

Report

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	8 May 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – January and February 2019
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period January and February 2019

2. Recommendation(s)

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

(1) that the following employment information for the period January and February 2019 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ Staffing Watch as at 8 December 2018

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 January and February 2019.

4. Attendance Statistics

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

The Council's absence rate for February 2019, shown in Appendix 1, is 5.2%, which represents an increase of 0.3% when compared with last month and an increase of 0.2% when compared to February 2018.

When compared to February 2018, the APT&C absence rate has decreased by 0.3%, the teachers' figure has increased by 1.0% and the manual workers' figure has increased by 0.2%.

Based on annual trends and the absence rate to February 2019, the projected average absence rate for the Council for the financial year 2018/2019 is 4.4%.

For the financial year 2018/2019 the projected average days lost per employee equates to 10.4 days.

In comparison to February 2018 (Appendix 8):-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 149 days.
- ◆ Total days lost due to psychological conditions have increased by 919 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 160 days.
- ◆ Total days lost due to respiratory conditions have decreased by 285 days.

5. Occupational Health

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

- ◆ during the period there were 262 employees referred for a medical examination, a decrease of 7 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 404 employees attended physiotherapy treatment, showing a decrease of 1 when compared to the same period last year. Of the 404 employees referred, 79% remained at work whilst undertaking treatment.
- ◆ during this period 279 employees were referred to the Employee Support Officer, showing an increase of 88 when compared with the same period last year. Of the referrals made this period, 89% related to personal reasons.
- ◆ 76 employees were referred to the PAM Assist counselling service this period, showing a decrease of 8 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 57% of the referrals made, 18% were for work related reasons and 25% were for other reasons.
- ◆ 21 employees were referred for Cognitive Behavioural Therapy this period, a decrease of 18 when compared to the same period last year.

6. Accidents/Incidents

6.1. The accident/incident report for January and February 2019 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 145, this figure has decreased by 11 from the same period last year.
- ◆ sadly there were 2 fatal accidents/incidents recorded, this figure has increased by 2 from the same period last year.
- ◆ there were no specified injury accidents/incidents recorded, this figure has decreased by 4 from the same period last year.
- ◆ there were 131 minor accidents/incidents, this figure has decreased by 5 from the same period last year.
- ◆ 4 accidents resulted in an absence lasting over 3 days during the period, this figure remains unchanged from the same period last year.
- ◆ there were 8 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 January and February 2019 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 30 disciplinary hearings were held across Resources within the Council, a decrease of 5 when compared to the same period last year
- ◆ action was taken in 29 of these cases. 3 appeals were raised against the outcomes
- ◆ our target is to convene disciplinary hearings within 6 weeks, 70% of hearings met this target
- ◆ during the period, 1 appeal was heard by the Appeals Panel which was not upheld
- ◆ at the end of February 2019, 2 appeals were pending
- ◆ during the period, 3 grievance cases were raised
- ◆ during the period, 3 Dignity at Work cases were raised
- ◆ during the period, 1 referral for mediation was submitted

8. Analysis of Leavers and Exit Interviews

8.1. Information on the number of leavers and exit interviews for the period January and February 2019 is contained in Appendix 13. Exit interviews are conducted with employees who leave voluntarily.

Labour Turnover

Using information compiled from Resources and Staffing Watch information as at 8 December 2018, the Council's turnover figure for January and February 2019 is as follows:-

89 leavers eligible for exit interviews/14,392 employees in post = Labour Turnover of 0.6%.

Based on the figure at February 2019, the projected annual labour turnover figure for the financial year 2018/2019 for the Council is 4.3%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 89 employees leaving the Council that were eligible for an exit interview, a decrease of 20 when compared with the same period last year
- ◆ exit interviews were held with 22% of leavers, compared with 12% from the same period last year.

9 Recruitment Monitoring

9.1. Information on Recruitment Monitoring for January and February 2019 is contained within Appendix 14.

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

- ◆ overall, 1,355 applications and 1,326 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (49), 22 were shortlisted for interview and 6 were appointed
- ◆ of those applicants of a black/ethnic minority background (60), 11 were shortlisted for interview and 2 were appointed.

10. Staffing Watch

- 10.1. There has been an increase of 83 in the number of employees in post from 8 September 2018 to 8 December 2018.

