By: Peter Oakford – Deputy Leader and Cabinet Member for Finance,

Corporate and Traded Services
Paul Royel – Director of HR & OD

To: Personnel Committee

Date: 28 November 2024

Subject: Annual Workforce Profile Report update

Classification: Unrestricted

Summary:

This report provides an update to the Annual Workforce Profile report, presented to Personnel Committee in June 2024. It provides information on the changes in staffing levels, demographics, and diversity of Kent County Council's non-CRSS* workforce in the six-month period ending 30 September 2024.

1. Changes in staffing levels, demographics, and diversity by sector

1.1 KCC Non-Schools

Staffing levels in the non-school's workforce have increased slightly since the start of the year and the full-time equivalent is now 8,001 FTE, 2% higher than on 31 March 2024.

Turnover increased in September 2024 and now stands at 13.1% compared with 12.1% in April 2024 (exc. CRSS).

The first half of 2024-25 has shown sickness increasing, with the 12-month rolling average at 8.49 days lost per FTE in September 2024 compared to the beginning of the 12-month rolling period which stood at 7.96 days lost per FTE in October 2023.

During the first half of 2024-25, the proportion of Casual Relief Sessional and Supply (CRSS) contracts decreased to 9.7% in September 2024 from 10.7% in March 2024, however Fixed Term contracts saw an increase to 4% from 3.6%.

As of 30 September 2024, there were 57 employees accessing the apprenticeship training within the KCC non-schools' sector.

KCC continues to attract people from across the protected characteristics; however, the proportion of people applying does not always correspond to the proportion of those hired e.g., 38.1% of applicants who applied for a vacancy between 01 April 2024 and 30 September 2024 were from an Asian, Black, Mixed

Race and Other Ethnic Groups background but only 19.1% of those hired by the 30th September 2024, whereas 56.9% of those that applied were white compared to 75.1% hired.

September 2024's analysis of the non-school's workforce by diversity showed an increase in percentages of staff from all protected characteristics, when compared to March 2024 figures, except for Transgender employees who remained at 0.4% of KCC's workforce. The greatest increase was seen in the Asian, Black, Mixed Race and Other Ethnic Groups population which increased by 0.8 percentage points.

Within the Leadership group the proportion of Disabled employees have seen an increase; along with the population from an Asian, Black, Mixed Race and Other Ethnic Groups background and those who are Lesbian, Gay, and Bisexual. The number of females represented in the Leadership group has decreased by 0.5 percentage points.

The current average age is 46 years and the age performance indicators show a small decrease in the percentage of staff aged 30 and under from the initial March 2024 figures from 15% to 14.6%.

Appendix 8 below provides an illustration of the reasons for leaving of those who left the organisation in the first 6 months of the year. This indicates that the vast majority left by way of Resignation at 65.5% followed by Redundancy at 14.6%, and there continues to be a decrease in number of dismissals compared to previous year going from 23 to 15 for the same period.

1.2. Directorates

The percentage of permanent contracts varies by Directorate, from 81.7% in Children, Young People and Education to 96.8% in the Deputy Chief Executives Department (DCED). The Chief Executives Department (CED) has the highest proportion of Fixed Term contracts at 9.0%, this has increased from 8.7% in March 2024.

Children, Young People and Education (CYPE) and Growth, Environment and Transport (GET) have the highest proportion of CRSS contracts, which account for 13% (CYPE) and 13.1% (GET) of their workforce. Growth, Environment and Transport (GET) has seen a decrease of 1.5 percentage points of the proportion of employees on CRSS contracts during the first six months of the 2023-24, whereas Adult Social Care and Health (ASCH) has seen a slight increase of 0.3 percentage points.

Total figures for the Directorates show that sickness levels were highest in Adult Social Care and Health (ASCH) at 5.16 days lost per FTE in the first six months of 2024-25 and lowest in the Chief Executives Department (CED) at 2.21 days lost per FTE.

