

Report

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Report to:	Employee Issues Forum
Date of Meeting:	22 February 2011
Report by:	Executive Director (Corporate Resources)

Subject:	Council-wide Workforce Monitoring – October to December 2010
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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 October to December 2010

2. Recommendation(s)

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

(1) that the following employment information for the period October to December 2010 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work hearings
- ◆ labour turnover/analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ Staffing Watch as at 11 September 2010

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Employee Issues Forum. This report for the Council provides information on the position for the period October to December 2010.

4. Attendance Statistics

4.1. Information on absence statistics as analysed for the most recent month of December 2010, for the Council and each Resource is provided in Appendices 1 – 10. Points to note are:-

- ◆ The Council's absence rate for December 2010 is 4.2%, this figure remains unchanged when compared with last month and when compared to December 2009 this figure also remains unchanged.

- ◆ When compared to December 2009, the APT&C figure has increased by 0.2%, the teachers' figure has decreased by 0.6% and the manual worker figure has increased by 0.1%.
- ◆ Based on annual trends and the absence rate for December 2010, the overall absence rate for the Council for the financial year 2010/2011 is 3.8%. This equates to 8.9 days being lost per employee.

In comparison to December 2009:-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have increased by 163 days.
- ◆ Total days lost due to psychological conditions have decreased by 188 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 237 days.
- ◆ Total days lost due to respiratory conditions have decreased by 522 days with the most significant decrease in Education Resources by 303 days.

5. Occupational Health

5.1 Information on Occupational Health for the period October to December 2010 is provided in Appendix 11.

- ◆ In comparison to the same period last year there has been an increase of 22 employees being referred for a medical examination. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ A total of 277 employees attended physiotherapy treatment, showing a decrease of 107 when compared to the same period last year. Of the 277 employees referred, 82% remained at work whilst undertaking treatment.
- ◆ During this period there were 140 employees referred to the Employee Support Officer, showing a decrease of 1 when compared to the same period last year. Of those referrals made this period 79% related to personal reasons.
- ◆ 154 employees were referred to the Employee Counselling Service this period, an increase of 15 when compared with the same period last year. Of the 154 referrals made this period, 135 were from management and 19 were from employees. Personal reasons accounted for 69% of the referrals made and 20% were for work related reasons.

6. Accidents/Incidents

6.1 The quarterly accident/incident report for the period October to December 2010 is contained in Appendix 12.

- ◆ The number of accidents/incidents recorded was 150, this is a decrease of 79 from the same period last year (229).
- ◆ There were 4 major accidents/incidents recorded, a decrease of 3 when compared to the same period last year.
- ◆ Minor accidents/incidents have decreased overall by 73 when compared to the same period last year (200).
- ◆ There were 19 accidents resulting in absences lasting over 3 days during the period, a decrease of 3 when compared with the same period last year.

7. Discipline, Grievance and Dignity at Work Hearings

7.1 Information on Disciplinary, Grievance Hearings and Dignity at Work for the period October to December 2010 is contained in Appendices 13 and 14.

- ◆ In total, 64 disciplinary hearings were held across Resources within the Council, a decrease of 24 when compared to the same period last year.
- ◆ Action was taken in 57 of these cases, and there were no appeals raised against the outcomes.
- ◆ Our target is to convene disciplinary hearings within 6 weeks, 98% of hearings met this target.
- ◆ During the period 3 appeals were heard by the Appeals Panel, all 3 were not upheld.
- ◆ During the period 1 appeal was withdrawn.
- ◆ At the end of December 2010, 2 appeals were pending.
- ◆ During the period 3 grievances and 1 Dignity at Work case was raised.

8 Labour Turnover/Analysis of Leavers and Exit Interviews

8.1 Labour turnover

Information on the number of leavers and exit interviews for the period October to December 2010 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 September 2010 the Labour Turnover figure for the period October to December 2010 is as follows:-

54 leavers/15,514 employees in post = Labour Turnover of 0.3%

Based on annual trends and figures for April to December 2010, the annual average labour turnover figure for the financial year 2010/2011 for the Council is 1.7%.

8.2 Analysis of Leavers and Exit Interviews

- ◆ There were a total of 54 employees leaving the Council that were eligible for exit interview compared with 77 in the same period last year.
- ◆ Exit interviews were held with 37% of leavers compared to 47% last year.

