

Report

Report to:	Corporate Resources Committee
Date of Meeting:	9 March 2005
Report by:	Executive Director (Corporate Resources)

Subject:	Monitoring Information November 2004 - January 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 November 2004 - January 2005.

2 Recommendation(s)

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

(1) that the following employment information for November 2004 - January 2005 relating to the Council be noted:-

- attendance statistics
- occupational health
- accidents/incidents
- discipline, grievance, Dignity at Work hearings
- analysis of leavers
- recruitment monitoring
- staffing watch as at 11 December 2004

3 Background

3.1 As part of the Council's performance management arrangements, regular Workforce Monitoring Reports are submitted to the Corporate Management Team. This report for the Council provides information on the position for the month of January 2005.

4 Attendance Statistics

4.1 Information on absence statistics for the period January 2005 for the Council and each Resource is provided in Appendices 1 – 10. Points to note are:

- The Council's absence rate for January 2005 is 4.1%, showing a decrease of 0.2% when compared with January 2004, and 0.2% higher than last month.
- In comparison to January 2004, the APT&C figure has decreased by 0.1%, the teaching staff figure remains the same and the manual worker figure has decreased by 0.4%.

- Based on current absence figures for January 2005, the projected annual average absence figure for the financial year equates to 8.7 days being lost per employee due to absence.

In comparison to the same period last year:

- Musculoskeletal and psychological remain the two main reasons for absence. Total days lost due to musculoskeletal have decreased by 362 days and psychological reasons have decreased by 390 days. Community Resources have experienced the most significant decrease in musculoskeletal conditions by 415 days and in psychological conditions by 232 days.
- Days lost due to respiratory conditions have decreased by 223 days when compared to January 2004. Community Resources have had the most significant decrease in days lost due to respiratory conditions by 176 days.

5 Occupational Health

5.1 Information on Occupational Health is provided in Appendix 11.

- In comparison to the same period last year there has been an increase of 36 employees being referred for a medical examination. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- During the period a total of 223 employees attended physiotherapy treatment, showing a decrease of 69 when compared to the same period last year. Of the 223 employees referred, 75% remained at work whilst undertaking treatment.
- There were 99 employees referred to the Employee Support Officer, showing a decrease of 8 when compared to the same period last year. Of those referrals made this period 75% related to personal reasons and 25% were work related stress.
- There were 133 referrals for counselling this period, 98 from management and 35 from employees. Personal reasons accounted for 50% of the referrals made and work stress accounted for 26%.

6 Accidents/Incidents

6.1 The monthly accident/incident report for the period November - January 2005 is contained in Appendix 12.

- The number of accidents/incidents recorded was 136 a decrease of 12 when compared with the same period last year.
- Minor accidents/incidents have decreased by 4 compared to same period last year.

7 Discipline, Grievance, Dignity at Work

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

- In total, 64 disciplinary hearings were held across Resources within the Council during the period, an increase of 5 when compared to the same period last year. Action was taken in 63 of these cases, and there were 7 appeals raised against the outcome, of which 2 were not upheld and 5 are pending.
- During the period November 2004–January 2005, 3 disciplinary appeals have been progressed to the Corporate Resources Appeal Panel, of which 2 were not upheld and 1 was upheld in part. To date 6 appeals are still pending.
- Our target is to convene disciplinary hearings within 6 weeks, 97% of hearings met this target.
- There were 8 Grievances raised this period, this figure is comparable with the same period last year.

- There were 3 Dignity at Work incidents raised this period, an increase of 2 compared to the same period last year.

8 Analysis of Leavers and Exit Interviews

8.1 Labour Turnover

Information on the number of leavers and exit interviews 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 11 December 2004 the Labour Turnover figure for November 2004 - January 2005 is as follows:

206 leavers/15562 employees in post = Labour Turnover of 1.32%

Based on figures from April 2004 to January 2005, the annual average labour turnover figure for the Council is 5.2%.

8.2 Analysis of Reasons for Leaving

- There was an increase of 56 employees leaving the Council this month when compared with 150 in the same period last year.
- The main reason for leaving during the period November 2004-January 2005 was career advancement.
- Exit interviews in the period November 2004 - January 2005 were held with 67% of leavers compared to 49% in the same period last year

9 Recruitment Monitoring

9.1 Information on Recruitment Monitoring is contained within Appendix 16. From an analysis of Equal Opportunities Monitoring Forms, the main points to note are:

- Overall, 2325 applications were received this period and 1955 individuals completed Equal Opportunities Monitoring Forms.
- Of those applicants who declared themselves as disabled (24), 10 were shortlisted for interview, and 2 were appointed.
- Of those applicants of a black/ethnic minority background (21) 10 were shortlisted for interview, and 2 were appointed.

