St Edmundsbury Borough Council Workforce Development Data

1st January 2012 – 31st December 2012

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1.0 Methodology

The St Edmundsbury Borough Council Workforce Development Data covers all full-time, part-time and temporary employees. It does not include casual staff or leavers, unless specified.

This report is compiled from figures from 31st December 2012 and also includes the period 1st January 2012 to 31st December 2012 used to calculate staff turnover.

The organisation has been divided into the following Service Areas and relevant data extracted from Trent:

- Chief Executive's Office including Corporate Directors
- Administrative Services
- Environmental Health and Housing
- Finance, ICT, Revenues & Benefits, Procurement and Audit
- Property Services, Strategic Property and Engineering
- Planning and Economic Development
- Neighbourhood Management and Community Development
- Leisure Services
- Legal and Democratic Services
- Human Resources and Organisation Development, including Policy and Customer Services
- Waste, Street Scene and Projects

2.0 Summary

	2008	2009	2010	2011	2012
Headcount	637	613	506	495	481
FTE	512.7	498.2	454.5	445.6	431.1
Turnover	9.30%	9.0%	10.85%	11.58%	12.7%
Ethnicity	0.70%	0.85%	0.79%	0.62%	0.87%
Disability	8.00%	8.56%	6.72%	6.80%	7.71%
Age	%	%	%	%	%
<20	1.1	1.1	2.2	1.6	2.0
21-30	8.9	9.4	11.7	11.1	11.0
31-40	19.6	18.2	17.2	16.8	16.2
41-50	30.6	31.3	31.6	31.1	32.4
51-60	26.8	27.0	29.1	31.9	29.8
>60	11.0	9.8	7.9	7.1	7.9
>65	1.9	3.1	0.4	0.6	0.7
Length Of Service	%	%	%	%	%
<5 years	49.8	37.5	33.8	37.4	30.6
5 to 10	21.2	33.4	34.2	29.3	36.8
11 to 20	20.4	18.9	17.0	19.8	20.2
21 to 30	6.9	8.0	11.7	9.9	9.4
>30	1.7	2.3	3.4	3.6	3.1

3.0 Headcount

This data is based on 31st December 2012 and **does not** include vacant posts or casual staff.

Service Area	Headcount	Headcount as % of whole staff	Full Time Equivalents	% of FTE of whole staff
Administrative Services	11	2.3%	10.2	2.4%
Chief Executive's Office	11	2.3%	10	2.3%
Environmental Health & Housing	42	8.7%	36.7	8.5%
Finance, ICT, Revs & Bens, Procurement & Audit	80	16.6%	74.1	17.2%
Human Resources & Organisational Development	25	5.2%	19.5	4.2%
Legal & Democratic Services	15	3.1%	11.4	2.6%
Leisure	59	12.3%	46.1	10.7%
Neighbourhood Management & Development	7	1.5%	6.8	1.6%
Planning & Economic Development	39	8.1%	33.6	7.8%
Property & Engineering	49	10.2%	40.3	9.3%
Waste & Street Scene	143	29.7%	142.4	33.0%
TOTAL	**481**	**100%**	**431.1**	**100%**

	2008	2009	2010	2011	2012
Head Count	637	613	506	495	481
FTE	512.7	498	454.5	445.6	431.1

- Headcount has reduced by **14** staff.
- FTE has reduced by **14.5**
- The service area with the biggest headcount and FTE is Waste & Street Scene with **143** and **142.4** respectively, which makes up 33% of the workforce.

4.0 Age Analysis

This data is based on full, part-time and temporary staff and **does not** include casual staff. It shows the age profile of staff on the 31st December 2012.

