

Title of Report:	Establishment Report for Quarter Four 2010/11
Report to be considered by:	Executive
Date of Meeting:	26 July 2011
Forward Plan Ref:	EX2227

Purpose of Report: To note changes to the establishment

Recommended Action: That the report is noted

Reason for decision to be taken: Not applicable

Other options considered: None

Key background documentation: HR Resourcelink Database
 Q3 Establishment Report 2009/10
 Q4 Establishment Report 2009/10
 Q1 Establishment Report 2010/11
 Q2 Establishment Report 2010/11
 Q3 Establishment Report 2010/11
 Agresso data
 Payroll data

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Executive Summary

1. Introduction

- 1.1 This report summarises the changes to the WBC Establishment over quarter four 2010/11.

2. The Total Establishment

- 2.1 During quarter four 2010/11 the total WBC Establishment decreased by 103.72 FTE. The total Establishment now totals 1628.88 FTE.

3. WBC Funded Establishment

- 3.1 The WBC funded Establishment decreased by 73.88 FTE in quarter four. The total FTE which is WBC funded now totals 1418.39 FTE.

4. External and Joint Funded Establishment

- 4.1 The external and joint funded Establishment decreased by 29.84 FTE in quarter four. The total FTE which is externally and jointly funded now totals 210.48 FTE.

5. Proposal

- 5.1 None – for information only

6. Conclusions

- 6.1 The total Establishment has decreased over the quarter.
- 6.2 The total Establishment at the end of quarter four 2010/11 is 1628.88 FTE, a decrease of 103.72 FTE when compared to the total of 1732.59 FTE at the end of quarter three 2010/11.
- 6.3 The amount of vacant FTE has decreased to 166.72 FTE. At the end of quarter three there was 221.72 vacant FTE.
- 6.4 The overall vacancy rate was 10.82%, down from 12.80% at the end of quarter three. For comparison the vacancy rate at quarter four 2009/10 was 9.04%.
- 6.5 The rolling annual turnover rate was 14.69%. For comparison the rate at quarter four 2009/10 was 8.49%.
- 6.6 The rolling voluntary turnover (excludes redundancies) for 2010/11 was 7.4%. For comparison the rate at quarter four 2009/10 was 4.88%.

On 27/10/10 it was agreed that the full Establishment Report will go through the full Executive cycle (CB, MB and Executive) at the end of quarters two and four only, rather than every quarter. A brief summary of the key information on the Establishment, without comments, is sent to Cllr Anthony Stansfeld, Cllr Graham Jones and Cllr Keith Chopping at end of quarters one and three (copied to Corporate Directors). The summary will be made available to other members of Management Board on request to the Head of HR.

Executive Report

1. Introduction

- 1.1 The data used to complete this report is taken from the HR/Payroll system Resourcelink and previous quarterly Establishment reports.
- 1.2 This report summarises the changes to the WBC Establishment over quarter four of 2010/11.

2. The Total Establishment

- 2.1 During quarter four 2010/11 the total WBC Establishment decreased by 103.72 FTE.
- 2.2 The total Establishment now totals 1628.88 FTE.

The total change to the whole Establishment over the past year can be seen in the table below

The Total WBC Establishment						
Q4 FTE 2009/10	Q1 FTE 2010/11	Q2 FTE 2010/11	Q3 FTE 2010/11	Q4 FTE 2010/11	Total difference over the year	% Difference over Year
1743.31	1770.66	1762.08	1732.59	1628.88	-114.43	-6.56

- 2.3 The quarterly changes are made up as follows:

Chief Executive	-34.86 FTE
Children and Young People	-37.79 FTE
Community Services	-17.51 FTE
Environment	-13.56 FTE

- 2.4 A summary of total WBC Establishment FTE by service is shown at appendix one.

3. WBC Funded Establishment

- 3.1 The WBC funded Establishment decreased by 73.88 FTE in quarter four.
- 3.2 The total FTE which is WBC funded now totals 1418.39 FTE.
- 3.3 The total change in WBC funded Establishment over the past year can be seen in the table below.