11. Employee Implications

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

12. Financial Implications

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

13. Other Implications

- 13.1. There are no implications for sustainability or risk in terms of the information contained within this report.

14. Equality Impact Assessment and Consultation Arrangements

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

Paul Manning

Executive Director (Finance and Corporate Resources)

26 March 2019

Link(s) to Council Values/Ambitions/Objectives

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

Previous References

- ◆ Finance and Corporate Resources Committee – 20 February 2019

List of Background Papers

- ◆ Monitoring information provided by Resources

Contact for Further Information

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

Janet McLuckie, Personnel Officer

Ext: 4239 (Tel: 01698 454239)

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

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Council Wide

APT&C				Teachers				Manual Workers				Council Wide				
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	4.0	4.1	4.2	April	2.9	2.1	1.9	April	6.1	5.2	5.7	April	4.3	3.9	4.1	
May	4.2	4.4	4.2	May	3.1	2.7	2.1	May	5.8	5.1	6.1	May	4.4	4.2	4.2	
June	4.1	4.1	4.2	June	2.4	2.2	2.3	June	5.6	4.9	6.0	June	4.1	3.9	4.3	
July	3.5	3.3	3.5	July	1.2	0.8	1.0	July	4.7	4.5	5.1	July	3.3	3.0	3.4	
August	3.7	3.7	3.7	August	1.4	1.0	1.2	August	5.2	4.5	5.4	August	3.6	3.2	3.6	
September	4.1	4.4	4.4	September	2.4	2.2	2.2	September	5.4	5.0	6.2	September	4.1	4.0	4.4	
October	4.5	4.3	4.7	October	2.9	2.4	2.2	October	5.6	5.4	5.8	October	4.4	4.1	4.4	
November	5.0	4.7	5.3	November	3.1	3.5	3.5	November	6.4	6.1	6.0	November	4.9	4.8	5.1	
December	5.1	4.9	4.9	December	3.2	3.8	3.1	December	6.3	6.7	6.3	December	4.9	5.1	4.8	
January	4.7	5.0	4.7	January	2.8	3.0	3.3	January	5.5	6.6	6.6	January	4.5	5.0	4.9	
February	5.1	5.2	4.9	February	3.7	3.0	4.0	February	5.8	6.5	6.7	February	5.0	5.0	5.2	
March	5.0	4.8		March	3.4	2.9		March	5.4	6.2		March	4.7	4.7		
Annual Average	4.4	4.4	4.5	Annual Average	2.7	2.5	2.5	Annual Average	5.7	5.6	6.0	Annual Average	4.4	4.2	4.4	
Average Apr-Feb	4.4	4.4	4.4	Average Apr-Feb	2.6	2.4	2.4	Average Apr-Feb	5.7	5.5	6.0	Average Apr-Feb	4.3	4.2	4.4	
No of Employees at 28 February 2019			7087	No of Employees at 28 February 2019			3777	No of Employees at 28 February 2019			4323	No of Employees at 28 February 2019			15187	

For the financial year 2018/19, the projected average days lost per employee equates to 10.4 days.

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019
April	4.0	3.9	3.2	April	5.8	5.2	5.4	April	5.3	4.8	5.0	April	4.3	3.9	4.1
May	4.2	4.4	2.8	May	5.6	5.7	6.0	May	5.2	5.4	5.5	May	4.4	4.2	4.2
June	3.4	4.2	3.8	June	5.5	5.1	5.8	June	4.9	4.9	5.5	June	4.1	3.9	4.3
July	2.5	3.4	4.3	July	4.4	4.2	4.5	July	3.9	4.0	4.4	July	3.3	3.0	3.4
August	2.9	3.6	4.8	August	5.0	4.5	5.3	August	4.4	4.3	5.2	August	3.6	3.2	3.6
September	4.4	3.4	6.0	September	5.6	5.0	6.2	September	5.3	4.8	6.2	September	4.1	4.0	4.4
October	4.8	3.8	3.8	October	5.8	5.6	5.8	October	5.5	5.3	5.5	October	4.4	4.1	4.4
November	5.5	4.5	4.8	November	6.7	6.2	6.2	November	6.4	5.9	6.0	November	4.9	4.8	5.1
December	5.3	3.6	4.1	December	6.2	6.4	6.0	December	6.0	5.9	5.7	December	4.9	5.1	4.8
January	4.4	3.0	3.4	January	5.7	6.3	6.1	January	5.4	5.7	5.6	January	4.5	5.0	4.9
February	4.5	3.0	4.1	February	6.4	6.8	6.3	February	5.9	6.1	5.9	February	5.0	5.0	5.2
March	4.2	3.4		March	5.9	6.1		March	5.4	5.6		March	4.7	4.7	
Annual Average	4.2	3.7	4.0	Annual Average	5.7	5.6	5.8	Annual Average	5.3	5.2	5.5	Annual Average	4.4	4.2	4.4
Average Apr-Feb	4.2	3.7	4.1	Average Apr-Feb	5.7	5.5	5.8	Average Apr-Feb	5.3	5.2	5.5	Average Apr-Feb	4.3	4.2	4.4

