

Title of Report:	Annual Employment Report for 2007/08	Item 8
Appendices:	Quarter 4 Establishment Report	
Report to be considered by:	Executive 29/05/08	
Forward Plan Ref:	EX1318	

Purpose of Report:

1. To report on the Council's workforce trends for the year ended 31st March 2008. The refresh of the People Strategy for 2008-2012 is set out in a separate report.
2. To report on changes to the WBC Establishment in Quarter 4 2007/08.

Recommended Action:

1. To note the Annual Employment Report 2007/08.
2. To note the Quarter 4 Establishment Report

Reason for decision to be taken:

To update Members

Key background documentation:

- HR Resourcelink Database
- Q1, Q2, Q3 and Q4 Establishment Reports 2007/08
- DLA Piper "HR Benchmark 2007"
- CIPD "Recruitment, Retention and Turnover 2007"
- Local Workforce Census 2001

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

CPO14 - Effective People

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Implications

Policy: None.
Financial: There are no financial implications.
Personnel: These are covered in the report.
Legal: None
Property: None
Risk Management: None

Is this item subject to call-in?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
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Executive Summary

1 Introduction

- 1.1 The Annual Employment Report presents a snapshot of the workforce employed by West Berkshire Council on the 31st March 2008. It also examines how the workforce has changed over the period 1st April 2007 to 31st March 2008.
- 1.2 The number of established posts across the Council expressed as a full-time equivalent (FTE) has increased from 1676.81 FTE at 31 March 2007 to 1724.36 FTE at 31 March 2008. The number of externally and jointly funded posts has increased to 159.18 FTE reflecting the Council's success in attracting external funding and promoting partnership working. The breakdown by directorate of these figures is reported to the Executive on a quarterly basis and can be seen at Appendix A of this report.
- 1.3 Overall the workforce employed represents the community which it serves, both in terms of ethnicity and disability. However, the Council does employ more women than compared to other local authority averages, and the female workforce is of a higher percentage than the demographics of the local community.
- 1.4 The top 5% of earners are mainly of white ethnic origin, without a disability and over the age of 45. In terms of gender, it is split evenly between men and women.
- 1.5 There have been 268 new starters with the Council over the period, and 216 leavers (headcount increase of 99; FTE increase of 47.55).
- 1.6 52 women have taken maternity leave and 9 men have taken paternity leave during the period. Of the women returning from maternity leave, 53% have chosen to reduce their hours.

2 Proposals

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

3 Conclusion

- 3.1 The report shows the changes that have occurred in the workforce for the last financial year. Overall, it shows that the Council is in line with other local authority averages or where different, still reflects the community which it serves.
- 3.2 The analysis of the workforce trends shows that West Berkshire Council is fairly typical of the local government averages across a range of benchmark indicators. The response to the challenges of ensuring the workforce is delivering services in an effective and efficient way is set out in a separate report, The People Strategy 2008-2012.

Executive Report

4 Introduction

- 4.1 The Annual Employment Report reviews the structure of the workforce employed by West Berkshire Council over the period 1st April 2007 to 31st March 2008.
- 4.2 The data has been populated from the HR Resourcelink database. Wherever possible the figures are contrasted to the previous year's report for the period 1st April 2006 to 31st March 2007 to show any significant changes.
- 4.3 The report highlights comparisons with other local authorities. The figures used are part of the DLA Piper "HR Benchmark 2007 - Workforce Performance Indicators Local Government Report". This survey covers the period 1st January 2007 to 31st December 2007. Whilst it does not cover exactly the same time period, it is useful to compare the data.
- 4.4 The report also compares workforce data with the Local Workforce Census 2001, to demonstrate how the workforce of West Berkshire Council reflects the local community.
- 4.5 The report is broken down into nine areas:
- Headline Establishment and type of employment.
 - Diversity profile of workforce
 - Starters and Leavers
 - Family Friendly
 - Absence
 - Grievance and Disciplinary
 - Training and Development
 - Management and Member Development
 - Schools based staff

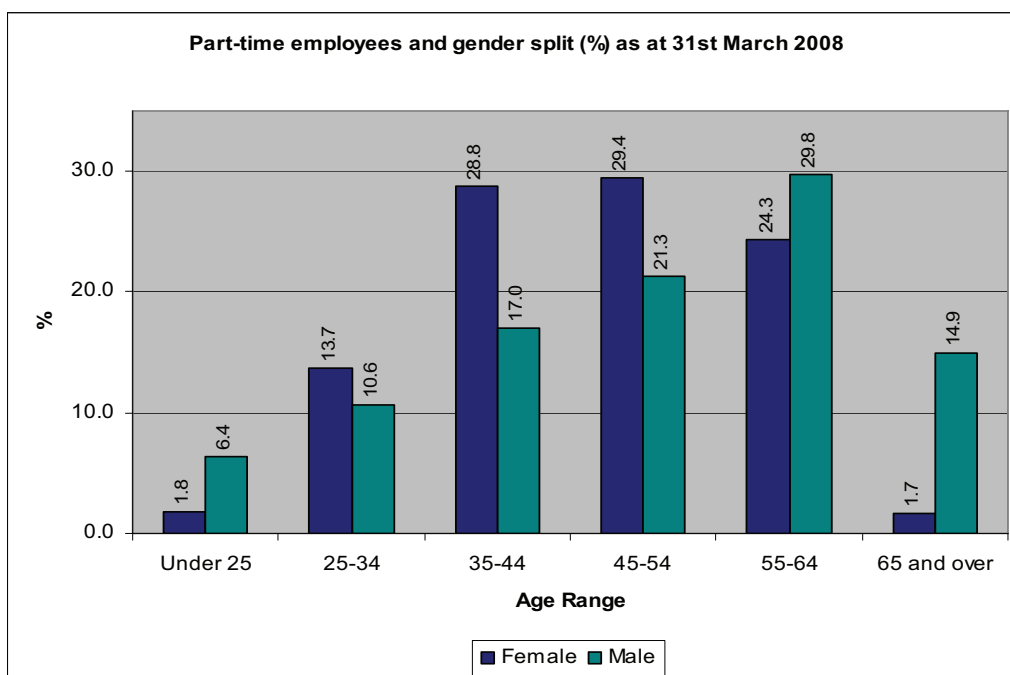
5 Headline Establishment and Type of Employment

- 5.1 This section describes the establishment of West Berkshire Council during the period. It looks at how the headcount is broken down into the type of employment (including full and part-time), how the posts are funded and the vacancy rate.

- 5.2 Establishment figures are reported on a quarterly basis and demonstrate the change occurring over the different periods. The Quarterly Establishment Report for Quarter 4 2007/2008 can be seen in Appendix A.
- 5.3 The establishment headcount for West Berkshire Council at 31st March 2008 was 1798, an increase of 99 from the 1699 figure reported on 31st March 2007.
- 5.4 This represents a full-time equivalent (FTE) of 1724.36 FTE on 31st March 2008, an increase of 47.55 FTE from the 1676.81 FTE reported on 31st March 2007.
- 5.5 Part/Full Time Working

	05/06	06/07	07/08	Local Authority Averages
Full Time Workers	58%	56%	60%	60%
Part Time Workers	42%	44%	40%	40%

- 5.5.1 West Berkshire Council is comparable to the average for other local authorities, and typical of the public sector which has a number of roles that are suited to part-time working, and is more favourable towards flexible working arrangements. The figure has decreased from previous years although this is a small decrease. This change does not bear any great consequence to the Council.
- 5.5.2 Of this split, around 49% of females work part-time compared to 11% of males, showing that there is still a typical gender pattern of more women working part-time compared to men.
- 5.5.3 Interestingly the graph below shows that women are more likely to work part-time from the age 25 to 54, and whilst not conclusive, does show that typically women in the age-range for child care have a tendency to work part-time. Men are more likely to work part-time in the lower age range, or when approaching retirement from age 55+.



5.6 Funding of Posts

- 5.6.1 WBC demonstrates its commitment to partnership working by establishing a number of posts that are externally funded or joint funded. The majority of these posts are in the Children and Young People directorate.
- 5.6.2 Posts established through external funding equals 121.78 FTE for this reported year, an increase of 15.84 FTE compared to 2006/2007.
- 5.6.3 With regards to jointly funded posts, the establishment reports an increase of 5.49 FTE to 37.40 FTE in 2007/2008.
- 5.6.4 Further details can be seen in Appendix A, Quarterly Establishment Report for Quarter 4 2007/2008.

5.7 Vacancy Rate

- 5.7.1 Overall for West Berkshire Council there has been a decrease in the vacancy rate. In 2006/2007 the vacancy rate was 16.3% and this has decreased by 1.6% to 14.7% in 2007/2008.

6 **Diversity Profile of the Workforce.**

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

6.2 The areas covered include:

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

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

6.4 Gender

		05/06	06/07	07/08	West Berkshire Area	Local Authority Average
West Berkshire Council	Male	24.00%	25.00%	23.80%	49.63%	34.00%
	Female	76.00%	75.00%	76.20%	50.37%	66.00%

6.4.1 The table shows that West Berkshire Council has a higher than average female workforce compared to other local authorities and the representative population in West Berkshire. As can be seen West Berkshire Council has typically had a higher percentage of women working compared to other Local Authorities or the local area. Therefore the increase from 06/07 to 07/08 is not statistically significant.

