

## EAST AYRSHIRE COUNCIL

### GOVERNANCE AND SCRUTINY COMMITTEE – 19 FEBRUARY 2010

#### 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 2009 to 31 December 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 10.

#### 3. STAFFING WATCH – EMPLOYEE NUMBERS AT SEPTEMBER 2009

- 3.1 The Council employed 6694 employees as at December 2009. This figure represents an increase of 12 employees (0.18%) on the September 2009 headcount of 6682 and a decrease of 128 employees (1.88%) on the December 2008 headcount of 6822 employees.
- 3.2 Of the 6694 people employed at December 2009, 60.55% are employed on a full-time basis and 71.23% of the workforce is female. Of the total workforce, 36.05% of females work on a part-time basis compared with 3.41% 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 2009 are 5460. This figure represents an increase of 24 (0.44%) on the September 2009 full-time equivalent of 5436 and a decrease of 90 (1.62%) on the December 2008 full-time equivalent of 5550 employees.
- 3.4** The quarterly staffing watch statistics show a decrease of 128 employees over the year (December 2008 – December 2009) and a decrease of 90 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 2008 to December 2009 inclusive.

	<b>LOCAL GOVERNMENT EMPLOYEES</b> (Includes Chief Officers and Craft Employees)	<b>TEACHERS</b>	<b>TOTAL</b>
<b>2008</b>	%	%	%
<b>Q4</b>	5.90	4.01	5.46
<b>2009</b>	%	%	%
<b>Q1</b>	5.62	3.15	5.04
<b>Q2</b>	5.06	2.67	4.58
<b>Q3</b>	5.52	2.52	5.51
<b>Q4</b>	6.30	3.69	5.75

- 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 51.01% of the overall collective absence rate of 19123 days.
- 4.4** With regard to both short term and long term absence, 277 absence reviews and 323 follow-up meetings were held with 99 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 October 2009 to December 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	3**	1	Nil
Neighbourhood Services	Nil	10**	10	17**

\* including Finance & Asset Management

\*\* includes collective grievances

All employees who raised grievances were white.

## 6. DISCIPLINARY ACTION

- 6.1 The following disciplinary action was taken against employees in the period October 2009 to December 2009.

<u>Department</u>	<u>Verbal/Written</u>	<u>Final</u>	<u>Dismissal</u>	<u>Other</u>
Chief Executive's Office*	Nil	Nil	Nil	1
Corporate Support	1	Nil	Nil	1
Educational & Social Svs.	3	1	2**	2
Neighbourhood Services	10	2	1	Nil

\* including Finance & Asset Management

\*\*employee dismissed and then re-instated following completion of recovery programme

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

## 7. WHISTLEBLOWING

- 7.1 No employees used the Whistleblowing Procedures in the period October 2009 - December 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 December 2009 and shows the variance in numbers from September 2009.

Department/Service	Number of employees	Variance from September 2009
<b>Corporate Support</b>		
Planning & Economic Development	2	-1
<b>Total</b>	<b>2</b>	<b>-1</b>
<b>Educational &amp; Social Services</b>		
Education*	22	0
Social Work	0	-3
<b>Total</b>	<b>22</b>	<b>-3</b>
<b>Neighbourhood Services</b>		
Housing	0	0
Community Safety	1	+1
Leisure Services	8	0
Libraries	1	0
<b>Total</b>	<b>10</b>	<b>+1</b>
<b>GRAND TOTAL</b>	<b>34</b>	<b>-3</b>

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

## 9. BULLYING AND HARASSMENT

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

<u>Department</u>	<u>Informal Action</u>	<u>Formal Action</u>
Chief Executive's Office*	Nil	Nil
Corporate Support	Nil	1
Educational & Social Svs.	1	Nil
Neighbourhood Services	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 to 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 95 employees active on the Job Development Register. 34 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 2009 - December 2009.

<b>Number Requested Removal from Register as at 31 December 2009</b>	<b>Number Active on Job Development Register as at 31 December 2009</b>	<b>Number Redeployed Up To September 2009</b>	<b>Number Redeployed in Current Quarter</b>	<b>Department</b>	<b>Overall Total of Employees Redeployed up to 31 December 2009</b>
63	95	32	2	Neighbourhood Services	34

## **11. EXIT INTERVIEWS**

**11.1** Appendix 9 summarises information emerging from exit interviews that have been held in the period October 2009 – December 2009.

