

## EAST AYRSHIRE COUNCIL

### GOVERNANCE & SCRUTINY – 21 NOVEMBER 2008

#### EMPLOYEE STATISTICAL INFORMATION

##### Report by the Depute Chief Executive/Executive Director of Corporate Support

#### 1. PURPOSE OF REPORT

- 1.1 To provide the Governance & Scrutiny Committee with a range of employee statistics including Staffing Watch and Absence for the Council for the period 1 July 2008 to 30 September 2008.

#### 2. BACKGROUND INFORMATION

- 2.1 The Joint Staffing Watch provides summary information on the number of employees employed within Education and Social Work with all other employees being collated together. Full-time equivalent numbers are analysed by gender and temporary/permanent status. In addition the number of temporary and permanent employees is also recorded.
- 2.2 The Council is required to return statistics to Cosla detailing numbers in employment as at March, June, September and December each year.
- 2.3 Local Authority returns are then analysed by Cosla and a joint Scottish Executive/Cosla statistical press release is issued after the return period. This press release contains full details of employee and full time equivalent numbers for each Council within each of the main local authority services.
- 2.4 Absence information is reported on for the Council as a whole on a quarterly basis and is detailed in section 4.
- 2.5 Statistical information on employment matters is also reported on a quarterly basis and is detailed in sections 5 to 12.

#### 3. STAFFING WATCH – EMPLOYEE NUMBERS AT SEPTEMBER 2008

- 3.1 The Council employed 6,789 employees as at September 2008. This figure represents a decrease of 58 employees (0.85%) on the June 2008 headcount of 6,847 and a decrease of 64 employees (0.93%) on the September 2007 headcount of 6,853 employees.
- 3.2 Of the 6,789 people employed at September 2008, 63.68% are employed on a full-time basis and 70.91% of the workforce is female. Of the total workforce, 33.82% of females work on a part-time basis compared with 2.50% of males. Gender analysis forms part of the basis of the Council's Equal Opportunities monitoring policy.

- 3.3** The full-time equivalent (f.t.e) staffing levels for September 2008 are 5562. This figure represents a decrease of 54.4 (0.97%) on the June 2008 full-time equivalent of 5616.4 and a decrease of 51.6 (0.92%) on the September 2007 full-time equivalent of 5613.6 employees.
- 3.4** The quarterly staffing watch statistics show a decrease of 64 employees over the year (September 2007 – September 2008) and a decrease of 51.6 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 July 2007 to September 2008 inclusive. The figures in the shaded boxes for Quarter 3 include the unauthorised absence figures in relation to the strike days.

	<b>LOCAL GOVERNMENT EMPLOYEES</b>	<b>TEACHERS</b>	<b>TOTAL</b>
<b>2007</b>	%	%	%
<b>Q3</b>	6.05	2.59	5.50
<b>Q4</b>	6.56	3.99	5.97
<b>2008</b>	%	%	%
<b>Q1</b>	6.60	4.16	6.04
<b>Q2</b>	6.60	2.52	5.33
<b>Q3</b>	5.47	2.50	5.02
<b>Q3</b>	7.30	2.50	6.58

- 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, 8 and 9 contain further detailed information relating to the breakdown of days lost and reasons for absence.
- 4.3** Long term absence was the main reason for absence within the Council accounting for 54.12% of the overall collective absence rate of 14,766.5 days (this is based on the absence figures collated, excluding strike absences.)
- 4.4** With regard to both short term and long term absence, 225 absence reviews and 232 follow-up meetings were held (not all sections reported on) with 158 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.

## 5. GRIEVANCES

- 5.1 The number of grievances raised by employees in the period July 2008 to September 2008 is detailed as follows:

<u>Department</u>	<u>Stage1</u>	<u>Stage 2</u>	<u>Stage 3</u>	<u>Stage 4</u>
Chief Executive's Office*	Nil	Nil	Nil	Nil
Corporate Support	Nil	Nil	Nil	Nil
Neighbourhood Services	Nil	7	Nil	Nil
Educational & Social Svs.	Nil	3	Nil	Nil

\* including Finance & Asset Management

All employees who raised grievances were white.

## 6. DISCIPLINARY ACTION

- 6.1 The following disciplinary action was taken against employees in the period July 2008 to September 2008.

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

\* including Finance & Asset Management

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

## 7. WHISTLEBLOWING

- 7.1 No concerns were raised under the Whistleblowing Procedures by employees in the period July 2008 – September 2008.

## 8. EXTERNALLY FUNDED POSTS

- 8.1 The following table summarises the number of temporary employees currently employed on funded posts within the Council as at 30 September 2008 and shows the variance in numbers from June 2008.

