

# Report

Report to: **Corporate Resources Committee**  
Date of Meeting: **2 July 2008**  
Report by: **Executive Director (Corporate Resources)**

Subject: **Council-wide Workforce Monitoring - April and May 2008**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for April and May 2008

## 2. Recommendation(s)

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

(1) that the following employment information for April and May 2008 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incidents
- ◆ discipline, grievance and dignity at work hearings
- ◆ labour turnover/analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ staffing watch as at 8 March 2008

## 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 April and May 2008.

## 4. Attendance Statistics

4.1. Information on absence statistics as analysed for the most recent month of May 2008, for the Council and each Resource is provided in Appendices 1 – 10. Points to note are:-

- ◆ The Council's absence rate for May 2008 is 4.0%, this is a decrease of 0.3% when compared to last month. When compared to May 2007 this figure has increased by 0.1%.
- ◆ When compared to May 2007, the APT&C figure has increased by 0.3%. The teachers' figure has decreased by 0.8% and the manual worker figure has increased by 0.3%.

- ◆ Based on the absence rate for May 2008, the projected annual average figure for the Council for the financial year 2008/2009 is 4.2%. This equates to 10.2 days being lost per employee.

In comparison to the same month last year:-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 118 days.
- ◆ Education Resources and Enterprise Resources have experienced the most significant decrease in musculoskeletal conditions by 216, and 71 days respectively.
- ◆ Total days lost due to psychological conditions have decreased by 486 days.
- ◆ Social Work Resources and Education Resources have experienced the most significant decrease in psychological conditions by 252 and 152 days respectively.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 85 days.
- ◆ Community Resources have experienced the most significant decrease in stomach, bowel, blood and metabolic disorders by 107 days.
- ◆ Total days lost due to respiratory conditions have decreased by 183 days. Education Resources have experienced the most significant decrease in respiratory conditions by 127 days.

## **5. Occupational Health**

- 5.1. Information on Occupational Health for the period April and May 2008 is provided in Appendix 11.

- ◆ In comparison to the same period last year there has been an increase of 22 employees being referred for a medical examination. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ A total of 254 employees attended physiotherapy treatment, showing an increase of 54 when compared to the same period last year. Of the employees referred, 78% remained at work whilst undertaking treatment.
- ◆ During this period there were 96 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 78% related to personal reasons.
- ◆ 120 employees were referred to the Employee Counselling Service this period, of which 97 were from management and 23 from employees. Personal reasons accounted for 56% of the referrals made and work related stress accounted for 29%.

## **6. Accidents/Incidents**

- 6.1. The monthly accident/incident report for April and May 2008 is contained in Appendix 12.

The monitoring information for accidents and incidents has been revised to show those that result in a major or minor injury and those that result in an absence from work or reassignment to other duties for more than 3 days. In the past both categories (injuries and over 3 day absences) have been counted under the heading major accidents/incidents. This change was prompted by the Joint Health and Safety Strategy Group and will allow the Council to have a better understanding of its workplace accidents and incidents.

- ◆ The number of accidents/incidents recorded was, 123 a decrease of 3 from the same month last year (126).
- ◆ There were no accidents resulting in a major injury, this is a decrease when compared with the same month last year (5).
- ◆ There were 14 accidents resulting in an over 3 day absence, this is an increase of 6 when compared to the same month last year (8).
- ◆ Minor accidents/incidents recorded have decreased by 4 when compared to the same month last year (113).

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

7.1. Information on Disciplinary, Grievance Hearings and Dignity at Work for April and May 2008 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, 68 disciplinary hearings were held across Resources within the Council, a decrease of 2 when compared to the same period last year.
- ◆ Action was taken in 62 of these cases, and there were no appeals raised against the outcomes.
- ◆ Our target is to convene disciplinary hearings within 6 weeks, 94% of hearings met this target.
- ◆ During the period 2 appeals were heard by the Appeals Panel and both were not upheld.
- ◆ At the end of May 2008, 5 appeals were pending.
- ◆ During the period 4 grievances were raised and 2 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 April and May 2008 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 8 March 2008 the Labour Turnover figure for April and May 2008 is as follows:-

100 leavers/15,553 employees in post = Labour Turnover of 0.6%

Based on figures for April 2008 to May 2008, the annual turnover figure for the financial year 2008/2009 for the Council is 3.7%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ There were a total of 100 employees leaving the Council that were eligible for exit interview compared with 98 in the same period last year.
- ◆ Exit interviews were held with 81% of leavers compared to 65% last year, an increase of 16%.
- ◆ The main reason cited for leaving was Career Advancement (49%).

## **9. Recruitment Monitoring**

9.1. Information on Recruitment Monitoring for April and May 2008 is contained within Appendix 16. From an analysis of Equal Opportunities Monitoring Forms, the main points to note are:-

- ◆ Overall, 1,956 applications were received and 1,784 individuals completed Equal Opportunities Monitoring Forms.
- ◆ Of those applicants who declared themselves as disabled (50), 16 were shortlisted for interview and 1 was appointed.
- ◆ Of those applicants of a black/ethnic minority background (52), 8 were shortlisted for interview and none were appointed.

## **10. Staffing Watch**

- 10.1. There has been a decrease of 101 employees in post from 8 December 2007 to 8 March 2008. This decrease is attributable to general movement, eg maternity leave, career break and staff turnover within Enterprise Resources, Housing and Technical Resources and Social Work Resources respectively. (Appendix 17).

## **11. Employee Implications**

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

## **12. Financial Implications**

- 12.1. All financial implications are accommodated within existing budgets.

## **13. Other Implications**

- 13.1. None

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

- 14.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 14.2. There was no requirement to undertake any consultation in terms of the information contained in this report.

