

Date of issue: 15th January 2014

MEETING	EMPLOYMENT & APPEALS COMMITTEE (Councillors Rasib (Chair), Plenty, Brooker, Chohan, Coad, Davis, A S Dhaliwal, S K Dhaliwal and Sharif)
DATE AND TIME:	THURSDAY, 23RD JANUARY, 2014 AT 6.30 PM
VENUE:	MEETING ROOM 2, CHALVEY COMMUNITY CENTRE, THE GREEN, CHALVEY, SLOUGH, SL1 2SP
DEMOCRATIC SERVICES OFFICER: (for all enquiries)	GREG O'BRIEN 01753 875013

NOTICE OF MEETING

You are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.



RUTH BAGLEY
Chief Executive

AGENDA

PART 1

<u>AGENDA</u> <u>ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
	Apologies for absence.		
	CONSTITUTIONAL MATTERS		
1.	Declarations of Interest		

AGENDA
ITEM

REPORT TITLE

PAGE

WARD

All Members who believe they have a Disclosable Pecuniary or other Pecuniary or non pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 3 paragraphs 3.25 – 3.27 of the Councillors' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 3.28 of the Code.

The Chair will ask Members to confirm that they do not have a declarable interest.

All Members making a declaration will be required to complete a Declaration of Interests at Meetings form detailing the nature of their interest.

- | | | |
|----|--|-------|
| 2. | Minutes of the Meeting held on 12th September 2013 | 1 - 6 |
|----|--|-------|

SERVICE ISSUES

- | | | |
|----|---|-----------|
| 3. | Reducing Sickness Absence - Performance Update | 7 - 10 |
| 4. | Temporary Agency Staff - progress on Implementation and Baseline Monitoring | 11 - 18 |
| 5. | Workforce Strategy - Fit for the Future | To Follow |
| 6. | Approach to Business Change /Keeping Staff Motivated and Committed | To Follow |
| 7. | Human Resources Statistics | 19 - 22 |
| 8. | Attendance Record | 23 - 24 |
| 9. | Date of Next Meeting | |

7th April 2014

Press and Public

You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before the Committee considers any items in the Part II agenda. Special facilities may be made available for disabled or non-English speaking persons. Please contact the Democratic Services Officer shown above for further details.



Employment & Appeals Committee – Meeting held on Thursday, 12th September, 2013.

Present:- Councillors Plenty (Vice-Chair), Brooker, Davis, A S Dhaliwal (left at 7.15pm) and Sharif (arrived at 6.37pm)

Apologies for Absence:- Councillor Rasib, Chohan, Coad and S K Dhaliwal

PART 1

17. Declarations of Interest

Cllr Brooker declared a personal interest in item 9 (Working with Trade Unions) as a member of the Transport Salaried Staff Association which was in merger talks with UNITE.

18. Minutes of the Meeting held on 10th July 2013

Resolved - That the minutes of the last meeting held on 10th July 2013 be approved as a correct record.

19. Reducing Sickness Absence - Performance Update

The Committee considered a report with an update on progress of reducing the Council's sickness absence.

The average full time equivalent (FTE) days lost per month since introduction of the new sickness absence policy had continued to decrease in 2013 compared to the equivalent period in 2012. Overall, this showed that the Council should be on line to reduce the average sickness absence days per year from 12 in 2012 to meet the target of 8.5 days by September 2013 and 6.5 days by September 2014.

The report also contained the sickness balanced scorecard showing the numbers (and percentage) of staff per Directorate reaching each stage set down in the sickness absence policy during the six month period to June 2013. The Committee was reminded of the triggers for each stage of the procedure, designed to assist managers by quickly bringing to notice those staff with a regular or persistent absence record, to enable prompt action to be taken to ensure compliance with the policy. Although the 20.7% proportion of managers who had yet to attend the absence training course seemed high, this was partly due to the turnover of staff and the number of new managers appointed. Training courses being organised during September and October should reduce the proportion remaining untrained; the Committee set a target of 90% trained for the next progress report.

On querying the percentage of staff who had failed to attend a booked Occupational Health appointment, the Committee was informed that this had lead to pay being stopped for no more than 4 or 5 staff, and usually only for a

Employment & Appeals Committee - 12.09.13

short period since the appointment was then kept. More detail on this was requested for the next report. Sickness could be the subject of discussion at a staff appraisal in addition to interviews held in compliance with the absence policy.

