

# Report

Report to:	<b>Corporate Resources Committee</b>
Date of Meeting:	<b>4 March 2009</b>
Report by:	<b>Executive Director (Corporate Resources)</b>

Subject:	<b>Council-wide Workforce Monitoring November 2008 to January 2009</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 November 2008 to January 2009

## 2. Recommendation(s)

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

(1) that the following employment information for the period November 2008 to January 2009 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incidents
- ◆ discipline, grievance and dignity at work hearings
- ◆ labour turnover/analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ staffing watch as at 13 December 2008

## 3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Corporate Resources Committee. This report for the Council provides information on the position for the period November 2008 to January 2009.

## 4. Attendance Statistics

4.1. Information on absence statistics, as analysed for the most recent month of January 2009, for the Council and each Resource is provided in Appendices 1 – 10. Points to note are:-

- ◆ The Council's absence rate for January 2009 is 4.4%, a decrease of 0.4% when compared to last month. When compared to January 2008 this figure has decreased by 0.3%.

- ◆ When compared to January 2008, the APT&C figure has increased by 0.1%, the teachers' figure has increased by 0.3% and the manual worker figure has decreased by 1.2%.
- ◆ Based on the absence rate for January 2009, the projected annual average figure for the Council for the financial year 2008/2009 is 4.1%. This equates to 9.6 days being lost per employee.

In comparison to January 2008:-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have increased by 93 days; the most significant increase was in Education Resources by 215 days.
- ◆ Total days lost due to psychological conditions have decreased by 204 days; this decrease is reflected across all Resources.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 752 days; the most significant decrease was in Community Resources by 415 days.
- ◆ Total days lost due to respiratory conditions have decreased by 87 days; the most significant decrease was in Community Resources by 250 days.

## **6. Occupational Health**

6.1 Information on Occupational Health for the period November 2008 to January 2009 is provided in Appendix 11

- ◆ Compared to the same period last year, there has been a decrease of 28 employees being referred for a medical examination. Both musculoskeletal and psychological conditions are the main reasons for medical referrals.
- ◆ During the period, a total of 375 employees attended physiotherapy treatment, showing an increase of 90 when compared to the same period last year. Of the 375 employees referred, 81% remained at work whilst undertaking treatment.
- ◆ There were 143 employees referred to the Employee Support Officer; a decrease of 8 when compared with the same period last year. Of those referrals made this period, 82% related to personal reasons.
- ◆ 193 referrals were made to the Employee Counselling Service this period, of which 170 were from management and 23 from employees. Personal reasons accounted for 70% of referrals and 21% for work related reasons.

## **7. Accidents/Incidents**

7.1 The monthly accident/incident report for the period November 2008 to January 2009 is contained in Appendix 12.

The number of accidents/incidents recorded was 175; a decrease of 45 from the same period last year.

- ◆ There were 2 accidents resulting in a major injury; a decrease of 11 when compared with the same period last year.
- ◆ There were 23 accidents resulting in an over 3 day absence; an increase of 10 when compared to the same period last year.
- ◆ Minor accidents/incidents recorded have decreased by 44 when compared to the same period last year.

## **8. Discipline, Grievance and Dignity at Work Hearings**

8.1 Information on Disciplinary, Grievance Hearings and Dignity at Work for the period November 2008 to January 2009 is contained in Appendices 13 and 14. In terms of the Race Relations (Amendment) Act, information on ethnic origin is now being recorded against all Discipline, Grievance and Dignity at Work cases.

- ◆ In total, 109 disciplinary hearings were held across Resources; an increase of 62 when compared to the same period last year.
- ◆ Action was taken in 104 of these cases and there were 6 appeals raised against the outcomes.
- ◆ Our target is to convene disciplinary hearings within 6 weeks, 88% of hearings met this target.
- ◆ During the period 6 appeals were heard by the Appeals Panel, all of which were not upheld.
- ◆ At the end of January 2009, 15 appeals were pending.
- ◆ During the period, 7 dignity at work cases were raised, and 1 grievance hearing submitted.

## **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 November 2008 to January 2009 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 13 December 2008 the Labour Turnover figure for the period November 2008 to January 2009 is as follows:-

98 leavers/15,563 employees in post = Labour Turnover of 0.6%

Based on figures for April 2008 to January 2009, the annual turnover figure for the financial year 2008/2009 for the Council is 3.2%.

9.2 Analysis of Leavers and Exit Interviews

- ◆ A total of 98 employees were eligible for an exit interview compared with 214 in the same period last year.
- ◆ Exit interviews were held with 78% of leavers; a decrease of 1% when compared with the same period last year.

