

Report

Report to:	Corporate Resources Committee
Date of Meeting:	4 May 2005
Report by:	Executive Director (Corporate Resources)

Subject:	Monitoring Information - February to March 2005
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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 February - March 2005

2 Recommendation(s)

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

- (1) that the following employment information for February - March 2005 relating to the Council be noted:-
- attendance statistics
 - occupational health
 - accidents/incidents
 - discipline, grievance, Dignity at work hearings
 - analysis of leavers
 - recruitment monitoring
 - staffing watch

3 Background

3.1 As part of the Council's performance management arrangements, regular Workforce Monitoring Reports are submitted to the Corporate Management Team. This report for the Council provides information on the position for the period February – March 2005.

4 Attendance Statistics

- 4.1 Information on absence statistics for the period March 2005 for the Council and each Resource is provided in Appendices 1 – 10. Points to note are:
- The Council's absence rate for March 2005 is 4.6%, showing an increase of 0.1% when compared with March 2004, and 0.2% lower than last month.
 - In comparison to March 2004, the APT&C figure has increased by 0.6%, the teaching staff figure has increased by 0.2% and the manual worker figure has decreased by 0.4%.
 - The Council's absence figure for the financial year April 2004 – March 2005 reduced by 0.3% to 3.8% when compared with the April 2003 – March 2004 figure of 4.1%.

- Based on current absence figures for the period April 2004 – March 2005, the annual absence figure for the financial year equates to 8.9 days being lost per employee due to absence, compared with 10.0 days in the same period last year.

In comparison to the same period last year:

- Musculoskeletal and respiratory are the main reasons for absence. Total days lost due to musculoskeletal have decreased by 406 days and respiratory reasons have increased by 1324 days.
- Education, Community and Housing and Technical Resources have experienced the most significant increase in respiratory conditions by 408, 295 and 288 days respectively.
- Days lost due to psychological conditions have increased by 59 days when compared to the same period last year. Education Resources have had the most significant increase in days lost due to psychological conditions by 336 days.

5 Occupational Health

5.1 Information on Occupational Health is provided in Appendix 11.

- In comparison to the same period last year there has been a decrease of 2 employees being referred for a medical examination. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- During the period a total of 218 employees attended physiotherapy treatment this is a decrease of 1 compared to the same period last year. Of the employees referred, 78% remained at work whilst undertaking treatment.
- There were 68 employees referred to the Employee Support Officer, showing a decrease of 21 when compared to the same period last year. Of those referrals made this period 76% related to personal reasons and 23% were work related stress.
- There were 84 referrals for counselling this period, 55 from management and 29 from employees. Personal reasons accounted for 65% of the referrals made and work stress accounted for 21%.

6 Accidents/Incidents

6.1 The monthly accident/incident report for the period February - March 2005 is contained in Appendix 12.

- The number of accidents/incidents recorded this period was 171 showing an increase of 44 when compared with the same period last year.
- Minor accidents/incidents have increased by 46 compared to the same period last year.

7 Discipline, Grievance, Dignity at Work

7.1 Information on Disciplinary, Grievance Hearings and Dignity at Work is contained in Appendices 13 and 14. In terms of the Race Relations (Amendment) Act, information on ethnic minority origin is now being recorded against all Discipline, Grievance and Dignity at Work cases.

- In total, 56 disciplinary hearings were held across Resources within the Council during the period, showing a decrease of 12 when compared to the same period last year. Action was taken in 49 of these cases, and there were 7 appeals raised against the outcome, of which 2 were upheld in part, 3 were not upheld and 2 are pending.
- During the period February - March 2005 3 disciplinary appeals have been progressed to the Corporate Resources Appeal Panel, all of which were not upheld. To date 6 appeals are still pending.

- Our target is to convene disciplinary hearings within 6 weeks, 89% of hearings met this target.
- There were 4 Grievances raised this period, showing an increase of 1 when compared to the same period last year.
- There was 1 Dignity at Work incident raised this period, showing a decrease of 4 when compared to the same period last year.

8 Analysis of Leavers and Exit Interviews

8.1 Labour Turnover

Information on the number of leavers and exit interviews 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 12 March 2005 the Labour Turnover figure for February 2005 - March 2005 is as follows:

104 leavers/15707 employees in post = Labour Turnover of 0.66%

Based on figures from April 2004 to March 2005, the annual average labour turnover figure for the Council is 5.09%.

