

	AGENDA ITEM NO.
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Report Cover Sheet

Name of Meeting:	Employment Committee
Date of Meeting:	18th September 2007
Report Title:	Monitoring of Staff Leaving WDC
Summary of report:	This report summarises the key findings from an analysis of leavers during the year 1st April 2006 to 31st March 2007.
For Further Information Please Contact (report author):	Liz Reed, HR Manager (Acting) Corporate Personnel Services
Business Unit:	Monitoring of Staff Leaving WDC
Would the recommended decision be contrary to the Policy Framework:	No
Would the recommended decision be contrary to the Budgetary framework:	No
Wards of the District directly affected by this decision:	None
Key Decision?	No
Included within the Forward Plan?	No
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No
Background Papers:	None

Consultation Undertaken

Below is a table of the Council's regular consultees. However not all have to be consulted on every matter and if there was no obligation to consult with a specific consultee they will be marked as n/a.

Consultees	Yes/ No	Who
Other Committees	n/a	
Ward Councillors	n/a	
Portfolio Holders	n/a	
Other Councillors	n/a	
Warwick District Council recognised Trades Unions	n/a	
Other Warwick District Council Service Areas	n/a	

Project partners	n/a	
Parish/Town Council	n/a	
Highways Authority	n/a	
Residents	n/a	
Citizens Panel	n/a	
Other consultees	n/a	
Officer Approval		
With regard to officer approval all reports must be approved by the report authors relevant director, Finance Services and Legal Services.		
Officer Approval	Date	Name
Relevant Director(s)	July 2007	Karen Pearce
Chief Executive		
CMT	8th August 07	
Section 151 Officer		
Legal		
Finance		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. RECOMMENDATIONS

- 1.1 Members are asked to note the contents of this report and approve the proposed actions.
- 1.2 The Chair of Employment Committee and the HR Manager (Acting) review the content and frequency of the annual HR Management Information reporting requirements.
- 1.3 Audit and Resources Committee have asked the Employment Committee to discuss the possibility of reporting turnover information on a quarterly basis and report their decision back to them.

2. BACKGROUND

- 2.1 Appendix A shows an analysis of the number of people from each Service Area who left Warwick District Council during 2006/2007 broken down into length of service, gender, disability, grade banding and reason for leaving and compares this to the composition of the workforce as a whole (as at 1st April 2007).
- 2.2 Appendix B gives a visual summary of all leavers by the same categories.
- 2.3 Appendix C shows a comparison of numbers and percentage of leavers over the past five years.
- 2.4 Appendix D shows the best value performance indicators trend over time compared with the top quartile.

3. MAIN POINTS FROM THE DATA

- 3.1 During 2006/2007 a total of 104 people left Warwick District Council. The total workforce as at 1st April 2007 was 548 indicating a staff turnover rate of 19%. However, this figure reduces to 13% when non-voluntary leavers are removed from the calculation.
- 3.2 There was a significant decrease in the number of both voluntary and non-voluntary leavers over the previous year (down a total of 45.8%).
- 3.3 Over 41% of all leavers were from Leisure and Amenities. This is not unexpected given the nature of the services which traditionally has a high turnover
- 3.4 22.1% of all leavers had been employed here for less than one year and a further 29.8% left within two years of commencement of employment. These figures include staff employed on short-term contracts. 18.3% of the leavers had been employed here for ten years or over (40.3% of the current workforce have been at Warwick District Council for ten or more years).
- 3.5 51% of leavers were male, 49% female. The current workforce split is 46% male and 54% female.
- 3.6 Ethnic minority groups represented 6.7% of leavers (5.8% of the workforce).
- 3.7 Two people who left had a disability (1.9%) and 3.5% of the current workforce have a disability.

- 3.8 Staff from grade band J - F represented 76.9% of those who left (64.6% of workforce belong to this grade band), 17.3% were from grade band E1 - D (23.7% of workforce), 2.9% were from grade band C – A (8.8% of workforce) and 2.9% from senior management grades (2.9% of the workforce).
- 3.9 The major reasons recorded for leaving were: resignation (62.5%); retirement (11.6%); and end of contract (9.6%); six people transferred to other local authorities and a further six were made redundant. Four were dismissed and two died in service.
4. **ACTION**
- 4.1 A review of Exit Interviews to be undertaken to ensure that exit data is captured for all leavers from Warwick District Council. This will enable HR to analyse more detailed exit data and provide more robust and useful data analysis.