## **10 Recruitment Monitoring**

10.1 Information on Recruitment Monitoring for the period November 2008 to January 2009 is contained within Appendix 16.

From an analysis of Equal Opportunities monitoring forms, the main points to note are:-

- ◆ Overall, 1,341 applications were received and 1,288 individuals completed Equal Opportunities Monitoring Forms.
- ◆ Of those applicants who declared themselves as disabled (13), 8 were shortlisted for interview and 1 was appointed.
- ◆ Of those applicants of a black/ethnic minority background (24), 1 was shortlisted for interview and none were appointed.

## **11 Staffing Watch**

- 11.1 There has been a decrease of 232 employees in post from 13 September 2008 to 13 December 2008. (Appendix 17).

## **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 None

## **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.

**Robert McIlwain**

**Executive Director (Corporate Resources)**

12 February 2009

### **Link(s) to Council Objectives**

- ◆ excellent employer
- ◆ people focused

### **Previous References**

- ◆ 10 December 2008

### **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:-

Eileen McPake, Personnel Officer

Ext: 4534 (Tel: 01698 454534)

E-mail: [eileen.mcpake@southlanarkshire.gov.uk](mailto:eileen.mcpake@southlanarkshire.gov.uk)

**Absence Trends - 2006/2007, 2007/2008 & 2008/2009  
Council Wide**

APT&C				Teachers				Manual Workers				Council Wide							
	2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	3.4	3.6	4.3	April	2.8	3.0	3.4	April	4.3	4.3	4.9	April	3.5	3.6	4.3				
May	3.6	3.8	4.1	May	3.5	3.6	2.8	May	4.3	4.5	4.8	May	3.8	3.9	4.0				
June	3.7	3.7	3.9	June	2.8	3.1	2.8	June	3.8	4.6	4.6	June	3.5	3.8	3.8				
July	3.3	3.5	3.2	July	1.5	1.4	1.5	July	3.3	4.1	3.6	July	2.9	3.2	2.9				
August	3.2	3.5	3.2	August	1.2	1.7	1.6	August	3.4	4.7	3.8	August	2.8	3.4	3.0				
September	3.6	3.8	3.8	September	2.6	3.0	2.8	September	4.6	5.2	4.7	September	3.7	4.0	3.8				
October	4.0	3.9	3.8	October	2.7	3.0	2.8	October	5.1	5.1	4.8	October	4.0	4.0	3.8				
November	4.4	4.2	4.6	November	3.9	3.7	4.0	November	5.4	5.5	5.2	November	4.5	4.5	4.6				
December	4.4	3.9	4.8	December	4.2	3.5	4.5	December	5.5	5.7	5.2	December	4.7	4.3	4.8				
January	4.4	4.4	4.5	January	4.0	3.8	4.1	January	5.6	5.8	4.6	January	4.6	4.7	4.4				
February	3.9	4.6		February	3.8	3.8		February	5.3	5.8		February	4.3	4.7					
March	4.1	4.4		March	4.0	4.2		March	4.9	5.3		March	4.3	4.6					
Annual Average	3.8	3.9	4.1	Annual Average	3.1	3.2	3.2	Annual Average	4.6	5.1	4.8	Annual Average	3.9	4.1	4.1				
Average Apr-Jan	3.8	3.8	4.0	Average Apr-Jan	2.9	3.0	3.0	Average Apr-Jan	4.5	5.0	4.6	Average Apr-Jan	3.8	3.9	3.9				
No of Employees at 31 Jan 2009				7640	No of Employees at 31 Jan 2009				3713	No of Employees at 31 Jan 2009				4416	No of Employees at 31 Jan 2009				15769

- (1) Unpaid special leave is included in all absence rates.  
 (2) For the Council as a whole the rate of unpaid special leave was so small it was negligible.  
 (3) Projected average number of days lost, based on employees headcount annually is 9.6 days.

**ABSENCE TRENDS - 2006/2007, 2007/2008 & 2008/2009**  
**Community Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009				
April	3.6	5.4	5.9	April	4.0	4.0	4.5	April	4.0	4.2	4.7	April	3.5	3.6	4.3				
May	2.9	4.6	3.8	May	3.9	4.3	4.9	May	3.7	4.3	4.7	May	3.8	3.9	4.0				
June	2.7	2.9	3.4	June	3.5	4.3	4.4	June	3.4	4.1	4.3	June	3.5	3.8	3.8				
July	3.4	4.3	3.2	July	2.7	3.5	2.8	July	2.8	3.6	2.8	July	2.9	3.2	2.9				
August	3.7	3.4	4.0	August	2.9	4.1	3.1	August	3.1	4.0	3.3	August	2.8	3.4	3.0				
September	3.7	4.0	3.8	September	4.1	4.9	4.4	September	4.1	4.8	4.3	September	3.7	4.0	3.8				
October	3.9	4.0	4.0	October	4.5	4.8	4.7	October	4.4	4.7	4.6	October	4.0	4.1	3.8				
November	4.3	3.9	4.5	November	5.0	5.4	5.2	November	4.9	5.2	5.1	November	4.5	4.5	4.6				
December	4.2	4.0	4.5	December	5.2	5.6	5.3	December	5.1	5.3	5.2	December	4.7	4.3	4.8				
January	4.2	3.9	4.0	January	5.2	5.7	4.6	January	5.0	5.4	4.5	January	4.6	4.7	4.4				
February	4.6	5.2		February	5.0	5.5		February	5.0	5.5		February	4.3	4.7					
March	4.6	5.2		March	5.0	4.9		March	5.0	5.0		March	4.3	4.6					
Annual Average	3.8	4.2	4.3	Annual Average	4.3	4.8	4.5	Annual Average	4.2	4.7	4.5	Annual Average	3.9	4.1	4.1				
Average Apr-Jan	3.7	4.0	4.1	Average Apr-Jan	4.1	4.7	4.4	Average Apr-Jan	4.1	4.6	4.4	Average Apr-Jan	3.8	4.0	3.9				
No of Employees at 31 Jan 2009				517	No of Employees at 31 Jan 2009				2751	No of Employees at 31 Jan 2009				3268	No of Employees at 31 Jan 2009				15769