	Chief Executive	Children & Young People	Community Services	Environment
Male	32.6%	14.9%	13.4%	56.1%
Female	67.4%	85.1%	86.6%	43.9%

6.4.2 However, the directorates do have noticeable gender differences with more women being employed in Children and Young People and Community Services; Environment has more male employees. This may be due to the type of professions involved in each directorate and shows that gender differences persist. It may also explain why more women are employed in the Council than males as Children and Young People and Community Services account for 66.7% of the workforce.

6.5 Ethnic Origin

		05/06	06/07	07/08	West Berkshire Area	Local Authority Average
West Berkshire Council	BME	2.91%	4.00%	3.08%	2.63%	4.20%
	White	88.82%	89.00%	86.18%	97.37%	95.80%

6.5.1 It should be noted that 11% of staff have not recorded their ethnic status. This is also the case for previous years.

6.5.2 Whilst West Berkshire Council employs fewer BME staff than the local authority average, the Council reflects the community which it serves. Due to the small numbers involved, the decrease in figures from the previous years is not statistically significant and does not give cause for concern, especially given the local demographic figures.

6.6 Disability

		05/06	06/07	07/08	West Berkshire Area	Local Authority Average
West Berkshire Council	Disabled	1.92%	3.00%	3.00%	2.30%	3.20%
	Non-disabled	98.08%	97.00%	97.00%	97.70%	96.80%

6.6.1 The Census does not record how many people who are economically active have a disability. However, it does report that 2.3% of residents class themselves as long-term disabled. In this respect the Council therefore reflects the local population which it serves.

6.6.2 Again, due to the small size of the figures, the difference in statistics between West Berkshire Council and the local authority average is not significant and therefore does not give cause for concern.

6.7 Age

	05/06	06/07	07/08	West Berkshire Area
West Berkshire Council Average Age	44.5	44.5	45	37.8

6.7.1 The age of the workforce is increasing slightly and this is due to the changes in legislation allowing people over 65 to keep working. This is represented by the fact that 1.2% of the Council workforce now falls into the 65+ age category.

6.7.2 65% of the national local authority workforce is over 40, compared with 50% of the whole economy.

6.7.3 The Council has an older workforce than the community it serves. However, the difference is not large enough to cause concern.

6.8 Top 5% of Earners

6.8.1 The top 5% of earners are those WBC employees with the highest salaries; calculated by using full-time equivalent basic salaries.

6.8.2 The top 5% of earners within the Council are mainly of a white ethnic origin (85%), without a disability (87.25%) and over the age of 45 (80.7%).

6.8.3 Overall of the top earners, only 10.1% work part-time. This is very different to the general workforce of WBC and shows that towards the top of the grading structure it is harder or less attractive to work part-time.

6.8.4 Despite this, 50.5% of the top 5% of earners is female compared to the local authority average of 43%.

	Chief Executive	Children & Young People	Community Services	Environment
Top 5% Male	21.1%	11.0%	3.7%	13.8%
Top 5% Female	10.1%	32.1%	8.3%	0.0%

6.8.5 Again it can be seen that gender differences do persist in the directorates, especially at management level. This means that whilst West Berkshire Council has been able to assist women into management positions, it is directorate specific.

6.8.6 Generally, gender specific roles are slowly phasing out. However, it does take time for this to filter through, especially into management positions and this can be reflected at West Berkshire.

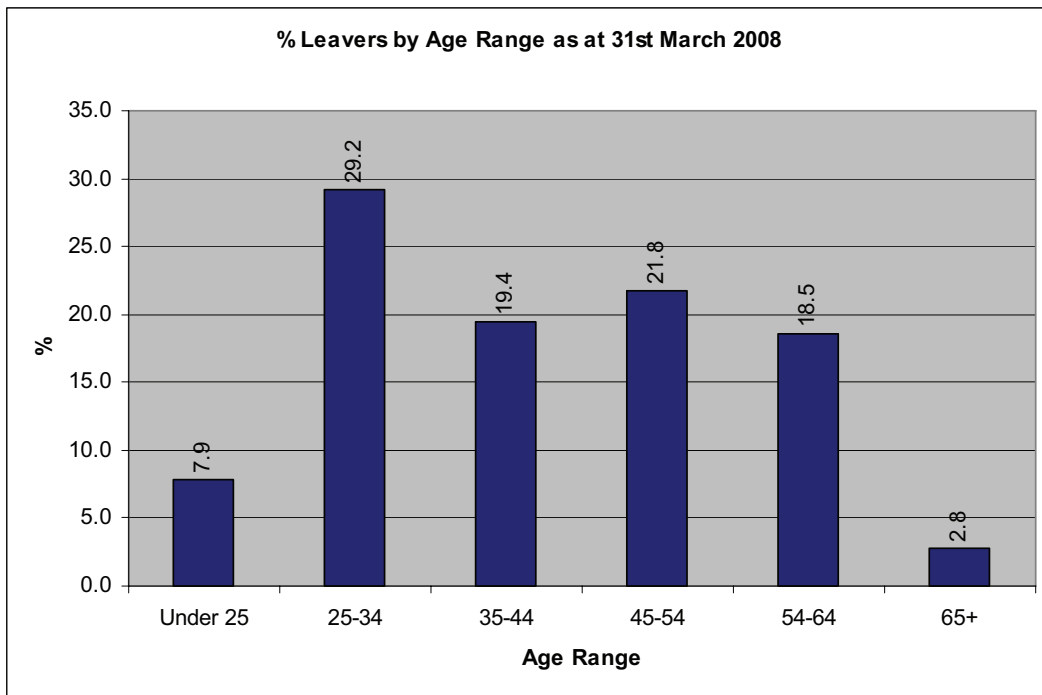
6.9 Staff Who Live in the West Berkshire Area

6.9.1 73.7% of employees live in the West Berkshire Area (based on postcodes including RG7, RG8, RG14, RG17, RG18, RG19, RG20, RG30, RG31 and OX12). Of this only 26.4% live in the RG14 (Newbury) area. Therefore the majority of staff do live within the area which the Council serves.

7 **Starters and Leavers**

7.1 This section reviews the change in the workforce over the period 1st April 2007 to 31st March 2008. It examines the people entering the Council as well as those leaving.

- 7.2 The average length of local government service for a West Berkshire Council employee is 6.7 years. This is a decrease from 2006/2007 when it was 7.41 years. This reflects a national change in workforce as people stay in companies for less time.
- 7.3 New Starters & Leavers.
- 7.3.1 In 2007/2008 there were 268 new starters to the Council and 216 leavers.
- 7.3.2 Out of this, 78.4% of the new starters were women but only 72.2% women have left. This will have resulted in the increase in percentage of women working at West Berkshire Council compared to previous years (see 6.4).
- 7.3.3 2.6% of new starters were of a BME origin, but 5.1% of leavers were of a BME origin. Again this will explain why the overall workforce figures have altered from 2006/2007 (see 6.5).
- 7.3.4 0.8% of new starters classed themselves as having a disability. 2.3% of leavers have had a disability. Whilst this should impact on the overall workforce statistics, given the small figures and changes in headcount this has not altered the overall figures (see 6.6).
- 7.3.5 For these two areas there is a higher percentage leaving than joining the Council. Unless this trend continues, these figures are not a cause for concern; HR will continue to monitor this indicator.
- 7.3.6 The average age of a new starter was 37. The average age of a leaver was 31 years old and again this may explain why the average age of the workforce is increasing (see 6.7).
- 7.4 Turnover.
- 7.4.1 Turnover has increased by 0.5% from 11.54% in 2006/2007 to 12.04% in 2007/2008
- 7.4.2 As the graph below demonstrates, the highest turnover was for those aged 25-34 and was mainly due to resignation. For those aged 54-64, 25% left due to retirement or ill health. For those aged 65+, as expected 67% left for retirement reasons.



7.4.3 The average length of service for a leaver is 4 years. General workforce trends suggest that the length of service is gradually decreasing. CIPD figures (Source: Recruitment, Retention and Turnover 2007) show that on average around 75% of the workforce have less than 5 years service. Therefore it is typical to expect turnover in these categories as shown below.



7.4.4 Out of the 216 leavers, 183 (84.7%) voluntarily resigned as opposed to leaving for some other reason, such as redundancy. This means the voluntary turnover rate is 10.2% which is equal to the average for all local authorities. A healthy level of voluntary turnover is classed as 10.8% (Source: DLA Piper survey). Therefore these figures do not give any cause for concern.

7.4.5 The stability index is 87.3%; this is compared to the average local authority stability index of 86.6%. The stability index indicates the proportion of staff that

have been with an organisation for 12 months or more, and therefore the higher the index, the more it demonstrates that people remain within the organisation. Again this demonstrates that West Berkshire Council is higher than average at retaining staff, and this is supported in the Employee Attitude Survey.

