

# Report

Report to:	<b>Corporate Resources Committee</b>
Date of Meeting:	<b>20 May 2009</b>
Report by:	<b>Executive Director (Corporate Resources)</b>

Subject:	<b>Council-wide Workforce Monitoring – February and March 2009</b>
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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 February and March 2009

## 2. Recommendation(s)

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

(1) that the following employment information for February and March 2009 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ discipline, grievance and dignity at work hearings
- ◆ labour turnover/analysis of leavers and exit interviews
- ◆ recruitment monitoring

## 3. Background

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

## 4. Attendance Statistics

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

- ◆ The Council's absence rate for March 2009 is 4.4%, a decrease of 0.1% when compared to last month. When compared to March 2008 this figure has decreased by 0.2%.
- ◆ When compared to March 2008, the APT&C figure has decreased by 0.2%, the teachers' figure has increased by 0.5% and the manual worker figure has decreased by 0.7%.

- ◆ Based on the absence rate for March 2009, the overall absence rate for the Council for the financial year 2008/2009 is 4.0%. This equates to 9.8 days being lost per employee.

In comparison to March 2008:-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 441 days; the most significant decrease was in Community Resources by 153 days.
- ◆ Total days lost due to psychological conditions have increased by 182 days, the most significant increase was in Education Resources by 603 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 142 days; this increase is reflected across the majority of Resources.
- ◆ Total days lost due to respiratory conditions have decreased by 474 days; the most significant decrease was in Social Work Resources by 270 days.

## **5. Occupational Health**

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

- ◆ In comparison to the same period last year there has been a decrease of 44 employees being referred for a medical examination. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ A total of 292 employees attended physiotherapy treatment, showing an increase of 11 when compared to the same period last year. Of the 292 employees referred, 78% remained at work whilst undertaking treatment.
- ◆ During this period there were 109 employees referred to the Employee Support Officer, showing an increase of 14 when compared to the same period last year. Of those referrals made this period 72% related to personal reasons.
- ◆ 127 employees were referred to the Employee Counselling Service this period, of which 108 were from management and 19 from employees. Personal reasons accounted for 68% of the referrals made and work related stress accounted for 14%.

## **6. Accidents/Incidents**

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

- ◆ The number of accidents/incidents recorded was 122, a decrease of 21 from the same period last year (143).
- ◆ Major accidents/incidents have decreased overall by 6 compared to the same period last year (7).
- ◆ Minor accidents/incidents have decreased overall by 13 when compared to the same period last year (128).

## **7. Discipline, Grievance and Dignity at Work Hearings**

7.1. Information on Disciplinary, Grievance Hearings and Dignity at Work for February and March 2009 is contained in Appendices 13 and 14. In terms of the Race Relations (Amendment) Act, information on ethnic origin is now being recorded against all Discipline, Grievance and Dignity at Work cases.

- ◆ In total, 71 disciplinary hearings were held across Resources within the Council, an increase of 29 when compared to the same period last year.
- ◆ Action was taken in 61 of these cases, and there was 1 appeal raised against the outcomes.
- ◆ Our target is to convene disciplinary hearings within 6 weeks, 90% of hearings met this target.
- ◆ During the period 12 appeals were heard by the Appeals Panel, of which 5 were upheld in part and 7 were not upheld.
- ◆ During the period 1 appeal was withdrawn.
- ◆ At the end of March 2009, 3 appeals were pending.
- ◆ During the period 15 grievances and 3 dignity at work cases were raised.

## **8. Labour Turnover/Analysis of Leavers and Exit Interviews**

### **8.1. Labour turnover**

Information on the number of leavers and exit interviews for the period February and March 2009 is contained in Appendix 15. Exit interviews are conducted with leavers who leave voluntarily.

Using information compiled from Resources and Staffing Watch information as at 16 December 2008 the Labour Turnover figure for February and March 2009 is as follows:-

59 leavers/15,563 employees in post = Labour Turnover of 0.4%

Based on figures for April 2008 to March 2009, the annual turnover figure for the financial year 2008/2009 for the Council is 3.0%.

### **8.2. Analysis of Leavers and Exit Interviews**

- ◆ There were a total of 59 employees leaving the Council that were eligible for exit interview compared with 104 in the same period last year.
- ◆ Exit interviews were held with 73% of leavers compared to 77% last year.

