

Check-in completions

Source: Check-in completions recorded on itrent April 2019 – March 2020

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Overview Completion Results

Directorate	Total Checkin's recorded on itrent	Total staff with recorded Checkins on itrent (C)	Total workforce figure on itrent (D)	Total number of staff with no recorded Checkin (E)
Place & Infrastructure	403	249 (31%)	794	545 (69%)
Public Health & Well Being	340	230 (49%)	469	239 (51%)
Customer & Commercial	1293	519 (61%)	849	330 (39%)
Children's Services	755	335 (41%)	812	477 (59%)
Chief Executives	75	45 (58%)	78	33 (42%)
LALL	0	0	8	8 (100%)

- Date range 01 April 2019 – 31st March 2020
- Column D data taken as effect on 31st March 2020

The above table illustrates the total number of recorded check-ins within the directorate - it does not illustrate how many checkins have been recorded per person. Therefore we can assume each staff member in column C has had at least 1 (up to 4) to have featured in the report.

Column E illustrates the number of staff who have not had a checkin recorded on itrent as per workforce data on 31st March 2020.

PPA Completions for period April 2018 – March 2019

Directorate	Total PPA's recorded on itrent	Total staff with recorded PPA on itrent (C)	Total workforce figure on itrent (D)	Total number of staff with no recorded PPA (E)
Place & Infrastructure	216	216 (27%)	794	578 (73%)
Public Health & Well Being	203	203 (43%)	469	266 (58%)
Customer & Commercial	415	415 (49%)	849	434 (51%)
Children's Services	332	332 (41%)	812	480 (59%)
Chief Executives	26	26 (33%)	78	52 (67%)
LALL	3	3 (43%)	7	4 (57%)

- Date range 01 April 2018 – 31st March 2019
- Column D data taken as effect on 31st March 2019 *

Health & Wellbeing and Public Health

Total completed & recorded

Total number of staff on the report (not workforce total)

Breakdown per service area

Level 3 Structure	Level 4 Structure	Total Number Completed	Total number of staff on report
	Learning Disability Services	91	76
	Support in the Community	183	121
	Assessment & Care Planning	46	41
	Healthy Lives	3	2
	Quality Assurance	2	1

Customer & Commercial

Total completed & recorded

Total number of staff on the report (not workforce total)

Breakdown per service area

Level 3 Structure	Level 4 Structure	Total Number Completed	Total number of staff on report
Finance	Finance	48	38
Housing	Housing	161	84
	Building Technical Services	598	231
HR & Legal	Legal Services	38	17
	HR Strategy	71	23
	HR Business Support	26	22
	HR Operations	37	16
Revs, Bens & Customer Services	Change Implementation & education	8	8
	Change management & benefits	21	18
	Customer Services	100	59
	Financial Assessments	26	15
	Revenues	13	13
	Local Taxation & Council Tax Reduction	36	15
Transformation & Technology	Business Intelligence	46	17
	Digital Services	4	3
	Strategic Change	4	4
	Technology Client Team	21	7

Place & Infrastructure

Total completed & recorded

Total number of staff on the report (not workforce total)

Average per staff member

Breakdown per service area

Level 3 Structure	Total Number Completed	Total number of staff on report
Chief Officer		2
Inclusive Growth	100	56
Planning & Economic Growth	13	11
Property & Construction	53	39
Public Protection	119	78
Public Realm	117	82

Children's Services

Total completed & recorded

Total number of staff on the report (not workforce total)

Breakdown per service area

Level 3 Structure	Level 4 Structure	Total Number Completed	Total number of staff on report
Education Service	Education Welfare Service	12	8
	Education	279	180
	School Improvement	38	19
	Special Education Needs	32	14
	Youth Advice Service	10	10
	Educational Psychology	26	14

Quality, Improvement and Practice Innovation	Flying Start Childrens Centres	211	65
	Youth Offending Services		
	Safeguarding & Quality Assurance	4	3
Ops, Statutory Social Work, Early Help & Prevention	Children with Disabilities	14	11
	Prevention & Early Intervention Service	37	24
	Corporate Parenting	70	25
	Family Safeguarding	18	14
	MASH and Assessment	1	1
	*Blank field	2	1

- This may be due to a post being a singular position within the structure and not attached to a level 4 or 5 service/team

Chief Executives

Total completed & recorded

Total number of staff on the report (not workforce total)

Breakdown per service area

Level 3 Structure	Level 4 Structure	Total Number Completed	Total number of staff on report
Policy, Communities and Engagement	Business and Member Services	9	4
	Strategic Policy & Engagement	11	9
	Strategic Community Service	22	13
	Investment Framework	5	2
	Communications Marketing & Digital Services	22	12
	*Blank itrent field	5	2

- This may be due to a post being a singular position within the structure and not attached to a level 4 or 5 service/team