In answer to a question, it was reported that there was no recognition, for instance a letter of commendation, of staff who had taken no sickness absence during the year. It was also confirmed that based on advice from Occupational Health, flu vaccinations were not offered to staff in general, only those in frequent contact with vulnerable or elderly people.

Resolved -

- (a) That the report be noted; and
- (b) Additions be made to the next report to give more detail on cases where booked appointments to Occupational Health had been missed and the laid down reasons for sickness that were required to be shown in returns.

20. Temporary Agency Staff - progress on Implementation and Baseline Monitoring

The Committee considered a progress report on the contract with Matrix SCM to supply temporary agency staff for the Council, which had been in operation since January 2013.

The implementation of the new contract had a savings target for 2013/14 of £250,000. Expenditure on agency staff from 6th January to 31st July 2013 amounted to £3,778,022, meaning there would be a saving of £230,230 under the formula agreed with Matrix.

Joint work with the contractor had continued on developing the Slough specific system updates with a positive impact on the electronic ordering process. Matrix had made further progress in securing a wider agency pool for Slough and the number of agencies now enrolled had increased by 7.3% from the last report. 81% of agency workers were travelling less than 20 miles to their place of work, 58% were travelling from within SL1-SL6 post codes and 44% were travelling from within SL1-SL3 post codes.

There were currently 102 agency workers employed via the full approval process, with a further 125 temporary staff employed via the sessional/open process. The posts covered within this process ranged from Social Workers to Childcare Assistants to Nursery Nurses. The Committee noted the ongoing difficulty with the recruitment of permanent social work staff, although the continuing recruitment campaigns were having some effect. There was a national shortage of qualified social workers, the Council was competing with London Boroughs to recruit, and feedback from exit interviews indicated that the difficult and heavy social work case load in Slough deterred some potential applicants. Also, some social workers preferred the financial package and flexibility available through an agency by continuing as a temp.

Employment & Appeals Committee - 12.09.13

The Committee noted the breakdown of agency staff numbers and costs set out in the report. A request was made that for the next meeting this data should include year to date figures and a column showing the temps with a tenure of the longest duration.

Following questions it was confirmed that the Council had no employees retained on “zero hours” contracts but some sessional workers were employed on “as and when” contracts providing occasional shifts to maintain cover. It was not the practice of the Council to re-engage ex-SBC staff as consultants, with the exception of occasional cases where time-limited one-off projects needed to be carried out.

Resolved - That the report be noted, and the additional information for breakdown of agency staff numbers and costs be provided in the next report.

21. Updated Health and Safety Policy

The Committee considered a report introducing a revised Health and Safety Policy for the Council, together with an Action Plan, submitted for formal approval.

The current Health and Safety Policy, which had been in force since 2011, had been reviewed to ensure that it was still relevant and fit for purpose. There were two aspects of the policy on which amendments had been proposed:

- Some of the wording in the policy was vague – amendments were proposed to make the roles and responsibilities of staff at all levels more explicit.
- Some areas of the policy created ‘double-handing’ – this had been clarified by removal of references to managers carrying out the same task in two different ways.

The Corporate Consultative Forum had approved the documents, subject to further clarity around the review of risk assessments, on 25th July 2013. The Committee noted that basic Health and Safety training for all staff was undertaken, usually as part of induction training.

Resolved - That the revised Health and Safety Policy, together with the Action Plan, be approved and issued.

22. Settlement Agreements

Consideration was given to a report outlining changes to the guidance relating to settlement agreements (formerly known as compromise agreements). Settlement agreements are legally binding contracts which can be used to end the employment relationship on agreed terms, and in particular waive an individual’s right to make a claim to a court or employment tribunal on the matters specifically covered in the agreement.

Employment & Appeals Committee - 12.09.13

The Advisory, Conciliation and Arbitration Service (ACAS) had issued a new code of conduct, which came into force on 29 July 2013, designed to guide employers, employees and their representatives in the negotiation of settlement agreements before the termination of employment. The Committee noted the new Code (set out in full as an appendix to the report) including the conditions which must be met for the settlement agreement to be legally binding.

