

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Finance and Staffing Portfolio Holder

15 May 2012

AUTHOR/S: Executive Director, Corporate Services

LEAVERS REPORT 2011/12 – Q4

Purpose

1. This report is for information and provides an analysis of leavers between 1 January 2012 and 31 March 2012.
2. This is not a key decision but forms part of the regular monitoring reports.

Recommendation

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

Background

4. The PI value for Quarter 4 (the period from 1 January 2012 to 31 March 2012) is **2.72%** (based on a FTE figure of 441.26 at 1 January 2012)
The annual PI value (for 1 April 2011 to 31 March 2012) is **7.5%** against an annual target for voluntary leavers of 10%. (This is based on total voluntary leavers for the 12 month period and the FTE figure at 1 April 2011).
Voluntary leavers does not include redundancies, ill health retirements, ending of fixed term contracts or people opting to leave at 65 or internal transfers.
5. The rate of all leavers (taking into account both voluntary and involuntary leavers) is **2.95%** for Q4.
The annual rate of all leavers is **11.77%** for 1 April 2011 to 31 March 2012.
6. Information is recorded from Leavers Forms forwarded to HR/Payroll for processing. Since the Leavers Report for Q2 2011-12, Exit Interviews were made compulsory for all leavers (unless inappropriate), and during the period 1 January 2012 to 31 March 2012, the HR/ Payroll received **4** exit interview forms.
7. Of the 12 voluntary leavers, **10 completed Exit Interview Forms** (83.3%), of the 2 not completing the interviews, there were circumstances surrounding their departure which would have made completion of an exit interview inappropriate. This represents a vast improvement in the number of voluntary leavers completing an exit interview (the number of voluntary leavers completing an exit interview for Quarters 1 to 3 was 31.8%), demonstrating the positive effect of making the exit interviews mandatory.
8. 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 4 2011-12 (1 April 2011 to 31 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				1
Move within public sector	3	1	3	1
Move to private sector	1	2	1	2
Improvement in salary				
College				
Career				
Career break				
Voluntary leaver – no reason specified	2	2	1	8
<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	12
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	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	1
Grand Total	12	12	16	13

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. Having the right employees in place is key to delivering high quality of services

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

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