

HUMAN RESOURCES SERVICE



Quarterly Employee Statistics

January to March 2010

JANUARY TO MARCH 2010 EMPLOYEE STATISTICAL INFORMATION

Contents

	PAGE		PAGE
1. Introduction	3	11. Exit Interviews	7
2. Background Information	3	12. Working Beyond 65 Years of Age	7
3. Staffing Watch	4	13. Reporting Method	7
4. Analysis of Absence Rates	4	14. Policy / Legal Implications	8
5. Grievances	5	15. Risk Management	8
6. Disciplinary Action	5	16. Community Planning Implications	8
7. Whistle Blowing	6	17. Recommendations	8
8. Externally Funded Posts	6	List of Background Papers	9
9. Bullying and Harassment	6	Appendices	11 to 36
10. Job Development Strategy	6		

REPORT TO GOVERNANCE AND SCRUTINY COMMITTEE 21 MAY 2010

By the Executive Director of Finance and Corporate Support

1. INTRODUCTION

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 January 2010 to 31 March 2010.

1.2 The report is presented in a new format that is consistent with the standard format for the Department of Finance and Corporate Support. Future reports will also be presented in this style.

1.3 Detailed statistical data is attached as Appendices 1 to 10.

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 MARCH 2010**

- 3.1 The Council employed 6,674 employees as at March 2010. This figure represents a decrease of 20 employees (0.30%) on the December 2009 headcount of 6694 and a decrease of 142 employees (2.08%) on the March 2009 headcount of 6816 employees.
- 3.2 Of the 6,674 people employed at March 2010, 60.98% are employed on a full-time basis and 71.16% of the workforce is female. Of the total workforce, 35.54% of females work on a part-time basis compared with 3.48% 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 March 2010 are 5433.2. This figure represents a decrease of 26.4 (0.48%) on the December 2009 full-time equivalent of 5459.6 and a decrease of 47.8 (0.87%) on the March 2009 full-time equivalent of 5481 employees.
- 3.4 The quarterly staffing watch statistics show a decrease of 142 employees over the year (March 2009 – March 2010) and a decrease of 47.8 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 opposite details the Council’s absence trends from January 2009 to March 2010 inclusive.
- 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.

	LOCAL GOVERNMENT EMPLOYEES (Includes Chief Officers and Craft Employees)	TEACHERS	TOTAL
2009	%	%	%
Q1	5.62	3.15	5.04
Q2	5.06	2.67	4.58
Q3	5.52	2.52	5.51
Q4	6.30	3.69	5.75
2010	%	%	%
Q1	6.24	3.33	5.61

- 4.2 Appendices 7 and 8 contain further detailed information relating to the breakdown of days lost and reasons for absence.
- 4.3 Appendix 8 provides details for the current and preceding quarters as well as for the same period in the previous year.

4.4 Long term absence was the main reason for absence within the Council accounting for 53.95% of the overall collective absence rate of 19875.5 days.

4.5 With regard to both short term and long term absence, 410 absence reviews and 428 follow-up meetings were held with 83 new referrals being made to the Occupational Health Service.

4.6 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.

4.7 Appendix 10 contains further information relating to the reasons for Occupational Health referrals.

4.8 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 January 2010 to March 2010 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 Services.	2	3**	Nil	Nil
Neighbourhood Services	Nil	4	3**	2**

* including Finance & Asset Management

** includes collective grievance

All employees who raised grievances were white.

6. DISCIPLINARY ACTION

6.1 The following disciplinary action was taken against employees in the period January 2010 to March 2010. All employees who had disciplinary action taken against them were white.

<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	Nil	Nil	1	Nil
Educational & Social Services.	3	Nil	Nil	Nil
Neighbourhood Services	6	1	Nil	4

* including Finance & Asset Management

7. WHISTLEBLOWING

7.1 One employee used the Whistleblowing Procedures in the period January 2010 - March 2010.

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 March 2010 and shows the variance in numbers from December 2009.

