08%	0.00%	0.00%	1.05%	0.00%	0.00%	N/A	N/A	N/A
Education HR	4.76%	8.31%	9.96%	21.58%	4.69%	0.00%	N/A	N/A	N/A
Environment HR / Policy & Performance	6.90%	0.33%	0.18%	0.18%	0.00%	N/A	N/A	N/A	N/A
Environment (HR)						0.85%	N/A	N/A	N/A
HR Development		N/A	N/A	0.00%	0.00%	0.36%	N/A	N/A	N/A
HR Shared Service		N/A	0.00%	7.24%	5.87%	N/A	N/A	N/A	N/A
Employee Service Centre (HR)						3.10%	N/A	N/A	N/A
MA Team		N/A	0.00%	0.69%	0.24%	1.40%	N/A	N/A	N/A
Occupational Health Unit	1.90%	1.53%	20.98%	3.64%	N/A	N/A	N/A	N/A	N/A
Organisation Development Unit	2.12%	0.00%	0.00%	0.00%	9.20%	N/A	N/A	N/A	N/A
Strategy & Operations						4.31%	N/A	N/A	N/A
Policy & Performance Unit	10%	0.00%	0.00%	N/A	N/A	N/A	N/A	N/A	N/A
Social Services HR	4.67%	14.93%	7.36%	2.13%	0.94%	19.57%	N/A	N/A	N/A
Human Resources	5.05%	7.94%	5.73%	4.77%	2.47%	2.87%	N/A	N/A	N/A



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Sickness Percentage Report by Directorate 01/01/2012- 31/03/2012
 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	2011/12 Sickness % Q2	2011/12 Sickness % Q3	2011/12 Sickness % Q4
Building Consultancy			N/A	N/A	N/A	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	N/A	N/A	N/A
Democratic Services	1.04%	2.12%	2.70%	0.00%	2.62%	N/A	N/A	N/A	N/A	N/A
Electoral Services	0.00%	2.27%	0.00%	1.23%	0.00%	N/A	N/A	N/A	N/A	N/A
Emergency Planning	0.00%	0.00%	0.00%	0.00%	0.00%	N/A	N/A	N/A	N/A	N/A
Performance Management	0.47%	0.90%	1.21%	0.47%	0.00%	N/A	N/A	N/A	N/A	N/A
Policy & Research	4.87%	3.65%	0.66%	0.40%	1.99%	N/A	N/A	N/A	N/A	N/A
Registrars	10.31%	4.24%	0.00%	3.91%	3.66%	N/A	N/A	N/A	N/A	N/A
Head & Secretary	0.00%	2.38%	3.08%	0.00%	0.00%	N/A	N/A	N/A	N/A	N/A
Policy & Performance	2.93%	2.48%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Building Services			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Estimating			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Building Maintenance DLO			N/A	N/A	4.13%	4.34%	4.67%	4.04%	6.44%	4.06%
Private Sector Housing			N/A	N/A	2.78%	2.91%	1.24%	0.60%	2.62%	4.43%
Public Sector Housing			N/A	N/A	6.93%	5.38%	6.41%	5.21%	4.75%	5.10%
Strategy & Resources			N/A	N/A	7.32%	19.38%	11.71%	8.76%	3.46%	0.00%
Head & Staff			N/A	N/A	10.34%	0.00%	0.00%	0.00%	0.00%	0.00%
Housing			N/A	N/A	4.74%	4.64%	4.78%	3.98%	5.57%	4.28%



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Sickness Percentage Report by Directorate 01/01/2012 - 31/03/2012

