

Human Resources Employee Statistical Report

2009 - 2010



Quality | Equality | Access | Partnership



EAST AYRSHIRE COUNCIL

GOVERNANCE AND SCRUTINY COMMITTEE - 27 AUGUST 2010

EMPLOYEE STATISTICS 2009 / 2010

Report by the Executive Director of Finance and Corporate Support

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide the Governance and Scrutiny Committee with an Annual Report on employee statistics for the period 1 April 2009 to 31 March 2010.

2. BACKGROUND INFORMATION

- 2.1 The Annual Report consolidates the quarterly reports which have been submitted to the Governance and Scrutiny Committee throughout the year.
- 2.2 In addition to consolidating statistics which have been submitted previously, the Annual Report also provides some commentary and additional statistics which do not easily lend themselves to submission on a set cycle. Also, where available, comparative statistics for the previous two years are provided.

3. POLICY IMPLICATIONS

- 3.1 The provision of the information contained in this report contributes to the Council's corporate workforce planning arrangements.

4. LEGAL APPLICATIONS

- 4.1 There are no direct legal implications arising from this report but the statistical information relating to equalities and diversity which is published on the Council's website allows the Council to meet its statutory obligations to monitor and publish information relating to equalities.

5. COMMUNITY PLAN IMPLICATIONS

- 5.1 The provision of employee statistics allows the Council to manage effectively its workforce which contributes directly to the achievement of all Community Planning themes.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no financial implications arising from this report.

7. RECOMMENDATION

7.1 The Governance and Scrutiny Committee is asked to:

- i consider and note the attached annual statistics for 2009/2010; and
- ii to note that further quarterly reports will be submitted to the Committee throughout the year in respect of the areas covered by the annual report.

Alex McPhee
Executive Director of Finance and Corporate Support
August 2010

BACKGROUND PAPERS - Nil

Anyone wishing further information on the report should contact Martin Rose, Head of Human Resources, on 01563 576092.

Implementation Officer: Martin Rose, Head of Human Resources

HUMAN RESOURCES EMPLOYEE STATISTICAL REPORT 2009 - 2010

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HUMAN RESOURCES EMPLOYEE STATISTICAL REPORT 2009 - 2010

1. INTRODUCTION

- 1.1 The statistics contained in this report profile key aspects of the Council's workforce for the year 2009/2010 and consolidate the statistics which have been reported to the Governance and Scrutiny Committee on a quarterly basis.
- 1.2 The statistics are supported by a commentary and where available comparative statistics from previous years are also provided.
- 1.3 Unless otherwise indicate in the text, the statistics in each section relate to all workgroups within the Council's entire workforce including Local Government Employees, Chief Officers, Craft Operatives and Teachers.
- 1.4 Where the descriptor, Local Government Employees is used, this includes Chief Officers and Craft Operatives.

2. STAFFING WATCH

- 2.1 The Joint Staffing Watch is a quarterly survey of local government employees carried out by CoSLA and the Scottish Government on four set dates throughout the year and is collated on the basis of:-

- headcount
- full-time equivalents
- gender
- work pattern

3. AGE PROFILE

- 3.1 This section provides statistical information on the age profile of the Council's workforce.
- 3.2 The headcount figures for age differ slightly to the Staffing Watch headcount figures due to the Staffing Watch being collated as at 14 March 2010 whereas the age statistics are collated at 31 March 2010.

4. EQUALITY AND DIVERSITY

- 4.1 The Council has a statutory obligation under the Public Sector Equality Duties to collate, analyse and publish statistics relating to its Race, Disability and Equality Schemes. The statistics must include training, grievances and disciplinary action.

HUMAN RESOURCES EMPLOYEE STATISTICAL REPORT 2009 - 2010

- 4.2 Gender statistics and analysis are included within the Staffing Watch section.
- 4.3 Ethnicity is reported on a Council-wide basis and has not been broken down into department. This is due to the very low numbers that are involved.
- 4.4 Disability is now reported as a Local Performance Indicator (LPI) with statistics collated during March of each year. Whilst only the percentage is reported on the LPI, this Annual Report details the Departmental breakdown.
- 4.5 The Council's training provision is provided under paragraph 17. This includes a breakdown by gender, ethnic origin and disability.
- 4.6 Statistics relating to race and disability are dependant upon voluntary information from employees.

5. **EMPLOYEE TURNOVER**

- 5.1 Turnover is the measure of starters and leavers within the Council and indicates amongst other things recruitment and retention performance.

- 5.2 It should be noted that the headcount employee turnover figures differ slightly to the Staffing Watch headcount figures due to the Staffing Watch being collated as at 14 March 2010 whereas the turnover statistics are collated at 31 March 2010.

6. **EARLY RETIREMENT AND ILL HEALTH RETIRALS**

- 6.1 Statistics are provided on the number of applications for early retirement which were approved by Cabinet during 2009- 2010.
- 6.2 Statistics are also provided on the number of employees who retired during the year on grounds of ill-health.

7. **WORKING BEYOND NORMAL RETIREMENT DATE**

- 7.1 Statistics are provided on the number of employees who have been approved for working beyond the normal retirement age of 65 years.

8. **ABSENCE MANAGEMENT**

- 8.1 This section provides statistical information relating to absence management.

HUMAN RESOURCES EMPLOYEE STATISTICAL REPORT 2009 - 2010

9. OCCUPATIONAL HEALTH

- 9.1 As part of its Absence Management arrangements the Council has in place occupational health and counselling services to provide full range of relevant services for employees.
- 9.2 This section provides statistical information relating to referrals to both the occupational health and counselling providers.

10. EMPLOYMENT TRIBUNALS

- 10.1 This section provides information on the number of cases lodged by employees or former employees with the Employment Tribunal.

11. EXTERNALLY FUNDED POSTS

- 11.1 The Council has number of posts that have been funded by external agencies generally on a temporary basis and this section provides details of the number in each department.

12. DISCIPLINE AND GRIEVANCE

- 12.1 This section provides statistical information relating to cases pursued under the Council's Disciplinary and Grievance Procedures.

13. BULLYING AND HARASSMENT

- 13.1 The Council has in place a Bullying and Harassment Policy and Procedures and this section provides statistical information on the number of cases raised by employees under these arrangements.

14. WHISTLEBLOWING

- 14.1 This section provides statistical information on the number of cases raised by employees under the Council's Whistleblowing Policy and Procedures.

15. HEALTH AND SAFETY

- 15.1 The Council has a statutory obligation to have in place appropriate arrangements to record and where appropriate to report to the Health and Safety Executive accidents, incidents and near misses amongst both employees and service users.

HUMAN RESOURCES EMPLOYEE STATISTICAL REPORT 2009 - 2010

15.2 This section provides statistical information in relation to the number of reported accidents, incidents, near misses and violent incidents.

15.3 Statistics are provided also on Health and Safety training which has been provided during the year.

16. TRAINING AND DEVELOPMENT PROVISION

16.1 This section provides information on the training and development provision provided to employees by the Organisational Development Section.

16.2 The statistics included in this section do not include Elected Member Training and Development.

17. SALARY SACRIFICE SCHEMES

17.1 Salary sacrifice is when an employee gives up the right to part of the remuneration due under his/her contract of employment. Usually, the sacrifice is made in return for the employer's agreement to provide the employee with some form of non-cash benefit. The "sacrifice" is achieved by varying the employee's terms and conditions of employment relating to remuneration and thereby resulting in a saving in tax and NI to the employee and a saving in Employers' NI to the Council.

17.2 Salary Sacrifice Schemes which operated during 2009-2010 were:-

- Home Computing Initiative
- Child Care Vouchers
- Cycle to Work

18. JOB DEVELOPMENT STRATEGY

18.1 The Council's Job Development Strategy was created to assist employees who suffered detriment following the introduction of the Council's revised pay and grading scheme in 2006.

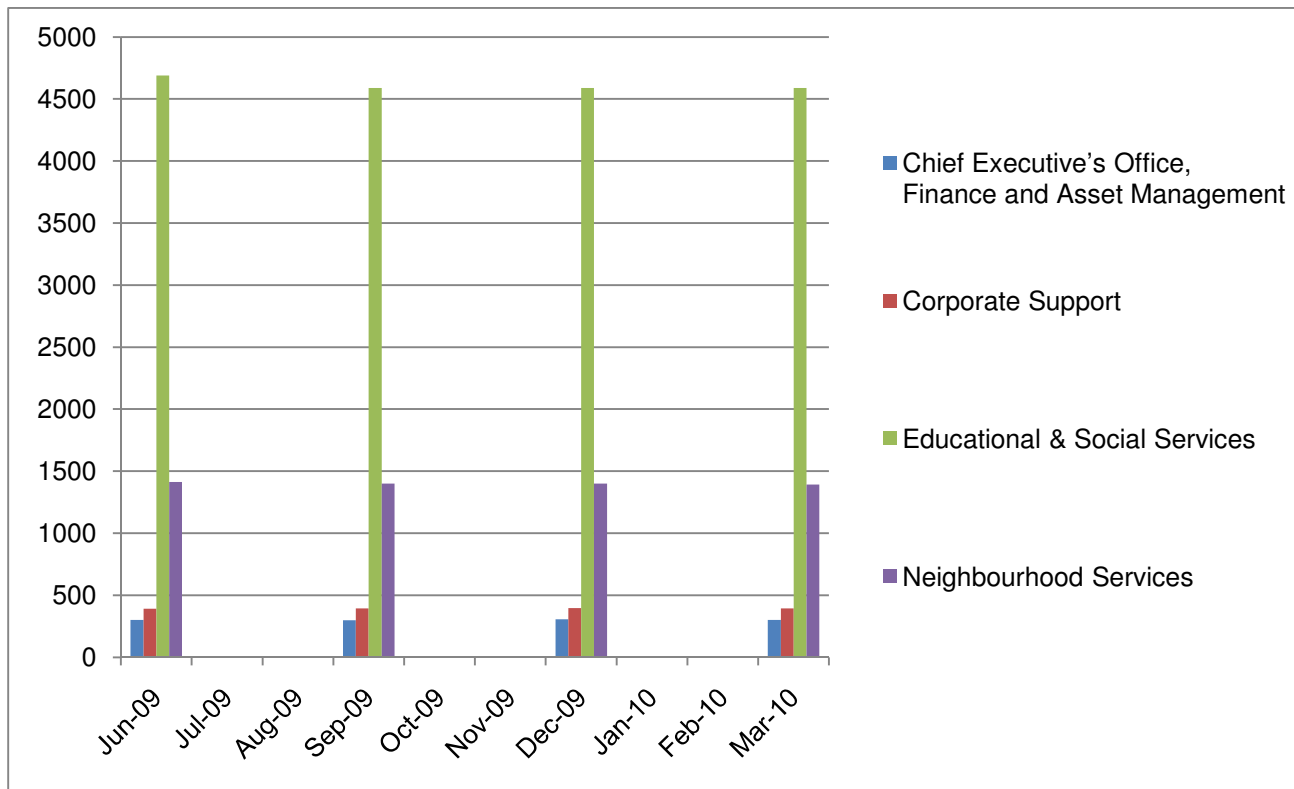
18.2 Participation in Job Development Strategy is voluntary and provides help and support to applicants where appropriate posts become vacant. The Strategy has been extended notwithstanding that the period of cash conservation for those employees who suffered detriment following the introduction of the revised pay and grading scheme ceased on 31 March 2010.

STAFFING WATCH

APRIL 2009 – MARCH 2010

Department	June 09 Headcount (full time equivalent)	September 09 Headcount (full time equivalent)	December 09 Headcount (full time equivalent)	March 10 Headcount (full time equivalent)
Chief Executive's Office, Finance and Asset Management	301 (283.2)	299 (281.5)	307 (288.2)	301 (279)
Corporate Support	392 (368.4)	394 (371.4)	396 (374.8)	394 (372)
Educational & Social Services	3228 (2214.9)	3141 (2195)	3155 (220.6)	3132 (2179)
Teachers	1462 (1324.1)	1447 (1300.7)	1435 (1315.8)	1456 (1341.4)
Neighbourhood Services	1412 (1296)	1401 (1287.7)	1401 (1260.2)	1391 (1241.5)
TOTAL	6795 (5486.6)	6682 (5436.3)	6694 (5459.6)	6674 (5433.2)

STAFFING WATCH



Commentary

The table and chart shows the headcount of employees during 2009-2010.

There has been an overall reduction of 121 between the first and 4th quarters.

Whilst the Chief Executive's Office, Finance and Asset Management and the Department of Corporate Support have seen little or no movement, there have been reductions in EDSS and Neighbourhood Services.

The overall reduction represents a percentage decrease of 0.18% in the Council's employee headcount.

STAFFING WATCH

APRIL 2008 – MARCH 2009

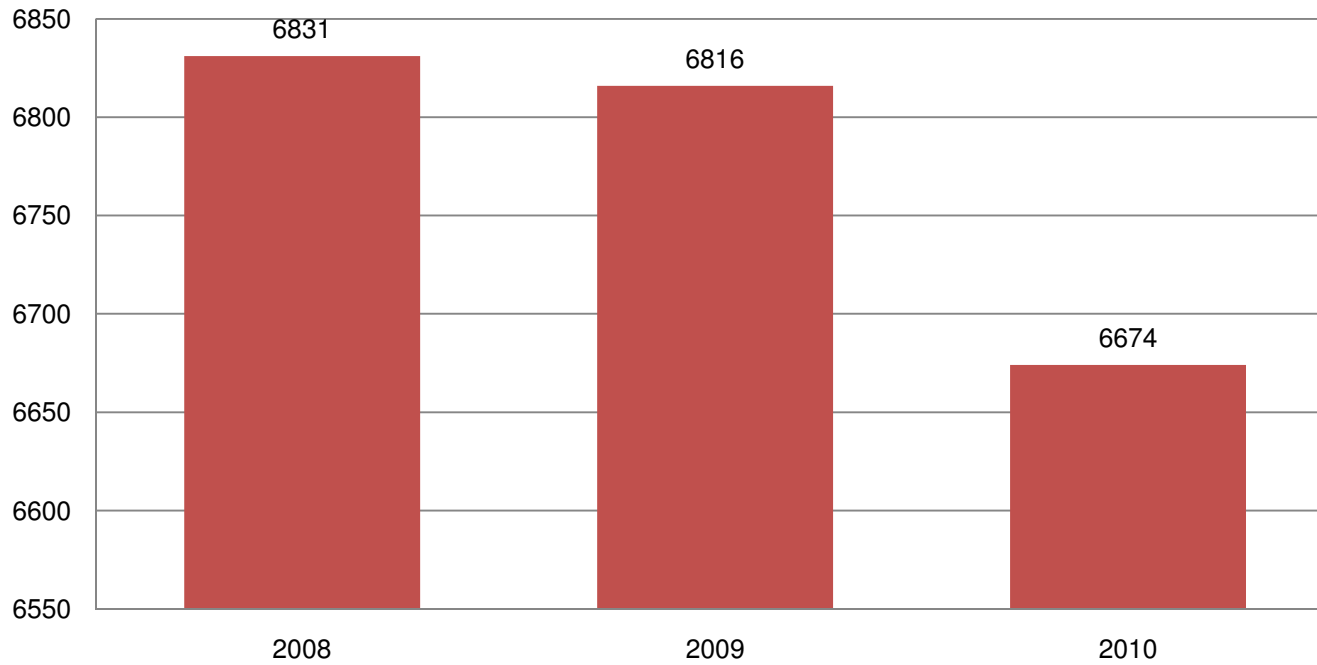
Department	June 08 (FTE)	September 08 (FTE)	December 08 (FTE)	March 09 (FTE)
Chief Executive's Office	288 (270.8)	289 (270.5)	297 (280)	295 (277.6)
Corporate Support	343 (326.9)	347 (330.3)	352 (332.1)	361 (341.7)
Educational and Social Services	3223 (2272)	3192 (2244.7)	3241 (2250.6)	3240 (2229)
Teachers	1587 (1426.4)	1560 (1399.4)	1559 (1398.4)	1489 (1346.6)
Neighbourhood Services	1406 (1320.3)	1401 (1317.1)	1373 (1288.9)	1431 (1286.1)
TOTAL	6847 (5616.4)	6789 (5562)	6822 (5550)	6816 (5481)

APRIL 2007 – MARCH 2008

Department	June 07 (FTE)	September 07 (FTE)	December 07 (FTE)	March 08 (FTE)
Chief Executive's Office	289 (272.9)	285 (269.9)	273 (257.2)	285 (268.8)
Corporate Support	354 (333.4)	354 (331.1)	347 (328.1)	347 (331.1)
Educational and Social Services	3211 (2265.6)	3227 (2273.7)	3254 (2282.4)	3255 (2287.3)
Teachers	1593 (1432.4)	1591 (1430.4)	1590 (1429.4)	1590 (1429.4)
Neighbourhood Services	1376 (1288.9)	1396 (1308.4)	1350 (1265.8)	1354 (1270.2)
TOTAL	6823 (5593.2)	6853 (5613.5)	6814 (5562.9)	6831 (5586.8)

STAFFING WATCH

**Headcount
2007-2008 to 2009-2010**



Commentary

The tables show the Council's employee headcount by quarter and department from April 2007 to March 2010.