8 Family Friendly

- 8.1 In April 2007 there was a significant change to the maternity employment law. Therefore it is interesting to see what impact this has had over the period of the report.
- 8.2 Family friendly policies include maternity and paternity leave, the option to come back on part-time hours from such leave and the promotion of benefits such as childcare vouchers.
- 8.3 Over the timeframe of this report, 52 women have taken maternity leave. The average age of a woman on maternity leave is 31. The average length of maternity leave is 180 days.
- 8.4 Over the period 30 women have returned from leave. 36.7% of women have returned to the same hours as before they went on leave. 53.3% have reduced their hours demonstrating the flexibility of the Council in supporting women to return to work from maternity leave. 10% is due to staff within Homecare formalising their hours (i.e. standardizing their hours of work).
- 8.5 With regards to paternity leave, 9 men have formally taken paternity leave. The most common length of leave is 7 days, which is attributed to the fact that beyond 7 days, paternity leave is paid at the basic SPP rate.
- 8.6 Over the period, 1 employee has taken adoption leave.
- 8.7 One main benefit West Berkshire Council offers is childcare vouchers. This allows employees to buy childcare vouchers through their gross salary and therefore benefit on tax and NI savings. 50 corporate employees and 65 school employees have taken up this benefit. Promotional work will occur through 2008/2009 to promote this employee benefit.

9 Absence

	05/06	06/07	07/08	Local Authority Average
Working days lost per person per year (excluding absences over 50 calendar days)	n/a	9.02 days	6.46 days	n/a
Working days lost per person per year (including absences over 50)	8.12 days	10.37 days	9.72 days	11.4 days

calendar days)				
Total working days lost overall	13,743	17,724	16,764	n/a

9.1 West Berkshire Council is performing better than other local authorities, and absence has decreased compared to previous years.

9.2 The main causes of absence are:

- Stress, depression or anxiety related absence (16.2%)
- Other muscular-skeletal problems (15.6%)
- Infections to include colds and flu (13.6%)
- Other (11.1%)
- Stomach, liver, kidney and digestion (10.7%)

9.3 This is comparable to other local authorities where stress, depression or anxiety related absence equates to 18% of absence, followed by cold/flu and other infections for 12% of absence and other muscular-skeletal equating to 12% of absence.

9.4 It should be noted that reason for absence is recorded from the sickness certification forms and therefore it is possible that the reason for absence is not given. Stress related absence covers both home and work related reasons.

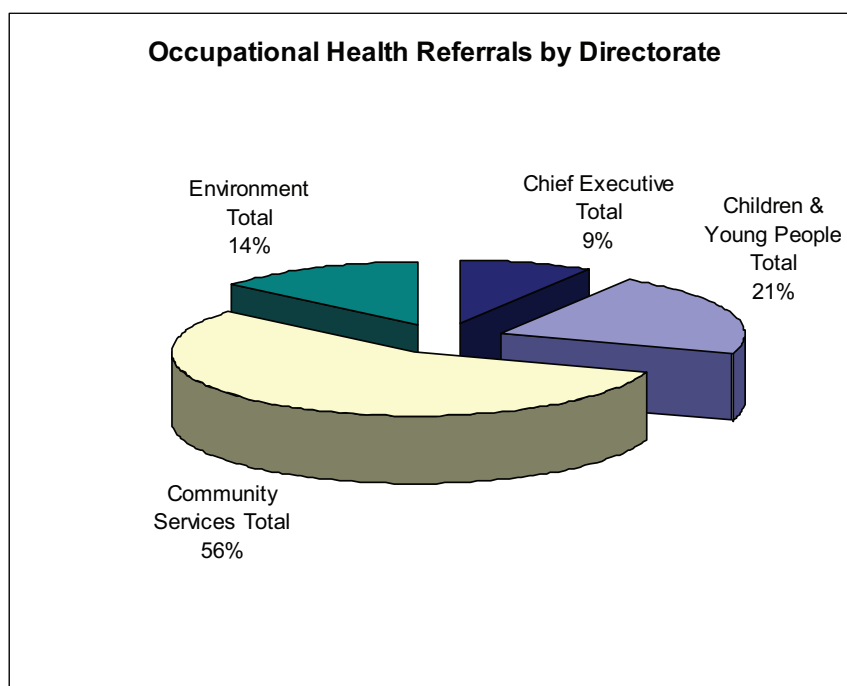
9.5 Further work will be undertaken by the HR team to investigate the reasons for absence and to make recommendations.

10 Disciplinary and Grievance.

	06/07	07/08	Local Authority Averages
Disciplinary/Capability	46 cases resulting in 6 formal warnings or dismissals	53 cases resulting in 9 formal warnings or dismissals	n/a
Cases per 1000 employees resulting in formal warning or dismissal	4 cases	5 cases	10 cases

Grievance	5 cases	7 cases	n/a
Grievance cases per 1000 employees	3 cases	4 cases	6 cases

- 10.1 There has been 1 tribunal case.
- 10.2 West Berkshire Council has fewer disciplinary or capability cases per 1000 employees compared to other local authorities, which could be a reflection of preventative measures and effective management meaning more issues are dealt with at an informal level.
- 10.3 This is also the same for grievances, suggesting that there is less cause for employees within West Berkshire to raise a grievance.
- 10.4 123 people have been referred to Occupational Health compared to 120 in 2006/2007.



- 10.5 The majority of referrals have come from Community Services and Children and Young People. These services typically have professions that may require more Occupational Health support.
- 10.6 When reviewing the directorate split of staff referrals it is important to take into account the total numbers of staff within each directorate to show the staff referral ratio.
 - Chief Executive 1:29
 - Children & Young People 1:18

- Community Services 1:10
- Environment 1:15

- 10.7 This shows that as expected given the nature of the work Community Services is the main source of Occupational Health referrals. However, Environment is second highest. This may be due to some of the roles in this directorate being more physical in nature and the requirement of annual health checks.
- 10.8 This will be examined further in a separate report on absence (see 9.5).

11 Training and Development

- 11.1 The resources dedicated to training and development are valued by employees. In the Employee Attitude Survey 75% of employees agreed that the training they receive is appropriate and relevant to their jobs. This is 8% higher than for other local authorities undertaking the survey.
- 11.2 The provision of learning and development for WBC employees is multi layered. The Social Care Training and Development Team commissioned 491 courses and trained 4827 social care employees in Community Services and CYP directorates (this will include delegates from health, voluntary, independent and private sectors) (figures provided for Social Care Training are subject to change pending the completion of the collation of end of year statistics). The ICT training team consists of two full time trainers who delivered a total of 169 different training sessions and trained 538 employees. The Customer Services Team has an in-house training provision for customer helpdesk training, which has led to 17 employees undertaking NVQ this has more than doubled in the past year. Education Services provided 141 training sessions for people in schools training 2141 delegates.
- 11.3 Each Head of Service will source service specific and professional training externally using his/her training budget. Additional training has also been provided by Health & Safety, Public Protection, Adult and community Learning and Human Resources. In addition to the above, is the corporate training provision which includes mandatory training such as Induction and Health & Safety, core training such as Time Management and optional training together with Management Development activities. With the exception of Management Development activities which are coordinated from within HR, the rest of the corporate training calendar is commissioned by the Policy & Strategy team within HR and administered via the social care training and development team.
- 11.3.1 Details of the training courses provided across WBC in 2007/2008 can be found on the HR Intranet site.
- 11.4 The HR Manager (Policy and Strategy) had a corporate training budget of £119,540 in 2007/08. This budget was used to organise a calendar of training courses which use external and internal training providers. There were 158 courses attended by approximately 1568 employees in 2007/2008. The total spend on training across the whole organisation is £825K which includes approximately £300K in social care training. The HR service delivers corporate induction

sessions directly. There were 21 corporate induction sessions held covering 265 employees in 2007/08.

12 Management and Member Development

- 12.1 The Member Development Group is committed to developing Members to enable them to achieve the Council's aims and objectives. The Group is responsible for overseeing the roll out and development of all training opportunities. It will ensure that learning and development modules are effective in building political capacity across the Member Group and the organisation as a whole. As part of this commitment, we have funded a Member Mentoring Programme designed and delivered through the IDeA and have delivered 17 Induction Sessions and a further 11 Development Sessions in 2007/08, together with the rollout of an online e learning package delivered through Learning Pool.
- 12.2 During 2007/08 the management development programmes accredited by the Institute of Leadership and Management (ILM) continued. This Programme is available to a wide group of managers, from aspiring managers through to middle management level. Feedback on this programme so far has been very good, a formal evaluation took place in September 2007 with further evaluation planned to take place as each session is completed. Additional management development activities have continued to increase the effectiveness and efficiency of managers, this includes Finance-Managing Budgets, West Berkshire Council's Project Management Methodology and several Human Resource workshops on employee relations and policies. New for 2007/08, was the launch of Induction for Managers.

13 School based staff

- 13.1 3887 people are employed in schools. There are 1743 Teachers in West Berkshire schools, which equates to an FTE of 1474.57. There are 2144 Support Staff in West Berkshire schools which equates to 1325.37 FTE.
- 13.2 662 supply teachers were working for WBC at 31/03/08.
- 13.3 0.4% of school based employees consider themselves to have a disability.
- 13.4 An overview of school issues can be found on the HR Intranet.

