

# Report

Report to:	<b>Corporate Resources Committee</b>
Date of Meeting:	<b>10 December 2008</b>
Report by:	<b>Executive Director (Corporate Resources)</b>

Subject:	<b>Council-wide Workforce Monitoring September and October 2008</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 September and October 2008

## 2. Recommendation(s)

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

(1) that the following employment information for September and October 2008 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 September 2008

## 3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for the Council provides information on the position for the period September and October 2008.

## 4. Attendance Statistics

4.1. Information on absence statistics as analysed for the most recent month of October 2008, for the Council and each Resource is provided in Appendices 1 – 10. Points to note are:-

- ◆ The Council's absence rate for October 2008 is 3.8%, this figure remains unchanged when compared to last month. When compared to October 2007 this figure has decreased by 0.2%.
- ◆ When compared to October 2007, the APT&C figure has decreased by 0.1%, the teachers' figure has decreased by 0.2% and the manual worker figure has decreased by 0.3%.

- ◆ Based on the absence rate for October 2008, the projected annual average figure for the Council for the financial year 2008/2009 is 4.0%. This equates to 8.9 days being lost per employee.

In comparison to October 2007:-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have increased by 277 days; the most significant increase was in Housing and Technical Resources by 215 days.
- ◆ Total days lost due to psychological conditions have decreased by 368 days; this decrease is reflected across all Resources.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 280 days; the most significant decrease was in Social Work Resources by 133 days.
- ◆ Total days lost due to respiratory conditions have decreased by 275 days; the most significant decrease was in Housing and Technical Resources by 96 days.

## **6. Occupational Health**

6.1 Information on Occupational Health for September and October 2008 is provided in Appendix 11

- ◆ Compared to the same period last year, there has been an increase of 80 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 222 employees attended physiotherapy treatment, showing a decrease of 49 when compared to the same period last year. Of the 222 employees referred, 80% remained at work whilst undertaking treatment.
- ◆ There were 107 employees referred to the Employee Support Officer; an increase of 9 when compared with the same period last year. Of those referrals made this period, 89% related to personal reasons.
- ◆ 91 referrals were made to the Employee Counselling Service this period, of which 64 were from management and 27 from employees. Personal reasons accounted for 58% of referrals and 27% for work related reasons.

## **7. Accidents/Incidents**

7.1 The monthly accident/incident report for September and October 2008 is contained in Appendix 12.

The number of accidents/incidents recorded was 127; a decrease of 15 from the same period last year.

- ◆ There were 2 accidents resulting in a major injury; a decrease of 3 when compared with the same period last year.
- ◆ There were 14 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 22 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 September and October 2008 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, 54 disciplinary hearings were held across Resources; an increase of 1 when compared to the same period last year.
- ◆ Action was taken in 54 of these cases and there were 3 appeals raised against the outcomes.
- ◆ Our target is to convene disciplinary hearings within 6 weeks, 94% of hearings met this target.
- ◆ During the period 4 appeals were heard by the Appeals Panel, of which 1 was upheld in part and 3 were not upheld.
- ◆ During the period 1 appeal was withdrawn.
- ◆ At the end of October 2008 1 appeal was pending.
- ◆ During the period, 1 Dignity at Work case was raised, there were no grievance cases raised during the period.

## **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 September and October 2008 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 September 2008 the Labour Turnover figure for September and October 2008 is as follows:-

88 leavers/15,795 employees in post = Labour Turnover of 0.5%

Based on figures for April 2008 to October 2008, the annual turnover figure for the financial year 2008/2009 for the Council is 3.5%.

### **9.2 Analysis of Leavers and Exit Interviews**

- ◆ A total of 88 employees were eligible for exit interview compared with 195 in the same period last year.
- ◆ Exit interviews were held with 78% of leavers; a decrease of 9% when compared with the same period last year.
- ◆ The main reason cited for leaving was Career Advancement.

## **10 Recruitment Monitoring**

### **10.1 Information on Recruitment Monitoring for September and October 2008 is contained within Appendix 16.**

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

- ◆ Overall, 1,734 applications were received and 1,625 individuals completed Equal Opportunities Monitoring Forms.
- ◆ Of those applicants who declared themselves as disabled (52), 20 were shortlisted for interview and 3 were appointed.
- ◆ Of those applicants of a black/ethnic minority background (49), 7 were shortlisted for interview and none were appointed.

