

Report

Report to:	Corporate Resources Committee
Date of Meeting:	1 October 2008
Report by:	Executive Director (Corporate Resources)

Subject:	Council-wide Workforce Monitoring – June to August 2008
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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 June to August 2008

2. Recommendation(s)

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

(1) that the following employment information for June to August 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 14 June 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 June to August 2008.

4. Attendance Statistics

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

- ◆ The Council's absence rate for August 2008 is 3.0%, this is an increase of 0.1% when compared to last month. When compared to August 2007 this figure has reduced by 0.4%.
- ◆ When compared to August 2007, the APT&C figure has decreased by 0.3%. The teachers' figure has decreased by 0.1% and the manual worker has decreased by 0.9%.

- ◆ Based on the absence rate for August 2008, the projected annual average figure for the Council for the financial year 2008/2009 is 4.1%. This equates to 8.6 days being lost per employee.

5. Attendance Monitoring

5.1. Information on attendance monitoring is provided in Appendix 10

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 461 days; the most significant decrease was in Social Work Resources by 270 days.
- ◆ Total days lost due to psychological conditions have decreased by 640 days; Social Work Resources experienced the most significant decrease by 174 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 461 days; the most significant decrease was in Social Work Resources by 218 days.
- ◆ Total days lost due to respiratory conditions have decreased by 381 days; the most significant decrease was in Social Work Resources by 309 days.

6. Occupational Health

6.1. Information on Occupational Health for the period June to August 2008 is provided in Appendix 11

- ◆ Compared to the same period last year, there has been an increase of 39 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 341 employees attended physiotherapy treatment, showing an increase of 72 when compared to the same period last year. Of the 341 employees referred, 78% remained at work whilst undertaking treatment.
- ◆ There were 133 employees referred to the Employee Support Officer, this is a decrease of 8 when compared with the same period last year. Of those referrals made this period, 86% related to personal reasons.
- ◆ 153 referrals were made to the Employee Counselling Service this period, of which 130 were from management and 23 from employees. Personal reasons accounted for 61% of referrals and 23% for work related reasons.

7. Accidents/Incidents

7.1. The monthly accident/incident report for June, July and August 2008 is contained in Appendix 12.

The number of accidents/incidents recorded was 173; an increase of 8 from the same period last year.

- ◆ There were 2 accidents resulting in a major injury, this is a decrease of 3 when compared with the same period last year.
- ◆ There were 19 accidents resulting in an over 3 day absence, this is an increase of 8 when compared to the same month last year.
- ◆ Minor accidents/incidents recorded have increased by 3 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 June to August 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, 82 disciplinary hearings were held across Resources; a decrease of 46 when compared to the same period last year.
- ◆ Action was taken in 78 of these cases and there were 5 appeals raised against the outcomes.
- ◆ Our target is to convene disciplinary hearings within 6 weeks, 84% of hearings met this target.
- ◆ During the period 3 appeals were heard by the Appeals Panel, of which 1 was upheld in part and 2 were not upheld.
- ◆ During the period 1 appeal was withdrawn.
- ◆ At the end of August 2008, 5 appeals were pending.
- ◆ During the period 3 grievances and 2 Dignity at Work cases were raised.

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 June to August 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 14 June 2008 the Labour Turnover figure for June, July and August 2008 is as follows:-

147 leavers/16,462 employees in post = Labour Turnover of 0.9%

Based on figures for April 2008 to August 2008, the annual turnover figure for the financial year 2008/2009 for the Council is 3.6%.

9.2. Analysis of Leavers and Exit Interviews

- ◆ There were a total of 147 employees left the Council that were eligible for exit interview compared with 246 in the same period last year.
- ◆ Exit interviews were held with 76% of leavers; an increase of 6% when compared with the same period last year
- ◆ The main reason cited for leaving was career advancement (40%).

10. Recruitment Monitoring

10.1. Information on Recruitment Monitoring for the period June to August 2008 is contained within Appendix 16.

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

- ◆ Overall, 3,063 applications were received and 2,643 individuals completed Equal Opportunities Monitoring Forms.
- ◆ Of those applicants who declared themselves as disabled (50), 23 were shortleeted for interview and 5 were appointed.
- ◆ Of those applicants of a black/ethnic minority background (80), 27 were shortleeted for interview and 7 were appointed.

