

# Cherwell District Council and South Northamptonshire Council

## Joint Commissioning Committee

30 November 2016

<b>Employment Statistics</b> <b>Quarter 2: 1 July to 30 September 2016</b>
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### Report of Head of Transformation

This report is public

#### Purpose of report

To present employment statistics for information and monitoring purposes.

#### 1.0 Recommendations

The meeting is recommended to:

- 1.1 Note the contents of the report.

#### 2.0 Introduction

- 2.1 National benchmarking indicators for the average voluntary resignation and total labour turnover rates have been published for 2015 by XpertHR. Table 1 below captures these with comparison against 2012, 2013 and 2014 data.

**Table 1**

		2012	2013	2014	2015
Total labour turnover rates	Private	18%	19.1%	23.2%	23.6%
Voluntary Resignation Rate	Private	6.7%	12.2%	14.2%	17.7%
Total labour turnover rates	Public	13%	13.9%	11.4%	14.1%
Voluntary Resignation Rate	Public	11%	8.1%	n/a*	15.4%

*\*unfortunately the survey sample size was not sufficient to accurately indicate an average percentage of voluntary leavers within the public sector.*

- 2.2 Labour turnover figures above do not distinguish the reasons why individuals leave an organisation. It covers all types of employee departures including voluntary resignations, redundancies, dismissals and retirements.

- 2.3 Figures are calculated by taking the total number of leavers in a specified period and expressing the number as a percentage of the number of people employed during that period.

### 3.0 Report Details

#### Quarter 2 - 01 July to 30 September 2016

#### Turnover

- 3.1 As shown in table 2, the turnover rate for all leavers as at quarter two 2016/17 is 2.6% for Cherwell District Council and 2.0% for South Northamptonshire Council. This shows that there has been an increase in turnover for Cherwell District Council and a reduction for South Northamptonshire Council from quarter one.