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

9. BULLYING AND HARRASSMENT

The table below details action taken on bullying and harassment claims for the period January 2010 – March 2010.

Department	Informal Action	Formal Action
Chief Executive's Office*	Nil	Nil
Corporate Support	Nil	Nil
Educational & Social Svs.	Nil	2
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 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 78 employees active on the Job Development Register. 48 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 January 2010 - March 2010.

Number Requested Removal from Register as at 31 March 2010	Number Active on Job Development Register as at 31 March 2010	Number Redeployed Up To December 2009	Number Redeployed in Current Quarter	Dept.	Overall Total of Employees Redeployed up to 31 March 2010
63	78	48	0	N/A	48

11. EXIT INTERVIEWS

11.1 Appendix 9 summarises information emerging from exit interviews that have been held in the period January 2010 – March 2010.

12. WORKING BEYOND 65 YEARS OF AGE

12.1 There are currently 89 employees who are aged 65 or over, employed within the Council. 2 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 10 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 variances in the full time equivalent figures for the period in question from the previous year.
- Appendix 6 this Appendix shows the staffing watch figures on a quarterly basis since 2006.
- 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 for the current and previous quarter.
- 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.

Alex McPhee

Executive Director of Finance and Corporate Support

7 May 2010

LIST OF BACKGROUND PAPERS

1. Departmental Staffing Watch Returns – March 2010
2. Departmental Staffing Watch Returns – December 2009
3. Departmental Staffing Watch Returns – September 2009
4. Departmental Staffing Watch Returns – June 2009
6. Departmental Returns – Quarter 1, 2010
7. Departmental Returns – Quarter 4, 2009
8. Departmental Returns – Quarter 3, 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

Cosla Quarterly Joint Staffing Watch Survey

Date (dd/mm/yy) 13/03/2010

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	1,456	19	27	273	9	58	54	843	173
Education: Other staff	937	13	17	78	7	46	125	312	339
Social Work	1,338	3	3	107	35	11	57	429	693
Police and related services	0								
Fire and related services	0								
Other Staff ¹	2,943	83	61	1,117	73	37	137	641	794
Total	6,674	118	108	1,575	124	152	373	2,225	1,999

See: Guidance note 2 and 6 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; DLGDRSC; District Court; Other Staff.

Construction Staff	335	18	0	283	0	2	0.0	26	6
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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	1,341	34	277	84	946
Education: Other staff	663	17	84	100	462
Social Work	1,043	5	132	44	862
Police and related services	0				
Fire and related services	0				
Other Staff ¹	2,386	103	1,153	65	1,065
Total	5,433	159	1,647	293	3,335

See: Guidance note 2 and 6 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; DLGDRSC; District Court; Other Staff.

Construction Staff	333	18	283	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 (Q4 2009)	FTE (Q4 2009)	Number - Difference over quarter	FTE -Difference over quarter	Reason for changes greater than 5% in NUMBER or FTE since last return
Education: Teachers	1,435	1,316	1.5%	1.9%	
Education: Other staff	950	674	-1.4%	-1.7%	Sessional staff not employed. Temporary contracts not being renewed.
Social Work	1,326	1,051	0.9%	-0.8%	
Police and related services					
Fire and related services					
Other Staff ¹	2,983	2,419	-1.3%	-1.4%	
Total	6,694	5,460	-0.3%	-0.5%	