## **9. Recruitment Monitoring**

### **9.1. Information on Recruitment Monitoring for February and March 2009 is contained within Appendix 16.**

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

- ◆ Overall, 1,334 applications were received and 1,306 individuals completed Equal Opportunities Monitoring Forms.
- ◆ Of those applicants who declared themselves as disabled (32), 9 were shortlisted for interview and none were appointed.
- ◆ Of those applicants of a black/ethnic minority background (17), 6 were shortlisted for interview and 1 was appointed.

## **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. Equality Impact Assessment and Consultation Arrangements**

13.1. 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.

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

**Robert McIlwain**

**Executive Director (Corporate Resources)**

26 April 2009

### **Link(s) to Council Objectives**

- ◆ Excellent employer
- ◆ People focussed

### **Previous References**

- ◆ 4 March 2009

### **List of Background Papers**

- ◆ monitoring information provided by Resources

### **Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

Eileen McPake, Personnel Officer

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APPENDIX 1

Absence Trends - 2006/2007, 2007/2008 & 2008/2009  
Council Wide

APT&C				Teachers				Manual Workers				Council Wide				
	2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	3.4	3.6	4.3	April	2.8	3.0	3.4	April	4.3	4.3	4.9	April	3.5	3.6	4.3	
May	3.6	3.8	4.1	May	3.5	3.6	2.8	May	4.3	4.5	4.8	May	3.8	3.9	4.0	
June	3.7	3.7	3.9	June	2.8	3.1	2.8	June	3.8	4.6	4.6	June	3.5	3.8	3.8	
July	3.3	3.5	3.2	July	1.5	1.4	1.5	July	3.3	4.1	3.6	July	2.9	3.2	2.9	
August	3.2	3.5	3.2	August	1.2	1.7	1.6	August	3.4	4.7	3.8	August	2.8	3.4	3.0	
September	3.6	3.8	3.8	September	2.6	3.0	2.8	September	4.6	5.2	4.7	September	3.7	4.0	3.8	
October	4.0	3.9	3.8	October	2.7	3.0	2.8	October	5.1	5.1	4.8	October	4.0	4.0	3.8	
November	4.4	4.2	4.6	November	3.9	3.7	4.0	November	5.4	5.5	5.2	November	4.5	4.5	4.6	
December	4.4	3.9	4.8	December	4.2	3.5	4.5	December	5.5	5.7	5.2	December	4.7	4.3	4.8	
January	4.4	4.4	4.5	January	4.0	3.8	4.1	January	5.6	5.8	4.6	January	4.6	4.7	4.4	
February	3.9	4.6	4.1	February	3.8	3.8	4.9	February	5.3	5.8	4.9	February	4.3	4.7	4.5	
March	4.1	4.4	4.2	March	4.0	4.2	4.7	March	4.9	5.3	4.6	March	4.3	4.6	4.4	
Annual Average	3.8	3.9	4.0	Annual Average	3.1	3.2	3.3	Annual Average	4.6	5.1	4.6	Annual Average	3.9	4.1	4.0	
Average Apr-Mar	3.8	3.9	4.0	Average Apr-Mar	3.1	3.2	3.3	Average Apr-Mar	4.6	5.1	4.6	Average Apr-Mar	3.9	4.1	4.0	
No of Employees at 31 Mar 2009			7692	No of Employees at 31 Mar 2009			3683	No of Employees at 31 Mar 2009			4579	No of Employees at 31 Mar 2009			15954	

(1) Unpaid special leave is included in all absence rates.

(2) For the Council as a whole the rate of unpaid special leave was so small it was negligible.

(3) Projected average number of days lost, based on employees headcount annually is 9.8 days.

