

AGENDA

Meeting: STAFFING POLICY COMMITTEE
Place: Orkney Room, East Wing - New County Hall, Trowbridge
Date: Wednesday 7 November 2012
Time: 10.30 am

Please direct any enquiries on this Agenda to Roger Bishton of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 713035 or email roger.bishton@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225) 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

Membership:

Cllr Allison Bucknell
Cllr Rod Eaton
Cllr Mike Hewitt
Cllr Jon Hubbard
Cllr David Jenkins

Cllr Francis Morland
Cllr John Noeken
Cllr Jane Scott OBE
Cllr John Smale

Substitutes:

Cllr Rosemary Brown
Cllr Chris Caswill
Cllr Ernie Clark
Cllr Mary Douglas
Cllr George Jeans

Cllr Bill Moss
Cllr Christopher Newbury
Cllr Mark Packard
Cllr Jonathon Seed

PART I

Items to be considered while the meeting is open to the public

1 **Apologies for absence**

To receive any apologies or substitutions for the meeting.

2 **Minutes of Previous Meeting** *(Pages 1 - 8)*

To confirm the minutes of the meeting held on **05 September 2012**.

3 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

4 **Chairman's Announcements**

To receive any announcements through the Chair.

5 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so **at least 10 minutes prior to the meeting**. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of the agenda **no later than 5pm on Wednesday 31 October 2012**. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

6 **CRB Policy** (Pages 9 - 26)

To receive a report on the revised CRB Policy in response to the implementation of the Protection of Freedoms (PoF) Act 2012.

7 **Update on Equality and Diversity** (Pages 27 - 30)

To provide an update regarding the actions Wiltshire Council is taking to meet its requirements under the Equality Act 2010 and the public sector Equality Duty.

8 **Quarterly Workforce Reports** (Pages 31 - 36)

To receive a workforce report for Wiltshire Council relating to the quarter ending September 2012.

9 **Future Meetings**

To confirm the next scheduled meeting of the Committee on **09 January 2013** at **The Pratchett Room, New County Hall, Trowbridge.**

10 **Urgent Items**

Any other items of business which, in the opinion of the Chairman, should be considered as a matter of urgency. Urgent items of a confidential nature may be considered under Part II of this agenda.

PART II

Items during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed

None

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STAFFING POLICY COMMITTEE

DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 5 SEPTEMBER 2012 AT ORKNEY ROOM, 2ND FLOOR, COUNTY HALL EAST WING, TROWBRIDGE.

Present:

Cllr Allison Bucknell (Chairman), Cllr Rod Eaton, Cllr Mike Hewitt (Vice Chairman), Cllr Jon Hubbard, Cllr Francis Morland, Cllr John Noeken, Cllr Jane Scott OBE and Cllr John Smale

Also Present:

Cllr Bill Moss

57 **Apologies for absence**

An apology for absence was received from Cllr David Jenkins.

58 **Minutes of Previous Meeting**

Resolved:

To confirm and sign as a correct record the minutes of the Committee meeting held on 4 July 2012.

59 **Declarations of Interest**

There were no declarations of interest.

60 **Chairman's Announcements**

There were no Chairman's announcements.

61 **Public Participation**

There were no members of the public present or councillors' questions.

62 **Time Off for Civic Public Duties**

Consideration was given to a report by the Service Director, HR & OD, which set out a new Time Off for Civic Public Duties Policy and Procedure for consideration. It was explained that this new policy brought together into one document existing council policies.

The Committee was informed that benchmarking data had been gathered from a number of other local authorities, the results of which had been somewhat mixed. The proposals as set out in the report were pitched at the lower end of the spectrum. Members requested that this information be made available to them and this is attached as Appendix 1.

During discussion, it was recognised that these proposals permitted an entitlement of three full days or six half days paid leave per year to perform the duties of an elected councillor and that this would be insufficient should an employee wish to stand and be elected as a councillor for a county or unitary authority.

After further discussion,

Resolved:

To approve the Time Off for Civic Public Duties Policy and Procedure, subject to the following amendment:-

Reserve Forces, Paragraph 19 to read “If you are mobilised as a member of the Reserve Forces the council will not pay your salary whilst you are on military operations. You will be paid a salary by the relevant Reserve Force.”

63 **Subsistence Policy - Accommodation and Meal Allowances**

The Committee considered a report by the Service Director, HR & OD which presented an amended and updated subsistence policy outlining subsistence rates and procedures for booking overnight accommodation. It was noted that this policy would apply to all Wiltshire Council employees with the exception of teaching staff in locally managed schools.

After discussion,

Resolved:

To approve the updated Subsistence Policy – Accommodation and Meal Allowances.

64 **Travel and Mileage Allowances Policy**

The Committee considered a report by the Service Director, HR & OD which presented an amended and updated policy to clarify what travelling expenses could be claimed and the process involved. The policy would apply to all Wiltshire Council employees with the exception of teaching staff in locally managed schools.

It was noted that following a review, the Corporate Leadership Team (CLT) had determined a new approach, that in line with the transformation agenda (the promotion of flexible working and the introduction of Microsoft LYNC), the existing policy should be updated and amended to enable employees to claim business mileage from home, where the journey does not form part of their normal commute or go directly past their work base.

A full and detailed discussion took place during which certain misgivings were made concerning the likely increased costs that would arise from the introduction of this proposed new policy. However, it was pointed out that this policy reflected the Council's new culture and flexible ways of working for staff and was a much fairer system than that currently in operation. Although every employee was assigned a work base in his/her contract of employment, in many cases these places were visited on an infrequent basis depending on the nature of work undertaken. Moreover, the Council was now encouraging employees to visit clients in their workplaces or homes as part of the Council's policy to provide an improved service to its clients and customers. However, Members considered that a clearer definition was required within the policy regarding the HMRC definition of a "permanent workplace" and how this related to the employee's work base as set out in their contract of employment. It was also outlined that the policy needed to more clearly specify the definition of "goes directly past your workplace" as this could lead to inconsistent application of the policy.

Some concern was expressed at the proposal to permit cyclists to claim 40p per mile for the first 10,000 miles and the likely cost involved. However, it was pointed out that the cost was not expected to be great due to the distances these employees would need to travel for business purposes. Furthermore, this payment would hopefully act as an incentive to employees to travel to their work base by bike rather than by car, thus reducing the Council's carbon footprint.