Movements in numbers - see guidance note 3

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 3

EAST AYRSHIRE COUNCIL
EAST AYRSHIRE COUNCIL QUARTERLY STAFFING WATCH RETURN -MARCH 2010

Appendix 2

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	301.0	124.0	1.0	130.0	46.0	279.9	2.0	30.7	106.2	141.0	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	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	290.0	120.0	0.0	125.0	45.0	269.2	1.0	26.0	102.2	140.0	0.0
Neighbourhood Services	1391.0	834.0	63.0	296.0	198.0	1241.5	5.0	18.0	203.3	802.2	213.0
Housing	213.0	92.0	0.0	102.0	19.0	205.8	1.0	1.0	70.5	133.4	0.0
Central Support	13.0	3.0	0.0	9.0	1.0	12.6	2.0	0.0	5.0	5.6	0.0
Cleansing Services	149.0	122.0	11.0	7.0	9.0	142.3	0.0	1.0	6.0	135.3	0.0
Leisure Services	403.0	211.0	43.0	67.0	82.0	318.6	0.0	4.0	28.8	285.8	0.0
Libraries, Registration & Local Offices	154.0	12.0	7.0	61.0	74.0	109.2	0.0	1.0	14.0	94.2	0.0
Roads & Transport	71.0	47.0	1.0	18.0	5.0	67.1	1.0	6.0	34.0	26.1	0.0
DLO/DSO (R&T AND B&W)	388.0	347.0	1.0	32.0	8.0	385.9	1.0	5.0	45.0	121.9	213.0
Corporate Support	394.0	156.0	4.0	182.0	52.0	372.6	6.0	35.0	178.4	153.2	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	40.9	1.0	2.0	14.8	23.1	0.0
IT	58.0	38.0	1.0	11.0	8.0	53.7	1.0	11.0	32.1	9.6	0.0
Legal, Procurement & Regulatory Services	87.0	35.0	0.0	38.0	14.0	81.0	1.0	8.0	37.7	34.3	0.0
Human Resources	73.0	17.0	0.0	46.0	10.0	69.6	1.0	4.0	27.7	36.9	0.0
Planning & Economic Development	116.0	56.0	2.0	52.0	6.0	113.3	1.0	7.0	60.0	45.3	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	3250.0	469.0	126.0	1328.0	1327.0	2496.2	19.0	149.1	1295.1	1033.0	0.0
Education - Teachers	1456.0	292.0	36.0	901.0	227.0	1341.4	12.0	142.1	1187.3	0.0	0.0
Education - Other Staff	937.0	91.0	24.0	358.0	464.0	662.5	7.0	7.0	102.8	545.7	0.0
DLO/DSO	857.0	86.0	66.0	69.0	636.0	492.3	0.0	0.0	5.0	487.3	0.0
Social Work	1338.0	110.0	38.0	440.0	750.0	1043.0	0.0	16.0	286.4	740.6	0.0
Total all Staff	6674.0	1693.0	232.0	2376.0	2373.0	5433.2	32.0	248.8	2069.4	2870.0	213.0
Construction Staff	335.0	301.0	0.0	28.0	6.0	333.1					

