



# Report

Report to:	<b>Executive Committee</b>
Date of Meeting:	<b>19 December 2018</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Employee Workforce Monitoring Information April 2018 to September 2018 Summary</b>
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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 April 2018 – September 2018.

## 2. Recommendation(s)

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

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

- ◆ attendance statistics;
- ◆ occupational health;
- ◆ accidents/incidents;
- ◆ discipline, grievance and dignity at work;
- ◆ employee development;
- ◆ labour turnover/analysis of leavers and exit interviews;
- ◆ recruitment monitoring;
- ◆ staffing watch as at 8 September 2018.

## 3. Background

3.1. As part of the Council's performance management arrangements, the following monitoring information is submitted to the Executive Committee. This report for the Council provides information on the position for the period April 2018 – September 2018.

## 4. Attendance Statistics

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

- ◆ The Council's average absence rate for April 2018 – September 2018 is 4.0%, an increase of 0.3% when compared to the same period last year.
- ◆ The APT&C average absence rate for April 2018 – September 2018 is 4.0%, this figure remains unchanged when compared to the same period last year.
- ◆ The teaching staff average absence rate for April 2018 – September 2018 is 1.8%, this figure remains unchanged when compared with the same period last year.
- ◆ The manual workers' average absence rate for April 2018 – September 2018 is 5.8%, an increase of 0.9% when compared with the same period last year.

In comparison to April 2017 - September 2017 (Appendix 8):

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 393 days.
- ◆ Total days lost due to psychological conditions have increased by 4390 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 144 days.
- ◆ Total days lost due to respiratory conditions have decreased by 348 days.

## **5. Occupational Health**

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

- ◆ Over the period musculoskeletal and psychological conditions were the main reasons for medical referrals; this remains unchanged from the same period last year.
- ◆ During the period there were a total of 821 employees referred for a medical examination and when compared to the same period last year this represents an increase of 59 employees being referred.
- ◆ During the period, a total of 1113 employees attended physiotherapy treatment, which is an increase of 86 when compared to the same period last year.  
Of the 1113 employees referred, 66% remained at work whilst undertaking treatment.
- ◆ Over the period 629 employees were referred to the Employee Support Officer, an increase of 213 when compared to the same period last year. Of those referrals made during the period, 89% related to personal issues.
- ◆ During the year there were 229 referrals for counselling, 220 were from management and 9 from employees. This represents an overall decrease of 14 referrals when compared with the same period last year.
- ◆ Over the period a total of 139 employees were referred for Cognitive Behavioural Therapy, an increase of 33 when compared to the same period last year.

## **6. Accidents/Incidents**

6.1. The accident/incident report for the period April 2018 – September 2018 is contained in Appendix 10.

- ◆ The number of accidents/incidents recorded for the period was 392, a decrease of 37 from same period last year.
- ◆ During the period specified injury accidents/incidents have decreased by 1 when compared to the same period last year.
- ◆ Overall minor accidents/incidents have decreased by 39 when compared with the same period last year.
- ◆ During the period the number of over 3 day injuries have increased by 2 when compared to the same period last year.
- ◆ During the period the number of accidents resulting in an absence lasting over 7 days has increased by 1 when compared with 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 2018 – September 2018 is contained in Appendices 11 and 12.

- ◆ During the period, a total of 104 disciplinary hearings were held across Resources within the Council, which represents a decrease of 4 when compared to same period last year. Action was taken in 87 of these cases and there were 5 appeals raised against the outcomes.
- ◆ Our target is to convene disciplinary hearings within 6 weeks. During the period 88% of hearings met this target which is a decrease of 6% when compared to the same period last year.

- ◆ During the period 12 appeals were submitted to the Appeals Panel, of which 2 were upheld in part, 6 were not upheld and 4 appeals were pending.
- ◆ Overall 11 grievances were raised during the period, a decrease of 4 when compared with the same period last year.
- ◆ There were 5 dignity at work incidents raised this period, a decrease of 8 when compared with the same period last year.
- ◆ During the period 3 referrals for mediation were submitted; this represents a decrease of 1 when compared to the same period last year.

## **8. Employee Development**

8.1. Information on Employee Development for the period April 2018 – September 2018 is contained in Appendices 13 and 13a.