## **11 Staffing Watch**

- 11.1 There has been an increase of 137 employees in post from 14 June 2008 to 13 September 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)**

7 November 2008

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

- ◆ Excellent employer
- ◆ People focused

## **Previous References**

- ◆ 1 October 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		November	3.9	3.7		November	5.4	5.5		November	4.5	4.5					
December	4.4	3.9		December	4.2	3.5		December	5.5	5.7		December	4.7	4.3					
January	4.4	4.4		January	4.0	3.8		January	5.6	5.8		January	4.6	4.7					
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	4.0	Annual Average	3.1	3.2	3.1	Annual Average	4.6	5.1	4.9	Annual Average	3.9	4.1	4.0				
Average Apr-Oct	3.5	3.7	3.8	Average Apr-Oct	2.4	2.6	2.5	Average Apr-Oct	4.0	4.6	4.5	Average Apr-Oct	3.4	3.7	3.7				
No of Employees at 31 Oct 2008				7560	No of Employees at 31 Oct 2008				4091	No of Employees at 31 Oct 2008				4458	No of Employees at 31 Oct 2008				16109

- (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 8.9 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		November	5.0	5.4		November	4.9	5.2		November	4.5	4.5					
December	4.2	4.0		December	5.2	5.6		December	5.1	5.3		December	4.7	4.3					
January	4.2	3.9		January	5.2	5.7		January	5.0	5.4		January	4.6	4.7					
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	4.2	Annual Average	4.3	4.8	4.7	Annual Average	4.2	4.7	4.6	Annual Average	3.9	4.1	4.0				
Average Apr-Oct	3.3	4.1	4.0	Average Apr-Oct	3.5	4.2	4.1	Average Apr-Oct	3.5	4.2	4.1	Average Apr-Oct	3.4	3.7	3.7				
No of Employees at 31 Oct 2008				524	No of Employees at 31 Oct 2008				2760	No of Employees at 31 Oct 2008				3284	No of Employees at 31 Oct 2008				16109

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 - 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		November	4.5	4.5	
December	2.0	2.1		December	4.7	4.3	
January	1.8	2.4		January	4.6	4.7	
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	2.1	Annual Average	3.9	4.1	4.0
Average Apr-Oct	2.4	1.9	2.0	Average Apr-Oct	3.4	3.7	3.6

  

No of Employees at 31 Oct 2008	263	No of Employees at 31 Oct 2008	16109
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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 4.8 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		November	3.9	3.7		November	4.3	4.0		November	4.5	4.5					
December	5.1	4.0		December	4.2	3.5		December	4.6	3.7		December	4.7	4.3					
January	4.5	4.6		January	4.0	3.8		January	4.2	4.1		January	4.6	4.7					
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	4.0	Annual Average	3.1	3.2	3.1	Annual Average	3.5	3.5	3.4	Annual Average	3.9	4.1	4.0				
Average Apr-Oct	3.5	3.6	3.7	Average Apr-Oct	2.4	2.6	2.5	Average Apr-Oct	2.8	3.0	3.0	Average Apr-Oct	3.4	3.7	3.7				
No of Employees at 31 Oct 2008				2504	No of Employees at 31 Oct 2008				4091	No of Employees at 31 Oct 2008				6595	No of Employees at 31 Oct 2008				16109

For Education Resources the absence rate for unpaid special leave was 0.1%  
Average number of days lost per employee annually is 7.0 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		November	3.8	4.2		November	3.4	4.0		November	4.5	4.5		
December	2.5	3.6		December	3.9	3.2		December	2.9	3.5		December	4.7	4.3		
January	3.6	3.4		January	4.6	3.1		January	3.9	3.3		January	4.6	4.7		
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	3.1	Annual Average	4.7	4.9	3.7	Annual Average	3.3	4.0	3.2	Annual Average	3.9	4.1	4.0	
Average Apr-Oct	2.4	3.5	2.7	Average Apr-Oct	5.1	5.9	3.5	Average Apr-Oct	3.2	4.2	2.9	Average Apr-Oct	3.4	3.7	3.7	
No of Employees at 31 Oct 2008			485	No of Employees at 31 Oct 2008			203	No of Employees at 31 Oct 2008			688	No of Employees at 31 Oct 2008			16109	

For Enterprise Resources the absence rate for unpaid special leave was 0.1%  
Average number of days lost per employee annually is 7.5 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		November	4.5	4.5	
December	2.5	3.1		December	4.7	4.3	
January	3.2	4.1		January	4.6	4.7	
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	2.6	Annual Average	3.9	4.1	4.0
Average Apr-Oct	3.3	2.5	2.1	Average Apr-Oct	3.4	3.7	3.7

