



Council Offices, Almada Street
Hamilton, ML3 0AA

Monday, 05 November 2018

Dear Councillor

Employee Issues Forum

The Members listed below are requested to attend a meeting of the above Forum to be held as follows:-

Date: Tuesday, 13 November 2018

Time: 11:00

Venue: Committee Room 5, Council Offices, Almada Street, Hamilton, ML3 0AA

The business to be considered at the meeting is listed overleaf.

Members are reminded to bring their fully charged tablets to the meeting

Yours sincerely

Lindsay Freeland
Chief Executive

Members

Isobel Dorman (Chair), Graeme Campbell, Lynsey Hamilton, Graeme Horne, Joe Lowe, Monique McAdams, Jim McGuigan, Davie McLachlan, Richard Nelson, Collette Stevenson

Substitutes

Alex Allison, Janine Calikes, Maureen Chalmers, Gerry Convery, Poppy Corbett, Maureen Devlin,

BUSINESS

1 Declaration of Interests

2 Minutes of Previous Meeting

3 - 4

Minutes of the meeting of the Employee Issues Forum held on 4 September 2018 submitted for approval as a correct record. (Copy attached)

Item(s) for Noting

3 Council-wide Workforce Monitoring - July to September 2018

5 - 24

Report dated 17 October 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)

4 Social Work Resources - Workforce Monitoring - July to September 2018

25 - 30

Joint report dated 17 October 2018 by the Executive Director (Finance and Corporate Resources) and Director, Health and Social Care. (Copy attached)

5 Presentation on "Positive about Autism"

Presentation by Ramon Hutchingson, Co-ordinator, Autism Resource Co-ordinator Hub (ARCH), Health and Social Care Partnership.

Urgent Business

6 Urgent Business

Any other items of business which the Chair decides are urgent.

For further information, please contact:-

Clerk Name: Gordon Bow

Clerk Telephone: 01698 454719

Clerk Email: gordon.bow@southlanarkshire.gov.uk

EMPLOYEE ISSUES FORUM

2

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 4 September 2018

Chair:

Councillor Isobel Dorman

Councillors Present:

Graeme Campbell, Maureen Chalmers (*substitute for Councillor McGuigan*), Gerry Convery (*substitute for Councillor McLachlan*), Lynsey Hamilton, Joe Lowe, Richard Nelson, Collette Stevenson

Councillors' Apologies:

Graeme Horne, Monique McAdams, Jim McGuigan, Davie McLachlan

Attending:

Finance and Corporate Resources

G Bhatti, Employee Development and Diversity Manager; G Bow, Administration Manager; K McVeigh, Head of Personnel Services; L Rhind, Personnel Services Manager

Housing and Technical Resources

A Sinclair, Refugee Resettlement Programme Adviser

Also Attending:

J Clark, Union of Construction, Allied Trades and Technicians (UCATT)

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Employee Issues Forum held on 5 June 2018 were submitted for approval as a correct record.

The Forum decided: that the minutes be approved as a correct record.

3 Council-wide Workforce Monitoring - April to June 2018

A report dated 13 July 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period April to June 2018:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers, exit interviews and labour turnover
- ◆ recruitment monitoring
- ◆ Staffing Watch as at 9 June 2018

The Forum decided: that the report be noted.

[Reference: Minutes of 5 June 2018 (Paragraph 3)]

4 Housing and Technical Resources - Workforce Monitoring - April to June 2018

A report dated 13 July 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the following employee information for Housing and Technical Resources for the period April to June 2018:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ labour turnover, analysis of leavers and exit interviews
- ◆ Staffing Watch as at 9 June 2018

The Forum decided: that the report be noted.

[Reference: Minutes of 7 February 2017 (Paragraph 4)]

5 Graduate Apprenticeships - Update

A report dated 22 August 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the progress made by the Council's first intake of Graduate Apprentices and providing details of plans underway to recruit the next intake of Graduate Apprentices.

Graduate Apprenticeships were launched in 2017 following the introduction of an Apprenticeship Levy by the UK Government. This allowed an individual the opportunity to study for a degree level qualification while continuing in paid employment.

8 employees across the Council were offered the opportunity to undertake degree level qualifications in Cyber Security, Software Engineering and IT for Business. The Graduate Apprentices who had taken part in the programme had endorsed the Council's programme and regarded it as an excellent opportunity.

The range of Graduate Apprenticeships available in 2018/2019 had increased and the number of universities offering courses was also gradually growing. The HR Business partners would continue to work closely with Employee Development to identify appropriate Graduate Apprenticeships which reflected the workforce planning requirements in each Council Resource.

The Forum decided: that the report be noted.

6 Refugee Resettlement Programme

A Sinclair, Refugee Resettlement Programme Adviser, Housing and Technical Resources gave a presentation on the work being undertaken by the Council to aid and support refugees to resettle within the South Lanarkshire Council area.

Having responded to members' questions, the Refugee Resettlement Adviser was thanked for her informative presentation.

The Forum decided: that the presentation be noted.

7 Urgent Business

There were no items of urgent business.

Report

3

Report to: **Employee Issues Forum**
 Date of Meeting: **13 November 2018**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Council-wide Workforce Monitoring – July to September 2018**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period July to September 2018.

2. Recommendation(s)

2.1. The Employee Issues Forum is asked to approve the following recommendation(s):-

(1) that the following employment information for the period July to September 2018 relating to the Council be noted:-

- ◆ attendance statistics;
- ◆ occupational health;
- ◆ accident/incident statistics;
- ◆ discipline, grievance and Dignity at Work cases;
- ◆ analysis of leavers and exit interviews;
- ◆ recruitment monitoring;
- ◆ Staffing Watch as at 9 June 2018.

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Employee Issues Forum. This report for the Council provides information on the position for the period July to September 2018.

