

## Frequently Asked Questions – Workforce Information Reports

### Establishment Summary by Directorate

Q1 - What does **Not Recorded** mean on the Establishment Summary Report?

A1 - This refers to positions that have not previously been categorised as either Established or Non-established. There is a piece of ongoing work to fill in the missing details. Once this piece of work is complete Not Recorded will no longer appear.

### Headcount Summary by Directorate

Q2 - Why is the Actual Total Headcount figure at the top right of the report different to the People figure at the bottom of the Headcount Directorate details?

A2 - The overall directorate people headcount will usually be higher than the Flintshire County Council Actual Total Headcount. This is because of individuals with more than one position in more than one directorate.

Example 1, if an individual has two positions, one as a Finance Assistant in Corporate Services and one as a Youth Worker in Lifelong Learning. The individual will be counted as one in Corporate Services' total and one in Lifelong Learning's total. However in the Actual Total Headcount, the individual will only be counted once.

### Turnover Summary by Directorate

Q3 - Why is the Turnover figure at the end of one quarter not the same as the figure at the start of the next quarter?

A3 – There are a number of reasons why the turnover figure at the end of the quarter is different to the figure at the start of the next quarter.

The figure at the end of the period includes all of the individuals still in employment on that day if they are due to leave that day they will not be showing in the figure for the start of the next period.

Example 1, if ten individuals were due to leave the Organisation on the last day of a quarter they would be included in the end figure for that quarter. However they will not be included in the starting figure for the next quarter because those employees are no longer with the Organisation.

Example 2, if a large piece of work is carried out to transfer a group of employees into the Organisation this may be dated at the start of a quarter. Therefore those individuals will not show in the end of quarter figures but they will show at the start of the next quarter.

### Turnover Leaver Analysis

Q4 – There are fewer reasons for leaving showing in the new report. Can we still report on the previous list of reasons?

A4 – Yes, we can still report on the full list of reasons.

Previously a full list of reasons was reported, each quarter, for the Organisation and each Directorate. With twenty-eight reasons to display this meant a very lengthy report. The reasons for leaving have now been condensed from twenty-eight to six.