10 Staffing Watch

10.1 Details of the number of employees in post on 11 December 2004 is contained in Appendix 17.

The number of employees in post has decreased by 372, this reduction is mainly attributable to Community Resources (end of seasonal staff contracts) and Education Resources (reduction in supply teachers).

11 Employee Implications

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

12 Financial Implications

12.1 All financial implications are accommodated within existing budgets.

13 Other Implications

13.1 None

14 Consultation

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

Alan Cuthbertson

Executive Director (Corporate Resources)

10 February 2005

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Link(s) to Council Objectives

- managing resources

Previous References

- 15 December 2004

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:-

Elaine Melrose, Personnel Officer

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APPENDIX 1

**ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005
Council Wide**

APT&C				Teachers				Manual Workers				Council Wide			
	2002 / 2003	2003 / 2004	2004/ 2005		2002 / 2003	2003 / 2004	2004/ 2005		2002 / 2003	2003 / 2004	2004/ 2005		2002 / 2003	2003 / 2004	2004/ 2005
April	4.3	3.5	3.6	April	4.2	4.0	3.1	April	5.3	4.8	4.9	April	4.6	4.1	3.9
May	4.6	3.4	3.4	May	4.1	3.6	2.9	May	5.6	4.9	4.9	May	4.8	3.9	3.8
June	4.0	3.6	3.1	June	3.3	3.3	2.6	June	5.2	4.8	4.2	June	4.2	3.9	3.3
July	3.8	3.5	2.8	July	1.6	1.6	1.4	July	4.8	4.0	3.5	July	3.6	3.2	2.7
August	3.5	3.2	2.9	August	1.8	1.8	1.9	August	5.1	4.5	4.0	August	3.6	3.3	3.0
September	4.2	3.5	3.3	September	3.0	3.3	3.1	September	5.5	5.3	5.1	September	4.3	4.1	3.8
October	4.3	3.5	3.5	October	3.4	3.6	2.9	October	5.6	5.7	4.9	October	4.5	4.2	3.7
November	4.6	4.6	3.7	November	4.8	4.6	3.6	November	5.4	6.0	5.1	November	4.9	5.0	4.1
December	4.0	3.7	3.3	December	3.9	3.5	3.8	December	4.6	5.7	4.8	December	4.2	4.3	3.9
January	4.0	3.6	3.5	January	4.0	3.8	3.8	January	5.0	5.6	5.2	January	4.3	4.3	4.1
February	4.1	3.5		February	4.4	4.2		February	5.4	6.2		February	4.6	4.6	
March	4.1	3.8		March	4.8	4.0		March	5.6	5.8		March	4.8	4.5	
Annual Average	4.1	3.6	3.3	Annual Average	3.6	3.4	2.9	Annual Average	5.3	5.3	4.7	Annual Average	4.4	4.1	3.6
Average Apr-Jan	4.1	3.6	3.3	Average Apr-Jan	3.4	3.3	2.9	Average Apr-Jan	5.2	5.1	4.7	Average Apr-Jan	4.3	4.0	3.6

No of Employees at 31 Jan 2005	7103	No of Employees at 31 Jan 2005	4153	No of Employees at 31 Jan 2005	4556	No of Employees at 31 Jan 2005	15812
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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 8.7 days.

ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005
Community Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005
April	3.4	3.3	2.8	April	4.6	4.4	4.7	April	4.5	4.2	4.5	April	4.6	4.1	3.9
May	4.5	3.9	2.4	May	5.5	4.6	4.8	May	5.4	4.5	4.5	May	4.8	3.9	3.8
June	4.0	4.2	1.9	June	5.1	4.7	3.8	June	4.9	4.7	3.6	June	4.2	3.9	3.3
July	3.8	4.9	2.7	July	4.7	3.6	3.0	July	4.6	3.8	3.0	July	3.6	3.2	2.7
August	3.3	4.7	3.3	August	4.7	4.1	3.5	August	4.5	4.2	3.4	August	3.6	3.3	3.0
September	3.3	5.4	3.4	September	5.5	5.7	5.3	September	5.2	5.7	4.8	September	4.3	4.1	3.8
October	4.6	4.5	3.6	October	5.1	6.2	4.7	October	5.0	6.0	4.5	October	4.5	4.2	3.7
November	3.4	5.0	3.2	November	4.9	6.3	4.9	November	4.7	6.1	4.6	November	4.9	5.0	4.1
December	2.9	3.8	3.4	December	4.1	6.2	4.3	December	3.9	5.9	4.2	December	4.2	4.3	3.9
January	4.0	3.9	2.2	January	4.7	6.4	5.3	January	4.6	6.0	4.5	January	4.3	4.3	4.1
February	4.0	2.8		February	5.3	7.1		February	5.1	6.5		February	4.6	4.6	
March	3.8	2.7		March	5.1	5.9		March	5.0	5.5		March	4.8	4.5	
Annual Average	3.8	4.1	2.9	Annual Average	4.9	5.4	4.4	Annual Average	4.8	5.3	4.2	Annual Average	4.4	4.1	3.6
Average Apr-Jan	3.7	4.4	2.9	Average Apr-Jan	4.9	5.2	4.4	Average Apr-Jan	4.7	5.1	4.2	Average Apr-Jan	4.3	4.0	3.6

No of Employees at 31 Jan 2005			477	No of Employees at 31 Jan 2005			2720	No of Employees at 31 Jan 2005			3197	No of Employees at 31 Jan 2005			15812
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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 - 2002/2003, 2003/2004, 2004/2005
Corporate Resources

Resource Total (APT&C)				Council Wide			
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005
April	3.5	2.2	2.8	April	4.6	4.1	3.9
May	3.6	2.0	3.1	May	4.8	3.9	3.8
June	2.6	2.4	2.7	June	4.2	3.9	3.3
July	1.5	3.5	2.0	July	3.6	3.2	2.7
August	1.9	4.1	1.7	August	3.6	3.3	3.0
September	3.8	3.6	1.9	September	4.3	4.1	3.8
October	5.0	2.4	1.9	October	4.5	4.2	3.7
November	4.3	2.7	2.1	November	4.9	5.0	4.1
December	2.9	2.4	2.2	December	4.2	4.3	3.9
January	3.1	2.2	3.7	January	4.3	4.3	4.1
February	2.7	2.7		February	4.6	4.6	
March	3.4	2.8		March	4.8	4.5	
Annual Average	3.2	2.8	2.4	Annual Average	4.4	4.1	3.6
Average Apr-Jan	3.2	2.8	2.4	Average Apr-Jan	4.3	4.0	3.6

No of Employees at 31 Jan 2005	252	No of Employees at 31 Jan 2005	15812
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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 5.8 days.