Department/Service	Number of employees	Variance from June 2008
<b>Corporate Support</b>		
Personnel	0	-3
Planning	0	-5
Economic Development	2	-6
<b>Total</b>	<b>2</b>	<b>-14</b>
<b>Educational &amp; Social Services</b>		
Education*	56	-17
Social Work	5	-30
<b>Total</b>	<b>61</b>	<b>-47</b>
<b>Neighbourhood Services</b>		
Housing	51	+1
Community Safety	1	-1
Leisure Services	7	0
Roads	0	-3
<b>Total</b>	<b>59</b>	<b>-3</b>
<b>GRAND TOTAL</b>	<b>122</b>	<b>-64</b>

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

## 9. BULLYING AND HARRASSMENT

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

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

\* including Finance & Asset Management

## 10. JOB DEVELOPMENT STRATEGY

**10.1** As members are aware, there are a number of employees who will still be in a detriment position at the end of the four year cash conservation period following the introduction of the revised Pay and Grading Scheme.

**10.2** In order to minimise the impact on these employees, the Council has developed a Job Development Strategy whose key elements are individual personal skills

profiling; identification of posts which affected employees might be matched; vacancies being reviewed and restricted recruitment will apply whenever appropriate; implementation of specific retraining measures including career planning, advice and guidance; use of voluntary severance and re-designing of jobs working Practices and operational arrangements.

- 10.3** There are currently 116 employees active on the Job Development Register. 17 employees have been redeployed and are out of detriment. 63 employees have asked for their name to be removed from the Job Development Strategy Register as they do not wish to be redeployed from their current post. The table below shows the position relating to the Job Development Strategy for the period July 2008 - September 2008.

<b>Number Requested Removal from Register as at 30 September 2008</b>	<b>Number Active on Job Development Register as at 30 September 2008</b>	<b>Number Redeployed Up To June 2008</b>	<b>Number Redeployed in Current Quarter</b>	<b>Department</b>	<b>Overall Total of Employees Redeployed up to 30 September 2008</b>
63	116	16	1	Neighbourhood Services	17

## **11. EXIT INTERVIEWS**

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

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

There are currently 91 employees who are aged 65 or over, employed within the Council (this figure includes 31 Supply Teachers.)

## **13. REPORTING METHOD**

- 13.1** To enable the Corporate Management Team to receive 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 quarter.
- 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 2002.
- Appendix 7      this Appendix shows the breakdown of sickness absence days for each Department and includes reasons for absence. This report excludes figures relating to the strike days.
- Appendix 8      this Appendix shows the breakdown of sickness absence days for each Department and includes reasons for absence. This report includes figures relating to the strike days.
- Appendix 9      this Appendix shows the absence rates for each Council Department and compares the rates for the period in question with the previous quarter.
- Appendix 10     this Appendix details information relating to exit interviews which have taken place during the course of the period in question

## **14. POLICY/LEGAL IMPLICATIONS**

- 14.1** The development of employment opportunities conforms to the Improving Opportunities Theme contained within the Community Plan. In terms of sickness absence, employee's absenteeism within the Council is being managed in accordance with Council Policy and employment legislation.

## **15. RISK MANAGEMENT**

- 15.1** There are no Risk Management implications.

## **16. COMMUNITY PLANNING IMPLICATIONS**

- 16.1** There are no Community Planning implications.

## **17. RECOMMENDATIONS**

- 17.1** The Cabinet is recommended to note the contents of this report.

Elizabeth Morton

Depute Chief Executive/Executive Director of Corporate Support

6 November 2008

### **LIST OF BACKGROUND PAPERS**

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

Any person wishing to inspect the Background Papers or wishing further information should contact Martin Rose, Head of Human Resources, Tel: (01563) 576092.

**Implementation Officer:** Martin Rose, Head of Human Resources

**Quarterly Joint Staffing Watch Survey**

Authority

EAST AYRSHIRE COUNCIL

Date (dd/mm/yy)

13/09/2008

Service Group	Number of staff									
	Total	Male					Female			
		Temporary		Permanent			Temporary		Permanent	
		Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	
Education: Teachers	1,560	27	5	326	19	105	21	869	188	
Education: Other staff	930	9	1	93	25	48	31	337	386	
Social Work	1,351	2	1	107	29	11	43	459	699	
Police and related services	0									
Fire and related services	0									
Other Staff <sup>1</sup>	2,948	102	23	1,139	67	63	136	626	792	
<b>Total</b>	<b>6,789</b>	<b>140</b>	<b>30</b>	<b>1,665</b>	<b>140</b>	<b>227</b>	<b>231</b>	<b>2,291</b>	<b>2,065</b>	

See: Guidance note 2 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	368	6	0	329	0	3	0	26	4
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Construction staff included above see guidance note 6.

Service Group	Full time equivalents				
	Total	Male		Female	
		Temporary	Permanent	Temporary	Permanent
Education: Teachers	1399	29	335	114	921
Education: Other staff	670	10	106	61	494
Social Work	1060	3	126	34	897
Police and related services	0				
Fire and related services	0				
Other Staff <sup>1</sup>	2433	107	1176	103	1047
<b>Total</b>	<b>5562</b>	<b>149</b>	<b>1743</b>	<b>311</b>	<b>3359</b>

See: Guidance note 2 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	367	6	329	3	29
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Construction staff included above see guidance note 6.