4. Attendance Statistics

4.1 Information on absence statistics for the Council and each Resource, as analysed for September 2018, is provided in Appendices 1 – 8. Points to note are:-

The Council's absence rate for September 2018, shown in Appendix 1, is 4.4%, which represents an increase of 0.8% when compared with last month and an increase of 0.4% when compared to September 2017.

When compared to September 2017, the APT&C absence rate remains unchanged, the teachers' figure remains unchanged and the manual workers' figure has increased by 1.2%.

Based on annual trends and the absence rate to September 2018, the projected average absence rate for the Council for the financial year 2018/2019 is 4.4%.

For the financial year 2018/2019 the projected average days lost per employee equates to 9.4 days.

In comparison to September 2017 (Appendix 8):-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 322 days.
- ◆ Total days lost due to psychological conditions have increased by 785 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 92 days.
- ◆ Total days lost due to respiratory conditions have increased by 138 days.

5. Occupational Health

5.1 Information on Occupational Health for the period July to September 2018 is provided in Appendix 9.

- ◆ during the period there were 383 employees referred for a medical examination, an increase of 43 when compared to the same period last year. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ a total of 536 employees attended physiotherapy treatment, showing an increase of 28 when compared to the same period last year. Of the 536 employees referred, 74% remained at work whilst undertaking treatment.
- ◆ during this period there were 302 employees referred to the Employee Support Officer showing an increase of 104 when compared with the same period last year. Of those referrals made this period, 88% related to personal reasons.
- ◆ eighty-nine employees were referred to 'TimeforTalking' counselling service this period, showing a decrease of 20 when compared with the same period last year. Of the 89 referrals made this period, 85 were from management and 4 were from employees. Personal reasons accounted for 66% of the referrals made, 19% were for work related reasons and 15% were for other reasons.
- ◆ Seventy-eight employees were referred for Cognitive Behavioural Therapy this period, an increase of 26 when compared to the same period last year.

6. Accidents/Incidents

6.1 The accident/incident report for July to September 2018 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 205, this figure has increased by 31 from the same period last year.
- ◆ there was 1 specified injury accident/incident recorded, this figure has decreased by 3 from the same period last year.
- ◆ there were 196 minor accidents/incidents, this figure has increased by 32 from the same period last year.
- ◆ one accident resulted in an absence lasting over 3 days during the period, this figure remains unchanged from the same period last year.
- ◆ there were 7 accidents resulting in absences lasting over 7 days during the period, this figure has increased by 2 from the same period last year.

7. Discipline, Grievance, Dignity at Work Hearings and Mediation Referrals

7.1 Information on Disciplinary, Grievance Hearings, Dignity at Work and Mediation Referrals for July to September 2018 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 47 disciplinary hearings were held across Resources within the Council, a decrease of 4 when compared to the same period last year.
- ◆ action was taken in 37 of these cases. Three appeals were raised against the outcomes.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 89% of hearings met this target.
- ◆ during the period, 3 appeals were heard by the Appeals Panel.
- ◆ at the end of September 2018, 7 Appeals Panels were pending.
- ◆ during the period, 2 grievance cases were raised.
- ◆ during the period, 8 Dignity at Work cases were raised.
- ◆ during the period, no referral for mediation were submitted.

8. Analysis of Leavers and Exit Interviews

8.1 Information on the number of leavers and exit interviews for the period July to September 2018 is contained in Appendix 13. Exit interviews are conducted with employees who leave voluntarily.

Labour turnover

Using information compiled from Resources and Staffing Watch information as at 9 June 2018, the Council's turnover figure for July to September 2018 is as follows:

194 leavers eligible for exit interviews/14263 employees in post = Labour Turnover of 1.4%.

Based on the figure at September 2018, the projected annual labour turnover figure for the financial year 2018/2019 for the Council is 4.3%.

8.2 Analysis of Leavers and Exit Interviews

- ◆ there were a total of 194 employees leaving the Council that were eligible for an exit interview, a decrease of 53 when compared with the same period last year
- ◆ exit interviews were held with 23% of leavers, compared with 9% from the same period last year.

9. Recruitment Monitoring

9.1 Information on Recruitment Monitoring for July to September 2018 is contained within Appendix 14.

From an analysis of Equal Opportunities Monitoring Forms, the main points to note are:-

- ◆ overall, 2460 applications and 2445 completed Equal Opportunities Monitoring Forms were received.
- ◆ of those applicants who declared themselves as disabled (114), 48 were shortlisted for interview and 10 were appointed.
- ◆ of those applicants of a black/ethnic minority background (61), 18 were shortlisted for interview and 1 was appointed.

10. Staffing Watch

- 10.1 There has been a decrease of 16 in the number of employees in post from 10 March 2018 to 9 June 2018.

11. Employee Implications

- 11.1 There are no implications for employees arising from the information presented in this report.

12. Financial Implications

- 12.1 All financial implications are accommodated within existing budgets.

13. Other Implications

- 13.1 There are no implications for sustainability or risk in terms of the information contained within this report.

14. Equality Impact Assessment and Consultation Arrangements

- 14.1 This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 14.2 There was no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

17 October 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent
- ◆ Fair, open and sustainable
- ◆ Ambitious, self aware and improving
- ◆ Excellent employer
- ◆ Focused on people and their needs
- ◆ Working with and respecting others

Previous References

- ◆ Employee Issues Forum – 4 September 2018

List of Background Papers

- ◆ monitoring information provided by Resources

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Janet McLuckie, Personnel Officer

Ext: 4239 (Tel: 01698 454239)