Resolved:

- (1) To approve the updated Travel and Mileage Allowances Policy and Procedure, subject to a rewording of paragraphs 4 & 5 of the Policy as a matter of some urgency, to provide a clearer definition of employee's permanent workplace and how this relates to wording within the standard contract of employment and to more clearly define what is meant by "directly past your workplace"**

- (2) To request a review of the new arrangements after being in operation for a period of six months.

65 **Quarterly Workforce Measures - Delivering the Business Plan - Quarter ended 30 June 2012**

The Committee received a quarterly workforce report, excluding fire, police and schools staff, for the quarter ended 30 June 2012 concerning:-

Staffing Levels
Workforce Information
Sickness Absence
Health and Safety
Voluntary Staff Turnover
Disciplinary and Grievance Cases

The report also provided information relating to Workforce Costs and benchmarking Data.

During discussion, the following points were raised:-

- Some concern was expressed at the increased voluntary turnover rate for the June quarter, which represented an increase of 1.7% to 10.0%. It was noted that this was due to a high rate in Children's & Families Social Care. The Interim Service Director, Children & Families and Integrated Youth Service was actively engaged in examining this problem in conjunction with staff and would be reporting back to this Committee with her findings. Members also noted the low rate of staff exit interviews and considered that efforts should be made to achieve an increase in rate, possibly by the use of an on line questionnaire.
- Members noted with some concern that both disciplinary and grievance cases had increased during the quarter to 6.8 (+3.8) and 2.3 (+0.3) respectively per 1000 employees; however, this still remained below the benchmark. The most disciplinary cases were in Communities (23.4 per 1000 employees, 2 during the quarter) and Neighbourhood Services (22.4 per 1000 employees, 5 during the quarter). There had been 2 grievance cases during the quarter, 1 each in Adult Care Operations and Neighbourhood Services.

Resolved:

- (1) To note the contents of the report.
- (2) To request that an updated report on voluntary turnover be prepared and presented to the Committee meeting on 9 January 2013.

- (3) To request that a breakdown of the disciplinary cases in Communities and Neighbourhood Services be provided and emailed to Members of this Committee.**
- (4) To thank the Officers for the revised report format but to request further benchmarking information in future.**

66 **Urgent Items**

There were no items of urgent business.

(Duration of meeting: 10.30 - 11.50 am)

The Officer who has produced these minutes is Roger Bishton, of Democratic Services, direct line 01225 713035, e-mail roger.bishton@wiltshire.gov.uk

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Benchmarking data for Civic Public Duties policy (Aug 2011)

Huddle Reward site	Public Duty	Paid	Unpaid
Bournemouth BC	All	Max. of 30 days. Restricted to 17 days per public service	
Bournemouth BC	Jury	Paid But if ongoing salary reduced up to ma	
Borough of Poole	JP/Councillor/School Governor/Higher Education Corporation	Between 12 – 18 days. In practice only JPs & Councillors require significant time off during working hours.	Element of unpaid or flexitime where more than 12 days is sought.
Borough of Poole	Jury Service	Paid leave - minus any allowance paid.	
Borough of Poole	Special Constables		Unpaid
S. Gloucestershire	Jury	Paid – minus any allowance paid	
S. Gloucestershire	All the Statutory duties; JP/member of local authorities/ member of education body/member of health authority etc	2 full days/4 half days per month paid. To be agreed between employee and manager dependent on requirements of their post and the nature of their public duties.	Additional special leave paid or unpaid granted in special circumstances.
S. Gloucestershire	Jury	Paid – minus any allowance paid	
SW Employers data			
Authority 1.	JPs	Minimum attendance	
	Jury	Paid- minus any allowance paid	
District 1	Councillors	Up to 208 hours per year	
	JPs	Minimum attendance	
	Jury	Paid – minus any allowance paid	
District 2	JPs	Minimum attendance	
	Statutory Tribunal/ School Governor	Max. 18 days per year Member of more than one - max. 24 days	
	Jury	Paid – minus any allowance paid.	
District 3	Statutory/JP/Jury	144 hours per year	
District 4	Councillors of other local authorities	Up to 208 hour per year	

Benchmarking data for Civic Public Duties policy (Aug 2011)

	JPs	Minimum attendance	
	Jury	Paid – minus any allowance paid	
District 5	JPs	Up to 26 half days	
	School governors	Up to 26 half days	
	Jury	Paid minus any allowance paid	
Unitary 1	Councillors of other local authorities	Up to 144 hours per year	
	JPs	Minimum attendance	
	Jury	Paid minus any allowance paid	
Unitary 2	Councillors of other local authorities	Up to 208 hours per year	
	JPs	Minimum attendance	
	Jury	Paid minus any allowance paid	
County 1	JPs/members of county, district, parish councils	Not to exceed 208 hours per year	
	School Governors	Paid	
	Jury	Paid minus any allowance paid	
County 2	Councillors of other local authorities	Max of 144 working hours	
	JPs	Minimum attendance	
	Jury	Paid minus any allowance paid	
County 3	Councillors of other local authorities	Up to 208 hours per year	
	JPs	Minimum attendance	
	Jury	Paid minus any allowance paid.	

WILTSHIRE COUNCIL

STAFFING POLICY COMMITTEE

7 NOVEMBER 2012

Criminal Records Bureau Disclosures Policy and Procedure

Purpose of Report

1. This report presents the revised CRB Policy in response to the implementation of the Protection of Freedoms (PoF) Act 2012.
2. The report outlines future changes which will impact on this policy over the next few months.

Background

3. It is the Government's aim to phase in changes arising from the Protection of Freedoms Act during 2012 and 2013.
4. Some changes have taken effect and are reflected in the updated CRB Policy. Further changes are anticipated in December 2012 and during 2013 which will require further changes to the policy.

Main Considerations for the Council

5. Effective from 12 September 2012, the definitions of Regulated Activity in respect of children and vulnerable adults have been updated. The updated policy incorporates this change.
6. The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) will be merged from December 2012 and a new body called the Disclosure and Barring Service (DBS) will be formed. The name of CRB checks will be changed to DBS checks from 1 December 2012 and this change will need to be reflected in the policy from December onwards. The name of the policy will also need to be changed to the Disclosure and Barring Service Checks Policy at this time.
7. A DBS checks update service will be introduced by the Government from March 2013 onwards whereby employers will be able to request updates to current DBS checks. A further update to the policy will be required to reflect this change.
8. The council has a Safer Recruitment Forum, made up of representatives from key areas within the council with responsibility for safeguarding. This forum is currently considering the implementation of the PoF Act within the council and ensuring that the impact for Wiltshire is managed. This includes determining

what roles within the council are affected by the change in the definition of Regulated Activity.

