

Report

Report to:	Employee Issues Forum
Date of Meeting:	8 December 2020
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – July to September 2020
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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 the period July to September 2020

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 2020 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 14 September 2020

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 2020.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for September 2020, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for September 2020, shown in Appendix 1, is 4.2%, which represents an increase of 1.1% when compared with last month, and this figure has decreased by 0.3% when compared to September 2019.

When compared to September 2019, the APT&C absence rate has decreased by 0.4%, the teachers' figure has increased by 0.2%, and the manual workers' figure has decreased by 0.3%.

Based on annual trends and the absence rate to September 2020, the projected average absence rate for the Council for the financial year 2020/2021 is 4.4%.

For the financial year 2020/2021, the projected average days lost per employee equates to 7.5 days.

In comparison to September 2019 (Appendix 8):-

- ◆ psychological and musculoskeletal conditions are the main reasons for absence.
- ◆ total days lost due to musculoskeletal conditions have decreased by 532 days.
- ◆ total days lost due to psychological conditions have increased by 127 days.
- ◆ total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 713 days.
- ◆ total days lost due to respiratory conditions have increased by 1176 days.

Managers follow the procedures outlined in the Maximising Attendance Policy to support employees to remain at work, or to return to work after a sickness absence. There are comprehensive employee supports in place and additionally Personnel Services work in close partnership with line managers and Resource Management Teams on a case management basis to ensure that appropriate actions are taken.

The attendance information contained in this report includes absences as a result of Covid-19, and employees are being supported through this difficult time to maintain attendance levels where they can. After the numbers of respiratory absences peaked in March they reduced significantly from April to July, albeit still at much higher rates than the same period in 2019. Since August, and in line with national trends, the numbers of respiratory absences have begun to increase again similar to levels in March and April.

5. Occupational Health

5.1. Information on Occupational Health for the period July to September 2020 is provided in Appendix 9.

- ◆ during the period there were 286 employees referred for a medical examination, a decrease of 130 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 321 employees attended physiotherapy treatment, showing a decrease of 253 when compared to the same period last year. Of the 321 employees referred, 68% remained at work whilst undertaking treatment.
- ◆ during this period 313 employees were referred to the Employee Support Officer, showing a decrease of 34 when compared with the same period last year. Of the referrals made this period, 86% related to personal reasons.
- ◆ 112 employees were referred to the PAM Assist counselling service this period, showing a decrease of 66 when compared with the same period last year. All of the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 78% of the referrals made, 4% were for work related reasons and 18% were for other reasons.
- ◆ 36 employees were referred for Cognitive Behavioural Therapy in this period, an increase of 2 when compared to the same period last year.

6. Accidents/Incidents

6.1. The accident/incident report for July to September 2020 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 204, this figure has decreased by 13 from the same period last year.
- ◆ there were no specified injuries recorded, this figure remains unchanged from the same period last year.
- ◆ there were 195 minor accidents/incidents, this figure has decreased by 3 from the same period last year.
- ◆ 3 accidents resulted in an absence lasting over 3 days during the period, this figure has decreased by 2 from the same period last year.
- ◆ there were 6 accidents resulting in absences lasting over 7 days during the period, this figure has decreased by 8 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 2020 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 13 disciplinary hearings were held across Resources within the Council, a decrease of 25 when compared to the same period last year.
- ◆ action was taken in 12 of these cases. No appeals were raised against the outcomes.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 54% of hearings met this target.
- ◆ during the period, 2 appeals were heard by the Appeals Panel, of which 1 was upheld in part and 1 was not upheld.
- ◆ at the end of September 2020, 4 Appeals Panels were pending.
- ◆ during the period, 10 grievance cases were raised.
- ◆ during the period, 4 Dignity at Work cases were raised.
- ◆ during the period, no referrals for mediations 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 2020 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 14 September 2020, the Council's turnover figure for July to September 2020 is as follows:-

130 leavers eligible for exit interviews/14,848 employees in post = Labour Turnover of 0.9%.

