



Temporary Agency Usage July 2016 – September 2016

Zero Hours Employees

SUMMARY

- 1.1 This report presents figures on agency usage through the Matrix contract covering the period July 2016 to September 2016.
- 1.2 The purpose of this report is to complement establishment control and other measures currently in place across the Council designed to support managers in providing a flexible workforce whilst supporting the medium term financial plan.
- 1.3 The tables in Appendix 2 show (previous quarter):
 - the number of new orders being placed with Matrix
 - the number of agreements in place at the end of the period
 - the number of agreements that have been in place over 12 weeks (the Agency Worker Regulations 2010 qualifying period) at the end of the period
 - the total spend and totals hours used for the period

The tables in Appendix 4 show trend data from April 2013 to date.

- 1.4 The report shows that the number of new orders being placed with Matrix has decreased compared with the previous quarter, however there has been an increase in hours used and therefore an overall increase in spend during the same period. Please see Supporting Information for analysis.
- 1.5 This report also shows the agency use in place as at 30th September 2016. This information is required as part of the Section 188 letter presented to the Trade Unions outlining proposals for potential redundancies – Appendix 3.
- 1.6 As requested the table in Appendix 5 shows the current number (September 2016) of zero hours contracts in schools and the Council

RECOMMENDATION

- 2.1 To note the content of this report, especially the increase in orders and the increase in usage/spend this quarter.
- 2.2 To continue to monitor the appropriate use of agency staff, the length of agreements and to consider other alternatives whenever possible to ensure that a reduction is achieved.

2.3 To note the numbers and distribution of zero hours contracts

REASONS FOR RECOMMENDATION

- 3.1 To continue the monitoring of overall spend, and appropriate use of agency staff including the length of agreements throughout the Council and provide the facility for monitoring performance.
- 3.2 To encourage discussion around less costly/alternative business solutions to be considered and savings to be made accordingly.
- 3.3 To minimise the recruitment of agency staff into the organisation at a time when the council is considering a range of options to support the medium term financial plan.
- 3.4 To reduce the use of zero hour contracts where possible.

SUPPORTING INFORMATION

- 4.1 Appendix 2 Figure1 shows there were 115 new orders in the period July 2016 to September 2016, representing a 5% increase on the previous quarter.
- 4.2 Appendix 2 Figure 2 shows there were a total of 290 service agreements open on 30th September 2016, indicating the number of workers available to work. This is a reduction of 1.4% compared to the previous quarter.
- 4.3 The retention of these temporary workers is reflected in Appendix 2 Figure 3 which shows of these 290 available service agreements there were 196 agreements that have been in place over 12 weeks. This would indicate that temporary workers are being retained longer.

Agency workers in place longer than 12 weeks have the right to the same basic terms and conditions as if they had been recruited directly in line with Agency Worker Regulations 2010. It is vital that Directorates understand the implications of continuing these contracts and should explore alternative ways to address any risks to the Council. HR Advisors can be contacted for advice on alternative options.

- 4.4 Appendix 2 Figure 4 shows an 8% increase in the overall spend this quarter, equating to £107,007. There was also a 5% increase in the overall hours worked compared to the previous quarter.
- 4.5 A headline report of this information is given in Appendix 3. This information is required by a Section 188 presented to the Trade Unions outlining proposals for potential redundancies.
- 4.6 Appendix 5 shows the current use of zero hour contracts across the Council and in maintained schools

OTHER OPTIONS CONSIDERED

5 None.

This report has been approved by the following officers:

Legal officer	N/A
Financial officer	N/A
Human Resources officer	Zoe Bird, HR Shared Services Manager
Estates/ Property officer	N/A
Service Director(s)	Janie Berry, Director of Governance
Other(s)	David Cox, Head of HR and Liz Moore, Strategic HR Manager

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Background papers:	None
List of appendices:	Appendix 1 – Implications Appendix 2 – Agency Usage July 2016 to September 2016 Appendix 3 – Snap Shot of Agency Usage as at 30 th September 2016 Appendix 4 – Agency usage trend since April 2013 Appendix 5 Zero hours contracts

IMPLICATIONS

Financial and Value for Money

- 1.1 The figures demonstrate an overall increase in agency spend which needs to be monitored, especially in light of budgetary pressures and the launch of the employment charter.