Consultation

9. The policy was approved by JCC on 17th September 2012 following consultation with HR, union representatives and other key stakeholders.

Environmental Impact of the Proposal

10. None

Equalities Impact of the Proposal

11. No negative impacts have been identified.

Risk Assessment

12. None

Options considered

13. None

Recommendation

14. The Committee approve the amended policy.
15. That the Committee confirm that the future changes required to the policy in December 2012 and March 2013, due to legislative changes arising from the implementation of the Protection of Freedoms Act, can be made without further requirement for Committee approval.

Barry Pirie
Service Director
HR & OD

Report Author: Melanie Lyng, Human Resources Policy & Reward team

The following unpublished documents have been relied on in the preparation of this report: None

Wiltshire Council Human Resources

Criminal Records Disclosures Policy and Procedure

This policy can be made available in other languages and formats such as large print and audio on [request](#).

What is it?

This policy outlines the council's procedure for obtaining criminal record disclosure (CRB) checks. This policy **is transitional until some provisions of the Safeguarding Vulnerable Groups Act 2006 are fully implemented by the introduction of the Protection of Freedoms Act 2012**. Further changes to this policy will be made during 2012 and 2013 as the new Act is implemented.

The council will continue to use enhanced CRB disclosures as part of its pre-employment processes for new employees who will be engaged in 'regulated activity' or work in specified settings during this transitional period. **For some roles, however, which have been removed from the category of regulated activity by the Act, this may not now include a barred list check.**

Who does it apply to?

This policy applies to anyone applying for or working in roles providing **specific** services relating to:

- Children; or
- adults – only those who may require certain **services which lead to that adult being considered vulnerable at that particular time.**

It applies to job applicants, current employees and any other individuals, including those working in schools.

When does it apply?

It applies to all prospective and current employees who **will be or who** are engaged in 'regulated activity' and includes those specific roles where CRB disclosure checks are a requirement of professional registration or formal inspection. **It also applies to volunteers.** **At present,** for some roles requiring a CRB check, a re-check must also be carried out every three years **but this may change over a transitional period.** **Only those people aged 16 or over can apply for a CRB check.**

What are the main points?

Wiltshire Council's corporate commitment to safer recruitment and safeguarding

1. Wiltshire Council is committed to promoting the safety and wellbeing of all its service users, particularly those who would be incapable of protecting themselves from physical or sexual abuse, financial exploitation, or where there is a potential danger that their will or moral wellbeing may be subverted or over-powered (Section 115 (4)(a) Police Act 1997).
2. The council is committed to safer recruitment practices when recruiting new employees to work for the council or when using volunteers, specifically where their normal working will be with children or vulnerable adults and is in 'regulated activity'.
3. Enhanced [criminal record bureau](#) (CRB) disclosure checks are required for specified roles working with the council. CRB disclosure checks are only one element of a wider framework of safer recruitment practices and the council requires you to provide answers honestly to questions asked of you. Refer to [guidance for managers to safer recruitment](#) and [CRB - frequently asked questions](#).
4. There is specific guidance which the council follows if your role is within the services for children or vulnerable adults. Refer to [guidance for managers to safer recruitment](#).
5. Wiltshire Council will continue to follow robust recruitment and selection processes in order to effectively manage risk with the aim of protecting children and vulnerable adults, including checking your identity, qualifications and references. The council will also make enquiries regarding your career history and your suitability to work with children and vulnerable adults.

Employment issues

Working with children and young persons

6. If you will be working for Wiltshire Council with children or young people in regulated activity, you must also act in accordance with the following [guidelines - AMA guidance to safer working practice for adults who work with children and young people 2007](#).

Working with vulnerable adults

7. If you intend to work with vulnerable adults for Wiltshire Council you must also observe the following - [policy for safeguarding vulnerable adults in Swindon and Wiltshire](#).

Definition of a vulnerable adult

8. A vulnerable adult will be aged 18 years or over.
9. An adult may be considered to be vulnerable **at the time they require certain services provided to them:**
 - accommodation and nursing or personal care in a care home; or
 - personal care in their own home through a domiciliary care agency; or
 - health care services provided by an independent hospital, independent clinic, independent medical agency or National Health Service body; or
 - is an expectant or nursing mother living in residential care;
 - is receiving direct payments from the council in lieu of social care services;
 - services provided in an establishment catering for a person with learning difficulties.

and in consequence of any one, or any combination, of the following factors:

- a substantial learning or physical disability; or
- a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; or
- a substantial reduction in physical or mental capacity due to advanced age;

they are substantially dependent upon others in performing basic physical functions, or their ability to communicate with those providing services or to communicate with others is severely impaired, and, as a result, they would be incapable of protecting themselves from assault or other physical or mental abuse, or there is a potential danger that their will or moral well being may be subverted or over powered.

Promotions, transfers and secondments

10. If you are moving from a role where a CRB disclosure check is not needed into a new role which is a regulated activity you will not be able to start work in the new role until a CRB disclosure check has been obtained. This will include if you are currently working in a role supporting children to a role supporting vulnerable adults or vice versa.

TUPE transfers

11. Where employees transfer to Wiltshire Council as part of a service transfer under the Transfer of Undertakings (TUPE) Regulations, the CRB disclosures of such staff will transfer to Wiltshire Council. Where necessary CRB re-checks will be undertaken on those transferred staff whose CRB disclosures are older than three years at the point of transfer.

The role of the CRB team

12. The [CRB team](#) will ensure each individual application is eligible for a CRB disclosure check, first checking that:
 - the position applied for is in 'regulated activity';
 - it has a specific category code under which the position is eligible for a CRB check;
 - an explanation can be given as to why this category code applies to the position in question.
13. The [CRB team](#) may need to verify information with recruiting managers / nominated school administrators to ensure that each check is an eligible one.
14. The CRB team will continue to work with the criminal records bureau and will comply with the CRB guidelines and regulations as part of its role as a registered body.
15. The CRB team will strive at all times to ensure that all applications are legitimate applications based on the specific CRB category codes.