The chart shows the headcount over the past 3 years using the fourth quarter as the reference point.

Since 2007-2008 there has been a reduction of 157 in the Council's headcount.

STAFFING WATCH

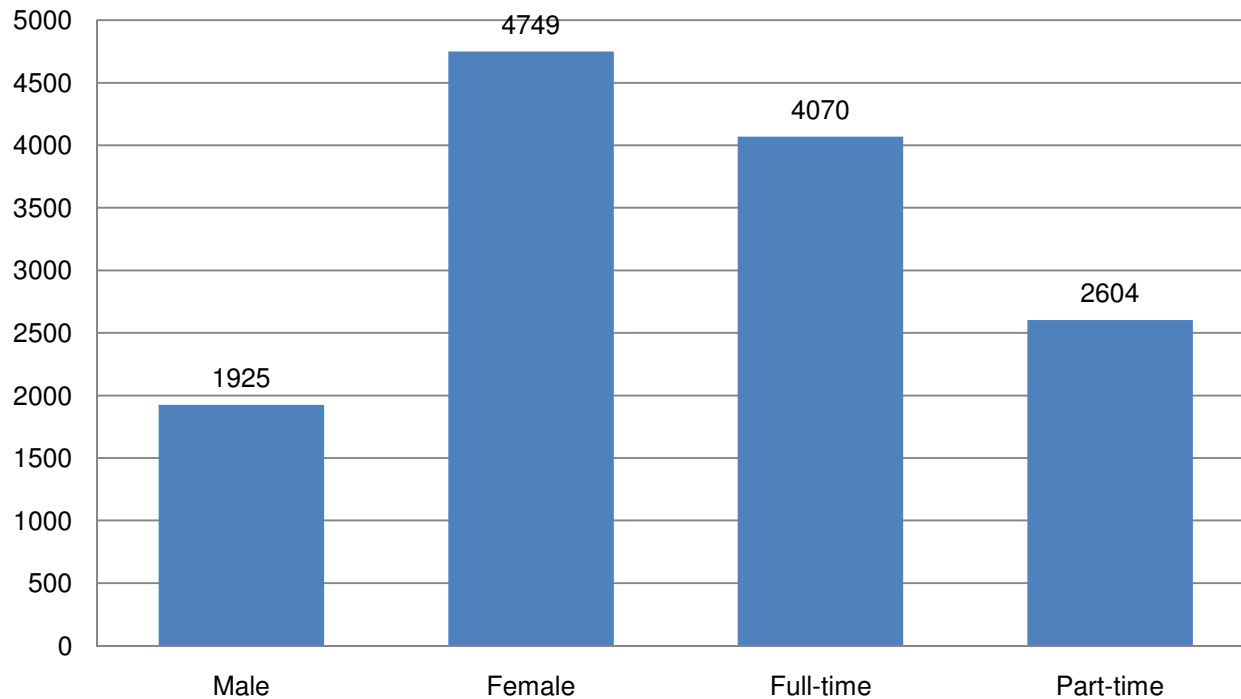
WORKFORCE PROFILE

MARCH 2010

EMPLOYEE CATEGORY	EMPLOYEE NUMBERS	PERCENTAGE OF TOTAL WORKFORCE
Male	1925	28.84%
Female	4749	71.16%
Full-time	4070	60.98%
Part-time	2604	39.02%

STAFFING WATCH

Workforce Profile 2009-2010 (quarter 4)



Commentary

The male to female headcount has remained static over the past three years but the number of full time employees has risen in comparison with part time.

The tables and graphs provide details of 2009-2010 as well as for 2007-2008 and 2008-2009.

STAFFING WATCH

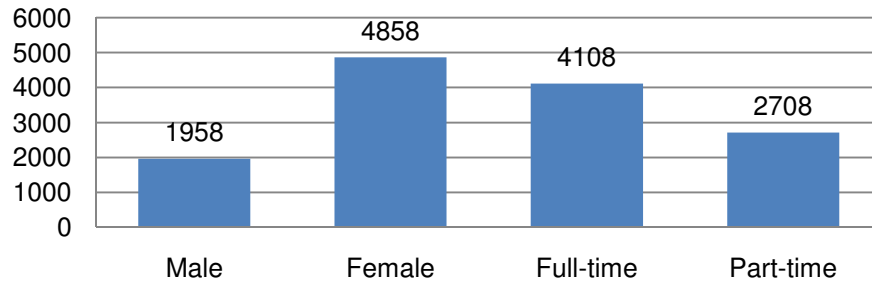
MARCH 2009

EMPLOYEE CATEGORY	EMPLOYEE NUMBERS	PERCENTAGE OF TOTAL WORKFORCE
Male	1958	28.73%
Female	4858	71.27%
Full-time	4108	60.27%
Part-time	2708	39.73%

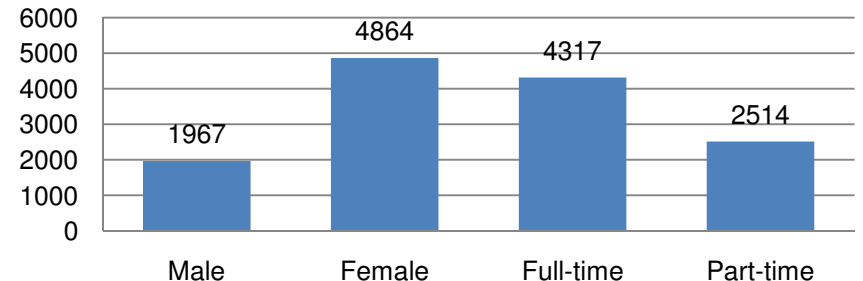
MARCH 2008

EMPLOYEE CATEGORY	EMPLOYEE NUMBERS	PERCENTAGE OF TOTAL WORKFORCE
Male	1967	28.80%
Female	4864	71.20%
Full-time	4317	63.20%
Part-time	2514	36.80%

Workforce Profile 2008-2009 (quarter 4)



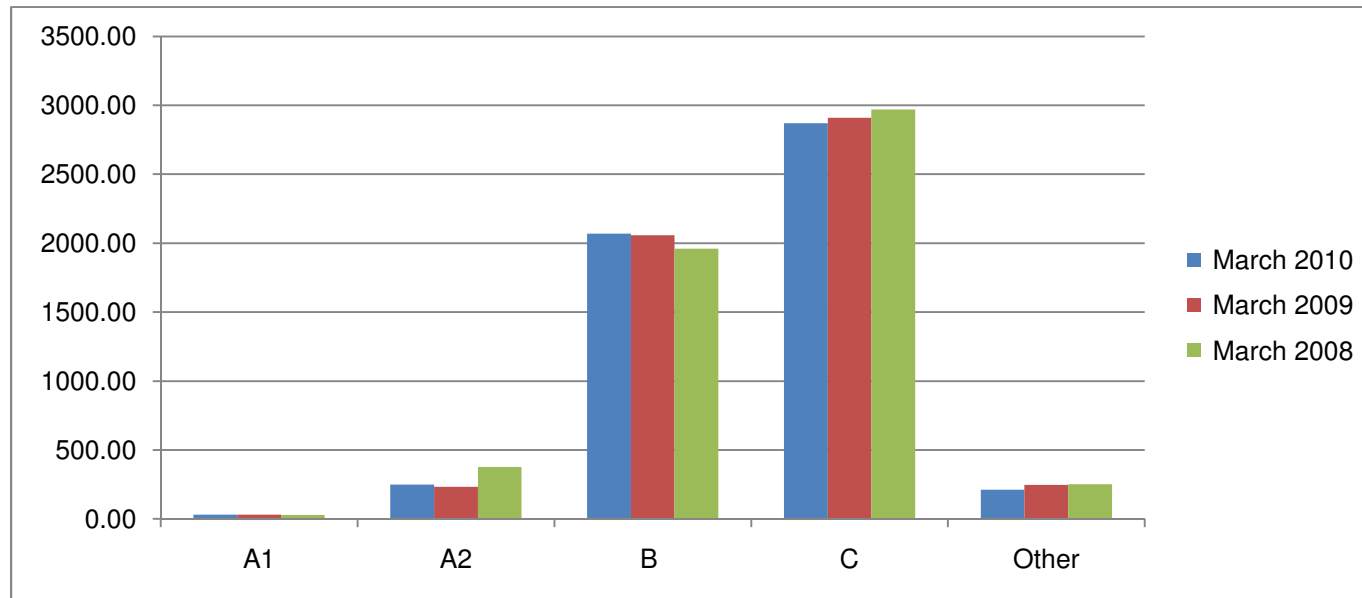
Workforce Profile 2007-2008 (quarter 4)



STAFFING WATCH

Salary Bands

Year	A1 Salaries above £59,817	A2 Spinal Points 50-64 (£40,186 - £59,817)	B Spinal Points 31-49 (£24,934 - £41,231)	C Spinal Points 1 - 30 (£11,157- £25,589)	Other (Craft)	Total
March 2010	32.00	248.80	2069.40	2870.00	213.00	5433.20
March 2009	32.00	233.90	2057.20	2910.10	247.80	5481.00
March 2008	29.00	377.30	1959.60	2969.10	251.80	5586.80



AGE PROFILE

MARCH 2010

Dept.	16-20	21-30	31-40	41-50	51-60	60+
Chief Executive's Office	7	58	83	79	63	10
Corporate Support	14	53	96	136	84	11
Educational & Social Services	19	538	910	1449	1342	300
Neighbourhood Services	39	188	283	399	347	64
TOTAL PERCENTAGE	1.2	12.74	20.88	31.39	27.94	5.86

Commentary

The table shows the current age profile across the Council.

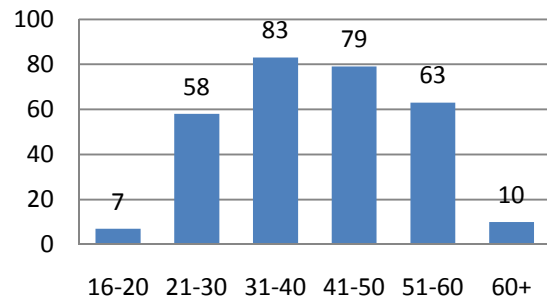
The majority of employees can be found within the 41 to 50 age bracket with sizable proportions in the 31 to 40 and 51 to 60.

Within departments, all except the Chief Executive's Office reflect the general Council profile. The Chief Executive's Office has a greater proportion of employees in the 31 to 40 age group.

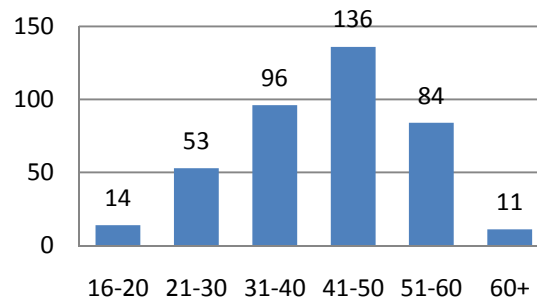
Although the Council currently operates a Flexible Retirement Scheme, the proposed withdrawal in October 2011 of the default retirement age of 65 years, it may be that in future years there will be an increase in the percentage of employees in the 60 years + age group.

AGE PROFILE

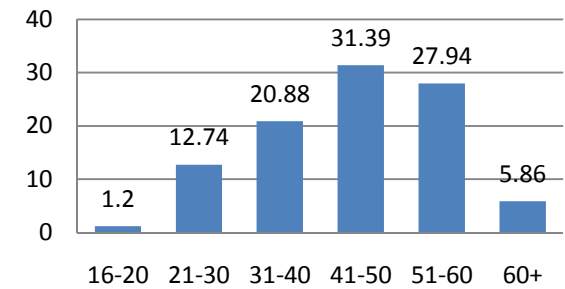
Chief Executive's Office



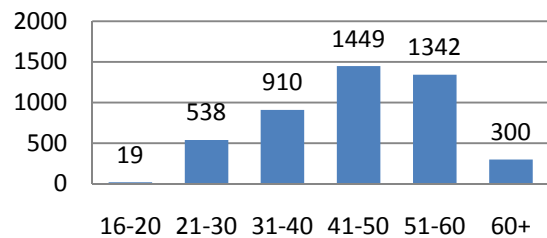
Corporate Support



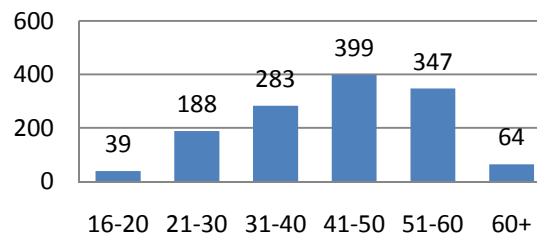
Council



Educational & Social Services



Neighbourhood Services



Commentary

When compared to the 'Council' graph, all Departments broadly show the same profile.

Within Educational & Social Services, as Teachers are unlikely to be under 21, there are very few employees within the 16 to 20 age range.

