

<b>Title of Report:</b>	<b>Annual Employment Report 2008/09</b>	<b>Item 9</b>
<b>Appendix:</b>	<b>Quarter Four 2008/09 Establishment Report</b>	
<b>Report to be considered by:</b>	Executive	
<b>Date of Meeting:</b>	28 May 2009	
<b>Forward Plan Ref:</b>	EX1726 and EX1843	

**Purpose of Report:**

- 1) To report on the Council's workforce trends for the year ended 31<sup>st</sup> March 2009.
- 2) To report on changes to the WBC Establishment in Quarter 4 2008/09.

**Recommended Action:**

- 1) To note the Annual Employment Report 2008/09.
- 2) To note the Quarter 4 2008/09 Establishment Report.

**Reason for decision to be taken:** To update Members.

**Other options considered:** None

**Key background documentation:**

- HR Resourcelink Database
- EMS
- Quarters 1, 2, 3 and 4 2008/09 Establishment Reports
- HR Benchmark 2008 - Workforce Performance Indicators
- CIPD "Recruitment, Retention and Turnover 2007"
- Local Workforce Census 2001
- Local Government Workforce Survey 2008 - England

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:

<b>Portfolio Member Details</b>	
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<b>Date Portfolio Member agreed report:</b>	18 May 2009

Contact Officer Details	
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**Implications**

**Policy:** None.

**Financial:** There are no financial implications.

**Personnel:** These are covered in the report.

**Legal/Procurement:** None.

**Property:** None.

**Risk Management:** None.

**Equalities Impact Assessment:** N/a.

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

## Executive Summary

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### 1. Introduction

- 1.1 The Annual Employment Report presents a snapshot of the workforce employed by West Berkshire Council on the 31<sup>st</sup> March 2009. It also examines how the workforce has changed over the period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009.
- 1.2 The number of established posts (excluding school-based posts) across the Council expressed as a full-time equivalent (FTE) has increased from 1724.36 FTE at 31 March 2008 to 1743.17 FTE at 31 March 2009. The number of externally and jointly funded posts has increased to 169.39 FTE reflecting the Council's success in attracting external funding and promoting partnership working. The breakdown by directorate of these figures is reported to the Executive on a quarterly basis and can be seen at Appendix A of this report.
- 1.3 Overall the workforce employed represents the community which it serves, both in terms of ethnicity and disability. However, the Council does employ more women than men compared to the local authority average, and the female workforce is of a higher percentage than the demographics of the local community.
- 1.4 The top 5% of earners are mainly of white ethnic origin, without a disability and over the age of 45. In terms of gender, it is split evenly between men and women.
- 1.5 There have been 277 new starters with the Council over the period, and 243 leavers.
- 1.6 When compared to last year, the Council headcount has increased from 1798 to 1824.
- 1.7 68 women have taken maternity leave and 3 men have taken paternity leave during the period. Of the women returning from maternity leave, 57.14% have chosen to reduce their hours.
- 1.8 A report will go to Management Board outlining activities which will be undertaken to reduce sickness absence during 2009/10 in light of the increase from 9.72 days (2007/08) to 9.95 days (2008/09).

### 2. Proposals

- 2.1 The report does not include any proposals and is for information only.

### 3. Conclusion

- 3.1 The report shows the changes that have occurred in the workforce for the last financial year. Overall, it shows that the Council is in line with other local authority averages or where different, still reflects the community which it serves.
- 3.2 The analysis of the workforce trends shows that West Berkshire Council is fairly typical of the local government averages across a range of benchmark indicators. The response to the challenges of ensuring the workforce is delivering services in an effective and efficient way is set out in a separate document, 'The Workforce Strategy'.

## Executive Report

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### 4. Introduction

- 4.1 The Annual Employment Report reviews the structure of the workforce employed by West Berkshire Council over the period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009.
- 4.2 For the Corporate workforce the data has been populated from the HR Resourcelink database, and for schools information has been taken from EMS. Wherever possible the figures are contrasted to the previous year's report for the period 1<sup>st</sup> April 2007 to 31<sup>st</sup> March 2008 to show any significant changes.
- 4.3 Where appropriate, the report highlights comparisons with other local authorities and the schools only sector. The figures used are part of the DLA Piper "HR Benchmarking - Workforce Performance Indicators Local Government Report - 2008". This survey covers the period 1<sup>st</sup> January 2008 to 31<sup>st</sup> December 2008. Whilst it does not cover exactly the same time period, it is useful to compare the data.
- 4.4 The report also compares workforce data with the Local Workforce Census 2001, to demonstrate how the workforce of West Berkshire Council reflects the local community. This Census is carried out every ten years and although data from 2001 may now seem somewhat out of date the information remains valuable.
- 4.5 The report is broken down into nine areas:
- Headline Establishment and type of employment;
  - Diversity profile of workforce;
  - Starters and Leavers;
  - Family Friendly;
  - Absence;
  - Grievance and Disciplinary;
  - Training and Development; and,
  - Schools based staff.

### 5. Headline Establishment and Type of Employment

- 5.1 This section describes the establishment of West Berkshire Council (excluding school based posts) during the period. It looks at how the headcount is broken down into the type of employment (including full and part-time), how the posts are funded and the vacancy rate.
- 5.2 Establishment figures are reported on a quarterly basis and demonstrate the change occurring over the different periods. The Quarterly Establishment Report for Quarter 4 2008/09 can be seen in Appendix A.
- 5.3 The establishment headcount for West Berkshire Council at 31<sup>st</sup> March 2009 was 1824, an increase of 67 from the 1798 figure reported on 31<sup>st</sup> March 2008.
- 5.4 This represents a full-time equivalent (FTE) of 1743.17 FTE on 31<sup>st</sup> March 2009, an increase of 18.81 FTE from the 1724.36 FTE reported on 31<sup>st</sup> March 2008.

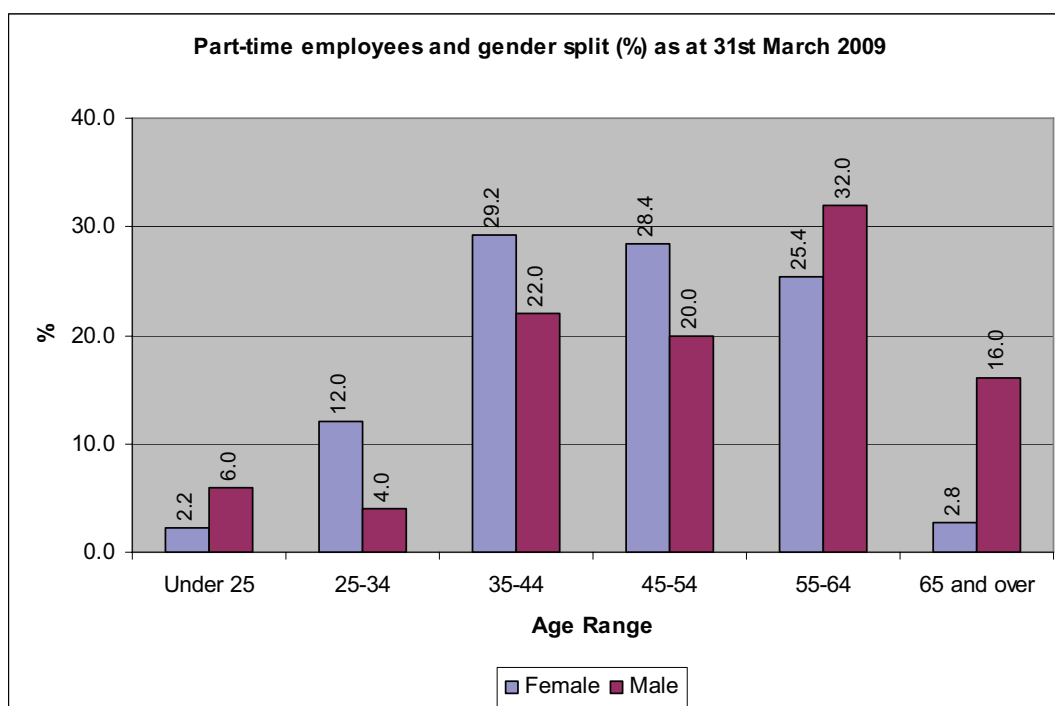
5.5 Part/Full Time Working

	06/07	07/08	08/09	Local Authority Average
Full Time Workers	56%	60%	<b>60%</b>	59%
Part Time Workers	44%	40%	<b>40%</b>	41%

5.6 West Berkshire Council is comparable to the average for other local authorities, and typical of the public sector which has a number of roles that are suited to part-time working, and is more favourable towards flexible working arrangements. The figure has decreased when compared to 2006/07, but remains the same as 2007/08.

5.7 Of this split, around 49% of females work part-time compared to 11% of males, showing that there is still a typical gender pattern of more women working part-time compared to men.

5.8 The graph below shows that women are more likely to work part-time from the age 35 to 54. Men are more likely to work part-time in the lower age range, or when approaching retirement from age 55+.



5.9 Funding of Posts

5.10 WBC demonstrates its commitment to partnership working by establishing a number of posts that are externally funded or joint funded. The majority of these posts are in the Children and Young People directorate.

5.11 Posts established through external funding equals 125.05 FTE for this reported year, an increase of 3.27 FTE when compared to 2007/08.

5.12 With regards to jointly funded posts, the establishment reports an increase of 6.94 FTE to 44.34 FTE in 2008/09.

5.13 Further details can be seen in Appendix A, Quarterly Establishment Report for Quarter 4 2008/2009.

5.14 Vacancy Rate

5.15 Overall for West Berkshire Council there has been a decrease in the vacancy rate. In 2007/08 the vacancy rate was 14.70% and this has decreased by 4.59% to 10.11% in 2008/09.

**6. Diversity Profile of the Workforce.**

6.1 This section breaks down the workforce into the main diversity areas based on the employee's main post. It reports the stand-alone figures, but also contrasts where necessary in order to give an overarching picture of the people employed at West Berkshire Council.

6.2 The areas covered include:

- Gender;
- Ethnic Origin;
- Disability;
- Age;
- Top 5% earners; and,
- Employees who live in the West Berkshire Area.

6.3 Differences in figures from previous years, especially with regards to gender, ethnic origin, disability and age may be explained by changes in starters and leavers. This will be identified in section 7.

