

Report to:	Corporate Resources Committee
Date of Meeting:	29 June 2005
Report by:	Executive Director (Corporate Resources)

Subject:	Monitoring Information - April and May 2005
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for April and May 2005

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

(1) that the following employment information for April and May 2005 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incidents
- ◆ discipline, grievance, dignity at work hearings
- ◆ analysis of leavers
- ◆ recruitment monitoring

3. Background

3.1. As part of the Council's performance management arrangements, regular Workforce Monitoring Reports are submitted to Committee. This report for the Council provides information on the position for the period April and May 2005.

4. Attendance Statistics

4.1. Information on absence statistics as analysed for the most recent month of May 2005, for the Council and each Resource is provided in Appendices 1 – 10. Points to note are:

- ◆ The Council's absence rate for May 2005 is 3.8%, and this figure remains unchanged from May 2004. When compared to last month the Council wide figure has increased by 0.2%.
- ◆ In comparison to May 2004, the APT&C figure remains unchanged, the teaching staff figure has increased by 0.9% and the manual worker figure has decreased by 0.4%.
- ◆ Based on current absence figures for the period April and May 2005, the projected annual average absence figure for the financial year 2005/2006 equates to 9 days being lost per employee due to absence.

In comparison to the same month last year:-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have increased by 51 days, however total days lost due to psychological conditions have decreased by 313 days.
- ◆ Social Work Resources have experienced the most significant increase in musculoskeletal conditions by 160 days.
- ◆ Social Work Resources and Housing and Technical Resources have experienced the most significant decrease in psychological conditions by 340 and 145 days respectively.
- ◆ Days lost due to respiratory conditions have increased by 226 days when compared to the same period last year. Community Resources and Enterprise Resources have had the most significant increase in days lost due to respiratory conditions by 132 and 43 days respectively.

5. Occupational Health

5.1 Information on Occupational Health for the period April and May 2005 is provided in Appendix 11.

- ◆ In comparison to the same period last year there has been a decrease of 11 employees being referred for a medical examination. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ A total of 219 employees attended physiotherapy treatment, showing an increase of 37 when compared to the same period last year. Of the 219 employees referred, 82% remained at work whilst undertaking treatment.
- ◆ During this period there were 62 employees referred to the Employee Support Officer, showing a decrease of 14 when compared to the same period last year. Of those referrals made this period 79% related to personal reasons.
- ◆ There were 88 referrals for counselling this period, of which 73 were from management and 15 from employees. Personal reasons accounted for 58% of the referrals made and work stress accounted for 22%.

6. Accidents/Incidents

6.1 The monthly accident/incident report for April and May 2005 is contained in Appendix 12.

- ◆ The number of accidents/incidents recorded was 122, an increase of 44 from the same period last year.
- ◆ Major accidents/incidents have increased overall by 10 compared to the same period last year.
- ◆ Minor accidents/incidents have increased overall by 34 when compared to the same period last year.
- ◆ Minor accidents/incidents have increased most significantly in Education Resources and Community Resources by 29 and 12 respectively when compared to the same period last year.

7. Discipline, Grievance, Dignity at Work

7.1 Information on Disciplinary, Grievance Hearings and Dignity at Work for the period April and May 2005 is contained in Appendices 13 and 14. In terms of the Race Relations (Amendment) Act, information on ethnic origin is now being recorded against all Discipline, Grievance and Dignity at Work cases.

- ◆ In total, 87 disciplinary hearings were held across Resources within the Council, an increase of 14 when compared to the same period last year.
- ◆ Action was taken in 80 of these cases, and there were 8 appeals raised against the outcome, of which 2 were upheld in part and 6 were not upheld.
- ◆ Our target is to convene disciplinary hearings within 6 weeks, 98% of hearings met this target.
- ◆ During the period 3 appeals were heard by the Appeals Panel and all 3 were not upheld. At the end of the period 3 appeals were still pending.
- ◆ During the period, 6 grievances were raised, of which 2 were withdrawn and 4 are still in the process. There was 1 Dignity at Work incident raised this period, a decrease of 1 when compared to same period last year.