## **12. WORKING BEYOND 65 YEARS OF AGE**

**12.1** There are currently 82 employees who are aged 65 or over, employed within the Council. No Supply Teachers aged over 65 years were employed during the current quarter.

**12.2** The Council operates Supply Teacher arrangements in order to provide cover for sickness absence, subject cover and other situations such as secondment of substantive teachers. The selection of Supply Teachers must be carried out on the same basis as for permanent teachers and account cannot be taken of factors such as age. Accordingly the position arises that a Supply Teacher recruited prior to reaching their 65 birthday could, depending on the length of their supply placement, extend their employment beyond 65 years of age or be appointed to another supply post at a later time. However, a person who has reached 65 years of age cannot be placed on the supply register. The supply register currently has 7 individuals who are aged over 65 years.

### **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 2004.

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 number of sickness absence days for each Department.

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**

**3 February 2010**

### **LIST OF BACKGROUND PAPERS**

1. Departmental Staffing Watch Returns – September 2009
2. Departmental Staffing Watch Returns – June 2009
3. Departmental Staffing Watch Returns – March 2009
4. Departmental Staffing Watch Returns – December 2008
6. Departmental Returns – Quarter 3, 2009
7. Departmental Returns – Quarter 2, 2009
8. Departmental Returns – Quarter 1, 2009

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

APPENDIX 1

Authority

EAST AYRSHIRE COUNCIL

Date (dd/mm/yy)

12/12/2009

Number of staff									
Service Group	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	1,435	10	26	270	9	24	88	837	171
Education: Other staff	950	13	17	77	7	46	125	317	348
Social Work	1,326	3	4	108	36	8	47	422	698
Police and related services	0								
Fire and related services	0								
Other Staff <sup>1</sup>	2,983	89	38	1,128	91	42	154	659	782
<b>Total</b>	<b>6,694</b>	<b>115</b>	<b>85</b>	<b>1,583</b>	<b>143</b>	<b>120</b>	<b>414</b>	<b>2,235</b>	<b>1,999</b>

See: Guidance note 2 and 6 for Services Groups; Guidance note 3 & 4 for Full-time / Part-time; Guidance note 5 for Permanent / Temporary.

<sup>1</sup> 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	342	19	0	289	0	2	0.0	27	5
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Construction staff included above see guidance note 7.

Full time equivalents					
Service Group	Total	Male		Female	
		Temporary	Permanent	Temporary	Permanent
Education: Teachers	1,316	26	274	77	939
Education: Other staff	674	17	83	102	471
Social Work	1,051	6	134	53	859
Police and related services	0				
Fire and related services	0				
Other Staff <sup>1</sup>	2,419	102	1,164	75	1,078
<b>Total</b>	<b>5,460</b>	<b>150</b>	<b>1,655</b>	<b>307</b>	<b>3,347</b>

See: Guidance note 2 and 6 for Services Groups; Guidance note 3 & 4 for Full-time / Part-time; Guidance note 5 for Permanent / Temporary.

<sup>1</sup> 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	340	19	289	2	30
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Construction staff included above see guidance note 7.

**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**

Please enter last quarter's figures and provide an explanation for any substantial increases or decreases in employment (i.e. those above 5%)

Last quarter's figures can be found at the following link: <http://www.scotland.gov.uk/Topics/Statistics/Browse/Labour-Market/Publications>

Service Group	Number (Q3 2009)	FTE (Q3 2009)	Number - Difference over quarter	FTE -Difference over quarter	Reason for changes greater than 5% in NUMBER or FTE since last return
Education: Teachers	1,447	1,301	-0.8%	1.2%	
Education: Other staff	914	650	3.9%	3.6%	Sessional staff not employed. Temporary contracts not being renewed.
Social Work	1,354	1,048	-2.1%	0.3%	
Police and related services					
Fire and related services					
Other Staff <sup>1</sup>	2,967	2,438	0.5%	-0.8%	
<b>Total</b>	<b>6,682</b>	<b>5,436</b>	<b>0.2%</b>	<b>0.4%</b>	

Movements in numbers - see guidance note 8

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 <sup>1</sup>	

Details of Joint Arrangements - see guidance note 9.

