



Report

Report to: **Finance and Corporate Resources Committee**
 Date of Meeting: **11 December 2019**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Council-wide Workforce Monitoring – August and September 2019**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period August and September 2019

2. Recommendation(s)

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

(1) that the following employment information for the period August and September 2019 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ Staffing Watch as at 14 September 2019

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 August and September 2019.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for September 2019, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for September 2019, shown in Appendix 1, is 4.5%, which represents an increase of 0.8% when compared with last month and the figure has increased by 0.1% when compared to September 2018.

When compared to September 2018, the APT&C absence rate has increased by 0.1%, the teachers' figure has increased by 0.3% and the manual workers' figure has decreased by 0.1%.

Based on annual trends and the absence rate to September 2019, the projected average absence rate for the Council for the financial year 2019/2020 is 4.5%.

For the financial year 2019/2020 the projected average days lost per employee equates to 9.7 days.

In comparison to September 2018 (Appendix 8):-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have increased by 349 days.
- ◆ Total days lost due to psychological conditions have increased by 551 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 323 days.
- ◆ Total days lost due to respiratory conditions have decreased by 55 days.

5. Occupational Health

5.1. Information on Occupational Health for the period August and September 2019 is provided in Appendix 9.

- ◆ during the period there were 275 employees referred for a medical examination, an increase of 16 when compared to the same period last year. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ a total of 426 employees attended physiotherapy treatment, showing an increase of 23 when compared to the same period last year. Of the 426 employees referred, 79% remained at work whilst undertaking treatment.
- ◆ during this period 259 employees were referred to the Employee Support Officer, showing an increase of 31 when compared with the same period last year. Of the referrals made this period, 87% related to personal reasons.
- ◆ 132 employees were referred to the PAM Assist counselling service this period, showing an increase of 97 when compared with the same period last year. Personal reasons accounted for 58% of the referrals made, 24% were for work related reasons and 18% were for other reasons.
- ◆ 24 employees were referred for Cognitive Behavioural Therapy this period, a decrease of 39 when compared to the same period last year.

6. Accidents/Incidents

6.1. The accident/incident report for August and September 2019 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 179, this figure has increased by 22 from the same period last year.
- ◆ there were no specified injury accidents/incidents recorded, this figure has decreased by 1 from the same period last year.
- ◆ there were 168 minor accidents/incidents, this figure has increased by 19 from the same period last year.
- ◆ 3 accidents resulted in an absence lasting over 3 days during the period, this figure has increased by 2 from the same period last year.
- ◆ there were 8 accidents resulting in absences lasting over 7 days during the period, this figure has increased by 2 from the same period last year.

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

7.1. Information on Disciplinary, Grievance Hearings, Dignity at Work and Mediation Referrals for August and September 2019 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 26 disciplinary hearings were held across Resources within the Council, a decrease of 3 when compared to the same period last year
- ◆ action was taken in 21 of these cases. One appeal was raised against the outcomes
- ◆ our target is to convene disciplinary hearings within 6 weeks, 81% of hearings met this target
- ◆ during the period, 2 appeals were heard by the Appeals Panel of which 1 was upheld in part and 1 was not upheld
- ◆ during the period, 1 appeal was withdrawn
- ◆ at the end of September 2019, 3 Appeals Panels were pending
- ◆ during the period, 6 grievance cases were raised
- ◆ during the period, 2 Dignity at Work cases were raised
- ◆ during the period, 3 referral for mediations were submitted

8. Analysis of Leavers and Exit Interviews

8.1. Information on the number of leavers and exit interviews for the period August and September 2019 is contained in Appendix 13. Exit interviews are conducted with employees who leave voluntarily.

Labour Turnover

Using information compiled from Resources and Staffing Watch information as at 14 September 2019, the Council's turnover figure for August and September 2019 is as follows:-

182 leavers eligible for exit interviews/14,901 employees in post = Labour Turnover of 1.2%.