Service Area	Headcount	<20	21-30	31-40	41-50	51-60	61-65	>65	Average age
Administrative Services	11	1	0	2	3	5	0	0	47
Chief Executive's Office	11	0	0	1	3	6	1	0	45
Environmental Health & Housing	42	0	8	13	12	9	0	0	41
Finance, ICT, Revs & Bens, Procurement & Audit	80	2	8	15	22	30	2	1	46
Human Resources & Organisational Development	25	3	2	3	6	7	4	0	46
Legal & Democratic Services	15	0	2	2	5	4	2	0	47
Leisure	59	0	7	12	21	15	3	1	46
Neighbourhood Management & Development	7	0	2	0	2	3	0	0	44
Planning & Economic Development	39	0	5	6	19	8	1	0	44
Property & Engineering	49	0	4	4	15	17	8	1	51
Waste & Street Scene	143	4	15	20	48	39	17	0	47
TOTAL	**481**	**10**	**53**	**78**	**156**	**143**	**38**	**3**	**46**

Age analysis compared with the last five years:

	2008 (%)	2009 (%)	2010 (%)	2011 (%)	2012 (%)
<20	1.1	1.1	2.2	1.6	2.0
21-30	8.9	9.4	11.7	11.1	11.0
31-40	19.6	18.2	17.2	16.8	16.2
41-50	30.6	31.3	31.6	31.1	32.4
51-60	26.8	27.0	29.1	31.7	29.8
61-65	11.0	9.8	7.9	7.1	7.9
>65	1.9	3.1	0.4	0.6	0.7

- The service areas with the oldest age profiles are Chief Executive's Office with **63.6%** of staff over 50 and Property & Engineering with **51%** over 50.
- **37.6 %** of the overall workforce is over 50.
- **29.3 %** of the workforce is 40 or under, compared with **29.5%** in 2011.

Age analysis by grade:

Grade	TOTAL	<20	21-30	31-40	41-50	51-60	61-65	>65
Apprentice	7	6	1	0	0	0	0	0
1	1	0	0	0	1	0	0	0
2	25	3	5	2	9	4	2	0
3	143	1	21	21	42	39	17	2
4	110	0	12	17	36	35	10	0
5	59	0	6	12	18	17	5	1
6	47	0	7	10	14	14	2	0
7	29	0	0	11	8	10	0	0
8	20	0	0	2	10	7	1	0
9	19	0	0	3	11	5	0	0
10	4	0	0	0	1	3	0	0
11	3	0	0	0	0	2	1	0
12	4	0	0	0	0	4	0	0
13	1	0	0	0	0	1	0	0
HS1	3	0	0	0	2	1	0	0
HS2	3	0	0	0	1	2	0	0
Director	2	0	0	0	2	0	0	0
CEO	1	0	0	0	1	0	0	0

- This table shows a rough correlation between age and pay grade.

5.0 Gender

This data is based on full, part-time and temporary staff and **does not** include casual staff. It shows the gender of profile on the 31st December 2012.

Service Area	Headcount	Male	Female	% Male	% Female
Administrative Services	11	0	11	0	100
Chief Executive's Office	11	3	8	27.3	72.7
Environmental Health & Housing	42	12	30	28.6	71.4
Finance, ICT, Revs & Bens, Procurement & Audit	80	28	52	35.0	65.0
Human Resources & Organisational Development	25	4	21	16.0	84.0
Legal & Democratic Services	15	2	13	13.3	86.7
Leisure	59	30	29	50.8	49.2
Neighbourhood Management & Development	7	2	5	28.6	71.4
Planning & Economic Development	39	10	29	25.6	74.4
Property & Engineering	49	28	21	57.1	42.9
Waste & Street Scene	143	136	7	95.1	4.9
TOTAL	**481**	**255**	**226**	**53.01**	**46.99**

	2008	2009	2010	2011	2012
Male	48.0%	48.6%	50.6%	52.9%	53.01
Female	52.0%	51.4%	49.4%	47.1%	46.99

- Waste & Street Scene is the most male dominated area, although the majority of other service areas are dominated by female staff.
- The distribution is **46%** female and **53%** male across the organisation.
- The distribution shows a slight increase in males and a decrease in female employees for 2012.

