



March 6th, 2026

**Chairperson:** Councillor B Higginson

**Vice-Chairperson:** Councillor J Bamford

**Aldermen:** A Ewart MBE, M Gregg and P Porter

**Councillors:** T Beckett, R Carlin, K Dickson, A Ewing, J Harpur, J Lavery BEM, G McCleave, R McLernon, N Parker and The Hon N Trimble

**Ex Officio:** The Right Worshipful the Mayor, Alderman A Grehan

Deputy Mayor, Alderman H Legge

### **Notice of Meeting**

A meeting of the **Corporate Services Committee** will be held on **Wednesday, 11th March 2026** at **6:00 pm** for the transaction of the undernoted Agenda. Members are requested to attend.

A hot meal shall be available in **Lighters Restaurant** from 5.15 pm.

**David Burns, Chief Executive, Lisburn & Castlereagh City Council**

# Agenda

## 1.0 APOLOGIES

## 2.0 DECLARATIONS OF MEMBERS' INTERESTS

- (i) Conflict of Interest on any matter before the Meeting (Member to confirm the specific item).
- (ii) Pecuniary and Non-Pecuniary Interest (Member to complete the Disclosure of Interest form).

## 3.0 REPORT OF HEAD OF GOVERNANCE & COMMUNICATIONS

### 3.1 Lagan Valley Island - Building Illumination Requests

*For Decision*

📄 *CSC Report - LVI - Building Illumination Requests.pdf*

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## 4.0 REPORT OF HEAD OF HUMAN RESOURCES AND ORGANISATION DEVELOPMENT

### 4.1 Workforce Reports

*For Noting*

📄 *CSC Report - Workforce Report - September 2025.pdf*

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📄 *Attendance Management Report Analysis for Period Ending on 31st December 2025.pdf*

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📄 *Recruitment Committee Report - Advert & Selection.pdf*

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📄 *Appendix Workforce Profile.pdf*

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## 5.0 CONFIDENTIAL REPORT FROM CHIEF EXECUTIVE

### 5.1 Report on Tender Awards

*For Noting*

Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

## 5.2 Building Resilience

### *For Decision*

Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

## 6.0 ANY OTHER BUSINESS

<b>Committee:</b>	Corporate Services Committee
<b>Date:</b>	11 <sup>th</sup> March 2026
<b>Report from:</b>	Head of Governance & Communications

<b>Item for:</b>	Decision
<b>Subject:</b>	Lagan Valley Island – Building Illumination Requests

1.0	<b><u>Background and Key Issues</u></b>
1.1	New illumination requests are presented below for Members' consideration:  <b>110<sup>th</sup> Anniversary of the founding of the Cubs &amp; 40<sup>th</sup> Anniversary of the founding of the Beavers in the UK – 16<sup>th</sup> December 2026</b>
1.2	A request was received on behalf of Lisburn and District Scouts on 28 <sup>th</sup> January 2026 to light up LVI green on Wednesday 16 <sup>th</sup> December 2026 to mark the 110 <sup>th</sup> Anniversary of the founding of the Cubs & 40 <sup>th</sup> Anniversary of the founding of the Beavers in the UK.
1.3	They would like to raise awareness of Scouting and the great work done by their Volunteers to deliver Scouting for over 800 young people across the wider Lisburn area.
1.4	Although the call for illuminations closed in October 2025, and this request does not meet the criteria set out in the policy as this organisation already has a building illumination date approved for 22 <sup>nd</sup> February 2026 for Scout Founder's Day, this could be seen as an exceptional circumstances request as it celebrates an important anniversary.
1.5	The date requested is available.  <b>World Wish Day – 29<sup>th</sup> April 20-26</b>
1.6	A request was received on 16 <sup>th</sup> January 2026 to light up LVI on 29 <sup>th</sup> April 2026 to mark 40 years of Make-A-Wish in Northern Ireland and the UK.
1.7	Make-A-Wish Northern Ireland has granted 1,288 wishes to children living with critical illness. Each wish is made possible through community support, with the average cost of a wish now between £2,500 and £3,000 plus. At present, there are 11 plus children across Northern Ireland waiting for their wish, and £25,000 is needed to grant these wishes. Every single wish is funded by donations, time, and local goodwill.
1.8	World Wish Day commemorates the very first wish ever granted and is an opportunity to recognise the life-changing work of the Make-A-Wish Foundation while building awareness of the children still waiting. This year, their aim is to have key buildings lit up blue on 29 <sup>th</sup> April, including: - Stormont, and - one council building at least in each of the six counties across Northern Ireland.
1.9	Although the call for illuminations closed in October 2025, this request meets the criteria set out in the policy and could be seen as an exceptional circumstances request as it celebrates an important anniversary.
1.10	The date requested is available.

