

Report

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	28 October 2020
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – July and August 2020
----------	---

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period July and August 2020

2. Recommendation(s)

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

(1) that the following employment information for the period July and August 2020 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ staffing watch as at 13 June 2020

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Committee. This report for the Council provides information on the position for the period July and August 2020.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for August 2020, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for August 2020, shown in Appendix 1, is 3.1%, which represents an increase of 0.8% compared with last month and the figure has decreased by 0.6% compared to August 2019.

When compared to August 2019, the APT&C absence rate has decreased by 1.0%, the teachers' figure has decreased by 0.1% and the manual workers' figure has decreased by 0.4%.

Based on annual trends and the absence rate to August 2020, the projected average absence rate for the Council for the financial year 2020/2021 is 4.4%.

For the financial year 2020/2021, the projected average days lost per employee equates to 7.0 days.

In comparison to August 2019 (Appendix 8):-

- ◆ Musculoskeletal and psychological conditions are the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 734 days.
- ◆ Total days lost due to psychological conditions have decreased by 647 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 520 days.
- ◆ Total days lost due to respiratory conditions have increased by 231 days.

Managers follow the procedures outlined in the Maximising Attendance Policy to support employees to remain at work, or to return to work after a sickness absence. There are comprehensive employee supports in place and additionally, Personnel Services work in close partnership with line managers and Resource Management Teams on a case management basis to ensure that appropriate actions are taken.

The attendance information contained in this report includes absences as a result of Covid-19, and employees are being supported through this difficult time to maintain attendance levels where they can.

5. Occupational Health

5.1. Information on Occupational Health for the period July and August 2020 is provided in Appendix 9.

- ◆ during the period there were 208 employees referred for a medical examination, a decrease of 83 when compared to the same period last year. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ a total of 186 employees attended physiotherapy treatment, showing a decrease of 174 when compared to the same period last year. Of the 186 employees referred, 66% remained at work whilst undertaking treatment.
- ◆ during this period 177 employees were referred to the Employee Support Officer, showing a decrease of 51 when compared with the same period last year. Of the referrals made this period, 87% related to personal reasons.
- ◆ 69 employees were referred to the PAM Assist counselling service this period, showing a decrease of 43 when compared with the same period last year. All of the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 75% of the referrals made, 3% were for work related reasons and 22% were for other reasons.
- ◆ 24 employees were referred for Cognitive Behavioural Therapy this period, an increase of 2 when compared to the same period last year.

6. Accidents/Incidents

6.1. The accident/incident report for July and August 2020 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 76, this figure has decreased by 31 from the same period last year.
- ◆ there were no specified injuries recorded, this figure has remains unchanged from the same period last year.
- ◆ there were 69 minor accidents/incidents, this figure has decreased by 27 from the same period last year.
- ◆ 2 accidents resulted in an absence lasting over 3 days during the period, this figure remains unchanged from the same period last year.
- ◆ there were 5 accidents resulting in absences lasting over 7 days during the period, this figure has decreased by 4 from the same period last year.

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

7.1. Information on Disciplinary, Grievance Hearings, Dignity at Work and Mediation Referrals for July and August 2020 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 6 disciplinary hearings were held across Resources within the Council, a decrease of 19 when compared to the same period last year.
- ◆ action was taken in 6 of these cases. No appeals were raised against the outcomes.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 50% of hearings met this target.
- ◆ during the period, 2 appeals were heard by the Appeals Panel
- ◆ at the end of August 2020, 1 Appeals Panel was pending
- ◆ during the period, 9 grievance cases were raised
- ◆ during the period, 4 Dignity at Work cases were raised
- ◆ during the period, no referrals for mediations were submitted

8. Analysis of Leavers and Exit Interviews

8.1. Information on the number of leavers and exit interviews for the period July and August 2020 is contained in Appendix 13. Exit interviews are conducted with employees who leave voluntarily.

Labour Turnover

Using information compiled from Resources and Staffing Watch information as at 13 June 2020, the Council's turnover figure for July and August 2020 is as follows:-

80 leavers eligible for exit interviews/14,827 employees in post = Labour Turnover of 0.5%.

