

Committee: Personnel Committee
Date: Wednesday 11 December 2013
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 Ann Bonner
Councillor Norman Bolster	Councillor Mark Cherry
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 - 2)

To confirm as a correct record the Minutes of the meeting of the Committee held on 11 September 2013.

6. **Chairman's Announcements**

To receive communications from the Chairman.

7. **Staff Survey Results** (Pages 3 - 40)

Report of Head of Transformation

Purpose of Report

To provide an overview of the results of the 2013 staff survey.

Recommendations

The meeting is recommended:

- 1.1 To consider the staff survey results and the proposed approach to action planning and identify any particular issues to be addressed through the action planning process.

8. **Auto Enrolment into the Local Government Pension Scheme** (Pages 41 - 46)

Report of Interim Head of Finance and Procurement and Head of Transformation.

Purpose of Report

To inform Members of the changes to Local Government Pension Scheme legislation amendments that relate to auto enrolment, and to determine whether a deferment of the start date from 1 February 2014 to the 30 September 2017 should be applied to eligible employees

Recommendation

The meeting is recommended:

- 1.1 To agree to an implementation date of the 30 September 2017 for eligible employees, instead of applying the currently proposed date of the 1 February 2014

9. **Employment Statistics Second Quarter - July to September 2013**
(Pages 47 - 62)

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.

Recommendations

The meeting is recommended:

- 1.1 To note the contents of the report.

10. Exclusion of the Public and Press

The following reports contain exempt information as defined in the following paragraphs of Part 1, Schedule 12A of Local Government Act 1972.

1 - Information relating to any individual.

2 – Information which is likely to reveal the identity of an individual

3– Information relating to the financial or business affairs of any particular person (including the authority holding that information).

4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

Members are reminded that whilst the following item(s) have been marked as exempt, it is for the meeting to decide whether or not to consider each of them in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

Should Members decide not to make a decision in public, they are recommended to pass the following resolution:

“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 items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Schedule 12A of that Act.”

11. Business Case for Implementing Phase Two of a Shared Service for Environmental Services (Pages 63 - 104)

Exempt Report of Head of Environmental Services.

Pay Grades April 2013 - March 2014 - For Information

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 221589 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 Natasha Clark, Democratic and Elections
natasha.clark@cherwellandsouthnorthants.gov.uk, 01295 221589

Sue Smith
Chief Executive

Published on Tuesday 3 December 2013

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 11 September 2013 at 6.30 pm

Present: Councillor Lynn Pratt (Chairman)

Councillor Ken Atack
Councillor Ann Bonner
Councillor Norman Bolster
Councillor Alaric Rose
Councillor Lawrie Stratford
Councillor Rose Stratford
Councillor Lynda Thirzie Smart
Councillor Barry Wood
Councillor Gordon Ross

Apologies for absence: Councillor Melanie Magee
Councillor G A Reynolds

Officers: Jo Pitman, Head of Transformation
Paula Goodwin, Human Resources and Organisational Development Manager
Louise Aston, Team Leader, Democratic and Elections

16 **Declarations of Interest**

There were no declarations of interests.

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

There were no petitions or requests to address the meeting.

18 **Urgent Business**

There was no urgent business.

19 **Minutes**

The minutes of the meeting held on 5 June 2013 and the Special Personnel Committee held on 23 July 2013 were agreed as correct records and signed by the Chairman.

20 **Disciplinary and Dismissal Policy**

The Head of Transformation submitted a report on the revised Joint Staff Disciplinary and Dismissal Policy.

In introducing the report the Human Resources and Organisational Development Manager advised the committee that the Council and Employee Joint Committee had also considered and endorsed the revised policy at their meeting of 4 September 2013. The SNC equivalent Committees had also considered and endorsed the report on 10 September 2013 with the policy being taken to Council at SNC on 23 October 2013.

The Joint Staff Disciplinary and Dismissal Policy had been revised due to the single council position at Cherwell District Council not being covered by the old policy and whilst these changes were being made, it was decided that it was an opportunity to create greater resilience.

Resolved

- (1) That the views and recommendations of the Council and Employee Joint Committee be noted.
- (2) That the revised Joint Staff Disciplinary and Dismissal Policy be approved authority delegated to the Head of Law and Governance to make any consequential changes to the Constitution.

21 **Employment Statistic - Quarter 1 2013/2014**

The Human Resources and Organisational Development Manager presented the report of the Head of Transformation which detailed the employment statistics, by Directorate, for information and monitoring purposes.

The committee requested that future reports for vacancies include a column showing when they became vacant and a commentary column.

Resolved

- (1) That the report be noted.

The meeting ended at 7.03 pm

Chairman:

Date:

Cherwell District Council

Personnel Committee

11 December 2013

Staff Survey Results

Report of Head of Transformation

This report is public

Purpose of report

To provide an overview of the results of the 2013 staff survey.

1.0 Recommendations

The meeting is recommended:

- 1.1 To consider the staff survey results and the proposed approach to action planning and identify any particular issues to be addressed through the action planning process.

2.0 Introduction

- 2.1 This was the first joint staff survey to be carried out by Cherwell District and South Northamptonshire Councils. The survey was launched on 3 June 2013 and staff were able to complete it until 28 June 2013. The majority of staff were asked to complete an online questionnaire, however paper questionnaires were made available for members of staff who do not have access to a computer.
- 2.2 Response rates: the table below shows the response rates from CDC and SNC.

	Number of Staff*	Total Number of responses received	% response rate	Historical Response Rates
Cherwell District Council Staff	459	344	75.0%	84% (2010) 64% (2008)
South Northamptonshire Council Staff	251	175	69.7%	52% (2006) 62% (2003)
Unknown (Did not state either Council)	n/a	15	n/a	n/a
Total Staff (CDC, SNC and unknown)	710	534	75.2%	n/a

* staff numbers provided by HR based on establishment figure on 30th June 2013

3.0 Report Details

3.1 The results of the survey are not reproduced within this report as Appendix A presents the findings in detail. The results are separated into sections, reflecting the format of the questionnaire. These sections cover the following issues:

- Section A Your Job
- Section B Training and Development
- Section C Communication
- Section D Management
- Section E (p1) Management Style
- Section E (p2) JMT and Councillors
- Section F Work Life Balance
- Section G Working Environment
- Section H Equality and Diversity
- Section I Perceptions of the Council
- Section J Looking Ahead

3.2 The results presented in appendix are based on the responses from staff employed by Cherwell District Council only. JMT have reviewed both CDC and SNC results and the results for both councils combined.

3.3 The results are displayed as a percentage of those who answered each question. As no questions were mandatory, the number of responses to each question does vary.

3.4 JMT have requested that a managers working group (with representatives from both councils) produces an action plan to address any issues raised by the survey. This group has met twice and is preparing an action plan to address a number of issues including communications and managing change.

3.5 In addition to this group a staff suggestions scheme has been launched and the managers working group or the Joint Innovation Group are both able to further develop and implement any suggestions received.

3.6 The all staff briefings held by the Chief Executive in November have provided a short summary of the findings and the full results have been published on both councils' intranets. The Performance and Insight Team have also produced service level summaries of the results and have attended a number of team meetings to discuss and review the results at a service level.

4.0 Conclusion and Reasons for Recommendations

4.1 The staff survey provides the organisation with a wealth of useful data to help improve issues and activities such as managing change and communication. Staff have full access to the results and have been encouraged to develop their own suggestions to make improvements. JMT have also established a working group to develop an action plan based on the survey findings.

4.2 The strong response rates demonstrate that staff value the opportunity to feed into organisational development and it is important that both councils act on the results.

5.0 Consultation

All staff were included in the consultation

6.0 Alternative Options and Reasons for Rejection

5.1 The following alternative options have been identified and rejected for the reasons as set out below.

- N/A - report is a for review/information item.

7.0 Implications

Financial and Resource Implications

7.1 There are no financial implications associated with this report.

Comments checked by: Tim Madden, Interim Head of Finance and Procurement,
Tel: 0300 003 0106, E-mail: tim.madden@cherwellandsouthnorthants.gov.uk

Legal Implications

7.2 There are no legal implications associated with this report.

Comments checked by: Kevin Lane, Head of Law and Governance,
Tel: 0300 0030 107, Email: kevin.lane@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Wards Affected

None

Links to Corporate Plan and Policy Framework

Link to Business Plan Priority: An Accessible, Value for Money Council

Lead Councillor

None

Appendix No	Title
1	CDC Staff Survey Results
Background Papers	
None	
Report Author	Claire Taylor, Corporate Performance Manager
Contact Information	Tel: 0300 0030113 Email: claire.taylor@cherwellandsouthnorthants.gov.uk

Cherwell District Council

Staff Survey 2013 Initial Results

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Background

- This is the first joint staff survey to be carried out by Cherwell District Council and South Northamptonshire Council.
- The survey was launched on 3rd June 2013 and remained open until the 28th June 2013.
- The majority of staff were asked to complete an online questionnaire, however paper questionnaires were made available for those members of staff who do not have access to a computer.
- A total of 344 responses were received from staff at Cherwell District Council.

Introduction

The following slides will present the initial results from the staff survey:-

- The results are separated into sections, reflecting the format of the questionnaire;
- These results are provided based on the responses from staff employed by Cherwell District Council;
- The results are displayed as a percentage of those who answered each question. As no questions were mandatory, the number of responses to each question does vary;

Response Rate - Summary



	Number of Staff*	Total Number of responses received	% response rate
Cherwell Staff	459	344	75.0%

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- *The response rate at 75.0% of staff is lower than for the previous survey carried out in 2010, however it is higher than the response rate for the survey carried out in 2008.*
- *In 2010 the response rate was 84% and in 2008 the response rate was 64%.*
- *It should be noted that the 2010 and 2008 surveys were carried out by an external market research company – IPOS MORI.*

** Based on the establishment number on 30th June 2013*

Section A – Your Job

Section A consisted of 9 statements about the employee's job.

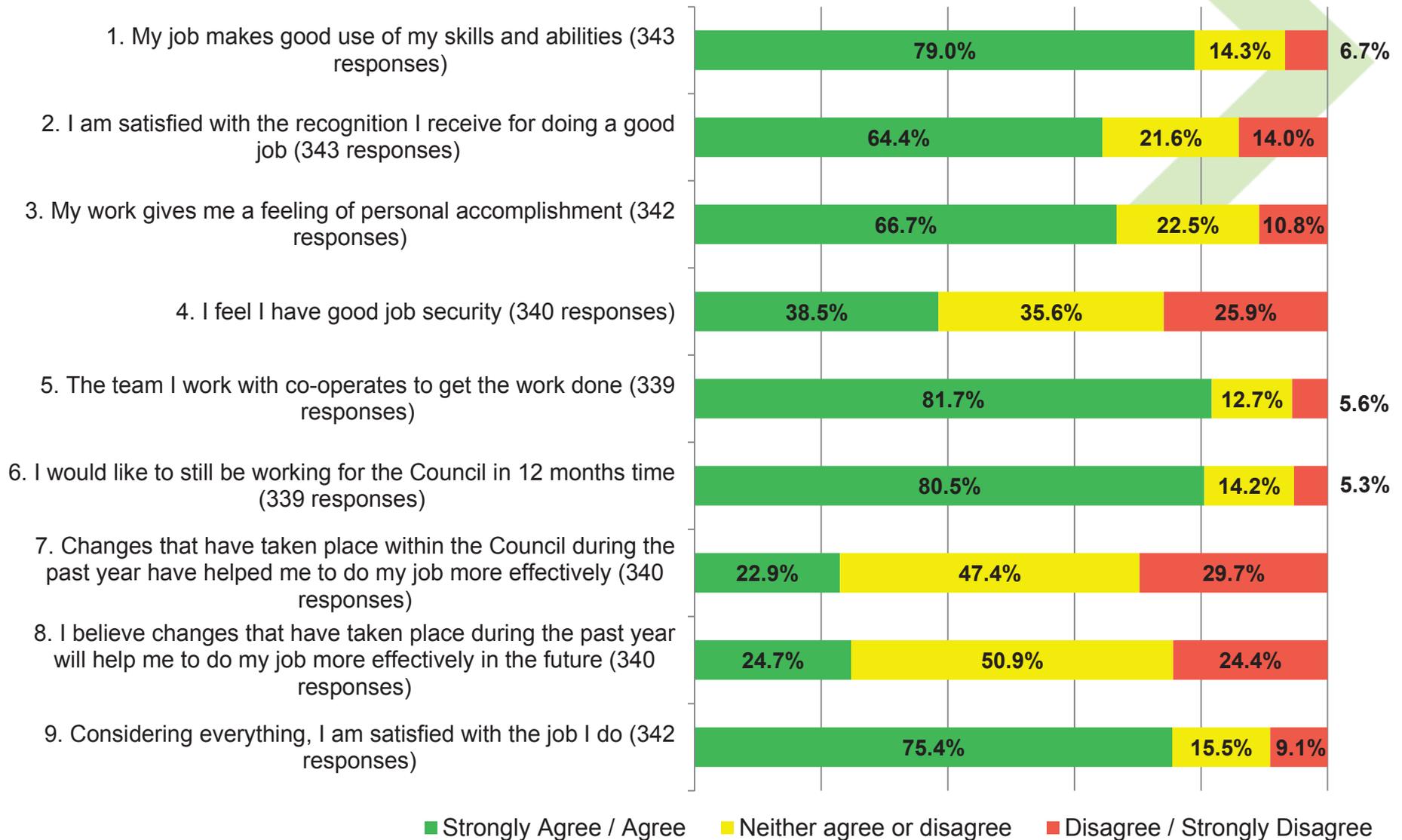
Staff were asked to tick the most appropriate box to indicate whether they agreed or disagreed with the statement.