11. Staffing Watch

11.1. There has been an increase of 105 employees in post from 8 March 2008 to 14 June 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)

9 September 2008

Link(s) to Council Objectives

- ◆ Excellent employer
- ◆ People focused

Previous References

- ◆ 2 July 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:-

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APPENDIX 1

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		September	2.6	3.0		September	4.6	5.2		September	3.7	4.0	
October	4.0	3.9		October	2.7	3.0		October	5.1	5.1		October	4.0	4.0	
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	5.0	Annual Average	3.9	4.1	4.1
Average Apr-Aug	3.4	3.6	3.7	Average Apr-Aug	2.4	2.6	2.4	Average Apr-Aug	3.8	4.4	4.3	Average Apr-Aug	3.3	3.6	3.6
No of Employees at 31 Aug 2008			7600	No of Employees at 31 Aug 2008			4190	No of Employees at 31 Aug 2008			4672	No of Employees at 31 Aug 2008			16462

- (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 8.6 days.

Statutory Performance Indicators on Absence Rates for Accounts Commission
Figures illustrate days lost per employee based on full time equivalent

Table 2

APT&C & Manual				Teachers				Council Wide				
	2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009	
April	1.0	0.9	1.2	April	0.5	0.6	0.8	April	0.8	0.9	1.0	
May	1.0	1.0	1.1	May	0.8	0.9	0.6	May	1.0	1.0	1.0	
June	0.9	1.0	1.0	June	0.6	0.7	0.6	June	0.9	0.9	0.9	
July	0.8	1.0	0.9	July	0.3	0.3	0.3	July	0.7	0.8	0.8	
August	0.9	1.0	0.6	August	0.3	0.4	0.4	August	0.7	0.9	0.6	
September	1.0	1.0		September	0.6	0.6		September	0.9	0.9		
October	1.2	1.1		October	0.6	0.7		October	1.0	1.0		
November	1.2	1.2		November	0.9	0.8		November	1.1	1.0		
December	1.1	1.1		December	0.9	0.8		December	1.1	1.0		
January	1.3	1.3		January	1.0	0.9		January	1.2	1.2		
February	1.0	1.2		February	0.8	0.8		February	1.0	1.1		
March	1.1	1.2		March	0.9	0.9		March	1.0	1.1		
Projected Annual Average	12.5	13.0	13.3	Projected Annual Average	8.2	8.4	8.2	Projected Annual Average	11.4	11.8	11.9	
No of Employees Full time equivalent				9643.2	No of Employees Full time equivalent			3445.45	No of Employees Full time equivalent			13088.65

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		September	4.1	4.9		September	4.1	4.8		September	3.7	4.0		
October	3.9	4.0		October	4.5	4.8		October	4.4	4.7		October	4.0	4.1		
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	4.1	
Average Apr-Aug	3.3	4.1	4.1	Average Apr-Aug	3.4	4.0	3.9	Average Apr-Aug	3.4	4.0	4.0	Average Apr-Aug	3.3	3.6	3.6	
No of Employees at 31 Aug 2008				525	No of Employees at 31 Aug 2008			2967	No of Employees at 31 Aug 2008			3492	No of Employees at 31 Aug 2008			16462

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

Average number of days lost per employee annually is 10.3 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		September	3.7	4.0	
October	2.0	2.5		October	4.0	4.1	
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	2.3	Annual Average	3.9	4.1	4.1
Average Apr-Aug	2.3	1.8	2.1	Average Apr-Aug	3.3	3.6	3.6

No of Employees at 31 Aug 2008	264	No of Employees at 31 Aug 2008	16462
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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 5.0 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		September	2.6	3.0		September	3.0	3.2		September	3.7	4.0		
October	3.9	3.5		October	2.7	3.0		October	3.2	3.2		October	4.0	4.1		
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	4.1	
Average Apr-Aug	3.5	3.6	3.6	Average Apr-Aug	2.4	2.6	2.4	Average Apr-Aug	2.8	2.9	2.9	Average Apr-Aug	3.3	3.6	3.6	
No of Employees at 31 Aug 2008				2548	No of Employees at 31 Aug 2008			4190	No of Employees at 31 Aug 2008			6738	No of Employees at 31 Aug 2008			16462

For Education Resources the absence rate for unpaid special leave was nil
Average number of days lost per employee annually is 6.7 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		September	5.7	4.4		September	3.6	4.0		September	3.7	4.0		
October	2.7	5.1		October	5.5	2.5		October	3.6	4.4		October	4.0	4.1		
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	3.5	Annual Average	4.7	4.9	3.7	Annual Average	3.3	4.0	3.5	Annual Average	3.9	4.1	4.1	
Average Apr-Aug	2.4	3.4	3.0	Average Apr-Aug	4.9	6.2	3.4	Average Apr-Aug	3.2	4.2	3.1	Average Apr-Aug	3.3	3.6	3.6	
No of Employees at 31 Aug 2008			497	No of Employees at 31 Aug 2008			212	No of Employees at 31 Aug 2008			709	No of Employees at 31 Aug 2008			16462	

For Enterprise Resources the absence rate for unpaid special leave was 0.4%
Average number of days lost per employee annually is 7.9 days.

