

EAST AYRSHIRE COUNCIL

GOVERNANCE AND SCRUTINY COMMITTEE – 13 FEBRUARY 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 October 2008 to 31 December 2008.

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 DECEMBER 2008

- 3.1 The Council employed 6,822 employees as at December 2008. This figure represents an increase of 33 employees (0.048%) on the September 2008 headcount of 6789 and an increase of 8 employees (0.12%) on the December 2007 headcount of 6814 employees.
- 3.2 Of the 6,822 people employed at December 2008, 62.4% are employed on a full-time basis and 71.3% of the workforce is female. Of the total workforce, 33.82% of females work on a part-time basis compared with 2.50% 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 December 2008 are 5550. This figure represents a decrease of 12 (0.22%) on the September 2008 full-time equivalent of 5562 and a decrease of 12.9 (0.23%) on the December 2007 full-time equivalent of 5562.9 employees.
- 3.4 The quarterly staffing watch statistics show an increase of 8 employees over the year (December 2007 – December 2008) and a decrease of 13 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 October 2007 to December 2008 inclusive. The figures in the box for Quarter 3 (**Q3(IA)**) include the unauthorised absence figures in relation to the 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
2007	%	%	%
Q3	6.05	2.59	5.50
Q4	6.56	3.99	5.97
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

- 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 50.1% of the overall collective absence rate of 17,876 days.
- 4.4 With regard to both short term and long term absence, 257 absence reviews and 311 follow-up meetings were held with 106 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 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.

5. GRIEVANCES

5.1 The number of grievances raised by employees in the period October 2008 to December 2008 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
Neighbourhood Services	Nil	7	Nil	Nil
Educational & Social Svs.	2	7	Nil	Nil

* including Finance & Asset Management

All employees who raised grievances were white.

6. DISCIPLINARY ACTION

6.1 The following disciplinary action was taken against employees in the period October 2008 to December 2008.

<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	1	Nil	Nil	Nil
Neighbourhood Services	5	1	Nil	2
Educational & Social Svs.	4	Nil	Nil	4

* including Finance & Asset Management

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

7. WHISTLEBLOWING

7.1 1 employee used the Whistleblowing Procedures in the period October 2008 – December 2008.

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 December 2008 and shows the variance in numbers from September 2008.

Department/Service	Number of employees	Variance from September 2008
Corporate Support		
Planning	1	+1
Economic Development	0	-2
Total	1	-1
Educational & Social Services		
Education*	42	-14
Social Work	5	0
Total	47	-14
Neighbourhood Services		
Housing	44	-7
Community Safety	1	0
Leisure Services	7	0
Total	52	-7
GRAND TOTAL	100	-22

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

9. BULLYING AND HARRASSMENT

The following table details action taken on bullying and harassment claims for the period October 2008 – December 2008.

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

* 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 116 employees active on the Job Development Register. 17 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 October 2008 - December 2008.

Number Requested Removal from Register as at 31 December 2008	Number Active on Job Development Register as at 31 December 2008	Number Redeployed Up To September 2008	Number Redeployed in Current Quarter	Department	Overall Total of Employees Redeployed up to 31 December 2008
63	116	17	0	-	17

11. EXIT INTERVIEWS

Appendix 10 summarises information emerging from exit interviews that have been held in the period October 2008 – December 2008.

12. WORKING BEYOND 65 YEARS OF AGE

There are currently 79 employees who are aged 65 or over, employed within the Council (this includes 11 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.

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
30 January 2009

LIST OF BACKGROUND PAPERS

1. Departmental Staffing Watch Returns – September 2008
2. Departmental Staffing Watch Returns – June 2008
3. Departmental Staffing Watch Returns – March 2008
4. Departmental Staffing Watch Returns – December 2007
6. Departmental Returns – Quarter 3, 2008
7. Departmental Returns – Quarter 2, 2008
8. Departmental Returns – Quarter 1, 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)

26/01/2009

Service Group	Number of staff										
	Total	Male					Female				
		Temporary		Permanent			Temporary		Permanent		
		Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time		
Education: Teachers	1,559	27	5	326	19	105	21	868	188		
Education: Other staff	997	9	14	86	30	44	90	339	385		
Social Work	1,352	2	2	102	35	10	46	440	715		
Police and related services	0										
Fire and related services	0										
Other Staff ¹	2,914	62	29	1,149	64	52	129	639	790		
Total	6,822	100	50	1,663	148	211	286	2,286	2,078		

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

¹ 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/DSO; District Court; Other Staff.

