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|------------------------------------|---|
| Title of Report: | Establishment Report for Quarter Two 2011/12 |
| Report to be considered by: | Executive |
| Date of Meeting: | 15 December 2011 |
| Forward Plan Ref: | EX2329 |

Purpose of Report: To note changes to the West Berkshire Council Establishment.

Recommended Action: That the report is noted.

Reason for decision to be taken: Not applicable.

Other options considered: None

Key background documentation:

- HR Resourcelink Database
- Q1 Establishment Report 2010/11
- Q2 Establishment Report 2010/11
- Q3 Establishment Summary 2010/11
- Q4 Establishment Report 2010/11
- Q1 Establishment Summary 2011/12
- Agresso data
- Payroll data

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

CPT14 - Effective People

The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by:
Adhering to the Council's performance monitoring 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: | 01 November 2011 |

| Contact Officer Details | |
|--------------------------------|---------------------------|
| Name: | Robert O'Reilly |
| Job Title: | Head of HR |
| Tel. No.: | 01635 519358 |
| E-mail Address: | roreilly@westberks.gov.uk |

Implications

Policy: None
Financial: None
Personnel: None
Legal/Procurement: None
Property: None
Risk Management: None
Equalities Impact Assessment: Not required.
Corporate Board's Recommendation:

| Is this item subject to call-in? | Yes: <input type="checkbox"/> | No: <input checked="" 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 Management Commission or associated Task Groups within preceding six months | <input type="checkbox"/> | |
| Item is Urgent Key Decision | <input type="checkbox"/> | |
| Report is to note only | <input checked="" type="checkbox"/> | |

Executive Summary

1. Introduction

1.1 This report summarises the changes to the WBC Establishment over quarter two 2011/12.

2. The Total Establishment

2.1 During quarter two 2011/12 the total WBC Establishment decreased by 28.67 FTE. The total Establishment now totals 1547.40 FTE.

3. WBC Funded Establishment

3.1 The WBC funded Establishment decreased by 44.29 FTE in quarter two. The total FTE which is WBC funded now totals 1449.18 FTE.

4. External and Joint Funded Establishment

4.1 The external and joint funded Establishment increased by 15.62 FTE in quarter two. The total FTE which is externally and jointly funded now totals 98.22 FTE.

5. Proposal

5.1 None – for information only

6. Conclusions

6.1 The total Establishment has decreased over the quarter.

6.2 The total Establishment at the end of quarter two 2011/12 is 1547.40 FTE, a decrease of 28.67 FTE when compared to the total of 1576.07 FTE at the end of quarter one 2011/12.

6.3 The amount of vacant FTE has decreased to 148.59 FTE. At the end of quarter one there was 179.45 vacant FTE.

6.4 The overall vacancy rate was 9.60%, down from 11.39% at the end of quarter one. For comparison the vacancy rate at quarter two 2010/11 was 10.82%.

6.5 The rolling annual turnover rate was 18.02%. For comparison the rate at quarter two was 10.36%.

6.6 The rolling voluntary turnover (excludes redundancies) for 2010/11 was 6.31%. For comparison the rate at quarter two 2010/11 was 6.89%.