Section A: Your Job

Please tick one box only for each question

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
1 My job makes good use of my skills and abilities	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Section A - Your Job (CDC - All Staff Responses)



Section B – Training and Development

Section B consisted of 1 question and 7 statements about the employee's training and development.

Staff were asked to tick the most appropriate box to indicate whether they agreed or disagreed with the statement.

Section B: Training and Development

Please tick one box only for each question

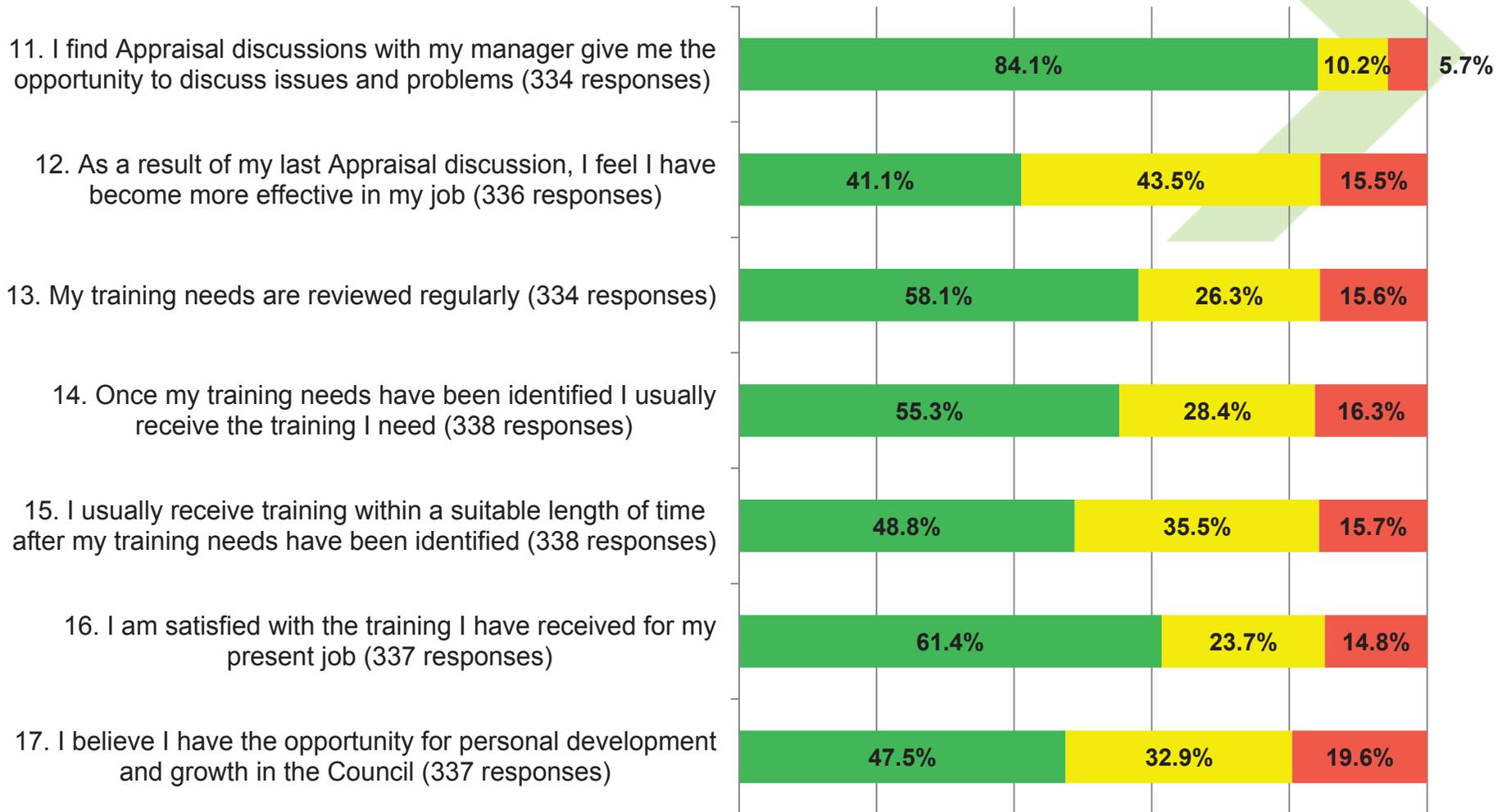
	Yes	No	Don't know	Haven't been here long enough to have one
10 Do you have an Appraisal discussion with your manager at least once a year?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
If you ticked "Don't know" or "Haven't been here long enough to have one" please go to Q14				

Do you have an Appraisal discussion with your manager at least once a year?



	Yes	No	Don't know	Haven't been here long enough	Blank (No response)
Cherwell Staff	310 (90.1%)	7	3	9	15

Section B - Training & Development (CDC - All Staff Responses)



■ Strongly Agree / Agree
 ■ Neither Agree or Disagree
 ■ Disagree / Strongly Disagree

Section C – Communication

Section C consisted of 12 statements about the Councils' communication.

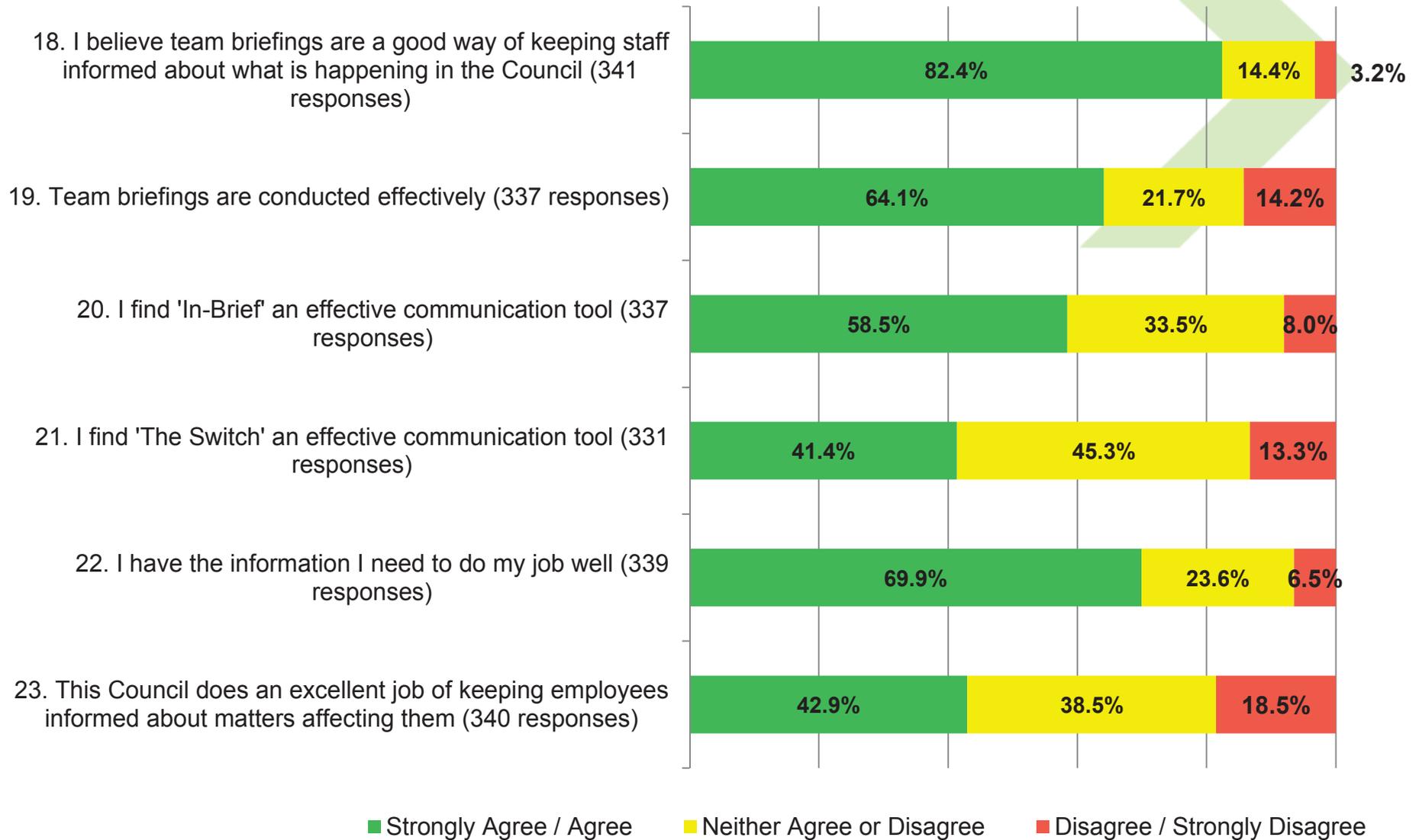
Staff were asked to tick the most appropriate box to indicate whether they agreed or disagreed with the statement.

Section C: Communication

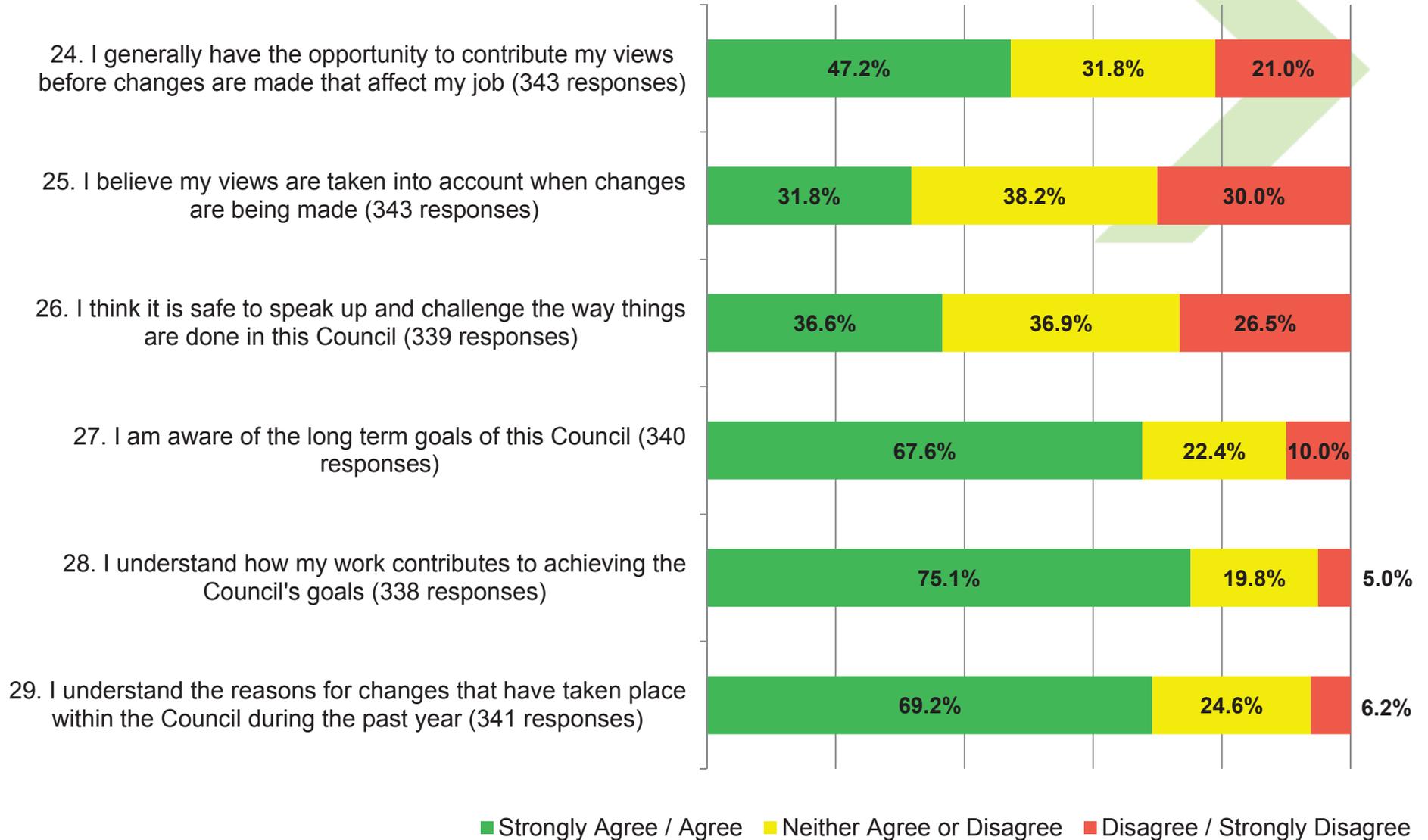
Please tick one box only for each question

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
18 I believe team briefings are a good way of keeping staff informed about what is happening in the Council	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Section C - Communication (CDC - All Staff Responses)



Section C - Communication (CDC - All Staff Responses)



