

Report

Report to:	Corporate Resources Committee
Date of Meeting:	28 October 2009
Report by:	Executive Director (Corporate Resources)

Subject:	Council-wide Workforce Monitoring – June to August 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 June to August 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 June to August 2009 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 13 June 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 June to August 2009.

4. Attendance Statistics

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

- ◆ The Council's absence rate for August 2009 is 3.2%, an increase of 0.4% when compared to last month. When compared to August 2008 this figure has increased by 0.2%.
- ◆ When compared to August 2008, the APT&C figure remains unchanged, the teachers' figure also remains unchanged and the manual worker figure has increased by 0.6%.

- ◆ Based on annual trends and the absence rate for August 2009, the absence rate for the Council for the financial year 2009/2010 is 4%. This equates to 8.6 days being lost per employee.

In comparison to August 2008:-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have increased by 20 days; the most significant increase was in Enterprise Resources by 162 days.
- ◆ Total days lost due to psychological conditions have increased by 185 days, the most significant increase was in Community Resources by 237 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 273 days; this decrease is reflected across the majority of Resources with the most significant decrease in Education Resources by 348 days.
- ◆ Total days lost due to respiratory conditions have increased by 577 days; this increase is reflected across the majority of Resources with the most significant increase in Community Resources by 187 days.

5. Occupational Health

5.1 Information on Occupational Health for the period June to August 2009 is provided in Appendix 11.

- ◆ In comparison to the same period last year there has been an decrease of 56 employees being referred for a medical examination. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ A total of 387 employees attended physiotherapy treatment, showing an increase of 46 when compared to the same period last year. Of the 387 employees referred, 76% remained at work whilst undertaking treatment.
- ◆ During this period there were 120 employees referred to the Employee Support Officer, showing a decrease of 13 when compared to the same period last year. Of those referrals made this period 73% related to personal reasons.
- ◆ 144 employees were referred to the Employee Counselling Service this period, a decrease of 9 when compared with the same period last year.
- ◆ Of the 144 referrals made this period, 130 were from management and 14 were from employees. Personal reasons accounted for 72% of the referrals made and 17% were for work related reasons.

6. Accidents/Incidents

6.1 The monthly accident/incident report for the period June to August 2009 is contained in Appendix 12.

- ◆ The number of accidents/incidents recorded was 133 this is a decrease of 40 from the same period last year (173).
- ◆ Major accidents/incidents remain unchanged when compared to the same period last year.
- ◆ Minor accidents/incidents have decreased overall by 41 when compared to the same period last year (152).
- ◆ There were 20 accidents resulting in absences lasting over 3 days during the period, an increase of 1 when compared with the same period last year.

7. Discipline, Grievance and Dignity at Work Hearings

7.1 Information on Disciplinary, Grievance Hearings and Dignity at Work for the period June to August 2009 is contained in Appendices 13 and 14.

- ◆ In total, 76 disciplinary hearings were held across Resources within the Council, a decrease of 6 when compared to the same period last year.
- ◆ Action was taken in 71 of these cases, and there was 1 appeal raised against the outcomes.
- ◆ Our target is to convene disciplinary hearings within 6 weeks, 83% of hearings met this target.
- ◆ During the period 4 appeals were heard by the Appeals Panel, of which 1 was upheld, 1 was upheld in part and 2 were not upheld.
- ◆ During the period 1 appeal was withdrawn.
- ◆ At the end of August 2009, 5 appeals were pending.
- ◆ During the period 4 grievances and 4 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 June to August 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 13 June 2009 the Labour Turnover figure for the period June to August 2009 is as follows:-

110 leavers/15,922 employees in post = Labour Turnover of 0.7%

Based on annual trends and figures for April 2009 to August 2009, the projected annual average labour turnover figure for the financial year 2009/2010 for the Council is 2.5%.

8.2 Analysis of Leavers and Exit Interviews

- ◆ There were a total of 110 employees leaving the Council that were eligible for exit interview compared with 147 in the same period last year.
- ◆ Exit interviews were held with 49% of leavers compared to 76% last year.