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	2011/12 Sickness % Q2	2011/12 Sickness % Q3	2011/12 Sickness % Q4
Business (Procurement)	0.00 %	0.45%	0.66%	0.00%	0.00%	N/A	N/A	N/A	N/A	N/A
Contracts (Procurement)	0.37 %	1.59%	4.90%	4.02%	0.19%	N/A	N/A	N/A	N/A	N/A
Head	7.81 %	0.00%	0.00%	0.00%	0.00%	N/A	N/A	N/A	N/A	N/A
Procurement Services	0.56 %	1.19%	3.46%	2.68%	0.13%	N/A	N/A	N/A	N/A	N/A
Building Consultancy			N/A	N/A	1.34%	2.57%	0.93%	4.11%	0.96%	0.17%
Corporate Property			N/A	N/A	N/A	1.83%	2.45%	2.83%	1.75%	2.49%
Performance Management			N/A	N/A	N/A	0.94%	1.00%	9.68%	0.64%	0.61%
Head & Staff			N/A	N/A	N/A	0.0%	0.00%	0.00%	0.00%	0.00%
Performance & Property			1.06%	0.83%	1.52%	2.00%	1.65%	3.88%	1.34%	1.53%
WHQS Programme			N/A	N/A	2.41%	0.29%	0.51%	0.00%	7.07%	7.36%
Deputy CE & Secretary		1.56%	0.00%	0.00%	0.00%	5.47%	0.00%	0.00%	0.00%	0.00%
Chief Executive & Staff						1.95%	16.67%	0.00%	0.00%	0.00%



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Sickness Percentage Report by Directorate 01/01/2012 - 31/03/2012

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	Q2 11/12	Q3 11/12	Q4 11/12
	6.90%	5.62%	4.41%	2.87%	4.48%	4.77%	3.43%	2.64%	3.60%	4.43%

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	2011/12 Sickness % Q2	2011/12 Sickness % Q3	2011/12 Sickness % Q4
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Learning, Education and Inclusion

Additional Learning Needs	6.38 %	4.75%	4.12%	4.63%	7.78%	7.21%	5.68%	3.95%	5.03%	6.33%
Admin, Finance & IT	7.36 %	11.51%	7.62%	7.08%	10.18%	7.51%	6.28%	1.49%	5.22%	2.84%
Governor Support	1.98 %	1.28%	0.00%	0.00%	2.78%	0.26%	0.00%	0.00%	7.87%	N/A
Behaviour Support	9.07 %	8.52%	N/A	N/A	N/A	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	N/A	N/A	N/A
Education Welfare	4.15 %	7.87%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Music Service			3.35%	1.54%	1.23%	3.08%	0.72%	2.19%	0.00%	4.16%
Social Inclusion	N/A	N/A	8.32%	6.01%	7.13%	8.10%	4.76%	3.34%	5.95%	3.32%
Visually Impaired Service	6.90 %	6.78%	7.42%	2.30%	4.64%	8.41%	10.46%	6.30%	5.26%	4.76%
Youth Access	5.02 %	1.86%	8.14%	11.90%	0.81%	0.95%	0.59%	0.00%	0.00%	0.00%
School & Pupil Support									0.00%	0.00%
Standards Quality & Assessment									6.77%	10.78%
Heads & Admin	6.06 %	5.76%	4.94%	4.38%	1.97%	5.81%	2.13%	5.23%	7.15%	3.85%
Learning, Education and Inclusion	6.58 %	6.42%	5.61%	4.66%	5.72%	6.52%	4.64%	3.83%	5.53%	5.77%



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Sickness Percentage Report by Directorate 01/01/2012- 31/03/2012

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	2011/12 Sickness % Q2	2011/12 Sickness % Q3	2011/12 Sickness % Q4
Blackwood Miners Institute			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Catering	10.15 %	7.14%	5.52%	4.83%	5.49%	6.93%	5.93%	6.47%	6.22%	N/A
Ynys Hywel Activity Centre			10.33%	4.00%	1.62%	1.03%	0.64%	3.47%	4.04%	N/A
Community Education & Libraries	6.68 %	5.33%	3.61%	2.75%	3.70%	2.80%	2.16%	4.52%	3.20%	3.92%
Leisure Service	6.21 %	4.89%	2.94%	4.25%	3.33%	3.86%	3.32%	5.40%	8.05%	6.30%
Marketing (Ed & Leisure)	3.65 %	3.17%	N/A	N/A	N/A	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	N/A	N/A	N/A
Sports Development	0.33 %	0.43%	2.71%	2.25%	1.04%	1.64%	4.29%	3.33%	1.26%	3.38%
Outdoor Education Service										0.00%
Head & Admin	0.00 %	0.00%	14.62%	0.25%	0.00%	0.00%	0.00%	N/A	N/A	N/A
Lifelong Learning & Leisure	7.33 %	5.46%	4.42%	3.75%	4.04%	4.36%	3.88%	5.28%	4.96%	4.40%
Our Schools Our Future	N/A	14.29%	10.77%	5.30%	13.64%	7.81%	26.15	7.20%	0.00%	0.00%



