

Notice of Meeting

Resource Management Select Committee

Tuesday, 25 January, 2011 at 6.30pm
in Committee Room 1 Council Offices
Market Street Newbury

Date of despatch of Agenda: Friday, 14 January 2011

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Stephen Chard on (01635) 519462
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Further information and Minutes are also available on the Council's website at
www.westberks.gov.uk



**Agenda - Resource Management Select Committee to be held on Tuesday, 25 January
2011 (continued)**

To: Councillors Jeff Brooks (Chairman), Richard Crumly, Dave Goff,
David Holtby, David Rendel and Laszlo Zverko (Vice-Chairman)

Substitutes: Councillors Jeff Beck, Tony Linden, Keith Lock and Julian Swift-Hook

Agenda

Part I

	Page No.
1. Apologies To receive apologies for inability to attend the meeting (if any).	
2. Minutes To approve as a correct record the Minutes of the meeting of this Committee held on 14 December 2010.	1 - 6
3. Declarations of Interest To receive any Declarations of Interest from Members.	
4. Actions from previous Minutes <i>Purpose: To receive an update on actions following the previous Committee.</i>	7 - 10
5. Community Services Directorate budget <i>Purpose: To discuss the measures being taken to manage the Directorate budget, with a particular focus on Adult Social Care.</i>	To follow
6. Financial Performance Report (Month 8) <i>Purpose: To inform Members of the latest financial performance of the Council.</i>	To follow
7. Work Programme <i>Purpose: To consider and prioritise the work programme for the remainder of 2010/11.</i>	11 - 14

Information item

8. Establishment Report Quarter 2 2010/11 <i>Purpose: To receive a report on the changes to the Council's Establishment over the second quarter of 2010/11.</i>	15 - 38
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Andy Day
Head of Policy and Communication

**Agenda - Resource Management Select Committee to be held on Tuesday, 25 January
2011 (continued)**

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Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

RESOURCE MANAGEMENT SELECT COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY, 14 DECEMBER 2010

Councillors Present: Jeff Brooks (Chairman), Richard Crumly, Dave Goff, David Holtby, David Rendel, Laszlo Zverko (Vice-Chairman)

Also Present: John Ashworth (Corporate Director - Environment), Steve Broughton (Head of Property and Public Protection), Andy Walker (Head of Finance), Stephen Chard (Policy Officer)

PART I

35. Minutes

The Minutes of the meeting held on 11 November 2010 were approved as a true and correct record and signed by the Chairman.

36. Declarations of Interest

There were no declarations of interest received.

37. Actions from previous Minutes

The Committee considered a report providing the information requested at the previous meeting (Agenda Item 4).

Chief Executive Directorate budget

Information had been provided as requested from the Chief Executive which detailed the budget position by service area for the current financial year and previous four financial years from month three through to the outturn position.

Members noted that an underspend was consistently found within Policy and Communication to help meet the overall Directorate position, most particularly from month nine onwards. The current financial year was also showing a similar trend, with a month 7 forecast of £96k underspent in that service. This was felt to amount to a considerable sum over recent years and it was agreed that further detail would be requested to help understand how Policy and Communication was able to deliver this level of saving year on year. This additional detail might be useful in establishing any trends and in identifying whether the budget build process was accurate for the service.

Legal and Electoral Services was noted as a cause of pressure on the budget and it was agreed that officers would be invited to a future meeting to discuss this in more detail.

Financial Performance Report

The Part II information to explain why there was an underspend in the below the line summary/movement through reserves was noted. Andy Walker explained that this was confidential due to the legal agreement that was in place.

Budget reports from month eight onwards would include available detail on the below the line summary which also included capital financing and management.

RESOURCE MANAGEMENT SELECT COMMITTEE - 14 DECEMBER 2010 - MINUTES

Savings from the recruitment freeze within the Children and Young People Directorate were held within one cost centre. As savings emerged, they would be moved out from this cost centre to meet budget pressures across the Directorate.

The main reason for the variance to the forecast in Youth and Commissioning between months four and five was the departure of the Head of Service in month seven. This was immediately reflected in the forecast for the year.

RESOLVED that:

- (1) Further information would be requested from Policy and Communication to help understand how the service was able to deliver savings on an annual basis.
- (2) Officers from Legal and Electoral Services would be invited to a future meeting to discuss budget pressures in more detail.

38. Asset Management Plan

The Committee considered the Corporate Property Asset Management Plan (AMP) (Agenda Item 5).

The AMP had been approved at Management Board, but had yet to be presented to the Executive for approval.

The value of the 83 property holdings within Community Services was felt to be low at £17.7m. Although it was noted that the values were based on accounting criteria and did not necessarily reflect open market value. Steve Broughton agreed to provide an explanation of the valuation process and the actual definition of what constituted a property holding.

It was suggested that it would be useful to include any mortgages against the property holdings across the Council to identify the net value after borrowing. Andy Walker advised that £49m of long term borrowing was reported at year end, this showed that much of the asset base was fully financed. The Council's borrowing limits were deemed acceptable by the Public Works Loan Board (PWLB).

Steve Broughton advised that buildings were valued every five years. However, if there was a significant change to a property's circumstances then the valuation would be reassessed. Valuations were mostly obtained for insurance purposes. Andy Walker added that the existing strategy was to acquire buildings on a freehold basis which was felt to achieve a stronger balance sheet.

Condition surveys were also undertaken every five years but were conducted separately to valuation reviews. It was suggested that it would be sensible for properties to be valued immediately after a condition survey was carried out.

It was queried whether there was potential to remortgage properties or release equity and Andy Walker agreed to provide a formal response on this point. Although it was noted that this would increase borrowing costs, also use of this funding would be restricted and could not be used for revenue expenditure.

Steve Broughton explained that a property could be purchased for investment purposes, but this had not been pursued and rental income could not be obtained from such an enterprise.

Information on property disposals was included in the AMP in compliance with CIPFA (the Chartered Institute of Public Finance and Accountancy) standards. However, Members felt this was not sufficiently detailed to be the disposal policy and Steve Broughton agreed to look at the inclusion of further detail on disposals. The disposal

RESOURCE MANAGEMENT SELECT COMMITTEE - 14 DECEMBER 2010 - MINUTES

programme was updated as and when necessary, was presented to Corporate Board and Management Board, and was monitored by the Property Development Team.

Use of and the management of properties was decided by the service area who owned the asset. Property acted on their instructions. Members felt that a wider consideration would sometimes be required and the AMP needed to include reference to a consideration of the corporate good.

The AMP was a high level document which related to property assets only and this would be made clear throughout the document. This followed a resolution of the Select Committee when this topic was previously discussed.

Members felt the document was well laid out, but clarity was requested to be included to explain what was meant by the term – lean portfolio, which was a strategic aim of the AMP.

The existing database, Premise, was procured in the time of Amey West Berkshire and was not performing well. Therefore work was ongoing to establish whether the Councils financial system, Agresso, could instead hold the Asset Register at zero cost. Clarification was awaited to confirm if Agresso could meet the specification and if so it was hoped that this could be in place from April 2011. It was also hoped that data could be migrated from the old database to the new, but there was a risk that this would not be possible.

Members queried if there was potential to have sight of the full Asset Register or at the very least a sample and Steve Broughton was of the view that it would be possible to append it to the AMP and be made available, pending approval of the Register by Management Board. Clarity was sought on whether car parks were included as assets and John Ashworth agreed to confirm this point.

The Select Committee agreed that the AMP and the Asset Register needed to be closely synchronised.

Further questions followed from Members and Steve Broughton made the following points in response:

- There were few instances where bad debts had to be pursued and two recent occurrences had both been resolved.
- Approximately five properties were currently vacant.
- There was a rolling programme of rent reviews in place, but they could also be carried out as and when necessary.

John Ashworth thanked Members for the useful feedback. A key piece of work at this time was to establish if Agresso could be used for the new Asset Register. In future, it was possible that requirements would change, particularly due to the financial climate and it was therefore important to increase dialogue with service areas regarding the management of property assets.