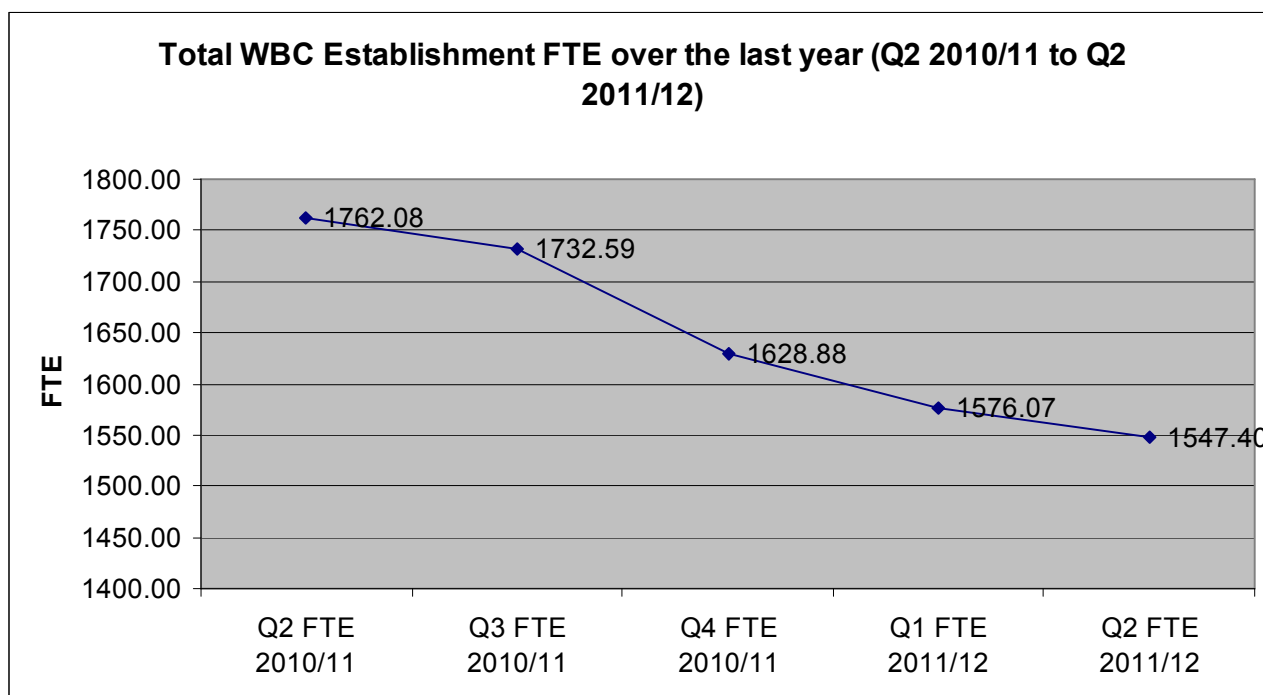
Executive Report

1. Introduction

- 1.1 The data used to complete this report is taken from the HR/Payroll system Resourcelink and previous quarterly Establishment reports.
- 1.2 This report summarises the changes to the WBC Establishment over quarter two 2011/12.

2. The Total Establishment

- 2.1 During quarter two 2011/12 the total WBC Establishment decreased by 28.67 FTE.
- 2.2 The total Establishment now totals 1547.40 FTE.
- 2.3 The graph below shows how the Establishment has decreased over the past year; a reduction of 12.18% or 214.68 FTE.



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

| The Total Establishment | | | | | | |
|-------------------------|----------------|----------------|----------------|----------------|--------------------------------|------------------------|
| Q2 FTE 2010/11 | Q3 FTE 2010/11 | Q4 FTE 2010/11 | Q1 FTE 2011/12 | Q2 FTE 2011/12 | Total difference over the year | % Difference over Year |
| 1762.08 | 1732.59 | 1628.88 | 1576.07 | 1547.40 | -214.68 | -12.18 |

2.5 The quarterly changes are made up as follows:

Chief Executive - 3.51 FTE
 Children and Young People - 8.79 FTE
 Community Services - 18.76 FTE
 Environment + 2.39 FTE

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

3. WBC Funded Establishment

3.1 The WBC funded Establishment decreased by 44.29 FTE in quarter two.

3.2 The total FTE which is WBC funded now totals 1449.18 FTE.

3.3 The total change in WBC funded Establishment over the past year can be seen in the table below.

| WBC Funded Establishment | | | | | | |
|--------------------------|-------------------|-------------------|-------------------|-------------------|--------------------------------------|---------------------------|
| Q2 FTE 2010/11 | Q3 FTE 2010/11 | Q4 FTE 2010/11 | Q1 FTE 2011/12 | Q2 FTE 2011/12 | Total difference over the year | % Difference over Year |
| 1506.92 | 1492.27 | 1418.39 | 1493.47 | 1449.18 | -57.74 | -3.83 |

