

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – People and Technology****Corporate Services Committee: 2 November 2022**

Subject: Bi-annual Workforce Monitoring Report**1. Purpose**

- 1.1** The purpose of this report is to provide workforce monitoring information relating to the period 1st April 2022 to 30th September 2022.

2. Recommendations

- 2.1** The Committee is asked to note the content of the report.


3. Background

- 3.1** This report provides information on the workforce demographic, allowing for monitoring of trends and consideration of workforce impacts. Additionally, the report includes analysis of employees released through early retirement and voluntary severance, and the associated costs. This forms part of the ongoing monitoring process derived from the Audit Scotland Report “Bye now, pay later?” and follow up reports.

4. Main Issues

- 4.1** Table 1 provides headcount data for the Council per Chief Officer Area and includes apprentices, fixed term and permanent employees. When compared with the previous reporting period (1st October 2021 – 30th April 2022), the total headcount for the Council has decreased by 81. This is accounted for by decreases of 30 fixed term contracts and 60 permanent contracts. Apprenticeship contracts increased by 9 over the monitoring period.
- 4.2** When compared to the same period last year the headcount has decreased by 94 overall. This is due to reductions of 4 apprenticeships, 56 fixed term contracts and 34 permanent contracts. The casual headcount has decreased by 9.
- 4.3** Different to previous periods, these figures reflect a shifting picture as the organisation adjusts its’ workforce in response to significantly reduced levels of funding.

Table 1 – Headcount Data (as at 30th September 2022)

Headcount as at 30/09/2022		Status 				
Department	Service	Apprentice	Fixed-Term	Permanent	Grand Total	Casual
Chief Exec Office	CitizenCultureFacilities	2	28	634	664	10
	Educ Learning & Attain	8	84	951	1043	66
	Housing & Employability	3	63	280	346	3
	People & Technology	1	4	93	98	0
	Regulatory&Regeneration	0	11	106	117	4
	Resources	0	20	224	244	0
	Roads & Neighbourhood	12	67	337	416	9
	Supply,Distribu&Property	37	10	391	438	0
Chief Exec Office Total		63	287	3016	3366	92
HSCP	Child Health Care & C J	0	23	242	265	17
	Community Health & Care	0	26	917	943	53
	Finance & Resources	0	1	5	6	0
	Mental Health Addic & LD	0	14	139	153	1
	Strategy, Planning & HI	0	1	26	27	0
HSCP Total		0	65	1329	1394	71
Strategic Management	Strategic Management	0	0	12	12	0
Strategic Management Total		0	0	12	12	0
Teachers	Educ Learning & Attain	0	145	918	1063	323
Teachers Total		0	145	918	1063	323
Grand Total		63	497	5275	5835	486
Headcount for Comparison Purposes						
Sep-22		63	497	5275	5835	486
Mar-22		54	527	5335	5916	399
Sep-21		67	553	5309	5929	495
Mar-21		73	552	5318	5943	519

- 4.4** Monitoring the number of casual workers (including supply) is undertaken on a bi-annual basis and reported to the Performance and Monitoring Review Group. This ensures that the use of casual workers is in line with good practice while continuing to support the needs of organisational delivery. We also refresh the list on an annual basis removing those not used and/or no longer wish to provide casual work.

Early Retirements and Voluntary Severance

- 4.5** During the last 6 months, no one was released through Early Retirement / Voluntary Severance.
- 4.6** The number of employees being released through voluntary early retirement/severance has continued to reduce in recent years with none being released during the current period.

Table 2– ER/VS (Comparison to Previous periods)

Council Wide	1 October 2020 – 31 March 2021	1 April – 30 September 2021	1 October 2021 – 31 March 2022	1 April – 30 September 2022
TOTALS	1	0	0	0

Retirement from age 55

- 4.7** The Local Government Pension Scheme allows scheme members to retire from age 55 without employer consent. The terms of this provision allow

members to access their pension benefits with an actuarial reduction applied (to compensate the fund for the member taking their benefits early). There are no consequential costs for the council.

- 4.8** Within this reporting period (1st April – 30th September 2022), 6 employees retired under this provision. 1 application was received during the period and is currently being progressed. This will be reported in the next monitoring period.

