

ANGUS COUNCIL

SCRUTINY AND AUDIT COMMITTEE – 21 FEBRUARY 2013

QUARTERLY STAFFING REVIEW

REPORT BY CHIEF EXECUTIVE

**ABSTRACT**

This report provides an overview of the council's staffing levels and vacancy management and of establishment changes during the period 1 October to 31 December 2012.

**1 RECOMMENDATION**

The committee consider the terms of this report.

**2 BACKGROUND**

Each quarter, as part of the council's performance management arrangements, a report containing the council's quarterly joint staffing watch return to the Scottish Government, a comparison of actual staffing figures with budgeted numbers, and an overview of vacancy management and establishment changes within departments is submitted to committee.

This report presents this information for the period 1 October to 31 December 2012.

**3 QUARTERLY STAFFING WATCH**

The information given in the December **quarterly staffing watch return** to the Scottish Government is shown at Appendix 1.

The FTE figures supplied by departments to inform the return are shown at Appendix 2. This appendix also includes the budgeted FTE figures for 2012/13 enabling the committee to make **comparison between actual staffing figures and budgeted numbers**.

The committee will note that in December departments were operating with an actual FTE 245.3 less than budgeted FTE.

In considering this information members are asked to note that the staffing watch return is based on employees on the payroll on a particular date and a post could be vacant on the survey date but filled shortly thereafter.

The **overview of the management of vacancies within departments** covering the period 1 October to 31 December 2012 is shown at Appendix 3.

Appendix 4 summarises **changes to departments' establishments**, approved under delegated authority, during the period 1 October to 31 December 2012.

**4 FINANCIAL IMPLICATIONS**

There are no financial implications associated with the terms of this report.

**5 HUMAN RIGHTS IMPLICATIONS**

There are no human rights implications associated with the terms of this report.

## **6 EQUALITIES IMPLICATIONS**

The issues contained in this report fall within an approved category that has been confirmed as exempt from an equalities perspective.

## **7 CONSULTATION**

The Director of Corporate Services, Head of Law & Administration and Head of Finance have been consulted on the terms of this report.

**RICHARD STIFF  
CHIEF EXECUTIVE**

**KIR/KR**

**NOTE** No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973, (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above Report.

<b>Authority</b>	Angus Council
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	<b>Number of Staff</b>								
	Total	Male				Female			
		Temporary		Permanent		Temporary		Permanent	
		Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
<b>Total</b>	5,425	81	69	1,078	193	70	277	1,868	1,789

	<b>Full time equivalents</b>				
	Total	Male		Female	
		Temporary	Permanent	Temporary	Permanent
<b>Total</b>	4,449.2	111.9	1,175.1	214.6	2,947.6

**BUDGETED AND ACTUAL STAFFING LEVELS 2012/13**

	<b>Budgeted FTE 2012/13</b>	<b>FTE June 2012</b>	<b>FTE September 2012</b>	<b>FTE December 2012</b>
Chief Executive's	49.8	46.8	46.8	47.8
Corporate Services	363.1	352.4	341.7	338.9
Education	1,983.8	1,932.8	1883.3	1894.6
Infrastructure Services	247.1	233.6	230.9	228.4
Neighbourhood Services	853.1	766.6	770.9	768.6
Social Work and Health	1,197.6	1,178.5	1175.3	1170.9
<b>TOTAL</b>	<b>4,694.5</b>	<b>4,510.8</b>	<b>4,448.9</b>	<b>4,449.2</b>

## MANAGEMENT OF VACANCIES NOTIFIED DURING THE PERIOD 1 OCTOBER TO 31 DECEMBER 2012

Department	Post to be deleted	Not to be filled	Fill on permanent basis	Fill on temporary basis	Use supply/ agency workers	No decision taken at 31/03/11	Total	Total excluding no decision at 30/06/12
Chief Executive's	0	0	0	0	0	0	1	1
Corporate Services	1	0	2	3	0	0	6	6
Education	4	0	64	103	0	63	234	171
Infrastructure Services	1	1	1	6	0	1	10	9
Neighbourhood Services	0	0	2	1	0	23	26	3
Social Work and Health	1	1	26	7	0	22	57	35
<b>TOTAL</b>	7	2	95	120	0	109	334	225

## SUMMARY OF MANAGEMENT OF VACANCIES WHERE DECISION TAKEN DURING THE PERIOD 1 OCTOBER TO 31 DECEMBER 2012

Decisions were made on 225 of the vacancies notified during the period 1 October to 31 December 2012. Decisions were also made during the period on 88 vacancies notified previously. This table summarises the action taken.

Department	Post to be deleted	Not to be filled	Fill on permanent basis	Fill on temporary basis	Use supply/ agency workers	Total
Chief Executive's	0	0	0	0	0	1
Corporate Services	1	0	2	3	0	6
Education	4	0	75	134	0	213
Infrastructure Services	1	1	1	6	0	9
Neighbourhood Services	0	0	10	7	0	17
Social Work and Health	5	1	46	15	0	67
<b>TOTAL</b>	11 (4%)	2 (-)	134 (43%)	165 (53%)	0	313

