

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Finance and Staffing Portfolio Holder

26th January 2012

AUTHOR/S: HR Officer

LEAVERS 1 OCTOBER 2011 – 31 DECEMBER 2011

Purpose

1. This report is for information and provides an analysis of leavers between 1st October 2011 and 31st December 2011.
2. This is not a key decision but forms part of the regular monitoring reports.

Background

3. The PI value for the period 1st October to 31st December 2011 is **1.6%**
The annual PI value so far (1st April to 31st December 2011) is **5.0%** 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 438.23 at 1st October 2011)
4. The rate of leavers taking into account all leavers is **3.65%** for the period under review.
5. Information is recorded from Leavers Forms forwarded to HR/Payroll for processing. Since the last Leavers Report, Exit Interviews have been made compulsory for all leavers (unless inappropriate), and during the period 1st October 2011 to 31st December 2011 HR/ Payroll received **4** exit interview forms.
6. Of the 7 voluntary leavers, only 4 completed Exit Interview Forms, of the 3 not completing the interviews; 1 took 'flexible retirement' and has been re-engaged on a part-time basis, 1 accessed their pension on a 'non Ill-Health' basis following a period of long-term sickness, and one was subject to a disciplinary investigation leading up to their resignation and therefore it was not appropriate for them to complete the exit interview.
7. With effect from October 2011 the Default Retirement Age of 65 no longer exists, and therefore employees cannot be required to retire on a compulsory basis at age 65. As such we have reviewed the leaver categories and for Quarter 3 and Quarter 4 the 2 voluntary leaver categories not included in the PI calculation have been removed, as have the 3 retirement categories.
3 new categories have subsequently been created to reflect employees leaving with access to their pension.

Considerations

8. Table for Quarters 1 to 3 2011-12 (1st April 2011 to 31st December 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	3	
Move to private sector	1	2	1	
Improvement in salary				
College				
Career				
Career break				
Voluntary leaver – no reason specified	2	2	1	
<i>Resignation to retire pre 65</i>	1	3	N/A	N/A
<i>Women retiring post 60 but pre 65</i>			N/A	N/A
<i>Retirement pre 60 with Council agreement</i>			N/A	N/A
Resignation with early access to Pension (Pre 65, but post 60)			1	
Resignation with access to Pension (Post 65)				
Flexible Access to Pension (employee left with access to pension, but returned on reduced hours/post)			1	
Other – personal reasons				
Total Voluntary Leavers	7	8	7	
Voluntary leavers but not included in PI			N/A	N/A
<i>Retirement at 65 or post 65 (change in legislation December 2006)</i>	3	1	N/A	N/A
<i>Flexible retirement – (employee left post & taken lower level post or reduced hours and taken pension)</i>			N/A	N/A
Total Voluntary but not included in PI	3	1	N/A	N/A
Involuntary leavers				
Redundancy	1			
Dismissal due to ill health		1	1	
Dismissal due to conduct		1		
End of fixed term contract	1	1		
Ill Health Retirement			1	
Probation period failure				
TUPE transfer			6	
Death in service			1	
Total Involuntary	2	3	9	
Grand Total	12	12	16	

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

13. 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.

Consultations

14. There have been no consultations on the report.

Effect on Strategic Aims

15.	Commitment to being a listening council, providing first class services accessible to all. Having the right employees in place is key to delivering high quality of services
	Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all.
	Commitment to making South Cambridgeshire a place in which residents can feel proud to live.
	Commitment to assisting provision for local jobs for all.
	Commitment to providing a voice for rural life.

Recommendations

16. It is recommended that the contents of the report be noted.

Background Papers: the following background papers were used in the preparation of this report: None

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