Moveable assets were then discussed and Andy Walker advised that a number of inventories held this information. ICT equipment was felt to be covered within the ICT Strategy. The Highways AMP was in place and this covered information on road condition etc. It was felt that the Highways AMP could be returned to by the Select Committee and investigated at a later date. This could include discussion of all land included in the document.

RESOLVED that:

- (1) Steve Broughton would:

- provide an explanation of the valuation process undertaken;
 - provide a definition of what constituted a property holding;
 - give consideration to linking the timings of condition surveys and valuations;
 - look at the inclusion of further detail on disposals;
 - include reference to considering the corporate good of properties/assets owned by service areas;
 - include further detail to explain the strategic aim to have a lean portfolio;
 - investigate whether the Asset Register could be appended to the AMP.
- (2) Andy Walker would provide a formal response to the question of remortgaging properties/releasing equity.
- (3) John Ashworth would confirm whether car parks were included as assets in the Asset Register.
- (4) The AMP and Asset Register needed to be closely synchronised.
- (5) Consideration would be given to adding a review of the Highways AMP to the work programme.

39. Property contracts and contractors in schools

The Committee considered the specification for the new Maintenance Term Contract (MTC) (Agenda Item 6).

The item opened with a query regarding what would happen in the event that schools took academy status and elected to not take up the services offered by Property.

Steve Broughton explained that a number of contractors would be selected for the MTC who would commit to making themselves available for work, but payment would not be made upfront and contractors would be required to bid for work via a number of mini tenders. If work was not forthcoming then contractors would only lose on bidding costs. Those involved were well aware of the process.

If a school had academy status and allowed the building, which would still be the Council's asset, to fall into disrepair, then the responsibility would be with the Education Assets Team, on behalf of the Council, to ensure that the welfare of children was protected. Members felt this should be recorded on the risk register.

Concerns were raised that this was too decentralised a process and a view was given that all property related information should be held centrally by Property Services to ensure there was full awareness.

Members felt the specification was significantly detailed and were pleased to note that it was a requirement for work to be signed off by the school before payment was made.

The tender programme/timeline was on schedule and was detailed within an appendix to the report.

RESOLVED that:

- (1) The potential issue of a school building being allowed to fall into disrepair should be added to the Risk Register.
- (2) Progress with the specification would be noted.

40. Financial Performance Report (Quarter 2)

The Committee considered the quarter 2 financial performance report (Agenda Item 7).

Andy Walker opened the item by making the following points:

- Quarterly budget reports were generally agreed and made public at the Executive prior to presentation at the Select Committee, but an exception had been agreed in this instance due to the cancellation of the Executive scheduled for 25 November 2010.
- The predicted revenue overspend for the 2010/11 financial year was £1,402k. This was a £12k decrease on the previous quarter and a £106k decrease on the month 5 forecast.
- The service area forecasting the majority of the overspend was Adult Social Care. The current forecast for the year end position for that service was an overspend of nearly £2m. The overall Council overspend was able to be reduced due to underspends in other service areas/directorate budgets. The £2m overspend in Adult Social Care was not likely to change and while it was hoped there would be some reduction to the overall overspend, it was not expected to be as significant as in recent years. A reason behind this was the improved engagement of budget managers which helped to tighten up the monthly monitoring process (current performance was 98% of monthly returns).
- An additional £600k was allocated to Adult Social Care from reserves and Andy Walker believed this had been fully committed, but would check this was the case.
- Quarterly reports also included the latest capital position. £21m of the £61m capital budget remained to be committed.
- The £60k underspend in capital financing and management was due to a reduction in this year's capital programme and a need to borrow less money. The £60k was therefore as a result of a reduced borrowing cost. The £201k underspend shown against movement through reserves related to the Part II information provided to Members.

Discussion then turned to the accuracy of forecasting and whether expected changes were taken into account at an early stage. An example was given as the number of capital depleters where it was unclear if the additional number expected had been accounted for. It was agreed that this particular issue would be discussed in further detail at January's meeting when the Adult Social Care budget was on the agenda. Andy Walker added that Corporate Directors took a view on actions to be taken to mitigate overspends and adjusted the forecast if necessary.

The pressure the remaining £1.4m overspend would have on balances was then discussed. Andy Walker explained that meeting this sum from reserves would keep the Council's balances at the locally determined level of 5% of the overall net budget, this level was based on risk. Official guidance was awaited to confirm if 5% would continue to be a requirement in future.

Members questioned if other risk funds could be used to mitigate against the overspend and, if so, whether these funds lessened the need for reserves. Andy Walker explained that these funds were set against and could only be used against identified risks. They were regularly reviewed. There were also a range of risks to cover within budget planning which was what the level of reserve was based on.

RESOURCE MANAGEMENT SELECT COMMITTEE - 14 DECEMBER 2010 - MINUTES

Guidance was expected in relation to the capitalisation of highways revenue expenditure which might allow some flexibility on highway maintenance spend. Andy Walker agreed to provide an update once guidance had been received.

The potential delays to capital expenditure in Cultural and Housing Services were queried. Andy Walker informed Members that around half of the Cultural Services sum related to museum maintenance/repair, some of which was planned for use within the financial year. The delayed expenditure in Housing was primarily caused by the processing of the Disabled Facilities Grant, although it was hoped that much of this would be spent by year end.

It was agreed that further detail would be requested on the following points:

- The reasons behind the significant pressure in car park income (a forecast shortfall of £220k).
- To explain the reductions in spend on minerals and waste and urban design.
- To clarify the legal cost pressures in Environmental Health.

RESOLVED that:

- (1) Andy Walker would confirm whether the £600k allocated to Adult Social Care from reserves had been fully committed.
- (2) The predicted number of capital depleters and whether they had been incorporated into the budget would be discussed in more detail at January's meeting.
- (3) Andy Walker would provide an update on the capitalisation of highways revenue expenditure once guidance had been received.
- (4) Further information would be sought from service areas in relation to the points made regarding car park income, reductions in spend on minerals and waste and urban design, and legal cost pressures in Environmental Health.

41. Work Programme

The Committee considered the Resource Management Select Committee Work Programme (Agenda Item 8).

A special meeting was confirmed for 25 January 2011. Agenda items were noted as:

- Community Services Directorate budget
- Month 8 financial performance report
- Value for money
- Quarter two establishment report

RESOLVED that the work programme and agenda items for the next meeting would be noted.

(The meeting commenced at 6.30pm and closed at 8.00pm)

CHAIRMAN

Date of Signature

Agenda Item 4.

Title of Report:	Actions from previous minutes
Report to be considered by:	Resource Management Select Committee
Date of Meeting:	25 January 2011

Purpose of Report: To receive an update on actions following the previous Committee meeting.

Recommended Action: To note the update.

Key background documentation: Minutes of the Resource Management Select Committee held on 14 December 2010.

Resource Management Select Committee Chairman	
Name & Telephone No.:	Councillor Jeff Brooks – Tel (01635) 47391
E-mail Address:	jbrooks@westberks.gov.uk

Contact Officer Details	
Name:	Stephen Chard
Job Title:	Policy Officer (Scrutiny Support)
Tel. No.:	01635 519462
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Executive Report

1. Introduction

1.1 This report provides the information requested at the last meeting of the Select Committee. The full detail is contained within the minutes from last time.

2. Item 37 – Actions from previous Minutes – Policy and Communication budget

2.1 The majority of savings found in Policy and Communication consistently come from freezing posts. This is often in response to a requirement to find savings to help meet the central overspend. As an example, four posts were not filled in 2010/11 these were:

- Policy Officer (Partnerships)
- Principal Policy Officer (Parish Planning)
- Civil Contingency Officer
- Economic Development Officer

2.2 The Policy Officer post was filled on a casual basis for part of the year. This post was then subject to a recruitment freeze and savings generated.

2.3 The Principal Policy Officer post was subject to a recruitment freeze from the start of the year.

2.4 The Civil Contingency Function was moved into Policy and Communication on 1 April 2010 with two posts. The post of Civil Contingency Officer was never filled and came with a £10,000 reduction in its funding due to this being identified as a saving by the Environment Directorate.

2.5 The Economic Development Officer post was only filled on a secondment basis in June/July 2010.

2.6 All of the above posts have been deleted with effect from 1 April 2011 as part of the savings Policy and Communication have had to make.

