

TO: EMPLOYMENT COMMITTEE – 21ST SEPTEMBER 2004

SUBJECT: MONITORING OF STAFF LEAVING WDC

FROM: CORPORATE PERSONNEL SERVICES

1. **PURPOSE OF THE REPORT**

1.1 To present to Members the findings of the annual monitoring of leavers from the Council.

2. **BACKGROUND**

2.1 This report summarises the key findings from an analysis of leavers during the year 1st April 2003 - 31st March 2004.

2.2 Appendix A shows an analysis of the number of people from each unit who left Warwick District Council during 2003/2004 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 2004).

2.3 Appendix B gives a visual summary of all leavers by the same categories .

2.4 Appendix C shows a comparison of numbers and percentage of leavers over the past three years.

2.5 Appendix D shows the trend over time compared with the top quartile.

3. **MAIN POINTS FROM THE DATA**

3.1 During 2003/2004 a total of 101 people left WDC. The total workforce as at 1st April 2004 was 568 indicating a 17.8% staff turnover rate. However, this figure reduces to 15.1% when non-voluntary leavers are removed from the calculation.

3.2 This percentage of staff leaving, both voluntarily and non-voluntarily, decreased over the previous year (15.1% and 2.6% respectively in 2003/4 compared to 20.5% and 9.1% in 2002/3). In total, the percentage of staff leaving during 2003/04 decreased by nearly 40% over the previous year.

3.3 21.8% of the leavers had been employed here for less than one year and a further 37.6% left within two years of commencement of employment. These figures include staff employed on short-term contracts. 11.9% of the leavers had been employed here for ten years or over and 42.1% of the current workforce have been employed for ten or more years.

3.4 48.5% of leavers were male, 51.5% female. This proportional split is similar to that of the total staffing where males represent 45.2% and females 54.8% of the workforce.

3.5 Ethnic minority groups represented 4% of leavers and 6.7% of the workforce.

3.6 2% of the leavers had a disability and 2.6% of the current workforce have a disability.

- 3.7 Staff from grade band I - F represented 86.1% of those who left (67.3% of workforce belong to this grade band), 8.9% were from grade band E1 - D (21% of workforce), 2% from grade bands C - A (9.5% of workforce), and 3% were from senior management grades (2.3% of workforce).
- 3.8 The major reasons recorded for leaving were: resignation (81.2%); end of contract (5%); and transfer to another local government authority (4%); In addition, three people took ill-health retirement, three retired (two of them early retirements), two left due to redundancy, and two employees were dismissed.

4. **ACTION**

- 4.1 Staff turnover is no longer a national best value indicator. However, it has been decided to maintain the collection and reporting of this data as it provides a useful health check on the workforce and will be included in the development of the Workforce Plan.
- 4.2 62% of all leavers were on grade I-F in Leisure and Amenities. This is not unexpected given the nature of the services.
- 4.3 It is not proposed that any action is taken directly as a result of this data but turnover will continue to be monitored and form part of the Workforce Plan.

5. **RECOMMENDATIONS**

- 5.1 Members are asked to note the contents of this report.

Karen Pearce
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BACKGROUND PAPERS: Nil
Areas in District Affected: None

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