Based on the figure at September 2020, the projected annual labour turnover figure for the financial year 2020/2021 for the Council is 3.5%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 130 employees leaving the Council that were eligible for an exit interview, a decrease of 60 when compared with the same period last year.
- ◆ exit interviews were held with 27% of leavers, compared with 9% from the same period last year.

8.3. When processing an employee termination, managers are asked to identify whether they intend to replace the employee who had left the Council. If they indicate that they do not intend to replace the employee, they are asked to select from four options:-

- ◆ plan to hold for savings
- ◆ fill on a fixed term basis pending savings
- ◆ transfer budget to another post
- ◆ end of fixed term contract

8.4. Appendix 13a provides information relating to vacant posts and whether these are being replaced or held for savings. From July to September 2020, 359 (243.72 FTE) employees left employment and managers indicated that 349 (235.12 FTE) would be replaced. Of the remaining posts, 8 (8.0 FTE) were due to the end of fixed term contracts and for the remaining 2 posts (0.60 FTE), the manager indicated that the budget would be transferred to other posts.

9. Recruitment Monitoring

9.1. Information on Recruitment Monitoring for July to September 2020 is contained within Appendix 14.

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

- ◆ overall, 2,654 applications and 2,523 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (117), 65 were shortlisted for interview and 17 were appointed
- ◆ of those applicants of a black/ethnic minority background (87), 34 were shortlisted for interview and 13 were appointed.

10. Staffing Watch

10.1. There has been an increase of 21 in the number of employees in post from 13 June 2020 to 14 September 2020. Details of staffing watch are contained in Appendix 15.

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. Climate Change, Sustainability and Environmental Implications

13.1. There are no climate change, sustainability or environmental implications arising from the information presented in this report.

14. Other Implications

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

15. Equality Impact Assessment and Consultation Arrangements

- 15.1. 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.
- 15.2. 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)

9 November 2020

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, 29 September 2020

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 - 2018/2019, 2019/2020 & 2020/2021
Council Wide

APT&C				Teachers				Manual Workers				Council Wide			
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.2	4.0	4.2	April	1.9	2.9	2.9	April	5.7	5.2	6.0	April	4.1	4.0	4.4
May	4.2	4.4	2.9	May	2.1	3.2	1.4	May	6.1	5.6	4.9	May	4.2	4.4	3.1
June	4.2	4.4	2.5	June	2.3	2.7	0.9	June	6.0	5.7	4.5	June	4.3	4.4	2.7
July	3.5	3.5	2.2	July	1.0	1.2	0.5	July	5.1	5.1	4.0	July	3.4	3.4	2.3
August	3.7	3.9	2.9	August	1.2	1.3	1.2	August	5.4	5.5	5.1	August	3.6	3.7	3.1
September	4.4	4.5	4.1	September	2.2	2.5	2.7	September	6.2	6.1	5.8	September	4.4	4.5	4.2
October	4.7	4.7		October	2.2	2.6		October	5.8	6.1		October	4.4	4.6	
November	5.3	5.7		November	3.5	3.8		November	6.0	6.6		November	5.1	5.5	
December	4.9	5.7		December	3.1	3.8		December	6.3	7.2		December	4.8	5.7	
January	4.7	5.2		January	3.3	3.4		January	6.6	7.1		January	4.9	5.3	
February	4.9	5.6		February	4.0	3.8		February	6.7	7.3		February	5.2	5.6	
March	4.7	6.2		March	3.9	4.8		March	6.1	7.3		March	4.9	6.2	
Annual Average	4.5	4.8	4.3	Annual Average	2.6	3.0	2.7	Annual Average	6.0	6.2	6.0	Annual Average	4.4	4.8	4.4
Average Apr-Sep	4.0	4.1	3.1	Average Apr-Sep	1.8	2.3	1.6	Average Apr-Sep	5.8	5.5	5.1	Average Apr-Sep	4.0	4.1	3.3
No of Employees at 30 September 2020			7262	No of Employees at 30 September 2020			3978	No of Employees at 30 September 2020			4589	No of Employees at 30 September 2020			15829