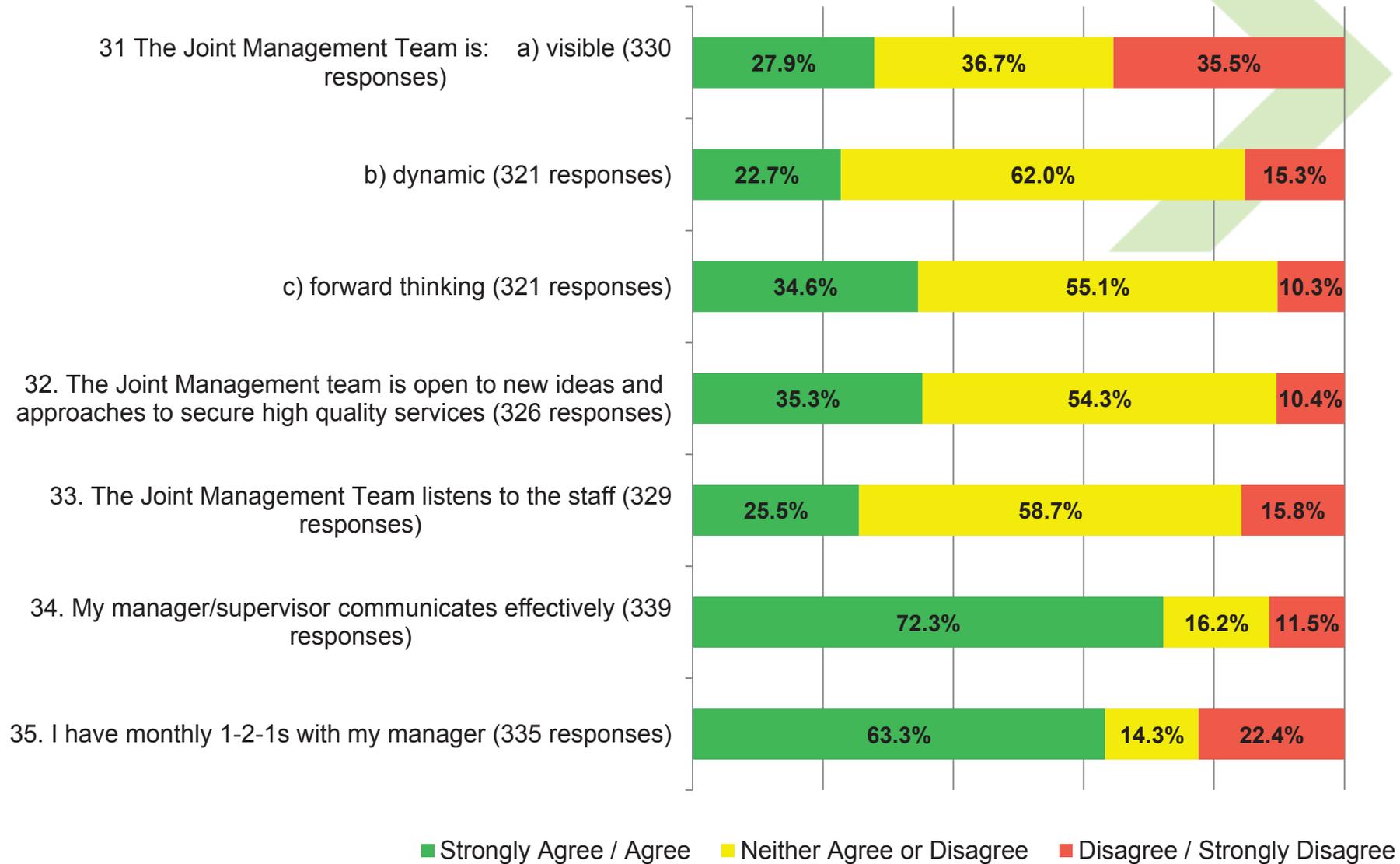
Section D – Management

Section D consisted of 13 statements about the Councils' management.

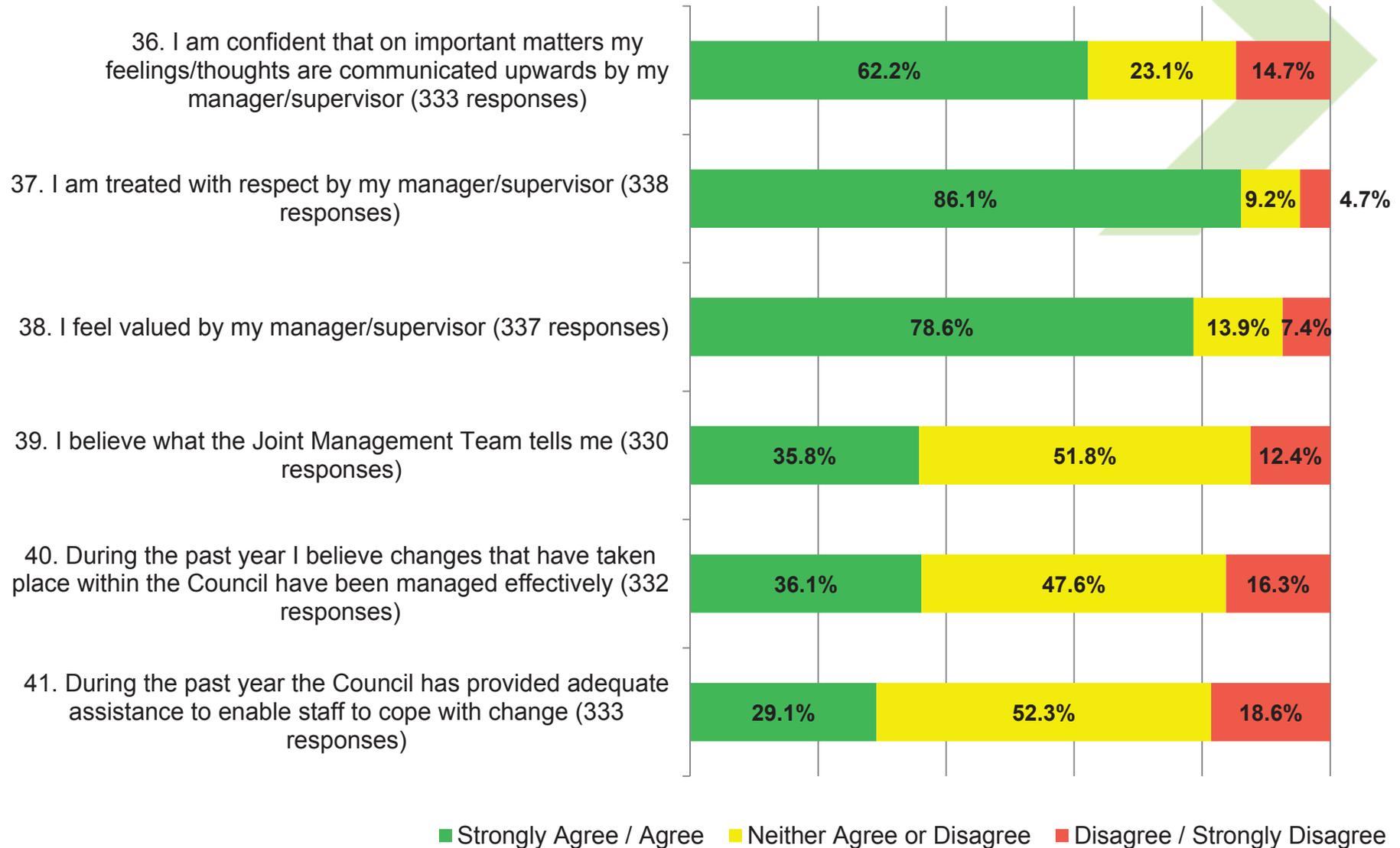
Staff were asked to tick the most appropriate box to indicate whether they agreed or disagreed with the statement.

Section D: Management <i>Please tick one box only for each question</i>	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
31 The Joint Management Team is a) visible,	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Section D - Management (CDC - All Staff Responses)



Section D - Management (CDC - All Staff Responses)



Section E – Management Style

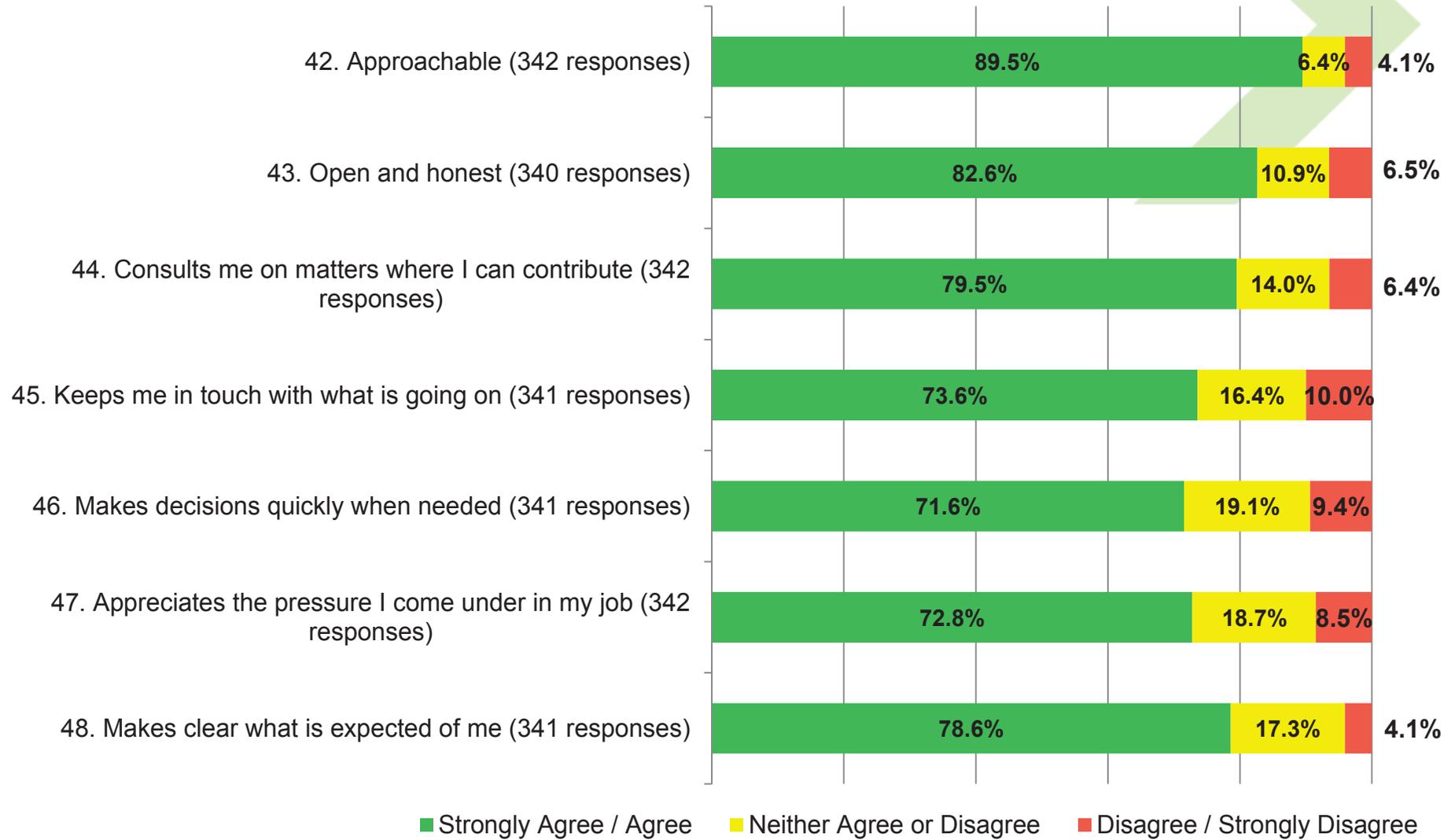
The first part of section E consisted of 14 statements about the employee's immediate line manager.

Staff were asked to tick the most appropriate box to indicate whether they agreed or disagreed with the statement.

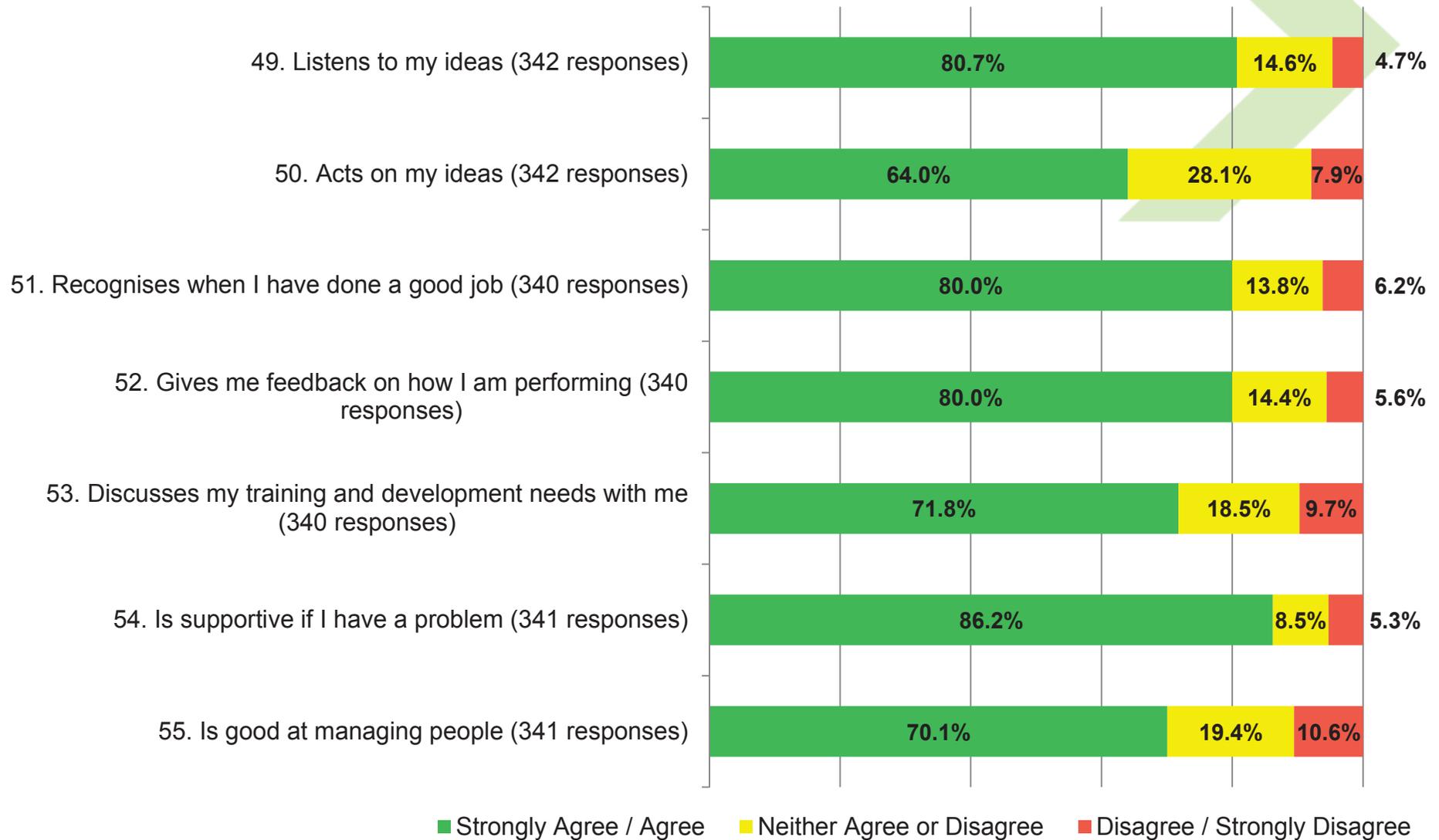
Section E: Management Style

<i>Please tick one box only for each question</i>		Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
42	Approachable	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Section E - Management Style (Immediate Line Manager) (CDC - All Staff Responses)



Section E - Management Style (Immediate Line Manager) (CDC - All Staff Responses)



Section E – JMT and Councillors

The second part of section E consisted of 8 statements about the Joint Management Team and Councillors.