EAST AYRSHIRE COUNCIL
STAFFING WATCH RETURN - VARIANCES FROM MARCH 2009

Service Group	14 March 2009		13 March 2010		Variance		Comments
	Headcount	FTE	Headcount	FTE	Headcount	FTE	
Chief Executive	295.0	277.6	301.0	279.9	6.0	2.3	
Chief Executive	4.0	4.0	4.0	4.0	0.0	0.0	
Internal Audit	7.0	6.8	7.0	6.7	0.0	-0.1	
Finance & Asset Management	284.0	266.8	290.0	269.2	6.0	2.4	Posts created from Service Review. General turnover
Neighbourhood Services	1431.0	1286.1	1391.0	1241.5	-40.0	-44.6	
Housing	243.0	231.1	213.0	205.8	-30.0	-25.3	Posts transferred into Human Resources. General turnover.
Central Support	12.0	11.5	13.0	12.6	1.0	1.1	
Cleansing Services	141.0	138.5	149.0	142.3	8.0	3.8	
Leisure Services	391.0	312.7	403.0	318.6	12.0	5.9	Casual Workers now included
Libraries, Registration & Local Offices	158.0	111.4	154.0	109.2	-4.0	-2.2	
Roads & Transport	82.0	79.4	71.0	67.1	-11.0	-12.3	General turnover
DLO/DSO- (R&T and B&W)	404.0	401.5	388.0	385.9	-16.0	-15.6	General turnover
Corporate Support	361.0	341.7	394.0	372.6	33.0	30.9	
Directorate	3.0	3.0	3.0	3.0	0.0	0.0	
Democratic Services	46.0	41.6	45.0	40.9	-1.0	-0.7	
IT	58.0	53.7	58.0	53.7	0.0	0.0	
Legal, Procurement & Regulatory Services	90.0	83.0	87.0	81.0	-3.0	-2.0	
Human Resources	34.0	33.4	73.0	69.6	39.0	36.2	Transfer of outposted departmental HR teams into Human Resources
Planning & Economic Development	117.0	114.6	116.0	113.3	-1.0	-1.3	
CPPU	13.0	12.4	12.0	11.1	-1.0	-1.3	
Education	3375.0	2526.3	3250.0	2496.2	-125.0	-30.1	
Education - Teachers	1489.0	1346.6	1456.0	1341.4	-33.0	-5.2	Supply Teachers not employed.
Education - Other Staff	992.0	676.6	937.0	662.5	-55.0	-14.1	Sessional workers not employed. Temporary contracts not renewed.
DLO/DSO	894.0	503.1	857.0	492.3	-37.0	-10.8	Transfer of PPP Employees to Mitie PLC
Social Work	1354.0	1049.3	1338.0	1043.0	-16.0	-6.3	
							Posts not being filled due to Service Review
TOTALS	6816.0	5481.0	6674.0	5433.2	-142.0	-47.8	

EAST AYRSHIRE COUNCIL
STAFFING WATCH RETURN - VARIANCES FROM DECEMBER 2009

APPENDIX 4

Service Group	12 December 2009		13 March 2010		Variance		Comments
	Headcount	FTE	Headcount	FTE	Headcount	FTE	
Chief Executive	307.0	288.2	301.0	279.9	-6.0	-8.3	General Turnover
Chief Executive	4.0	4.0	4.0	4.0	0.0	0.0	
Internal Audit	7.0	6.7	7.0	6.7	0.0	0.0	
Finance & Asset Management	296.0	277.5	290.0	269.2	-6.0	-8.3	General Turnover.
Neighbourhood Services	1401.0	1260.3	1391.0	1241.5	-10.0	-18.8	
Housing	220.0	212.9	213.0	205.8	-7.0	-7.1	General Turnover
Central Support	13.0	12.6	13.0	12.6	0.0	0.0	
Cleansing Services	148.0	143.3	149.0	142.3	1.0	-1.0	
Leisure Services	398.0	319.9	403.0	318.6	5.0	-1.3	Full time employees left and replaced with part-time employees
Libraries, Registration & Local Offices	156.0	111.2	154.0	109.2	-2.0	-2.0	
Roads & Transport	82.0	79.1	71.0	67.1	-11.0	-12.0	Employees transferred into DLO/DSO
DLO/DSO- B&W	384.0	381.3	388.0	385.9	4.0	4.6	
Corporate Support	396.0	374.8	394.0	372.6	-2.0	-2.2	
Directorate	3.0	3.0	3.0	3.0	0.0	0.0	
Democratic Services	45.0	40.6	45.0	40.9	0.0	0.3	
IT	58.0	53.6	58.0	53.7	0.0	0.1	
Legal, Procurement & Regulatory Services	90.0	83.8	87.0	81.0	-3.0	-2.8	General Turnover
Human Resources	71.0	68.1	73.0	69.6	2.0	1.5	
Planning & Economic Development	117.0	114.6	116.0	113.3	-1.0	-1.3	
CPPU	12.0	11.1	12.0	11.1	0.0	0.0	
Education	3264.0	2485.3	3250.0	2496.2	-14.0	10.9	
Education - Teachers	1435.0	1315.8	1456.0	1341.4	21.0	25.6	Supply Teachers used. General Turnover.
Education - Other Staff	950.0	673.6	937.0	662.5	-13.0	-11.1	General Turnover
DLO/DSO	879.0	495.9	857.0	492.3	-22.0	-3.6	General Turnover
Social Work	1326.0	1051.1	1338.0	1043.0	12.0	-8.1	General Turnover
TOTALS	6694.0	5459.7	6674.0	5433.2	-20.0	-26.5	

