

CABINET – 15 DECEMBER 2009

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 30 September 2009 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 30 September 2009 are 5845.35 Establishment (5186.03 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 30 September 2009 were as follows: Full time – 3402 and Part time – 3952. This equates to the total of 5186.03 FTE.
5. All service areas within directorates have an agreed establishment figure which is updated on a quarterly basis. Within Children, Young People and Families the establishment is still being finalised following the restructuring. There is a review being undertaken of posts which still remain under the old structure These will be data cleaned and either transferred to the new structure or deleted in due course.
6. The main changes between Quarter 1 and Quarter 2 are:
 - The closure of Cogges Farm Museum;

- Vacancy data clean for Food with Thought Food and QCS Cleaning Facilities where all posts vacant for more than 6 months have been deleted from the establishment;
 - Term has ended for Adult Learning and at the time of running the figures for this report no notification had been received on new starters for the current term;
 - 2.0 FTE posts have transferred from Financial Management Accounting in Shared Services to Corporate Core;
 - Communications are still holding vacant posts pending a further review.
7. Establishment changes between 1 July 2009 and 30 September 2009 are shown in the table below. A breakdown of movements by directorate and service area is provided at Appendices 1 and 2.

	Changes	Establishment expressed in FTE
Reported establishment Figure at 30 June – Non-Schools		5819.07
Additions to Establishment	72.19	5891.26
Deletions from Establishment	45.91	
Establishment Figure at 30 September 2009		5845.35
Net Change	26.28	

Agency/Advertising costs

8. There has been a reduction in the cost of agency staff this quarter and a review of recruitment advertising is about to be undertaken with the aim of further reducing costs in this area.

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 66 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 30 September 2009
 - Authorised vacancies (FTE) included in that number
 - FTE employed at 30 September 2009
 - Reason for movement over the last quarter – details of new posts, resignations, temporary appointments
 - Vacancies at 30 September 2009 (FTE)
 - Grant funded posts (FTE)

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

RECOMMENDATION

11. **The cabinet is RECOMMENDED to:**
- (a) note the report**
 - (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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