

Committee: Personnel Committee
Date: Wednesday 14 December 2011
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Victoria Irvine (Chairman)	Councillor Lawrie Stratford (Vice-Chairman)
Councillor Ken Atack	Councillor Norman Bolster
Councillor Russell Hurle	Councillor Mike Kerford-Byrnes
Councillor George Parish	Councillor G A Reynolds
Councillor Alaric Rose	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 7 July 2011.

6. **Occupational Health and Welfare Policy - Drugs and Alcohol** (Pages 5 - 16)

Report of Head of Transformation

Summary

To consider the Council policy in relation to Drugs and Alcohol

Recommendations

The Personnel Committee is recommended to:

- (1) Approve the revised Drugs and Alcohol Policy

7. **Employment Statistics Quarter 2 - 2011/2012** (Pages 17 - 24)

Report of Head of Transformation

Summary

This report details employment statistics, by Directorate, for information and monitoring purposes.

Recommendations

The Personnel Committee is recommended to:

- (1) Resolve to note the contents of this report

8. **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.

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 recommendation:

“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 paragraph 4 of Schedule 12A of that Act.”

9. Human Resources Update: Joint working (Pages 25 - 30)

Report of Head of Transformation

Attachment: Pay Grades April 2011 - March 2012 - 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@cherwell-dc.gov.uk or (01295) 221587 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. The definition of personal and prejudicial interests is set out in the constitution. The Democratic Support Officer will have a copy available for inspection at all meetings.

Personal Interest: Members must declare the interest but may stay in the room, debate and vote on the issue.

Prejudicial Interest: Member must withdraw from the meeting room and should inform the Chairman accordingly.

With the exception of the some very specific circumstances, a Member with a personal interest also has a prejudicial interest if it is one which a Member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest.

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 James Doble, Legal and Democratic Services james.doble@cherwell-dc.gov.uk (01295) 221591

Sue Smith
Chief Executive

Published on Tuesday 6 December 2011

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 7 July 2011 at 6.30 pm

Present: Councillor Victoria Irvine (Chairman)
Councillor Lawrie Stratford (Vice-Chairman)

Councillor Ken Atack
Councillor Norman Bolster
Councillor Russell Hurle
Councillor Mike Kerford-Byrnes
Councillor George Parish
Councillor G A Reynolds
Councillor Rose Stratford
Councillor Lynda Thirzie Smart
Councillor Barry Wood

Substitute Members: Councillor Douglas Williamson (In place of Councillor Alaric Rose)

Apologies for absence: Councillor Alaric Rose

Officers: Sue Smith, Chief Executive
Anne-Marie Scott, Head of People and Improvement
James Doble, Democratic, Scrutiny and Elections Manager

3 **Declarations of Interest**

There were no declarations of interest.

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 meetings held on 18 December 2010 and 18 May 2011 were agreed as a correct record and signed by the Chairman.

7 **Review and Implementation of the Joint Senior Management Structure**

The Chief Executive submitted a report which provided the committee with an update on the implementation of the joint shared senior management team structure and in doing so drew the attention of the committee to the report which had been published for Joint Personnel Committee to consider at their meeting on 13 July 2011 setting out the responses to the consultation.

In the course of discussion the committee were clear that any proposed pay structures should stay within the perimeters set within the business case and that proper weight should be given to the market place as it sits today.

Resolved

- (1) That the proposal and timetable as set out within the report be noted.
- (2) That the comments from the Committee as set out above be reported to the Joint Personnel Committee.

8 **Organisational Change Policy**

The Head of People and Improvement submitted a report requesting approval for the new joint policy on Organisational Change to cover all staff employed in both Cherwell District Council and South Northamptonshire Council. It was reported that there had been an amendment to the policy, in that the decision to re-engage anyone who had left through early retirement or voluntary redundancy would be by the Chief Executive and Chairman and Vice-Chairman of the Joint Personnel Committee or Chairman of the Personnel Committees as applicable.

In the course of discussion it was suggested that at a future date the policy should be amended to read that consultation would be entered in to with a view to reaching agreement.

