

Report to: Personnel Committee

Date of Meeting 30 June 2026

Heading/Title: Annual People Data Report and Learning and Development Annual Report for 2025/26

Cabinet Member(s): N/A

Director/Assistant Director: Melanie Wellman

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Key decision No No

If a Key Decision has it appeared on Forward Plan N/A

Document classification: Part A Public Document

Exemption applied: Choose an exempt classification or “None” if the report can be considered in public. Highlight in yellow the areas of report of confidential/exempt information

1. Background

- 1.1 This report presents the Council’s annual people data for 2025/26. It provides Members with an overview of workforce metrics, trends and analysis across key areas including headcount, recruitment, vacancies, turnover, learning and development, apprenticeships, sickness absence, employee relations and workforce profile. The report highlights that the workforce remains broadly stable, with modest headcount growth, steady turnover and continued progress in learning, development and grow our own activity. It also identifies ongoing workforce risks, particularly in relation to recruitment in some frontline and specialist roles, an ageing workforce profile and sickness absence remaining above target.

2. Recommendations/Decision

- 2.1 That Personnel Committee notes the contents of the Annual People Data Report 2025/26, including the key workforce trends, risks and areas of progress identified within it.
- 2.2 That Personnel Committee notes the priority actions for 2026/27, including continued focus on recruitment and retention in hard-to-fill roles,

management capability, sickness absence reduction, employee wellbeing, succession planning and workforce development in preparation for future organisational change.

3. Reasons for Recommendations/Decision

- 3.1 The report enables the Committee to discharge its oversight role in relation to workforce matters by reviewing the Council's annual people data, understanding key workforce risks and considering areas where further action or monitoring may be required.

4. Options

- 4.1 The principal option considered is to present the report for noting and discussion, with any further actions addressed through the Council's existing workforce planning, policy and management arrangements.

5. Relevance to Council Plan/priorities

Set out how report links to the Council Plan/priorities:

- A supported and engaged community that has the right homes in the right places, with appropriate infrastructure
- A sustainable environment that is moving towards carbon neutrality and which promotes ecological recovery.
- A vibrant and resilient economy that supports local business, provides local jobs and leads to a reduction in poverty and inequality.
- A well-managed, financially secure and continuously improving council that delivers quality services

Indicate how the recommendations/decision contributes to the delivery of the Council Plan and its priorities

The report supports the priority of being a well-managed, financially secure and continuously improving council that delivers quality services. It does so by providing evidence on workforce capacity, resilience and organisational performance, and by identifying priority actions to strengthen management capability, workforce planning and service sustainability.

6. Financial Comments/Implications

There are no direct financial implications in the recommendations.

7. Legal Comments/Implications

There are no specific legal implications requiring comment.

8. Risk Implications

Risk assessment completed below.

8.1 If the issues identified in the report are not addressed through ongoing management action, there is a risk of reduced workforce resilience, continued recruitment and retention difficulties in key services, higher sickness absence, and weaker succession planning at a time of organisational change.

8.2 The report itself does not create new operational risks, but it highlights existing workforce risks that are being managed through recruitment activity, market supplements where appropriate, targeted workforce planning, management development, wellbeing support, monitoring of sickness absence and continued learning and development activity.

8.3 The risk section should also include the risks for all the options considered.

Activity/ plant/ materials etc	List significant hazards	People at risk	Assessment of Risk			Existing controls e.g. Safety procedures	What further action Is required to control/mitigate the risk?
			*Impact 1-4	*Likeli hood 1-4	Risk Score		
Workforce planning and service delivery	Reduced workforce resilience arising from recruitment and retention difficulties, higher sickness absence, and an ageing workforce profile.	Service areas, employees and service users	3	3	6	Regular workforce monitoring, recruitment activity, market supplements where justified, management development, sickness absence management , wellbeing support, apprenticeshi ps and succession planning.	Continue targeted workforce planning in hard-to-fill services, improve management capability and mandatory training compliance, monitor absence trends through dashboard reporting, and keep workforce risks under review through regular reporting.

*Impact – Major = 4 Serious = 3 Significant = 2 Minor = 1

*Likelihood – Very Likely = 4 Likely = 3 Unlikely = 2 Remote = 1

9. Equality Implications (Public Sector Equality Duty)

- 9.1 This relevance assessment aims to analyse gathered information for potential relevance to equality. If a Full Equality Impact Assessment is required ([Equality analysis impact assessment form](#)), include it as an appendix. At the minimum, the following table must be completed.