Based on the figure at September 2019, the projected annual labour turnover figure for the financial year 2019/2020 for the Council is 4.5%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 182 employees leaving the Council that were eligible for an exit interview, an increase of 23 when compared with the same period last year
- ◆ exit interviews were held with 8% of leavers, compared with 24% from the same period last year.

8.3. From September 2019, when processing an employee termination, managers were asked to identify whether they intended to replace the employee who had left the Council. If they indicated that they did not intend to replace the employee, they were asked to select from three options:-

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

8.4. In September 2019, 97 employees left employment and managers indicated that 92 of those would be replaced. Referring to the table in Appendix 13a, 4 posts were filled on a fixed term basis pending savings and the budget for 1 post was transferred to another post.

- 8.5. A reconciliation of existing workforce information at 10 October 2019 showed there were 377.52 FTE vacant posts. Of these, 335.42 FTE are being filled through a recruitment process and the remaining 42.1 FTE are being held pending savings discussions. It should be noted that some of the posts at recruitment may be currently covered on a fixed term basis pending recruitment.

9 Recruitment Monitoring

- 9.1. Information on Recruitment Monitoring for August and September 2019 is contained within Appendix 14.

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

- ◆ overall, 3,975 applications and 3,928 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (197), 98 were shortlisted for interview and 15 were appointed.
- ◆ of those applicants of a black/ethnic minority background (121), 41 were shortlisted for interview and 5 were appointed.

10. Staffing Watch

- 10.1. There has been an increase of 382 in the number of employees in post from 8 June 2019 to 14 September 2019.

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 (Including Environmental and Risk Issues)

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

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.

Paul Manning

Executive Director (Finance and Corporate Resources)

1 November 2019

Link(s) to Council Values/Ambitions/Objectives

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

Previous References

- ◆ Finance and Corporate Resources Committee – 2 October 2019

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:-

Janet McLuckie, Personnel Officer

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E-mail: Janet.McLuckie@southlanarkshire.gov.uk

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Council Wide

APT&C				Teachers				Manual Workers				Council Wide							
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	4.1	4.2	4.0	April	2.1	1.9	2.9	April	5.2	5.7	5.2	April	3.9	4.1	4.0				
May	4.4	4.2	4.4	May	2.7	2.1	3.2	May	5.1	6.1	5.6	May	4.2	4.2	4.4				
June	4.1	4.2	4.4	June	2.2	2.3	2.7	June	4.9	6.0	5.7	June	3.9	4.3	4.4				
July	3.3	3.5	3.5	July	0.8	1.0	1.2	July	4.5	5.1	5.1	July	3.0	3.4	3.4				
August	3.7	3.7	3.9	August	1.0	1.2	1.3	August	4.5	5.4	5.5	August	3.2	3.6	3.7				
September	4.4	4.4	4.5	September	2.2	2.2	2.5	September	5.0	6.2	6.1	September	4.0	4.4	4.5				
October	4.3	4.7		October	2.4	2.2		October	5.4	5.8		October	4.1	4.4					
November	4.7	5.3		November	3.5	3.5		November	6.1	6.0		November	4.8	5.1					
December	4.9	4.9		December	3.8	3.1		December	6.7	6.3		December	5.1	4.8					
January	5.0	4.7		January	3.0	3.3		January	6.6	6.6		January	5.0	4.9					
February	5.2	4.9		February	3.0	4.0		February	6.5	6.7		February	5.0	5.2					
March	4.8	4.7		March	2.9	3.9		March	6.2	6.1		March	4.7	4.9					
Annual Average	4.4	4.5	4.5	Annual Average	2.5	2.6	2.8	Annual Average	5.6	6.0	5.9	Annual Average	4.2	4.4	4.5				
Average Apr-Sep	4.0	4.0	4.1	Average Apr-Sep	1.8	1.8	2.3	Average Apr-Sep	4.9	5.8	5.5	Average Apr-Sep	3.7	4.0	4.1				
No of Employees at 30 September 2019				7313	No of Employees at 30 September 2019				3881	No of Employees at 30 September 2019				4587	No of Employees at 30 September 2019				15781

For the financial year 2019/20, the projected average days lost per employee equates to 9.7 days.

