



**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

**Q4 2013-14**

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT Q4**

**WORKFORCE INFORMATION REPORT**

<b>EXECUTIVE SUMMARY .....</b>	<b>7</b>
<b>AUTHORITY HEADCOUNT SUMMARY 31/03/2014.....</b>	<b>8</b>
<b>FTE Headcount Totals .....</b>	<b>9</b>
<b>Headcount Totals .....</b>	<b>9</b>
<b>SICKNESS SUMMARY PAGE.....</b>	<b>10</b>
<b>Authority Sickness Days Lost Per FTE 2012 - 2014.....</b>	<b>10</b>
<b>Total Authority Sickness Days Lost Per FTE 2009/2010, 2010/11, 2011/12, 2012/13 &amp; 2013/14 .....</b>	<b>10</b>
<b>Authority Sickness Percentage Report 31/03/2012- 31/03/2014.....</b>	<b>11</b>
<b>Authority Sickness Percentages 2009/10, 2010/11, 2011/12, 2012/13 &amp; 2013/14.....</b>	<b>11</b>
<b>Authority and Directorate Sickness Percentage Trend 2010 – 2014.....</b>	<b>12</b>
<b>Employee Sickness Days Taken 2009/2010, 2010/2011, 2011/2012, 2012/13 &amp; 2013/2014 .....</b>	<b>14</b>
<b>TURNOVER SUMMARY BY DIRECTORATE &amp; AUTHORITY FOR 2010-2011, 2011/2012, 2012/2013 &amp; 2013/2014 .....</b>	<b>15</b>
<b>AUTHORITY AGE RANGE 2013 &amp; 2014.....</b>	<b>16</b>
<b>AUTHORITY AGE RANGE 2013 &amp; 2014 EXCLUDING SCHOOLS .....</b>	<b>17</b>
<b>AUTHORITY LEAVER REASONS &amp; PERCENTAGE OF TOTAL LEAVERS 2013 - 2014 .....</b>	<b>18</b>
<b>TOTAL.....</b>	<b>18</b>

**WORKFORCE INFORMATION REPORT**

<b>DIVERSITY SUMMARY 31/03/2014 .....</b>	<b>19</b>
<b>HEADCOUNT SUMMARY BY DIRECTORATE 31/03/2011 - 31/03/2014.....</b>	<b>20</b>
<b>AUTHORITY POSITION SUMMARY 31/03/2014 .....</b>	<b>23</b>
<b>POSITION BASIS BY DIRECTORATE 31/03/2014 .....</b>	<b>24</b>
Chief Executive & Corporate Services .....	24
Directorate of Education & Lifelong Learning.....	27
Directorate of Social Services .....	29
Directorate of the Environment.....	31
<b>POSITION TYPE BY DIRECTORATE 31/03/2014 .....</b>	<b>33</b>
Chief Executive & Corporate Services .....	33
Chief Executive & Corporate Services .....	35
Directorate of Education & Lifelong Learning.....	36
<b>DIRECTORATE OF EDUCATION &amp; LIFELONG LEARNING .....</b>	<b>37</b>
Directorate of Social Services .....	38
Directorate of the Environment.....	39
Leaving Reasons Summary By Directorate 01/01/2014 – 31/03/2014 .....	41
Leaving Reasons Summary By Directorate 01/04/2013 – 31/03/2014 .....	42



**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

<b>AGE PROFILE BY AUTHORITY AND DIRECTORATE - 31/03/2014 .....</b>	<b>43</b>
<b>AGE PROFILE BY AUTHORITY AND DIRECTORATE (EXCLUDING SCHOOLS) - 31/03/2014 .....</b>	<b>44</b>
<b>SEXUAL ORIENTATION SUMMARY BY DIRECTORATE 31/03/2014 .....</b>	<b>46</b>
<b>RELIGION SUMMARY BY DIRECTORATE .....</b>	<b>47</b>
<b>LANGUAGES BY DIRECTORATE 31/03/2014 .....</b>	<b>48</b>
<b>Corporate Services &amp; CE .....</b>	<b>48</b>
<b>Directorate of the Education &amp; Lifelong Learning .....</b>	<b>50</b>
<b>Directorate of the Environment.....</b>	<b>54</b>
<b>Directorate of the Social Services.....</b>	<b>58</b>
<b>AGE BY SALARY RANGES 31/03/2014 .....</b>	<b>64</b>
<b>Education &amp; Lifelong Learning.....</b>	<b>64</b>
<b>Corporate Services &amp; CE.....</b>	<b>64</b>
<b>Directorate of the Environment.....</b>	<b>65</b>
<b>Social Services .....</b>	<b>65</b>
<b>MARITAL STATUS BY SALARY RANGE 31/03/2014.....</b>	<b>66</b>
<b>Corporate Services &amp; CE.....</b>	<b>66</b>



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Education & Lifelong Learning..... 66

Directorate of the Environment..... 67

Social Services ..... 67

ETHNIC ORIGIN BY SALARY RANGE 31/03/2014 ..... 68

Corporate Services & CE..... 68

Education & Lifelong Learning..... 68

Directorate of the Environment..... 68

Social Services ..... 68

DISABILITY BY SALARY RANGE 31/03/2014 ..... 69

Corporate Services & CE..... 69

Education & Lifelong Learning..... 69

Directorate of the Environment..... 69

Social Services ..... 69

GENDER BY SALARY RANGE 31/03/2014..... 70

Corporate Services & CE..... 70

Education & Lifelong Learning..... 70

Directorate of the Environment..... 70

**WORKFORCE INFORMATION REPORT**

<b>Social Services .....</b>	<b>70</b>
<b>SICKNESS DAYS LOST PER FTE BY DIRECTORATE 31/10/2010 - 31/03/2014 .....</b>	<b>71</b>
<b>CORPORATE SERVICES &amp; CE .....</b>	<b>71</b>
<b>SICKNESS DAYS LOST PER FTE BY DIRECTORATE 31/03/2010 - 31/03/2014 .....</b>	<b>72</b>
<b>DIRECTORATE OF EDUCATION &amp; LIFELONG LEARNING.....</b>	<b>72</b>
<b>DIRECTORATE OF SOCIAL SERVICES.....</b>	<b>73</b>
<b>SICKNESS DAYS LOST PER FTE BY DIRECTORATE 31/03/2010- 31/03/2014 .....</b>	<b>74</b>
<b>THE DIRECTORATE OF THE ENVIRONMENT .....</b>	<b>74</b>
<b>SICKNESS PERCENTAGE REPORT BY DIRECTORATE 31/03/2010 - 31/03/2014 .....</b>	<b>75</b>
<b>CORPORATE SERVICES &amp; CE .....</b>	<b>75</b>
<b>DIRECTORATE OF EDUCATION &amp; LIFELONG LEARNING.....</b>	<b>76</b>
<b>DIRECTORATE OF SOCIAL SERVICES.....</b>	<b>77</b>
<b>DIRECTORATE OF THE ENVIRONMENT.....</b>	<b>78</b>
<b>GLOSSARY:.....</b>	<b>79</b>

**WORKFORCE INFORMATION REPORT**

**Executive Summary**

This is the Council's year end report for the 2013 – 2014 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. This report highlights key workforce data and statistical trends relating to employees of CCBC. Attention has been drawn to particular trends or noteworthy data that could have an impact on future strategies for managing workforce related issues. The Quarter 4 data allows year end comparison against previous years.

The Q4 end of year Workforce Information report provides some interesting data for consideration.

The current financial climate is particularly challenging and CCBC has in place strategies for managing the reductions in its financial resources in the Medium Term Financial Plan (MTFP). Workforce costs are the most significant element of our revenue budgets, and therefore have to be managed accordingly. 2013/14 figures identify that there is an increase in the Council's FTE's, yet a reduction in the Headcount, the FTE figure has increased from 6750.73 to 6837.01 whilst the Headcount figure has reduced from 9571 to 9543. It suggests that employees are working more hours and / or there are fewer part time workers employed. There could be a variety of reasons for this, for example, as a result of employees needing to work more hours within the context of the economic climate or that the Council is appointing to more full time posts or has fewer requests for part-time or reduced hours.

In terms of sickness absence, disappointingly, this year sees a slight increase in levels overall. The days lost per FTE has increased by 0.21 days on 12/13 and an increase of 0.61days on 11/12. It should be noted that the Directorate of the Environment have seen a slight reduction on the figures from 12.18 days lost per FTE to 11.95. The overall percentage figure is 4.18% and the aim is to reduce the figure and maintain it below 4%. It will be interesting to see if there is an impact on sickness absence as the Council seeks to meet the further challenges of the Medium Term Financial Plan. The council lost 73296.96 days to sickness absence, the equivalent of having around 280 employees out of the business for the whole year.

Long term sickness absence has a disproportionate effect on overall trends and the Managing Attendance team are closely managing those employees off sick with absences of 20 days or more. Working with Occupational Health, Health & Safety and line Managers, the team focuses on being able to reintroduce employees to the workplace in a supported fashion at the earliest possible opportunity. Obviously, for certain conditions, illnesses and injuries there is an indicative timeline to return to work and the team are experienced and familiar with these kinds of cases and monitor an employee's progress. There are increasingly complex cases being highlighted with employees needing support on a number of issues and the team's experience and expertise is critical in this process.

It is important to note and recognise that in 2013/14 just over 50% of the workforce have had no sickness absence. This is a strong achievement and is an increase of 5% on 2012/13. A slight increase of 0.34% have had between 1 and 5 days absence but there is a significant increase in employees with over 12 days sickness absence from 13.41% to 16.60%.

**WORKFORCE INFORMATION REPORT**

In terms of turnover figures, again there is a reduction in the number of employees leaving the Council, down from 9.78% to 9.67%. This is likely to be in part as a result of the economic situation with more limited opportunities within and outside of the public sector. Employees may also be waiting to see the options the council presents to address the MTFP and what opportunities does this present for them individually to leave the organisation.

In terms of the workforce profile and bearing in mind the turnover figures, 33% of the Council's workforce is over 50 years of age. 20% is over 55 years of age. If schools staff are excluded, then this figure increases to 36.5% of employees being over 50 years of age and 22% being over 55 years of age. These are figures that may play an important part in the Council's MTFP challenges.

**Authority Headcount Summary 31/03/2014**



**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT  
FTE Headcount Totals**

Directorate	FTE Count Q1 April 12 – June 12	FTE Count Q2 July 12 – Sept 12	FTE Count Q3 Oct 12 – Dec 12	FTE Count Q4 Jan 13 – March 13	FTE Count Q1 April 13 – June 13	FTE Count Q2 July 13 – Sept 13	FTE Count Q3 Oct 13 – Dec 13	FTE Count Q4 Jan 14 – March 14
Corporate Services & CE	1,025.08	1,028.64	1,025.35	1,029.55	1,046.21	1,054.14	1,061.18	1,069.58
Directorate of Education & LLL	3,341.99	3,199.01	3,237.44	3,226.06	3,215.88	3,236.10	3,253.23	3,289.66
Directorate of Social Services	1,089.86	1,095.89	1,105.80	1,108.05	1,096.44	1,109.60	1,114.02	1,120.27
Directorate of the Environment	1,271.45	1,392.52	1,396.65	1,387.07	1,394.31	1,376.56	1,370.10	1,356.79
Overall Authority Total	6,731.08	6,718.77	6,767.94	6,750.73	6,752.77	6,775.80	6,799.13	6,837.01

**Headcount Totals**

Directorate	Headcount Q1 April 12 – June 12	Headcount Q2 July 12 – Sept 12	Headcount Q3 Oct 12 – Dec 12	Headcount Q4 Jan 13 – March 13	Headcount Q1 April 13 – June 13	Headcount Q2 July 13 – Sept 13	Headcount Q3 Oct 13 – Dec 13	Headcount Q4 Jan 14 – March 14
Corporate Services & CE	1079	1085	1,073	1,080	1,090	1,095	1,108	1114
Directorate of Education & LLL	5,212	4,799	4,818	4,784	4,793	4,761	4,791	4,829
Directorate of Social Services	1,498	1,500	1,520	1,518	1,510	1,540	1,545	1,559
Directorate of the Environment	2,221	2,635	2,648	2,631	2,609	2,581	2,509	2,474
Overall Authority Total	9,590	9577	9623	9,571	9,567	9,560	9,524	9,543

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

**Sickness Summary Page**

**Authority Sickness Days Lost Per FTE 2012 - 2014**

<b>Directorate</b>	<b>Days Lost Per FTE Q1 April 12 – June 12</b>	<b>Days Lost Per FTE Q2 July 12 – Sept 12</b>	<b>Days Lost Per FTE Q3 Oct 12 – Dec 12</b>	<b>Days Lost Per FTE Q4 Jan 13 – March 13</b>	<b>Days Lost Per FTE Q1 April 13 – June 13</b>	<b>Days Lost Per FTE Q2 July 13 – Sept 13</b>	<b>Days Lost Per FTE Q3 Oct 13 – Dec 13</b>	<b>Days Lost Per FTE Q4 Jan 14 – March 14</b>
Corporate Services & CE	2.23	2.44	2.30	2.64	2.34	2.38	2.35	2.69
Directorate of Education & LLL	2.57	1.57	2.75	2.50	2.68	1.54	2.73	2.78
Directorate of Social Services	3.33	3.83	4.02	3.81	3.44	3.32	3.45	3.86
Directorate of the Environment	2.29	3.15	3.13	3.05	3.08	2.84	3.11	2.85
<b>Overall Authority Total</b>	<b>2.59</b>	<b>2.38</b>	<b>2.97</b>	<b>2.85</b>	<b>2.83</b>	<b>2.23</b>	<b>2.86</b>	<b>2.96</b>

