

Report

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	6 December 2023
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – August and September 2023
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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 August and September 2023

2. Recommendation(s)

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

(1) that the following employment information for the period August and September 2023 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ staffing watch as at 9 September 2023

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Committee. This report for the Council provides information on the position for the period August and September 2023.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for September 2023, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for September 2023, shown in Appendix 1, is 5.3%, which represents an increase of 1.2% when compared with last month and the figure has decreased by 0.1% when compared to September 2022.

When compared to September 2022, the APT&C absence rate remains unchanged at 5.2%, the teachers' figure has increased by 0.1% and the manual workers' figure has decreased by 0.4%.

Based on annual trends and the absence rate to September 2023, the projected average absence rate for the Council for the financial year 2023/2024 is 5.5%.

In comparison to September 2022 (Appendix 8):-

- ◆ Psychological and musculoskeletal conditions are the main reasons for absence.
- ◆ Total days lost due to psychological conditions have decreased by 170 days.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 340 days.
- ◆ Total days lost due to respiratory conditions have increased by 102 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 18 days.

Managers follow the procedures outlined in the Maximising Attendance Policy to support employees to remain at work, or to return to work after a sickness absence. There are comprehensive employee supports in place and additionally, Personnel Services work in close partnership with line managers and Resource Management Teams on a case management basis to ensure that appropriate actions are taken.

5. Occupational Health

5.1. Information on Occupational Health for the period August to September 2023 is provided in Appendix 9.

- ◆ during the period there were 250 employees referred for a medical examination, an increase of 31 when compared to the same period last year. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ a total of 396 employees attended physiotherapy treatment, showing an increase of 38 when compared to the same period last year. Of the 396 employees referred, 69% remained at work whilst undertaking treatment.
- ◆ during this period 314 employees were referred to the Employee Support Officer, showing a decrease of 18 when compared with the same period last year. Of the referrals made this period, 86% related to personal reasons.
- ◆ 110 employees were referred to the PAM Assist counselling service this period, showing an increase of 17 when compared with the same period last year. All the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 62% of the referrals made, 23% were for work related reasons and 15% was for other reasons.
- ◆ 2 employees were referred for Cognitive Behavioural Therapy this period, a decrease of 1 when compared to the same period last year.

6. Accidents/Incidents

6.1. The accident/incident report for August to September 2023 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 244, this figure has decreased by 68 from the same period last year.
- ◆ there were 5 specified injuries recorded, this figure has increased by 3 from the same period last year.
- ◆ there were 231 minor accidents/incidents, this figure has decreased by 67 from the same period last year.
- ◆ there was 1 accident resulting in an absence lasting over 3 days during the period, this figure has decreased by 3 from the same period last year.
- ◆ there were 7 accidents resulting in an absence lasting over 7 days during the period, this figure has decreased by 1 from the same period last year.

7. Discipline, Grievance, Dignity at Work Hearings and Mediation Referrals

7.1. Information on Disciplinary, Grievance Hearings, Dignity at Work and Mediation Referrals for August to September 2023 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 28 disciplinary hearings were held across Resources within the Council, this figure has increased by 8 when compared to the same period last year.
- ◆ action was taken in 24 of these cases. No appeals were raised against the outcomes.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 86% of hearings met this target.
- ◆ during the period, 1 appeal was heard by the Appeals Panel, which was not upheld and 2 were withdrawn.
- ◆ at the end of September, 7 Appeals Panels were pending.
- ◆ during the period, 1 grievance case was raised.
- ◆ during the period, 5 Dignity at Work cases were raised.
- ◆ during the period, 1 referral for mediation was submitted.

8. Analysis of Leavers and Exit Interviews

8.1. Information on the number of leavers and exit interviews for the period August to September 2023 is contained in Appendix 13. Exit interviews are conducted with employees who leave voluntarily.

Labour Turnover

Using information compiled from Resources and Staffing Watch information as at 9 September 2023, the Council's turnover figure for August to September 2023 is as follows:-

174 leavers eligible for exit interviews/15,157 employees in post = Labour Turnover of 1.1%.

