

Title of Report:	Establishment Report Quarter Three 2009/10
Report to be considered by:	Executive
Date of Meeting:	25 March 2010
Forward Plan Ref:	EX1924

Purpose of Report: To report on changes to the Council's Establishment over the third quarter of 2009/10.

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
Q4 Establishment Report 2008/09
Q1 Establishment Report 2009/10
Q2 Establishment Report 2009/10
Agresso data
Payroll data

The proposals will also help achieve the following Council Plan Theme:

CPT13 - Value for Money

The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by:
monitoring the Council's Establishment.

Portfolio Member Details	
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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

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 three 2009/10 the total WBC Establishment increased by 0.41 FTE.

2. WBC Funded & DSG Grant Establishment

2.1 WBC funded post FTE decreased by 1.82 FTE during quarter three.

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						
Q3 FTE 2008/2009	Q4 FTE 2008/2009	Q1 FTE 2009/2010	Q2 FTE 2009/10	Q3 FTE 2009/10	Total difference over the year	% Difference over Year
1584.55	1573.78	1571.73	1557.98	1556.16	-28.39	-1.79

3. External and Joint Funded Establishment

3.1 Externally funded post FTE increased by 1.33 FTE during quarter three.

3.2 Joint funded post FTE increased by 0.90 FTE in quarter three.

3.3 The total FTE which is externally and jointly funded now totals 197.43 FTE, compared to 195.20 at the end of quarter two. The changes are summarised in the table below.

Joint and Externally Funded Establishment						
Q3 FTE 2008/2009	Q4 FTE 2008/2009	Q1 FTE 2009/2010	Q2 FTE 2009/10	Q3 FTE 2009/10	Total difference over the year	% Difference over Year
173.80	169.39	185.37	195.20	197.43	23.63	13.60

4. Proposal

4.1 None – for information only

5. Conclusions

5.1 The total Establishment has increased over the quarter.

5.2 The total Establishment at the end of quarter three 2009/10 is 1753.59 FTE, an increase of 0.41 FTE when compared to the total of 1757.18 FTE at the end of quarter two 2009/10.

5.3 The amount of vacant FTE has decreased by 15.38 FTE this quarter. The overall amount of vacant FTE has decreased to 151.97 FTE compared to 167.35 FTE reported at the end of quarter two 2009/10. The overall vacancy rate was 8.67%, down from 9.55% at the end of quarter two.

5.4 The rolling annual turnover rate (which includes quarter three) was 8.57%. For comparison the rate at quarter three 2008/09 was 11.33%.

5.5 The Budget Monitoring Panel (BuMP) deleted 8.73 FTE from the Establishment during quarter three.

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. Headlines

- 2.1 Since last reporting at the end of quarter two, the overall Establishment has increased from 1753.18 FTE to 1753.59 FTE, an increase of 0.41 FTE.

- 2.2 The quarterly changes are made up as follows:

Chief Executive	-	3.00 FTE
Children and Young People	+	3.04 FTE
Community Services	+	2.50 FTE
Environment	-	2.14 FTE

- 2.3 Over the year (Q3 2008/09 to Q3 2009/10) the overall Establishment has decreased by 4.76 FTE. This decrease is WBC funded. Both joint funded and externally funded posts have increased over the same period.

	Total Establishment FTE				
	Q3 2008/09 FTE	Q4 2008/09 FTE	Q1 2009/10 FTE	Q2 2009/10 FTE	Q3 2009/10 FTE
WBC funded	1584.55	1573.78	1571.73	1557.98	1556.16
Joint funded	46.16	44.34	44.34	49.34	50.24
Externally funded	127.64	125.05	141.03	145.86	147.19
Total	1758.35	1743.17	1757.10	1753.18	1753.59

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

3. WBC (and DSG) Funded Establishment

- 3.1 There has been a decrease of 1.82 FTE of WBC funded (including DSG) FTE (1556.16 FTE compared to 1557.98 FTE at the end of quarter two 2009/10).

- 3.2 The table below shows how the Establishment has changed by service area compared to quarter four 2008/09 and quarters one and two 2009/10. A summary of funding by directorate can be seen later in this report and in appendix two.