Obtaining CRB disclosure checks

16. Your manager will contact the CRB team at the recruitment stage in order to agree whether a CRB disclosure check is a requirement of the role.
17. **The CRB team will provide managers with access to the new electronic ebulk system in order that the CRB check can be requested from the Criminal Records Bureau.**
18. You may not work in the role for which the CRB check is being obtained until the CRB has been received and the offer of employment is confirmed.
19. **The Government will be introducing a change to the CRB disclosure process whereby the applicant will receive the result of the CRB check**

before the council. Until this change is introduced, Wiltshire Council will continue to apply for and receive CRB checks on behalf of applicants.

Information required from the applicant

20. In order to carry out thorough CRB disclosure checks, the council will need to know any names, name changes, or aliases by which you may have been known in the past, including maiden names, assumed name of step parent, change of name by deed poll, etc. You will be required to produce originals of three documents from two specific lists, including an original copy of your birth certificate. Refer to [proof of identity requirements](#). This information is also required as part of the recruitment procedure to meet with our obligations under the Asylum Act 2002. You may be required to provide additional written evidence of proof of identity.

CRB disclosure application forms

21. Recruiting managers and school administrators are required to complete a section of the CRB disclosure application form to confirm specific details about the position for which the CRB check is required. Refer to [CRB guidance](#).
22. The council is committed to the avoidance of submitting potentially ineligible CRB applications and therefore requires recruiting managers and school administrators to provide accurate information on the application.

Regulated activities

Children:

23. Regulated activity relating to children is defined as work that a barred person must not do. It is as follows:

Category 1:

- Teaching, training, instructing, caring for or supervising children in an unsupervised capacity;
- Providing advice/guidance on well-being to children in an unsupervised capacity;
- Driving a vehicle for children only in an unsupervised capacity;
- Work for a limited range of establishments (specified places) with opportunity for contact.
- It is **work that is done** on a 'regular' basis i.e. one or more times a week or on 4 or more days **in a 30-day period**.

Category 2:

- Relevant personal care e.g. washing or dressing a child; or healthcare by or supervised by a professional, even if done only once
- Registered childminding
- Foster carers.

A CRB check is **not** required in respect of the activities in categories 1 and 2 if the person undertaking these activities:

- is supervised at a reasonable level (refer to [guidance on supervision](#)).
- is providing treatment or therapy (instead of 'health care').
- Is a supervised volunteer – supervised at a reasonable level
- Is carrying out occasional or temporary services e.g. window cleaners.
- Is an office holder e.g. governors

Adults:

24. Regulated activities relating to adults is outlined below. There is no requirement to carry out these activities a certain number of times before a person is deemed to be engaging in regulated activity with vulnerable adults:

- Work undertaken by regulated health care professional e.g. health care assistants, physiotherapists.
- Work undertaken by a person under the direction or supervision of a health care professional
- Personal care provided to an adult e.g. assistance with washing and dressing, eating, drinking and toileting or teaching someone to do these tasks
- Social work: provision by a social care worker of social work which is required in connection with any health services or social services.
- Providing assistance to an adult e.g. with a person's cash, bills or shopping because of their age, illness or disability e.g. collecting a pension
- Providing assistance with the conduct of an adult's own affairs e.g. lasting or enduring powers of attorney or deputies appointed under the Mental Health Act
- Conveying adults for reasons of age, illness or disability to, from or between places where they receive healthcare, personal care or social work.

25. Enhanced CRB disclosure checks will be required if you are working in a regulated activity and for all work in specified settings (e.g. schools, children's homes).

New employees – regulated activity

26. If you are an employee or a volunteer who will be engaged in regulated activity, the council will always require an Enhanced CRB disclosure check to be carried out before a contract of employment is issued to you.
27. You may not start work with the council in regulated activity until a CRB disclosure check has been obtained.

Disclosure of past convictions – for all roles exempted from the Rehabilitation of Offenders Act 1974

28. Where a role is exempted from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 you are required to be completely honest in disclosing all convictions throughout your entire life, from the age of criminal responsibility (10 years).
29. Where you are applying for a role which is exempted from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, no conviction will ever be considered spent and you must declare it.
30. You should be aware that if you have accepted a caution, warning or reprimand from the Police then these must be declared as relevant offences.

The employment of ex-offenders

31. Wiltshire Council is committed to equality of opportunity and recognises its responsibilities under the [rehabilitation of offenders at work act](#). Unlawful treatment of ex-offenders, i.e. failure to employ an ex-offender without lawful justification, where this cannot be justified by the nature of the work, will not be tolerated. Refer to the [recruitment of ex-offenders policy](#).
32. The council is committed to the rehabilitation of ex-offenders. There are many offences which may not disqualify an applicant from employment where:
- the convictions are of a less serious nature; and/or
 - were committed some time ago; and/or
 - were committed when the applicant was a juvenile/young person; and/or

- there were extenuating circumstances; and/or
 - there have been no further offences.
33. In some cases, consideration of offences will take specific account of the nature of the post you are applying for.
34. If you are applying for a role in regulated activity or specified settings you are required to disclose all offences and failure to do so may unfavourably affect consideration of your suitability to work with children or vulnerable adults.

Barred lists

35. The Adults Barred List and the ISA Children's Barred List are administered by the Vetting and Barring Scheme (VBS). The council will continue to work with the VBS to check your details against the names of individuals appearing on these lists **where the role is regulated activity**.
36. You are required to declare if you are barred from working in any roles.
37. There are some offences which may result in you having been made subject of a Disqualification Order (DO). It is an offence for you to apply for a post that is restricted under the (DO) and, should you be subject to a DO and apply for a restricted post, Wiltshire Council will report you to the police.
38. If you have been convicted of an offence under Schedule 1 of the Children and Young Persons Act 1933 (as amended by subsequent legislation) you will not be eligible to apply for a restricted post.
39. You will never be allowed to carry out any form of regulated activity if you have been barred from carrying out a restricted post.
40. If you are barred from working in regulated activity with either children or vulnerable adults you must not work, or seek to work, in regulated activity with that group. You may apply and be considered for any suitable employment elsewhere in the Council.