2.7 In relation to the vacancies, staff have been asked to work additional hours and take on new roles and responsibilities. Moving forward there will be a number of areas where support will be reduced (i.e. scrutiny, performance, research and consultation). Every post in Policy and Communication supports the democratic process so there will be consequent impact on support to Members.

3. Item 38 – Asset Management Plan

3.1 A number of resolutions were formed for this item and the following is provided by the Head of Property and Public Protection:

- (1) Provide an explanation of the valuation process undertaken. The valuations in the Asset Register are undertaken for the purposes of capital accounting and in accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Royal Institution of Chartered Surveyors (RICS) requirements. This means that most of

the properties are valued to existing use (not open market value). For properties which have a specialist use, e.g. schools, leisure centres and libraries, the value is based upon cost. This was included in the AMP – paragraph 1.14.

- (2) Provide a definition of what constitutes a property holding. A property holding is land and/or buildings which are owned or leased by WBC. This is mentioned in paragraph 1.14 of the AMP.
- (3) Give consideration to linking the timings of condition surveys and valuations. This could be considered if it does not compromise the current rolling programmes and valuation requirements of CIPFA.
- (4) Look at the inclusion of further detail on disposals. More specific details can be provided on request but has not been included in the AMP.
- (5) Include reference to considering the corporate good of properties/assets owned by service areas. This amendment was included in the AMP under paragraph 2.4.
- (6) Include further detail to explain the strategic aim to have a lean portfolio. A lean portfolio is one which has the minimum number of properties to support service provision. Paragraph 2.8 of the AMP was amended to include this.
- (7) Investigate whether the Asset Register could be appended to the AMP. Investigations are underway on this point to see how this can be arranged.

3.2 A verbal update will be provided at the meeting on the issue of remortgaging properties/releasing equity.

3.3 It has been confirmed that car parks are included as assets in the Asset Register.

4. Item 39 – Property contracts and contractors in schools

4.1 It was resolved that the potential issue of a school building being allowed to fall into disrepair should be added to the Risk Register. The Head of Property and Public Protection is taking this action forward.

5. Item 40 – Financial Performance Report (Quarter 2)

5.1 A verbal update will be provided at the meeting to confirm whether the £600k allocated to Adult Social Care from reserves has been fully allocated.

Car park income

5.2 Further detail on this issue will be provided at a later date.

Reduction in spend on minerals and waste

- 5.3 2010/11 Budget is £87k. Underspend at month 6 was £2k with a year end forecast now at £3.5k under budget. This 4% variation from budget is primarily due to a saving on travel expenditure. This does not mean that activity on site as reduced it is simply that a historic travel budget is not being used. It is to be reduced to a more realistic level in 2011/12.

Reductions in spend on urban design

- 5.4 2010/11 Budget is £15k. Underspend to month 6 was £7.5k with a year end forecast of £15k under budget. This budget was frozen early in the financial year when the national and local public sector financial position became clear. The budget was to support the preparation of conservation area appraisals. That work has now been suspended.

Legal cost pressures in Environmental Health

- 5.5 Legal cost pressures were reported on the advice of Accountancy to demonstrate the financial risk of taking formal action. In such circumstances it is possible for action the Council takes to be appealed, this is often defended and external specialist legal advice is required. At Q2, 3 cases were at this stage and it was felt sensible to highlight a calculated amount. This risk relates to both the costs incurred by the Council and also those of the appellant who, if successful, would ask for their fees to be paid for as well.
- 5.6 Given the amount of potential liability the Council had at that time (circa £100k), the view was taken that a proportion of that should be reported as a pressure. Normal budgets would be insufficient should the Council lose all cases and all costs were awarded against the Council. The cases, in summary, are listed below:
- (1) Two commercial nuisance cases – Noise Abatement Notice appeal under Environmental Protection Act 1990 with Barrister support.
 - (2) Health and safety investigation – Barrister support for case preparation on specialist area.
- 5.7 These pressures are no longer being reported as cases were all settled.

Appendices

There are no Appendices to this report.

Title of Report:	Resource Management Select Committee Work Programme
Report to be considered by:	Resource Management Select Committee
Date of Meeting:	25 January 2011

Purpose of Report: To consider and prioritise the work programme for the remainder of 2010/11.

Recommended Action: To consider the current items and discuss any future areas for scrutiny.

Resource Management Select Committee Chairman	
Name & Telephone No.:	Councillor Jeff Brooks – Tel (01635) 47391
E-mail Address:	jbrooks@westberks.gov.uk

Contact Officer Details	
Name:	Stephen Chard
Job Title:	Policy Officer (Scrutiny Support)
Tel. No.:	01635 519462
E-mail Address:	schard@westberks.gov.uk

Executive Report

1. Introduction

- 1.1 Members are requested to consider the latest work programme attached at Appendix A. In addition, Members are asked to give consideration to future areas for scrutiny.
- 1.2 Items have been added to the work programme following the last meeting to discuss budget pressures in Legal and Electoral Services and to review the Highways Asset Management Plan.

Appendices

Appendix A – Resource Management Select Committee Work Programme

Consultees

Local Stakeholders: Overview and Scrutiny Management Commission

Officers Consulted: Head of Finance, Scrutiny and Partnerships Manager

Trade Union: N/A

RESOURCE MANAGEMENT SELECT COMMITTEE WORK PROGRAMME

Reference (a)	Subject/purpose (b)	Methodology (c)	Expected outcome (d)	Review Body (e)	Dates (f)	Lead Officer(s)/ Service Area (g)	Portfolio Holder(s) (h)	Comments (h)
OSMC/09/57	Revenue and capital budget reports To receive the latest period revenue and capital budget reports and consider any areas of concern.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	RMSC	Start: 13/09/10 End:	Andy Walker - 2433 Finance	Councillor Keith Chopping	May lead to areas for in depth review.
OSMC/09/63	Establishment Reports To receive the latest report on the changes to the Council's establishment.	Information supplied by, and questioning of, lead officer via in meeting review	Monitoring item	RMSC	Start: 13/09/10 End:	Robert O'Reilly - 2358 Human Resources	Councillor Anthony Stansfeld	May lead to areas for in depth review.
OSMC/10/97	Community Services Directorate Budget To discuss the measures being taken to manage the Directorate budget, with a particular focus on Adult Social Care.	In meeting review with information supplied by, and questioning of, lead officers.		RMSC	Start: 25/01/11 End: 25/01/11	Teresa Bell - 2730 Community Services	Councillor Joe Mooney	
OSMC/09/55	Value for Money Consideration of the work undertaken by the Council and the methodology in place to assess and ensure value for money.	Information supplied by, and questioning of, lead officer via in meeting review	Consider work undertaken to assess and ensure value for money and make suggestions for improvement.	RMSC	Start: 15/03/11 End: 15/03/11	John Ashworth - 2870 Environment	Councillor Keith Chopping	An appropriate subject that meets the acceptance criteria. Previously undertaken in April 2009.
OSMC/10/96	Local Land and Property Gazetteer (LLPG) To investigate the potential to increase the level of data accessible through the LLPG.	In meeting review with information supplied by, and questioning of, lead officers.		RMSC	Start: 15/03/11 End: 15/03/11	Phil Parker - 2133 ICT	Councillor David Betts	Item forwarded by the Stronger Communities Select Committee Common Housing Register Task Group.
OSMC/11/98	Legal and Electoral Services Budget	In meeting review with information supplied by, and questioning of, lead officers.		RMSC	Start: End:	David Holling - Legal & Electoral Services		Requested by RMSC on 14 December 2010.
OSMC/11/99	Highways AMP	In meeting review with information supplied by, and questioning of, lead officers.		RMSC	Start: End:	Mark Edwards - 2208 Highways & Transport	Councillor David Betts	Requested by RMSC on 14 December 2010.

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Agenda Item 8.

Title of Report:	Establishment Report Quarter 2 2010/11
Report to be considered by:	Resource Management Select Committee
Date of Meeting:	25 January 2011

Purpose of Report: To receive a report on the changes to the Council's Establishment over the second quarter of 2010/11.

Recommended Action: To note the report.