Legal

- 2.1 None

Personnel

- 3.1 Agency Worker Regulations 2010 dictate that after working Derby City Council in the same role for 12 weeks a temporary worker becomes entitled to the same pay (including any additional hours or overtime) and working conditions (working hours, rest breaks and paid holiday) as employees

IT

- 4.1 None

Equalities Impact

- 5.1 None

Health and Safety

- 6.1 None

Environmental Sustainability

- 7.1 None

Property and Asset Management

- 8.1 None

Risk Management

- 9.1 None

Corporate objectives and priorities for change

- 10.1 Continuing to monitor use and spend on agency workers contributes to giving excellent services and value for money.

Figure 1 - Table showing New Orders July 2016 to September 2016 (Please note - one order could be for more than one worker)

	Communities and Place	Organisation and Governance	People Services – Adults	People Services – Children's	Total
Orders Placed					
Total Orders placed	35	3	54	23	115
Reason for Orders					
Cover for Maternity/Paternity/Adoption Leave	1			2	3
Cover pending review of post					
Cover for peak in workload	25		5	5	35
Emergency Cover for Essential service			2		2
Cover for secondment			3	1	4
Cover for holiday	1		21		22
Cover for sickness absence	4		18	11	33
Cover pending recruitment to a vacancy		3		4	7
Cover pending review of post/structure	4				4
Specialist Project work			5		5

Figure 2 - Table showing Total Service Agreements in Place on 30th September 2016

	Communities and Place	Organisation and Governance	People Services – Adults	People Services – Children's	Total
Total of Agreements in place (one agreement is one worker)	162	10	68	50	290

Figure 3 - Table showing Total Service Agreements over 12 Weeks on 30th September 2016

	Communities and Place	Organisation and Governance	People Services – Adults	People Services – Children's	Total
Total of Agreements in place (one agreement is one worker)	145	8	14	29	196

Figure 4 - Table showing Total Agency Use & Spend July 2016 to September 2016

	Communities and Place	Organisation and Governance	People Services – Adults	People Services – Children's	Total
Spend (£)					
July	£194,684	£34,134	£68,014	£153,902	£450,734
August	£197,034	£43,965	£68,043	£155,374	£464,416
September	£219,248	£47,778	£89,456	£191,422	£547,904
Total	£610,966	£125,877	£225,513	£500,698	£1,463,054
Hours Used					
July	14,142	1,392	4,184	5,096	24,814
August	14,211	1,585	3,946	5,045	24,787
September	16,115	1,555	4,752	5,818	28,240
Total	44,468	4,532	12,882	15,959	77,841

Appendix 3

Breakdown of Workers in Place 30th September 2016

Directorate	Type of Worker	Type of Work	No: Being Used	
People Services - Adults	Care Assistant	Providing unqualified social care	50	
	Carelink Operator	Providing unqualified social care	1	
	Community Care Worker	Providing Qualified social care	1	
	Kitchen Assistant with Cooking	Catering / Hospitality	3	
	Occupational Therapist	Providing Qualified social care	2	
	Senior Practitioner	Providing Qualified social care	1	
	Social Worker	Providing Qualified social care	2	
	Social Worker - Advanced	Providing Qualified social care	3	
	Social Worker/Care Manager	Providing Qualified social care	5	68 Total in People Services - Adults
People Services – Children's	Advanced Social Worker	Providing Qualified social care	29	
	Care Assistant	Providing unqualified social care	10	
	Contact Supervisor	Providing unqualified social care	1	
	Residential Child Care Worker	Providing unqualified social care	3	
	Responsible Officer	Providing Qualified social care	1	
	Service Manager	Providing Qualified social care	1	
	Social Worker	Providing Qualified social care	5	50 Total in people Services – Children's
Communities and Place	Administrator	Providing administrative support	1	
	Building Control Manager	Specific technical role	1	
	Building Surveyor Team Leader	Building Services & Maintenance	1	
	Building Surveyor	Specific technical role	1	
	Contract Supervisor	Specific technical role	2	
	Customer Service Advisor	Providing administrative support	5	
	Facilities Management Team Leader	Building Services & Maintenance	1	
	Fair Trading Officer	Specific technical role	1	
	Gardener	General Industrial	28	
	Gully Sideman	General Industrial	1	
	Highways Inspector	Specific technical role	1	
	Highways Operative	General Industrial	3	
	Housing Strategy Development Officer	Specialist role	1	
	Management Support Officer	Providing administrative support	2	
	Market Attendant	Specific technical role	17	
	Principle Asset Surveyor	Building Services & Maintenance	1	
	Principal Services Engineer (Maintenance)	Building Services & Maintenance	1	
	Project Engineer	Specific technical role	1	
	Refuse Collector	General Industrial	52	
	Senior Architectural Technician	Specific technical role	1	
	Senior Technician Highways	Specific technical role	1	
	Street Cleansing	General Industrial	37	
	Technical Support Assistant	Specific technical role	1	
	Trading Standards Officer	Specific technical role	1	162 Total in Communities and Place

