

Report of Head of People Services

Subject: Human Resources Management Report

Pay and Grading Review Update

The formal appeals from staff whose posts had been red-circled were concluded on 31 January 2025. All of the informal appeals from non-red-circled posts have been concluded and the formal appeals are being held on 18th and 21st March 2025.

Back pay, where applicable, was paid in January 2025 payroll. Letters have been sent to those former employees who requested back pay if eligible in their resignation or retirement letters.

A meeting with WME (West Midlands Employers) is being held in April to reflect on the pay and grading review process.

Work is in hand with ancillary tasks relating to the implementation of the pay and grading review e.g. finalising job evaluation procedure, allowances etc.

HR Policy Review

The Maternity Leave Policy has been revised to include the Neonatal Care (Leave and Pay Act) 2023 that comes into effect from April 2025. This will go to Management Team on 18 March and Staff representative Groups in due course.

Sickness Absence

We currently have no cases of long-term sickness absence. We continue to monitor sickness absence closely working with line managers to improve and sustain attendance in the workplace. There have been 27.5 days of sickness absence in February 2025 compared to 77 days in February 2024.

Training Data

As the Pay and Grading Review draws to a close, we will be prioritising work around training and development of members, staff and volunteers. We will review the frequency of some of our mandatory training as many of the courses are currently valid for one year. Expenditure on staff training is also part of our cost-savings review

Volunteering

83 volunteers logged a total of 722 hours of volunteering in January 2025. The Volunteer Forum is meeting on 24 March 2025. We are reviewing the Volunteer Policy and identifying potential Volunteer activities and identifying where we should perhaps be targeting

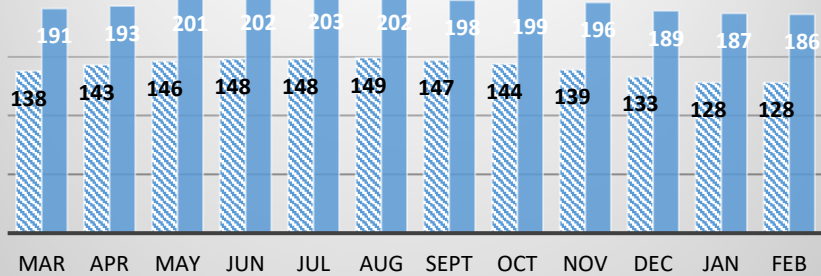
Volunteer recruitment. There are exciting opportunities to harmonise policies and procedures with HR and review and refresh working practices and opportunities.

Recommendation: Members are asked to NOTE this report

(Further information is available from Joy Arkley, Head of People Services, on 01646 624825 – email joya@pembrokeshirecoast.org.uk)

Monthly Report – Feb 2025

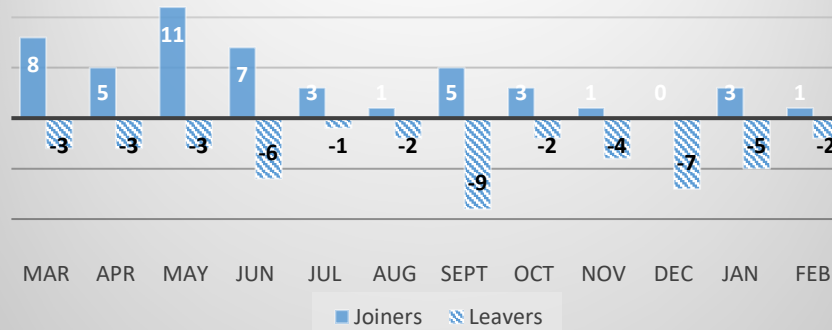
Headcount & FTE



Employees on Secondment: 0
 Employees on Maternity Leave: 1

Legend: FTE (hatched), Headcount (solid)