Resource Management Select Committee Chairman	
Name & Telephone No.:	Councillor Jeff Brooks – Tel (01635) 47391
E-mail Address:	jbrooks@westberks.gov.uk
Contact Officer Details	
Name:	Stephen Chard
Job Title:	Policy Officer (Scrutiny Support)
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Supporting Information

1. Introduction

- 1.1 This report sets out the 2010/11 Quarter 2 Establishment Report which has been received by the Executive. The report and appendices are attached at Appendix A, which show establishment trends over the past 4 quarters; trends in funding for established posts; and overtime, casual workers and agency spend by Directorate.

Appendices

Appendix A – Establishment Report – Quarter 2 2010/11

Title of Report:	Establishment Report Quarter Two 2010/11
Report to be considered by:	Executive
Date of Meeting:	13 January 2011
Forward Plan Ref:	EX2119

Purpose of Report: To report on changes to the Council's Establishment over the second quarter of 2010/11.

Recommended Action: To note the report.

Reason for decision to be taken: This report is for information only and forms part of the Council's Corporate Governance arrangements.

Other options considered: Not applicable.

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

The proposals contained in this report will help to achieve the following Council Plan Priority(ies):

- CPT13 - Value for Money**
- CPT14 - Effective People**

The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by:
Reporting as part of the quarterly performance framework

Portfolio Member Details	
Name & Telephone No.:	Councillor Anthony Stansfeld - Tel (01488) 658238
E-mail Address:	astansfeld@westberks.gov.uk
Date Portfolio Member agreed report:	16 December 2011

Contact Officer Details	
Name:	Robert O'Reilly
Job Title:	Head of Human Resources
Tel. No.:	01635 518358
E-mail Address:	roreilly@westberks.gov.uk

Implications

- Policy:** There are no direct policy implications associated with this report.
- Financial:** Increases in the Establishment can only be approved if the budget is in place and if agreement is obtained through the Establishment Control Procedure and the Budget Monitoring Panel.
- Personnel:** These are integral to the report
- Legal/Procurement:** There are no implications
- Property:** There are no implications
- Risk Management:** There are no implications
- Equalities Impact Assessment:** There are no implications

NOTE: The section below does not need to be completed if your report will not progress beyond Corporate or Management Board.

Is this item subject to call-in?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Commission or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>

Executive Summary

1. Introduction

1.1 During quarter two 2010/11 the total WBC Establishment decreased by 8.59 FTE.

2. WBC Funded & DSG Grant Establishment

2.1 There were changes made to the WBC and DSG funded Establishment in the quarter as adjustments were made to the way funding is recorded. For example, some ABG and PDG posts which were previously recorded as 'externally funded' are now shown as 'revenue' and therefore WBC funded. These posts were already on the Establishment and are not an increase to the overall Establishment.

2.2 The total change in WBC funded (including DSG) Establishment over the past year can be seen in the table below.

WBC Funded (including DSG) Establishment						
Q2 FTE 2009/10	Q3 FTE 2009/10	Q4 FTE 2009/10	Q1 FTE 2010/11	Q2 FTE 2010/11	Total difference over the year	% Difference over Year
1557.98	1556.16	1513.39	1481.69	1506.92	-51.06	-3.28

3. External and Joint Funded Establishment

3.1 The total FTE which is externally and jointly funded now totals 255.15 FTE. The changes are summarised in the table below.

Joint and External Funding Establishment						
Q2 FTE 2009/10	Q3 FTE 2009/10	Q4 FTE 2009/10	Q1 FTE 2010/11	Q2 FTE 2010/11	Total difference over the year	% Difference over Year
195.20	197.43	229.91	288.98	255.15	59.95	30.71

4. Proposal

4.1 None – for information only

4.2 Conclusions

4.3 The total Establishment has decreased over the quarter.

4.4 The total Establishment at the end of quarter two 2010/11 is 1762.08 FTE, a decrease of 8.58 FTE when compared to the total of 1770.66 FTE at the end of quarter one 2010/11.

4.5 The amount of vacant FTE has increased by 22.32 FTE this quarter. The overall amount of vacant FTE has increased to 190.62 FTE compared to 168.30 FTE as reported at the end of quarter one 2010/11. The overall vacancy rate was 10.82%, up from 9.50% at the end of quarter one. For comparison the vacancy rate at quarter two 2009/10 was 9.55%.

4.6 The rolling annual turnover rate (which includes quarter two) was 10.36%. For comparison the rate at quarter two 2009/10 was 9.61%.

4.7 The Budget Monitoring Panel (BuMP) deleted 4.62 FTE from the Establishment during quarter two.

- 4.8 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.

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.

2. The Total Establishment

2.1 Since last reporting at the end of quarter one, the total Establishment has decreased by 8.59 FTE from 1770.66 to 1762.08 FTE.

2.2 The quarterly changes are made up as follows:

Chief Executive	-	0.31 FTE
Children and Young People	-	4.57 FTE
Community Services	-	5.21 FTE
Environment	+	1.50 FTE

2.3 The BuMP's review of long term vacant posts deleted 4.62 FTE from the Establishment this quarter.

2.4 Over the year (Q2 2009/10 to Q2 2010/11) the overall Establishment has increased by 8.90 FTE. At the end of quarter two 2009/10 total Establishment FTE was 1753.18, at quarter two 2010/11 Establishment FTE was 1762.08.

	Total Establishment FTE				
	Q2 2009/10	Q3 2009/10	Q4 2009/10	Q1 2010/11	Q2 2010/11
WBC funded	1557.98	1556.16	1513.39	1481.69	1506.92
Joint funded	49.34	50.24	49.24	104.30	88.72
Externally funded	145.86	147.19	180.67	184.68	166.43
Total Establishment	1753.18	1753.59	1743.31	1770.66	1762.08

2.5 This quarter shows changes which are due to amendments to the way funding is recorded. Amendments are made as budget managers review their budgets and Establishment information. For example, some ABG and PDG posts which were previously recorded as 'externally funded' are now shown as 'revenue' and therefore WBC funded. These posts were already on the Establishment and are not Establishment increases.

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

3. WBC (and DSG) Funded Establishment

3.1 There were changes made to the WBC and DSG funded Establishment in the quarter as adjustments were made to the way funding is recorded. For example, some ABG and PDG posts which were previously recorded as 'externally funded' are now shown as 'revenue' and therefore WBC funded. These posts were already on the Establishment and are not an increase to the overall Establishment.

3.2 The table below shows how the Establishment has changed by service area compared to quarters three and four 2009/10 and quarter one 2010/11. A summary of funding by directorate can be seen later in this report and in appendix two.

	WBC (including DSG) Funded Establishment			
	Q3 2009/10 FTE	Q4 2009/10 FTE	Q1 2010/11 FTE	Q2 2010/11 FTE
CEO & Support	2.42	2.42	2.42	2.42
Benefits & Exchequer	79.07	56.09	57.09	56.59
Finance	62.50	59.50	57.50	57.69
Human Resources	28.32	27.32	28.32	28.32
ICT	54.76	53.76	53.76	53.76
Legal & Electoral Services	26.43	24.43	26.93	27.93
Policy & Communication	48.56	47.56	49.50	48.50
Property	26.59	27.59	n/a	n/a
Special Projects	5.00	5.00	4.50	4.50
Total Chief Executive	333.66	303.69	280.03	279.72
Children's Services	136.54	136.64	130.93	130.93
Youth Services and Commissioning	64.17	64.17	66.74	64.23
Customer Services	39.63	39.63	39.63	38.63
Education Services	146.92	143.12	126.79	128.43
Director & Support	2.00	2.00	2.00	2.00
Total Children and Young People	389.26	385.56	366.10	364.22
Community Care and Well-being	100.20	99.20	n/a	n/a
Adult Social Care	n/a	n/a	406.60	428.92
Cultural Services	81.69	81.69	80.14	80.65
Housing and Performance	61.64	61.14	57.24	61.34
Older Peoples Services	308.59	308.38	n/a	n/a
System Transformation	2.00	2.00	1.00	1.00
Director & Support	2.00	2.00	2.00	2.00
Total Community Services	556.11	554.40	546.98	573.91
Countryside & Environment	75.92	71.82	n/a	n/a
Property and Public Protection	n/a	n/a	88.61	89.61
Highways & Transport	112.28	108.99	108.99	107.99
Planning and Countryside	n/a	n/a	88.98	89.48
Planning & Trading Standards	86.93	86.93	n/a	n/a
Director Support	2.00	2.00	2.00	2.00
Total Environment	277.13	269.74	288.58	289.08
GRAND TOTALS	1556.16	1513.39	1481.69	1506.92

3.3 There have been various small changes to WBC funded post FTE across many services this quarter.

3.4 The main changes are where the way that funding has been previously recorded has been amended e.g. in Adult Social Care. These are not new posts.

