

EAST AYRSHIRE COUNCIL

GOVERNANCE AND SCRUTINY COMMITTEE – 29 MAY 2009

EMPLOYEE STATISTICAL INFORMATION

Report by the Depute Chief Executive/Executive Director of Corporate Support

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide the Governance & Scrutiny Committee with a range of employee statistics including Staffing Watch and Absence for the Council for the period 1 January 2009 to 31 March 2009.

2. BACKGROUND INFORMATION

- 2.1 The Joint Staffing Watch provides summary information on the number of employees employed within Education and Social Work with all other employees being collated together. Full-time equivalent numbers are analysed by gender and temporary/permanent status. In addition the number of temporary and permanent employees is also recorded.
- 2.2 The Council is required to return statistics to CoSLA detailing numbers in employment as at March, June, September and December each year.
- 2.3 Local Authority returns are then analysed by CoSLA and a joint Scottish Executive/CoSLA statistical press release is issued after the return period. This press release contains full details of employee and full time equivalent numbers for each Council within each of the main local authority services.
- 2.4 Absence information is reported on for the Council as a whole on a quarterly basis and is detailed in section 4.
- 2.5 Statistical information on employment matters is also reported on a quarterly basis and is detailed in sections 5 to 12.

3. STAFFING WATCH – EMPLOYEE NUMBERS AT MARCH 2009

- 3.1 The Council employed 6,816 employees as at March 2009. This figure represents a decrease of 6 employees (0.08%) on the December 2008 headcount of 6822 and a decrease of 15 employees (0.22%) on the March 2008 headcount of 6831 employees.
- 3.2 Of the 6,816 people employed at March 2009, 60.12% are employed on a full-time basis and 71.3% of the workforce is female. Of the total workforce, 36.4% of females work on a part-time basis compared with 3.46% of males. Gender analysis forms part of the basis of the Council's Equal Opportunities monitoring policy.

- 3.3 The full-time equivalent (f.t.e) staffing levels for March 2009 are 5481. This figure represents a decrease of 69 (1.26%) on the December 2008 full-time equivalent of 5550 and a decrease of 105.8 (1.89%) on the March 2008 full-time equivalent of 5586.8 employees.
- 3.4 The quarterly staffing watch statistics show a decrease of 15 employees over the year (March 2008 – March 2009) and a decrease of 105.8 f.t.e posts.
- 3.5 Appendices 1 to 6 provide further information relating to the Staffing Watch figures.

4. ANALYSIS OF ABSENCE RATES

- 4.1 The table below details the Council's absence trends from January 2008 to March 2009 inclusive. The figures in the box for Quarter 3 (Q3(IA)) include the unauthorised absence figures in relation to strike days but for comparison the box for Quarter 3 (Q3) exclude absences due to one day strikes.

	LOCAL GOVERNMENT EMPLOYEES (Includes Chief Officers and Craft Employees)	TEACHERS	TOTAL
2008	%	%	%
Q1	6.60	4.16	6.04
Q2	6.60	2.52	5.33
Q3	5.47	2.50	5.02
Q3 (IA)	7.30	2.50	6.58
Q4	5.90	4.01	5.46
2009	%	%	%
Q1	5.62	3.15	5.04

- 4.1.1 In accordance with changes to the reporting of absence by Audit Scotland and to reflect Single Status, statistics are no longer collated separately for APT&C employees and Manual Workers.
- 4.2 Appendices 7 and 8 contain further detailed information relating to the breakdown of days lost and reasons for absence.
- 4.3 Short term absence was the main reason for absence within the Council accounting for 53.95% of the overall collective absence rate of 17,856 days.
- 4.4 With regard to both short term and long term absence, 335 absence reviews and 379 follow-up meetings were held with 103 new referrals being made to the Occupational Health Service.
- 4.5 A detailed review of individual record cards within each section has been carried out to ensure that the Council's Managing Absence Policy is being adhered to in terms of Absence Review Meetings.

4.6 Appendix 10 contains further information relating to the reasons for Occupational Health referrals.

4.7 In order to ensure that managing attendance and absence remains a key priority, a corporate Absence Management Strategy Group has been established under the chair of the Depute Chief Executive and comprising senior managers from all Departments. The Group meets on a monthly basis.

5. GRIEVANCES

5.1 The number of grievances raised by employees in the period January 2009 to March 2009 is detailed as follows:

<u>Department</u>	<u>Stage1</u>	<u>Stage 2</u>	<u>Stage 3</u>	<u>Stage 4</u>
Chief Executive's Office*	Nil	Nil	Nil	Nil
Corporate Support	Nil	Nil	Nil	Nil
Educational & Social Svs.	Nil	5**	1	Nil
Neighbourhood Services	Nil	2	Nil	Nil

* including Finance & Asset Management

** includes collective grievance

All employees who raised grievances were white.

