

Report

Report to:	Employee Issues Forum
Date of Meeting:	17 August 2021
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – April to June 2021
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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 April to June 2021

2. Recommendation(s)

2.1. The Employee Issues Forum is asked to approve the following recommendation(s):-

(1) that the following employment information for the period April to June 2021 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 March 2021

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Employee Issues Forum. This report for the Council provides information on the position for the period April to June 2021.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for June 2021, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for June 2021, shown in Appendix 1, is 4.7%, which represents a decrease of 0.2% when compared with last month and the figure has increased by 2.0% when compared to June 2020.

When compared to June 2020, the APT&C absence rate has increased by 1.9%, the teachers' figure has increased by 1.7% and the manual workers' figure has increased by 2.5%.

Based on annual trends and the absence rate to June 2021, the projected average absence rate for the Council for the financial year 2021/2022 is 4.5%.

For the financial year 2021/2022, the average days lost per employee equates to 11.0 days.

In comparison to June 2020 (Appendix 8):-

- ◆ Psychological and musculoskeletal conditions are the main reasons for absence.
- ◆ Total days lost due to psychological conditions have increased by 2127 days.
- ◆ Total days lost due to musculoskeletal conditions have increased by 1341 days.
- ◆ Total days lost due to respiratory conditions have increased by 793 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 785 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. At the time of this report, the Council overall absence level was 4.05% with 0.41% of this relating to Covid-19 for sickness and special leave.

5. Occupational Health

5.1. Information on Occupational Health for the period April to June 2021 is provided in Appendix 9.

- ◆ during the period there were 392 employees referred for a medical examination, an increase of 182 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 494 employees attended physiotherapy treatment, showing an increase of 399 when compared to the same period last year. Of the 494 employees referred, 74% remained at work whilst undertaking treatment.
- ◆ during this period 378 employees were referred to the Employee Support Officer, showing an increase of 232 when compared with the same period last year. Of the referrals made this period, 88% related to personal reasons.
- ◆ 127 employees were referred to the PAM Assist counselling service this period, showing an increase of 62 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 59% of the referrals made, 21% were for work related reasons and 20% were for other reasons.
- ◆ 25 employees were referred for Cognitive Behavioural Therapy this period, this figure has increased by 11 when compared to the same period last year.

6. Accidents/Incidents

6.1. The accident/incident report for April to June 2021 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 296, this figure has increased by 217 from the same period last year.
- ◆ there were no specified injuries recorded, this figure remains unchanged from the same period last year.
- ◆ there were 288 minor accidents/incidents, this figure has increased by 216 from the same period last year.

- ◆ there were 3 accidents resulting in an absence lasting over 3 days during the period, this figure has increased by 1 from the same period last year.
- ◆ there were 5 accidents resulting in an absence lasting over 7 days during the period, this figure remains unchanged 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 to March 2021 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 23 disciplinary hearings were held across Resources within the Council, an increase of 19 when compared to the same period last year.
- ◆ action was taken in 19 of these cases. One appeal was raised against the outcome, of which was not upheld.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 52% of hearings met this target.
- ◆ during the period, 2 appeals were heard by the Appeals Panel and both were upheld in part.
- ◆ at the end of June 2021, no Appeals Panels were pending.
- ◆ during the period, no grievance cases were raised.
- ◆ during the period, 3 Dignity at Work cases were raised.
- ◆ during the period, no referrals for mediation were submitted.

8. Analysis of Leavers and Exit Interviews

8.1. Information on the number of leavers and exit interviews for the period April to June 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 March 2021, the Council's turnover figure for April to June 2021 is as follows:-

133 leavers eligible for exit interviews/14,894 employees in post = Labour Turnover of 0.9%.

Based on the figure at June 2021, the projected annual labour turnover figure for the financial year 2021/2022 for the Council is 3.6%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 133 employees leaving the Council that were eligible for an exit interview, an increase of 94 when compared with the same period last year.
- ◆ exit interviews were held with 29% of leavers, which is a decrease of 2% when compared with 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 April to June 2021, 279 (195.60 FTE) employees left employment. Managers indicated that 264 (183.29 FTE) would be replaced, 5 posts (3.27 FTE) have been left vacant due to pending savings or service reviews, 4 posts (4.00 FTE) were due to the end of a fixed term contracts, 4 posts (3.30 FTE) are being removed for savings, 1 post (1.00 FTE) was filled on a temporary basis and the budget for 1 post (0.74 FTE) is transferring to another post.