9 Recruitment Monitoring

9.1 Information on Recruitment Monitoring for the period October to December 2010 is contained within Appendix 16.

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

- ◆ Overall, 1168 applications were received and 1166 individuals completed Equal Opportunities Monitoring Forms.
- ◆ Of those applicants who declared themselves as disabled (33), 18 were shortlisted for interview and 8 were appointed.
- ◆ Of those applicants of a black/ethnic minority background (28), 14 were shortlisted for interview and 9 were appointed.

10 Staffing Watch

10.1 There has been a decrease of 236 in the number of employees from 12 June 2010 to 11 September 2010.

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

14 Equality Impact Assessment and Consultation Arrangements

14.1 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.

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

Robert McIlwain

Executive Director (Corporate Resources)

24 January 2010

Link(s) to Council Objectives/Improvement Themes/Values

- ◆ efficient and effective use of resources
- ◆ performance management and improvement

Previous References

- ◆ Employee Issues Forum - 24 August 2010

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)

Absence Trends - 2008/2009, 2009/2010 & 2010/2011
Council Wide

APT&C			Teachers			Manual Workers			Council Wide						
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.3	3.6	3.4	April	3.4	3.2	3.1	April	4.9	4.0	4.5	April	4.3	3.6	3.7
May	4.1	3.7	3.5	May	2.8	3.7	3.6	May	4.8	4.7	4.7	May	4.0	4.0	3.9
June	3.9	3.5	3.1	June	2.8	3.2	2.6	June	4.6	4.5	4.3	June	3.8	3.7	3.3
July	3.2	2.9	2.8	July	1.5	1.2	1.3	July	3.6	3.9	3.5	July	2.9	2.8	2.7
August	3.2	3.2	3.5	August	1.6	1.6	1.7	August	3.8	4.4	3.9	August	3.0	3.2	3.2
September	3.8	4.0	3.9	September	2.8	2.8	2.7	September	4.7	5.0	4.3	September	3.8	4.0	3.7
October	3.8	3.9	4.0	October	2.8	3.4	2.5	October	4.8	4.8	4.3	October	3.8	4.0	3.7
November	4.6	4.3	4.2	November	4.0	4.7	3.5	November	5.2	5.8	4.7	November	4.6	4.8	4.2
December	4.8	3.9	4.1	December	4.5	3.6	3.0	December	5.2	5.3	5.4	December	4.8	4.2	4.2
January	4.5	3.9		January	4.1	4.2		January	4.6	5.2		January	4.4	4.3	
February	4.1	4.0		February	4.9	4.6		February	4.9	5.5		February	4.5	4.6	
March	4.2	4.0		March	4.7	4.5		March	4.6	5.3		March	4.4	4.5	
Annual Average	4.0	3.7	3.7	Annual Average	3.3	3.4	3.1	Annual Average	4.6	4.9	4.6	Annual Average	4.0	4.0	3.8
Average Apr-Dec	4.0	3.7	3.6	Average Apr-Dec	2.9	3.0	2.7	Average Apr-Dec	4.6	4.7	4.4	Average Apr-Dec	3.9	3.8	3.6
No of Employees at 31 Dec 2010			7152	No of Employees at 31 Dec 2010			3427	No of Employees at 31 Dec 2010			4413	No of Employees at 31 Dec 2010			14992