Appendices

Appendix A Establishment Report Quarter 4 2007/08

Consultees

Local Stakeholders: Corporate Board 29/04/08
Management Board 08/05/08

Officers Consulted: As above

Trade Union: N/A

Appendix A: Establishment Report – Quarter 4

Purpose of Report: To report on changes to the Council's Establishment over the fourth quarter of 2007/2008.

Recommended Action: To note the report.

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

Key background documentation:

- HR Resourcelink Database
- Q1 Establishment Report
- Q2 Establishment Report
- Q3 Establishment Report

The proposals contained in this report will help to achieve the following Council Plan Theme:

CPO13 - Value for Money

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

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Implications

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

Financial: Increases in the Establishment can only be approved if the budget is in place. The majority of establishment changes are made through the annual Budget process.

Personnel: These are integral to the report

Legal: There are no implications

Property: There are no implications

Risk Management: There are no implications

Is this item subject to call-in?

Yes:

No:

Executive Summary

1. Introduction

- 1.1 The Establishment has increased by 18.79 full time equivalent (FTE) posts over the last quarter and now stands at 1724.36 FTE as at the end of March 2008. This excludes school based posts. The number of vacant posts at Quarter 4 was 221.08 FTE. There have been increases in joint and externally funded posts. Turnover rates have increased slightly when compared with Quarter 3 in 2007/08.

2. Proposal

- 2.1 None – for information only

3. Conclusions

- 3.1 The overall Establishment has increased by 18.79 FTE (1.1%) this quarter. This increase has resulted from additional external funding and the result of further restructures. There was an increased of 8.44 FTE with schools posts being brought onto the WBC Establishment to allow coherent management of the Children's Centres. It should also be noted that 45.61 FTE for Customer Services has transferred to Children's Services following a directorate restructure.

The number of vacant posts has increased by 20.84 FTE this quarter. 8.44 FTE (40%) of this is attributed to posts created to enable the management of school positions on the West Berkshire Establishment. The additional increase is due to turnover and authorised changes within the Establishment Control procedure.

There has been a small increase in annual turnover in Children and Young People, Community Services and Environment; and a reduction in annual turnover in Chief Executive (however, it should be noted that Customer Services moved between two Directorates). Total annual turnover has increased from 11.68% in quarter 3 to 12.04%.

Of the new posts detailed at Appendix 5, 5.67 FTE were included in the 07/08 budget, and 11.32 FTE was created through an increase in external funding. An additional 6.88 FTE was authorised from WBC Revenue and Capital in accordance with the Establishment Control procedure. These figures do not take into account posts which have decreased/increased in hours or been deleted.

Executive Report

1.0 Introduction

- 1.1 The data used to complete this report is taken from the HR/Payroll system Resourcelink.
- 1.2 The report gives headline figures and provides Director's commentary on changes within the WBC Establishment.
- 1.3 Appendices 1 to 5 provide further in depth information on the Establishment for this period and include comparison to previous quarters.

2.0 Headlines

- 2.1 The overall Establishment has increased by 18.79 FTE between the two Quarters. The changes made up as follows:

Chief Executive	- 44.22 FTE
Children and Young People	+ 57.00 FTE
Community Services	+ 5.85 FTE
Environment	+ 0.16 FTE

- 2.2 The WBC funded Establishment has increased over the past Quarter, from 1705.57 FTE to 1724.36 FTE. Joint funded posts have increased by 1.0 FTE to 37.40 FTE and externally funded posts have increased by 5.70 FTE to 121.78 FTE. Details can be found at Appendix 1B.

3.0 Directorate Commentary

3.1 *Chief Executive*

The Directorate Establishment has decreased by 44.22 FTE over the last quarter.

Internal restructures have resulted in a decrease of the overall establishment of the Directorate, most notably being the transfer of Customer Services into the Children and Young People Directorate.

A new Service has been established within the Directorate, Special Projects.

Several posts have been deleted within ICT, with several new posts being created. This will enable both a better response to Service needs and the requirements of the organisation as a whole.

3.2 *Children & Young People*

The establishment of the Directorate has increased by 57.00 FTE. This is primarily as a consequence of two changes:

1. The agreed transfer of 45.61 FTE Customer Service posts from the Chief Executive following the Senior Management Review; and,

2. The agreed transfer of 8.44 FTE externally funded Sure Start/Children's Centre staff on to the Education service establishment, to allow more coherent management of children's centres.

In addition, the Teenage Pregnancy Co-ordinator post has been TUPEd back to Children's Commissioning and Quality; 1.79 FTE posts have been transferred into Children's services from the Education service to reflect appropriate administrative arrangements for the West/Central Locality Team; a 0.27 FTE Occupational Therapist post has been re-opened after being erroneously closed by HR.

3.3 Community Services

The establishment of the Directorate has increased by 5.85 FTE, including some fixed term posts. Alongside this there have been a number of reductions.

Community Care and Well Being

In this quarter there was a reduction of 0.1 hours to bring the establishment in line with the budget for a Mental Health post.

Housing & Performance

The post of Private Sector Housing Officer has been recruited to with effect from 1st April 2008. The posts of Workforce Development Project Co-ordinator and Senior Housing Officer have been removed from the establishment; these posts were a secondment and a fixed term contract respectively. Several Support Service Assistant posts are currently going through the recruitment process, with another SSA post already recruited to and some of the post hours re-allocated to another post.

Cultural Services

Although there have been some minor adjustments to the allocation of hours between part-time library assistant posts, the main change to the Cultural Services establishment has been a reduction of one post. This resulted from the completion of work on the Historic Landscape Characterisation Project. Although the establishment reduces by one post, there are no significant financial savings as the post was almost entirely funded by English Heritage.

Older Peoples Services

The Report indicates Older Peoples Services have increased by 6.83 FTE. However, 2.0 FTE community support worker posts are the result of redefining 2.0 FTE existing posts (original posts have yet to be deleted), 1.02 FTE is a day care assistant who has been in post for several years, but the post has not been matched to the HR establishment list, the other posts are fixed term to deliver operational activity in Q4 and to provide operational cover for long term sick and maternity cover. In summary, OPS will not have increased any posts from current establishment on a permanent basis.

3.4 Environment

The establishment of the Directorate has increased by 0.16 FTE.

Some minor structural changes across the Directorate resulted in a decrease in the funded establishment for this quarter. However, the creation of a new, externally funded, post of Conservation Officer means that the overall establishment for the Directorate has increased by 0.16 FTE.

The Conservation Officer post has been created in order to meet the requirements of the BV219 Conservation appraisals indicator.

4. Conclusions

The overall Establishment has increased by 18.79 FTE (1.1%) this quarter. This increase has resulted from additional external funding and the result of further restructures. There was an increased of 8.44 FTE with schools posts being brought onto the WBC Establishment to allow coherent management of the Children's Centres. It should also be noted that 45.61 FTE for Customer Services has transferred to Children's Services following a directorate restructure.

The number of vacant posts has increased by 20.84 FTE this quarter. 8.44 FTE (40%) of this is attributed to posts created to enable the management of school positions on the West Berkshire Establishment. The additional increase is due to turnover and authorised changes within the Establishment Control procedure.

There has been a small increase in annual turnover in Children and Young People, Community Services and Environment; and a reduction in annual turnover in Chief Executive (however, it should be noted that Customer Services moved between two Directorates). Total annual turnover has increased from 11.68% in quarter 3 to 12.04%.

Of the new posts detailed at Appendix 5, 5.67 FTE were included in the 07/08 budget, and 11.32 FTE was created through an increase in external funding. An additional 6.88 FTE was authorised from WBC Revenue and Capital in accordance with the Establishment Control procedure. These figures do not take into account posts which have decreased/increased in hours or been deleted.

Appendices

Appendix 1a	Establishment Figures for Comparison over past 4 quarters
Appendix 1b	Funding Arrangements for Established Posts
Appendix 2	Details of Changes throughout Quarter 4
Appendix 3	Overtime and Additional Hours; Casual Workers; and Agency Spend By Directorate
Appendix 4a	Changes in Methodology
Appendix 4b	Glossary and Definitions
Appendix 5	New Post Funding

Consultees

Local Stakeholders: Corporate Board 15/04/08
Corporate Board 29/04/08
Management Board 08/05/08

Officers Consulted: As Above

Trade Union: Not consulted

Establishment Trends Q1 2007/8 - Q4 2007/8.