Based on the figure at August 2020, the projected annual labour turnover figure for the financial year 2020/2021 for the Council is 1.9%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 80 employees leaving the Council that were eligible for an exit interview, a decrease of 66 when compared with the same period last year.
- ◆ exit interviews were held with 26% of leavers, compared with 20% from the same period last year.

8.3. When processing an employee termination, managers are asked to identify whether they intend to replace the employee who had left the Council. If they indicate that they do not intend to replace the employee, they are asked to select from four options:-

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

8.4. Appendix 13a provides information relating to vacant posts and whether these are being replaced or held for savings. From July to August 2020, 246 (163.96 FTE) employees left employment and managers indicated that 243 (162.36 FTE) would be replaced. Of the remaining posts, 2 (0.60 FTE) plan to transfer the budget to another post and for the remaining 1 post (1.0 FTE) was as a result of the end of a fixed term contract.

9. Recruitment Monitoring

9.1. Information on Recruitment Monitoring for July and August 2020 is contained within Appendix 14.

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

- ◆ overall, 1,603 applications and 1,478 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (78), 42 were shortlisted for interview and 9 were appointed
- ◆ of those applicants of a black/ethnic minority background (49), 19 were shortlisted for interview and 6 were appointed.

10. Staffing Watch

10.1 There has been an increase of 47 in the number of employees in post from 14 March 2020 to 13 June 2020. Details of staffing watch are contained in Appendix 15.

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. Climate Change, Sustainability and Environmental Implications

13.1. There are no climate change, sustainability or environmental implications arising from the information presented in this report.

14. Other Implications

14.1. There are no implications for risk in terms of the information contained within this report.

15. Equality Impact Assessment and Consultation Arrangements

- 15.1. 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.
- 15.2. There was no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

23 September 2020

Link(s) to Council Values/Ambitions/Objectives

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

Previous References

- ◆ Finance and Corporate Resources Committee – 19 August 2020

List of Background Papers

- ◆ Monitoring information provided by Resources

Contact for Further Information

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

Janet McLuckie, Personnel Officer

Ext: 4239 (Tel: 01698 454239)

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

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Council Wide

APT&C				Teachers				Manual Workers				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	4.2	4.0	4.2	April	1.9	2.9	2.9	April	5.7	5.2	6.0	April	4.1	4.0	4.4	
May	4.2	4.4	2.9	May	2.1	3.2	1.4	May	6.1	5.6	4.9	May	4.2	4.4	3.1	
June	4.2	4.4	2.5	June	2.3	2.7	0.9	June	6.0	5.7	4.5	June	4.3	4.4	2.7	
July	3.5	3.5	2.2	July	1.0	1.2	0.5	July	5.1	5.1	4.0	July	3.4	3.4	2.3	
August	3.7	3.9	2.9	August	1.2	1.3	1.2	August	5.4	5.5	5.1	August	3.6	3.7	3.1	
September	4.4	4.5		September	2.2	2.5		September	6.2	6.1		September	4.4	4.5		
October	4.7	4.7		October	2.2	2.6		October	5.8	6.1		October	4.4	4.6		
November	5.3	5.7		November	3.5	3.8		November	6.0	6.6		November	5.1	5.5		
December	4.9	5.7		December	3.1	3.8		December	6.3	7.2		December	4.8	5.7		
January	4.7	5.2		January	3.3	3.4		January	6.6	7.1		January	4.9	5.3		
February	4.9	5.6		February	4.0	3.8		February	6.7	7.3		February	5.2	5.6		
March	4.7	6.2		March	3.9	4.8		March	6.1	7.3		March	4.9	6.2		
Annual Average	4.5	4.8	4.4	Annual Average	2.6	3.0	2.6	Annual Average	6.0	6.2	6.0	Annual Average	4.4	4.8	4.4	
Average Apr-Aug	4.0	4.0	2.9	Average Apr-Aug	1.7	2.3	1.4	Average Apr-Aug	5.7	5.4	4.9	Average Apr-Aug	3.9	4.0	3.1	
No of Employees at 31 August 2020			7259	No of Employees at 31 August 2020			4222	No of Employees at 31 August 2020			4594	No of Employees at 31 August 2020			16027	