- ◆ The Council is committed to ensuring that every employee has the opportunity to undertake learning and development which relates to their job.
- ◆ During this period there were 10,947 attendances at training events.
- ◆ As Learn on Line options continues to be developed, employees have successfully completed 27,331 e-learning packages covering a wide variety of subjects.

## **9. Labour Turnover/Analysis of Leavers and Exit Interviews**

9.1. Labour Turnover

Information on the number of leavers and exit interviews for the period April 2018 – September 2018 is contained in Appendix 14. Exit interviews are conducted with leavers who leave voluntarily.

Labour turnover

Using information compiled from Resources as at 30 September 2018, the Council's average labour turnover figure for April - September 2018 is as follows:-

308 leavers / 14268 employees in post = Labour Turnover of 2.2%

The Council's labour turnover figure for April 2018 – September 2018 is 4.3% and this figure has decreased by 1.0% when compared to the same period last year.

9.2. Analysis of Leavers and Exit Interviews

- ◆ During April 2018 – September 2018 there were 308 leavers eligible for an exit interview, a decrease of 71 when compared with April 2017 – September 2017.
- ◆ Exit interviews for April 2018 – September 2018 were held with 29% of leavers, compared with 10% in the period April 2017 – September 2017.

## **10. Recruitment Monitoring**

10.1. Information on Recruitment Monitoring for the period April 2018 – September 2018 is contained within Appendix 15. From an analysis of Equal Opportunities Monitoring Forms, the main points to note are:

- ◆ 99% of applicants completed an Equal Opportunities Monitoring Form, compared with 92% in the period April 2017 – September 2017.
- ◆ Of the 249 applicants who declared themselves as disabled, 142 were shortlisted for interview and 23 were appointed. This compares to 179 applicants the previous period, of which 66 applicants were shortlisted for interview and 10 were appointed.
- ◆ Of the 86 applicants from a black/ethnic background, 29 were shortlisted for interview and 3 were appointed. This compares to 125 applicants the previous period, of which 27 were shortlisted for interview and 7 were appointed.

## **11. Staffing Watch**

11.1. Details of the number of employees in post at 8 September 2018 are contained in Appendix 16. There were 14,309 employees in post as at 8 September 2018

compared to 14,332 as at 9 September 2017. This represents a decrease of 23 when compare to same period last year.

**12. Employee Implications**

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

**13. Financial Implications**

- 13.1. All financial implications are accommodated within existing budgets.

**14. Other Implications**

- 14.1. There are no implications for sustainability or 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

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)**

2 November 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**

- ◆ 6 December 2017

## **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)

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**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

**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.

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

APPENDIX 7

ABSENCE BY LONG AND SHORT TERM

From: 1 April 2018 - 30 September 2018

Resource	April - September 2018		
	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	1.6	3.7	5.3
Education	0.8	1.8	2.6
Finance and Corporate	1.3	1.6	2.9
Housing & Technical	1.7	3.2	4.9
Social Work	1.6	3.9	5.5
<b>Council Overall for Apr - Sep 2018</b>	<b>1.3</b>	<b>2.7</b>	<b>4.0</b>

From: 1 April 2017 - 30 September 2017

Resource	April - September 2017		
	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	1.6	3.1	4.7
Education	0.8	1.7	2.5
Finance and Corporate	1.1	2.2	3.3
Housing & Technical	1.6	2.7	4.3
Social Work	1.6	3.3	4.9
<b>Council Overall for Apr - Sep 2017</b>	<b>1.2</b>	<b>2.5</b>	<b>3.7</b>

**APPENDIX 8****Absence Monitoring****Absence Classifications****From 1 April 2018 to 30 September 2018**

<b>Reason</b>	<b>Total Work Days Lost</b>	<b>% of Work Days Lost</b>
Musculoskeletal	18908	30
Psychological	21752	27
Stomach	7427	12
Respiratory	3665	7
Others	19351	24
Total Days Lost	71103	100

**From 1 April 2017 to 30 September 2017**

<b>Reason</b>	<b>Total Work Days Lost</b>	<b>% of Work Days Lost</b>
Musculoskeletal	19301	30
Psychological	17362	27
Stomach	7571	12
Respiratory	4013	7
Others	15397	24
Total Days Lost	63644	100

# OCCUPATIONAL HEALTH REPORTS

APPENDIX 9

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

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Apr-Sep 2018)	220	59	89	46	117	290	821
TOTAL (Apr-Sep 2017)	224	56	77	60	118	227	762