Resolved

- (1) That the Organisational Change Policy (set out in the annex to the minutes, as set out in the minute book) for all staff with immediate effect.
- (2) That at a future date the Joint Personnel Committee be recommended to amend the Organisational Change Policy to read that consultation would be entered in to with a view to reaching agreement.

9 **Car User Policy Update**

The Head of People and Improvement submitted a report to consider the Council's policy in relation to car and mileage allowances. It was noted that following agreement with the unions a flat mileage fee of 60p had been agreed. In place of any usage allowances, for the shared management team it was noted this would be 45p per mile.

Resolved

- (1) That the changes to the Council's car user policy (set out in the annex to the minutes, as set out in the minute book) be approved.

10 **Age Retirement Policy Update**

The Head of People and Improvement submitted a report to consider the Council's policy in relation to age retirement. The committee noted there was no choice but to withdraw this policy due to the change in legislation.

Resolved

- (1) That the Council's age retirement policy be withdrawn.

11 **Employment Statistics Quarter 3 - 2010/11**

The Head of People and Improvement submitted a report detailing employment statistics for Quarter 3 2010/11, by Directorate, for information and monitoring purposes.

Resolved

- (1) That the contents of this report be noted.

12 **Employment Statistics Quarter 4 - 2010/11**

The Head of People and Improvement submitted a report detailing employment statistics for Quarter 4 2010/11, by Directorate, for information and monitoring purposes.

Resolved

- (1) That the contents of this report be noted.

The meeting ended at 7.25 pm

Chairman:

Date:

Personnel Committee

Occupational Health and Welfare Policy - Drugs and Alcohol

14 December 2011

Report of the Head of Transformation

PURPOSE OF REPORT

To consider the Council policy in relation to Drugs and Alcohol

This report is public

Recommendations

The Personnel Committee is recommended to:

- (1) Approve the revised Drugs and Alcohol Policy

Executive Summary

1 Introduction

- 1.1 The revised Drugs and Alcohol policy is attached as appendix 1. It forms part of the overall Occupational Health and Welfare Policy.

Drug, alcohol and other substance misuse is everyone's concern. It damages health, causes absenteeism and reduced productivity.

The Drugs and Alcohol policy provides clear guidance for all employees in relation to misuse of alcohol and substance abuse. The revised policy now includes set protocols for testing an employee suspected of being under the influence of drugs or alcohol.

The council has a legal duty of care to protect employees' health and safety as far as reasonably possible and must assess any possible risks.

If an employee is under the influence of drugs or alcohol and is not stopped from conducting council business, then other employees' safety and those of service users are put at risk.

The policy provides guidance on how to spot an employee who has consumed alcohol or taken drugs, how the employee should be prevented from conducting council business and subsequently protocols for testing a reasonable suspicion.

2 Proposals

- 2.1 That the revised Drugs and Alcohol Policy is approved so there is a robust process in place to allow the Council (under strict guidelines) to test an employee when there is reasonable suspicion they may be under the influence of drugs or alcohol.

3 Conclusion

- 3.1 The Council seeks to promote health and wellbeing for all employees. To further eliminate potential risk to employees and service users a revised Drugs and Alcohol policy has been drafted to confirm procedures when there is reasonable suspicion that an employee may be under the influence of drugs or alcohol.

Key Issues for Consideration/Reasons for Decision and Options

- 3.1 The Council has an obligation to ensure its policies and procedures remain up to date in relation to the law and best practise

The following options have been identified. The approach in the proposal is believed to be the best way forward:

Option One Approve the revised Drugs and Alcohol policy.

Option Two Retain current policy – but face potential risks to the organisation in that reasonable suspicion cannot be confirmed or dismissed.

Consultations

Dave Bennett The Corporate Health and Safety Manager supports the revised policy.

Trade Union The Trade Union provided feedback which has been incorporated into the revised policy.

Staff Consultation Group The Staff Consultation Group provided feedback which has been incorporated into the revised policy.

Implications

Financial: There are no financial implications arising directly from this report.
Comments checked by Karen Muir, Corporate System accountant 01295 221559

Legal: The Council has statutory duties to protect the health, safety and welfare of its staff and people who deal with Council staff. This policy should meet those duties in relation to drug and alcohol misuse.

There are no legal implications arising directly from this report.

