

# Report

Report to:	<b>Corporate Resources Committee</b>
Date of Meeting:	<b>7 May 2008</b>
Report by:	<b>Executive Director (Corporate Resources)</b>

Subject:	<b>Council-wide Workforce Monitoring – January to March 2008</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period January to March 2008

## 2. Recommendation(s)

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

(1) that the following employment information for the period January to March 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

## 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 January to March 2008.

## 4. Attendance Statistics

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

- ◆ The Council's absence rate for March 2008 is 4.6%, this is a decrease of 0.1% when compared to last month. When compared to March 2007 this figure has increased by 0.3%.
- ◆ When compared to March 2007, the APT&C figure has increased by 0.3%. The teachers' figure has increased by 0.2% and the manual worker figure has increased by 0.4%.

- ◆ Based on the absence rate for April 2007 to March 2008, the annual figure for the financial year 2007/2008 is 4.1%. This equates to 9.8 days being lost per employee.

In comparison to March 2007:-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have increased by 186 days.
- ◆ Education Resources and Housing and Technical Resources have experienced the most significant increase in musculoskeletal conditions by 247, and 113 days respectively.
- ◆ Total days lost due to psychological conditions have decreased by 143 days.
- ◆ Education Resources and Social Work Resources have experienced the most significant decrease in psychological conditions by 242 and 165 days respectively.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 92 days.
- ◆ Social Work Resources and Education Resources have experienced the most significant decrease in stomach, bowel, blood and metabolic disorders by 99 and 86 days respectively.
- ◆ Total days lost due to respiratory conditions have increased by 162 days.
- ◆ Social Work Resources and Housing and Technical Resources have experienced the most significant increase in respiratory conditions by 155 and 117 days respectively.

## **5. Occupational Health**

5.1. Information on Occupational Health for the period January to March 2008 is provided in Appendix 11.

- ◆ In comparison to the same period last year there has been an increase of 55 employees being referred for a medical examination. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ A total of 383 employees attended physiotherapy treatment, showing an increase of 18 when compared to the same period last year. Of the 383 employees referred, 72% remained at work whilst undertaking treatment.
- ◆ During this period there were 144 employees referred to the Employee Support Officer, showing an increase of 5 when compared to the same period last year. Of those referrals made this period 78% related to personal reasons.
- ◆ 146 employees were referred to the Employee Counselling Service this period, of which 118 were from management and 28 from employees. Personal reasons accounted for 62% of the referrals made and work related stress accounted for 26%.

## **6. Accidents/Incidents**

6.1. The monthly accident/incident report for the period January to March 2008 is contained in Appendix 12.

- ◆ The number of accidents/incidents recorded was 188 this is a decrease of 11 from the same period last year (199).
- ◆ Major accidents/incidents have increased overall by 4 compared to the same period last year (21).

- ◆ Minor accidents/incidents have decreased overall by 15 when compared to the same period last year (178).

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

- 7.1. Information on Disciplinary, Grievance Hearings and Dignity at Work for the period January to March 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, 60 disciplinary hearings were held across Resources within the Council, a decrease of 28 when compared to the same period last year.
  - ◆ Action was taken in 54 of these cases, and there were no appeals raised against the outcomes.
  - ◆ Our target is to convene disciplinary hearings within 6 weeks, 82% of hearings met this target.
  - ◆ During the period 4 appeals were heard by the Appeals Panel and all 4 were not upheld. 1 appeal was withdrawn before being heard by the Appeals Panel.
  - ◆ At the end of March 2008, 1 appeal was pending.
  - ◆ During the period 9 grievances were raised and 9 Dignity at Work cases were 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 January to March 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 8 December 2007 the Labour Turnover figure for January to March 2008 is as follows:-

156 leavers/15654 employees in post = Labour Turnover of 1.0%

Based on figures for April 2007 to March 2008, the annual turnover figure for the financial year 2007/2008 for the Council is 4.6%.

- 8.2. Analysis of Leavers and Exit Interviews
- ◆ There were a total of 156 employees leaving the Council that were eligible for exit interview compared with 153 in the same period last year.
  - ◆ Exit interviews were held with 77% of leavers compared to 71% last year.
  - ◆ The main reason cited for leaving was Career Advancement (42%).

## **9. Recruitment Monitoring**

- 9.1. Information on Recruitment Monitoring for the period January to March 2008 is contained within Appendix 16.

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

- ◆ Overall, 1,565 applications were received and 1,407 individuals completed Equal Opportunities Monitoring Forms.
- ◆ Of those applicants who declared themselves as disabled (33), 21 were shortlisted for interview and 3 were appointed.

- ◆ Of those applicants of a black/ethnic minority background (43), 16 were shortlisted for interview and none were appointed.

#### **10. Employee Implications**

- 10.1. There are no implications for employees arising from the information presented in this report.

#### **11. Financial Implications**

- 11.1. All financial implications are accommodated within existing budgets.

#### **12. Other Implications**

- 12.1. None

#### **13. Equality Impact Assessment and Consultation Arrangements**

- 13.1. 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.
- 13.2. There was no requirement to undertake any consultation in terms of the information contained in this report.

**Robert McIlwain**

**Executive Director (Corporate Resources)**

11 April 2008

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

- ◆ Excellent employer
- ◆ People focussed

#### **Previous References**

- ◆ Corporate Resources Committee - 20 February 2008

#### **List of Background Papers**

- ◆ monitoring information provided by Resources

#### **Contact for Further Information**

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

Eileen McPake, Personnel Officer

Ext: 4534 (Tel: 01698 454534)

E-mail: eileen.mcpake@southlanarkshire.gov.uk

**Absence Trends - 2005/2006, 2006/2007 & 2007/2008**  
**Council Wide**

APT&C				Teachers				Manual Workers				Council Wide			
	2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008
April	3.2	3.4	3.6	April	2.8	2.8	3.0	April	4.5	4.3	4.3	April	3.6	3.5	3.6
May	3.4	3.6	3.8	May	3.8	3.5	3.6	May	4.5	4.3	4.5	May	3.8	3.8	3.9
June	3.3	3.7	3.7	June	3.3	2.8	3.1	June	4.5	3.8	4.6	June	3.6	3.5	3.8
July	3.2	3.3	3.5	July	1.7	1.5	1.4	July	4.1	3.3	4.1	July	3.1	2.9	3.2
August	3.0	3.2	3.5	August	1.9	1.2	1.7	August	4.3	3.4	4.7	August	3.1	2.8	3.4
September	3.3	3.6	3.8	September	3.2	2.6	3.0	September	4.8	4.6	5.2	September	3.7	3.7	4.0
October	3.6	4.0	3.9	October	3.2	2.7	3.0	October	4.5	5.1	5.1	October	3.8	4.0	4.0
November	4.2	4.4	4.2	November	3.8	3.9	3.7	November	4.8	5.4	5.5	November	4.3	4.5	4.5
December	4.0	4.4	3.9	December	3.7	4.2	3.5	December	4.0	5.5	5.7	December	3.9	4.7	4.3
January	3.9	4.4	4.4	January	3.2	4.0	3.8	January	4.4	5.6	5.8	January	3.9	4.6	4.7
February	4.3	3.9	4.6	February	4.0	3.8	3.8	February	4.5	5.3	5.8	February	4.3	4.3	4.7
March	4.3	4.1	4.4	March	4.3	4.0	4.2	March	4.6	4.9	5.3	March	4.4	4.3	4.6
Annual Average	3.6	3.8	3.9	Annual Average	3.2	3.1	3.2	Annual Average	4.5	4.6	5.1	Annual Average	3.8	3.9	4.1

No of Employees at 31 Mar 2008			7518	No of Employees at 31 Mar 2008			4223	No of Employees at 31 Mar 2008			4689	No of Employees at 31 Mar 2008			16430
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- (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) Average number of days lost per employee annually is 9.8 days.

**ABSENCE TRENDS - 2005/2006, 2006/2007 & 2007/2008**  
**Community Resources**

APT&C				Manual Workers				Resource Total				Council Wide			
	2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008
April	2.2	3.6	5.4	April	4.6	4.0	4.0	April	4.2	4.0	4.2	April	3.6	3.5	3.6
May	2.8	2.9	4.6	May	4.6	3.9	4.3	May	4.3	3.7	4.3	May	3.8	3.8	3.9
June	2.5	2.7	2.9	June	4.6	3.5	4.3	June	4.3	3.4	4.1	June	3.6	3.5	3.8
July	2.4	3.4	4.3	July	3.7	2.7	3.5	July	3.5	2.8	3.6	July	3.1	2.9	3.2
August	2.8	3.7	3.4	August	4.2	2.9	4.1	August	4.0	3.1	4.0	August	3.1	2.8	3.4
September	2.6	3.7	4.0	September	5.0	4.1	4.9	September	4.6	4.1	4.8	September	3.7	3.7	4.0
October	3.1	3.9	4.0	October	4.5	4.5	4.8	October	4.3	4.4	4.7	October	3.8	4.0	4.1
November	3.0	4.3	3.9	November	5.0	5.0	5.4	November	4.7	4.9	5.2	November	4.3	4.5	4.5
December	3.1	4.2	4.0	December	4.0	5.2	5.6	December	3.9	5.1	5.3	December	3.9	4.7	4.3
January	3.0	4.2	3.9	January	4.4	5.2	5.7	January	4.2	5.0	5.4	January	3.9	4.6	4.7
February	3.0	4.6	5.2	February	4.7	5.0	5.5	February	4.5	5.0	5.5	February	4.3	4.3	4.7
March	3.0	4.6	5.2	March	4.5	5.0	4.9	March	4.3	5.0	5.0	March	4.4	4.3	4.6
Annual Average	2.8	3.8	4.2	Annual Average	4.5	4.3	4.8	Annual Average	4.2	4.2	4.7	Annual Average	3.8	3.9	4.1

No of Employees at 31 Mar 2008	506	No of Employees at 31 Mar 2008	2993	No of Employees at 31 Mar 2008	3499	No of Employees at 31 Mar 2008	16430
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For Community Resources the absence rate for unpaid special leave was nil.

Average number of days lost per employee annually is 12.2 days.

**ABSENCE TRENDS - 2005/2006, 2006/2007 & 2007/2008**  
**Corporate Resources**

Resource Total (APT&C)				Council Wide			
	2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008
April	3.5	2.2	1.2	April	3.6	3.5	3.6
May	3.2	1.5	1.6	May	3.8	3.8	3.9
June	3.7	2.0	2.4	June	3.6	3.5	3.8
July	3.6	2.8	2.2	July	3.1	2.9	3.2
August	4.3	3.1	1.5	August	3.1	2.8	3.4
September	3.7	2.9	2.3	September	3.7	3.7	4.0
October	2.5	2.0	2.5	October	3.8	4.0	4.1
November	2.7	1.2	2.9	November	4.3	4.5	4.5
December	2.6	2.0	2.1	December	3.9	4.7	4.3
January	2.3	1.8	2.4	January	3.9	4.6	4.7
February	2.9	2.1	2.1	February	4.3	4.3	4.7
March	4.2	1.0	2.7	March	4.4	4.3	4.6
Annual Average	3.3	2.1	2.2	Annual Average	3.8	3.9	4.1

  

No of Employees at 31 Mar 2008	246	No of Employees at 31 Mar 2008	16430
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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 5.3 days.

**ABSENCE TRENDS - ABSENCE TRENDS - 2005/2006, 2006/2007 & 2007/2008**  
**Education Resources**

APT&C				Teachers				Resource Total				Council Wide			
	2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008
April	3.0	3.2	3.7	April	2.8	2.8	3.0	April	2.9	2.9	3.3	April	3.6	3.5	3.6
May	4.0	4.0	4.3	May	3.8	3.5	3.6	May	3.8	3.7	3.8	May	3.8	3.8	3.9
June	3.8	4.0	4.2	June	3.3	2.8	3.1	June	3.5	3.3	3.5	June	3.6	3.5	3.8
July	3.5	3.1	2.8	July	1.7	1.5	1.4	July	2.2	2.1	1.9	July	3.1	2.9	3.2
August	3.0	3.0	3.1	August	1.9	1.2	1.7	August	2.2	1.9	2.2	August	3.1	2.8	3.4
September	3.8	3.5	3.6	September	3.2	2.6	3.0	September	3.4	3.0	3.2	September	3.7	3.7	4.0
October	3.8	3.9	3.5	October	3.2	2.7	3.0	October	3.4	3.2	3.2	October	3.8	4.0	4.1
November	4.8	4.9	4.5	November	3.8	3.9	3.7	November	4.2	4.3	4.0	November	4.3	4.5	4.5
December	4.4	5.1	4.0	December	3.7	4.2	3.5	December	3.9	4.6	3.7	December	3.9	4.7	4.3
January	4.3	4.5	4.6	January	3.2	4.0	3.8	January	3.7	4.2	4.1	January	3.9	4.6	4.7
February	5.3	4.3	4.9	February	4.0	3.8	3.8	February	4.5	4.0	4.2	February	4.3	4.3	4.7
March	4.7	4.8	4.5	March	4.3	4.0	4.2	March	4.4	4.3	4.3	March	4.4	4.3	4.6
Annual Average	4.0	4.0	4.0	Annual Average	3.2	3.1	3.2	Annual Average	3.5	3.5	3.5	Annual Average	3.8	3.9	4.1
No of Employees at 31 Mar 2008			2520	No of Employees at 31 Mar 2008			4223	No of Employees at 31 Mar 2008			6743	No of Employees at 31 Mar 2008			16430

For Education Resources the absence rate for unpaid special leave was so small it was negligible  
Average number of days lost per employee annually is 8.0 days.

**ABSENCE TRENDS - 2005/2006, 2006/2007 & 2007/2008**  
**Enterprise Resources**

APT&C				Manual Workers				Resource Total				Council Wide				
	2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008	
April	2.1	2.9	3.0	April	5.2	5.1	4.7	April	3.1	3.6	3.5	April	3.6	3.5	3.6	
May	1.9	2.0	3.4	May	3.9	5.1	6.9	May	2.5	2.9	4.4	May	3.8	3.8	3.9	
June	2.0	2.2	3.7	June	4.0	4.3	6.8	June	2.6	2.9	4.5	June	3.6	3.5	3.8	
July	2.3	2.2	3.6	July	5.1	5.1	5.9	July	3.2	3.1	4.3	July	3.1	2.9	3.2	
August	2.0	2.6	3.5	August	5.2	5.1	6.7	August	3.0	3.4	4.4	August	3.1	2.8	3.4	
September	1.9	2.7	3.8	September	5.8	5.7	4.4	September	3.1	3.6	4.0	September	3.7	3.7	4.0	
October	2.7	2.7	5.1	October	5.1	5.5	2.5	October	3.4	3.6	4.4	October	3.8	4.0	4.1	
November	2.8	3.2	4.0	November	4.1	3.8	4.2	November	3.2	3.4	4.0	November	4.3	4.5	4.5	
December	3.4	2.5	3.6	December	4.0	3.9	3.2	December	3.6	2.9	3.5	December	3.9	4.7	4.3	
January	3.1	3.6	3.4	January	5.6	4.6	3.1	January	3.9	3.9	3.3	January	3.9	4.6	4.7	
February	2.6	3.0	2.7	February	2.9	4.6	4.3	February	2.7	3.5	3.2	February	4.3	4.3	4.7	
March	2.8	2.4	3.9	March	3.4	4.2	5.6	March	3.0	2.9	4.4	March	4.4	4.3	4.6	
Annual Average	2.5	2.7	3.6	Annual Average	4.5	4.7	4.9	Annual Average	3.1	3.3	4.0	Annual Average	3.8	3.9	4.1	
No of Employees at 31 Mar 2008			500	No of Employees at 31 Mar 2008			206	No of Employees at 31 Mar 2008			706	No of Employees at 31 Mar 2008			16430	

For Enterprise Resources the absence rate for unpaid special leave was 0.3%  
Average number of days lost per employee annually is 10.1 days.

**ABSENCE TRENDS - ABSENCE TRENDS - 2005/2006, 2006/2007 & 2007/2008**  
**Finance & IT Resources**

Resource Total (APT&C)				Council Wide			
	2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008
April	1.6	2.2	2.4	April	3.6	3.5	3.6
May	1.6	3.5	2.3	May	3.8	3.8	3.9
June	1.8	3.3	2.2	June	3.6	3.5	3.8
July	3.0	2.6	2.8	July	3.1	2.9	3.2
August	2.1	2.9	2.5	August	3.1	2.8	3.4
September	1.4	5.0	2.6	September	3.7	3.7	4.0
October	2.5	4.8	2.3	October	3.8	4.0	4.1
November	2.6	3.4	2.9	November	4.3	4.5	4.5
December	3.3	2.5	3.1	December	3.9	4.7	4.3
January	3.0	3.2	4.1	January	3.9	4.6	4.7
February	2.3	2.3	3.6	February	4.3	4.3	4.7
March	1.7	2.0	3.5	March	4.4	4.3	4.6
Annual Average	2.2	3.1	2.9	Annual Average	3.8	3.9	4.1

  

No of Employees at 31 Mar 2008	285	No of Employees at 31 Mar 2008	16430
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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 7.1 days.

**ABSENCE TRENDS - 2005/2006, 2006/2007 & 2007/2008**  
**Housing & Technical Resources**

APT&C				Manual Workers				Resource Total				Council Wide			
	2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008
April	3.1	3.5	3.1	April	3.5	3.5	4.0	April	3.2	3.5	3.4	April	3.6	3.5	3.6
May	3.1	3.6	3.3	May	4.1	4.3	3.5	May	3.4	3.8	3.3	May	3.8	3.8	3.9
June	3.2	3.9	3.4	June	4.6	4.3	4.4	June	3.6	4.0	3.7	June	3.6	3.5	3.8
July	3.3	4.2	3.9	July	4.9	4.3	4.8	July	3.8	4.3	4.1	July	3.1	2.9	3.2
August	3.3	3.5	3.6	August	4.0	4.3	5.1	August	3.5	3.8	4.1	August	3.1	2.8	3.4
September	3.6	3.7	4.0	September	3.8	6.0	5.0	September	3.7	4.4	4.3	September	3.7	3.7	4.0
October	3.7	3.9	4.1	October	3.8	6.5	5.2	October	3.7	4.6	4.5	October	3.8	4.0	4.1
November	4.2	4.4	4.5	November	4.4	7.5	5.6	November	4.2	5.3	4.7	November	4.3	4.5	4.5
December	3.7	4.6	4.1	December	3.4	6.8	6.1	December	3.6	5.2	4.7	December	3.9	4.7	4.3
January	3.9	4.8	4.4	January	3.6	6.1	5.7	January	3.8	5.2	4.8	January	3.9	4.6	4.7
February	4.5	3.9	4.7	February	3.8	4.6	7.5	February	4.3	4.1	5.5	February	4.3	4.3	4.7
March	4.9	3.5	4.1	March	3.4	4.0	7.3	March	4.5	3.7	4.9	March	4.4	4.3	4.6
Annual Average	3.7	4.0	3.9	Annual Average	3.9	5.2	5.4	Annual Average	3.8	4.3	4.3	Annual Average	3.8	3.9	4.1

No of Employees at 31 Mar 2008			1513	No of Employees at 31 Mar 2008			541	No of Employees at 31 Mar 2008			2054	No of Employees at 31 Mar 2008			16430
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For Housing & Technical Resources the rate of unpaid special leave was nil.  
Average number of days lost per employee annually is 10.9 days.

**ABSENCE TRENDS - 2005/2006, 2006/2007 & 2007/2008**  
**Social Work Resources**

APT&C				Manual Workers				Resource Total				Council Wide				
	2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008	
April	4.5	4.1	3.8	April	4.8	5.5	5.7	April	4.6	4.6	4.4	April	3.6	3.5	3.6	
May	3.9	3.9	3.9	May	4.4	5.4	5.2	May	4.1	4.3	4.3	May	3.8	3.8	3.9	
June	3.4	3.9	3.9	June	4.2	4.5	5.4	June	3.7	4.1	4.4	June	3.6	3.5	3.8	
July	3.2	3.6	4.3	July	4.2	3.9	5.7	July	3.5	3.7	4.7	July	3.1	2.9	3.2	
August	3.3	3.3	4.4	August	4.5	4.0	6.7	August	3.7	3.5	5.0	August	3.1	2.8	3.4	
September	3.3	3.8	4.2	September	4.7	4.8	6.7	September	3.7	4.1	5.0	September	3.7	3.7	4.0	
October	4.0	4.6	4.2	October	4.8	5.7	6.6	October	4.3	5.0	4.9	October	3.8	4.0	4.1	
November	4.6	4.6	4.1	November	4.5	5.6	5.9	November	4.5	4.9	4.6	November	4.3	4.5	4.5	
December	4.5	4.4	4.2	December	4.3	5.9	6.5	December	4.4	4.9	4.9	December	3.9	4.7	4.3	
January	4.2	4.7	5.0	January	4.7	6.6	6.9	January	4.3	5.3	5.6	January	3.9	4.6	4.7	
February	4.0	4.2	4.8	February	4.6	6.5	5.8	February	4.2	4.9	5.1	February	4.3	4.3	4.7	
March	4.6	4.6	4.9	March	6.2	5.3	5.5	March	5.1	4.8	5.1	March	4.4	4.3	4.6	
Annual Average	4.0	4.1	4.3	Annual Average	4.7	5.3	6.1	Annual Average	4.2	4.5	4.8	Annual Average	3.8	3.9	4.1	
No of Employees at 31 Mar 2008			1948	No of Employees at 31 Mar 2008			949	No of Employees at 31 Mar 2008			2897	No of Employees at 31 Mar 2008			16430	

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 10.7 days.

## ABSENCE BY LONG AND SHORT TERM

From : 1 January 2008 - 31 March 2008

Resource	No of employees	January 2008			February 2008			March 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	3499	2.4	3.0	<b>5.4</b>	2.5	3.0	<b>5.5</b>	1.7	3.3	<b>5.0</b>
Corporate	246	1.9	0.5	<b>2.4</b>	1.7	0.4	<b>2.1</b>	2.2	0.5	<b>2.7</b>
Education	6743	2.3	1.8	<b>4.1</b>	2.0	2.2	<b>4.2</b>	1.8	2.5	<b>4.3</b>
Enterprise	706	1.9	1.4	<b>3.3</b>	1.4	1.8	<b>3.2</b>	2.0	2.4	<b>4.4</b>
Finance & IT	285	2.2	1.9	<b>4.1</b>	2.2	1.4	<b>3.6</b>	2.1	1.4	<b>3.5</b>
Housing & Technical	2054	2.1	2.7	<b>4.8</b>	2.4	3.1	<b>5.5</b>	1.8	3.1	<b>4.9</b>
Social Work	2897	3.0	2.6	<b>5.6</b>	2.9	2.2	<b>5.1</b>	2.4	2.7	<b>5.1</b>
<b>Council Overall for Jan 08 - Mar 08</b>	<b>16430</b>	<b>2.4</b>	<b>2.3</b>	<b>4.7</b>	<b>2.3</b>	<b>2.4</b>	<b>4.7</b>	<b>1.9</b>	<b>2.7</b>	<b>4.6</b>

## ATTENDANCE MONITORING

## ABSENCE CLASSIFICATIONS

From : 1 March 2008 - 31 March 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	1252	34	10	8	1225	23	186	29	28	14	523	26	671	25	3895	26
PSYCHOLOGICAL	820	23	16	12	830	15	164	26	38	19	439	21	490	18	2797	19
STOMACH, BOWEL,BLOOD, METABOLIC DISORDERS	365	10	8	6	946	17	82	13	35	18	281	14	293	11	2010	14
RESPIRATORY	423	12	22	17	707	13	89	14	72	36	353	17	516	19	2182	15
OTHERS	782	21	74	57	1699	32	118	18	25	13	452	22	689	27	3839	26
<b>Total Days Lost By Resource</b>	3642	100	130	100	5407	100	639	100	198	100	2048	100	2659	100	14723	100
<b>Total Work Days Available</b>	73479		4822		125676		14446		5710		41394		52153			

\*WDL = Work Days Lost

## OCCUPATIONAL HEALTH REPORTS

FROM: 1 January 2008 - 31 March 2008 comparison with 1 January 2007 - 31 March 2007

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (Jan-Mar 2008)	102	0	26	29	3	6	64	60	290
TOTAL (Jan-Mar 2007)	92	1	14	21	5	6	51	45	235

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Jan-Mar 2007	Jan-Mar 2008
COMMUNITY	95	71
CORPORATE	9	7
EDUCATION (TEACHERS)	50	44
EDUCATION (OTHERS)	43	37
ENTERPRISE	18	30
FINANCE & IT	7	7
HOUSING & TECH	68	65
SOCIAL WORK	75	122
TOTAL	365	383

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Jan-Mar 2007	Jan-Mar 2008
COMMUNITY	41	42
CORPORATE	1	0
EDUCATION	23	34
ENTERPRISE	5	7
FINANCE & IT	2	2
HOUSING & TECHNICAL	23	20
SOCIAL WORK	44	39
TOTAL	139	144

## 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 JAN-MAR 2008	35	3	0	0	4	0	66	25	7	0	6	0	118	28	
TOTAL JAN-MAR 2007	33	6	0	0	10	2	96	9	5	4	7	3	151	24	
TOTAL										Total Referrals (Jan-Mar 2008)				146	
										Total Referrals (Jan-Mar 2007)				175	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

\*Resources nil responses are not included in figures

## CAUSE OF ACCIDENTS/INCIDENTS TO EMPLOYEES

FROM: 1 January 2008 - 31 March 2008 comparison with 1 January 2007 - 31 March 2007

	Community		Corporate		Education		Enterprise		Finance & IT		Housing & Tech		Social Work		TOTAL	
	Jan-Mar 08	Jan-Mar 07	Jan-Mar 08	Jan-Mar 07	Jan-Mar 08	Jan-Mar 07	Jan-Mar 08	Jan-Mar 07	Jan-Mar 08	Jan-Mar 07	Jan-Mar 08	Jan-Mar 07	Jan-Mar 08	Jan-Mar 07	Jan-Mar 08	Jan-Mar 07
Major*	8	10	0	0	4	1	7	2	0	0	6	7	0	1	25	21
Minor	36	33	1	1	66	72	7	19	0	1	28	22	25	30	163	178
<b>Total Accidents/Incidents</b>	<b>44</b>	<b>43</b>	<b>1</b>	<b>1</b>	<b>70</b>	<b>73</b>	<b>14</b>	<b>21</b>	<b>0</b>	<b>1</b>	<b>34</b>	<b>29</b>	<b>25</b>	<b>31</b>	<b>188</b>	<b>199</b>
Violent Incident: Physical**	2	4	0	0	46	57	0	1	0	0	3	1	16	12	67	75
Violent Incident: Verbal**	7	1	0	0	6	8	1	4	0	0	8	7	5	14	27	34

Note: \*Major accidents as defined by HSE include injuries such as broken limbs, fractured skulls, loss of consciousness and accidents resulting in absence of 3+ days

\*\*Violent Incidents are included in the Major and Minor figures.

\* Resources nil responses are not included in figures

## RECORD OF DISCIPLINARY HEARINGS

FROM: 1 January 2008 - 31 March 2008 comparison with 1 January 2007 - 31 March 2008

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks	No of Non-Whit 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	0	27	N/A	27	0	6	N/A	6	0	21	N/A	21	24	2	1	96%	0
EDUCATION/SOCIAL WORK	4	2	2	8	0	0	0	0	4	2	2	8	2	2	4	50%	0
ENTERPRISE	0	8	N/A	8	0	0	N/A	0	0	8	N/A	8	4	3	1	50%	0
HOUSING & TECHNICAL	8	9	N/A	17	0	0	N/A	0	8	9	N/A	17	5	7	5	71%	0
TOTAL (JAN-MAR 2008)	12	46	2	60	0	6	0	6	12	40	2	54	35	14	11	82%	0
TOTAL (JAN-MAR 2007)	27	61	0	88	2	11	0	13	25	50	0	75	64	13	11	88%	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 (JAN-MAR 2008)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL (JAN-MAR 2007)	4	2	0	6	0	0	0	0	0	1	0	1	1	1	2	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 January 2008 - 31 March 2008

RESOURCE	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>1</b>

## RECORD OF GRIEVANCES

FROM: 1 January 2008 - 31 March 2008 comparison with 1 January 2007 - 31 March 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 (JAN-MAR 2008)	2	9	0	2	0	7
TOTAL (JAN-MAR 2007)	0	7	3	1	0	3

## DIGNITY AT WORK

FROM: 1 January 2008 - 31 March 2008 comparison with 1 January 2007 - 31 March 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 (JAN-MAR 2008)	3	9	0	0	0	0	9
TOTAL (JAN-MAR 2007)	0	8	2	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.

## ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

FROM: 1 January 2008 - 31 March 2008

## LABOUR TURNOVER JANUARY-MARCH 2008

	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL
Total Number of Leavers Per Resource	124	4	82	9	1	24	42	286

## EXIT INTERVIEWS JAN-MAR 2008

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	14	4	10	3	0	9	10	50	42
PERSONAL REASONS	14	0	0	0	0	0	2	16	13
MOVING OUTWITH AREA	2	0	4	0	0	1	4	11	9
POOR RELATIONSHIPS WITH MANAGERS / COLLEAGUES	0	0	4	0	0	0	2	6	5
TRAVELLING DIFFICULTIES	1	0	3	0	0	0	0	4	3
OTHER	23	0	3	1	0	1	5	33	28
NUMBER OF EXIT INTERVIEWS CONDUCTED	54	4	24	4	0	11	23	120	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	56	4	47	4	1	18	26	156	
% OF LEAVERS INTERVIEWED	96	100	51	100	0	61	88	77	

## EXIT INTERVIEWS JAN-MAR 2007

NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)	43	4	32	7	1	7	15	109	
TOTAL NO OF PERMANENT LEAVERS PER RESOURCE (LAST YEAR)	58	4	48	9	1	15	18	153	
% OF LEAVERS INTERVIEWED (LAST YEAR)	74	100	67	78	100	47	83	71	

\* Note these totals include temporary employees

## RECRUITMENT MONITORING

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

**FROM : 1 January 2008 - 31 March 2008**

Total Number of applications received:	<b>1565</b>
Total Number of Equal Opportunities Monitoring forms received:	<b>1407 (90%)</b>
Total Number of posts recruited for:	<b>167</b>
Total Number of appointments:	<b>159</b>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	<b>1407</b>	<b>632</b>	<b>149</b>
Total No of Male Applicants	544	245	46
Total No of Female Applicants	800	368	99
Total No of Disabled Applicants	33	21	3
Total No of applicants aged under 50	1153	517	114
Total No of applicants aged over 50	195	97	31
Total No of White applicants	1290	586	143
Total No of Black/Ethnic minority applicants*	43	16	0

**FROM : 1 January 2007 - 31 March 2007**

Total Number of applications received:	<b>2058</b>
Total Number of Equal Opportunities Monitoring forms received:	<b>1626 (79%)</b>
Total Number of posts recruited for:	<b>178</b>
Total Number of appointments:	<b>179</b>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	<b>1626</b>	<b>679</b>	<b>160</b>
Total No of Male Applicants	592	154	37
Total No of Female Applicants	1010	541	126
Total No of Disabled Applicants	23	16	3
Total No of applicants aged under 50	1372	617	134
Total No of applicants aged over 50	233	89	31
Total No of White applicants	1556	685	163
Total No of Black/Ethnic minority applicants*	30	12	1

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

