

Councillor Cyril Anderson  
Convener, Workforce Scrutiny Working  
Group.

**(VIA EMAIL)**

*Please ask for:* Councillor David Hopkins  
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*Our Ref:* DH/AL/AS/MC/JG  
*Your Ref:*  
*Date:* 24 March 2022

Dear Councillor Anderson,

**Re: Workforce Working Group**

Thank you for your letter dated 7th March 2022 summarising the findings of the Workforce Working Group on 2nd February 2022.

We are particularly appreciative of the positive comments and of the recognition by the Group of the hard work and commitment of all staff across the Council.

In respect of the Group's specific comments, I can advise that;

- In relation to the "employment profile" of our workforce, particularly with regard to age, gender, full and part-time workers, these are key considerations in the Workforce Strategy and our ongoing workforce planning considerations.
- Agency worker arrangements are continually reviewed with a view to minimising numbers and offering permanent employment wherever possible.
- In addition to the information provided at the Meeting, I have been advised by Occupational Health that there is an objective, as part of the Corporate Action plan for 2022-24 to recruit more Helping Hands Volunteers across the Authority. In addition, they are working with the Education Directorate to provide a physiological support pilot, increased access to counselling, a specialist website and network of volunteers (Helping Hands Model) across all schools.
- It is also the intention to source Stress Management Advisors & Counsellors to deliver;
  - Mandatory Mental Health First Aid Training days for Managers per annum
  - Stress Risk Assessment sessions and reports
  - Employee Health and Wellbeing training days

- A proactive range of prevention workshops and activities to reduce stress and improve employee wellbeing through the Helping Hands Service within available resources
- Menopause Support Cafes
- Health fairs per annum to improve wellbeing, awareness and provide signposting to specialist services
  
- There is currently a recruitment process under way to appoint into the role of Head of HR&OD and Service Centre with a view to bringing together these two HR functions.
  
- A selection process is currently under way for the recruitment of a Recruitment Specialist Officer, as well as an additional role to support on recruitment activities, particularly with regard to attracting candidates from all communities in Swansea.
  
- As reported at the meeting, the long-Covid protocol is coming to an end, and the council will be reconsidering its position on these cases as guidance is received nationally.
  
- Your comments regarding the employee survey are noted and will be taken into consideration to encourage officers to complete future surveys. Discussions have already taken place with CMT, Leadership Team and Trade Unions to identify ways in which we can encourage improved levels of engagement across the whole workforce.
  
- Arrangements will be put in place to remind our employees who continue to work from home of the arrangements to claim monies back via HMRC.
  
- As requested, it has been estimated that 95% of the workforce employed at the Civic Centre and Guildhall have worked from home during the pandemic. Overall it is estimated that approximately 1,600 officers have worked from home, away from their normal base locations during the pandemic.

Should you have any further enquiries please do not hesitate to contact us.

Yours sincerely



Y CYNGHORYDD/COUNCILLOR DAVID HOPKINS  
AELOD Y CABINET DROS CYFLAWNI A GWEITHREDIADAU  
CABINET MEMBER FOR DELIVERY & OPERATIONS



**Y Cyngorydd/ Councillor Andrea Lewis**  
**Y Ddirprwy Arweinydd/ Aelod y Cabinet dros Newid yn yr Hinsawdd a**  
**Thrawsnewid Gwasanaethau**  
**Joint Deputy Leader/ Cabinet Member for Climate Change & Service**  
**Transformation**



**Councillor Andrew Stevens**  
**Aelod y Cabinet dros Trawsnewid Busnes a Pherfformiad**  
**Cabinet Member for Business Improvement & Performance**



**Y Cynghorydd/Councillor Mark Child**  
**AELOD Y CABINET DROS OFAL, IECHYD A HENEIDDIO'N DDA**  
**CABINET MEMBER FOR CARE, HEALTH & AGEING WELL**