9 Recruitment Monitoring

9.1 Information on recruitment monitoring for the period June to August 2009 is contained within Appendix 16.

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

- ◆ Overall, 1,886 applications were received and 1,736 individuals completed Equal Opportunities Monitoring Forms.
- ◆ Of those applicants who declared themselves as disabled (55), 30 were shortlisted for interview and 3 were appointed.
- ◆ Of those applicants of a black/ethnic minority background (25), 16 were shortlisted for interview and 1 was appointed.

10 Staffing Watch (Appendix 17)

- 10.1 There has been an increase of 441 employees in post since from 8 March 2009 to 13 June 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)

7 October 2009

Link(s) to Connect Priorities

- ◆ efficient and effective use of resources
- ◆ performance management and improvement

Previous References

- ◆ 7 July 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

Ext: 4534 (Tel: 01698 454534)

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

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	3.5	June	3.1	2.8	3.2	June	4.6	4.6	4.5	June	3.8	3.8	3.7				
July	3.5	3.2	2.9	July	1.4	1.5	1.2	July	4.1	3.6	3.9	July	3.2	2.9	2.8				
August	3.5	3.2	3.2	August	1.7	1.6	1.6	August	4.7	3.8	4.4	August	3.4	3.0	3.2				
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	3.9	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-Aug	3.7	3.9	3.4	Average Apr-Aug	2.8	2.6	2.6	Average Apr-Aug	4.4	4.5	4.3	Average Apr-Aug	3.6	3.8	3.5				
No of Employees at 31 Aug 2009				7703	No of Employees at 31 Aug 2009				3875	No of Employees at 31 Aug 2009				4778	No of Employees at 31 Aug 2009				16356

- (1) Unpaid special leave is included in all absence rates.
(2) For the Council as a whole the rate of unpaid special leave was so small it was negligible.
(3) Projected average number of days lost, based on employees headcount annually is 8.6 days.

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	2.6	June	4.3	4.4	4.5	June	4.1	4.3	4.2	June	3.8	3.8	3.7
July	4.3	3.2	2.6	July	3.5	2.8	3.5	July	3.6	2.8	3.3	July	3.2	2.9	2.8
August	3.4	4.0	3.2	August	4.1	3.1	4.0	August	4.0	3.3	3.9	August	3.4	3.0	3.2
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	3.4	Annual Average	4.8	4.5	4.6	Annual Average	4.7	4.4	4.4	Annual Average	4.1	4.0	4.0
Average Apr-Aug	4.3	4.1	2.7	Average Apr-Aug	4.0	4.2	4.2	Average Apr-Aug	4.1	4.1	4.0	Average Apr-Aug	3.6	3.8	3.5
No of Employees at 31 Aug 2009			514	No of Employees at 31 Aug 2009			3023	No of Employees at 31 Aug 2009			3537	No of Employees at 31 Aug 2009			16356

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

Average number of days lost per employee annually is 10.3 days.

ABSENCE TRENDS - 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	3.5	June	3.8	3.8	3.7
July	2.2	2.2	3.6	July	3.2	2.9	2.8
August	1.5	2.1	3.6	August	3.4	3.0	3.2
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	3.0	Annual Average	4.1	4.0	4.0
Average Apr-Aug	1.9	2.1	3.4	Average Apr-Aug	3.6	3.8	3.5
No of Employees at 31 Aug 2009			310	No of Employees at 31 Aug 2009			16356

For Corporate Resources the absence rate for unpaid special leave was nil.
Average number of days lost per employee annually is 8.4 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	4.6	June	3.1	2.8	3.2	June	3.5	3.3	3.8	June	3.8	3.8	3.7	
July	2.8	2.6	2.6	July	1.4	1.5	1.2	July	1.9	1.9	1.7	July	3.2	2.9	2.8	
August	3.1	2.8	3.0	August	1.7	1.6	1.6	August	2.2	2.1	2.2	August	3.4	3.0	3.2	
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	4.7	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-Aug	3.8	3.8	3.9	Average Apr-Aug	2.8	2.6	2.6	Average Apr-Aug	3.1	3.1	3.1	Average Apr-Aug	3.6	3.8	3.5	
No of Employees at 31 Aug 2009				2524	No of Employees at 31 Aug 2009			3875	No of Employees at 31 Aug 2009			6399	No of Employees at 31 Aug 2009			16356