Distribution across the salary bands varies between directorates, with the proportion on KR6 & below ranging from 18.1% in the Deputy Chief Executives

Department (DCED) to 47.2% in Growth, Environment and Transport (GET). The Deputy Chief Executives Department (DCED) has the highest proportion of staff on the higher grades (KR14 & above), 5.7%.

The twelve-month rolling turnover figure to the 30 September 2024 varied between the Directorates, 8.1% in the Chief Executives Department (CED) to 16.5% in Children, Young People and Education (CYPE).

Analysis of the workforce by diversity strand shows quite wide variation by Directorate. As an example, female staff account for 77.1% of the Adult Social Care and Health (ASCH) leadership group but 37.5% of Growth, Environment and Transport's (GET). Employees from an Asian, Black, Mixed Race and Other Ethnic Groups background account for 11.8% of the Children, Young People and Education directorate, whereas only 6.1% are within the leadership group. Analysis of the age profile in Directorates shows the Chief Executives Department (CED) has the highest proportion of younger staff aged 25 and under, at 8%, and Growth, Environment and Transport (GET) has a higher proportion of older staff aged 65 and over, at 8.9%.

2. Further information

Further information on the areas covered in this report is available in the attached appendices:

- Appendix 1 Staffing levels and Contract details
- Appendix 2 Salaries
- Appendix 3 Turnover
- Appendix 4 Sickness
- Appendix 5 Equalities
- Appendix 6 Equality in recruitment
- Appendix 7 Leavers by Leave reason
- Appendix 8 Schools Information

3. Recommendation

Members are asked to note the content of this report.

Paul Royel Director of HR and OD 03000 416631

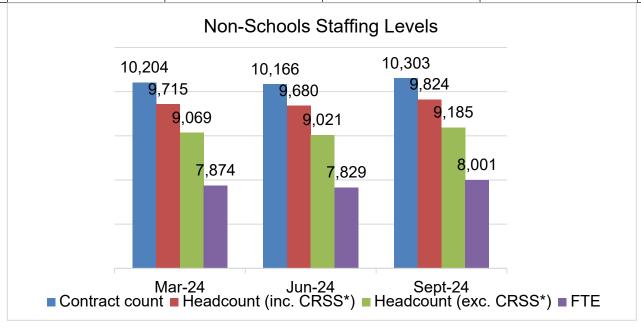
Background documents -

Annual workforce profile report to Personnel Committee June 2024

Appendix 1 – Staffing Levels and Contract Details

Non-Schools Workforce: Staffing Levels

	Mar-24	Jun-24	Sept-24	Change Mar-24 to Sept-24	% Mar-24 to Sept- 24
Contract Count	10,204	10,166	10,303	99	1.0%
Headcount (inc. CRSS*)	9,715	9,680	9,824	109	1.1%
Headcount (exc. CRSS*)	9,069	9,021	9,185	116	1.3%
FTE	7,874.8	7,829.6	8,000.8	127.7	1.6%



