

Report

Report to:	Employee Issues Forum
Date of Meeting:	5 February 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – October to December 2018
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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 October to December 2018

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 October to December 2018 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 September 2018

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 October to December 2018.

4. Attendance Statistics

4.1 Information on absence statistics for the Council and each Resource, as analysed for December 2018, is provided in Appendices 1 – 8. Points to note are:-

The Council's absence rate for December 2018, shown in Appendix 1, is 4.8%, which represents a decrease of 0.3% when compared with last month and a decrease of 0.3% when compared to December 2017.

When compared to December 2017, the APT&C absence rate remains unchanged, the teachers' figure has decreased by 0.7% and the manual workers' figure has decreased by 0.4%.

Based on annual trends and the absence rate to December 2018, 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 10.1 days.

In comparison to December 2017 (Appendix 8):-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 13 days.
- ◆ Total days lost due to psychological conditions have increased by 678 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 232 days.
- ◆ Total days lost due to respiratory conditions have decreased by 812 days.

5. Occupational Health

5.1 Information on Occupational Health for the period October to December 2018 is provided in Appendix 9.

- ◆ during the period there were 420 employees referred for a medical examination, an increase of 40 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 535 employees attended physiotherapy treatment, showing an increase of 5 when compared to the same period last year. Of the 535 employees referred, 76% remained at work whilst undertaking treatment.
- ◆ during this period 353 employees were referred to the Employee Support Officer showing an increase of 41 when compared with the same period last year. Of the referrals made this period, 88% related to personal reasons.
- ◆ 242 employees were referred to the PAM Assist counselling service this period, showing an increase of 97 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 69% of the referrals made, 10% were for work related reasons and 21% were for other reasons.
- ◆ Twenty-seven employees were referred for Cognitive Behavioural Therapy this period, a decrease of 31 when compared to the same period last year.

6. Accidents/Incidents

6.1 The accident/incident report for October to December 2018 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 289, this figure has decreased by 6 from the same period last year.
- ◆ there were 2 specified injury accident/incidents recorded, this figure has increased by 2 from the same period last year.
- ◆ there were 272 minor accidents/incidents, this figure has decreased by 5 from the same period last year.
- ◆ Four accidents resulted in an absence lasting over 3 days during the period, this figure has decreased by 1 from the same period last year.
- ◆ there were 11 accidents resulting in absences lasting over 7 days during the period, this figure has decreased by 2 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 October to December 2018 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 39 disciplinary hearings were held across Resources within the Council, a decrease of 14 when compared to the same period last year
- ◆ action was taken in 31 of these cases. Three appeals were raised against the outcomes
- ◆ our target is to convene disciplinary hearings within 6 weeks, 95% of hearings met this target
- ◆ during the period, 5 appeals were heard by the Appeals Panel of which 1 was upheld in part and 4 were not upheld
- ◆ at the end of December 2018, 3 Appeals Panels were pending
- ◆ during the period, 8 grievance cases were raised
- ◆ during the period, 3 dignity at work cases were raised
- ◆ during the period, 4 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 October to December 2018 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 September 2018, the Council's turnover figure for October to December 2018 is as follows:

166 leavers eligible for exit interviews/14309 employees in post = Labour Turnover of 1.2%.

Based on the figure at December 2018, the projected annual labour turnover figure for the financial year 2018/2019 for the Council is 4.4%.

8.2 Analysis of Leavers and Exit Interviews

- ◆ there were a total of 166 employees leaving the Council that were eligible for an exit interview, an increase of 11 when compared with the same period last year
- ◆ exit interviews were held with 22% of leavers, compared with 15% from the same period last year.

9 Recruitment Monitoring

9.1 Information on Recruitment Monitoring for October to December 2018 is contained within Appendix 14.

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

- ◆ overall, 4137 applications and 3867 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (170), 71 were shortlisted for interview and 11 were appointed
- ◆ of those applicants of a black/ethnic minority background (104), 44 were shortlisted for interview and 7 were appointed.