Construction Staff	368	8	0	327	0	3	0	26	4
--------------------	-----	---	---	-----	---	---	---	----	---

Construction staff included above see guidance note 6.

Service Group	Full time equivalents				
	Total	Male		Female	
		Temporary	Permanent	Temporary	Permanent
Education: Teachers	1398	29	335	114	920
Education: Other staff	693	14	105	77	497
Social Work	1058	3	128	36	890
Police and related services	0				
Fire and related services	0				
Other Staff ¹	2401	68	1184	89	1060
Total	5550	115	1752	316	3367

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

¹ 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/DSO; District Court; Other Staff.

Construction Staff	365	8	325	3	29
--------------------	-----	---	-----	---	----

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	1,559	1,398	
Education: Other staff	997	693	
Social Work	1,352	1,058	
Police and related services	0	0	
Fire and related services	0	0	
Other Staff ¹	2,914	2,401	

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 - DECEMBER 2008

Service Group	Total Number of Staff					Full-time Equivalent					
	Total	Male		Female		Total	Salary Band				
		Full-time	Part-time	Full-time	Part-time		A1	A2	B	C	Other
Chief Executive	297.0	116.0	0.0	145.0	36.0	280.0	2.0	28.9	111.1	138.0	0.0
Chief Executive	4.0	2.0	0.0	2.0	0.0	4.0	1.0	2.0	1.0	0.0	0.0
Internal Audit	8.0	4.0	0.0	3.0	1.0	7.9	0.0	2.9	4.0	1.0	0.0
Finance and Asset Management	285.0	110.0	0.0	140.0	35.0	268.1	1.0	24.0	106.1	137.0	0.0
Neighbourhood Services	1373.0	878.0	25.0	315.0	155.0	1288.9	5.0	17.0	205.5	813.6	247.8
Housing	250.0	97.0	0.0	123.0	30.0	238.6	1.0	1.0	76.2	160.4	0.0
Central Support	14.0	3.0	0.0	9.0	2.0	13.0	2.0	0.0	4.5	6.5	0.0
Cleansing Services	147.0	128.0	2.0	8.0	9.0	143.5	0.0	0.0	8.0	135.5	0.0
Leisure Services	326.0	211.0	14.0	64.0	37.0	300.2	0.0	4.0	20.8	275.4	0.0
Libraries, Registration & Local Offices	147.0	11.0	6.0	62.0	68.0	109.5	0.0	1.0	14.0	94.5	0.0
Roads & Transport	81.0	61.0	2.0	15.0	3.0	78.6	1.0	5.0	48.0	24.6	0.0
DLO/DSO (R&T AND B&W)	408.0	367.0	1.0	34.0	6.0	405.5	1.0	6.0	34.0	116.7	247.8
Corporate Support	352.0	146.0	4.0	157.0	45.0	332.1	6.0	29.0	159.0	138.1	0.0
Directorate	3.0	0.0	0.0	3.0	0.0	3.0	1.0	0.0	0.0	2.0	0.0
Democratic Services	46.0	9.0	1.0	25.0	11.0	42.1	1.0	2.0	14.3	24.8	0.0
IT	54.0	35.0	1.0	10.0	8.0	49.6	1.0	8.0	30.6	10.0	0.0
Legal, Procurement & Regulatory Services	89.0	36.0	0.0	37.0	16.0	81.9	1.0	8.0	36.5	36.4	0.0
Human Resources	34.0	11.0	0.0	21.0	2.0	33.2	1.0	2.0	15.0	15.2	0.0
Planning & Economic Development	113.0	54.0	1.0	52.0	6.0	110.4	1.0	6.0	56.7	46.7	0.0
CPPU	13.0	1.0	1.0	9.0	2.0	11.9	0.0	3.0	5.9	3.0	0.0
Education	3448.0	527.0	124.0	1429.0	1368.0	2591.5	15.0	296.0	1187.5	1093.0	0.0
Education - Teachers	1559.0	353.0	24.0	973.0	209.0	1398.4	9.0	288.0	1101.4	0.0	0.0
Education - Other Staff	997.0	95.0	44.0	383.0	475.0	693.1	6.0	7.0	81.1	599.0	0.0
DLO/DSO	892.0	79.0	56.0	73.0	684.0	500.0	0.0	1.0	5.0	494.0	0.0
Social Work	1352.0	104.0	37.0	450.0	761.0	1057.5	0.0	12.0	286.0	759.5	0.0
Total all Staff	6822.0	1771.0	190.0	2496.0	2365.0	5550.0	28.0	382.9	1949.1	2942.2	247.8
Construction Staff	366.0	333.0	0.0	29.0	4.0	364.7					