	WBC (including DSG) Funded Establishment			
	Q4 2008/09 FTE	Q1 2009/10 FTE	Q2 2009/10 FTE	Q3 2009/10 FTE
CEO & Support	2.42	2.42	2.42	2.42
Benefits & Exchequer	77.07	77.07	77.07	79.07
Finance	62.00	62.00	62.50	62.50
Human Resources	28.31	29.32	28.32	28.32
ICT	53.61	53.76	55.76	54.76
Legal & Electoral Services	28.78	28.78	26.43	26.43
Policy & Communication	49.33	48.75	48.75	48.56
Property	33.00	31.59	28.59	26.59
Special Projects	4.00	4.00	4.00	5.00
Total Chief Executive	338.53	337.71	333.85	333.66
Children's Services	188.05	178.77	137.54	136.54
Youth Services and Commissioning	19.53	19.53	61.84	64.17
Customer Services	41.61	41.61	40.63	39.63
Education Services	135.45	149.03	148.75	146.92
Director & Support	2.00	2.00	2.00	2.00
Total Children and Young People	386.63	390.94	390.76	389.26
Community Care and Well-being	108.93	102.94	100.78	100.20
Cultural Services	87.36	85.55	82.58	81.69
Housing and Performance	54.24	62.14	60.64	61.64
Older Peoples Services	315.39	311.30	307.91	308.59
System Transformation	2.00	2.00	2.00	2.00
Director & Support	2.00	2.00	2.00	2.00
Total Community Services	569.93	565.93	555.90	556.11
Countryside & Environment	74.18	74.04	74.04	75.92
Highways & Transport	112.88	114.50	114.50	112.28
Planning & Trading Standards	89.62	86.62	86.93	86.93
Director Support	2.00	2.00	2.00	2.00
Total Environment	278.68	277.15	277.47	277.13
GRAND TOTALS	1573.78	1571.73	1557.98	1556.16

- 3.3 There have been various small changes to WBC funded post FTE across many services this quarter.
- 3.4 An adjustment of funding details shows the Establishment of Benefits and Exchequer increasing by 2.0 FTE. These posts were already on the Establishment as joint funded.
- 3.5 A fixed term post in ICT was deleted as its funding came to an end.
- 3.6 Although there were no restructures this quarter, finalising the Property Services restructure resulted in an Establishment decrease of 2.0 FTE.
- 3.7 One new Capital funded post was added to the Special Projects Establishment.
- 3.8 In the Children and Young People directorate various posts transferred between services.

- 3.9 Customer Services deleted a fixed term 1.0 FTE post.
- 3.10 Children's Commissioning and Quality was re-named Youth Services and Commissioning this quarter to more accurately reflect the transfer of teams across services e.g. the transfer of Youth Services from Cultural Services.
- 3.11 Within Education, one post was deleted as part of the BuMP's review of long term vacant posts and several posts transferred to Youth Services and Commissioning.
- 3.12 In Community Care and Well-Being one post was deleted as it was no longer required and another deleted as part of BuMP's review of long term vacant posts. Due to newly established posts, the service Establishment has increased slightly.
- 3.13 In Older People's Services WBC funded FTE has increased. Several posts increased their hours on a fixed term basis until 2011. Several posts also decreased as vacant hours were deleted from the Establishment.
- 3.14 The BuMP's review of long term vacant posts deleted 2.22 FTE from the Establishment of Highways and Transport, and one post was reduced by 1.0 FTE. One new post was established this quarter.
- 3.15 In Countryside and Environment, several posts were reduced in FTE and one new full-time post was established.
- 3.16 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						
	Q3 FTE 2008/2009	Q4 FTE 2008/2009	Q1 FTE 2009/2010	Q2 FTE 2009/10	Q3 FTE 2009/10	Total difference over the year	% Difference over Year
Chief Executive	340.02	338.53	337.71	333.85	333.66	-6.36	-1.87
Children and Young People	396.68	386.63	390.94	390.76	389.26	-7.42	-1.87
Community Services	576.06	569.93	565.93	555.90	556.11	-19.95	-3.46
Environment	271.79	278.68	277.15	277.47	277.13	5.34	1.96
Total	1584.55	1573.78	1571.73	1557.98	1556.16	-28.39	-1.79

- 3.17 The amount of WBC funded FTE in the Chief Executive's directorate has decreased by 6.36 FTE or 1.87% over the year.
- 3.18 The WBC funded Establishment of Children and Youth Services has decreased by 7.42 FTE or 1.87% over the year.
- 3.19 The largest FTE decrease is within the Community Services directorate, where the WBC funded Establishment has decreased over the year by 19.95 FTE or 3.46%.
- 3.20 When compared to quarter three 2008/09, the only increase of WBC funded FTE has been in the Environment directorate (5.34 FTE or 1.96%). This is largely due to the implementation of Decriminalised Parking Enforcement, and the formalisation of casual working arrangements.

