

EAST AYRSHIRE COUNCIL

GOVERNANCE AND SCRUTINY COMMITTEE – 19 JUNE 2009

EMPLOYEE STATISTICS 2008/2009

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 an Annual Report on employee statistics for the period 1st April 2008 to 31st March 2009.
- 1.2 The Annual Report is attached as Appendix A.

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 additional statistics which do not easily lend themselves to submission on a set cycle. Also, where available, comparative statistics for 2007/2008 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 2008/2009; 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
29 May 2009

BACKGROUND PAPERS

1. Quarterly Employee Statistics reports submitted to Governance and Scrutiny Committee on 29 August 2008, 21 November 2008, 13 February 2009 and 29 May 2009.

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

EAST AYRSHIRE COUNCIL

EMPLOYEE STATISTICS

ANNUAL REPORT 2008/2009

1. INTRODUCTION

- 1.1 The statistics contained in this report profile key aspects of the Council's workforce for the year 2008/2009.

2. WORKFORCE NUMBERS (JOINT STAFFING WATCH)

- 2.1 The Council's workforce in each of the four quarters is detailed in Appendix 1 along with comparative figures for 2007/2008. A Gender Profile is also detailed within this Appendix again with comparative figures from 2007/2008.

3. RECRUITMENT STATISTICS

- 3.1 During 2008/2009, 351 posts, were advertised internally and externally. A total of 9,108 applications were received, 1779 paper applications and 7329 online applications.
- 3.2 During 2007/2008, 346 posts were advertised internally and externally with a total of 6971 applications being received, 1322 paper applications and 5649 online applications.

4. EQUALITY AND DIVERSITY

- 4.1 0.31% of the Council's workforce has identified themselves as being from an ethnic minority background. This shows an increase from the 2007/2008 figure of 0.23%.
- 4.2 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 2008 – 31 March 2009.

5. AGE PROFILE

- 5.1 The age range of employees within the Council is included within Appendix 2 along with comparative figures for 2007/2008.
- 5.2 It should be noted that the headcount figures for age differ slightly to the Staffing Watch headcount figures. This is due to the Staffing Watch being collated as at 14 March 2009 and not 31 March 2009 when these figures have been collated.

6. EMPLOYEE TURNOVER

- 6.1 Turnover within the Council for the period 1 April 2008 – 31 March 2009 was 8.55%. A breakdown of leavers in each department is shown in Appendix 3 together with the 2007/2008 figures.

6.2 Please note that the total number of employee turnover figures differ slightly to the Staffing Watch headcount figures. This is due to the Staffing Watch being collated as at 14 March 2009 and not 31 March 2009 when these figures have been collated.

7. ABSENCE

7.1 The total percentage absence level during the year was 5.22%. This represented a decrease of 0.55% from the 2007/2008 level of 5.77%. The Council's absence target for all employees is 4%. A departmental breakdown is given in Appendix 4 together with comparative figures for 2007/2008.

8. DISCIPLINARY AND GRIEVANCE

8.1 The total numbers of grievances raised by employees is detailed in Appendix 5 along with figures relating to disciplinary action taken against employees. Comparative figures for 2007/2008 are also given.

9. EMPLOYMENT TRIBUNALS

9.1 As at 31 March 2009, 651 claims were ongoing before the Employment Tribunal (650 in respect of Equal Pay and 1 other in respect of constructive/unfair dismissal). This compares to 1177 claims lodged with the Employment Tribunal in 2007/2008 (1173 in respect of Equal Pay and 4 others – 3 discrimination and 1 unfair dismissal.)

9.2 It should be noted that the reason for the significant difference between the two years is due to erroneous submissions to the Employment Tribunal which were subsequently withdrawn by Agents.

10. INCIDENT STATISTICS

10.1 During 2008/2009 a total of 661 employees were involved in incidents which were recorded on form ACC1 (EAC internal incident near miss reporting form). Of these incidents, 95 were reported to the Health and Safety Executive as the injuries sustained resulted in an absence from work of three days or more and required to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

10.2 There was an increase of 81 in the number of ACC1 incidents recorded in 2008/2009 compared to 2007/2008. However, the number of incidents reported to the HSE, namely the most serious, increased by 12 (14.46%) from the previous year's level of 83.

10.3 The three top causes of incidents were:

- Lifting and handling
- Persons falling
- Stepping on/striking objects

10.4 The departmental breakdown of incidents covered by an ACC1 form, including those referred to the HSE, is given in Appendix 6.

11. TRAINING AND DEVELOPMENT

11.1 The profile of training provided by the Organisational Development Section during 2008/2009 is detailed in Appendix 7 along with comparative figures from 2007/2008.

12. OCCUPATIONAL HEALTH

12.1 For the period 1 April 2008 – 31 March 2009, 1,060 referrals were made to the Occupational Health Service. The breakdown of the referrals is as follows:

	<u>Number</u>	<u>% of Total</u>
Referrals for sickness absence	788	74.34%
Post 65 Medicals	32	3.02%
Large Goods Vehicle Medicals	22	2.08%
Hand and Arm Vibration Syndrome Face to Face with OHP	22	2.08%
Work Place Visits	1	0.09%
Self Referrals	5	0.47%
Telephone Review	1	0.09%
Health & Safety Referral	1	0.09%
Hepatitis B	8	0.75%
Spirometry	10	0.94%
Did Not Attend	170	16.04%

The total Pre-Employment Medicals within the period 1 April 2008 – 31 March 2009 was 271. This was made up of 174 Paper Screenings and 97 Phone Consultations. In addition to this, 2 Therapeutic Crisis Intervention Paper Screen Forms were carried out as well as 21 night shift workers annual paper screenings and 24 Hand and Arm Vibration Syndrome questionnaire paper screenings.