**ABSENCE TRENDS - 2006/2007, 2007/2008 & 2008/2009**  
**Community Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009				
April	3.6	5.4	5.9	April	4.0	4.0	4.5	April	4.0	4.2	4.7	April	3.5	3.6	4.3				
May	2.9	4.6	3.8	May	3.9	4.3	4.9	May	3.7	4.3	4.7	May	3.8	3.9	4.0				
June	2.7	2.9	3.4	June	3.5	4.3	4.4	June	3.4	4.1	4.3	June	3.5	3.8	3.8				
July	3.4	4.3	3.2	July	2.7	3.5	2.8	July	2.8	3.6	2.8	July	2.9	3.2	2.9				
August	3.7	3.4	4.0	August	2.9	4.1	3.1	August	3.1	4.0	3.3	August	2.8	3.4	3.0				
September	3.7	4.0	3.8	September	4.1	4.9	4.4	September	4.1	4.8	4.3	September	3.7	4.0	3.8				
October	3.9	4.0	4.0	October	4.5	4.8	4.7	October	4.4	4.7	4.6	October	4.0	4.1	3.8				
November	4.3	3.9	4.5	November	5.0	5.4	5.2	November	4.9	5.2	5.1	November	4.5	4.5	4.6				
December	4.2	4.0	4.5	December	5.2	5.6	5.3	December	5.1	5.3	5.2	December	4.7	4.3	4.8				
January	4.2	3.9	4.0	January	5.2	5.7	4.6	January	5.0	5.4	4.5	January	4.6	4.7	4.4				
February	4.6	5.2	3.7	February	5.0	5.5	4.8	February	5.0	5.5	4.6	February	4.3	4.7	4.5				
March	4.6	5.2	3.4	March	5.0	4.9	4.7	March	5.0	5.0	4.5	March	4.3	4.6	4.4				
Annual Average	3.8	4.2	4.0	Annual Average	4.3	4.8	4.5	Annual Average	4.2	4.7	4.4	Annual Average	3.9	4.1	4.0				
Average Apr-Mar	3.8	4.2	4.0	Average Apr-Mar	4.3	4.8	4.5	Average Apr-Mar	4.2	4.7	4.4	Average Apr-Mar	3.9	4.1	4.0				
No of Employees at 31 Mar 2009				514	No of Employees at 31 Mar 2009				2913	No of Employees at 31 Mar 2009				3427	No of Employees at 31 Mar 2009				15954

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

Average number of days lost per employee annually is 11.4 days.

**ABSENCE TRENDS - 2006/2007, 2007/2008 & 2008/2009**  
**Corporate Resources**

Resource Total (APT&C)				Council Wide			
	2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009
April	2.2	1.2	1.5	April	3.5	3.6	4.3
May	1.5	1.6	1.8	May	3.8	3.9	4.0
June	2.0	2.4	2.8	June	3.5	3.8	3.8
July	2.8	2.2	2.2	July	2.9	3.2	2.9
August	3.1	1.5	2.1	August	2.8	3.4	3.0
September	2.9	2.3	1.5	September	3.7	4.0	3.8
October	2.0	2.5	1.6	October	4.0	4.1	3.8
November	1.2	2.9	2.8	November	4.5	4.5	4.6
December	2.0	2.1	3.9	December	4.7	4.3	4.8
January	1.8	2.4	3.8	January	4.6	4.7	4.4
February	2.1	2.1	2.5	February	4.3	4.7	4.5
March	1.0	2.7	3.6	March	4.3	4.6	4.4
Annual Average	2.1	2.2	2.5	Annual Average	3.9	4.1	4.0
Average Apr-Mar	2.1	2.2	2.5	Average Apr-Mar	3.9	4.1	4.0

  

No of Employees at 31 Mar 2009	279	No of Employees at 31 Mar 2009	15954
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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 6.1 days.