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 DECEMBER 2008

The table below illustrates the number of full-time equivalent employees in each of the staffing watch salary bands as at December 2008 in comparison with December 2007. The table shows corresponding variances in categories A2 and B which is attributable to incorrect classification of teachers' posts.

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

	Full-time Equivalent					
	Total	A1 (above £58,355)	A2 (£39,203 - £58,355)	B (£24,333 - £40,231)	C (£10,884- £24,974)	Other (Craft)
Total December 2008	5550.0	28.0	382.9	1949.1	2942.2	247.8
Total December 2007	5562.9	29.0	378.5	1935.3	2968.1	252.0
Variance	-12.9	-1.0	+4.4	+13.8	-25.9	-4.2

EAST AYRSHIRE COUNCIL
STAFFING WATCH RETURN - VARIANCES FROM SEPTEMBER 2008

Service Group	13 September 2008		08 December 2008		Variance		Comments
	Headcount	FTE	Headcount	FTE	Headcount	FTE	
Chief Executive	289.0	270.5	297.0	280.0	8.0	9.5	General Turnover
Chief Executive	4.0	4.0	4.0	4.0	0.0	0.0	
Internal Audit	8.0	7.9	8.0	7.9	0.0	0.0	
Finance & Asset Management	277.0	258.6	285.0	268.1	8.0	9.5	New Posts filled from Service Review/General Turnover
Neighbourhood Services	1401.0	1317.1	1373.0	1288.9	-28.0	-28.2	General turnover
Housing	253.0	240.1	250.0	238.6	-3.0	-1.5	
Central Support	14.0	13.0	14.0	13.0	0.0	0.0	
Cleansing Services	145.0	142.7	147.0	143.5	2.0	0.8	
Leisure Services	345.0	319.2	326.0	300.2	-19.0	-19.0	End of seasonal employment
Libraries, Registration & Local Offices	145.0	109.7	147.0	109.5	2.0	-0.2	
Roads & Transport	92.0	86.9	81.0	78.6	-11.0	-8.3	Vacancies not filled pending Service Review
DLO/DSO- B&W	407.0	405.5	408.0	405.5	1.0	0.0	
Corporate Support	347.0	330.3	352.0	332.1	5.0	1.8	General Turnover
Directorate	4.0	4.0	3.0	3.0	-1.0	-1.0	
Democratic Services	46.0	42.1	46.0	42.1	0.0	0.0	
IT	51.0	47.1	54.0	49.6	3.0	2.5	
Legal, Procurement & Regulatory Services	87.0	80.7	89.0	81.9	2.0	1.2	
Personnel	51.0	49.7	34.0	33.2	-17.0	-16.5	Transfer of Skills Development Team to Planning and Economic Development
Planning & Economic Development	96.0	95.3	113.0	110.4	17.0	15.1	Transfer of Skills Development Team from Human Resources
CPPU	12.0	11.4	13.0	11.9	1.0	0.5	
Education	3401.0	2584.6	3448.0	2591.5	47.0	6.9	General Turnover
Education - Teachers	1560.0	1399.4	1559.0	1398.4	-1.0	-1.0	
Education - Other Staff	930.0	670.2	997.0	693.1	67.0	22.9	F.E. Tutors included
DLO/DSO	911.0	515.0	892.0	500.0	-19.0	-15.0	Transfer of PPP Employees to Mitie PLC
Social Work	1351.0	1059.5	1352.0	1057.5	1.0	-2.0	General Turnover
TOTALS	6789.0	5562.0	6822.0	5550.0	33.0	-12.0	