AGE PROFILE

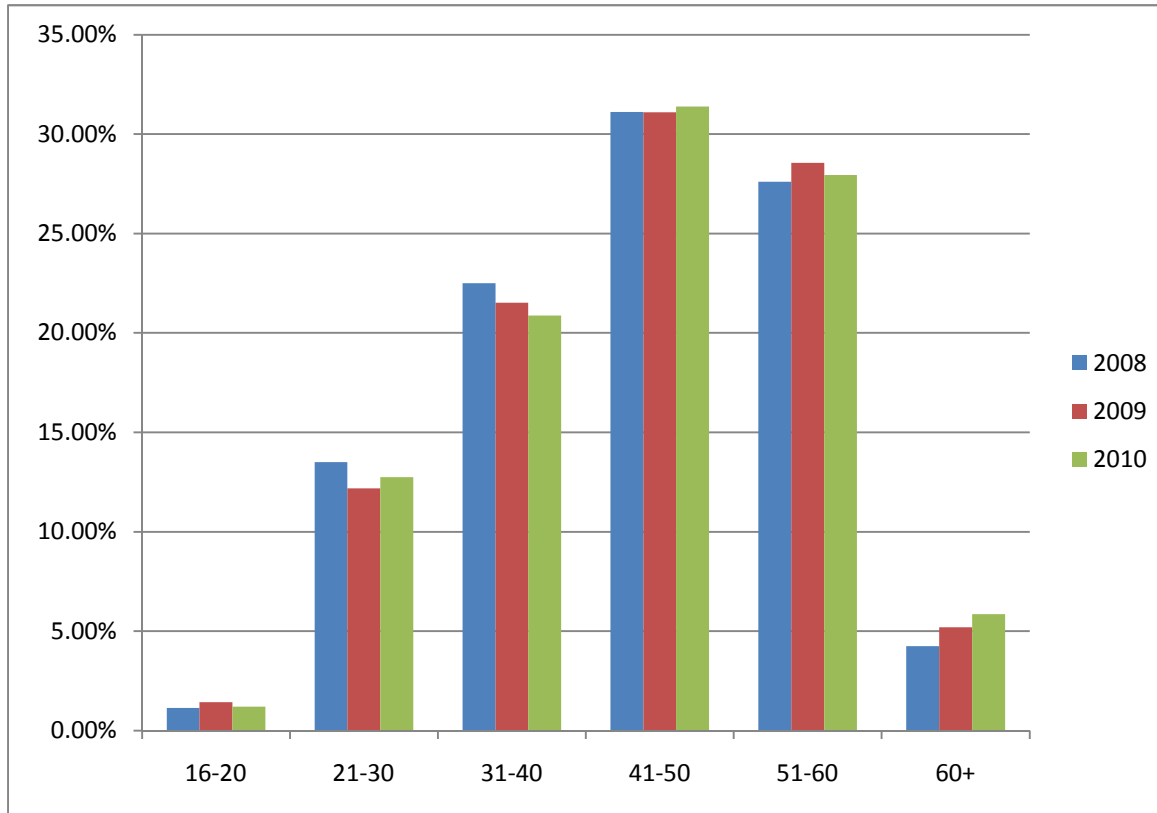
MARCH 2009

Dept.	16-20	21-30	31-40	41-50	51-60	60+
Chief Executive's Office	8	60	84	71	60	13
Corporate Support	13	48	95	118	78	8
Educational & Social Services	28	506	953	1462	1394	259
Neighbourhood Services	46	193	293	408	358	64
TOTAL PERCENTAGE	1.43%	12.19%	21.52%	31.10%	28.55%	5.20%

MARCH 2008

Dept.	16-20	21-30	31-40	41-50	51-60	60+
Chief Executive's Office	12	62	74	72	48	10
Corporate Support	9	49	96	110	73	8
Educational & Social Services	32	564	1028	1490	1370	207
Neighbourhood Services	41	193	300	397	347	57
TOTAL PERCENTAGE	1.14%	13.50%	22.50%	31.12%	27.60%	4.24%

AGE PROFILE

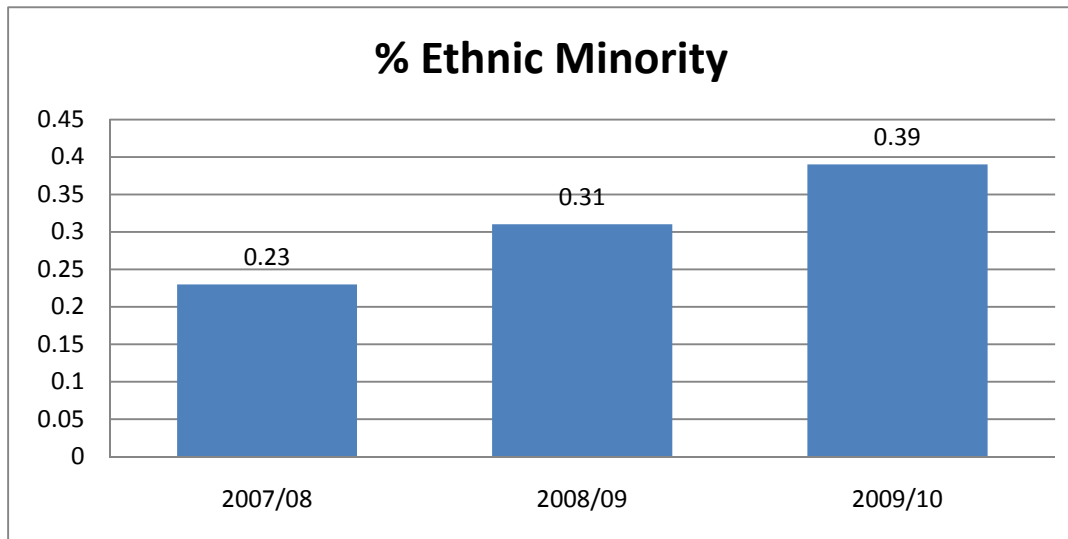


Commentary

The statistics from the previous two years indicate that whilst there have been minor fluctuations, there have been no statistically significant changes across the Council's age profile.

EQUALITY AND DIVERSITY

Year	% Ethnic Minority
2007/08	0.23
2008/09	0.31
2009/10	0.39



Commentary

The percentage of employees identifying themselves as being from an ethnic minority is low but increasing.

Currently, there are 26 employees from an ethnic minority background.

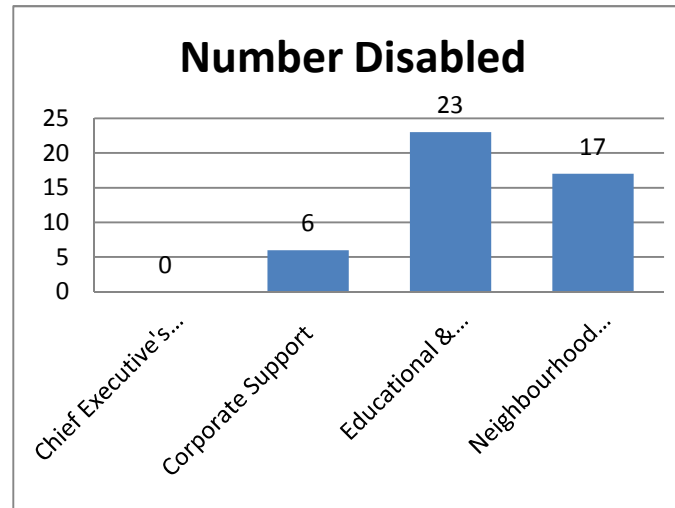
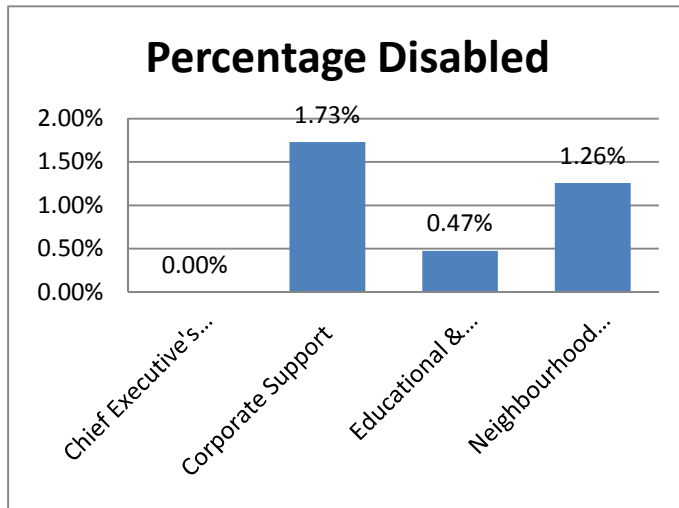
No one identifying themselves as being from an ethnic minority background was involved in formal disciplinary or grievance procedures conducted during the period 1 April 2009 to 31 March 2010.

EQUALITY AND DIVERSITY

Department	Disabled	Percentage
Chief Executive's Office, Finance & Asset Management	0	0.00%
Corporate Support	6	1.73%
Educational & Social Services	23	0.47%
Neighbourhood Services	17	1.26%

Commentary

Currently, there are 46 employees who have identified themselves as having a disability.



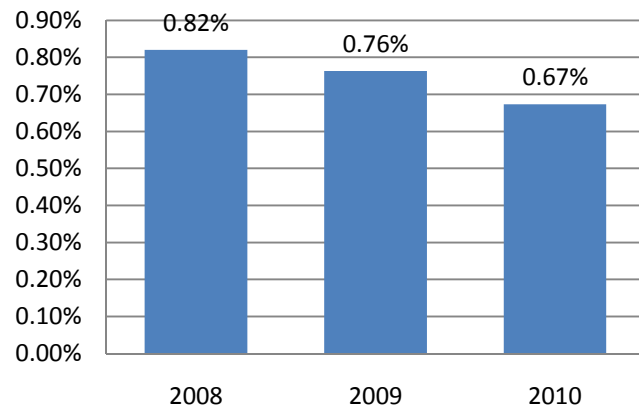
EQUALITY AND DIVERSITY

Year	Disabled	Percentage
2008	56	0.82%
2009	52	0.76%
2010	46	0.67%

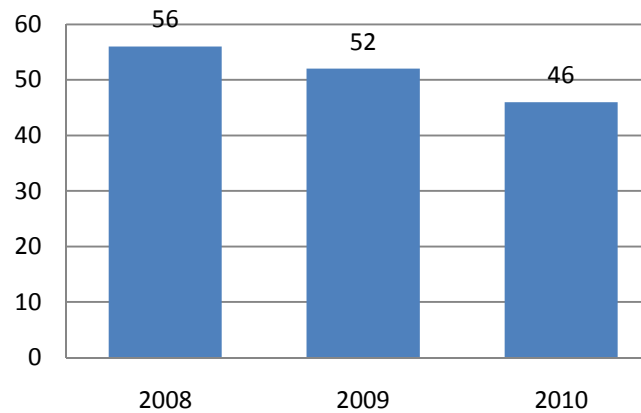
Commentary

The percentage of employees who have identified themselves as having a disability has reduced over the past three years.

Percentage Disabled



Number Disabled

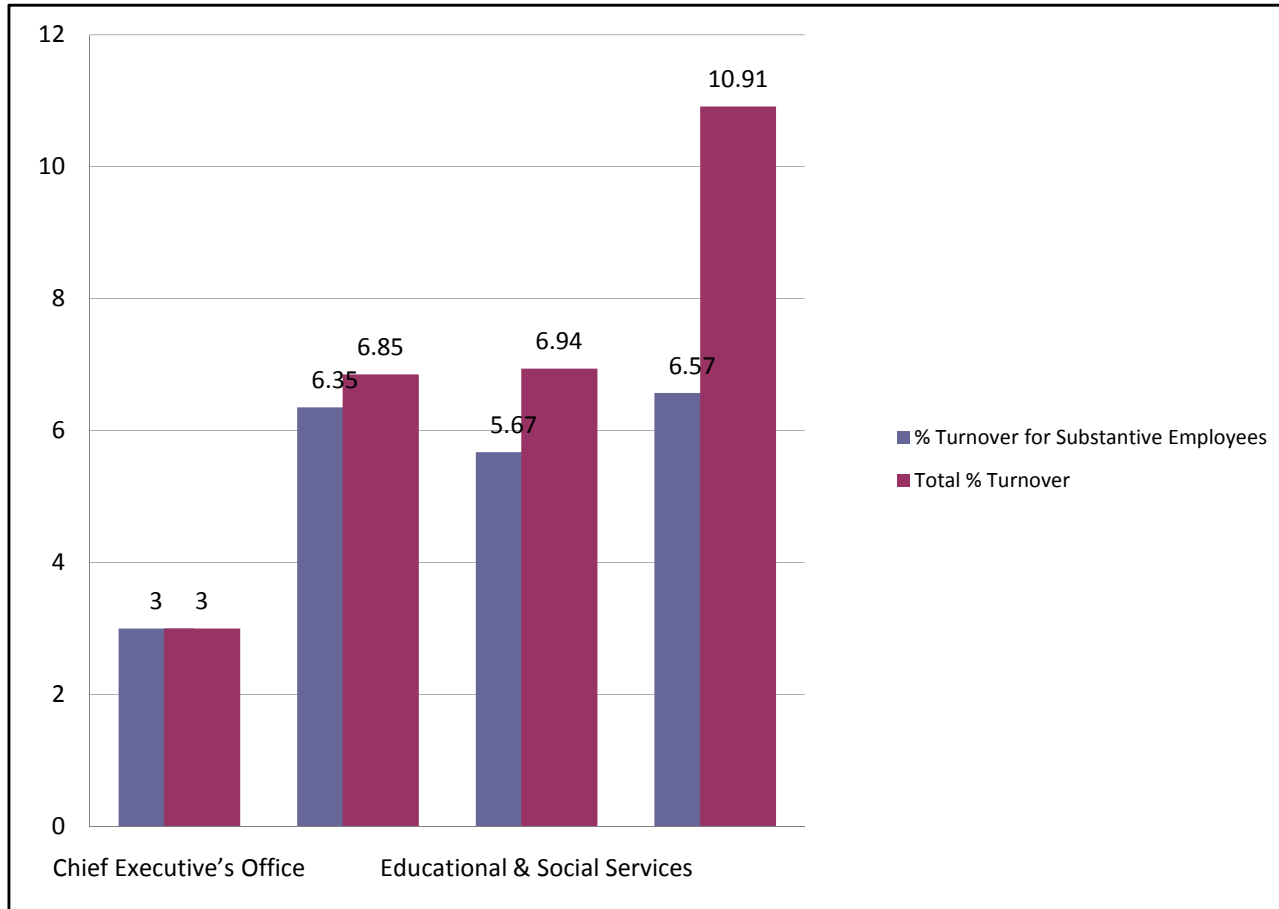


EQUALITY AND DIVERSITY

EMPLOYEE TURNOVER

Dept.	No. of Substantive Employees Leaving	Total No. of Substantive Employees at 31 March 2010	% Turnover for Substantive Employees	Total No. of Leavers	Total No. of Employees at 31 March 2010	Total % Turnover
Chief Executive's Office	9	300	3	9	300	3
Corporate Support	25	394	6.35	27	394	6.85
Educational & Social Services	248	4373	5.67	318	4584	6.94
Neighbourhood Services	79	1202	6.57	144	1320	10.91
TOTAL	361	6269	5.76	498	6598	7.55

EMPLOYEE TURNOVER



Commentary

The highest rate of Departmental turnover during 2009 / 2010 was within Neighbourhood Services with the lowest being in the Chief Executive's Office.