**Total Authority Sickness Days Lost Per FTE 2009/2010, 2010/11, 2011/12, 2012/13 & 2013/14**

<b>Directorate</b>	<b>2009/10 Days Lost per FTE</b>	<b>2010/11 Days Lost per FTE</b>	<b>2011/12 Days Lost per FTE</b>	<b>2012/13 Days Lost Per FTE</b>	<b>2013/14 Days Lost Per FTE</b>	<b>2010/11 FTE Days Lost</b>	<b>2011/12 FTE Days Lost</b>	<b>2012/13 FTE Days Lost</b>	<b>2013/14 Days Lost</b>
Corporate Services & CE	9.71	11.20	9.47	9.46	9.87	9891.33	9777.53	9735.03	10357.44
Directorate of Education & LLL	11.45	10.67	8.65	8.86	9.49	38609.72	29984.77	29151.73	30928.75
Directorate of Social Services	15.63	14.25	13.45	14.81	14.02	15985.99	14918.23	16375.73	15618.84
Directorate of the Environment	10.90	9.97	12.29	12.18	11.95	12419.92	14152.13	16017.62	16391.93
<b>Authority Total</b>	<b>11.83</b>	<b>11.19</b>	<b>10.18</b>	<b>10.58</b>	<b>10.79</b>	<b>76906.96</b>	<b>68832.66</b>	<b>71280.11</b>	<b>73296.96</b>

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

**Authority Sickness Percentage Report 31/03/2012- 31/03/2014**

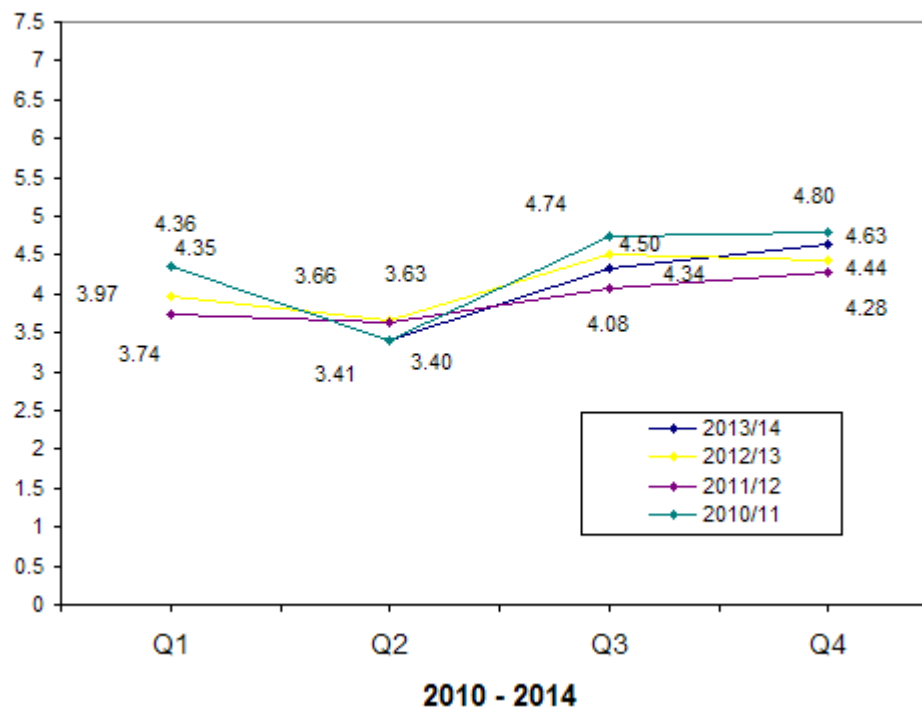
Directorate	2011/12 Sickness % Q4	2012/13 Sickness % Q1	2012/13 Sickness % Q2	2012/13 Sickness % Q3	2012/13 Sickness % Q4	2013/14 Sickness % Q1	2013/14 Sickness % Q2	2013/14 Sickness % Q3	2013/14 Sickness % Q4
Corporate Services & CE	3.25%	3.44%	3.76%	3.52%	4.12%	3.67%	3.69%	3.64%	4.29%
Directorate of Education & LLL	4.43%	3.94%	2.47%	4.16%	3.89%	4.10%	2.35%	4.13%	4.33%
Directorate of Social Services	5.07%	5.14%	5.89%	6.11%	5.94%	5.31%	5.07%	5.23%	6.04%
Directorate of the Environment	4.01%	3.49%	4.54%	4.72%	4.74%	4.70%	4.30%	4.69%	4.45%
<b>Authority Total</b>	<b>4.28%</b>	<b>3.97%</b>	<b>3.66%</b>	<b>4.50%</b>	<b>4.44%</b>	<b>4.35%</b>	<b>3.40%</b>	<b>4.34%</b>	<b>4.63%</b>

**Authority Sickness Percentages 2009/10, 2010/11, 2011/12, 2012/13 & 2013/14**

Directorate	2009/10	2010/11	2011/12	2012/13	2013/14
Corporate Services & CE		3.64	3.64	3.73	3.86
Directorate of Education & LLL		4.15	3.45	3.49	3.68
Directorate of Social Services		5.62	5.25	5.76	5.45
Directorate of the Environment		4.35	4.29	4.38	4.60
<b>Authority Total</b>	<b>4.46</b>	<b>4.34</b>	<b>3.93</b>	<b>4.08</b>	<b>4.18</b>

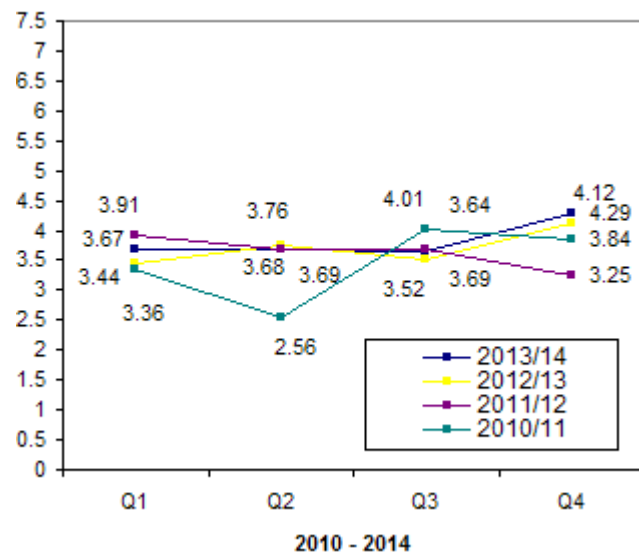
**Authority and Directorate Sickiness Percentage Trend 2010 – 2014**

**Authority Quarterly % Trend**

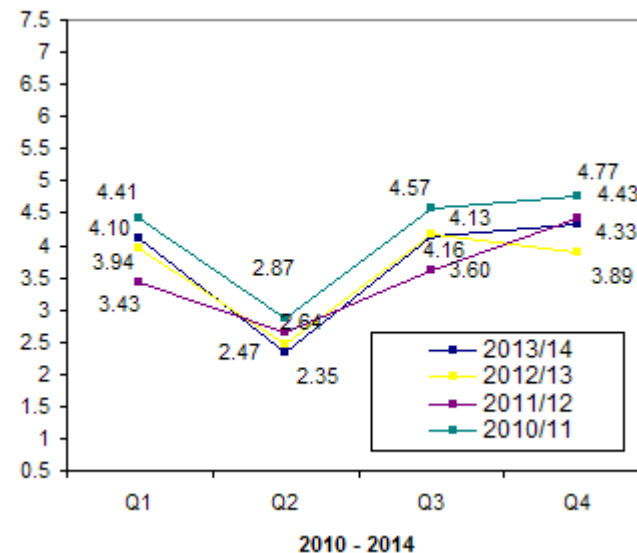


**WORKFORCE INFORMATION REPORT**

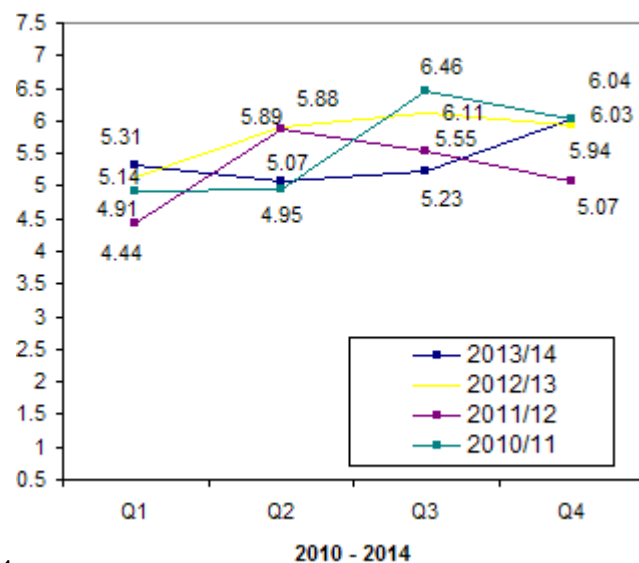
**Corporate Services & CE % Trend**



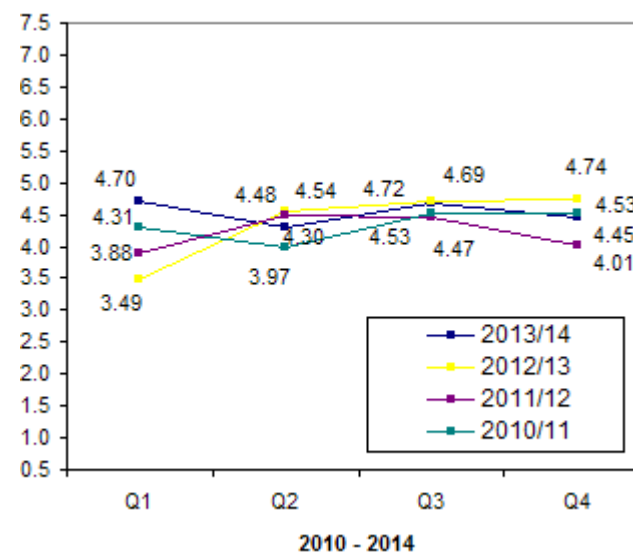
**Education & Lifelong Learning % Trend**



**Social Services % Trend**



**Environment % Trend**



WORKFORCE INFORMATION REPORT

Employee Sickness Days Taken 2009/2010, 2010/2011, 2011/2012, 2012/13 & 2013/2014

Number) of sick days taken (Actual Days Lost by Employee and as Percentage of the Authority Headcount

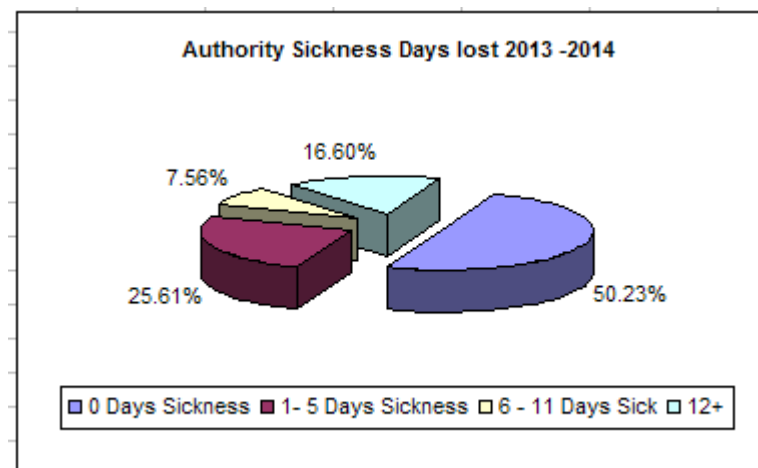
2009/2010	0 Days Sickness	1-5 Days Sickness	12+ Days Sickness
Number of Employees			
Days lost	4368	2410	1827
Sickness %	43.586	24.048	18.23

2013/2014	0 Days Sickness	1-5 Days Sickness	12+ Days Sickness
Number of Employees			
Days lost	4794	2444	1584
Sickness %	50.23	25.61	16.60

2010/2011	0 Days Sickness	1-5 Days Sickness	12+ Days Sickness
Number of Employees			
Days lost	4093	2607	1664
Sickness %	41.496	26.43	18.198

2011/2012	0 Days Sickness	1-5 Days Sickness	12+ Days Sickness
Number of Employees			
Days lost	4456	2399	1542
Sickness %	45.765	24.655	15.847

2012/2013	0 Days Sickness	1-5 Days Sickness	12+ Days Sickness
Number of Employees			
Days lost	4322	2430	1290
Sickness %	44.959	25.27	13.41