For the financial year 2020/21, the projected average days lost per employee equates to 7.5 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
April	3.2	4.0	3.1	April	5.4	4.4	5.3	April	5.0	4.3	5.0	April	4.1	4.0	4.4	
May	2.8	3.6	2.4	May	6.0	5.1	4.3	May	5.5	4.9	4.0	May	4.2	4.4	3.1	
June	3.8	3.9	1.6	June	5.8	5.5	4.0	June	5.5	5.3	3.6	June	4.3	4.4	2.7	
July	4.3	3.9	1.8	July	4.5	4.3	3.6	July	4.4	4.3	3.4	July	3.4	3.4	2.3	
August	4.8	4.0	1.7	August	5.3	5.1	4.9	August	5.2	4.9	4.4	August	3.6	3.7	3.1	
September	6.0	2.9	1.6	September	6.2	5.9	5.8	September	6.2	5.4	5.1	September	4.4	4.5	4.2	
October	3.8	3.4		October	5.8	5.9		October	5.5	5.5		October	4.4	4.6		
November	4.8	4.8		November	6.2	6.6		November	6.0	6.4		November	5.1	5.5		
December	4.1	5.4		December	6.0	7.0		December	5.7	6.8		December	4.8	5.7		
January	3.4	4.1		January	6.1	6.6		January	5.6	6.2		January	4.9	5.3		
February	4.1	3.8		February	6.3	7.1		February	5.9	6.6		February	5.2	5.6		
March	4.8	4.5		March	5.6	7.1		March	5.5	6.7		March	4.9	6.2		
Annual Average	4.2	4.0	3.2	Annual Average	5.8	5.9	5.7	Annual Average	5.5	5.6	5.3	Annual Average	4.4	4.8	4.4	
Average Apr-Sep	4.2	3.7	2.0	Average Apr-Sep	5.5	5.1	4.7	Average Apr-Sep	5.3	4.9	4.3	Average Apr-Sep	4.0	4.1	3.3	
No of Employees at 30 September 2020			550	No of Employees at 30 September 2020			2899	No of Employees at 30 September 2020			3449	No of Employees at 30 September 2020			15829	

For the financial year 2020/21, the projected average days lost per employee equates to 10.8 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Education Resources

APT&C				Teachers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	4.1	3.5	3.9	April	1.9	2.9	2.9	April	2.8	3.2	3.3	April	4.1	4.0	4.4				
May	4.5	4.2	2.2	May	2.1	3.2	1.4	May	3.1	3.6	1.8	May	4.2	4.4	3.1				
June	4.4	3.8	1.8	June	2.3	2.7	0.9	June	3.2	3.2	1.3	June	4.3	4.4	2.7				
July	2.4	2.4	1.3	July	1.0	1.2	0.5	July	1.6	1.7	0.9	July	3.4	3.4	2.3				
August	2.7	2.8	2.7	August	1.2	1.3	1.2	August	1.8	2.0	1.8	August	3.6	3.7	3.1				
September	4.1	4.3	4.8	September	2.2	2.5	2.7	September	3.0	3.3	3.6	September	4.4	4.5	4.2				
October	4.7	4.5		October	2.2	2.6		October	3.2	3.5		October	4.4	4.6					
November	5.7	5.8		November	3.5	3.8		November	4.4	4.7		November	5.1	5.5					
December	5.4	5.5		December	3.1	3.8		December	4.1	4.6		December	4.8	5.7					
January	5.1	5.1		January	3.3	3.4		January	4.1	4.2		January	4.9	5.3					
February	5.3	5.7		February	4.0	3.8		February	4.5	4.6		February	5.2	5.6					
March	5.0	7.1		March	3.9	4.8		March	4.4	5.8		March	4.9	6.2					
Annual Average	4.5	4.6	4.2	Annual Average	2.6	3.0	2.7	Annual Average	3.4	3.7	3.3	Annual Average	4.4	4.8	4.4				
Average Apr-Sep	3.7	3.5	2.8	Average Apr-Sep	1.8	2.3	1.6	Average Apr-Sep	2.6	2.8	2.1	Average Apr-Sep	4.0	4.1	3.3				
No of Employees at 30 September 2020				3039	No of Employees at 30 September 2020				3978	No of Employees at 30 September 2020				7017	No of Employees at 30 September 2020				15829