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		September	3.7	4.0	
October	4.8	2.3		October	4.0	4.1	
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	2.8	Annual Average	3.9	4.1	4.1
Average Apr-Aug	2.9	2.4	2.2	Average Apr-Aug	3.3	3.6	3.6

No of Employees at 31 Aug 2008		293	No of Employees at 31 Aug 2008		16462
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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 5.5 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	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		September	6.0	5.0		September	4.4	4.3		September	3.7	4.0	
October	3.9	4.1		October	6.5	5.2		October	4.6	4.5		October	4.0	4.1	
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	4.3	Annual Average	5.2	5.4	6.3	Annual Average	4.3	4.3	4.9	Annual Average	3.9	4.1	4.1
Average Apr-Aug	3.7	3.5	4.3	Average Apr-Aug	4.1	4.4	6.7	Average Apr-Aug	3.9	3.7	5.0	Average Apr-Aug	3.3	3.6	3.6
No of Employees at 31 Aug 2008			1513	No of Employees at 31 Aug 2008			554	No of Employees at 31 Aug 2008			41762	No of Employees at 31 Aug 2008			16462

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		September	4.8	6.7		September	4.1	5.0		September	3.7	4.0	
October	4.6	4.2		October	5.7	6.6		October	5.0	4.9		October	4.0	4.1	
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	5.5	Annual Average	4.5	4.8	4.6	Annual Average	3.9	4.1	4.1
Average Apr-Aug	3.8	4.1	4.0	Average Apr-Aug	4.7	5.7	4.4	Average Apr-Aug	4.0	4.6	4.1	Average Apr-Aug	3.3	3.6	3.6

No of Employees at 31 Aug 2008	1960	No of Employees at 31 Aug 2008	939	No of Employees at 31 Aug 2008	2899	No of Employees at 31 Aug 2008	16462
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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 9.4 days.

ABSENCE BY LONG AND SHORT TERM

From : 1 June 2008 - 31 August 2008

Resource	No of employees	June 2008			July 2008			August 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	3492	1.5	2.8	4.3	0.7	2.1	2.8	1.5	1.8	3.3
Corporate	264	1.7	1.1	2.8	1.4	0.8	2.2	0.8	1.3	2.1
Education	6738	1.3	2.0	3.3	0.1	1.8	1.9	0.7	1.4	2.1
Enterprise	709	1.5	1.8	3.3	1.3	1.5	2.8	1.8	0.9	2.7
Finance & IT	293	1.1	0.5	1.6	1.8	0.1	1.9	1.7	0.3	2.0
Housing & Technical	2067	2.2	3.0	5.2	2.1	3.2	5.3	2.2	2.6	4.8
Social Work	2899	1.6	2.4	4.0	1.6	2.1	3.7	1.7	2.0	3.7
Council Overall for Jun 08 - Aug 08	16462	1.5	2.3	3.8	0.9	2.0	2.9	1.3	1.7	3.0

ATTENDANCE MONITORING

ABSENCE CLASSIFICATIONS

From : 1 August 2008 - 31 August 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	922	38	0	0	625	25	101	25	14	11	840	43	449	23	2951	31
PSYCHOLOGICAL	479	20	21	19	445	17	97	25	0	0	368	18	588	29	1998	21
STOMACH, BOWEL,BLOOD, METABOLIC DISORDERS	257	11	39	35	657	26	42	11	68	57	229	12	225	11	1517	16
RESPIRATORY	133	6	19	17	131	5	42	11	17	14	107	5	134	7	583	6
OTHERS	614	25	31	29	694	27	110	28	21	18	447	22	598	30	2515	26
Total Days Lost By Resource	2405	100	110	100	2552	100	392	100	120	100	1991	100	1994	100	9564	100
Total Work Days Available	73332		5127		122003		14412		5882		41762		53733			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 June 2008 - 31 August 2008 comparison with 1 June 2007 - 31 August 2007

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (Jun-Aug 2008)	70	2	16	26	5	5	73	58	255
TOTAL (Jun-Aug 2007)	85	0	11	17	3	9	39	52	216

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Jun-Aug 2007	Jun-Aug 2008
COMMUNITY	62	65
CORPORATE	4	6
EDUCATION (TEACHERS)	14	31
EDUCATION (OTHERS)	12	40
ENTERPRISE	31	41
FINANCE & IT	3	5
HOUSING & TECH	58	66
SOCIAL WORK	85	87
TOTAL	269	341