Staff were asked to tick the most appropriate box to indicate whether they agreed or disagreed with the statement. Those in shared services were also asked to respond to certain questions about South Northamptonshire Council.

For those employees working in a SHARED SERVICE ONLY
this section refers to the authority which is not your contracted employer

Please tick one box only for each question

60a Councillors have a clear vision of where the Council is going

Strongly agree

Agree

Neither agree nor disagree

Disagree

Strongly disagree

 1

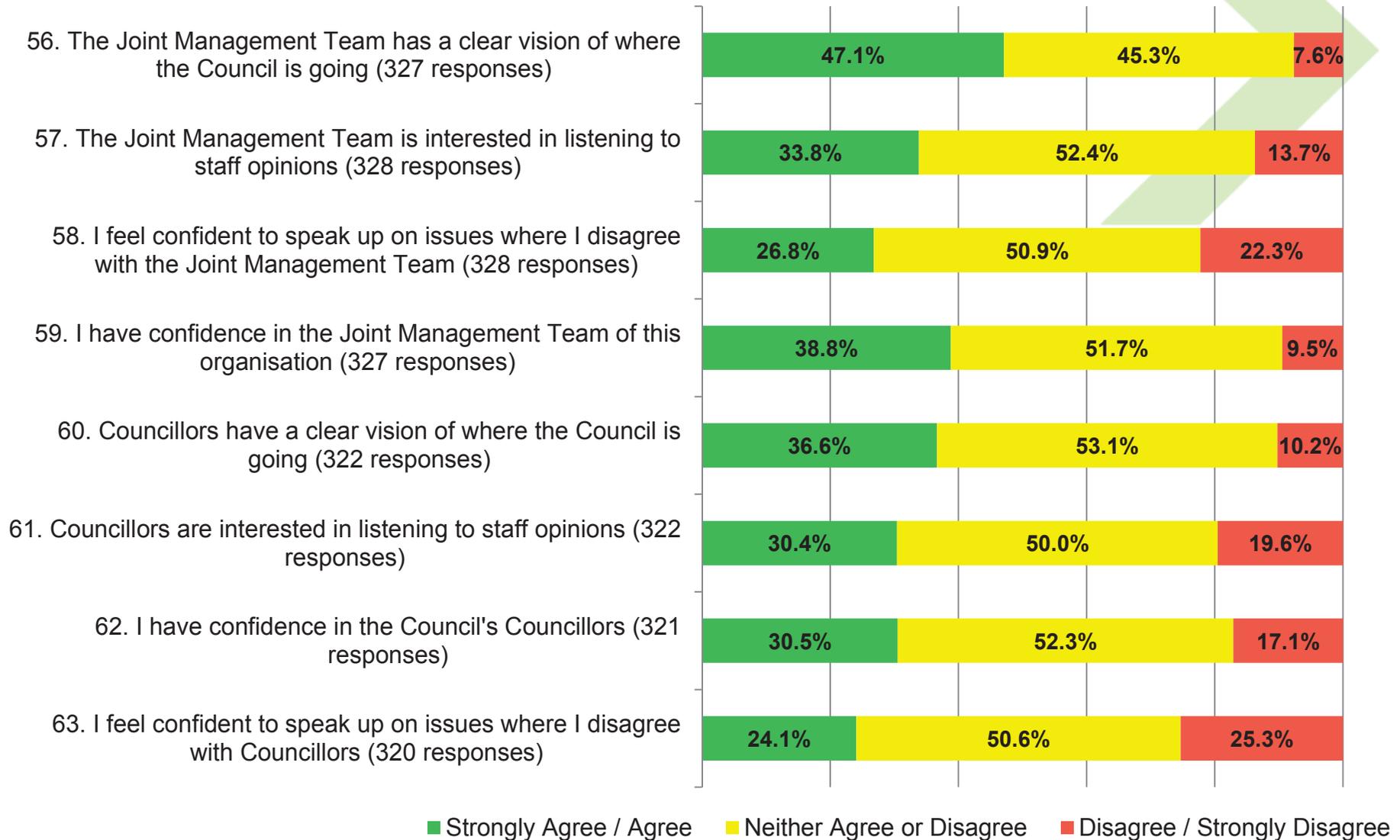
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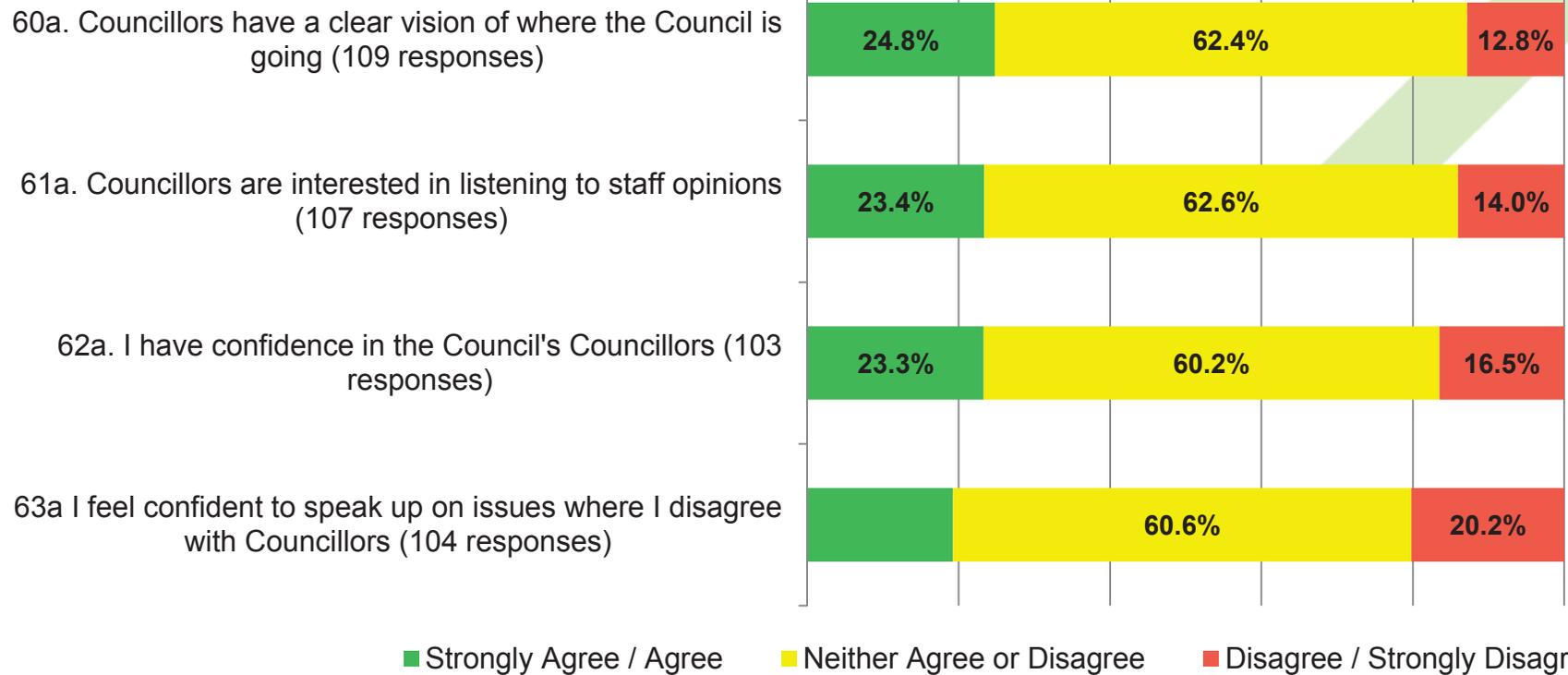
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Section E - Management Style (JMT & Councillors) (CDC - All Staff Responses)



Section E - Management Style (JMT & Councillors)

(CDC - Shared/Joint Staff Responses)



Data Quality Note

Please note that the information presented above is based on all staff who completed this section.

Although only shared staff were asked to only complete this section, the number of responses here is higher than the total number of staff who indicated that they worked across both Councils (71 staff).

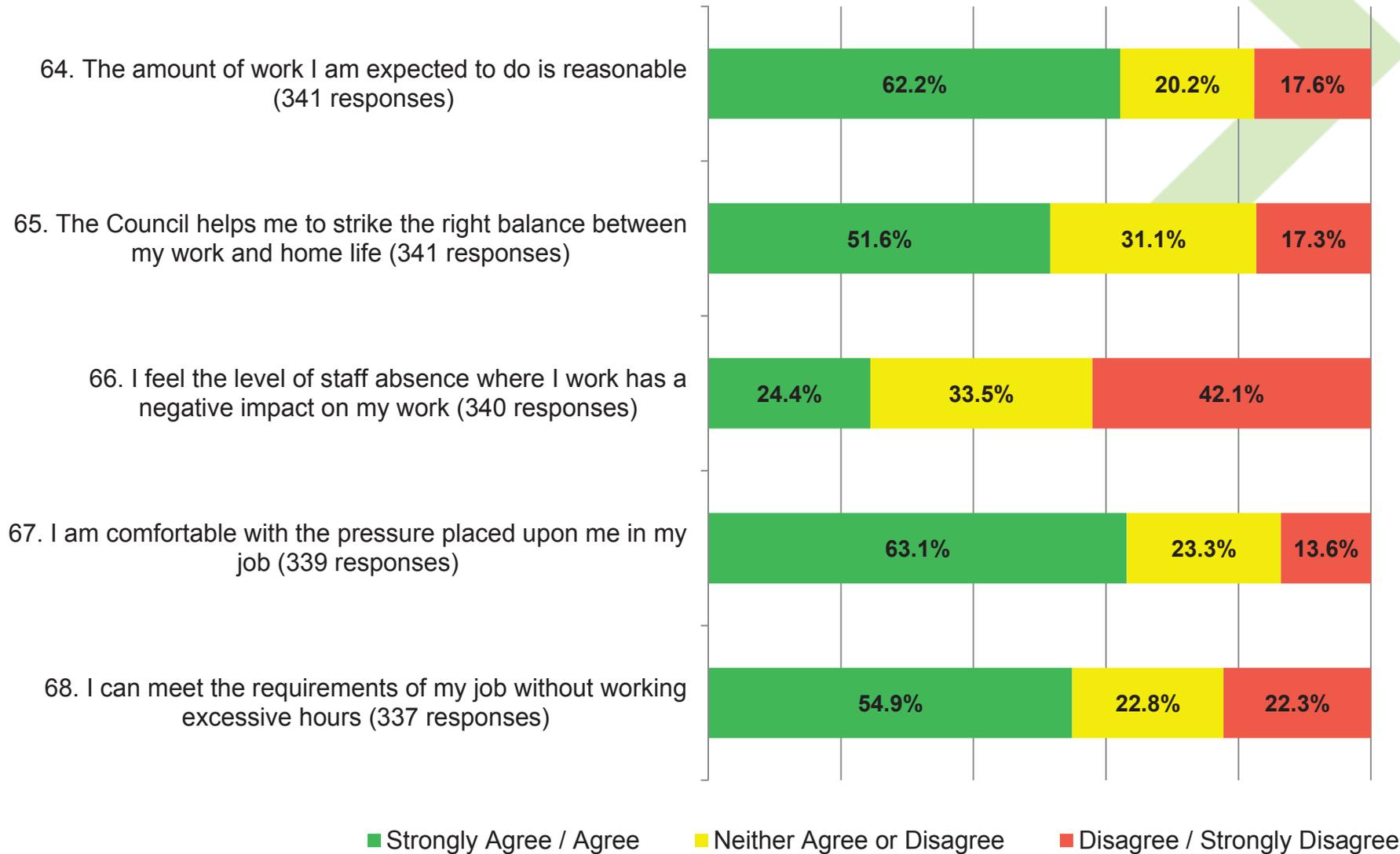
Section F – Work Life Balance

Section F consisted of 5 statements about the employee's work life balance.

Staff were asked to tick the most appropriate box to indicate whether they agreed or disagreed with the statement.