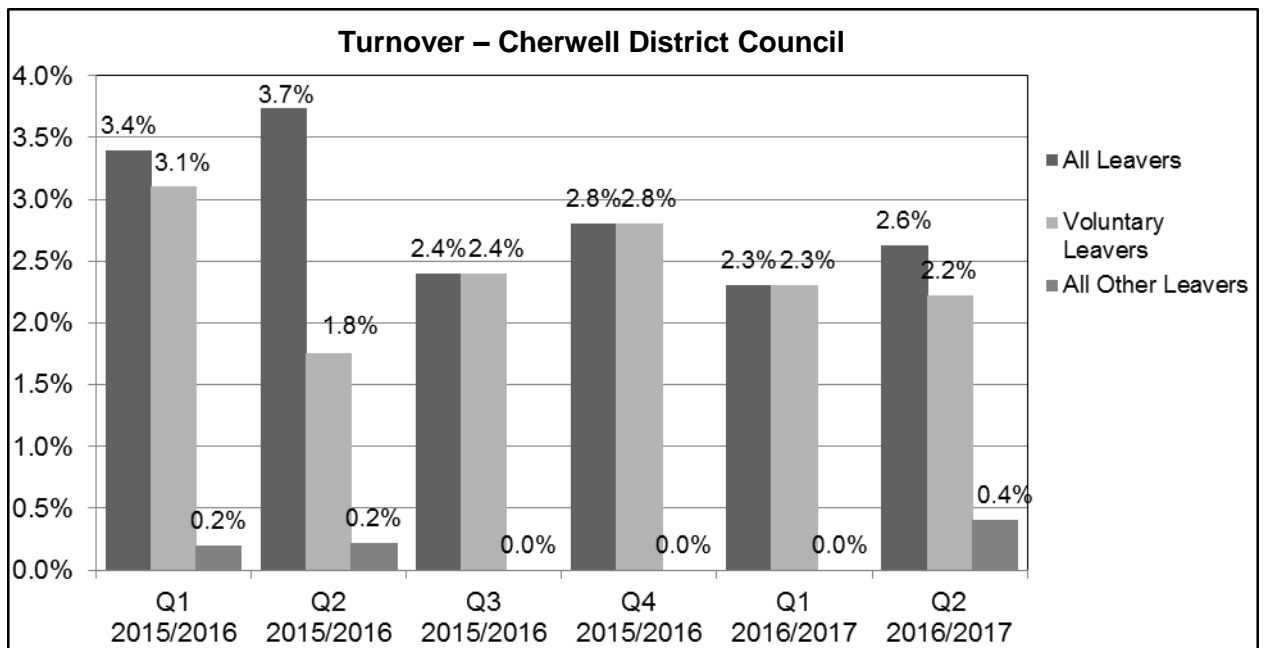
**Table 2**

Quarter	Cherwell District Council			South Northamptonshire Council		
	All Leavers	Voluntary Leavers*	All Other Leavers	All Leavers	Voluntary Leavers*	All Other Leavers
Q1 2014/2015	2.5%	1.8%	0.7%	1.97%	1.58%	0.39%
Q2 2014/2015	3.6%	3.6%	0.0%	2.85%	2.44%	0.41%
Q3 2014/2015	1.8%	1.6%	0.2%	2.48%	2.48%	0.00%
Q4 2014/2015	3.4%	2.5%	0.9%	4.24%	4.24%	0.00%
Q1 2015/2016	3.4%	3.1%	0.2%	3.49%	3.49%	0.00%
Q2 2015/2016	3.7%	1.8%	2.0%	3.10%	3.10%	0.00%
Q3 2015/2016	2.4%	2.4%	0.0%	1.79%	1.79%	0.00%
Q4 2015/2016	2.8%	2.8%	0.0%	3.8%	3.8%	0.0%
Q1 2016/2017	2.3%	2.3%	0.0%	3.9%	3.9%	0.0%
Q2 2016/2017	2.6%	2.2%	0.4%	2.0%	1.0%	1.0%

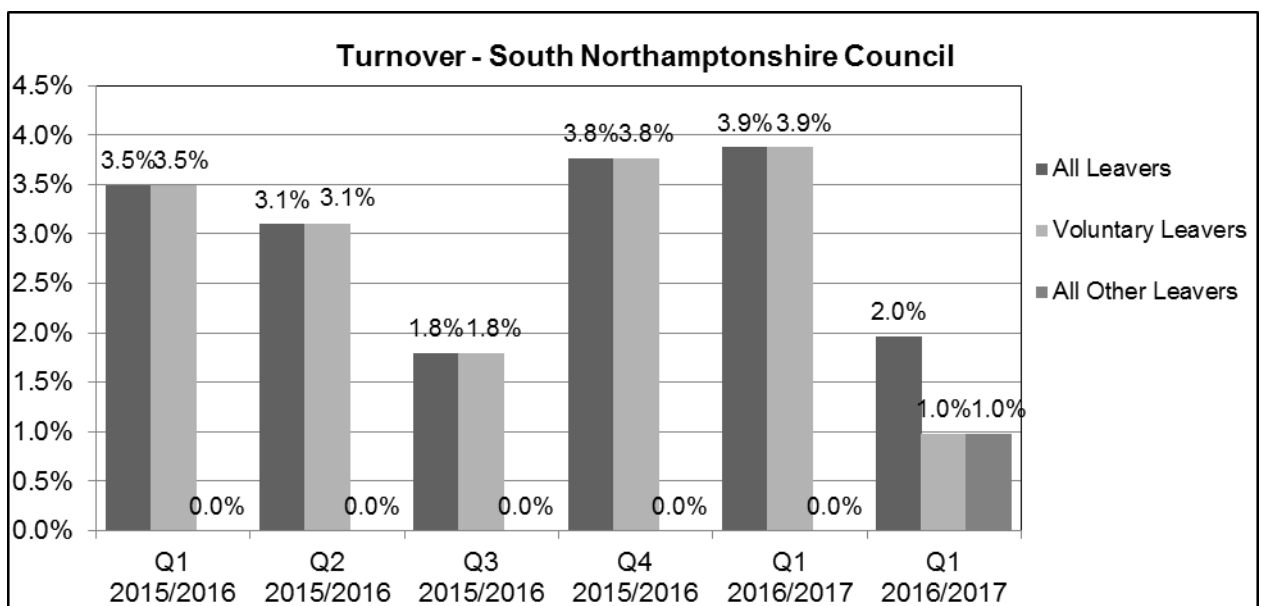
\* excludes early retirements, redundancies, ill-health dismissals and retirements, other dismissals and TUPE transfers.