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Jun-Aug 2007	Jun-Aug 2008
COMMUNITY	36	31
CORPORATE	2	0
EDUCATION	15	17
ENTERPRISE	12	10
FINANCE & IT	3	2
HOUSING & TECHNICAL	29	28
SOCIAL WORK	44	45
TOTAL	141	133

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 JUN-AUG 2008	32	4	0	0	6	1	77	16	6	1	9	1	130	23
TOTAL JUN-AUG 2007	43	2	0	0	3	0	73	4	8	1	7	0	134	7
TOTAL											Total Referrals (Jun-Aug 2008)		153	
											Total Referrals (Jun-Aug 2007)		141	

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 June 2008 - 31 August 2008 comparison with 1 June 2007 - 31 August 2007

	Community		Education		Enterprise		Finance & IT		Housing & Tech		Social Work		TOTAL	
	Jun-Aug 2008	Jun-Aug 2007	Jun-Aug 2008	Jun-Aug 2007	Jun-Aug 2008	Jun-Aug 2007	Jun-Aug 2008	Jun-Aug 2007	Jun-Aug 2008	Jun-Aug 2007	Jun-Aug 2008	Jun-Aug 2007	Jun-Aug 2008	Jun-Aug 2007
Major Injuries	0	3	0	1	0	1	0	0	1	0	1	0	2	5
Violent Incident: Physical****	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Major*	0	3	0	1	0	1	0	0	1	0	1	0	2	5
Over 3-day Absences	5	2	1	1	2	1	0	0	9	7	0	0	17	11
Violent Incident: Physical****	0	0	2	0	0	0	0	0	0	0	0	0	2	0
Violent Incident: Verbal*****	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 3-day**	5	2	3	1	2	1	0	0	9	7	0	0	19	11
Minor	27	32	15	11	5	3	3	0	12	28	4	15	66	89
Violent Incident: Physical****	3	4	46	11	1	1	0	0	2	1	17	18	69	35
Violent Incident: Verbal*****	4	4	3	9	0	2	0	0	4	3	6	7	17	25
Total Minor***	34	40	64	31	6	6	3	0	18	32	27	40	152	149
Total Accidents/Incidents	39	45	67	33	8	8	3	0	28	39	28	40	173	165

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 June 2008 - 31 August 2008 comparison with 1 June 2007 - 31 August 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	2	42	N/A	44	0	2	N/A	2	2	40	N/A	42	41	3	0	100%	0
EDUCATION/FINANCE & IT/ SOCIAL WORK	6	7	0	13	1	1	0	2	5	6	0	11	8	4	1	92%	0
ENTERPRISE	5	4	N/A	9	0	0	N/A	0	5	4	N/A	9	7	1	1	89%	0
HOUSING & TECHNICAL	7	9	N/A	16	0	0	N/A	0	7	9	N/A	16	4	1	11	31%	0
TOTAL (JUN-AUG 2008)	20	62	0	82	1	3	0	4	19	59	0	78	60	9	13	84%	0
TOTAL (JUN-AUG 2007)	37	90	1	128	1	5	0	6	36	85	1	122	87	4	37	71%	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 (JUN-AUG 2008)	1	4	0	5	0	0	0	0	0	0	0	0	0	0	0	5	0
TOTAL (JUN-AUG 2007)	3	0	0	3	0	0	0	0	0	0	0	0	0	1	1	3	0

*Resources nil responses are not included in figures

N.B. Non-White employees refers to those employees who have indicated that they are:- Any other mixed background, Indian, Pakistani, Bangladeshi, Chinese, Any other Asian background, Caribbean, African and any other black background.

CORPORATE RESOURCES APPEAL PANEL

FROM: 1 June 2008 - 31 August 2008

RESOURCE	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
TOTAL	0	1	2	1	4	5

RECORD OF GRIEVANCES

FROM: 1 June 2008 - 31 August 2008 comparison with 1 June 2007 - 31 August 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 (JUN-AUG 2008)	2	3	0	0	0	3
TOTAL (JUN-AUG 2007)	0	4 (1 collective)	0	0	0	4

DIGNITY AT WORK

FROM: 1 June 2008 - 31 August 2008 comparison with 1 June 2007 - 31 August 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 (JUN-AUG 2008)	0	2	0	0	0	0	2
TOTAL (JUN-AUG 2007)	0	6	0	0	0	0	6

*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.