8.2 Analysis of Reasons for Leaving

- There was an increase of 8 employees leaving the Council this period when compared with 96 in the same period last year.
- The main reason for leaving during the period February 2005 - March 2005 was Career Advancement.
- Exit interviews in the period February 2005 - March 2005 were held with 68% of leavers which remains unchanged from the same period last year

9 Recruitment Monitoring

9.1 Information on Recruitment Monitoring is contained within Appendix 16.

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

- Overall, 1896 applications were received this period and 1751 individuals completed Equal Opportunities Monitoring Forms.
- Of those applicants who declared themselves as disabled (39), 18 were shortlisted for interview, and 2 were appointed.
- Of those applicants of a black/ethnic minority background (28) 9 were shortlisted for interview, and 1 was appointed.

10 Staffing Watch

Details of the number of employees in post on 12 March 2005 is contained in Appendix 17.

- There was an increase of 145 in the total number of employees in post since 11 December 2004.

10 Employee Implications

10.1 There are no implications for employees arising from the information presented in this report.

11 Financial Implications

11.1 All financial implications are accommodated within existing budgets.

12 Other Implications

12.1 None

13 Consultation

13.1 There was no requirement to undertake any consultation in terms of the information contained in this report.

Alan Cuthbertson
Executive Director (Corporate Resources)

12 April 2005

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Link(s) to Council Objectives

- managing resources

Previous References

- 9 March 2005

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:-

Elaine Melrose, Personnel Officer

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APPENDIX 1

**ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005
Council Wide**

APT&C				Teachers				Manual Workers				Council Wide			
	2002 / 2003	2003 / 2004	2004/ 2005		2002 / 2003	2003 / 2004	2004/ 2005		2002 / 2003	2003 / 2004	2004/ 2005		2002 / 2003	2003 / 2004	2004/ 2005
April	4.3	3.5	3.6	April	4.2	4.0	3.1	April	5.3	4.8	4.9	April	4.6	4.1	3.9
May	4.6	3.4	3.4	May	4.1	3.6	2.9	May	5.6	4.9	4.9	May	4.8	3.9	3.8
June	4.0	3.6	3.1	June	3.3	3.3	2.6	June	5.2	4.8	4.2	June	4.2	3.9	3.3
July	3.8	3.5	2.8	July	1.6	1.6	1.4	July	4.8	4.0	3.5	July	3.6	3.2	2.7
August	3.5	3.2	2.9	August	1.8	1.8	1.9	August	5.1	4.5	4.0	August	3.6	3.3	3.0
September	4.2	3.5	3.3	September	3.0	3.3	3.1	September	5.5	5.3	5.1	September	4.3	4.1	3.8
October	4.3	3.5	3.5	October	3.4	3.6	2.9	October	5.6	5.7	4.9	October	4.5	4.2	3.7
November	4.6	4.6	3.7	November	4.8	4.6	3.6	November	5.4	6.0	5.1	November	4.9	5.0	4.1
December	4.0	3.7	3.3	December	3.9	3.5	3.8	December	4.6	5.7	4.8	December	4.2	4.3	3.9
January	4.0	3.6	3.5	January	4.0	3.8	3.8	January	5.0	5.6	5.2	January	4.3	4.3	4.1
February	4.1	3.5	4.6	February	4.4	4.2	4.2	February	5.4	6.2	5.5	February	4.6	4.6	4.8
March	4.1	3.8	4.4	March	4.8	4.0	4.2	March	5.6	5.8	5.4	March	4.8	4.5	4.6
Annual Average	4.1	3.6	3.5	Annual Average	3.6	3.4	3.1	Annual Average	5.3	5.3	4.8	Annual Average	4.4	4.1	3.8

No of Employees at 31 Mar 2005	7241	No of Employees at 31 Mar 2005	4224	No of Employees at 31 Mar 2005	4828	No of Employees at 31 Mar 2005	16293
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- (1) Unpaid special leave is included in all absence rates.
- (2) For the Council as a whole the rate of unpaid special leave is so small as to be negligible.
- (3) Average number of days lost per employee annually is 8.9 days.

ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005
Community Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005				
April	3.4	3.3	2.8	April	4.6	4.4	4.7	April	4.5	4.2	4.5	April	4.6	4.1	3.9				
May	4.5	3.9	2.4	May	5.5	4.6	4.8	May	5.4	4.5	4.5	May	4.8	3.9	3.8				
June	4.0	4.2	1.9	June	5.1	4.7	3.8	June	4.9	4.7	3.6	June	4.2	3.9	3.3				
July	3.8	4.9	2.7	July	4.7	3.6	3.0	July	4.6	3.8	3.0	July	3.6	3.2	2.7				
August	3.3	4.7	3.3	August	4.7	4.1	3.5	August	4.5	4.2	3.4	August	3.6	3.3	3.0				
September	3.3	5.4	3.4	September	5.5	5.7	5.3	September	5.2	5.7	4.8	September	4.3	4.1	3.8				
October	4.6	4.5	3.6	October	5.1	6.2	4.7	October	5.0	6.0	4.5	October	4.5	4.2	3.7				
November	3.4	5.0	3.2	November	4.9	6.3	4.9	November	4.7	6.1	4.6	November	4.9	5.0	4.1				
December	2.9	3.8	3.4	December	4.1	6.2	4.3	December	3.9	5.9	4.2	December	4.2	4.3	3.9				
January	4.0	3.9	2.2	January	4.7	6.4	5.3	January	4.6	6.0	4.5	January	4.3	4.3	4.1				
February	4.0	2.8	4.9	February	5.3	7.1	5.6	February	5.1	6.5	5.5	February	4.6	4.6	4.8				
March	3.8	2.7	3.8	March	5.1	5.9	5.4	March	5.0	5.5	5.2	March	4.8	4.5	4.6				
Annual Average	3.8	4.1	3.1	Annual Average	4.9	5.4	4.6	Annual Average	4.8	5.3	4.4	Annual Average	4.4	4.1	3.8				
No of Employees at 31 Mar 2005				490	No of Employees at 31 Mar 2005				2962	No of Employees at 31 Mar 2005				3452	No of Employees at 31 Mar 2005				16293

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

Average number of days lost per employee annually is 11.3 days.

ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005
Corporate Resources

Resource Total (APT&C)				Council Wide			
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005
April	3.5	2.2	2.8	April	4.6	4.1	3.9
May	3.6	2.0	3.1	May	4.8	3.9	3.8
June	2.6	2.4	2.7	June	4.2	3.9	3.3
July	1.5	3.5	2.0	July	3.6	3.2	2.7
August	1.9	4.1	1.7	August	3.6	3.3	3.0
September	3.8	3.6	1.9	September	4.3	4.1	3.8
October	5.0	2.4	1.9	October	4.5	4.2	3.7
November	4.3	2.7	2.1	November	4.9	5.0	4.1
December	2.9	2.4	2.2	December	4.2	4.3	3.9
January	3.1	2.2	3.7	January	4.3	4.3	4.1
February	2.7	2.7	3.9	February	4.6	4.6	4.8
March	3.4	2.8	3.9	March	4.8	4.5	4.6
Annual Average	3.2	2.8	2.7	Annual Average	4.4	4.1	3.8

No of Employees at 31 Mar 2005	253	No of Employees at 31 Mar 2005	16293
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For Corporate Resources the absence rate for unpaid special leave was nil.
Average number of days lost per employee annually is 6.5 days.

ABSENCE TRENDS - ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005
Education Resources