**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

**Turnover Summary by Directorate & Authority for 2010-2011, 2011/2012, 2012/2013 & 2013/2014**

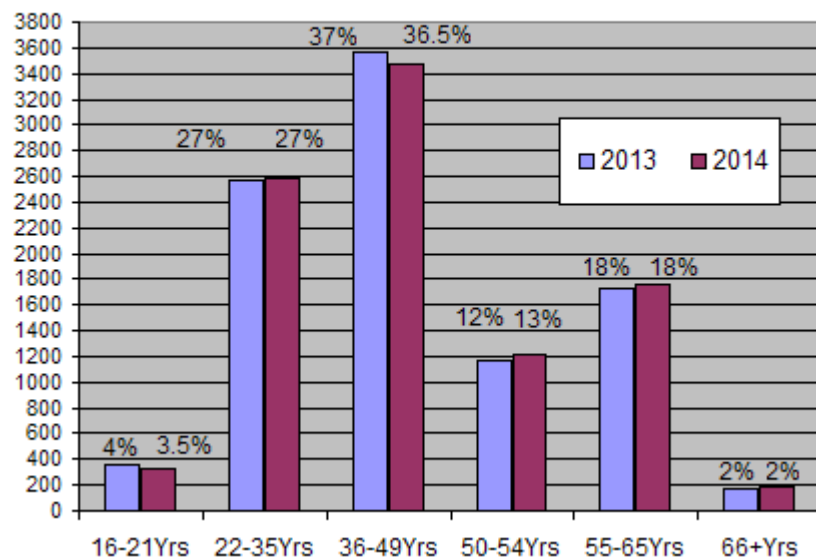
	2010 - 2011		2011 - 2012		2012 - 2013		2013 - 14	
<b>Directorate</b>	<b>All Turnover %</b>	<b>Vol Turnover %</b>	<b>All Turnover %</b>	<b>Vol Turnover %</b>	<b>All Turnover %</b>	<b>Vol Turnover %</b>	<b>All Turnover %</b>	<b>Vol Turnover %</b>
Corporate Services	9.70%	2.68%	6.08%	1.38%	5.48%	1.21%	4.49%	1.56%
Directorate of Education & Lifelong Learning	11.29%	7.04%	12.48%	8.33%	11.70%	7.28%	9.84%	9.19%
Directorate of Social Services	7.29%	4.24%	6.98%	3.59%	6.51%	3.19%	7.34%	4.68%
Directorate of the Environment	12.08%	6.64%	10.49%	5.53%	8.67%	4.79%	11.87%	4.90%
<b>Total Authority</b>	10.92%	6.30%	10.73%	6.43%	9.78%	5.56%	9.67%	5.37%

**CAERPHILLY COUNTY BOROUGH COUNCIL**

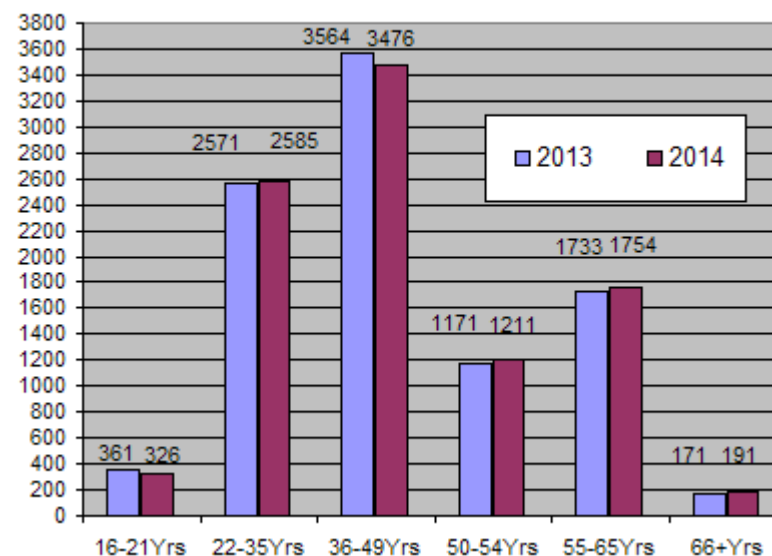
**WORKFORCE INFORMATION REPORT**

**Authority Age Range 2013 & 2014**

Authority Age Range % 2013 - 2014



Authority Age Range 2013 - 2014



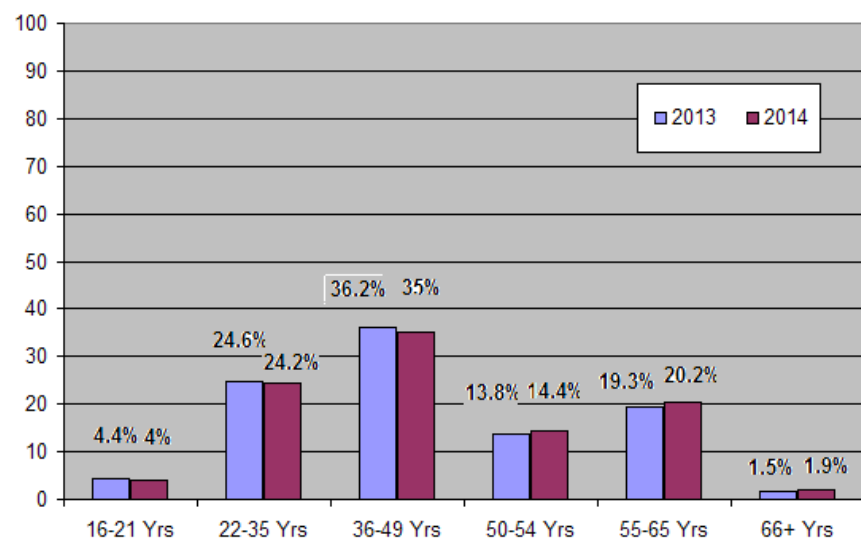


**CAERPHILLY COUNTY BOROUGH COUNCIL**

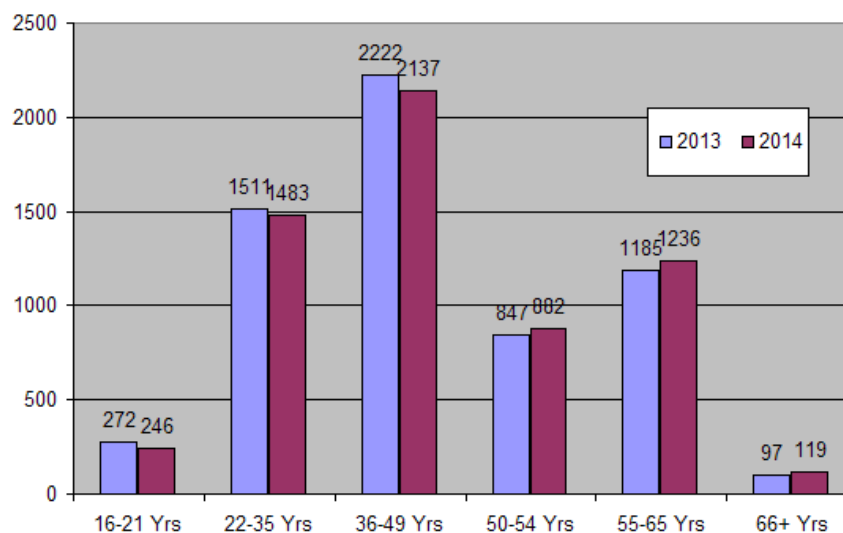
**WORKFORCE INFORMATION REPORT**

**Authority Age Range 2013 & 2014 Excluding Schools**

**Authority Age Range % 2013 -2014**



**Authority Age Range 2013-2014**

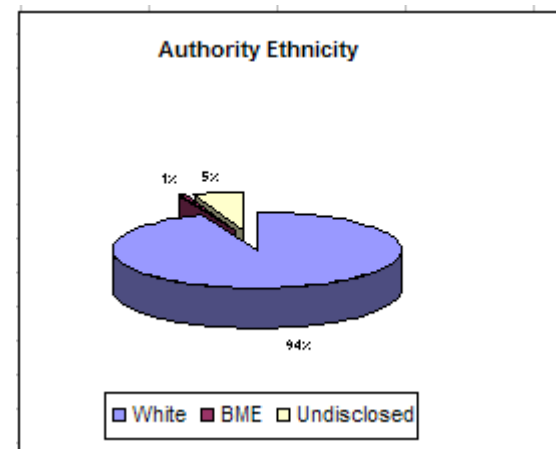
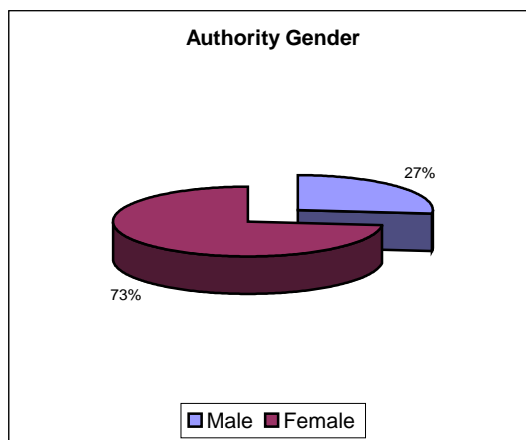
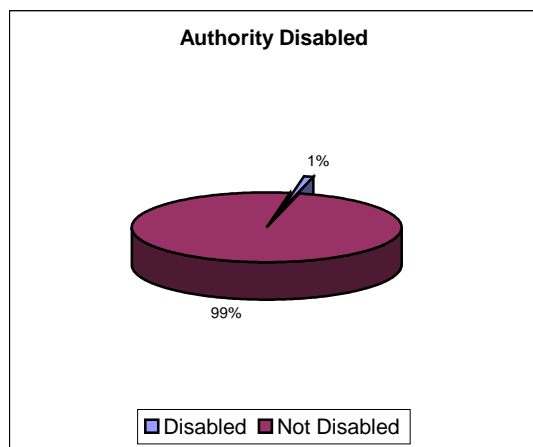


**WORKFORCE INFORMATION REPORT**

**Authority Leaver Reasons & Percentage of Total Leavers 2013 - 2014**

<b>Leaving Reason</b>	<b>Total</b>	<b>%</b>
Absenteeism	22	2.38
Compulsory Redundancy	1	0.1
Death in Service	8	0.87
Dismissal	3	0.32
Dismissal on ill Health Grounds – Tier 1	11	1.2
Dismissal on ill Health Grounds – Tier 2	3	0.3
Dismissal on ill Health Grounds – Tier 3	1	0.1
End of Apprenticeship	1	0.1
End of Fixed Term Contract	98	10.60
End of Relief Employment	205	22.1
Failed Probation	1	0.1
Gross Misconduct	9	0.97
Ill Health – Medical Severance	1	0.1
Retirement at 65	5	0.54
Retirement Over 65	9	0.97
Transfer	8	0.86
Voluntary Redundancy /VER – Release of Pen Benefits	2	0.22
Voluntary Redundancy – No Release of Pen Benefits	1	0.1
Voluntary Resignation	439	47.5
Voluntary Resignation – 60 – 65 No Release of Pen Benefits	3	0.32
Voluntary Resignation – 60 – 65 Release of Pen Benefits	64	6.93
Voluntary Resignation – Early Release of Pen Benefits	4	0.43
Settlement Agreement	24	2.60
Reason Blank	1	0.1
<b>Grand Total</b>	<b>924</b>	

Diversity Summary 31/03/2014



**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

**Headcount Summary By Directorate 31/03/2011 - 31/03/2014**

**Chief Executive and Corporate Services**

	Headcount Q4				FTE Q4			
	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 14	2012 - 2011	2011 - 2012	2012 - 2013	2013 - 14
Chief Executive	5	3	4	4	5	2.70	3.70	3.70
Interim Head of Paid Service				1				0.70
Director of Corporate Services				1				1
Deputy CE & Secretary	2	2	3	2	2	2	3	2
Corporate Finance	210	198	180	154	198.21	187.14	169.58	143.41
Human Resources	99	109	83	89	91.64	101.20	76.94	83.24
Information & Citizen Eng	201	199	196	208	188.28	186.38	182.63	195.18
Legal & Governance	53	58	64	120	47.63	49.45	47.35	92.14
Housing	439	445	400	322	429.84	436.54	390.18	314.06
Performance & Property	72	62	74	76	69.97	59.31	69.14	70.71
Health, Safety & Welfare	15	26	28	0	13.19	24.46	27.08	0
WHQS Programme	46	8	54	145	8.72	3.81	59.95	144.14

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

**Headcount Summary By Directorate 31/03/2011 – 31/03/2014**

**Directorate of Education & Lifelong Learning**

	Headcount Q4				FTE Q4			
	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
Director & Secretary	2	2	2	2	2	2	2	1.92
Learning Education and Inclusion	520	469	461	464	385.29	350.56	340.75	359.69
Planning & Strategy	17	11	25	45	15.10	9	23.55	29.55
Lifelong Learning & Leisure	1,662	936	533	566	555.41	360.15	203.68	217.45
Our Schools our Future	4	4	4	4	4	4	4	4.00
Schools	4,079	3,988	3,841	3,837	2,618.88	2,625.64	2,652.08	2,677.06

**Directorate of Social Services**

	Headcount Q4				FTE Q4			
	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
Director & Staff	2	8	7	8	2	8	7	8
Adult Services	1,150	1162	1,179	1,196	785.73	778.95	789.00	786.58
Business Support	83	50	41	38	71.50	46.04	37.92	35.23
Children's Services	277	291	295	321	256.53	269.79	274.13	289.46
Joint Workforce Development Team				1				1

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

**Headcount Summary By Directorate 31/03/2011 – 31/03/2014**

**Directorate of the Environment**

	Headcount Q4				FTE Q4			
	2010 - 2011	2011 - 2012	2012 -2013	2013 - 2014	2010 2011	2011-2012	2012-2013	2013 - 2014
Public Services	942	957	N/A	N/A	533.88	542.07	N/A	N/A
Planning & Regeneration	276	322	391	357	209.22	195.60	211.34	210.65
Public Protection	133	770	764	737	116.46	299.53	299.45	297.58
Engineering and Transport	266	279	285	273	202.89	204.18	210.41	201.18
Community & Leisure Services	N/A	N/A	1,322	1,246	N/A	N/A	665.87	647.38

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

**Authority Position Summary 31/03/2014**

**Position Basis**

Directorate	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
Corporate Services & CE	942	1	3	148	2	28	<b>1124</b>
Directorate of Education & Lifelong Learning	1707	125	3	966	2094	872	<b>5767</b>
Directorate of Social Services	690	0	4	736	0	182	<b>1612</b>
Directorate of the Environment	922	5	5	681	681	1418	<b>3712</b>
Overall Total	<b>4261</b>	<b>131</b>	<b>15</b>	<b>2531</b>	<b>2777</b>	<b>2500</b>	<b>12215</b>