For the financial year 2020/21, the projected average days lost per employee equates to 7.0 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
April	3.2	4.0	3.1	April	5.4	4.4	5.3	April	5.0	4.3	5.0	April	4.1	4.0	4.4	
May	2.8	3.6	2.4	May	6.0	5.1	4.3	May	5.5	4.9	4.0	May	4.2	4.4	3.1	
June	3.8	3.9	1.6	June	5.8	5.5	4.0	June	5.5	5.3	3.6	June	4.3	4.4	2.7	
July	4.3	3.9	1.8	July	4.5	4.3	3.6	July	4.4	4.3	3.4	July	3.4	3.4	2.3	
August	4.8	4.0	1.7	August	5.3	5.1	4.9	August	5.2	4.9	4.4	August	3.6	3.7	3.1	
September	6.0	2.9		September	6.2	5.9		September	6.2	5.4		September	4.4	4.5		
October	3.8	3.4		October	5.8	5.9		October	5.5	5.5		October	4.4	4.6		
November	4.8	4.8		November	6.2	6.6		November	6.0	6.4		November	5.1	5.5		
December	4.1	5.4		December	6.0	7.0		December	5.7	6.8		December	4.8	5.7		
January	3.4	4.1		January	6.1	6.6		January	5.6	6.2		January	4.9	5.3		
February	4.1	3.8		February	6.3	7.1		February	5.9	6.6		February	5.2	5.6		
March	4.8	4.5		March	5.6	7.1		March	5.5	6.7		March	4.9	6.2		
Annual Average	4.2	4.0	3.3	Annual Average	5.8	5.9	5.7	Annual Average	5.5	5.6	5.3	Annual Average	4.4	4.8	4.4	
Average Apr-Aug	3.8	3.9	2.1	Average Apr-Aug	5.4	4.9	4.4	Average Apr-Aug	5.1	4.7	4.1	Average Apr-Aug	3.9	4.0	3.1	
No of Employees at 31 August 2020			549	No of Employees at 31 August 2020			2893	No of Employees at 31 August 2020			3442	No of Employees at 31 August 2020			16075	

For the financial year 2020/21, the projected average days lost per employee equates to 10.3 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Education Resources

APT&C				Teachers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	4.1	3.5	3.9	April	1.9	2.9	2.9	April	2.8	3.2	3.3	April	4.1	4.0	4.4				
May	4.5	4.2	2.2	May	2.1	3.2	1.4	May	3.1	3.6	1.8	May	4.2	4.4	3.1				
June	4.4	3.8	1.8	June	2.3	2.7	0.9	June	3.2	3.2	1.3	June	4.3	4.4	2.7				
July	2.4	2.4	1.3	July	1.0	1.2	0.5	July	1.6	1.7	0.9	July	3.4	3.4	2.3				
August	2.7	2.8	2.7	August	1.2	1.3	1.2	August	1.8	2.0	1.8	August	3.6	3.7	3.1				
September	4.1	4.3		September	2.2	2.5		September	3.0	3.3		September	4.4	4.5					
October	4.7	4.5		October	2.2	2.6		October	3.2	3.5		October	4.4	4.6					
November	5.7	5.8		November	3.5	3.8		November	4.4	4.7		November	5.1	5.5					
December	5.4	5.5		December	3.1	3.8		December	4.1	4.6		December	4.8	5.7					
January	5.1	5.1		January	3.3	3.4		January	4.1	4.2		January	4.9	5.3					
February	5.3	5.7		February	4.0	3.8		February	4.5	4.6		February	5.2	5.6					
March	5.0	7.1		March	3.9	4.8		March	4.4	5.8		March	4.9	6.2					
Annual Average	4.5	4.6	4.2	Annual Average	2.6	3.0	2.6	Annual Average	3.4	3.7	3.3	Annual Average	4.4	4.8	4.4				
Average Apr-Aug	3.6	3.3	2.4	Average Apr-Aug	1.7	2.3	1.4	Average Apr-Aug	2.5	2.7	1.8	Average Apr-Aug	3.9	4.0	3.1				
No of Employees at 31 August 2020				3041	No of Employees at 31 August 2020				4222	No of Employees at 31 August 2020				7263	No of Employees at 31 August 2020				16075