2.0	<p><b><u>Recommendation</u></b></p> <p>It is recommended that Members:</p> <p>Agree to the light up requests.</p>	
3.0	<p><b><u>Finance and Resource Implications</u></b></p> <p>Some officer time will be dedicated towards promoting both events.</p>	
4.0	<p><b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b></p>	
4.1	<p>Has an equality and good relations screening been carried out?</p>	<p>No</p>
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions <b><u>or</u></b> rationale why the screening was not carried out</p> <p>These requests are in accordance with the Illumination Policy which was Equality Screened in March 2021</p>	
4.3	<p>Has a Rural Needs Impact Assessment (RNIA) been completed?</p>	<p>No</p>
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions <b><u>or</u></b> rationale why the screening was not carried out.</p>	

<p><b>Appendices:</b></p>	
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<b>Committee:</b>	Corporate Services Committee
<b>Date:</b>	11 <sup>th</sup> March 2026
<b>Report from:</b>	Head of Human Resources & Organisation Development

<b>Item for:</b>	Noting
<b>Subject:</b>	Workforce Reports

1.0	<b><u>Background and Key Issues</u></b>	
1.1	Workforce Reports are provided on a quarterly basis to this Committee for review and scrutiny as appropriate and include:	
1.2	<b>Report on Attendance Management</b> within the Council for the period up to 31 <sup>st</sup> December 2025 including actions taken by the Council to support attendance and minimise absence levels. It is notable that this quarter saw a further reduction in absence levels, consistently meeting the level set in the performance improvement plan.	
1.3	<b>Workforce</b> This report details the number of staff employed and agency workers engaged with the Council as of February 2026.	
1.4	<b>Recruitment</b> This report provides detail of the current position of recruitment of posts as of February 2026, both internally and externally advertised posts.	
2.0	<b><u>Recommendation</u></b>	
	It is recommended that Members note the attached reports.	
3.0	<b><u>Finance and Resource Implications</u></b>	
	Captured within current budgets.	
4.0	<b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b>	
4.1	Has an equality and good relations screening been carried out?	No
4.2	Brief summary of the key issues identified and proposed mitigating actions <b>or</b> rationale why the screening was not carried out	Report for noting only
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions <b>or</b> rationale why the screening was not carried out.	Report for noting only

<b>Appendices:</b>	<ul style="list-style-type: none"><li>• <b>Attendance Management Report: Analysis for Period Ending on 31<sup>st</sup> December 2025</b></li><li>• <b>Recruitment Committee Report - Advert &amp; Selection</b></li><li>• <b>Recruitment Committee Report – Appointments</b></li><li>• <b>Appendix Workforce Profile</b></li></ul>
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**ATTENDANCE MANAGEMENT:  
ANALYSIS FOR PERIOD  
ENDING  
30 DECEMBER 2025**

## 1.0 OVERVIEW

This report offers the Council comprehensive insights into sickness absence levels within the organisation, and an overview of how absence is effectively monitored.

