

EAST AYRSHIRE COUNCIL

GOVERNANCE AND SCRUTINY COMMITTEE – 27 JUNE 2008

EMPLOYEE STATISTICS 2007/08

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 and Scrutiny Committee with key employee statistics for the financial year 2007-2008.

2. BACKGROUND INFORMATION

- 2.1 The Council gathers statistical information in respect of a number of key employee activities. This information is gathered for a number of reasons some statutory e.g. in respect of equalities; some for the Scottish Government in respect of the Joint Staffing Watch and some for management purposes in respect of issues such as absence.

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 IMPLICATIONS

- 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. RECOMMENDATIONS

- 7.1 The Governance and Scrutiny Committee is asked to
- i. consider and note the attached annual statistics for 2007-2008; 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.

Elizabeth Morton
**Depute Chief Executive/
Executive Director of Corporate Support**
19 June 2008

BACKGROUND PAPERS

Nil

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

EAST AYRSHIRE COUNCIL
EMPLOYEE STATISTICS 2007/08

Introduction

The following statistics profile key aspects of the Council's workforce during the year 2007/08.

WORKFORCE NUMBERS (JOINT STAFFING WATCH)

The Council's workforce in each of the four quarters was as follows, and at 8 March 2008*¹, the workforce was less than at 10 March 2007*¹.

<u>Department</u>	<u>June 07</u> <u>Headcount</u>	<u>Sept 07</u> <u>Headcount</u>	<u>Dec 07</u> <u>Headcount</u>	<u>March 08</u> <u>Headcount</u>
Chief Executive's Office	289	285	273	285
Corporate Support	354	354	347	347
Educational & Social Services*	4804	4818	4844	4845
Neighbourhood Services	<u>1376</u>	<u>1396</u>	<u>1350</u>	<u>1354</u>
Total	6823	6853	6814	6831

*¹ dates used in the Joint Staffing Watch

*² Including Others – Community Support, Directorate, Resource Support (part) & Onsite Services

WORKFORCE PROFILE

The Council's workforce profile in terms of gender and work pattern was:

Male	1967	(28.80%)
Female	4864	(71.20%)
Full-time	4317	(63.20%)
Part-time	2514	(36.80%)

(Ref: Staffing Watch Quarter 1 – 8 March 2008)

RECRUITMENT STATISTICS

During the Financial Year 2007/08, 346 posts (including 92 Teacher posts) were advertised internally and externally generating 2680 requests for paper based job application information (including 720 Teachers applications), with a total of 6971 paper and online applications being received (excluding Teachers.) The number of non teaching applications received via the online recruitment system since 26 April 2007 to 31 March 2008 is 5649 compared with 1322 paper applications.

Performance data on recruitment information being issued to non teaching job applicants within two working days of it being requested shows a performance rate of 97.91%.

EQUALITIES AND DIVERSITY

0.23% of the Council's workforce have identified themselves as being from an ethnic minority background. Appendix 1 gives a detailed breakdown of the Council's workforce by ethnicity.

The gender split is 71.18% female and 28.82% male. 0.82% of employees identified themselves as having a disability.

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 2007 – 31 March 2008.

AGE PROFILE

The age range of employees within the Council (excluding Teachers) is as follows:

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	31	298	747	1141	882	188
Neighbourhood Services	41	193	300	397	347	57
TOTAL PERCENTAGE	1.77%	11.48%	23.20%	32.79%	25.74%	5.01%

Please note that the headcount figures above may differ slightly to the Staffing Watch headcount figures above. This is due to the Staffing Watch being collated as at 8 March 2008 and not 31 March 2008 when these figures have been collated.

EMPLOYEE TURNOVER

Turnover within the Council for the period 1 April 2007 – 31 March 2008 was 8.45%. A breakdown of leavers in each department is shown overleaf.

Dept.	No. of Substantive Employees Leaving	Total No. of Substantive Employees	% Turnover For Substantive Employees	Total No. of Leavers	Total No. of Employees	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	8.00
Neighbourhood Services	60	1235	4.86	126	1339	9.41
TOTAL	421	6,135	6.86	577	6826	8.45

Please note that the total number of employee figures above may differ slightly to the Staffing Watch headcount figures above. This is due to the Staffing Watch being collated as at 8 March 2008 and not 31 March 2008 when these figures have been collated.

ABSENCE

The total percentage absence level during the year was 5.77%. This represented an increase of 0.43% from the 2006/07 level of 5.34%. The Council's absence target for APT&C staff is 4% and Manual Workers is 5%.