8 Analysis of Leavers and Exit Interviews

8.1 Labour turnover

Information on the number of leavers and exit interviews for the period April and May 2005 is contained in Appendix 15. Exit interviews are conducted with leavers who leave voluntarily.

Using information compiled from Resources and Staffing Watch information as at 12 March 2005 the Labour Turnover figure for April 2005 and May 2005 is as follows:

105 leavers/15705 employees in post = Labour Turnover of 0.66%

Based on current figures from April 2005 and May 2005, the projected annual average turnover figure for the financial year 2005/2006 for the Council is 4.0%.

8.2 Analysis of Reasons for Leaving

- ◆ There were a total of 105 employees leaving the Council compared with 99 in the same period last year.
- ◆ Exit interviews in were held with 73% of leavers compared to 67% last year.
- ◆ The main reason for leaving was Career Advancement (53%).

9 Recruitment Monitoring

9.1 Information on Recruitment Monitoring for April and May 2005 is contained within Appendix 16.

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

- ◆ Overall, 2751 applications were received and 2498 individuals completed Equal Opportunities Monitoring Forms.
- ◆ Of those applicants who declared themselves as disabled (28), 21 were shortlisted for interview, and 2 were appointed.
- ◆ Of those applicants of a black/ethnic minority background (27), 15 were shortlisted for interview, and 4 were appointed.

10 Employee Implications

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

11 Financial Implications

- 11.1 All financial implications are accommodated within existing budgets.

12 Other Implications

- 12.1 None.

13 Consultation

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

Alan Cuthbertson
Executive Director (Corporate Resources)

7 June 2005

Link(s) to Council Objectives

- ♦ managing resources

Previous References

- ♦ 4 May 2005

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:-

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APPENDIX 1

ABSENCE TRENDS - 2003/2004, 2004/2005 & 2005/2006 Council Wide

APT&C				Teachers				Manual Workers				Council Wide			
	2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006
April	3.5	3.6	3.2	April	4.0	3.1	2.8	April	4.8	4.9	4.5	April	4.1	3.9	3.6
May	3.4	3.4	3.4	May	3.6	2.9	3.8	May	4.9	4.9	4.5	May	3.9	3.8	3.8
June	3.6	3.1		June	3.3	2.6		June	4.8	4.2		June	3.9	3.3	
July	3.5	2.8		July	1.6	1.4		July	4.0	3.5		July	3.2	2.7	
August	3.2	2.9		August	1.8	1.9		August	4.5	4.0		August	3.3	3.0	
September	3.5	3.3		September	3.3	3.1		September	5.3	5.1		September	4.1	3.8	
October	3.5	3.5		October	3.6	2.9		October	5.7	4.9		October	4.2	3.7	
November	4.6	3.7		November	4.6	3.6		November	6.0	5.1		November	5.0	4.1	
December	3.7	3.3		December	3.5	3.8		December	5.7	4.8		December	4.3	3.9	
January	3.6	3.5		January	3.8	3.8		January	5.6	5.2		January	4.3	4.1	
February	3.5	4.6		February	4.2	4.2		February	6.2	5.5		February	4.6	4.8	
March	3.8	4.4		March	4.0	4.2		March	5.8	5.4		March	4.5	4.6	
Annual Average	3.6	3.5	3.3	Annual Average	3.4	3.1	3.3	Annual Average	5.3	4.8	4.5	Annual Average	4.1	3.8	3.7
Average Apr-May	3.5	3.5	3.3	Average Apr-May	3.8	3.0	3.3	Average Apr-May	4.9	4.9	4.5	Average Apr-May	4.0	3.9	3.7

No of Employees at 31 May 2005	7223	No of Employees at 31 May 2005	4096	No of Employees at 31 May 2005	4828	No of Employees at 31 May 2005	16147
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- (1) Unpaid special leave is included in all absence rates.
- (2) For the Council as a whole the rate of unpaid special leave is so small as to be negligible.
- (3) Average number of days lost per employee annually is 9 days.