**Position Type**

Directorate	Casual	Fixed Term	Permanent	Temporary	Total
Corporate Services	28	131	962	3	<b>1124</b>
Directorate of Education & Lifelong Learning	872	1624	3253	18	<b>5767</b>
Directorate of Social Services	183	52	1375	2	<b>1612</b>
Directorate of the Environment	1422	159	2107	24	<b>3712</b>
Overall Total	<b>2505</b>	<b>1966</b>	<b>7697</b>	<b>47</b>	<b>12215</b>

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

**Position Basis By Directorate 31/03/2014**

**Chief Executive & Corporate Services**

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
CE & Secretary	3			1			4
Interim Head of Paid Service				1			1
Director of Corporate Services	1						1
Deputy CE & Sec	2						2
<b>Corporate Finance</b>	<b>120</b>			<b>33</b>	<b>1</b>		<b>154</b>
Head & Secretary				1			1
Accountancy	23			5			28
Council Tax & Benefits	57			19	1		77
Finance (Seconded)	21			2			23
Income	12			2			14
Internal Audit	6			4			10
Welfare Reform Act Project	1						1
<b>Housing</b>	<b>295</b>		<b>2</b>	<b>25</b>			<b>322</b>
Heads & Admin	2						2
Housing Systems & Performance Team	5						5
Private Sector Housing	47			12			59
Public Sector Housing	102		2	10			114
Response Maintenance	138			2			140
Strategy & Resources	1			1			2



**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT  
Position Basis By Directorate 31/03/2014**

**Chief Executive & Corporate Services**

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
<b>Information &amp; Citizen Engagement</b>	<b>165</b>		<b>1</b>	<b>42</b>			<b>208</b>
Head & Secretary	1						1
Business Support (IT)	32			4			36
Development (IT)	28		1	2			31
Communications	16			2			18
Customer First	41			31			72
IT Operations (IT Ops)	47			3			50
<b>Legal &amp; Governance</b>	<b>81</b>	<b>1</b>		<b>14</b>		<b>26</b>	<b>122</b>
Heads & Admin	3			2			5
Litigation & Welfare (Legal Litigation)	10			1		1	12
Planning / Land & Highways (Legal P/L&H)	5			3			8
Corporate Monitoring	12			1		4	17
Electoral Services	4					21	25
Policy, Equalities & Community Planning	8			1			9
Procurement Services	17			2			19
Health, Safety & Welfare	22	1		4			27
<b>Human Resources</b>	<b>68</b>			<b>20</b>	<b>1</b>		<b>89</b>
Head & Secretary	2						2
HR Customer Services	51			16			67
HR Strategy & Organisation Development	15			4	1		20
<b>Performance &amp; Property</b>	<b>63</b>			<b>11</b>		<b>2</b>	<b>76</b>
Head & Secretary	1			1			2
Building Consultancy	20			4			24
Corporate Property	16			1			17
Performance Management	3			3			6
Facilities Management	23			2		2	27

**Position Basis By Directorate 31/03/2014**

**Chief Executive & Corporate Services**

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
<b>WHQS Programme</b>	<b>144</b>			<b>1</b>			<b>145</b>
WHQS Communications & Engagement	1						1
WHQS Delivery Team Eastern Valleys	37						37
WHQS Delivery Team Lower Rhymney Valley	43						43
WHQS Delivery Team Upper Rhymney Valley	36						36
WHQS Support & Heating Department (WHQS)	15			1			16
WHQS Transforming Lives & Communities (WHQS)	10						10
Head & Administration	2						2

## CAERPHILLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT Position Basis By Directorate 31/03/2014

#### Directorate of Education & Lifelong Learning

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
<b>Director &amp; Secretary</b>	2						2
<b>Learning Education and Inclusion</b>	133	33		56	233	18	473
Head	1						1
Pre-vent	8	1		1	1	2	13
Additional Learning Needs	27	6		13	134	2	182
Admin, Finance & IT	6			5			11
Connecting Communities	2			1			3
CYPP	5						5
Early Years	27	12		8	76	8	131
Music Service	17			16		6	39
Social Inclusion	29	13		11	10		63
Visually Impaired Service	11	1		1	12		25
<b>Lifelong Learning &amp; Leisure</b>	106	5	1	409	184	143	848
Community Education & Libraries	106	5	1	409	184	143	848
<b>Our Schools our Future</b>	4						4
Our Schools our Future	4						4
<b>Planning &amp; Strategy</b>	24			9		14	47
Heads & Administration	4						4
Planning & Awards / Student Support				6			6
Complaints / Customer Care				2			2
Finance (Ed & Leisure)	2						2
Finance (School Support)	11						11
School Planning, Admissions & Placement	3						3
PE & School Sport Development	2			1			3
Home Tutors	2					14	16

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT  
Position Basis By Directorate 31/03/2014**

**Directorate of Education & Lifelong Learning**

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
<b>Schools</b>	<b>1438</b>	<b>87</b>	<b>2</b>	<b>492</b>	<b>1677</b>	<b>697</b>	<b>4393</b>
Primary Schools	732	29	2	292	1298	278	2631
Secondary Schools	680	55		185	296	218	1434
Supply Teachers						136	136
Trinity Fields Special School	26	3		15	83	65	192

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**  
**Position Basis By Directorate 31/03/2014**

**Directorate of Social Services**

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
<b>Director</b>	<b>8</b>						<b>8</b>
<b>Adult Services</b>	<b>401</b>		<b>2</b>	<b>657</b>		<b>180</b>	<b>1240</b>
Assistant Director	1						1
Assessment & Service Improvement	63			16			79
Contracting & Quality Assurance	17			3			20
Health Social Care & Well being	4						4
Mental Health & Learning Disability	68			8			76
Physical Disability & Sensory Impairment	85			279		25	389
Protection of Vulnerable Adults (POVA)	1						1
South East Wales Emergency Duty Team	10			2		18	30
Provider Services	152		2	348		137	639
Secretariat				1			1
<b>Children's Services</b>	<b>250</b>		<b>2</b>	<b>71</b>		<b>2</b>	<b>325</b>
Assistant Director	1						1
Administration (Children's Services)	30		1	8			39
Children's Services East	63			8			71
Children's Services North	31			7			38
Children's Services South	50			17			67
Quality & Planning	33			24		2	59
Youth Offending	29			4			33
Secretariat	2						2
Joint Workforce Development Team	1						1
Training & Development	11		1	3			15

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

**Position Basis By Directorate 31/03/2014**

**Directorate of Social Services**

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
<b>Business Support</b>	<b>30</b>			<b>8</b>			<b>38</b>
Finance (Social Services)	<b>22</b>			<b>6</b>			<b>28</b>
Performance Management (Social Services)	<b>8</b>			<b>2</b>			<b>10</b>

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

**Position Basis By Directorate 31/03/2014**

**Directorate of the Environment**

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
<b>Engineering &amp; Transport</b>	<b>168</b>			<b>32</b>	<b>60</b>	<b>13</b>	<b>273</b>
Head & Secretary	2						2
Engineering Projects Group	27			3			30
Highways Operations Group	95			1			96
Transportation Engineering	44			28	60	13	145

WORKFORCE INFORMATION REPORT

Position Basis By Directorate 31/03/2014

Directorate of the Environment

	Full Time	Full Time TTO	Job Share	Part Time	Part Time TTO	Relief	Total
<b>Planning &amp; Regeneration</b>	<b>179</b>		<b>5</b>	<b>55</b>	<b>1</b>	<b>132</b>	<b>372</b>
Head & Secretary	3						3
Building Control	5						5
Countryside	39			3			42
Economic Development	89		3	47	1	132	272
Development Control	13			2			15
Planning Administration	17		2	2			21
Strategic Planning & Urban Renewal	13			1			14
<b>Public Protection</b>	<b>125</b>	<b>5</b>		<b>61</b>	<b>506</b>	<b>295</b>	<b>992</b>
Head	2						2
Catering	20	5		36	506	273	840
Community Safety	22			11		1	34
Divisional Support Unit	8			1			9
Environmental Health	40			9			49
Trading Standards & Licensing	33			4		21	58
<b>Community &amp; Leisure Services</b>	<b>450</b>			<b>533</b>	<b>114</b>	<b>978</b>	<b>2075</b>
Heads & Admin	4						4
Building Cleaning	10			426	113	152	701
Parks Services	107			14		54	175
Waste Strategy & Operations	243			8		3	254
Fleet Management & Vehicle Maintenance	17						17
Sports & Leisure Services	69			85	1	769	924



**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

**Position Type By Directorate 31/03/2014**

**Chief Executive & Corporate Services**

	Casual	Fixed Term	Permanent	Temporary	Total
<b>CE &amp; Secretary</b>		1	3		4
<b>Interim Head of Paid Service</b>		1			1
<b>Director of Corporate Services</b>		1			1
<b>Deputy CE &amp; Secretary</b>		1	1		2
<b>Corporate Finance</b>		19	134	1	154
Head & Secretary			1		1
Accountancy		9	18	1	28
Council Tax & Benefits		7	70		77
Finance (Seconded)		1	22		23
Income		1	13		14
Internal Audit			10		10
Welfare Reform Act Project		1			1
<b>Housing</b>		33	287	2	322
Heads & Admin			2		2
Housing Systems & Performance Team		2	3		5
Private Sector Housing		6	52	1	59
Public Sector Housing		20	94		114
Response Maintenance		5	134	1	140
Strategy & Resources			2		2

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**  
**Position Type By Directorate 31/03/2014**

**Chief Executive & Corporate Services**

	Casual	Fixed Term	Permanent	Temporary	Total
<b>Information &amp; Citizen Engagement</b>		21	187		208
Head & Secretary		1			1
Business Support (IT)		8	28		36
Communications		1	17		18
Customer First		3	69		72
Development (IT)		4	27		31
IT Operations (IT)		4	46		50
<b>Legal &amp; Governance</b>	26	13	83		122
Heads & Admin			5		5
Litigation & Welfare (Legal Litigation)	1		11		12
Planning & Highways (Legal P&H)		1	7		8
Corporate Monitoring	4	1	12		17
Electoral Services	21		4		25
Health, Safety & Welfare		4	23		27
Policy, Equalities & Community Planning		2	7		9
Procurement Services		5	14		19
<b>Human Resources</b>		24	65		89
Head & Secretary			2		2
HR Customer Services		12	55		67
HR Strategy & Organisation Development		12	8		20
<b>Performance &amp; Property</b>	2	2	72		76
Head & Secretary			2		2
Building Consultancy			24		24
Corporate Property		1	16		17
Performance Management			6		6
Facilities Management	2	1	24		27

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT  
Position Type By Directorate 31/03/2014**

**Chief Executive & Corporate Services**

	Casual	Fixed Term	Permanent	Temporary	Total
<b>WHQS Programme</b>		<b>15</b>	<b>130</b>		<b>145</b>
Heads & Administration		2			2
WHQS Communications & Engagement			1		1
WHQS Delivery Team Eastern Valleys		4	33		37
WHQS Delivery Team Lower Rhymney Valley		3	40		43
WHQS Delivery Team Upper Rhymney Valley		3	33		36
WHQS Support & Heating Department (WHQS)		2	14		16
WHQS Transforming Lives and Communities (WHQS)		1	9		10

WORKFORCE INFORMATION REPORT

Position Type By Directorate 31/03/2013

Directorate of Education & Lifelong Learning

	Casual	Fixed Term	Permanent	Temporary	Total
<b>Director &amp; Secretary</b>		1	1		2
<b>Learning Education and Inclusion</b>	18	195	259	1	473
Head			1		1
Pre-Vent	2	11			13
Additional Learning Needs	2	37	143		182
Admin, Finance & IT		3	8		11
CYPP		2	3		5
Early Years	8	115	8		131
Music Service	6	1	32		39
Social Inclusion		24	38	1	63
Visually Impaired Service		1	24		25
Connecting Communities		1	2		3
<b>Lifelong Learning &amp; Leisure</b>	142	533	173		848
Community Education & Libraries	142	533	173		848
<b>Our Schools Our Future</b>		4			4
Our Schools Our Future		4			4

WORKFORCE INFORMATION REPORT

Position Type By Directorate 31/03/2014

Directorate of Education & Lifelong Learning

	Casual	Fixed Term	Permanent	Temporary	Total
<b>Planning &amp; Strategy</b>	<b>14</b>	<b>10</b>	<b>23</b>		<b>47</b>
Heads & Admin		2	2		4
Awards / Student Support		2	4		6
Complaints / Customer Care			2		2
Finance (ED & Leisure)			2		2
Finance (School Support)		1	10		11
PE & School Sport Development		3			3
School Planning, Admissions & Placement		1	2		3
Home Tutors	14	1	1		16
<b>Schools</b>	<b>698</b>	<b>881</b>	<b>2797</b>	<b>17</b>	<b>4393</b>
Primary Schools	278	645	1695	13	2631
Secondary Schools	218	211	1001	4	1434
Supply Teachers	136				136
Trinity Fields Special School	66	25	101		192

WORKFORCE INFORMATION REPORT

Position Type By Directorate 31/03/2014

Directorate of Social Services

	Casual	Fixed Term	Permanent	Temporary	Total
<b>Director</b>				8	8
<b>Adult Services</b>	180	16	1043	1	1240
Assistant Director				1	1
Assessment & Service Improvement		3	76		79
Contracting & Quality Assurance			20		20
Health Social Care & Well being		1	3		4
Mental Health & Learning Disability		2	73	1	76
Physical Disability & Sensory Impairment	25	5	359		389
Protection of Vulnerable Adults (POVA)			1		1
South East Wales Emergency Duty Team	18		12		30
Provider Services	137	5	497		639
Secretariat			1		1
<b>Children's Services</b>	3	33	289		325
Assistant Director			1		1
Administration (Children's Services)			39		39
Children's Services East		15	56		71
Children's Services North		6	32		38
Children's Services South		4	63		67
Quality & Planning	3		56		59
Training & Development		4	11		15
Secretariat			2		2
Youth Offending		4	29		33
<b>Business Support Total</b>		3	34	1	38
Business Support Total		3	34	1	38
Finance (Social Services)		3	25		28
Performance Management (Social Services)			9	1	10
Joint Workforce Development Team			1		