6.4 Gender

		<b>06/07</b>	<b>07/08</b>	<b>08/09</b>	<b>West Berkshire Area</b>	<b>Local Authority Average</b>
<b>West Berkshire Council</b>	<b>Male</b>	25.00%	23.80%	<b>24.23%</b>	49.63%	32.50%
	<b>Female</b>	75.00%	76.20%	<b>75.77%</b>	50.37%	67.50%

6.5 The table above shows that West Berkshire Council has a higher than average female workforce compared to other local authorities and the representative population in West Berkshire. As can be seen West Berkshire Council has typically had a higher percentage of women working compared to other local authorities or the local area.

	<b>Chief Executive</b>	<b>Children &amp; Young People</b>	<b>Community Services</b>	<b>Environment</b>
Male	34.48%	14.0%	13.58%	56.7%
Female	65.52%	85.9%	86.4%	43.3%

6.6 The table above shows that the directorates have noticeable gender differences with more women being employed in Children and Young People and Community Services. This may be due to the type of professions involved in each directorate and shows that gender differences persist. It may also explain why more women are employed in the Council than males as Children and Young People and Community Services account for 65.7% of the workforce.

6.7 Ethnic Origin

		<b>06/07</b>	<b>07/08</b>	<b>08/09</b>	<b>West Berkshire Area</b>	<b>Local Authority Average</b>
<b>West Berkshire Council</b>	<b>BME</b>	4.00%	3.08%	<b>2.85%</b>	2.63%	3.8%
	<b>White</b>	89.00%	86.18%	<b>83.17%</b>	97.37%	96.2%

6.8 The table above shows that whilst West Berkshire Council employs fewer Black and Minority Ethnic (BME) staff than the local authority average, the Council reflects the community which it serves. Due to the small numbers involved, the decrease in figures from the previous years is not statistically significant, especially given the local demographic figures.

6.9 Disability

		<b>06/07</b>	<b>07/08</b>	<b>08/09</b>	<b>West Berkshire Area</b>	<b>Local Authority Average</b>
<b>West Berkshire Council</b>	<b>Disabled</b>	3.00%	3.00%	<b>3.78%</b>	2.30%	3.10%
	<b>Non-disabled</b>	97.00%	97.00%	<b>96.22%</b>	97.70%	96.90%

6.10 The Census does not record how many people who are economically active have a disability. However, it does report that 2.3% of residents class themselves as long-

term disabled. In this respect the Council therefore reflects the local population which it serves.

- 6.11 The table above shows that the number of employees recording a disability has increased since 2007/08. The Council was awarded the 'Two Ticks Positive About Disability' status which is a recognition given by Jobcentre Plus to employers based in Great Britain who have agreed to take action to meet five commitments regarding the employment, retention, training and career development of disabled employees.
- 6.12 Again, due to the small size of the figures, the difference in statistics between West Berkshire Council and the local authority average is not significant.

6.13 Age

	06/07	07/08	08/09	West Berkshire Area
<b>West Berkshire Council Average Age</b>	44.5	45	<b>45</b>	37.8

- 6.14 The table above shows that the age of the workforce has increased slightly over previous years and this is due to changes in legislation which permit people over 65 to request to continue working. This is represented by the fact that 1.9% of the Council workforce now falls into the 65+ age category, as compared to 1.2% in 2007/08.
- 6.15 Just over half of the total Local Authority workforce is aged between 35 and 54 (56.3%). The average age of West Berkshire Council employees is 45.
- 6.16 The average age of the workforce has remained reasonably constant for the last three years.
- 6.17 The Council has an older workforce than the community it serves. However, the difference is not large enough to cause concern.
- 6.18 Top 5% of Earners
- 6.19 The top 5% of earners are those WBC employees with the highest salaries; calculated by using full-time equivalent basic salaries.
- 6.20 The top 5% of earners within the Council are mainly of a white ethnic origin (56%), without a disability (93.5%) and over the age of 45 (71.54%).
- 6.21 When compared to previous years, this group has altered slightly. In 2007/08 80.7% of the top 5% of earners were over the age of 45, this is now 71.54%. 93.5% have not recorded themselves as having a disability; an increase from 87.25% in 2007/08.
- 6.22 Of the top 5% of earners, only 10.57% work part-time. This is very different to the general workforce of WBC and shows that towards the top of the grading structure employees are less likely to work part-time.
- 6.23 50.4% of the top 5% of earners are female compared to the local authority average of 46.6%.



	<b>Chief Executive</b>	<b>Children &amp; Young People</b>	<b>Community Services</b>	<b>Environment</b>
<b>Top 5% Male</b>	23.58%	11.38%	3.25%	11.38%
<b>Top 5% Female</b>	11.38%	26.83%	10.57%	1.63%

6.24 The table above shows that it can be seen that gender differences do persist in the directorates, especially at management level.

6.25 In 2007/08 there were no top 5% female workers in the Environment Directorate; this is now 1.63%.

6.26 Staff Who Live in the West Berkshire Area

6.27 75.66% of employees live in the West Berkshire Area (based on postcodes including RG7, RG8, RG14, RG17, RG18, RG19, RG20, RG30, RG31 and OX12). Of this only 27.52% live in the RG14 (Newbury) area.

6.28 Of the top 5% of earners, 45.53% live in the West Berkshire Area, with 12.19% living in RG14.

**7. Starters and Leavers**

7.1 This section reviews the change in the workforce over the period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009. It examines the people entering the Council as well as those leaving.

7.2 The average length of local government service for a West Berkshire Council employee is 4.89 years. As can be seen in the table below, the average length of service has declined over the past few years.

	<b>06/07</b>	<b>07/08</b>	<b>08/09</b>
<b>West Berkshire Council Average Length of Service</b>	7.41	6.7	<b>4.89</b>

7.3 This decrease reflects the national change in workforce as people are staying with companies for less time, although the current recession may reverse this trend.

7.4 New Starters & Leavers

7.5 In 2008/09 there were 277 new starters to the Council and 243 leavers.

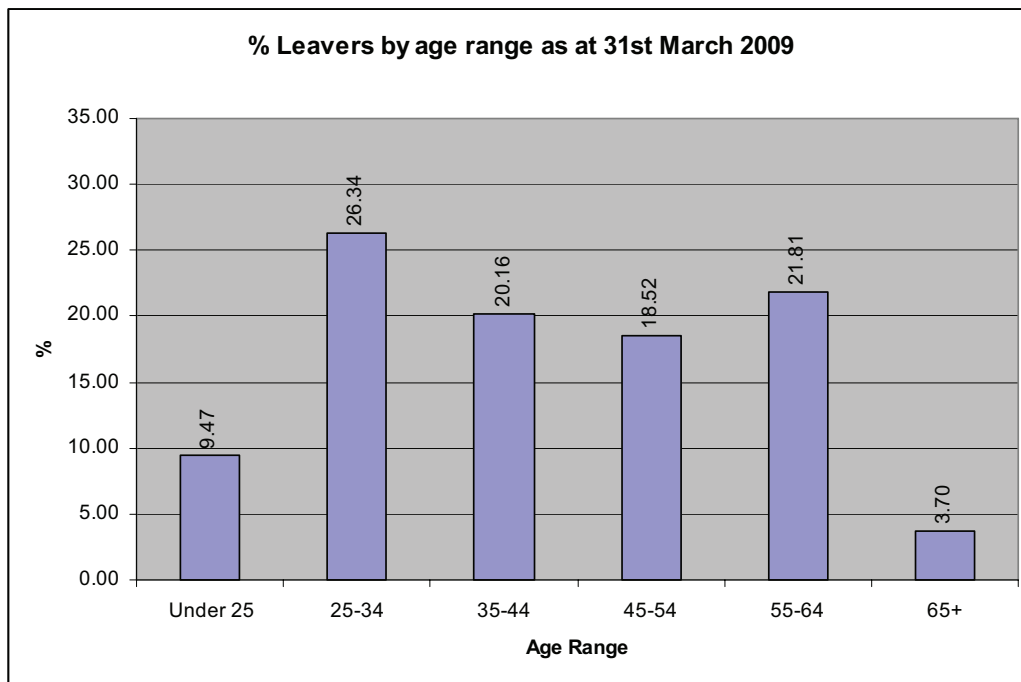
7.6 Out of this, 74.07% of leavers were female, compared to 67.87% of new starters. This will have resulted in the slight decrease of the percentage of women working at West Berkshire Council compared to previous years (see 6.4).

- 7.7 3.6% of new starters were of a BME origin, but 6.17% of leavers were of a BME origin. Again this will explain the slight decrease in the percentage of BME employees working at WBC compared to previous years (see 6.7).
- 7.8 2.53% of new starters classed themselves as having a disability. 2.47% of leavers have had a disability (see 6.10).
- 7.9 The average age of a new starter was 38. The average age of a leaver was 43 years old (see 6.14).

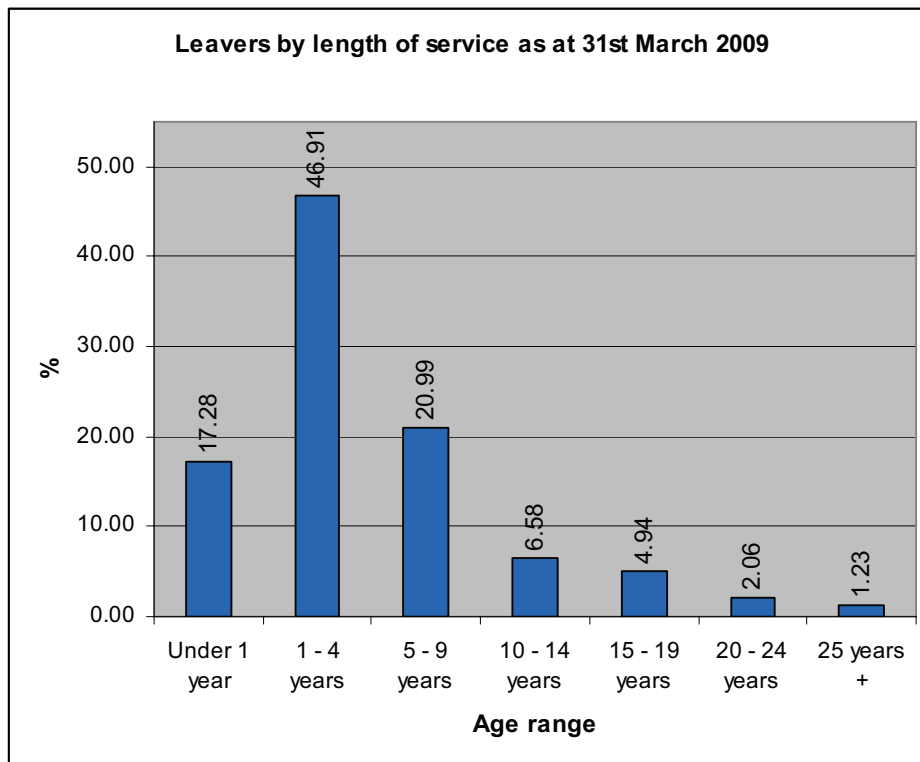
7.10 Turnover

7.11 Turnover has decreased by 1.63% from 12.04% in 2007/08 to 10.41% in 2008/09.

7.12 As the graph below demonstrates, the highest turnover was for those aged 25-34. The main reason for this group leaving was voluntary resignation. For those aged 54-64, 37.7% left due to retirement or ill health. For those aged 65+, as expected 66.7% left for retirement reasons.



