

Report

Report to:	Corporate Resources Committee
Date of Meeting:	20 February 2008
Report by:	Executive Director (Corporate Resources)

Subject:	Council-wide Workforce Monitoring – October to December 2007
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period October to December 2007

2. Recommendation(s)

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

- (1) that the following employment information for the period October to December 2007 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 8 December 2007

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 October to December 2007.

4. Attendance Statistics

4.1. Information on absence statistics as analysed for the most recent month of December 2007, for the Council and each Resource is provided in appendices 1 – 10. Points to note are:-

- ◆ The Council's absence rate for December 2007 is 4.3%, when compared to last month this figure has decreased by 0.2%. When compared to December 2006 this figure has decreased by 0.4%.
- ◆ When compared to December 2006, the APT&C figure has decreased by 0.5%. The teachers' figure has decreased by 0.7% and the manual worker figure has increased by 0.2%.

- ◆ Based on the absence rate for April to December 2007, the projected annual average figure for the financial year 2007/2008 is 3.9%. This equates to 9.3 days being lost per employee.

In comparison to December 2006:-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 19 days.
- ◆ Education Resources and Social Work Resources have experienced the most significant decrease in musculoskeletal conditions by 163 and 91 days respectively.
- ◆ Total days lost due to psychological conditions have decreased by 625 days.
- ◆ Social Work Resources and Education Resources have experienced the most significant decrease in psychological conditions by 432 and 363 days respectively.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 13 days.
- ◆ Social Work Resources and Community Resources have experienced the most significant increase in stomach, bowel, blood and metabolic disorders by 180 and 98 days respectively.
- ◆ Total days lost due to respiratory conditions have decreased by 669 days. Education Resources, Social Work Resources and Housing and Technical Resources have experienced the most significant decrease in respiratory conditions by 346, 159 and 128 days respectively.

5. Occupational Health

5.1. Information on Occupational Health for the period October to December 2007 is provided in Appendix 11.

- ◆ In comparison to the same period last year there has been an increase of 37 employees being referred for a medical examination. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ A total of 347 employees attended physiotherapy treatment, showing an increase of 20 when compared to the same period last year. Of the 347 employees referred, 76% remained at work whilst undertaking treatment.
- ◆ During this period there were 156 employees referred to the Employee Support Officer, showing a decrease of 17 when compared to the same period last year. Of those referrals made this period 54% related to personal reasons.
- ◆ 148 employees were referred to the Employee Counselling Service this period, of which 134 were from management and 14 from employees. Personal reasons accounted for 57% of the referrals made and work related stress accounted for 30%.

6. Accidents/Incidents

6.1. The monthly accident/incident report for October to December 2007 is contained in Appendix 12.

- ◆ The number of accidents/incidents recorded was 227 this is a decrease of 20 from the same period last year (247).
- ◆ Major accidents/incidents have decreased overall by 19 compared to the same period last year (37).

- ♦ Minor accidents/incidents have decreased overall by 1 when compared to the same period last year (210).

7. Discipline, Grievance and Dignity at Work Hearings

7.1. Information on Disciplinary, Grievance Hearings and Dignity at Work for October to December 2007 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, 51 disciplinary hearings were held across Resources within the Council, a decrease of 41 when compared to the same period last year.
- ♦ Action was taken in 45 of these cases, and there was 1 appeal raised against the outcome which was not upheld.
- ♦ Our target is to convene disciplinary hearings within 6 weeks, 88% of hearings met this target.
- ♦ During the period 7 appeals were heard by the Appeals Panel of which 1 was upheld in part and 6 were not upheld.
- ♦ During the period, 3 appeals were withdrawn.
- ♦ At the end of December 2007, 2 appeals were still pending.
- ♦ During the period 6 grievances were raised.
- ♦ There were 4 Dignity at Work cases raised.

8. Labour Turnover/Analysis of Leavers and Exit Interviews

8.1. Labour turnover

Information on the number of leavers and exit interviews for the period October to December 2007 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 October to December 2007 is as follows:-

271 leavers/15654 employees in post = Labour Turnover of 1.7%

Based on figures for April to December 2007, the annual average turnover figure for the financial year 2007/2008 for the Council is 5.7%.

8.2. Analysis of Leavers and Exit Interviews

- ♦ There were a total of 271 employees leaving the Council that were eligible for exit interview compared with 139 in the same period last year.
- ♦ Exit interviews were held with 83% of leavers compared to 68% last year.
- ♦ The main reason cited for leaving was Career Advancement (31%).

9. Recruitment Monitoring

9.1. Information on Recruitment Monitoring for October to December 2007 is contained within Appendix 16.

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

- ♦ Overall, 2,995 applications were received and 2,583 individuals completed Equal Opportunities Monitoring Forms.

- ◆ Of those applicants who declared themselves as disabled (41), 22 were shortlisted for interview and 2 were appointed.
- ◆ Of those applicants of a black/ethnic minority background (41), 11 were shortlisted for interview and 1 was appointed.

10. Staffing Watch

- 10.1. There has been a decrease of 349 employees in post from 8 September 2007 to 8 December 2007. This decrease is due to the exclusion of supply register teachers from this report and also the termination of employment for seasonal groundsman. (Appendix 17).

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.

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)

24 January 2008

Link(s) to Council Objectives/Values

- ◆ Excellent employer
- ◆ People focused

Previous References

- ◆ 28 November 2007

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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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		January	3.2	4.0		January	4.4	5.6		January	3.9	4.6	
February	4.3	3.9		February	4.0	3.8		February	4.5	5.3		February	4.3	4.3	
March	4.3	4.1		March	4.3	4.0		March	4.6	4.9		March	4.4	4.3	
Annual Average	3.6	3.8	3.8	Annual Average	3.2	3.1	2.9	Annual Average	4.5	4.6	4.9	Annual Average	3.8	3.9	3.9
Average Apr-Dec	3.5	3.7	3.8	Average Apr-Dec	3.0	2.8	2.9	Average Apr-Dec	4.4	4.4	4.9	Average Apr-Dec	3.7	3.7	3.9

No of Employees at 31 Dec 2007	7643	No of Employees at 31 Dec 2007	4124	No of Employees at 31 Dec 2007	4433	No of Employees at 31 Dec 2007	16200
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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 9.3 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		January	4.4	5.2		January	4.2	5.0		January	3.9	4.6		
February	3.0	4.6		February	4.7	5.0		February	4.5	5.0		February	4.3	4.3		
March	3.0	4.6		March	4.5	5.0		March	4.3	5.0		March	4.4	4.3		
Annual Average	2.8	3.8	4.1	Annual Average	4.5	4.3	4.5	Annual Average	4.2	4.2	4.5	Annual Average	3.8	3.9	3.9	
Average Apr-Dec	2.7	3.6	4.1	Average Apr-Dec	4.5	4.0	4.5	Average Apr-Dec	4.2	3.9	4.5	Average Apr-Dec	3.7	3.7	3.9	
No of Employees at 31 Dec 2007			622	No of Employees at 31 Dec 2007			2682	No of Employees at 31 Dec 2007			3304	No of Employees at 31 Dec 2007			16200	

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

Average number of days lost per employee annually is 11.6 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		January	3.9	4.6	
February	2.9	2.1		February	4.3	4.3	
March	4.2	1.0		March	4.4	4.3	
Annual Average	3.3	2.1	2.1	Annual Average	3.8	3.9	3.9
Average Apr-Dec	3.3	2.2	2.1	Average Apr-Dec	3.7	3.7	3.9

No of Employees at 31 Dec 2007	250	No of Employees at 31 Dec 2007	16200
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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 - 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		January	3.2	4.0		January	3.7	4.2		January	3.9	4.6		
February	5.3	4.3		February	4.0	3.8		February	4.5	4.0		February	4.3	4.3		
March	4.7	4.8		March	4.3	4.0		March	4.4	4.3		March	4.4	4.3		
Annual Average	4.0	4.0	3.7	Annual Average	3.2	3.1	2.9	Annual Average	3.5	3.5	3.2	Annual Average	3.8	3.9	3.9	
Average Apr-Dec	3.8	3.9	3.7	Average Apr-Dec	3.0	2.8	2.9	Average Apr-Dec	3.3	3.2	3.2	Average Apr-Dec	3.7	3.7	3.9	
No of Employees at 31 Dec 2007			2525	No of Employees at 31 Dec 2007			4124	No of Employees at 31 Dec 2007			6649	No of Employees at 31 Dec 2007			16200	

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 7.5 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		January	5.6	4.6		January	3.9	3.9		January	3.9	4.6		
February	2.6	3.0		February	2.9	4.6		February	2.7	3.5		February	4.3	4.3		
March	2.8	2.4		March	3.4	4.2		March	3.0	2.9		March	4.4	4.3		
Annual Average	2.5	2.7	3.7	Annual Average	4.5	4.7	5.0	Annual Average	3.1	3.3	4.1	Annual Average	3.8	3.9	3.9	
Average Apr-Dec	2.3	2.6	3.7	Average Apr-Dec	4.7	4.8	5.0	Average Apr-Dec	3.1	3.3	4.1	Average Apr-Dec	3.7	3.7	3.9	
No of Employees at 31 Dec 2007			502	No of Employees at 31 Dec 2007			205	No of Employees at 31 Dec 2007			707	No of Employees at 31 Dec 2007			16200	

For Enterprise Resources the absence rate for unpaid special leave was 0.3%
Average number of days lost per employee annually is 10.4 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		January	3.9	4.6	
February	2.3	2.3		February	4.3	4.3	
March	1.7	2.0		March	4.4	4.3	
Annual Average	2.2	3.1	2.6	Annual Average	3.8	3.9	3.9
Average Apr-Dec	2.2	3.4	2.6	Average Apr-Dec	3.7	3.7	3.9

No of Employees at 31 Dec 2007	281	No of Employees at 31 Dec 2007	16200
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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 6.4 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		January	3.6	6.1		January	3.8	5.2		January	3.9	4.6	
February	4.5	3.9		February	3.8	4.6		February	4.3	4.1		February	4.3	4.3	
March	4.9	3.5		March	3.4	4.0		March	4.5	3.7		March	4.4	4.3	
Annual Average	3.7	4.0	3.8	Annual Average	3.9	5.2	4.9	Annual Average	3.8	4.3	4.1	Annual Average	3.8	3.9	3.9
Average Apr-Dec	3.5	3.9	3.8	Average Apr-Dec	4.1	5.3	4.9	Average Apr-Dec	3.6	4.3	4.1	Average Apr-Dec	3.7	3.7	3.9

No of Employees at 31 Dec 2007			1497	No of Employees at 31 Dec 2007			592	No of Employees at 31 Dec 2007			2089	No of Employees at 31 Dec 2007			16200
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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 10.4 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		January	4.7	6.6		January	4.3	5.3		January	3.9	4.6	
February	4.0	4.2		February	4.6	6.5		February	4.2	4.9		February	4.3	4.3	
March	4.6	4.6		March	6.2	5.3		March	5.1	4.8		March	4.4	4.3	
Annual Average	4.0	4.1	4.1	Annual Average	4.7	5.3	6.0	Annual Average	4.2	4.5	4.7	Annual Average	3.8	3.9	3.9
Average Apr-Dec	3.9	4.0	4.1	Average Apr-Dec	4.5	5.0	6.0	Average Apr-Dec	4.1	4.3	4.7	Average Apr-Dec	3.7	3.7	3.9

No of Employees at 31 Dec 2007	1966	No of Employees at 31 Dec 2007	954	No of Employees at 31 Dec 2007	2920	No of Employees at 31 Dec 2007	16200
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For Social Work Resources the absence rate for unpaid special was nil.
Average number of days lost per employee annually is 10.4 days.

ABSENCE BY LONG AND SHORT TERM

From : 1 October 2007 - 31 December 2007

Resource	No of employees	October 2007			November 2007			December 2007		
		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	3304	1.6	3.1	4.7	2.3	2.9	5.2	1.5	3.8	5.3
Corporate	250	1.9	0.6	2.5	2.3	0.6	2.9	0.6	1.5	2.1
Education	6649	1.4	1.8	3.2	2.0	2.1	4.1	1.4	2.3	3.7
Enterprise	707	1.5	2.9	4.4	1.9	2.1	4.0	1.4	2.1	3.5
Finance & IT	281	1.1	1.2	2.3	1.8	1.1	2.9	1.4	1.7	3.1
Housing & Technical	2089	2.0	2.5	4.5	2.6	2.1	4.7	2.2	2.5	4.7
Social Work	2920	2.1	2.8	4.9	1.9	2.7	4.6	2.9	2.0	4.9
Council Overall for Oct 07 - Dec 07	16200	1.6	2.4	4.0	2.1	2.4	4.5	1.8	2.5	4.3

ATTENDANCE MONITORING

ABSENCE CLASSIFICATIONS

From : 1 December 2007 - 31 December 2007

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	1141	31	34	32	928	20	146	29	7	4	623	32	523.5	20	3403	25
PSYCHOLOGICAL	773	21	14	13	759	17	153	30	66	38	459	23	400	16	2624	19
STOMACH, BOWEL, BLOOD, METABOLIC DISORDERS	399	11	3	3	902	20	57	11	16	9	248	13	456	18	2081	15
RESPIRATORY	585	16	7	7	565	12	93	18	36	21	268	14	206	8	1760	13
OTHERS	758	21	47	45	1433	31	55	11	49	28	378	19	985	38	3705	27
Total Days Lost By Resource	3656	100	105	100	4587	100	504	100	174	100	1976	100	2571	100	13573	100
Total Work Days Available	69384		4939		124570		14491		5668		42104		52759			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 October 2007 - 31 December 2007 comparison with 1 October 2006 - 31 December 2006

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (Oct-Dec 2007)	57	3	23	26	1	7	59	69	245
TOTAL (Oct-Dec 2006)	61	2	10	21	3	6	49	56	208

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Oct-Dec 2006	Oct-Dec 2007
COMMUNITY	62	74
CORPORATE	7	3
EDUCATION (TEACHERS)	48	53
EDUCATION (OTHERS)	41	37
ENTERPRISE	25	28
FINANCE & IT	2	5
HOUSING & TECH	50	63
SOCIAL WORK	92	84
TOTAL	327	347

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Oct-Dec 2006	Oct-Dec 2007
COMMUNITY	43	43
CORPORATE	1	2
EDUCATION	21	28
ENTERPRISE	9	9
FINANCE & IT	2	4
HOUSING & TECHNICAL	39	22
SOCIAL WORK	58	48
TOTAL	173	156

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 OCT-DEC 2007	35	7	0	0	3	0	77	7	7	0	12	0	134	14
TOTAL OCT-DEC 2006	38	7	0	0	4	0	70	15	10	1	6	1	128	24
TOTAL											Total Referrals (Oct-Dec 2007)		148	
											Total Referrals (Oct-Dec 2006)		152	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

*Resources nil responses are not included in figures

CAUSE OF ACCIDENTS/INCIDENTS TO EMPLOYEES

FROM: 1 October 2007 - 31 December 2007 comparison with 1 October 2006 - 31 December 2006

	Community		Corporate		Education		Enterprise		Finance & IT		Housing & Tech		Social Work		TOTAL	
	Oct-Dec 07	Oct-Dec 06	Oct-Dec 07	Oct-Dec 06	Oct-Dec 07	Oct-Dec 06	Oct-Dec 07	Oct-Dec 06	Oct-Dec 07	Oct-Dec 06	Oct-Dec 07	Oct-Dec 06	Oct-Dec 07	Oct-Dec 06	Oct-Dec 07	Oct-Dec 06
Major*	8	8	0	0	0	7	2	2	0	0	8	16	0	4	18	37
Minor	59	28	0	4	93	95	6	18	3	8	25	18	23	39	209	210
Total Accidents/Incidents	67	36	0	4	93	102	8	20	3	8	33	34	23	43	227	247
Violent Incident: Physical**	5	1	0	0	60	64	1	3	0	0	3	0	13	17	82	85
Violent Incident: Verbal**	15	4	0	0	17	21	1	3	0	0	6	2	5	17	44	47

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 October 2007 - 31 December 2007 comparison with 1 October 2006 - 31 December 2006

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	4	22	N/A	26	1	3	N/A	4	3	19	N/A	22	20	4	2	92%	0
CORPORATE	2	0	N/A	2	0	0	N/A	0	2	0	N/A	2	0	2	0	100%	0
EDUCATION	3	0	0	3	0	0	0	0	3	0	0	3	1	0	2	33%	0
ENTERPRISE	0	3	N/A	3	0	0	N/A	0	0	3	N/A	3	1	2	0	100%	0
HOUSING & TECHNICAL/ SOCIAL WORK	10	7	N/A	17	0	2	N/A	2	10	5	N/A	15	8	7	2	88%	0
TOTAL (OCT-DEC 2007)	19	32	0	51	1	5	0	6	18	27	0	45	30	15	6	88%	0
TOTAL (OCT-DEC 2006)	27	65	0	92	1	3	0	4	26	62	0	88	65	8	19	79%	0

RESOURCE	No of Appeals				Outcome of Appeals											Appeals Pending	No of Non-white employees who appealed
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld				
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Total		
TOTAL (OCT-DEC 2007)	0	1	0	1	0	0	0	0	0	0	0	0	0	1	1	0	0
TOTAL (OCT-DEC 2006)	3	8	0	11	0	2	0	2	0	1	0	1	1	3	4	4	0

*Resources nil responses are not included in figures

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

CORPORATE RESOURCES APPEAL PANEL

FROM: 1 October 2007 - 31 December 2007

RESOURCE	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
COMMUNITY	0	0	2	1	3	0
HOUSING & TECHNICAL	0	1	4	1	6	1
SOCIAL WORK	0	0	0	1	1	1
TOTAL	0	1	6	3	10	2

RECORD OF GRIEVANCES

FROM: 1 October 2007 - 31 December 2007 comparison with 1 October 2006 - 31 December 2006

GRIEVANCES	No of Non-White employees who submitted a grievance	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (OCT-DEC 2007)	0	6	0	1	0	5
TOTAL (OCT-DEC 2006)	0	7	1	1	0	5

DIGNITY AT WORK

FROM: 1 October 2007 - 31 December 2007 comparison with 1 October 2006 - 31 December 2006

DIGNITY AT WORK	No of Non-White employees who submitted a complaint	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (OCT-DEC 2007)	0	4	2	0	0	1	1
TOTAL (OCT-DEC 2006)	0	3	0	0	0	0	3

*Resources nil responses are not included in figures

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

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS OCT-DEC 2007

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	30	2	9	7	3	10	9	70	31
PERSONAL REASONS	19	1	1	2	0	0	4	27	12
MOVING OUTWITH AREA	3	0	3	0	1	1	2	10	4
CHILD CARING / CARING RESPONSIBILITIES	3	0	2	0	0	1	3	9	4
TRAVELLING DIFFICULTIES	5	0	0	0	0	0	0	5	2
OTHER	100	0	3	0	0	1	3	107	47
NUMBER OF EXIT INTERVIEWS CONDUCTED	159	3	18	9	4	13	20	226	100
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	164	3	34	10	4	32	24	271	
% OF LEAVERS INTERVIEWED	97	100	53	90	100	41	83	83	

EXIT INTERVIEWS OCT-DEC 2006

NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)	41	3	13	9	0	8	20	94	
TOTAL NO OF PERMANENT LEAVERS PER RESOURCE (LAST YEAR)	51	3	30	12	0	19	24	139	
% OF LEAVERS INTERVIEWED (LAST YEAR)	80	100	43	75	0	42	83	68	

* Note these totals include temporary employees

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 October 2007 - 31 December 2007

Total Number of applications received:	<u>2995</u>
Total Number of Equal Opportunities Monitoring forms received:	<u>2583 (86%)</u>
Total Number of posts recruited for:	<u>226</u>
Total Number of appointments:	<u>219</u>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2583	957	181
Total No of Male Applicants	930	321	57
Total No of Female Applicants	1537	612	120
Total No of Disabled Applicants	41	22	2
Total No of applicants aged under 50	2148	783	150
Total No of applicants aged over 50	327	150	28
Total No of White applicants	2389	905	176
Total No of Black/Ethnic minority applicants*	41	11	1

FROM : 1 October 2006 - 31 December 2006

Total Number of applications received:	<u>2825</u>
Total Number of Equal Opportunities Monitoring forms received:	<u>1723 (61%)</u>
Total Number of posts recruited for:	<u>226</u>
Total Number of appointments:	<u>212</u>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1723	816	185
Total No of Male Applicants	435	204	50
Total No of Female Applicants	1259	600	135
Total No of Disabled Applicants	27	13	3
Total No of applicants aged under 50	1446	669	155
Total No of applicants aged over 50	254	136	29
Total No of White applicants	1638	782	181
Total No of Black/Ethnic minority applicants*	19	5	0

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 8 DECEMBER 2007**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3189	1194	172	286	1537
Corporate Resources	248	58	3	146	41
Education - Teachers	3715	809	36	2367	503
Education - Others	2459	206	53	549	1651
Enterprise Resources	711	486	6	176	43
Finance & IT Resources	281	117	0	133	31
Housing & Technical	2108	1098	6	771	233
Social Work Resources	2943	297	128	963	1555

Total All Staff	15654	4265	404	5391	5594
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Total	Full-Time Equivalent				
	Salary Band				
	A1	A2	B	C	Other
2306.46	5.0	17.0	155.60	1030.95	1097.91
230.90	6.0	19.6	68.4	136.9	*
3468.80	395.40	3073.40	*	*	*
1785.46	9.0	26.0	198.3	1552.13	*
690.00	7.0	36.6	215.7	223.5	207.2
269.50	4.0	20.0	142.9	102.6	*
2001.40	7.0	41.0	337.6	1067.8	548.0
2449.69	5.0	27.5	552.36	1864.83	*

9733.41	(excluding Teachers)				
13202.21	438.40	3261.10	1670.89	5978.71	1853.11

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 8 SEPTEMBER 2007**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3413	1403	169	288	1553
Corporate Resources	244	56	4	144	40
Education - Teachers	3848	833	43	2405	567
Education - Others	2481	194	66	555	1666
Enterprise Resources	727	497	6	177	47
Finance & IT Resources	280	119	0	131	30
Housing & Technical	2088	1112	5	758	213
Social Work Resources	2922	289	127	944	1562

Total All Staff	16003	4503	420	5402	5678
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Total	Full-Time Equivalent				
	Salary Band				
	A1	A2	B	C	Other
2514.22	5.0	17.0	156.37	958.15	1377.70
227.40	6.0	18.6	70.0	132.8	*
3558.90	387.00	3171.90	*	*	*
1783.90	5.0	25.0	195.7	1558.20	*
704.40	7.0	36.6	218.3	229.5	213.0
269.20	4.0	19.0	141.9	104.3	*
1994.10	7.0	40.0	331.6	1056.5	559.0
2451.65	5.0	26.5	551.06	1869.09	*

9944.87	(excluding Teachers)				
13503.77	426.00	3354.60	1664.93	5908.54	2149.70

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