Gender analysis by grade:

Grade	TOTAL	No. of males	No. of females	% male	% female
Apprentice	7	5	2	71.43	28.57
1	1	0	1	0	100
2	25	12	13	48.00	52.00
3	143	81	62	56.64	43.36
4	110	66	44	60.00	40.00
5	59	27	32	45.76	54.24
6	47	17	30	36.17	63.83
7	29	15	14	51.72	48.28
8	20	12	8	60.00	40.00
9	19	10	9	52.63	47.37
10	4	4	0	100.00	0.00
11	3	2	1	66.67	33.33
12	4	1	3	25.0	75.00
13	1	0	1	0.00	100
HS1	3	0	3	0.00	100
HS2	3	2	1	66.67	33.33
Director	2	1	1	50.00	50.00
CEO	1	1	0	100	0.00

- This table shows that there is quite an equal split between male and female members of staff across the pay grades apart from Grades with few employees such as: Apprentices, Grade 1 and Grade 13. There is a balance of men and women in both the top and the bottom pay grades.
- Represents success in apprentice opportunities in non-traditional apprentice routes e.g. cleansing, waste, landscape, fleet

6.0 Length of Service

These figures are based on the length of service of full time, part time and temporary staff at St Edmundsbury Borough Council but **do not** include casual Staff.

Service Area	Headcount	<5 years	5 to 10 years	11 to 20 years	21 to 30 years	>30
Administrative Services	11	3	5	2	1	0
Chief Executive's Office	11	1	5	5	0	0
Environmental Health & Housing	42	16	14	6	5	1
Finance, ICT, Revs & Bens, Procurement & Audit	80	15	28	22	8	7
Human Resources & Organisational Development	25	7	12	4	2	0
Legal & Democratic Services	15	4	6	2	3	0
Leisure	59	21	20	13	5	0
Neighbourhood Management & Development	7	1	5	0	1	0
Planning & Economic Development	39	4	22	8	4	1
Property & Engineering	49	20	14	10	3	2
Waste & Street Scene	143	55	46	25	13	4
TOTAL	**481**	**147**	**177**	**97**	**45**	**15**

Comparison in length of service between 2007 and 2011:

	2008	2009	2010	2011	2012
<5 years	49.8%	37.5%	33.8%	37.4%	30.6%
5-10 years	21.2%	33.4%	34.2%	29.3%	36.8%
11 - 20 years	20.4%	18.9%	17.0%	19.8%	20.2%
21 -30 years	6.9%	8.0%	11.7%	9.9%	9.4%
>30 years	1.7%	2.3%	3.4%	3.6%	3.1%
Average length of service					9.7 years

- **30.6%** of staff have less than 5 years service compared to 37.4% in 2011 and 49.8% in 2008. This indicates that despite an increase last year, recruitment has slowed over the last five years.
- **12.5%** of staff have over 20 years service compared to 13.5% in 2011.
- The service area with the longest length of service is Legal & Democratic Services where **20%** of staff have over 20 years service.
- The service area with the shortest length of service is Property & Engineering where **40.82%** of staff has less than 5 years experience.

7.0 Turnover

The figures shown below are based on all permanent and temporary staff. The figures used for the data shown below are for the period 1st January 2012 and 31st December 2012 and includes **all** reasons for leaving, including end of temporary contracts but excluding TUPE transfers and all casual staff

	2008	2009	2010	2011	2012
Turnover	9.1%	9.0%	10.85%	11.58%	12.7%

Service Area	Annual average headcount	Leavers (excl TUPE)	Turnover
Administrative Services	11	1	9.1%
Chief Executive's Office	11.5	3	26.1%
Environmental Health & Housing	38	3	7.9%
Finance, ICT, Revs & Bens, Procurement & Audit	80	8	10.0%
Human Resources & Organisational Development	25	2	8.0%
Legal & Democratic Services	14.5	1	6.9v
Leisure	62.5	13	20.8%
Neighbourhood Management & Development	8	0	0%
Planning & Economic Development	44.5	10	22.5%
Property & Engineering	47.5	8	16.8%
Waste & Street Scene	146	13	8.9%
TOTAL	**488.5**	**62**	**12.7**%

Number of voluntary leavers (resignations & early retirements) = 24
Voluntary turnover = 4.9%

Comments:

- Turnover calculated using an average annual headcount of **488.5** taken from headcounts at the beginning and end of the year. Turnover by service area has also been calculated by leavers against annual average headcounts.