## 2.0 ROLLING YEAR OCTOBER 2024 – SEPTEMBER 2025

Full Council	01.11.24 to 31.10.25	01.12.24 to 30.11.25	01.01.25 to 31.12.25
Total Possible Days	158349.91	158147.07	158045.28
Days Lost Through Short Term Sickness	2606.17	2472.43	2448.74
Days Lost Through Long Term Sickness	7958.31	7894.31	7869.31
Total Lost Time Rate	6.67%	6.56%	6.53%
Total Days Lost	10,564.48	10,366.74	10,318.05
<b>Days lost per employee</b>	<b>14.63</b>	<b>14.35</b>	<b>14.28</b>

Throughout quarter 3 there has been a continuous downward trend in sickness absence. The Council's sickness absence KPI for the end of Q3 was 14.5 days lost per employee, which was successfully achieved. The following section provides a breakdown by directorate.

Directorate	Rolling Year Days Lost Per Employee	Rolling Year Days Lost Per Employee	Rolling Year Days Lost Per Employee
	01.11.24 to 31.10.25	01.12.24 to 30.11.25	01.01.25 to 31.12.25
Full Council	14.63	14.35	14.28
Chief Executives Office (Incl Audit)	0.00	0.00	0.00
Environmental Services	15.14	14.70	14.75
Finance & Corporate Services	8.33	7.75	7.28
Leisure & Community Wellbeing	17.29	17.04	16.92
Organisation Development & Innovation	10.74	10.88	10.18
Regeneration & Growth	15.08	11.74	12.15

## 2.1 ACTUAL MONTHS

## OCTOBER 2025 – DECEMBER 2025

Full Council	OCTOBER 2025	NOVEMBER 2025	DECEMBER 2025	QTR 3
Total Possible Days	13033.30	12984.78	13082.32	39,100.40
Days Lost Through Short Term Sickness	271.99	222.75	265.38	760.12
Days Lost Through Long Term Sickness	638.00	559.00	651.00	1,848.00
Total Lost Time Rate	6.98%	6.02%	7.00%	6.67%
Total Days Lost	909.99	781.25	916.38	2,608.12
Days Lost Per Employee	1.27	1.10	1.37	3.65%

Across the quarter, both short-term and long-term sickness fluctuate. Sickness absence decreased in November but rose again in December, creating a U-shaped trend across quarter 3. Whilst December saw an increase in days lost per employee, this rise was primarily driven by seasonal illnesses typical at that time of year.

## 2.2 ABSENCE REASON ANALYSIS

### Days Lost Previous v Current Quarter

Reason	Days Lost Previous Quarter	Days Lost Current Quarter	Variance From Previous Quarter
Stress/Depression/Mental Health	997.14	651.00	-346.14
Other Musculo-Skeletal Problems	600.73	572.00	-28.73
Other	394.00	423.00	+29.00
Infections	215.86	237.00	+21.14
Stomach/Liver/Kidney/Digestive	135.00	216.50	+81.50
Neurological	128.29	119.82	-8.47
Chest and Respiratory	53.00	119.30	+66.30
Eye/Ear/Nose/Mouth/Dental	74.00	13.00	-61.00
Back and Neck Problems	137.14	75.00	-62.14
Corona Virus	13.00	2.00	-11.00
Pregnant exc. Maternity Leave	70.00	1.00	-69.00
Genito-urinary/Gynaecological	30.00	54.00	+24.00
Heart/Blood Pressure/Circulation	77.00	61.50	-15.50
Workplace Accident	91.00	63.00	-28.00

Stress/Depression/Mental Health consistently remains to be the largest cause of sickness absence, however, there has been a significant decrease in this type of sickness absence in comparison to Q2.

Absence due to personal stress continues to be a significant cause of this type of sickness absence. Personal stress is defined as any event or condition in an individual's life that negatively affects their own or their family's health and wellbeing. This stress can arise directly, such as experiencing a serious illness firsthand, or indirectly, such as coping with a family member's serious illness.

Through Absence Interview meetings, employees have shared that delays in NHS waiting lists, Social Care Packages for relatives, and the Education Authority's SEN provision have significantly impacted on the duration of their absence, contributing to anxiety and stress.