10 Staffing Watch

- 10.1 There has been a decrease of 46 in the number of employees in post from 9 June 2018 to 8 September 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)

15 January 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent
- ◆ Excellent employer
- ◆ Focused on people and their needs
- ◆ Working with and respecting others

Previous References

- ◆ Employee Issues Forum – 13 November 2018

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

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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		January	2.8	3.0		January	5.5	6.6		January	4.5	5.0		
February	5.1	5.2		February	3.7	3.0		February	5.8	6.5		February	5.0	5.0		
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	2.4	Annual Average	5.7	5.6	6.0	Annual Average	4.4	4.2	4.4	
Average Apr-Dec	4.2	4.2	4.3	Average Apr-Dec	2.5	2.3	2.2	Average Apr-Dec	5.7	5.3	5.8	Average Apr-Dec	4.2	4.0	4.3	
No of Employees at 31 December 2018			7006	No of Employees at 31 December 2018			3790	No of Employees at 31 December 2018			4356	No of Employees at 31 December 2018			15152	

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		January	5.7	6.3		January	5.4	5.7		January	4.5	5.0					
February	4.5	3.0		February	6.4	6.8		February	5.9	6.1		February	5.0	5.0					
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	3.9	Annual Average	5.7	5.6	5.9	Annual Average	5.3	5.2	5.5	Annual Average	4.4	4.2	4.4				
Average Apr-Dec	4.1	3.9	4.2	Average Apr-Dec	5.6	5.3	5.7	Average Apr-Dec	5.2	5.0	5.4	Average Apr-Dec	4.2	4.0	4.3				
No of Employees at 31 December 2018				540	No of Employees at 31 December 2018				2733	No of Employees at 31 December 2018				3273	No of Employees at 31 December 2018				15152

For the financial year 2018/19, the projected average days lost per employee equates to 13.8 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		January	2.8	3.0		January	3.6	3.9		January	4.5	5.0					
February	5.5	5.5		February	3.7	3.0		February	4.4	4.0		February	5.0	5.0					
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	4.5	Annual Average	2.7	2.5	2.4	Annual Average	3.3	3.2	3.2	Annual Average	4.4	4.2	4.4				
Average Apr-Dec	4.0	4.0	4.2	Average Apr-Dec	2.5	2.3	2.2	Average Apr-Dec	3.1	3.0	3.0	Average Apr-Dec	4.2	4.0	4.3				
No of Employees at 31 December 2018				2775	No of Employees at 31 December 2018				3790	No of Employees at 31 December 2018				6565	No of Employees at 31 December 2018				15152

For the financial year 2018/19, the projected average days lost per employee equates to 7.2 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		January		7.0		January	2.6	4.2		January	4.5	5.0					
February	3.8	4.2		February		2.5		February	3.8	4.2		February	5.0	5.0					
March	3.7	3.8		March		16.9		March	3.7	4.0		March	4.7	4.7					
Annual Average	2.7	3.7	3.5	Annual Average	2.4	3.0	Annual Average	2.7	3.7	3.5	Annual Average	4.4	4.2	4.4					
Average Apr-Dec	2.4	3.6	3.3	Average Apr-Dec		0.0	1.0	Average Apr-Dec	2.4	3.5	3.3	Average Apr-Dec	4.2	4.0	4.3				
No of Employees at 31 December 2018				981	No of Employees at 31 December 2018				11	No of Employees at 31 December 2018				992	No of Employees at 31 December 2018				15152

For the financial year 2018/19, the projected average days lost per employee equates to 7.7 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		January	4.3	7.3		January	4.8	6.2		January	4.5	5.0					
February	4.9	5.2		February	4.7	6.1		February	4.8	5.6		February	5.0	5.0					
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	4.4	Annual Average	5.3	5.5	6.3	Annual Average	4.9	4.9	5.2	Annual Average	4.4	4.2	4.4				
Average Apr-Dec	4.7	4.4	4.1	Average Apr-Dec	5.6	5.1	6.2	Average Apr-Dec	5.0	4.7	5.0	Average Apr-Dec	4.2	4.0	4.3				
No of Employees at 31 December 2018				888	No of Employees at 31 December 2018				559	No of Employees at 31 December 2018				1447	No of Employees at 31 December 2018				15152