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

Quarter 4 07/08

Permanent and Fixed Term Establishment as at 31 March 2008

	Current WBC Establishment FTE	Current WBC Occupied FTE	Vacant FTE	Staff Headcount	Annual Turnover (rolling year)	Vacancy Rate by Directorate
CEO & Support	2.54	3.49	-0.95	4	28.57	
Benefits & Exchequer	78.69	69.21	9.48	77	9.03	
Finance	63.63	58.99	4.64	63	10.94	
Human Resources	28.51	25.49	3.02	29	32.96	
ICT	52.22	43.96	8.26	46	12.77	
Legal & Electoral Services	30.78	26.25	4.53	33	20.00	
Policy & Communication	45.50	38.66	6.83	44	3.88	
Property	36.00	26.00	10.00	28	21.54	
Special Projects	2.00	2.00	0.00	2	0.00	
Total Chief Executive	339.87	294.05	45.82	326	13.66	15.58
Children's Services	210.55	173.62	36.93	210	16.70	
Childrens Commissioning & Quality	28.10	24.22	3.89	26	24.00	
Customer Services	45.61	41.82	3.79	49	10.75	
Education Services	196.41	164.55	31.86	3	8.75	
Director & Support	2.32	2.32	0.00	210	0.00	
Total Children and Young People	483.01	406.54	76.46	498	12.87	18.81
Community Care and Well-being	125.14	109.57	15.57	120	11.95	
Cultural Services	93.84	84.85	8.99	132	5.61	
Housing and Performance	65.57	57.21	8.36	63	15.94	
Older Peoples Services	331.58	302.74	28.84	390	10.98	
Director & Support	2.00	2.00	0.00	2	0.00	
Total Community Services	618.12	556.36	61.76	707	10.47	11.10
Countryside & Environment	80.98	66.71	14.27	73	15.69	
Highways & Transport	101.80	89.89	11.91	94	13.40	
Planning & Trading Standards	98.59	88.53	10.87	98	10.31	
Director Support	2.00	2.00	0.00	2	0.00	
Total Environment	283.36	247.14	37.04	267	12.61	14.99
GRAND TOTALS	1724.36	1504.09	221.08	1798.00	12.04	14.70

Quarter 3 07/08

Permanent and Fixed Term Establishment as at 31 December 2007

	Current WBC Establishment FTE	Staff Headcount	Annual Turnover (rolling year)
CEO & Support	2.54	4	0.00
Benefits & Exchequer	78.69	77	5.16
Customer Services	45.61	50	17.39
Finance	62.63	60	12.90
Human Resources	28.51	29	44.07
ICT	52.22	47	10.53
Legal & Electoral Services	30.39	32	22.86
Policy & Communication	45.50	42	3.96
Property	36.00	28	18.46
Special Projects	2.00	2	0.00
Total Chief Executive	384.09	371	14.06
Children's Services	208.49	211	12.87
Childrens Commissioning & Quality	25.51	24	29.79
Education Services	189.69	206	9.03
Director & Support	2.32	3	0.00
Total Children and Young People	426.01	444	11.71
Community Care and Well-being	125.25	123	11.16
Cultural Services	94.70	135	6.19
Housing and Performance	64.57	65	10.29
Older Peoples Services	325.75	385	11.60
Director & Support	2.00	2	0.00
Total Community Services	612.27	710	10.22
Countryside & Waste Management	80.85	75	11.46
Highways & Transport	102.80	97	14.51
Planning	97.55	97	11.28
Director Support	2.00	2	0.00
Total Environment	283.20	271	12.16
GRAND TOTALS	1705.57	1796	11.68

*** Represents turnover based on leavers from WBC in past rolling year and calculated through average headcount throughout the year. Turnover relates to crude turnover only and only measures external leavers not internal movement

Quarter 2 07/08

Permanent and Fixed Term Establishment as at 30 September 2007

	Current WBC Establishment FTE	Staff Headcount	Annual Turnover (rolling year)
CEO & Support	2.54	3	0.00
Benefits & Exchequer	77.91	78	6.37
Customer Services	45.61	52	15.22
Finance	60.63	57	16.67
Human Resources	29.51	30	37.93
ICT	53.22	47	12.24
Legal & Electoral Services	29.39	32	20.29
Policy & Communication	45.50	42	4.08
Property	37.00	28	22.22
Total Chief Executive	381.31	369	14.38
Children's Services	160.23	152	11.84
Childrens Commissioning & Quality	24.51	22	31.82
Education Services	189.13	209	11.66
Director & Support	2.32	3	0.00
Total Children and Young People	376.19	386	12.62
Community Care and Well-being	124.25	121	9.68
Cultural Services	140.00	185	11.11
Housing and Performance	66.58	65	7.25
Older Peoples Services	322.51	388	12.42
Director & Support	2.00	2	0.00
Total Community Services	655.34	761	11.10
Countryside & Waste Management	80.05	75	12.99
Highways & Transport	100.80	96	13.61
Planning	97.78	95	14.51
Director Support	2.00	2	0.00
Total Environment	280.63	268	13.41
GRAND TOTALS	1693.47	1784	12.44

Quarter 1 07/08

Permanent and Fixed Term Establishment as at 30 June 2007

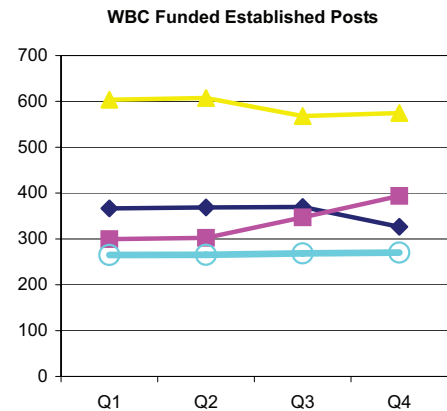
	Current WBC Establishment FTE	Staff Headcount	Annual Turnover (rolling year)
CEO & Support	2.54	2	0.00
Benefits & Exchequer	75.97	77	6.49
Customer Services	46.62	49	20.00
Finance	59.52	54	15.93
Human Resources	29.51	31	19.67
ICT	53.22	49	8.25
Legal & Electoral Services	29.20	33	11.43
Policy & Communication	43.50	42	9.90
Property	36.00	32	3.51
Total Chief Executive	376.08	369	11.53
Children's Services	156.74	151	14.79
Childrens Commissioning & Quality	24.50	19	37.21
Education Services	185.05	206	12.01
Director & Support	2.00	2	0.00
Total Children and Young People	368.29	378	14.23
Community Care and Well-being	123.18	120	8.30
Cultural Services	138.00	184	16.19
Housing and Performance	68.05	69	2.65
Older Peoples Services	317.97	377	12.69
Director & Support	3.65	3	0.00
Total Community Services	650.85	753	11.89
Countryside & Waste Management	79.06	74	16.77
Highways & Transport	100.80	92	20.77
Planning	97.28	89	12.83
Director Support	2.00	2	0.00
Total Environment	279.14	257	16.33
GRAND TOTALS	1674.36	1757	12.98

Trends in Funding for Established Posts Q1 2007/8 - Q4 2007/8

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

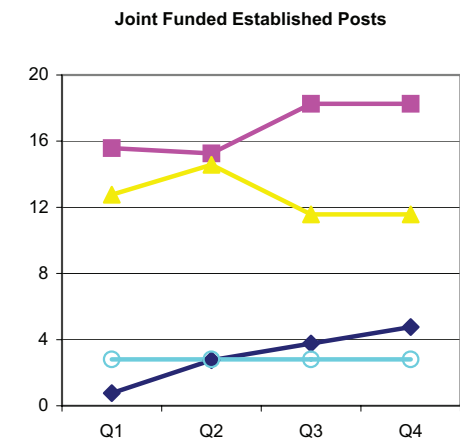
WBC Funded posts have increased by 12.09 FTE over Quarter 4.

	WBC Funded			
	Q1	Q2	Q3	Q4
Chief Executive	366.51	368.74	369.765	326.38
Children and Young People	299.44	302.42	346.865	393.83
Community Services	603.79	607.53	567.985	574.67
Environment	264.99	265.46	268.475	270.29
Total	1534.73	1544.15	1553.09	1565.18



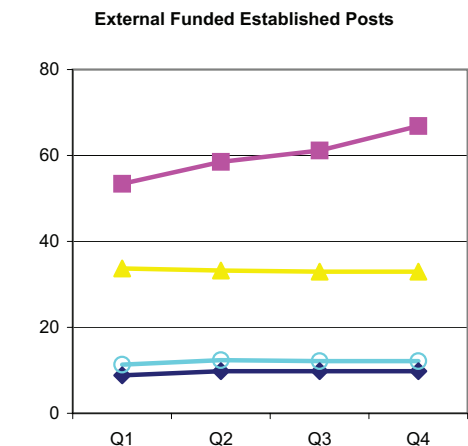
The Joint Funding for posts within Chief Executive has increased slightly. The other Directorates have remained steady.

	Joint Funding			
	Q1	Q2	Q3	Q4
Chief Executive	0.76	2.76	3.76	4.76
Children and Young People	15.58	15.26	18.26	18.26
Community Services	12.76	14.57	11.57	11.57
Environment	2.81	2.81	2.81	2.81
Total	31.91	35.40	36.40	37.40



External funding for posts has increased overall by 5.7 posts from the previous quarter.