- 3.2 The labour turnover rates for permanent and fixed term staff for both Councils up to quarter two 2016/17 is illustrated below in Graphs 1 and 2.

**Graph 1**



**Graph 2**



**Establishment Data**

3.3 As shown in table 3, the number of permanent and fixed term employees employed by Cherwell District Council as at 30 September 2016 were 500 and there were 95 vacant posts.

**Table 3**

CDC Directorate	Established		Filled		Vacant	
	Posts	FTE	Posts	FTE	Posts	FTE
Chief Executive's Office	17	15.50	14	12.47	3	3.03
Bicester	7	7.00	6	5.80	1	1.20
Resources	145	130.93	103	90.72	42	40.21
Operational Delivery	271	250.94	252	234.40	19	16.54
Development	155	143.11	125	110.30	30	32.81
<b>Totals</b>	<b>595</b>	<b>547.48</b>	<b>500</b>	<b>453.69</b>	<b>95</b>	<b>93.79</b>

- 3.4 As shown in table 4, the number of permanent and fixed term employees employed by South Northamptonshire Council as at 30 September 2016 were 205 and there were 44 vacant posts.

**Table 4**

SNC Directorate	Established		Filled		Vacant	
	Posts	FTE	Posts	FTE	Posts	FTE
Chief Executive's Office	1	1.00	1	1.00	0	0.00
Resources	71	62.81	51	45.38	20	17.44
Operational Delivery	92	90.69	83	80.13	9	10.57
Development	85	77.26	70	64.26	15	13.00
<b>Totals</b>	<b>249</b>	<b>231.77</b>	<b>205</b>	<b>190.76</b>	<b>44</b>	<b>41.01</b>

- 3.5 As at 18 November 2016, there are 50 truly vacant posts (SNC 9 & CDC 41). Cover is from a mixture of agency and temporary staffing, restructures and there are some vacant posts we are currently recruiting to, as shown below in table 5.

**Table 5**

	CDC	SNC
Agency / temporary arrangements	9	10
Post to be deleted	22	1
Frozen	1	2
Under review	0	3
Vacant and will be re-advertised	16	9
<b>Vacant</b>	<b>41</b>	<b>9</b>
Currently recruiting	6	10
	<b>95</b>	<b>44</b>

## Staffing changes

**Table 6**

	Cherwell District Council 1 April 2016 to 31 March 2017					South Northamptonshire Council 01 April 2016 to 31 March 2017				
	Q1 Apr to June	Q2 July to Sept	Q3 Oct to Dec	Q4 Jan to March	Full Year Total 2016/ 2017	Q1 Apr to June	Q2 July to Sept	Q3 Oct to Dec	Q4 Jan to March	Full Year Total 2016 / 2017
<b>Permanent / Fixed Term Employees</b>										
<b>New starters</b>	42	32				9	10			
<b>Internal transfers</b>	16	5				5	3			
<b>All leavers</b>	15	13				8	4			
<b>Voluntary leavers</b>	14	11				8	2			

3.6 Table 6 illustrates staffing changes for each Council for quarter 1 and 2 for 2016/17.

3.7 Quarter two shows a slight decrease in leavers for both Councils compared to quarter one.

3.8 The total number of permanent / fixed term voluntary leavers, by Directorate, for quarter two is illustrated below in table 7.

