

MANAGEMENT BOARD**Update on Staff Numbers in 2008/09**

Note by the Director of Financial Management

Purpose

1. A first report on trends in staff numbers was made to the Management Board in May 2008 with a follow-up paper in July 2008. This paper provides an update including data for 2008/09.

Action

2. The Board is asked to take note of the trends in staff numbers in 2008/09.

Analysis of trends in staff numbers

3. Various analyses of the trends are given in the Annex attached. All figures are on a Full Time Equivalent (FTE) basis. A summary of the headcount figures is provided at Table 1, which follows a similar trend to that for FTEs. Further analysis on the headcount data is being undertaken to improve the quality of the information available.
4. Table 1 shows the trend in average FTE numbers over the five years from 2004/05 to 2008/09. In the first four years, the average number of FTEs increased by 3.0% per year. In 2008/09 the increase was 3.2%. Overall FTE numbers have increased by 12.5% since 2004/05. Some of these posts represent new services (e.g. Visitor Assistants). What is less clear is the extent to which existing staff have been moved from lower priority work to meet new demands.
5. Table 2 compares the monthly trends in 2008/09 with 2007/08. There is a fairly constant upward trend throughout the year and the increase from April 2008 to March 2009 was 5.2%.
6. Table 3 shows the monthly movement of FTEs during 2008/09 by department. Increases over the financial year include:
 - a. DIS – 14.7% (includes new outreach posts, expansion of the Education Service, SPIRE project and filling of vacancies);
 - b. DR – 13.3% (includes new posts in FOI, Commercial and for the review of Members' allowances et al – most of these posts are of a temporary nature)

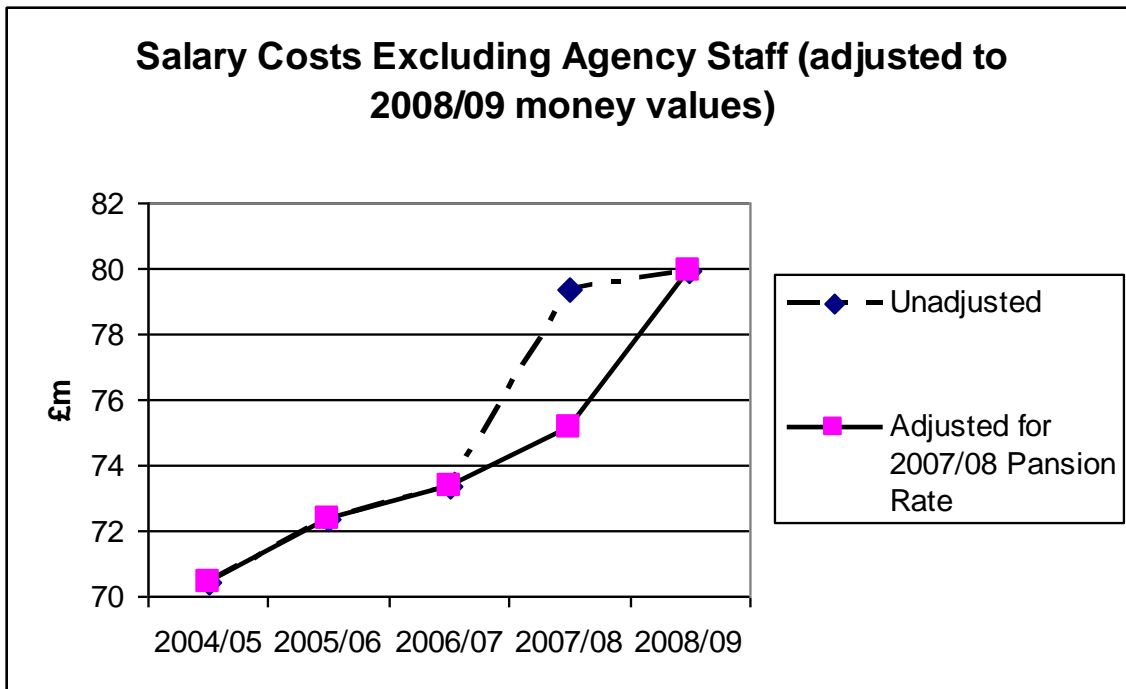
- c. PICT – 9.1% (includes replacement of contractors with permanent staff)

There was a smaller percentage increase in FTE posts in DCCS (4% mainly around staff vacancies) and numbers in DF reduced by 1.4% over the year.