6. DISCIPLINARY ACTION

6.1 The following disciplinary action was taken against employees in the period January 2009 to March 2009.

<u>Department</u>	<u>Verbal/Written</u>	<u>Final</u>	<u>Dismissal</u>	<u>Other</u>
Chief Executive's Office*	Nil	Nil	Nil	Nil
Corporate Support	Nil	Nil	1	Nil
Educational & Social Svs.	5	1	1	Nil
Neighbourhood Services	5	Nil	Nil	Nil

* including Finance & Asset Management

All employees who had disciplinary action taken against them were white.

7. WHISTLEBLOWING

7.1 2 employees used the Whistleblowing Procedures in the period January 2009 – March 2009.

8. EXTERNALLY FUNDED POSTS

8.1 The following table summarises the number of temporary employees currently employed on funded posts within the Council as at 31 March 2009 and shows the variance in numbers from December 2008.

Department/Service	Number of employees	Variance from December 2008
Corporate Support		
Planning & Economic Development	1	0
Total	1	0
Educational & Social Services		
Education*	29	-13
Social Work	1	-4
Total	30	
Neighbourhood Services		
Housing	2	-42**
Community Safety	1	0
Leisure Services	6	-1
Total	9	
GRAND TOTAL	40	-60

* includes Community Support, Resource Support (Part) and Directorate

** Variance due to incorrect reporting in previous reports

9. BULLYING AND HARRASSMENT

The following table details action taken on bullying and harassment claims for the period January 2009 – March 2009.

<u>Department</u>	<u>Informal Action</u>	<u>Formal Action</u>
Chief Executive's Office*	Nil	Nil
Corporate Support	Nil	Nil
Educational & Social Svcs.	Nil	Nil
Neighbourhood Services	Nil	1

* including Finance & Asset Management

10. JOB DEVELOPMENT STRATEGY

10.1 As members are aware, there are a number of employees who will still be in a detriment position at the end of the four year cash conservation period following the introduction of the revised Pay and Grading Scheme.

10.2 In order to minimise the impact on these employees, the Council has developed a Job Development Strategy whose key elements are individual personal skills profiling; identification of posts which affected employees might be matched; vacancies being reviewed and restricted recruitment will apply whenever appropriate; implementation of specific retraining measures including career planning, advice and guidance; use of voluntary severance and re-designing of jobs working Practices and operational arrangements.

10.3 There are currently 102 employees active on the Job Development Register. 28 employees have been redeployed and are out of detriment. 63 employees have asked for their name to be removed from the Job Development Strategy Register as they do not wish to be redeployed from their current post. The table below shows the position relating to the Job Development Strategy for the period January 2009 - March 2009.

Number Requested Removal from Register as at 31 March 2009	Number Active on Job Development Register as at 31 March 2009	Number Redeployed Up To December 2008	Number Redeployed in Current Quarter	Department	Overall Total of Employees Redeployed up to 31 March 2009
63	102	25	3	Neighbourhood Services	28

11. EXIT INTERVIEWS

11.1 Appendix 9 summarises information emerging from exit interviews that have been held in the period January 2009 – March 2009.

12. WORKING BEYOND 65 YEARS OF AGE

12.1 There are currently 67 employees who are aged 65 or over, employed within the Council (this includes 9 Supply Teachers.)

13. REPORTING METHOD

13.1 To enable the Governance and Scrutiny Committee to consider appropriate statistical data on employee numbers and on sickness absence, the following appendices are attached. The appendices analyse the statistics on the following basis:-

- Appendix 1 this Appendix shows the staffing figures on the basis of revised service groupings including the Male/Female split by temporary and permanent status as specified by CoSLA.
- Appendix 2 this Appendix shows the staffing figures on the basis of the service structure of the Council.
- Appendix 3 this Appendix shows the variances from the staffing figures for the period in question from the previous year.
- Appendix 4 this Appendix shows the staffing variances for each section for the period in question from the previous quarter.
- Appendix 5 this Appendix details the staffing variances for each section for the period in question from the previous year's quarter.
- Appendix 6 this Appendix shows the staffing watch figures on a quarterly basis since 2003.
- Appendix 7 this Appendix shows the breakdown of sickness absence days for each Department and includes reasons for absence.
- Appendix 8 this Appendix shows the breakdown of sickness absence days for each Department and includes reasons for absence. This report includes figures relating to the strike days.
- Appendix 9 this Appendix details information relating to exit interviews which have taken place during the course of the period in question.
- Appendix 10 this Appendix details the reasons for Occupational Health referrals.

14. POLICY/LEGAL IMPLICATIONS

- 14.1 The collection, collation and analysis of the information contained in this report contributes to the Council's workforce planning arrangements.

15. RISK MANAGEMENT

- 15.1 There are no Risk Management implications.

16. COMMUNITY PLANNING IMPLICATIONS

- 16.1 There are no direct Community Planning implications arising from this report but the provision of employee statistics allows the Council to manage effectively its workforce which contributes to the achievement of all Community Planning Themes.

