

HUMAN RESOURCES SERVICE



INVESTORS IN PEOPLE

Quarterly Employee Statistics
July - September 2010

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REPORT TO GOVERNANCE AND SCRUTINY COMMITTEE 19 NOVEMBER 2010

By the Executive Director of Finance and Corporate Support

1. INTRODUCTION

1.1 The purpose of this report is to provide the Governance and Scrutiny Committee with a range of employee statistics including Staffing Watch and Absence for the Council for the period 1 July 2010 to 30 September 2010.

1.2 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 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 11.

3. STAFFING WATCH – EMPLOYEE NUMBERS AT SEPTEMBER 2010

3.1 The Council employed 6,590 employees as at September 2010. This figure represents an increase of 4 employees (0.06%) on the June 2010 headcount of 6586 and a decrease of 92 employees (1.38%) on the September 2009 headcount of 6682 employees.

3.2 Of the 6,590 people employed at September 2010, 58.7% are employed on a full-time basis and 71.0% of the workforce is female. Of the total workforce, 37.6% of females work on a part-time basis compared with 3.7% of males. Gender analysis forms part of the basis of the Council's Equal Opportunities monitoring policy.

3.3 The full-time equivalent (FTE) staffing levels for September 2010 are 5402.9. This figure represents an increase of 12.6 (0.23%) on the June 2010 full-time equivalent of 5390.3 and a decrease of 33.4 (0.61%) on the September 2009 full-time equivalent of 5436.3 employees.

3.4 The quarterly staffing watch statistics show a decrease of 92 employees over the year (September 2009 – September 2010) and a decrease of 33.4 FTE 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 January 2009 to September 2010 inclusive.

	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
Q2	5.58	2.42	4.96
Q3	5.08	2.32	4.69

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 59.25% of the overall collective absence rate of 12972.5 days.

4.5 With regard to both short term and long term absence, 268 absence reviews and 491 follow-up meetings were held with 54 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 July 2010 to September 2010 is detailed as follows:

Department	Stage 1	Stage 2	Stage 3	Stage 4
Chief Executive's Office	Nil	Nil	Nil	Nil
Finance & Corporate Support	Nil	Nil	Nil	Nil
Educational & Social Services	Nil	3	1*	1*
Neighbourhood Services	Nil	13	Nil	Nil

* 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 July 2010 to September 2010. All employees who had disciplinary action taken against them were white.

Department	Verbal/ Written	Final	Dis-missal	Other
Chief Executive's Office	Nil	Nil	Nil	Nil
Finance & Corporate Support	Nil	Nil	Nil	Nil
Educational & Social Services	2	1	1	1
Neighbourhood Services	6	Nil	Nil	1

7. EXTERNALLY FUNDED POSTS

7.1 The following table summarises the number of temporary employees currently employed on funded posts within the Council as at 30 September 2010 and shows the variance in numbers from June 2010.

Department Service	Number of employees	Variance from June 2010
Chief Executive's Office	0	0
Finance & Corporate Support	0	0
Educational & Social Services		
Education	30	+3
Social Work	1	+1
Neighbourhood Services		
Leisure Services	8	0
Planning & Economic Dev.	9	+1
TOTAL	48	+5

8. BULLYING AND HARRASSMENT

8.1 The following table details action taken on bullying and harassment claims for the period July 2010 – September 2010.

Department	Informal Action	Formal Action
Chief Executive's Office	Nil	Nil
Finance & Corporate Support	Nil	Nil
Educational & Social Services	Nil	Nil
Neighbourhood Services	Nil	1

9. JOB DEVELOPMENT STRATEGY

9.1 As part of the implementation of the revised Pay and Grading Scheme, the Council agreed a Job Development Strategy to address issues facing those

employees who would be in detriment at the end of the period of cash preservation on 31 March 2010.

9.2 The Council has agreed that with effect from 1 April 2010 until further notice, all non-teaching Council vacancies will continue to be reviewed by Human Resources to establish if they are suitable for consideration for employees who were on the Job Development Register. There are currently 18 employees active on the Job Development Register at 30 September 2010.

10. EXIT INTERVIEWS

10.1 Appendix 9 summarises information emerging from exit interviews that have been held in the period July 2010 to September 2010.

11. WORKING BEYOND 65 YEARS OF AGE

11.1 There are currently 80 employees who are aged 65 or over, employed within the Council. 1 Supply Teacher aged over 65 years was employed during the current quarter.