Organisation and Governance	Administrator	Providing administrative support	1
	Benefits Assessor	Providing administrative support	1
	Business Development Officer	Sales/Marketing	1
	Development Lead – Strategic HR Support	Specialist project work	1
	HR Advisor	Specialist role	2
	PA to Service Director	Providing administrative support	1
	Principal Information Governance Officer	Specialist role	1
	Senior Infrastructure Support Officer	Specialist role	2

10 Total in Organisation and Governance

290 TOTAL Workers in place on 30th September 2016

Zero Hours Contracts**NON SCHOOLS**

	Count of Personal
1. Communities and Place Directorate	225
1. Organisation and Governance	68
1. People Services Directorate	91
Adults Health & Housing	17
Children & Young People's Services	13
Grand Total	414
Excluding Electoral Canvassers	362

SCHOOLS

Row Labels	Count of Personal
Alvaston Infant And Nursery School	20
Alvaston Junior Community School	6
Ash Croft Primary School	2
Ashgate Nursery	3
Ashgate Primary School	12
Asterdale Primary School	7
Beaufort Community Primary School	11
Becket Primary School	7
Borrow Wood Primary School	10
Brackensdale Infant School	1
Brackensdale Junior School	9
Breadsall Hill Top Primary School	2
Brookfield Primary School	8
Carlyle Infant and Nursery School	8
Cavendish Close Infant School	5
Cavendish Close Junior School	3
Central Community Nursery	16
Chaddesden Park Primary School	13
Chellaston Infant School	4
Cherry Tree Hill Primary School	6
Cotton Farm Primary School	2

Dale Community Primary School	10
Derwent Community School	9
Firs Estate Primary School	4
Gayton Community Junior School	3
Griffe Field Primary School	34
Hardwick Primary School	9
Homefields Primary School	5
Ivy House School	7
Kingsmead School	11
Lakeside Community Primary School	12
Lawn Primary School	4
Littleover Community School	48
Lord Street Community Nursery	2
Markeaton Primary School	16
Meadow Farm Community Primary School	3
Mickleover Primary School	12
Oakwood Infant And Nursery School	1
Oakwood Junior School	3
Parkview Primary School	18
Pear Tree Community Junior School	5
Portway Infant School	8
Portway Junior School	7
Ravensdale Infant School	5
Ravensdale Junior School	12
Redwood Primary School	12
Ridgeway Infant School	5
Roe Farm Primary School	2
Rosehill Infant And Nursery School	10
Shelton Infant School	1
Silverhill Primary School	3
Springfield Primary School	4
St Alban's Catholic Primary School	5
St Andrew's School	22
St Chad's Nursery And Infant School	11
St Clare's School	2
St Giles' School	3
St James' (Ce) Infants And Nursery School	3
St James' (CE) Junior School	7
St Joseph's Primary School	3

St Martin's School	1
St Mary's Catholic Primary School	13
St Peter's (Ce Aided) Junior School	4
St Werburgh's (Ce Aided) Primary School	14
Stonehill Nursery	1
Village Primary School	13
Whitecross Nursery	5
Wren Park Primary School	2
Grand Total	549