7.13 The average length of service for a leaver is 5 years, slightly longer than the 4 years reported in 2007/08. General workforce trends suggest that the length of service is gradually decreasing. CIPD figures (Source: Recruitment, Retention and Turnover 2007) show that on average around 75% of the workforce have less than 5 years service. Therefore it is typical to expect turnover in these categories as shown below. However, given the current recession and uncertain economic climate, employees may be remaining in their existing positions for longer at the moment.



- 7.14 Of the 243 leavers, 175 (72.02%) voluntarily resigned as opposed to leaving for some other reason, such as redundancy. This means the voluntary turnover rate is 9.55% which is slightly lower than the average for all local authorities. The current local authority average is 10.1%.
- 7.15 The stability index is 89.06%; this is compared to the average local authority stability index of 85.8%. The stability index indicates the proportion of staff that have been with an organisation for 12 months or more, and therefore the higher the index, the more it demonstrates that people remain within the organisation. Again this demonstrates that West Berkshire Council is higher than average at retaining staff.

## 8. Family Friendly

- 8.1 Family friendly policies include maternity and paternity leave, the option to come back on part-time hours from such leave and the promotion of benefits such as childcare vouchers.
- 8.2 Over the timeframe of this report, 68 women have taken maternity leave. The average age of a woman on maternity leave is 32. The average length of maternity leave is 253 days.
- 8.3 Over the period 21 women have returned from leave. 42.86% of women have returned to the same hours as before they went on leave. 57.14% have reduced their hours demonstrating the flexibility of the Council in supporting women to return to work from maternity leave.
- 8.4 With regards to paternity leave, 3 men have formally taken paternity leave. The most common length of leave is 12 days.
- 8.5 Over the period, 1 employee has taken adoption leave.

8.6 One main benefit West Berkshire Council offers its staff is childcare vouchers. This allows employees to buy childcare vouchers through their gross salary and therefore benefit on tax and NI savings. 59 corporate employees and 78 school employees have taken up this benefit. Promotional work was carried out during 2008/2009 to promote this employee benefit.

**9. Absence**

	<b>06/07</b>	<b>07/08</b>	<b>08/09</b>	<b>Local Authority Average</b>
<b>Working days lost per person per year (excluding absences over 50 calendar days)</b>	9.02 days	6.46 days	6.19 days	n/a
<b>Working days lost per person per year (including absences over 50 calendar days)</b>	10.37 days	9.72 days	9.95 days	9.3 days
<b>Total working days lost overall</b>	17,724	16,764	18,220	n/a

9.1 The average number of days lost (excluding absences over 50 calendar days) has decreased since 2007/08, but the number of days lost due including long term absence as increased slightly.

9.2 The Local Authority average has decreased from 11.4% in 2007/08 to 9.3 days in 2008/09.

9.3 The main causes of absence are:

- Stress, depression or anxiety related absence (20.43%);
- Infections to include colds and flu (15.85%);
- Other muscular-skeletal problems (15.27%);
- Stomach, liver, kidney and digestion (9.37%); and,
- Other (7.10%).

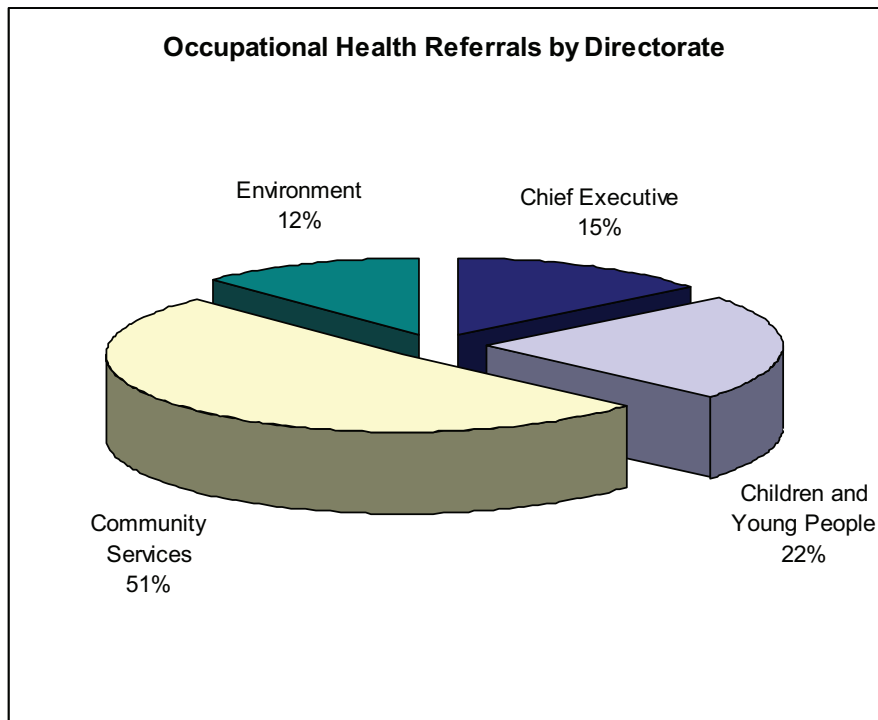
9.4 This is comparable to other local authorities where stress, depression or anxiety related absence equates to 18% of absence, followed by cold/flu and other infections for 13% of absence and other muscular-skeletal equating to 10% of absence.

- 9.5 It should be noted that reason for absence is recorded from the sickness certification forms and therefore it is possible that the reason for absence is not given. Stress related absence covers both home and work related reasons.
- 9.6 Further work will be undertaken by the HR team to investigate the reasons for absence and to make recommendations. A further report will come to Corporate Board and Management Board outlining activities which will be undertaken to reduce sickness absence during 2009/10.

## 10. Disciplinary and Grievance

	07/08	08/09	Local Authority Average
<b>Disciplinary/Capability</b>	53 cases resulting in 9 formal warnings or dismissals	49 cases resulting in 17 formal warnings or dismissals	n/a
<b>Cases per 1000 employees resulting in formal warning or dismissal</b>	5 cases	9 cases	11 cases
<b>Grievance</b>	7 cases	11 cases	n/a
<b>Grievance cases per 1000 employees</b>	4 cases	6 cases	6 cases

- 10.1 There has been one tribunal case which the Council successfully defeated.
- 10.2 West Berkshire Council has slightly fewer disciplinary or capability cases per 1000 employees compared to other local authorities, which could be a reflection of preventative measures, including HR workshops for managers, meaning more issues are dealt with at an informal level.
- 10.3 The number of grievance cases has increased since 2007/08, but is in line with the Local Authority average.
- 10.4 There have been 173 occupational health referrals in 2008/09, compared to 123 in 2006/2007. The 173 referrals were for 165 employees.
- 10.5 During 2008/09 HR have trained a large number of managers on the absence management policy which has included the appropriate use of occupational health. This may account for the increased number of referrals to occupational health.



10.6 As can be seen from the pie chart above, the majority of referrals have come from Community Services. This service typically has professions that may require more Occupational Health support.

10.7 When reviewing the directorate split of staff referrals it is important to take into account the total numbers of staff within each directorate to show the staff referral ratio.

- Chief Executive 1:14
- Children & Young People 1:14
- Community Services 1:8
- Environment 1:13

10.8 This shows that, as expected given the nature of the work, Community Services is the main source of Occupational Health referrals. The other directorates have a similar ratio of numbers of referrals per head.

## 11. Training and Development

### 11.1 Introduction

11.2 The provision of training and development within West Berkshire Council is multi-layered. Services can take advantage of training offered through corporate programmes which is free at the point of delivery, e.g. ICT training. Some courses on the programmes are charged at cost or less than cost price, e.g. Social Care courses provided to non-social care staff.

11.3 Services also have a training provision built into their annual budget which allows them to pay for staff development activities outside the corporate programmes.

This might include professional qualification training, attendance at seminars, or away-day events.

- 11.4 The Social Care and Corporate Training Programme is delivered using government grants for social care training and the corporate training budget funded by the Council. The programme engages internal and external trainers to deliver a high quality programme.
- 11.5 Various internal teams offer training to staff across the Council including Social Care Training, IT Training, School and Governor Support, Civil Contingencies Team and Human Resources.
- 11.6 Below are details of what each of the designated training teams do, and what training they have delivered this year:

## 12. Social Care Training

- 12.1 The Social Care Training team provides a comprehensive learning and development programme for all Social Care employees at West Berkshire Council with courses funded by Adult Social Care, Children's Services, Family Placement Team, Local Safeguarding Children's Board and the Domestic Violence Forum. It also provides the same training opportunities to local Social Care organisations in the private, voluntary and independent sector. The training programme can be found at [www.westberks.gov.uk/socialcaretraining](http://www.westberks.gov.uk/socialcaretraining).
- 12.2 In 2008/09 the team trained approximately 2900 internal staff over 418 Social Care courses. These courses are also open to the private, voluntary and independent sector to whom charges are made at cost.
- 12.3 On average, 91% of people evaluated the training as being excellent or good.
- 12.4 Social Care Training had approximately £348,000 to spend on training for internal staff and also people from the private, voluntary and independent sector. They also had approximately £248,000 to spend on the salaries of the staff in the team. All this money was spent.