For the financial year 2018/19, the projected average days lost per employee equates to 12.2 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		January	5.5	7.3		January	5.5	6.1		January	4.5	5.0	
February	5.8	6.1		February	4.8	5.8		February	5.4	6.0		February	5.0	5.0	
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	5.4	Annual Average	5.7	5.5	6.2	Annual Average	5.3	5.3	5.6	Annual Average	4.4	4.2	4.4
Average Apr-Dec	5.0	4.9	5.2	Average Apr-Dec	5.9	5.2	6.1	Average Apr-Dec	5.3	5.0	5.5	Average Apr-Dec	4.2	4.0	4.3
No of Employees at 31 December 2018			1822	No of Employees at 31 December 2018			1053	No of Employees at 31 December 2018			2875	No of Employees at 31 December 2018			15152

For the financial year 2018/19, the projected average days lost per employee equates to 12.1 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 October 2018 - 31 December

Resource	No of employees	October 2018			November 2018			December 2018		
		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	3273	1.6	3.9	5.5	2.2	3.8	6.0	1.6	4.1	5.7
Education	6565	1.0	2.2	3.2	1.9	2.5	4.4	1.4	2.7	4.1
Finance and Corporate	992	1.3	2.3	3.6	1.6	3.0	4.6	1.6	2.2	3.8
Housing & Technical	1447	2.2	2.7	4.9	2.6	2.9	5.5	2.0	3.3	5.3
Social Work	2875	1.7	3.9	5.6	1.6	3.8	5.4	1.9	3.8	5.7
Council Overall for October 2018 - December 2018	15152	1.4	3.0	4.4	2.0	3.1	5.1	1.5	3.3	4.8

ATTENDANCE MONITORING
Absence Classification

From : 1 December - 31 December 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	1388	36	763	15	164	23	466	31	885	30	3666	26
Psychological	963	25	1985	38	206	29	454	30	819	27	4427	31
Stomach, Bowel, Blood, Metabolic Disorders	328	9	620	12	84	12	148	10	360	12	1540	11
Respiratory	393	10	683	13	116	16	131	9	198	7	1521	11
Other Classification	751	20	1163	22	135	19	307	20	735	25	3091	22
Total Days Lost By Resource	3823	100	5214	100	705	100	1506	100	2997	100	14245	100
Total Work Days Available	66836		128192		18785		28543		52579			

From : 1 December - 31 December 2017

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	1098	28	1008	19	91	13	663	35	819	27	3679	25
Psychological	966	25	1358	25	157	23	576	30	692	23	3749	25
Stomach, Bowel, Blood, Metabolic Disorders	495	13	635	12	59	9	145	8	438	15	1772	12
Respiratory	424	11	1038	19	195	28	236	12	440	15	2333	16
Other Classification	929	24	1381	25	184	27	294	15	607	20	3395	23
Total Days Lost By Resource	3912	100	5420	100	686	100	1914	100	2996	100	14928	100
Total Work Days Available	66326		122627		19902		28919		52257			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 October 2018 - 31 December 2018 comparison with 1 October 2017 - 31 December 2017

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Oct-Dec 2018)	128	33	38	29	64	128	420
TOTAL (Oct-Dec 2017)	106	33	54	22	61	104	380

No of Employees Referred For Physiotherapy		
RESOURCE	Oct-Dec 2017	Oct-Dec 2018
Community and Enterprise	131	126
Education (Teachers)	65	67
Education (Others)	82	101
Finance and Corporate	34	33
Housing and Technical	62	58
Social Work	156	150
TOTAL	530	535

No of Employees Referred To Employee Support Officer		
RESOURCE	Oct-Dec 2017	Oct-Dec 2018
Community and Enterprise	75	66
Education	120	162
Finance and Corporate	21	14
Housing and Technical	26	31
Social Work	70	80
TOTAL	312	353

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Oct-Dec 2017	Oct-Dec 2018
Community and Enterprise	5	12
Education	24	4
Finance and Corporate	7	0
Housing and Technical	8	7
Social Work	14	4
TOTAL	58	27

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 (Oct-Dec 2018)	25	0	5	0	168	0	22	0	22	0	242	0
TOTAL (Oct-Dec 2017)	33	5	0	0	81	7	0	1	15	3	129	16
								Total Referrals (Oct-Dec 2018)		242		
								Total Referrals (Oct-Dec 2017)		145		