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 7.7 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	2.1	June	6.8	3.2	5.7	June	4.5	3.3	3.3	June	3.8	3.8	3.7	
July	3.6	2.9	2.1	July	5.9	2.5	5.5	July	4.3	2.8	3.2	July	3.2	2.9	2.8	
August	3.5	2.4	2.2	August	6.7	3.5	7.3	August	4.4	2.7	3.9	August	3.4	3.0	3.2	
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	2.5	Annual Average	4.9	3.7	4.6	Annual Average	4.0	3.1	3.2	Annual Average	4.1	4.0	4.0	
Average Apr-Aug	3.4	3.1	2.1	Average Apr-Aug	6.1	3.4	5.6	Average Apr-Aug	4.2	3.2	3.2	Average Apr-Aug	3.6	3.8	3.5	
No of Employees at 31 Aug 2009			470	No of Employees at 31 Aug 2009			221	No of Employees at 31 Aug 2009			691	No of Employees at 31 Aug 2009			16356	

For Enterprise Resources the absence rate for unpaid special leave was nil
Average number of days lost per employee annually is 8.2 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	2.2	June	3.8	3.8	3.7
July	2.8	1.9	2.1	July	3.2	2.9	2.8
August	2.5	2.0	1.8	August	3.4	3.0	3.2
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	2.2	Annual Average	4.1	4.0	4.0
Average Apr-Aug	2.4	2.3	2.0	Average Apr-Aug	3.6	3.8	3.5

No of Employees at 31 Aug 2009		300	No of Employees at 31 Aug 2009		16356
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For Finance & Information Technology the absence rate for unpaid special leave was nil
Average number of days lost per employee annually is 5.0 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	3.0	June	4.4	7.1	4.9	June	3.7	5.2	3.5	June	3.8	3.8	3.7	
July	3.9	4.5	3.2	July	4.8	7.3	5.4	July	4.1	5.3	3.8	July	3.2	2.9	2.8	
August	3.6	4.0	3.5	August	5.1	6.6	5.4	August	4.1	4.8	4.0	August	3.4	3.0	3.2	
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	3.9	Annual Average	5.4	5.6	4.8	Annual Average	4.3	4.7	4.2	Annual Average	4.1	4.0	4.0	
Average Apr-Aug	3.4	4.4	3.3	Average Apr-Aug	4.2	6.7	4.8	Average Apr-Aug	3.6	5.1	3.7	Average Apr-Aug	3.6	3.8	3.5	
No of Employees at 31 Aug 2009			1567	No of Employees at 31 Aug 2009			551	No of Employees at 31 Aug 2009			2118	No of Employees at 31 Aug 2009			16356	

For Housing & Technical Resources the rate of unpaid special leave was nil.
Average number of days lost per employee annually is 9.4 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	3.2	June	5.4	3.9	4.0	June	4.4	4.0	3.4	June	3.8	3.8	3.7
July	4.3	3.5	3.4	July	5.7	4.4	3.8	July	4.7	3.7	3.5	July	3.2	2.9	2.8
August	4.4	3.4	3.7	August	6.7	4.5	4.6	August	5.0	3.7	4.0	August	3.4	3.0	3.2
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	3.7	Annual Average	6.1	4.8	4.7	Annual Average	4.8	4.2	4.0	Annual Average	4.1	4.0	4.0
Average Apr-Aug	4.0	4.2	3.4	Average Apr-Aug	5.5	4.4	4.1	Average Apr-Aug	4.5	4.2	3.6	Average Apr-Aug	3.6	3.8	3.5

No of Employees at 31 Aug 2009	2018	No of Employees at 31 Aug 2009	983	No of Employees at 31 Aug 2009	3001	No of Employees at 31 Aug 2009	16356
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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 8.2 days.

