<u>MONTHLY WORKFORCE MANAGEMENT INFORMATION: GUIDANCE NOTES</u>
(Please also refer to the FAQs below).

This new monthly exercise is driven by a ministerial requirement for more timely and comprehensive workforce management information.

<u>Scope</u>
All government organisations are in scope for this exercise (except the devolved administrations). Please refer to the template for the complete list.

<u>Information requested</u>
There are two key pieces of management information organisations are required to provide:

i) The number of staff working in organisations (both payroll and non-payroll) as at the last day of each calendar month:
   a. Payroll – disaggregated by standard Civil Service grades
   b. Non-Payroll – disaggregated by non-payroll category;
ii) The paybill/cost of all staff working in organisations for each calendar month:
   a. Payroll – disaggregated as per HMT Pay Guidance
   b. Non-Payroll – disaggregated by consultancy & other contingent labour

NB: Two templates will need completing for this initial exercise; both a one off baseline position for the end of end of March/financial year 2010/11 and information for the month of April. Thereafter, only one template for each month will be required.

<u>Action</u>
Upon receipt, main departments should immediately forward this request to all their relevant organisations in scope for this exercise. Individual organisations should then populate the template as appropriate (it is essential that only the Cabinet Office template is used for returning data). When finalised, organisations should send completed templates back to their main/parent/sponsoring department. Main departments should send the summary return containing a row of information for each of their organisations by email to:
PSMGReporting@cabinet-office.x.gsi.gov.uk

<u>Publication</u>
In line with the government’s transparency agenda, organisations’ individual information for this exercise will be published. Further details will be provided in due course as to the timetable and process for publication.

<u>Official Statistics</u>
This information will not be treated as Official Statistics. Returns are internal management information published in the interests of transparency. This management information also differs from the statistics published each quarter by ONS since this exercise captures not only payroll staff but also non-payroll staff, as well as paybill/cost information.

<u>Queries and further information</u>
Please refer to the FAQ below. Queries may also be sent to the above email address.

<u>Frequently asked questions</u>

Why are you asking for this information?
This new monthly exercise is driven by a ministerial requirement for key management information to be made available on a regular and timelier basis. With substantial reforms taking place, we must have a tight grip on this information to help us to better understand the impact of the changes on our workforce and to develop appropriate policy responses.

Which government organisations are in scope for this collection?
All government organisations (except Scottish Government and Welsh Assembly Government) are in scope. The list of organisations is provided in the template. The list is up-to-date (as at 31 March 2011) but organisations should provide details in the template if additional changes have taken place.

Who in departments has this commission been sent to?
The initial commission has been sent to all main departments' HR Directors and other HR Leaders, Commercial and Finance Directors, as well as other key departmental contacts. Departments should let us know of any changes to their contacts.

Why are their two templates for this initial collection?
We are asking organisations to send in two templates for this first collection only:

1. Baseline 2010/11 final headcount and staffing cost positions i.e. the staffing count as at 31 March 2011 and the total full year staffing costs for both the payroll and the non-payroll (contingent labour) workforce. This will provide the baseline against which we can monitor progress over SR10.

2. The standard return for the month of April i.e. the staffing count as at 30 April 2011 and the staffing costs for the calendar month of April.

Thereafter, one template will need to be completed for each calendar month.

How does this collection effect the workforce numbers and other information we already supply to ONS each quarter for QPSES and each year for ACSES?
The management information you supply for this exercise does not replace the regular headcount data you supply to ONS that feeds into their quarterly public sector employment statistics (QPSES). Neither does it replace the more detailed information supplied annually for their Annual Civil Service Employment Survey (ACSES). All organisations should continue to provide data to ONS as usual.

Does this mean we should use the same data for ONS and this new collection?
Since organisations should be using the same headcount methodology (for payroll staff), there should be no reason why numbers supplied to ONS (quarterly/annually) and the Cabinet Office (monthly) should differ at the appropriate reference date.

How do we 'count' staff in post?
The ONS quarterly statistics have a well established headcount methodology, and it is appropriate that for consistency purposes all organisations use the same methodology for counting payroll staff.