**Error Codes: 1 - FTE cannot be greater than TOTAL STAFF. 2 - FTE cannot be less than FULL TIME STAFF.**

**Movement in Numbers and Joint Arrangements**

Service Group	Number	FTE	Reason for changes greater than 5% in NUMBER or FTE since last return
Education: Teachers	1,560	1,399	
Education: Other staff	930	670	
Social Work	1,351	1,060	
Police and related services	0	0	
Fire and related services	0	0	
Other Staff <sup>1</sup>	2,948	2,433	

Movements in numbers - see guidance note 7

Service Group	Details of joint arrangements with other councils
Education: Teachers	
Education: Other staff	
Social Work	
Police and related services	
Fire and related services	
Other Staff <sup>1</sup>	

Details of Joint Arrangements - see guidance note 8

EAST AYRSHIRE COUNCIL  
 COSLA QUARTERLY JOINT STAFFING WATCH RETURN - SEPTEMBER 2008

Service Group	Total Number of Staff					Full-time Equivalent					
	Total	Male		Female		Total	Salary Band				
		Full-time	Part-time	Full-time	Part-time		A1	A2	B	C	Other
Chief Executive	289.0	112.0	1.0	140.0	36.0	270.5	2.0	26.9	102.7	138.9	0.0
Chief Executive	4.0	2.0	0.0	2.0	0.0	4.0	1.0	1.0	2.0	0.0	0.0
Internal Audit	8.0	4.0	0.0	3.0	1.0	7.9	0.0	2.9	4.0	1.0	0.0
Finance and Asset Management	277.0	106.0	1.0	135.0	35.0	258.6	1.0	23.0	96.7	137.9	0.0
Neighbourhood Services	1401.0	908.0	24.0	316.0	153.0	1317.1	5.0	18.0	201.1	845.2	247.8
Housing	253.0	97.0	0.0	124.0	32.0	240.1	1.0	1.0	76.8	161.3	0.0
Central Support	14.0	3.0	0.0	9.0	2.0	13.0	2.0	0.0	4.5	6.5	0.0
Cleansing Services	145.0	128.0	2.0	9.0	6.0	142.7	0.0	0.0	8.0	134.7	0.0
Leisure Services	345.0	235.0	13.0	60.0	37.0	319.2	0.0	4.0	20.8	294.4	0.0
Libraries, Registration & Local Offices	145.0	12.0	6.0	63.0	64.0	109.7	0.0	1.0	15.0	93.7	0.0
Roads & Transport	92.0	66.0	3.0	17.0	6.0	86.9	1.0	7.0	43.0	35.9	0.0
DLO/DSO (R&T AND B&W)	407.0	367.0	0.0	34.0	6.0	405.5	1.0	5.0	33.0	118.7	247.8
Corporate Support	347.0	148.0	3.0	155.0	41.0	330.3	6.0	27.0	162.8	134.5	0.0
Directorate	4.0	0.0	0.0	4.0	0.0	4.0	1.0	0.0	0.0	3.0	0.0
Democratic Services	46.0	10.0	1.0	26.0	9.0	42.1	1.0	1.0	15.3	24.8	0.0
IT	51.0	34.0	0.0	9.0	8.0	47.1	1.0	7.0	30.1	9.0	0.0
Legal, Procurement & Regulatory Services	87.0	36.0	0.0	35.0	16.0	80.7	1.0	7.0	37.3	35.4	0.0
Human Resources	51.0	16.0	0.0	33.0	2.0	49.7	1.0	3.0	19.0	26.7	0.0
Planning & Economic Development	96.0	51.0	1.0	38.0	6.0	95.3	1.0	6.0	55.7	32.6	0.0
CPPU	12.0	1.0	1.0	10.0	0.0	11.4	0.0	3.0	5.4	3.0	0.0
Education	3401.0	539.0	103.0	1435.0	1324.0	2584.6	14.0	296.0	1190.3	1084.3	0.0
Education - Teachers	1560.0	353.0	24.0	974.0	209.0	1399.4	9.0	288.0	1102.4	0.0	0.0
Education - Other Staff	930.0	102.0	26.0	385.0	417.0	670.2	5.0	7.0	82.9	575.3	0.0
DLO/DSO	911.0	84.0	53.0	76.0	698.0	515.0	0.0	1.0	5.0	509.0	0.0
Social Work	1351.0	109.0	30.0	470.0	742.0	1059.5	0.0	13.0	286.4	760.1	0.0
<b>Total all Staff</b>	<b>6789.0</b>	<b>1816.0</b>	<b>161.0</b>	<b>2516.0</b>	<b>2296.0</b>	<b>5562.0</b>	<b>27.0</b>	<b>380.9</b>	<b>1943.3</b>	<b>2963.0</b>	<b>247.8</b>
<b>Construction Staff</b>	<b>307.0</b>	<b>274.0</b>	<b>0.0</b>	<b>29.0</b>	<b>4.0</b>	<b>305.7</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 SEPTEMBER 2008**

