

**Appendix G: Glossary of terms, abbreviations and acronyms**

<b>C&amp;YP</b>	Children and Young People.
<b>Establishment</b>	The budgeted posts against which we assign individual workers. This report refers to these posts as 'within establishment'. Funding may be from base budget, or from external bodies linked to specific programmes.
<b>Full-time equivalent</b>	The proportion of the standard full-time working week (i.e. 37 hours) that a post is established for, or that the individual occupant works. For example, a post required for only half of the standard working week (i.e. 18.5 hours) would be 0.5 FTE.
<b>Headcount</b>	Headcount records the workers as actual numbers i.e. a count of the number of workers.
<b>Post</b>	A job or role that an individual is assigned to. Posts can be reported as actual numbers (a count of the total number of posts) or in full-time equivalent terms (FTE). Posts may be fixed-term in nature (i.e. of limited duration) or permanent. They may also be occupied by someone who has been seconded from another council service or directorate, or in some cases from an external organisation.
<b>S&amp;FS</b>	Safeguarding & Family Support.
<b>Turnover</b>	<p>Employee turnover refers to the proportion of employees who leave an organisation over a set period, expressed as a percentage of total workforce numbers.</p> <p>In this report, the term is used broadly to cover all leavers, voluntary and involuntary, including those who resign, retire or are dismissed, in which case it is describing overall, or 'crude', employee turnover.</p>