

Committee: Personnel Committee
Date: Wednesday 12 September 2012
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Lynn Pratt (Chairman)	Councillor Melanie Magee (Vice-Chairman)
Councillor Ken Atack	Councillor Norman Bolster
Councillor Surinder Dhesi	Councillor Mike Kerford-Byrnes
Councillor G A Reynolds	Councillor Alaric Rose
Councillor Lawrie Stratford	Councillor Rose Stratford
Councillor Lynda Thirzie Smart	Councillor Barry Wood

AGENDA

1. Apologies for Absence and Notification of Substitute Members

2. Declarations of Interest

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

3. Petitions and Requests to Address the Meeting

The Chairman to report on any requests to submit petitions or to address the meeting.

4. Urgent Business

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

5. **Minutes** (Pages 1 - 4)

To confirm as a correct record the Minutes of the meeting of the Committee held on 6 June 2012.

6. **Employment Statistics Quarter 1 2012/13** (Pages 5 - 14)

Report of Head of Transformation

Summary

The purpose of this report is to detail employment statistics, by Directorate, for information and monitoring purposes and to compare the Cherwell District Council position against the wider employment market.

Recommendations

The Personnel Committee is recommended to:

- (1) Note the contents of this report

Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.

Information about this Meeting

Apologies for Absence

Apologies for absence should be notified to democracy@cherwellandsouthnorthants.gov.uk or 01295 221601 prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Evacuation Procedure

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

Please contact Louise Aston, Democratic and Elections
louise.aston@cherwellandsouthnorthants.gov.uk, 01295 221601

Sue Smith
Chief Executive

Published on Tuesday 4 September 2012

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Agenda Item 5

Cherwell District Council

Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 6 June 2012 at 6.30 pm

Present: Councillor Lynn Pratt (Chairman)
Councillor Melanie Magee (Vice-Chairman)

Councillor Ken Atack
Councillor Norman Bolster
Councillor Surinder Dhesi
Councillor Mike Kerford-Byrnes
Councillor G A Reynolds

Substitute Members: Councillor Nigel Randall (In place of Councillor Rose Stratford)
Councillor Alastair Milne Home (In place of Councillor Lawrie Stratford)

Apologies for absence: Councillor Alaric Rose
Councillor Lawrie Stratford
Councillor Rose Stratford
Councillor Lynda Thirzie Smart
Councillor Barry Wood

Officers: Jo Pitman, Head of Transformation
Stephanie Rew, HR Manager
Natasha Clark, Team Leader, Democratic and Elections
Louise Aston, Team Leader, Democratic and Elections
Martin Henry, Director of Resources / Section 151 Officer

3 **Declarations of Interest**

Members declared the following interest.

9. Joint Management Team (JMT) Support Business Case.

Councillor Ken Atack, Personal, as lead member for the business case on JMT support who would be presenting the report to the Executive.

4 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

5 **Urgent Business**

There was no urgent business.

6 **Minutes**

The minutes of the meeting held on 4 April and 16 May 2012 were agreed as a correct record and signed by the Chairman.

7 **Employment Statistics Quarter 4 - 2011/2012**

The Head of Transformation submitted a report detailing the employment statistics, by Directorate, for information and monitoring purposes.

Resolved

(1) That the report be noted.

8 **Exclusion of the Public and Press**

Resolved

That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that it could involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 4 of Schedule 12A of that Act.

9 **Performance and Research Team Business Case**

The Head of Transformation submitted a report which sought support for the staffing aspects of the business case to implement a joint performance and research team across Cherwell District Council (CDC) and South Northamptonshire Council (SNC).

In introducing the report the Head of Transformation outlined the current service and how it operates at both CDC and SNC along with the strengths and weaknesses of the teams across both sites.

The joining of services would ensure resilience across CDC and SNC and offer a financial saving with consistency of policies and where appropriate joint policies.

The committee was advised that staff consultation on the business case had concluded on 24 April 2012. This process had included individual meetings with affected staff and joint meetings with staff and unions at both councils.

In response to Members questions, the Head of Transformation clarified the position regarding ring fencing, and how the pay scheme would operate for

these roles. The structure would provide resilience and support succession planning.

Resolved

- (1) That the consultation comments and responses contained in the log be noted.
- (2) That the staffing aspects of the Business Case to implement a joint performance, consultation and research analysis team across CDC and SNC be endorsed and that authority be delegated to the Corporate Performance and Strategy Manager to take all necessary steps to implement the team in compliance with the Organisational Change Policy and in consultation with the HR Manager for both Councils.

