

<b>Report to:</b>	QSMTM Q4 2021-22
<b>Report by:</b>	Helen Gardner-Swift, Head of Corporate Services (HOCS) Kim Berry, Finance and Administration Manager (FAM)
<b>Meeting Date:</b>	25 May 2022
<b>Subject/ Title:</b> (and VC no)	Workforce Trends for period 1 April 2021 - 31 March 2022 VC170053
<b>Attached Papers</b> (title and VC no)	None

## Purpose of report

- The purpose of this Committee Report (CR) is to provide the Staff in Post (SIP) data for the period 1 April 2021 – 31 March 2022.

## Recommendation and actions

- I recommend that:
  - The Senior Management Team (SMT) note the CR
  - The CR is published in full as set out in paragraph 12.

## Executive summary

- Key statistics:

Measure	Q2 2021-22	Q4 2021-22	Change from Q2
Staff in post (SIP) (headcount)	25	23	-2
Male	5	4	-1
Female	20	19	-1
FTE:	23.09	20.79	-2.3
Male / female ratio (headcount)	1:5	1:5 (rounded)	

- Changes to staffing and working patterns from Q2 to Q4 are as follows:

### Q4

- Leaver x 2 - 1 x 1.00 FTE + 1 x 0.8 FTE
- Reduction in hours x 1 - 1.00 FTE to 0.5 FTE

## Risk impact

- This report helps us to monitor and report on organisational staffing levels and helps us to mitigate the risk of inappropriate level of human resources to enable the Commissioner to deliver statutory functions.

## **Equalities impact**

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6. Workforce monitoring informs our equalities work, providing us with a way of tracking key indicators.

## **Resources impact**

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7. No identified impact.

## **Operational/ strategic plan impact**

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8. No identified impact.

## **Privacy impact**

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9. There is no direct privacy impact arising from this report.

## **Records management impact (including any key documents actions)**

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10. None.

## **Consultation and Communication**

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11. Publication of QSMTM minute and CR.

## **Publication**

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12. I recommend that this CR is published in full.