11.2 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 supply register currently has 12 individuals who are aged over 65 years.

12. REPORTING METHOD

12.1 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 over the last 12 months.

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.

13. POLICY/LEGAL IMPLICATIONS

13.1 The collection, collation and analysis of the information contained in this report contributes to the Council's workforce planning arrangements.

14. RISK MANAGEMENT

14.1 There are no Risk Management implications.

15. COMMUNITY PLANNING IMPLICATIONS

15.1 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.

16. RECOMMENDATIONS

- 16.1** The Committee is recommended to note the contents of this report.

Alex McPhee
Executive Director of Finance and Corporate Support
4 November 2010

LIST OF BACKGROUND PAPERS

1. Departmental Staffing Watch Returns – June 2010
2. Departmental Staffing Watch Returns – March 2010
3. Departmental Staffing Watch Returns – December 2009
4. Departmental Staffing Watch Returns – September 2009
6. Departmental Returns – Quarter 2, 2010
7. Departmental Returns – Quarter 1, 2010
8. Departmental Returns – Quarter 4, 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 (Q3, JUL - SEPT 2010)

Date 11/09/2010

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	1442	17	17	270	11	45	64	850	168
Education: Other staff	935	8	27	53	6	36	110	325	370
Social Work	1280	4	1	111	33	7	35	422	667
Police and related services	0								
Fire and related services	0								
Other Staff ¹	2933	76	70	1131	79	30	79	486	982
Total	6590	105	115	1565	129	118	288	2083	2187

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; DLO/DSO; District Court; Other Staff.

Construction Staff	273	19	0	251	0	0	0	3	0
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Construction staff included above see guidance note 7.

Service Group	Full time equivalents				
	Total	Male		Female	
		Temporary	Permanent	Temporary	Permanent
Education: Teachers	1295.7	26.4	278.5	79.4	911.5
Education: Other staff	704.5	26.2	57.3	88.7	532.2
Social Work	1017.4	4.9	136.7	26.2	849.6
Police and related services	0.0				
Fire and related services	0.0				
Other Staff ¹	2385.3	104.9	1169.1	39.5	1071.9
Total	5402.9	162.3	1641.6	233.8	3365.2

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; DLO/DSO; District Court; Other Staff.

Construction Staff	273.00	19.00	251.00	0.00	3.00
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Construction staff included above see guidance note 7.

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%)

Service Group	Number (Q2 2010)	FTE (Q1 2010)	Number - Difference over quarter	FTE -Difference over quarter	Reason for changes greater than 5% in NUMBER or FTE since last return
Education: Teachers	1454.00	1327.54	-0.83%	-2.40%	
Education: Other staff	886.00	638.84	5.53%	10.27%	Employees from Further Education Payroll now included in figures.
Social Work	1305.00	1027.00	-1.92%	-0.93%	
Police and related services					
Fire and related services					
Other Staff ¹	2941.00	2396.88	-0.27%	-0.48%	
Total	6586.00	5390.26	0.06%	0.23%	

Movements in numbers - see guidance note 8

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

Quarterly Staffing Watch Return by Service Structure (Q3, JUL - SEPT 2010)