Based on the figure at September 2023, the projected annual labour turnover figure for the financial year 2023/2024 for the Council is 5.1%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 174 employees leaving the Council that were eligible for an exit interview, a decrease of 34 when compared with the same period last year.
- ◆ there were a total of 55 exit interviews conducted which is a decrease of 23 when compared with the same period last year.

8.3. When processing an employee termination, managers are asked to identify whether they intend to replace the employee who had left the Council. If they indicate that they do not intend to replace the employee, they are asked to select from four options:-

- ◆ plan to hold for savings
- ◆ fill on a fixed term basis pending savings
- ◆ transfer budget to another post
- ◆ end of fixed term contract

- 8.4. Appendix 13a provides information relating to vacant posts and whether these are being replaced or held for savings. From August to September 2023, 531 employees (386.20 FTE) left employment. Managers indicated that 491 posts (377.29 FTE) would be replaced, 32 posts (3.00 FTE) were being filled on a temporary basis, 2 posts (2.00 FTE) were due to the end of fixed term contracts, 3 posts (2.38 FTE) were being left vacant pending savings or service reviews and 3 posts (1.53 FTE) are planning to be removed for savings.

9. Recruitment Monitoring

- 9.1. Information on Recruitment Monitoring for August to September 2023 is contained within Appendix 14.

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

- ◆ overall, 2551 applications and 2388 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (104), 44 were shortlisted for interview and 5 were appointed.
- ◆ of those applicants of a black/ethnic minority background (306), 61 were shortlisted for interview and 10 were appointed.
- ◆ of those applicants who are veterans (19), 13 were shortlisted for interview and no one was appointed.

10. Staffing Watch

- 10.1 There has been an increase of 85 in the number of employees in post from 10 June 2023 to 9 September 2023. Details of the staffing watch are contained in Appendix 15.

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. Climate Change, Sustainability and Environmental Implications

- 13.1. There are no climate change, sustainability or environmental implications arising from the information presented in this report.

14. Other Implications

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

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.

Paul Manning
Executive Director (Finance and Corporate Resources)

26 October 2023

Link(s) to Council Values/Priorities/Outcomes

- ◆ Accountable, effective, efficient and transparent
- ◆ Fair, open and sustainable
- ◆ Ambitious, self-aware and improving
- ◆ Excellent employer
- ◆ Focused on people and their needs
- ◆ Working with and respecting others

Previous References

- ◆ Finance and Corporate Resources Committee – 27 September 2023

List of Background Papers

- ◆ Monitoring information provided by Resources

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact: -

Elaine Maxwell, HR Business Manager

Ext: 4647 (Tel: 01698 454647)

E-mail: Elaine.Maxwell@southlanarkshire.gov.uk

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Council Wide

APT&C				Teachers				Manual Workers				Council Wide			
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.1	5.2	5.2	April	2.5	2.7	2.8	April	6.2	8.8	7.0	April	4.3	5.6	5.1
May	4.7	5.0	5.1	May	3.2	3.6	3.2	May	6.7	7.6	6.2	May	4.9	5.4	5.1
June	4.4	5.0	4.9	June	2.6	2.6	2.2	June	7.0	8.1	6.5	June	4.7	5.3	4.7
July	4.1	4.5	4.0	July	1.1	1.4	1.1	July	6.3	7.4	5.8	July	4.0	4.6	3.8
August	4.6	4.3	4.2	August	2.0	1.4	1.3	August	7.3	7.4	6.2	August	4.7	4.4	4.1
September	6.1	5.2	5.2	September	4.4	2.8	2.9	September	8.5	8.0	7.6	September	6.4	5.4	5.3
October	6.0	5.7		October	4.1	3.4		October	8.7	8.1		October	6.3	5.8	
November	6.5	6.3		November	5.6	4.7		November	8.7	8.6		November	6.9	6.5	
December	6.2	6.7		December	6.1	5.3		December	8.8	8.9		December	6.9	7.0	
January	6.7	5.2		January	3.9	4.3		January	10.1	8.0		January	7.0	5.8	
February	6.5	5.7		February	3.7	4.1		February	9.5	7.9		February	6.6	5.9	
March	8.0	6.2		March	4.3	4.6		March	11.3	8.3		March	7.9	6.4	
Annual Average	5.7	5.4	5.4	Annual Average	3.6	3.4	3.3	Annual Average	8.3	8.1	7.4	Annual Average	5.9	5.7	5.5
Average Apr-Sep	4.7	4.9	4.8	Average Apr-Sep	2.6	2.4	2.3	Average Apr-Sep	7.0	7.9	6.6	Average Apr-Sep	4.8	5.1	4.7
No of Employees at 30 September 2023			7707	No of Employees at 30 September 2023			4036	No of Employees at 30 September 2023			4583	No of Employees at 30 September 2023			16326