**Robert McIlwain**

**Executive Director (Corporate Resources)**

10 June 2008

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

- ◆ Excellent employer
- ◆ People focused

## **Previous References**

- ◆ Corporate Resources Committee - 7 May 2008

## **List of Background Papers**

- ◆ monitoring information provided by Resources

**Contact for Further Information**

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

Eileen McPake, Personnel Officer

Ext: 4534 (Tel: 01698 454534)

E-mail: [eileen.mcpake@southlanarkshire.gov.uk](mailto:eileen.mcpake@southlanarkshire.gov.uk)

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

| APT&C           |                |                |                | Teachers        |                |                |                | Manual Workers  |                |                |                | Council Wide    |                |                |                |
|-----------------|----------------|----------------|----------------|-----------------|----------------|----------------|----------------|-----------------|----------------|----------------|----------------|-----------------|----------------|----------------|----------------|
|                 | 2006 /<br>2007 | 2007 /<br>2008 | 2008 /<br>2009 |                 | 2006 /<br>2007 | 2007 /<br>2008 | 2008 /<br>2009 |                 | 2006 /<br>2007 | 2007 /<br>2008 | 2008 /<br>2009 |                 | 2006 /<br>2007 | 2007 /<br>2008 | 2008 /<br>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            |                | June            | 2.8            | 3.1            |                | June            | 3.8            | 4.6            |                | June            | 3.5            | 3.8            |                |
| July            | 3.3            | 3.5            |                | July            | 1.5            | 1.4            |                | July            | 3.3            | 4.1            |                | July            | 2.9            | 3.2            |                |
| August          | 3.2            | 3.5            |                | August          | 1.2            | 1.7            |                | August          | 3.4            | 4.7            |                | August          | 2.8            | 3.4            |                |
| September       | 3.6            | 3.8            |                | September       | 2.6            | 3.0            |                | September       | 4.6            | 5.2            |                | September       | 3.7            | 4.0            |                |
| October         | 4.0            | 3.9            |                | October         | 2.7            | 3.0            |                | October         | 5.1            | 5.1            |                | October         | 4.0            | 4.0            |                |
| November        | 4.4            | 4.2            |                | November        | 3.9            | 3.7            |                | November        | 5.4            | 5.5            |                | November        | 4.5            | 4.5            |                |
| December        | 4.4            | 3.9            |                | December        | 4.2            | 3.5            |                | December        | 5.5            | 5.7            |                | December        | 4.7            | 4.3            |                |
| January         | 4.4            | 4.4            |                | January         | 4.0            | 3.8            |                | January         | 5.6            | 5.8            |                | January         | 4.6            | 4.7            |                |
| February        | 3.9            | 4.6            |                | February        | 3.8            | 3.8            |                | February        | 5.3            | 5.8            |                | February        | 4.3            | 4.7            |                |
| March           | 4.1            | 4.4            |                | March           | 4.0            | 4.2            |                | March           | 4.9            | 5.3            |                | March           | 4.3            | 4.6            |                |
| Annual Average  | 3.8            | 3.9            | 4.2            | Annual Average  | 3.1            | 3.2            | 3.1            | Annual Average  | 4.6            | 5.1            | 4.9            | Annual Average  | 3.9            | 4.1            | 4.2            |
| Average Apr-May | 3.5            | 3.7            | 4.2            | Average Apr-May | 3.2            | 3.3            | 3.1            | Average Apr-May | 4.3            | 4.4            | 4.9            | Average Apr-May | 3.7            | 3.8            | 4.2            |

|                                |      |                                |      |                                |      |                                |       |
|--------------------------------|------|--------------------------------|------|--------------------------------|------|--------------------------------|-------|
| No of Employees at 31 May 2008 | 7541 | No of Employees at 31 May 2008 | 4167 | No of Employees at 31 May 2008 | 4685 | No of Employees at 31 May 2008 | 16393 |
|--------------------------------|------|--------------------------------|------|--------------------------------|------|--------------------------------|-------|

- (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) Average number of days lost per employee annually is 10.2 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         |             | June            | 3.5                            | 4.3         |             | June            | 3.4         | 4.1                            |             | June            | 3.5         | 3.8         |                                |  |  |  |       |
| July                           | 3.4         | 4.3         |             | July            | 2.7                            | 3.5         |             | July            | 2.8         | 3.6                            |             | July            | 2.9         | 3.2         |                                |  |  |  |       |
| August                         | 3.7         | 3.4         |             | August          | 2.9                            | 4.1         |             | August          | 3.1         | 4.0                            |             | August          | 2.8         | 3.4         |                                |  |  |  |       |
| September                      | 3.7         | 4.0         |             | September       | 4.1                            | 4.9         |             | September       | 4.1         | 4.8                            |             | September       | 3.7         | 4.0         |                                |  |  |  |       |
| October                        | 3.9         | 4.0         |             | October         | 4.5                            | 4.8         |             | October         | 4.4         | 4.7                            |             | October         | 4.0         | 4.1         |                                |  |  |  |       |
| November                       | 4.3         | 3.9         |             | November        | 5.0                            | 5.4         |             | November        | 4.9         | 5.2                            |             | November        | 4.5         | 4.5         |                                |  |  |  |       |
| December                       | 4.2         | 4.0         |             | December        | 5.2                            | 5.6         |             | December        | 5.1         | 5.3                            |             | December        | 4.7         | 4.3         |                                |  |  |  |       |
| January                        | 4.2         | 3.9         |             | January         | 5.2                            | 5.7         |             | January         | 5.0         | 5.4                            |             | January         | 4.6         | 4.7         |                                |  |  |  |       |
| February                       | 4.6         | 5.2         |             | February        | 5.0                            | 5.5         |             | February        | 5.0         | 5.5                            |             | February        | 4.3         | 4.7         |                                |  |  |  |       |
| March                          | 4.6         | 5.2         |             | March           | 5.0                            | 4.9         |             | March           | 5.0         | 5.0                            |             | March           | 4.3         | 4.6         |                                |  |  |  |       |
| Annual Average                 | 3.8         | 4.2         | 4.9         | Annual Average  | 4.3                            | 4.8         | 4.7         | Annual Average  | 4.2         | 4.7                            | 4.7         | Annual Average  | 3.9         | 4.1         | 4.2                            |  |  |  |       |
| Average Apr-May                | 3.3         | 5.0         | 4.9         | Average Apr-May | 4.0                            | 4.2         | 4.7         | Average Apr-May | 3.9         | 4.3                            | 4.7         | Average Apr-May | 3.7         | 3.8         | 4.2                            |  |  |  |       |
| No of Employees at 31 May 2008 |             |             |             | 515             | No of Employees at 31 May 2008 |             |             |                 | 2991        | No of Employees at 31 May 2008 |             |                 |             | 3506        | No of Employees at 31 May 2008 |  |  |  | 16393 |

For Community Resources the absence rate for unpaid special leave was nil.  
Average number of days lost per employee annually is 12.0 days.