WORKFORCE INFORMATION REPORT

Position Type By Directorate 31/03/2014

Directorate of the Environment

	Casual	Fixed Term	Permanent	Temporary	Total
<b>Engineering &amp; Transport</b>	<b>13</b>	<b>19</b>	<b>241</b>		<b>273</b>
Head & Secretary			2		2
Engineering Projects Group		2	28		30
Highways Operations Group		7	89		96
Transportation Engineering	13	10	122		145
<b>Planning Services &amp; Regeneration</b>	<b>132</b>	<b>54</b>	<b>183</b>	<b>3</b>	<b>372</b>
Head & Secretary		1	2		3
Building Control		1	4		5
Countryside		11	30	1	42
Development Control			15		15
Economic Development	132	40	99	1	272
Planning Administration			20	1	21
Strategic Planning & Urban Renewal		1	13		14
<b>Public Protection</b>	<b>297</b>	<b>38</b>	<b>656</b>	<b>1</b>	<b>992</b>
Head & Secretary		1	1		2
Catering	275	21	543	1	840
Community Safety	1	4	29		34
Divisional Support			9		9
Environmental Health		7	42		49
Trading Standards & Licensing	21	5	32		58
<b>Community &amp; Leisure Services</b>	<b>980</b>	<b>48</b>	<b>1027</b>	<b>20</b>	<b>2075</b>
Heads & Admin			4		4
Building Cleaning	152	2	542	5	701
Sports & Leisure Services	771	22	131		924
Parks Services	54	5	109	7	175
Waste Strategy & Operations	3	17	226	8	254
Fleet Management & Vehicle Maintenance		2	15		17

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT  
Turnover Summary by Directorate**

**Authority Leavers 01/04/2013 – 31/03/2014**

Directorate	People at Start Point	People at End Point	Average People Headcount	All Leavers (People)	Voluntary Leavers (People)	Q1 All Turnover %	Q1 Voluntary Turnover %	Q2 All Turnover %	Q2 Voluntary Turnover %	Q3 Turnover %	Q3 Voluntary Turnover %	Q4 Turnover %	Q4 Voluntary Turnover %	Annual 13-14 Turnover %	Annual 13-14 Voluntary Turnover %
Corporate Services & CE	1103	1,109	1106	16	11	1.11%	0.19%	0.92%	0.37%	1.00%	0.36%	1.45%	0.99%	4.49%	1.56%
Directorate of Education & LLL	4791	4829	4810	62	37	1.8%	0.92%	4.48%	2.53%	1.74%	1.13%	1.29%	0.77%	9.84%	9.19%
Directorate of Social Services	1545	1559	1552	33	19	1.52%	0.79%	1.77%	0.78%	1.88%	1.10%	2.13%	1.22%	7.34%	4.68%
Directorate of the Environment	2511	2474	2492.5	83	30	2.19%	1.15%	2.19%	1.04%	4.08%	0.86%	3.33%	1.20%	11.87%	4.90%
CE	5	5	5	0	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0
Totals	9526	9,543	9534.5	190	96	1.84%	0.92%	3.19%	1.70%	2.35%	1.02%	1.99%	1.00%	9.67%	5.37%



WORKFORCE INFORMATION REPORT

Leaving Reasons Summary By Directorate 01/01/2014 – 31/03/2014

Leaving Reason	Corporate Services inc CE	Directorate of Education & Lifelong Learning	Directorate of Social Services	Directorate of the Environment	Authority Total
Absenteeism	1	1	3	1	4
Death in Service		2		1	3
Dismissal					
Dismissal on Ill Health Grounds - Tier 1	1			1	2
Dismissal on Ill Health Grounds - Tier 2					
Dismissal on Ill Health Grounds - Tier 3					
End of Apprenticeship					
End of Fixed Term Contract	2	8	1	3	14
End of Relief Employment		12	1	45	57
End of Seasonal Work					
Failed Probation					
Forced Redundancy					
Gross Misconduct		1		2	3
Ill Health - Medical Severance					
Leaver Reason Blank					
Mutual Agreement					
Personal Reasons					
Resignation - Early Release of Pen Benefits					
Retirement at 65					
Retirement over 65	1		1		2
Secondment to other Authority					
Voluntary Redundancy – No Release of Pen Benefits					
Voluntary Redundancy/ VER – Release of Pen Benefits					
Voluntary Resignation	6	35	12	27	79
Voluntary Resignation – 60-65 No Release of Pen Benefits		1			1
Voluntary Resignation – 60-65 Release of Pen Benefits	5	1	7	3	16
Transfer			8		8
Transfer – Re-organisation					
Transfer - Secondment					
Settlement Agreement		1			1
<b>Directorate Total</b>	<b>16</b>	<b>62</b>	<b>33</b>	<b>83</b>	<b>190</b>

WORKFORCE INFORMATION REPORT

Leaving Reasons Summary By Directorate 01/04/2013 – 31/03/2014

Leaving Reason	Corporate Services inc CE	Directorate of Education & LLL	Directorate of Social Services	Directorate of the Environment	Authority Total
Absenteeism	3	8	6	8	22
Death in Service		3	1	4	8
Dismissal		2		1	3
Dismissal on Ill Health Grounds - Tier 1	5	2	1	3	11
Dismissal on Ill Health Grounds - Tier 2		1	1	1	3
Dismissal on Ill Health Grounds - Tier 3			1		1
End of Apprenticeship	1				1
End of Fixed Term Contract	5	72	4	17	98
End of Relief Employment		68	7	132	205
End of Seasonal Work					
Failed Probation			1		1
Compulsory Redundancy				1	1
Gross Misconduct		5	1	3	9
Ill Health - Medical Severance			1		1
Leaver Reason Blank		1			1
Mutual Agreement					
Settlement Agreement	1	14	4	6	24
Resignation - Early Release of Pen Benefits					
Retirement at 65		2	3		5
Retirement over 65	1	5	2	2	9
Secondment to other Authority					
Voluntary Redundancy – No Release of Pen Benefits			1		1
Voluntary Redundancy/ VER – Release of Pen Benefits		1		1	2
Voluntary Resignation	16	268	54	107	439
Voluntary Resignation – 60-65 No Release of Pen Benefits		2	1		3
Voluntary Resignation – 60-65 Release of Pen Benefits	15	17	16	17	64
Voluntary Resignation – Early Release of Pen Benefits	2	2			4
Transfer			8		8
Transfer – Re-organisation					
Transfer - Secondment					
Transfer – Return to substantive post					
<b>Directorate Total</b>	<b>49</b>	<b>473</b>	<b>113</b>	<b>303</b>	<b>924</b>

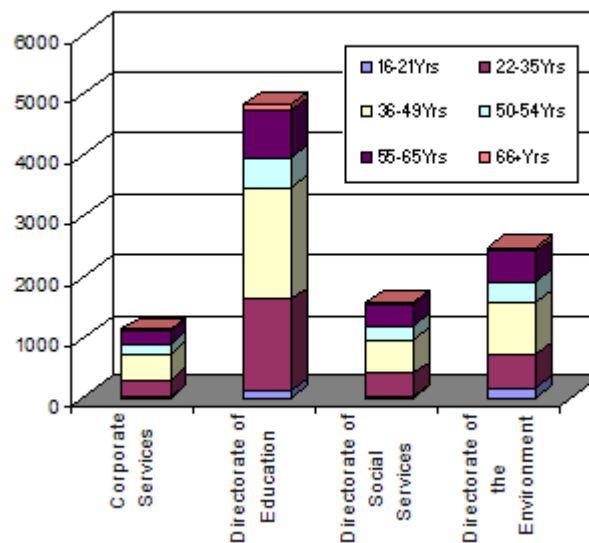
**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

**Age Profile By Authority and Directorate - 31/03/2014**

Directorate	Categories						Directorate Total
	16-21	22-35	36-49	50-54	55-65	66+	
Corporate Services & CE	22	271	430	154	223	14	1114
Directorate of Education & Lifelong Learning	121	1501	1824	507	771	105	4829
Directorate of Social Services	28	369	558	248	340	16	1559
Directorate of the Environment	170	542	849	356	489	68	2474
Overall Authority Totals	326	2585	3476	1211	1754	191	9543

Age Profile



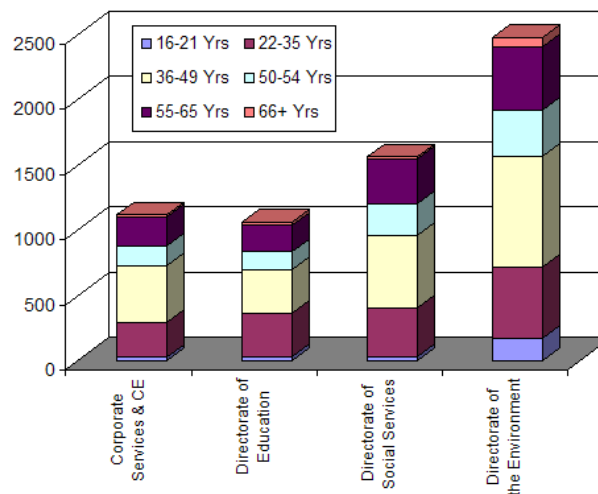
**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

**Age Profile By Authority and Directorate (Excluding Schools) - 31/03/2014**

Directorate	Categories						Directorate Total
	16-21	22-35	36-49	50-54	55-65	66+	
Corporate Services & CE	22	271	430	154	223	14	<b>1114</b>
Directorate of Education & Lifelong Learning (EV)	28	334	330	138	202	23	<b>1055</b>
Directorate of Social Services	28	369	558	248	340	16	<b>1559</b>
Directorate of the Environment	170	542	849	356	489	68	<b>2474</b>
Overall Authority Totals	<b>246</b>	<b>1483</b>	<b>2137</b>	<b>882</b>	<b>1236</b>	<b>119</b>	<b>6103</b>

**Age Profile**



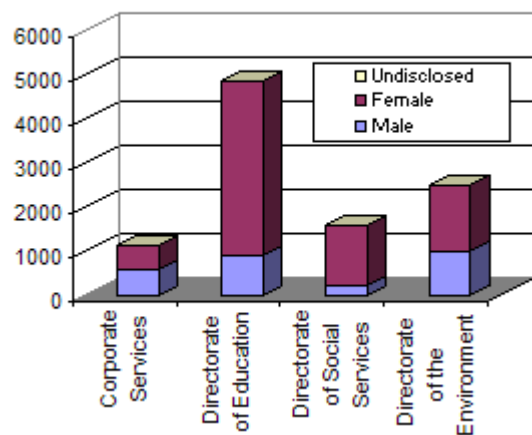
## CAERPHILLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

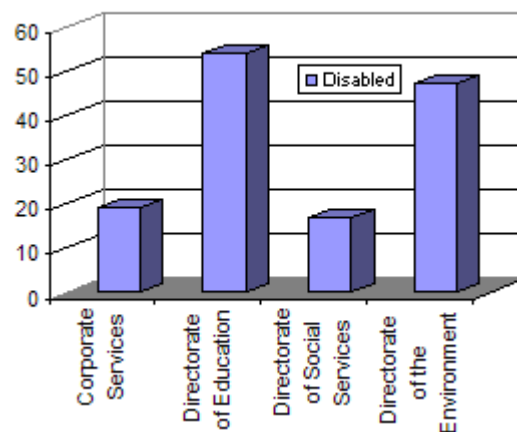
Diversity Summary By Directorate 31/03/2014

Directorate	Male	Female	Undisclosed	White	BME	Undisclosed	Disabled
Corporate Services & CE	572	542	0	1082	13	19	19
Directorate of Education & Lifelong Learning	889	3,940	0	4,451	34	344	54
Directorate of Social Services	205	1,354	0	1505	26	28	17
Directorate of the Environment	988	1,486	0	2304	13	157	47
<b>Authority Total</b>	<b>2,588</b>	<b>6,955</b>	<b>0</b>	<b>8,936</b>	<b>85</b>	<b>522</b>	<b>131</b>