WBC Funded Establishment						
Q4 FTE 2009/10	Q1 FTE 2010/11	Q2 FTE 2010/11	Q3 FTE 2010/11	Q4 FTE 2010/11	Total difference over the year	% Difference over Year
1513.39	1481.69	1506.92	1492.27	1418.39	-95.00	-6.28

- 3.4 The change in WBC funded Establishment by directorate over the past year can be seen in the table below.

	WBC Funded Establishment						
	Q4 FTE 2009/10	Q1 FTE 2010/11	Q2 FTE 2010/11	Q3 FTE 2010/11	Q4 FTE 2010/11	Total difference over the year	% Difference over Year
Chief Executive	303.69	280.03	279.72	278.54	243.49	-60.20	-19.82
Children and Young People	385.56	366.10	364.22	357.22	335.98	-49.58	-12.86
Community Services	554.40	546.98	573.91	568.43	559.49	5.09	0.92
Environment	269.74	288.58	289.08	288.08	279.44	9.70	3.60
Total	1513.39	1481.69	1506.92	1492.27	1418.39	-95.00	-6.28

3.5 The table below shows how the Establishment has changed by service area compared to quarters one, two and three 2010/11. A summary of funding by directorate can be seen at appendix two.

	WBC Funded Establishment			
	Q1 2010/11 FTE	Q2 2010/11 FTE	Q3 2010/11 FTE	Q4 2010/11 FTE
CEO & Support	2.42	2.42	2.42	2.42
Benefits & Exchequer	57.09	56.59	58.59	53.59
Finance	57.50	57.69	56.01	53.42
Human Resources	28.32	28.32	28.32	20.79
ICT	53.76	53.76	52.76	49.76
Legal & Electoral Services	26.93	27.93	27.93	26.89
Policy & Communication	49.50	48.50	48.50	32.62
Special Projects	4.50	4.50	4.00	4.00
Total Chief Executive	280.03	279.72	278.54	243.49
Children's Services	130.93	130.93	129.39	126.67
Youth Services and Commissioning	66.74	64.23	61.36	48.01
Customer Services	39.63	38.63	38.63	35.99
Education Services	126.79	128.43	125.84	123.31
Director & Support	2.00	2.00	2.00	2.00
Total Children and Young People	366.10	364.22	357.22	335.98
Adult Social Care	406.60	428.92	428.93	425.80
Cultural Services	80.14	80.65	77.17	72.99
Housing and Performance	57.24	61.34	59.34	58.70
System Transformation	1.00	1.00	1.00	0.00
Director & Support	2.00	2.00	2.00	2.00
Total Community Services	546.98	573.91	568.43	559.49
Property and Public Protection	88.61	89.61	89.61	85.76
Highways & Transport	108.99	107.99	106.99	104.90
Planning and Countryside	88.98	89.48	89.48	86.77
Director Support	2.00	2.00	2.00	2.00
Total Environment	288.58	289.08	288.08	279.43
GRAND TOTALS	1,481.69	1,506.92	1,492.27	1,418.39

4. External and Joint Funded Establishment

4.1 The external and joint funded Establishment decreased by 29.84 FTE in quarter four.

4.2 The total FTE which is externally and jointly funded now totals 210.48 FTE.

4.3 The total change in external and jointly funded changes are summarised in the table below.

Joint and Externally Funded Establishment						
Q4 FTE 2009/10	Q1 FTE 2010/11	Q2 FTE 2010/11	Q3 FTE 2010/11	Q4 FTE 2010/11	Total difference over the year	% Difference over Year
229.91	288.98	255.15	240.32	210.48	-19.43	-8.45

4.4 The change in joint and externally funded Establishment by directorate over the past year can be seen in the table below.

	Joint and Externally Funded Establishment						
	Q4 FTE 2009/10	Q1 FTE 2010/11	Q2 FTE 2010/11	Q3 FTE 2010/11	Q4 FTE 2010/11	Total difference over the year	% Difference over Year
Chief Executive	40.05	39.22	39.22	37.43	37.62	-2.43	-6.07
Children and Young People	124.98	154.76	152.07	140.86	124.32	-0.66	-0.53
Community Services	51.69	59.95	27.82	27.44	18.87	-32.82	-63.49
Environment	13.18	35.05	36.05	34.59	29.67	16.49	125.11
Total	229.91	288.98	255.15	240.32	210.48	-19.42	-8.45

4.5 The table below shows how the joint and externally funded posts on the Establishment have changed by service area compared to quarters one, two and three 2010/11. A summary of funding by directorate can be seen at appendix two.