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

| Resource Total (APT&C) |                |                |                | Council Wide    |                |                |                |
|------------------------|----------------|----------------|----------------|-----------------|----------------|----------------|----------------|
|                        | 2006 /<br>2007 | 2007 /<br>2008 | 2008 /<br>2009 |                 | 2006 /<br>2007 | 2007 /<br>2008 | 2008 /<br>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            |                | June            | 3.5            | 3.8            |                |
| July                   | 2.8            | 2.2            |                | July            | 2.9            | 3.2            |                |
| August                 | 3.1            | 1.5            |                | August          | 2.8            | 3.4            |                |
| September              | 2.9            | 2.3            |                | September       | 3.7            | 4.0            |                |
| October                | 2.0            | 2.5            |                | October         | 4.0            | 4.1            |                |
| November               | 1.2            | 2.9            |                | November        | 4.5            | 4.5            |                |
| December               | 2.0            | 2.1            |                | December        | 4.7            | 4.3            |                |
| January                | 1.8            | 2.4            |                | January         | 4.6            | 4.7            |                |
| February               | 2.1            | 2.1            |                | February        | 4.3            | 4.7            |                |
| March                  | 1.0            | 2.7            |                | March           | 4.3            | 4.6            |                |
| Annual Average         | 2.1            | 2.2            | 1.7            | Annual Average  | 3.9            | 4.1            | 4.2            |
| Average Apr-May        | 1.9            | 1.4            | 1.7            | Average Apr-May | 3.7            | 3.8            | 4.2            |

  

|                                |     |                                |       |
|--------------------------------|-----|--------------------------------|-------|
| No of Employees at 31 May 2008 | 257 | No of Employees at 31 May 2008 | 16393 |
|--------------------------------|-----|--------------------------------|-------|

For Corporate Resources the absence rate for unpaid special leave was nil.  
Average number of days lost per employee annually is 4.2 days.



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

| APT&C                          |                |                |                | Teachers                       |                |                |                | Resource Total                 |                |                |                | Council Wide                   |                |                |                |
|--------------------------------|----------------|----------------|----------------|--------------------------------|----------------|----------------|----------------|--------------------------------|----------------|----------------|----------------|--------------------------------|----------------|----------------|----------------|
|                                | 2006 /<br>2007 | 2007 /<br>2008 | 2008 /<br>2009 |                                | 2006 /<br>2007 | 2007 /<br>2008 | 2008 /<br>2009 |                                | 2006 /<br>2007 | 2007 /<br>2008 | 2008 /<br>2009 |                                | 2006 /<br>2007 | 2007 /<br>2008 | 2008 /<br>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            |                | June                           | 2.8            | 3.1            |                | June                           | 3.3            | 3.5            |                | June                           | 3.5            | 3.8            |                |
| July                           | 3.1            | 2.8            |                | July                           | 1.5            | 1.4            |                | July                           | 2.1            | 1.9            |                | July                           | 2.9            | 3.2            |                |
| August                         | 3.0            | 3.1            |                | August                         | 1.2            | 1.7            |                | August                         | 1.9            | 2.2            |                | August                         | 2.8            | 3.4            |                |
| September                      | 3.5            | 3.6            |                | September                      | 2.6            | 3.0            |                | September                      | 3.0            | 3.2            |                | September                      | 3.7            | 4.0            |                |
| October                        | 3.9            | 3.5            |                | October                        | 2.7            | 3.0            |                | October                        | 3.2            | 3.2            |                | October                        | 4.0            | 4.1            |                |
| November                       | 4.9            | 4.5            |                | November                       | 3.9            | 3.7            |                | November                       | 4.3            | 4.0            |                | November                       | 4.5            | 4.5            |                |
| December                       | 5.1            | 4.0            |                | December                       | 4.2            | 3.5            |                | December                       | 4.6            | 3.7            |                | December                       | 4.7            | 4.3            |                |
| January                        | 4.5            | 4.6            |                | January                        | 4.0            | 3.8            |                | January                        | 4.2            | 4.1            |                | January                        | 4.6            | 4.7            |                |
| February                       | 4.3            | 4.9            |                | February                       | 3.8            | 3.8            |                | February                       | 4.0            | 4.2            |                | February                       | 4.3            | 4.7            |                |
| March                          | 4.8            | 4.5            |                | March                          | 4.0            | 4.2            |                | March                          | 4.3            | 4.3            |                | March                          | 4.3            | 4.6            |                |
| Annual Average                 | 4.0            | 4.0            | 4.4            | Annual Average                 | 3.1            | 3.2            | 3.1            | Annual Average                 | 3.5            | 3.5            | 3.6            | Annual Average                 | 3.9            | 4.1            | 4.2            |
| Average Apr-May                | 3.6            | 4.0            | 4.4            | Average Apr-May                | 3.2            | 3.3            | 3.1            | Average Apr-May                | 3.3            | 3.6            | 3.6            | Average Apr-May                | 3.7            | 3.8            | 4.2            |
|                                |                |                |                |                                |                |                |                |                                |                |                |                |                                |                |                |                |
| No of Employees at 31 May 2008 |                |                | 2536           | No of Employees at 31 May 2008 |                |                | 4167           | No of Employees at 31 May 2008 |                |                | 6703           | No of Employees at 31 May 2008 |                |                | 16393          |