E-mail: Janet.McLuckie@southlanarkshire.gov.uk

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Council Wide

APT&C				Teachers				Manual Workers				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	4.0	4.1	4.2	April	2.9	2.1	1.9	April	6.1	5.2	5.7	April	4.3	3.9	4.1				
May	4.2	4.4	4.2	May	3.1	2.7	2.1	May	5.8	5.1	6.1	May	4.4	4.2	4.2				
June	4.1	4.1	4.2	June	2.4	2.2	2.3	June	5.6	4.9	6.0	June	4.1	3.9	4.3				
July	3.5	3.3	3.5	July	1.2	0.8	1.0	July	4.7	4.5	5.1	July	3.3	3.0	3.4				
August	3.7	3.7	3.7	August	1.4	1.0	1.2	August	5.2	4.5	5.4	August	3.6	3.2	3.6				
September	4.1	4.4	4.4	September	2.4	2.2	2.2	September	5.4	5.0	6.2	September	4.1	4.0	4.4				
October	4.5	4.3		October	2.9	2.4		October	5.6	5.4		October	4.4	4.1					
November	5.0	4.7		November	3.1	3.5		November	6.4	6.1		November	4.9	4.8					
December	5.1	4.9		December	3.2	3.8		December	6.3	6.7		December	4.9	5.1					
January	4.7	5.0		January	2.8	3.0		January	5.5	6.6		January	4.5	5.0					
February	5.1	5.2		February	3.7	3.0		February	5.8	6.5		February	5.0	5.0					
March	5.0	4.8		March	3.4	2.9		March	5.4	6.2		March	4.7	4.7					
Annual Average	4.4	4.4	4.4	Annual Average	2.7	2.5	2.4	Annual Average	5.7	5.6	6.0	Annual Average	4.4	4.2	4.4				
Average Apr-Sep	3.9	4.0	4.0	Average Apr-Sep	2.2	1.8	1.8	Average Apr-Sep	5.5	4.9	5.8	Average Apr-Sep	4.0	3.7	4.0				
No of Employees at 30 September 2018				6918	No of Employees at 30 September 2018				3807	No of Employees at 30 September 2018				4381	No of Employees at 30 September 2018				15106

For the financial year 2018/19, the projected average days lost per employee equates to 9.4 days.

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	4.0	3.9	3.2	April	5.8	5.2	5.4	April	5.3	4.8	5.0	April	4.3	3.9	4.1				
May	4.2	4.4	2.8	May	5.6	5.7	6.0	May	5.2	5.4	5.5	May	4.4	4.2	4.2				
June	3.4	4.2	3.8	June	5.5	5.1	5.8	June	4.9	4.9	5.5	June	4.1	3.9	4.3				
July	2.5	3.4	4.3	July	4.4	4.2	4.5	July	3.9	4.0	4.4	July	3.3	3.0	3.4				
August	2.9	3.6	4.8	August	5.0	4.5	5.3	August	4.4	4.3	5.2	August	3.6	3.2	3.6				
September	4.4	3.4	6.0	September	5.6	5.0	6.2	September	5.3	4.8	6.2	September	4.1	4.0	4.4				
October	4.8	3.8		October	5.8	5.6		October	5.5	5.3		October	4.4	4.1					
November	5.5	4.5		November	6.7	6.2		November	6.4	5.9		November	4.9	4.8					
December	5.3	3.6		December	6.2	6.4		December	6.0	5.9		December	4.9	5.1					
January	4.4	3.0		January	5.7	6.3		January	5.4	5.7		January	4.5	5.0					
February	4.5	3.0		February	6.4	6.8		February	5.9	6.1		February	5.0	5.0					
March	4.2	3.4		March	5.9	6.1		March	5.4	5.6		March	4.7	4.7					
Annual Average	4.2	3.7	3.9	Annual Average	5.7	5.6	5.9	Annual Average	5.3	5.2	5.5	Annual Average	4.4	4.2	4.4				
Average Apr-Sep	3.6	3.8	4.2	Average Apr-Sep	5.3	5.0	5.5	Average Apr-Sep	4.8	4.7	5.3	Average Apr-Sep	4.0	3.7	4.0				
No of Employees at 30 September 2018				540	No of Employees at 30 September 2018				2759	No of Employees at 30 September 2018				3299	No of Employees at 30 September 2018				15106

For the financial year 2018/19, the projected average days lost per employee equates to 13.4 days.

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Education Resources

APT&C				Teachers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	3.4	4.0	4.1	April	2.9	2.1	1.9	April	3.1	2.9	2.8	April	4.3	3.9	4.1				
May	3.8	4.7	4.5	May	3.1	2.7	2.1	May	3.4	3.5	3.1	May	4.4	4.2	4.2				
June	3.8	3.6	4.4	June	2.4	2.2	2.3	June	3.0	2.8	3.2	June	4.1	3.9	4.3				
July	2.9	2.1	2.4	July	1.2	0.8	1.0	July	1.9	1.3	1.6	July	3.3	3.0	3.4				
August	3.0	2.7	2.7	August	1.4	1.0	1.2	August	2.0	1.7	1.8	August	3.6	3.2	3.6				
September	3.7	4.3	4.1	September	2.4	2.2	2.2	September	2.9	3.0	3.0	September	4.1	4.0	4.4				
October	4.2	4.6		October	2.9	2.4		October	3.4	3.3		October	4.4	4.1					
November	5.4	5.0		November	3.1	3.5		November	4.0	4.1		November	4.9	4.8					
December	5.4	5.3		December	3.2	3.8		December	4.1	4.4		December	4.9	5.1					
January	4.7	5.2		January	2.8	3.0		January	3.6	3.9		January	4.5	5.0					
February	5.5	5.5		February	3.7	3.0		February	4.4	4.0		February	5.0	5.0					
March	5.6	4.7		March	3.4	2.9		March	4.3	3.7		March	4.7	4.7					
Annual Average	4.3	4.3	4.4	Annual Average	2.7	2.5	2.4	Annual Average	3.3	3.2	3.2	Annual Average	4.4	4.2	4.4				
Average Apr-Sep	3.4	3.6	3.7	Average Apr-Sep	2.2	1.8	1.8	Average Apr-Sep	2.7	2.5	2.6	Average Apr-Sep	4.0	3.7	4.0				
No of Employees at 30 September 2018				2670	No of Employees at 30 September 2018				3807	No of Employees at 30 September 2018				6477	No of Employees at 30 September 2018				15106

For the financial year 2018/19, the projected average days lost per employee equates to 6.1 days.