	External Funding			
	Q1	Q2	Q3	Q4
Chief Executive	8.81	9.81	9.81	9.81
Children and Young People	53.41	58.52	61.15	66.86
Community Services	33.70	33.24	32.97	32.96
Environment	11.34	12.35	12.15	12.15
Total	107.26	113.92	116.08	121.78



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

ESTABLISHMENT CHANGES - QUARTER 4 2007/08

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ICT

Changes to Posts (Establishment FTE)

Q3 Establishment FTE		52.22							
Post No	Job Title	Q3 FTE	Q4 FTE	Change made	Funding Source	How Approved	Date Approved	Perm/ Fixed	Comments
00100	Server and Storage Manager	1.00	0.00	DELETION OF POST	WBC Revenue	Andy Best, Kevin Griffin	05/02/2008	Permanent	Deletion of post following re-grading and re-evaluation of post role and responsibilities
03086	Senior Corporate Support Analyst	0.00	1.00	NEW POST	WBC Revenue	Andy Best, Kevin Griffin	05/02/2008	Permanent	Creation of post following re-grading and re-evaluation of post 00100's role and responsibilities
02839	Lead Database Administrator	1.00	0.00	DELETION OF POST	WBC Revenue	Mat Scalpello, Kevin Griffin	15/02/2008	Permanent	Deletion of old post to permit creation of new post
03089	Systems Integration Officer	0.00	1.00	NEW POST	WBC Revenue	Mat Scalpello, Kevin Griffin	15/02/2008	Permanent	Created using fte from post 02839; to give capacity for supporting critical WBC business databases.
00110	PC Response Analyst	2.00	1.00	DECREASE IN HOURS	WBC Revenue	Barry Gellatly, Kevin Griffin	20/02/2008	Permanent	To enable post to be repurposed as Senior Technical Support Analyst
03091	Senior Technical Support Officer	0.00	1.00	NEW POST	WBC Revenue	Barry Gellatly, Kevin Griffin, Emma Webster, Graham Jones	21/02/2008	Permanent	Post created following deletion of 1.0 fte from post 00110 PC Response Analyst

Total of Changes	4.00	4.00
Calculated from changes	52.22	
Compared to reported Q4 FTE	52.22	
difference	0.00	

ESTABLISHMENT CHANGES - QUARTER 4 2007/08
LEGAL & ELECTORAL SERVICES
Changes to Posts (Establishment FTE)

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Q3 Establishment FTE		30.39							
Post No	Job Title	Q3 FTE	Q4 FTE	Change made	Funding Source	How Approved	Date Approved	Perm/ Fixed	Comments
00966	Electoral Services Officer	0.74	1.00	INCREASE IN HOURS	WBC Revenue	Phil Runacres, David Holling, Anthony Stansfeld	24/01/2008	Permanent	Postholder returning to full-time working.
00964	Deputy Superintendent Registrar	0.41	0.51	INCREASE IN HOURS	WBC Revenue	Julie Young, David Holling, Anthony Stansfeld	24/01/2008	Permanent	Increase in hours as a result of the change in opening hours of the Registration Service
00958	Superintendent Registrar	0.86	0.89	INCREASE IN HOURS	WBC Revenue	Julie Young, David Holling, Anthony Stansfeld	24/01/2008	Permanent	Increase in hours as a result of the change in opening hours of the Registration Service

Total of Changes	2.01	2.40
Calculated from changes	30.78	
Compared to reported Q4 FTE	30.78	
difference	0.00	

ESTABLISHMENT CHANGES - QUARTER 4 2007/08

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PROPERTY

Changes to Posts (Establishment FTE)

Q3 Establishment FTE		38.00							
Post No	Job Title	Q3 FTE	Q4 FTE	Change made	Funding Source	How Approved	Date Approved	Perm/ Fixed	Comments
03074	Head of Special Projects	1.00	0.00	TRANSFER TO NEW SERVICE - SPECIAL PROJECTS	WBC Capital	-	-	Permanent	Both Special Projects posts transferred into a new service area 'Special Projects'
00559	Manager - Special Projects	1.00	0.00	TRANSFER TO NEW SERVICE - SPECIAL PROJECTS	WBC Capital	-	-	Permanent	Both Special Projects posts transferred into a new service area 'Special Projects'

Total of Changes	2.00	0.00
Calculated from changes	36.00	
Compared to reported Q4 FTE	36.00	
difference	0.00	

ESTABLISHMENT CHANGES - QUARTER 4 2007/08
COUNTRYSIDE AND ENVIRONMENT
Changes to Posts (Establishment FTE)

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Q3 Establishment FTE		80.85							
Post No	Job Title	Q3 FTE	Q4 FTE	Change made	Funding Source	How Approved	Date Approved	Perm/ Fixed	Comments
00871	Senior Food Safety Officer / Environmental Control Officer	0.81	0.60	DECREASE IN HOURS	WBC Revenue	Paul Anstey, Bill Jennison, Geoff Findlay	18/02/2008	Permanent	Post Public Protection Restructure - this change results from changes in another post (Systems Development Officer).
02721	Systems Manager	0.00	1.00	TRANSFER FROM HIGHWAYS	WBC Revenue	Internal restructure	01/03/2008	Permanent	Internal restructure. Transfer of post from Highways to Countryside.
00917	Countryside Assistant	1.00	0.45	DECREASE IN HOURS TO ALLOW NEW POST TO BE SET-UP IN APRIL 08	WBC Revenue	Fiona McKenzie, Bill Jennison	26/03/2008	Permanent	Decrease in hours to allow new post to be set up in April 2008.
02238	Summer Assistant	0.27	0.16	HISTORICAL CORRECTION	WBC Revenue	Fiona McKenzie, Bill Jennison	26/03/2008	Permanent	Historical database correction.

Total of Changes	2.08	2.21
Calculated from changes	80.98	
Compared to reported Q4 FTE	80.98	
difference	0.00	

ESTABLISHMENT CHANGES - QUARTER 4 2007/08
HIGHWAYS AND TRANSPORT
Changes to Posts (Establishment FTE)

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Q3 Establishment FTE		102.80							
Post No	Job Title	Q3 FTE	Q4 FTE	Change made	Funding Source	How Approved	Date Approved	Perm/ Fixed	Comments
02721	Systems Manager	1.00	0.00	TRANSFER TO COUNTRYSIDE & ENVIRONMENT	WBC Revenue	Internal restructure	01/03/2008	Permanent	Internal restructure. Transfer of post from Highways to Countryside.

Total of Changes	1.00	0.00
Calculated from changes	101.80	
Compared to reported Q4 FTE	101.80	
difference	0.00	

ESTABLISHMENT CHANGES - QUARTER 4 2007/08
PLANNING & TRADING STANDARDS
Changes to Posts (Establishment FTE)

Page 8 of 18

Q3 Establishment FTE		97.55							
Post No	Job Title	Q3 FTE	Q4 FTE	Change made	Funding Source	How Approved	Date Approved	Perm/ Fixed	Comments
03016	Fair Trading Officer	0.50	1.00	INCREASE IN HOURS	WBC revenue	Sean Murphy, Gary Lugg, Geoff Findlay, Graham Jones	03/01/2008	Permanent	Finalisation of structure changes arising from the restructuring of Public Protection (post 03016 & 00868).
00868	Senior Trading Standards Officer	1.00	0.54	DECREASE IN HOURS	WBC revenue	Sean Murphy, Gary Lugg, Geoff Findlay, Graham Jones	03/01/2008	Permanent	Finalisation of structure changes arising from the restructuring of Public Protection (post 03016 & 00868).
03098	Conservation Officer	0.00	1.00	NEW POST	Externally Funded (Planning Delivery Grant)	Gary Raynor	25/03/2008	Fixed Term (one year)	To meet the requirements of the BV219 Conservation appraisals indicator

Total of Changes	1.50	2.54
Calculated from changes	98.59	
Compared to reported Q4 FTE	98.59	
difference	0.00	

ESTABLISHMENT CHANGES - QUARTER 4 2007/08

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EDUCATION SERVICES

Changes to Posts (Establishment FTE)

Q3 Establishment FTE		189.69							
Post No	Job Title	Q3 FTE	Q4 FTE	Change made	Funding Source	How Approved	Date Approved	Perm/ Fixed	Comments
00457	Educational Psychologist	0.20	0.00	DELETE POST	WBC Revenue	-	01/01/2008	Fixed Term	End of fixed term contract
03053	Education Assets Officer	1.00	0.00	DELETE POST	WBC Revenue	-	01/01/2008	Fixed Term	End of fixed term contract
01097	Support Services Office	1.00	0.00	TRANSFER TO CHILDREN'S SERVICES	WBC Revenue	-	-	Permanent	Transferred to Children's Services.
03083	School Improvement Adviser for ICT and Assessment in Schools	0.00	1.00	NEW POST	External	Andy Tubbs, Margaret Goldie, Barbara Alexander, Graham Jones	27/01/2008	Fixed	This is a key post to co-ordinate and deliver the new ICT Strategy in schools. Failure to recruit will result in schools ICT Strategy not being delivered effectively. This post leads directly from the Senior Management conducted by the Chief Executive.
02432	Teacher	1.00	1.40	INCREASE IN HOURS	WBC Revenue	Stacey Williams, Ian Pearson, B. Alexander	11/02/2008	Fixed	Hours temporarily increased to cover maternity leave.
03090	Learning Support Assistant	0.00	0.88	NEW POST	WBC Revenue	Stacey Williams, Ian Pearson, B. Alexander, Graham Jones	18/02/2008	Fixed	Post set up on understanding it will be deleted on 31/08/08; to provide support for student via one to ones
03100	Calcot and Theale Children's Centre Manager	0.00	0.50	NEW POST	Externally Funded	Ian Pearson, B. Alexander, Graham Jones	17/03/2008	Permanent	All previously existing school posts brought onto the WBC Establishment. All externally funded via Surestart. To allow coherent management of the children's centres.