9. Recruitment Monitoring

- 9.1. Information on Recruitment Monitoring for April to June 2021 is contained within Appendix 14.

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

- ◆ overall, 2,154 applications and 2,131 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (98), 35 were shortlisted for interview and 9 were appointed
- ◆ of those applicants of a black/ethnic minority background (76), 24 were shortlisted for interview and 9 were appointed.
- ◆ Of those applicants who are veterans (19), 11 were shortlisted for interview and none were appointed.

10. Staffing Watch

- 10.1. There has been an increase of 23 in the number of employees in post from 12 December 2020 to 13 March 2021. Details of the 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)

12 July 2021

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

- ◆ Employee Issues Forum – 18 May 2021

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:-

Laurane Rhind, Personnel Services Manager

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E-mail: Laurane.Rhind@southlanarkshire.gov.uk

ABSENCE TRENDS - 2019/2020, 2020/2021 & 2021/2022

Council Wide

APT&C				Teachers				Manual Workers				Council Wide			
	2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.0	4.2	4.1	April	2.9	2.9	2.5	April	5.2	6.0	6.2	April	4.0	4.4	4.3
May	4.4	2.9	4.7	May	3.2	1.4	3.2	May	5.6	4.9	6.7	May	4.4	3.1	4.9
June	4.4	2.5	4.4	June	2.7	0.9	2.6	June	5.7	4.5	7.0	June	4.4	2.7	4.7
July	3.5	2.2		July	1.2	0.5		July	5.1	4.0		July	3.4	2.3	
August	3.9	2.9		August	1.3	1.2		August	5.5	5.1		August	3.7	3.1	
September	4.5	4.1		September	2.5	2.7		September	6.1	5.8		September	4.5	4.2	
October	4.7	4.7		October	2.6	3.2		October	6.1	6.4		October	4.6	4.8	
November	5.7	5.6		November	3.8	4.6		November	6.6	7.3		November	5.5	5.8	
December	5.7	5.3		December	3.8	4.7		December	7.2	6.9		December	5.7	5.6	
January	5.2	4.5		January	3.4	2.7		January	7.1	7.2		January	5.3	4.8	
February	5.6	4.3		February	3.8	2.5		February	7.3	7.4		February	5.6	4.8	
March	6.2	4.6		March	4.8	2.9		March	7.3	7.2		March	6.2	4.9	
Annual Average	4.8	4.0	4.3	Annual Average	3.0	2.5	2.8	Annual Average	6.2	6.1	6.4	Annual Average	4.8	4.2	4.5
Average Apr-Jun	4.3	3.2	4.4	Average Apr-Jun	2.9	1.7	2.8	Average Apr-Jun	5.5	5.1	6.6	Average Apr-Jun	4.3	3.4	4.6

No of Employees at 30 June 2021	7464	No of Employees at 30 June 2021	3930	No of Employees at 30 June 2021	4692	No of Employees at 30 June 2021	16086
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For the financial year 2021/22, the projected average days lost per employee equates to 11.0 days.