No of Employees Referred For Physiotherapy		
RESOURCE	Apr-Sep 2017	Apr-Sep 2018
Community and Enterprise	272	285
Education (Teachers)	109	151
Education (Others)	142	155
Finance and Corporate	57	73
Housing and Technical	147	149
Social Work	300	300
TOTAL	1027	1113

No of Employees Referred To Employee Support Officer		
RESOURCE	Apr-Sep 2017	Apr-Sep 2018
Community and Enterprise	100	170
Education	137	207
Finance and Corporate	28	46
Housing and Technical	46	67
Social Work	105	139
TOTAL	416	629

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Apr-Sep 2017	Apr-Sep 2018
Community and Enterprise	19	24
Education	29	51
Finance and Corporate	16	12
Housing and Technical	14	21
Social Work	28	31
TOTAL	106	139

	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 (Apr-Sep 2018)	42	2	0	1	150	4	1	0	27	2	220	9	
TOTAL (Apr-Sep 2017)	64	13	0	0	134	10	2	0	20	0	220	23	
								Total Referrals (Apr-Sep 2018)				229	
								Total Referrals (Apr-Sep 2017)				243	

M = MANAGEMENT REFERRAL    S = SELF REFERRAL

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

**FROM: 1 April 2018 - 30 September 2018 comparison with 1 April 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	2	3	1	2	1	0	0	0	1	0	5	5
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Specified Injury*</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>6</b>
Over 7-day	8	5	0	2	0	0	4	4	1	1	13	12
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
<b>Total Over 7-day**</b>	<b>8</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>13</b>	<b>12</b>
Over 3-day	3	2	0	0	0	0	1	0	0	0	4	2
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
<b>Total Over 3-day**</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>2</b>
Minor	25	30	4	13	3	0	11	15	10	16	53	74
Near Miss	7	4	0	0	0	0	2	2	1	6	10	12
Violent Incident: Physical	4	7	230	240	1	0	1	4	27	37	263	288
Violent Incident: Verbal	7	6	17	11	2	7	4	4	14	7	44	35
<b>Total Minor***</b>	<b>43</b>	<b>47</b>	<b>251</b>	<b>264</b>	<b>6</b>	<b>7</b>	<b>18</b>	<b>25</b>	<b>52</b>	<b>66</b>	<b>370</b>	<b>409</b>
<b>Total Accidents/Incidents</b>	<b>56</b>	<b>58</b>	<b>252</b>	<b>268</b>	<b>7</b>	<b>7</b>	<b>23</b>	<b>29</b>	<b>54</b>	<b>67</b>	<b>392</b>	<b>429</b>

\*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 April 2018 - 30 September 2018 comparison with 1 April 2017 - 30 September 2017

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 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	3	56	N/A	59	1	11	N/A	12	2	45	N/A	47	30	26	3	95%
EDUCATION	4	0	5	9	0	0	0	0	4	0	5	9	2	3	4	56%
FINANCE AND CORPORATE	2	0	N/A	2	1	0	N/A	1	1	0	N/A	1	1	0	1	50%
HOUSING & TECHNICAL	7	6	N/A	13	0	2	N/A	2	7	4	N/A	11	10	1	2	85%
SOCIAL WORK	9	12	N/A	21	1	1	N/A	2	8	11	N/A	19	9	10	2	90%
TOTAL (Apr-Sep 2018)	25	74	5	104	3	14	0	17	22	60	5	87	52	40	12	88%
TOTAL (Apr-Sep 2017)	26	78	4	108	4	6	0	10	22	72	4	98	80	21	7	94%

RESOURCE	No of Appeals				Outcome of Appeals												Appeal 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	0	2	N/A	2	0	0	N/A	0	0	1	N/A	1	0	1	0	1	0
EDUCATION	1	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1	0
FINANCE AND CORPORATE	1	0	N/A	1	0	0	N/A	0	0	0	N/A	0	1	0	0	1	0
HOUSING & TECHNICAL	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	0	0	0
SOCIAL WORK	1	0	N/A	1	1	0	N/A	1	0	0	N/A	0	0	0	0	0	0
TOTAL (Apr-Sep 2018)	3	2	0	5	1	0	0	1	0	1	0	1	2	1	0	3	0
TOTAL (Apr-Sep 2017)	3	2	0	5	1	0	0	1	0	1	0	1	2	1	0	3	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 April 2018 - 30 September 2018