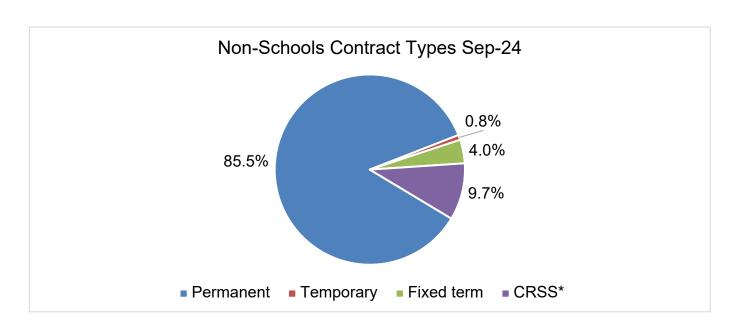
Directorates: Staffing Levels

Directorate	Contract Count Mar-24	Contract Count Sept-24	Headcount (inc CRSS) Mar-24	Headcount (inc CRSS) Sept-24	Headcount (exc CRSS) Mar-24	Headcount (exc CRSS) Sept-24	FTE Mar- 24	FTE Sept-24
ASCH	2,746	2,815	2,637	2,694	2,577	2,630	2,257.0	2,299.0
CED	676	670	672	667	669	664	628.6	622.0
CYPE	4,099	4,136	3,895	3,936	3,517	3,556	3,148.7	3,208.5
DCED	394	437	394	437	394	437	370.7	411.2
GET	2,289	2,245	2,144	2,122	1,917	1,907	1,468.9	1,460.2

Non-Schools Workforce: Staff by Contract Type (Grouped)

Contract Type	Mar-24	Mar-24 %	Sept-24	Sept-24 %
Permanent	8,744	85.7%	8,806	85.5%
Temporary	70	0.7%	87	0.8%
Fixed term	367	3.6%	414	4.0%
CRSS*	1,023	10.0%	996	9.7%
Total	10,204	100.0%	10,303	100.0%

^{*}CRSS = Casual Relief, Sessional & Supply



Directorates: Staff by Contact Type (Grouped)

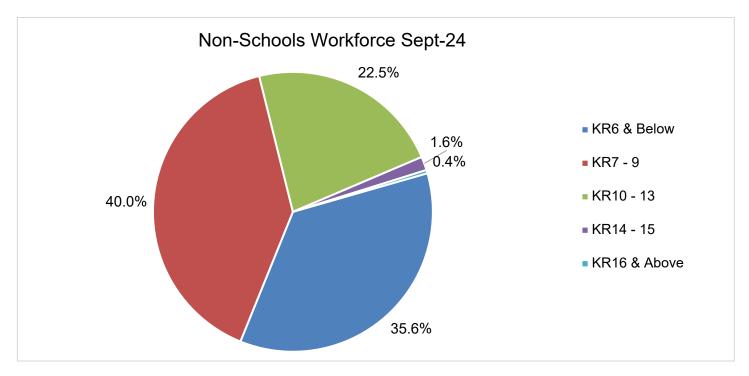
Directorates	Permanent Mar-24	Permanent Sept-24	Temporary Mar-24	Temporary Sept-24	Fixed Term Mar-24	Fixed Term Sept-24	CRSS Mar- 24	CRSS Sept- 24
ASCH	2,530	2,573	14	15	56	69	146	158
CED	604	590	7	14	59	60	6	6
CYPE	3,373	3,380	27	37	163	182	536	537
DCED	375	423	1	4	18	10	0	0
GET	1,862	1,840	21	17	71	93	335	295

^{*}CRSS = Casual Relief, Sessional & Supply staff.

Appendix 2 – Salaries

Non-Schools Workforce: Staff by Salary Band (all staff on Kent Range grades)

Grade	Mar-24	Mar-24 %	Sept-24	Sept-24 %
KR6 & Below	3,651	37.2%	3,533	35.6%
KR7-9	3,769	38.4%	3,973	40.0%
KR10-13	2,211	22.5%	2,232	22.5%
KR14-15	152	1.5%	157	1.6%
KR16 & Above	40	0.4%	38	0.4%
Total	9,823	100.0%	9,933	100.0%



Directorates: Staff by Salary Band (all staff on Kent Range grades)

Grade	ASCH Mar-24	ASCH Sept-24	CED Mar- 24	CED Sept-24	CYPE Mar-24	CYPE Sept-24	DCED Mar-24	DCED Sept-24	GET Mar- 24	GET Sept-24
KR6 & Below	1,058	1,051	144	136	969	881	71	79	912	919
KR7-9	995	1,047	231	236	1,554	1,676	105	124	665	653
KR10-13	513	520	253	250	859	860	193	209	352	354
KR14-15	20	26	25	26	73	71	19	20	15	14
KR16 & Above	14	13	10	10	4	4	6	5	6	6
Total	2,600	2,657	663	658	3,459	3,492	394	437	1,950	1,946