Joiners & Leavers

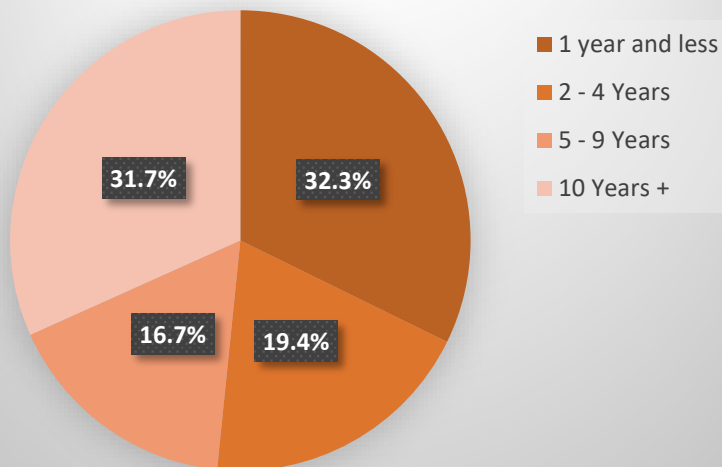


Legend: Joiners (solid), Leavers (hatched)

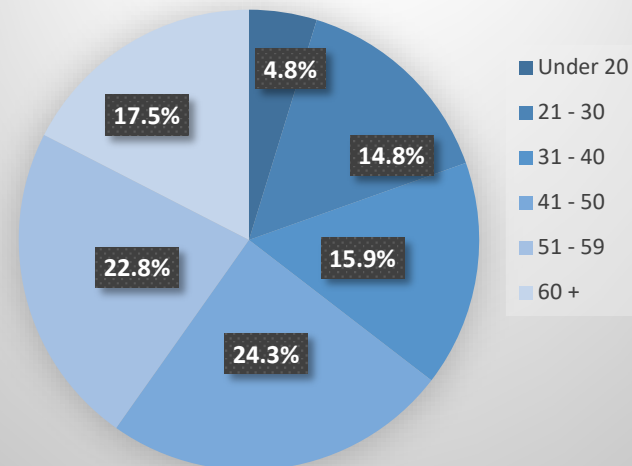
Reasons for Leaving		Reasons for Joining	
Retirement	1	Fixed Term	
Resignation	1	New Hire	1
Other			
Seasonal/Fixed Term		Seasonal	

Turnover Rate
14.83% ↑
 % (UK Average 16.8%)