The rate of turnover has reached a three year low during 2009 / 2010.

Turnover includes Teachers.

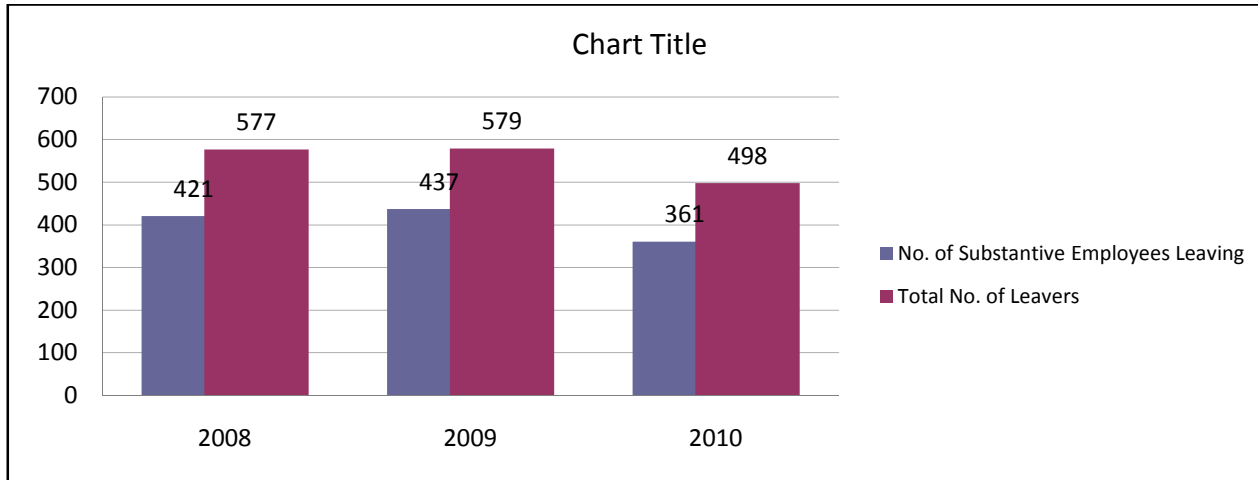
There is a variance in employee numbers between Staffing Watch and Employee Turnover due to the date of collation. The Staffing Watch is recorded as a 'snapshot' at a mid-month date determined by the Scottish Government.

EMPLOYEE TURNOVER

Dept.	No. of Substantive Employees Leaving	Total No. of Substantive Employees at 31 March 2009	% Turnover for Substantive Employees	Total No. of Leavers	Total No. of Employees at 31 March 2009	Total % Turnover
Chief Executive's Office	17	292	5.82	23	296	7.77
Corporate Support	12	346	3.47	25	361	6.93
Educational & Social Services	344	4423	7.78	409	4754	8.6
Neighbourhood Services	64	1268	5.05	122	1364	8.94
TOTAL	437	6329	6.9	579	6775	8.55

Dept.	No. of Substantive Employees Leaving	Total No. of Substantive Employees at 31 March 2008	% Turnover for Substantive Employees	Total No. of Leavers	Total No. of Employees at 31 March 2008	Total % Turnover
Chief Executive's Office	20	288	6.94	28	290	9.66
Corporate Support	24	321	7.48	35	348	10.06
Educational & Social Services	317	4291	7.39	388	4849	8
Neighbourhood Services	60	1235	4.86	126	1339	9.41
TOTAL	421	6135	6.86	577	6826	8.45

EMPLOYEE TURNOVER

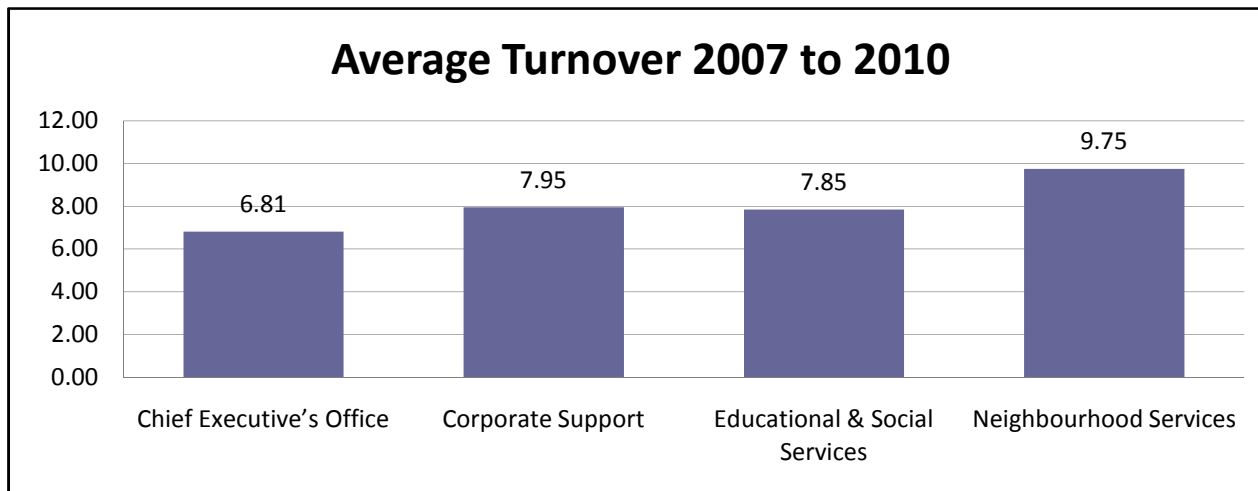


Commentary

Overall turnover has dropped to 7.55%.

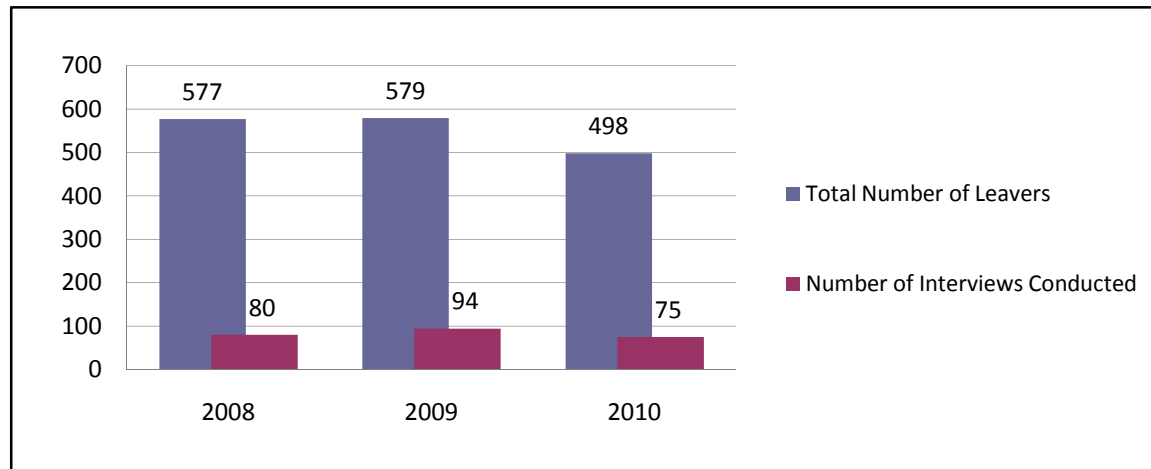
The turnover, averaged over three years identifies Neighbourhood Services as having the highest amongst Departments.

The Chief Executive's Office has the lowest three year turnover at 6.81% with the highest, Neighbourhood Services at 9.75%.



EXIT INTERVIEWS

Year	Total Number of Leavers	Number of Interviews Conducted
2008	577	80
2009	579	94
2010	498	75



Commentary

All employees who leave the Council's employment are offered the opportunity of an Exit Interview. Participation is voluntary.

Exit interviews are reported on a quarterly, Council wide basis. The number of employees noted is an average of the quarters.

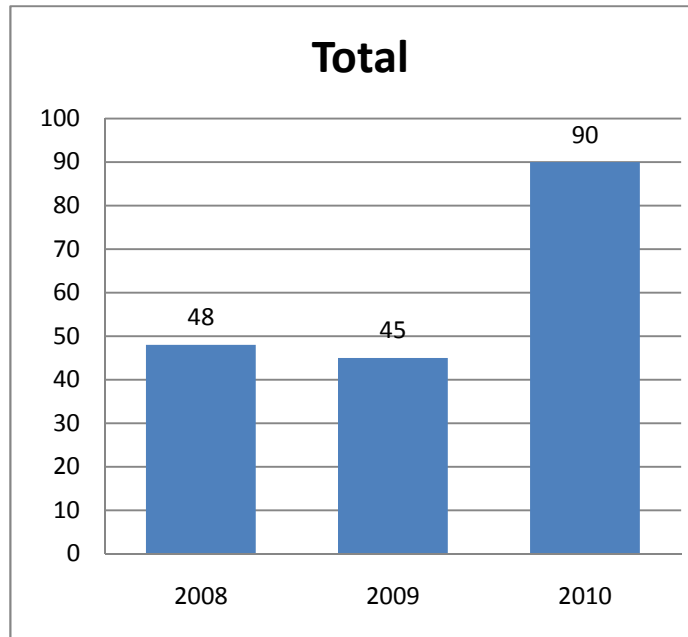
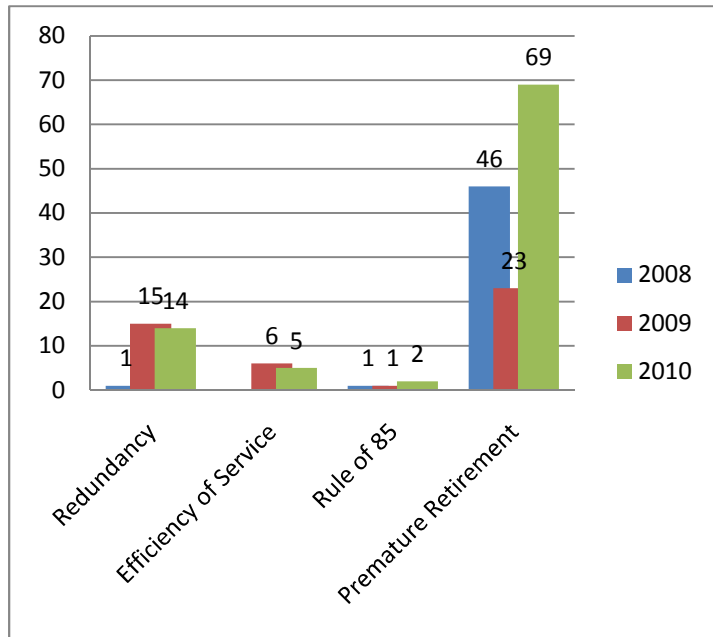
During 2009 / 2010, interviews were conducted with 1 English person and 1 Pakistani. All others declared themselves to be white or white Scottish.

EXIT INTERVIEWS

EARLY RETIREMENT AND ILL HEALTH RETIRALS

Early Retirement

	Redundancy	Efficiency of Service	Rule of 85	Premature Retirement	Total	Percentage	Number of Employees
2008	1	0	1	46	48	0.70%	6831
2009	15	6	1	23	45	0.66%	6816
2010	14	5	2	69	90	1.35%	6674



Commentary

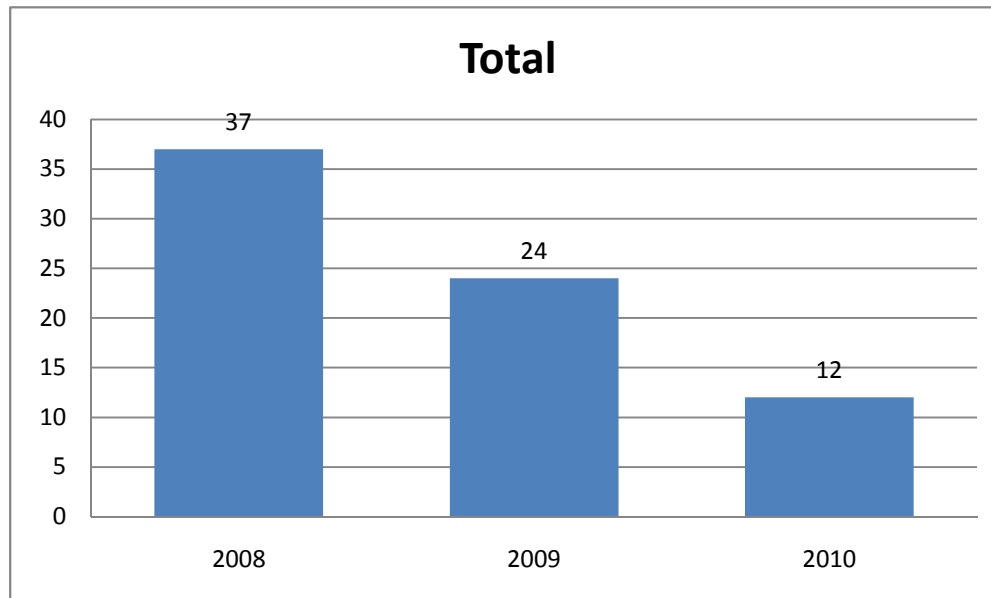
There has been an increase in the number of employees taking early retirement in the last year. A major factor in this increase was the implementation of the Teacher Refresh Scheme following approval by Cabinet.

The Teacher Refresh Scheme enables newly qualified teachers and probationers to secure employment with the Council.

EARLY RETIREMENT AND ILL HEALTH RETIRALS

Ill Health Retirement

Year	Total	Percentage	Number of Employees
2008	37	0.54%	6831
2009	24	0.35%	6816
2010	12	0.18%	6674



Commentary

Ill health retirement has dropped from 0.54% during 2007 / 2008 to 0.18% during 2009 / 2010.

This represents a drop in ill health retirement of 66% over three years.