3.5 The change in WBC funded (including DSG) Establishment by directorate over the past year can be seen in the table below.

	WBC Funded (including DSG) Establishment						
	Q2 FTE 2009/10	Q3 FTE 2009/10	Q4 FTE 2009/10	Q1 FTE 2010/11	Q2 FTE 2010/11	Total difference over the year	% Difference over Year
Chief Executive	333.85	333.66	303.69	280.03	279.72	-54.13	-16.21
Children and Young People	390.76	389.26	385.56	366.10	364.22	-26.54	-6.79
Community Services	555.90	556.11	554.40	546.98	573.91	18.01	3.24
Environment	277.47	277.13	269.74	288.58	289.08	11.61	4.18
Total	1557.98	1556.16	1513.39	1481.69	1506.92	-51.06	-3.28

3.6 The amount of WBC funded FTE in the Chief Executive's directorate has decreased by 54.13 FTE over the year (16.21%). The majority of this can be attributed to the Property Service moving from the Chief Executive directorate to the Environment directorate as part of the March 2010 Senior Management Review (SMR).

3.7 The WBC funded Establishment of Children and Young People has decreased by 26.54 FTE (6.79%) over the year.

3.8 Within the Community Services directorate the WBC funded Establishment has increased over the year by 18.01 FTE (3.24%). This is due the funding data of posts in Adult Social Care being reviewed. Posts which were previously recorded as externally funded are now recorded as WBC funded; these are not new posts but ones which were already on the Establishment.

3.9 Over the year, the Environment directorate's total WBC funded FTE has increased by 11.61 FTE (4.18%). The SMR dissolved the Countryside and Environment service and re-structured what was Planning and Trading Standards (now Planning and Countryside). The Property service (now Property and Public Protection) transferred into the directorate from the Chief Executive directorate in the time period.

3.10 During the quarter there were seven new WBC (including DSG) funded posts added to the Establishment (6.43 FTE).

Devolved Schools Grant (DSG) Funded posts

3.11 At the end of quarter two 2010/11 DSG funding accounted for 41.64 FTE on the Establishment.

	Posts which are 100% DSG funded (FTE)	Posts which are partly DSG funded (FTE)	Total FTE which is DSG funded
FTE	27.99	13.65	41.64

- 3.12 In quarter one 2010/11 the amount of posts which were 100% DSG funded totalled 27.50 FTE.
- 3.13 Previously the figures in this report for DSG funded posts have not included those posts which were partly funded by DSG. We are now able to report this data (please see table above).

4. Externally Funded and Joint Funded Establishment

- 4.1 Externally funded FTE decreased to 166.43 FTE over the quarter; a decrease of 18.25 FTE when compared to 184.68 FTE at the end of quarter one.
- 4.2 Joint funded FTE decreased to 88.72 FTE over the quarter; a decrease of 15.58 FTE when compared to 104.30 FTE at the end of quarter one.
- 4.3 The table below shows how the joint and externally funded posts on the Establishment have changed by service area compared to quarters three and four 2009/10 and quarter one 2010/11. A summary of funding by directorate can be seen later in this report

	Joint Funded Establishment				External Funded Establishment			
	Q3 FTE 09/10	Q4 FTE 09/10	Q1 FTE 10/11	Q2 FTE 10/11	Q3 FTE 09/10	Q4 FTE 09/10	Q1 FTE 10/11	Q2 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	0.00	0.00	22.97	24.41	24.41
Finance	1.00	1.00	0.00	1.00	1.00	1.81	2.81	2.81
Human Resources	0.00	0.00	0.00	0.00	0.00	0.00	0.81	0.81
ICT	1.00	1.00	1.00	1.00	2.00	2.00	2.81	2.81
Legal & Electoral Services	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Policy & Communication	0.76	0.76	0.76	0.76	3.00	4.51	4.62	4.62
Property	4.00	4.00	n/a	n/a	0.00	0.00	n/a	n/a
Special Projects	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00
Total Chief Executive	7.76	7.76	2.76	2.76	7.00	32.30	36.46	36.46

	Joint Funded Establishment				External Funded Establishment			
	Q3 FTE 09/10	Q4 FTE 09/10	Q1 FTE 10/11	Q2 FTE 10/11	Q3 FTE 09/10	Q4 FTE 09/10	Q1 FTE 10/11	Q2 FTE 10/11
Children's Services	7.85	7.85	25.21	25.21	18.12	18.03	9.62	8.41
Youth Services and Commissioning	4.77	4.77	4.77	7.29	8.24	8.24	9.24	8.57
Customer Services	0.00	0.00	0.00	0.00	0.00	0.00	1.62	1.62
Education Services	0.00	3.50	36.21	35.41	0.00	82.59	68.09	65.57
Director & Support	4.10	0.00	0.00	0.00	75.12	0.00	0.00	0.00
Total Children and Young People	16.72	16.13	66.19	67.91	101.48	108.86	88.57	84.17
Community Care and Well-being	13.30	12.30	n/a	n/a	0.32	0.32	n/a	n/a
Adult Social Care	n/a	n/a	19.30	3.00	n/a	n/a	11.09	2.26
Cultural Services	2.65	2.65	2.65	2.65	2.41	2.41	2.41	2.41
Housing and Performance	0.00	4.00	6.00	4.00	0.00	11.00	13.50	9.50
Older Peoples Services	4.00	3.00	n/a	n/a	10.00	13.01	n/a	n/a
System Transformation	3.00	0.00	1.00	1.00	13.01	3.00	4.00	3.00
Director & Support	0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00
Total Community Services	22.95	21.95	28.95	10.65	29.75	29.75	31.01	17.17
Countryside & Environment	1.81	1.81	n/a	n/a	1.00	2.81	n/a	n/a
Property and Public Protection	n/a	n/a	4.60	4.60	n/a	n/a	3.00	3.00
Highways & Transport	0.00	0.00	0.00	1.00	0.00	2.00	4.30	4.30
Planning and Countryside	n/a	n/a	1.81	1.81	n/a	n/a	21.34	21.34
Planning & Trading Standards	0.00	1.60	n/a	n/a	2.00	4.96	n/a	n/a
Director & Support	1.00	0.00	0.00	0.00	5.96	0.00	0.00	0.00
Total Environment	2.81	3.41	6.41	7.41	8.96	9.77	28.64	28.64
GRAND TOTALS	50.24	49.24	104.30	88.72	147.19	180.67	184.68	166.43

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 External Funding Establishment							
	Q2 FTE 2009/10	Q3 FTE 2009/10	Q4 FTE 2009/10	Q1 FTE 2010/11	Q2 FTE 2010/11	Total difference over the year	% Difference over Year	
Chief Executive	17.57	14.76	40.05	39.22	39.22	21.65	123.20	
Children and Young People	113.66	118.20	124.98	154.76	152.07	38.41	33.80	
Community Services	50.40	52.70	51.69	59.95	27.82	-22.58	-44.80	
Environment	13.57	11.77	13.18	35.05	36.05	22.48	165.63	
Total	195.20	197.43	229.91	288.98	255.15	59.95	30.71	

4.5 The table above shows that over the year external and joint funded Establishment FTE has increased by 59.95 (30.71%). Over the quarter, external and joint funded FTE has decreased by 33.82 FTE (11.70%).