ABSENCE TRENDS - 2003/2004, 2004/2005 & 2005/2006
Community Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006	
April	3.3	2.8	2.2	April	4.4	4.7	4.6	April	4.2	4.5	4.2	April	4.1	3.9	3.6	
May	3.9	2.4	2.8	May	4.6	4.8	4.6	May	4.5	4.5	4.3	May	3.9	3.8	3.8	
June	4.2	1.9		June	4.7	3.8		June	4.7	3.6		June	3.9	3.3		
July	4.9	2.7		July	3.6	3		July	3.8	3		July	3.2	2.7		
August	4.7	3.3		August	4.1	3.5		August	4.2	3.4		August	3.3	3		
September	5.4	3.4		September	5.7	5.3		September	5.7	4.8		September	4.1	3.8		
October	4.5	3.6		October	6.2	4.7		October	6	4.5		October	4.2	3.7		
November	5	3.2		November	6.3	4.9		November	6.1	4.6		November	5	4.1		
December	3.8	3.4		December	6.2	4.3		December	5.9	4.2		December	4.3	3.9		
January	3.9	2.2		January	6.4	5.3		January	6	4.5		January	4.3	4.1		
February	2.8	4.9		February	7.1	5.6		February	6.5	5.5		February	4.6	4.8		
March	2.7	3.8		March	5.9	5.4		March	5.5	5.2		March	4.5	4.6		
Annual Average	4.1	3.1	2.5	Annual Average	5.4	4.6	4.6	Annual Average	5.3	4.4	4.3	Annual Average	4.1	3.8	3.7	
Average Apr-May	3.6	2.6	2.5	Average Apr-May	4.5	4.8	4.6	Average Apr-May	4.4	4.5	4.3	Average Apr-May	4.0	3.9	3.7	
No of Employees at 31 May 2005			514	No of Employees at 31 May 2005			3000	No of Employees at 31 May 2005			3514	No of Employees at 31 May 2005			16147	

For Community Resources the absence rate for unpaid special leave was nil.

Average number of days lost per employee annually is 10.8 days.

ABSENCE TRENDS - 2003/2004, 2004/2005 & 2005/2006
Corporate Resources

Resource Total (APT&C)				Council Wide			
	2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006
April	2.2	2.8	3.5	April	4.1	3.9	3.6
May	2.0	3.1	3.2	May	3.9	3.8	3.8
June	2.4	2.7		June	3.9	3.3	
July	3.5	2.0		July	3.2	2.7	
August	4.1	1.7		August	3.3	3.0	
September	3.6	1.9		September	4.1	3.8	
October	2.4	1.9		October	4.2	3.7	
November	2.7	2.1		November	5.0	4.1	
December	2.4	2.2		December	4.3	3.9	
January	2.2	3.7		January	4.3	4.1	
February	2.7	3.9		February	4.6	4.8	
March	2.8	3.9		March	4.5	4.6	
Annual Average	2.8	2.7	3.4	Annual Average	4.1	3.8	3.7
Average Apr-May	2.1	3.0	3.4	Average Apr-May	4.0	3.9	3.7

No of Employees at 31 May 2005	253	No of Employees at 31 May 2005	16147
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For Corporate Resources the absence rate for unpaid special leave was nil.
Average number of days lost per employee annually is 7.8 days.