10 **Joint Management Team (JMT) Support Business Case**

The Director of Resources submitted a report which sought support for the staffing aspects of the business case to implement a Joint Management Support team across Cherwell District Council (CDC) and South Northamptonshire Council (SNC).

In introducing the report the Director of Resources outlined how the Joint Management Team (JMT) has been supported since 1 October 2011 when temporary arrangements were put in place.

It is essential that members of JMT receive the appropriate level of support to ensure they are as effective in their roles as possible. Without this support JMT would become too involved in administration tasks, as opposed to strategic.

The committee was advised that staff consultation on the business case had concluded on 2 May 2012. This process had included individual meetings with affected staff and joint meetings with staff and unions at both councils along with JMT members.

Some Members raised concerns that further administrative support would be added to the structure at a later stage. In response to Members questions, the Director of Resources clarified the roles in the business case, along with the new structure. It was confirmed that support for the Chairmen and Leaders could be reviewed if the proposed level of support was found to be too great or inadequate.

Councillor Attack addressed the Committee and acknowledged the work undertaken by the CDC staff who had provided interim support to JMT.

Resolved

- (1) That the staffing aspects of the Business Case to implement a new Joint Management Team Support Team together with granting new delegated authority to the Head of Transformation to take all necessary steps to implement the team in compliance with the Organisational

Change Policy and in consultation with the HR Manager at both Councils.

- (2) That the consultation comments and responses contained in the log be noted.
- (3) That it be noted that the Joint Personnel Committee has delegated authority to implement any redundancies arising to the Director of Resources in consultation with the Head of Transformation, the Head of Law and Governance, the Chairman and Vice Chairman of the Joint Personnel Committee and the portfolio holder (SNC) and Lead Member (CDC) for this service area.

Councillor Atack requested that his abstention from the vote be recorded,

The meeting ended at 7.35 pm

Chairman:

Date:

PERSONNEL COMMITTEE

Employment Statistics Qtr 1 – 2012/2013

12 September 2012

Report of Head of Transformation

PURPOSE OF REPORT

The purpose of this report is to detail employment statistics, by Directorate, for information and monitoring purposes and to compare the Cherwell District Council position against the wider employment market.

This report is public

Recommendations

The Committee is recommended to:

- (1) Note the contents of this report

Executive Summary

Introduction

1.1 Labour turnover

According to the 2011 XperthHR staff turnover rates and costs survey, labour turnover rates in the public sector stood at an average of 12.6% of employees at each organisation, compared with 17.4% of workers in the private sector. The staff turnover rate for Cherwell District Council for year ending 31st March 2012 was 10.0% of workers; of this figure 5.4% were voluntary leavers. During quarter 1 of 2012/2013 the staff turnover rate was 1.1% of workers, with 0.43% leaving on a voluntary basis.

1.2 Employment Statistics July 2010 to June 2012

Table 1 illustrates the quarterly changes that took place in respect of individual employment across the whole organisation during the period July 2010 to June 2012.

Staff who were transferred to other employers under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) are excluded from the statistics shown in this report.

Table 1

Corporate								
	2010-2011			2011-2012				2012-2013
	Q2 July to Sept 2010	Q3 Oct to Dec 2010	Q4 Jan to March 2011	Q1 April to June 2011	Q2 July to Sept 2011	Q3 Oct to Dec 2011	Q4 Jan to March 2012	Q1 April to June 2012
Permanent/Fixed Term Employees (more than 1 year FTC)								
New starters (A)	4	2	1	3	2	6	4	2
Internal transfers (B)	0	2	7	2	4	11	17	1
All leavers (C)	5	9	17	9	9	19	11	3
Voluntary leavers * (D)	3	4	9	4	6	8	8	2
Temporary Employees (less than 1 year FTC)								
Temporary starters (E)	3	1	0	5	5	8	3	5
Temporary leavers (F)	4	3	0	1	6	4	4	2
Casual Workers **								
Casual starters (G)	4	4	2	1	16	2	3	5
Casual leavers (H)	11	7	3	4	14	9	7	6
Total starters (A + E + G)	11	7	3	9	23	16	10	12
Total leavers (C + F + H)	20	19	20	14	29	32	22	11

* excludes age retirements, early retirements and redundancies, ill-health dismissals and retirements, other dismissals and TUPE transfers.

** The phrase 'casual worker' is used to describe workers who are not part of the permanent workforce, but who supply services on an irregular or flexible basis, often to meet a fluctuating demand for work.