- 3.21 The WBC funded Establishment has decreased by 28.39 FTE or 1.79% when compared to quarter three 2008/09.
- 3.22 During the quarter there were several new WBC funded posts added to the Establishment (5.68 FTE). However, due to post deletions and FTE decreases over the quarter, the WBC funded Establishment decreased by 1.82 FTE.

DSG Funded posts

- 3.23 Since quarter 3 2008/09 this report has included information about posts which are wholly funded via the Dedicated Schools Grant (DSG). This money is paid into the Revenue fund and as such is within the WBC funded Establishment.
- 3.24 At the end of quarter three 2009/10 DSG funding accounts for 24.88 FTE on the Establishment. In quarter two 2009/10 the amount of DSG funded FTE was 22.98.
- 3.25 The figure above does not include posts which are only partially funded via the DSG (e.g. 50% DSG, 50% capital).

4. Externally Funded and Joint Funded Establishment

- 4.1 Externally funded FTE has increased to 147.19 FTE over the quarter; an increase of 1.33 FTE when compared to 145.86 FTE at the end of quarter two.
- 4.2 Joint funded FTE has increased to 50.24 FTE over the quarter; an increase of 0.90 FTE when compared to 49.34 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 quarter four 2008/09 and quarters one and two 2009/10. A summary of funding by directorate can be seen later in this report and in appendix two.

	Joint Funded Establishment				Externally Funded Establishment			
	Q4 FTE 2008/0 9	Q1 FTE 2009/1 0	Q2 FTE 2009/1 0	Q3 FTE 2009/1 0	Q4 FTE 2008/0 9	Q1 FTE 2009/1 0	Q2 FTE 2009/1 0	Q3 FTE 2009/1 0
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	2.00	2.00	2.00	0.00
Finance	1.00	1.00	1.00	1.00	0.00	1.00	1.00	1.00
Human Resources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ICT	1.00	1.00	1.00	1.00	2.00	2.00	2.00	2.00
Legal & Electoral Services	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Policy & Communication	0.76	0.76	0.76	0.76	3.81	3.81	3.81	3.00
Property	0.00	0.00	4.00	4.00	0.00	0.00	0.00	0.00
Special Projects	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00
Total Chief Executive	3.76	3.76	7.76	7.76	8.81	9.81	9.81	7.00

	Joint Funded Establishment				Externally Funded Establishment			
	Q4 FTE 2008/0 9	Q1 FTE 2009/1 0	Q2 FTE 2009/1 0	Q3 FTE 2009/1 0	Q4 FTE 2008/0 9	Q1 FTE 2009/1 0	Q2 FTE 2009/1 0	Q3 FTE 2009/1 0
Children's Services	9.85	9.85	7.85	7.85	19.07	20.07	18.12	18.12
Youth Services and Commissioning	2.77	2.77	4.77	4.77	6.41	6.41	8.24	8.24
Customer Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Education Services	4.10	4.10	5.10	0.00	58.88	0.00	69.58	0.00
Director & Support	0.00	0.00	0.00	4.10	0.00	66.86	0.00	75.12
Total Children and Young People	16.72	16.72	17.72	16.72	84.36	93.34	95.94	101.48
Community Care and Well-being	13.30	13.30	13.30	13.30	0.32	0.32	0.32	0.32
Cultural Services	1.76	1.76	1.76	2.65	1.41	1.41	1.41	2.41
Housing and Performance	4.00	4.00	4.00	0.00	4.00	7.00	10.00	0.00
Older Peoples Services	2.00	2.00	2.00	4.00	11.61	12.61	13.61	10.00
System Transformation	0.00	0.00	0.00	3.00	1.00	4.00	4.00	13.01
Director & Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00
Total Community Services	21.05	21.05	21.05	22.95	18.35	25.35	29.35	29.75
Countryside & Environment	1.81	1.81	1.81	1.81	2.80	1.80	1.80	1.00
Highways & Transport	0.00	0.00	0.00	0.00	2.00	2.00	2.00	0.00
Planning & Trading Standards	1.00	1.00	1.00	0.00	8.73	8.73	6.96	2.00
Director Support	0.00	0.00	0.00	1.00	0.00	0.00	0.00	5.96
Total Environment	2.81	2.81	2.81	2.81	13.53	12.53	10.76	8.96
GRAND TOTALS	44.34	44.34	49.34	50.24	125.04	141.03	145.86	147.19