Comments checked by Nigel Bell, Team Leader – Planning & Litigation 01295 221687

Risk Management:

In adopting the revised policy the Council seeks to further eliminate potential risk to employees and service users

Comments checked by Karen Muir, Corporate System Accountant 01295 221559

Wards Affected

ALL

Document Information

Appendix No	Title
Appendix A	Revised Drugs and Alcohol Policy
Background Papers	
N/A	
Report Author	Janine Dean, HR Advisor
Contact Information	01295 221733 janine.dean@cherwell-dc.gov.uk

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Section 4 – Drugs and Alcohol

1 Policy Statement

- 1.1 Alcohol misuse is an addictive illness and the Council recognises that “problem drinking”, alcoholism and other drug dependencies and disorders of health and behaviour can interfere with safe and responsible work performance, but may be amenable to treatment.
- 1.2 The Council also recognises that many of these disorders are preventable, and will make use of current professional guidance on these topics to offer help to employees and management.
- 1.3 Where an employee’s unsatisfactory or deteriorating work performance could be associated with the effects of drinking or the use of drugs, the Council will consider giving the individual the opportunity of referral to an appropriate agency for treatment.
- 1.4 The Council’s main concern with the use of alcohol or drugs by any of its employees will be when this has a detrimental effect on work performance.

Or is, or may be, prejudicial to the safety of the individual, other employees, or members of the public while the employee is conducting Council business, particularly where this affects a **safety critical role**. This can be defined as:

A position which requires the post-holder to perform duties which are directly related to:

- the safe operation or security of premises, a piece of equipment or a vehicle;
- handling of chemicals;
- supervision of children;
- work on the highway, at height or in confined spaces;
- management of cash
- dealing face to face with members of public / partner agencies

If any of the above are not performed properly, it may result in a serious safety risk or environmental hazard to employees, premises or the general public.

The above definition includes any employee who drives or may be expected to drive a Council vehicle or their own vehicle, while undertaking their Council duties (including those employed as or instructed to act as a Council vehicle driver or those classed as a Casual user).

- 1.5 An employee who is responsible for supervising employees, who perform such duties, shall also be considered as occupying a safety critical position. All customer facing posts will be deemed to be safety critical due to the responsibility an employee has for a customer when on or off Council premises

Employees with drinking and drug problems are encouraged on their own initiative, to seek help voluntarily before their job performance is affected.

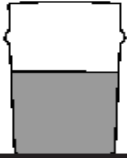


- 1.6 Confidentiality will be maintained at all times, subject to the requirements of the procedures and within the framework of current legislation.
- 1.7 The Policy will be subject to review and amendment to meet changing circumstances.

2 Introduction

- 2.1 The Head of Transformation is responsible for the overall administration and implementation of this Policy.
- 2.2 Many people drink alcohol on occasions and enjoy doing so. However, alcohol, if misused can also inflict a great deal of damage and it is its association at the workplace together with the misuse of drugs and solvent abuse that this Policy addresses.
- 2.3 Inappropriate drinking and or drug misuse can have an effect on the following at the workplace:-
 - the performance and quality of work
 - human and industrial relations
 - safety at the workplace
 - absenteeism
 - related sickness absence
 - bad behaviour and poor discipline
 - adverse effect in Council image and customer relations
 - decision making
- 2.4 Drug and alcohol misuse at work is a legitimate and serious issue and requires a positive management approach, if it is identified within the workplace.
- 2.5 This policy should assist employees and encourage good management practice

Box 1 What happens when you drink alcohol

- Alcohol is absorbed into your bloodstream within a few minutes of being drunk and carried to all parts of your body including the brain.
- The concentration of alcohol in the body, known as the 'blood alcohol concentration', depends on many factors, but principally, how much you have drunk, how long you have been drinking, whether you have eaten, and your size and weight. It is difficult to know exactly how much alcohol is in your bloodstream or what effect it may have.
- It takes a healthy liver about 1 hour to break down and remove 1 unit of alcohol. A unit is equivalent to 8 gm or 10 ml (1 cl) of pure alcohol. The following all contain one unit of alcohol:

		
a half pint of ordinary strength beer, lager and cider (3.5% ABV)	a single 25 ml measure of spirits (40% ABV)	a small glass of wine (9% ABV)

- If someone drinks 2 pints of ordinary strength beer at lunchtime or half a bottle of wine (ie 4 units), they will still have alcohol in their bloodstream 3 hours later. Similarly, if someone drinks heavily in the evening they may still be over the legal drink drive limit the following morning.
- Black coffee, cold showers and fresh air won't sober someone up. Only time can remove alcohol from the bloodstream.