17. RECOMMENDATIONS

17.1 The Committee is recommended to note the contents of this report.

Elizabeth Morton

Depute Chief Executive/Executive Director of Corporate Support

12 May 2009

LIST OF BACKGROUND PAPERS

1. Departmental Staffing Watch Returns – December 2008
2. Departmental Staffing Watch Returns – September 2008
3. Departmental Staffing Watch Returns – June 2008
4. Departmental Staffing Watch Returns – March 2008
6. Departmental Returns – Quarter 4, 2008
7. Departmental Returns – Quarter 3, 2008
8. Departmental Returns – Quarter 2, 2008

Any person wishing to inspect the Background Papers or wishing further information should contact Martin Rose, Head of Human Resources, Tel: (01563) 576092.

Implementation Officer: Martin Rose, Head of Human Resources

Quarterly Joint Staffing Watch Survey

Authority

EAST AYRSHIRE COUNCIL

Date (dd/mm/yy)

APPENDIX 1

14/03/2009

Service Group	Number of staff						
	Total			Male		Female	
	Full Time	Part Time	Permanent	Full Time	Part Time	Full Time	Part Time
Education: Teachers	16	23	289	16	100	53	807
Education: Other staff	10	15	83	30	91	43	338
Social Work	2	3	108	27	59	8	448
Police and related services	0						
Fire and related services	0						
Other Staff	69	56	1,145	66	182	46	633
Total	97	97	1,625	139	432	150	2,226

See: Guidance note 2 for Services Groups; Guidance note 3 & 4 for Full-time / Part-time; Guidance note 5 for Permanent / Temporary.

The category 'Other Staff' will include: Corporate; Central Support; Planning & Economic Development; Housing; Roads & Transport; Arts, Sports and Leisure; Libraries, Museums & Galleries; Trading Standards; Environment; DLO/DSCO; District Court; Other Staff.

Construction Staff	12	0	318	0	3	0	26	4
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Construction staff included above see guidance note 6.

Service Group	Full time equivalents						
	Total			Male		Female	
	Temporary	Permanent	Permanent	Temporary	Permanent	Permanent	
Education: Teachers	1347	26	296	95	929	95	
Education: Other staff	677	12	103	66	496	66	
Social Work	1049	4	126	40	880	40	
Police and related services	0						
Fire and related services	0						
Other Staff	2409	80	1182	91	1055	91	
Total	5481	123	1707	292	3359	292	

See: Guidance note 2 for Services Groups; Guidance note 3 & 4 for Full-time / Part-time; Guidance note 5 for Permanent / Temporary.

The category 'Other Staff' will include: Corporate; Central Support; Planning & Economic Development; Housing; Roads & Transport; Arts, Sports and Leisure; Libraries, Museums & Galleries; Trading Standards; Environment; DLO/DSCO; District Court; Other Staff.

Construction Staff	12	318	3	29
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Construction staff included above see guidance note 6.

Error Codes: 1 - FTE cannot be greater than TOTAL STAFF. 2 - FTE cannot be less than FULL TIME STAFF.

Movement in Numbers and Joint Arrangements

Service Group	Number	FTE	Reason for changes greater than 5% in NUMBER or FTE since last return
Education: Teachers	1,489	1,347	
Education: Other staff	992	677	
Social Work	1,354	1,049	
Police and related services	0	0	
Fire and related services	0	0	
Other Staff ¹	2,981	2,409	

Movements in numbers - see guidance note 7

Service Group	Details of joint arrangements with other councils
Education: Teachers	
Education: Other staff	
Social Work	
Police and related services	
Fire and related services	
Other Staff ¹	

Details of Joint Arrangements - see guidance note 8

EAST AYRSHIRE COUNCIL
COSLA QUARTERLY JOINT STAFFING WATCH RETURN - MARCH 2009

Service Group	Total Number of Staff				Full-time Equivalent															
	Male		Female		Salary Band															
	Full-time	Part-time	Full-time	Part-time	A1	A2	B	C	Other											
Chief Executive	295.0	118.0	0.0	140.0	37.0															
Chief Executive	4.0	2.0	0.0	2.0	0.0															
Internal Audit	7.0	3.0	0.0	3.0	1.0															
Finance and Asset Management	284.0	113.0	0.0	135.0	36.0															

Service Group	Total Number of Staff				Full-time Equivalent															
	Male		Female		Salary Band															
	Full-time	Part-time	Full-time	Part-time	A1	A2	B	C	Other											
Neighbourhood Services	1431.0	871.0	52.0	304.0	204.0															
Housing	243.0	96.0	0.0	115.0	32.0															
Central Support	12.0	3.0	0.0	8.0	1.0															
Cleansing Services	141.0	124.0	2.0	8.0	7.0															
Leisure Services	391.0	212.0	38.0	64.0	77.0															
Libraries, Registration & Local Offices	156.0	12.0	8.0	60.0	78.0															
Roads & Transport	82.0	61.0	3.0	15.0	3.0															
DLO/DSO (R&T AND B&W)	404.0	363.0	1.0	34.0	6.0															
Corporate Support	361.0	153.0	4.0	162.0	42.0															
Directorate	3.0	0.0	0.0	3.0	0.0															
Democratic Services	46.0	8.0	1.0	26.0	11.0															
IT	58.0	39.0	1.0	10.0	8.0															
Legal, Procurement & Regulatory Services	90.0	37.0	0.0	37.0	16.0															
Human Resources	34.0	10.0	0.0	23.0	1.0															
Planning & Economic Development	117.0	58.0	1.0	53.0	5.0															
CPPU	13.0	1.0	1.0	10.0	1.0															
Education	3375.0	478.0	142.0	1316.0	1439.0															
Education - Teachers	1489.0	305.0	39.0	860.0	285.0															
Education - Other Staff	992.0	93.0	45.0	381.0	473.0															
DLO/DSO	894.0	80.0	58.0	75.0	681.0															
Social Work	1354.0	110.0	30.0	456.0	758.0															