  

No of Employees at 31 Oct 2008		292	No of Employees at 31 Oct 2008		16109
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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 5.3 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		November	7.5	5.6		November	5.3	4.7		November	4.5	4.5		
December	4.6	4.1		December	6.8	6.1		December	5.2	4.7		December	4.7	4.3		
January	4.8	4.4		January	6.1	5.7		January	5.2	4.8		January	4.6	4.7		
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	6.4	Annual Average	4.3	4.3	4.9	Annual Average	3.9	4.1	4.0	
Average Apr-Oct	3.7	3.6	4.4	Average Apr-Oct	4.5	4.5	6.4	Average Apr-Oct	4.0	3.8	4.9	Average Apr-Oct	3.4	3.7	3.7	
No of Employees at 31 Oct 2008				1519	No of Employees at 31 Oct 2008			548	No of Employees at 31 Oct 2008			2067	No of Employees at 31 Oct 2008			16109

For Housing & Technical Resources the rate of unpaid special leave was nil.  
Average number of days lost per employee annually is 12.5 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		November	5.6	5.9		November	4.9	4.6		November	4.5	4.5	
December	4.4	4.2		December	5.9	6.5		December	4.9	4.9		December	4.7	4.3	
January	4.7	5.0		January	6.6	6.9		January	5.3	5.6		January	4.6	4.7	
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	4.3	Annual Average	5.3	6.1	5.2	Annual Average	4.5	4.8	4.6	Annual Average	3.9	4.1	4.0
Average Apr-Oct	3.8	4.1	4.0	Average Apr-Oct	4.7	5.7	4.6	Average Apr-Oct	4.0	4.6	4.2	Average Apr-Oct	3.3	3.6	3.7

No of Employees at 31 Oct 2008	1973	No of Employees at 31 Oct 2008	937	No of Employees at 31 Oct 2008	2910	No of Employees at 31 Oct 2008	16109
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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 August 2008 - 31 October 2008

Resource	No of employees	August 2008			September 2008			October 2008		
		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	3284	1.6	3.0	<b>4.6</b>	1.7	2.6	<b>4.3</b>	1.6	3.0	<b>4.6</b>
Corporate	263	0.8	1.3	<b>2.1</b>	0.9	0.6	<b>1.5</b>	1.4	0.2	<b>1.6</b>
Education	6595	0.7	1.4	<b>2.1</b>	1.5	1.8	<b>3.3</b>	1.3	1.9	<b>3.2</b>
Enterprise	688	1.8	0.9	<b>2.7</b>	1.5	1.0	<b>2.5</b>	1.3	1.1	<b>2.4</b>
Finance & IT	292	1.7	0.3	<b>2.0</b>	1.2	0.4	<b>1.6</b>	1.1	0.7	<b>1.8</b>
Housing & Technical	2067	2.2	2.6	<b>4.8</b>	2.1	2.6	<b>4.7</b>	1.9	2.9	<b>4.8</b>
Social Work	2910	1.7	2.0	<b>3.7</b>	2.2	2.2	<b>4.4</b>	2.2	2.2	<b>4.4</b>
<b>Council Overall for Aug - 08 - Oct 08</b>	<b>16099</b>	<b>1.3</b>	<b>1.7</b>	<b>3.0</b>	<b>1.7</b>	<b>2.1</b>	<b>3.8</b>	<b>1.6</b>	<b>2.2</b>	<b>3.8</b>

## ATTENDANCE MONITORING

## ABSENCE CLASSIFICATIONS

From : 1 October 2008 - 31 October 2008

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	1236	36	16	18	983	23	92	24	5	4	730	33	607	25	3669	28
PSYCHOLOGICAL	706	20	0	0	912	21	126	33	5	4	387	18	457.5	18	2594	20
STOMACH, BOWEL,BLOOD, METABOLIC DISORDERS	445	13	15	17	750	17	31	8	36	31	388	18	323.5	13	1989	15
RESPIRATORY	331	10	24	27	358	8	46	12	35	30	224	10	330	13	1348	10
OTHERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26
<b>Total Days Lost By Resource</b>	3479	100	90	100	4320	100	379	100	115	100	2191	100	2474	100	13048	100
<b>Total Work Days Available</b>	75762		5728		136068		15507		6463		45458		56692			

