

Division(s):

CABINET – 15 SEPTEMBER 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 June 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 June 2009 are 5819.07 Establishment (5134.76 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 June 2009 were as follows: Full time – 3376 and Part time – 4025. This equates to the total of 5134.76 FTE.
5. All service areas within directorates have an agreed establishment figure which is updated on a quarterly basis. The Children, Young People and Families establishment is still being finalised following the recent restructuring. The emphasis at this stage has been to ensure employees have been transferred into the correct service areas within the new structure. There are a number of posts which still remain under the old structure and have therefore been counted towards the establishment for Quarter 1. These will be data cleaned and either transferred to the new structure or deleted. This will reduce the overall establishment for this directorate and will be reflected in Quarter 2.
6. A number of services have been transferred between directorates in this quarter, including :

- Food with Thought and QCS Cleaning and Facilities have transferred to Shared Services. These services were previously counted with Schools;
- Occupational Health, Career Development and Job Finder Service have transferred to Shared Services from Strategic HR&OD.
- Thames Valley Environmental Records has moved from Social and Community Services to Environmental Services;
- Social Care Apprentices have moved from Social and Community Services to Children, Young People & Families.

In addition The Council has now taken over responsibility for the ICT for Oxford City Council. The Oxford City ICT employees have transferred to the County Council under TUPE arrangements.

7. Establishment changes between 1 April 2009 and 30 June 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 31 March 2009 – Non-Schools		5359.75
Additions to Establishment	477.32 *	5837.07
Deletions from Establishment	18.0	
Establishment Figure at 30 June 2009		5819.07
Net Change	459.32	

*includes the transfer of posts within Food with Thought and QCS Cleaning and Facilities which were previously counted with Schools.

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