



Report

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	2 October 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – June and July 2019
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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 and July 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 June and July 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 8 June 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 June and July 2019.

4. Attendance Statistics

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

The Council's absence rate for July 2019, shown in Appendix 1, is 3.4%, which represents a decrease of 1.0% when compared with last month and the figure remains unchanged when compared to July 2018.

When compared to July 2018, the APT&C absence rate remains unchanged, the teachers' figure has increased by 0.2% and the manual workers' figure remains unchanged.

Based on annual trends and the absence rate to July 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 9.8 days.

In comparison to July 2018 (Appendix 8):-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have increased by 27 days.
- ◆ Total days lost due to psychological conditions have increased by 589 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 284 days.
- ◆ Total days lost due to respiratory conditions have increased by 192 days.

5. Occupational Health

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

- ◆ during the period there were 230 employees referred for a medical examination, a decrease of 29 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 355 employees attended physiotherapy treatment, showing an increase of 31 when compared to the same period last year. Of the 355 employees referred, 46% remained at work whilst undertaking treatment.
- ◆ during this period 168 employees were referred to the Employee Support Officer, showing a decrease of 9 when compared with the same period last year. Of the referrals made this period, 91% related to personal reasons.
- ◆ 109 employees were referred to the PAM Assist counselling service this period, showing an increase of 13 when compared with the same period last year. All of the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 65% of the referrals made, 17% were for work related reasons and 18% were for other reasons.
- ◆ 21 employees were referred for Cognitive Behavioural Therapy this period, a decrease of 10 when compared to the same period last year.

6. Accidents/Incidents

6.1. The accident/incident report for June and July 2019 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 183, this figure has increased by 61 from the same period last year.
- ◆ there was 1 specified injury accident/incident recorded, this figure remains unchanged from the same period last year.
- ◆ there were 164 minor accidents/incidents, this figure has increased by 47 from the same period last year.
- ◆ 2 accidents resulted in an absence lasting over 3 days during the period, this figure remains unchanged from the same period last year.
- ◆ there were 16 accidents resulting in absences lasting over 7 days during the period, this figure has increased by 14 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 June and July 2019 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 17 disciplinary hearings were held across Resources within the Council, a decrease of 9 when compared to the same period last year.
- ◆ action was taken in 13 of these cases. No appeals were raised against the outcomes.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 71% of hearings met this target.
- ◆ during the period, no appeals were heard by the Appeals Panel.
- ◆ at the end of July 2019, 5 Appeals Panels were pending.
- ◆ during the period, 2 grievance cases were raised.
- ◆ during the period, 4 Dignity at Work cases were raised.
- ◆ during the period, 1 referral for mediation was submitted.

8. Analysis of Leavers and Exit Interviews

8.1. Information on the number of leavers and exit interviews for the period June and July 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 8 June 2019, the Council's turnover figure for June and July is as follows:-

65 leavers eligible for exit interviews/14,519 employees in post = Labour Turnover of 0.4%.

Based on the figure at July 2019, the projected annual labour turnover figure for the financial year 2019/2020 for the Council is 3.0%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 65 employees leaving the Council that were eligible for an exit interview, a decrease of 15 when compared with the same period last year
- ◆ exit interviews were held with 20% of leavers, compared with 31% from the same period last year.

9 Recruitment Monitoring

9.1. Information on Recruitment Monitoring for June and July 2019 is contained within Appendix 14.

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

- ◆ overall, 4,584 applications and 4,318 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (237), 94 were shortlisted for interview and 23 were appointed.
- ◆ of those applicants of a black/ethnic minority background (123), 36 were shortlisted for interview and 11 were appointed.

10. Staffing Watch

- 10.1. There has been an increase of 136 in the number of employees in post from 9 March 2019 to 8 June 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

- 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)

27 August 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 – 7 August 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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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		August	1.0	1.2		August	4.5	5.4		August	3.2	3.6	
September	4.4	4.4		September	2.2	2.2		September	5.0	6.2		September	4.0	4.4	
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-Jul	4.0	4.0	4.1	Average Apr-Jul	2.0	1.8	2.5	Average Apr-Jul	4.9	5.7	5.4	Average Apr-Jul	3.8	4.0	4.1
No of Employees at 31 July 2019			7133	No of Employees at 31 July 2019			3768	No of Employees at 31 July 2019			4485	No of Employees at 31 July 2019			15386