ABSENCE TRENDS - ABSENCE TRENDS - 2003/2004, 2004/2005 & 2005/2006
Education Resources

APT&C				Teachers				Manual Workers				Resource Total				Council Wide			
	2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006
April	3.5	3.3	3.0	April	4.0	3.1	2.8	April	5.2	5.8	0.0	April	3.8	3.2	2.9	April	4.1	3.9	3.6
May	3.1	3.0	4.0	May	3.6	2.9	3.8	May	9.6	3.4	0.0	May	3.5	2.9	3.8	May	3.9	3.8	3.8
June	3.4	2.7		June	3.3	2.6		June	6.4	3.2		June	3.4	2.7		June	3.9	3.3	
July	2.9	1.9		July	1.6	1.4		July	10.8	2.4		July	2.0	1.6		July	3.2	2.7	
August	2.5	2.4		August	1.8	1.9		August	5.8	3.4		August	2.0	2.0		August	3.3	3.0	
September	2.9	3.5		September	3.3	3.1		September	2.4	3.9		September	3.2	3.2		September	4.1	3.8	
October	3.2	3.3		October	3.6	2.9		October	4.1	2.7		October	3.4	3.0		October	4.2	3.7	
November	4.4	3.5		November	4.6	3.6		November	4.2	2.3		November	4.5	3.6		November	5.0	4.1	
December	3.7	3.2		December	3.5	3.8		December	4.9	1.0		December	3.6	3.5		December	4.3	3.9	
January	3.6	4.0		January	3.8	3.8		January	4.3	0.0		January	3.7	3.9		January	4.3	4.1	
February	3.6	5.2		February	4.2	4.2		February	6.2	0.0		February	4.0	4.6		February	4.6	4.8	
March	4.0	4.9		March	4.0	4.2		March	5.7	4.7		March	4.0	4.5		March	4.5	4.6	
Annual Average	3.4	3.4	3.5	Annual Average	3.4	3.1	3.3	Annual Average	5.8	2.7	0.0	Annual Average	3.4	3.2	3.4	Annual Average	4.1	3.8	3.7
Average Apr-May	3.3	3.2	3.5	Average Apr-May	3.8	3.0	3.3	Average Apr-May	7.4	4.6	0.0	Average Apr-May	3.7	3.1	3.4	Average Apr-May	4.0	3.9	3.7
No of Employees at 31 May 2005			2470	No of Employees at 31 May 2005			4096	No of Employees at 31 May 2005			0	No of Employees at 31 May 2005			6566	No of Employees at 31 May 2005			16147

For Education Resources the absence rate for unpaid special leave is so small as to be negligible.
Average number of days lost per employee annually is 7.8 days.

ABSENCE TRENDS - 2003/2004, 2004/2005 & 2005/2006
Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006				
April	1.6	2.3	2.1	April	7.7	5.9	5.2	April	3.4	3.3	3.1	April	4.1	3.9	3.6				
May	1.2	2.1	1.9	May	4.7	7.4	3.9	May	2.3	3.6	2.5	May	3.9	3.8	3.8				
June	1.9	2.0		June	4.4	7.3		June	2.6	3.5		June	3.9	3.3					
July	2.0	1.6		July	5.0	5.9		July	2.9	2.8		July	3.2	2.7					
August	1.5	2.2		August	8.1	6.4		August	3.4	3.4		August	3.3	3.0					
September	3.1	2.5		September	7.6	5.2		September	4.3	3.2		September	4.1	3.8					
October	3.4	1.8		October	4.6	4.2		October	3.7	2.5		October	4.2	3.7					
November	3.9	2.5		November	5.0	3.3		November	4.2	2.7		November	5	4.1					
December	3.0	2.6		December	5.1	3.0		December	3.6	2.7		December	4.3	3.9					
January	2.9	2.0		January	5.0	2.0		January	3.5	2.0		January	4.3	4.1					
February	3.5	2.4		February	5.3	3.9		February	4.0	2.9		February	4.6	4.8					
March	3.2	3.2		March	4.8	5.1		March	3.7	3.8		March	4.5	4.6					
Annual Average	2.6	2.3	2.0	Annual Average	5.6	5.0	4.6	Annual Average	3.5	3.0	2.8	Annual Average	4.1	3.8	3.7				
Average Apr-May	1.4	2.2	2.0	Average Apr-May	6.2	6.7	4.6	Average Apr-May	2.9	3.5	2.8	Average Apr-May	4.0	3.9	3.7				
No of Employees at 31 May 2005				469	No of Employees at 31 May 2005				209	No of Employees at 31 May 2005				678	No of Employees at 31 May 2005				16147

For Enterprise Resources the absence rate for unpaid special leave is nil.
Average number of days lost per employee annually is 7.2 days.