APPENDIX 15

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS JUN-AUG 2008

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	11	3	8	5	3	5	10	45	40
PERSONAL REASONS	12	0	0	0	0	0	5	17	15
CHILD CARING / CARING RESPONSIBILITIES	6	0	2	0	0	0	1	9	8
MOVING OUTWITH AREA	3	1	4	0	1	0	0	9	8
FURTHER EDUCATION	1	0	1	0	1	0	2	5	5
DISSATISFACTION WITH TERMS AND CONDITIONS	1	0	1	0	0	1	1	4	4
OTHER	16	1	2	0	0	2	1	22	20
NUMBER OF EXIT INTERVIEWS CONDUCTED	50	5	18	5	5	8	20	111	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	52	9	25	9	7	18	27	147	
% OF LEAVERS INTERVIEWED	96	56	72	56	71	44	74	76	

EXIT INTERVIEWS JUN-AUG 2007

NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)	65	3	45	14	2	11	32	172	
TOTAL NO OF PERMANENT LEAVERS PER RESOURCE (LAST YEAR)	69	3	97	15	2	23	37	246	
% OF LEAVERS INTERVIEWED (LAST YEAR)	94	100	46	93	100	48	86	70	

* Note these totals include temporary employees

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 June 2008 - 31 August 2008

Total Number of applications received:	3063
Total Number of Equal Opportunities Monitoring forms received:	2643 (86%)
Total Number of posts recruited for:	616
Total Number of appointments:	573

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2643	1472	572
Total No of Male Applicants	566	292	174
Total No of Female Applicants	1439	850	395
Total No of Disabled Applicants	50	23	5
Total No of applicants aged under 50	2315	1306	538
Total No of applicants aged over 50	209	106	29
Total No of White applicants	2434	1377	559
Total No of Black/Ethnic minority applicants*	80	27	7

FROM : 1 June 2007 - 31 August 2007

Total Number of applications received:	4994
Total Number of Equal Opportunities Monitoring forms received:	4229 (85%)
Total Number of posts recruited for:	700
Total Number of appointments:	691

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	4229	2072	664
Total No of Male Applicants	1021	450	154
Total No of Female Applicants	2996	1503	508
Total No of Disabled Applicants	47	30	8
Total No of applicants aged under 50	3706	1784	627
Total No of applicants aged over 50	324	176	34
Total No of White applicants	3910	1925	653
Total No of Black/Ethnic minority applicants*	89	19	8

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

APPENDIX 17

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 14 June 2008

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent					
	Total	Male		Female		Total	Salary Band				
		F/T	P/T	F/T	P/T		A1	A2	B	C	Other
Community Resources	3395	1400	164	302	1529	2391.24	5.0	17.00	151.77	890.13	1327.34
Corporate Resources	252	58	4	150	40	234.40	9.0	16.60	75.20	133.60	*
Education - Teachers	3691	808	35	2349	499	3445.45	399.10	3046.35	*	*	*
Education - Others	2400	191	54	509	1646	1699.78	11.0	25.00	191.51	1472.27	*
Enterprise Resources	703	480	5	173	45	680.50	7.0	37.60	210.90	223.80	201.20
Finance & IT Resources	286	119	1	129	37	271.10	5.0	19.00	145.40	101.70	*
Housing & Technical	2050	1050	8	733	259	1935.82	6.0	41.00	324.40	1056.42	508.00
Social Work Resources	2881	297	115	953	1516	2436.07	5.0	30.50	549.65	1850.92	*
Total All Staff	15658	4403	386	5298	5571	9648.91	(excluding Teachers)				
						13094.36	447.10	3233.05	1648.83	5728.84	2036.54

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 8 MARCH 2008

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent					
	Total	Male		Female		Total	Salary Band				
		F/T	P/T	F/T	P/T		A1	A2	B	C	Other
Community Resources	3179	1183	169	283	1544	2301.33	5.0	16.00	151.77	1041.97	1086.59
Corporate Resources	246	56	3	147	40	229.00	6.0	19.60	70.00	133.40	*
Education - Teachers	3712	809	37	2361	505	3463.40	395.30	3068.10	*	*	*
Education - Others	2464	202	54	542	1666	1782.56	9.0	25.00	198.91	1549.65	*
Enterprise Resources	711	488	7	172	44	688.50	7.0	37.60	213.60	219.10	211.20
Finance & IT Resources	285	118	1	129	37	271.30	4.0	20.00	142.60	104.70	*
Housing & Technical	2050	1063	15	723	249	1941.30	9.0	42.00	320.40	1041.30	528.60
Social Work Resources	2906	304	120	958	1524	2449.35	5.0	27.50	546.63	1870.22	*
Total All Staff	15553	4223	406	5315	5609	9663.34	(excluding Teachers)				
						13126.74	440.30	3255.80	1643.91	5960.34	1826.39

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