Service Group	Total Number of Staff				Full-time Equivalent															
	Male		Female		Salary Band															
	Full-time	Part-time	Full-time	Part-time	A1	A2	B	C	Other											
Chief Executive	277.6	2.0	28.8	134.2	0.0															
Chief Executive	4.0	1.0	2.0	1.0	0.0															
Internal Audit	6.8	0.0	2.8	3.0	1.0															
Finance and Asset Management	266.8	1.0	24.0	133.2	0.0															

Service Group	Total Number of Staff				Full-time Equivalent															
	Male		Female		Salary Band															
	Full-time	Part-time	Full-time	Part-time	A1	A2	B	C	Other											
Neighbourhood Services	1286.1	5.0	18.0	805.0	247.8															
Housing	231.1	1.0	1.0	153.6	0.0															
Central Support	11.5	2.0	0.0	4.0	5.5															
Cleansing Services	138.5	0.0	1.0	7.0	130.5	0.0														
Leisure Services	312.7	0.0	4.0	280.9	0.0															
Libraries, Registration & Local Offices	111.4	0.0	1.0	14.0	96.4	0.0														
Roads & Transport	79.4	1.0	5.0	49.0	24.4	0.0														
DLO/DSO (R&T AND B&W)	401.5	1.0	6.0	33.0	113.7	247.8														
Corporate Support	341.7	6.0	31.0	165.8	138.9	0.0														
Directorate	3.0	1.0	0.0	2.0	0.0	0.0														
Democratic Services	41.6	1.0	2.0	13.8	24.8	0.0														
IT	53.7	1.0	9.0	32.1	11.6	0.0														
Legal, Procurement & Regulatory Services	83.0	1.0	8.0	38.6	35.4	0.0														
Human Resources	33.4	1.0	3.0	15.0	14.4	0.0														
Planning & Economic Development	114.6	1.0	6.0	58.9	48.7	0.0														
CPPU	12.4	0.0	3.0	7.4	2.0	0.0														
Education	2526.3	19.0	144.1	1282.1	1081.1	0.0														
Education - Teachers	1346.6	12.0	136.1	1196.5	0.0	0.0														
Education - Other Staff	676.6	7.0	7.0	78.6	584.0	0.0														
DLO/DSO	503.1	0.0	1.0	5.0	497.1	0.0														
Social Work	1049.3	0.0	12.0	286.4	750.9	0.0														

Total all Staff	5481.0	32.0	233.9	2057.2	2910.1	247.8
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Total all Staff	6816.0	1730.0	228.0	2378.0	2480.0
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Construction Staff	361.7
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Construction Staff	363.0	330.0	0.0	29.0	4.0
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Salary Bands as at 1 April 2007

Band A1	Salaries above Spinal Column Point 64 (£53,599)
Band A2	Spinal Column Points 50 - 64
Band B	Spinal Column Points 31 - 49
Band C	Spinal Column Points 1 - 30

SALARY BANDS AT MARCH 2009

The table below illustrates the number of full-time equivalent employees in each of the staffing watch salary bands as at March 2009 in comparison with March 2008. The table shows corresponding variances in categories A2 and B which is attributable to incorrect classification of teachers' posts.

	Full-time Equivalent					
	Total	A1 Salaries above £55,201	A2 Spinal Points 50-64 (£39,203 - £55,201)	B Spinal Points 31-49 (£24,333 - £40,231)	C Spinal Points 1 - 30 (£10,884- £24,974)	Other (Craft)
Total March 2009	5481	32.0	233.9	2057.2	2910.1	247.8
Total March 2008	5586.8	29.0	377.3	1959.6	2969.1	251.8
Variance	-105.8	+3	-143.4	+97.6	-5.9	-4.0