## 13. Corporate Training

- 13.1 The Policy and Strategy team within Human Resources holds the Corporate Training budget. It uses this to fund a programme of mandatory training such as Health and Safety and Equalities and Diversity, core training such as Recruitment and Selection, and Finance: Managing Budgets, which managers are expected to attend if relevant to their job role, and also several skills based optional training courses such as Minute Taking and Time Management. The team commissions Social Care Training to deliver the majority of these courses on their behalf as part of the 'Social Care and Corporate Training' Programme.
- 13.2 The HR Policy and Strategy team currently administers the following training directly; Corporate Induction, Management Induction, Project Management, and Institute of Leadership and Management (ILM) programmes.
- 13.3 In 2008/09 approximately 1700 internal staff were trained over 153 corporate training courses organised by Social Care Training. Some of these courses are also open to the private, voluntary and independent sector.

- 13.4 In the same period, 280 staff attended Corporate Induction over 21 courses, and 49 managers attended Management Induction over 4 courses. 33 staff completed the Project Management PRINCE2 Foundation training, and 27 staff attended the 2 Day Key Players PM training. 26 managers began ILM programmes in 2008/09 at Level 2, 3 and 5.
- 13.5 The Policy and Strategy team had a budget of £149,540 to spend on training and this was fully spent in 2008/09. Approximately £28,000 has also been spent on salaries to administer this training.
- 13.6 On average, 85% of people evaluated the training as being excellent or good.
14. IT Training
- 14.1 The IT Training team provide training and ICT Help Desk support in Microsoft Windows XP, Word, Excel and PowerPoint (2003); plus Internet Explorer, Outlook 2003, Outlook Web Access, Goss iCM and Oce PRISMASatellite. Training is available free of charge to WBC staff and members. School staff are also eligible for training (charges apply). The latest training calendar can be viewed at [www.westberks.gov.uk/ittraining](http://www.westberks.gov.uk/ittraining).
- 14.2 In 2008/09 758 people were trained over 257 courses, with an average evaluation score of 4.69 (on a scale on 1 to 5 where 4= good and 5 =excellent).
- 14.3 IT Training do not have a specified budget to deliver training. However, approximately £60,000 was spent on the salaries of two full time trainers.
15. School and Governor Support
- 15.1 The Advice, Information and Training team are part of the Education Service. The School Support Team is responsible for managing and co-ordinating all aspects of Continuing Professional Development (CPD) for school staff, including;
- Publication of the annual training programme for school staff
  - Administering the training programme
  - Providing information on Professional Development for school staff
- 15.2 This includes the organisation of an annual Headteacher Conference and regular Administrator Briefings.
- 15.3 In 2008/09 1781 people were trained over 114 courses, with an average 'good' evaluation score (4.5). The School Support Team do not have a specific budget to deliver training, and fund the programme through charges to schools.
16. Civil Contingencies
- 16.1 The Civil Contingencies Team provides a number of training courses for staff, Members and other agencies. This training covers general emergency response processes and specific service, team or multi-agency response and recovery to specific hazards within West Berkshire and the surrounding area. The aim of the training is to ensure that the response the Council and other agencies provide is the best that it can be to support the community(ies) affected.



16.2 In 2008/09 194 people were trained over 9 courses, with average evaluation scores of 'satisfactory' or 'good'. The Civil Contingencies team had a budget of £4,000 in 2008/09, which has all been spent.

17. Human Resources

17.1 The Human Resources Service delivers a series of two hour workshops for managers on a range of HR procedures using its own staff. These provided free to services.

17.2 In 2008/9 376 managers attended 40 workshops. The average satisfaction score was 4.4 (on a scale on 1 to 5 where 4= good and 5 =excellent).

18. **School based staff**

18.1 Headcount and FTE

18.2 There are 4123 people working in West Berkshire schools. 1780 are teachers and 2343 are non-teaching and support staff.

18.3 The FTE of the school workforce is 3223.78.

18.4 Part/Full Time Working

	<b>West Berkshire Schools</b>	<b>West Berkshire Council</b>	<b>Schools Only Average</b>
Full Time Workers	<b>40%</b>	60%	44%
Part Time Workers	<b>60%</b>	40%	56%

18.5 The table above shows that the ratio of full-time to part-time staff in schools is the opposite of that within the Council. However, the ratio is as expected when compared to the Schools Only Average.

18.6 66% of females work part-time compared to 25% of males, showing that there is still a typical gender pattern of more women working part-time compared to men.

19. **Diversity Profile of the Schools Workforce**

19.1 This section breaks down the school workforce into the main diversity areas based on the employee's main post. It reports the stand-alone figures, but also contrasts where necessary in order to give an overarching picture of the people employed in schools.

19.2 The areas covered include:

- Gender;
- Ethnic Origin;
- Disability; and,
- Age.

19.3 Gender

	<b>West Berkshire Schools</b>	<b>West Berkshire Council</b>	<b>West Berkshire Area</b>	<b>Schools Only Average</b>
<b>Male</b>	<b>14.82%</b>	24.23%	49.63%	16.6%
<b>Female</b>	<b>85.18%</b>	75.77%	50.37%	83.4%

19.4 The table shows that when compared to West Berkshire Council and the West Berkshire area, the school workforce has a higher than average female workforce. However, the percentage split is in line with the Schools Only average.

19.5 The government have noted the national trend towards a high proportion of female working in schools (especially primary schools) which is reflected in West Berkshire.

19.6 Ethnic Origin

	<b>West Berkshire Schools</b>	<b>West Berkshire Council</b>	<b>West Berkshire Area</b>	<b>Schools Only Average</b>
<b>BME</b>	<b>2.05%</b>	2.85%	2.63%	3.1%
<b>White</b>	<b>88.35%</b>	83.17%	97.37%	96.9%

19.7 The table above shows that whilst both schools and West Berkshire Council employ slightly fewer BME staff than the Schools Only average, the Council reflects the community which it serves.

19.8 Disability

	<b>West Berkshire Schools</b>	<b>West Berkshire Council</b>	<b>West Berkshire Area</b>	<b>Schools Only Average</b>
<b>Disabled</b>	<b>0.58%</b>	3.78%	2.30%	1.2%
<b>Non-disabled</b>	<b>n/a</b>	96.22%	97.70%	98.8%

19.9 As can be seen from the table above, there are less disabled employees working in schools than in the rest of the Council.

19.10 The West Berkshire school workforce figure for disability is lower than the Schools Only average.

19.11 0.58% of school based employees record themselves as having a disability.

19.12 Age

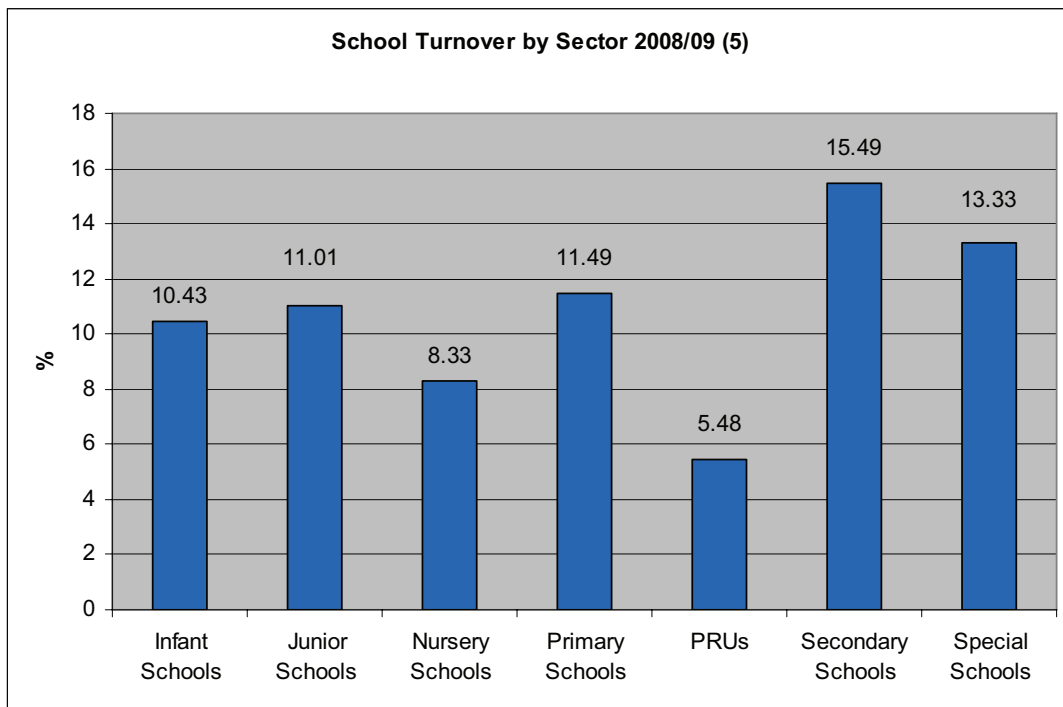
	<b>West Berkshire Schools</b>	<b>West Berkshire Council</b>	<b>West Berkshire Area</b>
<b>Average Age</b>	43	<b>45</b>	37.8

19.13 As can be seen above, the average age of the school workforce is a little lower than that of the Council.

19.14 Turnover

19.15 Turnover in schools has decreased by 1.54% from 14.57% in 2007/08 to 13.03% in 2008/09.

19.16 The graph below shows how turnover differs between the different areas of the school sector.



**20. Absence (Schools)**

<b>Reported working Days lost per person per year in Schools</b>	<b>08/09</b>
Teachers	3347 days
Non-teaching staff	5477 days
<b>Total working days lost overall</b>	<b>8824 days</b>

- 20.1 The average number of reported working days lost per person for schools is 2.14 days. The Schools Only average is 6.8 days.
- 20.2 Further work will be undertaken by the HR team to ensure that absence is being reported and recorded accurately by schools.
- 20.3 An overview of school issues can be found on the HR Intranet (to be provided to HR in May 2009).

## **21. Conclusion**

- 21.1 The Annual Employment Report presents a snapshot of the workforce employed by West Berkshire Council on the 31<sup>st</sup> March 2009. It also examines how the workforce has changed over the period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009.
- 21.2 The report shows the changes that have occurred in the workforce for the last financial year. Overall, it shows that the Council is in line with other local authority averages or where different, still reflects the community which it serves.
- 21.3 The analysis of the workforce trends shows that West Berkshire Council is fairly typical of the local government averages across a range of benchmark indicators. The response to the challenges of ensuring the workforce is delivering services in an effective and efficient way is set out in a separate document, 'The Workforce Strategy'.
- 21.4 A report will go to Corporate Board outlining activities which will be undertaken to reduce sickness absence during 2009/10 in light of the increase from 9.72 days (2007/08) to 9.95 days (2008/09).