ABSENCE BY LONG AND SHORT TERM

From : 1 June 2009 - 31 August 2009

Resource	No of employees	June 2009			July 2009			August 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	3537	1.4	2.8	4.2	1.0	2.3	3.3	1.7	2.2	3.9
Corporate	310	1.5	2.0	3.5	1.9	1.7	3.6	1.7	1.9	3.6
Education	6399	1.4	2.4	3.8	0.2	1.5	1.7	1.1	1.1	2.2
Enterprise	691	1.4	1.9	3.3	1.6	1.6	3.2	1.6	2.3	3.9
Finance & IT	300	1.0	1.2	2.2	0.7	1.4	2.1	0.9	0.9	1.8
Housing & Technical	2118	1.6	1.9	3.5	1.5	2.3	3.8	2.3	1.7	4.0
Social Work	3001	1.6	1.8	3.4	1.6	1.9	3.5	1.9	2.1	4.0
Council Overall for Jun 09 - Aug 09	16356	1.4	2.3	3.7	0.9	1.9	2.8	1.5	1.7	3.2

ATTENDANCE MONITORING

ABSENCE CLASSIFICATIONS

From : 1 August 2009 - 31 August 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	1053	36	21	10	536	21	263	48	24	20	528	31	546	25	2971	29
PSYCHOLOGICAL	716	25	43	20	516	19	69	13	0	0	430	26	409	19	2183	21
STOMACH, BOWEL, BLOOD, METABOLIC DISORDERS	231	8	19	8	309	12	74	14	28	25	179	11	404	18	1244	12
RESPIRATORY	320	11	59	26	250	9	38	7	10	9	255	15	228	10	1160	11
SWINE INFLUENZA - POSSIBLE	16	1	14	6	39	1	0	0	0	0	7	0	0	0	76	1
SWINE INFLUENZA - SECONDARY (SPECIA LEAVE, PAID)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SWINE INFLUENZA - SECONDARY (SPECIA LEAVE, UNPAID)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SWINE INFLUENZA - CONFIRMED	17	1	0	0	33	1	16	3	0	0	23	1	80	4	169	2
OTHERS	515	18	68	30	977	37	82	15	52	46	263	16	531	24	2488	24
Total Days Lost By Resource	2868	100	224	100	2660	100	542	100	114	100	1685	100	2198	100	10291	100
Total Work Days Available	74277		6143		123257		13761		6059		42162		55474			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 June 2009 - 31 August 2009 comparison with 1 June 2008 - 31 August 2008

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (Jun-Aug 2009)	44	8	13	18	5	4	62	45	199
TOTAL (Jun-Aug 2008)	70	2	16	26	5	5	73	58	255

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Jun-Aug 2008	Jun-Aug 2009
COMMUNITY	65	66
CORPORATE	6	14
EDUCATION (TEACHERS)	31	27
EDUCATION (OTHERS)	40	44
ENTERPRISE	41	33
FINANCE & IT	5	10
HOUSING & TECH	66	80
SOCIAL WORK	87	113
TOTAL	341	387

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Jun-Aug 2008	Jun-Aug 2009
COMMUNITY	31	41
CORPORATE	0	4
EDUCATION	17	15
ENTERPRISE	10	7
FINANCE & IT	2	1
HOUSING & TECHNICAL	28	24
SOCIAL WORK	45	28
TOTAL	133	120

ANALYSIS OF COUNSELLING REFERRALS BY CAUSE

	REASON													
	WORK STRESS		STRESS		ADDICTION		PERSONAL		ANXIETY/ DEPRESSION		GRIEF		TOTAL	
	M	S	M	S	M	S	M	S	M	S	M	S	M	S
TOTAL (Jun-Aug 2009)	22	3	0	0	2	2	95	9	0	0	11	0	130	14
TOTAL (Jun-Aug 2008)	32	4	0	0	6	1	77	16	6	1	9	1	130	23
TOTAL										Total Referrals (Jun-Aug 2009)				144
										Total Referrals (Jun-Aug 2008)				153