EAST AYRSHIRE COUNCIL
STAFFING WATCH RETURN - VARIANCES FROM DECEMBER 2008

Service Group	08 December 2008		14 March 2009		Variance		Comments
	Headcount	FTE	Headcount	FTE	Headcount	FTE	
Chief Executive	297.0	280.0	295.0	277.6	-2.0	-2.4	General Turnover
Chief Executive	4.0	4.0	4.0	4.0	0.0	0.0	
Internal Audit	8.0	7.9	7.0	6.8	-1.0	-1.1	
Finance & Asset Management	285.0	268.1	284.0	266.8	-1.0	-1.3	
Neighbourhood Services	1373.0	1288.9	1431.0	1286.1	58.0	-2.8	General turnover
Housing	250.0	238.6	243.0	231.1	-7.0	-7.5	
Central Support	14.0	13.0	12.0	11.5	-2.0	-1.5	
Cleansing Services	147.0	143.5	141.0	138.5	-6.0	-5.0	
Leisure Services	326.0	300.2	391.0	312.7	65.0	12.5	Casual Workers now Included
Libraries, Registration & Local Offices	147.0	109.5	158.0	111.4	11.0	1.9	Casual Workers now Included
Roads & Transport	81.0	78.6	82.0	79.4	1.0	0.8	
DLO/DSO- B&W	408.0	405.5	404.0	401.5	-4.0	-4.0	
Corporate Support	352.0	332.1	361.0	341.7	9.0	9.6	General Turnover
Directorate	3.0	3.0	3.0	3.0	0.0	0.0	
Democratic Services	46.0	42.1	46.0	41.6	0.0	-0.5	
IT	54.0	49.6	58.0	53.7	4.0	4.1	Posts filled from Service Review
Legal, Procurement & Regulatory Services	89.0	81.9	90.0	83.0	1.0	1.1	
Personnel	34.0	33.2	34.0	33.4	0.0	0.2	
Planning & Economic Development	113.0	110.4	117.0	114.6	4.0	4.2	
CPPU	13.0	11.9	13.0	12.4	0.0	0.5	
Education	3448.0	2591.5	3375.0	2526.3	-73.0	-65.2	Supply Teachers Incorrectly included within previous returns
Education - Teachers	1559.0	1398.4	1489.0	1346.6	-70.0	-51.8	
Education - Other Staff	997.0	693.1	992.0	676.6	-5.0	-16.5	
DLO/DSO	892.0	500.0	894.0	503.1	2.0	3.1	
Social Work	1352.0	1057.5	1354.0	1049.3	2.0	-8.2	General Turnover
TOTALS	6822.0	5550.0	6816.0	5481.0	-6.0	-69.0	

EAST AYRSHIRE COUNCIL
STAFFING WATCH RETURN - VARIANCES FROM MARCH 2008

Service Group	08 March 2008		14 March 2009		Variance		Comments
	Headcount	FTE	Headcount	FTE	Headcount	FTE	
Chief Executive	285.0	268.8	295.0	277.6	10.0	8.8	
Chief Executive	3.0	3.0	4.0	4.0	1.0	1.0	
Internal Audit	8.0	7.8	7.0	6.8	-1.0	-1.0	
Finance & Asset Management	274.0	258.0	284.0	266.8	10.0	8.8	Posts created from Service Review
Neighbourhood Services	1354.0	1270.2	1431.0	1286.1	77.0	15.9	
Housing	238.0	225.2	243.0	231.1	5.0	5.9	Posts created within new Risk Management Centre
Central Support	14.0	13.0	12.0	11.5	-2.0	-1.5	
Cleansing Services	140.0	137.6	141.0	138.5	1.0	0.9	
Leisure Services	319.0	292.9	391.0	312.7	72.0	19.8	Casual Workers now included
Libraries, Registration & Local Offices	143.0	107.9	158.0	111.4	15.0	3.5	Casual Workers now included
Roads & Transport	86.0	81.5	82.0	79.4	-4.0	-2.1	
DLO/DSC- (R&T and B&W)	414.0	412.1	404.0	401.5	-10.0	-10.6	
Corporate Support	347.0	331.1	361.0	341.7	14.0	10.6	
Directorate	4.0	4.0	3.0	3.0	-1.0	-1.0	General Turnover
Democratic Services	50.0	47.3	46.0	41.6	-4.0	-5.7	
IT	50.0	46.0	58.0	53.7	8.0	7.7	Service Review
Legal, Procurement & Regulatory Services	86.0	78.8	90.0	83.0	4.0	4.2	
Human Resources	48.0	47.2	34.0	33.4	-14.0	-13.8	Transfer of Skills Development Team to Planning & Economic Development
Planning & Economic Development	98.0	97.4	117.0	114.6	19.0	17.2	Transfer of Skills Development Team from Human Resources
CPPU	11.0	10.4	13.0	12.4	2.0	2.0	
Education	3491.0	2648.9	3375.0	2526.3	-116.0	-122.6	
Education - Teachers	1590.0	1429.4	1489.0	1346.6	-101.0	-82.8	Supply Teachers incorrectly included within previous returns
Education - Other Staff	941.0	677.5	992.0	676.6	51.0	-0.9	F.E. Tutors included
DLO/DSCO	960.0	542.0	894.0	503.1	-66.0	-38.9	Transfer of PPP Employees to Mitie PLC
Social Work	1354.0	1067.8	1354.0	1049.3	0.0	-18.5	
TOTALS	6831.0	5586.8	6816.0	5481.0	-15.0	-105.8	

SALARY BANDS AT MARCH 2009

The table below illustrates the number of full-time equivalent employees in each of the staffing watch salary bands as at March 2009 in comparison with the previous five years. The table shows corresponding variances in categories A2 and B which is attributable to incorrect classification of teachers' posts and category A1 due to incorrect classification in previous reports.