Key factors influencing absence include:

- Bereavement
- Depression
- Anxiety
- Low Mood
- Work-Related Stress

The second highest cause of absence from sickness in quarter 3 is Other Musculo-Skeletal Problems, however this has decreased by 28.73 days since the previous quarter.

Absence categorised as 'Other' continues to be the third highest cause of absence in quarter 3 of the current financial year. Absence related to bereavement and cancer is included.

## 2.3 ABSENCE COMPARISONS BY QUARTER

### Absence Instances Previous vs Current Quarter

Reason	Absence Instances in Previous Qtr	Absence Instances in Current Qt	Variance
Total	274	271	-3

### Number of Employee Absence Previous vs Current Quarter

Reason	Absence Instances in Previous Qtr	Absence Instances in Current Qt	Variance
Total	167	239	72

### Days Lost Previous vs Current Quarter

Reason	Days Lost Previous Qtr	Days Lost Current Qtr	Variance
Total	3,017.50	2,608.12	-409.38

A comparison of the previous quarter and the current quarter shows that whilst there has been an increase in the number of employees absent due to the sickness, there has been a decrease of 409.38 days lost due to sickness absence. This would indicate that despite more employees being absent, the overall impact was lower, indicating that absences were generally shorter in duration, aligning with patterns typical of seasonal minor illness rather than long-term health-related absences.

## 3. ACTIONS TAKEN

Regular meetings continue to be conducted with Directors, Heads of Service, and individual Units, along with Line Managers, to review absence trends within their teams. As part of this process, detailed absence reports for each area continue to be shared in all Management meetings, helping to identify areas requiring improvement.

HR & OD have continued to provide Directors and Heads of Service with monthly sickness absence reports. The purpose of providing these reports is to enable management to monitor and analyse employee attendance trends, enabling informed decision-making and early intervention. These reports help identify patterns of absence, support employee wellbeing, and ensure consistent application of attendance management policies.

In quarter 3 meetings have been held with Heads of Service whose units have had the highest sickness absence rates identified in quarter 2.

HR clinics continue to be conducted in areas with the highest sickness absence rates, offering managers targeted support and expert guidance to help them navigate challenges effectively.

As outlined in previous reports, we developed and delivered a comprehensive training programme to support the implementation of the new Managing Attendance Policy and Procedure.

We are committed to running further management training sessions throughout the year to ensure that all new line managers understand their responsibilities under the updated policy and are equipped with the necessary skills and resources to effectively manage sickness absence within their teams.

### 3.2 HEALTH & WELLBEING

Health & Wellbeing initiatives continued throughout Quarter 3, reflecting the Council's ongoing commitment to supporting both the physical and mental wellbeing of staff. A number of targeted interventions were delivered, aimed at addressing key causes of sickness absence and promoting early prevention.

The successful launch of lunchtime classes was a key highlight of quarter 3. These provide holistic benefits by improving posture, core strength, balance, and overall body function. This intervention is particularly relevant given that *Other Musculo-Skeletal Problems* continues to be the second highest cause of sickness absence within the Council. By encouraging low impact exercise during these classes, they support both injury prevention and rehabilitation while also positively contributing to mental wellbeing.

During quarter 3 Action Cancer's Big Bus visited Council sites, providing staff with access to mammograms and health checks. This initiative supports early detection and encourages proactive management of health conditions, reinforcing the Council's commitment to preventative healthcare.

The Council continues to benefit from its network of 21 trained Mental Health First Aiders. These employees provide first-aid support to colleagues experiencing mental health difficulties at work and are trained to recognise early signs of mental ill health. Their presence plays an important role in fostering a supportive and safe working environment, ensuring employees can access timely guidance and signposting to appropriate support services.

### 3.3 USEL

The Council maintains its partnership with USEL, a government-based organisation that supports employers in managing absences related to physical impairments and mental health challenges. Their services, including Physiotherapy and Counselling, are provided at no cost to the Council.