- (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 - 2008/2009, 2009/2010 & 2010/2011
Community Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011				
April	5.9	2.5	2.8	April	4.5	4.1	4.5	April	4.7	3.9	4.3	April	4.3	3.6	3.7				
May	3.8	2.5	2.8	May	4.9	4.8	4.8	May	4.7	4.5	4.5	May	4.0	4.0	3.9				
June	3.4	2.6	2.4	June	4.4	4.5	4.2	June	4.3	4.2	4.0	June	3.8	3.7	3.3				
July	3.2	2.6	2.3	July	2.8	3.5	3.2	July	2.8	3.3	3.1	July	2.9	2.8	2.7				
August	4.0	3.2	2.8	August	3.1	4.0	3.9	August	3.3	3.9	3.7	August	3.0	3.2	3.2				
September	3.8	3.6	2.6	September	4.4	4.9	4.4	September	4.3	4.8	4.2	September	3.8	4.0	3.7				
October	4.0	4.3	2.2	October	4.7	4.8	4.3	October	4.6	4.7	4.0	October	3.8	4.0	3.7				
November	4.5	4.6	2.2	November	5.2	5.8	5.2	November	5.1	5.6	4.9	November	4.6	4.8	4.2				
December	4.5	4.5	3.4	December	5.3	5.3	5.8	December	5.2	5.2	5.5	December	4.8	4.2	4.2				
January	4.0	4.5		January	4.6	5.2		January	4.5	5.1		January	4.4	4.3					
February	3.7	4.0		February	4.8	5.6		February	4.6	5.4		February	4.5	4.6					
March	3.4	4.1		March	4.7	5.5		March	4.5	5.3		March	4.4	4.5					
Annual Average	4.0	3.6	3.0	Annual Average	4.5	4.8	4.7	Annual Average	4.4	4.7	4.5	Annual Average	4.0	4.0	3.8				
Average Apr-Dec	4.1	3.4	2.6	Average Apr-Dec	4.4	4.6	4.5	Average Apr-Dec	4.3	4.5	4.2	Average Apr-Dec	3.9	3.8	3.6				
No of Employees at 31 Dec 2010				334	No of Employees at 31 Dec 2010				2585	No of Employees at 31 Dec 2010				2919	No of Employees at 31 Dec 2010				14992

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

Average number of days lost per employee annually is 11.2 days.

ABSENCE TRENDS - 2008/2009, 2009/2010 & 2010/2011
Corporate Resources

Resource Total (APT&C)				Council Wide			
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011
April	1.5	2.7	2.0	April	4.3	3.6	3.7
May	1.8	3.4	2.0	May	4.0	4.0	3.9
June	2.8	3.5	2.0	June	3.8	3.7	3.3
July	2.2	3.6	3.0	July	2.9	2.8	2.7
August	2.1	3.6	2.9	August	3.0	3.2	3.2
September	1.5	3.5	2.1	September	3.8	4.0	3.7
October	1.6	4.1	2.6	October	3.8	4.0	3.7
November	2.8	4.2	3.4	November	4.6	4.8	4.2
December	3.9	3.7	3.2	December	4.8	4.2	4.2
January	3.8	3.7		January	4.4	4.3	
February	2.5	3.3		February	4.5	4.6	
March	3.6	2.3		March	4.4	4.5	
Annual Average	2.5	3.5	2.7	Annual Average	4.0	4.0	3.8
Average Apr-Dec	2.2	3.6	2.6	Average Apr-Dec	3.9	3.8	3.6
No of Employees at 31 Dec 2010			339	No of Employees at 31 Dec 2010			14992

For Corporate Resources the absence rate for unpaid special leave was 0.7%.
Average number of days lost per employee annually is 6.4 days.

ABSENCE TRENDS - ABSENCE TRENDS - 2008/2009, 2009/2010 & 2010/2011
Education Resources

APT&C			Teachers				Resource Total				Council Wide							
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011			
April	4.3	4.4	4.1	April	3.4	3.2	3.1	April	3.7	3.7	3.5	April	4.3	3.6	3.7			
May	4.4	4.9	4.3	May	2.8	3.7	3.6	May	3.4	4.2	3.9	May	4.0	4.0	3.9			
June	4.0	4.6	3.4	June	2.8	3.2	2.6	June	3.3	3.8	2.9	June	3.8	3.7	3.3			
July	2.6	2.6	2.8	July	1.5	1.2	1.3	July	1.9	1.7	1.9	July	2.9	2.8	2.7			
August	2.8	3.0	3.3	August	1.6	1.6	1.7	August	2.1	2.2	2.4	August	3.0	3.2	3.2			
September	4.0	4.7	4.7	September	2.8	2.8	2.7	September	3.3	3.6	3.5	September	3.8	4.0	3.7			
October	3.8	4.3	4.8	October	2.8	3.4	2.5	October	3.2	3.7	3.4	October	3.8	4.0	3.7			
November	5.9	4.9	5.2	November	4.0	4.7	3.5	November	4.7	4.8	4.2	November	4.6	4.8	4.2			
December	6.1	4.1	4.0	December	4.5	3.6	3.0	December	5.1	3.8	3.4	December	4.8	4.2	4.2			
January	5.8	4.3		January	4.1	4.2		January	4.8	4.2		January	4.4	4.3				
February	5.2	4.6		February	4.9	4.6		February	5.0	4.6		February	4.5	4.6				
March	5.5	4.6		March	4.7	4.5		March	5.0	4.5		March	4.4	4.5				
Annual Average	4.5	4.3	4.2	Annual Average	3.3	3.4	3.1	Annual Average	3.8	3.7	3.5	Annual Average	4.0	4.0	3.8			
Average Apr-Dec	4.2	4.2	4.1	Average Apr-Dec	2.9	3.0	2.7	Average Apr-Dec	3.4	3.5	3.2	Average Apr-Dec	3.9	3.8	3.6			
No of Employees at 31 Dec 2010			2227	No of Employees at 31 Dec 2010				3427	No of Employees at 31 Dec 2010				5654	No of Employees at 31 Dec 2010				14992