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	2.6	2.8	3.1	April			8.6	April	2.6	2.8	3.2	April	4.3	3.9	4.1				
May	2.2	3.2	3.3	May		0.0	0.4	May	2.2	3.2	3.2	May	4.4	4.2	4.2				
June	2.2	3.3	2.5	June		0.0	0.0	June	2.2	3.3	2.5	June	4.1	3.9	4.3				
July	2.0	3.1	2.9	July		0.0	0.0	July	2.0	3.0	2.9	July	3.3	3.0	3.4				
August	2.2	3.5	2.8	August		0.0	0.4	August	2.2	3.4	2.8	August	3.6	3.2	3.6				
September	2.4	4.1	3.1	September		0.0	0.0	September	2.4	4.1	3.0	September	4.1	4.0	4.4				
October	2.6	4.4		October		0.0		October	2.6	4.3		October	4.4	4.1					
November	3.1	4.2		November		0.0		November	3.1	4.1		November	4.9	4.8					
December	2.6	3.5		December		0.0		December	2.6	3.4		December	4.9	5.1					
January	2.6	4.1		January		7.0		January	2.6	4.2		January	4.5	5.0					
February	3.8	4.2		February	2.5		February	3.8	4.2		February	5.0	5.0						
March	3.7	3.8		March	16.9		March	3.7	4.0		March	4.7	4.7						
Annual Average	2.7	3.7	3.5	Annual Average	2.4	3.0	Annual Average	2.7	3.7	3.5	Annual Average	4.4	4.2	4.4					
Average Apr-Sep	2.3	3.3	3.0	Average Apr-Sep	0.0	1.6	Average Apr-Sep	2.3	3.3	2.9	Average Apr-Sep	4.0	3.7	4.0					
No of Employees at 30 September 2018				996	No of Employees at 30 September 2018				11	No of Employees at 30 September 2018				1007	No of Employees at 30 September 2018				15106

For the financial year 2018/19, the projected average days lost per employee equates to 6.8 days.
 Figures for manual workers only applicable from May 2017/2018

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	4.6	4.3	3.9	April	6.3	4.5	6.5	April	5.1	4.4	4.9	April	4.3	3.9	4.1				
May	4.3	4.2	3.6	May	5.0	3.9	6.5	May	4.5	4.1	4.8	May	4.4	4.2	4.2				
June	4.3	3.9	4.0	June	5.5	4.4	6.2	June	4.7	4.1	4.9	June	4.1	3.9	4.3				
July	4.1	4.3	3.7	July	4.5	4.9	6.3	July	4.2	4.5	4.8	July	3.3	3.0	3.4				
August	4.9	4.7	4.1	August	5.7	4.0	5.5	August	5.1	4.4	4.6	August	3.6	3.2	3.6				
September	5.1	4.3	4.5	September	4.6	4.5	6.2	September	5.0	4.4	5.2	September	4.1	4.0	4.4				
October	5.5	3.8		October	5.0	4.4		October	5.3	4.0		October	4.4	4.1					
November	4.9	4.9		November	6.7	6.4		November	5.5	5.5		November	4.9	4.8					
December	5.0	5.0		December	6.7	9.0		December	5.6	6.6		December	4.9	5.1					
January	5.0	5.4		January	4.3	7.3		January	4.8	6.2		January	4.5	5.0					
February	4.9	5.2		February	4.7	6.1		February	4.8	5.6		February	5.0	5.0					
March	4.7	5.1		March	4.6	6.0		March	4.6	5.4		March	4.7	4.7					
Annual Average	4.8	4.6	4.4	Annual Average	5.3	5.5	6.4	Annual Average	4.9	4.9	5.2	Annual Average	4.4	4.2	4.4				
Average Apr-Sep	4.6	4.3	4.0	Average Apr-Sep	5.3	4.4	6.2	Average Apr-Sep	4.8	4.3	4.9	Average Apr-Sep	4.0	3.7	4.0				
No of Employees at 30 September 2018				897	No of Employees at 30 September 2018				557	No of Employees at 30 September 2018				1454	No of Employees at 30 September 2018				15106

For the financial year 2018/19, the projected average days lost per employee equates to 11.9 days.

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	4.8	5.0	5.3	April	6.6	5.6	6.2	April	5.4	5.2	5.6	April	4.3	3.9	4.1				
May	5.3	4.9	5.1	May	6.9	4.1	6.2	May	5.8	4.6	5.4	May	4.4	4.2	4.2				
June	5.2	5.3	5.2	June	6.2	4.6	6.3	June	5.5	5.1	5.6	June	4.1	3.9	4.3				
July	5.0	4.8	5.2	July	5.7	4.9	6.4	July	5.3	4.8	5.6	July	3.3	3.0	3.4				
August	4.8	4.9	5.0	August	5.4	4.7	5.9	August	5.0	4.8	5.3	August	3.6	3.2	3.6				
September	4.3	5.0	5.0	September	5.3	5.2	6.1	September	4.7	5.1	5.4	September	4.1	4.0	4.4				
October	4.7	4.2		October	5.6	5.8		October	5.0	4.8		October	4.4	4.1					
November	5.1	4.4		November	5.4	5.9		November	5.2	4.9		November	4.9	4.8					
December	5.6	5.6		December	6.1	6.1		December	5.8	5.7		December	4.9	5.1					
January	5.5	5.5		January	5.5	7.3		January	5.5	6.1		January	4.5	5.0					
February	5.8	6.1		February	4.8	5.8		February	5.4	6.0		February	5.0	5.0					
March	5.6	5.7		March	4.8	6.5		March	5.3	5.9		March	4.7	4.7					
Annual Average	5.1	5.1	5.2	Annual Average	5.7	5.5	6.2	Annual Average	5.3	5.3	5.5	Annual Average	4.4	4.2	4.4				
Average Apr-Sep	4.9	5.0	5.1	Average Apr-Sep	6.0	4.9	6.2	Average Apr-Sep	5.3	4.9	5.5	Average Apr-Sep	4.0	3.7	4.0				
No of Employees at 30 September 2018				1815	No of Employees at 30 September 2018				1054	No of Employees at 30 September 2018				2869	No of Employees at 30 September 2018				15106