For the financial year 2020/21, the projected average days lost per employee equates to 5.1 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	3.1	3.5	3.5	April	8.6	7.1	8.5	April	3.2	3.6	3.6	April	4.1	4.0	4.4				
May	3.3	3.2	2.3	May	0.4	0.0	16.0	May	3.2	3.2	2.4	May	4.2	4.4	3.1				
June	2.5	3.3	1.9	June	0.0	0.5	7.4	June	2.5	3.2	1.9	June	4.3	4.4	2.7				
July	2.9	3.3	2.0	July	0.0	2.4	3.5	July	2.9	3.2	2.0	July	3.4	3.4	2.3				
August	2.8	3.6	1.8	August	0.4	5.9	12.1	August	2.8	3.6	2.0	August	3.6	3.7	3.1				
September	3.1	3.3	2.3	September	0.0	3.5	13.4	September	3.0	3.3	2.4	September	4.4	4.5	4.2				
October	3.6	3.7		October	0.0	3.6		October	3.6	3.7		October	4.4	4.6					
November	4.6	3.9		November	0.0	2.6		November	4.6	3.8		November	5.1	5.5					
December	3.8	4.6		December	0.0	1.3		December	3.8	4.5		December	4.8	5.7					
January	3.6	3.9		January	0.0	0.0		January	3.5	3.9		January	4.9	5.3					
February	3.7	4.1		February	2.3	7.6		February	3.6	4.1		February	5.2	5.6					
March	3.2	4.5		March	9.8	4.6		March	3.3	4.5		March	4.9	6.2					
Annual Average	3.4	3.7	3.2	Annual Average	1.8	3.3	6.7	Annual Average	3.3	3.7	3.2	Annual Average	4.4	4.8	4.4				
Average Apr-Sep	3.0	3.4	2.3	Average Apr-Sep	1.6	3.2	10.2	Average Apr-Sep	2.9	3.4	2.4	Average Apr-Sep	4.0	4.1	3.3				
No of Employees at 30 September 2020				959	No of Employees at 30 September 2020				10	No of Employees at 30 September 2020				969	No of Employees at 30 September 2020				15829