No of Employees at 28 February 2019			552	No of Employees at 28 February 2019			2691	No of Employees at 28 February 2019			3243	No of Employees at 28 February 2019			15187
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For the financial year 2018/19, the projected average days lost per employee equates to 13.9 days.

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Education Resources

APT&C				Teachers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	3.4	4.0	4.1	April	2.9	2.1	1.9	April	3.1	2.9	2.8	April	4.3	3.9	4.1				
May	3.8	4.7	4.5	May	3.1	2.7	2.1	May	3.4	3.5	3.1	May	4.4	4.2	4.2				
June	3.8	3.6	4.4	June	2.4	2.2	2.3	June	3.0	2.8	3.2	June	4.1	3.9	4.3				
July	2.9	2.1	2.4	July	1.2	0.8	1.0	July	1.9	1.3	1.6	July	3.3	3.0	3.4				
August	3.0	2.7	2.7	August	1.4	1.0	1.2	August	2.0	1.7	1.8	August	3.6	3.2	3.6				
September	3.7	4.3	4.1	September	2.4	2.2	2.2	September	2.9	3.0	3.0	September	4.1	4.0	4.4				
October	4.2	4.6	4.7	October	2.9	2.4	2.2	October	3.4	3.3	3.2	October	4.4	4.1	4.4				
November	5.4	5.0	5.7	November	3.1	3.5	3.5	November	4.0	4.1	4.4	November	4.9	4.8	5.1				
December	5.4	5.3	5.4	December	3.2	3.8	3.1	December	4.1	4.4	4.1	December	4.9	5.1	4.8				
January	4.7	5.2	5.1	January	2.8	3.0	3.3	January	3.6	3.9	4.1	January	4.5	5.0	4.9				
February	5.5	5.5	5.3	February	3.7	3.0	4.0	February	4.4	4.0	4.5	February	5.0	5.0	5.2				
March	5.6	4.7		March	3.4	2.9		March	4.3	3.7		March	4.7	4.7					
Annual Average	4.3	4.3	4.4	Annual Average	2.7	2.5	2.5	Annual Average	3.3	3.2	3.3	Annual Average	4.4	4.2	4.4				
Average Apr-Feb	4.2	4.3	4.4	Average Apr-Feb	2.6	2.4	2.4	Average Apr-Feb	3.3	3.2	3.3	Average Apr-Feb	4.3	4.2	4.4				
No of Employees at 28 February 2019				2835	No of Employees at 28 February 2019				3777	No of Employees at 28 February 2019				6612	No of Employees at 28 February 2019				15187

For the financial year 2018/19, the projected average days lost per employee equates to 7.8 days.