The variances in the "Other" column are due to the implementation of the Job Evaluation Scheme in April 2007.

	Full-time Equivalent					
	Total	A1 salaries above £55,201	A2 Spinal Points 50 - 64 (£39,203 - £55,201)	B Spinal Points 31- 49 (£24,333 - £40,231)	C Spinal Points 1 - 30 (£10,884- £24,974)	Other (Craft)
Total March 2009	5481.0	32.0	233.9	2057.2	2910.1	247.8
Total March 2008	5586.8	29.0	377.3	1959.6	2969.1	251.8
Total March 2007	5586.2	28.0	340.0	1875.9	2174.7	1167.6
Total March 2006	5530.3	33.0	145.5	1948.5	2210.0	1193.3
Total March 2005	5446.9	32.0	145.5	1907.4	2150.6	1211.4
Total March 2004	5413.1	26.0	151.5	1838.1	2193.2	1204.3

EAST AYRSHIRE COUNCIL

ABSENCE MANAGEMENT REPORT QUARTER 1, 2009

1. Breakdown of Absence Statistics in Quarter 1, 2009

Department	LGE % Loss	Teachers % Loss	Total % Loss
Chief Executive's Office	4.84	-	4.84
Corporate Support	3.10	-	3.10
Educational & Social Services	6.02	3.15	5.06
Neighbourhood Services	5.57	-	5.57
TOTAL	5.62	3.15	5.04

2. Application of Managing Absence Policy

2.1 Short term and persistent short term absence

Short Term and Persistent Short-term Absence									
Department	No of Employees < 4 weeks absence	No of Absence Review Meetings		No of Follow-up Review Meetings Held		No of new OHS Referrals	No of Ongoing OHS Cases	No of Welfare Referrals	No of referrals to Discipline Procedure
		Due	Held	Due	Held				
Chief Executive's Office	131	23	20	44	42	1	0	0	0
Corporate Support	113	51	22	17	19	0	1	0	0
Educational & Social Services	1461	159*	116*	70*	88*	40	18	0	0
Neighbourhood Services	475	170	101	156	129	1	0	8	1
TOTALS	2180	403	259	287	278	42	19	8	1

* excludes Teachers

2.2 Long term absence

Long Term Absence									
Department	No of Employees > 4 weeks absence	No of Absence Review Meetings		No of Follow-up Review Meetings Held		No of new OHS Referrals	No of Ongoing OHS Cases	No of Welfare Referrals	No of referrals to Discipline Procedure
		Due	Held	Due	Held				
Chief Executive's Office	16	5	4	2	2	1	2	0	0
Corporate Support	17	19	12	8	6	4	4	1	0
Educational & Social Services	260	41*	39*	40*	51*	40	40	13	1
Neighbourhood Services	116	42	21	54	42	16	25	6	1
TOTALS	409	107	76	104	101	61	71	20	2

* excludes Teachers

3. Short term/ Long term absence comparison

Department	Number of Absence Periods					
	1 day	2-7 days	8 days - 1 month	1 - 3 months	3 - 6 months	+6 months
Chief Executive's Office	38	84.5	24	6	1	6
Corporate Support	28	73	11	7	3	2
Educational & Social Services	537	1151	357	173	56	67
Neighbourhood Services	147	283	119	66	40	16
Total	750	1591.5	511	252	100	91
% spread	22.76%	48.29%	15.51%	7.65%	3.03%	2.76%

4. Reason for Absence during the current quarter for the Council is as follows:

Reason for Absence	Lost Working Days	Percentage %
Angina/Heart Problem	540	3.02
Asthma	184	1.03
Bronchitis	364	2.04
Colds/flu	1718.5	9.62
Viral infection	1283	7.19
Stomach/abdominal	1557.5	8.72
Headaches/ Migraine	384	2.15
Musculo-Skeletal	2403.5	13.46
Stress/Debility etc	3729.5	20.89
Operations/Recovery	2458.5	13.77
Workplace Injury	546	3.06
Injury – Non work related	425.5	2.38
Other Reason	2262	12.67
TOTAL	17856	100

5. Lost Working Days – Short-term/Long-term comparison

Department	Lost Working Days				
	Total no of working days in period	Lost days < 4 weeks	% of total working days	Lost days > 4 weeks	% of total working days
Chief Executive's Office	15969.5	483.5	3.03	289	1.81
Corporate Support	19484	397.5	2.04	206	1.06
Educational & Social Services	246364.5	6830	2.77	5624	2.28
Neighbourhood Services	72297	1922.5	2.66	2103.5	2.91
TOTAL	354115	9633.5	2.72	8222.5	2.32