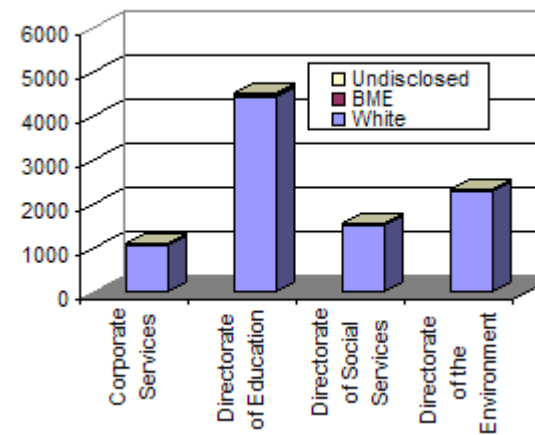
Gender



Disabled



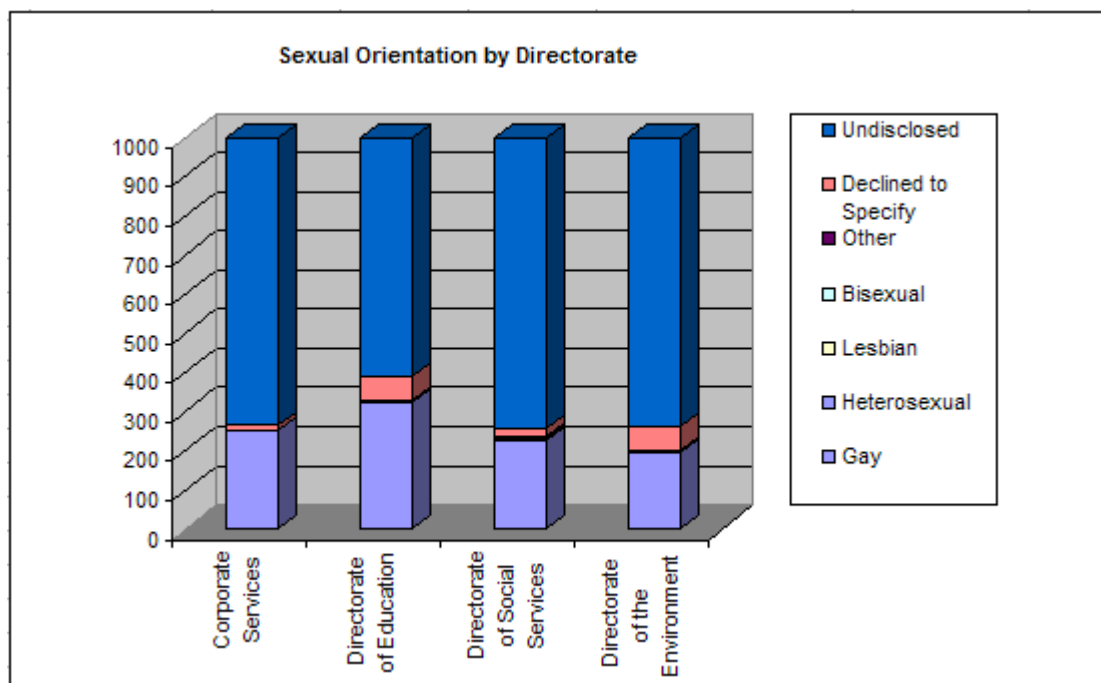
Ethnicity



## CAERPHILLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT Sexual Orientation Summary By Directorate 31/03/2014

Directorate	Gay	Heterosexual	Lesbian	Bisexual	Other	Declined to Specify	Undisclosed*	Directorate Totals
Corporate Services & CE	3	248	2	0	0	12	849	<b>1114</b>
Directorate of Education & Lifelong Learning	3	323	2	1	2	60	4438	<b>4829</b>
Directorate of Social Services	3	223	3	4	2	23	1301	<b>1559</b>
Directorate of the Environment	2	195	2	0	2	63	2210	<b>2474</b>
<b>Authority Total</b>	<b>10</b>	<b>961</b>	<b>8</b>	<b>5</b>	<b>6</b>	<b>142</b>	<b>8411</b>	<b>9543</b>

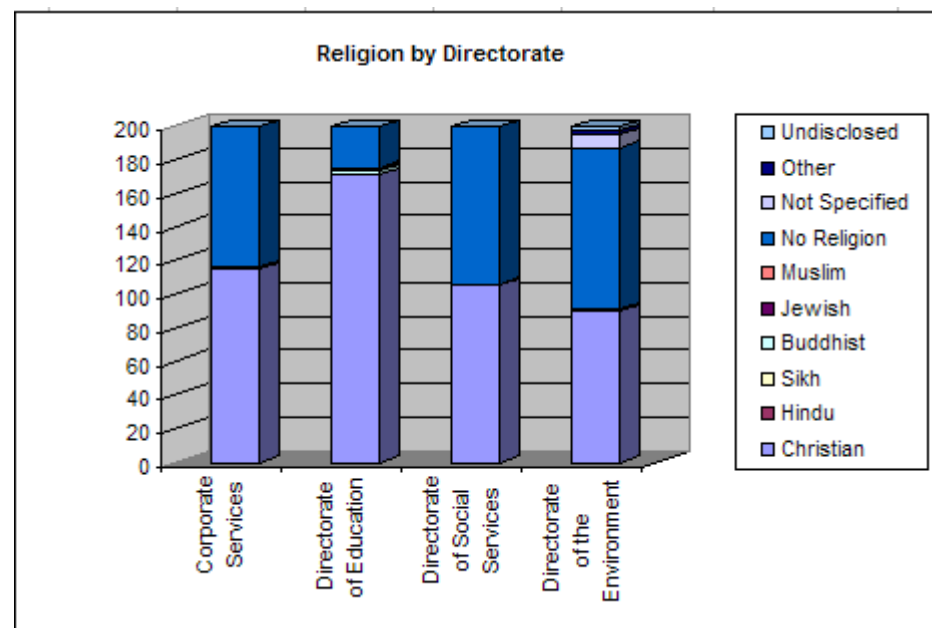


## CAERPHILLY COUNTY BOROUGH COUNCIL

### WORKFORCE INFORMATION REPORT

#### Religion Summary by Directorate

Religion	Corporate Services & CE	Directorate of Education & Lifelong Learning	Directorate of Social Services	Directorate of the Environment	Authority Total
Christian (All Denominations)	115	171	105	90	470
Hindu	1		1		2
Sikh				1	1
Buddhist		2			2
Jewish		1			1
Muslim		1			1
No Religion	111	148	115	96	454
Not Specified	24	32	29	8	91
Other	3	3	1	2	9
Undisclosed	860	4471	1308	2277	8512
<b>Directorate Totals</b>	<b>1114</b>	<b>4829</b>	<b>1559</b>	<b>2474</b>	<b>9543</b>



**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

**Languages By Directorate 31/03/2014  
Corporate Services & CE**

British Sign Language		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
	Reading				2	1	5
	Speaking/ Use				7		1
	Understanding				8		
	Writing				2		6
	<b>Total Staff who use British Sign Language</b>	<b>8</b>					
	<b>Difference to previous Year</b>	<b>1</b>	<b>2013</b>				
	<b>% Change over previous Year</b>	<b>14.3%</b>	<b>7</b>				

French		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1	2	2	13	3
	Speaking/Use	1		4	15	1
	Understanding	1		3	14	3
	Writing	1		3	14	3
	<b>Total Staff who use French</b>	<b>21</b>				
	<b>Difference to previous Year</b>	<b>6</b>	<b>Q4 2013</b>			
	<b>% Change over previous Year</b>	<b>40%</b>	<b>15</b>			

German		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading			2	3	3
	Speaking/Use		1	2	4	1
	Understanding			3	3	2
	Writing			2	3	3
	<b>Total Staff who use German</b>	<b>8</b>				
	<b>Difference to previous Year</b>	<b>2</b>	<b>Q4 2013</b>			
	<b>% Change over previous Year</b>	<b>33.3%</b>	<b>6</b>			



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Italian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1			1	
	Speaking/Use	1			1	
	Understanding	1			1	
	Writing	1			1	
	<b>Total staff who use Italian</b>	<b>2</b>				
	<b>Difference to previous Year</b>	<b>0</b>	<b>Q4 2013</b>			
<b>% Change over previous Year</b>	<b>0</b>	<b>2</b>				

Spanish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1	2		4	1
	Speaking/ Use	1	1	2	4	
	Understanding	1		3	3	1
	Writing	1		2	4	1
	<b>Total staff who use Spanish</b>	<b>8</b>				
	<b>Difference to previous Year</b>	<b>4</b>	<b>Q4 2013</b>			
<b>% Change over previous Year</b>	<b>100%</b>	<b>4</b>				

Welsh		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	12	8	8	32	13
	Speaking/ Use	13	6	4	47	3
	Understanding	14	5	8	41	5
	Writing	13	6	5	35	14
	<b>Total staff who use Welsh</b>	<b>73</b>				
	<b>Difference to previous Year</b>	<b>40</b>	<b>Q4 2013</b>			
<b>% Change over previous Year</b>	<b>121%</b>	<b>33</b>				

CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT  
Languages By Directorate 31/03/2014  
Directorate of the Education & Lifelong Learning

Braille		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
	Reading	10	3	2			
	Speaking/ Use					1	14
	Understanding	10	4	1			
	Writing	9	4	1			1
	<b>Total staff who use Braille</b>	<b>15</b>					
	<b>Difference to previous Year</b>	<b>-3</b>	<b>Q4 2013</b>				
<b>% Change over previous Year</b>	<b>16.7%</b>	<b>18</b>					

Breton		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading			1		
	Speaking/Use			1		
	Understanding			1		
	Writing			1		
	<b>Total staff who use Breton</b>	<b>1</b>				
	<b>Difference to previous Year</b>	<b>0</b>	<b>Q4 2013</b>			
<b>% Change over previous Year</b>	<b>0</b>	<b>1</b>				

British Sign language		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
	Reading	1			2	9	17
	Speaking/Use	1			22	6	
	Understanding				22	7	
	Writing	1			2	9	17
	<b>Total staff who use British Sign Language</b>	<b>29</b>					
	<b>Difference to previous Year</b>	<b>7</b>	<b>Q4 2013</b>				
<b>% Change over previous Year</b>	<b>31.8%</b>	<b>22</b>					

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

<b>Makaton</b>		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading					1
	Speaking/Use				1	
	Understanding				1	
	Writing					1
	<b>Total staff who use Makaton</b>	<b>1</b>				
	<b>Difference to previous Year</b>	<b>1</b>	<b>Q4 2013</b>			
<b>% Change over previous Year</b>	<b>100%</b>	<b>0</b>				

<b>French</b>		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	3	6	2	5	
	Speaking/ Use	3	4	4	5	
	Understanding	3	5	3	1	4
	Writing	3	6	3	4	
	<b>Total staff who use French</b>	<b>16</b>				
	<b>Difference to previous Year</b>	<b>-1</b>	<b>Q4 2013</b>			
<b>% Change over previous Year</b>	<b>5.88%</b>	<b>17</b>				

<b>German</b>		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	2	3		1	
	Speaking/ Use	2	2	1	1	
	Understanding	2	2		2	
	Writing	2	2		2	
	<b>Total staff who use German</b>	<b>6</b>				
	<b>Difference to previous Year</b>	<b>0</b>	<b>Q4 2013</b>			
<b>% Change over previous Year</b>	<b>0</b>	<b>6</b>				

CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Italian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1	1	1	1	
	Speaking/ Use	1	1	1	1	
	Understanding	1		2		1
	Writing	1		2	1	
	<b>Total staff who use Italian</b>	<b>4</b>				
	<b>Difference to previous Year</b>	<b>0</b>	<b>Q4 2013</b>			
<b>% Change over previous Year</b>	<b>0</b>	<b>4</b>				

Russian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding				1	
	Writing					1
	<b>Total staff who use Russian</b>	<b>1</b>				
	<b>Difference to previous Year</b>	<b>0</b>	<b>Q4 2013</b>			
<b>% Change over previous Year</b>	<b>0</b>	<b>1</b>				

Serbian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use		1			
	Understanding				1	
	Writing				1	
	<b>Total staff who use Serbian</b>	<b>1</b>				
	<b>Difference to previous Year</b>	<b>0</b>	<b>Q4 2013</b>			
<b>% Change over previous Year</b>	<b>0</b>	<b>1</b>				

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
<b>Spanish</b>	Reading	1	2		1	
	Speaking/ Use	1	2		1	
	Understanding	1	2		1	
	Writing	1	2		1	
	<b>Total staff who use Spanish</b>	<b>4</b>				
	<b>Difference to previous Year</b>	<b>0</b>	<b>Q4 2013</b>			
	<b>% Change over previous Year</b>	<b>0</b>	<b>4</b>			

		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
<b>Welsh</b>	Reading	73	11	18	73	34
	Speaking/ Use	71	11	19	95	13
	Understanding	13	9	13	87	87
	Writing	69	12	18	74	36
	<b>Total staff who use Welsh</b>	<b>209</b>				
	<b>Difference to previous Year</b>	<b>114</b>	<b>Q4 2013</b>			
	<b>% Change over previous Year</b>	<b>120%</b>	<b>95</b>			

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

**Languages By Directorate 31/03/2014**

**Directorate of the Environment**

Arabic		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	
	Reading	1					
	Speaking/ Use	1					
	Understanding	1					
	Writing	1					
	<b>Total staff who use Arabic</b>	<b>1</b>					
	<b>Difference to previous Year</b>	<b>0</b>	<b>Q4 2013</b>				
<b>% Change over previous Year</b>	<b>0</b>	<b>1</b>					

British Sign Language		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
	Reading				2	1	4
	Speaking/Use		1		6		
	Understanding		1		6		
	Writing				2	1	4
	<b>Total staff who use British Sign Language</b>	<b>7</b>					
	<b>Difference to previous Year</b>	<b>0</b>	<b>Q4 2013</b>				
<b>% Change over previous Year</b>	<b>0</b>	<b>7</b>					

French		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	
	Reading		1	2	9	2	
	Speaking/Use	1	1	2	9	1	
	Understanding		2	1	7	4	
	Writing		1	1	8	4	
	<b>Total staff who use French</b>	<b>14</b>					
	<b>Difference to previous Year</b>	<b>2</b>	<b>Q4 2013</b>				
<b>% Change over previous Year</b>	<b>16.7%</b>	<b>12</b>					

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

German		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading		1	2	2	
	Speaking/Use		1	2	2	
	Understanding		1	2	2	
	Writing		1	2	2	
<b>Total staff who use German</b>	<b>5</b>	<b>Q4 2013</b>				
<b>Difference to previous Year</b>	<b>0</b>					
<b>% Change over previous Year</b>	<b>0</b>					<b>5</b>

Greek		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding					1
	Writing				1	
<b>Total staff who use Greek</b>	<b>1</b>	<b>Q4 2013</b>				
<b>Difference to previous Year</b>	<b>0</b>					
<b>% Change over previous Year</b>	<b>0</b>					<b>1</b>