APT&C				Teachers				Manual Workers				Resource Total				Council Wide			
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005
April	4.5	3.5	3.3	April	4.2	4.0	3.1	April	3.0	5.2	5.8	April	4.3	3.8	3.2	April	4.6	4.1	3.9
May	4.5	3.1	3.0	May	4.1	3.6	2.9	May	4.5	9.6	3.4	May	4.2	3.5	2.9	May	4.8	3.9	3.8
June	3.8	3.4	2.7	June	3.3	3.3	2.6	June	2.2	6.4	3.2	June	3.4	3.4	2.7	June	4.2	3.9	3.3
July	2.9	2.9	1.9	July	1.6	1.6	1.4	July	0.8	10.8	2.4	July	1.9	2.0	1.6	July	3.6	3.2	2.7
August	3.3	2.5	2.4	August	1.8	1.8	1.9	August	3.6	5.8	3.4	August	2.2	2.0	2.0	August	3.6	3.3	3.0
September	3.7	2.9	3.5	September	3.0	3.3	3.1	September	6.2	2.4	3.9	September	3.3	3.2	3.2	September	4.3	4.1	3.8
October	3.9	3.2	3.3	October	3.4	3.6	2.9	October	6.2	4.1	2.7	October	3.6	3.4	3.0	October	4.5	4.2	3.7
November	4.7	4.4	3.5	November	4.8	4.6	3.6	November	2.2	4.2	2.3	November	4.7	4.5	3.6	November	4.9	5.0	4.1
December	3.9	3.7	3.2	December	3.9	3.5	3.8	December	1.8	4.9	1.0	December	3.9	3.6	3.5	December	4.2	4.3	3.9
January	3.8	3.6	4.0	January	4.0	3.8	3.8	January	1.8	4.3	0.0	January	3.9	3.7	3.9	January	4.3	4.3	4.1
February	4.4	3.6	5.2	February	4.4	4.2	4.2	February	5.2	6.2	0.0	February	4.4	4.0	4.6	February	4.6	4.6	4.8
March	4.2	4.0	4.9	March	4.8	4.0	4.2	March	7.1	5.7	4.7	March	4.6	4.0	4.5	March	4.8	4.5	4.6
Annual Average	4.0	3.4	3.4	Annual Average	3.6	3.4	3.1	Annual Average	3.7	5.8	2.7	Annual Average	3.7	3.4	3.2	Annual Average	4.4	4.1	3.8
No of Employees at 31 Mar 2005			2465	No of Employees at 31 Mar 2005			4224	No of Employees at 31 Mar 2005			34	No of Employees at 31 Mar 2005			6723	No of Employees at 31 Mar 2005			16293

For Education Resources the absence rate for unpaid special leave is so small as to be negligible.
Average number of days lost per employee annually is 7.5 days.

ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005
Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005
April	2.5	1.6	2.3	April	3.6	7.7	5.9	April	2.8	3.4	3.3	April	4.6	4.1	3.9
May	3.4	1.2	2.1	May	3.7	4.7	7.4	May	3.5	2.3	3.6	May	4.8	3.9	3.8
June	2.4	1.9	2.0	June	4.3	4.4	7.3	June	3.0	2.6	3.5	June	4.2	3.9	3.3
July	3.0	2.0	1.6	July	3.1	5.0	5.9	July	3.0	2.9	2.8	July	3.6	3.2	2.7
August	3.2	1.5	2.2	August	4.2	8.1	6.4	August	3.5	3.4	3.4	August	3.6	3.3	3.0
September	3.3	3.1	2.5	September	5.2	7.6	5.2	September	3.8	4.3	3.2	September	4.3	4.1	3.8
October	3.4	3.4	1.8	October	5.3	4.6	4.2	October	3.9	3.7	2.5	October	4.5	4.2	3.7
November	2.5	3.9	2.5	November	4.6	5.0	3.3	November	3.1	4.2	2.7	November	4.9	5.0	4.1
December	2.5	3.0	2.6	December	4.1	5.1	3.0	December	3.0	3.6	2.7	December	4.2	4.3	3.9
January	2.2	2.9	2.0	January	3.5	5.0	2.0	January	2.6	3.5	2.0	January	4.3	4.3	4.1
February	2.2	3.5	2.4	February	3.7	5.3	3.9	February	2.7	4.0	2.9	February	4.6	4.6	4.8
March	2.5	3.2	3.2	March	5.6	4.8	5.1	March	3.4	3.7	3.8	March	4.8	4.5	4.6
Annual Average	2.8	2.6	2.3	Annual Average	4.2	5.6	5.0	Annual Average	3.2	3.5	3.0	Annual Average	4.4	4.1	3.8

No of Employees at 31 Mar 2005	467	No of Employees at 31 Mar 2005	199	No of Employees at 31 Mar 2005	666	No of Employees at 31 Mar 2005	16293
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For Enterprise Resources the absence rate for unpaid special leave is nil.
Average number of days lost per employee annually is 7.9 days.