Box 2 Daily benchmarks

The following benchmarks are a guide to how much adult men and women can drink in a day without putting their health at risk. They apply whether you drink every day, once or twice a week, or occasionally. The benchmarks are not targets to drink up to. There are times and circumstances when it makes sense not to drink at all.

Men

- If you drink between 3 and 4 units a day or less, there are no significant risks to your health BUT...
- If you consistently drink 4 or more units a day, there is an increasing risk to your health.

Women

- If you drink between 2 and 3 units a day or less, there are no significant risks to your health BUT...
- If you consistently drink 3 or more units a day, there is an increasing risk to your health.

Note: the benchmarks don't apply to young people who have not reached physical maturity.

3 Role of Management

- 3.1 For the purposes of this Policy, management is defined as Directors, Heads of Service and Line Managers.
- 3.2 It is the responsibility of all managers to implement the Drugs and Alcohol Policy and to ensure that all employees for whom they are responsible have knowledge and understanding of the Policy.
- 3.3 Managers should not wait until complaints, job performance or unsafe working practices are brought to their attention if they are aware of an employee's behaviour, which is, or may be, related to the misuse of drugs or alcohol.
- 3.4 The signs of alcohol and drugs misuse may include:-
 - Sudden mood changes;
 - Unusual irritability or aggression;
 - A tendency to become confused;
 - Abnormal fluctuations in concentration and energy;
 - Impaired job performance;
 - Poor time-keeping;
 - Increased short-term sickness absence;
 - A deterioration in relationships with colleagues, customers or management;
 - Dishonesty and theft (arising from the need to maintain an expensive habit);
 - Poor concentration.

- 3.5 These signs may be caused by other factors, such as stress and should be regarded only as indications that an employee may be showing signs of alcohol dependency or drug misuse.

4 Role of Employees

- 4.1 Employees have a role to play in helping to create a climate at work, which is conducive to good working practice.
- 4.2 By virtue of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations, and in accordance with the Council's Safety Policy, employees have a statutory duty to report to their employer any work situation which is reasonably considered to represent serious and imminent danger to Health and Safety.
- 4.3 Employees who have reasonable cause to suspect that a colleague is under the influence of alcohol or drugs (whether or not there is a perceived risk to their own health and safety and that of others exposed to their activities), must report this to their line manager as quickly as possible.
- 4.4 The Council will ensure that anyone who acts in good faith to disclose a concern or wrongdoing will be protected under the terms of the Whistle Blowing Policy.

5 General Procedures

- 5.1 Where an employee is found to be displaying the signs of drug or alcohol misuse (see section 3.4 above), the subject should be broached with the employee by their line manager. The employee should initially be treated sympathetically.
- 5.2 There will, however, be occasions when the use of the Council's Disciplinary Procedure is appropriate regardless of the fact that an employee is following a recovery programme – for example, if he/she endangers the health and safety of others or is verbally abusive to others, while under the influence of alcohol or drugs.
- 5.3 Any employee who has a dependency problem which is having an adverse effect on work performance, attendance or working relationships with other employees will not normally be dismissed for work performance or attendance issues providing that he/she commits to following an agreed recovery programme. This will be in conjunction with the Council's Occupational Health Adviser and the employee's own General Practitioner. However, if an employee is unwilling or unable to adhere to the programme, attend work regularly and/or produce work and attendance levels of an acceptable standard, then either the Council's policy on Sickness Absence or Disciplinary Procedure will come into play.
- 5.4 In order to assist an employee with a dependency problem, they will be expected to co-operate by agreeing to permit the Council's Occupational Health Adviser to have access to their GP, and appropriate medical records.
- 5.5 In all cases where a person shows signs of drug and alcohol misuse and this is having an adverse effect on attendance or performance, and especially where this has safety implications, the Council reserves the right to redeploy the employee to alternative duties until it considers that such a problem no longer has an adverse effect. This applies irrespective of whether the employee is subject to the Disciplinary or Sickness Absence processes, or is subject to an agreed recovery programme.