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019	
April	2.6	2.8	3.1	April			8.6	April	2.6	2.8	3.2	April	4.3	3.9	4.1	
May	2.2	3.2	3.3	May		0.0	0.4	May	2.2	3.2	3.2	May	4.4	4.2	4.2	
June	2.2	3.3	2.5	June		0.0	0.0	June	2.2	3.3	2.5	June	4.1	3.9	4.3	
July	2.0	3.1	2.9	July		0.0	0.0	July	2.0	3.0	2.9	July	3.3	3.0	3.4	
August	2.2	3.5	2.8	August		0.0	0.4	August	2.2	3.4	2.8	August	3.6	3.2	3.6	
September	2.4	4.1	3.1	September		0.0	0.0	September	2.4	4.1	3.0	September	4.1	4.0	4.4	
October	2.6	4.4	3.6	October		0.0	0.0	October	2.6	4.3	3.6	October	4.4	4.1	4.4	
November	3.1	4.2	4.6	November		0.0	0.0	November	3.1	4.1	4.6	November	4.9	4.8	5.1	
December	2.6	3.5	3.8	December		0.0	0.0	December	2.6	3.4	3.8	December	4.9	5.1	4.8	
January	2.6	4.1	3.6	January		7.0	0.0	January	2.6	4.2	3.5	January	4.5	5.0	4.9	
February	3.8	4.2	3.7	February	2.5	2.3	February	3.8	4.2	3.6	February	5.0	5.0	5.2		
March	3.7	3.8		March	16.9		March	3.7	4.0		March	4.7	4.7			
Annual Average	2.7	3.7	3.4	Annual Average	2.4	2.4	Annual Average	2.7	3.7	3.4	Annual Average	4.4	4.2	4.4		
Average Apr-Feb	2.6	3.7	3.4	Average Apr-Feb	1.0	1.1	Average Apr-Feb	2.6	3.6	3.3	Average Apr-Feb	4.3	4.2	4.4		
No of Employees at 28 February 2019				988	No of Employees at 28 February 2019			11	No of Employees at 28 February 2019			999	No of Employees at 28 February 2019			15187

For the financial year 2018/19, the projected average days lost per employee equates to 7.8 days.
 Figures for manual workers only applicable from May 2017/2018

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019	
April	4.6	4.3	3.9	April	6.3	4.5	6.5	April	5.1	4.4	4.9	April	4.3	3.9	4.1	
May	4.3	4.2	3.6	May	5.0	3.9	6.5	May	4.5	4.1	4.8	May	4.4	4.2	4.2	
June	4.3	3.9	4.0	June	5.5	4.4	6.2	June	4.7	4.1	4.9	June	4.1	3.9	4.3	
July	4.1	4.3	3.7	July	4.5	4.9	6.3	July	4.2	4.5	4.8	July	3.3	3.0	3.4	
August	4.9	4.7	4.1	August	5.7	4.0	5.5	August	5.1	4.4	4.6	August	3.6	3.2	3.6	
September	5.1	4.3	4.5	September	4.6	4.5	6.2	September	5.0	4.4	5.2	September	4.1	4.0	4.4	
October	5.5	3.8	4.3	October	5.0	4.4	5.9	October	5.3	4.0	4.9	October	4.4	4.1	4.4	
November	4.9	4.9	4.8	November	6.7	6.4	6.5	November	5.5	5.5	5.5	November	4.9	4.8	5.1	
December	5.0	5.0	4.4	December	6.7	9.0	6.5	December	5.6	6.6	5.3	December	4.9	5.1	4.8	
January	5.0	5.4	4.2	January	4.3	7.3	7.0	January	4.8	6.2	5.3	January	4.5	5.0	4.9	
February	4.9	5.2	4.2	February	4.7	6.1	6.6	February	4.8	5.6	5.2	February	5.0	5.0	5.2	
March	4.7	5.1		March	4.6	6.0		March	4.6	5.4		March	4.7	4.7		
Annual Average	4.8	4.6	4.2	Annual Average	5.3	5.5	6.3	Annual Average	4.9	4.9	5.1	Annual Average	4.4	4.2	4.4	
Average Apr-Feb	4.8	4.5	4.2	Average Apr-Feb	5.4	5.4	6.3	Average Apr-Feb	5.0	4.9	5.0	Average Apr-Feb	4.3	4.2	4.4	
No of Employees at 28 February 2019			881	No of Employees at 28 February 2019			555	No of Employees at 28 February 2019			1436	No of Employees at 28 February 2019			15187	

For the financial year 2018/19, the projected average days lost per employee equates to 12.3 days.