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Sickness Percentage Report by Directorate 01/01/2012 - 31/03/2012

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	2011/12 Sickness Q2	2011/12 Sickness Q3	2011/12 Sickness Q4
Awards / Student Support	0.00 %	13.40%	20.87%	19.90%	17.66%	17.33%	0.00%	0.00%	0.00%	0.00%
Health & Safety, Transport & Complaints/ Customer Care	4.24 %	2.14%	3.04%	0.78%	0.83%	1.48%	N/A	N/A	N/A	N/A
Health & Safety							0.00%	N/A	N/A	N/A
Complaints/ Customer Care			N/A	N/A	0.00%	0.00%	3.08%	1.52%	0.00%	0.00%
School Planning, Admissions & Placement	0.45 %	0.00%	0.00%	0.00%	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	N/A	N/A	N/A
Head	0.00 %	0.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.00%
Planning & Strategy	2.87 %	4.67%	6.40%	4.60%	3.96%	5.98%	0.21%	0.19%	0.00%	0.00%
After School Clubs							0.00%	0.00%	0.00%	0.00%
Primary Schools	N/A	N/A	4.44%	2.35%	4.14%	4.29%	2.91%	1.93%	3.03%	3.94%
Schools	6.87 %	N/A	N/A	N/A	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%	3.17%	1.66%	3.19%	4.38%
Trinity Fields Special School	N/A	N/A	5.25%	5.49%	6.37%	7.73%	5.77%	6.92%	6.61%	8.05%
Supply Teachers					N/A	0.00%	N/A	N/A	N/A	N/A
Schools	6.87 %	5.60%	4.25%	2.38%	4.38%	4.58%	3.13%	2.03%	3.24%	4.28%
Director & Secretary	0.00%	0.00%	5.38%	0.00%	3.79%	23.44%	0.00%	0.00%	0.00%	0.00%



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Sickness Percentage Report by Directorate 01/01/2012- 31/03/2012

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	Q2 11/12	Q3 11/12	Q4 11/12
	8.16%	7.25%	4.91%	4.95%	6.46%	6.03%	4.44%	5.88%	5.55%	5.07%

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	2011/12 Sickness % Q2	2011/12 Sickness % Q3	2011/12 Sickness % Q4
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ACRF			0.00%	0.00%	0.00%	N/A	N/A	N/A	N/A	N/A
Assessment & Service Improvement	7.74 %	10.91%	7.00%	3.91%	5.41%	3.23%	3.28%	5.40%	5.53%	6.76%
Contracting & Quality Assurance (Contracting & QA)	3.63 %	1.46%	0.51%	0.73%	8.41%	10.88%	2.82%	0.34%	2.46%	4.33%
Health Social Care & Well-being	1.00 %	29.63%	24.10%	3.03%	2.02%	0.78%	5.38%	0.19%	5.36%	0.00%
Learning Disability	15.31 %	9.03%	5.78%	5.86%	7.24%	7.13%	6.30%	8.73%	N/A	
Mental Health & Learning Disability	6.63 %	3.88%	5.54%	4.09%	5.62%	4.79%	4.17%	5.49%	5.76%	3.25%
Pan Gwent Integrated Community Equipment Service			0.00%	0.00%	0.00%	0.00%	N/A	N/A	N/A	N/A
PDSI	2.58 %	7.59%	4.80%	5.44%	7.45%	6.28%	3.77%	4.83%	4.94%	4.74%
Provider Services									8.00%	5.26%
Protection Of Vulnerable Adults (POVA)	1.41 %	2.54%	1.04%	0.29%	0.52%	0.88%	1.40%	0.10%	3.96%	6.11%
South East Wales Emergency Duty Team	0.83 %	4.96%	3.85%	6.78%	4.13%	13.40%	4.41%	2.02%	7.17%	8.63%
Secretariat							0.00%	0.00%	0.00%	0.00%
Supporting People Head & Staff	16.57 %	0.39%	14.00%	19.75%	N/A	N/A	N/A	N/A	N/A	N/A
Adult Services	8.85 %	8.09%	5.47%	5.27%	6.82%	6.37	4.92%	6.56%	6.33%	5.29%