- 5.6 Where an employee is taking prescribed drugs which may have an impact on their ability to undertake their regular duties safely, they should ask their General Practitioner or Pharmacist if the medication may affect them at work. If member of staff is concerned then further advice can be sought from the councils Occupational Health Advisor.

6 Testing During Employment

- 6.1 Any employee can be asked to undertake a drug and alcohol test in circumstances which are set out below. The circumstances in which CDC will request an employee to agree to testing falls into three separate areas:

a) Reasonable Cause of Suspicion: In cases where there is reasonable cause of suspicion of alcohol/drug misuse, CDC reserves the right to ask and obtain the consent of an employee to arrange for testing. In these circumstances, any judgment must be based on evidence such as, but not limited to:

- Abnormal speech.
- Smell of alcohol on the breath
- Behaviour that may be due to the effects of alcohol/drugs.
- Allegation made by another person which there is no cause to disbelieve.
- Reasonable grounds to suspect that the employee's act or omissions contributed to any accident or incident whilst at work. This requirement can take place either prior to commencing or during work.

Accident / Incident: Following an accident or incident, testing may be carried out if there is evidence to suggest those involved might have consumed/abused/used alcohol and/or drugs in contravention of this procedure. "Involved" in an accident or incident may require testing not only those who are injured, but also any employees who potentially contributed to the accident or incident event in any way.

Rehabilitation: As part of the rehabilitation and aftercare process with Human Resources employees may be required to undergo periodic screening/testing.

7 Refusal to take a Test

- 7.1 If an employee refuses to take a test without good reason, then management will have no alternative but to consider this to be an indication of guilt and therefore gross misconduct with the possibility that this could lead to dismissal.
- 7.2 An alcohol / drugs test will only be carried out where management has **reasonable suspicion** (for definition see 6.1 above) that an employee, who is employed in a **safety critical role** (for definition see section 1.4), is or may be under the influence of alcohol or drugs.
- 7.3 The drug and alcohol testing procedure is detailed in Appendix A.
- 7.4 If an employee passes the drug and/or alcohol tests undertaken then further investigation and discussion will be required with the individual to determine the cause for their impaired performance. They will not be allowed to undertake a safety critical role until it has been determined that they will be able to undertake the duties safely. Further advice may be required from Human Resources, the Council's Health and Safety Adviser, the Council's Occupational Health Adviser and the employees GP.

7.5 Should an employee fail a drug and/or alcohol test then they must not be allowed to undertake a safety critical role and action should be taken according to section 5.0 above.

8 External Contractors and Agency Workers

8.1 Whilst undertaking any work for the Council all contractors and agencies will ensure that their workers are fit to perform the task to which have been assigned, and that they are not under the influence of drugs or alcohol.

8.2 If any such contractor / agency worker is considered by Council management to be under such an influence and behaving in a way that puts the health and safety of themselves or others at risk, they will be removed from the site and the contractor / agency informed of the situation.

8.3 All Contract Monitoring Officers will be responsible for providing a copy of this corporate arrangement document to all external contractors prior to work commencing.

9 Counselling

9.1 The Head of Transformation will, where possible, make available an independent counselling service for all employees on a confidential basis (Section 3 refers).

9.2 Following an initial assessment, should there be a need for specialist referral to an appropriate agency, this will be arranged through Human Resources (Section 1 refers).

10 Instruction – Training – Information

10.1 The Council believes that it is important that all of its employees are fully aware of the Policy and specifically the availability of assistance where appropriate.

10.2 Provision must be made within Departments to ensure that managers receive appropriate training. This training must effectively communicate the Council's procedure for dealing with drugs and alcohol abuse at the workplace.