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 8.4 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         |             | June                           | 4.3         | 6.8         |             | June                           | 2.9         | 4.5         |             | June                           | 3.5         | 3.8         |             |  |
| July                           | 2.2         | 3.6         |             | July                           | 5.1         | 5.9         |             | July                           | 3.1         | 4.3         |             | July                           | 2.9         | 3.2         |             |  |
| August                         | 2.6         | 3.5         |             | August                         | 5.1         | 6.7         |             | August                         | 3.4         | 4.4         |             | August                         | 2.8         | 3.4         |             |  |
| September                      | 2.7         | 3.8         |             | September                      | 5.7         | 4.4         |             | September                      | 3.6         | 4.0         |             | September                      | 3.7         | 4.0         |             |  |
| October                        | 2.7         | 5.1         |             | October                        | 5.5         | 2.5         |             | October                        | 3.6         | 4.4         |             | October                        | 4.0         | 4.1         |             |  |
| November                       | 3.2         | 4.0         |             | November                       | 3.8         | 4.2         |             | November                       | 3.4         | 4.0         |             | November                       | 4.5         | 4.5         |             |  |
| December                       | 2.5         | 3.6         |             | December                       | 3.9         | 3.2         |             | December                       | 2.9         | 3.5         |             | December                       | 4.7         | 4.3         |             |  |
| January                        | 3.6         | 3.4         |             | January                        | 4.6         | 3.1         |             | January                        | 3.9         | 3.3         |             | January                        | 4.6         | 4.7         |             |  |
| February                       | 3.0         | 2.7         |             | February                       | 4.6         | 4.3         |             | February                       | 3.5         | 3.2         |             | February                       | 4.3         | 4.7         |             |  |
| March                          | 2.4         | 3.9         |             | March                          | 4.2         | 5.6         |             | March                          | 2.9         | 4.4         |             | March                          | 4.3         | 4.6         |             |  |
| Annual Average                 | 2.7         | 3.6         | 3.1         | Annual Average                 | 4.7         | 4.9         | 4.0         | Annual Average                 | 3.3         | 4.0         | 3.4         | Annual Average                 | 3.9         | 4.1         | 4.2         |  |
| Average Apr-May                | 2.4         | 3.2         | 3.1         | Average Apr-May                | 5.1         | 5.8         | 4.0         | Average Apr-May                | 3.2         | 4.0         | 3.4         | Average Apr-May                | 3.7         | 3.8         | 4.2         |  |
|                                |             |             |             |                                |             |             |             |                                |             |             |             |                                |             |             |             |  |
| No of Employees at 31 May 2008 |             |             | 499         | No of Employees at 31 May 2008 |             |             | 203         | No of Employees at 31 May 2008 |             |             | 702         | No of Employees at 31 May 2008 |             |             | 16393       |  |

For Enterprise Resources the absence rate for unpaid special leave was 0.6%  
Average number of days lost per employee annually is 9.0 days.

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

| Resource Total (APT&C) |                |                |                | Council Wide    |                |                |                |
|------------------------|----------------|----------------|----------------|-----------------|----------------|----------------|----------------|
|                        | 2006 /<br>2007 | 2007 /<br>2008 | 2008 /<br>2009 |                 | 2006 /<br>2007 | 2007 /<br>2008 | 2008 /<br>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            |                | June            | 3.5            | 3.8            |                |
| July                   | 2.6            | 2.8            |                | July            | 2.9            | 3.2            |                |
| August                 | 2.9            | 2.5            |                | August          | 2.8            | 3.4            |                |
| September              | 5.0            | 2.6            |                | September       | 3.7            | 4.0            |                |
| October                | 4.8            | 2.3            |                | October         | 4.0            | 4.1            |                |
| November               | 3.4            | 2.9            |                | November        | 4.5            | 4.5            |                |
| December               | 2.5            | 3.1            |                | December        | 4.7            | 4.3            |                |
| January                | 3.2            | 4.1            |                | January         | 4.6            | 4.7            |                |
| February               | 2.3            | 3.6            |                | February        | 4.3            | 4.7            |                |
| March                  | 2.0            | 3.5            |                | March           | 4.3            | 4.6            |                |
| Annual Average         | 3.1            | 2.9            | 2.8            | Annual Average  | 3.9            | 4.1            | 4.2            |
| Average Apr-May        | 2.9            | 2.4            | 2.8            | Average Apr-May | 3.7            | 3.8            | 4.2            |

  

|                                |     |                                |       |
|--------------------------------|-----|--------------------------------|-------|
| No of Employees at 31 May 2008 | 289 | No of Employees at 31 May 2008 | 16393 |
|--------------------------------|-----|--------------------------------|-------|

For Finance & Information Technology the absence rate for unpaid special leave was nil  
Average number of days lost per employee annually is 7.2 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         |             | June                           | 4.3         | 4.4         |             | June                           | 4.0         | 3.7         |             | June                           | 3.5         | 3.8         |             |
| July                           | 4.2         | 3.9         |             | July                           | 4.3         | 4.8         |             | July                           | 4.3         | 4.1         |             | July                           | 2.9         | 3.2         |             |
| August                         | 3.5         | 3.6         |             | August                         | 4.3         | 5.1         |             | August                         | 3.8         | 4.1         |             | August                         | 2.8         | 3.4         |             |
| September                      | 3.7         | 4.0         |             | September                      | 6.0         | 5.0         |             | September                      | 4.4         | 4.3         |             | September                      | 3.7         | 4.0         |             |
| October                        | 3.9         | 4.1         |             | October                        | 6.5         | 5.2         |             | October                        | 4.6         | 4.5         |             | October                        | 4.0         | 4.1         |             |
| November                       | 4.4         | 4.5         |             | November                       | 7.5         | 5.6         |             | November                       | 5.3         | 4.7         |             | November                       | 4.5         | 4.5         |             |
| December                       | 4.6         | 4.1         |             | December                       | 6.8         | 6.1         |             | December                       | 5.2         | 4.7         |             | December                       | 4.7         | 4.3         |             |
| January                        | 4.8         | 4.4         |             | January                        | 6.1         | 5.7         |             | January                        | 5.2         | 4.8         |             | January                        | 4.6         | 4.7         |             |
| February                       | 3.9         | 4.7         |             | February                       | 4.6         | 7.5         |             | February                       | 4.1         | 5.5         |             | February                       | 4.3         | 4.7         |             |
| March                          | 3.5         | 4.1         |             | March                          | 4.0         | 7.3         |             | March                          | 3.7         | 4.9         |             | March                          | 4.3         | 4.6         |             |
| Annual Average                 | 4.0         | 3.9         | 4.4         | Annual Average                 | 5.2         | 5.4         | 6.3         | Annual Average                 | 4.3         | 4.3         | 4.9         | Annual Average                 | 3.9         | 4.1         | 4.2         |
| Average Apr-May                | 3.6         | 3.2         | 4.4         | Average Apr-May                | 3.9         | 3.8         | 6.3         | Average Apr-May                | 3.7         | 3.4         | 4.9         | Average Apr-May                | 3.7         | 3.8         | 4.2         |
|                                |             |             |             |                                |             |             |             |                                |             |             |             |                                |             |             |             |
| No of Employees at 31 May 2008 |             |             | 1485        | No of Employees at 31 May 2008 |             |             | 548         | No of Employees at 31 May 2008 |             |             | 2033        | No of Employees at 31 May 2008 |             |             | 16393       |