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

| | WBC Funded Establishment | | | | | | |
|----------------------------------|--------------------------|-------------------|-------------------|-------------------|-------------------|---|------------------------------|
| | Q2 FTE 2010/11 | Q3 FTE 2010/11 | Q4 FTE 2010/11 | Q1 FTE 2011/12 | Q2 FTE 2011/12 | Total difference over the year | % Difference over Year |
| Chief Executive | 279.72 | 278.54 | 243.49 | 254.26 | 250.76 | -28.96 | -10.35 |
| Children and Young People | 364.22 | 357.22 | 335.98 | 414.62 | 398.40 | 34.18 | 9.38 |
| Community Services | 573.91 | 568.43 | 559.49 | 512.43 | 491.67 | -82.24 | -14.33 |
| Environment | 289.08 | 288.08 | 279.44 | 312.16 | 308.35 | 19.28 | 6.67 |
| Total | 1506.92 | 1492.27 | 1418.39 | 1493.47 | 1449.18 | -57.74 | -3.83 |

- 3.5 The table below shows how the Establishment has changed by service area when compared to quarters three and four 2010/11 and quarter one 2011/12. A summary of funding by directorate can be seen at appendix two.

| | WBC Funded Establishment | | | |
|--|--------------------------|----------------------|----------------------|----------------------|
| | Q3 2010/11 FTE | Q4 2010/11 FTE | Q1 2011/12 FTE | Q2 2011/12 FTE |
| CEO & Support | 2.42 | 2.42 | 2.42 | 2.42 |
| Benefits & Exchequer | 58.59 | 53.59 | 53.59 | 50.59 |
| Finance | 56.01 | 53.42 | 57.23 | 57.23 |
| Human Resources | 28.32 | 20.79 | 27.44 | 27.44 |
| ICT | 52.76 | 49.76 | 52.76 | 53.76 |
| Legal & Electoral Services | 27.93 | 26.89 | 26.54 | 25.89 |
| Policy & Communication | 48.50 | 32.62 | 34.28 | 33.43 |
| Special Projects | 4.00 | 4.00 | 0.00 | 0.00 |
| Total Chief Executive | 278.54 | 243.49 | 254.26 | 250.76 |
| Children's Services | 129.39 | 126.67 | 154.58 | 152.16 |
| Youth Services and Commissioning | 61.36 | 48.01 | 58.80 | 51.20 |
| Customer Services | 38.63 | 35.99 | 35.99 | 35.99 |
| Education Services | 125.84 | 123.31 | 163.25 | 157.05 |
| Director & Support | 2.00 | 2.00 | 2.00 | 2.00 |
| Total Children and Young People | 357.22 | 335.98 | 414.62 | 398.40 |
| Adult Social Care | 428.93 | 425.80 | 371.00 | 356.59 |
| Cultural Services | 77.17 | 72.99 | 76.03 | 75.03 |
| Social Care Commissioning and Housing | 59.34 | 58.70 | 62.39 | 57.04 |
| System Transformation | 1.00 | 0.00 | 0.00 | 0.00 |
| Director & Support | 2.00 | 2.00 | 3.00 | 3.00 |
| Total Community Services | 568.43 | 559.49 | 512.43 | 491.67 |
| Property and Public Protection | 89.61 | 85.76 | 91.56 | 90.96 |
| Highways & Transport | 106.99 | 104.90 | 113.96 | 113.96 |
| Planning and Countryside | 89.48 | 86.77 | 104.64 | 101.43 |
| Director Support | 2.00 | 2.00 | 2.00 | 2.00 |
| Total Environment | 288.08 | 279.44 | 312.16 | 308.35 |
| GRAND TOTALS | 1,492.27 | 1,418.39 | 1,493.47 | 1,449.18 |

4. External and Joint Funded Establishment

- 4.1 The external and joint funded Establishment increased by 15.62 FTE in quarter two.
- 4.2 The total FTE which is externally and jointly funded now totals 98.22 FTE.
- 4.3 The total change in external and jointly funded FTE is summarised in the table below.

| Joint and Externally Funded Establishment | | | | | | |
|---|-------------------|-------------------|-------------------|-------------------|---|---------------------------|
| Q2 FTE 2010/11 | Q3 FTE 2010/11 | Q4 FTE 2010/11 | Q1 FTE 2011/12 | Q2 FTE 2011/12 | Total difference over the year | % Difference over Year |
| 255.15 | 240.32 | 210.48 | 82.60 | 98.22 | -156.93 | -61.51 |