For the financial year 2020/21, the projected average days lost per employee equates to 4.3 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
April	3.1	3.5	3.5	April	8.6	7.1	8.5	April	3.2	3.6	3.6	April	4.1	4.0	4.4	
May	3.3	3.2	2.3	May	0.4	0.0	16.0	May	3.2	3.2	2.4	May	4.2	4.4	3.1	
June	2.5	3.3	1.9	June	0.0	0.5	7.4	June	2.5	3.2	1.9	June	4.3	4.4	2.7	
July	2.9	3.3	2.0	July	0.0	2.4	3.5	July	2.9	3.2	2.0	July	3.4	3.4	2.3	
August	2.8	3.6	1.8	August	0.4	5.9	12.1	August	2.8	3.6	2.0	August	3.6	3.7	3.1	
September	3.1	3.3		September	0.0	3.5		September	3.0	3.3		September	4.4	4.5		
October	3.6	3.7		October	0.0	3.6		October	3.6	3.7		October	4.4	4.6		
November	4.6	3.9		November	0.0	2.6		November	4.6	3.8		November	5.1	5.5		
December	3.8	4.6		December	0.0	1.3		December	3.8	4.5		December	4.8	5.7		
January	3.6	3.9		January	0.0	0.0		January	3.5	3.9		January	4.9	5.3		
February	3.7	4.1		February	2.3	7.6		February	3.6	4.1		February	5.2	5.6		
March	3.2	4.5		March	9.8	4.6		March	3.3	4.5		March	4.9	6.2		
Annual Average	3.4	3.7	3.3	Annual Average	1.8	3.3	5.9	Annual Average	3.3	3.7	3.3	Annual Average	4.4	4.8	4.4	
Average Apr-Aug	2.9	3.4	2.3	Average Apr-Aug	1.9	3.2	9.5	Average Apr-Aug	2.9	3.4	2.4	Average Apr-Aug	3.9	4.0	3.1	
No of Employees at 31 August 2020				962	No of Employees at 31 August 2020			10	No of Employees at 31 August 2020			972	No of Employees at 31 August 2020			16075

For the financial year 2020/21, the projected average days lost per employee equates to 5.5 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	3.9	3.9	4.1	April	6.5	6.7	3.5	April	4.9	5.0	3.8	April	4.1	4.0	4.4				
May	3.6	4.2	2.8	May	6.5	5.1	2.0	May	4.8	4.5	2.5	May	4.2	4.4	3.1				
June	4.0	4.8	3.2	June	6.2	5.0	2.0	June	4.9	4.9	2.7	June	4.3	4.4	2.7				
July	3.7	4.1	2.7	July	6.3	5.4	2.7	July	4.8	4.6	2.7	July	3.4	3.4	2.3				
August	4.1	4.0	2.5	August	5.5	5.7	3.4	August	4.6	4.7	2.8	August	3.6	3.7	3.1				
September	4.5	4.4		September	6.2	5.8		September	5.2	5.0		September	4.4	4.5					
October	4.3	4.3		October	5.9	6.6		October	4.9	5.2		October	4.4	4.6					
November	4.8	5.5		November	6.5	6.1		November	5.5	5.7		November	5.1	5.5					
December	4.4	5.2		December	6.5	6.3		December	5.3	5.6		December	4.8	5.7					
January	4.2	5.8		January	7.0	5.9		January	5.3	5.8		January	4.9	5.3					
February	4.2	5.8		February	6.6	5.7		February	5.2	5.8		February	5.2	5.6					
March	4.2	5.1		March	7.3	6.5		March	5.5	5.7		March	4.9	6.2					
Annual Average	4.2	4.8	4.3	Annual Average	6.4	5.9	4.7	Annual Average	5.1	5.2	4.4	Annual Average	4.4	4.8	4.4				
Average Apr-Aug	3.9	4.2	3.1	Average Apr-Aug	6.2	5.6	2.7	Average Apr-Aug	4.8	4.7	2.9	Average Apr-Aug	3.9	4.0	3.1				
No of Employees at 31 August 2020				882	No of Employees at 31 August 2020				560	No of Employees at 31 August 2020				1442	No of Employees at 31 August 2020				16075