**Please complete this section**

Contact Details	Name: Lorna Samson	Telephone: 01563 576120
	Post: HR Assistant	Fax: 01563 576067
	E-mail: lorna.samson@east-ayrshire.gov.uk	

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

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	307.0	126.0	1.0	140.0	40.0	288.2	2.0	28.7	113.1	144.4	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	7.0	2.0	1.0	3.0	1.0	6.7	0.0	2.7	3.0	1.0	0.0
Finance and Asset Management	296.0	122.0	0.0	135.0	39.0	277.5	1.0	24.0	109.1	143.4	0.0
Neighbourhood Services	1401.0	848.0	59.0	304.0	190.0	1260.2	5.0	19.0	204.3	803.1	228.8
Housing	220.0	93.0	0.0	108.0	19.0	212.9	1.0	1.0	71.5	139.4	0.0
Central Support	13.0	4.0	0.0	8.0	1.0	12.6	2.0	0.0	4.0	6.6	0.0
Cleansing Services	148.0	122.0	9.0	8.0	9.0	143.3	0.0	1.0	6.0	136.3	0.0
Leisure Services	398.0	213.0	41.0	69.0	75.0	319.9	0.0	4.0	28.8	287.1	0.0
Libraries, Registration & Local Offices	156.0	12.0	7.0	63.0	74.0	111.2	0.0	1.0	14.0	96.2	0.0
Roads & Transport	82.0	62.0	1.0	14.0	5.0	79.1	1.0	6.0	48.0	24.1	0.0
DLO/DSO (R&T AND B&W)	384.0	342.0	1.0	34.0	7.0	381.3	1.0	6.0	32.0	113.5	228.8
Corporate Support	396.0	158.0	3.0	184.0	51.0	374.8	6.0	32.0	181.4	155.4	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	45.0	8.0	1.0	24.0	12.0	40.6	1.0	2.0	14.8	22.8	0.0
IT	58.0	38.0	1.0	11.0	8.0	53.6	1.0	11.0	32.0	9.6	0.0
Legal, Procurement & Regulatory Services	90.0	35.0	0.0	40.0	15.0	83.8	1.0	7.0	39.9	35.9	0.0
Human Resources	71.0	16.0	0.0	46.0	9.0	68.1	1.0	3.0	27.7	36.4	0.0
Planning & Economic Development	117.0	59.0	1.0	52.0	5.0	114.6	1.0	6.0	60.9	46.7	0.0
CPPU	12.0	2.0	0.0	8.0	2.0	11.1	0.0	3.0	6.1	2.0	0.0
Education	3264.0	454.0	126.0	1297.0	1387.0	2485.3	19.0	305.0	1117.7	1043.6	0.0
Education - Teachers	1435.0	280.0	35.0	861.0	259.0	1315.8	12.0	297.0	1006.8	0.0	0.0
Education - Other Staff	950.0	90.0	24.0	363.0	473.0	673.6	7.0	7.0	105.9	553.7	0.0
DLO/DSO	879.0	84.0	67.0	73.0	655.0	495.9	0.0	1.0	5.0	489.9	0.0
Social Work	1326.0	111.0	40.0	430.0	745.0	1051.1	0.0	16.0	285.5	749.6	0.0
<b>Total all Staff</b>	<b>6694.0</b>	<b>1697.0</b>	<b>229.0</b>	<b>2355.0</b>	<b>2413.0</b>	<b>5459.6</b>	<b>32.0</b>	<b>400.7</b>	<b>1902.0</b>	<b>2896.1</b>	<b>228.8</b>
<b>Construction Staff</b>	<b>342.0</b>	<b>308.0</b>	<b>0.0</b>	<b>29.0</b>	<b>5.0</b>	<b>340.5</b>					

**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 2009**

The table below illustrates the number of full-time equivalent employees in each of the staffing watch salary bands as at December 2009 in comparison with December 2008.