## **Appendices**

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Appendix A: Quarter 4 2008/09 Establishment Report

## **Consultees**

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**Local Stakeholders:** Corporate Board 28<sup>th</sup> April 2009  
 Management Board 14<sup>th</sup> May 2009  
 Executive 28<sup>th</sup> May 2009

**Officers Consulted:** As above

**Trade Union:** n/a

## Appendix A: Establishment Report Quarter Four 2008/09

**Purpose of Report:** To report on changes to the Council's Establishment over the fourth quarter of 2008/09.

**Recommended Action:** To note the report (which will go to Executive as an appendix to the Annual Employment Report).

**Reason for decision to be taken:** This report is for information only and forms part of the Council's Corporate Governance arrangements.

**Key background documentation:** HR Resourcelink Database  
Q1 Establishment Report 2008/09  
Q2 Establishment Report 2008/09  
Q3 Establishment Report 2008/09  
Agresso data  
Payroll data

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

**CPO13 - Value for Money**

The proposals contained in this report will help to achieve the above Council Plan Themes and Outcomes by:  
monitoring the Council's Establishment.

### Portfolio Member Details

<b>Name &amp; Telephone No.:</b>	Councillor Anthony Stansfeld - Tel (01488) 658238
<b>E-mail Address:</b>	astansfeld@westberks.gov.uk
<b>Date Portfolio Member agreed report:</b>	18 May 2009

### Contact Officer Details

<b>Name:</b>	Robert O'Reilly
<b>Job Title:</b>	Head of Human Resources
<b>Tel. No.:</b>	01635 519358
<b>E-mail Address:</b>	roreilly@westberks.gov.uk

**Implications**

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**Policy:** There are no direct policy implications associated with this report.

**Financial:** Increases in the Establishment can only be approved if the budget is in place and if agreement is obtained through the Establishment Control Procedure and the Recruitment Panel.

**Personnel:** These are integral to the report.

**Legal:** There are no implications

**Property:** There are no implications

**Risk Management:** There are no implications

**Equalities Impact Assessment:** There are no implications

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

## Executive Summary

### 1. WBC Funded & DSG Grant Establishment

- 1.1 Over quarter four 2008/09 there has been a decrease of WBC funded FTE by 10.77 FTE.
- 1.2 Several fixed term posts have been deleted from the Establishment as their funding came to an end. The Recruitment Panel's rolling programme of looking at long term vacant posts has deleted several posts. There have also been FTE reductions where post FTE has been reduced to match the hours which the postholder works, with the reduction being offered up by the service as a cost saving.
- 1.3 There have been several new posts added to the WBC funded Establishment over the quarter. This includes seven posts within Highways and Transport (In-House Transport Services Drivers) where casual workers have had their working arrangements formalised.
- 1.4 The total change in WBC funded (including DSG) Establishment over the past year can be seen in the table below:

WBC Funded (including DSG) Establishment						
Q4 FTE 2007/08	Q1 FTE 2008/09	Q2 FTE 2008/09	Q3 FTE 2008/09	Q4 FTE 2008/09	Total difference over the year (FTE)	% Difference over Year
1565.18	1567.82	1568.07	1584.55	1573.78	8.60	0.55

### 2. External and Joint Funded Establishment

- 2.1 The external and joint funded Establishment has also decreased. In quarter four this FTE totalled 169.39, compared to 173.80 at quarter three; a decrease of 4.41 FTE. The changes are summarised in the table below.

Joint and External Funded Establishment						
Q4 FTE 2007/08	Q1 FTE 2008/09	Q2 FTE 2008/09	Q3 FTE 2008/09	Q4 FTE 2008/09	Total difference over the year (FTE)	% Differenc e over Year
159.18	162.85	175.52	173.80	169.39	10.21	6.41

### 3. Proposal

- 3.1 None – for information only

### 4. Conclusions

- 4.1 The overall Establishment has decreased over the quarter. The total Establishment at the end of quarter 4 2008/09 is 1743.17 FTE, a reduction of 15.18 FTE when compared to the total of 1758.35 FTE at the end of quarter 3 2008/09.
- 4.2 The amount of vacant FTE has increased by 7.46 FTE this quarter.
- 4.3 The rolling annual turnover rate for 2008/09 (which includes quarter 4) was 10.41%. For comparison the rate for the same period in 2007/08 was 12.04%.
- 4.4 The Recruitment Panel processes (now Budget Monitoring Panel) deleted 14.24 FTE from the Establishment during quarter 4.

## Executive Report

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### 1. Introduction

- 1.1 The data used to complete this report is taken from the HR/Payroll system Resourcelink and previous quarterly Establishment reports.

### 2. Headlines

- 2.1 The overall Establishment has decreased by 15.18 FTE between the two quarters; decreasing from 1758.35 FTE to 1743.17 FTE. The changes are made up as follows:

Chief Executive	-	1.48 FTE
Children and Young People	-	10.73 FTE
Community Services	-	8.87 FTE
Environment	+	5.89 FTE

### 3. WBC and DSG Funded Establishment

- 3.1 There has been an decrease of 10.77 FTE of WBC funded (including DSG) FTE (1573.78 FTE compared to 1584.55 FTE at the end of quarter 3 2008/09).
- 3.2 The table below shows how the Establishment has changed by service area compared to quarters 1, 2 and 3 2008/09. A summary by directorate can be seen later in this report and in Appendix 2.

	WBC Funded (including DSG) Establishment			
	Q1 2008/09 FTE	Q2 2008/09 FTE	Q3 2008/09 FTE	Q4 02008/09 FTE
<b>CEO &amp; Support</b>	2.00	2.00	2.61	2.42
<b>Benefits &amp; Exchequer</b>	77.06	77.06	77.07	77.07
<b>Finance</b>	62.22	62.22	62.00	62.00
<b>Human Resources</b>	28.15	28.55	28.61	28.31
<b>ICT</b>	50.22	51.22	53.22	53.61
<b>Legal &amp; Electoral Services</b>	29.78	29.78	29.78	28.78
<b>Policy &amp; Communication</b>	49.14	50.15	49.72	49.33
<b>Property</b>	35.00	33.00	33.00	33.00
<b>Special Projects</b>	3.00	4.00	4.00	4.00
<b>Total Chief Executive</b>	<b>336.57</b>	<b>337.99</b>	<b>340.02</b>	<b>338.53</b>
<b>Children's Services</b>	184.62	190.52	190.52	188.05
<b>Children's Commissioning &amp; Quality</b>	22.42	22.03	19.53	19.53
<b>Customer Services</b>	44.22	45.10	45.10	41.61
<b>Education Services</b>	143.03	133.58	139.53	135.45
<b>Director &amp; Support</b>	2.00	2.00	2.00	2.00
<b>Total Children and Young People</b>	<b>396.29</b>	<b>393.23</b>	<b>396.68</b>	<b>386.63</b>



	<b>WBC Funded (including DSG) Establishment</b>			
	<b>Q1 2008/09 FTE</b>	<b>Q2 2008/09 FTE</b>	<b>Q3 2008/09 FTE</b>	<b>Q4 02008/09 FTE</b>
<b>Community Care and Well-being</b>	109.78	111.96	111.12	108.93
<b>Cultural Services</b>	91.67	84.78	85.90	87.36
<b>Housing and Performance</b>	55.84	56.65	55.65	54.24
<b>Older Peoples Services</b>	317.45	319.24	319.39	315.39
<b>System Transformation</b>	0.00	2.00	2.00	2.00
<b>Director &amp; Support</b>	3.00	2.00	2.00	2.00
<b>Total Community Services</b>	<b>577.74</b>	<b>576.63</b>	<b>576.06</b>	<b>569.93</b>
<b>Countryside &amp; Environment</b>	72.95	74.95	74.35	74.18
<b>Highways &amp; Transport</b>	91.19	92.19	104.36	112.88
<b>Planning &amp; Trading Standards</b>	91.08	91.08	91.08	89.62
<b>Director Support</b>	2.00	2.00	2.00	2.00
<b>Total Environment</b>	<b>257.22</b>	<b>260.22</b>	<b>271.79</b>	<b>278.68</b>
<b>GRAND TOTALS</b>	<b>1567.82</b>	<b>1568.07</b>	<b>1584.55</b>	<b>1573.78</b>

- 3.3 The most notable change this quarter is the overall decrease in WBC funded posts. The largest decrease is within the Children and Young People directorate where the WBC funded Establishment has decreased by 10.05 FTE.
- 3.4 There has been an increase in WBC funded FTE within Highways and Transport (Environment directorate). Seven new posts have been added to the Establishment – In-House Transport Services Drivers. These posts have been created to formalise the employment arrangements of seven casual workers and are established at 1.22 FTE each as they work more than 37 hours per week.
- 3.5 Since quarter 3 2008/09 this report has included information about posts which are wholly funded via the Dedicated Schools Grant (DSG). This money is paid into the Revenue fund and as such is within the WBC funded Establishment. DSG accounts for 19.57 FTE on the Establishment. In quarter 3 the amount of DSG funded FTE was 21.37. The decrease is due to decreases in post FTE and some post deletions. This figure does not include posts which are partially funded via the DSG.

3.6 The change in WBC funded (including DSG) Establishment by directorate over the past year can be seen in the table below:

	WBC Funded (including DSG) Establishment						
	Q4 FTE 2007/08	Q1 FTE 2008/09	Q2 FTE 2008/09	Q3 FTE 2008/09	Q4 FTE 2008/09	Total difference over the year (FTE)	% Difference over Year
<b>Chief Executive</b>	326.38	336.57	337.99	340.02	338.53	12.15	3.72
<b>Children and Young People</b>	393.83	396.29	393.23	396.68	386.63	-7.20	-1.83
<b>Community Services</b>	574.67	577.74	576.63	576.06	569.93	-4.74	-0.83
<b>Environment</b>	270.29	257.22	260.22	271.79	278.68	8.39	3.10
<b>Total</b>	<b>1565.18</b>	<b>1567.82</b>	<b>1568.07</b>	<b>1584.55</b>	<b>1573.78</b>	<b>8.60</b>	<b>0.55</b>

3.7 There have been significant decreases of WBC funded FTE in three directorates when compared to the previous quarter, most notably in Children and Young People where the WBC funded FTE has decreased by 10.05. This is due to the decrease of existing post FTE, deletion of vacant and fixed term posts and several posts being transferred to Cultural Services in the Community Services directorate.