- 4.6 In quarter two there were no changes to the joint and externally funded Establishment in the Chief Executive's directorate.
- 4.7 In the Children and Young People directorate there was a decrease of 2.69 FTE during the quarter.
- 4.8 During quarter two, the joint and externally funded Establishment of Community Services has decreased by 32.13 FTE. This is due to the way post funding was recorded being amended following a review of Establishment funding data in Adult Social Care.
- 4.9 In the Environment directorate the joint and externally funded Establishment has increased by 1.0 FTE this quarter. There was a substantial increase in the joint and externally funded establishment of Environment in quarter one. This was due to amendments being made to the way funding is recorded. For example, PDG funded posts which were previously recorded as 'revenue funded' are now shown as 'externally funded'. These posts were already on the Establishment.
- 4.10 Over the year, Chief Executive, Children and Young People and Environment show a percentage increase in joint and externally funded FTE. The joint and externally funded Establishment has increased by 59.95 FTE (30.71%) when compared to quarter two 2009/10.
- 4.11 During quarter two 2010/11 no new externally funded posts were added to the Establishment.

5. Restructures

5.1 Finance Service:

- (1) The Finance service was restructured this quarter.
- (a) New posts:
- (i) Senior Accountant (1.0 FTE)
 - (ii) Senior Accountant (1.0 FTE)
 - (iii) Senior Auditor (1.0 FTE)
- (b) Deleted posts:
- (i) Accountant (1.0 FTE)
 - (ii) Finance Manager (0.81 FTE)
- (2) A further 2.0 FTE will be deleted in quarter three 2010/11 to conclude the restructure (a Finance Manager and Group Auditor).
- (3) Once finalised, the restructure will result in a 0.81 decrease of the Finance Service Establishment.

5.2 Cultural Services:

- (1) The Heritage service in Cultural Services was restructured this quarter.

- (a) New posts:
 - (i) Learning and Participation Officer (1.0 FTE)
 - (ii) Collection Development Officer (1.0 FTE)
- (b) Deleted posts:
 - (i) Museum Assistant (0.49 FTE)
 - (ii) Assistant Curator (Operations) (1.0 FTE)
- (2) A further 1.0 FTE will be deleted in quarter three 2010/11 (Interpretation and Learning Officer).
- (3) Once finalised, the restructure will result in an Establishment decrease of 0.49 FTE.

6. Directorate Commentaries

6.1 Chief Executive.

- (1) The Chief Executive's directorate Establishment decreased by 0.31 FTE over the quarter.
- (2) Rolling annual turnover in the directorate: 10.63%.
- (3) Vacancy rate in the directorate: 11.02%.
- (4) Key points:
 - (a) Benefits and Exchequer: A cashier post was reduced by 0.50 FTE in line with planned revenue budget savings.
 - (b) Finance: The Finance service restructured this quarter. Two new Senior Accountant posts and a Senior Auditor post were added; a Finance Manager and Accountant were deleted.
 - (c) Policy and Communication: One full-time CCTV and Services Officer post was deleted following the development of shared services. This role was not required in the new service model.
 - (d) There were no Establishment changes in CEO and Support, Human Resources, ICT, Legal and Electoral or Special Projects.

6.2 Children & Young People.

- (1) The Establishment of the directorate decreased by 4.57 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: 10.84%.
- (3) Vacancy rate in the directorate: 11.49%.

- (4) Key points:
- (a) Children's Services: One permanent, WBC funded (0.22 FTE) post was deleted and one external grant (1.0 FTE) post was deleted.
 - (b) Customer Services: The post of Customer Information Manager was decreased to zero FTE to facilitate the creation of a new post in Property and Public Protection for the substantive postholder to be seconded into.
 - (c) Education Services: Several new DSG posts were created or increased in FTE this quarter (Administrative Assistant, Behaviour Support Teacher, Assistant Psychologist). 0.60 FTE was deleted from a full-time School Improvement Adviser post. Four posts totalling 2.62 FTE were deleted as part of the Budget Monitoring Panel's review of long term vacant posts.
 - (d) Youth Services and Commissioning: A 0.81 FTE Future Jobs Fund Apprentice post was deleted this quarter, along with a 0.40 FTE Playbuilder Project Manager; both of these posts were externally funded and the funding had ended. One post increased its FTE, Parent Participation Worker. This is a joint funded post and it has been increased on a temporary basis to 31/03/11.
 - (e) There were no Establishment changes in Director and Support.

6.3 Community Services.

- (1) The Establishment of the directorate decreased by 5.21 FTE over the quarter.
- (2) Rolling annual turnover in the directorate: 10.69%.
- (3) Vacancy rate in the directorate: 10.36%.
- (4) Key points:
 - (a) Adult Social Care: Three full-time posts were deleted this quarter; one due to the end of fixed term external funding and two due to the Budget Monitoring Panel's review of long term vacant posts. A full-time Community Care/Reviewing Officer post was transferred to Housing and Performance to focus on Personal Budgets. One full-time post was re-established following deletion in error; it is being held vacant until the full review of Adult Social Care has been concluded.
 - (b) Cultural Services: The Museum Service was restructured this quarter resulting in several posts being deleted and created. The restructure is detailed in section five of this report.
 - (c) Housing and Performance: A full-time Community Care/Reviewing Officer was transferred into the service from Adult Social Care to focus on Personal Budgets. Three full-time posts were deleted (Money Adviser, Service User/Carer Development Officer and Pathways to Employment Development Officer). Two of these posts

were externally funded; the WBC funded post was deleted as part of the service's savings programme.

- (d) System Transformation: A full-time, externally funded Project Manager post was deleted this quarter. The post-holder has returned to their substantive post.
- (e) There were no Establishment changes in Director and Support.

6.4 Environment.

- (1) The Establishment of the directorate increased by 1.50 FTE over the quarter.
- (2) Rolling annual turnover in the directorate: 8.82% (this includes some projected data following SMR changes).
- (3) Vacancy rate in the directorate: 10.40%.
- (4) Key points:
 - (a) Countryside and Environment: A 0.50 FTE Senior Travel Plan Adviser post was re-established following deletion in error. The post is required to enable the service to meet its MVF and will be part of a wider service review.
 - (b) Property and Public Protection: The new post of Systems Implementation Officer was created (using existing FTE from Customer Services). The post will support specific project work in the service until 31/03/12.
 - (c) There were no Establishment changes in Director and Support or Highways and Transport.

7. Conclusions

7.1 The total Establishment has decreased over the quarter.

7.2 The total Establishment at the end of quarter two 2010/11 was 1762.08 FTE, a decrease of 8.58 FTE when compared to the total of 1770.66 FTE at the end of quarter one 2010/11.

7.3 There were changes made to the WBC and DSG funded Establishment in the quarter as adjustments were made to the way funding is recorded. For example, some ABG and PDG posts which were previously recorded as 'externally funded' are now shown as 'revenue' and therefore WBC funded. These posts were already on the Establishment and are not an increase to the overall Establishment.

7.4 The amount of vacant FTE has increased by 22.32 FTE this quarter. The overall amount of vacant FTE increased to 190.62 FTE compared to 168.30 FTE as reported at the end of quarter one 2010/11. The overall vacancy rate was 10.82%, up from 9.50% at the end of quarter one. For comparison the vacancy rate at quarter two 2009/10 was 9.55%.