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019	
April	4.8	5.0	5.3	April	6.6	5.6	6.2	April	5.4	5.2	5.6	April	4.3	3.9	4.1	
May	5.3	4.9	5.1	May	6.9	4.1	6.2	May	5.8	4.6	5.4	May	4.4	4.2	4.2	
June	5.2	5.3	5.2	June	6.2	4.6	6.3	June	5.5	5.1	5.6	June	4.1	3.9	4.3	
July	5.0	4.8	5.2	July	5.7	4.9	6.4	July	5.3	4.8	5.6	July	3.3	3.0	3.4	
August	4.8	4.9	5.0	August	5.4	4.7	5.9	August	5.0	4.8	5.3	August	3.6	3.2	3.6	
September	4.3	5.0	5.0	September	5.3	5.2	6.1	September	4.7	5.1	5.4	September	4.1	4.0	4.4	
October	4.7	4.2	5.7	October	5.6	5.8	5.6	October	5.0	4.8	5.6	October	4.4	4.1	4.4	
November	5.1	4.4	5.4	November	5.4	5.9	5.3	November	5.2	4.9	5.4	November	4.9	4.8	5.1	
December	5.6	5.6	5.1	December	6.1	6.1	6.9	December	5.8	5.7	5.7	December	4.9	5.1	4.8	
January	5.5	5.5	5.2	January	5.5	7.3	8.4	January	5.5	6.1	6.2	January	4.5	5.0	4.9	
February	5.8	6.1	5.5	February	4.8	5.8	8.5	February	5.4	6.0	6.5	February	5.0	5.0	5.2	
March	5.6	5.7		March	4.8	6.5		March	5.3	5.9		March	4.7	4.7		
Annual Average	5.1	5.1	5.3	Annual Average	5.7	5.5	6.5	Annual Average	5.3	5.3	5.7	Annual Average	4.4	4.2	4.4	
Average Apr-Feb	5.1	5.1	5.2	Average Apr-Feb	5.8	5.5	6.5	Average Apr-Feb	5.3	5.2	5.7	Average Apr-Feb	4.3	4.2	4.4	
No of Employees at 28 February 2019			1831	No of Employees at 28 February 2019			1066	No of Employees at 28 February 2019			2897	No of Employees at 28 February 2019			15187	

For the financial year 2018/19, the projected average days lost per employee equates to 12.4 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 December 2018 - 28 February 2019

Resource	No of employees	December 2018			January 2019			February 2019		
		Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	3243	1.6	4.1	5.7	2.4	3.2	5.6	2.3	3.6	5.9
Education	6612	1.4	2.7	4.1	1.9	2.2	4.1	1.6	2.9	4.5
Finance and Corporate	999	1.6	2.2	3.8	1.5	2.0	3.5	1.6	2.0	3.6
Housing & Technical	1436	2.0	3.3	5.3	2.4	2.9	5.3	2.3	2.9	5.2
Social Work	2897	1.9	3.8	5.7	2.3	3.9	6.2	2.6	3.9	6.5
Council Overall for December 2018 - February 2019	15187	1.5	3.3	4.8	2.1	2.8	4.9	3.2	2.0	5.2

ATTENDANCE MONITORING
Absence Classification

From : 1 February - 28 February 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	1135	31	848	15	141	22	468	33	768	25	3360	23
Psychological	821	22	2145	39	177	27	358	26	897	29	4398	31
Stomach, Bowel, Blood, Metabolic Disorders	438	12	546	10	72	11	179	13	195	6	1430	10
Respiratory	406	11	601	11	107	16	151	11	480	16	1745	12
Other Classification	915	25	1421	26	154	24	244	17	747	24	3481	24
Total Days Lost By Resource	3715	100	5561	100	651	100	1400	100	3087	100	14414	100
Total Work Days Available	62944		122532		17859		26903		47604			

From : 1 February - 28 February 2018

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1291	33	900	19	122	16	461	30	735	25	3509	25
Psychological	755	20	1147	24	274	36	476	31	827	28	3479	25
Stomach, Bowel, Blood, Metabolic Disorders	380	10	620	13	107	14	148	10	335	12	1590	12
Respiratory	626	16	813	17	78	10	178	12	335	12	2030	15
Other Classification	808	21	1232	26	188	24	263	17	676	23	3167	23
Total Days Lost By Resource	3860	100	4712	100	769	100	1526	100	2908	100	13775	100
Total Work Days Available	62938		116417		18527		27473		48459			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 January 2019 - 28 February 2019 comparison with 1 January 2018 - 28 February 2018

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Jan-Feb 2019)	71	23	26	13	41	88	262
TOTAL (Jan-Feb 2018)	83	32	25	9	39	81	269

No of Employees Referred For Physiotherapy		
RESOURCE	Jan-Feb 2018	Jan-Feb 2019
Community and Enterprise	100	86
Education (Teachers)	47	43
Education (Others)	68	75
Finance and Corporate	28	27
Housing and Technical	55	55
Social Work	107	118
TOTAL	405	404