SALARY BANDS AT MARCH 2010

The table below illustrates the number of full-time equivalent employees in each of the staffing watch salary bands as at March 2010 in comparison with March 2009.

	Full-time Equivalent					
	Total	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	5433.2	32.0	248.8	2069.4	2870.0	213.0
Total March 2009	5481	32.0	233.9	2057.2	2910.1	247.8
Variance	-47.8	0.0	+14.9	+12.2	-40.1	-34.8

SALARY BANDS AT MARCH 2010

The table below illustrates the number of full-time equivalent employees in each of the staffing watch salary bands as at March 2010 in comparison with the previous four years to provide a five year comparison. 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 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	5433.2	32.0	248.8	2069.4	2870.0	213.0
Total March 2009	5481.0	32.0	233.9	2057.2	2910.1	247.8
Total March 2008	5586.8	29.0	377.3	1959.6	2969.1	251.8
Total March 2007	5586.2	28.0	340.0	1875.9	2174.7	1167.6
Total March 2006	5530.3	33.0	145.5	1948.5	2210.0	1193.3

ABSENCE MANAGEMENT REPORT QUARTER 1, 2010

1. Breakdown of Absence Statistics in Quarter 1, 2010

Department	LGE % Loss	Teachers % Loss	Total % Loss
Chief Executive's Office	4.08	-	4.08
Corporate Support	2.90	-	2.90
Educational & Social Services	7.19	3.33	6.00
Neighbourhood Services	5.45	-	5.45
TOTAL	6.24	3.33	5.61

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	96	39	14	38	29	3	0	0	0	0
Corporate Support	113	48	22	37	25	3	0	1	1	0
Educational & Social Services	1603	338	200	83	67	24	3	2	37	2
Neighbourhood Services	374	107	63	199	156	2	2	1	13	2
TOTALS	2186	532	299	357	277	32	5	4	51	4

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 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	18	12	3	7	5	5	6	0	1	0
Corporate Support	12	15	6	13	9	2	0	0	0	0
Educational & Social Services	450	131	77	59	70	30	56	6	8	0
Neighbourhood Services	124	40	25	91	67	14	21	4	11	1
TOTALS	604	198	111	170	151	51	83	10	20	1

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	30	60	8	10	4	4	0
Corporate Support	30	74	15	9	0	3	0
Educational & Social Services	465	977	275	256	141	49	30
Neighbourhood Services	98	238	72	50	28	21	8
Total	623	1349	370	325	173	77	38
% spread	21.08	45.65	12.52	11.00	5.85	2.61	1.29

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

Reason for Absence	Lost Working Days	Percentage %
Angina/Heart Problem	656	3.30
Asthma	247.5	1.25
Bronchitis	283	1.42
Chronic Fatigue Syndrome	44	0.22
Colds/Flu	1691	8.51
Endocrine	63	0.32
Gynaecological	247	1.24
Headache/Migraine	237	1.19
Injury – Non Work Related	1046	5.26
Musculo –Skeletal	3317	16.69
Neurological	247	1.24
Operations/Recovery/Treatment	3913	19.69
Pregnancy Related	219	1.10
Skin Conditions	138.5	0.70
Stomach/Abdominal	1822	9.17
Stress/Debility	4211.5	21.19
Viral Infection	768.5	3.87
Workplace Injury	336.5	1.69
Other Reason	386	1.94
TOTAL LOST WORKING DAYS	19873.5	100.00