M = MANAGEMENT REFERRAL S = SELF REFERRAL

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

FROM: 1 October 2018 - 31 December 2018 comparison with 1 October 2017 - 31 December 2017

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
Specified Injury	0	0	0	0	0	0	1	0	1	0	2	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	1	0	1	0	2	0
Over 7-day	4	7	3	1	0	0	3	2	1	3	11	13
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	7	3	1	0	0	3	2	1	3	11	13
Over 3-day	2	3	1	0	0	0	0	1	1	1	4	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 3-day**	2	3	1	0	0	0	0	1	1	1	4	5
Minor	14	19	8	5	0	0	4	6	6	11	32	41
Near Miss	4	3	0	1	0	0	3	0	0	1	7	5
Violent Incident: Physical	6	7	199	174	0	1	0	0	7	18	212	200
Violent Incident: Verbal	2	5	14	17	2	3	3	1	0	5	21	31
Total Minor***	26	34	221	197	2	4	10	7	13	35	272	277
Total Accidents/Incidents	32	44	225	198	2	4	14	10	16	39	289	295

*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 October 2018 - 31 December 2018 comparison with 1 October 2017 - 31 December 2017

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	2	12	N/A	14	1	1	N/A	2	1	11	N/A	12	11	3	0	100%
EDUCATION	5	0	5	10	1	0	0	1	4	0	5	9	8	1	1	90%
FINANCE AND CORPORATE	2	0	N/A	2	2	0	N/A	2	0	0	N/A	0	2	0	0	100%
HOUSING & TECHNICAL	1	3	N/A	4	1	1	N/A	2	0	2	N/A	2	4	0	0	100%
SOCIAL WORK	4	5	N/A	9	1	0	N/A	1	3	5	N/A	8	6	2	1	89%
TOTAL (Oct-Dec 2018)	14	20	5	39	6	2	0	8	8	18	5	31	31	6	2	95%
TOTAL (Oct-Dec 2017)	13	33	7	53	2	2	1	5	11	31	6	48	26	13	14	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 (Oct-Dec 2018)	2	1	0	3	0	0	0	0	1	0	0	1	1	1	0	2	0
TOTAL (Oct-Dec 2017)	4	1	0	5	1	0	0	1	0	1	0	1	3	0	0	3	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 October 2018 - 31 December 2018

APPEAL'S PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	1	4	0	5	3

RECORD OF GRIEVANCES**FROM: 1 October 2018 - 31 December 2018 comparison with 1 October 2017 - 31 December 2017**

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Oct-Dec 2018)	8	0	4	0	4
TOTAL (Oct-Dec 2017)	4	1	3	0	0

DIGNITY AT WORK**FROM: 1 October 2018 - 31 December 2018 comparison with 1 October 2017 - 31 December 2017**

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 (Oct-Dec 2018)	3	0	1	0	0	2
TOTAL (Oct-Dec 2017)	7	0	7	0	0	0

APPENDIX 12B

REFERRALS FOR WORKPLACE MEDIATION

As at December 2018

WORKPLACE MEDIATION	Oct-18	Nov-18	Dec-18
No of Referrals	2	2	0
*No of Successful Cases	2	0	1
*No of Unsuccessful Cases	0	0	1
No of cases unsuitable for mediation	0	0	0

WORKPLACE MEDIATION	Oct-17	Nov-17	Dec-17
No of Referrals	0	1	0
*No of Successful Cases	1	1	0
*No of Unsuccessful Cases	0	0	0
No of cases unsuitable for mediation	1	0	0

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

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (October-December 2018)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CAREER ADVANCEMENT	0	8	2	2	1	13	35
MOVING OUTWITH AREA	1	2	0	0	1	4	11
CHILD CARING / CARING RESPONSIBILITIES	0	1	0	0	1	2	5
POOR RELATIONSHIPS WITH MANAGERS / COLLEAGUES	0	1	0	0	1	2	5
FURTHER EDUCATION	0	0	0	0	1	1	3
TRAVELLING DIFFICULTIES	0	0	0	0	1	1	3
OTHER	2	8	1	0	3	14	38
NUMBER OF EXIT INTERVIEWS CONDUCTED	3	20	3	2	9	37	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	63	56	10	7	30	166	
% OF LEAVERS INTERVIEWED	5	36	30	29	30	22	