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 | | | | | | |
|---------------------------|---|----------------|----------------|----------------|----------------|--------------------------------|------------------------|
| | Q2 FTE 2010/11 | Q3 FTE 2010/11 | Q4 FTE 2010/11 | Q1 FTE 2011/12 | Q2 FTE 2011/12 | Total difference over the year | % Difference over Year |
| Chief Executive | 39.22 | 37.43 | 37.62 | 33.98 | 33.97 | -5.24 | -13.37 |
| Children and Young People | 152.07 | 140.86 | 124.32 | 39.62 | 47.05 | -105.03 | -69.06 |
| Community Services | 27.82 | 27.44 | 18.87 | 6.00 | 8.00 | -19.82 | -71.24 |
| Environment | 36.05 | 34.59 | 29.67 | 3.00 | 9.20 | -26.85 | -74.48 |
| Total | 255.15 | 240.32 | 210.48 | 82.60 | 98.22 | -156.93 | -61.51 |

4.5 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 2010/11 and quarter one 2011/12. A summary of funding by directorate can be seen at appendix two.

| | Joint Funded Establishment | | | | External Funded Establishment | | | |
|--|----------------------------|--------------|--------------|--------------|-------------------------------|---------------|--------------|--------------|
| | Q3 FTE 10/11 | Q4 FTE 10/11 | Q1 FTE 11/12 | Q2 FTE 11/12 | Q3 FTE 10/11 | Q4 FTE 10/11 | Q1 FTE 11/12 | Q2 FTE 11/12 |
| CEO & Support | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Benefits & Exchequer | 0.00 | 5.00 | 4.00 | 4.00 | 22.78 | 21.97 | 22.98 | 22.97 |
| Finance | 1.00 | 1.00 | 0.00 | 0.00 | 2.00 | 2.00 | 0.00 | 0.00 |
| Human Resources | 0.00 | 0.00 | 0.00 | 0.00 | 0.81 | 0.00 | 0.00 | 0.00 |
| ICT | 1.00 | 1.00 | 0.00 | 0.00 | 2.81 | 2.00 | 0.00 | 0.00 |
| Legal & Electoral Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.65 | 0.65 | 0.00 | 0.00 |
| Policy & Communication | 0.76 | 0.00 | 0.00 | 0.00 | 4.62 | 3.00 | 2.00 | 2.00 |
| Special Projects | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 | 5.00 | 5.00 |
| Total Chief Executive | 2.76 | 7.00 | 4.00 | 4.00 | 34.68 | 30.62 | 29.98 | 29.97 |
| Children's Services | 25.71 | 26.21 | 1.00 | 1.00 | 9.81 | 8.00 | 5.23 | 6.03 |
| Youth Services and Commissioning | 6.29 | 6.29 | 0.00 | 5.29 | 4.62 | 3.62 | 0.00 | 0.00 |
| Customer Services | 0.00 | 0.00 | 0.00 | 0.00 | 1.62 | 0.00 | 0.00 | 0.00 |
| Education Services | 27.21 | 21.79 | 6.38 | 6.38 | 65.60 | 58.41 | 27.01 | 28.35 |
| Director & Support | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Children and Young People | 59.21 | 54.29 | 7.38 | 12.66 | 81.65 | 70.03 | 32.24 | 34.38 |
| | Joint Funded Establishment | | | | External Funded Establishment | | | |
| | Q3 FTE 10/11 | Q4 FTE 10/11 | Q1 FTE 11/12 | Q2 FTE 11/12 | Q3 FTE 10/11 | Q4 FTE 10/11 | Q1 FTE 11/12 | Q2 FTE 11/12 |
| Adult Social Care | 3.00 | 3.00 | 5.00 | 5.00 | 3.07 | 0.81 | 0.00 | 0.00 |
| Cultural Services | 2.65 | 2.65 | 0.00 | 0.00 | 1.41 | 0.41 | 0.00 | 1.00 |
| Housing and Performance | 4.00 | 3.00 | 0.00 | 1.00 | 10.31 | 7.00 | 1.00 | 1.00 |
| System Transformation | 1.00 | 1.00 | 0.00 | | 2.00 | 1.00 | 0.00 | |
| Director & Support | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Community Services | 10.65 | 9.65 | 5.00 | 6.00 | 16.79 | 9.22 | 1.00 | 2.00 |
| Property and Public Protection | 4.60 | 3.60 | 0.00 | 1.60 | 3.00 | 3.00 | 1.00 | 2.00 |
| Highways & Transport | 1.00 | 2.00 | 0.00 | 0.00 | 4.30 | 2.00 | 1.00 | 1.00 |
| Planning and Countryside | 1.81 | 1.81 | 0.00 | 0.00 | 19.88 | 17.26 | 1.00 | 4.60 |
| Director & Support | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Environment | 7.41 | 7.41 | 0.00 | 1.60 | 27.18 | 22.26 | 3.00 | 7.60 |
| GRAND TOTALS | 80.03 | 78.35 | 16.38 | 24.26 | 160.30 | 132.13 | 66.22 | 73.96 |