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	12.00	4.00	1.00	6.00	1.00	11.70	1.00	4.70	4.00	2.00	0.00
Chief Executive	5.00	2.00	0.00	3.00	0.00	5.00	1.00	2.00	1.00	1.00	0.00
Internal Audit	7.00	2.00	1.00	3.00	1.00	6.70	0.00	2.70	3.00	1.00	0.00
Neighbourhood Services	1497.00	884.00	78.00	333.00	202.00	1347.72	5.00	22.00	198.42	808.83	217.00
Housing	160.00	56.00	0.00	88.00	16.00	153.77	1.00	1.00	39.81	111.96	0.00
Central Support	10.00	2.00	0.00	7.00	1.00	9.61	2.00	0.00	3.00	4.61	0.00
Cleansing Services	146.00	129.00	2.00	6.00	9.00	142.50	0.00	1.00	6.00	135.50	0.00
Leisure Services	407.00	209.00	59.00	64.00	75.00	329.36	0.00	4.00	24.80	300.56	0.00
Libraries, Registration & Local Offices	163.00	12.00	12.00	63.00	76.00	112.18	0.00	1.00	13.00	98.18	0.00
Planning & Economic Development	120.00	59.00	3.00	50.00	8.00	116.94	1.00	7.00	59.81	49.13	0.00
Roads & Transport	67.00	45.00	1.00	16.00	5.00	64.09	1.00	6.00	33.00	24.09	0.00
Roads - DLO/DSO	107.00	100.00	1.00	4.00	2.00	105.80	0.00	2.00	19.00	84.80	0.00
Housing Asset Services - DLO/DSO	217.00	214.00	0.00	3.00	0.00	217.00	0.00	0.00	0.00	0.00	217.00
Housing Asset Services - APT&C	100.00	58.00	0.00	32.00	10.00	96.47	0.00	1.00	52.49	42.98	0.00
Finance & Corporate Support	556.00	221.00	2.00	241.00	92.00	516.10	5.00	55.00	218.90	237.20	0.00
Directorate	2.00	1.00	0.00	1.00	0.00	2.00	1.00	0.00	0.00	1.00	0.00
Democratic Services	47.00	10.00	1.00	24.00	12.00	42.60	1.00	2.00	14.80	24.80	0.00
IT	162.00	107.00	1.00	40.00	14.00	154.80	1.00	22.00	91.70	40.10	0.00
Legal, Procurement & Regulatory Services	85.00	34.00	0.00	37.00	14.00	79.00	1.00	9.00	38.60	30.40	0.00
Human Resources	72.00	16.00	0.00	47.00	9.00	69.10	1.00	3.00	28.70	36.40	0.00
Finance	177.00	52.00	0.00	85.00	40.00	158.80	0.00	16.00	40.30	102.50	0.00
CPPU	11.00	1.00	0.00	7.00	3.00	9.80	0.00	3.00	4.80	2.00	0.00
Education	3245.00	447.00	129.00	1330.00	1339.00	2510.00	21.00	296.00	1020.70	1172.30	0.00
Education - Teachers	1442.00	287.00	28.00	895.00	232.00	1295.70	14.00	291.00	893.70	97.00	0.00
Education - Other Staff	935.00	61.00	33.00	361.00	480.00	704.50	7.00	5.00	121.00	571.50	0.00
DLO/DSO	868.00	99.00	68.00	74.00	627.00	509.80	0.00	0.00	6.00	503.80	0.00
Social Work	1280.00	115.00	34.00	428.00	703.00	1017.40	0.00	16.00	288.20	713.20	0.00
Total all Staff	6590.00	1671.00	244.00	2338.00	2337.00	5402.92	32.00	393.70	1730.22	2933.53	217.00
Construction Staff	273.00	270.00	0.00	3.00	0.00	273.00					

Quarterly Staffing Watch Return – Annual Variance (Q3, JUL - SEPT 2010)

Variations in staffing figures from September 2009 to September 2010

12-Sep-09			11-Sep-10			Variance		COMMENTS
Service Group	Headcount	FTE	Service Group	Headcount	FTE	Headcount	FTE	
Chief Executive	299.00	281.50	Chief Executive	12.00	11.70	-287.00	-269.80	
Chief Executive	4.00	4.00	Chief Executive	5.00	5.00	1.00	1.00	
Internal Audit	7.00	6.90	Internal Audit	7.00	6.70	0.00	-0.20	
Finance & Asset Management	288.00	270.60	-	-	-	-	-	Now recorded in Finance & Corporate Support
Neighbourhood Services	1401.00	1287.70	Neighbourhood Services	1497.00	1347.72	96.00	60.02	
Housing	223.00	215.40	Housing	160.00	153.77	-63.00	-61.63	Transfer to Housing Asset Services and general turnover
Central Support	12.00	11.60	Central Support	10.00	9.61	-2.00	-1.99	
Cleansing Services	152.00	147.50	Cleansing Services	146.00	142.50	-6.00	-5.00	
Leisure Services	391.00	340.20	Leisure Services	407.00	329.36	16.00	-10.84	
Libraries, Registration & Local Offices	156.00	111.60	Libraries, Registration & Local Offices	163.00	112.18	7.00	0.58	
Roads & Transport	82.00	79.10	Roads & Transport	67.00	64.09	-15.00	-15.01	Resultant changes of best value review
DLO/DSO- (R&T and B&W)	385.00	382.30	Roads & Transport - DLO/DSO	107.00	105.80	-278.00	-276.50	B&W employees now recorded separately under Housing Asset Services DLO/DSO
-	-	-	Housing Asset Services - APT&C	100.00	96.47	-	-	B&W employees now recorded separately
-	-	-	Housing Asset Services - DLO/DSO	217.00	217.00	-	-	Previously recorded under Corporate Support
-	-	-	Planning & Economic Development	120.00	116.94	2.00	1.34	
Corporate Support	394.00	371.40	Finance & Corporate Support	556.00	516.10	162.00	144.70	
Directorate	3.00	3.00	Directorate	2.00	2.00	-1.00	-1.00	
Democratic Services	46.00	41.60	Democratic Services	47.00	42.60	1.00	1.00	
IT	58.00	53.60	IT & Asset Management	162.00	154.80	104.00	101.20	Figure now including Asset Management
Legal, Procurement & Regulatory Services	92.00	84.50	Legal, Procurement & Regulatory Services	85.00	79.00	-7.00	-5.50	
Human Resources	69.00	65.60	Human Resources	72.00	69.10	3.00	3.50	
Planning & Economic Development	118.00	115.60	-	-	-	-	-	Now recorded in Neighbourhood Services
-	-	-	Finance	177.00	158.80	-	-	Previously recorded under Chief Executive's Office
CPPU	8.00	7.50	CPPU	11.00	9.80	3.00	2.30	
Education	3234.00	2447.50	Education	3245.00	2510.00	11.00	62.50	
Education - Teachers	1447.00	1300.70	Education - Teachers	1442.00	1295.70	-5.00	-5.00	
Education - Other Staff	914.00	649.90	Education - Other Staff	935.00	704.50	21.00	54.60	Movement of Community Support staff
DLO/DSO	873.00	496.90	DLO/DSO	868.00	509.80	-5.00	12.90	General turnover
Social Work	1354.00	1048.20	Social Work	1280.00	1017.40	-74.00	-30.80	Result of Personal Carer posts moving to casual contracts
TOTALS	6682.00	5436.30	TOTALS	6590.00	5402.92	-92.00	-33.38	