	<b>Full-time Equivalent</b>					
	<b>Total</b>	<b>A1</b> Salaries above £59,817	<b>A2</b> Spinal Points 50-64 (£40,186 - £59,817)	<b>B</b> Spinal Points 31-49 (£24,934 - £41,231)	<b>C</b> Spinal Points 1 - 30 (£11,157- £25,589)	<b>Other</b> (Craft)
<b>Total December 2009</b>	5459.6	32.0	400.7	1902.0	2896.1	228.8
<b>Total December 2008</b>	5550.0	28.0	382.9	1949.1	2942.2	247.8
<b>Variance</b>	-90.4	+4.0	+17.8	-47.1	-46.1	-19.0

EAST AYRSHIRE COUNCIL  
STAFFING WATCH RETURN - VARIANCES FROM SEPTEMBER 2009

APPENDIX 4

Service Group	12 September 2009		12 December 2009		Variance		Comments
	Headcount	FTE	Headcount	FTE	Headcount	FTE	
<b>Chief Executive</b>	<b>299.0</b>	<b>281.5</b>	<b>307.0</b>	<b>288.2</b>	<b>8.0</b>	<b>6.7</b>	General Turnover
Chief Executive	4.0	4.0	4.0	4.0	0.0	0.0	
Internal Audit	7.0	6.9	7.0	6.7	0.0	-0.2	
Finance & Asset Management	288.0	270.6	296.0	277.5	8.0	6.9	Temporary posts created due to workload transferred from Building & Works. General Turnover.
<b>Neighbourhood Services</b>	<b>1401.0</b>	<b>1287.8</b>	<b>1401.0</b>	<b>1260.2</b>	<b>0.0</b>	<b>-27.6</b>	
Housing	223.0	215.4	220.0	212.9	-3.0	-2.5	General Turnover
Central Support	12.0	11.6	13.0	12.6	1.0	1.0	
Cleansing Services	152.0	147.5	148.0	143.3	-4.0	-4.2	General Turnover
Leisure Services	391.0	340.3	398.0	319.9	7.0	-20.4	Full time employees left and replaced with part-time employees
Libraries, Registration & Local Offices	156.0	111.6	156.0	111.2	0.0	-0.4	
Roads & Transport	82.0	79.1	82.0	79.1	0.0	0.0	
DLO/DSO- B&W	385.0	382.3	384.0	381.3	-1.0	-1.0	
<b>Corporate Support</b>	<b>394.0</b>	<b>371.4</b>	<b>396.0</b>	<b>374.8</b>	<b>2.0</b>	<b>3.4</b>	
Directorate	3.0	3.0	3.0	3.0	0.0	0.0	
Democratic Services	46.0	41.6	45.0	40.6	-1.0	-1.0	
IT	58.0	53.6	58.0	53.6	0.0	0.0	
Legal, Procurement & Regulatory Services	92.0	84.5	90.0	83.8	-2.0	-0.7	
Human Resources	69.0	65.6	71.0	68.1	2.0	2.5	
Planning & Economic Development	118.0	115.6	117.0	114.6	-1.0	-1.0	
CPPU	8.0	7.5	12.0	11.1	4.0	3.6	General Turnover
<b>Education</b>	<b>3234.0</b>	<b>2447.5</b>	<b>3264.0</b>	<b>2485.3</b>	<b>30.0</b>	<b>37.8</b>	
Education - Teachers	1447.0	1300.7	1435.0	1315.8	-12.0	15.1	Early Retirals of staff. Supply Teachers used.
Education - Other Staff	914.0	649.9	950.0	673.6	36.0	23.7	Early Years Workers appointed. Temporary staff also appointed.
DLO/DSO	873.0	496.9	879.0	495.9	6.0	-1.0	
<b>Social Work</b>	<b>1354.0</b>	<b>1048.2</b>	<b>1326.0</b>	<b>1051.1</b>	<b>-28.0</b>	<b>2.9</b>	Posts not being filled due to Service Review.
<b>TOTALS</b>	<b>6682.0</b>	<b>5436.4</b>	<b>6694.0</b>	<b>5459.6</b>	<b>12.0</b>	<b>23.2</b>	

