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11 November 2011

To: Councillor Simon Edwards, Portfolio Holder

Roger Hall

Scrutiny and Overview Committee
Monitor

Tumi Hawkins

Scrutiny and Overview Committee
Monitor

Edd Stonham

Opposition Spokesman

Dear Sir / Madam

You are invited to attend the next meeting of **FINANCE AND STAFFING PORTFOLIO HOLDER'S MEETING**, which will be held in **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **TUESDAY, 15 NOVEMBER 2011** at **6.00 p.m.**

Yours faithfully
JEAN HUNTER
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

AGENDA

7. **Leavers Report 2011/12 - Q2**

PAGES
1 - 4

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Finance and Staffing Portfolio Holder 15 November 2011

AUTHOR/S: Executive Director (Corporate Services)

LEAVERS 1 JULY 2011 – 30 SEPTEMBER 2011**Purpose**

1. This report is for information and provides an analysis of leavers between 1 July 2011 and 30 September 2011
2. This is not a key decision but forms part of the regular monitoring reports.

Recommendations

3. It is recommended that the contents of the report be noted.
4. Please note that with effect from 1 October 2011 the Default Retirement Age of 65 has been abolished, and therefore all employees wishing to leave employment and access their pension (either at age 65 or later) will be classified as a voluntary leaver under the PI. As such the report for Quarter 3 (1 October 2011 to 31 December 2011) will be amended accordingly. Leavers accessing their pension before age 65 on an 'early' basis, will be shown separately under the voluntary category.

Background

5. The PI value to 30 September 2011 is **1.8%** against an annual target for voluntary leavers of 10%. Voluntary leavers does not include redundancies, ill health retirements, ending of fixed term contracts or people opting to leave at 65 or internal transfers. (Based on a FTE figure of 447.08 at 1 September 2011)
6. The rate of leavers taking into account all leavers is **2.7%** for the period under review.
7. Information is recorded from Leavers Forms forwarded to HR/Payroll for processing. All employees are also encouraged to have an exit interview and during the period HR/ Payroll received 1 exit interview form.

Considerations

8. **Table for Quarter 1 2011-12 (1 April 2011 to 30 June 2011)**

Reason for leaving	Quarter 1 (01.04.11 – 30.06.11)	Quarter 2 (01.07.11 – 30.09.11)	Quarter 3 (01.10.11 – 31.12.11)	Quarter 4 (01.01.12 – 31.03.12)
Voluntary leavers				
Change of area				
Move within public sector	3	1		
Move to private sector	1	2		
Improvement in salary				
College				

Career				
Career break				
Voluntary leaver – no reason specified	2	2		
Resignation to retire pre 65	1	3		
Women retiring post 60 but pre 65				
Retirement pre 60 with Council agreement				
Other – personal reasons				
Total Voluntary Leavers	7	8		
Voluntary leavers but not included in PI				
Retirement at 65 or post 65 (change in legislation December 2006)	3	1		
Flexible retirement – (employee left post & taken lower level post or reduced hours and taken pension)				
Total Voluntary but not included in PI	3	1		
Involuntary leavers				
Redundancy	1			
Dismissal due to ill health		1		
Dismissal due to conduct		1		
End of fixed term contract	1	1		
Ill health retirement				
Probation period failure				
TUPE transfer				
Death in service				
Total Involuntary	2	3		
Grand Total	12	12		

9. Table showing reasons for leaving (Previous 4 years)

Reason for leaving	Number of employees April 07 – March 08	Number of employees April 08 – March 09	Number of employees April 09 – March 10	Number of employees April 10 – Mar 11
Voluntary leavers				
Change of area	2	2	2	2
Move within public sector	7	5	9	8
Move to private sector	11	3	4	2
Improvement in salary		1		
College				
Career	5	5	1	
Career break	1		1	
Voluntary leaver – no reason specified	11	5	3	6

Resignation to retire pre 65	3	2	4	1
Women retiring post 60 but pre 65	3	2	2	3
Retirement pre 60 with Council agreement		1		1
Other – personal reasons	1	1	1	
Total Voluntary Leavers	44	27	27	23
Voluntary leavers but not included in PI				
Retirement at 65 or post 65 (change in legislation December 2006)	1	5		4
Flexible retirement – (employee left post & taken lower level post or reduced hours and taken pension)			2	1
Total Voluntary but not included in PI	1	5	2	5
Involuntary leavers				
Redundancy	3	2	6	15
Dismissal due to ill health	1	2	1	4
Dismissal due to conduct	1			2
End of fixed term contract	2	6	7	3
Ill health retirement		1	1	3
Probation period failure	1	2		
TUPE transfer	2			
Death in service		1		
Total Involuntary	10	14	15	27
Grand Total	54	46	44	55

10. The above information is taken from Leavers Forms sent by Managers to HR/Payroll.
11. The Exit Interview information does not reveal any trends in how the Council is viewed. Involuntary leavers on occasion do not wish to complete Exit interviews, or it is not appropriate for them to do so. The HR team endeavour to review the exit interview process to encourage a higher return rate.

Options

12. The report is for information only so there are no options.

Implications

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|---------------------|---|
| Financial | There are financial implications in the costs of advertising and recruitment of replacement staff. There may also be financial implications for covering of work if standard of service to be maintained. |
| Legal | There are no legal implications |
| Staffing | A certain level of turnover is healthy for an organisation. |
| Risk Management | The risks are low level. |
| Equal Opportunities | At present limited monitoring is done on the diversity of voluntary leavers. |