Grade	ASCH Mar-24 %	ASCH Sept-24 %	CED Mar- 24 %	CED Sept-24 %	CYPE Mar-24 %	CYPE Sept-24 %	DCED Mar-24 %	DCED Sept-24 %	GET Mar- 24 %	GET Sept-24 %
KR6 & Below	40.7%	39.6%	21.7%	20.7%	28.0%	25.2%	18.0%	18.1%	46.8%	47.2%
KR7-9	38.3%	39.4%	34.8%	35.9%	44.9%	48.0%	26.6%	28.4%	34.1%	33.6%
KR10-13	19.7%	19.6%	38.2%	38.0%	24.8%	24.6%	49.0%	47.8%	18.1%	18.2%
KR14-15	0.8%	1.0%	3.8%	4.0%	2.1%	2.0%	4.8%	4.6%	0.8%	0.7%
KR16 & Above	0.5%	0.5%	1.5%	1.5%	0.1%	0.1%	1.5%	1.1%	0.3%	0.3%

Based on staff with 'KR' in grade name (excluding CRSS* staff). *CRSS = Casual Relief, Sessional & Supply staff.

Appendix 3 – Turnover

Non-Schools Workforce: Turnover (12 month rolling average)

	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24
Including CRSS	12.8%	13.2%	13.3%	13.6%	13.9%	13.8%
Excluding CRSS	12.1%	12.5%	12.7%	13.0%	13.2%	13.1%
Excluding CRSS and excluding Compulsory*	11.8%	12.0%	12.2%	12.1%	12.3%	12.3%

^{*}Actual leaving reasons excluded = Compulsory Redundancy, Employee Transfer, Schools Closing moving to Academy status, School Closing and TUPE transfer

Directorates: Turnover (12 month rolling average – including CRSS staff)

	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sept-24
ASCH	11.2%	11.8%	11.2%	12.5%	13.0%	12.7%
CED	8.7%	8.7%	8.9%	8.6%	8.1%	8.1%
CYPE	15.7%	15.8%	16.6%	16.9%	17.1%	17.1%
DCED	10.4%	10.9%	10.3%	10.3%	11.2%	9.9%
GET	11.3%	12.2%	12.0%	11.2%	11.4%	11.8%

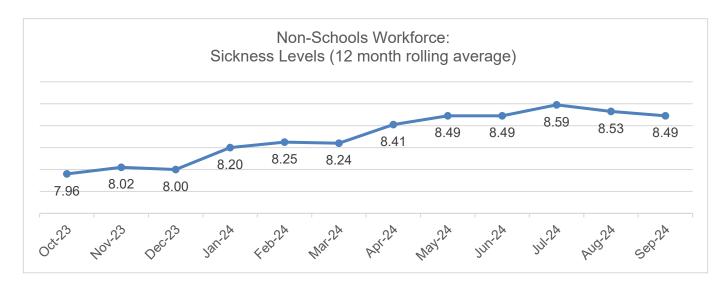
Directorates: Turnover (12 month rolling average – excluding CRSS staff)

	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sept-24
ASCH	10.7%	11.3%	10.7%	11.9%	12.5%	12.3%
CED	8.8%	8.8%	8.9%	8.6%	8.2%	8.1%
CYPE	14.9%	15.0%	16.1%	16.4%	16.4%	16.5%
DCED	10.4%	10.9%	10.3%	10.3%	11.2%	9.9%
GET	10.5%	11.2%	10.8%	10.3%	10.3%	10.6%

^{*}CRSS = Casual Relief, Sessional & Supply staff.