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

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

	<b>Full-time Equivalent</b>					
	<b>Total</b>	<b>A1</b> (above £56,662)	<b>A2</b> (£38,056 - £56,662)	<b>B</b> (£23,624 - £39,057)	<b>C</b> (£10,574 - £24,242)	<b>Other</b> (Craft)
<b>Total September 2008</b>	5562.0	27.0	380.9	1943.3	2963.0	247.8
<b>Total September 2007</b>	5613.5	28.0	384.3	1942.6	3004.6	254.0
<b>Variance</b>	-51.1	-1	-3.4	+0.7	-41.6	-6.2

EAST AYRSHIRE COUNCIL  
STAFFING WATCH RETURN - VARIANCES FROM JUNE 2008

Service Group	14 June 2008		13 September 2008		Variance		Comments
	Headcount	FTE	Headcount	FTE	Headcount	FTE	
<b>Chief Executive</b>	<b>288.0</b>	<b>270.8</b>	<b>289.0</b>	<b>270.5</b>	<b>1.0</b>	<b>-0.3</b>	General Turnover
Chief Executive	4.0	4.0	4.0	4.0	0.0	0.0	
Internal Audit	8.0	7.8	8.0	7.9	0.0	0.1	
Finance & Asset Management	276.0	259.0	277.0	258.6	1.0	-0.4	
<b>Neighbourhood Services</b>	<b>1406.0</b>	<b>1320.3</b>	<b>1401.0</b>	<b>1317.1</b>	<b>-5.0</b>	<b>-3.2</b>	General turnover
Housing	252.0	240.2	253.0	240.1	1.0	-0.1	
Central Support	14.0	13.0	14.0	13.0	0.0	0.0	
Cleansing Services	150.0	147.7	145.0	142.7	-5.0	-5.0	
Leisure Services	350.0	322.4	345.0	319.2	-5.0	-3.2	
Libraries, Registration & Local Offices	146.0	110.0	145.0	109.7	-1.0	-0.3	
Roads & Transport	87.0	81.5	92.0	86.9	5.0	5.4	
DLO/DSO- B&W	407.0	405.5	407.0	405.5	0.0	0.0	
<b>Corporate Support</b>	<b>343.0</b>	<b>326.9</b>	<b>347.0</b>	<b>330.3</b>	<b>4.0</b>	<b>3.4</b>	General Turnover
Directorate	4.0	4.0	4.0	4.0	0.0	0.0	
Democratic Services	47.0	44.4	46.0	42.1	-1.0	-2.3	
IT	50.0	46.1	51.0	47.1	1.0	1.0	
Legal, Procurement & Regulatory Services	87.0	79.9	87.0	80.7	0.0	0.8	
Personnel	48.0	47.2	51.0	49.7	3.0	2.5	
Planning & Economic Development	95.0	94.4	96.0	95.3	1.0	0.9	
CPPU	12.0	10.9	12.0	11.4	0.0	0.5	
<b>Education</b>	<b>3454.0</b>	<b>2631.8</b>	<b>3401.0</b>	<b>2584.6</b>	<b>-53.0</b>	<b>-47.2</b>	General Turnover
Education - Teachers	1587.0	1426.4	1560.0	1399.4	-27.0	-27.0	
Education - Other Staff	935.0	675.2	930.0	670.2	-5.0	-5.0	
DLO/DSO	932.0	530.2	911.0	515.0	-21.0	-15.2	
<b>Social Work</b>	<b>1356.0</b>	<b>1066.6</b>	<b>1351.0</b>	<b>1059.5</b>	<b>-5.0</b>	<b>-7.1</b>	General Turnover and recruitment of Personal Carers
<b>TOTALS</b>	<b>6847.0</b>	<b>5616.4</b>	<b>6789.0</b>	<b>5562.0</b>	<b>-58.0</b>	<b>-54.4</b>	