13. ILL – HEALTH RETIRALS

13.1 A total of 24 employees (0.35%) retired on grounds of ill-health from the Council's service. This compares with 37 employees (0.54%) who retired on grounds of ill-health during financial year 2007/2008.

14. EARLY RETIREMENT

14.1 45 applications were approved for early retirement on the grounds of redundancy (15 employees), efficiency of the service (6 employees), Rule of 85 (1 employee) or

premature retirement (23 employees). There were 48 early retirements on the same grounds for 2007/2008.

15. SALARY SACRIFICE SCHEMES

- 15.1 As part of the Salary Sacrifice Employee Benefits Scheme, Child Care Vouchers were introduced during 2006. As at 31 March 2009, 54 employees had registered interest and participated in the scheme. This is a decrease of 2 employees on the 2007/2008 figure of 56.

Human Resources
May 2009

STAFFING WATCH FIGURES**APRIL 2008 – MARCH 2009**

Department	June 08 Headcount	September 08 Headcount	December 08 Headcount	March 09 Headcount
Chief Executive's Office	288	289	297	295
Corporate Support	343	347	352	361
Educational & Social Services	4810	4752	4800	4729
Neighbourhood Services	1406	1401	1373	1431
TOTAL	6847	6789	6822	6816

STAFFING WATCH FIGURES**APRIL 2007 – MARCH 2008**

Department	June 07 Headcount	September 07 Headcount	December 07 Headcount	March 08 Headcount
Chief Executive's Office	289	285	273	285
Corporate Support	354	354	347	347
Educational & Social Services	4804	4818	4844	4845
Neighbourhood Services	1376	1396	1350	1354
TOTAL	6823	6853	6814	6831

WORKFORCE PROFILE**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%

(Ref: Staffing Watch Quarter 1 – 14 March 2009)

WORKFORCE PROFILE**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%

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

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%

AGE PROFILE**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%	13.5%	22.5%	31.12%	27.6%	4.24%

APPENDIX 3

EMPLOYEE TURNOVER

1 APRIL 2008 – 31 MARCH 2009

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	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	8.60
Neighbourhood Services	64	1268	5.05	122	1364	8.94
TOTAL	437	6329	6.90	579	6775	8.55

APPENDIX 3

EMPLOYEE TURNOVER

1 APRIL 2007 – 31 MARCH 2008

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

ABSENCE**1 MARCH 2008 – 31 MARCH 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

ABSENCE**1 MARCH 2007 – 31 MARCH 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	6.00	-	6.00
TOTAL	6.32	3.68	5.77

GRIEVANCES**1 APRIL 2008 – 31 MARCH 2009**

Department	Stage 1	Stage 2	Stage 3	Stage 4
Chief Executive's Office	Nil	1	Nil	Nil
Corporate Support	Nil	Nil	Nil	1*
Educational & Social Services	2	20	2	1
Neighbourhood Services	Nil	21*	2	1*
TOTAL	2	42*	4	3*

* includes a collective grievance

GRIEVANCES**1 APRIL 2007 – 31 MARCH 2008**

Department	Stage 1	Stage 2	Stage 3	Stage 4
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
TOTAL	15	27	15	2

* includes a collective grievance

DISCIPLINARY ACTION**1 APRIL 2008 – 31 MARCH 2009**

Department	Verbal/Written	Final	Dismissal	Other
Chief Executive's Office	Nil	1	Nil	Nil
Corporate Support	1	Nil	1	Nil
Educational & Social Services	12	3	2	4
Neighbourhood Services	20	6	Nil	2
TOTAL	33	10	3	6

DISCIPLINARY ACTION**1 APRIL 2007 – 31 MARCH 2008**

Department	Verbal/Written	Final	Dismissal	Other
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
TOTAL	31	14	6	1

APPENDIX 6

Department	No. of Incidents	
	2008-2009	2007-2008
Chief Executive/Corporate Support	41	21
Educational & Social Services	348	315
Neighbourhood Services	272	252
TOTAL	661	588
	Referred to HSE	
Chief Executive/Corporate Support	3	Nil
Educational & Social Services	25	21
Neighbourhood Services	67	62
TOTAL	95	83

ORGANISATIONAL DEVELOPMENT

Within the period 1 April 2008 – 31 March 2009, 219 in service training courses were offered with 1501 employees attending. Listed below are some of the training courses that were held and the number of employees attending.

TRAINING COURSE	NUMBER OF EMPLOYEES ATTENDING	
	2008/2009	2007/2008
POLICY/LEGISLATIVE REQUIREMENT COURSES		
Corporate Induction	117	100
Recruitment & Selection (Approved Interviewers)	44	205
Managing Absence	86	29
Discipline & Grievance	39	32
Diversity & Equality	46	41
HEALTH AND SAFETY		
One Day Risk Assessment	119	75
Fire Warden	143	156
Display Screen Equipment	0	30
Manual Handling	161	239
Institute of Occupational Health (IOSH)	14	16
First Aider Certificates	16	19
First Aider Refreshers	12	10
Asbestos Awareness	0	105
Ladder Safety	54	0
Non Violent Crisis Intervention	104	385

Moving & Handling (1 Day)	2	0
Moving & Handling (2 Day)	0	0
Manual Handling Instructors Course	0	0
Lifting & Handling	0	0
Noise at Work	0	0
PAT Testing	0	0
OTHERS		
Employees undertaking Modern Apprenticeships and Vocational Qualifications (VQ's)	103	94
TOTAL	1060	1536