	Joint Funded Establishment				Externally Funded Establishment			
	Q1 FTE 10/11	Q2 FTE 10/11	Q3 FTE 10/11	Q4 FTE 10/11	Q1 FTE 10/11	Q2 FTE 10/11	Q3 FTE 10/11	Q4 FTE 10/11
CEO & Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Benefits & Exchequer	0.00	0.00	0.00	5.00	24.41	24.41	22.78	21.97
Finance	0.00	1.00	1.00	1.00	2.81	2.81	2.00	2.00
Human Resources	0.00	0.00	0.00	0.00	0.81	0.81	0.81	0.00
ICT	1.00	1.00	1.00	1.00	2.81	2.81	2.81	2.00
Legal & Electoral Services	1.00	0.00	0.00	0.00	0.00	0.00	0.65	0.65
Policy & Communication	0.76	0.76	0.76	0.00	4.62	4.62	4.62	3.00
Special Projects	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00
Total Chief Executive	2.76	2.76	2.76	7.00	36.46	36.46	34.68	30.62

	Joint Funded Establishment				Externally Funded Establishment			
	Q1 FTE 10/11	Q2 FTE 10/11	Q3 FTE 10/11	Q4 FTE 10/11	Q1 FTE 10/11	Q2 FTE 10/11	Q3 FTE 10/11	Q4 FTE 10/11
Children's Services	25.21	25.21	25.71	26.21	9.62	8.41	9.81	8.00
Youth Services and Commissioning	4.77	7.29	6.29	6.29	9.24	8.57	4.62	3.62
Customer Services	0.00	0.00	0.00	0.00	1.62	1.62	1.62	0.00
Education Services	36.21	35.41	27.21	21.79	68.09	65.57	65.60	58.41
Director & Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Children and Young People	66.19	67.91	59.21	54.29	88.57	84.17	81.65	70.03
Adult Social Care	19.30	3.00	3.00	3.00	11.09	2.26	3.07	0.81
Cultural Services	2.65	2.65	2.65	2.65	2.41	2.41	1.41	0.41
Housing and Performance	6.00	4.00	4.00	3.00	13.50	9.50	10.31	7.00
System Transformation	1.00	1.00	1.00	1.00	4.00	3.00	2.00	1.00
Director & Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Community Services	28.95	10.65	10.65	9.65	31.01	17.17	16.79	9.22
Property and Public Protection	4.60	4.60	4.60	3.60	3.00	3.00	3.00	3.00
Highways & Transport	0.00	1.00	1.00	2.00	4.30	4.30	4.30	2.00
Planning and Countryside	1.81	1.81	1.81	1.81	21.34	21.34	19.88	17.26
Director & Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Environment	6.41	7.41	7.41	7.41	28.64	28.64	27.18	22.26
GRAND TOTALS	104.30	88.72	80.03	78.35	184.68	166.43	160.30	132.13

5. Directorate Commentaries

5.1 Chief Executive.

- (1) The Chief Executive's directorate Establishment decreased by 34.86 FTE over the quarter. This decrease is due to a reduction in funding, budget settings and the MTFS savings programme.
- (2) Rolling annual turnover in the directorate: 15.24%.
- (3) Vacancy rate in the directorate: 11.02%.
- (4) Key points:
 - (a) Benefits and Exchequer: Three fixed term apprentice posts were deleted, as funding ended (2.43 FTE). Two fixed term posts were created for trainee positions (2.00 FTE).
 - (b) Finance: Two further posts were deleted as part of the Finance service restructure (1.68 FTE). Three posts were deleted as part of the budget setting and MYFS savings programme (2.62 FTE). One fixed term post was deleted, at end of its funding period (0.81 FTE).
 - (c) Human Resources: FTE was reduced in six posts as part of the budget setting and MTFS savings programme (5.53 FTE). One post was deleted as part of the budget setting and MTFS savings programme (1.00 FTE). Two fixed term posts were deleted, one was no longer funded and other temporary one ended (1.81 FTE).