ABSENCE TRENDS - ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005

Education Resources

Education Resources																								
APT&C				Teachers				Manual Workers				Resource Total				Council Wide								
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005					
April	4.5	3.5	3.3	April	4.2	4.0	3.1	April	3.0	5.2	5.8	April	4.3	3.8	3.2	April	4.6	4.1	3.9					
May	4.5	3.1	3.0	May	4.1	3.6	2.9	May	4.5	9.6	3.4	May	4.2	3.5	2.9	May	4.8	3.9	3.8					
June	3.8	3.4	2.7	June	3.3	3.3	2.6	June	2.2	6.4	3.2	June	3.4	3.4	2.7	June	4.2	3.9	3.3					
July	2.9	2.9	1.9	July	1.6	1.6	1.4	July	0.8	10.8	2.4	July	1.9	2.0	1.6	July	3.6	3.2	2.7					
August	3.3	2.5	2.4	August	1.8	1.8	1.9	August	3.6	5.8	3.4	August	2.2	2.0	2.0	August	3.6	3.3	3.0					
September	3.7	2.9	3.5	September	3.0	3.3	3.1	September	6.2	2.4	3.9	September	3.3	3.2	3.2	September	4.3	4.1	3.8					
October	3.9	3.2	3.3	October	3.4	3.6	2.9	October	6.2	4.1	2.7	October	3.6	3.4	3.0	October	4.5	4.2	3.7					
November	4.7	4.4	3.5	November	4.8	4.6	3.6	November	2.2	4.2	2.3	November	4.7	4.5	3.6	November	4.9	5.0	4.1					
December	3.9	3.7	3.2	December	3.9	3.5	3.8	December	1.8	4.9	1.0	December	3.9	3.6	3.5	December	4.2	4.3	3.9					
January	3.8	3.6	4.0	January	4.0	3.8	3.8	January	1.8	4.3	0.0	January	3.9	3.7	3.9	January	4.3	4.3	4.1					
February	4.4	3.6		February	4.4	4.2		February	5.2	6.2		February	4.4	4.0		February	4.6	4.6						
March	4.2	4.0		March	4.8	4.0		March	7.1	5.7		March	4.6	4.0		March	4.8	4.5						
Annual Average	4.0	3.4	3.1	Annual Average	3.6	3.4	2.9	Annual Average	3.7	5.8	2.8	Annual Average	3.7	3.4	3.0	Annual Average	4.4	4.1	3.6					
Average Apr-Jan	3.9	3.3	3.1	Average Apr-Jan	3.4	3.3	2.9	Average Apr-Jan	3.2	5.8	2.8	Average Apr-Jan	3.5	3.3	3.0	Average Apr-Jan	4.3	4.0	3.6					
No of Employees at 31 Jan 2005				2457	No of Employees at 31 Jan 2005				4153	No of Employees at 31 Jan 2005				34	No of Employees at 31 Jan 2005				6644	No of Employees at 31 Jan 2005				1581
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 6.8 days.																								

ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005
Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005
April	2.5	1.6	2.3	April	3.6	7.7	5.9	April	2.8	3.4	3.3	April	4.6	4.1	3.9
May	3.4	1.2	2.1	May	3.7	4.7	7.4	May	3.5	2.3	3.6	May	4.8	3.9	3.8
June	2.4	1.9	2.0	June	4.3	4.4	7.3	June	3.0	2.6	3.5	June	4.2	3.9	3.3
July	3.0	2.0	1.6	July	3.1	5.0	5.9	July	3.0	2.9	2.8	July	3.6	3.2	2.7
August	3.2	1.5	2.2	August	4.2	8.1	6.4	August	3.5	3.4	3.4	August	3.6	3.3	3.0
September	3.3	3.1	2.5	September	5.2	7.6	5.2	September	3.8	4.3	3.2	September	4.3	4.1	3.8
October	3.4	3.4	1.8	October	5.3	4.6	4.2	October	3.9	3.7	2.5	October	4.5	4.2	3.7
November	2.5	3.9	2.5	November	4.6	5.0	3.3	November	3.1	4.2	2.7	November	4.9	5.0	4.1
December	2.5	3.0	2.6	December	4.1	5.1	3.0	December	3.0	3.6	2.7	December	4.2	4.3	3.9
January	2.2	2.9	2.0	January	3.5	5.0	2.0	January	2.6	3.5	2.0	January	4.3	4.3	4.1
February	2.2	3.5		February	3.7	5.3		February	2.7	4.0		February	4.6	4.6	
March	2.5	3.2		March	5.6	4.8		March	3.4	3.7		March	4.8	4.5	
Annual Average	2.8	2.6	2.2	Annual Average	4.2	5.6	5.1	Annual Average	3.2	3.5	3.0	Annual Average	4.4	4.1	3.6
Average Apr-Jan	2.8	2.5	2.2	Average Apr-Jan	4.2	5.7	5.1	Average Apr-Jan	3.2	3.4	3.0	Average Apr-Jan	4.3	4.0	3.6

No of Employees at 31 Jan 2005			466	No of Employees at 31 Jan 2005			197	No of Employees at 31 Jan 2005			663	No of Employees at 31 Jan 2005			15812
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For Enterprise Resources the absence rate for unpaid special leave is nil.
Average number of days lost per employee annually is 7.8 days.