For the financial year 2019/20, the projected average days lost per employee equates to 9.8 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		August	4.5	5.3		August	4.3	5.2		August	3.2	3.6		
September	3.4	6.0		September	5.0	6.2		September	4.8	6.2		September	4.0	4.4		
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	4.3	Annual Average	5.6	5.8	5.6	Annual Average	5.2	5.5	5.4	Annual Average	4.2	4.4	4.5	
Average Apr-Jul	4.0	3.5	3.9	Average Apr-Jul	5.1	5.4	4.8	Average Apr-Jul	4.8	5.1	4.7	Average Apr-Jul	3.8	4.0	4.1	
No of Employees at 31 July 2019			556	No of Employees at 31 July 2019			2815	No of Employees at 31 July 2019			3371	No of Employees at 31 July 2019			15386	

For the financial year 2019/20, the projected average days lost per employee equates to 11.9 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		August	1.0	1.2		August	1.7	1.8		August	3.2	3.6					
September	4.3	4.1		September	2.2	2.2		September	3.0	3.0		September	4.0	4.4					
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	4.3	Annual Average	2.5	2.6	2.8	Annual Average	3.2	3.4	3.4	Annual Average	4.2	4.4	4.5				
Average Apr-Jul	3.6	3.9	3.5	Average Apr-Jul	2.0	1.8	2.5	Average Apr-Jul	2.6	2.7	2.9	Average Apr-Jul	3.8	4.0	4.1				
No of Employees at 31 July 2019				2872	No of Employees at 31 July 2019				3768	No of Employees at 31 July 2019				6640	No of Employees at 31 July 2019				15386

For the financial year 2019/20, the projected average days lost per employee equates to 7.1 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		August	0.0	0.4		August	3.4	2.8		August	3.2	3.6		
September	4.1	3.1		September	0.0	0.0		September	4.1	3.0		September	4.0	4.4		
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	3.5	Annual Average	2.4	1.8	1.9	Annual Average	3.7	3.3	3.5	Annual Average	4.2	4.4	4.5	
Average Apr-Jul	3.1	3.0	3.3	Average Apr-Jul	0.0	2.3	2.5	Average Apr-Jul	3.1	3.0	3.3	Average Apr-Jul	3.8	4.0	4.1	
No of Employees at 31 July 2019			972	No of Employees at 31 July 2019			11	No of Employees at 31 July 2019			983	No of Employees at 31 July 2019			15386	

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		August	4.0	5.5		August	4.4	4.6		August	3.2	3.6					
September	4.3	4.5		September	4.5	6.2		September	4.4	5.2		September	4.0	4.4					
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-Jul	4.2	3.8	4.3	Average Apr-Jul	4.4	6.4	5.6	Average Apr-Jul	4.3	4.9	4.8	Average Apr-Jul	3.8	4.0	4.1				
No of Employees at 31 July 2019				883	No of Employees at 31 July 2019				551	No of Employees at 31 July 2019				1434	No of Employees at 31 July 2019				15386

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		August	4.7	5.9		August	4.8	5.3		August	3.2	3.6		
September	5.0	5.0		September	5.2	6.1		September	5.1	5.4		September	4.0	4.4		
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	5.3	Annual Average	5.5	6.5	6.9	Annual Average	5.3	5.7	5.8	Annual Average	4.2	4.4	4.5	
Average Apr-Jul	5.0	5.2	5.4	Average Apr-Jul	4.8	6.3	7.3	Average Apr-Jul	4.9	5.6	6.0	Average Apr-Jul	3.8	4.0	4.1	
No of Employees at 31 July 2019			1850	No of Employees at 31 July 2019			1108	No of Employees at 31 July 2019			2958	No of Employees at 31 July 2019			15386	

For the financial year 2019/20, the projected average days lost per employee equates to 13.1 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 May 2019 - 31 July 2019

Resource	No of employees	May 2019			June 2019			July 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	3371	1.9	3.0	4.9	1.9	3.4	5.3	1.1	3.2	4.3
Education	6640	1.1	2.5	3.6	1.1	2.1	3.2	0.1	1.6	1.7
Finance and Corporate	983	1.3	1.9	3.2	1.1	2.1	3.2	1.2	2.0	3.2
Housing & Technical	1434	1.9	2.6	4.5	2.2	2.7	4.9	1.6	3.0	4.6
Social Work	2958	1.7	4.6	6.3	2.0	4.2	6.2	1.5	4.4	5.9
Council Overall for May 2019 - July 2019	15386	1.5	2.9	4.4	1.6	2.8	4.4	0.8	2.6	3.4