**ABSENCE TRENDS - ABSENCE TRENDS - 2006/2007, 2007/2008 & 2008/2009**  
**Education Resources**

APT&C				Teachers				Resource Total				Council Wide				
	2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009	
April	3.2	3.7	4.3	April	2.8	3.0	3.4	April	2.9	3.3	3.7	April	3.5	3.6	4.3	
May	4.0	4.3	4.4	May	3.5	3.6	2.8	May	3.7	3.8	3.4	May	3.8	3.9	4.0	
June	4.0	4.2	4.0	June	2.8	3.1	2.8	June	3.3	3.5	3.3	June	3.5	3.8	3.8	
July	3.1	2.8	2.6	July	1.5	1.4	1.5	July	2.1	1.9	1.9	July	2.9	3.2	2.9	
August	3.0	3.1	2.8	August	1.2	1.7	1.6	August	1.9	2.2	2.1	August	2.8	3.4	3.0	
September	3.5	3.6	4.0	September	2.6	3.0	2.8	September	3.0	3.2	3.3	September	3.7	4.0	3.8	
October	3.9	3.5	3.8	October	2.7	3.0	2.8	October	3.2	3.2	3.2	October	4.0	4.1	3.8	
November	4.9	4.5	5.9	November	3.9	3.7	4.0	November	4.3	4.0	4.7	November	4.5	4.5	4.6	
December	5.1	4.0	6.1	December	4.2	3.5	4.5	December	4.6	3.7	5.1	December	4.7	4.3	4.8	
January	4.5	4.6	5.8	January	4.0	3.8	4.1	January	4.2	4.1	4.8	January	4.6	4.7	4.4	
February	4.3	4.9	5.2	February	3.8	3.8	4.9	February	4.0	4.2	5.0	February	4.3	4.7	4.5	
March	4.8	4.5	5.5	March	4.0	4.2	4.7	March	4.3	4.3	5.0	March	4.3	4.6	4.4	
Annual Average	4.0	4.0	4.5	Annual Average	3.1	3.2	3.3	Annual Average	3.5	3.5	3.8	Annual Average	3.9	4.1	4.0	
Average Apr-Mar	4.0	4.0	4.5	Average Apr-Mar	3.1	3.2	3.3	Average Apr-Mar	3.5	3.5	3.8	Average Apr-Mar	3.9	4.1	4.0	
No of Employees at 31 Mar 2009				2541	No of Employees at 31 Mar 2009			3683	No of Employees at 31 Mar 2009			6224	No of Employees at 31 Mar 2009			15954

For Education Resources the absence rate for unpaid special leave was so small it was negligible  
Average number of days lost per employee annually is 9.0 days.



**ABSENCE TRENDS - 2006/2007, 2007/2008 & 2008/2009**  
**Enterprise Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009				
April	2.9	3.0	3.2	April	5.1	4.7	4.7	April	3.6	3.5	3.7	April	3.5	3.6	4.3				
May	2.0	3.4	3.0	May	5.1	6.9	3.3	May	2.9	4.4	3.1	May	3.8	3.9	4.0				
June	2.2	3.7	3.4	June	4.3	6.8	3.2	June	2.9	4.5	3.3	June	3.5	3.8	3.8				
July	2.2	3.6	2.9	July	5.1	5.9	2.5	July	3.1	4.3	2.8	July	2.9	3.2	2.9				
August	2.6	3.5	2.4	August	5.1	6.7	3.5	August	3.4	4.4	2.7	August	2.8	3.4	3.0				
September	2.7	3.8	2.0	September	5.7	4.4	3.7	September	3.6	4.0	2.5	September	3.7	4.0	3.8				
October	2.7	5.1	2.1	October	5.5	2.5	3.3	October	3.6	4.4	2.4	October	4.0	4.1	3.8				
November	3.2	4.0	3.1	November	3.8	4.2	5.1	November	3.4	4.0	3.7	November	4.5	4.5	4.6				
December	2.5	3.6	3.5	December	3.9	3.2	4.1	December	2.9	3.5	3.7	December	4.7	4.3	4.8				
January	3.6	3.4	3.2	January	4.6	3.1	3.5	January	3.9	3.3	3.3	January	4.6	4.7	4.4				
February	3.0	2.7	2.8	February	4.6	4.3	4.3	February	3.5	3.2	3.3	February	4.3	4.7	4.5				
March	2.4	3.9	2.6	March	4.2	5.6	3.7	March	2.9	4.4	3.0	March	4.3	4.6	4.4				
Annual Average	2.7	3.6	2.9	Annual Average	4.7	4.9	3.7	Annual Average	3.3	4.0	3.1	Annual Average	3.9	4.1	4.0				
Average Apr-Mar	2.7	3.6	2.9	Average Apr-Mar	4.7	4.9	3.7	Average Apr-Mar	3.3	4.0	3.1	Average Apr-Mar	3.9	4.1	4.0				
No of Employees at 31 Mar 2009				474	No of Employees at 31 Mar 2009				221	No of Employees at 31 Mar 2009				695	No of Employees at 31 Mar 2009				15954

For Enterprise Resources the absence rate for unpaid special leave was nil  
Average number of days lost per employee annually is 7.9 days.