APPENDIX 4

Quarterly Staffing Watch Return – Quarterly Variance (Q3, JUL - SEPT 2010)

Variations in staffing figures from June 2010 to September 2010

12-Jun-10			11-Sep-10			Variance		COMMENTS
Service Group	Headcount	FTE	Service Group	Headcount	FTE	Headcount	FTE	
Chief Executive	12.00	11.70	Chief Executive	12.00	11.70	0.00	0.00	
Chief Executive	5.00	5.00	Chief Executive	5.00	5.00	0.00	0.00	
Internal Audit	7.00	6.70	Internal Audit	7.00	6.70	0.00	0.00	
Neighbourhood Services	1498.00	1364.78	Neighbourhood Services	1497.00	1347.72	-1.00	-17.06	
Housing	163.00	156.77	Housing	160.00	153.77	-3.00	-3.00	
Central Support	9.00	8.61	Central Support	10.00	9.61	1.00	1.00	
Cleansing Services	155.00	151.50	Cleansing Services	146.00	142.50	-9.00	-9.00	
Leisure Services	415.00	350.48	Leisure Services	407.00	329.36	-8.00	-21.12	End of sessional contracts, use of Casual Workers.
Libraries, Registration & Local Offices	157.00	108.69	Libraries, Registration & Local Offices	163.00	112.18	6.00	3.49	
Roads & Transport	66.00	63.09	Roads & Transport	67.00	64.09	1.00	1.00	
DLO/DSO- R&T & B&W	318.00	316.80	Roads & Transport - DLO/DSO	107.00	105.80	-211.00	-211.00	B&W APT&C employees now recorded separately
Housing Asset Services - APT&C	102.00	98.47	Roads & Transport - DLO/DSO	100.00	96.47	-2.00	-2.00	B&W APT&C employees now recorded separately
-	-	-	Housing Asset Services - APT&C	217.00	217.00	-	-	
Planning & Economic Development	113.00	110.37	Housing Asset Services - DLO/DSO	217.00	217.00	-	-	
			Planning & Economic Development	120.00	116.94	7.00	6.57	
Corporate Support	560.00	522.80	Finance & Corporate Support	556.00	516.10	-4.00	-6.70	
Directorate	2.00	2.00	Directorate	2.00	2.00	0.00	0.00	
Democratic Services	44.00	40.40	Democratic Services	47.00	42.60	3.00	2.20	
IT	161.00	154.60	IT & Asset Management	162.00	154.80	1.00	0.20	
Legal, Procurement & Regulatory Services	86.00	80.00	Legal, Procurement & Regulatory Services	85.00	79.00	-1.00	-1.00	
Human Resources	73.00	70.60	Human Resources	72.00	69.10	-1.00	-1.50	
Finance	182.00	164.10	Finance	177.00	158.80	-5.00	-5.30	
CPPU	12.00	11.10	CPPU	11.00	9.80	-1.00	-1.30	
Education	3211.00	2463.98	Education	3245.00	2510.00	34.00	46.02	
Education - Teachers	1454.00	1327.54	Education - Teachers	1442.00	1295.70	-12.00	-31.84	General Turnover
Education - Other Staff	886.00	638.84	Education - Other Staff	935.00	704.50	49.00	65.66	Movement of Community Support employees. F.E Payroll employees included, general turnover
DLO/DSO	871.00	497.60	DLO/DSO	868.00	509.80	-3.00	12.20	General turnover
Social Work	1305.00	1027.00	Social Work	1280.00	1017.40	-25.00	-9.60	Result of Personal Carer posts moving to casual contracts
TOTALS	6586.00	5390.26	TOTALS	6590.00	5402.92	4.00	12.66	