Length of Service

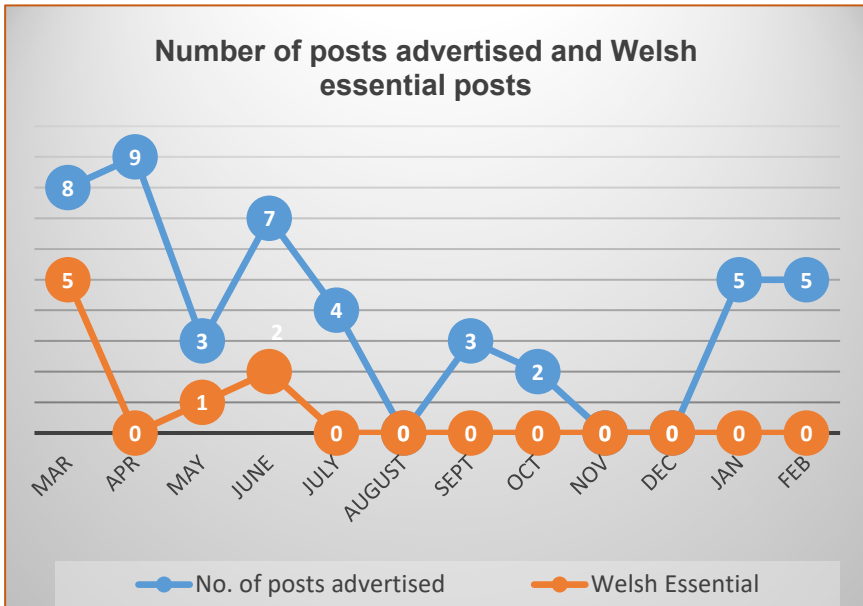


Age Distribution



Average Age
 45 years 1 month

Average Length of Service
 8 years 9 months

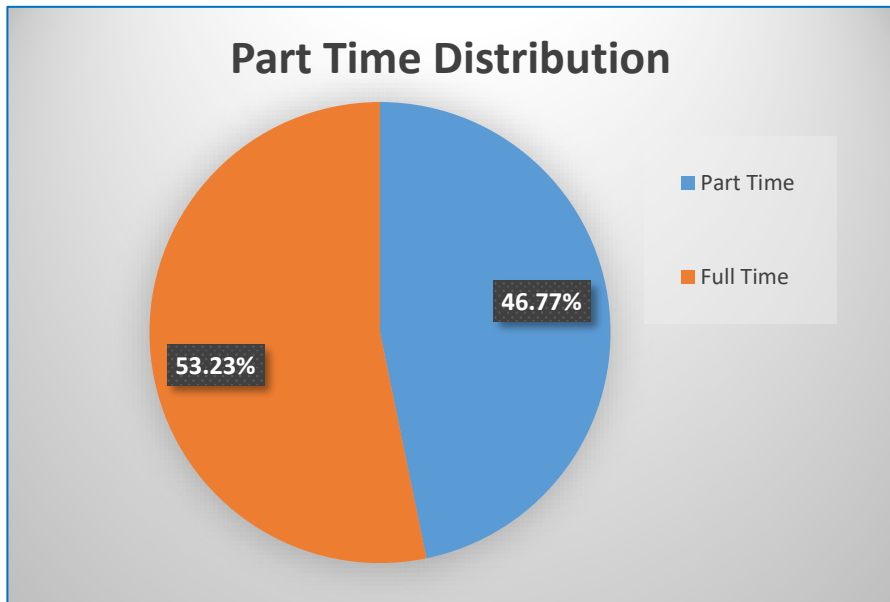


Welsh Language Skills

% age of Employees who have Work Welsh Level 1 or above
54.83%

% age Employees who have Work Welsh Level 1 and/or Entry Level A1 or above
93.55%