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020				
April	3.9	3.2	4.0	April	5.2	5.4	4.4	April	4.8	5.0	4.3	April	3.9	4.1	4.0				
May	4.4	2.8	3.6	May	5.7	6.0	5.1	May	5.4	5.5	4.9	May	4.2	4.2	4.4				
June	4.2	3.8	3.9	June	5.1	5.8	5.5	June	4.9	5.5	5.3	June	3.9	4.3	4.4				
July	3.4	4.3	3.9	July	4.2	4.5	4.3	July	4.0	4.4	4.3	July	3.0	3.4	3.4				
August	3.6	4.8	4.0	August	4.5	5.3	5.1	August	4.3	5.2	4.9	August	3.2	3.6	3.7				
September	3.4	6.0	2.9	September	5.0	6.2	5.9	September	4.8	6.2	5.4	September	4.0	4.4	4.5				
October	3.8	3.8		October	5.6	5.8		October	5.3	5.5		October	4.1	4.4					
November	4.5	4.8		November	6.2	6.2		November	5.9	6.0		November	4.8	5.1					
December	3.6	4.1		December	6.4	6.0		December	5.9	5.7		December	5.1	4.8					
January	3.0	3.4		January	6.3	6.1		January	5.7	5.6		January	5.0	4.9					
February	3.0	4.1		February	6.8	6.3		February	6.1	5.9		February	5.0	5.2					
March	3.4	4.8		March	6.1	5.6		March	5.6	5.5		March	4.7	4.9					
Annual Average	3.7	4.2	3.9	Annual Average	5.6	5.8	5.5	Annual Average	5.2	5.5	5.3	Annual Average	4.2	4.4	4.5				
Average Apr-Sep	3.8	4.2	3.7	Average Apr-Sep	5.0	5.5	5.1	Average Apr-Sep	4.7	5.3	4.9	Average Apr-Sep	3.7	4.0	4.1				
No of Employees at 30 September 2019				553	No of Employees at 30 September 2019				2876	No of Employees at 30 September 2019				3429	No of Employees at 30 September 2019				15781

For the financial year 2019/20, the projected average days lost per employee equates to 12.2 days.

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Education Resources

APT&C				Teachers				Resource Total				Council Wide							
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020				
April	4.0	4.1	3.5	April	2.1	1.9	2.9	April	2.9	2.8	3.2	April	3.9	4.1	4.0				
May	4.7	4.5	4.2	May	2.7	2.1	3.2	May	3.5	3.1	3.6	May	4.2	4.2	4.4				
June	3.6	4.4	3.8	June	2.2	2.3	2.7	June	2.8	3.2	3.2	June	3.9	4.3	4.4				
July	2.1	2.4	2.4	July	0.8	1.0	1.2	July	1.3	1.6	1.7	July	3.0	3.4	3.4				
August	2.7	2.7	2.8	August	1.0	1.2	1.3	August	1.7	1.8	2.0	August	3.2	3.6	3.7				
September	4.3	4.1	4.3	September	2.2	2.2	2.5	September	3.0	3.0	3.3	September	4.0	4.4	4.5				
October	4.6	4.7		October	2.4	2.2		October	3.3	3.2		October	4.1	4.4					
November	5.0	5.7		November	3.5	3.5		November	4.1	4.4		November	4.8	5.1					
December	5.3	5.4		December	3.8	3.1		December	4.4	4.1		December	5.1	4.8					
January	5.2	5.1		January	3.0	3.3		January	3.9	4.1		January	5.0	4.9					
February	5.5	5.3		February	3.0	4.0		February	4.0	4.5		February	5.0	5.2					
March	4.7	5.0		March	2.9	3.9		March	3.7	4.4		March	4.7	4.9					
Annual Average	4.3	4.5	4.4	Annual Average	2.5	2.6	2.8	Annual Average	3.2	3.4	3.5	Annual Average	4.2	4.4	4.5				
Average Apr-Sep	3.6	3.7	3.5	Average Apr-Sep	1.8	1.8	2.3	Average Apr-Sep	2.5	2.6	2.8	Average Apr-Sep	3.7	4.0	4.1				
No of Employees at 30 September 2019				3038	No of Employees at 30 September 2019				3881	No of Employees at 30 September 2019				6919	No of Employees at 30 September 2019				15781

For the financial year 2019/20, the projected average days lost per employee equates to 6.8 days.