WORKING BEYOND NORMAL RETIREMENT DATE

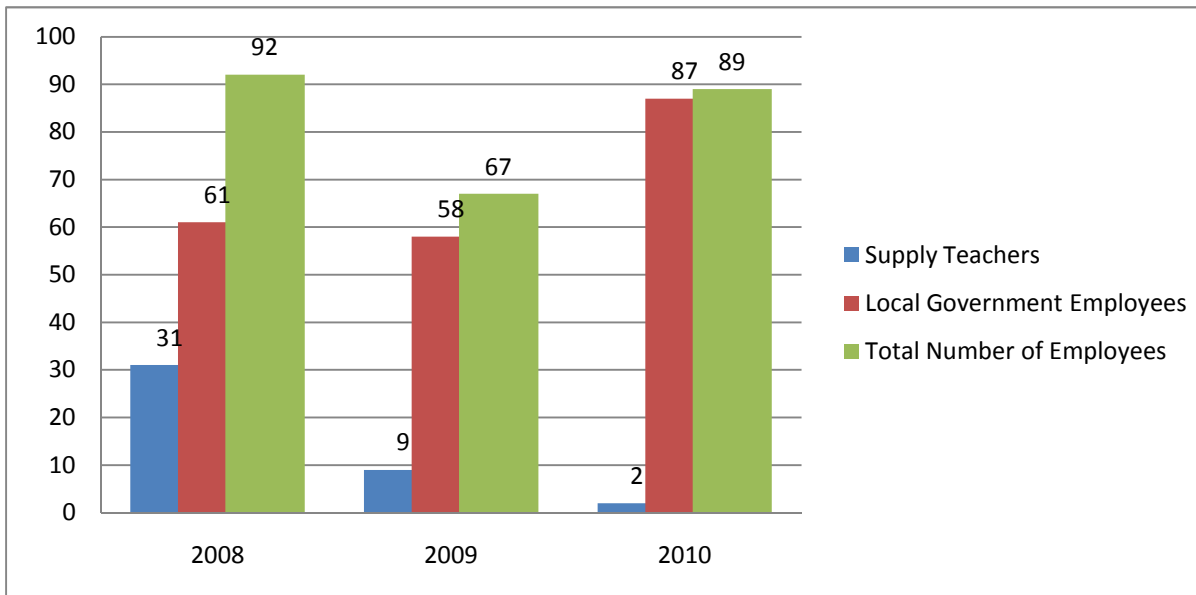
Year	Supply Teachers	Local Government Employees	Total Number of Employees
2008	31	61	92
2009	9	58	67
2010	2	87	89

Commentary

At 31 March 2010 there were 89 employees who were over age 65.

The number of supply teachers has reduced from 31 in 2008 to 2 in 2010.

Following the proposal to remove the default retirement age in October 2011, this analysis will discontinue and the relevant information will be contained in the Council's Age Profile.

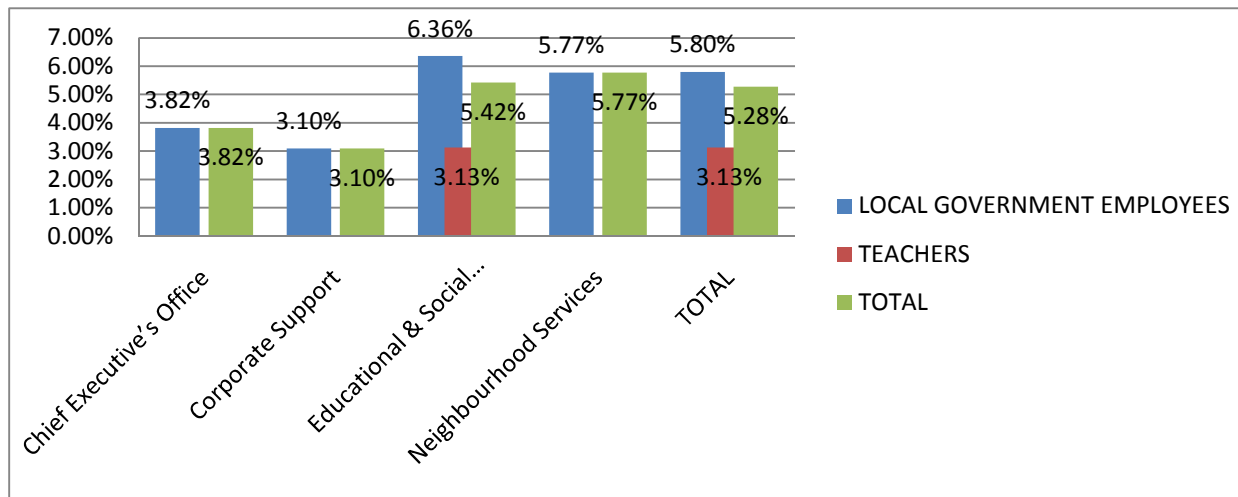


WORKING BEYOND NORMAL RETIREMENT DATE

ABSENCE MANAGEMENT

2009-2010

DEPARTMENT	LOCAL GOVERNMENT EMPLOYEES	TEACHERS	TOTAL
Chief Executive's Office	3.82%	-	3.82%
Corporate Support	3.10%	-	3.10%
Educational & Social Services	6.36%	3.13%	5.42%
Neighbourhood Services	5.77%	-	5.77%
TOTAL	5.80%	3.13%	5.28%



Commentary

Absence is monitored on a monthly basis with quarterly reports being submitted to the Governance and Scrutiny Committee.

The statistics presented include all long term and short term sickness absences but do not include absences due to industrial action etc.

The monthly and quarterly reports contain data on type and reason for absence.

Managing absence is a key priority. The Absence Management Group meets on a monthly basis under the chair of the Executive Director of Finance and Corporate Support. It comprises senior managers from all Departments and representatives from the Council's Occupational Health provider.

ABSENCE MANAGEMENT

2008-2009

DEPARTMENT	LOCAL GOVERNMENT EMPLOYEES	TEACHERS	TOTAL
Chief Executive's Office	5.77%	-	5.77%
Corporate Support	3.75%	-	3.75%
Educational & Social Services	6.15%	3.11%	5.23%
Neighbourhood Services	5.46%	-	5.46%
TOTAL	5.77%	3.11%	5.22%

2007-2008

DEPARTMENT	LOCAL GOVERNMENT EMPLOYEES	TEACHERS	TOTAL
Chief Executive's Office	5.70%	-	5.70%
Corporate Support	4.66%	-	4.66%
Educational & Social Services	6.71%	3.68%	5.78%
Neighbourhood Services	6%	-	6%
TOTAL	6.32%	3.68%	5.77%

Commentary

Absence for the years 2007-2008 and 2008-2009 is included for comparison with year 2009-2010.

Absence within the Chief Executive's Office has reduced from 5.7% to 3.82%.

The Department of Corporate Support has reduced from 4.66% to 3.10%.

Educational & Social Services have reduced from 6.71% to 6.36% (with Teachers reducing from 3.68% to 3.13%).

Neighbourhood Services have reduced from 6% to 5.77%.

Overall absence within the Council has reduced from 5.77% to 5.28%.

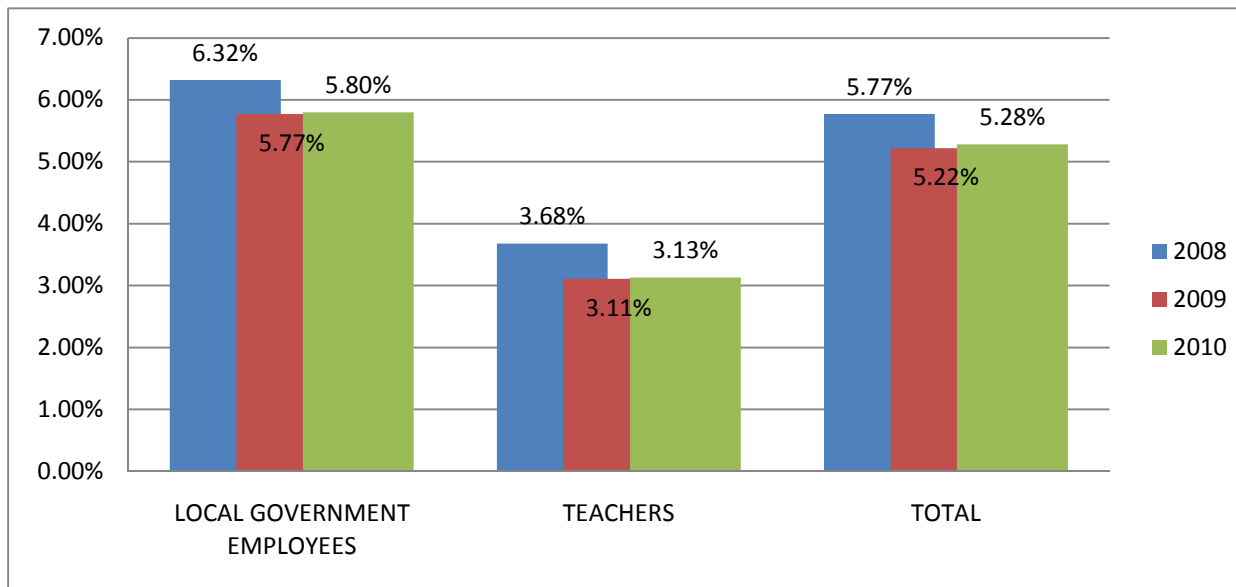
ABSENCE MANAGEMENT

YEAR	LOCAL GOVERNMENT EMPLOYEES	TEACHERS	TOTAL
2008	6.32%	3.68%	5.77%
2009	5.77%	3.11%	5.22%
2010	5.80%	3.13%	5.28%

Commentary

Since 2007-2008 overall absence has reduced from 5.77% to 5.28%.

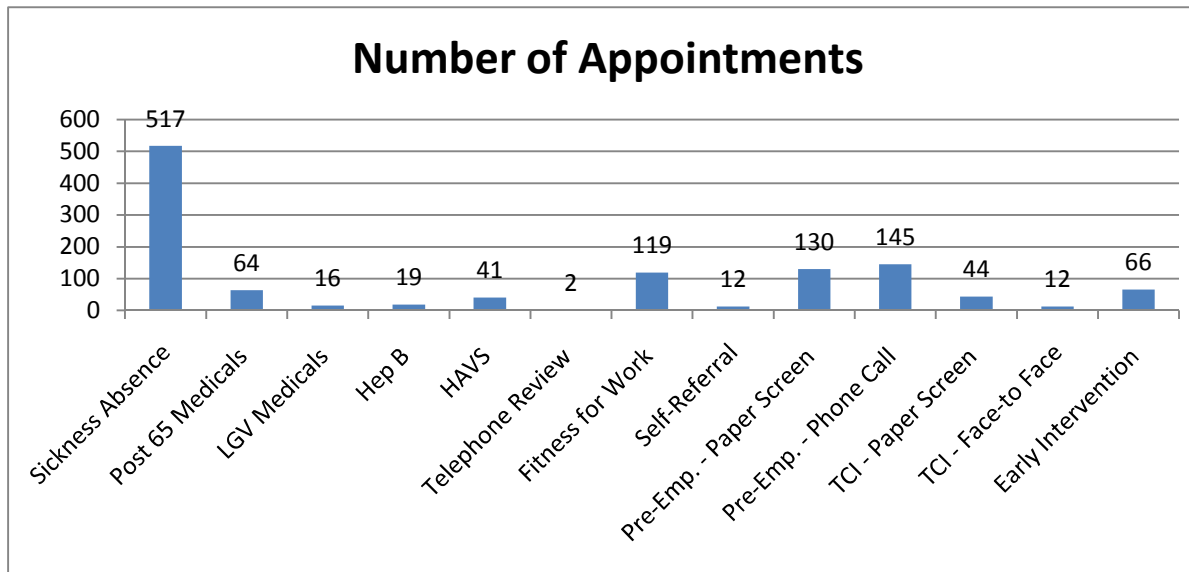
This table shows the percentage absence levels across the two employee groups as reported under the National Performance Indicator.



ABSENCE MANAGEMENT

OCCUPATIONAL HEALTH

Type of Appointment	Number of Appointments	% of Total
Sickness Absence	517	43.56%
Post 65 Medicals	64	5.39%
LGV Medicals	16	1.35%
Hep B	19	1.60%
Hand Arm Vibration Syndrome (HAVS) (face-to-face (OHP/OHN))	41	3.45%
Telephone Review	2	0.17%
Fitness for Work	119	10.03%
Self-Referral	12	1.01%
Pre-Employment - Paper Screen	130	10.95%
Pre-Employment - Phone Call	145	12.22%
Therapeutic Crisis Intervention - Paper Screen	44	3.71%
Therapeutic Crisis Intervention - Face-to Face	12	1.01%
Early Intervention	66	5.56%



Commentary

1312 Occupational Health appointments were made between April 2009 and March 2010.

Early intervention was introduced in April 2009. If an employee advises that he/she is absent from work due to either a musculoskeletal issue or stress, Occupational Health will make contact with the employee immediately to discuss the matter. Intervention through eg the Counselling Service or Physiotherapy can aid the employee's return to work.

The three year data shows an increasing use of the Occupational Health provision across all types of appointment.

OCCUPATIONAL HEALTH

2009

Type of Appointment	Number of Appointments	% of Total
Sickness Absence	788	88.54%
Post 65 Medicals	32	3.60%
LGV Medicals	22	2.47%
HAVS	22	2.47%
Work Place Visits	1	0.11%
Self Referrals	5	0.56%
Telephone Review	1	0.11%
Health & Safety Referral	1	0.11%
Hepatitis B	8	0.90%
Spirometry	10	1.12%

2008

Type of Appointment	Number of Appointments	% of Total
Fit For Work With Adjustments	148	25.47%
To Be Redeployed	10	1.72%
Capability	3	0.52%
Assisted Back To Work	220	37.87%
Ill-Health Retirement	18	3.10%
Ongoing Cases	182	31.33%

Commentary

1060 Occupational Health appointments were made between April 2008 and March 2009.

No statistics were collected during the first quarter of 2008. As a consequence, the statistics for 2007 / 2008 cover a 9 month period only.

751 Occupational Health appointments were made between April 2007 and December 2008.

EMPLOYMENT TRIBUNALS

Year	Equal Pay	Unfair dismissal	Constructive Dismissal / Disability Discrimination	Unlawful deduction from wages claim	Totals
2007/08	1173	Nil	4	Nil	1177
2008/09	650	Nil	1	Nil	651
2009/10	624	2	1	1	628

Commentary

In common with all Councils, the largest number of claims lodged currently with the Employment Tribunal are in respect of Equal Pay.

The decrease in the numbers since 2007-2008 reflects settlement which has been reached in respect of phase 1 claims.

The continuing number reflects phase 2 claims which have been lodged as a result of the implementation of the Council's revised pay and grading scheme.

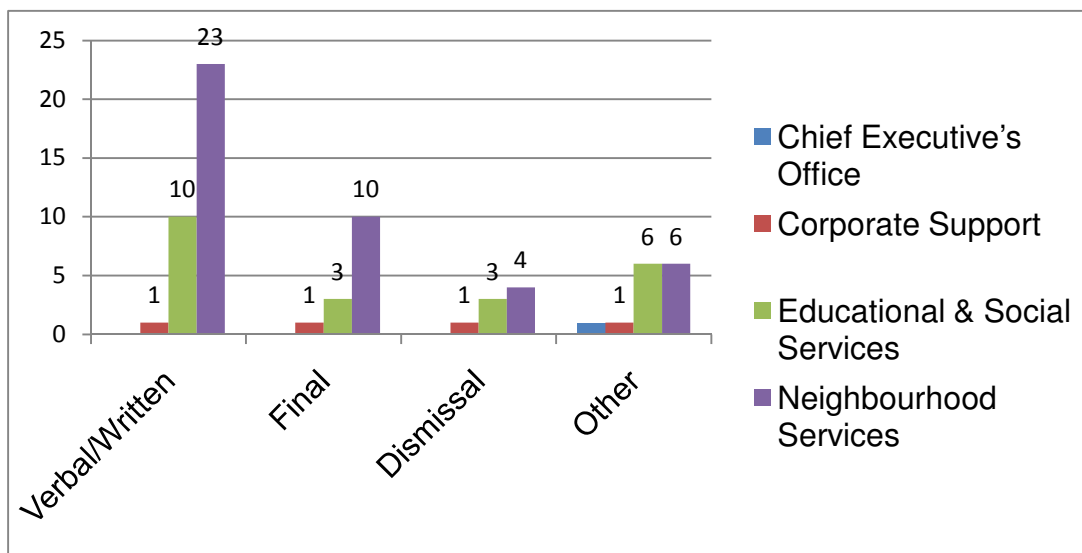
EMPLOYMENT TRIBUNALS

DISCIPLINE AND GRIEVANCE

DISCIPLINE

2009-2010

Department	Verbal/Written	Final	Dismissal	Other
Chief Executive's Office	0	0	0	1
Corporate Support	1	1	1	1
Educational & Social Services	10	3	3	6
Neighbourhood Services	23	10	4	6
TOTAL	34	14	8	14



Commentary

Disciplinary action within Neighbourhood Services rose by 54% during 2009 – 2010 compared with 2008 – 2009. This was as a result of an investigation into working practices within the former Building and Works Service.