5. Lost Working Days – Short-term/Long-term comparison

Lost Working Days					
Department	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	16011	280	1.75	374	2.34
Corporate Support	21542	417.5	1.94	207	0.96
Educational & Social Services	245988	6864.5	2.79	7895	3.21
Neighbourhood Services	70463.5	1590.5	2.26	2247	3.19
TOTAL	354004.5	9152.5	2.59	10723	3.03

JANUARY - MARCH 2010. ANALYSIS OF ABSENCE

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	300	654	16011	4.08%	0	0	0	0.00%	300	654	16011	4.08%
Corporate Support	397	624.5	21542	2.90%	0	0	0	0.00%	397	624.5	21542	2.90%
Neighbourhood Services	1317	3837.5	70463.5	5.45%	0	0	0	0.00%	1317	3837.5	70463.5	5.45%
Educational & Social Services	3281	12236	170181.5	7.19%	1444	2523.5	75806.5	3.33%	4725	14759.5	245988	6.00%
TOTAL	5295	17352	278198	6.24%	1444	2523.5	75806.5	3.33%	6739	19875.5	354005	5.61%

OCTOBER - DECEMBER 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	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%
TOTAL	5,272	16,525.0	262,205.5	6.30%	1,443	2,598.0	70,479.0	3.69%	6,715	19,123.0	332,685	5.75%

JULY - SEPTEMBER

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	295	772.5	15969.5	4.84%	0	0	0	0.00%	295	772.5	15969.5	4.84%
Corporate Support	361	603.5	19484	3.10%	0	0	0	0.00%	361	603.5	19484	3.10%
Neighbourhood Services	3152	9840	163441	6.02%	0	0	0	0.00%	3152	9840	163441	6.02%
Educational & Social Services	1353	4026	72297	5.57%	1559	2614	82923.5	3.15%	2912	6640	155221	4.28%
TOTAL	5161	15242	271191.5	5.62%	1559	2614	82923.5	3.15%	6720	17856	354115	5.04%

APRIL - JUNE

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	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	5,002	14,874.0	252,242.5	5.90%	1,614	3,002.0	74,868.5	4.01%	6,616	17,876.0	327,111	5.46%

EXIT INTERVIEW SUMMARY REPORT

A. DEPARTMENTAL INFORMATION									
1. DEPARTMENTCouncil Wide			3. TOTAL No. OF LEAVERS IN PERIOD ...121.....						
2. REPORTING PERIOD1/01/2010 – 31/03/2010			4. No. OF LEAVERS INTERVIEWED25.....						
			5. APPROXIMATE No. OF EMPLOYEES6674.....						
B. PAY AND BENEFITS – Please indicate % responses in each category									
	ETHNIC ORIGIN OF TOTAL EMPLOYEES INTERVIEWED	VERY GOOD		GOOD		FAIR		POOR	
Pay	White	8	32.00%	10	40.00%	5	20.00%	2	8.00%
Holidays		14	58.33%	9	37.50%	1	4.17%	0	0.00%
Sick Pay		13	61.90%	7	33.33%	1	4.76%	0	0.00%
Pension Scheme		15	65.22%	6	26.09%	2	8.70%	0	0.00%
Life Assurance		10	47.62%	10	47.62%	1	4.76%	0	0.00%
Loan Facilities		2	25.00%	5	62.50%	1	12.50%	0	0.00%
C. FACILITIES AND SERVICES – Please indicate % responses in each category									
Equipment/Tools		8	32.00%	11	44.00%	4	16.00%	2	8.00%
Meal/Refreshment Facilities		6	28.57%	9	42.86%	3	14.29%	3	14.29%
Occupational Health/Welfare		8	34.78%	12	52.17%	3	13.04%	0	0.00%
Social Facilities		3	15.00%	12	60.00%	3	15.00%	2	10.00%
Training & Dev. Facilities		6	24.00%	10	40.00%	7	28.00%	2	8.00%