ABSENCE TRENDS - ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005
Finance & IT Resources

Resource Total (APT&C)				Council Wide			
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005
April	3.6	3.6	1.2	April	4.6	4.1	3.9
May	3.6	3.1	2.7	May	4.8	3.9	3.8
June	2.9	2.7	2.0	June	4.2	3.9	3.3
July	2.8	2.1	2.0	July	3.6	3.2	2.7
August	1.3	1.3	1.8	August	3.6	3.3	3.0
September	2.2	2.0	2.3	September	4.3	4.1	3.8
October	2.4	2.5	3.1	October	4.5	4.2	3.7
November	4.1	2.8	2.5	November	4.9	5.0	4.1
December	4.0	2.1	1.8	December	4.2	4.3	3.9
January	4.6	2.2	2.0	January	4.3	4.3	4.1
February	4.9	2.0		February	4.6	4.6	
March	3.6	1.5		March	4.8	4.5	
Annual Average	3.3	2.3	2.1	Annual Average	4.4	4.1	3.6
Average Apr-Jan	3.2	2.4	2.1	Average Apr-Jan	4.3	4.0	3.6

No of Employees at 31 Jan 2005	274	No of Employees at 31 Jan 2005	15812
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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 5.4 days.

ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005
April	3.8	2.9	3.6	April	7.1	5.1	4.4	April	5.0	3.7	3.8	April	4.6	4.1	3.9
May	3.8	2.4	3.8	May	6.0	4.7	3.9	May	4.6	3.2	3.8	May	4.8	3.9	3.8
June	3.7	2.6	4.0	June	5.2	4.3	4.0	June	4.2	3.2	4.0	June	4.2	3.9	3.3
July	3.6	2.9	3.9	July	4.2	4.3	4.3	July	3.8	3.4	4.1	July	3.6	3.2	2.7
August	3.1	2.3	3.9	August	5.0	5.5	5.4	August	3.8	3.4	4.3	August	3.6	3.3	3.0
September	3.5	2.9	3.6	September	5.3	6.0	6.5	September	4.2	3.9	4.5	September	4.3	4.1	3.8
October	2.9	3.0	3.9	October	5.2	6.3	6.9	October	3.8	4.1	4.8	October	4.5	4.2	3.7
November	3.9	4.5	4.3	November	5.7	7.5	7.9	November	4.6	5.5	5.4	November	4.9	5.0	4.1
December	3.4	3.7	3.0	December	4.6	5.4	7.8	December	3.9	4.3	4.5	December	4.2	4.3	3.9
January	3.4	3.1	3.0	January	4.7	4.2	6.5	January	3.9	3.5	4.0	January	4.3	4.3	4.1
February	3.9	3.2		February	4.4	5.4		February	4.0	3.9		February	4.6	4.6	
March	4.1	3.5		March	6.5	5.9		March	5.0	4.2		March	4.8	4.5	
Annual Average	3.6	3.1	3.7	Annual Average	5.3	5.4	5.8	Annual Average	4.2	3.9	4.3	Annual Average	4.4	4.1	3.6
Average Apr-Jan	3.5	3.0	3.7	Average Apr-Jan	5.3	5.3	5.8	Average Apr-Jan	4.2	3.8	4.3	Average Apr-Jan	4.3	4.0	3.6

No of Employees at 31 Jan 2005																1413	No of Employees at 31 Jan 2005				598	No of Employees at 31 Jan 2005				2011	No of Employees at 31 Jan 2005				15812
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For Housing & Technical Resources the rate of unpaid special leave was nil.
Average number of days lost per employee annually is 11.0 days.

ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005

Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005
April	5.5	5.0	5.0	April	6.6	5.2	5.9	April	5.9	5.1	5.3	April	4.6	4.1	3.9
May	6.1	5.3	4.5	May	6.4	5.9	5.8	May	6.2	5.5	4.9	May	4.8	3.9	3.8
June	5.7	5.1	3.8	June	6.0	5.0	4.9	June	5.8	5.1	4.2	June	4.2	3.9	3.3
July	5.6	4.8	3.1	July	6.0	4.5	4.4	July	5.7	4.7	3.5	July	3.6	3.2	2.7
August	4.9	5.0	3.2	August	6.9	4.5	4.2	August	5.7	4.8	3.5	August	3.6	3.3	3.0
September	6.3	4.7	3.5	September	5.8	3.5	3.7	September	6.1	4.3	3.5	September	4.3	4.1	3.8
October	6.3	4.6	4.0	October	7.4	3.9	4.1	October	6.7	4.3	4.0	October	4.5	4.2	3.7
November	6.2	5.4	4.5	November	7.1	4.7	4.5	November	6.5	5.1	4.5	November	4.9	5.0	4.1
December	5.8	4.4	4.1	December	6.3	4.4	4.7	December	6.0	4.4	4.3	December	4.2	4.3	3.9
January	5.5	4.7	4.7	January	6.4	4.4	4.9	January	5.8	4.6	4.8	January	4.3	4.3	4.1
February	4.5	4.3		February	6.6	4.5		February	5.3	4.4		February	4.6	4.6	
March	4.9	4.9		March	6.4	5.5		March	5.5	5.1		March	4.8	4.5	
Annual Average	5.6	4.9	4.0	Annual Average	6.5	4.7	4.7	Annual Average	5.9	4.8	4.3	Annual Average	4.4	4.1	3.6
Average Apr-Jan	5.8	4.9	4.0	Average Apr-Jan	6.5	4.6	4.7	Average Apr-Jan	6.0	4.8	4.3	Average Apr-Jan	4.3	4.0	3.6
No of Employees at 31 Jan 2005			1764	No of Employees at 31 Jan 2005			1007	No of Employees at 31 Jan 2005			2771	No of Employees at 31 Jan 2005			15812
For Social Work Resources the absence rate for unpaid special leave was 0.2%															
Average number of days lost per employee annually is 9.7 days.															