In answer to questions from members, it was noted that:

- With the exception of a high number of agreements made in connection with a harmonisation exercise in 2011, large numbers of settlement agreements were not entered into by the Council.
- Where settlement agreements were made they tended to be used as an alternative to instigating disciplinary or capability proceedings.
- In many cases, the settlement agreement provided for no enhanced payment to the employee, but covered only the relevant redundancy pay, payment in lieu of notice or pension entitlement.
- No settlement agreement was entered into unless a business case had been prepared (for signing off by the S. 151 Officer and the Chief Executive/Director) demonstrating that the benefits to the Council outweighed the costs.

The Committee also noted that disputed cases which resulted in an Employment Tribunal were time consuming and expensive for the Council to defend, notwithstanding an application for costs was always submitted.

Resolved –

- (a) That settlement agreements will continue to be used only within the relevant HR and Legal guidance, and in accordance with the ACAS code of conduct as set out in the report.
- (b) That the Assistant Director, Professional Services will meet with the Chair and Vice-Chair of the Committee to explain in more detail the process for approval of the terms of settlement agreements, including the business case made for each, together with an outline of the extent and numbers of agreements entered into.

23. Senior Management and Leadership Grades

The Committee considered a report seeking approval to address anomalies in the grading structure of the Council's Senior Management and Leadership (SML) pay scales.

Following the national pay award for main grade local government staff and the continued pay freeze for SML grades, anomalies were beginning to appear within the Council pay bands. Also, there were some historical issues where grades have overlapped or their design has meant unnecessary costs for the Council and increased the risk of equal pay challenge.

Employment & Appeals Committee - 12.09.13

Changes were proposed to remove the overlap between the top of main grade L10 and SML11 by adapting the three lowest incremental points of SML11 to ensure sufficient gaps and distance between them and the grade below. The current SML12 grade was very broad starting at £69,955 rising to £76,925, overlapping SML13 by more than £4k. The proposal here was to reduce the breadth of the grade saving £2,790 at the bottom and £6,560 at the top of the scale. Given the numbers of staff and their position on grades SML11 and 12, the proposals will be cost neutral, with just seven staff on the lower points of SML11 receiving a modest upward adjustment to their incremental point. Over time a small recurrent saving would accrue from appointments made to grade SML12.

The Committee noted that incremental progression for staff on SML grades was not automatic but was dependent appraisal.

Resolved – That approval be given to changes to:

- (a) incremental points 111 – 113 of SML Grade 11 with effect from 1st October 2013;
 - (b) incremental points 121 – 124 of SML Grade 12 with effect from 1st October 2013;
- as set out in detail in the report.

24. Human Resources Statistics

The Committee received an update on key HR statistics for the Council. These indicated a reduction in the number of staff in the establishment as well as the number of full time equivalent staff. The number of temporary workers had decreased, staff turnover had risen to 9.3% (well within the 5-15% target) and the reductions in sickness had levelled since the last reporting period.

The RAG rating for these indicators was green, with each showing the desired Direction of Travel. Also reported were significant decisions relating to Redundancy / Early Retirement for two senior officers earlier in 2013.

Resolved - That the report be noted.

25. Working with Trade Unions

The Assistant Director Professional Services reported to the Committee that he proposed to bring papers to a future meeting of the Committee relating to the arrangements in place for working with the Trade Unions. Recent and forthcoming changes to employment patterns meant that it was opportune to review the arrangements to ensure they were adequate and appropriate for the shape of the workforce going forward, to deal with labour relations issues between the Council and the Unions.

The overall numbers of staff had reduced considerably in recent years due to changes in the nature of service provision, including the outsourcing of some services, and this may affect the level of Union representation, currently 3.5

Employment & Appeals Committee - 12.09.13

staff, that was required. In addition, with a growing number of Free Schools and Academies operating in the Borough, it was important to ensure continuity of proper access to Union representation for the staff affected.

Resolved - That the report be noted.

26. Improving Performance Management Systems and Policies

The Assistant Director Professional Services informed the Committee of some work being undertaken around improving performance management systems and policies within the Council. Included within this were the processes for dealing with staff capability and disciplinary issues, an area where members were involved if matters proceeded to an appeal requiring a hearing to be held.

Members were invited to express an interest in joining a working party to guide this piece of work. Of those present at the meeting, Cllr Brooker expressed an interest in the working party; it was suggested that the invitation should also be extended to members not at the meeting.

Resolved - That the report be noted.

27. Work Programme 2013/14

The Committee received a proposed work programme for the remainder of the 2013/14 year.