FTE Salary Bands – Annual Variance (Q3, JUL - SEPT 2010)

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

	Full-time Equivalent (FTE)					
	Total	A1 Salaries above £60,201	A2 Spinal Points 50-64 (£40,440 - £60,201)	B Spinal Points 31-49 (£25,097 - £41,500)	C Spinal Points 1 - 30 (£11,229- £25,762)	Other (Craft)
September 2010	5402.9	32.0	393.7	1730.2	2933.5	217.0
September 2009	5436.3	31.0	394.9	1884.7	2894.8	230.8
Variance	-33.4	+1.0	-1.2	-152.5	+38.7	-13.8

FTE Salary Bands – 5 Year Variance (Q3, JUL - SEPT 2010)

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

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

	Full-time Equivalent (FTE)					
	Totals	A1 salaries above £60,201	A2 Spinal Points 50-64 (£40,440 - £60,201)	B Spinal Points 31-49 (£25,097 - £41,500)	C Spinal Points 1 - 30 (£11,229- £25,762)	Other (Craft)
September 2010	5402.9	32.0	393.7	1732.2	2933.5	217.0
September 2009	5436.3	31.0	394.9	1884.7	2894.8	230.8
September 2008	5562.0	27.0	380.9	1943.3	2963.0	247.8
September 2007	5613.5	28.0	384.3	1942.6	3004.6	254.0
September 2006	5606.9	32.0	338.5	1798	2233.1	1205.3

Absence Management Report (Q3, JUL - SEPT 2010)

1. Breakdown of Absence Statistics

Department	LGE % Loss	Teachers % Loss	Total % Loss
Chief Executive's Office	0.83	-	0.83
Finance & Corporate Support	3.08	-	3.08
Educational & Social Services	5.08	2.32	4.45
Neighbourhood Services	5.85	-	5.85
Total	5.08	2.32	4.69

2. Application of Managing Absence Policy

2.1 Short Term and Persistent Short Term Absence										
Department	Employees < 4 weeks absence	Absence Review Meetings		Follow-up Review Meetings		OHS New Referrals	Ongoing OHS Cases	Welfare Referrals	Physio- therapy Referrals	Referrals to Discipline Procedure
		Due	Held	Due	Held					
Chief Executive's Office	3	0	0	1	1	0	0	0	0	0
Finance & Corporate Support	106	29	21	48	25	1	0	0	1	0
Educational & Social Services	757	156	122	123	173	18	3	0	23	0
Neighbourhood Services	434	64	48	140	143	4	4	3	8	0
Total	1300	249	191	312	342	23	7	3	32	0

2.2 Long Term Absence

Department	Employees > 4 weeks absence	Absence Review Meetings		Follow-up Review Meetings		OHS New Referrals	Ongoing OHS Cases	Welfare Referrals	Physio- therapy Referrals	Referrals to Discipline Procedure
		Due	Held	Due	Held					
Chief Executive's Office	0	0	0	0	0	0	0	0	0	0
Finance & Corporate Support	27	22	4	12	4	1	14	0	0	0
Educational & Social Services	278	88	50	53	68	24	32	3	16	0
Neighbourhood Services	153	13	23	74	77	6	20	2	1	0
Total	458	123	77	139	149	31	66	5	17	0