For the financial year 2020/21, the projected average days lost per employee equates to 5.6 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	3.9	3.9	4.1	April	6.5	6.7	3.5	April	4.9	5.0	3.8	April	4.1	4.0	4.4				
May	3.6	4.2	2.8	May	6.5	5.1	2.0	May	4.8	4.5	2.5	May	4.2	4.4	3.1				
June	4.0	4.8	3.2	June	6.2	5.0	2.0	June	4.9	4.9	2.7	June	4.3	4.4	2.7				
July	3.7	4.1	2.7	July	6.3	5.4	2.7	July	4.8	4.6	2.7	July	3.4	3.4	2.3				
August	4.1	4.0	2.5	August	5.5	5.7	3.4	August	4.6	4.7	2.8	August	3.6	3.7	3.1				
September	4.5	4.4	2.1	September	6.2	5.8	3.3	September	5.2	5.0	2.6	September	4.4	4.5	4.2				
October	4.3	4.3		October	5.9	6.6		October	4.9	5.2		October	4.4	4.6					
November	4.8	5.5		November	6.5	6.1		November	5.5	5.7		November	5.1	5.5					
December	4.4	5.2		December	6.5	6.3		December	5.3	5.6		December	4.8	5.7					
January	4.2	5.8		January	7.0	5.9		January	5.3	5.8		January	4.9	5.3					
February	4.2	5.8		February	6.6	5.7		February	5.2	5.8		February	5.2	5.6					
March	4.2	5.1		March	7.3	6.5		March	5.5	5.7		March	4.9	6.2					
Annual Average	4.2	4.8	4.1	Annual Average	6.4	5.9	4.5	Annual Average	5.1	5.2	4.2	Annual Average	4.4	4.8	4.4				
Average Apr-Sep	4.0	4.2	2.9	Average Apr-Sep	6.2	5.6	2.8	Average Apr-Sep	4.9	4.8	2.9	Average Apr-Sep	4.0	4.1	3.3				
No of Employees at 30 September 2020				883	No of Employees at 30 September 2020				559	No of Employees at 30 September 2020				1442	No of Employees at 30 September 2020				15829

For the financial year 2020/21, the projected average days lost per employee equates to 6.9 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021
April	5.3	5.0	5.5	April	6.2	6.9	10.2	April	5.6	5.6	7.1	April	4.1	4.0	4.4
May	5.1	5.6	4.4	May	6.2	7.7	8.1	May	5.4	6.3	5.7	May	4.2	4.4	3.1
June	5.2	5.8	3.9	June	6.3	6.9	7.6	June	5.6	6.2	5.2	June	4.3	4.4	2.7
July	5.2	5.1	3.7	July	6.4	7.7	6.3	July	5.6	5.9	4.6	July	3.4	3.4	2.3
August	5.0	5.9	4.4	August	5.9	6.7	6.7	August	5.3	6.2	5.2	August	3.6	3.7	3.1
September	5.0	6.2	5.4	September	6.1	6.8	7.5	September	5.4	6.4	6.1	September	4.4	4.5	4.2
October	5.7	6.1		October	5.6	6.5		October	5.6	6.2		October	4.4	4.6	
November	5.4	6.8		November	5.3	6.8		November	5.4	6.8		November	5.1	5.5	
December	5.1	6.9		December	6.9	8.7		December	5.7	7.5		December	4.8	5.7	
January	5.2	6.2		January	8.4	9.5		January	6.2	7.3		January	4.9	5.3	
February	5.5	6.8		February	8.5	8.8		February	6.5	7.5		February	5.2	5.6	
March	5.4	6.8		March	6.5	8.5		March	5.8	7.4		March	4.9	6.2	
Annual Average	5.3	6.1	5.6	Annual Average	6.5	7.6	7.9	Annual Average	5.7	6.6	6.4	Annual Average	4.4	4.8	4.4
Average Apr-Sep	5.1	5.6	4.6	Average Apr-Sep	6.2	7.1	7.7	Average Apr-Sep	5.5	6.1	5.7	Average Apr-Sep	4.0	4.1	3.3

No of Employees at 30 September 2020	1831	No of Employees at 30 September 2020	1121	No of Employees at 30 September 2020	2952	No of Employees at 30 September 2020	15829
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For the financial year 2020/21, the projected average days lost per employee equates to 12.3 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 July 2020 - 30 September 2020

Resource	No of employees	July 2020			August 2020			September 2020		
		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	3449	0.9	2.5	3.4	1.5	2.9	4.4	2.0	3.1	5.1
Education	7017	0.1	0.8	0.9	1.2	0.6	1.8	1.6	2.0	3.6
Finance and Corporate	969	0.6	1.4	2.0	0.7	1.3	2.0	0.9	1.5	2.4
Housing & Technical	1442	0.6	2.1	2.7	0.9	1.9	2.8	1.0	1.6	2.6
Social Work	2952	1.1	3.5	4.6	1.3	3.9	5.2	1.9	4.2	6.1
Council Overall for July 2020 - September 2020	15829	0.5	1.8	2.3	1.2	1.9	3.1	1.6	2.6	4.2