For the financial year 2020/21, the projected average days lost per employee equates to 7.1 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	5.3	5.0	5.5	April	6.2	6.9	10.2	April	5.6	5.6	7.1	April	4.1	4.0	4.4				
May	5.1	5.6	4.4	May	6.2	7.7	8.1	May	5.4	6.3	5.7	May	4.2	4.4	3.1				
June	5.2	5.8	3.9	June	6.3	6.9	7.6	June	5.6	6.2	5.2	June	4.3	4.4	2.7				
July	5.2	5.1	3.7	July	6.4	7.7	6.3	July	5.6	5.9	4.6	July	3.4	3.4	2.3				
August	5.0	5.9	4.4	August	5.9	6.7	6.7	August	5.3	6.2	5.2	August	3.6	3.7	3.1				
September	5.0	6.2		September	6.1	6.8		September	5.4	6.4		September	4.4	4.5					
October	5.7	6.1		October	5.6	6.5		October	5.6	6.2		October	4.4	4.6					
November	5.4	6.8		November	5.3	6.8		November	5.4	6.8		November	5.1	5.5					
December	5.1	6.9		December	6.9	8.7		December	5.7	7.5		December	4.8	5.7					
January	5.2	6.2		January	8.4	9.5		January	6.2	7.3		January	4.9	5.3					
February	5.5	6.8		February	8.5	8.8		February	6.5	7.5		February	5.2	5.6					
March	5.4	6.8		March	6.5	8.5		March	5.8	7.4		March	4.9	6.2					
Annual Average	5.3	6.1	5.6	Annual Average	6.5	7.6	7.9	Annual Average	5.7	6.6	6.4	Annual Average	4.4	4.8	4.4				
Average Apr-Aug	5.2	5.5	4.4	Average Apr-Aug	6.2	7.2	7.8	Average Apr-Aug	5.5	6.0	5.6	Average Apr-Aug	3.9	4.0	3.1				
No of Employees at 31 August 2020				1825	No of Employees at 31 August 2020				1131	No of Employees at 31 August 2020				2956	No of Employees at 31 August 2020				16075

For the financial year 2020/21, the projected average days lost per employee equates to 12.1 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 June 2020 - 31 August 2020

Resource	No of employees	June 2020			July 2020			August 2020		
		Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	3442	0.7	2.9	3.6	0.9	2.5	3.4	1.5	2.9	4.4
Education	7263	0.1	1.2	1.3	0.1	0.8	0.9	1.2	0.6	1.8
Finance and Corporate	972	0.3	1.6	1.9	0.6	1.4	2.0	0.7	1.3	2.0
Housing & Technical	1442	0.6	2.1	2.7	0.6	2.1	2.7	0.9	1.9	2.8
Social Work	2956	1.5	3.7	5.2	1.1	3.5	4.6	1.3	3.9	5.2
Council Overall for June 2020 - August 2020	16075	0.6	2.1	2.7	0.5	1.8	2.3	1.2	1.9	3.1

ATTENDANCE MONITORING
Absence Classification

From : 1 August - 31 August 2020

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	947	31	478	19	19	5	182	23	749	27	2375	25
Psychological	925	30	960	38	182	51	365	46	895	32	3327	35
Stomach, Bowel, Blood, Metabolic Disorders	258	8	198	8	33	9	77	10	248	9	814	9
Respiratory	239	8	236	9	0	0	75	9	269	10	819	9
Other Classification	707	23	629	25	122	34	100	13	625	22	2183	23
Total Days Lost By Resource	3076	100	2501	100	356	100	799	100	2786	100	9518	100
Total Work Days Available	69747		135889		18232		28157		53340			