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						
	Q3 FTE 2008/2009	Q4 FTE 2008/2009	Q1 FTE 2009/2010	Q2 FTE 2009/10	Q3 FTE 2009/10	Total difference over the year	% Difference over Year
Chief Executive	12.57	12.57	13.57	17.57	14.76	2.19	17.42
Children and Young People	101.76	101.08	110.06	113.66	118.20	16.44	16.16
Community Services	42.13	39.40	46.40	50.40	52.70	10.57	25.09
Environment	17.34	16.34	15.34	13.57	11.77	-5.57	-32.12
Total	173.80	169.39	185.37	195.20	197.43	23.63	13.60

4.5 The table above demonstrates that the Establishment increase over the year is due to joint and external funding, an increase of 23.63 FTE or 13.60% when compared to quarter three 2008/09.

4.6 The joint and externally funded Establishment in the Chief Executive's directorate has increased by 2.19 FTE or 17.42% over the year. In quarter three 2009/10 there was a decrease of 2.81 FTE.

4.7 When compared to quarter two 2008/09, the joint and externally funded Establishment of Children and Young People directorate has increased by 16.44 FTE of 16.16%. In quarter three several new Sure Start funded posts were established in Education Services as a result of the Local Authority to take responsibility for children's centres.

4.8 The joint and externally funded Establishment of Community Services has increased by 10.57 FTE or 25.09% over the year. During quarter three two new posts were added to the Establishment of Housing and Performance funded by the System Transformation Grant and the Supporting People Grant. A new libraries post funded by the South East Libraries Management Consortium was established in Cultural Services on a fixed term basis.

4.9 It should be noted that whilst it appears that Environment has had a large percentage decrease (-32.12%) in joint and externally funded Establishment, due to the small numbers involved it has only decreased by 5.57 FTE. This quarter's decrease is as a result of two externally funded posts being deleted as part of BuMP's review of long term vacant posts.

4.10 Over the year, three directorates show a percentage increase in joint and externally funded FTE and one shows a decrease. The joint and externally funded Establishment has increased by 13.60% when compared to quarter three 2008/09.

4.11 During quarter three 2009/10 eleven new externally funded posts (9.72 FTE) were added to the Establishment.

5. Restructures

5.1 There were no service restructures in quarter 3 2009/10.

6. Directorate Commentaries

6.1 Chief Executive.

- (1) The Chief Executive's directorate Establishment has decreased by 3.00 FTE over the quarter.
- (2) Rolling annual turnover in the directorate: 7.58%.
- (3) Vacancy rate in the directorate: 9.48%.
- (4) Key points are as follows:
 - (a) Finance: One full-time Senior Auditor post deleted by BuMP was re-established to assist the service in meeting its MVF target.
 - (b) Policy and Communication: An externally funded fixed term post (Beacon Project Officer) was deleted as its fixed term funding came to an end.
 - (c) Special Projects: A new fixed term, capital funded Project Officer post was established.
 - (d) ICT: A revenue funded fixed term post was deleted (ICT Intern) as the contract came to an end.
 - (e) Property: Two posts were deleted this quarter, Information Manager and Asset Development Manager. This finalises the service's restructure which started in quarter two.
 - (f) There were no Establishment changes in Legal and Electoral, HR, Benefits and Exchequer or CEO and Support.

6.2 Children & Young People.

- (1) The Establishment of the Directorate has increased by 3.04 FTE over the last quarter. This increase is largely due to the establishment of new externally funded posts.
- (2) Rolling annual turnover in the directorate: 8.99%.
- (3) Vacancy rate in the directorate: 8.60%.
- (4) Key points are as follows:
 - (a) Children's Services (formerly Children and Youth Services): The service was re-named this quarter following the transfer of Youth Services. One full-time Administrative Assistant post transferred to Youth Services and Commissioning.
 - (b) Youth Services and Commissioning (formerly Children's Commissioning and Quality): The service was re-named this quarter to more accurately reflect the service's functions. A full-time Administrative Assistant post was transferred into the service from Children's Services. 1.32 FTE transferred into the service from the

Education Service to complete the transfer of the Parent Partnership Team.

- (c) Customer Services: One full-time Customer Services Advisor post deleted as its fixed term funding came to an end
- (d) Education Services: Seven new posts totalling 5.75 FTE were added to the Establishment this quarter; all of these are externally funded by Schools or Sure Start (two Childminder Support Workers, two Team Leaders in Education Assets, a Toy Library Co-ordinator, a Contracts Administration Officer and a Support Assistant for the Children's Centres). Several posts were deleted as part of BuMP's review of long term vacant posts, a Teacher, a PAFT worker and a Family Support Worker. Two DSG funded teaching posts increased in FTE.
- (e) There were no Establishment changes in Director and Support.