- 7. Table 4 shows the monthly breakdown of staff numbers in 2008/09 by Pay Band. The most significant increases were in Pay Band A (11.9%) and Pay Band B (10.1%).

Analysis of staff costs

- 8. The trend in salary costs over the period is shown in the graph below. Costs have been adjusted to 2008/09 using the actual pay increases for each year. In 2007/08 there was a significant increase in the rate used for pension contributions which reduced back to historical levels in 2008/09. The impact of this has been omitted from the adjusted figure shown.



Over the period from 2004/05, salary costs have increased by 13.5% while annual average FTE numbers have increased by 12.5% meaning that there has been a real increase of 1.0% in the average salary cost per FTE. This suggests either a more stable workforce (i.e. lower recyclable pay through reduced number of leavers) and/or changes to the Pay Band level of certain posts.

Further Developments

9. Detailed FTE staff outturns to the end of December 2008 were shared with departments. Although the numbers were broadly agreed, some minor discrepancies existed between central and local HR records. These arose from the conventions used as well as the quality of data capture. Further work is in hand to develop more robust corporate staff planning and usage data.

10. In addition to the impact on Salary Costs, the increasing number of staff is putting pressure on accommodation. A new survey of accommodation which will provide an analysis by department will be completed by the end of May 2009. The raw data will require a great deal of analysis but this will be completed by the Summer Recess. The results will be used to complete the prototype costing model, as well as providing a staff/accommodation usage ratio.

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Director of Financial Management
May 2009