- (d) ICT: FTE was reduced in one post as part of the budget setting and MTFS savings programme (1.00 FTE). One post was deleted as part of the budget setting and MTFS savings programme (1.00 FTE). One fixed term post was deleted, as funding ended (0.81 FTE).
- (e) Legal: Two posts were deleted as part of the budget setting and MYFS savings programme (1.04 FTE). One fixed term post was created by future jobs fund scheme (0.65 FTE).
- (f) Policy and Communication: The CCTV operator posts were deleted, as service TUPED to alternative provider. FTE was reduced in two posts as part of the budget setting and MTFS savings programme (0.66 FTE). Six posts were deleted as part of the budget setting and MTFS savings programme (5.76 FTE). Two fixed term posts were deleted, as no longer funded (1.62 FTE).
- (g) Special Projects: Deleted one fixed term post at the end of the contract (0.50 FTE).
- (h) There were no Establishment changes in CEO and Support.

5.2 Children & Young People.

- (1) The Establishment of the directorate decreased by 37.79 FTE over the quarter. This decrease is due to external grant funding coming to an end for several posts, budget savings and the Budget Monitoring Panel deleting long term vacant posts.
- (2) Rolling annual turnover in the directorate: 19.49%.
- (3) Vacancy rate in the directorate: 11.49%.
- (4) Key points:
 - (a) Children's Services: FTE was reduced in two posts as part of the budget setting and MTFS savings programme (0.93 FTE). FTE was deleted in one vacant post (0.54 FTE). Three posts were deleted as part of the budget setting and MTFS savings programme (2.79 FTE). One post was deleted following reduction in grant funding (0.22 FTE). One fixed term post was deleted, as no longer funded (0.81 FTE). Two new fixed term trainee posts were created and funded by future jobs fund scheme (1.62 FTE).
 - (b) Customer Services: Four posts were deleted as part of the budget setting and MTFS savings programme (2.64 FTE). Two fixed term posts were deleted, as no longer funded (1.62 FTE)
 - (c) Education Services: FTE was reduced in five posts as part of the budget setting and MTFS savings programme (1.91 FTE). Fifteen posts were deleted as part of the budget setting and MTFS savings programme (11.73 FTE). Seventeen posts were deleted following reduction in grant funding (16.40 FTE). Three posts were deleted as part of the Budget Monitoring Panel's review of long term vacant posts (2.31 FTE). Four new posts were created, as part of 2011/12 budget

build and the restructure in the Children Centres (3.31 FTE). Four posts transferred in from Youth Service and Commission (3.15 FTE).

- (d) Youth Services and Commissioning: FTE was reduced in four posts as part of the budget setting and MTFS savings programme (0.39 FTE). FTE was reduced in one post due to the withdrawal of external funding (0.50 FTE). Twenty posts were deleted as part of the budget setting and MTFS savings programme (14.36 FTE). Four posts were deleted following reduction in grant funding (3.76 FTE). Four posts transferred to Education Service (3.15 FTE).
- (e) There were no Establishment changes in Director and Support.

5.3 Community Services.

- (1) The Establishment of the directorate decreased by 17.51 FTE over the quarter. This decrease is due to reduction in grant funding, budget settings and MTFS savings programme and the Budget Monitoring Panel deleting long term vacant posts.
- (2) Rolling annual turnover in the directorate: 13.04%.
- (3) Vacancy rate in the directorate: 10.36%.
- (4) Key points:
 - (a) Adult Social Care: Two long term vacant posts were deleted by BUMP (2.00 FTE). One post was deleted following reduction in grant funding (0.50 FTE). One fixed term post was deleted, as no longer funded (0.76 FTE) and two other posts were deleted (2.00 FTE). Two posts transferred to Highways and Transport (1.32 FTE). There was a temporary increase in FTE for one post until 31/03/11 (0.19 FTE). Two new fixed term posts were created, one trainee post funded by the future jobs fund scheme (0.81 FTE) and one to assist with the transformation of Adult Social Care and Personal budgets (1.00 FTE).