ABSENCE TRENDS - 2019/2020, 2020/2021 & 2021/2022

Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022
April	4.0	3.1	2.3	April	4.4	5.3	5.7	April	4.3	5.0	5.2	April	4.0	4.4	4.3
May	3.6	2.4	2.7	May	5.1	4.3	6.4	May	4.9	4.0	5.9	May	4.4	3.1	4.9
June	3.9	1.6	2.8	June	5.5	4.0	6.6	June	5.3	3.6	6.0	June	4.4	2.7	4.7
July	3.9	1.8		July	4.3	3.6		July	4.3	3.4		July	3.4	2.3	
August	4.0	1.7		August	5.1	4.9		August	4.9	4.4		August	3.7	3.1	
September	2.9	1.6		September	5.9	5.8		September	5.4	5.1		September	4.5	4.2	
October	3.4	3.1		October	5.9	6.3		October	5.5	5.8		October	4.6	4.8	
November	4.8	3.6		November	6.6	7.1		November	6.4	6.6		November	5.5	5.8	
December	5.4	3.1		December	7.0	6.4		December	6.8	5.9		December	5.7	5.6	
January	4.1	3.4		January	6.6	6.0		January	6.2	5.6		January	5.3	4.8	
February	3.8	2.8		February	7.1	6.5		February	6.6	5.9		February	5.6	4.8	
March	4.5	2.6		March	7.1	6.8		March	6.7	6.2		March	6.2	4.9	
Annual Average	4.0	2.6	2.6	Annual Average	5.9	5.6	6.0	Annual Average	5.6	5.1	5.5	Annual Average	4.8	4.2	4.5
Average Apr-Jun	3.8	2.4	2.6	Average Apr-Jun	5.0	4.5	6.2	Average Apr-Jun	4.8	4.2	5.7	Average Apr-Jun	4.3	3.4	4.6
No of Employees at 30 June 2021			545	No of Employees at 30 June 2021			3034	No of Employees at 30 June 2021			3579	No of Employees at 30 June 2021			16086
For the financial year 2021/22, the projected average days lost per employee equates to 14.2 days.															

ABSENCE TRENDS - 2019/2020, 2020/2021 & 2021/2022

Education Resources

APT&C				Teachers				Resource Total				Council Wide							
	2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022				
April	3.5	3.9	4.8	April	2.9	2.9	2.5	April	3.2	3.3	3.5	April	4.0	4.4	4.3				
May	4.2	2.2	5.7	May	3.2	1.4	3.2	May	3.6	1.8	4.4	May	4.4	3.1	4.9				
June	3.8	1.8	4.7	June	2.7	0.9	2.6	June	3.2	1.3	3.5	June	4.4	2.7	4.7				
July	2.4	1.3		July	1.2	0.5		July	1.7	0.9		July	3.4	2.3					
August	2.8	2.7		August	1.3	1.2		August	2.0	1.8		August	3.7	3.1					
September	4.3	4.8		September	2.5	2.7		September	3.3	3.6		September	4.5	4.2					
October	4.5	5.4		October	2.6	3.2		October	3.5	4.1		October	4.6	4.8					
November	5.8	6.6		November	3.8	4.6		November	4.7	5.5		November	5.5	5.8					
December	5.5	6.5		December	3.8	4.7		December	4.6	5.5		December	5.7	5.6					
January	5.1	4.8		January	3.4	2.7		January	4.2	3.6		January	5.3	4.8					
February	5.7	4.7		February	3.8	2.5		February	4.6	3.5		February	5.6	4.8					
March	7.1	5.6		March	4.8	2.9		March	5.8	4.1		March	6.2	4.9					
Annual Average	4.6	4.2	4.8	Annual Average	3.0	2.5	2.8	Annual Average	3.7	3.3	3.7	Annual Average	4.8	4.2	4.5				
Average Apr-Jun	3.8	2.6	5.1	Average Apr-Jun	2.9	1.7	2.8	Average Apr-Jun	3.3	2.1	3.8	Average Apr-Jun	4.3	3.4	4.6				
No of Employees at 30 June 2021				3254	No of Employees at 30 June 2021				3930	No of Employees at 30 June 2021				7184	No of Employees at 30 June 2021				16086
For the financial year 2021/22, the projected average days lost per employee equates to 9.2 days.																			