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020				
April	2.8	3.1	3.5	April		8.6	7.1	April	2.8	3.2	3.6	April	3.9	4.1	4.0				
May	3.2	3.3	3.2	May	0.0	0.4	0.0	May	3.2	3.2	3.2	May	4.2	4.2	4.4				
June	3.3	2.5	3.3	June	0.0	0.0	0.5	June	3.3	2.5	3.2	June	3.9	4.3	4.4				
July	3.1	2.9	3.3	July	0.0	0.0	2.4	July	3.0	2.9	3.2	July	3.0	3.4	3.4				
August	3.5	2.8	3.6	August	0.0	0.4	5.9	August	3.4	2.8	3.6	August	3.2	3.6	3.7				
September	4.1	3.1	3.3	September	0.0	0.0	3.5	September	4.1	3.0	3.3	September	4.0	4.4	4.5				
October	4.4	3.6		October	0.0	0.0		October	4.3	3.6		October	4.1	4.4					
November	4.2	4.6		November	0.0	0.0		November	4.1	4.6		November	4.8	5.1					
December	3.5	3.8		December	0.0	0.0		December	3.4	3.8		December	5.1	4.8					
January	4.1	3.6		January	7.0	0.0		January	4.2	3.5		January	5.0	4.9					
February	4.2	3.7		February	2.5	2.3		February	4.2	3.6		February	5.0	5.2					
March	3.8	3.2		March	16.9	9.8		March	4.0	3.3		March	4.7	4.9					
Annual Average	3.7	3.4	3.6	Annual Average	2.4	1.8	2.6	Annual Average	3.7	3.3	3.5	Annual Average	4.2	4.4	4.5				
Average Apr-Sep	3.3	3.0	3.4	Average Apr-Sep	0.0	1.6	3.2	Average Apr-Sep	3.3	2.9	3.4	Average Apr-Sep	3.7	4.0	4.1				
No of Employees at 30 September 2019				975	No of Employees at 30 September 2019				11	No of Employees at 30 September 2019				986	No of Employees at 30 September 2019				15781

For the financial year 2019/20, the projected average days lost per employee equates to 7.8 days.
 Figures for manual workers only applicable from May 2017/2018

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020				
April	4.3	3.9	3.9	April	4.5	6.5	6.7	April	4.4	4.9	5.0	April	3.9	4.1	4.0				
May	4.2	3.6	4.2	May	3.9	6.5	5.1	May	4.1	4.8	4.5	May	4.2	4.2	4.4				
June	3.9	4.0	4.8	June	4.4	6.2	5.0	June	4.1	4.9	4.9	June	3.9	4.3	4.4				
July	4.3	3.7	4.1	July	4.9	6.3	5.4	July	4.5	4.8	4.6	July	3.0	3.4	3.4				
August	4.7	4.1	4.0	August	4.0	5.5	5.7	August	4.4	4.6	4.7	August	3.2	3.6	3.7				
September	4.3	4.5	4.4	September	4.5	6.2	5.8	September	4.4	5.2	5.0	September	4.0	4.4	4.5				
October	3.8	4.3		October	4.4	5.9		October	4.0	4.9		October	4.1	4.4					
November	4.9	4.8		November	6.4	6.5		November	5.5	5.5		November	4.8	5.1					
December	5.0	4.4		December	9.0	6.5		December	6.6	5.3		December	5.1	4.8					
January	5.4	4.2		January	7.3	7.0		January	6.2	5.3		January	5.0	4.9					
February	5.2	4.2		February	6.1	6.6		February	5.6	5.2		February	5.0	5.2					
March	5.1	4.2		March	6.0	7.3		March	5.4	5.5		March	4.7	4.9					
Annual Average	4.6	4.2	4.3	Annual Average	5.5	6.4	6.1	Annual Average	4.9	5.1	5.0	Annual Average	4.2	4.4	4.5				
Average Apr-Sep	4.3	4.0	4.2	Average Apr-Sep	4.4	6.2	5.6	Average Apr-Sep	4.3	4.9	4.8	Average Apr-Sep	3.7	4.0	4.1				
No of Employees at 30 September 2019				884	No of Employees at 30 September 2019				569	No of Employees at 30 September 2019				1453	No of Employees at 30 September 2019				15781