For Education Resources the absence rate for unpaid special leave was 0.2%
Average number of days lost per employee annually is 8 days.

ABSENCE TRENDS - 2008/2009, 2009/2010 & 2010/2011
Enterprise Resources

APT&C			Manual Workers				Resource Total				Council Wide				
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011
April	3.2	1.7	1.7	April	4.7	4.0	5.5	April	3.7	2.4	3.0	April	4.3	3.6	3.7
May	3.0	2.4	2.0	May	3.3	5.5	3.4	May	3.1	3.4	2.5	May	4.0	4.0	3.9
June	3.4	2.1	2.7	June	3.2	5.7	4.3	June	3.3	3.3	3.2	June	3.8	3.7	3.3
July	2.9	2.1	1.7	July	2.5	5.5	4.7	July	2.8	3.2	2.7	July	2.9	2.8	2.7
August	2.4	2.2	2.7	August	3.5	7.3	4.4	August	2.7	3.9	3.2	August	3.0	3.2	3.2
September	2.0	2.8	2.8	September	3.7	8.0	4.1	September	2.5	4.5	3.2	September	3.8	4.0	3.7
October	2.1	3.0	2.3	October	3.3	6.2	5.4	October	2.4	4.0	3.4	October	3.8	4.0	3.7
November	3.1	2.6	3.5	November	5.1	7.1	4.3	November	3.7	4.1	3.8	November	4.6	4.8	4.2
December	3.5	2.3	3.5	December	4.1	6.5	4.0	December	3.7	3.7	3.7	December	4.8	4.2	4.2
January	3.2	3.2		January	3.5	5.2		January	3.3	3.9		January	4.4	4.3	
February	2.8	3.0		February	4.3	4.0		February	3.3	3.3		February	4.5	4.6	
March	2.6	1.8		March	3.7	5.2		March	3.0	2.9		March	4.4	4.5	
Annual Average	2.9	2.4	2.6	Annual Average	3.7	5.9	4.5	Annual Average	3.1	3.6	3.2	Annual Average	4.0	4.0	3.8
Average Apr-Dec	2.8	2.4	2.5	Average Apr-Dec	3.7	6.2	4.5	Average Apr-Dec	3.1	3.6	3.2	Average Apr-Dec	3.9	3.8	3.6
No of Employees at 31 Dec 2010			443	No of Employees at 31 Dec 2010			222	No of Employees at 31 Dec 2010			665	No of Employees at 31 Dec 2010			14992

For Enterprise Resources the absence rate for unpaid special leave was nil
Average number of days lost per employee annually is 8.1 days.

ABSENCE TRENDS - ABSENCE TRENDS - 2008/2009, 2009/2010 & 2010/2011
Finance, Procurement & IT Resources

Resource Total (APT&C)				Council Wide			
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011
April	3.3	1.8	1.6	April	4.3	3.6	3.7
May	2.3	2.1	1.8	May	4.0	4.0	3.9
June	1.6	2.2	1.8	June	3.8	3.7	3.3
July	1.9	2.1	1.6	July	2.9	2.8	2.7
August	2.0	1.8	1.2	August	3.0	3.2	3.2
September	1.6	1.6	1.6	September	3.8	4.0	3.7
October	1.8	2.2	1.2	October	3.8	4.0	3.7
November	2.6	3.1	2.0	November	4.6	4.8	4.2
December	3.0	2.4	3.0	December	4.8	4.2	4.2
January	2.7	1.4		January	4.4	4.3	
February	2.7	2.1		February	4.5	4.6	
March	1.7	1.1		March	4.4	4.5	
Annual Average	2.3	2.0	1.7	Annual Average	4.0	4.0	3.8
Average Apr-Dec	2.2	2.1	1.8	Average Apr-Dec	3.9	3.8	3.6
No of Employees at 31 Dec 2010				323	No of Employees at 31 Dec 2010		14992

For Finance, Information Technology and Procurement the absence rate for unpaid special leave was 0.4%
 Average number of days lost per employee annually is 4.4 days.