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

Average number of days lost per employee annually is 11.4 days.

**ABSENCE TRENDS - 2006/2007, 2007/2008 & 2008/2009**  
**Corporate Resources**

Resource Total (APT&C)				Council Wide			
	2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009
April	2.2	1.2	1.5	April	3.5	3.6	4.3
May	1.5	1.6	1.8	May	3.8	3.9	4.0
June	2.0	2.4	2.8	June	3.5	3.8	3.8
July	2.8	2.2	2.2	July	2.9	3.2	2.9
August	3.1	1.5	2.1	August	2.8	3.4	3.0
September	2.9	2.3	1.5	September	3.7	4.0	3.8
October	2.0	2.5	1.6	October	4.0	4.1	3.8
November	1.2	2.9	2.8	November	4.5	4.5	4.6
December	2.0	2.1	3.9	December	4.7	4.3	4.8
January	1.8	2.4	3.8	January	4.6	4.7	4.4
February	2.1	2.1		February	4.3	4.7	
March	1.0	2.7		March	4.3	4.6	
Annual Average	2.1	2.2	2.4	Annual Average	3.9	4.1	4.1
Average Apr-Jan	2.2	2.1	2.4	Average Apr-Jan	3.8	4.0	3.9

  

No of Employees at 31 Jan 2009	272	No of Employees at 31 Jan 2009	15769
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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 - 2006/2007, 2007/2008 & 2008/2009**  
**Education Resources**

APT&C				Teachers				Resource Total				Council Wide				
	2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009	
April	3.2	3.7	4.3	April	2.8	3.0	3.4	April	2.9	3.3	3.7	April	3.5	3.6	4.3	
May	4.0	4.3	4.4	May	3.5	3.6	2.8	May	3.7	3.8	3.4	May	3.8	3.9	4.0	
June	4.0	4.2	4.0	June	2.8	3.1	2.8	June	3.3	3.5	3.3	June	3.5	3.8	3.8	
July	3.1	2.8	2.6	July	1.5	1.4	1.5	July	2.1	1.9	1.9	July	2.9	3.2	2.9	
August	3.0	3.1	2.8	August	1.2	1.7	1.6	August	1.9	2.2	2.1	August	2.8	3.4	3.0	
September	3.5	3.6	4.0	September	2.6	3.0	2.8	September	3.0	3.2	3.3	September	3.7	4.0	3.8	
October	3.9	3.5	3.8	October	2.7	3.0	2.8	October	3.2	3.2	3.2	October	4.0	4.1	3.8	
November	4.9	4.5	5.9	November	3.9	3.7	4.0	November	4.3	4.0	4.7	November	4.5	4.5	4.6	
December	5.1	4.0	6.1	December	4.2	3.5	4.5	December	4.6	3.7	5.1	December	4.7	4.3	4.8	
January	4.5	4.6	5.8	January	4.0	3.8	4.1	January	4.2	4.1	4.8	January	4.6	4.7	4.4	
February	4.3	4.9		February	3.8	3.8		February	4.0	4.2		February	4.3	4.7		
March	4.8	4.5		March	4.0	4.2		March	4.3	4.3		March	4.3	4.6		
Annual Average	4.0	4.0	4.4	Annual Average	3.1	3.2	3.2	Annual Average	3.5	3.5	3.7	Annual Average	3.9	4.1	4.1	
Average Apr-Jan	3.9	3.8	4.4	Average Apr-Jan	2.9	3.0	3.0	Average Apr-Jan	3.3	3.3	3.6	Average Apr-Jan	3.8	4.0	3.9	
No of Employees at 31 Jan 2009				2556	No of Employees at 31 Jan 2009			3713	No of Employees at 31 Jan 2009			6269	No of Employees at 31 Jan 2009			15769

For Education Resources the absence rate for unpaid special leave was 0.1%  
Average number of days lost per employee annually is 8.2 days.