CRB rechecks

41. For some roles requiring a CRB check, a re-check must also be carried out every three years to ensure Wiltshire Council remains compliant with regulatory requirements and to support inspection protocols.
42. If you work in any of the following areas or roles, you will be required to undertake a new CRB disclosure check every three years:
- fostering and adoption teams

- looked after children residential teams
 - staff with the legal designation of 'social worker' who are registered [with the Health and Care Professions Council \(HCPC, formerly the General Social Care Council\)](#)
 - [special educational needs \(SEN\) and inclusion/impairment services](#)
 - youth offending teams
 - youth and community workers
 - [personal advisors \(ex-Connexions\)](#)
 - children's disability and special educational needs (SEN) services
 - youth offending teams
 - care workers (adult)
 - Connexions
 - taxi drivers providing services for the council in regulated activity
43. If you are the manager of the above staff groups, you must actively monitor the renewal date of CRB disclosures for these employees and must initiate the CRB re-check process every three years.
44. You will be required to complete the necessary forms and agree to checks being carried out if your role requires a CRB disclosure recheck. This will include checks against the barred lists. Failure to comply with this requirement may result in disciplinary action being taken and could lead to termination of your contract.

Handling of CRB data

Secure storage and handling of data

45. Any information provided by the CRB as part of a CRB disclosure will be securely stored and handled and the content will be confidential to the council staff authorised to fulfil this role. Refer to the policy on the [storage of disclosure information](#).
46. The council does, however, reserve the right to advise other relevant organisations, having a statutory or another legitimate interest, as to the suitability of certain applicants for positions in regulated activity or specified settings. Refer to working together to [safeguarding children - a guide to interagency working to safeguarding and promoting the welfare of children](#).
47. The council will observe the [CRB code of practice](#) including the opportunity for you to appeal to the CRB about the disclosure information provided.

Policy Issues

The code of conduct

48. The council has a code of conduct policy which applies to all staff. Refer to [code of conduct policy](#). The policy informs you about some of the statutory, national and local obligations which will govern your conduct as a local government employee.
49. All council employees are expected to abide by the code of conduct policy and to ensure that all of their activities whilst employed by the council are carried out with honest, integrity and professionalism.

The disciplinary policy

50. If you do not comply with the terms of this CRB disclosures policy and should you behave in a way which is felt to be dishonest in respect of this policy or which brings the council's reputation into question, you may be subject to the council's [disciplinary policy](#). This could result in your dismissal from employment with the council.

Allegations against staff

51. Should an allegation be made against you in respect of your role working with children or certain adults, this will be dealt with under the council's disciplinary policy. Refer also to the council's procedure for [managing allegations against people who work with children](#).

New Offences for existing employees

52. You are required as part of your contract of employment to inform your manager of any police investigation, charge, caution, reprimand, fine or conviction against you immediately. All such disclosures will be handled in confidence but if you are employed in a 'notifiable occupation', a 'regulated activity' or a 'specified setting' this may result in your suspension from duties while an investigation takes place. Refer to the [disciplinary policy](#).

Roles and responsibilities

Applicant and employee responsibilities

53. To be completely honest in declaring all convictions before employment.
54. To be completely honest in declaring subsequent convictions after having been employed.
55. To provide such information as is requested in order for a CRB disclosure check to be carried out.

Line manager responsibilities

56. To undertake a CRB risk assessment on the responsibilities and duties, whether a CRB check is required for a new role.
57. To ensure that the need for a CRB check is recorded on the Job Evaluation Questionnaire (JEQ) and job description for the role when the JEQ for a new role is submitted for evaluation or re-evaluation.
57. To seek advice from an HR case adviser if you are unsure whether a CRB check is in fact necessary for a new role.
58. To be responsible for following up re-checks (where required) after three years have elapsed since the last CRB disclosure was carried out, with the CRB team.
59. When information is received regarding a candidate's offending background, to confirm with an HR Operations Manager whether the information is relevant to the role being applied for.
60. Not to make a decision not to employ a candidate on the basis of a CRB check outcome without first discussing this with the candidate and an HR case adviser or HR Operations Manager.
61. Not to unfairly discriminate against an applicant with a criminal record.
62. To assess whether safeguarding training is required for employees or volunteers and ensure they attend such training and any refresher courses.
63. To undertake safeguarding training themselves and any refresher courses.

HR CRB team responsibilities

62. To undertake all safer recruitment reference checking including CRB checks.
63. To raise issues of non-compliance with this policy with the Service Director, HR & OD.

Recruitment team responsibilities

64. To confirm on all recruitment materials relevant to a role whether it is exempt from the Rehabilitation of Offenders Act (under the Rehabilitation of Offenders Act (Exceptions) Order 1975), whether it is a regulated activity and that an Enhanced CRB disclosure will be required for the successful candidate.

- 65. To undertake all safer recruitment reference checking including CRB checks.
- 66. To raise issues of non-compliance with this policy with the Service Director, HR & OD and the relevant HR case adviser for that service area.

HR case adviser responsibilities

- 67. To provide specialist sector advice and guidance on the application and interpretation of this policy.
- 68. Where a recruiting manager is unclear whether a CRB check is required for a new or vacant role, to check the eligible positions guide codes and provide appropriate advice.

Frequently asked questions

68. I have a spent conviction. Am I required to declare this at the interview stage?

Only if the job you are applying for is exempt from the rehabilitation of offenders act 1974 (under the rehabilitation of offenders act 1974 (Exceptions) Order 1975) and the role requires a CRB Disclosure Check.

69. Whose responsibility is it to carry out the CRB disclosure check?

The recruiting manager is responsible for all safer recruitment relating to their staff and must inform the CRB team if a CRB disclosure is required for a role being advertised. The CRB team will work **with the manager** and with the Criminal Records Bureau to carry out all checks.

70. I have a number of employees whose CRB re-checks are shortly due for renewal. What should I do?

You must contact the CRB team in plenty of time in advance of the expiry of the old CRB disclosure, in order that new checks may be carried out.

71. Does the law require CRB checks for school staff employed before 2002 if they have not changed jobs and there are no concerns?

No. Current regulation does not require, and guidance does not recommend, CRB checks on those recruited before March 2002 and who have continuity of service. The law only requires all longer service employees who work with children to have been checked against the barred lists.

72. An Ofsted inspector has told me that I need to do three-yearly re-checks on staff in my school. Is this correct?

No, due to specific exemptions from the Secretary of State for Education the need for CRB re-checks never applied in relation to regular school staff, although some local authorities do choose to carry out regular re-checks in their schools. The law only requires CRB checks for schools staff at the recruitment stage, and only then if the person has a break in service of more than three months.

73. An individual has a recent CRB disclosure and has come directly from another local authority with no break in service. Do they need another clearance done?

Yes. At present under the Wiltshire Council CRB Policy anyone coming from another local authority will need a new CRB disclosure clearance as all individuals new to Wiltshire need a CRB clearance through Wiltshire Council as a Registered Body.