3. Short Term/Long Term Absence Comparison

Department	Number of Absence Periods						
	1 day	2 to 7 days	8 days to 1 month	1 to 3 months	3 to 6 months	Over 6 months	Over 12 months
Chief Executive's Office	2	1	0	0	0	0	0
Finance & Corporate Support	34	65	11	14	6	6	0
Educational & Social Services	253	488	138	129	81	74	27
Neighbourhood Services	119	250	54	67	40	20	11
Total	408	804	203	210	127	100	38
% Spread	21.59	42.54	10.74	11.11	6.72	5.29	2.01

4. Reason for All Council Absence

Reason for Absence	Lost Working Days	Percentage %
Angina / Heart Problem	348	2.68
Asthma	167	1.29
Bronchitis	76	0.59
Chronic Fatigue Syndrome	26.5	0.20
Colds / Flu	602	4.64
Endocrine	21	0.16
Gynaecological	56	0.43
Headache/Migraine	248.5	1.92
Injury / Non Work Related	535.5	4.13
Musculo / Skeletal	2087	16.09
Neurological	309	2.38
Operations / Recovery / Treatment	3004	23.16
Pregnancy Related	82	0.63
Skin Conditions	34	0.26
Stomach / Abdominal	1135	8.75
Stress / Debility	3224	24.85
Viral Infection	376.5	2.90
Workplace Injury	289	2.23
Other Reason	351.5	2.71
Total	12972.5	100.00

5. Lost Working Days – Short Term/Long Term Comparison

Department	Total working days in Q3	Short Term		Long Term	
		Lost days < 4 weeks	% of total working days	Lost days > 4 weeks	% of total working days
Chief Executive's Office	605.5	5	0.83	0	0.00
Finance & Corporate Support	27959	359.5	1.29	501	1.79
Educational & Social Services	172580.5	3349	1.94	4339	2.51
Neighbourhood Services	75553	1573	2.08	2846	3.77
Total	276698	5286.5	1.91	7686	2.78

Analysis of Absence – Current and Preceding Quarters (Q3, JUL - SEPT 2010)

Q3, JUL - SEPT 2010

Department	LGE				TEACHERS				TOTAL			
	Average Number of Employees	Lost Working Days	Work Days Available	% Lost	Average Number of Employees	Lost Working Days	Work Days Available	% Lost	Average Number of Employees	Lost Working Days	Work Days Available	% Lost
Chief Executive's Office	12	5	605.5	0.83%	0	0.0	0.0	0.00%	12	5	605.5	0.83%
Finance & Corporate Support	562	860.5	27959	3.08%	0	0.0	0.0	0.00%	562	860.5	27959	3.08%
Neighbourhood Services	1461	4419	75553	5.85%	0	0.0	0.0	0.00%	1461	4419	75553	5.85%
Educational & Social Services	3046	6783	133600	5.08%	971	905	38980.5	2.32%	4017	7688	172580.5	4.45%
TOTAL	5081	12067.5	237717.5	5.08%	971	905	38980.5	2.32%	6052	12972.5	276698	4.69%

Q2, APR - JUN 2010

Department	LGE				TEACHERS				TOTAL			
	Average Number of Employees	Lost Working Days	Work Days Available	% Lost	Average Number of Employees	Lost Working Days	Work Days Available	% Lost	Average Number of Employees	Lost Working Days	Work Days Available	% Lost
Chief Executive's Office	12	13.5	642.0	2.10%	0	0.0	0.0	0.00%	12	13.5	642.0	2.10%
Finance & Corporate Support	563	1106.0	29105.0	3.80%	0	0.0	0.0	0.00%	563	1106.0	29105.0	3.80%
Neighbourhood Services	1464	4154.0	77043.0	5.39%	0	0.0	0.0	0.00%	4652	10971.5	220571.0	4.97%
Educational & Social Services	3229	9429.5	156928.5	6.01%	1423	1542.0	63642.5	2.42%	1464	4154.0	77043.0	5.39%
TOTAL	5268	14703.0	263718.5	5.58%	1423	1542.0	63642.5	2.42%	6691	16245.0	327361.0	4.96%

Q1, JAN - MAR 2010

Department	LGE				TEACHERS				TOTAL			
	Average Number of Employees	Lost Working Days	Work Days Available	% Lost	Average Number of Employees	Lost Working Days	Work Days Available	% Lost	Average Number of Employees	Lost Working Days	Work Days Available	% Lost
Chief Executive's Office	300	654.0	16011.0	4.08%	0	0.0	0.0	0.00%	300	654.0	16011.0	4.08%
Corporate Support	397	624.5	21542.0	2.90%	0	0.0	0.0	0.00%	397	624.5	21542.0	2.90%
Neighbourhood Services	1317	3837.5	70463.5	5.45%	0	0.0	0.0	0.00%	1317	3837.5	70463.5	5.45%
Educational & Social Services	3281	12236.0	170181.5	7.19%	1444	2523.5	75806.5	3.33%	4725	14759.5	245988.0	6.00%
TOTAL	5295	17352.0	278198.0	6.24%	1444	2523.5	75806.5	3.33%	6739	19875.5	354004.5	5.61%