APPENDIX 6

ABSENCE TRENDS - ABSENCE TRENDS - 2006/2007, 2007/2008 & 2008/2009  
Finance & IT Resources

Resource Total (APT&C)				Council Wide			
	2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009
April	2.2	2.4	3.3	April	3.5	3.6	4.3
May	3.5	2.3	2.3	May	3.8	3.9	4.0
June	3.3	2.2	1.6	June	3.5	3.8	3.8
July	2.6	2.8	1.9	July	2.9	3.2	2.9
August	2.9	2.5	2.0	August	2.8	3.4	3.0
September	5.0	2.6	1.6	September	3.7	4.0	3.8
October	4.8	2.3	1.8	October	4.0	4.1	3.8
November	3.4	2.9	2.6	November	4.5	4.5	4.6
December	2.5	3.1	3.0	December	4.7	4.3	4.8
January	3.2	4.1	2.7	January	4.6	4.7	4.4
February	2.3	3.6	2.7	February	4.3	4.7	4.5
March	2.0	3.5	1.7	March	4.3	4.6	4.4
Annual Average	3.1	2.9	2.3	Annual Average	3.9	4.1	4.0
Average Apr-Mar	3.1	2.9	2.3	Average Apr-Mar	3.9	4.1	4.0

No of Employees at 31 Mar 2009		290	No of Employees at 31 Mar 2009		15954
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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 5.7 days.

**ABSENCE TRENDS - 2006/2007, 2007/2008 & 2008/2009**  
**Housing & Technical Resources**

APT&C				Manual Workers				Resource Total				Council Wide			
	2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009
April	3.5	3.1	4.3	April	3.5	4.0	6.7	April	3.5	3.4	5.0	April	3.5	3.6	4.3
May	3.6	3.3	4.4	May	4.3	3.5	5.8	May	3.8	3.3	4.8	May	3.8	3.9	4.0
June	3.9	3.4	4.5	June	4.3	4.4	7.1	June	4.0	3.7	5.2	June	3.5	3.8	3.8
July	4.2	3.9	4.5	July	4.3	4.8	7.3	July	4.3	4.1	5.3	July	2.9	3.2	2.9
August	3.5	3.6	4.0	August	4.3	5.1	6.6	August	3.8	4.1	4.8	August	2.8	3.4	3.0
September	3.7	4.0	4.3	September	6.0	5.0	5.9	September	4.4	4.3	4.7	September	3.7	4.0	3.8
October	3.9	4.1	4.7	October	6.5	5.2	5.1	October	4.6	4.5	4.8	October	4.0	4.1	3.8
November	4.4	4.5	4.7	November	7.5	5.6	5.7	November	5.3	4.7	5.0	November	4.5	4.5	4.6
December	4.6	4.1	4.9	December	6.8	6.1	4.7	December	5.2	4.7	4.8	December	4.7	4.3	4.8
January	4.8	4.4	4.2	January	6.1	5.7	4.1	January	5.2	4.8	4.2	January	4.6	4.7	4.4
February	3.9	4.7	4.1	February	4.6	7.5	4.5	February	4.1	5.5	4.2	February	4.3	4.7	4.5
March	3.5	4.1	3.5	March	4.0	7.3	3.7	March	3.7	4.9	3.6	March	4.3	4.6	4.4
Annual Average	4.0	3.9	4.3	Annual Average	5.2	5.4	5.6	Annual Average	4.3	4.3	4.7	Annual Average	3.9	4.1	4.0
Average Apr-Mar	4.0	3.9	4.3	Average Apr-Mar	5.2	5.4	5.6	Average Apr-Mar	4.3	4.3	4.7	Average Apr-Mar	3.9	4.1	4.0

No of Employees at 31 Mar 2009				1599	No of Employees at 31 Mar 2009				531	No of Employees at 31 Mar 2009				2130	No of Employees at 31 Mar 2009				15954
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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 11.7 days.

