

# RESOURCES SCRUTINY PANEL

7<sup>th</sup> November 2013

## Reporting of Staff Numbers

Report of the Director of Resources

STRATEGIC AIM:	All
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### 1. PURPOSE OF THE REPORT

1.1 To report to Scrutiny on recent inconsistencies with staff number reports and the measures being taken to address these issues.

### 2. RECOMMENDATIONS

2.1 That Scrutiny reviews the contents of this report and provides comment to the Director.

### 3 BACKGROUND

3.1 There have been a number of incidents where reports have been published containing inconsistent information on staffing levels within Rutland County Council. We have reviewed the information previously presented and the underlying reports this information was taken from and found that on some occasions data on the amount of positions has been wrongly referred to as a head count (and vice versa). Sometimes the basis upon which the report has been put together has been slightly different and this has also had an impact upon results (i.e. using different date criteria to run the report).

3.2 The various reports that were in the Agresso system have been reviewed and a number have been removed. The rest have been tidied up so that there are less user-definable fields which will reduce the risk of the same report being run and giving two different results for two different people.

### 4 ASSUMPTIONS

4.1 To standardise reporting of this information a number of assumptions have been made.

4.2 For employees with more than one position when calculating the headcount the main position (the one they work the most hours is) will be used to define the directorate they work in.

- 4.3** Casual/zero hours – There is no legal definition of a casual contract or a zero hours contract – it is a term that is commonly adopted by employers that wish to engage individuals on an ‘as and when’ basis. The terms ‘casual’ and ‘zero hours’ are often used interchangeably and, in practical terms, there is often little to distinguish between these types of working arrangements. For the purposes of reporting, both these categories of work are classed as casual and would include staff in positions where there are fluctuating requirements based on the needs of the business, and no set working hours per week e.g. Registrars, Casual Pool Staff (Bank staff) and Adult Learning Tutors.

## **5 DEFINITIONS AND EXAMPLES**

### **5.1 Headcount**

A headcount is a count of all the people working for Rutland County Council at a specific point in time.

The table below shows the headcount for Rutland County Council as at the 1<sup>st</sup> April 2013.

	<b>People</b>	<b>Places</b>	<b>Resources</b>	<b>Total</b>
<b>Part Time</b>	117	24	18	159
<b>Full Time</b>	115	59	65	239
<b>Casual</b>	115	9	1	125
<b>Total</b>	347	92	84	523

### **5.2 FTE**

FTE is the Full Time Equivalent of employees of the Council, based on their terms and conditions (i.e. for Council employees on NJC, an FTE of 1.0 would be equivalent to 37 hours of work).

	<b>People FTE</b>	<b>Places FTE</b>	<b>Resources FTE</b>	<b>Total FTE</b>
<b>Part Time</b>	76.01	14.66	12.07	102.74
<b>Full Time</b>	135.07	59	63	257.07
<b>Casual</b>	6.21	0	0	3.26
<b>Total</b>	217.29	72.17	75.07	366.02

The 6.21 hours in the casual column here reflects the hours of a number of Adult Tutors who are classed in the system as casual employees.

### **5.3 Position Count**

A position count is a count of all the funded posts within Rutland County Council.

	<b>People Positions</b>	<b>Places Positions</b>	<b>Resources Positions</b>	<b>Total Positions</b>
<b>Part Time</b>	154	24	20	198
<b>Full Time</b>	135	60	64	259
<b>Casual</b>	145	9	1	155
<b>Total</b>	434	93	85	612

A list of all 612 positions and their grades as at 1<sup>st</sup> April 2013 is included with this report as **Appendix A**.

- 5.4** The table below shows a comparison (again as at 1<sup>st</sup> April 2013) between the number of employees (headcount) and number of positions (position count) to explain why these two counts will always be different.

As can be seen there are a number of people working for Rutland County Council who hold more than one position (one person has 6). The majority of these are adult tutors or others in similar roles that do a number of part time/casual roles within the Council.

	<b>Number of Employees</b>	<b>Number of Positions</b>
<b>Employees with 1 Position</b>	469	469
<b>Employees with 2 Positions</b>	31	62
<b>Employees with 3 Positions</b>	15	45
<b>Employees with 4 Positions</b>	5	20
<b>Employees with 5 Positions</b>	2	10
<b>Employees with 6 Positions</b>	1	6
<b>Total</b>	523	612

## **6 PLANS**

- 6.1** A headcount report and a position report are going to be generated on the first and last day of each month. Both reports will be published internally, and the headcount report, will be published on the RCC website.
- 6.2** Historic headcount and position data will be made available so that all reports/FOI requests looking at old data will use the same information going forward and there will not be a need to re-run these reports every time a request for this information is made.

## 6 RISK MANAGEMENT

<b>RISK</b>	<b>IMPACT</b>	<b>COMMENTS</b>
<b>Time</b>	<b>Medium</b>	It is important that we start to publish accurate, consistent information on staff numbers as soon as possible.
<b>Viability</b>	<b>High</b>	The creation and publication of monthly data on staff numbers will be done by the HR and Agresso Support teams.
<b>Finance</b>	<b>None</b>	There are no financial implications.
<b>Profile</b>	<b>High</b>	Data on staff numbers will be published on the RCC website so it is important that this is accurate and consistent
<b>Equality and Diversity</b>	<b>Low</b>	Equality and Diversity information is recorded in the Agresso system.

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A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.