**QUARTERLY PUBLIC SECTOR EMPLOYMENT : SCOTLAND: GUIDANCE**

**GENERAL**

The quarterly Public Sector Employment survey is designed to provide public sector organisations, and the public, with regular, consistent information on public sector staff numbers.

Summary information will be published by the Scottish Government. Each Public Body Organisation may request copies of the data they have previously provided to us.

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**1. How we use the data**

The Public Sector Employment collection publishes headcount and full-time equivalent (FTE) estimates for the public and private sector from 1999. Organisations which have been classified as a public sector organisation (based on UK National Accounts definitions) by the Office for National Statistics are included in this collection. The data is used to provide an overall headcount and FTE figure to the Office for National Statistics, who publish a Scottish estimate in the Quarterly Public Sector Employment, UK.

For public bodies, the Office for National Statistics’ rules for disclosure are used to ensure that individual data is not disclosed. This means that at least 3 organisations are grouped together. For other organisations, such as local authorities, individual organisation data is presented. The data is rounded to the nearest 100 and changes from the previous quarter and previous year rounded to the nearest 10. The use and security of the data is compliant with the [Code of Practice for Statistics](https://www.statisticsauthority.gov.uk/code-of-practice/).

For public bodies, the unrounded, individual headcount figures are provided to the Public Bodies Unit in the Scottish Government and are published on the Scottish Government Public Bodies Directory: <http://www.gov.scot/Topics/Government/public-bodies/about/Bodies> . The unrounded data for individual organisations may also be used to brief Scottish Ministers and officials or used for policy making decisions.

The accuracy of the data in the PSE series relies on HR departments reporting accurately. To ensure this accuracy, the PSE team will send your individual headcount and FTE data to a named person in your sponsor body (usually a sponsor within the Scottish Government) for them to validate the data. If you become aware of errors, you can make revisions for the past year when completing your return or over a longer period of time by contacting us directly.

**2. Coverage**

The return should cover employees paid as at the survey date. It is, therefore, a “snapshot” as at a particular point in time.

Include:

 - Permanent staff.

 - Part time/ job share employees (see note 4).

 - Casual/ temporary employees (see note 4 & 5).

 - Fixed term contract staff, if on your payroll at the survey reference date.

 - Those on government training programmes where they have a contract of employment with your organisation.

 - Staff employed under joint arrangement only if your organisation is responsible for their remuneration.

 - Staff on inward secondment from other organisations if on your payroll.

 Exclude:

 - Staff on outward secondment to other organisations who are not on your payroll (e.g. Area Tourist Boards).

 - Trainees within government training programmes if there is no contract of employment with your organisation.

 - Volunteers if not on the payroll.

**Persons in Receipt of Occasional Remuneration**

 - such ‘staff’, e.g. Childminders, Neighbourhood Aides, Street Wardens, Key Holders etc. who may receive occasional remuneration from the department should not be included unless they satisfy the description shown above under “casual/ temporary” employees.

**Maternity/ Paternity Leave, Sick Leave, Special leave, Career Breaks**

Employees on different types of leave should be treated in the following way:

* All those on paid maternity or paternity leave should be included. Those on unpaid maternity or paternity leave should be excluded.
* All those on paid sick leave (being paid in either full or part) should be included. All those on unpaid sick leave should be excluded.
* All those on paid special leave should be included.
* Those employees on short-term unpaid leave should be included if they are on leave for a period less than their pay period – they should be included even if they are absent on the reference date. If they are off for a period longer than their pay period then they should be excluded (e.g. someone on a career break).

**3. Full-time/ Part-time Employment**

 An employee working the normal working week is counted as one full-time employee.

 Anyone working less than the normal working week is counted as a part-time employee.

**4. Full-Time Equivalent**

 Full-time equivalent figures are based on converting part-time employees’ hours into a full-time employee’s equivalent, and provide a better indicator of total labour input than a simple headcount. Part-time, casual, and job share employees will be expressed as a proportion of one and figures are to be rounded to one decimal place.

For example, if you have a part-time employee who works 15 hours per

week, and the full-time working week in your organisation is 35 hours, the part-time employee would equate to a full-time equivalent of 0.43 (15 divided by 35).

 The working week will vary between different categories of employee, e.g. manual and salaried staff, but no attempt should be made to bring the different categories of employee onto a common basis.

For term-time staff (including teachers), the standard FTE calculation outlined above should be used and no further calculations should be made to account for non-working weeks. All sessional employees (e.g. evening class teachers, community education staff) should be included within the return and the normal working week for APT & C staff (e.g. 35 hours) used as the benchmark to calculate the full time equivalent.

**5. Permanent/Temporary Employment/Zero Hours Contracts**

 Permanent employees include those that have a contract with no agreed expiry date.

 Employees on fixed-term contracts of **more than 12 months** should be classed as **permanent** employees (regardless of the amount of time remaining on the contract).

 Temporary/ casual employees are those who do not have a permanent contract, this also includes employees on fixed term contracts.

Employees on fixed-term contracts of **12 months or less** should be classed as **temporary** employees.

 Zero Hours Contracts Casual employment and those only working on an adhoc basis are difficult to categorise.

 Those on zero hours contracts **should** be included if they were paid in the pay period in which the snapshot date lies. Their FTE would be calculated as the number of hours worked in the pay period divided by the normal full time number of hours that would be worked in the pay period.

**6. Movement in Numbers**

 A section of the form has been incorporated for organisations to enter last quarter’s figures and provide a brief explanation of any substantial increases or decreases in the numbers of staff employed.

If you require any further assistance please do not hesitate to contact:

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