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	2.3	4.4	3.6	April	5.7	7.3	6.3	April	5.2	6.9	6.0	April	4.3	5.6	5.1				
May	2.7	3.9	3.7	May	6.4	6.8	6.3	May	5.9	6.3	5.9	May	4.9	5.4	5.1				
June	2.8	3.5	4.3	June	6.6	7.2	5.9	June	6.0	6.7	5.7	June	4.7	5.3	4.7				
July	2.9	3.9	2.3	July	5.3	5.9	4.6	July	4.9	5.6	4.3	July	4.0	4.6	3.8				
August	2.9	3.4	3.0	August	6.4	6.6	5.2	August	5.9	6.1	4.9	August	4.7	4.4	4.1				
September	3.4	3.1	2.5	September	8.2	7.9	7.1	September	7.5	7.1	6.4	September	6.4	5.4	5.3				
October	3.8	5.1		October	7.9	7.5		October	7.3	7.1		October	6.3	5.8					
November	3.5	4.2		November	8.0	8.3		November	7.3	7.7		November	6.9	6.5					
December	4.2	3.7		December	8.0	8.8		December	7.4	8.0		December	6.9	7.0					
January	3.6	2.6		January	9.6	7.4		January	8.6	6.7		January	7.0	5.8					
February	4.4	3.6		February	9.5	7.4		February	8.7	6.9		February	6.6	5.9					
March	6.0	3.9		March	11.0	7.9		March	10.2	7.3		March	7.9	6.4					
Annual Average	3.5	3.8	3.5	Annual Average	7.7	7.4	6.9	Annual Average	7.1	6.9	6.4	Annual Average	5.9	5.7	5.5				
Average Apr-Sep	2.8	3.7	3.2	Average Apr-Sep	6.4	7.0	5.9	Average Apr-Sep	5.9	6.5	5.5	Average Apr-Sep	4.8	5.1	4.7				
No of Employees at 30 September 2023				531	No of Employees at 30 September 2023				2942	No of Employees at 30 September 2023				3473	No of Employees at 30 September 2023				16326

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Education Resources

APT&C				Teachers				Resource Total				Council Wide			
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.8	5.5	5.0	April	2.5	2.7	2.8	April	3.5	4.0	3.8	April	4.3	5.6	5.1
May	5.7	5.5	5.4	May	3.2	3.6	3.2	May	4.4	4.5	4.2	May	4.9	5.4	5.1
June	4.7	5.1	4.8	June	2.6	2.6	2.2	June	3.5	3.7	3.4	June	4.7	5.3	4.7
July	3.4	3.8	3.4	July	1.1	1.4	1.1	July	2.1	2.5	2.2	July	4.0	4.6	3.8
August	3.8	3.6	4.0	August	2.0	1.4	1.3	August	2.8	2.4	2.5	August	4.7	4.4	4.1
September	6.4	5.8	5.9	September	4.4	2.8	2.9	September	5.3	4.1	4.3	September	6.4	5.4	5.3
October	6.6	6.5		October	4.1	3.4		October	5.2	4.8		October	6.3	5.8	
November	8.0	7.9		November	5.6	4.7		November	6.7	6.2		November	6.9	6.5	
December	8.0	8.5		December	6.1	5.3		December	7.0	6.8		December	6.9	7.0	
January	8.1	6.1		January	3.9	4.3		January	5.8	5.1		January	7.0	5.8	
February	7.2	6.8		February	3.7	4.1		February	5.3	5.4		February	6.6	5.9	
March	9.5	7.0		March	4.3	4.6		March	6.7	5.7		March	7.9	6.4	
Annual Average	6.4	6.0	5.9	Annual Average	3.6	3.4	3.3	Annual Average	4.9	4.6	4.5	Annual Average	5.9	5.7	5.5
Average Apr-Sep	4.8	4.9	4.8	Average Apr-Sep	2.6	2.4	2.3	Average Apr-Sep	3.6	3.5	3.4	Average Apr-Sep	4.8	5.1	4.7
No of Employees at 30 September 2023			3502	No of Employees at 30 September 2023			4036	No of Employees at 30 September 2023			7538	No of Employees at 30 September 2023			16326