For the financial year 2018/19, the projected average days lost per employee equates to 12.0 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 July 2018 - 30 September 2018

Resource	No of employees	July 2018			August 2018			September 2018		
		Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	3299	1.2	3.2	4.4	1.8	3.4	5.2	2.2	4.0	6.2
Education	6477	0.2	1.4	1.6	0.7	1.1	1.8	1.3	1.7	3.0
Finance and Corporate	1007	1.3	1.6	2.9	1.0	1.8	2.8	1.4	1.6	3.0
Housing & Technical	1454	1.4	3.4	4.8	1.9	2.7	4.6	2.4	2.8	5.2
Social Work	2869	1.5	4.1	5.6	1.5	3.8	5.3	2.0	3.4	5.4
Council Overall for July 2018 - September 2018	15106	0.9	2.5	3.4	1.3	2.3	3.6	1.7	2.7	4.4

ATTENDANCE MONITORING
Absence Classification

From : 1 September - 30 September 2018

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1209	31	528	15	46	8	346	24	792	29	2921	24
Psychological	1109	28	1287	36	195	35	510	36	648	24	3749	31
Stomach, Bowel, Blood, Metabolic Disorders	439	11	400	11	104	19	150	11	359	13	1452	12
Respiratory	356	9	333	9	81	15	72	5	138	5	980	8
Other Classification	844	21	1012	28	127	23	349	24	778	29	3110	25
Total Days Lost By Resource	3957	100	3560	100	553	100	1427	100	2715	100	12212	100
Total Work Days Available	64242		119994		18207		27367		50326			

From : 1 September - 30 September 2017

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1110	35	813	22	123	15	393	31	804	31	3243	28
Psychological	608	19	994	27	299	36	347	28	716	27	2964	26
Stomach, Bowel, Blood, Metabolic Disorders	321	10	689	19	37	4	227	18	270	10	1544	13
Respiratory	244	8	225	6	81	10	52	4	240	9	842	7
Other Classification	934	29	953	26	289	35	235	19	603	23	3014	26
Total Days Lost By Resource	3217	100	3674	100	829	100	1254	100	2633	100	11607	100
Total Work Days Available	67701		122054		20321		28742		51920			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 July 2018 - 30 September 2018 comparison with 1 July 2017 - 30 September 2017

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Jul-Sep 2018)	99	22	39	22	53	148	383
TOTAL (Jul-Sep 2017)	95	20	21	32	53	119	340

No of Employees Referred For Physiotherapy		
RESOURCE	Jul-Sep 2017	Jul-Sep 2018
Community and Enterprise	135	133
Education (Teachers)	44	68
Education (Others)	58	61
Finance and Corporate	36	39
Housing and Technical	75	82
Social Work	160	153
TOTAL	508	536

No of Employees Referred To Employee Support Officer		
RESOURCE	Jul-Sep 2017	Jul-Sep 2018
Community and Enterprise	53	88
Education	53	93
Finance and Corporate	15	24
Housing and Technical	30	37
Social Work	47	60
TOTAL	198	302

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Jul-Sep 2017	Jul-Sep 2018
Community and Enterprise	5	12
Education	11	26
Finance and Corporate	9	9
Housing and Technical	12	14
Social Work	15	17
TOTAL	52	78

Analysis of Counselling Referrals by Cause												
Reason												
Work Stress		Addiction		Personal		Anxiety/ Depression		Bereavement		Total		
M	S	M	S	M	S	M	S	M	S	M	S	
TOTAL (Jul-Sep 2018)	17	0	0	1	57	2	0	0	11	1	85	4
TOTAL (Jul-Sep 2017)	27	6	0	0	65	4	1	0	6	0	99	10
								Total Referrals (Jul-Sep 2018)		89		
								Total Referrals (Jul-Sep 2017)		109		

ANALYSIS OF ACCIDENTS/INCIDENTS
Comparison
CAUSE OF ACCIDENTS/INCIDENTS TO EMPLOYEES

FROM: 1 July 2018 - 30 September 2018 comparison with 1 July 2017 - 30 September 2017

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
Fatal	0	1	0	0	0	0	0	0	0	0	0	1
Specified Injury	0	2	0	1	0	0	0	0	1	0	1	3
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	3	0	1	0	0	0	0	1	0	1	4
Over 7-day	3	2	0	0	0	0	3	2	1	1	7	5
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	3	2	0	0	0	0	3	2	1	1	7	5
Over 3-day	0	1	0	0	0	0	1	0	0	0	1	1
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 3-day**	0	1	0	0	0	0	1	0	0	0	1	1
Minor	15	9	2	6	2	0	4	9	6	6	29	30
Near Miss	3	3	0	0	0	0	0	0	1	4	4	7
Violent Incident: Physical	2	3	120	84	1	0	0	3	15	22	138	112
Violent Incident: Verbal	2	4	12	5	2	1	2	1	7	4	25	15
Total Minor***	22	19	134	95	5	1	6	13	29	36	196	164
Total Accidents/Incidents	25	25	134	96	5	1	10	15	31	37	205	174

*A Specified Injury is any fracture (other than to the fingers, thumbs or toes), amputation, loss of sight, serious burns, crushing injury, scalping, loss of consciousness caused by asphyxiation/ head injury, a chemical or hot metal burn to the eye or penetrating injury as defined by the HSE.