EAST AYRSHIRE COUNCIL
ANALYSIS OF ABSENCE
JANUARY - MARCH 2009

APPENDIX 8

DEPARTMENT: All Departments - All Absence

SECTION	LG EMPLOYEES				TEACHERS				TOTAL			
	Average No. of Employees	Lost Working Days	Work Days Available	% Loss	Average No. of Employees	Lost Working Days	Work Days Available	% Loss	Average No. of Employees	Lost Working Days	Work Days Available	% Loss
Chief Executive's Office	295	772.5	15969.5	4.84%	0	0	0	0.00%	295	772.5	15969.5	4.84%
Corporate Support	361	603.5	19484	3.10%	0	0	0	0.00%	361	603.5	19484	3.10%
Neighbourhood Services	3152	9840	163441	6.02%	0	0	0	0.00%	3152	9840	163441	6.02%
Educational & Social Services	1353	4026	72297	5.57%	1559	2614	82923.5	3.15%	2912	6640	155221	4.28%
TOTAL	5161	15242	271191.5	5.62%	1559	2614	82923.5	3.15%	6720	17856	354115	5.04%

OCTOBER - DECEMBER 2008

DEPARTMENT: All Departments

SECTION	LOCAL GOVERNMENT EMPLOYEES				TEACHERS				TOTAL			
	Average No. of Employees	Lost Working Days	Work Days Available	% Loss	Average No. of Employees	Lost Working Days	Work Days Available	% Loss	Average No. of Employees	Lost Working Days	Work Days Available	% Loss
Chief Executive's Office	285	848	15130.5	5.60%	0	0	0	0.00%	285	848	15130.5	5.60%
Corporate Support	350	781.5	18227.5	4.29%	0	0	0	0.00%	350	781.5	18227.5	4.29%
Neighbourhood Services	1249	3986.5	64546	6.18%	0	0	0	0.00%	1249	3986.5	64546	6.18%
Educational & Social Services	3118	9258	154338.5	6.00%	1614	3002	74868.5	4.01%	4732	12260	229207	5.35%
				#DIV/0!	0	0	0	0.00%	0	0	0	#DIV/0!
TOTAL	5002	14,874.0	252,242.5	5.90%	1,614	3,002.0	74,868.5	4.01%	6,616	17,876.0	327,111	5.46%

ANALYSIS OF ABSENCE

JANUARY - MARCH 2009

DEPARTMENT: All Departments - All Absence

SECTION	LG EMPLOYEES				TEACHERS				TOTAL			
	Average No. of Employees	Lost Working Days	Work Days Available	% Loss	Average No. of Employees	Lost Working Days	Work Days Available	% Loss	Average No. of Employees	Lost Working Days	Work Days Available	% Loss
Chief Executive's Office	295	772.5	15969.5	4.84%	0	0	0	0.00%	295	772.5	15969.5	4.84%
Corporate Support	361	603.5	19484	3.10%	0	0	0	0.00%	361	603.5	19484	3.10%
Neighbourhood Services	3152	9840	163441	6.02%	0	0	0	0.00%	3152	9840	163441	6.02%
Educational & Social Services	1353	4026	72297	5.57%	1559	2614	82923.5	3.15%	2912	6640	155221	4.28%
TOTAL	5161	15242	271191.5	5.62%	1559	2614	82923.5	3.15%	6720	17856	364115	5.04%

OCTOBER - DECEMBER 2008

DEPARTMENT: All Departments

SECTION	LOCAL GOVERNMENT EMPLOYEES				TEACHERS				TOTAL			
	Average No. of Employees	Lost Working Days	Work Days Available	% Loss	Average No. of Employees	Lost Working Days	Work Days Available	% Loss	Average No. of Employees	Lost Working Days	Work Days Available	% Loss
Chief Executive's Office	285	848	15130.5	5.60%	0	0	0	0.00%	285	848	15130.5	5.60%
Corporate Support	350	781.5	18227.5	4.29%	0	0	0	0.00%	350	781.5	18227.5	4.29%
Neighbourhood Services	1249	3986.5	64546	6.18%	0	0	0	0.00%	1249	3986.5	64546	6.18%
Educational & Social Services	3118	9258	154338.5	6.00%	1614	3002	74868.5	4.01%	4732	12260	229207	5.35%
				#DIV/0!	0	0	0	0.00%	0	0	0	#DIV/0!
TOTAL	5002	14,874.0	252,242.5	5.90%	1,614	3,002.0	74,868.5	4.01%	6,616	17,876.0	327,111	5.46%