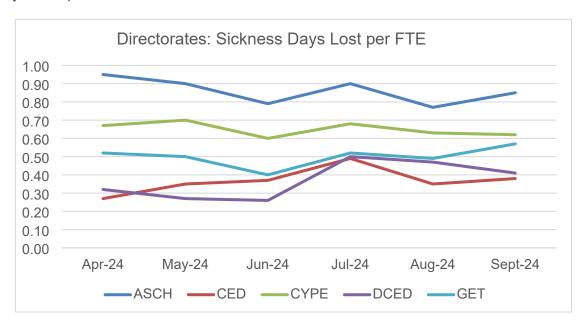
Appendix 4 - Sickness

Non-Schools Workforce: Sickness



Month	Days lost per FTE in month	12 month rolling average
Oct-23	0.80	7.96
Nov-23	0.81	8.02
Dec-23	0.76	8.00
Jan-24	0.86	8.20
Feb-24	0.71	8.25
Mar-24	0.66	8.24
Apr-24	0.67	8.41
May-24	0.67	8.49
Jun-24	0.58	8.49
Jul-24	0.69	8.59
Aug-24	0.61	8.53
Sep-24	0.65	8.49

Directorates: Sickness Days Lost per FTE



Directorate	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sept-24	Total
ASCH	0.95	0.90	0.79	0.90	0.77	0.85	5.16
CED	0.27	0.35	0.37	0.49	0.35	0.38	2.21
CYPE	0.67	0.70	0.60	0.68	0.63	0.62	3.90
DCED	0.32	0.27	0.26	0.50	0.47	0.41	2.23
GET	0.52	0.50	0.40	0.52	0.49	0.57	3.00

Appendix 5 – Equalities

Non-Schools Workforce (excluding CRSS)

	All Staff Mar-24	All Staff Sept-24	Leadership Group Mar-24	Leadership Group Sept-24
Female	79.7%	79.7%	64.3%	63.8%
Asian, Black, Mixed Race and Other Ethnic Groups	9.4%	10.6%	6.9%	7.2%
Disabled	5.8%	6.0%	4.6%	4.7%
Faith	45.7%	46.0%	44.7%	44.7%
Lesbian, Gay and Bisexual	3.4%	3.7%	3.0%	3.4%
Transgender	0.4%	0.4%	0.2%	0.2%

Directorates: All Staff (excluding CRSS)

	Female Mar-24	Female Sept- 24	Asian, Black, Mixed Race and Other Ethnic Groups Mar-24	Asian, Black, Mixed Race and Other Ethnic Groups Sept-24	Disabled Mar-24	Disabled Sept-24	Lesbian, Gay and Bisexual Mar-24	Lesbian, Gay and Bisexual Sept-24	Faith Mar-24	Faith Sept- 24	Transg- ender Mar-24	Transg- ender Sept-24
ASCH	85.7%	85.3%	12.2%	14.0%	5.9%	6.0%	3.1%	3.7%	48.9%	49.0%	0.4%	0.3%
CED	73.2%	73.6%	8.4%	8.4%	4.0%	4.8%	4.5%	5.4%	35.4%	36.3%	0.6%	0.6%
CYPE	86.7%	86.7%	10.0%	11.8%	6.0%	6.2%	3.6%	3.8%	46.4%	47.2%	0.3%	0.3%
DCED	67.5%	66.4%	8.4%	8.9%	6.4%	6.9%	3.3%	3.9%	39.9%	40.5%	0.0%	0.0%
GET	63.7%	64.3%	5.0%	4.9%	5.5%	5.6%	3.1%	2.9%	44.8%	44.5%	0.6%	0.6%

Directorates: Leadership Group (excluding CRSS)