The 'Other' category includes Demotion and the issues of Letters of Concern.

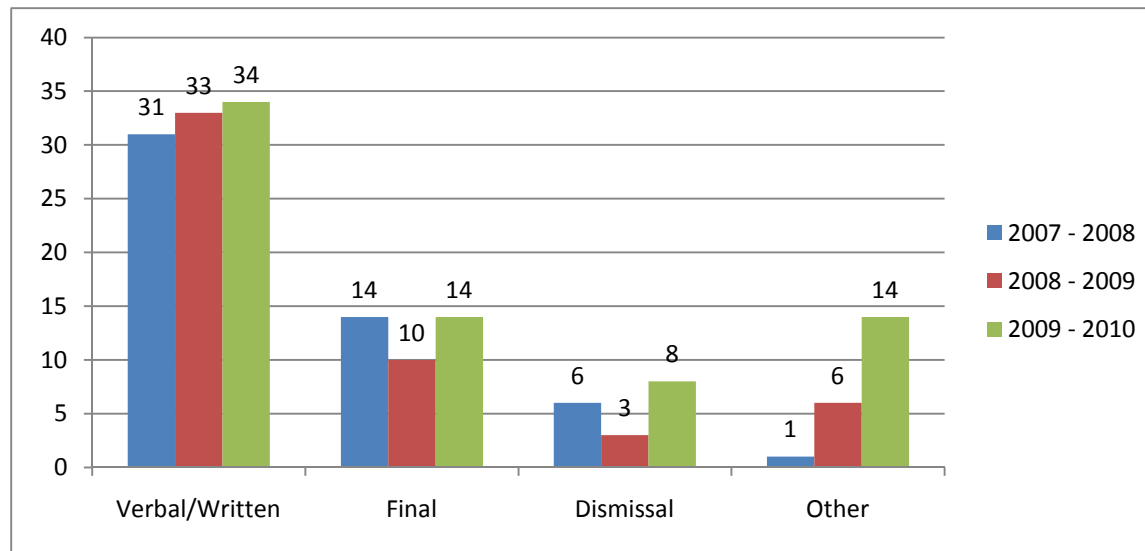
DISCIPLINE AND GRIEVANCE

Year	Verbal/Written	Final	Dismissal	Other	Total
2007 – 2008	31	14	6	1	52
2008 – 2009	33	10	3	6	52
2009 – 2010	34	14	8	14	70

Commentary

The overall number of employees who were subject to disciplinary action rose during 2009 – 2010. This was, in the main, due to the investigation carried out within the former Building and Works Services.

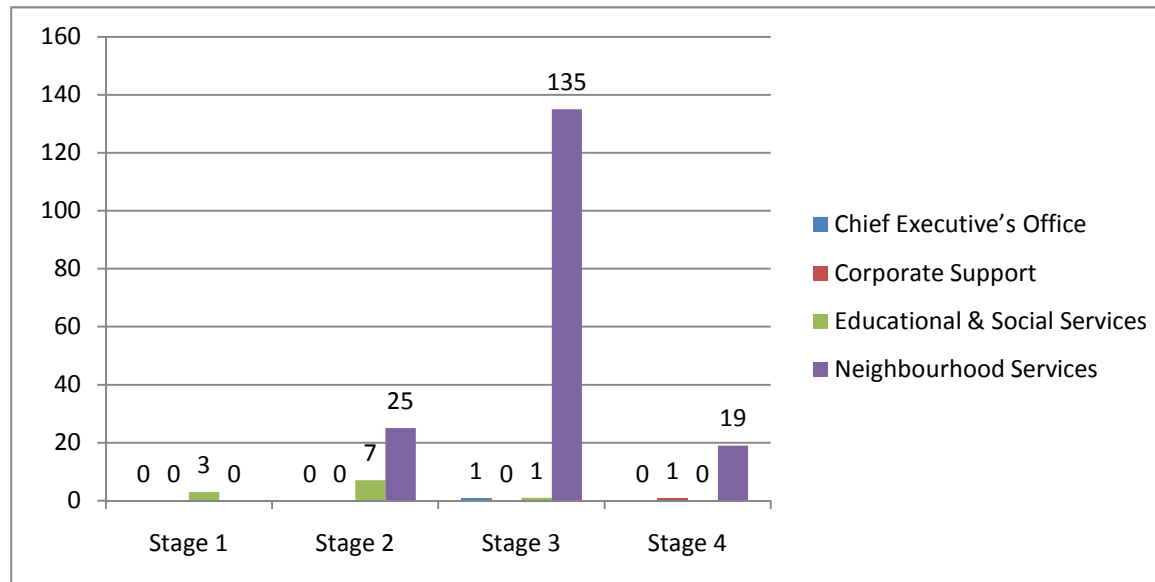
The 'Other' category includes Demotion and the issues of Letters of Concern.



DISCIPLINE AND GRIEVANCE

GRIEVANCES

Department	Stage 1	Stage 2	Stage 3	Stage 4
Chief Executive's Office	0	0	1	0
Corporate Support	0	0	0	1
Educational & Social Services	3	7	1	0
Neighbourhood Services	0	25	135	19
TOTAL	3	32	137	20



Commentary

Stage 1 is: Informal. Usually heard by the line manager.

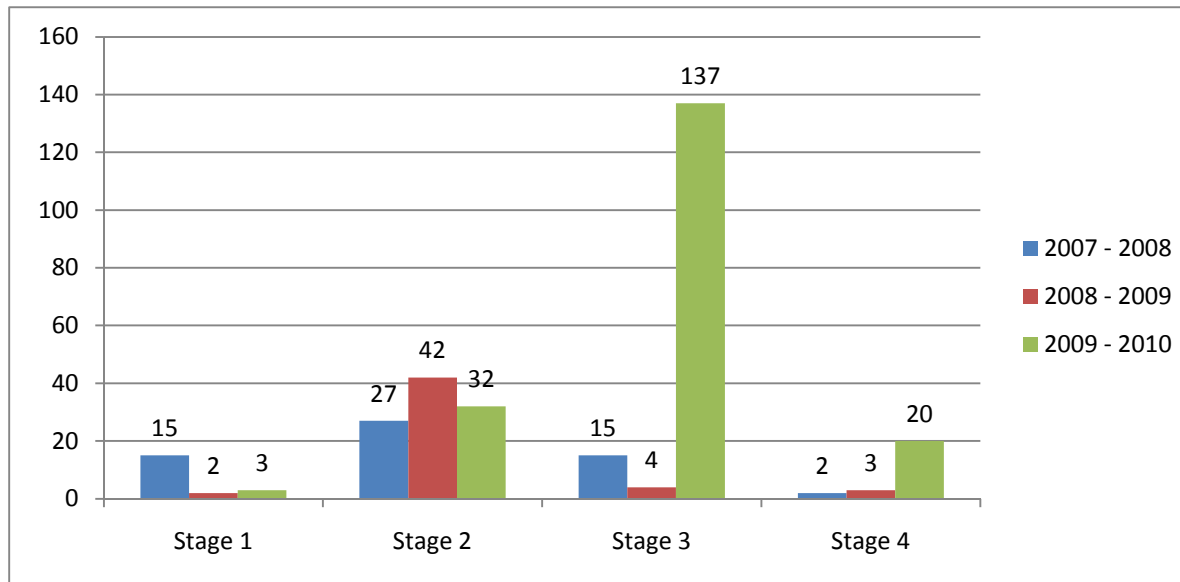
Stage 2 is: Formal. Hearing usually takes place within the employing Department.

Stage 3 is: Formal. Heard by the Head of Human Resources (or nominated HR representative).

Stage 4 is: Formal. Heard by an Appeals Panel of Elected Members.

DISCIPLINE AND GRIEVANCE

Department	Stage 1	Stage 2	Stage 3	Stage 4
2007 – 2008	15	27	15	2
2008 – 2009	2	42	4	3
2009 – 2010	3	32	137	20



Commentary

Grievances at stages 3 and 4 rose by a large percentage during 2009 – 2010.

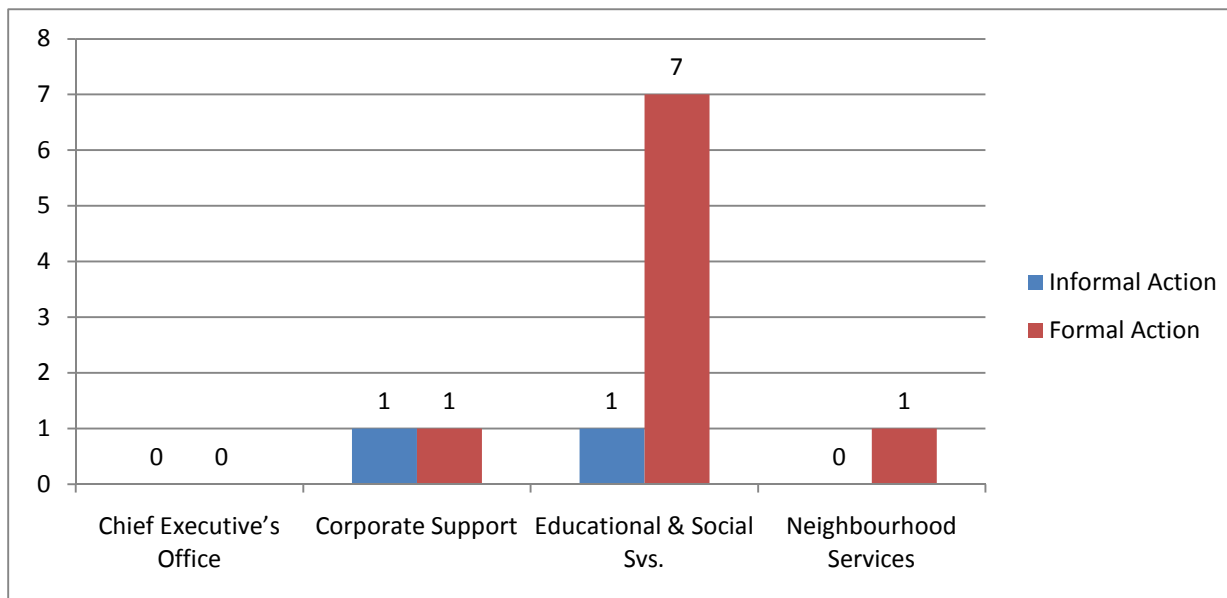
The majority of these were within the Department of Neighbourhood Services and were largely from employees affected following changes to the Council's Travel to Work arrangements.

BULLYING AND HARASSMENT

Department	Informal Action	Formal Action	Total
Chief Executive's Office	0	0	0
Corporate Support	1	1	2
Educational & Social Svs.	1	7	8
Neighbourhood Services	0	1	1

Commentary

11 bullying or harassment allegations were made by employees during the year.

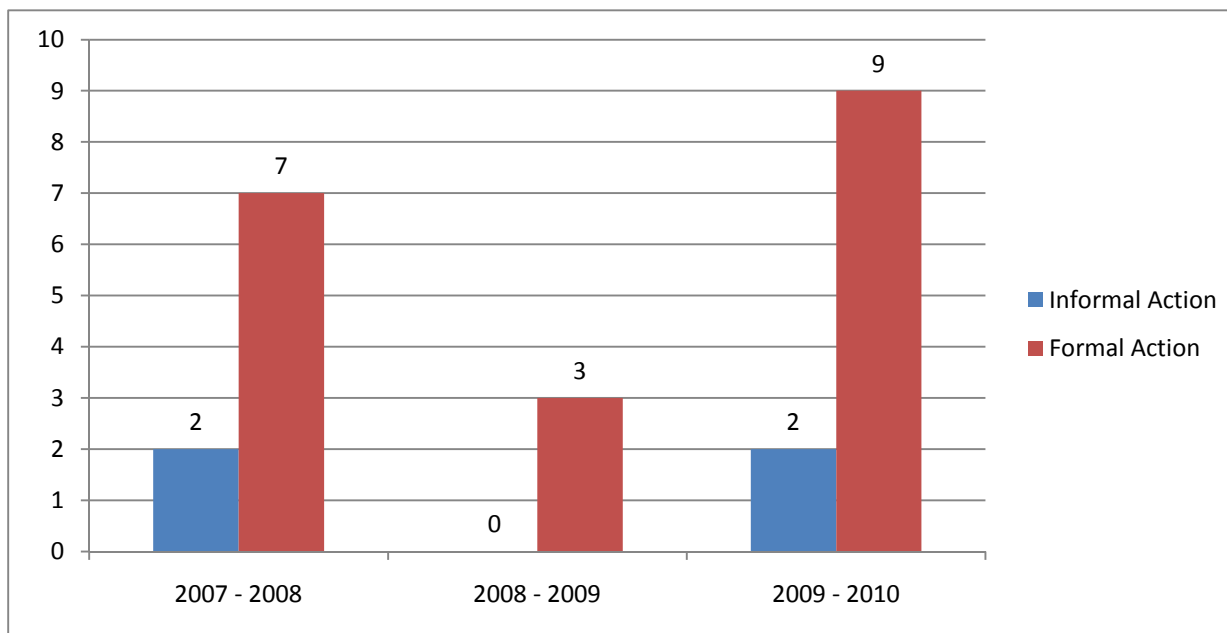


BULLYING AND HARASSMENT

Year	Informal Action	Formal Action	Total
2007 – 2008	2	7	9
2008 – 2009	0	3	3
2009 – 2010	2	9	11

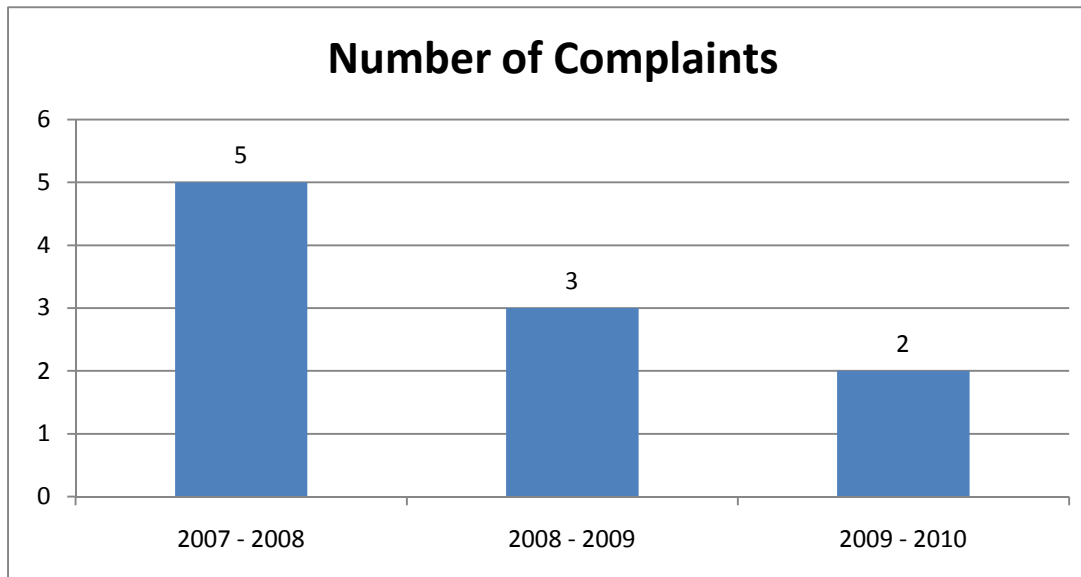
Commentary

The level of complaints raised under the Bullying and Harassment procedures remain low, although there has been an increase from 2008-2009 to 2009-2010.