ATTENDANCE MONITORING
Absence Classification

From : 1 July - 31 July 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	1176	37	515	21	104	16	450	32	811	25	3056	28
Psychological	622	19	1055	44	388	60	441	31	1198	36	3704	34
Stomach, Bowel, Blood, Metabolic Disorders	375	12	211	9	10	2	186	13	359	11	1141	10
Respiratory	224	7	22	1	12	2	85	6	112	3	455	4
Other Classification	809	25	617	25	138	21	259	18	821	25	2644	24
Total Days Lost By Resource	3206	100	2420	100	652	100	1421	100	3301	100	11000	100
Total Work Days Available	75139		141286		20111		30699		55510			

From : 1 July - 31 July 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	1231	39	425	21	103	18	315	22	955	32	3029	30
Psychological	720	23	758	38	176	30	542	38	919	31	3115	31
Stomach, Bowel, Blood, Metabolic Disorders	257	8	168	8	73	13	94	7	265	9	857	8
Respiratory	124	4	18	1	29	5	20	1	72	2	263	3
Other Classification	830	26	624	31	198	34	448	32	795	26	2895	28
Total Days Lost By Resource	3162	100	1993	100	579	100	1419	100	3006	100	10159	100
Total Work Days Available	71212		128007		20162		29859		53522			

***WDL = Work Days Lost**

OCCUPATIONAL HEALTH REPORTS

FROM: 1 June 2019 - 31 July 2019 comparison with 1 June 2018 - 31 July 2018

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Jun-Jul 2019)	54	12	25	15	49	75	230
TOTAL (Jun-Jul 2018)	56	13	32	14	55	89	259

No of Employees Referred For Physiotherapy		
RESOURCE	Jun-Jul 2018	Jun-Jul 2019
Community and Enterprise	66	88
Education (Teachers)	43	37
Education (Others)	31	49
Finance and Corporate	28	23
Housing and Technical	50	57
Social Work	106	101
TOTAL	324	355

No of Employees Referred To Employee Support Officer		
RESOURCE	Jun-Jul 2018	Jun-Jul 2019
Community and Enterprise	45	35
Education	48	46
Finance and Corporate	15	13
Housing and Technical	24	20
Social Work	45	54
TOTAL	177	168

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Jun-Jul 2018	Jun-Jul 2019
Community and Enterprise	5	2
Education	8	1
Finance and Corporate	1	0
Housing and Technical	8	2
Social Work	9	6
Not Disclose	0	10
TOTAL	31	21

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 (Jun-Jul 2019)	19	0	1	0	71	0	14	0	4	0	109	0
TOTAL (Jun-Jul 2018)	19	1	0	1	60	1	0	0	14	0	93	3
								Total Referrals (Jun-Jul 2019)			109	
								Total Referrals (Jun-Jul 2018)			96	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

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

FROM: 1 June 2019 - 31 July 2019 comparison with 1 June 2018 - 31 July 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	1	1	0	0	0	0	0	0	1	1
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	0	1	1	0	0	0	0	0	0	1	1
Over 7-day	9	2	1	0	0	0	2	1	2	0	14	2
Violent Incident: Physical	0	0	0	0	0	0	0	0	2	0	2	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	9	2	1	0	0	0	2	1	4	0	16	2
Over 3-day	1	1	0	0	0	0	0	0	1	0	2	2
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	1	0	0	0	0	0	0	1	0	2	2
Minor	11	6	3	0	0	2	5	3	4	4	23	15
Near Miss	5	2	1	0	0	0	1	1	1	1	8	4
Violent Incident: Physical	6	3	98	79	0	0	1	0	8	7	113	89
Violent Incident: Verbal	1	1	10	6	3	0	2	1	4	1	20	9
Total Minor***	23	12	112	85	3	2	9	5	17	13	164	117
Total Accidents/Incidents	33	15	114	86	3	2	11	6	22	13	183	122

*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 June 2019 - 31 July 2019 comparison with 1 June 2018 - 31 July 2018

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 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	8	N/A	8	0	2	N/A	2	0	6	N/A	6	6	2	0	100%
EDUCATION	2	0	0	2	0	0	0	0	2	0	0	2	2	0	0	100%
HOUSING & TECHNICAL	2	0	N/A	2	0	0	N/A	0	2	0	N/A	2	0	0	2	0%
SOCIAL WORK	3	2	N/A	5	1	1	N/A	2	2	1	N/A	3	2	0	3	40%
TOTAL (Jun-Jul 2019)	7	10	0	17	1	3	0	4	6	7	0	13	10	2	5	71%
TOTAL (Jun-Jul 2018)	5	20	1	26	0	6	0	6	5	14	1	20	9	13	4	85%

