



The Scottish Parliament
Pàrlamaid na h-Alba

Workforce Analytics: Q4 Dashboard

4 May 2022

Reference: LG (2022) Paper 34

Executive summary

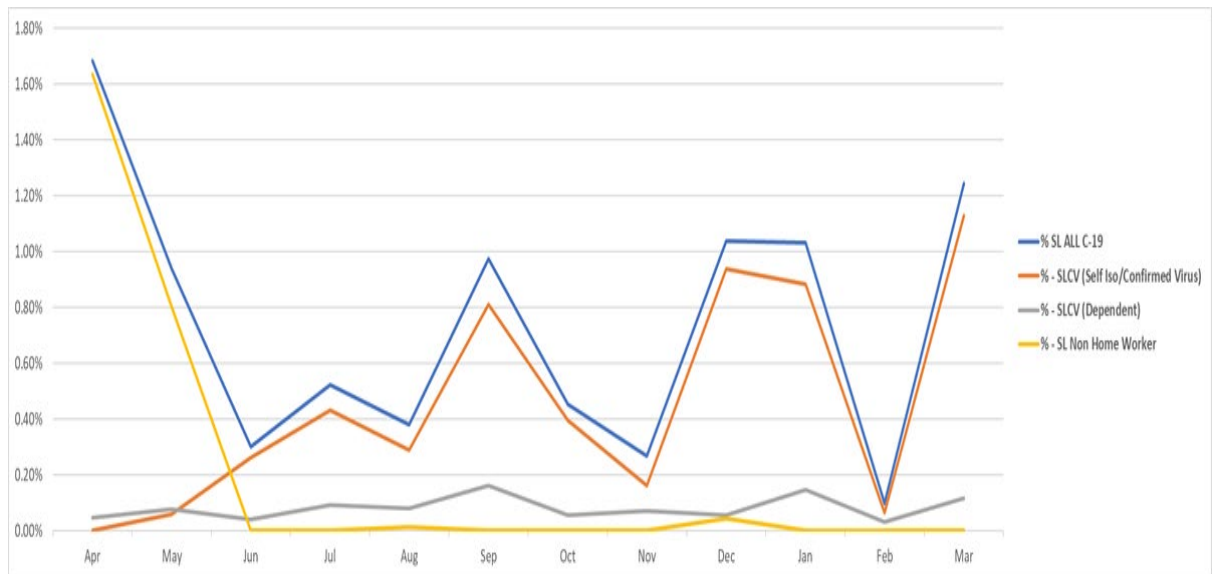
1. The LG Quarterly Dashboard is part of a suite of workforce analytics provided at regular intervals and includes details of our workforce key performance indicators (KPIs) as reported in the Organisational Quarterly Performance Report.
2. The purpose of this paper is to highlight some of the trends within the Q4 Dashboard.

Issues and options

Quarter 4 Dashboard

Key Performance Indicators/Trends

3. The attendance rate this quarter is slightly below target at 95.6% which is down 0.1% on the previous quarter.
4. Sickness absence fell slightly in Quarter 4, down 0.1% on Quarter 3. Absence for mental health reasons accounted for 43% of all sickness absence, up from 28% in Quarter 3. Absence due to minor illnesses accounted for 38% of all sickness absence down from 42% in Quarter 3 and 12% of total sickness absence is for musculoskeletal reasons.
5. Quarter 4 saw a significant increase in the number of staff reporting they had Covid-19 to the NotifyUs Mailbox. In Quarter 3 the number reported was 16 and in Quarter 4 it was 54. However, this significant increase in cases did not result in a proportionate increase in time off due to Covid Special Leave which was 0.6% in Quarter 3 and 0.8% in Quarter 4. A breakdown of Covid Special Leave this year is shown in the table below. The significant reduction in February has kept the overall rate lower in Quarter 4. This drop is likely to be as a result of high levels of annual leave in February. The level of uptake of Covid Special Leave despite the increase in numbers of positive cases demonstrates that many staff have continued to work from home when they have had Covid-19 and/or have only needed to claim special leave for part days.



- The turnover rate for Quarter 4 is 0.9%. The turnover rate has reduced each quarter and the cumulative rate for the year is 9.5% which is within our comparator/target measure of 10%.

Recruitment

- Recruitment data shows the number of applications received from people from minority ethnic backgrounds and success rates at interview and appointment stage. This data allows us to monitor progress on our commitment to increase the diversity of our workforce and to measure the outcomes of our Recruitment Plan 2022-23.
- Of the 7 recruitment campaigns in Quarter 4, 5 were external and 2 were internal. 43 applicants over this period were from minority ethnic backgrounds of which 4 progressed to interview stage and 3 were appointed.
- We used a targeted approach to encourage applications from people from minority ethnic backgrounds for our Assistant Clerk campaign. As part of this approach we held an online information event for prospective candidates to find out more about the roles and to how to apply. Of the 3 minority ethnic candidates appointed in this reporting period, 2 appointments were to Assistant Clerk roles.
- We are offering three 12-month development opportunities targeted at internal and external minority ethnic candidates. We have successfully recruited to one of these roles by appointing an internal staff member who recently completed the Emerging Leaders Programme. Plans are in place to recruit externally to the remaining two roles over the Summer and we will be working with our external partners to ensure we are reaching a wide pool of potential applicants. We will report on the outcome of this when appointments are made.

Governance

11. Equalities data is provided in the Dashboard. There are no equalities implications arising from this report.

Resource implications

12. There are no resource implications arising from this report.

Communications

13. There are no additional communications requirements arising from this report. The KPIs will be published in the Quarterly Performance Report.

Publication Scheme

14. This paper can be published in accordance with the Publication Scheme.

Next steps

15. There are no next steps arising from this report.

Decision

16. LG is invited to note the content of the Q4 Dashboard and the trends highlighted in this paper.

People and Culture Office
Pay and Pensions Office

5 May 2022