6.3 Community Services.

- (1) The Establishment of the Directorate has increased by 2.50 FTE over the last quarter.
- (2) Rolling annual turnover in the directorate: 8.76%.
- (3) Vacancy rate in the directorate: 8.28%.
- (4) Key points are as follows:
 - (a) Community Care and Well-Being: One full-time Team Leader post was deleted as it was no longer required, and on 0.47 FTE Driver post was deleted by the BuMP. One new post of 0.68 FTE (Arts Development Co-ordinator) was established for one year, fixed term, to formalise the working arrangements of a casual worker. A new Assistant Community Worker was established within budget using FTE from an existing Community Worker post (this increased the Establishment slightly, but had no budgetary impact).
 - (b) Cultural Services: A fixed term externally funded post was established to cover a secondment. The post is funded by the South East Libraries Management (SELMS) Consortium – SELMS BiB Services Officer.
 - (c) Older People's Services: Two Occupational Therapist posts increased in FTE on a temporary basis until 31/03/2011. New funding from the PCT enabled a Service Manager post in Intermediate Care to become full-time. A Day Care Assistant post and a Domestic Assistant post reduced in FTE to bring the established hours in line with those of the postholders.
 - (d) Housing and Performance: Two new externally funded, fixed term, posts were established this quarter. The Communication and Information Co-ordinator is funded by the System Transformation Grant and the Support Broker is funded by the Supporting People

Grant via the Area Based Grant (ABG). One post (Tenancy Support Worker) was deleted by the BuMP.

- (e) There were no Establishment changes in Director and Support or System Transformation.

6.4 Environment.

- (1) The Establishment of the Directorate has decreased by 2.14 FTE over the last quarter.
- (2) Rolling annual turnover in the directorate: 8.53%.
- (3) Vacancy rate in the directorate: 8.62%.
- (4) Key points are as follows:
 - (a) Planning and Trading Standards: The BuMP deleted a full time Data Officer post this quarter.
 - (b) Highways and Transport: A 1.22 FTE Driver post was deleted to allow the creation of a 1.0 FTE Integrated Transport Officer post, decreasing the Establishment by 0.22 FTE. A 1.0 Civil Enforcement Officer was deleted by the BuMP, and a 2.0 FTE Senior Engineer post was decreased to 1.0 FTE to bring established hours in line with that of the budget and postholder.
 - (c) Countryside and Environment: Two fixed term posts were established to assist with the delivery of the Council's climate change agenda (Senior Energy Efficiency Officer and an Energy Efficiency Officer). Three posts were deleted by the BuMP: 0.28 FTE Café Assistant, 0.80 FTE Environmental Control Officer, 1.0 FTE Contracts Lawyer. A Centre Ranger post was increased slightly in FTE to provide essential key holder cover. A new post, Padworth Client Officer, was established to focus on the implementation of the new waste contract and project management.
 - (d) There were no Establishment changes in Director and Support

7. Conclusions

- 7.1 The total Establishment has increased over the quarter.
- 7.2 The total Establishment at the end of quarter three 2009/10 is 1753.59 FTE, an increase of 0.41 FTE when compared to the total of 1757.18 FTE at the end of quarter two 2009/10.
- 7.3 The amount of vacant FTE has decreased by 15.38 FTE this quarter. The overall amount of vacant FTE has decreased to 151.97 FTE compared to 167.35 FTE reported at the end of quarter two 2009/10. The overall vacancy rate was 8.67%, down from 9.55% at the end of quarter two.
- 7.4 The rolling annual turnover rate (which includes quarter three) was 8.57%. For comparison the rate at quarter three 2008/09 was 11.33%.

- 7.5 The Budget Monitoring Panel deleted 8.73 FTE from the Establishment during quarter three.
- 7.6 Over quarter three 2009/10 there has been a decrease of WBC funded FTE by 1.82 FTE.

Appendices

Appendix 1	Establishment trends Q4 2008/09 to Q3 2009/10 (figures for comparison over the past 4 quarters)
Appendix 2	Trends in funding for established posts Q4 2008/09 to Q3 2009/10
Appendix 3	Overtime, Casual Workers; and Agency Spend by Directorate
Appendix 4	Glossary and Definitions

Consultees

Local Stakeholders: Corporate Board 19th January 2010
Corporate Board 2nd February 2010
Management Board 4th March 2010
Executive 25th March 2010

Officers Consulted: As above

Trade Union: Not consulted