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Sickness Percentage Report by Directorate 01/01/2012- 31/03/2012

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	2011/12 Sickness % Q2	2011/12 Sickness % Q3	2011/12 Sickness % Q4
Administration (Children's Services)	3.54 %	3.23%	1.09%	4.73%	7.64%	2.50%	3.13%	4.61%	2.90%	3.23%
Children's Services East	12.09 %	5.40%	7.10%	6.78%	4.61%	4.50%	0.30%	1.10%	5.44%	3.96%
Children's Services North	11.03 %	4.30%	2.36%	4.23%	4.61%	4.43%	1.55%	1.94%	3.95%	8.06%
Children's Services South	6.86 %	4.13%	8.61%	4.70%	7.89%	7.95%	6.10%	12.83%	9.55%	5.03%
Looked After Children	5.59 %	4.58%	1.68%	2.68%	2.94%	4.54%	4.13%	5.23%	2.38%	3.40%
Quality & Planning	6.47 %	6.90%	6.38%	7.67%	4.34%	5.06%	1.13%	1.58%	10.61%	5.43%
Youth Offending	4.13 %	8.95%	3.72%	4.75%	6.48%	4.80%	1.10%	4.97%	2.58%	5.44%
Training & Development	11.00%	11.84%	0.49%	0.00%	0.00%	6.31%	0.35%	2.47%	4.37%	4.50%
Secreteriat							0.00%	0.00%	0.00%	2.05%
Assistant Director	0.00 %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%
Children's Services	6.94 %	5.15%	3.93%	4.58%	5.53%	4.80%	2.55%	4.48%	5.11%	4.70%
Resourcing & Performance										
Finance (Social Services)	6.18 %	6.09%	2.90%	3.22%	7.52%	8.32%	8.02%	6.08%	5.30%	1.18%
Performance Management (Social Services)	1.23 %	3.04%	2.30%	6.77%	5.83%	0.37%	2.34%	2.99%	0.50%	14.97%
Head	0.00 %	1.59%	78.13%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Business Support			3.10%	3.36%	6.16%	6.08%	6.55%	5.29%	4.17%	4.31%
Resourcing & Performance	5.94 %	6.26%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Director & Staff	6.25 %	0.00%	0.77%	0.76%	0.00%	30.47%	17.69%	11.80%	0.00%	0.58%



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Sickness Percentage Report by Directorate 01/01/2012- 31/03/2012

DIRECTORATE OF THE ENVIRONMENT

Directorate of the Environment	Q3 09/10	Q4 09/10	Q1 10/11	Q2 10/11	Q3 10/11	Q4 10/11	Q1 11/12	Q2 11/12	Q3 11/12	Q4 11/12
	4.79%	4.55%	4.31%	3.97%	4.53%	4.53%	3.88%	4.48%	4.47%	4.01%

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

Engineering Projects Group	0.22 %	5.14%	5.54%	2.86%	0.19%	0.29%	2.92%	0.96%	1.09%	3.23%
Highways Operations Group	6.77 %	6.37%	4.52%	4.72%	6.65%	4.48%	7.10%	6.98%	5.14%	3.53%
Transportation Engineering	7.52 %	4.88%	6.11%	3.97%	6.70%	5.93%	3.29%	3.73%	4.74%	6.12%
Head & Secretary	1.56 %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	7.69%	0.00%
Engineering & Transport	5.88 %	5.68%	5.10%	4.15%	5.45%	4.32%	4.96%	4.82%	4.48%	4.44%