ABSENCE BY LONG AND SHORT TERM

From: 1 November 2004 - 31 January 2005

Resource	No of employees	November 2004			December 2004			January 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	3197	1.8	2.8	4.6	1.1	3.1	4.2	2.1	2.4	4.5
Corporate	252	2.0	0.1	2.1	1.3	0.9	2.2	2.3	1.4	3.7
Education	6644	1.7	1.9	3.6	1.1	2.4	3.5	1.9	2.0	3.9
Enterprise	663	1.7	1.0	2.7	1.2	1.5	2.7	1.2	0.8	2.0
Finance & IT	274	1.7	0.8	2.5	1.0	0.8	1.8	1.2	0.8	2.0
Housing & Technical	2011	2.6	2.8	5.4	2.0	2.5	4.5	1.7	2.3	4.0
Social Work	2771	2.3	2.2	4.5	1.9	2.4	4.3	2.3	2.5	4.8
Council Overall for Nov 04 - Jan 05	15812	2.1	2.0	4.1	1.5	2.4	3.9	2.0	2.1	4.1

ATTENDANCE MONITORING

ABSENCE CLASSIFICATIONS

From : 1 January 2005 - 31 January 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	882	30	49	27	734	15	64	23	20	17	503	30	588	24	2840	23
PSYCHOLOGICAL	607	20	0	0	785	16	78	28	29	25	300.5	18	565.5	23	2365	19
RESPIRATORY	511	17	31	17	818	17	58	21	41	36	231.5	14	496	20	2187	17
STOMACH, BOWEL, BLOOD, METABOLIC DISORDERS	271	9	20	11	799	17	26	9	13	11	229.5	14	305.5	12	1664	13
OTHERS	731	24	83	45	1674	35	54	19	12	11	401	24	534	21	3489	28
Total Days Lost By Resource	3002	100	183	100	4810	100	280	100	115	100	1666	100	2489	100	12544	100
Total Work Days Available	67137		4984		123774		13923		5702		41293		51978			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

Appendix 11

FROM: 1 November 2004 - 31 January 2005 comparison with 1 November 2003 - 31 January 2004

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (Nov-Jan 04/05)	45	0	18	24	9	2	35	34	167
TOTAL (Nov-Jan 03/04)	28	1	6	23	6	0	24	43	131

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Nov-Jan 03/04	Nov-Jan 04/05
COMMUNITY	57	55
CORPORATE	5	5
EDUCATION (TEACHERS)	42	29
EDUCATION (OTHERS)	40	14
ENTERPRISE	21	17
FINANCE & IT	2	5
HOUSING & TECH	45	35
SOCIAL WORK	80	63
TOTAL	292	223

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Nov-Jan 03/04	Nov-Jan 04/05
COMMUNITY	33	25
CORPORATE	0	1
EDUCATION	26	18
ENTERPRISE	6	3
FINANCE & IT	0	1
HOUSING & TECHNICAL	12	11
SOCIAL WORK	30	40
TOTAL	107	99

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 NOV-JAN0 4/05	27	8	0	0	5	3	47	19	8	3	11	2	98	35	
TOTAL NOV-JAN 03/04	20	8	0	0	8	0	40	13	6	2	3	0	77	23	
TOTAL											Total Referrals (Nov-Jan 04/05)				133
											Total Referrals (Nov-Jan 03/04)				100