The Committee agreed to accept an addition to the programme for the 23rd January 2014 meeting for a report centred on "the approach to business change". This would involve a range of issues for consideration but could include such matters as performance related pay and incremental advance for staff. It was hoped the Chief Executive could attend the meeting to present the item.

Resolved - That the work programme, with the addition of the item referred to above, be noted.

28. Attendance Record

The Committee received a report setting out Members' attendance over the past year.

Resolved - That the report be noted.

29. Date of Next Meeting

The date of the next meeting was confirmed as 23rd January 2014.

Chair

(Note: The Meeting opened at 6.30 pm and closed at 8.27 pm)

SLOUGH BOROUGH COUNCIL

REPORT TO: Employment & Appeals Committee **DATE:** 23rd January 2014
CONTACT OFFICER: Kevin Gordon, Assistant Director Professional Services
AUTHORS: Sarah Cargin, HR Services Officer
(For all enquiries) (01753) 875365
WARD(S): All

PART 1
FOR INFORMATION

REDUCING SICKNESS ABSENCE PERFORMANCE UPDATE

1 **Purpose of Report**

To provide members with an update on progress of reducing the Council's Sickness absence. The Paper includes appendices with the latest performance figures and the Council's Overall Sickness Absence Balanced Scorecard.

2 **Recommendation(s)/Proposed Action**

For information only

3 **Supporting Information**

Appendix 1 - graph showing sickness absence rates per month (expressed as Full Time Equivalent Days lost FTE) up to November 2013.

Appendix 1 shows that since our last report to Committee in September there has been a steady decrease over the months of July and August. September and October have demonstrated an increase in sickness however this is common in the winter period where sickness levels generally increase due to change in weather, etc. November has remained the same as last year. At present there are no explanations for this plateau. For this period, the average of 0.72fte absence is being reported, an increase from the previous report.

The sick days per fte from 1 December 2012 to 30 November 2013 report 7.5 days lost per fte in comparison with the same period for the previous year of 10.2 days per fte. This is a significant decrease and evidence that the proactive work undertaken is making a difference.

Further to the last Employment and Appeals Committee in September, the sickness absence balanced scorecard has continued to be reported at CMT and DMT. It has enabled managers to report on absence and relevant action being taken, in accordance with the absence policy. This process is being continually reviewed with our partners Arvato to ensure the data is reported in a timely fashion and supports the managers to implement the policy.

Further work has also been undertaken with departmental representatives to ensure that the reporting of sickness is accurate and the correct reasons for absence are reported. Further to the last report in September the main categories of sickness absence are as follows:

- Appointment
- Back Problems
- Chest/Resp./Asthma
- Eye/Ear/Nose/Mouth/Dent.
- Genito-urinary Gynae
- Heart/Blood Press./Circ
- Infections
- Stress
- Neuro Headache Migraine
- Not Stated
- Other
- Pregnancy related
- Skeletal, breaks/sprains
- Skin Conditions/Disorder
- Stomach/liver/kidney/dig

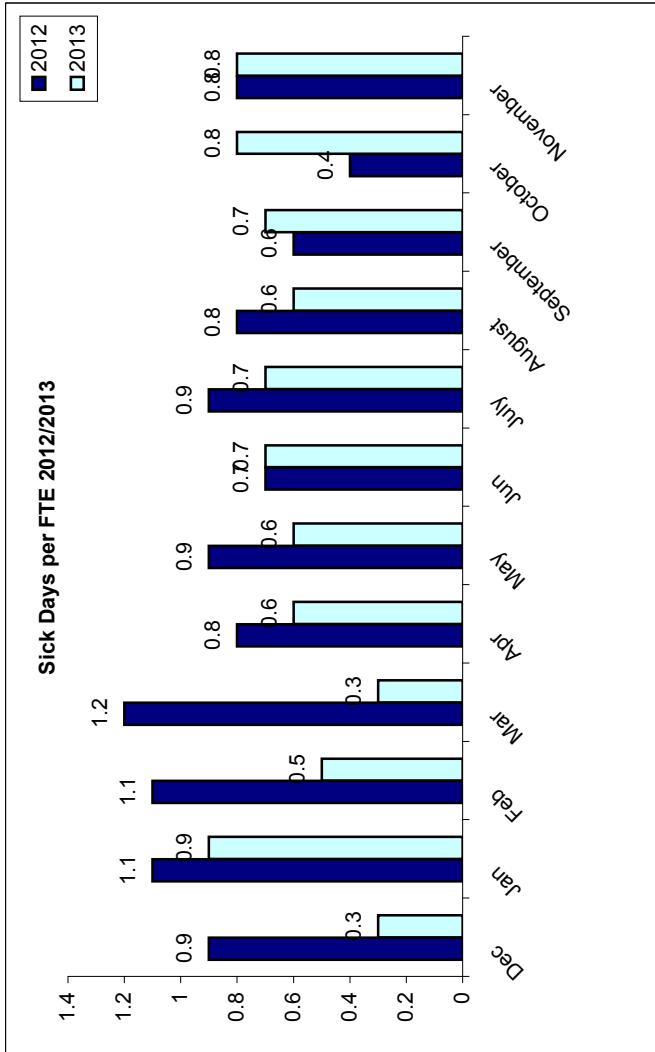
In order to support managers with absence management, Occupational Health is a vital component to ensure that relevant medical advice is sought. Employees attendance at Occupational Health appointments is improving and data shows that the Percentage of staff who did not attend appointments have decreased in the 6 month period to October 2013.as follows:

May	8.8%
June	9.5%
July	5.2%
Aug	2.5%
Sept.	0%
October	0%

This is monitored in regular contract meetings to ensure employee attendance is maintained.

Sick Days per FTE 2012/2013

	Dec	Jan	Feb	Mar	Apr	May	Jun	July	August	September	October	November	Total
2012	0.9	1.1	1.1	1.1	1.2	0.8	0.9	0.7	0.9	0.8	0.6	0.4	10.2
2013	0.3	0.9	0.5	0.6	0.3	0.6	0.6	0.7	0.7	0.6	0.7	0.8	7.5



This page is intentionally left blank

SLOUGH BOROUGH COUNCIL

REPORT TO: Employment & Appeals Committee **DATE:** 23rd January 2014

CONTACT OFFICER: Julie Pickering, Interim Assistant Director

AUTHORS: Claire Portsmouth

(For all enquiries) (01753) 875472

WARD(S): All

PART 1
FOR INFORMATION

Temporary Agency Staff progress on implementation and baseline monitoring

1 **Purpose of Report**

This report follows the previous updates which explained the new arrangements and contract with Matrix SCM to supply Temporary Agency. At that meeting Members requested management information on the use of Temporary staff throughout the council.

2 **Recommendation(s)/Proposed Action**

The Committee is requested to Resolve:

- (a) That the report be noted.
- (b) Members consider what additional information they would like to see in future reports

3 **The Sustainable Community Strategy, the JSNA and the Corporate Plan**

Sustainable Community Strategy Priorities

The JSNA priorities of particular relevance are:

- The Managed Service Provider will open opportunities for the local economy and SME organisation to provide temporary agency staff to the Council.
- Working with local Job Centres and other organisation to assist job seekers in finding employment and therefore increase skills and employment opportunities.
- Enables the Council to flexibility manage its workforce and meet the need to deliver front line services to residents, particularly within Health & Wellbeing.
- Delivering cashable and efficiency savings across the council.

Corporate Plan 2012/13

The proposals within this report meet the Corporate Plan's objectives as follows:

1. Improve customer experience by improving service delivery from the provider.

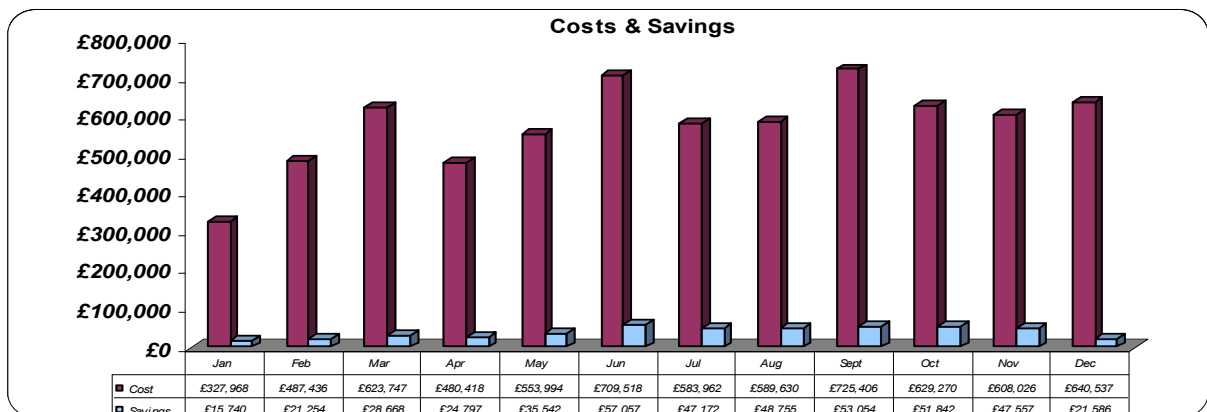
2. Deliver high quality services to meet local needs by ensuring access to a diverse work force through broadening access to higher quality resource (e.g. Occupational Therapists / Physiotherapists / Qualified Social Workers).
3. Develop new ways of working by introducing a new, end to end automated system for the ordering, tracking, monitoring and analysis of temporary agency staff.
4. Deliver local and national change by increasing opportunities for local and SME agencies to work with SBC.
5. Achieve value for money by ensuring significantly improved service delivery and guaranteed cashable savings.

4 Other Implications

(a) Financial

The implementation of the new contract has a savings target for 13/14 of £250,000.

Expenditure on agency staff from 6th January to 31st December was £6,959,913. The anticipated savings, using the formula agreed with Matrix for this period is £453,024.



The Assistant Director of Finance & Audit will put in place arrangements to recover these savings from Department cash limits.

(b) Risk Management

Risk	Mitigating action	Opportunities
Employment Issues	Service areas unable to source requirements via supply chain on Matrix. Hard to recruit roles identified and processes in place to source these posts. Current market forces in relation to Social Workers are influencing this risk	
Employment Issues	Unable to recruit on agreed pay scales in Matrix. Pay scales are aligned to council job levels and Spinal column points. Assistant Director and or HR approval	

	required to alter pay scales	
Financial	Failure to maximise savings by increasing pre-agreed pay scales within Matrix. Assistant Director and or HR approval required to alter pay scales for specialist roles influenced by market forces e.g. social workers	
Human Rights	None	None
Health and Safety	None	
Equalities Issues	Agency Worker Directive ensures pay parity between full time permanent employees and temporary agency staff.	None
Financial	None	<ul style="list-style-type: none"> • Guaranteed minimum savings of 3% on existing spend (with further opportunities to increase this) • Guaranteed maximum pence-per-hour agency fees • Pay parity between full time permanent employees and temporary staff workers in-line with Agency Worker Directive • Potential discount for workers that have been in post for longer periods of time (although the aim is to challenge the need for worker longer term posts and reduce the need) • Gainshare mechanism – whereby savings achieved over and above the guaranteed minimum will be shared between SBC (90%) and the supplier (10%) • Mechanism for supplier to credit SBC for failure to deliver agreed service levels
Other	None	None

(c) Human Rights Act and Other Legal Implications

There are no Human Rights Act Implications..

(d) Equalities Impact Assessment

An Equalities Impact Assessment has been undertaken and was attached to previous report.

(e) Workforce

There are no implications for permanent staff.

5 Supporting Information

- 5.1 Matrix SCM have continued to work with us and agencies to secure enrolment through the system for the supply of niche/professional posts. There are now approximately 109 agencies available for social care vacancies covering both qualified and non-qualified posts
- 5.2 74% of workers are travelling less than 20 miles to their work location which is slightly down from the last report (81%), however the number of staff travelling from within the SL1-SL6 postal codes continues to remain around 58% of the total number of agency staff.
- 5.3 There are currently 116 agency workers (not employed on a sessional basis) which continues to remain fairly stable and under the baseline set in January 2013 from the previous contract (123). Whilst agency staff will always be part of the Slough workforce, focus needs to remain on stabilising the number of agency workers and ensuring that Slough continues, where possible, to reduce its reliance on temporary staff. There are now only 40 staff remaining from the old Pertemps contract.
- 5.4 Since the loss of Children's Centre Staff to Mott Macdonald in September, the number of temporary staff employed via the sessional/open process has reduced from 125 to 56. All posts are in the Wellbeing directorate and range from Care Assistants to Social Workers. Of these workers none have worked for more than 1 year.
- 5.5 The length of tenure of some agency workers continues to be an issue however the number working for more than 1 year has reduced since the last report. The breakdown as at 6th January is:
- 33 agency workers have been with the authority for more than 52 weeks (19% of the total agency workforce) with the longest tenured at 6 years
 - 73% of those staff are within the Wellbeing directorate, however this is to be expected when Wellbeing accounts for 76% of the total agency workforce
 - 33% of the longest tenured staff are working in qualified social care posts with 64% of those in post as Social Workers (11 posts) - 21% are working in non qualified Social Care roles – the majority of posts included in this bracket have the title of Support Worker. This has reversed from the last report when the majority were non qualified posts
 - The most populated tenure is 27-52 weeks representing 32% of the total number of workers. The last report showed the 13-26 week bracket as the most populated, so whilst 27-52 weeks is a large bracket, it is indicating that we are holding onto temporary staff past their initial term of employment.

