

Decision Maker: **IMPROVEMENT AND EFFICIENCY SUB-COMMITTEE**

Date: **19th February 2013**

Decision Type: Non-Urgent Non-Executive Non-Key

Title: **ANALYSIS OF STAFF LEAVERS**

Contact Officer: Graham Walton, Democratic Services Manager
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Chief Officer: Mark Bowen, Director of Resources

Ward: N/A

1. Reason for report

1.1 At its meeting on 26th September 2012 the General Purposes and Licensing Committee received a report on the numbers of staff who left the Council each year, the reasons that they left and related information. The Committee considered that this information would be of interest to this Sub-Committee.

2. **RECOMMENDATION(S)**

2.1 **That the report be considered and noted.**

Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Excellent Council:
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Financial

1. Cost of proposal: No Cost:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £320,320
 5. Source of funding: 2012/13 Revenue Budget
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Staff

1. Number of staff (current and additional): 8 (7.22 fte)
 2. If from existing staff resources, number of staff hours: N/A
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Legal

1. Legal Requirement: None:
 2. Call-in: Not Applicable: This report does not involve an executive decision.
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): N/A
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes No Not Applicable
2. Summary of Ward Councillors comments:

3. COMMENTARY

3.1 At its meeting on 26th September 2012 the General Purposes and Licensing Committee received a report on the numbers of staff who left the Council each year, the reasons that they left and other related information. The report had been prepared at the suggestion of Members of the Executive and Resources PDS Committee.

3.2 The minutes from the General Purposes and Licensing Committee's meeting are set out below –

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Following a request from Members at the Executive and Resources PDS Committee on 14th June 2012, the Committee received a report summarising information about staff leaving the Council, including their reasons for leaving and their destinations. The Chairman remarked that the views of staff leaving the Council were always particularly useful in pinpointing problems that needed to be addressed to improve the organisation, but Members were disappointed that the return rate for the exit questionnaire was not higher.

All staff were encouraged to use the appraisal process to raise concerns with their managers (and more senior staff above them if necessary) so that any issues could be dealt with at an early stage.

RESOLVED that the contents of the report be noted and referred to the Improvement and Efficiency Sub-Committee.

3.3 The report is attached as an appendix to this report.

Non-Applicable Sections:	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	None