APPEAL'S PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	2	6	0	8	4



**RECORD OF GRIEVANCES****FROM: 1 April 2018 - 30 September 2018 comparison with 1 April 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
COMMUNITY AND ENTERPRISE	2	0	1	1	0
EDUCATION	6	0	6	0	0
FINANCE AND CORPORATE	0	0	0	0	0
HOUSING & TECHNICAL	2	0	1	0	1
SOCIAL WORK RESOURCES	1	0	1	0	0
TOTAL (Apr-Sep 2018)	11	0	9	1	1
TOTAL (Apr-Sep 2017)	15	8	4	3	0

**DIGNITY AT WORK****FROM: 1 April 2018 - 30 September 2018 comparison with 1 April 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
COMMUNITY AND ENTERPRISE	2	0	1	0	0	1
EDUCATION	1	0	0	0	0	1
FINANCE AND CORPORATE	1	0	0	0	0	1
HOUSING & TECHNICAL	0	0	0	0	0	0
SOCIAL WORK RESOURCES	1	0	1	0	0	0
TOTAL (Apr-Sep 2018)	5	0	2	0	0	3
TOTAL (Apr-Sep 2017)	13	0	13	0	0	0

## REFERRALS FOR WORKPLACE MEDIATION

As at September 2018

WORKPLACE MEDIATION	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
No of Referrals	1	2	0	0	0	0
*No of Successful Cases	1	0	0	0	0	0
*No of Unsuccessful Cases	0	0	0	0	1	0
No of cases unsuitable for mediation	1	1	0	0	0	0

WORKPLACE MEDIATION	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
No of Referrals	0	1	1	0	2	0
*No of Successful Cases	0	0	0	0	0	0
*No of Unsuccessful Cases	0	0	0	0	0	0
No of cases unsuitable for mediation	0	1	1	0	0	0

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

## Employee Development

1 April 2018 - 30 September 2018

Resource	Attended classroom based training
Community and Enterprise	2524
Education	3626
Finance and Corporate	309
Housing and Technical	1264
Social Work	3224
<b>Total</b>	<b>10,947</b>

Resource	Courses Completed / Passed
Community and Enterprise	881
Education	11660
Finance and Corporate	2477
Housing and Technical	4233
Social Work	8080
<b>Total</b>	<b>27,331</b>

## EMPLOYEE DEVELOPMENT

**Monitoring Stats for all Training - 1 April 2018 - 30 September 2018**  
**Finance and Corporate Resources**

	Percentage (%)	Count
Male	34.7%	5390
Female	65.3%	10144
Disabled	1.6%	241
Not Disabled	87.9%	13682
Not Disclosed	3.8%	594
Not Entered	6.8%	1057
White - Scottish	89.1%	13841
White - Other British	3.0%	465
White - Irish	0.5%	72
White - Any other Background	1.1%	166
Asian - Pakistani	0.9%	14
All Others	6.3%	977
21 Years	2.7%	412
21-29 Years	14.7%	2289
30-39 Years	20.8%	3238
40-49 Years	24.5%	3809
50-59 Years	28.3%	4392
60-65 Years	7.6%	1178
Over 65 Years	1.4%	217

## ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

APPENDIX 14

FROM: 1 April 2018 - 30 September 2018

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
Career Advancement	4	9	7	5	7	32	36
Further Education	0	6	1	0	1	8	9
Poor Relationships with Managers/ Colleagues	0	3	0	0	4	7	8
Child Caring/ Caring Responsibilities	2	3	0	0	1	6	7
Moving outwith Area	0	2	0	0	3	5	6
Travelling Difficulties	1	0	0	0	2	3	3
Personal Reasons	2	0	0	0	0	2	2
Other	6	11	3	2	4	26	29
<b>Number of Exit Interviews Conducted</b>	<b>15</b>	<b>34</b>	<b>11</b>	<b>7</b>	<b>22</b>	<b>89</b>	
<b>Total No Of Leavers Per Resource Eligible For An Exit Interview</b>	<b>67</b>	<b>133</b>	<b>24</b>	<b>16</b>	<b>68</b>	<b>308</b>	
<b>% Of Leavers Interviewed</b>	<b>22</b>	<b>26</b>	<b>46</b>	<b>44</b>	<b>32</b>	<b>29</b>	