APPENDIX 6

ABSENCE TRENDS - ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005
Finance & IT Resources

Resource Total (APT&C)				Council Wide			
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005
April	3.6	3.6	1.2	April	4.6	4.1	3.9
May	3.6	3.1	2.7	May	4.8	3.9	3.8
June	2.9	2.7	2.0	June	4.2	3.9	3.3
July	2.8	2.1	2.0	July	3.6	3.2	2.7
August	1.3	1.3	1.8	August	3.6	3.3	3.0
September	2.2	2.0	2.3	September	4.3	4.1	3.8
October	2.4	2.5	3.1	October	4.5	4.2	3.7
November	4.1	2.8	2.5	November	4.9	5.0	4.1
December	4.0	2.1	1.8	December	4.2	4.3	3.9
January	4.6	2.2	2.0	January	4.3	4.3	4.1
February	4.9	2.0	2.9	February	4.6	4.6	4.8
March	3.6	1.5	2.1	March	4.8	4.5	4.6
Annual Average	3.3	2.3	2.2	Annual Average	4.4	4.1	3.8

No of Employees at 31 Mar 2005		277	No of Employees at 31 Mar 2005	16293
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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 5.5 days.

ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005
April	3.8	2.9	3.6	April	7.1	5.1	4.4	April	5.0	3.7	3.8	April	4.6	4.1	3.9
May	3.8	2.4	3.8	May	6.0	4.7	3.9	May	4.6	3.2	3.8	May	4.8	3.9	3.8
June	3.7	2.6	4.0	June	5.2	4.3	4.0	June	4.2	3.2	4.0	June	4.2	3.9	3.3
July	3.6	2.9	3.9	July	4.2	4.3	4.3	July	3.8	3.4	4.1	July	3.6	3.2	2.7
August	3.1	2.3	3.9	August	5.0	5.5	5.4	August	3.8	3.4	4.3	August	3.6	3.3	3.0
September	3.5	2.9	3.6	September	5.3	6.0	6.5	September	4.2	3.9	4.5	September	4.3	4.1	3.8
October	2.9	3.0	3.9	October	5.2	6.3	6.9	October	3.8	4.1	4.8	October	4.5	4.2	3.7
November	3.9	4.5	4.3	November	5.7	7.5	7.9	November	4.6	5.5	5.4	November	4.9	5.0	4.1
December	3.4	3.7	3.0	December	4.6	5.4	7.8	December	3.9	4.3	4.5	December	4.2	4.3	3.9
January	3.4	3.1	3.0	January	4.7	4.2	6.5	January	3.9	3.5	4.0	January	4.3	4.3	4.1
February	3.9	3.2	3.8	February	4.4	5.4	6.3	February	4.0	3.9	4.6	February	4.6	4.6	4.8
March	4.1	3.5	3.8	March	6.5	5.9	5.3	March	5.0	4.2	4.3	March	4.8	4.5	4.6
Annual Average	3.6	3.1	3.7	Annual Average	5.3	5.4	5.8	Annual Average	4.2	3.9	4.3	Annual Average	4.4	4.1	3.8

No of Employees at 31 Mar 2005	1454	No of Employees at 31 Mar 2005	601	No of Employees at 31 Mar 2005	2055.2	No of Employees at 31 Mar 2005	16293
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For Housing & Technical Resources the rate of unpaid special leave was nil.
Average number of days lost per employee annually is 11.0 days.

ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005	
April	5.5	5.0	5.0	April	6.6	5.2	5.9	April	5.9	5.1	5.3	April	4.6	4.1	3.9	
May	6.1	5.3	4.5	May	6.4	5.9	5.8	May	6.2	5.5	4.9	May	4.8	3.9	3.8	
June	5.7	5.1	3.8	June	6.0	5.0	4.9	June	5.8	5.1	4.2	June	4.2	3.9	3.3	
July	5.6	4.8	3.1	July	6.0	4.5	4.4	July	5.7	4.7	3.5	July	3.6	3.2	2.7	
August	4.9	5.0	3.2	August	6.9	4.5	4.2	August	5.7	4.8	3.5	August	3.6	3.3	3.0	
September	6.3	4.7	3.5	September	5.8	3.5	3.7	September	6.1	4.3	3.5	September	4.3	4.1	3.8	
October	6.3	4.6	4.0	October	7.4	3.9	4.1	October	6.7	4.3	4.0	October	4.5	4.2	3.7	
November	6.2	5.4	4.5	November	7.1	4.7	4.5	November	6.5	5.1	4.5	November	4.9	5.0	4.1	
December	5.8	4.4	4.1	December	6.3	4.4	4.7	December	6.0	4.4	4.3	December	4.2	4.3	3.9	
January	5.5	4.7	4.7	January	6.4	4.4	4.9	January	5.8	4.6	4.8	January	4.3	4.3	4.1	
February	4.5	4.3	5.1	February	6.6	4.5	5.3	February	5.3	4.4	5.2	February	4.6	4.6	4.8	
March	4.9	4.9	5.0	March	6.4	5.5	5.3	March	5.5	5.1	5.1	March	4.8	4.5	4.6	
Annual Average	5.6	4.9	4.2	Annual Average	6.5	4.7	4.8	Annual Average	5.9	4.8	4.4	Annual Average	4.4	4.1	3.8	
No of Employees at 31 Mar 2005			1835	No of Employees at 31 Mar 2005			1032	No of Employees at 31 Mar 2005			2867	No of Employees at 31 Mar 2005			16293	