<p>Scope (<i>Provide an overview, including objectives and desired outcomes</i>)</p>	<p>Annual People Data Report 2025/26. The report provides an overview of workforce information and trends to support committee oversight of the Council's people-related risks, priorities and performance.</p>
<p>Evidence gathered and engagement (<i>List stakeholders consulted and relevant processes, policies, and data sources</i>)</p>	<p>Evidence has been drawn from the Council's HR and payroll systems, learning and development records, apprenticeship data, sickness absence data, recruitment data, exit information and relevant benchmarking referenced within the annual report.</p>
<p>Relevance assessment findings (<i>If relevant to equality, undertake a full EIA or If no relevance to equality, explain why with supporting information</i>)</p>	<p>A full EIA is required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, this assessment has demonstrated relevance to equality with regard to: Please check relevant boxes</p> <p><input type="checkbox"/> Age <input type="checkbox"/> Pregnancy and maternity <input type="checkbox"/> Disability <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Race <input type="checkbox"/> Gender reassignment <input type="checkbox"/> Sex <input type="checkbox"/> Marriage or Civil Partnership <input type="checkbox"/> Religion or Belief <input type="checkbox"/> Armed Forces <input type="checkbox"/> Other, e.g. carers, care leavers, low income, rurality/isolation, etc.</p> <p>If no, explain why: The report is primarily an information and monitoring report. It presents workforce data, including information relevant to age, disability, ethnicity and gender, to support oversight and inform future action. It does not in itself propose a policy change or service redesign that would have a direct adverse equality impact. Any future actions arising from the issues identified in the report will need to continue to have due regard to equality impacts where relevant.</p>
<p>Relevance ranking</p>	<p><input type="checkbox"/> High – Very relevant to protected characteristics <input checked="" type="checkbox"/> Medium – Somewhat relevant to protected characteristics <input type="checkbox"/> Low – Not relevant to protected characteristics</p>
<p>Key findings and impacts</p>	<p>The report shows the importance of continued monitoring of workforce profile and experience across different groups, particularly in relation to age profile, disability declaration, ethnicity declaration and gender pay considerations. No direct negative impact arises from noting the</p>

	report, but the data supports targeted workforce actions where appropriate.
Conclusion drawn (<i>i.e No major changes needed; EIA found no negative impact or adjust policy/process to remove identified barriers</i>)	No major change is required as a result of this report. The report should continue to inform workforce planning and monitoring, and any specific proposals arising from it should be subject to further equality consideration where necessary.
Actions (<i>Proposed actions to mitigate negative impacts on identified groups</i>)	Continue to monitor workforce trends and, where specific actions are developed in response to the report, ensure these are supported by appropriate equality analysis.
Signed off by	[Officer completion required]

10. HR and Workforce Implications

- 10.1 The report sets out the Council's workforce position and identifies HR and workforce priorities for 2026/27. These include continued focus on recruitment and retention, management capability, absence management, learning and development, apprenticeships, employee wellbeing and succession planning.

11. Community Safety Implications (Crime and Disorder)

- 11.1 There are no direct community safety implications arising from this report.

12. Climate Change Implications

- 12.1 The report includes information on business travel and associated emissions, and therefore supports monitoring of workforce-related climate impacts. It does not in itself propose a change to the Climate Change Strategy or Action Plan, but it provides relevant workforce data that can inform the Council's wider climate objectives.

13. Health & Safety and Health & Wellbeing Implications

- 13.1 There are no direct additional health and safety implications arising from the report itself. However, the report highlights workforce health-related issues, including sickness absence trends, which continue to be managed through existing policies, management processes and support arrangements.
- 13.2 The report has clear health and wellbeing relevance because it includes analysis of sickness absence, stress-related absence, employee assistance provision and wider wellbeing activity. The report supports continued attention to employee wellbeing as part of the Council's workforce planning and management approach.

14. Procurement and Social Value implications

14.1 There are no direct procurement or social value implications arising from this report.

Further guidance is provided at the end of the report.

15. Land and Buildings (non-housing)/Asset Management Implications

15.1 There are no land, buildings or asset management implications arising from this report.

16. Overview and Scrutiny Committees Comments/Recommendations

16.1 Not applicable at this stage.

17. Digital and Data

17.1 The report draws on digital HR, payroll and learning system data to provide workforce analysis. There are no new digital or data implications arising from the recommendation to note the report.

18. Consultation and Engagement

18.1 The report is based on internal workforce data and analysis compiled by officers. It also reflects ongoing management monitoring and relevant external benchmarking referenced in the annual people data report.

19. Communications

19.1 There are no specific communications implications arising from the recommendation to note the report. Any external communication would be subject to the Council's normal communications processes if required.

20. Next Steps

20.1 Following consideration by Personnel Committee, the report will inform continued workforce planning and management action during 2026/27. Priority areas already identified include recruitment and retention, management development, absence reduction, wellbeing support, succession planning and learning and development.

21. Appendices

21.1 Appendix 1 – Annual People Data Report 2025/26
Appendix 2 - Annual Learning and Development and “Grow our Own” 2025/26.

22. Background Papers

22.1 None.

Proposed Report Sign Off process

Please make sure you have obtained the relevant sign off and the date completed before submitting your report to Democratic Services.

	Officer Name	Date requested	Date Completed
Legal & Governance	Monitoring Officer or Deputy Monitoring Officer	16/6/2026	Required
Finance	Section 151 Officer or Deputy S151 Officer	16/6/2026	Required
Communications	communications@eastdevon.gov.uk		If applicable
Digital and Data	digital@eastdevon.gov.uk		If applicable
Engagement	engagement@eastdevon.gov.uk		If applicable
HR	HR Lead		If applicable
Chief Executive	Chief Executive		If applicable
Director	Relevant Director		Required
Assistant Director(s)	Relevant Assistant Director(s)		Required
Cabinet Lead Member(s)	Relevant Lead Member (s)		Required
Executive Leadership Team	ELT	16/6/2026	Required
Strategic Leadership Team	SLT		If applicable