For the financial year 2019/20, the projected average days lost per employee equates to 11.7 days.

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020				
April	5.0	5.3	5.0	April	5.6	6.2	6.9	April	5.2	5.6	5.6	April	3.9	4.1	4.0				
May	4.9	5.1	5.6	May	4.1	6.2	7.7	May	4.6	5.4	6.3	May	4.2	4.2	4.4				
June	5.3	5.2	5.8	June	4.6	6.3	6.9	June	5.1	5.6	6.2	June	3.9	4.3	4.4				
July	4.8	5.2	5.1	July	4.9	6.4	7.7	July	4.8	5.6	5.9	July	3.0	3.4	3.4				
August	4.9	5.0	5.9	August	4.7	5.9	6.7	August	4.8	5.3	6.2	August	3.2	3.6	3.7				
September	5.0	5.0	6.2	September	5.2	6.1	6.8	September	5.1	5.4	6.4	September	4.0	4.4	4.5				
October	4.2	5.7		October	5.8	5.6		October	4.8	5.6		October	4.1	4.4					
November	4.4	5.4		November	5.9	5.3		November	4.9	5.4		November	4.8	5.1					
December	5.6	5.1		December	6.1	6.9		December	5.7	5.7		December	5.1	4.8					
January	5.5	5.2		January	7.3	8.4		January	6.1	6.2		January	5.0	4.9					
February	6.1	5.5		February	5.8	8.5		February	6.0	6.5		February	5.0	5.2					
March	5.7	5.4		March	6.5	6.5		March	5.9	5.8		March	4.7	4.9					
Annual Average	5.1	5.3	5.5	Annual Average	5.5	6.5	7.0	Annual Average	5.3	5.7	6.0	Annual Average	4.2	4.4	4.5				
Average Apr-Sep	5.0	5.1	5.6	Average Apr-Sep	4.9	6.2	7.1	Average Apr-Sep	4.9	5.5	6.1	Average Apr-Sep	3.7	4.0	4.1				
No of Employees at 30 September 2019				1863	No of Employees at 30 September 2019				1131	No of Employees at 30 September 2019				2994	No of Employees at 30 September 2019				15781

For the financial year 2019/20, the projected average days lost per employee equates to 13.3 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 July 2019 - 30 September 2019

Resource	No of employees	July 2019			August 2019			September 2019		
		Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	3429	1.1	3.2	4.3	2.0	2.9	4.9	1.9	3.5	5.4
Education	6919	0.1	1.6	1.7	0.8	1.2	2.0	1.5	1.8	3.3
Finance and Corporate	986	1.2	2.0	3.2	1.4	2.2	3.6	1.2	2.1	3.3
Housing & Technical	1453	1.6	3.0	4.6	1.9	2.8	4.7	1.8	3.2	5.0
Social Work	2994	1.5	4.4	5.9	2.0	4.2	6.2	1.9	4.5	6.4
Council Overall for July 2019 - September 2019	15781	0.8	2.6	3.4	1.4	2.3	3.7	1.7	2.8	4.5