- 7.5 The rolling annual turnover rate (which includes quarter two) was 10.36%. For comparison the rate at quarter two 2009/10 was 9.61%.
- 7.6 The Budget Monitoring Panel (BuMP) deleted 4.62 FTE from the Establishment during quarter two.
- 7.7 This quarter seven new posts were added to the Establishment (6.43 FTE). These new posts are all WBC (including DSG) funded.
- 7.8 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 Q3 2009/10 to Q2 2010/11 (figures for comparison over the past 4 quarters)
Appendix 2	Trends in funding for established posts Q3 2009/10 to Q2 2010/11
Appendix 3	Overtime, Casual Workers; and Agency Spend by Directorate
Appendix 4	Glossary and Definitions

Consultees

Local Stakeholders:	Corporate Board 7 th December 2010 Management Board 16 th December 2010 Executive 13 th January 2011
Officers Consulted:	As above
Trade Union:	Not consulted

Establishment Trends Q3 2009/10 to Q2 2010/11

The quarter two table below shows Establishment data for West Berkshire Council. This includes Establishment FTE, Occupied FTE, Vacancy details, Headcount and Turnover for the current quarter

Quarter 2 2010/11

Permanent and Fixed Term Establishment as at 30 September 2010

	Current WBC Establishment FTE	Current WBC Occupied FTE	Vacant FTE	Staff Headcount Per Service	Annual Turnover (rolling year) %	Vacancy Rate by Directorate
CEO & Support	2.42	2.42	0.00	3	0.00	
Benefits & Exchequer	81.00	74.77	6.23	84	5.92	
Finance	61.50	54.77	6.73	59	11.57	
Human Resources	29.14	25.13	4.01	29	13.33	
ICT	57.57	51.96	5.61	56	3.60	
Legal & Electoral Services	27.93	25.58	2.35	32	3.60	
Policy & Communication	53.87	43.55	10.32	49	19.61	
Special Projects	5.50	5.61	-0.11	6	0.00	
Total Chief Executive	318.93	283.78	35.15	318	10.63	11.02
Children's Services	164.55	140.84	23.71	164	12.50	
Youth Services and Commissioning	80.08	73.63	6.45	105	18.43*	
Customer Services	40.25	35.78	4.47	42	17.98	
Education Services	229.41	204.73	24.68	262	8.54	
Director & Support	2.00	2.00	0.00	2	0.00	
Total Children and Young People	516.29	456.98	59.31	575	10.84	11.49
Adult Social Care	434.18	392.72	41.47	478	9.51	
Cultural Services	85.71	74.22	11.50	111	15.25	
Housing and Performance	74.84	65.45	9.39	73	10.74	
System Transformation	5.00	5.00	0.00	5	20.00	
Director & Support	2.00	2.00	0.00	2	0.00	
Total Community Services	601.73	539.38	62.36	669	10.69	10.36
Property and Public Protection	97.21	84.96	12.25	93	2.16*	
Highways & Transport	113.28	105.78	7.51	113	4.65	
Planning and Countryside	112.63	98.58	14.04	111	14.04*	
Director & Support	2.00	2.00	0.00	2	0.00	
Total Environment	325.12	291.32	33.81	319	8.82*	10.40
GRAND TOTALS	1762.08	1571.46	190.62	n/a #	10.36	10.82

Quarter 1 2010/11

Permanent and Fixed Term Establishment as at 30 June 2010

	Current WBC Establishment FTE	Staff Headcount Per Service	Annual Turnover (rolling year) %
CEO & Support	2.42	3	0.00
Benefits & Exchequer	81.50	86	3.51
Finance	60.31	57	13.56
Human Resources	29.14	31	6.45
ICT	57.57	57	3.64
Legal & Electoral Services	27.93	36	12.50
Policy & Communication	54.87	50	15.09
Special Projects	5.50	6	0.00
Total Chief Executive	319.24	326	8.33
Children's Services	165.76	173	9.48
Youth Services and Commissioning	80.75	112	10.71*
Customer Services	41.25	44	17.78
Education Services	231.10	261	7.50
Director & Support	2.00	3	0.00
Total Children and Young People	520.86	593	10.84
Adult Social Care	436.99	485	8.91
Cultural Services	85.20	108	11.91
Housing and Performance	76.74	76	5.26
System Transformation	6.00	5	20.00
Director & Support	2.00	2	0.00
Total Community Services	606.94	676	9.07
Property and Public Protection	96.21	92	4.35*
Highways & Transport	113.28	112	6.51
Planning and Countryside	112.13	117	10.26*
Director & Support	2.00	2	0.00
Total Environment	323.62	323	6.5*
GRAND TOTALS	1770.66	n/a #	9.06

The headcount per service should not be totalled to give a total headcount. Some employees may have several posts and this would give an inaccurate figure

*** Represents turnover based on leavers from WBC in past rolling year and calculated through average headcount throughout the year

Turnover relates to crude turnover only and only measures external leavers not internal movement

* Turnover is based on actual leavers in Q1 and Q2 2010/11 and is projected for the year (service significantly different from previous year)

Quarter 4 2009/10

Permanent and Fixed Term Establishment as at 31 March 2010

	Current WBC Establishment FTE	Staff Headcount Per Service	Annual Turnover (rolling year) %
CEO & Support	2.42	3	0.00
Benefits & Exchequer	79.07	84	4.73
Finance	62.31	60	13.22
Human Resources	27.32	31	6.45
ICT	56.76	55	1.87
Legal & Electoral Services	25.43	33	12.31
Policy & Communication	52.83	50	13.46
Property	31.59	29	16.39
Special Projects	6.00	6	0.00
Total Chief Executive	343.75	351	8.78
Children and Youth Services	162.52	174	7.41
Childrens Commissioning & Quality	77.18	106	19.55
Customer Services	39.63	43	15.56
Education Services	229.22	257	7.45
Director & Support	2.00	3	0.00
Total Children and Young People	510.55	583	9.50
Community Care and Well-being	111.82	113	0.87
Cultural Services	86.74	118	7.32
Housing and Performance	76.14	73	10.29
Older Peoples Services	324.40	374	10.82
System Transformation	5.00	4	28.57
Director & Support	2.00	2	0.00
Total Community Services	606.09	684	8.55
Countryside & Environment	76.44	78	3.87
Highways & Transport	110.99	111	8.53
Planning & Trading Standards	93.49	96	5.05
Director & Support	2.00	2	0.00
Total Environment	282.92	287	5.99
GRAND TOTALS	1743.31	n/a #	8.49

Quarter 3 2009/10

Permanent and Fixed Term Establishment as at 31 December 2009

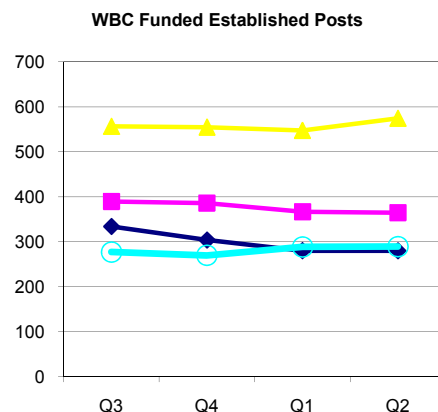
	Current WBC Establishment FTE	Staff Headcount Per Service	Annual Turnover (rolling year) %
CEO & Support	2.42	3	0.00
Benefits & Exchequer	79.07	85	2.35
Finance	64.50	63	9.52
Human Resources	28.32	30	9.52
ICT	57.76	54	5.56
Legal & Electoral Services	27.43	31	15.87
Policy & Communication	52.32	52	7.62
Property	30.59	29	13.33
Special Projects	6.00	6	0.00
Total Chief Executive	348.42	353	7.58
Children and Youth Services	162.52	173	8.87
Childrens Commissioning & Quality	77.18	99	17.32
Customer Services	39.63	46	8.42
Education Services	226.13	258	7.10
Director & Support	2.00	2	0.00
Total Children and Young People	507.46	578	8.99
Community Care and Well-being	113.82	111	6.06
Cultural Services	86.74	122	8.06
Housing and Performance	75.64	77	8.51
Older Peoples Services	324.61	377	9.99
System Transformation	6.00	5	0.00
Director & Support	2.00	2	0.00
Total Community Services	608.80	694	8.76
Countryside & Environment	78.73	78	8.86
Highways & Transport	114.28	110	11.94
Planning & Trading Standards	93.89	98	5.00
Director & Support	2.00	2	0.00
Total Environment	288.90	288	8.53
GRAND TOTALS	1753.59	n/a #	8.57

Trends in Funding for Established Posts Q3 2009/10 to Q2 2010/11

The figures below show the position over the past four quarters for WBC, joint and external funded posts. All posts (permanent or fixed term) are included in this report.

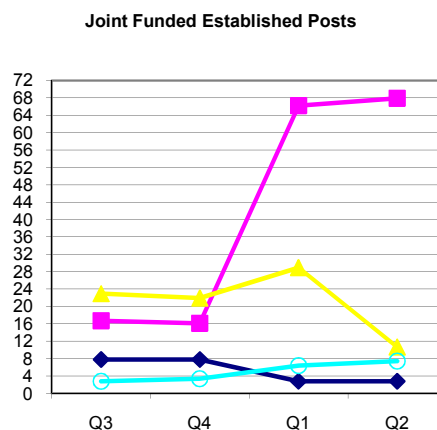
WBC funded post FTE has increased by 25.24 FTE during quarter two.