**ABSENCE TRENDS - 2006/2007, 2007/2008 & 2008/2009**  
**Enterprise Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009				
April	2.9	3.0	3.2	April	5.1	4.7	4.7	April	3.6	3.5	3.7	April	3.5	3.6	4.3				
May	2.0	3.4	3.0	May	5.1	6.9	3.3	May	2.9	4.4	3.1	May	3.8	3.9	4.0				
June	2.2	3.7	3.4	June	4.3	6.8	3.2	June	2.9	4.5	3.3	June	3.5	3.8	3.8				
July	2.2	3.6	2.9	July	5.1	5.9	2.5	July	3.1	4.3	2.8	July	2.9	3.2	2.9				
August	2.6	3.5	2.4	August	5.1	6.7	3.5	August	3.4	4.4	2.7	August	2.8	3.4	3.0				
September	2.7	3.8	2.0	September	5.7	4.4	3.7	September	3.6	4.0	2.5	September	3.7	4.0	3.8				
October	2.7	5.1	2.1	October	5.5	2.5	3.3	October	3.6	4.4	2.4	October	4.0	4.1	3.8				
November	3.2	4.0	3.1	November	3.8	4.2	5.1	November	3.4	4.0	3.7	November	4.5	4.5	4.6				
December	2.5	3.6	3.5	December	3.9	3.2	4.1	December	2.9	3.5	3.7	December	4.7	4.3	4.8				
January	3.6	3.4	3.2	January	4.6	3.1	3.5	January	3.9	3.3	3.3	January	4.6	4.7	4.4				
February	3.0	2.7		February	4.6	4.3		February	3.5	3.2		February	4.3	4.7					
March	2.4	3.9		March	4.2	5.6		March	2.9	4.4		March	4.3	4.6					
Annual Average	2.7	3.6	3.0	Annual Average	4.7	4.9	3.9	Annual Average	3.3	4.0	3.2	Annual Average	3.9	4.1	4.1				
Average Apr-Jan	2.7	3.7	2.9	Average Apr-Jan	4.8	4.8	3.7	Average Apr-Jan	3.3	4.0	3.1	Average Apr-Jan	3.8	4.0	3.9				
No of Employees at 31 Jan 2009				473	No of Employees at 31 Jan 2009				210	No of Employees at 31 Jan 2009				683	No of Employees at 31 Jan 2009				15769

For Enterprise Resources the absence rate for unpaid special leave was 0.1%  
Average number of days lost per employee annually is 7.9 days.

APPENDIX 6

ABSENCE TRENDS - ABSENCE TRENDS - 2006/2007, 2007/2008 & 2008/2009  
Finance & IT Resources

Resource Total (APT&C)				Council Wide			
	2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009
April	2.2	2.4	3.3	April	3.5	3.6	4.3
May	3.5	2.3	2.3	May	3.8	3.9	4.0
June	3.3	2.2	1.6	June	3.5	3.8	3.8
July	2.6	2.8	1.9	July	2.9	3.2	2.9
August	2.9	2.5	2.0	August	2.8	3.4	3.0
September	5.0	2.6	1.6	September	3.7	4.0	3.8
October	4.8	2.3	1.8	October	4.0	4.1	3.8
November	3.4	2.9	2.6	November	4.5	4.5	4.6
December	2.5	3.1	3.0	December	4.7	4.3	4.8
January	3.2	4.1	2.7	January	4.6	4.7	4.4
February	2.3	3.6		February	4.3	4.7	
March	2.0	3.5		March	4.3	4.6	
Annual Average	3.1	2.9	2.5	Annual Average	3.9	4.1	4.1
Average Apr-Jan	3.3	2.7	2.3	Average Apr-Jan	3.8	4.0	3.9

  

No of Employees at 31 Jan 2009		294	No of Employees at 31 Jan 2009		15769
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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 5.7 days.