ATTENDANCE MONITORING
Absence Classification

From : 1 September - 30 September 2019

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1019	27	920	21	79	13	416	29	836	25	3270	24
Psychological	894	24	1366	31	323	53	393	28	1324	39	4300	32
Stomach, Bowel, Blood, Metabolic Disorders	557	15	516	12	86	14	235	17	381	11	1775	13
Respiratory	227	6	429	10	10	2	65	5	194	6	925	7
Other Classification	1089	29	1154	26	107	18	302	21	639	19	3291	24
Total Days Lost By Resource	3786	100	4385	100	605	100	1411	100	3374	100	13561	100
Total Work Days Available	69693		134232		18537		28398		52887			

From : 1 September - 30 September 2018

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1209	31	528	15	46	8	346	24	792	29	2921	24
Psychological	1109	28	1287	36	195	35	510	36	648	24	3749	31
Stomach, Bowel, Blood, Metabolic Disorders	439	11	400	11	104	19	150	11	359	13	1452	12
Respiratory	356	9	333	9	81	15	72	5	138	5	980	8
Other Classification	844	21	1012	28	127	23	349	24	778	29	3110	25
Total Days Lost By Resource	3957	100	3560	100	553	100	1427	100	2715	100	12212	100
Total Work Days Available	64242		119994		18207		27367		50326			

***WDL = Work Days Lost**

OCCUPATIONAL HEALTH REPORTS

FROM: 1 August 2019 - 30 September 2019 comparison with 1 August 2018 - 30 September 2018

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Aug-Sep 2019)	57	8	27	17	58	108	275
TOTAL (Aug-Sep 2018)	71	21	24	11	29	103	259

No of Employees Referred For Physiotherapy		
RESOURCE	Aug-Sep 2018	Aug-Sep 2019
Community and Enterprise	108	117
Education (Teachers)	53	70
Education (Others)	58	68
Finance and Corporate	27	24
Housing and Technical	54	38
Social Work	103	109
TOTAL	403	426

No of Employees Referred To Employee Support Officer		
RESOURCE	Aug-Sep 2018	Aug-Sep 2019
Community and Enterprise	67	63
Education	83	82
Finance and Corporate	16	18
Housing and Technical	24	23
Social Work	38	73
TOTAL	228	259

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Aug-Sep 2018	Aug-Sep 2019
Community and Enterprise	11	2
Education	24	2
Finance and Corporate	8	0
Housing and Technical	7	4
Social Work	13	6
Not Disclose	0	10
TOTAL	63	24

Analysis of Counselling Referrals by Cause												
Reason												
Work Stress		Addiction		Personal		Anxiety/ Depression		Bereavement		Total		
M	S	M	S	M	S	M	S	M	S	M	S	
TOTAL (Aug-Sep 2019)	32	0	2	0	76	0	18	4	0	132	0	
TOTAL (Aug-Sep 2018)	7	0	0	0	23	1	0	3	1	33	2	
								Total Referrals (Aug-Sep 2019)				132
								Total Referrals (Aug-Sep 2018)				35

M = MANAGEMENT REFERRAL S = SELF REFERRAL

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

FROM: 1 August 2019 - 30 September 2019 comparison with 1 August 2018 - 30 September 2018

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
Specified Injury	0	0	0	0	0	0	0	0	0	1	0	1
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	0	0	0	0	0	0	0	0	1	0	1
Over 7-day	3	3	2	0	0	0	2	2	1	1	8	6
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	3	3	2	0	0	0	2	2	1	1	8	6
Over 3-day	1	0	0	0	0	0	2	1	0	0	3	1
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 3-day**	1	0	0	0	0	0	2	1	0	0	3	1
Minor	18	11	4	2	1	1	5	3	3	3	31	20
Near Miss	2	1	0	0	0	0	1	0	0	0	3	1
Violent Incident: Physical	10	1	94	94	0	1	0	0	6	11	110	107
Violent Incident: Verbal	0	2	11	8	2	2	3	2	8	7	24	21
Total Minor***	30	15	109	104	3	4	9	5	17	21	168	149
Total Accidents/Incidents	34	18	111	104	3	4	13	8	18	23	179	157