ABSENCE TRENDS - 2008/2009, 2009/2010 & 2010/2011
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011				
April	4.3	3.4	3.2	April	6.7	3.7	4.4	April	5.0	3.5	3.6	April	4.3	3.6	3.7				
May	4.4	3.5	3.6	May	5.8	4.5	5.0	May	4.8	3.8	4.0	May	4.0	4.0	3.9				
June	4.5	3.0	3.1	June	7.1	4.9	5.4	June	5.2	3.5	3.8	June	3.8	3.7	3.3				
July	4.5	3.2	3.1	July	7.3	5.4	4.1	July	5.3	3.8	3.4	July	2.9	2.8	2.7				
August	4.0	3.5	4.3	August	6.6	5.4	4.2	August	4.8	4.0	4.3	August	3.0	3.2	3.2				
September	4.3	3.7	3.9	September	5.9	5.0	4.9	September	4.7	4.1	4.2	September	3.8	4.0	3.7				
October	4.7	3.2	4.4	October	5.1	4.4	5.0	October	4.8	3.5	4.6	October	3.8	4.0	3.7				
November	4.7	3.5	4.5	November	5.7	6.2	4.0	November	5.0	4.3	4.4	November	4.6	4.8	4.2				
December	4.9	3.1	4.6	December	4.7	4.1	4.7	December	4.8	3.4	4.6	December	4.8	4.2	4.2				
January	4.2	3.4		January	4.1	3.8		January	4.2	3.5		January	4.4	4.3					
February	4.1	4.4		February	4.5	5.7		February	4.2	4.8		February	4.5	4.6					
March	3.5	4.4		March	3.7	5.3		March	3.6	4.6		March	4.4	4.5					
Annual Average	4.3	3.5	3.9	Annual Average	5.6	4.9	4.7	Annual Average	4.7	3.9	4.2	Annual Average	4.0	4.0	3.8				
Average Apr-Dec	4.5	3.3	3.9	Average Apr-Dec	6.1	4.8	4.6	Average Apr-Dec	4.9	3.8	4.1	Average Apr-Dec	3.9	3.8	3.6				
No of Employees at 31 Dec 2010				1482	No of Employees at 31 Dec 2010				546	No of Employees at 31 Dec 2010				2028	No of Employees at 31 Dec 2010				14992

For Housing & Technical Resources the rate of unpaid special leave was nil.
Average number of days lost per employee annually is 10.1 days.

**ABSENCE TRENDS - 2008/2009, 2009/2010 & 2010/2011
Social Work Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011				
April	4.8	3.8	3.8	April	5.3	4.0	4.4	April	4.9	3.8	4.0	April	4.3	3.6	3.7				
May	4.3	3.1	3.7	May	4.0	4.0	4.3	May	4.2	3.4	3.9	May	4.0	4.0	3.9				
June	4.0	3.2	3.3	June	3.9	4.0	3.8	June	4.0	3.4	3.5	June	3.8	3.7	3.3				
July	3.5	3.4	3.3	July	4.4	3.8	3.8	July	3.7	3.5	3.5	July	2.9	2.8	2.7				
August	3.4	3.7	4.0	August	4.5	4.6	3.6	August	3.7	4.0	3.9	August	3.0	3.2	3.2				
September	4.2	4.0	4.1	September	4.9	4.4	3.4	September	4.4	4.1	3.9	September	3.8	4.0	3.7				
October	4.0	4.3	4.0	October	5.1	4.6	3.7	October	4.4	4.4	3.9	October	3.8	4.0	3.7				
November	4.0	4.5	3.9	November	4.9	5.1	3.7	November	4.3	4.7	3.9	November	4.6	4.8	4.2				
December	4.0	4.7	4.5	December	5.3	5.6	4.9	December	4.4	4.9	4.6	December	4.8	4.2	4.2				
January	3.8	4.3		January	5.0	6.0		January	4.2	4.8		January	4.4	4.3					
February	3.6	3.7		February	5.8	5.4		February	4.2	4.2		February	4.5	4.6					
March	4.1	4.2		March	5.0	4.8		March	4.3	4.4		March	4.4	4.5					
Annual Average	4.0	3.9	3.9	Annual Average	4.8	4.7	4.3	Annual Average	4.2	4.1	4.0	Annual Average	4.0	4.0	3.8				
Average Apr-Dec	4.0	3.9	3.8	Average Apr-Dec	4.7	4.5	4.0	Average Apr-Dec	4.2	4.0	3.9	Average Apr-Dec	3.9	3.8	3.6				
No of Employees at 31 Dec 2010				2004	No of Employees at 31 Dec 2010				1060	No of Employees at 31 Dec 2010				3064	No of Employees at 31 Dec 2010				14992