**ABSENCE TRENDS - 2006/2007, 2007/2008 & 2008/2009**  
**Housing & Technical Resources**

APT&C				Manual Workers				Resource Total				Council Wide			
	2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009
April	3.5	3.1	4.3	April	3.5	4.0	6.7	April	3.5	3.4	5.0	April	3.5	3.6	4.3
May	3.6	3.3	4.4	May	4.3	3.5	5.8	May	3.8	3.3	4.8	May	3.8	3.9	4.0
June	3.9	3.4	4.5	June	4.3	4.4	7.1	June	4.0	3.7	5.2	June	3.5	3.8	3.8
July	4.2	3.9	4.5	July	4.3	4.8	7.3	July	4.3	4.1	5.3	July	2.9	3.2	2.9
August	3.5	3.6	4.0	August	4.3	5.1	6.6	August	3.8	4.1	4.8	August	2.8	3.4	3.0
September	3.7	4.0	4.3	September	6.0	5.0	5.9	September	4.4	4.3	4.7	September	3.7	4.0	3.8
October	3.9	4.1	4.7	October	6.5	5.2	5.1	October	4.6	4.5	4.8	October	4.0	4.1	3.8
November	4.4	4.5	4.7	November	7.5	5.6	5.7	November	5.3	4.7	5.0	November	4.5	4.5	4.6
December	4.6	4.1	4.9	December	6.8	6.1	4.7	December	5.2	4.7	4.8	December	4.7	4.3	4.8
January	4.8	4.4	4.2	January	6.1	5.7	4.1	January	5.2	4.8	4.2	January	4.6	4.7	4.4
February	3.9	4.7		February	4.6	7.5		February	4.1	5.5		February	4.3	4.7	
March	3.5	4.1		March	4.0	7.3		March	3.7	4.9		March	4.3	4.6	
Annual Average	4.0	3.9	4.4	Annual Average	5.2	5.4	6.2	Annual Average	4.3	4.3	4.9	Annual Average	3.9	4.1	4.1
Average Apr-Jan	4.0	3.8	4.5	Average Apr-Jan	5.4	4.9	5.9	Average Apr-Jan	4.4	4.2	4.9	Average Apr-Jan	3.8	4.0	3.9

No of Employees at 31 Jan 2009			1533	No of Employees at 31 Jan 2009			538	No of Employees at 31 Jan 2009			2071	No of Employees at 31 Jan 2009			15769
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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 12.2 days.

**ABSENCE TRENDS - 2006/2007, 2007/2008 & 2008/2009**  
**Social Work Resources**

APT&C				Manual Workers				Resource Total				Council Wide			
	2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009
April	4.1	3.8	4.8	April	5.5	5.7	5.3	April	4.6	4.4	4.9	April	3.5	3.6	4.3
May	3.9	3.9	4.3	May	5.4	5.2	4.0	May	4.3	4.3	4.2	May	3.8	3.9	4.0
June	3.9	3.9	4.0	June	4.5	5.4	3.9	June	4.1	4.4	4.0	June	3.5	3.8	3.8
July	3.6	4.3	3.5	July	3.9	5.7	4.4	July	3.7	4.7	3.7	July	2.9	3.2	2.9
August	3.3	4.4	3.4	August	4.0	6.7	4.5	August	3.5	5.0	3.7	August	2.8	3.4	3.0
September	3.8	4.2	4.2	September	4.8	6.7	4.9	September	4.1	5.0	4.4	September	3.7	4.0	3.8
October	4.6	4.2	4.0	October	5.7	6.6	5.1	October	5.0	4.9	4.4	October	4.0	4.1	3.8
November	4.6	4.1	4.0	November	5.6	5.9	4.9	November	4.9	4.6	4.3	November	4.5	4.5	4.6
December	4.4	4.2	4.0	December	5.9	6.5	5.3	December	4.9	4.9	4.4	December	4.7	4.3	4.8
January	4.7	5.0	3.8	January	6.6	6.9	5.0	January	5.3	5.6	4.2	January	4.6	4.7	4.4
February	4.2	4.8		February	6.5	5.8		February	4.9	5.1		February	4.3	4.7	
March	4.6	4.9		March	5.3	5.5		March	4.8	5.1		March	4.3	4.6	
Annual Average	4.1	4.3	4.1	Annual Average	5.3	6.1	4.9	Annual Average	4.5	4.8	4.4	Annual Average	3.9	4.1	4.1
Average Apr-Jan	4.1	4.2	4.0	Average Apr-Jan	5.2	6.1	4.7	Average Apr-Jan	4.4	4.8	4.2	Average Apr-Jan	3.8	4.0	3.9

No of Employees at 31 Jan 2009	1995	No of Employees at 31 Jan 2009	917	No of Employees at 31 Jan 2009	2912	No of Employees at 31 Jan 2009	15769
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For Social Work Resources the absence rate for unpaid special was so small it was negligible.  
Average number of days lost per employee annually is 9.6 days.