Post No	Job Title	Q3 FTE	Q4 FTE	Change made	Funding Source	How Approved	Date Approved	Perm/ Fixed	Comments
03101	Calcot and Theale Children's Centre Family Support Worker	0.00	0.81	NEW POST	Externally Funded	Ian Pearson, B. Alexander, Graham Jones	17/03/2008	Permanent	All previously existing school posts brought onto the WBC Establishment. All externally funded via Surestart. To allow coherent management of the children's centres.
03102	Calcot and Theale Children's Centre Family Support Worker	0.00	1.00	NEW POST	Externally Funded	Ian Pearson, B. Alexander, Graham Jones	17/03/2008	Permanent	All previously existing school posts brought onto the WBC Establishment. All externally funded via Surestart. To allow coherent management of the children's centres.
03103	Calcot and Theale Children's Centre Toy Library Co-ordinator	0.00	0.32	NEW POST	Externally Funded	Ian Pearson, B. Alexander, Graham Jones	17/03/2008	Permanent	All previously existing school posts brought onto the WBC Establishment. All externally funded via Surestart. To allow coherent management of the children's centres.
03104	North Thatcham Children's Centre Manager	0.00	1.00	NEW POST	Externally Funded	Ian Pearson, B. Alexander, Graham Jones	17/03/2008	Permanent	All previously existing school posts brought onto the WBC Establishment. All externally funded via Surestart. To allow coherent management of the children's centres.
03105	North Thatcham Children's Centre Family Support Worker	0.00	1.00	NEW POST	Externally Funded	Ian Pearson, B. Alexander, Graham Jones	17/03/2008	Permanent	All previously existing school posts brought onto the WBC Establishment. All externally funded via Surestart. To allow coherent management of the children's centres.
03106	South Newbury Children's Centre Manager	0.00	1.00	NEW POST	Externally Funded	Ian Pearson, B. Alexander, Graham Jones	17/03/2008	Permanent	All previously existing school posts brought onto the WBC Establishment. All externally funded via Surestart. To allow coherent management of the children's centres.
03107	South Newbury Children's Centre Family Support Worker	0.00	0.81	NEW POST	Externally Funded	Ian Pearson, B. Alexander, Graham Jones	17/03/2008	Permanent	All previously existing school posts brought onto the WBC Establishment. All externally funded via Surestart. To allow coherent management of the children's centres.
03108	East Downlands Children's Centre Manager	0.00	1.00	NEW POST	Externally Funded	Ian Pearson, B. Alexander, Graham Jones	17/03/2008	Permanent	All previously existing school posts brought onto the WBC Establishment. All externally funded via Surestart. To allow coherent management of the children's centres.

Post No	Job Title	Q3 FTE	Q4 FTE	Change made	Funding Source	How Approved	Date Approved	Perm/ Fixed	Comments
03109	East Downlands Children's Centre Family Support Worker	0.00	1.00	NEW POST	Externally Funded	Ian Pearson, B. Alexander, Graham Jones	17/03/2008	Permanent	All previously existing school posts brought onto the WBC Establishment. All externally funded via Surestart. To allow coherent management of the children's centres.
01200	Support Services Assistant	0.80	0.00	TRANSFERRED TO CHILDREN'S SERVICES	WBC Revenue	-	-	Permanent	Transferred to Children's Services.
01208	Schools Funding Officer	1.00	0.00	TRANSFER to Finance from Education	WBC Revenue	Simon Freeman	17/03/2008	Permanent	Post transferred to Finance from Education.

Total of Changes	5.00	11.72
Calculated from changes	196.41	
Compared to reported Q4 FTE	196.41	
Difference	0.00	

ESTABLISHMENT CHANGES - QUARTER 4 2007/08

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CHILDREN'S SERVICES

Changes to Posts (Establishment FTE)

Q3 Establishment FTE		208.49							
Post No	Job Title	Q3 FTE	Q4 FTE	Change made	Funding Source	How Approved	Date Approved	Perm/ Fixed	Comments
03019	Occupational Therapist	0.00	0.27	RE-OPENED POST	WBC Revenue	Sarah Webb, Rachel Palin	10/01/2008	Permanent	This post was added to the Establishment on 01/04/07 and during 2007 the post was closed down. This should not have happened and was an administrative error. As such the post has been re-opened.
01097	Support Services Office	0.00	1.00	TRANSFER FROM EDUCATION	WBC Revenue	-	-	Permanent	Transferred from Education
01200	Support Services Assistant	0.00	0.79	TRANSFER FROM EDUCATION	WBC Revenue	-	-	Permanent	Transferred from Education

Total of Changes	0.00	2.06
Calculated from changes	210.55	
Compared to reported Q4 FTE	210.55	
Difference	0.00	

ESTABLISHMENT CHANGES - QUARTER 4 2007/08
CHILDREN'S COMMISSIONING & QUALITY
Changes to Posts (Establishment FTE)

Page 13 of 18

Q3 Establishment FTE		25.51							
Post No	Job Title	Q3 FTE	Q4 FTE	Change made	Funding Source	How Approved	Date Approved	Perm/ Fixed	Comments
01243	Support Services Officer	1.43	1.00	DECREASE IN HOURS	WBC Revenue	Robert Bradshaw, David Hogg, B. Alexander, Graham Jones	25/09/2007	Permanent	Correction and amendment made following review of establishment lists distributed at end of Q3 (hours and budget transferred to post 01246)
01246	Support Services Officer	1.00	2.62	INCREASE IN HOURS	WBC Revenue	Robert Bradshaw, David Hogg, B. Alexander, Graham Jones	25/09/2007	Permanent	Correction and amendment made following review of establishment lists distributed at end of Q3.
01746	Family Group Conference Co-ordinator	1.00	1.40	INCREASE IN HOURS	WBC Revenue	-	-	Permanent	Historical correction: Post increased when another post made obsolete (01/11/06).
03084	Teenage Pregnancy Co-ordinator	0.00	1.00	NEW POST	External Funding	David Hogg, Margaret Goldie, Barbara Alexander, Graham Jones	01/02/2008	Permanent	Postholder to TUPE back at her request. Being done to ensure that work can be properly integrated with Children and Young People initiatives.

Total of Changes	3.43	6.02
Calculated from changes	28.10	
Compared to reported Q4 FTE	28.1	
difference	0.00	

ESTABLISHMENT CHANGES - QUARTER 4 2007/08
CUSTOMER SERVICES
Changes to Posts (Establishment FTE)

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Q3 Establishment FTE		45.61							
Post No	Job Title	Q3 FTE	Q4 FTE	Change made	Funding Source	How Approved	Date Approved	Perm/ Fixed	Comments
Various	Transfer of Customer Services from Chief Executive to Children and Young People (45.61 fte)	-	-	-	-	-	-	-	Service move from one directorate to another

Total of Changes	0.00	0.00
Calculated from changes	45.61	
Compared to reported Q4 FTE	45.61	
difference	0.00	

ESTABLISHMENT CHANGES - QUARTER 4 2007/08
COMMUNITY CARE & WELL-BEING
Changes to Posts (Establishment FTE)

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Q3 Establishment FTE		125.25							
Post No	Job Title	Q3 FTE	Q4 FTE	Change made	Funding Source	How Approved	Date Approved	Perm/ Fixed	Comments
01384	Mental Health Worker	0.32	0.22	DECREASE IN HOURS	WBC Revenue	Jean Hodgson	10/01/2008	Permanent	Funding only available for 0.22 fte.

Total of Changes	0.32	0.22
Calculated from changes	125.15	
Compared to reported Q4 FTE	125.14	
difference	-0.01	

ESTABLISHMENT CHANGES - QUARTER 4 2007/08
OLDER PEOPLE'S SERVICES
Changes to Posts (Establishment FTE)

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Q3 Establishment FTE		325.75							
Post No	Job Title	Q3 FTE	Q4 FTE	Change made	Funding Source	How Approved	Date Approved	Perm/ Fixed	Comments
03080	Community Support Worker	0.00	2.00	NEW POST	WBC Revenue	David Tait, Jan Evans, Joe Mooney	06/12/2007	Permanent	To provide intensive support and assistance to manage and organise the structured day programme and the Orc Centre. Post created by upgrade of Care Assistant/Drivers.
03078	Social Worker / Care Manager	0.00	1.00	NEW POST	WBC Revenue	Marion Angas, Jan Evans	04/12/2007	Fixed	One year temporary contract to cover long term sickness and provide extra capacity in this year (to 31/03/2008) and then to cover maternity leave from 01/04/2008 to 31/12/2008.
01482	Day Care Assistant	15.16	16.18	INCREASE IN HOURS	WBC Revenue	Debbie Bullard, Jan Evans, Joe Mooney	08/01/2008	Permanent	Historical correction to amend discrepancy of 37.5 hours between the establishment list held by Human Resources and the hours in the staffing budget.
02923	Community Care Officer	1.00	1.81	INCREASE IN HOURS	WBC Revenue	Annette Jones, Jan Evans	22/01/2008	Permanent & Fixed Term	An increase of 0.81 fte (30 hours). Funding available to appoint a temporary worker on a fixed term contract until the end of the financial year, in addition to the permanent postholder.
03087	Assistant Team Manager	0.00	1.00	NEW POST	WBC Revenue	Marion Angas, Jan Evans	13/02/2008	Fixed Term	To create a temporary post for 6 months to cover long-term sick leave of existing post holder.