ABSENCE TRENDS - 2019/2020, 2020/2021 & 2021/2022
Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022				
April	3.5	3.5	2.6	April	7.1	8.5	0.0	April	3.6	3.6	2.6	April	4.0	4.4	4.3				
May	3.2	2.3	3.3	May	0.0	16.0	0.0	May	3.2	2.4	3.3	May	4.4	3.1	4.9				
June	3.3	1.9	3.5	June	0.5	7.4	0.0	June	3.2	1.9	3.5	June	4.4	2.7	4.7				
July	3.3	2.0		July	2.4	3.5		July	3.2	2.0		July	3.4	2.3					
August	3.6	1.8		August	5.9	12.1		August	3.6	2.0		August	3.7	3.1					
September	3.3	2.3		September	3.5	13.4		September	3.3	2.4		September	4.5	4.2					
October	3.7	3.2		October	3.6	10.2		October	3.7	3.3		October	4.6	4.8					
November	3.9	3.1		November	2.6	11.4		November	3.8	3.2		November	5.5	5.8					
December	4.6	2.7		December	1.3	11.4		December	4.5	2.8		December	5.7	5.6					
January	3.9	2.8		January	0.0	7.0		January	3.9	2.8		January	5.3	4.8					
February	4.1	3.5		February	7.6	0.0		February	4.1	3.5		February	5.6	4.8					
March	4.5	3.5		March	4.6	0.0		March	4.5	3.5		March	6.2	4.9					
Annual Average	3.7	2.7	2.9	Annual Average	3.3	8.4	5.8	Annual Average	3.7	2.8	2.9	Annual Average	4.8	4.2	4.5				
Average Apr-Jun	3.3	2.6	3.1	Average Apr-Jun	2.5	10.6	0.0	Average Apr-Jun	3.3	2.6	3.1	Average Apr-Jun	4.3	3.4	4.6				
No of Employees at 30 June 2021				944	No of Employees at 30 June 2021				0	No of Employees at 30 June 2021				944	No of Employees at 30 June 2021				16086

For the financial year 2021/22, the projected average days lost per employee equates to 7.2 days.

ABSENCE TRENDS - 2019/2020, 2020/2021 & 2021/2022

	Housing & Technical Resources
1.	Identify the types of housing available in the community (e.g., public housing, private rental, social housing).
2.	Determine the eligibility criteria for each type of housing.
3.	Assess the financial resources available to the client (e.g., income, savings, benefits).
4.	Identify the technical resources needed for the client to access housing (e.g., internet access, phone, transportation).
5.	Develop a plan to help the client access housing based on their needs and resources.
6.	Provide ongoing support and assistance to the client throughout the process.

APT&C				Manual Workers				Resource Total				Council Wide			
	2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022
April	3.9	4.1	3.2	April	6.7	3.5	3.6	April	5.0	3.8	3.3	April	4.0	4.4	4.3
May	4.2	2.8	2.9	May	5.1	2.0	4.2	May	4.5	2.5	3.4	May	4.4	3.1	4.9
June	4.8	3.2	3.5	June	5.0	2.0	6.2	June	4.9	2.7	4.6	June	4.4	2.7	4.7
July	4.1	2.7		July	5.4	2.7		July	4.6	2.7		July	3.4	2.3	
August	4.0	2.5		August	5.7	3.4		August	4.7	2.8		August	3.7	3.1	
September	4.4	2.1		September	5.8	3.3		September	5.0	2.6		September	4.5	4.2	
October	4.3	2.9		October	6.6	3.9		October	5.2	3.3		October	4.6	4.8	
November	5.5	3.7		November	6.1	5.6		November	5.7	4.5		November	5.5	5.8	
December	5.2	3.3		December	6.3	4.8		December	5.6	3.9		December	5.7	5.6	
January	5.8	3.5		January	5.9	4.4		January	5.8	3.9		January	5.3	4.8	
February	5.8	3.2		February	5.7	4.7		February	5.8	3.8		February	5.6	4.8	
March	5.1	3.1		March	6.5	4.5		March	5.7	3.6		March	6.2	4.9	
Annual Average	4.8	3.1	3.1	Annual Average	5.9	3.7	4.3	Annual Average	5.2	3.3	3.5	Annual Average	4.8	4.2	4.5
Average Apr-Jun	4.3	3.4	3.2	Average Apr-Jun	5.6	2.5	4.7	Average Apr-Jun	4.8	3.0	3.8	Average Apr-Jun	4.3	3.4	4.6

No of Employees at 30 June 2021	892	No of Employees at 30 June 2021	575	No of Employees at 30 June 2021	1467	No of Employees at 30 June 2021	16086
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For the financial year 2021/22, the projected average days lost per employee equates to 9.1 days.