10.3 The Council will publicise and make the Policy available to its staff.

10.4 Further advice and help can be obtained through the HR Manager

Appendix A: Drugs and Alcohol testing procedure

Introduction

This procedure applies to testing of breath and /or bodily fluids for the purposes of determining whether an employee has alcohol and/or drugs in their body whilst at work, to a level likely to cause impairment.

This procedure is intended to ensure the safety of the individual employee, their work colleagues and members of the public.

Testing will only be carried out where a manager / supervisor has *reasonable suspicion* that an employee, who is employed in a *safety critical role*, is or may be under the influence of alcohol or drugs;

Procedure

Subject to meeting the above conditions the member of staff should immediately be withdrawn from work and a breath or urine test requested to determine specific levels. This will be carried out by a UK accredited collection agency and laboratory. The employee will be stood down during this period on full pay, until the result of the test has been confirmed.

During testing procedures, an employee may wish to consult with a trade union representative or have a work colleague present, however consideration must be given to the practicalities and timing if required. Due to the sensitive nature of the testing process, CDC will endeavour to ensure that strict confidentiality is observed by all involved in this process.

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Personnel Committee

Employment Statistics Qtr 2 – 2011/2012

14 December 2011

Report of Head of Transformation

PURPOSE OF REPORT

This report details employment statistics, by Directorate, for information and monitoring purposes.

This report is public

Recommendations

The Personnel Committee is recommended to:

- (1) Resolve to note the contents of this report

Executive Summary

Introduction

- 1.1 Employment Statistics July 2009 to September 2011

During the above period, the following quarterly changes took place in respect of individual employments.

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

	July to Sept 2009	Oct to Dec 2009	Jan to March 2010	April to June 2010	July to Sept 2010	Oct to Dec 2010	Jan to March 2011	April to June 2011	July to Sept 2011
Permanent – Starters (incl. Internal Transfers)	10	11	17	10	4	4	8	5	6
Permanent – All Leavers	19	26	40	12	5	12	23	11	19
Permanent – Voluntary Leavers (Leaving CDC) *	10	8	8	8	3	4	9	4	6
Temporary and Casual – Starters	9	8	13	10	7	5	2	6	21
Temporary and Casual – Leavers	4	6	41	9	15	10	3	5	20

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

The turnover rates for permanent and fixed term staff for this quarter and the previous 2 years, are illustrated in the graph at Appendix 1.

- 1.2 The table attached at Appendix 2 contains details of numbers of permanent and fixed term employees at Cherwell District Council as at 30 September 2011 by Directorate and Service area, and details staff movement and corporate capacity for the quarter.

Implications

Financial: All financial effects of changes can be contained within existing approved budgets.