WHISTLE BLOWING

Year	Number of Complaints
2007 – 2008	5
2008 – 2009	3
2009 – 2010	2



Commentary

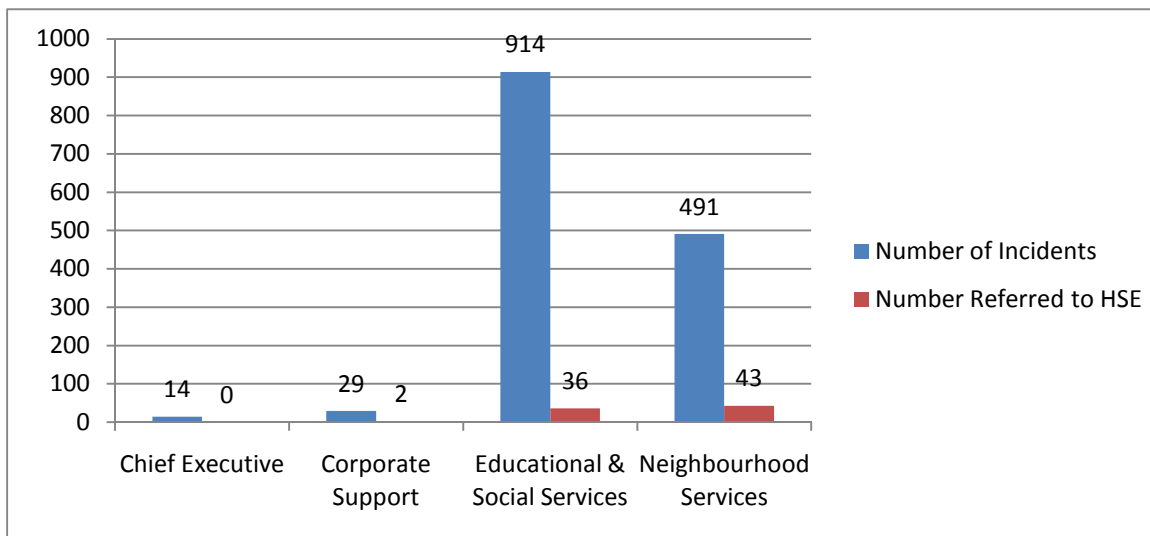
Due to the sensitivity of these statistics and the very small numbers involved, data is restricted to totals only and is not detailed by Department.

There has been a year on year reduction in the number of Whistleblowing Complaints.

WHISTLE BLOWING

HEALTH AND SAFETY

Department	Number of Incidents	Number Referred to HSE
Chief Executive	14	0
Corporate Support	29	2
Educational & Social Services	914	36
Neighbourhood Services	491	43



Commentary

Incidents that must be reported to the Health & Safety Executive are described in RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

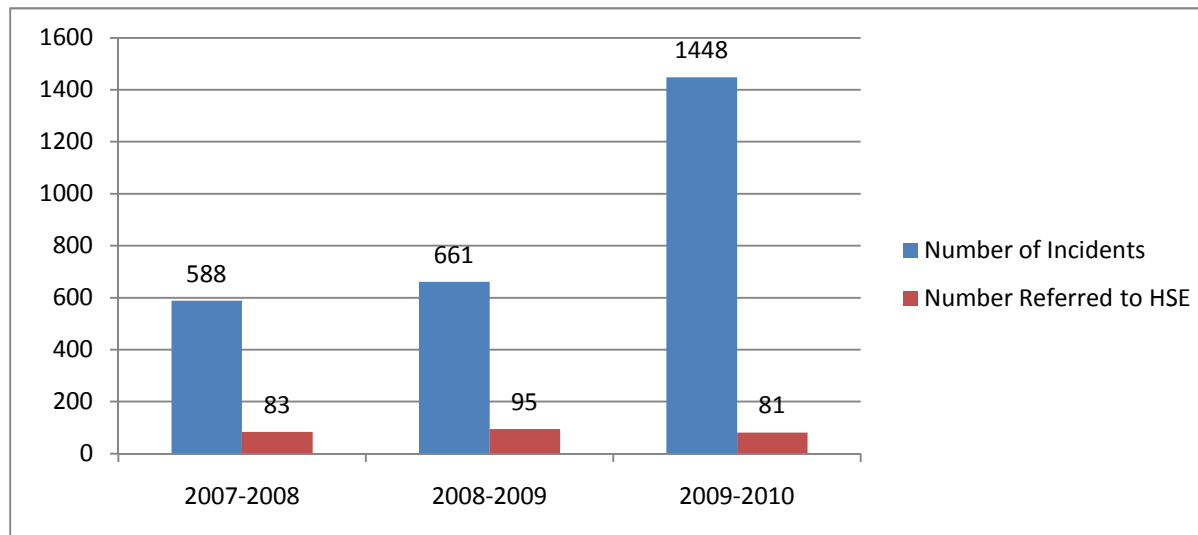
Examples of reportable incidents include:

1. HAVS (Hand, Arm, Vibration Syndrome)
2. An accident that results in an absence from work of 3 or more consecutive days
3. Any major injury

During 2009 – 2010, from a total number of 1448 incidents, 81 required to be reported to the Health & Safety Executive.

HEALTH AND SAFETY

Year	Number of Incidents	Number Referred to HSE
2007-2008	588	83
2008-2009	661	95
2009-2010	1448	81



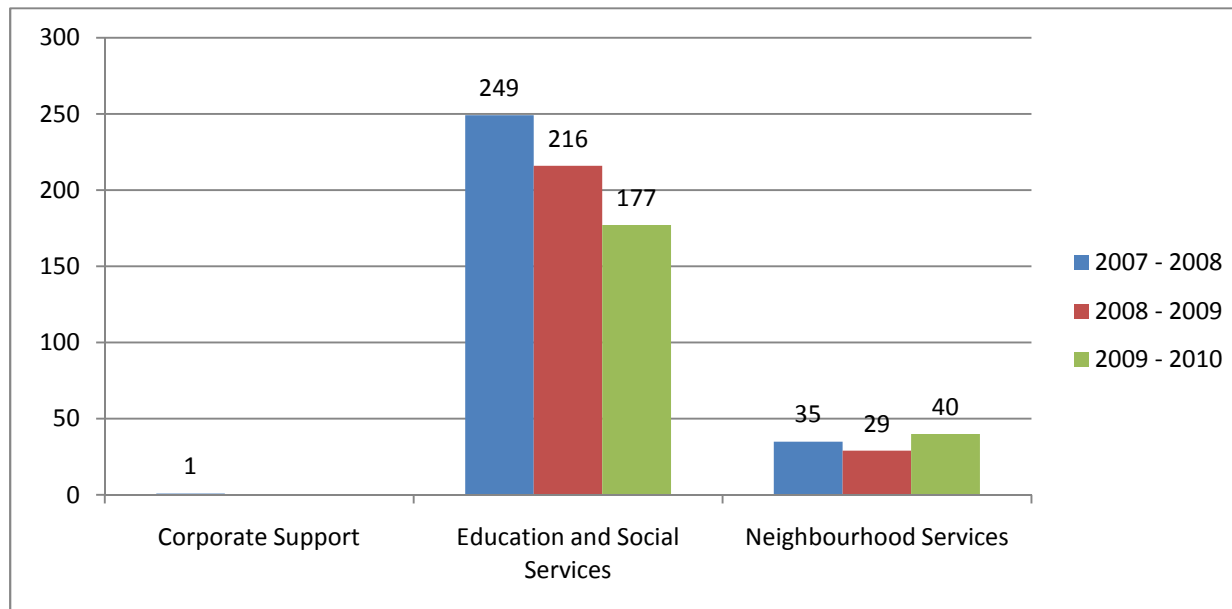
Commentary

Whilst the number of incidents have increased between 2007 and 2010, the number that require to be reported to the Health and Safety Executive has decreased. The reason for the increase is better reporting procedures.

HEALTH AND SAFETY

Incidents of Violence

Year	Corporate Support	Education and Social Services	Neighbourhood Services	Totals
2007 - 2008	1	249	35	285
2008 - 2009	0	216	29	245
2009 - 2010	0	177	40	217



Commentary

There has been a steady decrease in the number of violent incidents reported over the past three years.

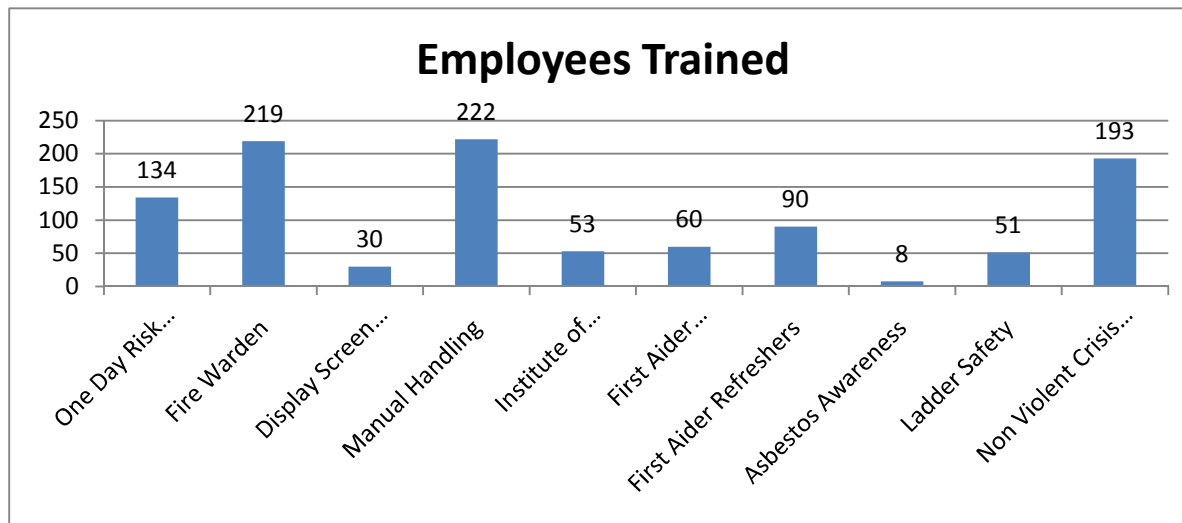
HEALTH AND SAFETY

H&S Training	Employees Trained
One Day Risk Assessment	134
Fire Warden	219
Display Screen Equipment	30
Manual Handling	222
Institute of Occupational Health (IOSH)	53
First Aider Certificates	60
First Aider Refreshers	90
Asbestos Awareness	8
Ladder Safety	51
Non Violent Crisis Intervention	193

Commentary

2009 – 2010 saw a significant increase in the number of employees trained as Fire Wardens and First Aid.

The certificated course, IOSH (Managing Safely) also saw a substantial increase in attendees.

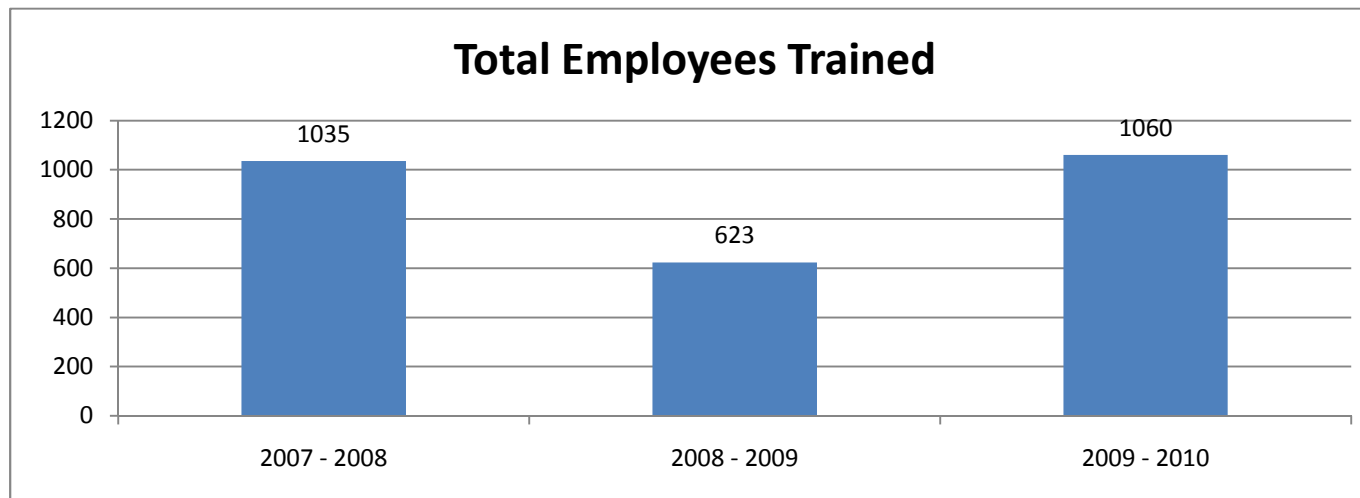


HEALTH AND SAFETY

H&S Training	Employees Trained 07/08	Employees Trained 08/09	Employees Trained 09/10
One Day Risk Assessment	75	119	134
Fire Warden	156	143	219
Display Screen Equipment	30	0	30
Manual Handling	239	161	222
Institute of Occupational Health (IOSH)	16	14	53
First Aider Certificates	19	16	60
First Aider Refreshers	10	12	90
Asbestos Awareness	105	0	8
Ladder Safety	0	54	51
Non Violent Crisis Intervention	385	104	193
Totals	1035	623	1060

Commentary

The number of employees trained during 2009–2010 has increased by 70% over 2008–2009. This training has been provided in-house.