More work needs to be done with Human Resources to find a solution to long term/permanent employment for these staff, and the long term outlook for the teams they are engaged with

Tenure	Number of staff
1-4 Weeks	10
4-12 Weeks	33
13-26 Weeks	38
27-52 Weeks	58
1 Year+	33
TOTAL	172

- The 33 staff with a tenure of over 1 year, can be split into directorates and job titles as follows:

Directorate	Job Title
Chief Executive	*Senior Administrative Officer
Customer & Community Services	*Administration Assistant *IAG Co-ordinator *Housekeeper *Service Assurance Technical Specialist *Technical Support Officer *OT/Physio
Resources, Housing and Regeneration	*GIS Strategist
Wellbeing	*Business Objects Project Officer *Social Worker X 6 *Senior Social Worker *Driver & Escort Co-ordinator X 2 *Escort Co-ordinator X 2 *Administrator X 2 *Deputy Team Manager *Recruitment & Retention Officer *Support Worker X 5 *Personal Advisor *Contracts Performance Officer *Independent Reviewing Officer *Healthwatch Commissioning Manager
TOTAL 1 Year+	33

- The tenure for 1 Year+ can be split to: 2007 (1), 2008 (3), 2009 (1), 2011 (4) and the remainder starting in 2012.

- 5.6 Matrix SCM are currently putting together the next user survey, and the results will be available for the next committee.
- 5.7 I can confirm that since the last report, Contact Workers have been moved to as and when contracts and the expenditure showing as agency staff for these workers has now ceased. We continue to have spend that is considered 'off contract' for agency workers, however this has decreased since the last report (approximately 52%). Spend outside of the Matrix contract amounts to £474,577 which can be broken down as follows: Agency Staff - £190,990, Interim - £207,960 and Consultant - £75,627. All of these values are less than the amounts reported on the last report for a 3 month period.
- 5.8 Below is a breakdown of agency staff numbers and costs (including sessional/open process) by directorate

Scorecard as at 31st December 2013			
Directorate	Number of Agency Workers	Expenditure	Tenure (weeks)
Chief Executive	3	£17,795	27-52 = 2 Over 52 = 1
Customer & Community Services	19	£52,743	1-4 = 3 13-26 = 5 27-52 = 5 Over 52 = 6
Regeneration, Housing & Resources	11	£75,064	5-12 = 5 13-26 = 3 27-52 = 2 Over 52 = 1
Wellbeing	139	£530,266	1-4 = 7 5-12 = 28 13-26 = 30 25-52 = 49 Over 52 = 25
Total	172	£675,868	1-4 = 10 5-12 = 33 13-26 = 38 25-52 = 58 Over 52 = 33

- 5.9 The table below shows a breakdown of the number and title of active temporary staff (including sessional/open process) by directorate.

Department/ Service Area	Roles	
Chief Executive: 3	Lawyer Leadership Development Manager	Senior Administrative Officer
Customer & Community Services: 19 staff	Administration Assistant X 3 Bookings & Events Co-ordinator Housekeeper IAG Co-ordinator X 2	Senior Building Control Surveyor X 2 Service Assurance Technical Specialist Technical Support Officer