Table 3 – Retirement from age 55+ (Comparison to Previous Periods)

Council Wide	1 September 2020 – 31 March 2021	1 April – 30 September 2021	1 October 2021 – 31 March 2022	1 April – 30 September 2022
TOTALS	4	0	5	6

Early Retirements - Ill-health

- 4.9** In cases of early retirement on the grounds of ill-health, there are no direct capitalisation costs to the Council as this cost is borne by the pension fund.
- 4.10** The Local Government Pension Scheme and Scottish Teachers Pension Scheme regulations allow for 2 tiers of ill-health retirement in situations where the member's ill-health or infirmity of mind or body renders them permanently incapable of discharging efficiently the duties of their current employment. Under Local Government Pension Regulations Tier 1 relates to members with no reasonable prospect of obtaining gainful employment before the age of 65.
- 4.11** Tier 2 relates to members with a reasonable prospect of obtaining gainful employment before the age of 65. Under Scottish Teachers Pension Scheme Regulations the two tiers are Total Incapacity Benefits which relates to members who are unable to teach and whose ability to carry out any work is impaired by more than 90% and is likely permanently to be so. Partial Incapacity Benefits relates to members who are permanently unable to teach but be capable of undertaking other types of employment.
- 4.12** Table 4 below shows the number of employees who retired early on ill health grounds. In the period 1st April – 30th September 2022 there were 15 ill health retirements; 12 were approved at Tier 1 (Total Incapacity Benefits) and 3 at Tier 2 (Partial Incapacity Benefits). The total number of ill health retirements for the previous three reporting periods is also included for comparison purposes.

Table 4 – Ill Health Retirements (Comparison to previous periods)

Directorate	Total 1 October 2020 – 31 March 2021	Total 1 April 2021 – 30 September 2021	Total 1 October 2021 – 31 March 2022	Total 1 April – 30 September 2022
HSCP	5	9	*7	8
Remainder of Council	0	4		7
TOTAL	5	13	17	15

*In accordance with data protection regulations directorates with 2 or fewer employees will be merged.

- 4.13** The female / male split of employees awarded Ill Health Retirement is 53% female and 47% male. This is higher for male employees but lower for female employees than the overall Council demographic split of 72.76% female and 27.24% male.
- 4.14** The demographic trend indicates the age range of employees awarded Ill health Retirement during this period between 60-65 years is at 47% a slight increase from last period. Compared to last period the age range of 50-54 years has risen from 14% in March 2022 to 33% in this reporting period. The age range 55-59 has decreased from 43% in March 2022 to 20% in this reporting period.

Table 5 – Ill Health Retirements Age Range (Comparison to previous periods)

Period	Age Range 50-54 (No.)	Age Range 50-54 (%)	Age Range 55-59 (No.)	Age Range 55-59 (%)	Age Range 60-65 (No.)	Age Range 60-65 (%)	Total
Sept 2022	5	33%	3	20%	7	47%	15
March 2022	1	14%	3	43%	3	43%	7
Sept 2021	0	0	4	30%	9	70%	13
March 2021	2	28.5%	2	28.5%	3	43%	7

- 4.15** Employees have the right to appeal consideration for ill-health retirement if they are not satisfied with the decision through the Internal Disputes Resolution Process.
- 4.16** There were three appeals lodged at Stage 1 during the reporting period. One was referred back to Occupational Health for another opinion and the appeal was subsequently rejected. The second appeal was upheld and an award made in relation to flexible retirement. The third has been referred to colleagues in Scottish Pension Fund Office for their consideration and feedback is awaited.
- 4.17** There was one appeal being considered at Stage 2 by the Scottish Ministers from the previous period but the outcome remains outstanding.

Flexible Retirement

- 4.18** Flexible retirement is available to members of the Local Government Pension Scheme, excluding teachers. The approval of those employees granted flexible retirement is monitored by the Chief Officer - People and Technology and the Chief Officer - Resources.