**Over 3 day / over 7day absence is an injury sustained outwith major injury category that results in a period of absence of absence as defined by the HSE.

*** A minor injury is an injury not covered by " Over 7-day", "Over 3-day" or "Specified".

RECORD OF DISCIPLINARY HEARINGS

FROM: 1 July 2018 - 30 September 2018 comparison with 1 July 2017 - 30 September 2017

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks
	APT&C	Manual/ Craft	Teachers	Total	No Action				Action Taken				3	4-6	6+	
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total				
COMMUNITY AND ENTERPRISE	2	24	N/A	26	0	6	N/A	6	2	18	N/A	20	22	4	0	100%
EDUCATION	4	0	1	5	0	0	0	0	4	0	1	5	1	1	3	40%
FINANCE AND CORPORATE	1	0	N/A	1	1	0	N/A	1	0	0	N/A	0	0	1	0	100%
HOUSING & TECHNICAL	2	4	N/A	6	0	1	N/A	1	2	3	N/A	5	4	1	1	83%
SOCIAL WORK	2	7	N/A	9	1	1	N/A	2	0	7	N/A	7	3	5	1	89%
TOTAL (Jul-Sep 2018)	11	35	1	47	2	8	0	10	8	28	1	37	30	12	5	89%
TOTAL (Jul-Sep 2017)	19	31	1	51	2	3	0	5	17	28	1	46	25	16	10	80%

RESOURCE	No of Appeals				Outcome of Appeals												Appeals Pending
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld				
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	
COMMUNITY AND ENTERPRISE	2	0	N/A	2	0	0	N/A	0	0	0	N/A	0	2	0	N/A	2	0
SOCIAL WORK	1	0	N/A	1	0	0	N/A	0	0	0	N/A	0	1	0	N/A	1	0
TOTAL (Jul-Sep 2018)	3	0	0	3	0	0	0	0	0	0	0	0	3	0	0	3	0
TOTAL (Jul-Sep 2017)	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0

*Resources nil responses are not included in figures

N.B. Non-White employees refers to those employees who have indicated that they are:- Any other mixed background, Indian, Pakistani, Bangladeshi, Chinese, Any other Asian background, Caribbean, African and any other black background.

APPEAL'S PANEL

FROM: 1 July 2018 - 30 September 2018

APPEAL'S PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	2	1	0	3	7

RECORD OF GRIEVANCES**FROM: 1 July 2018 - 30 September 2018 comparison with 1 July 2017 - 30 September 2017**

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Jul-Sep 2018)	2	1	1	0	0
TOTAL (Jul-Sep 2017)	5	3	2	0	0

DIGNITY AT WORK**FROM: 1 July 2018 - 30 September 2018 comparison with 1 July 2017 - 30 September 2017**

DIGNITY AT WORK	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (Jul-Sep 2018)	8	2	0	0	0	6
TOTAL (Jul-Sep 2017)	5	0	5	0	0	0

REFERRALS FOR WORKPLACE MEDIATION

As at September 2018

WORKPLACE MEDIATION	Jul-18	Aug-18	Sep-18
No of Referrals	0	0	0
*No of Successful Cases	0	0	0
*No of Unsuccessful Cases	0	1	0
No of cases unsuitable for mediation	0	0	0

WORKPLACE MEDIATION	Jul-17	Aug-17	Sep-17
No of Referrals	0	2	0
*No of Successful Cases	0	0	0
*No of Unsuccessful Cases	0	0	0
No of cases unsuitable for mediation	0	0	0

*successful/unsuccessful case outcomes may be shown outwith the month they were referred.

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (July-September 2018)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CAREER ADVANCEMENT	4	7	2	2	2	17	38
FURTHER EDUCATION	0	5	1	0	1	7	16
CHILD CARING / CARING RESPONSIBILITIES	2	1	0	0	0	3	7
MOVING OUTWITH AREA	0	2	0	0	1	3	7
TRAVELLING DIFFICULTIES	1	0	0	0	2	3	7
WORK RELATIONSHIPS WITH MANAGERS / COLLEAGUES	0	0	0	0	2	2	4
OTHER	1	7	0	1	1	10	22
NUMBER OF EXIT INTERVIEWS CONDUCTED	8	22	3	3	9	45	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	41	99	12	6	36	194	
% OF LEAVERS INTERVIEWED	20	22	25	50	25	23	

EXIT INTERVIEWS (July-September 2017)

NUMBER OF EXIT INTERVIEWS CONDUCTED	4	9	3	1	6	23	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	78	94	12	14	49	247	
% OF LEAVERS INTERVIEWED	5	10	25	7	12	9	

* Note these totals include temporary employees

RECRUITMENT MONITORING
Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 July 2018 - 30 September 2018

Total Number of applications received:	2460
Total Number of Equal Opportunities Monitoring forms received:	2445
Total Number of posts recruited for:	159
Total Number of appointments:	200

Gender / Disability / Age	Applied	Interviewed	Appointed
Total EO Forms Received	2445	671	198
Total No of Male Applicants	1151	299	64
Total No of Female Applicants	1274	443	112
Total No of Disabled Applicants	114	48	10
Total No of applicants aged under 50	2167	639	146
Total No of applicants aged over 50	253	105	29
Total No of White applicants	2344	723	174
Total No of Black/Ethnic minority applicants*	61	18	1

FROM : 1 July 2017 - 30 September 2017

Total Number of applications received:	2566
Total Number of Equal Opportunities Monitoring forms received:	2403
Total Number of posts recruited for:	207
Total Number of appointments:	371

Gender / Disability / Age	Applied	Interviewed	Appointed
Total EO Forms Received	2403	1099	345
Total No of Male Applicants	668	257	47
Total No of Female Applicants	1735	732	214
Total No of Disabled Applicants	96	54	3
Total No of applicants aged under 50	2044	834	228
Total No of applicants aged over 50	345	217	33
Total No of White applicants	2332	967	257
Total No of Black/Ethnic minority applicants*	52	17	3

*Black/Ethnic Minority applicants includes Mixed, Asian, Black and other backgrounds.