EAST AYRSHIRE COUNCIL  
STAFFING WATCH RETURN - VARIANCES FROM SEPTEMBER 2007

Service Group	08 September 2007		13 September 2008		Variance		Comments
	Headcount	FTE	Headcount	FTE	Headcount	FTE	
<b>Chief Executive</b>	<b>285.0</b>	<b>269.9</b>	<b>289.0</b>	<b>270.5</b>	<b>4.0</b>	<b>0.6</b>	General Turnover
Chief Executive	3.0	3.0	4.0	4.0	1.0	1.0	
Internal Audit	8.0	7.8	8.0	7.9	0.0	0.1	
Finance & Asset Management	274.0	259.1	277.0	258.6	3.0	-0.5	
<b>Neighbourhood Services</b>	<b>1396.0</b>	<b>1308.5</b>	<b>1401.0</b>	<b>1317.1</b>	<b>5.0</b>	<b>8.6</b>	
Housing	234.0	222.8	253.0	240.1	19.0	17.3	Posts created within new Risk Management Centre
Central Support	14.0	13.0	14.0	13.0	0.0	0.0	
Cleansing Services	146.0	143.6	145.0	142.7	-1.0	-0.9	
Leisure Services	349.0	317.5	345.0	319.2	-4.0	1.7	General Turnover
Libraries, Registration & Local Offices	147.0	110.9	145.0	109.7	-2.0	-1.2	
Roads & Transport	91.0	88.0	92.0	86.9	1.0	-1.1	
DLO/DSO- (R&T and B&W)	415.0	412.7	407.0	405.5	-8.0	-7.2	
<b>Corporate Support</b>	<b>354.0</b>	<b>331.1</b>	<b>347.0</b>	<b>330.3</b>	<b>-7.0</b>	<b>-0.8</b>	General Turnover
Directorate	5.0	5.0	4.0	4.0	-1.0	-1.0	
Democratic Services	50.0	44.2	46.0	42.1	-4.0	-2.1	
IT	50.0	46.0	51.0	47.1	1.0	1.1	
Legal, Procurement & Regulatory Services	87.0	79.3	87.0	80.7	0.0	1.4	
Personnel	50.0	48.2	51.0	49.7	1.0	1.5	
Planning & Economic Development	101.0	98.5	96.0	95.3	-5.0	-3.2	
CPPU	11.0	9.9	12.0	11.4	1.0	1.5	
<b>Education</b>	<b>3490.0</b>	<b>2652.3</b>	<b>3401.0</b>	<b>2584.6</b>	<b>-89.0</b>	<b>-67.7</b>	General Turnover
Education - Teachers	1591.0	1430.4	1560.0	1399.4	-31.0	-31.0	
Education - Other Staff	979.0	712.7	930.0	670.2	-49.0	-42.5	Centre Supervisors transferred to Onsite Services.
DLO/DSO	920.0	509.2	911.0	515.0	-9.0	5.8	
<b>Social Work</b>	<b>1328.0</b>	<b>1051.8</b>	<b>1351.0</b>	<b>1059.5</b>	<b>23.0</b>	<b>7.7</b>	General Turnover.
<b>TOTALS</b>	<b>6853.0</b>	<b>5613.6</b>	<b>6789.0</b>	<b>5562.0</b>	<b>-64.0</b>	<b>-51.6</b>	

## Appendix 6

### SALARY BANDS AT SEPTEMBER 2008

The table below illustrates the number of full-time equivalent employees in each of the staffing watch salary bands as at September 2008 in comparison with the previous five years. The table shows corresponding variances in categories A2 and B which is attributable to incorrect classification of teachers' posts and category A1 due to incorrect classification in previous reports.

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

	Full-time Equivalent					
	Total	A1 (above £56,662)	A2 (£38,056 - £56,662)	B (£23,624 - £39,057)	C (£10,574 - £24,242)	Other (Craft)
<b>Total September 2008</b>	5562.0	27.0	380.9	1943.3	2963.0	247.8
<b>Total September 2007</b>	5,613.5	28.0	384.3	1,942.6	3,004.6	254.0
<b>Total September 2006</b>	5,606.9	32.0	338.5	1,798.0	2,233.1	1,205.3
<b>Total September 2005</b>	5,512.0	33.0	146.5	1,935.4	2,194.8	1,202.3
<b>Total September 2004</b>	5,525.4	23.0	151.5	1,910.7	2,184.4	1,255.8
<b>Total September 2003</b>	5,394.4	26.0	149.5	1,836.7	2,092.0	1,290.2

## EAST AYRSHIRE COUNCIL

## ABSENCE MANAGEMENT REPORT QUARTER 3, 2008 (excluding strike absences)

## 1. Breakdown of Absence Statistics in Quarter 3, 2008

Department	LGE % Loss	Teachers % Loss	Total % Loss
Chief Executive's Office	6.04	-	6.04
Corporate Support	3.84	-	3.84
Educational & Social Services	5.88	2.50	5.10
Neighbourhood Services	4.90	-	4.90
<b>TOTAL</b>	<b>5.47</b>	<b>2.50</b>	<b>5.02</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 OHS Referrals	No of Welfare Referrals	No of referrals to Discipline Procedure
		Due	Held	Due	Held			
Chief Executive's Office	80	8	7	18	16	0	0	0
Corporate Support	76	23	8	20	9	0	0	0
Educational & Social Services	1070	129*	67*	34*	48*	36	0	0
Neighbourhood Services	521	94	64	87	50	7	8	0
<b>TOTALS</b>	<b>1747</b>	<b>254</b>	<b>146</b>	<b>159</b>	<b>123</b>	<b>43</b>	<b>8</b>	<b>0</b>