D. REASONS FOR LEAVING			
	ETHNIC ORIGIN	% LEAVERS INTERVIEWED	ABSENCE LEVELS OF LEAVERS
Resignation – Personal Betterment	1 x White 1 x White Scottish	8.00	1 x 0.76% 1 x 88.85%
Resignation – Change in Career	3 x White Scottish 1 x White	16.00	1 x 4.40% 1 x 0.41% 2 x Nil
Resignation – Domestic Circumstances			
Resignation – Working Conditions			
Resignation – Pay/Conditions	1 x White Scottish	4.00	Nil
Resignation – Relationships with others			
Retiral – Normal Age Retirement	2 x White Scottish 5 x White 1 x Pakistani	32.00	1 x 4.6% 4 x Nil 1 x 1.54 1 x 11.92%
Retiral - Early	1 x English 3 x White Scottish	16.00	1 x 8.46% 1 x Nil 1 x 8.08 1 x 23.46 1 x 77%
Redundancy	5 x White Scottish	20.00	2 x Nil 2 x 1.54% 1 x 0.38%
Expiry of Fixed Term/Temp Contract			
Other Reasons – Ill Health	1 x White Scottish	4.00	1 x 100%

E. SUMMARY STATEMENT OF MATTERS ARISING FROM EXIT INTERVIEW
Social Work – Training provided was excellent.
Neighbourhood Services – Issues with training and working conditions/premises.

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	Cold s/Flu	Endocrine	Gynaecological	Headache/Migraine	Injury Non Work	Musculo Skeletal	Neurological	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										1									2
Educational & Social Services						1				5		1				12			5
Neighbourhood Services																1			1
Total	0	0	0	0	0	1	0	0	0	7	0	1	0	0	1	13	0	0	9

SHORT TERM ABSENCE
Number of Ongoing Referrals to Occupational Health

Section	Angina / Heart Problem	Asthma	Bronchitis	Chronic Fatigue Syndrome	Cold s/Flu	Endocrine	Gynaecological	Headache/Migraine	Injury Non Work	Musculo Skeletal	Neurological	Operation/ Recovery/ Treatment	Pregnancy Related	Skin Conditions	Stomach/ Abdominal	Stress/ Debility	Viral Infection	Workplace Injury	Other Reason
Chief Executive's Office																			
Corporate Support																			
Educational & Social Services										1						2			
Neighbourhood Services										1									1
Total	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	2	0	0	1

LONG TERM ABSENCE

Number of New Referrals to Occupational Health

Section	Angina / Heart Problem	Asthma	Bronchitis	Chronic Fatigue Syndrome	Cold s/Flu	Endocrine	Gynaecological	Headache/Migraine	Injury Non Work	Musculo Skeletal	Neurological	Operation/ Recovery/ Treatment	Pregnancy Related	Skin Conditions	Stomach/ Abdominal	Stress/ Debility	Viral Infection	Workplace Injury	Other Reason
Chief Executive's Office									1			4							
Corporate Support																			2
Educational & Social Services	3		1	1						6		2			1	12			4
Neighbourhood Services	2									5		2				2			3
Total	5	0	1	1	0	0	0	0	1	11	0	8	0	0	1	14	0	0	9

LONG TERM ABSENCE

Number of Ongoing Referrals to Occupational Health

Section	Angina / Heart Problem	Asthma	Bronchitis	Chronic Fatigue Syndrome	Cold s/Flu	Endocrine	Gynaecological	Headache/Migraine	Injury Non Work	Musculo Skeletal	Neurological	Operation/ Recovery/ Treatment	Pregnancy Related	Skin Conditions	Stomach/ Abdominal	Stress/ Debility	Viral Infection	Workplace Injury	Other Reason
Chief Executive's Office				1						3	2								
Corporate Support																			
Educational & Social Services	2			1						25		9			2	16		1	
Neighbourhood Services	1									13		2				5			
Total	3	0	0	2	0	0	0	0	0	41	2	11	0	0	2	21	0	1	0