

Members' Library Service Request Form

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| Date of Document | 05/06/13 |
| Originator | Paul Ritchie |
| Originator's Ref (if any) | |
| Document Title | MANAGING THE WORKFORCE - VOLUNTARY EARLY RELEASE SCHEME |

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Additional information:

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| Authorised By | Jim Lamond |
| Designation | Head of Council Resources |
| Date | 05/06/13 |

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REPORT TO: Members' Library Report

DATE:

BY: Executive Director (Support Services)

SUBJECT: Managing the Workforce –Voluntary Early Release Scheme

1 PURPOSE

- 1.1 The purpose of the report is to provide members with update information in relation to the Council Voluntary Early Release Scheme which was approved at Cabinet on 12 March 2013.

2 RECOMMENDATIONS

- 2.1 Cabinet is asked to note the changes in the workforce as a result of the introduction of the VER Scheme and to note further service review reports will follow. A list of post granted VERS is attached as Appendix 1.

3 BACKGROUND

- 3.1 A report was taken to Cabinet in March 2013 to introduce a Voluntary Early Release Scheme into the Council to achieve the necessary financial saving of £2m in 2013/14 and a further £1m in 2014/15 identified in the Councils 3 year budget approved on 12 February 2013.
- 3.2 The introduction of the scheme is expected to align with further changes underway which will enable the Council to streamline the workforce and facilitate the necessary organisational changes to deliver priority Council Services in the most cost efficient way possible.
- 3.3 The Council opened the VER Scheme to employees to make application with few exceptions, (most notably school based teaching employees) from 18 March until 5 April 2013.
- 3.4 The Council received a total of 289 applications to the scheme, 71 of which, due to either eligibility or business need were not supported by the line manager/Head of Service and therefore not progressed any further. The employee was informed of this decision by their line manager.
- 3.5 HR has processed 218 applications to quote stage. Having received the financial information 37 employees withdrew their initial interest in VERS.

Of the remaining 181 employees, 96 (53%) are being granted voluntary early release from the Council from dates ranging from 30 June 2013 through until March 2014. The remaining 85 notes of interest are not being progressed by the Council at this time due to either financial or business need reasons. However, employees will be advised that their note of interest will be retained and if in the future the position changes they will be contacted to see if they still wish to pursue their interest in voluntary early release.

- 3.6 A summary breakdown of the applications received and those progressing is attached as Appendix 2.
- 3.6 The final decision to grant early release was taken by the Chief Executive in association with the Head of Council Resources, respective Executive Directors and Heads of Service.

4 POLICY IMPLICATIONS

- 4.1 The VERS scheme has been applied in accordance with the decisions already taken at Council on 12 February 2013 as part of the budget and the decision of Cabinet taken on 12 March. It also operates in accordance with the Council's Policy on Enhanced Compensation for Redundancies and Early Retirement approved by Council in December 2010.

5 EQUALITIES IMPACT ASSESSMENT

- 5.1 An Equality Impact Assessment has been carried out and no negative impacts have been found.

6 RESOURCE IMPLICATIONS

- 6.1 Financial – At today's date it is currently estimated that the VERS scheme will lead to a reduction in staffing costs of £1.53 million in 2013/14 and a further £1.32 million in 2014/15. The cost of releasing these staff has been calculated as £3.1 million which will be met from the Cost Reduction Fund.

- 6.2 Personnel – Further staffing and service review reports will be brought forward in due course.

The Trades Unions have been consulted and information shared on the application process and numbers, etc.

- 6.3 Other – none.