3.8 The only increase of WBC funded FTE this quarter was in the Environment directorate where seven casual workers have had their working arrangements formalised. This added seven posts within Highways and Transport (In-House Transport Services Drivers). These posts are established at 1.22 FTE each as they work more than 37 hours per week.

3.9 Over the year, two directorates show a percentage decrease in WBC funded FTE and two show an increase. The WBC funded Establishment has increased by 0.55% compared to quarter 4 2007/08.

3.10 The overall decrease in Establishment FTE for this quarter is largely WBC funded. The total Establishment FTE decrease is 15.18. WBC funded FTE accounts for 10.77 of this (70.95%).

3.11 During 2008/09 9.54 FTE was added to the Establishment to formalise the working arrangements of existing workers who, until their posts were permanently established, had been employed on a casual basis.

#### 4. Externally Funded and Joint Funded Establishment

4.1 Externally funded FTE has decreased to 125.04 FTE over the quarter; a decrease of 2.60 FTE when compared to 127.64 FTE at the end of quarter 3. Joint funded FTE has decreased by 1.82 FTE (44.34 FTE compared to 46.16 FTE at the end of quarter 3 2008/09).

4.2 The table below shows how the joint and externally funded posts on the Establishment have changed by service area compared to quarters 1, 2 and 3 2008/09. A summary by directorate can be seen later in this report and in Appendix 2.

	Joint Funded Establishment				External Funded Establishment			
	Q1 FTE 2008/09	Q2 FTE 2008/09	Q3 FTE 2008/09	Q4 FTE 2008/09	Q1 FTE 2008/09	Q2 FTE 2008/09	Q3 FTE 2008/09	Q4 FTE 2008/09
<b>CEO &amp; Support</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Benefits &amp; Exchequer</b>	0.00	0.00	0.00	0.00	2.00	2.00	2.00	2.00
<b>Finance</b>	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00
<b>Human Resources</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>ICT</b>	1.00	1.00	1.00	1.00	2.00	2.00	2.00	2.00
<b>Legal &amp; Electoral Services</b>	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00
<b>Policy &amp; Communication</b>	0.76	0.76	0.76	0.76	4.81	3.81	3.81	3.81
<b>Property</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Special Projects</b>	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00
<b>Total Chief Executive</b>	<b>3.76</b>	<b>3.76</b>	<b>3.76</b>	<b>3.76</b>	<b>9.81</b>	<b>8.81</b>	<b>8.81</b>	<b>8.81</b>
<b>Children's Services</b>	10.85	10.86	10.85	9.85	15.79	18.28	19.56	19.07
<b>Children's Commissioning &amp; Quality</b>	2.68	2.77	2.77	2.77	3.41	5.81	6.41	6.41
<b>Customer Services</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Education Services</b>	5.50	4.50	5.10	4.10	51.51	61.46	57.07	58.88
<b>Director &amp; Support</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Children and Young People</b>	<b>19.03</b>	<b>18.13</b>	<b>18.72</b>	<b>16.72</b>	<b>70.71</b>	<b>85.55</b>	<b>83.04</b>	<b>84.36</b>
<b>Community Care and Well-being</b>	14.10	14.10	14.11	13.30	1.61	0.94	1.93	0.32
<b>Cultural Services</b>	0.76	0.76	0.76	1.76	1.41	1.41	1.41	1.41
<b>Housing and Performance</b>	4.00	5.00	4.00	4.00	4.00	5.00	5.00	4.00
<b>Older Peoples Services</b>	2.00	2.00	2.00	2.00	12.32	11.72	11.92	11.61
<b>System Transformation</b>	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00
<b>Director &amp; Support</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Community Services</b>	<b>20.86</b>	<b>21.86</b>	<b>20.87</b>	<b>21.05</b>	<b>19.34</b>	<b>19.07</b>	<b>21.26</b>	<b>18.35</b>
<b>Countryside &amp; Environment</b>	1.81	1.81	1.81	1.81	5.80	3.80	3.80	2.80
<b>Highways &amp; Transport</b>	1.00	1.00	0.00	0.00	2.00	2.00	2.00	2.00
<b>Planning &amp; Trading Standards</b>	1.00	1.00	1.00	1.00	7.73	8.73	8.73	8.73
<b>Director Support</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Environment</b>	<b>3.81</b>	<b>3.81</b>	<b>2.81</b>	<b>2.81</b>	<b>15.53</b>	<b>14.53</b>	<b>14.53</b>	<b>13.53</b>
<b>GRAND TOTALS</b>	<b>47.46</b>	<b>47.56</b>	<b>46.16</b>	<b>44.34</b>	<b>115.39</b>	<b>127.96</b>	<b>127.64</b>	<b>125.04</b>

4.3 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						Total difference over the year (FTE)	% Difference over Year
	Q4 FTE 2007/08	Q1 FTE 2008/09	Q2 FTE 2008/09	Q3 FTE 2008/09	Q4 FTE 2008/09			
<b>Chief Executive</b>	14.57	13.57	12.57	12.57	12.57	-2.00	-13.73	
<b>Children and Young People</b>	85.12	89.74	103.68	101.76	101.08	15.96	18.75	
<b>Community Services</b>	44.53	40.20	40.93	42.13	39.40	-5.13	-11.52	
<b>Environment</b>	14.96	19.34	18.34	17.34	16.34	1.38	9.22	
<b>Total</b>	<b>159.18</b>	<b>162.85</b>	<b>175.52</b>	<b>173.80</b>	<b>169.39</b>	<b>10.21</b>	<b>6.41</b>	

4.4 The table above demonstrates that the Establishment increase over the year is largely due to joint and external funding, an increase of 6.41% when compared to quarter 4 2007/08. This is particularly noticeable in the Children and Young People directorate where the joint and externally funded Establishment has grown by 18.75% compared to this time last year. This is mainly due to external funding for the Local Authority to take responsibility for Children's Centres.

4.5 It should be noted that whilst it appears that Environment has had a large percentage increase in Establishment through joint or external funding, due to the small numbers involved it has only increased by 1.38 FTE.

4.6 Over the year, two directorates show a percentage decrease in joint and externally funded FTE and two show an increase. The joint and externally funded Establishment has increased by 6.41% compared to quarter 4 2007/08.

4.7 As previously mentioned in this report, the overall decrease in Establishment FTE for this quarter is largely WBC funded. However, joint and externally funded FTE account for some of the overall decrease. The total Establishment FTE decrease is 15.18. Joint and externally funded FTE accounts for 4.41 of this (29.05%).

## 5. Restructures

5.1 There were no restructures during quarter four 2008/09.

## 6. Directorate Commentary

### 6.1 Chief Executive

6.2 The Chief Executive's Directorate Establishment has decreased by 1.48 FTE over the quarter. This decrease is wholly WBC funded.

## Key points:

- The post of PA to the Chief Executive and Leader of the Council has decreased to 1.42 FTE from 1.61 FTE.
- Within HR the Establishment decreased by 0.30 FTE; a fixed term support post has been deleted.
- One new post was created within ICT using existing vacant FTE from several other posts within various services. The EDRMS System Administrator was agreed as part of the EDRMS implementation project.
- A Contracts Lawyer post was deleted from the Legal and Electoral Establishment.
- Within Policy and Communication, the post of Policy Officer (Performance and Consultation) was reduced in FTE from 1.00 to 0.61. The grade and duties of this post have been reviewed to fit within available service budget as a result of efficiency savings.
- In the Property service, one post has been deleted, Estates Disposal Officer, and one created, Handyperson. The Handyperson post was within the service's budget build for 08/09.

**6.3 Children & Young People**

- 6.4 The establishment of the Directorate has decreased by 10.73 FTE over the last quarter. This decrease is due to several posts being deleted, posts being transferred to Cultural Services, some fixed term posts coming to an end and some post FTE being deleted to bring post FTE in line with the FTE postholders actually work.
- 6.5 With the exception of one 0.20 FTE post, all new posts added during this quarter are externally funded. The 0.20 FTE Traveller Education Administrative Assistant has come onto the WBC Establishment to enable the authority to meet its statutory obligations with regard to traveller education. The Thames Valley Traveller Education Service is being disaggregated on 31/03/09 and as a consequence West Berkshire is setting up its own Traveller Education Service. The other posts associated with this service will be added to the Establishment next quarter.

## Key points:

- Several posts have transferred internally between services within the directorate this quarter.
- Within Children's Service's 1.49 FTE was deleted from the Establishment. 3.46 FTE was transferred to Cultural Services in the Community Services Directorate, all support staff. The reorganisation of a Youth and Community Worker post resulted in a slight FTE reduction.
- A 3.49 FTE Customer Service Adviser was deleted from the Customer Services Establishment. This was a fixed term post funded by Waste Services to assist with answering resident's queries following the introduction of new recycling processes.

- Education Services had the most Establishment amendments this month. Various posts have been amended following work between HR and Accountancy to reconcile post FTE with the budget build. One new WBC funded post, Traveller Education Administration Assistant (0.20 FTE) was added to the Establishment (please see introductory paragraph of commentary for further details). All other new posts are externally funded and are to ensure that the Children's Centres are staffed appropriately. The Children's Centre posts will ensure that targets will be met in respect of the provision of early intervention services, support and information to vulnerable families. Several posts have been deleted from the Establishment as cost savings or reviewing vacant posts.

## **6.6 Community Services**

- 6.7 The establishment of the Directorate has decreased by 8.87 FTE over the last quarter. Some of the deleted FTE is WBC funded and some externally funded.

Key points:

- The Community Care and Well-Being Establishment has decreased by 4.61 FTE. Three fixed term posts, a Project Manager, Mental Health Day Resource Manager and an Outreach Project Officer, were deleted as their funding had come to an end. Two long term vacancies, an Assistant Team Manager and a Team Leader post were deleted.
- Within Cultural Services one long term vacancy, Assistant Curator (Outreach), was deleted. 3.46 FTE of support posts came into the service from Children's Services.
- Three posts were deleted from the Housing and Performance Establishment. The funding came to an end for a Project Officer post; a Housing Development and Policy Officer post was deemed no longer required as the workload has been absorbed into the current service structure; and a long term vacancy, Support Services Assistant, was deleted.
- The Establishment of Older People's Services also decreased. Two posts were reduced in hours, a Discharge Stroke Co-ordinator and a Community Care Officer. Several fixed term posts ended, a Social Worker and an Assistant Team Manager. In addition to this, one long term vacancy was deleted, an Assistant Co-ordinator – Performance.