ABSENCE TRENDS - 2019/2020, 2020/2021 & 2021/2022

Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022
April	5.0	5.5	4.5	April	6.9	10.2	9.6	April	5.6	7.1	6.2	April	4.0	4.4	4.3
May	5.6	4.4	5.0	May	7.7	8.1	9.3	May	6.3	5.7	6.5	May	4.4	3.1	4.9
June	5.8	3.9	5.2	June	6.9	7.6	9.1	June	6.2	5.2	6.5	June	4.4	2.7	4.7
July	5.1	3.7		July	7.7	6.3		July	5.9	4.6		July	3.4	2.3	
August	5.9	4.4		August	6.7	6.7		August	6.2	5.2		August	3.7	3.1	
September	6.2	5.4		September	6.8	7.5		September	6.4	6.1		September	4.5	4.2	
October	6.1	5.9		October	6.5	8.2		October	6.2	6.7		October	4.6	4.8	
November	6.8	6.6		November	6.8	8.9		November	6.8	7.4		November	5.5	5.8	
December	6.9	6.5		December	8.7	10.3		December	7.5	7.7		December	5.7	5.6	
January	6.2	5.8		January	9.5	13.1		January	7.3	8.3		January	5.3	4.8	
February	6.8	5.1		February	8.8	12.6		February	7.5	7.6		February	5.6	4.8	
March	6.8	4.6		March	8.5	10.6		March	7.4	6.6		March	6.2	4.9	
Annual Average	6.1	5.2	5.2	Annual Average	7.6	9.2	9.4	Annual Average	6.6	6.5	6.6	Annual Average	4.8	4.2	4.5
Average Apr-Jun	5.5	4.6	4.9	Average Apr-Jun	7.2	8.6	9.3	Average Apr-Jun	6.0	6.0	6.4	Average Apr-Jun	4.3	3.4	4.6

No of Employees at 30 June 2021				1829	No of Employees at 30 June 2021				1083	No of Employees at 30 June 2021				2912	No of Employees at 30 June 2021				16086
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For the financial year 2021/22, the projected average days lost per employee equates to 13.9 days.

ABSENCE BY LONG AND SHORT TERM									Appendix 7	
From: 1 April - 30 June 2021										
Resource	No of employees	April 2021			May 2021			June 2021		
		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	3579	1.3	3.9	5.2	1.9	4.0	5.9	1.8	4.2	6.0
Education	7184	0.7	2.8	3.5	1.4	3.0	4.4	1.1	2.4	3.5
Finance and Corporate	944	0.5	2.1	2.6	1.1	2.2	3.3	1.2	2.3	3.5
Housing & Technical	1467	1.0	2.3	3.3	1.3	2.1	3.4	1.9	2.7	4.6
Social Work	2912	1.6	4.6	6.2	1.8	4.7	6.5	1.6	4.9	6.5
Council Overall for April - June 2021	16086	1.0	3.3	4.3	1.5	3.4	4.9	1.4	3.3	4.7

ATTENDANCE MONITORING

Absence Classification

From : 1 June - 30 June 2021

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	1420	31	840	16	143	22	340	25	706	20	3449	23
Psychological	1396	31	1758	34	241	37	396	29	1261	37	5052	33
Stomach, Bowel, Blood, Metabolic Disorders	335	7	439	8	8	1	137	10	291	8	1210	8
Respiratory	584	13	671	13	75	12	230	17	343	10	1903	12
Other Classification	833	18	1502	29	179	28	268	20	848	25	3630	24
Total Days Lost By Resource	4568	100	5210	100	646	100	1371	100	3449	100	15244	100
Total Work Days Available	76005		147043		18482		29933		52948			