Italian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding				1	
	Writing				1	
<b>Total staff who use Italian</b>	<b>1</b>	<b>Q4 2013</b>				
<b>Difference to previous Year</b>	<b>-1</b>					
<b>% Change over previous Year</b>	<b>50%</b>					<b>2</b>

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

<b>Kurdish</b>		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/ Use	1				
	Understanding	1				
	Writing	1				
	<b>Total staff who use Kurdish</b>	<b>1</b>				
	<b>Difference to previous Year</b>	<b>0</b>	<b>Q4 2013</b>			
<b>% Change over previous Year</b>	<b>0</b>	<b>1</b>				

<b>Russian</b>		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding					1
	Writing				1	
	<b>Total staff who use Russian</b>	<b>1</b>				
	<b>Difference to previous Year</b>	<b>0</b>	<b>Q4 2013</b>			
<b>% Change over previous Year</b>	<b>0</b>	<b>1</b>				

<b>Serbian</b>		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading					1
	Speaking/ Use					1
	Understanding					1
	Writing					1
	<b>Total staff who use Serbian</b>	<b>1</b>				
	<b>Difference to previous Year</b>	<b>1</b>	<b>Q4 2013</b>			
<b>% Change over previous Year</b>	<b>100%</b>	<b>0</b>				



**CAERPHELLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

<b>Spanish</b>		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading			1	1	
	Speaking/ Use				2	
	Understanding				1	1
	Writing				2	
	<b>Total staff who use Spanish</b>	<b>2</b>				
<b>Difference to previous Year</b>	<b>-1</b>	<b>Q4 2013</b>				
<b>% Change over previous Year</b>	<b>33.3%</b>	<b>3</b>				

<b>Turkish</b>		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading			1		
	Speaking/ Use					1
	Understanding			1		
	Writing					1
	<b>Total staff who use Turkish</b>	<b>1</b>				
<b>Difference to previous Year</b>	<b>1</b>	<b>Q4 2013</b>				
<b>% Change over previous Year</b>	<b>0</b>	<b>1</b>				

<b>Welsh</b>		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	12	8	13	28	5
	Speaking/ Use	11	7	11	34	3
	Understanding	10	8	11	30	7
	Writing	10	6	12	31	7
	<b>Total staff who use Welsh</b>	<b>66</b>				
<b>Difference to previous Year</b>	<b>28</b>	<b>Q4 2013</b>				
<b>% Change over previous Year</b>	<b>74%</b>	<b>38</b>				

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT  
Languages By Directorate 31/03/2014**

**Directorate of the Social Services**

British Sign Language		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
	Reading				4	6	8
	Speaking/ Use		3	3	12		
	Understanding		3	3	11		1
	Writing				4	6	8
	<b>Total staff who use British Sign Language</b>	<b>18</b>					
	<b>Difference to previous Year</b>	<b>4</b>	<b>Q4 2013</b>				
	<b>% Change over previous Year</b>	<b>28.6%</b>	<b>14</b>				

Braille		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
	Reading	2					
	Speaking/Use					2	
	Understanding	2					
	Writing	2					
	<b>Total staff who use Braille</b>	<b>2</b>					
	<b>Difference to previous Year</b>	<b>2</b>	<b>Q4 2013</b>				
	<b>% Change over previous Year</b>	<b>100%</b>	<b>0</b>				

Croatian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/Use	1				
	Understanding	1				
	Writing	1				
	<b>Total staff who use Croatian</b>	<b>1</b>				
	<b>Difference to previous Year</b>	<b>0</b>	<b>Q4 2013</b>			
	<b>% Change over previous Year</b>	<b>0</b>	<b>1</b>			

CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Dutch		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading					1
	Speaking/Use	1				
	Understanding					1
	Writing					1
	<b>Total staff who use Dutch</b>	<b>1</b>	<b>Q4 2013</b>			
<b>Difference to previous Year</b>	<b>0</b>					
<b>% Change over previous Year</b>	<b>0</b>					

French		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1	1	6	8	1
	Speaking/Use	1		7	9	
	Understanding	1	1	7	6	2
	Writing	1		7	8	1
	<b>Total staff who use French</b>	<b>17</b>	<b>Q4 2013</b>			
<b>Difference to previous Year</b>	<b>1</b>					
<b>% Change over previous Year</b>	<b>6.25%</b>					

German		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	4			3	2
	Speaking/ Use	4		1	4	
	Understanding	4		1	4	
	Writing	4		1	2	2
	<b>Total staff who use German</b>	<b>9</b>	<b>Q4 2013</b>			
<b>Difference to previous Year</b>	<b>-1</b>					
<b>% Change over previous Year</b>	<b>10%</b>					

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

<b>HEBREW</b>		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading			1		
	Speaking/ Use		1			
	Understanding		1			
	Writing			1		
	<b>Total staff who use Hebrew</b>	<b>1</b>				
	<b>Difference to previous Year</b>	<b>0</b>	<b>Q4 2013</b>			
<b>% Change over previous Year</b>	<b>0</b>	<b>1</b>				

<b>Hindi</b>		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading		1			
	Speaking/ Use				1	
	Understanding				1	
	Writing		1			
	<b>Total staff who use Hindi</b>	<b>1</b>				
	<b>Difference to previous Year</b>	<b>0</b>	<b>Q4 2013</b>			
<b>% Change over previous Year</b>	<b>0</b>	<b>1</b>				

<b>Hungarian</b>		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/ Use	1				
	Understanding	1				
	Writing	1				
	<b>Total staff who use Hungarian</b>	<b>1</b>				
	<b>Difference to previous Year</b>	<b>0</b>	<b>Q4 2013</b>			
<b>% Change over previous Year</b>	<b>0</b>	<b>1</b>				

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

Italian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading					
	Speaking/ Use					
	Understanding					
	Writing					
<b>Total staff who use Italian</b>	<b>0</b>	<b>Q4 2013</b>				
<b>Difference to previous Year</b>	<b>-1</b>					
<b>% Change over previous Year</b>	<b>100%</b>					<b>1</b>

Malayalam		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/ Use	1				
	Understanding	1				
	Writing	1				
<b>Total staff who use Malayalam</b>	<b>1</b>	<b>Q4 2013</b>				
<b>Difference to previous Year</b>	<b>0</b>					
<b>% Change over previous Year</b>	<b>0</b>					<b>1</b>

Nepali		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding				1	
	Writing				1	
<b>Total staff who use Nepali</b>	<b>1</b>	<b>Q4 2013</b>				
<b>Difference to previous Year</b>	<b>0</b>					
<b>% Change over previous Year</b>	<b>0</b>					<b>1</b>

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

Romanian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	4				
	Speaking/ Use	4				
	Understanding	4				
	Writing	4				
	<b>Total staff who use Romanian</b>	<b>4</b>				
	<b>Difference to previous Year</b>	<b>0</b>	<b>Q4 2013</b>			
<b>% Change over previous Year</b>	<b>0</b>	<b>4</b>				

Russian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding					1
	Writing				1	
	<b>Total staff who use Russian</b>	<b>1</b>				
	<b>Difference to previous Year</b>	<b>0</b>	<b>Q4 2013</b>			
<b>% Change over previous Year</b>	<b>0</b>	<b>1</b>				

Spanish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	2	1	1	1	
	Speaking/ Use	2	1	2		
	Understanding	3		2		
	Writing	1	1	3		
	<b>Total staff who use Spanish</b>	<b>5</b>				
	<b>Difference to previous Year</b>	<b>-1</b>	<b>Q4 2013</b>			
<b>% Change over previous Year</b>	<b>16.6%</b>	<b>6</b>				

**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			
	<b>Total staff who use Turkish</b>	<b>1</b>				
	<b>Difference to previous Year</b>	<b>0</b>	<b>Q4 2013</b>			
<b>% Change over previous Year</b>	<b>0</b>	<b>1</b>				

Welsh		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	14	14	6	24	8
	Speaking/ Use	13	7	15	26	5
	Understanding	14	10	7	29	6
	Writing	11	13	10	21	11
	<b>Total staff who use Welsh</b>	<b>66</b>				
	<b>Difference to previous Year</b>	<b>24</b>	<b>Q4 2013</b>			
<b>% Change over previous Year</b>	<b>57%</b>	<b>42</b>				

CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Age by Salary Ranges 31/03/2014

		£12312 -	£41617- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:	
<b>Corporate Services &amp; CE</b>	16-21	Female	6						6	
		Male	16						16	
		Unspecified								
	22-35	Female	153						153	
		Male	118						118	
		Unspecified								
	36-49	Female	222	8					230	
		Male	193	7					200	
		Unspecified								
	50-54	Female	66	5					71	
		Male	75	8					83	
		Unspecified								
	55-65	Female	75	2					77	
		Male	133	13					146	
		Unspecified								
	66+	Female	5						5	
		Male	9						9	
		Unspecified								
	<b>Total Staff</b>		<b>1071</b>	<b>43</b>						<b>1114</b>

		£12312 -	£41617- £131645	Adult tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:	
<b>Education &amp; Lifelong Learning</b>	16-21	Female	89				5		94	
		Male	26				1		27	
		Unspecified								
	22-35	Female	677	4	19	21	2	493		1216
		Male	116	1	6	9	1	152		285
		Unspecified								
	36-49	Female	1020	5	32	91		413		1561
		Male	104	1	7	37		114		263
		Unspecified								
	50-54	Female	289	5	15	18		85		412
		Male	46	1	4	14		30		95
		Unspecified								
	55-65	Female	402	4	22	26		132		586
		Male	116	2	12	17		38		185
		Unspecified								
	66+	Female	63		4		1	3		71
		Male	30		1			3		34
		Unspecified								
<b>Total Staff</b>		<b>2978</b>	<b>23</b>	<b>122</b>	<b>233</b>	<b>4</b>	<b>1469</b>		<b>4829</b>	



CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

		£12312	£41617- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
		-							
		£41616							
<b>Directorate of the Environment</b>	16-21	Female	85						85
		Male	85						85
		Unspecified							
	22-35	Female	301	1		1			303
		Male	239						239
		Unspecified							
	36-49	Female	541	9					550
		Male	290	9					299
		Unspecified							
	50-54	Female	205	2					207
		Male	144	5					149
		Unspecified							
	55-65	Female	296	1					297
		Male	182	10					192
		Unspecified							
	66+	Female	44						44
		Male	24						24
		Unspecified							
	<b>Total Staff</b>		<b>2436</b>	<b>37</b>		<b>1</b>			<b>2474</b>

		£12312	£41617- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
		-							
		£41616							
<b>Social Services</b>	16-21	Female	25						25
		Male	3						3
		Unspecified							
	22-35	Female	322						322
		Male	47						47
		Unspecified							
	36-49	Female	462	14					476
		Male	77	5					82
		Unspecified							
	50-54	Female	216	3					219
		Male	24	5					29
		Unspecified							
	55-65	Female	290	8					298
		Male	39	3					42
		Unspecified							
	66+	Female	14						14
		Male	2						2
		Unspecified							
	<b>Total Staff</b>		<b>1521</b>	<b>38</b>					<b>1559</b>

CAERPHILLY COUNTY BOROUGH COUNCIL

**WORKFORCE INFORMATION REPORT**  
**Marital Status by Salary Range 31/03/2014**

Corporate Services & CE		£12312- £41616	£41617- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Civil Partnership	3							3
	Dissolved Civil Partnership								
	Divorced	63	3						66
	Married	589	32						621
	Separated	17	1						18
	Single	283	3						286
	Surviving Civil Partnership								
	Undisclosed	22							22
	Widowed	4							4
With Partner	90	4						94	
<b>Total Staff</b>	<b>1071</b>	<b>43</b>						<b>1114</b>	

Education & Lifelong Learning		£12312-£41616	£41617- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Civil Partnership	5		1	1		1		8
	Dissolved Civil Partnership	1							1
	Divorced	141		4	10		43		198
	Married	1711	13	78	165	2	783		2752
	Separated	51			2		15		68
	Single	732	4	15	33	2	462		1248
	Surviving Civil Partnership	1					1		2
	Undisclosed	101	3	9	8		58		179
	Widowed	37		2	1		4		44
With Partner	198	3	13	13		102		329	
<b>Total Staff</b>	<b>2978</b>	<b>23</b>	<b>122</b>	<b>233</b>	<b>4</b>	<b>1469</b>		<b>4829</b>	

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT  
Marital Status by Salary Range 31/03/2014**

Directorate of the Environment		£12312-£41616	£41617- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Civil Partnership	8							8
	Dissolved Civil Partnership	1							1
	Divorced	112	3						115
	Married	1223	26						1249
	Separated	27							27
	Single	741	3			1			745
	Surviving Civil Partnership	1							1
	Undisclosed	161							161
	Widowed	16							16
	With Partner	146	5						151
<b>Total Staff</b>	<b>2436</b>	<b>37</b>			<b>1</b>			<b>2474</b>	

Social Services		£12312-£41616	£41617- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Civil Partnership	7	1						8
	Dissolved Civil Partnership								
	Divorced	113	1						114
	Married	863	21						884
	Separated	28	3						31
	Single	320	10						330
	Surviving Civil Partnership								
	Undisclosed	25							25
	Widowed	12	1						13
	With Partner	153	1						154
<b>Total Staff</b>	<b>1521</b>	<b>38</b>						<b>1559</b>	

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT  
Ethnic Origin by Salary Range 31/03/2014**

<b>Corporate Services &amp; C.F.</b>		£12312-£41616	£41617- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	BME	13							<b>13</b>
	Undisclosed	18	1						<b>19</b>
	White	1040	42						<b>1082</b>
	<b>Total Staff</b>	<b>1071</b>	<b>43</b>						<b>1114</b>