## ABSENCE BY LONG AND SHORT TERM

From : 1 November 2008 - 31 January 2009

Resource	No of employees	November 2008			December 2008			January 2009		
		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	3268	2.1	3.0	<b>5.1</b>	1.8	3.4	<b>5.2</b>	1.9	2.6	<b>4.5</b>
Corporate	272	1.8	1.0	<b>2.8</b>	1.8	2.1	<b>3.9</b>	1.9	1.9	<b>3.8</b>
Education	6269	2.1	2.6	<b>4.7</b>	2.1	3.0	<b>5.1</b>	2.5	2.3	<b>4.8</b>
Enterprise	683	2.1	1.6	<b>3.7</b>	2.3	1.4	<b>3.7</b>	1.7	1.6	<b>3.3</b>
Finance & IT	294	1.8	0.8	<b>2.6</b>	1.7	1.3	<b>3.0</b>	1.8	0.9	<b>2.7</b>
Housing & Technical	2071	2.9	2.1	<b>5.0</b>	2.1	2.7	<b>4.8</b>	2.1	2.1	<b>4.2</b>
Social Work	2912	2.1	2.2	<b>4.3</b>	2.4	2.0	<b>4.4</b>	2.5	1.7	<b>4.2</b>
<b>Council Overall for Nov 08 - Jan 09</b>	<b>15769</b>	<b>2.2</b>	<b>2.4</b>	<b>4.6</b>	<b>2.1</b>	<b>2.7</b>	<b>4.8</b>	<b>2.3</b>	<b>2.1</b>	<b>4.4</b>

## ATTENDANCE MONITORING

## ABSENCE CLASSIFICATIONS

From : 1 January 2009 - 31 January 2009

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	1256	39	38	18	1272	21	85	18	47	28	496	27	446	20	3640	25
PSYCHOLOGICAL	569	18	45	21	1207	20	108	23	7	4	403	22	366	16	2705	19
STOMACH, BOWEL,BLOOD, METABOLIC DISORDERS	193	6	12	6	985	16	57	12	24	14	237	13	357	16	1865	13
RESPIRATORY	499	15	56	26	976	16	152	32	47	28	378	21	473	21	2581	18
OTHERS	733	22	63	29	1730	27	78	15	43	26	290	17	607	27	3544	25
<b>Total Days Lost By Resource</b>	3250	100	214	100	6170	100	480	100	168	100	1804	100	2249	100	14335	100
<b>Total Work Days Available</b>	71896		5690		131413		14700		6213		43342		54136			

\*WDL = Work Days Lost

## OCCUPATIONAL HEALTH REPORTS

FROM: 1 November 2008 - 31 January 2009 comparison with 1 November 2007 - 31 January 2008

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (Nov 08 - Jan 09)	76	6	18	38	1	6	53	43	241
TOTAL (Nov 07 - Jan 08)	73	2	27	29	2	5	56	75	269

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Nov - Jan 07/08	Nov - Jan 08/09
COMMUNITY	53	76
CORPORATE	7	9
EDUCATION (TEACHERS)	39	52
EDUCATION (OTHERS)	35	59
ENTERPRISE	25	25
FINANCE & IT	5	4
HOUSING & TECH	49	40
SOCIAL WORK	72	110
TOTAL	285	375

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Nov - Jan 07/08	Nov - Jan 08/09
COMMUNITY	52	42
CORPORATE	2	3
EDUCATION	21	36
ENTERPRISE	9	8
FINANCE & IT	4	0
HOUSING & TECHNICAL	19	23
SOCIAL WORK	44	31
TOTAL	151	143

## 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 08 - Jan 09)	37	5	0	0	7	0	118	15	1	1	7	2	170	23
TOTAL (Nov 07 - Jan 08)	34	7	0	0	5	0	75	13	5	0	9	0	128	20
TOTAL											Total Referrals (Nov 08 - Jan 09)		193	
											Total Referrals (Nov 07 - Jan 08)		148	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

\*Resources nil responses are not included in figures

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

**FROM: 1 November 2008 - 31 January 2009 comparison with 1 November 2007 - 31 January 2008**

	Community		Education		Enterprise		Finance & IT		Housing & Tech		Social Work		TOTAL	
	Nov - Jan 08/09	Nov - Jan 07/08	Nov - Jan 08/09	Nov - Jan 07/08	Nov - Jan 08/09	Nov - Jan 07/08	Nov - Jan 08/09	Nov - Jan 07/08	Nov - Jan 08/09	Nov - Jan 07/08	Nov - Jan 08/09	Nov - Jan 07/08	Nov - Jan 08/09	Nov - Jan 07/08
Major Injuries	0	3	2	2	0	0	0	0	0	8	0	0	2	13
Violent Incident: Physical****	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Major*</b>	0	3	2	2	0	0	0	0	0	8	0	0	2	13
Over 3-day Absences	9	10	3	0	4	3	0	0	6	0	1	0	23	13
Violent Incident: Physical****	0	0	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	0	0
<b>Total Over 3-day**</b>	9	10	3	0	4	3	0	0	6	0	1	0	23	13
Minor	18	29	53	16	8	5	1	3	10	19	6	6	96	78
Violent Incident: Physical****	0	3	14	34	0	0	0	0	1	2	11	19	26	58
Violent Incident: Verbal*****	3	16	15	18	0	1	0	0	5	9	5	14	28	58
<b>Total Minor***</b>	21	48	82	68	8	6	1	3	16	30	22	39	150	194
<b>Total Accidents/Incidents</b>	<b>30</b>	<b>61</b>	<b>87</b>	<b>70</b>	<b>12</b>	<b>9</b>	<b>1</b>	<b>3</b>	<b>22</b>	<b>38</b>	<b>23</b>	<b>39</b>	<b>175</b>	<b>220</b>

**Note:**

\*A Major injury is defined by HSE as an accident connected with work and your employee, or self employed person working on the premises sustaining a injury, such as those identified in the OHSMS Work Instruction 3.B.3

\*\*An Over 3-day injury is one which is not "Major" but results in the injured person being away from work OR unable to do their full range of their normal duties for more than three days, including any days they would not normally be expected to work such as weekends, rests days or holidays, not counting the day of the injury itself.