7 BACKGROUND PAPERS

- 7.1 Appendix 1 – List of Posts Granted VERS
- 7.2 Appendix 2 – Summary Information VERS

- 7.3 Managing the Workforce –Voluntary Early Release Scheme approved at Cabinet on 12 March 2013.
- 7.4 Council Financial Strategy 2013/14 to 2015/16
- 7.5 Administration Budget proposals – approved by Council 12 February 2013

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| AUTHOR'S NAME | Jim Lamond |
| DESIGNATION | Head of Corporate Resources |
| CONTACT INFO | 01620 827278 |
| DATE | 05/06/13 |

EAST LoTHIAN COUNCIL – LIST OF POSTS GRANTED VOLUNTARY EARLY RELEASE – JUNE 2013

| <u>Position</u> | <u>Business Unit</u> | <u>Division</u> |
|---------------------------------------|--------------------------|----------------------|
| Emergency Care Service - Co-ordinator | Man.Team & Supp.Serv. | Adult Wellbeing |
| Senior Business Support Ast | Business Support | Adult Wellbeing |
| Senior Day Services Officer | Services for Adults | Adult Wellbeing |
| Community Care Broker | Community Care | Adult Wellbeing |
| Senior Support Worker (Adults) | Services for Adults | Adult Wellbeing |
| Senior Practitioner | Community Care | Adult Wellbeing |
| Unit Manager | Services for OlderPeople | Adult Wellbeing |
| Service Manager - Fin Supp Mgr | Man.Team & Supp.Serv. | Adult Wellbeing |
| Senior Manager - Resources | Man.Team & Supp.Serv. | Adult Wellbeing |
| Snr.Supp.Serv.Asst.(Pathway) | Resources | Children's Wellbeing |
| Snr Practitioner Resources FPT | Resources | Children's Wellbeing |
| Snr Practitioner Resources FPT | Resources | Children's Wellbeing |
| Snr Practitioner (YJ) | Young Persons Team | Children's Wellbeing |
| Snr Practitioner (YPT) | Young Persons Team | Children's Wellbeing |
| Snr Practitioner (YPT) | Young Persons Team | Children's Wellbeing |
| Snr Practitioner (TC & AC) | Young Persons Team | Children's Wellbeing |
| Team Leader - Family Placement | Resources | Children's Wellbeing |
| Team Leader Youth Justice | Young Persons Team | Children's Wellbeing |
| Team Leader (YPT) | Young Persons Team | Children's Wellbeing |
| Child Protection Manager | Young Persons Team | Children's Wellbeing |
| Child Protection Lead Officer | Child.Serv.Management | Children's Wellbeing |
| Planning Manager | C & F Planning Team | Children's Wellbeing |
| Service Manager (Practice Tms) | Child.Serv.Management | Children's Wellbeing |
| Benefits Officer/Asst (Prvt) | Revenues Benefits | Council Resources |
| Payroll Assistant | Payroll | Council Resources |
| Debt Management Adviser | Revenues Unit | Council Resources |
| Rent Income Officer/Assistant | Revenues Unit | Council Resources |
| PA/Admin-Support Services | Comms & Dem Servs | Council Resources |
| IT Officer (Bus Services) | Systems Development | Council Resources |
| Payroll Officer | Payroll | Council Resources |
| PA to Executive Director | Comms & Dem Servs | Council Resources |
| Finance Officer | Business Finance | Council Resources |
| PA to Chief Executive | Comms & Dem Servs | Council Resources |
| Rent Income Team Leader | Revenues Unit | Council Resources |
| Quality Improvement Manager | ASL Administration | Education |
| School Auxiliary | King's Meadow PS | Education |
| Laboratory Assistant | Knox Academy | Education |
| Snr Support Services Assistant | Schools Support Admin | Education |
| Snr Support Services Asst | Schools Support Admin | Education |
| Wraparound Care Leader | Wrap Around Care | Education |
| Childcare Info Sys Coordinator | Schools Support Admin | Education |
| Nursery Nurse Grade 3 | Musselburgh Burgh PS | Education |