74. What evidence is a school required to demonstrate during an OFSTED inspection that CRB checks on staff have been carried out?

Schools need to keep a Single Central Record of all the pre-employment checks on staff and checks on volunteers showing their CRB disclosure numbers plus the date of the disclosure. An enhanced CRB will either include children's or adult's barred list checks as appropriate to the role. If the employee's employment with the school is pre 2002 then a copy of the previous List 99 and local police check evidence should be recorded and retained. In addition the school needs to record all the other usual pre-employment checks on their SCR. More guidance is available on **Schools HR Online**

75. A new employee is about to start work but has been overseas in a role with the armed forces as civilian staff. Can a CRB check be obtained?

Yes. All services personnel are subject at all times to the Service Discipline Acts (SDA), as are their families and UK based civilians (UKBC) when based or employed overseas.

All convictions under the Military Criminal Justice System for recordable offences committed by service personnel (in the UK and overseas) or civilians subject to the Service Discipline Acts (overseas only) are recorded on the UK Civilian Police National Computer (PNC) and are available to the CRB as part of their routine checks.

In addition, the Criminal Records Bureau has access to information held at the Service Police Crime Bureau (SPCB) in relation to serving or former members of the Armed Forces.

76. What legislation or guidelines are employees required to abide by when working with children or vulnerable adults?

You should refer to – [AMA guidance for Safer Working Practice for Adults who work with Children and Young People](#).

You should also refer to the [guidance for managers on safer recruitment](#).

77. I have been accepted as a volunteer worker in a primary school because they accepted my explanation about offences I committed as a teenager which were confirmed on my CRB check. Does this mean I am now clear to work anywhere in Wiltshire schools?

No, as part of the positive CRB risk assessment carried out in response to your confirmed offending history the head teacher has identified the risks of allowing you to work with children but has also assessed the school's capacity to offset those risks with additional safeguards. Another school may not be able to put those same safeguards in place and therefore may make a different decision. This means your clearance to volunteer at this school does not extend to all schools so you should declare your offending history to any other school you might want to do voluntary work for.

78. I have been told that although I am a qualified social worker I cannot be considered for a social care role with the council because of a police caution I accepted 5 years ago. This can't be correct as it was a minor offence and I declared it on my application form.

Yes it is correct for most social worker roles where appearance in court proceedings is required. If you have an offending history then your professional standing can be compromised under cross examination. This will then cast doubt over your judgement and recommendations in the case being considered. Having committed certain offences will unfortunately mean you cannot be appointed to such positions. You could however be considered for other roles where court appearances are not part of the duties.

Equal opportunities

Managers will make any necessary adjustments to ensure that all employees are treated fairly within the law.

Legislation

- [safeguarding vulnerable groups act 2006](#)
- [police act 1997](#)
- [protection of freedoms bill 2011](#)
- [rehabilitation of offenders act 1974](#)
- [rehabilitation of offenders \(exceptions\) order 1975](#)
- [section 142 of the education act 2002](#)

- [section 15 of the teaching and higher education act 1998](#)
- [section 6 of the protection of children act 1999](#)
- [sections 35 and 36 of the criminal justice and court services act 2000](#)
- [data protection act 1998](#)
- [education \(school teachers qualifications\) \(England\) regulations 2003](#)
- [education \(specified work and registration\)\(England\) regulations 2003](#)
- [education \(prohibition from teaching or working with children\) regulations 2003](#)
- [school staffing \(england\) regulations 2009](#)
- Protection of Freedoms Act 2012

This policy has been reviewed by an internal legal organisation to ensure compliance with the above legislation and our statutory duties.

Further information

There are a number of related policies and procedures that you should be aware of including as well as several guidelines. There is also a [toolkit](#) including manager guidance and supporting documents to use when following this policy and procedure.

- [recruitment of ex-offenders](#)
- [code of conduct](#)
- [disciplinary](#)
- [storage of disclosure information](#)
- [volunteers](#)
- [safeguarding vulnerable adults in Swindon and Wiltshire.](#)

Guidelines:

- [guidance for managers - safer recruitment](#)
- [CRBs - frequently asked questions](#)
- [AMA guidance for safer working practice for adults who work with children and young people](#)
- [UK border agency](#)
- [CRB code of practice](#)
- [General Social Care Council](#)
- [working together to safeguard children](#)
- [procedure for managing allegations against people who work with children](#)
- [the schools HR website](#)
- [CRB website](#)
- [Guidance on supervision](#)

Advice and guidance

If you require help in accessing or understanding this policy or completing any of the associated forms you should contact either the [CRB Team](#), or the recruiting manager.

If, due to the nature of your query, it is not appropriate to contact your line manager you should contact your head of service who will nominate an appropriate manager or colleague to help you.

WILTSHIRE COUNCIL

STAFFING POLICY COMMITTEE

7 NOVEMBER 2012

Equality and Diversity update

Purpose of Report

1. To provide an update regarding the actions Wiltshire Council is taking to meet its requirements under the Equality Act 2010 and the public sector Equality Duty.

Background information

2. A report to Staffing Policy Committee in November 2011 outlined the impact of the Equality Act 2010, the public sector Equality Duty which came into effect from April 2011 and the specific duties published in September 2011.
3. Staffing Policy Committee requested an annual update on progress made and any additional work being undertaken.
4. This work now reports to the Shaping the Future Group to ensure a high level focus and priority internally.
5. Participation in the Public Service Board's Equality and Diversity Lead Officers group also ensures a partnership approach across Wiltshire.

Data monitoring

6. Currently we only collect, monitor and publish data on sex, disability, ethnicity and age in relation to our current workforce, leavers and applicants for employment.
7. It was recognised that, prior to extending data collection to other protected characteristics, there was a need to ensure that staff felt safe to disclose this sensitive personal data.
8. The focus since November 2011 has therefore been on positive action which has included the formation of a LGBT forum and Carers forum.
9. Data relating to our equality and diversity monitoring is fed back to the business through the quarterly workforce measures, presented to Staffing Policy Committee regularly throughout the year.

10. In January 2012 Wiltshire Council published its [Equality And Diversity Employment Monitoring report 2010/11](#) and the report for 2011/12, due to be published in January 2013, is currently being drafted.
11. In general the data is positive, with an increase in the percentage of BME and disabled staff employed by the council on 1 April 2012, compared with the previous year.
12. A concern is that, despite a number of communications through both Managers Wire and Electric Wire asking staff to update their details on SAP, we still have a high percentage of “unknown” data with regards to both ethnicity and disability.
13. The aim is that, when the organisation introduces methods to collect data on additional protected characteristics, this will also enable a focus on improving and validating the data held against those characteristics that are already monitored.