For Social Work Resources the absence rate for unpaid special leave was 0.05%
Average number of days lost per employee annually is 10.1 days.

APPENDIX 9

ABSENCE BY LONG AND SHORT TERM

From: 1 January 2005 - 31 March 2005

Resource	No of employees	January 2005			February 2005			March 2005		
		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	3452	2.1	2.4	4.5	2.0	3.5	5.5	1.8	3.4	5.2
Corporate	253	2.3	1.4	3.7	1.9	2.0	3.9	1.6	2.3	3.9
Education	6723	1.9	2.0	3.9	2.3	2.3	4.6	2.1	2.4	4.5
Enterprise	666	1.2	0.8	2.0	2.1	0.7	2.8	2.2	1.6	3.8
Finance & IT	277	1.2	0.8	2.0	2.1	0.8	2.9	1.6	0.5	2.1
Housing & Technical	2055	1.7	2.3	4.0	2.6	2.0	4.6	2.4	1.9	4.3
Social Work	2867	2.3	2.5	4.8	2.5	2.7	5.2	2.2	2.9	5.1
Council Overall for Jan 05 - Mar 05	16293	2.0	2.1	4.1	2.3	2.5	4.8	2.1	2.5	4.6

ATTENDANCE MONITORING

ABSENCE CLASSIFICATIONS

From : 1 March 2005 - 31 March 2005

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	1194	29	40	19	951	15	109	20	36	28	521	27	850	30	3701	23
RESPIRATORY	794	19	35	17	1133	19	101	18	43	33	474	24	582	20	3162	20
PSYCHOLOGICAL	909	22	54	25	1095	18	102	18	10	8	276.5	14	530	18	2977	19
STOMACH, BOWEL,BLOOD, METABOLIC DISORDERS	318	8	5	2	989	16	113	20	10	8	249	13	243.5	8	1928	12
OTHERS	915	22	78	37	1942	32	131	24	30	23	427.5	22	682.5	24	4206	26
Total Days Lost By Resource	4130	100	212	100	6110	100	556	100	129	100	1948	100	2888	100	15973	100
Total Work Days Available	3452		5438		136178		14822		6001		45655		56902			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 February 2005 - 31 March 2005 comparison with 1 February 2004 - 31 March 2004

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (Feb-Mar 2005)	26	1	14	19	2	0	22	30	114
TOTAL (Feb-Mar 2004)	41	0	12	14	5	0	15	29	116

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Feb-Mar 2004	Feb-Mar 2005
COMMUNITY	43	38
CORPORATE	3	6
EDUCATION (TEACHERS)	21	33
EDUCATION (OTHERS)	28	32
ENTERPRISE	18	21
FINANCE & IT	1	2
HOUSING & TECH	33	34
SOCIAL WORK	72	52
TOTAL	219	218

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Feb-Mar 2004	Feb-Mar 2005
COMMUNITY	25	20
CORPORATE	4	2
EDUCATION	13	15
ENTERPRISE	6	3
FINANCE & IT	0	1
HOUSING & TECHNICAL	15	7
SOCIAL WORK	26	20
TOTAL	89	68

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 FEB-MAR 2005	10	8	0	0	3	1	39	16	1	2	2	2	55	29	
TOTAL FEB-MAR 2004	18	4	0	0	4	0	35	11	5	3	0	0	62	18	
TOTAL										Total Referrals (Feb-Mar 2005)				84	
										Total Referrals (Feb-Mar 2004)				80	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