	WBC Funded (incl. DSG)			
	Q3	Q4	Q1	Q2
Chief Executive	333.66	303.69	280.03	279.72
Children and Young People	389.26	385.56	366.10	364.22
Community Services	556.11	554.40	546.98	573.91
Environment	277.13	269.74	288.58	289.08
Total	1556.16	1513.39	1481.69	1506.92



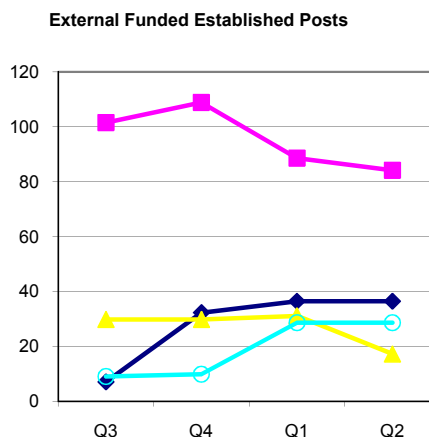
Joint funding for posts has decreased by 15.58 FTE during quarter two.

	Joint Funding			
	Q3	Q4	Q1	Q2
Chief Executive	7.76	7.76	2.76	2.76
Children and Young People	16.72	16.13	66.19	67.91
Community Services	22.95	21.95	28.95	10.65
Environment	2.81	3.41	6.41	7.41
Total	50.24	49.24	104.30	88.72



Externally funded post FTE has decreased by 18.25 FTE during quarter two.

	External Funding			
	Q3	Q4	Q1	Q2
Chief Executive	7.00	32.30	36.46	36.46
Children and Young People	101.48	108.86	88.57	84.17
Community Services	29.75	29.75	31.01	17.17
Environment	8.96	9.77	28.64	28.64
Total	147.19	180.67	184.68	166.43



KEY

Chief Executive	diamond
Children and Young People	square
Community Services	triangle
Environment	circle

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Overtime, Casual Workers, and Agency:
Spend over Quarters 3 and 4 2009/10, and Quarters 1 and 2 2010/11 by Directorate

Overtime - flat and enhanced * \$

Directorate	Data	* Total £ Q3 09/10	* Total £ Q4 09/10	* Total £ Q1 10/11	* Total £ Q2 10/11
Chief Executive	Overtime - Flat	£12,126.90	£5,603.87	£6,016.51	£9,622.01
	Overtime - Enhanced	£16,657.09	£8,161.67	£14,146.55	£13,291.63
	Total	£28,783.99	£13,765.54	£20,163.06	£22,913.64
Children & Young People	Overtime - Flat	£16,095.50	£15,826.25	£25,848.28	£27,964.82
	Overtime - Enhanced	£5,273.01	£4,840.30	£3,762.02	£4,690.32
	Total	£21,368.51	£20,666.55	£29,610.30	£32,655.14
Community Services	Overtime - Flat	£62,619.70	£49,289.04	£67,254.29	£55,353.02
	Overtime - Enhanced	£22,387.12	£58,638.72	£66,699.00	£32,278.40
	Total	£85,006.82	£107,927.76	£133,953.29	£87,631.42
Environment	Overtime - Flat	£5,520.14	£4,880.68	£4,643.16	£5,208.34
	Overtime - Enhanced	£14,933.09	£14,427.19	£20,726.18	£21,216.54
	Total	£20,453.23	£19,307.87	£25,369.34	£26,424.88
Total Sum of Overtime - Flat		£96,362.24	£75,599.84	£103,762.24	£98,148.19
Total Sum of Overtime - Enhanced		£59,250.31	£86,067.88	£105,333.75	£71,476.89
Total of Overtime		£155,612.55	£161,667.72	£209,095.99	£169,625.08

* Data from Payroll

\$ From quarter one 09/10 the breakdown of overtime payments is shown as 'overtime - flat' and 'overtime - enhanced'. This change was made to enable clearer reporting.

Casual Workers (not on the Establishment) *

Directorate	* Total £ Q3 09/10	* Total £ Q4 09/10	* Total £ Q1 10/11	* Total £ Q2 10/11
Chief Executive	£9,649.97	£7,594.49	£4,813.58	£8,630.14
Children & Young People	£51,256.96	£54,644.85	£45,804.65	£69,387.90
Community Services	£83,687.54	£60,851.12	£66,156.26	£78,148.34
Environment	£35,144.02	£24,580.90	£24,329.84	£23,333.61
Grand Total	£179,738.49	£147,671.36	£141,104.33	£179,499.99

* Data from Payroll

Agency (WBC Revenue only) **

Directorate	** Total £ Q3 09/10	* Total £ Q4 09/10	* Total £ Q1 10/11	* Total £ Q2 10/11
Chief Executive	£165,956	£164,634	£89,762	£125,554
Children & Young People	£203,816	£122,927	£147,928	£289,750
Community Services	£178,532	£193,572	£109,603	£105,695
Environment	£5,396	£4,716	£3,844	£27,490
Grand Total	£553,700	£485,849	£351,138	£548,490

** = Data from Agresso supplied by Finance.

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Glossary and Definitions used in the report

Misinterpretation of Establishment data can often occur through an incorrect understanding of the definitions that are used. The attached Appendices include a number of terms and the definitions are shown below.

Definitions

Grouped Posts:

Individual posts with the same criteria against them are sometimes grouped into one generic post with the full time equivalent (FTE) value reflecting the total number of hours from the individual posts. A Grouped Post will have one post number, but each employee allocated to the Grouped Post will retain their individual Employee numbers.

The following information must be the same for every employee within the Grouped Post:

- Job title;
- Grade;
- Reporting Line;
- The team the post is in;
- Location;
- Cost Centre;
- Funding source; and,
- Post status (i.e. Permanent or Temporary).

Establishment:

The number of posts (shown as full time equivalents (FTE)) that are supported by the approved staffing budget, agreed by the Council (through the Policy and Budget Framework) at the annual budget setting meeting. If the Executive subsequently change the staffing budget during the year then the Establishment would be expected to change. Changes in Establishment can also result from restructuring where two lower paid posts could be created from a single higher salaried post or vice versa. In this case the budget does not change but the Establishment will.

The Establishment includes both occupied and vacant posts. In some cases vacant posts within the Establishment may be covered by temporary or agency staff. These are not added to the Establishment.

The Establishment includes Permanent and Fixed Term positions whether they are full or part time.

Casual and Relief staff as well as those on variable hour contracts are not included within the Establishment figures and are reported separately.

The Establishment includes all Permanent, and Fixed Term positions irrespective of their funding source, as long as they are West Berkshire

Council employees. As a result, staff funded by external grants or jointly funded with Partner organisations will be included. At the same time no distinction is made between Revenue and Capital funded positions.

Occupied FTE:

This is the total Full Time Equivalent (FTE) posts within the Establishment that are occupied at the end of the reporting period. It does not include posts that are being covered by temporary or agency staff. This data includes staff who may not currently be working in their post, but who are still employed e.g. on maternity leave, on sick leave.

Vacant FTE:

This relates to the total Full Time Equivalents that are vacant within the Establishment at the end of the reporting period. Adding the number of vacant and occupied posts together will show the total Establishment. Staff due to start employment will not move a post from 'vacant' to 'occupied', even where an offer of employment has been made.

Staff headcount:

The total number of staff in post as at the end of the reporting period. This is the same as occupied FTE except that the headcount counts people who are not full time equivalents. This data includes staff who may not currently be working in their post, but who are still employed e.g. on maternity leave, on sick leave. Staff headcount is shown per service in this report. The headcount per service should not be totalled as this gives an inaccurate figure as some employees have several posts, sometimes in the same, and sometimes in different, services.

Annualised Turnover:

As quarterly turnover but annualised to show a forecasted annual figure if the level of leavers should be maintained for the rest of the rolling year.

Overtime - Flat:

Any time paid over standard contractual hours paid at flat hourly rate.

Overtime - Enhanced:

Any time paid over standard contractual hours paid at an enhanced hourly rate.

Casual:

Any hours paid for casual staff who do not have a contracted number of hours each period.