\* excludes Education &amp; Teachers

\*\* excludes Teachers

## 2.2 Long term absence

Long Term Absence								
Department	No of Employees > 4 weeks absence	No of Absence Review Meetings		No of Follow-up Review Meetings Held		No of OHS Referrals	No of Welfare Referrals	No of referrals to Discipline Procedure
		Due	Held	Due	Held			
Chief Executive's Office	16	2	0	0	0	5	0	0
Corporate Support	12	9	1	2	0	0	0	0
Educational & Social Services	337	85*	73**	78*	94**	100	1	1
Neighbourhood Services	73	7	5	28	15	10	3	0
<b>TOTALS</b>	<b>438</b>	<b>103</b>	<b>79</b>	<b>108</b>	<b>109</b>	<b>115</b>	<b>4</b>	<b>1</b>

\* excludes Education & Teachers

\*\* excludes Teachers

## 3. Short term/ Long term absence comparison

Department	Number of Absence Periods					
	1 day	2-7 days	8 days - 1 month	1 – 3 months	3 – 6 months	+6 months
Chief Executive's Office	34	63.5	10	8	4	2
Corporate Support	24	51	8	4	1	3
Educational & Social Services	295	554	195	121	54	58
Neighbourhood Services	136	234	105	25	12	7
<b>Total</b>	<b>489</b>	<b>902.5</b>	<b>318</b>	<b>158</b>	<b>71</b>	<b>70</b>
<b>% spread</b>	<b>24.35</b>	<b>44.93</b>	<b>15.83</b>	<b>7.87</b>	<b>3.53</b>	<b>3.49</b>

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

<b>Reason for Absence</b>	<b>Lost Working Days</b>	<b>Percentage %</b>
Angina/Heart Problem	286.5	1.94
Asthma	23	0.16
Bronchitis	308.5	2.09
Colds/flu	543	3.68
Viral infection	808.5	5.48
Stomach/abdominal	1,327	8.99
Headaches/ Migraine	305.5	2.07
Musculo-Skeletal	3,089.5	20.92
Stress/Debility etc	3,386.5	22.93
Operations/Recovery	1,743	11.80
Workplace Injury	292.5	1.98
Injury – Non work related	507.5	3.44
Other Reason	2,145.5	14.53

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

<b>Department</b>	<b>Lost Working Days</b>				
	<b>Total no of working days in period</b>	<b>Lost days &lt; 4 weeks</b>	<b>% of total working days</b>	<b>Lost days &gt; 4 weeks</b>	<b>% of total working days</b>
Chief Executive's Office	15,010	412	2.74	494	3.29
Corporate Support	17,307	309.5	1.79	355	2.05
Educational & Social Services	190,183	4,122.5	2.16	5,575	2.94
Neighbourhood Services	71,439	1,930.5	2.72	1,568	2.18
<b>TOTAL</b>	<b>293,939</b>	<b>6,774.5</b>	<b>2.30</b>	<b>7,992</b>	<b>2.72</b>

## EAST AYRSHIRE COUNCIL

## ABSENCE MANAGEMENT REPORT QUARTER 3, 2008 (including strike absences)

## 1. Breakdown of Absence Statistics in Quarter 3, 2008

Department	LGE % Loss	Teachers % Loss	Total % Loss
Chief Executive's Office	8.04	-	8.04
Corporate Support	5.78	-	5.78
Educational & Social Services	7.69	2.50	6.49
Neighbourhood Services	6.73	-	6.73
<b>TOTAL</b>	<b>7.30</b>	<b>2.50</b>	<b>6.58</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 OHS Referrals	No of Welfare Referrals	No of referrals to Discipline Procedure
		Due	Held	Due	Held			
Chief Executive's Office	80*	8	7	18	16	0	0	0
Corporate Support	265	23	8	20	9	0	0	0
Educational & Social Services	2,893	129**	67***	34	48***	36	0	0
Neighbourhood Services	1,581	94	64	87	50	7	8	0
<b>TOTALS</b>	<b>4,819</b>	<b>254</b>	<b>146</b>	<b>159</b>	<b>123</b>	<b>43</b>	<b>8</b>	<b>0</b>

\* Does not include strike days

\*\* Excludes Education &amp; Teachers

\*\*\* Excludes Teachers

## 2.2 Long term absence

Long Term Absence								
Department	No of Employees > 4 weeks absence	No of Absence Review Meetings		No of Follow-up Review Meetings Held		No of OHS Referrals	No of Welfare Referrals	No of referrals to Discipline Procedure
		Due	Held	Due	Held			
Chief Executive's Office	16	2	0	0	0	5	0	0
Corporate Support	12	9	1	2	0	0	0	0
Educational & Social Services	337	85*	73**	78*	94**	100	1	1
Neighbourhood Services	73	7	5	28	15	10	3	0
<b>TOTALS</b>	<b>438</b>	<b>103</b>	<b>79</b>	<b>108</b>	<b>109</b>	<b>115</b>	<b>4</b>	<b>1</b>