Section F: Work Life Balance		Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
<i>Please tick one box only for each question</i>						
64	The amount of work I am expected to do is reasonable	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Section F - Work Life Balance (CDC - All Staff Responses)



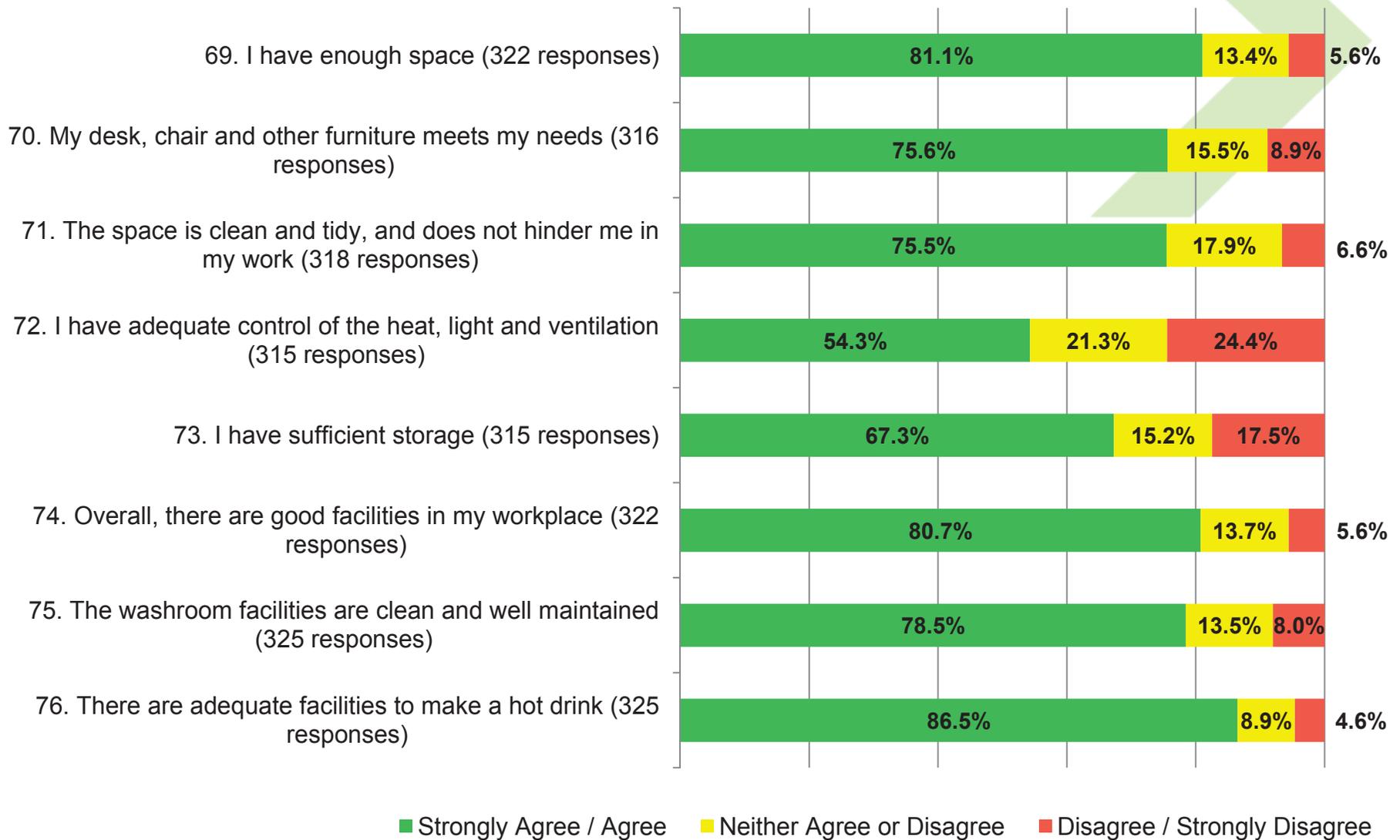
Section G – Working Environment

Section G consisted of 14 statements about the employee's working environment.

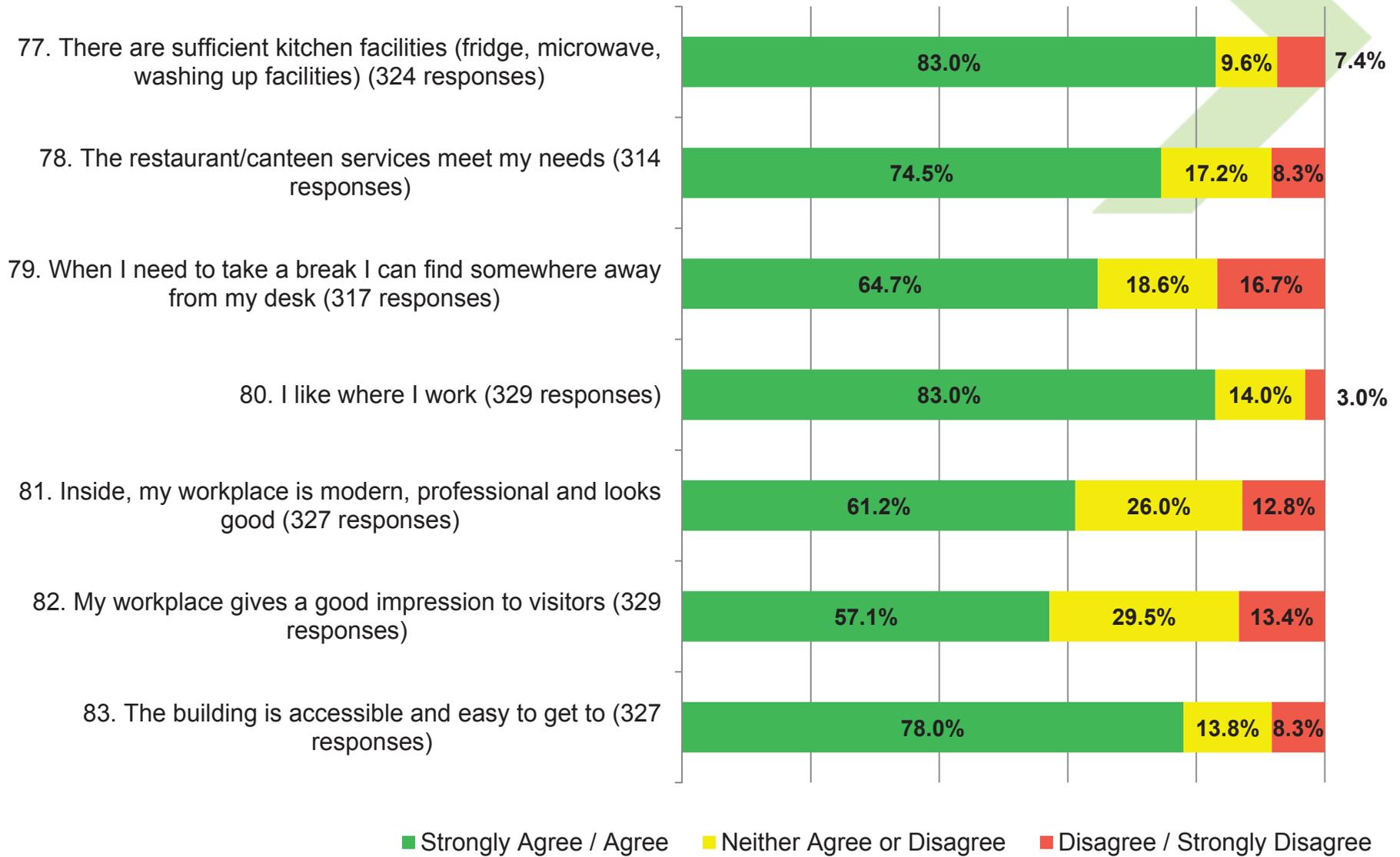
Staff were asked to indicate their place of work and then tick the most appropriate box to indicate whether they agreed or disagreed with the statement.

Section G: Working Environment					
<i>Please tick one box only for each question</i>					
<i>(N.B: for employees in a shared service this section refers to the council which is your contracted employer)</i>					
	Springfields	Tove Depot	Bodicote	Thorpe Lane Depot	Other
Please indicate the place of work you are referring to here	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Section G: Working Environment (All Locations) (CDC- All Staff Responses)



Section G: Working Environment (All Locations) (CDC - All Staff Responses)



Section H – Equality & Diversity

Section H consisted of 4 statements about equality and diversity.

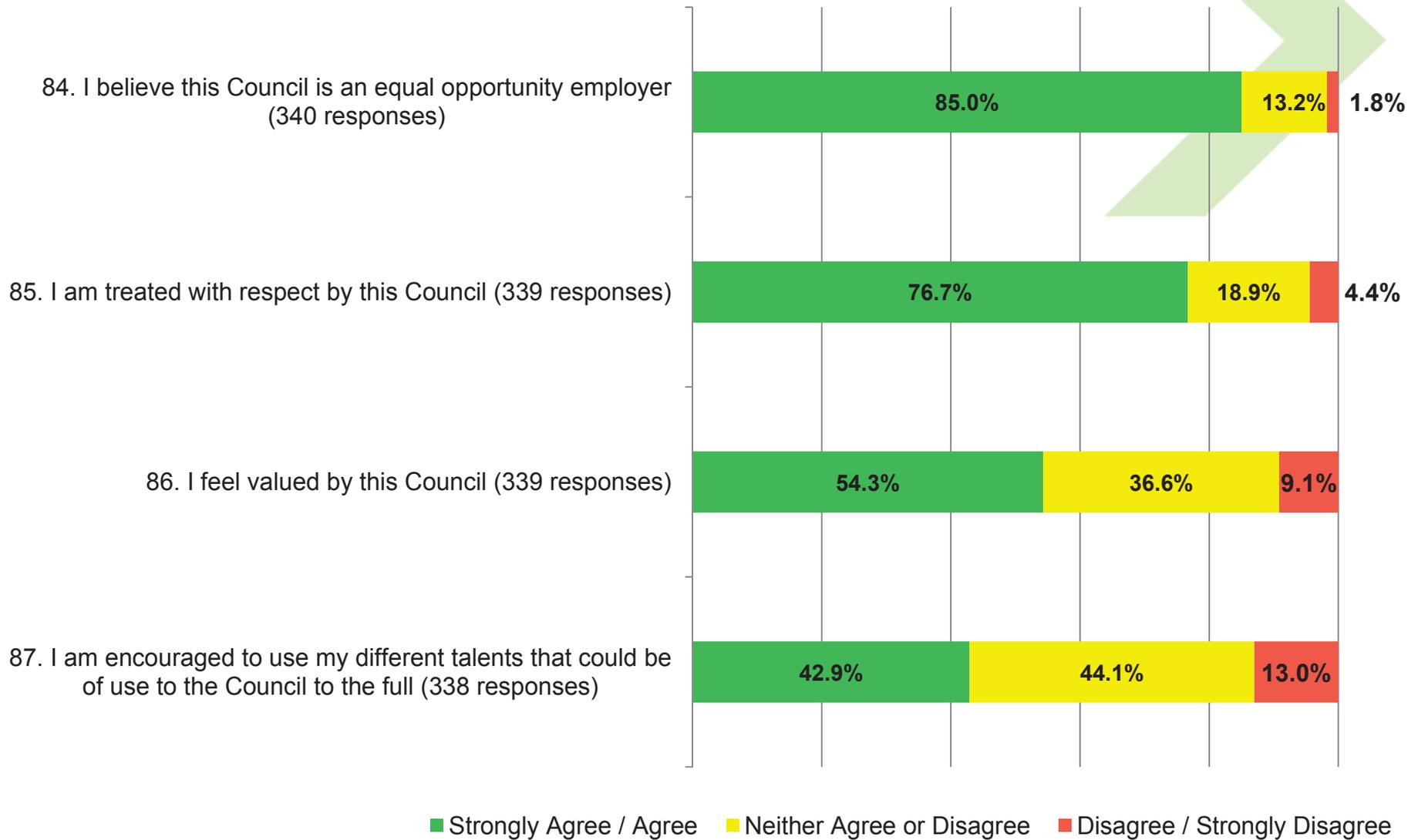
Staff were asked to tick the most appropriate box to indicate whether they agreed or disagreed with the statement.

Section H: Equality & Diversity

Please tick one box only for each question

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
84 I believe this Council is an equal opportunity employer	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Section H: Equality & Diversity (CDC- All Staff Responses)

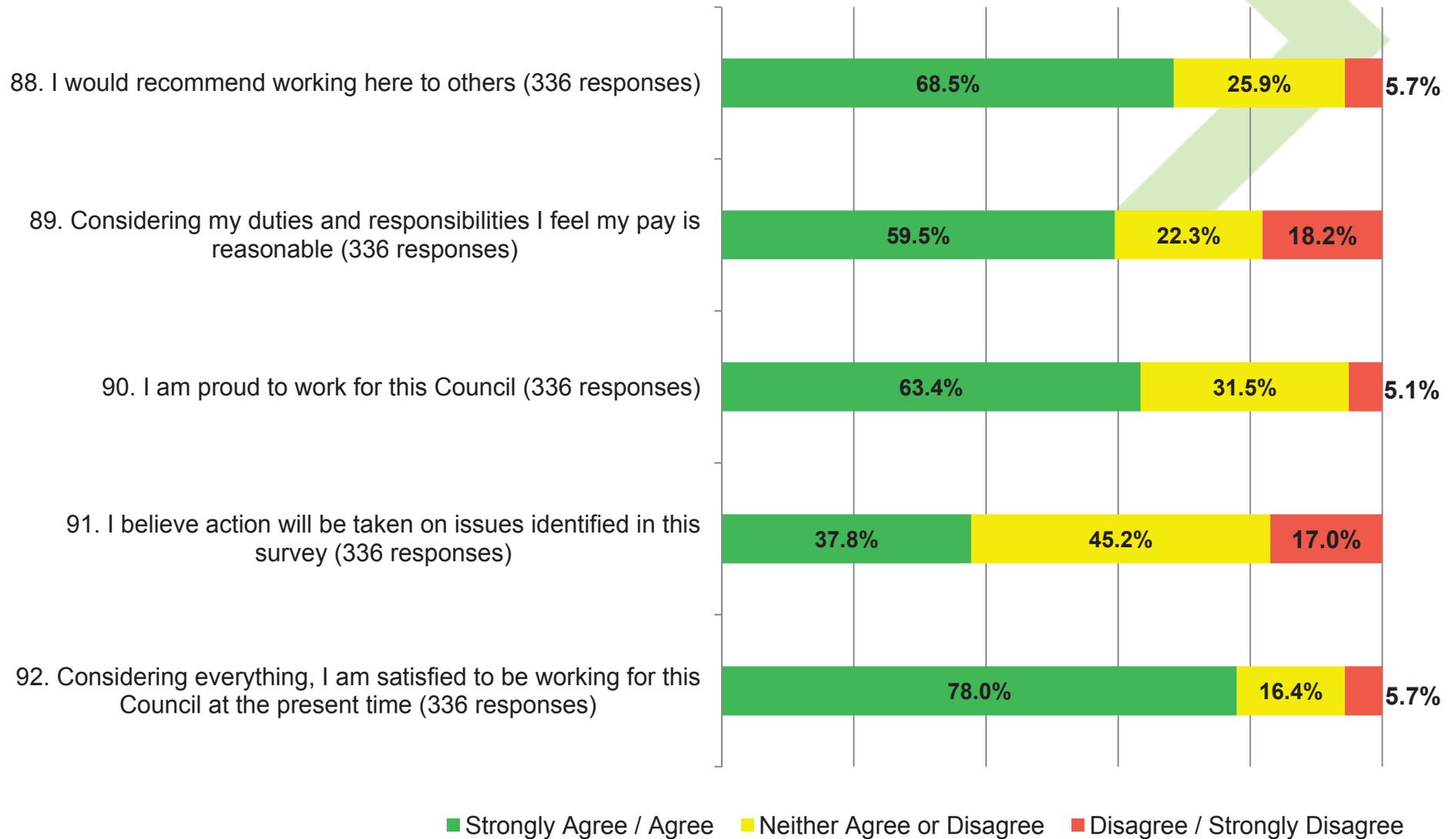


Section I – Perceptions of the Council

Section I consisted of 5 statements about the employee's perception of the Council.