EAST AYRSHIRE COUNCIL
STAFFING WATCH RETURN - VARIANCES FROM DECEMBER 2007

Service Group	08 December 2007		13 December 2008		Variance		Comments
	Headcount	FTE	Headcount	FTE	Headcount	FTE	
Chief Executive	273.0	257.2	297.0	280.0	24.0	22.8	General Turnover
Chief Executive	3.0	3.0	4.0	4.0	1.0	1.0	
Internal Audit	7.0	6.8	8.0	7.9	1.0	1.1	
Finance & Asset Management	263.0	247.4	285.0	268.1	22.0	20.7	Posts created from Service Review
Neighbourhood Services	1350.0	1265.9	1373.0	1288.9	23.0	23.0	
Housing	236.0	222.8	250.0	238.6	14.0	15.8	Posts created within new Risk Management Centre
Central Support	13.0	12.0	14.0	13.0	1.0	1.0	
Cleansing Services	139.0	136.6	147.0	143.5	8.0	6.9	
Leisure Services	322.0	294.1	326.0	300.2	4.0	6.1	General Turnover
Libraries, Registration & Local Offices	143.0	109.2	147.0	109.5	4.0	0.3	
Roads & Transport	85.0	81.5	81.0	78.6	-4.0	-2.9	
DLO/DSO- (R&T and B&W)	412.0	409.7	408.0	405.5	-4.0	-4.2	
Corporate Support	347.0	328.1	352.0	332.1	5.0	4.0	General Turnover
Directorate	8.0	7.0	3.0	3.0	-5.0	-4.0	Restructuring
Democratic Services	44.0	40.8	46.0	42.1	2.0	1.3	
IT	50.0	45.6	54.0	49.6	4.0	4.0	
Legal, Procurement & Regulatory Services	83.0	76.6	89.0	81.9	6.0	5.3	
Human Resources	46.0	45.8	34.0	33.2	-12.0	-12.6	Transfer of Skills Development Team to Planning & Economic Development
Planning & Economic Development	104.0	100.9	113.0	110.4	9.0	9.5	Transfer of Skills Development Team from Human Resources
CPPU	12.0	11.4	13.0	11.9	1.0	0.5	
Education	3503.0	2657.9	3448.0	2591.5	-55.0	-66.4	General Turnover
Education - Teachers	1590.0	1429.4	1559.0	1398.4	-31.0	-31.0	
Education - Other Staff	981.0	716.1	997.0	693.1	16.0	-23.0	F.E. Tutors included
DLO/DSO	932.0	512.4	892.0	500.0	-40.0	-12.4	Transfer of PPP Employees to Mitie PLC
Social Work	1341.0	1053.9	1352.0	1057.5	11.0	3.6	General Turnover.
TOTALS	6814.0	5563.0	6822.0	5550.0	8.0	-13.0	

SALARY BANDS AT DECEMBER 2008

The table below illustrates the number of full-time equivalent employees in each of the staffing watch salary bands as at December 2008 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 (above £58,355)	A2 (£39,203 - £58,355)	B (£24,333 - £40,231)	C (£10,884- £24,974)	Other (Craft)
Total December 2008	5550.0	28.0	382.9	1949.1	2942.2	247.8
Total December 2007	5562.9	29.0	378.5	1935.5	2968.1	252.0
Total December 2006	5631.4	32.0	334.5	1814.0	2269.4	1181.5
Total December 2005	5522.9	33.0	147.5	1942.5	2203.4	1196.5
Total December 2004	5496.7	23.0	151.5	1912.0	2183.2	1227.0
Total December 2003	5407.4	26.0	150.5	1849.5	2138.5	1242.9