The corporate turnover rates for permanent and fixed term staff for this quarter and the previous two years are illustrated in the graph at Appendix 1. As requested at the last Personnel Committee the numbers of leavers are also contained on this graph. The graph in Appendix 2 shows the number of leavers broken down by Directorate. Exit interviews were completed by the two voluntary leavers during this quarter. One voluntary leaver moved abroad and the other left for career development after gaining employment in the private sector.

The table attached at Appendix 3 contains details of numbers of permanent and fixed term employees at Cherwell District Council as at 30th June 2012 by Directorate and Service area, and details staff movement and corporate capacity for the quarter.

There were 18 fixed term posts on the establishment at 30th June 2012. On 30th June 2012 there were 32 vacant posts. Of these, 3 posts were vacant pending service reviews; 3 vacancies were due to employees being on secondment, 11 posts were being covered by temporary staff (agency, staff bank and temporary contracts), 2 posts were being recruited to, 2 posts were fixed term and due to end in August and 11 posts were to remain vacant.

Implications

Financial: All financial effects of changes have been contained within existing approved budgets.

Comments checked by Sarah Best, Service Accountant 01295 221736

Risk Management: There are no risks associated with the contents of this report.

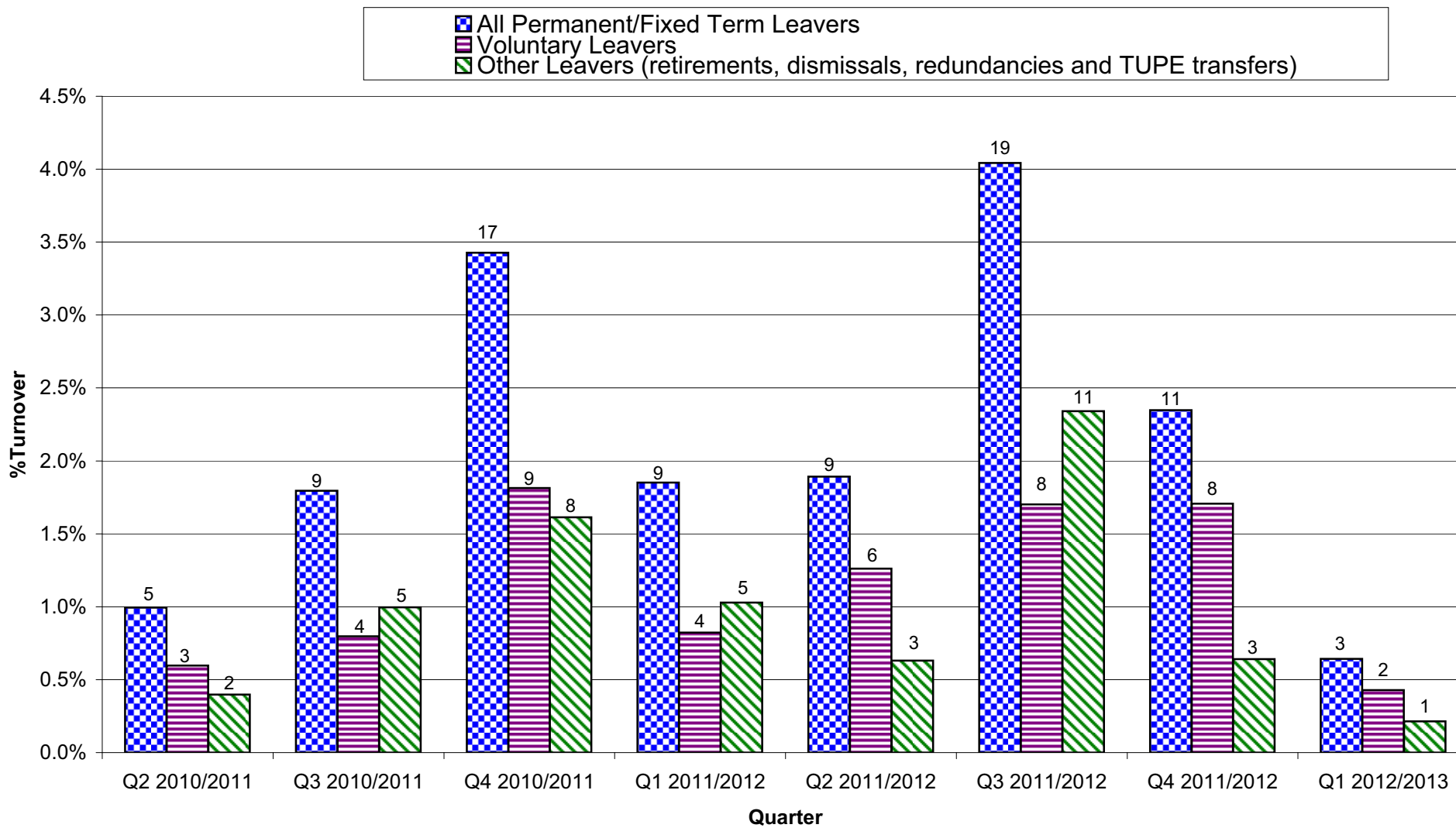
Wards Affected

Not applicable

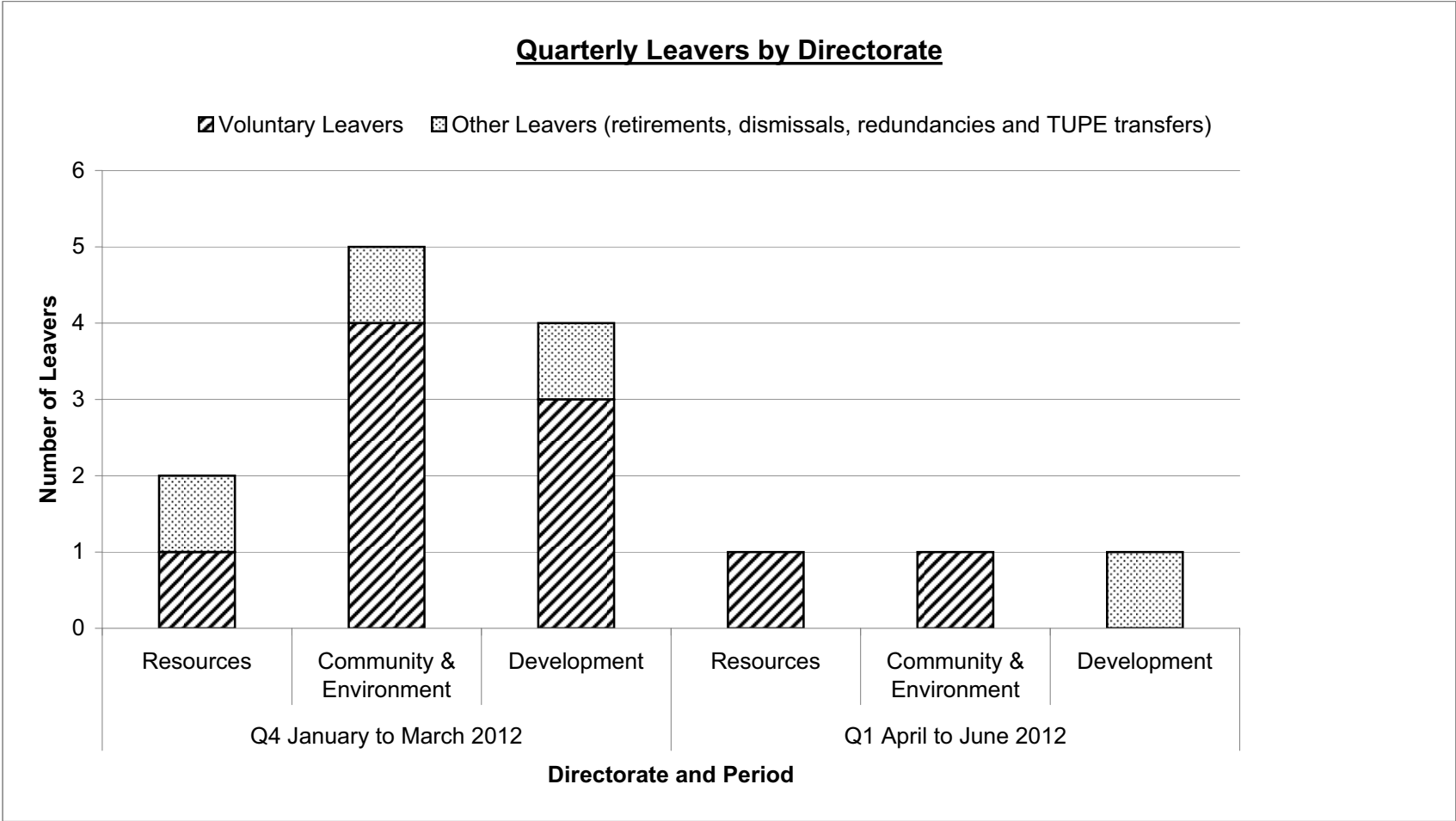
Document Information

Appendix No	Title
Appendix 1	Corporate quarterly staff turnover
Appendix 2	Quarterly leavers by Directorate
Appendix 3	Establishment/turnover at end of Quarter 1 – 30/06/12
Background Papers	
None	
Report Author	Jo Pitman, Head of Transformation
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Corporate Quarterly Staff Turnover