	Management Support Officer OT/Physio Personal Assistant Planning Enforcement Planning Officer	Trading Standards Officer X 2 Youth Professional
Resources, Housing & Regeneration: 11 staff	Administrative Officer Flood Management Engineer GIS Strategist Head of Asset Management Housing Officer	Housing Reviewing Officer Neighbourhood Manager X 3 Project Manager – M&E Schools Finance Interim
Wellbeing: 139 staff	Administration Officer X 2 Administration Officer Senior Business Objects Project Officer Business Support Officer Care Assistant X 6 Consultant Practitioner Contracts Performance Officer Day Care Officer/Assistant X 2 Deputy Team Manager Driver & Escort Co-ordinator X 2 Employment Development Officer Escort Co-ordinator X 2 Family Support Worker Healthwatch Commissioning Manager Independent Reviewing Officer X 3	Management Support Officer Occupational Therapist X 8 Occupational Therapy Assistant X 7 Personal Advisor Physiotherapist X 2 Practice Manager X 6 Procurement Specialist Qualified Social Worker X 26 Reablement Assistant X 6 Recruitment & Retention Officer Residential Care Officer X 3 Safeguarding Support Officer Scanning Officer Senior Practitioner Senior SEN Case Officer Senior Social Worker X 24 Social Care Systems Support Officer Social Care Team Manager X 3 Social Work Assistant Support Worker X 17 Unqualified Assistant

6 Conclusion

- 6.1 Procurement continue to work closely with Matrix SCM to monitor the contract and help to implement improvements to the system. Members are asked to identify any further information that they would like to see on the scorecard and Procurement will work with Matrix to endeavour to make this information available.

This page is intentionally left blank

SLOUGH BOROUGH COUNCIL

REPORT TO: Employment & Appeals Committee

DATE: 23rd January 2014

CONTACT OFFICER: Kevin Gordon, Assistant Director Professional Services

AUTHORS: Kevin Gordon, Assistant Director Professional Services
(For all enquiries)

WARD(S): All

PART 1
FOR INFORMATION

Human Resources Statistics

1 **Purpose of Report**

To provide members with an update on key HR statistics

2 **Recommendation(s)/Proposed Action – to note**

People

Performance Indicator	Date updated	Baseline	2013-14 target	Actual	Direction of travel	RAG rating	Comments
Number of staff in establishment (headcount)	Dec-13	1,521 [Q4 2011-12]	reduce	1,182 [Dec 2013]	↑	Green	Major reduction in FTE reflects movement of Customer Services and ICT staff to Arvato
Number of staff in establishment (FTE - 'full time equivalent')	Dec-13	1,286.90 [Q4 2011-12]	reduce	905.70 [Dec 2013]	↑	Green	Major reduction in Headcount reflects movement of Customer Services and ICT staff to Arvato
Staff turnover (resignations only)	Dec-13	5.50% [year to Mar-12]	5-15%	10.90% [year to Dec-13]	↑	Green	Resignations rising although still within tolerance. Detailed analysis of areas with highest turnover being carried out.

Performance Indicator	Date updated	Baseline	2013-14 target	Actual	Direction of travel	RAG rating	Comments
Average staff sickness rate (days lost per FTE)	Dec-13	11.6 days	8.5 days by Sept 2013.	7.5 days (Average number of days lost per month lost from Nov 12 to Nov 13)	↑	Green	Revised Sickness Policy has now been in place a calendar year. Reductions continue.
		[year to Mar-12]	6.5 days by Sept 2014.				

Significant Decision Reporting - Decisions taken on Redundancy / Early Retirement Senior Level Officers in reporting period

Post	Reason	Date
Project Lead for Transformational Change / Assistant Director, Public Protection	Redundancy	27 th Oct 13
Assistant Director Assistant Director Enforcement and Regulatory Services	Redundancy	31 ^s Dec 13

MEMBERS' ATTENDANCE RECORD 2013/2014

EMPLOYMENT AND APPEALS COMMITTEE

COUNCILLOR	MEETING DATE							
	16.05.13	06.06.13	10.07.13	12.09.12	23.01.14	07.04.14		
Brooker	Ap	P	P	P				
Chohan	P	P	P	Ap				
Coad	P	P	P	Ap				
Davis	P	P	P	P				
A S Dhaliwal	P	P	P	P*				
S K Dhaliwal	P	P	Ap	Ap				
Plenty	P	P	P	P				
Rasib	P	P	P	Ap				
Sharif	P	P	P*	P				

P = Present for whole meeting
 Ap = Apologies given

P* = Present for part of meeting
 Ab = Absent, no apologies given

This page is intentionally left blank