**ABSENCE TRENDS - 2006/2007, 2007/2008 & 2008/2009**  
**Social Work Resources**

APT&C				Manual Workers				Resource Total				Council Wide			
	2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009
April	4.1	3.8	4.8	April	5.5	5.7	5.3	April	4.6	4.4	4.9	April	3.5	3.6	4.3
May	3.9	3.9	4.3	May	5.4	5.2	4.0	May	4.3	4.3	4.2	May	3.8	3.9	4.0
June	3.9	3.9	4.0	June	4.5	5.4	3.9	June	4.1	4.4	4.0	June	3.5	3.8	3.8
July	3.6	4.3	3.5	July	3.9	5.7	4.4	July	3.7	4.7	3.7	July	2.9	3.2	2.9
August	3.3	4.4	3.4	August	4.0	6.7	4.5	August	3.5	5.0	3.7	August	2.8	3.4	3.0
September	3.8	4.2	4.2	September	4.8	6.7	4.9	September	4.1	5.0	4.4	September	3.7	4.0	3.8
October	4.6	4.2	4.0	October	5.7	6.6	5.1	October	5.0	4.9	4.4	October	4.0	4.1	3.8
November	4.6	4.1	4.0	November	5.6	5.9	4.9	November	4.9	4.6	4.3	November	4.5	4.5	4.6
December	4.4	4.2	4.0	December	5.9	6.5	5.3	December	4.9	4.9	4.4	December	4.7	4.3	4.8
January	4.7	5.0	3.8	January	6.6	6.9	5.0	January	5.3	5.6	4.2	January	4.6	4.7	4.4
February	4.2	4.8	3.6	February	6.5	5.8	5.8	February	4.9	5.1	4.2	February	4.3	4.7	4.5
March	4.6	4.9	4.1	March	5.3	5.5	5.0	March	4.8	5.1	4.3	March	4.3	4.6	4.4
Annual Average	4.1	4.3	4.0	Annual Average	5.3	6.1	4.8	Annual Average	4.5	4.8	4.2	Annual Average	3.9	4.1	4.0
Average Apr-Mar	4.1	4.3	4.0	Average Apr-Mar	5.3	6.1	4.8	Average Apr-Mar	4.5	4.8	4.2	Average Apr-Mar	3.9	4.1	4.0

No of Employees at 31 Mar 2009	1995	No of Employees at 31 Mar 2009	914	No of Employees at 31 Mar 2009	2909	No of Employees at 31 Mar 2009	15954
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For Social Work Resources the absence rate for unpaid special was so small it was negligible.  
Average number of days lost per employee annually is 9.5 days.

## ABSENCE BY LONG AND SHORT TERM

From : 1 January 2009 - 31 March 2009

Resource	No of employees	January 2009			February 2009			March 2009		
		Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %
Community	3427	1.9	2.6	<b>4.5</b>	2.1	2.5	<b>4.6</b>	1.8	2.7	<b>4.5</b>
Corporate	279	1.9	1.9	<b>3.8</b>	1.0	1.5	<b>2.5</b>	1.2	2.4	<b>3.6</b>
Education	6224	2.5	2.3	<b>4.8</b>	2.3	2.7	<b>5.0</b>	2.1	2.9	<b>5.0</b>
Enterprise	695	1.7	1.6	<b>3.3</b>	1.7	1.6	<b>3.3</b>	1.5	1.5	<b>3.0</b>
Finance & IT	290	1.8	0.9	<b>2.7</b>	1.6	1.1	<b>2.7</b>	1.0	0.7	<b>1.7</b>
Housing & Technical	2130	2.1	2.1	<b>4.2</b>	2.0	2.2	<b>4.2</b>	1.6	2.0	<b>3.6</b>
Social Work	2909	2.5	1.7	<b>4.2</b>	2.0	2.2	<b>4.2</b>	1.8	2.5	<b>4.3</b>
<b>Council Overall for Jan 08 - Mar 09</b>	<b>15954</b>	<b>2.3</b>	<b>2.1</b>	<b>4.4</b>	<b>2.1</b>	<b>2.4</b>	<b>4.5</b>	<b>1.9</b>	<b>2.5</b>	<b>4.4</b>

## ATTENDANCE MONITORING

## ABSENCE CLASSIFICATIONS

From : 1 March 2009 - 31 March 2009

REASONS	Community Resources		Corporate Resources		Education Resources		Enterprise Resources		Finance and IT Resources		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
MUSCULOSKELETAL	1099	33	36	17	1122	17	120	27	25	24	475	30	577	25	3454	24
PSYCHOLOGICAL	789	23	74	36	1433	22	64	14	0	0	351	22	268	11	2979	20
STOMACH, BOWEL, BLOOD, METABOLIC DISORDERS	386	11	18	9	1152	18	34	8	27	26	207	13	328	14	2152	15
RESPIRATORY	375	11	24	12	715	11	78	18	10	10	260	16	246	10	1708	12
OTHERS	733	22	55	26	2152	32	147	33	41	40	309	19	931	40	4368	31
<b>Total Days Lost By Resource</b>	3382	100	207	100	6574	100	443	100	103	100	1602	100	2350	100	14661	100
<b>Total Work Days Available</b>	75394		5725		130848		14891		6135		44842		54272			