EAST LoTHIAN COUNCIL – LIST OF POSTS GRANTED VOLUNTARY EARLY RELEASE – JUNE 2013

| <u>Position</u> | <u>Business Unit</u> | <u>Division</u> |
|--|--------------------------|-----------------------|
| Snr Bus Support Asst - Plan'ng | Planning - Mgt & Admin | Housing & Environment |
| Snr Bus Support Asst - Env Administrator | Planning - Mgt & Admin | Housing & Environment |
| Estates Technician | Prop.Mgt.&Administration | Housing & Environment |
| Community Housing Officer | Property Estates | Housing & Environment |
| Development Officer | Comm Hous & Prop Mgmt | Housing & Environment |
| Snr. Architectural Technician | Comm Hous & Prop Mgmt | Housing & Environment |
| Snr. Architectural Technician | Property Projects | Housing & Environment |
| Senior Strategic Policy Off | Property Projects | Housing & Environment |
| Transportation Policy Officer | Strategy & Development | Housing & Environment |
| Landscape Manager | Policy & Projects | Housing & Environment |
| Programmes Manager | Policy & Projects | Housing & Environment |
| Food Safety Manager | Property Projects | Housing & Environment |
| Env Protection Manager | Env Health & Trading Std | Housing & Environment |
| Team Leader - Archit. & Surv. | Env Health & Trading Std | Housing & Environment |
| Snr Env & Consumer Ser Manager | Property Projects | Housing & Environment |
| Policy & Project Manager | Env Health & Trading Std | Housing & Environment |
| Building Standards Manager | Policy & Projects | Housing & Environment |
| Qualified Mechanic | Building Standards | Housing & Environment |
| Cook | Vehicle Plant Maint Unit | Infrastructure |
| Senior BSA - Transportation | Catering | Infrastructure |
| Cook 3 | Mgt & Admin (Transport) | Infrastructure |
| Customer Liaison Officer | Catering | Infrastructure |
| Roadworker 3 | Property Maintenance | Infrastructure |
| Lighting Operator | Roads Services | Infrastructure |
| Business Support Administrato | Roads Services | Infrastructure |
| Snr Bus Support Administrator | Waste Services | Infrastructure |
| Snr Bus Support Administrator | Catering | Infrastructure |
| Events & Customer Serv.Officer | Land.&Ctry.Mgt.Services | Infrastructure |
| Area Officer - FMS | Amenity Services | Infrastructure |
| Contracts Officer (Voids/Con) | Building Cleaning | Infrastructure |
| Repairs Officer | Property Maintenance | Infrastructure |
| Area Assistant West | Property Maintenance | Infrastructure |
| Area Inspector West | Roads Network | Infrastructure |
| Transport Officer (PublicTran) | Roads Network | Infrastructure |
| Health & Safety Imp. Officer | Transportation | Infrastructure |
| Senior Estimator | Directorate Env & Tech | Infrastructure |
| Waste Services Manager | Roads Services | Infrastructure |
| Landscape & Countryside Mngr | Waste Services | Infrastructure |
| Drama Teacher | Land.&Ctry.Mgt.Services | Infrastructure |
| Customer Services Asst (Hadd) | Culture & Comm Dev | Policy & Partnerships |
| Customer Services Asst (Hadd) | Customer Services | Policy & Partnerships |
| Customer Services Asst (Ppans) | Customer Services | Policy & Partnerships |
| Asst Reg/Snr CSA (Ppans) | Customer Services | Policy & Partnerships |
| Employment Support Worker | Customer Services | Policy & Partnerships |
| | Economic Development | Policy & Partnerships |

EAST LOTHIAN COUNCIL – LIST OF POSTS GRANTED VOLUNTARY EARLY RELEASE – JUNE 2013

| <u>Position</u> | <u>Business Unit</u> | <u>Division</u> |
|-------------------------------|-----------------------|-----------------------|
| Library Coordinator Early Yrs | Libraries | Policy & Partnerships |
| Senior Registrar | Customer Services | Policy & Partnerships |
| Librarian In Charge (Tranent) | Libraries | Policy & Partnerships |
| Librarian In Charge (P'Pans) | Libraries | Policy & Partnerships |
| Community Development Officer | Leisure & Recreation | Policy & Partnerships |
| Community Development Officer | Community Development | Policy & Partnerships |
| Principal Officer- Recreation | Leisure & Recreation | Policy & Partnerships |
| Principal Libraries Officer | Libraries | Policy & Partnerships |
| Communications Manager | Comms & Dem Servs | Policy & Partnerships |

Voluntary Early Release Scheme Update – 5 June 2013

The Council opened the VER Scheme to employees to make application with few exceptions, (most notably school based teaching employees) from 18 March until 5 April.