1 APRIL 2007 – 31 MARCH 2008

<u>Department</u>	<u>Local Government Employees</u>	<u>Craft</u>	<u>Teachers</u>	<u>Total</u>
	%	%	%	%
Chief Executive's Office	5.70	-	-	5.70
Corp Support	4.66	-	-	4.66
Educational & Social Services	6.71	-	3.68	5.78
Neighbourhood Services	<u>6.33</u>	<u>4.67</u>	-	<u>6.00</u>
Total	6.42	4.67	3.68	5.77

* Including Others – Community Support, Directorate, Resource Support (part) & Onsite Services

GRIEVANCES

The total numbers of grievances raised by employees were:-

<u>Department</u>	<u>Stage 1</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	1	Nil
Educational & Social Services*	5	14**	4	1
Neighbourhood Services	10**	13	10	1

* including Others – Community Support, Directorate, Resource Support (part) & Onsite Services

** includes a collective grievance

DISCIPLINARY ACTION

The following disciplinary action which was taken against employees was:-

<u>Department</u>	<u>Verbal/Written</u>	<u>Final</u>	<u>Dismissal</u>	<u>Other</u>
Chief Executive's Office	1	2	Nil	Nil
Corporate Support	Nil	Nil	Nil	Nil
Educational & Social Services*	11	Nil	5	1
Neighbourhood Services	19	12	1	Nil

* including Others – Community Support, Directorate, Resource Support (part) & Onsite Services

EMPLOYMENT TRIBUNALS

As at 31 March 2008, 1177 claims had been lodged with the Employment Tribunal (1173 in respect of Equal Pay and 4 others – 3 discrimination and 1 unfair dismissal.)

INCIDENT STATISTICS

During 2007/08 a total of 580 employees were involved in incidents which were recorded on form ACC1. Of these incidents, 83 were reported to the Health and Safety Executive.

There was a decrease of 127 in the number of ACC1 incidents recorded in 2007/08 compared to 2006/07. This is evidence of an increased awareness and use of the reporting procedures. However, the number of incidents reported to the HSE, namely the most serious, increased by 12 (16.90%) from the previous year.

TRAINING AND DEVELOPMENT

The profile of the Training and Development Section during 2007/08 was as follows:

In service training courses offered	275
Number of employees attended	4011

Policy/Legislative Requirement Courses

Corporate Induction	100
Recruitment & Selection (Approved Interviewers)	205
Managing Absence	29
Discipline & Grievance	32
Diversity & Equality	41
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	407

Others

Employees undertaking Modern Apprenticeships and Vocational Qualifications (VQs)	94
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Health & Safety

One Day Risk Assessment	75
Fire Warden	156
Display Screen Equipment	30
Manual Handling	239
Institute of Occupational Health (IOSH)	16
First Aider Certificates	19
First Aider Refreshers	10
Asbestos Awareness	105
Ladder Safety	0
Non Violent Crisis Intervention	385
Moving & Handling Training (1 Day)	0
Moving & Handling Training (2 Day)	0
Manual Handling Instructors Course	0
Lifting and Handling	0
Noise at Work	0
PAT Testing	0
	<hr/>
	1035

OCCUPATIONAL HEALTH

For the period 1 April 2007 – 31 December 2007, 751 employees were referred to the Occupational Health Service for sickness absence. The result of the referrals was:

Management advised that employee was fit for work with adjustments	148	19.71%
Management advised on need for redeployment	10	1.33%
Management advised that capability may need to be considered	3	0.40%

Assisted back to work with advice and support	220	29.29%
Advised Management on need for Ill-Health/ Retirement	18	2.40%
Appointments seen as ongoing cases	182	24.23%
Did Not Attend/Cancellations	170	22.64%
	751	

ILL – HEALTH RETIRALS

A total of 37 employees (0.54%) retired on grounds of ill-health from the Council's service. This compares with 21 employees (0.31%) who retired during financial year 2006/07.

EARLY RETIREMENT

48 applications were approved for early retirement on the grounds of redundancy, efficiency of the service or Rule of 85.

SALARY SACRIFICE SCHEMES

As part of the Salary Sacrifice Employee Benefits Scheme, Child Care Vouchers were introduced during 2006. As at 31 March 2008, 58 employees had registered interest and participated in the scheme.

Personnel Services **June 2008**

Appendix 1**Employees in Post as at 31 March 2008**

Department	Asian Pakistani or Indian	Asian Other	Black African	Black Other	Mixed Background	Other	White	White-Scottish	White-English	White-Welsh	White-Irish	White - Other	White-Other British	Not Given	Total
Chief Executive's Office							38	234	7	1	2	3			285
Corporate Support	1				2		68	267	7			1	1		347
Educational & Social Services	1			1	4	2	1927	2493	67	7	15	20	5	303	4845
Neighbourhood Services	1			1		3	850	474	17	3	3	2			1354
TOTAL	3			2	6	5	2883	3468	98	11	20	26	6	303	6831

Breakdown of Employees by Gender

Department	Male	Female	Total
Chief Executive's Office	111	174	285
Corporate Support	153	194	347
Educational & Social Services*	803	4042	4845
Neighbourhood Services	902	452	1354

*includes Others – Community Support, Directorate, Resource Support (part) and Onsite Services

Breakdown of Employees by Disability

Department	Not Disabled	Disabled	Total
Chief Executive's Office	281	4	285
Corporate Support	344	3	347
Educational & Social Services	4814	31	4845
Neighbourhood Services	1336	18	1354