\*WDL = Work Days Lost

## OCCUPATIONAL HEALTH REPORTS

FROM: 1 February 2009 - 31 March 2009 comparison with 1 February 2008 - 31 March 2008

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (Feb-Mar 2009)	73	4	6	18	0	3	23	26	153
TOTAL (Feb-Mar 2008)	70	0	18	21	2	5	47	34	197

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Feb-Mar 2008	Feb-Mar 2009
COMMUNITY	61	70
CORPORATE	3	2
EDUCATION (TEACHERS)	31	27
EDUCATION (OTHERS)	24	49
ENTERPRISE	23	22
FINANCE & IT	6	3
HOUSING & TECH	48	37
SOCIAL WORK	85	82
TOTAL	281	292

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Feb-Mar 2008	Feb-Mar 2009
COMMUNITY	23	41
CORPORATE	0	3
EDUCATION	26	28
ENTERPRISE	4	4
FINANCE & IT	1	2
HOUSING & TECHNICAL	15	16
SOCIAL WORK	26	15
TOTAL	95	109

## 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 2009)	16	2	0	0	9	5	74	12	4	0	5	0	108	19
TOTAL (Feb-Mar 2008)	24	2	0	0	0	0	35	19	4	0	0	0	63	21
TOTAL											Total Referrals (Feb-Mar 2009)		127	
											Total Referrals (Feb-Mar 2008)		84	

M = MANAGEMENT REFERRAL    S = SELF REFERRAL

\*Resources nil responses are not included in figures

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

**FROM: 1 February 2009 - 31 March 2009 comparison with 1 February 2008 - 31 March 2008**

	Community		Corporate		Education		Enterprise		Housing & Tech		Social Work		TOTAL	
	Feb-Mar 2009	Feb-Mar 2008	Feb-Mar 2009	Feb-Mar 2008	Feb-Mar 2009	Feb-Mar 2008	Feb-Mar 2009	Feb-Mar 2008	Feb-Mar 2009	Feb-Mar 2008	Feb-Mar 2009	Feb-Mar 2008	Feb-Mar 2009	Feb-Mar 2008
Major Injuries	0	0	0	0	0	2	0	0	1	5	0	0	1	7
Violent Incident: Physical****	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Major*</b>	0	0	0	0	0	2	0	0	1	5	0	0	1	7
Over 3-day Absences	1	3	0	0	1	0	1	5	3	0	0	0	6	8
Violent Incident: Physical****	0	0	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	0	0
<b>Total Over 3-day**</b>	1	3	0	0	1	0	1	5	3	0	0	0	6	8
Minor	17	21	0	1	11	8	1	4	11	10	4	4	44	48
Near Miss	0	0	0	0	1	0	0	0	0	0	0	0	1	0
Violent Incident: Physical****	2	2	0	0	23	40	0	0	2	3	11	14	38	59
Violent Incident: Verbal*****	5	3	0	0	15	3	2	1	6	4	4	10	32	21
<b>Total Minor***</b>	24	26	0	1	50	51	3	5	19	17	19	28	115	128
<b>Total Accidents/Incidents</b>	25	29	0	1	51	53	4	10	23	22	19	28	122	143

**Note:**

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

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

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

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

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

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



### RECORD OF DISCIPLINARY HEARINGS

FROM: 1 February 2009 - 31 March 2009 comparison with 1 February 2008 - 31 March 2008