ATTENDANCE MONITORING
Absence Classification

From : 1 September - 30 September 2020

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	1018	27	710	14	52	11	169	22	789	24	2738	20
Psychological	1034	28	1715	33	190	42	316	42	1172	36	4427	33
Stomach, Bowel, Blood, Metabolic Disorders	305	8	515	10	25	5	56	7	161	5	1062	8
Respiratory	462	12	1060	21	71	16	103	14	405	12	2101	16
Other Classification	911	24	1164	23	118	26	116	15	751	23	3060	23
Total Days Lost By Resource	3730	100	5164	100	456	100	760	100	3278	100	13388	100
Total Work Days Available	72800		142721		18831		29405		53456			

From : 1 September - 30 September 2019

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	1019	27	920	21	79	13	416	29	836	25	3270	24
Psychological	894	24	1366	31	323	53	393	28	1324	39	4300	32
Stomach, Bowel, Blood, Metabolic Disorders	557	15	516	12	86	14	235	17	381	11	1775	13
Respiratory	227	6	429	10	10	2	65	5	194	6	925	7
Other Classification	1089	29	1154	26	107	18	302	21	639	19	3291	24
Total Days Lost By Resource	3786	100	4385	100	605	100	1411	100	3374	100	13561	100
Total Work Days Available	69693		134232		18537		28398		52887			

***WDL = Work Days Lost**

OCCUPATIONAL HEALTH REPORTS

FROM: 1 July 2020 - 30 September 2020 comparison with 1 July 2019 - 30 September 2019

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Jul-Sep 2020)	85	7	26	9	42	117	286
TOTAL (Jul-Sep 2019)	90	15	38	29	86	158	416

No of Employees Referred For Physiotherapy		
RESOURCE	Jul-Sep 2019	Jul-Sep 2020
Community and Enterprise	157	81
Education (Teachers)	74	39
Education (Others)	84	55
Finance and Corporate	35	10
Housing and Technical	67	34
Social Work	157	102
TOTAL	574	321

No of Employees Referred To Employee Support Officer		
RESOURCE	Jul-Sep 2019	Jul-Sep 2020
Community and Enterprise	80	74
Education	95	112
Finance and Corporate	28	20
Housing and Technical	36	28
Social Work	108	79
TOTAL	347	313

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Jul-Sep 2019	Jul-Sep 2020
Community and Enterprise	3	6
Education	2	3
Finance and Corporate	0	0
Housing and Technical	5	3
Social Work	9	6
Not Disclose	15	18
TOTAL	34	36

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 2020)	5	0	0	0	87	0	13	0	7	0	112	0
TOTAL (Jul-Sep 2019)	41	0	3	0	104	0	24	0	6	0	178	0
									Total Referrals (Jul-Sep 2020)		112	
									Total Referrals (Jul-Sep 2019)		178	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

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

FROM: 1 July 2020 - 30 September 2020 comparison with 1 July 2019 - 30 September 2019

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019
Specified Injury	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	0	0	0	0	0	0	0	0	0	0	0
Over 7-day	3	7	0	2	0	0	0	2	3	1	6	12
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	2	0	2
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	3	7	0	2	0	0	0	2	3	3	6	14
Over 3-day	1	2	0	0	0	0	1	2	1	1	3	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 3-day**	1	2	0	0	0	0	1	2	1	1	3	5
Minor	12	24	2	5	0	1	1	9	11	5	26	44
Near Miss	0	5	0	0	0	0	0	1	0	1	0	7
Violent Incident: Physical	0	10	111	98	0	0	0	0	42	8	153	116
Violent Incident: Verbal	1	0	6	11	0	4	0	4	9	12	16	31
Total Minor***	13	39	119	114	0	5	1	14	62	26	195	198
Total Accidents/Incidents	17	48	119	116	0	5	2	18	66	30	204	217

