

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Staffing Portfolio Holder

22 January 2009

AUTHOR/S: Chief Executive/HR Officer

LEAVERS APRIL 2008 – DECEMBER 2008

Purpose

1. This report is for information and provides an analysis of leavers between 1st April 2008 and 31st December 2008.
2. This is not a key decision but forms part of the regular monitoring reports.

Background

3. The PI value for 2008/ 2009 to the end of December is 4.48 % against a target for voluntary leavers of 11.5%. Voluntary leavers does not include redundancies, ill health retirements, ending of fixed term contracts or people opting to leave at 65 or internal transfers.
4. The rate of leavers taking into account all leavers is 7.13% for the period under review.
5. 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 11 exit interview forms.

Considerations

6. Table showing reasons for leaving

Reason for leaving	Number of employees April 05 – March 06	Number of employees April 06 – March 07	Number of employees April 07 – March 08	Number of employees April 08 – December 08
Voluntary leavers				
Change of area	6	4	2	2
Move within public sector	1	7	7	2
Move to private sector		5	11	3
Improvement in salary	1	2		1
College	2	2		
Career	16	2	5	4
Career break			1	
Voluntary leaver – no reason specified	16	10	11	4
Resignation to retire pre 65	2	2	3	2
Women retiring post 60 but	8	8	3	2

pre 65				
Retirement pre 60 with Council agreement				1
Other – personal reasons	8	1	1	1
Total	60	43	44	22
Voluntary leavers but not included in PI (change in legislation December 2006)				
Retirement at 65 or post 65	2	3	1	3
Total	2	3	1	3
Involuntary leavers				
Redundancy	10	32	3	2
Dismissal due to ill health	3	3	1	2
Dismissal due to conduct	2		1	
End of fixed term contract	2	2	2	2
Ill health retirement	1	1		1
Probation period failure	1		1	2
TUPE transfer		2	2	
Death in service		1		1
Total	19	41	10	10
Total	81	87	54	35

7. The above information is taken from Leavers Forms sent by Managers to HR/Payroll. The table highlights that for the period the total number of people leaving the Council voluntarily is decreasing. This may be an indication of the economic situation, which has seen a reduction in the number of vacancies available across all sectors.
8. It appears that some managers may be reluctant to conduct exit interviews as they think the conversations will be difficult. Two forms from this period have been received from employees stating that they have completed forms on their own because they were not offered exit interviews. In exceptional circumstances it is appropriate for another manager, other than the immediate line manager, to conduct an exit interview.
9. Analysis of the exit interviews shows that working relationships with immediate colleagues continue to be good. However, some forms provide evidence in support of the results of the staff survey that staff feel undervalued and do not have their concerns taken seriously.

Options

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

Implications

11.

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

12. EMT received a report on leavers for April – September 2008 in November 2008.

Effect on Corporate Objectives and Service Priorities

13.	Work in partnership to manage growth to benefit everyone in South Cambridgeshire now and in the future
	None
	Deliver high quality services that represent best value and are accessible to all our community
	Having the right staff employees in place is key to delivering high quality of services
	Enhance quality of life and build a sustainable South Cambridgeshire where everyone is proud to live and work
	None

Recommendations

14. 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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