- 4.19** A total of 25 new requests were received between 1st April – 30th September 2022. Of the planned retirement dates 3 fall within the current period and 22 fall within the next reporting period.
- 4.20** Of the planned retirement dates that fell within the current period 19 offers were issued and all were accepted. There is currently 1 Flexible Retirement in progress that will require a change of date meaning it will now fall into the next reporting period. One employee withdrew their request.
- 4.21** Every effort is being made to support flexible retirement requests where possible and services regularly revisit applications with a view to release.
- 4.22** The table below shows the number of flexible retirements released in the period, split by Chief Officer area for this year and previous three reporting periods for comparison purposes.
- 4.23** There has been a continued uptake for flexible retirement this period and for the year overall. It is anticipated that Flexible Retirement will continue to be a popular option for employees who wish to work in a reduced capacity and access their pension whilst enabling the Council to retain their skills and experience.

Table 6 – Flexible Retirements (Comparison to previous period. Please note the change to reflect the new Chief Officer Areas)

Chief Officer Area	1 October 2020 – 31 March 2021	Chief Officer Area	1 April 2021 – 30 September 2021
HSCP	9	HSCP	*10
Remainder of Council	*7	Remainder of Council	
TOTALS	15	TOTALS	10
Chief Officer Area	1 October 2021 – 31 March 2022	Chief Officer Area	1 April – 30 September 2022
HSCP	13	HSCP	*5
Remainder of Council	*15	Remainder of Council	*14
TOTALS	28	TOTALS	19

* In accordance with data protection regulations directorates with 2 or fewer employees will be merged.

Redeployment

- 4.24** Redeployment is monitored and delivered centrally by Strategic HR. Employees are added to the SWITCH register for a number of different reasons:-

- Through organisational change employees may be displaced or placed in lower graded posts;
- Due to ill-health they may become unable to continue in their substantive post;
- Through Job Evaluation where a post is evaluated lower than the current grade;
- Or where an employee is coming to the end of a fixed term contract and has more than 2 years' service.

4.25 To support employees to return to their previous rate of pay all employees who have been matched but remain on pay protection are also retained on the register.

4.26 The table below details the number of employees who were on the redeployment register at the start of the reporting period (01/10/2021), the number who joined the register during the reporting period and the number who remain on the register at the end of the reporting period (31/03/2022).

Table 7 Redeployment (Comparisons to previous periods)

Reason	Number of employees on the register at the start of the period (1/04/2022)	Number of employees added during the period	Number of Employees removed during the period	Number of employees on the register at end of the period (30/09/2022)
Ill Health (Capability)	0	0	0	0
Ill Health (Disability)	1	0	1	0
Organisational change	9	1	4	6
Incapability another process	1	0	0	1
TOTALS	11	1	5	7
Pay protection	*9	3	1	11

*pay protection is shown separately as this may be related to job evaluation or organisational change

4.27 As detailed in Table 6, there were 11 employees on the redeployment register at the beginning of the reporting period. One employee joined during the period and 5 employees were removed from the register. One left the Council for other employment and four were placed in to roles on their substantive grades. 4 employees are currently on Long Term Sick Leave.

4.28 11 employees currently remain pay protected and on the SWITCH Register until they secure a post either on what was their substantive grade or the protection period ends, whichever is earlier. Support to obtain a post on their original grades continues to be provided across the Strategic Human Resources Team.

4.29 One employee in receipt of pay protection has been removed from the register completely due to securing a permanent position on their substantive grade; 3 of the 5 employees who were in promoted posts on a temporary

basis have returned to their positions on reduced grades and pay protection has been re-started until the end of the pay protection period, 7th February 2023.

5. People Implications

- 5.1** There are no direct people implications for employees arising from the information presented in this report. However, it is important that the matters covered in this report are effectively monitored in line with employment legislation, the discretions policy and best practice.

6. Financial and Procurement Implications

- 6.1** There are no procurement implications with this report. All costs associated with early retirement or voluntary severance will be met from existing resources. Those released are done so on the basis of robust cost benefit analysis.

7. Risk Analysis

- 7.1** The early release of employees across the Council requires to be properly managed to minimise the risk of adversely impacting service levels through the loss of vital skills and experience. In line with Council commitment, redeployment of employees continues to be considered as a priority.

8. Equalities Impact Assessment (EIA)

- 8.1** This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no equalities impact assessment is required.

9. Consultation

- 9.1** Consultation has taken place in line with agreed policies and procedures

10. Strategic Assessment

- 10.1** Undertaking workforce monitoring will support the Council's aim to make the best use of both financial and human resources resulting in a positive impact upon service provision.

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Appendices: None

Background Papers: None

Wards Affected: N/A