

Committee: Establishment Committee	Date: 10 December 2014
Subject: Staffing and use of temporary staff	Public
Report of: Director of Human Resources	For information
<p><u>Summary</u></p> <p>This report outlines the current staff numbers showing the split between permanent, fixed term contract and agency staff.</p> <p><u>Recommendations</u></p> <p>Establishment Committee is asked to note the report</p>	

Background

1. At Establishment Committee in October the Committee requested a report of the overall staffing position for the City of London Corporation in terms of permanent, fixed term contract staff and agency staff.
2. The use of fixed term and agency staff is a very useful way of filling short term gaps in resources particular to cover maternity and long term sickness.
3. Fixed Term contract staff are often used for projects where there is a definitive start and end to a particular piece of work or a longer term project with specific end date.
4. Where appropriate Chief Officers are encouraged to constantly review their resources and future requirements especially in view of the requirement to achieve the savings being put forward as part of the Service Based Reviews.
5. It is good practice to retain a degree of flexibility in the resources of any organisation in order to be able to respond with changes in resource needs without having to resort to major restructures and redundancies.

Current position

6. Appendix 1 gives a breakdown of the current staffing position as October 2014. The agency figures are always a “snapshot” as they can change on a daily basis dependent on requirements.
7. The report shows that we currently have c.13% of our resources employed on a flexible basis. Fixed term contracts are 7% and Agency staff at 6%.

8. Of those on a non-permanent contract, 8% are currently covering maternity absence.
9. The high use of Agency staff in the Built Environment and Children and Community Services is mainly in manual roles such as Cleaning, Parking, House Maids and Public Conveniences, all areas where we generally see a high turnover of staff.
10. The City of London Police have a number of “non-permanent” staff in there IS functions where they are undergoing restructures and require flexibility whilst the changes take place.

Conclusion

11. Overall staffing is under constant review and Chief Officers regularly review their resource requirements and the need to remain flexible. This focus will continue as they develop the more detailed plans to deliver the savings committed under the Service Based Review.

Contact:

Roger Farrington
Senior HR Manager
020 7332 3179
Roger.Farrington@cityoflondon.gov.uk