\*WDL = Work Days Lost

## OCCUPATIONAL HEALTH REPORTS

FROM: 1 September 2008 - 31 October 2008 comparison with 1 September 2007 - 31 October 2007

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (Sep-Oct 2008)	58	1	13	7	7	4	53	75	218
TOTAL (Sep-Oct 2007)	35	2	6	13	3	4	38	37	138

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Sep-Oct 2007	Sep-Oct 2008
COMMUNITY	54	42
CORPORATE	0	5
EDUCATION (TEACHERS)	39	29
EDUCATION (OTHERS)	25	26
ENTERPRISE	17	8
FINANCE & IT	2	4
HOUSING & TECH	52	40
SOCIAL WORK	82	68
TOTAL	271	222

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Sep-Oct 2007	Sep-Oct 2008
COMMUNITY	15	39
CORPORATE	2	0
EDUCATION	25	18
ENTERPRISE	7	9
FINANCE & IT	1	2
HOUSING & TECHNICAL	16	14
SOCIAL WORK	32	25
TOTAL	98	107

## 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 SEP-OCT 2008	11	14	0	0	1	0	41	12	4	0	7	1	64	27
TOTAL SEP-OCT 2007	20	1	0	0	3	0	47	1	6	1	12	0	88	3
TOTAL										Total Referrals (Sep-Oct 2008)				91
										Total Referrals (Sep-Oct 2007)				91

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 September 2008 - 31 October 2008 comparison with 1 September 2007 - 31 October 2007**

	Community		Education		Enterprise		Finance & IT		Housing & Tech		Social Work		TOTAL	
	Sep-Oct 2008	Sep-Oct 2007	Sep-Oct 2008	Sep-Oct 2007	Sep-Oct 2008	Sep-Oct 2007	Sep-Oct 2008	Sep-Oct 2007	Sep-Oct 2008	Sep-Oct 2007	Sep-Oct 2008	Sep-Oct 2007	Sep-Oct 2008	Sep-Oct 2007
Major Injuries	1	3	1	0	0	1	0	0	0	1	0	0	2	5
Violent Incident: Physical****	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Major*</b>	1	3	1	0	0	1	0	0	0	1	0	0	2	5
Over 3-day Absences	5	3	2	0	3	1	0	0	2	0	0	0	12	4
Violent Incident: Physical****	0	0	0	0	0	0	0	0	1	0	0	0	1	0
Violent Incident: Verbal*****	0	0	0	0	0	0	0	0	1	0	0	0	1	0
<b>Total Over 3-day**</b>	5	3	2	0	3	1	0	0	4	0	0	0	14	4
Minor	17	24	8	10	2	7	3	0	14	7	1	4	45	52
Violent Incident: Physical****	1	3	26	42	0	2	0	0	1	1	17	12	45	60
Violent Incident: Verbal*****	3	4	6	5	1	1	0	0	2	4	9	7	21	21
<b>Total Minor***</b>	21	31	40	57	3	10	3	0	17	12	27	23	111	133
<b>Total Accidents/Incidents</b>	27	37	43	57	6	12	3	0	21	13	27	23	127	142

**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.



FROM: 1 September 2008 - 31 October 2008 comparison with 1 September 2007 - 31 October 2007

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	5	23	N/A	28	0	0	N/A	0	5	23	N/A	28	27	1	0	100%	0
CORPORATE/EDUCATION	3	0	1	4	0	0	N/A	0	3	0	1	4	2	2	0	100%	0
ENTERPRISE	0	7	N/A	7	0	0	N/A	0	0	7	N/A	7	5	2	0	100%	0
HOUSING & TECHNICAL	2	5	N/A	7	0	0	N/A	0	2	5	N/A	7	5	1	1	86%	0
SOCIAL WORK	4	4	N/A	8	0	0	N/A	0	4	4	N/A	8	4	2	2	75%	0
TOTAL (SEP-OCT 2008)	14	39	1	54	0	0	0	0	14	39	1	54	43	8	3	94%	0
TOTAL (SEP-OCT 2007)	16	37	0	53	0	3	0	3	16	34	0	50	33	14	6	89%	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 (SEP-OCT 2008)	3	0	0	3	0	0	0	0	1	0	0	1	1	0	1	1	0
TOTAL (SEP-OCT 2007)	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 September 2008 - 31 October 2008

RESOURCE	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
TOTAL	0	1	3	1	5	1

### RECORD OF GRIEVANCES

FROM: 1 September 2008 - 31 October 2008 comparison with 1 September 2007 - 31 October 2007