For Housing & Technical Resources the rate of unpaid special leave was nil.  
Average number of days lost per employee annually is 12.0 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         |             | June                           | 4.5         | 5.4         |             | June                           | 4.1         | 4.4         |             | June                           | 3.5         | 3.8         |             |  |
| July                           | 3.6         | 4.3         |             | July                           | 3.9         | 5.7         |             | July                           | 3.7         | 4.7         |             | July                           | 2.9         | 3.2         |             |  |
| August                         | 3.3         | 4.4         |             | August                         | 4.0         | 6.7         |             | August                         | 3.5         | 5.0         |             | August                         | 2.8         | 3.4         |             |  |
| September                      | 3.8         | 4.2         |             | September                      | 4.8         | 6.7         |             | September                      | 4.1         | 5.0         |             | September                      | 3.7         | 4.0         |             |  |
| October                        | 4.6         | 4.2         |             | October                        | 5.7         | 6.6         |             | October                        | 5.0         | 4.9         |             | October                        | 4.0         | 4.1         |             |  |
| November                       | 4.6         | 4.1         |             | November                       | 5.6         | 5.9         |             | November                       | 4.9         | 4.6         |             | November                       | 4.5         | 4.5         |             |  |
| December                       | 4.4         | 4.2         |             | December                       | 5.9         | 6.5         |             | December                       | 4.9         | 4.9         |             | December                       | 4.7         | 4.3         |             |  |
| January                        | 4.7         | 5.0         |             | January                        | 6.6         | 6.9         |             | January                        | 5.3         | 5.6         |             | January                        | 4.6         | 4.7         |             |  |
| February                       | 4.2         | 4.8         |             | February                       | 6.5         | 5.8         |             | February                       | 4.9         | 5.1         |             | February                       | 4.3         | 4.7         |             |  |
| March                          | 4.6         | 4.9         |             | March                          | 5.3         | 5.5         |             | March                          | 4.8         | 5.1         |             | March                          | 4.3         | 4.6         |             |  |
| Annual Average                 | 4.1         | 4.3         | 4.6         | Annual Average                 | 5.3         | 6.1         | 4.7         | Annual Average                 | 4.5         | 4.8         | 4.6         | Annual Average                 | 3.9         | 4.1         | 4.2         |  |
| Average Apr-May                | 4.0         | 3.9         | 4.6         | Average Apr-May                | 5.5         | 5.5         | 4.7         | Average Apr-May                | 4.5         | 4.4         | 4.6         | Average Apr-May                | 3.7         | 3.8         | 4.2         |  |
| No of Employees at 31 May 2008 |             |             | 1960        | No of Employees at 31 May 2008 |             |             | 943         | No of Employees at 31 May 2008 |             |             | 2903        | No of Employees at 31 May 2008 |             |             | 16393       |  |

For Social Work Resources the absence rate for unpaid special was nil.

Average number of days lost per employee annually is 10.8 days.

## ABSENCE BY LONG AND SHORT TERM

From : 1 March 2008 - 31 May 2008

| Resource                                   | No of employees | March 2008         |                   |                          | April 2008         |                   |                          | May 2008           |                   |                          |
|--|-----------------|--------------------|-------------------|--------------------------|--------------------|-------------------|--------------------------|--------------------|-------------------|--------------------------|
|  |                 | 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                                  | 3506            | 1.7                | 3.3               | 5.0                      | 1.4                | 3.3               | 4.7                      | 1.6                | 3.1               | 4.7                      |
| Corporate                                  | 257             | 2.2                | 0.5               | 2.7                      | 1.4                | 0.1               | 1.5                      | 1.6                | 0.2               | 1.8                      |
| Education                                  | 6703            | 1.8                | 2.5               | 4.3                      | 1.1                | 2.6               | 3.7                      | 1.3                | 2.1               | 3.4                      |
| Enterprise                                 | 702             | 2.0                | 2.4               | 4.4                      | 1.8                | 1.9               | 3.7                      | 1.4                | 1.7               | 3.1                      |
| Finance & IT                               | 289             | 2.1                | 1.4               | 3.5                      | 1.8                | 1.5               | 3.3                      | 0.9                | 1.4               | 2.3                      |
| Housing & Technical                        | 2033            | 1.8                | 3.1               | 4.9                      | 2.2                | 2.6               | 4.8                      | 1.7                | 3.1               | 4.8                      |
| Social Work                                | 2903            | 2.4                | 2.7               | 5.1                      | 2.3                | 2.6               | 4.9                      | 1.6                | 2.6               | 4.2                      |
| <b>Council Overall for Mar 08 - May 08</b> | <b>16393</b>    | <b>1.9</b>         | <b>2.7</b>        | <b>4.6</b>               | <b>1.6</b>         | <b>2.7</b>        | <b>4.3</b>               | <b>1.5</b>         | <b>2.5</b>        | <b>4.0</b>               |

Note: Long Term absence is defined as 4 weeks or over

ATTENDANCE MONITORING

ABSENCE CLASSIFICATIONS

From : 1 May 2008 - 31 May 2008

| 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                            | 1318                | 37  | 3                   | 3   | 977                 | 22  | 168                  | 37  | 89                       | 64  | 611                             | 31  | 537                   | 23  | 3703                | 28         |
| PSYCHOLOGICAL                              | 762                 | 21  | 22                  | 23  | 810                 | 18  | 115                  | 25  | 15                       | 11  | 464                             | 22  | 471                   | 21  | 2659                | 20         |
| STOMACH, BOWEL, BLOOD, METABOLIC DISORDERS | 383                 | 10  | 32                  | 33  | 1104                | 25  | 33                   | 7   | 23                       | 17  | 235                             | 11  | 246                   | 11  | 2056                | 16         |
| RESPIRATORY                                | 262                 | 7   | 15                  | 16  | 312                 | 7   | 29                   | 6   | 2                        | 1   | 214                             | 10  | 241                   | 11  | 1075                | 8          |
| OTHERS                                     | 931                 | 25  | 24                  | 25  | 1274                | 28  | 118                  | 25  | 10                       | 7   | 541                             | 26  | 783                   | 34  | 3681                | 28         |
| <b>Total Days Lost By Resource</b>         | 3656                | 100 | 96                  | 100 | 4477                | 100 | 463                  | 100 | 139                      | 100 | 2065                            | 100 | 2278                  | 100 | 13174               | 100        |
| <b>Total Work Days Available</b>           | 77132               |     | 5264                |     | 130947              |     | 15067                |     | 6100                     |     | 42953                           |     | 53814                 |     |                     |            |