Q4, OCT - DEC 2009

Department	LGE				TEACHERS				TOTAL			
	Average Number of Employees	Lost Working Days	Work Days Available	% Lost	Average Number of Employees	Lost Working Days	Work Days Available	% Lost	Average Number of Employees	Lost Working Days	Work Days Available	% Lost
Chief Executive's Office	302	744.0	15368.0	4.84%	0	0.0	0.0	0.00%	302	744.0	15368.0	4.84%
Corporate Support	401	727.0	20662.5	3.52%	0	0.0	0.0	0.00%	401	727.0	20662.5	3.52%
Neighbourhood Services	1329	4248.0	68237.5	6.23%	0	0.0	0.0	0.00%	1329	4248.0	68237.5	6.23%
Educational & Social Services	3240	10806.0	157937.5	6.84%	1443	2598.0	70479.0	3.69%	4683	13404.0	228416.5	5.87%
TOTAL	5272	16525.0	262205.5	6.30%	1443	2598.0	70479.0	3.69%	6715	19123.0	332684.5	5.75%

Department	LGE				TEACHERS				TOTAL			
	Average Number of Employees	Lost Working Days	Work Days Available	% Lost	Average Number of Employees	Lost Working Days	Work Days Available	% Lost	Average Number of Employees	Lost Working Days	Work Days Available	% Lost
Chief Executive's Office	295	772.5	15969.5	4.84%	0	0.0	0.0	0.00%	295	772.5	15969.5	4.84%
Corporate Support	361	603.5	19484.0	3.10%	0	0.0	0.0	0.00%	361	603.5	19484.0	3.10%
Neighbourhood Services	3152	9840.0	163441.0	6.02%	0	0.0	0.0	0.00%	3152	9840.0	163441.0	6.02%
Educational & Social Services	1353	4026.0	72297.0	5.57%	1559	2614.0	82923.5	3.15%	2912	6640.0	155220.5	4.28%
TOTAL	5161	15242.0	271191.5	5.62%	1559	2614.0	82923.5	3.15%	6720	17856.0	354115.0	5.04%

Exit Interview Summary Report (Q3, JUL - SEPT 2010)

DEPARTMENTAL INFORMATION									
1. All Departments				3. Total number of leavers in period			225		
2. Reporting Period		01/07/2010 – 30/09/2010			4. Number of leavers interviewed			22	
				5. Approximate number of employees			6590		
PAY AND BENEFITS RESPONSES									
(% = percentage of response in each category)									
	Ethnic origin of total employees interviewed	VERY GOOD		GOOD		FAIR		POOR	
Pay	All White	6	27.3%	9	40.9%	4	18.2%	3	13.6%
Holidays		10	45.5%	9	40.9%	2	9.1%	1	4.5%
Sick Pay		11	55.0%	9	45.0%	0	0.0%	0	0.0%
Pension Scheme		9	45.0%	9	45.0%	2	10.0%	0	0.0%
Life Assurance		7	50.0%	4	28.6%	3	21.4%	0	0.0%
Loan Facilities		4	57.1%	0	0.0%	2	28.6%	1	14.3%
FACILITIES AND SERVICES RESPONSES									
(% = percentage of response in each category)									
Equipment/Tools		2	9.5%	15	71.4%	2	9.5%	2	9.5%
Meal/Refreshment Facilities		1	5.6%	10	55.6%	3	16.7%	4	22.2%
Occupational Health/Welfare		3	20.0%	11	73.3%	1	6.7%	0	0.0%
Social Facilities		3	20.0%	8	53.3%	2	13.3%	2	13.3%
Training & Dev. Facilities		11	31.8%	11	50.0%	3	13.6%	1	4.5%