NEW ORDERS	Apr - Jun 13	Jul 13 - Sep 13	Oct - Dec 13	Jan - Feb 14 (2 months)	March - May 14	June - Aug 14	Sep - Nov 14	Dec 14 - Feb 15	Mar - May 15	Jun - Aug 15	Sept 15 - Nov 15	Dec 15 - Mar 16 (4 months)
Neighbourhoods	7	19	16	11	2	16	18	13	37	44	21	48
Adults Health & Housing	42	27	76	17	22	28	45	38	71	70	76	88
CYP non schools	20	10	14	4	8	9	4	15	31	6	16	19
Resources	9	9	2	4	1	5	0	1	2	2	1	3
Chief Executive Office	0	0	0	1	1	0	1	1	1	0	1	0
TOTAL	78	65	108	37	34	58	68	68	142	122	115	158
AGREEMENTS	Jun-13	Sep-13	Dec-13	Feb-14	May-14	Jun - Aug 14	Nov-14	Feb-15	May-15	Aug-15	Sept 15 - Nov 15	Dec 15 - Mar 16 (4 months)
Neighbourhoods	98	86	90	114	115	137	109	103	132	125	131	147
Adults Health & Housing	51	44	15	26	28	38	65	56	87	82	100	110
CYP non schools	37	22	12	16	11	22	18	28	50	24	28	35
Resources	15	19	5	14	11	10	2	3	3	4	6	9
Chief Executive Office	1	0	0	1	1	0	1	2	1	0	1	1
TOTAL	202	171	122	171	166	207	195	192	273	235	266	302
SPEND	Apr - Jun 13	Jul - Sep 13	Oct - Dec 13	Jan - Feb 14 (2 months)	March - May 2014	Jun - Aug 14	Sep - Nov 14	Dec 14 - Feb 15	Mar - May 15	Jun - Aug 15	Sept 15 - Nov 15	Dec 15 - Mar 16 (4 months)
Neighbourhoods	337,551	332,031	345,708	166,784	282,788	482,363	483,902	398,325	519,752	458,207	505,629	653,741
Adults Health & Housing	106,361	93,865	48,021	24,445	50,447	82,313	129,267	149,465	189,610	169,317	192,238	344,102
CYP non schools	136,031	136,039	157,233	113,446	107,510	224,781	300,487	265,774	430,391	353,800	376,521	509,711
Resources	86,919	100,463	97,874	50,182	93,424	87,726	43,753	25,689	23,465	82,643	84,594	118,743
Chief Executive Office	25,330	11,978	0	44,844	73,807	0	11,299	5,946	19,242	2,648	3,596	9,863
TOTAL	692,192	674,376	648,836	399,701	607,976	877,183	968,708	845,199	1,182,460	1,066,616	1,162,578	1,636,160
HOURS USED	Apr - Jun 13	Jul - Sep 13	Oct - Dec 13	Jan - Feb 14 (2 months)	March - May 2014	Jun - Aug 14	Sep - Nov 14	Dec 14 - Feb 15	Mar - May 15	Jun - Aug 15	Sept 15 - Nov 15	Dec 15 - Mar 16 (4 months)
Neighbourhoods	28,727	26,635	24,732	11,559	16,465	28,498	27,093	22,247	31,929	30,794	34,944	45,858
Adults Health & Housing	6,967	6,236	4,266	2,138	4,330	5,942	8,594	10,444	14,409	12,129	14,114	21,607
CYP non schools	5,979	5,102	4,934	3,400	3,619	7,899	9,100	8,689	13,985	10,821	11,307	15,793
Resources	6,137	6,541	5,707	2,903	4,478	2,962	2,299	1,191	1,238	2,521	2,522	4,329
Chief Executive Office	616	200	0	1,516	2,590	0	1,081	452	792	211	185	653
TOTAL	48,426	44,714	39,639	21,516	31,482	45,301	48,167	43,023	62,353	56,476	63,072	88,240

NEW ORDERS	Apr - Jun 16	Jul - Sep 16
Communities & Place	41	35
Organisation & Governance	4	3
People Services - Adults	45	54
People services - Children's	19	23
TOTAL	109	115
TOTAL AGREEMENTS		
Communities & Place	169	162
Organisation & Governance	12	10
People Services - Adults	70	68
People services - Children's	43	50
TOTAL	294	290
AGREEMENTS OVER 12		
Communities & Place	143	145
Organisation & Governance	9	8
People Services - Adults	28	14
People services - Children's	26	29
TOTAL	206	196
SPEND		
Communities & Place	570,600.00	610,966.00
Organisation & Governance	104,541.00	125,877.00
People Services - Adults	246,399.00	225,513.00
People services - Children's	434,507.00	500,698.00
TOTAL	1,356,047.00	1,463,054.00
HOURS USED		
Communities & Place	42,785.00	44468
Organisation & Governance	4,293.00	4532
People Services - Adults	13,095.00	12882
People services - Children's	13,787.00	15959
TOTAL	73,960.00	77,841.00