The Employment Services Officer maintains regular contact with employees, typically on a bi-weekly basis.

During quarter 3, 10 employees participated in the Workable (NI) Programme and the Condition Management Programme. To access these programmes, employees must be either actively at work or committed to returning. All referred employees are receiving ongoing support and assistance.

## 4. CONCLUSION

Quarter 3 demonstrates clear progress in improving employee attendance across the Council. Despite a seasonal rise in December and a higher number of employees reporting absence, the overall reduction in total days lost confirms that absences were shorter and less impactful. This reflects positively on the Council's absence management approach and the effectiveness of absence management and wellbeing interventions.

Stress-related absence, while still the largest category, has shown a notable reduction compared to the previous quarter, suggesting that ongoing support through absence management processes and access to external services such as USEL and counselling services continues to play an important role.

Health & Wellbeing initiatives, including lunchtime classes programmes and access to health screening, have further contributed to reducing absence duration and promoting early intervention.

Looking ahead, continued focus is required in areas where absence remains high, including mental health and musculoskeletal conditions. Strengthening early-intervention practices, maintaining regular absence review meetings, and providing ongoing management training will be key to sustaining progress and supporting staff across all directorates.

# Recruitment Committee Report - Advert & Selection

Primary	Status	Post Title	Department	Unit	Total Number of Posts Required	Type of Post
1	JF3803	00_Pre-Advert	Lead Environmental Health Officers	Environmental Services	Environmental Health, Risk & Emergency Planning	2 Fixed Term - Full Time
2	JF3806	00_Pre-Advert	Environmental health Officer	Environmental Services	Environmental Health, Risk & Emergency Planning	1 Permanent - Full Time
3	JF3808	00_Pre-Advert	Home Safety Officer	Environmental Services	Environmental Health, Risk & Emergency Planning	0.5 Permanent - Part Time
4	JF3810	00_Pre-Advert	Deputy Registrar	Finance & Corporate Services	Governance and Communications	1 Fixed Term - Full Time
5	JF3813	00_Pre-Advert	Gallery Assistant	Leisure & Community Wellbeing	Communities	1 Fixed Term - Full Time Casual
6	JF3807	00_Pre-Advert	Senior Recreation Assistant	Leisure & Community Wellbeing	Sports Services	1 Permanent - Full Time
7	JF3812	00_Pre-Advert	Sports Events Coordinator	Leisure & Community Wellbeing	Sports Services	1 Permanent - Full Time