M = MANAGEMENT REFERRAL S = SELF REFERRAL

*Resources nil responses are not included in figures

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

FROM: 1 June 2009 - 31 August 2009 comparison with 1 June 2008 - 31 August 2008

	Community		Corporate		Education		Enterprise		Finance & IT		Housing & Tech		Social Work		TOTAL	
	Jun-Aug 2009	Jun-Aug 2008	Jun-Aug 2009	Jun-Aug 2008	Jun-Aug 2009	Jun-Aug 2008	Jun-Aug 2009	Jun-Aug 2008	Jun-Aug 2009	Jun-Aug 2008	Jun-Aug 2009	Jun-Aug 2008	Jun-Aug 2009	Jun-Aug 2008	Jun-Aug 2009	Jun-Aug 2008
Major Injuries	1	0	0	0	0	0	1	0	0	0	0	1	0	1	2	2
Violent Incident: Physical****	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Major*	1	0	0	0	0	0	1	0	0	0	0	1	0	1	2	2
Over 3-day Absences	6	5	0	0	0	1	6	2	0	0	7	9	1	0	20	17
Violent Incident: Physical****	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2
Violent Incident: Verbal*****	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 3-day**	6	5	0	0	0	3	6	2	0	0	7	9	1	0	20	19
Minor	10	27	1	0	4	15	6	5	0	3	14	12	0	4	35	66
Near Miss	0	0	0	0	3	0	0	0	0	0	0	0	0	0	3	0
Violent Incident: Physical****	2	2	0	0	15	46	0	1	0	0	2	2	15	17	34	68
Violent Incident: Verbal*****	2	5	0	0	15	3	0	0	0	0	6	4	16	6	39	18
Total Minor***	14	34	1	0	37	64	6	6	0	3	22	18	31	27	111	152
Total Accidents/Incidents	21	39	1	0	37	67	13	8	0	3	29	28	32	28	133	173

Note:

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

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

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

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

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

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

RECORD OF DISCIPLINARY HEARINGS

FROM: 1 June 2009 - 31 August 2009 comparison with 1 June 2008 - 31 August 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	1	33	N/A	34	0	2	N/A	2	1	31	N/A	32	33	0	1	97%	0
CORPORATE/EDUCATION	3	0	N/A	3	0	0	N/A	0	3	0	N/A	3	0	2	1	67%	0
ENTERPRISE	4	3	N/A	7	0	0	N/A	0	4	3	N/A	7	2	2	3	57%	0
HOUSING & TECHNICAL	12	10	N/A	22	2	0	N/A	2	10	10	N/A	20	3	15	4	82%	1
SOCIAL WORK	10	0	N/A	10	1	0	N/A	1	9	0	N/A	9	3	3	4	60%	0
TOTAL (Jun-Aug 2009)	30	46	0	76	3	2	0	5	27	44	0	71	41	22	13	83%	1
TOTAL (Jun-Aug 2008)	20	62	0	82	1	3	0	4	19	59	0	78	60	9	13	84%	0

RESOURCE	No of Appeals				Outcome of Appeals												Appeals Pending	No of Non-white employees who appealed
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld					
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Total			
TOTAL (Jun-Aug 2009)	1	0	0	1	0	0	0	0	0	0	0	0	1	0	1	0	0	
TOTAL (Jun-Aug 2008)	1	4	0	5	0	0	0	0	0	0	0	0	0	0	0	5	0	

*Resources nil responses are not included in figures

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

CORPORATE RESOURCES APPEAL PANEL

FROM: 1 June 2009 - 31 August 2009

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

RECORD OF GRIEVANCES**FROM: 1 June 2009 - 31 August 2009 comparison with 1 June 2008 - 31 August 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 (Jun-Aug 2009)	0	4	0	1	0	3
TOTAL (Jun-Aug 2008)	2	3	0	0	0	3