- The **12.7**% is a higher turnover figure than that recorded as a KPI as it includes **all** reasons for leaving not just voluntary resignations.

7.1 Leaver's Length of Service

All the figures shown below are based on permanent and temporary staff and include **all** reasons for leaving.

Length of service (years)	Leavers	% of leavers
<1	10	16.1%
1 to 2	9	14.5%
2 to 3	5	8.1%
3 to 4	6	9.7%
4 to 5	2	3.2%
5 to 10	10	16.1%
10 to 15	4	6.5%
15 to 20	5	8.1%
>20	11	17.7%
TOTAL	**62**	**100.0%**

Less than 1 year
- Resignation – 2
- End of Temporary Contract – 3
- Dismissal – 5

1 to 2 years
- Resignation – 3
- End of Temporary Contract – 2
- Dismissal – 3
- Lack of Capability -1

Comparison in leavers' length of service between 2008 and 2012:

Length of service	2008	2009	2010 (incl TUPE)	2010 (excl TUPE)	2011 (incl TUPE)	2011 (excl TUPE)	2012
<1 year	15.5%	7.9%	8.6%	16.9%	15.5%	14.1%	16.1%
1-2 years	15.5%	9.5%	10.3%	8.5%	8.6%	7.8%	14.5%
2-3 years	10.3%	7.9%	6.0%	3.4%	10.3%	9.4%	8.1%
3-4 years	5.2%	6.3%	8.6%	13.6%	8.6%	7.8%	9.7%
4-5 years	5.2%	4.8%	7.8%	6.8%	0%	1.6%	3.2%
5-10 years	17.2%	27.0%	37.9%	28.8%	25.9%	26.6%	16.1%
10-15 years	12.1%	14.2%	7.8%	10.2%	6.96%	6.3%	6.5%
15-20 years	8.6%	12.7%	6.9%	5.1%	3.4%	3.1%	8.1%
>20 years	10.3%	9.5%	6.0%	6.8%	20.7%	23.4%	17.7%

- **51.6 %** of all leavers have 0 – 5 years experience
- **16.1 %** of all leavers have 5 - 10 years experience

7.2 Reasons for leaving

Reason for leaving	Number	Percentage
Resignation	23	37.1%
Redundancy	13	21%
Retirement	6	9.7%
Flexible retirement	0	0%
Dismissal	6	9.7%
Early retirement	1	1.6%
Within probation period	4	6.5%
Ill health retirement	0	0%
Lack of capability	1	1.6%
Death in service	0	0%
End of temporary contract	7	11.3%
TUPE transfer	0	0%
Other reason	1	1.5%
TOTAL	**62**	**100.0%**

Comparison in reasons for leaving between 2009 and 2012:

Reason for leaving	2009	2010 (excluding TUPE transfers)	2011 (excluding TUPE transfers)	2012
Resignation	46.0%	37.3%	39.7%	37.1%
Redundancy	17.5%	11.9%	12.1%	14.5%
Retirement	6.3%	22.0%	24.1%	9.7%
Flexible retirement	6.3%	0%	0%	0%
Dismissal	4.8%	3.4%	1.7%	9.7%
Early retirement	4.8%	5.1%	3.4%	1.6%
Voluntary redundancy	4.8%	0%	1.7%	6.5%
Within probation period	3.2%	1.7%	1.7%	6.5%
Ill health retirement	3.2%	5.1%	1.7%	0%
Lack of capability	1.6%	1.7%	3.4%	1.6%
Death in service	1.6%	1.7%	0%	0%
End of temporary contract	-	10.7%	8.6%	11.3%
Other reason	-	-	1.7%	1.6%
TOTAL	100.0%	100.0%	100.0%	100%

8.0 Full Time v Part Time

Service Area	Headcount	Part time	Full Time	% Part time	% Full time
Administrative Services	11	4	7	36.36	63.64
Chief Executive's Office	11	3	8	27.27	72.73
Environmental Health & Housing	42	13	29	30.95	69.05
Finance, ICT, Revs & Bens, Procurement & Audit	80	21	59	26.25	73.75
Human Resources & Organisational Development	25	13	12	52.00	48.00
Legal & Democratic Services	15	8	7	53.33	46.67
Leisure	59	27	32	45.76	54.24
Neighbourhood Management & Development	7	1	6	14.29	85.71
Planning & Economic Development	39	14	25	35.90	64.10
Property & Engineering	49	18	31	36.73	63.27
Waste & Street Scene	143	4	139	2.80	97.20
TOTAL	**481**	**126**	**355**	**26.20**	**73.80**