	Female Mar-24	Female Sept- 24	Asian, Black, Mixed Race and Other Ethnic Groups Mar-24	Asian, Black, Mixed Race and Other Ethnic Groups Sept-24	Disabled Mar-24	Disabled Sept-24	Lesbian, Gay and Bisexual Mar-24	Lesbian, Gay and Bisexual Sept-24	Faith Mar-24	Faith Sept- 24	Trans- gender Mar-24	Trans- gender Sept-24
ASCH	76.8%	77.1%	9.5%	9.5%	3.2%	3.8%	5.3%	4.8%	57.9%	56.2%	1.1%	1.0%
CED	59.8%	58.1%	8.1%	7.5%	4.6%	4.3%	0.0%	0.0%	41.4%	41.9%	0.0%	0.0%
CYPE	69.7%	70.1%	6.6%	6.1%	4.6%	4.8%	4.0%	4.8%	38.8%	38.1%	0.0%	0.0%
DCED	61.9%	56.5%	4.8%	8.7%	9.5%	8.7%	2.4%	4.4%	42.9%	41.3%	0.0%	0.0%
GET	37.9%	37.5%	3.5%	3.6%	3.5%	3.6%	1.7%	1.8%	44.8%	48.2%	0.0%	0.0%

Non Schools Workforce: Age Indicators (excluding CRSS)

Directorate	Aged 25 and under Mar-24	Aged 25 and under Sept-24	Aged 30 and under Mar-24	Aged 30 and under Sept-24	Aged 50 and over Mar-24	Aged 50 and over Sept-24	Aged 65 and over Mar-24	Aged 65 and over Sept-24
All Staff	5.8%	5.8%	15.0%	14.6%	41.5%	41.0%	4.8%	4.7%
Leadership Group	0.0%	0.0%	1.2%	0.7%	48.9%	48.1%	2.8%	2.2%

Directorates: Age Indicators (excluding CRSS)

	Aged 25 and under Mar-24	Aged 25 and under Sept-24	Aged 30 and under Mar-24	Aged 30 and under Sept-24	Aged 50 and over Mar-24	Aged 50 and over Sept-24	Aged 65 and over Mar-24	Aged 65 and over Sept-24
ASCH	3.6%	4.1%	11.8%	11.9%	45.0%	44.2%	5.4%	4.9%
CED	7.8%	8.0%	20.9%	19.7%	27.5%	27.4%	1.1%	1.2%
CYPE	6.4%	6.4%	16.2%	16.0%	37.1%	36.8%	3.2%	3.2%
DCED	5.1%	3.9%	12.4%	12.1%	43.2%	42.8%	3.1%	3.2%
GET	6.9%	6.5%	15.4%	14.5%	49.2%	48.9%	8.8%	8.9%

CRSS = Casual, Relief, Sessional and Supply staff. Leadership Group = staff with a minimum salary of £57,945 (equivalent to minimum of KR13)

Appendix 6 – Equality in Recruitment

Non-Schools Workforce: April-September 2024

Disability

	Applied Count	Applied %	Hired Count	Hired %
Disabled	1,667	7.9%	62	8.3%
Not Disabled	18,384	87.5%	668	89.4%
Chose not to declare	965	4.6%	17	2.3%
Total	21,016	100.0%	747	100.0%

Ethnicity

	Applied Count	Applied %	Hired Count	Hired %
Asian, Black, Mixed Race and Other Ethnic Groups	7999	38.1%	143	19.1%
White	11,953	56.9%	561	75.1%
Chose not to declare	1,064	5.1%	43	5.8%
Total	21,016	100.0%	747	100.0%

Gender

	Applied Count	Applied %	Hired Count	Hired %
Female	13,899	66.1%	557	74.6%
Male	6,466	30.8%	153	20.5%
Chose not to declare	651	3.1%	37	5.0%
Total	21,016	100.0%	747	100.0%

Faith

	Applied Count	Applied %	Hired Count	Hired %
Faith	11,721	55.8%	315	42.2%
No Faith	7,546	35.9%	348	46.6%
Chose not to declare	1,749	8.3%	84	11.2%
Total	21,016	100.0%	747	100.0%

Sexual Orientation

	Applied Count	Applied %	Hired Count	Hired %
Heterosexual	17,380	82.7%	606	81.1%
Lesbian, Gay, and Bisexual	1,425	6.8%	52	7.0%
Chose not to declare	2,211	10.5%	89	11.9%
Total	21,016	100.0%	747	100.0%