*Resources nil responses are not included in figures

CAUSE OF ACCIDENTS/INCIDENTS TO EMPLOYEES

FROM: 1 February 2005 - 31 March 2005 comparison with 1 February 2004 - 31 March 2004

	Community		Education		Enterprise		Housing & Tech		Social Work		TOTAL	
	Feb-Mar 05	Feb-Mar 04	Feb-Mar 05	Feb-Mar 04	Feb-Mar 05	Feb-Mar 04	Feb-Mar 05	Feb-Mar 04	Feb-Mar 05	Feb-Mar 04	Feb-Mar 05	Feb-Mar 04
Major*	2	5	1	2	2	3	7	3	1	2	13	15
Minor	8	10	69	48	12	9	24	22	45	23	158	112
Violent Incident: Physical**	0	0	41	21	0	0	0	0	18	7	59	28
Violent Incident: Verbal**	1	1	14	9	8	0	4	4	21	4	48	18
Total Accidents/Incidents	10	15	70	50	14	12	31	25	46	25	171	127

Note: *Major accidents as defined by HSE include injuries such as broken limbs, fractured skulls, loss of consciousness and accidents resulting in absence of 3+ days

**Violent Incidents are included in the Major and Minor figures.

* Resources nil responses are not included in figures

RECORD OF DISCIPLINARY HEARINGS

FROM: 1 February 2005 - 31 March 2005 comparison with 1 February 2004 - 31 March 2004

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks	No of Non-White employee 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	2	21	N/A	23	0	2	N/A	2	2	19	N/A	21	14	6	3	87%	0
CORPORATE	2	0	N/A	2	1	0	N/A	1	1	0	N/A	1	0	0	2	0%	0
ENTERPRISE	0	4	N/A	4	0	0	N/A	0	0	4	N/A	4	2	1	1	75%	0
HOUSING & TECHNICAL	5	11	N/A	16	0	0	N/A	0	5	11	N/A	16	12	4	0	100%	0
SOCIAL WORK	11	0	N/A	11	4	0	N/A	4	7	0	N/A	7	11	0	0	100%	0
TOTAL (FEB-MAR 2005)	20	36	0	56	5	2	0	7	15	34	0	49	39	11	6	89%	0
TOTAL (FEB-MAR 2004)	20	48	0	68	4	4	0	8	16	44	0	60	48	15	5	93%	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 (FEB-MAR 2005)	1	6	0	7	0	0	0	0	1	1	0	2	0	3	3	2	0
TOTAL (FEB-MAR 2004)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Resources nil responses are not included in figures

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

CORPORATE RESOURCES APPEAL PANEL

FROM: 1 February 2005 - 31 March 2005

RESOURCE	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
COMMUNITY	0	0	0	0	0	0
CORPORATE	0	0	0	0	0	0
EDUCATION	0	0	0	0	0	0
ENTERPRISE	0	0	0	0	0	0
FINANCE & IT	0	0	0	0	0	0
HOUSING & TECHNICAL	0	0	2	0	2	5
SOCIAL WORK	0	0	1	0	1	1
TOTAL	0	0	3	0	3	6

RECORD OF GRIEVANCES

FROM: 1 February 2005 - 31 March 2005 comparison with 1 February 2004 - 31 March 2004

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 (FEB-MAR 2005)	0	4	0	1	0	3
TOTAL (FEB-MAR 2004)	0	3	0	1	1	1

DIGNITY AT WORK

FROM: 1 February 2005 - 31 March 2005 comparison with 1 February 2004 - 31 March 2004

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 (FEB-MAR 2005)	0	1	0	0	0	0	1
TOTAL (FEB-MAR 2004)	0	5	1	1	0	0	3

*Resources nil responses are not included in figures

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

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

FROM: 1 February 2005 - 31 March 2005

EXIT INTERVIEWS FEBRUARY-MARCH 2005

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	7	1	11	1	2	7	6	35	49
MOVING OUTWITH AREA	1	0	5	0	1	2	0	9	13
DISSATISFACTION WITH TERMS AND CONDITIONS	1	1	1	0	0	2	0	5	7
PERSONAL REASONS	4	0	0	0	0	1	0	5	7
OTHER	3	0	5	1	0	7	1	17	24
NUMBER OF EXIT INTERVIEWS CONDUCTED	16	2	22	2	3	19	7	71	100
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	22	3	26	3	4	31	15	104	
% OF LEAVERS INTERVIEWED	73	67	85	67	75	61	47	68	