EAST AYRSHIRE COUNCIL

ABSENCE MANAGEMENT REPORT QUARTER 4, 2008

1. Breakdown of Absence Statistics in Quarter 4, 2008

Department	LGE % Loss	Teachers % Loss	Total % Loss
Chief Executive's Office	5.60	-	5.60
Corporate Support	4.29	-	4.29
Educational & Social Services	6.00	4.01	5.35
Neighbourhood Services	6.18	-	6.18
TOTAL	5.90	4.01	5.46

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	133	20	19	18	25	0	0	0	0
Corporate Support	147	53	17	46	13	0	0	0	0
Educational & Social Services	1526	119*	69*	48*	53*	42	27	1	2
Neighbourhood Services	504	109	72	138	113	4	1	11	0
TOTALS	2310	301	177	250	204	46	28	12	2

* 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	26	11	6	1	1	5	3	0	0
Corporate Support	16	14	1	3	2	0	4	1	0
Educational & Social Services	306	45*	48*	68*	69*	37	62	8	1
Neighbourhood Services	107	34	25	46	35	18	17	4	0
TOTALS	455	104	80	118	107	60	86	13	1

* 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	39	90	13	10	6	7
Corporate Support	45	96	13	5	2	12
Educational & Social Services	496	1106	362	118	50	76
Neighbourhood Services	166	299	76	55	22	17
Total	746	1591	464	188	80	112
% spread	23.45	50.02	14.59	5.91	2.51	3.52

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

Reason for Absence	Lost Working Days	Percentage %
Angina/Heart Problem	440	2.46
Asthma	105	0.59
Bronchitis	369	2.06
Colds/flu	1964	10.99
Viral infection	1283.5	7.18
Stomach/abdominal	1414	7.91
Headaches/ Migraine	376	2.10
Musculo-Skeletal	2703	15.12
Stress/Debility etc	3970.5	22.21
Operations/Recovery	2090	11.69
Workplace Injury	549	3.07
Injury – Non work related	352.5	1.97
Other Reason	2259.5	12.64
TOTAL	17876	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	15130.5	454	3.00%	394	2.60%
Corporate Support	18227.5	442.5	2.43%	339	1.86%
Educational & Social Services	229207	6209	2.71%	6051	2.64%
Neighbourhood Services	64546	1853.5	2.87%	2133	3.30%
TOTAL	327111	8959	2.74%	8917	2.73%

EAST AYRSHIRE COUNCIL

ANALYSIS OF ABSENCE

OCTOBER - DECEMBER 2008

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	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%
TOTAL	5002	14874	252242.5	5.90%	1614	3002	74868.5	4.01%	6616	17876	327111	5.46%

PERIOD JULY - SEPTEMBER 2008 - EXCLUDING STRIKE ACTION

DEPARTMENT: All Departments

SECTION	LOCAL GOVERNMENT EMPLOYEES				TEACHERS				TOTAL			
	No. of Employees	Lost Working Days	Work Days Available	% Loss	No. of Employees	Lost Working Days	Work Days Available	% Loss	No. of Employees	Lost Working Days	Work Days Available	% Loss
Chief Executive's Office	283	906	15010	6.04%	0	0	0	0.00%	283	906	15010	6.04%
Corporate Support	339	664.5	17307	3.84%	0	0	0	0.00%	339	664.5	17307	3.84%
Neighbourhood Services		3498.5	71439	4.90%	0	0	0	0.00%	0	3498.5	71439	4.90%
*Education incl others	2372	4794.5	84848.5	5.65%	1574	1100	44035	2.50%	3946	5894.5	128884	4.57%
Social Work	1344	3803	61299.5	6.20%	0	0	0	0.00%	1344	3803	61299.5	6.20%
TOTAL	4,338	13,666.5	249,904	5.47%	1,574	1,100.0	44,035	2.50%	5,912	14,766.5	293,939	5.02%