%age of staff able to communicate
24.19%



Gender Distribution

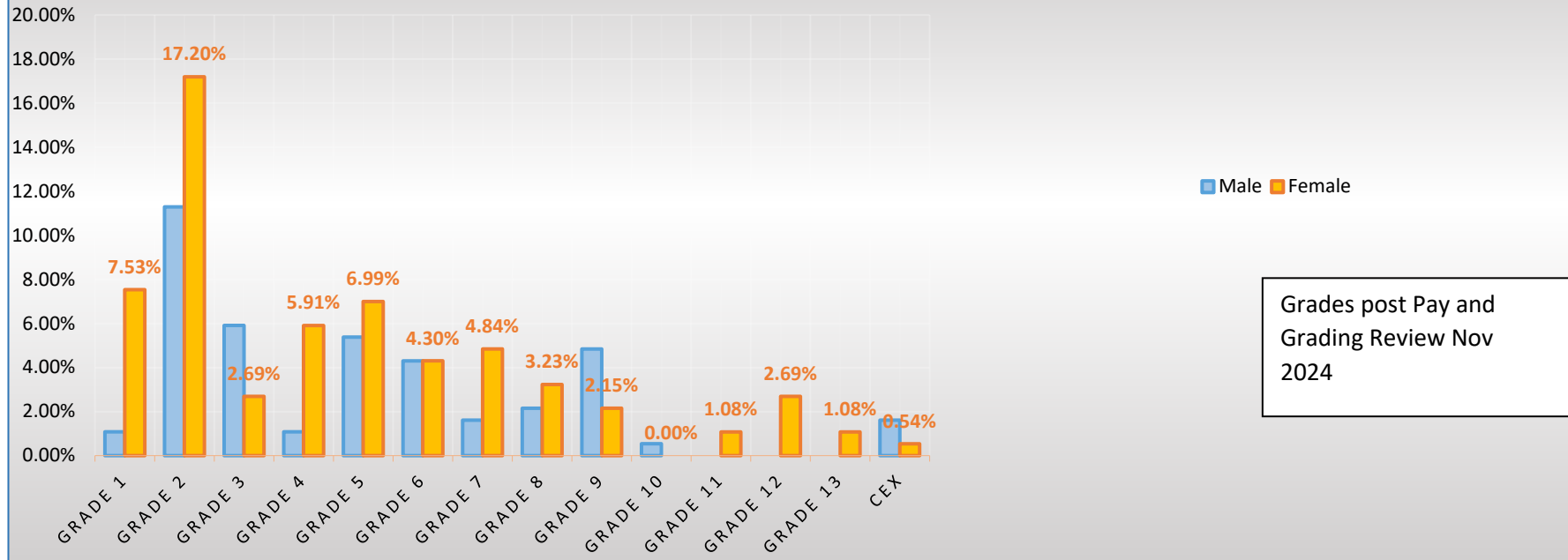
- 60.12% Female
- 39.78% Male

Gender Distribution of Full and Part Time Working

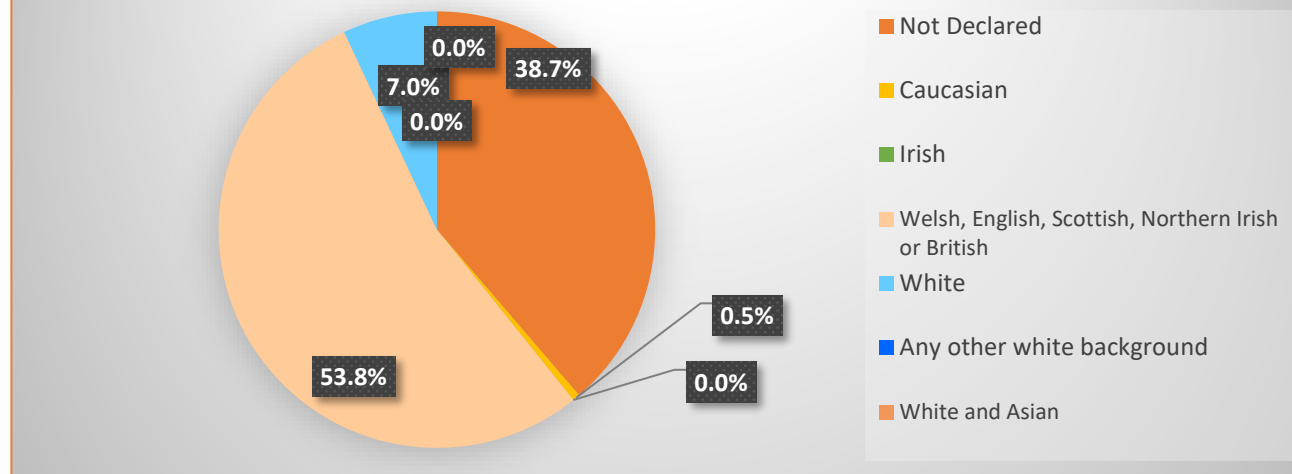
Of the 46.77% Part Time 22.99% - Male and 77.01% - Female
Of the 53.23% Full Time 54.55% - Male and 45.45% - Female