*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 2020 - 30 September 2020 comparison with 1 July 2019 - 30 September 2019

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	1	2	N/A	3	1	0	N/A	1	0	2	N/A	2	2	0	1	67%
EDUCATION	1	0	1	2	0	0	0	0	1	0	1	2	0	0	2	0%
SOCIAL WORK	3	5	N/A	8	0	0	N/A	0	3	5	N/A	8	4	1	3	63%
TOTAL (Jul-Sep 2020)	5	7	1	13	1	0	0	1	4	7	1	12	6	1	6	54%
TOTAL (Jul-Sep 2019)	10	28	0	38	3	6	0	9	7	22	0	29	24	5	9	76%

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	
TOTAL (Jul-Sep 2020)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (Jul-Sep 2019)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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 2020 - 30 September 2020

APPEAL'S PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	1	1	0	2	4

RECORD OF GRIEVANCES**FROM: 1 July 2020 - 30 September 2020 comparison with 1 July 2019 - 30 September 2019**

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 2020)	10	6	1	0	3
TOTAL (Jul-Sep 2019)	8	1	7	0	0

DIGNITY AT WORK**FROM: 1 July 2020 - 30 September 2020 comparison with 1 July 2019 - 30 September 2019**

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 2020)	4	0	0	0	0	4
TOTAL (Jul-Sep 2019)	3	0	2	0	0	1

REFERRALS FOR WORKPLACE MEDIATION**As at September 2020**

WORKPLACE MEDIATION	Jul-20	Aug-20	Sep-20
No of Referrals	0	0	0
*No of Successful Cases	0	0	0
*No of Unsuccessful Cases	0	0	0
No of cases unsuitable for mediation	0	0	0

WORKPLACE MEDIATION	Jul-19	Aug-19	Sep-20
No of Referrals	0	2	1
*No of Successful Cases	0	0	0
*No of Unsuccessful Cases	0	0	0
No of cases unsuitable for mediation	1	0	0

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

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (Jul-Sep 2020)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CAREER ADVANCEMENT	1	1	0	1	1	4	11
FURTHER EDUCATION	0	4	0	0	0	4	11
MOVING OUTWITH AREA	1	3	0	0	0	4	11
DISSATISFACTION WITH TERMS AND CONDITIONS	0	2	0	0	1	3	9
CHILD CARING / CARING RESPONSIBILITIES	0	2	0	0	0	2	6
POOR RELATIONSHIPS WITH MANAGERS / COLLEAGUES	0	1	0	0	1	2	6
TRAVELLING DIFFICULTIES	0	0	0	0	2	2	6
PERSONAL REASONS	0	0	1	0	0	1	3
OTHER	2	6	2	1	2	13	37
NUMBER OF EXIT INTERVIEWS CONDUCTED	4	19	3	2	7	35	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	26	65	3	7	29	130	
% OF LEAVERS INTERVIEWED	15	29	100	29	24	27	

EXIT INTERVIEWS (Jul-Sep 2019)

NUMBER OF EXIT INTERVIEWS CONDUCTED	2	8	3	2	3	18	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	22	115	10	6	37	190	
% OF LEAVERS INTERVIEWED	9	7	30	33	8	9	

* Note these totals include temporary employees

July - September 2020	Number of leavers		Replace Employee		Filling on a temp basis		Plan to transfer this budget to another post		End of fixed term post		Leave vacant pending savings or service review		Reason not specified	
Resource	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Community & Enterprise	56.65	101	49.65	94	0.00	0	0.00	0	7.00	7	0.00	0	0.00	0
Education	111.17	161	111.06	160	0.00	0	0.10	1	0.00	0	0.00	0	0.00	0
Finance & Corporate	8.46	10	8.46	10	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Housing & Technical	13.94	16	13.94	16	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Social Work	53.51	71	52.01	69	0.00	0	0.50	1	1.00	1	0.00	0	0.00	0
Total	243.73	359	235.12	349	0.00	0	0.60	2	8	8	0.00	0	0.00	0
Cumulative Total	330.00	492	319.39	478	0	0	0.6	2	8.65	10	0	0	1.34	2