Total of Changes	16.16	21.99
Calculated from changes	331.58	
Compared to reported Q4 FTE	331.58	
difference	0.00	

ESTABLISHMENT CHANGES - QUARTER 4 2007/08

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HOUSING AND PERFORMANCE

Changes to Posts (Establishment FTE)

Q3 Establishment FTE		64.57							
Post No	Job Title	Q3 FTE	Q4 FTE	Change made	Funding Source	How Approved	Date Approved	Perm/ Fixed	Comments
03081	Private Sector Housing Officer	0.00	1.00	NEW POST	WBC Capital	Melanie Brain, June Graves, Marcus Franks, Graham Jones	13/12/2007	Permanent	Post created following TUPE of two existing posts due to work being contracted out.

Total of Changes	0.00	1.00
Calculated from changes	65.57	
Compared to reported Q4 FTE	65.57	
difference	0.00	

ESTABLISHMENT CHANGES - QUARTER 4 2007/08

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CULTURAL SERVICES

Changes to Posts (Establishment FTE)

Q3 Establishment FTE		94.70							
Post No	Job Title	Q3 FTE	Q4 FTE	Change made	Funding Source	How Approved	Date Approved	Perm/ Fixed	Comments
01649	Library Assistant	1.86	1.84	DECREASE IN HOURS	WBC Revenue	Delia Canning, David Appleton	17/01/2008	Permanent	To move one hour to another post on a 3 week rolling rota (20 minutes per week)
02456	HLC Project Officer	1.00	0.00	POST DELETED	WBC Revenue	-	30/01/2008	Fixed	End of fixed term contract
00173	Library Assistant	0.89	1.06	INCREASE IN HOURS	WBC Revenue	Delia Canning	29/02/2008	Permanent	Increase of 45 minutes, fte taken from post 01649.

Total of Changes	3.75	2.90
Calculated from changes	93.85	
Compared to reported Q4 FTE	93.84	
difference	-0.01	

Overtime and Additional Hours; Casual Workers; Agency Spend spend over Quarters 1, 2, 3 and 4**Overtime and Additional Hours spend**

Directorate	Data	* Total £ Q1	* Total £ Q2	* Total £ Q3	* Total £ Q4
Chief Executive	Overtime	£26,534.05	£25,701.73	£16,428.51	£10,932.79
	Additional Hours	£0.00	£0.00	£1,936.64	£0.00
Children & Young People	Overtime	£17,576.52	£17,485.90	£18,268.01	£24,100.72
	Additional Hours	£9,977.65	£6,234.05	£9,900.14	£9,562.56
Community Services	Overtime	£146,365.99	£147,186.56	£132,835.67	£153,050.35
	Additional Hours	£51,828.96	£15,147.79	£972.01	£60,514.54
Environment	Overtime	£22,195.29	£43,160.16	£31,825.46	£20,663.34
	Additional Hours	£3,153.19	£1,123.42	£225.18	£1,467.87
Total Sum of Overtime		£212,671.85	£233,534.35	£199,357.65	£208,747.20
Total Sum of Additional Hours		£64,959.80	£22,505.26	£13,033.97	£71,544.97
Total of Overtime and Additional Hours		£277,631.65	£256,039.61	£212,391.62	£280,292.17

Casual Workers (not on the establishment) Spend over Quarters 1, 2 3 and 4

Directorate	* Total £ Q1	* Total £ Q2	* Total £ Q3	* Total £ Q4
Chief Executive	£10,470.27	£15,154.89	£9,411.69	£7,847.53
Children & Young People	£17,393.79	£23,857.92	£32,826.62	£42,002.13
Community Services	£111,820.74	£242,314.87	£149,476.86	£236,495.80
Environment	£16,247.62	£17,404.45	£13,503.96	£15,406.78
Grand Total	£155,932.42	£298,732.13	£205,219.13	£301,752.24

Agency Spend

Directorate	** Total £ Q1	** Total £ Q2	** Total £ Q3	** Total £ Q4
Chief Executive	£157,140.83	£210,732.10	£122,625.53	£224,085.91
Children & Young People	£191,481.13	£210,880.12	£190,452.08	£184,136.02
Community Services	£147,444.16	£259,326.78	£173,080.43	£243,536.20
Environment	£36,243.60	£74,709.17	£18,564.28	£22,439.85
Grand Total	£532,309.72	£755,648.17	£504,722.32	£674,197.98

* = Data from Payroll

** = Data from Agresso

Changes in Methodology

1. Source of Establishment Data

- 1.1 The data and information used within this report is from the new HR/Payroll system Resourcelink.
- 1.2 Resourcelink gives us the ability to report on historical data and not just current data as before. This means that in the future we can have accurate information that is reportable over time. For example, if we were trying to run a report from June 2006 we would now be able to this in Resourcelink whereas in the previous system we would have been unable to report on historical data.
- 1.3 The recording of vacant FTE as a percentage has been discontinued as it is misleading in the case of smaller services.
- 1.4 Appendix 1A now shows current and previous quarter only as agreed with the Head of Finance.

1. Glossary and Definitions used in the report.

1.1 Definitions

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

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

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

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

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

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

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

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

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

Vacant FTE – this relates to the total Full Time Equivalents that are vacant within the Establishment at the end of the reporting period. Adding the number of vacant and occupied posts together will show the total Establishment.

Staff headcount – the total number of staff in post as at the end of the reporting period. This is the same as occupied FTE except that the headcount counts people not full time equivalents. This data includes staff who may not currently be working in their post, but who are still employed e.g. on maternity leave, on sick leave.

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

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

Overtime - Any paid time over standard contractual hours.

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

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

Summary of New Posts Quarter 4 07/08

Service Unit	FTE	Post ref	Description Change	Authorisation Received (Part of Budget Build)	Budget
Childrens Services	0.27	03019	Occupational Therapist	Yes	WBC Revenue
					Externally Funded, funded by DSG (schools grant) and approved by the schools funding forum and budget process for PRUs
Education	0.88	03067	Higher Level Teaching Assistant	No	
Education	0.88	03090	Learning Support Assistant	No	WBC Revenue
Education	1.00	03083	School Improvement Adviser for ICT and Assessment in schools	No	Externally Funded, Standards Fund
Education	0.40	03093	Teacher	Yes	WBC Revenue
Education	0.50	03100	Calcot and Theale Children's Centre Manager	No	Externally Funded, Sure Start Grant
Education	0.81	03101	Calcot and Theale Children's Centre Family Support Worker	No	Externally Funded, Sure Start Grant
Education	1.00	03102	Calcot and Theale Children's Centre Family Support Worker	No	Externally Funded, Sure Start Grant
Education	0.32	03103	Calcot and Theale Children's Centre Toy Library Co-ordinator	No	Externally Funded, Sure Start Grant
Education	1.00	03104	North Thatcham Children's Centre Manager	No	Externally Funded, Sure Start Grant
Education	1.00	03105	North Thatcham Children's Centre Family Support Worker	No	Externally Funded, Sure Start Grant
Education	1.00	03106	South Newbury Children's Centre Manager	No	Externally Funded, Sure Start Grant
Education	0.81	03107	South Newbury Children's Centre Family Support Worker	No	Externally Funded, Sure Start Grant
Education	1.00	03108	East Downlands Children's Centre Manager	No	Externally Funded, Sure Start Grant
Education	1.00	03109	East Downlands Children's Centre Family Support Worker	No	Externally Funded, Sure Start Grant
Housing and Performance	1.00	03081	Private Sector Housing Officer	No	WBC Capital
Childrens Commissioning and Quality	1.00	03084	Teenage Pregnancy Co-ordinator	Yes	Externally Funded
Older People Services	3.00	03080	Community Support Worker	No	WBC Revenue
Older People Services	1.00	03078	Social Worker / Care Manager	No	WBC Revenue
Older People Services	1.00	03087	Assistant Team Manager	No	WBC Revenue
ICT	1.00	03089	Systems Integration Officer	Yes	WBC Revenue
ICT	1.00	03086	Senior Corporate Support Analyst	Yes	WBC Revenue
ICT	1.00	03091	Senior Technical Support Analyst	Yes	WBC Revenue
ICT	1.00	03086	Server and Storage Manager	Yes	WBC Revenue
Countryside & Environment	1.00	03098	Conservation Officer	No	Externally Funded
	23.87				