8	JF3815	00_Pre-Advert	Plant Engineer	Leisure & Community Wellbeing	Sports Services	2 Fixed Term - Full Time
9	JF3809	00_Pre-Advert	Capital Project Manager	Regeneration & Growth	Planning & Capital Development	1 Permanent - Full Time
10	JF3800	01_Advert Live	Insurance Officer	Environmental Services	Environmental Health, Risk & Emergency Planning	1 Fixed Term - Full Time
11	JF3802	01_Advert Live	Lead Environmental Warden	Environmental Services	Environmental Health, Risk & Emergency Planning	1 Fixed Term - Full Time
12	JF3805	01_Advert Live	Walking for all officer	Leisure & Community Wellbeing	Sports Services	1 Fixed Term - Full Time
13	JF3765	01_Advert Live	Visitor Information Centre Supervisor	Regeneration & Growth	Economic Development	1 Permanent - Full Time
14	JF3804	02_Awaiting Shortlisting	Acting Business Support Manager	Leisure & Community Wellbeing	Leisure & Community Wellbeing Director's Office	1 Fixed Term - Full Time
15	JF3787	02_Awaiting Shortlisting	Assistant Plant Engineer	Leisure & Community Wellbeing	Sports Services	1 Fixed Term - Full Time
16	JF3801	02_Awaiting Shortlisting	Systems & Resource Manager	Leisure & Community Wellbeing	Sports Services	1 Fixed Term - Full Time
17	JF3793	02_Awaiting Shortlisting	Visitor Information Advisor	Regeneration & Growth	Economic Development	1 Permanent - Part Time
18	JF3797	02_Awaiting Shortlisting	Regeneration Officer	Regeneration & Growth	Economic Development	3 Permanent - Full Time Fixed Term - Full Time
19	JF3779	02_Awaiting Shortlisting	Business Programme Marketing Officer	Regeneration & Growth	Economic Development	1 Permanent - Part Time
20	JF3780	04_Awaiting Interview	Communications Manager	Finance & Corporate Services	Corporate Communications & Administration	1 Permanent - Full Time
21	JF3773	04_Awaiting Interview	Member Services Officer	Finance & Corporate Services	Corporate Communications & Administration	1 Permanent - Full Time
22	JF3795	04_Awaiting Interview	Recreation Assistant	Leisure & Community Wellbeing	Leisure & Community Wellbeing Director's Office	1 Permanent - Full Time
23	JF3799	04_Awaiting Interview	Joiner	Regeneration & Growth	Assets	2 Permanent - Full Time
24	JF3790	04_Awaiting Interview	Economic Development Officer	Regeneration & Growth	Economic Development	1 Permanent - Full Time
25	JF3771	10_On Hold	Clerical Officer	Environmental Services	Waste Management & Operations	1 Permanent - Full Time
26	JF3783	10_On Hold	Registrar	Finance & Corporate Services	Corporate Communications & Administration	1 Permanent - Full Time
27	JF3784	10_On Hold	Administration Manager	Finance & Corporate Services	Corporate Communications & Administration	1 Permanent - Full Time
28	JF3811	10_On Hold	Community Network Officer (PEACEPLUS)	Leisure & Community Wellbeing	Communities	1 Fixed Term - Full Time