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 (Jun-Jul 2019)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (Jun-Jul 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 June 2019 - 31 July 2019

APPEALS PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	0	0	0	0	5

RECORD OF GRIEVANCES**FROM: 1 June 2019 - 31 July 2019 comparison with 1 June 2018 - 31 July 2018**

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

DIGNITY AT WORK**FROM: 1 June 2019 - 31 July 2019 comparison with 1 June 2018 - 31 July 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 (Jun-Jul 2019)	4	0	1	0	0	3
TOTAL (Jun-Jul 2018)	2	0	2	0	0	0

*Resources nil responses are not included in figures

REFERRALS FOR WORKPLACE MEDIATION

As at July 2019

WORKPLACE MEDIATION	Jun-19	Jul-19
No of Referrals	1	0
*No of Successful Cases	0	0
*No of Unsuccessful Cases	0	0
No of cases unsuitable for mediation	0	1

WORKPLACE MEDIATION	Jun-18	Jul-18
No of Referrals	0	0
*No of Successful Cases	0	0
*No of Unsuccessful Cases	0	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 (Jun-Jul 2019)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CHILD CARING / CARING RESPONSIBILITIES	1	0	1	1	0	3	23
CAREER ADVANCEMENT	0	0	2	0	0	2	15
PERSONAL REASONS	0	0	0	1	1	2	15
FURTHER EDUCATION	0	1	0	0	0	1	8
POOR RELATIONSHIPS WITH MANAGERS / COLLEAGUES	0	1	0	0	0	1	8
OTHER	0	1	0	1	2	4	31
NUMBER OF EXIT INTERVIEWS CONDUCTED	1	3	3	3	3	13	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	20	12	8	7	18	65	
% OF LEAVERS INTERVIEWED	5	25	38	43	17	20	

EXIT INTERVIEWS (Jun-Jul 2018)

NUMBER OF EXIT INTERVIEWS CONDUCTED	4	4	4	2	11	25	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	24	19	8	5	24	80	
% OF LEAVERS INTERVIEWED	17	21	50	40	46	31	

* Note these totals include temporary employees

RECRUITMENT MONITORING
Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 June 2019 - 31 July 2019

Total Number of applications received:	4584
Total Number of Equal Opportunities Monitoring forms received:	4318
Total Number of posts recruited for:	250
Total Number of appointments:	686

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	4318	1428	539
Total No of Male Applicants	1728	516	170
Total No of Female Applicants	2573	863	369
Total No of Disabled Applicants	237	94	23
Total No of applicants aged under 50	3541	1090	417
Total No of applicants aged over 50	746	285	102
Total No of White applicants	4154	1343	443
Total No of Black/Ethnic minority applicants*	123	36	11

FROM : 1 June 2018 - 31 July 2018

Total Number of applications received:	1279
Total Number of Equal Opportunities Monitoring forms received:	1279
Total Number of posts recruited for:	161
Total Number of appointments:	161

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1279	323	161
Total No of Male Applicants	405	89	37
Total No of Female Applicants	804	222	89
Total No of Disabled Applicants	128	83	11
Total No of applicants aged under 50	957	246	98
Total No of applicants aged over 50	189	69	26
Total No of White applicants	1145	306	126
Total No of Black/Ethnic minority applicants*	34	8	0

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

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
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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 9 March 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
Community & Enterprise Resources	3030	1269	212	204	1345	2185.57	1.00	1445.36	421.82	242.75	47.64	17.00	4.00	6.00	0.00
Education - Others	2707	127	84	465	2031	1938.68	1.00	1260.60	429.56	124.68	28.80	15.00	4.00	59.64	15.40
Education - Teachers	3659	675	61	2209	714	3349.03	0.00	1.03	0.00	0.00	0.00	0.00	0.00	4.00	3344.00
Finance & Corporate Resources	916	207	23	390	296	814.43	2.00	128.83	354.53	231.75	63.62	26.70	6.00	1.00	0.00
Housing & Technical	1306	852	19	299	136	1254.18	1.00	189.46	670.63	346.09	35.00	10.00	2.00	0.00	0.00
Social Work Resources	2765	218	191	910	1446	2384.81	1.00	1328.99	466.47	544.35	20.00	22.00	2.00	0.00	0.00
						8577.67	(excluding Teachers)								
Total All Staff	14383	3348	590	4477	5968	11926.70	6.00	4354.27	2343.01	1489.62	195.06	90.70	18.00	70.64	3359.40