

## **CABINET – 16 MARCH 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 December 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 31 December 2009 are 5789.56 Establishment (5235.43 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 December 2009 were as follows: Full time – 3427 and Part time – 4027. This equates to the total of 5235.43 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 2 and Quarter 3 are:
  - Special Educational Needs Support Service have moved from Central to South;
  - Increase of 12.88 employed FTE in ICT due to a number of contractors being moved into existing vacant posts within the team;

- Some administrative staff have moved to Adult Social Care from Strategy & Transformation within Social and Community Services. Previously administrative support staff were all held centrally within Strategy & Transformation and have now been transferred to the operational teams under Adult Social Care.
- Shared Services establishment showed decrease at 30-9-09 of -41.57 FTE but should have shown -25.88 therefore this quarter increase 14.61 FTE. This increase is due to new posts in the Financial Management Accounting Team for Schools and Social & Community Services as well as SAP Trainers for Schools.

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

	<b>Changes</b>	<b>Establishment expressed in FTE</b>
Reported establishment Figure at 30 September – Non-Schools		5845.35
Additions to Establishment	38.71	5884.06
Deletions from Establishment	-94.5	5789.56
Establishment Figure at 30 December 2009		5789.56
Net Change	-55.79	

### **Agency/Advertising costs**

8. The cost of agency staff has remained static this quarter. The cost of recruitment advertising has reduced considerably since Quarter 1 due to the move away from paper based advertisements to on-line:

<b>Recruitment Advertising Costs Q1 – Q3</b>		
<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>
159,156.34	34,428.82	33,319.58

## **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 74 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 December 2009
  - Authorised vacancies (FTE) included in that number
  - FTE employed at 31 December 2009
  - Reason for movement over the last quarter – details of new posts, resignations, temporary appointments
  - Vacancies at 31 December 2009 (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. A further review of vacancies was conducted in December which has resulted in an overall reduction of 112.87 FTE.

## **RECOMMENDATION**

**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.**

STEVE MUNN  
Head of Human Resources

Background papers: Nil

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5 February 2010