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	2.6	2.8	3.6	April	0.0	0.0	0.0	April	2.6	2.8	3.6	April	4.3	5.6	5.1				
May	3.3	3.2	3.9	May	0.0	0.0	0.0	May	3.3	3.2	3.9	May	4.9	5.4	5.1				
June	3.5	4.0	4.2	June	0.0	0.0	0.0	June	3.5	4.0	4.2	June	4.7	5.3	4.7				
July	3.3	3.9	3.5	July	0.0	0.0	0.0	July	3.3	3.9	3.5	July	4.0	4.6	3.8				
August	3.6	4.1	3.8	August	0.0	0.0	0.0	August	3.6	4.1	3.8	August	4.7	4.4	4.1				
September	4.0	3.6	3.9	September	0.0	0.0	0.0	September	4.0	3.6	3.9	September	6.4	5.4	5.3				
October	3.6	3.8		October	0.0	0.0		October	3.6	3.8		October	6.3	5.8					
November	4.3	3.4		November	0.0	0.0		November	4.3	3.4		November	6.9	6.5					
December	3.8	4.3		December	0.0	0.0		December	3.8	4.3		December	6.9	7.0					
January	3.8	4.3		January	0.0	0.0		January	3.8	4.3		January	7.0	5.8					
February	3.4	3.8		February	0.0	0.0		February	3.4	3.8		February	6.6	5.9					
March	3.4	3.8		March	0.0	0.0		March	3.4	3.8		March	7.9	6.4					
Annual Average	3.6	3.8	3.9	Annual Average	0.0	0.0	0.0	Annual Average	3.6	3.8	3.9	Annual Average	5.9	5.7	5.5				
Average Apr-Sep	3.4	3.6	3.8	Average Apr-Sep	0.0	0.0	0.0	Average Apr-Sep	3.4	3.6	3.8	Average Apr-Sep	4.8	5.1	4.7				
No of Employees at 30 September 2023				914	No of Employees at 30 September 2023				0	No of Employees at 30 September 2023				914	No of Employees at 30 September 2023				16326

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024
	%	%	%		%	%	%		%	%	%		%	%	%
April	3.2	5.5	5.7	April	3.6	10.6	6.9	April	3.3	7.6	6.2	April	4.3	5.6	5.1
May	2.9	4.5	4.9	May	4.2	8.1	6.1	May	3.4	6.0	5.4	May	4.9	5.4	5.1
June	3.5	4.9	5.4	June	6.2	8.5	6.8	June	4.6	6.4	6.0	June	4.7	5.3	4.7
July	4.0	5.5	5.0	July	5.7	8.9	8.1	July	4.7	6.9	6.2	July	4.0	4.6	3.8
August	4.9	4.7	5.1	August	7.9	7.1	8.5	August	6.2	5.7	6.4	August	4.7	4.4	4.1
September	5.8	4.5	4.7	September	8.1	6.3	7.8	September	6.8	5.2	6.0	September	6.4	5.4	5.3
October	5.2	4.3		October	9.0	7.8		October	6.8	5.8		October	6.3	5.8	
November	5.7	4.6		November	9.2	7.8		November	7.2	5.9		November	6.9	6.5	
December	4.6	4.4		December	9.5	7.2		December	6.7	5.6		December	6.9	7.0	
January	5.2	4.5		January	8.8	5.5		January	6.7	4.9		January	7.0	5.8	
February	6.4	4.4		February	8.5	6.2		February	7.3	5.1		February	6.6	5.9	
March	7.8	5.3		March	10.7	6.8		March	9.0	5.9		March	7.9	6.4	
Annual Average	4.9	4.8	4.9	Annual Average	7.6	7.6	7.1	Annual Average	6.1	5.9	5.8	Annual Average	5.9	5.7	5.5
Average Apr-Sep	4.1	4.9	5.1	Average Apr-Sep	6.0	8.3	7.4	Average Apr-Sep	4.8	6.3	6.0	Average Apr-Sep	4.8	5.1	4.7
No of Employees at 30 September 2023			881	No of Employees at 30 September 2023			566	No of Employees at 30 September 2023			1447	No of Employees at 30 September 2023			16326