APPENDIX 6

ABSENCE TRENDS - ABSENCE TRENDS - 2003/2004, 2004/2005 & 2005/2006
Finance & IT Resources

Resource Total (APT&C)				Council Wide			
	2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006
April	3.6	1.2	1.6	April	4.1	3.9	3.6
May	3.1	2.7	1.6	May	3.9	3.8	3.8
June	2.7	2.0		June	3.9	3.3	
July	2.1	2.0		July	3.2	2.7	
August	1.3	1.8		August	3.3	3.0	
September	2.0	2.3		September	4.1	3.8	
October	2.5	3.1		October	4.2	3.7	
November	2.8	2.5		November	5.0	4.1	
December	2.1	1.8		December	4.3	3.9	
January	2.2	2.0		January	4.3	4.1	
February	2.0	2.9		February	4.6	4.8	
March	1.5	2.1		March	4.5	4.6	
Annual Average	2.3	2.2	1.6	Annual Average	4.1	3.8	3.7
Average Apr-May	3.4	2.0	1.6	Average Apr-May	4.0	3.9	3.7

No of Employees at 31 May 2005	281	No of Employees at 31 May 2005	16147
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For Finance & Information Technology the absence rate for unpaid special leave was nil
Average number of days lost per employee annually is 4.2 days.

ABSENCE TRENDS - 2003/2004, 2004/2005 & 2005/2006
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006
April	2.9	3.6	3.1	April	5.1	4.4	3.5	April	3.7	3.8	3.2	April	4.1	3.9	3.6
May	2.4	3.8	3.1	May	4.7	3.9	4.1	May	3.2	3.8	3.4	May	3.9	3.8	3.8
June	2.6	4.0		June	4.3	4.0		June	3.2	4.0		June	3.9	3.3	
July	2.9	3.9		July	4.3	4.3		July	3.4	4.1		July	3.2	2.7	
August	2.3	3.9		August	5.5	5.4		August	3.4	4.3		August	3.3	3.0	
September	2.9	3.6		September	6.0	6.5		September	3.9	4.5		September	4.1	3.8	
October	3.0	3.9		October	6.3	6.9		October	4.1	4.8		October	4.2	3.7	
November	4.5	4.3		November	7.5	7.9		November	5.5	5.4		November	5	4.1	
December	3.7	3.0		December	5.4	7.8		December	4.3	4.5		December	4.3	3.9	
January	3.1	3.0		January	4.2	6.5		January	3.5	4.0		January	4.3	4.1	
February	3.2	3.8		February	5.4	6.3		February	3.9	4.6		February	4.6	4.8	
March	3.5	3.8		March	5.9	5.3		March	4.2	4.3		March	4.5	4.6	
Annual Average	3.1	3.7	3.1	Annual Average	5.4	5.8	3.8	Annual Average	3.9	4.3	3.3	Annual Average	4.1	3.8	3.7
Average Apr-May	2.7	3.7	3.1	Average Apr-May	4.9	4.2	3.8	Average Apr-May	3.5	3.8	3.3	Average Apr-May	4.0	3.9	3.7
No of Employees at 31 May 2005			1452	No of Employees at 31 May 2005			591	No of Employees at 31 May 2005			2043	No of Employees at 31 May 2005			16147

For Housing & Technical Resources the rate of unpaid special leave was nil.
Average number of days lost per employee annually is 8.4 days.