EAST AYRSHIRE COUNCIL  
STAFFING WATCH RETURN - VARIANCES FROM DECEMBER 2008

APPENDIX 5

Service Group	13 December 2008		12 December 2009		Variance		Comments
	Headcount	FTE	Headcount	FTE	Headcount	FTE	
<b>Chief Executive</b>	<b>297.0</b>	<b>280.0</b>	<b>307.0</b>	<b>288.2</b>	<b>10.0</b>	<b>8.2</b>	
Chief Executive	4.0	4.0	4.0	4.0	0.0	0.0	
Internal Audit	8.0	7.9	7.0	6.7	-1.0	-1.2	
Finance & Asset Management	285.0	268.1	296.0	277.5	11.0	9.4	Posts created from Service Review. General turnover
<b>Neighbourhood Services</b>	<b>1373.0</b>	<b>1288.9</b>	<b>1401.0</b>	<b>1260.2</b>	<b>28.0</b>	<b>-28.7</b>	
Housing	250.0	238.6	220.0	212.9	-30.0	-25.7	Posts transferred into Human Resources. General turnover.
Central Support	14.0	13.0	13.0	12.6	-1.0	-0.4	
Cleansing Services	147.0	143.5	148.0	143.3	1.0	-0.2	
Leisure Services	326.0	300.2	398.0	319.9	72.0	19.7	Casual Workers now included
Libraries, Registration & Local Offices	147.0	109.5	156.0	111.2	9.0	1.7	Casual Workers now included
Roads & Transport	81.0	78.6	82.0	79.1	1.0	0.5	
DLO/DSO- (R&T and B&W)	408.0	405.5	384.0	381.3	-24.0	-24.2	General turnover
<b>Corporate Support</b>	<b>352.0</b>	<b>332.1</b>	<b>396.0</b>	<b>374.8</b>	<b>44.0</b>	<b>42.7</b>	
Directorate	3.0	3.0	3.0	3.0	0.0	0.0	
Democratic Services	46.0	42.1	45.0	40.6	-1.0	-1.5	
IT	54.0	49.6	58.0	53.6	4.0	4.0	Posts filled from Service Review. General turnover.
Legal, Procurement & Regulatory Services	89.0	81.9	90.0	83.8	1.0	1.9	
Human Resources	34.0	33.2	71.0	68.1	37.0	34.9	Transfer of outposted departmental HR teams into Human Resources
Planning & Economic Development	113.0	110.4	117.0	114.6	4.0	4.2	
CPPU	13.0	11.9	12.0	11.1	-1.0	-0.8	
<b>Education</b>	<b>3448.0</b>	<b>2591.5</b>	<b>3264.0</b>	<b>2485.3</b>	<b>-184.0</b>	<b>-106.2</b>	
Education - Teachers	1559.0	1398.4	1435.0	1315.8	-124.0	-82.6	Supply Teachers incorrectly included within previous returns
Education - Other Staff	997.0	693.1	950.0	673.6	-47.0	-19.5	Sessional workers not employed. Temporary contracts not renewed.
DLO/DSO	892.0	500.0	879.0	495.9	-13.0	-4.1	Transfer of PPP Employees to Mitie PLC
<b>Social Work</b>	<b>1352.0</b>	<b>1057.5</b>	<b>1326.0</b>	<b>1051.1</b>	<b>-26.0</b>	<b>-6.4</b>	
							Posts not being filled due to Service Review
<b>TOTALS</b>	<b>6822.0</b>	<b>5550.0</b>	<b>6694.0</b>	<b>5459.6</b>	<b>-128.0</b>	<b>-90.4</b>	

**SALARY BANDS AT DECEMBER 2009**

The table below illustrates the number of full-time equivalent employees in each of the staffing watch salary bands as at December 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.

	<b>Full-time Equivalent</b>					
	<b>Total</b>	<b>A1</b> salaries above £59,817	<b>A2</b> Spinal Points 50 - 64 (£40,186 - £59,817)	<b>B</b> Spinal Points 31- 49 (£24,934 - £41,231)	<b>C</b> Spinal Points 1 - 30 (£11,157- £25,589)	<b>Other</b> (Craft)
<b>Total December 2009</b>	5459.6	32.0	400.7	1902.0	2896.1	228.8
<b>Total December 2008</b>	5550.0	28.0	382.9	1949.1	2942.2	247.8
<b>Total December 2007</b>	5562.9	29.0	378.5	1935.5	2968.1	252.0
<b>Total December 2006</b>	5631.4	32.0	334.5	1814.0	2269.4	1181.5
<b>Total December 2005</b>	5522.9	33.0	147.5	1942.5	2203.4	1196.5
<b>Total December 2004</b>	5496.7	23.0	151.5	1912.0	2183.2	1227.0