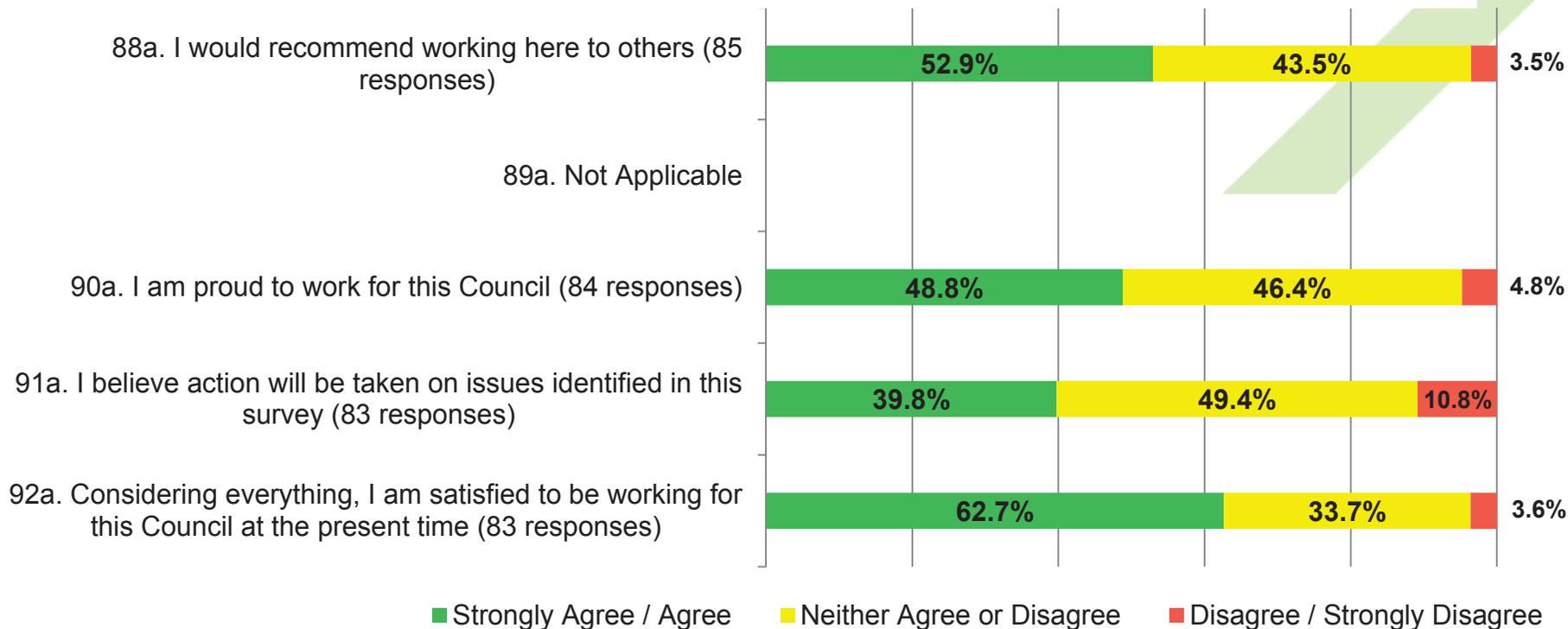
Staff were asked to tick the most appropriate box to indicate whether they agreed or disagreed with the statement. Those in shared services were also asked to respond to certain questions about South Northamptonshire Council.

Section I: Perceptions of the Council (CDC - All Staff Responses)



Section I: Perceptions of the Council (CDC - Shared/Joint Staff Responses)

Staff who work in shared services were asked to answer the following questions about their non contracted employer:



Data Quality Note

Please note that the information presented above is based on all staff who completed this section.

Although only shared staff were asked to only complete this section, the number of responses here is higher than the total number of staff who indicated that they worked across both Councils (71 staff).

Section J – Looking Ahead

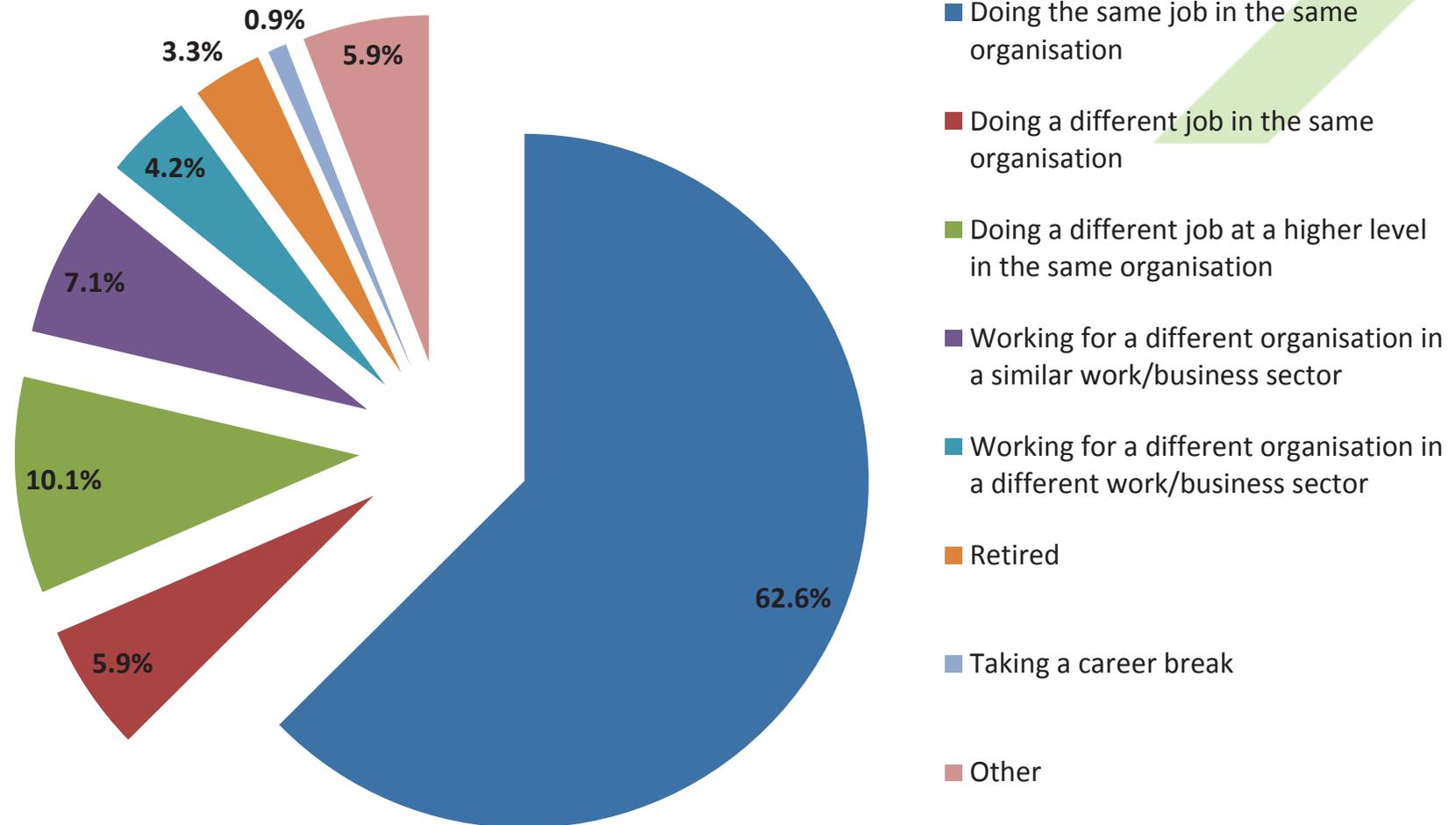
Section J consisted of 3 questions about what the employee would be doing in 2 years time, what they would change about the Council and what other talents they had which would be of use to the Council.

Section J: Looking Ahead

98 What do you think you'll be doing in two years time?

Please tick one box only

98. What do you think you'll be doing in two years time? (CDC - All Staff - 337 responses)



For further information please
contact:

Hedd Vaughan-Evans,
Research & Intelligence Officer,
Performance & Insight Team

Hedd.vaughanevans@cherwellandsouthnorthants.gov.uk / 01295 22 7978

Cherwell
DISTRICT COUNCIL
NORTH OXFORDSHIRE

Cherwell District Council

Personnel Committee

11 December 2013

<p>Auto enrolment into the Local Government Pension Scheme</p>

**Report of Interim Head of Finance & Procurement
and Head of Transformation**

This report is public

Purpose of report

To inform Members of the changes to Local Government Pension Scheme legislation amendments that relate to auto enrolment, and to determine whether a deferment of the start date from 1 February 2014 to the 30 September 2017 should be applied to eligible employees.

1.0 Recommendations

The meeting is recommended:

- 1.1 To agree to an implementation date of the 30 September 2017 for eligible employees, instead of applying the currently proposed date of the 1 February 2014

2.0 Introduction

- 2.1 Currently all new employees that start employment with the Council are invited to join the Local Government Pension Scheme (LGPS) with the exception of casual staff and those that do not have contracts that exceed three months in duration. If staff choose not to join the (opt out of) LGPS then they will remain out of the Local Government Pension Scheme for the duration of their employment unless they opt back in at a later date. Staff can choose to opt in to the LGPS at any time during their employment.
- 2.2 Auto enrolment requires employers to automatically enrol all new and current employees into the workplace pension scheme if they are not already in one, on a date set by the Pension Regulator. This process is then repeated every 3 years.

3.0 Report Details

3.1 A staging date has been provided by The Pensions Regulator which is when the changes have to be implemented by - for Cherwell this is 1 November 2013. The Pensions Regulator then states that we are able to delay this implementation date by 3 months to align with our payroll processes. This means that we can defer the implementation of Auto Enrolment to 1 February 2014.

3.2 In applying Auto Enrolment we have to divide the staff into different categories as prescribed by the Pension Regulator. These categories are as below:

Category of worker	Description of worker
Entitled Worker	<ul style="list-style-type: none"> • Aged 16 – 74 • Earning below £5,668
Eligible Jobholder	<ul style="list-style-type: none"> • Aged 22 – State Pension Age • Earning above £9,440
Non-Eligible Jobholder	<ul style="list-style-type: none"> • Aged 16 – 21 or State Pension Age – 74 • Earning above £9,440 OR <ul style="list-style-type: none"> • Aged 16 – 74 • Earning above £5,668 but below £9,440

3.3 Assessing our staff against these categories, they are as at 15 November 2013:

Category of worker	Number of staff in each category	Description
Entitled Worker	13	These staff have a right to join the scheme
Eligible Jobholder	97	These staff must be automatically enrolled but could we could apply the transitional period to 1 October 2017
Non-Eligible Jobholder	38	These staff have a right to opt in
Staff already in the Local Government Pension Scheme	380	These staff are already in the scheme

3.4 The Council has already sent initial staff letters out to the Entitled Workers, Eligible Jobholders, Non-Eligible Jobholders, staff already in the LGPS and Staff out of Scope informing them that the Council are deferring the implementation of Auto Enrolment to 1 February 2014, what their individual entitlement is regarding the Auto Enrolment into the Local Government pension scheme and that a transitional period to 30 September 2017 may apply to the Eligible Jobholder.

3.5 What is now needed is a decision as to whether the transitional period to 30 September 2017 will be applied to the 97 eligible jobholders.

3.6 To be able to apply the transitional period to 30 September 2017 for eligible jobholders the Pensions Regulator state that the following conditions must be met:

- a. The eligible jobholder has been employed by that employer for a continuous period before the employer's first enrolment date, and

- b. At a point before the employer's first enrolment date, the eligible jobholder was entitled to become an active member of a defined benefit pension scheme (the Local Government Pension Scheme), and
- c. The eligible jobholder is, and always has been since that point, entitled to become an active member of a defined benefit pension scheme (the Local Government Pension Scheme), and
- d. The defined benefit pension scheme (the Local Government Pension Scheme) is a qualifying scheme, as is any such pension scheme of which the eligible jobholder is entitled to become an active member, on or after the employer's first enrolment date.