5. Directorate Commentaries (noting post changes over quarters one and two 2011/12)

5.1 Chief Executive.

- (1) The Chief Executive's directorate Establishment decreased by 3.51 FTE over the quarter. This decrease is due post deletions and reductions in hours.
- (2) Rolling annual turnover in the directorate: 12.40%.
- (3) Vacancy rate in the directorate: 7.70%.
- (4) Key points:
 - (a) Benefits and Exchequer: Two fixed term trainee posts were deleted this quarter as their funding came to an end. One Cashier post was reduced in FTE following Executive approval.
 - (b) Finance: A Procurement post was transferred from Legal and Electoral into Finance; and an Accountant post reduced in hours.
 - (c) Human Resources: The Social Care and Corporate Training team transferred into HR from Social Care Commissioning and Housing in quarter one. A small amount of FTE was reinstated to an HR Officer post to ensure the service FTE was in line with the budget and savings proposals.
 - (d) ICT: A new full-time post was created in the Print Room. This new post was approved as part of the service's budget proposals and savings programme.
 - (e) Legal: A Procurement post was transferred to Finance and one trainee post was deleted due to the end of fixed term funding.
 - (f) Policy and Communication: The Information Assistant post was deleted following retirement and a Policy Officer post was deleted following redundancy – both posts were part of the service's savings programme. FTE was adjusted in the Postal Services Team to enable the creation of a new Postal Services Officer post using existing Establishment FTE.
 - (g) There were no Establishment changes in CEO and Support or Special Projects.

5.2 Children & Young People.

- (1) The Establishment of the directorate decreased by 8.79 FTE over the quarter. This decrease is due to post deletions and inter-service transfers.
- (2) Rolling annual turnover in the directorate: 20.26%.

- (3) Vacancy rate in the directorate: 8.36%.
- (4) Key points:
 - (a) Children's Services: Two trainee posts were deleted due to their fixed term funding coming to an end. A Family Support Worker post was transferred out to Youth Services and Commissioning and a Youth Worker post was transferred in from Youth Services and Commissioning.
 - (b) Education Services: The review of Children's Centre provision resulted in many changes over the period. Seven new posts were created and nine were reduced in hours or deleted as a result of the review. Various other posts reduced in hours to match post-holder occupancy and several were deleted as their fixed term funding ceased. Some deletions occurred as part of the service's savings programme or as a result of team restructures. One post was transferred to Property and Public Protection.
 - (c) Youth Services and Commissioning: There were many changes in this service area. Several posts were transferred between services, some were deleted and created as part of savings programmes and restructuring. One post was created for a casual worker who had accrued employment rights.
 - (d) There were no Establishment changes in Director and Support or Customer Services.

5.3 Community Services.

- (1) The Establishment of the directorate decreased by 18.76 FTE over the quarter. This decrease is due to post deletions and inter-service transfers.
- (2) Rolling annual turnover in the directorate: 23.12%.
- (3) Vacancy rate in the directorate: 12.54%.
- (4) Key points:
 - (a) Adult Social Care: This service area has been restructured since last reporting and this has been reported upon separately. In summary, 233 posts (230.62 FTE) has been deleted from the Establishment and 78 new posts (161.62 FTE) have been created. One fixed term post transferred into the service from System Transformation.
 - (b) System Transformation: This service has been deleted and all posts either deleted or transferred to other service areas.
 - (c) Social Care Commissioning and Housing: The service changed its name from Housing and Performance on 01/04/11. Four posts were deleted as their funding ceased. As noted against HR, the Social Care and Corporate Training team transferred to HR in quarter one. One

new fixed term post was created to support the Adult Social Care Personal Budgets programme.