Analysis by Resource

	Total Number of Employees					Full-Time Equivalent											
Resource	Total	Male		Female		Salary Band											
		F/T	P/T	F/T	P/T	Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher		
Community & Enterprise Resources	3119	1366	207	209	1337	2289.05	1.00	1556.90	408.34	246.57	47.44	16.80	4.00	8.00	0.00		
Education - Others	2478	126	78	382	1892	1743.85	1.00	1080.70	470.73	85.88	19.00	15.00	4.00	58.34	9.20		
Education - Teachers	3592	678	61	2203	650	3300.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3296.20		
Finance & Corporate Resources	956	214	17	408	317	847.90	2.00	153.77	361.15	235.27	62.01	26.70	6.00	1.00	0.00		
Housing & Technical	1326	867	15	301	143	1272.42	1.00	187.72	683.95	351.75	35.00	11.00	2.00	0.00	0.00		
Social Work Resources	2792	216	191	896	1489	2398.19	1.00	1342.30	471.78	534.11	21.00	26.00	2.00	0.00	0.00		
						8551.41	(excluding Teachers)										
Total All Staff	14263	3467	569	4399	5828	11852.21	6.00	4321.39	2395.95	1453.58	184.45	95.50	18.00	71.94	3305.40		

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 10 March 2018

Analysis by Resource

	Total Number of Employees					Full-Time Equivalent											
Resource	Total	Male		Female		Salary Band											
		F/T	P/T	F/T	P/T	Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher		
Community & Enterprise Resources	3093	1335	211	214	1333	2263.69	1.00	1518.89	417.67	245.89	49.44	18.80	4.00	8.00	0.00		
Education - Others	2466	128	75	375	1888	1735.52	1.00	1071.62	469.08	87.58	20.00	15.00	4.00	58.04	9.20		
Education - Teachers	3604	675	63	2210	656	3309.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3304.70		
Finance & Corporate Resources	962	216	16	411	319	853.22	2.00	154.48	361.84	236.99	65.21	25.70	6.00	1.00	0.00		
Housing & Technical	1354	884	14	311	145	1300.77	1.00	191.41	695.52	361.84	37.00	12.00	2.00	0.00	0.00		
Social Work Resources	2800	222	189	901	1488	2406.23	1.00	1344.61	470.83	542.79	19.00	26.00	2.00	0.00	0.00		
						8559.43	(excluding Teachers)										
Total All Staff	14279	3460	568	4422	5829	11868.73	6.00	4281.01	2414.94	1475.09	190.65	97.50	18.00	71.64	3313.90		



Report

Report to:	Employee Issues Forum
Date of Meeting:	13 November 2018
Report by:	Executive Director (Finance and Corporate Resources) Director, Health and Social Care

Subject:	Social Work Resources – Workforce Monitoring – July to September 2018
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for July to September 2018 relating to Social Work Resources

2. Recommendation(s)

2.1. The Employee Issues Forum is asked to approve the following recommendation(s):-

- (1) that the following employment information for July to September 2018 relating to Social Work Resources be noted:-
- ◆ attendance statistics;
 - ◆ occupational health;
 - ◆ accident/incident statistics;
 - ◆ discipline, grievance and Dignity at Work cases;
 - ◆ analysis of leavers and exit interviews;
 - ◆ Staffing Watch as at 9 June 2018.

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Employee Issues Forum. This report for Social Work Resources provides information on the position for the period July to September 2018.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of September 2018 for Social Work Resources.

The Resource absence figure for September 2018 was 5.4%, an increase of 0.1% when compared to last month and is 1.0% higher than the Council-wide figure. Compared to September 2017, the Resource absence figure has increased by 0.3%.

Based on the absence figures at September 2018 and annual trends, the annual average absence for the Resource for 2018/2019 is 5.5%, compared to a Council-wide average figure of 4.4%.

For the financial year 2018/2019, the average days lost per employee within the Resource equates to 12.0 days, compared with the overall figure for the Council of 9.4 days per employee.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 399 referrals were made this period, an increase of 28 when compared with the same period last year.

4.3. Accident/Incident Statistics

There were 31 accidents/incidents recorded within the Resource this period, a decrease of 6 when compared to the same period last year.

4.4. Discipline, Grievance and Dignity at Work (Appendix 2)

During the period, 9 disciplinary hearings were held within the Resource, a decrease of 14 when compared to last year. During this period 1 appeal was heard by the Appeals Panel. One grievance hearing was held within the Resource, this figure has decreased by 1 when compared to the same period last year. Two Dignity at Work complaints were raised within the Resource, this figure remains unchanged when compared to the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were 36 leavers in the Resource eligible for an exit interview this period, a decrease of 13 when compared with the same period last year. Nine exit interviews were conducted.

5. Staffing Watch (Appendix3)

5.1. There was a decrease of 8 employees in post from 10 March 2018 to 9 June 2018.

6. Employee Implications

6.1. There are no implications for employees arising from the information presented in this report.

7. Financial Implications

7.1. All financial implications are accommodated within existing budgets.

8. Other Implications

8.1. There are no implications for sustainability or risk in terms of the information contained within this report.

9. Equality Impact Assessment and Consultation Arrangements

9.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.

