

## **CABINET – 18 MAY 2010**

### **ESTABLISHMENT REVIEW**

#### **Report by Head of Human Resources**

#### **Introduction**

1. This report provides an update on Establishment Review activity and the associated Recruitment Approval process. It also gives details of the agreed establishment figure at 31 March 2010 together with staff numbers reported at that date.
2. The overall objectives of the review are to:-
  - gain control over the numbers of staff, which should result in an initial stabilisation and subsequent reduction in numbers as well as cost savings;
  - achieve a shift in distribution of resources to front-line services and certain approved business critical roles;
  - reduce overall costs associated with temporary/interim staff and recruitment advertising;
  - handle redeployment more effectively;
  - raise accountability across the Council in terms of resource allocation.

#### **Current Numbers**

3. In headline terms, the establishment and staffing numbers (FTE) as at 31 March 2010 are 5836.19 Establishment (5283.56 FTE in post). These figures exclude the school bloc, but include cleaning and catering staff based in schools employed within Food with Thought and QCS Cleaning and Facilities.
4. We monitor the balance between full time and part time workers to ensure that the best interests of the Council and the taxpayer are served. For information, the numbers as at 31 March 2010 were as follows: Full time – 3448 and Part time –4051. This equates to the total of 5283.56 FTE.
5. All service areas within directorates have an agreed establishment figure which is updated on a quarterly basis.
6. The main changes between Quarter 3 and Quarter 4 are:
  - Coroner posts equivalent to 6.6 FTE have transferred from Thames Valley Police to Legal & Democratic Services;
  - Increase in Shared Services due to a growing demand by schools for the services of Food with Thought and Quest Cleaning;

- Increase in the Southern Area of Children, Young People & Families. This is partly due to the movement of posts between service areas, and partly due to the addition of the lunar payroll employees (e.g. Care Assistants). Employees on the lunar payroll are paid on a timesheet basis which fluctuates each period. Due to the complexities of recording the information on SAP they have not been included accurately in the past. This quarter, the figures have been produced from an automated process for the first time and now include the lunar paid numbers. It is suggested that from the next quarter details for lunar paid employees are shown separately to show the fluctuations on a quarter by quarter basis.

7. Establishment changes between 1 April 2009 and 31 March 2010 are shown in the table below. A breakdown of movements by directorate and service area is provided at Appendices 1 and 2.

	Main reasons for changes to establishment	Changes in Establishment FTE	Establishment expressed in FTE
Establishment Figure at 31 March 2009 – Non-Schools			5359.75
Establishment Figure at 30 June 2009 – Non-Schools	Food with Thought and QCS Cleaning and Facilities transferred to Shared Services having previously been counted with Schools; Oxford City Council ICT transferred in.	459.32	5819.07
Establishment Figure at 30 September 2009 – Non-Schools	Transfer of Cogges Farm Museum from County Council Ownership. Restructure of CYP&F continued with creation of new posts prior to reviewing deletions within old post structure. Review of vacancies within Food with Thought and QCS.	26.28	5845.35

Establishment Figure at 31 December 2009 – Non-Schools	ICT Contractors moved to existing vacant posts within ICT; New posts in the Financial Management Accounting Team for Schools and Social & Community Services as well as SAP Trainers for Schools. Review of vacancies.	-55.79	5789.56
Establishment Figure at 31 March 2010 – Non-Schools	Coroners transferred from Thames Valley Police; Growing demand by schools for the services of Food with Thought and Quest Cleaning; Information on staff paid on timesheets now included in establishment for CYP&F.	46.63	5836.19
Net Change		476.44	5836.19

### Agency/Advertising costs

8. The cost of agency staff for Quarter 4 will be reported with the Quarter 1 2010/11 figures due to the earlier submission of this report. The cost of recruitment advertising has continued to reduce for Quarter 4 due to the move away from paper based advertisements to on-line:

<b>Recruitment Advertising Costs Q1 – Q4</b>			
<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>
159,156.34	34,428.82	33,319.58	20,293.07

### Redeployment

9. All staff in the redeployment pool are considered for each vacancy - this is now an integral part of the recruitment approval process. All vacancies

coming through the approvals process, including exempt posts, go to the Job Finder Service before being released for advertisement to ensure that anyone whose job is at risk is considered prior to advertising, if they meet the minimum specification for the job. The Job Finder Service also works closely with the Oxfordshire Employment Service who aim to find employment for people with physical and learning disabilities. Since the job finder service was introduced in January 2007, there have been 79 successful redeployments.

## **Accountability**

10. To ensure that we achieve the required shift in distribution of resources to front-line services and other business critical roles and that we have the appropriate resource allocation in place, Heads of Service are required to check and confirm establishment data by their service area on the following basis (dates below reflect this quarter's reporting):
- Establishment figure (FTE) at 31 March 2010
  - Authorised vacancies (FTE) included in that number
  - FTE employed at 31 March 2010
  - Reason for movement over the last quarter – details of new posts, resignations, temporary appointments
  - Vacancies at 31 March 2010 (FTE)
  - Grant funded posts (FTE)
11. Vacancies held for longer than 6 months need to be justified by directorates. These are under continual challenge with our service areas via the HR Business Partners. There has been a reduction by a further 64.87 between Quarter 3 and Quarter 4.

## **RECOMMENDATION**

12. **The Cabinet is RECOMMENDED to:**
- (a) **note the report; and**
  - (b) **confirm that the Establishment Review continues to meet requirements in reporting and managing staffing numbers.**

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Background Papers: Nil

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