Table 1

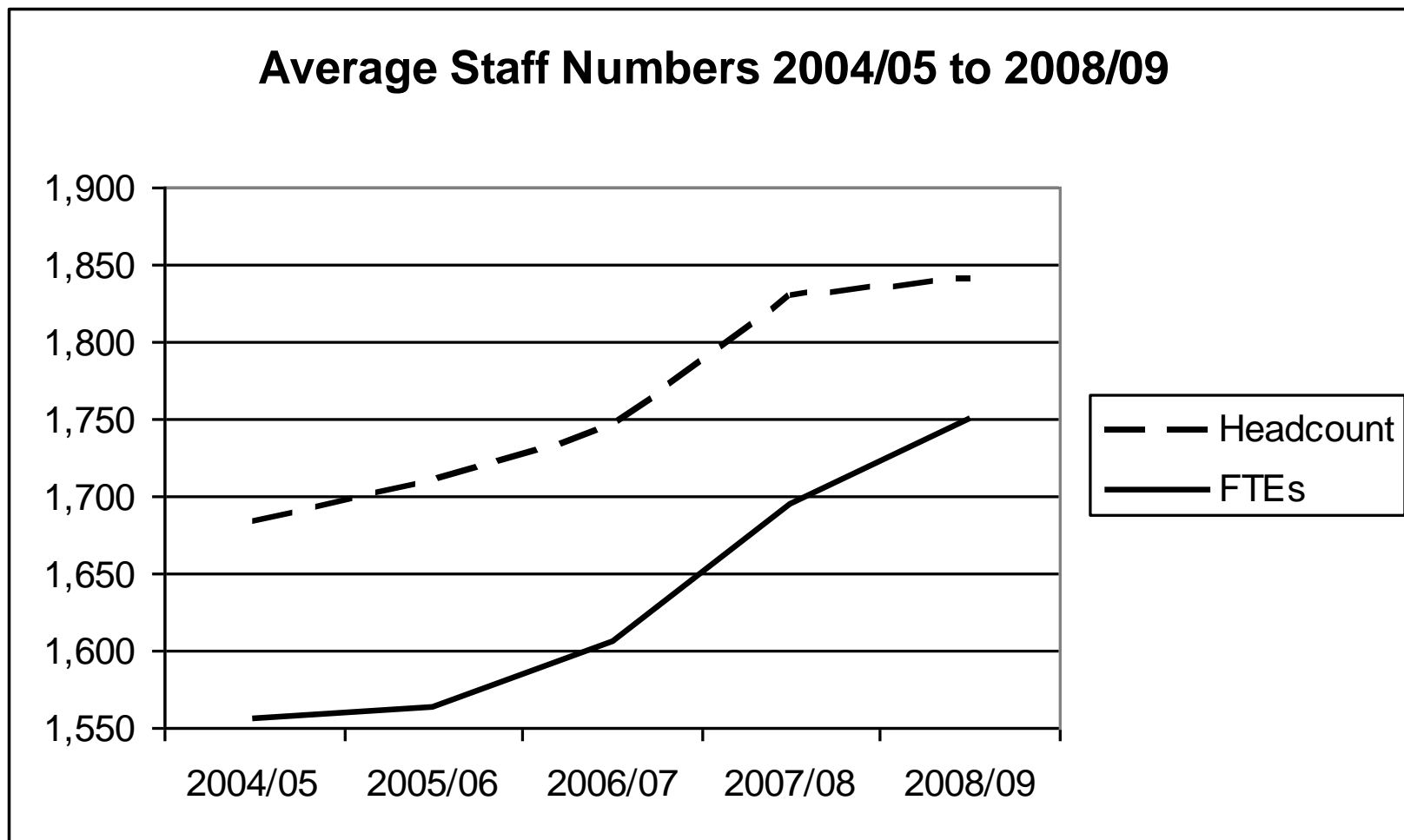


Table 2

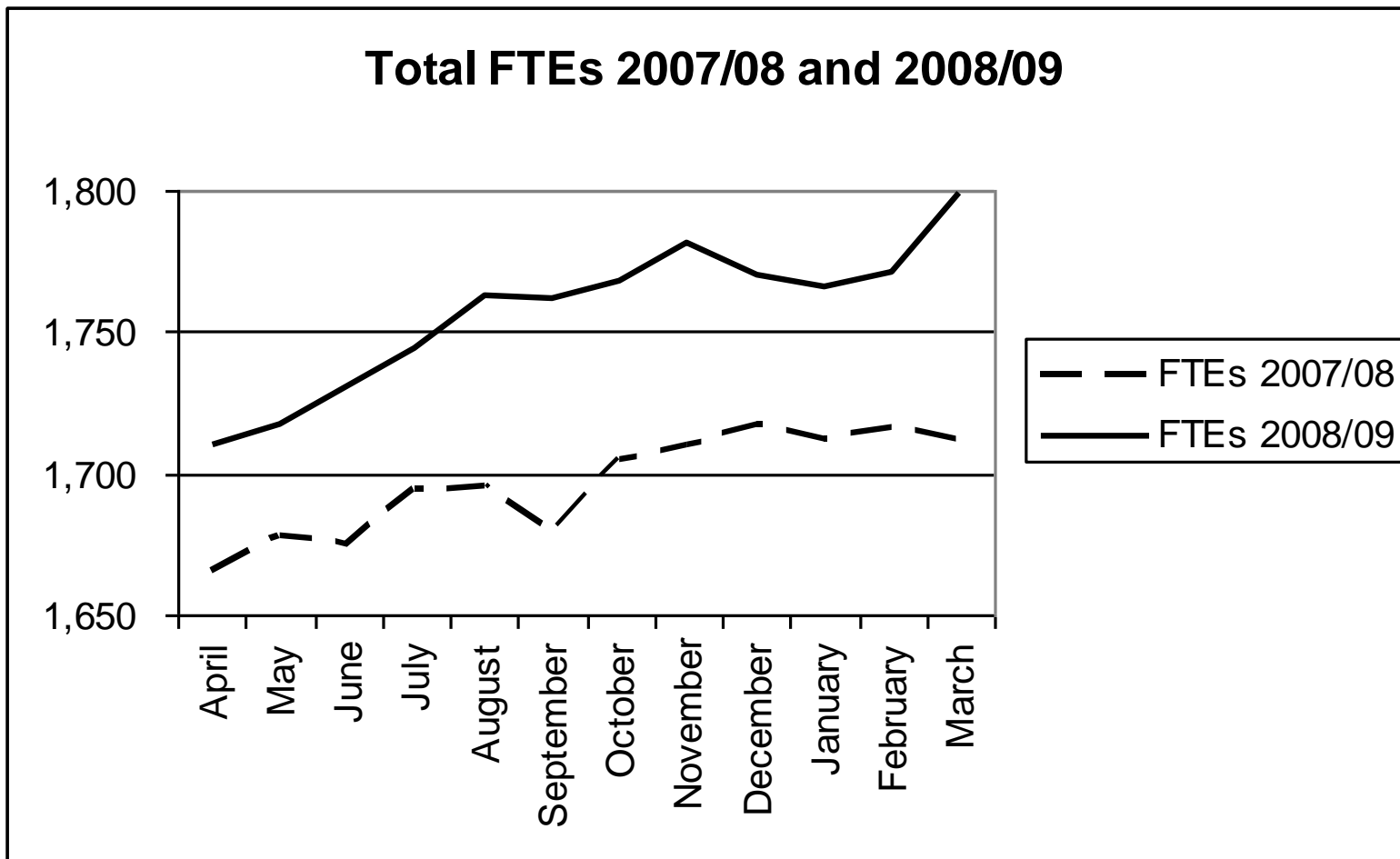
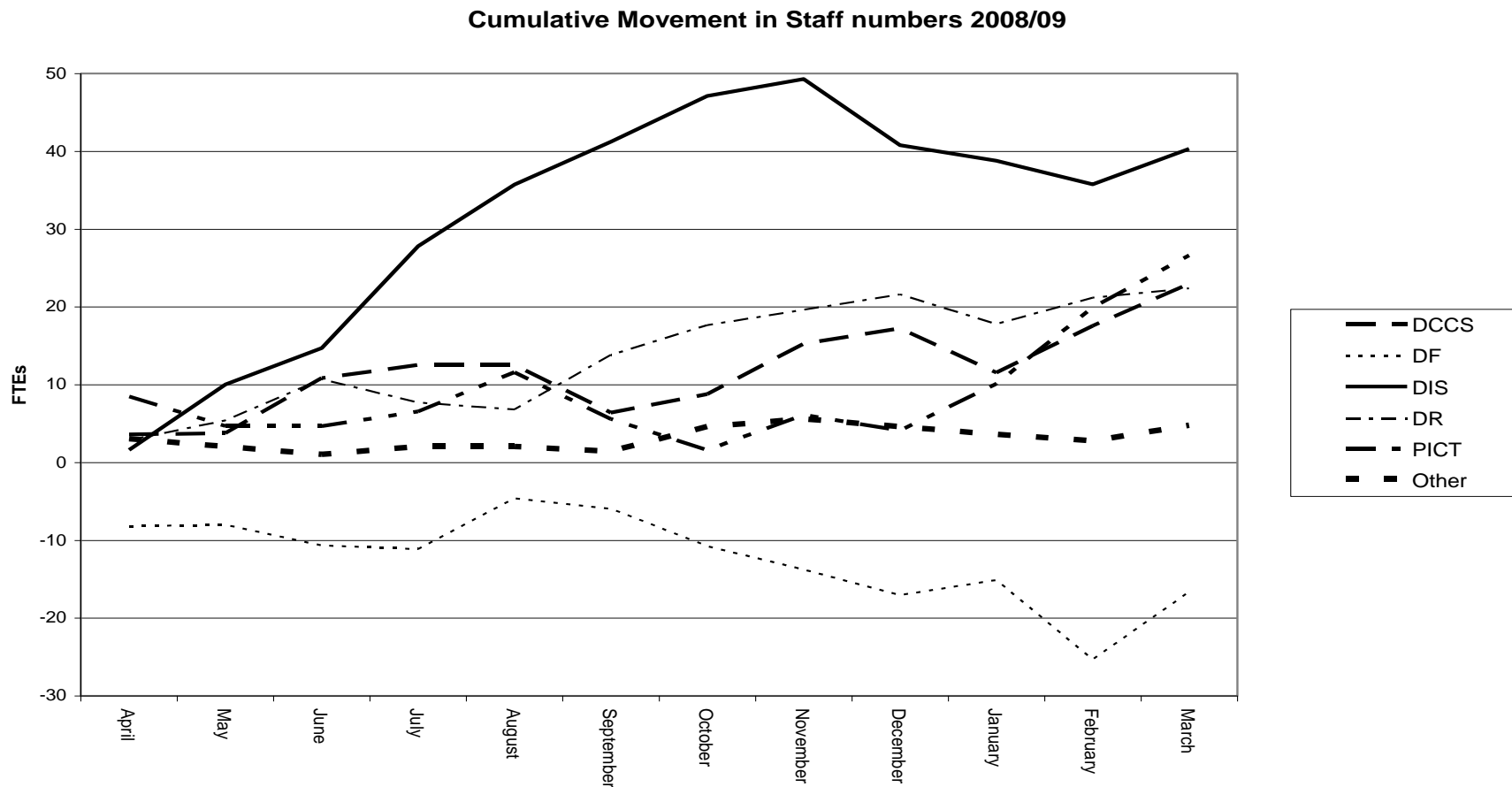


Table 3



Note: 'Other' includes OCE, the Speaker's Office and the Security Co-Ordinator, all areas where a single post can represent a large percentage of the staff.

Table 4