The Council received a total of 289 applications to the scheme, 71 of which, due to either eligibility or business need were not supported by the line manager/Head of Service and therefore not progressed any further. The employee was informed of this decision by their line manager.

HR provided 218 applicants with a severance quote. Having received their financial information 37 employees withdrew their initial interest in VERS. Of the remaining 181 employees, 96 (53%) are being granted voluntary early release from the Council from dates ranging from 30 June 2013 through until Spring 2014. The remaining 85 applicants are not being progressed by the Council at this time due to either financial and/or business need reasons. However, employees will be advised that their application will be retained and if in the future the position changes they will be contacted to see if they still wish to pursue their interest in voluntary early release.

All employees granted voluntary early release have now been advised of this decision. Some employees leaving dates will be subject to a service review taking place along with a supporting staffing report to allow their post to be deleted or re-designated.

A summary profile of the applications as at 5 June 2013 by Directorate, Division and grade is detailed below. In addition information on those expected to be granted voluntary early release is broken down by Division and by grade.

Summary of Application Information as at 05/06/13

| MEASURE | NUMBER | |
|---|----------------------------------|------------|
| Total Number of applications received | 289 | |
| Total Number of applications rejected at 1 st screening (Line Manager/HOS) | 71 | |
| Total number of applications progressed to quote stage | 218 | |
| Breakdown of (71) applications rejected at 1 st screening by Department: | Housing & Environment | 0 |
| | Infrastructure | 1 |
| | Adult Wellbeing | 51 |
| | Children's Wellbeing | 0 |
| | Education | 13 |
| | Council Resources | 3 |
| | Policy & Partnership | 3 |
| Breakdown of (218) applications progressed to quote stage by Directorate: | Communities | 128 |
| | People | 56 |
| | Support | 34 |
| Breakdown of (218) applications progressed to quote stage by Division: | Housing & Environment | 20 |
| | Infrastructure | 108 |
| | Adult Wellbeing | 22 |
| | Children's Wellbeing | 21 |
| | Education | 13 |
| | Council Resources | 17 |
| | Policy & Partnership | 17 |
| Breakdown of (218) applications progressed to quote stage by Grade: | Grade 13 | 7 |
| | Grade 12 | 9 |
| | Grade 11 | 9 |
| | Grade 10 | 21 |
| | Grade 9 | 14 |
| | Grade 8 | 23 |
| | Grade 7 | 17 |
| | Grade 6 | 15 |
| | Grade 5 | 16 |
| | Grade 4 | 43 |
| | Grade 3 | 7 |
| | Grade 2 | 7 |
| | Grade 1 | 9 |
| | Education Grades | 5 |
| Craft Grades | 16 | |

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| Breakdown of (96) applications being Voluntary Early Released: | Housing & Environment | 18 |
| | Infrastructure | 21 |
| | Adult Wellbeing | 9 |
| | Children's Wellbeing | 14 |
| | Education | 8 |
| | Council Resources | 11 |
| | Policy & Partnership | 15 |
| Breakdown of (96) applications being Voluntary Early Released by Grade: | Grade 13 | 6 |
| | Grade 12 | 9 |
| | Grade 11 | 7 |
| | Grade 10 | 11 |
| | Grade 9 | 8 |
| | Grade 8 | 14 |
| | Grade 7 | 11 |
| | Grade 6 | 7 |
| | Grade 5 | 6 |
| | Grade 4 | 13 |
| | Grade 3 | 1 |
| | Grade 2 | 0 |
| | Grade 1 | 0 |
| | Education Grades | 2 |
| Craft Grades | 1 | |