Average Hours worked per week 30.99

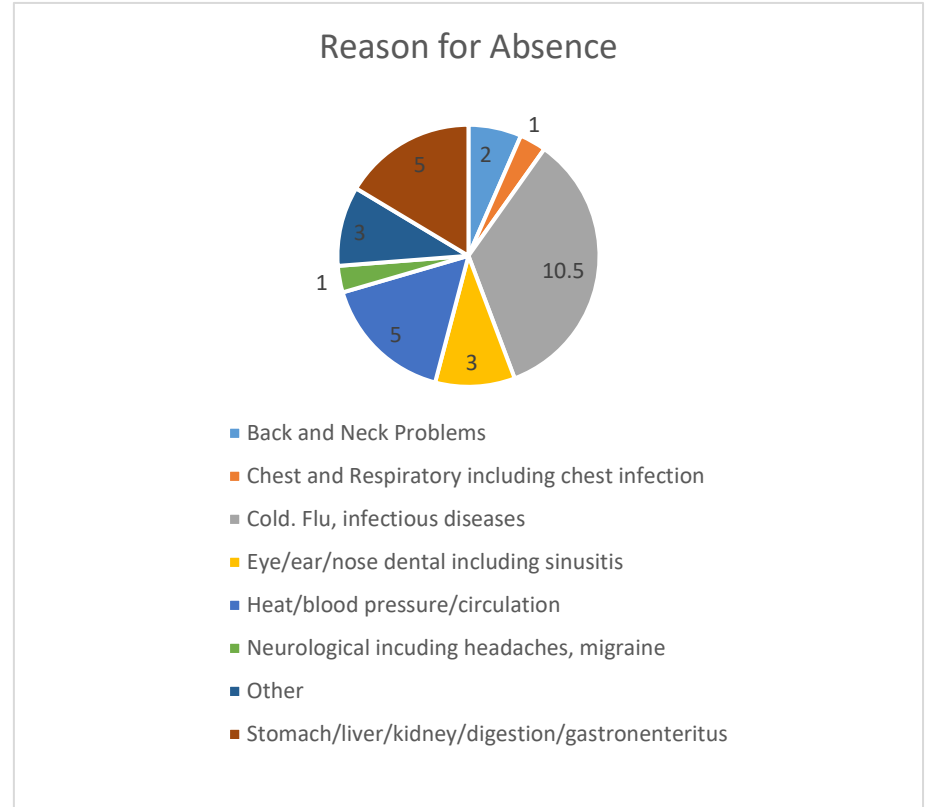
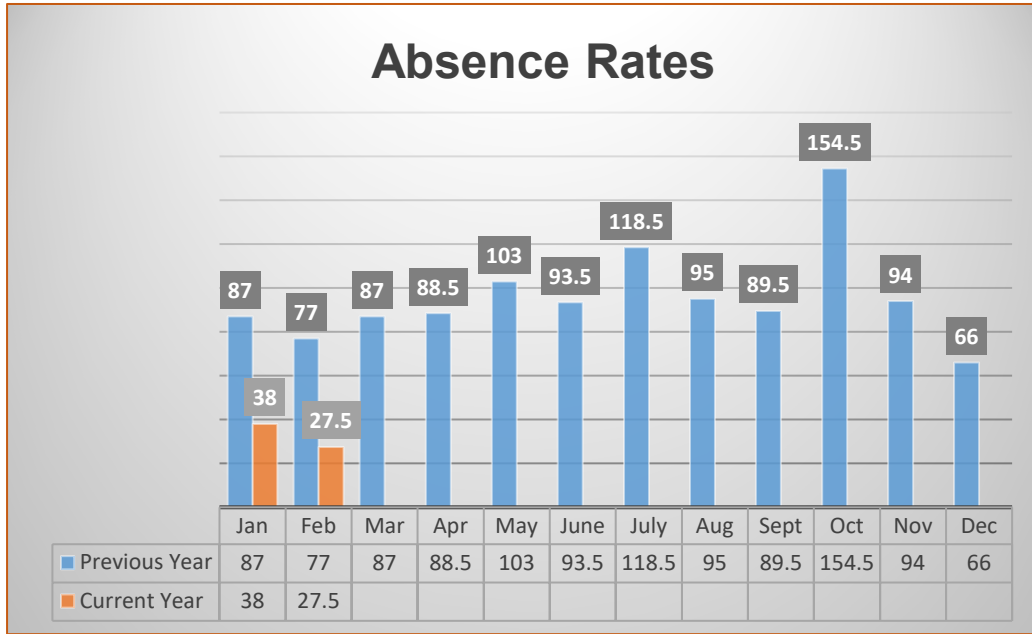
DISTRIBUTION OF GRADES BY GENDER



Ethnicity Distribution



SICKNESS DATA



Annual Average Sick Days Per Employee
 Inc long term sickness : 0.45 days
 Exc long term sickness: 0.20 days