\*\*\* A minor injury is an injury not covered by "Over 3-day" or "Major".

\*\*\*\*Physical violent incidents are included in the "Major" figures, where applicable, to provide the "Total Major" figures.

\*\*\*\*Physical violent incidents and \*\*\*\*\* Verbal Violent Incidents are included in the "Over 3-day" figures, where applicable, to provide the "Total Over 3-day" figures.

\*\*\*\*Physical Violent Incidents and \*\*\*\*\* Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.



# RECORD OF DISCIPLINARY HEARINGS

FROM: 1 November 2008 - 31 January 2009 comparison with 1 November 2007 - 31 January 2008

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	6	41	N/A	47	1	2	N/A	3	5	39	N/A	44	42	5	0	100%	0
CORPORATE/EDUCATION	4	0	1	5	0	0	N/A	0	4	0	1	5	4	1	0	100%	0
ENTERPRISE	8	4	N/A	12	0	0	N/A	0	8	4	N/A	12	1	9	2	83%	0
FINANCE & IT	3	0	N/A	3	0	0	N/A	0	3	0	N/A	3	0	3	0	100%	0
HOUSING & TECHNICAL	6	17	N/A	23	0	2	N/A	2	6	15	N/A	21	4	10	9	61%	0
SOCIAL WORK	9	10	N/A	19	0	0	N/A	0	9	10	N/A	19	15	2	2	89%	0
TOTAL (Nov 08 - Jan 09)	36	72	1	109	1	4	0	5	35	68	1	104	66	30	13	88%	0
TOTAL (Nov 07 - Jan 08)	14	31	2	47	1	4	0	5	13	27	2	42	21	16	10	79%	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 08 - Jan 09)	3	3	0	6	0	2	0	2	0	0	0	0	0	1	1	3	0
TOTAL (Nov 07 - Jan 08)	0	1	0	1	0	0	0	0	0	0	0	0	0	1	1	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 2008 - 31 January 2009

RESOURCE	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>15</b>

**RECORD OF GRIEVANCES**

**FROM: 1 November 2008 - 31 January 2009 comparison with 1 November 2007 - 31 January 2008**

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 08 - Jan 09)	0	1	0	1	0	0
TOTAL (Nov 07 - Jan 08)	0	7	0	0	0	7

**DIGNITY AT WORK**

**FROM: 1 November 2008 - 31 January 2009 comparison with 1 November 2007 - 31 January 2008**

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 08 - Jan 09)	0	7	1	1	0	0	5
TOTAL (Nov 07 - Jan 08)	0	3	2	0	0	1	0

## ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

## EXIT INTERVIEWS (November 2008 - January 2009)

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	10	3	5	1	1	3	6	29	38
PERSONAL REASONS	5	0	0	4	0	1	6	16	21
MOVING OUTWITH AREA	2	0	6	0	0	0	1	9	12
POOR RELATIONSHIPS WITH MANAGERS / COLLEAGUES	0	0	1	0	0	0	2	3	4
TRAVELLING DIFFICULTIES	0	0	1	0	0	0	2	3	4
DISSATISFACTION WITH TERMS AND CONDITIONS	1	0	0	0	0	1	1	3	4
OTHER	6	0	4	1	0	1	1	13	17
<b>NUMBER OF EXIT INTERVIEWS CONDUCTED</b>	<b>24</b>	<b>3</b>	<b>17</b>	<b>6</b>	<b>1</b>	<b>6</b>	<b>19</b>	<b>76</b>	
<b>TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW</b>	<b>26</b>	<b>3</b>	<b>27</b>	<b>7</b>	<b>1</b>	<b>10</b>	<b>24</b>	<b>98</b>	
<b>% OF LEAVERS INTERVIEWED</b>	<b>92</b>	<b>100</b>	<b>63</b>	<b>86</b>	<b>100</b>	<b>60</b>	<b>79</b>	<b>78</b>	