For Social Work Resources the absence rate for unpaid special is 0.2%
Average number of days lost per employee annually is 8.8 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 October 2010 - 31 December 2010

Resource	No of employees	October 2010			November 2010			December 2010		
		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	2919	1.6	2.4	4.0	2.1	2.8	4.9	1.8	3.7	5.5
Corporate	339	1.3	1.3	2.6	1.8	1.6	3.4	1.2	2.0	3.2
Education	5654	1.3	2.1	3.4	2.1	2.1	4.2	0.9	2.5	3.4
Enterprise	665	1.7	1.7	3.4	1.4	2.4	3.8	1.6	2.1	3.7
Finance, Procurement & IT	323	0.4	0.8	1.2	1.6	0.4	2.0	1.6	1.4	3.0
Housing & Technical	2028	2.1	2.5	4.6	2.0	2.4	4.4	2.1	2.5	4.6
Social Work	3064	1.6	2.3	3.9	1.7	2.2	3.9	1.7	2.9	4.6
Council Overall for Oct 2010 - Dec 2010	14992	1.5	2.2	3.7	1.9	2.3	4.2	1.5	2.7	4.2

ATTENDANCE MONITORING

ABSENCE CLASSIFICATIONS

From : 1 December - 31 December 2010

REASONS	Community Resources		Corporate Resources		Education Resources		Enterprise Resources		Finance, Procurement 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	1240	33	1	0	811	19	239	44	23	11	726	35	736	27	3776	28
PSYCHOLOGICAL	892	24	83	35	1064	25	90	16	46	21	448	22	542	20	3165	23
STOMACH, BOWEL, BLOOD, METABOLIC DISORDERS	223	6	22	9	525	12	80	15	27	13	212	10	483	18	1572	11
RESPIRATORY	456	12	67	28	603	14	88	16	78	36	214	10	306	11	1812	13
OTHERS	894	24	63	27	1200	29	52	9	40	19	455	22	689	25	3393	25
Total Days Lost By Resource	3705	100	236	100	4203	100	549	100	214	100	2055	100	2756	100	13718	100
Total Work Days Available	67137		7300		123477		14865		7042		44262		59936			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 October 2010 - 31 December 2010 comparison with 1 October 2009 - 31 December 2009

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (Oct-Nov 2010)	58	11	22	29	4	2	66	62	254
TOTAL (Oct-Nov 2009)	65	13	7	22	4	3	54	64	232

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Oct-Dec 2009	Oct-Dec 2010
COMMUNITY	88	47
CORPORATE	9	9
EDUCATION (TEACHERS)	37	33
EDUCATION (OTHERS)	61	28
ENTERPRISE	27	24
FINANCE & IT	9	6
HOUSING & TECH	46	40
SOCIAL WORK	107	90
TOTAL	384	277

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Oct-Dec 2009	Oct-Dec 2010
COMMUNITY	40	41
CORPORATE	1	2
EDUCATION	37	29
ENTERPRISE	8	2
FINANCE & IT	1	3
HOUSING & TECHNICAL	20	24
SOCIAL WORK	34	39
TOTAL	141	140

ANALYSIS OF COUNSELLING REFERRALS BY CAUSE

	REASON												TOTAL	
	WORK STRESS		STRESS		ADDICTION		PERSONAL		ANXIETY/ DEPRESSION		GRIEF			
	M	S	M	S	M	S	M	S	M	S	M	S	M	S
TOTAL (Oct-Dec 2010)	29	2	0	0	10	1	94	13	0	0	2	3	135	19
TOTAL (Oct-Dec 2009)	16	5	0	0	0	1	105	7	0	0	5	0	126	13
TOTAL												Total Referrals (Oct-Dec 2010)	154	
											Total Referrals (Oct-Dec 2009)	139		