No of Employees Referred To Employee Support Officer		
RESOURCE	Jan-Feb 2018	Jan-Feb 2019
Community and Enterprise	45	56
Education	60	118
Finance and Corporate	15	10
Housing and Technical	16	24
Social Work	55	71
TOTAL	191	279

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Jan-Feb 2018	Jan-Feb 2019
Community and Enterprise	8	3
Education	14	3
Finance and Corporate	5	0
Housing and Technical	5	2
Social Work	7	6
Not Disclose	0	7
TOTAL	39	21

Analysis of Counselling Referrals by Cause												
Reason												
Work Stress		Addiction		Personal		Anxiety/ Depression		Bereavement		Total		
M	S	M	S	M	S	M	S	M	S	M	S	
TOTAL (Jan-Feb 2019)	14	0	2	0	43	0	8	9	0	76	0	
TOTAL (Jan-Feb 2018)	18	1	0	0	51	3	0	11	0	80	4	
								Total Referrals (Jan-Feb 2019)		76		
								Total Referrals (Jan-Feb 2018)		84		

M = MANAGEMENT REFERRAL S = SELF REFERRAL

*Resources nil responses are not included in figures

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

FROM: 1 January 2019 - 28 February 2019 comparison with 1 January 2018 - 28 February 2018

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
Fatal	1	0	0	0	0	0	0	0	1	0	2	0
Specified Injury	0	1	0	1	0	0	0	1	0	1	0	4
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	1	0	1	0	0	0	1	0	1	0	4
Over 7-day	3	7	0	1	0	1	3	3	2	0	8	12
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 7-day**	3	7	0	1	0	1	3	3	2	0	8	12
Over 3-day	2	4	0	0	0	0	1	0	1	0	4	4
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**	2	4	0	0	0	0	1	0	1	0	4	4
Minor	8	13	3	1	0	1	1	6	6	3	18	24
Near Miss	2	0	0	1	0	0	1	0	0	0	3	1
Violent Incident: Physical	2	2	81	83	0	0	0	0	2	11	85	96
Violent Incident: Verbal	4	3	11	3	4	0	2	3	4	6	25	15
Total Minor***	16	18	95	88	4	1	4	9	12	20	131	136
Total Accidents/Incidents	22	30	95	90	4	2	8	13	16	21	145	156

*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 January 2019 - 28 February 2019 comparison with 1 January 2018 - 28 February 2018

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks
	APT&C	Manual/ Craft	Teachers	Total	No Action				Action Taken				3	4-6	6+	
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total				
COMMUNITY AND ENTERPRISE	1	13	N/A	14	1	0	N/A	1	0	13	N/A	13	6	3	5	64%
EDUCATION	3	0	0	3	0	0	0	0	3	0	0	3	3	0	0	100%
HOUSING & TECHNICAL	2	1	N/A	3	0	0	N/A	0	2	1	N/A	3	2	0	1	67%
SOCIAL WORK	6	4	N/A	10	0	0	N/A	0	6	4	N/A	10	2	5	3	70%
TOTAL (Jan-Feb 2019)	12	18	0	30	1	0	0	1	11	18	0	29	13	8	9	70%
TOTAL (Jan-Feb 2018)	19	16	0	35	1	3	0	4	17	14	0	31	20	6	9	74%

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 (Jan-Feb 2019)	1	2	0	3	0	0	0	0	0	1	0	1	1	1	0	2	0
TOTAL (Jan-Feb 2018)	1	1	0	2	1	0	0	1	0	0	0	0	0	1	0	1	0

*Resources nil responses are not included in figures

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

APPEALS PANEL

FROM: 1 January 2019 - 28 February 2019

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

RECORD OF GRIEVANCES**FROM: 1 January 2019 - 28 February 2019 comparison with 1 January 2018 - 28 February 2018**

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

DIGNITY AT WORK**FROM: 1 January 2019 - 28 February 2019 comparison with 1 January 2018 - 28 February 2018**

DIGNITY AT WORK	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (Jan-Feb 2019)	3	0	0	0	0	3
TOTAL (Jan-Feb 2018)	0	0	0	0	0	0

REFERRALS FOR WORKPLACE MEDIATION**As at February 2019**

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

WORKPLACE MEDIATION	Jan-18	Feb-18
No of Referrals	0	2
*No of Successful Cases	0	0
*No of Unsuccessful Cases	0	0
No of cases unsuitable for mediation	0	0