Publishing equality objectives

14. In January 2012 the council, working in partnership with NHS Wiltshire, Wiltshire Police and Wiltshire Fire and Rescue Service, published a [Partnership Action Plan](#), outlining ten key equality objectives.
15. Work is currently underway to review progress against these objectives which will also prepare the council for peer assessment against the Equality Framework for Local Government.

Review of the corporate EIA (Equality Impact Assessment) strategy

16. The Communities and Voluntary Sector Support team are briefing the extended leadership team this month regarding the launch of the new approach to equality impact assessments.
17. The focus will be on “equality analysis” and involves considering how decisions made and services delivered affect people who share protected characteristics. This can include identifying the potential to impact positively on equality by reducing or removing inequalities and barriers that exist. It can also include identifying negative impact and considering how this can be minimised. Equality analysis should be a lively, stimulating debate of relevant issues with interested parties to ensure open and informed decision making.
18. Within HR we are reviewing our process of equality impact assessments for projects and policies, based on the new corporate approach.

Review of the HR People Strategy

19. The HR People Strategy 2012-2015 was launched in October 2012. The strategy works alongside the business plan and supports the behaviours

framework. It is underpinned by an equality and inclusion ethos. The purpose for this is not only to ensure that we are meeting obligations under the equality duty, but to actively demonstrate, and work towards, our commitment to deliver equality and inclusion outcomes.

Ongoing initiatives

20. Award of the “Double tick symbol” – Positive about Disable People. Our 2012 submission, written with input from key stakeholders including the Staff Disability Forum, was successfully approved in September 2012. The symbol is awarded by Jobcentre Plus to employers who have made commitments to employ, keep and develop the abilities of disabled staff.
21. An Equalities Networking Lunch event is planned for early 2013 – this will focus on a wide range of equalities issues. A suggestion is to have a “living library” where people share their experiences and help the organisation to build its equalities knowledge.

Recommendation

22. That the Committee note the contents of this report.

Barry Pirie
Service Director
HR & OD

Report Authors: **Paula Marsh**, Human Resources Policy & Reward team
Sharon Bryant, Lead Officer – Equalities and Inclusion, Communities and Voluntary Sector Support

The following unpublished documents have been relied on in the preparation of this report: None


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QUARTERLY WORKFORCE REPORTING


Report for Wiltshire Council relating to the quarter ending September 2012.

Notes on the figures:

- All reported figures exclude casual employees and agency/professional services staff (unless stated).
- Wiltshire Council figures exclude Fire, Police and Schools:
 - **Headcount** = Number of positions that are filled, not individual people.
 - **FTE** = "Full Time Equivalents" which take into account actual working hours to show accurate staffing levels.
- The **Voluntary staff turnover** section does not include information for those who leave due to statutory retirement, ill health, compulsory or voluntary redundancy, dismissals, end of contract, unsatisfactory probation and TUPE transfers as these are classified as compulsory reasons. Only voluntary leavers are included as these are the individuals that have decided to leave for their own reasons and therefore it may not be in Wiltshire's best interest. Overall turnover rates will be higher and can be analysed upon request.
- Although the cost associated with turnover is not readily available, CIPD estimate that the recruitment cost of replacing a leaver is £2,930. Based on last year's turnover rate (8.3%) we could estimate that 446 employees will leave Wiltshire Council during 2012-13 resulting in costs of **£1,306,780**.
- **% <1 year turnover rate:** The cost of turnover in this group is generally higher as the investment in recruitment, induction and training is unlikely to be recovered within such a short time period.
- The measures relating to **last year** refer to figures from the same quarter one year ago.
- The quarters refer to the following periods:
 - Quarter 1: October - December 2011
 - Quarter 2: January - March 2012
 - Quarter 3: April - June 2012
 - Quarter 4: July - September 2012**
 - Last year: July - September 2011**
- Last year is shown on measures that can show seasonal variances e.g. we expect sickness figures to be lowest during January to March and then highest April to June which means an increase in line with the same period last year should not be seen as a concern.
- The benchmark used is that received from DLA Piper (37 local authorities). Although we don't detail the exact benchmark difference we use a traffic light system to show how we compare:

10%+ Positive Variation 

Less than 10% variation 

10%+ Negative Variation 

- The **sickness measure** given is the number of FTE days lost per FTE during each quarter; this figure is **not annualised**. Adding up the four quarters gives a full rolling years days lost per FTE.

If you have any queries on these reports or requests for further information, please contact Paul Rouemaine, HR Information Manager, on 01225 756159 or Paul.Rouemaine@Wiltshire.gov.uk

QUARTERLY WORKFORCE REPORTING

Wiltshire Council (excl. Schools)
 Quarter ended: 30th September 2012

HR Information Team Observations:



Headcount	1	This quarter full time equivalents (FTEs) have decreased by 37 to 3974 (-0.93%), which indicates a continued fall in resource; in line with the business plan.
Manager to employee ratio still above golden ratio	2	The ratio of managers to employees is still a positive trend and remains above the golden rule at 1:8 (golden rule = 1:6), and has shown little variation in the last three quarters.
No change in sickness absences	3	<p>Compared to the previous quarter, the number of FTE days lost per quarter has remained constant across WC at 2.0 FTE days; this is roughly in line with the same quarter a year ago.</p> <p>The highest levels of sickness were observed in Adult Care & Housing Operations at 3.6 FTE days; an increase of 0.4 FTE days per quarter compared to last quarter and an increase of 0.2 FTE days compared to the same time last year. This quarter, 26.2% of their absence days were lost due to 'stress/depression/mental health/fatigue'.</p> <p>The lowest levels of sickness were observed in Communications and Economy & Regeneration at 0.3 and 0.7 FTE days respectively.</p> <p>'Stress/depression/mental health/fatigue' continues to account for the highest proportion of sickness days lost at 21.8% (-1.1%) of all absences. This quarter, 'other muscular/skeletal' accounts for the second highest proportion of sickness days lost, this was 'stomach' for the previous quarter, although 'stomach' is the most commonly occurring reason for sickness with absences lasting for 2.3 days on average.</p> <p>The percentage of absences lasting more than 20 days has decreased by 0.8% compared to the same quarter last year at 40.3% this quarter.</p>
Redundancies increase	4	The number of redundancies that have taken place this quarter is higher than for any of the previous three quarters at 75. 60 of these 75 redundancies were due to a service review taking place in Schools and Learning. 8 redundancies took place this quarter in Neighbourhood Services; the remaining 7 redundancies were spread across 6 other service directorates.
Decrease in voluntary turnover	5	Voluntary turnover is 0.3% lower than for the previous quarter at 2.2%; this is 0.7% lower than for the same quarter last year and the average length of service of the leavers has increased by 2.4 years since then. Schools and Learning had the highest level of voluntary turnover at 4.4% with 19 voluntary leavers this quarter; 4 took normal retirement and there were no significant reasons for leaving for the remaining 15 leavers. Across WC, the most common reason for leaving voluntarily was 'resignation due to family commitment /domestic/personal' with 31 leavers this quarter.