From : 1 June - 30 June 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	823	31	422	24	65	18	90	11	708	25	2108	25
Psychological	808	30	603	34	160	43	364	46	990	35	2925	35
Stomach, Bowel, Blood, Metabolic Disorders	134	5	76	4	9	2	73	9	133	5	425	5
Respiratory	246	9	298	17	39	11	90	11	437	16	1110	13
Other Classification	664	25	388	22	96	26	179	22	533	19	1860	22
Total Days Lost By Resource	2675	100	1787	100	369	100	796	100	2801	100	8428	100
Total Work Days Available	73353		140371		19063		29438		53811			

*WDL = Work Days Lost

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

FROM: 1 April 2021 - 30 June 2021 comparison with 1 April 2020 - 30 June 2020

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020
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	4	1	0	2	0	0	1	0	0	2	5	5
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**	4	1	0	2	0	0	1	0	0	2	5	5
Over 3-day	1	1	1	0	0	0	1	0	0	1	3	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	1	0	0	0	1	0	0	1	3	2
Minor	18	1	9	0	1	0	8	1	9	8	45	10
Near Miss	4	1	3	0	0	0	0	0	1	0	8	1
Violent Incident: Physical	1	0	217	37	0	0	0	0	4	17	222	54
Violent Incident: Verbal	3	0	6	0	0	0	1	0	3	7	13	7
Total Minor***	26	2	235	37	1	0	9	1	17	32	288	72
Total Accidents/Incidents	31	4	236	39	1	0	11	1	17	35	296	79

*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 April 2021 - 30 June 2021 comparison with 1 April 2020 - 30 June 2020

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	5	N/A	5	0	0	N/A	0	0	5	N/A	5	1	2	2	60%
EDUCATION	4	0	2	6	1	0	0	1	3	0	2	5	2	1	3	50%
HOUSING & TECHNICAL	2	2	N/A	4	1	0	N/A	1	1	2	N/A	3	1	0	3	25%
SOCIAL WORK	2	6	N/A	8	0	2	N/A	2	2	4	N/A	6	3	2	3	63%
TOTAL (Apr-Jun 2021)	8	13	2	23	2	2	0	4	6	11	2	19	7	5	11	52%
TOTAL (Apr-Jun 2020)	1	2	1	4	0	0	0	0	1	2	1	4	1	0	3	25%

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 (Apr-Jun 2021)	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0
TOTAL (Apr-Jun 2020)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Resources nil responses are not included in figures

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

APPEAL'S PANEL

FROM: 1 April to 30 June 2021

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

RECORD OF GRIEVANCES**FROM: 1 April 2021 - 30 June 2021 comparison with 1 April 2020 - 30 June 2020**

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Apr-Jun 2021)	0	0	0	0	0
TOTAL (Apr-Jun 2020)	1	0	1	0	0

DIGNITY AT WORK**FROM: 1 April 2021 - 30 June 2021 comparison with 1 April 2020 - 30 June 2020**

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 (Apr-Jun 2021)	3	2	1	0	0	0
TOTAL (Apr-Jun 2020)	0	0	0	0	0	0

				Appendix 12b	
REFERRALS FOR WORKPLACE MEDIATION					
As at June 2021					
WORKPLACE MEDIATION	Apr-21	May-21	Jun-21		
No of Referrals	0	0	0		
*No of Successful Cases	0	0	0		
*No of Unsuccessful Cases	0	0	0		
No of cases unsuitable for mediation	0	0	0		
WORKPLACE MEDIATION	Apr-20	May-20	Jun-20		
No of Referrals	0	0	0		
*No of Successful Cases	0	0	0		
*No of Unsuccessful Cases	0	0	0		
No of cases unsuitable for mediation	0	0	0		
*successful/unsuccessful case outcomes may be shown outwith the month they were referred.					