Transgender

	Applied Count	Applied %	Hired Count	% of Hired
Transgender	132	0.6%	2	0.3%
Cisgender	19,944	94.9%	703	94.1%
Chose not to declare	289	1.4%	5	0.7%
Unknown	651	3.1%	37	5.0%
Total	21,016	100.0%	747	100.0%

Age Summary

,	Applied Count	Applied %	Hired Count	Hired %
16 - 25	4,172	19.9%	111	14.9%
26 - 35	6442	30.7%	196	26.2%
36 - 45	5001	23.8%	174	23.3%
46 - 55	3067	14.6%	146	19.5%
56 - 65	1267	6.0%	65	8.7%
Over 65	71	0.3%	6	0.8%
Chose not to declare	996	4.7%	49	6.6%
Total	21,016	100.0%	747	100.0%

The count of Applied and Hired is in terms of candidate applications. If a candidate has applied for multiple roles, they will be counted multiple times. Undeclared/blank responses have been combined with 'prefer not to say'.

Appendix 7 – Leavers Listed by Leaving Reason

Non-Schools Workforce: April-September 2023

Leaving Reason	Grouping	Total
Compulsory Redundancy	Redundancy	74
Contract Terminated within Probation	Dismissal	5
Deceased	Other	10
Dismissal - Capability - Performance	Dismissal	3
Dismissal - Capability - Statutory Prohibition/Ban	Dismissal	0
Dismissal - Capability - Health	Dismissal	1
Dismissal - Conduct	Dismissal	4
Dismissal - SOSR	Dismissal	2
Early Retirement - Efficiency of the Service	Retirement	1
Early Retirement - III Health (Tier 1)	Retirement	1
End of Fixed Term Contract	Other	23
End of Temporary Contract	Other	2
Mutual Termination	Other	8
No Longer Payroll Provider	Other	0
PR/Casual - Not Claimed in the last 12 months	Other	7
Resignation - Career Development	Resignation	15
Resignation - Competition from other employers	Resignation	0
Resignation - Conditions of employment	Resignation	6
Resignation - During formal process	Resignation	9
Resignation - Nature of Work	Resignation	5
Resignation - New Employment	Resignation	217
Resignation - Other	Resignation	211
Resignation - Pay	Resignation	2
Resignation - Personal /Domestic Reasons	Resignation	41
Retirement - Normal	Retirement	78
Second Retirement	Retirement	0
Termination of Supply/Sessional Staff	Dismissal	0
Unknown	Other	7
Voluntary Early Retirement	Retirement	1
Voluntary Redundancy	Redundancy	39
Total		772

Grouping	Count	Proportion
Dismissal	15	1.9%
Other	57	7.4%
Redundancy	113	14.6%
Resignation	506	65.5%
Retirement	81	10.5%
Total Number of Leavers	772	100.0%

Note – Analysis by leaving reason relates only to staff that have left the authority.

Appendix 8 – Schools Information

A total of three schools changed to academy status as of 1st September, one of which was a secondary school and two were primary schools.

As of September 2024, this year there were 594 schools of which 460 are primary, one nursery, 103 are secondary, six pupil referral units, and 24 special schools.

At September 2024 there were 9,943.6 FTE school based staff. * *figure based on schools buying HR services from KCC

Schools Workforce: Staffing Levels

	Mar-24	Jun-24	Sept-24	Change Mar- Sept 24	% Mar- Sept 24
Contract count	18,445	18,431	17,971	-474	-3%
Headcount (inc. CRSS*)	15,077	15,074	14,713	-364	-2%
Headcount (exc. CRSS*)	14,042	14,014	13,690	-352	-3%
FTE	10,135	10,130.77	9,943.6	-191	-2%

^{*}CRSS = Casual Relief, Sessional & Supply staff.