<b>Education &amp; Lifelong Learning</b>		£12312 - £41616	£41617- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	BME	21	1	1		2	9		<b>34</b>
	Undisclosed	199	1	14	14	1	115		<b>344</b>
	White	2758	21	107	219	1	1345		<b>4451</b>
	<b>Total Staff</b>	<b>2978</b>	<b>23</b>	<b>122</b>	<b>233</b>	<b>4</b>	<b>1469</b>		<b>4829</b>

<b>Directorate of the Environment</b>		£12312 - £41616	£41617- £131645	Adult tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	BME	13							<b>13</b>
	Undisclosed	156	1						<b>157</b>
	White	2267	36			1			<b>2304</b>
	<b>Total Staff</b>	<b>2436</b>	<b>37</b>			<b>1</b>			<b>2474</b>

<b>Social Services</b>		£12312 - £41616	£41617- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	BME	26							<b>26</b>
	Undisclosed	28							<b>28</b>
	White	1467	38						<b>1505</b>
	<b>Total Staff</b>	<b>1521</b>	<b>38</b>						<b>1559</b>

CAERPHILLY COUNTY BOROUGH COUNCIL

WORKFORCE INFORMATION REPORT

Disability by Salary Range 31/03/2014

Corporate Services & CE		£12312 - £41616	£41617- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Not Disabled	1027	43						1070
	Not Known	25							25
	Disabled	19							19
	<b>Total Staff</b>	<b>1071</b>	<b>43</b>						<b>1114</b>

Education & Lifelong Learning		£12312 - £41616	£41617- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Not Disabled	2683	23	110	216	4	1340		4376
	Not Known	256	0	7	15		121		399
	Disabled	39	0	5	2		8		54
	<b>Total Staff</b>	<b>2978</b>	<b>23</b>	<b>122</b>	<b>233</b>	<b>4</b>	<b>1469</b>		<b>4829</b>

Directorate of the Environment		£12312 - £41616	£41617- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Not Disabled	2199	36			1			2236
	Not Known	191							191
	Disabled	46	1						47
	<b>Total Staff</b>	<b>2436</b>	<b>37</b>			<b>1</b>			<b>2474</b>

Social Services		£12312 - £41616	£41617- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Not Disabled	1450	38						1488
	Not Known	54							54
	Disabled	17							17
	<b>Total Staff</b>	<b>1521</b>	<b>38</b>						<b>1559</b>

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

**Gender by Salary Range 31/03/2014**

<b>Corporate Services &amp; CE</b>		<b>£12312-£41616</b>	<b>£41617 - £131645</b>	<b>Adult Tutor</b>	<b>Leadership</b>	<b>Less Than £12312</b>	<b>Teacher</b>	<b>Unknown</b>	<b>Sum:</b>
	<b>Male</b>	544	28						<b>572</b>
	<b>Female</b>	527	15						<b>542</b>
	<b>Undisclosed</b>								
	<b>Total Staff</b>	<b>1071</b>	<b>43</b>						<b>1114</b>

<b>Education &amp; Lifelong Learning</b>		<b>£12312-£41616</b>	<b>£41617 - £131645</b>	<b>Adult Tutor</b>	<b>Leadership</b>	<b>Less Than £12312</b>	<b>Teacher</b>	<b>Unknown</b>	<b>Sum:</b>
	<b>Male</b>	438	5	30	77	1	338		<b>889</b>
	<b>Female</b>	2540	18	92	156	3	1131		<b>3940</b>
	<b>Undisclosed</b>								
	<b>Total Staff</b>	<b>2978</b>	<b>23</b>	<b>122</b>	<b>233</b>	<b>4</b>	<b>1469</b>		<b>4829</b>

<b>Directorate of the Environment</b>		<b>£12312-£41616</b>	<b>£41617 - £131645</b>	<b>Adult Tutor</b>	<b>Leadership</b>	<b>Less Than £12312</b>	<b>Teacher</b>	<b>Unknown</b>	<b>Sum:</b>
	<b>Male</b>	964	24						<b>988</b>
	<b>Female</b>	1472	13			1			<b>1486</b>
	<b>Undisclosed</b>								
	<b>Total Staff</b>	<b>2436</b>	<b>37</b>			<b>1</b>			<b>2474</b>

<b>Social Services</b>		<b>£12312-£41616</b>	<b>£41617 - £131645</b>	<b>Adult Tutor</b>	<b>Leadership</b>	<b>Less Than £12312</b>	<b>Teacher</b>	<b>Unknown</b>	<b>Sum:</b>
	<b>Male</b>	192	13						<b>205</b>
	<b>Female</b>	1329	25						<b>1354</b>
	<b>Undisclosed</b>								
	<b>Total Staff</b>	<b>1521</b>	<b>38</b>						<b>1559</b>

WORKFORCE INFORMATION REPORT

Sickness Days Lost Per FTE by Directorate 31/10/2010 - 31/03/2014

CORPORATE SERVICES & CE

Corporate Services & CE	Q4 09/10	Q4 10/11	Q4 11/12	Q4 12/13	Q4 13/14
	2.5	2.46	2.10	2.64	2.69

Section	2009/10 Days Lost per FTE Q4	2010/11 Days Lost per FTE Q4	2011/12 Days Lost Per FTE Q4	2012/13 Days Lost Per FTE Q4	2013/14 Days Lost Per FTE Q4
---------	------------------------------------	------------------------------------	------------------------------------	------------------------------------	------------------------------------

Chief Executive	1.5	1.25	0.00	0.00	0.00
Deputy CE & Secretary	N/A	3.50	0.00	0.00	0.67
Corporate Finance	2.32	1.63	1.29	1.73	1.63
Human Resources	3.18	1.57	0.83	1.34	2.49
Information & Citizen Eng	3.28	3.00	2.77	3.63	4.90
Legal & Governance	3.31	2.98	0.41	0.13	1.59
Housing	N/A	2.98	2.77	3.28	2.20
Performance & Property	N/A	1.28	1.00	2.01	3.92
Health, Safety & Welfare	0.2	0.16	0.12	0.63	N/A
WHQS Programme	N/A	0.20	5.77	3.17	2.16

**WORKFORCE INFORMATION REPORT**

**Sickness Days Lost Per FTE by Directorate 31/03/2010 - 31/03/2014**

**DIRECTORATE OF EDUCATION & LIFELONG LEARNING**

Directorate of Education & Lifelong Learning	Q4 09/10	Q4 10/11	Q4 11/12	Q4 12/13	Q4 13/14
	3.54	3.07	2.89	2.50	2.78

Section	2009/10 Days Lost per FTE Q4	2010/11 Days Lost per FTE Q4	2011/12 Days Lost Per FTE Q4	2012/13 Days Lost Per FTE Q4	2013/14 Days Lost Per FTE Q4
---------	------------------------------------	------------------------------------	------------------------------------	------------------------------------	------------------------------------

Director & Secretary	N/A	15.00	0.00	0.00	0.00
Learning, Education and Inclusion	4.05	4.23	3.75	4.02	4.03
Planning & Strategy	2.94	3.65	0.00	3.25	0.03
Lifelong Learning	3.44	2.78	2.91	2.63	2.32
Our Schools our Future	9	5.00	0.00	0.75	31.25
Schools	3.53	2.94	2.79	2.29	2.65



**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

**Sickness Days Lost Per FTE by Directorate 31/03/2010- 31/03/2014**

**DIRECTORATE OF SOCIAL SERVICES**

Directorate of Social Services	Q4 09/10	Q4 10/11	Q4 11/12	Q4 12/13	Q4 13/14
	4.57	3.85	3.28	3.81	3.86

Section	2009/10 Days Lost per FTE Q4	2010/11 Days Lost per FTE Q4	2011/12 Days Lost Per FTE Q4	2012/13 Days Lost Per FTE Q4	2013/14 Days Lost Per FTE Q4
Director & Staff	0.00	19.50	0.38	0.57	0.63
Adult Services	5.1	4.06	3.42	4.23	4.07
Business Support	3.94	3.84	2.80	0.22	2.64
Children's Services	3.25	3.08	3.05	3.20	3.56
Joint Workforce Development Team					0.00

WORKFORCE INFORMATION REPORT

Sickness Days Lost Per FTE by Directorate 31/03/2010- 31/03/2014

THE DIRECTORATE OF THE ENVIRONMENT

Directorate of the Environment	Q4 09/10	Q4 10/11	Q4 11/12	Q4 12/13	Q4 13/14
	2.87	2.90	2.62	3.05	2.85

Section	2009/10 Days Lost per FTE Q4	2010/11 Days Lost per FTE Q4	2011/12 Days Lost Per FTE Q4	2013/13 Days Lost Per FTE Q4	2013/14 Days Lost Per FTE Q4
Public Services	2.8	3.09	2.90	N/A	N/A
Planning & Regeneration	N/A	2.79	1.60	1.72	2.38
Public Protection	3.28	2.53	2.57	3.51	2.51
Engineering & Transport	3.58	2.76	2.89	3.43	3.35
Community & Leisure Services	N/A	N/A	N/A	3.14	3.01

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**WORKFORCE INFORMATION REPORT**

**Sickness Percentage Report by Directorate 31/03/2010 - 31/03/2014**

**CORPORATE SERVICES & CE**

Corporate Services & CE	Q4 09/10	Q4 10/11	Q4 11/12	Q4 12/13	Q4 13/14
	3.96%	3.84%	3.25%	4.12%	4.29%

Section	2009/10 Sickness % Q4	2010/11 Sickness % Q4	2011/12 Sickness % Q4	2012/13 Sickness % Q4	2013/14 Sickness % Q4
---------	-----------------------------	-----------------------------	-----------------------------	-----------------------------	-----------------------------

Chief Executive	N/A	1.95%	0.00%	0.00%	0.00%
Deputy CE & Staff	1.56%	5.47%	0.00%	0.00%	1.04%
Corporate Finance	3.68%	2.56%	1.99%	2.68%	2.72%
Human Resources	5.05%	2.47%	1.28%	2.12%	3.90%
Information & Citizen Eng	N/A	4.70%	4.27%	5.61%	7.70%
Legal & Governance	5.25%	4.64%	0.63%	0.75%	2.21%
Housing	N/A	4.64%	4.28%	5.13%	3.45%
Performance & Property	N/A	2.00%	1.53%	3.14%	6.13%
Health, Safety & Welfare	0.31%	0.26%	0.19%	1.01%	N/A
WHQS Programme	N/A	0.29%	7.36%	4.98%	3.81%

Sickness Percentage Report by Directorate 31/03/2010 - 31/03/2014

**DIRECTORATE OF EDUCATION & LIFELONG LEARNING**

Directorate of Education & Lifelong Learning	Q4 09/10	Q4 10/11	Q4 11/12	Q4 12/13	Q4 13/14
	5.62%	4.77%	4.43%	3.89%	4.33%

Section	2009/10 Sickness % Q4	2010/11 Sickness % Q4	2011/12 Sickness % Q4	2012/13 Sickness % Q4	2013/14 Sickness % Q4
---------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------

Director & Secretary	0.00%	23.44%	0.00%	0.00%	0.00%
Learning, Education & Inclusion	6.42%	6.52%	5.77%	6.30%	6.22%
Planning & Strategy	4.67%	5.98%	0.00%	5.08%	0.05%
Lifelong Learning	5.46%	4.36%	4.40%	3.99%	3.54%
Our Schools our Future	14.29%	7.81%	0.00%	1.17%	48.83%
Schools	5.60%	4.58%	4.28%	3.58%	4.13%

**WORKFORCE INFORMATION REPORT**

**Sickness Percentage Report by Directorate 31/03/2010 - 31/03/2014**

**DIRECTORATE OF SOCIAL SERVICES**

Directorate of Social Services	Q4 09/10	Q4 10/11	Q4 11/12	Q4 12/13	Q4 13/14
	7.25%	6.03%	5.07%	5.94%	6.04%

Section	2009/10 Sickness % Q4	2010/11 Sickness % Q4	2011/12 Sickness % Q4	2012/13 Sickness % Q4	2013/14 Sickness % Q4
---------	-----------------------------	-----------------------------	-----------------------------	-----------------------------	-----------------------------

Director & Staff	0.00%	30.47	0.58%	0.89%	0.98%
Adult Services	8.09%	6.37	5.29%	6.58%	6.35%
Business Support	6.26%	6.08%	4.31%	0.34%	4.11%
Children's Services	5.15%	4.80%	4.70%	4.97%	5.58%
Joint Workforce Development Team					0.00%

**Sickness Percentage Report by Directorate 31/03/2010- 31/03/2014**

**DIRECTORATE OF THE ENVIRONMENT**

Directorate of the Environment	Q4 09/10	Q4 10/11	Q4 11/12	Q4 12/13	Q4 13/14
	4.55%	4.53%	4.01%	4.74%	4.45%

Section	2009/10 Sickness % Q4	2010/11 Sickness % Q4	2011/12 Sickness % Q4	2012/13 Sickness % Q4	2013/14 Sickness % Q4
---------	-----------------------------	-----------------------------	-----------------------------	-----------------------------	-----------------------------

Public Services	4.45%	4.82%	4.45%	N/A	N/A
Planning & Regeneration		4.37%	2.46%	2.68%	3.74%
Public Protection	5.21%	3.88%	3.95%	5.47%	3.92%
Engineering & Transport	5.68%	4.32%	4.44%	5.36%	5.25%
Community & Leisure Services	N/A	N/A	N/A	4.86%	4.68%

WORKFORCE INFORMATION REPORT

**Glossary:**

**Headcount**

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

**FTE Headcount**

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

**Assumptions:**

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

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

**Sickness Days Lost Per FTE**

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

**WORKFORCE INFORMATION REPORT**

**Percentage Sickness**

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

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

**Position Basis By Directorate**

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

**Position Type By Directorate**

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