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS							
EXIT INTERVIEWS (Apr-Jun 2021)							
REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CAREER ADVANCEMENT	3	2	3	0	3	11	28
CHILD CARING / CARING RESPONSIBILITIES	4	1	0	0	1	6	15
POOR RELATIONSHIPS WITH MANAGERS / COLLEAGUES	1	1	0	0	2	4	10
DISSATISFACTION WITH TERMS AND CONDITIONS	1	1	0	0	1	3	8
FURTHER EDUCATION	0	2	0	0	0	2	5
MOVING OUTWITH AREA	1	0	0	0	0	1	3
TRAVELLING DIFFICULTIES	0	0	0	0	1	1	3
OTHER	6	1	0	1	3	11	28
NUMBER OF EXIT INTERVIEWS CONDUCTED	16	8	3	1	11	39	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	43	32	8	8	42	133	
% OF LEAVERS INTERVIEWED	37	25	38	13	26	29	
EXIT INTERVIEWS (Apr-Jun 2020)							
NUMBER OF EXIT INTERVIEWS CONDUCTED	1	6	0	0	5	12	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	7	8	2	0	22	39	
% OF LEAVERS INTERVIEWED	14	75	0	0	23	31	

* Full time equivalent

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 April - 30 June 2021

Total Number of applications received:	2154
Total Number of Equal Opportunities Monitoring forms received:	2131
Total Number of posts recruited for:	314
Total Number of appointments:	327

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2131	745	306
Total No of Male Applicants	885	275	99
Total No of Female Applicants	1232	466	207
Total No of Disabled Applicants	98	35	9
Total No of applicants aged under 50	1766	597	256
Total No of applicants aged over 50	353	141	49
Total No of White applicants	2034	585	294
Total No of Black/Ethnic minority applicants*	76	24	9
Total No of Veteran applicants	19	11	0

FROM : 1 April - 30 June 2020

Total Number of applications received:	2986
Total Number of Equal Opportunities Monitoring forms received:	2960
Total Number of posts recruited for:	159
Total Number of appointments:	468

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2960	1159	450
Total No of Male Applicants	926	314	99
Total No of Female Applicants	2024	818	349
Total No of Disabled Applicants	143	75	15
Total No of applicants aged under 50	2330	879	338
Total No of applicants aged over 50	601	264	106
Total No of White applicants	2828	1116	438
Total No of Black/Ethnic minority applicants*	86	25	7
Total No of Veteran applicants	27	4	0

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 13 March 2021

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	3092	1204	246	189	1453	2146.11	1.00	1420.89	415.11	238.06	46.05	16.00	4.00	5.00	0.00
Education - Others	3003	141	81	563	2218	2173.08	1.00	1080.74	824.42	138.29	49.04	12.06	4.00	58.73	4.80
Education - Teachers	3845	685	71	2311	778	3515.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.60	3509.40
Finance & Corporate Resources	870	200	16	349	305	768.49	2.00	112.37	338.88	227.40	55.54	25.30	6.00	1.00	0.00
Housing & Technical	1311	837	26	320	128	1254.48	1.00	211.81	632.16	366.05	31.46	10.00	2.00	0.00	0.00
Social Work Resources	2773	210	200	989	1374	2408.42	1.00	1252.14	556.49	546.79	24.00	26.00	2.00	0.00	0.00
						8750.58	(excluding Teachers)								
Total All Staff	14894	3277	640	4721	6256	12265.58	6.00	4077.95	2767.06	1516.59	206.09	90.36	18.00	69.33	3514.20

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 12 December 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	3158	1280	228	190	1460	2218.48	1.00	1498.73	417.50	230.20	46.05	16.00	4.00	5.00	0.00
Education - Others	2891	138	80	518	2155	2092.10	1.00	1027.84	794.54	139.45	50.04	12.60	4.00	57.83	4.80
Education - Teachers	3861	692	69	2329	771	3534.60	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.60	3529.00
Finance & Corporate Resources	870	200	16	351	303	769.35	2.00	111.50	340.25	228.96	54.54	25.10	6.00	1.00	0.00
Housing & Technical	1308	833	28	321	126	1252.81	1.00	214.51	630.57	363.27	31.46	10.00	2.00	0.00	0.00
Social Work Resources	2783	213	203	983	1384	2419.92	1.00	1259.30	551.60	558.02	24.00	24.00	2.00	0.00	0.00
						8752.66	(excluding Teachers)								
Total All Staff	14871	3356	624	4692	6199	12287.26	6.00	4111.88	2734.46	1519.90	206.09	88.70	18.00	68.43	3533.80