ABSENCE TRENDS - 2003/2004, 2004/2005 & 2005/2006
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006	
April	5.0	5.0	4.5	April	5.2	5.9	4.8	April	5.1	5.3	4.6	April	4.1	3.9	3.6	
May	5.3	4.5	3.9	May	5.9	5.8	4.4	May	5.5	4.9	4.1	May	3.9	3.8	3.8	
June	5.1	3.8		June	5.0	4.9		June	5.1	4.2		June	3.9	3.3		
July	4.8	3.1		July	4.5	4.4		July	4.7	3.5		July	3.2	2.7		
August	5.0	3.2		August	4.5	4.2		August	4.8	3.5		August	3.3	3.0		
September	4.7	3.5		September	3.5	3.7		September	4.3	3.5		September	4.1	3.8		
October	4.6	4.0		October	3.9	4.1		October	4.3	4.0		October	4.2	3.7		
November	5.4	4.5		November	4.7	4.5		November	5.1	4.5		November	5.0	4.1		
December	4.4	4.1		December	4.4	4.7		December	4.4	4.3		December	4.3	3.9		
January	4.7	4.7		January	4.4	4.9		January	4.6	4.8		January	4.3	4.1		
February	4.3	5.1		February	4.5	5.3		February	4.4	5.2		February	4.6	4.8		
March	4.9	5.0		March	5.5	5.3		March	5.1	5.1		March	4.5	4.6		
Annual Average	4.9	4.2	4.2	Annual Average	4.7	4.8	4.6	Annual Average	4.8	4.4	4.4	Annual Average	4.1	3.8	3.7	
Average Apr-May	5.2	4.8	4.2	Average Apr-May	5.6	5.9	4.6	Average Apr-May	5.3	5.1	4.4	Average Apr-May	4.0	3.9	3.7	
No of Employees at 31 May 2005			1784	No of Employees at 31 May 2005			1028	No of Employees at 31 May 2005			2812	No of Employees at 31 May 2005			16147	

For Social Work Resources the absence rate for unpaid special leave was 0.01%

Average number of days lost per employee annually is 10.2 days.

ABSENCE BY LONG AND SHORT TERM

APPENDIX 9

From: 1 Mar 2005 - 31 May 2005

Resource	No of employees	March 2005			April 2005			May 2005		
		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	3514	1.8	3.4	5.2	1.0	3.2	4.2	1.6	2.7	4.3
Corporate	253	1.6	2.3	3.9	2.6	0.9	3.5	1.7	1.5	3.2
Education	6566	2.1	2.4	4.5	0.9	2.0	2.9	1.5	2.3	3.8
Enterprise	678	2.2	1.6	3.8	1.7	1.4	3.1	1.3	1.2	2.5
Finance & IT	281	1.6	0.5	2.1	1.1	0.5	1.6	1.4	0.2	1.6
Housing & Technical	2043	2.4	1.9	4.3	1.5	1.7	3.2	1.6	1.8	3.4
Social Work	2812	2.2	2.9	5.1	2.0	2.6	4.6	1.9	2.2	4.1
Council Overall for Mar 05 - May 05	16147	2.1	2.5	4.6	1.3	2.3	3.6	1.6	2.2	3.8

ATTENDANCE MONITORING

ABSENCE CLASSIFICATIONS

From : 1 May 2005 - 31 May 2005

REASONS	Community Resources		Corporate Resources		Education Resources		Enterprise Resources		Finance and IT Resources		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
MUSCULOSKELETAL	950	28	38	23	839	16	67	19	0	0	453.5	31	690.5	31	3038	24
RESPIRATORY	392	12	26	15	427	9	57	16	14	15	93	6	252	11	1261	10
PSYCHOLOGICAL	703	21	54	32	992	20	83	23	22	23	279.5	19	481	22	2615	21
STOMACH, BOWEL, BLOOD, METABOLIC DISORDERS	556	17	5	3	966	20	27	7	33	35	276.5	18	237	11	2101	17
OTHERS	751	22	45	27	1720	35	127	35	25	27	392.5	26	573.5	25	3634	28
Total Days Lost By Resource	3352	100	168	100	4944	100	361	100	94	100	1495	100	2234	100	12648	100
Total Work Days Available	77308		5173		128905		14511		5962		43528		54971			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 April 2005 - 31 May 2005 comparison with 1 April 2004 - 31 May 2004