## **6.8 Environment**

- 6.9 The establishment of the Directorate has increased by 5.89 FTE over the last quarter. This increase is wholly WBC funded.

Key points:

- Within Countryside and Environment two posts were deleted.
- The Establishment of Highways and Transport increased by 8.52 FTE. Although several posts were deleted, nine new posts were established. Two Support Services Assistants were added to support the income generating Clear Streets Project. Seven new In-House Transport Drivers were added to the Establishment. The posts have been established permanently to

formalise the working arrangements of seven existing workers who until now had been employed on a casual basis.

- The Planning and Trading Standards Establishment decreased slightly. One full-time post was deleted as part of the review of vacant posts, and a vacant part of a Senior Planning Officer post was also deleted. Some vacant post FTE was transferred to ICT to enable the creation of the EDRMS System Administrator post.

## 7. Conclusions

- 7.1 The overall Establishment has decreased over the quarter. The total Establishment at the end of quarter 4 2008/09 is 1743.17 FTE, a reduction of 15.18 FTE when compared to the total of 1758.35 FTE at the end of quarter 3 2008/09. The decrease is due to several factors. The Recruitment Panel has introduced a monthly rolling review of long term vacancies; services have reviewed their Establishments as part of the annual budget build; and some fixed term post funding has come to an end.
- 7.2 The amount of vacant FTE has increased by 7.46 FTE this quarter. The overall number of vacant FTE has increased to 176.23 FTE compared to 168.77 FTE reported at the end of quarter 3 2008/09.
- 7.3 The rolling annual turnover rate for 2008/09 (which includes quarter 4) was 10.41%, compared to the rolling annual turnover rate for the same period in 2007/08 at 12.04%.
- 7.4 The Recruitment Panel processes (now Budget Monitoring Panel) deleted 14.24 FTE from the Establishment during quarter 4.

## Appendices

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Appendix 1	Establishment trends Q1 2008/09 to Q4 2008/09 (figures for comparison over the past 4 quarters)
Appendix 2	Trends in funding for established posts Q1 2008/09 to Q4 2008/09
Appendix 3	Overtime and Additional Hours; Casual Workers; and Agency Spend by Directorate
Appendix 4	Glossary and Definitions

## Consultees

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**Local Stakeholders:** Corporate Board 14<sup>th</sup> April 2009  
 Corporate Board 28<sup>th</sup> April 2009 (as an appendix to the Annual Employment Report)  
 Management Board 14<sup>th</sup> May 2009 (as an appendix to the Annual Employment Report)  
 Executive 28<sup>th</sup> May 2009 (as an appendix to the Annual Employment Report)

**Officers Consulted:** As above

**Trade Union:** Not consulted

**Establishment Trends Q1 08/09 to Q4 08/09**

The Quarter 4 table below shows Establishment data for West Berkshire Council. This includes Establishment FTE, Occupied FTE, Vacancy details, Headcount and Turnover for the current quarter

Quarter 4 08/09

**Permanent and Fixed Term Establishment as at 31 March 2009**

	Current WBC Establishment FTE	Current WBC Occupied FTE	Vacant FTE	Staff Headcount Per Service	Annual Turnover (rolling year)	Vacancy Rate by Directorate
CEO & Support	2.42	2.42	0.00	3	0.00	
Benefits & Exchequer	79.07	76.18	2.89	85	9.52	
Finance	63.00	56.62	6.38	61	12.90	
Human Resources	28.31	27.72	0.59	31	12.50	
ICT	56.61	49.64	6.97	52	3.88	
Legal & Electoral Services	29.78	25.18	4.60	32	8.96	
Policy & Communication	53.90	48.47	5.43	54	10.43	
Property	33.00	28.68	4.32	32	17.91	
Special Projects	5.00	5.00	0.00	5	0.00	
<b>Total Chief Executive</b>	<b>351.10</b>	<b>319.91</b>	<b>31.19</b>	<b>355</b>	<b>10.25</b>	<b>8.88</b>
Children's Services	216.98	190.44	26.54	231	13.74	
Childrens Commissioning & Quality	28.70	23.78	4.92	27	7.55	
Customer Services	41.61	40.62	0.99	47	19.15	
Education Services	198.42	177.96	20.46	226	7.69	
Director & Support	2.00	2.00	0.00	2	0.00	
<b>Total Children and Young People</b>	<b>487.71</b>	<b>434.80</b>	<b>52.91</b>	<b>533</b>	<b>11.15</b>	<b>10.85</b>
Community Care and Well-being	122.56	107.02	15.54	116	14.57	
Cultural Services	90.53	83.91	6.62	128	13.43	
Housing and Performance	62.24	56.23	6.01	63	10.77	
Older Peoples Services	329.01	300.48	28.53	384	8.13	
System Transformation	3.00	3.00	0.00	3	0.00	
Director & Support	2.00	2.00	0.00	2	0.00	
<b>Total Community Services</b>	<b>609.33</b>	<b>552.64</b>	<b>56.69</b>	<b>696</b>	<b>10.38</b>	<b>9.30</b>
Countryside & Environment	78.79	68.49	10.30	77	11.61	
Highways & Transport	114.88	97.07	17.81	100	12.90	
Planning & Trading Standards	99.35	92.03	7.32	102	4.74	
Director Support	2.00	2.00	0.00	2	0.00	
<b>Total Environment</b>	<b>295.02</b>	<b>259.59</b>	<b>35.43</b>	<b>281</b>	<b>9.22</b>	<b>12.01</b>
<b>GRAND TOTALS</b>	<b>1743.17</b>	<b>1566.94</b>	<b>176.23</b>	<b>n/a #</b>	<b>10.41</b>	<b>10.11</b>

Quarter 3 08/09

**Permanent and Fixed Term Establishment as at 31 December 2008**

	Current WBC Establishment FTE	Staff Headcount Per Service	Annual Turnover (rolling year)
CEO & Support	2.61	3	28.57
Benefits & Exchequer	79.07	85	10.78
Finance	63.00	63	12.50
Human Resources	28.61	33	5.80
ICT	56.22	54	3.81
Legal & Electoral Services	30.78	32	9.09
Policy & Communication	54.29	53	10.71
Property	33.00	31	21.21
Special Projects	5.00	5	22.22
<b>Total Chief Executive</b>	<b>352.58</b>	<b>359</b>	<b>10.70</b>
Children's Services	220.93	233	15.04
Childrens Commissioning & Quality	28.70	28	3.77
Customer Services	45.10	49	16.84
Education Services	201.71	221	8.71
Director & Support	2.00	2	15.38
<b>Total Children and Young People</b>	<b>498.44</b>	<b>533</b>	<b>11.98</b>
Community Care and Well-being	127.16	120	17.32
Cultural Services	88.07	126	14.13
Housing and Performance	64.65	64	15.94
Older Peoples Services	333.32	384	7.99
System Transformation	3.00	3	0.00
Director & Support	2.00	2	15.38
<b>Total Community Services</b>	<b>618.20</b>	<b>699</b>	<b>11.56</b>
Countryside & Environment	79.96	80	14.46
Highways & Transport	106.36	91	9.04
Planning & Trading Standards	100.81	102	7.55
Director Support	2.00	2	15.38
<b>Total Environment</b>	<b>289.13</b>	<b>275</b>	<b>10.21</b>
<b>GRAND TOTALS</b>	<b>1758.35</b>	<b>n/a #</b>	<b>11.33</b>

# The headcount per service should not be totalled to give a total headcount. Some employees may have several posts and this would give an inaccurate figure.  
 \*\*\* Represents turnover based on leavers from WBC in past rolling year and calculated through average headcount throughout the year.  
 Turnover relates to crude turnover only and only measures external leavers not internal movement



Quarter 2 08/09

**Permanent and Fixed Term Establishment as at 30 September 2008**

	Current WBC Establishment FTE	Staff Headcount Per Service	Annual Turnover (rolling year)
CEO & Support	2.00	3	28.57
Benefits & Exchequer	79.06	84	11.98
Finance	63.22	65	10.77
Human Resources	28.55	32	9.23
ICT	54.22	52	7.84
Legal & Electoral Services	30.78	34	8.70
Policy & Communication	54.71	52	7.27
Property	33.00	32	21.54
Special Projects	5.00	4	25.00
<b>Total Chief Executive</b>	<b>350.54</b>	<b>358</b>	<b>11.07</b>
Children's Services	219.66	227	12.47
Childrens Commissioning & Quality	30.61	28	11.11
Customer Services	45.10	50	20.41
Education Services	199.54	216	15.38
Director & Support	2.00	2	6.49
<b>Total Children and Young People</b>	<b>496.91</b>	<b>523</b>	<b>10.65</b>
Community Care and Well-being	127.00	119	15.81
Cultural Services	86.95	123	12.36
Housing and Performance	66.65	63	16.42
Older Peoples Services	332.97	383	9.78
System Transformation	2.00	2	0.00
Director & Support	2.00	2	15.38
<b>Total Community Services</b>	<b>617.57</b>	<b>692</b>	<b>11.95</b>
Countryside & Environment	80.56	78	14.91
Highways & Transport	95.19	89	8.05
Planning & Trading Standards	100.81	102	5.69
Director Support	2.00	2	15.38
<b>Total Environment</b>	<b>278.56</b>	<b>271</b>	<b>9.30</b>
<b>GRAND TOTALS</b>	<b>1743.58</b>	<b>n/a #</b>	<b>11.02</b>

\*\*\*

Quarter 1 08/09

**Permanent and Fixed Term Establishment as at 30 June 2008**

	Current WBC Establishment FTE	Staff Headcount Per Service	Annual Turnover (rolling year)
CEO & Support	2.00	3	33.33
Benefits & Exchequer	79.06	79	6.49
Finance	63.22	65	9.30
Human Resources	28.15	29	21.54
ICT	53.22	50	11.88
Legal & Electoral Services	30.78	35	13.89
Policy & Communication	54.71	53	3.60
Property	35.00	29	28.13
Special Projects	4.00	4	33.33
<b>Total Chief Executive</b>	<b>350.14</b>	<b>347</b>	<b>12.41</b>
Children's Services	211.26	215	14.48
Childrens Commissioning & Quality	28.51	24	26.09
Customer Services	44.22	48	19.78
Education Services	200.04	228	6.15
Director & Support	2.00	2	40.00
<b>Total Children and Young People</b>	<b>486.03</b>	<b>517</b>	<b>11.75</b>
Community Care and Well-being	125.49	116	16.13
Cultural Services	93.84	129	9.93
Housing and Performance	63.84	61	19.26
Older Peoples Services	331.77	386	10.65
Director & Support	3.00	2	0.00
<b>Total Community Services</b>	<b>617.94</b>	<b>694</b>	<b>12.21</b>
Countryside & Environment	80.56	77	16.25
Highways & Transport	94.19	86	5.95
Planning & Trading Standards	99.81	98	9.28
Director Support	2.00	2	0.00
<b>Total Environment</b>	<b>276.56</b>	<b>263</b>	<b>10.27</b>
<b>GRAND TOTALS</b>	<b>1730.67</b>	<b>n/a #</b>	<b>11.85</b>

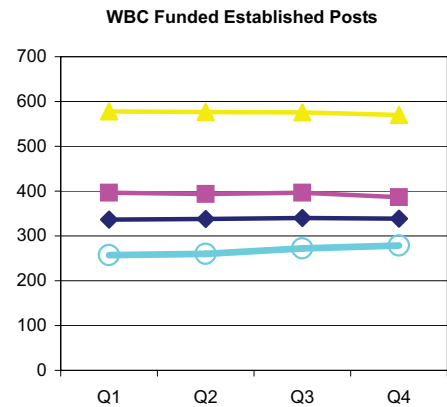
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**Trends in Funding for Established Posts Q1 2008/09 to Q4 2008/09**

The figures below show the position over the past 4 quarters for WBC, Joint and External funded posts. All posts (Permanent or Fixed Term) are included in this report.