## EAST AYRSHIRE COUNCIL

## ABSENCE MANAGEMENT REPORT QUARTER 4, 2009

## 1. Breakdown of Absence Statistics in Quarter 4, 2009

Department	LGE % Loss	Teachers % Loss	Total % Loss
Chief Executive's Office	4.84	-	4.84
Corporate Support	3.52	-	3.52
Educational & Social Services	6.84	3.69	5.87
Neighbourhood Services	6.23	-	6.23
<b>TOTAL</b>	<b>6.30</b>	<b>3.69</b>	<b>5.75</b>

## 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 Referrals	No. of Welfare Referrals	No. of Physio - therapy Referrals	No. of referrals to Discipline Procedure
		Due	Held	Due	Held					
Chief Executive's Office, Finance & Asset Management	124	42	13	25	22	3	3	0	4	0
Corporate Support	129	32	13	19	11	0	0	0	0	0
Educational & Social Services	1660	224	105	45	26	34	4	0	15	0
Neighbourhood Services	451	110	71	173	148	8	5	2	14	4
<b>TOTALS</b>	<b>2364</b>	<b>408</b>	<b>202</b>	<b>262</b>	<b>207</b>	<b>45</b>	<b>12</b>	<b>2</b>	<b>33</b>	<b>4</b>

## 2.2 Long term absence

<b>Long Term Absence</b>										
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 Referrals	No. of Welfare Referrals	No. of Physio - therapy Referrals	No. of referrals to Discipline Procedure
		Due	Held	Due	Held					
Chief Executive's Office, Finance & Asset Management	14	7	5	4	3	0	7	0	0	0
Corporate Support	21	14	3	9	5	2	8	0	0	0
Educational & Social Services	390	131	46	53	47	40	22	11	14	0
Neighbourhood Services	129	46	21	88	61	12	25	2	7	0
<b>TOTALS</b>	<b>554</b>	<b>198</b>	<b>75</b>	<b>154</b>	<b>116</b>	<b>54</b>	<b>62</b>	<b>13</b>	<b>21</b>	<b>0</b>

## 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	+12 months
Chief Executive's Office, Finance & Asset Management	35	90	15	10	2	1	0
Corporate Support	38	88	6	11	7	3	0
Educational & Social Services	475	989	254	237	85	55	31
Neighbourhood Services	116.5	280	89	55	24	28	8
<b>Total</b>	<b>664.5</b>	<b>1447</b>	<b>364</b>	<b>313</b>	<b>118</b>	<b>87</b>	<b>39</b>
<b>% spread</b>	<b>21.91</b>	<b>47.72</b>	<b>12.00</b>	<b>10.32</b>	<b>3.89</b>	<b>2.87</b>	<b>1.29</b>

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

Reason for Absence	Lost Working Days	Percentage %
Angina/Heart Problem	684	3.58
Asthma	145	0.76
Bronchitis	259	1.35
Chronic Fatigue Syndrome	75	0.39
Colds/Flu	2950.5	15.43
Endocrine	52	0.27
Gynaecological	273	1.43
Headache/Migraine	366	1.91
Injury – Non Work Related	562.5	2.94
Musculo –Skeletal	2957	15.46
Neurological	104	0.54
Operations/Recovery/Treatment	3071	16.06
Pregnancy Related	266	1.39
Skin Conditions	155.5	0.81
Stomach/Abdominal	1704	8.91
Stress/Debility	3680	19.24
Viral Infection	1124	5.88
Workplace Injury	320	1.67
Other Reason	374.5	1.96
<b>TOTAL LOST WORKING DAYS</b>	<b>19123</b>	<b>100.00%</b>

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	15368	479.5	3.12%	264.5	1.72%
Corporate Support	20662.5	364	1.76%	363	1.76%
Educational & Social Services	228416.5	7075	3.10%	6329	2.77%
Neighbourhood Services	68237.5	1837	2.69%	2411	3.53%
<b>TOTAL</b>	<b>332684.5</b>	<b>9755.5</b>	<b>2.93%</b>	<b>9367.5</b>	<b>2.82%</b>