# Recruitment Committee Report 2 - Appointments

Primary	Status	Post Title	Department	Unit	Total Number of Posts Required	Type of Post	
1	JF3786	06_Pre-Employment in Progress	Building Control Surveyor	Environmental Services	Building Control & Sustainability	1	Permanent - Full Time
2	JF3781	06_Pre-Employment in Progress	Duty Officer	Finance & Corporate Services	Corporate Communications & Administration	1	Fixed Term - Full Time
3	JF3794	06_Pre-Employment in Progress	Members Services Officer	Finance & Corporate Services	Corporate Communications & Administration	1	Fixed Term - Full Time
4	JF3785	06_Pre-Employment in Progress	Community Development & Resources Manager	Leisure & Community Wellbeing	Communities	1	Fixed Term - Full Time
5	JF3751	06_Pre-Employment in Progress	Administration Assistant	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
6	JF3727	06_Pre-Employment in Progress	Full & Part-Time Leisure Attendants (contracted positions)	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
7	JF3796	06_Pre-Employment in Progress	Project Support Officer	Regeneration & Growth	Economic Development	1	Permanent - Full Time
8	JF3782	07_Firm Offer Pending	Cleansing Operative with Driving Duties	Environmental Services	Waste Management & Operations	1	Permanent - Full Time
9	JF3738	07_Firm Offer Pending	Assistant Accountant	Finance & Corporate Services	Finance	1	Permanent - Full Time
10	JF3775	07_Firm Offer Pending	Area Manager Local Facilities	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
11	JF3789	07_Firm Offer Pending	Project Management Officer Digital Depot	Organisation Development & Innovation	IT & Commercialisation	1	Fixed Term - Full Time
12	JF3764	07_Firm Offer Pending	Local Economic Partnership Co-ordinator	Regeneration & Growth	Economic Development	1	Fixed Term - Full Time
13	JF3758	08_Firm Offer Issued	Community Centre Assistant Moneyreagh Centre	Leisure & Community Wellbeing	Communities	1	Fixed Term - Full Time
14	JF3776	08_Firm Offer Issued	Head of Parks and Amenities	Leisure & Community Wellbeing	Parks & Amenities	1	Fixed Term - Full Time
15	JF3555	08_Firm Offer Issued	Sports, Health & Wellbeing Manager	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
16	JF3727	08_Firm Offer Issued	Full & Part-Time Leisure Attendants (contracted positions)	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
17	JF3727	08_Firm Offer Issued	Full & Part-Time Leisure Attendants (contracted positions)	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
18	JF3727	08_Firm Offer Issued	Full & Part-Time Leisure Attendants (contracted positions)	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
19	JF3727	08_Firm Offer Issued	Full & Part-Time Leisure Attendants (contracted positions)	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
20	JF3727	08_Firm Offer Issued	Full & Part-Time Leisure Attendants (contracted positions)	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
21	JF3741	08_Firm Offer Issued	Recreation assistant	Leisure & Community Wellbeing	Sports Services	1	Fixed Term - Part Time
22	JF3741	08_Firm Offer Issued	Recreation assistant	Leisure & Community Wellbeing	Sports Services	1	Fixed Term - Full Time
23	JF3727	08_Firm Offer Issued	Full & Part-Time Leisure Attendants (contracted positions)	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
24	JF3776	08_Firm Offer Issued	Labourer Play Parks	Regeneration & Growth	Assets	1	Fixed Term - Full Time
25	JF3770	08_Firm Offer Issued	Project Support Officer	Regeneration & Growth	Economic Development	1	Fixed Term - Full Time
26	JF3731	10_Pending Start Date	Cleansing Supervisor	Environmental Services	Waste Management & Operations	1	Fixed Term - Full Time
27	JF3712	10_Pending Start Date	Director of Finance & Corporate Services	Finance & Corporate Services	Finance & Corporate Services Director's Office	1	Permanent - Full Time
28	JF3814	10_Pending Start Date	Education	Leisure & Community Wellbeing	Communities	1	Fixed Term - Full Time
29	JF3727	10_Pending Start Date	Full & Part-Time Leisure Attendants (contracted positions)	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
30	JF3727	10_Pending Start Date	Full & Part-Time Leisure Attendants (contracted positions)	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
31	JF3798	10_Pending Start Date	HR & OD Officer	Organisation Development & Innovation	HR & OD	1	Fixed Term - Full Time
32	JF3761	11_Pending Start Date - T&Cs not returned	Operations Manager - Permanent	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time