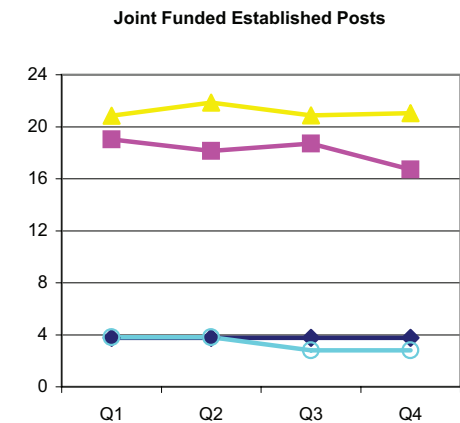
WBC funded post FTE has decreased by 10.77 FTE during Quarter 4.

	WBC Funded			
	Q1	Q2	Q3	Q4
<b>Chief Executive</b>	336.57	337.99	340.02	338.53
<b>Children and Young People</b>	396.29	393.23	396.68	386.63
<b>Community Services</b>	577.74	576.63	576.06	569.93
<b>Environment</b>	257.22	260.22	271.79	278.68
<b>Total</b>	1567.82	1568.07	1584.55	1573.78



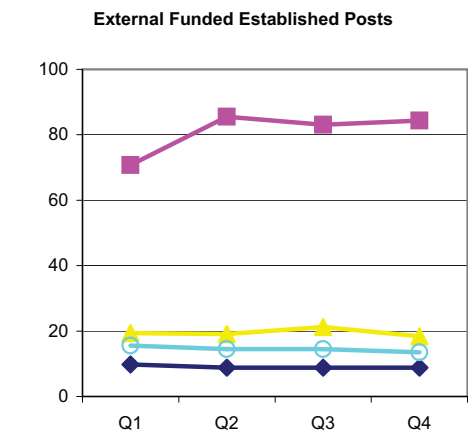
Joint funding for posts has decreased by 1.82 FTE in Quarter 4.

	Joint Funding			
	Q1	Q2	Q3	Q4
<b>Chief Executive</b>	3.76	3.76	3.76	3.76
<b>Children and Young People</b>	19.03	18.13	18.72	16.72
<b>Community Services</b>	20.86	21.86	20.87	21.05
<b>Environment</b>	3.81	3.81	2.81	2.81
<b>Total</b>	47.46	47.56	46.16	44.34



Externally funded post FTE has decreased by 2.59 FTE during Quarter 4.

	External Funding			
	Q1	Q2	Q3	Q4
<b>Chief Executive</b>	9.81	8.81	8.81	8.81
<b>Children and Young People</b>	70.71	85.55	83.03	84.36
<b>Community Services</b>	19.34	19.07	21.27	18.35
<b>Environment</b>	15.53	14.53	14.53	13.53
<b>Total</b>	115.39	127.96	127.64	125.05



**KEY**

Chief Executive	diamond
Children and Young People	square
Community Services	triangle
Environment	circle

**Overtime and Additional Hours, Casual Workers, and Agency:  
Spend over Quarters 1, 2, 3 and 4 08/09 by Directorate**

**Overtime and Additional Hours \***

Directorate	Data	* Total £ Q1 08/09	* Total £ Q2 08/09	* Total £ Q3 08/09	* Total £ Q4 08/09
Chief Executive	Overtime	£18,594.36	£29,120.65	£33,099.61	£26,181.38
	Additional Hours	£2,463.40	£886.82	£0.00	£0.00
Children & Young People	Overtime	£16,771.95	£18,906.04	£12,641.75	£20,260.13
	Additional Hours	£4,220.74	£2,875.00	£2,975.00	£11,470.23
Community Services	Overtime	£103,339.27	£106,904.76	£98,401.52	£87,595.70
	Additional Hours	£46,047.89	£13,087.21	£0.00	£30,105.93
Environment	Overtime	£21,248.53	£21,961.92	£23,002.35	£15,509.83
	Additional Hours	£0.00	£160.38	£0.00	£0.00
<b>Total Sum of Overtime</b>		<b>£159,954.11</b>	<b>£176,893.37</b>	<b>£167,145.23</b>	<b>£149,547.04</b>
<b>Total Sum of Additional Hours</b>		<b>£52,732.03</b>	<b>£17,009.41</b>	<b>£2,975.00</b>	<b>£41,576.16</b>
<b>Total of Overtime and Additional Hours</b>		<b>£212,686.14</b>	<b>£193,902.78</b>	<b>£170,120.23</b>	<b>£191,123.20</b>

\* Data from Payroll

**Casual Workers (not on the Establishment) \***

Directorate	* Total £ Q1 08/09	* Total £ Q2 08/09	* Total £ Q3 08/09	* Total £ Q4 08/09
Chief Executive	£10,621.65	£6,765.89	£9,796.54	£11,051.06
Children & Young People	£28,366.41	£32,433.73	£48,663.51	£62,806.79
Community Services	£82,232.85	£94,112.71	£111,748.88	£98,409.91
Environment	£16,636.72	£16,961.16	£51,662.08	£52,848.38
<b>Grand Total</b>	<b>£137,857.63</b>	<b>£150,273.49</b>	<b>£221,871.01</b>	<b>£225,116.14</b>

\* Data from Payroll

**Agency (WBC Revenue only) \*\***

Directorate	* Total £ Q1 08/09	* Total £ Q2 08/09	* Total £ Q3 08/09	* Total £ Q4 08/09
Chief Executive	£134,677.59	£149,365	£122,703	£137,395
Children & Young People	£102,026.60	£203,897	£216,702	£148,316
Community Services	£209,704.45	£333,018	£268,421	£213,226
Environment	£15,666.41	£21,666	£34,703	£30,793
<b>Grand Total</b>	<b>£462,075.05</b>	<b>£707,946.00</b>	<b>£642,529</b>	<b>£529,730</b>

\*\* = Data from Agresso supplied by Finance; subject to confirmation following end of year procedures

## **Glossary and Definitions used in the report.**

### Definitions

Misinterpretation of Establishment data can often occur through an incorrect understanding of the definitions that are used. The attached Appendices include a number of terms and the definitions are shown below.

*Group Posts* - Individual Posts with the same criteria against them are grouped into one generic Post with the full time equivalent (FTE) value reflecting the total number of hours from the individual Posts. A Group Post will have one Post number but each employee allocated to the Group Post will retain their individual Employee numbers. The following information must be the same for every employee within the Group Post.

Job title, Grade, Reporting Line, The team the post is in, Location, Cost Centre, Funding source, and Post status: i.e. Permanent or Temporary.

*Establishment* – the number of posts (shown as full time equivalents – FTE) that are supported by the approved staffing budget, agreed by the Council (through the Policy and Budget Framework) at the annual budget setting meeting. If the Executive subsequently change the staffing budget during the year then the Establishment would be expected to change. Changes in establishment can also result from restructuring where two lower paid posts could be created from a single higher salaried post or vice versa. In this case the budget does not change but the Establishment will.

The Establishment includes both occupied and vacant posts. In some cases vacant posts within the Establishment may be covered by temporary or agency staff. These are not added to the Establishment.

The Establishment will include Permanent and Fixed Term positions whether they are full or part time.

Casual and Relief staff as well as those on variable hour contracts are not included within the Establishment figures and are reported separately.

The Establishment will include all Permanent, and Fixed Term positions irrespective of their funding source, as long as they are West Berkshire Council employees. As a result staff funded by external grants or jointly funded with Partner organisations will be included. At the same time no distinction is made between revenue and capital funded positions. Future reports will aim to identify the funding stream.

*Occupied FTE* – this is the total Full Time Equivalent (FTE) posts within the Establishment that are occupied at the end of the reporting period. It does not include posts that are being covered by temporary or agency staff. This data includes staff who may not currently be working in their post, but who are still employed e.g. on maternity leave, on sick leave.

*Vacant FTE* – this relates to the total Full Time Equivalents that are vacant within the Establishment at the end of the reporting period. Adding the number of vacant and occupied posts together will show the total Establishment. Staff due to start employment will not move a post from 'vacant' to 'occupied', even where an offer of employment has been made.

*Staff headcount* – the total number of staff in post as at the end of the reporting period. This is the same as occupied FTE except that the headcount counts people not full time equivalents. This data includes staff who may not currently be working in their post, but who are still employed e.g. on maternity leave, on sick leave. Staff headcount is shown per service in this report. The headcount per service should not be totalled as this gives an inaccurate figure as some employees have several posts, sometimes in the same and sometimes in different services.

*Annualised Turnover* – as quarterly turnover but annualised to show a forecasted annual figure if the level of leavers are maintained for the rest of the rolling year.

*Data Cleansing* - a one off process to identify and delete any posts which are shown in the establishment but which are non funded and vacant.

*Overtime* - Any paid time over standard contractual hours.

*Additional Hours* - Any paid time for bank holiday working; any hours paid for staff on a spot salary

*Casual* - Any hours paid for casual staff who do not have a contracted number of hours each period.