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

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

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

RECORD OF DISCIPLINARY HEARINGS

FROM: 1 August 2019 - 30 September 2019 comparison with 1 August 2018 - 30 September 2018

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within Weeks
	APT&C	Manual/ Craft	Teachers	Total	No Action				Action Taken				3	4-6	6+	
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total				
COMMUNITY AND ENTERPRISE	0	16	N/A	16	0	3	N/A	3	0	13	N/A	13	12	0	4	75%
EDUCATION	2	0	0	2	1	0	0	1	1	0	0	1	2	0	0	100%
HOUSING & TECHNICAL	0	1	N/A	1	0	0	N/A	0	0	1	N/A	1	1	0	0	100%
SOCIAL WORK	5	2	N/A	7	1	0	N/A	1	4	2	N/A	6	2	4	1	86%
TOTAL (Aug-Sep 2019)	7	19	0	26	2	3	0	5	5	16	0	21	17	4	5	81%
TOTAL (Aug-Sep 2018)	8	20	1	29	2	5	0	7	6	15	1	22	13	8	8	72%

RESOURCE	No of Appeals				Outcome of Appeals												Appeals Pending
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld				
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	
TOTAL (Aug-Sep 2019)	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0
TOTAL (Aug-Sep 2018)	1	1	0	2	0	0	0	0	0	0	0	0	1	1	0	2	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.

APPEALS PANEL

FROM: 1 August 2019 - 30 September 2019

APPEALS PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	1	1	1	3	3

RECORD OF GRIEVANCES**FROM: 1 August 2019 - 30 September 2019 comparison with 1 August 2018 - 30 September 2018**

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Aug-Sep 2019)	6	1	3	0	2
TOTAL (Aug-Sep 2018)	2	1	1	0	0

DIGNITY AT WORK**FROM: 1 August 2019 - 30 September 2019 comparison with 1 August 2018 - 30 September 2018**

DIGNITY AT WORK	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (Aug-Sep 2019)	2	0	0	0	0	2
TOTAL (Aug-Sep 2018)	5	0	5	0	0	0

REFERRALS FOR WORKPLACE MEDIATION

As at September 2019

WORKPLACE MEDIATION	Aug-19	Sep-19
No of Referrals	2	1
*No of Successful Cases	0	0
*No of Unsuccessful Cases	0	0
No of cases unsuitable for mediation	0	0

WORKPLACE MEDIATION	Aug-18	Sep-18
No of Referrals	0	0
*No of Successful Cases	0	0
*No of Unsuccessful Cases	1	0
No of cases unsuitable for mediation	0	0

*successful/unsuccessful case outcomes may be shown outwith the month they were referred.

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (Aug-Sep 2019)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
MOVING OUTWITH AREA	0	4	1	0	0	5	36
CAREER ADVANCEMENT	0	1	1	1	0	3	21
CHILD CARING / CARING RESPONSIBILITIES	0	1	0	0	1	2	14
OTHER	2	1	0	0	1	4	29
NUMBER OF EXIT INTERVIEWS CONDUCTED	2	7	2	1	2	14	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	31	115	5	3	28	182	
% OF LEAVERS INTERVIEWED	6	6	40	33	7	8	

EXIT INTERVIEWS (Aug-Sep 2018)

NUMBER OF EXIT INTERVIEWS CONDUCTED	7	22	2	2	5	38	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	29	92	8	4	26	159	
% OF LEAVERS INTERVIEWED	24	24	25	50	19	24	

* Note these totals include temporary employees

Posts being held

Resource	Filling fixed term	Budget to transfer to another post	Total
Community & Enterprise	3		3
Education		1	1
Finance & Corporate	1		1
Total	4	1	5

Resource	Vacancies being filled (FTE)	Vacant posts held pending savings (FTE)	Total (FTE)
Community & Enterprise	70.23	29.1	99.33
Education	58.21	3	61.21
Finance & Corporate	22.2	19.2	41.4
Housing & Technical	37.49	0	37.49
Social Work	147.29	1	148.29
Total	335.42	52.3	387.72