\* Excludes Education & Teachers

\*\* Excludes Teachers

## 3. Short term/ Long term absence comparison

Department	Number of Absence Periods					
	1 day	2-7 days	8 days - 1 month	1 – 3 months	3 – 6 months	+6 months
Chief Executive's Office	34	63.5	10	8	4	2
Corporate Support	224	51	8	4	1	3
Educational & Social Services	2328.5	554	195	121	54	58
Neighbourhood Services	1417.5	234	105	25	12	7
<b>Total</b>	<b>4038</b>	<b>902.5</b>	<b>318</b>	<b>158</b>	<b>71</b>	<b>70</b>
<b>% spread</b>	<b>72.58</b>	<b>16.22</b>	<b>5.72</b>	<b>2.84</b>	<b>1.23</b>	<b>1.26</b>

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

<b>Reason for Absence</b>	<b>Lost Working Days</b>	<b>Percentage %</b>
Angina/Heart Problem	286.5	1.48
Asthma	23	0.12
Bronchitis	308.5	1.59
Colds/flu	543	2.81
Viral infection	808.5	4.18
Stomach/abdominal	1,327	6.86
Headaches/ Migraine	305.5	1.58
Musculo-Skeletal	3,089.5	15.96
Stress/Debility etc	3,386.5	17.50
Operations/Recovery	1,743	9.01
Workplace Injury	292.5	1.51
Injury – Non work related	507.5	2.62
Other Reason	2,145.5	11.08
Strike Days	4,588.5	23.71

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

<b>Department</b>	<b>Lost Working Days</b>				
	<b>Total no of working days in period</b>	<b>Lost days &lt; 4 weeks</b>	<b>% of total working days</b>	<b>Lost days &gt; 4 weeks</b>	<b>% of total working days</b>
Chief Executive's Office	15,010	713	4.75	494	3.29
Corporate Support	17,307	645.5	3.73	355	2.05
Educational & Social Services	190,183	6,768	3.56	5,575	2.93
Neighbourhood Services	71,439	3,236.5	4.53	1,568	2.19
<b>TOTAL</b>	293,939	11,363	3.87	7,992	2.72

EAST AYRSHIRE COUNCIL

APPENDIX 9

ANALYSIS OF ABSENCE

PERIOD APRIL - JUNE 2008

DEPARTMENT: All Departments

SECTION	LOCAL GOVERNMENT EMPLOYEES				TEACHERS				TOTAL			
	No. of Employees	Lost	Work	% Loss	No. of Employees	Lost	Work	% Loss	No. of Employees	Lost	Work	% Loss
		Working Days	Available			Working Days	Available			Working Days	Available	
Chief Executive's Office	289	1059.5	16065.5	6.59%	0	0.0	0.0	0.00%	289	1,060	16,066	6.59%
Corporate Support	347	723	18946	3.82%	0	0.0	0.0	0.00%	347	723	18,946	3.82%
Neighbourhood Services	1339	3902	73904.5	5.28%	0	0.0	0.0	0.00%	1,339	3,902	73,905	5.28%
*Education incl others	2069	6813.5	107093.5	6.36%	1,716	1,879.0	74,425.0	2.52%	3,785	8,693	181,519	4.79%
Social Work	1338	4569	64909.5	7.04%	0	0.0	0.0	0.00%	1,338	4,569	64,910	7.04%
<b>TOTAL</b>	<b>5,382</b>	<b>17,067</b>	<b>280,919</b>	<b>6.08%</b>	<b>1,716</b>	<b>1,879</b>	<b>74,425</b>	<b>2.52%</b>	<b>7,098</b>	<b>18,946</b>	<b>355,344</b>	<b>5.33%</b>

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

PERIOD JULY - SEPTEMBER 2008 - EXCLUDING STRIKE ACTION

DEPARTMENT: All Departments

SECTION	LOCAL GOVERNMENT EMPLOYEES				TEACHERS				TOTAL			
	No. of Employees	Lost	Work	% Loss	No. of Employees	Lost	Work	% Loss	No. of Employees	Lost	Work	% Loss
		Working Days	Available			Working Days	Available			Working Days	Available	
Chief Executive's Office	283	906	15010	6.04%	0	0	0	0.00%	283	906	15010	6.04%
Corporate Support	339	664.5	17307	3.84%	0	0	0	0.00%	339	664.5	17307	3.84%
Neighbourhood Services		3498.5	71439	4.90%	0	0	0	0.00%	0	3498.5	71439	4.90%
*Education incl others	2372	4794.5	84848.5	5.65%	1574	1100	44035	2.50%	3946	5894.5	128883.5	4.57%
Social Work	1344	3803	61299.5	6.20%	0	0	0	0.00%	1344	3803	61299.5	6.20%
<b>TOTAL</b>	<b>4,338</b>	<b>13,666.5</b>	<b>249,904</b>	<b>5.47%</b>	<b>1,574</b>	<b>1,100.0</b>	<b>44,035</b>	<b>2.50%</b>	<b>5,912</b>	<b>14,766.5</b>	<b>293,939</b>	<b>5.02%</b>