From : 1 August - 31 August 2019

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1150	32	566	21	106	15	399	29	888	26	3109	26
Psychological	778	22	1042	38	360	52	455	33	1339	39	3974	34
Stomach, Bowel, Blood, Metabolic Disorders	433	12	317	12	42	6	255	18	287	8	1334	11
Respiratory	230	6	104	4	31	4	46	3	177	5	588	5
Other Classification	954	27	715	26	156	22	239	17	700	21	2764	23
Total Days Lost By Resource	3545	100	2744	100	695	100	1394	100	3391	100	11769	100
Total Work Days Available	72525		138597		19191		29757		54683			

***WDL = Work Days Lost**

OCCUPATIONAL HEALTH REPORTS

FROM: 1 July 2020 - 31 August 2020 comparison with 1 July 2019 - 31 August 2019

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Jul-Aug 2020)	61	5	19	5	29	89	208
TOTAL (Jul-Aug 2019)	68	8	23	21	56	115	291

No of Employees Referred For Physiotherapy		
RESOURCE	Jul-Aug 2019	Jul-Aug 2020
Community and Enterprise	99	54
Education (Teachers)	38	16
Education (Others)	45	30
Finance and Corporate	23	6
Housing and Technical	48	21
Social Work	107	59
TOTAL	360	186

No of Employees Referred To Employee Support Officer		
RESOURCE	Jul-Aug 2019	Jul-Aug 2020
Community and Enterprise	48	38
Education	50	59
Finance and Corporate	18	13
Housing and Technical	27	19
Social Work	85	48
TOTAL	228	177

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Jul-Aug 2019	Jul-Aug 2020
Community and Enterprise	2	4
Education	1	2
Finance and Corporate	0	0
Housing and Technical	3	2
Social Work	6	4
Not Disclose	10	12
TOTAL	22	24

Analysis of Counselling Referrals by Cause											
Reason											
Work Stress		Addiction		Personal		Anxiety/ Depression		Bereavement		Total	
M	S	M	S	M	S	M	S	M	S	M	S
TOTAL (Jul-Aug 2020)	2	0	0	0	52	0	8	0	7	69	0
TOTAL (Jul-Aug 2019)	24	0	3	0	66	0	15	0	4	112	0
								Total Referrals (Jul-Aug 2020)		69	
								Total Referrals (Jul-Aug 2019)		112	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

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

FROM: 1 July 2020 - 31 August 2020 comparison with 1 July 2019 - 31 August 2019

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019
Specified Injury	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	0	0	0	0	0	0	0	0	0	0	0
Over 7-day	3	4	0	1	0	0	0	2	2	0	5	7
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	2	0	2
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	3	4	0	1	0	0	0	2	2	2	5	9
Over 3-day	1	1	0	0	0	0	0	0	1	1	2	2
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 3-day**	1	1	0	0	0	0	0	0	1	1	2	2
Minor	5	13	0	3	0	0	1	7	6	5	12	28
Near Miss	0	4	0	0	0	0	0	0	0	1	0	5
Violent Incident: Physical	0	1	12	39	0	0	0	0	39	4	51	44
Violent Incident: Verbal	1	0	0	3	0	3	0	4	5	9	6	19
Total Minor***	6	18	12	45	0	3	1	11	50	19	69	96
Total Accidents/Incidents	10	23	12	46	0	3	1	13	53	22	76	107