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 October 2010 - 31 December 2010 comparison with 1 October 2009 - 31 December 2009

	Community		Education		Enterprise		Finance & IT		Housing & Tech		Social Work		TOTAL	
	Oct-Dec 2010	Oct-Dec 2009	Oct-Dec 2010	Oct-Dec 2009	Oct-Dec 2010	Oct-Dec 2009	Oct-Dec 2010	Oct-Dec 2009						
Major Injuries	1	2	0	2	1	0	0	0	2	2	0	1	4	7
Violent Incident: Physical****	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Major*	1	2	0	2	1	0	0	0	2	2	0	1	4	7
Over 3-day Absences	7	8	0	3	4	3	0	0	6	7	2	0	19	21
Violent Incident: Physical****	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Violent Incident: Verbal*****	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 3-day**	7	8	0	3	4	4	0	0	6	7	2	0	19	22
Minor	15	28	6	15	5	2	3	0	18	12	5	8	52	65
Near Miss	1	0	0	2	0	0	0	0	1	0	0	0	2	2
Violent Incident: Physical****	0	1	38	77	2	0	0	0	1	0	9	10	50	88
Violent Incident: Verbal*****	4	6	10	21	1	2	0	0	7	9	1	7	23	45
Total Minor***	20	35	54	115	8	4	3	0	27	21	15	25	127	200
Total Accidents/Incidents	28	45	54	120	13	8	3	0	35	30	17	26	150	229

*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 d

*** 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 October 2010 - 31 December 2010 comparison with 1 October 2009 - 31 December 2009

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	2	36	N/A	38	0	4	N/A	4	2	32	N/A	34	34	4	0	100%	0
CORPORATE	2	0	N/A	2	0	0	N/A	0	2	0	N/A	2	2	0	0	100%	0
ENTERPRISE	2	3	N/A	5	0	0	N/A	0	2	3	N/A	5	5	0	0	100%	0
HOUSING & TECHNICAL	5	4	N/A	9	1	0	N/A	1	4	4	N/A	8	8	0	1	89%	0
SOCIAL WORK	10	0	N/A	10	2	0	N/A	2	8	0	N/A	8	8	2	0	100%	0
TOTAL (Oct-Dec 2010)	21	43	0	64	3	4	0	7	18	39	0	57	57	6	1	98%	0
TOTAL (Oct-Dec 2009)	45	43	0	88	4	5	0	9	41	38	0	79	60	20	8	91%	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 (Oct-Dec 2010)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (Oct-Dec 2009)	3	0	0	3	0	0	0	0	0	0	0	0	0	1	0	1	2	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 October 2010 - 31 December 2010

RESOURCE	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
TOTAL	0	0	3	1	4	2

RECORD OF GRIEVANCES**FROM: 1 October 2010 - 31 December 2010 comparison with 1 October 2009 - 31 December 2009**

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 (Oct-Dec 2010)	0	3	0	0	0	3
TOTAL (Oct-Dec 2009)	0	3	0	0	0	3

DIGNITY AT WORK**FROM: 1 October 2010 - 31 December 2010 comparison with 1 October 2009 - 31 December 2010**

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 (Oct-Nov 2010)	0	1	0	0	0	0	1
TOTAL (Oct-Nov 2009)	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 (October - December 2010)

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	2	0	2	0	1	0	5	10	51
FURTHER EDUCATION	0	0	0	0	0	0	2	2	10
PERSONAL REASONS	0	0	1	0	0	0	1	2	10
TRAVELLING DIFFICULTIES	0	0	0	0	0	1	1	2	10
MOVING OUTWITH AREA	0	0	0	0	0	0	1	1	5
CHILD CARING / CARING RESPONSIBILITIES	0	0	0	0	0	0	1	1	5
OTHER	0	0	1	0	0	1	0	2	10
NUMBER OF EXIT INTERVIEWS CONDUCTED	2	0	4	0	1	2	11	20	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	18	0	9	1	1	8	17	54	
% OF LEAVERS INTERVIEWED	11	0	44	0	100	25	65	37	

EXIT INTERVIEWS (October - December 2009)

NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)	10	2	5	2	1	5	11	36	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	30	2	11	3	1	16	14	77	
% OF LEAVERS INTERVIEWED (LAST YEAR)	33	100	45	67	100	31	79	47	

* Note these totals include temporary employees

RECRUITMENT MONITORING
Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 October 2010 - 31 December 2010

Total Number of applications received:	<u>1168</u>
Total Number of Equal Opportunities Monitoring forms received:	<u>1166 (99%)</u>
Total Number of posts recruited for:	<u>335</u>
Total Number of appointments:	<u>333</u>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1166	560	296
Total No of Male Applicants	482	214	94
Total No of Female Applicants	637	377	226
Total No of Disabled Applicants	33	18	8
Total No of applicants aged under 50	957	504	276
Total No of applicants aged over 50	135	74	33
Total No of White applicants	1090	575	311
Total No of Black/Ethnic minority applicants*	28	14	9

FROM : 1 October 2009 - 31 December 2010

Total Number of applications received:	<u>1881</u>
Total Number of Equal Opportunities Monitoring forms received:	<u>1881 (100%)</u>
Total Number of posts recruited for:	<u>69</u>
Total Number of appointments:	<u>69</u>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1881	1076	69
Total No of Male Applicants	681	296	12
Total No of Female Applicants	1173	759	56
Total No of Disabled Applicants	64	37	3
Total No of applicants aged under 50	1577	917	61
Total No of applicants aged over 50	261	129	5
Total No of White applicants	1817	1043	67
Total No of Black/Ethnic minority applicants*	47	20	1

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 11 SEPTEMBER 2010**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3415	1375	219	330	1491
Corporate Resources	312	66	4	180	62
Education - Others	2442	515	1654	197	76
Education - Teachers	3332	694	36	2037	565
Enterprise Resources	653	463	8	138	44
Finance & IT Resources	321	137	48	134	2
Housing & Technical	2049	1048	25	693	283
Social Work Resources	2990	296	139	1057	1498
Total All Staff	15514	4594	2133	4766	4021

Total	Full-Time Equivalent Salary Band								
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
	2518.47	1.00	793.25	157.55	132.36	26.46	11.00	3.00	1393.85
289.68	2.00	74.68	86.99	80.81	20.60	17.60	4.00	3.00	0.00
1756.53	1.00	1194.62	293.70	104.50	36.86	20.00	7.00	70.25	28.60
3070.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.50	3060.00
630.76	1.00	51.73	98.37	190.76	50.00	18.60	4.00	216.30	0.00
302.58	1.00	30.74	79.76	126.97	44.11	17.00	3.00	0.00	0.00
1925.41	1.00	363.79	938.26	445.84	42.86	20.00	3.00	110.66	0.00
2546.40	1.00	1383.16	581.14	518.58	22.00	24.00	3.00	13.52	0.00
9969.83	(excluding Teachers)								
13040.33	8.00	3891.97	2235.77	1599.82	242.89	128.20	27.00	1818.08	3088.60

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 12 June 2010**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3463	1391	229	338	1505
Corporate Resources	320	70	4	183	63
Education - Others	2474	200	80	519	1675
Education - Teachers	3425	728	33	2097	567
Enterprise Resources	662	468	8	145	41
Finance & IT Resources	328	138	3	141	46
Housing & Technical	2065	1048	31	708	278
Social Work Resources	3013	299	145	1062	1507
Total All Staff	15750	4342	533	5193	5682

Total	Full-Time Equivalent Salary Band								
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
	2550.40	1.00	803.18	156.10	107.00	25.46	11.00	3.00	1443.66
296.44	2.00	79.56	90.39	79.29	20.60	17.60	5.00	2.00	0.00
1773.89	1.00	1207.05	296.23	105.80	36.86	20.00	7.00	69.75	30.20
3163.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.50	3153.00
640.82	1.00	52.73	102.41	188.78	51.00	19.60	4.00	221.30	0.00
309.86	1.00	31.54	81.47	129.74	43.11	20.00	3.00	0.00	0.00
1942.31	1.00	374.25	926.96	449.13	42.86	19.00	3.00	126.11	0.00
2568.37	1.00	1399.17	578.89	514.47	22.00	24.00	3.00	25.84	0.00
10082.09	(excluding Teachers)								
13245.59	8.00	3947.48	2232.45	1574.21	241.89	131.20	28.00	1899.16	3183.20

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