**WORKFORCE PROFILE**  
**March Committee Report**

Department & Unit	Employees at 1st Feb 2026						Agency staff as of 2nd February 2026						
	FTE			Headcount			Agency FTE			Agency Headcount			
	FT	PT	TOTAL	FT	PT	TOTAL	F/T	P/T	TOTAL	F/T	P/T	TOTAL	
<b>Chief Executive's Office</b>													
Chief Executive's Office	2.0	0	2.0	2.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	
Audit, Risk & Performance	2.0	0	2.0	2.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	
<b>Total CEO</b>	<b>4.0</b>	<b>0</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>	<b>4.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	
<b>Finance and Corporate Services</b>													
Corporate Communications & Administration	32.0	5.15	37.2	32.0	10.0	42.0	3.0	0.0	3.0	3.0	0.0	3.0	
Director - Finance and Corporate Services	1.0	0.41	1.4	1.0	1.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	
Finance	13.0	1	14.0	13.0	2.0	15.0	1.0	0.0	1.0	1.0	0.0	1.0	
<b>Total CS</b>	<b>46.0</b>	<b>6.56</b>	<b>52.56</b>	<b>46.0</b>	<b>13.0</b>	<b>59.0</b>	<b>4.0</b>	<b>0.0</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>	<b>4.0</b>	
<b>Environmental Services</b>													
Director - Environmental Services	3.0	0	3.0	3.0	0.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0	
Environmental Health	42.0	5.3	47.3	43.0	9.0	52.0	3.0	0.0	3.0	3.0	0.0	3.0	
Waste Management & Operations	159.0	5	164.0	159.0	10.0	169.0	41.0	0.0	41.0	41.0	0.0	41.0	
Building Control	18.0	0	18.0	18.0	0.0	18.0	4.0	0.0	4.0	4.0	0.0	4.0	
<b>Total ES</b>	<b>222.0</b>	<b>10.3</b>	<b>232.3</b>	<b>223.0</b>	<b>19.0</b>	<b>242.0</b>	<b>48.0</b>	<b>0.0</b>	<b>48.0</b>	<b>48.0</b>	<b>0.0</b>	<b>48.0</b>	
<b>Leisure and Community Wellbeing</b>													
Communities	47.0	8.83	55.8	47.0	15.0	62.0	7.0	0.5	7.5	7.0	1.0	8.0	
Director - Leisure and Community Wellbeing	2.0	0	2.0	2.0		2.0	0.0	0.0	0.0	0.0	0.0	0.0	
Parks and Amenities	83.0	1.19	84.2	83.0	2.0	85.0	11.0	0.0	11.0	11.0	0.0	11.0	
Sports Services	107.0	33.31	140.3	107.0	73.0	180.0	3.0	1.9	4.9	3.0	5.0	8.0	
<b>Total LCW</b>	<b>239.0</b>	<b>43.33</b>	<b>282.3</b>	<b>239.0</b>	<b>90.0</b>	<b>329.0</b>	<b>21.0</b>	<b>2.4</b>	<b>23.4</b>	<b>21.0</b>	<b>6.0</b>	<b>27.0</b>	
<b>Regeneration Growth</b>													
Director - Service Transformation and Regeneration Growth	2.0	0	2.0	2.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	
Economic Development	23.0	3.3	26.3	23.0	6.0	29.0	2.0	0.0	2.0	2.0	0.0	2.0	
Planning & Capital Development	35.0	4	39.0	35.0	6.0	41.0	2.0	0.0	2.0	2.0	0.0	2.0	
Assets	26.0	2.64	28.6	26.0	5.0	31.0	0.0	0.8	0.8	3.0	0.0	3.0	
<b>TOTAL R&amp;G</b>	<b>86.0</b>	<b>9.94</b>	<b>95.9</b>	<b>86.0</b>	<b>17.0</b>	<b>103.0</b>	<b>4.0</b>	<b>0.8</b>	<b>4.8</b>	<b>7.0</b>	<b>0.0</b>	<b>7.0</b>	
<b>Organisation Development and Innovation</b>													
Director - Organisation Development and Innovation	2.0	0	2.0	2.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	
Innovation	15.0	0.5	15.5	15.0	1.0	16.0	0.0	0.0	0.0	0.0	0.0	0.0	
Human Resources and Organisation Development	21.0	7.49	28.5	21.0	13.0	34.0	0.0	0.0	0.0	0.0	0.0	0.0	
<b>TOTAL ODI</b>	<b>38.0</b>	<b>7.99</b>	<b>46.0</b>	<b>38.0</b>	<b>14.0</b>	<b>52.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	
<b>Total Employees (FTE / Headcount)</b>	<b>635.0</b>	<b>78.1</b>	<b>713.1</b>	<b>636.0</b>	<b>153.0</b>	<b>789.0</b>	<b>77.0</b>	<b>3.2</b>	<b>80.2</b>	<b>80.0</b>	<b>6.0</b>	<b>86.0</b>	

\* These figures include all agency workers who may be placed for the following reasons: to cover vacancies, maternity, long term sick, project or seasonal work

Total Headcount February 2026	Full-time	Part-time	Total
Employees	636	153	789
Agency Workers	80	6	86

Total Headcount November 2025	Full-time	Part-time	Total
Employees	629	149	778
Agency Workers	88	3	91

Other Totals	
Detail	Number
Total fixed term workers	60
Total current secondments/transfers (internal)	23
Total current secondments/transfers (external)	2
Total Apprentices	15
Total students	5