\*WDL = Work Days Lost

## OCCUPATIONAL HEALTH REPORTS

FROM: 1 April 2008 - 31 May 2008 comparison with 1 April 2007 - 31 May 2007

| MEDICAL REFERRALS    | Community | Corporate | Education |        | Enterprise | Finance & IT | Housing & Technical | Social Work | Totals |
|----------------------|-----------|-----------|-----------|--------|------------|--------------|---------------------|-------------|--------|
|                      |           |           | Teachers  | Others |            |              |                     |             |        |
| TOTAL (Apr-May 2008) | 40        | 2         | 14        | 14     | 6          | 3            | 26                  | 54          | 159    |
| TOTAL (Apr-May 2007) | 52        | 0         | 11        | 10     | 6          | 3            | 32                  | 23          | 137    |

| RESOURCE             | NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY |              |
|----------------------|--|--------------|
|                      | Apr-May 2007                               | Apr-May 2008 |
| COMMUNITY            | 46   | 55           |
| CORPORATE            | 4  | 6            |
| EDUCATION (TEACHERS) | 25   | 29           |
| EDUCATION (OTHERS)   | 23   | 21           |
| ENTERPRISE           | 20   | 17           |
| FINANCE & IT         | 1  | 2            |
| HOUSING & TECH       | 41   | 51           |
| SOCIAL WORK          | 40   | 73           |
| TOTAL                | 200  | 254          |

| RESOURCE            | NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER |              |
|---------------------|--|--------------|
|                     | Apr-May 2007   | Apr-May 2008 |
| COMMUNITY           | 22   | 20           |
| CORPORATE           | 1  | 1            |
| EDUCATION           | 20   | 23           |
| ENTERPRISE          | 9  | 6            |
| FINANCE & IT        | 3  | 0            |
| HOUSING & TECHNICAL | 11   | 18           |
| SOCIAL WORK         | 16   | 28           |
| TOTAL               | 82   | 96           |

## 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 APR-MAY 2008 | 27          | 8 | 0      | 0 | 6         | 0 | 53       | 14 | 5                   | 0                              | 6     | 1 | 97    | 23  |  |
| TOTAL APR-MAY 2007 | 20          | 5 | 0      | 0 | 4         | 1 | 47       | 3  | 6                   | 1                              | 6     | 1 | 83    | 11  |  |
| TOTAL              |             |   |        |   |           |   |          |    |                     | Total Referrals (Apr-May 2008) |       |   |       | 120 |  |
|                    |             |   |        |   |           |   |          |    |                     | Total Referrals (Apr-May 2007) |       |   |       | 94  |  |

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 April 2008 - 31 May 2008 comparison with 1 April 2007 - 31 May 2007

|                                  | Community    |              | Corporate    |              | Education    |              | Enterprise   |              | Finance & IT |              | Housing & Tech |              | Social Work  |              | TOTAL        |              |
|----------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|--------------|--------------|--------------|--------------|--------------|
|                                  | Apr-May 2008 | Apr-May 2007 | Apr-May 2008 | Apr-May 2007 | Apr-May 2008 | Apr-May 2007 | Apr-May 2008 | Apr-May 2007 | Apr-May 2008 | Apr-May 2007 | Apr-May 2008   | Apr-May 2007 | Apr-May 2008 | Apr-May 2007 | Apr-May 2008 | Apr-May 2007 |
| Major Injuries                   | 0            | 2            | 0            | 0            | 0            | 1            | 0            | 1            | 0            | 0            | 0              | 1            | 0            | 0            | 0            | 5            |
| Violent Incident: Physical****   | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 0              | 0            | 0            | 0            | 0            | 0            |
| <b>Total Major*</b>              | 0            | 2            | 0            | 0            | 0            | 1            | 0            | 1            | 0            | 0            | 0              | 1            | 0            | 0            | 0            | 5            |
| Over 3-day Absences              | 5            | 4            | 0            | 0            | 1            | 1            | 4            | 0            | 0            | 0            | 3              | 3            | 0            | 0            | 13           | 8            |
| Violent Incident: Physical*****  | 0            | 0            | 0            | 0            | 1            | 0            | 0            | 0            | 0            | 0            | 0              | 0            | 0            | 0            | 1            | 0            |
| Violent Incident: Verbal*****    | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 0              | 0            | 0            | 0            | 0            | 0            |
| <b>Total Over 3-day**</b>        | 5            | 4            | 0            | 0            | 2            | 1            | 4            | 0            | 0            | 0            | 3              | 3            | 0            | 0            | 14           | 8            |
| Minor                            | 20           | 14           | 0            | 1            | 6            | 6            | 2            | 2            | 1            | 0            | 10             | 21           | 2            | 10           | 41           | 54           |
| Violent Incident: Physical*****  | 0            | 0            | 0            | 0            | 30           | 34           | 0            | 0            | 0            | 0            | 0              | 0            | 12           | 4            | 42           | 38           |
| Violent Incident: Verbal*****    | 9            | 2            | 0            | 0            | 2            | 13           | 1            | 2            | 0            | 0            | 8              | 1            | 6            | 3            | 26           | 21           |
| <b>Total Minor***</b>            | 29           | 16           | 0            | 1            | 38           | 53           | 3            | 4            | 1            | 0            | 18             | 22           | 20           | 17           | 109          | 113          |
| <b>Total Accidents/Incidents</b> | 34           | 22           | 0            | 1            | 40           | 55           | 7            | 5            | 1            | 0            | 21             | 26           | 20           | 17           | 123          | 126          |