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

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

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

RECORD OF DISCIPLINARY HEARINGS

FROM: 1 July 2020 - 31 August 2020 comparison with 1 July 2019 - 31 August 2019

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks
	APT&C	Manual/ Craft	Teachers	Total	No Action				Action Taken				3	4-6	6+	
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total				
COMMUNITY AND ENTERPRISE	0	2	N/A	2	0	0	N/A	0	0	2	N/A	2	2	0	0	100%
EDUCATION	1	0	0	1	0	0	0	0	1	0	0	1	0	0	1	0%
SOCIAL WORK	1	2	N/A	3	0	0	N/A	0	1	2	N/A	3	1	0	2	33%
TOTAL (Jul-Aug 2020)	2	4	0	6	0	0	0	0	2	4	0	6	3	0	3	50%
TOTAL (Jul-Aug 2019)	7	18	0	25	3	5	0	8	4	13	0	17	17	4	4	84%

RESOURCE	No of Appeals				Outcome of Appeals												Appeals Pending
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld				
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	
TOTAL (Jul-Aug 2020)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (Jul-Aug 2019)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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.

APPEAL'S PANEL

FROM: 1 July 2020 - 31 August 2020

APPEAL'S PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	1	1	0	2	1

RECORD OF GRIEVANCES**FROM: 1 July 2020 - 31 August 2020 comparison with 1 July 2019 - 31 August 2019**

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Jul-Aug 2020)	9	0	0	0	9
TOTAL (Jul-Aug 2019)	6	0	4	0	2

DIGNITY AT WORK**FROM: 1 July 2020 - 31 August 2020 comparison with 1 July 2019 - 31 August 2019**

DIGNITY AT WORK	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (Jul-Aug 2020)	4	0	0	0	0	4
TOTAL (Jul-Aug 2019)	4	0	4	0	0	0

REFERRALS FOR WORKPLACE MEDIATION**As at August 2020**

WORKPLACE MEDIATION	Jul-20	Aug-20
No of Referrals	0	0
*No of Successful Cases	0	0
*No of Unsuccessful Cases	0	0
No of cases unsuitable for mediation	0	0

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

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

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (Jul-Aug 2020)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total
CAREER ADVANCEMENT	1	1	0	1	1	4
FURTHER EDUCATION	0	4	0	0	0	4
POOR RELATIONSHIPS WITH MANAGERS / COLLEAGUES	0	1	0	0	1	2
DISSATISFACTION WITH TERMS AND CONDITIONS	0	1	0	0	1	2
CHILD CARING / CARING RESPONSIBILITIES	0	2	0	0	0	2
MOVING OUTWITH AREA	0	1	0	0	0	1
PERSONAL REASONS	0	0	1	0	0	1
TRAVELLING DIFFICULTIES	0	0	0	0	1	1
OTHER	0	2	1	0	1	4
NUMBER OF EXIT INTERVIEWS CONDUCTED	1	12	2	1	5	21
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	12	50	2	2	14	80
% OF LEAVERS INTERVIEWED	8	24	100	50	36	26

EXIT INTERVIEWS (Jul-Aug 2019)

NUMBER OF EXIT INTERVIEWS CONDUCTED	0	4	1	1	2	8
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	14	96	7	5	24	146
% OF LEAVERS INTERVIEWED	0	36	20	33	18	20

* Note these totals include temporary employees

July - August 2020	Number of leavers		Replace Employee		Filling on a temp basis		Plan to transfer this budget to another post		End of fixed term post		Leave vacant pending savings or service review		Reason not specified	
Resource	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Community & Enterprise	30.58	56	30.58	56										
Education	91.24	136	91.14	135			0.10	1						
Finance & Corporate	5.00	6	5.00	6										
Housing & Technical	6.74	8	6.74	8										
Social Work	30.40	40	28.90	38			0.50	1	1.00	1				
Total	163.96	246	162.36	243	0.00	0	0.60	2	1	1	0.00	0	0.00	0

April - June 2020	Number of leavers		Replace Employee		Filling on a temp basis		Plan to transfer this budget to another post		End of fixed term post		Leave vacant pending savings or service review		Reason not specified	
Resource	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Community & Enterprise	19.39	39	17.74	36					1.65	3				
Education	15.83	28	15.48	27									0.34	1
Finance & Corporate	7.78	10	7.78	10										
Housing & Technical	8.53	10	8.53	10										
Social Work	30.74	46	30.74	46										
Total	82.27	133	80.27	129	0	0	0.00	0	1.65	3	0	0	0.34	1
Cumulative YTD	246.23	379	342.62	372	0	0	0.6	2	2.65	4	0	0	0.4	1