	Cherwell District Council		South Northamptonshire Council	
	All Leavers	Voluntary Leavers	All Leavers	Voluntary Leavers
Chief Executive's Office	0	0	0	0
Bicester	0	0	N/A	N/A
Resources	9	7	2	1
Operational Delivery	1	1	1	0
Development	3	3	1	1
<b>Total</b>	<b>13</b>	<b>11</b>	<b>4</b>	<b>2</b>

3.9 There are 4 non voluntary leavers (2 CDC and 2 SNC), these leavers are in relation to restructures and a dismissal.

3.10 Out of the 17 voluntary leavers for the last quarter, 9 completed the exit questionnaire and have given the main reason for leaving as follows:

A similar job in the Public Sector	Home relocation (2)
A similar job in the Public Sector	End of fixed term contract (2)
Another job in Local Authority	Career / personal development / fixed term contract (1)
Resignation but no subsequent employment	End of fixed term contract (2)
To the Private Sector	Pay, employment stability and career development (1)
Other	Career / personal development (1)

3.11 Table 8 outlines the total number of temporary and fixed term contracts (any contract that has an expiry date), by Directorate and Division, in place at the end of quarter two. It also provides equivalent information for SNC for comparison.

**Table 8**

Directorate	Fixed & Temporary Posts		
	Division	CDC	SNC
Chief Executive's Office	Chief Executive's Office	1	0
	<b>Sub Total</b>	<b>1</b>	<b>0</b>
Bicester	Bicester	3	0
	<b>Sub Total</b>	<b>3</b>	<b>0</b>
Operational Delivery	Community Services	5	5
	Environmental Services	2	1
	<b>Sub Total</b>	<b>7</b>	<b>6</b>
Development	Development Management	3	1
	Regeneration & Housing	4	0
	Strategic Planning & the Economy	2	1
	<b>Sub Total</b>	<b>9</b>	<b>2</b>
Resources	Finance & Procurement	1	2
	Law & Governance	1	0
	Information Services	0	0
	Transformation/Commercial	7	0
	<b>Sub Total</b>	<b>9</b>	<b>2</b>
<b>Total</b>		<b>29</b>	<b>10</b>

## 4.0 Conclusion and Reasons for Recommendations

4.1 The turnover rate for quarter two 2016/176 for all leavers (2.6%) compared with quarter one 2016/17 (2.3%) has seen a slight increase at Cherwell District Council.

- 4.2 The turnover rate for quarter two 2016/176 for all leavers (2.0%) compared with quarter one 2016/17 (3.9%) has seen a decrease at South Northamptonshire Council.
- 4.3 If the turnover rates are maintained throughout the year, it will result in an annual labour turnover rate slightly lower than the national average for the public sector (14.1%).
- 4.4 Overall, the reasons given for leaving are not too concerning and nine out of the seventeen leavers completed an exit questionnaire which is electronically sent to the Chief Executive and the Directors upon completion.
- 4.5 All fixed term and temporary roles are now kept to a minimum and are monitored closely by Human Resources.
- 4.6 As at 18 November 2016, there are 50 truly vacant posts (SNC 9 & CDC 41). Cover is from a mixture of agency and temporary staffing, restructures and there are some vacant posts we are currently recruiting to.

## **5.0 Consultation**

None

## **6.0 Alternative Options and Reasons for Rejection**

This report is submitted for monitoring and information purposes therefore there are no alternative options. The Committee can request further information.

## **7.0 Implications**

### **Financial and Resource Implications**

- 7.1 There are no financial implications in this report.

Comments checked by:  
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### **Legal Implications**

- 7.2 There are no 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](mailto:kevin.lane@cherwellandsouthnorthants.gov.uk)

## 8.0 Decision Information

### Wards Affected

N/A

### Links to Corporate Plan and Policy Framework

N/A

### Lead Councillor

N/A

### Document Information

Appendix No	Title
Appendix 1	Quarter Two 2016/17 Establishment data for CDC
Appendix 2	CDC truly vacant posts as @ 18 November 2016
Appendix 3	Quarter Two 2015/16 Establishment data for SNC
Appendix 4	SNC truly vacant posts as @ 18 November 2016
Background Papers	
None	
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