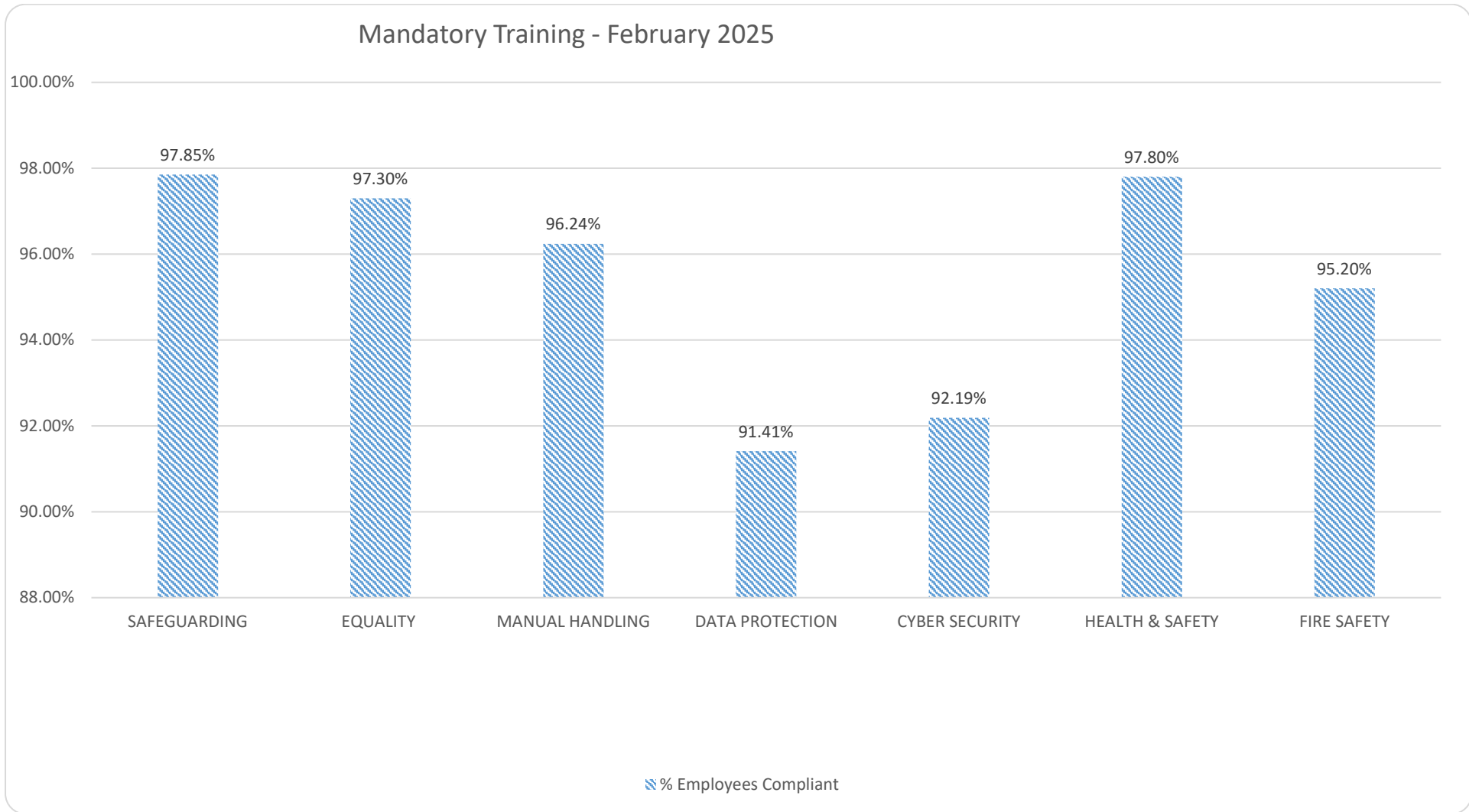
Monthly % Hours lost to sickness absence per employee: 1.08%
YTD :1.22%

Monthly Cost of Absence
 £3062.31

February Absence by Location

Wardens/Rangers	13.00
Centres	2.00
Llanion	12.50

TRAINING DATA



Volunteer Activity in January.

Including the group volunteering logged by staff, 83 volunteers logged a total of 722 hours of volunteering across the Park.

Logged Hours By Activity Category