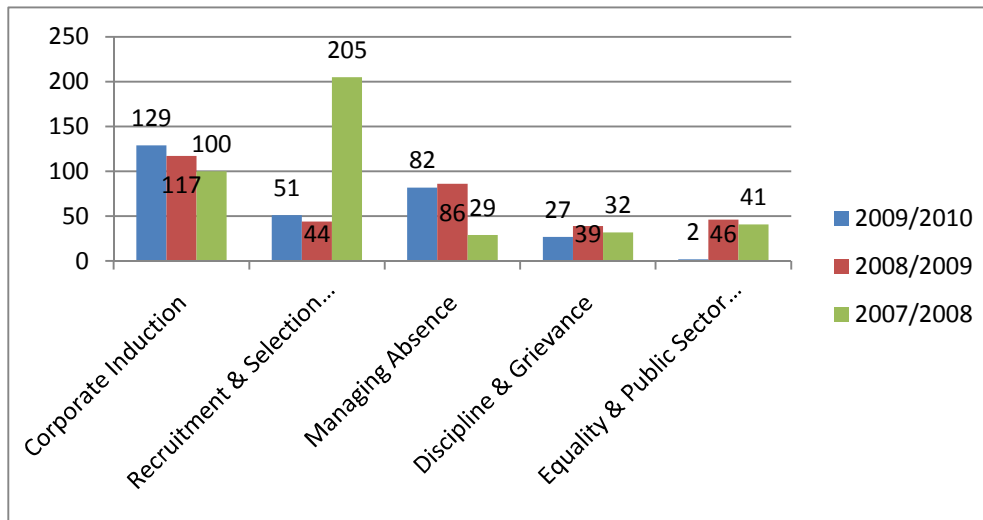


HEALTH AND SAFETY

TRAINING AND DEVELOPMENT PROVISION

Number of employees attending Policy / Legislative requirements courses

TRAINING COURSE	2009/2010	2008/2009	2007/2008
Corporate Induction	129	117	100
Recruitment & Selection (Approved Interviewers)	51	44	205
Managing Absence	82	86	29
Discipline & Grievance	27	39	32
Equality & Public Sector Equality Duties	2	46	41
Totals	291	332	407

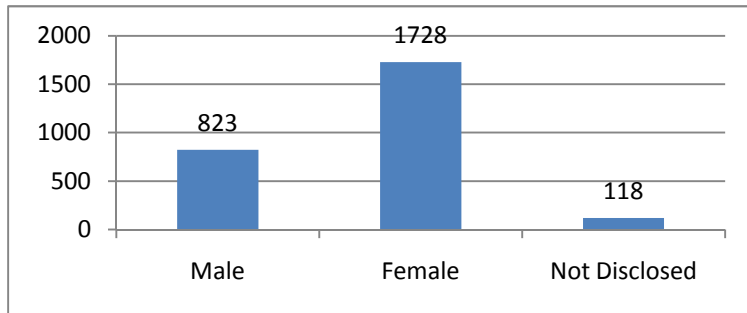


Commentary

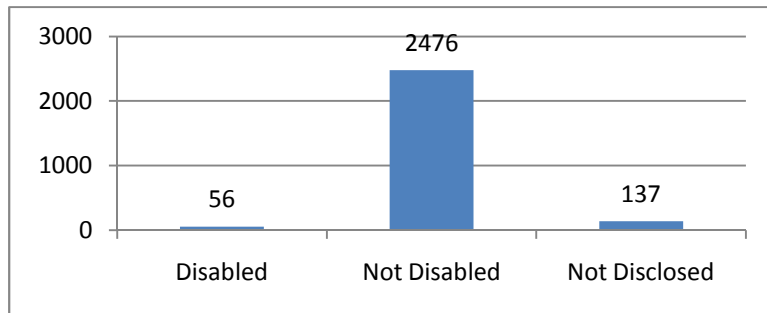
Policy courses have been revised to include online training this has resulted in an increase, particularly in the Equality & Public Sector Equality Duties course.

TRAINING AND DEVELOPMENT PROVISION

Gender	Number	Proportion (%)
Male	823	30.83
Female	1728	64.74
Not Disclosed	118	4.42



Disability	Number	Proportion (%)
Disabled	56	2.09
Not Disabled	2476	92.76
Not Disclosed	137	5.13



Commentary

Under the Public Sector Duty the Council is required to report statistics relating to the number of training courses applied for by gender.

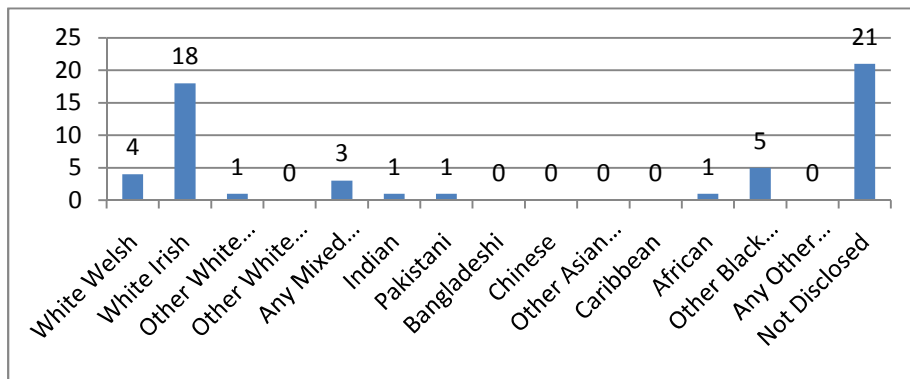
Commentary

Under the Public Sector Duty the Council is required to report statistics relating to the number of training courses applied for by persons who declare themselves as having a disability.

92.76% of training applicants declared themselves to be , 'Not Disabled'.

TRAINING AND DEVELOPMENT PROVISION

Ethnic Origin	Number	Proportion (%)
White Scottish	2548	95.47
White English	66	2.47
White Welsh	4	0.15
White Irish	18	0.67
Other White British	1	0.03
Other White Background	0	0
Any Mixed Background	3	0.11
Indian	1	0.03
Pakistani	1	0.03
Bangladeshi	0	0
Chinese	0	0
Other Asian Background	0	0
Caribbean	0	0
African	1	0.03
Other Black Background	5	0.18
Any Other Background	0	0
Not Disclosed	21	0.78



Commentary

In accordance with the Public Sector Duty the Council is required to report statistics relating to the number of training courses applied for by ethnicity.

95.47% of training applicants declared themselves to be 'White Scottish' and 2.47% 'White English'. To provide more meaningful comparisons, the graph excludes these categories.

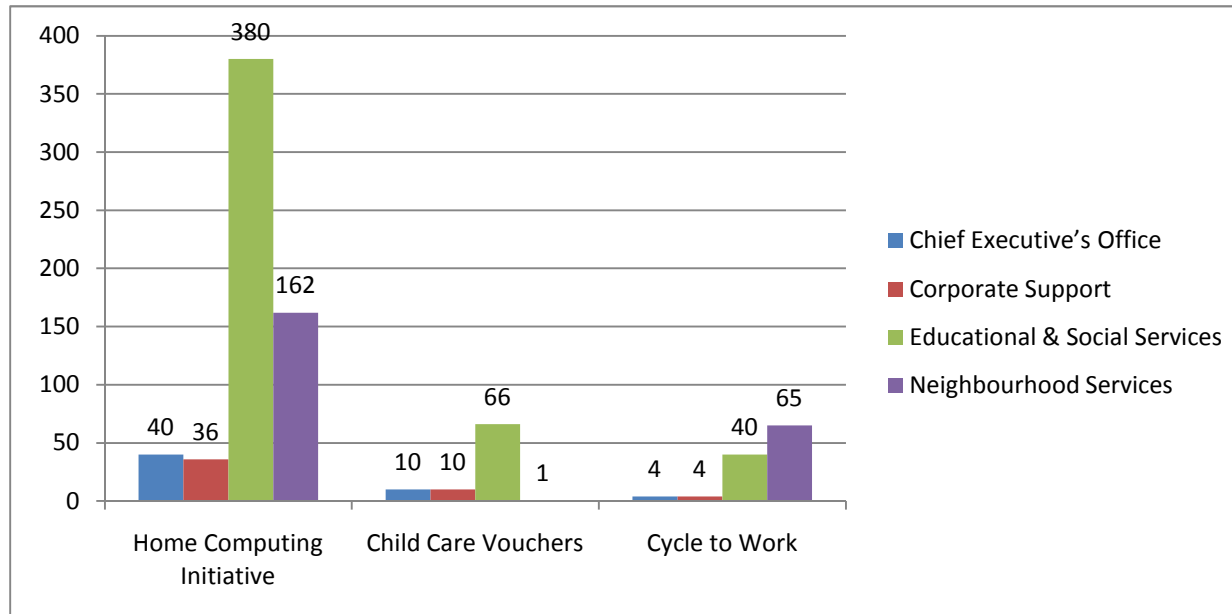
It should be noted that the figures for gender, disability and race do not necessarily reflect the numbers actually attending training as there may be reasons why the individual does not attend in the year for which the statistics are recorded or at all in certain circumstances

TRAINING AND DEVELOPMENT PROVISION

SALARY SACRIFICE SCHEMES

2009 - 2010

Department	Home Computing Initiative	Child Care Vouchers	Cycle to Work
Chief Executive's Office	40	10	4
Corporate Support	36	10	4
Educational & Social Services	380	66	40
Neighbourhood Services	162	1	65
TOTAL	618	87	113



Commentary

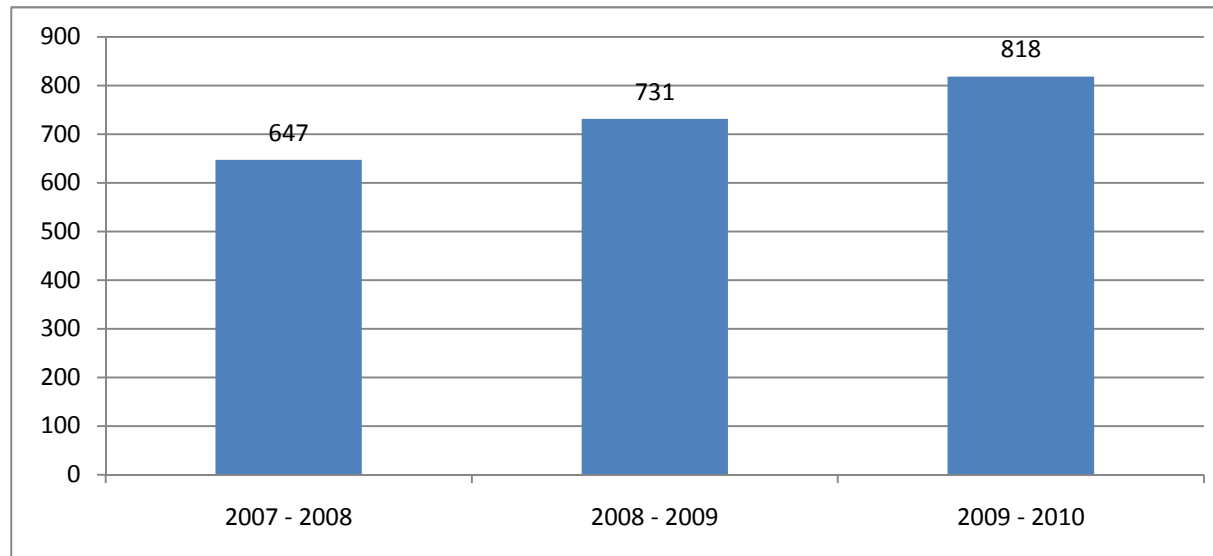
Tax-free employee benefits in the form of Salary Sacrifice Schemes were introduced by the Council during 2005.

Data is recorded that identifies the number of employees who are participating. The data is recorded as a total of all who have participated during each year.

There are currently three Salary Sacrifice Schemes: Home Computing Initiative, Child Care Vouchers and Cycle to Work.

SALARY SACRIFICE SCHEMES

Year	Salary Sacrifice Schemes – Employee Participation
2007 - 2008	647
2008 - 2009	731
2009 - 2010	818
TOTAL	2196



Commentary

There has been a steady increase in participation in the schemes over the past three years.

JOB DEVELOPMENT STRATEGY

Quarter	Overall Total Number Redeployed (cumulative)	Number of Employees Active on Register
Sep-07	10	127
Dec-07	12	121
Mar-08	14	117
Jun-08	16	117
Sep-08	17	116
Dec-08	17	116
Mar-09	28	102
Jun-09	30	100
Sep-09	32	97
Dec-09	32	95
Mar-10	48	78

Overall total number redeployed and Number active on register

Commentary

The Job Development Strategy was introduced in 2007 in order to attempt to redeploy employees who suffered detriment following implementation of the Council's revised pay and grading scheme.

Since its introduction in September 2007, a total of 48 employees have been redeployed under the job development strategies.

All employees who have been redeployed have been from the Department of Neighbourhood Services with the exception of one employee from the Chief Executive's Office, one from the Department of Corporate Support and one from Educational and Social Services.

JOB DEVELOPMENT STRATEGY

EXTERNALLY FUNDED POSTS

Department/Service	Number of employees	Variance from March 2009
Corporate Support		
Planning & Economic Development	2	-1
Total	2	-1
Educational & Social Services		
Education	23	-6
Social Work	0	-1
Total	23	-7
Neighbourhood Services		
Community Safety	0	1
Leisure Services	9	3
Housing	0	-2
Libraries	1	1
Total	10	3
GRAND TOTAL	35	5

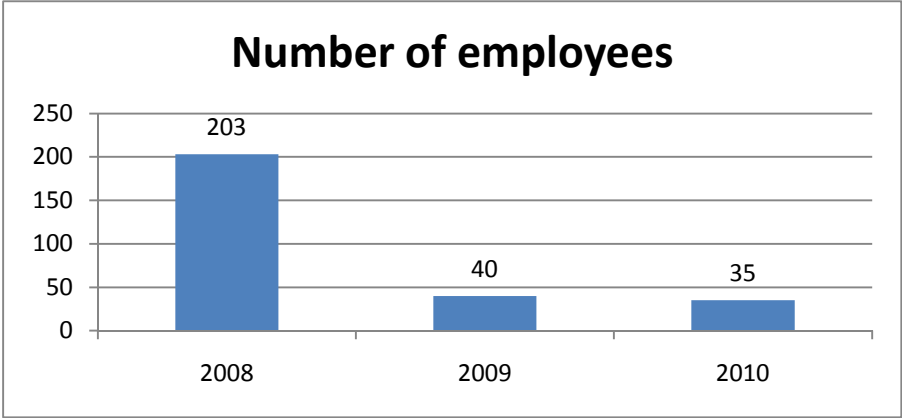
Commentary

23 of the 35 posts that are externally funded are within the Department of Educational and Social Services.

There has been a reduction of 5 posts from the previous year, 31 March 2009.

EXTERNALLY FUNDED POSTS

Year	Number of employees
2008	203
2009	40
2010	35



Commentary

The number of externally funded posts has reduced from a high of 203 to a low of 35 in 2009-2010.

This is as a result of the removal of ring-fenced funding by the Scottish Government.