



The Scottish Parliament  
Pàrlamaid na h-Alba

# **Workforce Analytics: Q1 Dashboard**

## **23 September 2022**

### **Reference: LG (2022) Paper 049**

#### **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 [Q1 Dashboard](#).

#### **Issues and options**

##### **Key Performance Indicators/Trends**

3. The attendance rate this quarter is slightly below target at 95.5% which is a reduction of 0.1% on the previous quarter. This is the 3<sup>rd</sup> consecutive quarter that attendance has been below the target of 96%.
4. Sickness absence is 3.2% which is unchanged on the previous Quarter. Absence due to Mental Health conditions has decreased from 45% of all sickness absence in Quarter 4 to 38% in Quarter 1. Absence due to Minor Illnesses has increased to 45% of all sickness absence.
5. Special leave has risen slightly by 0.1% on the previous Quarter. 89 staff had Covid Special Leave accounting for 97% of all Special Leave taken. The increase in Special Leave taken in June was commensurate with the high levels of Covid reported in the general population at that time. A review of the Covid Special Leave provision will be carried out before the Interim Covid Policy arrangements conclude on 30 September.
6. The turnover rate for the quarter is 2.3%. This is tracking within our annual target measure of 10%.

##### **Recruitment**

7. 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.

8. Thirty recruitment campaigns were carried out in Quarter 1, twelve of which were for additional roles created by the Strategic Resourcing Reviews. Seventeen of these campaigns were external recruitment and thirteen were internal. Of the 41 job offers, 15% were to applicants from a minority ethnic background. In the previous two Quarters this was 15% and 13%. This is an improvement on the 5% appointment rate as reported in the Diversity Monitoring and Pay Gaps Report 2020/21.
9. In line with our Recruitment Plan 2022-23 we have carried out 3 recruitment events to increase engagement with prospective candidates and we have continued to use a targeted approach to encourage candidates from minority ethnic backgrounds to apply for our roles. Further similar events are planned over the coming months for IT and Security staff.

## **Governance**

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

## **Resource implications**

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

## **Communications**

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

## **Publication Scheme**

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

## **Next steps**

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

## **Decision**

15. LG is invited to note the content of the Q1 Dashboard and the trends highlighted in this paper.

## **People and Culture Office**

**Pay and Pensions Office**

8 September 2022