M = MANAGEMENT REFERRAL S = SELF REFERRAL

*Resources nil responses are not included in figures

Appendix 12

CAUSE OF ACCIDENTS/INCIDENTS TO EMPLOYEES

FROM: 1 November 2004 - 31 January 2005 comparison with 1 November 2003 - 31 January 2004

	Community		Education		Enterprise		Finance & IT		Housing & Tech		Social Work		TOTAL	
	Nov-Jan 04/05	Nov-Jan 03/04	Nov-Jan 04/05	Nov-Jan 03/04	Nov-Jan 04/05	Nov-Jan 03/04	Nov-Jan 04/05	Nov-Jan 03/04	Nov-Jan 04/05	Nov-Jan 03/04	Nov-Jan 04/05	Nov-Jan 03/04	Nov-Jan 04/05	Nov-Jan 03/04
Major*	6	11	2	3	0	2	0	0	9	9	0	0	17	25
Minor	21	15	40	39	18	6	2	0	12	25	26	38	119	123
Violent Incident: Physical**	1	0	12	21	0	0	0	0	0	0	10	20	23	41
Violent Incident: Verbal**	5	3	13	9	2	0	0	0	21	4	12	14	53	30
Total Accidents/Incidents	27	26	42	42	18	8	2	0	21	34	26	38	136	148

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

Appendix 13

FROM: 1 November 2004 - 31 January 2005 comparison with 1 November 2003 - 31 January 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/EDUCATION/ ENTERPRISE	4	31	2	37	0	0	N/A	0	4	31	2	37	28	7	2	95%	0
HOUSING & TECHNICAL	6	9	N/A	15	0	0	N/A	0	6	9	N/A	15	11	4	0	100%	0
SOCIAL WORK	12	0	N/A	12	1	0	N/A	1	11	0	N/A	11	12	0	0	100%	0
TOTAL (NOV-JAN 04/05)	22	40	2	64	1	0	0	1	21	40	2	63	51	11	2	97%	0
TOTAL (NOV-JAN 03/04)	18	41	0	59	4	2	0	6	14	39	0	53	40	11	8	86%	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 (NOV-JAN 04/05)	6	1	0	7	0	0	0	0	0	0	0	0	1	1	2	5	0
TOTAL (NOV-JAN 03/04)	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.

CORPORATE RESOURCES APPEAL PANEL

FROM: 1 November 2004 - 31 January 2005

RESOURCE	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEAL PENDING TO DATE
COMMUNITY	0	1	2	0	3	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	0	0	0	5
SOCIAL WORK	0	0	0	0	0	1
TOTAL	0	1	2	0	3	6

RECORD OF GRIEVANCES

FROM: 1 November 2004 - 31 January 2005 comparison with 1 November 2003 - 31 January 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 (NOV-JAN 04/05)	0	8	2	3	0	3
TOTAL (NOV-JAN 03/04)	0	8	0	4	0	4

DIGNITY AT WORK

FROM: 1 November 2004 - 31 January 2005 comparison with 1 November 2003 - 31 January 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 (NOV-JAN 04/05)	0	3	0	1	0	0	2
TOTAL (NOV-JAN 03/04)	0	1	0	0	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									
FROM: 1 November 2004 - 31 January 2005									
EXIT INTERVIEWS NOVEMBER-JANUARY 04/05									
REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	6	2	40	6	0	7	10	71	51
DISSATISFACTION WITH TERMS AND CONDITIONS	2	0	4	0	0	7	1	14	10
TRAVELLING DIFFICULTIES	0	0	5	0	0	3	1	9	6
MOVING OUTWITH AREA	0	0	4	1	0	0	3	8	6
PERSONAL REASONS	2	0	2	0	0	0	1	5	4
CHILD CARING / CARING RESPONSIBILITIES	2	0	3	0	0	3	5	13	9
FURTHER EDUCATION	0	0	1	0	0	0	0	1	1
POOR RELATIONSHIPS WITH MANAGERS / COLLEAGUES	0	0	0	0	0	0	1	1	1
OTHER	7	0	10	0	0	0	0	17	12
NUMBER OF EXIT INTERVIEWS CONDUCTED	19	2	69	7	0	20	22	139	100
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	31	5	80	9	0	45	36	206	
% OF LEAVERS INTERVIEWED	61	40	86	78	0	44	61	67	