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ESTABLISHMENT 30/06/2012		Established		Filled		Vacant		All Including Internal Transfers				Leaving CDC		Voluntary Leavers		Staff in post at 31/03/2012	
Directorate	Service	Posts	FTE	Posts	FTE	Posts	FTE	Starters	Leavers	Turnover	Corp Cap	Leavers	Turnover	Leavers	Turnover	Posts	FTE
Chief Executive's Office	Chief Executive's Office	1	1.00	1	1.00	0	0.00	0	0	0.00	100.00	0	0.00	0	0.00	1	1.00
	Totals	1	1	1	1.00	0	0.00	0	0	0.00	100.00	0	0.00	0	0.00	1	1
Resources	Resources Directorate Support Unit	14	12.61	11	10.36	3	2.24	0	0	0.00	78.57	0	0.00	0	0.00	9	7.97
	Finance & Procurement	35	32.96	33	28.38	2	4.57	0	1	2.86	94.29	0	0.00	0	0.00	35	30.49
	Law & Governance	19	17.75	17	15.51	2	2.24	0	1	5.56	89.47	1	5.56	1	5.56	18	16.51
	Transformation	43	41.35	41	39.19	2	2.16	0	0	0.00	95.35	0	0.00	0	0.00	41	39.18
	Totals	111	104.67	102	93.45	9	11.22	0	2	1.94	91.89	1	0.97	1	0.97	103	94.15
Community & Environment	C&E Directorate Support Unit inc Director	12	10.40	12	10.21	0	0.19	0	0	0.00	100.00	0	0.00	0	0.00	12	10.21
	Community Services	101	84.95	93	76.87	8	8.07	1	0	0.00	92.08	0	0.00	0	0.00	92	76.01
	Environmental Services	127	121.65	120	116.77	7	4.88	2	2	1.68	94.49	1	0.84	1	0.84	119	115.84
	Totals	240	217.00	225	203.85	15	13.14	3	2	0.90	93.75	1	0.45	1	0.45	223	202.06
Development	Development Directorate Support Unit	23	21.66	23	20.80	0	0.86	0	0	0.00	100.00	0	0.00	0	0.00	23	20.80
	Public Protection & Dev Management	53	51.30	49	45.11	4	6.19	0	0	0.00	92.45	0	0.00	0	0.00	50	45.91
	Strategic Planning & the Economy	17	16.08	16	14.19	1	1.89	0	1	5.88	94.12	1	5.88	0	0.00	17	14.99
	Regeneration & Housing	53	46.43	50	43.32	3	3.11	0	0	0.00	94.34	0	0.00	0	0.00	51	44.32
	Totals	146	135.47	138	123.42	8	12.06	0	1	0.71	94.52	1	0.71	0	0.00	141	126.02
TOTAL	Chief Executive's Office	1	1.00	1	1.00	0	0.00	0	0	0.00	100.00	0	0.00	0	0.00	1	1.00
	Resources	111	104.67	102	93.45	9	11.22	0	2	1.94	91.89	1	0.97	1	0.97	103	94.15
	Community & Environment	240	217.00	225	203.85	15	13.14	3	2	0.90	93.75	1	0.45	1	0.45	223	202.06
	Development	146	135.47	138	123.42	8	12.06	0	1	0.71	94.52	1	0.71	0	0.00	141	126.02
	Totals	498	458.14	466	421.72	32	36.42	3	5	1.07	93.57	3	0.64	2	0.43	468	423.23

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Note: Turnover is calculated on numbers of leavers as a percentage of staff in post as at end of previous quarter

* Vacant FTE comprises completely vacant posts plus vacant hours where established hours are greater than those worked by the employee, e.g. in Law & Governance there are two completely vacant post (2.0FTE) plus post LD0106 has 9 vacant hours (0.24FTE) (established post is 37 hours but employee works 28 hours leaving 9 hours vacant).

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