An increase in enhanced overtime is due to the restructure of Adult Social Care which is now almost complete.
 - (b) System Transformation: One post was deleted as part of the budget setting and MTFS savings programme (1.00 FTE). One fixed term post was deleted following reduction in grant funding (1.00 FTE). One post transferred to Housing and Performance (1.00 FTE).
 - (c) Housing and Performance: FTE was reduced in three posts as part of the budget setting and MTFS savings programme (1.44 FTE). Three posts were deleted as part of the budget setting and MTFS savings programme (3.00 FTE). One post was deleted following reduction in grant funding (1.00 FTE). Three vacant fixed term posts were deleted (2.5 FTE) and one other post was deleted (1.00 FTE). Three new posts were created, one post was funded by future jobs fund scheme (0.81 FTE) and the other two were set up to achieve the necessary market re-shaping and development required as part of the implementation and savings delivery for MTFS (2.00 FTE).

(d) There were no Establishment changes in Director and Support.

5.4 Environment.

- (1) The Establishment of the directorate decreased by 13.56 FTE over the quarter. This decrease is due to a reduction in funding, budget settings and the MTFS savings programme.
- (2) Rolling annual turnover in the directorate: 9.19%.
- (3) Vacancy rate in the directorate: 10.40%.
- (4) Key points:
 - (a) Countryside and Environment: FTE was reduced in one post as part of the budget setting and MTFS savings programme (0.81 FTE). Five posts were deleted as part of the budget setting and MTFS savings programme (3.71 FTE). Two posts were deleted following reduction in grant funding (1.46 FTE). One fixed term post was deleted, as no longer funded (0.81 FTE).
 - (b) Property and Public Protection: FTE was reduced in five posts as part of the budget setting and MTFS savings programme (0.86 FTE). Four posts were deleted as part of the budget setting and MTFS savings programme (4.00 FTE)
 - (c) Highways and Transport: FTE was reduced in one post as part of the budget setting and MTFS savings programme (0.40 FTE). One post was deleted as part of the budget setting and MTFS savings programme (1.00 FTE). Three fixed term posts were deleted, as no longer funded (2.30 FTE). Two vacant posts were deleted by BUMP (2.00 FTE). Two posts transferred in from Adult Social Care (1.32 FTE).
- (d) There were no Establishment changes in Director and Support.

6. Conclusions

- 6.1 The total Establishment has decreased over the quarter.
- 6.2 The total Establishment at the end of quarter four 2010/11 is 1628.88 FTE, a decrease of 103.72 FTE when compared to the total of 1732.59 FTE at the end of quarter three 2010/11.
- 6.3 The amount of vacant FTE has decreased to 166.72 FTE. At the end of quarter three there was 221.72 vacant FTE.
- 6.4 The overall vacancy rate was 10.82%, down from 12.80% at the end of quarter three. For comparison the vacancy rate at quarter four 2009/10 was 9.04%.
- 6.5 The rolling annual turnover rate was 14.69%. For comparison the rate at quarter four 2009/10 was 8.49%.
- 6.6 The rolling voluntary turnover (excludes redundancies) was 7.4%. For comparison the rate at quarter four 2009/10 was 4.88%.

- 6.7 On 27/10/10 it was agreed that the full Establishment Report will go through the full Executive cycle (CB, MB and Executive) at the end of quarters two and four only, rather than every quarter. A brief summary of the key information on the Establishment, without comments, will be sent to Cllr Anthony Stansfeld, Cllr Graham Jones and Cllr Keith Chopping at end of quarters one and three (copied to Corporate Directors). The summary will be made available to other members of Management Board on request to the Head of HR.

Appendices

Appendix 1	Establishment trends Q1 2010/11 to Q4 2010/11 (figures for comparison over the past 4 quarters)
Appendix 2	Trends in funding for established posts Q1 2010/11 to Q4 2010/11
Appendix 3	Overtime, Casual Workers; and Agency Spend by Directorate
Appendix 4	Glossary and Definitions

Consultees

Local Stakeholders:	Corporate Board 31 st May 2011 Management Board 16 th June 2011
Officers Consulted:	As above
Trade Union:	Not consulted