	2008	2009	2010	2011	2012
Full time	62.8%	63.8%	74.5%	73.9%	73.80
Part time	37.2%	36.2%	25.5%	26.1%	26.20

- The service area with the greatest percentage of part time staff is Legal & Democratic Services with **53.33%**, followed by Human Resources & Organisational Development with **52.00 %** part time.
- The service area with the greatest percentage of full time staff is Waste & Street Scene at **97.20%**, followed by Neighbourhood Management & Development at **85.71%**.

8.1 Full time v Part time by Gender

Service Area	Headcount	% part time female	% part time male	% full time female	% full time male
Administrative Services	11	36.36	0	63.64	0
Chief Executive's Office	11	18.18	9.09	54.55	18.18
Environmental Health & Housing	42	26.19	4.76	45.24	23.81
Finance, ICT, Revs & Bens, Procurement & Audit	80	22.50	2.50	42.50	32.50
Human Resources & Organisational Development	25	44.00	8.00	40.00	8.00
Legal & Democratic Services	15	40.00	13.33	40.00	6.67
Leisure	59	28.81	16.95	20.34	33.90
Neighbourhood Management & Development	7	14.49	0.00	57.14	28.57
Planning & Economic Development	39	35.90	2.56	38.46	23.08
Property & Engineering	49	20.41	16.33	22.45	40.82
Waste & Street Scene	143	2.10	0.70	2.80	94.41
TOTAL	**481**	**20.17**	**6.03**	**26.61**	**47.19**

- The largest category of the workforce is Full time males at **47.19%** as a total across the organisation.

9.0 Ethnicity

The figures below are for full time, part time and temporary staff and are based on data available on 31st December 2012.
Total percentage of ethnic minorities employed **= 0.87%**

Service Area	Headcount	Recorded responses	No. of BME	% recorded responses
Administrative Services	11	11	0	100.00
Chief Executive's Office	11	11	0	100.00
Environmental Health & Housing	42	40	0	95.24
Finance, ICT, Revs & Bens, Procurement & Audit	80	77	3	96.25
Human Resources & Organisational Development	25	24	0	96.00
Legal & Democratic Services	15	15	0	100.00
Leisure	59	56	0	94.92
Neighbourhood Management & Development	7	7	0	100.00
Planning & Economic Development	39	37	0	94.87
Property & Engineering	49	48	1	97.96
Waste & Street Scene	143	136	0	95.10
TOTAL	**481**	**462**	**4**	**96.05**

	2008	2009	2010	2011	2012
Number of BME	4	5	4	3	4
Ethnicity	0.7%	0.85%	0.79%	0.62%	0.87%

- The organisation has 4 members of staff from BME groups.
- This has remained consistently at less than 1% since 2008, despite the BME figure for the St Edmundsbury region increasing over the years.

9.1 Ethnicity including any other background

Service Area	Headcount	Recorded responses	Not white - British	% recorded responses
Administrative Services	11	11	0	100.00
Chief Executive's Office	11	11	0	100.00
Environmental Health & Housing	42	40	1	95.24
Finance, ICT, Revs & Bens, Procurement & Audit	80	77	4	96.25
Human Resources & Organisational Development	25	24	0	96.00
Legal & Democratic Services	15	15	0	100.00
Leisure	59	56	0	100.00
Neighbourhood Management & Development	7	7	0	100.00
Planning & Economic Development	39	37	0	94.87
Property & Engineering	49	48	2	97.96
Waste & Street Scene	143	136	2	95.10
TOTAL	481	462	9	96.05

- Including staff from any other background gives a figure of **1.87%** not white British.