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.5	6.2	6.5	April	9.6	12.6	9.4	April	6.2	8.3	7.4	April	4.3	5.6	5.1
May	5.0	5.7	5.8	May	9.3	10.1	8.4	May	6.5	7.1	6.6	May	4.9	5.4	5.1
June	3.9	5.9	5.5	June	7.6	11.3	8.6	June	5.2	7.6	6.5	June	4.7	5.3	4.7
July	6.1	6.0	5.4	July	10.3	11.8	8.8	July	7.5	7.9	6.5	July	4.0	4.6	3.8
August	7.3	6.0	4.8	August	10.2	10.8	8.6	August	8.2	7.5	6.0	August	4.7	4.4	4.1
September	7.6	5.9	5.6	September	10.3	9.6	9.3	September	8.5	7.1	6.8	September	6.4	5.4	5.3
October	6.9	5.8		October	11.3	10.4		October	8.4	7.3		October	6.3	5.8	
November	6.2	6.0		November	10.8	10.4		November	7.7	7.4		November	6.9	6.5	
December	5.5	6.4		December	11.1	10.6		December	7.3	7.7		December	6.9	7.0	
January	7.4	5.2		January	13.0	12.0		January	9.2	7.4		January	7.0	5.8	
February	7.5	5.8		February	10.1	11.0		February	8.3	7.5		February	6.6	5.9	
March	8.0	7.0		March	12.8	10.9		March	9.5	8.2		March	7.9	6.4	
Annual Average	6.3	6.0	5.8	Annual Average	10.5	11.0	9.9	Annual Average	7.7	7.6	7.1	Annual Average	5.9	5.7	5.5
Average Apr-Sep	5.7	6.0	5.6	Average Apr-Sep	9.6	11.0	8.9	Average Apr-Sep	7.0	7.6	6.6	Average Apr-Sep	4.8	5.1	4.7
No of Employees at 30 September 2023			1879	No of Employees at 30 September 2023			1075	No of Employees at 30 September 2023			2954	No of Employees at 30 September 2023			16326

Absence by long and short term										Appendix 7
From: 1 July 2023 to 30 September 2023										
		July 2023			August 2023			September 2023		
Resource	No of employees	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 and Enterprise	3473	1.5	2.8	4.3	1.9	3.0	4.9	2.6	3.8	6.4
Education	7538	0.3	1.9	2.2	1.2	1.3	2.5	2.1	2.2	4.3
Finance and Corporate	914	1.3	2.2	3.5	1.2	2.6	3.8	1.3	2.6	3.9
Housing & Technical	1447	1.6	4.6	6.2	2.1	4.3	6.4	2.2	3.8	6.0
Social Work	2954	1.6	4.9	6.5	1.8	4.2	6.0	2.4	4.4	6.8
Council Overall for July 2023 to September 2023	16326	0.9	2.9	3.8	1.5	2.6	4.1	2.2	3.1	5.3

**Attendance Monitoring
Absence Classification**

From : 1 September 2023 - 30 September 2023

Reasons	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1299	29	910	14	37	6	509	30	750	21	3505	21
Psychological	1385	31	2052	32	339	51	529	31	1294	37	5599	33
Stomach, Bowel, Blood, Metabolic Disorders	314	7	698	11	91	14	172	10	347	10	1622	10
Respiratory	559	12	1319	21	64	10	212	13	340	10	2494	15
Other Classification	954	21	1385	22	131	20	262	16	788	22	3520	21
Total Days Lost By Resource	4511	100	6364	100	662	100	1684	100	3519	100	16740	100
Total Work Days Available	70496		148332		17154		28292		51869			

From : 1 September 2022 - 30 September 2022

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1720	33	821	13	95	14	468	31	741	20	3845	22
Psychological	1349	26	2172	35	304	44	425	28	1519	42	5769	33
Stomach, Bowel, Blood, Metabolic Disorders	522	10	605	10	54	8	120	8	339	9	1640	9
Respiratory	754	14	968	15	116	17	203	13	351	10	2392	14
Other Classification	923	18	1714	27	127	18	314	21	695	19	3773	22
Total Days Lost By Resource	5268	100	6280	100	696	100	1530	100	3645	100	17419	100
Total Work Days Available	73684		151421		19202		29189		51511			

***WDL = Work Days Lost**

Occupational Health Reports

Appendix 9

From: 1 August - 30 September 2023 comparison with 1 August - 30 September 2022

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
Total (Aug - Sep 2023)	77	15	26	8	55	69	250
Total (Aug - Sep 2022)	81	12	19	11	25	71	219

No of Employees Referred For Physiotherapy			No of Employees Referred To Employee Support Officer			No of Employees Referred For Cognitive Behavioural Therapy		
Resource	Aug - Sep 2022	Aug - Sep 2023	Resource	Aug - Sep 2022	Aug - Sep 2023	Resource	Aug - Sep 2022	Aug - Sep 2023
Community and Enterprise	95	110	Community and Enterprise	75	78	Community and Enterprise	0	0
Education (Teachers)	63	57	Education	115	132	Education	2	1
Education (Others)	82	75	Finance and Corporate	15	13	Finance and Corporate	0	0
Finance and Corporate	11	17	Housing and Technical	19	20	Housing and Technical	0	0
Housing and Technical	36	50	Social Work	108	71	Social Work	0	0
Social Work	71	87	Total	332	314	Not Disclosed	1	1
Total	358	396				Total	3	2

	Analysis of Counselling Referrals by Cause												
	Reason												
	Work Stress		Addiction		Personal		Anxiety/ Depression		Bereavement		Total		
	M	S	M	S	M	S	M	S	M	S	M	S	
Total (Aug - Sep 2023)	25	0	0	0	68	0	0	0	17	0	110	0	
Total (Aug - Sep 2022)	23	0	0	0	62	0	0	0	8	0	93	0	
Total									Total Referrals (Aug - Sep 2023)				110
									Total Referrals (Aug - Sep 2022)				93

M = MANAGEMENT REFERRAL S = SELF REFERRAL

**Analysis of Accidents/ Incidents
Comparison
Cause of Accidents/ Incidents to employees**

From: 1 August - 30 September 2023 comparison with 1 August - 30 September 2022

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023
Specified Injury	0	1	2	3	0	0	0	0	0	1	2	5
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	1	2	3	0	0	0	0	0	1	2	5
Over 7-day	5	2	1	1	0	0	1	2	1	2	8	7
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	5	2	1	1	0	0	1	2	1	2	8	7
Over 3-day	1	0	1	0	0	0	1	1	1	0	4	1
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 3-day**	1	0	1	0	0	0	1	1	1	0	4	1
Minor	16	15	8	9	1	0	1	3	9	8	35	35
Near Miss	3	2	2	0	0	0	0	3	0	0	5	5
Violent Incident: Physical	6	11	208	147	0	0	0	0	6	8	220	166
Violent Incident: Verbal	1	6	34	12	0	0	2	3	1	4	38	25
Total Minor***	26	34	252	168	1	0	3	9	16	20	298	231
Total Accidents/Incidents	32	37	256	172	1	0	5	12	18	23	312	244

*A Specified Injury is any fracture (other than to the fingers, thumbs or toes), amputation, loss of sight, serious burns, crushing injury, scalping, loss of consciousness caused by asphyxiation/ head injury, a chemical or hot metal burn to the eye or penetrating injury as defined by the HSE.

**Over 3 day / over 7day absence is an injury sustained outwith specified injury category that results in a period of absence of absence as defined by the HSE.