9.2. There was no requirement to undertake any consultation in terms of the information contained in this report.

Val de Souza
Director, Health and Social Care

Paul Manning
Executive Director (Finance and Corporate Resources)

17 October 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent
- ◆ Fair, open and sustainable
- ◆ Ambitious, self aware and improving
- ◆ Excellent employer
- ◆ Focused on people and their needs
- ◆ Working with and respecting others

Previous References

- ◆ Employee Issues Forum – 4 September 2018

List of Background Papers

- ◆ Monitoring information provided by Finance and Corporate Resources

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Janet McLuckie, Personnel Officer

Ext: 4239 (Tel: 01698 454239)

E-mail: Janet.McLuckie@southlanarkshire.gcsx.gov.uk

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019	
April	4.8	5.0	5.3	April	6.6	5.6	6.2	April	5.4	5.2	5.6	April	4.3	3.9	4.1	
May	5.3	4.9	5.1	May	6.9	4.1	6.2	May	5.8	4.6	5.4	May	4.4	4.2	4.2	
June	5.2	5.3	5.2	June	6.2	4.6	6.3	June	5.5	5.1	5.6	June	4.1	3.9	4.3	
July	5.0	4.8	5.2	July	5.7	4.9	6.4	July	5.3	4.8	5.6	July	3.3	3.0	3.4	
August	4.8	4.9	5.0	August	5.4	4.7	5.9	August	5.0	4.8	5.3	August	3.6	3.2	3.6	
September	4.3	5.0	5.0	September	5.3	5.2	6.1	September	4.7	5.1	5.4	September	4.1	4.0	4.4	
October	4.7	4.2		October	5.6	5.8		October	5.0	4.8		October	4.4	4.1		
November	5.1	4.4		November	5.4	5.9		November	5.2	4.9		November	4.9	4.8		
December	5.6	5.6		December	6.1	6.1		December	5.8	5.7		December	4.9	5.1		
January	5.5	5.5		January	5.5	7.3		January	5.5	6.1		January	4.5	5.0		
February	5.8	6.1		February	4.8	5.8		February	5.4	6.0		February	5.0	5.0		
March	5.6	5.7		March	4.8	6.5		March	5.3	5.9		March	4.7	4.7		
Annual Average	5.1	5.1	5.2	Annual Average	5.7	5.5	6.2	Annual Average	5.3	5.3	5.5	Annual Average	4.4	4.2	4.4	
Average Apr-Sep	4.9	5.0	5.1	Average Apr-Sep	6.0	4.9	6.2	Average Apr-Sep	5.3	4.9	5.5	Average Apr-Sep	4.0	3.7	4.0	
No of Employees at 30 September 2018			1815	No of Employees at 30 September 2018			1054	No of Employees at 30 September 2018			2869	No of Employees at 30 September 2018			15106	

For the financial year 2018/19, the projected average days lost per employee equates to 12.0 days.

APPENDIX 2		
SOCIAL WORK RESOURCES		
	Jul-Sep 2017	Jul-Sep 2018
MEDICAL EXAMINATIONS		
Number of Employees Attending	119	148
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	30	21
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	160	153
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	47	60
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY		
	15	17
TOTAL	371	399
CAUSE OF ACCIDENTS/INCIDENTS	Jul-Sep 2017	Jul-Sep 2018
Specified Injuries*	0	1
Over 7 day absences	1	1
Minor	6	6
Near Miss	4	1
Violent Incident: Physical****	22	15
Violent Incident: Verbal*****	4	7
Total Accidents/Incidents	37	31
<p>*A Specified Injury is any fracture (other than to the fingers, thumbs or toes), amputation, loss of sight, serious burns, crushing injury, scalping, loss of consciousness caused by asphyxiation/ head injury, a chemical or hot metal burn to the eye or penetrating injury as defined by the HSE.</p> <p>**Over 3 day / over 7day absence is an injury sustained outwith specified injury category that results in a period of absence of absence as defined by the HSE.</p> <p>***Near Miss - Any unexpected, unplanned occurrence (except Dangerous Occurrences) that does not lead to injury of persons, damage to property, plant or equipment but may have done so in different circumstance.</p> <p>****Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" figures.</p> <p>*****Physical violent incidents and ***** Verbal Violent Incidents are included in the "Over 3-day or Over 7-day" figures, where applicable, to provide the "Total Over 3-day or Over 7-day" figures.</p> <p>*****Physical Violent Incidents and ***** Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.</p>		
RECORD OF DISCIPLINARY HEARINGS	Jul-Sep 2017	Jul-Sep 2018
Total Number of Hearings	23	9
Total Number of Appeals	0	1
Time Taken to Convene Hearing Jul - Sep 2018		
0-3 Weeks	4-6 Weeks	Over 6 Weeks
3	5	1
RECORD OF GRIEVANCE HEARINGS	Jul-Sep 2017	Jul-Sep 2018
Number of Grievances	2	1
Number Resolved at Stage 1	1	1
Number Resolved at Stage 2	1	0
RECORD OF DIGNITY AT WORK	Jul-Sep 2017	Jul-Sep 2018
Number of Incidents	2	2
Number Resolved at Informal Stage	0	2
Number Resolved at Formal Stage	2	0
ANALYSIS OF REASONS FOR LEAVING	Jul-Sep 2017	Jul-Sep 2018
Career Advancement	1	2
Poor Relationship with Manager/Colleagues	0	2
Moving Outwith Area	1	1
Travelling Difficulties	0	2
Further Education	0	1
Childcare/caring responsibilities	1	0
Other	3	1
Number of Exit Interviews conducted	6	9
Total Number of Leavers Eligible for Exit Interview	49	36
Percentage of interviews conducted	12%	25%

**JOINT STAFFING WATCH RETURN
SOCIAL WORK RESOURCES**

1. As at 9 June 2018

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
216	191	896	1489	2792					
*Full - Time Equivalent No of Employees									
Salary Bands									
Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
1	1342.3	471.78	534.11	21	26	2	0	0	2398.19

1. As at 10 March 2018

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
222	189	901	1488	2800					
*Full - Time Equivalent No of Employees									
Salary Bands									
Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
1	1344.61	470.83	542.79	19	26	2	0	0	2406.23