- (d) Director and Support. This area increased by 1.0 FTE following the transfer of an administrative post in from System Transformation.

5.4 Environment.

- (1) The Establishment of the directorate increased by 2.39 FTE over the quarter. This increase is due to inter-service transfers and re-instatement of deleted posts.
- (2) Rolling annual turnover in the directorate: 9.81%.
- (3) Vacancy rate in the directorate: 8.42%.
- (4) Key points:
 - (a) Planning and Countryside: One post was transferred to Property and Public Protection and another re-established following deletion on 31/03/11. On 31/03/11 Executive approved the retention of the Access Advisor post.
 - (b) Property and Public Protection: One post was transferred to the service from Education Services and another from Planning and Countryside. The Padworth Client Officer post was re-established following deletion in error; the post is part of the service's savings programme for 2012/12 and should not have been deleted on 31/03/11.
 - (c) There were no Establishment changes in Director and Support or Highways and Transport.

6. Conclusions

- 6.1 The total Establishment has decreased over the quarter.
- 6.2 The total Establishment at the end of quarter two 2011/12 is 1547.40 FTE, a decrease of 28.67 FTE when compared to the total of 1576.07 FTE at the end of quarter one 2011/12.
- 6.3 The amount of vacant FTE has decreased to 148.59 FTE. At the end of quarter one there was 179.45 vacant FTE.
- 6.4 The overall vacancy rate was 9.60%, down from 11.39% at the end of quarter one. For comparison the vacancy rate at quarter two 2010/11 was 10.82%.
- 6.5 The rolling annual turnover rate was 18.02%. For comparison the rate at quarter two was 10.36%.
- 6.6 The rolling voluntary turnover (excludes redundancies) for 2010/11 was 6.31%. For comparison the rate at quarter two 2010/11 was 6.89%.

Appendices

| | |
|------------|---|
| Appendix 1 | Establishment trends Q3 2010/11 to Q2 2011/12 (figures for comparison over the past 4 quarters) |
| Appendix 2 | Trends in funding for established posts Q3 2010/11 to Q2 2011/12 |
| Appendix 3 | Overtime, Casual Workers; and Agency Spend by Directorate |
| Appendix 4 | Glossary and Definitions |

Consultees

| | |
|----------------------------|--|
| Local Stakeholders: | Corporate Board 15 th November 2011 Management Board 1 st December 2011 |
| Officers Consulted: | As above |
| Trade Union: | Not consulted |

Equality Impact Assessment – Stage One

| | |
|--|--|
| Name of item being assessed: | |
| Version and release date of item (if applicable): | |
| Owner of item being assessed: | |
| Name of assessor: | |
| Date of assessment: | |

| |
|---|
| 1. What are the main aims of the item? |
| |

| | | |
|---|----------------------------------|-------------------------------------|
| 2. Note which groups may be affected by the item, consider how they may be affected and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation) | | |
| Group Affected | What might be the effect? | Information to support this. |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Further comments relating to the item: | | |
| | | |

| | |
|--|---|
| 3. Result (please tick by double-clicking on relevant box and click on 'checked') | |
| <input type="checkbox"/> | High Relevance - This needs to undergo a Stage 2 Equality Impact Assessment |
| <input type="checkbox"/> | Medium Relevance - This needs to undergo a Stage 2 Equality Impact Assessment |
| <input type="checkbox"/> | Low Relevance - This needs to undergo a Stage 2 Equality Impact Assessment |
| <input type="checkbox"/> | No Relevance - This does not need to undergo a Stage 2 Equality Impact Assessment |

For items requiring a Stage 2 equality impact assessment, begin the planning of this now, referring to the equality impact assessment guidance and Stage 2 template.

| | |
|---|--|
| 4. Identify next steps as appropriate: | |
| Stage Two required | |
| Owner of Stage Two assessment: | |
| Timescale for Stage Two assessment: | |
| Stage Two not required: | |

Name:

Date: