

Report

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Report to:	Corporate Resources Committee
Date of Meeting:	7 July 2009
Report by:	Executive Director (Corporate Resources)

Subject:	Council-wide Workforce Monitoring – April and May 2009
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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 April and May 2009

2. Recommendation(s)

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

(1) that the following employment information for the period April and May 2009 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work hearings
- ◆ labour turnover/analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ Staffing Watch as at 8 March 2009

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Corporate Resources Committee. This report for the Council provides information on the position for the period April and May 2009.

4. Attendance Statistics

4.1. Information on absence statistics as analysed for the most recent month of May 2009, for the Council and each Resource is provided in Appendices 1 – 10. Points to note are:-

- ◆ The Council's absence rate for May 2009 is 4.0%, an increase of 0.4% when compared to last month. When compared to May 2008 this figure remains unchanged.
- ◆ When compared to May 2008, the APT&C figure has decreased by 0.4%, the teachers' figure has increased by 0.9% and the manual worker figure has decreased by 0.1%.

- ◆ Based on annual trends and the absence rate for May 2009, the absence rate for the Council for the financial year 2009/2010 is 4.0 %. This equates to 9 days being lost per employee.

In comparison to May 2008:-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 194 days; the most significant decrease was in Housing and Technical Resources by 234 days.
- ◆ Total days lost due to psychological conditions have increased by 52 days, the most significant increase was in Education Resources by 317 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 172 days; this decrease is reflected across the majority of Resources.
- ◆ Total days lost due to respiratory conditions have increased by 216 days; this increase is reflected across the majority of Resources.

5. Occupational Health

5.1 Information on Occupational Health for the period April and May 2009 is provided in Appendix 11.

- ◆ In comparison to the same period last year there has been an increase of 21 employees being referred for a medical examination. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ A total of 289 employees attended physiotherapy treatment, showing an increase of 35 when compared to the same period last year. Of the 289 employees referred, 86% remained at work whilst undertaking treatment.
- ◆ During this period there were 81 employees referred to the Employee Support Officer, showing a decrease of 15 when compared to the same period last year. Of those referrals made this period 72% related to personal reasons.
- ◆ 119 employees were referred to the Employee Counselling Service this period, a decrease of 1 when compared with the same period last year.
- ◆ Of the 119 referrals made this period, 99 were from management and 20 were from employees. Personal reasons accounted for 70% of the referrals made and 17% were for work related reasons.

6. Accidents/Incidents

6.1 The monthly accident/incident report for April and May 2009 is contained in Appendix 12.

- ◆ The number of accidents/incidents recorded was 92 which was a decrease of 34 from the same period last year (126).
- ◆ Major accidents/incidents have increased overall by 1 compared to the same period last year (0).
- ◆ Minor accidents/incidents have decreased overall by 27 when compared to the same period last year (112).
- ◆ Over 3 day absences have decreased overall by 8 when compared to the same period last year (14).

7. Discipline, Grievance and Dignity at Work Hearings

7.1 Information on Disciplinary, Grievance Hearings and Dignity at Work for April and May 2009 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, 66 disciplinary hearings were held across Resources within the Council, a decrease of 2 when compared to the same period last year.
- ◆ Action was taken in 60 of these cases, and there were no appeals raised against the outcomes.
- ◆ Our target is to convene disciplinary hearings within 6 weeks, 88% of hearings met this target.
- ◆ During the period no appeals were heard by the Appeals Panel.
- ◆ During the period 1 appeal was withdrawn.
- ◆ At the end of May 2009, 6 appeals were pending.
- ◆ During the period 10 grievances and 1 Dignity at Work case was raised.

8 Labour Turnover/Analysis of Leavers and Exit Interviews

8.1 Labour turnover

Information on the number of leavers and exit interviews for the period April and May 2009 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 March 2009 the Labour Turnover figure for April and May 2009 is as follows:-

62 leavers/15,481 employees in post = Labour Turnover of 0.4%

Based on figures for April 2009 to March 2010, the annual turnover figure for the financial year 2008/2009 for the Council is 2.3%.

8.2 Analysis of Leavers and Exit Interviews

- ◆ There were a total of 62 employees leaving the Council that were eligible for exit interview compared with 100 in the same period last year.
- ◆ Exit interviews were held with 71% of leavers compared to 81% last year.

9 Recruitment Monitoring

9.1 Information on Recruitment Monitoring for April and May 2009 is contained within Appendix 16.

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

- ◆ Overall, 1,549 applications were received and 1,536 individuals completed Equal Opportunities Monitoring Forms.
- ◆ Of those applicants who declared themselves as disabled (50), 29 were shortlisted for interview and 2 were appointed.
- ◆ Of those applicants of a black/ethnic minority background (22), 3 were shortlisted for interview and none were appointed.

10 Staffing Watch (Appendix 17)

- 10.1 There has been a decrease of 82 employees in post from 13 December 2008 to 8 March 2009. (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.

13 Other Implications

- 13.1 None

14 Equality Impact Assessment and Consultation Arrangements

- 14.1 This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 14.2 There was no requirement to undertake any consultation in terms of the information contained in this report.

Robert McIlwain

Executive Director (Corporate Resources)

16 June 2009

Link(s) to Council Objectives/Values

- ◆ Excellent employer
- ◆ People focused

Previous References

- ◆ 20 May 2009

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

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**Absence Trends - 2007/2008, 2008/2009 & 2009/2010
Council Wide**

APT&C				Teachers				Manual Workers				Council Wide			
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010
	%	%	%		%	%	%		%	%	%		%	%	%
April	3.6	4.3	3.6	April	3.0	3.4	3.2	April	4.3	4.9	4.0	April	3.6	4.3	3.6
May	3.8	4.1	3.7	May	3.6	2.8	3.7	May	4.5	4.8	4.7	May	3.9	4.0	4.0
June	3.7	3.9		June	3.1	2.8		June	4.6	4.6		June	3.8	3.8	
July	3.5	3.2		July	1.4	1.5		July	4.1	3.6		July	3.2	2.9	
August	3.5	3.2		August	1.7	1.6		August	4.7	3.8		August	3.4	3.0	
September	3.8	3.8		September	3.0	2.8		September	5.2	4.7		September	4.0	3.8	
October	3.9	3.8		October	3.0	2.8		October	5.1	4.8		October	4.0	3.8	
November	4.2	4.6		November	3.7	4.0		November	5.5	5.2		November	4.5	4.6	
December	3.9	4.8		December	3.5	4.5		December	5.7	5.2		December	4.3	4.8	
January	4.4	4.5		January	3.8	4.1		January	5.8	4.6		January	4.7	4.4	
February	4.6	4.1		February	3.8	4.9		February	5.8	4.9		February	4.7	4.5	
March	4.4	4.2		March	4.2	4.7		March	5.3	4.6		March	4.6	4.4	
Annual Average	3.9	4.0	4.0	Annual Average	3.2	3.3	3.4	Annual Average	5.1	4.6	4.6	Annual Average	4.1	4.0	4.0
Average Apr-May	3.7	4.2	3.7	Average Apr-May	3.3	3.1	3.5	Average Apr-May	4.4	4.9	4.4	Average Apr-May	3.8	4.2	3.8

No of Employees at 31 May 2009			7668	No of Employees at 31 May 2009			3678	No of Employees at 31 May 2009			4733	No of Employees at 31 May 2009			16079
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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) Projected average number of days lost, based on employees headcount annually is 9 days.

ABSENCE TRENDS - 2007/2008, 2008/2009 & 2009/2010
Community Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010				
April	5.4	5.9	2.5	April	4.0	4.5	4.1	April	4.2	4.7	3.9	April	3.6	4.3	3.6				
May	4.6	3.8	2.5	May	4.3	4.9	4.8	May	4.3	4.7	4.5	May	3.9	4.0	4.0				
June	2.9	3.4		June	4.3	4.4		June	4.1	4.3		June	3.8	3.8					
July	4.3	3.2		July	3.5	2.8		July	3.6	2.8		July	3.2	2.9					
August	3.4	4.0		August	4.1	3.1		August	4.0	3.3		August	3.4	3.0					
September	4.0	3.8		September	4.9	4.4		September	4.8	4.3		September	4.0	3.8					
October	4.0	4.0		October	4.8	4.7		October	4.7	4.6		October	4.1	3.8					
November	3.9	4.5		November	5.4	5.2		November	5.2	5.1		November	4.5	4.6					
December	4.0	4.5		December	5.6	5.3		December	5.3	5.2		December	4.3	4.8					
January	3.9	4.0		January	5.7	4.6		January	5.4	4.5		January	4.7	4.4					
February	5.2	3.7		February	5.5	4.8		February	5.5	4.6		February	4.7	4.5					
March	5.2	3.4		March	4.9	4.7		March	5.0	4.5		March	4.6	4.4					
Annual Average	4.2	4.0	3.6	Annual Average	4.8	4.5	4.4	Annual Average	4.7	4.4	4.3	Annual Average	4.1	4.0	4.0				
Average Apr-May	5.0	4.9	2.5	Average Apr-May	4.2	4.7	4.5	Average Apr-May	4.3	4.7	4.2	Average Apr-May	3.8	4.2	3.8				
No of Employees at 31 May 2009				520	No of Employees at 31 May 2009				3020	No of Employees at 31 May 2009				3540	No of Employees at 31 May 2009				16079

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

Average number of days lost per employee annually is 10.8 days.

ABSENCE TRENDS - 2007/2008, 2008/2009 & 2009/2010
Corporate Resources

Resource Total (APT&C)				Council Wide			
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010
April	1.2	1.5	2.7	April	3.6	4.3	3.6
May	1.6	1.8	3.4	May	3.9	4.0	4.0
June	2.4	2.8		June	3.8	3.8	
July	2.2	2.2		July	3.2	2.9	
August	1.5	2.1		August	3.4	3.0	
September	2.3	1.5		September	4.0	3.8	
October	2.5	1.6		October	4.1	3.8	
November	2.9	2.8		November	4.5	4.6	
December	2.1	3.9		December	4.3	4.8	
January	2.4	3.8		January	4.7	4.4	
February	2.1	2.5		February	4.7	4.5	
March	2.7	3.6		March	4.6	4.4	
Annual Average	2.2	2.5	2.7	Annual Average	4.1	4.0	4.0
Average Apr-May	1.4	1.7	3.1	Average Apr-May	3.8	4.2	3.8
No of Employees at 31 May 2009			303	No of Employees at 31 May 2009			16079

For Corporate Resources the absence rate for unpaid special leave was nil.
Average number of days lost per employee annually is 7.8 days.

ABSENCE TRENDS - ABSENCE TRENDS - 2007/2008, 2008/2009 & 2009/2010
Education Resources

APT&C				Teachers				Resource Total				Council Wide				
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010	
April	3.7	4.3	4.4	April	3.0	3.4	3.2	April	3.3	3.7	3.7	April	3.6	4.3	3.6	
May	4.3	4.4	4.9	May	3.6	2.8	3.7	May	3.8	3.4	4.2	May	3.9	4.0	4.0	
June	4.2	4.0		June	3.1	2.8		June	3.5	3.3		June	3.8	3.8		
July	2.8	2.6		July	1.4	1.5		July	1.9	1.9		July	3.2	2.9		
August	3.1	2.8		August	1.7	1.6		August	2.2	2.1		August	3.4	3.0		
September	3.6	4.0		September	3.0	2.8		September	3.2	3.3		September	4.0	3.8		
October	3.5	3.8		October	3.0	2.8		October	3.2	3.2		October	4.1	3.8		
November	4.5	5.9		November	3.7	4.0		November	4.0	4.7		November	4.5	4.6		
December	4.0	6.1		December	3.5	4.5		December	3.7	5.1		December	4.3	4.8		
January	4.6	5.8		January	3.8	4.1		January	4.1	4.8		January	4.7	4.4		
February	4.9	5.2		February	3.8	4.9		February	4.2	5.0		February	4.7	4.5		
March	4.5	5.5		March	4.2	4.7		March	4.3	5.0		March	4.6	4.4		
Annual Average	4.0	4.5	4.6	Annual Average	3.2	3.3	3.4	Annual Average	3.5	3.8	3.9	Annual Average	4.1	4.0	4.0	
Average Apr-May	4.0	4.4	4.7	Average Apr-May	3.3	3.1	3.5	Average Apr-May	3.6	3.6	4.0	Average Apr-May	3.8	4.2	3.8	
No of Employees at 31 May 2009			2529	No of Employees at 31 May 2009			3678	No of Employees at 31 May 2009			6207	No of Employees at 31 May 2009			16079	

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 9.6 days.

ABSENCE TRENDS - 2007/2008, 2008/2009 & 2009/2010
Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010	
April	3.0	3.2	1.7	April	4.7	4.7	4.0	April	3.5	3.7	2.4	April	3.6	4.3	3.6	
May	3.4	3.0	2.4	May	6.9	3.3	5.5	May	4.4	3.1	3.4	May	3.9	4.0	4.0	
June	3.7	3.4		June	6.8	3.2		June	4.5	3.3		June	3.8	3.8		
July	3.6	2.9		July	5.9	2.5		July	4.3	2.8		July	3.2	2.9		
August	3.5	2.4		August	6.7	3.5		August	4.4	2.7		August	3.4	3.0		
September	3.8	2.0		September	4.4	3.7		September	4.0	2.5		September	4.0	3.8		
October	5.1	2.1		October	2.5	3.3		October	4.4	2.4		October	4.1	3.8		
November	4.0	3.1		November	4.2	5.1		November	4.0	3.7		November	4.5	4.6		
December	3.6	3.5		December	3.2	4.1		December	3.5	3.7		December	4.3	4.8		
January	3.4	3.2		January	3.1	3.5		January	3.3	3.3		January	4.7	4.4		
February	2.7	2.8		February	4.3	4.3		February	3.2	3.3		February	4.7	4.5		
March	3.9	2.6		March	5.6	3.7		March	4.4	3.0		March	4.6	4.4		
Annual Average	3.6	2.9	2.7	Annual Average	4.9	3.7	3.9	Annual Average	4.0	3.1	3.0	Annual Average	4.1	4.0	4.0	
Average Apr-May	3.2	3.1	2.1	Average Apr-May	5.8	4.0	4.8	Average Apr-May	4.0	3.4	2.9	Average Apr-May	3.8	4.2	3.8	
No of Employees at 31 May 2009			467	No of Employees at 31 May 2009			219	No of Employees at 31 May 2009			686	No of Employees at 31 May 2009			16079	

For Enterprise Resources the absence rate for unpaid special leave was nil
Average number of days lost per employee annually is 7.2 days.

APPENDIX 6

ABSENCE TRENDS - ABSENCE TRENDS - 2007/2008, 2008/2009 & 2009/2010
Finance & IT Resources

Resource Total (APT&C)				Council Wide			
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010
April	2.4	3.3	1.8	April	3.6	4.3	3.6
May	2.3	2.3	2.1	May	3.9	4.0	4.0
June	2.2	1.6		June	3.8	3.8	
July	2.8	1.9		July	3.2	2.9	
August	2.5	2.0		August	3.4	3.0	
September	2.6	1.6		September	4.0	3.8	
October	2.3	1.8		October	4.1	3.8	
November	2.9	2.6		November	4.5	4.6	
December	3.1	3.0		December	4.3	4.8	
January	4.1	2.7		January	4.7	4.4	
February	3.6	2.7		February	4.7	4.5	
March	3.5	1.7		March	4.6	4.4	
Annual Average	2.9	2.3	2.1	Annual Average	4.1	4.0	4.0
Average Apr-May	2.4	2.8	2.0	Average Apr-May	3.8	4.2	3.8

No of Employees at 31 May 2009	292	No of Employees at 31 May 2009	16079
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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 4.8 days.

ABSENCE TRENDS - 2007/2008, 2008/2009 & 2009/2010
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010	
April	3.1	4.3	3.4	April	4	6.7	3.7	April	3.4	5.0	3.5	April	3.6	4.3	3.6	
May	3.3	4.4	3.5	May	3.5	5.8	4.5	May	3.3	4.8	3.8	May	3.9	4.0	4.0	
June	3.4	4.5		June	4.4	7.1		June	3.7	5.2		June	3.8	3.8		
July	3.9	4.5		July	4.8	7.3		July	4.1	5.3		July	3.2	2.9		
August	3.6	4.0		August	5.1	6.6		August	4.1	4.8		August	3.4	3.0		
September	4.0	4.3		September	5.0	5.9		September	4.3	4.7		September	4.0	3.8		
October	4.1	4.7		October	5.2	5.1		October	4.5	4.8		October	4.1	3.8		
November	4.5	4.7		November	5.6	5.7		November	4.7	5.0		November	4.5	4.6		
December	4.1	4.9		December	6.1	4.7		December	4.7	4.8		December	4.3	4.8		
January	4.4	4.2		January	5.7	4.1		January	4.8	4.2		January	4.7	4.4		
February	4.7	4.1		February	7.5	4.5		February	5.5	4.2		February	4.7	4.5		
March	4.1	3.5		March	7.3	3.7		March	4.9	3.6		March	4.6	4.4		
Annual Average	3.9	4.3	4.2	Annual Average	5.4	5.6	5.2	Annual Average	4.3	4.7	4.5	Annual Average	4.1	4.0	4.0	
Average Apr-May	3.2	4.4	3.5	Average Apr-May	3.8	6.3	4.1	Average Apr-May	3.4	4.9	3.7	Average Apr-May	3.8	4.2	3.8	
No of Employees at 31 May 2009				1570	No of Employees at 31 May 2009			531	No of Employees at 31 May 2009			2101	No of Employees at 31 May 2009			16079

For Housing & Technical Resources the rate of unpaid special leave was nil.
Average number of days lost per employee annually is 9 days.

ABSENCE TRENDS - 2007/2008, 2008/2009 & 2009/2010
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010
April	3.8	4.8	3.8	April	5.7	5.3	4.0	April	4.4	4.9	3.8	April	3.6	4.3	3.6
May	3.9	4.3	3.1	May	5.2	4.0	4.0	May	4.3	4.2	3.4	May	3.9	4.0	4.0
June	3.9	4.0		June	5.4	3.9		June	4.4	4.0		June	3.8	3.8	
July	4.3	3.5		July	5.7	4.4		July	4.7	3.7		July	3.2	2.9	
August	4.4	3.4		August	6.7	4.5		August	5.0	3.7		August	3.4	3.0	
September	4.2	4.2		September	6.7	4.9		September	5.0	4.4		September	4.0	3.8	
October	4.2	4.0		October	6.6	5.1		October	4.9	4.4		October	4.1	3.8	
November	4.1	4.0		November	5.9	4.9		November	4.6	4.3		November	4.5	4.6	
December	4.2	4.0		December	6.5	5.3		December	4.9	4.4		December	4.3	4.8	
January	5.0	3.8		January	6.9	5.0		January	5.6	4.2		January	4.7	4.4	
February	4.8	3.6		February	5.8	5.8		February	5.1	4.2		February	4.7	4.5	
March	4.9	4.1		March	5.5	5.0		March	5.1	4.3		March	4.6	4.4	
Annual Average	4.3	4.0	3.8	Annual Average	6.1	4.8	4.7	Annual Average	4.8	4.2	4.1	Annual Average	4.1	4.0	4.0
Average Apr-May	3.9	4.6	3.5	Average Apr-May	5.5	4.7	4.0	Average Apr-May	4.4	4.6	3.6	Average Apr-May	3.8	4.2	3.8

No of Employees at 31 May 2009	1987	No of Employees at 31 May 2009	963	No of Employees at 31 May 2009	2950	No of Employees at 31 May 2009	16079
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For Social Work Resources the absence rate for unpaid special was so small it was negligible.
Average number of days lost per employee annually is 7.8 days.

ABSENCE BY LONG AND SHORT TERM

From : 1 March 2009 - 31 May 2009

Resource	No of employees	March 2009			April 2009			May 2009		
		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	3540	1.8	2.7	4.5	1.1	2.8	3.9	1.7	2.8	4.5
Corporate	303	1.2	2.4	3.6	0.9	1.8	2.7	1.1	2.3	3.4
Education	6207	2.1	2.9	5.0	1.0	2.7	3.7	1.7	2.5	4.2
Enterprise	686	1.5	1.5	3.0	1.1	1.3	2.4	1.7	1.7	3.4
Finance & IT	292	1.0	0.7	1.7	1.0	0.8	1.8	1.0	1.1	2.1
Housing & Technical	2101	1.6	2.0	3.6	1.4	2.1	3.5	1.8	2.0	3.8
Social Work	2950	1.8	2.5	4.3	1.4	2.4	3.8	1.2	2.2	3.4
Council Overall for Mar 09 - May 09	16079	1.9	2.5	4.4	1.1	2.5	3.6	1.6	2.4	4.0

ATTENDANCE MONITORING

ABSENCE CLASSIFICATIONS

From : 1 May 2009 - 31 May 2009

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	1219	37	36	17	1190	22	142	29	21	17	377	24	524	30	3509	28
PSYCHOLOGICAL	747	22	58	28	1127	22	118	24	11	9	394	25	256	14	2711	21
STOMACH, BOWEL, BLOOD, METABOLIC DISORDERS	300	9	31	15	964	18	27	6	21	17	304	19	237	13	1884	15
RESPIRATORY	194	6	18	9	511	10	109	23	11	9	192	12	256	14	1291	10
OTHERS	863	26	64	31	1449	28	85	18	58	48	323	20	532	29	3374	26
Total Days Lost By Resource	3323	100	207	100	5241	100	481	100	122	100	1590	100	1805	100	12769	100
Total Work Days Available	74340		6050		125084		14048		5902		41747		55005			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 April 2009 - 31 May 2009 comparison with 1 April 2008 - 31 May 2008

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (Apr-May 2009)	52	8	12	20	0	4	43	41	180
TOTAL (Apr-May 2008)	40	2	14	14	6	3	26	54	159

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Apr-May 2008	Apr-May 2009
COMMUNITY	55	66
CORPORATE	6	7
EDUCATION (TEACHERS)	29	40
EDUCATION (OTHERS)	21	42
ENTERPRISE	17	22
FINANCE & IT	2	5
HOUSING & TECH	51	46
SOCIAL WORK	73	61
TOTAL	254	289

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Apr-May 2008	Apr-May 2009
COMMUNITY	20	28
CORPORATE	1	2
EDUCATION	23	14
ENTERPRISE	6	7
FINANCE & IT	0	1
HOUSING & TECHNICAL	18	16
SOCIAL WORK	28	13
TOTAL	96	81

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 (Apr-May 2009)	19	1	0	0	2	4	70	14	0	1	8	0	99	20	
TOTAL (Apr-May 2008)	27	8	0	0	6	0	53	14	5	0	6	1	97	23	
TOTAL										Total Referrals (Apr-May 2009)				119	
										Total Referrals (Apr-May 2008)				120	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

*Resources nil responses are not included in figures

ANALYSIS OF ACCIDENTS/INCIDENTS
Comparison
CAUSE OF ACCIDENTS/INCIDENTS TO EMPLOYEES

FROM: 1 April 2009 - 31 May 2009 comparison with 1 April 2008 - 31 May 2008

	Community		Education		Enterprise		Finance & IT		Housing & Tech		Social Work		TOTAL	
	Apr-May 09	Apr-May 08	Apr-May 09	Apr-May 08	Apr-May 09	Apr-May 08	Apr-May 09	Apr-May 08	Apr-May 09	Apr-May 08	Apr-May 09	Apr-May 08	Apr-May 09	Apr-May 08
Major Injuries	0	0	1	0	0	0	0	0	0	0	0	0	1	0
Violent Incident: Physical****	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Major*	0	0	1	0	0	0	0	0	0	0	0	0	1	0
Over 3-day Absences	3	5	0	1	1	4	0	0	2	3	0	0	6	13
Violent Incident: Physical****	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Violent Incident: Verbal*****	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 3-day**	3	5	0	2	1	4	0	0	2	3	0	0	6	14
Minor	15	20	3	6	7	2	1	1	5	10	5	4	36	43
Near Miss	0	0	4	0	1	0	0	0	0	0	0	10	5	10
Violent Incident: Physical****	1	0	14	30	0	0	0	0	4	0	8	4	27	34
Violent Incident: Verbal*****	0	9	7	2	1	1	0	0	1	8	8	5	17	25
Total Minor***	16	29	28	38	9	3	1	1	10	18	21	23	85	112
Total Accidents/Incidents	19	34	29	40	10	7	1	1	12	21	21	23	92	126

Note:

*A Major injury is defined by HSE as an accident connected with work and your employee, or self employed person working on the premises sustaining a injury, such as those identified in the OHSMS Work Instruction 3.B.3

**An Over 3-day injury is one which is not "Major" but results in the injured person being away from work OR unable to do their full range of their normal duties for more than three days, including any days they would not normally be expected to work such as weekends, rests days or holidays, not counting the day of the injury itself.

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

****Physical violent incidents are included in the "Major" figures, where applicable, to provide the "Total Major" figures.

****Physical violent incidents and ***** Verbal Violent Incidents are included in the "Over 3-day" figures, where applicable, to provide the "Total Over 3-day" figures.

****Physical Violent Incidents and ***** Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.

RECORD OF DISCIPLINARY HEARINGS

FROM: 1 April 2009 - 31 May 2009 comparison with 1 April 2008 - 31 May 2008

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	9	29	N/A	38	1	4	N/A	5	8	25	N/A	33	36	1	1	97%	0
CORPORATE/EDUCATION/ ENTERPRISE/FINANCE & IT	4	0	N/A	4	1	0	N/A	1	3	0	N/A	3	3	1	0	100%	0
HOUSING & TECHNICAL	7	3	N/A	10	0	0	N/A	0	7	3	N/A	10	1	5	4	60%	0
SOCIAL WORK	10	4	N/A	14	0	0	N/A	0	10	4	N/A	14	8	3	3	79%	0
TOTAL (Apr-May 2009)	30	36	0	66	2	4	0	6	28	32	0	60	48	10	8	88%	0
TOTAL (Apr-May 2008)	24	44	0	68	4	2	0	6	20	42	0	62	57	5	6	91%	0

RESOURCE	No of Appeals				Outcome of Appeals											Appeals Pending	No of Non-white employees who appealed
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld				
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Total		
TOTAL (Apr-May 2009)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (Apr-May 2008)	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

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 April 2009 - 31 May 2009

RESOURCE	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
TOTAL	0	0	0	1	0	6

RECORD OF GRIEVANCES**FROM: 1 April 2009 - 31 May 2009 comparison with 1 April 2008 - 31 May 2008**

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 (Apr-May 2009)	0	10	0	0	0	10
TOTAL (Apr-May 2008)	0	4	0	2	0	2

*Contractual Issue - no grounds for grievance

DIGNITY AT WORK**FROM: 1 April 2009 - 31 May 2009 comparison with 1 April 2008 - 31 May 2008**

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 (Apr-May 2009)	0	1	1	0	0	0	0
TOTAL (Apr-May 2008)	0	2	0	0	0	0	2

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (Apr-May 2009)

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	4	1	6	2	1	1	7	22	50
MOVING OUTWITH AREA	2	0	2	0	0	0	2	6	14
PERSONAL REASONS	3	0	0	0	0	0	2	5	11
CHILD CARING / CARING RESPONSIBILITIES	0	0	1	0	0	0	1	2	5
DISSATISFACTION WITH TERMS AND CONDITIONS	2	0	0	0	0	0	0	2	5
OTHER	5	0	2	0	0	0	0	7	16
NUMBER OF EXIT INTERVIEWS CONDUCTED	16	1	11	2	1	1	12	44	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	22	1	15	2	1	5	16	62	
% OF LEAVERS INTERVIEWED	73	100	73	100	100	20	75	71	

EXIT INTERVIEWS (Apr-May 2008)

NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)	49	1	5	2	2	8	14	81	
TOTAL NO OF PERMANENT LEAVERS PER RESOURCE (LAST YEAR)	51	1	11	2	2	14	19	100	
% OF LEAVERS INTERVIEWED (LAST YEAR)	96	100	45	100	100	57	74	81	

* Note these totals include temporary employees

RECRUITMENT MONITORING **Analysis of Gender, Disability, Ethnicity and Age**

FROM : 1 April 2009 - 31 May 2009

Total Number of applications received:	1549
Total Number of Equal Opportunities Monitoring forms received:	1536 (99%)
Total Number of posts recruited for:	70
Total Number of appointments:	69

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1536	299	67
Total No of Male Applicants	438	86	11
Total No of Female Applicants	1056	192	39
Total No of Disabled Applicants	50	29	2
Total No of applicants aged under 50	120	59	12
Total No of applicants aged over 50	27	12	3
Total No of White applicants	1462	271	50
Total No of Black/Ethnic minority applicants*	22	3	0

FROM : 1 April 2008 - 31 May 2008

Total Number of applications received:	1956
Total Number of Equal Opportunities Monitoring forms received:	1784 (91%)
Total Number of posts recruited for:	216
Total Number of appointments:	209

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1784	651	202
Total No of Male Applicants	818	321	122
Total No of Female Applicants	897	310	77
Total No of Disabled Applicants	50	16	1
Total No of applicants aged under 50	1560	578	182
Total No of applicants aged over 50	155	52	17
Total No of White applicants	1655	619	198
Total No of Black/Ethnic minority applicants*	52	8	0

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 8 MARCH 2009**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3112	1151	174	265	1522
Corporate Resources	269	62	6	161	40
Education - Teachers	3665	804	30	2261	570
Education - Others	2451	200	48	544	1659
Enterprise Resources	687	482	3	157	45
Finance & IT Resources	285	123	1	125	36
Housing & Technical	2104	1078	10	757	259
Social Work Resources	2908	309	124	977	1498

Total All Staff	15481	4209	396	5247	5629
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Total	Full-Time Equivalent				
	Salary Band				
	A1	A2	B	C	Other
2296.01	5.0	16.0	161.99	328.80	1784.22
250.60	10.0	16.6	80.2	143.8	*
3392.80	390.60	3002.20	*	*	*
1778.54	8.0	24.0	186.3	1560.24	*
664.80	6.0	35.6	208.1	205.9	209.2
272.90	4.0	19.0	144.0	105.9	*
1989.39	10.0	41.9	326.6	1047.2	563.8
2460.50	5.0	31.5	567.30	1856.70	*

9712.74	(excluding Teachers)				
13105.54	438.60	3186.61	1674.45	5248.51	2557.17

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 13 DECEMBER 2008**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3151	1160	174	278	1539
Corporate Resources	265	63	6	157	39
Education - Teachers	3694	807	33	2298	556
Education - Others	2452	198	51	547	1656
Enterprise Resources	693	481	5	164	43
Finance & IT Resources	289	123	1	129	36
Housing & Technical	2110	1093	9	744	264
Social Work Resources	2909	304	121	969	1515

Total All Staff	15563	4229	400	5286	5648
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Total	Full-Time Equivalent				
	Salary Band				
	A1	A2	B	C	Other
2232.16	5.0	17.0	156.87	236.51	1816.78
248.00	9.0	15.6	84.2	139.2	*
3429.23	387.70	3041.53	*	*	*
1781.80	9.0	24.0	187.7	1561.10	*
672.40	7.0	37.6	203.8	211.2	212.8
275.10	5.0	18.0	148.2	103.9	*
1994.26	10.0	41.9	326.7	1068.7	547.0
2503.43	53.0	27.5	558.53	1864.40	*

9659.15	(excluding Teachers)				
13088.38	437.70	3223.14	1666.00	5184.96	2576.58

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