*Contractual Issue - no grounds for grievance

DIGNITY AT WORK**FROM: 1 June 2009 - 31 August 2009 comparison with 1 June 2008 - 31 August 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 (Jun-Aug 2009)	0	4	1	0	0	0	3
TOTAL (Jun-Aug 2008)	0	2	0	0	0	0	2

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (Jun-Aug 2009)

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	5	0	5	2	0	5	9	26	48
CHILD CARING / CARING RESPONSIBILITIES	1	0	0	0	0	0	0	1	2
DISSATISFACTION WITH TERMS AND CONDITIONS	0	0	0	0	0	0	1	1	2
FURTHER EDUCATION	3	0	0	1	0	0	2	6	11
MOVING OUTWITH AREA	0	0	2	0	0	1	3	6	11
OTHER	3	0	3	0	0	1	0	7	13
PERSONAL REASONS	2	0	0	0	0	0	1	3	6
POOR RELATIONSHIPS WITH MANAGERS / COLLEAGUES	0	0	1	0	0	0	1	2	4
TRAVELLING DIFFICULTIES	0	0	1	0	0	0	1	2	4
NUMBER OF EXIT INTERVIEWS CONDUCTED	14	0	12	3	0	7	18	54	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	52	0	23	4	0	11	20	110	
% OF LEAVERS INTERVIEWED	27	0	52	75	0	64	90	49	

EXIT INTERVIEWS (Jun-Aug 2008)

NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)	50	5	18	5	5	8	20	111	
TOTAL NO OF PERMANENT LEAVERS PER RESOURCE (LAST YEAR)	52	9	25	9	7	18	27	147	
% OF LEAVERS INTERVIEWED (LAST YEAR)	96	56	72	56	71	44	74	76	

* Note these totals include temporary employees

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 June 2009 - 31 August 2009

Total Number of applications received:	1886
Total Number of Equal Opportunities Monitoring forms received:	1736 (92%)
Total Number of posts recruited for:	154
Total Number of appointments:	154

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1736	794	151
Total No of Male Applicants	675	220	37
Total No of Female Applicants	967	549	106
Total No of Disabled Applicants	55	30	3
Total No of applicants aged under 50	1019	491	92
Total No of applicants aged over 50	171	80	16
Total No of White applicants	1606	751	140
Total No of Black/Ethnic minority applicants*	25	16	1

FROM : 1 June 2008 - 31 August 2008

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

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2643	1472	572
Total No of Male Applicants	554	292	169
Total No of Female Applicants	1401	850	385
Total No of Disabled Applicants	50	23	5
Total No of applicants aged under 50	2315	1306	538
Total No of applicants aged over 50	209	106	29
Total No of White applicants	2434	1377	559
Total No of Black/Ethnic minority applicants*	80	27	7

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 13 JUNE 2009**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3486	1427	192	298	1569
Corporate Resources	298	65	6	178	49
Education - Teachers	3684	800	35	2275	574
Education - Others	2483	200	47	536	1700
Enterprise Resources	680	483	4	152	41
Finance & IT Resources	286	122	1	124	39
Housing & Technical	2091	1069	10	753	259
Social Work Resources	2914	307	125	1000	1482

Total All Staff	15922	4473	420	5316	5713
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Total	Full-Time Equivalent				
	Salary Band				
	A1	A2	B	C	Other
2552.43	5.0	15.0	172.13	301.62	2058.68
276.70	16.0	12.6	93.5	154.6	*
3406.91	393.90	3013.01	*	*	*
1798.50	8.0	24.0	194.4	1572.10	*
657.20	6.0	34.6	215.6	185.8	215.2
271.50	5.0	18.0	141.6	106.9	*
1976.39	10.0	41.9	326.6	1038.17	559.8
2468.68	5.0	30.0	581.59	1852.09	*

10001.4	(excluding Teachers)				
13408.31	448.90	3189.12	1725.38	5211.28	2833.63

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

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