EAST AYRSHIRE COUNCIL

APPENDIX 8

ANALYSIS OF ABSENCE

OCTOBER - DECEMBER 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	302	744	15368	4.84%	0	0	0	0.00%	302	744	15368	4.84%
Corporate Support	401	727	20662.5	3.52%	0	0	0	0.00%	401	727	20662.5	3.52%
Neighbourhood Services	1329	4248	68237.5	6.23%	0	0	0	0.00%	1329	4248	68237.5	6.23%
Educational & Social Services	3240	10806	157937.5	6.84%	1443	2598	70479	3.69%	4683	13404	228417	5.87%
<b>TOTAL</b>	<b>5272</b>	<b>16525</b>	<b>262205.5</b>	<b>6.30%</b>	<b>1443</b>	<b>2598</b>	<b>70479</b>	<b>3.69%</b>	<b>6715</b>	<b>19123</b>	<b>332685</b>	<b>5.75%</b>

JULY - SEPTEMBER 2009

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	301	499	14865	3.36%	0	0	0	0.00%	301	499	14865	3.36%
Corporate Support	399	742.5	20377.5	3.64%	0	0	0	0.00%	399	742.5	20377.5	3.64%
Neighbourhood Services	1368	4510	69389.5	6.50%	0	0	0	0.00%	1368	4510	69389.5	6.50%
Educational & Social Services	3004	7609.5	135709.5	5.61%	979	1007.5	39947	2.52%	3983	8617	175657	4.91%
<b>TOTAL</b>	<b>5,072</b>	<b>13,361.0</b>	<b>240,341.5</b>	<b>5.56%</b>	<b>979</b>	<b>1,007.5</b>	<b>39,947.0</b>	<b>2.52%</b>	<b>6,051</b>	<b>14,368.5</b>	<b>280,289</b>	<b>5.13%</b>

**Compatibility Report for AbsAnalysis - August 2008 (excluding Strike absences).xls**  
**Run on 17/09/2008 09:59**

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**# of occurrences**

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2



A. DEPARTMENTAL INFORMATION									
1. DEPARTMENT .....Council Wide				3. TOTAL No. OF LEAVERS IN PERIOD .....88.....					
2. REPORTING PERIOD .....1/10/2009 – 31/12/2009.....				4. No. OF LEAVERS INTERVIEWED .....13.....					
				5. APPROXIMATE No. OF EMPLOYEES .....6694.....					
B. PAY AND BENEFITS – Please indicate % responses in each category									
	ETHNIC ORIGIN OF TOTAL EMPLOYEES INTERVIEWED	VERY GOOD		GOOD		FAIR		POOR	
Pay	White	4	30.77%	5	38.46%	2	15.38%	2	15.38%
Holidays		4	30.77%	6	46.15%	0	0.00%	3	23.08%
Sick Pay		2	20.00%	5	50.00%	2	20.00%	1	10.00%
Pension Scheme		9	90.00%	1	10.00%	0	0.00%	0	0.00%
Life Assurance		6	60.00%	4	40.00%	0	0.00%	0	0.00%
Loan Facilities		1	33.33%	0	0.00%	2	66.67%	0	0.00%
C. FACILITIES AND SERVICES – Please indicate % responses in each category									
Equipment/Tools		1	10.00%	4	40.00%	4	40.00%	1	10.00%
Meal/Refreshment Facilities		0	0.00%	5	38.46%	0	0.00%	8	61.54%
Occupational Health/Welfare		1	16.67%	4	66.67%	1	16.67%	0	0.00%
Social Facilities		1	10.00%	5	50.00%	3	30.00%	1	10.00%
Training & Dev. Facilities		3	23.08%	4	30.77%	4	30.77%	2	15.38%