QUARTERLY WORKFORCE REPORTING



Increase in disciplinaries but grievances remain low	6	Disciplinary cases are above the benchmark figure of 9.2 cases per 1000 employees at 21.2 cases per 1000 employees with 28 disciplinary cases taking place this quarter. 11 of these cases took place in Adult Care & Housing Operations and 9 in Neighbourhood Services with the remaining 8 cases being spread between 6 other service directorates. 12 of the 28 disciplinary cases were due to 'breach of code of conduct policy' (5 in Neighbourhood Services), 5 were recorded as 'disciplinary other', 4 as 'disciplinary safeguarding' and 2 as 'breach of behaviour's framework'. Grievance cases remain below the benchmark figures. A new measure, absence cases, looks to be much lower in comparison to previous quarters.
1 H & S incident	7	1 RIDDOR reported health & safety incident took place this quarter; this was in Communities.
Decrease in wage bill	8	The wage bill for this quarter is £0.56m less than for the previous quarter and £1.03m less than for the same quarter last year.
Decrease in spend on contracted employees	9	The largest wage bill reduction for contracted employees was in Schools and Learning where there was a decrease of £0.28m in comparison to last quarter and a reduction of £0.40m compared to the same quarter last year. There was little change in the wage bill for contracted employees between July and August 2012 with 45% of the saving here taking place in September indicating that the savings in this area will be even greater for the next quarter.
Increase in spend on casuals	10	Schools and Learning also saw the largest reduction in the wage bill for casual employees of £0.05m, although overall, the wage bill for casuals rose by £0.02m. This small increase overall in casual spend was primarily due to an increase in the use of 'Recreation Assistant Wet Casual' in Neighbourhood Services.
Reduction in agency spend	11	Children & Families Social Care have reduced the cost of agency use this quarter by £0.31m. Law & Governance also made a saving of £0.14m compared to the last quarter contributing to a total reduction of £0.77m across WC this quarter.
Saving from employee hour changes	12	This quarter, a saving of £0.38m was achieved through employees changing their hours which align to a reduction in FTEs of 17.1. Strategic Services Highways & Transport saw the largest reduction in FTEs due to employee hour changes at 10 resulting in an annual saving of £0.15m. Schools and Learning also saw a decrease in FTE of 3.8 also resulting in an annual saving of £0.15m.
Saving in sick pay	13	The cost of sick pay has reduced by £0.03m compared to the last quarter. The largest reduction, also £0.03m, took place in Children & Families Social Care where the average number of sickness days taken in each quarter reduced from 2.2 to 1.9 FTE days.


QUARTERLY WORKFORCE REPORTING

Staffing Levels				
Measure	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Headcount	5092	5376	5258	5272
FTE	3998	4072	4012	3974
Agency worker use (equivalent number of FTE's used during quarter)	246	151	168	100
Ratio of managers to employees	1:8	1:9	1:8	1:8
FTE of managers	624	613	608	599
Number of redundancies made during quarter	23	33	66	75
Ratio of starters to leavers (FTE)	1:0.9	1:1.0	1:2.1	1:1.5

Sickness Absence						
Measure	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Last year	Benchmark
Working days lost per FTE	2.3 days	2.6 days	2.0 days	2.0 days	2.1 days	
% of total absences over 20 days	41.9%	40.4%	42.2%	40.3%	41.1%	

New Health and Safety RIDDOR related injuries					
Measure	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Benchmark
No. of workplace incidents/injuries reported	3	3	0	1	

New Disciplinary and Grievance Cases					
Measure	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Benchmark
Disciplinary cases	22	16	17	28	
Grievance cases	18	12	8	4	
Absence cases	102	84	65	20	n/a

Voluntary Staff Turnover						
Measure	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Last year	Benchmark
% staff turnover	1.5%	1.9%	2.5%	2.2%	2.9%	
% <1 year turnover rate	2.6%	3.6%	3.8%	3.7%	4.5%	n/a
Average leavers' length of service	8.1 years	6.4 years	9.4 years	9.4 years	7.0 years	n/a

QUARTERLY WORKFORCE REPORTING

Employee costs					
Measure Relating to Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Last year
Total paid in salaries to contracted employees	£27.66m	£27.39m	£27.36m	£26.78m	£27.91m
Total paid in salary to casual employees	£0.85m	£0.68m	£0.77m	£0.79m	£0.71m
Total salary pay	£28.51m	£28.07m	£28.13m	£27.59m	£28.62m
Total paid to agency workers	£2.21m	£1.50m	£1.83m	£1.06m	£2.49m
Median employee basic salary	£19,126	£19,276	£18,453	£18,355	£19,126

Why this is important: Clear budgetary restraints mean that keeping track of this information is vital.

Whilst we are seeing a reduction in contracted employees we may see some services using alternative resourcing options on a more regular basis such as agency workers, consultants or casuals. This information will highlight whether this is happening or not.

Additional financial information				
Measure <i>(If the figure is negative a saving has been achieved)</i>	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Cost of sick pay	£0.76m	£0.75m	£0.68m	£0.65m
FTE change due to employee hour changes	-6.1	-9.2	-1.3	-17.1
Cost/saving of employee hour changes	-£157,236	-£123,641	£16,679	-£376,782

Why this is important: Sick pay amounted to £2,778,852 across Wiltshire Council during the 2011-12 financial year and therefore this is a substantial area of spend that should be minimised whenever possible. Some services may also be looking to employees to work more hours than they previously have done to cover gaps where a reduction in the headcount of employees has been made. It is therefore important that we keep track of the change in FTE resulting from employees changing their hours.

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