* Full time equivalent

** Head count/number of employees

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 July 2020 - 31 August 2020

Total Number of applications received:	1603
Total Number of Equal Opportunities Monitoring forms received:	1478
Total Number of posts recruited for:	91
Total Number of appointments:	490

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1478	799	449
Total No of Male Applicants	558	297	175
Total No of Female Applicants	915	488	273
Total No of Disabled Applicants	78	42	9
Total No of applicants aged under 50	1239	655	395
Total No of applicants aged over 50	233	120	48
Total No of White applicants	1410	765	439
Total No of Black/Ethnic minority applicants*	49	19	6

FROM : 1 July 2019 - 31 August 2019

Total Number of applications received:	5813
Total Number of Equal Opportunities Monitoring forms received:	5564
Total Number of posts recruited for:	270
Total Number of appointments:	702

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	5564	1615	573
Total No of Male Applicants	2140	564	180
Total No of Female Applicants	3401	1049	391
Total No of Disabled Applicants	267	115	21
Total No of applicants aged under 50	4573	1322	479
Total No of applicants aged over 50	939	284	90
Total No of White applicants	5346	1558	561
Total No of Black/Ethnic minority applicants*	166	50	11

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 13 June 2020

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent									
	Total	Male		Female		Salary Band									
		F/T	P/T	F/T	P/T	Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
Community & Enterprise Resources	3183	1363	225	188	1407	2286.76	1.00	1571.35	408.19	233.67	47.55	16.00	4.00	5.00	0.00
Education - Others	2890	140	83	510	2157	2083.73	1.00	1039.95	778.48	134.03	47.64	13.00	4.00	58.23	7.40
Education - Teachers	3761	694	61	2272	734	3450.24	0.00	0.34	0.00	0.00	0.00	1.00	0.00	4.00	3444.90
Finance & Corporate Resources	891	205	16	366	304	790.28	2.00	121.49	345.93	230.62	57.54	25.70	6.00	1.00	0.00
Housing & Technical	1290	826	26	308	130	1234.71	1.00	202.46	640.77	348.02	30.46	10.00	2.00	0.00	0.00
Social Work Resources	2812	209	212	985	1406	2440.81	1.00	1306.05	533.04	550.32	24.40	24.00	2.00	0.00	0.00
Total All Staff	14827	3437	623	4629	6138	8836.29	(excluding Teachers)								
						12286.53	6.00	4241.64	2706.41	1496.66	207.59	89.70	18.00	68.23	3452.30

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 14 March 2020

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent									
	Total	Male		Female		Salary Band									
		F/T	P/T	F/T	P/T	Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
Community & Enterprise Resources	3163	1329	226	194	1414	2260.73	1.00	1541.01	409.19	235.98	47.55	16.00	4.00	6.00	0.00
Education - Others	2882	140	82	503	2157	2077.17	1.00	1373.40	450.76	139.88	31.80	13.00	4.00	56.93	6.40
Education - Teachers	3742	694	61	2259	728	3433.29	0.00	0.69	0.00	0.00	0.00	1.00	0.00	4.00	3427.60
Finance & Corporate Resources	911	210	15	382	304	810.80	2.00	127.66	351.89	235.85	59.70	26.70	6.00	1.00	0.00
Housing & Technical	1295	834	26	305	130	1240.37	1.00	202.72	643.39	347.80	32.46	11.00	2.00	0.00	0.00
Social Work Resources	2787	216	191	971	1409	2413.27	1.00	1290.00	518.26	554.01	23.00	25.00	2.00	0.00	0.00
Total All Staff	14780	3423	601	4614	6142	8802.34	(excluding Teachers)								
						12235.63	6.00	4535.48	2373.49	1513.52	194.51	92.70	18.00	67.93	3434.00