Comments checked by Karen Muir, Corporate System Accountant 01295 221559

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

Wards Affected

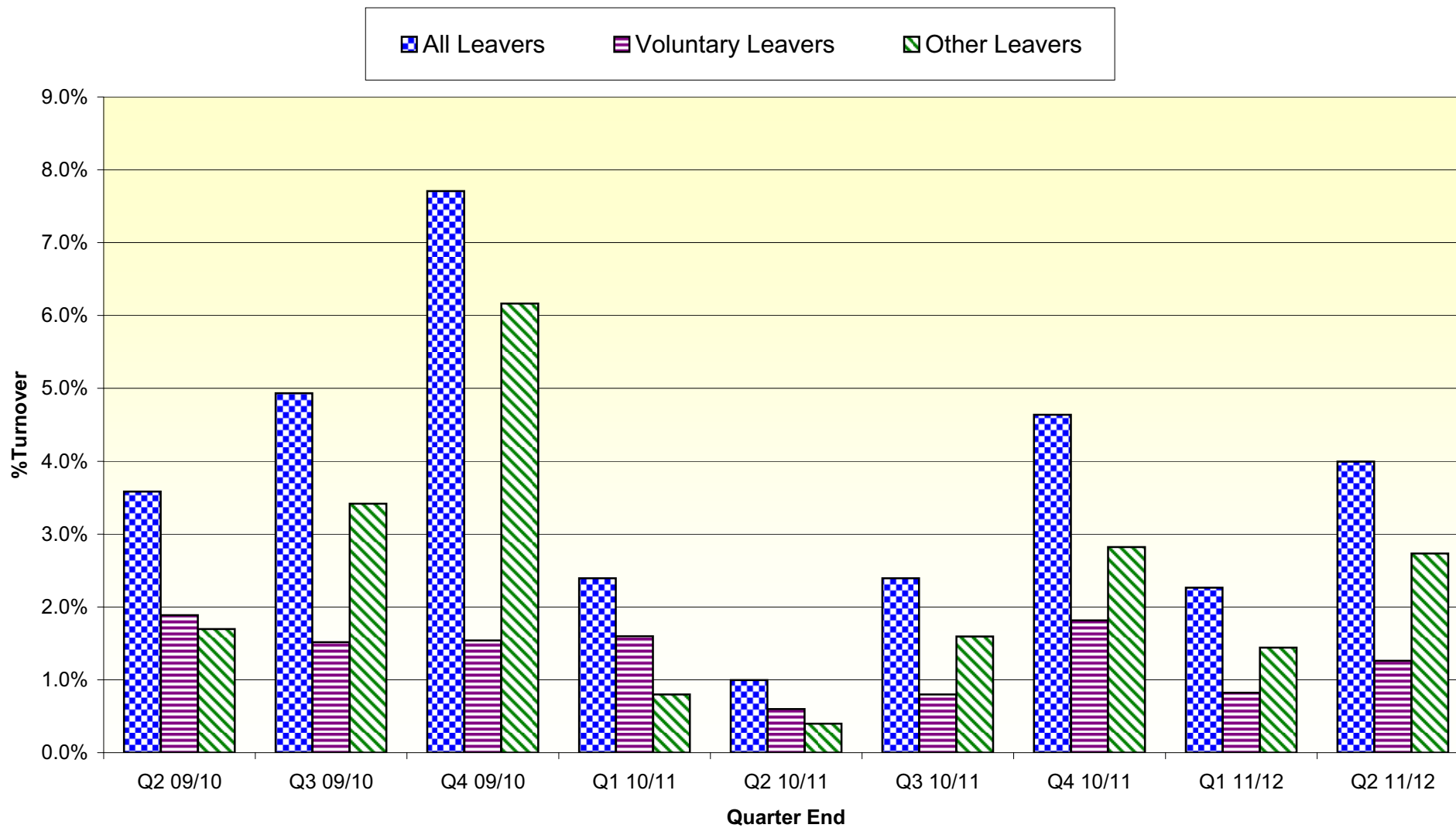
Not applicable

Document Information

Appendix No	Title
Appendix 1	Quarterly Staff Turnover
Appendix 2	Establishment/Turnover at end of Quarter 2 – 30/09/11
Background Papers	
None	
Report Author	Anne-Marie Scott, Head of Transformation
Contact Information	0300 003 0108 annemarie.scott@cherwellandsouthnorthants.gov.uk