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (April-May 2005)	34	1	22	11	3	1	14	35	121
TOTAL (April-May 2004)	37	2	16	17	6	1	29	24	132

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Apr-May 2004	Apr-May 2005
COMMUNITY	28	33
CORPORATE	3	4
EDUCATION (TEACHERS)	29	33
EDUCATION (OTHERS)	24	33
ENTERPRISE	10	9
FINANCE & IT	3	2
HOUSING & TECH	32	38
SOCIAL WORK	53	67
TOTAL	182	219

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Apr-May 2004	Apr-May 2005
COMMUNITY	29	14
CORPORATE	1	2
EDUCATION	15	9
ENTERPRISE	2	2
FINANCE & IT	2	2
HOUSING & TECHNICAL	7	7
SOCIAL WORK	20	26
TOTAL	76	62

ANALYSIS OF COUNSELLING REFERRALS BY CAUSE

	REASON													
	WORK STRESS		STRESS		ADDICTION		PERSONAL		ANXIETY/ DEPRESSION		GRIEF		TOTAL	
	M	S	M	S	M	S	M	S	M	S	M	S	M	S
TOTAL APRIL-MAY 2005	14	5	0	0	5	1	46	5	4	3	4	1	73	15
TOTAL APRIL-May 2004	20	7	0	0	6	1	26	5	1	1	6	3	59	17
TOTAL										Total Referrals (April-May 2005)				88
										Total Referrals (April-May 2004)				76

M = MANAGEMENT REFERRAL S = SELF REFERRAL

*Resources nil responses are not included in figures

CAUSE OF ACCIDENTS/INCIDENTS TO EMPLOYEES

FROM: 1 April 2005 - 31 May 2005 comparison with 1 April 2004 - 31 May 2004

	Community		Corporate		Education		Enterprise		Housing & Tech		Social Work		TOTAL	
	Apr-May 05	Apr-May 04	Apr-May 05	Apr-May 04	Apr-May 05	Apr-May 04	Apr-May 05	Apr-May 04	Apr-May 05	Apr-May 04	Apr-May 05	Apr-May 04	Apr-May 05	Apr-May 04
Major*	7	3	0	1	5	2	2	2	7	3	0	0	21	11
Minor	19	7	0	0	34	5	7	9	12	28	29	18	101	67
Violent Incident: Physical**	2	0	0	0	13	1	0	2	4	0	12	9	31	12
Violent Incident: Verbal**	0	0	0	0	9	0	5	0	1	8	11	3	26	11
Total Accidents/Incidents	26	10	0	1	39	7	9	11	19	31	29	18	122	78

Note: *Major accidents as defined by HSE include injuries such as broken limbs, fractured skulls, loss of consciousness and accidents resulting in absence of 3+ days

**Violent Incidents are included in the Major and Minor figures.

* Resources nil responses are not included in figures

RECORD OF DISCIPLINARY HEARINGS

FROM: 1 April 2005 - 31 May 2005 comparison with 1 April 2004 - 31 May 2004

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks	No of Non-White employees Disciplined
	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	0	54	N/A	54	0	2	N/A	2	0	52	N/A	52	48	5	1	98%	0
EDUCATION &ENTERPRISE	1	4	N/A	5	0	1	N/A	1	1	3	N/A	4	3	1	1	75%	0
HOUSING & TECHNICAL	4	18	N/A	22	1	3	N/A	4	8	10	N/A	18	15	7	0	100%	0
SOCIAL WORK	6	0	N/A	6	0	0	N/A	0	6	0	N/A	6	6	0	0	100%	0
TOTAL (APRIL-MAY 2005)	11	76	0	87	1	6	0	7	15	65	0	80	72	13	2	98%	0
TOTAL (APRIL-MAY 2004)	9	63	1	73	4	2	0	6	5	61	1	67	62	8	3	96%	0

RESOURCE	No of Appeals				Outcome of Appeals											Appeals Pending	No of Non-white employees who appealed
	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	Total		
TOTAL (APRIL-MAY 2005)	1	7	0	8	0	0	0	0	0	2	0	2	1	5	6	0	0
TOTAL (APRIL-MAY 2004)	2	3	0	5	0	0	0	0	0	0	0	0	2	2	4	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.