## EXIT INTERVIEWS (November 2007 - January 2008)

<b>NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)</b>	<b>100</b>	<b>3</b>	<b>22</b>	<b>7</b>	<b>3</b>	<b>10</b>	<b>24</b>	<b>169</b>	
<b>TOTAL NO OF PERMANENT LEAVERS PER RESOURCE (LAST YEAR)</b>	<b>102</b>	<b>3</b>	<b>43</b>	<b>7</b>	<b>3</b>	<b>28</b>	<b>28</b>	<b>214</b>	
<b>% OF LEAVERS INTERVIEWED (LAST YEAR)</b>	<b>98</b>	<b>100</b>	<b>51</b>	<b>100</b>	<b>100</b>	<b>36</b>	<b>86</b>	<b>79</b>	

\* Note these totals include temporary employees

## RECRUITMENT MONITORING

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

FROM : 1 November 2008 - 31 January 2009

Total Number of applications received:	<b>1341</b>
Total Number of Equal Opportunities Monitoring forms received:	<b>1288 (96%)</b>
Total Number of posts recruited for:	<b>102</b>
Total Number of appointments:	<b>101</b>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	<b>1288</b>	<b>391</b>	<b>93</b>
Total No of Male Applicants	188	53	12
Total No of Female Applicants	566	172	40
Total No of Disabled Applicants	13	8	1
Total No of applicants aged under 50	250	93	26
Total No of applicants aged over 50	40	20	2
Total No of White applicants	493	167	41
Total No of Black/Ethnic minority applicants*	24	1	0

FROM : 1 November 2007 - 31 January 2008

Total Number of applications received:	<b>2315</b>
Total Number of Equal Opportunities Monitoring forms received:	<b>2070 (89%)</b>
Total Number of posts recruited for:	<b>196</b>
Total Number of appointments:	<b>189</b>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	<b>2070</b>	<b>727</b>	<b>172</b>
Total No of Male Applicants	815	264	58
Total No of Female Applicants	1130	436	110
Total No of Disabled Applicants	46	26	3
Total No of applicants aged under 50	1675	581	133
Total No of applicants aged over 50	280	119	36
Total No of White applicants	1880	684	168
Total No of Black/Ethnic minority applicants*	39	7	0

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

**QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 13 DECEMBER 2008****Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3151	1160	174	278	1539
Corporate Resources	265	63	6	157	39
Education - Teachers	3694	807	33	2298	556
Education - Others	2452	198	51	547	1656
Enterprise Resources	693	481	5	164	43
Finance & IT Resources	289	123	1	129	36
Housing & Technical	2110	1093	9	744	264
Social Work Resources	2909	304	121	969	1515

<b>Total All Staff</b>	<b>15563</b>	<b>4229</b>	<b>400</b>	<b>5286</b>	<b>5648</b>
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Total	Full-Time Equivalent				
	Salary Band				
	A1	A2	B	C	Other
2232.16	5.0	17.0	156.87	236.51	1816.78
248.00	9.0	15.6	84.2	139.2	*
3429.23	387.70	3041.53	*	*	*
1781.80	9.0	24.0	187.7	1561.10	*
672.40	7.0	37.6	203.8	211.2	212.8
275.10	5.0	18.0	148.2	103.9	*
1994.26	10.0	41.9	326.7	1068.7	547.0
2503.43	53.0	27.5	558.53	1864.40	*

<b>9659.15</b>	(excluding Teachers)				
<b>13088.38</b>	<b>437.70</b>	<b>3223.14</b>	<b>1666.00</b>	<b>5184.96</b>	<b>2576.58</b>

**QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 13 SEPTEMBER 2008****Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3397	1411	175	282	1529
Corporate Resources	257	61	5	150	41
Education - Teachers	3709	811	35	2331	532
Education - Others	2454	203	51	553	1647
Enterprise Resources	696	484	4	166	42
Finance & IT Resources	285	118	2	128	37
Housing & Technical	2086	1084	11	740	251
Social Work Resources	2911	299	117	986	1509

<b>Total All Staff</b>	<b>15795</b>	<b>4471</b>	<b>400</b>	<b>5336</b>	<b>5588</b>
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Total	Full-Time Equivalent				
	Salary Band				
	A1	A2	B	C	Other
3214.88	5.0	18.0	155.04	1180.17	1856.67
227.50	9.0	15.6	73.0	129.9	*
3452.40	384.10	3068.30	*	*	*
1795.60	11.0	23.0	190.3	1571.30	*
675.60	7.0	37.6	209.8	213.0	208.2
268.30	5.0	18.0	143.2	102.1	*
1980.70	10.0	41.9	339.2	1137.6	452.0
2449.54	5.0	28.5	558.81	1857.23	*

<b>10612.09</b>	(excluding Teachers)				
<b>14064.49</b>	<b>436.10</b>	<b>3250.91</b>	<b>1669.35</b>	<b>6191.26</b>	<b>2516.87</b>

A1 Salaries at or above SCP116 - £60,550+

A2 Salaries in the range SCP91-114 - £41,735 - £59,655

B Salaries in the range SCP59-90 - £25,932 - £41,115

C Salaries in the range 1-57 - £10,913 - £25,530

Others Manual and Craft

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