EXIT INTERVIEWS NOVEMBER-JANUARY 03/04

NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)	7	2	32	5	0	9	19	74	
TOTAL NO OF PERMANENT LEAVERS PER RESOURCE (LAST YEAR)	39	4	36	5	2	28	36	150	
% OF LEAVERS INTERVIEWED (LAST YEAR)	18	50	89	100	0	32	53	49	

* Note these totals include temporary employees

RECRUITMENT MONITORING

Appendix 16

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 November 2004 - 31 January 2005

Total Number of applications received:	2325
Total Number of Equal Opportunities Monitoring forms received:	1955 (32%)
Total Number of posts recruited for:	326
Total Number of appointments:	317

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1961	1001	270
Total No of Male Applicants	768	392	103
Total No of Female Applicants	1124	599	165
Total No of Disabled Applicants	24	10	2
Total No of applicants aged under 50	1687	865	237
Total No of applicants aged over 50	261	127	19
Total No of White applicants	1895	974	260
Total No of Black/Ethnic minority applicants*	21	10	2

FROM : 1 November 2004 - 31 January 2004

Total Number of applications received:	3012
Total Number of Equal Opportunities Monitoring forms received:	2498 (83%)
Total Number of posts recruited for:	425
Total Number of appointments:	423

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2498	1158	326
Total No of Male Applicants	785	357	96
Total No of Female Applicants	1684	784	226
Total No of Disabled Applicants	48	32	7
Total No of applicants aged under 50	2217	1026	299
Total No of applicants aged over 50	262	120	24
Total No of White applicants	2432	1136	323
Total No of Black/Ethnic minority applicants*	21	5	2

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 11 DECEMBER 2004

Appendix 17

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent					
	Total	Male		Female		Total	Salary Band				
		F/T	P/T	F/T	P/T		A1	A2	B	C	Other
Community Resources	3063	1152	141	248	1522	2344.1	6	16	154.42	1105.96	1061.72
Corporate Resources	249	62	2	149	36	232.5	7	20.6	70.2	134.7	0
Education - Teachers	3965	828	112	2328	697	3533.64	412	3121.64	0	0	0
Education - Others	2489	197	57	753	1482	1750.57	6	27	167.61	1549.96	0
Enterprise Resources	640	445	7	146	42	618.6	7	33.6	224	180	174
Finance & IT Resources	283	118	0	132	33	269.5	3	14	136.9	115.6	0
Housing & Technical	2092	1175	5	747	165	2008.7	10	34	343.8	987.9	633
Social Work Resources	2781	273	117	868	1523	2260.38	6	19	435.77	1799.61	0
						9484.35	457	3285.84	1532.7	5873.73	1868.72
Total All Staff	15562	4250	441	5371	5500	13017.99	Total including teachers				

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 11 SEPTEMBER 2004

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent					
	Total	Male		Female		Total	Salary Band				
		F/T	P/T	F/T	P/T		A1	A2	B	C	Other
Community Resources	3391	1414	111	389	1477	2704.62	6	16	153.31	1126.66	1402.65
Corporate Resources	248	63	1	148	36	232.4	7	20.6	68.2	136.6	0
Education - Teachers	4057	832	127	2377	721	3521.59	407.5	3114.09	*	*	*
Education - Others	2449	204	50	757	1438	1748.79	10	27	170.03	1541.76	0
Enterprise Resources	629	440	6	140	43	606.6	8	32.6	220.8	177	168.2
Finance & IT Resources	272	116	1	126	29	260.3	3	14	132.9	110.4	0
Housing & Technical	2080	1177	5	740	158	1997.9	9	35	351.6	973.3	629
Social Work Resources	2808	318	77	868	1545	2280.43	6	20	436.47	1817.96	0
						9831.04	456.5	3279.29	1533.31	5883.68	2199.85
Total All Staff	15934	4564	378	5545	5447	13352.63	Total including teachers				

A1 Salaries at or above SCP66 - £52,272
A2 Salaries in the range SCP50-65 - £36,132 - £51,045
B Salaries in the range SCP31-49 - £22,398 - £35,343
C Salaries in the range SCP01-30 - £10,068 - £21,732
Others Manual and Craft

* Teachers not included in salary band analysis
as not APT&C