CORPORATE RESOURCES APPEAL PANEL

FROM: 1 April 2005 - 31 May 2005

RESOURCE	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
COMMUNITY	0	0	0	0	0	0
CORPORATE	0	0	0	0	0	0
EDUCATION	0	0	0	0	0	0
ENTERPRISE	0	0	0	0	0	0
FINANCE & IT	0	0	0	0	0	0
HOUSING & TECHNICAL	0	0	2	0	2	3
SOCIAL WORK	0	0	1	0	1	0
TOTAL	0	0	3	0	3	3

RECORD OF GRIEVANCES

FROM: 1 April 2005 - 31 May 2005 comparison with 1 April 2004 - 31 May 2004

GRIEVANCES	No of Non-White employees who submitted a grievance	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (APRIL-MAY 2005)	0	6	0	0	0	4*
TOTAL (APRIL-MAY 2004)	0	2	1	0	0	1

* 2 Grievances raised in April 2005 were withdrawn.

DIGNITY AT WORK

FROM: 1 April 2005 - 31 May 2005 comparison with 1 April 2004 - 31 May 2004

DIGNITY AT WORK	No of Non-White employees who submitted a complaint	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (APRIL-MAY 2005)	0	1	0	0	0	0	1
TOTAL (APRIL-MAY 2004)	0	2	0	1	0	0	1

*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.

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS APRIL-MAY 2005

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	3	1	10	5	2	9	11	41	53
MOVING OUTWITH AREA	1	0	4	1	0	3	3	12	16
PERSONAL REASONS	6	0	0	0	0	1	1	8	10
OTHER	4	0	4	1	0	4	3	16	21
NUMBER OF EXIT INTERVIEWS CONDUCTED	14	1	18	7	2	17	18	77	100
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	19	2	19	7	2	34	22	105	
% OF LEAVERS INTERVIEWED	74	50	95	100	100	50	82	73	

EXIT INTERVIEWS APRIL-MAY 2004

NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)	10	2	20	5	1	9	19	66	
TOTAL NO OF PERMANENT LEAVERS PER RESOURCE (LAST YEAR)	24	2	26	6	1	18	22	99	
% OF LEAVERS INTERVIEWED (LAST YEAR)	42	100	77	83	100	50	86	67	

* Note these totals include temporary employees

RECRUITMENT MONITORING **Analysis of Gender, Disability, Ethnicity and Age**

FROM : 1 April 2005 - 31 May 2005

Total Number of applications received:	2751
Total Number of Equal Opportunities Monitoring forms received:	2498 (91%)
Total Number of posts recruited for:	490
Total Number of appointments:	478

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2498	1298	444
Total No of Male Applicants	1254	681	312
Total No of Female Applicants	1227	610	129
Total No of Disabled Applicants	28	21	2
Total No of applicants aged under 50	2204	1161	408
Total No of applicants aged over 50	284	133	32
Total No of White applicants	2422	1258	431
Total No of Black/Ethnic minority applicants*	27	15	4

FROM : 1 April 2004 - 31 May 2004

Total Number of applications received:	1883
Total Number of Equal Opportunities Monitoring forms received:	1582 (84%)
Total Number of posts recruited for:	241
Total Number of appointments:	237

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1430	681	190
Total No of Male Applicants	612	249	75
Total No of Female Applicants	783	328	111
Total No of Disabled Applicants	20	14	2
Total No of applicants aged under 50	1185	565	171
Total No of applicants aged over 50	211	94	16
Total No of White applicants	1350	636	182
Total No of Black/Ethnic minority applicants*	26	11	3

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