EXIT INTERVIEWS (October-December 2017)

NUMBER OF EXIT INTERVIEWS CONDUCTED	1	15	0	1	7	24	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	48	48	12	9	38	155	
% OF LEAVERS INTERVIEWED	2	31	0	11	18	15	

* Note these totals include temporary employees

RECRUITMENT MONITORING**Analysis of Gender, Disability, Ethnicity and Age****FROM : 1 October 2018 - 31 December 2018**

Total Number of applications received:	4137
Total Number of Equal Opportunities Monitoring forms received:	3867
Total Number of posts recruited for:	193
Total Number of appointments:	645

Gender / Disability / Age	Applied	Interviewed	Appointed
Total EO Forms Received	3867	822	616
Total No of Male Applicants	1171	346	97
Total No of Female Applicants	2687	1091	470
Total No of Disabled Applicants	170	71	11
Total No of applicants aged under 50	3112	935	502
Total No of applicants aged over 50	718	251	68
Total No of White applicants	3723	1084	528
Total No of Black/Ethnic minority applicants*	104	44	7

FROM : 1 October 2017 - 31 December 2017

Total Number of applications received:	3329
Total Number of Equal Opportunities Monitoring forms received:	3244
Total Number of posts recruited for:	244
Total Number of appointments:	668

Gender / Disability / Age	Applied	Interviewed	Appointed
Total EO Forms Received	3270	1459	659
Total No of Male Applicants	633	235	107
Total No of Female Applicants	2605	1073	516
Total No of Disabled Applicants	121	71	22
Total No of applicants aged under 50	2817	1118	545
Total No of applicants aged over 50	422	190	75
Total No of White applicants	3110	1263	608
Total No of Black/Ethnic minority applicants*	108	41	21

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 8 September 2018

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	3089	1356	203	202	1328	2267.04	1.00	1544.04	408.90	236.66	48.64	16.80	4.00	7.00	0.00
Education - Others	2505	124	78	401	1902	1765.96	1.00	1115.24	459.47	84.54	19.00	15.00	4.00	57.51	10.20
Education - Teachers	3691	689	59	2271	672	3395.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3391.20
Finance & Corporate Resources	935	213	18	393	311	830.67	2.00	131.96	359.41	242.18	61.42	26.70	6.00	1.00	0.00
Housing & Technical	1333	872	18	303	140	1280.10	1.00	196.73	682.02	352.35	34.00	12.00	2.00	0.00	0.00
Social Work Resources	2756	216	185	897	1458	2370.46	1.00	1323.97	463.08	536.41	20.00	25.00	1.00	0.00	0.00
						8514.23	(excluding Teachers)								
Total All Staff	14309	3470	561	4467	5811	11910.03	6.00	4311.94	2372.88	1452.14	183.06	95.50	17.00	70.11	3401.40

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 9 June 2018

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	3119	1366	207	209	1337	2289.05	1.00	1556.90	408.34	246.57	47.44	16.80	4.00	8.00	0.00
Education - Others	2478	126	78	382	1892	1743.85	1.00	1080.70	470.73	85.88	19.00	15.00	4.00	58.34	9.20
Education - Teachers	3592	678	61	2203	650	3300.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3296.20
Finance & Corporate Resources	956	214	17	408	317	847.90	2.00	153.77	361.15	235.27	62.01	26.70	6.00	1.00	0.00
Housing & Technical	1326	867	15	301	143	1272.42	1.00	187.72	683.95	351.75	35.00	11.00	2.00	0.00	0.00
Social Work Resources	2792	216	191	896	1489	2398.19	1.00	1342.30	471.78	534.11	21.00	26.00	2.00	0.00	0.00
						8551.41	(excluding Teachers)								
Total All Staff	14263	3467	569	4399	5828	11852.21	6.00	4321.39	2395.95	1453.58	184.45	95.50	18.00	71.94	3305.40