**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 April 2008 - 31 May 2008 comparison with 1 April 2007 - 31 May 2007

| 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            | 4                           | 32            | N/A      | 36    | 0                                | 1              | N/A      | 1     | 4            | 31             | N/A      | 35    | 34  | 2   | 0  | 100%                  | 0                                     |
| EDUCATION            | 3                           | 0             | 0        | 3     | 0                                | 0              | 0        | 0     | 3            | 0              | 0        | 3     | 1   | 2   | 0  | 100%                  | 0                                     |
| ENTERPRISE           | 3                           | 5             | N/A      | 8     | 1                                | 1              | N/A      | 2     | 2            | 4              | N/A      | 6     | 8   | 0   | 0  | 100%                  | 0                                     |
| HOUSING & TECHNICAL  | 6                           | 5             | N/A      | 11    | 1                                | 0              | N/A      | 1     | 5            | 5              | N/A      | 10    | 9   | 0   | 2  | 82%                   | 0                                     |
| SOCIAL WORK          | 8                           | 2             | N/A      | 10    | 2                                | 0              | N/A      | 2     | 6            | 2              | N/A      | 8     | 5   | 1   | 4  | 60%                   | 0                                     |
| TOTAL (APR-MAY 2008) | 24                          | 44            | 0        | 68    | 4                                | 2              | 0        | 6     | 20           | 42             | 0        | 62    | 57  | 5   | 6  | 94%                   | 0                                     |
| TOTAL (APR-MAY 2007) | 17                          | 53            | 0        | 70    | 1                                | 7              | 0        | 8     | 16           | 46             | 0        | 62    | 54  | 6   | 10 | 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 (APR-MAY 2008) | 0             | 0             | 0        | 0     | 0                  | 0             | 0        | 0     | 0              | 0             | 0        | 0     | 0          | 0             | 0     | 0               | 0                                      |
| TOTAL (APR-MAY 2007) | 1             | 1             | 0        | 2     | 0                  | 0             | 0        | 0     | 1              | 0             | 0        | 1     | 0          | 0             | 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.

## CORPORATE RESOURCES APPEAL PANEL

FROM: 1 April 2008 - 31 May 2008

| RESOURCE     | UPHELD   | UPHELD IN PART | NOT UPHELD | WITHDRAWN | TOTAL    | APPEALS PENDING TO DATE |
|--------------|----------|----------------|------------|-----------|----------|-------------------------|
| <b>TOTAL</b> | <b>0</b> | <b>0</b>       | <b>2</b>   | <b>0</b>  | <b>2</b> | <b>5</b>                |

## RECORD OF GRIEVANCES

FROM: 1 April 2008 - 31 May 2008 comparison with 1 April 2007 - 31 May 2007

| 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 (APR-MAY 2008) | 0   | 4                | 0                      | 2                      | 0                      | 2                |
| TOTAL (APR-MAY 2007) | 0   | 6                | 0                      | 0                      | 0                      | 6                |

## DIGNITY AT WORK

FROM: 1 April 2008 - 31 May 2008 comparison with 1 April 2007 - 31 May 2007

| 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 (MAY 2008) | 0   | 2               | 0                             | 0                           | 0             | 0                  | 2                |
| TOTAL (MAY 2007) | 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.

**EXIT INTERVIEWS APR-MAY 2008**

| REASONS FOR LEAVING   | COMMUNITY | CORPORATE | EDUCATION | ENTERPRISE | FINANCE & IT | HOUSING & TECHNICAL | SOCIAL WORK | TOTAL | %  |
|---|-----------|-----------|-----------|------------|--------------|---------------------|-------------|-------|----|
| CAREER ADVANCEMENT  | 22        | 1         | 2         | 1          | 1            | 6                   | 8           | 41    | 49 |
| PERSONAL REASONS  | 11        | 0         | 0         | 1          | 1            | 0                   | 1           | 14    | 17 |
| MOVING OUTWITH AREA   | 4         | 0         | 0         | 0          | 0            | 0                   | 1           | 5     | 6  |
| POOR RELATIONSHIPS WITH MANAGERS / COLLEAGUES                   | 0         | 0         | 0         | 0          | 0            | 1                   | 2           | 3     | 4  |
| OTHER   | 12        | 0         | 3         | 0          | 0            | 1                   | 2           | 18    | 22 |
| NUMBER OF EXIT INTERVIEWS CONDUCTED                             | 49        | 1         | 5         | 2          | 2            | 8                   | 14          | 81    |    |
| TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW | 51        | 1         | 11        | 2          | 2            | 14                  | 19          | 100   |    |
| % OF LEAVERS INTERVIEWED  | 96        | 100       | 45        | 100        | 100          | 57                  | 74          | 81    |    |

**EXIT INTERVIEWS MAY 2007**

|  |    |   |    |    |    |    |    |    |  |
|--|----|---|----|----|----|----|----|----|--|
| NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)        | 22 | 0 | 12 | 6  | 1  | 7  | 16 | 64 |  |
| TOTAL NO OF PERMANENT LEAVERS PER RESOURCE (LAST YEAR) | 23 | 2 | 25 | 7  | 2  | 21 | 18 | 98 |  |
| % OF LEAVERS INTERVIEWED (LAST YEAR)                   | 96 | 0 | 48 | 86 | 50 | 33 | 89 | 65 |  |

\* Note these totals include temporary employees

## RECRUITMENT MONITORING

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

FROM : 1 April 2008 - 31 May 2008

|  |                   |
|--|-------------------|
| Total Number of applications received:                         | <u>1956</u>       |
| Total Number of Equal Opportunities Monitoring forms received: | <u>1784 (91%)</u> |
| Total Number of posts recruited for:                           | <u>216</u>        |
| Total Number of appointments:                                  | <u>209</u>        |

| Gender / Disability / Age                     |         |             |           |
|---|---------|-------------|-----------|
|   | Applied | Interviewed | Appointed |
| Total EO Forms Received                       | 1784    | 651         | 202       |
| Total No of Male Applicants                   | 818     | 321         | 122       |
| Total No of Female Applicants                 | 897     | 310         | 77        |
| Total No of Disabled Applicants               | 50      | 16          | 1         |
| Total No of applicants aged under 50          | 1560    | 578         | 182       |
| Total No of applicants aged over 50           | 155     | 52          | 17        |
| Total No of White applicants                  | 1655    | 619         | 198       |
| Total No of Black/Ethnic minority applicants* | 52      | 8           | 0         |