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks	No of Non-White employees Disciplined
	APT&C	Manual/ Craft	Teachers	Total	No Action				Action Taken				3	4-6	6+		
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total					
COMMUNITY	6	30	N/A	36	1	6	N/A	7	5	24	N/A	29	30	5	1	97%	0
EDUCATION	0	0	2	2	0	0	0	0	0	0	2	2	2	0	0	100%	0
ENTERPRISE/FINANCE & IT	6	0	N/A	6	0	0	N/A	0	6	0	N/A	6	3	3	0	100%	0
HOUSING & TECHNICAL	10	6	N/A	16	2	0	N/A	2	8	6	N/A	14	6	4	6	63%	0
SOCIAL WORK	5	6	N/A	11	1	0	N/A	1	4	6	N/A	10	8	3	0	100%	0
TOTAL (Feb-Mar 2009)	27	42	2	71	4	6	0	10	23	36	2	61	49	15	7	90%	0
TOTAL (Feb-Mar 2008)	11	31	0	42	0	5	0	5	11	26	0	37	29	7	6	86%	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 2009)	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0	0
TOTAL (Feb-Mar 2008)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\*Resources nil responses are not included in figures

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

#### CORPORATE RESOURCES APPEAL PANEL

FROM: 1 February 2009 - 31 March 2009

	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
<b>TOTAL</b>	<b>0</b>	<b>5</b>	<b>7</b>	<b>1</b>	<b>13</b>	<b>3</b>

**RECORD OF GRIEVANCES****FROM: 1 February 2009 - 31 March 2009 comparison with 1 February 2008 - 31 March 2008**

GRIEVANCES	No of Non-White employees who submitted a grievance	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Feb-Mar 2009)	0	15	1	2	0	12
TOTAL (Feb-Mar 2008)	2	7	0	2	0	5

**DIGNITY AT WORK****FROM: 1 February 2009 - 31 March 2009 comparison with 1 February 2008 - 31 March 2008**

DIGNITY AT WORK	No of Non-White employees who submitted a complaint	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (Feb-Mar 2009)	0	3	1	0	0	0	2
TOTAL (Feb-Mar 2008)	3	9	0	0	0	0	9

## ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

## EXIT INTERVIEWS (Feb-Mar 2009)

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	5	0	6	0	2	1	6	20	46
MOVING OUTWITH AREA	1	0	2	0	0	1	1	5	12
PERSONAL REASONS	3	1	0	0	0	0	1	5	12
OTHER	7	0	3	0	0	1	2	13	30
NUMBER OF EXIT INTERVIEWS CONDUCTED	16	1	11	0	2	3	10	43	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	21	2	21	0	2	3	10	59	
% OF LEAVERS INTERVIEWED	76	50	52	0	100	100	100	73	

## EXIT INTERVIEWS (Feb-Mar 2008)

NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)	37	3	17	3	0	7	13	80	
TOTAL NO OF PERMANENT LEAVERS PER RESOURCE (LAST YEAR)	39	3	30	3	1	12	16	104	
% OF LEAVERS INTERVIEWED (LAST YEAR)	95	100	57	100	0	58	81	77	

\* Note these totals include temporary employees

## RECRUITMENT MONITORING

### Analysis of Gender, Disability, Ethnicity and Age

**FROM : 1 February 2009 - 31 March 2009**

Total Number of applications received:	<b>1334</b>
Total Number of Equal Opportunities Monitoring forms received:	<b>1306 (98%)</b>
Total Number of posts recruited for:	<b>72</b>
Total Number of appointments:	<b>74</b>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	<b>1306</b>	<b>296</b>	<b>72</b>
Total No of Male Applicants	490	86	19
Total No of Female Applicants	736	190	48
Total No of Disabled Applicants	32	9	0
Total No of applicants aged under 50	249	89	26
Total No of applicants aged over 50	37	14	8
Total No of White applicants	1125	269	66
Total No of Black/Ethnic minority applicants*	17	6	1

**FROM : 1 February 2008 - 31 March 2008**

Total Number of applications received:	<b>1097</b>
Total Number of Equal Opportunities Monitoring forms received:	<b>987 (90%)</b>
Total Number of posts recruited for:	<b>118</b>
Total Number of appointments:	<b>111</b>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	<b>987</b>	<b>447</b>	<b>105</b>
Total No of Male Applicants	399	174	32
Total No of Female Applicants	547	259	70
Total No of Disabled Applicants	21	14	2
Total No of applicants aged under 50	835	372	84
Total No of applicants aged over 50	115	62	18
Total No of White applicants	907	409	100
Total No of Black/Ethnic minority applicants*	31	14	0

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