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



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Sickness Percentage Report by Directorate 01/01/2012- 31/03/2012

DIRECTORATE OF THE ENVIRONMENT

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	2011/12 Sickness % Q2	2011/12 Sickness % Q3	2011/12 Sickness % Q4
Building Control	0.00 %	0.00%	0.62%	0.91%	0.00%	0.00%	14.46%	0.30%	1.30%	0.62%
Countryside	1.10 %	1.11%	2.45%	1.66%	2.89%	2.61%	2.05%	0.15%	2.94%	2.32%
Development Control	1.40 %	1.01%	0.00%	5.87%	1.06%	0.80%	3.14%	1.34%	0.63%	0.42%
Economic Development			N/A	N/A	4.87%	5.78%	2.77%	3.86%	2.92%	2.87%
Planning Administration	5.50 %	5.27%	1.19%	1.20%	2.50%	6.81%	3.72%	4.89%	3.55%	1.35%
Strategic Planning & Urban Renewal	6.89 %	4.07%	0.50%	0.00%	0.89%	0.60%	2.27%	0.49%	0.54%	4.63%
Head & Secretary	1.56 %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.98%	8.21%	1.54%
Planning & Regeneration			1.34%	1.88%	3.50%	4.37%	2.96%	2.71%	2.68%	2.46%
Planning Services	2.88 %	2.34%	N/A	N/A	N/A	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	N/A	N/A	N/A
Property Services	1.05 %	0.94%	2.74%	0.95%	N/A	N/A	N/A	N/A	N/A	N/A
Catering										4.43%
Community Safety	1.61 %	6.39%	6.33%	4.22%	5.60%	4.13%	6.35%	10.16%	10.82%	6.46%
Divisional Support Unit	0.00 %	7.57%	0.00%	1.09%	1.49%	10.06%	6.15%	0.00%	0.00%	0.99%
Environmental Health	1.92 %	4.55%	4.63%	2.10%	3.77%	2.00%	1.19%	0.46%	0.99%	2.88%
Trading Standards & Licensing	2.33 %	4.54%	3.13%	0.73%	1.08%	3.36%	4.80%	2.20%	1.10%	0.74%
Emergency Planning			N/A	N/A	N/A	0.005	0.00%	0.00%	0.00%	0.00%
Registrars			N/A	N/A	N/A	11.55%	6.63%	3.97%	2.24%	3.57%
Head & Staff	0.00%	0.00%	0.00%	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%	3.53%	3.57%	3.95%



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DIRECTORATE OF THE ENVIRONMENT

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	2011/12 Sickness % Q2	2011/12 Sickness % Q3	2011/12 Sickness % Q4
Building Cleaning	6.55 %	4.29%	4.99%	4.25%	6.24%	6.35%	4.11%	4.06%	5.64%	5.27%
Fleet Management		27.38%	9.62%	0.76%	0.00%	0.00%	N/A	N/A	N/A	N/A
Parks Services	5.23 %	5.46%	3.46%	3.49%	3.64%	3.00%	3.61%	6.38%	5.43%	2.75%
Vehicle Maintenance	0.00 %	1.36%	3.19%	3.03%	0.32%	0.00%	N/A	N/A	N/A	N/A
Waste Management	5.02 %	4.12%	4.95%	5.78%	4.93%	4.82%	N/A	N/A	N/A	N/A
Waste Strategy & Operations							3.68%	6.17%	5.75%	4.58%
Fleet Management & Vehicle Maintenance							5.80%	5.72%	8.29%	6.15%
Heads & Admin	6.70 %	0.63%	0.00%	0.00%	0.00%	13.28%	0.00%	0.00%	4.23%	0.00%
Public Services	5.43 %	4.45%	4.57%	4.65%	4.87%	4.82%	3.84%	5.52%	5.72%	4.45%
	0.00%	0.00%	0.00%	0.00	0.00	1.95%	N/A	N/A	N/A	N/A
Director & Admin	0.00%	0.00%	0.00%	0.00	0.00	1.95%	N/A	N/A	N/A	N/A



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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.



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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.