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

PERIOD JULY - SEPTEMBER 2008 - INCLUDING STRIKE ACTION

DEPARTMENT: All Departments

SECTION	LOCAL GOVERNMENT EMPLOYEES				TEACHERS				TOTAL			
	No. of Employees	Lost	Work	% Loss	No. of Employees	Lost	Work	% Loss	No. of Employees	Lost	Work	% Loss
		Working Days	Available			Working Days	Available			Working Days	Available	
Chief Executive's Office	289	1207	15010	8.04%	0	0	0	0.00%	289	1207	15010	8.04%
Corporate Support	339	1000.5	17307	5.78%	0	0	0	0.00%	339	1000.5	17307	5.78%
Neighbourhood Services		4804.5	71439	6.73%	0	0	0	0.00%	0	4804.5	71439	6.73%
*Education incl others	2372	6912	84848.5	8.15%	1574	1100	44035	2.50%	3946	8012	128883.5	6.22%
Social Work	1344	4331	61299.5	7.07%	0	0	0	0.00%	1344	4331	61299.5	7.07%
<b>TOTAL</b>	<b>4,344</b>	<b>18,255.0</b>	<b>249,904</b>	<b>7.30%</b>	<b>1,574</b>	<b>1,100.0</b>	<b>44,035</b>	<b>2.50%</b>	<b>5,918</b>	<b>19,355.0</b>	<b>293,939</b>	<b>6.58%</b>

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



A. DEPARTMENTAL INFORMATION									
1. DEPARTMENT .....Council Wide				3. TOTAL No. OF LEAVERS IN PERIOD .....181.....					
2. REPORTING PERIOD .....1/07/2008 – 30/09/2008.....				4. No. OF LEAVERS INTERVIEWED .....31.....					
				5. APPROXIMATE No. OF EMPLOYEES .....6,789.....					
B. PAY AND BENEFITS – Please indicate % responses in each category									
	ETHNIC ORIGIN OF TOTAL EMPLOYEES INTERVIEWED	VERY GOOD		GOOD		FAIR		POOR	
Pay	White	6	19.4%	13	41.9%	5	16.1%	7	22.6%
Holidays		7	22.6%	17	54.8%	6	19.4%	1	3.2%
Sick Pay		9	3.7%	12	44.4%	3	11.1%	3	11.1%
Pension Scheme		14	48.3%	12	41.4%	2	6.9%	1	3.4%
Life Assurance		11	50.0%	8	36.4%	3	4.5%	0	0.0%
Loan Facilities		2	12.5%	13	81.3%	1	6.3%	0	0.0%
C. FACILITIES AND SERVICES – Please indicate % responses in each category									
Equipment/Tools		5	17.2%	16	55.2%	7	24.1%	1	3.4%
Meal/Refreshment Facilities		2	6.9%	9	31.0%	11	37.9%	7	24.1%
Occupational Health/Welfare		3	13.0%	14	60.9%	6	26.1%	0	0.0%
Social Facilities		1	4.2%	13	54.2%	6	25.0%	4	16.7%
Training & Dev. Facilities		8	26.7%	11	36.7%	10	33.3%	1	3.3%

D. REASONS FOR LEAVING		
	ETHNIC ORIGIN	% LEAVERS INTERVIEWED
Resignation – Personal Betterment	White x 10	32.3%
Resignation – Change in Career	White x 4	12.9%
Resignation – Domestic Circumstances	White x 3	9.7%
Resignation – Working Conditions	White x 1	3.2%
Resignation – Pay/Conditions	White x 2	6.5%
Resignation – Relationships with others		
Retiral – Normal Age Retirement	8 x White	25.8%
Early		0.0%
Redundancy		–
Expiry of Fixed Term/Temp Contract	2 x White	6.5%
Other Reasons: Ill Health/Relocation	1 x White	3.2%
E. SUMMARY STATEMENT OF MATTERS ARISING FROM EXIT INTERVIEW		
Chief Executive's Office (incl. Finance & Asset Management) – Need for more structures work plan with more interesting work for year out students.		
Corporate Support - Need for review of pay and staffing structure and look to merge offices. Review training budget for planning staff. Review methods for staff retention. Need for management to address issue of staff morale. Need for better office accommodation.		
Education – Training & Development facilities were highlighted as being very good. Issues of low morale. Impressed with the way Health and Safety issues were handled.		

F. REASONS FOR EXIT INTERVIEW NOT TAKING PLACE

Chief Executive's Office – Employees declined.

Corporate Support – Employees declined.

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

Onsite – Questionnaire issued to all leavers, not all of them were returned.