REASONS FOR LEAVING				
	ETHNIC ORIGIN	% LEAVERS INTERVIEWED		ABSENCE LEVELS OF LEAVERS
Resignation – Personal Betterment	White	5	22.7%	1 employee – 1.15% 1 employee – 0% 1 employee – 0.76% 1 employee – 3.5% 1 employee – 2.31%
Resignation – Change in Career				
Resignation – Domestic Circumstances	White	3	13.6%	1 employee – 0% 1 employee – 0.38% 1 employee – 1.92%
Resignation – Working Conditions				
Resignation – Pay/Conditions				
Resignation – Relationships with others				
Redundancy	White	2	9.1%	1 employee – 36.9% 1 employee – 0%
Retiral – Normal Age Retirement	White	6	27.3%	1 employee – 1.4% 1 employee – 50% 1 employee - 0% 1 employee – 9.6% 1 employee – 0% 1 employee – 0%
Retiral – Early Retirement	White	3	13.6%	1 employee – 1.15% 1 employee – 1.92% 1 employee – 0%
Expiry of Fixed Term/ Temp Contract	White	2	9.1%	1 employee - 0% 1 employee – 10.5%
Other Reasons – Ill Health	White	1	4.5%	1 employee – 0%

SUMMARY STATEMENT OF MATTERS ARISING FROM EXIT INTERVIEW

Educational & Social Services – Training was interesting and enjoyable. Staff morale was low in some sections.

Neighbourhood Services – Poor working conditions. Poor communication from Senior Staff, pay and conditions, excessive workload.

REASONS FOR EXIT INTERVIEW NOT TAKING PLACE

Finance & Corporate Support – Employees declined interview.

Educational & Social Services (Onsite Services) – Questionnaires issued to all leavers, not all returned.

Educational & Social Services (Social Work) – Employees cancelled interviews.

Neighbourhood Services – Employees not responded. Questionnaires not issued to employees on short term temporary contracts.

Referrals to Occupational Health (Q3, JUL - SEPT 2010)

10.1 Short Term Absence - New Referrals					
Reason for Absence	Chief Executive's Office	Finance & Corporate Support	Educational & Social Services	Neighbourhood Services	Totals
Angina/Heart Problem					
Asthma					
Bronchitis					
Chronic Fatigue Syndrome					
Colds/Flu					
Endocrine					
Gynaecological					
Headache/Migraine					
Injury Non Work					
Musculoskeletal			3	1	4
Neurological					
Operation/Recovery/Treatment			1		1
Pregnancy Related					
Skin Conditions					
Stomach/Abdominal		1			1
Stress/Debility			5	1	6
Viral Infection			1		1
Workplace Injury					
Other Reason			8	2	10

10.2 Short Term Absence - Ongoing Referrals

Reason for Absence	Chief Executive's Office	Finance & Corporate Support	Educational & Social Services	Neighbourhood Services	Totals
Angina/Heart Problem					
Asthma					
Bronchitis					
Chronic Fatigue Syndrome					
Colds/Flu					
Endocrine					
Gynaecological					
Headache/Migraine					
Injury Non Work					
Musculoskeletal			2	1	3
Neurological					
Operation/Recovery/Treatment					
Pregnancy Related					
Skin Conditions					
Stomach/Abdominal					
Stress/Debility			1	3	4
Viral Infection					
Workplace Injury					
Other Reason					

10.3 Long Term Absence - New Referrals

Reason for Absence	Chief Executive's Office	Finance & Corporate Support	Educational & Social Services	Neighbourhood Services	Totals
Angina/Heart Problem					
Asthma					
Bronchitis					
Chronic Fatigue Syndrome					
Colds/Flu					
Endocrine					
Gynaecological					
Headache/Migraine					
Injury Non Work					
Musculoskeletal			4	2	6
Neurological					
Operation/Recovery/Treatment			1	1	2
Pregnancy Related					
Skin Conditions					
Stomach/Abdominal					
Stress/Debility		1	10	1	12
Viral Infection					
Workplace Injury					
Other Reason			9	2	11

10.4 Long Term Absence - Ongoing Referrals

Reason for Absence	Chief Executive's Office	Finance & Corporate Support	Educational & Social Services	Neighbourhood Services	Totals
Angina/Heart Problem		3	1		4
Asthma					
Bronchitis			1		1
Chronic Fatigue Syndrome					
Colds/Flu					
Endocrine					
Gynaecological					
Headache/Migraine					
Injury Non Work					
Musculoskeletal		1	7	5	13
Neurological				2	2
Operation/Recovery/Treatment		3	8	4	15
Pregnancy Related					
Skin Conditions					
Stomach/Abdominal			1		1
Stress/Debility		4	14	2	20
Viral Infection				2	2
Workplace Injury				1	1
Other Reason		3		3	6