FROM : 1 April 2007 - 31 May 2007

|  |                   |
|--|-------------------|
| Total Number of applications received:                         | <u>2227</u>       |
| Total Number of Equal Opportunities Monitoring forms received: | <u>1940 (87%)</u> |
| Total Number of posts recruited for:                           | <u>296</u>        |
| Total Number of appointments:                                  | <u>292</u>        |

| Gender / Disability / Age                     |         |             |           |
|---|---------|-------------|-----------|
|   | Applied | Interviewed | Appointed |
| Total EO Forms Received                       | 1940    | 833         | 261       |
| Total No of Male Applicants                   | 1060    | 465         | 169       |
| Total No of Female Applicants                 | 808     | 343         | 87        |
| Total No of Disabled Applicants               | 36      | 23          | 9         |
| Total No of applicants aged under 50          | 1664    | 707         | 234       |
| Total No of applicants aged over 50           | 207     | 102         | 23        |
| Total No of White applicants                  | 1802    | 773         | 248       |
| Total No of Black/Ethnic minority applicants* | 27      | 14          | 2         |

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

**QUARTERLY JOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 8 MARCH 2008****Analysis by Resource**

| Resource               | Total Number of Employees |      |     |        |      |
|------------------------|---------------------------|------|-----|--------|------|
|                        | Total                     | Male |     | Female |      |
|                        |                           | F/T  | P/T | F/T    | P/T  |
| Community Resources    | 3179                      | 1183 | 169 | 283    | 1544 |
| Corporate Resources    | 246                       | 56   | 3   | 147    | 40   |
| Education - Teachers   | 3712                      | 809  | 37  | 2361   | 505  |
| Education - Others     | 2464                      | 202  | 54  | 542    | 1666 |
| Enterprise Resources   | 711                       | 488  | 7   | 172    | 44   |
| Finance & IT Resources | 285                       | 118  | 1   | 129    | 37   |
| Housing & Technical    | 2050                      | 1063 | 15  | 723    | 249  |
| Social Work Resources  | 2906                      | 304  | 120 | 958    | 1524 |

|                        |              |             |            |             |             |
|------------------------|--------------|-------------|------------|-------------|-------------|
| <b>Total All Staff</b> | <b>15553</b> | <b>4223</b> | <b>406</b> | <b>5315</b> | <b>5609</b> |
|------------------------|--------------|-------------|------------|-------------|-------------|

| Total   | Full-Time Equivalent |         |        |         |         |
|---------|----------------------|---------|--------|---------|---------|
|         | Salary Band          |         |        |         |         |
|         | A1                   | A2      | B      | C       | Other   |
| 2301.33 | 5.0                  | 16.00   | 151.77 | 1041.97 | 1086.59 |
| 229.00  | 6.0                  | 19.60   | 70.00  | 133.40  | *       |
| 3463.40 | 395.30               | 3068.10 | *      | *       | *       |
| 1782.56 | 9.0                  | 25.00   | 198.91 | 1549.65 | *       |
| 688.50  | 7.0                  | 37.60   | 213.60 | 219.10  | 211.20  |
| 271.30  | 4.0                  | 20.00   | 142.60 | 104.70  | *       |
| 1941.30 | 9.0                  | 42.00   | 320.40 | 1041.30 | 528.60  |
| 2449.35 | 5.0                  | 27.50   | 546.63 | 1870.22 | *       |

|                 |                             |                |                |                |                |
|-----------------|-----------------------------|----------------|----------------|----------------|----------------|
| <b>9663.34</b>  | <b>(excluding Teachers)</b> |                |                |                |                |
| <b>13126.74</b> | <b>440.30</b>               | <b>3255.80</b> | <b>1643.91</b> | <b>5960.34</b> | <b>1826.39</b> |

**QUARTERLY JOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 8 DECEMBER 2007****Analysis by Resource**

| Resource               | Total Number of Employees |      |     |        |      |
|------------------------|---------------------------|------|-----|--------|------|
|                        | Total                     | Male |     | Female |      |
|                        |                           | F/T  | P/T | F/T    | P/T  |
| Community Resources    | 3189                      | 1194 | 172 | 286    | 1537 |
| Corporate Resources    | 248                       | 58   | 3   | 146    | 41   |
| Education - Teachers   | 3715                      | 809  | 36  | 2367   | 503  |
| Education - Others     | 2459                      | 206  | 53  | 549    | 1651 |
| Enterprise Resources   | 711                       | 486  | 6   | 176    | 43   |
| Finance & IT Resources | 281                       | 117  | 0   | 133    | 31   |
| Housing & Technical    | 2108                      | 1098 | 6   | 771    | 233  |
| Social Work Resources  | 2943                      | 297  | 128 | 963    | 1555 |

|                        |              |             |            |             |             |
|------------------------|--------------|-------------|------------|-------------|-------------|
| <b>Total All Staff</b> | <b>15654</b> | <b>4265</b> | <b>404</b> | <b>5391</b> | <b>5594</b> |
|------------------------|--------------|-------------|------------|-------------|-------------|

| Total   | Full-Time Equivalent |         |        |         |         |
|---------|----------------------|---------|--------|---------|---------|
|         | Salary Band          |         |        |         |         |
|         | A1                   | A2      | B      | C       | Other   |
| 2306.46 | 5.0                  | 17.0    | 155.60 | 1030.95 | 1097.91 |
| 230.90  | 6.0                  | 19.6    | 68.4   | 136.9   | *       |
| 3468.80 | 395.40               | 3073.40 | *      | *       | *       |
| 1785.46 | 9.0                  | 26.0    | 198.3  | 1552.13 | *       |
| 690.00  | 7.0                  | 36.6    | 215.7  | 223.5   | 207.2   |
| 269.50  | 4.0                  | 20.0    | 142.9  | 102.6   | *       |
| 2001.40 | 7.0                  | 41.0    | 337.6  | 1067.8  | 548.0   |
| 2449.69 | 5.0                  | 27.5    | 552.36 | 1864.83 | *       |

|                 |                             |                |                |                |                |
|-----------------|-----------------------------|----------------|----------------|----------------|----------------|
| <b>9733.41</b>  | <b>(excluding Teachers)</b> |                |                |                |                |
| <b>13202.21</b> | <b>438.40</b>               | <b>3261.10</b> | <b>1670.89</b> | <b>5978.71</b> | <b>1853.11</b> |

A1 Salaries at or above SCP116 - £58,780  
A2 Salaries in the range SCP91-114 - £40,513 - £57,046  
B Salaries in the range SCP59-90 - £25,184 - £39,911  
C Salaries in the range 1-57 - £10,603 - £24,417  
Others Manual and Craft

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