Ethnicity analysis by grade:

Grade	TOTAL	No. of declared BME	No. of declared non white-British
Apprentice	7	0	0
1	1	0	0
2	25	1	0
3	143	0	2
4	110	1	1
5	59	1	2
6	47	0	0
7	29	0	0
8	20	1	0
9	19	0	0
10	4	0	0
11	3	0	0
12	4	0	0
13	1	0	0
HS1	3	0	0
HS2	3	0	0
Director	2	0	0
CEO	1	0	0

10.0 Disability

The figures below are for full time, part time and temporary staff and are based on data available on 31st December 2012.

Service Area	Headcount	Recorded responses	No of staff who declare themselves disabled	% recorded responses
Administrative Services	11	9	1	81.82
Chief Executive's Office	11	11	0	100.00
Environmental Health & Housing	42	37	5	88.10
Finance, ICT, Revs & Bens, Procurement & Audit	80	73	5	91.25
Human Resources & Organisational Development	25	24	0	96.00
Legal & Democratic Services	15	15	1	100.00
Leisure	59	57	0	96.61
Neighbourhood Management & Development	7	7	0	100.00
Planning & Economic Development	39	33	3	84.62
Property & Engineering	49	45	10	91.84
Waste & Street Scene	143	117	8	81.82
TOTAL	481	428	33	88.98

	2008	2009	2010	2011	2012
Disability	9.5%	8.56%	6.72%	6.80%	7.71%

- Property & Engineering is the service area with the highest percentage of employees declared disabled with **20.40 %**, followed by Environmental Health & Housing at **11.90 %**.
- ***3.8%** of residents across the borough currently claim for disability allowance

* Source: DWP Information, Governance and Security Directorate: Disability Living Allowance Claimants at February 2012

Disability analysis by grade:

Grade	TOTAL	No. declaring disability	% declaring disability
Apprentice	7	0	0.00
1	1	0	0.00
2	25	5	20.00
3	143	13	9.09
4	110	7	6.36
5	59	1	1.69
6	47	2	4.26
7	29	2	6.90
8	20	2	10.00
9	19	0	0.00
10	4	1	25.00
11	3	0	0.00
12	4	0	0.00
13	1	0	0.00
HS1	3	0	0.00
HS2	3	0	0.00
Director	2	0	0.00
CEO	1	0	0.00

11.0 Corporate Training

The figures below are based on full, part time and temporary staff and **do not** include casual staff or leavers. It shows the data from 31st December 2012 for training events attended.

Service Area	Events per employee	Events per male	Events per female	Events per Full Time	Events per Part Time
Administrative Services	1.1	0.0	1.1	1.0	1.3
Chief Executive's Office	1.2	0.7	1.4	1.6	0.0
Environmental Health & Housing	1.5	1.4	1.6	1.6	1.4
Finance, ICT, Revs & Bens, Procurement & Audit	0.7	0.7	0.7	0.8	0.3
Human Resources & Organisational Development	1.2	2.0	1.1	1.8	0.8
Legal & Democratic Services	0.4	0.0	0.5	0.3	0.5
Leisure	0.3	0.3	0.3	0.4	0.2
Neighbourhood Management & Development	1.3	0.5	1.6	1.3	1.0
Planning & Economic Development	1.2	0.5	1.4	1.4	0.9
Property & Engineering	0.6	0.6	0.5	0.6	0.6
Waste & Street Scene	0.2	0.2	0.0	0.2	0.0
TOTAL	1.6	0.4	0.9	0.7	0.5

- Each employee in the organisation attended **1.6 events** of corporate training this has increased from **0.9 events** in 2011.
- The service area that attended the most training events is **Environmental Health & Housing** with each employee partaking in **1.5 events** of training.
- Full time employees attended of **0.7** compared with **0.5** events attended by part-time staff across the organisation.

12.0 Maternity

The figures below are based on full, part time and temporary staff and **do not** include casual staff or leavers. It shows the data from 1st January 2012 to 31st December 2012.