* Full time equivalent

** Head count/number of employees

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 July 2020 - 30 September 2020

Total Number of applications received:	2654
Total Number of Equal Opportunities Monitoring forms received:	2523
Total Number of posts recruited for:	179
Total Number of appointments:	726

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2523	1303	680
Total No of Male Applicants	1037	474	235
Total No of Female Applicants	1477	815	444
Total No of Disabled Applicants	117	65	17
Total No of applicants aged under 50	2195	1114	611
Total No of applicants aged over 50	314	161	63
Total No of White applicants	2399	1245	661
Total No of Black/Ethnic minority applicants*	87	34	13

FROM : 1 July 2019 - 30 September 2019

Total Number of applications received:	6881
Total Number of Equal Opportunities Monitoring forms received:	6614
Total Number of posts recruited for:	349
Total Number of appointments:	807

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	6632	2045	665
Total No of Male Applicants	2417	673	200
Total No of Female Applicants	4165	1367	462
Total No of Disabled Applicants	332	149	26
Total No of applicants aged under 50	5346	1633	548
Total No of applicants aged over 50	1201	396	111
Total No of White applicants	6342	1972	652
Total No of Black/Ethnic minority applicants*	203	61	11

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 14 September 2020

Analysis by Resource

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3138	1344	218	188	1388
Education - Others	2870	139	83	509	2139
Education - Teachers	3865	697	67	2351	750
Finance & Corporate Resources	885	203	16	359	307
Housing & Technical	1289	821	26	314	128
Social Work Resources	2801	206	208	991	1396
Total All Staff	14848	3410	618	4712	6108

Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2256.15	1.00	1542.75	408.68	231.67	47.05	16.00	4.00	5.00	0.00
2075.85	1.00	1017.21	791.07	136.30	49.64	12.60	4.00	57.63	6.40
3546.60	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.60	3541.00
782.63	2.00	116.60	345.47	229.92	56.54	25.10	6.00	1.00	0.00
1234.56	1.00	204.30	630.67	356.13	30.46	10.00	2.00	0.00	0.00
2433.15	1.00	1294.96	522.16	564.03	25.00	24.00	2.00	0.00	0.00
8782.34	(excluding Teachers)								
12328.94	6.00	4175.82	2698.05	1518.05	208.69	88.70	18.00	68.23	3547.40

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 13 June 2020

Analysis by Resource

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3183	1363	225	188	1407
Education - Others	2890	140	83	510	2157
Education - Teachers	3761	694	61	2272	734
Finance & Corporate Resources	891	205	16	366	304
Housing & Technical	1290	826	26	308	130
Social Work Resources	2812	209	212	985	1406
Total All Staff	14827	3437	623	4629	6138

Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2286.76	1.00	1571.35	408.19	233.67	47.55	16.00	4.00	5.00	0.00
2083.73	1.00	1039.95	778.48	134.03	47.64	13.00	4.00	58.23	7.40
3450.24	0.00	0.34	0.00	0.00	0.00	1.00	0.00	4.00	3444.90
790.28	2.00	121.49	345.93	230.62	57.54	25.70	6.00	1.00	0.00
1234.71	1.00	202.46	640.77	348.02	30.46	10.00	2.00	0.00	0.00
2440.81	1.00	1306.05	533.04	550.32	24.40	24.00	2.00	0.00	0.00
8836.29	(excluding Teachers)								
12286.53	6.00	4241.64	2706.41	1496.66	207.59	89.70	18.00	68.23	3452.30