EXIT INTERVIEW SUMMARY REPORT

A. DEPARTMENTAL INFORMATION									
1. DEPARTMENT		Council Wide							
2. REPORTING PERIOD		1/01/2009 – 31/03/2009							
3. TOTAL No. OF LEAVERS IN PERIOD		118							
4. No. OF LEAVERS INTERVIEWED		21							
5. APPROXIMATE No. OF EMPLOYEES		6816							
B. PAY AND BENEFITS – Please indicate % responses in each category									
	ETHNIC ORIGIN OF TOTAL EMPLOYEES INTERVIEWED	VERY GOOD	GOOD	FAIR	POOR				
Pay	White	6	28.6%	12	57.1%	3	14.3%	0	0.0%
Holidays		8	38.1%	10	47.6%	2	9.5%	1	4.8%
Sick Pay		8	42.1%	9	47.4%	1	5.3%	1	5.3%
Pension Scheme		12	57.1%	7	33.3%	2	9.5%	0	0.0%
Life Assurance		14	70.0%	3	15.0%	3	15.0%	0	0.0%
Loan Facilities		3	30.0%	5	50.0%	2	20.0%	0	0.0%
C. FACILITIES AND SERVICES – Please indicate % responses in each category									
Equipment/Tools		6	28.6%	11	52.4%	3	14.3%	1	4.8%
Meal/Refreshment Facilities		1	5.6%	8	44.4%	3	16.7%	6	33.3%
Occupational Health/Welfare		4	25.0%	10	62.5%	2	12.5%	0	0.0%
Social Facilities		2	22.2%	1	11.1%	4	44.4%	2	22.2%
Training & Dev. Facilities		5	25.0%	8	40.0%	4	20.0%	3	15.0%

D. REASONS FOR LEAVING

	ETHNIC ORIGIN	% LEAVERS INTERVIEWED	ABSENCE LEVELS OF LEAVERS
Resignation – Personal Betterment	White	19.0%	2.68% 0.4% 3% 3 leavers with no absence
Resignation – Change in Career	White	4.8%	6.1%
Resignation – Domestic Circumstances	White	14.3%	1.15% 9.62% 1 leaver with no absence
Resignation – Working Conditions	White	4.8%	1 leaver with no absence
Resignation – Pay/Conditions			
Resignation – Relationships with others			
Retiral – Normal Age Retirement Early	White	42.9%	47.08% 89% 0.77% 9.61% 28.5% 5 leavers with no absence
Redundancy			
Expiry of Fixed Term/Temp Contract	White	14.3%	1.37% 2 leavers with no absence
Other Reasons: Ill Health/Relocation			

E. SUMMARY STATEMENT OF MATTERS ARISING FROM EXIT INTERVIEW

Chief Executive's Office (incl. Finance & Asset Management) – Morale is very low within the section.

Corporate Support (Planning & Economic Development) – Safety issues from being left alone within a large office where anyone could walk in off the street and frequently did.

Neighbourhood Services – Duties could have been more clearly defined. Temporary employee within Roads and Transportation sorry to be leaving. Morale low within other sections, communication and training poor.

Social Work – Workload heavy at certain times. Training was very good.

F. REASONS FOR EXIT INTERVIEW NOT TAKING PLACE

Corporate Support – Employees declined.

ESS – Questionnaire issued to all employees, not all returned.

Neighbourhood Services – End of short term contracts, employees declined.

SHORT TERM ABSENCE
Number of New Referrals to Occupational Health

Section	Anginal/Heart Problem	Asthma	Bronchitis	Colds/Flu	Viral	Stomach/Abdominal	Headache/Migraine	Musculo Skeletal	Stress/D ebility	Operation/ Recovery	Workplace Injury	Non Workplace Injury	Other
Chief Executive's Office						1							
Corporate Support													
Educational & Social Services	2				2			17	12	1	2	1	3
Neighbourhood Services													1
Total	2				2	1		17	12	1	2	1	4

SHORT TERM ABSENCE
Number of Ongoing Referrals to Occupational Health

Section	Anginal/Heart Problem	Asthma	Bronchitis	Colds/Flu	Viral	Stomach/Abdominal	Headache/Migraine	Musculo Skeletal	Stress/D ebility	Operation/ Recovery	Workplace Injury	Non Workplace Injury	Other
Chief Executive's Office													
Corporate Support									1				
Educational & Social Services					1			5	10		2		
Neighbourhood Services													
Total					1			5	11		2		

LONG TERM ABSENCE
Number of New Referrals to Occupational Health

Section	Angina/ Heart Problem	Asthma	Bronchitis	Colds/ Flu	Viral	Stomach/ Abdominal	Headache/ Migraine	Musculo Skeletal	Stress/D isability	Operation/ Recovery	Workplace Injury	Non Workplace Injury	Other
Chief Executive's Office								1					
Corporate Support					2				1		1		
Educational & Social Services			2		1	2		9	20	5			1
Neighbourhood Services	1				1			3	6	3		1	1
Total	1		2		4	2		13	27	8	1	1	2

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LONG TERM ABSENCE

Number of Ongoing Referrals to Occupational Health

Section	Angina/ Heart Problem	Asthma	Bronchitis	Colds/ Flu	Viral	Stomach/ Abdominal	Headache/ Migraine	Musculo Skeletal	Stress/D isability	Operation/ Recovery	Workplace Injury	Non Workplace Injury	Other
Chief Executive's Office													2
Corporate Support					2				2				
Educational & Social Services	2				4		1	8	13	9			3
Neighbourhood Services	1							10	11	1	1		1
Total	3				6		1	18	26	10	1	1	6