Service Area	No. of staff who left on maternity leave.	No. of staff who returned from maternity leave
Administrative Services		
Chief Executive's Office		1
Environmental Health & Housing	2	
Finance, ICT, Revs & Bens, Procurement & Audit		3
Human Resources & Organisational Development	1	
Legal & Democratic Services	1	
Leisure		
Neighbourhood Management & Development		
Planning & Economic Development		
Property & Engineering		
Waste & Street Scene		
TOTAL	**4**	**4**

13.0 Disciplinaries, Grievances and Case Reviews

	2008	2009	2010	2011	2012
Disciplinaries	11	10	5	4	12
Grievances	2	0	2	0	0
Dismissals due to capability	-	-	4	1	1
Absence review meetings	-	-	16*	18	45
Case review hearings	-	-	2*	3	4
TOTAL	**13**	**10**	**29***	**26**	**62**

*Estimated figures for 2010

The increase in Absence review meetings is a direct reflection of new procedures to ensure timely completion of absence reviews and follow up meetings.

14.0 Contract Type

This data is based on 31st December 2012 and does not include casual staff.

Service Area	Headcount	Temp contracts	% Department on temporary contact
Administrative Services	11	1	9.09
Chief Executive's Office	11	0	0.00
Environmental Health & Housing	42	13	30.95
Finance, ICT, Revs & Bens, Procurement & Audit	80	4	5.00
Human Resources & Organisational Development	25	4	16
Legal & Democratic Services	15	2	13.33
Leisure	59	1	1.69
Neighbourhood Management & Development	7	0	0.00
Planning & Economic Development	39	3	7.69
Property & Engineering	49	2	4.08
Waste & Street Scene	143	6	4.20
TOTAL	**481**	**36**	**7.48**

	2009	2010	2011	2012
Number of staff on temporary contract	26	42	54	36
% organisation on temporary contract	4.2%	8.3%	10.9%	7.48

- The number of staff on temporary contract may reflects the use of temporary contracts prior to restructuring.

15.0 Recruitment Data

This data is from the period from 1st January 2012 to 31st December 2012 and **excludes** vacancies not filled.

Total vacancies	28
Advertised externally	22
Advertised internally	6
Average fill time	22.27

Service Area	No of vacancies	Advertised externally	Advertised internally	Average fill time (days)
Administrative Services	0	0	0	0
Chief Executive's Office	0	0	0	0
Environmental Health & Housing	5	1	4	24.2
Finance, ICT, Revs & Bens, Procurement & Audit	1	1	0	14
Human Resources & Organisational Development	3	3	0	27
Legal & Democratic Services	0	0	0	0
Leisure	6	6	0	28.67
Neighbourhood Management & Development	0	0	0	0
Planning & Economic Development	2	1	1	13
Property & Engineering	1	1	0	19
Waste & Street Scene	10	9	1	30
TOTAL	**28**	**22**	**6**	**22.27**

	2009	2010	2011	2012
Total vacancies	27	34	31	28
Advertised externally	85.1%	76.5%	74.2%	79%
Advertised internally	14.9 %	23.5%	25.8%	21%
Average fill time	21.9 days	23.6 days	27.5 days	

16.0 Apprenticeships

This shows the number of apprentices in the organisation at 31st December 2012.

Service Area	2010	2011	2012
Administrative Services	0	1*	0
Chief Executive's Office	0	0	0
Environmental Health & Housing	0	0	0
Finance, ICT, Revs & Bens, Procurement & Audit	1	0	2
Human Resources & Organisational Development	2	0	2
Legal & Democratic Services	0	0	0
Leisure	1	1*	0
Neighbourhood Management & Development	0	0	0
Planning & Economic Development	0	0	0
Property & Engineering	0	0	0
Waste & Street Scene	3	5	3
TOTAL	7	7	7

17.0 Appendix: Regional Data

Key Population Figures 2011

	St Edmundsbury %	East of England %	England %
All persons (count)	111,008	5,846,965	53,012,500
Males	50.1	49.2	49.2
Females	49.9	50.8	50.8
Aged 0-14	17.1	17.7	17.8
Aged 65+	18.9	17.5	16.3
White	96.1	90.9	85.5
Mixed	1.27	2	2.3
Asian	1.37	4.3	7.0
Black	0.81	2.	3.4
Other	0.45	0.8	1.8