There are 67 eligible jobholders that meet these conditions and can be transitioned to 30 September 2017. The remaining 30 are casual staff that do not meet the conditions and will need to be automatically enrolled on 1 February 2014.

- 3.7 The transitional period to 30 September 2017 does not deprive the employee in any way of joining the LGPS at any point,
- 3.8 What the transitional period to 30 September 2017 does do, is avoid some work for the payroll team who would need to auto enrol these staff that do not want to be in the LGPS and then potentially take them out again. As the Pension Regulator states that the opt out process has to be instigated by the member of staff through Oxfordshire County Council, there will often be a delay before the member of staff can be taken back out of the scheme. This may mean that they will also incur costs in the way of pension contributions being deducted from their pay which are later refunded.
- 3.9 Therefore the decision to delay will also avoid the costs for actioning 3.8 where employer pension contributions for the 69 Eligible Jobholders could be as much as £218k per annum if all staff choose to stay in the LGPS rather than opt out for the period to 30 September 2017.
- 3.10 The automatic enrolment for the 30 casual staff that do not meet the eligible jobholder conditions there will be a new employer pension contribution cost of up to £71k if all staff choose to stay in the LGPS rather than opting out.

4.0 Conclusion and Reasons for Recommendations

- 4.1 To recommend to apply a transitional period to 30 September 2017 to eligible employees.

5.0 Consultation

- 5.1 This report is based on Pension Legislation and is the result discussion with JMT, Head of Finance & Procurement, Head of Transformation and the Human Resources & Organizational Development Manager.

6.0 Alternative Options and Reasons for Rejection

- 5.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: To recommend to apply auto enrolment to eligible employees on 1 February 2014. However, this may result in additional work for payroll to enrol all these employees into the LGPS. Then for the employees to opt back out again. The employer LGPS contribution cost could be as much as £218k per annum if all staff choose to stay in the LGPS rather than opt out.

Option 2: to recommend to apply auto enrolment on 1 November 2013 instead of postponing till 1 February 2014. However, this will result in payroll completing auto enrolment in November 2013 for Cherwell District Council and February 2014 for South Northants which does not bring the process in line.

7.0 Implications

Financial and Resource Implications

- 7.1 The transitional period to 30 September 2017 does not deprive the employee in any way, they have the option to join the Local Government Pension Scheme) at any time.
- 7.2 Avoids the costs for employer pensions contributions which could be as much as £218k.

Comments checked by: Denise Taylor, Corporate Accountant 01295 221982
denise.taylor@cherwellandsouthnorthants.gov.uk

Legal Implications

- 7.2 The transitional period is available to the Council for eligible jobholders as set out above because the LGPS is a Defined Benefit pension scheme pursuant to the relevant legislation.

Comments checked by: Kevin Lane, Head of Law and Governance, 0300 0030107
kevin.lane@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Wards Affected

Not applicable

Links to Corporate Plan and Policy Framework

Not applicable

Lead Councillor

None

Document Information

Appendix No	Title
None	
Background Papers	
None	
Report Author	Denise Taylor, Corporate Accountant
Contact Information	01295 221982 Denise.taylor@cherwellandsouthnorthants.gov.uk

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Cherwell District Council

Personnel Committee

11 December 2013

<p>Employment Statistics 2nd Quarter July – September 2013</p>

Report of Head of Transformation

This report is public

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.

1.0 Recommendations

The meeting is recommended to:

- 1.1 Note the contents of the report.

2.0 Introduction

- 2.1 Labour Turnover

The latest benchmarking indicators for Labour turnover have been published by XperHR for 2013. The following table shows the figures for 2012 and 2013 at a national level.

Table 1

2012			2013		
All Leavers	Private	18%	All Leavers	Private	19.1%
Voluntary Leavers	Private	6.7%	Voluntary Leavers	Private	12.2%
All Leavers	Public	13%	All Leavers	Public	13.9%
Voluntary Leavers	Public	11%	Voluntary Leavers	Public	8.1%

The narrative description from XpertHR indicates “The higher resignation rate recorded for private-sector-services employers could reflect the higher levels of confidence among employees in these organisations to seek new job opportunities. This suggests that there is greater buoyancy in the jobs market relating to this section of the economy, compared with manufacturing-and-production firms and public-sector organisations. The private sector, overall, has been quicker to recover from the difficult economic conditions following the recession that started in 2008.”

(Labour turnover rates: 2013 XpertHR survey. 16 July 2013)

Within public sector employers rates have remained more static, with only a 0.9% increase in all leavers, and a 2.9% increase in public sector voluntary resignations, compared to a 5.5% increase in the private sector.

Staff turnover at CDC for the full year 2012/13 for all leavers was 6%, whilst voluntary leavers rate was 4.1%.

3.0 Report Details

- 3.1 Table 2 illustrates the changes for the whole organisation in respect of individual employment for the first two quarters of 2013/14, compared to 2012/13.

The number of internal transfers remains consistently high, which indicates opportunities continue to be made available for staff to either be promoted or move sideways into other roles to improve their career prospects internally.

There are an increased number of temporary appointments, in part due to temporary contracts being created to cover permanent posts whilst restructures are pending.

Table 2

	2012-2013					2013- 2014	
	Q1 April to June 2012	Q2 July to Sept 2012	Q3 Oct to Dec 2012	Q4 Jan to March 2013	Full Year Total 2012 / 13	Q1 April to June 2013	Q2 July to September 2013
Permanent/Fixed Term Employees (more than 1 year FTC)							
New starters (A)	2	1	2	3	8	6	10
Internal transfers (B)	1	12	9	12	34	11	
All leavers (C)	3	5	7	13	28	6	9
Voluntary leavers * (D)	2	2	5	10	19	4	7
Temporary Employees (less than 1 year FTC)							
Temporary starters (E)	5	2	4	8	19	0	10
Temporary leavers (F)	2	7	7	4	20	3	4
Casual Workers **							
Casual starters (G)	5	12	5	2	24	3	12
Casual leavers (H)	6	6	9	8	29	3	5
Total starters (A + E + G)	12	15	11	13	51	9	32
Total leavers (C + F + H)	11	18	23	25	77	12	19

4.0 Conclusion and Reasons for Recommendations

- 4.1 The corporate turnover rates for permanent and fixed term staff for the previous year (2012/13) and quarters 1 and 2 of 2013/14 are illustrated in the graph at Appendix 1.

Reasons for leaving are also shown on this graph. The graph at appendix 2 shows the number of leavers by Directorate.

The tables attached at Appendix 3 contain details of a number of permanent and fixed term employees at CDC as at 30 September 2013. Appendix 4 provides details of the 54 vacant posts as at 29 November 2013 with details of the status of these posts.

5.0 Implications

Financial and Resource Implications

5.1 There are no financial implications in this report.

Comments checked by:

Tim Madden, Interim Head of Finance and Procurement 0300 003 0106

Tim.madden@cherwellandsouthnorthants.gov.uk

Legal Implications

5.2 There are no risks or legal implications associated with the contents of this report

Comments checked by:

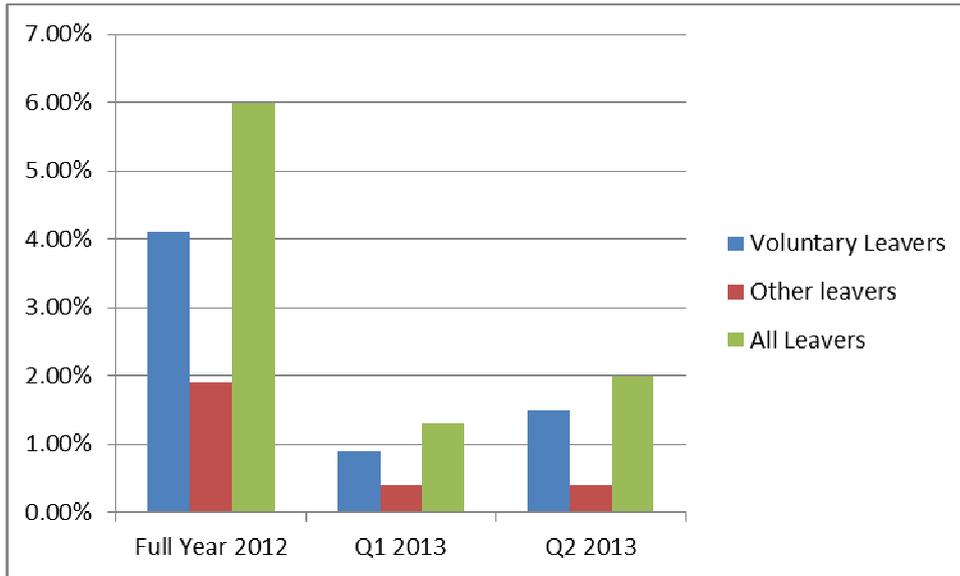
Kevin Lane, Head of Law and Governance, 0300 0030107

kevin.lane@cherwellandsouthnorthants.gov.uk

Document Information

Appendix No	Title
Appendix 1	<i>Turnover Rates</i>
Appendix 2	<i>Leavers by Directorate</i>
Appendix 3	<i>Permanent and Fixed Term employees</i>
Appendix 4	<i>Vacancy List</i>
Background Papers	
None	
Report Author	Lesley Shore, Interim HR Business Partner
Contact Information	01295 227984 Lesley.shore@cherwellandsouthnorthants.gov.uk

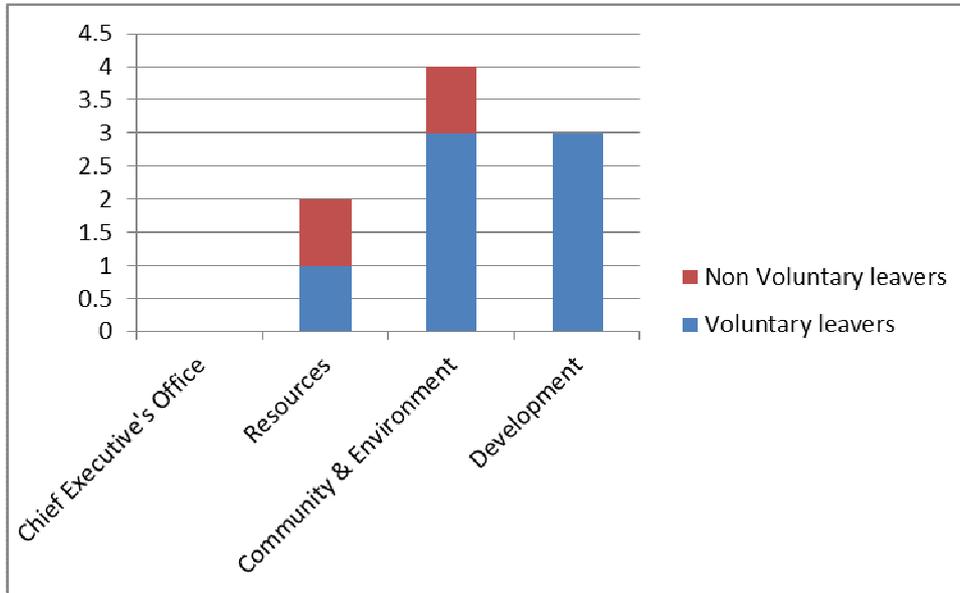
Appendix 1 – Turnover for full year and current quarter



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Appendix 2 - Number of Leavers by Directorate

There was 1 voluntary redundancy in Resources and 1 retirement in Environmental Services



Appendix 3 Permanent and Fixed Term posts at 30 September 2013 by Directorate and Service Area

ESTABLISHMENT 30/09/2013		Established		Filled		Vacant	
Directorate	Service	Posts	FTE	Posts	FTE	Posts	FTE
Chief Executive's Office	Chief Executive's Office	3	2.50	2	1.40	1	1.10
	Totals	3	2.5	2	1.40	1	1.10
Directorate	Service	Established		Filled		Vacant	
Resources	Finance & Procurement	40	32.36	37	29.00	3	3.36
	Law & Governance	23	20.05	21	18.37	2	1.68
	Transformation	57	52.66	45	42.28	12	10.37
	Totals	120	105.07	103	89.65	17	15.41
Directorate	Service	Established		Filled		Vacant	
Community & Environment	C&E Directorate Support Unit	13	10.40	10	8.44	3	1.96
	Community Services	92	77.31	83	68.48	9	8.83
	Environmental Services	124	120.04	118	114.04	6	6.00
	Totals	229	207.75	211	190.96	18	16.79
Directorate	Service	Established		Filled		Vacant	
Development	Development Directorate Support Unit	25	23.66	25	22.80	0	0.86
	Development Management	52	50.30	48	44.23	4	6.07
	Strategic Planning & the Economy	18	17.08	13	11.84	5	5.24
	Regeneration & Housing	69	60.01	56	48.76	13	11.26
	Totals	164	151.05	142	127.63	22	23.43
TOTAL	Directorate	Established		Filled		Vacant	
	Posts	FTE	Posts	FTE	Posts	FTE	
	Chief Executive's Office	3	2.50	2	1.40	1	1.10
	Resources	120	105.07	103	89.65	17	15.41
	Community & Environment	229	207.75	211	190.96	18	16.79
	Development	164	151.05	142	127.63	22	23.43
Totals	516	466.37	458	409.64	58	56.73	

Staff in post at 31/08/2013	
Posts	FTE
2	1.40
2	1.40
Filled	
Posts	FTE
39	30.24
21	18.37
45	41.58
105	90.20
Filled	
Posts	FTE
10	8.44
82	67.42
119	115.04
211	190.90
Filled	
Posts	FTE
24	21.80
48	44.18
13	11.84
52	45.92
137	123.73
Filled	
Posts	FTE
2	1.40
105	90.20
211	190.90
137	123.73
455	406.23

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Appendix 4 – Vacant Posts at 29 November 2013

Post Title	Grade	F = Fixed Term P = Perm	F or PT	Hrs PW	FTE	Loc.	Post End	Vacant From	Comments
Finance and Procurement									
Head of Finance & Procurement	JMT	P	F	37	1.00	JOINT		31/08/13	Not a true vacancy as currently being covered by Tim Madden (start date 02/09/13) via an agency agreement. Currently in progress of appointing an external consultant to assist with the permanent recruitment / appointment exercise.
Administrative Officer	£19,316.72 - £21,377.17	P	P	9	0.24	BODH		31/08/13	Manager currently seeking approval to appoint on a temporary basis in the New Year via the staff bank to provide additional admin support to the finance team during the end of financial year process.
Business Admin Apprentice	£8293.31	P	F	37	1.00	BODH		21/07/13	Vacant since the departure of Apprentice. Current employee completing a three month temporary contact (7 hour per week) to cover some aspects tasks whilst a decision is made in relation to the recruitment of another Apprentice.
Legal and Democratic									
Legal Assistant	£21,377.17 - £23,437.62	P	F	37	1.00	BODH		03/01/11	The salary from this post is being used to part fund a joint trainee solicitor post with SNC. It is very likely this establishment post will be deleted and reconsidered as part of the Legal Services restructure due to the length of time it has been vacant. 3-way JASG met in October and requested further consideration be given to a three way joint Legal Services team. HoS is hoping to report back to them in December.