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Quarterly Staff Turnover



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ESTABLISHMENT 30/09/2011		Established		Filled		Vacant		All Including Internal Transfers				Leaving CDC		Voluntary Leavers		Staff in post at 30/06/2011	
Directorate	Service	Posts	FTE	Posts	FTE	Posts	FTE	Starters	Leavers	Turnover	Corp Cap	Leavers	Turnover	Leavers	Turnover	Posts	FTE
Chief Executives	Chief Executive's Admin Inc Mgmt	12	10.61	11	9.97	1	0.64	0	0	0.00	91.67	0	0.00	0	0.00	12	10.47
	Corp Strategy & Performance	4	3.50	4	3.72	0	-0.22	0	1	25.00	100.00	0	0.00	0	0.00	4	3.72
	Finance	31	30.35	30	27.22	1	3.14	0	1	3.33	96.77	0	0.00	0	0.00	30	27.22
	Legal & Democratic	24	21.76	21	18.71	3	3.05	0	1	4.55	87.50	1	4.55	1	4.55	22	19.71
	People & Improvement	15	14.60	13	12.21	2	2.39	0	2	14.29	86.67	1	7.14	1	7.14	14	13.35
	Totals	86	80.82	79	71.83	7	8.99	0	5	6.10	91.86	2	2.44	2	2.44	82	74.46
Planning, Housing and Economy	Building Control & Eng Svs	6	6.00	5	5.00	1	1.00	0	1	16.67	83.33	0	0.00	0	0.00	6	6.00
	Development Control & MD	24	24.00	23	21.17	1	2.83	0	0	0.00	95.83	0	0.00	0	0.00	21	19.17
	Housing Services	36	35.49	35	34.68	1	0.81	1	1	2.94	97.22	0	0.00	0	0.00	34	33.49
	Planning Policy & Economic Dev	18	17.08	18	16.37	0	0.71	1	0	0.00	100.00	0	0.00	0	0.00	17	15.42
	PHE Admin Inc Mgmt	25	23.66	22	19.80	3	3.86	0	1	4.00	88.00	1	4.00	1	4.00	25	22.80
	Regeneration & Estates	22	15.95	22	15.83	0	0.11	1	0	0.00	100.00	0	0.00	0	0.00	21	14.83
		Totals	131	122.18	125	112.85	6	9.33	3	3	2.42	95.42	1	0.81	1	0.81	124
Environment & Community	Customer Services & Info Sys	72	66.74	60	52.64	12	14.10	3	4	6.25	83.33	2	3.13	1	1.56	64	56.84
	ENC Admin Inc Mgmt	13	11.40	13	11.26	0	0.14	0	1	7.69	100.00	0	0.00	0	0.00	13	11.26
	Environmental Services	120	116.55	114	110.94	6	5.61	0	4	3.42	95.00	3	2.56	2	1.71	117	114.14
	Recreation & Health	37	28.64	36	27.13	1	1.51	0	0	0.00	97.30	0	0.00	0	0.00	35	26.13
	Safer Comms, Urban and Rural	47	42.28	44	39.18	3	3.10	0	2	4.44	93.62	1	2.22	0	0.00	45	40.18
		Totals	289	265.61	267	241.14	22	24.46	3	11	4.01	92.39	6	2.19	3	1.09	274
TOTAL	Directorate	Posts	FTE	Posts	FTE	Posts	FTE	Starters	Leavers	Turnover	CorpCap	Leavers	Turnover	Leavers	Turnover	Posts	FTE
	Chief Executive	86	80.82	79	71.83	7	8.99	0	5	6.10	91.86	2	2.44	2	2.44	82	74.46
	Planning Housing & Economy	131	122.18	125	112.85	6	9.33	3	3	2.42	95.42	1	0.81	1	0.81	124	111.71
	Environment & Community	289	265.61	267	241.14	22	24.46	3	11	4.01	92.39	6	2.19	3	1.09	274	248.55
	Totals	506	468.60	471	425.82	35	42.78	6	19	3.96	93.08	9	1.88	6	1.25	480	434.72

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

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By virtue of paragraph(s) 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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Pay grades and rates from 1 April 2011

Grade	Band	Salary
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Apprentice		£ 8,050
Grade 1	a	£13,250
	b	£13,750
	c	£14,250
	d	£14,750

Grade 2	a	£14,750
	b	£15,250
	c	£15,750
	d	£16,250
	e	£16,750

Grade 3	a	£16,750
	b	£17,250
	c	£17,750
	d	£18,250
	e	£18,750

Grade 4	a	£18,750
	b	£19,250
	c	£19,750
	d	£20,250
	e	£20,750

Grade	Band	Salary
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Grade 5	a	£20,750
	b	£21,250
	c	£21,750
	d	£22,250
	e	£22,750

Grade 6	a	£22,750
	b	£23,750
	c	£24,750
	d	£25,500
	e	£26,500

Grade 7	a	£26,500
	b	£27,500
	c	£28,500
	d	£29,500
	e	£30,500

Grade 8	a	£30,500
	b	£31,500
	c	£32,500
	d	£33,500
	e	£34,500

Grade	Band	Salary
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Grade 9	a	£34,500
	b	£35,500
	c	£36,500
	d	£37,500
	e	£38,500

Grade 10	a	£38,500
	b	£39,500
	c	£40,500
	d	£41,500
	e	£42,500

Grade 11	a	£42,500
	b	£43,500
	c	£44,500
	d	£45,500
	e	£46,500

Head of Service		
	a	£55,000
	b	£60,000
	c	£65,000

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