D. REASONS FOR LEAVING			
	ETHNIC ORIGIN	% LEAVERS INTERVIEWED	ABSENCE LEVELS OF LEAVERS
Resignation – Personal Betterment	White	15.38	No absences
Resignation – Change in Career			
Resignation – Domestic Circumstances		7.69	No absences
Resignation – Working Conditions			
Resignation – Pay/Conditions			
Resignation – Relationships with others			
Retiral – Normal Age Retirement		30.77	1 employee – 6.60% 1 employee – 0.78% 1 employee – 0.38% 1 employee – No absences
Early		23.08%	1 employee – 0.78% 2 employees – No absences
Redundancy		7.69%	1 employee – 1.82%
Expiry of Fixed Term/Temp Contract			
Other Reasons – Tupe transfer		15.38%	1 employee – 1.32% 1 employee – 13.16%

E. SUMMARY STATEMENT OF MATTERS ARISING FROM EXIT INTERVIEW

Corporate Support – 3 employees who worked in Croft Street had issues with the poor ventilation/meal facilities in the workplace.

Social Work – 1 employee felt that there was low morale within the section. Another employee felt that conditions were cramped. Both employees felt that the training they had received had been very good.

F. REASONS FOR EXIT INTERVIEW NOT TAKING PLACE

ESS – Questionnaires issued to all employees – not all returned.

Neighbourhood Services – Questionnaires issued – not all returned.

**SHORT TERM ABSENCE**  
**Number of New Referrals to Occupational Health**

Section	Angina/ Heart Problem	Asthma	Bronchitis	Chronic Fatigue Syndrome	Colds/ Flu	Endocrine	Gynae - cological	Headache/ Migraine	Injury Non Work	Musculo Skeletal	Neuro - logical	Operation/ Recovery/ Treatment	Pregnancy Related	Skin Conditions	Stomach/ Abdominal	Stress/ Debility	Viral Infection	Workplace Injury	Other Reason
Chief Executive's Office										2	1								
Corporate Support																			
Educational & Social Services			1							8					2	20		2	1
Neighbourhood Services									1	1		1				1			4
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>11</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>21</b>	<b>0</b>	<b>2</b>	<b>5</b>

**SHORT TERM ABSENCE**  
**Number of Ongoing Referrals to Occupational Health**

Section	Angina/ Heart Problem	Asthma	Bronchitis	Chronic Fatigue Syndrome	Colds/ Flu	Endocrine	Gynae - cological	Headache/ Migraine	Injury Non Work	Musculo Skeletal	Neuro - logical	Operation/ Recovery/ Treatment	Pregnancy Related	Skin Conditions	Stomach/ Abdominal	Stress/ Debility	Viral Infection	Workplace Injury	Other Reason
Chief Executive's Office										1	1				1				
Corporate Support																			
Educational & Social Services										1					1	2			
Neighbourhood Services		1										2				2			
<b>Total</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>

**LONG TERM ABSENCE**  
Number of New Referrals to Occupational Health

Section	Angina/ Heart Problem	Asthma	Bronchitis	Chronic Fatigue Syndrome	Colds/ Flu	Endocrine	Gynae - cological	Headache/ Migraine	Injury Non Work	Musculo Skeletal	Neuro - logical	Operation/ Recovery/ Treatment	Pregnancy Related	Skin Conditions	Stomach/ Abdominal	Stress/ Debility	Viral Infection	Workplace Injury	Other Reason	
Chief Executive's Office																				
Corporate Support										1						1				
Educational & Social Services	1									11		6				19		2	1	
Neighbourhood Services	1									4		2				3				2
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23</b>	<b>0</b>	<b>2</b>	<b>3</b>	

**LONG TERM ABSENCE**

Number of Ongoing Referrals to Occupational Health

Section	Angina/ Heart Problem	Asthma	Bronchitis	Chronic Fatigue Syndrome	Colds/ Flu	Endocrine	Gynae - cological	Headache/ Migraine	Injury Non Work	Musculo Skeletal	Neuro - logical	Operation/ Recovery/ Treatment	Pregnancy Related	Skin Conditions	Stomach/ Abdominal	Stress/ Debility	Viral Infection	Workplace Injury	Other Reason	
Chief Executive's Office										3	3				1					
Corporate Support						1									1	4	1			1
Educational & Social Services							1			7		3				8	1			2
Neighbourhood Services										11		4				9				1
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>3</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>21</b>	<b>2</b>	<b>0</b>	<b>4</b>	