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

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (January-February 2019)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
MOVING OUTWITH AREA	1	3	0	0	0	4	20
CAREER ADVANCEMENT	0	1	1	0	1	3	15
TRAVELLING DIFFICULTIES	0	1	0	0	1	2	10
CHILD CARING / CARING RESPONSIBILITIES	0	1	0	0	0	1	5
OTHER	3	2	1	0	4	10	50
NUMBER OF EXIT INTERVIEWS CONDUCTED	4	8	2	0	6	20	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	19	37	6	3	24	89	
% OF LEAVERS INTERVIEWED	21	22	33	0	25	22	

EXIT INTERVIEWS (January-February 2018)

NUMBER OF EXIT INTERVIEWS CONDUCTED	0	11	1	0	1	13	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	16	55	8	7	23	109	
% OF LEAVERS INTERVIEWED	0	20	13	0	4	12	

* Note these totals include temporary employees

RECRUITMENT MONITORING
Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 January 2019 - 28 February 2019

Total Number of applications received:	1355
Total Number of Equal Opportunities Monitoring forms received:	1326
Total Number of posts recruited for:	100
Total Number of appointments:	145

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1326	455	137
Total No of Male Applicants	491	142	39
Total No of Female Applicants	826	310	98
Total No of Disabled Applicants	49	22	6
Total No of applicants aged under 50	987	337	54
Total No of applicants aged over 50	320	114	35
Total No of White applicants	1250	439	135
Total No of Black/Ethnic minority applicants*	60	11	2

FROM : 1 January 2018 - 28 February 2018

Total Number of applications received:	1318
Total Number of Equal Opportunities Monitoring forms received:	1273
Total Number of posts recruited for:	119
Total Number of appointments:	197

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1273	581	197
Total No of Male Applicants	376	166	46
Total No of Female Applicants	887	379	119
Total No of Disabled Applicants	38	17	4
Total No of applicants aged under 50	1049	441	127
Total No of applicants aged over 50	221	103	37
Total No of White applicants	1222	525	162
Total No of Black/Ethnic minority applicants*	32	16	3

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 8 December 2018**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3061	1311	207	200	1343
Education - Others	2648	127	84	432	2005
Education - Teachers	3663	678	60	2230	695
Finance & Corporate Resources	925	207	17	392	309
Housing & Technical	1327	866	19	302	140
Social Work Resources	2768	218	186	912	1452

Total All Staff

14392	3407	573	4468	5944
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Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2225.03	1.00	1489.23	420.50	236.86	49.64	16.80	4.00	7.00	0.00
1879.71	1.00	1206.38	423.22	128.27	27.00	15.00	4.00	59.44	15.40
3361.93	0.00	1.03	0.00	0.00	0.00	0.00	0.00	4.60	3356.30
821.40	2.00	129.69	353.87	237.52	63.62	27.70	6.00	1.00	0.00
1273.75	1.00	191.83	682.36	349.56	36.00	11.00	2.00	0.00	0.00
2387.60	1.00	1325.04	468.45	548.11	20.00	23.00	2.00	0.00	0.00

8587.49	(excluding Teachers)								
11949.42	6.00	4343.20	2348.40	1500.32	196.26	93.50	18.00	72.04	3371.70

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 8 September 2018**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3089	1356	203	202	1328
Education - Others	2505	124	78	401	1902
Education - Teachers	3691	689	59	2271	672
Finance & Corporate Resources	935	213	18	393	311
Housing & Technical	1333	872	18	303	140
Social Work Resources	2756	216	185	897	1458

Total All Staff

14309	3470	561	4467	5811
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Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2267.04	1.00	1544.04	408.90	236.66	48.64	16.80	4.00	7.00	0.00
1765.96	1.00	1115.24	459.47	84.54	19.00	15.00	4.00	57.51	10.20
3395.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3391.20
830.67	2.00	131.96	359.41	242.18	61.42	26.70	6.00	1.00	0.00
1280.10	1.00	196.73	682.02	352.35	34.00	12.00	2.00	0.00	0.00
2370.46	1.00	1323.97	463.08	536.41	20.00	25.00	1.00	0.00	0.00

8514.23	(excluding Teachers)								
11910.03	6.00	4311.94	2372.88	1452.14	183.06	95.50	17.00	70.11	3401.40