Chief Executives Office									
PA to Head of Service	£21,377.17 - £23,437.62	P	F	37	1.00	BODH		01/06/15	Not a true vacancy as currently being covered by another employee (start date 29/10/2012) via a temporary contract. This is substantive post number which needs to be held until her return from secondment in May 2015.
Transformation									
HR Business Partner	£31,421.86 - £35,542.76	P	F	37	1.00	BODH		01/10/13	Currently recruiting to this role - closes on 02/12/2013
L & D Business Partner	£31,421.86 - £35,542.76	P	F	37	1.00	BODH		01/10/13	Currently recruiting to this role - closes on 02/12/2013
Service Delivery Manager	£35,542.76 - £39,663.66	P	F	37.00	1.00	JOINT		31/07/13	Currently vacant - however one of the principles is that ICT vacancies are not to be replaced on a permanent basis pending consideration of the 3 way shared ICT Service business case by JASG. Whilst this was ok initially there is now a flagged risk because of the number of vacancies that have arisen - as a consequence of the uncertainty about jobs etc. arising from the business case.
Service Desk Specialist	£23,437.62 - £27,300.96	P	F	37.00	1.00	BODH		31/07/13	Not a true vacancy as backfill in place whilst employee is fulfilling the team leader role.
Trainee Service Desk	£17,256.27 - £19,316.72	F	F	37.00	1.00	BODH	09/04/14	09/04/14	Not a true vacancy as currently being covered by employee (start date 16/09/2013) via an agency agreement. Approval currently in place for employee to remain with the team until 01/05/2014
Infrastructure Supp Specialist	£31,421.86 - £35,542.76	F	F	37.00	1.00	BODH	30/09/15	01/10/13	Being covered by agency staff
Spatial Information Officer	£21,377.17 - £23,437.62	P	F	37.00	1.00	SNC		04/06/13	Currently vacant however employee picking up some aspects of the role whilst Manager gives further consideration to whether the role should be submitted for re-evaluation (following an unsuccessful recruitment campaign and the agency not being able to provide assistance at the salary rate offered).
Graphic Design Apprentice	£8,293.31	T	F	37.00	1.00	BODH	30/04/14		to be deleted

Directorate Support Officer	£31,421.86 - £35,542.76	P	P	18.50	0.50	BODH		08/05/13	Vacant – employee I is being paid an honorarium to cover this post.
Directorate Support Officer	£31,421.86 - £35,542.76	P	P	18.50	0.50	BODH		16/08/13	Vacant as above
Environmental Services									
LGV Driver/Loader	£23,437.62 - £27,300.96	P	F	37.00	1.00	HIGH			Appointed - awaiting checks
Waste Services Driver	£19,316.72 - £21,377.17	P	F	37.00	1.00	TLDE			Appointed - awaiting checks
LGV Driver/Loader	£23,437.62 - £27,300.96	P	F	37.00	1.00	HIGH			Appointed - awaiting checks
Waste Services Driver	£19,316.72 - £21,377.17	P	F	37.00	1.00	TLDE			Appointed awaiting checks
LGV Driver/Loader	£23,437.62 - £27,300.96	P	F	37.00	1.00	HIGH			Appointed - awaiting checks
Waste Collection Loader	£19,316.72 - £21,377.17	P	F	37.00	1.00	HIGH			Appointed - awaiting checks
Recycling Assistant	£21,377.17 - £23,437.62	T	F	37.00	1.00	TLDE	31/08/14		to be deleted
Senior Licensing Officer	£23,437.62 - £27,300.96	T	F	37.00	1.00	BODH	30/09/14		started 04/11/2013
Postal & Reprographics Asst	£19,316.72 - £21,377.17	P	F	37.00	1.00	BODH		11/09/11	Post is currently on hold as a vacancy and budget is being used to fund apprentices
Health Strategy & Imp Officer	£27,300.96 - £31,421.86	P	F	37.00	1.00	BODH		31/03/13	Deleted following approval of Business Case
GO Active Co-ordinator	£27,300.96 - £31,421.86	P	F	37.00	1.00	BODH		10/02/13	Deleted following approval of Business Case
Arts Officer (South)	£23,437.62 - £27,300.96	P	P	16.00	0.43	COUR		05/06/13	Hours have been split on a short term basis between the Arts Officer North and Arts Development Manager roles.

Recreation & Sport Dev Officer	£21,377.17 - £23,437.62	P	P	36.00	0.97	BODH		25/01/13	The post has been split into two 18.5 posts and currently being recruited for and closes 22.11.13
Licensing & Vehicle Parks Mgr	£39,663.66 - £43,784.56	P	F	37.00	1.00	BODH		03/02/13	HOS decision to keep post vacant pending the development of the Shared Service Business case.
Street Warden	£23,437.62 - £27,300.96	P	F	37.00	1.00	BRAD		31/03/13	Members took the decision to freeze both these posts when they became vacant, the budgets still remain, but HOS would like to keep posts vacant at the moment.
Street Warden Supervisor	£27,300.96 - £31,421.86	P	F	37.00	1.00	MKSQ		29/02/12	Members took the decision to freeze both these posts when they became vacant, the budgets still remain, but HOS would like to keep posts vacant at the moment.
Assistant Licensing Officer	£17,256.27 - £19,316.72	P	F	37.00	1.00	BODH		03/07/09	Postholder on secondment to Licensing Officer position until 01/04/2014. The Assistant Licensing Officer post is currently vacant.
Development Management									
Principal BC Surveyor	£39,663.66 - £43,784.56	P	F	37.00	1.00	BODH		12/04/13	Vacancy on hold pending restructure
Building Control Surveyor	£27,300.96 - £31,421.86	P	F	37.00	1.00	BODH		25/09/11	No budget assigned to this post therefore not current vacancy. Self funding post through fees
Planning Officer	£23,437.62 - £27,300.96	F	F	37.00	1.00	BODH	03/03/15	03/03/15	filled and starting 16/12/2013
Planning Officer	£23,437.62 - £27,300.96	P	F	37.00	1.00	BODH		30/09/12	Currently recruiting externally to this post
Principal Planning Officer	£35,542.76 - £39,663.66	T	P	20.00	0.54	BODH	31/08/14	02/09/13	Currently recruiting externally to this post
Strategic Planning and Economy									
Policy Team Leader	£39,663.66 - £43,784.56	P	F	37.00	1.00	BODH		31/01/13	Vacancy on hold pending restructure

Community Engagement Officer	£27,300.96 - £31,421.86	P	F	37.00	1.00	BODH		09/10/12	Vacancy on hold pending restructure
Assistant Planning Officer	£23,437.62 - £27,300.96	P	F	37.00	1.00	BODH		28/10/12	Vacancy on hold pending restructure
Business Support Officer	£19,316.72 - £21,377.17	P	P	20.00	0.54	BODH		01/03/13	Offered – awaiting start date
Urban Centres Development Off	£31,421.86 - £35,542.76	P	F	37.00	1.00	BODH		15/09/13	Recruitment on hold - pending restructure of team
Regeneration and Housing									
Corporate Facilities Manager	£43,784.56 - £47,905.46	P	F	37.00	1.00	BODH		31/01/12	Filled by agency until 01/02/2014
Facilities Operative	£21,377.17 - £23,437.62	P	F	37.00	1.00	BODH		10/02/13	Vacancy on hold pending restructure but covered by agency staff in the interim
Cleaner - Bodicote House	£14,373.22 - £15,195.82	P	P	12.50	0.34	BODH		28/12/12	Hours covered by existing staff working additional hours (
Strategic Housing Manager	£39,663.66 - £43,784.56	P	F	37.00	1.00	BODH		13/01/13	
Strategic Housing Officer	£31,421.86 - £35,542.76	P	F	37.00	1.00	BODH		13/10/12	Employee on secondment until 15/10/2015
Strategic Housing Facilitator	£21,377.17 - £23,437.62	P	F	37.00	1.00	BODH		07/07/13	Employee on secondment until 08/07/2014

Housing Technical Officer	£27,300.96 - £31,421.86	P	F	37.00	1.00	BODH		20/01/13	Vacancy on hold pending restructure (paid for by money from the OCC which they contribute towards our Home Improvement Agency service. We have held back from filling it whilst the future of the HIA remains under review but are currently using the salary budget to buy-in the services we require to operate the HIA. The post needs to be retained.)
Housing Finance Officer	£21,377.17 - £23,437.62	P	P	18.50	0.50	BODH		28/08/13	Employee is covering this role and being paid an honorarium. Her JD is going to have finance aspects added in and re-evaluated.
Quantity Surveyor	£35,542.76 - £39,663.66	F	F	37.00	1.00	BODH	31/01/16	01/02/13 - 31/01/16	Recruitment on hold - pending restructure of team
CDM Co-ordinator	£31,421.86 - £35,542.76	F	F	37.00	1.00	BODH	31/01/16	01/02/13 - 31/01/16	Recruitment on hold - pending restructure of team
Development Officer	£31,421.86 - £35,542.76	F	F	37.00	1.00	BODH	31/03/15	01/09/13	Recruitment on hold - pending restructure of team
Development Officer	£31,421.86 - £35,542.76	F	F	37.00	1.00	BODH	31/03/15	01/09/13	Recruitment on hold - pending restructure of team
Security Guard	£19,316.72 - £21,377.17	T	P	30.00	0.81	BODH	31/03/14	01/04/13	Covered by agency staff

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A of the Local Government Act 1972.

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of the Local Government Act 1972.

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of the Local Government Act 1972.

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Pay grades and rates from 1 April 2013

Grade	Band	Salary
-------	------	--------

Grade 1	a	£14,373.22
	b	£14,680.71
	c	£15,195.82

Grade 2	a	£15,195.82
	b	£15,710.93
	c	£16,226.04
	d	£16,741.16
	e	£17,256.27

Grade 3	a	£17,256.27
	b	£17,771.38
	c	£18,286.49
	d	£18,801.61
	e	£19,316.72

Grade 4	a	£19,316.72
	b	£19,831.83
	c	£20,346.94
	d	£20,862.06
	e	£21,377.17

Grade	Band	Salary
-------	------	--------

Grade 5	a	£21,377.17
	b	£21,892.28
	c	£22,407.39
	d	£22,922.51
	e	£23,437.62

Grade 6	a	£23,437.62
	b	£24,467.84
	c	£25,498.07
	d	£26,270.74
	e	£27,300.96

Grade 7	a	£27,300.96
	b	£28,331.19
	c	£29,361.41
	d	£30,391.64
	e	£31,421.86

Grade 8	a	£31,421.86
	b	£32,452.09
	c	£33,482.31
	d	£34,512.54
	e	£35,542.76

Grade	Band	Salary
-------	------	--------

Grade 9	a	£35,542.76
	b	£36,572.99
	c	£37,603.21
	d	£38,633.44
	e	£39,663.66

Grade 10	a	£39,663.66
	b	£40,693.89
	c	£41,724.11
	d	£42,754.34
	e	£43,784.56

Grade 11	a	£43,784.56
	b	£44,814.79
	c	£45,845.01
	d	£46,875.24
	e	£47,905.46

Apprentice		£8,293.31
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Pay grades and rates from 1 April 2013

Grade	Salary
-------	--------

Chief Executive	
LS0009	£125,000

Director	
DIR001	£79,000
DIR002	£81,500
DIR003	£84,000
DIR004	£86,500
DIR005	£88,000

Grade	Salary
-------	--------

Head of Service	
HS0001	£52,000
HS0002	£53,000
HS0003	£54,000
HS0004	£55,000
HS0005	£56,000
HS0006	£57,000
HS0007	£58,000
HS0008	£59,000
HS0009	£60,000
HS0010	£61,000
HS0011	£62,000
HS0012	£63,000
HS0013	£64,000
HS0014	£65,000
HS0015	£66,000
HS0016	£67,000
HS0017	£68,000
HS0018	£69,000
HS0019	£70,000
HS0020	£71,000
HS0021	£72,000
HS0022	£73,000

Grade	Salary
-------	--------

Shared Managers	
MNR001	£35,000
MNR002	£36,000
MNR003	£37,000
MNR004	£38,000
MNR005	£39,000
MNR006	£40,000
MNR007	£41,000
MNR008	£42,000
MNR009	£43,000
MNR010	£44,000
MNR011	£45,000
MNR012	£46,000
MNR013	£47,000