*** A minor injury is an injury not covered by " Over 7-day", "Over 3-day" or "Specified".

Record of Disciplinary Hearings

From: 1 August - 30 September 2023 comparison with 1 August - 30 September 2022

Resource	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks
	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 and Enterprise	0	15	N/A	15	0	0	N/A	0	0	15	N/A	15	11	3	1	93%
Education	0	3	2	5	0	2	1	3	0	1	1	2	2	0	3	40%
Finance and Corporate	2	0	N/A	2	0	0	N/A	0	2	0	N/A	2	1	1	0	100%
Housing and Technical	0	3	N/A	3	0	1	N/A	1	0	2	N/A	2	2	1	0	100%
Social Work	0	3	N/A	3	0	0	N/A	0	0	3	N/A	3	2	1	0	100%
Total (Aug - Sep 2023)	2	24	2	28	0	3	1	4	2	21	1	24	18	6	4	86%
Total (Aug - Sep 2022)	2	17	1	20	0	2	0	2	2	15	1	18	11	4	5	75%

Resource	No of Appeals				Outcome of Appeals												Appeals Pending
	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	Teachers	Total	
Total (Aug - Sep 2023)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total (Aug - Sep 2022)	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

Appeal's Panel

From: 1 August - 30 September 2023

Appeal's Panel	Upheld	Upheld in Part	Not Upheld	Total	Withdrawn	Appeals pending to date
Total	0	0	1	1	2	7

Appendix 12a						
Record of Grievances						
From: 1 August - 30 September 2023 comparison with 1 August - 30 September 2022						
Grievances	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process	
Total (Aug - Sep 2023)	1	0	1	0	0	
Total (Aug - Sep 2022)	6	2	4	0	0	
Dignity at Work						
From: 1 August - 30 September 2023 comparison with 1 August - 30 September 2022						
Dignity at Work	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
Total (Aug - Sep 2023)	5	0	0	0	0	5
Total (Aug - Sep 2022)	2	0	2	0	0	0

			Appendix 12b		
Referrals for Workplace Mediation					
As at September 2023					
Workplace Mediation	Aug-23	Sep-23			
No of Referrals	0	1			
*No of Successful Cases	0	0			
*No of Unsuccessful Cases	0	0			
No of cases unsuitable for mediation	1	0			
Workplace Mediation	Aug-22	Sep-22			
No of Referrals	3	0			
*No of Successful Cases	1	0			
*No of Unsuccessful Cases	0	0			
No of cases unsuitable for mediation	1	1			
*successful/unsuccessful case outcomes may be shown outwith the month they were referred.					

							Appendix 13
Analysis of leavers and exit interviews							
From 1 August - 30 September 2023							
Reason for leaving	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
Career Advancement	2	13	1	3	9	28	51%
Personal Reasons	2	2	0	1	2	7	13%
Further Education	0	4	0	0	0	4	7%
Child Caring / Caring Responsibilities	2	0	0	0	0	2	4%
Disatisfaction with terms and conditions	1	0	1	0	0	2	4%
Moving outwith area	0	2	0	0	0	2	4%
Poor relationship with managers / colleagues	2	0	0	0	0	2	4%
Other	4	2	0	0	2	8	15%
Number of exit interviews conducted	13	23	2	4	13	55	
Total no. of leavers per Resource eligible for an exit interview	51	83	7	10	23	174	
% of leavers interviewed	25%	28%	29%	40%	57%	32%	
From 1 August - 30 September 2022							
Number of exit interviews conducted	7	41	4	5	21	78	
Total no. of leavers per Resource eligible for an exit interview	47	106	8	11	36	208	
% of leavers interviewed	15%	39%	50%	45%	58%	38%	
* Note these totals include temporary employees							

Appendix 13a														
August to September 2023	Number of leavers		Replace Employee		Filling on a temp basis		Plan to transfer this budget to another post		End of fixed term post		Leave vacant pending savings or service review		Plan to remove for savings	
Resource	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Community & Enterprise	59.75	108	57.75	106	0.00	0	0.00	0	2.00	2	0.00	0	0.00	0
Education	263.92	319	261.39	316	1.00	1	0.00	0	0.00	0	0.00	0	1.53	2
Finance & Corporate	13.06	15	11.06	13	1.00	1	0.00	0	0.00	0	1.00	1	0.00	0
Housing & Technical	17.06	20	17.06	20	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Social Work	32.41	69	30.03	36	1.00	30	0.00	0	0.00	0	1.38	2	0.00	1
Total	386.20	531	377.29	491	3.00	32	0.00	0	2.00	2	2.38	3	1.53	3
Cumulative Grand Total	722.15	994	694.78	927	5.29	37	0.95	1	7.30	11	12.30	15	1.53	3

Recruitment Monitoring
Analysis of Gender, Disability, Ethnicity and Age

From : 1 August - 30 September 2023

Total Number of applications received:	2551
Total Number of Equal Opportunities Monitoring forms received:	2388
Total Number of posts recruited for:	251
Total Number of appointments:	273

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	2388	850	239	36%	10%	28%
Total No of Male Applicants	828	299	59	36%	7%	20%
Total No of Female Applicants	1564	492	135	31%	9%	27%
Total No of Disabled Applicants	104	44	5	42%	5%	11%
Total No of applicants aged under 50	1922	628	156	33%	8%	25%
Total No of applicants aged over 50	852	171	47	20%	6%	27%
Total No of White applicants	2066	728	187	35%	9%	26%
Total No of Black/Ethnic minority applicants*	306	61	10	20%	3%	16%
Total No of Veteran applicants	19	13	0	68%	0%	0%

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

From : 1 August - 30 September 2022

Total Number of applications received:	2210
Total Number of Equal Opportunities Monitoring forms received:	2151
Total Number of posts recruited for:	701
Total Number of appointments:	413

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	2151	991	378	46%	18%	38%
Total No of Male Applicants	879	408	150	46%	17%	37%
Total No of Female Applicants	1260	578	228	46%	18%	39%
Total No of Disabled Applicants	79	41	10	52%	13%	24%
Total No of applicants aged under 50	1602	708	266	44%	17%	38%
Total No of applicants aged over 50	518	271	106	52%	20%	39%
Total No of White applicants	2004	949	372	47%	19%	39%
Total No of Black/Ethnic minority applicants*	118	30	1	25%	1%	3%
Total No of Veteran applicants	33	25	0	76%	0%	0%

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 9 SEPTEMBER 2023

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent Salary Band									
	Total	Male		Female		Total	Chief Officer	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
		F/T	P/T	F/T	P/T										
Community & Enterprise Resources	3140	1248	260	204	1428	2213.56	5.00	1535.63	371.38	236.50	44.05	16.00	0.00	5.00	0.00
Education - Others	3296	130	94	672	2400	2414.69	4.00	1185.77	951.66	144.40	49.60	10.00	0.00	62.46	6.80
Education - Teachers	3923	700	81	2235	907	3539.95	0.00	0.00	0.00	0.00	0.00	1.00	0.00	6.60	3532.35
Finance & Corporate Resources	841	196	15	400	230	761.82	8.00	111.26	357.34	213.64	50.28	21.30	0.00	0.00	0.00
Housing & Technical	1286	802	25	332	127	1228.24	3.00	205.10	623.16	357.38	29.60	10.00	0.00	0.00	0.00
Social Work Resources	2756	199	207	1004	1346	2411.06	3.00	350.14	1461.14	529.23	36.80	30.75	0.00	0.00	0.00
						9029.37	(excluding Teachers)								
Total All Staff	15242	3275	682	4847	6438	12569.32	23.00	3387.90	3764.68	1481.15	210.33	89.05	0.00	74.06	3539.15

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 10 JUNE 2023

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent Salary Band									
	Total	Male		Female		Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
		F/T	P/T	F/T	P/T										
Community & Enterprise Resources	3140	1263	250	201	1426	2215.82	5.00	1548.64	363.88	231.25	46.05	16.00	0.00	5.00	0.00
Education - Others	3322	130	100	675	2417	2438.98	3.00	1198.09	966.21	142.86	47.60	9.00	1.96	62.66	7.60
Education - Teachers	3840	680	72	2222	866	3471.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.60	3464.80
Finance & Corporate Resources	858	203	17	410	228	779.18	5.00	119.63	359.13	216.05	53.07	24.30	2.00	0.00	0.00
Housing & Technical	1288	805	27	329	127	1229.17	3.00	204.26	628.88	352.43	30.60	10.00	0.00	0.00	0.00
Social Work Resources	2709	206	198	979	1326	2370.75	3.00	361.42	1417.31	523.46	33.80	31.76	0.00	0.00	0.00
						9033.90	(excluding Teachers)								
Total All Staff	15157	3287	664	4816	6390	12505.30	19.00	3432.04	3735.41	1466.05	211.12	91.06	3.96	74.26	3472.40