How do we count our non-payroll staff?
Organisations have already been reporting separately each quarter to the centre for consultancy/contingent labour (non-payroll staff) headcount and should use the same definitions (attached separately).

Is paybill information the same as that requested by HMT?
The basic methodology is the same i.e. we are asking for paybill information broken down by the same elements. However, the main differences are:

- Frequency – we are asking for monthly information.
- Detail – we require organisational level detail for all relevant organisations (including executive NDPBs)
- Scope – we include the Senior Civil Service and all relevant organisations, not just those covered by the HMT pay guidance.

Organisations should of course ensure that information supplied for both collections aligns as appropriate, bearing in mind the differences noted above.

Haven't we already been asked separately by the Cabinet Office for cost information for consultancy and contingent labour for 2010/11?
Yes. We of course do not wish to unnecessarily duplicate efforts and thereby increase burdens. However, it is important that we obtain individual organisational level information for the financial year 2010/11 for both payroll and non-payroll staff in order to better inform progress over SR10. Where appropriate, organisations should ensure that spend figures [for 2010/11] align with those already submitted separately to Cabinet Office colleagues.

Isn't there also a requirement to supply consultancy spend separately each month for 2011/12?
Yes. Cabinet Office colleagues are also collecting each month, organisation's consultancy spend information but disaggregated by type of consultancy. In most instances organisations can simply use the same total spend figure for both collections although noting that Cabinet Office colleagues ask for total spend to date.

Are you expecting us to supply a cumulative position each month?
No. For our regular monthly collection, each month's template should refer to that particular month i.e. the staffing position as at the end of the month and the paybill/staffing costs for that month alone.

Is there more detailed guidance on the requirements for each data field?
Yes. The template contains further information.

How does this monthly collection align with the quarterly data summary (scorecards)?
We are working closely with our colleagues leading on the Quarterly Data Summaries (scorecards). At this stage, departments should follow the guidance for the QDS. In due course departments will be advised of any changes to that process that takes account of information being supplied for this new monthly collection.

What is the deadline for sending in returns?
For this first exercise, both templates must be with Cabinet Office by Friday 24 June. We will advise organisations as to the deadline for receipt of the regular monthly templates as soon as possible.

Do organisations send their information direct to Cabinet Office?
No. Main departments are required to co-ordinate returns for all their relevant organisations and send in one summary return to Cabinet Office..

Do you require us to get returns signed off?
We expect that organisations will indeed wish to obtain sign-off by a senior leader before sending returns to main departments. Main departments will also wish to obtain sign-off at a senior level as appropriate and should include details i.e. name, position etc, within the template.

What about machinery of government changes?
Departments should work together in cases where responsibilities have changed since the end of March. Where organisations no longer exist, departments should provide as much information as possible. It is important that departments are able to establish robust baseline figures as at 2010/11 for this key management information.

What happens if organisations fail to send in returns?
Our expectation is that all organisations already make this key management available to their senior leaders on a routine and timely basis. However, we appreciate that the frequency of collection may be challenging for some. Nevertheless, Cabinet Office will publish a nil return if an organisation has failed to send in a return. Where organisations do have specific issues with timing, it is important that you contact us as soon as possible.

Will you quality assure departments' returns.
Only limited quality assurance of returns will be undertaken at Cabinet Office.

Will you be publishing returns?
Yes. We will publish returns in the interests of transparency later in the summer. We will advise organisations of the publication timetable and process in due course.

Where will information be published and will you give us notice?
We anticipate publishing each main department's summary return separately on data.gov.uk. We will give organisations as much notice as possible.

Can we add comments to our information?
Yes. These should be included in the 'Comments' field within the template.

Will Cabinet Office handle press queries?
Yes, but only for queries relating to Cabinet Office information and other general media queries. Cabinet Office will not be in a position to answer queries relating to individual organisation's information. Organisations should inform their press office as appropriate as to the information to be published and prepare lines as necessary.

Will returns be Official Statistics
This information will not be treated as Official Statistics. Returns are simply management information that we are publishing in the interests of transparency. This management information is also different from the statistics published each quarter/annually by ONS.

Any further questions?
We are happy to answer any questions. Please send these by email to: **PSMGReporting@cabinet-office.x.gsi.gov.uk**