*Others include Community Support, Directorate, Resource Support (Part) & Onsite Services

PERIOD JULY - SEPTEMBER 2008 - INCLUDING STRIKE ACTION

DEPARTMENT: All Departments

SECTION	LOCAL GOVERNMENT EMPLOYEES				TEACHERS				TOTAL			
	No. of Employees	Lost Working Days	Work Days Available	% Loss	No. of Employees	Lost Working Days	Work Days Available	% Loss	No. of Employees	Lost Working Days	Work Days Available	% Loss
Chief Executive's Office	289	1207	15010	8.04%	0	0	0	0.00%	289	1207	15010	8.04%
Corporate Support	339	1000.5	17307	5.78%	0	0	0	0.00%	339	1000.5	17307	5.78%
Neighbourhood Services		4804.5	71439	6.73%	0	0	0	0.00%	0	4804.5	71439	6.73%
*Education incl others	2372	6912	84848.5	8.15%	1574	1100	44035	2.50%	3946	8012	128884	6.22%
Social Work	1344	4331	61299.5	7.07%	0	0	0	0.00%	1344	4331	61299.5	7.07%
TOTAL	4,344	18,255.0	249,904	7.30%	1,574	1,100.0	44,035	2.50%	5,918	19,355.0	293,939	6.58%

*Others include Community Support, Directorate, Resource Support (Part) & Onsite Services



A. DEPARTMENTAL INFORMATION									
1. DEPARTMENTCouncil Wide			3. TOTAL No. OF LEAVERS IN PERIOD82.....						
2. REPORTING PERIOD1/10/2008 – 31/12/2008.....			4. No. OF LEAVERS INTERVIEWED15.....				5. APPROXIMATE No. OF EMPLOYEES6,822.....		
B. PAY AND BENEFITS – Please indicate % responses in each category									
	ETHNIC ORIGIN OF TOTAL EMPLOYEES INTERVIEWED	VERY GOOD		GOOD		FAIR		POOR	
Pay	White	3	20.0%	6	40.0%	2	13.3%	4	26.7%
Holidays		4	26.7%	9	60.0%	2	13.3%	0	0.0%
Sick Pay		4	26.7%	9	60.0%	2	13.3%	0	0.0%
Pension Scheme		3	21.4%	7	50.0%	3	21.4%	1	7.1%
Life Assurance		2	15.4%	9	69.2%	2	15.4%	0	0.0%
Loan Facilities		0	0.0%	5	83.3%	1	16.7%	0	0.0%
C. FACILITIES AND SERVICES – Please indicate % responses in each category									
Equipment/Tools		3	33.3%	2	22.2%	3	33.3%	1	11.1%
Meal/Refreshment Facilities		1	7.1%	5	35.7%	4	28.6%	4	28.6%
Occupational Health/Welfare		2	15.4%	7	53.8%	3	23.1%	1	7.7%
Social Facilities		0	0.0%	4	36.4%	2	18.2%	5	45.5%
Training & Dev. Facilities		3	20.0%	6	40.0%	5	33.3%	1	6.7%

D. REASONS FOR LEAVING		
	ETHNIC ORIGIN	% LEAVERS INTERVIEWED
Resignation – Personal Betterment	White	20.0%
Resignation – Change in Career	White	6.7%
Resignation – Domestic Circumstances		
Resignation – Working Conditions		
Resignation – Pay/Conditions	White	6.7%
Resignation – Relationships with others		
Retiral – Normal Age Retirement Early	White	60.0%
Redundancy		
Expiry of Fixed Term/Temp Contract	White	6.7%
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. Not made to feel part of the team, although this is now improving. Little support from Managers. Training issues.		
Education – Training & Development facilities were highlighted as being very good. Morale issues.		

F. REASONS FOR EXIT INTERVIEW NOT TAKING PLACE

Corporate Support – Employee declined.

Neighbourhood Services – End of short term contracts, questionnaires not returned.