EXIT INTERVIEWS FEBRUARY-MARCH 2004

NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)	13	0	25	2	2	7	16	65	
TOTAL NO OF PERMANENT LEAVERS PER RESOURCE (LAST YEAR)	24	0	28	2	2	20	20	96	
% OF LEAVERS INTERVIEWED (LAST YEAR)	54	0	89	100	100	35	80	68	

* Note these totals include temporary employees

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 February 2005 - 31 March 2005

Total Number of applications received:	1896
Total Number of Equal Opportunities Monitoring forms received:	1751(92%)
Total Number of posts recruited for:	214
Total Number of appointments:	206

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1751	830	186
Total No of Male Applicants	583	238	45
Total No of Female Applicants	1150	582	141
Total No of Disabled Applicants	39	18	2
Total No of applicants aged under 50	1544	735	169
Total No of applicants aged over 50	191	88	17
Total No of White applicants	1677	794	183
Total No of Black/Ethnic minority applicants*	28	9	1

FROM : 1 February 2004 - 31 March 2004

Total Number of applications received:	2169
Total Number of Equal Opportunities Monitoring forms received:	1773 (82%)
Total Number of posts recruited for:	460
Total Number of appointments:	457

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1773	773	316
Total No of Male Applicants	781	310	203
Total No of Female Applicants	970	454	112
Total No of Disabled Applicants	27	20	1
Total No of applicants aged under 50	1573	692	299
Total No of applicants aged over 50	184	73	17
Total No of White applicants	1706	747	304
Total No of Black/Ethnic minority applicants*	14	6	2

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 12 MARCH 2005**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3084	1147	142	255	1540
Corporate Resources	250	62	3	147	38
Education - Teachers	3919	818	110	2286	705
Education - Others	2524	205	59	742	1518
Enterprise Resources	664	458	7	154	45
Finance & IT Resources	281	116	1	132	32
Housing & Technical	2142	1208	7	753	174
Social Work Resources	2843	284	114	888	1557

Total All Staff	15707	4298	443	5357	5609
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Total	Full-Time Equivalent				
	Salary Band				
	A1	A2	B	C	Other
2398.11	6	18	153.86	1038.11	1182.14
232.4	7	20.6	68.2	136.6	0
3494.23	415	3079.23	*	*	*
1761.38	6	27	164.2	1564.18	0
641.1	7	33.6	223.7	186.8	190
267.5	3	18	130.9	115.6	0
2051.9	9	37	351	1003.9	651
2312.86	6	18	449.22	1839.64	0

9665.25	459	3251.43	1541.08	5884.83	2023.14
13159.48	Total including teachers				

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 11 DECEMBER 2004**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3063	1152	141	248	1522
Corporate Resources	249	62	2	149	36
Education - Teachers	3965	828	112	2328	697
Education - Others	2489	197	57	753	1482
Enterprise Resources	640	445	7	146	42
Finance & IT Resources	283	118	0	132	33
Housing & Technical	2092	1175	5	747	165
Social Work Resources	2781	273	117	868	1523

Total All Staff	15562	4250	441	5371	5500
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Total	Full-Time Equivalent				
	Salary Band				
	A1	A2	B	C	Other
2344.1	6	16	154.42	1105.96	1061.72
232.5	7	20.6	70.2	134.7	0
3533.64	412	3121.64	0	0	0
1750.57	6	27	167.61	1549.96	0
618.6	7	33.6	224	180	174
269.5	3	14	136.9	115.6	0
2008.7	10	34	343.8	987.9	633
2260.38	6	19	435.77	1799.61	0

9484.35	457	3285.84	1532.7	5873.73	1868.72
13017.99	Total including teachers				

A1 Salaries at or above SCP116 - £54,327
A2 Salaries in the range SCP91-114 - £37,447 - £52,758
B Salaries in the range SCP59-90 - £23,267 - £36,899
C Salaries in the range SCP05-57 - £10,109 - £22,574
Others Manual and Craft

* Teachers not included in salary band analysis
as not APT&C