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 (SEP-OCT 2008)	0	0	0	0	0	0
TOTAL (SEP-OCT 2007)	0	1	0	1	0	0

### DIGNITY AT WORK

FROM: 1 September 2008 - 31 October 2008 comparison with 1 September 2007 - 31 October 2007

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 (SEP-OCT 2008)	0	1	0	0	0	0	1
TOTAL (SEP-OCT 2007)	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

## EXIT INTERVIEWS SEP-OCT 2008

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	6	0	5	4	0	1	5	21	31
PERSONAL REASONS	10	0	0	0	0	0	2	12	17
FURTHER EDUCATION	2	1	2	1	0	0	3	9	13
MOVING OUTWITH AREA	2	0	4	0	0	1	2	9	13
CHILD CARING / CARING RESPONSIBILITIES	4	0	1	0	0	0	3	8	12
OTHER	8	0	2	0	0	0	0	10	14
NUMBER OF EXIT INTERVIEWS CONDUCTED	32	1	14	5	0	2	15	69	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	37	1	22	6	0	2	20	88	
% OF LEAVERS INTERVIEWED	86	100	64	83	0	100	75	78	

## EXIT INTERVIEWS SEP-OCT 2007

NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)	124	3	10	9	1	12	10	169	
TOTAL NO OF PERMANENT LEAVERS PER RESOURCE (LAST YEAR)	129	3	18	11	1	22	11	195	
% OF LEAVERS INTERVIEWED (LAST YEAR)	96	100	56	82	100	55	91	87	

\* Note these totals include temporary employees

## RECRUITMENT MONITORING

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

FROM : 1 September 2008 - 31 October 2008

Total Number of applications received:	1734
Total Number of Equal Opportunities Monitoring forms received:	1625 (94%)
Total Number of posts recruited for:	105
Total Number of appointments:	105

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1625	455	97
Total No of Male Applicants	443	110	25
Total No of Female Applicants	1075	309	68
Total No of Disabled Applicants	52	20	3
Total No of applicants aged under 50	1365	362	82
Total No of applicants aged over 50	149	56	11
Total No of White applicants	1466	411	93
Total No of Black/Ethnic minority applicants*	49	7	0

FROM : 1 September 2007 - 31 October 2008

Total Number of applications received:	1707
Total Number of Equal Opportunities Monitoring forms received:	1420 (83%)
Total Number of posts recruited for:	119
Total Number of appointments:	116

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1420	571	84
Total No of Male Applicants	397	172	24
Total No of Female Applicants	993	395	59
Total No of Disabled Applicants	14	7	0
Total No of applicants aged under 50	1216	473	69
Total No of applicants aged over 50	174	93	14
Total No of White applicants	1339	545	82
Total No of Black/Ethnic minority applicants*	31	9	1

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

**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>

**QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 14 JUNE 2008****Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3395	1400	164	302	1529
Corporate Resources	252	58	4	150	40
Education - Teachers	3691	808	35	2349	499
Education - Others	2400	191	54	509	1646
Enterprise Resources	703	480	5	173	45
Finance & IT Resources	286	119	1	129	37
Housing & Technical	2050	1050	8	733	259
Social Work Resources	2881	297	115	953	1516

<b>Total All Staff</b>	<b>15658</b>	<b>4403</b>	<b>386</b>	<b>5298</b>	<b>5571</b>
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Total	Full-Time Equivalent				
	Salary Band				
	A1	A2	B	C	Other
2391.24	5.0	17.00	151.77	890.13	1327.34
234.40	9.0	16.60	75.20	133.60	*
3445.45	399.10	3046.35	*	*	*
1699.78	11.0	25.00	191.51	1472.27	*
680.50	7.0	37.60	210.90	223.80	201.20
271.10	5.0	19.00	145.40	101.70	*
1935.82	6.0	41.00	324.40	1056.42	508.00
2436.07	5.0	30.50	549.65	1850.92	*

<b>9648.91</b>	(excluding Teachers)				
<b>13094.36</b>	<b>447.10</b>	<b>3233.05</b>	<b>1648.83</b>	<b>5728.84</b>	<b>2036.54</b>

A1 Salaries at or above SCP116 - £58,780  
A2 Salaries in the range SCP91-114 - £40,513 - £57,046  
B Salaries in the range SCP59-90 - £25,184 - £39,911  
C Salaries in the range 1-57 - £10,603 - £24,417  
Others Manual and Craft

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