RECRUITMENT MONITORING
Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 August 2019 - 30 September 2019

Total Number of applications received:	3975
Total Number of Equal Opportunities Monitoring forms received:	3928
Total Number of posts recruited for:	203
Total Number of appointments:	448

Gender / Disability / Age	Applied	Interviewed	Appointed
Total EO Forms Received	3946	1349	419
Total No of Male Applicants	1258	410	120
Total No of Female Applicants	2647	934	296
Total No of Disabled Applicants	197	98	15
Total No of applicants aged under 50	3091	1053	340
Total No of applicants aged over 50	790	280	74
Total No of White applicants	3765	1296	412
Total No of Black/Ethnic minority applicants*	121	41	5

FROM : 1 August 2018 - 30 September 2018

Total Number of applications received:	1958
Total Number of Equal Opportunities Monitoring forms received:	1943
Total Number of posts recruited for:	103
Total Number of appointments:	144

Gender / Disability / Age	Applied	Interviewed	Appointed
Total EO Forms Received	1943	546	142
Total No of Male Applicants	903	249	48
Total No of Female Applicants	1033	368	84
Total No of Disabled Applicants	92	41	7
Total No of applicants aged under 50	1755	540	110
Total No of applicants aged over 50	176	79	21
Total No of White applicants	1874	601	130
Total No of Black/Ethnic minority applicants*	44	15	1

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 14 September 2019**Analysis by Resource**

Resource	Total Number of Employees					Full-Time Equivalent Salary Band									
	Total	Male		Female		Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
		F/T	P/T	F/T	P/T										
Community & Enterprise Resources	3182	1368	218	193	1403	2295.78	1.00	1569.31	415.60	235.27	47.60	17.00	4.00	6.00	0.00
Education - Others	2881	139	82	481	2179	2062.33	1.00	1367.59	439.20	135.41	30.80	13.00	4.00	59.93	11.40
Education - Teachers	3767	699	58	2296	714	3464.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	3462.50
Finance & Corporate Resources	913	213	15	381	304	811.23	2.00	124.65	349.16	236.18	65.54	26.70	6.00	1.00	0.00
Housing & Technical	1316	862	21	299	134	1262.14	1.00	208.63	653.32	351.19	36.00	10.00	2.00	0.00	0.00
Social Work Resources	2842	228	195	983	1436	2462.00	1.00	1357.30	489.10	563.60	24.00	25.00	2.00	0.00	0.00
						8893.48	(excluding Teachers)								
Total All Staff	14901	3509	589	4633	6170	12357.98	6.00	4627.48	2346.38	1521.65	203.94	91.70	18.00	68.93	3473.90

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 8 June 2019**Analysis by Resource**

Resource	Total Number of Employees					Full-Time Equivalent Salary Band									
	Total	Male		Female		Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
		F/T	P/T	F/T	P/T										
Community & Enterprise Resources	3127	1384	211	203	1329	2293.21	1.00	1565.68	416.67	234.13	48.73	17.00	4.00	6.00	0.00
Education - Others	2730	133	87	459	2051	1950.21	1.00	1261.17	430.72	133.98	29.80	13.00	4.00	61.14	15.40
Education - Teachers	3670	676	59	2213	722	3357.33	0.00	1.03	0.00	0.00	0.00	0.00	0.00	4.00	3352.30
Finance & Corporate Resources	918	211	15	387	305	817.72	2.00	132.63	349.47	236.30	62.62	27.70	6.00	1.00	0.00
Housing & Technical	1295	845	22	290	138	1242.96	1.00	189.07	652.55	351.34	37.00	10.00	2.00	0.00	0.00
Social Work Resources	2779	226	193	918	1442	2395.45	1.00	1339.26	474.47	533.72	20.00	25.00	2.00	0.00	0.00
						8699.55	(excluding Teachers)								
Total All Staff	14519	3475	587	4470	5987	12056.88	6.00	4488.84	2323.88	1489.47	198.15	92.70	18.00	72.14	3367.70