From 1 April - 30 September 2017

<b>Number of Exit Interviews Conducted</b>	7	13	4	4	9	37	
<b>Total No Of Leavers Per Resource Eligible For An Exit Interview</b>	123	131	16	26	83	379	
<b>% Of Leavers Interviewed</b>	6	10	25	15	11	10	

\* Note these totals include temporary employees

## RECRUITMENT MONITORING

### Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 April 2018 - 30 September 2018

Total Number of applications received:	<b>3927</b>
Total Number of Equal Opportunities Monitoring forms received:	<b>3912</b>
Total Number of posts recruited for:	<b>350</b>
Total Number of appointments:	<b>434</b>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	3912	1153	432
Total No of Male Applicants	1469	400	115
Total No of Female Applicants	2352	799	259
Total No of Disabled Applicants	249	142	23
Total No of applicants aged under 50	3329	1028	309
Total No of applicants aged over 50	425	191	72
Total No of White applicants	3689	1174	372
Total No of Black/Ethnic minority applicants*	86	29	3

FROM : 1 April 2017 - 30 September 2017

Total Number of applications received:	<b>5090</b>
Total Number of Equal Opportunities Monitoring forms received:	<b>4726</b>
Total Number of posts recruited for:	<b>399</b>
Total Number of appointments:	<b>742</b>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	4726	1699	612
Total No of Male Applicants	1480	378	108
Total No of Female Applicants	3242	1031	420
Total No of Disabled Applicants	179	66	10
Total No of applicants aged under 50	4001	1189	453
Total No of applicants aged over 50	698	283	76
Total No of White applicants	4565	1372	516
Total No of Black/Ethnic minority applicants*	125	27	7

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

**QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 8 September 2018****Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3089	1356	203	202	1328
Education - Others	2505	124	78	401	1902
Education - Teachers	3691	689	59	2271	672
Finance & Corporate Resources	935	213	18	393	311
Housing & Technical	1333	872	18	303	140
Social Work Resources	2756	216	185	897	1458
Total All Staff	14309	3470	561	4467	5811

Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2267.04	1.00	1544.04	408.90	236.66	48.64	16.80	4.00	7.00	0.00
1765.96	1.00	1115.24	459.47	84.54	19.00	15.00	4.00	57.51	10.20
3395.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3391.20
830.67	2.00	131.96	359.41	242.18	61.42	26.70	6.00	1.00	0.00
1280.10	1.00	196.73	682.02	352.35	34.00	12.00	2.00	0.00	0.00
2370.46	1.00	1323.97	463.08	536.41	20.00	25.00	1.00	0.00	0.00
<b>8514.23</b>	(excluding Teachers)								
<b>11910.03</b>	<b>6.00</b>	<b>4311.94</b>	<b>2372.88</b>	<b>1452.14</b>	<b>183.06</b>	<b>95.50</b>	<b>17.00</b>	<b>70.11</b>	<b>3401.40</b>

\*\* Change to report this is now run electronically which allows us to report on grade.

**QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 9 September 2017****Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3129	1384	221	221	1303
Education - Others	2404	127	71	358	1848
Education - Teachers	3622	680	58	2235	649
Finance & Corporate Resources	1013	225	17	449	322
Housing & Technical	1353	891	13	306	143
Social Work Resources	2811	223	195	913	1480
Total All Staff	14332	3530	575	4482	5745

Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2320.74	1.00	1545.63	437.65	254.05	50.61	19.80	4.00	8.00	0.00
1677.62	1.00	1037.51	448.50	86.07	19.00	14.00	4.00	56.94	10.60
3332.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3328.20
900.10	2.00	162.56	393.09	238.90	68.41	27.11	6.00	2.03	0.00
1299.00	1.00	190.79	689.91	363.30	40.00	12.00	2.00	0.00	0.00
2420.18	1.00	1354.03	477.57	543.58	20.00	22.00	2.00	0.00	0.00
<b>8617.64</b>	(excluding Teachers)								
<b>11950.44</b>	<b>6.00</b>	<b>4290.52</b>	<b>2446.72</b>	<b>1485.90</b>	<b>198.02</b>	<b>94.91</b>	<b>18.00</b>	<b>71.57</b>	<b>3338.80</b>

\*\* Change to report this is now run electronically which allows us to report on grade.

